



S A S Schools

Hardware and Software

2023/2024

## Setting up and using Moodtracker

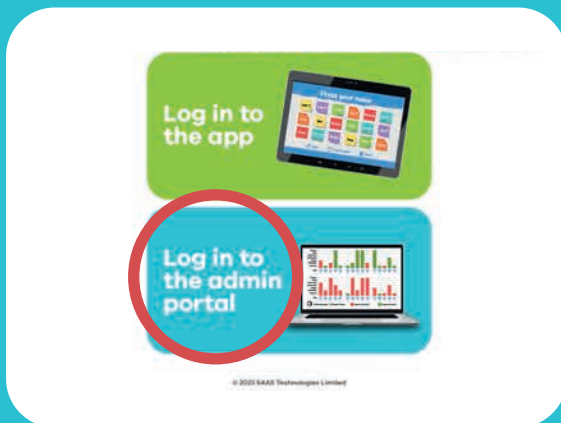
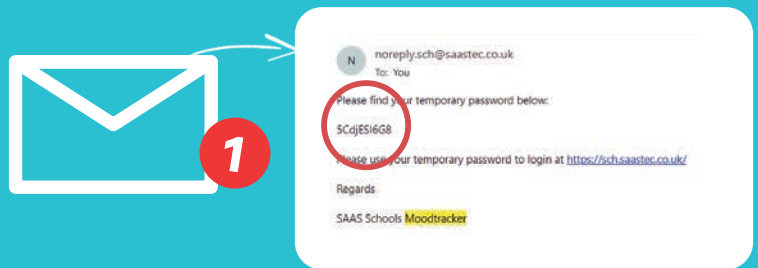
Mood  
tracker

**Welcome to Moodtracker!** In this instruction manual, we will show you how to set up your Moodtracker, and how to read the data most effectively. The web address for the portal is <https://sch.saastec.co.uk/admin.aspx>

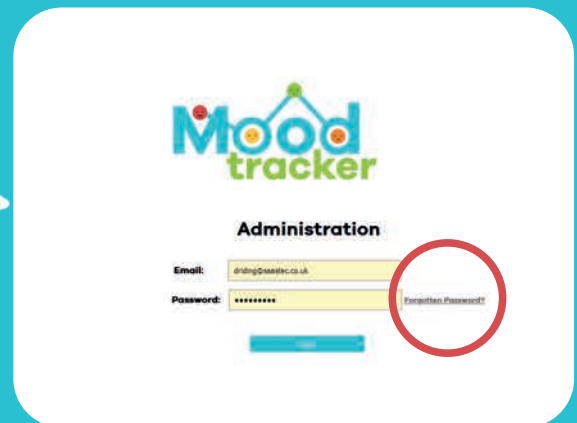
**Web-based CMS**  
<https://sch.saastec.co.uk/admin.aspx>

## Accessing your account

You will receive an email to the email address on your contract with a temporary password to log in with (Please check your 'Junk' if you cannot find it). When this is entered, click 'login' and you will be invited to create your own password. This will now be your password for the portal and the temporary password will no longer work.



When you first visit the portal you will be asked if you want to log into the app (The pupil interface) or the admin portal where the Moodtracker data and user details are configured.



Click 'Log in to the admin portal' and use your new password.  
\*If you forget your new password click 'Forgotten password' to generate a new password.



# Adding & editing users

Page  
2

## Adding Users

Once you have logged in for the first time with your main admin account, you can create as many new users as you wish. This could be one for every teacher, or just key people within the school, for example, the SENCO.

EmailAddress	UserType	EmailNotifications	
Dridding@saastec.co.uk	Teacher	No	Delete
markmode7@yahoo.co.uk	Admin	Yes	Delete
munderwood@direct.digital	Teacher	Yes	Delete
ndrake@direct.digital	Admin	No	Delete

### User Roles

'Admin' users can edit all of the information in the portal, whereas 'Teacher' users cannot add or delete users or access the 'End of year' function.

