

carrot

r e w a r d s

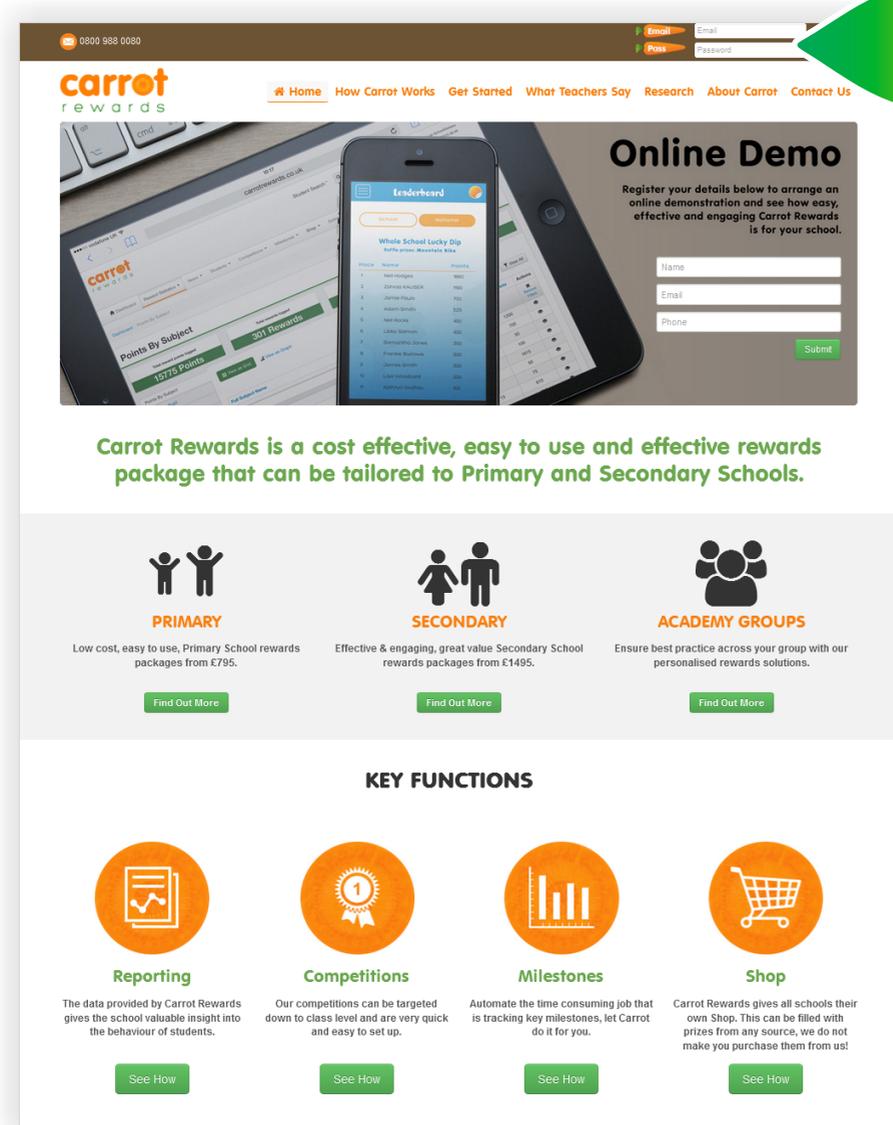
Training Pack for Teachers

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 to check out our latest case studies and testimonials on the 'What Teacher's Say' page

