


School/Organisation

Name Date



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

1. Set up Student Pulse

#	Action	Description	Done*	Notes
1.1	Set up Wonde with Student Pulse.	<p>Ensure your school is integrated with Wonde:</p> <ul style="list-style-type: none"> • Returning schools: Your integration is still active from the previous year. • New schools: Your IT support may receive an email from Wonde. They should allow Pulse to access your school data in Wonde. <p>You can also ask your Technical Account Manager (TAM) for help with setting up your Wonde integration.</p>	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Pulse Onboarding Checklist (Wonde)

#	Action	Description	Done*	Notes
1.2	Check the email from Pulse for early onboarding.	Pulse will email the staff who will complete 'data shaping' in Student Pulse when onboarding opens for the year. Contact your TAM if the staff member hasn't received this email.	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.3	Start the Student Pulse onboarding. Note Steps in this section are to be completed by the Pulse Coordinator.	Student Pulse will notify your Pulse Coordinator by email that they can start the onboarding process and: <ul style="list-style-type: none"> • Sign-in via the link provided in the email. • Sync school data with Student Pulse. Syncing may take a few minutes. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.4	Enrol students into Student Pulse	Select the students to be enrolled into Student Pulse , including: <ul style="list-style-type: none"> • Year levels • Class types • Classes from the selected class types 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.5	Confirm your school email domains.	Confirm or select the domains Student Pulse has found in your SIS. Students and Staff with email addresses in the selected domains can sign in via SSO (Single Sign-on).	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Pulse Onboarding Checklist (Wonde)

#	Action	Description	Done*	Notes
1.6	Check your school structure.	<p>Check if the school structure that Student Pulse has put together is accurate. You can:</p> <ul style="list-style-type: none"> • Edit the structure if it's incorrect. • Add missing groups to the structure if needed. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.7	Assign the Wellbeing team and help responders.	<p>Assign staff to the student groups where they have oversight, such as:</p> <ul style="list-style-type: none"> • Pulse Director who has overall responsibility for Student Pulse. • Staff members to oversee student groups and review check-in data. • Help responders students can seek support from. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
1.8	Set schedules for the school year.	<p>Set your Student Pulse launch date, term dates, check-in schedules and frequency, and reminders.</p>	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Pulse Onboarding Checklist (Wonde)

2. Engage staff

#	Action	Description	Done*	Notes
2.1	Schedule regular meetings with staff.	<ul style="list-style-type: none"> • Schedule the onboarding session. • Schedule meetings for the school year to discuss the data from Pulse Insights. • We recommend at least two meetings per term. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
2.2	Facilitate the onboarding meeting	<p>Facilitate the onboarding session using the Pulse Onboarding and Engagement Guide.</p> <ul style="list-style-type: none"> • Share the Pulse introduction video with new staff. • Ensure all enrolled staff can sign in to Student Pulse successfully. • Show how to interpret the Wellbeing data. • Inform the staff that in the next session, they will build action plans based on check-in data and student feedback. • Share the How to Use Pulse guide for Teachers. <p>Check Pulse’s Bite-Sized Learning page for more onboarding resources.</p>	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Pulse Onboarding Checklist (Wonde)

#	Action	Description	Done*	Notes
2.3	Discuss with staff how Pulse works.	<ul style="list-style-type: none"> Explain how the Wellbeing section (article, video) of the dashboard works. Show how to use the Help Inbox (article, video). Describe how the dashboard's Experience section works (article, video) Describe how the staff can send and receive Gratitude (article, video). Explain how the staff can use the Resources section when working with Pulse data and engaging students. <p>Check Pulse's Bite-Sized Learning page for more onboarding resources.</p>	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

3. Introduce Pulse to parents and guardians

#	Action	Description	Done*	Notes
3.1	Introduce Pulse to your school community.	Share with your school community that you will be using Pulse in the upcoming year. You can use our notification template , along with our Parent and Guardian FAQ	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

4. Introduce Pulse to students

#	Action	Description	Done*	Notes
4.1	Introduce Pulse to students.	<ul style="list-style-type: none"> Show the introductory video, followed by a group discussion (discussion prompts appear at 3:49). Work through the recommended classroom activities. 	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
4.2	Demonstrate the check-in process.	Show the students how to check in .	<input type="checkbox"/> Done <input type="checkbox"/> N/A	
4.3	Demonstrate how to ask for help during check-in.	Show how students can seek help from a trusted adult at school when they check in.	<input type="checkbox"/> Done <input type="checkbox"/> N/A	

Additional information