

Instructor Course Resource Readiness Checklist

Before class starts, make sure the shared resource opens to the current, approved page-and that everyone knows where the official record still lives.

Start with one shared destination

The ten customized NFC tags in this kit use the same URL. Choose a maintained resource index in the system your organization already uses.

Check the handoff before the room fills

- ☐ **Audience is clear**
Name who should use the page: instructors, facilitators, or another approved training audience.
- ☐ **Resource is approved and non-sensitive**
Use a general course overview, public references, or instructor preparation material that is cleared for that audience.
- ☐ **Current page is easy to recognize**
Give the resource index a clear title. Remove old or duplicate versions where the owner can.
- ☐ **A resource owner is named**
Record who maintains the destination and when the page should be reviewed.
- ☐ **Destination and permissions are checked**
Confirm the link works for its intended audience. Sign-in and permissions remain under the organization's existing system.
- ☐ **The NFC tag is tested in place**
Tap it with a compatible phone where the folio or resource point will be used. Check the printed label and QR fallback if included.
- ☐ **A backup route is ready**
Keep the usual way to reach the resource available if a phone cannot tap or the connection is unavailable.
- ☐ **The limits are understood**
The NFC tag opens a URL. It does not host a class, track learners, record attendance, or replace official systems.

Keep these out of the shared destination

Rosters, student or personnel details, assessments, schedules, deployment or operational information, restricted content, credentials, and private notes. Keep those in the systems and processes your organization approves.

Resource owner _____ Review date _____

NFC-A TAG is a pointer to your selected page. Your organization controls the destination and any access permissions.