

User Guide

Public Pages

Public Web Pages

The site consists of the following web pages:

- Schools Page:

The schools page is split by different phases of school (changing phase of a school is covered in Administrative Area), you can view a list of schemes a school is involved in using thumbs up and thumbs down icons (these can be checked by ticking / un ticking the relevant boxes on a schools current plan on the Initiatives tab.

- Resources Page:

You can include any resources you would like everyone to have access to. The initial page is layered in the following order: TfL guidance booklets, Upgrade 7, KS2 Resources, KS3 Focus on Cycling Resources.


- Parents Page:

The parents page gives basic information on local police and your smots, you can edit the content by clicking "Editing Public Content" on the left bar.

- Contact Us Page


The contact us page is a very simple form which allows web viewers to contact the designated contact us page member. To edit the designated person see the Administrative Area tab at the top.

Editing Public Content

1. Login as the administrator and go to Edit Tables
2. Select "Others" from menu tabs.
3. Under the Extras Tab change the editing row to "on" (without speech marks), alternatively to disable change it to "off" (it's case-sensitive).
4. The go back to the homepage by clicking on "Home" from the top menu.
5. Wherever you see the  icon you can editing the content, simply click on it and await the menu bar to show up, then edit away.
6. Once complete you can click the save button and await the pencil icons return.

To view detailed information on what each button does and how to complete basic tasks click on the "Editing" menu tab above.

Registering New Users

1. Login as the administrator and go to Edit Tables
2. Select "Others" from menu tabs.
3. Under the Extras Tab change the editing row to "on" (without speech marks), alternatively to disable change it to "off" (it's case-sensitive).
4. The go back to the homepage by clicking on "Home" from the top menu.
5. Wherever you see the  icon you can edit the content, simply click on it and await the menu bar to show up, then edit away.
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Teachers Section

Teachers Pages

Homepage

The homepage is place to provide information to the schools on how to use the teachers section. On initial design it will include a short summary of each section and its usage.

Edit Your Details

this allows users to edit their name, telephone, email address and password. It is split into two sections and the appropriate submit buttons must be used for changing information and for changing passwords.

Current Plan

The current plan is laid out in accordance with an templates provided, on clicking into boxes hints are provided the boxes will resize to fit the content within them when you click inside them. The map is generated automatically using the schools postcode.

Previous Plans


This lists all previous plans available to the school, to upload new plans for a school

Editing Teachers Information

Teachers can edit their information using two submit buttons:

1. Name, email and telephone can be edited using the first submit button. If they change their E-mail they will need to re login using their new email address.
2. The second submit button will help them edit their password.

Editing Teachers Pages Content

1. Login as the administrator and go to Edit Tables
2. Select "Others" from menu tabs.
3. Under the Extras Tab change the editing row to "on" (without speech marks), alternatively to disable change it to "off" (it's case-sensitive).
4. The go back to the homepage by click ing on "Home" from the top menu.
5. Wherever you see the  icon you can editing the content, simply click on it and await the menu bar to show up, then edit away.
6. Once complete you can click the save button and await the pencil icons return.

To view detailed information on what each button does and how to complete basic tasks click on the "Editing" menu tab above.

Current Plan

The current plan forms the basis of this year's school travel plan. The current plan has been based on any templates provided.

It is fairly straightforward having been split into the relevant sections, e.g. Introduction, travel and transport issues etc.

The main point is when choosing to add or remove all new actions, targets or travel and transport issues you should use the fields below the relevant sections and the buttons provided.

To add original / current travel and transport issues, targets and actions you should use your administrative section this is disabled in the plans because Teachers may just delete an original action if they were unable to complete it or start it.

