



Hardware and Software

2021/2022

Setting up and using Moodtracker

Registration & Licensing

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1

Welcome to Moodtracker! In this instruction manual, we will show you how to install your Moodtracker, customise your Moodtracker, and how to read the data most effectively. The web address for the portal is www.themoodtrackerportal.co.uk.

Creating an account and logging in

If you don't have an account yet, click 'Sign up' to register your school. Type in your school's data and click 'Sign up'. You will receive an email, notifying you of your password for use on the log in screen. The admin must log in with these credentials to add all the schools' classes, teachers, and students (Page 3). The admin should ideally be someone with accounting privileges as additional licences can be purchased from the main menu.

Register here!
mt.saastec.co.uk

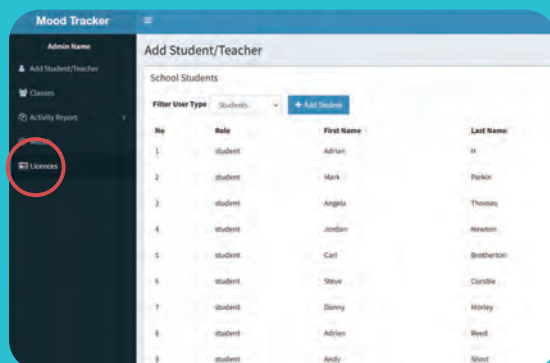


If you don't have an account yet, click sign up to register your school.

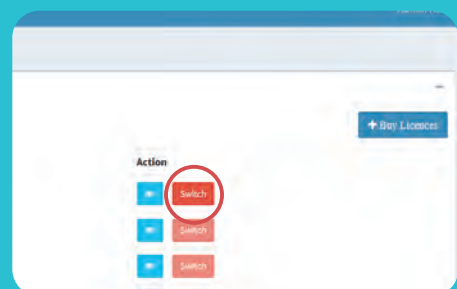
Type in your school's data and click 'Sign up'. The email needs to be a working email that is checked regularly.

Licences

Click 'Licences' on the main menu. The licence screen displays all of your current licences and their status. If you would like to switch a current licence to a new Moodtracker unit, click the red 'switch' button. When you deactivate a licence, the current Moodtracker unit assigned, will revert to the licence key screen. Your student's data is not lost however and can still be viewed on the portal.



Click 'Licences' from the main menu.



To switch a licence click the red 'Switch' button.

Modifying your system

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In this section we will customise your system, so it is unique to your school. The unit can be updated instantly from the portal, perfect for when new children arrive in class, or teaching staff change.

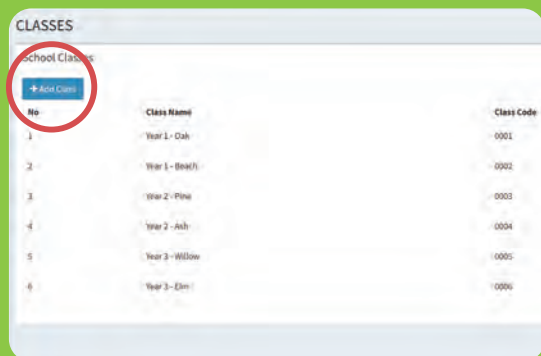
It is important to remember that
Classes must be created first, then Teachers and finally Students.



Adding Classes

Step
1

From the menu on the left, click 'Classes'. Click '+Add class'. Enter the class name and a Class code. This is just for your reference and can be any numbering system you wish. To delete a class, click the red 'X', and to edit an existing class, click the blue 'edit' button.



From the menu on the left, click "classes".
Click +Add class.

The screenshot shows the 'Add Class' form. It has two input fields: 'Class Name' and 'Class Code'. Below the 'Class Code' field is a 'Submit' button. A red arrow points from the '+Add Class' button in the previous screenshot to this form.

Enter the class name and a Class code. This is just
for your reference and can be any numbering
system you wish.

