

MIS data

Discovery Education use staff work email addresses to create their **teacher usernames** for the Experience platform.

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As a user of Wonde's MIS data sync, it is vital that this information is available via Wonde. It is therefore essential that your staff work email addresses containing the school's email domain (e.g. *pbentley@larsensecondary.sch.uk*) is populated within the 'work email' section of your staff details in your schools MIS.

If you are unsure how to enter this information, please read our help guide for the different MIS listed below. If your school uses a MIS that is not listed below, please contact support@wonde.com or your MIS provider directly, they will be able to guide you through the process.

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SIMS

1. Click on the 'Staff' icon, as highlighted below.

The screenshot shows the SIMS application interface for Green Abbey School. The top menu includes Focus, Reports, Routines, Tools, Window, and Help. Below the menu is a toolbar with icons for Back, Forward, and other navigation functions. The main area displays a list of staff members with columns for Name, Previous Name, Title, Gender, and Staff Code. The staff member 'Selina Andrews' is highlighted in blue. Below the list, the 'Employee Details' form is open, showing various tabs like Personal Details, Professional Details, Employment Details, and Appraisals. The 'Basic Details' section is active, showing fields for Title, Legal Forename, Middle Name(s), Legal Surname, Preferred Forename, Preferred Surname, Gender, and Eligible for SWR. A 'Photograph' section is also visible with a 'Click for photographers' button. The 'Personal Information' section shows fields for Date of Birth, NI Number, and Ethnicity.

Name	Previous Name	Title	Gender	Staff Code
Abdullah, Souda		Miss	F	
Abell, Anita		Mrs	F	AA
Anderson, Mary Elizabeth		Mrs	F	MA
Andrews, Selina	Andrews, Selina	Mrs	F	SA
Ansar, Zaidan		Mr	M	
Asher, Dawn		Mrs	F	DA
Auf, Mina		Mrs	F	MIA
Atkinson, John Henry		Mr	M	JA
Batchley, Andrea		Miss	F	ABY
Blackler, Adrian		Mr	M	AB

2. Select the member of staff you would like to amend details for then go to 'Contact information'.

The screenshot shows the SIMS application interface for Green Abbey School, focusing on the 'Contact Information' section for Selina Andrews. The top menu and toolbar are the same as in the previous screenshot. The 'Employee Details' form is open, and the 'Contact Information' tab is selected. The 'Contact Information' section is divided into three main areas: Telephones, Email Addresses, and Cars. The 'Telephones' section shows a table with columns for Device, Location, Number, Daytime No., Primary, and Notes. The 'Email Addresses' section shows a table with columns for Location, Main, Primary, Address, and Notes. The 'Cars' section shows a table with columns for Model, Colour, and Registration. The 'New' button in the 'Email Addresses' section is highlighted in yellow.

Device	Location	Number	Daytime No.	Primary	Notes
Telephone	Home	01632 857336	Yes		

Location	Main	Primary	Address	Notes
Home	Yes	Yes	Andrews@example.com	

Model	Colour	Registration
Renault Clo	Blue	AD51 RTZ

3. On the 'Email Addresses' section, click the 'New' button on the right hand side.

The screenshot shows the 'Add Email' dialog box in the SIMS .net Green Abbey School interface. The dialog box has the following fields:

- Location: Work
- Address: sa@greenabbey.school.com
- Main: No
- Primary: No
- Notes: School Email Address

The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog box.

