



Organisation (Users/Classes)

Introduction

EYFS360 provides all the tools to enable you to manage your data yourselves. Once the initial data upload is done for your setting you can manage all your users, classes/groups.

Initial Set-up

Once you have provided us with your school (setting) details and initial teacher, pupil class lists, we will ensure your platform is up and running and ready for you to get started. This is normally done automatically via our link with your SIMS system. Your pupil and classes will be kept up to date through a daily synch with SIMS. You can make organisation changes yourself at any time.

My Setting (School)

Click Setting under 'My Organisation'. You can change all the details except the local authority. Note* under the configuration tab, you can set the schools default password. This password is assigned to all new teachers and children created by you. This password is not assigned to parents/carers when they are created a unique password is generated.

The screenshot shows the 'My Setting' form with three tabs: 'Details', 'Contact', and 'Configuration'. The 'Details' tab is active. The form contains the following fields:

Field	Value
Name	test dev99
Local Authority	Northumberland
Address 1	6 Lodgeside Meadowy
Address 2	Burdon
Town	Sunderland
County	Durham
Postcode	SR3 2PN
Website	https://bbc.co.uk

A 'Save' button is located at the bottom left of the form.

Groups/Classes

This shows a list of all the groups/classes created for your setting.

The screenshot shows the 'Groups/Classes' table with a search bar and an 'Add Group/Class' button. The table contains the following data:

Name	Year	Assigned Teacher/Carer	View / Edit / Delete
7A	Year 1	Katie Burrows	View Edit Delete
Reception Class	Reception	None	View Edit Delete
3/4	Year 3	Stephen Green	View Edit Delete
3_4test	Additional Needs	Katie Burrows	View Edit Delete
Combi Class	Nursery	Bill Fish	View Edit Delete

Showing 1 to 5 of 5 rows

You can view, edit and delete groups/classes and add new ones.

Add New Group/Class

Click on the add Group/Class button at the top right of the screen. This will open the form below.



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Add Class/Group

Class/Group Details

Name

Year

Person Responsible

Give the group a name and specify the year, then assign a teacher from the drop-down list on the right. Click save when you are done. Note* you will add children to the group in the next step (edit group/class).

View/Edit Group/Class

Once you have created your group you can view and edit it. Click on view first *or you can click edit if you are sure about what you need to do).

View 7A

Group/Class Details | Group/Class Pupils | Pupil Contacts

Name: 7A | Year: Nursery | Person Responsible: Anne Curtis

Pupil Name	Contact Name	Email	Relationship	Responsible	Status	Last Action	Action
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Actions

- Print Child Accounts
- Reset Child Accounts

You can change the group name, year or assigned teacher. Click on the group/class membership tab to manage the group/class membership.

View 7A

Group/Class Details | Group/Class Pupils | Pupil Contacts

Class/Group Members Select

Select from Year

Select from Class/Group

Add Members

Existing Members

- Laura Adams
- Oliver Giles
- Sophie Grieve
- Amanda Young

You can select members to add to the group using the dropdown lists for year or class. This will populate the left-hand window. Click on a child in this window to add them to the group/class (right-hand window). You can remove children in the right-hand window by clicking on them.

The multi-chevron button enables you to transfer all children in the left-hand window to the right-hand window. **Note*** You cannot remove a child from a group if they only belong to that group.

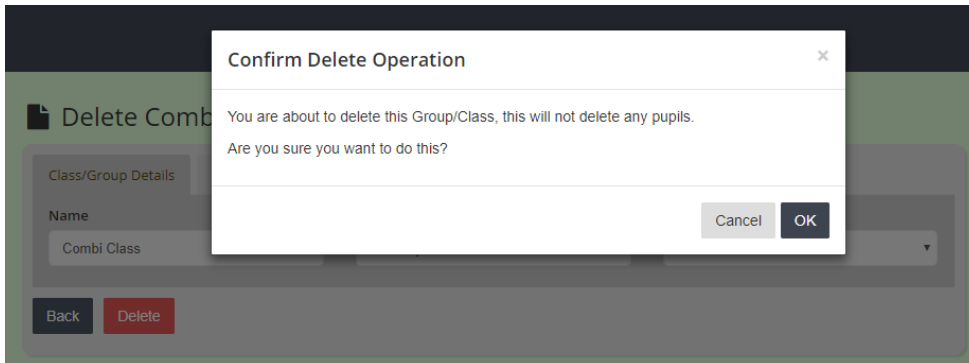
Click save once you are happy with all your updates.



