# TABLE OF CONTENTS

1. **Logging on to E¹** .................................................................................................................. 4

2. **The Home Page** ................................................................................................................. 5
   **Interface** ............................................................................................................................. 5
   **Navigation** ......................................................................................................................... 6

3. **School Details** .................................................................................................................. 6

4. **The Calendar** .................................................................................................................... 6
   **Setting the Academic Year** ................................................................................................. 6
   **Edit Openings** ................................................................................................................ 7

5. **Pupil Groups** .................................................................................................................... 8
   **Year Groups** ..................................................................................................................... 9
   **Classes** ........................................................................................................................... 10

6. **Search Students** .............................................................................................................. 11
   **Search by Surname** ......................................................................................................... 11
   **Search by Basic fields** ................................................................................................... 11
   **Search by student ID** ..................................................................................................... 12
   **Search for a number of classes or Interest groups** ....................................................... 14

7. **Adding New Students** ..................................................................................................... 15
   **Adding a New Intake Group** ......................................................................................... 15
     - **Pupil Core tab** ............................................................................................................ 20
     - **Addresses tab** ........................................................................................................... 21
     - **Contacts tab** ............................................................................................................ 22
     - **Heritage tab** ............................................................................................................. 25
     - **Confidential tab** ..................................................................................................... 26
     - **Siblings Tab** ............................................................................................................ 27
     - **Change of Address** ................................................................................................. 27

8. **SEN Pupils** ...................................................................................................................... 29
   **Step 1: Flag the Pupil as SEN** ....................................................................................... 29
     - Flag one pupil as SEN ................................................................................................. 29
     - Flag a group of students as SEN ................................................................................ 30
   **Step 2: Input SEN details of students** .......................................................................... 31

9. **Admitting a Student** ....................................................................................................... 34
   **Kindergarten Students** .................................................................................................. 34
   **Students from other state schools/e1 schools** ............................................................ 34

10. **Leavers and Non-Arrivals** ............................................................................................ 35
    **Pupils leaving mid-year** .............................................................................................. 35
    **New Intake Students who never turned up** .................................................................. 35
11. STUDENT TRANSFER

Transfer between e1 Primary schools

Sending school.................................................................36
Receiving school..............................................................42

12. PERSONNEL

Searching for Personnel....................................................44
Adding Personnel already on the system.................................44
Adding New Personnel.......................................................45
Adding Phone Numbers.....................................................46
Adding Email Addresses....................................................47
Adding Other Detail..........................................................49
Adding Addresses............................................................51
Adding Contacts.............................................................52
Adding an Appraisal..........................................................53
Adding Contract and Post information....................................54
Adding a further Post.......................................................55
Adding More Information..................................................56

13. ATTENDANCE

Recording Attendance..........................................................57
Recording Attendance by Session.........................................57
For Primary Schools..........................................................57
For Secondary Schools.......................................................57
For both Primary and Secondary Schools.................................58
Record Attendance by Week................................................59
Record Attendance by Week: To record attendance weekly..........60
Attendance by Lesson (for Teachers)......................................61
Changing Absences............................................................62
Viewing attendance from a pupil record....................................64

14. REPORTS: STANDARD REPORTS

Accessing Standard Reports..................................................65
Creating Reports: Stationery................................................67
New Stationery.................................................................67
Existing Stationery............................................................68
Edit Existing Stationery.......................................................68
Delete Existing Stationery....................................................68
Creating Reports: New Reports.............................................69

15. LETTERS

Creating Letter Templates....................................................77

16. LABELS

Creating a Label Setting.....................................................84
Editing a Label Setting.......................................................84
Label Templates....................................................................85
1. **Logging on to e¹**

- Go to [e1.ilearn.edu.mt](http://e1.ilearn.edu.mt)
- Enter your Login Name in the **Login Name** box and your Password in the **Password** box. Password is **case sensitive** so make sure that you type the password correctly, including getting the upper and lower case characters right.

If you want the system to remember your Login Name for the next time you log in, tick the **Remember me** box. This is not recommended if other people have access.

- You have three attempts to enter the correct password. Then your account will be locked for an hour. Hence it is recommended that if you forget the password, do not keep on trying - Go to **Forgotten Password**?

- For added security the next screen asks you for a **PIN code**. It will tell you which digits from your given PIN code need to be entered.

- Go to Tools >> Preferences to change your e1 password and pin code

---

**IMPORTANT SECURITY MESSAGE**

It is recommended that you change your password and PIN code regularly. A good plan would be to change it at the beginning of each term.

As you enter your new password, the system will check if it is a strong password.

A strong password should include the use of numbers, symbols and letters, both lower and upper case.
2. The Home Page

Interface

The features displayed on the home page depend on your user type and the rights associated with it.
Navigation

➢ To open up the menus on the left-hand side of the page, click on the ± next to the menu you want. To close that menu, click on the -.

Notes
➢ Only one menu can be expanded at a time.
➢ Click on the Home button to get back to the main menu.
➢ Location at the top right is a

3. School Details

School >> School Management >> Details >> Edit

Ensure that school details on this screen are correct since these details will be used in the SMS messaging as well as in letters and reporting.

4. The Calendar

School >> Calendar >> Academic Year

Setting the Academic Year
This screen allows you to set the dates of the scholastic terms. Refer to the annual scholastic calendar sent by Human Resources to all schools to set these dates.
Edit Openings

School >> School Management >> Calendar >> Edit Openings

This screen is a continuation of the Academic Year screen. This is used to set school days as Open (O), Closed (C) or (I) for In service. As per the screenshot below, you enter the openings for morning and afternoon of each day.

Set the morning/afternoon session as:

(O) - when the school is open for lessons

(C) - when school is Closed for both students and teachers, such as on holidays

(I) - when all students are not at school, while teachers are on duty

Select the Academic Year and the Term you want to work with.

