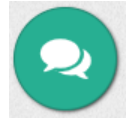


## Introduction

Thank you for choosing the 4Matrix School Performance System. 4Matrix is being used by many secondary schools to analyse, track, forecast and report on the progress of pupils, the effectiveness of teaching, the performance of subjects, and the key performance indicators for the school. The following sequence will get you started quickly.

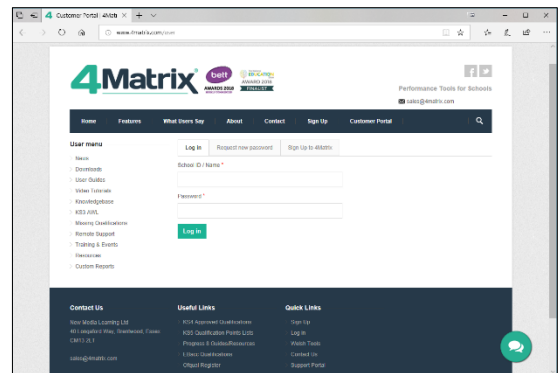
**i** If you experience any problems with logging in, installing or using 4Matrix please use our Live Chat service via our website. When we are offline please use <https://help.4matrix.com>



## Logging in to your account

Use the **School ID and password** issued in your Welcome email to log in at <https://www.4matrix.com> via the **Existing Customers/My Account** tab.

Once you are logged in you will have access to all of the links and resources under the Existing Customers tab.

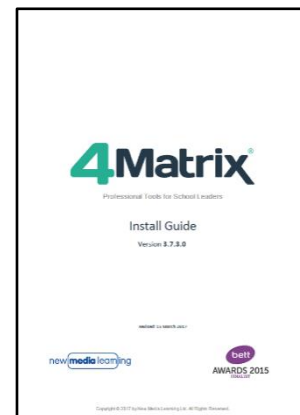


## Download the Full Installer and Latest Client MSI

The full installer and latest client MSI can be found on the Downloads page.

We recommend following the instructions in the [Installation Guide](#).

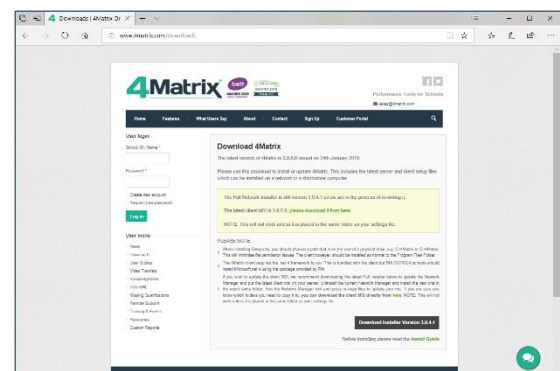
The installation guide includes complete instructions for setting up auto-updates, linking 4Matrix with Active Directory login, running scheduled backups, and other useful features.



## Install 4Matrix

The Full Installer will install the 4Matrix Network Manager. This application provides management tools for the SQL server and database. We recommend following the complete instructions (link above).

Work through the Wizard - The 4Matrix Network Manager will generate the **Settings** file which must be deployed with the **client MSI**.



## Install 4Matrix Desktop Client

Use Group Policy to deploy the **client MSI**, the **Settings file**, and **LauncherSettings** file (if using). You can also run the MSI manually if installing on a standalone.

Usually, all 3 files listed above must be copied to the client PC - the Settings file is what tells 4Matrix which server and database to use. LauncherSettings helps to control updates.



## Launching 4Matrix for the first time

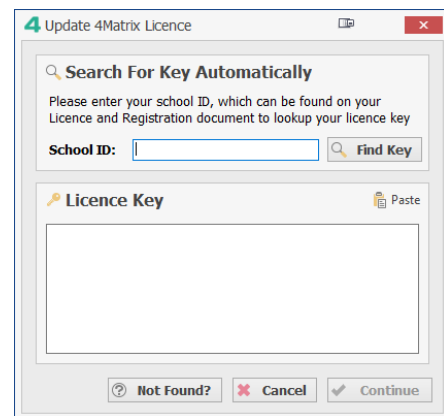
The first time you run 4Matrix Desktop it will ask you to confirm your **SchoolID** from your welcome email so that it can register your copy of 4Matrix. This registers the database, not the application.

Enter your **SchoolID** and click **Find Key**, then **Continue**.

You will now be able to use 4Matrix.

In the demo database you can login as the **Office** user – the password for all accounts in the demo is **Password**.