**1** Click 'create new user' and type in a real email address

**2** Add what role you want the user to have

**3** If you want to be alerted via email of children who are Angry, Sad or Scared, click 'Yes'

**4** Click Add user to finalise the user

**Remember** - As soon as you click 'Add user' an email will be sent to the new user with a temporary password to log onto the system. They can then create their own password to make their account secure.

## Deleting a user

Simply click on the 'Delete' button and click 'OK' to confirm the deletion.

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Are you sure you want to delete this user?

OK Cancel

# Editing & adding classes

## Editing your classes

When you purchased Moodtracker you will have purchased a certain number of class licences. For example, if you purchased 6 classes, you will have 6 available classes. If you try to create a new class once you have used all your licences the new class will not be created.

The screenshot shows the 'Menu Options' sidebar on the left with 'Add / Edit Classes' highlighted. The main 'Class Options' area includes a 'Create New Class' button, a 'Classes available 0' indicator, a text input field for 'Class' (containing 'Infants Class Year 2'), and an 'Add New Class' button. A table below lists existing classes with 'Edit' links circled in red. A green callout box points to the 'Classes available 0' indicator.

If you have available classes, the number will be displayed here.

	Class Names	Language
<a href="#">Edit</a>	MIH GROU TEST CLASS B	Welsh
<a href="#">Edit</a>	Infants Class Year 2	English
<a href="#">Edit</a>	Junior Class Year 1	English
<a href="#">Edit</a>	Class 5 test	English
<a href="#">Edit</a>	Junior Class 3	English

**1** To edit an existing class click 'Edit' on the class you wish to edit

**2** Make your change and click 'Update'

### Editing the language

You can also change the language on the app for each individual class here.



**Remember** - If you change the class name, all the pupils in that class will remain as they are. They will not be deleted or their data lost. This process can be used to update all the class names for the new school year, just by updating the class names.

## Adding additional classes

To buy more class licences for your school, please email [licences@saasschools.com](mailto:licences@saasschools.com) where one of our friendly team will talk you through the options.

**1** First click 'Create new class'

**2** Type in the name of the new class

**3** Click 'Add new class'

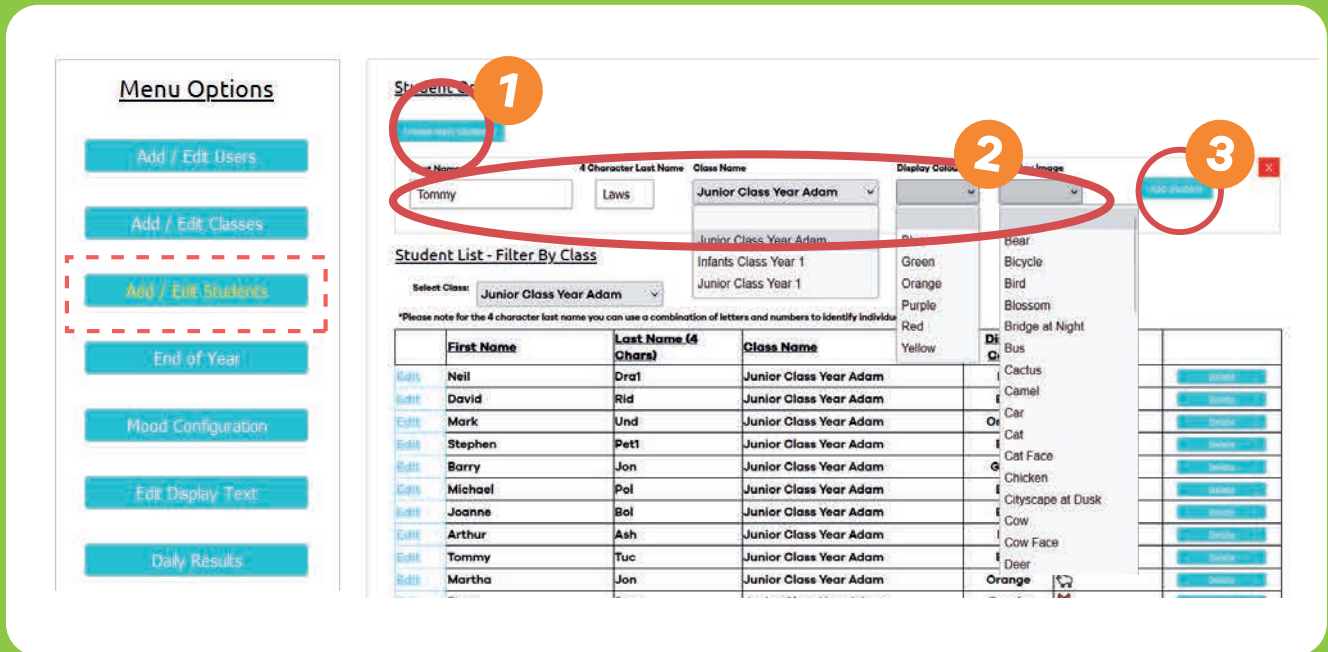
The screenshot shows the 'Create New Class' form with three numbered steps: 1. Clicking the 'Create New Class' button, 2. Typing 'Infants Class Year 2' into the 'Class' text field, and 3. Clicking the 'Add New Class' button.



