Check if you have acquired the following:

☐ CWL ID
☐ UBC email
☐ Calendar (Microsoft Outlook)
☐ Set-up a work schedule
☐ Completed the “Privacy Matters” Course

Equipment:
☐ Salto
☐ Laptop (Make sure your login credentials work)

Canvas:
☐ Admin Access (Global Navigation bar)
☐ Commons (Global Navigation bar)
☐ Your Sandbox
☐ Canvas 101
☐ Blueprint Test
☐ Groups and people Demo Course
☐ iClicker Testing Sandbox

Slack:
☐ Account
☐ Access to Direct Messaging with CTL staff + Channels (#canvas)

Check if your supervisor has gone over the following with you:

☐ Roles & Responsibilities
☐ Lynda.ubc.ca
☐ Canvas
☐ iClicker
☐ UBC Blogs
☐ iPeer
☐ Wordpress
☐ OMR (Optimal Mark Reader)
☐ Qualtrics
☐ Video & Multimedia
☐ Blackboard Collaborate Ultra
☐ Slack