



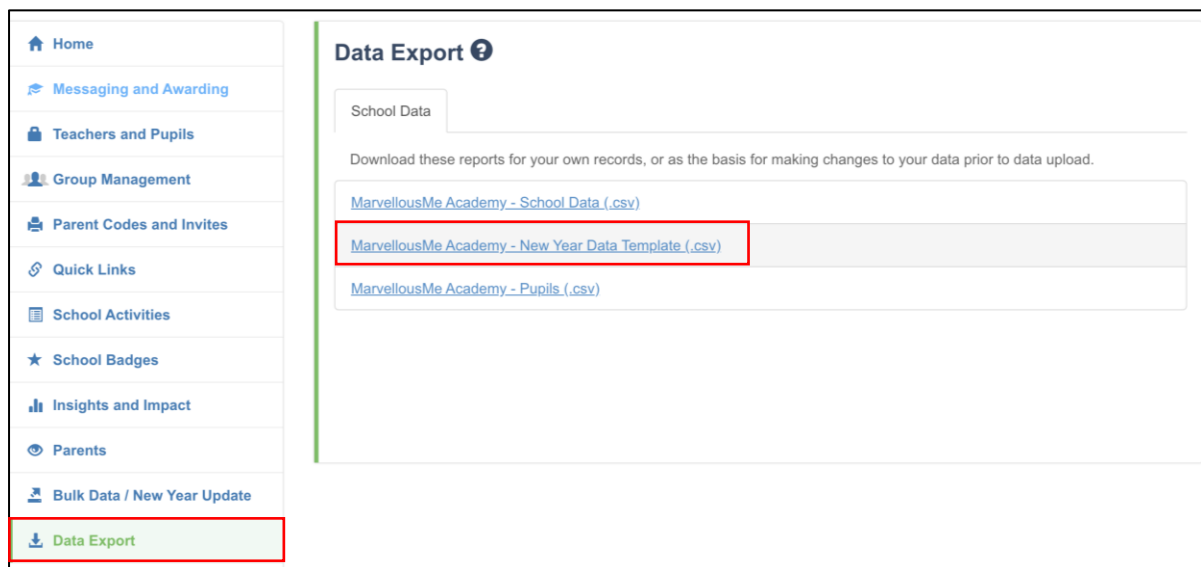
Instructions to prepare your New Year data file and securely send it to MarvellousMe to upload

Preparing your datafile for the new school year is easy. These instructions show you what to do and how to send the data securely to us. We'll check the formatting and do the upload for you.

Your preparation should take less than 15 minutes, so please contact us at support@marvellousme.com, or call on 01903 900200, if you need help.

Step 1: Check the current staff and set up in MarvellousMe.

Download and review the 'New Year Data Template' file in the 'Data Export' section of the Admin system.



- a) **Spread out the columns and check the details for the existing staff are correct.**
If any staff name and/or email address needs to be changed, please update it in the admin system:
 - Go to 'Teachers and Pupils'.
 - Search for the teacher by typing their name into the search box.
 - Tap 'Edit'.
 - Change their details as necessary.
 - Tap 'Save Changes'.

- b) **If you need to add new staff.**
 - Go to 'Teachers and Pupils'.
 - Tap 'Add Teacher'.

- Enter their name, staff email, select the group(s) they will need to use MarvellousMe with and create a password for them. Keep a record of this as you will need to pass this on to them with training resources.

