

FORMATIVE CHECKLIST



Use the following checklist to help you reach these two goals:

- Create a Formative which can be assigned to your students within the next two weeks.
- Learn something new about Formative.

1

If you are new to Formative, log into your account at app.formative.com/login using your Microsoft 365 credentials. Additional help can be found under [GETTING STARTED](#).

2

If you have never used Formative with your students/classes, use the instructions and videos available in the [GETTING STARTED](#) section to sync your Formative account with your classes in Teams.

3

Create your first Formative (or create a Formative different from the types you have created in the past). In the [GETTING STARTED](#) section find:

- Create a Formative from an existing file
- Create a Formative from scratch
- Use the library (premade Formatives)

4

Have you created Formatives and have questions you need answered, or are you curious what others are asking? Check out questions from LPISD teachers in the [TEACHER THOUGHTS](#) section.

5

You have created Formatives using the tools and resources highlighted in the OneNote. Make sure you organize and share your Formatives to the library so you can easily find them in the future. Help can be found under [FORMATIVE LOGISTICS](#).

If you need additional help with Formative, whether it is step 1 or step 5, please submit a technology work order so an ITS can follow up with you.

