



Department  
for Education

# **EDD – Data Collection Forum**

**User Guide**

**October 2013**

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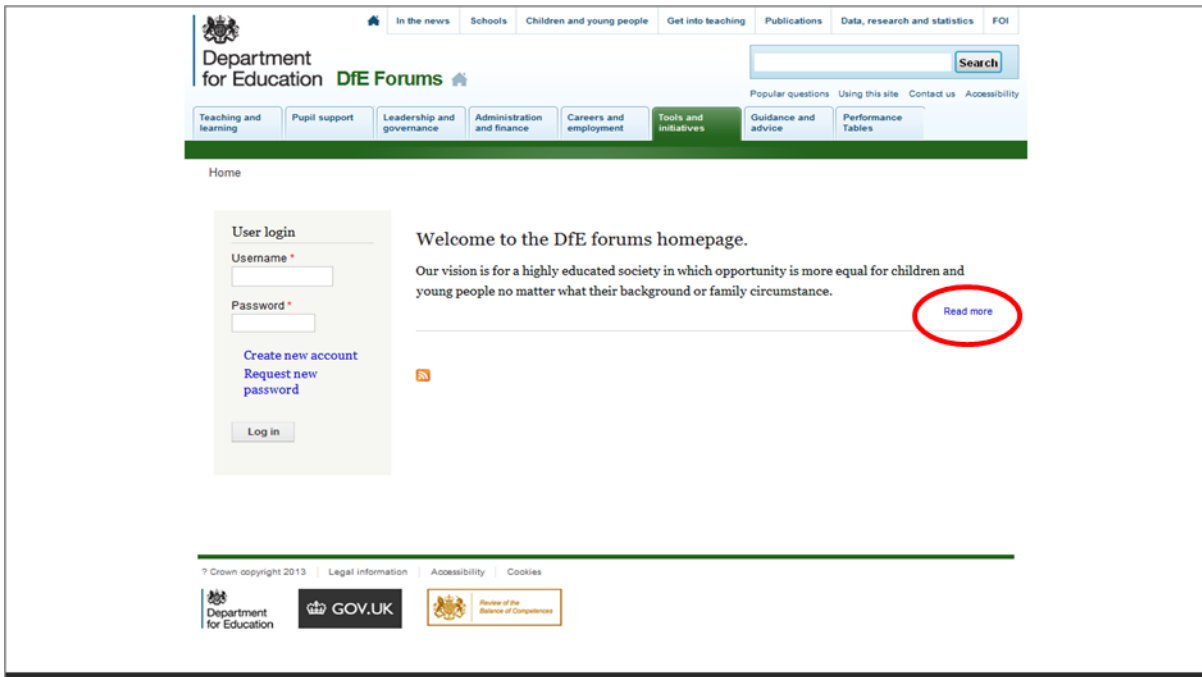
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# Accessing the Forum

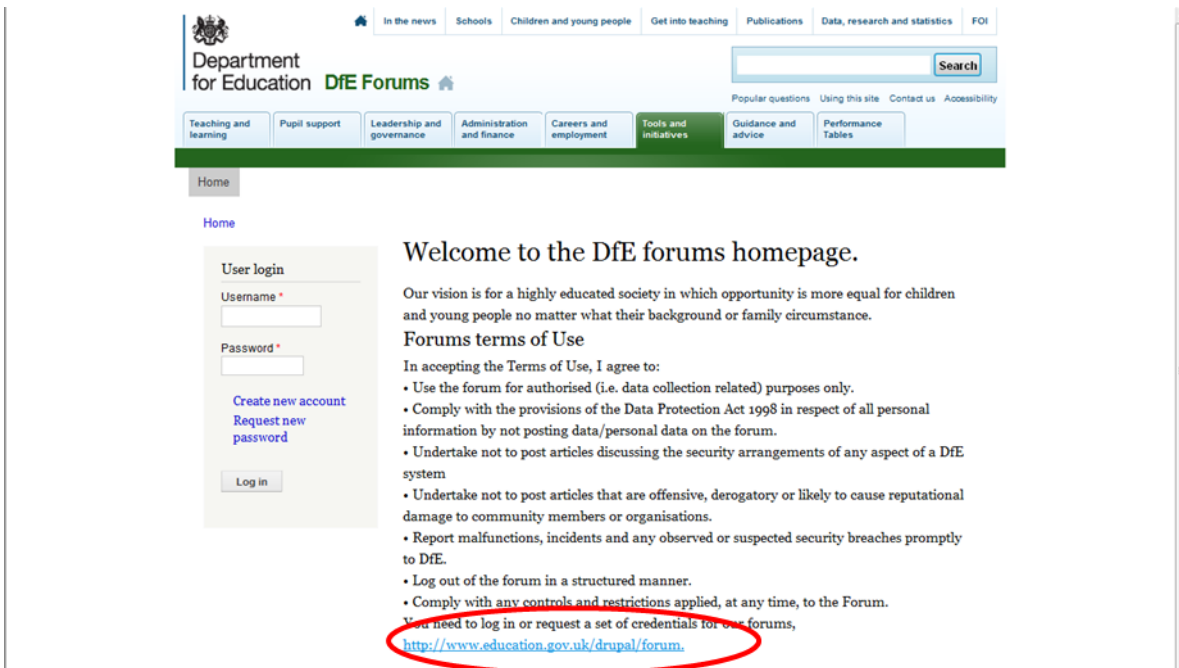
Please use the following link to access the EDD Forum - [EDD Data Collection Forum](#)

Anyone can view the Forum including all posts.

