

Rosetta Stone Teacher Administrator Checklist

Identify Classroom Usage Goals

- Which students will use Rosetta Stone?
- How many students total will you have using Rosetta Stone weekly?
- How much time per week in Course will be required (time-on-task)?
- Where will computer time be held (labs, classrooms, etc.)?
- Will students be required to use Rosetta Stone at home, at school, or both?

Identify Curriculum Integration and Evaluation Goals

- Will Rosetta Stone be used as a stand-alone program or supplementally?
- How will Rosetta Stone be integrated into the current curriculum?
- How will students be evaluated and graded?
- How you will track progress (time spent vs. activities completed, or both)?
- Who will monitor the Learners' progress?

Identify Specific Learners

- Collect a list of your students who will participate in the program
- Determine which language they will be learning
- Assign user names and passwords to each Learner
- Complete user import spreadsheet

Confirm Launch Date

- Confirm your site's scheduled launch date
- Distribute program announcements and supporting materials to staff and parents
- Confirm all computers are equipped with USB headsets and have the necessary downloaded Speech Component
- Prepare materials for Learner orientation and introduction to the program
 - First Time Users Guide
 - Logging in for the first time
 - Rosetta Stone Curriculum map: Level, Unit, Core Lesson, Focused Activities

Participating in Ongoing Teacher Engagement Webinars

- Learn more about how to best navigate the program
- Ensure your understanding of the reporting capabilities in the Rosetta Stone Manager will produce the required progress information you need to properly evaluate your Learners
- Ask specific best practices questions about using Rosetta Stone in your classroom