


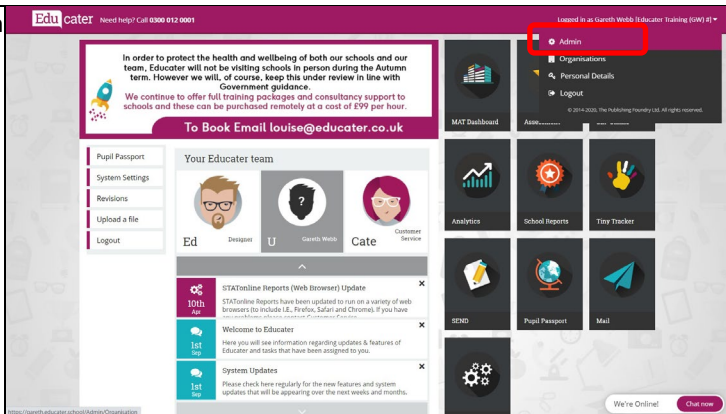
How to ... Manage Pupil Details

In most cases, your pupils in Educater will be automatically synced with your MIS. If you are linked to your MIS, any changes to pupils other than assessment information **must** be made in your MIS and not in Educater. You need to have “full access” on your account to access the Admin Area.

1. Hover the mouse of the *down arrow* in the top right-hand corner of the screen – next to your username.

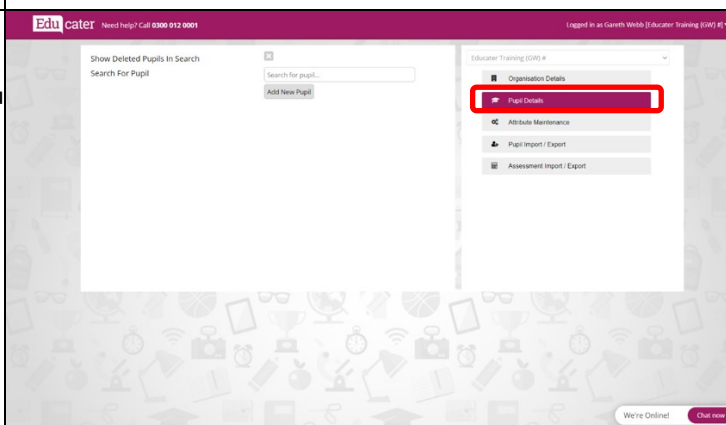
Logged in as Gareth Webb [Educater Training (GW) #] ▼

And click on  Admin



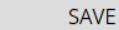
2. **Viewing Pupil Details**
To see a pupil's details, from the menu on the right-hand side, click

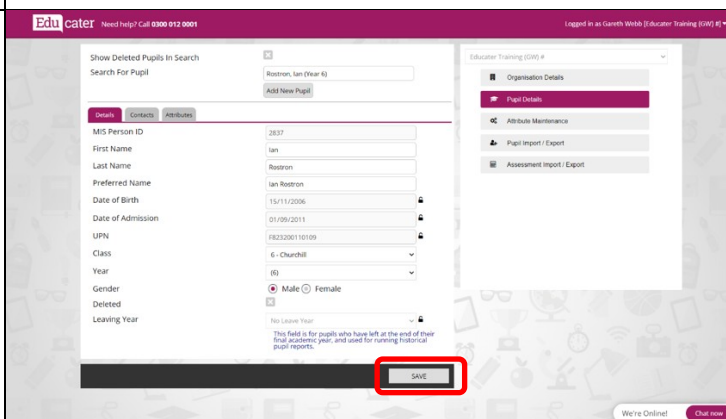
 Pupils



3. **Search for a pupil in the top box**
Search For Pupil


The tabs on this page then show the pupil details, which have been synced with your MIS. If you need to make changes you **must** make them in your MIS.

