



CHECKLIST

WELCOMING

EDUCATORS TASKS

Area	Tasks	Done
Account basics	<ul style="list-style-type: none">• <u>Invite new staff</u> to Storypark• <u>Add them to rooms</u>• Introduce <u>notification settings</u>• Introduce their <u>educator portfolio</u>• Share your ICT policy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Plans and templates	<ul style="list-style-type: none">• <u>Add to key plans</u>• Introduce your unique planning templates	<input type="checkbox"/> <input type="checkbox"/>
Tell everyone	<ul style="list-style-type: none">• Introduce them via a community post• Add their bio to your <u>About page</u>	<input type="checkbox"/> <input type="checkbox"/>
Let Storypark help!	<p>Introduce these resources:</p> <ul style="list-style-type: none">• <u>Free workshops</u>• <u>Storypark implementation plan</u> and <u>quality practise guides</u>• <u>The Storypark help centre</u>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>