Getting started guide

Version 2.1

Hello, and welcome to the Switch4Schools community!

We feel incredibly privileged and proud to be working with you. We know that exploring new tech can be both exciting and at times frustrating, so we've put together a quick summary of things to be aware of to help get up and running as smoothly as possible.

The key objectives of the program are to help you to help the students develop the skills and confidence to be able to regulate their own emotions effectively, all while helping you to use psychology to better manage the classroom learning environment.

There are two key components to the program:

1. **Check Ins** – A short survey completed by the students (and you if you choose to) to encourage identifying and labeling emotions. We recommend doing check ins daily, habit stacked on an existing practice such as taking the roll, but you can choose to facilitate this process as often as you like. This data will give you an insight into the student's normal emotional rhythms, and what the energy in the room currently is.
2. **Switches** – These short interventions or strategies are built on best practice psychological principles to actively manage emotional reactivity. These can be done either individually or in groups depending on how you want to integrate these practices into your routines. Supporting lesson plans have been provided to assist with introducing the concepts and demonstrate why and how the switches work to manage emotions. You'll even find additional articles and reading to deepen your understanding we hope you find of interest.

The first step in using the program is getting your class set up and working out how you would like it to work in your classroom.

If you are unsure about any particular function in the program please feel free to reach out. You may also like to have a look through the available support materials: https://www.switch4schools.com.au/useful-information

We will send you thought starter newsletters from time to time. Feel free to share these with your colleagues, and please please please let us know how you are going. We are continuously improving the functionality based on the feedback we receive and we love to hear and share the great stories from the community about the impact Switch4Schools is having in classrooms and children's lives.

If at any time you need help with anything, or you would like to share suggestions, please contact us at support@switch4schools.com.au

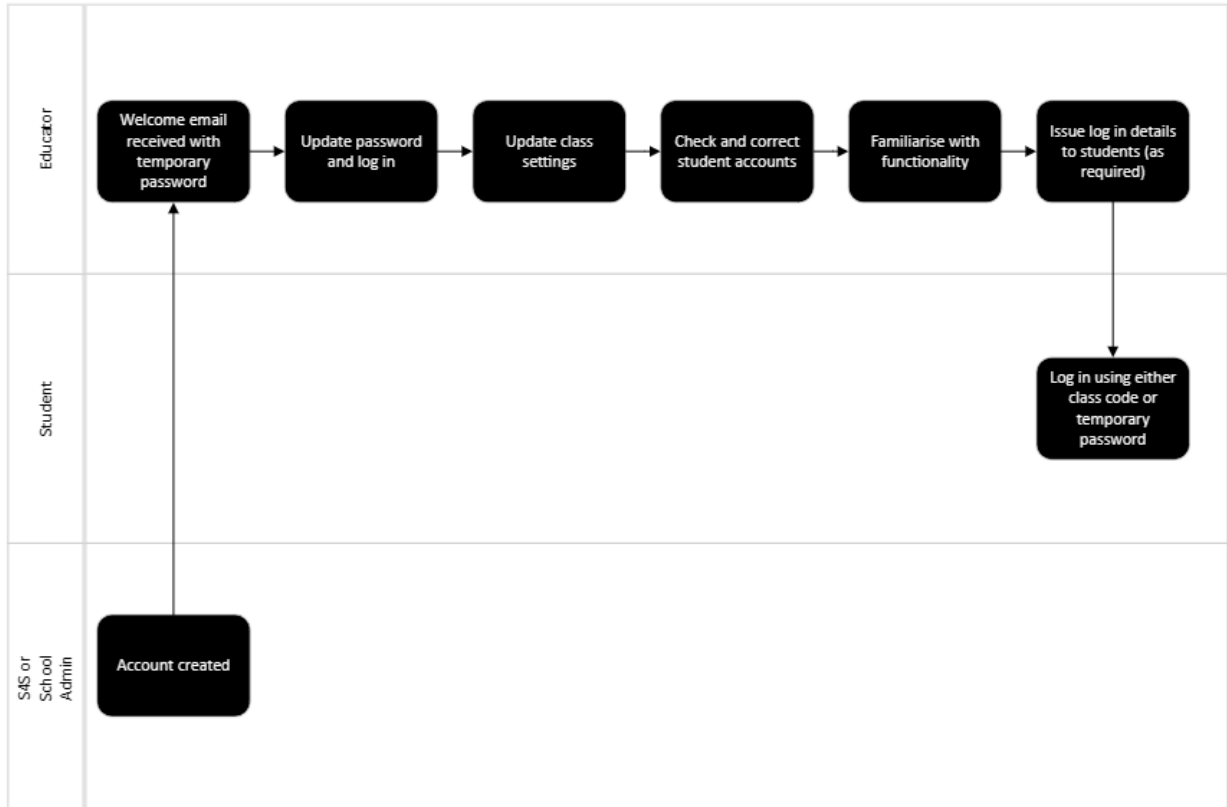Wishing you all the best for kicking off your Switch4Schools journey.

