

A How-to Guide to using the Healthy Learning, Healthy Lives online wheel

Logging on to the wheel

1. You will require a username and password to login to the wheel. The Healthy Learning, Healthy Lives team will provide you with this.

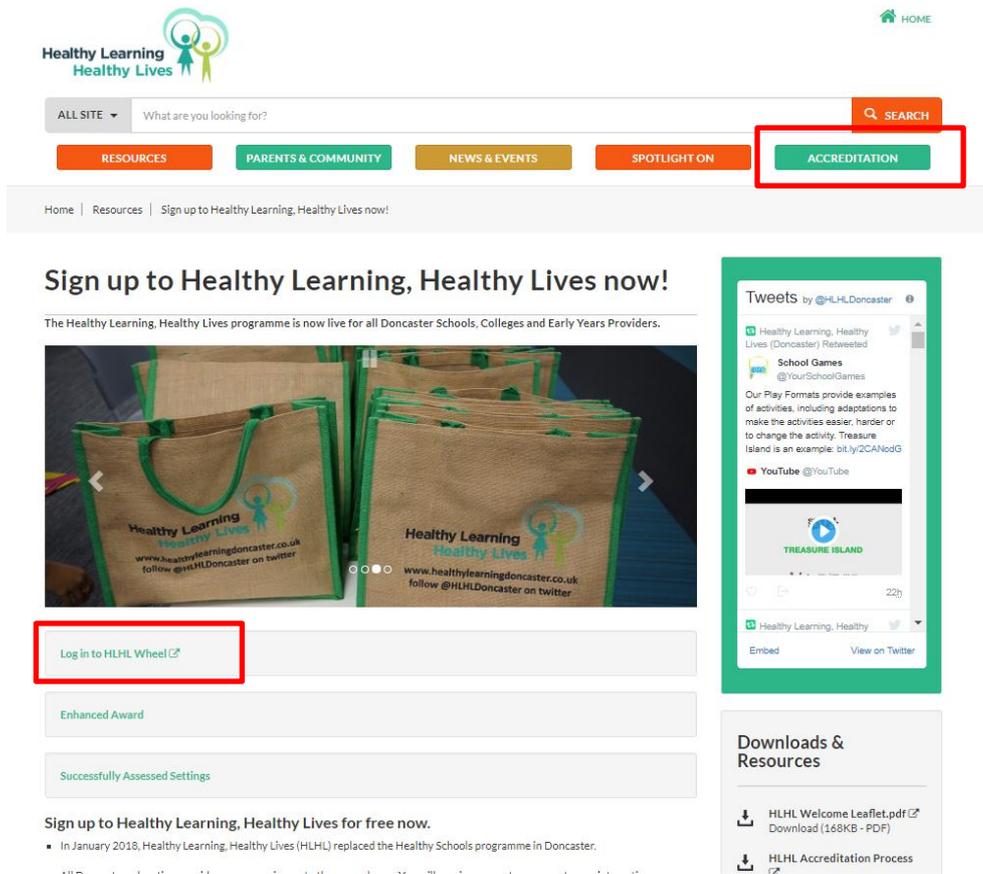
If you have forgotten your password we can also reset it for you.

Contact healthylearning@doncaster.gov.uk

2. To log into the wheel go to www.healthylearningdoncaster.co.uk

→ 'Accreditation'

→ 'Log in to HLHL Wheel'



Healthy Learning
Healthy Lives

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Sign up to Healthy Learning, Healthy Lives now!

The Healthy Learning, Healthy Lives programme is now live for all Doncaster Schools, Colleges and Early Years Providers.

Log in to HLHL Wheel

Enhanced Award

Successfully Assessed Settings

Sign up to Healthy Learning, Healthy Lives for free now.

- In January 2018, Healthy Learning, Healthy Lives (HLHL) replaced the Healthy Schools programme in Doncaster.

