

User guide on EGfL user accounts and accessing school reports on EGfL

This is a step-by step guide for school staff about user accounts accessing school reports on the EGfL website.

The school reports are uploaded by the research and statistics team (manager Kim Price). Queries about reports content should be directed to this team on the following email addresses:

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The EGfL web team is responsible for granting user accounts and access rights. Queries about access rights should be directed to the EGfL web team at the following email address: egflwebteam@ealing.gov.uk. Do note: we need your headteacher's express permission to grant you access to school reports.

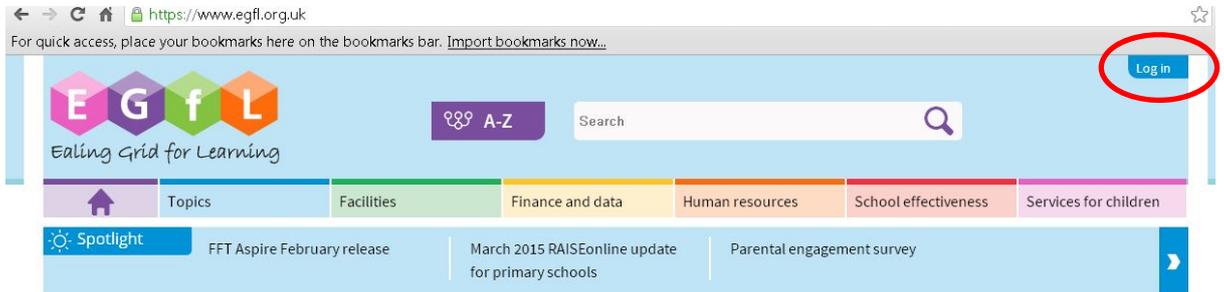
You are responsible to keep our data safe. In short: never share your user account details, always log out, never leave personal data unattended and use secure equipment (ie secure encrypted devices, and Egress or S2S for sharing confidential and personal data). Comply with the principles of data protection.

Step-by-step guide includes:

1. Accessing your user account
2. Resetting your password
3. Where to find school reports sections on the website

1. Accessing your user account

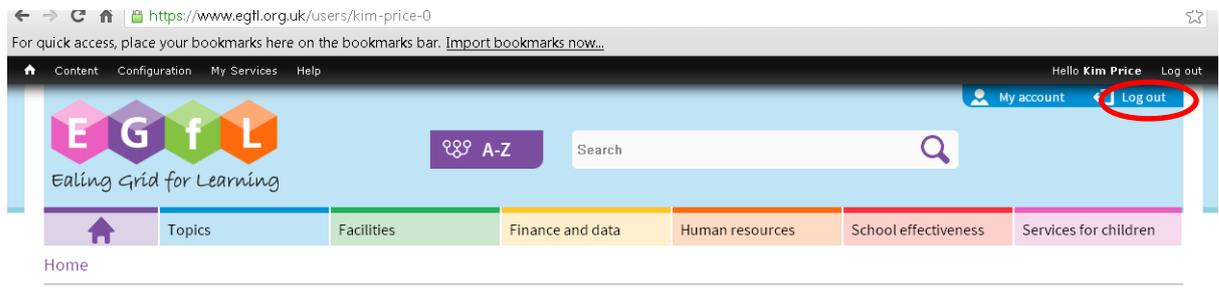
1a. **Where to go to login:** to login to the CMS go to egfl.org.uk and click on the right hand side top blue 'login' button



