

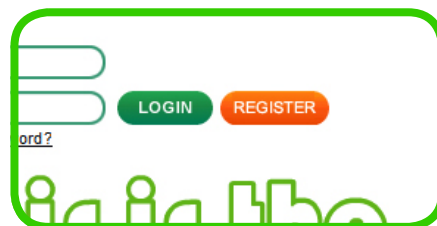
Introduction

This document is a guide to using the Pod website. You will be able to find instructions on how to register, how to log in, how to start and run activities and how to use the Pod blogs as well as more information on activities, pod-o-meters and how to win your school a medal.

To search this document type Ctrl+F to open a search box. Type in your search term and click 'Find Next'. If your search term is in the document it will display highlighted and you will be able to scroll through the document to the section required.

How to register

- To register on the Pod, click on the 'Register' link found at the top of every page. Then follow the prompts and fill out the required fields.
- To find your school, it is often easier to search using **only** your postcode.
- Once registered, your details will need to be checked and verified. This process is usually completed within 48 hours but it may take longer, particularly during school holidays or over public holidays.
- Pupils will be able to register on the Pod using the pupil invitation code that will be supplied to a member of staff in their confirmation email. This can also be found by a registered teacher under **Pod schools > Account > Manage school profile**
- If you have already registered with Get Set, the London 2012 education programme, or any of its partner sites, your existing username and password will work on the Pod.
- You must be a student, teacher, employee or governor of a school to register with the Pod.
- Content posted to your school's gallery and blogs must be moderated and/or approved by a teacher or teaching assistant before it gets published on the site. This means it is advisable to ensure at least one teacher or teaching assistant is registered from each school.

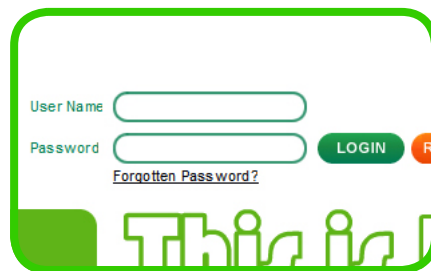


About the pupil invitation code

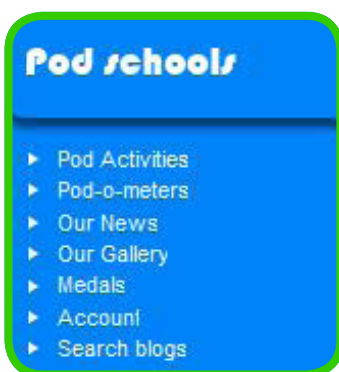
- The pupil invitation code is a code that students will need to get from their teacher to register with the Pod. They will then follow the normal registration process.
- Teachers will be given this code when they register with the site in their confirmation email.
- The code is also available for teachers to find using the 'Manage school profile' feature within **Pod schools > Account > Manage school profile**.
Please see the 'How to edit your information' section on page 2 for more information on school profiles.

How to login

- To login to the Pod, enter your username and password in the boxes at the top of every page and click 'Login'.
- If you forget your password, click on the 'Forgotten password' link under the login boxes and follow the steps to receive an email confirming your password details.



About the Schools section



- When you have logged in, access your school's homepage by clicking on the bright blue 'Pod schools' section.
- From here you will be able to start, upload and finish activity blogs, view and edit your school's news, upload items to your school's gallery, check your savings on the pod-o-meters and manage your account.

How to edit your information

Login and go to the 'Pod schools' section followed by the 'Account' link in the left hand navigation. From this page you will be able to manage your school profile, manage your user profile and access any content waiting for moderation.

Manage school profile

- Use this link to look up your pupil invitation code, update your school location and tell us a bit more about your school building. You can also upload a picture for your school's page.

Manage user profile

- Use this link to edit your first name and surname, change your email address, change your password, and change settings for receiving notifications of blog posts and comments. Once you have made changes to either of these pages, make sure you click the orange 'Submit' button to save your changes.

About Pod activities

The activities on the Pod are designed to make your school more sustainable by saving energy, water, waste or carbon, and by promoting biodiversity. The activities are simple and practical to use. They are mapped to the national curriculum and are tailored to specific age ranges and provide measurable results. There's a great resource pack for each activity explaining exactly how to run it successfully in your school.

You could use the lesson plan and resource pack to run the activity but we would like to **help you track and measure the impact you make** e.g how much energy and carbon you save.

