Configuration Module
School Setup

✉ support@schoolvue.co.uk

📞 020 4566 5640

🌐 www.schoolvue.co.uk

🕐 Business hours:
Mon - Fri | 8am - 5pm

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GETTING STARTED

Logging in

There are two ways to access the SchoolVue login page.

1) Go to www.schoolvue.co.uk and click the **LOGIN** button

2) Go straight to the login page at public.my.schoolvue.co.uk

During the login process your browser will automatically switch to the correct subdomain for your school, e.g., hogarthsschool.my.schoolvue.co.uk. Once you have logged in for the first time, bookmark this page in your browser.

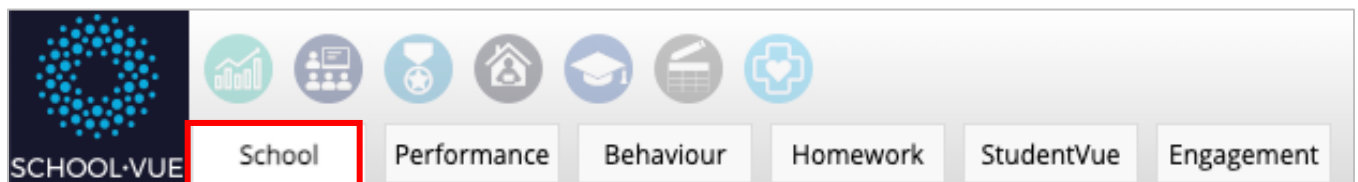## Accessing the Configuration Module – School Setup

When you subscribe to SchoolVue an administrator account will be created and issued. Use this username and password to log in in order to gain access to the Configuration Module. Note that subsequent user accounts created for staff will not have permissions to access this module initially.

When you first log in you will see the SchoolVue banner as shown.

To access the Configuration Module, click on the highlighted icon.

The Configuration Module will allow you to configure and manage your school setup and any other SchoolVue modules you subscribe to.

You will automatically be directed to the **School** configuration tab. Note that you will not be able to use any of the SchoolVue modules until the School setup is complete.

THE CONFIGURATION MODULE – School Setup

1. Manage Stages and Years

1) Define your academic structure by first creating and labelling education phases for your school. For example, a typical UK secondary school will have KS3, KS4 and KS5 if they have a sixth form.

2) Then add your year groups to each key stage.

3) Define the first year group First year group is year 7 For Reception in Primary use a value of 0 here.

4) Then select which year groups will be using "Progress 8" calculations based on the type of data being collected. This would normally just be KS4 but would depend on the nature of grades being collected at KS3.

5) Finally, select after which education phases students will have the option to leave the school. This is usually KS4 and KS5.

Below is a typical example of a UK secondary school.

Stage	Years in stage	Use Progress 8	Can Offroll at end of stage
KS3	7	☐	☐
	8		
	9		
KS4	10	☑	☑
	11		
KS5	12	☐	☑
	13		

These education phases will feed into the SchoolVue modules.

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2. Manage GradeSets

GradeSets describe the way subjects are marked in terms of attainment. Every subject will have a GradeSet attached to it so the GradeSets that you want to use must be selected or created first.

SchoolVue has a wide range of built-in GradeSets which can be copied across to your school by selecting them from the

Available Grade Sets drop-down menu and then clicking the **Add to local grade sets** button. The selected GradeSets will appear in the **My Grade Sets** list. These can be edited; you can also create a blank GradeSet to edit from scratch. Click either the **New GradeSet**, **View** or **Edit** buttons to activate the GradeSet editor.

Within the editor, the following columns appear:

Grade - The attainment value that will appear throughout SchoolVue, on reports, etc.

Accepts - All the possible variants of this grade that could be entered by staff, downloaded from exam boards or the school MIS.

Points - The points value assigned to this grade by the exam board.

Whole Grade - If you are editing a fine-graded set (i.e., one that has sub-grade suffixes, such as A+, A, A-) enter the grade without the subgrade suffix here. In the example above, all three 1+,1 and 1- sub-grades would have a whole grade of 1.

Headlines - Headline figures appear on numerous tabs throughout the **Performance Analysis** module. These show a tally of students who have reached these specific thresholds. Select up to three grade thresholds here. For UK 9-1 GCSE grades, the common choice would be at 4, 5 and 7 (or 4-, 5- and 7- if using fine grades).

Transition Matrix Tally - The Transition Matrix on the Subjects tab in the Performance Analysis module has several user-defined columns on the right-hand side, which tally students reaching specific thresholds in a similar way to the headlines feature. Here you can select whichever thresholds you like to include.

Double Award checkbox - In the UK, GCSE Combined Science is worth two GCSE qualifications and uses a specific GradeSet. Ticking **Double Award** ensures that attainment calculations use double points for this subject.