Check the Current Academic Year box if this is the current year.

Use the date pickers to set up your term dates.

Tick the days when your school is normally open.

Leave the Curriculum Year unticked - This is not relevant for your school.

Click Submit to save your entries.
Note:
If you mark a session as 'Closed', you will not be able to take attendance for that session. Hence a session is marked as closed only if ALL students will not be attending school.

If it is a half day for some students and a full day for the other students, then the PM for the day is still marked as Open and attendance can be recorded for those students who had a full day of school.

5. **Pupil Groups**

In e1 pupil groups are divided into year groups such as Year 1, 2, 3 till year 6, then further divided into classes. Most of these groupings are available, but they might need some tidying up. There follows a brief explanation of each group and the different measures you can take.
Year Groups

School >> Year Groups

The migration process from STS created the six year groups in e1 from year 1 to Year 6.

- **Sort Order**: Allows you to rearrange the order in which the Year Groups are listed. This will affect how Year Groups are reported as well as the display on this page.
- **Add**: Lets you add a new Year Group to the list.
- **Edit**: Lets you edit the Year Group and change the pupils within it.
- **Delete**: Use this button to delete any unwanted Year Groups.
- **Copy, Map and Promote**: These buttons should only be used during the Annual Update.

Click on the number of students to see the list of names.
Classes

School >> Pupil Groups >> Classes

A class is a group of pupils put together for registration purposes.

Nurture Groups are not linked to your school but to the Peripatetic virtual school. Hence they are not to be created as a class. It is suggested that you create a Nurture class as a House Group (another type of Pupil Group).

- **Sort Order**: Allows you to rearrange the order in which the register classes are listed. This will affect how Year Groups are reported as well as the display on this page.
- **Add**: Lets you add a new register class to the list.
- **Edit**: Lets you edit the register class and change the pupils within it.
- **Delete**: Use this button to delete any unwanted register classes.
- **Copy, Map and Promote**: These buttons should only be used during the Annual Update.
6. **Search students**

**Search by Surname**
This function is available on the Homepage

![Search by Surname](image1)

Enter the surname or part of it e.g. typing ‘bo’ will find all those called Borg, Bonello etc.

**Search by Basic fields**
This is found throughout the system for Current, New intake students, Leavers etc. You can search by any of the fields shown on the screenshot below. For example, use the Basic search tab to get a list of current students residing at Luqa, go to:

Pupils << Current << Edit

Type Luqa in **Home address**

![Search by Basic fields](image2)

Click on the arrow to open the Advanced fields

The result is the following:
Search by student ID

Use **Advanced** search tab to find the ID number field. Select **Pupil Type** and click **Add** to select the fields you want to search on.

To edit several of the people found, tick their boxes and choose **Multi Edit**.
The next screen saves this search so that you find “Search by ID” in the Predefined tab next time you want to search by ID.

Click on **External Ids** folder, then select the **ID Number** to move it into the right hand list.

Tick the check boxes of the fields you want to include. (To remove fields from this list, select them and click Remove.)

Tick the checkbox of the ID number and enter an ID in the values box.

Click **Save** to save the search since you will you will use it frequently

(Click **Add** to add more fields to the Search)

(Click **Delete** to delete the search.)

(Click **Search** to perform the search)
On the next screen you are asked to give the search a **search name**

Choose whether this is to be a **private** search or **shared** with others at your school.

**Search for a number of classes or Interest groups**

The **By Group** search tab allows you to select multiple groups as opposed to single select in the basic search. In the example, the user is selecting four classes at one go.

---

*Note: By choosing a previous Academic Year, you can find pupils based on the groups they were in for that prior Academic Year.*
7. **Adding new students**

There are two categories of new pupils within the system:

<table>
<thead>
<tr>
<th>New Intake Pupils</th>
<th>Current Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students likely to be admitted to your school in the near future</td>
<td>Students currently admitted in the school.</td>
</tr>
<tr>
<td>Enter as New Intake when:</td>
<td>Enter immediately in Current as:</td>
</tr>
<tr>
<td>Students awaiting to be admitted in Kindergarten classes</td>
<td>Students coming from abroad</td>
</tr>
<tr>
<td></td>
<td>Students from other schools not using e1.</td>
</tr>
</tbody>
</table>

Note:

Attendance is taken from the date of admission, which is set when adding the student in the system.

**Adding a New Intake Group**

*Follow these steps to avoid duplicate records of the student.*

**Step 1**

For Kindergarten students, you can create two Intake Groups at the beginning of the scholastic year – October Intake and February Intake. Then each new pupil is assigned to one of these groups.

School >> Pupil Groups >> New Intake
Adding the new pupil

**Step 2:** Pupil >> New Intake >> Add

1. **Click on Add**
2. Enter code of the group, name, year Group on entry and future admission date, then click on Submit.

**On the Manual Enrolment section,** fill in the following four mandatory details:

- Use the exact name and surname specified on CDB or Birth certificate.
Step 3:

The system will check if student is already in the system.

If student is already in the system, DO NOT ADD THE NEW PUPIL.

Contact the school s/he is assigned to, so they send you the student’s CTF transfer file.

If no record is found, you can proceed to Add the pupil.
Step 4:

Enter just the admission date at this stage and

Step 5:

Then go to External ID tab and enter the ID Number. Click on submit. It should consist of 7 digits and a letter. Then click Submit.

If there is a problem with the number entered, move the mouse over the red cross and the relevant error message is displayed.

System checks for this ID in all e1 schools. If ID already exists, contact SIS.

If the ID Number already exists, stop inputting more data on the pupil and contact SIS immediately to avoid duplicate records.
Follow the procedure below to create ID numbers for those new students who are not listed on the civil registry:

Student: Ivana Mandaleeva  DOB: 03/01/04

Note that the foreign students that have already been migrated in the system will carry on their code from STS

Step 6:

Pupil core information has been added successfully.

