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Cefnogi Dysgu
Support Learning

Cwmpawd

School Setup

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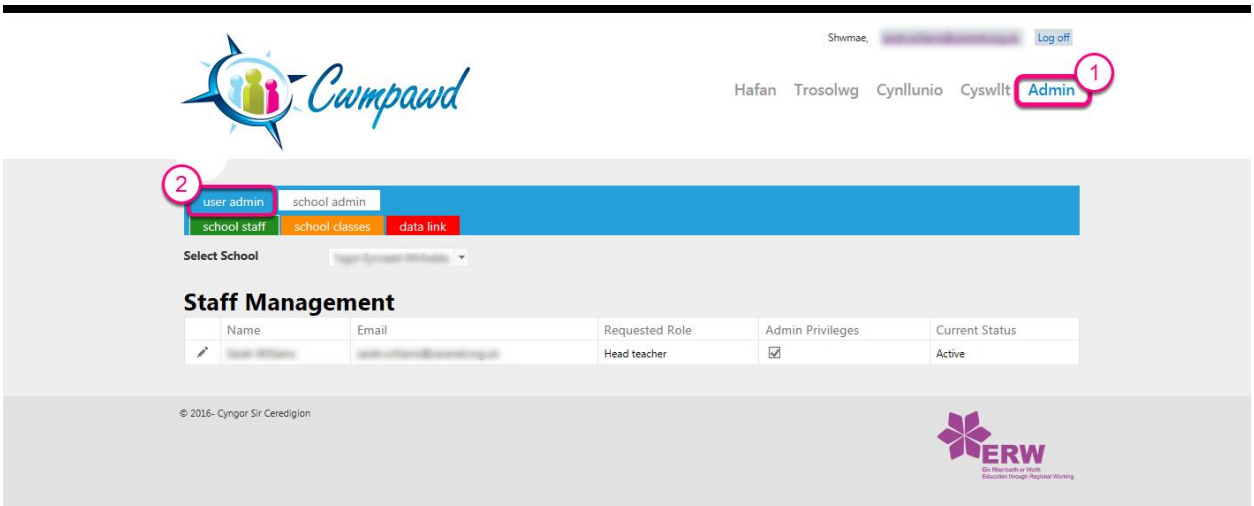
Cwmpawd – School Setup

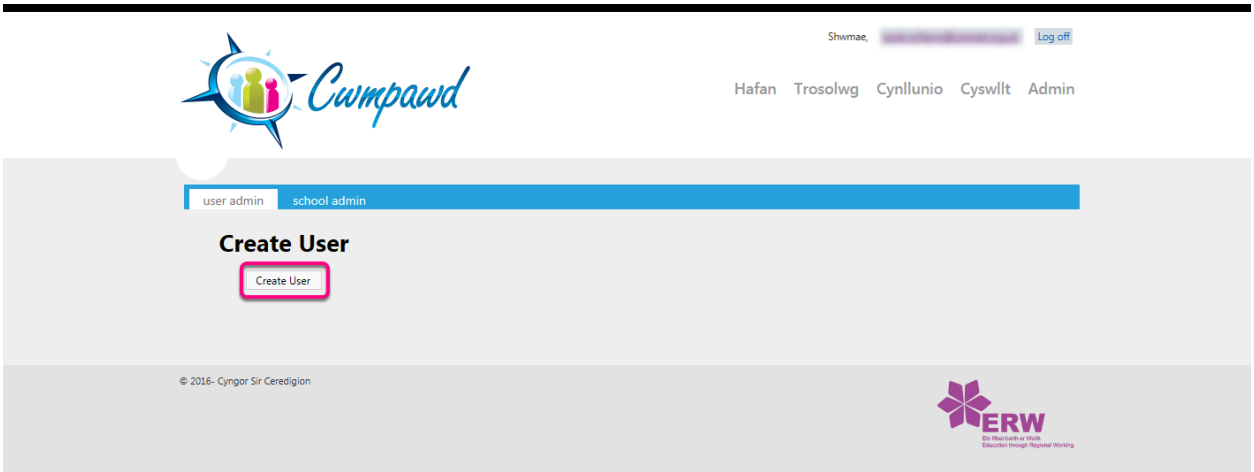
Part 1 - Creating Users

The first part of setting up your school is to create user accounts for the staff in your school.

