



## ***Your Set-up Guide***

**This document contains a simple set-up guide for *Rising Stars Assessment Online*.**

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## Five simple steps for setting up your school

*Click on the steps to be taken to more detailed instructions.*

**STEP 1.** Order *Rising Stars Assessment Online*, free of charge, from the Rising Stars website and nominate an Access Co-ordinator. This role serves to keep your data secure by approving access for other teachers.

**STEP 2.** The Access Co-ordinator should set up the school name, year group names and classes.

**STEP 3.** The Access Co-ordinator should approve other teachers for access by assigning them a role.

**STEP 4.** The pupil import CSV can be completed by any member of staff and then uploaded by the Access Co-ordinator or a Teacher Admin.

**STEP 5.** You are now ready to use the mark sheet and reporting functionality.

### The Access Co-ordinator role

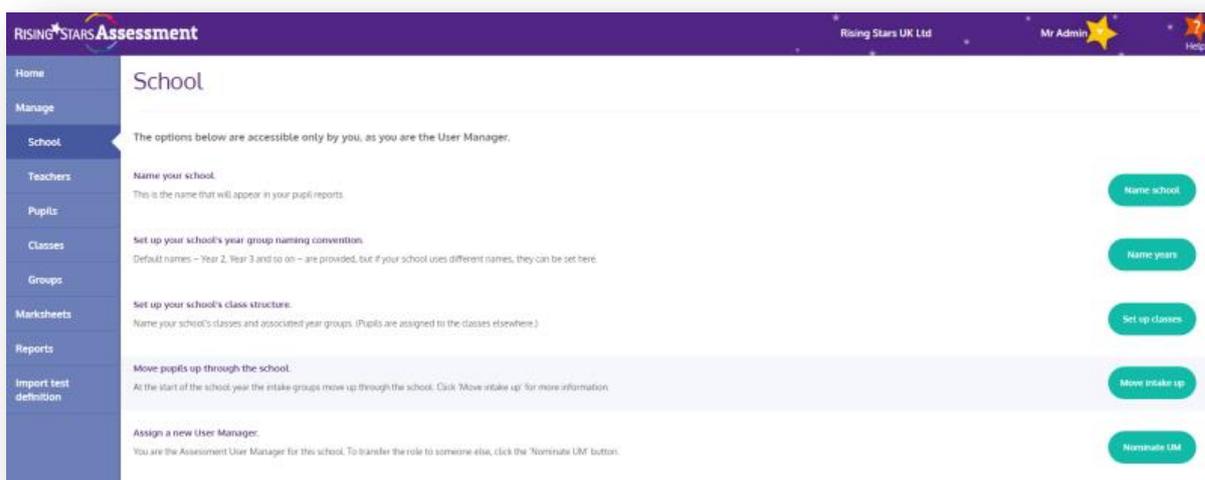
When an order is placed for *Rising Stars Assessment Online*, the person placing the order will be required to nominate someone at your school to become the Access Co-ordinator. This role ensures all your data is secure by approving new teacher accounts. The role can be carried out by anyone appropriate within your school; it is not a time-consuming role and does not require any specialised IT skills; it's simply a way of protecting your school's data.

The Access Coordinator will be responsible for the basic set up of your school, creating classes and uploading pupils' details on to *Rising Stars Assessment Online*. If you have been nominated, you will receive an email to accept this role. You can then enter *Rising Stars Assessment Online* via the icon on your [My Rising Stars](#) dashboard.

## The steps to setting up your school – in more detail

### Setting up your school name, year groups and classes

As the Access Co-ordinator, you will want to take some basic steps as soon as you're able, to set up your school on the platform. These actions are to be carried out in the 'School' tab, found in the navigation bar on the left of the page.



**Only the Access Co-ordinator is able to complete these steps.**

1. Click 'Name school' and enter the school name that you wish to appear in your pupil reports in the space in the dialogue box.

A dialogue box titled 'Name your school'. It contains a text input field with the placeholder text 'Example School'. Below the input field are two buttons: 'Cancel' and 'Save'. The text in the dialogue box explains that this name will appear in pupil reports.

2. Click on 'Name years' to set up your school's year group naming convention. Default names such as Year 2, Year 3 etc. are provided, but if your school uses different names they can be set up here.

**Year group names**

Please tick the names of the year groups which exist in your school. You can also change the default year names if required.

