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Stark State College
College Credit Plus Supporting Teacher Checklist
Application deadline for Fall: March 31
Application deadline for Spring: October 31

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Mark when Complete ✓	Tasks
	Call and/or email Jennifer Holland at 330-494-6170 ext. 4661 jholland@starkstate.edu for instructions. Fill out the Employee Data Sheet and mail and/or email it back to Jennifer Holland along with a copy of your teaching license. Applicant will be notified once approved. You will also be contacted through email with instructions on how to access the Supporting Teacher Training Course online.
	Complete the Supporting Teacher Training Course online to make your individual orientation session with the College Credit Plus Coordinator or mentor more meaningful. (*You will receive a letter from eStarkState with instructions*)
	The primary purpose of an individual orientation session is to prepare you for the types of support you can provide in an online course - Attend an individual orientation session with your College Credit Plus Coordinator. The Coordinator will contact you to arrange the session, which should take place before the semester begins. Make sure the Coordinator reviews: - An overview of the course. - An introduction to accessing and Navigating Blackboard. - A brief introduction to the Supporting Teacher Training Course if you have not already completed it. - The importance of the "Succeeding Online Orientation" for both students and yourself. - An explanation of general Helpdesk services. - A reminder to check your high school email for messages from the class instructor. - Specific instructions on what your role is in supporting your students as they work with their class instructor. - Ensure students complete the mandatory online CCP Orientation - Ensure students are on task with assignments - Remind students when assignments are due - Remind students to study for an upcoming test - Contact SSC instructor for progress of students (i.e., grades, getting work done on time, etc.) - Answer general questions about course - Assist students in contacting SSC instructor through email with questions regarding course - Expectations for communication with the class instructor.
	Check with your class instructor to be sure he/she has added you to the online course(s) you will be supporting.