In order to do this you will need to click 'run start audit' and complete a simple start and end audit. Schools can **win medals** by completing an activity using the Pod. The Pod also provides free downloadable certificates for every school or class that takes part in an activity and wins a medal. *For more information on medals and certificates please see pages 10 and 11.*

How to find an activity

All activities can be found in the dark green 'Activities' section of the Pod, and are organised by age range.



For 4-7 year olds there are games, lesson plans, worksheets and an assembly to give an introduction to green issues.

For older pupils there are a range of activities which can help to make your school more sustainable, and have been approved by Eco-Schools England and will help towards an Eco-Schools award. They are suitable for small groups, classes or whole school participation. These activities have also been designed so that you can measure and track the impact of your work.

How do activities work?

1. Choose an age range

Pod activities are designed to be used in classes of 7-11 year olds or 11-14 year olds. Start by choosing the age range you are going to be working with.

2. Choose a topic

Pod activities currently span five topics: biodiversity, energy, transport, waste and water. Pick a topic to explore further.

3. Choose an activity

Within each topic there are between one and seven activities to choose from. Click the orange 'Find out more' button to learn more about each activity. On each activity page you will find:

- About: General overview of the activity including the type of work pupils will undertake
- Info: Brief overview of how the activity is mapped across the national curriculum
- Get started: Step-by-step guide to getting started on the activity
- Resources: List of resources designed to help you plan and complete the activity

4. Find out what to do: read the resource pack

Each activity page has a detailed resources section. Reading the resource pack is a great way to find out how the activity will be run in your school.

5. Start an activity: run a 'start audit'

Click on the orange 'Run start audit' button to begin the activity.
For more information about audits please see page 5.

6. Run your activity: remember to update your blog

The more you blog, including text, images and video, the better your chance of winning a medal for your school.

7. Finish the activity: run an 'end audit' to measure your savings

To finish the activity, you need to carry out a 'final audit'. You can find this by clicking on your activity in the 'Activity blogs' section and then the orange 'Final audit' button.

8. Submit your blog for a medal

The Pod rewards successful schools by awarding them medals.
Find out more about winning medals here:
www.jointhepod.org/schools/medals/

9. Track savings on your pod-o-meter

When you finish an activity we use your start and end audits to measure the savings you make. You can track these savings using your school's pod-o-meters.
Find out more about pod-o-meters here:
www.jointhepod.org/schools/pod-o-meters/

About the audit

- The Pod requires that you take part in a quick audit at the beginning and end of every activity so at the end you can see the impact your school has made.
- This usually means counting lights, devices, bottles or some other way of assessing how much energy or water your school is currently wasting and how much it has saved.
- The audit is compulsory as without it we will not be able to calculate and track the potential savings that you will make and you would not be able to see any data on your school pod-o-meter.
- Complete your final audit by clicking on the 'Final audit' button and filling out the details. Once you have completed your final audit you can submit your school's completed activity blog for a medal by clicking on the 'Submit for medal' button.
- Medals are awarded for how much time and effort schools have put into running activities. *Please see page 10 and 11 for more information on how to get a medal for your school.*

Lessons learned report

In order to be eligible for a medal at the end of every Pod activity you will need to fill in at least one Lessons Learned report reflecting on any challenges or difficulties you overcame during the activity.


By submitting a Lessons Learned report you'll know exactly how to solve the problem if you face it again. The reports will also be used as inspiration for other schools who will be able to read your reports when they start the same activity.

A Lessons Learned report is a type of activity blog post. *For instructions on how to upload a Lessons Learned report please see 'How to add blog posts to an existing activity blog' on page 7.*

About your school's Pod activities section

Whenever you start an activity on the Pod, the site automatically sets up a new blog for it in your schools section under 'Pod activities'. You can write posts and upload pictures, videos, audio and documents describing how you have approached the activity.

Teachers and pupils can share what they've learned and inspire other schoolchildren, their families and communities across the UK to become more sustainable. The number and variety of your activity blog posts count towards the medal you are awarded for an activity.

In progress		Complete	
activity	class	saving	actions
Bug Hotel	round robin	 Biodiversity	Update blog Final audit
Better Off by Bike	3e	 Transport	Submit for medal
Goodbye Standby	Energy	 Energy	Update blog Final audit
Switch On to Switching Off	Jane's class	 Energy	Submit for medal

Your school's Pod activities section is split into 'In progress' and 'Complete'.

