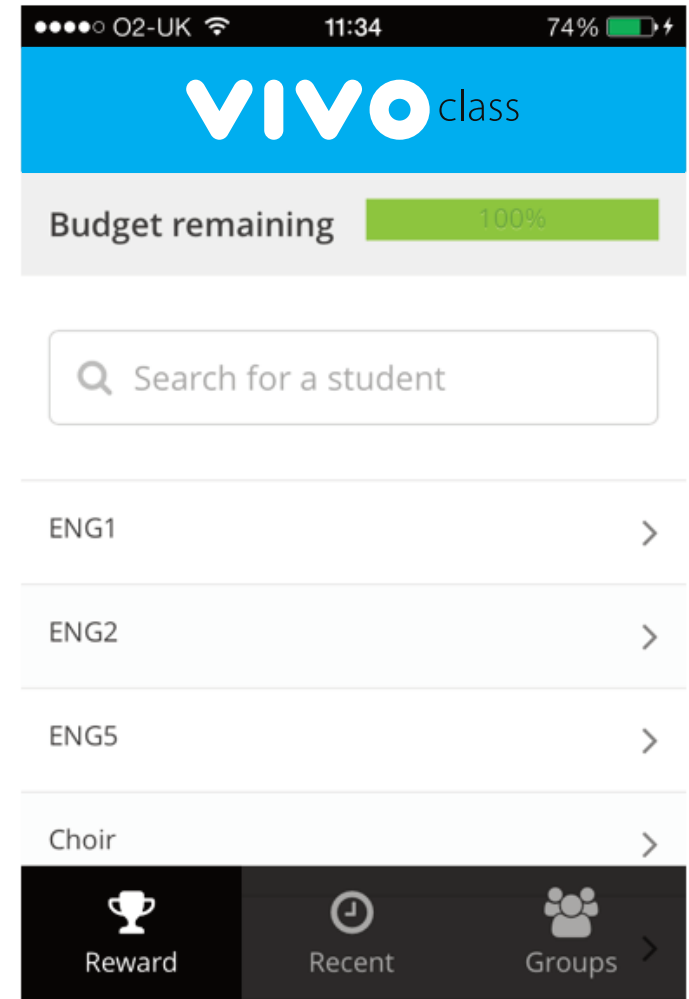


VIVO class

TIPS FOR TEACHERS

REWARDING

- * Do you have the app?
- * For any smart phone on the go.
- * Scan the barcode or search for (vivomiles / vivoclass) in your app store.
- * Group or singular student rewarding.

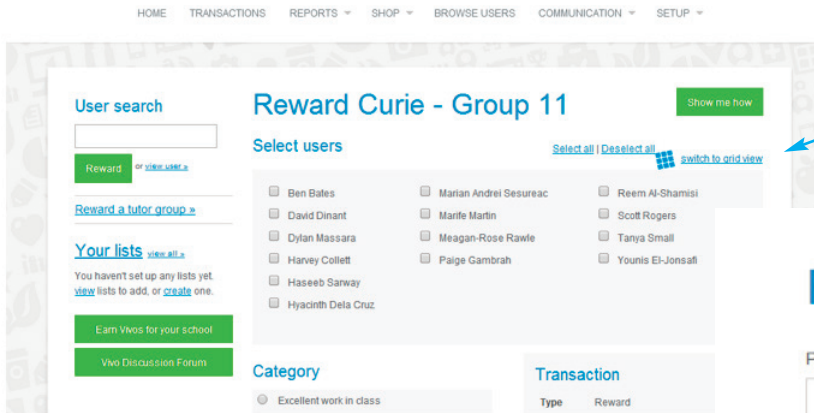


GRID REWARDING

01

*

From the standard rewarding page, click 'switch to grid view' underlined in blue, to take you to the below matrix.



Reward ENG2

[switch to list view](#)

Please note that rewards you make through grid rewarding will be reserved from your account immediately and processed at 7pm.

	Full Uniform	Effective Participant	Effort in Lesson	Excellent Homework	Excellent Progress Over the Term	Extra Curricular	Head Masters Prize	High Test Score	Making a Positive Contribu...	Model Citizen
Aliakbari, Adam	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️	+ 🗨️
Andrews, Aidan	5 - 🗨️				20 - 🗨️					
Andrews, Ainslie		4 - 🗨️	5 - 🗨️					25 - 🗨️		
Angel, Alec			5 - 🗨️							100 - 🗨️
Barker-Lamb, Aiyah								25 - 🗨️		
Beling, Andrew										
Black, Ari										

