Getting started guide

Version 3.3

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/helphub

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

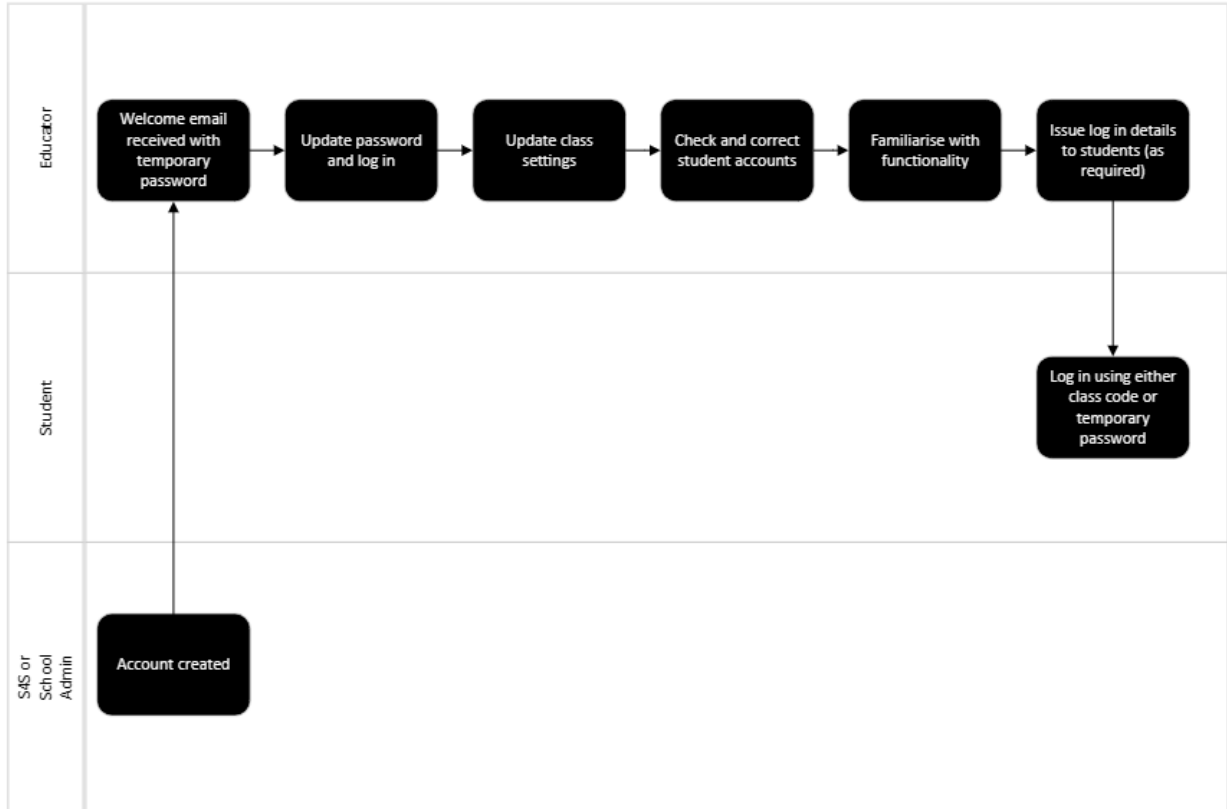Wishing you all the best for kicking off your Switch4Schools journey.