In progress allows you to:

- view all Pod activities that have been started
- update an activity with a post
- submit a final audit to finish the activity
- submit your activity blog for a medal

Complete allows you to:

- view all completed Pod activities
- start an activity again
- download a certificate if you have been awarded one

How to start a Pod activity blog

- Go to the dark green 'Activities' section and select the activity you want to start.
- Click on the orange 'Run start audit' button and follow the prompts to carry out your audit and begin the activity.
- You will be asked to complete an audit.
- Please see the 'About activities' section on page 3 for more information.
- When you have completed the audit, you will be directed to your activity blog.
- Click on the orange 'Add a post' button to add blog posts. or if you are in your school's Pod activities section click on 'update blog'

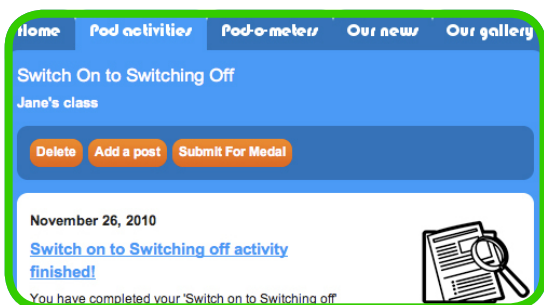
get started

1. Prepare by reading the resource pack
2. Run your 'start audit'. This will start your blog.
3. Run the activity - remember to update your blog with information and pictures
4. Run your 'end audit'
5. Submit your blog for a medal
6. If you win a medal, download a free certificate for your class!

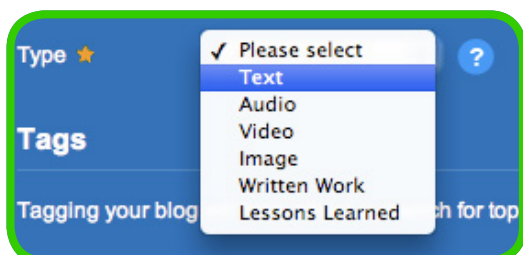
Run start audit ▶

How to add posts to an existing activity blog

- Log in and go to your school's home page under 'Pod schools'
- Click on 'Pod activities'
- Choose the activity you want to update from the list in progress.
- Click on the orange 'Add a post' button and fill out the required fields.



- Use the 'Type' drop down to select 'text' for a basic blog post; 'audio', 'video' or 'image' if you have media files to upload; 'written work' if you have documents to upload; or 'lessons learned' to complete a lessons learned report.

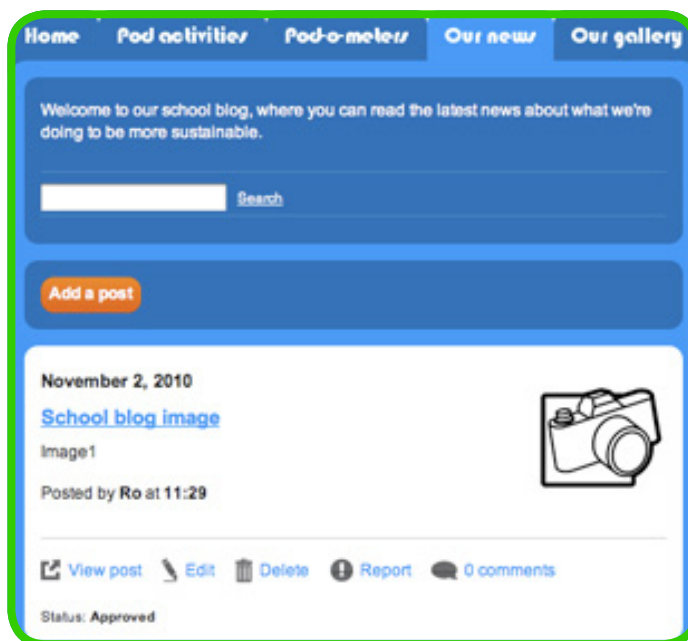


- If you upload a media file, you need to click on the 'Add' button after giving your file a title and caption.
- When you are happy with your post, click on the 'Add a post' button to finish.

About 'Our news'

Our news is an area on the Pod where you can post information about any of your school's green projects that are not directly related to a Pod activity and share your ideas with other schools. Students or teachers can write posts and upload pictures, videos, audio and documents. See what other schools are doing too, with the 'search' feature.

Your school's news feed will be automatically updated when you start and finish an activity, and when you win a medal.



How to add a news post

- Log in and go to your school's home page.
- Click the 'Our news' link in the tabs.
- Click on the orange 'Add a post' button and fill out the form.
- Use the 'Type' drop down to select 'text' for a basic blog post, or choose 'audio', 'video' or 'image' if you have media files to upload.
- If you upload a media file, you need to click on the orange 'Add' button after giving your file a title and caption.
- When you are happy with your post, click on the 'Add a post' button to finish.