1b. Login screen: Enter your username and password and click on login

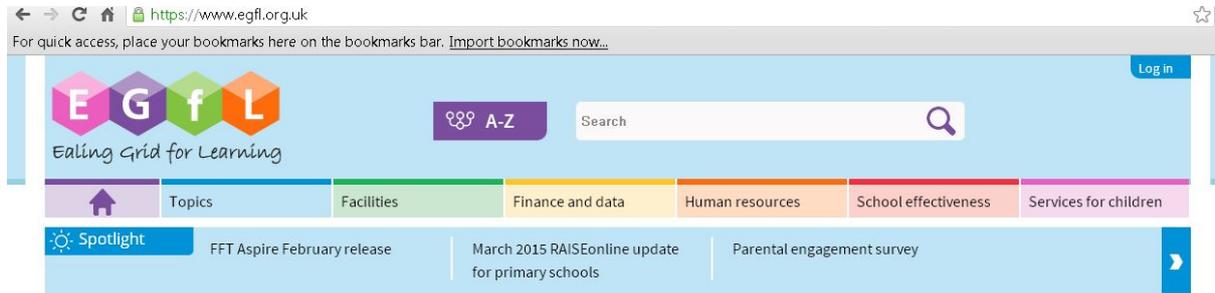
A screenshot of the user account login screen. The page shows a navigation menu with 'Home', 'Topics', and 'Facilities'. Below the navigation menu, there are two buttons: 'Log in' and 'Request new password'. The 'Log in' button is circled in red. Below the buttons, there are two input fields: 'Username' and 'Password'. The 'Username' field has a red asterisk and a prompt: 'Enter your Ealing Grid for Learning username.' The 'Password' field has a red asterisk and a prompt: 'Enter the password that accompanies your username.' Below the password field, the 'Log in' button is circled in red.

1c. **logging out:** To log out, go to the far right on top of the page and click on 'log out'



2. I have forgotten my password, what should I do?

2a. Click on login on EGfL homepage



2b. Select request new password.

A screenshot of the 'User account' page. The page has a breadcrumb trail 'Home » User account'. Below the breadcrumb, there are two buttons: 'Log in' and 'Request new password'. The 'Request new password' button is highlighted. Below the buttons, there are two input fields: 'Username *' and 'Password *'. The 'Username *' field has a placeholder text 'Enter your Ealing Grid for Learning username.' and the 'Password *' field has a placeholder text 'Enter the password that accompanies your username.' Below the input fields, there is a 'Log in' button.

2c: Enter your email address or your username and select e-mail new password.

A screenshot of the 'User account' page. The page has a breadcrumb trail 'Home » User account'. Below the breadcrumb, there are two buttons: 'Log in' and 'Request new password'. The 'Request new password' button is highlighted. Below the buttons, there is an input field for 'Username or e-mail address *'. Below the input field, there is an 'E-mail new password' button.

2d. A message will be sent to your email inbox, click the link in your email and then follow instructions to reset password.

3. Where to find your school's reports section

3a. Finding the school's page

You can find your school's page by adding the name of your school in the Search directory box on the homepage. Alternatively you can find your school's page by clicking on the 'Find a school or setting and school reports' block, which then opens up a searchable database with filters (phase, type, funding) and an AtoZ of schools

The screenshot displays the Ealing Grid for Learning (EGfL) homepage. At the top, there is a 'Spotlight' section with three featured items: 'FFT Aspire February release', 'March 2015 RAISEonline update for primary schools', and 'Parental engagement survey'. Below this is a 'Key links' section with four categories: 'Early years', 'HR policies and procedures', 'Safeguarding', and 'Services for schools (S4S)'. To the right is a 'Welcome' message. The main content area is divided into three columns. The left column contains two search boxes: 'Find a person' and 'Find a school or setting and school reports'. The 'Find a school or setting and school reports' box is circled in red and shows a dropdown menu with 'School' selected and 'Ealing Council' as the current filter. The middle column features a 'News' section with a headline '2015/16 Directory of services for Ealing maintained schools and academies' and a date '05 Mar 2015'. The right column has a 'Counting down' section with a headline 'Services for schools 2015/16 annual buy back deadline is on 31 March' and a date '05 Mar 2015'. At the bottom, there is a 'Key dates' section and a 'News' section with a headline 'Increase in Scarlet fever notifications' and a date '05 Mar 2015'.

We will from now use the fictitious school named 'Ealing School' in our screen shots.

3b. School reports unvisible without logging in or correct permissions

Once you have found your school's page, you will see the school reports block below the school's details (see large red circle).

