# **School Champion checklist - Formatted Card Instructions**

Below are the steps that each school should do:

1. Login as Test Champion and download the “School Champion Refresher” guide. This will help you with majority of the tasks you need to do as a champion on the Pi.

*See page/slide 21 in the guide*

1. Create new account for school teachers. For Schools whose users were imported, those teachers whose accounts are already created, you will need to reset their password using Test Champion account.

*See page/slide 10 in the guide*

1. Then assign at least 2 teachers as school champions at your school.

*See page/slide 15 in the guide*

1. Next enroll the school champions in all courses (Get started, term 1 to 6 and school files).

*See page/slide 12 in the guide*

**Note**: *Please don’t forget school files course under School Files category.*

1. **STOP** using Test Champion and **DON’T** edit this account. Start using the school champion
2. Login using your assigned school champion credentials (username and password).
3. **Enrol all teachers accounts created in school files, get started and terms 1 courses**. The other courses (term 2 -6) enrollment will depend on what approach your school decides (either enrolling teachers in all course or enrolling in the next term only when a teacher finishes the previous term).

*See page/slide 12 in the guide*