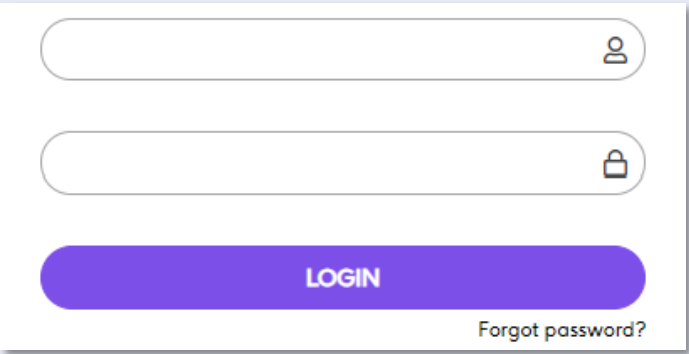

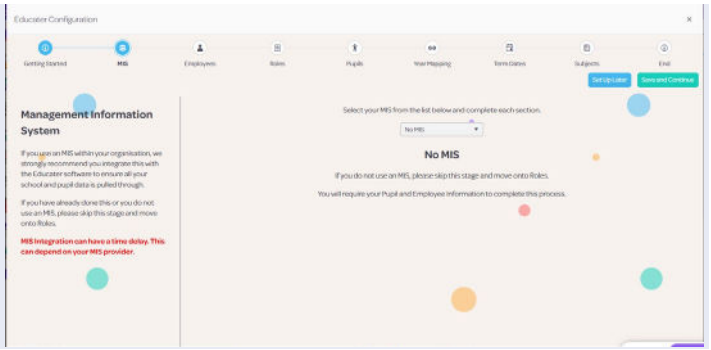
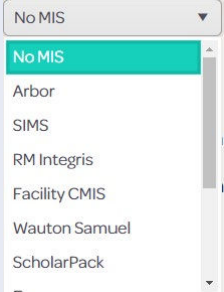

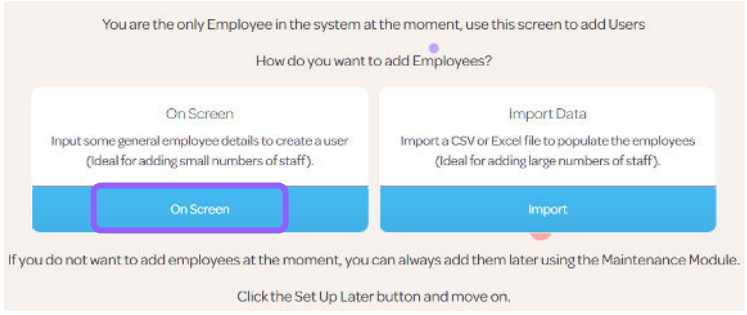

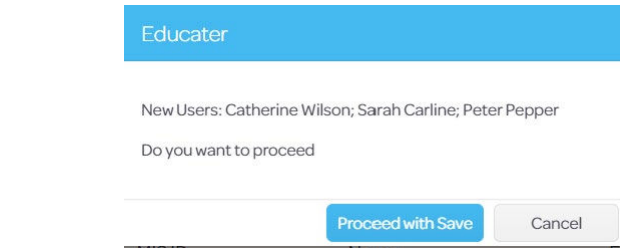
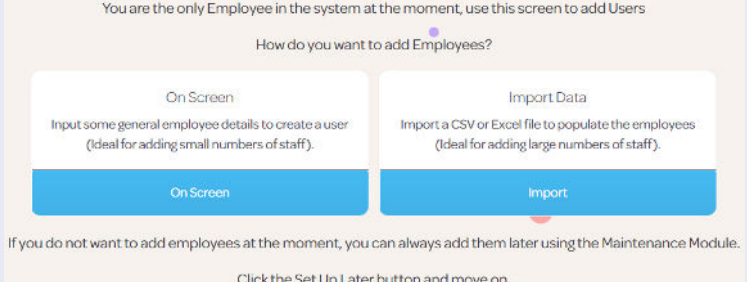