On the **Admin** page, click on the **User Admin** tab



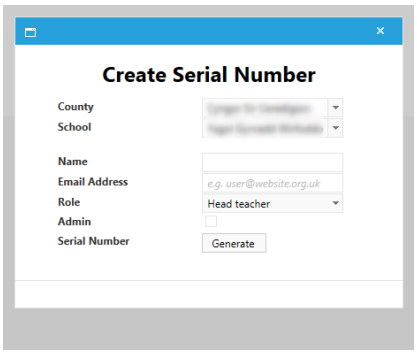
Click the **Create User** button

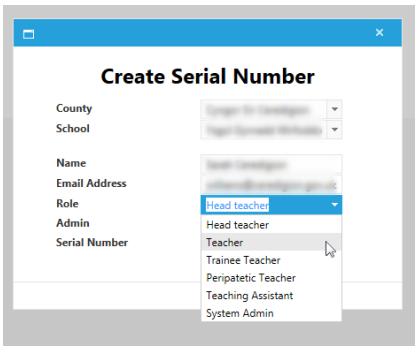


A box will open. Enter the users name and email address. Select the role from the list.

If you are a head teacher of more than one school, you can select the schools from the School list.

Click the **Generate** button. This will create the user and send a registration email to the user.

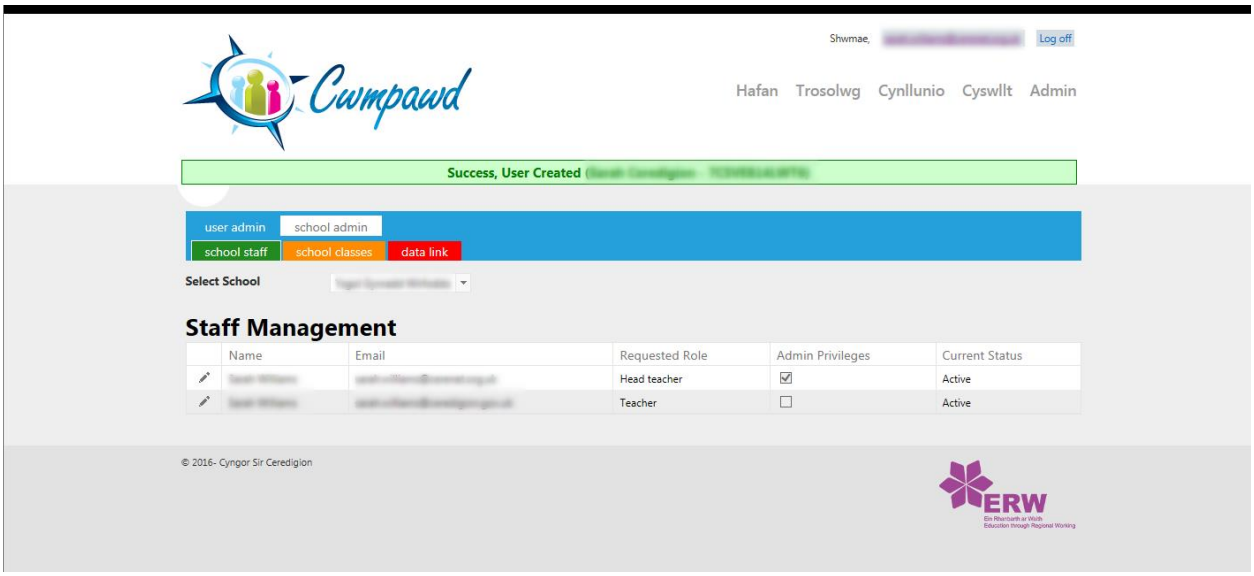




A message will be displayed in a green box to show that the user has been created.

Repeat these steps to create more user accounts for the staff in your school.

Once you have finished adding users, click on the **School Admin** tab. You will see a list of users that you have added to your school.

