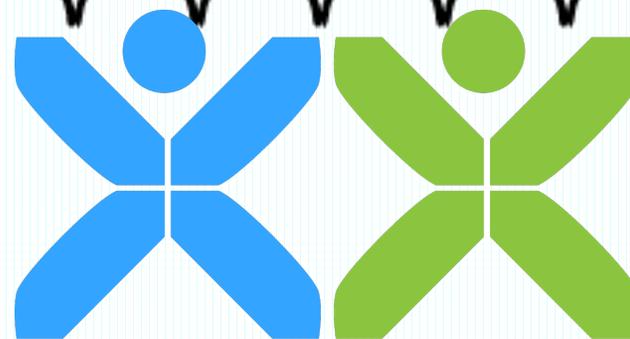# SCHOOL CNXT

COORDINATOR

BACK-TO-SCHOOL PACKET

Tips & Tricks for a Successful Back-to-School

We're thrilled that you're a SchoolCNXT Coordinator!

Your role ensures that your school's use of SchoolCNXT is as successful as possible! Below are some of the features that coordinators can access* to make this happen:

✓ Approve school-wide news and events

✓ Can post school-wide news without approval

✓ Re-send invites to all users

✓ Add users and user contacts

✓ Access analytics portal

✓ Share analytics

We're here to help!
Reach out to the SchoolCNXT team
with questions or for technical support by emailing
support@schoolcnxt.com

* This may vary by school based on the permissions your administrator has set.

THE **TOP 5** THINGS EVERY COORDINATOR NEEDS TO DO IN THE FIRST WEEK OF SCHOOL!

#1 **INFORM STAFF:** Staff will be receiving an e-mail and/or printed invitation. Send out a quick note or e-mail or make an announcement so staff know what to expect!

#2 **INFORM FAMILIES:** Parents and guardians may receive invitations in a few different ways. Give them a heads up so that they know these are coming from the school!

#3 **POST NEWS:** Families (and staff!) will be encouraged if they log in and see something in their feed! Post news to welcome them to the platform!

#4 **TALK ABOUT IT:** As you see parents/guardians and staff, ask them if they have activated their accounts! If they haven't, send them an invite!

#5 **CHECK ANALYTICS:** Click the orange "View Analytics" tab on the web browser to see how your activation data is. Not as high as you want? Keep talking about it and think about when to re-send invitations!
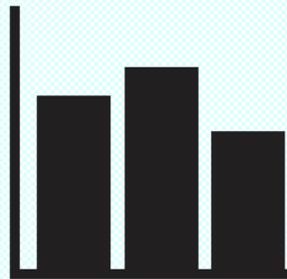
START OFF STRONG!

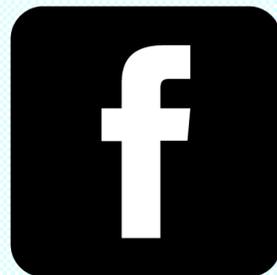Here are a few tips to get in the habit of doing from the beginning of the year!

Print out and distribute (or encourage staff to download) the calendars we send out every month! They have great tips and suggestions on how to communicate through SchoolCNXT! The first one is included in this packet!

Introduce incentives! You can offer a pizza party to the class with the highest activation rate, a gift card based on a raffle for all parents who activate, an extra prep to the teacher who posts the most in the first month, and more!

Help staff achieve their goals! They don't have access to the Analytics Portal, so make sure you share the information with them. From the Portal, click on the envelope icon under "Classroom Activations" to send data to individual staff.

Become part of the SchoolCNXT community of users! Follow us on Facebook and Instagram for even more tips & tricks, examples of what other schools are doing, sneak peeks at new features, and more! We'll see you there!

SCHOOL CNXT — BACK-TO-SCHOOL CALENDAR

Tips and examples for how and when to use SchoolCNXT in the first month of school!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Make sure you post news before school starts! Welcome families to SchoolCNXT or let them know about your classroom!		Post news about what you did on the first day of school! This will help parents and guardians talk to their children about their day.		
	Have a student who was especially helpful during the first week? Send a message to their parents!		A news item is a great way to remind parents about the supplies that students may need to send in!	
		Does your school have a parent-teacher night coming up? Post an event to let parents know the details and see RSVPs!		There are always some shy students at the beginning! Message their parents to ask how they are talking about school at home.
	Use SchoolCNXT to post daily or weekly homework assignments. If you start now, parents will make a habit of knowing to check for it!		Let families know about the topics and strategies you're working on in the classroom. Post news to let them know what's coming up!	
Do you have a guest reader or volunteer program in your classroom? Post news to solicit sign-ups!		If there is a parent who did not attend your parent night, message them to set up a time to meet or give them more information!		

SCHOOL CNXT — BACK-TO-SCHOOL CALENDAR

Tips and examples for how and when to use SchoolCNXT in the first month of school!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Post news before school starts to welcome families to SchoolCNXT and introduce yourself and your goals for the year!		Post your syllabus so that parents can know which topics you'll be covering and what the expectations for their children are.		
	Have a student who was especially helpful during the first week? Send a message to their parents!		Need books for your class? Post about local discount bookstores or websites where students can purchase their own copies on sale!	
		Does your school have a parent-teacher night coming up? Post an event to let parents know the details and see RSVPs!		Running a club or after-school activity? Let parents know what the after-school options are for their student!
	Use SchoolCNXT to post daily or weekly homework assignments. If you start now, parents will make a habit of knowing to check for it!		Let families know about the topics and strategies you're working on in the classroom. Post news to let them know what's coming up!	
Have a student or two who seem to be lost? Message parents about tutoring options or helpful links they can use at home!		If there is a parent who did not attend your parent night, message them to set up a time to meet or give them more information!		