

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 specific fields: 'Status', which is currently set to 'Inactive'; 'Group', a dropdown menu showing '--- SELECT ---'; and 'School', another dropdown menu showing '--- SELECT ---'. Below these fields is a checkbox labeled 'Consent Form Received' and a green 'Add' button.

This screenshot displays the full 'Add Student' form. Red rectangular boxes highlight four key fields: 'First Name', 'Last Name', 'Date Of Birth', and 'Start Date'. The form includes various other input fields such as 'Middle Name', 'Referral Date', 'Ethnicity', 'Pronoun', 'Gender', 'Preferred Name', 'Language', 'LearnTrek Pupil Number', 'Nhs Number', 'Unique Learner Number', 'Religion', 'Exam Body Reference Number', 'School On Roll', and 'Local Authority'. A search bar and an 'Add New' button are located at the top right of the form.

Adding a Staff Member

Menu → Settings → Staff
Members → ADD

Complete form → CREATE

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

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

First Name:		Role:	--- SELECT ROLE ---
Last Name:		Reports Go To:	--- SELECT ---
Email:		Manager:	--- SELECT ---
Job Title:		Report Administrator:	No
Start Date:	dd/mm/yyyy	Subguarding Officer:	No
Leave Date:	dd/mm/yyyy	Subguarding Emails:	No
Date of Birth:	dd/mm/yyyy	Access to Subguarding Widget:	No
Teaching Status:	-- Select --	Incident Manager:	No
Would you like this Staff Member to access all Schools?:	No	Incident Emails:	No
Address 1:		Single Central Record Admin:	No
Address 2:		Health & Safety Manager:	No
City:		Receive Weekly Completion Email:	No
County:			
Postcode:			

Create

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

Capturing Missing Data

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: