Get Informed

☐ Go to 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.

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!

Texas College Bridge is a program of Texas Education Agency and your school district.

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