INTRANET GUIDANCE

Acorn Care & Education is improving the way that everyone working in our schools can access and share information.

There are now two websites:

- **Public information** can be found on our website; www.acorncare.co.uk

- **Private information** will overtime be located on the **Intranet** that is available to all staff working in our schools. Users will be able to access information wherever they have access to the internet.

You can access the public site from the intranet *(see the Homepage)* and the intranet from the public site.

The intranet will allow us to share documents, news items, calendars, details about upcoming events, agenda, notes of meetings and other information. It also supports a forum which will enable colleagues to communicate with each other, be part of discussion groups, request information or offer responses to colleagues queries.

Overtime the amount of information contained on the intranet will be increased and we will be asking colleagues in schools to contribute items for sharing across schools.

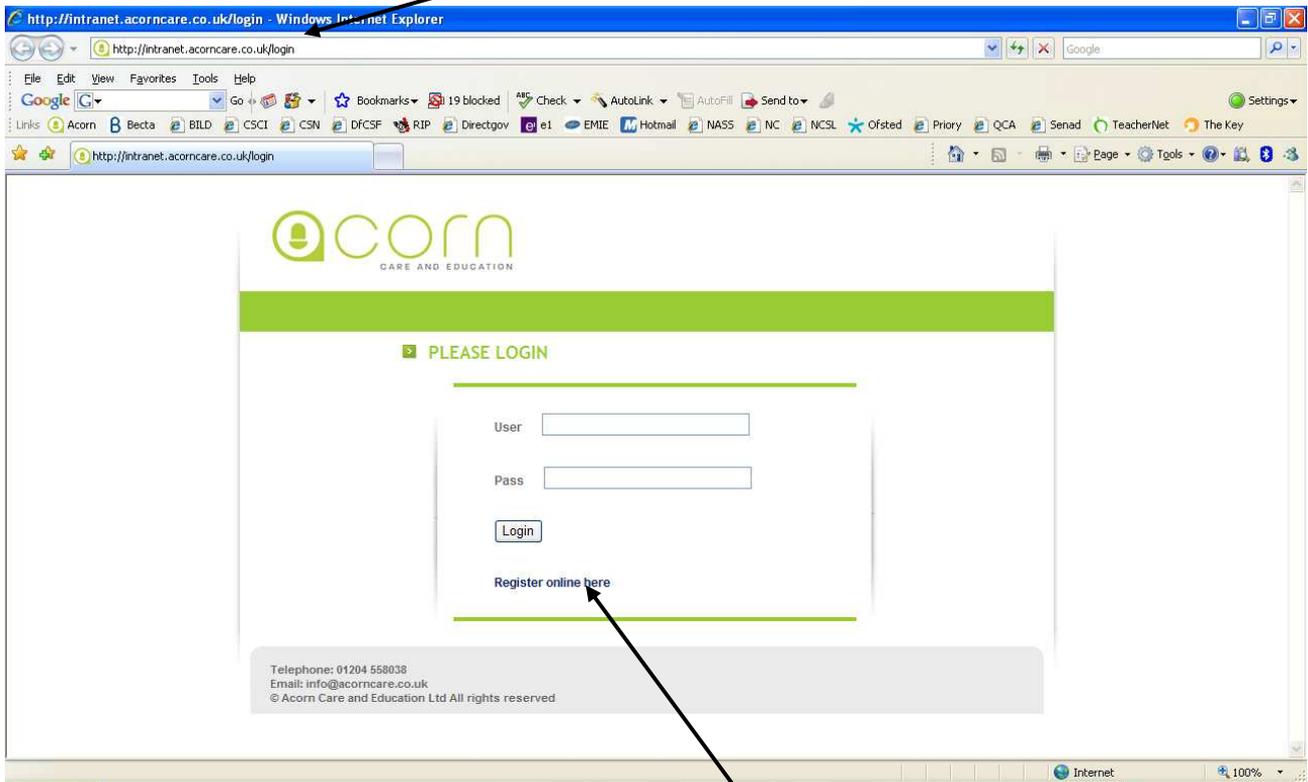These notes explain how to access and use the intranet.

Version 1: January 2009

1

Contents

1. Accessing the Intranet

1.1   You can access the intranet from anywhere which has internet access. You need to type the URL http://intranet.acorncare.co.uk/login into an internet browser.

1.2   The login screen will appear.

1.3   If you have already been assigned a username and password enter these into the appropriate boxes. Please note these are case sensitive.