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3. Manage Subjects

You will need to set up the subjects taught in your school for each education phase. At KS4, Subjects must be set up according to which Progress 8 bucket they belong to – Maths, English, EBacc or Open.

KS4 subjects in the EBacc bucket will also need to be tagged in terms of Science, Humanities and MFL for headline calculation purposes. KS4 subjects that are not on the DfE list of approved qualifications should be added to the KS4 None category.

Top Tip – However you label your subjects in this panel should be reflected in the column headings of the CSV files used to upload student and class data. By doing this, SchoolVue will automatically be able to match data in the CSV uploads to subjects which will save time doing this manually.

Click on **Add subject**, enter the subject name, select a grade set for the subject and click **Save**.

⬆		GCSE 9-1 (U 1 2 3 … 9)	⌄	Delete subject
				Add subject

Grade Set Inspector

BTEC L1/2 Tech Award (U P1 M1 D1 P2- P2 P2+ … D*2+) ▼

Grade	Accepts	Points
U	U X	0
P1	P1 P1- P1+ L1P- L1P L1P+	1.25
M1	M1 M1- M1+ L1M- L1M L1M+	2
D1	D1 D1- D1+ L1D- L1D L1D+	3
P2	P2 P P2- P- P2+ P+	4
M2	M2 M M2- M- M2+ M+	5.5
D2	D2 D D2- D- D2+ D+	7
D*2	D*2 D* D*2- D*- D*2+ D*+	8.5

Grade Set Inspector

The list of grade set options can be viewed using the **Grade Set Inspector**. Select the appropriate grade set using the dropdown arrow to display a table showing the grade and points associated with each grade.

If you need a bespoke grade set (often at KS3) see **2. Manage Grade Sets**

The order of subjects in this panel will determine the display order in tables and graphs in SchoolVue. Use the up and down arrows to re-order if required. You will have the option to rename the subject and to change the grade set from the default *GCSE 9-0 Fine +-*. The option **Delete subject** will appear alongside subjects that do not yet have any data. Once you populate data for the subject this option will no longer be available.

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4. Manage Baselines

Student baselines represent the attainment level of a student when they enter the system. They are used to define the Prior Attainment Band (PAB) of the student.

The current standard UK baseline sets are built in to SchoolVue. You may edit these and create your own.

Type	Display Name	Values		Used by				
UK KS2 Scaled Scores	KS2 SS	N - 120	Edit	7	8	9	10	11
UK NC Levels	KS2 NC Level	N - 6.9	Edit					
UK KS4 Average Points Score	KS4 APS	N - 9.0	Edit	12	13			

Unassigned School Years

Name for new baseline | Create

The baseline selected for each year group will also determine which baseline values are accepted for a student when their data is uploaded into SchoolVue. Make sure you have assigned the correct year groups to the correct baselines by drop and dragging the year group from the **Unassigned School Years** box.

To open the Baseline Editor click the **Edit** button. Baseline values are split into three groups of values, representing **Low**, **Mid** and **High** prior attainment. Each of these may be split into as many subcategories as you wish, with each subcategory having its own row calculated and displayed in the Transition Matrix on the Subjects tab in the **Performance Analysis** module..

The example below shows how UK KS2 scaled scores have been categorised

Cancel	Save			UK KS2 Scaled Scores									

Display name: KS2 SS

If uploaded data for baseline might contain numeric data, this data can be truncated to a specific number of decimal places. If this is required, enter the number of decimal places here. 0 Leave the box blank if this is not required.

Prior Attainment	Subdivision	Grade (lowest to highest)										
		N	B	80	81	82	83	84	85	86	87	88	Add grade
Low	Add subdivision	89	90	91	92	93	Add grade					
		94	95	96	97	98	Add grade					
		99	100	101	Add grade							
Mid	Add subdivision	102	103	104	105	Add grade						
		106	107	108	Add grade							
		109	110	111	Add grade							
High	Add subdivision	112	113	Add grade								
		114	115	116	117	118	119	120	Add grade			

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5. Wonde Setup

SchoolVue are partnered with Wonde in order to automatically sync the information in a schools MIS. This function will ensure that teacher, student and parent information in SchoolVue will match the information in the MIS with no management required. If a School subscribes to this option then the integration will be setup before the School is given access to SchoolVue. Once this is done, the School will need to complete the Wonde Setup as follows:

Year groups to use in Wonde – Check the year groups of students you wish to import into SchoolVue.

Overnight Update – SchoolVue will sync with Wonde automatically on a nightly basis. Select from the drop down what information you want refreshed overnight.

- None
- Teachers only
- Teachers and Students
- Teachers, Students, and Parents

Staff email domain – For teachers to be created successfully their work email address must be added to the records in the MIS. Enter the staff email domain used by staff email addresses. For example name@**demoschoolvue.co.uk.** There may be several email address for staff stored in the MIS. This will allow SchoolVue to select the work email address and create accounts accordingly. The work email address we be used as a username. Staff will not be created successfully without this.

