

# Launch Checklist for **SAM** Learning

## Set-up

- Make sure that your [administrator login](#) works.
- Check that we have got your learner data uploaded - whether through GroupCall (daily), SIMS-Sync (weekly) or manual upload (as required) - otherwise contact [support](#).
- Sit a meeting with our *School Success Team* to produce a [Launch Plan](#).
- Send your [teacher registration link](#) out to staff - invite them to register and identify their subjects and classes on the profile page.

## Training

- Your SAM Learning Coordinator 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 [online CPD](#).

## 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

- 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.
  - Ongoing support throughout your contract