SAMHE Getting Started Checklist

Item	Tick
1. Unbox SAMHE monitor First off, please check the contents of the monitor box. It should contain: ● SAMHE monitor and charging cable ● Two plastic legs for the monitor to stand on ● The 'AirGradient ONE Information Sheet for SAMHE' - this is information provided by the manufacturer You may also want to read these two documents (which you have already received by email): ● A **Standard Operating Procedures document** which details best practice and safe use procedures ● A **risk assessment** relating to the use of SAMHE monitors in schools To download copies of these documents for your records visit https://samhe.org.uk/safety-and-data-protection	

2. Set up School Admin account on the SAMHE Web App
 	
To create your Web App account, follow the steps below.
1. Find your **school ID.** This was provided in the email we sent with subject line 'Important: Your SAMHE Monitor is on it's way'
2. Go to https://samhe.org.uk/ and click 'Web App'
3. On the Web App landing page select 'Register a New User'
4. Select 'Admin' from the tabs along the top and complete the account registration process. To do this you will need:
   ○ Your **school ID**, which was sent to you via email
   ○ The **generic/office email address** you provided via the registration form (confirmation of this email address can also be found in the email referenced above)
 	
Please make sure you've read the admin user sheet before registering.	

Note: All schools have to create an Admin account with which all subsequent accounts at your school will be associated.This account has to use the generic/office email address you provided via our registration form, so it remains accessible independently of any individual teacher. If you're an interested teacher you will be able to set up an individual account at a later stage (see step 4 below). Admin users also have special responsibilities, including sharing Secret Words which other users will need to create their accounts.

The admin user sheet will be linked on screen and can be accessed at any time using the url https://samhe.org.uk/documents/admin-participation-info

3.   Login to your School Admin account and complete the Set Up process

Immediately after registering you will be asked to login using your new School Admin account. The first time you login you'll be taken directly to the set up pages which will walk you through:
- Activating your school (which involves creating your school's room list and Setting up a 'School handle' and 'Secret Words' which other users at your school can use to connect their account with your school's monitor)
- Linking your monitor with your Web App account
- **Choosing where to put your monitor**
- **Connecting your monitor to the WiFi**

If you are having any difficulties connecting your monitor, take a look at https://samhe.org.uk/support for some information about fixes for common issues and if you can't find an answer to your question, please get in touch using our **technical queries form** (https://samhe.org.uk/support/tech-contact) - we're happy to help!

Advice on choosing where to put your monitor and how to connect your monitor can be accessed at any time using the following urls:
https://samhe.org.uk/resources/monitor-placement-guide
https://samhe.org.uk/monitor-connection-guide

4.   Invite other users at your school to create their own accounts!

Having completed the Set Up process your monitor will be drawing live data from your monitor into the Web App which will be available for you to explore!

You're ready to invite other members of staff or pupils at your school to create their own accounts, and begin using SAMHE however you like! Please follow whatever your usual processes are for telling parents / guardians about activities, we have **provided templates** to support you in communicating with them, and there are parent FAQs covering common questions (see https://samhe.org.uk/faq?audience=parents).

For other school staff to set up individual teacher accounts, you'll need to share the school handle and teacher 'Secret Word' with them. (You'll create these when you set up the Admin account)

For pupils to create their own accounts, you'll need to share the school handle and pupil 'Secret Word' with them.

For step-by-step instructions on creating accounts for other users, see these FAQs: https://samhe.org.uk/support#how_can_i_set_up_staff_accounts and https://samhe.org.uk/support#how_can_i_set_up_pupil_accounts.

Our 'parent information pack' contains templates you can use to communicate with parents/guardians about SAMHE activities and is available for download at https://samhe.org.uk/resources/SAMHE_Parent_information_pack.pdf.

5. Get stuck in

Now you're set up on our Web App it's over to you to use it however works for you. If you're looking for some inspiration, here are some ideas about what you might like to do next:
- Try our tutorial - Our **Web App Tutorial** (https://samhe.org.uk/app/activities/23) will show you key features and functionality of the Web App.
- Get to grips with the basics - some of the terms we use in our Web App may be unfamiliar. The following pages will help:
  - Look at our **key definitions** (https://samhe.org.uk/resources/key-definitions) and **about air pollution** (https://samhe.org.uk/resources/air-pollution) pages which explain key terms and concepts.

- Use our **guidance on monitor readings** (https://samhe.org.uk/resources/monitor-leds) to put your data into context.
- For an overview of how ventilation works and a list of practical things you can do to improve classroom air quality, read our **ventilation guidance** (https://samhe.org.uk/resources/ventilation).
- Introduce others in your school to SAMHE - we've drafted two versions of an **introductory assembly** you could use at your school. You can download our introductory assembly as a zip file from https://samhe.org.uk/resources.
- Familiarise yourself with your data - try the different features on our data views to begin to get an idea of what 'normal' looks like for your school. Are there any patterns? All data can be downloaded as a .csv file
- Try out some activities
  - For pupil users, all activities will be locked until they have completed our introductory quizzes (1 per air quality metric) which are designed to help them understand key terms before they start analysing the data. If you would prefer to bypass this you can provide them with a code (codes for each activity are available to teacher and admin users when the activity front card is expanded; pupil users enter a code in the equivalent location).
  - We think our 'Describe Your Room' activity (https://samhe.org.uk/app/activities/18) is a great starter activity, but have a look and see for yourself!