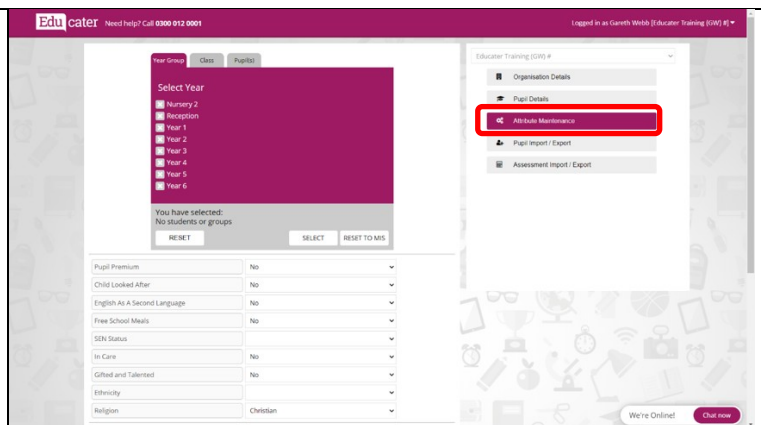
If you are not synced with an MIS, then you can update this information manually and click .



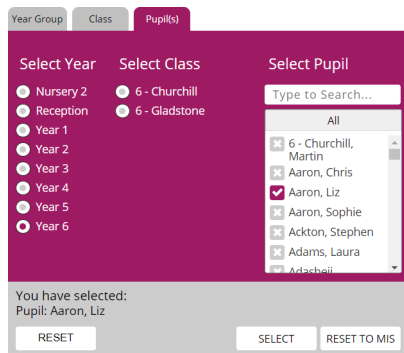
4. Manually Updating a Pupils Official Assessment Data

To update a pupil's official data, for example EYFS or Key Stage 1 outcomes, from the menu bar on the right-hand side click

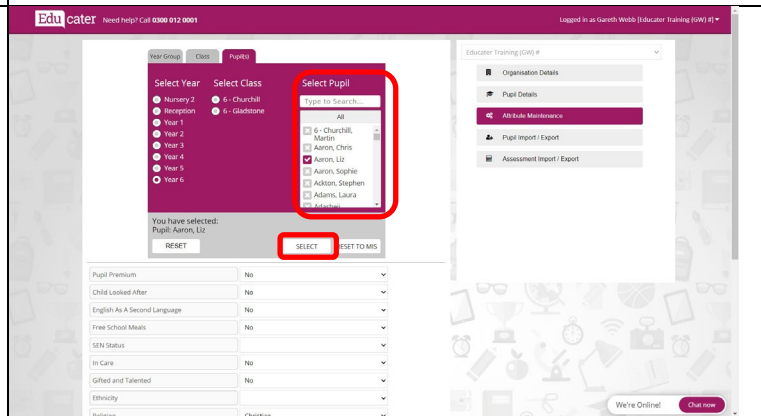
 Attribute Maintenance



5. Use the Pupil Picker to click on Pupil(s) and select the pupil you wish to edit.

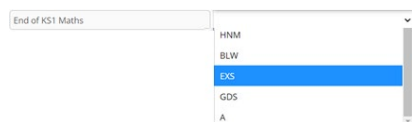


Then click .



6. If you are synced with your MIS, do not amend any personal information about the pupil in the first section (i.e. pupil premium, SEN status etc). This must be done in your MIS.

Scroll down to the assessment section and choose the correct judgement from the drop-down box.




