

Administration for Teaching and Learning

A staff member within your school will have been given administration access, if you are not aware of who this is, please contact us by calling **0300 300 0000** or email to elarning@theictservice.org.uk

The following information explains/shows how small 'tweaks' can be made to ensure the platform meets your school's needs.

Changes using the Control Panel

Users:

- Log onto Starz+ with an administration profile
- Hover your cursor over CP, (Control Panel), on the menu bar
- From the drop-down select Users



In this area, you can monitor who and when a user last attempted to log onto the platform. Use the 'Search' box to locate a user.

CREATE NEW USER

ACTION ▼

FILTER ▼

DISPLAY ▼

- The '**Create New User**' should only be used for fictitious users – Father Christmas, Katie Morag etc. or for trusted adults who are not within your SIMS database. Please be aware that pupil accounts should not be created so that pupil numbers are not affected. New pupils and children added to your roll will have accounts automatically created as soon as they are admitted to SIMS.
- Use the '**Action**' button to remove any manually created accounts. Check the box at the side of the user's name to indicate which account is to be removed.
- The '**Filter**' button allows you to view a selected list of users:
 - Administrator
 - Contact
 - Governor
 - Staff
 - Student
 - Teacher
- Choose to '**Display**' 10, 20, 50 or 100 Users by selecting the far-right yellow button.
- Clicking the name of a user and the second tab displayed in the pop-up window allows you to **change their username and password** – see separate help file. Changing the username is particularly useful for young pupils with long double-barrelled names.
- Adult users have additional settings which can allow their account to '**Edit Website**' or be '**Added to all classes**'

Tweaking Classes

- Log onto Starz+ with an administration profile
- Hover your cursor over CP, (Control Panel), on the menu bar
- From the drop-down select Classes
- Click onto the name of the class you wish to amend a pop-up window will appear similar to the following:

- Class names** are pulled through from SIMS, any changes to the name displayed needs to be done within SIMS – any changes made within Starz+ will be over-written following the next synchronisation.
- It is possible to **use another class's homepage** – check the box and then select the class homepage you wish to use from the list provided.
- Adding members** is achieved by selecting the Members Tab. Pupils and SIMS associated teachers will have already pulled through. To add support staff, or a secondary teacher, start to type their name in the field provided – predictive text will provide options, the more you type the fewer options will be provided. Select the member who needs to be added... you will then see their name appear in the list of 'Other users'.
- Main User** determines whose picture profile is displayed to the children, this is also the person who will receive any **whistle blowing notifications** that the children make.
- Starz Options** elect for either Starz Activities or Little Starz weblinks. This will be determined by the age of the pupils within the class. Little Starz is suitable for Nursery, Reception and Yr1 pupils.

Please note: Remember to select 'FINISH' to save any changes you make to the class.

Modules

The platform is made up of modules that can be activated or deactivated according to needs.

- Log onto Starz+ with an administration profile
- Hover your cursor over CP, (Control Panel), on the menu bar
- From the drop-down select Modules
- Click onto the group name to access the modules affecting that groups

Please note: We recommend that you approach this area with caution; any changes made here affect all within the group of users.

- Students** the only change you should need to make for pupils is to activate the 'Profile Picture' module, allowing pupils to change their picture icon. To activate the module, drag and drop from right to left and save the changes.

Please note: We recommend that you do not activate the 'My Settings' module as this will allow pupils to change their own passwords!

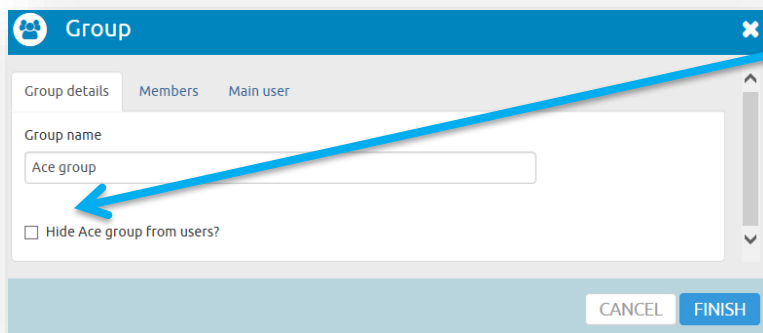
- **Teachers** if your school has chosen not to use the 'Register' tool then it is possible to de-activate the module and remove it from teachers' dashboard menu bars. Select 'Register' from the active list and drag into inactive. Save the changes

If you think you need to make any other changes in this area can we suggest that you contact us first.

Groups

Please see additional support material for information regarding groups

Please note: Remember any groups created in SIMS will pull through to Starz+ and may need to be hidden from the user members.

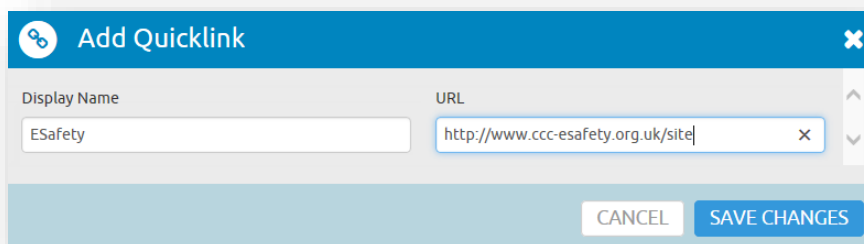


Check the 'Hide' box and select Finish to save the change.

Quick Links

It is possible to add 'Quick Links' to users' dashboards.

- Log onto Starz+ with an administration profile
- Hover your cursor over CP, (Control Panel), on the menu bar
Select Quick Links the drop-down.
- From the pop-up window select the group of users for whom you wish to add the link – click onto the group name.
- Select the green 'Add Quick Link' button.
- Enter the Display name and URL into the pop-up window



- Save your changes.

Rooms and Subjects

These are not currently used within the Primary Learning Platform, but are a carry-over from the secondary platform that eSchools provide.