

## NFER School Portal User Guide

The NFER School Portal is used to securely share files between NFER and schools. Here are some of the types of files we might put on the NFER School Portal for schools to access:

- Pupil Data Forms (blank templates for schools to populate with pupils' personal data e.g. names/dates of birth)
- Attendance Registers (for schools to populate with pupils' attendance at assessments)
- Session Delivery Logs (for schools to provide information about pupils' attendance at programme sessions)

Please refer to the sections below for help with how to access and use the NFER School Portal.

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## 1 Logging onto the NFER School Portal

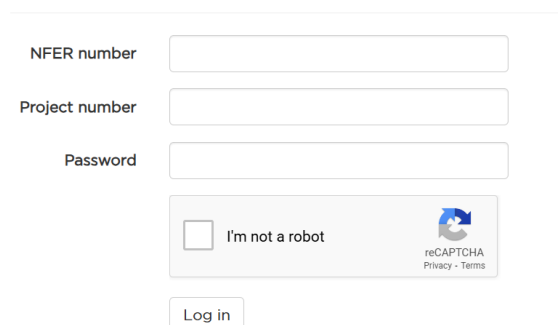
The NFER School Portal is available at the following URL: <https://apps.nfer.ac.uk/portal/>

The link will take you to the screen shown below.

### NFER School Portal

NFER works extensively with schools in England and across the UK in research and test development exercises. Input from schools and pupils is invaluable to our work. We are committed to making the work we do with schools useful to the schools and try our best to ensure that wherever possible feedback or results are given. To help us communicate effectively with schools we have developed this portal in order to post key information about projects for all schools involved in our work. We hope you find it useful.

If you experience any problems accessing the portal please contact us on 01753 637096 or click on the 'Contact us' link above the login box to fill out a form and we will contact you.



The screenshot shows a login form with the following elements:

- Input fields for "NFER number", "Project number", and "Password".
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo.
- A "Log in" button.

To login, you will need to enter your school's NFER Number (project specific), the Project Number and password in the boxes available on the portal home page. These will have been provided to you in an email from the project team.

Once you have entered the details, you will need to select 'I'm not a robot'. You may be asked to complete a reCAPTCHA security test question. You can then click 'Log in' to proceed to the school confirmation page.

On the School Confirmation page, check that the school details presented to you (school name and postcode) are correct. If they are, please tick the confirmation box and click 'Continue' to proceed to the project homepage.

If the details are incorrect, please select 'Log out' in the top right corner and contact your project team as soon as possible.

## 2 Downloading project files

All the files available to you will be listed under 'Downloads' on the portal homepage. They will be marked by a green button labelled with the name of the file.

Click on a green button to download the file you want. You should then save this document locally on your device. You can rename the file with a title that is meaningful to you.

If you cannot see the file you want to download listed under 'Downloads', please contact the project team. Their contact details should appear on the right-hand side of the project home page.

## 3 Uploading completed files

The 'Uploads' section of the project homepage lists all of the file types that we might ask you to submit to us.

The names of the files will be listed alongside a 'Status' and 'Action'. Below is a summary of the possible options you might see and the subsequent steps you can take.

| Status           | Action                 | Next Steps  |
|------------------|------------------------|---|
| No File Uploaded | <a href="#">Upload</a> | <i>No file has been uploaded using this link.</i><br>To upload a file of this type, select 'Upload' and you will be taken to the next page.                                   |
| Uploaded         | <a href="#">Review</a> | <i>A file of this type has already been uploaded.</i><br>To see details of the uploaded file, or upload another file, select 'Review' and you will be taken to the next page. |

## Upload – to upload a new file for the first time

If you select 'Upload', you will be able to submit your completed version of the file. You will be shown the screen below.

Please select a file to upload using the Choose File button below. Please ensure the file you are uploading is smaller than 5 megabytes. You can also enter the name of a school contact in the box below who can be contacted if we have any queries about the data you've uploaded.

Contact:

File:

To upload a file, select the green '+ Choose file' button.

You will then be able to select a file from your device to upload.

Select your file and then click 'Open'.

You will then see a blue button that says 'Start Upload'. Click on this to upload your file.

When the file is uploaded, you will see a green thank you message. The file has now been submitted.

## Review – to upload an additional file of the same type

If you select 'Review', you will be able to see the details of the file that has already been uploaded for this type.

You can also upload an additional file. This will not delete any previously uploaded files.

Upload replacement file

Please select a file to upload using the Choose File button below. Please ensure the file you are uploading is smaller than 5 megabytes. You can also enter the name of a school contact in the box below who can be contacted if we have any queries about the data you've uploaded.

Contact:

File:

To upload an additional file, select the green '+ Choose file' button.

You will then be able to select a file from your device to upload. Select your file and then click 'Open'.

You will then see a blue button that says 'Start Upload'. Click on this to upload your file.

When the file is uploaded, you will see a green thank you message. The file has now been submitted.