

carrot

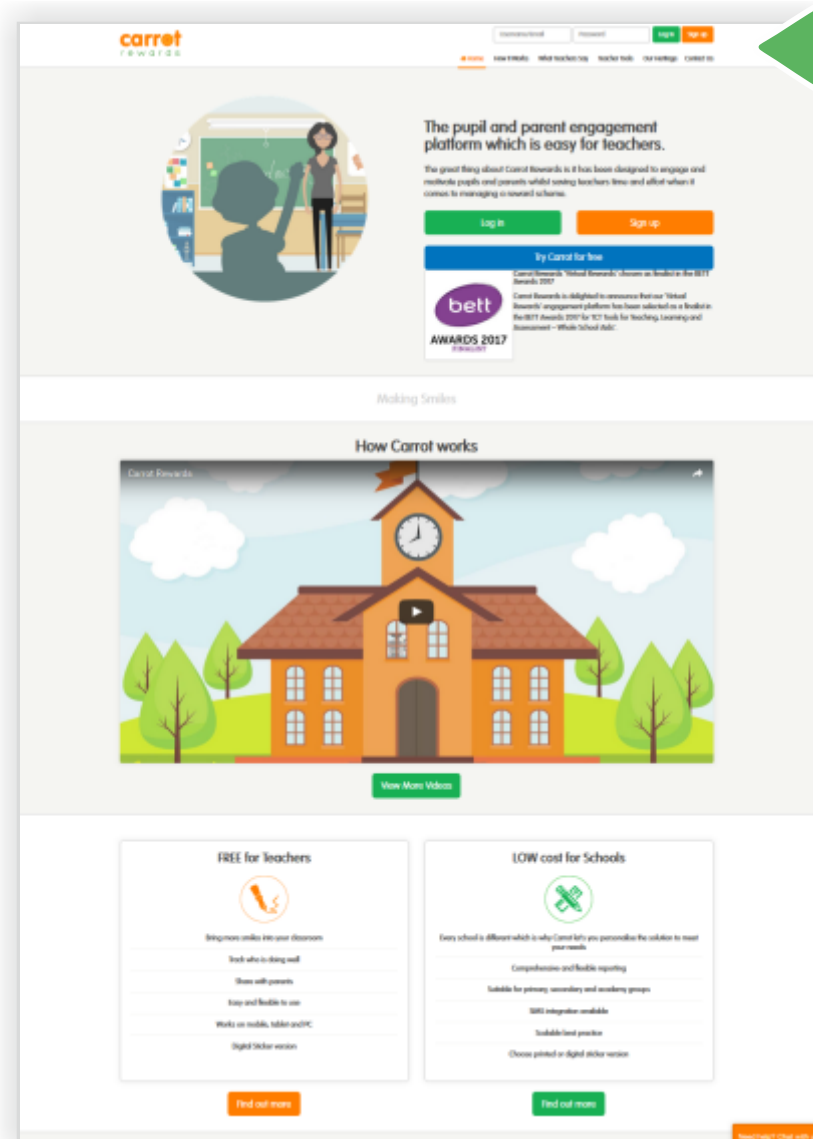
r e w a r d s

Training Pack for Teachers

STEP 1

Log in to Carrot Rewards

- Open an internet browser and type:
www.carrotrewards.co.uk
- Log in using your email address and password
- Remember to check out our latest case studies and testimonials on the ‘What Teacher’s Say’ page



STEP 2

View your dashboard

When you log in you will be taken to your dashboard. Your dashboard allows you to view and manage your entire Carrot Rewards account.

The dashboard is divided into several sections, each with a list of actions:

- Reward Statistics:** View the usage of the Carrot system grouped by student data.
 - Points by Subject
 - Points by Student
 - Points by Year
 - Points by Form
 - Points by House
- Students:** Manage all your students and their data.
 - Manage All Students
 - Add New Student
 - Bulk Delete/Stop Students
 - Upload New Students from CSV
 - Update Existing Students from CSV
- Shop:** Manage products for your students MyStickers shop.
 - Manage All Products
 - Manage All Purchases
 - Manage Queued Purchases
 - Purchase Report
 - Student Balance Report
- Reporting:** Export data from Carrot into a downloadable file.
 - Export Data
 - Comments Report
- Unique Reward Statistics:** View the usage of the Carrot system grouped by your unique label data.
 - Free School Meals
 - Ethnicity of Pupil
 - Pupil Premiums
 - SEN
 - Special Measures
 - GAT
 - UniqueT
- Competitions:** Create competitions and prize draws to motivate students.
 - Manage All Competitions
 - Add New Competition
 - Duplicate Competition
- Classroom:** Manage classroom groups.
 - Manage All Classrooms
 - Add New Classroom
 - Export Classroom Data
- Events:** Manage events and event categories.
 - Manage All Events
 - Add New Event
 - Manage All Event Categories
 - Add New Event Category
- Milestones:** Create milestones to get notifications when students reach specific...
 - Manage All Milestones
 - Add Student Level Milestone
 - Add School Level Milestone
- Student Messages:**
 - View Student Messages
 - Create New Student Message
- Parent Messages:**
 - View Parent Messages
 - Create New Parent Message
- Settings:** Adjust settings and customise your Carrot system.
 - Settings Overview
 - Carrot Rewards
 - MyStickers
 - Parent Portal
 - Students
 - SMS
 - API
- Other:**
 - Help
 - Free Posters
 - Your Orders

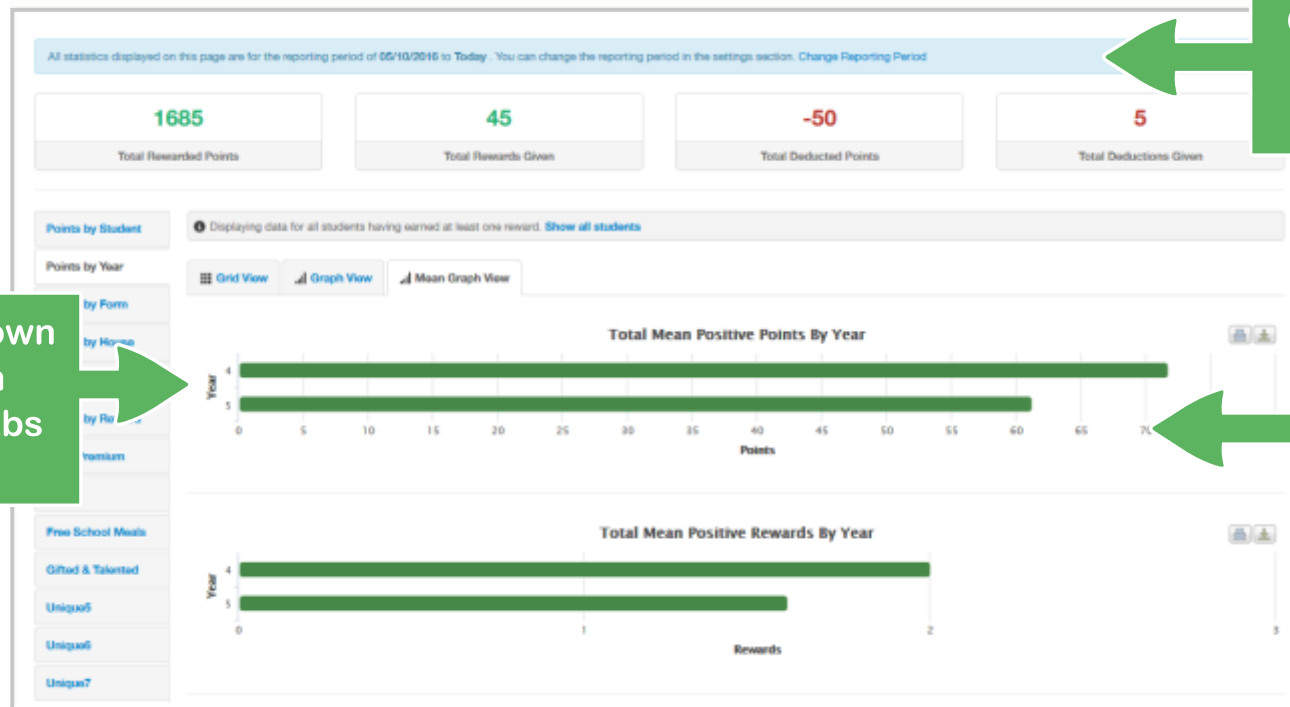
Callout arrows indicate the following actions:

- View your reward stats (green arrow pointing to Reward Statistics)
- Manage your Students (orange arrow pointing to Students)
- Manage your shop (green arrow pointing to Shop)
- Run and export reports (orange arrow pointing to Reporting)
- Manage unique labels (orange arrow pointing to Unique Reward Statistics)
- Manage competitions (green arrow pointing to Competitions)
- Manage your classroom (orange arrow pointing to Classroom)
- View & Manage Events (green arrow pointing to Events)
- Manage Milestones (orange arrow pointing to Milestones)
- Student Messages (green arrow pointing to Student Messages)
- Parent Messages (orange arrow pointing to Parent Messages)
- Edit your settings (green arrow pointing to Settings)

STEP 3

Overview - Reward Statistics

- By clicking the 'Overview' button you can view all of the activity that has taken place within your account. Data is split by Student, Year, Form, House, Classroom, Group, Reward and Reward Classification.
- Mean Graph functionality added to give more detail and data behind best performing classrooms and houses.



Clear indicator to show what reporting period you are viewing

You are able to drill down into the detail of each area by clicking the tabs on the left.

You can also switch view by grid or graph

STEP 3(a)

Overview - Points by Student

- Points by student overview allows you to see the all the students in your school who have logged rewards.
- You can then narrow your results by House, Form , Year.

All statistics displayed on this page are for the reporting period of 05/10/2016 to Today. You can change the reporting period in the settings section. [Change Reporting Period](#)

1685
Total Reward Points

45
Total Rewards Given

-50
Total Deducted Points

5
Total Deductions Given

Points by Student

Points by Year

Points by Form

Points by House

Points by Classroom

Points by Reward

Pupil Premium

SEN

Free School Meals

Gifted & Talented

Unique5

Unique6

Unique7

Grid View | Graph View

Displaying 1-10 of 20 results.

