carrot rewards

Training Pack for Teachers

www.carrotrewards.co.uk

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, before you log in you can catch up on the latest news and blog posts on our homepage

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.

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Dashboard

View your reward stats →

Reward Statistics
- 📊 Overview

Add news →

News
- 📣 News
- ➕ Add Student News
- 📣 Add Parent News

Free printable items →

Other
- ❓ Help
- 🖼 Free Posters
- 🛒 Your Orders

Students
- 👤 View All
- ➕ Add New
- 🗑 Bulk Delete/Drop

← **Manage your students**

Settings
- ⚙ Settings
- ⚙ Carrot Rewards
- ⚙ MyStickers
- ⚙ SIMS
- ⚙ Parent Portal

← **Edit your settings**

Competitions
- ✱ View All
- ➕ Add New

← **Manage competitions**

Milestones
- 🕐 View All
- ➕ Add New

← **Manage Milestones**

Shop
- 🎁 Manage Products
- ⅲ Manage Purchases
- ▤ Queued Purchases
- ▼ Purchase Report

← **Manage your shop**

Reporting
- ⤫ Export Data

← **Run and export reports**

STEP 2

View your dashboard

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Dashboard

Reward Statistics
- Overview

News
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- Add Student News
- Add Parent News

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View your reward stats

Add news

Free printable items

Manage your students

Edit your settings

Manage competitions

Manage Milestones

Manage your shop

Run and export reports

STEP 3(a)
Overview - Points By Subject

- Points by subject overview allows you to see in each subject the number of pupils who have logged rewards, the number of rewards logged and the number of points achieved in each subject.

- You can then drill down in to each subject to see the subject data split by Year, House, Form and Pupil.

Full Subject Name	No. Students	Total Rewards	Total Points	Actions
				✖ Remove Filters
Ask Me Why	3	4	200	👁
Business Studies	1	1	100	👁
General	1	2	100	👁
Geography	5	8	425	👁
Good Work	1	2	75	👁
History	1	1	50	👁
Well Done	4	6		👁
	11 †	24		

View individual subject statistics

Subject Overview - Geography

Total reward points logged	Total rewards logged	Total points logged in the last 30 days	Total points logged in the last 14 days
1250 Points	24 Rewards	100 Points	0 Points

By Pupil

Displaying 1-5 of 5 results.

Firstname	Surname	House	Form	Year	Total Rewards	Total Points	Actions
		All	All	All			✖ Remove Filters
Carrot	Cake	Elm	8a	7	1	100	👁
Carrot	Cakey	Oak	7B	7	2	75	👁
Carrot	Juicy	Oak	10A	10	2	100	👁
Crazy	Carrot	Hastings	8B	8	2	100	👁
Lady	Carrot	Elm	7B	7	1	50	👁
					8	425	

By Year

Displaying 1-3 of 3 results.

Year Group	No. Students	Total Rewards	Total Points
All			
7	3	4	225
8	1	2	100
10	1	2	100
5 †	8	425	

By Form

Displaying 1-4 of 4 results.

Form Name	No. Students	Total Rewards	Total Points
All			
10A	1	2	100
7B	2	3	125
8a	1	1	100
8B	1	2	100
5 †	8	425	

By House

Displaying 1-3 of 3 results.

House Name	No. Students	Total Rewards	Total Points
All			
Elm	2	2	150
Hastings	1	2	100
Oak	2	4	175
5 †	8	425	

† Total number of individual students. † Total number of individual students.

← Go Back

STEP 3(b)

Overview - Points By Pupil

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🌱 Points by pupil overview allows you to see the all the pupils in your school who have logged rewards.

🌱 You can then narrow your results by House, Form , Year.

Pupil Overview

Total reward points logged	Total rewards logged	Total points logged in the last 30 days	Total points logged in the last 14 days
1250 Points	**24 Rewards**	**100 Points**	**0 Points**

Points By Subject Overview
Points By Pupil Overview
Points By Year Overview
Points By Form Overview
Points By House Overview
Free School Meals Overview
Ethnicity of Pupil Overview
Behaviour Management Program Overview
SEN Overview
Special Measures Overview

III View as Grid   **III** View as Graph

Narrow your search results

Displaying 1-10 of 11 results.