# Adding/Editing Students

## Adding a student to a class

Adding a student to a class can only be done once the associated class has been created - See section on creating a class first. You can add upto a maximum of 40 students to a class.

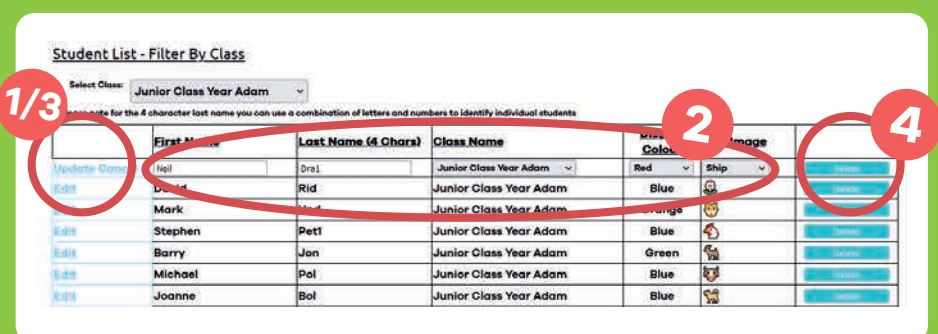


- 1 Click 'Create New Students'
- 2 Enter the First name and first 4 initials of the Last name (Last name is optional), select the class the student is in, and which colour and emoji the student would like
- 3 Click Add student to finalise - The name will appear instantly on the app when the page is refreshed

## Editing/deleting a students

You have the ability to change the name of a student, change which class they are in, and change their colour and emoji on the name selection screen.

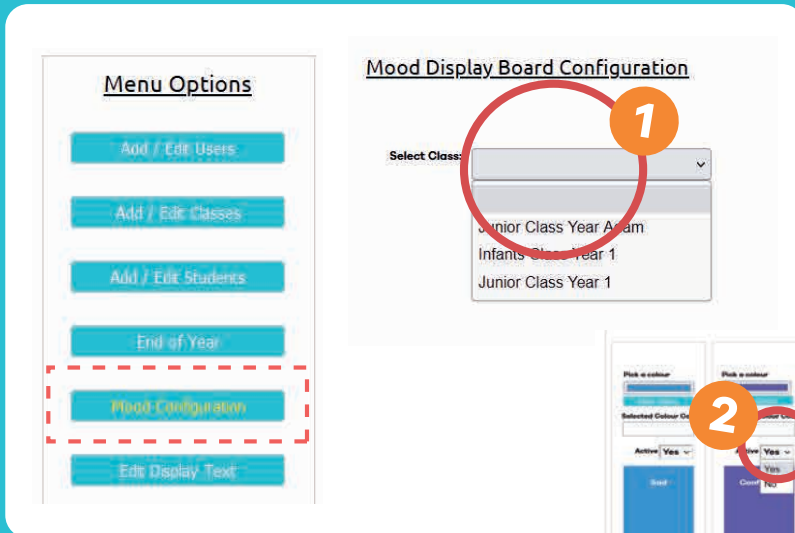
- 1 Click edit on the record you want to change
- 2 Edit the information as desired
- 3 Click 'Update' to finalise the changes
- 4 You can delete a student with this button