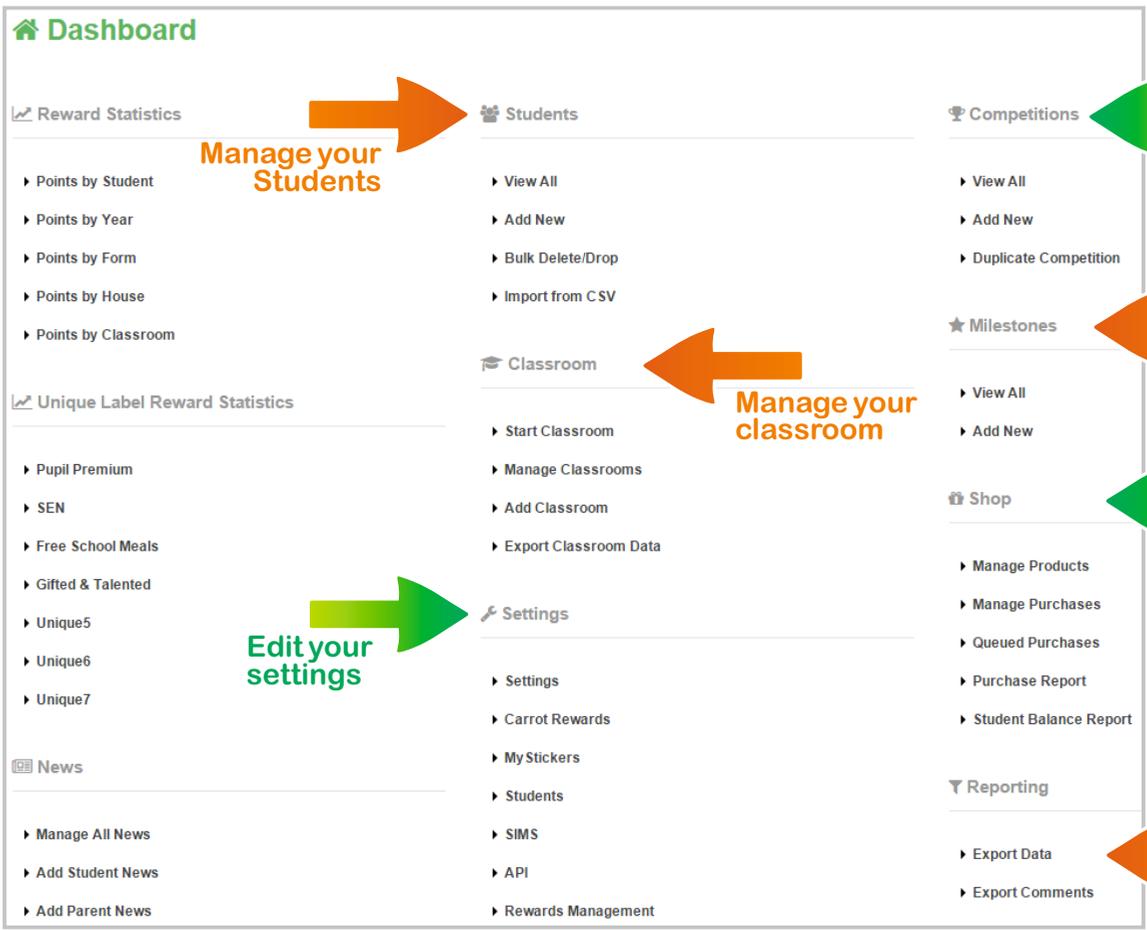


The screenshot shows the Carrot Rewards website homepage. At the top right, there are input fields for 'Email' and 'Pass' with a green arrow pointing to them. The navigation menu includes 'Home', 'How Carrot Works', 'Get Started', 'What Teachers Say', 'Research', 'About Carrot', and 'Contact Us'. The main content area features an 'Online Demo' section with a registration form (Name, Email, Phone) and a 'Submit' button. Below this is a promotional text: 'Carrot Rewards is a cost effective, easy to use and effective rewards package that can be tailored to Primary and Secondary Schools.' The page is divided into three columns for 'PRIMARY', 'SECONDARY', and 'ACADEMY GROUPS', each with an icon, a brief description, and a 'Find Out More' button. The bottom section is titled 'KEY FUNCTIONS' and includes four icons: 'Reporting' (line graph), '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 divided into several main sections, each with a list of sub-items:

- Reward Statistics** (Green arrow: View your reward stats)
 - Points by Student
 - Points by Year
 - Points by Form
 - Points by House
 - Points by Classroom
- Unique Label Reward Statistics** (Orange arrow: Manage unique labels)
 - Pupil Premium
 - SEN
 - Free School Meals
 - Gifted & Talented
 - Unique5
 - Unique6
 - Unique7
- News** (Green arrow: Add news)
 - Manage All News
 - Add Student News
 - Add Parent News
- Students** (Orange arrow: Manage your Students)
 - View All
 - Add New
 - Bulk Delete/Drop
 - Import from CSV
- Classroom** (Orange arrow: Manage your classroom)
 - Start Classroom
 - Manage Classrooms
 - Add Classroom
 - Export Classroom Data
- Settings** (Green arrow: Edit your settings)
 - Settings
 - Carrot Rewards
 - My Stickers
 - Students
 - SIMS
 - API
 - Rewards Management
- Competitions** (Green arrow: Manage competitions)
 - View All
 - Add New
 - Duplicate Competition
- Milestones** (Orange arrow: Manage Milestones)
 - View All
 - Add New
- Shop** (Green arrow: Manage your shop)
 - Manage Products
 - Manage Purchases
 - Queued Purchases
 - Purchase Report
 - Student Balance Report
- Reporting** (Orange arrow: Run and export reports)
 - Export Data
 - Export Comments