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.
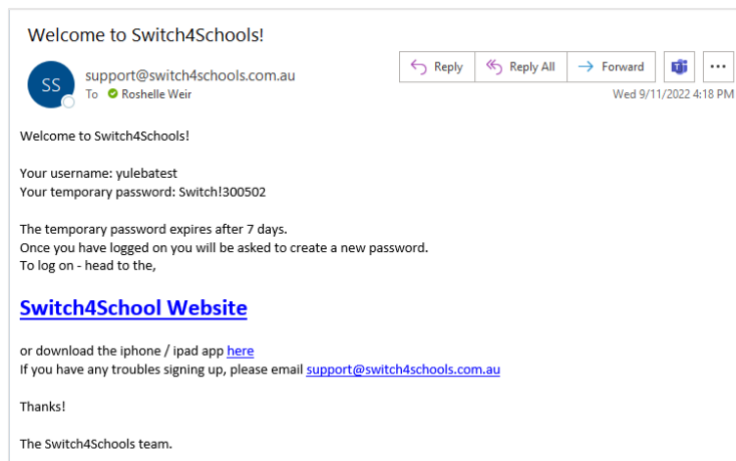
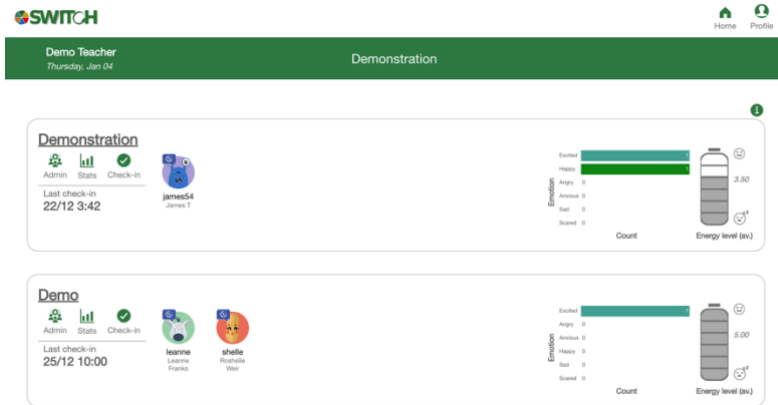|	
	Tip: *If the link in the email doesn't work you can also navigate to the web application here:* https://app.switch4schools.com.au/ *. Type, or copy and paste your username and temporary password into the fields provided.*
2.	You will be prompted to create your password for your account. (see example) Create your own unique password. New password Re-enter password Minimum Length of 6 Passwords must match **Change Password**
3.	You are now logged into the program. You will now see a dashboard of all the classes you are assigned to as a teacher. *(Note: if this is the first time you are logging in, there will not be student data as below.)*
4.	Navigate to the Admin section to see/update the system settings and student accounts by selecting the "Admin" option below the name of the class you wish to see/update. Select the emotion intensity scale you want to begin with. Either level 1, 3, 5 or 7. (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.
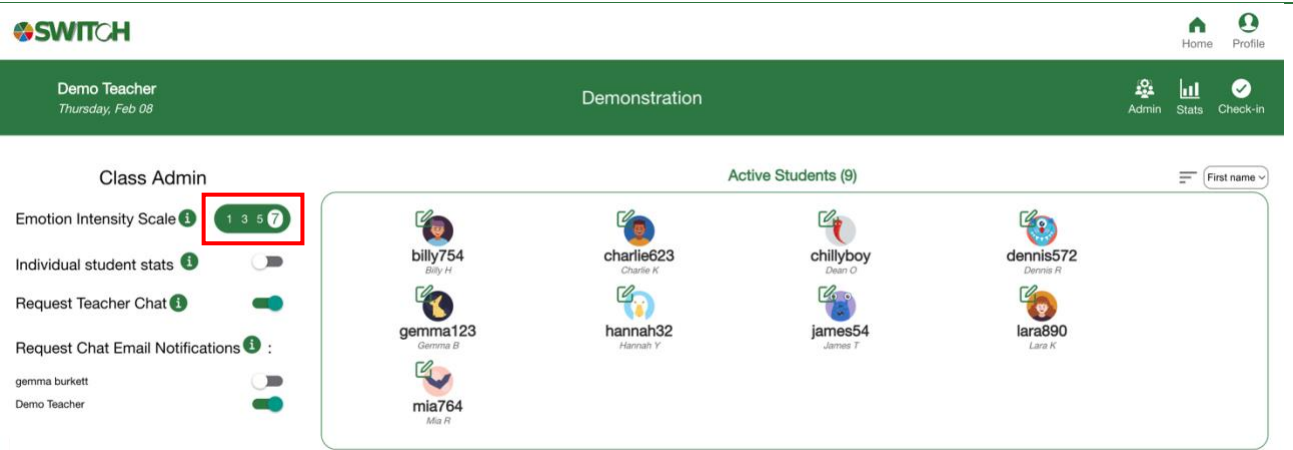
Tip: *These settings apply to the whole class, and you can change these settings at any time.*

Emotions intensity scale: Consider the maturity of the student's understanding of emotions and labeling these emotions and select the level most appropriate. We recommend to start at level 1 and work your way up the levels 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.