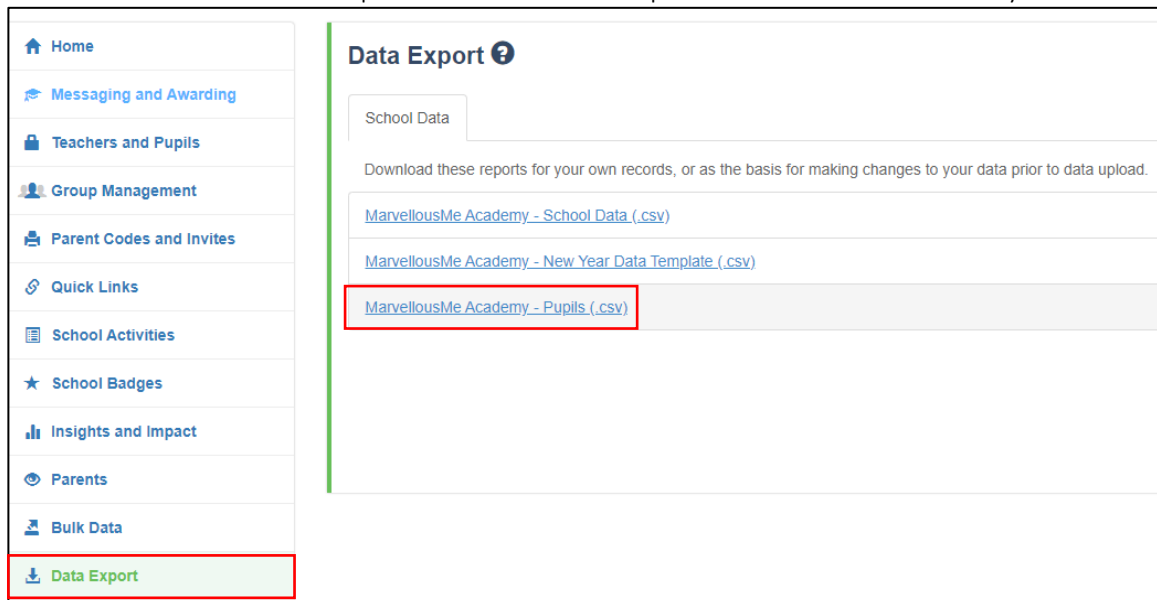
If the group for them doesn't exist yet, you can assign it after creating the group in "Group Management".

c) Remove staff that have left.

- Go to 'Teachers and Pupils'.
- Search for the teacher by typing their name into the search box.
- Tap 'Delete' and confirm.

Step 2: Check all pupils have their correct UPN.

Download and review the 'Pupils' file in the 'Data Export' section of the Admin system.



- If any child was added to MarvellousMe with a false UPN, please ensure you update it to the correct UPN:
 - Go to 'Teachers and Pupils'.
 - Search for the pupil by typing their name into the search box.
 - Tap 'Edit'.
 - Change to the real UPN and save.

IMPORTANT: If your new data file has a different UPN for an existing child, when we upload it, the system will assume they are a new starter. This means their parent will need to join up again with a new join code, and any previous history will be lost.

Step 3: Download your 'New Year Data Template' AGAIN from the 'Data Export' section. It will now show any amendments you made to the staff accounts.

	A	B	C	D	E	F
1	STAFF NAME	STAFF EMAIL	CHILD NAME	UPN	REG GROUP	MAIN TEACHER EMAIL
2	Mrs Smith	smith@fakeemail.com				
3	Mr Taylor	taylor@fakeemail.com				
4	Miss Anderson	anderson@fakeemail.com				
5	Miss Thomas	thomas@fakeemail.com				
6	Mr Jackson	jackson@fakeemail.com				
7	Mrs White	white@fakeemail.com				
8	Mrs Harris	harris@fakeemail.com				
9	Mrs Martin	martin@fakeemail.com				
10	Miss Thompson	thompson@fakeemail.com				
11	Miss Garcia	garcia@fakeemail.com				
12	Miss Martinez	martinez@fakeemail.com				
13	Mrs Johnson	johnson@fakeemail.com				
14	Mrs Robinson	robinson@fakeemail.com				
15	Mr Williams	williams@fakeemail.com				
16						
17						
18						

Step 4: Save the downloaded data file to your desktop, or other folder.

Resize the column widths so that you can see the column headers properly.

Please keep it as a .csv file type and do not change the column headers.

Step 5: Collate the pupil data from your MIS for all the children you want to be active in MarvellousMe.

You will need to run a report on your school's MIS for the whole school with these filters / data columns, in this order:

- *Child first name and last name**
- *UPN*
- *Reg. Group*

Sort your report by Reg. Group, either in the MIS system, or in your output file.

Output the report from your MIS to Excel.

Copy and paste all the details into columns C, D and E of your New School Year data file.

Remember to save your completed file, keeping it as a .csv file type.

* If your MIS gives the pupil's names in a different format, please use our Name Configurator (found in our [SchoolBag](#)) to reformat them correctly for MarvellousMe. There is also a video guide for this or contact us for help.

