

Nottinghamshire County Council Schools Portal



How-to use guidelines for schools and academies

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Accessing the Schools Portal

All Nottinghamshire schools will have been emailed their log-in details along with these guidelines.

To avoid confusion, there is just one log-in/password per school/academy. It is the responsibility of each school to provide/restrict access to users who need access to the portal by distributing these log-in details accordingly.

The password for your account has been auto-generated; if you wish to change this, please contact our ICT Service Desk via 0115 977 2010, select option 1 and follow the instructions or email helpdesk@nottscc.gov.uk. They will then reset your password and send this to you. Once they have done this, please distribute this to all of your colleagues who require access to the portal.

If you have forgotten your password and need it resetting, please contact our ICT Service Desk on 0115 977 2010, select option 1 and follow the instructions or email helpdesk@nottscc.gov.uk. **Please check to see if any of your colleagues have access to your existing password** and notify them of any changes.

To access the schools portal, please visit: www.nottinghamshire.gov.uk/schoolsportal.

Schools Portal: External Website

The new portal is split into two in terms of external and internal content. External content is content that sits before you log-in and is available via search engines and to all global web users.

The primary content before the log-in is as follows:

Services

All available council services for schools are listed on the [Services page](#). These pages enable you to find out more about individual services and (where applicable) buy them via the online Interactive Order System (IOS). Some of the services have been sub-categorised – for example, ‘payroll’ and ‘health & safety’ under the HR heading – but not all have a restricted area behind the log-in.

There is an individual service contact and an overall Services for Schools number/email listed for each service, as well as a link to the PDF of the overall Services for Schools brochure.

Note: If you click on the ‘buy this service’ link you will be required to log-in to the IOS. This is not the same log-in details as your information for the schools portal. You can request access to the IOS via the online form linked at the top of the services page, where you can also find information about how to use this system.

Latest News

The latest news area contains all of the latest news relating to Nottinghamshire schools. This is not solely for Nottinghamshire County Council-related news and we would encourage schools to send through any ‘good news’ items that they think would be of wider interest to the Nottinghamshire

schools community to econtent@nottscc.gov.uk. As an external website, this represents a great platform to get an important message out to a wider audience, though we would stress that this message needs to be relevant/of interest to the school community. Individual news items will also be pulled through to the service news sections (page 11) within the portal.

Quick Links

The quick links page provides links to key systems, pages and documents for Nottinghamshire schools. In some cases, there will be a log-in required to access some of the external systems.

Training

The training tab links to the existing CPD area on the Nottinghamshire County Council website. This is currently in the process of being rebuilt and will be re-launched with a more user-friendly interface, hosted on the portal itself, at a later date.

Logging into the Portal

You can use your schools' details to log-in to the schools portal itself via the main 'login' box on the homepage. There is also a login facility at the top of all external pages.

Login

 [Already a member? Login here.](#)

Portal Homepage

Your portal homepage contains the list of services which you have access to. You will only have access to the free/statutory services and services which your school/academy has bought. Services which are greyed out on this list are services which you don't have access to. However, if you click on these links it will take you to the relevant service page (page 3) for you to find out more details about this service.

On the list of services, the virtual mailbox, local authority, education improvement service, safeguarding and special educational needs areas are free and available to all schools and academies. If any of these items are greyed out, please email Econtent@nottscc.gov.uk.

Personalisation and Photo

Welcome back Birklands Primary School



Membership area of the Nottinghamshire County Council schools portal.

On the right hand side of this page, you can access all of the services which your school has access to as well as your Virtual Mailbox and Local Authority section, which contains all of the latest news and information for schools from Nottinghamshire County Council.

We will soon be adding an individual photo of your school to your school's account, which are available to us via Nottinghamshire County Council's property services team.

After the initial photo is added, if you want to change this please email the photo you want to replace it with to Econtent@nottscc.gov.uk. This photo is specific to your account and is only ever visible to individuals who are logging-in from your school.

Virtual Mailbox

At the bottom of your homepage, you will see three boxes containing the latest items from your virtual mailbox, most recently updated service pages and the most pressing 'things to do' items from your mailbox.



Your Virtual Mailbox replaces the LA Communications element of the old Wired system. It is available to all Nottinghamshire schools. On your homepage, you will see the latest items and the date and time these were uploaded to the portal, as well as the item/mail title. All of these are direct links which take you to the item in question. You can also click the 'view all items' link which will take you to your full mailbox. This is also accessible via the top link on your main services list:

Your Services

[Virtual Mailbox](#)

Your virtual mailbox contains all of the latest news and information from Nottinghamshire County Council. Items are split into three categories and colour coded accordingly:

- Action (blue) – An item that requires you to complete something by a certain date
- Information (green) – A general item/letter
- Alert (red) – Something that requires immediate attention. Generally used only to distribute urgent information.

If it is an 'action' item, there will be a date in the 'deadline' column which you have to complete the related action by. This is also pulled through onto your homepage in the 'things to do' section (page 9).