1.4   Click **Login** to access the intranet site.

1.5   If you do not have a username and password you can register on line using the link. Once you have registered, an administrator will approve your registration. An email will be sent to inform you that your account is live.

1.6   Once you are logged in you will see the **Homepage** *(see section 4)*.

1.7   To log out, click on *'log out'* next to your name on the **Homepage** *(see section 4)*.

2. Acceptable Use Policy

2.1   Like all websites we need to have some rules to ensure that people behave appropriately when using the site. This site is aimed at helping everyone in Acorn Care & Education's community.

2.2   The Acceptable Use Policy covers all users of the intranet. A copy can be accessed through the **Homepage**.

2.3   This policy is aimed at everyone who accesses the Acorn Intranet.

2.4   We will assume that you have read and will observe the policy. If you do not follow the requirements of the policy your access may be withdrawn.

2.5   In addition, there are six basic rules that everyone should observe to enable the intranet and forums work well.

3. Basic rules in using the Intranet and Forums

3.1   Treat all intranet and forum users with respect.

3.2   Do not use the intranet or forum for anything illegal or inappropriate.

3.3   Don't use offensive or abusive language at any time. Remember to respect others' race, creed, gender, sexual orientation and beliefs.

3.4   Don't flame anyone in discussion. Flaming is expressing yourself online without applying any controlling behaviour, allowing anger to show. Remember to respect other users at all times.

3.5   Respect privacy. This site is not an open site. Do not pass anything onto others outside the community.

3.6   Do not give anyone your username and password.

4. The Homepage

Callouts on the figure:
- **User login information**
- **Log out tab**
- **Tools to quick find information**
- **Announcements of new additions to the intranet site**
- **Quick links to key web sites**
- **Events calendar** *– see section 5*
- **Quick links** – *see section 6*

4.1   The intranet is easy to use as it has a consistent look and feel throughout the site – each page has the same elements which are laid out in similar ways.

4.2   From the homepage you can access other areas of the intranet by using the quick links; check upcoming events on the calendar and find out what new additions can be found on the intranet.

4.3   The homepage has also *hot links* to key websites that colleagues are likely to use on a regular basis: the **Acorn** public website; and a link to the log on page for the **e1** information management system

5. Calendars

5.1 The calendar, located on the homepage, displays upcoming **Acorn** events. To add an Acorn event to the calendar, email Samantha Howarth at s.howarth@acorncare.co.uk with the details.

