

## Training Checklist

Admin edition

Get up to speed in record time with our handy learning checklist.

I can...	Core knowledge	
• Log in		<input type="radio"/>
• Review classes and pupils		<input type="radio"/>
• Add a note		<input type="radio"/>
• Create a schedule		<input type="radio"/>
• Understand the dashboard		<input type="radio"/>
• Confirm staff availability		<input type="radio"/>
• Upload assessment data		<input type="radio"/>
• Invite a teacher		<input type="radio"/>

I can...	Expert level	
• Send a new email or SMS invite		<input type="radio"/>
• Manually assign a slot		<input type="radio"/>
• Assign a double-length meeting		<input type="radio"/>
• Create a second meeting slot for a pupil		<input type="radio"/>

## Need guidance?

Visit [help.equipple.com](https://help.equipple.com) for helpful videos and how-to guides.

