

Perspective Lite User Guide for Nottinghamshire Schools and Academies



v1.0
April 2026



Document History

Release	Release date	Changes
1.0	22/04/2026	First release of documentation

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The following is a quick reference guide to help you navigate Perspective and this guidance document.

Accessing Perspective

Perspective website: <https://perspective.angelsolutions.co.uk>

School users should contact their system admin (headteacher or other user(s) with admin rights) to set up new accounts.

If your school has a new headteacher, please email data.collections@nottsc.gov.uk with their details (name and email address).

Forgotten login details: Either via the link on the Perspective homepage or: <https://perspective.angelsolutions.co.uk/Perspective/ForgotPassword.aspx>

Guidance link: [Setting up new users](#)

LA Documents

Requirements: As a minimum, you need 'Read' access to 'LA / Org Documents'. If you cannot see the Documents folder, contact your headteacher / admin.

The LA Documents area is a store of files sent to schools. This area is the replacement for documents previously sent to schools via ERICA or the Performance Portal.

From the homepage click '**LA Documents**' or Navigate to '**LA Services**' -> '**Documents**'

Guidance link: [User permissions and roles](#)
[Local Authority Documents](#)

File returns

Requirements: You need 'Action' access to 'LA / Org Documents'. If you cannot see File Returns, contact your headteacher / admin.

File Returns is a secure link for sending files from your school to the Local Authority. This area is the replacement for files previously sent by schools via ERICA.

From the homepage click '**LA File Requests**' or Navigate to '**LA Services**' -> '**File Returns**'

Guidance link: [User permissions and roles](#)
[File Returns](#)

Interactive analysis

Requirements: You need 'Read' access to 'Data' (and 'Read' access to 'Pupil Level Data' if you wish to see pupil details). If you cannot see 'Real Time Data' or 'Reports (Nova)' or 'Analysis (Insight)', contact your headteacher / admin.

Perspective contains a range of interactive reports providing analysis on key stage outcomes, attendance, exclusions and school census cohorts. This is available through 'Real Time Data' or 'Reports (Nova)' or 'Analysis (Insight)'.

From the homepage click '**Real Time Data**' / '**Reports (Nova)**' or Navigate to '**LA Services**' -> '**Real Time Data**' / '**Reports (Nova)**' / '**Analysis (Insight)**'

Guidance link: [User permissions and roles](#)
[Interactive reports](#)

For further help and support please contact data.collections@nottsc.gov.uk

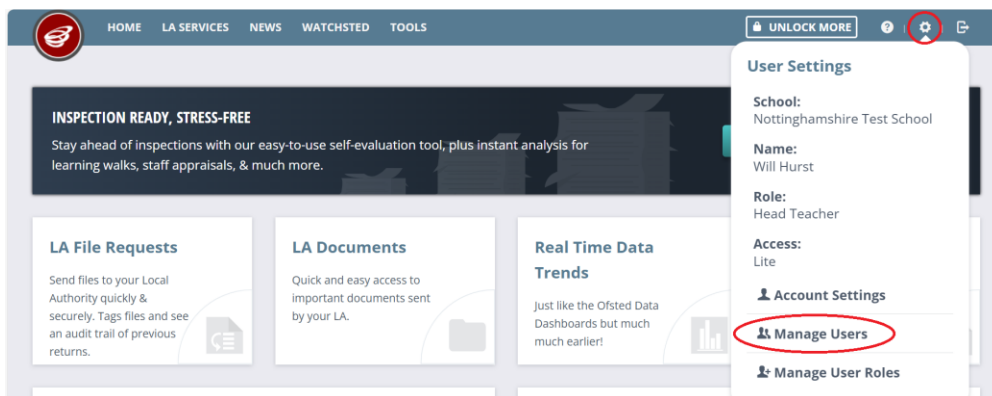
Setting up new users

School users should contact their system admin (either headteacher or other user(s) with admin rights) to set up new accounts.

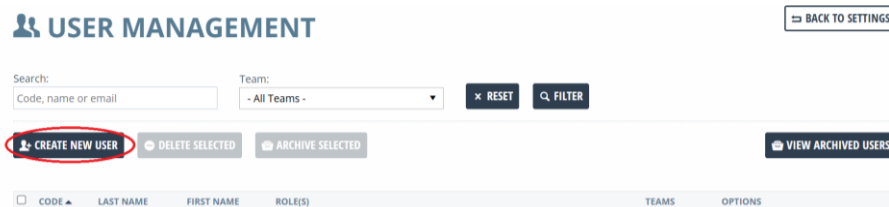
If your school has a new headteacher, please email data.collections@nottsc.gov.uk with their details who will set up a new headteacher account.

The below guidance is applicable to headteachers or users with admin rights only

1. **Log in** to Perspective
<https://perspective.angelsolutions.co.uk/>
2. Navigate to **'Settings'** (cog icon top right) -> **'Manage Users'**

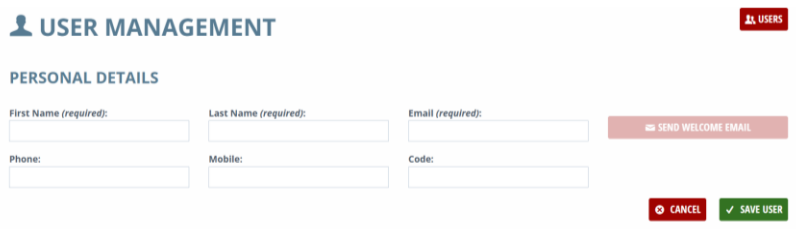


3. Click **'Create New User'**



4. **Complete user details**

Note: for security the email should be a named email address (eg. joe.bloggs@school.notts.sch.uk) rather than a generic account (eg. office@school.notts.sch.uk)