	A	B	C	D	E	F
1	STAFF NAME	STAFF EMAIL	CHILD NAME	UPN	REG GROUP	MAIN TEACHER EMAIL
2	Mrs Smith	smith@fakeemail.com	Aiden Brace	Fakeupn001	Reception	
3	Mr Taylor	taylor@fakeemail.com	Amy Andrews	Fakeupn002	Reception	
4	Miss Anderson	anderson@fakeemail.com	Ava Allemandy	Fakeupn003	Reception	
5	Miss Thomas	thomas@fakeemail.com	Cara Cook	Fakeupn004	Reception	
6	Mr Jackson	jackson@fakeemail.com	Ellie Joshua	Fakeupn005	Reception	
7	Mrs White	white@fakeemail.com	Elliott Marsh	Fakeupn006	Reception	
8	Mrs Harris	harris@fakeemail.com	Gabriel Balaam	Fakeupn007	Reception	
9	Mrs Martin	martin@fakeemail.com	Harrison Gibbs	Fakeupn008	Reception	
10	Miss Thompson	thompson@fakeemail.com	Harry Jardine	Fakeupn009	Reception	
11	Miss Garcia	garcia@fakeemail.com	Henry Knapp	Fakeupn010	Reception	
12	Miss Martinez	martinez@fakeemail.com	Alexandra Gardner	Fakeupn011	Year 1	
13	Mrs Johnson	johnson@fakeemail.com	Alexandra Grace-Gibbs	Fakeupn012	Year 1	
14	Mrs Robinson	robinson@fakeemail.com	Cecilia Cunneen	Fakeupn013	Year 1	
15	Mr Williams	williams@fakeemail.com	Ciara Gilbey	Fakeupn014	Year 1	
16			Ellie Jardine	Fakeupn015	Year 1	
17			Emma Roberts	Fakeupn016	Year 1	
18			Erin Southgate	Fakeupn017	Year 1	
19			Ethan Oliver	Fakeupn018	Year 1	
20			George Cook	Fakeupn019	Year 1	
21			Harrison Gibbs	Fakeupn020	Year 1	
22			Amelia Hall	Fakeupn021	Year 2	
23			Anna Noah	Fakeupn022	Year 2	
24			Archie Wharfe	Fakeupn023	Year 2	
25			Charlotte Costa	Fakeupn024	Year 2	
26			Christopher Freeman	Fakeupn025	Year 2	
27			Emily Edgar	Fakeupn026	Year 2	
28			Ethan Knight	Fakeupn027	Year 2	
29			Gareth Brett	Fakeupn028	Year 2	
30			Harry Healey	Fakeupn029	Year 2	
31			Harry Jones	Fakeupn030	Year 2	
32			Arabella Shone	Fakeupn031	Year 3	
33			Chloe Elliott	Fakeupn032	Year 3	
34			David Gough	Fakeupn033	Year 3	
35			Elizabeth Hall	Fakeupn034	Year 3	
36			Erin Skinner	Fakeupn035	Year 3	
37			Eva Sexton	Fakeupn036	Year 3	
38			Erin Cranston	Fakeupn037	Year 3	

Step 6: Assign the main teacher for each class (Column F)

Copy the **email address** of just the main class teacher, in column B, and paste it into column F next to the name of the appropriate Reg. Group. Click and drag to copy this down the list until the end of the group.

You can assign additional staff (e.g. the second teacher in a job share, SLT) to the same group after we have uploaded your data file.

Step 7: Check your completed data file carefully.

- Have you listed all the staff you want to use MarvellousMe?
- Have you included all pupils at the school? (N.B. Nursery and Reception classes can be added at a later date if you don't have their details yet).
- Have you shown each child's first and last name correctly, just in column C?
- Does each child have a UPN? If not, you will need to add them manually when they do.
- Have you sorted by Reg. Group?
- Have you added one email for the main teacher next to each child in their Reg. Group?

Step 8: Securely send your file to MarvellousMe to check over and upload to your school's account.

We recommend that you send the prepared data file to us via Egress Switch, a secure file transfer system used by many schools. Please send the data file to adrian@marvellousme.com. We will confirm receipt.

If you would prefer to use a different secure file transfer method, please let us know.

Alternatively, you can save the file as an Excel document and then add password protection and email it to us. Please send us the password in a separate email or call us on 01273 900 202.

Then what?

We will check the format of your data file and adjust it if needed, however we cannot be held responsible for any missing or incorrect data that you send.

We will then upload it to your school's MarvellousMe account.

During the data upload, you may see some progress emails. PLEASE IGNORE THESE. We will progress and complete the upload process for you.

We will send you a confirmation email when the upload has been completed. You must then return to the Admin system to run through the final actions on the next page.