Reception	<input type="text" value="Reception"/>	<input checked="" type="checkbox"/>	Year 7	<input type="text" value="Year 7"/>	<input type="checkbox"/>
Year 1	<input type="text" value="Year 1"/>	<input checked="" type="checkbox"/>	Year 8	<input type="text" value="Year 8"/>	<input type="checkbox"/>
Year 2	<input type="text" value="Year 2"/>	<input checked="" type="checkbox"/>	Year 9	<input type="text" value="Year 9"/>	<input type="checkbox"/>
Year 3	<input type="text" value="Year 3"/>	<input checked="" type="checkbox"/>	Year 10	<input type="text" value="Year 10"/>	<input type="checkbox"/>
Year 4	<input type="text" value="Year 4"/>	<input checked="" type="checkbox"/>	Year 11	<input type="text" value="Year 11"/>	<input type="checkbox"/>
Year 5	<input type="text" value="Year 5"/>	<input checked="" type="checkbox"/>	Year 12	<input type="text" value="Year 12"/>	<input type="checkbox"/>
Year 6	<input type="text" value="Year 6"/>	<input checked="" type="checkbox"/>	Year 13	<input type="text" value="Year 13"/>	<input type="checkbox"/>

3. Click on 'Set up classes' to organise your school's class structure (class names and associated year groups). This is not the step when you assign pupils to classes; that comes later.

**Add class**

A description (optional) may help you to identify a class's teacher. You must also associate the class with a particular year group, which will not change, and an initial intake, which will automatically advance as pupils move up the school.

Class name:

Description:

Year group:

Current intake:

For the 2016-2017 academic year, your intake years will be as follows:

Reception	2016-2017
Year 1	2015-2016
Year 2	2014-2015
Year 3	2013-2014
Year 4	2012-2013
Year 5	2011-2012
Year 6	2010-2011

### Mixed intake classes

Classes can only include children from the same intake year. If you have classes with mixed intake years, you will need to set up two classes before combining these as a group.

*Example:*

For a class with Year 1 and Year 2 pupils you will need to set up two classes – one for the Year 1 pupils, and one for the Year 2 pupils.

The image shows two side-by-side screenshots of the 'Edit class' form. Both forms have the same layout and text, but with different values for the 'Year group' and 'Current intake' fields.

**Left Screenshot:**

- Class name:** Red Class - Year 1
- Description:** Miss Burton's class
- Year group:** Year 1
- Current intake:** 2015-2016

**Right Screenshot:**

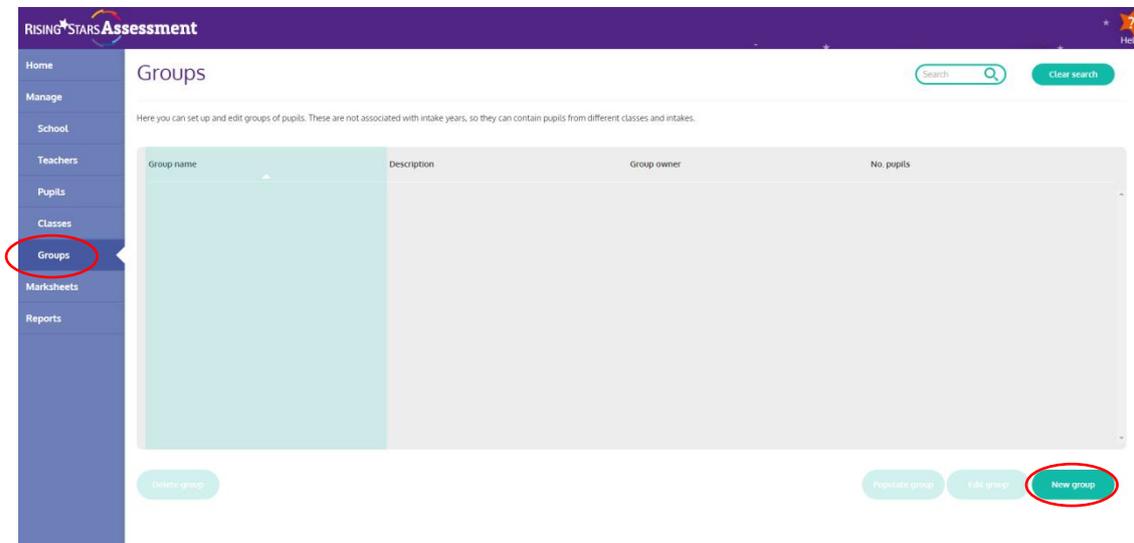
- Class name:** Red Class - Year 2
- Description:** Miss Burton's class
- Year group:** Year 2
- Current intake:** 2014-2015

When you start uploading the pupils onto *Rising Stars Assessment Online*, all Year 1 pupils will need to be added to the Year 1 class (e.g. Red Class – Year 1), and all Year 2 pupils will need to be added to the Year 2 class (e.g. Red Class – Year 2).

To see all of these pupils together, you will then need to set up a group (see next page).