5.2 To select a month to view, click on the down arrow next to the month and a smaller calendar window opens.

5.3 The month to view can be selected by clicking the arrow to the right of the name of the month. Once the month has been selected, clicking on any date of the month opens up that month on the calendar on the homepage screen.
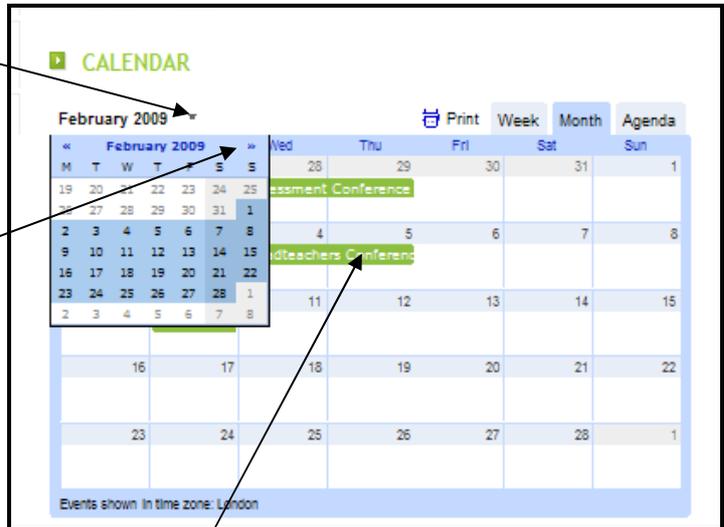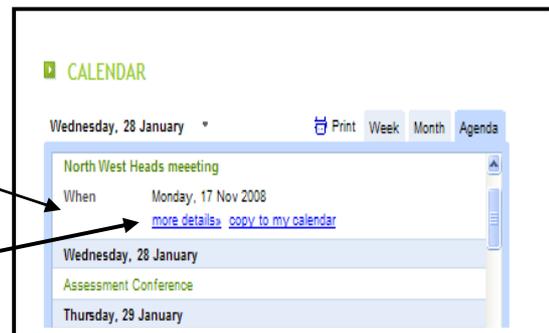
5.4 To find information about an event click on the event. A window opens on the calendar giving further information.
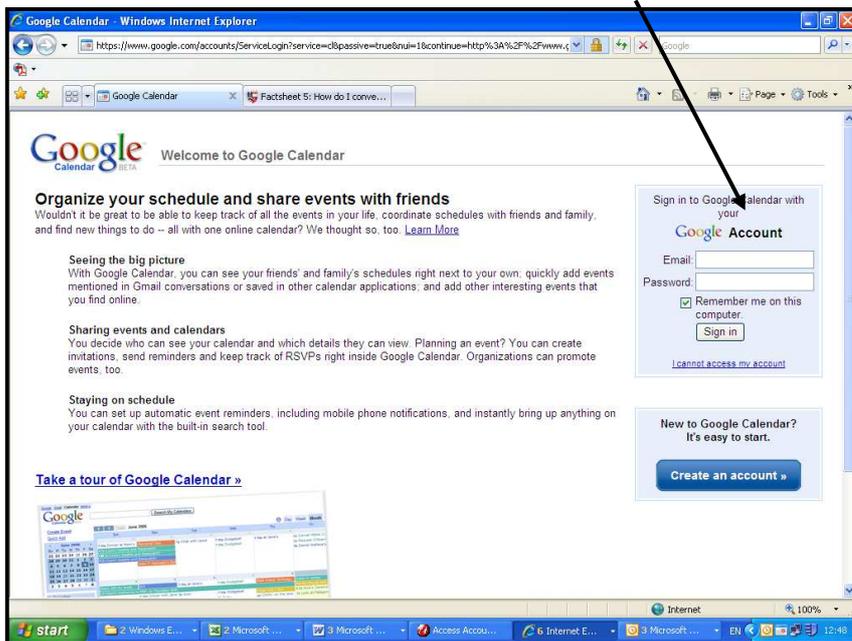
5.5 Clicking on the agenda tab of the calendar produces a list of upcoming events.
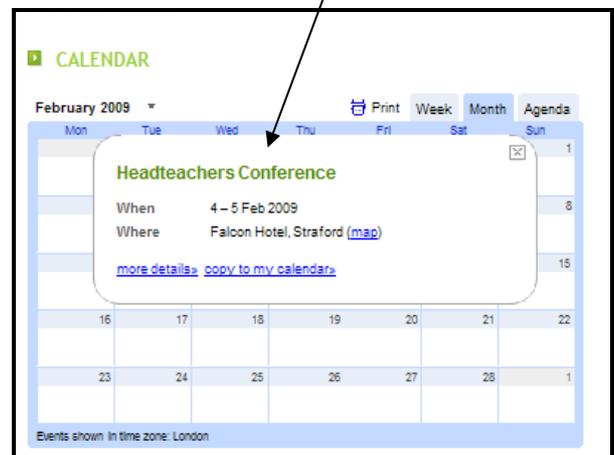
5.6 Clicking on the event will open a window showing information about the event. Events can be copied to your Outlook Calendar by clicking on the **copy to my calendar** link.
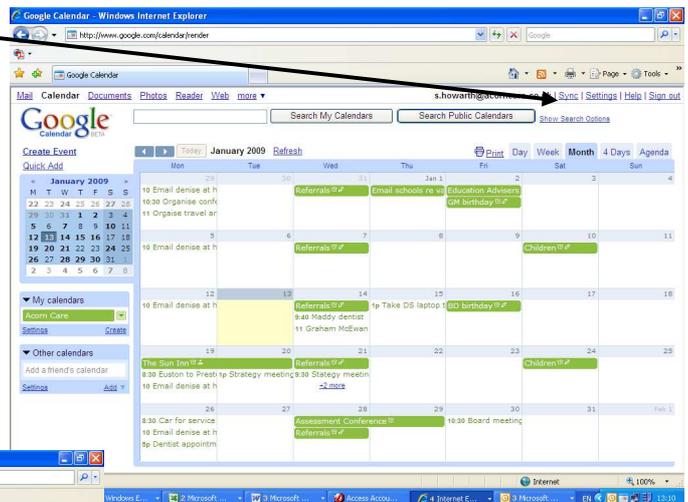
5.7   You will need to first register for an account with Google Calendar.


Once you have created a user name and password, you can login on the homepage.