1) Click on 'Read more'



2) Read the Terms of Use and click the link to the forum homepage



The main Forum page will now be displayed

Please Note: Only the Autumn Census will appear here throughout the trial period.

The screenshot shows the forum homepage with a navigation bar at the top containing links for Teaching and learning, Pupil support, Leadership and governance, Administration and finance, Careers and employment, Tools and initiatives, Guidance and advice, and Performance Tables. Below the navigation bar is a 'Home' button. On the left side, there is a 'User login' section with fields for Username and Password, and links for 'Create new account' and 'Request new password'. The main content area is titled 'Forums' and has tabs for 'View Forums', 'Active topics', and 'Unanswered topics'. The 'View Forums' tab is selected, displaying a table of forum topics. The table has columns for Forum, Topics, Posts, and Last post. The first row is 'Autumn Census', which is circled in red. Below the table, there are icons for 'New posts' and 'No new posts', and a 'Forum Tools' dropdown menu. At the bottom, there is a 'What's Going On?' section with 'Currently active users: 0' and 'Statistics' showing 'Topics: 0, Posts: 0, Users: 38'.

Forum	Topics	Posts	Last post
Autumn Census Autumn Census day is 3rd October 2013. Access will be staged throughout the day - please see document emailed to LA's. Please use this forum to post queries and discuss topics. Subforums: Duplicates (0), Post 16 (0), FSM (0), Funded Hours (0), General Queries (0), COLLECT (0)	0	0	n/a

3) To access the Autumn Census form please click on the header

This screenshot is identical to the one above, but with a red circle around the 'Autumn Census' header in the forum table to indicate where to click.

Forum	Topics	Posts	Last post
Autumn Census Autumn Census day is 3rd October 2013. Access will be staged throughout the day - please see document emailed to LA's. Please use this forum to post queries and discuss topics. Subforums: Duplicates (0), Post 16 (0), FSM (0), Funded Hours (0), General Queries (0), COLLECT (0)	0	0	n/a

You will now see a list of Sub-Forums. Any important information we would like to highlight will be displayed under the headings.

**Autumn Census**

Autumn Census day is 3rd October 2013. Access will be staged throughout the day - please see document emailed to LAs. Please use this forum to post queries and discuss topics.

User login  
 Username \*  
 Password \*  
 Create new account  
 Request new password  
 Log in

Forum	Topics	Posts	Last post
<b>Duplicates</b> Please Note: All false duplicates should be returned to the DIE via s2s. You need to highlight the false duplicates within your report, save the file as LEALLL_DFESXXX_FalseDup.xls (LEA = your LA number) and upload as a generic file on s2s. The files will be actioned weekly by the EDD Helpdesk.	0	0	n/a
<b>Post 16</b> Post 16	0	0	n/a
<b>FSM</b> FSM	0	0	n/a
<b>Funded Hours</b> Funded Hours	0	0	n/a
<b>General Queries</b> General Queries	0	0	n/a
<b>COLLECT</b> COLLECT	0	0	n/a

Log in to post new content in the forum.  
 No posts in this forum.

Log in to post new content in the forum.

4) To view posts on a particular subject please click on that heading  
Autumn Census

**Autumn Census**

Autumn Census day is 3rd October 2013. Access will be staged throughout the day - please see document emailed to LAs. Please use this forum to post queries and discuss topics.

Forum	Topics	Posts	Last post
<b>Duplicates</b> Please Note: All false duplicates should be returned to the DIE via s2s. You need to highlight the false duplicates within your report, save the file as LEALLL_DFESXXX_FalseDup.xls (LEA = your LA number) and upload as a generic file on s2s. The files will be actioned weekly by the EDD Helpdesk.	0	0	n/a
<b>Post 16</b> Post 16	0	0	n/a
<b>FSM</b> FSM	0	0	n/a
<b>Funded Hours</b> Funded Hours	0	0	n/a
<b>General Queries</b> General Queries	0	0	n/a
<b>COLLECT</b> COLLECT	0	0	n/a

5) Select the topic you wish to view by clicking on the title

The screenshot shows the DfE Forums website. At the top, there is a navigation menu with links for 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. Below this is the 'Department for Education DfE Forums' logo and a search bar. A secondary navigation bar contains categories like 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Guidance and advice', and 'Performance Tables'. The main content area shows a breadcrumb trail: 'Home » Forums » EDD Data Collections » Autumn Census'. The title of the forum post is 'Post 16'. On the left, there is a 'User login' form with fields for 'Username' and 'Password', and links for 'Create new account' and 'Request new password'. The forum post itself is titled 'QAN Catalogue' and was posted by 'kbennett' on '2 October, 2013 - 12:00'. The post content asks 'Where do I download the current QAN catalogue?'. Below the post, there are options to 'Log in to post new content in the forum.' and a list of filters: 'Last post', 'Down', 'Sort', and '- Forum Tools -'. There are also icons for 'New posts', 'No new posts', 'Hot topic with new posts', 'Hot topic without new posts', 'Sticky topic', and 'Locked topic'.

