

Addysg



Cefnogi Dysgu
Support Learning



Cwmpawd

School Setup



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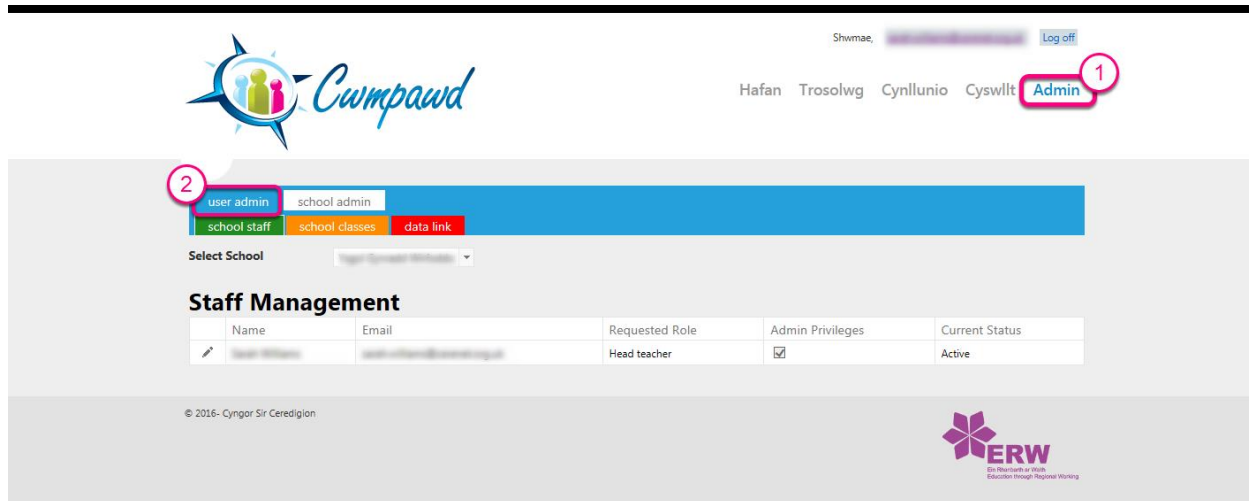
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Cwmpawd – School Setup

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



Shwmae, [redacted] Log off

Hafan Trosolwg Cynllunio Cyswllt **Admin**

user admin school admin

school staff school classes data link

Select School [dropdown]

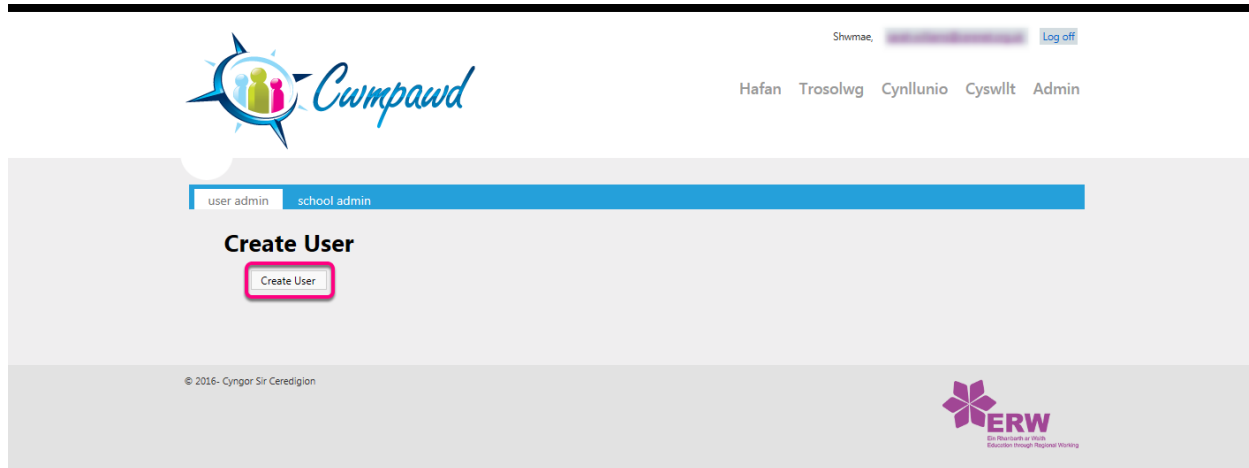
Staff Management

Name	Email	Requested Role	Admin Privileges	Current Status
Head teacher	[redacted]	Head teacher	<input checked="" type="checkbox"/>	Active

