

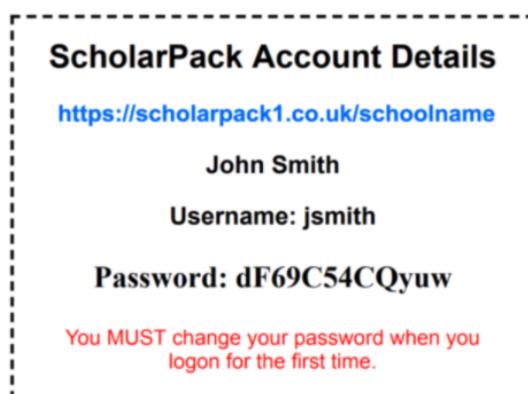
Senior Leadership Team Quick Start Guide

This quick start guide will support the Senior Leadership Team with using ScholarPack for the first time and guide through some main features they will be using.

1. Getting Started

You should receive a login slip with your unique link, username and password. Enter the link into your Internet browser (we recommend using Google Chrome if possible) to get started.

As ScholarPack is a cloud based platform, you can access it wherever you have an Internet connection.



Creating a Desktop Shortcut

We recommend you create a shortcut for your desktop to allow you to access ScholarPack easier. To do this (in Google Chrome); While ScholarPack is open in your browser, click on the 3 dots at the top right of the window, select 'More tools' and click 'Create shortcut'.

Changing Your Password

Once you are signed into ScholarPack for the first time, the first thing you will need to do is change your password from the randomly generated one you have been provided. For security, we also advise you to change your password every 90 days, never save your password to your browser/device auto-fill and also never share your password with other members of staff.

To change your password: Select Home>My Password, enter your new password and click Save.



Change password for user

Please input your new password. You will be asked to log back in to continue.

New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

Save

Password Strength		Minimum Requirements
Score:	0%	<ul style="list-style-type: none">• Minimum 7 characters in length• Minimum 60% score• Contains 3/4 of the following items:<ul style="list-style-type: none">- Uppercase Letters- Lowercase Letters- Numbers- Symbols
Hide:	<input checked="" type="checkbox"/>	
Complexity:	Too Short	

Logging Out

Please remember to always log out once you have finished working to ensure all data is kept safe. To sign out go to Home>Logout



2. The Dashboard

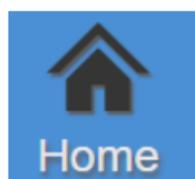
Once signed into ScholarPack you will see the dashboard, this shows you an attendance summary, bulletin board and live feed (showing up to date notifications for pupil birthdays, absences, merits and house points) .



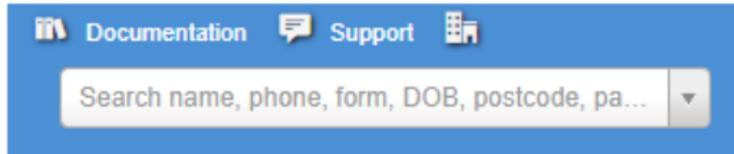
The Navigation Bar - At the top of the page you will also see your navigation bar, the icons displayed here will differ depending on the role you have been assigned.



Home Icon - Use the 'Home' icon on your navigation bar to access your register (if you are a teacher), change your password, access support documentation, log out or change the colour of your navigation bar.



Documentation and Support - In the top right of the page you will see the Documentation link where you can access the Help Centre, please use this first if you are having any issues with using ScholarPack or require some advice on how to perform an action. If you are unable to find what you need in the Help Centre, the Support link will provide you with the contact information for your support team.

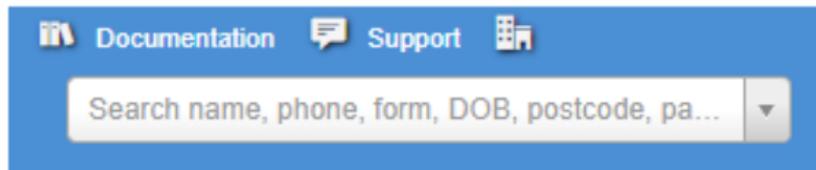


Note: If you receive support from ScholarPack, you will also have a Help icon on the bottom right of the screen where you can start a web chat with the support team.



3. Pupil Profiles

The search function in the top right of your navigation bar gives you access to 'Pupil Profiles'. Names in your search box will appear alphabetically and you are able to search for a pupil by first or last name, year group, form, phone number or date of birth (the pupil's year/form will display next to their name in brackets).



Julian Adams Ancillary Assessment Attendance Conduct Extended Support Confidential Comms Log

Julian Adams Contact Information



- + Contact 1 - Mother (Mrs Emma Ward)
- + Contact 2 - Father (Mr Henry Adams)
- + Contact 3 - Other Relative (Mr Joel James)
- + Contact 4 - Godparent (Dr Hugh James)
- + Contact 10 - Doctor (Dr Foulks)

Student Aspects Medical Details Notes

Attendance This Year: 0%

Currently at School: Not Registered This Session

Today's Meal: No Meal Selected (Free)

Student ID: 8657

LPN: A123123419124

Year/Form: 2 Yellow Bears

House: Not Entered Yet

DOB: 13/10/2014 (6 years 9 months 17 days)

Gender: Male

Address: 27 Farm Lodge, Lincoln, Lincolnshire, LN8 8DL, United Kingdom

Settings: Dean Adams (OP Role), Tom Adams (Orange Tigers)

Medical Details: **Asthma** (medicine here) - Emergency Action: Requires inhaler if becomes out of breath. **Notes:** Inhaler in staff room. **Vaccinations:** None.