Email addresses for Teacher/Student/Parent update error alerts (optional) – You can add a range of email addresses to send nightly error logs after the sync from Wonde to SchoolVue has taken place. This is optional as you can manually view error logs which is covered in sections 6, 7 and 9. Errors that occur need to be rectified directly in the MIS. The error log will detail what the issue is. For example, a student without a Unique Pupil Number or a member of staff without a valid email address will not be created / updated on the nightly uploads and an error log will be created.

Disconnect from Wonde – You can delete the connection between SchoolVue and Wonde at any point by clicking the ***Delete connection*** button. This will not delete any teachers, students or parents records but they will need to be manually manged moving forward.

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6. Manage Teachers

Teachers can be managed in SchoolVue automatically using the Wonde integration or manually. For schools using Wonde got to section 6.2.
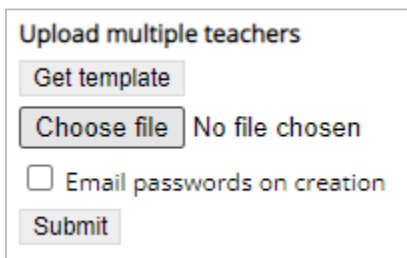
6.1 Manage Teachers (without Wonde integration)

This is where you will add the staff members who will have access to SchoolVue.

The following mandatory fields are required to create a user:

1   Salutation
2   First name
3   Surname
4   Staff code
5   Email address

You can create multiple users using a CSV file or manually create individual users.

Upload multiple teachers - You will need to create and save a CSV file containing the mandatory fields.

Click the **Get template** button to download the CSV file template. Populate this file with the information for your teachers and save it.
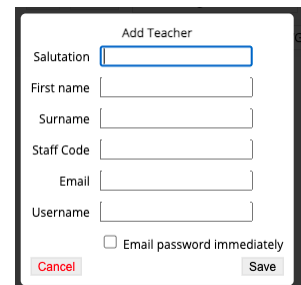
Select the CSV file you have saved using the **Choose File** button.

Check the **Email passwords on creation** box if you want to immediately send out welcome emails to your teachers. You can do this at a later date as detailed on the next page.

Click the **Submit** button to create your users.

Create a single teacher - You can add individual users by clicking the **New Teacher** button and complete the fields in the Add/Edit Teacher dialogue box.

Email password immediately: If checked, a temporary password will be emailled to the teacher immediately. If you would like to wait until you have configured the entire system, leave this box unchecked.

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Once your users have been created you will be able to see information for the following categories:

Basic Details: Salutation, surname, first name, staff code, email, last login

Salutation	Surname	First Name	Staff Code	Email (username)		Last Login
Mr	Abacı	Ahmet	AAB		Edit	26/11/2021 20:31:58

You can change teacher details using the **Edit** button.

Manage Logins: Username, issue / reset password, activate / deactivate users.

Salutation	Surname	First Name	Staff Code	Email (username)		Last Login	Password	Active	Manually Created
							☑ select all		
Mr	Abacı	Ahmet	AAB		Edit	26/11/2021 20:31:58	Reset	☑	No

Details on how to issue and reset passwords are covered on the next page.

Manage permissions: Middle leader, senior leader, admin access to your modules

Salutation	Surname	First Name	Staff Code	Email (username)	Middle Leader	Senior Staff	School Admin	Performance Admin	Behaviour Admin	StudentVue Admin	Engagement Admin
Mr	Abacı	Ahmet	AAB		☐	☐	☐	☐	☐	☐	☐

Middle Leader permissions impact the Behaviour module and the ability to see data on all teachers.

Senior Leader permissions impact the Behaviour module and the ability to see data on all teachers and data series that have not been published in the Performance Analysis module.

Module Admin permission – This gives users access to the relevant sections in the configuration module.

View teaching groups: Teaching groups assigned to teachers and classes with no teachers assigned. These will be populated once the student details have been uploaded in section **7. Students and classes setup**. These can be edited manually by drop and dragging class codes once they appear on the right hand side. Classes without a teacher assigned will be in red text.

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Issuing passwords manually - Once your teachers have been created, go to the **Manage logins** section.

Teachers will be sent a welcome email containing a temporary password and a link to the SchoolVue login page. Using their username (email address) and the password supplied in the email they will login and at this point they will be asked to change their password for future use.

To issue the welcome email to teachers, either check the box for each required member of staff or ccheck the 'select all' box at the top of the column. Then click the **Issue passwords** button at the top of the screen.

If a teacher forgets their password, they can click on the **Forgot password** link on the login page. They will be asked to enter their username (email address) and a reset message will be sent to them. You may also reset their password from the **Manage logins** section by clicking the **Reset** button in the password column. This will email them a password change link which they should follow. As before, they will then be prompted to change their password for future use.

