

# End-of-Year Checklist



## Cleanup Tasks



### ☐ LEARN WHERE TO FIND SUPPORT RESOURCES AND UPDATES

Visit the Help Widget!

- n2y news and enhancements
- Free events and webinars
- Knowledge Base articles
- Quick and helpful resources
- Classroom videos
- Solution walkthroughs
- Chat with Support Representatives

RESOURCES

[n2y Support Resources](#)

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### ☐ EVALUATE THE STUDENT ACTIVITY REPORT AND REVIEW ASSESSMENT DATA

View the Student Activity Report to see what work has been assigned and the performance data collected within the report timeframe.

Review the Student Summary Report for a bird's-eye view of student progress throughout the year, including assessment performance, profile information, and more.

RESOURCES

[How To Launch the Student Summary Report \(assessments\)](#)

[Find the Student Activity in the Reports section or within the Planner!](#)

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## □ REVIEW REPORTS

**Unique Learning System:** Review reports for a well-rounded view of your student's progress. Save and archive details as needed.

**TIP:** Student Daily Performance PDFs of student responses can only be viewed within the current school year.

**Polaris:** Review progress reports for executed IEP roadmaps to analyze student growth toward goals and objectives.

**Positivity:** Analyze reports to review present levels of behavior and strategy delivery history relevant to the student's IEP and Behavior Intervention Plan.

**L3 Skills:** Review play reports to see progression on assigned activities and skills.

### RESOURCES

[My Reports](#)

[How To Use My Reports](#)

[How to See Your Student's Answers](#)

[How To Track Student Progress with Inspire](#)

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## ☐ CREATE NEW PROFILES TO MONITOR STUDENT GROWTH

Profiles provide an overview of a student's level of development to help pinpoint areas of need that can be further assessed via Benchmark Assessments.

Profiles should be completed and updated annually by a team that routinely works with the student (i.e., teacher, paraprofessional, SLP, etc.), to ensure up-to-date academic, functional, and behavioral information.

These updates will enable their new teacher to easily identify strengths and goals for the student in the upcoming school year.

### RESOURCES

[How to Create Student Profiles in Unique Learning System](#)

[How to Edit a Profile What are Benchmark](#)

[Assessments? Behavior Management Guide](#)

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## ☐ UPDATE STUDENT DETAILS AND STUDENT LOGIN SETTINGS

Review and update student account information:

- Student ID
- Email address
- Assigned grade level
- Service setting
- Login settings

**TIP:** Review Student Login method and settings for solutions prior to dropping students.

### RESOURCES

[Which Grade Should I Select for My Student?](#)

[Student Login How To Edit a Student's Information](#)

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## ☐ UPDATE CLASS LIST

Drop students from your class list so their next service provider, including ESY providers, can easily access their information. Subscription Managers can assist with moving students across classrooms.

### RESOURCES

[How to Drop Students Can I Manage](#)

[Students as an Administrator or Subscription Manager?](#)

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# ESY/Summer Tasks



## ☐ ADD SUMMER STUDENTS

Search and add students to your class list.

Ensure student access by seating them in your solutions.

### RESOURCES

[How Do I Manage Students as a Service Provider?](#)

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## ☐ REVIEW UNIQUE LEARNING SYSTEM SUMMER UNIT AND NEWS2YOU SUMMER EDITIONS

**Unique Learning System:** This year's Summer Unit theme is *At the Amusement Park*.

**News2you:** Current issues are published monthly in June, July, and August to support summer learning. **TIP:** Search for relevant

Breaking News articles to support additional needs!

### RESOURCES

[2025 Unique Learning System Summer Unit Theme](#)

[Publication Times for News2you What is](#)

[Breaking News?](#)

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## ☐ SET UP YOUR PLANNER FOR ESY

Update your Planner to reflect ESY changes in classes and to better organize assignments.

### RESOURCES

[How to Manage Classes in the Planner](#)

[How to Add and Move Assignments to Classes in the Planner](#)

[How to Set Up a Learning Pathway](#)

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## ☐ REVIEW ASSIGNED BOARDS

Revise current boards and collections.

Review updated collections for **Unique Learning System** and **News2you** summer activities.

### RESOURCES

[How To Assign Multiple Boards In Student View From My Boards](#)

[How To Create a Folder in SymbolStix PRIME](#)

[How to Create a Collection From News2you or Unique Learning System](#)

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### ☐ REVIEW AND ASSIGN ACTIVITIES IN L3 SKILLS

Assign **L Skills** activities through Student

3

Dashboard based on student interest and skill improvement needs.

#### RESOURCES

[How Do Unique Learning System and L3 Skills Work Together?](#)

[Adding Games to a Player's Dashboard](#)

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### ☐ CREATE AND UPDATE POSITIVITY STRATEGIES

Select and save any appropriate premade strategies to share with next year's team and to support summer learning

Update Visual Schedule to reflect changes for ESY.

#### RESOURCES

[How to Customize Your Visual Schedule](#)

[How To Create a Strategy](#)

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### ☐ ADD SUMMER TEACHER(S) AS COLLABORATOR(S) ON ESY GOALS

Review student IEPs and add new summer team members as collaborators.

#### RESOURCES

[How To Collaborate in Polaris for Educational Teams](#)

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### ☐ EXPLORE n2y EXTRAS!

n2y eXtras! is a collection of complimentary activities and materials created to support your classroom and therapy needs.

Choose resources from five categories: gross motor, fine motor, communication/behavior, classroom engineering, and fun stuff.

#### RESOURCES

[How to Access n2y eXtras!](#)

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