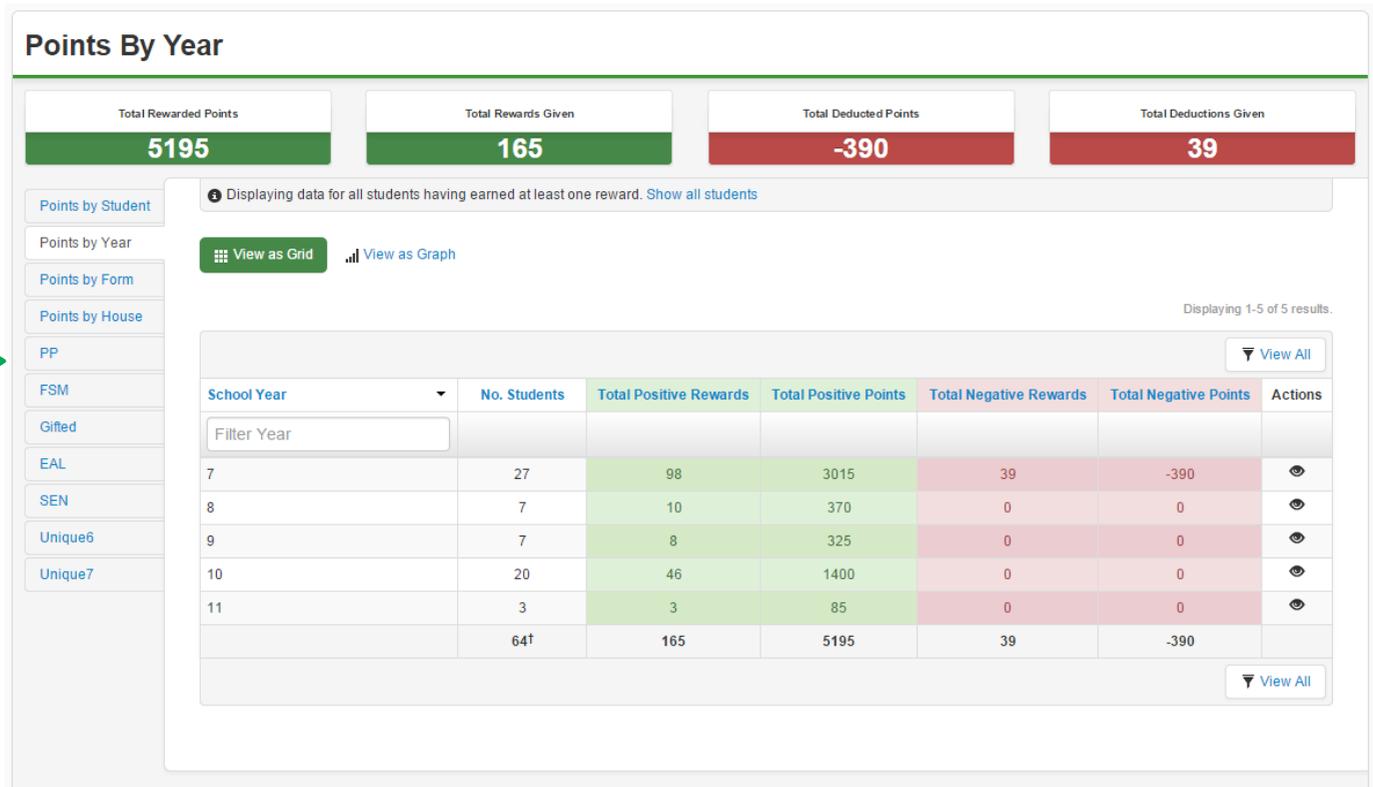
STEP 3

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 Subject, Pupil, Year, Form, Unique Fields, Reward Types and House.

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

You can also 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.

Points By Student

Total Rewarded Points
5195

Total Rewards Given
165

Total Deducted Points
-390

Total Deductions Given
39

Points by Student

Points by Year

Points by Form

Points by House

PP

FSM

Gifted

EAL

SEN

Unique6

Unique7

View as Grid
View as Graph

Displaying 1-30 of 57 results.

Firstname	Surname	User	Username	Year	House	Form	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Actions
Filter First	Filter Surn	Filter User	Filter Usern	Filter Year	Filter Hous	Filter Form					
Full	RD1	5702239160	fullredemption1	7	THOR	A	9	295	9	-90	👁
Full	RD10	5702239169	fullredemption10	7	HULK	B	5	185	0	0	👁
Full	RD11	5702239170	fullredemption11	7	IRONMAN	C	3	110	0	0	👁
Full	RD12	5702239171	fullredemption12	7	IRONMAN	C	4	120	0	0	👁
Full	RD13	5702239172	fullredemption13	7	IRONMAN	C	4	160	0	0	👁
Full	RD14	5702239173	fullredemption14	7	IRONMAN	-	7	205	7	-70	👁
Full	RD15	5702239174	fullredemption15	7	IRONMAN	C	5	145	5	-50	👁

View All
← 1 2 →

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.

Points By Year

Total Rewarded Points
5195

Total Rewards Given
165

Total Deducted Points
-390

Total Deductions Given
39

- Points by Student
- Points by Year
- Points by Form
- Points by House
- PP
- FSM
- Gifted
- EAL
- SEN
- Unique6
- Unique7

Displaying data for all students having earned at least one reward. [Show all students](#)

[View as Grid](#) [View as Graph](#)

Displaying 1-5 of 5 results.

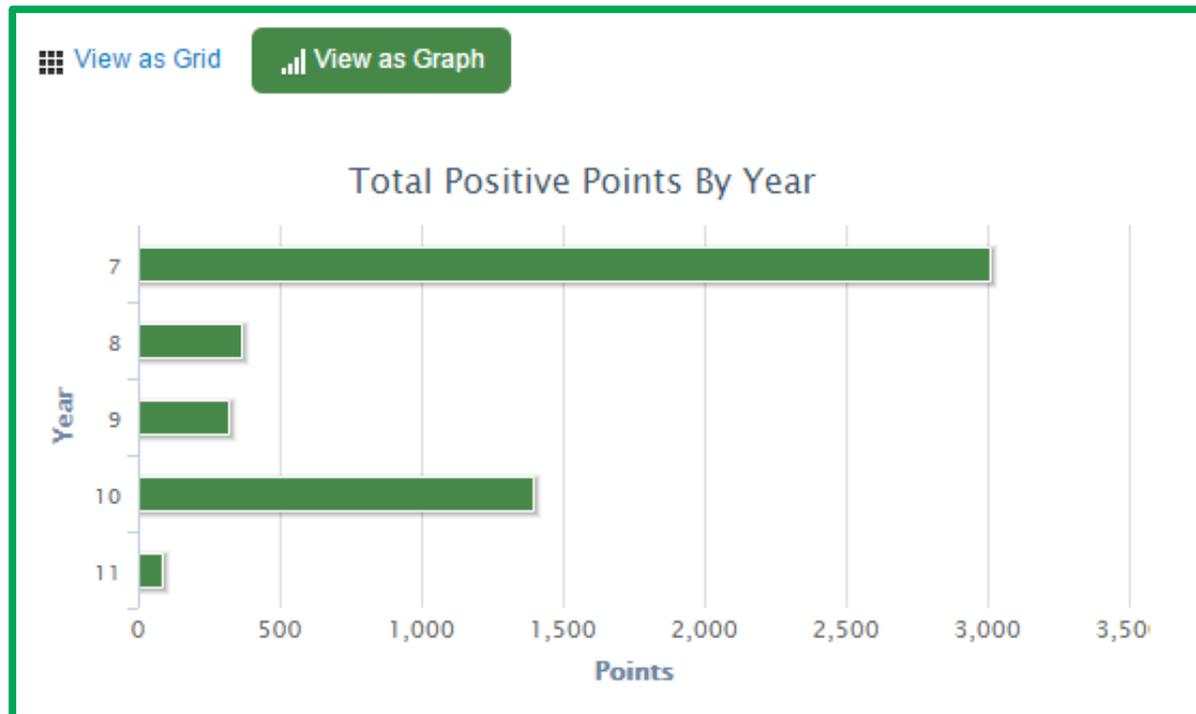
School Year	No. Students	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Actions
7	27	98	3015	39	-390	👁
8	7	10	370	0	0	👁
9	7	8	325	0	0	👁
10	20	46	1400	0	0	👁
11	3	3	85	0	0	👁
64†		165	5195	39	-390	

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.



