



LIVING



STREETS



**LET'S
WALK TO
SCHOOL**



WOW Travel Tracker

Admin guide



With Living Streets' **WOW – the walk to school challenge**, pupils self-report their daily journeys on the WOW Travel Tracker. At the end of each month, those pupils who have travelled actively to school at least once a week receive a WOW badge.

USE THIS EASY STEP-BY-STEP GUIDE TO HELP YOU SET UP YOUR SCHOOL'S WOW TRAVEL TRACKER ACCOUNT.



STEP 1

Register

Visit: **TRAVELTRACKER.ORG.UK**

Select the **REGISTER** tab and use your school's postcode to begin the set up. You will need to set your own log in details for the WOW Travel Tracker **ACCOUNT LOGIN**, so make sure you keep a note of what you choose.

After registering, you will receive a confirmation email containing your three-word classroom access code.

Share this code with each class teacher; they will use it to access the WOW Travel Tracker each day. The three-word classroom access code is also shown on the **SCHOOL SETTINGS** tab once you've logged in to your account.

STEP 2

Log in and set up your school

Navigate to the ACCOUNT LOGIN tab on the WOW Travel Tracker and enter the username and password chosen when you registered.

This is where you will set up and manage classes, pupils and badge allocation. You will find handy tutorial videos on each page.



STEP 3

School settings



Use this tab to see or change the three-word classroom access code.

Here you can set the badge threshold for your school. The badge threshold is the number of active trips (walk/wheel, scoot, cycle or Park and Stride) a pupil needs to record each week in order to earn a WOW badge at the end of each month. It is automatically set to one per week but you can increase this if you really want to challenge the pupils!

On the WOW Travel Tracker, each pupil is represented by an icon. On this page you will see a check box giving you the option to add pupil name tags, which can make the recording process easier for younger pupils. Tick this box if you want to add name tags to the icons. To maintain pupil privacy please do not use full names.

NOTE: only your school and Living Streets will have access to this information.

Remember to click 'save details' after your changes.



STEP 4

School holidays



School holiday dates have automatically been uploaded for each local authority.

You can amend or add new holiday dates and INSET days in the **SCHOOL SETTINGS** tab. It is essential that these are correct, or the badge allocation will not work as expected.



REMEMBER: if your school isn't starting WOW at the very start of the month, you will need to make sure that you add the missing days as holidays. For example, if you begin WOW on 15 September, you will need to add 1-14 September as a holiday.



STEP 5

Baseline data survey



Before you launch WOW, ask each class teacher to carry out a hands-up survey of how their pupils currently get to school, using the **TEMPLATE BASELINE COLLECTION SHEET** found in the 'Edit School Baseline' section.

Once each class has collected this information, enter the whole school data into the transport option fields in the 'Edit School Baseline' section. Entering this information at the start helps track your school's progress over time.

You can find a template to carry out your baseline survey in the **RESOURCES** tab or at livingstreets.org.uk/wowlaunch



STEP 6

Years and classes



USE THIS TAB TO ADD AND THEN MANAGE YOUR SCHOOL'S CLASSES.

- 1** Add the class name and number of pupils for each class in the year group
- 2** Click 'save'
- 3** Click 'manage pupils' to add pupils' names to the icons
- 4** You can also add or remove individual pupils

NOTE: If not all year groups in your school are taking part in WOW, only add the year groups which are.

Enter information for all classes via the **YEARS AND CLASSES** tab - simply select each year group in turn and input the name and the number of pupils for each class. Enter teacher email address here to link them to their class and allow them to edit their own class details.

Pupils are represented by icons. If you would like to label these icons with name tags, you need to opt in to that feature under the **SCHOOL DETAILS** tab.



STEP 7

Badges



USE THIS TAB TO SEE WHICH PUPILS HAVE EARNED A BADGE EACH MONTH.

At the end of the month, you can use the drop downs to select the class and month you are interested in. To print a list of all classes, just select the month and then press 'go' to see the print button.

Once a pupil earns their badge, a badge icon will appear over the pupils' icon on the classroom view of the Travel Tracker too.

If a badge has not been automatically awarded, you can choose to manually award it to pupils should you wish. You can also print a list of pupils who have earned a badge for the month – either for a single class or for every class in the school – to be handed out to teachers or WOW Ambassadors.

DIGITAL RESOURCES

A full range of WOW guides and supporting resources are available at: livingstreets.org.uk/wowlaunch



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