nqt manager

NQT Management Software

Head Teacher User Manual

A Walkthrough Guide

Head Teacher User Manual

www.nqtmanager.com

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Notes

Use this area to doodle or make any notes in as you go through this manual

Help
If you require some help at any point please contact our helpdesk
www.nqtmanager.com/support

Head Teacher User Manual

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What is a Head Teacher?

The Head Teacher has control over all Tutors and NQTs in your school. This role is normally assigned to only one person at a school.

Head Teacher Access Privileges

- Add/Edit NQTs.
- Add/Edit/Remove Tutors.
- Assign NQTs to Tutors.
- Complete Assessments.

How to Login to NQT Manager

You will need to login to NQT Manager with your unique username and password in order to use the system.

Please Note: You should never login using a password belonging to another member of staff. This is against the terms and conditions of using nqtmanager.com. If you require access to NQT Manager please ask an existing Tutor, Induction Coordinator, or Head Teacher to add you to the system.

Entering a Username and Password

To return to the login page from any NQT Manager page you can click on the *Login* link from the top right corner of the screen. If this link is not available and you see *Log Out* instead this means that you are already logged in.

REF 3.1

Login Details

Username:

Password:

☐ Show Password

Log In

Send me my login details

Register Your School's Induction Coordinator

If you are from a school and your school is new to this website, your school's induction coordinator will need to register their details. They will then need to be authorised by the Appropriate Body, which may take 24 to 48 hours.

Register as an Induction Coordinator

User Manuals

Need some extra help? Then our user manuals are here to get you up and running. Download them now.

From the Login Page you will need to:

1. Enter your username and password.

   a. You can use the *Show Password* checkbox to see what you are entering for your password.

   b. Enter the username and password exactly as you received them.

2. Click on *Log-in* to be taken to your dashboard.

If you cannot login to NQT Manager please see How to Retrieve a Username or Password.

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How to Retrieve a Username or Password

The password recovery page can be used for retrieving login details for all users at your school.

Accessing the Password Recovery Page

The link to the password recovery page is below the Login Details box on the Login page.

REF 4.1

1. Click on the *Retrieve a username or password* link.

REF 4.2

2. Select the name of your school from the drop down list.
3. Select your role (position) at the school.

REF 4.3

4. If you select Tutor or NQT as your role you will need to enter your last name.

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5. Click on *Send Username and Password* to have the details sent to the registered email address.

Please Note: Emails are not always instant and can take over 10 minutes to arrive depending on your mail server.

What to do if the Email Does Not Arrive

If you do not receive the email after 20 minutes please try the following:

1. Please make sure that you are checking the correct email address.

2. Check your junk email box.

3. Contact your IT Manager or the person that manages your email server. All emails that are sent from NQT Manager arrive from the email address NoReply@nqtmanager.com. Your email server may be blocking email arriving from this address.

4. Another Head Teacher or Coordinator can login to view the username or change the password for any Tutor or NQT. To do this they will need to login and go to the list of NQTs or Tutors and select the relevant user. From the user details page they will see the username and be able to change the password.

5. If you are still having trouble retrieving the login details you can add a new helpdesk post or contact the technical support number at the top of the screen.

Digital Signatures

What is a Digital Signature?

Your digital signature is a very important part of the NQT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything.

Digitally signing an assessment or registration is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

To digitally sign an assessment or registration, you'll need to tick a box to confirm you are signing and then simply click a button.

Please note that this is a change from the old digital signature system, which required you to save personal information

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Dashboard

Once you have logged in you will be taken to your NQT Manager Dashboard page which provides quick links to your tasks.

REF 6.1

Pending Tasks

When you have pending tasks to complete on the system, your dashboard may not be visible. Instead, you will see a list of your pending tasks, such as assessments that need completing or digitally signing. You can click the links to view, complete or digitally sign the assessments. You can also tick all the boxes and sign all of the assessments in one go.

