

# Using Pluto at your school – what's next?

So, you've tried our demo and would like to introduce Pluto to your school. What happens now?



## 1. Sign up

Complete the Sign up form on our website.



## 2. Information required

A few weeks before you want to use Pluto, we'll send you details regarding the information we require from your SMS. Please note: This should be sent to us as a csv file.



## 3. Send csv files

You need to send us two csv files: one with teacher-specific information, the other with student-specific information. We load this into Pluto so it's ready for your teachers to enter information about their current students.



## 4. Setup Wizard

We'll send you a link to our Setup Wizard and can arrange a time to go through this over the phone. This is where you customise your student card by choosing what you want Pluto to consider when placing students. You will also choose what you'd like the Pluto algorithm to prioritise.



## 5. Login details sent

We'll send you teacher login details and a tutorial video to show staff explaining how to complete their part.



## 6. Ready to use

Someone from your management team sets up how many classes you require and assigns teachers to rooms for next year. They manage specific needs and requests, such as hand-placing particular students to teachers.



## 7. Pluto solves it

Pluto will consider all the possibilities based on the data entered by you and your staff, and will produce a result for you to review. The algorithm follows your selection of what's the most important sorting factors for your school.



## 8. Print and Export

Print your classes for next year to share with staff and announce to students and parents. Export them as a csv file to transfer back to your SMS.