

Digital Portfolio - Start of Year Checklist

June:

- Confirm teacher interest in using FreshGrade as a means for communicating student learning via email with school principal or vice-principal (PVP will communicate with Learning Services).

July/August:

- Review FreshGrade introductory videos at FreshGrade.com
- Create a plan for posting.

September:

- “Make a Copy” of and then “Edit” the [FreshGrade Permission Form](#) by adding your personal information and your schools’ letterhead.
- Create a two-sided document with the FreshGrade Permission Form on the front and the Web-Based Tools form on the other side (Log in to the HUB and navigate to the “Staff” tab. Click on the District Forms. Select Media Forms - Web-Based Tools Consent Form).
- Send forms home with students and maintain a record of returned forms. Students without signed permission forms are unable to use FreshGrade
- Check to ensure that you have access to FreshGrade using your district login credentials.
- Ensure that student demographic information for your class enrolment is accurate. (This will be extracted for you - do not import your own class data. Contact the Helpdesk if you have questions or concerns)
- Ensure that reporting requirements have been reviewed and understood.
- Invite your school principal as a colleague to share your class portfolios.

September or October:

- Enable the ‘sharing’ features in FreshGrade with parents and/or students as you are ready and comfortable.
- Host a parent information event (this could be part of a Meet the Teacher Night). Share FreshGrade with your students and teach them how to comment and post in their portfolio.