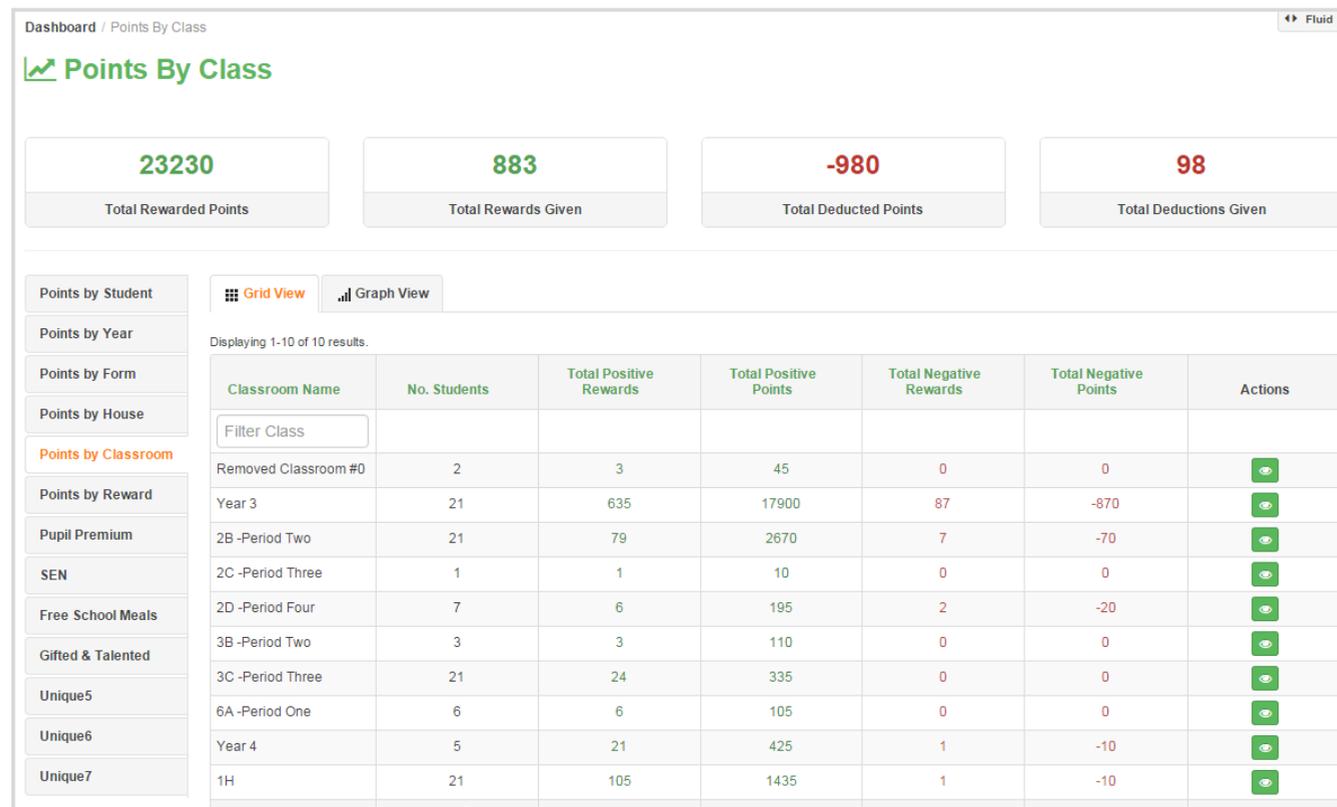
Remember,
you can view your
statistics by grid
or graph.



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.



STEP 3(e)

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.

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



Unique1

Total Rewarded Points
4608

Total Rewards Given
150

Total Deducted Points
0

Total Deductions Given
88

[Points by Student](#)
[Points by Year](#)
[Points by Form](#)
[Points by House](#)
[Unique1](#)
[Unique2](#)
[Unique3](#)
[Unique4](#)
[Unique5](#)
[Unique6](#)
[Unique7](#)

Displaying data for all students having earned at least one reward. [Show all students](#)

View as Grid
View as Graph

Displaying 1-1 of 1 result. [View All](#)

Unique1	No. Students	Total Positive Rewards	Total Positive Points	Total Negative Rewards	Total Negative Points	Actions
<input type="text" value="Filter Value"/>						
-	50	150	4608	88	-880	View
	50 [†]	150	4608	88	-880	

[View All](#)

STEP 3(f)

Overview - Points by Reward Type

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

22710 Total Rewarded Points	857 Total Rewards Given	-960 Total Deducted Points	96 Total Deductions Given
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Points by Student	Grid View Graph View
Points by Year	Displaying 1-10 of 11 results.
Points by Form	View All 1 2
Points by House	
Points by Classroom	
Points by Reward	
Pupil Premium	
SEN	
Free School Meals	
Gifted & Talented	
Unique5	
Unique6	
Unique7	

Reward Name	Reward Type	Total Points	Total Rewards	Actions
	All Rewards			
	Achievement	45	3	
Insufficient work	Deduction	-520	52	
Disruptive Behaviour	Deduction	-440	44	
Reading at Home	Achievement	12350	247	
Brilliant Effort	Achievement	4700	188	
Great Team Work	Achievement	2370	237	
Being a good friend	Achievement	440	44	
Whole class full attendance	Achievement	650	65	
Excellent Work	Achievement	1350	27	
Bright Idea	Achievement	230	23	
		21175	930	

Filter to select achievements or deductions (with arrow pointing to the Reward Type dropdown)

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
											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](#)