Choose add other detail to add more information on this pupil
Step 7:

Pupil Core tab

Choose Intake Group, Year Group and Class

Add a telephone number

Add Email address

IMPORTANT
Enter the student’s ilearn email address as the school email

Contact ELC Helpdesk so that they can create the ilearn email account for the student. Then enter this email address as the SCHOOL EMAIL as per screenshot below.
Step 8:

**Addresses tab**

This refers to the student address.

The addresses in e1 are linked to the Maltapost database.

- **Click Add**
- **Enter the postcode and click on Search to find the address.**
- **Enter a space between LQA and 1154 as in example.**

If parent did not provide you with postcode, look for it in the maltapost postcode finder website as e1’s database of addresses and localities is linked to this website.

http://postcodes.maltapost.com/PostCodeEnquiry.asp

If there is no matching address in this list, choose the closest match and amend as necessary.
Step 9:

Contacts tab

Adding a parent or guardian

Click on Add
The system will first search if there is a contact with the same Surname and Postcode within the school.

**Note:** Before clicking on the search button, if the parent has a different surname and postcode from the pupil, change the surname & postcode accordingly, so the system can search using the correct details, hence avoiding duplicate records of parents.

If the system found a contact within the school that has the same postcode and Surname:

- If this is the parent you were going to add, the system is showing that it already exists because this parent may be linked to another student. Click on the name to add this parent and all his details to student Jake Scicluna.

If the system did not find any matching Surname and Postcode, proceed to add the new contact.
Enter the personal details of the parent in this section.

Fill in this section as indicated.

Select Same as Pupil if the contact and pupil reside at the same address or select Specified and click the helper provided to add another address.

Tick Include Address in CTF.

In this section, just tick the Fee Paying checkbox if Pupil is a fee paying student.

Enter Telephone and Email details.

Enter the telephone and email details.

Click on the down arrow of the Extra Items to add the parent ID, then click on Add.
Entering the second contact of the pupil – the mother

Follow the same procedure as described above, except that if the mother resides in the same address as the father, you may set the system to issue only one letter and label to the two combined contacts.

Step 10:

Heritage tab

It is important that parent ID follows a pattern of 7 digits and a letter. As for Foreign parents – Create parent ID using the same procedure of foreign students.
Step 11:

Confidential tab

Click on Submit to finally save this change

Flag the student if s/he is a special needs student (SEN)
Step 12:

**Siblings Tab**

If student has siblings in the same school, you can add the sibling by searching for him/her by Surname. Then copy the address of the sibling to the student. If they do not reside in the same address, just click Cancel. The system will still link the two students but will not copy the address.

**Message from webpage**

Do you wish to copy the home address from one of the selected siblings to Scicluna, Jake?

- OK
- Cancel

**Change of Address**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>22, Hagra Trq Guzeppi Ellul Hal Luqa MALTA</td>
<td>LQA 1154</td>
</tr>
</tbody>
</table>

Do not delete the old address. Just click on Add to add the new address.
Type the **Postcode** and choose the relevant address. Then click on Submit.

System found that the parent of the student has the same address and it is asking whether to update his address as well.

The system automatically sets the old address as the **Previous** and the new address as the **Current**, hence keeping a record of both addresses.
8. **SEN Pupils**

Special Educational Needs (SEN) caters for those pupils who require additional support for learning. **Only students who are following an IEP are to be listed on SEN register.**

Follow the steps below to enter SEN pupils in e1:

![Diagram showing steps](image)

**Step 1: Flag the Pupil as SEN**

**Flag one pupil as SEN**

A Pupil can be flagged as SEN in one of the following two ways:

a. Current Pupil record (Confidential Tab)

![Current Pupil record](image)

- Set the SEN/Support for learning as Yes

**OR**

![Current Pupil record](image)
b. Pupils >> SEN >> Add to SEN

The View screen is displayed.
This lists all those pupils in the school who were already flagged as SEN

<table>
<thead>
<tr>
<th>Roll no</th>
<th>Name</th>
<th>Class</th>
<th>Year</th>
<th>House</th>
</tr>
</thead>
<tbody>
<tr>
<td>000004</td>
<td>Izzi, Jonathan</td>
<td>6</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>000450</td>
<td>Parker, Peter James</td>
<td>4</td>
<td>Y</td>
<td>5</td>
</tr>
<tr>
<td>000023</td>
<td>Peter, Manon</td>
<td>7</td>
<td>S1</td>
<td>Y</td>
</tr>
<tr>
<td>000171</td>
<td>Smith, Clive</td>
<td>7</td>
<td>S1</td>
<td>Y</td>
</tr>
<tr>
<td>000167</td>
<td>Spiteri, Marton</td>
<td>7</td>
<td>S1</td>
<td>Y</td>
</tr>
<tr>
<td>000101</td>
<td>Stoyanova, Nadya</td>
<td>7</td>
<td>S1</td>
<td>Y</td>
</tr>
</tbody>
</table>

Click on Add to SEN to search for the pupil and add him/her to SEN. Tick the pupils involved and click on Add to SEN.

Flag a group of students as SEN

Current Pupils >> Edit >> Search >> tick students involved >> Press Multi Edit >>

Tick the pupils and click on Multi Edit.
Step 2. Input SEN details of students

Pupils >> SEN >> SEN Pupils

The list displays all students flagged as SEN. (If a student is not flagged as SEN, s/he will not be displayed in this list)
### Category No. | Category Name
--- | ---
1 | Intellectual Disability
2 | Specific Learning Difficulty
3 | Emotional and Behavioural Difficulty
4 | Communication Difficulty
5 | Sensory Difficulties
6 | Physical Disability
7 | Multiple Disability

Click on the pupil name you wish to add Needs.