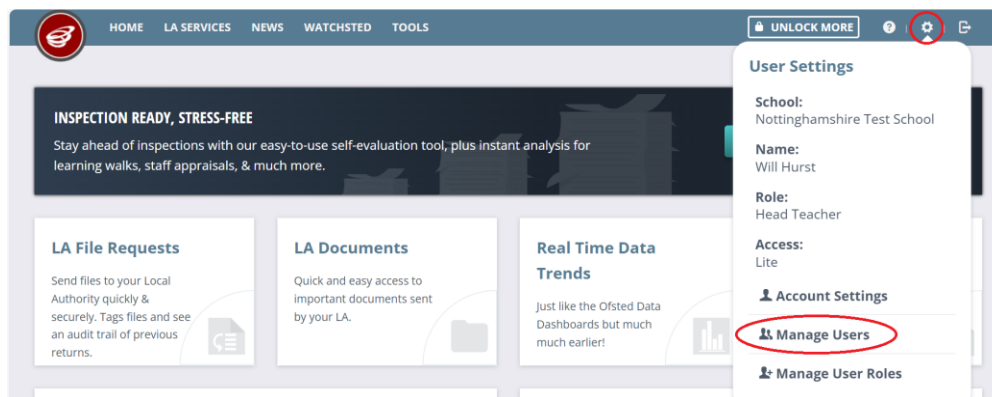


5. Click **'Save User'**
6. Click **'Send Welcome Email'**
7. **Modify permissions and roles** (see [User permissions and roles](#) guidance from Step 4).

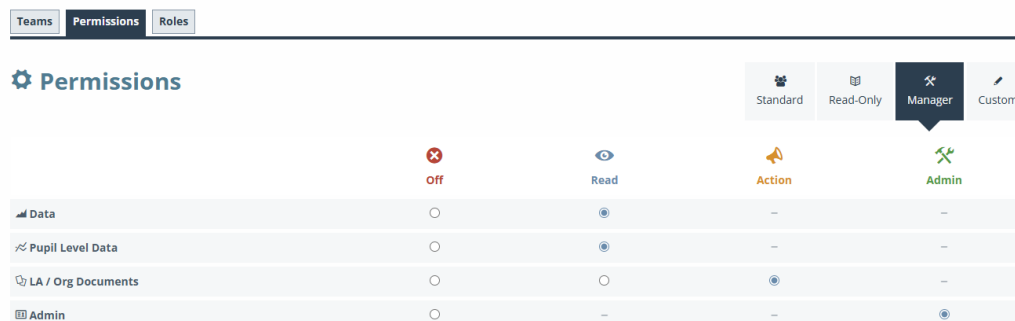
The degree of functionality a user has within Perspective Lite is determined by their account settings.

The below guidance is applicable to headteachers or users with admin rights only

1. **Log in** to Perspective
<https://perspective.angelsolutions.co.uk/>
2. Navigate to **'Settings'** (cog icon top right) -> **'Manage Users'**



3. **Click the name** of the user you wish to modify permissions for
4. Click the **'Permissions'** tab
5. You will see the permissions matrix which will allow you to determine the areas the selected user has access to. By default, when an account is created all settings are in the Off position.:

A screenshot of the 'Permissions' matrix in Perspective Lite. The 'Permissions' tab is selected. The matrix shows permissions for 'Data', 'Pupil Level Data', 'LA / Org Documents', and 'Admin' across four roles: 'Standard', 'Read-Only', 'Manager', and 'Custom'. The 'Manager' role is selected. The 'Data' row shows 'Off' for Standard, 'Read' for Read-Only, and '-' for Manager and Custom. 'Pupil Level Data' shows 'Off' for Standard, 'Read' for Read-Only, and '-' for Manager and Custom. 'LA / Org Documents' shows 'Off' for Standard, 'Read' for Read-Only, and '-' for Manager and Custom. 'Admin' shows 'Off' for Standard, '-' for Read-Only, '-' for Manager, and 'Admin' for Custom.

	Standard	Read-Only	Manager	Custom
Data	Off	Read	-	-
Pupil Level Data	Off	Read	-	-
LA / Org Documents	Off	Read	-	-
Admin	Off	-	-	Admin

Data: 'Read' gives access to the Real Time Data module (attainment data bar charts), Reports (Nova) and Analysis (Insight) modules.

Pupil Level Data: 'Read' gives access to pupil-level data within the Reports and Analysis modules.

LA / Org Documents: 'Read' gives access to 'LA Documents' which are documents sent to you by the Local Authority (including confidential files sent directly to users). 'Action' gives access to this and also allows a user to send files to the Local Authority via 'File Returns'.

Admin: grants someone the permission to add, edit and set permissions for all other users, except the headteacher. Admins cannot edit their own permissions.

