

ADMIN CHECKLIST



- Bookmark the MarvellousMe School Admin login page on your computer.**
 - Remember to always use Chrome as your internet browser.
 - The direct weblink to the admin system is: <https://admin.marvellousme.com/>

QUICK CHECKS

- Check that the number of teacher and pupil accounts created in the 'Teachers and Pupils' section is correct.**
- Check that the Groups set up in the 'Group Management' section look correct and that none are missing.**
- Check that the number of parent join codes created in 'Parent Codes and Invites' matches the number of pupil accounts shown in 'Teachers and Pupils'.**

If anything looks wrong, or there is any discrepancy, it means there was an error in your data file. Don't worry, this is easy to fix, so please contact us to help you. (Support@marvellousme.com), or call us on 01273 900202.

GETTING STARTED ACTIONS

- Give the staff their logins.**
 - These were emailed to you when your school's MarvellousMe account was set up. They may be in your junk mail or clutter.
- Check that all staff are assigned to their relevant groups, including those who class share, or who need whole school access.**
 - See page 26 of the [admin guide](#).
- Bulk print the parent join code letters, one group at a time.**
 - See page 29 of the [admin guide](#).
- Put a note in your diary to re-print the letters for anyone still to join, in 2-3 weeks after your launch.**
 - See page 29 of the [admin guide](#).
- Confirm with your MarvellousMe Champion/SLT Lead which staff members should receive the automated weekly snapshot/performance email, and set them up.**
 - See page 33 of the [admin guide](#).

- Confirm with your MarvellousMe Champion which QuickLinks they want in your parents' app, and set them up.
 - See page 30 of the [admin guide](#).
- Confirm with your MarvellousMe Champion if you need to set any School Activities (curriculum priorities), and set them up.
 - See page 31 of the [admin guide](#).
- Confirm with your MarvellousMe Champion which School Badges they want, and set them up.
 - See page 32 of the [admin guide](#).

CHECKING YOUR KNOWLEDGE

- Do you know how to add/remove staff and pupils that join/leave your school during the year?
 - See pages 24, 25 and 27 of the [admin guide](#).
- Do you know how to print reminder parent join code letters, just for parents still to join?
 - See page 29 of the [admin guide](#).
- Do you know how to help parents join up, including separated families?
 - See page 28 of the [admin guide](#).
- Do you know where to access translations of the join code letters for EAL parents?
 - Please go to <https://marvellousme.com/schoolbag/>
- Do you know where to see who has joined for each child and how to drill into their details (e.g. the email address they signed up with.)?
 - See page 50 of the [admin guide](#).
- Do you know how to add new Groups e.g. clubs, mixed-year learning interventions?
 - See pages 35-36 of the [admin guide](#).
- Do you know how to set up Houses (or other special groups) in MarvellousMe, so you can auto-tally scores and track progress for these cohorts?
 - To set up special report filters, see page 35 of the [admin guide](#).
 - Go to 'Insights' to view your reports, and select 'Filters' in the 'View by' dropdown.
- Do you know how to send MarvellousMes to parents through the Admin system?
 - See page 43 of the [admin guide](#).

- Do you know how to view full details of all the MarvellousMes sent out by your school, including their attachments?
 - See pages 47 and 48 of the [admin guide](#).
- Do you know how to delete any MarvellousMes from the system?
 - See page 49 of the [admin guide](#).
- Have you followed MarvellousMe on social media?
 - Please go to our [admin training](#) page for the links.

FOR HELP AND TIPS

- Please [email](#) us for help (support@marvellousme.com), or call us on 01273 900202.