

# Adding a Student

Menu → Students → Add New

Minimum Requirement: Complete First Name, Last Name, D.O.B, Start Date, Group and School.  
Decide Status (Active/Inactive) → Add

This screenshot shows a portion of the 'Add Student' form. A red rectangular box highlights three fields: 'Status' (with a dropdown menu showing 'Inactive'), 'Group' (with a dropdown menu showing '--- SELECT ---'), and 'School' (with a dropdown menu showing '--- SELECT ---'). Below these fields is a checkbox labeled 'Consent Form Received' and a green 'Add' button.

This screenshot shows the full 'Add Student' form. Red boxes highlight four specific fields: 'First Name', 'Last Name', 'Date Of Birth', and 'Start Date'. The form includes various input fields and dropdown menus for personal and administrative information.

First Name	Referral Date
Middle Name	Date Of Birth
Last Name	Ethnicity
Pronoun	Gender
Preferred Name	Language
LearnTrek Pupil Number	Nhs Number
Unique Learner Number	Religion
Exam Body Reference Number	
School On Roll	
Local Authority	
Start Date	

# Adding a Staff Member

Menu → Settings → Staff Members → ADD

Complete form → CREATE

The screenshot shows a 'Staff Member' form with the following fields and options:

- First Name:** Text input field
- Last Name:** Text input field
- Email:** Text input field
- Job Title:** Text input field
- Role:** Dropdown menu with '--- SELECT ROLE ---'
- Reports To:** Dropdown menu with '--- SELECT ---'
- Access to Safeguarding Widget:** Toggle button set to 'No'
- Report Administrator:** Toggle button set to 'No'
- Safeguarding Officer:** Toggle button set to 'No'
- Incident Manager:** Toggle button set to 'No'
- Receive Weekly Completion Email:** Toggle button set to 'No'
- Would you like this Staff Member to access all Schools?:** Toggle button set to 'No'
- Create:** Green button at the bottom right.

Two informational messages are present at the top of the form:

- Blue box: "Before making changes, please ensure the user has access to their emails - a single use password will be sent to the users email inbox."
- Yellow box: "Changing the details below requires the user to log out and back in again"

# Capturing Missing Data

Enable an Email to come to you every Monday with a Full List of Missing Data Including Attendance, Logs, Behaviour & Participation

Settings → Staff Members → Choose Staff Member → Edit → Set "Receive Weekly Completion Email" to Yes → Update/Create

Staff Member

Before making changes, please ensure the user has access to their emails - a single use password will be sent to the users email inbox.

Changing the details below requires the user to log out and back in again

First Name:

Last Name:

Email:

Job Title:

Start Date:

Leave Date:

Would you like this Staff Member to access all Schools?

Role:

Reports Go To:

Manager:

Report Administrator:

Safeguarding Officer:

Safeguarding Emails:

Access to Safeguarding Widget:

Incident Manager:

Incident Emails:

Single Central Record Admin:

Receive Weekly Completion Email: