

Best Practice Guide for Admin

Here's your guide to some pro-tips that will make your SchoolStatus experience even better! Whether you're a teacher or an admin, this resource will give you a refresher on using SchoolStatus.

New Year, New Data

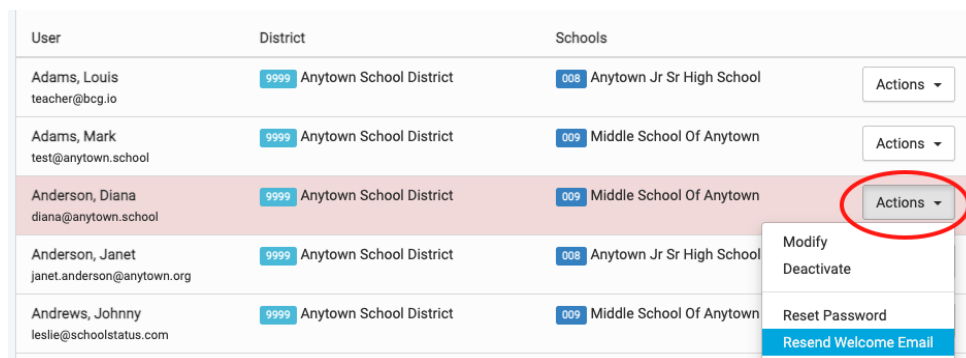
Things often change over the summer, so let us know if you picked up a new assessment package or you dropped one. Email help@schoolstatus.com and our Integrations Team will work with you to import new assessments.

Major SIS changes are a big deal! If you switch to a different Student Information System or you make significant changes to data structure, also let us know! Remember, we sync the majority of information from your SIS (nightly) so we want to be sure that integration is clean.

Account Management Pro-Tips

Did you know, anyone with the module called '**User Management**' can create, modify, and deactivate accounts within his or her scope? By giving this module to school-level admin, you'll allow them to monitor accounts for their own school, but not the whole district. For more info on account management, [click here](#).

When looking at accounts, you can toggle between users (non-teachers) and teachers. If the account is highlighted in pink, that means the person has never logged in. You can resend his or her Welcome email by clicking **Actions & Resend Welcome Email**.



User	District	Schools	
Adams, Louis teacher@bcg.io	9999 Anytown School District	008 Anytown Jr Sr High School	Actions ▾
Adams, Mark test@anytown.school	9999 Anytown School District	009 Middle School Of Anytown	Actions ▾
Anderson, Diana diana@anytown.school	9999 Anytown School District	009 Middle School Of Anytown	Actions ▾
Anderson, Janet janet.anderson@anytown.org	9999 Anytown School District	008 Anytown Jr Sr High School	Modify Deactivate
Andrews, Johnny leslie@schoolstatus.com	9999 Anytown School District	009 Middle School Of Anytown	Reset Password Resend Welcome Email

For creating new teachers quickly, we recommend using Teacher Creation. Simply enter the email address in the box next to the teacher's name and click **Create**. Set the default domain for email accounts if you have to create many accounts at once.

Teacher Creation User Configuration

Create Account and Send Invite E-mail to User

Name	Visible?	Schools/Courses	User Account(s)
Hansen, Gloria	<input checked="" type="checkbox"/>	008 Anytown Jr Sr High School <i>Observable Class</i>	<input type="text" value="Email address..."/> <input type="button" value="Create"/>

Training New Staff

You don't have time to train every new teacher and administrator on using SchoolStatus effectively! We have online training courses specifically designed to get educators up-to-speed efficiently and effectively. Send all new staff directly to the [Learning Lab](#) upon their first login.

The screenshot shows the SchoolStatus Learning Lab interface. At the top, there is a search bar and navigation tabs for 'My Courses', 'My Live Sessions', and 'My Achievements'. A sidebar menu on the left contains 'Dashboard', 'Resources', 'Catalog', and 'Forum'. The 'Catalog' option is highlighted with a red arrow. The main content area features a 'Welcome to the Learning Lab' message with a 'Read More' button and a video player for a SchoolStatus Learning Lab intro. Below this, a 'Total Number of Courses' summary shows 7 enrolled, 1 completed, and 0 course questions. A featured course card for 'Understanding Your Whole Student: The Student Card' is displayed, indicating it is 'In Progress' and has 6 modules, 0% completed, and a 'Resume' button.

Setting Expectations for Staff

Training: We recommend setting expectations for staff to complete the training courses before they begin using SchoolStatus.

Broadcasts: [Broadcasts](#) are the easiest way for teachers to announce themselves to parents! We recommend starting the year off with a Broadcast to each class telling parents who you are and to SAVE THE PHONE NUMBER! That way, in the future when you call, parents will know who is calling.

Positive Parent Communication: We also think [positive parent communication](#) is essential. Encourage your teachers and admin to reach out to parents early and often. Building the relationship on positive information sets the stage for a more successful conversation when the information is not so positive.

Data + Communication = Student Success: Always encourage teachers to include data in conversations. Whether that's behavior (both positive and not so positive), attendance, or assessments, parents welcome information that can help their children. Don't be afraid to talk data!

Setting Expectations for Parents

Broadcasts: Did we mention Broadcasts?! This is the best way to let parents know how you'll be reaching out to them and how they can reach you. Sometimes parents don't know they can respond to a Broadcast, so tell them!

Parent Flyer: Use [this flyer](#) to announce SchoolStatus to your parents!