6. Make the necessary changes on the matrix and click **'Save All Permissions'**

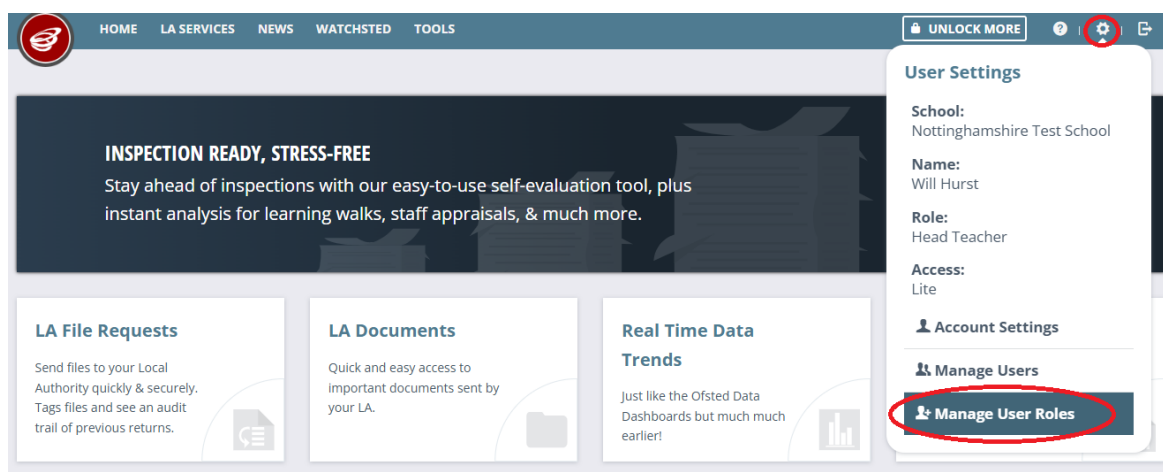
The Local Authority defines roles for the purpose of sharing documents with specific stakeholders in your school. These will appear under **'LA Services' -> 'Documents' -> 'Confidential Files'**

Note: To assign a role to someone; they must first have permission to access 'LA Documents'.

To assign a role of Deputy / Assistant Head Teacher, the user must first be added to the SLT team via the **'Teams'** tab (select **'Teams'** tab -> **'SLT'** -> **'Add'** -> **'Save User'**)

7. Click the **'Roles'** tab
8. **Assign a role** to the user (if applicable) and click **'Assign Role'**.

You can bulk edit roles in **'Settings'** (cog icon top right) -> **'Manage User Roles'**



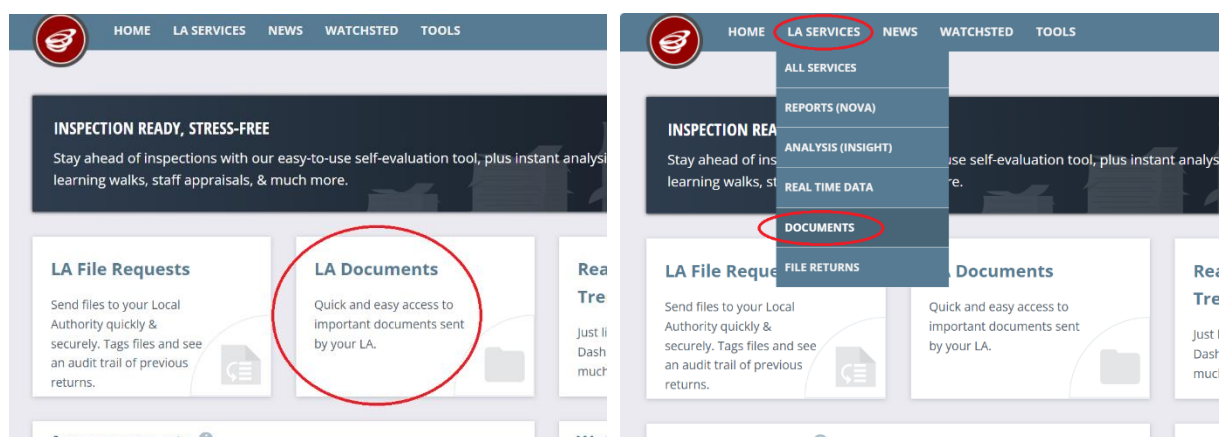
The LA Documents area is a store of files sent to schools. This area is the replacement for documents previously sent to schools via ERICA or the Performance Portal.

1. **Log in** to Perspective

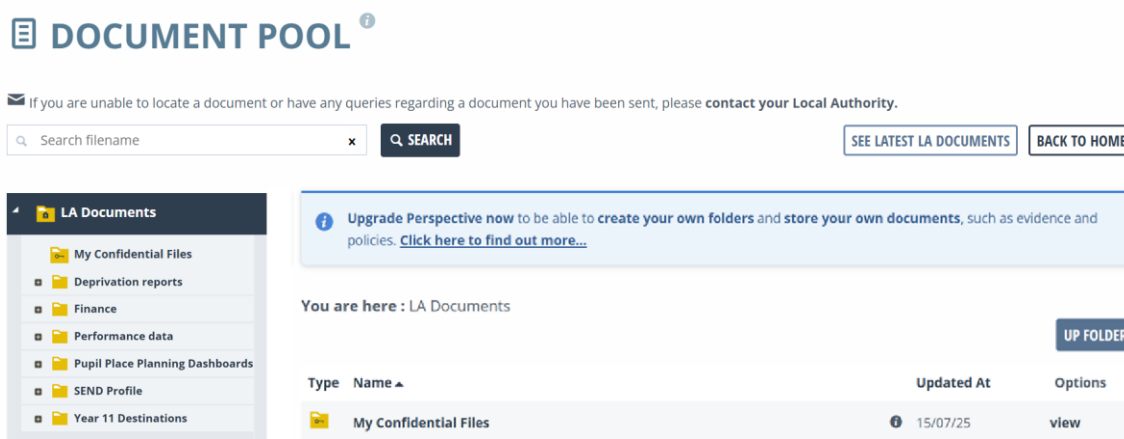
<https://perspective.angelsolutions.co.uk/>

2. From the homepage Click '**LA Documents**' or Navigate to '**LA Services**' -> '**Documents**'

Note: You can only access this area if you have the relevant permissions. If you cannot see the Documents folder, contact your headteacher / admin. As a minimum, you need 'Read' access to 'LA / Org Documents'. See [User permissions and roles guidance](#) for further information.



