

# 2021 Spring/Summer Texas College Bridge District Checklist & Planning Guide



## Get Informed

- Go to [www.texascollegebridge.org](http://www.texascollegebridge.org) to get information and resources for the Texas College Bridge program and get started on the District tab!

## Apply

- Apply & Submit Participation, Data Sharing & Requirements Agreement *(Districts cannot proceed with the other steps until this is completed!)*
- Assign a district point person to coordinate the program

## Define Courses

- Determine the best course format to meet the needs of students
- Define grading & transcript policies plus how to communicate with stakeholders

## Select Students

- Review your senior student data to determine who should participate

## Recruit Students

- Use the Marketing Toolkit on the District tab to recruit students
- Communicate with parents and other stakeholders
- Ensure students understand the program and benefits

## Select Staff

- Select math and English teachers that are ideal for the online platform
- Outline and communicate teacher expectations; View the Teacher tab information
- Select advisors/counselors to support the program

## Submit Rosters

- Submit district student rosters mapped to course sections and teachers to Greenlight

## Instructor Training

- Ensure all instructors are registered for and attend virtual NROC/EdReady training or they may access the recorded versions on the Teacher tab
- After training, instructors (and appropriate district staff) may log directly into GreenLight where they will gain access to the assigned course sections in EdReady

## Register Students

- Ensure students have access to technology and internet
- Help students through the registration process by providing the instructions on the Student tab

## Monitor Progress

- Create a timeline for monitoring student progress
  - Schedule team progress checks
  - Gather instructors, administrators, and advisors/counselors to review student progress
  - Ensure college milestones are being completed
  - Create intervention plans for students who need additional supports
- Celebrate student successes!