



ePlatform
digital libraries

Back to School Checklist

eBooks & Audiobooks
Anywhere, Anytime

ITEM	DESCRIPTION	STATUS
1 Update Patrons	Ensure all new students are added and graduating students are removed from ePlatform so records are current for the new school year.	<input type="checkbox"/>
2 Integrate with SSO	If not already set up, connect ePlatform with your school's SSO or LMS system for easy, secure access without separate usernames/passwords.	<input type="checkbox"/>
3 Test Logins	Confirm that staff and students can log in successfully. Address any password resets or access issues before classes start.	<input type="checkbox"/>
4 Check App Access	Verify that the ePlatform app is installed and functional on school devices, and that it's approved for use on your network.	<input type="checkbox"/>
5 Add Compilations	Create or update curated reading lists in ePlatform to highlight new releases, popular titles, curriculum titles, or term-specific themes.	<input type="checkbox"/>
6 Welcome Message	Post a short welcome note in the library portal or school channels to reintroduce ePlatform for the year.	<input type="checkbox"/>
7 Remind Staff	Share quick-start guides or a refresher on using ePlatform so teachers can confidently recommend and integrate it into lessons.	<input type="checkbox"/>
8 Remind Students	Make sure students know how to log in, search, borrow, read and use literacy support tools – both in the browser and via the ePlatform app.	<input type="checkbox"/>
9 Remind Parents	Send home details about how parents can support reading at home, including instructions for accessing ePlatform.	<input type="checkbox"/>
10 School Website	Ensure the ePlatform link is visible on the school website and student portals so it's easy to find year-round.	<input type="checkbox"/>
11 Promotion	Display updated posters, bookmarks, and banners around school and share digital assets on newsletters and social media.	<input type="checkbox"/>