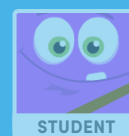
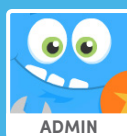


# User Guide

*This User Guide is relevant for Admins*



## Wonde - An Overview

*Please note: This User Guide applies to users in the UK only.*

Wonde lets you sync EducationCity directly with your Management Information System (MIS)\*, such as Capita SIMS, RM Integris and Scholar Pack.

Integrating EducationCity with Wonde means student, teacher and class information will be uploaded automatically onto EducationCity, saving you time. Accounts are synced to your MIS on a daily basis and integration is free.

Wonde is also GDPR compliant and with it, schools do not need to remember extra logins; there are easy login options for users, including QR codes and emoji logins.

Please note: If schools choose to integrate with Wonde\*, all student, teacher and class data currently stored on their EducationCity subscription, such as scores, Revision Journals and MyCities, will be deleted. However, score data can be exported from SuccessTracker as a CSV file before integrating with Wonde.

*\*We only use the minimal data set that is required for EducationCity.*

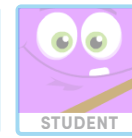
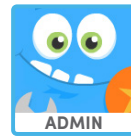
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### **This guide will take you through:**

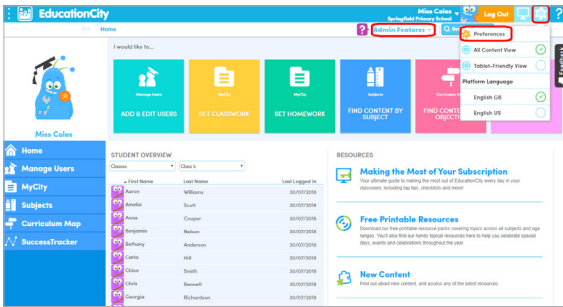
1. Integrating Wonde with EducationCity
2. Adding Administrators in Manage Users
3. Adding Groups in Manage Users
4. Finding & Editing a User's Details
5. Editing Multiple Students' Usernames & Passwords
6. Printing or Exporting Login Details for Students & Teachers

# User Guide

This User Guide is relevant for Admins

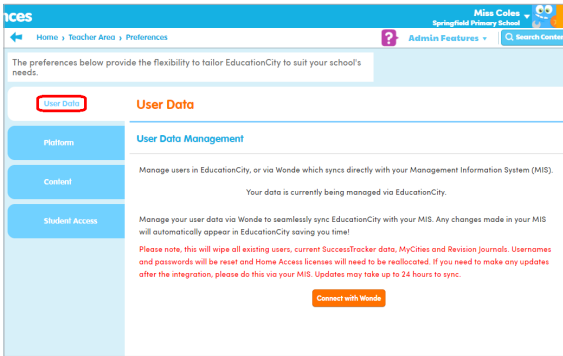


## 1 Integrating Wonde with EducationCity

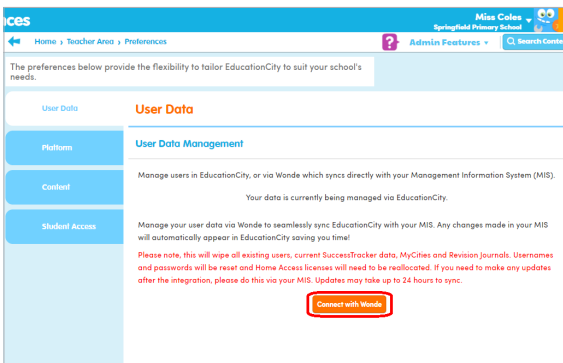


To integrate with Wonde, head to **Preferences** on EducationCity via the drop-down or cog button.

*Please note: Only Admin users can connect with Wonde.*



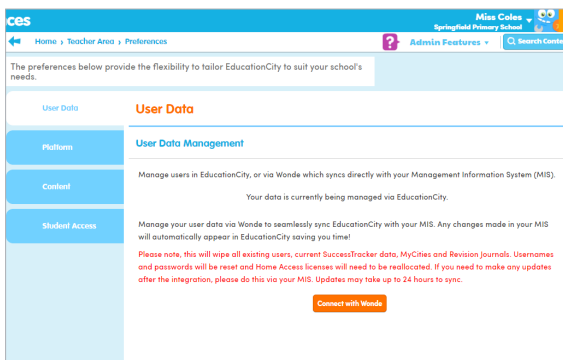
When you reach Preferences, you will need to go to the **User Data** tab.



