Setting up your MarvellousMe Account
Final Admin Actions

Once the data for your staff, pupils and classes has been uploaded to your school's MarvellousMe account, please complete these five final actions prior to your launch.

1. **Passwords for the staff** will be automatically sent to the email address you log in to your Admin account with (it may go to your junk mail). Please share the passwords with the staff as they will not be emailed to them directly. Staff can reset their passwords in their Teacher account.

2. **Check all staff have been assigned to their respective groups (including job shares, school leaders, TAs etc.)**
   - Go to 'Teachers and Pupils' in the Admin portal.
   - Enter the staff member's name in the search box.
   - Select 'Edit'.
   - Select the 'Groups' tab.
   - Select the class/es they need to use MarvellousMe with.
   - Select Save changes.

3. **Print the parent join code letters**
   - Go to 'Parent Codes and Invites' in the Admin portal.
   - Select 'Parents Still to Join' in the 'Usage' filter.
   - Ignore the 'Teachers' filter.
   - Select one Group in the 'Classes/Groups' filter.
   - Select 'Print All (Based on filter/s)'. This will open a new screen showing you the first child's join code letter.
   - Right-click with your mouse and select 'Print' to send the batch of letters for this group to your printer.
   - Repeat for the remaining groups.
   - Pass the join code letters to the teachers to hand out. For security, we recommend that the letters are given out in named envelopes or handed directly to the parents.

Please make a note in your diary to repeat the above steps periodically in the first term until you think you have reached your maximum possible parent take up. As a benchmark, most schools see 90% of parents engaged. Please also check out our tips to get more parents signed up.

Please remember to always access the MarvellousMe Admin System using Chrome as your browser.

Parents with EAL? Translations of the parent join code letter can be found in our SchoolBag. Simply provide the appropriate translation to the parent alongside the child's standard join code letter.

Split families? Simply provide a copy of the same join code letter to both parents. They will sign up independently using their email addresses.

4. **Activate the weekly performance summary email for staff**
   - Go to 'Insights and Impact' in the Admin portal.
   - Tap 'Weekly Snapshot Recipients'.
   - Select the staff that should receive the weekly email. To encourage best practice and consistency, we recommend this feature is set up for the school leaders and main class teachers.

5. **Add Quick Links**
   - Go to 'Quick Links' in the Admin portal.
   - Use the on-screen instructions to add Quick Links to your school website and term dates.
   - Add custom Quick Links to make it easy for parents to access other important information such as:
     - Your school's social media sites
     - Class Pages/Blogs
     - External services (e.g. payment gateways, school meal providers, after school clubs)
     - Contact email addresses for the school office and/or teachers.

   NB – Each link can be assigned to the whole school or to specific classes.

You're done!

Please let your MarvellousMe Leader/Champion know you've completed these Final Admin Actions so they can proceed with their Launch Checklist.

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