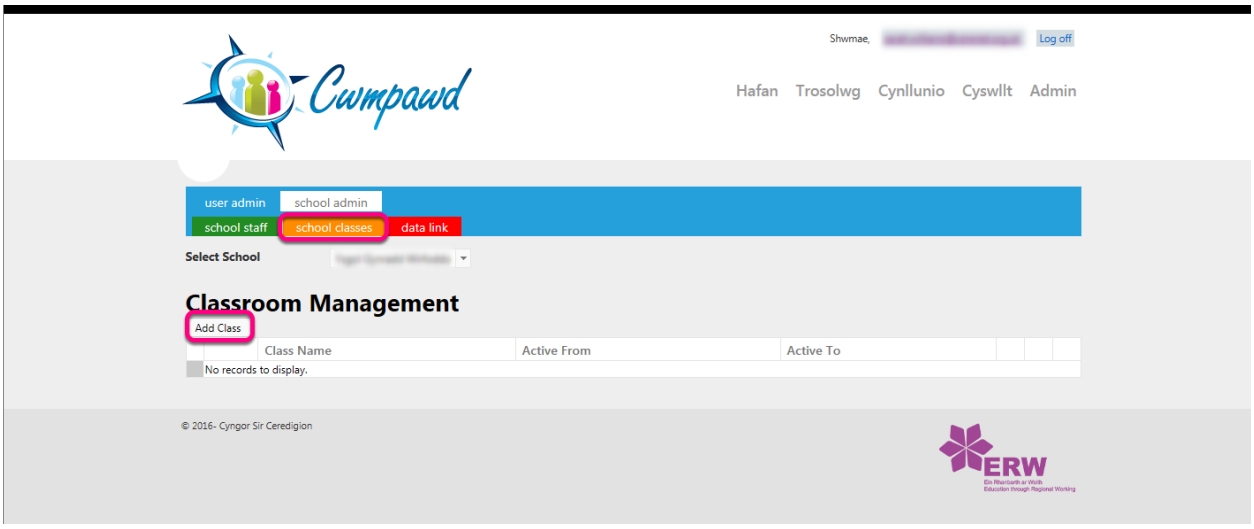


Part 2 - Creating Classes

The second part of setting up your school is to create the classes in your school.

On the **Admin** page, click on the **School Admin** tab then select the orange **School Classes** tab.

Click the **Add Class** button to add a class to your school.

