

Class Kickoff Checklist

Phase II

This checklist will help you ensure everything is ready before your first day of class.

Resources:

- **Configuration Coordinator:** Contact for questions about training materials, onboarding, or any additional needs.
- **NC FAST Configuration Team:** Reach out for NCID resets, schedule submissions, Phase II case uploads, and system issues.

Checklist:

- ☐ **Review Class Roster**
- ☐ **Review of All Course Materials:**
 - Instructor Guide and supporting materials
 - Student Guide and supporting materials
- ☐ **Print Needed Materials**
- ☐ **Send Information and Requests to NC FAST Configuration Team:**
 - Email class schedules 2 weeks before the start date to nccfast_cc_config@dhhs.nc.gov
 - Check the System Refresh schedule to avoid classes in the first weeks of January, April, and August
 - Submit NCID reset requests 24-48 hours before class starts
- ☐ **Prepare Mentally:** Balance your days ahead.
- ☐ **Write a Clear, Executable Plan**
- ☐ **Ensure Access to Necessary Websites:**
 - North Carolina Community College System: Houses training materials for instructors
<https://www.nccommunitycolleges.edu/college-faculty->

staff/academics/workforce-continuing-education/training-and-credentials/instructor-resources/nc-fast-training-program-hse-3220-hrd-4000/

- NC FAST Community College Training Environment: Used to train students <https://ncfastcctraining.nc.gov/Curam/logon.jsp>
- NCID PrePod Website: Update your NCID passwords <https://ncidpp.nc.gov/idmdash/#/default>
- ❑ **Practice in the CCE:** Polish your skills with the necessary materials.
- ❑ **Community College Code:** _____
- ❑ **Student Needs:** Remind students to bring essential materials to each class session, including a notebook for taking additional notes and any other relevant information.
- ❑ **Student Check-In:** Verify that students still have access to the NC FAST Learning Gateway and monitor their progress in the certification modules.
- ❑ **Complete Surveys:** Kindly ensure that you and your students complete the surveys. The collected information will be analyzed to enhance the quality of our services.
 - **Student Survey Link:** <https://forms.office.com/g/nx5XEqx8z9>
 - **Instructor Survey Link:** <https://forms.office.com/g/bKdDyqrLtb>
- *****Remember to fill out surveys on the last day of class. *******
- ❑ **Gather Data for Audit Collection:**
 - Class Title & Phase
 - Class Type (Online/Virtual, In-person, Hybrid)
 - Class Dates
 - Number of Registered Students
 - Number of Students Who Passed
 - Number of Students Who Failed (including those who dropped or couldn't complete the test)

- Students Who Landed Interviews
- Students Employed at DSS
- Students Employed Elsewhere
- POC Information (Name, Phone Number, Email)
- Instructor Information (Name, Phone Number, Email)
- Notes (class cancellations, student employment details, etc.)

Post-Class:

- ☐ **Prepare Student Assessment Scores:** Ready to turn into POC for audit purposes.
- ☐ **Track Students:** Continue tracking for data collection purposes.