How to Access End of Year & Key Stage Documentation

For All Schools

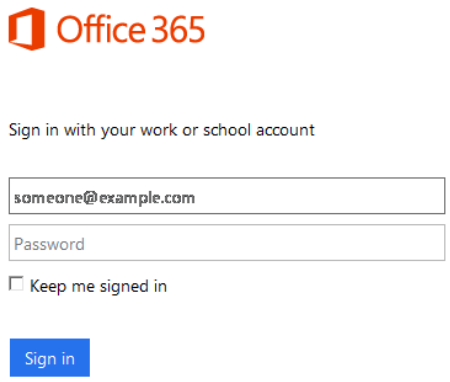
How to download your electronic End of Year Documentation

1. Open internet explorer and navigate to:

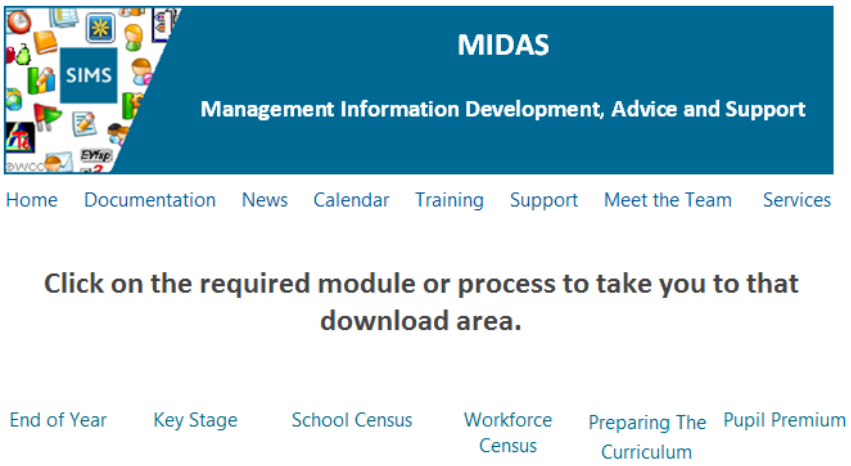
http://bit.ly/midaspages

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.



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



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.

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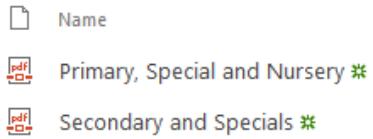
7. Right click on the appropriate school phase eBook.



8. Select **Save Target As.**

9. Navigate to the **ICTDS** folder on a shared drive.

10. Click **Save**.

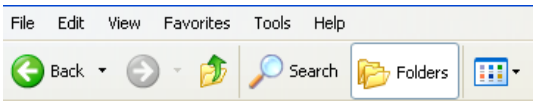
11. If you do not have an ICTDS folder then please create one using the following instructions.

Creating an ICTDS Folder

Option 1

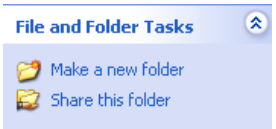
1. From **My Computer** (this could be **Computer**) navigate to the **Shared drive**.

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**.

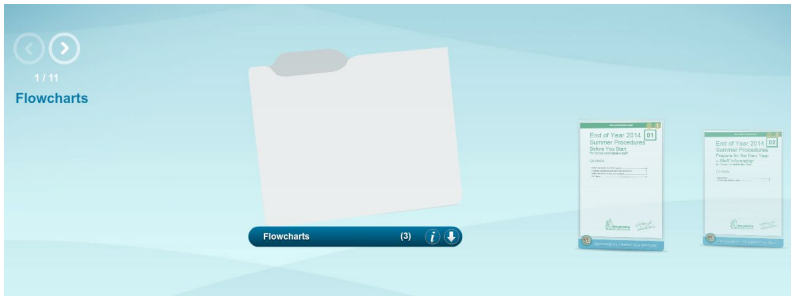
The Adobe file you downloaded will now be referred to as your Census eBook.

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.

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.

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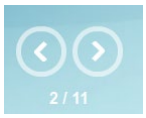
5. Click the in the top right of the document to close it down and return to the main screen.

When finished with a document, you can move to the next document by using the left and right arrows at the top of the screen to navigate between documents