Back-to-School Counselor Checklist

Counselors, use this Back-to-School Checklist to prepare your Scoir account for the new school year! Right-click on the underlined items to see How-To's.

Housekeeping

- [ ] **Configure your School Account & Settings**
  Take a pass at your settings, including School Reports, Letters of Recommendation, College Lists, and Acceptance Data.
  - [ ] Enable Application Materials, if you haven't already, and update your documents and templates
  - [ ] Enable Advanced Email by registering your domain
    This will allow you to send emails to students via Scoir, regardless of their registration status!
  - [ ] Determine when students should gain access to the PrinciplesYou Character Assessment
    We recommend Sophomore year!

- [ ] **Add/Update your data in Data Management**
  This is a great chance to ensure your student roster, transcripts, and faculty are up to date.
  - [ ] Import SAT/ACT Score Reports
    This information helps students and parents understand acceptance likelihood and powers Scattergrams!
  - [ ] If you're a Clever school, remove your "marked for deletion" students and maintain this throughout the year
  - [ ] Update GPAs along with your Student Roster
    Schools not syncing with Clever or ClassLink can easily bulk-upload GPAs!

- [ ] **Invite new Faculty and Assign Counselors to students**
  Assigning Counselors ensures Students can add colleges to their My Colleges lists! Don't forget to delete any faculty members who have left!

- [ ] **Configure your Calendar settings and begin scheduling visit and office hour availability for the year**

- [ ] **Learn about applying with Scoir**
  First-Year Applicant Guide & Supporter Toolkit

- [ ] **Stay up-to-date on Scoir training**
  - [ ] Review our Online Training Library and share with any new counselors
  - [ ] Sign up for upcoming live trainings
  - [ ] Review past on-demand trainings

Student Engagement

- [ ] **Review Scoir's College Readiness Curriculum**
  Includes comprehensive, ASCA-compliant lesson plans for grades 9-12.

- [ ] **Explore the updates to Communication Tools**
  - [ ] Advanced & Scheduled Email
  - [ ] Subscribe to Scoir Library categories for your students
  - [ ] Learn how to Create Plans, Forms, and Assign Tasks to Students to save time and increase student engagement
    Rather than manually creating and assigning individual tasks for students each year, use Plans to create, edit, publish, and repurpose a plan of recurring Tasks and Forms that are automatically assigned and can be reused year-over-year.

- [ ] **Set office hours on your calendar for students to schedule visits**

- [ ] **Refamiliarize yourself with the Counselor Dashboard**
  You'll always have the Helpful Links section on your Dashboard!

- [ ] **Reintroduce (or roll out for the first time) Scoir to your students**
  Make sure students log in using their existing Scoir accounts. You can find their registered email on the Student Roster.
  - [ ] Share Class Checklists with your students
  - [ ] Download the Scoir Counselor App and encourage students and parents/guardians to download their apps

  - [ ] Re-invite unregistered students

- [ ] **Follow Scoir on Instagram and subscribe to our podcast, and encourage your students to as well!**
  We share helpful advice about applying to and starting college!

> 💡 Sign up for the What's New in Scoir email list so you will be informed of all the new Scoir features as we head into the Fall

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