SchoolRobins
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Quick start guide

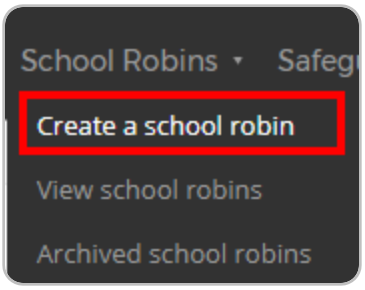
Getting started with School Robins

Getting started with School Robins

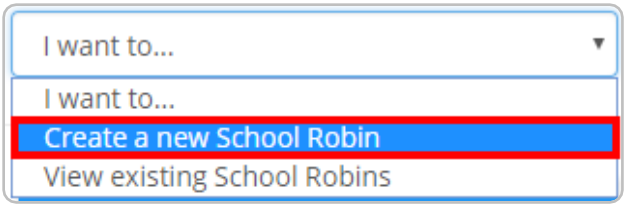
School Robins allows you to quickly send and receive information on a given subject and house the responses in a centralised location. This quick start guide will cover how to create a school robin, how to view the results and how to archive previously sent robins.

Creating a school robin

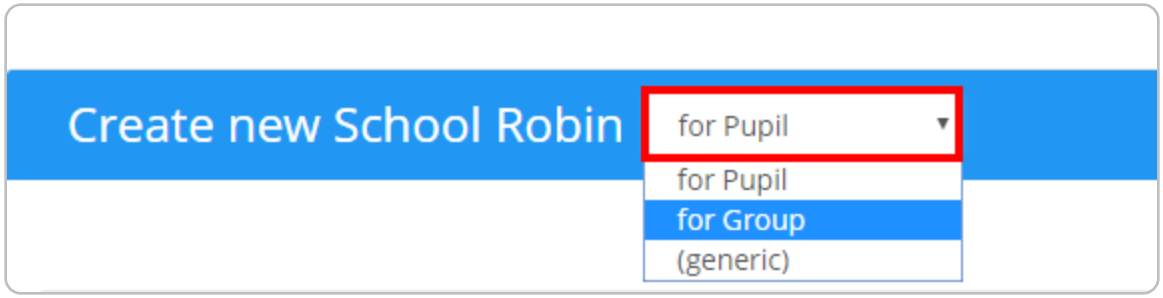
To begin creating a new school robin, mouse over the School Robins tab and select Create a school robin.



If you are on the Home page, you can also create a generic school robin by selecting the Create a new School Robin option from the drop down menu shown on the right.



If you chose to create a new school robin from the School Robins tab, you will be given the option to choose who the robin is about. Select one of the options from the drop down menu shown below.



Pupil: selecting this option will allow you to create a school robin about a specific pupil.

Group: selecting this option will create a school robin about a specific tutor or year group.

Generic: selecting this option will create a generic school robin that isn't about a particular pupil or group. This is the default option when creating a school robin from the Home page.

