

School/District: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\* Mark the action as Not Required if a checklist item is not used or applicable at your school.

#	Action	Navigation	Description	Done	Not Required *	Notes
1	Confirm any relevant School Information System (SIS) integrations are configured	School Manager > Configuration > Authentication	If you have configured your SIS to sync with Classwise (for example, <a href="#">Wonde</a> , <a href="#">OneRoster</a> , <a href="#">ClassLink</a> , <a href="#">Clever</a> , <a href="#">Google Classroom</a> ) check to ensure this setting is active. Check that classrooms and users are being imported correctly.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Review any imported Classrooms	Configuration > Classwise > Classrooms	Ensure the correct classes are in the system. You can add more <a href="#">classrooms manually</a> or by <a href="#">creating a CSV (recommended)</a> . If you need to purge all the classrooms, please contact Linewize Support.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Review the Classwise Settings	School Manager > Configuration > Classwise	Ensure your <a href="#">Classwise configuration settings</a> are correct. Check teacher groups, confirm the right features are enabled, and check that the internal Classwise support contact details are correct. Remove classes that are no longer required to declutter teacher dashboards.	<input type="checkbox"/>	<input type="checkbox"/>	

4	Ensure your local classrooms are created (If not using a SIS)	School Manager > Configuration > Classwise > Classroom	Have your teachers <a href="#">create their local classes within Classwise</a> prior to the school year commencing. Alternatively, <a href="#">upload all classes in bulk</a> via a CSV file.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Allocate the Classroom EdTech Manager permission	School Manager > Debugging > Permissions	The School Manager EdTech Manager <a href="#">user role</a> can amend and manage the created classes within your school's Classwise Platform. For example, they can add Casual Relief Teachers (CRT) to existing classes and modify student lists and the Class rules. This would typically be allocated to a Head of T&L, Deputy Principal (DP) or staff member responsible for staff absences.	<input type="checkbox"/>	<input type="checkbox"/>	

### Additional Information