This will log you in with full admin rights. Teacher and SLT users won't be able to import and edit data.



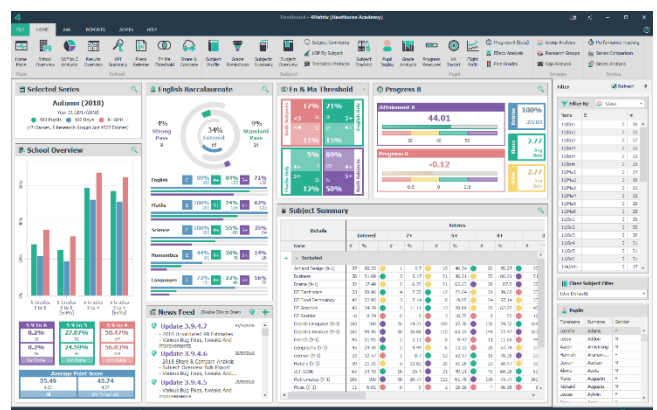
## The Homepage

The 4Matrix application opens at the Home Page, known as the 'Dashboard'. This will show the headline information for the chosen series of data.

A series of data is a set of tracking grades or examination results for a cohort of pupils.

Across the top are a set of tools for analysing, tracking and reporting on the information within each series of data. Click each icon to see what the tool can do.

You can change which data series is shown by clicking the Change button in the bottom left. You'll see that for this demonstration school there are series for the 2010/11 cohort of Y11 pupils that track their progress through each term from Autumn, Spring, Summer and more.



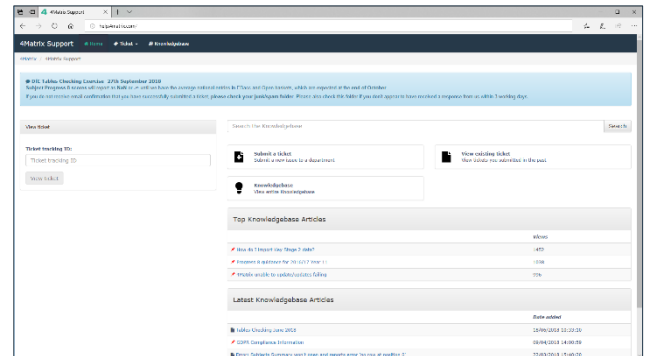
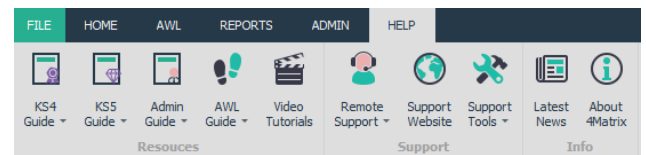
## **i** Getting help with 4Matrix: The Help tab

Various help icons are displayed in this tab. There are 4 guides – 1 Admin guide and 3 Key Stage guides - all of which can be opened as a PDF or as an interactive help system.

You will also find links to our Video Tutorials, News page, Remote Support and details about your version of 4Matrix.

The Support Website link will take you to our new interactive knowledgebase [help.4matrix.com](http://help.4matrix.com). You can log and manage support cases here too.

For a complete list of help links and resources, please refer to our **Getting Help pdf** at: [https://www.4Matrix.com/help/getting\\_help.pdf](https://www.4Matrix.com/help/getting_help.pdf)



## **|||** Importing your own school's data into 4Matrix

When you have finished exploring the demo school database you can delete it and start importing your own school's data. To delete the demo data, go to **Admin > Database > Clear Database**.

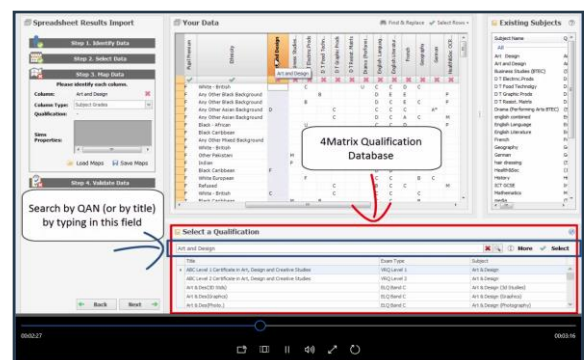
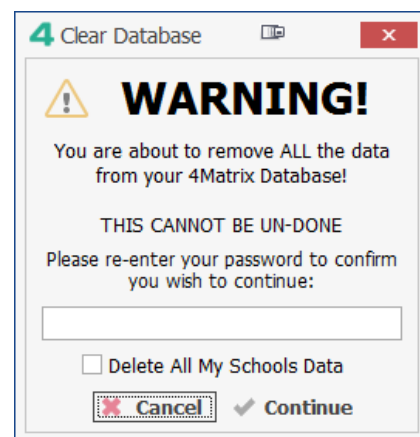
Essentially, there are two kinds of grade data you can import into 4Matrix:

- 1) Examination data - SIMS & Bromcom users can import this using the Admin tab
- 2) Tracking data - including termly assessments, estimated grades and target grades. This is imported by copying and pasting from a spreadsheet.

