

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.

	Open a browser (e.g. Google Chrome) on your Computer. Navigate to our website <u>www.educater.co.uk</u> At the top right of the window click on LOG IN TO EDUCATER.		
Step 1	Username* Password* FOLGOTTEN PASSWOLD 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 <u>https://<i>schoolnumber</i>.educater.school</u> 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.		



		Pupil Passport System Settings Revisions Upload a file Logout		
Step 3	From the menu on the righ	nt-hand side se	elect Pup	oils.
Step 4	This will take you to the p Pu I orga I Orga	upil section wh pil Import/Exp nisation Details Details nute Maintenance Import / Export ssment Import / Export	nere you v	will need to select
Step 5	Tick all the attributes that	you wish to im	port.	

Edu cater					
,	Select the pupils				
	Year Group Class Pupil(s)				
	Select Year				
	Reception Year 1				
	i veri ∠ Si Year 3 Si Year 4				
	i⊠ Year 5 ⊠ Year 6				
	You have selected: No students or groups				
	RESET				
	Select attributes to export/import Child Looked After India As Second Language				
	✓ Ethnicity ✓ Free School Meals				
	✓ Gifted and Talented ✓ Homeschooled During COVID ✓ In cross				
	 ✓ Pupil Premium ✓ Religion 				
	SEN Status				
	Export Pupil File EXPORT PUPILS				
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.				
	Evenet Dunit File				
	Your file will download as a CSV file.				
C+ 7					
Step /	🛛 Pupil Export (4).csv				
	Inners solumns A and B. plagss do not delate these. Column A				
Hint 2	will autofill once the pupils are imported and the MIS column will				
· · · · · · · · ∠	be irrelevent.				



	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. <u>Please do not delete</u> .		
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:		
Step 13	Click Tes. Once imported you will get the following message: 1 pupils were imported, 0 pupils were updated. OK Click OK.		
Hint 6	Go to the Admin area to download further help guides.		



		Create Roles Employees Ethinicity Mapping Pupils User Profile	
Step 14	Visit <u>www.educater.co</u> and support including v sheets.	• Year Mapping .uk/learning-hub/ video walkthroughs	for further information and all of our help

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