

Academy 21

Admin Portal Quick Start Guide

- Accessing Admin Centre
- Enrolling a student
- Sources of support

Welcome to the Admin Centre of your Academy21 Mentor Portal. This guide will walk you through the process of enrolling a new student through our new secure and straightforward platform.

Why have we introduced Admin Centre?

The Admin Centre has been designed to enable you to manage many aspects of your account, quickly, easily and securely.

Providing a quick turnaround time and enhanced confidentiality and data security, the Admin Centre is the best place to manage your student enrolment data.

Contained in this guide:

(click to jump to section)

.....	0
Welcome to the Admin Centre of your Academy21 Mentor Portal. This guide will walk you through the process of enrolling a new student through our new secure and straightforward platform.....	1
Why have we introduced Admin Centre?	1
Contained in this guide:	1
How to access the admin centre	2
Enrolling a student through Admin Centre	3
Stage 1. Student Details	3
Stage 2. Assigning Mentors.....	3
Stage 3. Selecting Student Subjects and Preferences.....	5
Stage 4. Creating Timetables	6
Completion.....	7
Sources of support	7

How to access the admin centre

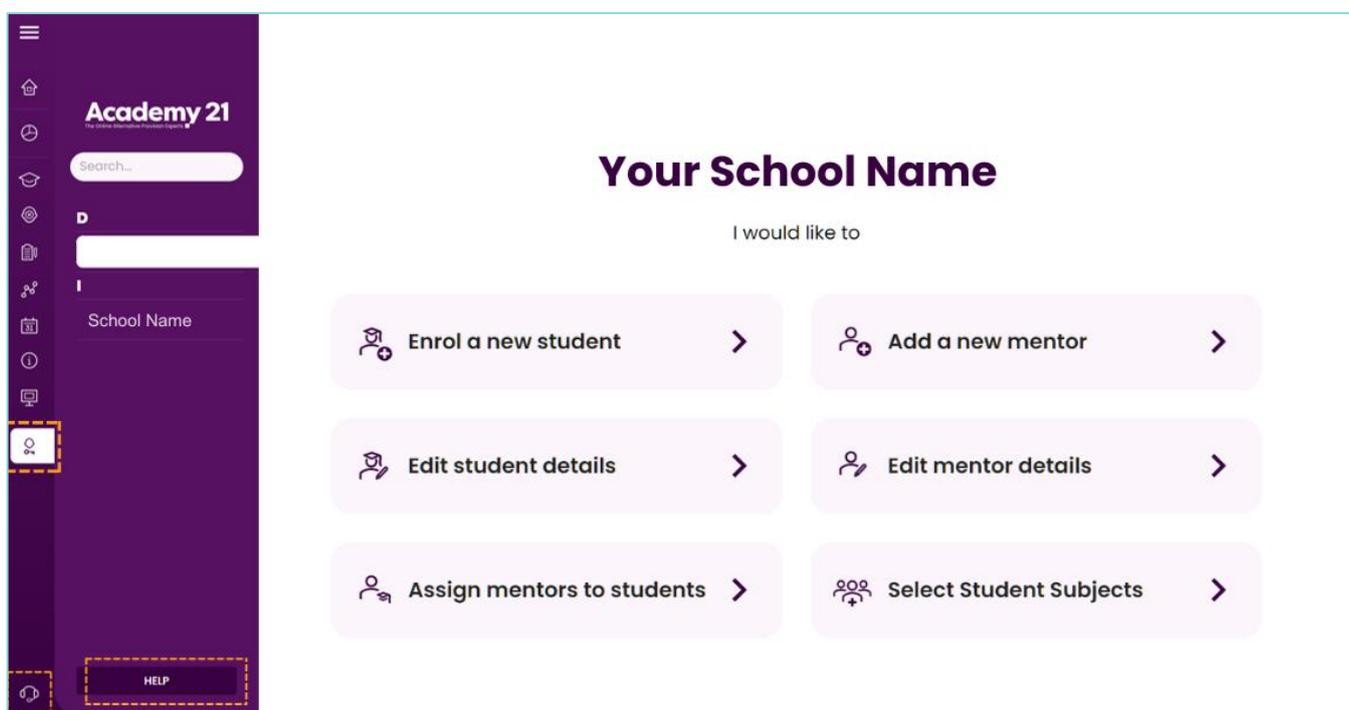
First, login to the mentor portal using your existing credentials at <https://mentor.academy21.co.uk/>

Then, click on the Admin Centre icon, it is at the bottom of the menu on the left-hand side of your home screen.