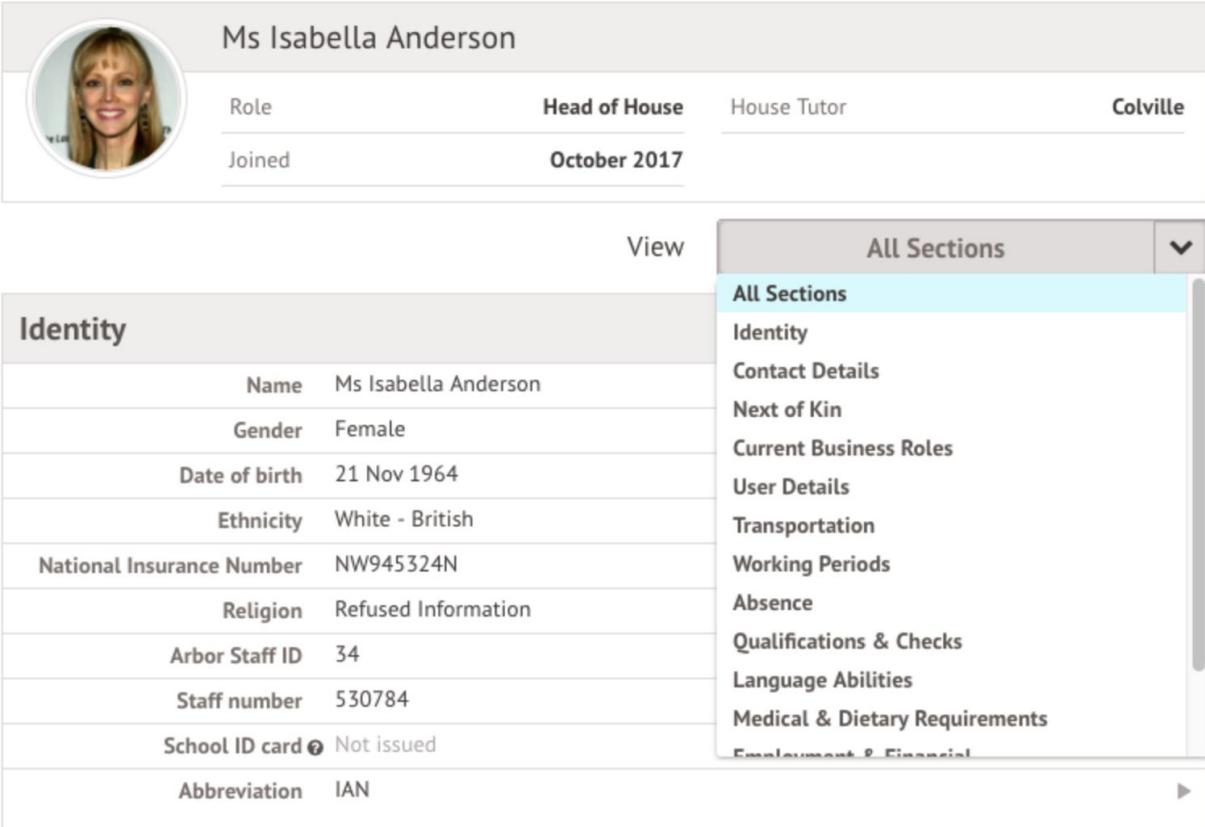
4. Add your work email address which must include your work domain.

The screenshot shows the 'Employee Details' page for Selina Andrews in the SIMS .net Green Abbey School interface. The 'Email Addresses' section is highlighted in yellow, showing the newly added work email address: sa@greenabbey.school.com. The 'Save' button is highlighted in the top left corner of the main interface.

5. Once complete, click the 'save' button in the left hand corner.

Arbor

1. If you would like to edit one staff member's details you can use the top-right search bar or the Browse staff page to find their profile and edit directly from there instead, as shown below.



Ms Isabella Anderson

Role: **Head of House** | House Tutor | **Colville**

Joined: **October 2017**

View

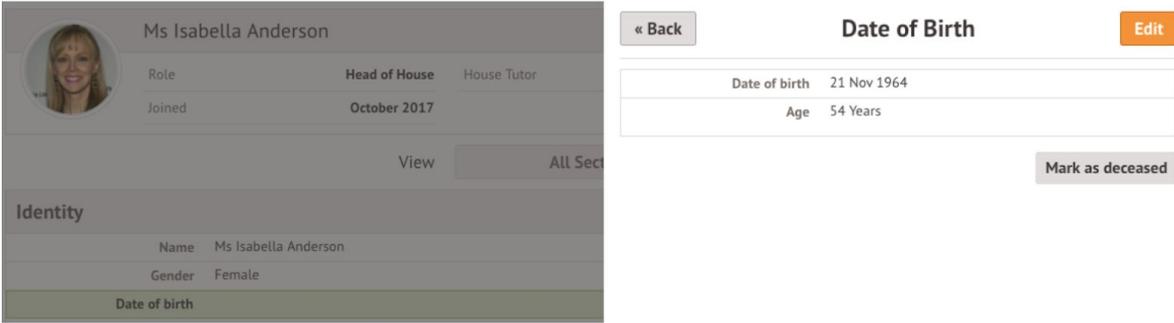
All Sections ▼

- All Sections
- Identity
- Contact Details
- Next of Kin
- Current Business Roles
- User Details
- Transportation
- Working Periods
- Absence
- Qualifications & Checks
- Language Abilities
- Medical & Dietary Requirements
- Employment & Financial

Identity

Name	Ms Isabella Anderson
Gender	Female
Date of birth	21 Nov 1964
Ethnicity	White - British
National Insurance Number	NW945324N
Religion	Refused Information
Arbor Staff ID	34
Staff number	530784
School ID card	Not issued
Abbreviation	IAN

