

Organisation: _____ Date: _____

Name: _____

Tasks to be completed at the END of current academic year

#	Action	Navigation	Done	Not Required	Notes
1	Schedule a Data review meeting with your Pulse Contact	You can use the Data Review and Action Plan to start the review process.			
2	Share insights from the year with your school community	You can use the Pulse Wellbeing Insights template			

Additional information

Tasks to be completed at the START of new academic year

#	Action	Description	Done	Not Required	Notes
Technical Setup					
1	Book meeting with your Pulse Contact.	Book a meeting for early in the academic year if you need assistance completing the below tasks.			
2	Integrate Wonde with Pulse	Ensure your school is set up to integrate with Pulse via Wonde.			
3	Configure Pulse	Work with the Wellbeing Contact (Pulse Coordinator) to configure Pulse for your school.			
3a	Enrol Students to Pulse	Select the students to be enrolled into Pulse and the group type they should be enrolled under.			
3b	Confirm your school email domains	Confirm the staff email domains to be enrolled into Pulse.			

#	Action	Description	Done	Not Required	Notes
Technical Setup					
3c	Check your school structure	Check whether the school structure Pulse has put together is accurate, or amend it if it is not.			
3d	Assign staff	Assign staff to the groups of students they need to have oversight of.			
3e	Set your dates and times	Set your launch date, term dates, and check-in time.			

Additional information

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

Additional information

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

Additional information