REF 6.2

Creating a new Tutor or Induction Coordinator

1. Login to NQT Manager.

REF 6.3

2. From the top grey menu click on *Tutors*.

REF 6.4

CONTINUED OVER

Notes

3. Click on the *Create a new Tutor link*.

REF 7.1

Create a new Tutor

Please fill out each of the various sections below of the tutor's details. Once all sections have been completed, click the 'save details' button at the bottom of the page.

First Name:

Last Name:

Telephone:

Email:

Confirm Email: *

Position: Please Select

Received Training?: Yes (Not NQT Manager Training).

Date Received?: 25 September 2012

Password:

Confirm Password:

Save

You will need to:

4. Complete all of the required information.

   a. Ensure that the email address is entered correctly. NQT Manager will use this email address to inform your Tutor of important information such as when assessments are due.

   b. Choose a password that is not easy to guess.

Please Note: *The field 'Received Training' is not for training on the NQT Manager system. This is for the training received from the awarding body for monitoring NQT induction.*

5. Click *Save Details*.

An email will be sent to the Tutor's email address with the username and password.

Create or Edit the School Administrator

The School Administrator is able to register new NQTs and Tutors, but is

REF 7.2

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

School Details

Administrator

unable to edit them once registered. The Administrator is also unable to complete or view assessments.

1. From the top grey menu move your mouse pointer over *School*. A drop down menu will appear.

2. Select *Administrator*.

3. Complete all fields on the form.

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REF 8.3

School Administrator

Please use the details below to add or update your school administrator. A school administrator can add NQTs and Tutors, but they cannot fill out assessments. It is generally used for someone such as a secretary to complete registrations for your tutors.

Username:
First Name:
Last Name:
E-mail:
Password:
Password:

💾 Save

4. Click *Save Updated Details*.

An email will be sent to the email address with the username and password.

Edit School Address and Contact Details

1. From the top grey menu move your mouse pointer over *School*.
A drop down menu will appear.

REF 8.1

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

School Details

2. Select *School Details*.

REF 8.2

School Details

School Name: demo school 1

School Number: 1

Headteacher: Bill Willis

Address Line One: Kent

Address Line Two: Kent

Address Line Three: Kent

Town: Maidstone

County: Kent

Postcode: TN12 9QJ

Country:

3. Amend any details that are incorrect.

Please Note: You cannot change your school number. If this is incorrect your will need to contact your Awarding Body as the technical support line staff are unable to amend this.

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4. Click on *Save Updated Details*.

Register an NQT

1. From the top grey menu move your mouse pointer over *NQTs*.
A drop down menu will appear.

REF 9.1

2. Select *Register NQT*.

Teaching Agency Registration Information

REF 9.2

3. Complete all of the required information.

Please Note:
a. You cannot register an NQT that does not have a Teacher Reference Number.
Contact your Awarding Body if you do not know what this is.
b. The Last Name and Date of Birth must exactly match what is registered with the Teaching Agency.

4. Click on *Save and Continue*.

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Contract Details

REF 10.1

NQT Registration - Step Two - Contract Details

Start Date of Induction: (at this school)   01/09/2012 - 20/12/2012

Please select the term date from above. If the NQT did not start on the first day of the term, please also tick the checkbox below and enter the date that the NQT started.

The NQT started between terms: ☐

How Many Days per week: 5 days a week (Full Time)   (This includes release time).

Contract Type: Please Select...

Year(s) NQT is to teach:
Not Applicable
Foundation
Nursery
Reception
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Year 7

To choose multiple years, please hold down Ctrl and click each required year

Subject(s) NQT is to teach:
Not Applicable
Art
Art & Design
Biology
Business Studies
Careers
Chemistry
Citizenship
Classics
Dance
Design & Technology

To choose multiple subjects, please hold down Ctrl and click each required subject

☐ **Has the NQT been CRB checked?**

☐ **Have references been sought for this NQT?**

☐ **Has this NQT completed the skills tests for Numeracy and Literacy?**

Induction Tutor
Please select the NQT's induction tutor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.

