Staff Training Guide

Everything your teaching staff need to know to get started with AchievoEDU — from logging in to awarding points, running check-ins, and reading their dashboard.

Welcome to AchievoEDU

AchievoEDU is your school's student recognition and engagement platform. It lets you acknowledge students for positive behaviour, effort, and character in real time, from any device, and gives students a meaningful way to see and celebrate their own progress.

This guide covers everything you need to get started. Most teachers are confident using the platform within their first week. The core action of awarding points takes less than 30 seconds.

> **THE CORE IDEA**
> Every time you notice a student doing something worth recognising, helping a classmate, showing resilience, completing work without prompting, you can award them points on the spot. Students see it immediately on their dashboard. That's it. That's the whole system.

The Six Character Competencies

AchievoEDU is built around six character competencies, the values your school uses to describe what great character looks like. When you award points, they are linked to one of these competencies.

	Competency	Description
🌿	Respect	Treating others, self, and the environment with dignity and care
⚡	Resilience	Persisting through challenges and bouncing back from setbacks
🎯	Responsibility	Being accountable for actions, learning, and impact on others
👑	Leadership	Inspiring and guiding others through positive influence
🤝	Collaboration	Working effectively with others toward shared goals
🚀	Initiative	Acting without being prompted, going beyond the minimum

You don't need to memorise these. They appear as options when you award points, and over time they'll become second nature.

Getting Started: Logging In

You will receive a welcome email from AchievoEDU with your login credentials. Your email address is your username.

1. **Go to achievoedu.com.au**
   Click 'Log in' in the top right corner on desktop. Mobile browsers will require you to tap the menu in the top left and go to “Log in”.
2. **Enter your school code, email, and password**
   Use the details in the welcome email to login

3. **Set a new password on first login**
   You'll be prompted to change your temporary password. Choose something memorable and keep it secure.

4. **Explore your teacher dashboard**
   You'll land on your teacher dashboard. This shows recent activity, your class overview, and quick-access actions.

> **BOOKMARK IT**
> Add achievoedu.com.au to your browser bookmarks or your phone's home screen — it makes daily use much faster.

Awarding Points

Awarding points is the action you'll use most. It takes about 20–30 seconds. You can do it from your desk, from your phone during class, or during yard duty.

1. **Click the class you want to award points to from the dashboard or sidebar**
   This opens the class panel.

2. **Search for the student by name**
   Type the first few letters of their first or last name.

3. **Select a competency and point value**
   Choose a prefilled reason or write in a custom

4. **Click Award — the student sees it instantly**
   The points appear on the student's dashboard immediately. They receive a notification if they're logged in.

Writing Effective Recognition Notes

✓ Effective notes	✗ Less effective
Noticed you helping Jordan understand the question without being asked.	Good work today.
Kept working through the challenge even when it was frustrating — great persistence.	Great student.
Voluntarily cleaned up the lab bench at the end of class.	Participated in class.
Asked a really thoughtful question in today's discussion.	Well done.
Took the lead in organising your group without anyone asking.	Positive behaviour.

How Many Points Should I Award?

Occasion	Suggested range	Examples
Small, everyday moment	1-2 point	Holding the door, helping tidy up, staying on task
Consistent effort in a lesson	3-5 points	Focused all lesson, worked well in a group, completed work to a high standard

TIP: FREQUENCY OVER SIZE
Research shows that frequent, specific recognition has a stronger impact than occasional large awards. Aim to award points to 3–5 students per day across your classes, rather than waiting for a 'big moment.'

Your Teacher Dashboard

Dashboard section	What it shows	How to use it
Recent activity	Points you've awarded in the last 7 days	Check that you're recognising a range of students, not just the same few
Class overview	Engagement stats for each of your classes	Identify classes with lower engagement and consider targeted recognition
Student profiles	Individual students' points, badges, and goals	Click any student to view their history and award from their profile
Wellbeing check-ins	Whether your students have completed today's check-in	If most of a class hasn't checked in, remind them at the start of the next lesson

NOTE ON WELLBEING CHECK-IN SCORES
As a teacher, you can see whether your students have completed their check-in (shown as a green tick) but NOT their score. Wellbeing scores are only visible to the pastoral care coordinator, deputy principal, and school counsellor. This is by design — to protect student privacy and ensure students feel safe being honest.

Awarding Badges

Badges are one-off awards for specific achievements, they're different from points because they can't be redeemed and they stay on a student's profile permanently. Think of them as digital certificates.

Use badges are for meaningful moments: Being a consistent member in a club or group, Consistenly participating in the student council, Representing the school at different sporting events, or anything you want to commemorate permanently on their record.

Verify Challenges (Plus & Pro plans)

Once **the** platform is working admins can create additional challenges for students to complete, this could be things like completing extension activities in class, performing 3 random acts of kindness and sharing with the teacher, or reading a book.

To approve a challenge, go to Teaching in the sidebar → click 'Challenges' → select the student, select the challenge they completed, → click verify and award points.

Word of the day (Plus & Pro plans)

Students are exposed to new words that helps them develop vocab. In the word of the day module there is an area where students can claimed they have used the word in question. The teacher is then able to approve the I used it claims.

To approve a student's word of the day I used it claim. Go to the sidebar under school → click word of the day → scroll to the bottom where the "I used it" claims are → Find the student you want to approve → Click the award button for them to get their additional points.

Quick Reference Card

Key Actions	Contact & Support
Award points: Dashboard → Class → Search student → Pick reason → Award **Award badge (Admin):** Recognition → Badges → Award Badge to student → Select badge → Award **View class:** Dashboard → Classes → Select class **Verify Challenges:** Shout-Outs → New Shout-Out → Select recipient → Write → Post	**Login URL:** achievoedu.com.au **Help Centre:** achievoedu.com.au/support **Email support:** contact@achievoedu.com.au **Phone:** 0403 921 356

Common Questions from Teachers

How often should I award points?

There is no fixed requirement, but the platform works best when teachers award points frequently and consistently. A good target is 3–5 students per teaching day. Building it into a routine — for example, at the end of each lesson, take 2 minutes to recognise one or two students — works well.

Can students see who awarded them points?

Yes, students can see your name and the note you wrote when they view their points history. Write your notes as if the student will read them, because they will.

What if I accidentally award the wrong student or amount?

In your class there is a section called recent point awards. Here there is an undo button so you can reverse the points you gave. Be warned this section only tracks your last 5 point transactions

Can parents see what I've written?

Yes, parents with a parent portal account can see the reasons or custom reasons on their child's profile. Write reasons that you'd be comfortable sharing with families. Avoid anything identifying about other students.

What does the wellbeing check-in show me as a teacher?

You can see a green tick next to students who have completed their check-in for the day. You cannot see additional infrmation only the pastoral care team can. If you're concerned about a student's wellbeing, speak to your pastoral care coordinator.

What if a student loses or forgets their password?

Students can reset their password via the 'Forgot password' link on the login page. Teachers can reset students passwords to the default password and then once they login they will be prompted to create a new password