
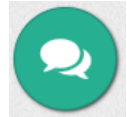


Introduction

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.

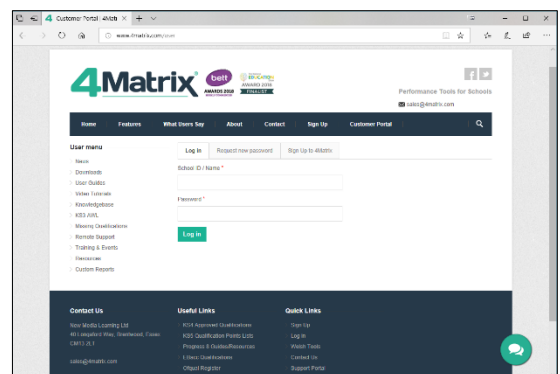
 If you experience any problems with logging in, installing or using 4Matrix please use our Live Chat service via our website. When we are offline please use <https://www.help.4matrix.com>



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.

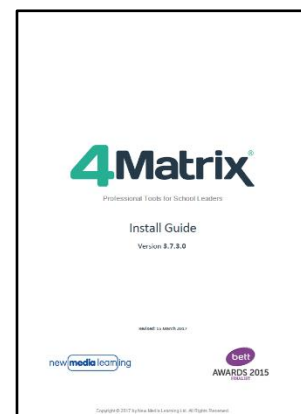


Download the installer

The full installer can be found on the Downloads page.

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

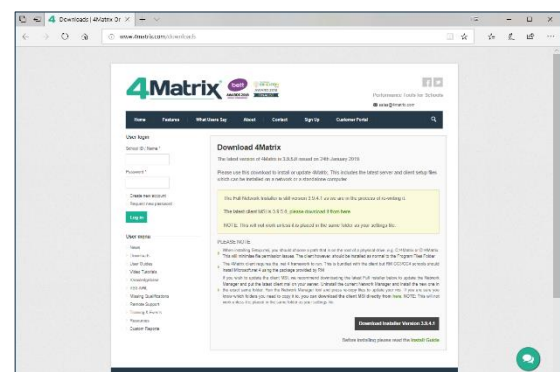
The installation guide includes complete instructions for setting up auto-updates, linking 4Matrix with Active Directory login, running scheduled backups, and other useful features.



Install 4Matrix

The first part of the installation will install the 4Matrix Network Manager. This application provides management tools for the SQL server and database. We recommend following the complete instructions in the [Installation Guide](#).

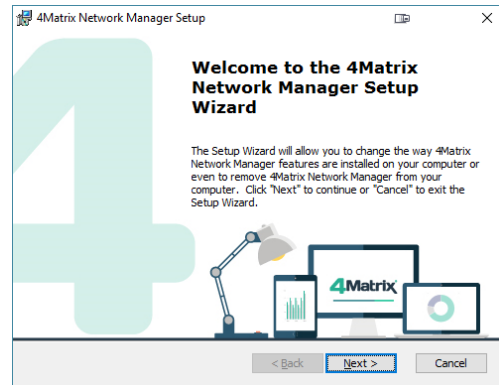
Work through the Wizard - The 4Matrix Network Manager will then generate the **client msi** which you will use to roll out the 4Matrix Desktop application to your clients.



Install 4Matrix client application on a PC

Go to the **client setup folder** on the server (which you will have created when working through the 4Matrix Network Manager Wizard) and you will find the **client msi and a Settings file**.

Both of these files must be copied to the client PC - the Settings file is what tells 4Matrix which server and database to use. This can be done manually or via Group Policy. Run the msi and follow the installation wizard.



Launching 4Matrix for the first time

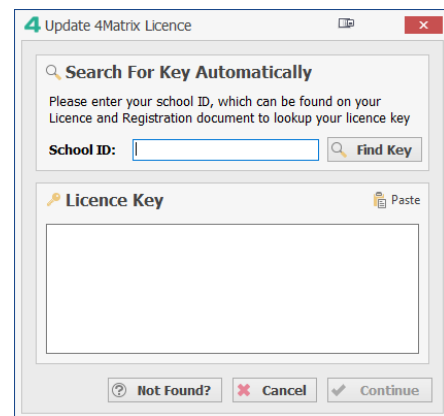
The first time you run 4Matrix it will ask you to confirm your **SchoolID** from your welcome email so that it can register your copy of 4Matrix. This registers the database, not the application.

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.



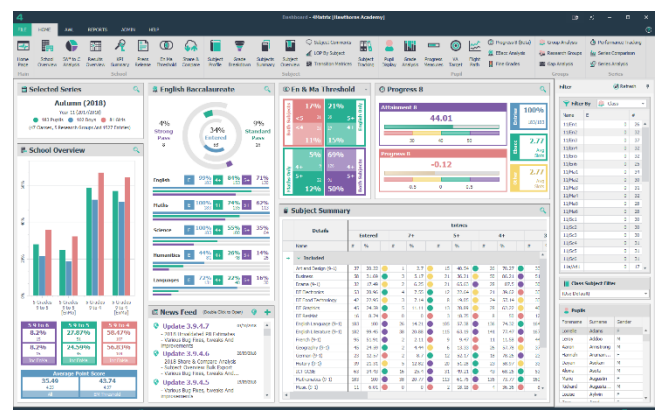
The Homepage

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.