FINAL ACTIONS AFTER THE DATA UPLOAD

Once you have completed steps 1-7, you are nearly done! There are just 7 important final actions:

- 1. Copy and paste the below into an email for each new member of staff you have added to MarvellousMe.**

Your MarvellousMe username/email is: (copy and paste staff email address here)

Your temporary MarvellousMe password is: (enter the password you created for them here. For security, you may prefer to supply this verbally)

Click here to access training documents and tutorial videos:

[MarvellousMe Teacher System Walkthrough \(PDF\)](#)

[MarvellousMe Teacher System Tutorial Video \(YouTube\)](#)

Further training resources can be found on www.marvellousme.com/schoolbag

Existing staff will keep their login details from last year, however they can request a reset password link if they need to, or you can change their password in the 'Teachers and Pupils' section.

- 2. Check all non-lead teachers (job shares, SLT, TAs etc.) have been assigned to their respective groups.**

- Go into 'Teachers and Pupils'.
- Enter the staff member's name in the search box.
- Tap 'Edit'.
- Tap the 'Groups' tab.
- Tick the classes/groups that you want them to be able to use MarvellousMe with.

Anyone with 'All class' access can message all parents, so please be vigilant with this. 'All class' access is normally a privilege for SLT, SENCO, specialists or the office.

- 3. Check then SLT and main class teachers are setup to receive the weekly performance summary email.**

- Go to 'Insights and Impact'.
- Tap 'Weekly Snapshot Recipients'.
- Tick the people who you want to receive the automated performance summary email. We recommend it's the SLT and main class teachers, as this feature encourages best practice and consistency.

- 4. Check all relevant Quick Links are in place and are up to date.**

- Go to 'Quick Links'.
- Check the existing links are up to date and edit accordingly. Tap the green disk to save your changes.
- Add custom Quick Links to make it really easy for parents to access:
 - Your school calendar/events page
 - Your school's social media sites

- Pages hosting home learning schedules and resources, including online portals (TT Rockstars, BBC Bitesize etc)
- External services (e.g. school meal providers or after school care/clubs)
- Payment gateways (e.g. Scopay, ParentPay)

5. Check/Add your 'School Badges' to make parents aware of your school rewards, values and target learning powers, and to reinforce their child's success.

- Go to 'School Badges'.
- Check any existing badges are still current for the new year.
- Add the new badges you want all the teachers to award, to encourage and praise children.
 - Add the badge name
 - Choose an icon, or upload your own custom image.
 - Tap 'Save Badge.'

6. Print the parent join code letters for all parents who have not joined up to MarvellousMe, including, the new starters.

- Go to 'Parent Codes and Invites'.
- Select 'Parents Still to Join' in the 'Usage' filter.*
- Choose one Group at a time in the 'Classes/Groups' filter.
- Print the letters, one Group at a time.
- Give the letters to the teachers to hand out. For security, the letters should ideally be put in named envelopes. **CONTACT MARVELLOUSME IMMEDIATELY IF THE JOIN CODE LETTERS ARE GIVEN OUT TO THE WRONG CHILDREN/PARENTS.**

**Alternatively, you may wish to print out the parent join code letters for everyone so existing users are reminded to log in, check they have the latest version of the Parent app installed and have device alerts switched on.*

Please remember to print reminder letters using the above steps 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 90% of parents engaged. Click here for our [tips to get more parents signed up](#).

7. Please copy and paste the following into an email, complete and then send to support@marvellousme.com.

I can confirm that the data on our school's MarvellousMe account has been refreshed for academic year 2020/2021, and have:

- Shared the login details and training resources with new members of staff.
- Ensured Weekly Snapshot emails are switched on for relevant staff members,
- Ensured 'School Badges' are in place to make parents aware of our school rewards, values and target learning powers, and to reinforce their child's success.
- Our school have set and communicated 'MarvellousMe non-negotiables' for the staff.

The data refresh was completed by (delete as necessary):

- Transitioning classes in Group Management; or
- Uploading a whole school data file in Bulk Data New Year Update; or
- Completing a whole school data file and sending to MarvellousMe to upload

Main MarvellousMe Contacts for 2020/21*

- Our Headteacher will be... (name and email address)
- Our MarvellousMe Champion will be... (name and email address)
- Our MarvellousMe Administrator will be... (name and email address)

**required as part of our GDPR responsibilities. This will mean we can send training resources and future updates/Health Checks to the relevant people and, if necessary, reset the login details for your Admin account.*