

A Walkthrough Guide

www.nqtmanager.com



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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.

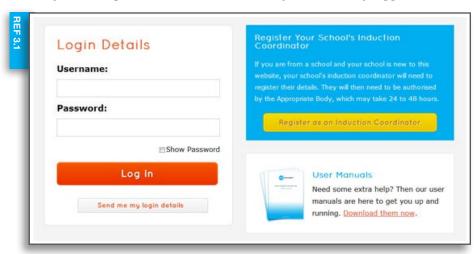
How to Login to NQT Manager

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.



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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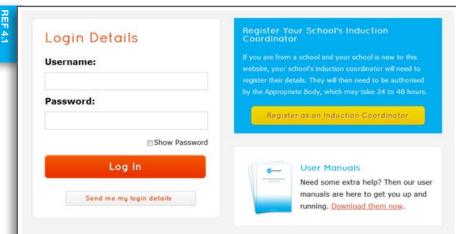


How to Retrieve a Username or Password

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.



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



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

Thank you for your request. The username and password has been sent to the registered email address, alisongrant@fsmail.net

Email Address Incorrect?

If your email address is incorrect, someone at your school can update this for you. If you are an NQT, please ask your tutor to log in, go to your overview page and then select 'Personal Details' from the left hand menu. They can update your email address there. If you are a tutor or headteacher, please ask your NQT coordinator to log in, then go to your details page. They will be able to update your email address there.

You'll then need to use this retrieve login system again to send to your updated email address.

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

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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.
- 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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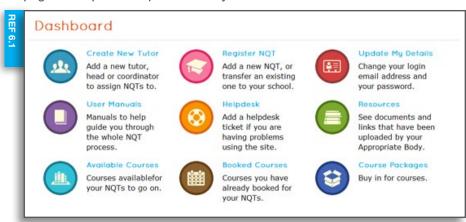
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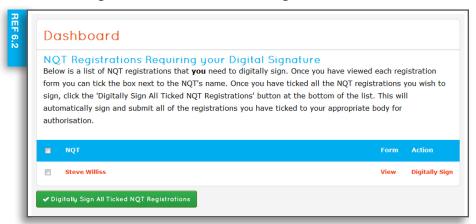
Dashboard

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



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.



Creating a new Tutor or Induction Coordinator

1. Login to NQT Manager.

Dashboard

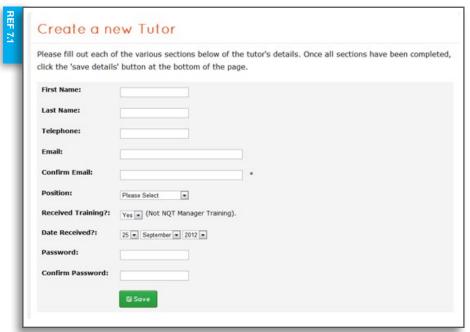
2. From the top grey menu click on Tutors.

List of Tutors Below is a list of the school's tutors. To view or change a tutor's details, or to look at their associated NOTs, please use the 'Edit' link next to the appropriate tutor, 'NQTs' is the number of NQTs who are currently assigned to that tutor. Create a new Tutor

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3. Click on the Create a new Tutor link.



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.
 - 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



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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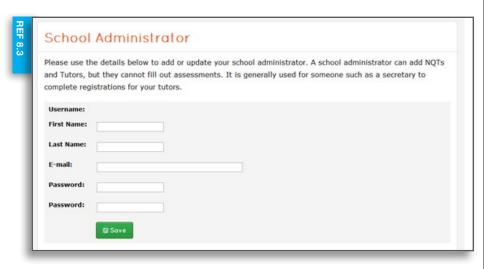
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4. Click Save Updated Details.

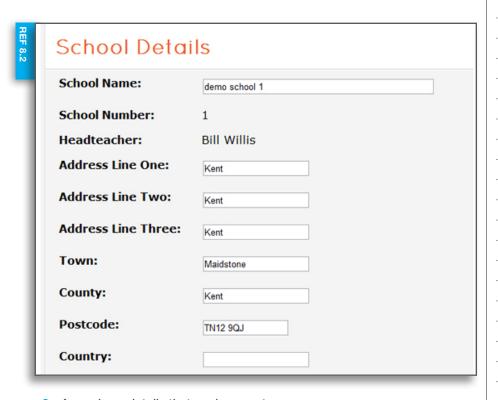
An email will be sent to the email address with the username and password.