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ERW
Eis Rhwyddwr o'r Wydd
Education through Regional Working

Click the **Create User** button



Shwmae, [redacted] Log off

Hafan Trosolwg Cynllunio Cyswllt Admin

user admin school admin

Create User

Create User

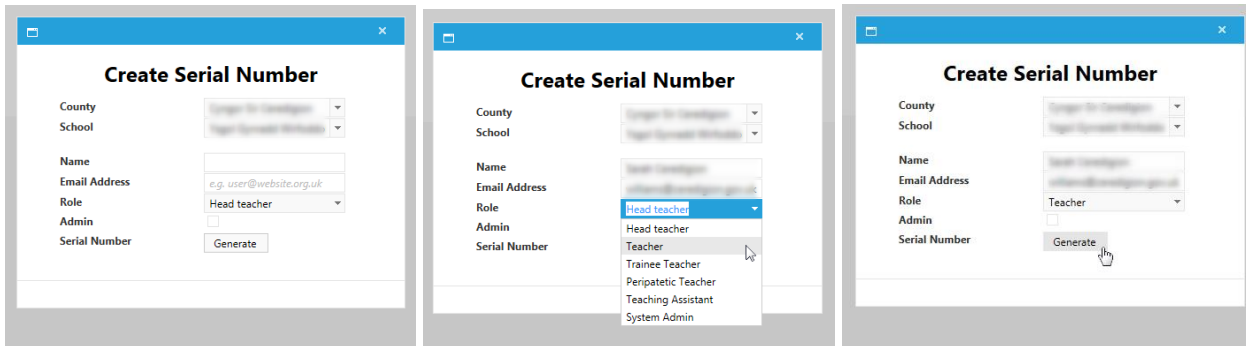
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ERW
Eis Rhwyddwr o'r Wydd
Education through Regional Working

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.

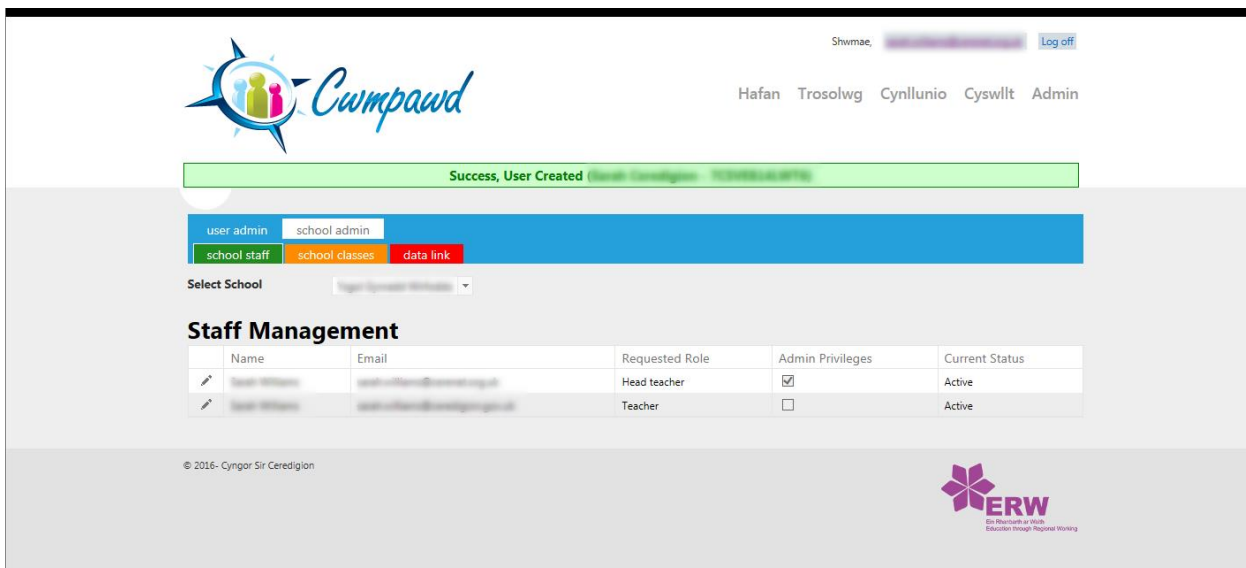
Click the **Generate** button. This will create the user and send a registration email to the user.