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Delete Class

You can delete a group/class. Click on the 'x' icon alongside the group you want to delete. You will be asked to confirm the deletion. **Note*** Any pupils in the group/class will be removed as members, but they will not be deleted as users.

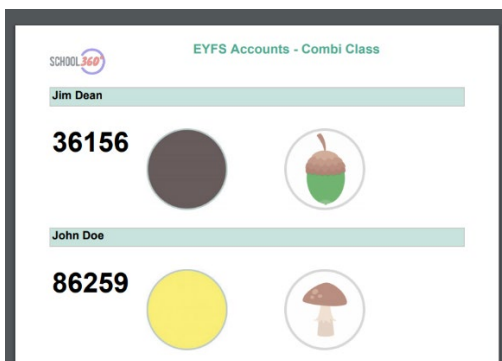


Group/Class Actions

Print Child Accounts

Note* Some settings may not be enabled to use child accounts please contact steve@seven360.co.uk for more information.

This prints a PDF with the children's login accounts for the selected class.



Reset Child Accounts

This will generate a new set of accounts for the selected group/class. **Note*** this will delete the old accounts which cannot be retrieved.

Teachers

This shows a list of all the teachers created for your setting. You can view, edit and suspend teachers and add new ones.



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Teachers Add Teacher/Carer

Search

Title	Firstname	Surname	Assigned Class/Group	View / Edit / Suspend
Mrs	Mary	Andersony	9B	View Edit X
Master	Stevey	Bundy	None	View Edit X
Miss	Katie	Burrows	7A	View Edit X
Miss	Fiona	Burton	None	View Edit X
Mrs	Jane	Darby	7C	View Edit X
Mr	Richard	Davidson	None	View Edit X
Miss	Joan	Edwards	3_4test	View Edit X
Ms	Julia	Estaphan	None	View Edit X
Mr	Bill	Fish	Combl Class	View Edit X
Miss	Jill	Foster	None	View Edit X

Showing 1 to 10 of 33 rows 10 rows per page

Add New Teacher

Click on the add Teacher button at the top right of the screen. This will open the form below.

Add Teacher/Carer

User Details

Title

Forename Surname

Teacher id

Alternative Email (for parents this will become their username)

Group/Class

Complete all the details and click save. This will create a new teacher user with unique username and password. The username is a combination of first name and surname.

School360 will send an email to the alt-email address input with a link to enable the Teacher to set their password and activate their school360 account.

You can use 'view' or 'edit' to check the username. The password assigned is the school default one.

View/Edit Teacher

Once you have created your teacher you can view and edit it.



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Edit Mary Andersony

User Details | Contact

Username: mary anderson | Type: teacher

Title: Mrs

Forename: Mary | Surname: Andersony

Teacher Id: Teacher Id

Back | Save

Actions

- Reset Password
- Unblock User

Note* You cannot change the username or user type. You can also reset the teacher's password and unblock their account using the action menu on the right.

Suspend Teacher

You can suspend a teacher. Click on the 'x' icon alongside the teacher you want to suspend. You will be asked to confirm the suspension.

Suspend Mary Andersony

Confirm Suspend User

You are about to suspend this user. They will not be able to log in but their data will be retained.

Are you sure you want to do this?

Cancel | OK

When a teacher is suspended, they will not be able to log into EYFS360. If the user tries to log-in they are given the message below.

Login Failed

Your account has been suspended.
Please contact your system administrator.

OK

You can reinstate a teacher at any time, we will tell you how to do this a bit later.



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Children

This shows a list of all the children created for your setting.