Step
2

Adding Teachers

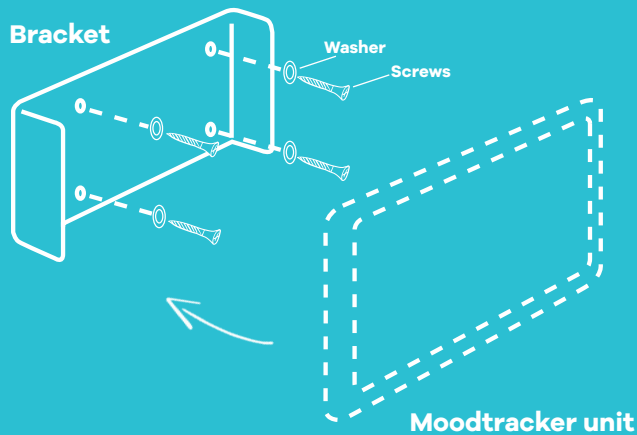
From the Moodtracker home screen, click 'Add Student/Teacher'. Filter the results for Teacher. To the right click '+Add Teacher'. Type in their first and last name and assign their class (Classes must be created first). Next add a username and password, catalogue for future reference and send the credentials to the respective class teacher. This is the teacher's login to check the mood data (Page 6). To edit a teacher's details (including updating passwords), click on the blue 'edit' button on the right, and to delete a teacher, click the red 'X' on the right.

Adding Teachers continued on the next page ►

Installation

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In this section we will look at how, and most importantly where, to install your Moodtracker unit. If you can hang a picture, you can install Moodtracker!



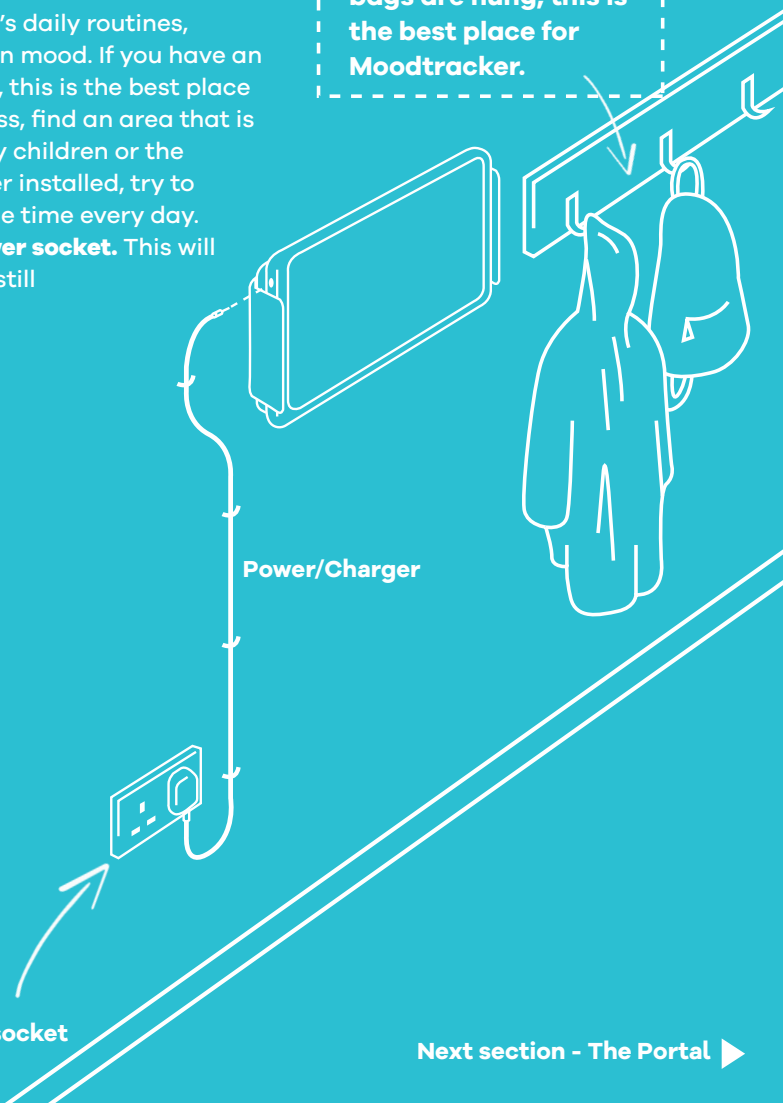
Installing on a wall

The unit is easy to install. Screw the fixings as shown into the wall at your desired location. The unit is lightweight so think of it like hanging a medium sized picture frame. Attach the unit to the holder and hey presto! Your Moodtracker is ready.

