Linewize Parent

Start of Year Maintenance Checklist

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 guardian information.	Review and update guardian information in your school's information system (SIS).		
2	Update the Linewize Filter Calendar.	Review your school's operating days and times to ensure Parent features apply correctly.		
3	Check your Parent feature settings.	Review your settings for: • Share Activity Summary and Student Timeline • Send Weekly Reports • Pause Internet • Extended Rules		

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#	Action	Description	Done*	Notes
4	Deploy Extended Rules to new devices.	Deploy integrated Extended Rules to new Chromebooks.		
5	Review Exclusion Groups.	Review and update your Exclusion Groups to ensure correct devices and users are excluded from: • Timeline • Weekly Campaigns (exclude BYO devices) • Extended Rules (exclude BYO and macOS/iOS devices)		
6	Review Parent Restrictions.	Review all restricted parents to ensure restrictions are up-to-date and accurate.		
7	Add guardians to Linewize Parent.	• If your SIS syncs with Linewize Filter, ensure your guardian's details sync successfully. • If your school doesn't sync guardian details with Linewize Filter, manually add guardians to Parent.		

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#	Action	Description	Done*	Notes
8	Introduce guardians to Qustodio and provide invitations.	Contact your Customer Success Manager to obtain your school's Qustodio invitation link and include it in your onboarding materials for new guardians.		

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