View All

Username	Firstname	Surname	Year	House	Form	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Running Score	Actions
GilbertAdam1	Adam	Gilbert	5	ELM	B	1	50	0	0	50	
SmithAdam1	Adam	Smith	4	OAK	E	2	60	0	0	60	
TrewickAlex1	Alex	Trewick	4	PINE	C	1	50	0	0	50	
DankaAlice1	Alice	Danka	5	PINE	B	1	50	0	0	50	
SimpsonAndy1	Andy	Simpson	5	PINE	C	2	75	0	0	75	
WilsonBath1	Bath	Wilson	5	PINE	C	2	75	0	0	75	
HodgesBrooke1	Brooke	Hodges	5	ELM	E	1	50	1	-10	40	
McIntoshCarl1	Carl	McIntosh	5	OAK	C	2	60	0	0	60	
OrmeDave1	Dave	Orme	5	BIRCH	D	2	60	0	0	60	
HolyfieldDavid1	David	Holyfield	4	OAK	A	1	50	0	0	50	
						45	1685	5	-50	1685	

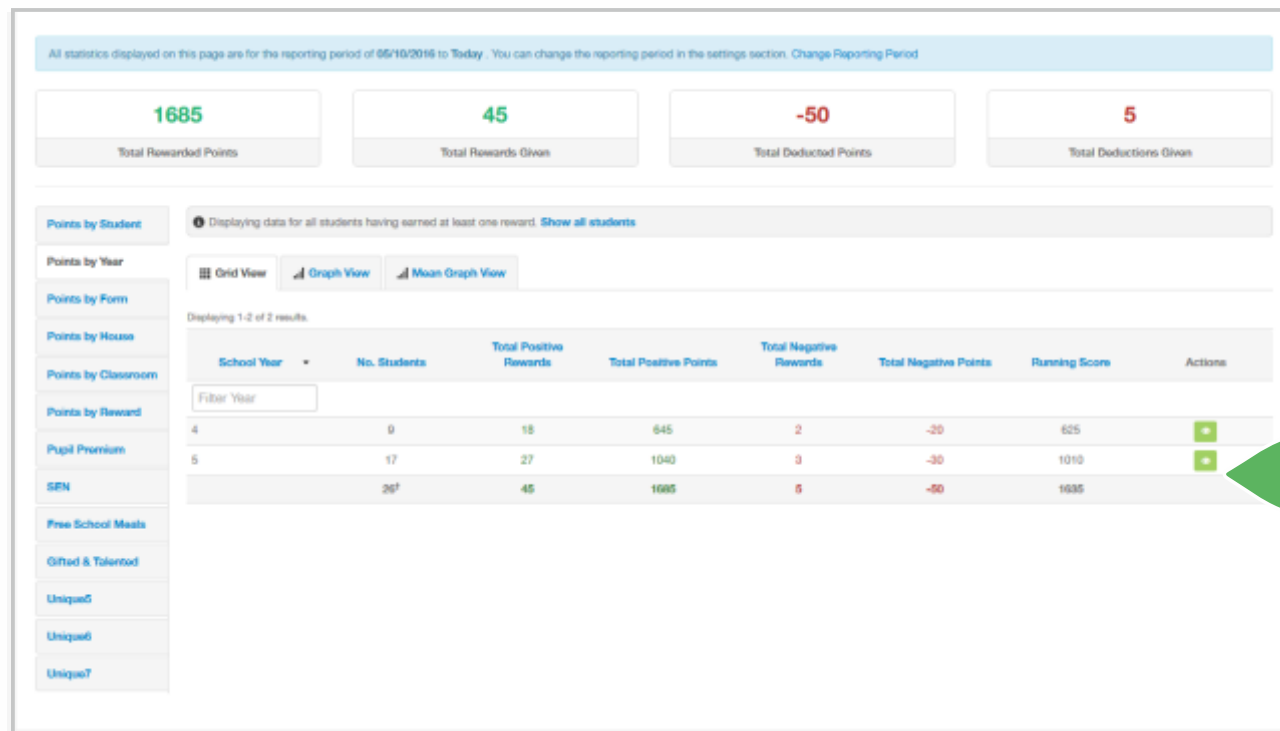
View All

Narrow your search results

STEP 3(b)

Overview - Points by Year

- Points by year overview allows you to see the number of rewards collected by each year group. You can then click into each year to view a breakdown of who has collected the rewards by pupil, form and house.



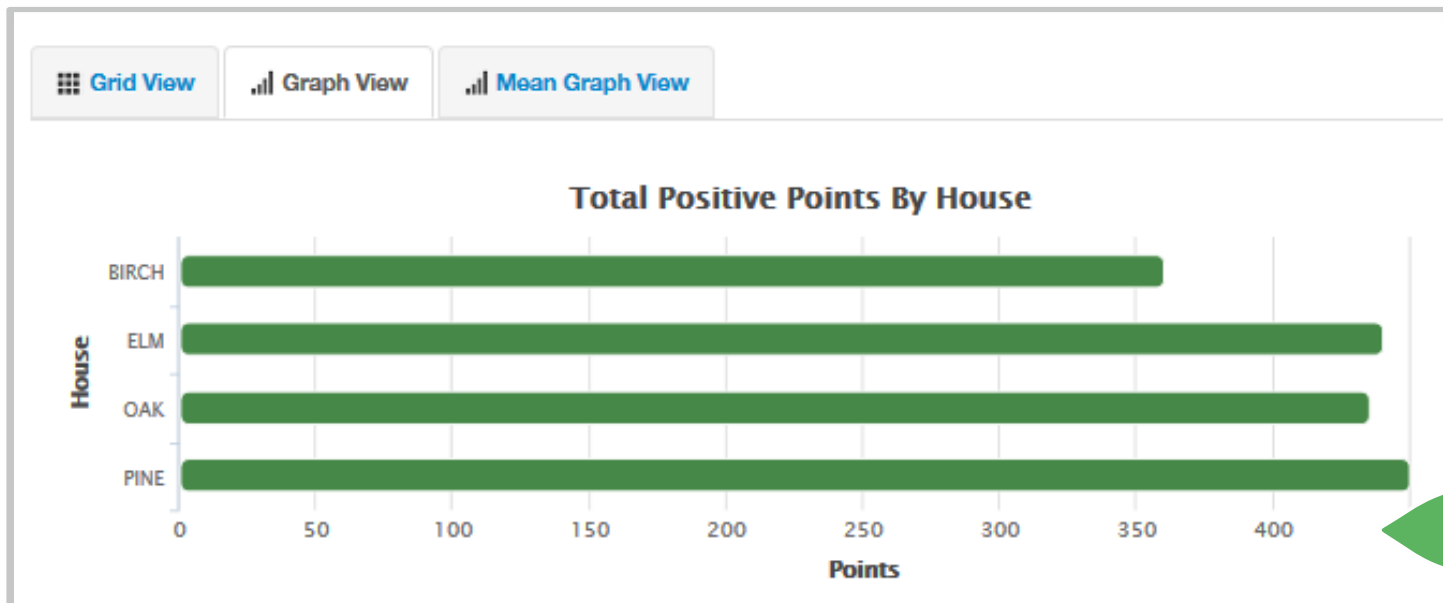
View each year's statistics individually

STEP 3(c)

Overview - Points by Form and House

- Points by Form and House overviews allow you to see the number of rewards collected by each House or Form group. You can then click into each House or Form to view a breakdown of who has collected the rewards by pupil, year, form and house.

Don't forget to check out our new Mean Graphs too!



You can view your statistics by grid or graph.

STEP 3(d)

Overview - Points by Class

- Points by Class overview allow you to see the number of rewards collected by each class. You can then click into each class to view a breakdown of who has collected the rewards by pupil, year, form and house.

