Checklist: Getting the most from Purple Mash

☐ **Staff know their login details.** You can check if they have registered their account via the Admin area and you can send password reminders to their email address

☐ **Pupils use the Quick Access Shortcut** to access Purple Mash in school. You should add the Quick Access Shortcut to all devices being used in school, whether PC, iPad or Chrome Book. The link is in the Admin area. This will speed up access to Purple Mash in class.

☐ Parents have created accounts via the **Parent Portal** to support home school partnerships

☐ Younger pupils have **picture passwords**, which when used with the Quick Login, means that no text entry is required to login to Purple Mash

☐ Staff know how to **print login cards**/letters home/spreadsheet.

☐ **Avatars** set for pupils and teachers

☐ Staff know how to access pupil work via the **folders area** on the Home Screen

☐ Staff use **Teacher area** for planning, including to access the Computing Scheme of Work, curriculum maps, spelling scheme of work, grammar resources, phonics, e-safety, etc

☐ Teachers use **Teacher Mode** to edit and create differentiated activities/tasks for pupils, setting these as 2Dos. This includes creating word bins and checklists within writing activities.

☐ **Staff can create their own activities** using Purple Mash templates and set these as tasks. This includes spelling tests, quizzes and grammar/punctuation resources (Text Toolkit)

☐ **EYFS staff use Mini Mash** and have activated trays for ease of saving pupil work. They can also add topic or work to the home page and create their own activities.

☐ **Staff use Serial Mash** books and poetry for whole class reading, comprehension, extended writing and as fiction texts to complement our topics (Serial Mash is an optional extra on your Purple Mash account)

☐ **Staff use 2Dos** to set activities and tasks for pupils (by class, group or individual), attach objectives, feedback, reward and file pupil work...include closing/filing 2Dos

☐ **Staff use Data Dashboard** to access and manage tasks, generate score reports, report on judgements and overview the rewards

Need more support? Contact us:

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☐ **Staff use collaboration tools** such as 2Connect and 2Write across the curriculum to facilitate whole class feedback and group work.

☐ **Staff share work** online via Display Boards, 2Blog, link, embed code or QR codes

☐ **CPD Support**: Staff are accessing the Training Platform for self-service CPD, Mash Chats (1-1 support), Webinars and Local Events to keep up to date and develop their use of Purple Mash. All FREE support

☐ **Purple Mash admin** users have set up MIS Sync (via Wonde or Xporter) to create/update pupil and staff accounts via their school database. If they prefer manual set-up, then they know how to upload a csv file to Purple Mash and use the End of Year Wizard, as well as adding/removing individual accounts
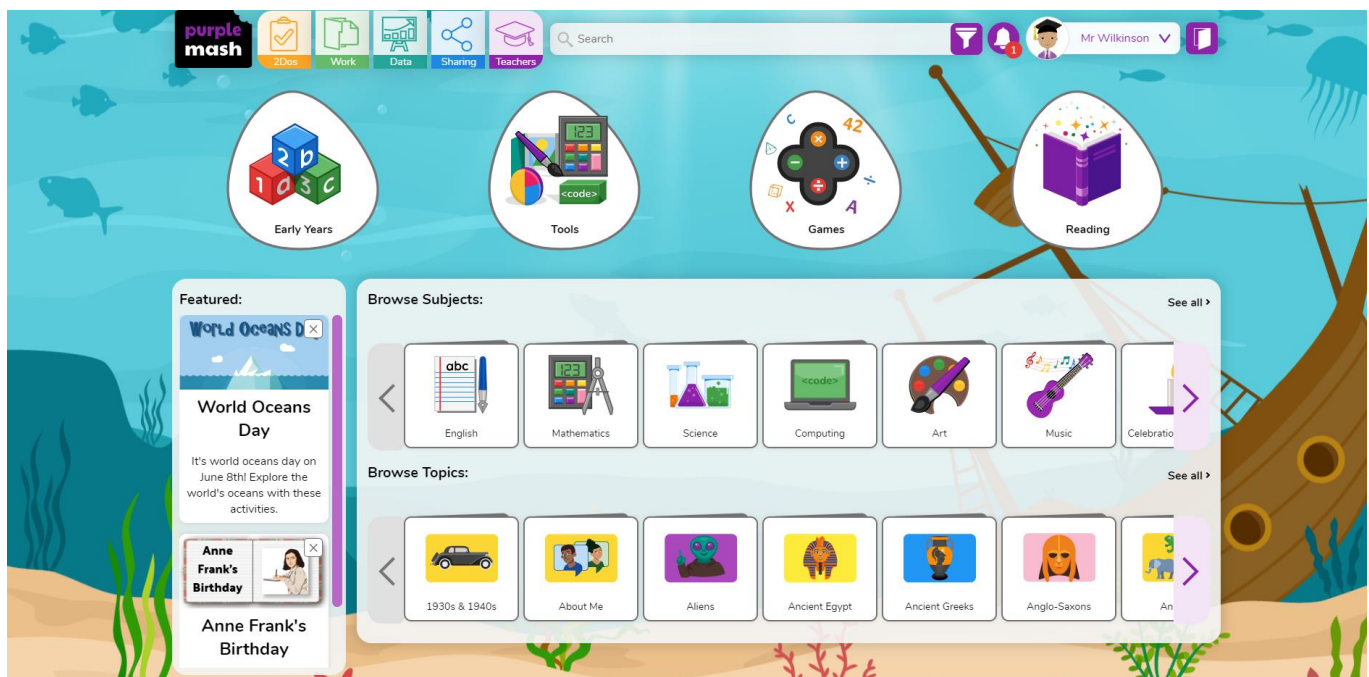
☐ **Purple Mash admin have set up single sign on** via Google Classroom or Microsoft Teams if required

☐ Contact support@2simple.com with any set up or tech issues

☐ Contact cpd@2simple.com with any teaching and learning queries

☐ Contact bookcpd@2simple.com to book CPD for the school

☐ Join our Purple Mash Community on Facebook group: www.facebook.com/groups/purplemash

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