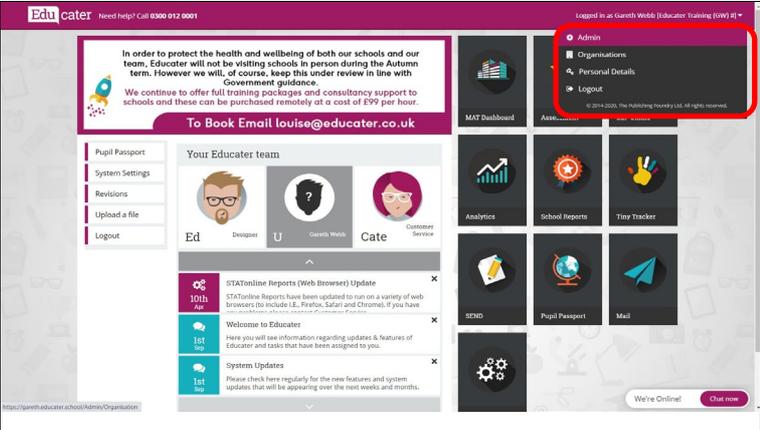
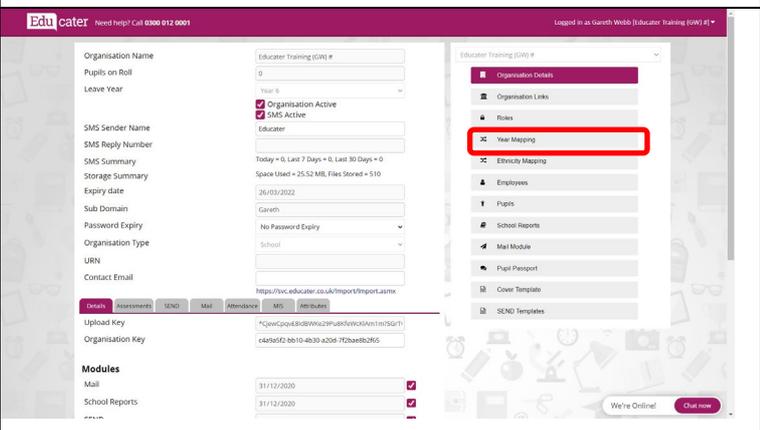


How to ... Map Year Groups with your MIS

Different schools set their MIS up in different ways and have different names for their year groups. This task will align your MIS with the year groups in Educater.

You need to have "full access" on your account to access the Admin area.

<p>1. Hover the mouse over the <i>down arrow</i> in the top right-hand corner of the screen – next to your username.</p> <p>Logged in as Gareth Webb [Educater Training (GW) #] ▼</p> <p>And click on  Admin</p>	 <p>The screenshot shows the Educater dashboard interface. At the top right, the user is logged in as Gareth Webb [Educater Training (GW) #]. A dropdown menu is open, showing options: Admin (highlighted with a red box), Organisations, Personal Details, and Logout. The dashboard includes a navigation menu on the left, a central 'Your Educater team' section with user avatars, and a grid of dashboard widgets on the right such as 'Analytics', 'School Reports', and 'Tiny Tracker'.</p>
<p>2. From the menu on the right-hand side, click  Year Mapping</p>	 <p>The screenshot shows the 'Year Mapping' configuration page. The page is divided into two main sections. The left section contains various system settings such as 'Organisation Name', 'Pupils on Roll', 'SMS Sender Name', and 'Organisation Type'. The right section is a sidebar menu with options like 'Organisation Details', 'Roles', 'Year Mapping' (highlighted with a red box), 'Ethnicity Mapping', 'Employees', 'Pupils', 'School Reports', 'Mail Module', 'Pupil Passport', 'Cover Template', and 'SEND Templates'. Below the settings, there is a 'Modules' section with checkboxes for 'Mail' and 'School Reports'.</p>

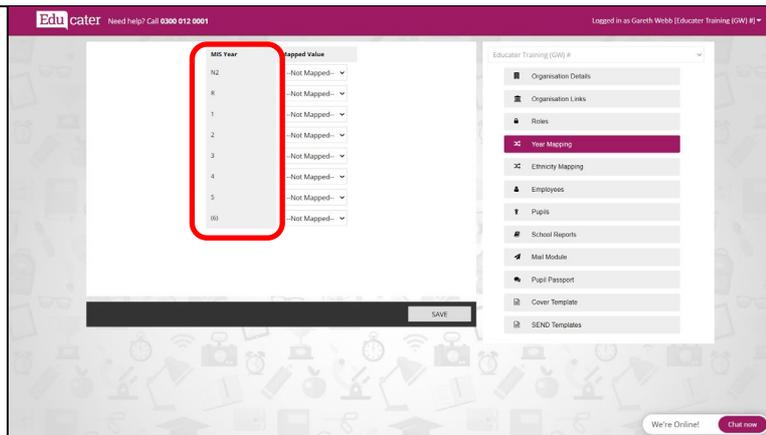
3. The information in the grey box has come from your MIS.

MIS Year	Mapped Value
N2	--Not Mapped--
R	--Not Mapped--
1	--Not Mapped--
2	--Not Mapped--
3	--Not Mapped--
4	--Not Mapped--
5	--Not Mapped--
(6)	--Not Mapped--

Click on --Not Mapped-- next to each entry to select the year group in Educater.

MIS Year	Mapped Value
N2	N2 - Nursery 2
R	R - Reception
1	Year 1
2	Year 2
3	Year 3
4	Year 4
5	Year 5
(6)	Year 6

If you have 2-year-old provision, these should be marked as E3 – Early 2 as outlined in the DfE census guide.



4. Click **SAVE** when you have finished.

You shouldn't need to visit this screen again, but it is always good to check it at the start of the year when your new intake is on roll.

