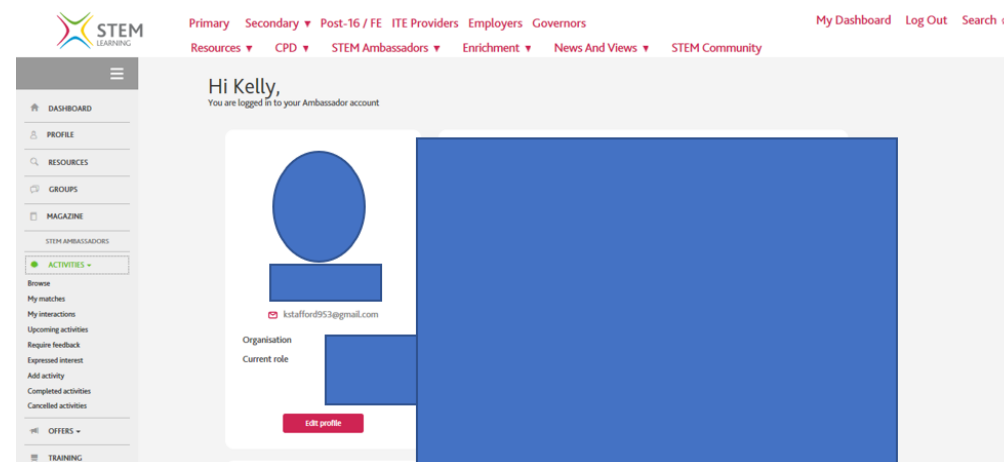
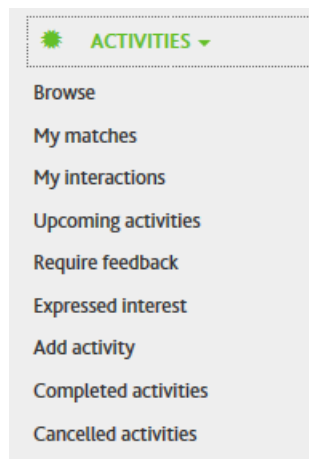


How to record Maker{Futures} volunteering on the STEM Ambassador platform

1. Sign into your STEM Ambassador profile at www.stem.org.uk
2. On the left-hand side of your dashboard click on **activities** and select **add activity** from the drop-down menu. This will open a **create activity** form which you will need to complete.



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How to record Maker{Futures} volunteering on the STEM Ambassador platform

3. About your activity

- **Activity name-** Maker{Futures} school/library workshop.
- **What type of activity did you participate in?-** Select “**STEM Workshop/Practical Activity**” from the drop-down menu.
- **Tell us about your activity-** A brief description of what you did. For example; “supported students taking part in a range of engineering and maker activities”.

Create activity

About your activity

Activity name *

What type of activity did you participate in? *

Schemes

Tell us about your activity *
(Please describe what your activity was about and the types of things you did with the people participating)

Adding your activity

If your activity has already happened please give us some details by completing this short form. This will ensure you have made a record of your volunteer hours as a STEM Ambassador.

How to record Maker{Futures} volunteering on the STEM Ambassador platform

4. Where did the activity take place?

- **Add a new location by postcode-** Type in the postcode where the workshop took place and click find, select the correct address from the list to auto-populate the form. If you can't find the correct address from the list, you can manually enter the address.
- **If the activity took place at a school and you don't know the postcode-** you can find the postcode of the school by completing step 5 first.
- **Ignore online**

Where did the activity take place?

Online

Add a new location by postcode *

Address *

Town or city *



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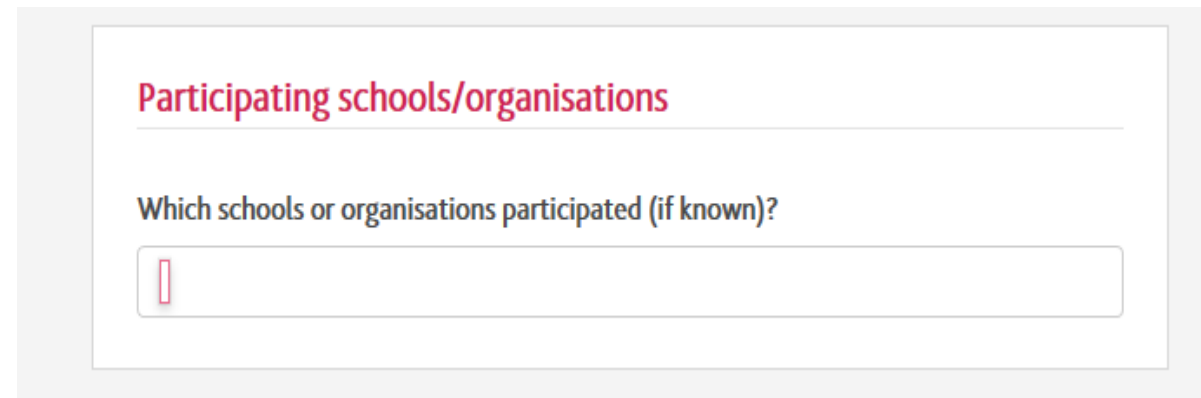


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How to record Maker{Futures} volunteering on the STEM Ambassador platform

5. Participating schools/organisations

- **Which schools or organisations participated?**- Type in the school's name and select the correct school when it appears in the list. Repeat process if multiple schools participated in the workshop.
- Adding the schools that participated in the activity helps the hub to demonstrate the reach and impact of the programme and identify and address gaps in provision.



