

Teacher's Checklist

SCHOOL SEMESTER/YEAR

PROGRAM ADMINISTRATOR

MEMBERSHIP NUMBER

- Determine what type of audiobooks your school will be using (AudioAccessSM downloadable books, AudioPlus® books on CD or both)
- Place your book orders as soon as you know what you will need for the school year.
- Choose a place to store your equipment.
- Familiarize yourself with the equipment and either charge the batteries or make sure you have plenty on hand.
- Send home to parents a letter introducing RFB&D and our programs and services.
- Decide if your class is best suited for a listening station or for individual usage at the student's desk.
- Train your students to use the equipment and become comfortable with it.
- Clearly designate for your students the times during the day when it is appropriate for them to use their RFB&D equipment.
- Organize your RFB&D books for easy access.
- Teach students to track their RFB&D usage on individual charts. Keep the charts to monitor progress and usage.
- Create student contracts. The contracts will help to ensure proper usage and storage of the equipment.