Gathering Hands Up

Hands up data can be collected using the following quick link:

<http://barnetstp.org/handsup> - for pupils

<http://barnetstp.org/handsups> - for secondary pupils

<http://barnetstp.org/primaryques> - for pupils (rewrite questionnaire)

<http://barnetstp.org/secondaryques> - for secondary pupils (rewrite questionnaire)

<http://barnetstp.org/staffsurvey> - for staff

<http://barnetstp.org/governorsurvey> - for governors (rewrite questionnaire)

The ideal way to use the link is to ask the STP Champion at a school to send the above link to all class teachers and have them fill it out during a morning or registration period, you can advise them it will cut down on the amount of administrative work as it will collate automatically and input into the plan.

You can also point out that the STP Champion will be able to view which classes have completed the hands up survey by looking below (sometimes above) the graph for hands up data in the consultation section of their Current Plan.

Please note: Once data is submitted for pupils it will show up in their current plan, for example if you send out the pupils link the primary data will show in the survey analysis section in their current plan, in the same way if pupils fill out the rewrite survey the results will show up in the appendix section of their current plan. Please be aware for the appendix tab to show the plan must have been set to a rewrite (see Administrative Area to set plans)

Administrative Area

Plans Page

The Plans page offers you quick access to each schools basic information in the following ways:

Rewrite rows: Teal

Review rows: Purple

First Glance:

At first glance you will be able to view the following per row:

- School Name
- Survey Responses (pupils and staff)
- STP Champions E-mail address (if there is an STP Champion registered for that school)
- Plan button; provides access to their plan.

Detailed View:

If you click the plus icon on the left of a schools row you will be given access to the following commands:

- Printer Friendly Plan (see Creating Printer Friendly Plans on the left)
- Copy new things to old (see Editing original actions, targets or problems on the left)
- Final Accreditation Applications; When you are ready to send accreditation applications to TfL you can use these buttons to save final copy. Click on the level you require, **save as word doc**: Click File -> Save as -> Save. (Check the Save as Type is: Web Archive, single file (*.mht)). **Save as pdf**: Click File -> Print -> *Pick your pdf printer* Print.

Managing Registrants

For all new registrants please ensure you know who you are authorising as access to the online school travel plans to non school members is a breach of data protection which could hold you liable. Please phone the school office and check the new registrant if you do not know them.

All Registrants can be managed on the "Registrants" page which is broken down per school. The buttons are relatively straightforward; **for all buttons please await a confirmation popup prior to continuing.**

- Authorise; only available for new registrants that have not yet been authorised.
- Send E-mail Confirmation; Alerts the user (via their registered E-mail address) that they are now allowed full access to their online school travel plan.
- Reset Password; allows you to send them a new password to their designated E-mail address.
- Delete User; will delete the user.

Modal Shift / Split Data

1. Go to 'Admin Tasks' and click on the last tab "Copy Plan Data"
2. From the first drop down menu select the schools whos data you want to copy over to other schools
3. From the second box list select any school(s) you wish to have the data from the first drop down menus school copied to, you can select multiple schools to copy to by holding CTRL and selecting the desired schools.
4. Click copy data and await the popup resposne
5. if you recieve any errors please contact your webmaster.

Creating printer friendly plans

Go to the "Plans" page and click on the plus icon next to the school whose plan you want to finalise.

You first need to convert all the interactive graphs into static images, click on the plus icon next to the school you wish to finalise and select "Batch Export Graphs" wait for the page to open and load, the click "Begin Batch Export"; you must wait for ALL graphs to dissapear, be patient it can take a couple of minutes, once complete the graph will be replaced by text advising it has been completed. if all graphs don't save you can click Batch Export and wait for the reminiang graphs to finish.

Once complete you can close the window and go back to the plans page.

Then click on "Printer Friendly Plan" and await the page to load, you then have two options:

1. **As a PDF document** (required a pdf printer installed on your computer which is usually done by the council / company).
Click File -> Print -> (*Choose your PDF Printer*) Print, the filename should automatically have been created so click "save".
2. **As a word document; if you want to format:** Click File -> Save As -> (*Ensure "Save as Type" underneath the File name box is set to "Web Archive, single file (*.mht)"*) Click Save.
Open Microsoft Word and click File -> Open, in File as Types ensure "All Types" is selected, navigate to your file and click Open. Wait for the content to be downloaded and edit away.