Induction Tutor: Bill Willis - Head   Add New Tutor

← Back   → Continue

5. Complete all of the required information.

    a. To select multiple 'years to teach' hold down the CTRL button on your keyboard and click on each year.

Please Note: It is important that you select the correct days per week as this will be used when generating assessments.

6. Select an existing Tutor from the drop down list or click *Add New Tutor*.

7. Click *Next Step*.

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Training Details

REF 11.1

NQT Registration - Step Three - Training Details

This is the date that the Qualified Teacher Status was awarded by the TA. Please ensure that you have physically seen the certificate before continuing. *Failure to do so may lead to this NQT not passing their induction or starting again.*

When was Qualified
Teacher Status awarded: 25 ▾ September ▾ 2012 ▾

Teacher training institution: Please Select... ▾

Qualification awarded: Assessment Only ▾

Qualified Subject(s):
Not Applicable
Art
Art & Design
Biology
Business Studies
Careers
Chemistry
Citizenship
Classics
Dance
Design & Technology

To choose multiple subjects, please hold down Ctrl and click each required subject.

Qualified age range(s):
3 - 5
3 - 7
4 - 11
7 - 14
9 - 13
11 - 16
11 - 18

To choose multiple age ranges, please hold down Ctrl and click each required age range.

← Back   → Continue

8.   Complete all required information.

   a.   If the teacher training institute is not available select *Other*.

   b.   To select multiple qualified subjects hold down the CTRL button on your keyboard and click on each subject.

9.   Click *Next Step*.

Home Address

REF 11.2

NQT Registration - Step Four - Home Address

Please enter the NQT's home address below. This is important as it will be used for forwarding certificates after induction in the event that the NQT moves school after their induction.

House:
Street:
Town:
County:
Postcode:
Telephone (Home):
Telephone (Work):   01622 831292
Telephone (Mobile):

← Back   → Continue

10. Complete all required information.

11. Click *Next Step*.

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Confirm Registration Details

REF 12.1

12. Check that the NQT's details are correct.

13. Click *Click here to Complete Registration*.

14. Digitally sign the registration form.

REF 12.1

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How to Digitally Sign an NQT Registration

15. Read the terms and conditions, review the registration form and then *tick the box*.

16. Click the *digitally sign form* button.

Once you have digitally signed the registration form, your Awarding Body will authorise or reject the NQT registration.

View a List of your NQTs

1. From the top grey menu move your mouse pointer over *NQTs*. A drop down menu will appear.

REF 13.2

2. Select *List of NQTs*.

View an NQT's Details

1. Go to the list of your NQTs. (See View a List of your NQTs.)

REF 13.1

2. Click *View* next to the NQT you wish to view.

Overview Page

REF 13.2

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From this page you can see an overview of the NQT's details.

Status and FTE
Details of the current status of the NQT and FTE completed and remaining are displayed in the top section of this page.

Website Login Information
The username for the NQT is displayed.

Termly Assessments
A list of all completed, due and upcoming assessments are listed in this section. When an assessment becomes available you will be able to click on a *Complete* link next to the assessment.

A *Print* link next to a due or completed assessment allows you to view a PDF version which can be saved to your computer or printed.

Print Details

Clicking on *Print Details* from the left menu will download a PDF version of the NQT registration form.

Editing an NQT's Details

1. Go to the Overview page for the NQT. (See View an NQT's Details.)

REF 14.2

Overview - John Smith

NQT Overview
Personal Details
Training Information
Monitoring Tutor
Contract Details
Print Details
Previous Schools
Documents
Available Courses
Booked Courses
Courses Buy In

Status: Authorised
Teacher Ref No. (DCSF): 0000000
Date QTS was Awarded: 12/7/2009
DOB: 12/7/1989
Start Date of Induction: (at this school) 07/06/2010
School: [12345] Marden School
Tutor: Bruce Willis

Completed FTE: 0
Contract FTE: 1
Remaining FTE: 3
Assessments Completed: 1
Next Assessment Due: 22/10/2010
Estimated End Date: 20/12/2012
Number of Days Absence: 0

Termly Assessments

Term	FTE	Start	Due	Status	Action
1	1	07/06/2010	22/10/2010	With Appropriate Body	Print

2. From the left menu select an option. These are explained below:

Personal Details

This page allows you to update:

- The name of the NQT.
- Email address.
- Date of birth.
- National insurance number.
- Teacher reference number.
- Home address.