From here, read the information and click the **Connect with Wonde** button.

*Please note: Integrating with Wonde will delete all data stored on your EducationCity subscription, such as scores, Revision Journals and MyCities.*

*Usernames and passwords will be changed when connecting with Wonde and Home Access licences will need to be reallocated.*

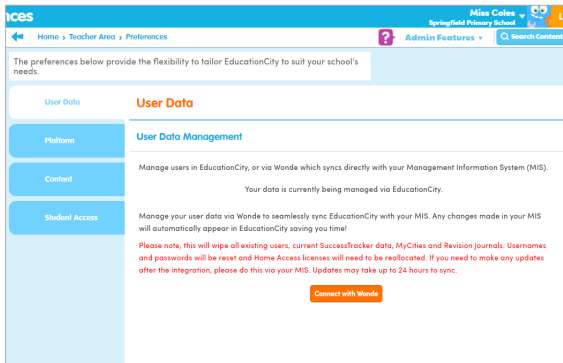
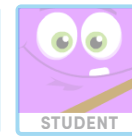
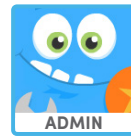


Your school will be matched to the Wonde database.

*If you find an error message, please get in touch with EducationCity for help and then start the process of connecting again.*

# User Guide

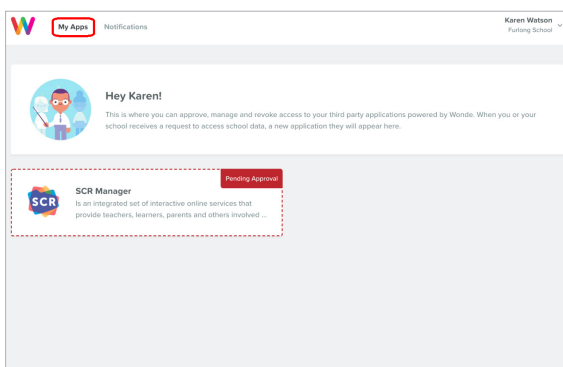
This User Guide is relevant for Admins



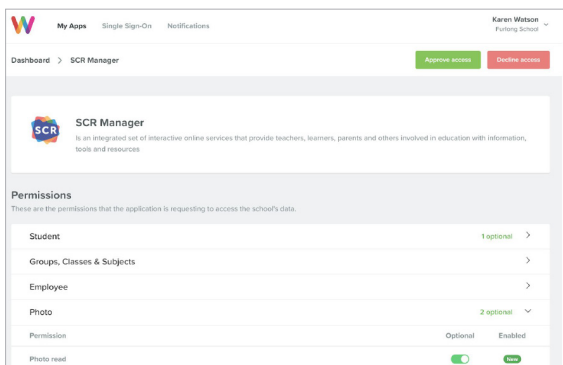
If your school is matched with Wonde's database and you already use Wonde, your connection will be established by Wonde.

If your school does not have Wonde, you will be asked to book an integration with Wonde to set your school up and connect to EducationCity.

*Please note: Connecting with Wonde is free. The person who has access to approve data in your school should be set up on Wonde.*

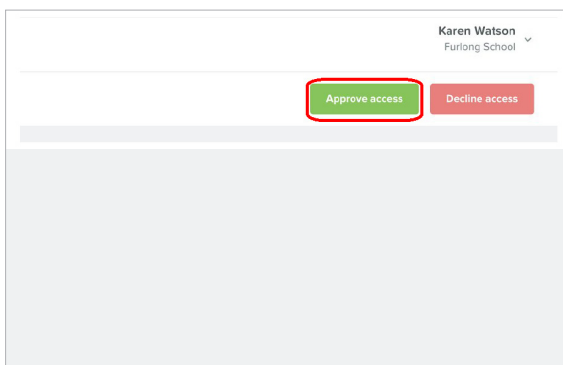


Once you are set up and have connected EducationCity with Wonde (this can take up to half an hour for new schools), go to the **My Apps** page on Wonde and you will see any apps that have previously been approved or those apps which are pending approval.



