

Pastoral in edge – Getting Started 😊

Does my school want to use Pastoral in edge?

NO

Account Maintenance person to un-tick the 'Use PB4L' check box in School Settings

YES

Account Maintenance person to set up user(s) as a **Pastoral Officer** in Admin > Security > Configure User Responsibilities

Pastoral Officer goes to Pastoral Configuration via Admin > Set up and sets the Pastoral fields the school wants to use

You are now ready to start entering Pastoral Records

Which user responsibility do you have for entering and viewing pastoral records?

PASTORAL OFFICER(S)

Can enter a problem, support or positive behaviour record for all students

Can complete a detailed Pastoral Record for all students

Can view/edit/delete Pastoral Records for all students

TEACHERS

Can enter a problem, support or positive behaviour record for all students

Can enter a problem, support or positive behaviour record for all students

Can view the Pastoral Records for their class(es)

ALL USERS

Can enter problem, support or positive behaviour record for all students

Select 'Add Pastoral' from the footer of the dashboard

