nqt manager

NQT Management Software

NQT User Manual

A Walkthrough Guide

NQT User Manual

www.nqtmanager.com

nqt manager
NQT Management Software

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

NQT User Manual

What is an NQT?

An NQT can view/edit their own details and sign and add comments to their own assessments.

NQT Access Privileges

- Complete Assessments
- Edit Personal Details

Registering as an NQT

Your Induction Coordinator, Head Teacher, or a Tutor will need to add you to NQT Manager.

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 as an NQT.

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 your 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.

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.

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.

REF 4.1

2. Select the name of your school from the drop down list.

REF 4.2

3. Select your role (position) at the school.

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

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

REF 4.3

Thank you for your request. The username and password has been 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.

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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. An Induction Coordinator or Head Teacher 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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Viewing Your Details

When you login to NQT Manager you will be taken to your *overview* page.

Overview Page

From this page you can see a summary of your details.

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

Website Login Information
Your username 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 your NQT registration form.

REF 6.1

Overview - John Wayne

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): 1234567
Date QTS was Awarded: 21/7/2008
DOB: 10/2/1976
Start Date of Induction: (at this school) 01/09/2008
School: [12345] Marden School
Tutor: Fred Bloggs

Completed FTE: 3
Contract FTE: 1
Remaining FTE: 0
Assessments Completed: 3
Next Assessment Due: 19/12/2008
Estimated End Date: 24/07/2009
Number of Days Absence: 0

Termly Assessments

Term	FTE	Start	Due	Status	Action
1	1	01/09/2008	19/12/2008	Reviewed	Print
2	1	05/01/2009	03/04/2009	Reviewed	Print
3 (Final)	1	20/04/2009	24/07/2009	Reviewed	Print

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Editing your Details

1. Login to NQT Manager to see the *Overview* page.

REF 7.1

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

Personal Details

This page allows you to update:

● Your name.
● Email address.
● Date of birth.
● National insurance number.
● Teacher reference number.
● Home address.

Training and Qualification Details

This page allows you to update:

● Teacher Training Institute attended.
● Qualified Subjects.
● Qualified Age Ranges.

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

The NQT Documents page allows you to download documents that have been uploaded by your Tutor to support your induction.

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Completing an Assessment

1. Login to see your *Overview* page.

REF 8.1

Term	FTE	Start	Due	Status	Action
1	1	07/06/2010	22/10/2010	Needs Digital Signatures	Sign | Comments | Print

2. Select *Complete* from the list of assessments.

Enter the Assessment Details

REF 8.2

You should record your comments or observations on your induction to date.

Please reflect on your time throughout this assesment period and consider whether:

- you feel that this report reflects the discussions that you have had with your induction tutor and/or head teacher during this assessment period;
- you are receiving your full range of entitlements in accordance with regulations and guidance.
- there are any areas where you feel you require further development/support/guidance when looking towards the next stage of your induction. If so, what are these areas?

View Assessment Form

Yes I have discussed this report with the induction tutor and/or head teacher.

Comments
I wish to make the following comments:

← Back   → Continue

3. Complete all required information.
4. Click *Next*.

Add your Digital Signature to the Assessment

5. See the section Digitally Signing an Assessment.

Tutor and Head Teacher Signatures

6. Ask your Head Teacher and Tutor to Login using their username and password to digitally sign the assessment.

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Digitally Signing an Assessment

1. Login to go to your *Overview* page.

Term	FTE	Start	Due	Status	Action
1	1	07/06/2010	22/10/2010	Needs Digital Signatures	Sign	Comments	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

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 **Han Solo**, role **Nqt**

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 10.1

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

REF 10.2

2. Click on the resource to download.

Help and Support

REF 10.3

Adding a Helpdesk Ticket

1. From the top grey menu move your mouse pointer over *Help & Support*.

REF 10.4

A drop down menu will appear.

2. Select *Helpdesk*.

3. Click *Submit a New Support Ticket*.

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REF 11.1

You will then receive an email with a ticket 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 made/sent.

Viewing a Helpdesk Ticket Response

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

Alternatively:

REF 11.2

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

2. Select *Helpdesk*.

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

REF 11.4

4. Click *View Issue*.

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Changing your Login Details

Notes

REF 12.1

| Overview | Resources | Login Details | Help & Support |

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

REF 12.2

Login Details

Email: _____ *

Confirm Email: _____

Username: 32640

Password: _____

Confirm Password: _____

Save

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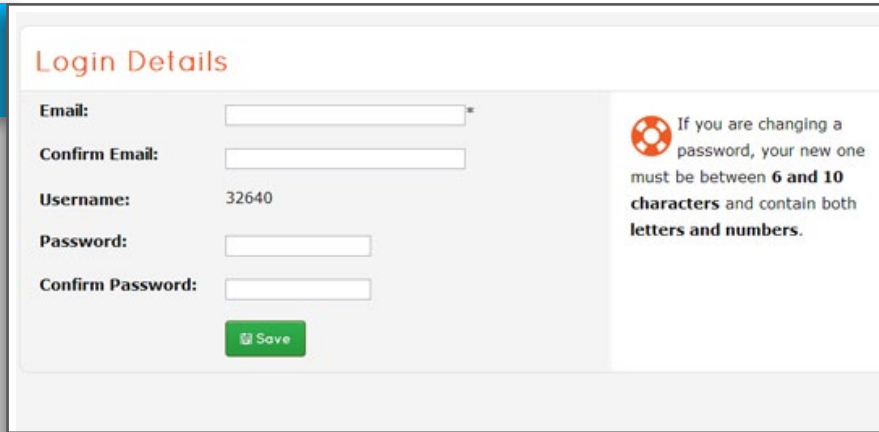
2. Edit your Login details.

3. Click *Save Details*.