

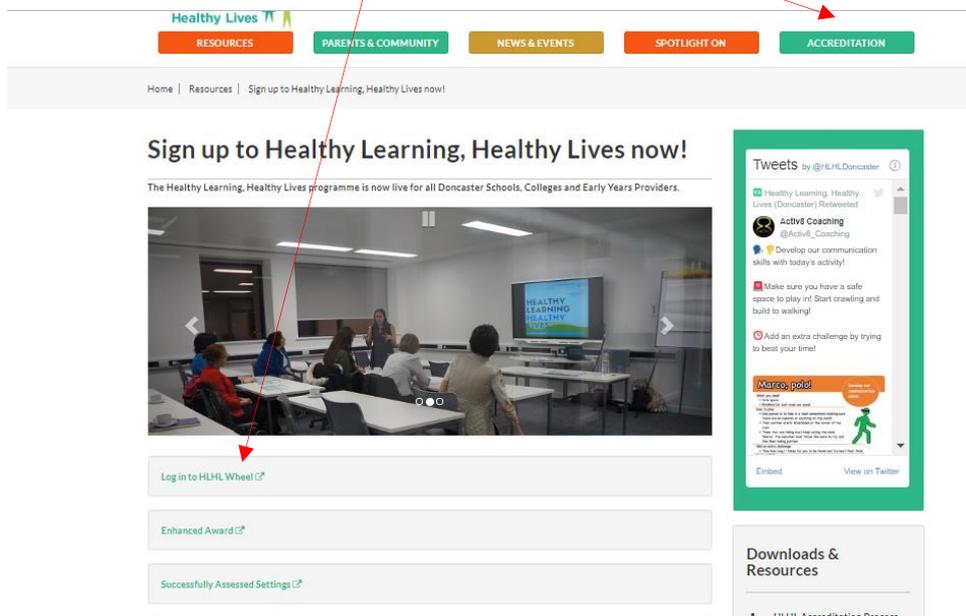
How to use the Healthy Learning Healthy Lives online wheel

Logging on to the wheel

1. You will require a username and password to log on to the wheel. The Healthy Learning Healthy Lives (HLHL) team will provide you with this.
If you have forgotten your password, please contact the HLHL team
healthylearning@doncaster.gov.uk
2. To log in to the wheel go to www.healthylearningdoncaster.co.uk

→Accreditation

→Log in to HLHL wheel



The screenshot shows the website's navigation menu with buttons for RESOURCES, PARENTS & COMMUNITY, NEWS & EVENTS, SPOTLIGHT ON, and ACCREDITATION. Below the menu is a banner titled "Sign up to Healthy Learning, Healthy Lives now!" with a video player showing a classroom scene. A red arrow points from the "Log in to HLHL Wheel" button in the banner to the "ACCREDITATION" button in the navigation menu. To the right of the banner is a "Tweets by @HLHLDoncaster" section and a "Downloads & Resources" section with a link for "HLHL Accreditation Process".

3. Enter your login details when prompted

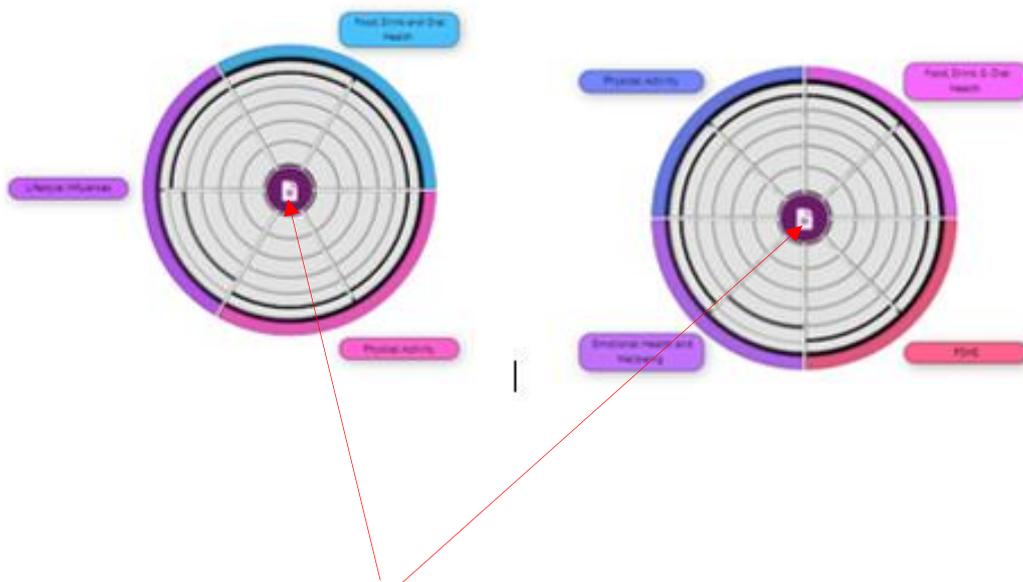


The screenshot shows a login form titled "create development wheel" with a logo. It contains two input fields: "username" and "password", and a "Log In" button.