You can then view the post along with any comments/replies that have been left

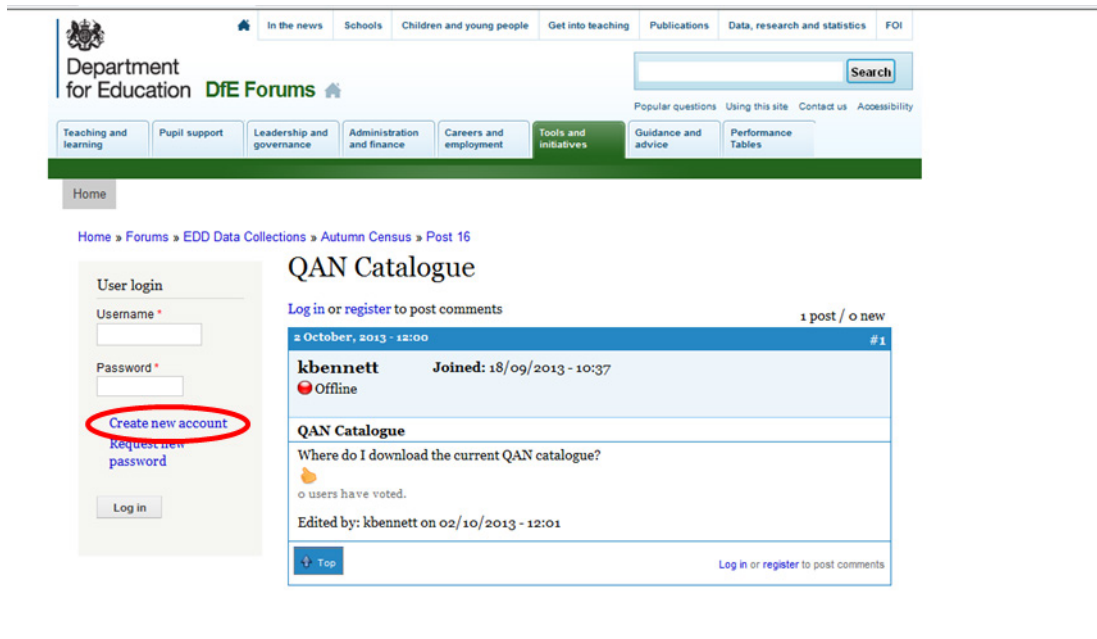
This screenshot shows the details of the 'QAN Catalogue' forum post. The breadcrumb trail is 'Home » Forums » EDD Data Collections » Autumn Census » Post 16'. The post title is 'QAN Catalogue'. On the left, the 'User login' form is visible. The post content is 'Where do I download the current QAN catalogue?'. The user 'kbennett' is shown as the author, with a 'Joined' date of '18/09/2013 - 10:37' and a status of 'Offline'. The post is marked as '#1' and has '1 post / 0 new'. There is a 'Top' button and a 'Log in or register to post comments' link at the bottom of the post.

If you wish to post a reply you will need to register

# Registering on the forum

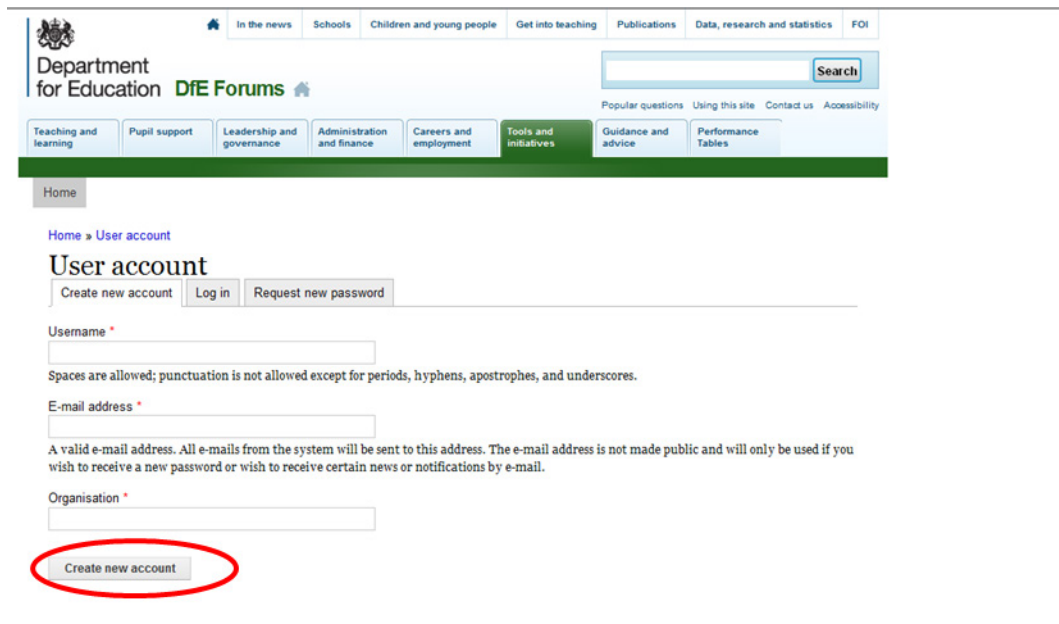
In order to post questions and reply to posts you will need to register for access.