Kindest regards

The Switch4Schools team

Description

Following are the steps for educators to follow when they are accessing the Switch4Schools program for the first time and wanting to get things set up ready to use with students.
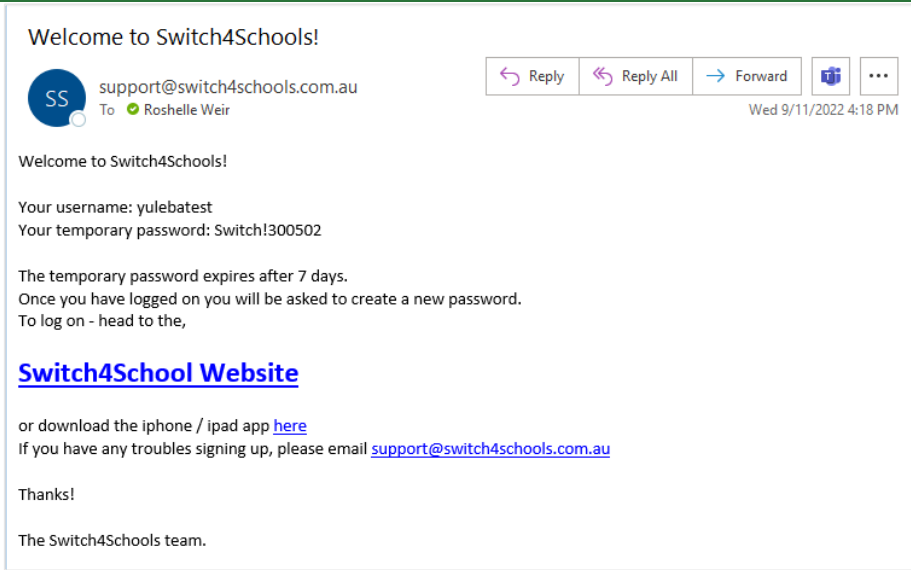
Process summary

Steps

1.	Refer to the email titled "Welcome to Switch4Schools" (copy below)
	Select the link to the Switch4Schools web application and bookmark it for next time.
	Alternatively for iOS devices: Download and/or open the Switch4Schools application.

Tip: *If the link in the email doesn't work you can also navigate to the web application here:*
https://app.switch4schools.com.au/ . Type, or copy and paste your username and temporary password into
the fields provided.

2.	You will be prompted to create your password for your account. (see example)
3.	You are now logged into the program. The orange banner at the top of the screen will label which class you are currently logged into. If you are assigned to more than one class you can switch between the classes through the profile section. (see below) **Tip:** *You may need to refresh the page if the screen or data does update immediately or properly.*
4.	Navigate to the Admin section to see/update the system settings and student accounts. Select the emotion intensity scale you want to begin with. Either level 1, 3 or 5. (see below) If you do not want the check in question that asks students if they would like a follow up conversation, switch the request teacher chat to off. (see below) If you choose to activate the 'request teacher chat' option, note that all of the educators that have been assigned to the class will be listed. You can choose who you would like to receive an emailed notification that a student has requested a chat at the conclusion of check in sessions. The email will not list which student/s requested a conversation. This information will continue to be available on the home page once the relevant educator logs into the class.

Tip: These settings apply to the whole class, and you can change these settings at any time.