Firstname ▾	Surname ▾	House	Form	Year	Total Rewards	Total Points	Actions
		All ▾	All ▾	All ▾			✖ Remove Filters
Chris	Foreman	Unassigned	Unassigned	9	1	50	👁
Clare	Burdfield	Unassigned	Unassigned	9	1	50	👁
holy	family	Unassigned	Unassigned	11	1	50	👁
James	Smith	Oak	7B	7	6	250	👁
Jamie	Paulo	Elm	8a	7	2	150	👁
Lady	Carrot	Elm	7B	7	2	100	👁
Lisa	Woodyard	Oak	10A	10	3	200	👁
p	amuzu	Unassigned	Unassigned	10	1	50	👁
Robin	Whyman	Unassigned	Unassigned	9	3	150	👁
Samantha	Jones	Oak	9b	8	2	100	👁
					24	1250	

← 1 2 →

STEP 3(c)
Overview - Points By Year

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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.

Year Overview

Total reward points logged	Total rewards logged	Total points logged in the last 30 days	Total points logged in the last 14 days
1250 Points	**24 Rewards**	**100 Points**	**0 Points**

Points By Subject Overview
Points By Pupil Overview
Points By Year Overview
Points By Form Overview
Points By House Overview
Free School Meals Overview
Ethnicity of Pupil Overview
Behaviour Management Program Overview
SEN Overview
Special Measures Overview

⊞ View as Grid   **📊 View as Graph**

Displaying 1-5 of 5 results.

Year Group ▼	No. Students	Total Rewards	Total Points	Actions
All ▼				✖ Remove Filters
7	3	10	500	👁
8	2	4	200	👁
9	3	5	250	👁
10	2	4	250	👁
11	1	1	50	👁
	11†	24	1250	

† Total number of individual students.

View each year's statistics individually

STEP 3(d)
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.
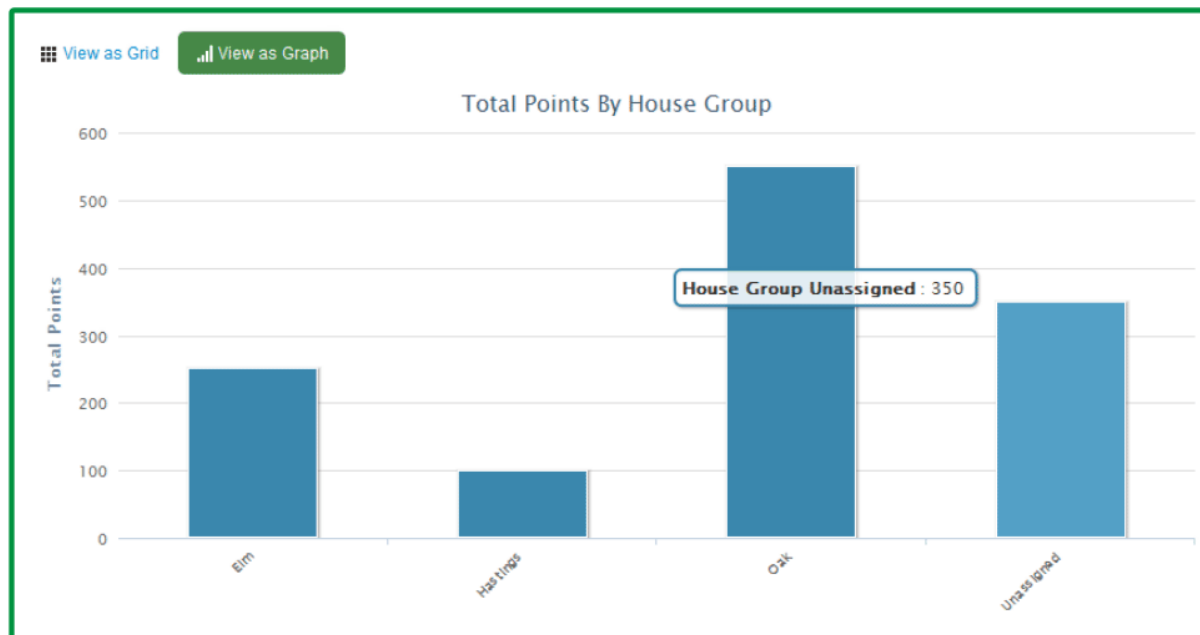

Remember, you can view your statistics by grid or graph.

STEP 4

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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.

- Utilising the "Add quick points" button assigns the pupil a set amount (controlled in your settings) of points straight to their total – perfect for an ad-hoc reward.

- 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.
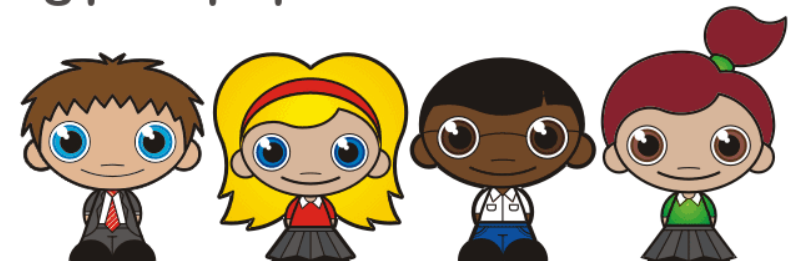
STEP 4(continued)
Managing Your Students

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Manage Students | Bulk Delete/Drop | ⊕ Add new student

Add new students

Students

Displaying 1-16 of 16 results.