5.6   Clicking on the 'sync' tab at the top of the homepage will take you to the set up page and enable any events placed in the google calendar to automatically appear in your outlook calendar.
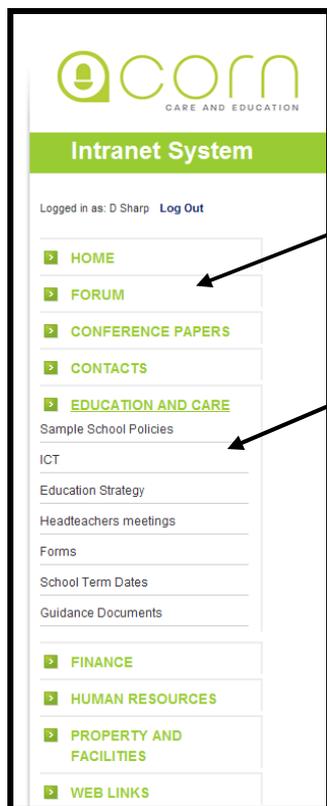
5.7   By following the instructions in 'Google Calendar Sync: Overview' this facility can be easily downloaded and set up.
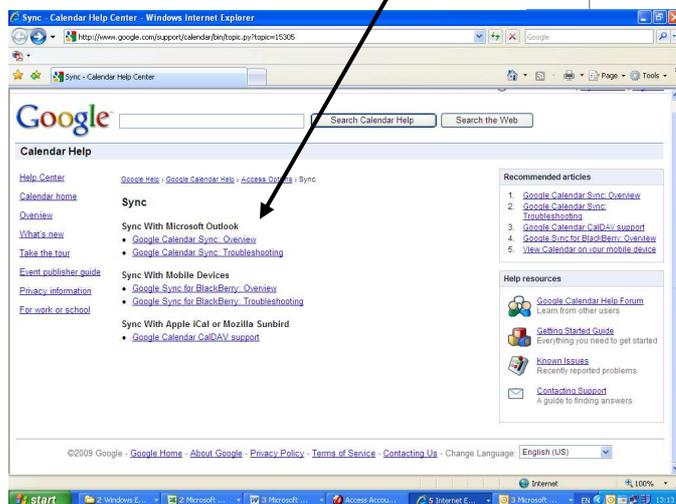
NB. Currently, Google Calendar Sync is only compatible with Microsoft Outlook versions 2003 and 2007, and operating systems Windows XP and Windows Vista.
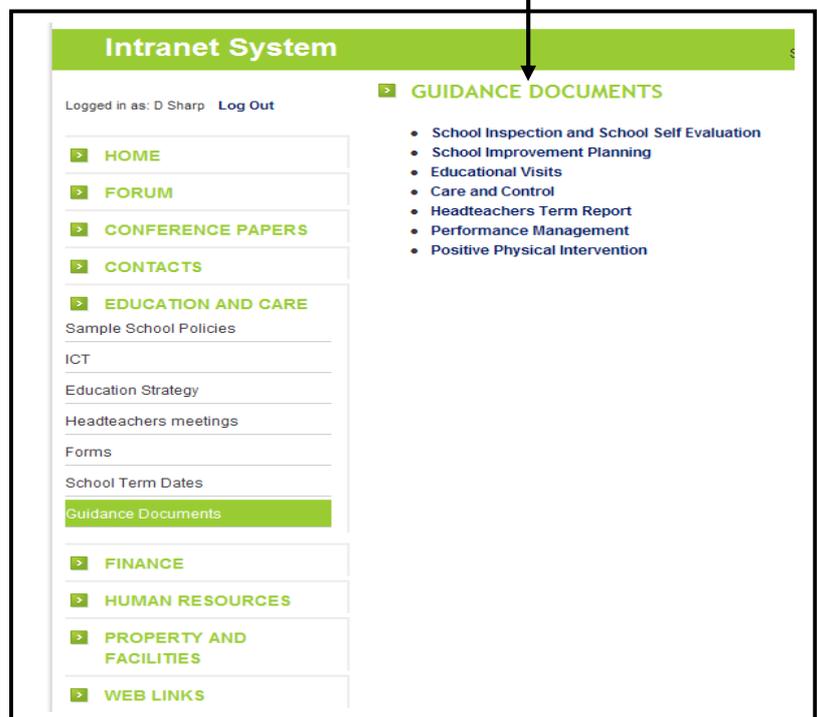
6. Navigating and finding Documents

6.1   Most of the information on the intranet is kept as documents. The documents are accessed through the links listed on the left of the screen.

6.2   By clicking on one of the links, sub menus or themes are revealed. These sub-menus contain documents related to that theme.