Uploading Finalised Plans

Go to "Admin Tasks" and select "Upload Plans"

Select your school from the drop down list for whom you would like to upload a plan, click Add file and navigate to your file, once selected click Upload and await a popup message alerting it is complete.

Starting new academic year

Go to "Plans" and click on the plus icon for the school you would like to manage.

1. Select the button "Copy all the new things (actions...) to old" and await the confirmation popup, make sure there is no ERROR line in the response, if there is please contact your webmaster with the reponse.
All the information is backed up for the current year, so should you push it accidentally click on the Reverse button underneath it.
2. The navigate to Edit Tables Page, scroll down to the school you selected, and in the column "currentYear" select the new academic year e.g. for 2011 / 2012 write 2012, if applicable change Rewrite to Review and vice versa in the "review_rewrite" column.

Your ready for a new years' plan!

Copy data from one school to other

The modal shift / split data and NI198 is fairly simple, navigate to Administrative Tasks:

1. Modal Shift / Split (Borough) Tab: Select the years you would like data for and wait for the results. The top table shows the absolute figures and the bottom shows the percentage figures, you can then download the data to excel and view the graphs underneath. To save any graphs right click on them and select the format e.g. JPEG / PNG or PDF
2. Modal Shift / Split (by school) Tab: This is the same as above but first you should select the school you want data for.
3. NI 198; again this is the same as the first, select the years for which you would like data.

Editing basic school information

Go to "Edit Tables", scroll down and click on the schools tab (not the big button in the centre, the tab underneath).

The table you will see before you is the schools database, **Do not edit any columns left of the dcsf number as it may disrupt the system.** To change any information click on the cell and start typing, press enter once complete and await a popup message alerting you to success. Alternatively you can double click in the box to edit. To navigate through the table you should use the arrow keys on the bottom right of your keyboard rather than the Tab ->| button.

Editing original actions, targets or problems

Go to “Edit Tables” and select the type you would like to add, e.g. original action you would click on the “Original Action Plan” tab. Its fairly self explanatory, scroll to the bottom of the page and enter in the desired information then click add.

Alternatively you can use the drop down list to remove an action, target etc, simply choose the required marker and click remove, await the success response popup.

Please be aware that when adding an Original Action you must have added Original Targets first in order for the targets / objectives list to display in the original action plan section.

Editing Hints

Go to “Edit Tables” scroll down and click on the “Tooltip” tab, double click in the box you would like to edit and type the hint you would like to provide.

Please Note: If you would the hint to show up as a list you must encapsulate each hint with the following syntax and (stands for list), for example say I wanted a list of two hints heres how you would type it: Here is hint oneHere is the second hint

Add / Remove Calendar Event

Go to “Edit Tables” scroll down and click on the “Calendar” tab. Scroll down to the bottom and enter in the relevant information, then click Add and await a confirmation popup message.

Alternatively you can delete and enter by looking up its ID in the calendar table and selected its ID in the remove list and click Remove, await the popup message confirmation it’s deletion.

Survey Data

Go to “Edit Tables” click on the large “Survey Data button” and wait until the data loads. Each years data will be displayed, split by pupils, staff and parents at the end.

Pupils Data:

Pupils Data is automatically collated through the online hands up survey, if you have a school that have not used the system and have simply sent the data to you then go to the pupils hands up survey page and type in the data yourself.

Staff Data / Governor Data:

Click on the relevant staff table and enter in the data next to the school, for e.g. say you received 2010 data, click on “Staff 2010” scroll to the school and type in the total amounts

so you would click on the responses box and type in the number, then click enter and await the successful confirmation popup.

Editing E-mail Receipts

Go to "Edit Tables" then click on the big "Others" button. Ensure the "E-mails" tab is selected.

The following list edits the relevant E-mail recipients:

wow Ordering - This is who receives the E-mail when a new wow order is submitted
registration_confirmation - The recipient of the E-mail when a new user registers
contact_form - The person who receives the E-mail when someone contacts you via the website.