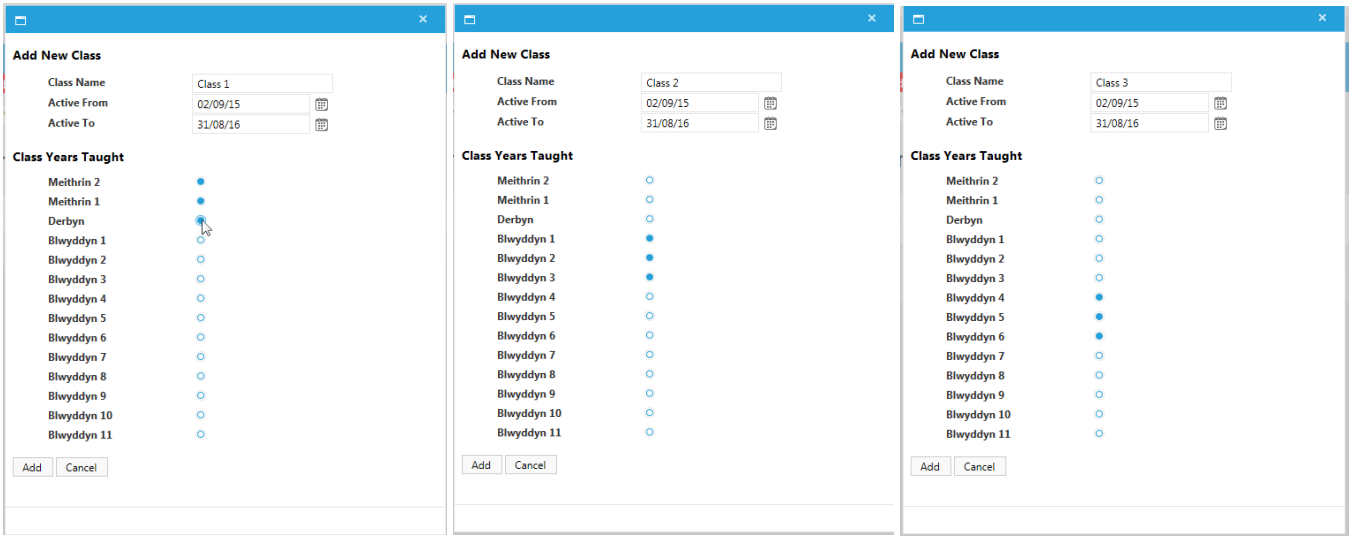


A box will open. Give the class a name and select dates for when the class will be active from.

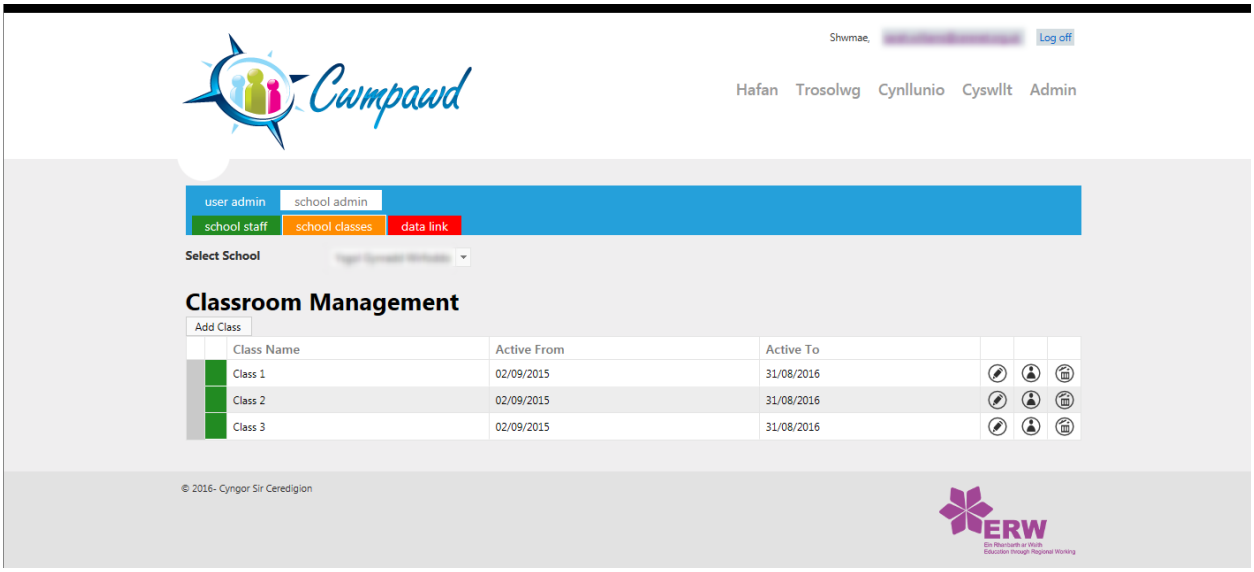
Please ensure that the class name is the same as the class name in your MIS (e.g. Teacher Centre) as it will be possible to link the data later on.

Select the years taught in the class then click **Add** to create the class.