## 1) Select the 'create new account' option



The screenshot shows the DfE Forums website. At the top, there is a navigation menu with links like 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. Below this is the 'Department for Education DfE Forums' logo and a search bar. A secondary navigation bar contains various topic categories such as 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Guidance and advice', and 'Performance Tables'. The main content area shows a breadcrumb trail: 'Home » Forums » EDD Data Collections » Autumn Census » Post 16'. The title of the page is 'QAN Catalogue'. Below the title, there is a 'User login' box with fields for 'Username' and 'Password', and a 'Log in' button. A red circle highlights the 'Create new account' link, which is also accompanied by 'Request new password' links. To the right of the login box, there is a post by user 'kbennett' with the title 'Where do I download the current QAN catalogue?'. The post includes a 'Top' button and a 'Log in or register to post comments' link.

## 2) Fill in your details and click 'create new account'



The screenshot shows the 'User account' registration page on the DfE Forums website. At the top, there is a navigation menu with links like 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. Below this is the 'Department for Education DfE Forums' logo and a search bar. A secondary navigation bar contains various topic categories such as 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Guidance and advice', and 'Performance Tables'. The main content area shows a breadcrumb trail: 'Home » User account'. The title of the page is 'User account'. Below the title, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Create new account' button is circled in red. Below the buttons, there are three input fields: 'Username', 'E-mail address', and 'Organisation'. Below the 'E-mail address' field, there is a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'

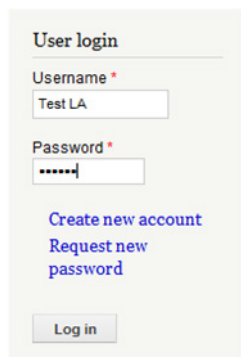
You will receive an email advising your account registration is in progress.

Your request will be reviewed by members of the helpdesk and once authorised a further email will be issued containing a 'use once only' link to enable selection of a password and log in. Following password selection, press 'Save' and then 'Home' to enter forum.

## Logging into the forum

You must log into the forum to make posts or comments

- 1) Enter your username and password in the login section and click 'Log In'.



User login

Username \*  
Test LA

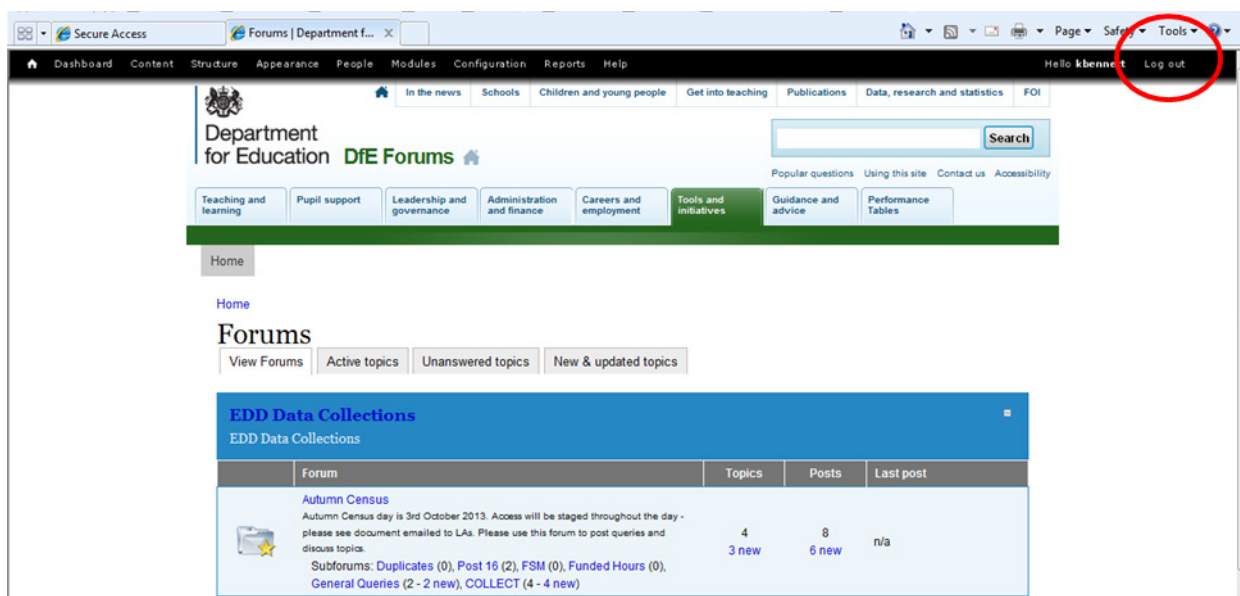
Password \*  
\*\*\*\*\*

[Create new account](#)  
[Request new password](#)

This will log you into the system and allow extra permissions.

## Logging out

To log out please click the 'Log out' button in the top right of your screen.