Dashboard / Points By Class Full

Points By Class

23230

Total Rewarded Points

883

Total Rewards Given

-980

Total Deducted Points

98

Total Deductions Given

Points by Student Grid View Graph View

Points by Year

Points by Form

Points by House

Points by Classroom

Points by Reward

Pupil Premium

SEN

Free School Meals

Gifted & Talented

Unique5

Unique6

Unique7

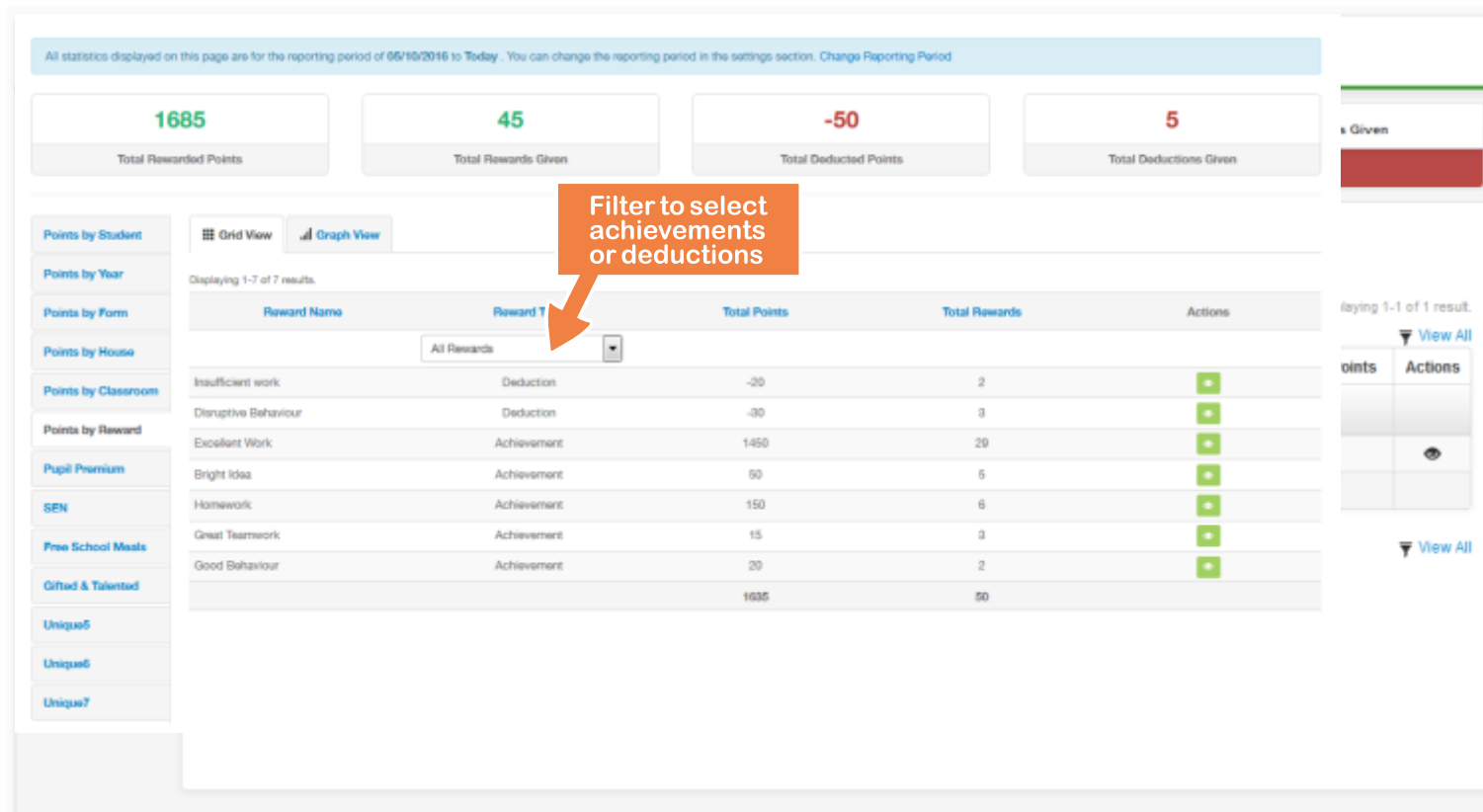
Displaying 1-10 of 10 results.

Classroom Name	No. Students	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Actions
<input type="text" value="Filter Class"/>						
Removed Classroom #0	2	3	45	0	0	+
Year 3	21	635	17900	87	-870	+
2B -Period Two	21	79	2670	7	-70	+
2C -Period Three	1	1	10	0	0	+
2D -Period Four	7	6	195	2	-20	+
3B -Period Two	3	3	110	0	0	+
3C -Period Three	21	24	335	0	0	+
6A -Period One	6	6	105	0	0	+
Year 4	5	21	425	1	-10	+
1H	21	105	1435	1	-10	+

STEP 3(e)

Overview - Points by Reward

- You can also drill down in order to analyse or report on reward types - the reasons for rewards or deductions.


 Filter to select achievements or deductions

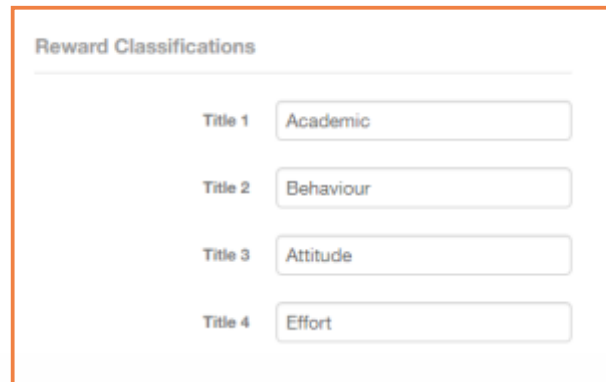


STEP 3(f)

Overview - Points by Reward Classification

- 🌱 This is a new way for users to consolidate and view their data. All rewards and deductions can now be grouped under user defined Reward Classifications.

For example Reward Classifications may be:



The screenshot shows a form titled "Reward Classifications" with four rows. Each row has a label "Title 1" through "Title 4" and a corresponding text input field. The input fields contain the following text: "Academic", "Behaviour", "Attitude", and "Effort".

Title	Classification
Title 1	Academic
Title 2	Behaviour
Title 3	Attitude
Title 4	Effort

- 🌱 Each reward you create can be allocated to a classification. So you may create a Good Work reward and add under Academic whereas a Listened Closely Reward may be classed under Behaviour.

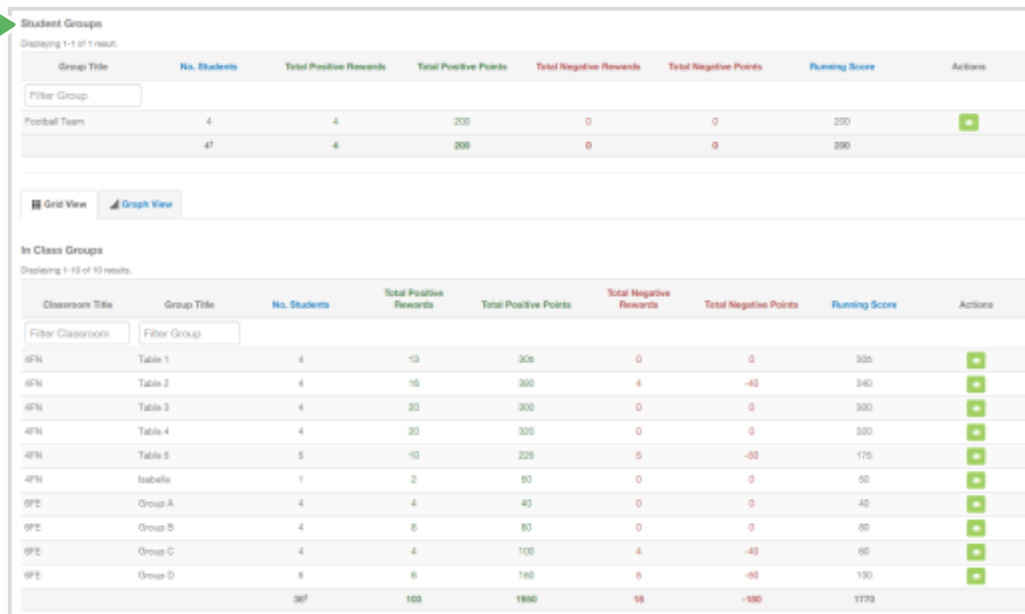
- 🌱 This breakdown will now be visible in your Reward Stats.

STEP 3(g)

Overview - Points by Group

- The new Points by Group data is split into two parts, you can view data for Non-Classroom Groups (e.g. Football Team, Choir) and Classroom Groups (e.g Table 1, Table 2)

View Classroom and non-classroom group stats separately



The screenshot displays two data tables. The top table, 'Student Groups', shows data for 'Football Team' with 4 students, 4 total positive rewards, 200 total positive points, 0 total negative rewards, 0 total negative points, and a running score of 200. The bottom table, 'In Class Groups', shows data for various classroom groups like 'Table 1' through 'Table 5', 'Isabella', and 'Group A' through 'Group D'. It includes columns for Classroom Title, Group Title, No. Students, Total Positive Rewards, Total Positive Points, Total Negative Rewards, Total Negative Points, Running Score, and Actions.

Student Groups							
Displaying 1-1 of 1 result.							
Group Title	No. Students	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Running Score	Actions
Football Team	4	4	200	0	0	200	
41	4	4	200	0	0	200	

In Class Groups								
Displaying 1-13 of 13 results.								
Classroom Title	Group Title	No. Students	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Running Score	Actions
4FN	Table 1	4	13	300	0	0	300	
4FN	Table 2	4	15	360	4	-40	340	
4FN	Table 3	4	20	300	0	0	300	
4FN	Table 4	4	30	320	0	0	320	
4FN	Table 5	5	10	225	5	-60	175	
4FN	Isabella	1	2	80	0	0	80	
4PE	Group A	4	4	40	0	0	40	
4PE	Group B	4	0	80	0	0	80	
4PE	Group C	4	4	100	4	-40	60	
4PE	Group D	8	0	160	0	-60	100	
		387	103	1860	18	-160	1779	

- Here this data will only relate to points given to students whilst in the Group View in your classroom allowing you to accurately report and compare data on your different groups.

STEP 3(h)

Overview - Points by Unique Field

- You can set your own unique fields to track points for. E.g. FSM, PP, SEN. When you set your unique field the name will appear in the tabs on the left.

All statistics displayed on this page are for the reporting period of 05/10/2016 to Today. You can change the reporting period in the settings section. [Change Reporting Period](#)

1685

Total Rewarded Points

45

Total Rewards Given

-50

Total Deducted Points

5

Total Deductions Given

- Points by Student
- Points by Year
- Points by Form
- Points by House
- Points by Classroom
- Points by Reward
- Pupil Premium
- SEN
- Free School Meals
- Gifted & Talented
- Unique5
- Unique6
- Unique7

Grid View
Graph View

Displaying 1-7 of 7 results.

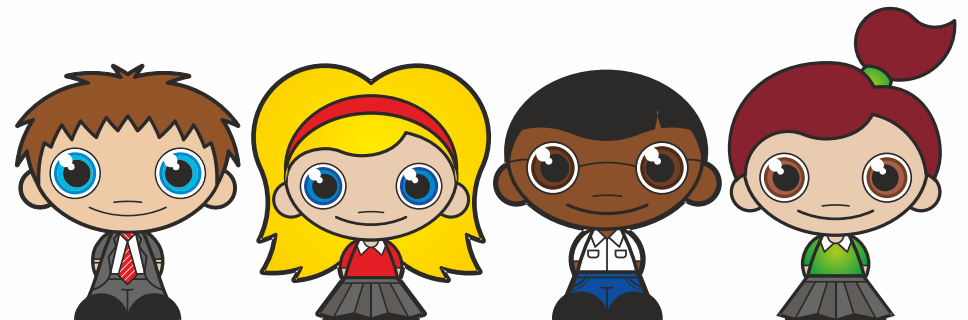
Reward Name	Reward Type	Total Points	Total Rewards	Actions
Inufficient work	Deduction	-20	2	+
Disruptive Behaviour	Deduction	-30	3	+
Excellent Work	Achievement	1450	29	+
Bright Idea	Achievement	50	5	+
Homework	Achievement	150	6	+
Great Teamwork	Achievement	15	3	+
Good Behaviour	Achievement	20	2	+
		1685	50	

Set our own unique fields to track attainment for specific groups of pupils. E.g. SEN

STEP 4

Managing your Students

- The Students tab shows an overview of all of your pupils with accounts in MyStickers that are associated with your school.
- You are able to sort the data by any of the fields making it easy to find the information you need.
- From this tab you are able to select 'Update' to edit a pupil's details. You can also delete a pupil's account. There is also a link underneath the tab to "Student bulk delete or drop" for removing past pupils.
- And of course, here is where you would add new pupils, 1 at a time or by importing a csv.



