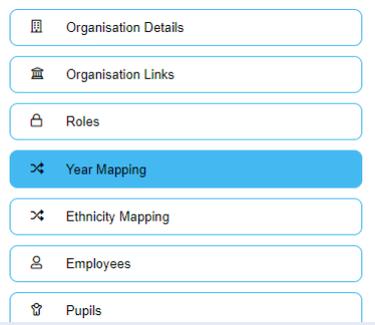
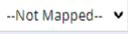




How to... Map Year Groups with Your MIS

NOTES: 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. Once mapped you should not need to visit again but it is always good to check at the beginning of each Academic Year. You need to have 'full access' on your account to access the Admin Area.

1.	<p>Admin</p> <p>From your main dashboard select Admin.</p>																					
2.	<p>Year Mapping</p> <p>From the menu on the right – hand side select  Year Mapping</p>																					
3.	<p>MIS Year</p> <p>This is the year group that is in your MIS.</p>	<table border="1"> <thead> <tr> <th>MIS Year</th> <th>Mapped Value</th> </tr> </thead> <tbody> <tr><td>(6)</td><td>--Not Mapped--</td></tr> <tr><td>N2</td><td>--Not Mapped--</td></tr> <tr><td>Nursery 2</td><td>--Not Mapped--</td></tr> <tr><td>(R)</td><td>--Not Mapped--</td></tr> <tr><td>R</td><td>--Not Mapped--</td></tr> <tr><td>Reception</td><td>--Not Mapped--</td></tr> <tr><td>1</td><td>--Not Mapped--</td></tr> <tr><td>Y1</td><td>--Not Mapped--</td></tr> <tr><td>2</td><td>--Not Mapped--</td></tr> </tbody> </table>	MIS Year	Mapped Value	(6)	--Not Mapped--	N2	--Not Mapped--	Nursery 2	--Not Mapped--	(R)	--Not Mapped--	R	--Not Mapped--	Reception	--Not Mapped--	1	--Not Mapped--	Y1	--Not Mapped--	2	--Not Mapped--
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4.	<p>Mapping the Years</p> <p>Click on  and map to the Educater Mapped Value.</p> <p>If you have a 2-year provision, these should be marked as E3- Early 2.</p>	<table border="1"> <thead> <tr> <th>MIS Year</th> <th>Mapped Value</th> </tr> </thead> <tbody> <tr><td>N</td><td>N2 - Nursery 2</td></tr> <tr><td>R</td><td>R - Reception</td></tr> <tr><td>Y1</td><td>Year 1</td></tr> <tr><td>Y2</td><td>Year 2</td></tr> <tr><td>Y3</td><td>Year 3</td></tr> <tr><td>Y4</td><td>Year 4</td></tr> <tr><td>Y5</td><td>Year 5</td></tr> <tr><td>Y6</td><td>Year 6</td></tr> </tbody> </table>	MIS Year	Mapped Value	N	N2 - Nursery 2	R	R - Reception	Y1	Year 1	Y2	Year 2	Y3	Year 3	Y4	Year 4	Y5	Year 5	Y6	Year 6		
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