

# EXPANDED START CHECKLIST – EDUCA 101



Step	Description	Links to Help Articles	Who	Completed
1	Activate your Educa site	<b>Click on email invite</b>	Manager	
2	Invite your teachers	Help on inviting teachers	Manager	
3	Watch training video	<a href="#">Training video</a>	All	
4	Practice writing a story for Jessie	<a href="#">Write a story</a>	All	
5	View article on images in stories	<a href="#">Image editing and alignment</a>	All	
6	Write a group story	<a href="#">How to add a group story</a>	All	
7	Send child info and we will upload	Support can upload or you can manually add children one by one	Manager	
8	Consent form for parents (optional)	Parent invites and more <a href="#">here</a>	Manager	
9	Set up learning story work flow (optional)	<a href="#">Story Review Process</a> and <a href="#">Story Template settings</a>	Manager	
10	Download apps for iPads or phones	<a href="#">Educa Touch iOS app</a> and <a href="#">Android app</a>	All staff, parents	
11	Free training webinars	<a href="#">Free workshop schedule</a>	Anyone	
12	Upload and/or edit your frameworks	<a href="#">Add a curriculum framework</a>	Manager	
13	Posting on message dashboard	<a href="#">Messages to parents, family and teachers</a>	Manager, & teachers with access	
14	Set up child, teacher and service forms	<a href="#">Using forms</a>	Manager for setup	