

Before the current school year ends:

- Confirm the start and stop dates you will pause automated roster management over the summer.
- Think through how you shared your rosters with DreamBox this year. Is there anything that would improve the process for next year?
- Are there any additional features you would like to take advantage of next year?
 - Single Sign On / Instant Login
 - More efficient tools to filter Schools and Classrooms
 - Sharing administrators
 - Sharing co-teachers
- Email your account manager the following information:
 - Summer school start and stop dates
 - Auto Roster Management start and stop dates
 - When you will share your 2016-2017 rosters with DreamBox
 - The date you want to launch DreamBox next year.

To confirm your 2016-2017 rosters are ready (as you prepare your 2016-2017 rosters)

- Are you sharing only the schools, classrooms, teachers, and students who need access to DreamBox?
- Review for the following data errors:
 - All sections have assigned teachers, subject areas, and grade levels.
 - All students have designated grade levels and genders
 - All teachers have email addresses
- You have shared all administrators who need access to DreamBox, including their school or district association.
- Please contact DreamBox Client Success (support@dreambox.com) to confirm your data is ready to process at least two weeks before your launch date.

After Client Success confirms your roster update:

- Alert your district stakeholders and review the DreamBox rosters.
- Contact Client Success if you need any roster adjustments.
- Confirm with Client Success how you would like students and teachers to access DreamBox.
- Confirm with Client Success that DreamBox is ready for teachers.