## How to create Groups (an optional step available to all teachers)

In the Groups tab (found in the left-hand side navigation bar) you can set up and edit groups of pupils.



These are not associated with intake years, so they can contain pupils from different classes and intakes.

1. Enter the group name
2. Give your group a useful description
3. Set an owner for this group of pupils

### Add group

A group description is optional, but may help you to identify the group later.

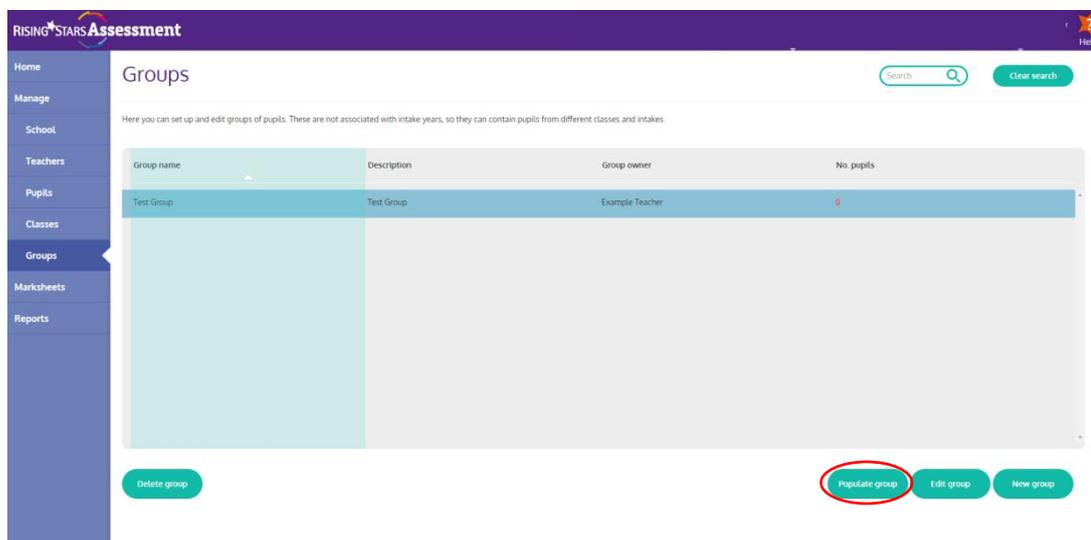
Similarly, specifying the name of the group's "owner" may make it easier for that person to find it if your school uses lots of groups. It confers no other privileges.

Group name:

Description:

Owner:

4. You can assign pupils to a group by using the 'Populate group' button, once you have pupil details in the site.



## Giving access to other teachers

In addition to the Access Co-ordinator, the other two roles available in *Rising Stars Assessment Online* are Teacher and Teacher Admin; the Access Co-ordinator is able to approve access for other teachers in the school by assigning them with either of these roles.

Here is an outline of what the different roles can do within the site:

### Access Co-ordinator

1. Name the school
2. Create and edit Teachers and Teacher Admins
3. Set up year groups and classes (school structure)
4. Link year groups with years of intake
5. Create and delete pupils
6. Create groups
7. Import pupil data
8. Export pupil data
9. Move pupils up through the school
10. Nominate a replacement Access Co-ordinator
11. Manually add marks for pupils
12. Edit marks for pupils
13. Import marks for pupils
14. Run individual and group reports

### Teacher Admin

1. Create and delete pupils
2. Create and edit Teachers and Teacher Admins
3. Create groups
4. Import pupil data
5. Export pupil data
6. Manually add marks for pupils
7. Edit marks for pupils
8. Import marks for pupils
9. Run individual and group reports