Repeat to add all of the classes in your school

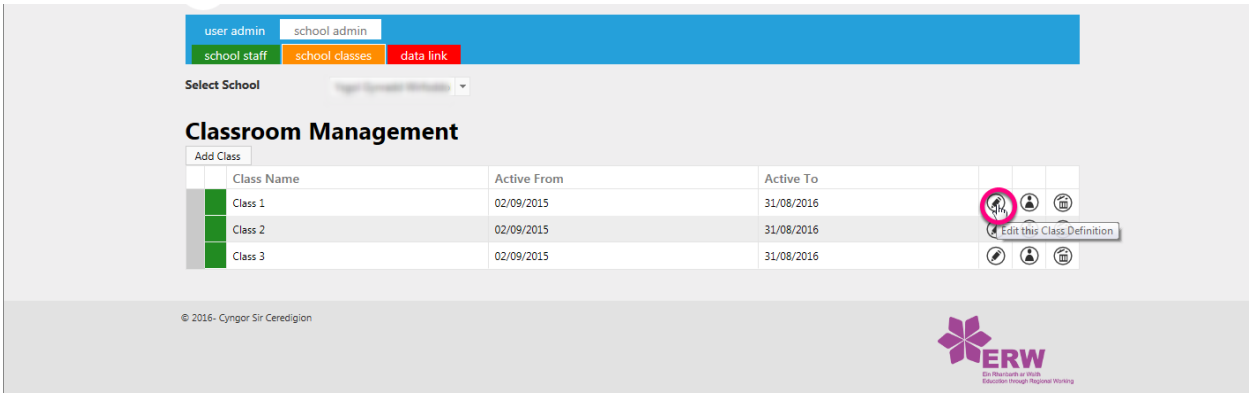


Your classes will be displayed in the list.



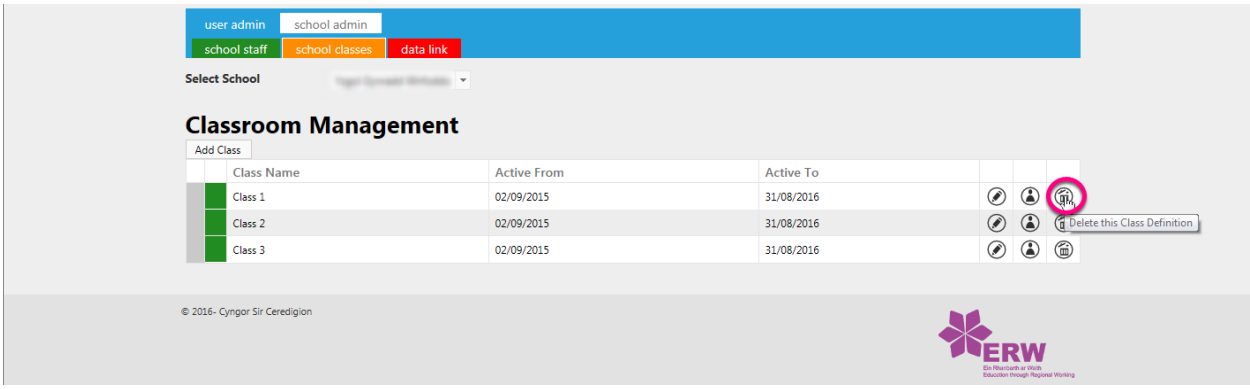
Editing and Deleting a Class

To edit the class details, click on the pencil next to the class.



To delete a class, click on the bin.

It isn't possible to delete a class if it has users linked to it. To deactivate a class, set an end date in the **Active to** *date.*

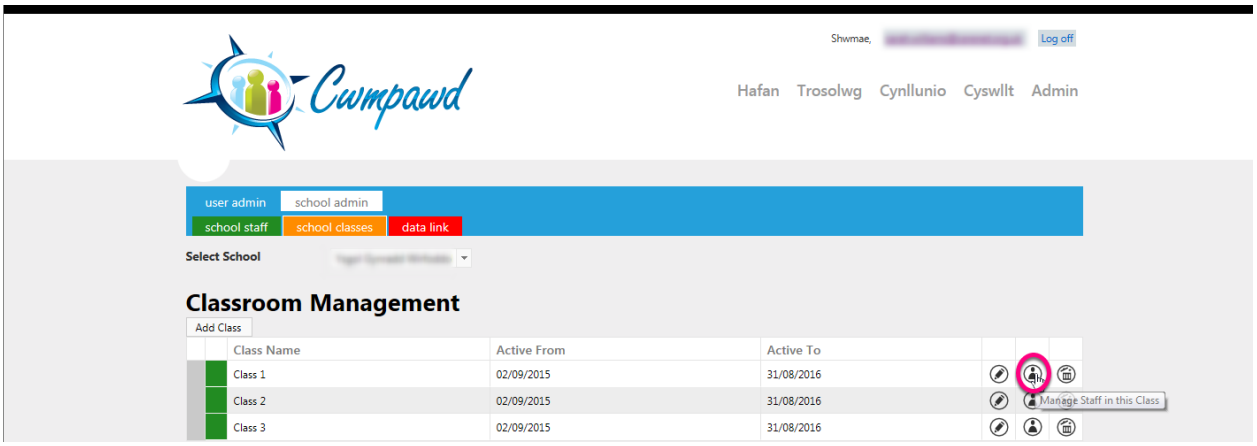


Part 3 - Assigning Staff to Classes

The final part of setting up your school is to assign staff to your classes.

