

# Starting Checklist for Teachers

Step	Description	Help
1	Click link in email invite from Educa Support to activate your Educa Account	<a href="#">Check email</a>
2	Watch Educa's Welcome Video	<a href="#">Watch Video</a>
3	Customise Your Teacher Profile	<a href="#">Help Article</a>
4	Try Writing a Learning Story. Use 'Jessie Test Child' to Practice.	<a href="#">Help Article</a>
5	Learn How To Format Your Stories	<a href="#">Watch Video</a>
6	Create a Group Story	<a href="#">Help Article</a>
7	Add Profile Pictures for Children in Your Class	<a href="#">Help Article</a>
8	Join an Educa Training Session	<a href="#">Join Now</a>
9	Download the Educa Touch App	Free for Apple and Android
10	Post a Private Message for Teachers in Teacher Messages	<a href="#">Help Article</a>
11	Add a Reflection into Your Private Teacher Portfolio	<a href="#">Help Article</a>
12	Create a Plan for a Child	<a href="#">Help Article</a>
13	Complete a Form for a Child	<a href="#">Help Article</a>

# Getting Started: Completion Sheet

Print this page off. Write the due date next to each activity and tick the white box once complete.

1	Activate Your Educa Account		
2	Watch Educa's Welcome Video		
3	Customise Your Teacher Profile		
4	Try Writing a Learning Story. Use 'Jessie Test Child' to Practice.		
5	Learn How To Format Your Stories		
6	Create a Group Story		
7	Add Profile Pictures for Children in Your Class		
8	Join an Educa Training Session		
9	Download the Educa Touch App		
10	Post a Private Message for Teachers in Teacher Messages		
11	Add a Reflection into Your Private Teacher Portfolio		
12	Create a Plan for a Child		
13	Complete a Form for a Child		