**Implementation Checklist for YouScience Ambassadors**

* Take the YouScience brain games & explore results
* Invite involved faculty and staff to complete a free YouScience assessment (youscience.com/request)
* Ensure students taking YouScience have valid email addresses
* Secure locations for the following (need computer access):
  + Introduction to YouScience: Student Launch, 15-20 minutes
  + Taking the Assessment, 1.5 hours
  + Results Walk-Through, 20-30 minutes
* View a training webinar – [Click here](https://knowledgebase.youscience.com/video_disc_pre-recorded-webinars) for our training videos
* Accept invitation from YouScience to be your school’s Admin (check junk/spam folder)
* Review YouScience Resource Library – link is on the homepage of your YS account (once you accept the Admin invitation)
* Submit [*Technical Requirements Checklist*](https://knowledgebase.youscience.com/technical-requirements-checklist?__hstc=63881840.6f21946061fc0ee3d8fa1d6ba25b6f6b.1581975512486.1600894972684.1601058535212.464&__hssc=63881840.83.1601298622629&__hsfp=2042787977) to your school’s IT Department
* Bulk Invite Students & Create New Groups

1. [Download Spreadsheet Template](https://apps.youscience.com/bulk-invite-students-template.xlsx) - *Please do not edit the Header (Row 1) of the .xlsx sheet*
2. Upload Completed Spreadsheet (include names & emails if you will be sending email invites)

**Video:** [How to: Upload Student Rosters](https://knowledgebase.youscience.com/discovery_upload-student-rosters)

* Distribute Activation Codes

Once you have created groups using the Spreadsheet upload (above, step 3) you can now choose how you plan to distribute the activation codes.

1. Group send email invite from *The YouScience Team*
2. Individually distribute activation codes from your own email

**Video:**[How to: Distribute Activation Codes](https://knowledgebase.youscience.com/discovery_distribute-activation-codes)

* Train additional faculty/staff to help with the YouScience implementation
* Students complete YouScience assessment
* Complete student walk-through of YouScience results using Knowledge Base for [walk-through materials and lesson plans here](https://knowledgebase.youscience.com/hs_results-walk-through-materials)
* Schedule *Debrief Call* with YouScience partner for 3-4 weeks post-implementation

**NOTES:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_