

Faculty/Staff Checklist



PIEDMONT UNIVERSITY TECHNOLOGY CHECKLIST

— Be a Lion. Not a Number —



Use this checklist to ensure your technology is ready for a successful semester.

Let's make sure you're ready for day one!



1 DEVICE READINESS

LAPTOP/DESKTOP

- Restart your computer
- Connect to campus Wi-Fi or VPN
- Install all available Windows updates
- Confirm battery charger/dock is working
- Verify external monitors are detected correctly
- Confirm webcam and microphone function properly



STORAGE & FILES

- Open OneDrive and confirm files are syncing
- Verify important course files are accessible
- Remove unnecessary desktop clutter
- Empty Downloads folder if needed



2 ESSENTIAL APPLICATION CHECKS



MICROSOFT 365

- Open Outlook and confirm email is loading properly
- Send a test email to yourself or a colleague
- Open Microsoft Teams
- Open Word, Excel, and PowerPoint successfully
- Verify you are signed into your Piedmont account



ADOBE & PDFS

- Open Adobe Acrobat
- Open a PDF successfully
- Test printing a PDF document



ZOOM / HYBRID CLASSROOM READINESS

- Open Zoom Workplace
- Verify you can sign in using SSO
- Test microphone and camera in Zoom
- Start a test meeting
- Verify presentation sharing works correctly



3 CLASSROOM TECHNOLOGY CHECK

VISIT YOUR CLASSROOM



- Log into the classroom computer
- Verify projector/display powers on
- Test audio playback
- Open a PowerPoint presentation
- Open a video with sound
- Test HDMI/adapters if using personal devices
- Confirm wireless presentation tools/remotes function



4 ACCOUNT & SECURITY

- Confirm your password works across all systems
- Verify Multi-Factor Authentication (MFA) prompts correctly
- Update recovery phone number if needed
- Lock and unlock your computer successfully



5 PRINTING & SCANNING

- Confirm required printers are installed
- Print a one-page test document
- Verify scan-to-email functionality if applicable



6 CANVAS CHECK

- Confirm you can log in to Canvas
- Verify your courses are published and visible
- Check that announcements are visible
- Verify assignments and due dates are correct
- Test links, pages, and embedded content



FINAL READINESS CHECK



Restart computer one final time



Confirm no pending updates remain



Charge laptop fully before first class



Arrive early for your first classroom session

You've got this!

CONTACT IT SUPPORT

- ITSupport@piedmont.edu
- 706-894-4205
- ITSupport.piedmont.edu



STRONGLY RECOMMENDED

- Practice joining a Zoom meeting from your classroom
- Test your presentation from the exact room you'll teach in
- Bring your laptop charger on the first week
- Keep important files in OneDrive instead of local storage

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