# How to Access End of Year & Key Stage Documentation

For All Schools

# How to download your electronic Key Stage 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.



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

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

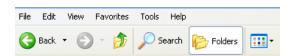
**Note:** Nursery schools need to use the Primary eBook and Special Schools will need to use the one appropriate to the school structure.

- 7. Right click on the Key Stage 2023 eBook.
  - Name
  - 🛃 🛛 Primary, Special and Nursery 🗱
  - 🛒 Secondary and Specials 🗱
- 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 Key Stage 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.

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Name	Description	Modified	Size	Order	Relationship	^
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E General Documents		28/04/2021 14:56:26		2		
Appendices		01/07/2021 11:07:24		3		
A Document 01 - Before You Start.pdf		07/04/2021 09:39:02	341.47 KB	6		
- Document 02 - Prepare for the New Year - Staff In		07/04/2021 09:40:54	363.75 KB	7		
Document 03 - Creating the New Academic Year.p		07/04/2021 09:41:50	689.77 KB	8		
Jacob Document 04 - Prepare for the New Year Students		07/04/2021 10:06:04	748.76 KB	9		
- Document 07 - Attendance.pdf		07/04/2021 10:18:31	418.70 KB	10		
Document 08 - Dinner Money Housekeeping Rout		07/04/2021 10:22:43	476.72 KB	11		
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End of Year 2021 <b>01</b>						

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 S 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.