In the pop up, select the pupil's SEN need. The legend of the categories 1 to 7 is shown below. Click Continue. A new pop up is displayed for you to rank the Need. This represents the
One can similarly keep a diary of meetings, keep track of special resources used, statements and professional contacts related to that particular student. This allows easy monitoring of the pupil's progress.

If you click on the **Gold Star** at the side of student’s profile, you can view the SEN information.
9. Admitting a student

There are four statuses of a student in e1: Current, New Intake, Leaver and Non Arrival. The student is said to be admitted in school only if he has a **Current** Status.

### Pupils

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Pupil</td>
<td>Attendance start being recorded</td>
</tr>
<tr>
<td>New Intake</td>
<td>Students waiting to start attending school</td>
</tr>
<tr>
<td>Leaver</td>
<td>Students leaving school either because they want to attend another school (e1 or non e1) or because this is their final year</td>
</tr>
<tr>
<td>Non Arrival</td>
<td>The pupils expected to join the school but they never arrive</td>
</tr>
</tbody>
</table>

### Kindergarten Students

Kindergarten students are first registered as **New Intake** students. Upon admission date, these are moved from **New Intake** to **Current** Pupils, so that the school can start recording attendance of these students.

Pupils >> Move Pupil To >> Current

### Students from other state schools/e1 schools

Set the status of a student coming from another state school (or e1 school) as **Current**, as the attendance has to be taken immediately as soon as he starts attending your school. Please refer to Student Transfer note for the full procedure.
10. Leavers and Non-Arrivals

Pupils leaving mid-year

Pupils >> Move Pupil To >> Leaver

Select the pupils who are leaving from the search results and enter the Reason for Leaving, Date of Leaving (mandatory) and Destination if known.

New Intake Students who never turned up

Move New Intake pupils to Non Arrival: Pupils >> Move Pupil To >> Non Arrival.

Having searched for and selected the pupil, you can add a Reason for Non-Arrival if this is known. If not, it can be edited in later.
11. Student Transfer

Transfer between e1 Primary schools

Sending school

Step 1: Check that the student has a UPN number.

(This is a unique number of the student to be identified across all schools)

Pupils >> Current >> Edit >> Enter name and surname to search for student

Click on the name of student to open his/her details screen

Go to External ID tab and check that the student has a UPN
If **student does not have a UPN number**, follow the steps below to generate one:

a) While on the Edit screen, Press **Back** button, tick the student again and choose **Multi-Edit**

1. Tick **UPN** and **click Continue**

2. Tick student and choose **assign permanent**. Click on Go

Then check if UPN was generated:

Pupils >> view >> search for student >> External ID tab
Step 2: Move student from Current to Leaver

Pupils >> Move To >> Leaver

Select the pupils who are leaving from the search results.

Enter the Reason for Leaving as Transfer to Another School, also enter the Date of Leaving (mandatory) and the Destination school (the receiving school). Leave out the destination type.
**Step 3:** Create the transfer file and Export it

Tools >> Data Exchange >> CTF >> Export

All data of the student is copied to a transfer file by the sending school as shown in diagram below, and sent to the receiving school using the UPN number.

---

**Student transfer File**

![Diagram](image)

---

**Location:** Tools >> CTF >> Export

**CTF Destination**

- **Leavers**
  - For transferring Leavers to Associated schools
- **This school**
  - For Transferring Data To Another CTF Compliant Software Package
- **An Associated school**
  - Select A School From Associated Schools
- **An e1 school**
  - Select A Destination School From Current e1 Installation
- **This LEA**
  - File is for the current LEA
- **Another LEA**
  - File is for another LEA

Tick **An e1 school**
Choose Malta as Country
Choose Malta as LEA
Then click on Search to search for the destination school

Change Pupil Type from Current to Leavers and search for the student

Tick all Export Options and click on Export button
Step 4: Check the status of the Exported File

Tools >> Data Exchange >> CTF >> Export Status

<table>
<thead>
<tr>
<th>Status</th>
<th>XML Filename</th>
<th>Date Exported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>5559123_CTF_5559124_051.xml</td>
<td>2012-02-24</td>
</tr>
<tr>
<td>Exported With Errors</td>
<td>5559123_CTF_5559123_000.xml</td>
<td>2012-02-09</td>
</tr>
<tr>
<td>Exported With Errors</td>
<td>5559123_CTF_5559123_049.xml</td>
<td>2012-02-09</td>
</tr>
<tr>
<td>Exported With Errors</td>
<td>5559123_CTF_5559123_048.xml</td>
<td></td>
</tr>
<tr>
<td>Exported With Errors</td>
<td>5559123_CTF_9990050_046.xml</td>
<td>2012-02-09</td>
</tr>
</tbody>
</table>

Take note of the export file number (051 in the example) and the student name, surname and STUDENT ID associated with the transfer.

Step 5:

Send an email to the destination school (receiving school) providing the school with the following details:

- STUDENT NAME, SURNAME, ID and EXPORT FILE NUMBER

The transfer file changes its status while in process of being transferred

1\textsuperscript{st} status Pending Initially the export is shown as Pending until the transfer file is ready. This process will only take a few minutes.

2\textsuperscript{nd} status Exported with Errors When the transfer file is ready, the system checks for any missing data. Hence the status changes from Pending to Exported with Errors. This status is not alarming as some data such as Ethnicity may not have been entered because it is not deemed important. At this stage, the file is ready to be exported.
Receiving school

Step 1:
Upon receipt of email from sending school, search student by ID to ensure that the student does not exist in your school and hence avoid any duplicate records. If it does not exist, proceed to step 2.

If it exists, update the student UPN and ascertain how old the transfer information is, before importing.

Step 2: Tools >> Data Exchange >> CTF >> Import

Get the transfer file number mentioned in the email and look it up in the list of files ready to be imported (in our example, file no. 51).

