

# 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>

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

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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](#)

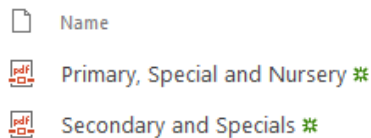
4. Select **End of Year** or **Key Stage** as appropriate.
5. Click on **eBooks**.
6. Click on the appropriate school phase folder.

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**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 Key Stage 2023 eBook.

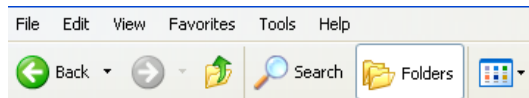


8. Select **Save Target As**.
9. Navigate to the **ICTDS** folder on a shared drive.
10. Click **Save**.
11. If you do not have an ICTDS folder then please create one using the following instructions.

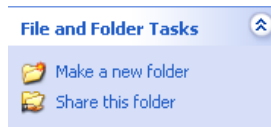
## Creating an ICTDS Folder

### 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.

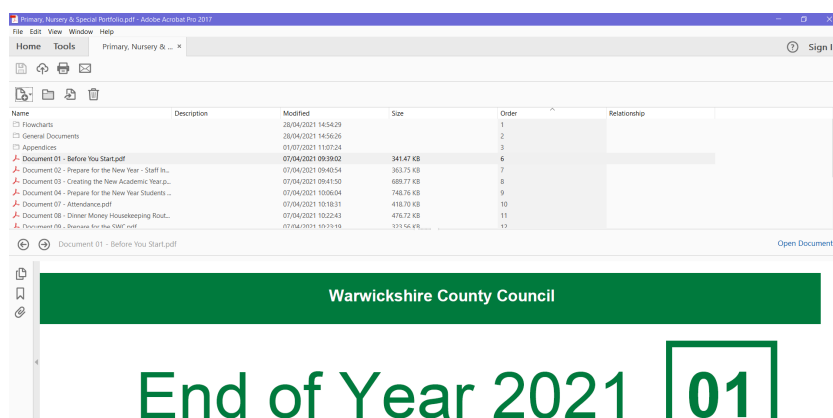
1. From **My Computer** navigate to the **Shared drive**.
2. Right click in the main white box.
3. Select **New** from the menu that appears.
4. Select **Folder**.
5. Name the folder **ICTDS**.

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



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.

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**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 selecting in the top panel.