Relief Teacher Quick-Start

Everything you need to use AchievoEDU today — in under 5 minutes.

All Plans | Relief and Casual Staff | Version 1.0

YOU ONLY NEED TO KNOW THREE THINGS

1. How to log in. 2. How to award a point. 3. How to record a concern. This card covers all three.

Step 1 — Log In

You should have received a temporary login from the school office or the AchievoEDU admin. If you haven't, ask admin staff before period 1.

1. **Open any web browser** Chrome is recommended. Go to app.achievoedu.com.au.
2. **Enter your login details** Use the email and temporary password given to you.
3. **Find your class** From the sidebar tap supervisions and then type in the class you are taking

Step 2 — Award a Point

This is the core action. It takes about 10 seconds once you're logged in.

4. **Tap the student's name** From the class list, find the student you want to recognise.
5. **Tap 'Award Points'** This opens the award panel with a list of behaviours and a point value.
6. **Choose a behaviour** Select the reason — e.g. 'Positive Contribution', 'Respect', 'Effort'. Choose the closest option if nothing fits perfectly.
7. **Tap Award** The student sees the points appear on their dashboard immediately.

TIPS FOR RELIEF TEACHERS

You don't need to memorise behaviour categories. Trust your instincts — if a student is doing something worth recognising, award a point and pick the closest category. Students respond very positively to recognition from relief teachers.

Step 3 — Award bulk points

This is a similar proces. It takes about 10 seconds once you're logged in.

1. **Tap multiple student names.** From the class list, find the student/students you want to award points to. Use the select all/deselect all to speed up whole class rewards
2. **Tap 'Award Points'** This opens the award panel with a list of behaviours and a point value.
3. **Choose a behaviour** Select the reason — e.g. 'Positive Contribution', 'Respect', 'Effort'. Choose the closest option if nothing fits perfectly.
4. **Tap Award** The student sees the points appear on their dashboard immediately.

Quick Reference

Action	Where to find it	Time
Award points to a student	Supervisions — Search class — Student name — Award Points	~10 seconds
Award points to the whole class	Supervisions — Search class — Select multiple students — Award Points	~15 seconds

What You Don't Need to Worry About

As a relief teacher, you don't need to manage any of the following:

- Setting up the Reward Store — admin only
- Adding or removing students from classes — admin only
- Running reports or exporting data — class teacher and admin
- Configuring point values or behaviour categories — admin only
- Contacting parents through the platform — class teacher only

NEED HELP?

Contact the school's AchievoEDU admin or call the main office. You can also visit https://achievoedu.com.au/support for step-by-step guides and tutorial videos.