

## User Guide 1 – Getting started

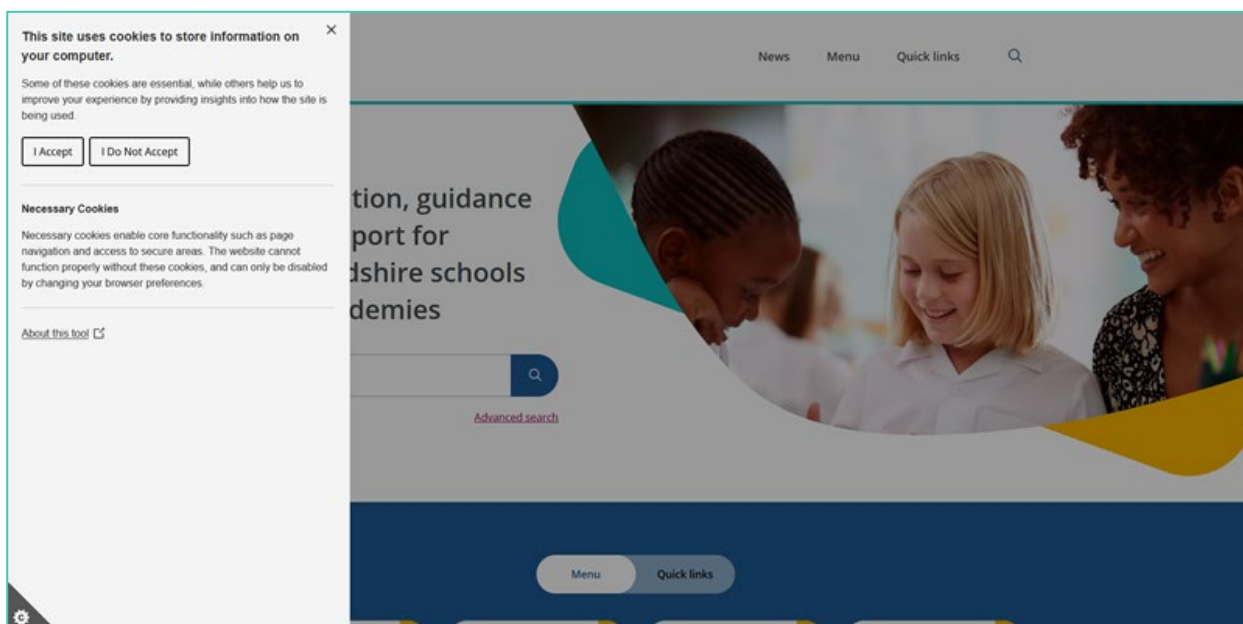
### Browsers

Firstly make sure you are using one of the following browsers to ensure you have the best experience – Chrome, Firefox, or Microsoft Edge (Chromium).

We advise that you do not use any version of Internet Explorer (IE) which is an old browser no longer supported by Microsoft as we cannot guarantee the website will display or function correctly.

### Cookies

On your first visit to the Grid website you will see a box with a message about accepting cookies. We recommend that you accept all cookies to ensure that the website works as it should. Find out more about cookies in our [privacy policy](#) available at the bottom of every page.



### The home page

The home page contains the following sections (scroll down the page to view the sections):

- search
- menu/quick links
- news
- events

## Search

You can enter keywords to search the Grid in the main box or select the advanced search option. For specific advice on searching the Grid refer to the user guide on search.



News Menu Quick links Log in



Information, guidance and support for Hertfordshire schools and academies

Search

  
[Advanced search](#)

Advanced search

Menu Quick links

Need help? Chat with us!

## Menu/Quick links

The dark blue section contains the main menu for navigating the Grid and a quick links section. You can toggle between the Menu and Quick Links.

The **Menu** contains 'lozenges' which link to the main categories of content on the Grid.



Lozenge

The **Quick Links** section contains popular links such as school email; HCC systems like Solero and SAP; and HfL services such as the CPD Hub and the HR and DMS portals.