Writing a school robin

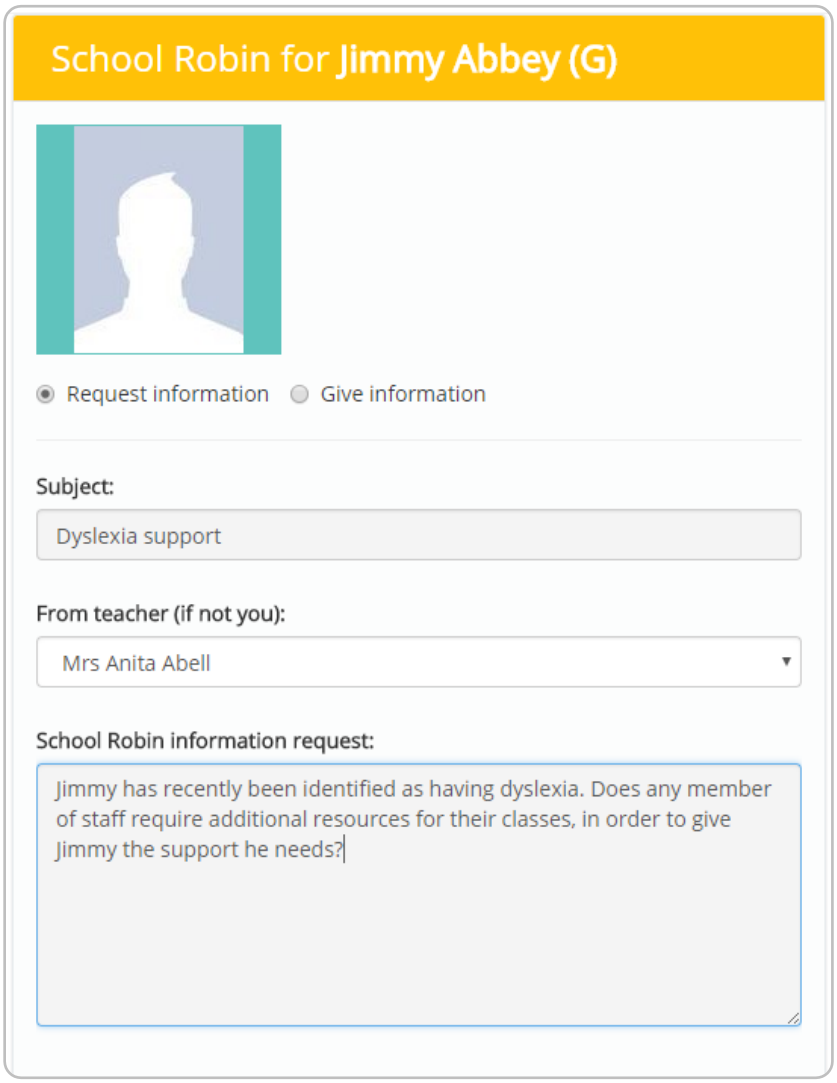
To create a school robin, you must enter the information that you'd like to include into a form. The required fields for each school robin are explained below:

Request / Give information: Tick Request information if you would like your staff to reply to the robin with information. Tick Give information to provide selected staff with information.

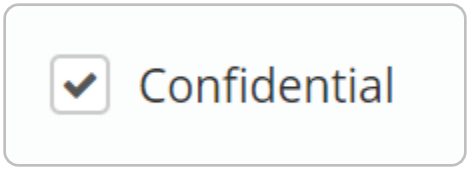
Subject: This field describes what the robin is about. The subject will be visible to selected staff in their email inbox.

From Teacher: Here you can specify which teacher initiated the robin.

School Robin information: This text area represents the body of the email.



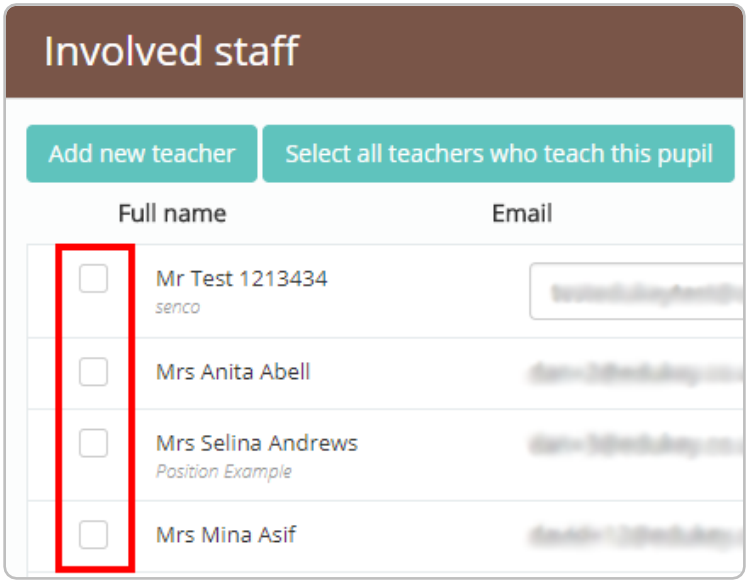
At the bottom of the form, you have the option of marking the school robin as confidential. Ticking this checkbox will hide the robin on the View school robins page for all users except the user that created the robin and school admins.



You can find out more about confidentiality in our online Knowledgebase: **https://goo.gl/Dvk6fr**

Selecting staff members

Once you have finished creating your robin, you will need to choose which staff members to send the robin to. Tick the checkbox next to a staff member's name in the Involved staff section to add them to the robin.