STEP 4(a)

Managing your Students

Manage Students [Bulk Delete/Drop](#) [Add new student](#)

Students

[View All](#)

Displaying 1-10 of 100 results.

Firstname	Surname	Username	School Year	Form	House Name	Current Points Total	Total Positive Points	Total Positive Rewards	Total Deduction Points	Total Deduction Rewards	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						Remove Filters
Full	RD1	fullredemption1	7	A	THOR	285	295	9	-10	1	Edit Delete
Full	RD10	fullredemption10	7	B	HULK	185	185	5	0	0	Edit Delete
Full	RD100	fullredemption100	11	D	CAPTAIN	0	0	0	0	0	Edit Delete
Full	RD11	fullredemption11	7	C	IRONMAN	110	110	3	0	0	Edit Delete
Full	RD12	fullredemption12	7	C	IRONMAN	120	120	4	0	0	Edit Delete
Full	RD13	fullredemption13	7	C	IRONMAN	160	160	4	0	0	Edit Delete
Full	RD14	fullredemption14	7		IRONMAN	195	205	7	-10	1	Edit Delete
Full	RD15	fullredemption15	7	C	IRONMAN	135	145	5	-10	1	Edit Delete
Full	RD16	fullredemption16	7	D	CAPTAIN	210	220	7	-10	1	Edit Delete
Full	RD17	fullredemption17	7	D	CAPTAIN	110	110	3	0	0	Edit Delete

[←](#) 1 2 3 4 5 6 7 8 9 10 [→](#) [View All](#)

Add new students

Click on any of these blue fields to sort your data

Click the pencil icon to edit an existing student

STEP 4(b)

Adding an Individual Student Account

- It is quick and easy to create individual MyStickers accounts within Carrot Rewards.

Additional data can be added using these tabs

Select their classroom here

+ Create New Student

- Student Details
- Unique Label Information
- Student Identification
- Additional Details
- Classroom Details

User Details

Username *

Password *

Confirm Password *

Gender *

School Year *

Form Name

House Name

Force Password Change?

Firstname *


Surname *

Reset Save Settings

STEP 4(c)

Editing an Individual Student Account

- Individual MyStickers accounts can be edited easily within Carrot Rewards by selecting the 'update' icon.

 Edit Student - Adam Gilbert (primarydemo10)

[Details](#) [Reward History](#) [Account](#) [Invite Parent](#) [Invited Parents](#) [Parents](#)

1050 Current Points	1090 Rewarded Points	-40 Deducted Points	14/08/2015 Last Rewarded Date	07/07/2015 Last Deduction Date	03/08/2015 Last Login
------------------------	-------------------------	------------------------	----------------------------------	-----------------------------------	--------------------------

Student Details

- Unique Label Information
- Student Identification
- Additional Details
- Classroom Details

User Details

Username *

New Password

Confirm Password

Enter a new password only if you wish to change the current one.

Firstname *

Surname *

Gender *

School Year *

Form Name

House Name

Force Password Change?

Additional data can be added using these tabs

Select their classroom here

STEP 4(d)

Updating Multiple Users

It is now even easier to update multiple MyStickers account data for your students

- Simply select Update Existing Users From CSV
- Download a spreadsheet of current users, make changes and then upload.

Students / Update Existing Students

Easily update current users. Simply download your current list, make any amends and re-upload.

Dashboard / Students / Update Existing Students

- Download the Carrot Rewards CSV template by [clicking here](#)
- This function allows you to update users currently in the system. This works by matching either the user ID or the username and then updating any data that in the other fields that is different.
Please note: Usernames can only be updated when the import file contains the user ID column.
- To Download your current users [click here](#) - please note passwords are not included as these are encrypted.
- New passwords can however be uploaded
- Passwords must be 6 or more characters, if left blank they will be set to the username provided
- Years can now be alphanumeric, e.g R1, N2
- Class field matches to the Teacher Upload to allocate access for a class to the correct teacher.
- Parent details can now also be imported by adding parent's firstname, surname & email to allow you to send out invites for parent portal.
- Upload your complete Carrot Rewards CSV using the form below
- Please note upload & import may take several minutes

Upload CSV File

Year 8 Students.csv


Click here to search for your updated CSV.

Click here to upload your CSV

STEP 4(e)











Deleting Individual Rewards Issued

- 🌿 If you need to delete a reward for any reason this can be done by selecting 'Reward History' within an individual account.

 Edit Student - Adam Gilbert (primarydemo10)

Displaying 1-10 of 46 results.

← 1 2 3 4 5 →

Name	Points	Date Redeemed ▲	Classroom Name	Teacher	Reward Type	Image	SIMS Status	Actions
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	All ▼		All ▼	
Teacher Quick Point	10	14/08/2015 14:23		n hodes	Quick Point		✘ Not yet synced	
Teacher Quick Point	10	14/08/2015 14:19		n hodes	Quick Point		✘ Not yet synced	
Disruptive Behaviour	-10	07/07/2015 03:56	Year 3	n hodes	Deduction		✘ Not yet synced	
Excellent Work	50	07/07/2015 03:55	Year 3	n hodes	Reward		✘ Not yet synced	
Excellent Work	50	07/07/2015 03:55	Year 3	n hodes	Reward		✘ Not yet synced	

Select 'Reward History' tab

Delete the selected reward using this icon

STEP 5

Add Student Groups

Our new Groups functionality allows you to group students together both in or out of the classroom. So for example if you wanted to create a student group for a sports team or debate team.

Add Student Group:

Simply give the group a name and make it active.

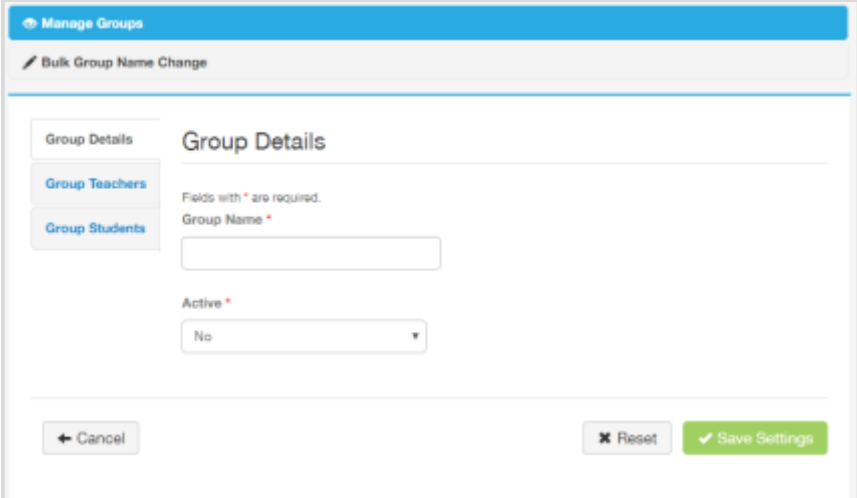
Select the Group Teachers tab and allocate the teachers you wish to be able to reward this group.

Select the Group Students Tab and allocate the students to make up the group.

For teachers who have been given access these new groups can be accessed via the Start Class/Group drop down as per any other class.

Manage Student Groups:

All non-classroom Groups will be listed here and you can edit all aspects, name, students, teachers etc.



The screenshot shows a web interface titled "Manage Groups" with a sub-header "Bulk Group Name Change". On the left, there are three tabs: "Group Details" (selected), "Group Teachers", and "Group Students". The "Group Details" form contains the following fields:

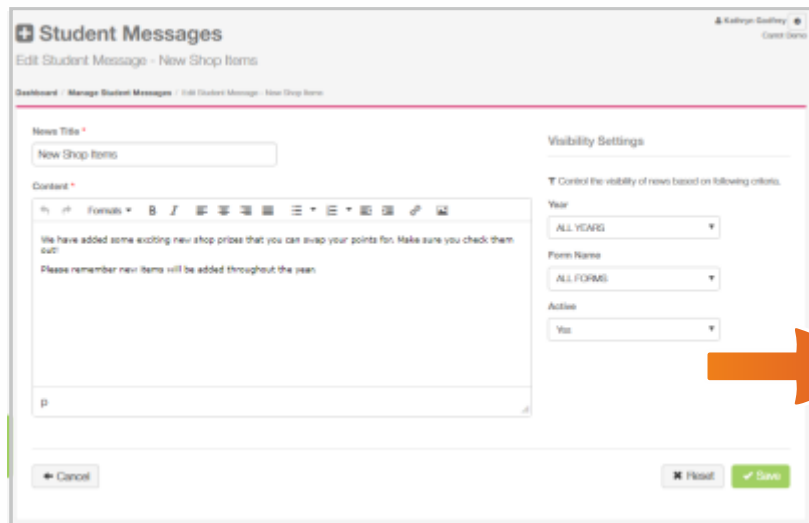
- A text input field for "Group Name" with a red asterisk indicating it is required.
- A dropdown menu for "Active" with "No" selected and a red asterisk indicating it is required.

At the bottom of the form, there are three buttons: "Cancel", "Reset", and "Save Settings".