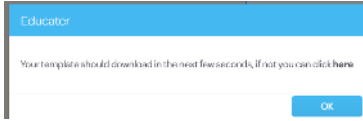
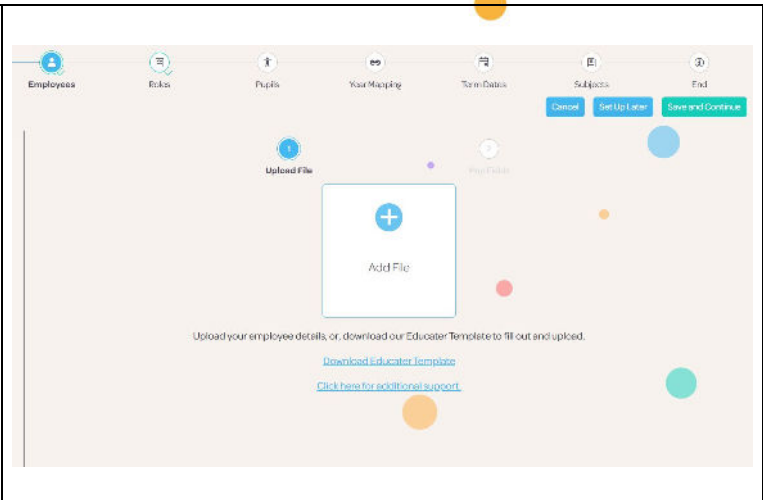
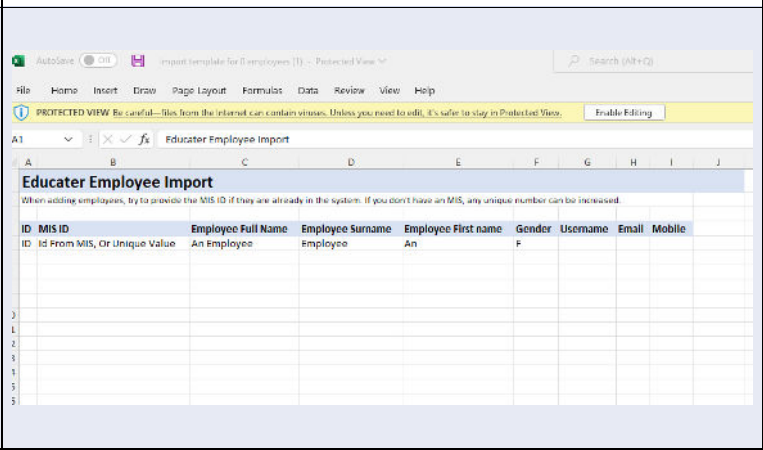
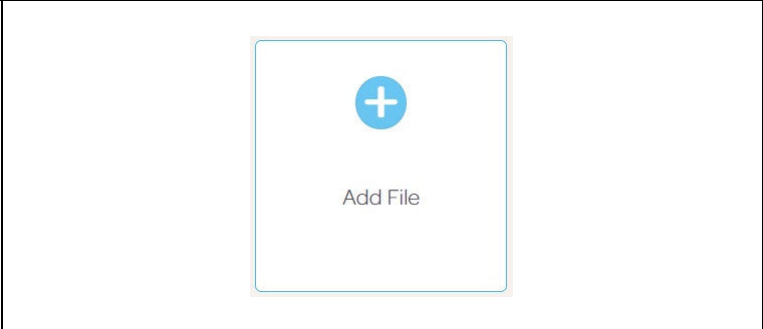
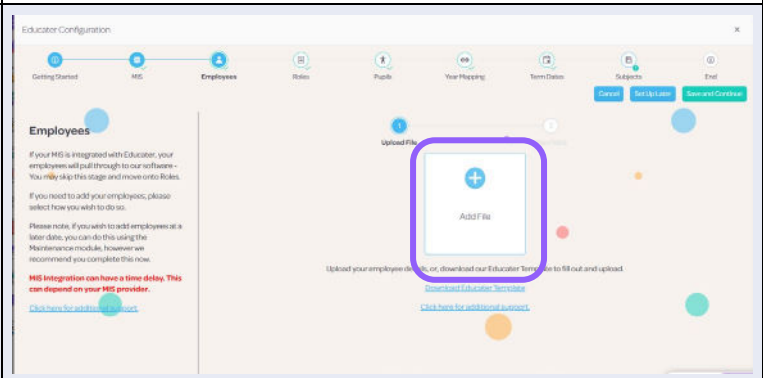



