New School Year Checklist

Are you ready to start your new school year in 5-Star Students? Use this checklist to ensure that you are ready to track and incentivize your student/staff involvement.

	Import your new **student roster**. Watch the how-to-video to learn how. Reminder: students from the previous year will be "updated" with their new grade level. • Upgrade to the Silver, Platinum, or Diamond package to enable roster integration - email help@5starstudents if interested • All roster integration will pause over the summer and begin again in early August
	Import student/staff **photos**. View the how-to guide.
	Rollover your **staff** from the previous year. • Navigate to the staff page from the people menu • Click the "rollover staff" button at the top of the list
	Import your new **classes** • Navigate to the Classes page from the people menu • Click "import class member" to upload your file • Watch the how-to-video • All roster integration will pause over the summer and begin again in early August
	Change year for the **Student App**: watch how-to video • Before changing school years, make sure rosters have been updated. Students cannot sign in unless they are on the active roster.
	Change year for the **Online Store**: watch how-to video • If your site will continue to sell items over the summer, make sure rosters have been updated before changing school years. *You can remain in the current school year to continue selling through July*
	Rollover **group names** and import group members • Navigate to the groups page and click "rollover groups" • Upload your new group members using any of the sorting options. If importing a file, it must include the group name and student ID numbers
	Re-publish your school **webpage** • Navigate to the school webpage area in the recognition section • Hit the "publish now" button at the top of the page so students can see the new leaderboard(s), event calendar, and intervention calendar.
	Rollover **rewards**/Add new rewards • Navigate to the reward area in the recognition section • Click the "rollover rewards" button • You can optionally rollover any remaining inventory from the previous year
	Rollover repeating **events** and add new events to your calendar • Click the *rollover* button from the calendar to carry over repeating events to the new school year • You can manually add each event or use the importing option • To import your calendar using an excel or csv file, watch the how-to-video • To import your calendar from Google Calendar, read this • To import your calendar using 8to18, read this
	Rollover **Activities** your school will use in the new year
	Add Activity **Badges** • Click the edit button for each activity to upload a badge that will appear on the students' Digital ID cards • Add badges for the No Privileges list and Activities Card list

	Update your Activities Card list
	optional Rollover **points** from the previous year • From the Manager menu, select School → Rollover Points • Choose points earned or remaining points from the previous year • Choose to rollover students and/or staff member points