Click on any of these blue fields to sort your data

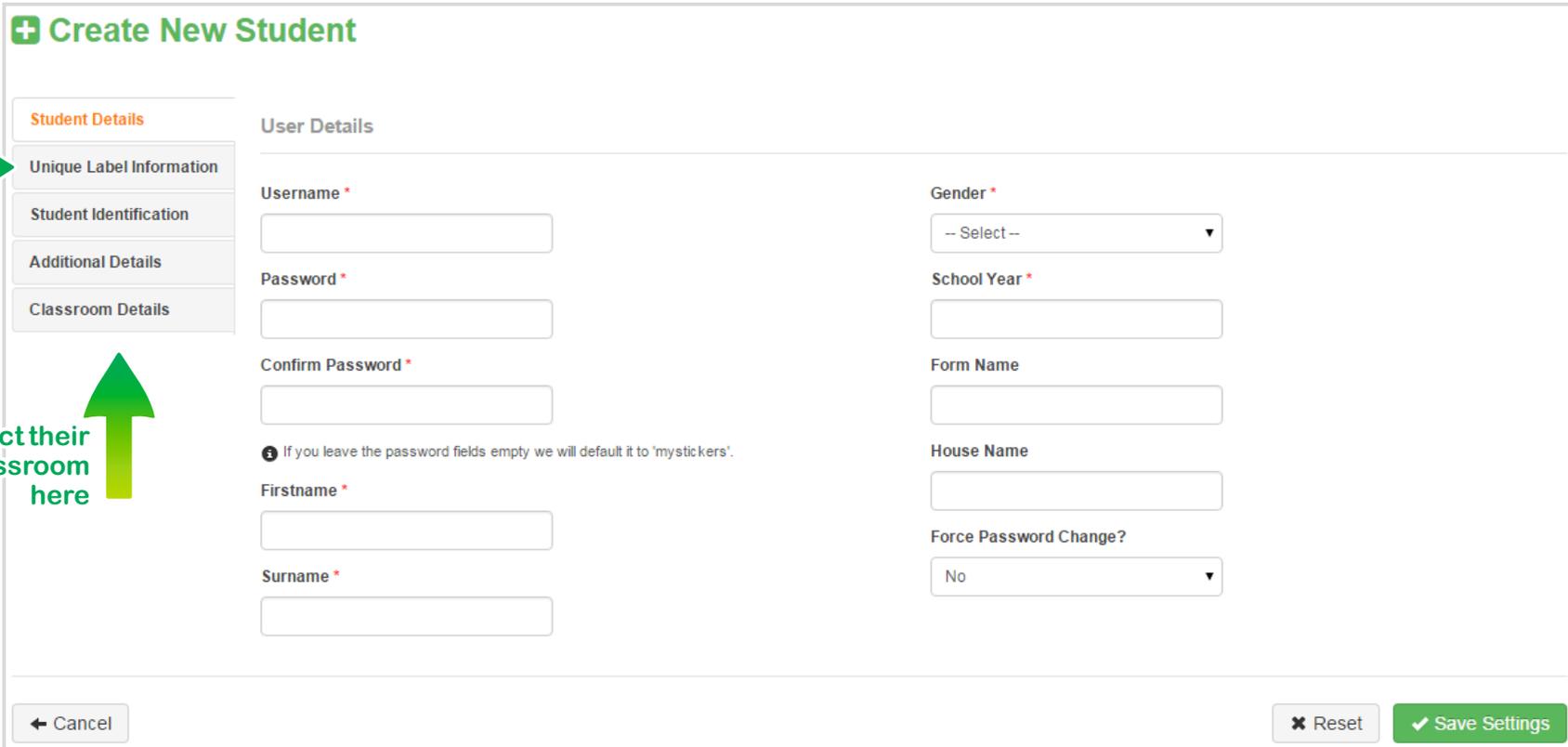
Add new students

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.

A screenshot of the "Create New Student" form. The form has a title bar with a green plus icon and the text "Create New Student". Below the title bar is a sidebar with five tabs: "Student Details" (highlighted in orange), "Unique Label Information", "Student Identification", "Additional Details", and "Classroom Details". The main form area is divided into two columns. The left column is titled "User Details" and contains fields for "Username *", "Password *", "Confirm Password *", "Firstname *", and "Surname *". Below the "Confirm Password" field is a small information icon and the text "If you leave the password fields empty we will default it to 'mystickers'". The right column contains fields for "Gender *", "School Year *", "Form Name", "House Name", and "Force Password Change?". The "Gender" field is a dropdown menu with "-- Select --" selected. The "Force Password Change?" field is a dropdown menu with "No" selected. At the bottom of the form are three buttons: "Cancel" (with a left arrow), "Reset" (with an 'x' icon), and "Save Settings" (with a checkmark icon).

Additional data can be added using these tabs

Select their classroom here

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 * primarydemo10

Gender * Male

School Year * 11

Form Name B

House Name HULK

Force Password Change? No

New Password

Confirm Password

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

Firstname * Adam

Surname * Gilbert

← Cancel ✕ Reset ✓ Save Settings

Additional data can be added/amended using these tabs

Select their classroom here

STEP 4(d)

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)

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

Displaying 1-10 of 46 results. View All ← 1 2 3 4 5 →

Name	Points	Date Redeemed ▲	Classroom Name	Teacher	Reward Type	Image	SIMS Status	Actions
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

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).

Editing :: New Shop Items

Fields with * are required.

News Title *

News Content

Styles

We have added some exciting new shop prizes that you can swap your points for. Make sure you check them out!

Control the visibility of news based on following criteria.

Year

Form Name

Active

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

MyStickers®

Home Achievements Shop News Leader Boards My Details Logout

Show Buddy

My News

News Feed

Wow! We weren't expecting that!
16/06/2015
We have just closed our Spring survey and we received over 2000 responses! That was a great effort and we are really grateful. We have completed the draw for the 4 £25 and 10 £10 Amazon Vouchers and the winners will be notified next week.