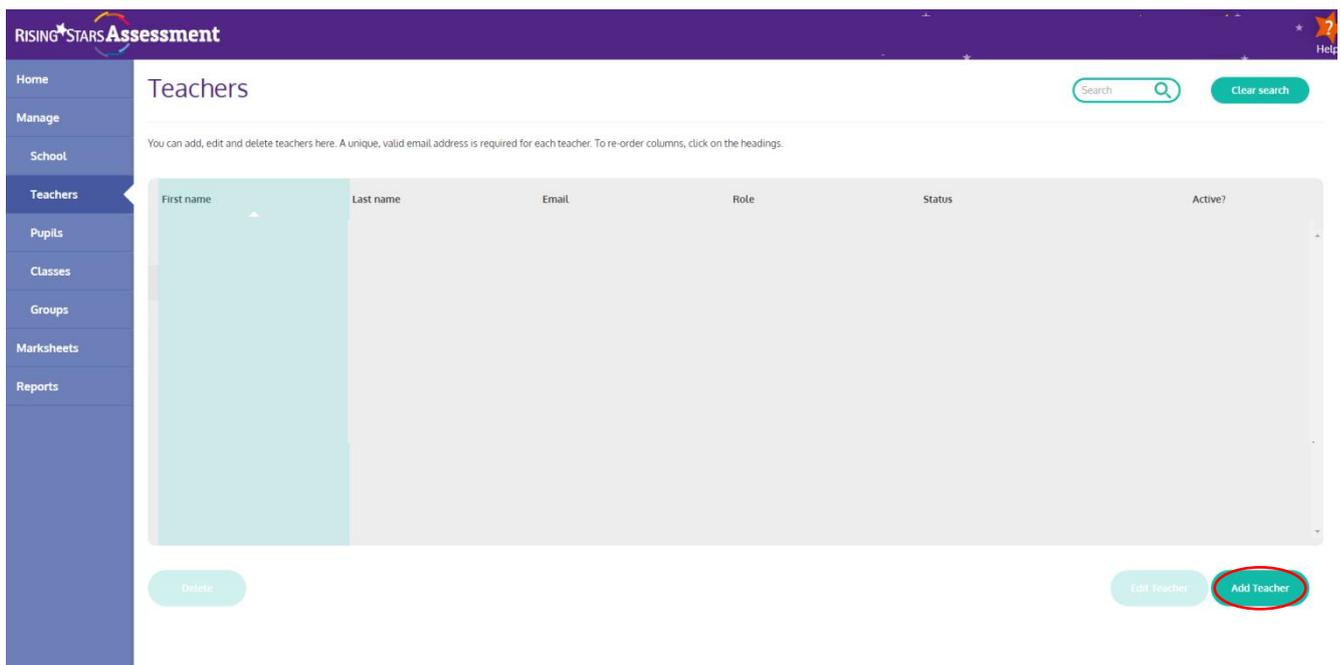
### Teacher

1. Create groups
2. Manually add marks for pupils
3. Edit marks for pupils
4. Import marks for pupils
5. Run individual and group reports

Once *Rising Stars Assessment Online* has been ordered through the Rising Stars website, all teachers in the school will be able to see a *Rising Stars Assessment Online* icon on their My Rising Stars dashboard. However, they will not be able to log in to *Rising Stars Assessment Online* until they have been approved and assigned a role by the Access Co-ordinator.

Here are the steps for giving other teachers access:

1. On entering the site, navigate to the 'Teacher' tab underneath 'Manage' in the navigation bar on the left-hand side and then click the 'Add teacher' button on the bottom right-hand side.



2. Enter the following details for the teacher:
  - a. Title
  - b. First name
  - c. Last name
  - d. Email (must be unique for each teacher)
  - e. Sex
  - f. Select either Teacher or Teacher admin
3. Select the role you would like the teacher to have by choosing an account type: Teacher or Teacher Admin (see page 7 for more detail on the different roles).
4. Click the 'Save and email' button.

The 'Add teacher' form contains the following fields and options:
 

- Title: A dropdown menu with 'Select Title' as the current selection.
- First name: A text input field.
- Last name: A text input field.
- Email: A text input field.
- Sex: Radio buttons for 'Male' and 'Female'.
- Account type: Radio buttons for 'Teacher' and 'Teacher admin'.

 At the bottom of the form are two buttons: 'Cancel' and 'Save and email'. The 'Save and email' button is highlighted with a light blue glow.

5. At this point the teacher has been added. An email will automatically be sent to the address you provided. However, they will need to click on the link in the email to confirm their email address before they can use their account.

## How to amend teacher details/remove access

1. Within the Teacher tab, click on the row you wish to amend.
2. Click on the 'Edit Teacher' button on the bottom right-hand side.
3. You can edit any of the teacher details and can remove access by unticking the box next to 'Has access to this site?'.

The screenshot displays the 'Teachers' management page in the Rising Stars Assessment system. A modal window titled 'Edit teacher' is open, allowing for the modification of a teacher's profile. The modal includes the following fields and options:

- Title: A dropdown menu currently set to 'Mr'.
- First name: A text input field containing 'Example'.
- Last name: A text input field containing 'Teacher'.
- Email: A text input field containing 'exampleteacher@mailinator.com'.
- Sex: Radio buttons for 'Male' and 'Female'.
- Account type: Radio buttons for 'Teacher' (selected) and 'Teacher admin'.
- Has access to this site?: A checkbox that is currently checked and circled in red.