<table>
<thead>
<tr>
<th>Status</th>
<th>XML Filename</th>
<th>Source School Name</th>
<th>Destination School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5559123_CTF_5559124_058.xml</td>
<td>Primary Training School 1</td>
<td>SIS Primary Training</td>
</tr>
<tr>
<td></td>
<td>28-02-2012 10:00:13.770</td>
<td>555</td>
<td>555 9123</td>
</tr>
<tr>
<td>Exporting from source school</td>
<td>5559123_CTF_5559124_051.xml</td>
<td>Primary Training School 1</td>
<td>SIS Primary Training</td>
</tr>
<tr>
<td></td>
<td>24-02-2012 11:57:40.223</td>
<td>555</td>
<td>555 9123</td>
</tr>
</tbody>
</table>

Click on the transfer file name to open the transfer file.
Step 3

On the file summary, tick whether student is a Current or New Intake and click on Confirm to complete import.

Once file is imported, it can be deleted from the Imports list by clicking on delete.
Step 4

Find the pupil record you have just imported and assign a class to the pupil.

Pupils >> Current >> Edit >>

Note that although the student is transferred and assigned a class, you will only be able to edit his/her details the following day.

12. Personnel

Searching for Personnel

Searching for Personnel works in exactly the same way as the pupil search but with a choice of fields relevant to Personnel.

The Personnel section provides management facilities for all your personnel records. It handles teaching staff, supply teachers, administration staff, volunteers and governors and also keeps records of former staff. The data held includes all contact details, professional qualifications, employment, posts and contracts and the information required for statutory returns. It can associate posts with staff, enabling one member of staff to hold multiple posts. It also maintains staff contracts and multiple contracts. This worksheet explains how to add a new member of staff.

Adding Personnel already on the system

Personnel >> Current Personnel >> Add. As with adding individual pupils, the system first searches for that staff member within the system.
Adding New Personnel


**Search**

Enter all the information that you can on the search screen and click Search.

**Search Result**

The system has found the staff member in Former Staff.

Click on the name to view details of this teacher. If you are satisfied that this is the right person, click on Move to Current. Otherwise, click Add New Personnel to add them as a new staff member.

Personnel has been successfully moved to Current

When you click on OK, the system automatically opens up the Edit screen, so you can make any necessary amendments to their details.

**Result**

No Record Found

The system does not find a match. Click Add New Personnel.
Adding Phone Numbers

3. Adding Phone Numbers:

To add a phone number, first select the Phone Type from the drop down list.

Enter the Phone No. and click Add.
Adding Email Addresses

- **Very important to mark as School Email**

  - Input *ilearn* email address as the email address is linked to the teacher’s fronter account
Add Current Personnel

Title: Select
Forename: Roger
Surname: Andrews
Initials: R
Title: Select
Personnel Code: RAN
Gender: Male
DOB: 12/02/1974
Timetable: Yes
Pastoral: Yes
External ID:

When you have added all you can on the core screen, click Submit to save your entry.

Result
Personnel Detail has been added successfully.

You can now add more personnel by clicking on Add New Personnel, or add more information for this staff member by clicking Add Other Detail.

Note: You do not have to add all the employee information at this time; it can be done later from Personnel >> Edit. The following screens can all be accessed from the Edit function.
Adding Other Detail

Personnel >> Add – Add Other Detail – Employment

The most important data that needs to be entered on this screen is the **Start date with school**.

Enter all the details that you have.

To add an Appraisal, click **Add**.

Click **Submit** to save your entry.

The other personnel details explained below are not compulsory.

Personnel >> Add – Add Other Detail - Personal.

You can add further information to the Core screen, or click on the tabs to add even more detail, such as Contact information and Addresses.
Note: The optimum size for photos is 200 pixels high by 150 wide, however e1 will resize (preserving the aspect ratio) images larger than 200x200.
Adding Addresses

Personnel >> Add – Add Other Detail – Addresses.

Click on the Addresses tab.

You can either use the Postcode search to find the address or enter the information into each field by hand.

If this is a temporary address, you may wish to use the Valid From and Valid To fields.
Adding Contacts

Personnel >> Add – Add Other Detail – Contact.

Click on the Contact tab.

Click on Add.

Enter the contact’s details and click Submit.

Note: If the contact and personnel addressess are the same, ensure that the Personnel address is added before the contact information.
Adding an Appraisal

Personnel >> Add – Add Other Detail – Employment.
Appraisals can be added against any post for the staff member. (See above.)

Enter all the details remembering that all fields flagged by * are mandatory.

By selecting text and clicking on this icon you can spell check your entries.
Adding Contract and Post information

Personnel >> Add – Add Other Detail – Contract.
Adding a further Post

Personnel >> Add – Add Other Detail – Contract. e¹ allows you to enter more than one post per staff member. To do this, you must add another contract.

Enter all the details as you did for the main post.

Click Submit to save your entry.
Adding More Information

Personnel >> Add – Add Other Detail. You can continue to add any further information you have by using the other tabs at the top of the Core screen, or you may leave this until later and use the Edit option to enter them. For example, the Checks screen should be filled in with details of all the security checks and qualifications that the employee has attained.

The 2 contracts appear on the Contract screen.
13. Attendance

Recording Attendance

E1 enables schools to keep track of the attendance of pupils, by recording and modifying attendance. Attendance can also be viewed for individuals or groups of pupils on a daily or weekly basis, as well as viewing and printing out individual pupil attendance summary reports and generate alerts regarding their attendance. Guidance/Pastoral staff can identify patterns of absence, continuous and persistent absence in addition to awarding pupils with certificates for high level attendance.

There are three different methods as to how to record attendance:

- Recording Attendance by Session
- Recording Attendance by Week
- Attendance by Lesson (for Teachers)

Recording Attendance by Session

Go to Pupils >> Record Attendance and click on by Session

This screen allows you to select exactly how you want to record attendance.