Edit School Address and Contact Details

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



2. Select School Details.



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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Register an NQT

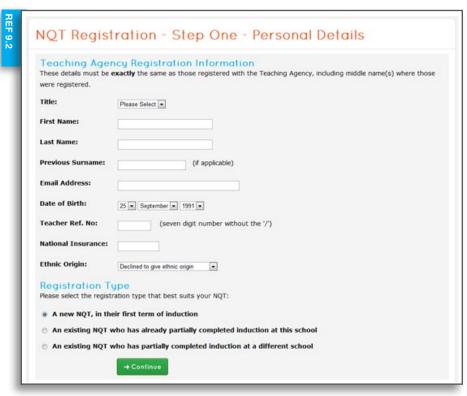
4. Click on Save Updated Details.

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



2. Select Register NQT.

Teaching Agency Registration Information



3. Complete all of the required information.

Please Note:

- 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.

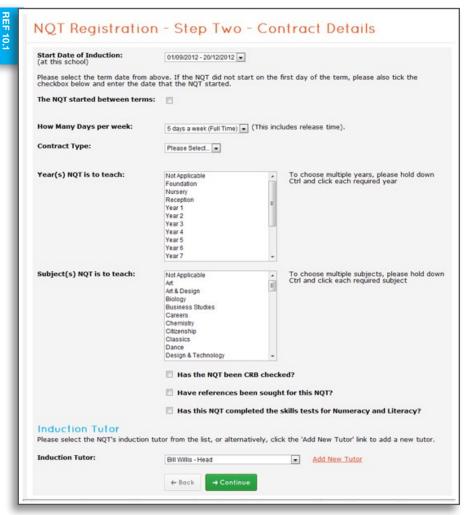
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Contract Details



- 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.

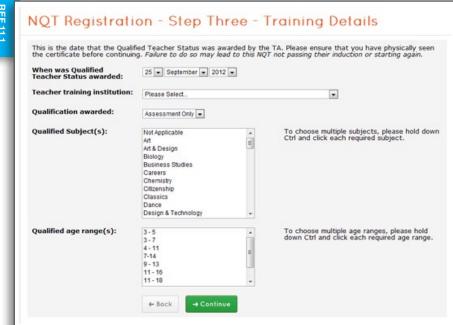
- 6. Select an existing Tutor from the drop down list or click Add New Tutor.
- 7. Click Next Step.

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Training Details



- 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



- 10. Complete all required information.
- 11. Click Next Step.

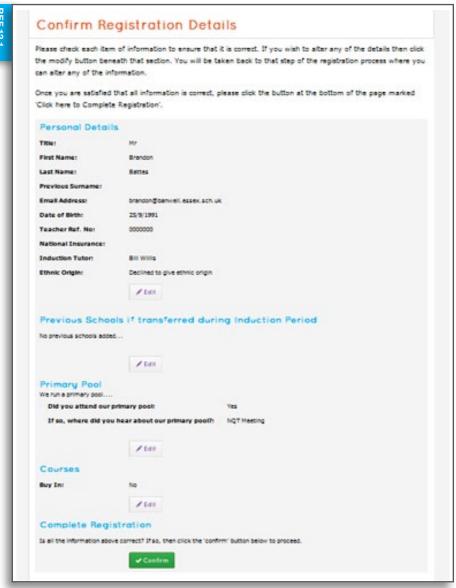
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Confirm Registration Details



- 12. Check that the NQT's details are correct.
- 13. Click Click here to Complete Registration.
- 14. Digitally sign the registration 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 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 this registration, just tick the box below and then click the 'Digitally Sign Form'' button.

Sign Form
By signing this registration I have indicated that I have read and agree to the terms and conditions.

Tick this box to Digitally Sign this Registration.

Confirm

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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

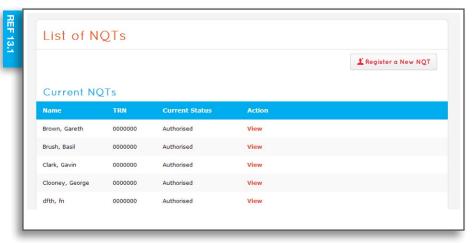
 From the top grey menu move your mouse pointer over NQTs. A drop down menu will appear.



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.)



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

Overview Page



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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.)



