ADOPTION First Year

MARKETING AND PROMOTION

Gale	Your Team
☐ Gale will walk through the support site and materials available to you.	☐ **Identify materials** that are best suited to meet your goals.
☐ Your Gale Customer Success Manager will lead a discussion about best practices to utilize these materials and get the most from your resource.	☐ **Share materials** with your stakeholders (teachers, students, admin, etc.).

USAGE

Gale	Your Team
☐ Your Gale CSM will schedule a meeting to walk you through reviewing your usage in the Gale Usage Dashboard.	☐ **Check the Usage Dashboard** monthly to ensure your usage is aligning with your goals.
	☐ **Follow up with your CSM** if there are any usage concerns**.**
	☐ **Follow up with staff members** to see how they are progressing with understanding and utilizing the resource.

GOAL FOLLOW UP AND NEW GOAL CREATION

Gale	Your Team
☐ Gale will hold a meeting to assess your goals, discuss progress, and set new objectives.	☐ **Share** your goals.
	☐ Continue to **track** progress of usage and goals.
	☐ **Alert** the Gale team as problems or concerns arise.

YEARLY ACCOUNT REVIEW

Gale	Your Team
☐ Gale will schedule a meeting to review usage, goals, and plan for the next school year.	☐ **Meet** with CSM.
	☐ **Share** wins and challenges.
	☐ **Determine** goals for the next school year.

GALE