For Primary Schools

Select the Statutory radio button

Depending on which is selected, the drop down fields will change accordingly.

Click on each drop down to select your required group of pupils.

For Secondary Schools

Go to Pupils >> Record Attendance and click on by Session. Select the Period radio button
Depending on which is selected, the drop down fields will change accordingly.

Click on each drop down to select your required group of pupils.

**For both Primary and Secondary Schools**

Pupils will have no mark selected automatically, choose present or absent as required, if Absent is selected you then choose the appropriate absence reason from the select box.
Record Attendance by Week

From Pupils >> Attendance >> Record Attendance, click by Week.

Click on drop down menus to choose your pupil groups. You can multiple select pupils by ticking the Name check box in header bar. Click the AM/PM check boxes as necessary. All pupils will have **No Mark** set automatically until you mark them either present or absent.

Record Attendance by Week: To record attendance daily

Tick here to select all students

Tick here to select AM / PM

Once pupils and sessions have been ticked, choose the reason for absence or Present as necessary

Click Set if there are still other pupils or different absence types to record. Click Submit to save.
Record Attendance by Week: To record attendance weekly

Tick to select all students.
Click on drop down menus to choose your pupil groups.
You can multiple select pupils by ticking the Name check box in header bar.

Click the AM/PM check boxes as necessary or tick to select all days.
All pupils will have **No Mark** set automatically until you mark them either present or absent.

Click Set if there are still other pupils or different absence types to record.
Closed days are shown as #.

Click Submit to save.

If any pupils have **No Mark** set against them, you will see this message.
Attendance by Lesson (for Teachers)

When a teacher logs in they can click on the attendance icon from shortcuts on the home page or they can choose a session from the list displayed under Today’s Timetable.

Using the attendance icon will take the teacher to the Attendance by Session screen with the current set and pupils listed automatically, provided the teacher is timetabled. Using the links, the teacher can choose any session and go directly to taking attendance for that session.

Record attendance by marking if present or absent (specify reason types for absenteeism).

Click Submit to save.
Changing Absences

From Pupils >> Attendance >> Record Attendance, click by Week. Click on drop down menus to choose your pupil groups. Click on view details.

Click on the calendar to select a previous date.

Click to select students whose attendance is to be changed. Click on AM / PM of the day to be changed.

To comply with statutory requirements, when you change an absence, details of the change are recorded. In some instances you will be prompted for the reason for the change (see Appendix A) and the Reason for Change screen will be displayed.
Make sure that you click on FILL button to apply same reason for multiple students.

Type in the reason for the change.

Click Submit.

This icon indicates that changes have been made to this pupil’s attendance. Click on it to see the details.
Viewing attendance from a pupil record

This screen allows you to view attendance for a particular student through the pupil record.

Go to Pupils >> Current Pupil >> View

Use the criteria to select a particular student either by surname, name, year group or class and click on search.

Click on name of student to go to the student’s profile screen.

From the lower right hand side, click on the down arrow to select absences.

Click on go.

Click on the date to be viewed

Click inside the AM / PM

Click on the down arrow to select the reason

Click on submit button to save
14. Reports: Standard Reports

The Reports Section provides an easy to use tool for creating, saving, selecting and printing reports, letters and labels in e¹. This feature maintains the consistency of reports, letters and labels generated across the system.

Standard system defined reports are available for all users (depending on access rights). There is a selection of reports for most areas of e¹ that can be generated with user defined search criteria to provide a quick way of gathering and printing information from your database. User defined reports, namely through adhoc reporting, can also be created.

Accessing Standard Reports

On the Reports menu, click Reports. The Reports screen is displayed, with folders showing the categories of reports available.

NOTE: Some reports will have already been converted to PDF for you, these reports will have the PDF logo alongside them.

Click the + sign beside the category of report you want to generate.

The list of reports available in that category is displayed.

Click the name of the report you want to generate

Reports can be generated by clicking on the report name. This will show the search screen where you can enter your search criteria.
**NOTE:** For most reports you will get a corresponding search screen.

Most pupil reports will then give you the further option of selecting a sort order. The default is alphabetical. Some reports will allow you to enter specific search criteria e.g. date range fields for attendance reports.

Click View Report to show your report on screen. By clicking View Report, the report will be generated on-screen. From here you may print or close the report.