Eating question: This additional check-in question asks, "Have you eaten today?" with the optional responses of Yes, No or Prefer Not to Say. Not only will this give insight into a student's response – as hunger is often associated with more extreme negative emotions – but it is frequently used to justify the need for breakfast club in schools.
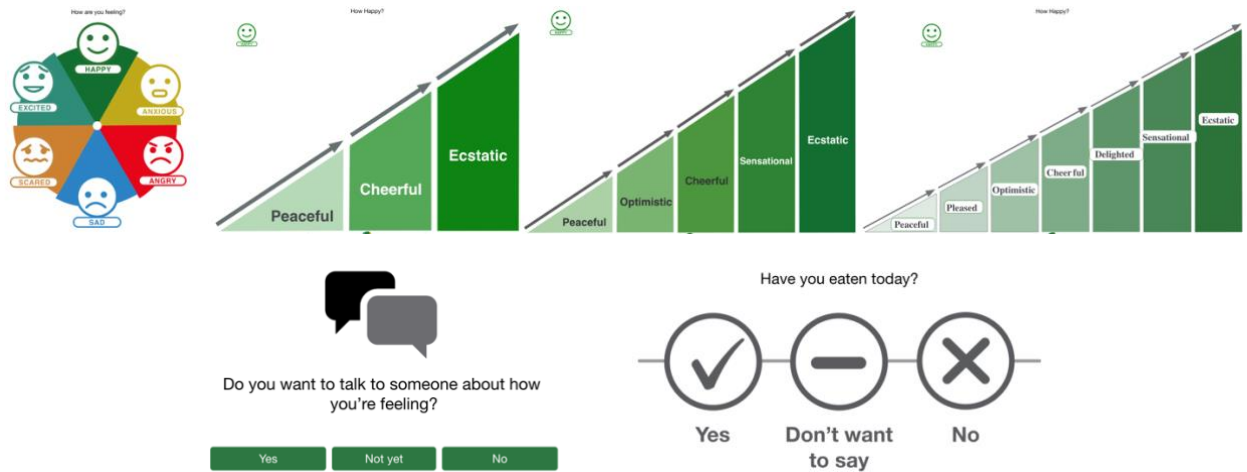
5.	If you would like the system to automatically open and close check in sessions for you, select the Schedule session option.
	Consider when you want to do the sessions and add these days and times to the scheduler tool. (see below)
	Note: We recommend you do check ins daily, but this is not mandatory. 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.

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. This doesn't apply to GO Group classes where check ins are more ad hoc and can be done anytime between 8am and 4pm.

6.	Select back or admin, then select Class Login.
	Enter a class nickname and classcode in the fields. (see below)
	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).

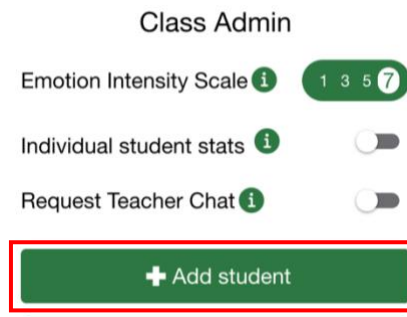|	
	Note: Alternatively, once you have set the classcode, you can share the class login QR Code, located under the class login option, with the students to help them log in more efficiently. This bypasses the need for them to input the classcode and password to access the app.
7.	On the admin page, check 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) 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) Choose an avatar from the supplied options and then fill in the relevant student details and select create account.
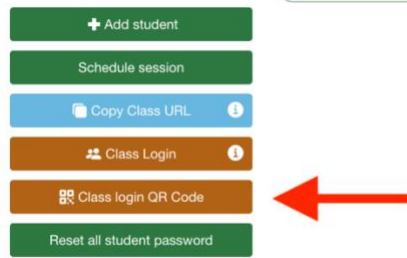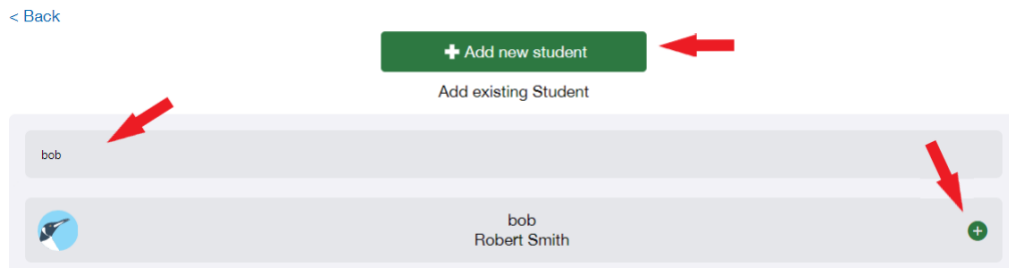
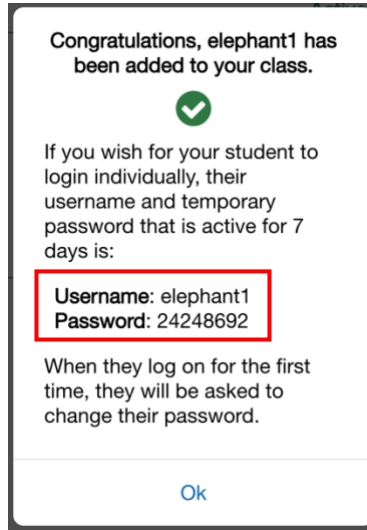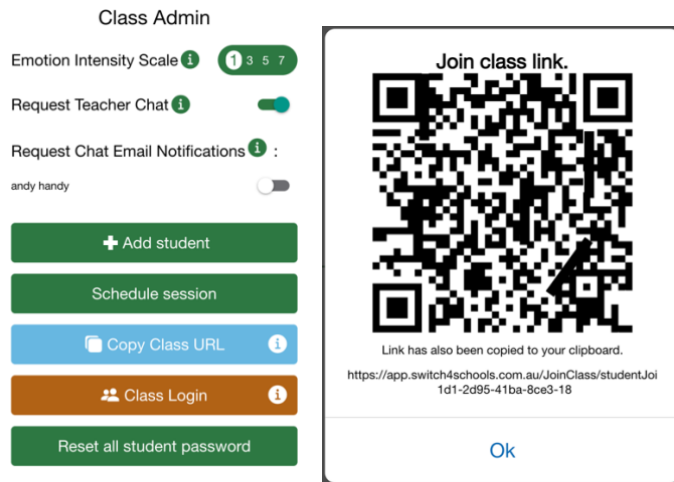You will be provided with the student's temporary password that you can copy and paste to give to the student directly. This will be emailed to the student directly if you have supplied their email address in the previous step. (see below)

