



ARE YOU READY FOR YOUR CONNECTABLE LAUNCH? FIND OUT WITH YOUR LAUNCH CHECKLIST!

Complete the worksheet below, then scan it or upload a picture at GetConnectable.com/go.

Make sure your registration form is updated and includes all you need.

Make sure that your registration form contains all the mandatory fields your state requires, as well as any other customizations you need. Describe the changes or additions below, or feel free to provide a copy of your current registration form for us to use.

Decide your enrollment options.

Decide on the items below and provide any additional information.

YES NO UNSURE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you be using the Appointments feature?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you allow walk-in students to enroll?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you offer online options for orientation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you offer online classes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any sites NOT open to the general public? (classes that require approval, etc)

Do you want to share any other enrollment details specific to your school? If so, provide those details here, or feel free to provide additional documents.

What do you want students to do/complete for their registration/orientation process?

Think about your orientation/registration/enrollment process and answer the questions below.

YES NO

- Do you want under 18 students to access a printable exit form?
- Do you want students to be able to upload a photo ID ahead of time?
- Do you want students who select the career certification option to answer some extra questions in addition to the registration form?(schedule availability, career motivation, etc)?

*If YES, would you rather students complete the questions during the registration process, or later after they actually come to school? Indicate your preference below.

- I PREFER THAT STUDENT COMPLETES CAREER QUESTIONS BEFORE ATTENDING SCHOOL
- STUDENT COMPLETES CAREER QUESTIONS AFTER HE/SHE ATTENDS SCHOOL.

Verify your school's programing options and locations.

Complete the chart below for each of the locations/sites and their corresponding details for your school. Even if you don't know all answers, complete as much information as you can to get started. You may also provide your own spreadsheet by emailing it to hello@getconnectable.com.

LOCATION (SITE NAME)	ADDRESS (INCLUDE DOOR # IF NEEDED)	PROGRAMMING (CHECK ALL THAT APPLY)	CLASS INFO (LIST ALL CLASSES THAT ARE TAUGHT THERE.)	ALLOW WALK-INS TO REGISTER?	WILL YOU HAVE ORIENTATION APPOINTMENTS THERE?	OPEN TO ANYONE, OR IS IT REFERRAL-BASED?
		<input type="checkbox"/> ELL/ESL <input type="checkbox"/> ABE/GED <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER:	CLASS: _____ DAY(S): _____ TIME(S): _____ CLASS: _____ DAY(S): _____ TIME(S): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> BY REFERRAL ONLY
		<input type="checkbox"/> ELL/ESL <input type="checkbox"/> ABE/GED <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER:	CLASS: _____ DAY(S): _____ TIME(S): _____ CLASS: _____ DAY(S): _____ TIME(S): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> BY REFERRAL ONLY
		<input type="checkbox"/> ELL/ESL <input type="checkbox"/> ABE/GED <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER:	CLASS: _____ DAY(S): _____ TIME(S): _____ CLASS: _____ DAY(S): _____ TIME(S): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> BY REFERRAL ONLY
		<input type="checkbox"/> ELL/ESL <input type="checkbox"/> ABE/GED <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER:	CLASS: _____ DAY(S): _____ TIME(S): _____ CLASS: _____ DAY(S): _____ TIME(S): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> BY REFERRAL ONLY
		<input type="checkbox"/> ELL/ESL <input type="checkbox"/> ABE/GED <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER:	CLASS: _____ DAY(S): _____ TIME(S): _____ CLASS: _____ DAY(S): _____ TIME(S): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> BY REFERRAL ONLY
		<input type="checkbox"/> ELL/ESL <input type="checkbox"/> ABE/GED <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER:	CLASS: _____ DAY(S): _____ TIME(S): _____ CLASS: _____ DAY(S): _____ TIME(S): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> BY REFERRAL ONLY

Decide on the type of Adult Learning Plan you'd like to use with your students.

Indicate your preference for the Adult Learning Plan below, keeping in mind that no matter which Adult Learning Plan option you choose, it is just a start, as the Adult Learning Plan should be a living document where staff and students can make trackable additions, changes, and updates along the student's journey with you.

- The **BASIC Adult Learning Plan** is generated from questions students have already answered in the registration form and, therefore, does not require an extra step in the registration process. It automatically generates a one-page PDF file with the student's basic information, the barriers he/she has self-selected, and the goals that he/she has chosen. This is a great at-a-glance document for any staff member who will be working with that student directly.
- The **EXTENDED Adult Learning Plan** is more in-depth and requires an extra step in the registration process, but it provides more insight into the student's strengths, learning style, etc. The EXTENDED Adult Learning Plan also enables staff to make quarterly updates to the plan and electronically sign when they do so.

Decide the layout and contents you want to include on the student dashboard.

In your **Settings** tab, you will be able to customize the student dashboard layout, selecting the dashboard elements you want to include and choosing their arrangement. To help you plan, complete the chart below, indicating whether or not to include each dashboard element and indicating the order in which you want it to appear on the student dashboard.

