

Student Pulse Onboarding Checklist (Wonde)



School:	<input type="text"/>		
Name:	<input type="text"/>	Date:	<input type="text"/>

Note: Complete this checklist if your school syncs school data into Student Pulse via **Wonde**. If your school manually imports school data via spreadsheets, use [this checklist](#).

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

This section is for **returning schools**. If a checklist item doesn't apply to your school, select **Not required**.

#	What	Details	Done	Not Required	Notes
1	Schedule a data review meeting with your school leadership team and action any key findings.	Download and use the Data Review and Action Plan to start the review process.			
2	Share insights and gratitude from the year with your school community.	See the Pulse Wellbeing Insights template.			
3	Assign the person responsible for the onboarding process.	Check the email from Pulse, asking you to assign the person responsible for the onboarding process in the next school year. Contact your Technical Account Manager (TAM) if you haven't received this email.			

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

This section is for **new** and **returning** schools. If a checklist item doesn't apply at your school, select **Not Required**.

#	What	Details	Done	Not Required	Notes
Technical Setup Complete all technical steps below. If you need assistance with this process from your Pulse TAM, please reach out to help@linewize.io or book your meeting directly via this link .					
1	Integrate Wonde with Student Pulse.	Ensure your school is integrated with Wonde. If you're a returning school, your integration is still active from the previous year. If you're a new school, your TAM can help you set up your Wonde integration. Look out for an email from Wonde, which will go to you or your school's IT contact, asking to allow Pulse to access your school's data.			
2	Check the email from Pulse for early onboarding.	Pulse will email the staff nominated to complete 'data shaping' in Student Pulse when onboarding opens for the year. Contact your TAM if the staff hasn't received this email.			
3	Configure Student Pulse.	Work with your school's Pulse Coordinator to configure Student Pulse . Select the students to be enrolled into Student Pulse and the group type where they should be assigned.			

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#	What	Details	Done	Not Required	Notes
4	Confirm your school email domains.	Confirm the school email domains to be enrolled into Student Pulse.			
5	Check your school structure.	<p>Check if the school structure that Student Pulse has put together is accurate.</p> <p>Edit the structure if it's incorrect.</p> <p>Add missing groups to the structure.</p>			
6	Assign staff to student groups.	Assign staff to the student groups where they have oversight.			
7	Set your dates and times.	Set your launch date, term dates, and check-in schedules .			
Re-engage staff					
8	Schedule regular meetings with staff.	<p>Use the agenda items as a guide for discussing the data collected for Pulse Insights.</p> <p>We recommend a minimum of two meetings per term.</p>			
9	Discuss Student Pulse with Staff.	<p>Facilitate staff meetings using 'Pulse Onboarding and Engagement Guide.</p> <p>Share the Pulse introduction video with new staff.</p> <p>Ensure all enrolled staff have signed in to Student Pulse successfully.</p>			

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#	What	Details	Done	Not Required	Notes
10	Discuss with staff how Pulse works.	<p>Explain how the Wellbeing section (article, video) of the dashboard works.</p> <p>Show how to use the Help Inbox (article, video).</p> <p>Describe how the Experience section (article, video) of the dashboard works, and how the school can engage with Gratitude (article, video).</p> <p>Explain how staff can use the Resources section to act on Pulse data and help engage students.</p>			
11	Share relevant guides.	Share the ' How to Use Pulse ' guide for Teachers.			
Introduce Pulse to students					
12	Introduce Pulse to students.	<p>Show the introductory video, followed by a group discussion (discussion prompts appear at 3:49).</p> <p>Work through the recommended classroom activities.</p>			
13	Demonstrate the check-in process.	Show the students how to check in .			
14	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.			
Introduce Pulse to parents and guardians					
15	Introduce Pulse to parents and guardians.	Show the introductory video and/or share this FAQ for parents and guardians.			

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#	What	Details	Done	Not Required	Notes
		Refer to our guide for engaging parents and students about Student Pulse , including the communication template and consent forms.			

Additional notes