Firstname ▼	Surname ▼	Username	School Year	Form	House Name	Points	Quick Points	Actions
			All Year ▼	All Form ▼	All House ▼			✖ Remove Filters
Chris	Foreman	chrisforeman	9			50	⊕ 50 Quick Points	✎ 🗑
Clare	Burdfield	clareburfield	9			50	⊕ 50 Quick Points	✎ 🗑
Frankie	Burrows	RDemo	7	7A	Elm	0	⊕ 50 Quick Points	✎ 🗑
holy	family	holyfamilycarrot	11			50	⊕ 50 Quick Points	✎ 🗑
James	Smith	CarrotCake13	7	7B	Oak	250	⊕ 50 Quick Points	✎ 🗑
Jamie	Paulo	carrotcake1	7	8a	Elm	150	⊕ 50 Quick Poi	✎ 🗑
Lady	Carrot	ladycarrot	7	7B	Elm	100	⊕ 50 Quick Poi	
Lisa	Woodyard	CarrotJuice13	10	10A	Oak	200	⊕ 50 Quick Poi	
neil	hodges	neilisspecial	7	7B	Hastings	0	⊕ 50 Quick Poin	
Nqt	conference	NQTconf	3	8a	Elm	0	⊕ 50 Quick Points	✎ 🗑
p	amuzu	pamuzu	10			50	⊕ 50 Quick Points	✎ 🗑
Philip	Witherspoon	CarrotSpecial	4	4B	Hastings	0	⊕ 50 Quick Points	✎ 🗑
Robin	Whyman	robinwhyman	9			150	⊕ 50 Quick Points	✎ 🗑
Ron	Burgundy	RonBurgundy	10	10B	Hastings	0	⊕ 50 Quick Points	✎ 🗑
Samantha	Jones	carrotjuice1	8	9b	Oak	100	⊕ 50 Quick Points	✎ 🗑
Stephanie	Robinson	CrazyCarrot13	8	8B	Hastings	100	⊕ 50 Quick Points	✎ 🗑

Callout detail:

50	⊕ 50 Quick Points	✎	🗑
250	⊕ 50 Quick Points	✎	🗑
150	⊕ 50 Quick Points	✎	🗑

Click on any of these blue fields to sort your data

Add Quick Points

STEP 5
Adding News

- By clicking the news tab you will be able to view and edit any existing news that has been entered.   This is a great way to notify pupils of new competitions or shop items.
- In the top right corner you will see an 'Add new' button. Clicking this lets you easily add news that either your pupils or their parents will see (if you have parent accounts set up in your MyStickers settings).

Pupils will see their news at the top of their home page.

STEP 6
Competitions

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- Competitions are ideal for engaging students of all ages. You can set competitions to run across the whole school, by subject, 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	School
Gender	Please Select
Subject	All Subjects
Reward Type	All Types
Prizes	⊕ Add Top Ranked Prize
Raffle Prizes	⊕ Add raffle prize
Min Qualifying Points *	

← Cancel   ✔ Save Settings

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 6(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 green star:

Managing competition January Prize Draw

This competition is now **Closed**		
👥 Open to:	**All pupils**
🕐 Period:	01/01/2013 - 31/01/2013
✳ Award format:	Prizes are awarded to the pupil selected at random in the Prize Draw

Prize Details

Raffle Prizes

Please click on ✳ to generate winners.

Gloves

Click here to generate a raffle winner

Leaderboard

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

Generate Winners ⊖		Year	House	Points
1 Entry per student	1 Entry per point	7	Oak	225
		10	Oak	200
3	Crazy Carrot ☑	8	Hastings	100
4	Lady Carrot ☑	7	Elm	100
5	David Broomhead ☑	7		50
6	Carrot Cake ☑	7	Elm	50

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STEP 7

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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
		All Subjects ▾	All Reward Types ▾		All ▾	All ▾	✖ 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 8