<table>
<thead>
<tr>
<th>ROLL NO</th>
<th>NAME</th>
<th>MF</th>
<th>DOB</th>
<th>AGE AS ON 22/02/2012</th>
<th>HOUSE</th>
<th>CLASS</th>
<th>YEAR GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>005071</td>
<td>Allan, Nathan</td>
<td>M</td>
<td>20/08/2006</td>
<td>06:06</td>
<td>P5.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005055</td>
<td>Assaad, Alicia</td>
<td>F</td>
<td>33/05/2005</td>
<td>06:08</td>
<td>P5.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005061</td>
<td>Bailey, Edward</td>
<td>M</td>
<td>05/05/2011</td>
<td>06:08</td>
<td>P5.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005140</td>
<td>Dennis, Maya</td>
<td>F</td>
<td>10/01/2009</td>
<td>07:01</td>
<td>P2.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005160</td>
<td>Dugard, Rhese</td>
<td>F</td>
<td>27/02/2008</td>
<td>08:10</td>
<td>P5.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005202</td>
<td>Fitzsimmons, Nathan</td>
<td>M</td>
<td>07/12/2008</td>
<td>06:06</td>
<td>P2.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005165</td>
<td>Camilleri, Luca</td>
<td>F</td>
<td>28/02/2005</td>
<td>06:10</td>
<td>P5.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005170</td>
<td>Clare, Gracey Alice</td>
<td>F</td>
<td>19/07/2008</td>
<td>06:07</td>
<td>P5.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005192</td>
<td>Cusack, Laura</td>
<td>F</td>
<td>28/02/2009</td>
<td>06:11</td>
<td>P2.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005240</td>
<td>Cotta, Francesco</td>
<td>M</td>
<td>22/07/2008</td>
<td>06:07</td>
<td>P5.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005195</td>
<td>Court, Karl</td>
<td>M</td>
<td>07/01/2006</td>
<td>07:01</td>
<td>P2.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005196</td>
<td>Ahmad, Alia</td>
<td>F</td>
<td>07/01/2006</td>
<td>07:01</td>
<td>P5.0</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005205</td>
<td>El Mahdy, Lamal</td>
<td>M</td>
<td>27/02/2008</td>
<td>06:08</td>
<td>P2.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005207</td>
<td>Elmiramadi, Ali Yusef</td>
<td>M</td>
<td>16/03/2005</td>
<td>06:11</td>
<td>P2.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005208</td>
<td>Fajugia, Lee Mike</td>
<td>M</td>
<td>19/05/2005</td>
<td>06:08</td>
<td>P2.2</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005274</td>
<td>Fajugia, David</td>
<td>F</td>
<td>03/08/2005</td>
<td>06:05</td>
<td>P2.1</td>
<td>P2</td>
<td></td>
</tr>
<tr>
<td>005276</td>
<td>Fajugia, Naka</td>
<td>F</td>
<td>05/08/2005</td>
<td>06:05</td>
<td>P2.1</td>
<td>P2</td>
<td></td>
</tr>
</tbody>
</table>
Creating Reports: Stationery

This feature allows you to design official stationery to be used for school or authority purposes. Any new report that you create will need to know the type of stationery it is to be printed on. It also gives you an easy to use tool for creating your own stationery templates enabling you to choose your paper size and layout and include school specific headers.

You can either create brand new stationery or modify existing stationery.

- New Stationery
- Existing Stationery

**NOTE:** Stationery is a pre-requisite for user defined reports

New Stationery

On the Stationery menu, click New. The Stationery screen is displayed. In the Stationery Name field, type an appropriate name for the stationery you want to create.

From the **Page Type** drop-down list, select the paper size you would like to use.

Beside **Orientation**, select either **Portrait** or **Landscape**.

If you want to use a header for the stationery, select the check box beside **Use Header**, and fill in the following fields:

In the **Height** field, type the height (in cms) of the header. In the **Header** text box provided, type the header.
If you want to use a footer for the stationery, select the check box beside **Use Footer**, and fill in the following fields:

In the **Height** field, type the height (in cms) of the footer.

From the **Left**, **Center** and **Right** drop-down list(s), select an item that you want to be displayed in the footer area with the appropriate alignment.

Click on the submit button `Submit`.

**Existing Stationery**

On the **Stationery** menu, click **Existing**. The list of existing stationery is displayed, including that created by the authority.

**Edit Existing Stationery**

Click on the stationery name. The **Edit Stationery** screen is displayed and make any required changes:

- To see a preview of the changes you have made, click **Preview**.
- To go back to the previous screen without making any changes, click **Back**.

Click on submit `Submit`.

**Delete Existing Stationery**

Select the check boxes of the stationery you want to delete and click on **Delete**. On the confirmation messages that appear, click **OK**.
Creating Reports: New Reports

New report templates could be created, which could be saved and re-used.


2. Select the Type of report you want to create. This may be a Columnar report, a Grid report, a Form report or a Merge report.

Choose the Type of report required: Columnar, Grid or Form.

3. Type in the Name of your adhoc report and choose Focus, Font Name, Font Size and Stationery from the drop down fields.
4. Report and Page Headers can be added if required.
5. Scroll to the bottom and click Next.
6. Click on Add to add the fields you want in the report.

7. The popup window displays all the fields available for the report focus you have chosen.

   (If your report has Pupil as its focus, the fields will be under the tabs Pupil Info and Pupil Assessment.)

   • Click on the plus sign to display the available fields within the folder.
   
   • Click on your chosen fields to select them.

8. When you Close the pop-up you are taken back to the report field screen and it will have been populated with the report fields.

9. The Display Name becomes the column header on your report and can be edited by selecting it and overtyping.
   
   a. For Columnar and Grid Reports you can also insert page breaks and sort your data into ascending or descending order.
Click here to delete a field

When a field is selected for renaming etc., the row is highlighted in yellow.

The Ignore field allows you to select a report field but not show it e.g., forename could print in the first column but the sort order needs to be on surname; or you could sort by class but not show it on the report.

Width is preset on the Report Field but can be adjusted. The Group Function allows you to place a sum or count on the item.

You can adjust the Print Order by using the arrows...

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Ignore</th>
<th>Width</th>
<th>Group Function</th>
<th>Sort Order</th>
<th>Print Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename</td>
<td></td>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDS Points</td>
<td></td>
<td>1.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Back | Re-Order Print | Add | Submit |
...or drag and drop.

As you drag the field a dark line indicates where it will be dropped.

---

**Note 1:** If you use the arrows to change the Print Order you will need to click **Re-Order Print** to show the Display Names in their final print order on the screen.

**Note 2:** You can insert further fields to the report at any time, by highlighting the field above the position of the new field and clicking **Add**.
b. Form Reports only have the options to Ignore fields and change the Sort Order.

c. Merge reports are used to export data out of e1 into Microsoft Word™, Microsoft Excel™ or a text format which can be used with third party software for import or merging. They are more complex than the other report types.

10. Click Submit when you have made all your required adjustments.
11. To generate your report click on Reports >> Existing.
Enter the **Name** of your report or as little as the first letter.

Choose the **Focus** from the drop-down list.

**Choose the radio button for Type**, then the **Access**: Available to all schools (within an LA or consortium), *For this school only* or **Private**.

