

Introduction

This guide explains the basic things you need to know about the Staff Portal. *Print this document out, double sided and then concertina fold it in three.*

The portal allows you to:

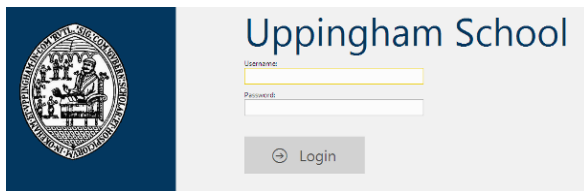
- access your files and folders on the network;
- access your email;
- complete reports and reviews via 3SYS (the **Pass Academic module**);
- access UPPnet

IMPORTANT – TO AVOID BREAKING DATA PROTECTION LAW - NEVER LEAVE PERSONAL DATA ON YOUR HOME COMPUTER (eg parent address lists, pupil home addresses) ALWAYS DELETE IT AFTER USE.

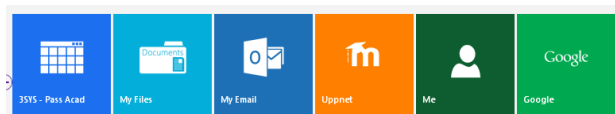
Logging on to the portal

From any internet browser, access the School's website (www.uppingham.co.uk) or just Google Uppingham.

Click on the **Staff Portal** link down the left hand side. Within the page click the link to enter the portal:



Enter your normal network username and password and click login; you will see the following links:



(When you have finished your session don't forget to logout. Click on your username at the top right corner and select 'Logout')

Using the School's network drives

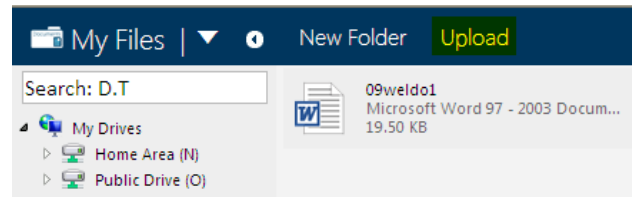
From the portal click the **My Files** button:



After a short period you should see the following screen:

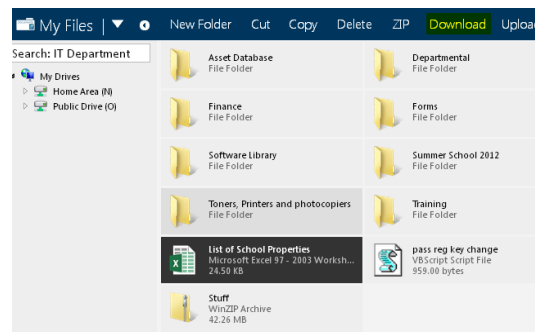


To get a file from your computer onto a network drive, browse to the desired destination folder on the network drive. Click the upload button:



Click **Choose Files** and select the file(s) you wish to upload, select **Open** followed by **Upload**. The file(s) will then proceed to upload onto the network drive.

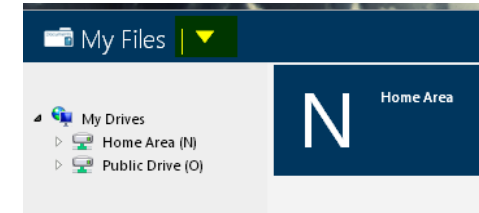
To download a file from the network to work on locally, browse to the folder containing the file to download. Select the file and click the Download button.



This will then download the file. Different computers work in different ways when downloading a file.

Note: save files to sensible locations on your computer - you will need to upload back to the network drive on completion of your edits.

If you need to access another service on the portal (email or 3SYS for example) click the down arrow next to My Files (shown below) and then select the desired link.

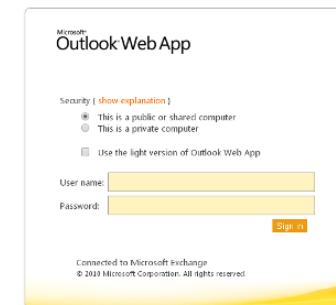


Accessing your email

From the portal, click the **My Email** link.



You will be taken to another login page (this extra login is currently unavoidable). Login with your normal network username and password.



When you have finished your session on Outlook please remember to hit the signout button at the top right:



Accessing 3SYS for reports and reviews

If you wish to complete your reports and reviews when away from School you can do this using 3SYS. Click the link to start 3SYS:



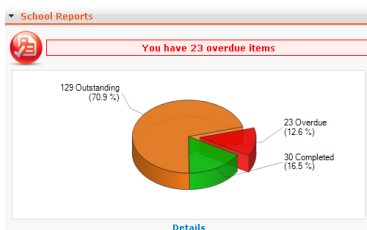
You will be prompted with a logon window to the School network (the exact box may be different depending on the computer system you are using):



Login using your network username and password.

Note: on some computers you will need to prefix the username with **UPPINGHAM**initials (e.g **UPPINGHAMIAJN**).

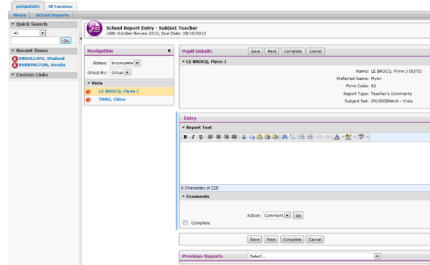
When you have logged in, you will be presented with a **School Reports** chart showing how many: tasks you have completed; outstanding tasks; and overdue tasks.



To start writing your reviews click on the **Details** link below the chart:

Description	Step	To Do	Due Date	Days Remaining
L6th February Review 2014	2	19	17/02/2014	10
4th Form February Review 2014	2	39	14/02/2014	7
L5th February Review 2014	2	12	12/02/2014	5
U5th February Review 2014	2	21	10/02/2014	3
L6th February Review 2014	1	38	10/02/2014	3
U6th February Review 2014	2	23	07/02/2014	0
U6th February Review 2014	1	0	31/01/2014	0

From this screen you can now see which reviews you have to complete and the due dates; reviews are broken down into year groups. Click on one of the year groups to be taken to the report entry screen.



If you are entering a subject entry, fill in your comments in the **Entry** box and set any grades required. If you are performing a Tutor (or HsM) entry you can review all subject entries in the **Review** box before completing your comments in the **Entry** box.

Feel free to use the spellcheck. But do not format any of your comments (**no bold, italic, underlined etc.**) There is also a **Previous Reports** dropdown at the bottom of the page so you can see entries on historical reports/reviews for that pupil.

When finished, click **Complete** and this will then take you onto the next report.

If you do not want to mark the entry as **Complete** click **Save** to keep your comments; use **Next** to move onto the next task.

Note: Do not leave an **unsaved** report on the screen for too long (>10 mins) as the system will timeout and you will lose your work.

When you have finished your session please click the **Sign Out** at the top right.

If you have any questions, would like to amend these notes, or would like a little more training on any of the above please contact **admin** or **AJN** for further assistance.



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Quick reference guide to the Staff Portal

