

Teacher's Dashboard

Home
Go to the Dashboard from any page.

Create new records
Start a new Safeguarding Concern, Behaviour Incident or General Notes from the Dashboard.

NAVIGATION

Dashboard
The Dashboard serves as your Record Manager landing page.

Search
Find active and inactive students

Documents
Find or download organisational documents.

Training
Learn about Safeguarding laws, regulations, and your roles and responsibilities in upholding student safety.

smoothwall
by Gloria

Dashboard

STUDENT

Q Search

ORGANISATION

Documents

ME

Training

TOOLBAR

Privacy
Hide your screen to keep data private.

Notifications
View notifications or replies to records from any page.

User icon
Access Record Manager's administration and configuration features.

Search and Filter
Find a record using the Search bar or use Filters and the Date Picker to narrow down your search.

Record tabs
Records are organised into Safeguarding Concerns, Behaviour Incidents and General Notes tabs. Incidents tab must be turned ON for your school by a DSL. Only Unread and Open records that you created appear on the Dashboard. Access to the Behaviour

Records
The list of Unread, Closed, and Open records you created. You can sort the list by Date, Status and Category.

Unread and Open record counters
The count of Unread and Open records. Marking Unread records as Read changes their status to Open.

Resources
Take guided tours, find Help articles or contact our Support Team.

Safeguarding Concern Create

Behaviour Incident Create

General Note Create

Safeguarding Concerns Behaviour Incidents General Notes

All Time Search Filter

DATE	STUDENT NAME	CLASS	YEAR	HOUSE	STATUS	CATEGORY	EVENT TITLE	ACTION
16/04/2025	Adrian Fischer	3B	9	Hare	Unread	Down blousing	Down blousing concern	View + Update
12/02/2025	Alicia Moreno	4A	8	Rooster	Closed	Homelessness	Homelessness concern	View + Update
29/01/2025	Adrian Fischer	3B	9	Hare	Unread	Allegation Of sexual assault	SA allegation concern	View + Update
23/01/2025	Alicia Moreno	4A	8	Rooster	Open	Alcohol/substance misuse, Attendance issue, Allegation Of sexual assault	Alcohol consumption concern	View + Update
	Jackson Harris	J	10	Hare	Open			
	Adrian Fischer	3B	9	Hare	Open			
23/01/2025	Jackson Harris	J	10	Kitten	Closed	Neglect	Neglect concern	View + Update

Unread: 2 Open: 1