The search results are displayed as a list. Tick the selection box next to your report name and choose Generate. (To edit a report, click on its name.)

The Search screen will display, depending on your focus; run your search, select the pupils and click View Report.

---

*E1 Manual 2012 V1*

Compiled by SIS Training Centre
The report will be displayed on screen; click on Print to send it to the printer or you can choose to DOC Export to Microsoft Word™ or XLS Export Microsoft Excel™.

a. Columnar Report

<table>
<thead>
<tr>
<th>Forename</th>
<th>Surname</th>
<th>My own data</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan</td>
<td>Aeblacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jerome</td>
<td>Ali</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alex</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jasmine</td>
<td>Begam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melissa</td>
<td>Beno Gordan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volibir</td>
<td>Benyahleh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charlie</td>
<td>BRADFORD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Grid reports are also columnar but print with grid lines. A data dictionary field called Remark is available in the General folder which can be named but has no data; this could be used as a check list.

c. Form reports allow users to define the layout of their reports and are printed one pupil per page.
Merge reports are used to export data out of e1 into Microsoft Word™, Microsoft Excel™ or a text format which can be used with third party software for import or merging.
15. Letters

Reports provide an easy to use tool for creating, saving, selecting and printing letters (labels are covered in a separate worksheet.) This cuts down on the time and effort required for manual paperwork and maintains the consistency of letters generated across the system. You can define your own letters in this section, using all the data available on the system. You can ensure reusability of the letters by generating templates and you can choose to share your letters with other users if you wish.

Stationery: All letters created will need to use Stationery. Stationery allows you to define the paper size, layout and add header information necessary to keep consistency on the letters that are created

1. Go to the Reports Tab and click Stationery >> New.

2. On the screen displayed you will need to enter your stationery name and page settings e.g. A4 Portrait.

3. When finished click Submit and OK to the confirmation message.
Creating Letter Templates

Once your stationery has been set up you can create your letter templates. Templates can be used multiple times for different groups of pupils or staff or even copied to use as a basis for a new letter.

1. Go to the Reports Tab and click Letters >> New.
2. Enter your new letter name and choose the letter stationery, click Next to add the letter text and dictionary fields required.

3. The content of your letter is added here. Use the icons displayed to manipulate your text as required. You will see that the letter date, complete address and letter heading have been added automatically.

Note 1: If you choose For this school only access, any user that has access to letters can use the letter template. If Private is chosen then it is invisible to other users.

Note 2: Check the One per family checkbox if you have siblings at your school and only want to send one letter to those families, rather than one per pupil.
4. Use the Data Dictionary helper to add fields from your database.
5. When you have finished adding your text and the data fields required, click Preview to see what it will look like or click Finish.

6. To print your letter go to Letters >> Existing and click on Letter Templates. On the search screen you can either type in your letter name, just the first letter of your letter name or just click search to see a list of all letters. The access defaults to For this school only; if you made your letter private you will need to select the Private radio button before searching. (The Available to all schools button is for LA generated letters only.)

7. Tick your letter template and click Generate.
8. From the pupil search screen displayed choose your group option or type in search criteria and click Search.

9. If you have included a Digital Signature in your letter, the system will ask you to locate it.

Browse for the signature, which should be in .jpeg format, and click Upload.
Before the letter is printed you need to define who the letter is targeting. Tick the relevant boxes based on your requirements. You can also save the generated letters and emails as attached documents against the recipients. Check the box at the bottom of this window.

If you have set the Main Mailing Contact field on the Pupil Contact screen, you will have the option of sending the letter just to that contact.
If the Save generated letter option has been used you can view who the letter has been created for by clicking on Reports >> Letters >> Existing >> Saved letters. From the search screen you can either select by date range, recipient name or letter name.

The search list will show the Letter name, name of pupil, recipients and the date the letter was sent.
16. Labels

The Reports section of e¹ provides an easy to use tool for creating, saving, selecting and printing labels, saving time on paperwork.

**Label settings**: All labels created will need to use a label setting. Label settings allow you to define how many labels per page, the height and width of each label and the margins. This is necessary to ensure that you have the right label settings for the type of labels you have in your school. One system label is provided; this prints 21 labels per A4 page and conforms to the standard Avery label setting L7160.

Creating a Label Setting

Reports >> Labels >> New >> Label Setting. Enter your label name and numbers across and down. It will help if you have a sheet of labels handy, you can measure the finer distances of the edges and between labels. Select your page size and whether the label setting is to be private or public. Click Submit when you are ready to save.

Editing a Label Setting

Reports >> Labels >> Existing >> Label Setting. From here you can fine tune your label setting by clicking on the blue hyperlink.
Label Templates

Label templates allow you to define what will be printed on your label. You can pick data dictionary items that relate to your school’s database. There are a number of pre-defined system labels. You cannot edit or delete these but you can make a copy which can then be edited to your requirements.

1. Copying a System Label Template: Reports >> Labels >> Existing >> Label Template. Search for the template you want, select it from the search list and click Save As.

2. Creating a Label Template: Reports >> Labels >> New >> Label Template. Give your label a Name, choose the Focus e.g. Pupil or Staff and choose the Label Setting and click Next.

3. Designing the Label Template: You can now choose the font and font size for your label. Use the icons to manipulate the text or data fields as necessary.
When you have finished click Finish, then click OK on the confirmation message.


You can leave the label name blank and click search or enter your new label name. Remember that if your label was created as Private you will need to select the radio button.

5. The labels matching your search criteria will be displayed. Tick against your label name and Generate.
6. From the pupil search screen displayed choose your group option or type in search criteria and click Search.

7. Tick pupils as required and Show Labels.
8. There are further check boxes to allow you to select or restrict labels printed. Click View Label and your labels will be displayed on screen where you can either print directly to your printer or save as a document.

END OF NOTES