



✓ Emozi PreK–Grade 2: New Staff Onboarding Checklist

Training & Access

- Complete the Emozi Training (available through the online curriculum portal).
- Confirm your online access form has been submitted by the sales department (required for new accounts, additions, or changes).
- Log in to the Emozi portal and confirm you can access lessons and resources.

Materials & Setup

- Verify classroom puppet(s) are available. If not, contact sales personnel for ordering details.
- Print and post the HALT–HOOT–HEART self-regulation poster in your classroom.
- Decide if you'd like hard copy versions of the stories — these can be purchased through Amazon.

Assessment & Evaluation

- Confirm whether your school is using the Emozi evaluation tools.
 - If yes: Complete pre-test at the beginning of the year.
 - Collect evidence of student growth (journals, work samples, observations).
 - Complete post-test at year's end.



✓ Emozi Elementary (Grades 3–5): New Staff Onboarding Checklist

Training & Access

- Complete the Emozi Training (online).
- Ensure the online access form is completed for you by sales to register your account.
- Log in and verify access to lessons, guides, and resources.

Materials & Setup

- Print and display the STAR self-regulation poster (Stop–Think–Act–Reflect) in your classroom.
- Decide if you'd like hard copy versions of the stories — these are available on Amazon.

Assessment & Evaluation

- Confirm with your administrator if the Emozi evaluation tools will be used.
 - If yes: Complete pre-test at the start of the year.
 - Collect evidence of growth throughout (student reflections, work samples, teacher observations).
 - Complete post-test at the end of the year.



✓ Emozi Middle School (Grades 6–8): New Staff Onboarding Checklist

Training & Access

- Complete the Emozi Training in the online portal.
- Confirm sales has submitted the online access form for your registration.
- Log in to ensure you have access to all curriculum and teacher resources.

Materials & Setup

- Print and post the SCOPE self-regulation poster (Stop–Consider–Options–Plan–Evaluate) in your classroom.

Assessment & Evaluation

- Confirm whether your school is implementing the Emozi evaluation tools.
 - If yes: Administer pre-test at the beginning of the year.
 - Collect evidence of growth (student self-assessments, projects, reflections).
 - Administer post-test at year's end.



✓ Emozi High School (Grades 9–12): New Staff Onboarding Checklist

Training & Access

- Complete the Emozi Training (available through the online portal).
- Confirm the online access form has been submitted for you by sales.
- Log in and confirm you can access all high school Emozi resources.

Materials & Setup

- Print and display the SCOPE-IT poster (Stop–Consider–Options–Plan–Evaluate–Insights–Transform) in your classroom.

Assessment & Evaluation

- Check if your school is using the Emozi evaluation tools.
 - If yes: Complete pre-test at the beginning of the year.
 - Collect evidence of growth throughout (student self-assessments, reflections, projects).
 - Complete post-test at the end of the year.