

Start the School Year Checklist

If needed:

- Creation of any new school domains have been requested by emailing support@schoolsplp.com
- Staff accounts have been created and assigned appropriate rights
- Default catalog settings have been set up or requested bulk changes have been sent to rostering@schoolsplp.com
- Calendar blackout dates have been set or requested by emailing school calendar to rostering@schoolsplp.com
- Course sections have been set up at each school site
- Teacher accounts have been assigned to appropriate course sections
- A new staff or staff refresher webinar training has been set up or requested by emailing training@schoolsplp.com
- New student accounts have been set up or a spreadsheet containing student first/last names, and requested usernames and passwords have been sent to rostering@schoolsplp.com
- Students have been enrolled in their appropriate course sections
- Student enrollment start and end dates have been set to reflect appropriate semester or year-long course enrollments
- School URL and login information has been given to students and guardians
- Students and guardians have been given user guide or video links to [learn about SchoolsPLP](#)
- Online learning expectations have been communicated to students (time, mastery percentage, etc.)
- Student communication goals have been set (daily, weekly, virtual meetings, chat, etc.)
- Students know which school staff to contact for technology or course content questions