

NorTLE Secure Store

What it is

With the new menu upgrade to NorTLE teachers get access to a secure store called Staffroom. The advantage of this is that staff can have access to documents from home as well as school.

The Secure Store is a fileserver located behind Firewall at County Hall. It is for staff and intended for documents which, for various reasons, such as data protection, require greater security, for example a file with Pupil names and addresses.

Note for added security users can set the browser to delete all temporary files at the end of a session (for instructions see following page).

How it works

An Online Application opens, from behind the firewall, provides access to files and then saves files back to secure store.

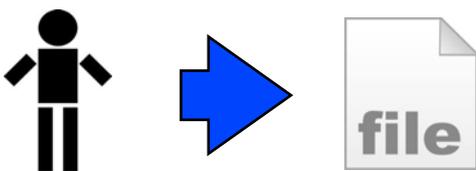
How to access it



The new menu removes my store (aimed at curriculum materials) and replaces it with the Staffroom .

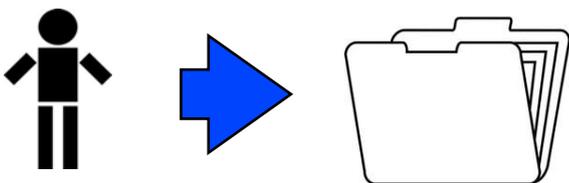
Staff with files in my store can still access it by going through Tools, J2e , new doc and clicking on store on the menu bar.

Understanding how to store, share and collaborate on files in the Secure Store

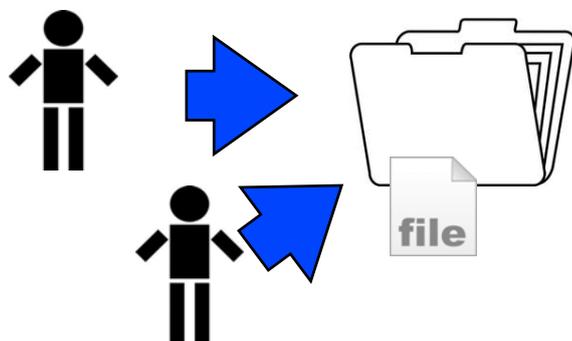


Users can upload individual files into their area.

Individual files can be shared - either to view or to collaborate on.



Users can upload folders into their area. Uploaded folders will bring any files and folders that are inside them.



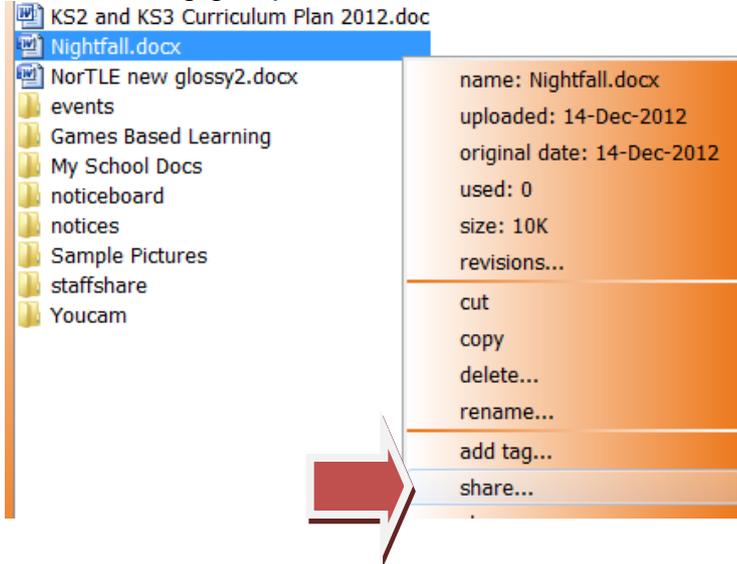
Folders can be shared - either to view or collaborate on.

Remember any folder settings will be inherited by the files inside the folder.

How to Collaborate on files

Files can be shared with colleagues, and folders can be set up as shared allowing documents dropped into them to be automatically shared.

However it is possible to allow documents to be shared in a way that allows any member of the sharing group to work on and contribute to the document.

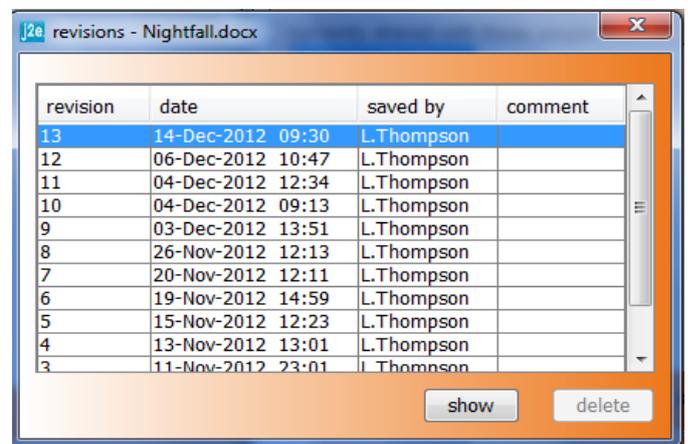
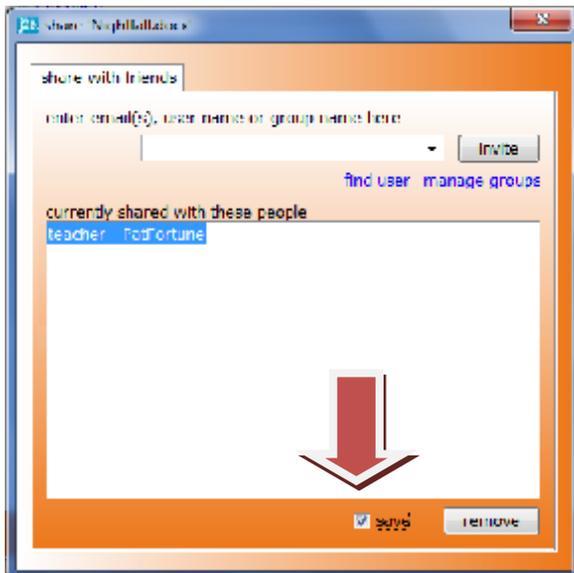


Step One

Share the document in the normal manner: right click it after uploading and choose <share>.

Step 2

Make sure that you choose the people you want to share with, then if you wish to allow editing and collaboration, make sure the <save> option is checked. Colleagues will then be able to write to your file.



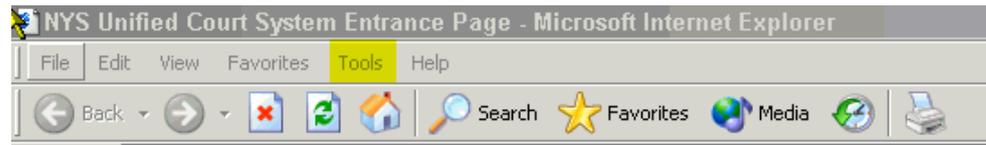
And finally...

If you wish to track collaborations, or rewind to an earlier version, right click a document and choose <revisions> to review the revision history.

Internet Explorer Instructions:

Delete temporary files on exit

Select Tools



Select **Internet options** from the drop down menu

Click the
Advanced Tab



Place a check mark in front of Empty Temporary Internet Files folder when browser is closed

