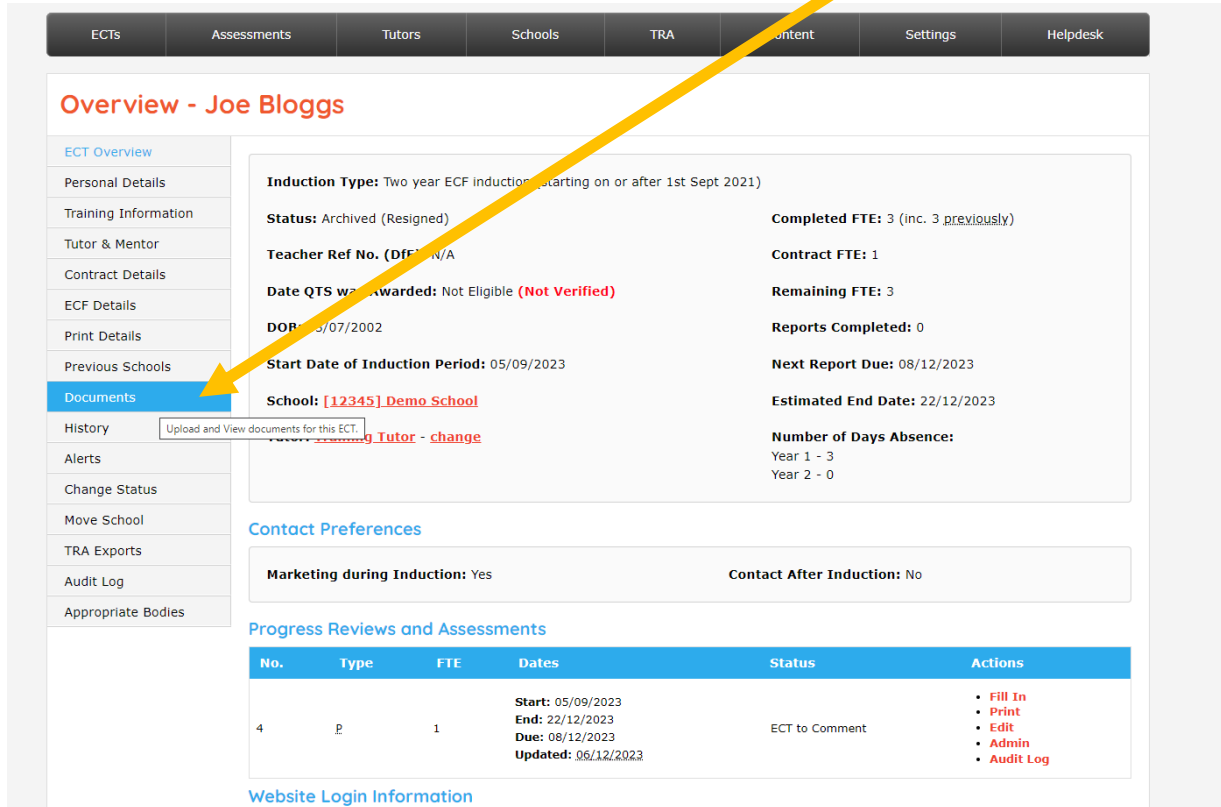


Uploading evidence on to ECT Manager

When viewing your ECTs page, in the left-hand column there is a 'Documents' tab.



The screenshot shows the 'Overview - Joe Bloggs' page in the ECT Manager system. The left-hand navigation menu includes tabs for ECT Overview, Personal Details, Training Information, Tutor & Mentor, Contract Details, ECF Details, Print Details, Previous Schools, Documents, History, Alerts, Change Status, Move School, TRA Exports, Audit Log, and Appropriate Bodies. The 'Documents' tab is highlighted in blue. A yellow arrow points from this tab to the 'Documents' section of the page content.