Training and Qualification Details

This page allows you to update:

- The date QTS (Qualified Teacher Status) recorded by the Teaching Agency.
- Teacher Training Institute attended.
- Qualified subjects.

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- Qualified age range.
- Has the NQT been CRB checked?
- Have references been sought for this NQT?
- Has this NQT successfully completed the skills tests for numeracy, literacy, and ICT?

Monitoring Tutor

This page allows you to specify who is the current monitoring Tutor for the NQT.

Contract Details

This page allows you to update:

- The Start Date of induction at the current school.
- The year(s) the NQT is to teach.
- The subject(s) the NQT is to teach.
- How many days per week the NQT will work.
- Whether the NQT is on a permanent or temporary contract.

Associated Schools

If the NQT has been at more than one school within your Awarding Body's area this page will display information about the previous schools and the FTE achieved.

This page only displays schools that have been entered into NQT Manager.

Previous Schools

The Previous Schools page displays information about the schools that the NQT attended outside of the Awarding Body's area. You can add or remove previous schools from this page.

This page allows you to update:

- Previous school name and address.
- Awarding body.
- Start date.
- Terms completed.
- Days of absence.

NQT Documents

Please see the section on Uploading NQT Documents for more information.

Uploading NQT Documents

NQT Manager allows you to upload documents that support a NQT's induction.

1. Go to the Overview page for the NQT. (See View a NQT's Details.)
2. Click *Documents* from the left-hand menu.
3. Click *Add a new document*.
4. Enter a name and description for the file.
5. Select the file to upload.
6. Click *Save Details*.

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Completing an Assessment

Notes

1. Go to the Overview page for the NQT. (See View a NQT's Details.)

REF 16.1

Term	FTE	Start	Due	Status	Action
3 (Final)	1	15/10/2012	04/01/2013	Due	Fill In | Print

2. Select *Complete* next to the relevant assessment from the list.

This Term's Contract Details

REF 16.2

This term's contract details have been:

Contract Type: Permanent

Days Per Week: 5 days a week (Full Time)

← Back   → Continue

3. Complete the information for This Terms Details.
4. Click *Next*.

Enter the Assessment Details

REF 16.1

Add a New Document - Han Solo (Demo)

NQT Overview
Personal Details
Training Information
Monitoring Tutor
Contract Details
Print Details
Registration Questions
Previous Schools
Documents
History
Change Status
Move School
Available Courses
Booked Courses
Courses Buy In

Please select the document that you wish to upload, then add a name and description. The file size cannot be larger than 4MB in size.

Document Name

Document Description

Document To Upload: Choose File No file chosen

← Back   Save

5. Complete all fields on the assessment page.
6. Click *Next*.

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Additional Information

If your Awarding Body would like you to complete extra information you will be shown a page with the additional questions.

7. Complete all required information.

REF 17.1

Assessment Details Saved Successfully.

Part One: Teaching

Standard 1: Set high expectations which inspire, motivate and challenge pupils:
Strengths:

Area(s) for development next term:

Standard 2: Promote good progress abd outcomes by pupils:
Strengths:

8. Click *Next*.

Next Term's Contract Details

REF 17.1

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the NQT's contract details will be *next* term. Next term's contract details will be:

How Many Days Per Week: 5 days a week (Full Time) ▼

Contract Type: Permanent ▼

Will this NQT be remaining at this school for the next assessment period?