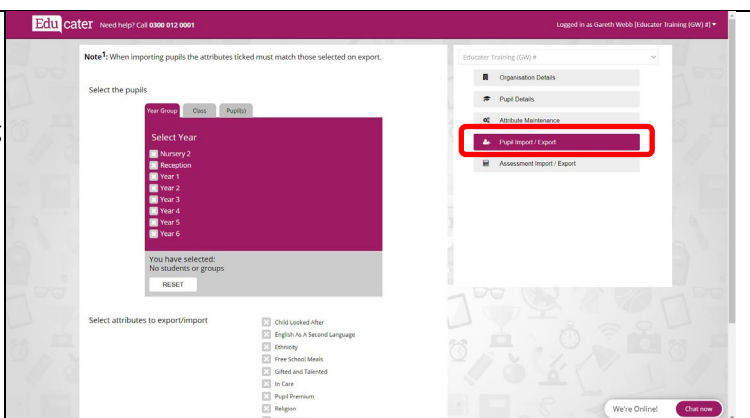
Then click .

End of EYFS GLD	Yes	▼
End of EYFS Maths		▼
End of EYFS Science		▼
End of EYFS Reading	2	▼
End of EYFS Writing	2	▼
End of EYFS Numbers	2	▼
End of EYFS Shape	3	▼
End of KS1 Maths		▼
End of KS1 Reading		▼
End of KS1 Writing		▼
End of KS1 Science		▼

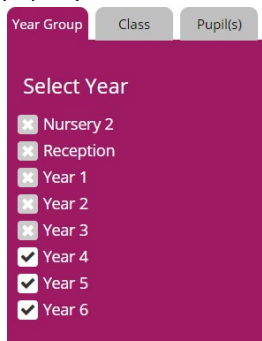
7. Bulk Updating Pupils

If you are not synced with an MIS, you can update pupil's details in bulk using the import/export feature. From the menu bar on the right-hand side, click

 Pupil Import / Export



8. Use the Pupil Picker to select which pupils you wish to work with



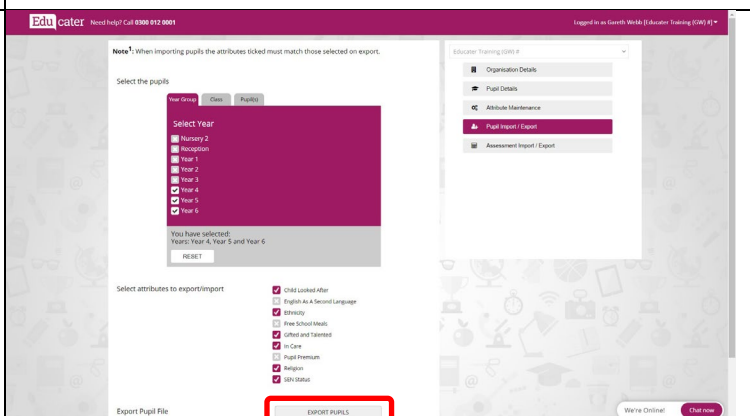
The scroll down and choose which attributes you wish to update

Select attributes to export/import

- ☒ Child Looked After
- ☒ English As A Second Language
- ☒ Ethnicity
- ☒ Free School Meals
- ☒ Gifted and Talented
- ☒ In Care
- ☒ Pupil Premium
- ☒ Religion
- ☒ SEN Status

And click

EXPORT PUPILS



9. The exported spreadsheet can then be edited, save and imported into Educater. You can also use this as a template to add new pupils or new intakes.

Click on *Choose File* at the bottom of the screen and locate the file you have saved