Advice on location

We recommend mounting your Moodtracker unit in a fixed location that will not move. This helps integrate Moodtracker into children's daily routines, meaning more data and more chances to spot patterns in mood. If you have an area outside of the class where coats and bags are hung, this is the best place for Moodtracker. If you prefer to have the unit in your class, find an area that is as private as possible, that is not overlooked by too many children or the teacher! If you are using a school tablet with Moodtracker installed, try to create a routine where pupils input their data at the same time every day. **Where possible, install Moodtracker withing 2m of a power socket.** This will enable the charger to be used whilst the Moodtracker is still fixed to the wall. You can also leave the Moodtracker plugged in permanently.

An area outside of the class where coats and bags are hung, this is the best place for Moodtracker.



Install near a power socket

Next section - The Portal

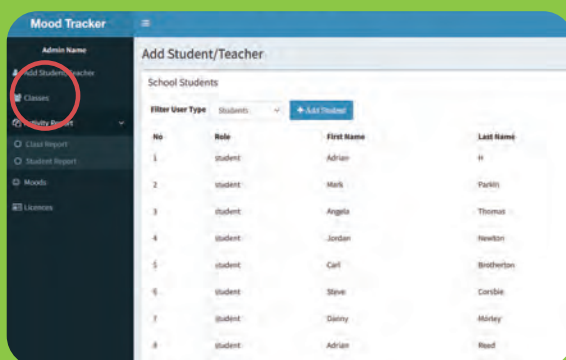


Watch the video on
Installation

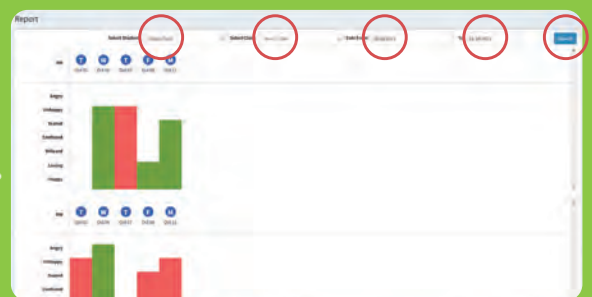
In this section we will look at how you check the data your pupils have provided. Checking the data is simple and quick, and we have provided tips for checking the data effectively in the next section.

Individual pupil view

Once you have logged in (Page 2), to check an individual pupil's mood record, click on 'activity report' on the left menu. Click on 'student report' from the menu drop down. At the top of the graph, you can select the class and student you wish to view. The graph starts from the current day, so to see further back, select a date range and click 'search'. Data is colour coded with green bars indicating an issue at home and red indicating an issue at school. More concerning emotions are displayed as larger bars, ensuring troubling emotions are easy to spot.



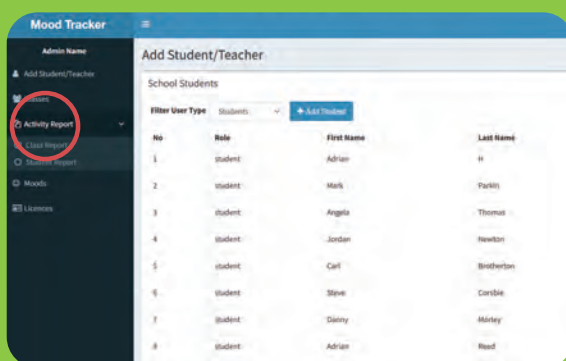
Click on 'activity report' on the left menu. Click on 'student report' from the menu drop down.



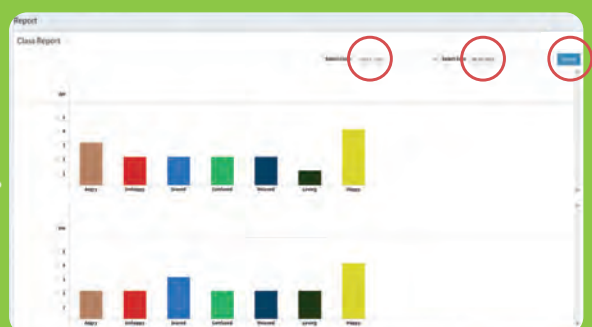
Select the class and the student you wish to check. Select a date range to check mood over a longer period of time.