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.



Shwmae, [\[username\]](#) [Log off](#)

Hafan Trosolwg Cynllunio Cyswllt Admin

Success, User Created [User Created: 2016/04/07/15]

user admin school admin


school staff school classes data link

Select School [School Name]

Staff Management

	Name	Email	Requested Role	Admin Privileges	Current Status
	Test Wilson	test@cerenet.org.uk	Head teacher	<input checked="" type="checkbox"/>	Active
	Test Wilson	test@cerenet.org.uk	Teacher	<input type="checkbox"/>	Active

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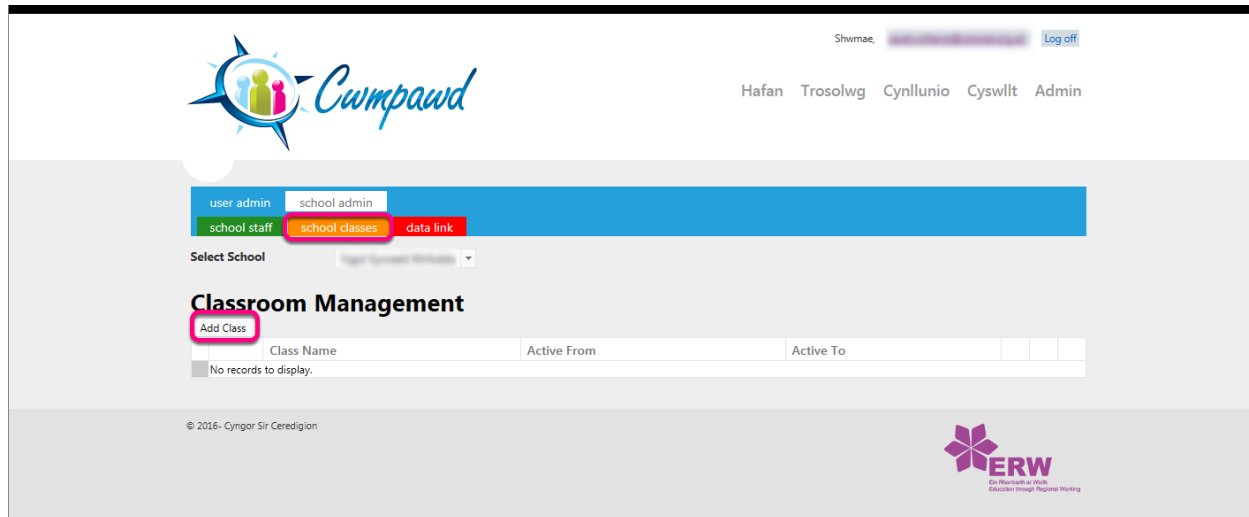
 ERW
En Rhannu ar Wlad
Education through Regional Working

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.



