

# MarvellousMe Data Setup Complete. Final Actions.

Your system is set up, so with just a few actions, everyone will be ready to engage parents marvellously.

**Our top tip for whole school parent engagement success, and consistency, is to set simple staff usage guidelines, and regularly track against these.**

- Please show teachers our walkthrough guide or video, which you can find in 'Teachers' section of our [Schoolbag](#). It's designed to present at a staff meeting, taking around 15mins, to refresh existing users and to help new teachers get started.
- See our sample usage guidelines poster in our [Schoolbag](#). Perfect for the staffroom wall.
- Lots of schools are adding MarvellousMe usage to teacher appraisals.

## What happened during the data upload

- MarvellousMe will have generated first-time passwords for any teachers added to the system and you should have received these by email to distribute accordingly. Let us know if not, and please check you junk/clutter.
- The children in your data sheet will have been added to MarvellousMe and a parent join code letter created for them.
  - The upload will not have added children without a UPN, so you'll need to add them when it's available. You do this in the 'Teachers and Pupils' section of the admin portal, or by pasting a .csv file to add multiple children to a group, in 'Group Management'.
- As the parent join codes are based around the children's unique pupil numbers (UPNs), parents who are already enjoying MarvellousMe (such as from a previous school) will not need to sign up again. They will simply see updates from their child's new teacher.

## What you need to do after the data update

### 3 Spot-checks

1. Go to 'Teachers and Pupils' and check you have the correct number of children and teachers set up, as per your data file.
  - The upload will not have added any child without a UPN, nor a teacher without a email, so please add anyone missing when you have this information. See our video in our [Schoolbag](#).
2. In 'Parent Codes and Invites', check you have the same number of parent codes created, as you do children set up in the system.
  - Any discrepancy will mean that children have not been assigned to their group, because the data was missing in the file. You can easily spot who this might be in the 'School Data File', in 'Data Export', and then make manual amends in the 'Teachers and Pupils' section, by searching for a child, tapping 'Edit' and selecting the relevant group.
3. Please check everything looks right in the 'Group Management' section, such as all the groups showing with the right number of children and main teacher.

- The new year upload will only assign the main teacher to a group, so you'll need to assign other teachers to their relevant groups in the 'Teachers and Pupils' section, or 'Group Management' section, as per the actions below.

### Mandatory tasks

Once you are happy with your core setup, there are 3 important tasks to do:

1. You will have received an email with the **passwords for the teachers** added to MarvellousMe. **Please hand these out, as they will not receive them directly.**
2. Please **assign all the other teachers (non-lead teachers, SLT, TAs etc.) to their respective groups, or 'All Classes' for those staff members who may wish to message multiple classes or the whole school at once.** To do this:
  1. Go to **Teachers and Pupils**.
  2. Tap 'Edit' next to each teacher's name.
  3. Tap the 'Groups' tab.
  4. Tick the Groups you want them to be able to use MarvellousMe with. Remember that anyone with 'All class' access can easily message all parents, so **please be vigilant** with this. 'All class' access is normally a privilege for SLT, SENCO, specialists or the Office.
3. **Print the parent join code letters for all parent.** To do this:
  1. Go to **Parent Codes and Invites**
  2. Tap 'All Parents' in the first filter.
  3. Choose one Group at a time in the third filter.
  4. Print the letters, one Group at a time.
  5. Give the letters to teachers. Remind them to give them to the right children.

**Please remember to print reminder letters as often as you can**, until you feel that you have your maximum number of the parents joined up. As a benchmark, most schools see more than 85% of parents engaged.

To print reminder letters, follow the steps above.

### Optional tasks

#### Adding priority School Badges

You can add priority badges to your teachers' MarvellousMe app, to focus praise and celebration on the rewards, values and achievements that matter most to your school, and to ignite home reinforcement.

Please tap **School Badges** in the admin portal. Here you can create and edit your own badges, including adding custom designs. Plus, there's a link to your School Badge Scorecard, showing you which children, classes and Houses have been awarded the priority badges, and how many.

See our custom image template slide in our [Schoolbag](#) to help size any custom image perfectly.

#### Adding priority School Activities

You can add priority learning activities to your teachers' MarvellousMe app, to focus parent communication on the learning subjects that matter most to your school, and to ignite greater home support.

Tap **School Activities** in the admin portal. Here you can create and edit your priority learning areas. Plus, there's a link to your School Activity Scorecard, showing how often teachers have shared relevant news home.

### Adding Quick Links to your parent's MarvellousMe app

Tap **Quick Links** in the admin portal to add (or edit) the web links in your parent's MarvellousMe app, such as to your homepage, term dates, learning resources, payment gateway, holiday clubs, or other useful links.

Parents just tap an icon in their app to visit your chosen page.

### Adding custom groups and filters

You can add custom groups to MarvellousMe, such as 'Educational Visits', 'Sets', sports teams etc., along with advanced reporting filters, like Houses, and SEN and Pupil Premium children.

Tap **Group Management** in the admin portal, and follow the guides. Here you can also manage which teachers and children are part of each group, and easily swap people between groups whenever you want.

### Adding Year names, for reporting

In **Group Management**, you will see that the groups uploaded have a Year Name of 'TBD'.

If you want to see MarvellousMe statistics (in the **Insights** section) by Year, please edit the Year Name for each class by tapping 'Edit' next to each group. Choose the Year, or 'Mixed', and tap 'Save'.

## MarvellousMe Setup Checklist.

- Carry out the 3 spot-checks.
- Add children who were missing their UPN in your data file, when it's available. Do this in the 'Teachers and Pupils' section of the admin portal, or by pasting a .csv file to add multiple children to a group, in 'Group Management'.
- Assign all teachers, TAs, SLT etc. to their relevant groups or 'All classes'.
- Hand out the login passwords to teachers, and send them our walkthrough guide, which you can find in the Teachers section at [www.marvellousme.com/schoolbag](http://www.marvellousme.com/schoolbag)
- Print the parent join code letters for all parents, or just those who have not joined yet.
- Set up your School Badges and School Activities. Be sure to tap the 'Save' button after any changes.
- Add your 'Quick Links' to your parents' MarvellousMe app.
- Add custom groups and filters as needed.
- Edit the 'Year' names if you wish to report by 'Year'. Do this in 'Group Management'.

- Make sure that you have listed the staff to receive the automated weekly performance email, in the Insights and Impact section. This is normally the SLT and lead teachers, and it makes successful whole school parent engagement self-regulating.
- The best way to achieve whole school parent engagement success, and consistency, is to set simple staff usage guidelines, and regularly track against these.**
- Visit [www.marvellousme.com/schoolbag](http://www.marvellousme.com/schoolbag) for help videos, training guides and resources.

We hope that this helps get you started. If you need any help with anything, please do not hesitate to contact us at: [Support@marvellousme.com](mailto:Support@marvellousme.com) / Tel. 01273 900202.