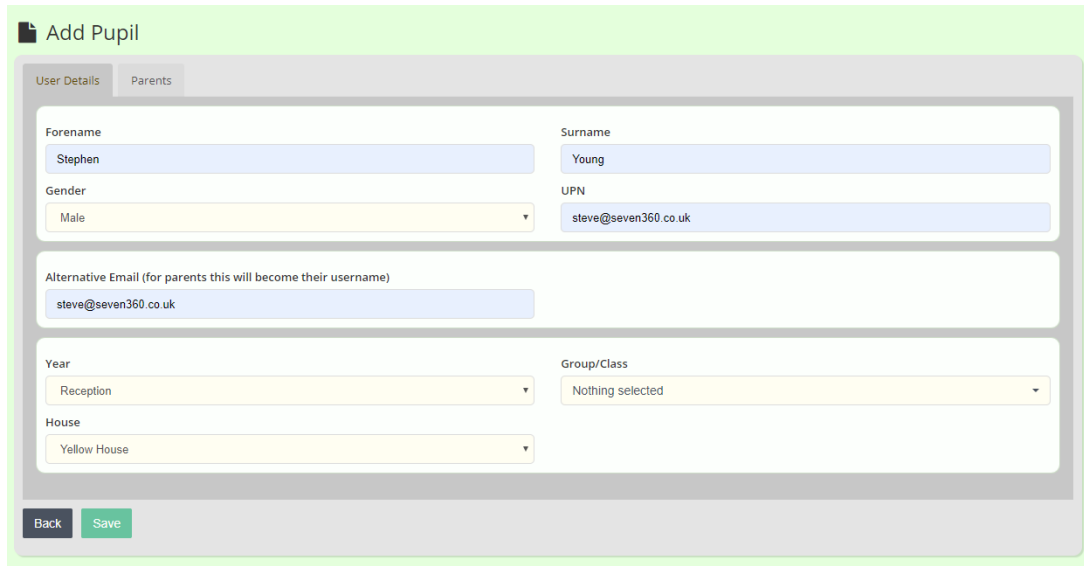
The screenshot shows a web interface for managing children. At the top, there is a green header with the title 'Children' and an 'Add Child' button. Below the header, there is a search bar and a table listing children. The table has three columns: 'Firstname', 'Surname', and 'Options'. The 'Options' column contains icons for view, edit, and delete. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 16 rows' and '10 rows per page'.

Firstname	Surname	Options
Ayu	Aliu	
Adfr	Akl	
Ain	Amy	
Arty	Art	
Aahaj	Ass	
Amanda	Bany	
Ian	Bates	
Ian	Bell	
Sue	Chapman	
Suzanne	Hutton	

You can view, edit and delete children and add new children.

Add New Child

Click on the add Child button at the top right of the screen. This will open the form below.



The screenshot shows the 'Add Pupil' form. It has a green header with the title 'Add Pupil'. Below the header, there are two tabs: 'User Details' and 'Parents'. The 'User Details' tab is active. The form contains several input fields and dropdown menus. The 'Forename' field is filled with 'Stephen' and the 'Surname' field is filled with 'Young'. The 'Gender' dropdown is set to 'Male' and the 'UPN' field is filled with 'steve@seven360.co.uk'. There is also an 'Alternative Email (for parents this will become their username)' field filled with 'steve@seven360.co.uk'. The 'Year' dropdown is set to 'Reception' and the 'Group/Class' dropdown is set to 'Nothing selected'. The 'House' dropdown is set to 'Yellow House'. At the bottom of the form, there are 'Back' and 'Save' buttons.

Add the details to the child and select a class from the 'group/Class' dropdown to specify membership. You can also connect a child to a previously created parent here.

Click 'save' when you are done.

This will create a new child user with unique username and password. The username is a combination of first name and surname. You can use 'view' or 'edit' to check the username. The password assigned is the school default password.



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View/Edit Child

You can view/edit the child's details. **Note* You cannot change the username or user type.**

View Archie Ansell

User Details | Parents | Observation Stats | Progress Stats

Forename: Archie | Surname: Ansell

Gender: Male | UPN: B823200110006

Alternative Email: Email

Year: Year 1 | Group/Class: GR, 1SY

House: Red House

Back

Actions

- Reset Password
- Unblock User
- Create Parent

This view also shows the progress graphs for this child. Check out the 'Reports and Analysis' help document for more about progress monitoring.

You can also reset the child's password and unblock their account using the action menu on the right.

Suspend Child

You can suspend a child at any time. Click on the 'x' icon alongside the child you want to suspend. You will be asked to confirm that you want to suspend this user.

Suspend Annie M

User Details | Contact

Username: anniemay.angel4

Forename: Annie May | Surname: Angel

Gender: Female | UPN: M823200110001

Back | Suspend

Confirm Suspend User

You are about to suspend this user. They will not be able to log in but their data will be retained.

