

How to... set up your Educater for NON-MIS Schools.

Educater can connect with most MIS systems, however some schools do not wish to do so or have no MIS. In these cases, you are classed as a non-MIS school and will be responsible for supplying us with the relevant data and keeping it up to date.

This guide will show you the steps required to complete the installation process.

Step 1

Open a browser (e.g. Google Chrome) on your Computer.
Navigate to our website www.educater.co.uk At the top right of the window click on **LOG IN TO EDUCATER**.

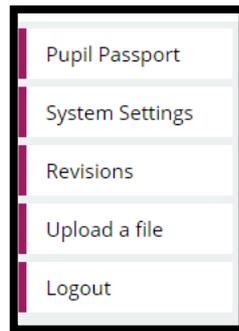


Use the Username and Password which were sent to your school from Educater, then click **Log in to Educater**.

You will be taken to <https://schoolnumber.educater.school> which is your school's Educater site.

Step 2

At the left of the dashboard click **System Settings**. This takes you to the Admin area of Educater.



Step 3

From the menu on the right-hand side select **Pupils**.



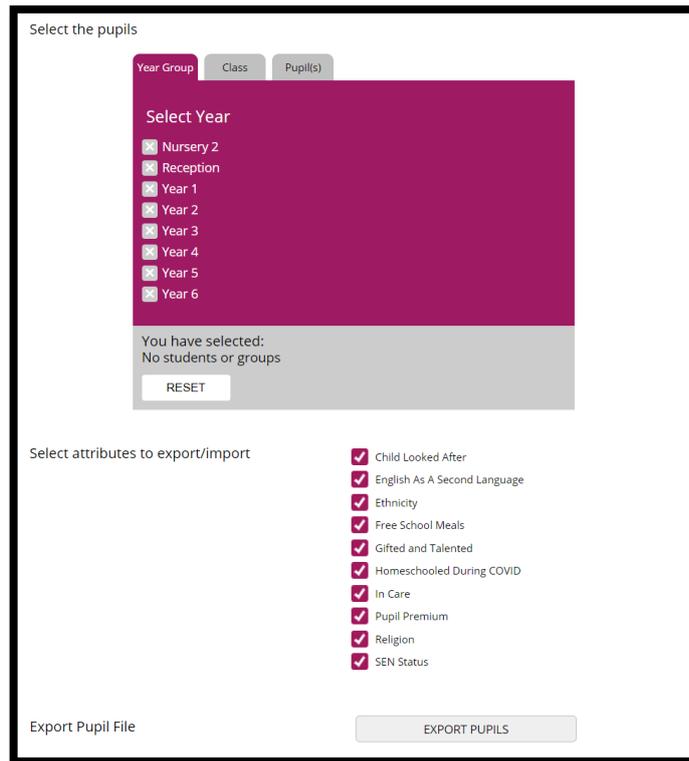
Step 4

This will take you to the pupil section where you will need to select **Pupil Import/Export**.



Step 5

Tick all the attributes that you wish to import.



Hint 1

Pupil Picker – As there are no children on the site you will not need to select the year groups.

Step 6

Click **Export Pupil File**.



Step 7

Your file will download as a **CSV file**.



Hint 2

Ignore columns A and B, please do not delete these. Column A will autofill once the pupils are imported and the MIS column will be irrelevant.

A	B
PupilID	MISPerson

Step 8

Complete the attributes using Y or N.

Hint 4

You can input your code for SEN Status e.g. K.

Hint 5

If you do not wish to add contact details please leave those columns blank. **Please do not delete.**

Step 10

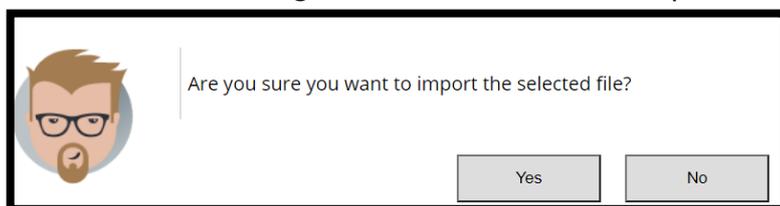
Save your file as a **CSV** file without changing any of the column headings.

Step 11

Go back to the same section. Keeping all your attributes ticked, go to bottom of the page to **Import Pupil File**. Locate your file and click on **IMPORT PUPILS**.

Step 12

You will receive this message before the file is imported:



Click **Yes**.

Step 13

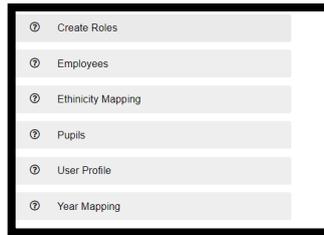
Once imported you will get the following message:



Click **OK**.

Hint 6

Go to the Admin area to download further help guides.



Step 14

Visit www.educater.co.uk/learning-hub/ for further information and support including video walkthroughs and all of our help sheets.

Please contact support@educater.co.uk once you have completed the installation process or if you require any support.