

## 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.



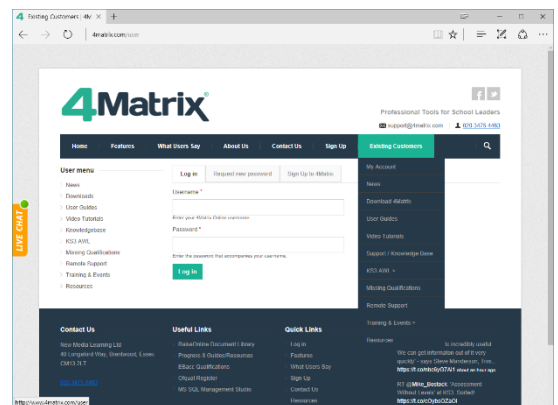
If you experience any problems with logging in, installing or using 4Matrix please use our Live Chat service via our website. When we are offline please email [support@4matrix.com](mailto:support@4matrix.com)



## Logging in to your account

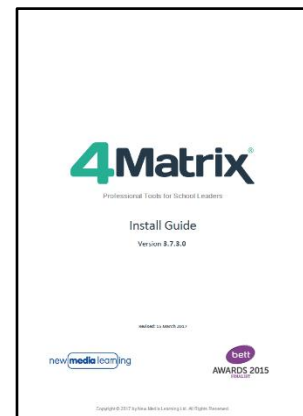
Use the **School ID** and **password** issued in your Welcome email to log in at [www.4matrix.com](http://www.4matrix.com) via the **Existing Customers/My Account** tab.

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



## Download the Installer

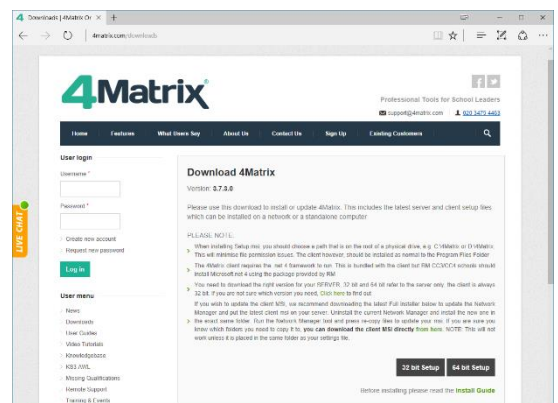
The full installer can be found on the Downloads page. Download the correct version for your server (32bit or 64bit) - we recommend following the instructions in the [Installation Guide](#).



## 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 **msi** which you will use to roll out the 4Matrix application to your clients.



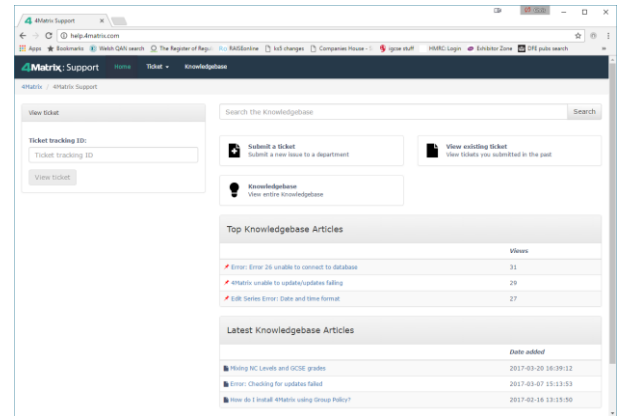
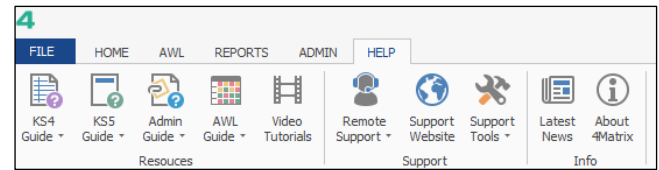


## Getting help with 4Matrix: The Help tab

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.