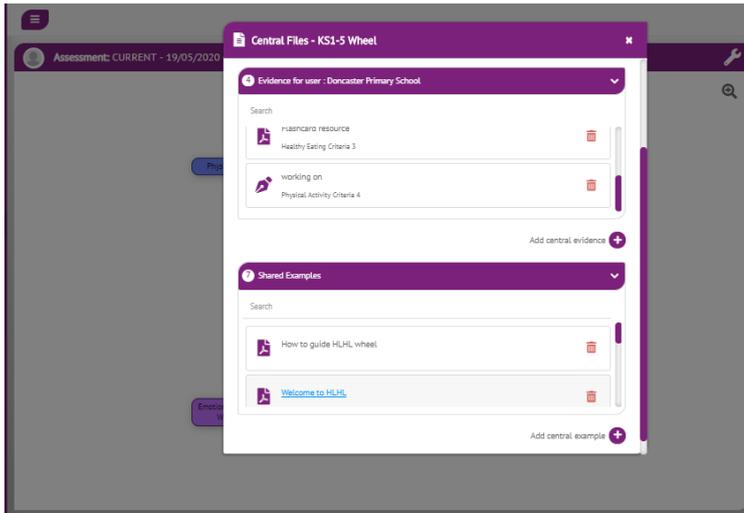
4. When you first log in you will be prompted to change your password. Please change your password, but do not change your log in details. This is your log in for your setting and will be used by all members of staff who access the wheel. Please do not share it outside your team

Using the Wheel

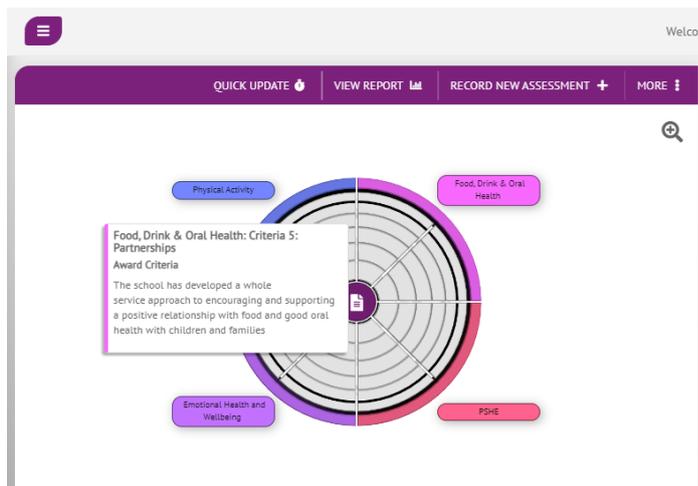
- The wheel is split in to areas (three for early year's settings and four for schools) each area is split in to five criteria, which sit within the black circle. The areas are further split in to two sections entitled Award Criteria and Reaccreditation Criteria (hovering your cursor over the criteria shows this). The Award Criteria is to be completed first and the Reaccreditation is to be completed when your initial award has expired (the initial award is valid for 3 years). The area outside the black circle is for the enhanced Award, which can be applied for on completion of HLHL accreditation.



