


Schoolzilla Starter Administrator Checklist

Welcome to Schoolzilla Starter!

This administrator checklist will walk you through the process of completing key tasks in Schoolzilla Starter, to ensure a successful beginning to your implementation. When you are ready to learn more, watch the [Introduction to Schoolzilla Starter video](#), browse helpful topics within the [Schoolzilla Starter Help Center](#), and access an Onboarding Tutorial from your Schoolzilla Starter Dashboard or Resource Center. 

Review your Renaissance site to ensure a clean display in Schoolzilla Starter

Why is this important? Quality of data is crucial to stakeholders when seeking to understand performance.

1. Set up your district [screening windows](#).
2. Confirm that [demographic groups](#) are properly set up. Add additional demographics visible in Starter but not loaded into your Renaissance site, via upload or clever by contacting support at support@renaissance.com.*
3. Review and [edit user permissions](#) for Schoolzilla Starter to ensure all interested leaders have appropriate access.
4. Email interested school leaders instructions on how to [connect to Schoolzilla Starter](#), from their Renaissance site.

*Note: This step does not apply to districts utilizing CDI for student rostering.

Update school and grade configurations in Schoolzilla Starter using Demographic Settings

Why is this important? Updating configuration settings allows you to see if there are any hidden equity gaps within schools, grades, or specific demographic groups.

1. [Group schools](#) into Levels and Regions.
2. Review and [group student demographics](#).
3. [Group any remaining grade levels](#) that are not grouped (e.g., >12 or Pre-school) into categories.

Select and edit key metrics and set goals

Why is this important? Setting goals allows everyone looking at data to work toward a common end.

1. Determine and select which metrics are key to your district and turn others off in [Metric Settings](#). Edit your selected metric labels using terms familiar to your leaders and teachers.
2. Collaborate and set meaningful district and school [goals](#).

Analyze data and share resources with team members

Why is this important? Creating and sharing Groups and Views with your district/school early warning indicators facilitates ongoing progress monitoring.

1. In the Our Students dashboard, create a few key [Views and/or Student Groups](#) and share them with your team. Ex. Set up a Student Group to track students with low proficiency/high growth in Star Assessments.
2. Establish weekly or monthly meetings to review and discuss your [Star Assessment data in Schoolzilla Starter](#).
3. Use Schoolzilla Starter and other Renaissance Star Assessment reports in tandem to get the data you need to make decisions that help accelerate learning.