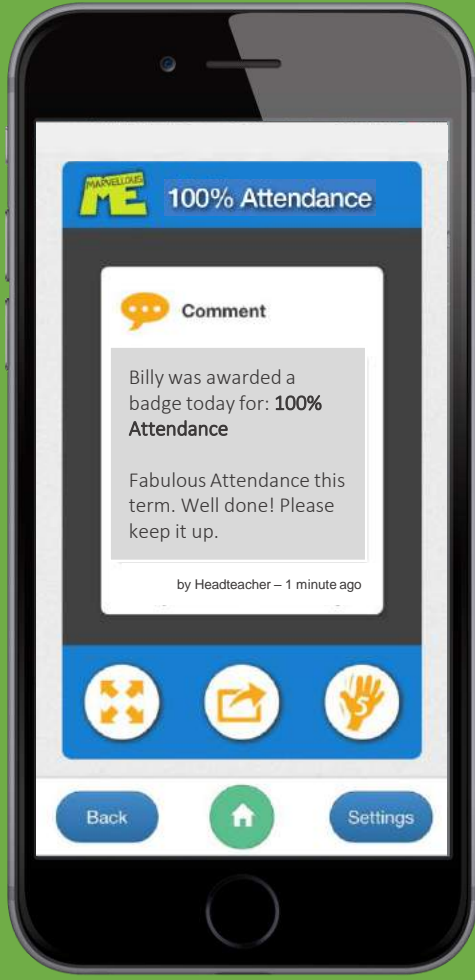
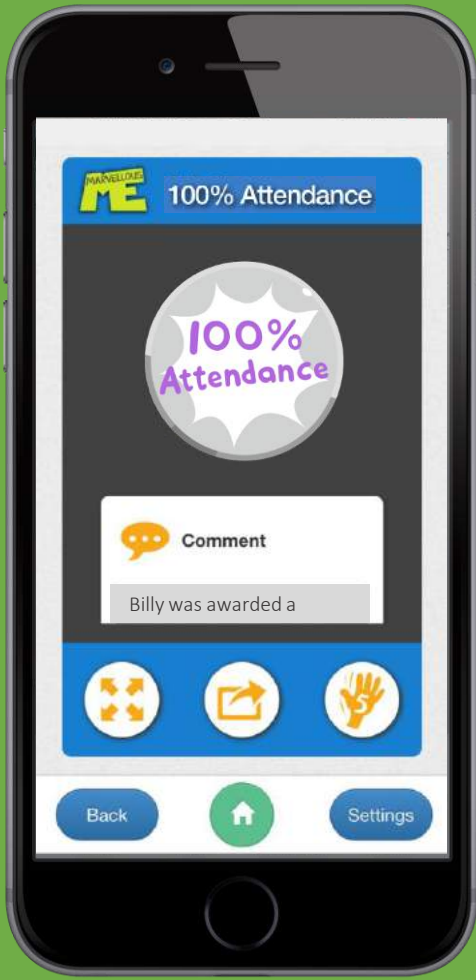




A better way to celebrate attendance and punctuality.



# Are paper certificates working for you?



Quicker and less expensive than paper certificates. Environment-friendly.



More personal, accurate and trackable.



Zero teacher effort.



More regular, bigger impact. Great for separated parents.



Award badges for anything you want, or send general messages, forms and newsletters.





# Admin & leaders' portal.

- Send messages and reminders home.
- Award badges.
- View messages sent.

» Messaging and Awarding (Beta)

- Add, edit and delete teachers and pupils.
- Change a teacher's email and password.
- Assign teachers and pupils to groups.

» Teachers and Pupils

- Add, edit and delete classes, groups, filters and teams.
- Easily add teachers and pupils to any group (or multiple groups), and swap them around whenever you want.

» Group Management

- View parent join codes.
- Print parent join code letters and reminders.
- Track followers.

» Parent Codes and Invites

- Add links to your parents' MarvellousMe app, such as to your website, term dates, learning resources, and other activities and experiences.

» Quick Links

- Focus parent engagement where it matters.
- Set up and edit priority learning areas that you want teachers to engage parents in, and track their success.

» School Activities

- Focus parent engagement where it matters.
- Set up and edit priority badges that celebrate your school's core values, and track how everyone is doing.