On the **Admin** page, click on the **School Admin** tab then select the orange **School Classes** tab.

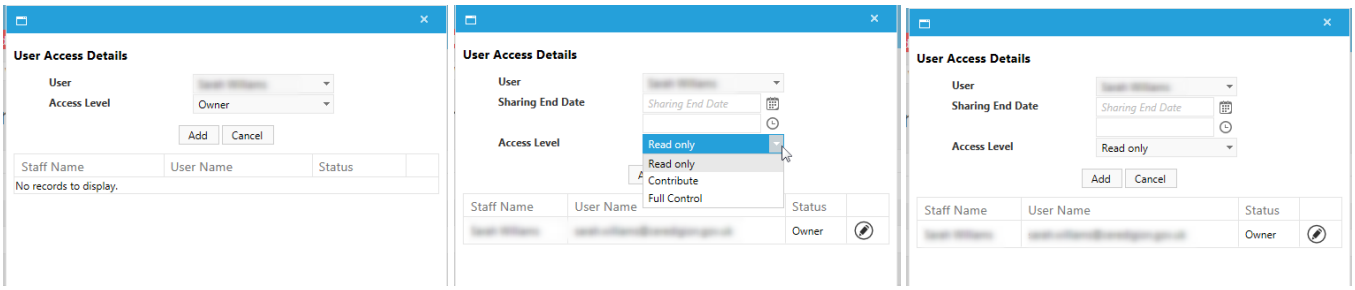
Click on the **Manage staff** button next to a class.



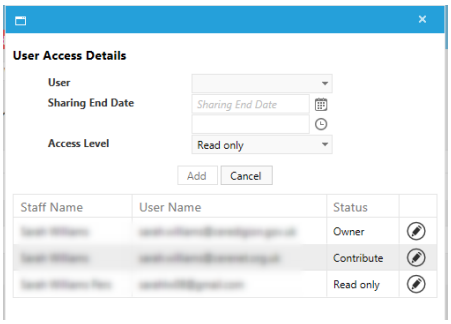
Select a **User** from the list. *The list will only display the users that you created in Part 1.*

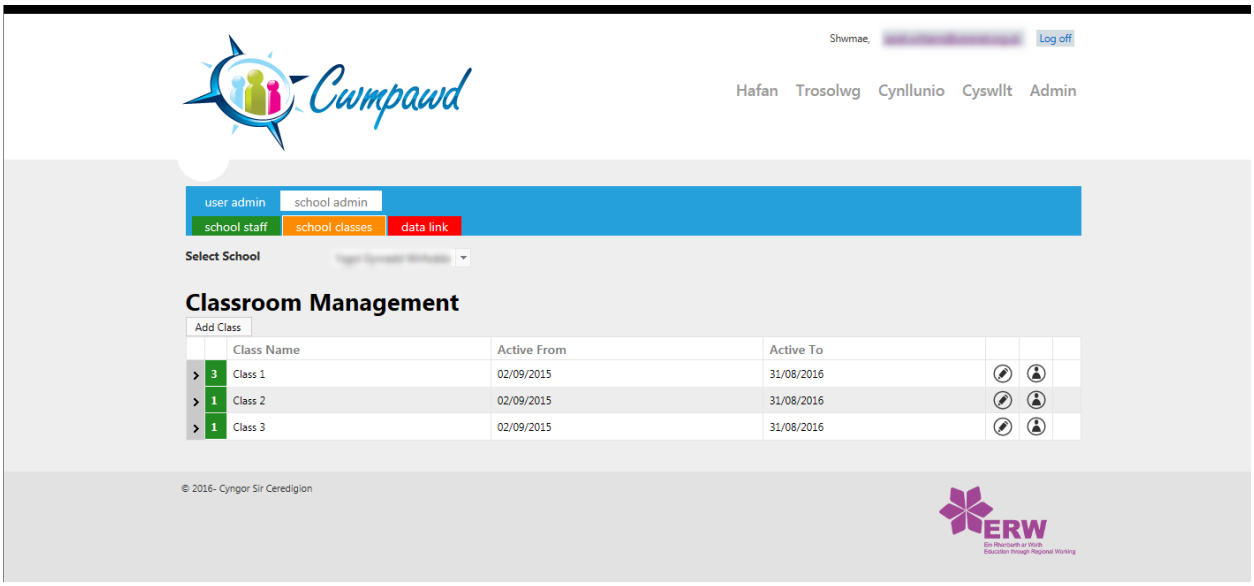
Select an **Access Level** from the list – Full Control, Contribute, Read Only.

