



## “Go Live” Checklist for Ohio Libraries

Task	Date
Designate Site Administrators	
Attend Admin training <a href="https://www.oplin.ohio.gov/databases/northstar#site_training">https://www.oplin.ohio.gov/databases/northstar#site_training</a>	
Request Admin login <a href="http://oplin.org/go/NS-AdminTraining">http://oplin.org/go/NS-AdminTraining</a>	
Set up Staff logins	
Attend Staff training <a href="https://www.oplin.ohio.gov/services/northstar/libraries#quick_start_training">https://www.oplin.ohio.gov/services/northstar/libraries#quick_start_training</a>	
Decide: Will you show your library on the Northstar map? (Y/N/Later) <a href="https://www.digitalliteracyassessment.org/find-location">https://www.digitalliteracyassessment.org/find-location</a>	
Check box: Offering unproctored assessments <i>Check boxes are in the Northstar Admin Portal - Edit Location Info tab</i>	
Decide: Will you offer proctored assessments? (Y/N/Later)	
Check box: Offering NSOL accounts	
Check box: Show “Take assessment” links	
Decide: Will you allow NSOL self-registration? (Y/N/Later)	
Decide: How will you describe the computer training you are doing/will do?	
Decide: Will you use the Northstar curriculum? (Y/N/Later)	
Decide: Do you want to ask if users are on-site at login?	
Decide: Where do you want to place the Northstar link on your library website?	
Decide: Which URL do you want to use?	
Plan Promotion <a href="https://www.oplin.ohio.gov/databases/northstar#marketing">https://www.oplin.ohio.gov/databases/northstar#marketing</a>	
Make Website Live	
Update OPLIN <a href="http://oplin.org/go/NS-GoLive">http://oplin.org/go/NS-GoLive</a>	