Whole class view

To check the mood record of the entire class, click on 'activity report' on the left menu, and click 'class report'. The graph shows the whole class, reflecting the general mood of your class.



Click on 'activity report' on the left menu, and click 'class report'.



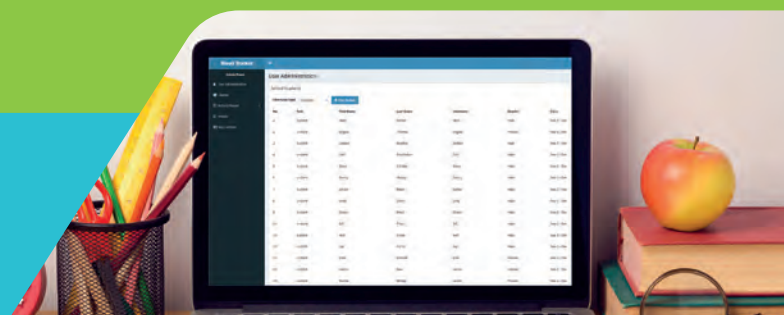
Select the class and date you want to check and click 'search'.

Next section - Tips on Spotting Patterns ►

IMPORTANT - The next section gives tips on how to read this data effectively!



Watch the video
on The Portal



Tips on spotting patterns

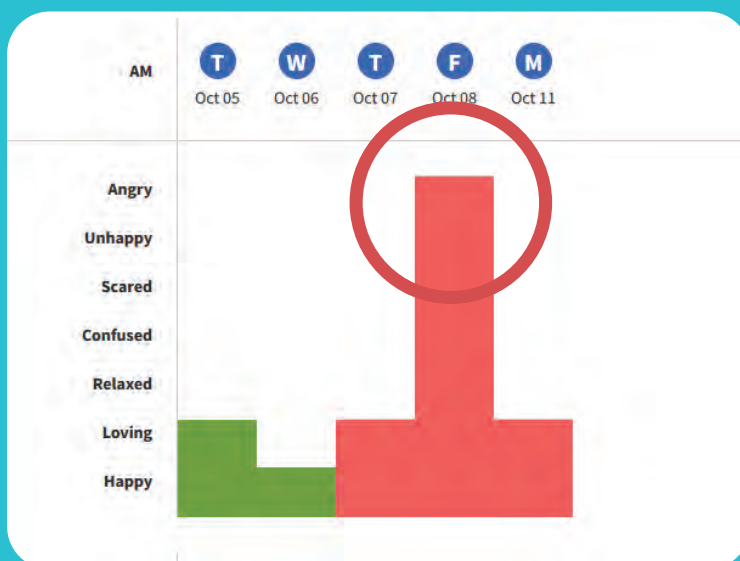
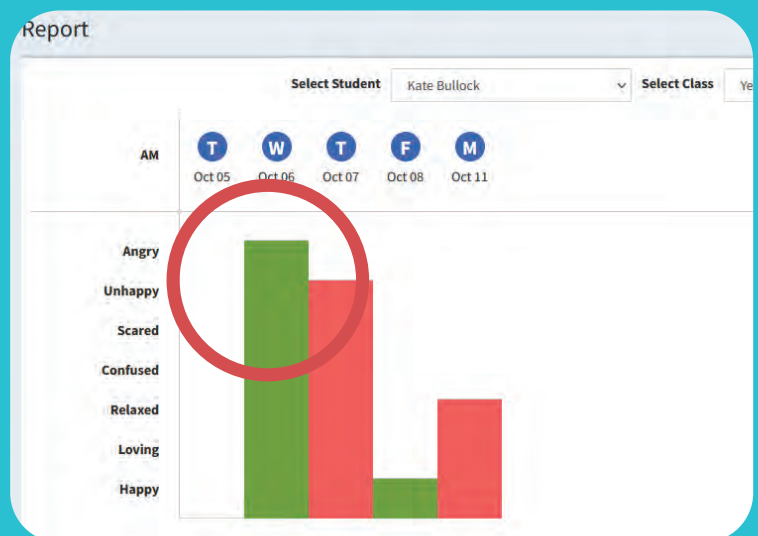
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In this section we will be discussing how you can interpret the data your pupils have given you, and how patterns in mood can be spotted and future events potentially predicted. Remember that if a pupil enters an Angry or Scared emotion, you will be notified immediately by email, enabling you to deal with that student's feelings instantly.

