Administrative functions

Accessing eDIT: set-up and login

Setting yourself up as an eDIT online user works similarly to many other online platforms:

1. **Request an account directly from your school/setting administrator** – they will set up your account using your email address and will provide you with a temporary password (you can change this later). (*N.B. school administrator accounts will be set up by the Local Authority lead – please see the final page in this pack for contact details*)

2. **Enter the following URL into your web browser** – **https://derbyinclusiontool.co.uk/**

3. **You will now see the "Welcome" page for the digital platform** – Please enter your email address and password here and click "Continue".

4. **The Derby Inclusion Tool requires two-factor authentication to login. The first time you log in you will be asked to scan a QR code on your mobile phone. Please download an authenticator app (Google, Microsoft)** Each time you login, a 6-digit code will appear on the app; you will need to enter this to access the system.

5. **In the event you forget your password, select "Forgotten your password?"** and you will receive an email with new login details.

6. **You will then be directed to the Derby Inclusion Tool Homepage** – here, you can create a new profile for a child or young person or view/edit an existing profile.

Different User Roles on eDIT online

There are three main roles used on the eDIT platform. Each role will see slightly different parts of the platform, and will be able to complete different functions:

Role title	Main functions	Likely to be used by…
School Administrator	Set up, oversee and manage users of the eDIT platform within schools Enter Setting Readiness ratings Add and delete children and young people from the system Complete eDITs for children and young people Run reports to analyse eDIT data at child and whole setting level	SENCos Administrative staff in education settings
Assessor	Enter Setting Readiness ratings Add and delete children and young people from the system Complete eDITs for children and young people Run reports to analyse eDIT data at child and whole setting level	Class teachers SENCos
Reporters	Run reports to analyse eDIT data at child and whole setting level View (but not edit) individual assessments	Setting leadership Administrative staff
Local Authority Administrator	Set up education settings and their administrators on the eDIT platform Run reports to analyse eDIT data at LA level *N.B. No access to individual child/ young person data*	Administrative staff in the Local Authority

LIVING MY BEST LIFE

Derby City Council

PARENT CARERS TOGETHER C.I.C
The forum for Derby City

NHS

NHS Derby and Derbyshire Integrated Care Board

IMPOWER

How to carry out administrative functions

Adding additional Users:

As a School Administrator, you can add or delete users from your school or setting. To do this, click on 'Users' on the menu bar to the left of the screen. This will bring up a list of current users in your setting, including their email address and Role.
Each user has two icons to the right of their details:

Clicking this icon allows you to edit the information for that user

Clicking this icon will delete that user (after giving a prompt asking you to confirm)

How to carry out administrative functions

If you would like to create a new user, select the + symbol in the top right of the screen

This will bring a dialogue box as follows:

Fill in the required information, select their role from the drop down list and then click 'Add User' to create the user. Selecting 'Cancel' will take you back to the list of users.

How to carry out administrative functions

Uploading basic pupil data

School administrators can 'bulk upload' their basic pupil data from their Management Information Systems onto the digital platform. This function is found in the 'Children and Young People' section of the platform.

To do this, they must:

- Prepare data in a .csv file
- Ensure that fields contain data in the correct format – text entered in a numerical field, and numbers in a text field, will prevent files from uploading
- Paste data into the template spreadsheet to prepare it for uploading

The template spreadsheet uses data coding from the Common Basic Data Set. The key is set out on the next page – use this to paste data into the correct columns.

How to carry out administrative functions

The Common Basic Data Set fields used on the digital platform are set out below. Data must be in the right format in order to be uploaded to the platform.

Code in template spreadsheet	Field name	Notes on format
N00001	Unique Pupil Number (UPN)	Letter followed by 13 digits
N00002	Pupil's Former UPN	Letter followed by 13 digits
N00003	Surname	Text
N00004	Forename	Text
N00005	Middle Name(s)	Text
N00006	Date of Birth	Date in format YYYY-MM-DD
N00007	Pupil Gender	Male/ Female/ Not Known (gender has not been recorded). Also covers gender of unborn child. / Not Specified (indeterminate; unable to be classified as either male or female)
N00008	Pupil Former Surname	Text
N00009	Pupil Preferred Forename	Text
N00010	Pupil/Child Preferred Surname	Text
N00011	ULN	10 digit number
N00015	Language Code	Text
N00177	Child Ethnicity	Text
N00209	SEN Provision	No Special Educational Need/ Education, Health and Care Plan/ SEN Support/ Statement

How to carry out administrative functions

Using the 'Completed assessment' flag

The summary page for a child or young person displays a list of all assessments relating to them.

Assessment History

☐ Show completed assessments only

	User	Tool	Completed	Delete
01/03/2022, 12:31:33	Leo Jones	5-25	⚑	🗑
01/03/2022, 12:31:30	Leo Jones	5-25	⚑	🗑
28/02/2022, 10:56:28	Leo Jones	5-25	⚑	🗑
28/02/2022, 10:56:23	Leo Jones	5-25	⚑	🗑

Each time an assessment is saved, a new entry is added to this list. You can add or remove a 'completed' flag by clicking in the right-hand column for that assessment, so that the flag changes from red to greyed-out. You can filter the assessment history by clicking 'Show Completed Assessments only' in the Assessment History section.

How to carry out administrative functions

Exporting or printing an assessment

You can print a report on the child or young person by clicking "Export Information" in the child or young person information section at the top of the screen:

This will generate a report containing the child's information, the rating chart, and comments from each needs section, as well as their assessment history. You will be presented with your browser's Print Dialog. From here you can print the report, or choose 'Save to PDF' or 'Microsoft Print to PDF' to save a copy of the report.

Further Information

Should you require any further assistance, please contact us at:

Technical support with the eDIT online platform (logging in, updating user details etc.)

Email – support@unifybusiness.co.uk

Please use 'DIT' as the email subject

Support with using the eDIT, advice and guidance

Email – derbysal@derby.gov.uk

Call – 01332 956 956