

# Preparing Your Academy for the New Schoox User Experience

Below is a checklist of tasks to complete in the New Schoox User Experience as you prepare to fully transition your organization. These should be completed and tested prior to your Learner Launch Date.

- ☐ [Update your Academy's branding in the new experience](#)
  - ☐ Upload banner image
  - ☐ Upload a rectangular logo (if applicable)
  - ☐ Update your color theme/palette
  - ☐ Choose your Email Banner
  - ☐ Review Academy Labels
  - ☐ Review/Update your [Login Page](#)
- ☐ [Configure Your Sidebar Gadgets](#)
  - ☐ Enable gadget visibility for Learner Workspaces (Learner & Social)
  - ☐ Enable gadget visibility for Permissioned Users (Team & Academy)
- ☐ [Configure Default Filters](#) for Learners
  - ☐ My Training
  - ☐ Catalog
- ☐ Recommended Tasks
  - ☐ Create custom Bookmark sets for the Sidebar
  - ☐ Create [organizational rules](#) to manage Sidebar gadget visibility
  - ☐ Review [Settings](#) in workspace Control Panels and ensure that they are properly enabled/disabled (including *Settings* in the [Social Workspace](#))
  - ☐ [Proxy login](#) as test user personas to confirm that settings, branding, etc. are ready for launch
  - ☐ Create a [microlearning course](#) introducing the new experience to your Learners
  - ☐ Review your [training images and thumbnails](#)
  - ☐ Add an [introduction video](#) to your academy welcoming your organization to the new experience