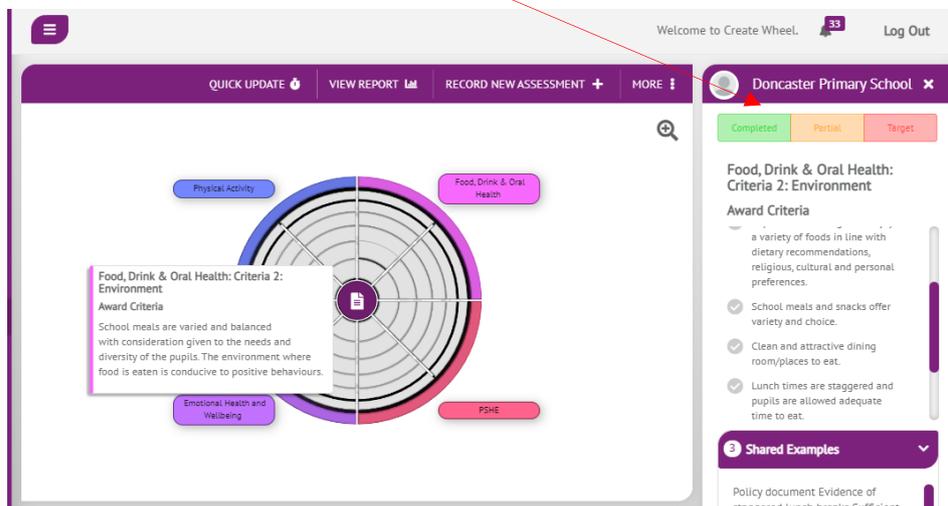
- To start, look in the 'central file', this contains general information, including the user guide and HLHL criteria in detail. Click 'shared example' to find these documents. 'Evidence for user' is where you can add general information regards in your school, but not specific to any area, we will also share evidence here. To add evidence click the + button and upload (see below).



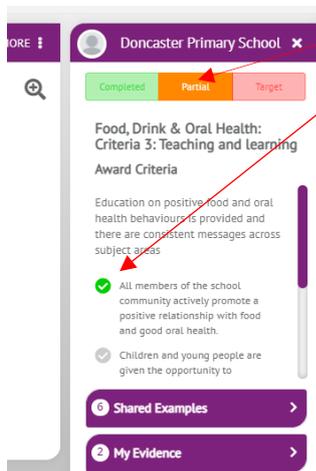
7. Hover over a cell to view the criterion statement for that section



8. Clicking on the cell brings up this



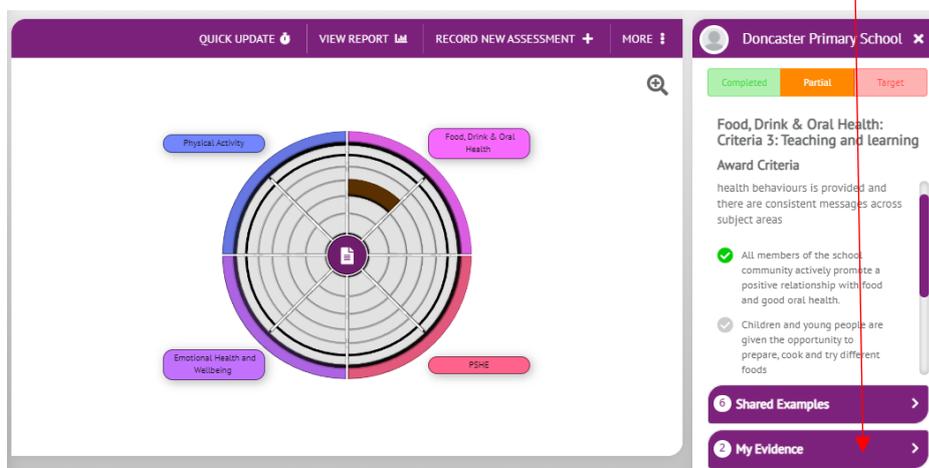
9. You can rate the status of each criterion by colour; providing you with a visual action plan of which criteria to work on. You can do this in two ways; by clicking on the traffic light section at the top or by clicking on the check list below, turning the tick green, which will identify the criterion as partially met, once all ticks are green the criterion will show as completed.



10. Clicking 'shared examples' brings up more information and resources that will help you meet this criterion

Uploading evidence

11. Click on the criterion you wish to work on, then click on 'my evidence' this will give you the options to add 'statements' and/or 'attachments' (evidence).