6.2 Manage Teachers (with Wonde integration)

Your teachers can be automatically synced with your MIS using the Wonde integration. This will be set up for you before you start using the system if you have subscribed to this option. For this to work, members of staff to be imported from the MIS need to have their school email addresses added to their records in the MIS and section 5 of this user guide completed.
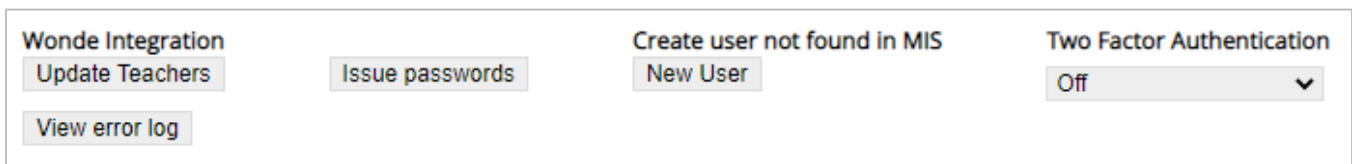
Update Teachers – This button allows you to initially import / update teachers from Wonde.

View error log – This button will allow you to see a the list of teachers that have successfully been created and a list of teachers that have not been created with details of errors. Any errors will need to be corrected in the MIS first which will then need to upload to Wonde before being available to SchoolVue. The frequency of the sync between the school MIS and Wonde is controlled by the school.

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Once your users have been created you will be able to see information for the following categories:

⦿ Basic Details	○ Manage Logins	○ Manage Permissions	○ Manage Teaching Groups

Basic Details: Salutation, surname, first name, staff code, email, last login

Salutation	Surname	First Name	Staff Code	Email (username)		Last Login
Mr	Abacı	Ahmet	AAB		Edit	26/11/2021 20:31:58

You won't be able to change teacher details due to the Wonde integration. Any required changes would need to be made in the schools MIS.

Manage Logins: Username, issue / reset password, activate / deactivate users.

Salutation	Surname	First Name	Staff Code	Email (username)	Last Login	Password	Active	Manually Created
Mr	Abacı	Ahmet	AAB		26/11/2021 20:31:58	Reset	✓	No

Details on how to issue and reset passwords are covered on the next page.

Manage permissions: Middle leader, senior leader, admin access to your modules

Salutation	Surname	First Name	Staff Code	Email (username)	Middle Leader	Senior Staff	School Admin	Performance Admin	Behaviour Admin	StudentVue Admin	Engagement Admin
Mr	Abacı	Ahmet	AAB		☐	☐	☐	☐	☐	☐	☐

Middle Leader permissions impact the Behaviour module and the ability to see data on all teachers.

Senior Leader permissions impact the Behaviour module and the ability to see data on all teachers and data series that have not been published in the Performance Analysis module.

Module Admin permission – This gives users access to the relevant sections in the configuration module.

View teaching groups: Teaching groups assigned to teachers and classes with no teachers assigned. This will not be populated to begin with. Once the student details have been imported as detailed in section **7. Students and classes setup** and section **8. Wonde Teaching Groups** has been completed. You will need to come back to this section and click the *Update Teachers* button to attach teaching classes to teachers

You will not be able to edit classes assigned to teachers in SchoolVue due to the Wonde integration. Any changes will need to be made in the school MIS.

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Issue password - Once your teachers have all been created, go to the **Manage logins** section.
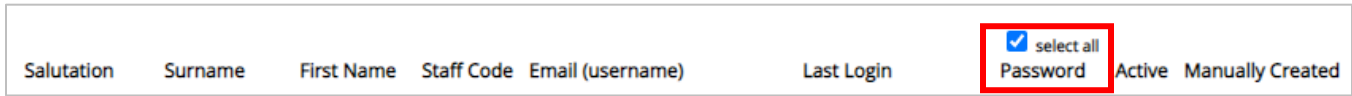
Teachers will be sent a welcome email containing a temporary password and a link to the SchoolVue login page. Using their username (email address) and the password supplied in the email they will login and at this point they will be asked to change their password for future use.

To issue the welcome email to teachers, either check the box for each required member of staff or check the 'select all' box at the top of the column. Then click the **Issue passwords** button at the top of the screen.

If a teacher forgets their password, they can click on the **Forgot password** link on the login page. They will be asked to enter their username (email address) and a reset message will be sent to them. You may also reset their password from the **Manage logins** section by clicking the **Reset** button in the password column. This will email them a password change link which they should follow. As before, they will then be prompted to change their password for future use.

Create user not found in MIS – You may need an individual to access SchoolVue who does not exist on the MIS. You can create them manually by clicking the **New User** button and issue the welcome email in the same way.

Email password immediately: If checked, a temporary password will be emailed to the teacher immediately. If you would like to wait until you have configured the entire system, leave this box unchecked.