ORDER OF APPEARANCE: (Rank #1-13)	DASHBOARD ELEMENT	Include in the Student Dashboard? (Circle YES or NO.)
#	Appointments	YES NO
#	My Information	YES NO
#	Test Scores	YES NO
#	Messages	YES NO
#	Success Stories	YES NO
#	Document Uploads	YES NO
#	Progress	YES NO
#	Achievements	YES NO
#	Attendance	YES NO
#	Courses	YES NO
#	Apply for Careers	YES NO
#	Create Resume	YES NO
#	Single Sign-On to Online Learning	YES NO

EXTRA DASHBOARD ELEMENTS

Do you want any extra elements on your dashboard? Examples include career explorer links, school calendar, links to online learning programs, etc.

If so, list those extra elements here.

Verify your staff list and the roles, permissions, and notifications for your staff.

You have complete control over who has what role(s) in your organization and the permissions associated with those roles, so spend some time thinking about who has those permissions and roles for your school, and which staff member(s) will field questions when students reach out from the ConnectAble system with questions. Also designate which staff member(s) (IF ANY) will receive email notifications when a registration is complete or an appointment is made.

Lastly, decide who will be your designated ConnectAble Super User, with the ability to adjust all these settings for your school. Please note that you might not use all five role categories, depending on your school size. The **Role Management** feature will have the roles and capabilities listed as below, and you will toggle the capabilities ON or OFF for the roles you decide to use. Use the screenshot below to help you think about the roles and permissions.

CAPABILITY	SUPER USER	ADMINISTRATOR	SUB ADMINISTRATOR	STAFF	INSTRUCTOR
View Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add/Import Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update/Delete Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch to Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Interest List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Active Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Inactive Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Sensitive Student Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add/Import Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Update Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merge Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch to Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View ALP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update ALP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View State Reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Student Updates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Analytics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add/Import Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update/Delete Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Courses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add/Import Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update/Delete Appointment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Appointment Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Appointment Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update/Delete Appointment Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Create Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Announcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Update/Delete Announcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move to Interest List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Who will be your Super User? _____

Do you want email notifications to be sent to designated staff members when students complete registrations or make appointments? YES NO

If YES, indicate the designated staff emails below.

REGISTRATION EMAIL NOTIFICATIONS: _____

APPOINTMENT EMAIL NOTIFICATIONS: _____

Verify if you will use your system to manage success stories and/or graduation, and if so, that those details are included.

You will be able to create custom achievements so that you can award the achievements that are most relevant to your students and they will show on the dashboard.

Think about the achievements you want to celebrate for your success stories (measurable skills gains, getting a job, earning the HSE or GED, and completing career certification, etc), and which of those achievements would also make students eligible for your graduation ceremony (if you have one).

Also provide your graduation details, because we can manage that information as well.

✓ **Do you hold a graduation ceremony for students?** YES NO
If, your answer is NO, you can skip to the table below.

✓ **What is the DATE, TIME, and LOCATION of your graduation ceremony?**

✓ **Will students wear caps and gowns at your graduation ceremony?** YES NO

ACHIEVEMENT	DOES THIS ACHIEVEMENT MAKE THE STUDENTS ELIGIBLE FOR GRADUATION?	
	YES	NO
	YES	NO
	YES	NO
	YES	NO

Make sure your website has a link into our system to get students started.

If ConnectAble also does your website, no worries! If you also have a website that is linked or controlled from a larger website, such as a school system, there should be a link on that page.

- **Do you have an existing web page for your school?** YES NO
 - IF YES: Is your site part of a larger site, such as a school system website or other website. YES NO
 - **Would you like ConnectAble to build a website page for you?**
 - IF YES: Do you have an idea of a web domain you would like it to exist? If so, list a few ideas here, remembering that your website should be concise, easy to remember, and easy to spell.
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Make sure your staff have downloaded and read the relevant sections of the ConnectAble User Guide.

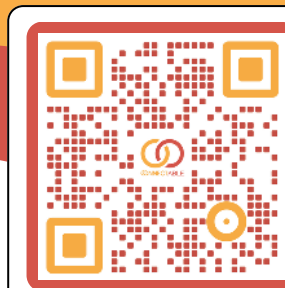
Different roles in your organization will use different tools in the system, so make sure that staff members know which sections will pertain to them and that they have reviewed it.

WHAT'S NEXT?

Now that you have completed the launch checklist, here's what you will need to do next:

Scan, email, or take a picture of your completed launch checklist to create an electronic version of it, then choose one of the following ways to get it back to us. Choose the method most comfortable to you!

- Email the file or picture to hello@getconnectable.com.
- Text a picture of the document to 317-376-3535.
- Upload the document at GetConnectAble.com/go.



Want to upload from your phone? Take a picture of each of your completed launch checklist pages, then scan the QR code. Scroll all the way to the bottom of the page to upload the picture using the form at the bottom.

