

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



The screenshot shows the Carrot Rewards website homepage. At the top right, there are input fields for 'Email' and 'Password' with a green arrow pointing to them. The navigation menu includes 'Home', 'How Carrot Works', 'Get Started', 'What Teachers Say', 'Research', 'About Carrot', and 'Contact Us'. The main content area features an 'Online Demo' section with a registration form (Name, Email, Phone) and a 'Submit' button. Below this, there are three columns for 'PRIMARY', 'SECONDARY', and 'ACADEMY GROUPS' rewards packages, each with a 'Find Out More' button. The bottom section is titled 'KEY FUNCTIONS' and includes four icons: 'Reporting' (document with chart), 'Competitions' (medal), 'Milestones' (bar chart), and 'Shop' (shopping cart), each with a 'See How' button.

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 titled "Dashboard" and is divided into several sections:

- Reward Statistics:** Includes an "Overview" link.
- News:** Includes "News", "Add Student News", and "Add Parent News" links.
- Other:** Includes "Help", "Free Posters", and "Your Orders" links.
- Students:** Includes "View All", "Add New", and "Bulk Delete/Drop" links.
- Settings:** Includes "Settings", "Carrot Rewards", "MyStickers", "SIMS", and "Parent Portal" links.
- Competitions:** Includes "View All" and "Add New" links.
- Milestones:** Includes "View All" and "Add New" links.
- Shop:** Includes "Manage Products", "Manage Purchases", "Queued Purchases", and "Purchase Report" links.
- Reporting:** Includes an "Export Data" link.

Callout arrows point to the following features:

- View your reward stats:** Points to the Reward Statistics section.
- Add news:** Points to the News section.
- Free printable items:** Points to the Other section.
- Manage your students:** Points to the Students section.
- Edit your settings:** Points to the Settings section.
- Manage competitions:** Points to the Competitions section.
- Manage Milestones:** Points to the Milestones section.
- Manage your shop:** Points to the Shop section.
- Run and export reports:** Points to the Reporting section.

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- Manage Milestones:** Points to the Milestones section.
- Manage your shop:** Points to the Shop section.
- Run and export reports:** Points to the Reporting section.

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
<input type="text"/>				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

Firstname	Surname	House	Form	Year	Total Rewards	Total Points	Actions
Carrot	Cate	Elm	8a	7	1	100	
Carrot	Catey	Oak	7B	7	2	75	
Carrot	Jakey	Oak	15A	10	2	100	
Crazy	Carrot	Hastings	8B	8	2	100	
Lady	Claret	Elm	7B	7	1	50	
				8	2	425	

By Year

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

By Form

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	8	425

By House

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

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

[Go Back](#)

STEP 3(b)

Overview - Points By Pupil

Points by pupil overview allows you to see 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

1250 Points

Total rewards logged

24 Rewards

Total points logged in the last 30 days

100 Points

Total points logged in the last 14 days

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

House

Form

Year

Total Rewards

Total Points

Actions

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

Narrow your search results

STEP 3(c)

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.

Year Overview

Total reward points logged

1250 Points

Total rewards logged

24 Rewards

Total points logged in the last 30 days

100 Points

Total points logged in the last 14 days

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

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	

Displaying 1-5 of 5 results.