The screenshot shows the Department for Education (DfE) Forums website. The user is logged in as 'kbennett'. The 'Log out' button is circled in red in the top right corner of the page. The main content area displays a forum post titled 'Autumn Census' with 4 topics and 8 posts. The post content includes: 'Autumn Census day is 3rd October 2013. Access will be staged throughout the day - please see document emailed to LAs. Please use this forum to post queries and discuss topics. Subforums: Duplicates (0), Post 16 (2), FSM (0), Funded Hours (0), General Queries (2 - 2 new), COLLECT (4 - 4 new)'. The table below the post shows the following data:

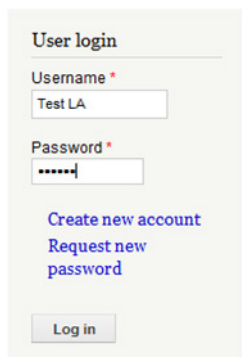
Forum	Topics	Posts	Last post
Autumn Census	4	8	n/a
	3 new	6 new	



# Request new password

There may be an occasion where you need to request a new password.

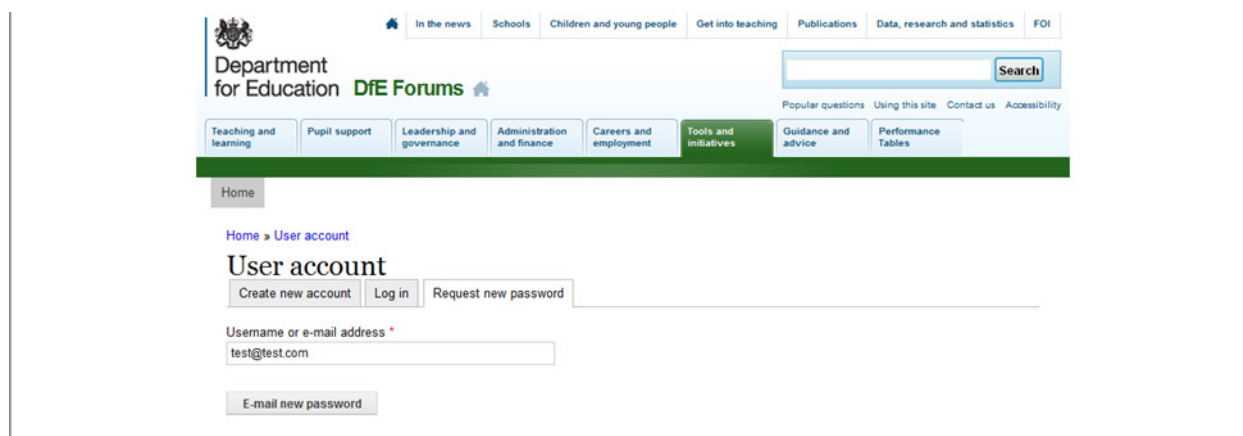
- 1) Click on 'Request new password'



The screenshot shows a 'User login' form with the following elements:

- User login** header
- Username \*** field with the text 'Test LA' entered.
- Password \*** field with masked characters '\*\*\*\*\*'.
- Links: [Create new account](#), [Request new password](#).
- Log in** button.

- 2) Fill in your email address and click on 'Email new password'

