

School Guide to ECAP

For instructions on how to complete the ECAP please see the **Students ECAP Guide**.

1. Getting Started

- You will need a user name and password to gain access to the admin system – these will be issued by the MITAC partnership. Contact MITAC on telephone number 0191 645 4184. You will need to supply them with a telephone number and email address.
- Inform MITAC of which school and tutor groups you will be dealing with so that these are added to the school settings. You will then be able to see the tutor groups you are attached to.
- To access the management system, go to the Newcastle Routes site (www.newcastleroutes.co.uk) – Partners – Log in. Enter the user name and password you have been issued with to log in.
- If you wish to change your password/email address or telephone number click on the properties tab. If you make any changes remember to click 'save changes'.



[Newcastle](#) : [Connexions Newcastle](#) : Ann Graham

Hogwarts

- [Miss S Fortune](#)
- [Mr G Arthur](#)

CAP	Properties
Properties for Ann Graham	
Group	<input type="text" value="Ann Graham"/>
Login Username	tw, <input type="text" value="agraham"/>
Password	<input type="password" value="....."/> Reveal Password
Telephone	<input type="text" value="0191 2771451"/>
Email Address	<input type="text" value="ann.graham@newcastle.gov.uk"/>
Year	<input type="text" value="No Year"/>
<input type="button" value="Save Changes"/> <input type="button" value="Delete Adviser"/>	

2. Importing client names

- The import tab on the initial school page gives instructions on how class lists should be uploaded.

3. Looking at applications

- Click on CAP tab to see summary of classes on the overview page. There should then be an option to choose a year group.
- By clicking on year 11 there then appears a list of form groups.

Connexions Newcastle

Newcastle : Connexions Newcastle : Ann Graham

Hogwarts

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- Mr G Arthur

CAP Properties

CAP Information for Ann Graham

Overview Messages

Overview of Ann Graham and their Caseload

Overview

	Started Forms	Apps Started	Returned to User	Connexions	School / Tutor	Processing	Incoming	Pending Interview	Pending Grades	Pending Placement	Accepted	Rejected	Total
HOGWARTS													
- Miss S Fortune	10/10	1	0	0	0	0	0	0	0	0	0	0	0
- Mr G Arthur	8/8	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	18/18	1	0	0	0	0	0	0	0	0	0	0	0

- Choose the form group you are interested in – a summary page for that class will then appear. Green ticks indicate whether a student has started a form.

Connexions Newcastle

Newcastle : Connexions Newcastle : Ann Graham

Hogwarts

- Miss S Fortune
 - Mary Knox (0)
 - Mary Knox (0)
 - Aisha Singh (0)
 - Aisha Singh (0)
 - David Smith (0)
 - David Smith (0)
 - Alexi Talbot (0)
 - Alexi Talbot (0)
 - Kevin White (0)
 - Kevin White (0)
- Mr G Arthur

CAP Properties

CAP Information for Miss S Fortune

Overview Messages

Overview of Ann Graham and their Caseload

Overview

	Started Forms	Apps Started	Returned to User	Connexions	School / Tutor	Processing	Incoming	Pending Interview	Pending Grades	Pending Placement	Accepted	Rejected	Total
HOGWARTS													
- Mary Knox	✓	0	0	0	0	0	0	0	0	0	0	0	0
- Mary Knox	✓	1	0	0	0	0	0	0	0	0	0	0	0
- Aisha Singh	✓	0	0	0	0	0	0	0	0	0	0	0	0
- Aisha Singh	✓	0	0	0	0	0	0	0	0	0	0	0	0
- David Smith	✓	0	0	0	0	0	0	0	0	0	0	0	0
- David Smith	✓	0	0	0	0	0	0	0	0	0	0	0	0
- Alexi Talbot	✓	0	0	0	0	0	0	0	0	0	0	0	0
- Alexi Talbot	✓	0	0	0	0	0	0	0	0	0	0	0	0
- Kevin White	✓	0	0	0	0	0	0	0	0	0	0	0	0
- Kevin White	✓	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	10/10	1	0	0	0	0	0	0	0	0	0	0	0

- Clicking on a students name in the left hand column takes you to a student's application.

- This is the 'Learner Page' – each learner has 4 tabs :-
 - i. ILP – currently not in use in Newcastle.
 - ii. CAP – where applications are found
 - iii. Properties – can give you access to the students password
 - iv. Files – this is where additional documents can be added such as section 140's.

Connexions Newcastle



[Newcastle](#) :
 [Connexions Newcastle](#) :
 [Ann Graham](#) :
 [Mary Knox](#)

Unsent Forms (With Learner)

[Heaton Manor School](#)

ILP
CAP
Properties
Files

CAP Information for Mary Knox

Overview
Applications

Applications

Learner	Applied To	Date	Status
Mary Knox	HEATON MANOR SCHOOL	26/05/2009	

- Under the CAP tab – there are 2 sub tabs:-
 - v. Overview – allows you to view the student's application and password.
 - vi. Applications – Lists the applications a student has made and what the status is. There are 3 status letters L – means the form is with the learner, C- shows the form is with Connexions and P – the form is with the Provider. If the colour behind the letter is red, this means that action by Connexions, the learner or Provider is overdue.
- To check the form, click on the magnifying glass that appears on the 'Applications' tab screen, this opens up the application form and at the top of the page shows you where the student has applied to and for what. There are 3 other tabs available including 'History'. The 'History' tab allows you to see what has happened to the form all sections have

4. Attaching additional information

- a) To support a students application additional documents can be attached to the form e.g. Section 140's. This is done in 2 stages. The document is initially attached to the 'learner' and then has to be added to a particular application (so 1 document could be attached to several applications).
- b) Go into a students 'Learner Page' – see above and click on the tab 'Files'.
- c) In the first white box click 'browse'.
- d) You will than need to find where you have stored the document (desktop/my documents). On finding the document double click on the name of the document.
- e) The name of the file will now appear.
- f) Click 'upload file'.