3. As the folders are customisable, your LA Documents folder may look slightly different to the image below:



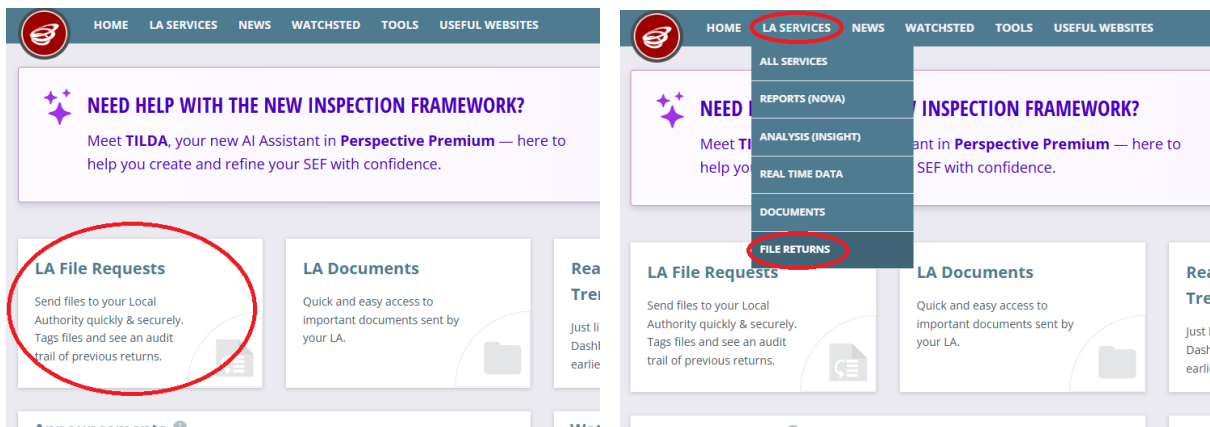
4. **Use the tree view** on the left-hand side to expand folders / select a folder to view files. These will appear on the right. **Click on a file name to download it.**

Note: '**My Confidential Files**' will contain documents which have been sent to a specific user or role.

File Returns is a secure link for sending files from your school to the Local Authority. This is the replacement for files previously sent by schools via ERICA.

1. **Log in** to Perspective
<https://perspective.angelsolutions.co.uk/>
2. From the homepage Click **'LA File Requests'** or Navigate to **'LA Services' -> 'File Returns'**

Note: You can only access this area if you have the relevant permissions. If you cannot see File Returns, contact your headteacher / admin. You need 'Action' access to 'LA / Org Documents'. See [User permissions and roles guidance](#) for further information.



There are two ways of sending files to the LA which are described below. These are either:

- [LA File Requests](#)
- [Standalone File](#)

Responding to an LA File Requests

The Local Authority can issue file requests targeting specific schools as part of a single file collection. If the LA has created a file request with your school included you will see this here:

SEND FILES TO NOTTINGHAMSHIRE SEND STANDALONE FILE BACK

File Requests **1** Standalone Files

Deadline: Current academic year | Issued by: Any | Status: 8 selected | Search

NAME OF REQUEST	ISSUED BY	DATE ISSUED	DEADLINE	STATUS	INFO	FILE
Sample file request	William Hurst	17/02/26 17:45	01/04/26	File Required	<i>Further information on the collection is provided here</i>	UPLOAD & SEND

Status File Required

Info *Further information on the collection is provided here*

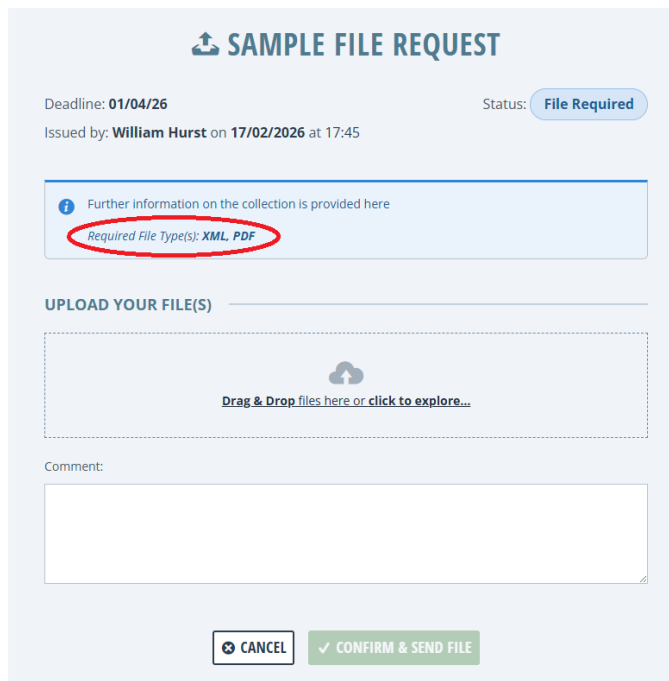
Issued 17/02/26 at 17:45
by William Hurst
william.hurst@nottscc.gov.uk

Required Files XML, PDF

The issue date, deadline, status of the collection and further information will be displayed here. If you have multiple requests, use the filters at the top to refine your search.

1. Click **'Upload & Send'** next to the collection you are responding to

The following screen will appear:



Note: The LA may have specified an expected file type (such as .xml or .pdf as shown above) for the collection. When you browse for files, only files of that type will be available for selection. You must ensure you're only sending files of the requested file type.



2. **Drag and drop** your file(s) into the upload section **or click** to search for your file(s) via File Explorer

Tip: You can add multiple individual files (if requested to do so; please refer to the collection guidance) by holding down the 'ctrl' key while selecting multiple files.