6.3   The documents for each theme are listed on the screen

6.4   Most documents are Microsoft Word. You can click on any document to open it or save for later use when you are not logged into the intranet.

Please remember that all documents are covered by our Acceptable Use Policy.

6.5   Using the Quick Menu at the top of the screen provides a quick way to find a document or a particular theme.


6.6   You can also use the search tool for either a document or a particular term. This will search all items on the intranet site.

7. Web Links

7.1   There are links to other useful information or resources on other websites. You can access these by clicking on the name of the link. Loading the link will open up a new window allowing you to switch between the intranet and the new website.

8. Forums

8.1   The Forum can be accessed by clicking on the quick link on the left of the homepage. This will take you to the Forum log in screen.
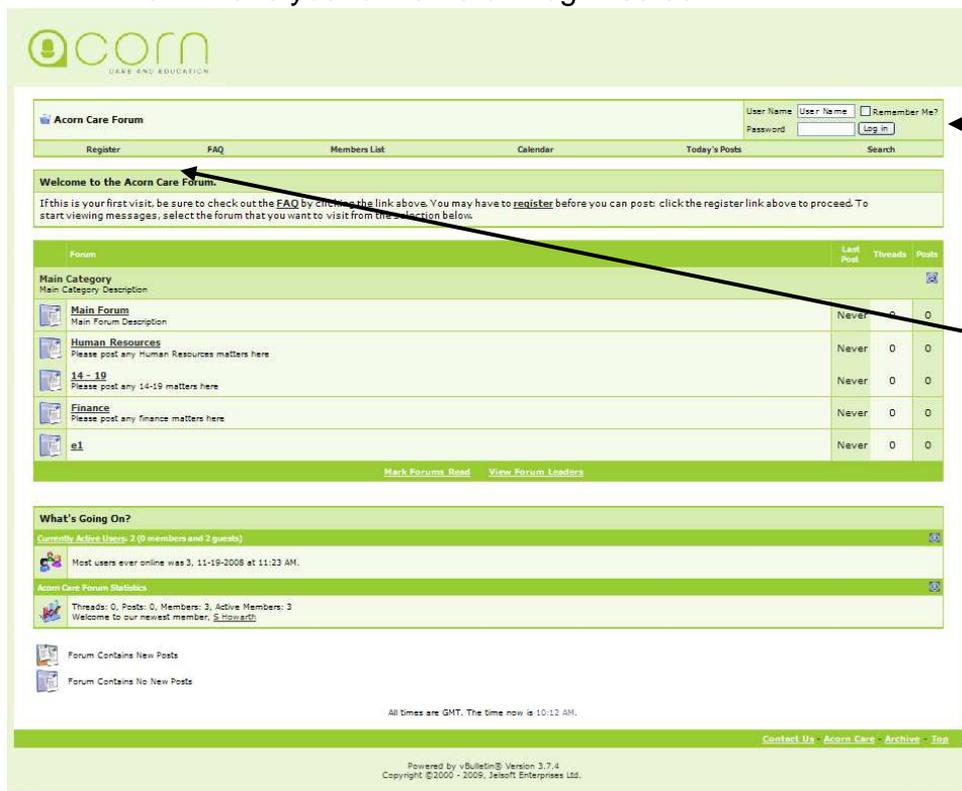

8.2   On this screen you can log in if you have a username and password.

8.3   If this is your first visit you can register for a username and password.

8.4   The login screen also lists the live forums. Forums are categorised to assist in finding information relating to a particular theme and to follow

a series of communications relating to a theme or to post a message. If your communication does not relate to any of the listed themes it can be posted on the Main Forum pages.