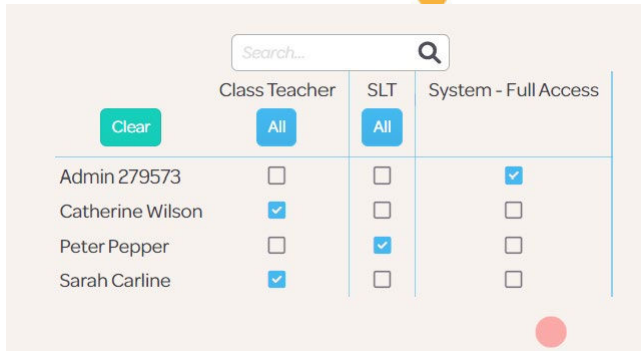
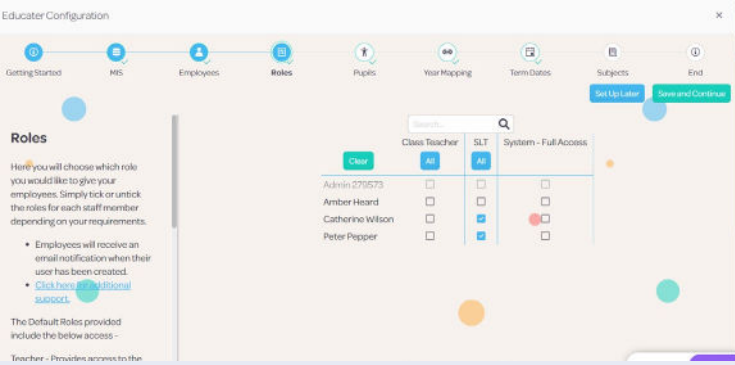
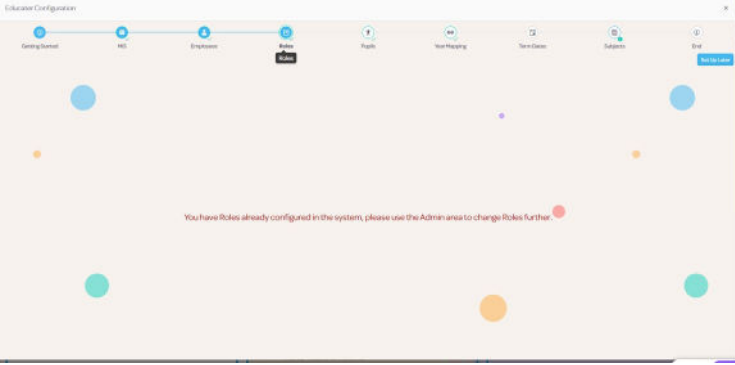

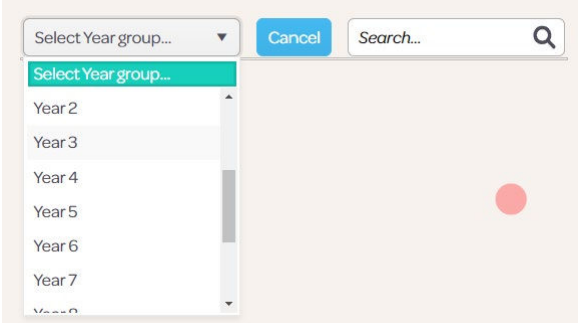
How to ... Set up your NON-MIS.


