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Issue #62 - September 2 2023

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Welcome to all our new subscribers and current users.

Please find below details of the platform updates, updating your pupils, creating admin users and further planned updates.

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### Platform Updates

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We continue to update the platform to provide new features and content.

**The APP is on version 8.1.0** and this needs to be used for this academic year. You can find out your version by selecting My Account in the left hand menu and scrolling to the bottom.

**The WEB is on version 3.9.3.** This should update automatically when logging in through our website. You will see the version you are using in the bottom left hand corner of the log in page.

**APP Version 8.1.0** now contains new features such as saving evidence from the camera

roll, a refresh button on the Long Term Plan and the new Swimming Portal.

**WEB Version 3.9.3** contains the new admin features (further guidance below), Swimming National Curriculum tracking section and a NEW Fundamental Movement Skills tracker within the new ToolBox menu.

Further guidance on access to these new features will be released in due course. If anyone does want to find out more before than please don't hesitate to get in touch.

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### Pupil Updates

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To provide any further pupil information, we don't link direct to SIMs but we can manage these changes using the information below.

This is done through your online account through our website.

Once in your account, by using the left hand menu, MANAGE and PUPILS, you will now have access to the Import button in the top right hand corner. In this section you can simply upload your file through the + button and confirm upload. Please confirm an email to respond to and also specify that it is next academic years data.

The file need to be either an excel or csv file and you can create this using your schools management software - (SIMs, ScholarPack etc)

The basic information the Passport needs is:

Pupil Name

Year Group

Register Group (if more than one form entry)

Gender

We can also hold and report on the following information:

Ethnicity

English as an additional language

SEND

Pupil Premium

For all additional pupil data enquiries please get in touch with us direct using

[data@primarypepassport.co.uk](mailto:data@primarypepassport.co.uk)

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### Admin Settings

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Please find attached a guidance to the new ADMIN settings.

You can now:

- Lock the Long Term Plan across the WEB and APP so no changes can be made
- Increase the number of planning tiles across your long term plan from 1 to 7
- Edit the Year Group display names
- Add additional course fields into the planning (custom accounts only)
- Create additional user log ins and deactivate users
- Customise assessment criteria
- Customise assessment grading

Further guidance can be found [\*\*HERE\*\*](#)

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Future platform updates

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We are continuing to reintroduce, add and update features of the platform.

Updates coming in the next couple of weeks are;

Multiple	Outcome	Select	Updates
Improved	Reporting	and	Analysis
Updated	Individual	Pupil	Passports
Improved	Export	and	Print
Archived	data	and	Function
			reports

We will release guidance when the features are implemented.

We are also updating our lesson content with additional activities, supporting resources and over 250 new instructional videos.

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### Virtual support

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If you would like to book a virtual support session free of charge, we are always available to provide technical and practical support with the PE Passport.

To book a personal a session for yourself as PE Lead / SLT or for your staff as a whole please use the link below to access our team's calendar and book yourself a convenient slot.

[\*\*Virtual Support Session\*\*](#)

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[Newsletter Sign Up](#)

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If you have any colleagues you would like to receive our newsletters please use the sign up section below to add them to our mailing list.

As always if you have any urgent questions or require support please call us on 0800 055 6550 or email [office@primarypepassport.co.uk](mailto:office@primarypepassport.co.uk)

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