STEP 6

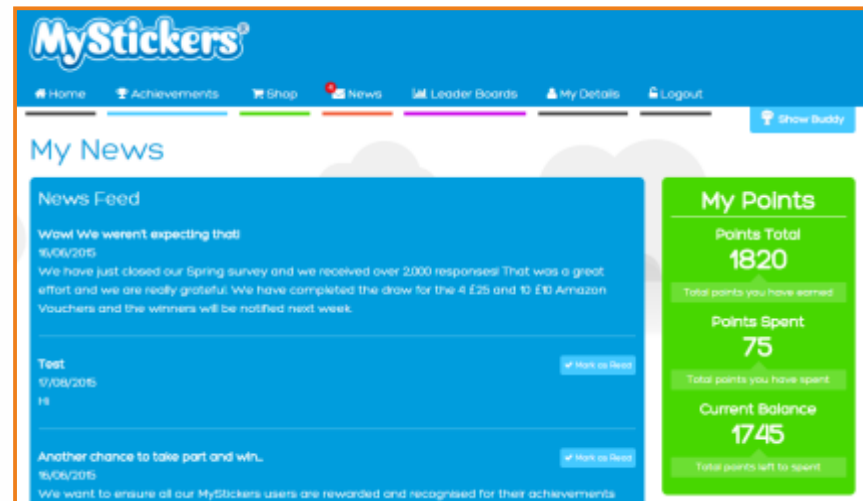
Adding Student Messages

- By clicking the Student Messages tab you will be able to view and edit any existing student messages that have been entered. This is a great way to notify pupils of new competitions or shop items.
- In the top right hand corner you will see an "Add Student Messages" button. Click this to easily add new messages for your students to see in their MyStickers account.



The screenshot shows the 'Student Messages' form. It includes a 'News Title' field with the text 'New Shop Items', a 'Visibility Settings' section with a dropdown for 'Year' set to 'ALL YEARS' and a dropdown for 'Form Name' set to 'ALL FORMS', and an 'Active' dropdown set to 'Yes'. The 'Content' area contains the text: 'We have added some exciting new shop prizes that you can swap your points for. Make sure you check them out! Please remember new items will be added throughout the year.' The form has 'Cancel', 'Reset', and 'Save' buttons at the bottom.

Pupils will see their news by selecting the 'news' tab.



The screenshot shows the MyStickers user interface. The 'News' tab is selected in the top navigation bar. The 'My News' section displays a 'News Feed' with three items: 'Wow! We weren't expecting that!', 'Test', and 'Another chance to take part and win.'. On the right, the 'My Points' section shows: 'Points Total 1820', 'Points Spent 75', and 'Current Balance 1745'.

STEP 7

Competitions

- Competitions are ideal for engaging students of all ages. You can set competitions to run across the whole school, by class, year, house, form and gender. They can either be a top performer or raffle competition and you get to set your prizes.
- Creating a Top Ranked Competition will award 1st, 2nd, 3rd place winners.
- A Raffle Competition will pick a winner at random from all entries.

New Competition

Competition Name *

Start Date *

End Date *

Type

Gender

Ranked Prizes

Raffle Prizes

Min Qualifying Points *

Adding a competition couldn't be simpler!

Some great prize ideas: Cinema Tickets, Book Vouchers, School Trip, Sports Equipment, School Equipment, Jump the Lunch Queue Passes

STEP 7(a)

Competitions - who won?

- Clicking on a competition title will show you the competition details and all the pupils who have qualified and their positions. Once the competition has ended you can view the top ranked winners or generate your raffle winner by clicking the star:

[Add new competition](#)

Competition Details :: Whole School

This competition is now

Closed

Open to:	All pupils
Period:	01/02/2015 - 22/02/2015
Award format:	Prizes are awarded to the top points scorers Prizes are awarded to the pupil selected at random in the Prize Draw

Prizes

Top Ranked Prizes

- 1. Bike

Raffle Prizes

- 1 x £10 Voucher


Leaderboard

Please note all leaderboards are updated once nightly - so codes logged by your pupils today will not appear in your leader boards until tomorrow.

Displaying 1-30 of 42 results. [View All](#)




Position	Student	Year	House	Points	Actions
1	Full RD1	7	THOR	544	Inform
2	Full RD2	7	THOR	480	
3	Full RD3	7	THOR	330	

Click here to generate a raffle winner



STEP 8

Milestones

-  Milestones allow you to track your pupils important achievements and set up automated alerts to notify you when they have been reached.
-  For example if when a student logs 100 rewards they receive a bronze award, you can set an alert to email you when this milestone has been reached, so you can give out the award.
-  The Milestones tab shows all current alerts set up and gives you the option to edit or remove the alarms.

[+ Add new milestone](#)

Milestone

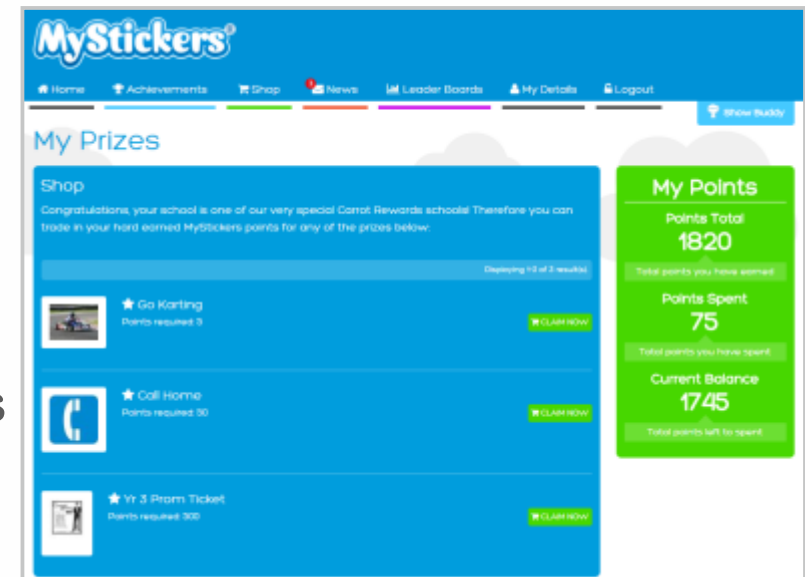
Displaying 1-5 of 5 results.

Milestone Name	Type	Subject Name	Reward	Target	Repeatable	Status	Actions
<input type="text"/>		All Subjects <input type="button" value="v"/>	All Reward Types <input type="button" value="v"/>		All <input type="button" value="v"/>	All <input type="button" value="v"/>	 Remove Filters
100 Good Work Points	School	Good Work		>= 100 Points	✓	✓	
100 Rewards = SILVER AWARD	School			>= 100 Awards	✗	✓	
150 Rewards = GOLD AWARD	School			>= 150 Awards	✗	✓	
50 Rewards = BRONZE AWARD	School			>= 50 Awards	✗	✓	
Every 25 Science Stickers	Year group	Science	Sticker	>= 25 Awards	✓	✓	

STEP 9

Managing your shop

- 🌿 **Manage Products** - Here you can add and manage your shop products that your pupils can swap their points for. When adding a new product you can set how many points it is worth e.g. 50 points. You can also set who the prize is available to.
- 🌿 **Manage Purchases** - This lets you view and refund any products that pupils have purchased. You can also tick each purchase once you have given it to the pupil.
- 🌿 **Queued Purchases** - Here you can approve or reject any pupil purchases.
- 🌿 **Purchase Report** - Click here to export your purchases data as an Excel file. The file shows all purchase by pupils.



The screenshot displays the 'MyStickers' website interface. At the top, there is a navigation bar with links for Home, Achievements, Shop, News, Leader Boards, My Details, and Logout. Below the navigation bar, the main content area is titled 'My Prizes' and features a 'Shop' section. The shop section contains a list of prizes, each with a star icon, a title, a 'Points required' value, and a 'CLAIM NOW' button. The prizes listed are: 'Go Karting' (Points required: 5), 'Call Home' (Points required: 50), and 'Yr 3 Prom Ticket' (Points required: 300). To the right of the shop section, there is a 'My Points' summary box. This box displays the following information: 'Points Total' 1820, 'Points Spent' 75, and 'Current Balance' 1745. It also includes sub-totals for 'Total points you have earned' and 'Total points left to spend'.

STEP 9(a)

Adding a new shop product

When adding a new product to your shop, as well as adding your product name, image and description we have added a few extra functions to make your life easier:

Email User - Choose whether or not you would like the pupil to receive an email about their purchase.

Instant win - This means the pupil can purchase the product without you being informed. Do not tick this option if you would rather receive email notification of the purchase - giving you the ability to authorise or reject it.

Multi Buy - this allows the same user to be able to purchase the product multiple times.

The screenshot shows the 'Adding new Shop Product' form. The form is divided into several sections:

- Product Name ***: A text input field.
- Product Description**: A large text area.
- Email Notification**: A text input field with a note: "This is the email address of the person who will receive notification of each prize purchased by the user."
- Email User?**: A checkbox with a note: "Check this box to email a notification to the user. Note: The user must have an email address registered."
- Pupil Email Notification Content**: A text area with a note: "Use [name] to include the user's first name. Use [product] to include the product name."
- Price ***: A text input field.
- Quantity**: A text input field with a note: "If you have a limited number of items add the total here. Once these numbers of prizes have been purchased the prize will become inactive and be removed from the user's prize page. You must enter a quantity if you wish to be able to authorise or reject the prize."
- Enabled this product for selected years**: A list of checkboxes for years 3, 4, 7, 8, 9, 10, and 11. A "Select All" link is provided.
- Options**: A section with three checkboxes: "Active" (checked), "Instant Win" (checked), and "Multi Buy" (unchecked). A green box highlights this section, and a green arrow points to the "Instant Win" checkbox.
- Display image**: A text input field with a "Browse..." button.
- Buttons**: "Cancel" and "Create" buttons at the bottom right.

STEP 9(b)

Shop Item Settings

Adding a new shop item

You can now add shop items and specify which group of pupils you would like to see these prices. You can specify by year group or classroom.



Management Tools: Manage Products | Manage Purchases | Queued Purchases | Purchase Report

Editing :: Jaffa Cakes

Product Name * Jaffa Cakes

Product Description Orange Joy

Email Notification nesi@Schoolstickers.co.uk
This is the email address of the person who will receive notification of each price purchased by the user.