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.
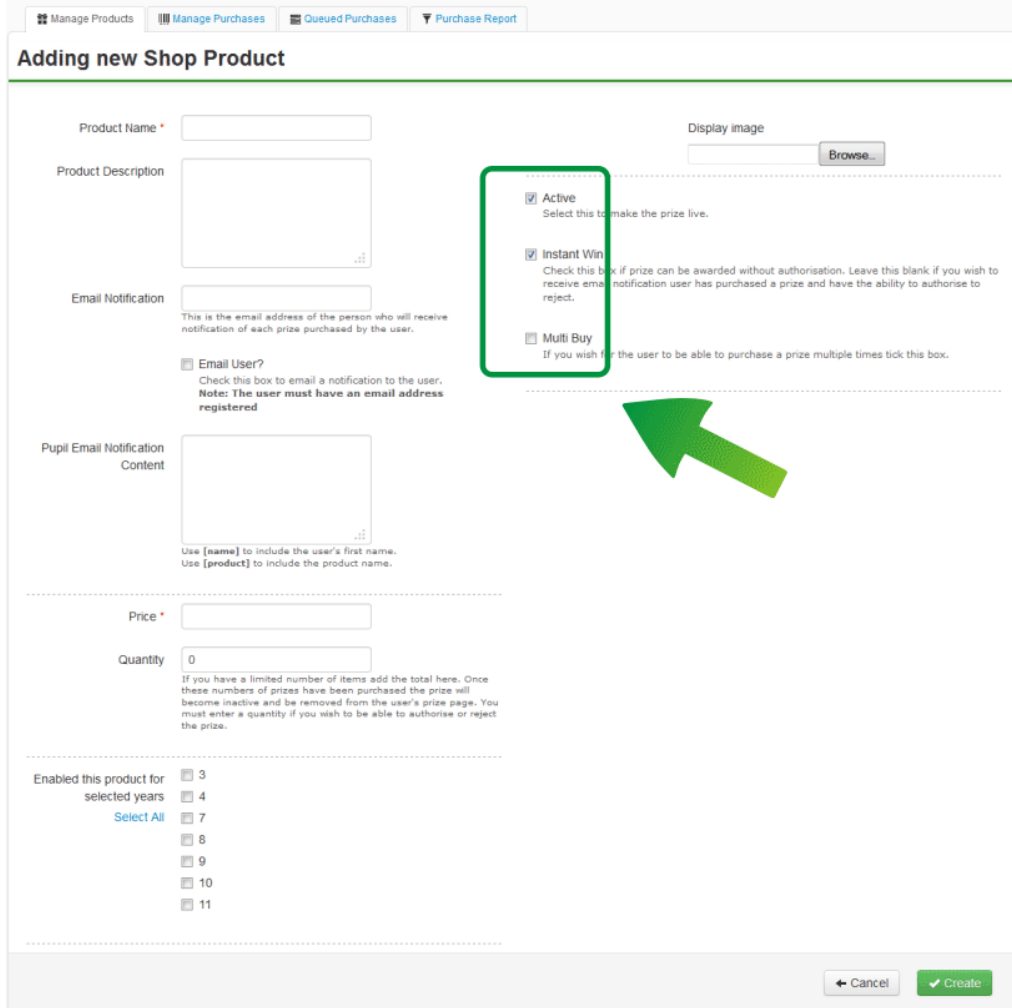
STEP 8(a)

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 on 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.

STEP 9

Settings

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🌱 The settings tab allows you to control various aspects of your Carrot account. Your settings are split into four Categories – Carrot Rewards / MyStickers / Students / SIMS

Settings Overview

Carrot Rewards

Update settings for Carrot Rewards, including:

- School Details
- Reporting Period
- Teacher Accounts

⚙ Change Settings

MyStickers

Update settings for MyStickers.co.uk, including:

- Account Rights
- Limitations of games, buddies etc.

⚙ Change Settings

Students

Update settings for students and school details, including:

- Bulk Upload of Students
- Student Years & Forms

⚙ Change Settings

SIMS

Update settings for your SIMS integration, including:

- Integration Activation
- Subject Mapping

⚙ Change Settings

🌱 You can change your school name or add your school logo.

🌱 Set your unique fields. This allows you to track additional information most relevant for your school.

🌱 Set password protection for your settings page.

🌱 Set up Carrot access for as many teachers as required.

🌱 Subscribe to a daily stats email.

STEP 9(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.

- Access old orders and change the point values for rewards still to be logged.

- Set value for quick points E.G. 50 points.

- Manage the settings of your students MyStickers accounts such as whether they can change their own passwords.

- Find Reward – enter any code allocated to your school to see who has logged it.

- Collect your SIMS security key and map your subjects

STEP 10

Reports / Exports Tab

- All data held within Carrot can be exported to Excel.

- Select either Export All or the Dates you want.

- Specify a particular subject or school year or choose All.

- Once data is exported to Excel it is possible to upload to SIMS.

- You create a subject called rewards and then export from carrot and import into SIMS. That subject then prints with the other subjects in your reports

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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

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If you have any questions please contact us on
0800 988 0080
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www.carrotrewards.co.uk