Qoria

School/District	
Name	Date

*Mark the action as "Not Applicable" (N/A) if a checklist item doesn't apply

#	Action	Description	Done*	Notes
1	Update your School Directory.	If your school syncs with Linewize Filter for Classwize, update classrooms and users' details in your school's directory service or SIS first.		
2	Check your School Directory integration in Linewize Filter.	Ensure your school directory service or SIS is syncing correctly with Linewize Filter. **Linewize Filter** > **Configuration** > **Authentication**.		
3	Review the imported classrooms.	Ensure the correct classrooms sync to Linewize Filter. If you need to make changes, update the classrooms or groups in your school directory service or SIS. **Linewize Filter** > **Configuration** > **Classwize** > **Classrooms**.		
4	Add classrooms.	If you don't sync classes or need to add more classes, you can manually create a classroom or import multiple classrooms using CSV Upload.		

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5	Review your Classwize configuration.	[Set Teacher Groups](#) to allow teachers to use Classwize.		
		[Turn on the correct features for teachers](#).		
		Enter the [In-School Support](#) details for teachers.		
		(Optional) [Turn on other optional features for Classwize](#).		
		(Optional) [Turn on](#) and [share Classwize Academy](#) training content with your teaching staff.		
6	Review your Linewize Filter Policies with your Teaching and Learning teams.	Ensure your locked policies correctly reflect content that you don't want teachers to allow or block using Classwize Rules.		
7	Allocate or review Classroom EdTech Manager access.	Give the [Classroom EdTech Manager](#) role to a Head of Teaching and Learning (T&L), Deputy Principal (DP) or staff member responsible for staff absences. This role can manage and edit classes in Classwize to add Casual Relief Teachers (CRTs) and modify students and rules.		

#	Action	Description	Done*	Notes
8	Remind Teachers of the features inside Classwize.	Use the Classwize Quick Guides or Resource Center to help teachers refresh key features at the start of the academic year. Remind teachers that: ● **Focus Libraries** - Focus Plans remain if their account wasn't deleted. ● **Class Rules** - Teachers must recreate rules for new classes. Suggest they take screenshots for reference.		