The main content area displays the following information:

- Induction Type:** Two year ECF induction (starting on or after 1st Sept 2021)
- Status:** Archived (Resigned)
- Completed FTE:** 3 (inc. 3 previously)
- Teacher Ref No. (DFE):** N/A
- Contract FTE:** 1
- Date QTS was awarded:** Not Eligible (Not Verified)
- Remaining FTE:** 3
- DOR:** 03/07/2002
- Reports Completed:** 0
- Start Date of Induction Period:** 05/09/2023
- Next Report Due:** 08/12/2023
- Estimated End Date:** 22/12/2023
- Number of Days Absence:**
 - Year 1 - 3
 - Year 2 - 0

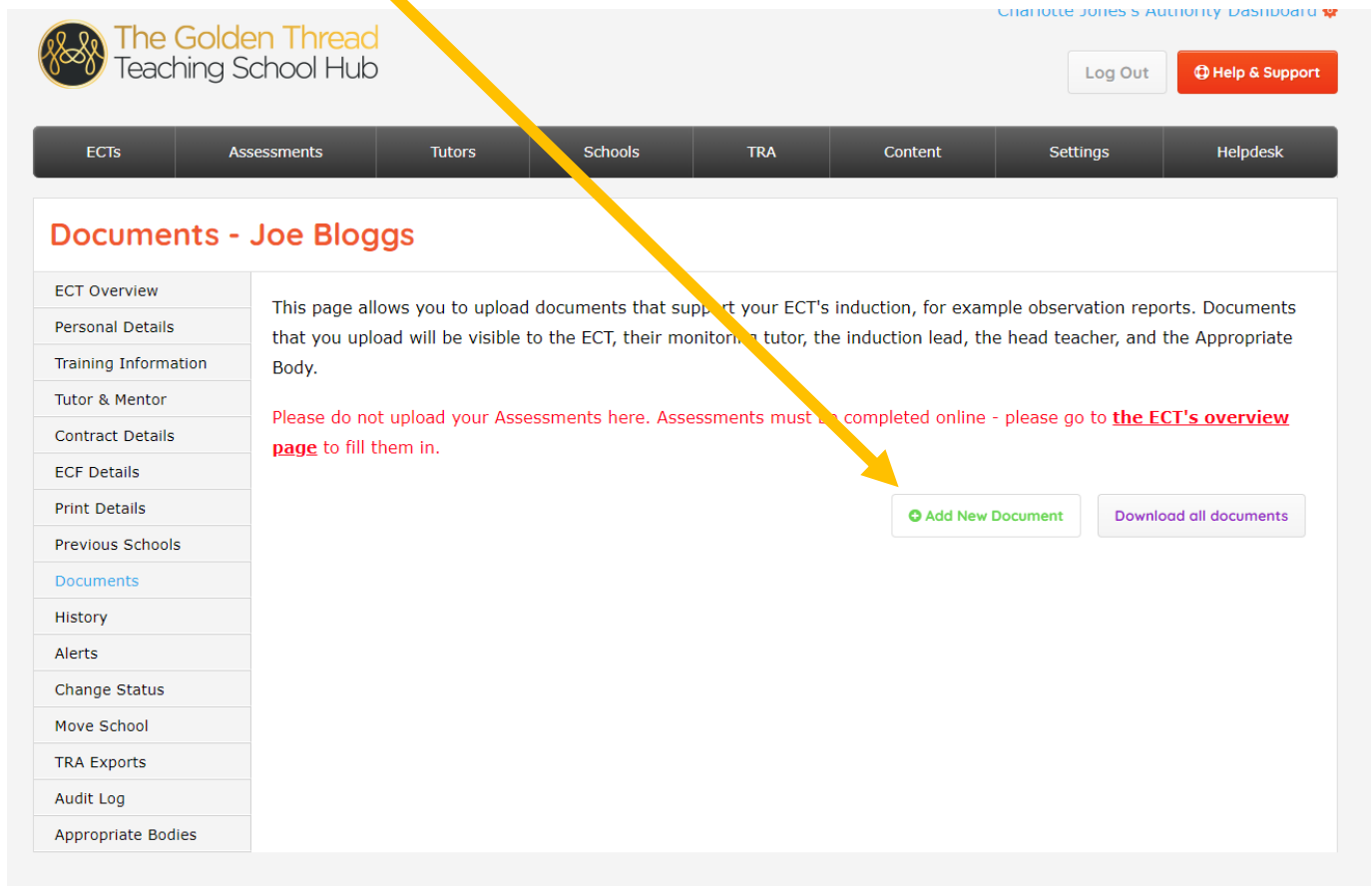
Below this information is the 'Contact Preferences' section, which includes 'Marketing during Induction: Yes' and 'Contact After Induction: No'.