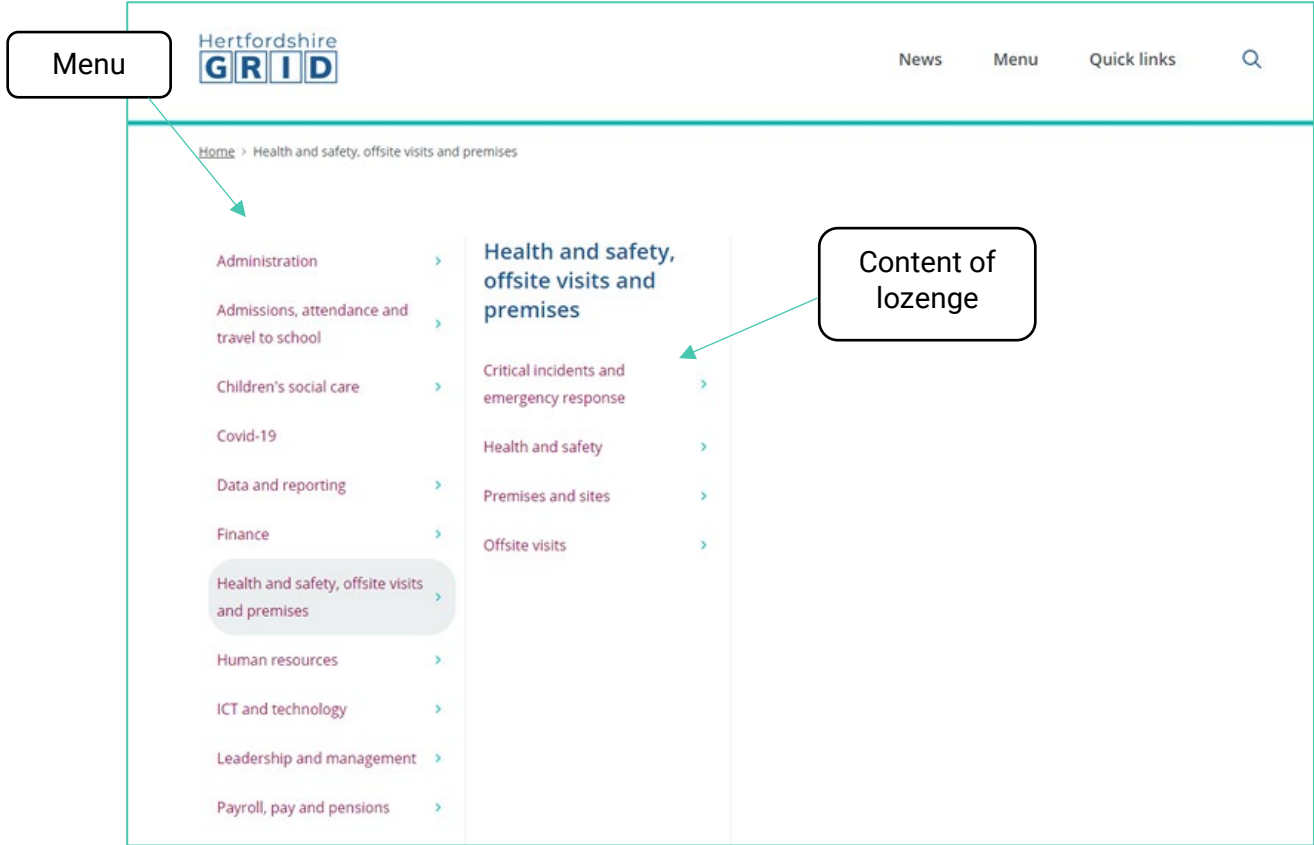


## Column menu

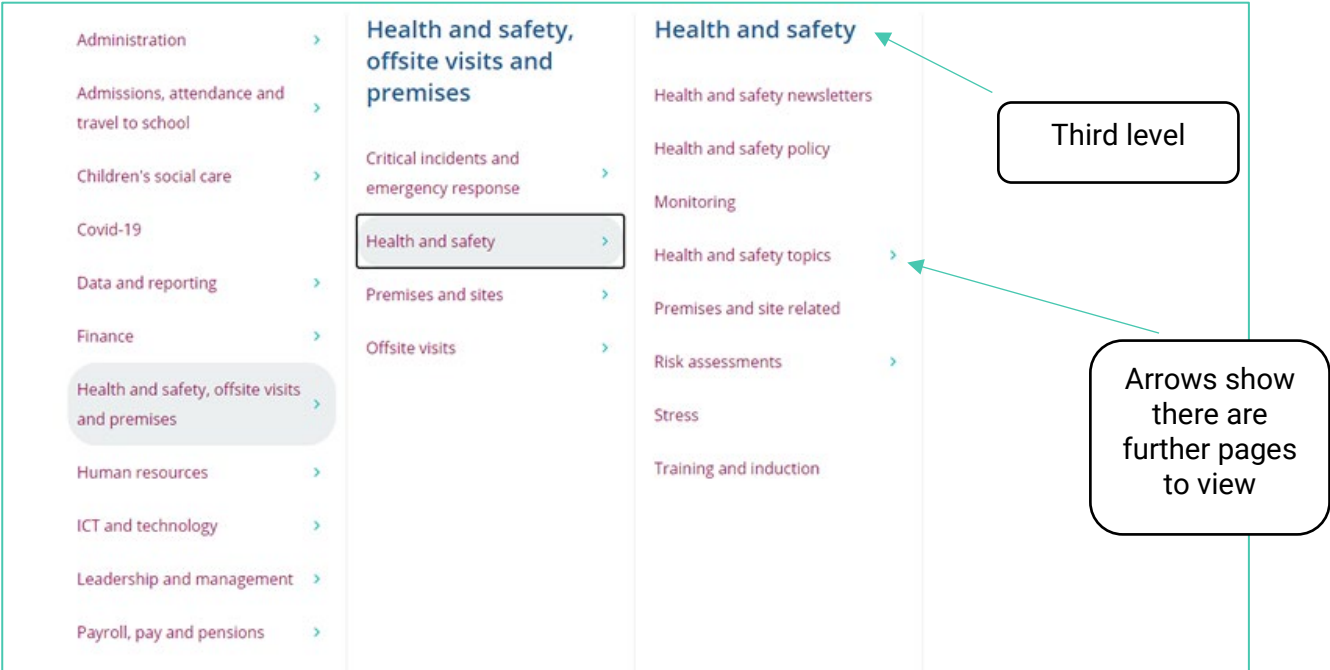
Select a 'lozenge' e.g. 'Health and safety, offsite visits and premises' on the **Menu** to go to the next level of navigation.

You will see the first column is the same as the **Menu** on the home page and the selection is greyed out.

The second column displays the content contained in the lozenge for 'Health and safety, offsite visits and premises'.



Select 'Health and Safety', to display the third level listing the pages in that section.



**TOP TIP:** You may need to scroll down the page on the column menu to see all the links at any level.

Breadcrumb links can be used for navigating back

Last level available and links to pages

The screenshot shows a multi-column navigation menu. At the top, a breadcrumb trail reads: Home > Health and safety, offsite visits and premises > Health and safety > Health and safety topics. The menu is organized into four columns. The first column lists various school services like Administration, Admissions, and Finance. The second column is titled 'Health and safety, offsite visits and premises' and includes 'Offsite visits' which is circled in red. The third column is titled 'Health and safety' and lists items like newsletters, policy, and training. The fourth column is titled 'Health and safety topics' and lists specific safety areas like asbestos and fire safety. Callout boxes provide instructions: one points to the breadcrumb trail, another points to the 'Offsite visits' link, and a third points to the 'Health and safety topics' link.

At any level you can move back and forth between columns to refine your search.

You can also use the breadcrumb trail above the menu to navigate back to a previous level.

**TOP TIP:** If you want to return to the home page at any time – use the **home link in the breadcrumb** or **click on the Grid logo** which will always take you back to the home page.

## Page content

Each page on the website has the same layout.

The header contains links to News, Menu, Quick links and Log in as well as an option for search.

The header of the website features the Hertfordshire GRID logo on the left. On the right, there are four navigation links: News, Menu, Quick links, and Log in, followed by a search icon.

The page title shows the logo and organisation which owns the content – normally Hertfordshire County Council or Herts for Learning. It also shows when the page was last updated.

# Road safety educational programmes for primary schools

Last updated on 20 October 2020



by [Hertfordshire County Council](#)

Downloads have the date the document was created, any version information and may be flagged as 'new' or 'updated' for the first 14 days.