Two Factor Authentication – For added security you can turn on two factor authentication. This will require users to download an authenticator app to their smart phone and follow the setup instructions. Once this is completed, staff will be required to authorise their logins via the authenticator app.
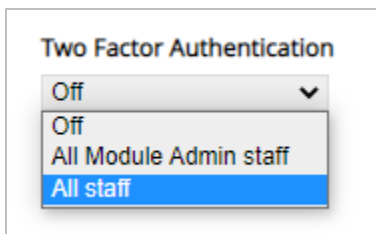
Select from the dropdown who you wish to activate two factor authentication for.

You can also add the schools IP range which will circumvent the two factor authentication for devices connected to the school network

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7. Student and Classes Setup

Students can be managed in Schoolvue automatically using the Wonde integration or manually. For schools using Wonde got to section 7.2.

7.1 Student and Classes Setup (without Wonde integration)

Students are created in SchoolVue by uploading a CSV file that contains contextual and class code information. In this section you will be able to upload your students by selecting the year group, the academic year and then choosing your CSV file.

You will also be able to keep track of when you last refreshed the information for each year group.

You will need a separate CSV file for each year group.

It is recommended that for each academic year a master student upload CSV file is kept for each year group. This can be updated and uploaded to SchoolVue as frequently as required to ensure student information is accurate.

Preparing your Student CSV files for upload

Contextual Information: The following fields are mandatory for a student to be created in SchoolVue:

Column Heading	Notes and Uploaded Data Requirements	
UPN	This is the **Unique Pupil Number**. It is the unique identifier for students within SchoolVue and cannot be changed once uploaded.	
Full Name	Surname, first name	
Gender	Anything *containing* 'F' or 'f' means female. Anything else means male.	
Year group	The year group the student is taught in. Must match the 'Years in stage' labels set in Manage Stages and Years – i.e. "7" or "10"	
Registration Group	Also known as tutor group or home class	
Ethnicity	Code or description	
SEN Status	**UK Schools** Defaults to N Uploading anything *beginning with* 'S', 's', 'K' or 'k' means SEN Support. Uploading anything *beginning with* 'E' or 'e' means EHCP.	**Non UK Schools** Defaults to N Uploading anything *containing* 'Y' or 'y' means Yes
EAL Status	**UK Schools only** Defaults to False Uploading anything *containing* 'Y' or 'y' means True	
Pupil Premium Indicator		
Social Econmic Status	**Non UK Schools only** Uploading anything beginning with 'U', 'u', 'H' or 'h' means High. Uploading anything beginning with 'M' or 'm' means Middle. Uploading anything beginning with 'L' or 'l' means Low.	

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The following fields can be included in the initial student upload or added at a later date.

Column Heading	Notes and Uploaded Data Requirements
Baseline	This could be a score or grade from a previous education phase. For UK schools this could be KS2 Scaled Scores or KS4 point scores. Section **4. Manage Baselines** will need to be created before you upload student baselines.
Username	The username a student will use to access the StudentVue module.

Class code Information: Following the contextual information columns, there should be a column for each subject studied in the year group. The column heading should match the subject label used in the **3. Manage Subjects** section to speed up the matching process. If a student studies the subject, then a class code should be entered. The staff code for a class can be included by inserting a space and then the staff code in square brackets. For example, 9/Ma3 [ABE] would represent a year 9 maths class set 3 taught by a teacher with staff code ABE. This is optional and teachers can add their classes to their personal list in the **My Class Module** manually or classes can be allocated to staff manually in **6. Manage Teachers.**

In KS4 especially there is often more than one subject taught under the same class code. For example, English class codes often cover both English Language and English Literature therefore there would need to be two columns used as they are two separate subjects and data will be collected for both. The same applies to the Triple Science class code being used for Biology, Chemistry and Physics.

Download student CSV template - To ensure that your CSV files have the correct format, use the template creator at the top of the page. Select the school stage from the drop down, check the **Include user email addresses** box as required (using their email address students can log in to StudentVue and students will receive email notifications from other modules) and click the *Get template* button.

Download template file for year group data upload:
Select school stage ∨   ☐ Include user email addresses   Get template

Uploading Student CSV files - Once the Students and Classes CSV file is complete, save it.

Upload student data for year group: Choose... ∨
For academic year: 2021/22 ∨
Choose file   No file chosen

Select the **Year group** to upload using the drop-down.

Make sure the correct academic year is selected.

Select the csv file you have saved using the **Choose File** button; click the **Upload** button.

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Most student data and subjects will be automatically mapped. Map any remaining fields by left clicking and dragging from the control panel on the right to the appropriate section in the grid on the left as shown below:

Data fields in SchoolVue   Column headings from your CSV upload

Once all the column headings from the CSV file have been matched, click **Continue**.

When the upload is complete you will see the message **Upload complete** and the number of students uploaded. Any students that have not uploaded (Import errors) can be viewed by downloading the csv file generated. You can correct the data in this downloaded file and re-upload it to change just the erroneous data, although it may be a good idea to correct the data in your master csv file too.

