

To do:

StepsWeb ready Checklist



1 Removing student logins

If students have left the school or are no longer using StepsWeb, you can delete their account to free up a student license. If you have students moving to another school that uses StepsWeb, get in touch with us as we can transfer logins between schools. [Learn more.](#)

Click the circles
to check off as
you go

2 Organising 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. If your school is adding a new class this year, simply create a new class on StepsWeb. [Learn more.](#)



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. [Learn more.](#)



3 New students starting

Adding new students to StepsWeb is easy. Simply go into Manage Students and click the 'Add Student' button. Students can be added to their class when you add them to StepsWeb. New students will take the Placement Test when they first log in. If you want add students in bulk, use our CSV tools to save you time. [Learn more.](#)



4 Invite new teachers to your account

Do you have new teachers starting? Educator logins are free and every teacher or teacher aide needs their own. Assign your new teachers to their class when you create their Educator account. We have a step-by-step guide to help you add new teachers into the program. [Learn more.](#)



5 Make 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.](#)

We've got you
covered!



Follow our Facebook
and Instagram!