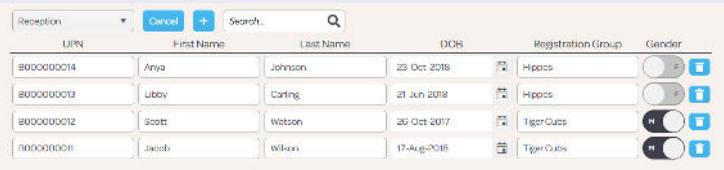
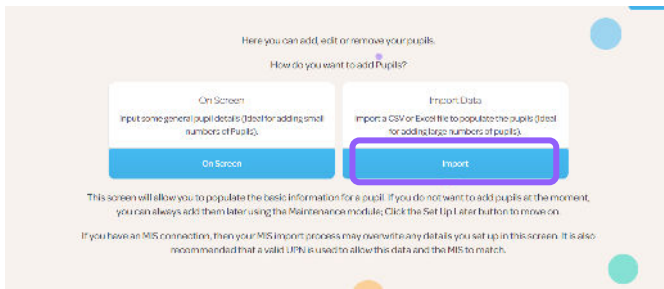
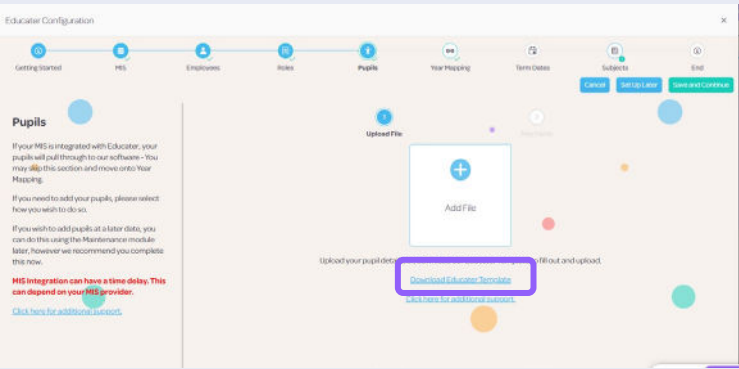
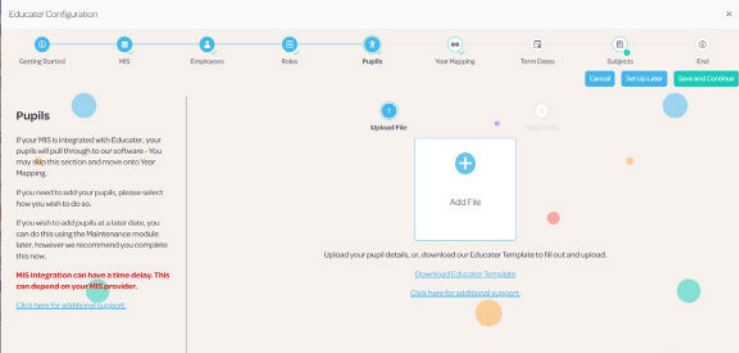
NOTES: As a non-MIS school you will be required to add all your information via the Configuration Wizard. It is important that you take the time to read all of the information on each screen as you complete the integration.

1.	<p>Initial Contact with Educater</p> <p>Once you have signed your contract, your organisation will be created. You will receive your welcome emails which includes your log in details.</p>	
3.	<p>Log onto Educater</p> <p>Open a browser (e.g. Google Chrome) and navigate to our website www.educater.co.uk. At the top right of the window click on Customer login Use the details supplied to you in the welcome emails.</p>	
4.	<p>Configuration</p> <p>Your Configuration Wizard will open once you have logged in.</p> <p>Select  MIS</p>	
5.	<p>NON-MIS</p> <p>Choose No MIS from the dropdown list.</p>	

