



Equipping teachers to spot what matters, act with speed, and communicate with confidence

Training Checklist

Admin edition

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

I can...

Core knowledge

- Log in
- Review classes and pupils
- Add a note
- Create a schedule
- Understand the dashboard
- Confirm staff availability
- Upload assessment data
- Invite a teacher

I can...

Expert level

- Send a new email or SMS invite
- Manually assign a slot
- Assign a double-length meeting
- Create a second meeting slot for a pupil

Need guidance?

Visit help.equipple.com for helpful videos and how-to guides.