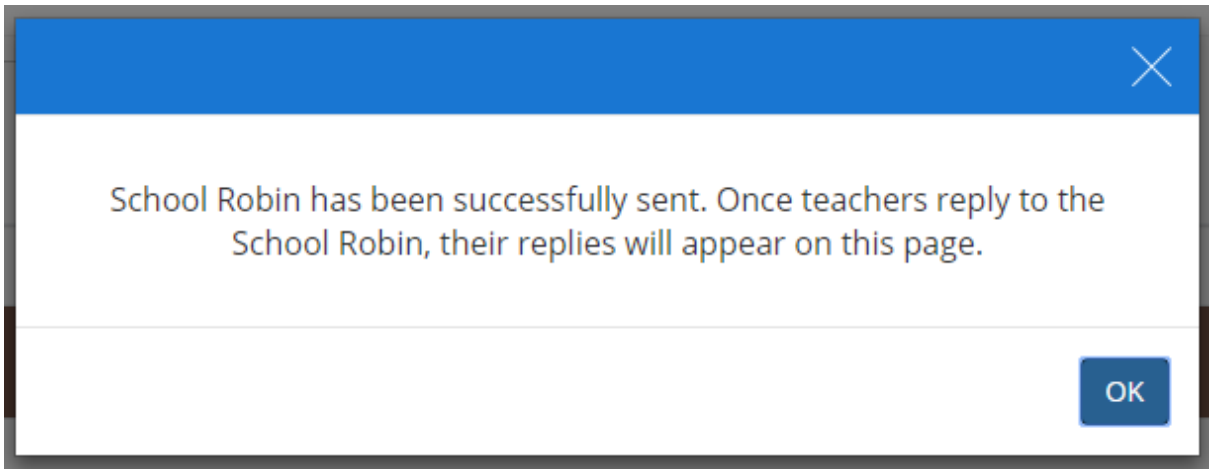


Click on the Add new teacher button to create a new staff member. The added staff member will then appear in the Staff details page.

If Provision Map is linked with your SIMS, click on the button labelled Select all teachers who teach this pupil to include the teachers that appear on the selected pupil's timetable.

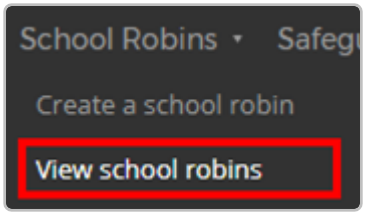
Sending the robin

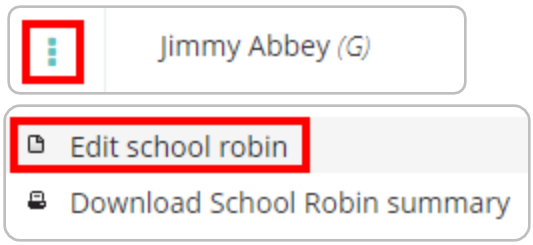
To send the school robin to your selected staff members, click on the Send school robin button in the top right hand corner. You will receive a popup confirmation once the robin has been sent, as shown below.



Viewing robin replies

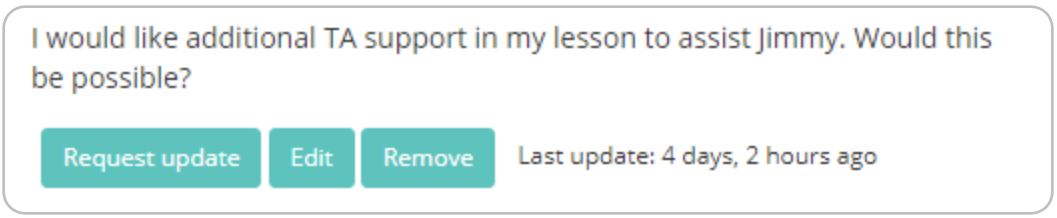
To view replies to your school robins, mouse over the Safeguarding tab and click View school robins.





The View school robins page lists each robin and the number of replies they have received. To view a robin in more detail, click on the 3 dots menu next to the robin and select Edit school robin.

The Involved staff section of the robin will display replies from staff as they come in. Once a reply is displayed in this section you will see 3 options below it, which are explained below.