Click **Done** to complete the upload.

Note: You can update any of the student data fields by simply uploading a CSV file that contains a column for UPN and Year group followed by whichever field you wanted to update. For example, Maths class codes if students have moved maths teaching groups. These column headers would be followed by one row per student with data needing updating. To remove a student from a class, include the class column and leave their entry in that row blank.

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Once the students have been imported, you can manage them directly in SchoolVue or continue to update them using CSV files.

Students from: Select from the drop downs the year groups you wish to view.

Create student: Click this button to manually create a student.

Create new teaching group for subject: If a new class code has been added to the school timetable then create it by clicking this button.

Subject classes: Use the drop downs to manually change student classes for each subject.

Remove all teaching groups from subject: Use this drop down to remove all student classes for a specific subject.

Off roll: Check this box when students leave the school mid-year.

Contextual information: You can change any fields for a student including names by clicking on the entry.

Student information can be refreshed as and when the school requires by repeating the routines above. You can do partial uploads in terms of lists of students and data fields. For example you could prepare a CSV file for a selction of students with columns for just Maths sets. By uploading this CSV the maths sets would be refreshed just for those students.

7.2 Student and Classes Setup (with Wonde integration)

Your students can be automatically synced with your MIS using the Wonde integration. This will be set up for you before you start using the system if you have subscribed to this option.
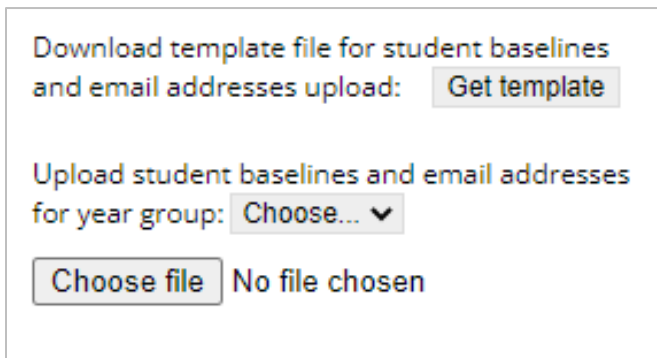
Update Students: This button allows you to initially import / update students from Wonde.

View error log: This button will allow you to see a the list of students that have successfully been created and a list of students that have not been created with details of errors. Any errors will need to be corrected in the MIS first which will then need to upload to Wonde before being available to SchoolVue. The frequency of the sync between the school MIS and Wonde is controlled by the school.

Wonde Integration	Year Group	Last upload date
Update Students	7	21.04.2022
View error log	8	21.04.2022
	9	21.04.2022
	10	21.04.2022
	11	21.04.2022
	12	21.04.2022
	13	21.04.2022

Subject class codes: Please note that student class codes will not display in the subject columns until section **8. Wonde Teaching Groups** has been completed.

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Baselines and email addresses - Once your students have been created you will need to manage their Baselines email addresses as these will not be imported via the Wonde integration. Using their email address students can log in to StudentVue and receive email notifications from certain modules.

Download template file for student baselines and email addresses upload: Get template

Upload student baselines and email addresses for year group: Choose... ⌄

Choose file | No file chosen

Download CSV template by clicking the **Get Template** button.

Once student baselines and email addresses (optional) have been added to the file save it.

Select the *Year group* to upload using the drop-down.

Select the csv file you have saved using the *Choose File* button; click *Upload.*

This information can be refreshed as and when the school requires by repeating this routine. You can do partial uploads in terms of lists of students.

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8. Wonde teaching groups

Once your students have been imported from Wonde the class codes will exist in SchoolVue. However, they will need to be attached to a specific subject as specified in section **3. Manage subjects.**

Select a year group from the drop down

Assign teaching groups to subjects	Select year group... ∨

Your list of classes for that year group will be displayed on the right hand side. You will also see a column displaying the teacher(s) attached to that class. If this is blank it will display red. When initially set the school up you may need to go back to section **6. Manage teachers** and click the **Update teachers** button to populate this column.

Class Code	Staff	Maths	English	Art	Citizenship	Computer	Design Technology	French	Geography	History	Latin	Performance Arts	Physical Education	Religious Studies	Science
08Pe1	SGO	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐

You then need to assign each class code to a subject by checking the appropriate box. This will need to be done before any data series can be uploaded and will create teacher subject classes in the **My Class Module**.

SCHOOL·VUE

9. Manage Parents

If your school is using StudentVue or the Student Focus, My Class, Behaviour modules or Home Learning modules, you will need to set up parent details. Parents can be managed in SchoolVue automatically using the Wonde integration or manually. For schools using Wonde got to section 9.2.