Import Pupil File

Choose file No file chosen

IMPORT PUPILS

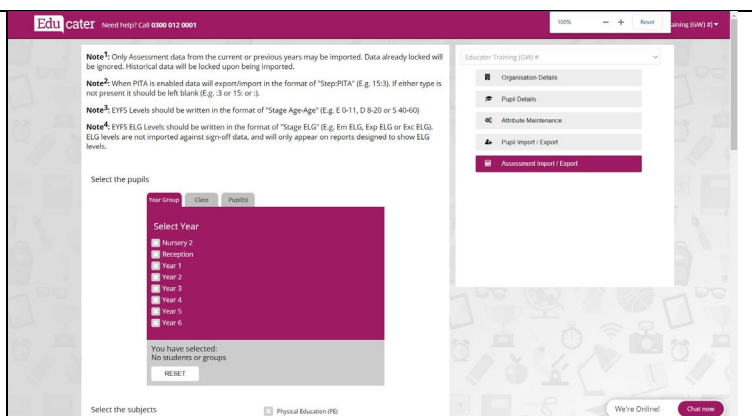
Then click on *Import Pupil* and follow the prompts on the screen.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	PupilID	MISPerson UPN	First Name	Last Name	Full Name	Gender	DOB	DOA	Year	Registration	Attendance	Contact1	Contact1A	Contact1B	Contact1C	Contact1D	Contact1E	Contact1F
1	1754953	2793	R8230001	Martin	G - Church	Martin G - M	14/09/2006	00:00	01/09/2011	00:00	6 - Gladst	70.69	1755011	Mrs Vanees Step	Mother	10 Dene D CB3 9LP		
2	1754817	2468	18200001	Chris	Aaron	Chris Aaron M	01/09/2005	00:00	01/09/2009	00:00	6 - Church	94.87	1754860	Mrs M Aar	Mother	07333 561 1 Ey Road CB24 6DD		
3	1754833	2464	1820001	Liz	Aaron	Liz Aaron F	01/09/2005	00:00	01/09/2009	00:00	6 - Church	100	1754856	Mrs M Aar	Mother	07333 561 1 Ey Road CB24 6DD		
4	1754847	2467	M820001	Sophie	Aaron	Sophie Aar F	01/09/2005	00:00	01/09/2009	00:00	6 - Gladst	100	1754858	Mrs M Aar	Mother	07333 561 1 Ey Road CB24 6DD		
5	1754841	2116	N823009	Tamwar	Abdullah	Tamwar Al M	12/01/2009	00:00	01/09/2012	00:00	4 HES		1754899	Mr Usaf Al	Father	3 Penrhin CPE4 791Q		
6	1754821	2525	J823001	Stephen	Adkison	Stephen Al M	12/03/2006	00:00	01/09/2010	00:00	6 - Gladst	99.17	1754866	Mr Richi	Father	86 Abbey PSE11 1AY		
7	1754827	2881	K823001	Laura	Adams	Laura Ada F	03/03/2007	00:00	01/09/2011	00:00	6 - Gladst	98.35	1754889	Mrs Karin	Mother	20 Poplar MK41 8BL		
8	1754840	2595	N823001	Mohammi	Adasheji	Mohammi M	02/02/2006	00:00	01/09/2010	00:00	6 - Church	99.59	1754877	Mrs Panjli	Mother	205 Ching E4 8LP		
9	1754842	3009	P823009	Rebecca	Alemaan	Rebecca A F	18/09/2007	00:00	01/09/2012	00:00	5 SBB		1754891	Dr Simon F	Father	239 The St CB24 6DD		
10	1754851	2801	823001	Tarak	Annar	Tarak Ann M	05/02/2007	00:00	01/09/2011	00:00	6 - Gladst	97.11	1754887	Mrs Adile M	Mother	3 Andrews MK45 2EE		
11	1754849	2528	M823001	Ailie	Ansell	Ailie Ansel M	14/02/2006	00:00	01/09/2010	00:00	6 - Gladst	96.69	1754870	Mrs Regini	Mother	25 Peake PE2 9JE		
12	1754852	2530	C823001	Availe	Ansell	Availe Ansel F	14/02/2006	00:00	01/09/2010	00:00	6 - Church	95.87	1754875	Mrs Regini	Mother	25 Peake PE2 9JE		