Click **EducationCity** here, which will be pending approval, and you will be taken through to a screen showing the permissions requested. Permissions are either required or optional.

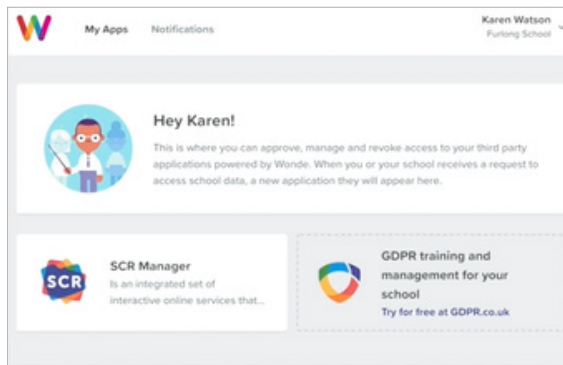
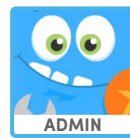
If any permissions are optional, you can toggle them on/off. Any optional permissions will have a limited impact on app functionality.



Now click the **Approve access** option to approve the connection. An email approval receipt will be sent from Wonde to the school. The receipt details the permissions, who approved them, their position and the date/time they were approved.

# User Guide

This User Guide is relevant for Admins



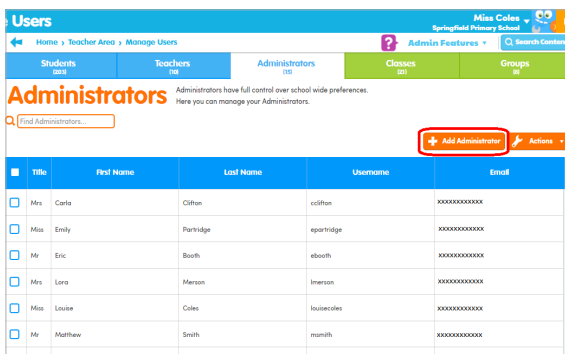
Once EducationCity has been granted access, the school can then log in to Wonde from their homepage.

For more information on logging in, please see the Wonde website.

## 2 Adding Administrators in Manage Users

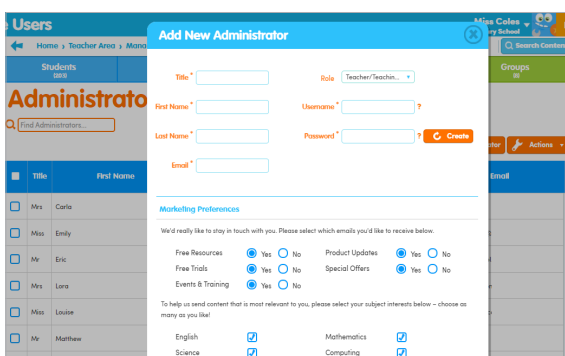
Please note: When integrating with Wonde, you will not be able to edit a student's or a teacher's 'Title', 'First Name', 'Last Name' and 'Type'.

Although you cannot edit these details, you can still 'Print Home Access Letters' for students. Please see the Manage Users – How to Add & Edit Students User Guide for more details.



As Wonde does not upload Administrators, to add them, go to the Administrators tab, and then click **Add Administrator**.

Please note: The Administrator user is someone who acts as the 'owner' of the account and is able to adapt the school's account settings.

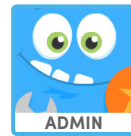


Complete the fields.

Click **Save** when you have finished.

# User Guide

This User Guide is relevant for Admins



## 3 Adding Groups in Manage Users

Group Name	Level	# of Students	Notes
French - Monday	Year 4 - Year 5	11	Complete the set work by next week.
Grammar Group	Year 3 - Year 5	12	Wednesday 2pm
Lunch Club	Year 2	23	No notes available.
Maths Revision	Year 2	11	To be completed by the end of half term.
SATS Class 1	Year 4 - Year 5	11	No notes available.
Spanish	Year 4 - Year 5	11	Lunchtime Club
Spelling Bees	Year 2	11	No notes available.