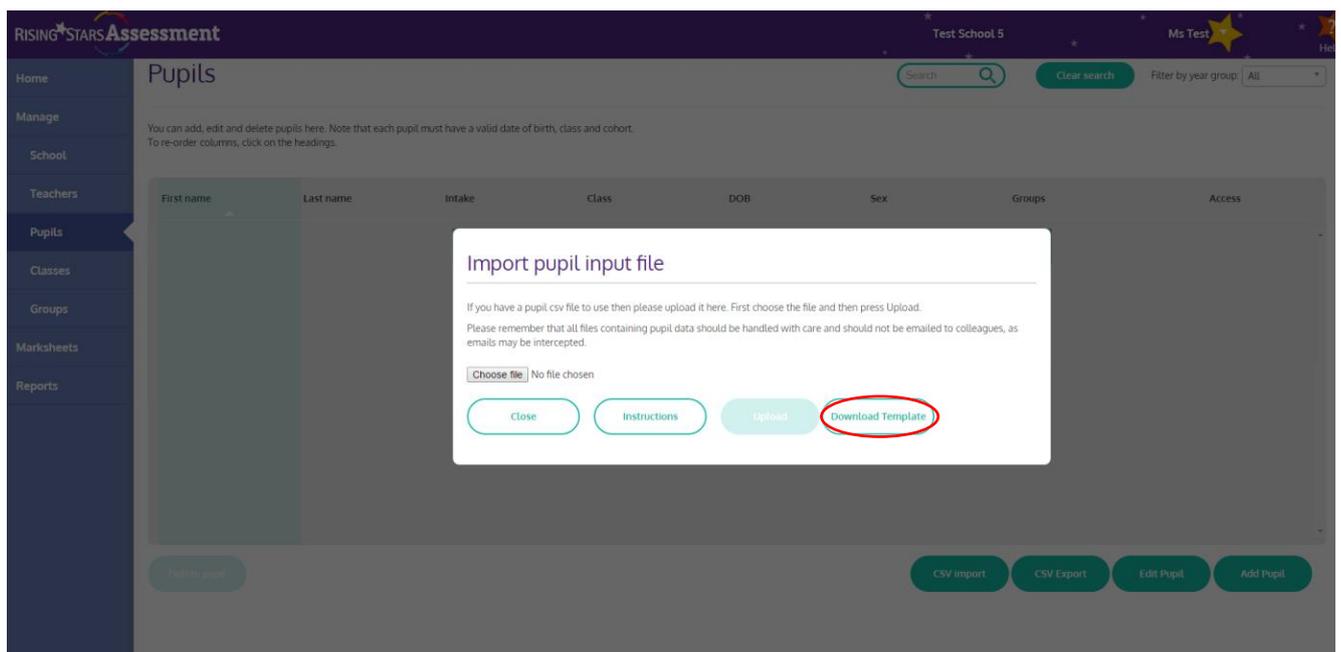
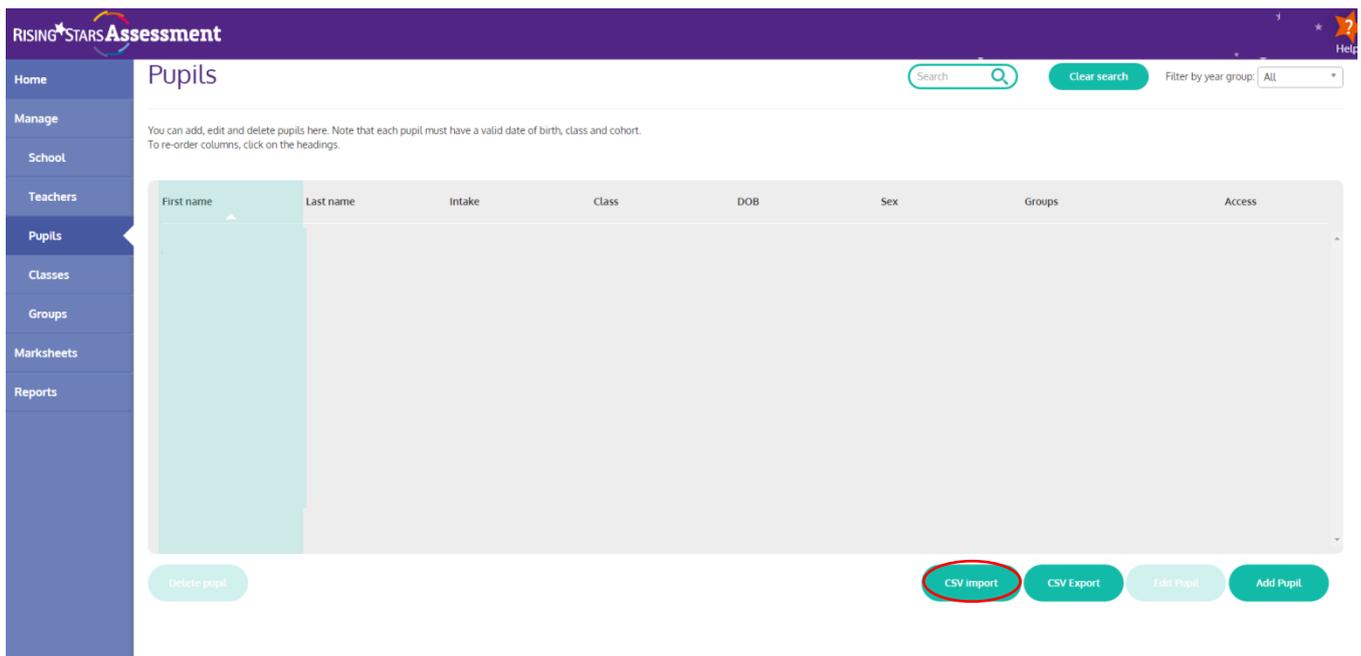
At the bottom of the modal are three buttons: 'Cancel', 'Save', and 'Password reset'. In the background, a table of teachers is visible with columns for 'First name', 'Last name', 'Email', 'Status', and 'Active?'. The 'Edit Teacher' button at the bottom right of the table is also circled in red.