3. **Add additional details** (if necessary) in the comment box

4. Click **'Confirm & Send File'**

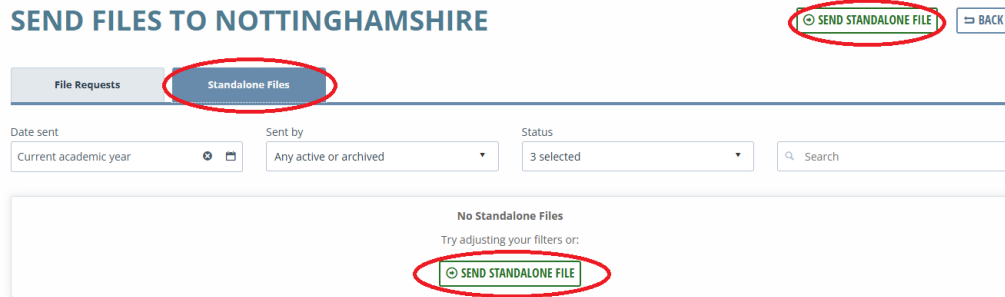
The status of your file will be marked as Submitted.

DEADLINE	STATUS	INFO	FILE
01/04/26	Submitted		 Download RECALL FILE(S)

Sending a Standalone File

There may be a scenario where you need to send the LA a file that isn't part of a file request. In this instance

1. Click 'Standalone Files' tab then 'Send Standalone File'



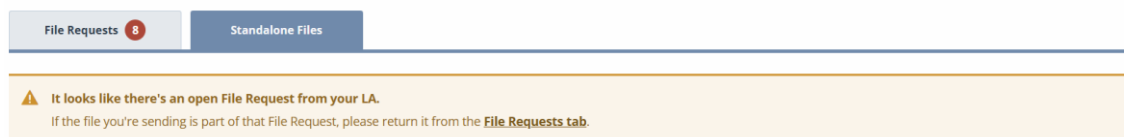
SEND FILES TO NOTTINGHAMSHIRE SEND STANDALONE FILE BACK

File Requests **Standalone Files**

Date sent: Current academic year ⊙ 📅 Sent by: Any active or archived Status: 3 selected 🔍 Search

No Standalone Files
Try adjusting your filters or:
SEND STANDALONE FILE

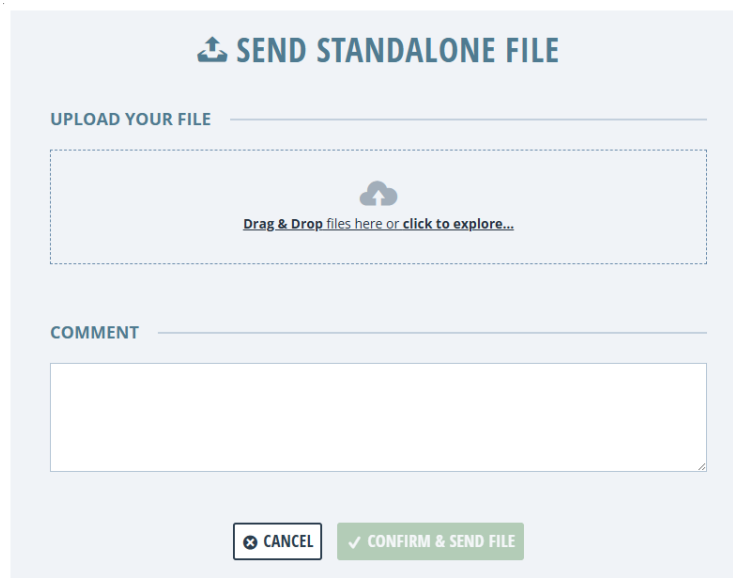
Note: If there is an existing open File Request from your LA, a banner will be displayed advising you to check if that File Request relates to the file you're about to send.



File Requests **8** **Standalone Files**


⚠️ It looks like there's an open File Request from your LA.
If the file you're sending is part of that File Request, please return it from the [File Requests tab](#).

The following screen will appear:



SEND STANDALONE FILE

UPLOAD YOUR FILE

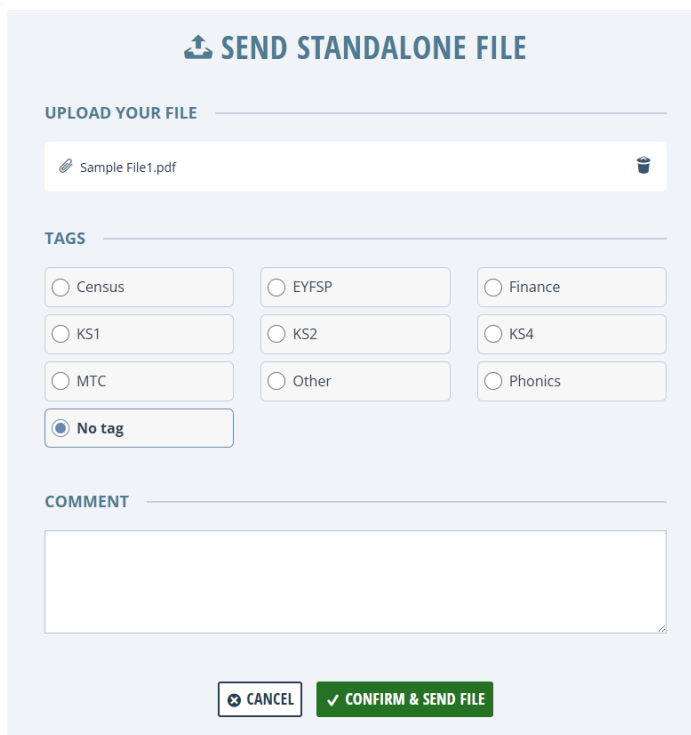

Drag & Drop files here or [click to explore...](#)

COMMENT

CANCEL CONFIRM & SEND FILE


2. **Drag and drop** your file into the upload section **or click** to search for your file via File Explorer

The following screen will appear:




3. **Select a tag** which the file relates to. This will help the LA identify your file
4. **Add additional details** (if necessary) in the comment box
5. Click '**Confirm & Send File**'

Once downloaded by the LA, the 'Received On' and 'Received By' fields in your dashboard will update accordingly:

STATUS	INFO	RECEIVED ON	RECEIVED BY
Received		18/02/26 13:28	William Hurst

Rejected Files

The Local Authority can choose to reject a file you send them if it's not exactly what they require. When this happens, the user that sent the file will be emailed. The file status will change to Rejected.