Emotions intensity scale: Consider the maturity of the student's understanding of emotions and labeling these emotions and select the level most appropriate. You may even choose to start at level 1 and work your way up to level 5 throughout the year.

Request teacher chat: Depending on the maturity of your students, your relationship with them, and the available capacity and support you have, you can determine how you would like to leverage this channel to provide a psychologically safe way for students to ask for help. They will be given the option of yes, no, and not yet.

Note that all assigned

5.	If you would like the system to automatically open and close check in sessions for you, select the Schedule session option.
	Consider when you want to do the sessions and add these days and times to the scheduler tool. (see below)
	Note: We recommend you do check ins daily, but this is not mandatory. You can choose the same or different times for different days, and you can also select multiple sessions per day by selecting the plus button. Select the clear button to remove a session, or toggle the switch for the day to turn on and off sessions for the whole day. Your settings will automatically save.

Demo

Class check-in Scheduler

School timezone: GMT +10:00

Sunday

Monday

8:00 AM ∨ – 10:00 AM ∨ Clear +

Tuesday

8:30 AM ∨ – 9:00 AM ∨ Clear +

Wednesday

8:30 AM ∨ – 9:30 AM ∨ Clear +

Thursday

8:30 AM ∨ – 9:30 AM ∨ Clear +

Friday

8:00 AM ∨ – 10:00 AM ∨ Clear +

Saturday

Tip: For students to provide check in data, the sessions need to be opened, and for the data to transfer to their permanent record, the sessions need to be closed. You can do this manually at any time in addition to scheduled sessions.

| 6. | Select back or admin, then select Class Login.

Enter a class nickname and classcode in the fields. (see below)

Class login

Class nickname

dogdog

Set a class nickname that students can use to login in with.

Classcode

123456

Set a classcode of 6 digits/characters or more.

Save

Note: These are the login details that students will use on shared devices (or on their individual, or own devices if they don't have, or can't access their personal account). |

| 7. | On the admin page, check that your students have been accurately uploaded to your class.

Note: Students will be able to change their details including nickname and avatar through the profile section once they have logged in.

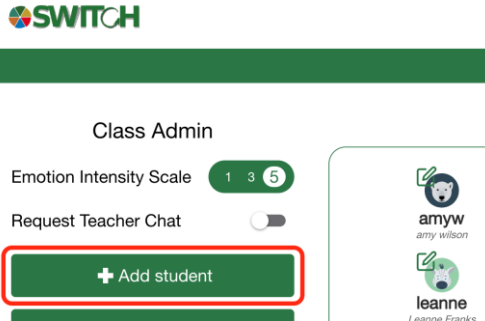*If there are no changes to be made skip to step 11.*

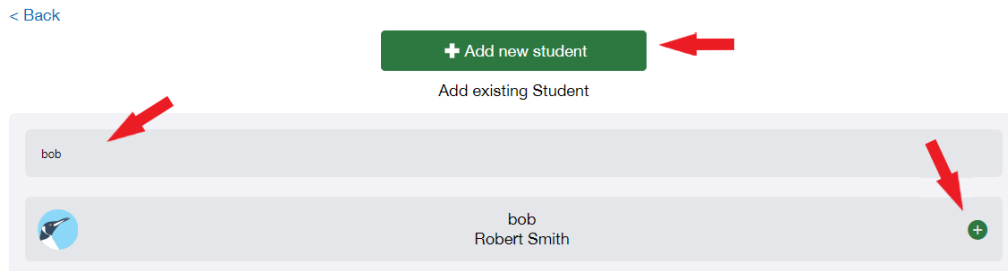*If you need to add a student go to step 8.* |