The 'Progress Reviews and Assessments' section contains a table with the following data:

No.	Type	FTE	Dates	Status	Actions
4	P	1	Start: 05/09/2023 End: 22/12/2023 Due: 08/12/2023 Updated: 06/12/2023	ECT to Comment	<ul style="list-style-type: none">Fill InPrintEditAdminAudit Log

At the bottom of the page, there is a 'Website Login Information' section.

Click 'add new document' (in green)



The screenshot shows the 'Documents - Joe Bloggs' page in the ECT Manager system. The left-hand navigation menu includes tabs for ECT Overview, Personal Details, Training Information, Tutor & Mentor, Contract Details, ECF Details, Print Details, Previous Schools, Documents, History, Alerts, Change Status, Move School, TRA Exports, Audit Log, and Appropriate Bodies. The 'Documents' tab is highlighted in blue. A yellow arrow points from the 'Add New Document' button to the text above it.

The main content area displays the following information:

- ECT Overview**
- Personal Details**
- Training Information**
- Tutor & Mentor**
- Contract Details**
- ECF Details**
- Print Details**
- Previous Schools**
- Documents**
- History**
- Alerts**
- Change Status**
- Move School**
- TRA Exports**
- Audit Log**
- Appropriate Bodies**

The main content area displays the following text:

This page allows you to upload documents that support your ECT's induction, for example observation reports. Documents that you upload will be visible to the ECT, their monitoring tutor, the induction lead, the head teacher, and the Appropriate Body.

Please do not upload your Assessments here. Assessments must be completed online - please go to [the ECT's overview page](#) to fill them in.

At the bottom of the page, there are two buttons: 'Add New Document' (in green) and 'Download all documents' (in purple).

Create a folder for lesson observations and name this (e.g. Lesson Observations). Give the lesson observation document a name and you can write a brief description (e.g. Term 3 Lesson Observation). Choose the file you want to upload and press 'save'.

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

Add a New Document - Joe Bloggs

ECT Overview
Personal Details
Training Information
Tutor & Mentor
Contract Details
ECF Details
Print Details
Previous Schools
Documents
History
Alerts
Change Status
Move School
TRA Exports
Audit Log
Appropriate Bodies

Please select the document that you wish to upload, then add a name and description. The file size cannot be larger than 4MB in size.

Please do not upload your Assessments here. Assessments must be completed online - please go to [the ECT's overview page](#) to fill them in.

Folder:

New Folder Name:

Document Name:

Description:

Document To Upload: Lesson obs.docx

Private: (cannot be viewed by school)

You will then be able to see the lesson observation you uploaded in the folder you have created. To do this click on the folder icon.

The Golden Thread Teaching School Hub

Log Out Help & Support

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

Documents - Joe Bloggs

ECT Overview
Personal Details
Training Information
Tutor & Mentor
Contract Details
ECF Details
Print Details
Previous Schools
Documents
History
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Audit Log
Appropriate Bodies

Details saved successfully.

This page allows you to upload documents that support your ECT's induction, for example observation reports. Documents that you upload will be visible to the ECT, their monitoring tutor, the induction lead, the head teacher, and the Appropriate Body.

Please do not upload your Assessments here. Assessments must be completed online - please go to [the ECT's overview page](#) to fill them in.

[Lesson Observations](#)

You will then be able to view/edit/delete the observation if needed.

The Golden Thread Teaching School Hub Charlotte-Jones's Authority Dashboard

[Log Out](#) [Help & Support](#)

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

Documents - Joe Bloggs

- ECT Overview
- Personal Details
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Lesson Observations

[Back to folders](#)

Name	Modified		
Term 3 Lesson Observation	06/12/2023	View/Edit	Awaiting Virus Scan Delete