# Changing the Moods

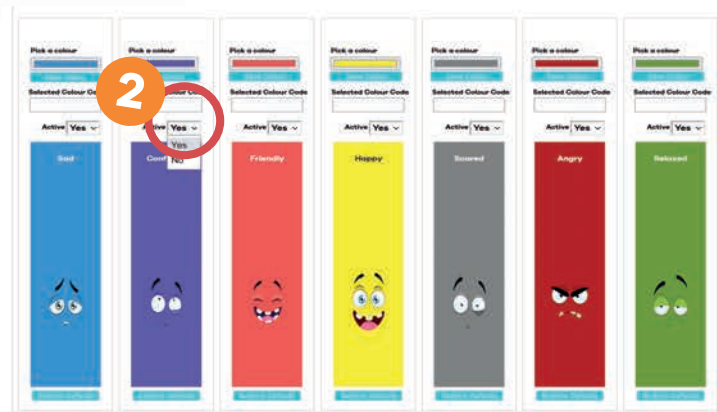
## Activating the Moods you need

We offer 7 emotions in total on Moodtracker but are fully aware that, especially for younger children, you may not want to present all of them to your students. Here you can Activate and De-activate the moods as desired.



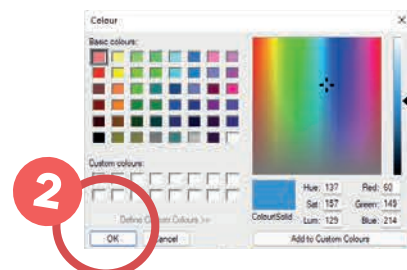
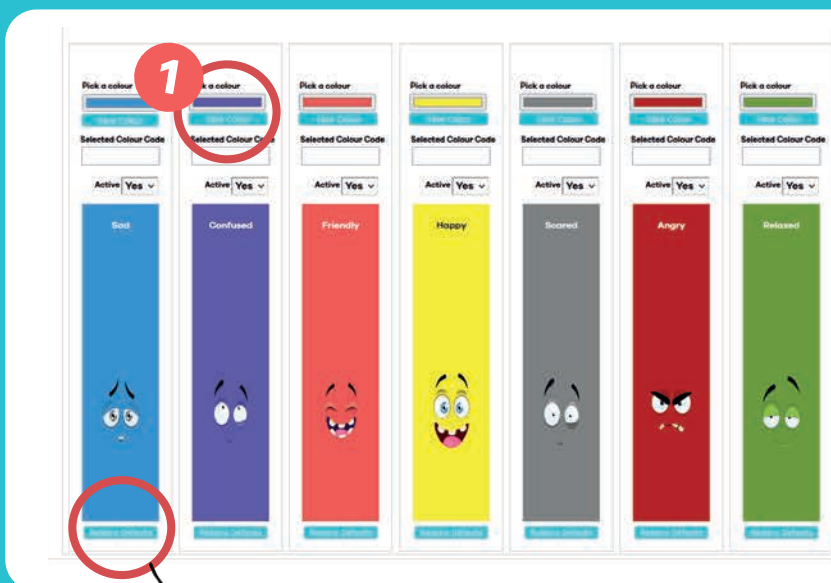
**1** In the Mood Configuration section select the class you want to edit the moods for. Only the selected class will be affected

**2** Select 'Yes' from dropdown to activate a mood, and select 'No' to de-activate a mood



## Changing the colour of a mood

As technology increasingly becomes part of the lives of children, emotions can be rooted in the online sphere. Moodtracker allows children to highlight online influences as a source of their emotional state.



