

# Navy Beginning of Year Checklist | 2026-2027

Welcome to a new school year! Thank you for partnering with Pearson School Assessment and using the ND A+ Formative Assessment - Navy with your students this year. This checklist highlights key actions to help ensure a smooth launch and strong implementation.

## Teachers

### Verify your classes and students in Navy.

- ☐ Confirm that all classes appear correctly and that students are rostered in the appropriate courses.
- ☐ Report any missing students, teachers, or classes to your district or school administrator as soon as possible.
- ☐ Review your class setup before assigning any Checks.

### Explore updates and new resources.

- ☐ Spend time reviewing any new Navy features or enhancements for the school year.
- ☐ Browse the Learning Library and identify resources you may want to use during your first instructional units.
- ☐ Review available support resources and know where to go for help.
- ☐ Make sure you are signed up for the [Professional Development Sessions](#) being offered by ND A+.

### Set up your instructional priorities.

- ☐ Identify the standards you will focus on during your first unit of instruction.
- ☐ Review any district-identified priority standards and determine how they align to your plans.
- ☐ Consider where formative checks can provide meaningful insight into student learning.

### Establish a routine for formative assessment.

- ☐ Determine when and how Navy Checks will be incorporated into your instructional cycle.
- ☐ Plan opportunities for students to reflect on their learning and set learning goals.
- ☐ Use early assessment results to identify strengths and areas for support.
- ☐ Establish a routine for recognizing students as they earn badges and demonstrate growth, using badge celebrations to build motivation, ownership, and excitement around learning.

### Introduce Navy to your students.

- ☐ Show students how to access and navigate the platform. Go to the [ND A+ Navy Resource Hub](#) for access guides.
- ☐ Help students understand how learning evidence and progress will be used throughout the year.

### Navy Community Support: +1 (215) 966-5276

Select Option 1 for Live Testing Support | Select Option 2 for All Other Support

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## School and District Administrators

### Course Setup in Navvy

- ☐ Courses in Navvy need to be mapped to a set of standards. This requires a special permission for someone in the district that has district course knowledge. Use [this form to identify a Course Manager](#) for your district.
- ☐ To set up courses, the Course Manager can follow the instructions on the [ND A+ Navvy Resource Hub](#).
- ☐ Identify priority standards in Navvy. Directions for this can also be found on the resource hub.

### Connect with your Pearson Success Partner.

- ☐ Schedule a Beginning of Year Kickoff or planning meeting.
- ☐ Set/Review implementation goals, professional learning needs, and support options.
- ☐ Establish a communication cadence for ongoing coaching and partnership.

### Set and confirm your implementation plan.

- ☐ Complete your District Success Plan; determining metrics for how you will measure success this year.
- ☐ Identify participating schools, grade levels, subjects, and educators.
- ☐ Ensure that all stakeholders understand expectations for Navvy use.
- ☐ Communicate the implementation goals and success measures for the year.

### Prepare educators for success.

- ☐ Ensure teachers know where to access training, support materials, and resources.
  - ☐ [ND A+ Professional Development Opportunities and Sign up](#).
- ☐ Share district expectations related to assessment practices and instructional use.
- ☐ Schedule opportunities for collaboration around Navvy implementation.

### Establish coaching and support structures.

- ☐ Determine how instructional coaches, administrators, or teacher leaders will support implementation.
- ☐ Schedule regular opportunities to review usage and student learning data.
- ☐ Create a plan for sharing successes and addressing challenges throughout the year.

### Align Navvy with instructional priorities.

- ☐ Review district goals, priority standards, and curriculum initiatives.
- ☐ Determine how Navvy evidence will inform instructional decisions.
- ☐ Establish expectations for using data in PLCs, coaching conversations, or leadership meetings.

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## Data and Technology Administrators

### Verify roster and user data.

- ☐ Confirm that Academic Sessions, Courses, Classes, and Enrollments have loaded correctly.
- ☐ Verify that teachers and administrators can access their accounts.
- ☐ Resolve any roster discrepancies before instructional use begins.
- ☐ Make sure course data structure is created so that 1 course contains a single grade level. Although you will be able to assign more than 1 grade and subject to a course, you will get the cleanest data if you create single grade and not multi-grade or multi-subject courses.

### Validate district configuration.

- ☐ Confirm schools, grade levels, and subject structures are represented accurately.
- ☐ Verify that required standards and courses are available.
- ☐ Review administrator permissions and user roles. This year a new user role will need to be identified by a district administrator to map courses to the appropriate standard set. Courses will not be visible in Navvy until this step is completed.

### Test system readiness.

- ☐ Conduct spot checks with teachers to ensure classes appear correctly.
- ☐ Verify that students can access Navvy successfully.
- ☐ Address any access or authentication issues before the first assessments are administered.

### Support implementation planning.

- ☐ Communicate key dates and data timelines to stakeholders.
- ☐ Establish a process for resolving roster or access issues throughout the year.
- ☐ Identify contacts responsible for Navvy support at both the district and school levels.

### Plan for ongoing data quality.

- ☐ Establish procedures for managing student transfers, schedule changes, and staff updates.
- ☐ Monitor roster data periodically throughout the year.
- ☐ Document local processes to ensure timely updates when changes occur.

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