Email User?
Check this box to email a notification to the user.
Note: The user must have an email address registered

Pupil Email Notification Content
Hi [name]
Congratulations on your purchase of a [product].
Keep up the hard work!
Use [name] to include the user's first name.
Use [product] to include the product name.

Price * 5

Quantity 0
If you have a limited number of items add the total here. Once these numbers of prizes have been purchased the prize will become inactive and be removed from the user's prize page. You must enter a quantity if you wish to be able to authorize or reject the prize.

Display to specific user groups? *
By year group
By school/term
By classroom

Year Groups *
 r s 6
 7 8

Enable this product for the selected year groups

Display image
Browse... No file selected

Active
Select this to make the prize live.

Instant Win
Check this box if prize can be awarded without authorisation. Leave this blank if you wish to receive email notification user has purchased a prize and have the ability to authorise to reject.

Multi Buy
If you wish for the user to be able to purchase a prize multiple times tick this box.

Hide Product
Check this box if you want to hide this product

STEP 10

Classrooms

- Carrot Rewards allows you to set up classrooms for each class in your school. You can use the classrooms to set attendance and reward and deduct points throughout your lesson.

The screenshot shows the 'Classroom / Choose Classroom' page. At the top, it says 'Simply select Full View or Teacher View to get started.' Below this are two buttons: 'Manage Classrooms' and 'Bulk Classroom Name Change'. The main content is divided into two sections: '1. Select a classroom' and '2. Start class'. In the '1. Select a classroom' section, there is a dropdown menu currently showing 'Year 4'. An orange arrow points from a box labeled 'Choose your Classroom' to this dropdown. In the '2. Start class' section, there are two options: 'Full View' and 'Teacher View'. Each option has a small preview image and a description. Below each description is a green button with the respective label. An orange arrow points from a box labeled 'Choose full or teacher view' to the 'Teacher View' button.

1. Select a classroom

Year 4

2. Start class

Show Classroom View - Use this option to open a full screen, graphical classroom view.

Show List View - Use this option to open the standard, non-graphical classroom view.

Full View

Teacher View

Choose your Classroom

Choose full or teacher view

STEP 10_(a)

Setting Attendance

- Once you have selected a classroom to view you can set your class attendance. Any pupils set to absent will be removed from the main class display so that when you award points, they will not be eligible.

10D-MATHS

Rewards

+50 points
Star Work

+25 points
A Brilliant Effort

+10 points
Team Work

Deductions

Settings

Drop here to reward/punish

Attendance Class View

Full RD76
0 Points
Present Late Absent

Full RD77
0 Points
Present Late Absent

Full RD78
0 Points
Present Late Absent

Full RD79
0 Points
Present Late Absent

Full RD80
0 Points
Present Late Absent

Save Cancel

Pupils can choose avatars to represent themselves

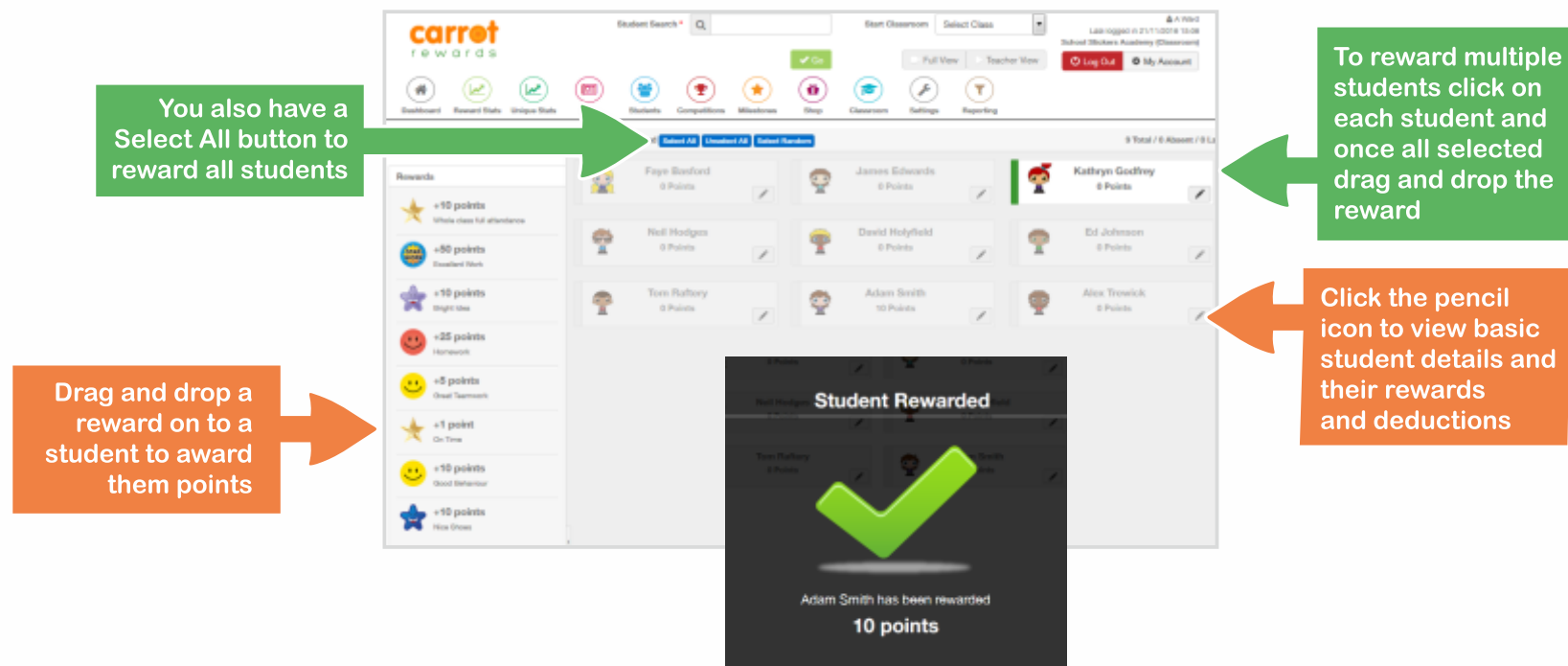
Set pupils as Present, Late or Absent

Click the attendance button to set pupils attendance

STEP 10(b)

Teacher View

Here all students present in the class are shown and your rewards are on the left, grouped into the Reward Classifications you have set. If you select the Settings tab you can amend the sort order (name or points) as well as the time frame you are looking at with regards the points shown – day, week, month, custom.



The screenshot shows the Carrot Rewards Teacher View interface. On the left, there is a 'Rewards' list with various point values and descriptions. The main area displays a grid of student profiles with their names and current point counts. A 'Select All' button is visible above the student list. A 'Student Rewarded' pop-up window is shown at the bottom, indicating that Adam Smith has been rewarded 10 points.

You also have a Select All button to reward all students

Drag and drop a reward on to a student to award them points

To reward multiple students click on each student and once all selected drag and drop the reward

Click the pencil icon to view basic student details and their rewards and deductions

STEP 10_(c)

Class Groups

- Within this Teacher View you can also create Class Groups. For example you may have some group work and you want to create Table Groups. To do this simply click on the students with whom you wish to form a group and click the Create Class Group button.
- Give the group a name and save for the group to be created.
- Once groups have been created you can view standard teacher view or switch to Groups View
- When in Group View you can toggle the groups shown
- Please note in Groups View the points shown are only the points given to the students as part of that group. If you wish to reward students within the group but not all of them simply click the “eye” button to open that group.

STEP 10(d)

Full View

- At any time from Teacher View or in the Start Class page you can launch Full View

This opens up the class on a new window which can be shown on a whiteboard, monitor, big screen etc.

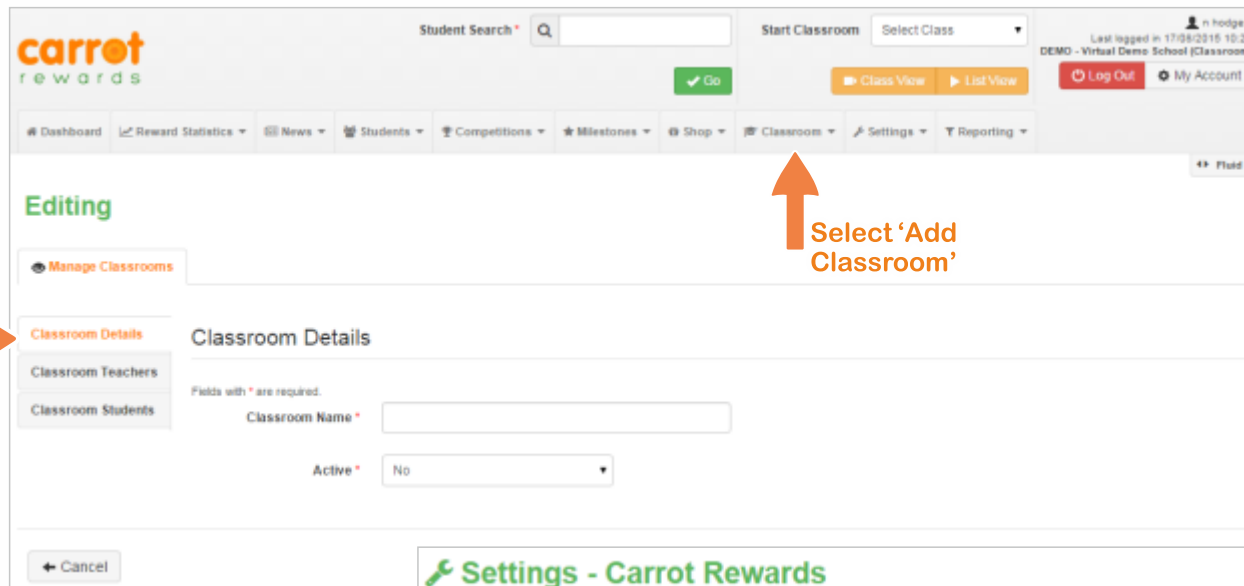


- This view has more animation and is designed to share with the class.
- In the Settings in Full View you have all the same functionality as Class View but also the ability to change the Class Background.

