How do I get my school started with EdReady Montana?

Use this checklist to make sure you've covered each step in the process for adopting the EdReady Montana system at your school. Feel free to print these pages and check off your progress. Look back at the Educators Portal page on edreadymontana.org to see illustrations or forms, or to contact our staff.

Step 1: Single point of contact and enrollment officials.

Designate a single point of contact to act as liaison between your school and EdReady Montana. Then select at least one enrollment official, who will have permission to access student data and reports on the GeniusSIS system.

In some schools, the point of contact and the enrollment official may be the same person.

- ❏ Selected a point of contact.
- ❏ Selected enrollment officials.

Step 2: Choose an existing goal or set up a custom goal.

Use the menus available on the Available Assessment Details pages to select a pre-existing goal, or design a goal of your own.

You only need to check one of these.

- ❏ Selected an existing goal.
- ❏ Designed a custom goal.

Step 3: Student data.

Collect or access and provide the information necessary to enroll your students in EdReady.

Remember that this will include AIM numbers for secondary students, ID numbers for university-level students and MABLE numbers for adult learners. Students also need e-mail addresses to receive messages (such as their login and password) from GeniusSIS.

- ❏ Data is collected and ready.

Step 4: Log in to GeniusSIS.

Take the time to familiarize yourself with the GeniusSIS login process, and the basics of navigating through the account information system.

If you run into problems, EdReady Montana has several tutorials and quick-reference guides at edreadymontana.org to help you complete most daily tasks in GeniusSIS.

- ❏ Familiar with GeniusSIS.

Step 5: Create student accounts.

The point of contact or enrollment official can now begin adding student accounts in GeniusSIS. As soon as an account is created, GeniusSIS will e-mail the student with login and password information.

Take a look at the How do I create a student in Genius section of the Teacher Tutorial at edreadymontana.org for click-by-click instructions on adding students.

- ❏ Student accounts complete.

Step 6: Enroll students in goals.

The point of contact or enrollment official should start enrolling students in EdReady goals.

For step-by-step instructions on how to enroll a student in a goal, see the tutorials and quick-reference guides on edreadymontana.org.

- ❏ Students are enrolled.

Finished!

Congratulations! You've successfully adopted the EdReady Montana system for your students and school. If you have problems or need help managing the course as it progresses, please feel free to contact our staff at edreadymontana.org.