DEADLINE	STATUS	INFO	FILE
01/04/26	Rejected		Download REPLACE FILE(S)

Status Rejected

Rejected 18/02/26 at 13:37
by William Hurst
Incorrect content
File relates to last year. Please return this years data

1. To view the reason for rejection **hover over the 'i' symbol**
2. **Address the issue**
3. Resubmit the file by clicking '**Replace File**'.

Perspective contains a range of interactive reports providing analysis on key stage outcomes, attendance, exclusions and school census cohorts.

Note: National/Local Authority averages are based on the loading of school data. In the early days of a data collection (ahead of the statutory submission deadline for EYFSP and Phonics / in the few days after the KS2 results are published for example) national and LA results will change as each school set of data is loaded.

Caution should be taken with any optional data collections, such as KS1, or Multiplication Tables Check as to the completeness of the data as not all schools / LA's may take part in these collections.

Real Time Data Trends

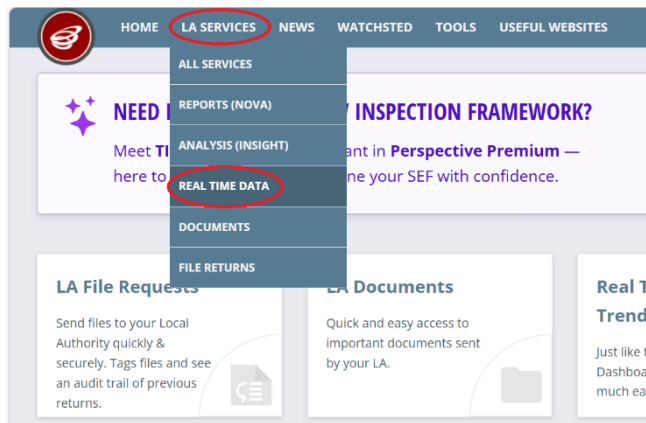
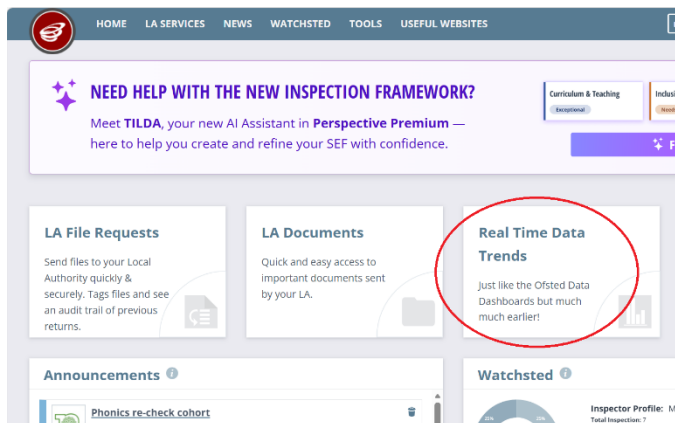
Real Time Data provides you with headline attainment levels together with national benchmarking up to 4 months prior to DfE release. This data is provided as part of your LA's membership to [NCER \(National Consortium for Examination Results\)](#).

1. **Log in** to Perspective

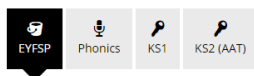
<https://perspective.angelsolutions.co.uk/>

2. From the homepage Click '**Real Time Data Trends**' or Navigate to '**LA Services**' -> '**Real Time Data**'

Note: You can only access this area if you have the relevant permissions. If you cannot see Real Time Data, contact your headteacher / admin. You need 'Read' access to 'Data'. See [User permissions and roles](#) guidance for further information.

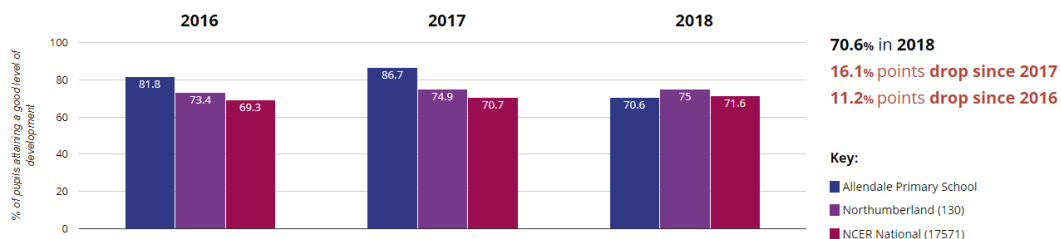


3. Once you have **selected a key stage**, the system will display the trends over time. You can alternate between key stages as needed. You can switch between a bar or line view.