## Banding tool and descriptors

	<a href="#">SEND funding in mainstream schools banding tool</a> - XLSX - 17 Sep 2020 - v.8 - 1724KB <span>NEW</span> 
	<a href="#">Banding tool summary sheet - Top-up funding – High Needs Funding (HNF) in mainstream schools</a> - DOCX - 10 Nov 2020 - 18KB 
	<a href="#">Early Years high needs funding (HNF) 2020-2021</a> - PDF - 2 Oct 2020 - 116KB 

On the right hand side of each content page you will find:

- a list of pages in the same section you can navigate to
- a link to contact details for the team who own the content
- useful links
- any related content



At the bottom of the page is the option for users to say whether the page was useful or not. We will forward your feedback to the team responsible for the content.

Is this page useful?  Yes  No

Please tell us why, so we can improve this web page

[Submit](#)

## Restricted content

Pages are either public or restricted. Restricted means that the content can only be accessed by Hertfordshire schools and academies.

Restricted content pages or downloads will have a flag as below:

**RESTRICTED**

To access the restricted content you will need to first register on the website with your school email address. Once you are registered, you can login and can access any restricted content during your user session.

**TOP TIP:** You can use the browser options to save your login/password details (not recommended if it is a shared computer).

If you navigate to a restricted page or want to download a restricted document you will be asked to login if you are not already logged in.

**TOP TIP:** If you know you are going to want to access restricted content on your visit to the site, you can login straight away on the home page or any page on the site.



Refer to User Guide 3 – Restricted content for more information.

## News


Scroll down beyond the blue menu to find a selection of news on the home page.

The news link at the top of every page also takes you to the news section on the home page.



Click on the title on the news cards to go to the full news article.

- featured news appears at the top, followed by any pinned items for quick reference
- some news may be restricted and require you to login to access it
- news may be flagged 'for action' or 'reminder'
- updated news items will have a green 'updated' flag



**Featured news**

### Latest news

**Ed Talks UK - new Herts for Learning podcast**  
The first episode of the new Herts for Learning podcast, Ed Talks UK has just launched.  
Ed Talks UK is a mix of topical education news stories and debate from HfL experts and special guests from across the entire education sector, encompassing all phases and business areas.  
Last updated 27 November 2020

**The Digital Classroom is open – access exclusive free resources for remote learning**  
The Digital Classroom project provides free access for all Hertfordshire schools to a carefully selected series of resources to support and develop delivery of remote learning.  
Last updated 20 November 2020

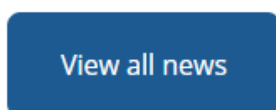
**Latest Coronavirus (Covid-19) updates**   
The latest updates on Coronavirus (Covid-19):  
**Coronavirus (Covid-19) latest update from HCC** - 11/12/2020  
**FAQs for schools** - 10/12/2020  
**Free School Meal voucher information for parents** - 09/12/2020  
**Letter to parents and carers** - 03/12/2020  
Last updated 14 December 2020 **RESTRICTED**

**Herts for Learning spring 2021 training programme**   
Herts for Learning (HfL) is pleased to announce that its spring 2021 training programme for staff working in primary, including Early Years, and secondary phases has now been published on the [CPD Hub](#).  
Last updated 25 November 2020

**Primary headteachers' seminars - spring 2021**  
A live webinar delivered by the Education Services Director for Primary, and a range of specialist advisers from Herts for Learning, this morning session will provide updates on current topics in primary education.  
Last updated 22 December 2020

**Pinned news**

The 'view all news' button below the news takes you to the full news listing page.





Click on the title on the news cards to go to the full news article.

