Getting Started with AB Studios

For Directors & Program Leads

BEFORE KICKOFF

- [ ] Add your team: Invite staff/educators in the **User** tab
- [ ] Confirm billing: Designate a billing contact and choose monthly or annual payment
- [ ] **Schedule your implementation call**: Meet with your AB Studios Partner Success team to map out your rollout

DURING THE KICKOFF CALL WITH AB STUDIOS

- [ ] Strategize rollout approach (Common approaches below)

  Open rollout
  Every staff member gets access right away, and can start exploring and creating lessons on their own timeline. Best for teams that are eager to dive in and don't need a lot of central coordination.

  Controlled rollout
  Only a select group of staff (often your champions or a pilot team) get access at first. Best for teams that want to test the waters, build internal expertise, or work out kinks before a wider release.

  Phased rollout
  A controlled rollout to start, with a plan to open access more broadly over time. Best for teams that want more control at the start with a clear path to full adoption.

- [ ] Set your start date (or launch window)
- [ ] Identify your program champion(s): The go-to person/people for questions
- [ ] Confirm technical requirements: Devices, internet access, and any needed integrations
- [ ] Schedule a staff training session and next meeting

AFTER KICKOFF

- [ ] Review the AB Studios Partner **Welcome Kit**
- [ ] Includes marketing materials and staff resources
- [ ] Send the **Family Flyer** to parents/guardians
- [ ] Send the **Staff Flyer** & welcome kit to your team

FIRST MONTH

- [ ] Hold staff training and confirm everyone can log in and access their materials
- [ ] Check in with your program champion(s): Surface early questions or friction points
- [ ] Monitor early adoption: See who's **Logged In**, who's created **Lessons** already

FIRST 3 MONTHS

- [ ] Review usage data with your Partner Success contact: Which staff/classrooms are active, which need support
- [ ] Gather feedback from staff and families on how the rollout is landing
- [ ] Plan your next rollout phase, if you launched in phases
- [ ] Revisit your champion model: Confirm it's still the right fit, or expand it
- [ ] Set goals for the next quarter (e.g., expanding to new grades, increasing lesson frequency)

Getting Started with AB Studios

For Staff, Educators & Individuals

KICKOFF

- [ ] Log in to your account
  - [ ] As needed, check with your school leadership to determine if you've been added or invited to the platform
  - [ ] If you were invited:
    - [ ] The email will come from: **invitations@abstudios.com**
    - [ ] Check your email (check your spam and promotions folders if you don't see an invite within 5 minutes)
    - [ ] Once the invite is found, select "Accept Invitation"
    - [ ] You will be prompted to create a password
    - [ ] Save your password
    - [ ] Enjoy!
  - [ ] If you have your log in info:
    - [ ] Go to the **Login Page**
    - [ ] Enter in your email and given password
    - [ ] To reset your password, **Click Here** and then select "forgot password"
    - [ ] Enjoy!
- [ ] Explore the **Resource Library**
- [ ] Know who to go to for help
- [ ] Your program champion or admin is your first stop for questions
- [ ] Your AB Studios rep is the second step: reach out directly at **rvarela@abstudios.com**
- [ ] Preview a **Course** - Pre made lessons, roughly 8 hours of material per course

FIRST MONTH

- [ ] Create your first **Lesson:**
  - [ ] In the Lesson Planning tab select the purple "Create Lesson Plan" button
  - [ ] Enter in your lesson idea or use one of our prompt **Templates**

    * This is the most impactful part of the lesson creation process
  - [ ] Enter in lesson title, student age/grade level(s)
  - [ ] Select your state and lesson duration
  - [ ] Finish creating your lesson by organizing it into a folder or using a tag
- [ ] Add a lesson to your calendar
  - [ ] Go to the **Calendar** tab
  - [ ] Select the purple "Add Event" button
  - [ ] Type - Select if you want to schedule a pre made course or a lesson plan
  - [ ] Lesson Plan or Course - Select the specific lesson you want to schedule
  - [ ] Enter start and end dates and times
  - [ ] To finish select "create event"
- [ ] Sharing a lesson
  - [ ] Share with another AB Studios account:
    - [ ] Copy the URL from your browser
    - [ ] Share electronically with colleague (email, chat, text)
  - [ ] Share with someone not using AB Studios:
    - [ ] Find the lesson you want to share
    - [ ] In the top right corner, select "export"
    - [ ] Export will be a pdf to your downloads
    - [ ] Find the downloaded lesson in your downloads
    - [ ] Share
- [ ] Plan out next week's content
- [ ] Subscribe to a course you want to follow regularly
  - [ ] In the **Discover** tab you can find a full library of our courses
  - [ ] Explore the available courses and to easily find courses in the future, select "subscribe" in the top right of your favorite courses.
  - [ ] This will bring your favorite courses to the standalone **Courses** tab

FIRST 3 MONTHS (ONGOING TIPS FROM OUR TEAM)

- [ ] Build a weekly planning habit: Same time each week to line up upcoming lessons
- [ ] Follow AB Studios on social media

  Instagram

  YouTube

  LinkedIn
- [ ] Tag AB Studios in a photo of you running a lesson for a chance to win fun prizes year round!
- [ ] Share a favorite lesson or win with your program champion or leadership or with us

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