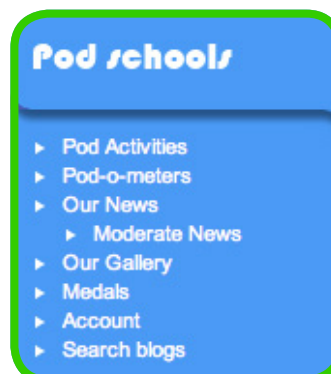
How to moderate and approve content

If a student posts content on the Pod it will need to be moderated by a teacher or teaching assistant before it is published. To moderate or approve a blog post so it appears on the website:

- Log in and go to your school's home page.
- Select either 'Pod activities' or 'Our news' depending on which you need to moderate.
- Select the 'Moderate' link in the left-hand menu, and you will be taken to a page with content that needs approving.
- Click on the orange 'Moderate' button next to the post.



- Review and moderate the post as necessary, then submit it to be published.



How to edit or delete published content

If you or someone from your school has published content live on the Pod, it is possible to either go back and edit it or delete it.

- Log in and go to your school's home page.
- Select either 'Pod activities' or 'Our news' depending on which you need to edit.
- For school news a list of the posts will be displayed, along with buttons that enable you to view, report, edit and delete the post, as well as view comments on it.
- For Pod activities you will need to first select the activity you wish to edit in order to see these buttons.
- To edit, click on the 'Edit' button and make the required changes. Remember to press 'Submit' to save your changes.
- To delete, click on the 'Delete' button.

About the pod-o-meters

- Pod-o-meters are gadgets that help you to see the potential impact of the activities Pod schools are running.
- There are different kinds of pod-o-meter: energy, water, carbon dioxide, waste, biodiversity projects and energy mix.

How to use the Pod

- You can view them individually or see them all at once by clicking 'View all'.
- Every school has its own pod-o-meter, to help you understand the potential impact of the activities that you run.
- There is also a national pod-o-meter which covers all Pod schools.
- For more information visit www.jointhepod.org/schools/pod-o-meter/

How to get a medal for your school

- The Pod rewards successful schools by awarding them medals.
- These medals reflect how much time and effort schools have put into running activities, looking at the number and variety of blog posts and the savings made.
- To submit your Pod activity for a medal, first complete your final audit by clicking on the 'final audit' button and filling out the details. Once you have completed your final audit you can submit your school's completed Pod activity for a medal by clicking on the 'Submit for medal' button.

Submit for medal

- There are three kinds of medal: gold, silver and bronze.
- For more information visit www.jointhepod.org/schools/medals/

How to get a certificate for your school

- If your school has been successful in running and completing an activity and therefore winning a medal, they will be able to download a free certificate from the Pod.
- There are three kinds of certificate: gold, silver and bronze.
- You will receive a blog post awarding your school a certificate, click on the 'Download certificate' button to download a PDF.

You've won a bronze medal!

February 17, 2011

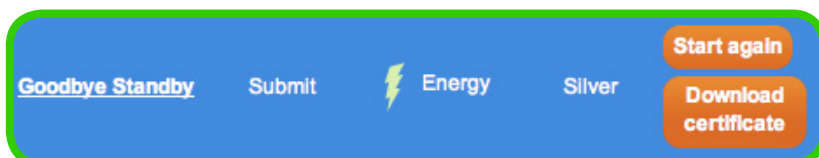
Congratulations! You've won a bronze medal! Your efforts were judged to be good by The Pod's judges! You made a big difference to how your school is run.

[Download Certificate](#)

Posted by **The Pod** at 04:08 PM



- The certificate will contain your school's name and the name of the activity completed.
- Collect your certificates and showcase your achievements to the rest of your school!
- If your school has won a medal in the past you will still be able to claim your free certificates for your achievements by visiting your completed Pod activities and downloading the PDF as outlined above.



Case studies

Sometimes the first steps are the hardest, but all you need is a little inspiration to get you going. Therefore, the Pod has a case studies section featuring schools who have made a range of achievements from successfully completing Pod activities to winning Eco-Schools' prestigious Green Flag awards.

Each case study is packed full of useful information and tips about how to plan and run projects that engage pupils, teachers and your local community. Read these case studies to see how other schools are working hard to become more sustainable. From water saving to wind turbines, they are taking on many great projects helping to make Britain greener place.