8.5   Once logged in, clicking on Main Forum will take you the Main Forum homepage. You will find there a welcome message posted by D Sharp.
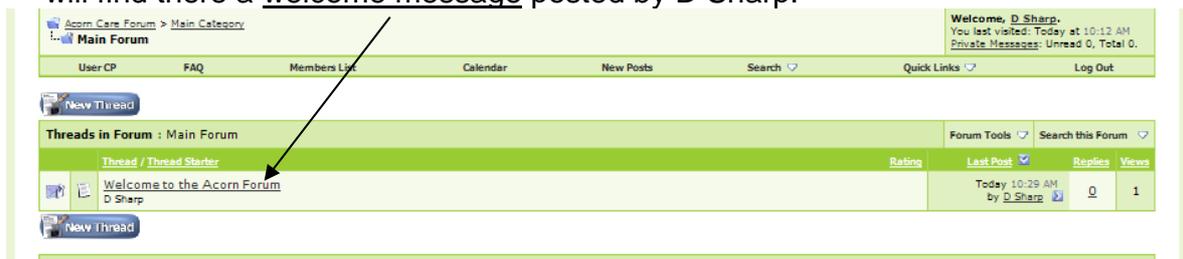
By clicking on this message will open it up and give you the opportunity to post a reply. Try it! You can do this either by clicking on *Post Reply* or type a response in the *Quick Reply* box. Either of these will allow you to type a message similar to using Word.
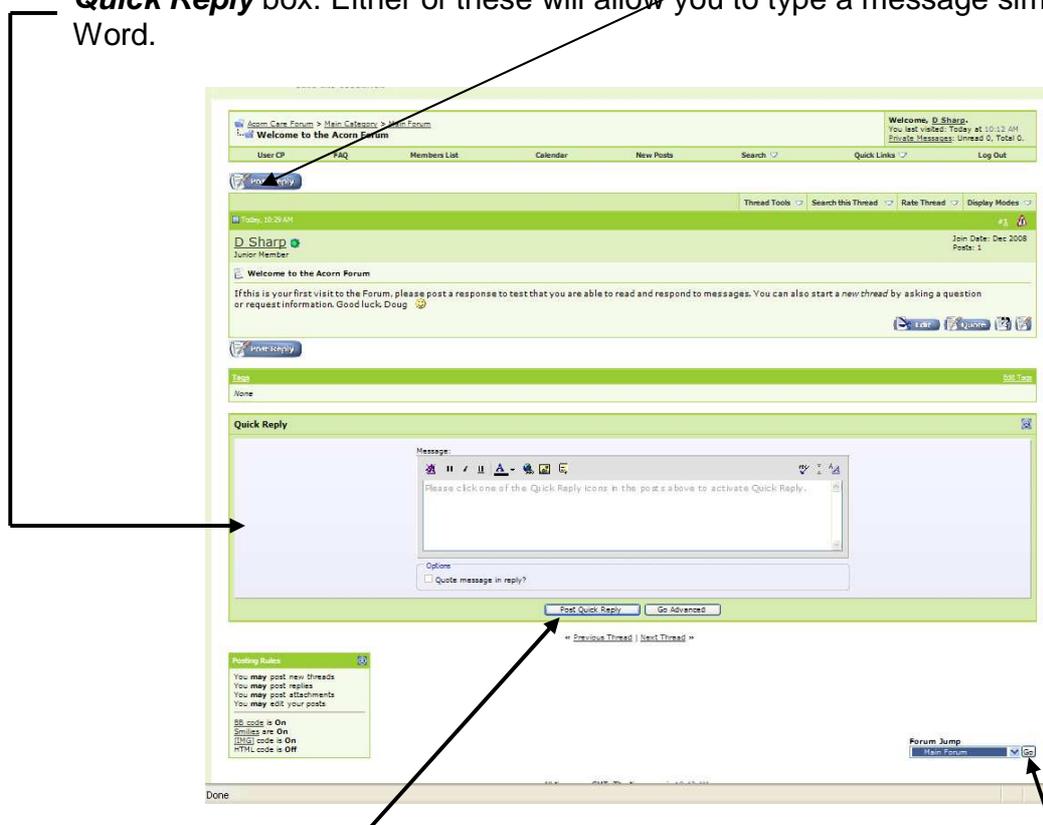
Don't forget to *submit* the reply. To return to the Main Forum click on **Go** at the foot of the screen.

8.6   If you wish to start a new line of questioning or information seeking, click on *New Thread* in the Main Forum homepage. This will take you to a window where you can type in your enquiry etc.

8.7   While at first, use of the Forum may appear to be complex, through regular use you will find the process an accessible and effective means of sharing information with colleagues across all our schools. If you require assistance in using the Forum or have any general queries, in the first instance please access the FAQ tab at the top of the screen; this is an online manual designed to answer most questions.

9. Sharing information and Future Developments

9.1   The intranet is still being developed and evolving. Areas and new resources will be added over time. Forum discussion groups will continually change.

9.2   Changes and additions will be announced on the intranet home page.

10. Getting Help and Support

If you do not have access to the intranet contact your school's administrator.

If you require specific help accessing or using the intranet and the school is unable to resolve this, you should email s.howarth@acorncare.co.uk.

We will include updated information on use of the intranet on the homepage.