

Sign up for the FIT Choose Tech Programme!

Welcome to the FIT Choose Tech Programme, in association with our partners, IDEA.

This is a short set up explainer, to help you register your new Choose Tech online Account and instructions to set up will follow shortly.

Every school, Youth Reach Centre and Youth Work Group / Organisation must have an organisation account on the Choose Tech / IDEA Platform.

For a new organisation account –

- 1) please enter this link into your address bar <https://idea.org.uk/4cb18209/signup>
- 2) This is a unique link for FIT Choose Tech. **It is for one time use: the lead account holder wil only need to use this link once to set up and register your organisation account.**
- 3) Click on the New Organisation tab, including your email, accept terms and conditions and you're in!!
- 4) You are now the lead educator for the Choose Tech Account. You can now set up class groups, register new students, add other educators and follow your learners progress through the platform's analytics section (***maximum three educators per account.**
- 5) **As there is a limit to three educators per Choose Tech Account – it is possible to set up a generic email and password via your own centre's network, eg FITChooseTechTallaght@tallaghtcs.ie and this can allow more additional educators to join this account, by using the same log in email and password.**

If you are returning to us, **to re-start an existing Choose Tech Account for your school, Youth Reach Centre of youth organisation / group**

- 1) Register on the Choose Tech / IDEA platform following the New Account Tab
- 2) The original account creator in your school or Youth Reach Centre will then invite you to join this account as a 'Team Leader' (** see instructions below to Invite Team Members) The original account holder will have to log in first, click on 'Organisers' at the bottom of their screen, click 'Team Members' on left hand side menu then they will need to input your email into the Invite Team Member Field
- 3) You will then receive an automated email in your account, which you can click in to log in to your account
- 4) You can alternatively log in to the Choose Tech / IDEA platform via the main log in page – <https://idea.org.uk>
- 5) **If the lead educator who set up the original account is no longer with your organisation,** please contact clairehayes@fit.ie or support@idea.co.uk and explain the need to add you or another colleague on to this existing account as the new 'lead'. We will need the name of the new lead and their email. Please do not set up a new organisation account and if so, do get in touch with Claire, to avoid duplicate accounts for the same organisation taking place

The Choose Tech / IDEA account allows multiple class groups to be set up and managed by many educators, all within one account.

Adding New Educators

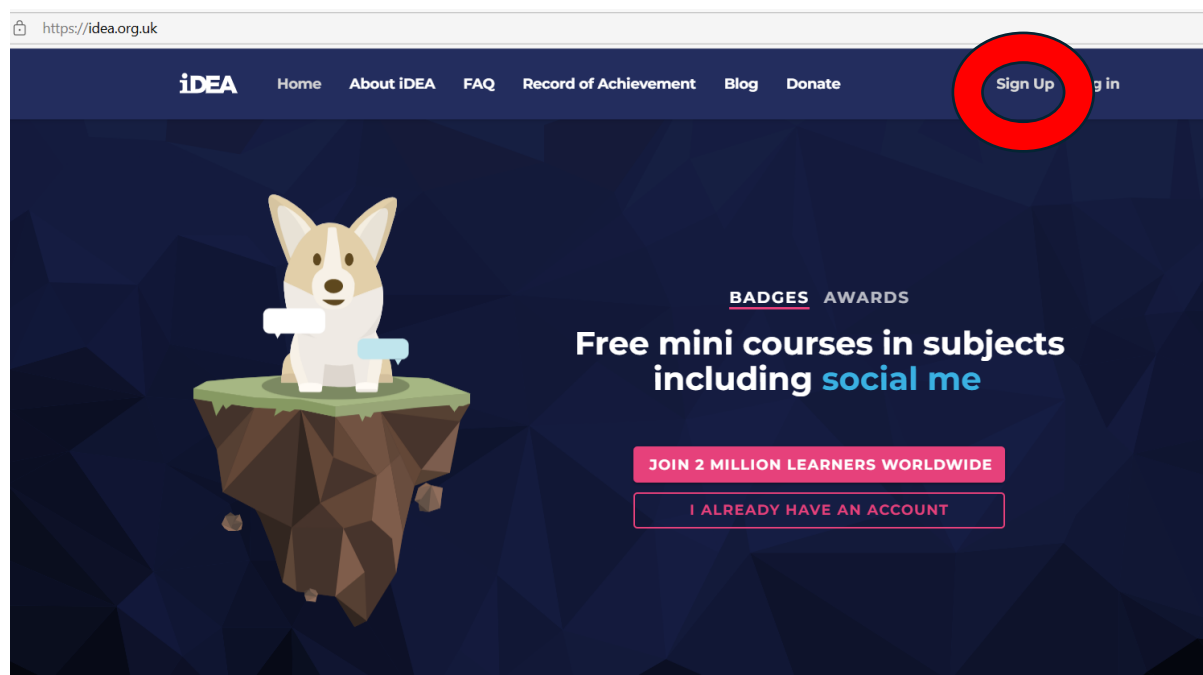
Each Choose Tech / IDEA account can accommodate three educators sub profiles.