## How to set up your pupils in *Rising Stars Assessment Online*

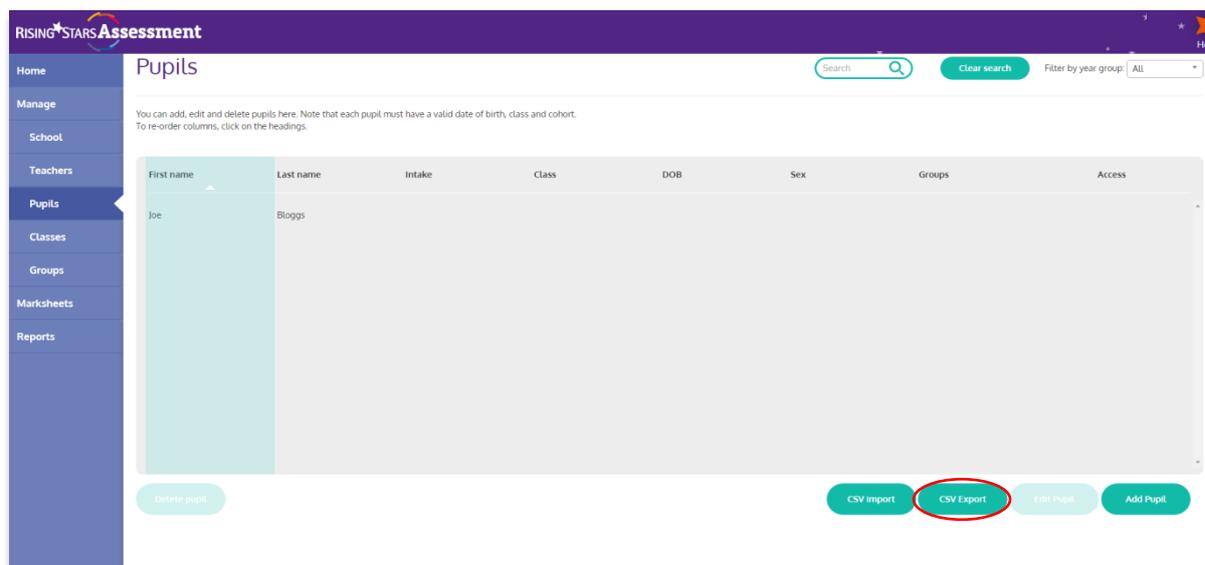
To help you set up your pupils in the site, we have provided a template for you or your teaching staff to add the details of the pupils you wish to add.

The CSV import provides a quick way to upload and group multiple pupils into the classes and intake years that you have created. **Before you can do this, you must already have set up those classes and intake years in the Manage school screen (see pages 3-5 for more information).**

If you are setting up pupils for the first time, go straight to the CSV Import button in the 'Pupils' area and download the template.



If you already have pupils listed for your school in *Rising Stars Assessment Online*, start by exporting a CSV from the Pupil Listing screen.



Once you have exported the blank template CSV you will see the following column headings

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Action	User ID	Username	Password	*5 - First name	6 - Middle name	*7 - Last name	*8 - Intake year	*9 - Class	*10 - DOB	*11 - Gender	12 - Home Language	13 - UPN	*14 - Has Access	15 - Pupil premium (y, otherwise blank) (not case-sensitive)					
2																				
3																				

Below is a guide of what to include in each column. All mandatory columns have been marked with an asterisk (\*)

