

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

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

**Tasks to be completed at the END of current academic year**

#	Action	Navigation	Done	Not Required	Notes
1	Schedule a <a href="#">Data review</a> meeting with your Linewize Account Manager	You can use the <a href="#">Data Review and Action Plan</a> to start the review process.			
2	Share insights from the year with your school community	You can use the Linewize <a href="#">Pulse Wellbeing Insights</a> template			

**Additional information:**

**Tasks to be completed at the START of new academic year**

#	Action	Description	Done	Not Required	Notes
<b>Technical Setup</b>					
1	Book meeting with your Pulse Account Manager.	Book a meeting for early January if you need assistance completing the below tasks.			
2	<a href="#">Import school data</a>	Work with the IT Contact/Team to import school data into Pulse.			
2a	<a href="#">Create spreadsheets</a>	Create your student and staff spreadsheets for uploading into Pulse.			
2b	<a href="#">Upload your spreadsheets</a>	Upload your student and staff spreadsheets into Pulse			
3	<a href="#">Configure Pulse</a>	Work with the Wellbeing Contact (Pulse Coordinator) to configure Pulse for your school.			

#	Action	Description	Done	Not Required	Notes
<b>Technical Setup</b>					
3a	<a href="#">Enrol students into Pulse</a>	Select the groups of students you would like to enrol into Pulse.			
3b	<a href="#">Your structure will be presented</a>	Based on your student groups, your school structure will be presented.			
3c	<a href="#">Assign staff</a>	Assign staff to the relevant school year, house and/or class groups.			
3d	<a href="#">Set your dates and times</a>	Set your launch date, term dates, and check-in time.			

#	Action	Description	Done	Not Required	Notes
<b>Re-engage staff with Pulse</b>					
4	Schedule regular meetings with staff.	<a href="#">Schedule regular agenda item to discuss Pulse insights</a> (10 minutes, twice each term)			
5	Introduce Pulse to staff	Show the <a href="#">introductory video</a> in staff meeting, followed by group discussion (prompts on last slide).			
6	(Optional) Introduce staff to Wellbeing	Show staff the <a href="#">Gratitude</a> feature.			
7	Share relevant guides	Share <a href="#">How to Use Pulse Guide for Teachers</a>			

#	Action	Description	Done	Not Required	Notes
Introduction for students, parents and guardians					
8	Introduce Pulse to students	Show the <a href="#">introductory video</a> , followed by group discussion (prompts on last slide).			
9	Introduce Pulse to parents and guardians	Show the <a href="#">introductory video</a> and/or share this <a href="#">information</a> or <a href="#">letter</a> .			

**Additional information:**