STEP 10(e)

Adding Classrooms and Teachers

It is quick and easy to create new Classrooms individually



Student Search Start Classroom

Dashboard | Reward Statistics | News | Students | Competitions | Milestones | Shop | Classroom | Settings | Reporting

Editing

Manage Classrooms

Classroom Details

Classroom Teachers

Classroom Students

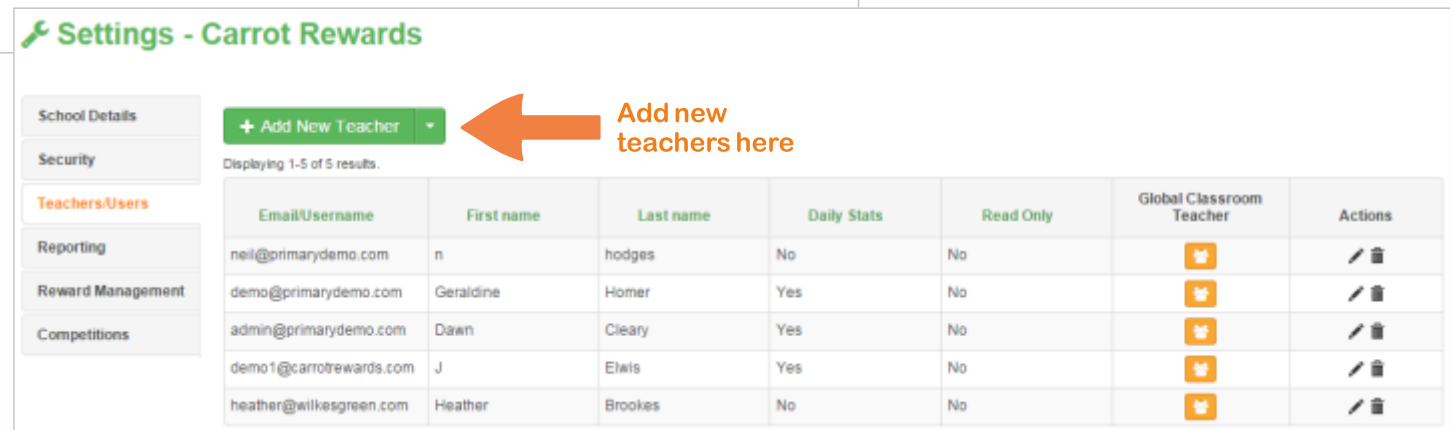
Fields with * are required.

Classroom Name *

Active *

Select 'Add Classroom'

Add teachers and students to classrooms here



Settings - Carrot Rewards

School Details

Security

Teachers/Users

Reporting

Reward Management

Competitions

Displaying 1-5 of 5 results.

Email/Username	First name	Last name	Daily Stats	Read Only	Global Classroom Teacher	Actions
neil@primarydemo.com	n	hodges	No	No	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
demo@primarydemo.com	Geraldine	Homer	Yes	No	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
admin@primarydemo.com	Dawn	Cleary	Yes	No	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
demo1@carrotrewards.com	J	Elwis	Yes	No	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
heather@wilkesgreen.com	Heather	Brookes	No	No	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>


Add new teachers here

Add teachers using the 'Carrot Rewards' tab within the settings page

STEP 10_(f)

Adding Global Teachers

- Your Head Teacher or other senior staff members may require access to all Classrooms. This can be done within the 'settings' tab by selecting 'Carrot Rewards'.

 Settings - Carrot Rewards

School Details

Security

Teachers/Users
















Reporting

Reward Management


Competitions

[+ Add New Teacher](#)

Displaying 1-5 of 5 results.

Email/Username	First name	Last name	Daily Stats	Read Only	Global Classroom Teacher	Actions
neil@primarydemo.com	n	hodges	No	No		 
demo@primarydemo.com	Geraldine	Homer	Yes	No		 
admin@primarydemo.com	Dawn	Cleary	Yes	No		 
demo1@carrotrewards.com	J	Elwis	Yes	No		 
heather@wilkesgreen.com	Heather	Brookes	No	No		 


Select
Teachers/
Users tab


Select this icon to
give the user access
to all available
Classrooms

STEP 10_(g)

Editing your Classroom View

- 🌿 You can easily choose from a range of fun backgrounds for your Classroom, sound can be turned on or off and range and sort order can be selected.

Select the settings tab here once your Classroom has started

The screenshot shows the 'Carrot Rewards - Index ClassView' interface in a Google Chrome browser. The URL is www.carrotrewards.co.uk/classroom/classView/index/id/605. The page title is '2B -Period Two' and there is a 'Sync buddies' button in the top right. The main area displays a grid of 16 student avatars, each with a name and a point total. The settings sidebar on the left includes sections for 'Rewards', 'Deductions', and 'Settings'. The 'Settings' section contains: 'Classroom: 2B -Period Tw', 'Sound: Off', 'Background: [Image] Change', 'Range: All Time', and 'Sort: Points'. At the bottom of the sidebar are 'Attendance' and 'Close' buttons.

Student Name	Points
James Hurrell	405
Steve Morrison	175
Alistair Tillen	165
Mike McLaughlin	150
Dawn Cleary	145
Kirsty Slevin	145
Isla Train	140
Geraldine Homer	135
Adam Gilbert	125
Kathryn Godfrey	100
Gavin Kimpson	100
Andy Simpson	100
Adam Smith	100
Neil Hodges	85
Dave Orme	85
Kirsty Russell	85

STEP 11

Adding Parent Messages

- By clicking the Parent Messages tab you will be able to view and edit any existing parent messages that have been entered.
- Parent messages are easy to create, in the top right hand corner you will see an "Create New Parent Message" button. Click this to easily add new messages for parents to see in their Parent Portal account.

There are 3 types of message you can send,
Standard Text Message / Photo Message / Video Message.

Simply select the type of message you want from the dropdown and then add your content.


You can target messages at the Whole School,
Selected Student / Parent Groups or Individual Parents.


Any replies received are shown next to your sent messages.

Message Title	Message Type	Published	Active	Created By	Sent To	Replies
	All ▼	Date Cre	▼	/ ▼	▼	
School Trip	Picture Message	28/06/2017 18:10	✓	Mr Neil Hodges	Selected Parents	0
Welcome Carrot Rewards	Video Message	28/06/2017 17:43	✓	Mr Neil Hodges	Selected Parents	0
Parents Evening Move	Standard Message	28/06/2017 17:29	✓	Mr Neil Hodges	Parents of Selected Students	1

STEP 12

Events

 Schools can send parents calendar invites to school events. This could be anything from parents evening to plays. The notification comes through and will show in a calendar on the app and you can choose to add this into your main calendar on your phone

 Firstly you can create Event Categories by selecting Add Event Category in the drop down. These could be things like Sporting / Extra Curricular / Charity etc.

Once categories are set simply click Add Event

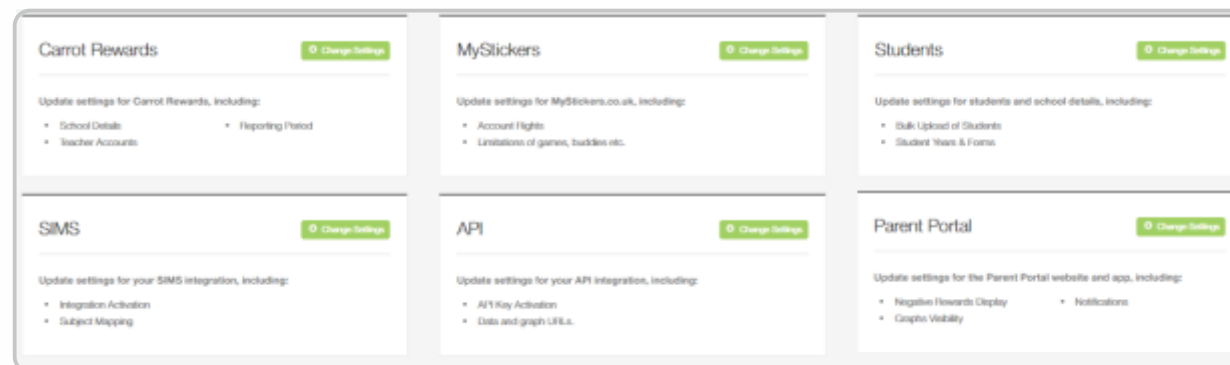
On Add Event page, type in a description of the event, select the category, select start date / end date and times and then decide whom the event is for.

These events can be sent to All Students / Groups of Students / Specific Students / Specific Parents.

STEP 13

Settings

- 🌿 The settings tab allows you to control various aspects of your Carrot account. Your settings are split into 7 categories - Carrot Rewards / MyStickers / Parent Portal / Students / Wonde Integration / API / Rewards Management
- 🌿 You can change your school name or add your school logo.
- 🌿 Set password protection for your settings page.
- 🌿 Add Achievements and Deductions to reward your classrooms with.
- 🌿 Set your unique fields. This allows you to track additional information most relevant for your school.
- 🌿 Set up Carrot access for as many teachers as required.
- 🌿 Subscribe to a daily stats email.



STEP 13(a)

Settings continued

Your settings tab also allows you to do the following:

- At the end of each school year select “Change School Year” to add or take away 1 school year to all pupils.
- If all students from one form are moving to another, E.G. 8A – 9A you can easily update the form name to the new one.
- Manage the settings of your students MyStickers accounts such as whether they can change their own passwords.
- Manage your MIS Integration

STEP 13(b)

Settings - School Details

- Under the Carrot Rewards / **School Detail tab** you can now set Reward Classifications. This allows you to group your rewards in to key areas such as Academic, Behaviour, Effort etc. You have 7 fields available to customise.