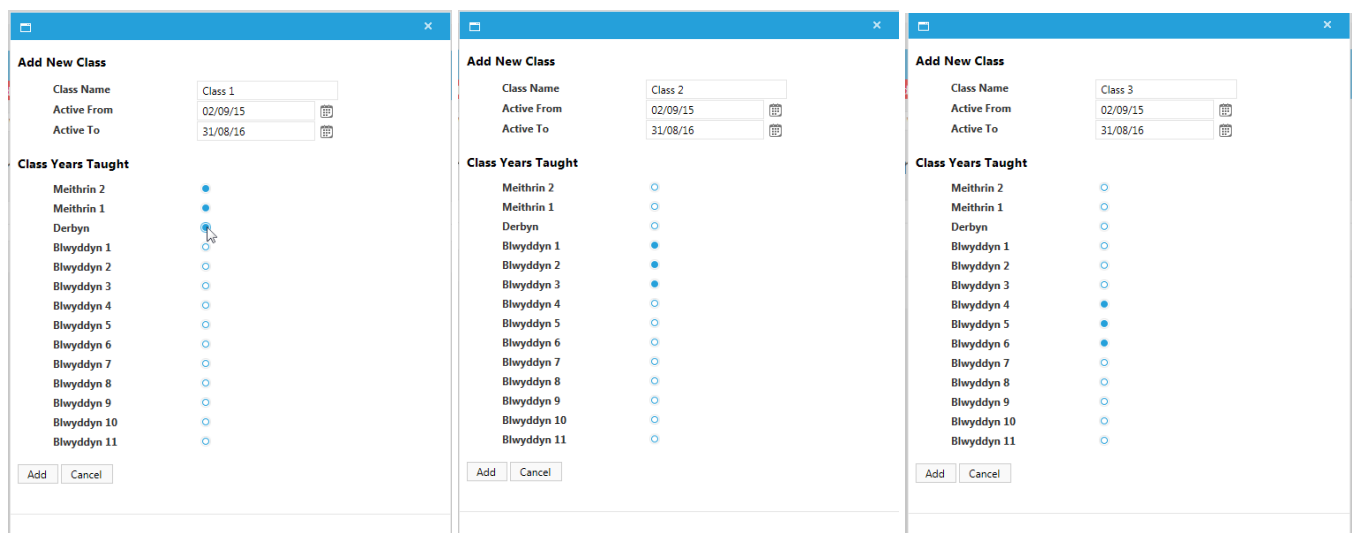
The screenshot shows the Cwmpawd web interface. At the top, there's a navigation bar with 'user admin', 'school admin', 'school staff', 'school classes' (highlighted in orange), and 'data link'. Below this is a 'Select School' dropdown. The main section is titled 'Classroom Management' and contains an 'Add Class' button (highlighted with a red box). Below the button are fields for 'Class Name', 'Active From', and 'Active To'. A message 'No records to display.' is shown below these fields. The footer includes a copyright notice '© 2016- Cyngor Sir Ceredigion' and the ERW logo.

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.

