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.
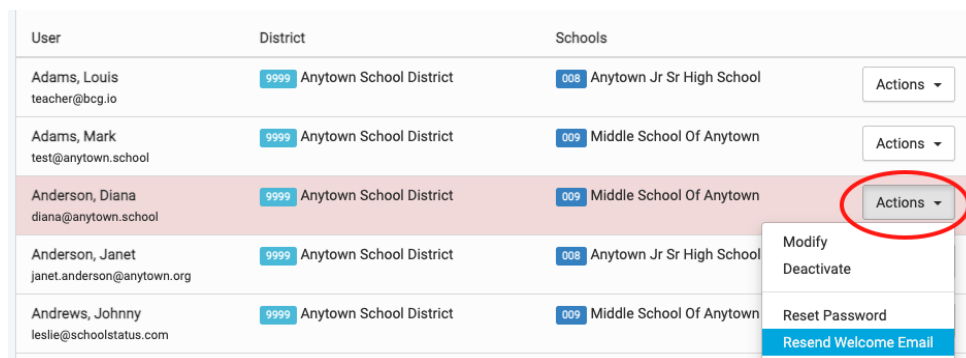
New Year, New Data

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**.

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.

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.

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!