Test
17/08/2015
Hi

Another chance to take part and win!
16/06/2015
We want to ensure all our MyStickers users are rewarded and recognised for their achievements

My Points

Points Total
1820
Total points you have earned

Points Spent
75
Total points you have spent

Current Balance
1745
Total points left to spend

STEP 6

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 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 star:

+ Add new competition

Competition Details :: Whole School

This competition is now

Closed

Prizes

Top Ranked Prizes

- 1. Bike

Raffle Prizes

- 1 x £10 Voucher

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

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 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 displays the MyStickers Rewards 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 contains a "Shop" section. The shop section lists three prizes: "Go Karting" (Points required: 5), "Call Home" (Points required: 50), and "Yr 3 Prom Ticket" (Points required: 500). Each prize has a "CLAIM NOW" button. To the right of the shop section, there is a "My Points" summary box showing: Points Total: 1820, Points Spent: 75, and Current Balance: 1745.

STEP 8(a)

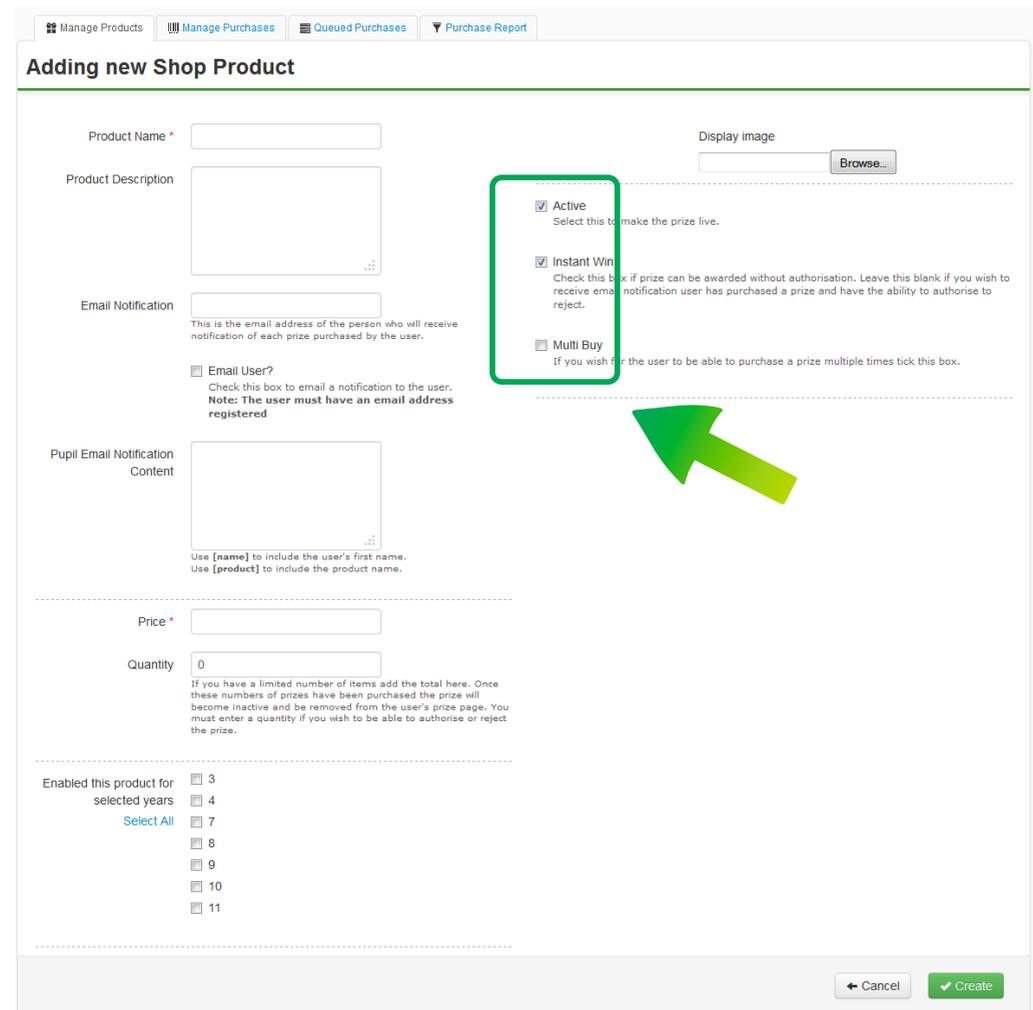
Adding a new shop product

 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 with a '...' icon.
- Email Notification**: 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?**: 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**: Text area with a '...' icon and a note: "Use [name] to include the user's first name. Use [product] to include the product name."
- Display image**: Text input field with a 'Browse...' button.
- Active**: checkbox with a note: "Select this to make the prize live."
- Instant Win**: checkbox with a note: "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**: checkbox with a note: "If you wish for the user to be able to purchase a prize multiple times tick this box."
- Price ***: Text input field.
- Quantity**: Text input field with '0' entered. A note below says: "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.

A green box highlights the 'Active', 'Instant Win', and 'Multi Buy' options, with a green arrow pointing to the 'Multi Buy' option.

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

STEP 8(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.



Manage Products | Manage Purchases | Queued Purchases | Purchase Report

Editing :: Jaffa Cakes

Product Name * Jaffa Cakes

Product Description Orange Joy

Email Notification neil@Schoolstickers.co.uk
This is the email address of the person who will receive notification of each prize 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 authorise or reject the prize.

Display to specific user groups? *
By year group
No
By year group
By classroom

Year Groups *
 7 8 9
 10 11

Enable this product for the selected year groups

Display image
 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 9

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.

Manage Classrooms

Choose Classroom

1. Select a classroom

Select Class

- Select Class
- 7C-MATHS
- 7D-MATHS
- 8A-MATHS
- 8B-MATHS
- 8C-MATHS
- 8D-MATHS
- 9A-MATHS
- 9B-MATHS
- 9C-MATHS
- 9D-MATHS
- 10B-MATHS
- 10C-MATHS
- 10D-MATHS
- 11A-MATHS
- 11B-MATHS
- 11C-MATHS
- 11D-MATHS
- 10A-MATHS
- 7A-MATHS

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.

