

Onboarding for MAT/School Groups

Welcome to Edu-Intelligence. This onboarding guide is designed to empower you from day one. Our goal is to help you quickly move from analysing data to taking decisive action, transforming how you understand, support, and improve your schools. This plan will walk you through the essential first steps.

A Tailored Onboarding Experience

1: Welcome & Planning

2: Platform Setup & Data Integration

3: Headteacher Empowerment – Your Key Action!

4: Insights & Ongoing Strategic Support

A Tailored Onboarding Experience

1. **For MAT/School Group Leads:** Strategic setup, trust-wide overview, and coordination across your academies. [Click here to go straight to your online training](#)
2. **For Headteachers:** Focused training and tools for immediate school-level impact and practical application. [Click here for your Headteacher Pack](#)

For MAT/School Group Leads - Your Strategic Journey

Welcome & Planning

- **Receive Your Onboarding Email:** Look for the comprehensive "Welcome to Edu-Intelligence" email from us. This outlines your immediate next steps.
- **Action - Go to the Learning Hub:** Follow a simple training path for an overview of your onboarding journey and to learn all the platform basics to get started. [Click here](#)
- **Review Onboarding Plan:** Read THIS document to have a confident understanding of the process.
- **Action - Book Strategic Onboarding Meeting:** Use the link in your welcome email to schedule. This meeting will align your specific trust-level goals, outline the rollout plan, and showcase the MAT/School Group dashboard capabilities in more depth.
- **Initial Data Preparation:** Our Admin Lead, Nuala, will guide your nominated IT/data contact on securely providing anonymised staff lists for your schools and setting up your Wonde integration for student and parent data.

Platform Setup & Data Integration

- **Seamless Integration:** Edu-Intelligence creates your MAT/School Group dashboard. We'll guide your IT/data contact through the data integration options (e.g., Wonde MIS integration, manual upload).
- **Configure Accounts:** We'll assist in configuring user accounts and permissions, ensuring secure and efficient access.
- **Verify Data Accuracy:** We'll work with you to verify data accuracy and completeness, building a strong foundation for reliable insights.

Headteacher Empowerment – Your Key Action!

- **Action - Share Headteacher Pack:** You **MUST** share the "Headteacher Welcome Pack" (see next section) with all Headteachers and relevant school-level leads in your trust. This outlines their onboarding path and Edu-Intelligence's benefits for their school.
- **Action - Arrange Training:** Share the self-paced training in the Learning Hub or arrange group training sessions for your Headteachers and school leads. Click here for [School Onboarding and Training](#). Click here to book in [Group Onboarding](#).

Insights & Ongoing Strategic Support

- **Access MAT/School Group Dashboard:** Go to home.welbee.co.uk
- **Strategic Reviews:** Your CSM will schedule personalised check-ins with you. These sessions will assess progress, answer emerging questions, and offer targeted tips.
- **Continuous Support:** Access our robust, searchable online [Learning Hub](#) for guides, FAQs, and short tutorial videos. This resource is always available for self-serve support.