You need to be logged in to view reports and have the correct permissions. Click on the top right hand corner 'Log in' button (small red circle)

The screenshot shows the Ealing Grid for Learning website interface. At the top right, a 'Log in' button is circled in red. The main navigation bar includes 'Topics', 'Facilities', 'Finance and data', 'Human resources', 'School effectiveness', and 'Services for children'. The breadcrumb trail reads 'Home » Establishments » Ealing School (N)'. The page title is 'Ealing School (N)'. The left sidebar contains contact information for Central Ealing, including the address, email (information@ealingschool.org.uk), website (www.ealingschool.com), and phone number (020 8825 1234). The right sidebar features sections for 'Senior leaders and admin' (Headteacher: johnsmith), 'Further details' (DfE No: 307/1234, URN: 101101, Type: Community, Quadrant: Ealing and Hanwell, Extended schools partnership: South Ealing), 'Find a person' (Search our directory of key LA and school/setting personnel), and 'Key dates' (Find meetings and key dates in our calendar). The 'School reports' section is circled in red and contains the text: 'School reports' followed by 'Reports are available for certain school staff and LA officers. Login with your account details to access these. If you don't have an account and you think you require access, contact us: egflwebteam@ealing.gov.uk'.

3c. School reports visible after logging in and correct permissions

Login as described above (1) and you'll be able to see the school reports (if you have the correct permissions) as below listing the academic years 2014/15, 2013/14 and so on (circled in red)

The screenshot shows the Ealing Grid for Learning (EGfL) website interface. At the top, there is a navigation bar with the EGfL logo, an 'A-Z' menu, and a search bar. Below this is a main navigation menu with categories: Home, Topics, Facilities, Finance and data, Human resources, School effectiveness, and Services for children. The current page is titled 'Ealing School (N)'. On the left, there is contact information for Central Ealing, including the address (W5 3NY, United Kingdom), email (information@ealingschool.org.uk), website (www.ealingschool.com), and phone number (020 8825 1234). On the right, there are sections for 'Senior leaders and admin' (Headteacher: John Smith), 'Further details' (DfE No: 307/1234, URN: 101101, Type: Community, Quadrant: Ealing and Hanwell, Extended schools partnership: South Ealing), 'Find a person' (Search directory), and 'Key dates' (Find meetings and key dates in our calendar). The 'School reports' section is highlighted with a red circle and contains a list of academic years: 2014/15, 2013/14, 2012/13, 2011/12, 2010/11, and 2009/10.

My account Log out

EGfL
Ealing Grid for Learning

A-Z Search

Home » Establishments » Ealing School (N)

Ealing School (N)

Central Ealing
Ealing
W5 3NY
United Kingdom

information@ealingschool.org.uk

www.ealingschool.com/

020 8825 1234

Senior leaders and admin

Headteacher: **John Smith**

Further details

DfE No: **307/1234**
URN: **101101**
Type: **Community**
Quadrant: **Ealing and Hanwell**
Extended schools partnership: **South Ealing**

Find a person

Search our directory of key LA and school/setting personnel

Search directory

School Ealing Council

Key dates

Find meetings and key dates in our calendar

School reports

- 2014/15
- 2013/14
- 2012/13
- 2011/12
- 2010/11
- 2009/10

If you click on the years 2014/15 or 2013/14 you will see the subsections appear, ie 'Data summary' or 'Attendance', etcetera.

Click on the subsection 'Data summary' under 2014/15 to find the report with the title 'Spring 2015 school data summary' To open the document, simply click on this title (circled in red below).

Ealing School (N)

Central Ealing
Ealing
W5 3NY
United Kingdom

 information@ealingschool.org.uk

 www.ealingschool.com/

 020 8825 1234

Senior leaders and admin

Headteacher: **John Smith**

Further details

Dfe No: **307/1234**

URN: **101101**

Type: **Community**

Quadrant: **Ealing and Hanwell**

Extended schools partnership: **South Ealing**

School reports

2014/15

Data Summary

Spring 2015 school data summary
2014/15 | A short summary of the school's attainment and pupil characteristics.

2013/14

Attendance

Attendance benchmarks and analysis 2014
2013/14 | This report presents analysis of your 2013/14 attendance figures, to support the target setting process.

Data Summary

Summer 2014 school data summary
2013/14 | A short summary of the school's attainment and pupil characteristics.

Foundation stage profile

Foundation stage profile 2014 report for schools
2013/14 | This report analyses the level of development achieved by reception pupils in the foundation stage profile.

Key stage 1

By clicking on these links you will download the report on to your computer!!

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