The screenshot shows the Connexions Newcastle web application. At the top, there is a dark blue header with the text "Connexions Newcastle" and two icons: a yellow triangle and a red padlock. Below the header, a breadcrumb trail reads: "Newcastle : Connexions Newcastle : Helen Bishop : Mickey Douglas". The main content area is divided into a left sidebar and a main panel. The sidebar has three sections: "Unsent Forms (With Learner)" with a link to "Trinity Solutions (Wbl)", "With Provider" with a link to "Trinity Solutions (Wbl)", and "With Learner" with a link to "Newcastle College". The main panel has four tabs: "ILP", "CAP", "Properties", and "Files". The "Files" tab is active, showing an "Application Files" section. This section contains an "Uploader" area with an "Upload File" heading, a "Select File" input field with a "Browse..." button, a "Title" input field, and an "Upload File" button. Below this is a "Files" section containing a single file icon labeled "DOC" with a red 'X' next to it, indicating it is ready for attachment.

- g) The file is now attached to the Student NOT the application. Should you wish to remove the file click on the red cross next to the 'doc' symbol
- h) Now from the Cap tab select the application you want to attach the document to.
- i) At the top of the page you should have your name, followed by the students name and then the application number.
- j) Click on 'File' tab.
- k) In the box headed 'select file' click on the arrow at the end of the box. Now highlight the file you want to attach.
- l) Click 'attach file'.
- m) Return to 'Application' tab and send application off in the usual way perhaps including message that there is a file attached.
- n) **Once a document is attached to the student, for future applications you only need to start at step h.**

5. Monitoring Progress

- The progress and status of student's applications can be monitored via the admin system.
- It is possible to see who has been offered interviews/made offers/been rejected.
- The 'History' tab (see section 3) allows you to check on the progress of applications.

Overview of Denise Lumsden and their Caseload

Messages
 ! You have **92 new messages**. Please check your messages by clicking on the messages tab or by [clicking here](#). !

Overview

	Started Forms	Apps Started	Returned to User Connexions School / Tutor	Processing Incoming	Pending Interview	Pending Grades	Pending Placement	Accepted	Rejected	Total	
HEATON MANOR SCHOOL											
Y11											
- Zeshan Ali	✓	3	0	0	0	0	0	1	0	1	
- Connor Brown	✓	0	0	0	0	0	0	1	0	1	
- Sophie Bulman	✓	0	0	0	0	0	0	1	0	1	
- Jennifer Cheung	✓	1	0	0	0	0	0	1	0	1	
- Anna Clarkin	✓	0	0	0	0	0	0	1	0	1	
- Robert Close	✓	1	0	0	0	0	0	1	0	1	
- Rhiannon Deivey	✓	1	0	0	0	0	0	1	0	1	
- Madoc Flynn	✓	1	0	0	0	0	0	1	0	1	
- Nicholas Fordham	✓	0	0	0	0	0	0	0	0	0	
- James Gray	✓	1	0	0	0	1	0	0	0	1	
- Ashley Hay	✓	3	0	0	0	1	0	0	0	1	
- Robert Lee	✓	0	0	0	0	0	0	0	0	0	
- Georgia Lennie	✓	0	0	0	0	0	0	0	0	0	
- Paris Maines	✓	0	0	0	0	0	0	0	0	0	
- David Marshall	✓	0	0	0	0	0	0	0	1	1	
- Madeleine Ohara	✓	1	0	0	0	0	0	1	0	1	
- Tanisha Page	✓	0	0	0	0	0	0	2	0	2	
- Christopher Richardson	✓	0	0	0	0	0	0	0	1	1	
- Sheroze Sadiq	✓	1	0	0	0	0	1	1	0	2	
- Alexandra Somerville	✓	1	0	0	0	1	0	0	0	1	
- Alexandra Walker-kirkup	✓	2	0	0	0	0	0	0	1	1	
- Jordan Wall	✓	0	0	0	0	0	0	0	0	0	
- Barney Wallace	✓	0	0	0	0	0	0	1	0	1	
- Paula Walton	✓	0	0	0	0	0	0	2	0	2	
- Esther White	✓	0	0	0	0	1	0	2	0	3	
Totals:		23/25	16	0	0	2	2	1	17	0	25

6. Properties

- The properties tab gives information on the school contacts and log ins
- Details can be amended – please remember to save them.

7. Caseload and student passwords

- The caseload tab gives access to student names and passwords
- Click on 'show/hide' passwords to reveal student passwords.
- If a student has locked themselves out of the system the password can be reset by clicking on the padlock symbol.
- 'Export' allows passwords to be put into an excel format.

8. Statistics

- On the CAP tab choose the 'statistics' sub tab.
- On the drop down box choose the year group you are interested in and click 'filter'.
- Statistics for that year group are now displayed giving information on applications and where they have been made.
- If a school requires other statistics please let Ann Graham know.

9. System support and Improvement

- On going feedback is always useful, please contact Ann Graham at Connexions to pass on comments. Telephone number 0191 277 1451 or email: ann.graham@newcastle.gov.uk
- If you have issues/problems about the application process or admin system – again inform Ann Graham.
- If you experience technical problems with the website contact the MITAC helpdesk on telephone number. 0191 645 4184.