Request update: Click on this button to send a follow up email requesting further information.

Edit: Click on this button to make changes to the reply.

Remove: Click on this button to delete the reply.

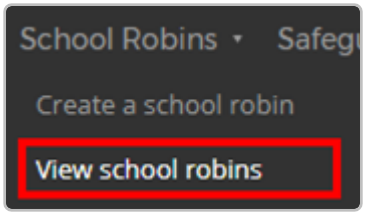
Staff members that have not replied to the robin will display Waiting for reply next to their name. These staff members will have different options available.

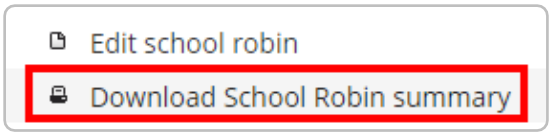
Send reminder: Click on this button to resend the school robin to the selected staff member.

Enter manually: Click on this button to manually type in a response on behalf of the involved staff member.

Printing school robins

To view replies to your school robins, mouse over the Safeguarding tab and click View school robins.





Next, click on the 3 dots menu next to the robin that you would like to print and select Download School Robin summary.

Alternatively, if you already viewing / editing the school robin, you can click on the Print button in the top right hand corner of the screen.

Once the pdf has been generated, you will be presented with the school robin and a list of its replies as a single document.

School Robin - Dyslexia support - Jimmy Abbey 1

Demo School

School Robin - Dyslexia support

Jimmy Abbey

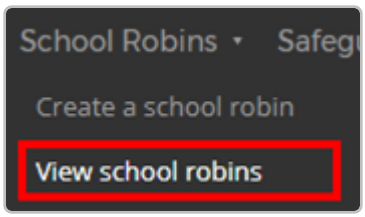
Jimmy has recently been identified as having dyslexia. Does any member of staff require additional resources for their classes, in order to give Jimmy the support he needs?

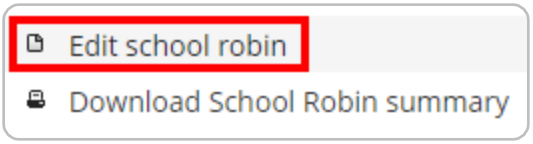
Requested by: Mrs Anita Abell | Date: 27/7/2017

Teacher	Reply
Mrs Anita Abell	I would like additional TA support in my lesson to assist Jimmy. Would this be possible?
Mrs Selina Andrews	I am fine thank you
Mr Test 1213434	I already have dyslexic students in my class, so no additional support is needed.

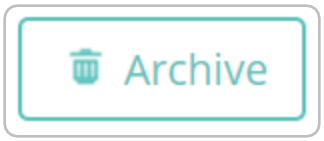
Archiving a school robin

To archive a school robin, mouse over the School Robins tab and select View school robins.





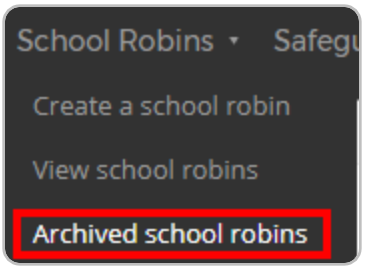
Next, click on the 3 dots menu next to the robin you would like to archive and select Edit school robin.



Finally, click on the Archive button in the top right hand corner of the screen. You will have the option of either moving the robin to the Archived school robins list or permanently delete the robin.

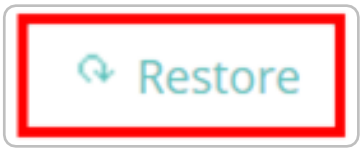
Restoring a school robin

To restore an archived school robin, mouse over the School Robins tab and select Archived school robins.



Next, click on the 3 dots menu next to the robin you would like to unarchive and select Edit school robin.

Finally, click on the Restore button in the top right hand corner of the screen. The archived robin will be returned to the View school robins list.



Further support

Please do not hesitate to get in touch if you need more support or training. support@edukey.co.uk

Our Products

www.classcharts.com

Class Charts offers an easy solution to seating plans and behaviour management , reducing the workload for teachers.

www.provisionmap.co.uk

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.

www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.