**1** Click the colour bar on the mood you want to change

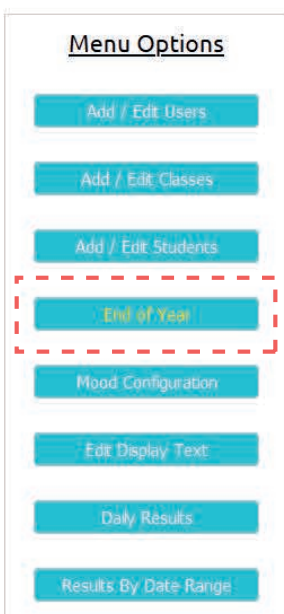
**2** Use the colour picker to select the colour you want and click 'OK' to confirm

Click 'Restore Defaults' to change the colours back to their original colours.

## Deleting the school leavers class

When the oldest group of children has left for the next step of their education, you can use the 'End of year' facility to delete all of the students in the class, freeing up the ability to add the new induction of students to this now available class.

Then re-name the existing classes - for example change the Y5 class name to Y6 and so on throughout the school, using the 'Edit classes' section on the main menu options and you are ready for the new school year!



### End of Year Student Deletions

**\*Please note this is to be used to delete all students from a class at the school year end.**

**It is intended to be used to delete all students within a class that are no longer studying at the school.**

Select Class: **Junior Class Year Adam**

1

2



### End of Year Student Deletions

**\*Please note this is to be used to delete all students from a class at the school year end.**

**It is intended to be used to delete all students within a class that are no longer studying at the school.**

Select Class: **Junior Class Year 1**

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Are you sure you want to delete all students from the selected class?

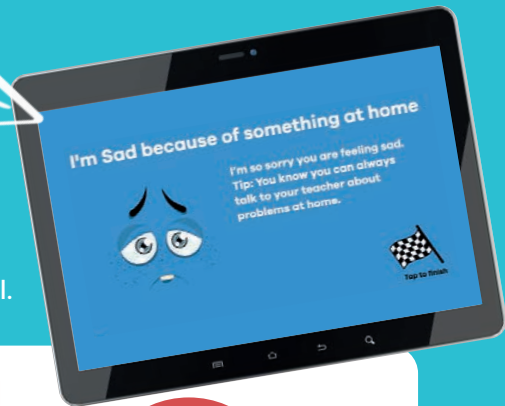
3

- 1 Select the class of leaving children
- 2 Click 'Delete all Students'
- 3 Confirm with 'OK' or cancel with 'Cancel'

Remember - This cannot be undone, and you will have to re-enter all the students names from the class you deleted.

## Changing the final messages

When a child has selected a mood and reason on the app, they are presented with a final message screen that contains some advice for that particular emotion. You can however, type your own message for each emotion, to make Moodtracker more individual for your school. For example, you could encourage students to go and see a particular staff member, or encourage them to visit a particular part of the school.



Emotion	The Location	Response Message / Tip
Happy	Home	We are so happy you are feeling happy! Happiness is infectious. So spread it to someone else!
Happy	School	We are so happy you are feeling happy! Tip: Try to make another person in your class as happy as you!
Happy	Online	Tip: The Internet is great! But we must always keep safe online. Never give any details about yourself online.
Sad	Home	I'm so sorry you are feeling sad. Tip: You know you can always talk to your teacher about problems at home.

