# NEW ACADEMIC YEAR – ACCOUNT CHECKLIST

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| **Checklist** | **Guidance** | **Guidance Link** | **TICK (When complete)** |
| **Academic Year**  | Check in the Admin account 🡪 Group Management the correct academic year is displayedAmend the end date for the Homepage Favourites | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076753-group-management><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076950-setting-homepage-favourites> |  |
| **MIS Sync** | New classes updatedPupils have been added into the correct classesGroups have been created/amended (example: Reading/maths and Writing) | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076753-group-management><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076751-pupil-management><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076753-group-management> |  |
| **Non-MIS Schools** | Pupil and Class import has been completedPupil and Class import uploaded via the admin accountGroups have been created/amended (example: Reading/ Writing and Maths) | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076958-pupil-import-adding-new-pupils-and-classes><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076958-pupil-import-adding-new-pupils-and-classes><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076753-group-management> |  |
| **Teachers and SLT** | Teachers have been allocated to the correct classSLT and Subject Co-ordinators have been allocated access rights to the correct classesNew teachers set up via admin accountTeachers who have left have been made inactive via admin accountReset password if the teacher has forgotten password | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076753-group-management><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076753-group-management><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076749-user-management-teacher-and-slt-accounts-><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076749-user-management-teacher-and-slt-accounts-><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000062916-password-reset> |  |
| **Training for new staff** | LoginAccess the online academy courses | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000076260-setting-up-your-teacher-account><https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000078560-classroom-monitor-academy> |  |
| **Training for Existing Staff** | Access to the online academy and courses | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000078560-classroom-monitor-academy>  |  |
| **Data training for SLT** | Access to the online academy for Data training | <https://classroommonitor-support.freshdesk.com/support/solutions/articles/36000078560-classroom-monitor-academy>  |  |