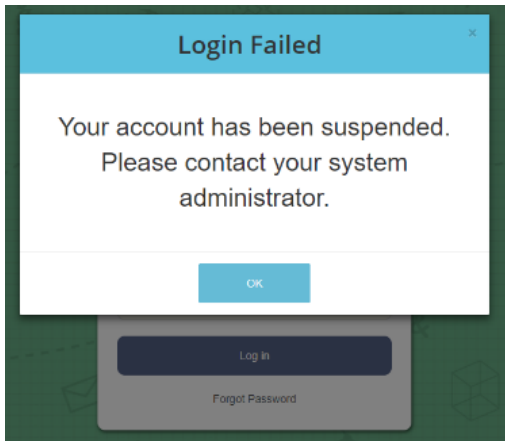
Are you sure you want to do this?

Cancel | OK

When a child is suspended, they will not be able to log into EYFS360. If the user tries to log-in they are given the message below.



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You can reinstate a child at any time, we will tell you how to do this a bit later.

Parents/Carers

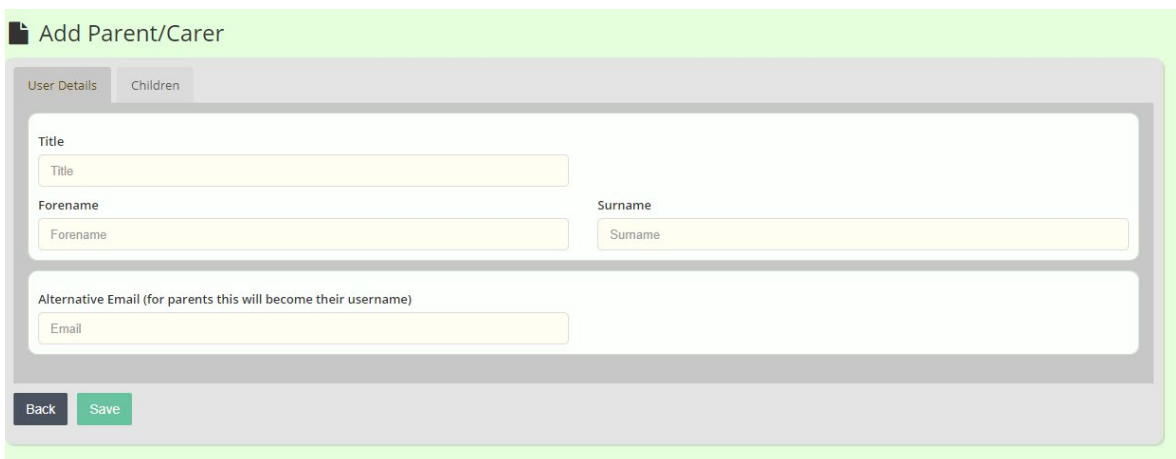
Note* There is a separate help document (Parents Invites) detailing how you can upload your SIMS contacts to help invite parents to EYFS360.

This shows a list of all the parents created for your setting. Filter using the group/class dropdown list or select all. You can view, edit and delete parents and add new ones.



Add New Parent

Click on the add Parent button at the top right of the screen. This will open the form below.





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Complete the parent information, it is important to add an email address under the contact tab, as we will email the account details to the parent. The setting is responsible for connecting parents to their children's data. Click on the 'Children' tab and use the year and class dropdown lists to find the children you want to attach to this parent. Just click on the child's name in the left-hand window and they will be added to the parent's children (right-hand window). Don't worry if you make a mistake, you can remove a child easily by click on the name in the right-hand window.

The screenshot shows the 'Add Parent/Carer' interface. The 'Children' tab is selected. At the top, there are two dropdown menus: 'Select from Year' and '7A'. Below these are two columns: 'Add Pupil' and 'Existing Pupils'. The 'Add Pupil' column contains a list of names: Laura Adams, Oliver Giles, and Amanda Young. The 'Existing Pupils' column contains a list of names: Sophie Grieve. At the bottom of the interface are 'Back' and 'Save' buttons.

Click 'save' when you are done. School360 will send an email to the alt-email address input with a link to enable the parent to set their password and activate their school360 account.

Register email sent to parent

Hi Jessie, you have been invited by your child's teacher to register for EYFS360. This will enable you to add observations to your child's learning journal.

Please click the link below to register.