» School Badges

- Track parent and teacher engagement.
- View your School Badge and School Activity Scorecards.
- Set the recipients for the weekly performance snapshot.

» Insights and Impact

- View parent details.
- Change a parent's email and password.
- Delete or disable parents.

» Parents

- Add, edit and delete bulk data.
- Set up your new school year.

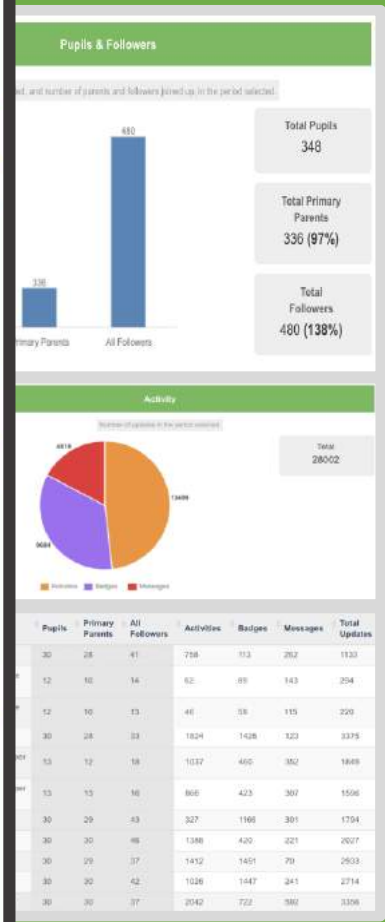
» Bulk Data

- Export your system data.

» Data Export

- User and Reference Guides.
- Launching to parents.
- Tips for school leaders.
- Tips for teachers.
- Tips for parents.

» Help and Resources



- Send messages and award badges en masse.
- View messages.
- Manage staff and pupils.
- Assign staff to groups.
- Manage custom groups, Houses and teams.
- Print parent letters, and reminders.
- Add web links to your parents' app.
- Set up priority activities and badges.
- Track impact and scorecards.
- Manage parents.



# Messaging & Awarding. Select pupils...



Home

**Messaging and Awarding (Beta)**

Teachers and Pupils

Group Management

Parent Codes and Invites

Quick Links

School Activities

School Badges

Insights and Impact

Parents

Bulk Data

Data Export

Help and Resources

Log out

### Messaging and Awarding ?

View Messages & Badges

Select Pupils: Please Select

Activity, Badge or Message?: Please Select

Type:

Sender: Please Select

Write Note (Optional):

Home Task Type (Optional): Please Select

No deadline (Optional):

Home Task Deadline (Optional):

Media or Attachment (Optional): Upload a photo, video, voice clip or attachment.

Send

Please Select

Quick Search

**Paste a .csv list of pupils**

Whole School

**Classes / Groups**

Reception

Year 6

Year 2

Paste a .csv list of pupils

You can send messages and award badges to children/parents by copying and pasting the children's details from your school's main administration system, e.g. SIMS.

- Create a report in your administration system showing the forename and surname, and UPN, of the pupils that you want to add to the recipient list.
- Output your report to Excel.

- Then, select the cells containing the names and UPNs of the pupils, and copy and paste them below.

Comma seperated pupils list

Cancel Next





# Copy & paste your list from MIS/SIMS report...

	A	B	C
1	CHILD NAME	UPN	ATTENDANCE
2	Child Name 1	FAKEUPN001	100
3	Child Name 2	FAKEUPN002	100
4	Child Name 3	FAKEUPN003	100
5	Child Name 4	FAKEUPN004	100
6	Child Name 5	FAKEUPN005	100
7	Child Name 6	FAKEUPN006	100
8	Child Name 7	FAKEUPN007	100
9	Child Name 8	FAKEUPN008	100
10	Child Name 9	FAKEUPN009	100
11	Child Name 10	FAKEUPN010	100
12	Child Name 11	FAKEUPN011	100
13	Child Name 12	FAKEUPN012	100
14	Child Name 13	FAKEUPN013	100
15	Child Name 14	FAKEUPN014	100
16	Child Name 15	FAKEUPN015	100
17	Child Name 16	FAKEUPN016	100
18	Child Name 17	FAKEUPN017	100
19	Child Name 18	FAKEUPN018	100
20	Child Name 19	FAKEUPN019	100
21	Child Name 20	FAKEUPN020	100
22	Child Name 21	FAKEUPN021	100
23	Child Name 22	FAKEUPN022	100
24	Child Name 23	FAKEUPN023	100
25	Child Name 24	FAKEUPN024	100
26	Child Name 25	FAKEUPN025	100
27	Child Name 26	FAKEUPN026	99
28	Child Name 27	FAKEUPN027	99
29	Child Name 28	FAKEUPN028	99
30	Child Name 29	FAKEUPN029	99

Run Attendance report in your MIS (e.g. SIMS).