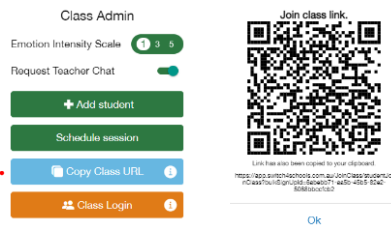|	
	If you need to remove a student got to step 9.
	If you need to modify a student account go to step 10.
8.	To add a student, from the admin page, select + Add student. (see below) **SWITCH** Class Admin Emotion Intensity Scale 1 3 5 Request Teacher Chat **+ Add student** amyw *amy wilson* leanne *Leanne Franks* First, check they don't already have an account in the system by typing their name or nickname in the search field. If they do, select the + to add them to your class. Otherwise, if they don't already have an account, select the +Add new student option. (see below) < Back **+ Add new student** Add existing Student bob bob Robert Smith Choose an avatar from the supplied options and then fill in the relevant student details and select create account. You will be provided with the student's temporary password that you can copy and paste to give to the student directly. This will be emailed to the student directly if you have supplied their email address in the previous step. (see below) jimmy22's password has been reset. Password is: Switch!699103 The password has been copied to your clipboard, please send it to jimmy22. Once you have closed this alert you will not be able to see the temporary password again. Ok **Note**: Alternatively, students are able to create their own account and/or join your class by supplying them with class link either as a URL or scanning the unique QR code that can also be found on the admin page. (see below) Class Admin Emotion Intensity Scale 1 3 5 Request Teacher Chat **+ Add student** Schedule session Copy Class URL Class Login Join class link. Link has also been copied to your clipboard https://app.switch4schools.com.au/JoinClass/studentJoinClass?outkSignUpId=5ebebb71-ea5b-48b5-92a0-5088bbcc1cb3 Ok

| 9. | To remove a student, select the student from the admin page and select Remove student from class. (see example) | |
| | **Note**: This does not delete their account, it just removes them from your _____ class. If their account has been created in error and should be deleted in it's entirety please message the team support@switch4schools.com.au | |

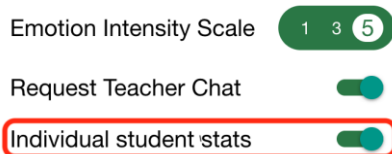| 10. | To modify a student account, select the student then select Edit. | |
| | Select the avatar to change it, or update content as necessary and then _____ select Save. (see example) | |
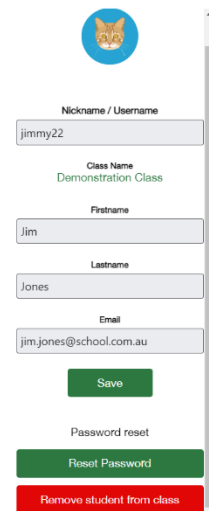
11.	When students are mature enough to understand how to read and interpret their own longitudinal check in data, you can enable this function to grant them access to their data when logged in. To turn this on, select the toggle beside "individual student stats" in your admin.
	Class Admin
	Emotion Intensity Scale 1 3 **5**
	Request Teacher Chat
	Individual student stats
	Now, when they log in, they will be given the option in the top menu to view stats, which will display their longitudinal data.
	Check-in Home Stats Profile

12.	All the technical set up is done! Now we recommend having a good look through all the available content by navigating through all of the menus listed at the bottom of the screen (see below):
	• **Explore** : A collated list of all the available switches, tools and activities, including the place to find any bookmarked favourites
	• **Tools** : A variety of supplementary resources, printables, and reference materials including the aggregated list of lesson plans and the videos referenced in them.

- Emotion wheel : The six key emotions, with a variety of switches mapped to each emotion, with attached lesson plans.
- **Activities** : A variety of extra activities to choose from including an aggregated list of the activity sheets referenced in the lesson plans.
- **Memes** : Limited to 10 per hour for students only, enjoy!

Tip: *In addition, the Switch4Schools website has all sorts of information including posters to print, 'how to' videos, and community stories that you may also find useful at:*

https://www.switch4schools.com.au/useful-information

13.	Once you are ready for students to log in and use the program you have the option to either provide them with class log in details (refer step 6 above), or you can select the "reset all student password" option to create a new temporary password that the students use along with their nickname to log into the system. (Refer to guide titled: Resetting student passwords for further instructions)

Where to go for help

If things aren't working quite right there is a list of recommended troubleshooting steps here:
https://www.switch4schools.com.au/troubleshooting

Otherwise, feel free to chat to your program coordinator and/or reach out to the Switch4Schools team via email at support@switch4schools.com.au (there's a link in the profile section of the app too).