

Move Makers Admin Guide

Use this easy step-by-step guide to help you set up your school's classes in Move Makers.

STEP 1 Log in

Visit: MOVEMAKERS.ORG.UK

Select the 'account login' tab and enter the username and password you have been provided. You will also receive an additional three-word classroom access code. Share this code with each class teacher taking part in the trial; they will use it to access the Move Makers platform each day.

Move Makers is currently optimised for use on a tablet. If you're viewing it on an interactive whiteboard or larger screen, the display might appear differently, but the functionality is unaffected.

STEP 2

Set up your school

You will arrive at the Dashboard.

This is where you will set up and manage classes, download the parent/carer letter and monitor which classes are still in baseline mode.

STEP 3

Create a new class

Enter the participating class name, and select which year group it is in. You can hold down the CTRL key to select more than one year group.

You have the option here to include pupils' first names, or to use icon names.

- If using **pupils' names**, enter one name and year group (where applicable) per line in the format "Fred, Year 2". Alternatively, you can upload this information in a CSV file.
- If using **icons only**, toggle this option off and enter the number of pupils in this class.

Select 'next'.

Check and edit the class details on the next screen. Once you're happy, you can create your class.

STEP 4

Manage classes

This view shows all the participating classes in your school. Filter by year group using the dashboard at the top of the screen. You can see at a glance which classes are still in practice/baseline mode, and the date of their last activity.

Selecting 'pupil mode' on a class will take you to the recording screen for that class. Alternatively, you can use your three-word classroom access code from the movemakers.org.uk page.

STEP 5 Start recording!

Baseline/practice mode

Select the 'classroom login' tab and enter the three-word classroom access code.

Each pupil can tap their name/icon, followed by how they travelled to school that day. If you're short of time, use batch mode to record a quick hands-up survey for each travel mode.

The first five days of travel recorded by each class will be in baseline mode, with no leaderboards or rewards. It's important that this reflects pupil's usual travel modes, so try to avoid talking about walking and wheeling at this stage!

Once your class has recorded five days of journeys, your practice mode is complete and the challenge begins. At this point, you can use the launch presentation to encourage pupils to travel actively to school.

Parent/carer letter

Your school has access to a Move Makers parent/carer portal to help involve families in the challenge. The parent/carer letter in your dashboard includes a unique link – just print it out and share it with them, or copy the text into your newsletter.

School holidays

School holidays for your local authority will have been uploaded automatically. If you have a residential or Inset day that is not showing, mark the class as "absent" in batch mode and each pupil will receive one point each. You can record up to one day in the past.

Questions?

There are more resources available at www.livingstreets.org.uk/movemakers or you can email: movemakers@livingstreets.org.uk.