

How to Access End of Year & Key Stage Documentation

For All Schools

How to download your electronic End of Year Documentation

1. Open internet explorer and navigate to:

<http://bit.ly/midaspages>

Note: It is useful to save this web address as a favourite in your Internet Explorer

2. Log in using your usual WeLearn365 portal login.



Sign in with your work or school account

Keep me signed in

Sign in

3. Select the **Documentation** menu option from the **MIDAS** homepage.



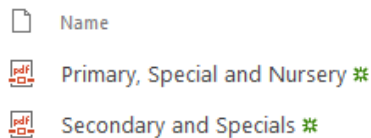
Click on the required module or process to take you to that download area.

[End of Year](#) [Key Stage](#) [School Census](#) [Workforce Census](#) [Preparing The Curriculum](#) [Pupil Premium](#)

4. Select **End of Year** or **Key Stage** as appropriate.
5. Click on **eBooks**.
6. Click on the appropriate school phase folder.

Note: Nursery schools need to use the Primary eBook and Special Schools will need to use the one appropriate to the school structure.

7. Right click on the appropriate school phase eBook.

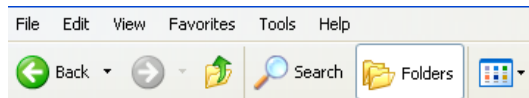


8. Select **Save Target As**.
9. Navigate to the **ICTDS** folder on a shared drive.
10. Click **Save**.
11. If you do not have an ICTDS folder then please create one using the following instructions.

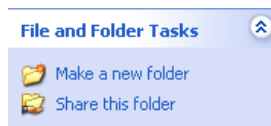
Creating an ICTDS Folder

Option 1

1. From **My Computer** (this could be **Computer**) navigate to the **Shared drive**.
2. Select the **Folders** icon from the toolbar.



3. Select **Make a New Folder** from the left margin.
4. The new folder will appear in the main list with the name highlighted.



5. Name the folder **ICTDS**.

Option 2

If you do not have the previous described options, please follow these instructions.

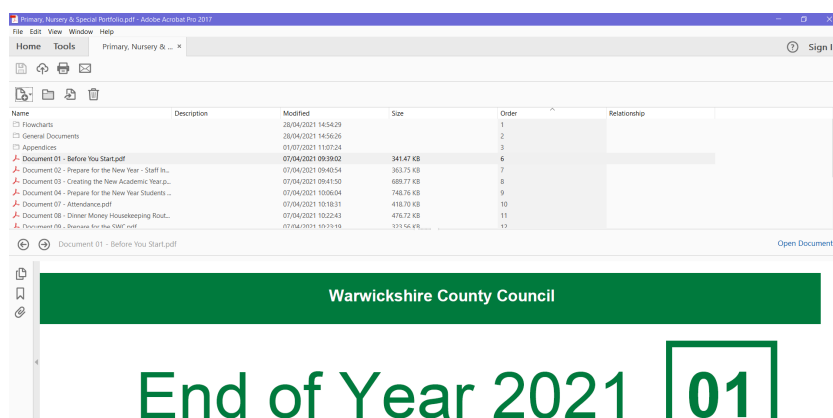
1. From **My Computer** navigate to the **Shared drive**.
2. Right click in the main white box.
3. Select **New** from the menu that appears.
4. Select **Folder**.
5. Name the folder **ICTDS**.

The Adobe file you downloaded will now be referred to as your Census eBook.

How to use the Electronic Census Book

1. Navigate to the **ICTDS** folder.
2. Open the eBook file.

You will then be presented with the End of Year folders and documents contained in the eBook.




3. Open the desired folder / document by double clicking in the top panel.

Alternatively you can highlight the required document in the top panel and click the **Open Document** link at the top right of the displayed document.

4. Select **File / Print** on a highlighted document to print out a paper copy.

Note: It is strongly recommended that you start with the Flowchart as this will direct you to the books required for each process.

5. Click the  in the top right of the document to close it down and return to the main screen.

When finished with a document, you can move to the next document by selecting in the top panel.