For more information visit www.jointhepod.org/case-studies/

Campaigns

The Pod runs three national environmental campaigns each year all designed to help get the whole school, parents and the local community to engage in a more sustainable lifestyle. The Pod now has a brand new campaigns section where you can find all the latest information, competitions and free resources downloads for each current campaign. You can also view dates and key information about future campaigns the Pod may be running.

To find out about the latest campaign on the Pod click on the 'Campaigns' icon in the left-hand menu.

The current campaign and associated links will be displayed on the left. Future campaigns are displayed in the 'Coming up' box.
www.jointhepod.org/campaigns/



Teachers' area

The Pod provides teachers with the resources and information they need to teach environmental issues and to inspire students to run green activities in school, within the community and at home.

The interactive curriculum guide provides teachers with detailed information on how using the Pod's activities and lesson plans can support teaching across the curricula for England, Scotland, Wales and Northern Ireland.

For more information visit www.jointhepod.org/teachers/

Resources

This is where you can access and download all of the Pod's teachers' resources, including:

- Information packs
- Activity resources and lesson plans
- Campaign resources
- Presentations and videos
- Resources for 4-7 year olds
- Online magazines
- Posters

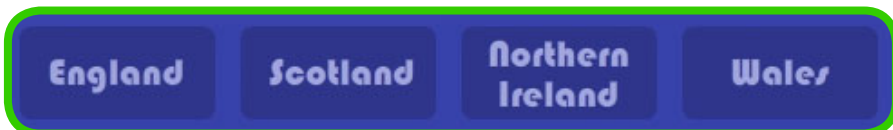
Curriculum guide

Use the Pod curriculum guide to find out how the Pod's activities and lesson plans can support teaching across the curriculum. The Pod's activities are aimed at age 7-11 and 11-14 pupils, and cover multiple areas of the national curriculum. They also include lesson plans that will help you to incorporate sustainability into your curriculum teaching.

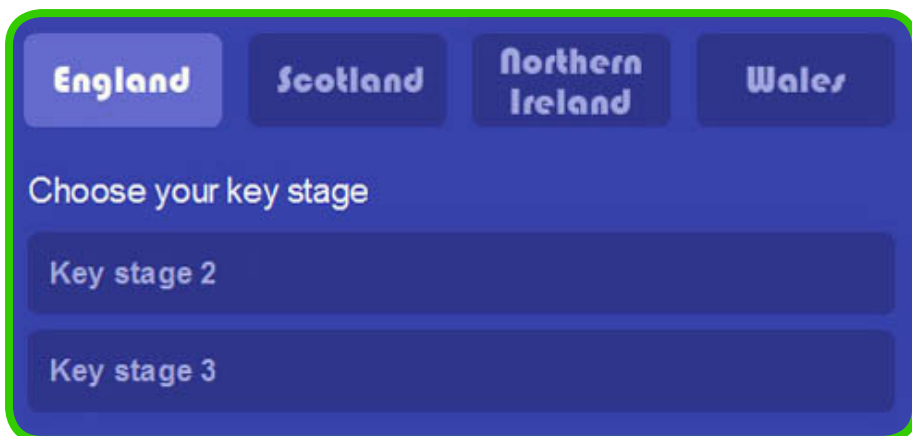
How to use the Pod

How to use the curriculum guide

1. Go to the 'Teachers' area' section of the Pod and click on the 'Curriculum guide' tab. Choose the country in which you teach from the options displayed.



2. Select your key stage or age range.



3. A table will be displayed listing all of the Pod's activities, cross referenced with a list of country and key stage/age range specific subjects. If a section of the table is highlighted, it means the subject is mapped to the activity. Click on the highlighted section to view more information.

Key stage 2	Art and Design	Citizenship and PSHE	Design and Technology	English	Geography	ICT	Maths	Science
Better Off by Bike								
Bug Hotel								
Energy Mix								
Flushed with Success								

4. Once you have clicked on a highlighted section within the table, an information box will display a summary of how the Pod activity may be used to teach that curriculum subject in the classroom.



5. For more detailed information, click on the 'Curriculum information' link. Details of how that activity links to the subject in the curriculum will display below the table.

Citizenship curriculum links for Energy Mix

Developing confidence and responsibility and making the most of their abilities

Pupils should be taught:

- to talk and write about their opinions, and explain their views, on issues that affect themselves and society (1a)

Preparing to play an active role as citizens

Pupils should be taught:

- to research, discuss and debate topical issues, problems and events (2a)
- that resources can be allocated in different ways and that these economic choices affect individuals, communities and the sustainability of the environment (2j)

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