

New School Year Checklist

Are you ready to start your new school year in 5-Star Students? Use this checklist to ensure that you are ready to track and incentive your student/staff involvement.

	<p>Import your new student roster. Watch the how-to-video to learn how. Reminder: students from the previous year will be “updated” with their new grade level.</p> <ul style="list-style-type: none"> • Upgrade to the Silver or Platinum package to enable roster integration - email info@5starstudents if interested
	<p>Import student/staff photos. View the how-to guide.</p>
	<p>Rollover your staff from the previous year.</p> <ul style="list-style-type: none"> • Navigate to the staff page from the people menu • Click the “rollover staff” button at the top of the list
	<p>Import your new classes</p> <ul style="list-style-type: none"> • Navigate to the Classes page from the people menu • Click “import class member” to upload your file • Watch the how-to-video
	<p>Rollover group names and import group members</p> <ul style="list-style-type: none"> • Navigate to the groups page and click “rollover groups” • Upload your new group members using any of the sorting options. If importing a file, it must include the group name and student ID numbers
	<p>Re-publish your school webpage</p> <ul style="list-style-type: none"> • Navigate to the school webpage area in the recognition section • Hit the “publish now” button at the top of the page so students can see the new leaderboard(s), event calendar, and intervention calendar.
	<p>Rollover rewards/Add new rewards</p> <ul style="list-style-type: none"> • Navigate to the reward area in the recognition section • Click the “rollover rewards” button • You can optionally rollover any remaining inventory from the previous year • View the Rewards documentation
	<p>Add events to your calendar</p> <ul style="list-style-type: none"> • You can manually add each event or use our new importing option • To import your calendar using an excel or csv file, watch the how-to-video or download the guide. • To import your calendar from Google Calendar, read this • To import your calendar using 8to18, read this
	<p>Add Activity Badges</p> <ul style="list-style-type: none"> • Click the edit button for each activity to upload a badge that will appear on the students’ Digital ID cards • Add badges for the No Privileges list and Activities Card list
	<p>Update your Activities Card list</p>
	<p>*optional* Rollover points from the previous year</p> <ul style="list-style-type: none"> • From the Manager menu, select School → Rollover Points • Choose points earned or remaining points from the previous year • Choose to rollover students and/or staff member points