Set up to 7
unique Reward
Classifications

Reward Classifications

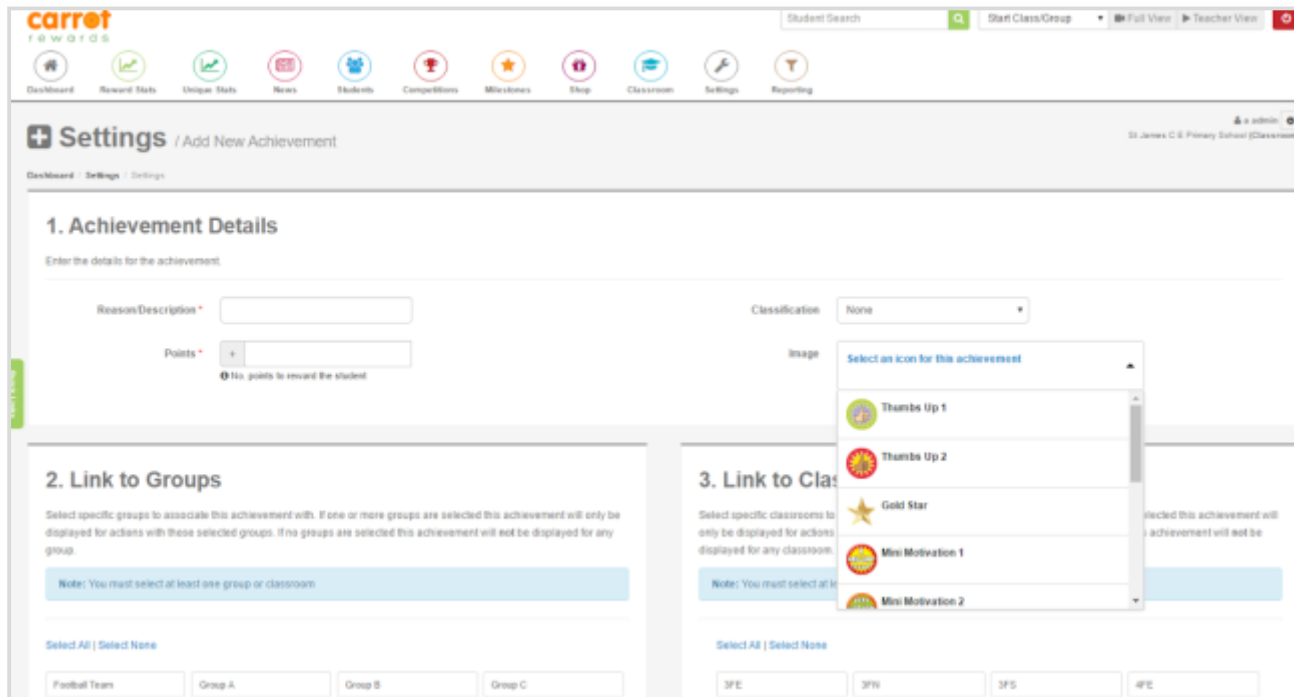
Title 1	<input type="text" value="Academic"/>
Title 2	<input type="text" value="Behaviour"/>
Title 3	<input type="text" value="Attitude"/>
Title 4	<input type="text" value="Effort"/>
Title 5	<input type="text" value="Sporting"/>
Title 6	<input type="text" value="Values"/>
Title 7	<input type="text" value="Extra Curricular"/>

Break your rewards
stats down further
by adding a Reward
Classification.
E.g. A Maths reward
could be classed as
Academic.

STEP 13(c)

Settings - Rewards Management

- Here you create your achievements and deductions. When creating an achievement you can allocate to one of your Reward Classifications.
- You must also decide if you wish the reward to be available to all classes / groups or whether they should only be displayed in specific areas.



1. Achievement Details

Reason/Description:

Points: (No. points to reward the student)

Classification:

2. Link to Groups

Select specific groups to associate this achievement with. If one or more groups are selected this achievement will only be displayed for actions with these selected groups. If no groups are selected this achievement will not be displayed for any group.

Note: You must select at least one group or classroom.

Select All | Select None

Football Team, Group A, Group B, Group C

3. Link to Classrooms

Select specific classrooms to only be displayed for actions displayed for any classroom.

Note: You must select at least one classroom.

Select All | Select None

3FE, 3FN, 3FS, 4FC

Achievements + Add Achievement

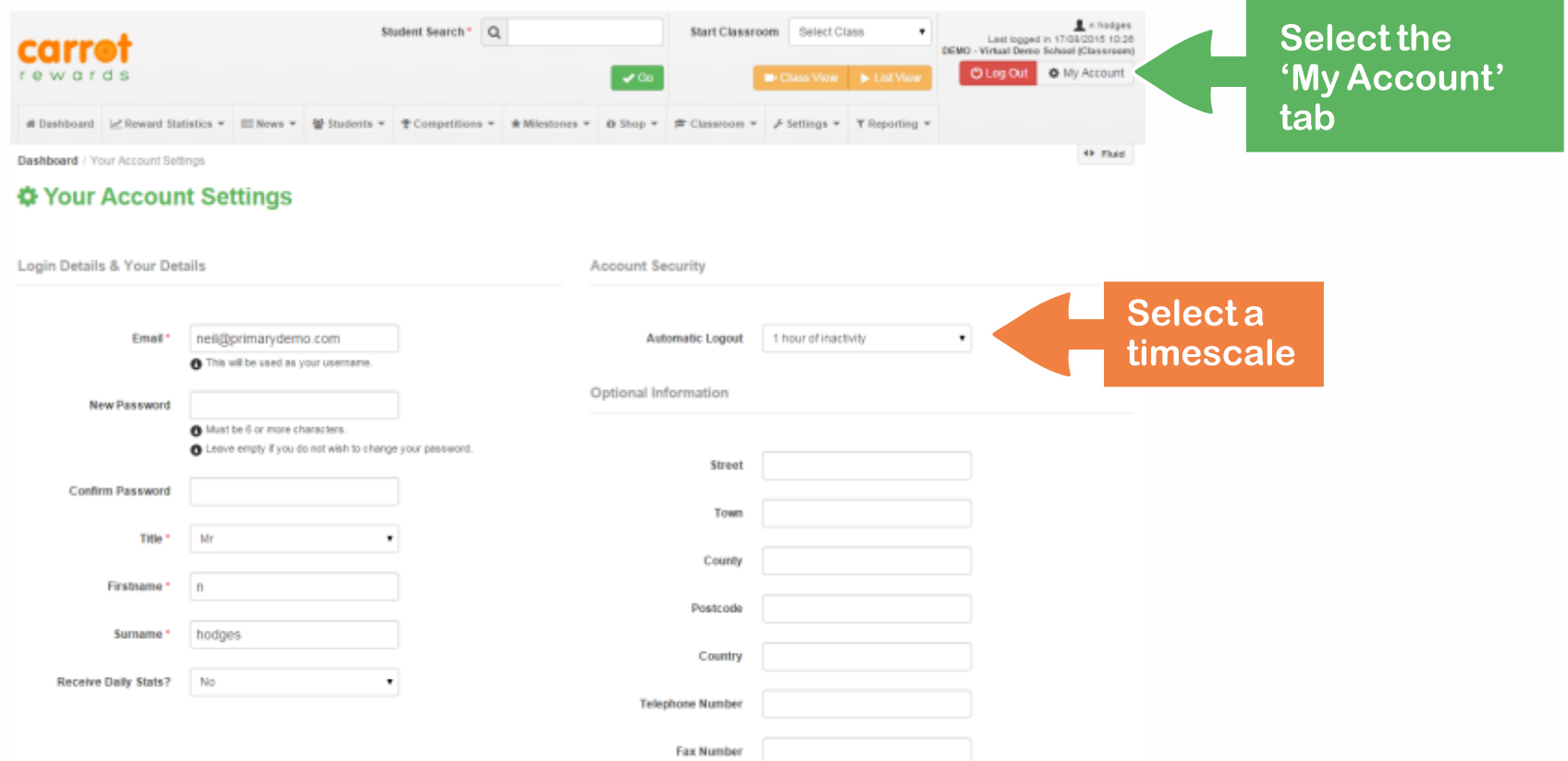
Displaying 1-12 of 12 results

Reason	Points	Classification	Classrooms	Groups	Image	Actions
Good Effort	+10	Other	All	None		
Good Manners	+10	Attitude	All	None		
Good Behaviour	+20	Behaviour	All	None		
Perfect Homework	+20	Academic	All	None		
Personal Best	+10	Sporting	All	None		
Compassion	+20	Values	All	None		
Absent Choir	+10	Extra-Curricular	All	None		
What A Goal!	+50	Sporting	None	Football Team		
ATM Team Work	+20	Values	+ 4%	None		
Perseverance	+10	Values	All	None		

STEP 13(d)

Settings - My Account

 For security reasons the automatic logout time can be amended using the 'My Account' tab.



The screenshot shows the 'My Account' settings page. The top navigation bar includes the Carrot Rewards logo, a student search bar, a 'Start Classroom' dropdown, and a user profile for 'hedges' with a 'Log Out' button and a 'My Account' tab. A green arrow points to the 'My Account' tab. Below the navigation bar, the page title is 'Your Account Settings'. The 'Account Security' section contains an 'Automatic Logout' dropdown menu set to '1 hour of inactivity', with an orange arrow pointing to it. The 'Optional Information' section includes fields for Street, Town, County, Postcode, Country, Telephone Number, and Fax Number.

STEP 14

Reports / Exports Tab

- All data held within Carrot can be exported to Excel.
- Select either Export All or the Dates you want.
- Specify the gender, subject, school year, form or classroom.
- Once data is exported to Excel it is possible to upload to your MIS.
- You create a subject called rewards and then export from carrot and import into your MIS. That subject then prints with the other subjects in your reports

Export Data

Click below to export your rewards data as a SIMS compatible Excel file.
The file shows: all redeemed points by pupil listed with form, house, year, total rewards, total rewards per subject, total rewards by reward type and total rewards by any unique attributes you may have added.

Export Range: Export All Choose date range

Limit your result

School Year: All

Export specific subject: All

[Export](#)

carrot

r e w a r d s

If you have any questions please contact us on

0800 988 0080

support@carrotrewards.co.uk

www.carrotrewards.co.uk