



Pupilbase Quickstart Sheet

Here are three quick ways to begin using Pupilbase that will help you to get used to how it works and understand the different functions it offers.

Audit

1. Choose one of the pre-written general audit templates that aligns with one of your school priorities.
2. Save it with today's date on it.
3. Complete the audit by using the sliders to make Ofsted-style judgments on how well you think the school is doing in each area.
4. You can add comments or links to any evidence in the area under each judgement
5. Then create a report and share your finding with SLT or staff

Survey

1. Create your own survey about something that you wish to find out about (either from scratch or using one of our templates)
2. Select the audience you want to survey (staff, parents, KS1 or KS2 children)
3. Write or edit the questions until you are happy
4. Copy the complete survey link and send to the recipients
5. Create a report on the survey results and share with SLT or staff

Tasks

1. Practise using the Task function by creating tasks for a small group of staff (perhaps SLT or a few teachers to begin with)
2. Create task for individuals and groups
3. Name each task, give it a description, set a deadline and importance grade and include any links to documents
4. Respond to any questions or comments via the message function
5. Review the work once you receive the completed notification
6. Take turns to create different tasks for each other and complete
7. Look at the task list to see which tasks are coming up and are most urgent and significant

By testing out these functions at a small scale you will get a good understanding of how best to use Pupilbase and then be ready to share it more widely with all staff - perhaps in a staff meeting.

If you have any questions or feedback then we are here for you.

Just email: contact@pupilbase.com

Many thanks!

A handwritten signature in black ink that reads "Keith Atkins". The signature is written in a cursive, flowing style.