

# studyclix

## School Licence Set-Up Checklist



### Spread the word to students

- Send students an email
- Send students an app notification
- Get relevant class tutors to tell students

### Set up students during class

- Use the guide from Studyclix to show students how to set up their accounts
- Show students the video on how to use Studyclix
- Whitelist @studyclix.ie in your school's domain

### Spread the word to parents

- Send parents an email, text message & app notification
- Tell the parents association
- Talk about Studyclix at the parent information evening

### Inform teachers of their access

- Send an email to teachers
- Show teachers the video on how to use Studyclix
- Book teacher training with Studyclix

### Print out and put up the posters

- Put the student poster in base classrooms and corridors
- Put the teacher poster in the staffroom

### Add Studyclix to the school website

- Put the Studyclix logo on the school website linking to [www.studyclix.ie](http://www.studyclix.ie)
- Post on the school website and social media about Studyclix  
(do not share the specific upgrade code)

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#### For support queries contact:

[info@studyclix.ie](mailto:info@studyclix.ie) or use the chat in the bottom right of Studyclix

#### For queries relating to your licence contact:

[schools@studyclix.ie](mailto:schools@studyclix.ie)



Scan this QR code or visit [www.studyclix.ie/school-licence-set-up](http://www.studyclix.ie/school-licence-set-up) for all the suggested wording templates, videos and instructions