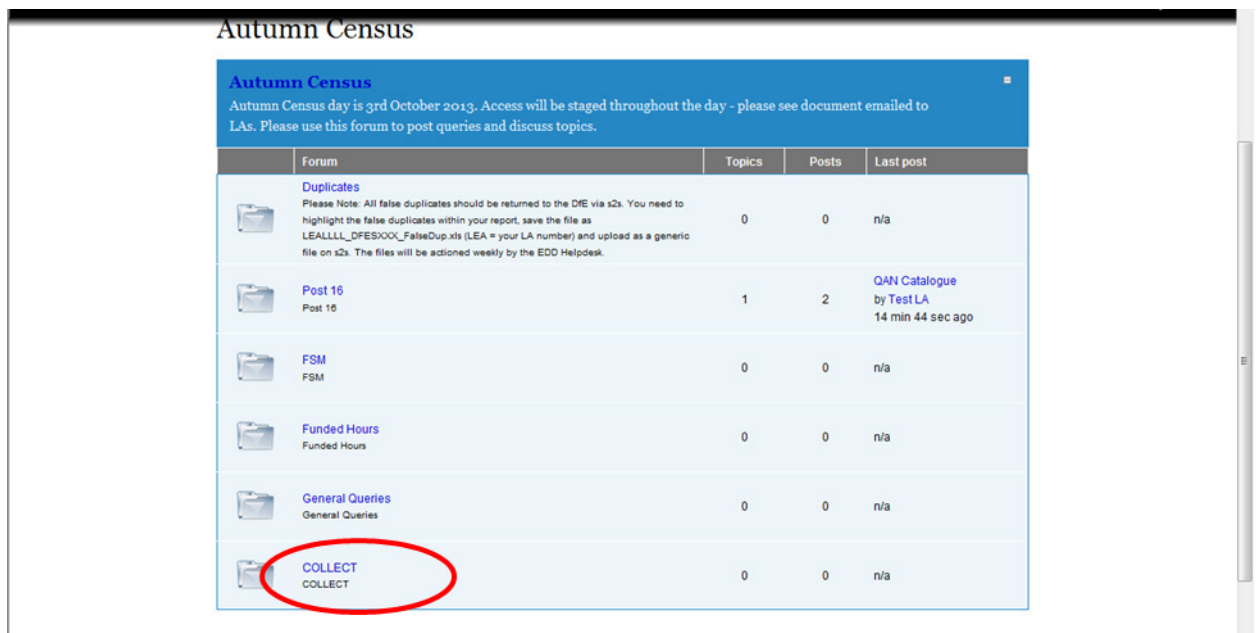


The screenshot shows the 'User account' page on the DfE Forums website. The page includes a navigation menu at the top with links like 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. Below the navigation is a search bar and a row of category buttons: 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Guidance and advice', and 'Performance Tables'. The main content area shows the breadcrumb 'Home > User account' and the title 'User account'. Below the title are buttons for 'Create new account', 'Log in', and 'Request new password'. A text input field for 'Username or e-mail address \*' contains the text 'test@test.com'. At the bottom of the form is an 'E-mail new password' button.

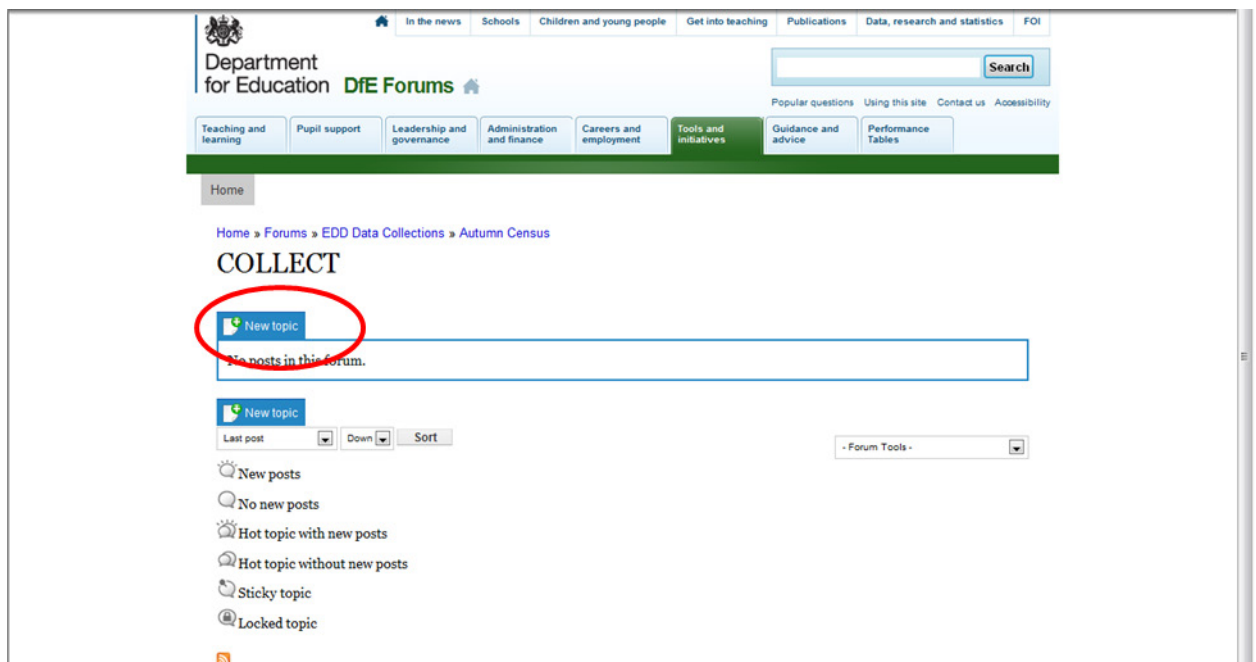
A link will be issued to your email address containing a link to re-set your password. Follow the instructions on, enter a new password and click 'Save' to complete.

# Adding a new post

- 1) In order to add a new post you need to click on the sub-forum you wish to ask the question in



- 2) You will then need to click 'New topic'



3) Enter the title and body of text and click ' save' to post it

Home » [Add content](#)

## Create Forum topic

Subject \*  
Access

Forums \*  
-COLLECT

Body ([Edit summary](#))  
How do I get COLLECT Access?

Text format Filtered HTML [More information about text formats](#)

Web page addresses and e-mail addresses turn into links automatically.  
Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd>  
Lines and paragraphs break automatically.

**Flags**  
No flags

Flag this item  
 Bookmark this  
Add this post to your bookmarks

Your post will now be visible to anyone viewing the forum

learning | governance | and finance | employment | initiatives | advice | Tables

Home

✓ Forum topic Access has been created.