Congratulations, elephant1 has been added to your class.

If you wish for your student to login individually, their username and temporary password that is active for 7 days is:

Username: elephant1
Password: 24248692

When they log on for the first time, they will be asked to change their password.

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 7
Request Teacher Chat 🛈
Request Chat Email Notifications 🛈 :
andy handy

➕ Add student
Schedule session
📋 Copy Class URL 🛈
👥 Class Login 🛈
Reset all student password

Join class link.

Link has also been copied to your clipboard.
https://app.switch4schools.com.au/JoinClass/studentJoi
1d1-2d95-41ba-8ce3-18

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 |
jimmy22
Class Name
Demonstration Class
Firstname
Jim
Lastname
Jones
Email
jim.jones@school.com.au
Edit
Password reset
Reset Password
Remove student from class |

|	
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. Now, when they log in, they will be given the option in the top menu to view stats, which will display their longitudinal data.
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! • **Switches**: Age appropriate curated switches for each emotion that include voice over narration, ability to favourite, learn about the psychology behind the strategy, an associated lesson plan and

the ability to be able to share a link to the page to students parents or colleagues (no login required!)
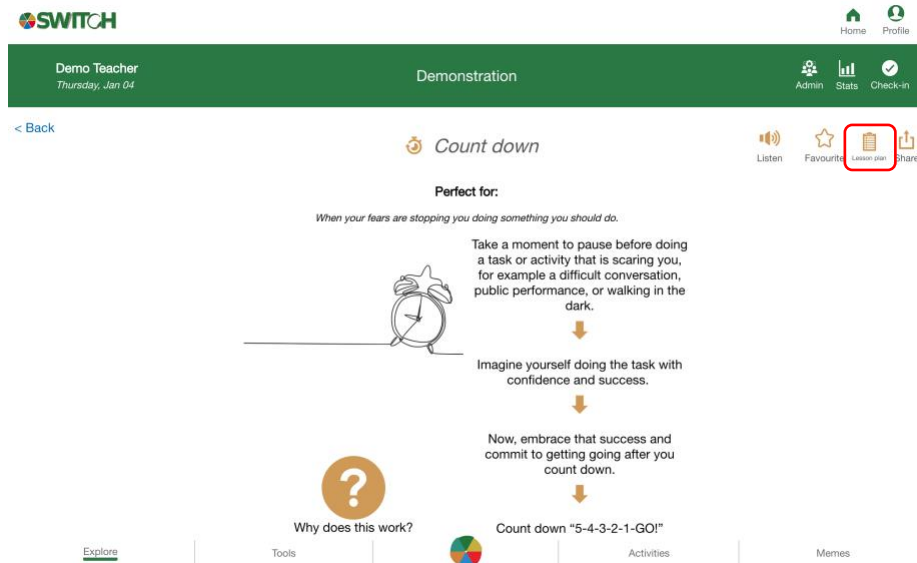
Tip: In addition, the Switch4Schools website has all sorts of information including posters to print, 'how to' videos, and community stories that you may also find useful at:
https://www.switch4schools.com.au/helphub

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)
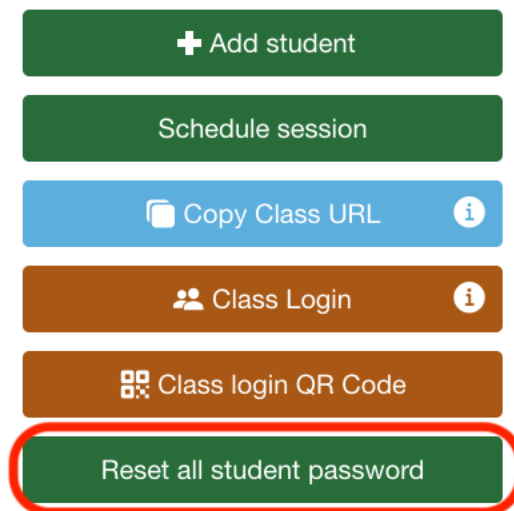
Where to go for help

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).