[Register for EYFS360 here](#)

You will receive another notification to activate your account once you have set your password.

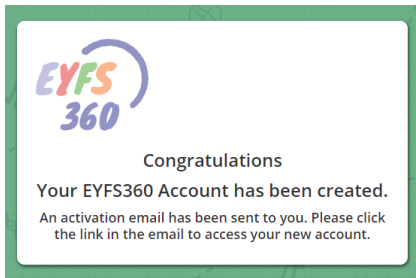
When the contact clicks the link, they will be directed to the EYFS360 Registration page and asked to set their password.

The screenshot shows the EYFS360 registration page. The page features the EYFS 360 logo at the top left. Below the logo is the heading 'Register for EYFS360' and the instruction 'Please enter a password for your new account'. A note specifies that passwords must be at least 8 characters and include a capital letter and number. There are two input fields: 'Enter a Password' and 'Confirm Password'. A 'Register' button is located at the bottom.



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Once they set the password and click register, we set the password in EYFS360 and send an activation email to the contacts email account (this is a security measure).



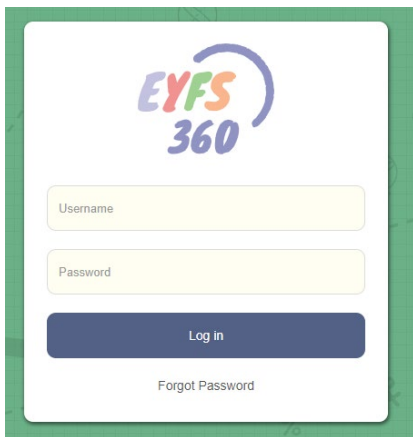
Activation email sent to parent

Hi Jessie, your EYFS360 account has been created successfully.

Please click the link below to activate your account.

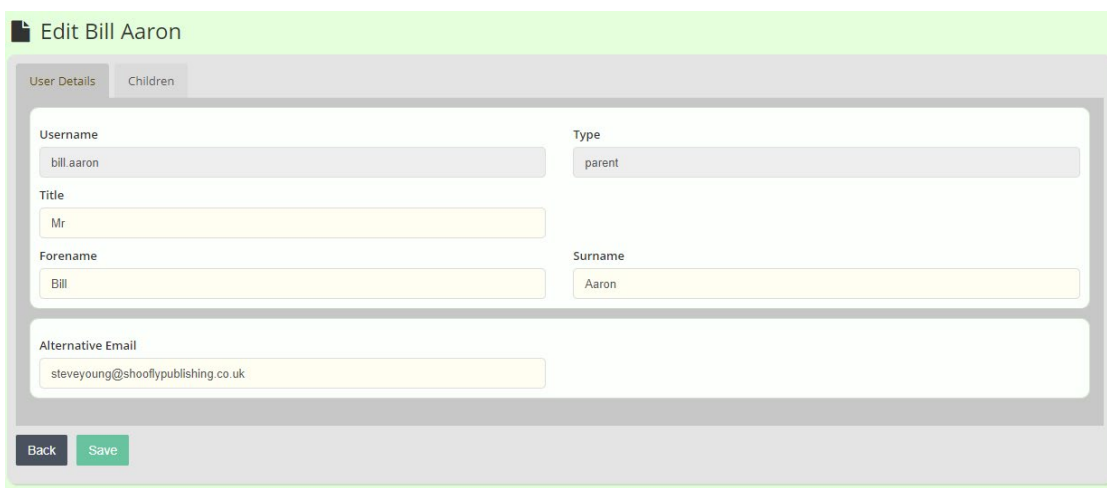
[Activate your EYFS360 account here](#)

When the contact clicks the link, their EYFS360 account will be activated and they will be taken to the EYFS360 login page.



View/Edit Parents

Once you have created your parent you can view and edit them.