As Wonde does not upload Groups, to add them, go to the Groups tab, and then click **Add Group**.

*Please note: Groups are ideal for differentiated learning and adapting teaching to a range of learning levels.*

First Name	Last Name	Class	Group	
<input type="checkbox"/>	Aaron	Chapman	55	3 Groups
<input type="checkbox"/>	Abbie	Smith	55	3 Groups
<input type="checkbox"/>	Abbie	Wyatt	Class 2	0 Groups
<input type="checkbox"/>	Abigail	Leaves	48	0 Groups
<input type="checkbox"/>	Alex	James	3C	0 Groups
<input type="checkbox"/>	Alexander	Skelley	3C	0 Groups
<input type="checkbox"/>	Alexandra	Wheaton	6A	1 Group
<input type="checkbox"/>	Alfie	Shalford	Class 2	0 Groups
<input type="checkbox"/>	Amelia	Jones	55	3 Groups
<input type="checkbox"/>	Amenia	Clark	Class 2	0 Groups
<input type="checkbox"/>	Amenia	Kimee	Class 2	0 Groups

Enter a **Group Name**. You can also add **Notes** if you wish.

First Name	Last Name	Class	Group	
<input type="checkbox"/>	Aaron	Chapman	55	3 Groups
<input type="checkbox"/>	Abbie	Smith	55	3 Groups
<input type="checkbox"/>	Abbie	Wyatt	Class 2	0 Groups
<input type="checkbox"/>	Abigail	Leaves	48	0 Groups
<input type="checkbox"/>	Alex	James	3C	0 Groups
<input type="checkbox"/>	Alexander	Skelley	3C	0 Groups
<input type="checkbox"/>	Alexandra	Wheaton	6A	1 Group
<input type="checkbox"/>	Alfie	Shalford	Class 2	0 Groups
<input type="checkbox"/>	Amelia	Jones	55	3 Groups
<input type="checkbox"/>	Amenia	Clark	Class 2	0 Groups
<input type="checkbox"/>	Amenia	Kimee	Class 2	0 Groups

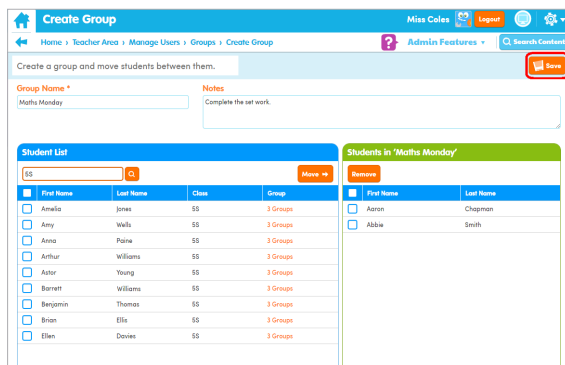
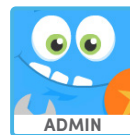
Use the search box to find the students (you can search by name, Unique ID, class or group) you wish to add to the group and **tick** the box next to their name to select them.

First Name	Last Name	Class	Group	
<input checked="" type="checkbox"/>	Aaron	Chapman	55	3 Groups
<input checked="" type="checkbox"/>	Abbie	Smith	55	3 Groups
<input type="checkbox"/>	Amelia	Jones	55	3 Groups
<input type="checkbox"/>	Amy	Wells	55	3 Groups
<input type="checkbox"/>	Aona	Paine	55	3 Groups
<input type="checkbox"/>	Arthur	Williams	55	3 Groups
<input type="checkbox"/>	Aster	Young	55	3 Groups
<input type="checkbox"/>	Barrett	Wyatt	55	3 Groups
<input type="checkbox"/>	Benjamin	Thomas	55	3 Groups
<input type="checkbox"/>	Brian	Ellis	55	3 Groups

Click **Move** to add the selected students to your group.

