

# Class Kickoff Checklist

## Phase I

*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 [ncfast\\_cc\\_config@dhhs.nc.gov](mailto:ncfast_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/](https://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 Information:** Collect the students' full names and college-issued email addresses to provide access to the NC FAST Learning Gateway for certification assessments. Email this information to the Configuration Coordinator at: [ncfast\\_cc\\_training@dhhs.nc.gov](mailto:ncfast_cc_training@dhhs.nc.gov)
  - To access, visit: <https://ncfasttraining.nc.gov/>
  - If the course information does not readily display, follow these instructions: In the search courses field bar, enter: “**community access portal.**”
- ❑ **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/Pages/ResponsePage.aspx?id=3IF2etC5mkSFw-zCbNftGQ8hrMQSVU5DjUKOjwSeLnxUOUVFRTM0VURQRVIMMV M0QklZWUhVOEtRQy4u>
  - **Instructor Survey Link:**  
<https://forms.office.com/Pages/ResponsePage.aspx?id=3IF2etC5mkSFw->

[zCbNftGQ8hrMQSVU5DjUKOjwSeLnxURDRZSjBXTEVLRUhSWklGTzZTQUNMRDFZNY4u](https://zCbNftGQ8hrMQSVU5DjUKOjwSeLnxURDRZSjBXTEVLRUhSWklGTzZTQUNMRDFZNY4u)

**\*\*\*\*\*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.
- ☐ **Prepare for Phase II:** Locate Class Kickoff Checklist\_Phase II.