The screenshot shows a form titled "Participating schools/organisations" in red text. Below the title is a horizontal line. Underneath, the question "Which schools or organisations participated (if known)?" is displayed in black text. Below the question is a large, empty text input field with a red vertical cursor on the left side.



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How to record Maker{Futures} volunteering on the STEM Ambassador platform

6. When did the activity take place?

- **Date of activity-** Select date using the calendar.
- **How long was the activity (hours)? –** Put in the number of whole hours you volunteered for.
- **How much time did you spend preparing for the activity (hours)?-** If you prepared any resources for the workshop, enter the number of whole hours here.

When did the activity take place?

Date of activity *

dd/mm/YYYY 

How long was the activity (hours)? *

How much time did you spend preparing for the activity (hours)? *



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How to record Maker{Futures} volunteering on the STEM Ambassador platform

7. About the audience

- **Age of participants-** Tick all boxes that are applicable.
- **Expected number of participants-** Enter how many students took part in the workshop.
- **Who were your participants?-** Tick all boxes that are applicable.

About the audience

Ages of participants *

4-5 years 5-7 years 7-11 years 11-14 years

14-16 years 16-19 years 19+ years Working with teachers

Expected number of participants *

Who were your participants? *

Community/Non-School Group Governors Other

Parents/carers Students

Students with Special Educational Needs or Disabilities Teachers

Technicians

Clear Add this activity

How to record Maker{Futures} volunteering on the STEM Ambassador platform

8. Add this activity

- When you have completed all sections, select **add this activity** at the bottom of the form to record the activity.
- This will update your volunteering hours, which you can view on your main dashboard page.
- You can view a list of all your completed activities by selecting **activities > completed activities** from the drop-down menu on the left-hand side of your dashboard. To view the full details of a completed activity, click on the activity title.

The screenshot shows a form titled "About the audience" with several sections:

- Ages of participants ***: A grid of buttons for age groups: 4-5 years, 5-7 years, 7-11 years, 11-14 years, 14-16 years, 16-19 years, 19+ years, and Working with teachers.
- Expected number of participants ***: A text input field.
- Who were your participants? ***: A grid of buttons for participant roles: Community/Non-School Group, Governors, Other, Parents/carers, Students, Students with Special Educational Needs or Disabilities, Teachers, and Technicians.

At the bottom of the form, there is a "Clear" button on the left and a red "Add this activity" button on the right.



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How to clone an activity you have previously recorded

If you have previously recorded a Maker{Futures} workshop on the platform you can clone the activity the next time you support a workshop.

1. Open the activity you want to clone from the completed activities list and select clone activity this will open a partially completed create activity form.
2. Fill in the sections that need updating such as date and school and select **add this activity** to record your new activity and volunteering hours.

The screenshot shows a user interface for cloning an activity. At the top, there is a red 'ONLINE' tag. Below it, the activity title 'test' is displayed. To the right of the title are two buttons: 'Update' and 'Clone Activity'. A summary bar shows the date '05/11/2021', duration '0 hour', and 'ONLINE' status. Below this is a table with the following data:

Number of Participants	Age Range	Ambassadors
0	Working with teachers	1

Below the table, there are several sections with icons and labels: 'Owner' (with a profile picture placeholder), 'Participating Organisations' (with a list icon), 'Activity Type' (with a tag icon) showing 'STEM workshop / practical activity', 'Schemes' (with a tag icon) showing 'None', 'Aim' (with a checkmark icon), 'Description' (with an information icon) showing 'test', 'Areas Of Expertise' (with a tag icon), and 'Skills' (with a star icon).



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How to access and download your impact report

On your main dashboard page, you can access and download an impact report which includes a breakdown of all the activities you have supported:

1. Select the date range

2. Click download impact

The screenshot shows the STEM Learning dashboard interface. At the top, there is a navigation bar with the STEM Learning logo and various menu items: Primary, Secondary, Post-16 / FE, ITE Providers, Employers, Governors, Resources, CPD, STEM Ambassadors, Enrichment, News And Views, and STEM Community. Below the navigation bar, there is a user profile section with a blue oval placeholder for a profile picture and a red 'Edit profile' button. To the right of the profile is the 'My impact' section, which includes a date range selector (Start date: 01/12/2018, End date: 09/11/2021) and a green 'Download Impact' button. Below the date selector are four summary cards: 'Activities completed' (50), 'Activity hours' (130), 'Participants reached' (10579), and 'Organisations engaged' (218). Further down, there are sections for '4 days Since my last activity', '24-11-2021 Your next activity', and 'DBS expires'. At the bottom, there are sections for 'My activities' and 'My offers'.