

Perspective Lite Secure Portal

User Guide V4.0

October 2018



Perspective *Lite*

| Contents | Page No. |
|---------------------------------|-----------------|
| How to Access Perspective Lite | 3 |
| Receiving Files from Derbyshire | 5 |
| Sending Files to Derbyshire | 8 |
| Security and Access | 10 |
| Further Support Contact Details | 10 |

Accessing Perspective Lite

Perspective Lite can be accessed at <https://perspective.angelsolutions.co.uk> from **27th October 2016**.

There is also a link with the description of ‘**Secure Portal**’ (top right corner) on the new [Derbyshire SchoolsNet](#) website, when it goes live on **31st October 2016**.






We recommend you add these links to your internet browser’s favourites.

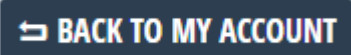
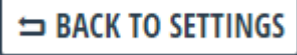

To access the site, enter your login information which has been provided to all users, if you do not have your logon information please contact School Training & Support on 01629 536789 or email cayaweb@derbyshire.gov.uk

Logging in: The *forgotten password* link will automatically send you a reminder of your details, and show you the **Angel Solutions Help Desk contact details**.

PLEASE NOTE: It is **ESSENTIAL** that once you have logged in successfully for the first time, you change your password.

N.B. Please do not share your login details with any other members of staff.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. On the Menu Bar Go to Settings | Select the Settings icon  |
| 2. Select Account Settings |  |
| 3. Select Change Password |   |
| 4. Change your Password 5. Remember to click on Save (It is recommended that you change your password every 60 days - you will be prompted to do so by Perspective Lite) | <p>CHANGE YOUR PASSWORD</p> <p>Current password: <input type="text" value="Current password"/></p> <p>New password: <input type="text" value="New password"/></p> <p>Confirm new password: <input type="text" value="Confirm new password"/></p> <p></p> |

| | |
|--------------------------------|-----------------------------------------------------------------------------------|
| 6. Click on Back to my Account |  |
| 7. Click on Back to Settings |  |
| 8. Click on Back to Home |  |

Receiving Files from Derbyshire

When you log on to Perspective Lite, you will see your individual home page. Any general communications from Derbyshire will appear at the top of the Announcements list. You can also access your LA Documents folder containing your recently received secure documents.

The screenshot shows the Perspective Lite dashboard. At the top is a navigation bar with a logo on the left, menu items: HOME, LA SERVICES, NEWS, WATCHSTED, TOOLS, an UPGRADE button, and icons for help, settings, and logout. Below the navigation bar are four main content areas:

- Records of Visits:** View reports & see a complete audit trail of all visits from your Local Authority.
- LA Documents:** Quick and easy access to important documents sent by your LA.
- Real Time Data Trends:** Just like the Ofsted Data Dashboards but much much earlier!
- Reports:** A suite of interactive performance data reports complete with filtering.

Below these are two larger sections:

- Announcements:** A list of three announcements:
 - Centralising your Performance Management Reports with Perspective:** We find one of the most common headaches when it comes to Performance Management is not having all your evidence... (25/9/2018)
 - Perspective Lite: What's New:** We are thrilled to announce some major new enhancements to Perspective Lite, including FREE Watchsted Inspector... (3/9/2018)
 - Not just 5 but 6 ways Balance Differs from other assessment systems:** 1. BALANCE IS A FORMATIVE, IN-CLASSROOM ASSESSMENT TOOL 2. SCHOOLS HAVE BEEN USING BALANCE TO HELP REDUCE TEACHER... (10/10/2017)
- Watchsted:**
 - Last Inspected By: Cathy Morgan
 - Want to look up an Ofsted Inspector? Watchsted makes it possible to see a profile of each Ofsted lead inspector. To unlock this great feature. [WATCH THIS VIDEO NOW](#)
 - Parent View by Ofsted: Responses for your school within the last 30 days. [FIND OUT MORE](#)
 - A help message: Why am I seeing this?
 - A [Live Chat Now](#) button.

System Icons

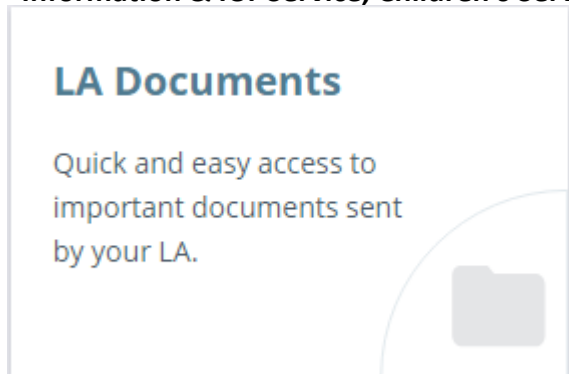
The icons at the top right hand side of the screen are Help*, Settings and Logout:



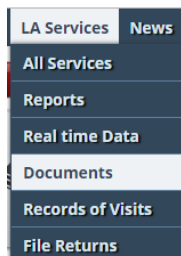
Please refer to 'Help and Support' section on page 9 for your usual first point of contact for assistance. * The help button is linked to the Angel Solutions Ltd Helpdesk.