This data is **visible** to your LA and Schools. [Please click here to change your data setting](#)

★ **Good Level Of Development**

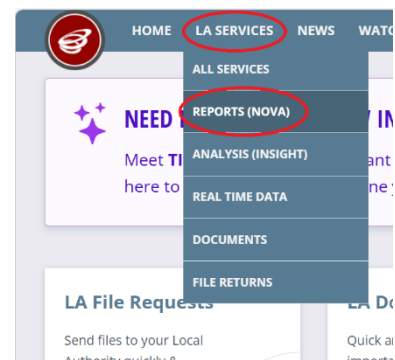
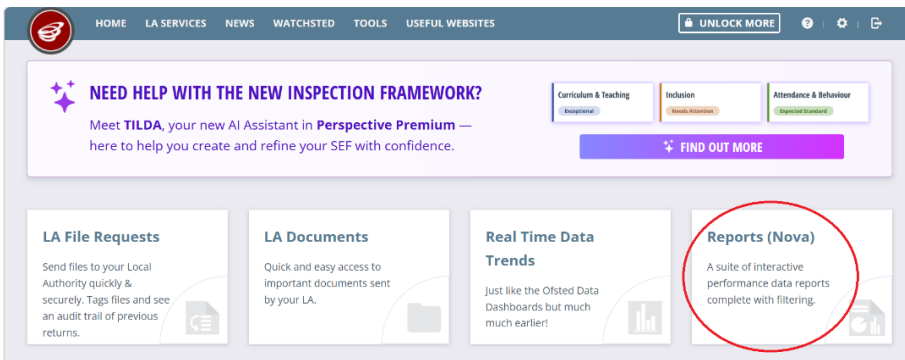


In the summer term, the latest annual figures will begin to appear so you can start to see the emerging national picture, alongside your school's results.

The reports option will take you to a suite of interactive reports which contain your school performance data. This data is provided as part of your LA's membership to [NCER \(National Consortium for Examination Results\)](#).

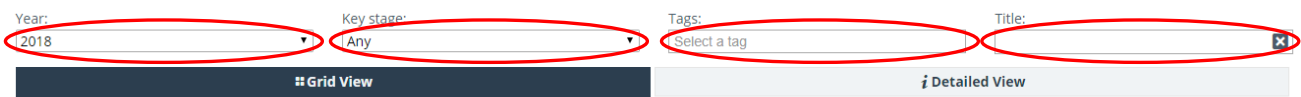
1. **Log in** to Perspective
<https://perspective.angelsolutions.co.uk/>
2. From the homepage Click '**Reports (Nova)**' or Navigate to '**LA Services**' -> '**Reports (Nova)**'

Note: You can only access this area if you have the relevant permissions. If you cannot see Reports (Nova), contact your headteacher / admin. You need 'Read' access to 'Data' (and 'Read' access to 'Pupil Level Data' if you wish to see pupil details). See [User permissions and roles](#) guidance for further information.

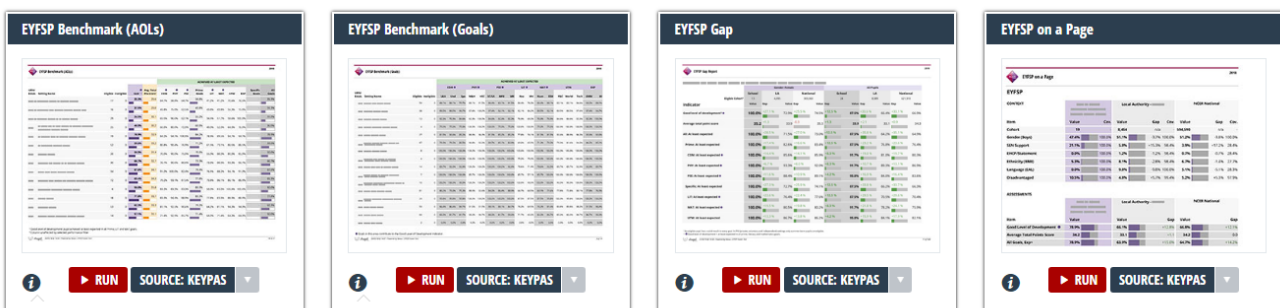


3. On the main reports page, you will be able to **select filters** (Year, Key Stage, Tags, Title) from the top to narrow down the report **or alternatively scroll down the page** to find the report you are looking for.

Note: Depending on your school type, your Reports section may look differently.