Column	What to include
A*	Insert the letter a which then tells the system to 'add' the pupil to the mark sheet
B	Optional field – can leave blank
C	Optional field – can leave blank
D	Optional field – can leave blank
E*	Pupil's first name
F	Optional field – can leave blank
G*	Pupil's last name
H*	Intake year – this <b>must match the intake year of the class on Rising Stars Assessment Online</b> . You can see what this is by clicking on the 'Manage' tab on the left hand side of the page. Then click the 'Classes' tab and you should be able to see the intake year of each class in the table.
I*	Class name – this <b>must match the class name on Rising Stars Assessment Online</b> . You can also see this by clicking on the 'Manage' tab on the left hand side of site, and then selecting the 'Classes' tab.
J*	Pupil's date of birth, which needs to be inputted in a DD/MM/YYYY format.
K*	Pupil's gender – either f for female or m for male.
L	Optional field – can leave blank
M	Optional field – can leave blank
N*	Put the letter y. This will enable the pupil to appear in class listings and mark sheets.
O	Optional field – can leave blank

Your completed CSV should look similar to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	1 - Action	2 - User ID	3 - Username	4 - Password	*5 - First name	6 - Middle name	*7 - Last name	*8 - Intake year	*9 - Class	*10 - DOB	*11 - Gender	12 - Home Language	13 - UPN	*14 - Has Access	15 - Pupil premium (y, otherwise blank)	(not case-sensitive)			
2	a				Joe		Bloggs	2015-2016	Year 1	01/01/2011	m			y					
3																			
4																			
5																			

You can upload CSVs containing up to 300 pupils at a time, however, successful upload of this many pupils at once can vary depending on your schools' bandwidth and connectivity. If you do not have strong or fast connectivity we would advise uploading smaller sets of data at a time.

You are now ready to import your CSV of pupil details to *Rising Stars Assessment Online*.

To upload:

- Click 'CSV Import' in the Pupils tab.
- Use 'Choose File' to select your file on your computer.

**Import pupil input file**

If you have a pupil csv file to use then please upload it here. First choose the file and then press Upload.

Please remember that all files containing pupil data should be handled with care and should not be emailed to colleagues, as emails may be intercepted.

No file chosen

- Click 'Upload'. You will see a spinner on the screen whilst your data is uploading. Depending on how many rows are in your import, this may take a few minutes. Once the upload is complete, you will need to refresh your browser to see the pupil names in the site.
- If any mandatory information is missing a Report dialog box will appear.

**Import pupil input file**

New records created: 0  
Existing records updated: 1

A list of the errors detected is below. Click **Printable version** to open the list in a new browser window. Click **Download errors CSV** to download a CSV containing only the problematic records. They can then be corrected in line with the list of errors and re-imported at any time. Row references in the error report match those in the error CSV.

This is a report on your CSV:

**Row**

2: Record rejected. Either supply a non - email address username and password, or an email address and no password

3: Gender is required.  
Class is required.  
Intake is required.

4: Record rejected. The intake was not found

- Click 'Export Errors' to get a list of the errors and details of the pupils that did not successfully load into *Rising Stars Assessment Online*.

- Amend the exported spreadsheet (containing only those that did not upload successfully) as necessary and re-upload.