Classroom View

List View

Choose your Classroom

View by Classroom

View by List

STEP 9(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
+10 points
+10 points

Deductions

Settings

Drop here to reward/deed

Attendance Class View

Manage Attendance

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

Click the attendance button to set pupils attendance

Set pupils as Present, Late or Absent

STEP 9(b)

How to Manage Classrooms

 Manage Classrooms allows you to assign / remove students or teachers from classrooms. It also allows you to edit the classroom name and activate/deactivate the classroom.

Manage Classrooms

View All Classrooms

Displaying 1-10 of 200 results. [View All](#)

Classroom ID	Classroom Name	Active	No. Students	Classroom Teacher(s)	Actions
		All			Remove Filters
4	7A-MATHS	✓	20	• Geraldine Homer	   
5	7B-MATHS	✓	6	• Geraldine Homer • Live Full Redemption	   
6	7C-MATHS	✓	5	• Geraldine Homer	   
7	7D-MATHS	✓	5	• Geraldine Homer	   
8	8A-MATHS	✓	5	• Geraldine Homer	   
9	8B-MATHS	✓	5	• Geraldine Homer	   
10	8C-MATHS	✓	5	• Geraldine Homer	   
11	8D-MATHS	✓	5	• Geraldine Homer	   
12	9A-MATHS	✓	5	• Geraldine Homer	   
13	9B-MATHS	✓	5	• Geraldine Homer	   

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

Editing

Classroom Details

Classroom Teachers

Classroom Students

Select the teachers that may use this classroom. Displaying 1-11 of 11 results.

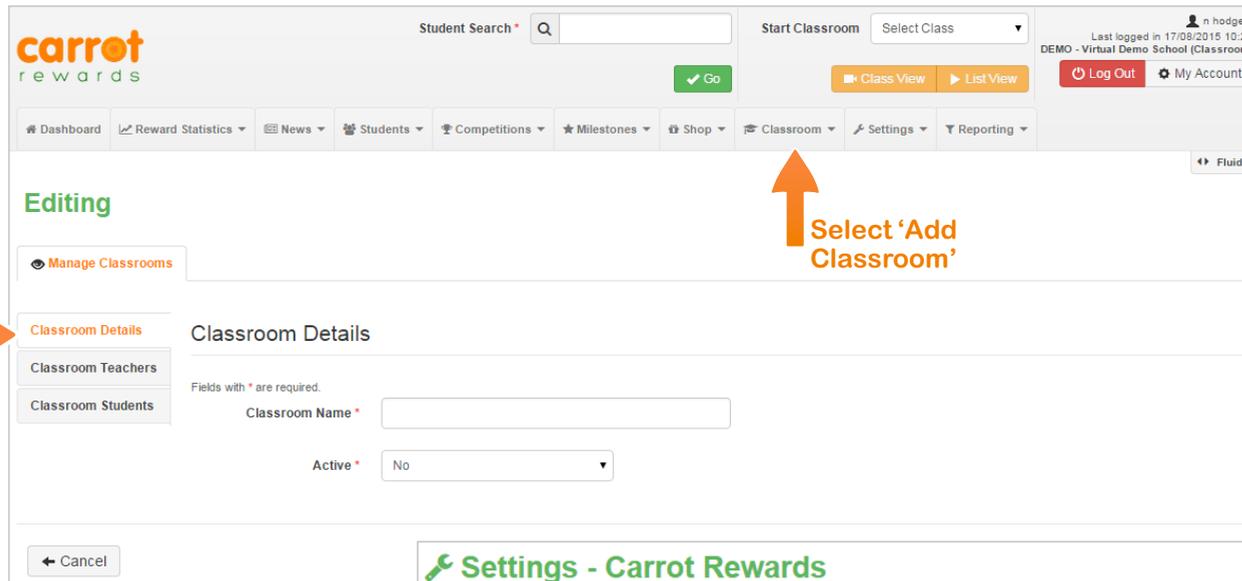
User Id	Title	Firstname	Surname	Email
<input type="checkbox"/>				
<input type="checkbox"/>	Mr	Live	Full Redemption	admin@livefulredemption1.com
<input checked="" type="checkbox"/>	Mrs	Geraldine	Homer	geraldine@fulldrive.com
<input type="checkbox"/>	Miss	Dawn	Cleary	dawn@fulldrive.com
<input type="checkbox"/>	Miss	Alice	Danks	alice@fulldrive.com
<input type="checkbox"/>	Miss	Kathryn	Godfrey	kathryn@fulldrive.com
<input type="checkbox"/>	Mr	Adam	Gilbert	adamg@fulldrive.com
<input type="checkbox"/>	Miss	Faye	Bastford	faye@fulldrive.com
<input type="checkbox"/>	Mr	Gavin	Kimpson	gavin@fulldrive.com
<input type="checkbox"/>	Mr	Adam	Smith	adam@fulldrive.com
<input type="checkbox"/>	Mr	Andrew	Simpson	andy@fulldrive.com
<input type="checkbox"/>	Miss	Kirsty	Slevin	kirsty@fulldrive.com

← Cancel [Reset](#) [Save Settings](#)

STEP 9(c)