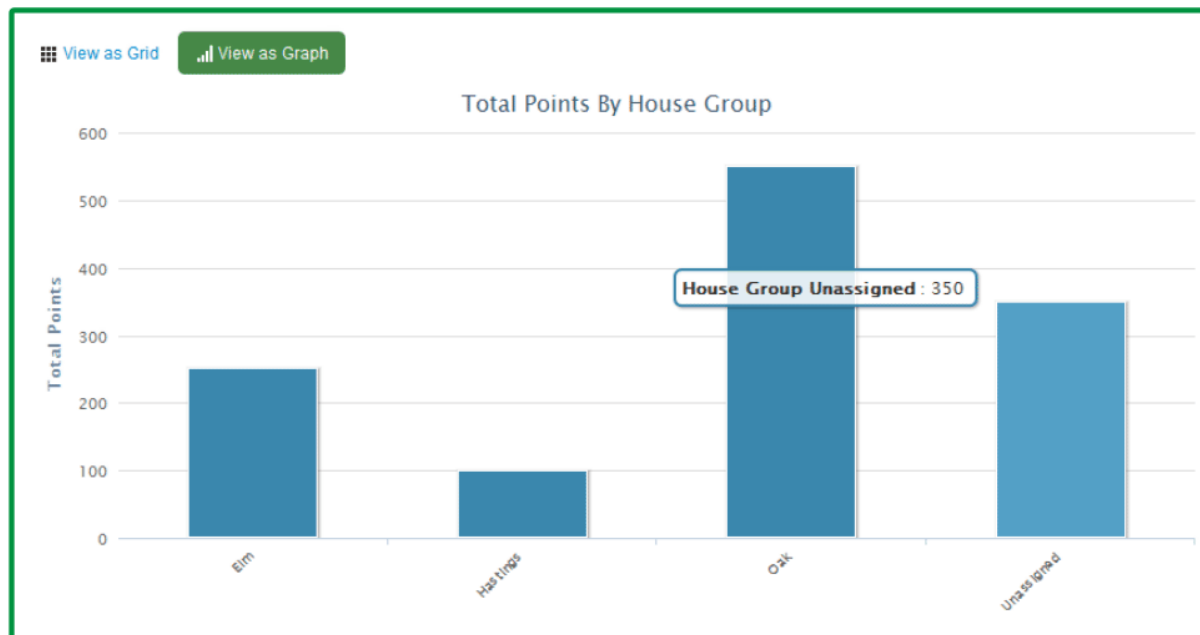
* Total number of individual students.

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.



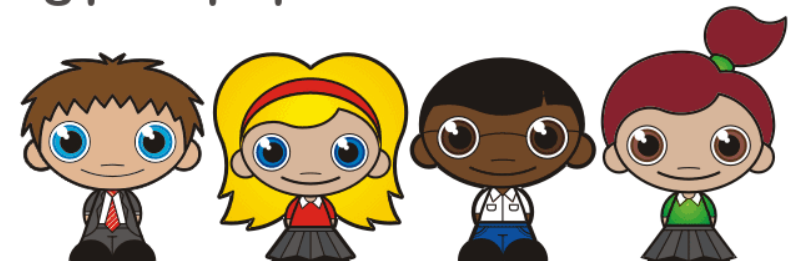
Remember,
you can view your
statistics by grid
or graph.



STEP 4

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

Manage Students Bulk Delete/Drop Add new student

Students

Displaying 1-16 of 16 results.

Firstname	Surname	Username	School Year	Form	House Name	Points	Quick Points	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	All Yea	All Form	All House	<input type="text"/>		Remove Filters
Chris	Foreman	chrisforeman	9			50	+ 50 Quick Points	✎ 🗑️
Clare	Burdfield	clareburdfield	9			50	+ 50 Quick Points	✎ 🗑️
Frankie	Burrows	RDemo	7	7A	Elm	0	+ 50 Quick Points	✎ 🗑️
holy	family	holymfamilycarrot	11			50	+ 50 Quick Points	✎ 🗑️
James	Smith	CarrotCake13	7	7B	Oak	250	+ 50 Quick Points	✎ 🗑️
Jamie	Paulo	carrotcake1	7	8a	Elm	150	+ 50 Quick Points	✎ 🗑️
Lady	Carrot	ladycarrot	7	7B	Elm	100	+ 50 Quick Points	✎ 🗑️
Lisa	Woodyard	CarrotJuice13	10	10A	Oak	200	+ 50 Quick Points	✎ 🗑️
neil	hodges	neilisspecial	7	7B	Hastings	0	+ 50 Quick Points	✎ 🗑️
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	✎ 🗑️

Click on any of these blue fields to sort your data

Add new students

Add Quick Points

50 + 50 Quick Points ✎ 🗑️

250 + 50 Quick Points ✎ 🗑️

150 + 50 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).