	A	B	C
1	CHILD NAME	UPN	ATTENDANCE
2	Child Name 1	FAKEUPN001	100
3	Child Name 2	FAKEUPN002	100
4	Child Name 3	FAKEUPN003	100
5	Child Name 4	FAKEUPN004	100
6	Child Name 5	FAKEUPN005	100
7	Child Name 6	FAKEUPN006	100
8	Child Name 7	FAKEUPN007	100
9	Child Name 8	FAKEUPN008	100
10	Child Name 9	FAKEUPN009	100
11	Child Name 10	FAKEUPN010	100
12	Child Name 11	FAKEUPN011	100
13	Child Name 12	FAKEUPN012	100
14	Child Name 13	FAKEUPN013	100
15	Child Name 14	FAKEUPN014	100
16	Child Name 15	FAKEUPN015	100
17	Child Name 16	FAKEUPN016	100
18	Child Name 17	FAKEUPN017	100
19	Child Name 18	FAKEUPN018	100
20	Child Name 19	FAKEUPN019	100
21	Child Name 20	FAKEUPN020	100
22	Child Name 21	FAKEUPN021	100
23	Child Name 22	FAKEUPN022	100
24	Child Name 23	FAKEUPN023	100
25	Child Name 24	FAKEUPN024	100
26	Child Name 25	FAKEUPN025	100
27	Child Name 26	FAKEUPN026	99
28	Child Name 27	FAKEUPN027	99
29	Child Name 28	FAKEUPN028	99
30	Child Name 29	FAKEUPN029	99

Copy just Child Name and UPN of those achieving your target.

Paste a .csv list of pupils

You can send messages and award badges to pasting the children's details from your school e.g. SIMS.

- Create a report in your administration system showing the forename and surname, and UPN, of the pupils that you want to add to the recipient list.
- Output your report to Excel.

- Then, select the cells containing the names and UPNs of the pupils, and copy and paste them below.

Comma separated pupils list

Paste a .csv list of pupils

You can send messages and award badges to children/parents by copying and pasting the children's details from your school's main administration system, e.g. SIMS.

- Create a report in your administration system showing the forename and surname, and UPN, of the pupils that you want to add to the recipient list.
- Output your report to Excel.

- Then, select the cells containing the names and UPNs of the pupils, and copy and paste them below.

Child Name 1 FAKEUPN001  
 Child Name 2 FAKEUPN002  
 Child Name 3 FAKEUPN003  
 Child Name 4 FAKEUPN004  
 Child Name 5 FAKEUPN005  
 Child Name 6 FAKEUPN006  
 Child Name 7 FAKEUPN007  
 Child Name 8 FAKEUPN008  
 Child Name 9 FAKEUPN009  
 Child Name 10 FAKEUPN010  
 Child Name 11 FAKEUPN011  
 Child Name 12 FAKEUPN012  
 Child Name 13 FAKEUPN013  
 Child Name 14 FAKEUPN014  
 Child Name 15 FAKEUPN015

Cancel Next

Paste into MarvellousMe and confirm.





# Add the details & tap 'Send'.

**Messaging and Awarding** View Messages & Badges

Select Pupils: Multiple Children

Activity, Badge or Message?: Badge

Type: 100% Attendance

Sender: Headteacher

Write Note (Optional): Fabulous Attendance this term. Well done! Please keep it up. 140

Home Task Type (Optional): Please Select

No deadline (Optional):

Home Task Deadline (Optional):

Media or Attachment (Optional): Upload a photo, video, voice clip or attachment.

**Send**

Select the Badge category.  
 Select your Badge Type.  
 Select Sender/Awarder.  
 Write your note.



# Parents get the great news straight away.

Personal, positive & engaging. Family-wide.

