

Launch Checklist for **SAM** Learning

Set-up

- Make sure that your [administrator login](#) works - it should be with an **admin** email.
- Check that we have got your learner data uploaded - through GroupCall (daily) or manual upload (as required) - otherwise contact [support](#).
- Sit a meeting with our *School Success Team* to produce a [Launch Plan](#).
- Tell your teachers to log in. (If not on Groupcall for Teachers, send your [teacher registration link](#) out - invite them to register and identify their subjects and classes on the profile page.)

Training

- Your SAM Learning Coordinator (SAMCO) needs to know how to [administer teacher and learner accounts](#) (mainly logins and passwords - covered in your *Admin Training*).
- Your teachers need to know how to [set tasks and review progress](#) (...and later to work with intervention groups and personalise / create activities). Have a look at our [CPD Centre](#).

Communication

- Is there a [quick link](#) to [SAM Learning](#) on your website? (This makes it easy for teachers and learners to get to us.)
- Clarify expectations of your teaching staff e.g.:
 - Frequency of [task setting](#).
 - Use of [Classroom Intervention Groups](#) (Wave 1) – e.g. for underachievers.
- Decide how to [launch to learners](#) – e.g. [assembly](#) / first Computing lesson / tutor time / agree subjects setting task in first fortnight.
- How will you [let parents know](#)? (Email / website / SMS / newsletter / parents evenings?)

Independent Revision

Learners can choose their own activities to revise.



Teacher-Set Tasks

Teachers can set tasks as homework or to review.



Targeting Individuals

Work can be set and monitored for learners not in regular classes.

How do you want to use SAM Learning in your school?

Every school is different.

SAM Learning can be used in a combination of ways to match your specific needs.

Support

- Our [CPD Centre](#) contains brief videos on the *How's and Why's of SAM Learning*.
- Have a look at our online [Support Pages](#) - full of useful guidance.
- Contact your [School Success Manager](#) if you need any CPD or strategic support - we will work closely with you this time:
 - Monthly for the first three months - including [Middle Leader Support](#).
 - Ongoing support throughout your contract