A colleague or fellow educator must first register with a New Account via the Choose Tech sign up / log in page at <https://idea.org.uk>

Once your organisation account has been set up or has been restarted, you must login to your account, click on **the ‘Organisers’ tab at the bottom left of the home page**. This will take you into the main ‘Dashboard’ which is a view and operation desk for all educators registered on this account. On the left hand side menu, click ‘Add Team Members’. This will take you to a page, where you can input your colleague’s email in the ‘Invite Team Members’ field. This can only be done once the educator has registered with a New Account via Sign Up– see below.

Once an additional colleague or fellow educator, has registered as a New Account, they can be linked to your organisation’s main account when they are invited by you in the Invite Team Members process, outlined above.

Once you have invited a team member to join with their email, they should receive an automated email with a link to bring them into the main account. Alternatively you can login via the homepage <https://idea.org.uk> and this should take you into the main account. Continue to the bottom of the page ‘Organisers’ which you can click and this should take you to the main dashboard page, to set up class groups and review learner analytics.



Setting up an Organiser Group– also known as a Class Group! – and how to add students to this Organiser Group

All learners MUST be associated with an Organiser Group or Class Group on your organisation's main Choose Tech / IDEA account.

To set up a class group, go to the Organisers Tab at the bottom of your main account page. This will take you to the dashboard menu on the left. Click Organiser Group and this will take you to a page where you can enter in the name of your Organiser Group and create an Organiser Group Code. This code is important to keep note of and it will save automatically in this new sub folder.

This organiser code can be shared with your students or learners.

How to register students / learners - Students/learners visit the main log in sign up page – <https://idea.co.uk> and **click Sign Up**, then enter their details into the Create Account section. It is advised that learners use their school or Youth Centre email if possible. As their lead teacher, please share the Organiser Group Code with your students at this point as they complete the New Account section. They will then input their Organiser Group Code in the field in the New Account section, agree to the T&Cs and sign up!

The screenshot shows the registration page for IDEA. On the left, there's a dark blue sidebar with the heading 'Sign up' and a list of benefits: 'Collect digital badges', 'Earn points', and 'Win awards'. The main content area is white and contains the registration form. At the top of the form, it asks 'How will you be using iDEA?' with two buttons: 'create account' (selected) and 'create organisation'. Below this is a field for 'What is your email address?'. The 'Group code (if you have one)' field is highlighted with a red oval. Below that is a date of birth field with dropdowns for day (10), month (03), and year (2009). There's a 'Country' dropdown set to 'UK'. Then, there are two password fields: 'Please create a password' and 'Please confirm your password', both with an eye icon to toggle visibility. Below the passwords is a checkbox for 'I agree to the terms and privacy'. At the bottom of the form is a large pink 'Sign Up' button. Below the button, it says 'Already have an account? Log In'.

This will automatically bring students into your Organiser / Class Group and they can get started.

***** Once students have registered and are in a Class Group, they can begin straight away!***

Adding a Learner:

Learners must first register on the main idea webpage at the 'Sign Up - New Account' section on the main IDEA website – <https://idea.org.uk> before they can be added to an Organiser Group

Please note – they do not need to log in via the unique one time link, this is only to register a new organisation for the first time

A Learner can be registered with two organisations at the same time. **Eg you may have a learner who has a Choose Tech account set up through their school and they can be also registered with your account at the same time. All achievements a learner has as they progress and earn more badges, is tethered to their learner account via their email, irrespective of the fact that they may be part of two different organisations. This means that that their work is never lost and they can continue to progress in the programme, no matter what their situation may be.**

After a Learner has registered on the IDEA homepage, they can log on to their Choose Tech account, go to their Learner Profile on the top right hand corner of main page, adding their organiser code in Organiser Code field and clicking Save. They only must put in an Organiser Code once. This allows you to track the progress of a learner in your Organiser Group. A Learner can see a list of all the Organiser Codes they are associated with, a learner can be in many Organiser Groups at the same time, even between organisations!

You can also bulk upload your learners to your Organiser Group (Virtual Classroom), after they have first registered via <https://idea.org.uk> – Sign Up for a New Account. Go to the Organiser Tab at the bottom of your homepage and this will take you to the Dashboard (back office) of your organisation's account. Once you have created a new Organiser Group (virtual classroom), click to View your Organiser Group, Click Import Learners. Please download the **Import CSV File** hyperlink and once downloaded, input all the learner details required, following instructions on the screen. Details required for the downloaded CSV file - Nickname, Email Address, Date of Birth, Password (as per the password set when registering a New Account), First Name (Surname optional)

When this has been completed, upload the CSV file, choosing the file stored locally on your device and click import. This will import all learner details into your Organiser Group or Virtual Classroom.

Online Training on the Choose Tech Platform and supports for educators are available per organisation or via group settings – taking place throughout the year!

**** Two Choose Tec Guides are available to educators to help plan and timetable the Choose Tech Curriculum:**

- 1) Learning Pathways Curriculum Guide
- 2) Choose Tech Sample Programme Guide for Educators

**ANY QUESTIONS OR QUERIES FOR ASSISTANCE, PLEASE CONTACT
CLAIREHAYES@FIT.IE / CHOOSETECH@FIT.IE OR FOR TECHNICAL
QUERIES PLEASE CONTACT CLAIRE AND CC THE IDEA IT SUPPOR TEAM
– SUPPORT@IDEA.CO.UK**