Tweets by @HLHLDoncaster

Healthy Learning, Healthy Lives (Doncaster) Retweeted School Games @YourSchoolGames

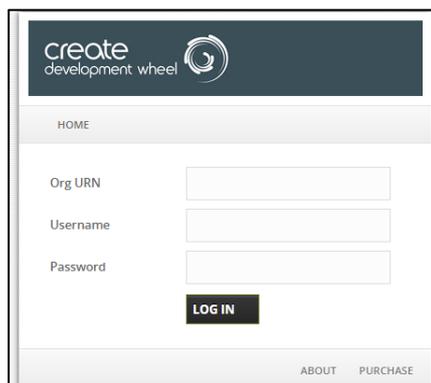
Our Play Formats provide examples of activities, including adaptations to make the activities easier, harder or to change the activity. Treasure Island is an example: bit.ly/2CANodG

YouTube @YouTube

Downloads & Resources

- HLHL Welcome Leaflet.pdf (168KB - PDF)
- HLHL Accreditation Process

3. Enter your login details when prompted.



create development wheel

HOME

Org URN

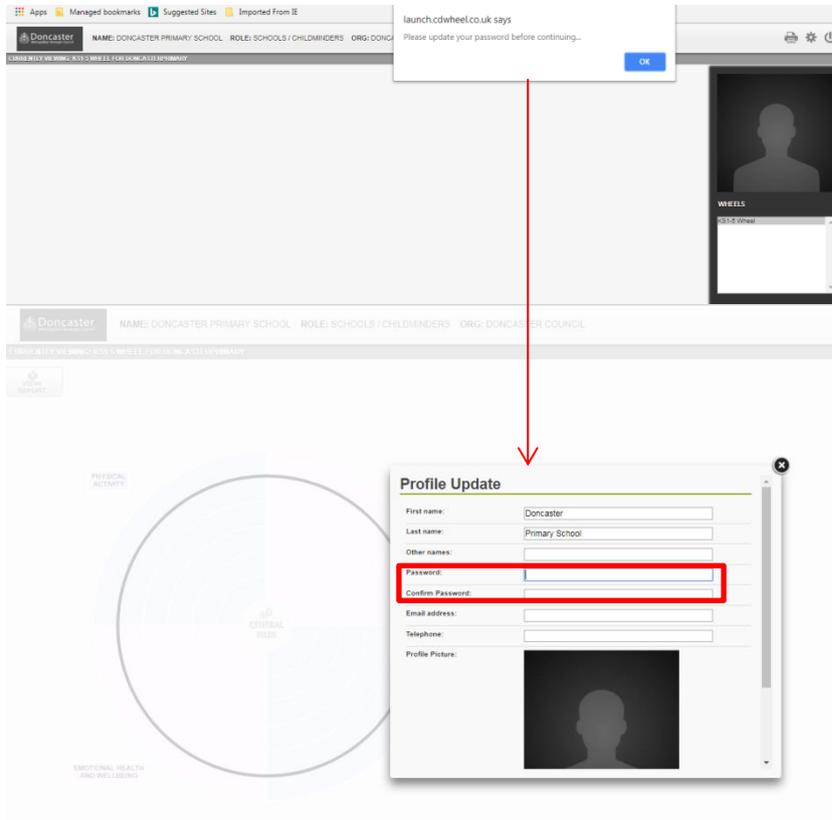
Username

Password

LOG IN

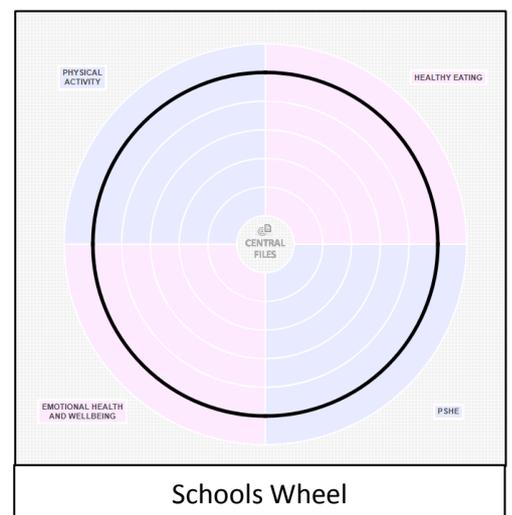
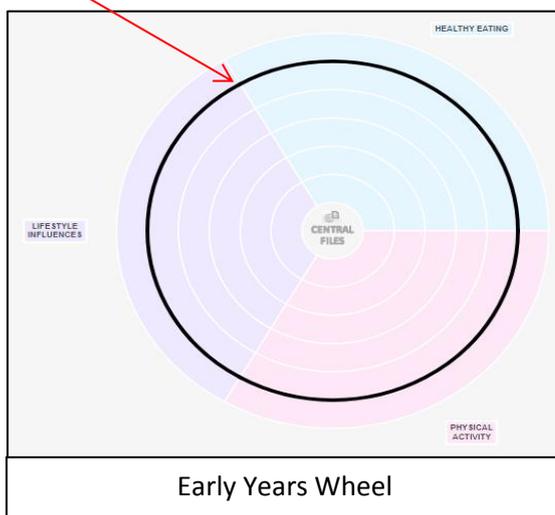
ABOUT PURCHASE

