

TRAVEL TRACKER QUICK START GUIDE

A guide for the lead school WOW coordinator



**healthier
scotland**
SCOTTISH GOVERNMENT

**paths
for all**





Follow these simple steps to get started with the Living Streets Travel Tracker.

1. LOG IN USING YOUR REGISTRATION DETAILS SUPPLIED OR REGISTER ONLINE

- Please check with your local Living Streets Coordinator to obtain your two log in details:
 - **school admin** – for the lead contact at your school to monitor and update school details.
 - **classroom access** – for class teachers to log in and enable pupils to record daily journeys.
- Alternatively, to register online visit: www.livingstreets.scot

2. LOG IN AND CHECK DETAILS FOR YOUR SCHOOL

- Log in using the **school admin** details.
- Check to see if classes have already been set up by your local Living Streets Coordinator.
- If classes need to be set up, enter the information for all classes via the 'manage' tab – simply select each year group in turn and enter the class names and pupil numbers.
- If you have your September Hands Up Scotland Survey information enter this in the 'baseline' section of the 'school details' tab. Otherwise this can be added later on.

3. SPREAD THE WORD TO CLASS TEACHERS

- Give each class teacher:
 - The **classroom access** login.
 - A copy of the Classroom Quick Start Guide (downloadable from www.livingstreets.scot).
 - A Travel Tracker class list poster.



More detailed information on how to use Travel Tracker and additional class list posters can be downloaded from www.livingstreets.scot

4. CLASSROOM SET-UP (SEE ALSO CLASSROOM QUICK START GUIDE)

- Class teachers need to log in to Travel Tracker, select their class name, see which icons have been assigned to their class and fill out their pupil names against the relevant icons on their class' icons poster.
- Pupils need to know which icon they are as they will use this to log their journeys over the whole academic year.
- Make sure teachers keep their posters safe to remember who's who.

5. TRACK JOURNEYS EACH DAY

- Pupils and teachers should record their travel each day using the **classroom access** log-in.

6. MONITOR PROGRESS

- Teachers and pupils can see the day-to-day achievements of their class on the dashboard tab and see which classes are leading the way.
- Use the **school admin** log-in to see reports of travel habits at a school or year group level.

7. AWARD BADGES

- At the end of each month, use the **school admin** login to see which pupils have earned a badge, under the 'badges' tab.
- Select the year group and class names in turn and give each teacher a list of the pupil icons that should get a WOW badge.

Travel Tracker now uses icons instead of pupil names to make sure data collection is in line with new data protection laws and safeguarding best practice.



We are Living Streets Scotland, part of the UK charity for everyday walking and the people behind the Walk to School campaign.

WOW is our year-round walk to school challenge. Pupils who walk to school at least once a week are rewarded with a monthly badge.

Daily journeys are logged by pupils on our interactive Travel Tracker.

NOT USING TRAVEL TRACKER YET?

If Travel Tracker is not part of your school's current WOW package and you would like to use it, contact the Living Streets Scotland team on **0131 243 2649** or email **scotland@livingstreets.org.uk**

REASONS TO USE TRAVEL TRACKER

- It's a handy, green alternative to monthly paper WOW wallcharts.
- It makes it easier to run WOW and give out badges.
- It's a brilliant live data source to track progress and promote success.

www.livingstreets.scot

General enquiries:
scotland@livingstreets.org.uk

**We are Living Streets Scotland,
part of the UK charity for everyday walking.**