To do: StepsWeb ready Checklist

1 ### Need to invite teachers to your account?

Do you have new teachers starting? Educator logins are free and every teacher or teacher aide needs their own. We have a step-by-step guide to help you add new teachers into the program. *Learn more*

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2 ### New students starting?

Have you added new students to the programme? Adding new students to StepsWeb is easy. Simply go into Manage Students and click the 'Add Student' button. New students will take the Placement Test when they first log in. *Learn more*

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3 ### Students changing classes?

It's easy to organise students into new classes. You can transfer them into a new class or you can simply re-name their old class. And remember: No need to re-test at the beginning of the year. Each student simply carries on from where they reached at the end of last year. *Learn more*

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4 ### Students have left school?

If a student has left the school, you may want to delete their account to free up a student license. You can also deactivate an account temporarily if a student is away and you would like to free up a license. *Learn more*

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5 ### Need to create a new class?

Is your school adding a new class this year? Simply create a new class on StepsWeb so you can manage your students with ease. *Learn more*

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6 ### Have you made logging in simple?

We have multiple options to make logging in faster and easier. Including default username and password, class QR codes and individual QR codes. Check out login options on our Support Site and select your preferred option. *Learn more*

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7 ### Have you favourited your class? ⭐

Remember to favourite your classes! Do this by clicking the 'star' button in 'Manage Classes' (top right). This makes your class easier to find, but it also stops you getting weekly progress emails for every school student on StepsWeb. You'll just get your own student updates. *Learn more*

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8 ### Teach new students about their school and teachers

You can create custom lists with photos which teach students how to recognise teachers and other staff. In the same way, you can also tell them about important buildings and places in the school. *Learn more*

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