The screenshot shows a news portal interface with the following elements:

- Navigation:** Tabs for 'All', 'News' (selected), 'Content pages', 'Documents', and 'Team contacts'.
- Search:** A search bar with the text 'Search news' and a magnifying glass icon.
- Sort:** A 'Sort by' dropdown menu set to 'Relevance'.
- Results:** 'Displaying 1 - 14 of 35 results in News.' and a pagination bar with buttons for 1, 2, 3, 4, and a next arrow.
- Filters:** A 'Filter by' section with a 'Clear all' button and dropdown menus for 'Category', 'Subject', 'Phase', and 'Setting'.
- News Cards:**
  - Featured news:** 'Ed Talks UK - new Herts for Learning podcast'. Description: 'The first episode of the new Herts for Learning podcast, Ed Talks UK has just launched. Ed Talks UK is a mix of topical education news stories and debate from HfL experts and special guests from across the entire education sector, encompassing all phases and business areas. Last updated 27 November 2020'.
  - Standard news:** 'The Digital Classroom is open – access exclusive free resources for remote learning'. Description: 'The Digital Classroom project provides free access for all Hertfordshire schools to a carefully selected series of resources to support and develop delivery of remote learning. Last updated 20 November 2020'.
  - Pinned news:** 'Latest Coronavirus (Covid-19) updates'. Description: 'The latest updates on Coronavirus (Covid-19): Coronavirus (Covid-19) latest update from HCC - 11/12/2020, FAQs for schools - 10/12/2020, Free School Meal voucher information for parents - 09/12/2020, Letter to parents and carers - 03/12/2020. Last updated 14 December 2020. A 'RESTRICTED' badge is present.
  - Standard news:** 'Herts for Learning spring 2021 training programme'. Description: 'Herts for Learning (HfL) is pleased to announce that its spring 2021 training programme for staff working in primary, including Early Years, and secondary phases has now been published on the CPD Hub. Last updated 25 November 2020'.
  - Standard news:** 'Primary headteachers' seminars - spring 2021'. Description: 'A live webinar delivered by the Education Services Director for Primary, and a range of specialist advisers from Herts for Learning, this morning session will provide updates on current topics in primary education. Last updated 22 December 2020'.
  - Partial card:** 'SEND specialist training - Sex Education Forum'.

Callouts on the right side of the image:

- 'Featured news' points to the first news card.
- 'Click on title for full article' points to the title of the 'Latest Coronavirus (Covid-19) updates' card.
- 'Pinned news' points to the 'Latest Coronavirus (Covid-19) updates' card.
- 'New listing' points to the 'Primary headteachers' seminars - spring 2021' card.

## Searching news

At the top of the news listing page you can search the news by keyword **OR** filter the news by category, subject, phase or setting.

The screenshot shows the Hertfordshire GRID website's news listing page. At the top left is the Hertfordshire GRID logo. To the right are navigation links for 'News', 'Menu', and 'Quick links', along with a search icon. Below the navigation is a horizontal menu with buttons for 'All', 'News' (which is selected), 'Content pages', 'Documents', and 'Team contacts'. A search bar labeled 'Search news' is positioned below the menu. To the right of the search bar is a 'Filter by' section with a 'Clear all' button. The filter section includes dropdown menus for 'Category', 'Subject', 'Phase', and 'Setting'. Below the search bar is a 'Sort by' dropdown set to 'Relevance' and a status message 'Displaying 1 - 14 of 29 results in News.'. At the bottom of the page are pagination controls showing '1', '2', '3', and a right arrow.

Under the filters, select a Category, to find all news on a topic e.g. Assessment

This screenshot shows the same news listing page but with the 'Assessment' filter selected. The search bar now contains the text 'Assessment'. The 'Filter by' section shows the 'Category' dropdown expanded, with a list of categories: Administration, Admissions, attendance, travel to school, Assessment (checked), Children's social care, COVID-19, Data and reporting, Finance, Health and safety, offsite visits, premises, Human resources, ICT and technology, and Leadership and management. The status message now reads 'Displaying 1 - 4 of 4 results in News.'. Below the filters, a news item is displayed with the headline 'Extra measures for special schools to support students ahead of next summers GCSE examinations' and a green 'UPDATED' badge.

Select the filters for Subject or Phase e.g. to find the latest science or primary news.

Tick multiple filters e.g. to find the latest news for English **and** maths.

**TOP TIP:** Use the clear all button to clear all filters.

Clear all

## Events

Scroll down the home page to find key conferences and events listed. Click on the titles to see further details of the event and to book.

## Help

If you experience any problems using the website please refer to the [help and FAQs](#) on the website

You can find the help section in the footer at the bottom of every page.

If you need further help please use the [contact us form](#) at the bottom of every page or use the online chat to talk to us or message us.

Digital Team  
Herts for Learning  
January 2021