2. Select the section which needs amending - eg. *Contact details*.
3. Click on the orange *Edit* button to amend the details



Ms Isabella Anderson

Role: **Head of House** | House Tutor

Joined: **October 2017**

View

Date of Birth Edit

Date of birth: 21 Nov 1964

Age: 54 Years

Mark as deceased

Identity

Name	Ms Isabella Anderson
Gender	Female
Date of birth	

4. Enter the staff email address containing the schools domain, and click save.

Integris

1. Log into your MIS and go to the *Modules* section.
2. Then go to *General*.
3. Then *Staff Details*.
4. From here, go to the *Personal* tab as circled below.

Modules > General > Staff Details

Edit Staff - Qualifications - Miss Mabel Abels

Personal Additional Info Contacts Groups Activity UDI

Qualified Teacher Status:

QTS Route: 

Qualifications

Type	Date	Subject 1
DOCT		Accounting
MAST		SEN - SENCO
CTED	15 Apr 2018	Operational Research

5. In here you will be able to enter the staff email address containing the schools domain, in the *Work email* section.

Bromcom

1. Log into your Bromcom portal as a 'System User' and use the search bar as seen below to search for the *Staff details* page



2. You can then use the search bar below to search for the particular member of staff.

 A screenshot of the 'Select Staff' search interface. At the top are three buttons: 'New' (purple), 'Go' (dark blue), and 'Delete' (red). Below is a blue header bar with the text 'Select Staff'. Underneath is a search bar labeled 'Staff Name' with a gear icon to its right. To the right of the search bar are three buttons: 'Find' (with a magnifying glass icon), 'Clear', and 'Select Last'.

3. Bring up the member of staffs details and tick the *Send account details to email* - a box will then appear allowing you to add a work email address as seen below.

 A screenshot of the user account creation form. The form includes fields for 'Username' (containing 'gbarnes'), 'Password' (containing '4dc8f56e'), and 'Work email' (containing 'george@our School.com'). There are several checkboxes: 'Create User Account' (checked), 'Show password' (checked), 'User must change password at next logon' (checked), and 'Send account details to email' (checked). Below these are radio buttons for 'User role(s)', including 'Administrator', 'MCAS Administrator', 'Assessment', and 'Office'. A tooltip box is overlaid on the 'Username' field, showing 'gbarnes1' and the message 'Username not available. Suggestion provided'.

4. Enter the staff work email address containing the schools domain, and click *Save*.

ScholarPack

1. Log into your Scholarpack portal as an administrator and go to the *Admin* section.
2. Then go to *Personnel*, then *Staff*.
3. From there, browse for the member of staff by clicking on the drop down box.
4. You can then start typing the staff member's name and select their name as it pops up.
5. Once their record has opened, click on the cog next to their name, this will allow you to edit their personal details.

Primary Email	mbrown@example.co.uk
Secondary Email	

6. There is the option to enter a Primary and Secondary email address for staff on their Profile - Please enter the work email containing the schools domain in *Primary*, and their personal email in *Secondary*.

If you would like to update email addresses for a large number of staff you can do so.

1. Go to *Admin*.
2. Then click *Personnel* then *Staff Group Updater*.



Staff Group Updater

3. Click on *Select a Staff Attribute* and type 'email'. This will filter the available options.

Staff - Group Updater

Staff Attribute:

Include inactive staff

Staff Attribute: Primary Email

4. Select *Primary Email* and click *Choose* - a table with all of the staff will appear like the one below.

Check All

Name	Present value	Select	Value
Mark Brown	mbrown@example.co.uk	<input type="checkbox"/>	<input type="text"/>
George Foster		<input checked="" type="checkbox"/>	gfoster@example.co.uk
Jordan Green	jordan.green@cpoms.co.uk	<input type="checkbox"/>	<input type="text"/>
Sid Jones		<input type="checkbox"/>	<input type="text"/>
Georgia Lloyd	Georgia.Lloyd@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Jacob Newton	Jacob.Newton@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Leanne Stewart	Leanne.Stewart@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Suzanne Taylor	Suzanne.Taylor@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Julian Thornton	Julian.Thornton@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Ellie Walton	Ellie.Walton@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Josephine White	deborah.moss@scholarpack.com	<input type="checkbox"/>	<input type="text"/>

Update Staff

5. Use the *Check All* button to select them all, or use the *Select* box to select individuals.
6. Enter the email addresses in the *Value* column and click *Update Staff*. The email addresses entered here will now appear in the Personal Details field on the Staff profiles.