# 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 displayed  Amend 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 updated  Pupils have been added into the correct classes  Groups 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 completed  Pupil and Class import uploaded via the admin account  Groups 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 class  SLT and Subject Co-ordinators have been allocated access rights to the correct classes  New teachers set up via admin account  Teachers who have left have been made inactive via admin account  Reset 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** | Login  Access 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> |  |