9.1 Manage Parents (without Wonde integration)

You can upload a csv of parent details which includes who their children are or you can create individual parents and add their children afterwards. If you use the csv method, the first five columns in the csv file ('salutation', 'surname', 'first name', 'email' and 'phone') hold the details of the parent and the UPN column and onwards holds the UPN(s) of their child(ren).

Click on the Get template button to download a CSV file to complete. You do not have do this a year group at a time.

If you are using StudentVue parents will want to be able to log in themselves. Their username will be their email address and their passwords are managed in the same way as teachers' passwords (see **6. Manage Teachers**).

To ensure that you have not left any students out of the setup, if there are any students on the system without a parent linked to them, a downloader will appear in the top right of the page which allows you to download a list of these students, containing names, UPNs, year groups and reg groups.

This routine will need to be run as often as the school requires to ensure parent details are kept up to date.

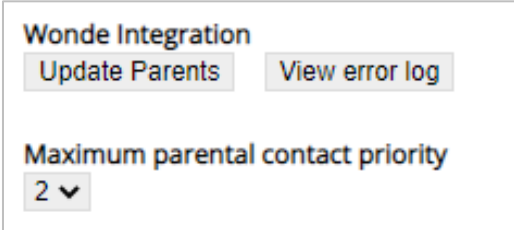Configuration Module – School Setup. Last updated 21/04/22

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9.2 Manage Parents (with Wonde integration)

Your parents can be automatically synced with your MIS using the Wonde integration. This will be set up for you before you start using the system if you have subscribed to this option.

Update Parents – This button allows you to initially import / update parents from Wonde.

View error log – This button will allow you to see a the list of parents that have successfully been created and a list of parents that have not been created with details of errors. Any errors will need to be corrected in the MIS first which will then need to upload to Wonde before being available to SchoolVue. The frequency of the sync between the school MIS and Wonde is controlled by the school.

Wonde Integration
Update Parents   View error log

Maximum parental contact priority
2 ⌄

Maximum parental contact priority – you import up to two parents for a student. They will be either the parents specified in the MIS as priority 1 or priority 2. Use the drop down to select how many parents you wish to import.

SCHOOL·VUE

10. Student Targets

Student Targets are optional but will provide additional features to the **Performance Analysis** module if they exist.

You can set targets for each subject for each student by manually selecting each target dropdown or by uploading a csv file.

Target Name – You can set titles for how each target appear in SchoolVue. The default title for each year group is 'Target Grade' but you may decide that 'Year 7 Target', 'Year 8 Target' and 'End of KS3 Target' are better names for your school as in the example above.

Uploading Targets – Download a CSV template file pre-populated with the correct subject names by selecting the appropriate school stage from the dropdown and clicking the **Get template** button. Populate the CSV file and save it. Then choose the year group from the dropdown and click the **Choose file** button. Select your saved file and click the **Upload** button.

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11. Student and Staff Photos

Photos can be managed in SchoolVue automatically using the Wonde integration or manually. For schools using Wonde got to section 11.2.
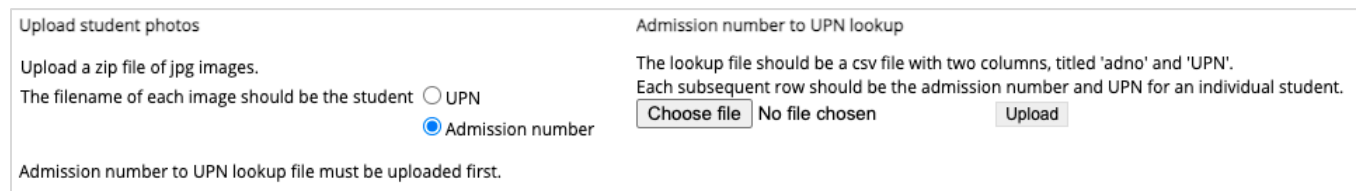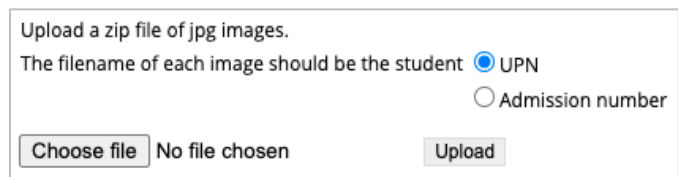
11.1 Student Photos (without Wonde integration)

Without the Wonde integration you can only upload student photos.

To upload student photos a file in .jpg format will need to be prepared for each student. Most Management Information Systems will allow you to export photos using either the student admission number or UPN as the filename. If given the choice, use UPN as the filename. You then collect the photos into a single zip file and upload it.

If your MIS only provides photos labelled by admission number, you will need to provide a lookup table first. Export a report from your MIS that gives you admission number and UPN for each student. Make sure the columns are titled **adno** and **UPN**. Select the **Admission number** radio button and upload the lookup table on the right hand side of the page. You can then upload the zip file of images on the left side of the page. The lookup table is retained until another is uploaded.

