NEW SCHOOL YEAR CHECKLIST

PEOPLE

☐ Student roster

- All Silver, Platinum, and Diamond subscriptions will automatically integrate. The sync pauses over the summer and will begin again after we receive enrollment data from your district
- Manually upload a roster: watch tutorial

☐ Import Photos: view how-to guide

☐ Classes

- Most Silver, Platinum, and Diamond subscriptions will automatically integrate. The sync pauses over the summer and will begin again after we receive enrollment data from your district
- Manually upload class rosters: watch tutorial

☐ Rollover Group Names and Import Group Members

☐ Update the Activity Card list and add a badge

☐ Rollover the Staff roster

☐ Update any Restricted Groups (now under the People menu) for Hall Passes and/or FLEX

POINTS AND REWARDS

☐ Rollover and update rewards

☐ Rollover points

- By default, points start back at 0 unless a Manager chooses to roll them over.
- Choose to rollover points earned (total points) or remaining points from the previous year

ACTIVITIES AND EVENTS

☐ Rollover <u>Activities</u>

- Add activity badges that will appear on the Digital ID for all participants

☐ Rollover <u>repeating events</u> and add new events

- You can manually add each event or use the importing option
- To import your calendar using an excel or csv file, <u>watch the how-to-video</u>
- To import your calendar from Google Calendar, <u>read this</u>
- To import your calendar using 8to18, <u>read this</u>

☐ Rollover <u>interventions</u> and add new interventions

STUDENT ACCESS

☐ Change year for the Student App: <u>watch how-to-video</u>

☐ Rollover school <u>webpage</u>

☐ Change year for the Online Store: <u>watch how-to-video</u>

- 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 previous school year to continue selling through July.