- When you first log-in you will be prompted to change your password. Please change your password but **do not change your username**. This is the log in for your setting and can be used by any other staff at your setting involved in the HLHL accreditation. Please do not share it outside of your team.



Using the wheel

- The wheel is split into 3 sections for Early Years settings and 4 sections for School settings. The area within the black ring on the circle indicates the criteria that form the standard award. The section outside the black circle is for the Enhanced Award. Settings can submit evidence for an Enhanced Award after they have achieved Healthy Learning, Healthy Lives criteria.



- To start look in the 'Central Files' area in the middle of the wheel. Click on 'Central Files', then 'See More' to find documents that are useful for working through the program.

Central Files; Holds general information, including the user guide and the HLHL Criteria in detail. 'See More' to view the information.

Item	Date Added
http://www.healthylivingprogramme.co.uk/attachments/...	23 Jan 2018 18:18 PM
HLHL Acknowledgement Process.pdf	19 Jan 2018 14:08 PM
CD Wheel Individual Local Quizzes.pdf	19 Jan 2018 14:10 PM
Play Stage 1 to 5 Criteria.docx	23 Jan 2018 15:18 PM
HLHL criteria summary.pdf	23 Jan 2018 15:18 PM
welcome HLHL.docx	24 Jan 2018 10:24 PM

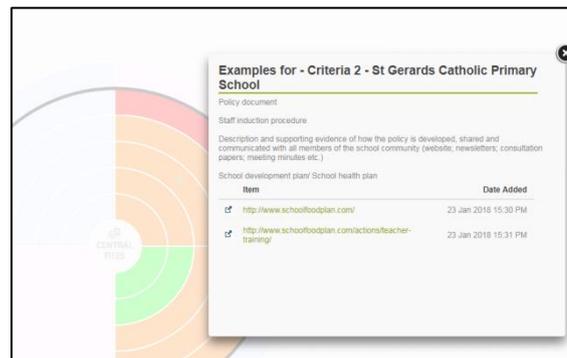
- Hover over any cell to view the criteria statement for that section.

Healthy Eating: Criteria 1
Healthy eating and oral health is embedded in setting policy.

Clicking on a section brings up this box.

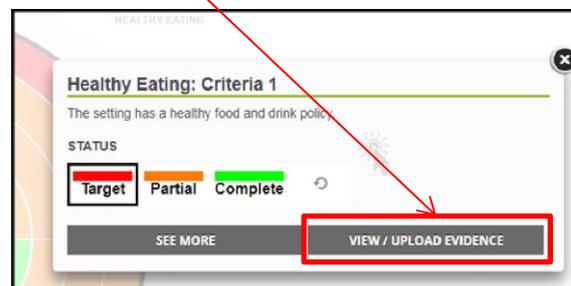


- You can rate the status of each section by colour.
- Click on Red (Target), Amber (Partial) or Green (Complete) or the reset button to clear. This will change the colour of the section providing you with a visual action plan of areas that require developing further.
- Clicking 'See More' – brings up more information and resources that will help to meet this specific criterion. For example in a criterion that asks for a policy the see more section will include guidance for developing a policy and example policies.