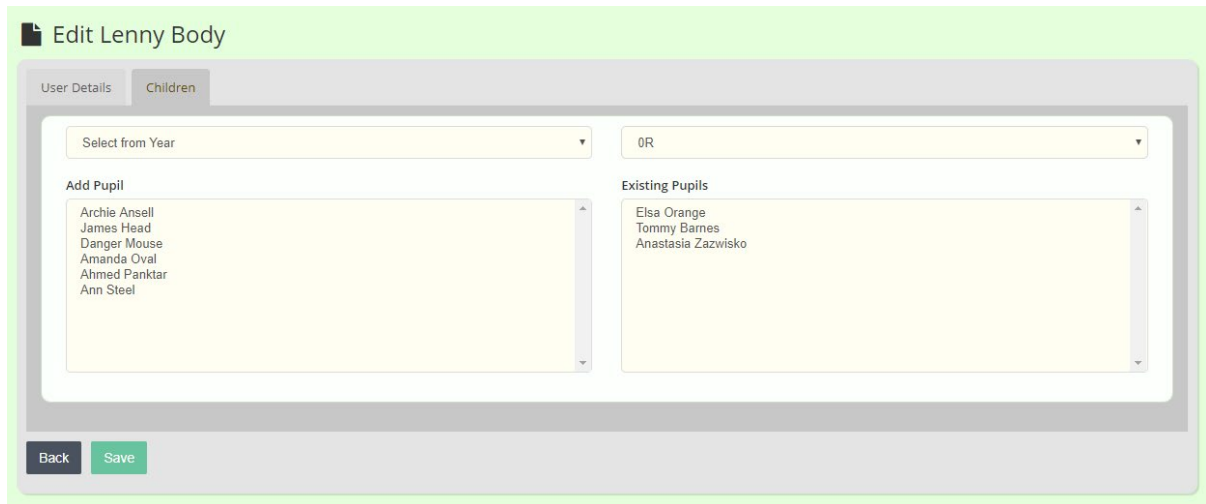




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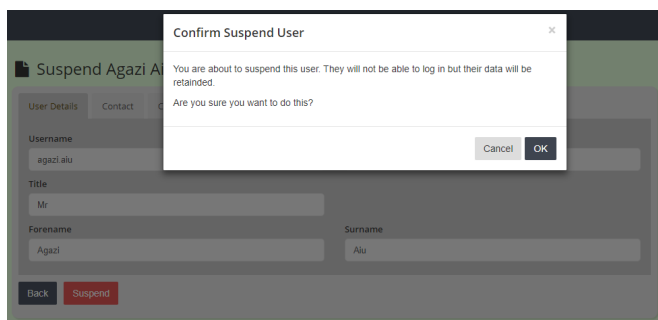
You can change all data except the username and user type. You can add additional children to the parent here. Click on children and select the class/group/year the child you want to add is in.

This will populate the left-hand list. Click on the child you want to add, and they will be transferred to the right-hand list. Click on a child in the right-hand list to remove them.

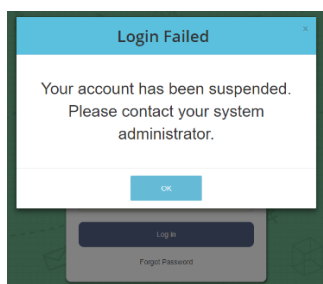


Suspend Parent

You can suspend a Parent. Click on the 'x' icon alongside the parent you want to suspend.



When a parent is suspended, they will not be able to log into EYFS360. If the user tries to log-in they are given the message below.



You can reinstate a Parent at any time, we will tell you how to do this a bit later.



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Suspended Users

You can view all suspended users at any time using the 'Suspended Users' menu option on the left. This will provide a list of all 'suspended' users.

Firstname	Surname	User Type	Activate
Ashaa	Aaaa	pupil	
Mary	Andersony	teacher	
test	another	teacher	
Azaki	Aul	parent	
Azaki	Aul	parent	
Benny	Bombay	pupil	
Benny	Bombay	pupil	
Benny	Bombay	pupil	
Benny	Bombay	pupil	
Stevey	Chikdy	teacher	

To re-activate a user, just click on the 'lock' icon and they will be able to log in.

Blocked Users

If a user repeatedly inputs their password or username incorrectly, they may be blocked by the system. This is a security measure to prevent hacking. You can view all blocked users at any time using the 'Blocked Users' menu option on the left.

Firstname	Surname	User Type	Unblock
Tedy	Deey	pupil	

To unblock a user, just click on the 'un-lock' icon and they will be able to log in.

Well that's it for now for reports and analysis. Hope you have enjoyed the tour.

More Help Documents

Don't forget to read the other help documents to get the most out of EYFS360.

If you have any thoughts on how we could improve EYFS360 please get in touch

Contacts are...

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