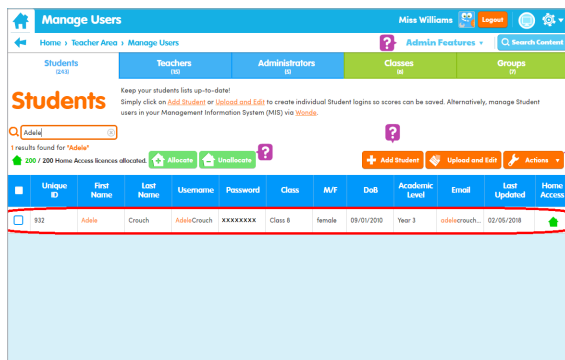
# User Guide

This User Guide is relevant for Admins

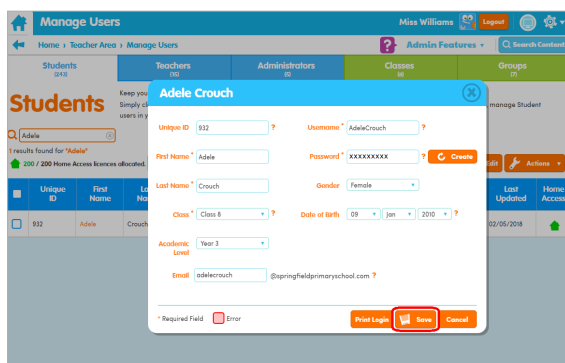


Click **Save** in the top right corner to save. Your group will now be visible in the Groups tab.

## 4 Finding & Editing a User's Details



Type the name of the teacher or student (for students, you can also search by Unique ID) into the **search box**, then click on their **name**.

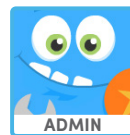


Make the necessary changes, then click **Save**.

*Please note: When integrating with Wonde, you will not be able to edit a student's or a teacher's 'Title', 'First Name', 'Last Name' and 'Type'.*

# User Guide

This User Guide is relevant for Admins



## 5 Editing Multiple Students' Usernames & Passwords

The screenshot shows the 'Manage Users' interface with the 'Students' tab selected. A table lists student details including Unique ID, First Name, Last Name, Username, Password, Class, M/F, DoB, and Academic Level. The checkboxes for the first four rows are selected. The 'Actions' dropdown menu is open, showing options like 'Print Logins', 'Print Home Access Letters', 'Export CSV', 'Replace Username', 'Replace Password', and 'Delete'. The 'Replace Username' and 'Replace Password' options are highlighted.

Unique ID	First Name	Last Name	Username	Password	Class	M/F	DoB	Academic Level
867	Adam	Phillips	AdamPhillips	XXXXXXXX	Class 3	male	12/06/2010	F1
767	Adam	Williams	AdamW2	XXXXXXXX	Class 2	male	12/09/2007	Year 6
957	Ada	Price	AdaPrice	XXXXXXXX	Class 8	male	23/05/2010	Year 3
832	Adale	Crouch	AdaleCrouch	XXXXXXXX	Class 8	female	09/01/2010	Year 3
359	Adrian	Lawrence	AdrianLawr...	XXXXXXXX	Class 2	male	01/10/2009	Year 5
179	Alex	Clark	AlexC3	XXXXXXXX	Class 3	female	11/11/2009	Year 3

To replace the usernames and passwords of multiple students at once, simply tick the box next to the name of the students you want to edit. Then click on the **Actions** drop-down and select **Replace Username** or **Replace Password**.

## 6 Printing or Exporting Login Details for Students & Teachers

The screenshot shows the 'Manage Users' interface with the 'Students' tab selected. The table of students is the same as in the previous screenshot. The 'Actions' dropdown menu is open, showing options like 'Print Logins', 'Print Home Access Letters', 'Export CSV', 'Replace Username', 'Replace Password', and 'Delete'. The 'Print Logins', 'Print Home Access Letters', and 'Export CSV' options are highlighted.

Once you have used the **tick boxes** to select users in either the Students or Teachers tab, click on the **Actions** button to access the drop-down menu. From here, depending on the tab you are in, you can:

- Print logins for selected students/teachers.
- Print Home Access letters for parents.
- Export the details of the selected students/teachers as a CSV spreadsheet.
- Replace usernames for selected students.
- Replace passwords for selected students.