Documents

To view LA documents click on 'LA Documents'...



Click on the Derbyshire Documents folder or click on 'LA Services > Documents' on the menu bar:



Three standard folders have been created within Derbyshire Documents within the Document pool, these are:



Any documents sent to your school from Derbyshire will appear in one of the above folders. Folders will be highlighted to indicate if there is new (unopened) content.

These folders will only be visible in your 'Document Pool' if you have at least one document within them.

From time to time additional folders will be created to meet specific administrative purposes, for example school census and other data collections.

The screenshot shows the Perspective Lite web interface. At the top left is the Perspective logo with the tagline "Lite in partnership with NCEM". To the right is the Derbyshire County Council logo with the tagline "Improving life for local people". Below the logos is a navigation bar with links: LA, Reports, Documents, News, Watchsted, Tools, Upgrade, and a settings gear icon. The main content area is titled "DOCUMENT POOL" and includes two buttons: "See latest LA Documents" and "Back to Home". There are two informational boxes: one on the left explaining that files sent from the Local Authority are available in folders below, and one on the right encouraging users to upgrade to create their own folders. Below these is a breadcrumb trail "You are here : LA Documents" and a folder icon labeled "LA Documents". A message states "There are no documents in this folder". A red "Up Folder" button is also visible.

As part of the new system the Headteacher will receive a daily email alert summarising any new documents that have arrived from the LA in the last 24 hours.

All documents uploaded to the secure area on **Perspective Lite** will only be made available for **90 days**.

It is advisable that you download any files sent to you via the secure portal on to your school's network drive for future reference as soon as possible. This will ensure copies of documents containing confidential information are not held on a third party system for excessive periods of time.

Sending Files to Derbyshire

1. File naming convention

You can send a file to Derbyshire that is stored on your Computer/Network. Firstly you need to apply the file naming convention which will ensure the relevant service receives your information promptly:

830nnnn_XXXdocumentdescriptionyyyymmdd

(1) (2) (3) (4)

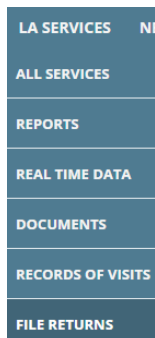
Example file name: 8301102_INFOeyfsreturn20170731

The file name is made up of the following four elements:

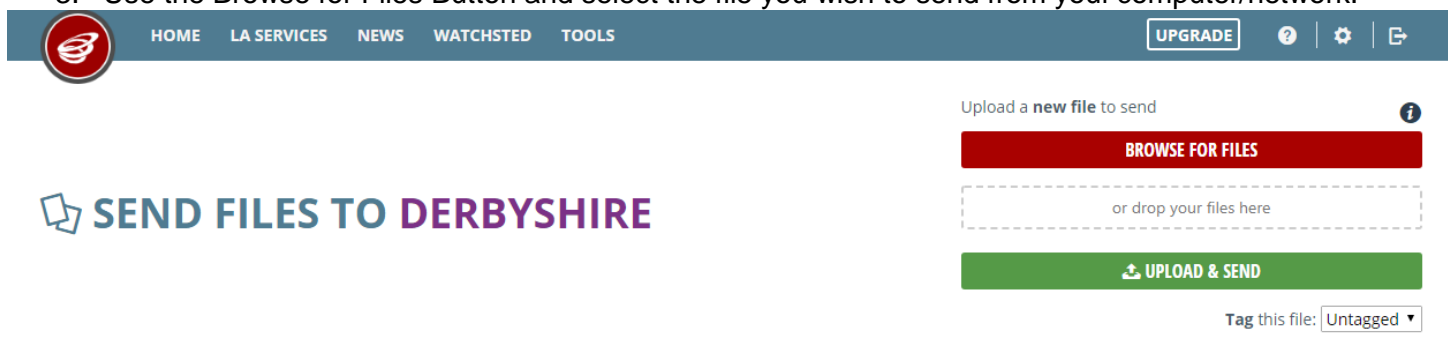
| | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | A seven digit School DfE number consisting of 830nnnn (830 = Derbyshire and the remaining four digits identify the school – i.e. 8302000 for Leys Primary School) |
| 2 | XXX = DCC service\team initials in upper case e.g. SEN (see list of Services below) |
| 3 | Documentdescription = meaningful document description in lower case |
| 4 | yyyymmdd = date e.g. 20181003 (or you can use a version number instead e.g. V01) |

| Service | Service Name |
|---------|--------------------------------------------|
| ADMISS | Admissions |
| AUD | Audit Services |
| BSS | Behaviour Support Service |
| BUS | Business Support |
| CME | Children Missing from Education |
| DA | Domestic Abuse |
| EHE | Elective Home Education |
| EIS | Education Improvement |
| EP | Education Psychology |
| EWS | Education Welfare |
| FIN | Finance |
| FSM | Free School Meals |
| HR | HR and Occ Referrals |
| HS | Health and Safety |
| INC | Inclusion |
| INFO | Info and ICT |
| INS | Risk and Insurance |
| IPT | Integrated Pathways |
| MAT | Multi Agency Teams |
| OOST | Out of School Tuition |
| SAFE | Safeguarding |
| SEN | SEN |
| SOC | Social Care - Early Intervention |
| SP | Starting Point |
| SSF | School Support Finance ..Budget Monitoring |
| SSHR | Shared Services HR |
| SSSEN | SSSEN |
| VS | Virtual School |
| YSS | Youth Services |