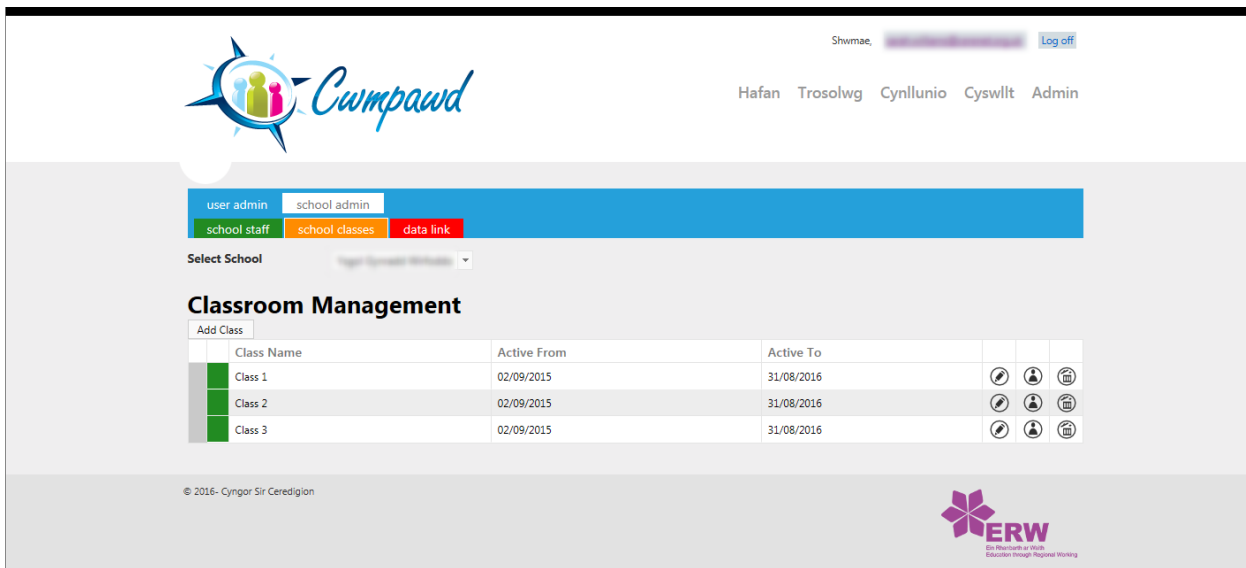
Select the years taught in the class then click **Add** to create the class.

Repeat to add all of the classes in your school



The three screenshots show the 'Add New Class' dialog box with different configurations. Each dialog has fields for 'Class Name', 'Active From', and 'Active To'. Below these is a section titled 'Class Years Taught' with a list of years from Meithrin 2 to Blwyddyn 11. Each year has a radio button next to it. The first screenshot shows 'Class 1' with 'Active From' 02/09/15 and 'Active To' 31/08/16. The second screenshot shows 'Class 2' with the same dates. The third screenshot shows 'Class 3' with the same dates. In each case, the 'Add' button is highlighted.

Your classes will be displayed in the list.



Shwmae, [username] Log off

Hafan Trosolwg Cynllunio Cyswllt Admin

user admin school admin

school staff school classes data link


Select School [dropdown]

Classroom Management

Add Class

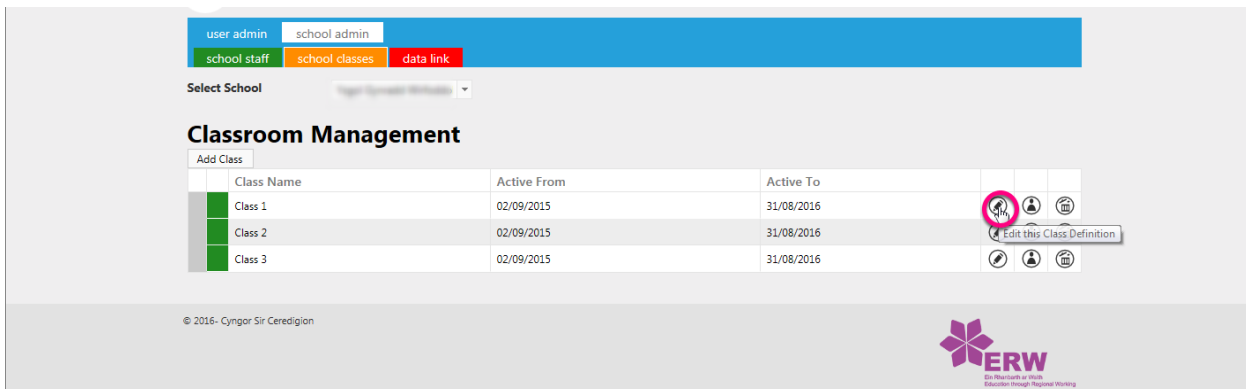
Class Name	Active From	Active To			
Class 1	02/09/2015	31/08/2016			
Class 2	02/09/2015	31/08/2016			
Class 3	02/09/2015	31/08/2016			