The menu icon looks like this:



You should see the name of your school(s) in the left-hand panel, select the school your school and then you will see the home screen which looks like this.



Enrolling a student through Admin Centre

We understand that this is an important task, so we have prepared this short guide to outline the actions you should take to complete the three key stages.

First, select '**Enrol a new student**' from the list of options.



Enrol a new student



The student area is divided into five sections. **Your progress will be saved as you go** through each section, so don't worry about completing all sections in one sitting.

Stage 1. Student Details

The first step is to add all the information about your student or students. This includes:

- *Student name*
- *Student Date of Birth*
- *Student Preferred name(s)*
- *contact address*
- *email and phone, numbers*
- *Where the student will be studying from*
- *Any targets/outcomes,*
- *SEND requirements/statements*
- *Current attendance percentage*
- *Any assessment data you feel would be beneficial.*

Stage 2. Assigning Mentors

Next you must assign a mentor to your student(s) by selecting '**Assign mentors to students**'. Mentors are able to access students' records within their Mentor Portal. They can be assigned to a single student or multiple students within a school and can also have multiple roles.

Our team will also use this information if we need to reach out to your school regarding students.



Assign mentors to students



Step 1. Choose the student or students who require mentor assignment or reassignment.

Options include:

- *Searching for an individual student*
- *Picking an individual pupil from the student list*
- *Selecting multiple students*
- *Selecting all students within the school.*

As you select a student(s), they will appear on the main screen with any associated mentors.

Step 2. To select a new mentor, click the drop-down arrow under the mentor role and select the correct mentor.

Each student must have a designated Lead Mentor, a Child Protection Mentor, and if in Key Stages 4 or 5, an Exam Mentor. *A single individual can fulfil all these roles if necessary.*

Step 3. Once all selected students have the correct mentors, click on Confirm in the bottom right-hand corner, then click on Continue.

To swap mentors, click on the dropdown arrow next to the mentor's name listed under each mentor type category. From here, select the new mentor you wish to assign. Continue repeating the previous steps until you have updated all necessary mentors.

Step 4. Upon completion, hit 'Confirm' to save any amendments made within the system.

Step 5. You will then encounter a confirmation prompt, asking to affirm your desired changes. If the revisions are accurate, click 'Proceed.' Once alterations are saved, the system will automatically redirect you to the main Admin Centre.

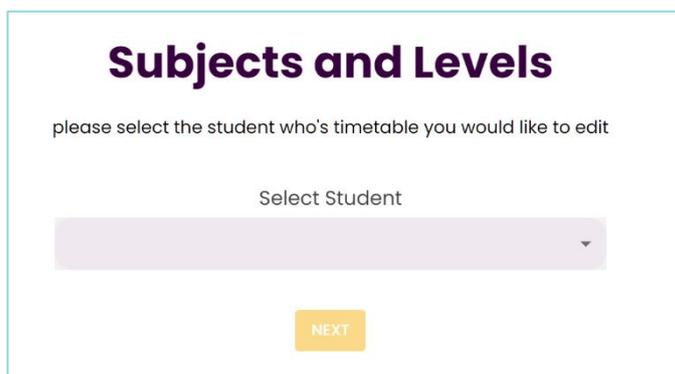
Stage 3. Selecting Student Subjects and Preferences

 **Select Student Subjects** >

Once you have enrolled a student, you need to let us know more about their current ability, engagement, and the subjects they would like to study.

From the Admin Centre home screen, navigate to '**Select Student Subjects**'.

We use current GCSE grades to assist us in calculating the most appropriate course of study for each child, but you have the option to select a different one if you feel it would be a better fit.