Bigger is NOT better!

The larger the bar graph the more worrying that emotion is, with angry and scared displayed larger and happy and loving displayed smaller.

Larger bars are more concerning emotions.



Spikes

Spikes in the graph at regular intervals are an indication of children's emotions being triggered by a regular event at home or school that they are concerned about. Spotting a pattern in a student who is scared or confused every 2nd Wednesday for example, can lead to discussions around that emotion and give teachers the chance to pre-empt the next 'event'.



Hardware and Software

If you have any further questions, please email help@themoodtracker.co.uk and one of our friendly technical staff will be happy to help.

Spotting Patterns.

Starting Conversations.

Get in touch.



Premier House, Premier Way
Poulton-le-Fylde, FY6 8JP



01253 888 439

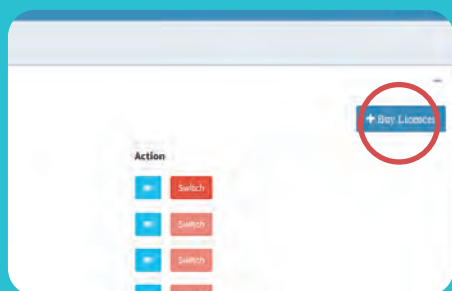


www.themoodtracker.co.uk



Buying additional licences

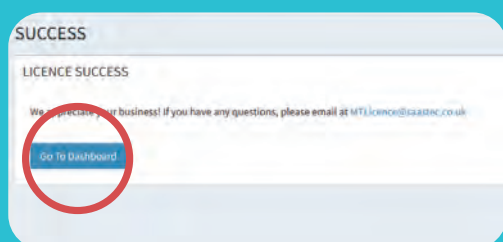
To buy more licences click the '+Buy License' button. Select the number of licences required, select your tax liability (VAT/Exempt) and whether you would like to pay online (credit card) or pay offline. For Pay offline licences, your monthly invoice will reflect the additional licence costs. You will receive an email (to your Admin email) with your new licence codes and an invoice.



To buy more licences click the '+Buy License' button.

A screenshot of the 'Buy Licences' form. It has three main sections: 'Number of Additional Licences' with a dropdown arrow circled in red, 'Tax Liability' with a dropdown arrow circled in red, and 'Payment Mode' with a dropdown arrow circled in red. At the bottom is a blue 'Buy' button, also circled in red.

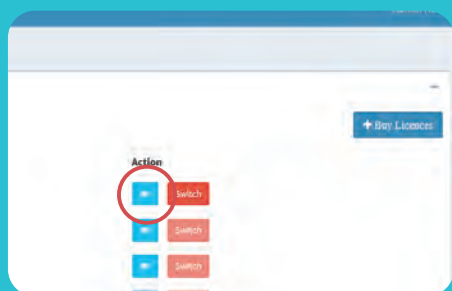
Select the number of licences required, select your tax liability (VAT/Exempt) and whether you would like to pay online (credit card) or pay offline. Click 'Buy'.



If you have successfully purchased a licence, the success screen will show. You will receive an email (to your Admin email) with your new licence codes and an invoice.

Assigning a licence

To view the full licence details, click on the blue view button. Here you must select which Class this licence key is to be used in, by using the drop-down box. The licence code is to be used on the Mood-tracker unit on the product key screen. Remember the code is case sensitive.



To view the full licence details, click on the blue view button.

A screenshot of the 'Licence Details' form. It has fields for 'Activation Code', 'Class Name' (with a dropdown arrow circled in red), 'Is used' (checkbox), 'Used Date', and 'Created Date'. At the bottom is a blue 'Back' button.

When assigning a licence, be sure to assign a class to a licence key.



Watch the video on
Registration and Licensing

Next Section - Modifying your system ►

Modifying your system (cont)

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Adding Teachers - Continued

Step
2

Filter User Type: Teachers (dropdown menu)

+ Add Teacher (button)

No	Role	First Name	Last Name
1	teacher	Allison	Draper
2	teacher	Stephanie	Corsbie

Filter user type to 'Teachers'.
Click '+Add Teacher'.

