

# Admin Starter Checklist

- ❑ 1. Receive Admin login details
- ❑ 2. Login to your account
- ❑ 3. Check classes and teachers are accurate - classes tab support
  - a. see that the teachers of each class are accurate
  - b. ensure they're no 'Unassigned Learners' - Learners tab support
- ❑ 4. Send out teacher logins
- ❑ 5. Send out teacher checklist
- ❑ 6. Download the Learner App onto your school devices
- ❑ 7. Communicate with parents about Reading Hub using our letter template or school website
  - a. coincide this with teachers handing out Learner logins)
  - b. Use our parent top tips to support
- ❑ 8. View the progress of individual learners and classes - Admin top tips

**If you have any feedback or you need support, please get in touch using;**

- **Support form on our resources page**
- **email [education@readingmate.co.uk](mailto:education@readingmate.co.uk)**
- **get in touch on Twitter**