- 1 In the Edit display section, click 'Edit emotion message' and select the class to wish to edit.
- 2 Click 'Edit' on the desired record
- 3 Type your message upto a maximum of 500 characters
- 4 Click 'Update' to finalise the edit

## Changing Mood Synonyms

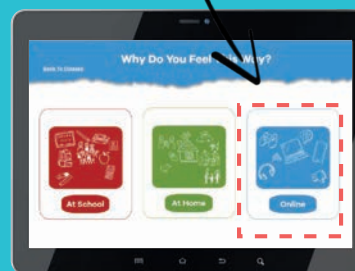
You can add synonym words to each emotion, to grow childrens vocabulary around their feelings. These are displayed on the mood selection screen.

ClassName	Mood	Synonyms	Mood	Synonyms	New Synonyms
Junior Class Year 1	Sad	Unhappy, Gloomy, Miserable, Upset, Depressed	Confused	Muddled, Distracted, Flummoxed, Bewildered, Puzzled	Friendly, Sociable, Caring, Affectionate, Loving
Junior Class Year 1	Sad	Unhappy, Gloomy, Miserable, Upset, Depressed	Confused	Muddled, Distracted, Flummoxed, Bewildered, Puzzled	Positive, Cheerful, Delighted, Excited, Joyful, Pleased
Junior Class Year 1	Sad	Unhappy, Gloomy, Miserable, Upset, Depressed	Confused	Muddled, Distracted, Flummoxed, Bewildered, Puzzled	Positive, Cheerful, Delighted, Excited, Joyful, Pleased

- 1 First click the Add / Edit Students on the Menu Options
- 2 Click 'Create New Students'

## Adding the online option

As technology increasingly becomes part of the lives of children, emotions can be rooted in the online sphere. Moodtracker allows children to highlight online influences as a source of their emotional state. Select 'Yes' from the drop down list here to activate the online option.



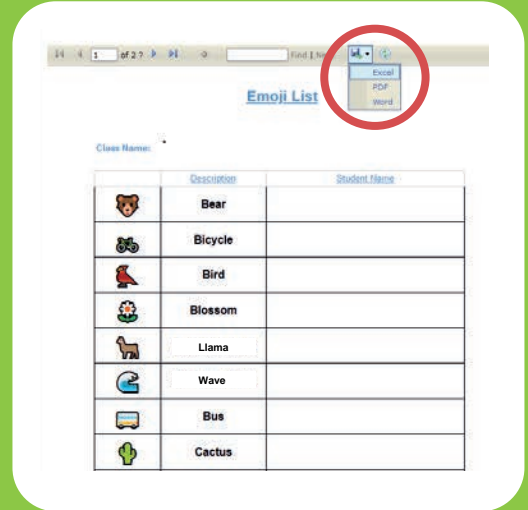


## Reports

- Daily Results
- All Results By Date Range
- All Results By Class
- Results By Student
- Alerts By Date Range
- Class Emoji List**

## Printing out the Emoji List

On the main menu, under 'Reports' click the 'Class Emoji List'. At the top of the page click the icon highlighted on the right and download the form in your chosen format.



## Emoji List

Class Name:

	Description	Student Name
	Bear	
	Bicycle	
	Bird	
	Blossom	
	Llama	
	Wave	
	Bus	
	Cactus	
	T-Rex	
	Camel	
	Car	
	Cat Face	
	Cat	
	Chicken	
	Rainbow	
	Cow Face	
	Cow	

## Let the students decide!

Print out the form and pass it around your students. They can pick which Emoji they would like on their name on the 'Name select screen'. More than one child can have the same Emoji, so there won't be any arguments!

Then go to the 'Students' section on the main menu, and select the Emoji from the drop down list next to the students name.





If you have any further questions, please email [connect@saasschools.com](mailto:connect@saasschools.com) and one of our friendly technical staff will be happy to help.

# Spotting Patterns. Starting Conversations.

Get in touch.

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