Home » Forums » EDD Data Collections » Autumn Census » COLLECT

## Access

View Edit Voting results

Quick reply 1 post / 0 new

2 October, 2013 - 12:55 #1

**Test LA** Joined: 02/10/2013 - 09:07  
Online Posts: 3

**Access**  
Flag this item  
How do I get COLLECT Access?  
0 users have voted.

Top Send author a message edit delete Flag this item Bookmark this

Add new comment

Your name Test LA

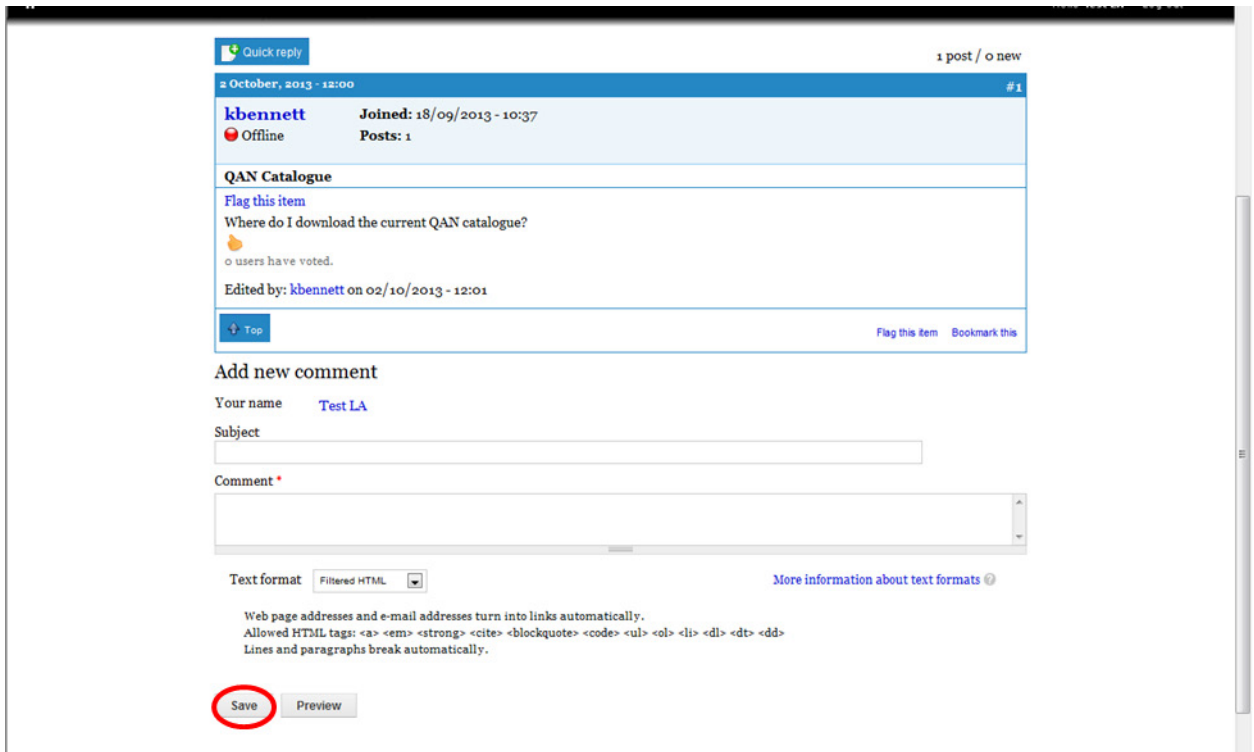
Subject

Comment \*

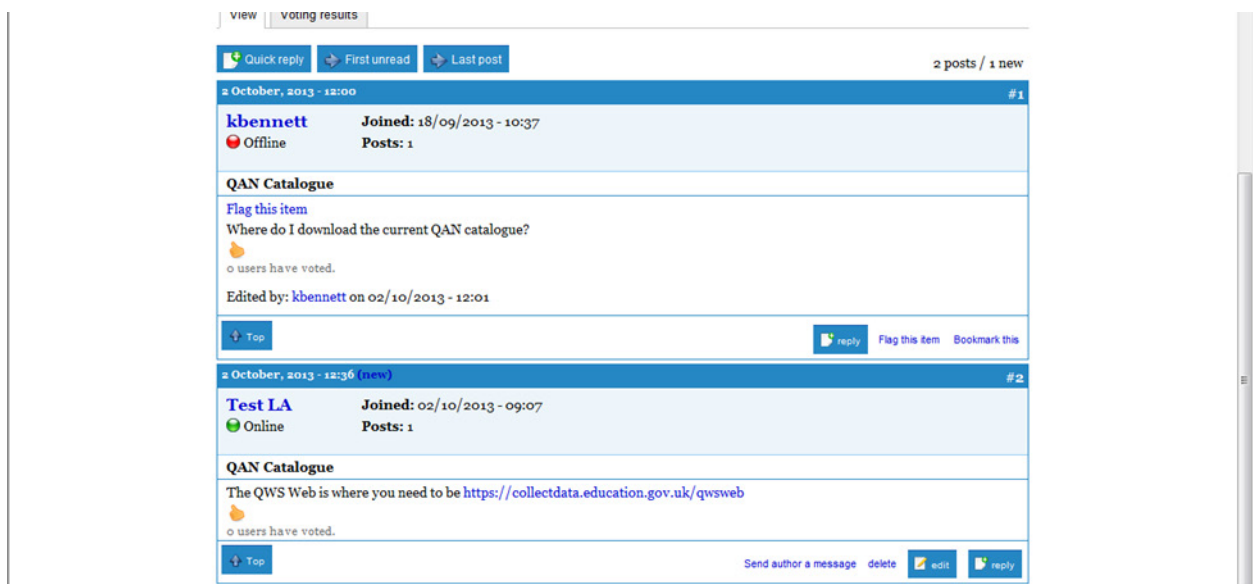
Text format Filtered HTML [More information about text formats](#)