Mailbox items can also be categorised by type of school. You can use the arrows at the top of this heading to filter it so only items relevant to you appear at the top. Items are categorised as Infant, Junior, Primary, Secondary or All.

School Type

Note: The most recently uploaded item doesn't always appear at the top of the virtual mailbox. Though this would generally be the case, where appropriate items will be sorted in order of priority.

Individual Virtual Mailbox Items

Once you click on an item from your mailbox, not all items will appear in the same way. Some news items will have a paragraph of information text followed by an attachment:

[< Back to: Virtual Mailbox](#)

Graffiti Classics Workshop - 6 November 2015

Type: Info

Action by: 01 January 0001:00:00

Published: : 07 September 2015

Schools are invited to a unique music workshop at Worksop College Preparatory School on Friday 6 November. This event is open to Year 3 to Year 8, regardless of ability or previous musical experience.

It is free but confirmation of attendance is required by 2 November. More information is attached.

Documents

- [Graffiti Classics Primary Schools Invitation Letter.docx](#)

To save the need to download unnecessary documents and reduce time, many of the mailbox items will now contain all the information you need on the webpage itself:

Migration to emCloud services

Type: Info

Action by: 01 January 0001:00:00

Published: : 07 September 2015

In preparation for your forthcoming migration to emCloud, we would like to inform you of a number of important changes that will take place within the next couple of weeks.

The following work will be performed remotely and requires no configuration changes to be made on-site by staff. The changes are scheduled for 8am on the following dates:

- Migration to new Firewall platform - Thursday 10 September 2015
- Migration to new DNS platform - Tuesday 15 September 2015

Please note that whilst there will be no downtime, the 'switch over' work will involve a short period of time where active sessions to some systems may be interrupted, including BMS.

To avoid this, please refrain from using BMS between 8am – 10am on the above dates.

In the meantime, should you have any questions or concerns, please do not hesitate to contact ICT.tradedservices@nottscc.gov.uk.

There will also be occasional items with more than one document enclosed:

[< Back to: Virtual Mailbox](#)

Introduction to emCloud - web filtering for schools

Type: Action

Action by: 28 September 2015:00:00

Published: : 07 September 2015

In preparation for your school's migration to the emCloud network, please find attached important information relating to your school's new web filtering service. Please ensure this information is shared with all staff.

All schools will be transferred to the new system on Monday 28 September.

Documents

- [emCloud Web Filtering for Schools - Policies.pdf](#)
- [Introduction to emCloud - Web Filtering for Schools.pdf](#)

On any virtual mailbox item, you can navigate back to your main mailbox using the 'back to' link near the top of the page:

[< Back to: Virtual Mailbox](#)

This facility is constant across the portal. You can also navigate back to your previous pages using the breadcrumb at the top of the page:

Home Services for Schools News Quick links Training Your Services ▾

Nottinghamshire Schools Portal > Virtual Mailbox > Introduction to emCloud - web filtering for schools

Things to do

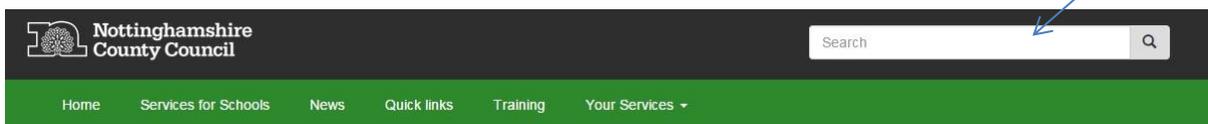
 Test Action latest item
Action by: 25/09/2015
25/09/2015 11:06:31

 Action Example
Action by: 01/10/2015
18/09/2015 17:11:23

Note: It is not currently possible to remove items from this list after you have already completed an action. Items will remain viewable until the deadline has passed.

Search

The other important item on your portal homepage is the search bar which appears in the top-right of the page. This is a site-wide search across the whole portal.



There is also a service-specific search (page 12), which searches content and documents specific to that service area of the portal.

Service Pages

All service pages are administered by the service itself and any questions you may have relating to content within a service section should be directed to the service. Contacts are provided on either the primary landing page or the external service page (page 3).

On the service page, you will see a 'latest service documents' similar to the one on your main landing page. This is an automated list of pages and documents most recently updated/uploaded within the specific section.

Latest Service Documents

 [Chairs Guidance](#)
18/09/2015 13:52:53 by Rob Davies

 [Summer 2015](#)
08/09/2015 12:08:46 by Rob Davies

 [Rules and regulations](#)
08/09/2015 12:02:21 by Johnny Roscoe

 [Register of business interests](#)
08/09/2015 12:00:21 by Johnny Roscoe

 [Planning 2015-16](#)
08/09/2015 11:59:27 by Rob Davies

Each service also has its own latest news section. This will contain news items posted by that particular service, as well as overall schools news items which also appear on the external homepage.