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Editing and Deleting a Class

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



user admin school admin

school staff school classes data link


Select School [dropdown]

Classroom Management

Add Class

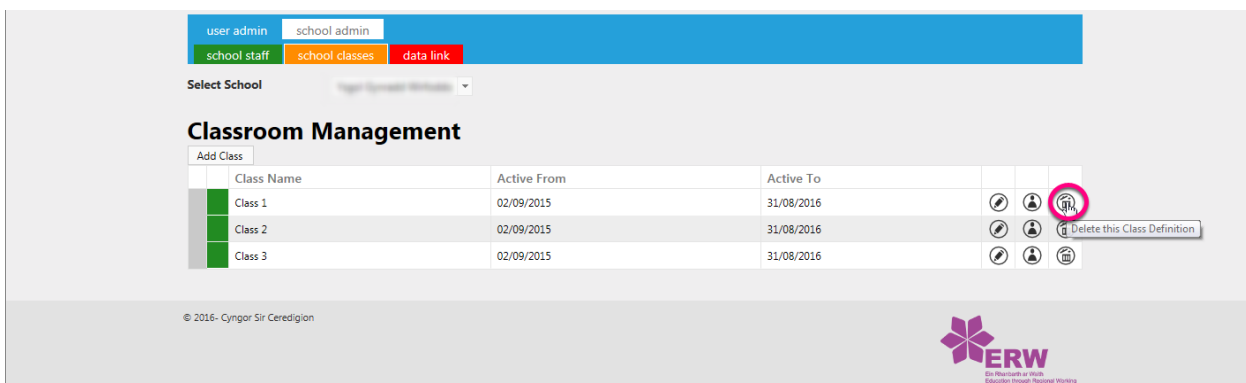
Class Name	Active From	Active To			
Class 1	02/09/2015	31/08/2016			
Class 2	02/09/2015	31/08/2016			
Class 3	02/09/2015	31/08/2016			

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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.



user admin school admin

school staff school classes data link


Select School [dropdown]

Classroom Management

Add Class

Class Name	Active From	Active To			
Class 1	02/09/2015	31/08/2016			
Class 2	02/09/2015	31/08/2016			
Class 3	02/09/2015	31/08/2016			

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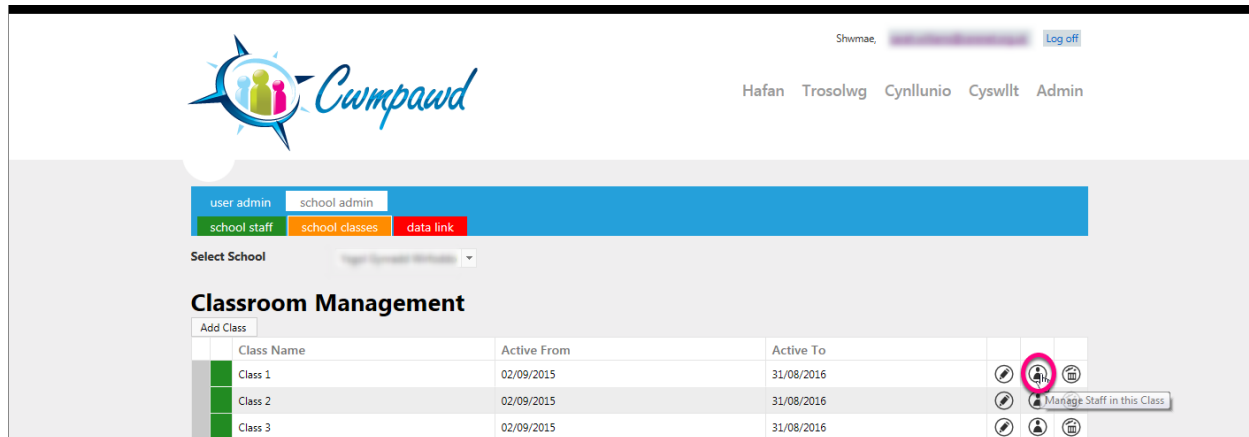


Part 3 - Assigning Staff to Classes

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.