<p>6.</p>	<h3>Adding Employees – On Screen</h3>  <p>Move along to Employees to start setting up your employees. If you are a small setting it would be easier to set up using On Screen.</p>	
<p>7.</p>	<h3>Employees</h3> <p>Add your employee details and username. This will be used to populate a system generated email that will be sent out to them once they have been assigned a role. We recommend that organisation emails are used. If you make a mistake, click on  to remove them.</p> <p>You can add a reference number in the MIS ID should you wish to do so. If you wish to use the downloaded spreadsheet skip to Step 9.</p>	
<p>8.</p>	<h3>Save Employees</h3> <p>Click on Save and Continue. You will be asked to confirm that you want to proceed. Click Proceed with Save.</p> <p>If you click Cancel all information inputted will be lost.</p>	
<p>9.</p>	<h3>Adding Employees via Import</h3> <p>If you are a large organisation, it may be preferable to use our Educater Template. Select Import.</p>	

<p>10.</p>	<p>Download Educater Template</p> <p>Select Download Educater Template.</p> 	
<p>11.</p>	<p>Completing the Template</p> <p>Add all information required. As you do not have an MIS, please ignore Columns A & B</p> <p>Save your file in same format.</p> <p><i>Note: Do not change any of the headings.</i></p>	
<p>12.</p>	<p>Upload your Educater Template</p> <p>Go back to your import and upload your completed file.</p> <p>Your employees will now be on the system.</p>	
<p>13.</p>	<p>Upload your Own Template</p> <p>You may wish to add your own template. Please follow all the on screen prompts. If you encounter any issues, please contact the support team on 0300 012 0001.</p>	

<p>14.</p>	<p>Adding Roles</p> <p>Move along to roles .</p> <p>Select the role for each employee. Select Save and Continue. Your users will now be set up.</p>	
<p>15.</p>	<p>Amending Roles</p> <p>You will be able to assign all roles except the Admin role, this has been greyed out.</p>	
<p>16.</p>	<p>Configured Roles</p> <p>If you have already created your roles, you will be required to go to the Admin area to make any necessary Changes:</p> <p>Admin Help</p> <p>Organisation</p>	
<p>17.</p>	<p>Adding Pupils – On Screen</p> <p>Move along to Pupils to start setting up your Pupils. If you are a small setting it would be easier to set up using On Screen.</p>	
<p>18.</p>	<p>Adding Pupils</p> <p>Select the Year group of the pupils that you are adding. You will be working on a year group at a time.</p>	

<p>19.</p>	<p>Adding all Details</p> <p>Add all the details for the pupils. If you are not using UPNS, please provide a key that will remain with the child – this could be their enrolment number or something similar.</p> <p>To add another child, click on  and Save and Continue as you complete each year group. Continue this process for each year group.</p>	
<p>20.</p>	<p>Adding pupils – via Import</p> <p>If you are a larger organisation, you will find it easier to use our import section.</p>	
<p>21.</p>	<p>Educater Template</p> <p>Download our Educater Template and complete all relevant sections.</p>	
<p>22.</p>	<p>Importing Pupils – via Organisation Template</p> <p>You may have a template that you wish to upload. You will require basic details, registration group and year. Please follow all prompts on the screen. If you are unsure what should be included, please download our sample.</p> <p>Please follow all on screen prompts. If you encounter any issues, please contact the support team on 0300 012 0001</p>	

<p>23.</p>	<h3>Year Mapping</h3> <p>Your Year Groups will require mapping against our system Year names.</p> <p>Save and Continue</p>	
<p>24.</p>	<h3>Term Dates</h3> <p>Go to and add the End of Term dates for Autumn and Spring. Summer is fixed to 31st August. Either type directly into date box or use the calendar.</p> <p>Save and Continue</p>	
<p>25.</p>	<h3>Subjects</h3> <p>Choose your marking method and your core subjects. Please read the on-screen information to support you in making the correct choice for your organisation.</p>	
<p>26.</p>	<h3>Subject Configuration Messages</h3> <p>If you see this message, it means that your subjects are already configured. Please go to the Maintenance Module .</p>	

27.

Integration Complete

Your Integration will be complete, and you will be ready to use the system.