The screenshot shows the 'Editing :: New Shop Items' form. At the top, there are tabs for 'All', 'Students News', and 'Parents News', along with a 'Delete New Shop Items' button. The form includes a 'News Title' field with the text 'New Shop Items'. Below this is a rich text editor for 'News Content' containing the text: 'We have added some exciting new shop prizes that you can swap your points for. Make sure you check them out!'. At the bottom, there are dropdown menus for 'Year' (set to 'ALL YEARS'), 'Form Name' (set to 'ALL FORMS'), and 'Active' (set to 'Yes'). Buttons for 'Cancel', 'Reset', and 'Save' are located at the bottom of the form.

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

The screenshot shows the MyStickers user home page. The header includes the MyStickers logo and navigation links for 'Achievements', 'Prizes', 'News', 'Leader Boards', 'My Details', and 'Logout'. Below the header, there is a personalized greeting: 'Hello, Lisa Woodyard - Carrot Demo'. The main content area is titled 'Account Overview' and includes a 'Home' link, a 'Welcome back, Lisa!' message, and a 'Your News Feed' section. The news feed displays two items: 'New Shop Items' dated 10/08/2013 and '2013 Off To A Great Start' dated 28/01/2013. Each item has a 'Mark as Read' button. On the right side, there is a 'My Points' summary showing 'Points Total: 200', 'Points Spent: 100', and 'Current Balance: 100'. At the bottom right, there is a box with 'ENTER CODE HERE' and an 'ADD CODE' button. An orange arrow points from the 'Save' button in the editing form to the 'New Shop Items' news item in the feed.

STEP 6

Competitions

- 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

← Adding a competition couldn't be simpler!

Competition Name *

Start Date *

End Date *

Type

Gender

Subject

Reward Type

Prizes

Raffle Prizes

Min Qualifying Points *

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

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 ⌵

1 Entry per student 1 Entry per point

			Year	House	Points
			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

Click here to generate a raffle winner



STEP 7

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"/>	<input type="button" value="x"/> Remove Filters
100 Good Work Points	School	Good Work		>= 100 Points	✓	✓	<input type="button" value="eye"/> <input type="button" value="pencil"/> <input type="button" value="trash"/>
100 Rewards = SILVER AWARD	School			>= 100 Awards	✗	✓	<input type="button" value="eye"/> <input type="button" value="pencil"/> <input type="button" value="trash"/>
150 Rewards = GOLD AWARD	School			>= 150 Awards	✗	✓	<input type="button" value="eye"/> <input type="button" value="pencil"/> <input type="button" value="trash"/>
50 Rewards = BRONZE AWARD	School			>= 50 Awards	✗	✓	<input type="button" value="eye"/> <input type="button" value="pencil"/> <input type="button" value="trash"/>
Every 25 Science Stickers	Year group	Science	Sticker	>= 25 Awards	✓	✓	<input type="button" value="eye"/> <input type="button" value="pencil"/> <input type="button" value="trash"/>

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.

The screenshot shows the 'School Prizes' interface. At the top, it says 'School Prizes' and 'Congratulations, your school is one of our very special Carrot Rewards schools! Therefore you can trade in your hard earned MySlickers points for any of the prizes below:'. Below this is a table of prizes with columns for 'Product name', 'Points required', and 'CLAIM NOW' buttons. The prizes listed are: Binder (1 point), Pencil Case (5 points), Call Home (50 points, with a note that it requires teacher approval), Jaffa Cakes (50 points), and Prom Ticket (50 points). To the right of the prizes table is a 'My Points' sidebar showing 'Points Total 200', 'Points Spent 100', and 'Current Balance 100'. Below this is an 'ENTER CODE HERE' field and an 'ADD CODE' button. At the bottom right is a 'My Leader Boards' section showing 'You're eligible for 3 competitions', 'Whole School Lucky Dip' as the selected competition, 'Name: Whole School Lucky Dip', 'Prize: Mountain Bike', and 'Position: 2/11'. A 'VIEW LEADER BOARD' button is at the bottom of this section. At the very bottom of the page, there are navigation links: '< Previous 1 2 Next >'. The 'CLAIM NOW' buttons are green with white text.