02

*

All reward categories

*

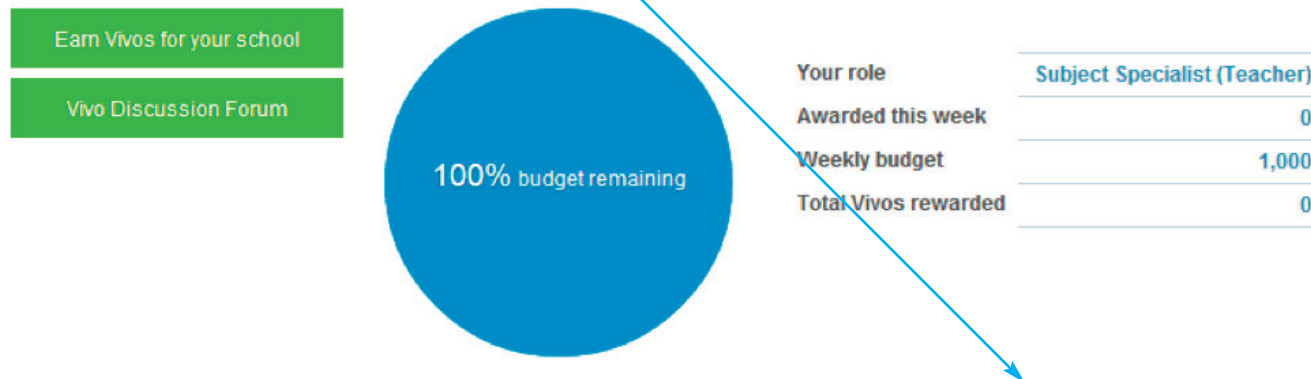
All student names from your class list.

*

Add a personal comment

STAFF ENGAGEMENT

- * Wish you had a reward category for your club or competition?
- * Click 'create one now' on your home page.



No Bonus Points offers posted - [create one now](#)

Create ways for students to earn bonus points, such as attending your revision classes, clubs or helping out.

- * Extra earners are approved by your Vivo leader before they appear on your reward page.

BUDGET TOP-UP

* Run out of budget? You can request a top-up

Stats

Awarded this period (WEEK)	0
Budget for this period	100
Total Vivos rewarded	0
Total Vivos penalised	0

[View statistics about Allan Abawi](#)



[Top-Up budget for this week](#)

Top-Up budget for this week for MrAbawi

Enter an amount below to be added to MrAbawi budget this week. This amount is temporary and will expire at the end of the week.

Top-Up amount (Vivos)

Back

Top-Up

* Budget top-up value resets after one week

RUNNING REPORTS

* Vivo will generate automated bar charts within 5 clicks.

* Click on REPORTS then League Tables

* Select Time period.

* Select group ('By Group' for tutors)

* Click View

* Click 'Download PDF' for automatic bar graph

* Alternatively click 'Download CSV' to open data in excel and create your own bar graphs.

The screenshot shows the 'League Tables' page in the VIVO class system. At the top, there is a navigation bar with 'ONS', 'REPORTS', 'SHOP', 'BROWSE USERS', 'COMMUNICATION', and 'SETUP'. Below this is a decorative banner. The main heading is 'League Tables', with links for 'Back to league tables module overview' and 'League Feeds'. A 'Time period' dropdown menu is set to 'This calendar year'. A 'Submit' button is located below the dropdown. Below the submit button is a row of tabs: 'Overall', 'Year Group', 'Gender', 'By House', and 'By Group'. The 'By House' tab is currently selected. Below the tabs, there is a 'Group' dropdown menu set to '10A' and a 'View' button. Blue arrows from the text on the left point to the 'REPORTS' menu item, the 'Time period' dropdown, the 'By Group' tab, and the 'View' button.

RESET PASSWORDS

User search

Aaron Chalmers (11 11A)

Reward or [view user »](#)

[Reward a tutor group »](#)

[Your lists](#) [view all »](#)

[ENG2](#)

Earn Vivos for your school

Vivo Discussion Forum

- type in students name

- click 'view user'

- click 'reset password'

- passwords must be 7 seven characters with 1 number

- send automated reminder email

Aaron Chalmers

[Edit Account](#) | [Reset Password](#) | [Login as user](#) | [Delete](#) | [Suspend](#)

Personal Details

Name Mr Aaron Chalmers

Gender MALE

Username aaron.chalmers

UPN 1502649315N

Admin Note remember to spend all your vivos before leaving school
[Edit note](#)

Password Reset

Use this form to reset the login password for this user.
Password should be a minimum of 7 characters and include at least one number.

Aaron Chalmers

New password

Send email?

[Back](#)

[Reset password](#)

THANK YOU FOR TAKING THE TIME TO READ THROUGH

Let your Vivo Leader _____ know if you are experiencing problems
so we can ensure Vivo is working for you and that you are happy using Vivo.



OUR HOME FROM HOME:

VIVO, 2ND FLOOR
1 LEICESTER SQUARE
LONDON, WC2H 7NA

support@vivoedge.com

0207 025 6130