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

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



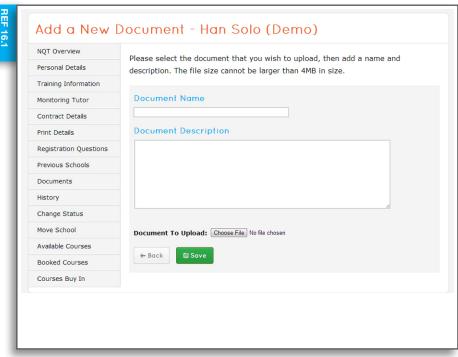
2. Select Complete next to the relevant assessment from the list.

This Term's Contract Details



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

Enter the Assessment Details



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

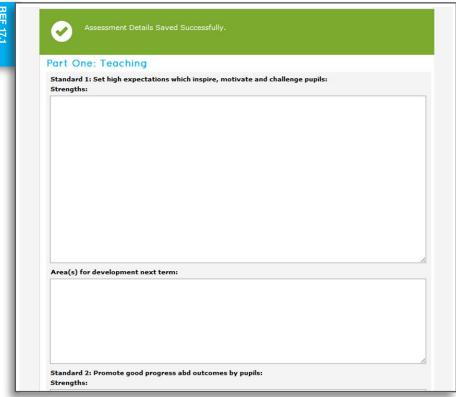
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Additional Information

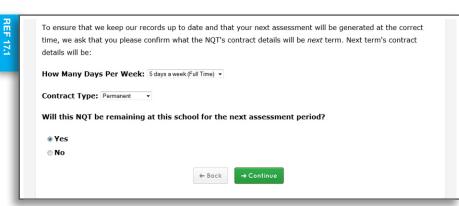
If your Awarding Body would like you to complete extra information you will be shown a page with the additional questions.

7. Complete all required information.



8. Click Next.

Next Term's Contract Details



- 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.)

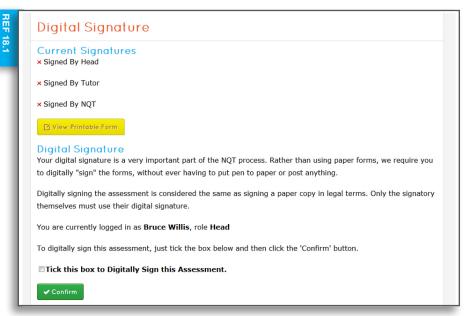
Termly Assessments

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



- 3. View the assessment form, then tick the box to digitally sign the form.
- 4. Click Save Details.



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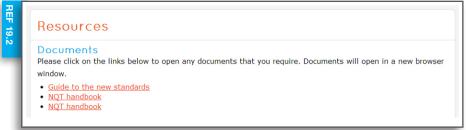


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View Resources Provided by your Awarding Body



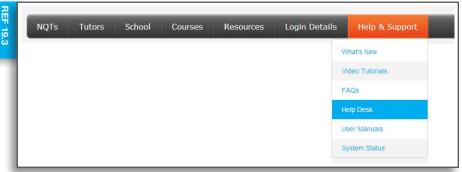
From the top grey menu select Resources.



2. Click on the resource to download.

Help and Support

Adding a Helpdesk Ticket



- From the top grey menu move your mouse pointer over Help & Support.
 A drop down menu will appear.
- 2. Select Help Desk.

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 alea 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.



Create a new suppo	esk ort ticket
Help us to help You - Please	include as much information as possible in the form below. For example, if your
	ude their name, or if it is about accessing a specific area of the site always includ
the username that you are us	ing to log in with. The more information you include, the quicker we will be able to
get your issue resolved.	
Your Full Name:	
Your Email Address:	
Nature of your issue:	Please Select ▼
Please type details of your	question or issue below and remember to include as much information as
possible.	

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:



- From the top grey menu move your mouse pointer over Help & Support.
 A drop down menu will appear.
- 2. Select Help Desk.



- Enter the issue number and security code you received by email when adding the support ticket.
- 4. Click View Issue.

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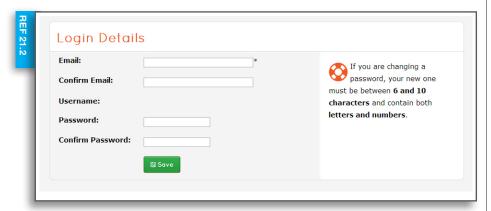


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Changing your Login Details



1. From the top grey menu select Login Details.



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

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