Class Name	Active From	Active To	
Class 1	02/09/2015	31/08/2016	
Class 2	02/09/2015	31/08/2016	
Class 3	02/09/2015	31/08/2016	

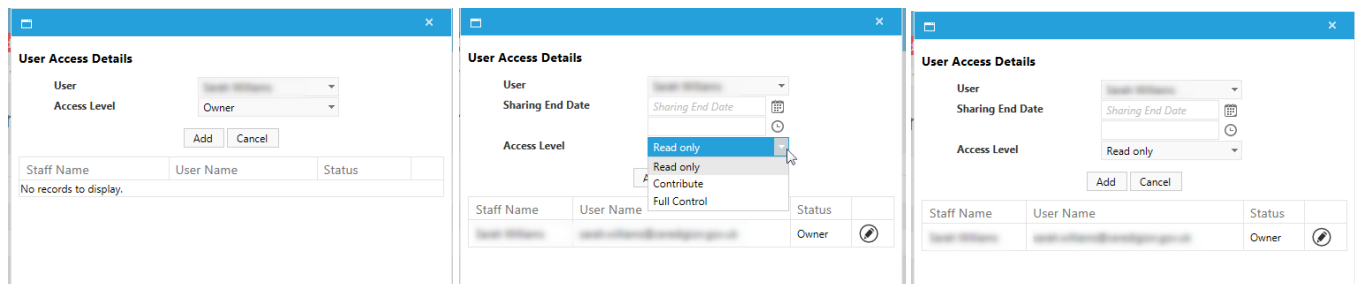
Select a **User** from the list. *The list will only display the users that you created in Part 1.*

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

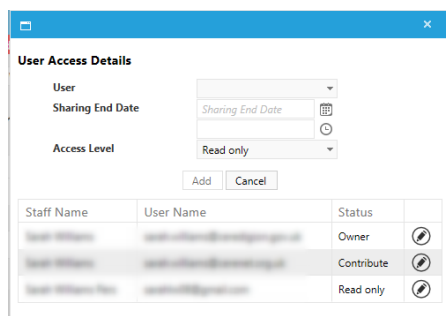
Read Only – User can only view the plans.

Contribute – User can add and edit.


Full Control – User can add, edit and delete.



You can more than one user to a class.



Staff Name	User Name	Status
Teacher 1	teacher1@cerenet.org.uk	Owner
Teacher 2	teacher2@cerenet.org.uk	Contribute
Teacher 3	teacher3@cerenet.org.uk	Read only



Shwmae, [\[username\]](#) [Log off](#)

Hafan Trosolwg Cynllunio Cyswllt Admin

user admin school admin

school staff school classes data link


Select School [\[dropdown\]](#)

Classroom Management

Add Class


	Class Name	Active From	Active To		
> 3	Class 1	02/09/2015	31/08/2016		
> 1	Class 2	02/09/2015	31/08/2016		
> 1	Class 3	02/09/2015	31/08/2016		

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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).



Shwmae, [\[username\]](#) [Log off](#)

Hafan Trosolwg Cynllunio Cyswllt Admin

user admin school admin

school staff school classes data link


Select School [\[dropdown\]](#)

Classroom Management

Add Class

	Class Name	Active From	Active To		
✓ 3	Class 1	02/09/2015	31/08/2016		
	Staff Name	User Name	Status		
	[staff name]	[username]	Owner		
	[staff name]	[username]	Contribute		
	[staff name]	[username]	Read only		
> 1	Class 2	02/09/2015	31/08/2016		
> 1	Class 3	02/09/2015	31/08/2016		

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