**Little Lincoln Getting Started Guide Checklist**

d Received materials box, resource box, and fall

 season’s box with Guide book and 3 workbooks.

Went over list of materials to ensure you received all items for your grade level.

At the Home Page, clicked the Help Tab and watched the tutorial about your Little Lincoln journey.

Accessed the online content at [**school.lincolninteractive.org**](http://school.lincolninteractive.org) and logged in using the directions on the Welcome packet.

Created the Guide account (see directions on the Welcome Packet) linked to your student’s account in grade book the first time you login.

Created the student avatar online following the on screen instructions.

Reviewed/printed the Little Lincoln assignment list for your grade level.

Reviewed how to submit and review assignments online.

Watched the video tutorial “How to complete a fluency assignment online”. The fluencies are part of your required assignment list.

Reviewed instructions for completing the Reading Comprehension quizzes required once per season/9 weeks.

Contacted your Elementary Teacher Facilitator (ETF) by submitting the student questionnaire by first printing, filling out and sending via email.

Created a folder on your computer’s desktop to save all scanned workbook pages for the year. This will give you easy access when uploading scannit pages to the grade book.

Created a school environment at home (student/home teacher workspace) that ensures organization and a safe/quiet environment. Example, student table or school desk, folders/filing cabinet or bins for saved offline workbook pages. Provide shelves for workbooks and materials, and bins for supplemental materials and pencils/paper.

Reviewed the “Scanning Made Easy” document within the welcome letter.

Reviewed the Guide book for ideas of getting started/morning activities and overall layout of offline cycles/activities of the day and how the workbooks align with the Guide book.

Familiarized yourself with the materials/resources.

Familiarized yourself with the Resources and Help Tabs in the Guide account.

Reviewed the Frequently Asked Questions (FAQ) section online (see Welcome Packet for directions).

Reviewed Little Lincoln’s writing and fluency philosophies online (Log in as Guide, click Resources tab, click Documents Center, click grade level folder, and Instructions and Descriptions).

After you’ve reviewed the welcome packet and completed this checklist please contact your ETF or Instructional Supervisor (IS) with any questions or concerns about getting started in Little Lincoln. I can’t wait to start a new and wonderful year in Little Lincoln with you and your student/child!