13	1754834	2529	B823001	Archie	Ansell	Archie Ans M	14/02/2006	00:00	01/09/2010	00:00	6 - Gladst	92.56	1754873	Mrs Regini	Mother	25 Peake PE2 9JE		
14	1754838	3088	D823009	Irene	Atkell	Irene Atke F	02/12/2007	00:00	01/09/2012	00:00	5 SBB		1754897	Mrs Maria	Mother	7 Abercrom CB4 2UX		
15	1754825	3023	T823009	Sonya	Astori	Sonya Ast F	22/12/2007	00:00	01/09/2012	00:00	5 SBB		1754893	Mrs Wifil	Mother	Blusham CM44 3PA		
16	1754854	2704	2823001	Gweneth	Atwick	Gweneth F	21/02/2007	00:00	01/09/2010	00:00	6 - Gladst	98.76	1754883	Mrs Claris	Mother	233 The R CB24 6ZA		
17	1754830	2760	J823001	William	Atwick	Willi Astw M	02/03/2008	00:00	01/09/2011	00:00	5 SBB		1754885	Mrs Claris	Mother	233 The R CB24 6ZA		
18	1754818	2639	U823001	Alman	Astwar	Alman Ast M	14/12/2005	00:00	01/09/2010	00:00	6 - Church	98.35	1754881	Mrs Mica	Mother	10 High St MK10 8BL		
19	1754853	3082	G823009	Fiona	Baker	Fiona Bak F	03/10/2007	00:00	01/09/2012	00:00	5 SBB		1754895	Mr Patrick	Father	47 Clyde CM41 7ER		
20	1754810	2472	Q820001	Lucy	Barnes	Lucy Barn F	13/12/2005	00:00	01/09/2009	00:00	6 - Church	73.97	1754864	Mr David F	Father	5 Linden R MK40 2DD		
21	1754815	2469	M820001	Tommy	Barnes	Tommy Ba M	13/12/2005	00:00	01/09/2009	00:00	6 - Gladst	89.67	1754862	Mr David F	Father	5 Linden R MK40 2DD		
22	1754831	3119	M823009	Anthony	Barrett	Anthony B M	21/12/2008	00:00	01/09/2012	00:00	5 SBB		1754903	Mrs Jane E	Mother	7 Poddan PE3 8NQ		
23	1754846	2606	F823001	David	Barton	David Bart M	15/02/2006	00:00	01/09/2010	00:00	6 - Gladst	99.15	1754879	Mrs Rose I	Mother	10 Dawlish MK40 3BB		
24	1754814	2527	H823001	Jenny	Basra	Jenny Bas F	10/01/2006	00:00	01/09/2010	00:00	6 - Church	94.83	1754868	Mrs Runa	Mother	1 High Str MK44 1AN		
25	1754950	3110	K823009	Joseph	Bassett	Joseph Ba M	07/05/2008	00:00	01/09/2012	00:00	5 SBT		1755022	Mr Andrew	Father	10 Carrow MK3 2BW		
26	1754993	3041	2823009	Zachary	Benson	Zachary Bz M	22/12/2007	00:00	01/09/2012	00:00	5 SBB		1755016	Mrs Rebec	Mother	8 Bressy EN1 4JU		
27	1754985	3164	C823009	Harvey	Beyron	Harvey Be M	15/02/2009	00:00	01/09/2012	00:00	4 4SL		1755026	Mr Toby B	Father	83 Chester B13 0QQ		

