

## **Before You Leave**

1. Do you have the correct number of iPads for your class, plus an instructor iPad?
2. Are all the devices properly charged?
3. Do you have the class outline and any corresponding handouts?
4. Have you reviewed the downtime plan for your class (second page of class outline)?
5. Have you double-checked that any necessary apps for the class are still installed?
6. Do you have the mifi and its cord?
7. Do you have the pre and post assessments for the class you are teaching?

## **When You're Back**

1. Did you turn off the Bluetooth keyboard?
2. Do all devices have their stylus and power cords accounted for?
3. Charge the devices that need it (less than 75% battery power).
4. Fill out the use survey found here: [\(we used this to track information for our grant\)](#)