# Stark State’s Dual Enrollment NEW Online Supporting Teacher Checklist

## New Supporting Teachers

<table>
<thead>
<tr>
<th>DONE ✓</th>
<th>TASKS</th>
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<tbody>
<tr>
<td>Fill out the online application and upload resume and State of Ohio Teaching License</td>
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- Attend an orientation session with your SSC Faculty member
  - April session for the fall semester; November session for the spring semester
  - Attend ANGEL Management Training
- Provide support to ensure students meet assignment deadlines.
  - (answer questions, coach students)
- Communicate with SSC faculty to ensure progress of the student.
  - (Grades and assignments are given by SSC faculty)

At the orientation session, make sure your SSC Faculty member tells you-
- How to access MyStarkState
- How to access Angel
- About the online training course, “Succeeding Online Orientation”
- About roster verifications
- How to contact the Help Desk (330.494.6170 ext.4357) for access problems and to help you forward important SSC email to an account that you will regularly check
- Expectations of the course