

Imagine Academy Next Steps Checklist

*The following is a quick list of suggested next steps for successful implementation of Microsoft Imagine Academy.*

1. Curriculum Planning

Review the resources available in your preferred language from the Member site <https://member.imagineacademy.microsoft.com/> and decide where you want to start:

* Digital Literacy - Complete the Digital Literacy course and take the certificate test to earn a Digital Literacy certificate ([www.microsoft.com/digitalliteracy](http://www.microsoft.com/digitalliteracy))
* MOAC (Microsoft Official Academic Courseware) digital textbook - download the appropriate MOAC student textbook and full curriculum kit to your computer (Member Site>Classroom>Curriculum Overview>Curriculum Downloads)
* Online Learning - create a learning plan (Member site > Classroom > Online Learning Dashboard)
* Lesson Plans – download appropriate lesson plan(s) (Member site > Classroom > Curriculum Overview > Lesson Plans)
* Study Guides – download appropriate Study Guides (Member site > Classroom > Curriculum Overview > Study Guides.

   Update and prepare your computer lab

* Download the IT Director’s Information Guide and give to the IT Staff at your school (Member Site>Getting Started>Review IT Requirements).

1. Promotional Planning
* Download, personalize, and display new Imagine Academy promotional materials from the Member Site (Member site > Marketing > Promoting).
* Plan communication and announcement of your school’s partnership with Microsoft Imagine Academy (Member site > Marketing > Communicating).

1. Professional Development

 Get MOS/MTA/MCE certified!

* Redeem Professional Development vouchers on the Microsoft Imagine Academy member site (Member Site > Educator Development)
* Prepare for certification testing by utilizing the Professional Development Guides on the Member Site (Member Site>Educator Development)
* Sign up to receive Microsoft Imagine Academy newsletters (Member Site>Administrator Task Drop Down Menu>Edit Profile>Personal)