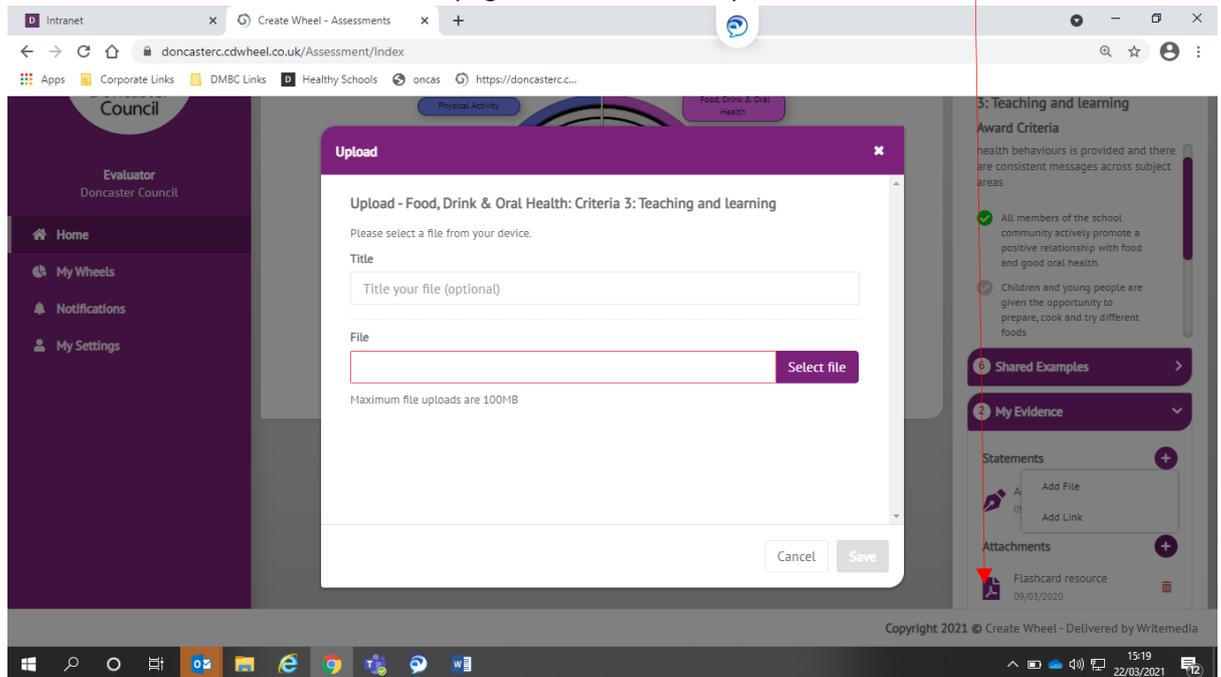
Statements

12. Here you can add comments to support and/or explain your evidence. Click the + button and add your comments.

When the HLHL team evaluate your evidence, we will leave feedback here (and the same information will be sent in a word document for ease of reference)

Attachments

13. To add evidence to this section click on the +, you will be given the option to add file or add link. You are able to add links to web pages, documents and photo's etc



14. Give the document a title, 'select file', add in your chosen document, then save this. The document is now embedded in the wheel.

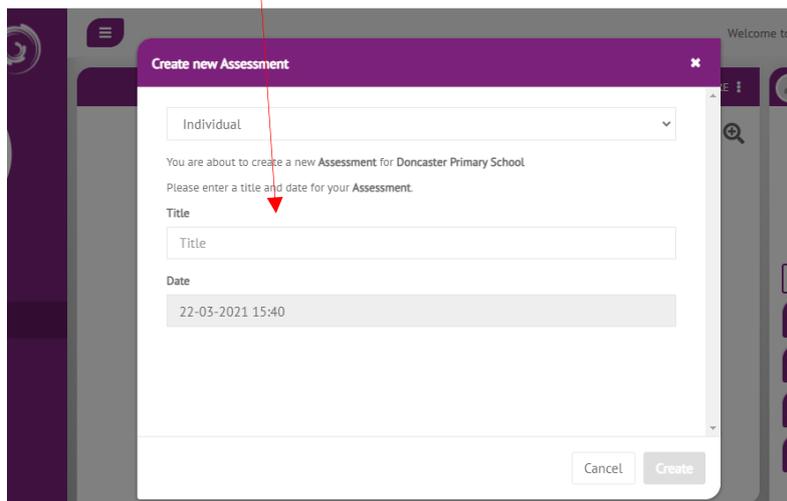
You may wish to add evidence as you go or collate everything in one file and add to the wheel once all evidence is gathered.

Please note that the system is set to time out after five minutes of inactivity, please save evidence regularly.

15. You can save versions of your wheel to show progress over time. To do this click on 'record new assessment+'.



17. Assign a title and click 'create'.



The system will notify the HLHL team that you have added evidence to your wheel. However, we do recommend you also send an email to healthylearning@doncaster.gov.uk, if you need any help or support, please do not hesitate to contact us..