## 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**.

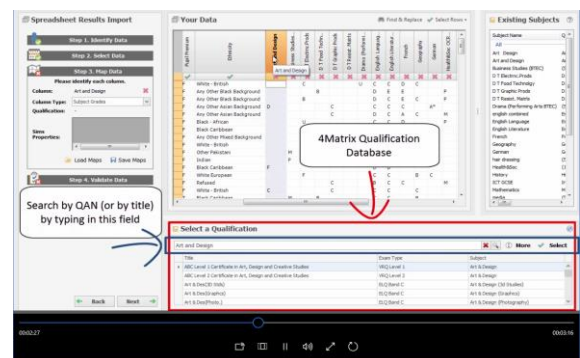
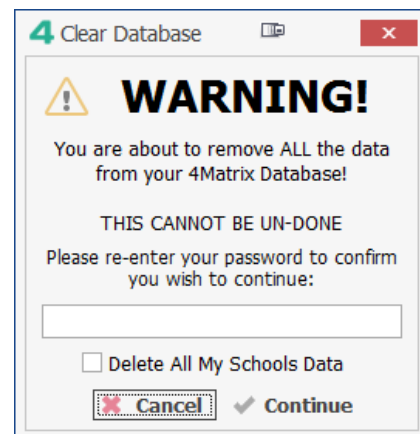
Essentially, there are two kinds of grade data you can import into 4Matrix:

- 1) Examination data - SIMS users can import this directly from SIMS using the **SIMS Extract** via **Admin > SIMS**
- 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.

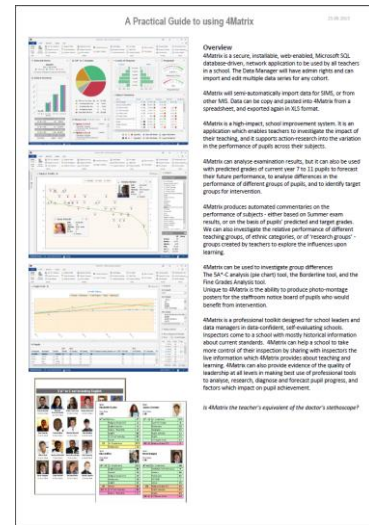
Don't forget that there is also over 2 hours' worth of video within 4Matrix which is accessible via the small video icons in various tools, including the import wizard.



## Training Staff to use 4Matrix

We have developed a practical guide to 4Matrix that uses accelerated learning techniques to help people 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.](#)



## Your school's order for 4Matrix

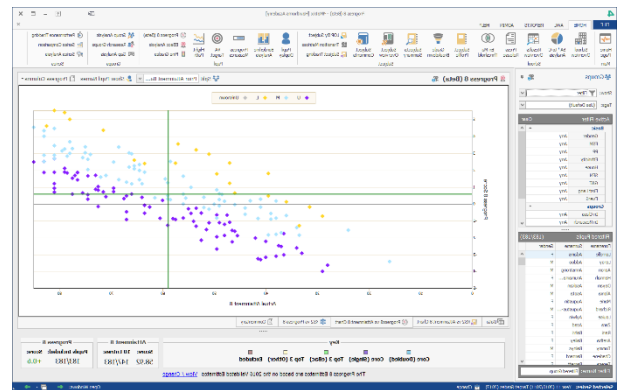
If you do like 4Matrix then please ensure that our provisional invoice is paid within the 30-day trial period to ensure continuity of use.

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 <http://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.



4Matrix Report - Progress & Photo Report

Year 11 (2010/2011) Target Grades (2011)

Student Name	AS pts	AS %	AS %ile	AS %ile	AS %ile	AS %ile	AS %ile	AS %ile	AS %ile
<b>Lorrelle Adams</b>	66.53	70	10/10	10/10	10/10	10/10	10/10	10/10	10/10
<b>Leroy Adko</b>	44.46	70	10/10	10/10	10/10	10/10	10/10	10/10	10/10
<b>Aaron Armstrong</b>	53.96	70	10/10	10/10	10/10	10/10	10/10	10/10	10/10
<b>Hannah Arumainaysha</b>	68.50	70	10/10	10/10	10/10	10/10	10/10	10/10	10/10

Subject	Grade	Target
Eng (Eng Lit 9-1)	7	7
Maths (Mathematics 9-1)	6	7
Ethacc (Geography)	B	A*
Ethacc (Science)	C	A*
Ethacc (Science (Cora))	C	A*
Other (ICT GCSE)	A*	A*
Other (Eng Lang 9-1)	6	A*
Other (Science (Additional))	C	A*

**We wish you every success with using 4Matrix!**