



Getting Started

Now that your server is ready, there are a few things you need to know and do before you use Health Ed Check.

Using Health Ed Check

- Every employee user will need an **admin login**. Most teachers won't have one, so to keep things simple, you can use their teacher login key. Go to each teacher and copy their teacher login ID to the admin tab login ID. (It doesn't need to be turned on.)
- When entering a date in Health Ed Check to go back in time, you will need to use leading zero's. ex. 08/04/2020

Object Reports

- Print the staff flyer object report for Health Ed Check, and distribute it to all employees.
- Print the student flyer object report for Health Ed Check, and distribute them on or before the first day of school.

If you have Phoenix Learning System's **PS Vault system, you can now email the flyers to parents and/or students.

- You should test all student, employee, and visitor logins and assessments.
- If you pull up yourself in the PowerSchool staff area, you can also print the door flyer object report. This can be posted in offices and on doors.

Did you know...

- Students/Parents/Teachers/Staff have two methods to log on to take the assessment.
 1. Can go directly to Health Ed Check on any browser on any device
 2. Links have been added inside the Student, Parent, and Teacher portals.
- You may use the QR code feature.

**Schools have found this feature very helpful in tracking and assessing players on sports teams.

- Visitors can quickly create an account to use for any time they attend an event or come to the school. This can include parents, the UPS or Pepsi delivery people, and fans at sporting events and concerts.
- You can change the results of all assessments from the “All Results” tab
- There are historical pages for employees and students
 - Look under Custom Pages for each
 - It lists every assessment taken for that person
- There are help videos on the Phoenix Learning System website

<https://www.phoenixlearning.com/>