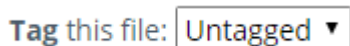
2. Then on the Menu Bar go to LA Services ➡ File Returns



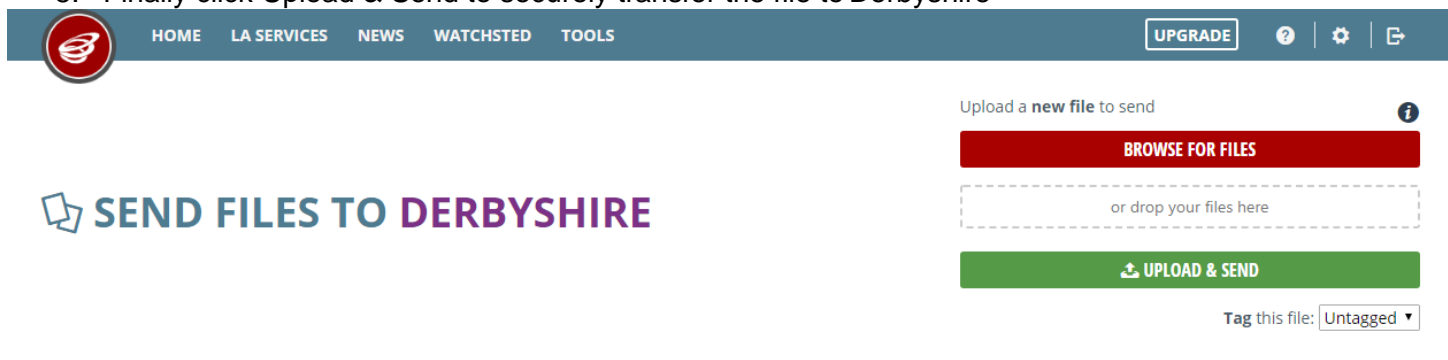
3. Use the Browse for Files Button and select the file you wish to send from your computer/network.



4. There is no need to select a Tag for the Service you are sending the file to – leave as **Untagged** by using the ‘Tag this file:’ drop down list:



5. Finally click Upload & Send to securely transfer the file to Derbyshire



FILES PREVIOUSLY SENT TO DERBYSHIRE

All ▾

| Name | Sent By | Sent On ▾ | Received | Received By |
|---------------------------------------------|--------------------|---------------------|-----------------------|----------------|
| Copy of Blank Purple Timesheet - Master.xls | Derbyshire Account | 17/05/18 @ 2:20 PM | ✘ 17/05/18 @ 2:25 PM | Fiona Gwinnett |
| testing doc.zip | Derbyshire Account | 12/01/17 @ 11:57 AM | ✔ 12/01/17 @ 11:58 AM | Sally Towndrow |
| test.docx | Derbyshire Account | 05/10/16 @ 1:13 PM | ✔ 05/10/16 @ 1:32 PM | Jayne Straw |

N.B. When you have uploaded and sent your file, a copy is available for you to download from the ‘Files Previously Sent to Derbyshire’ section. These files will remain available in the secure area for 90 days.

Always keep a copy of any files you upload on your secure school network.

Access and Security

Under section 9.2 of the information sharing agreement your school has signed in order to access this system you are required to "take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data".

In particular, you must make sure you have procedures in place to do everything reasonable to:

- make accidental compromise or damage unlikely during storage, handling, use, processing transmission or transport
- deter deliberate compromise or opportunist attack
- dispose of or destroy the data in a way that makes reconstruction unlikely
- promote discretion to avoid unauthorised access.

In order to comply with the agreement Schools and Academies are required to:

- have a policy/procedure in place to:
 - only use school IT devices linked to your school secure IT network to access this website and
 - don't use personal devices e.g. personal smartphones, laptops, tablets etc., or access the site from home or other remote locations
- ensuring that only authorised staff within the academy/school have access to the documents containing personal or commercially sensitive data documents shared via the portal by the Derbyshire County Council
- have in place procedures for reviewing who has access to this portal and ensuring staff that leave or change roles in the academy/school have their access rescinded
- comply with the Council guidance on password policy. For further information go to the [Passwords](#) page on the Derbyshire County Council website which gives guidance on complexity of password and how often it should be changed.

Further Support

If you have any queries regarding these arrangements please contact the Children's Services Schools Training and Support Team on 01629 536789 or email our web team at cs.web@derbyshire.gov.uk