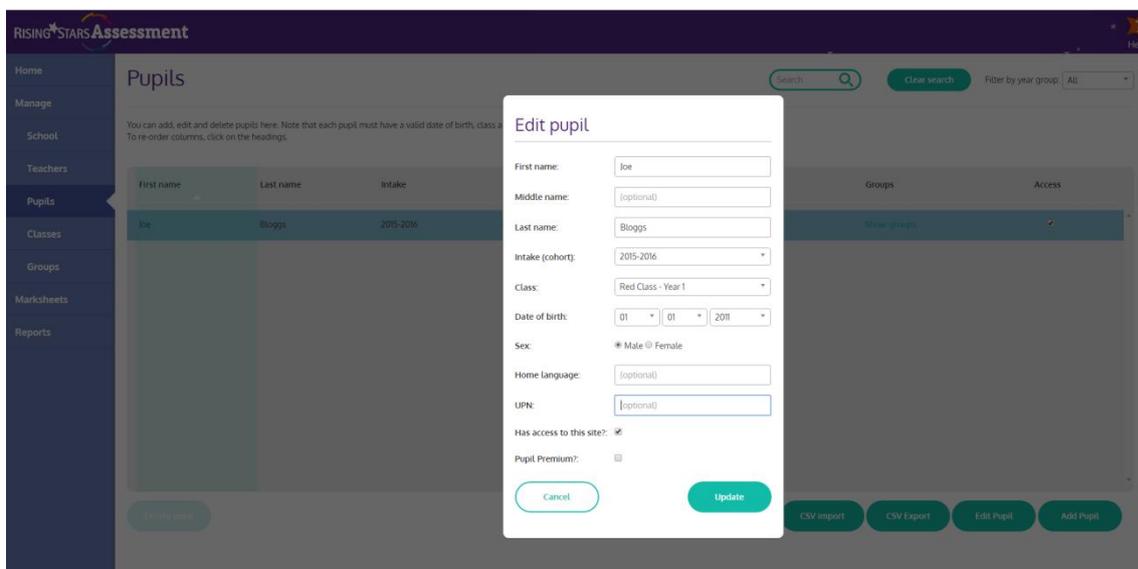
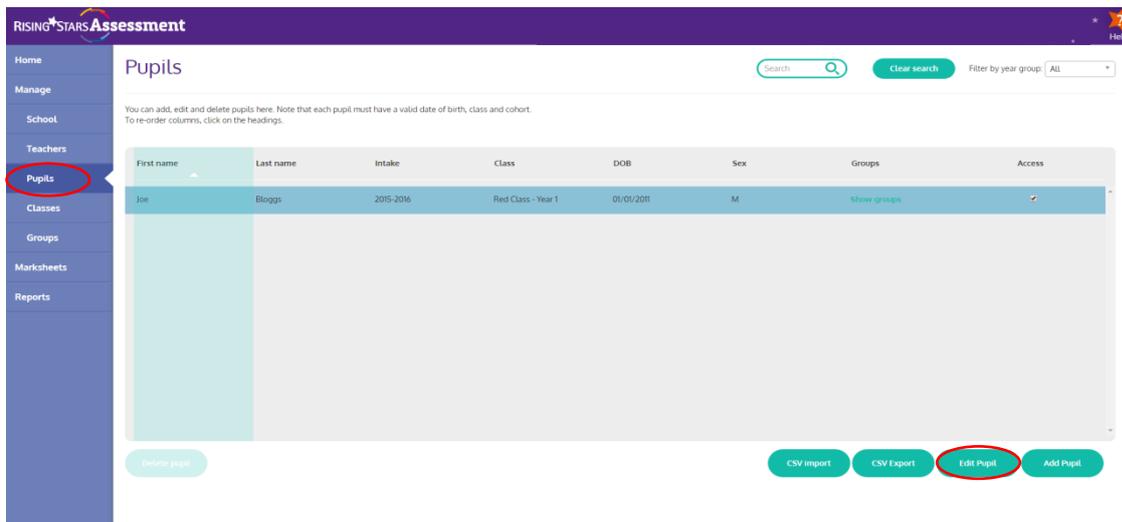
## Editing pupil details

There are two ways to edit a pupil's details

1. Using the 'Edit Pupil' function
2. Using a CSV – useful if editing more than a few at once

### 1. Editing an individual pupil

You can edit an individual pupil's information by going to the 'Edit Pupil' button on the 'Pupils' tab.



## 2. Editing a number of pupils using a CSV (useful if editing more than a few at once)

- To edit and manage a number of existing pupils in *Rising Stars Assessment Online*, you can export a CSV, make any necessary changes and re-upload.
- To edit an existing user, enter 'E' into column A. Make sure you don't change the USER ID in Column B.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1 - Action	2 - User ID	3 - Username	4 - Password	*5 - First name	6 - Middle name	*7 - Last name	*8 - Intake year	*9 - Class	*10 - DOB	*11 - Gender	12 - Home Language	13 - UPN	*14 - Has Access	15 - Pupil premium (y, otherwise blank) (not case-sensitive)					
E	1607706			Joe		Bloggs	2015-2016	Year 1	01/01/2011	M			Y						

### Deleting pupils

The delete function is currently unavailable for schools. If you have any pupils or marks that require deletion, please email the full details of your request to [onlinesupport@risingstars-uk.com](mailto:onlinesupport@risingstars-uk.com).

### Mark sheets and guides

Now you have set up your school on *Rising Stars Assessment Online*, and uploaded your pupils' information, you are ready to use the marksheet and reporting functionality.

For more information on the types of reports that are available on *Rising Stars Assessment Online* and for step-by-step instructions on using the marksheets, analysing results and generating reports visit:

- PiRA - [www.risingstars-uk.com/pirareports](http://www.risingstars-uk.com/pirareports)
- PUMA - [www.risingstars-uk.com/pumareports](http://www.risingstars-uk.com/pumareports)
- Optional Tests - [www.risingstars-uk.com/otreports](http://www.risingstars-uk.com/otreports)
- Progress Tests - [www.risingstars-uk.com/ptreports](http://www.risingstars-uk.com/ptreports)

**If you have any difficulties getting your school set up on *Rising Stars Assessment Online*, send an email to [onlinesupport@risingstars-uk.com](mailto:onlinesupport@risingstars-uk.com) containing your questions, contact details and a good time to contact you, and we will get in touch to help you through the process.**