Onboarding Checklist

We're excited to have you on board! Here are a few simple steps to get setup with our software so that your educators and students can start accessing their eBooks and Digital Resources for teaching and learning.

1. Getting Started

To set you up for success, we'll need a few things from you to get started with ReadCloud, including data on your school timetables and content.

1. Send us your timetable report

You will be contacted by a member of our onboarding team to obtain this. Your timetabling software may have an "Export to ReadCloud" function, or you can provide us with an extract of your timetable.

2. Provide a list of your current content

We will need to know what eBook and Publisher content you have already purchased.

3. Sign-off any additional content

If you need other content, we'll happily provide you with a competitive quote.

2. Setup

There's a few things we'll need to complete and guide you through to make sure that ReadCloud is set up and configured for proper use and ready on day one for your users.

1. Account setup and creation

With your timetable data, we will setup your educators and students with access to their content, synchronised to their classes

2. Connect your LMS and Single Sign On (SSO) provider (including Google or Office 365)

If you wish to integrate your LMS (such as Canvas, Moodle or Schoolbox) or Office 365 with ReadCloud, please let us know so we can facilitate this for you by providing LTI keys.

3. Content server setup

To host any additional content your educators wish to upload, we'll work with your IT team to set up a content server.

4. Nominate 1-2 Super Users

Super Users are key contacts in the school who are handy and proficient with ReadCloud and can assist other users in the school. Nominate your Super Users and we'll get them trained up!

5. Admin Console Training

We'll conduct Admin Console training for your Super Users, any other key contacts and your IT Support Team, so that you know how to make use of our powerful features, analytics and have control of ReadCloud in your school.

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3. Usage

The ReadCloud eReader and platform has been designed with fantastic features to help educators deliver engaging learning experiences and for students to actively read and collaborate with their classmates about their books. Follow these steps to get the most value out of them!

1. Welcome email to new users

When you're ready, we'll send out an email to your educators and students introducing them to ReadCloud, what it is and how they can use and login to the app. If you prefer, you can send this out yourself.

2. Educators and student to download the app

Users can download the app to their devices from **readcloud.com/downloads** or your school can push it out automatically to school owned devices.

3. Professional development for your educators

Let's organise a time for our ReadCloud trainers to visit your school and assist in the initial set up. They can also show you how to access and use the key features and troubleshoot any problems you might have.

Talk to Us

Have a question?
Want to learn more?

Go to **www.readcloud.com/support** to find more information about how to download and use the app, access to guides and resources as well as info on how to contact our support team and book in a professional development session.