11.2 Student and Staff Photos (with Wonde integration)

Student and Staff photos can be automatically synced with your MIS using the Wonde integration. This will be set up for you before you start using the system if you have subscribed to this option.

Once you have completed sections **6. Manage Teachers** and **7. Students and Classes Setup**, the Student and Staff photos will have been imported from Wonde.

To view them, select from the drop down either a **year group** or **Staff**.

If certain photos are have not resized correctly you can edit them by clicking the **Update** button.

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12. School Closure and Term Dates

There are certain SchoolVue modules like the **Behaviour Management** and **Home Learning** that will need to know when the school is closed and when the term dates run between.

Closure Dates - Simply select a start and end date of a closure and click the ***Add closure dates*** button.

Closure Dates

Start date: 21/04/2022   End date: 21/04/2022   Add closure dates

No closure dates set.

Term Dates – Label your terms and select the appropriate date ranges.

Term Dates

Term		Start			End	
Autumn	1 ⌄	Sep ⌄	2021 ⌄	20 ⌄	Dec ⌄	2021 ⌄
Spring	2 ⌄	Jan ⌄	2022 ⌄	15 ⌄	Apr ⌄	2022 ⌄
Summer	16 ⌄	Apr ⌄	2022 ⌄	25 ⌄	Jul ⌄	2022 ⌄

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13. Email Footer

If you are using StudentVue or the Behaviour and Home Learning modules, then students and parents can receive notification emails. Use this panel to set the footer for these emails. The default footer reads "This email is sent from an automated mailbox. Do not reply to this address as your message will not be seen." but you can change this as you see fit. Remember this is attached to every email so if you include a school logo or image here, keep it small.

The email footer will be added to the bottom of all notification emails sent to students and parents.

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14. School Logo

In this section you can upload your school log, define your school name and enter a school tag line.

For example:

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15. Support Plans

Schools can set up a range of support plans that can be created for students. These support plans can be viewed by staff in the **Student Focus** and **My Class** modules.

To create a new support plan category click the ***Add category*** button.

Category name – give your support plan category a name.

Editors: Select the members of staff that will be able to create and edit the support plan category.

Fields: Design the fields (sections) you want included in the support plan by clicking the **Add field** button. You can change the order of the fields using the up / down arrows or delete a field using the **Delete** button.

Impact Labels: Create impact labels by clicking the **Add label** button. You can change the order of the fields using the up / down arrows or delete a label using the **Delete** button. You can also assign a colour to each label. The impact labels will allow the school to evaluate a specific support plan for a student in terms of impact.

Creating individual student support plans – Members of staff who have been tagged as editors (as above) will need to go to the **Student Focus** module

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They will need to select the relevant student from the list on the left hand side and then select the **Support plan** Icon.
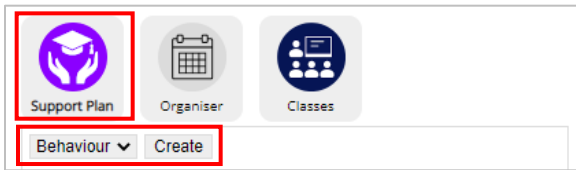
From the drop down, select the support plan category you want to create and click the **Create** button.

Note, these tools will only be visible to those members of staff tagged as **Editors**. The details of the plan will be read only for all other members of staff.
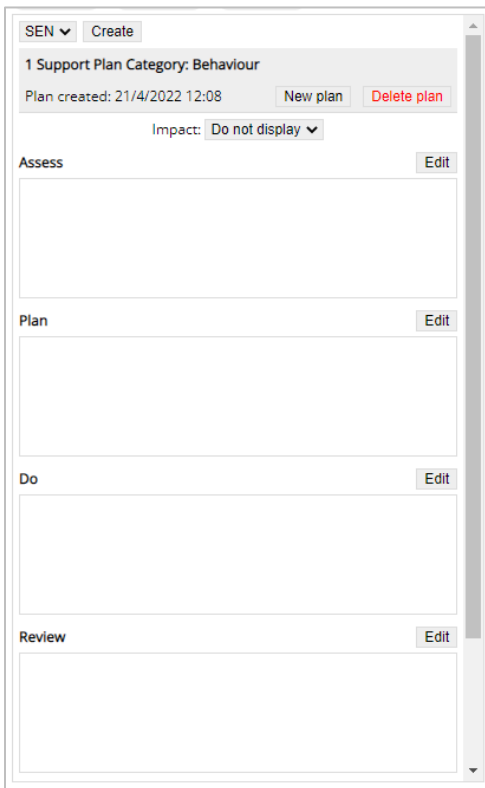
Completing the plan: Use the *Edit* buttons to complete / update the individual fields.

New Plan: You can create a new plan for a specific support plan category by clicking the *New plan* button.

Delete Plan: You can delete a plan by clicking the *Delete plan* button.

Impact: Use the drop down to select an impact label.

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