Adding Classrooms and Teachers

It is quick and easy to create new Classrooms individually



Editing

Classroom Details

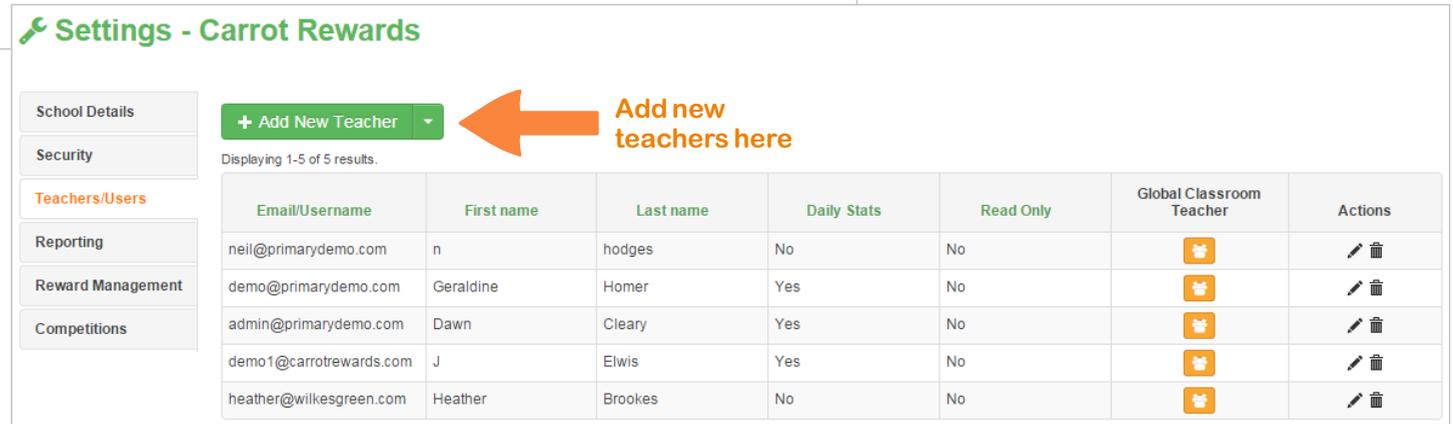
Classroom Name *

Active *

Cancel

Select 'Add Classroom'

Add teachers and students to classrooms here



Settings - Carrot Rewards

+ 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		

Add new teachers here

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

STEP 9(d)

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'.

Select Teachers/ Users tab



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 this icon to give the user access to all available Classrooms



STEP 9(e)

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 '2B -Period Two' classroom view. On the left is a settings sidebar with the following options:

- Rewards
- Deductions
- Settings
 - Classroom: 2B -Period Tw
 - Sound: Off
 - Background: [Image of a landscape] Change
 - Range: All Time
 - Sort: Points

At the bottom of the sidebar are buttons for 'Attendance' and 'Close'. The main area displays a grid of student avatars with their names and point counts:

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 10

Settings

- 🌿 The settings tab allows you to control various aspects of your Carrot account. Your settings are split into six categories – Carrot Rewards / MyStickers / Students / SIMS / API / Rewards Management
- 🌿 You can change your school name or add your school logo.
- 🌿 Set password protection for your settings page.
- 🌿 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.
- 🌿 Add Achievements and Deductions to reward your classrooms with.

Settings Overview

<p>Carrot Rewards</p> <p>Update settings for Carrot Rewards, including:</p> <ul style="list-style-type: none">• School Details• Reporting Period• Teacher Accounts <p>Change Settings</p>	<p>MyStickers</p> <p>Update settings for MyStickers.co.uk, including:</p> <ul style="list-style-type: none">• Account Rights• Limitations of games, buddies etc. <p>Change Settings</p>	<p>Students</p> <p>Update settings for students and school details, including:</p> <ul style="list-style-type: none">• Bulk Upload of Students• Student Years & Forms <p>Change Settings</p>
<p>SIMS</p> <p>Update settings for your SIMS integration, including:</p> <ul style="list-style-type: none">• Integration Activation• Subject Mapping <p>Change Settings</p>	<p>API</p> <p>Update settings for your API integration, including:</p> <ul style="list-style-type: none">• API Key Activation• Data and graph URLs. <p>Change Settings</p>	<p>Rewards Management</p> <p>Update settings for rewards within your classrooms, including:</p> <ul style="list-style-type: none">• Manage School Achievements• Manage School Deductions <p>Change Settings</p>

STEP 10(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.
- 🌿 Collect your SIMS security key and map your subjects

STEP 10(b)

Settings continued

- Use the Rewards Management settings to add Achievements and Deductions. These are used in your classroom to add and deduct points off pupils.

Select Achievements or Deductions here

Dashboard / Settings / Achievements

Manage Rewards Add New

Achievements

Your School Achievements View All

Your School Deductions

Displaying 1-4 of 4 results.

Reason	Points	Image	Actions
Star Work	50		 
A Brilliant Effort	25		 
Fantastic Team Work	50		 
Well Behaved	10		 

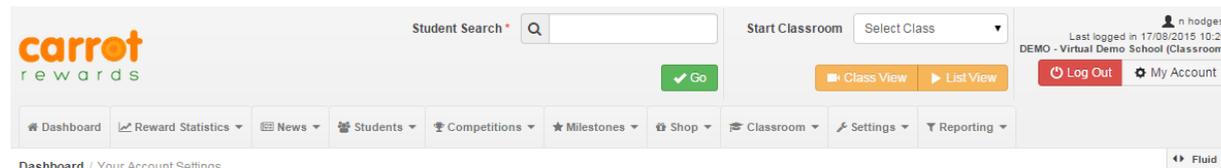
Click to add new Achievements and Deductions

Edit existing Achievements and Deductions

STEP 10(c)

Settings continued

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



The screenshot shows the top navigation bar of the carrot rewards interface. On the right side, there is a user profile section for 'n hodes' with the text 'Last logged in 17/08/2015 10:28 DEMO - Virtual Demo School (Classroom)'. Below this, there are two buttons: 'Log Out' and 'My Account'. A green arrow points to the 'My Account' button.

Select the 'My Account' tab

Login Details & Your Details

Email *
ⓘ This will be used as your username.

New Password
ⓘ Must be 6 or more characters.
ⓘ Leave empty if you do not wish to change your password.

Confirm Password

Title *

Firstname *

Surname *

Receive Daily Stats?

Account Security

Automatic Logout

Select a timescale

Optional Information

Street

Town

County

Postcode

Country

Telephone Number

Fax Number

STEP 11

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 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

carrot

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If you have any questions please contact us on

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