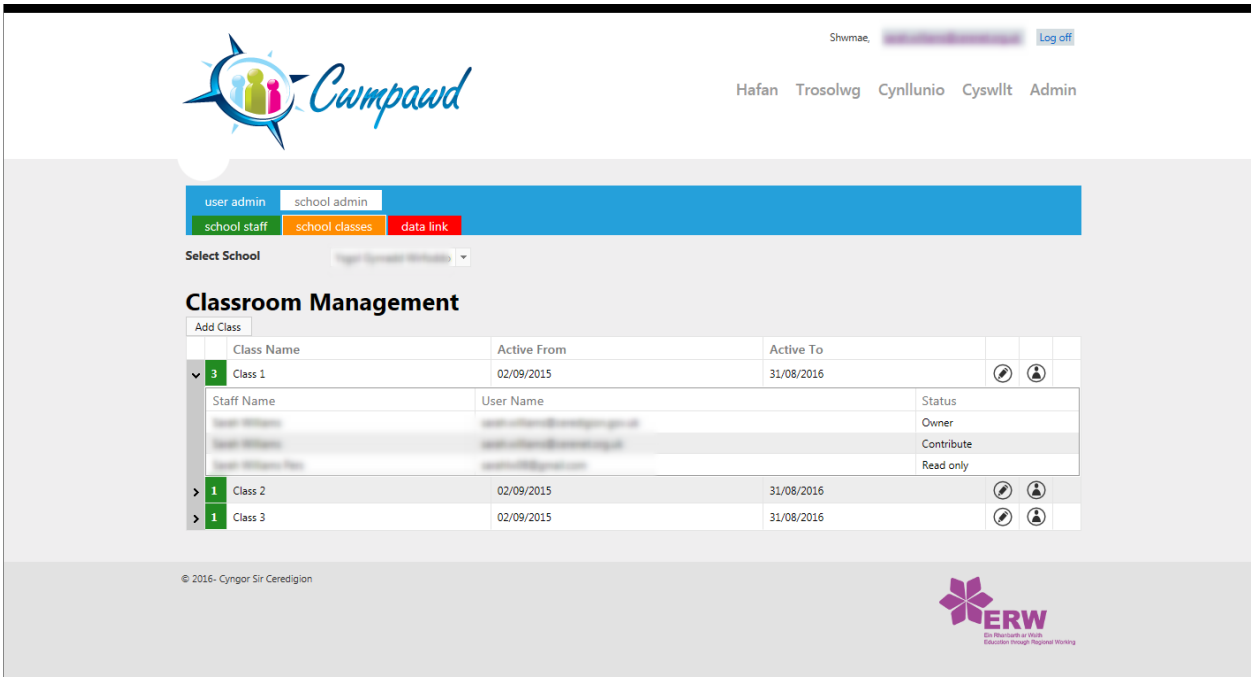
Read Only *– User can only view the plans.*
Contribute *– User can add and edit.*
Full Control *– User can add, edit and delete.*



You can more than one user to a class.





An arrow will appear next to a class which has users assigned to it. Clicking on the arrow will display the users assigned to the class.

To amend the users for a class, click on the **Manage Staff** button (person icon).