8. Uploading evidence

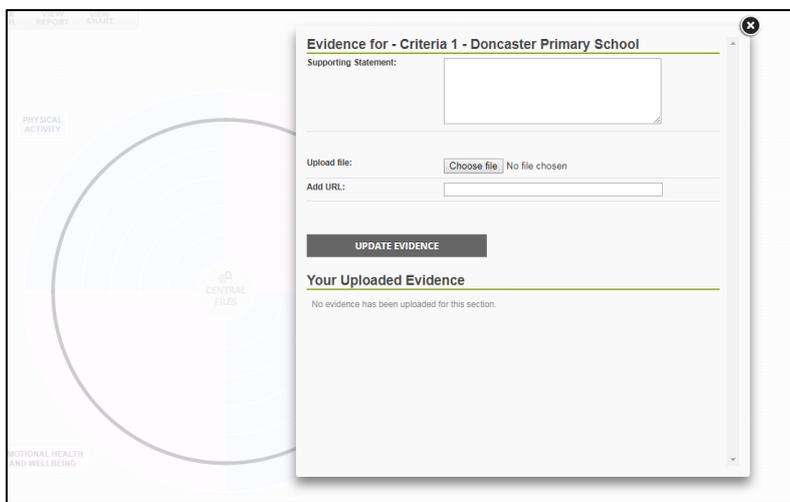
Click on the criteria you wish to upload evidence to, this will bring up the box of options. Click 'View / Upload Evidence'.



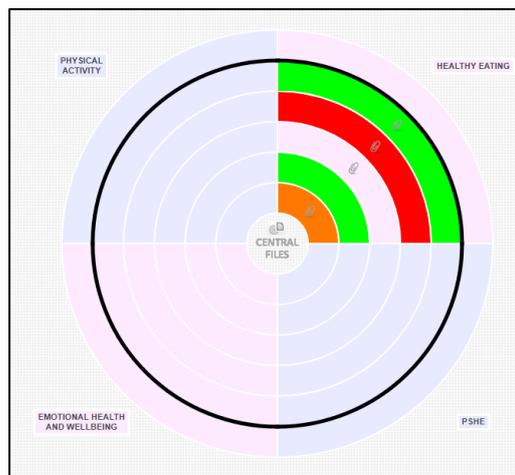
- Text comments can be included, links to websites, photos and documents can all be uploaded.
- They can be uploaded individually or some people choose to gather information in one Word document and then attach this per criteria.

- The evidence box includes a box for a ‘Supporting Statement’ – you can include comments to explain the evidence you have uploaded.
- When the Healthy Learning, Healthy Lives team review your evidence, we will leave feedback comments in the supporting statement section.
- The ‘Choose File’ option allows you to upload any saved files. You can also add URL’s – these could be to a page on your website.
- After adding any evidence or text to this section click ‘Update Evidence’ for it to be saved.

*Please note the system is set up to auto-lock after short periods of inactivity, if you have not clicked ‘Update Evidence’ and the system logs out the changes you have made will be lost.

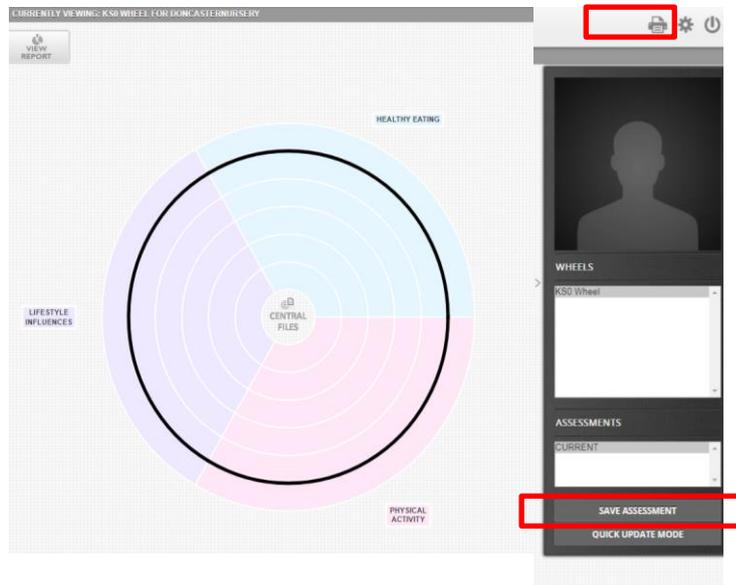


After you have added any evidence to the wheel you will notice a paper clip symbol appears on that section when you view the main wheel. Again this is to provide you with a visual guide of the gaps.



The system will AutoSave your progress, but you can save versions of your wheel to show progress over time. To save versions look for the 'Save Assessment' option on the side of the wheel.

You can also print a picture of the wheel.



You can ask for feedback on any evidence you upload at any time – just email healthylearning@doncaster.gov.uk