

Guidance on using the COVID-19 attendance pupil file with the Perspective Lite website

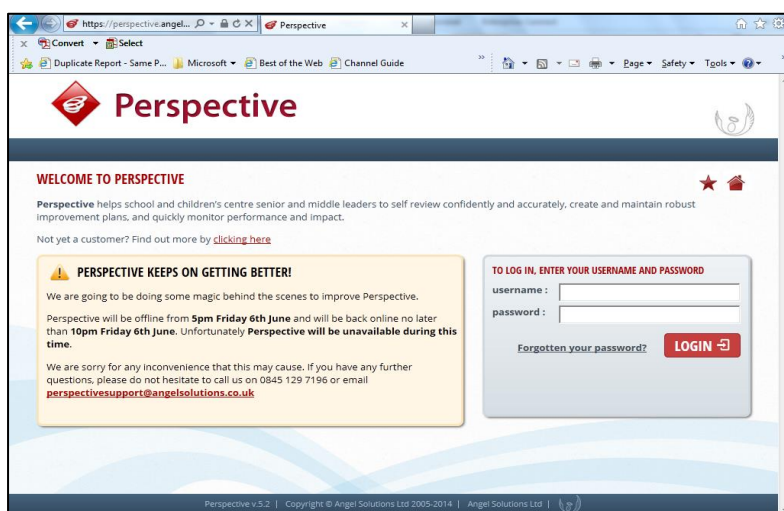
Step 1:

Save the file as '<your school name> COVID 19 wb dd/mm/yyyy'.

Step 2:

Log on to the Perspective Lite website:

<https://perspective.angelsolutions.co.uk/Perspective/Login.aspx>

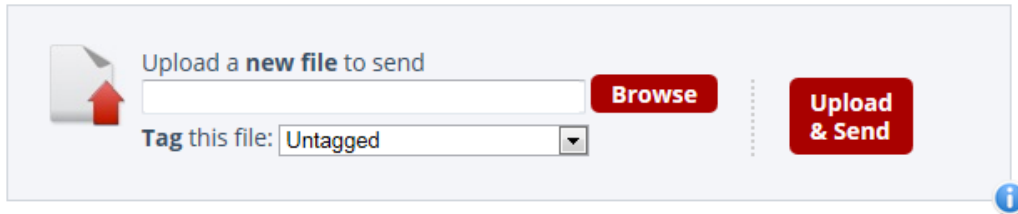


Step 3:

Click on the **Send Files** option in **LA Services | Services**

Step 4:

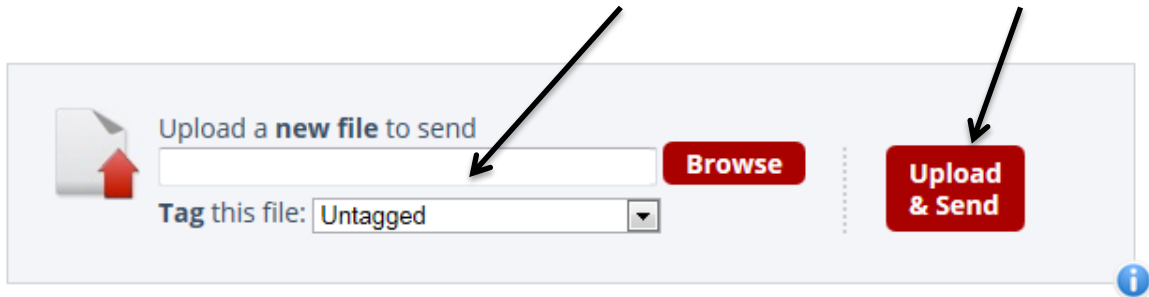
Click on **Browse** and search for the pupil file you want to upload to the LA.



The screenshot shows a light blue rectangular box with a rounded top-left corner. On the left, there is a document icon with a red arrow pointing up. To its right, the text "Upload a new file to send" is displayed above a white text input field. Below the input field is a dropdown menu with "Untagged" selected. To the right of the input field is a red button with the text "Browse". Further to the right, separated by a vertical dashed line, is another red button with the text "Upload & Send". A small blue information icon (an 'i' in a circle) is located in the bottom right corner of the box.

Step 5:

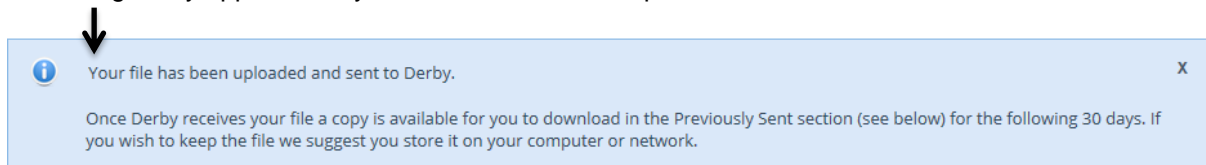
When you have located the file (and it appears in the 'Browse' window), click on **Upload & Send**



This screenshot is identical to the one in Step 4, but it includes two black arrows. One arrow points from the top right towards the "Browse" button, and the other points from the top right towards the "Upload & Send" button. The rest of the interface elements are the same as in Step 4.

Step 6:

A message may appear to say that the file has been uploaded



The screenshot shows a light blue rectangular message box with a rounded top-left corner. On the left, there is a small blue information icon (an 'i' in a circle). To its right, the text "Your file has been uploaded and sent to Derby." is displayed. In the top right corner of the box, there is a small "x" icon. Below the main text, there is a smaller line of text: "Once Derby receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network."

The Policy and Insight Team will then collect the file and process.

Thank you for your co-operation in this process.