Notes: **Behaviour** (17/08/2020): Julian does not react well to children he doesn't know - gradual activity based introductions are best.

Dietary Requirements Permissions Help

Dietary Requirements: **None**

Permissions: Internet access, Email, Reasonable Vision

Note: There are several tabs at the top of a pupil's profile, however, these will differ depending on the role you have been assigned.

Editing pupil information

You will see there are white cogs next to certain headers on the page, click on the white cogs to add/amend information. You will also see these cogs around other parts of the pupil profile.



Downloading a pupil's CTF - Click on the blue file icon that shows to the right of the pupil's name to download a CTF for that particular pupil.



Pupil Profile Tabs

Main Tab - This first tab has all of the core information for the pupil such as name, address, DOB, dietary requirements and restrictions. It is also where the pupil's contacts are listed. For more information on the contacts, please see

Assessment Tab - This tab will show all the assessment data for the pupil, including statutory assessments, ScholarPack steps and Simple Assessment.

Note: To find out more about purchasing the ScholarPack Assessment Module, please contact the Account Management team by emailing accountmanagement@scholarpack.com

Attendance Tab - This tab is where you can view all of the attendance data for that pupil; this includes overall statistics, daily attendance, cumulative attendance and weekly breakdown. You are also able to run individual attendance reports for the pupil.

Julian Adams Ancillary Assessment **Attendance** Conduct Extended Support Confidential Comms Log

Overall Statistics (0 sessions) No Attendance Details

Weekly Breakdown Edit this student's attendance in Manage Register.

Week Beginning	Mon	Tue	Wed	Thu	Fri
06/09/2021					
13/09/2021					
20/09/2021					
27/09/2021					
04/10/2021					
11/10/2021					
18/10/2021					
25/10/2021	##	##	##	##	##
01/11/2021					

Attendance Reports

- Attendance Overview
- Attendance Date Range
- Attendance History
- Attendance Codes

Conduct Tab - This tab is where you can track positive and negative behaviour of the pupil. You also must ensure to record exclusions here as this information is required for the census.

Comms Log Tab - This tabs displays a summary of any correspondence via ScholarPack including emails, SMS and Parent App messages sent via the system. You can also manually add any other communications with parents/guardians by clicking Add New.

Note: To find out more about purchasing the ScholarPack Comms Module, please contact the Account Management team by emailing accountmanagement@scholarpack.com

4. Reports



ScholarPack has many pre-made reports to assist with extracting and highlighting information. You can find these reports in the Reporting section, located in the top menu bar Reporting>Reports (alternatively, you can try searching for a particular report in the search bar located on the top right of the window within ScholarPack, more details on the search bar can be located within Part 1 of this document).

Note: Reports will always revert back to their original state once you refresh, this allows you to tailor the report to your individual need to view/export without changing the data that is stored.

Reports are colour co-ordinated to allow for fast location, simply click on the tab you require to see reports within that category.

Favourites All Reports Students Staff Attendance Support Conduct Custom

There is also an option to add certain reports to your Favourites, you can do this by clicking the star on the right corner of each report tile which will cause the star to turn yellow. Any report you add to your favourites can be easily accessed by selecting the Favourites tab at the top of the page. If you wish to remove a report from your favourites, please click the star again to deselect.



As part of the Senior Leadership Team, two of the most useful reporting sections for you would be Student Reports and Attendance Reports as this is where you would locate reports on the school's statistics relating to pupil information and attendance. Here is an example of some of the most used reports by Senior Leadership Teams:

Class Numbers - This report shows summary information for the form groups within each year group

Special Cohorts - This report displays a table showing various cohorts including SEN, Pupil Premium, EAL, FSM, Summer Born etc and gives a breakdown per year group and form group of what number and percentage of pupils fall under each of these categories.

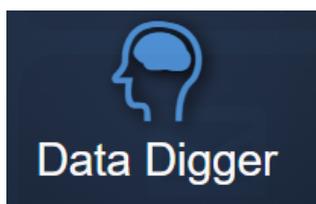
Custom Attendance Report - This report allows you to customise your attendance requirements by picking from the various options before generating the report.

Attendance by Year/Form This is a report showing the percentage attendance figures for present including AEA, authorised absence and unauthorised absence for a given date range and groups.

Day of the Week Analysis - This report displays students who have an absence recorded during a particular time period. You can specify the absence codes you are interested in and by using the quick dates function, look at certain time periods.

Percentage Attendance Between - This report allows you to show attendance data between specified percentages and date ranges.

Whole School Stats - This report produces a list of all students with unauthorised Absences recorded in a specified date range.



Reporting>Data Digger

In Data Digger you can identify groups of students with the same attributes, or create specific groups of students for reporting purposes.

There is also the option to create Dynamic Groups, where membership of the group will automatically be updated if new students meet the criteria, and students will leave the group if no longer on roll, or not meeting the criteria.