To see the different types of data that can be imported into 4Matrix from a spreadsheet, [take a look at our examples](#).

**Arbor, Cloud School, Bromcom and SIMS users** can generate a marksheet containing tracking data and import this into 4Matrix via the spreadsheet import route. You must simplify the marksheet prior to importing. Choose simple names for subjects and always use these same names for every series.

For video tutorials and mini-guides related to the import, please go to <https://www.4Matrix.com/import>

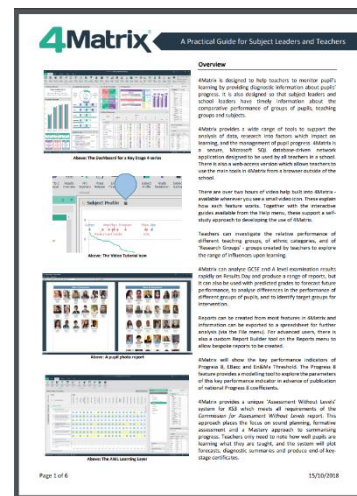


## Training Staff to use 4Matrix

We have developed a set of **Practical Guides** (one for each key stage) that uses accelerated learning techniques to help users rapidly find out what 4Matrix can do.

Download the key stage 4 Practical Guide for Subject Leads and Teachers [from here](#). It can be printed double-sided on just 2 sheets of A4 and is ideal for training.

All other Practical Guides are available to download from here: <https://www.4Matrix.com/resources>



## Your school's order for 4Matrix

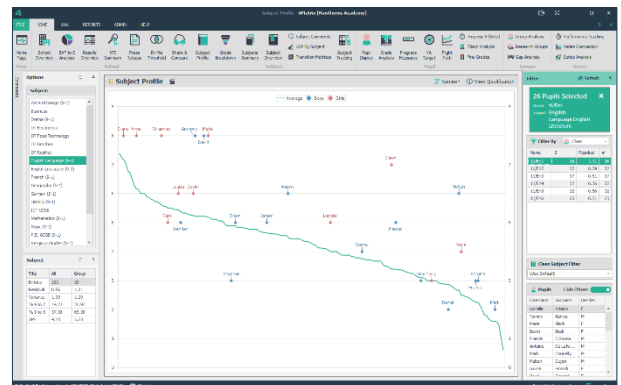
If you do like 4Matrix then please ensure that our provisional invoice is paid within the 30-day trial period to ensure continuity of use.

We also ask that you let us know if payment is likely to be delayed to prevent our automatic system from closing your account – please drop an email to [sales@4Matrix.com](mailto:sales@4Matrix.com).

We look forward to your school joining the 4Matrix community of fast-improving schools.

If, for any reason you are not totally satisfied with 4Matrix, you can cancel your invoice by providing us with a little feedback using our cancellation form at <https://www.4Matrix.com/cancel>.

Please take a few moments to tell us why it did not meet your requirements so that we can learn from your experience and continue to improve 4Matrix and the services that we offer.

A screenshot of the 4Matrix software interface showing a "Progress & Photo Report" for the year 11 (2017/2018) Autumn (2018). The report displays performance data for four students: Lorrelle Adams, Leroy Addoo, Aaron Armstrong, and Hannah Arumainayaga. Each student's report includes their name, photo, and a table of subject scores. The table columns are: English Language (9-11), Maths, Science Combined (9-11), Geography (9-11), English Literature (9-11), Other, and DT/CESE. The scores are displayed as a grade (e.g., 5, 6, 7, 8, 9, 10) and a percentage (e.g., 77.15, 90.00, 57.94, 41.26).

Student	English Language (9-11)	Maths	Science Combined (9-11)	Geography (9-11)	English Literature (9-11)	Other
Lorrelle Adams	5	6	6	4	4	4
Leroy Addoo	6	3	3	3	4	4
Aaron Armstrong	4	6	6	4	4	4
Hannah Arumainayaga	4	5	4	3	4	4

We wish you every success with using 4Matrix!