# Posting Comments

- 1) Access on the post you wish to comment on using the instructions above – Add new comment is automatically visible
- 2) Enter the subject and comment you wish to post and click ‘save’



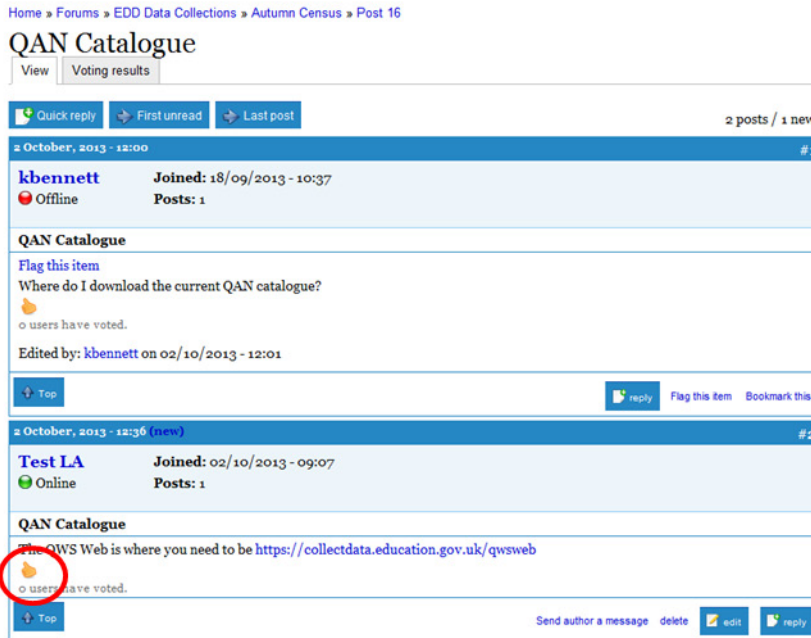
Your comment will then be visible by anyone viewing the forum



# Extra Functions of the forum

## Rating as helpful

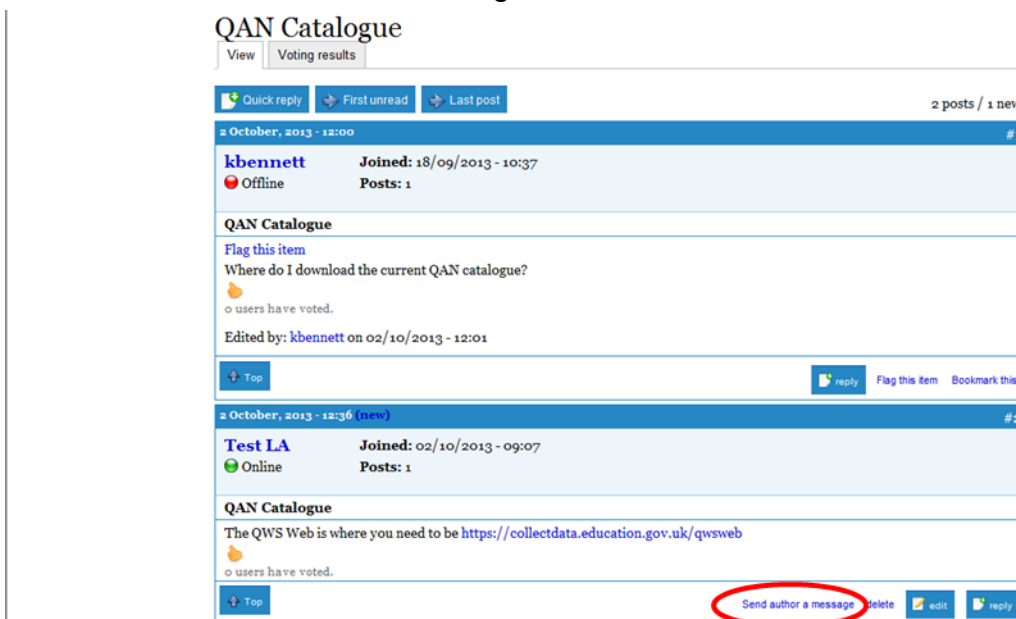
If you have found a post useful please click on the vote button



## Send author a message

You can send the author of the post a message (not available for EDD Helpdesk staff – you need to use the service request form to contact the DfE)

- 1) Click on the 'Send author a message' link



2) Type message and click ' Send message'

The screenshot shows the 'Write new message to Test LA' page on the DfE Forums. The page includes a navigation menu at the top with categories like 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. Below the navigation is a search bar and a secondary menu with categories like 'Teaching and learning', 'Pupil support', 'Leadership and governance', 'Administration and finance', 'Careers and employment', 'Tools and initiatives', 'Guidance and advice', and 'Performance Tables'. The main content area shows the 'Write new message to Test LA' form with fields for 'To' (Test LA), 'Subject' (Message regarding QAN Catalogue), and 'Message' (test message). At the bottom of the form, there are three buttons: 'Preview message', 'Send message' (circled in red), and 'Cancel'.

## Help

If you have any queries or need assistance when using the forum, please complete a [Service Request form](#) selecting School Census.



Department  
for Education

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