First Name: [Enter First Name]

Last Name: [Enter Last Name]

Username: [Enter username]

Password: [Enter Password]

Class: Year 1 - Oak (dropdown menu)

Add (button)

Type the first and last name and assign their class.
Next add a username and password, and send the
credentials to the respective class teacher.

Adding Students

From the Moodtracker home screen, click 'Add Student/Teacher'. Filter the results for Students. To the right click '+Add Student'. Type in their first and last name and assign their class. Their name will now appear when the Moodtracker unit is restarted. To edit a student, click on the blue 'edit' button on the right, and to delete a student, click the red 'X' on the right.

Filter User Type: Students (dropdown menu)

+ Add Student (button)

No	Role	First Name	Last Name
1	student	Adrian	H
2	student	Mark	Parkin
3	student	Angela	Thomas

Filter user type to 'Students'.
Click '+Add Student'.

Step
3

First Name: [Enter First Name]

Last Name: [Enter Last Name]

Class: Year 1 - Oak (dropdown menu)

Add (button)

Type the first and last name and
assign their class.

Action



To edit Teachers or Students click on the blue
'edit' button on the right, and to delete a
student, click the red 'X' on the right.

No	Mood Name	Mood Synonyms	Action
1	Unhappy	Unhappy, Sad, Gloomy, Miserable, Upset	[edit] [X]
2	Confused	Muddled, Confused, Mixed up, Distracted, Flummoxed	[edit] [X]
3	Leaving	Appreciative, Friendly, Caring, Affectionate, Loving	[edit] [X]
4	Happy	Positive, Cheerful, Happy, Delighted, Excited	[edit] [X]
5	Scared	Agitated, Nervous, Fearful, Scared, Terrified	[edit] [X]
6	Angry	Bothered, Annoyed, Angry, Furious, Livid	[edit] [X]
7	Relaxed	Relaxed, Calm, Cool, Peaceful, Relaxed	[edit] [X]

Adding mood synonyms

You can add and change the words associated with each emotion your pupils see, hopefully increasing vocabulary around emotions as children become more exposed to new words. From the main menu click 'Moods'. On the far right of the screen click the blue 'edit' button. Change the mood synonyms by typing words separated by commas (no spaces). 5 mood synonyms are the ideal number to add.



Watch the video on
Modifying your system

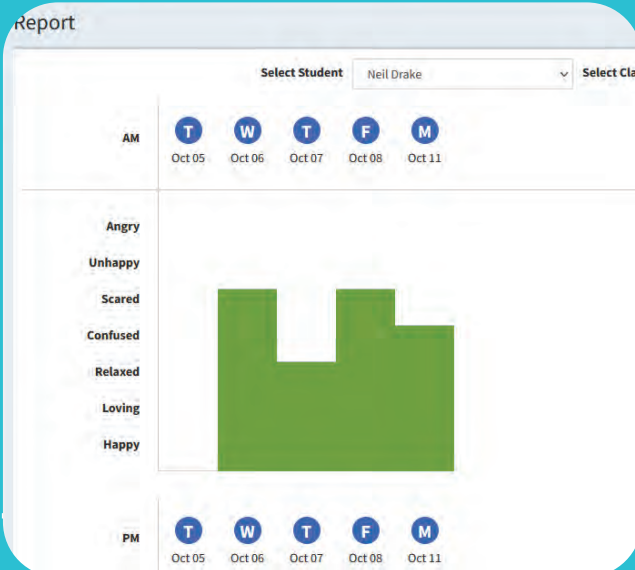
Next section - Installation ▶

Tips on spotting patterns (cont)

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Solid colours

Blocks of solid colours are an indication of a persistent problem at home or school. If a graph is all green or all red, teachers can focus discussions and efforts on that area.



AM vs PM

AM vs PM is a key way to track movement in emotions throughout the day and potentially spot problems that have occurred throughout the morning and especially issues during the dinner break.

Problems at home

We fully expect children to arrive at school with emotions based around home and in the afternoon to have emotions based around school. Emotions relating to home in the afternoon however are more of a concern and should be prioritised.



Watch the video on
Tip on spotting patterns