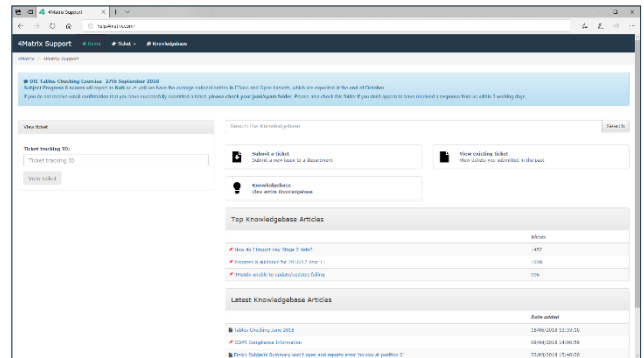
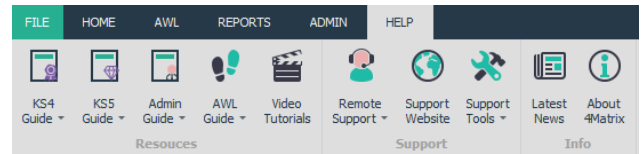
i Getting help with 4Matrix: The Help tab

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. 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



||| 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**.

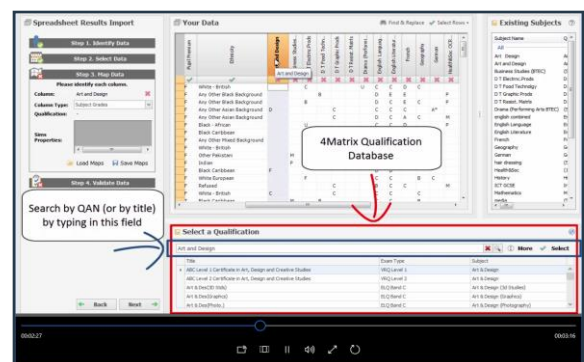
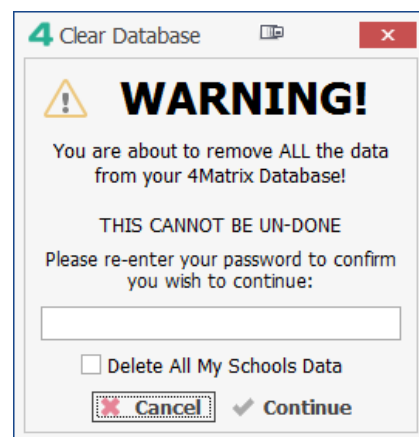
Essentially, there are two kinds of grade data you can import into 4Matrix:

- 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](#).

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.

Don't forget that there is also over 2 hours' worth of video within 4Matrix which is accessible via the small video icons  in various tools, including the import wizard.

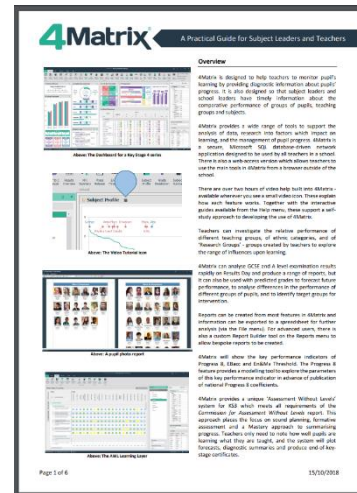


Training Staff to use 4Matrix

We have developed a practical guide to 4Matrix that uses accelerated learning techniques to help users to rapidly find out what 4Matrix can do.

You can download this guide and print it double sided on just three sides of A4. [Download the guide from here.](#)

This guide is ideal for teachers and using as a resource for internal training.



Your school's order for 4Matrix

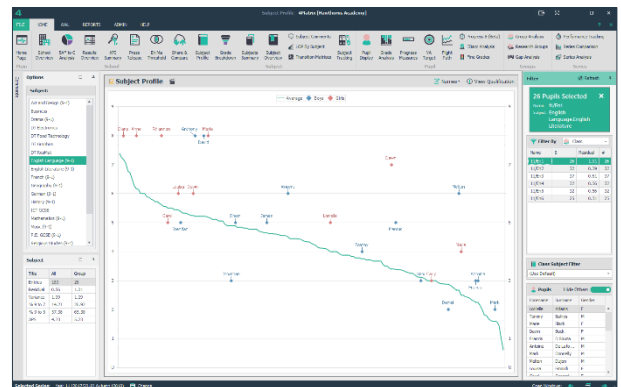
If you do like 4Matrix then please ensure that our provisional invoice is paid within the 30-day trial period to ensure continuity of use.

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.

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.



Student	Maths	English Language	Science Combined	Geography	Other
Lorrelle Adams	5	6	5	4	3
Leroy Addoo	5	6	5	4	3
Aaron Armstrong	4	5	4	3	2
Hannah Arumatsayaba	5	6	5	4	3

We wish you every success with using 4Matrix!