



WORD of LIFE™

School Checklist for Success

July/August OR Before School Starts

- Bookmark & explore the [Word of Life Help Center](#). Share this with your teachers and encourage the use of teaching tools, video tutorials, and step-by-step guides.
- View the [Welcome Video for Parish Administrators](#) to ensure successful onboarding to the digital platforms.
- Set up your School's Word of Life Portal – our primary digital platform.
 - Register your Admin account via email invitation from support@wordofliveseries.org, sent after July 1 for the new academic year.
 - Invite other admins if you choose. This is a recommended best practice.
 - Set up classrooms and invite teachers to give them access.
 - Designate a Word of Life Portal Team for the school (i.e. a second admin, technology lead, etc.)
- Bookmark our second digital platform, the [Word of Life Resource Library](#) and share with teachers. The password was included in your welcome email upon purchasing for the academic year.
- Determine a plan for teacher training.

Options might include:

 - Teachers can attend a live, virtual, workshop with our team at no extra cost. [View workshop schedule here.](#)
 - Teachers can utilize tutorials and articles on the [Help Center](#) at their own pace.
 - A combination of the above.
- If you choose to invite students and parents to the Portal, determine a plan for accomplishing this. Keep in mind:
 - Students can be invited to the Portal via their school email address under “Add Parents”
 - Teachers or administrators can invite students to the portal.
 - Tutorials are available on the [Help Center](#) for how to onboard students.
 - Teachers are welcome to invite their classroom parents to the Portal as well.

September/Start of the School Year

- Let Parents know about Word of Life and the many print and digital resources their child will be engaging with and bringing home. Word of Life has resources to evangelize the whole family and build holiness at home.
 - For K-5 teachers, tear out the Parent Letter in the front of the student textbook and send it home.
- Onboard students & parents to Word of Life portal classrooms if you have not done so yet.
- Remind teachers to attend a [virtual workshop](#) and/or utilize the training resources on the [Help Center](#).

Fall/Winter

- Support Teachers by encouraging use of training tools in the [Help Center](#) and/or attending a [virtual workshop](#).
- Visit classrooms to conduct Word of Life observations and gather feedback from teachers

Spring

- Finish the year off strong!
- Connect with your teachers to gather feedback while successes and areas to improve are still fresh in their mind.
- Make plans for next year: Set your dreams and goals based on what worked well this year and what you want to improve.
- Access the [Curriculum Webstore](#) to order books for next year.