





Annual Checklist

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BACK TO SCHOOL

- ✓ **Manage educator accounts on the Administration tab of the [Professional Center](#).**
 - Remove access for staff no longer at your school.
 - Create Professional Center accounts for new staff.
 - Update the access level for staff, if necessary.

 - ✓ **Release student accounts on the Students & Groups tab.**
 - Release last year's graduates. (When you're ready!)
 - Release students who have transferred out of your school.
-  [Release Accounts](#)
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- ✓ **Batch create student accounts on the Students & Groups tab.**
 - Create accounts for an entire class and for new students.
-  [Batch Create Accounts](#)
[Batch Creating Accounts Video](#)
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- ✓ **Mass reset passwords.**
 - Email Support@xap.com or OKcollegestart@ocap.org to reset passwords for groups or grade levels. Please allow 2-3 days for the password reset process.
 - What grade(s) do you want to reset passwords for?
 - What word do you want the passwords to be set to?
 - Do you want the students to be prompted to change their password or leave it as the password listed above permanently?

 - ✓ **Review your school's ICAP in the Assignment & Curriculum Builder on the Administration tab.**
 - Add or remove activities. (Check the [Required ICAP Activities](#) chart to know what you have to keep.)
 - Review tracking settings.
 - **Not tracked:** The activity is not included in the student's progress bar or the ICAP report.
 - **Tracked (completed anytime):** The activity is marked complete as long as it has been done at least once, regardless of what grade the student was in. It is included in the student's progress bar and the ICAP report. This is commonly used for the Work-Based Learning Experiences activity.
 - **Tracked (completed during specific grade):** The activity is marked completed once it has been updated or completed while in the grade indicated in the dropdown box. The activity is included in the student's progress bar and the ICAP report. This is commonly used for assessments, My Goals & Action Plans, Plan of Study, and any other activities you want students to repeat or complete while in a certain grade.
 - Ensure your school's ICAP is assigned (which makes it visible) to at least grades 9 – 12.

 - ✓ **Visit the Resources tab for student & educator user guides, training videos, and lesson plans.**
 - Sort lesson plans by topic, grade level, or school subject and find ways to incorporate OKcollegestart into the classroom.

 - ✓ **Update OKcollegestart training materials or videos you've shared in online classrooms.**
 - The most current versions of training materials are located on the Resources/ICAP Resources tab of the Professional Center.

FALL



Get started on ICAP with your students!

Use the Student User Guides and Videos on the Resources/ICAP Resources tab of the [Professional Center](#) to guide students through each activity.



Run the Assignment & Curriculum Report as needed to track progress.



[Assignment & Curriculum Report](#)

SPRING



Run the Assignment & Curriculum Report as needed to track progress.



Consider Single Sign-On options.

- If your school has purchased Single Sign-On, consider resetting all passwords for the graduating class. You can then provide them with their usernames and passwords so they can keep logging into their OKcollegestart accounts after graduation. Email support@xap.com or OKcollegestart@ocap.org to reset passwords for groups or grade levels.
- Review the optional add-on services for single sign-on and SIS integration so they can be implemented over the summer. A summary can be found on the Resources/Add-On Services tab of the Professional Center, or email OKcollegestart@ocap.org for more details.

SUMMER



Run a final Assignment & Curriculum Report for each grade. Save to your computer or print for easy access in the future.



Schedule OKcollegestart professional development training for your staff.



[Training Request](#)



Get a head start on any of the Back to School checklist items!



Ensure a smooth transition from 8th to 9th grade.

- If your middle school and high school are listed separately on OKcollegestart, email Customer Support at support@xap.com to request all accounts just finishing 8th grade and connected to the middle school move to the high school. Or consider combining your sites into one: Sample Public Schools to avoid this step. Email OKcollegestart@ocap.org if you have questions or concerns about combining your sites!
- Student accounts automatically move up a grade level on July 1. So students in 9th grade last year will automatically move up to 10th grade. No action is needed.



Standardize the format of your students' usernames.

- If you'd like to change all student usernames to a consistent format, the summer is a great time to do that! Send the current usernames and the new usernames to Customer Support at support@xap.com or email OKcollegestart@ocap.org for assistance.



Consider add-on services.

- Interested in purchasing add-on services? Over the summer is a great time to get things set up so you're ready for the new school year. You can review the options on the Resources tab of your Professional Center account.