

# 2021 Fall 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 and 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 delivery format to meet the needs of students:**  
*Face-to-Face, Hybrid, Online, Distance Learning.*

- Define course credit options & transcript policies + how to communicate with stakeholders.

## Select Students

- Review your senior student data to determine who should participate.**  
*Determine if you have juniors that are a good fit for the program.*

## 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.

## Provision EdReady

- Ensure that EdReady platform has been configured with key details:**

- List of [participating schools](#) in ISD
- All current English and Math [sections](#)

## Instructor Training

- Ensure all instructors are registered for and attend virtual training or they may access the recorded versions on the [Teacher tab](#)**

- Instructors (and appropriate district staff) will log directly into EdReady where they can access reports and manage assigned student accounts.

## Instructor Access

- Create accounts for all [instructors/ counselors](#) via the EdReady interface.**

- Assign appropriate schools and/or sections to limit access to only assigned students.

- Ensure instructors know assigned sections so they can communicate details to students.**

## Register Students

- Ensure students can access technology/internet; help them with registration process.**

- Share appropriate registration URL with each student based on assigned subjects (math, English, or both).
- Provide the [instructions](#) on the [Student tab](#)

## Monitor Progress

- Create a timeline for monitoring student progress and running your [status reports](#)**

- Schedule team progress checks with all district stakeholders.
- Ensure college milestones are being completed.
- Create intervention plans for students who need additional supports.

- Celebrate student successes!**