

FINAL ACTIONS

Once you have completed the above steps, you are nearly done! There are just a few important final actions. Please follow the below step-by-step instructions and/or watch this [SHORT VIDEO](#).

- 1. The passwords for any new staff you included on your uploaded data file** will be sent to the email address you use as your username when logging in to your Admin account. Please share these with the staff. Existing staff will keep their login details from last year. Their

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

- 3. Print the parent join code letters for all parents who have not joined up to MarvellousMe, including the new starters.**
 - Go to 'Parent Codes and Invites'.
 - Select 'Parents Still to Join' in the 'Usage' filter.
 - Choose one Group at a time in the 'Classes/Groups' filter.
 - Print the letters, one Group at a time.
 - Give the letters to the teachers to hand out. For security, the letters should ideally be put in named envelopes. **CONTACT MARVELLOUSME IMMEDIATELY IF THE JOIN CODE LETTERS ARE GIVEN OUT TO THE WRONG CHILDREN/PARENTS.**

Please print reminder letters using the above steps until you feel that you have your maximum number of the parents joined up. As a benchmark, most schools see 90% of parents engaged. Click here for our [tips to get more parents signed up](#).

- 4. Check all staff are set to receive the weekly performance summary email.**
 - Go to 'Insights and Impact'.
 - Tap 'Weekly Snapshot Recipients'.
 - Tick the staff you want to 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. Check/Add Quick Links.**
 - Go to 'Quick Links'.
 - Check the existing links are up to date and edit accordingly. Tap the green disk to save your changes.

- Add custom Quick Links to make it easy for parents to access 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 staff.
- To add a new custom Quick Link, simply type the link's name, choose an icon, paste the URL and select which class/classes the link applies to.

6. For GDPR purposes, please send a quick email to support@marvellousme.com to let us know you have refreshed your data.

Please also notify us of any changes to your school's MarvellousMe Administrator and/or Leader.

You're done! Thank you for updating MarvellousMe 😊