

## Quick Implementation Checklist

Here is the short and sweet version of the tasks your college needs to complete in order to implement the program on your campus. You will need to complete these tasks on your Dashboard. For a detailed summary, please see the Program Information Packet.

### Before registration

- Meet with your colleagues to make important decisions about how to implement Social-Belonging for College Students on your campus.
- Create a user account on [perts.net/social-belonging](https://perts.net/social-belonging).

### Register and setup your college on Dashboard

- Step 1: Register college
  - 1.1 Find your organization.
  - 1.2: Invite colleagues to Dashboard.
  - 1.3: Confirm your organization liaison status on Dashboard. *\*If you will not be liaison, you must invite the liaison to the Dashboard in step 1.2 above.*
- Step 2: Prepare for student participation
  - 2.1: Read and Agree to Terms of Use and Privacy Policy.
  - 2.2: Review the Information Packet.
  - 2.3: Choose an Administration Method. Will student participation be independent or supervised?
  - 2.4: Choose Sign-in Portal. Will student participation be on a Custom Portal (created by your IT team) or a Generic Portal?
  - 2.5: Reserve Resources. Will student participation require additional materials (i.e. computers) or scheduled time in a classroom or lab?
  - 2.6: Orient Your Team, or the individuals who will be facilitating the program to students.
- Step 3: Tell us more about your college
  - 3.1-3.6: Customize Activity (e.g. add your college's name, demographics by race, or preferred terms for several minorities at your school)
  - 3.7: Expected Invitations. How many students do you plan to invite?
  - 3.8: Expected Participation. How many students do you expect to participate?
  - 3.9: Expected Launch Date. When will you be inviting students to participate?
  - 3.10: Method of Invitation. How are you inviting students to the program?
  - 3.11-3.13: Other Related Efforts at Your School. Are you doing other belonging surveys or assessments at your college?
- Step 4: Take the Quiz. Test your knowledge of the appropriate administration protocol.
- Step 5: Launch and monitor student participation
  - 5.1: Monitor Module. Open and track student participation.
  - 5.2: After student participation, read and share your Final Report.