◉ Yes
◯ No

← Back   → Continue

9. Complete the contract details for next term.

10. Once you are happy that the assessment is 100% correct select the checkbox *This assessment is submitted and ready to be digitally signed*.

11. Click *Next*.

Add your Digital Signature to the Assessment

12. See the section Digitally Signing an Assessment.

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NQT and Tutor Signatures

13. Ask your NQT and their tutor to login using their username and password to digitally sign the assessment.

Digitally Signing an Assessment

1. Go to the Overview page for the NQT. (See View a NQT's Details.)

REF 18.2

Termly Assessments

Term	FTE	Start	Due	Status	Action
1	1	15/06/2010	12/09/2012	Needs Digital Signatures	Sign | Edit | Print

2. Click on *Sign* next to the assessment.

   a. If the Sign link is not next to the assessment you will need to click on *Complete*.

   b. Follow the assessment process through to the Next Terms Details page.

   c. Select the checkbox *This assessment is submitted and ready to be digitally signed*.

   d. Click the *Next button*.

Enter your Digital Signature

REF 18.1

Digital Signature

Current Signatures
× Signed By Head

× Signed By Tutor

× Signed By NQT

View Printable Form

Digital Signature
Your digital signature is a very important part of the NQT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything.

Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **Bruce Willis**, role **Head**

To digitally sign this assessment, just tick the box below and then click the 'Confirm' button.

☐ **Tick this box to Digitally Sign this Assessment.**

✔ Confirm

3. View the assessment form, then *tick the box* to digitally sign the form.

4. Click *Save Details*.

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View Resources Provided by your Awarding Body

REF 19.1

NQTs	Tutors	School	Courses	Resources	Login Details	Help & Support

1. From the top grey menu select *Resources*.

REF 19.2

Resources

Documents
Please click on the links below to open any documents that you require. Documents will open in a new browser window.
- Guide to the new standards
- NQT handbook
- NQT handbook

2. Click on the resource to download.

Help and Support

Adding a Helpdesk Ticket

REF 19.3

NQTs	Tutors	School	Courses	Resources	Login Details	Help & Support

What's New
Video Tutorials
FAQs
Help Desk
User Manuals
System Status

1. From the top grey menu move your mouse pointer over *Help & Support*. A drop down menu will appear.

2. Select *Help Desk*.

REF 19.4

much information as possible in your question. For example, if your enquiry is about an NQT, include their name. Or if your enquiry is about access to an area of the site, include the username that you are using to log in with. The more information you include, the quicker we will be able to get your issue resolved for you.

Submit A New Support Ticket
Ask a new question to our support staff. In most circumstances, helpdesk posts will be answered within 4 hours between the hours of 09.30-17.00 Monday to Friday.

Submit A New Support Ticket

Open Support Tickets
Enter your helpdesk issue number and secure code below to access your existing helpdesk ticket. This information can be found in the e-mail sent to you when the first query was placed.

3. Click *Submit a New Support Ticket*.

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4. Fill out the details.

Notes

REF 20.1

You will then receive an email with an issue number and support pin. You can use these details to view responses to your helpdesk ticket. There will also be a link to your support ticket within the email. You will receive an email when a response is received.

Viewing a a response to a Helpdesk Ticket

You will receive an email when a response is received. Click on the link within the email to access your support ticket.

Alternatively:

REF 20.2

1. From the top grey menu move your mouse pointer over *Help & Support*. A drop down menu will appear.

2. Select *Help Desk*.

REF 20.4

3. Enter the issue number and security code you received by email when adding the support ticket.

4. Click *View Issue*.

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Changing your Login Details

REF 21.1

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

1. From the top grey menu select *Login Details*.

REF 21.2

Login Details

Email: _____ *

Confirm Email: _____

Username:

Password: _____

Confirm Password: _____

If you are changing a password, your new one must be between **6 and 10 characters** and contain both **letters and numbers**.

💾 Save

2. Edit your login details.
3. Click *Save Details*.