

## HeadMaster Video Training Library Checklist

If you're wondering where to begin your HeadMaster software learning journey, or if you're already familiar with the main program features and simply want to build upon that foundation, then check out our HeadMaster Video Library!

If you don't find the answer you're looking for there. No problem. We've got you covered. Just pick up the phone and contact the HeadMaster Support Department at 1-800-669-2509. One way or another, we're here to assist you.

So, don't miss out on this opportunity to access these great video resources - all right here:

[www.headmasteracademy.com/hmvids](http://www.headmasteracademy.com/hmvids)

Here's a convenient checklist for you to reference as you work through the videos:

| Completed | Date | HeadMaster Administrative Setup                                 | Subject     | Videos     |
|-----------|------|---|-------------|------------|
|           |      | Set Up HM Admin users – NO TEACHERS                             | HM Set Up 1 | 3          |
|           |      | Set Up Drop-down Lists  | HM Set Up 1 | 4          |
|           |      | Set Up Options  | HM Set Up 1 | 5, 6, 7    |
|           |      | Set Up ZIP Codes  | HM Set Up 1 | 8          |
|           |      | Enter New Student Information                                   | HM Set Up 1 | 9, 10, 11  |
|           |      | Enter/Edit Teachers - Classroom Manager Usernames and Passwords | HM Set Up 1 | 17         |
|           |      | Enter/Edit Staff  | HM Set Up 1 | 18         |
|           |      | Assign Homeroom Teachers (Required for School Attendance)       | HM Set Up 1 | 19         |
|           |      | Grading Scales  | HM Set Up 2 | 4          |
|           |      | Grading Periods   | HM Set Up 2 | 5, 6, 7    |
|           |      | Create Class Periods (if needed)                                | HM Set Up 2 | 8          |
|           |      | Create Subjects   | HM Set Up 2 | 9, 10, 11  |
|           |      | Create Classes  | HM Set Up 2 | 12, 13     |
|           |      | Enter Skills (if needed)  | HM Set Up 2 | 14, 15, 16 |
|           |      | Enroll Students in Classes                                      | HM Set Up 2 | 17         |