STEP 8(a)

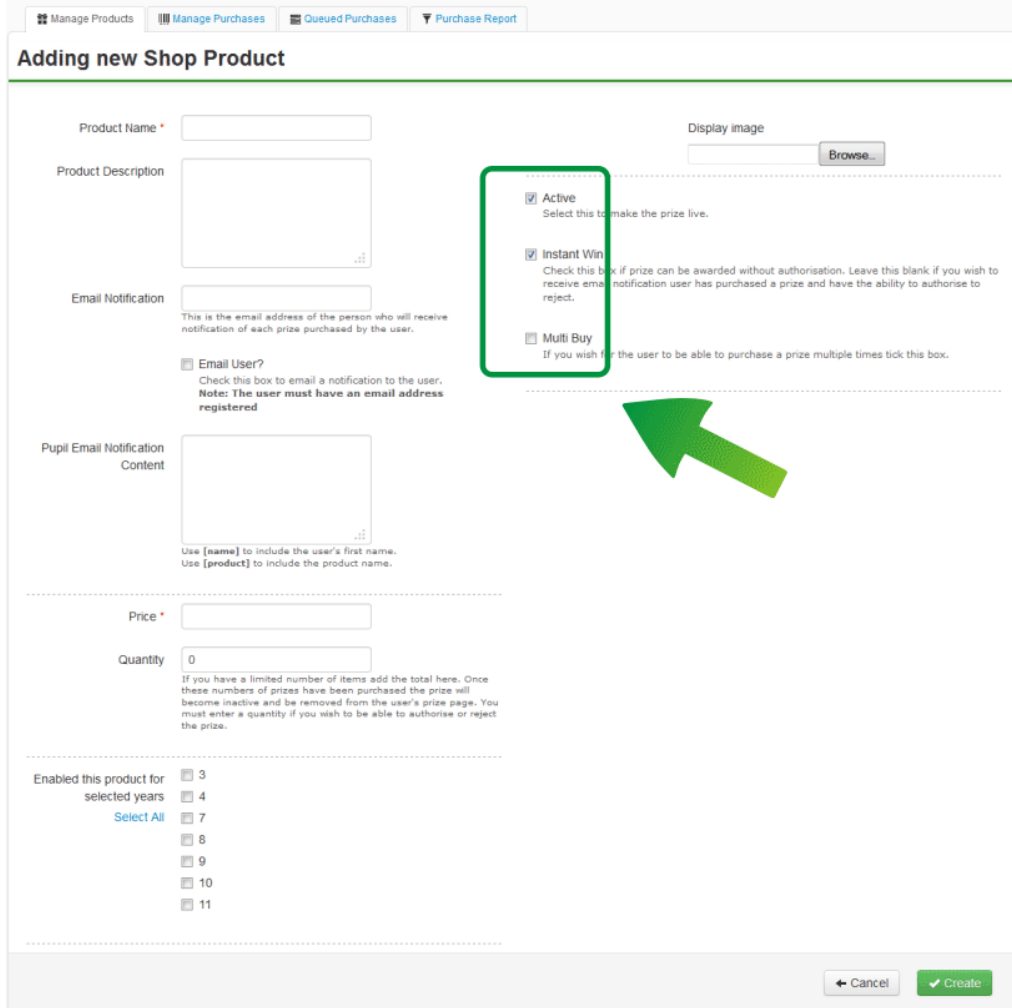
Adding a new shop product

 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 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 with the following fields and options:

- Product Name ***: Text input field.
- Product Description**: Text area.
- Display image**: Text input field with a **Browse...** button.
- Email Notification**: Text input field. Below it, a note states: "This is the email address of the person who will receive notification of each prize purchased by the user."
- Email User?**: . Below it, a note states: "Check this box to email a notification to the user. **Note: The user must have an email address registered**"
- Pupil Email Notification Content**: Text area. Below it, a note states: "Use **[name]** to include the user's first name. Use **[product]** to include the product name."
- Price ***: Text input field.
- Quantity**: Text input field with value '0'. Below it, a note states: "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 present.
- Options**:
 - 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 or reject.
 - Multi Buy**: If you wish for the user to be able to purchase a prize multiple times tick this box.

At the bottom right, there are **Cancel** and **Create** buttons.

STEP 9

Settings

- 🌿 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

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

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