Latest News



[Welcome to the new schools portal!](#)



[Northfield Primary School celebrates national award for literacy](#)



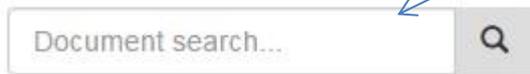
[Young Explorers in safe hands in the great outdoors](#)

[View all items →](#)

Service Search

Under the 'related pages' there is a 'document search' option which allows you to search for content which has been stored within this section only.

Related Pages



This search will search for web-pages as well as individual documents which have been uploaded to these pages. If the document has a description, it will provide this in the search results:

[fixed-term-contracts-guidance.pdf](#)

Provides **guidance** to head teachers and governors on the appropriate use of **fixed term** contracts in schools.

Documents will be automatically marked by what they are, e.g. '.PDF' or '.Word' in the headline, whereas web pages will simply have the web page title and first line of the page. See examples below:

Web Page

[Parent and staff election guidance](#)

This is where you will find **guidance** and documents for headteachers and governors on parent and staff elections. Hover over a document to find out...

Document

[fixed-term-contracts-guidance.pdf](#)

Provides **guidance** to head teachers and governors on the appropriate use of **fixed term** contracts in schools.

The service specific search represents the quickest way of finding an individual piece of content or document. If you are unsure which section this content falls under, please use the site-wide search (see page 8).

Related Pages

All services have categorised their content into sub-pages. Depending on the nature of the service, this will be where documents sit. Documents should have been put onto relevant pages by the

service and display under a 'documents' heading. If this heading isn't visible, there are no documents on the page.

Documents

[< Back to: Governors](#)

Model agendas for committees

This is where you will find model agendas for committees.

Hover over a document to find out more or click on it to download it.

Documents

- [FGP agenda.template autumn.doc](#)
- [FGP agenda.template spring.doc](#)
- [Personnel agenda.template summer.doc](#)
- [Strat dev com agenda.template autumn.doc](#)
- [Personnel agenda.template spring.doc](#)
- [Strat dev com agenda.template summer.doc](#)
- [FGP agenda.template summer.doc](#)
- [The purpose of Minutes\[1\].docx](#)
- [Work of committees doc.doc](#)
- [Strat dev com agenda.template spring.doc](#)
- [Personnel agenda.template autumn.doc](#)

No Documents

Sold Services and Training

The Education Improvement Service is committed to promoting the highest standards of pupil attainment and progress through the development of schools and other educational settings. We are particularly focused on developing high quality, strategic leadership, teaching and learning and on closing the gaps for vulnerable groups.

Our expert staff offer schools planned and bespoke support packages to address weaknesses through various monitoring, training and advice channels. We want Nottinghamshire to be a place where children are safe, happy and healthy, where everyone enjoys a good quality of life and where everyone can achieve their potential.

What we offer

- Brokering leadership and curriculum support from other schools and educational settings.
- Support from the Virtual School Co-ordinator and team for 'Looked-After Children'.
- Support for inspection and self-evaluation.
- External adviser support for governors undertaking statutory headteacher appraisal.
- Bespoke school-based whole governing body training.
- Brokering monitoring officer support for staff performance issues.

Depending on the nature of the content, there may be further sub-categorised pages which will appear on the right hand side of the page.

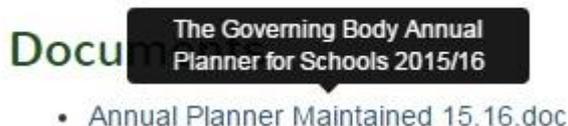
Not all pages/available content for the service in-question will be visible on the main landing page. These may have been sub-categorised appropriately – for example, HR >>> Contracts >>> Teaching Staff Contracts.

Documentation

Documents have been categorised into pages to allow services to provide wider context around the documents and reduce the need to download unnecessary documents.

If the service has provided a document description, this will be visible when you hover over the document as well as when you search for the document.

Hover over a document to find out more or click on it



Useful Contacts

For issues on who to contact in relation to the portal, please see below. Service contacts should be on the initial service landing page – e.g. 'HR' – within the portal.

- Lost/change password: ICT Service Desk via 0115 977 2010, select option 1 and follow the instructions or email helpdesk@nottsc.gov.uk.
- Homepage of the Portal not working/displaying: ICT Service Desk via 0115 977 2010, select option 1 and follow the instructions or email helpdesk@nottsc.gov.uk.
- Unable to access a service which you currently buy: Please contact the service you need access to in the first instance via the contact(s) provided.
- Issues with an external page (before you've logged in to the portal) or submitting a news item: econtent@nottsc.gov.uk
- Issues with a document, web-page or contact within the service area of the portal: Please use the service contact(s) provided.
- You are unable to find a document or content within a service area: Please use the service contact(s) provided.
- Any issues with content within a service section: Please use the service contact(s) provided.
- General advice and to provide feedback: econtent@nottsc.gov.uk.