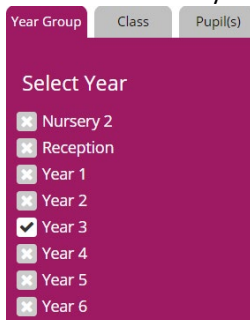
10. Uploading Summative Assessment Data

If you have historic assessment data stored elsewhere, this can be imported into Educate using the Assessment Import/Export tool to save entering it manually. From the menu bar on the right-hand side, click

Assessment Import / Export



11. Use the Pupil Picker to select which pupils you wish to work with – it is best to work with one year-group at a time for this activity.



Then scroll down and select the subjects you wish to use.

Select the subjects

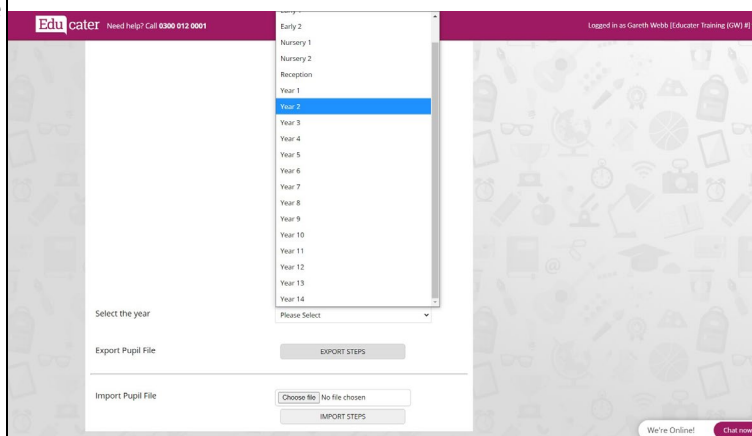
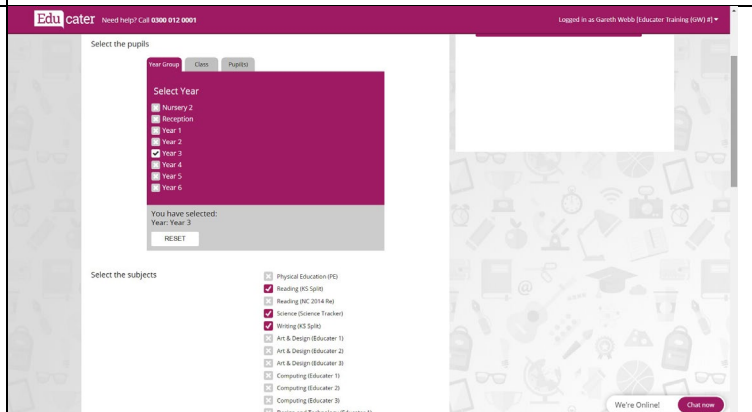
- ☐ Physical Education (PE)
- ☒ Reading (KS Split)
- ☐ Reading (NC 2014 Re)
- ☒ Science (Science Tracker)
- ☒ Writing (KS Split)

No scroll down and select the year the pupils were for the data you want to upload. You need to do this one historic year at a time.

Finally click **EXPORT STEPS**

The spreadsheets can then be updated with your historic information. The data needs to be entered in a precise way, which is outlined at the top of the Import/Export webpage.

If you are unsure about this contact Customer Support.



12. The exported spreadsheet can then be edited, save and imported into Educater.

Click on *Choose File* and locate the file you have saved.

Import Pupil File No file chosen

Then click on *Import Pupil* and follows the prompts on the screen.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PupilID	FirstName	Surname	FullName	Year	Subject	2 Entry	2 Aut Mid	2 Aut End	2 Spr Mid	2 Spr End	2 Sum Mic	2 Sum Enc
2	1754823	Abjit	Abhra	Abjit Abhra	3	135	12:2		13:2		14:2		15:2
3	1754822	Alisha	Abhra	Alisha Abhra	3	135	12:2		13:2		14:2		15:2
4	1754812	Neel	Abhra	Neel Abhra	3	135	12:3		13:3		14:3		15:3
5	1754819	Stan	Ackton	Stan Ackton	3	135	7:1		7:1		8:1		8:1
6	1754824	Josef	Andrews	Josef Andrews	3	135	9:1		11:1		12:1		13:1
7	1754832	Eve	Bailey	Eve Bailey	3	135	12:2		13:2		14:2		15:2
8	1754829	Cyla	Balinski	Cyla Balinski	3	135	12:2		13:2		14:2		15:2
9	1754820	Fil	Balinski	Fil Balinski	3	135	12:2		13:2		14:3		15:3
10	1754826	Iwa	Balinski	Iwa Balinski	3	135	12:4		13:4		15:4		15:4