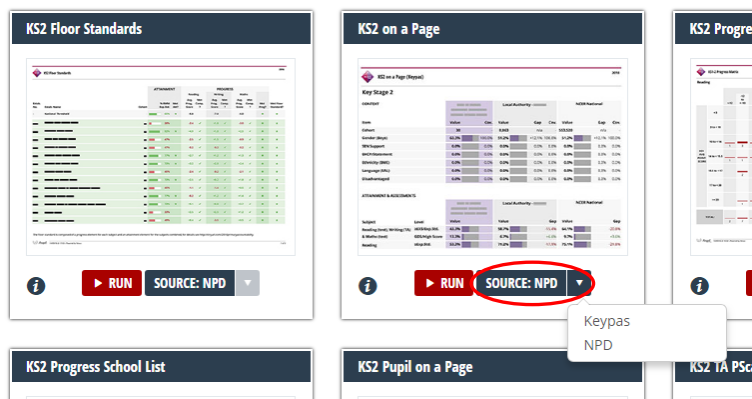


EYFSP

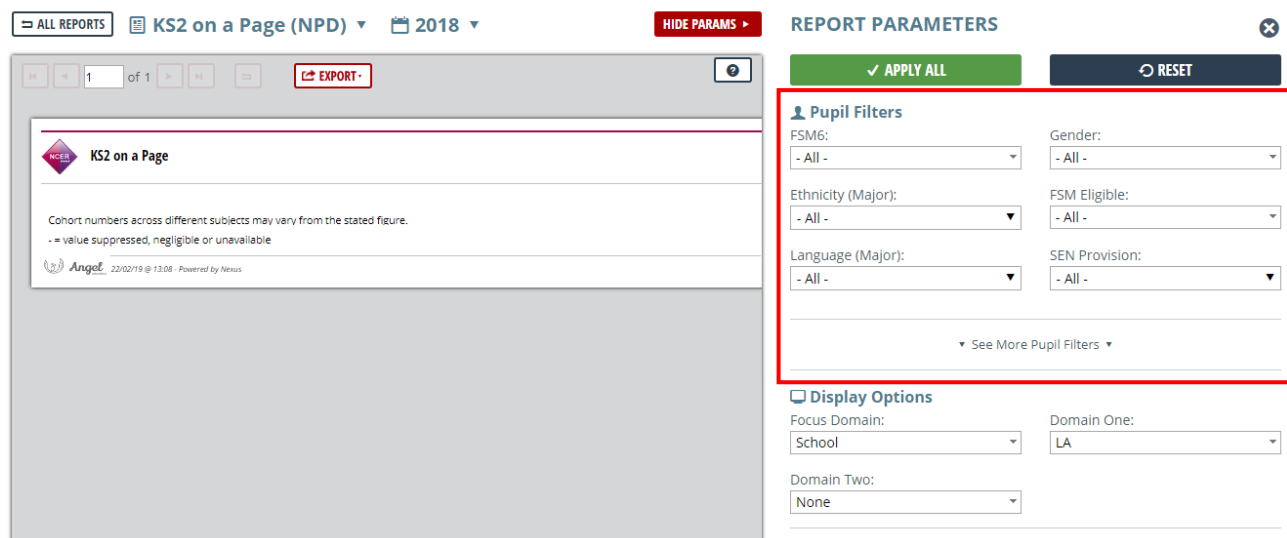


4. Depending on the key stage, you can **select one of two different data sources** when running a report, depending on which data has been released. The **KEYPAS** data will return data sets such as the DfE checking / performance tables files available to your LA (data that your Local Authority has imported). The **NPD** (National Pupil Database) data will return data that has come directly from the DfE (usually a more finalised / complete version of the data).

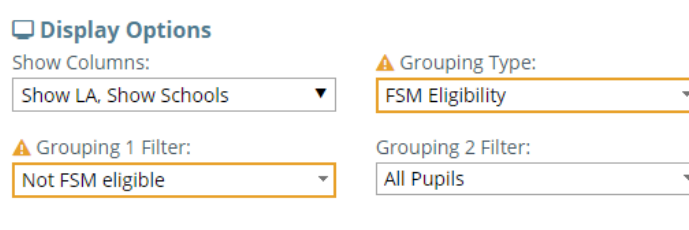
Key Stage 2



5. Click **Run** to generate the report. You will notice that you have a selection of filters on the right-hand side of the page. You can use these to **filter the data** that is returned.



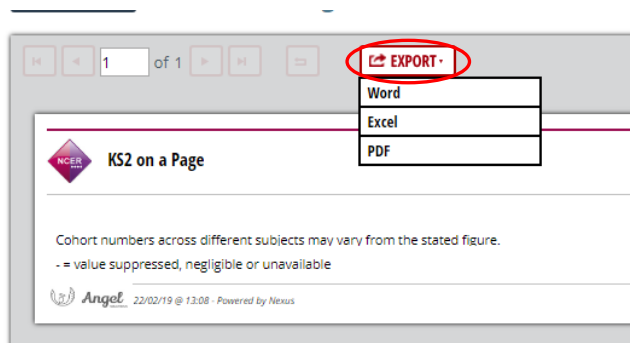
6. **If you select a filter**, it will turn orange. This is to show that the filter is not currently applied to the report. Click **'Apply All'** to generate the report using your chosen filters.



- Pupil filters** determine the exact pupils that are returned within the data on the report. **Display Options** determine how the pupils you selected using the pupil filters are displayed.

For example: If you only want to return the data for your SEN pupils, use the SEN Pupil Filter. If you want to view all pupils, but group them into SEN and Non-SEN, then you would need to use the SEN grouping type within the Display Options

- You can also export the results of your report by clicking the **Export** button and then selecting the file type you wish to download.

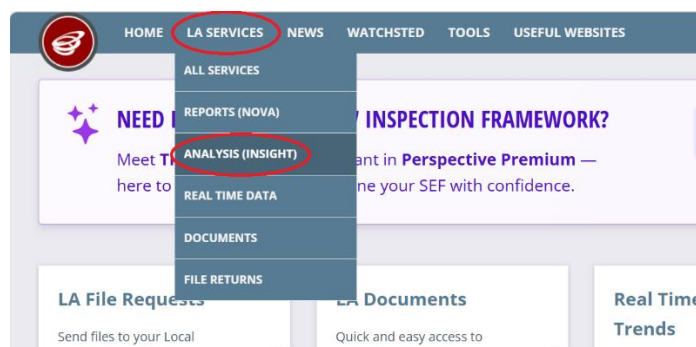


Analysis (Insight)

Analysis (Insight) offers analysis of large volumes of data and is designed to easily summarise this data highlighting strengths, challenges, trends and comparisons. This data is provided as part of your LA's membership to [NCER \(National Consortium for Examination Results\)](#).

- Log in** to Perspective
<https://perspective.angelsolutions.co.uk/>
- Navigate to 'LA Services' -> 'Analysis (Insight)'

Note: You can only access this area if you have the relevant permissions. If you cannot see Analysis (Insight), contact your headteacher / admin. You need 'Read' access to 'Data' (and 'Read' access to 'Pupil Level Data' if you wish to see pupil details). See [User permissions and roles guidance](#) for further information.



- To access a specific area, simply **click the relevant option** on the Analysis landing page.