Subjects and Levels

please select the student who's timetable you would like to edit

Select Student

NEXT

Choose the student you are enrolling from the drop-down and click on NEXT. You will now need to complete all the fields on the Student Preferences page, which include:

- NC Year
- Start Date
- Preferred study times
- Age Related Expectations
- Effort, Understanding and Interaction
- Current working at GCSE Grades (We use GCSE grades to automatically select the most appropriate groups)

Once you have provided the above information, select next and you will be prompted to select the subjects they will be studying with Academy21.

Year 9 Subjects

Select the subjects the student will be studying
Select all that apply

(Year 9 shown as an example only)

You will now see all groups available in each subject.

Admin Centre will select the most appropriate options to show you, based upon the data entered in student preferences, but you can change if needed by simply selecting a different group.

You will now be asked if you would like to opt into the consolidation lessons for the selected subject and group. Remember that Consolidation Groups incur additional charges.

Repeat the previous steps until you have made selections for each subject that you want your student to enrol in.

At this point, you will see the overview screen. If anything needs changing, click on the subject on the left-hand panel and make the necessary changes. If no changes need to be made, click on NEXT, then Continue.

Stage 4. Creating Timetables

Step 1. Select Manage Timetable from the Home Screen



Step 2. Select the student you wish to create a timetable for from the list

Select a Student

Please select a student from the list below to create their Timetable.

	First Name	Surname	Year
<input type="radio"/>	James	Anderson	10
<input checked="" type="radio"/>	Andrew	Anderson	10

You will then see the previously selected subjects for that student and the number of seats* required.

Step 3. Select an appropriate agreement ** start and end dates

Step 4. Admin Centre will create up to three timetables for the student taking into account all student preferences, grades and data. Upon selecting the best timetable click on Save and the student will be enrolled into the groups from the dates selected.

TIMETABLE A		TIMETABLE B	TIMETABLE C
Monday - Thursday		Friday	
Period 1 09:05 - 09:45	KS3 Science Skill Builder Level 1 2024-25	Period 1 09:06 - 09:45	KS3 Mathematics Consolidation 2024-25
Period 2 09:50 - 10:30	KS3 Humanities and Citizenship Skill Builder Level 1 2024-25	Period 2 09:50 - 10:30	KS3 Science Consolidation 2024-25
Period 3 10:45 - 11:25		Period 3 10:45 - 11:25	KS3 Personal, Social and Health Education Social 2024-25
Period 4 11:30 - 12:10		Period 4 11:30 - 12:10	
Period 5 12:50 - 13:30		Period 5 12:50 - 13:30	
Period 6 13:35 - 14:15	KS3 English Language Skill Builder Level 1 2024-25	Period 6 13:35 - 14:15	KS3 English Language Consolidation 2024-25
Period 7 14:30 - 15:10	KS3 Mathematics Skill Builder Level 1 and 2 2024-25	Period 7 14:30 - 15:10	
Period 8 15:15 - 15:55	KS3 Health and Wellbeing Social 2024-25	Period 8 15:15 - 15:55	

Step 5. Finally, you can download a PDF of the timetable if needed

Completion

After completing all four sections, you will move to the Summary Screen. Here, you can edit any details before confirming and finalising the enrolment. If needed, you can go back to any section by clicking on the Edit Button.

Sources of support

Thank you for using the Academy21 Admin Centre. We hope that our new tool and functionalities will enable a smoother and safer student enrolment and management.

Our team is here to support you and your students every step of the way, so don't hesitate to contact us if you have any questions or need further assistance.

You will also find useful hints and tips, throughout the Admin Centre in the form of a 'virtual guide' that will pop up at different points when you use it for the first time,

Within the portal you will also find detailed user guides by following the 'HELP' button at the bottom of the left-hand menu and ways to contact us by clicking the 'headset' icon:

Support

You can contact our support team by calling them on:

- 0800 2088210
- Monday - Friday
- 08:45 - 16:45

You can also email us for support, but remember to include a contact telephone number so that they can get in touch with you

[Email Us](#)

You can review your mentor induction materials by viewing the useful video guides from the link below

[Mentor Induction](#)

If you wish to discuss any items further with our staff please select this link to 'Book a Call'

[Book a Call](#)

Get in touch with our support team and we'll sort it

[Live Technical Support](#)

contact@academy21.co.uk | 0800 208 8210