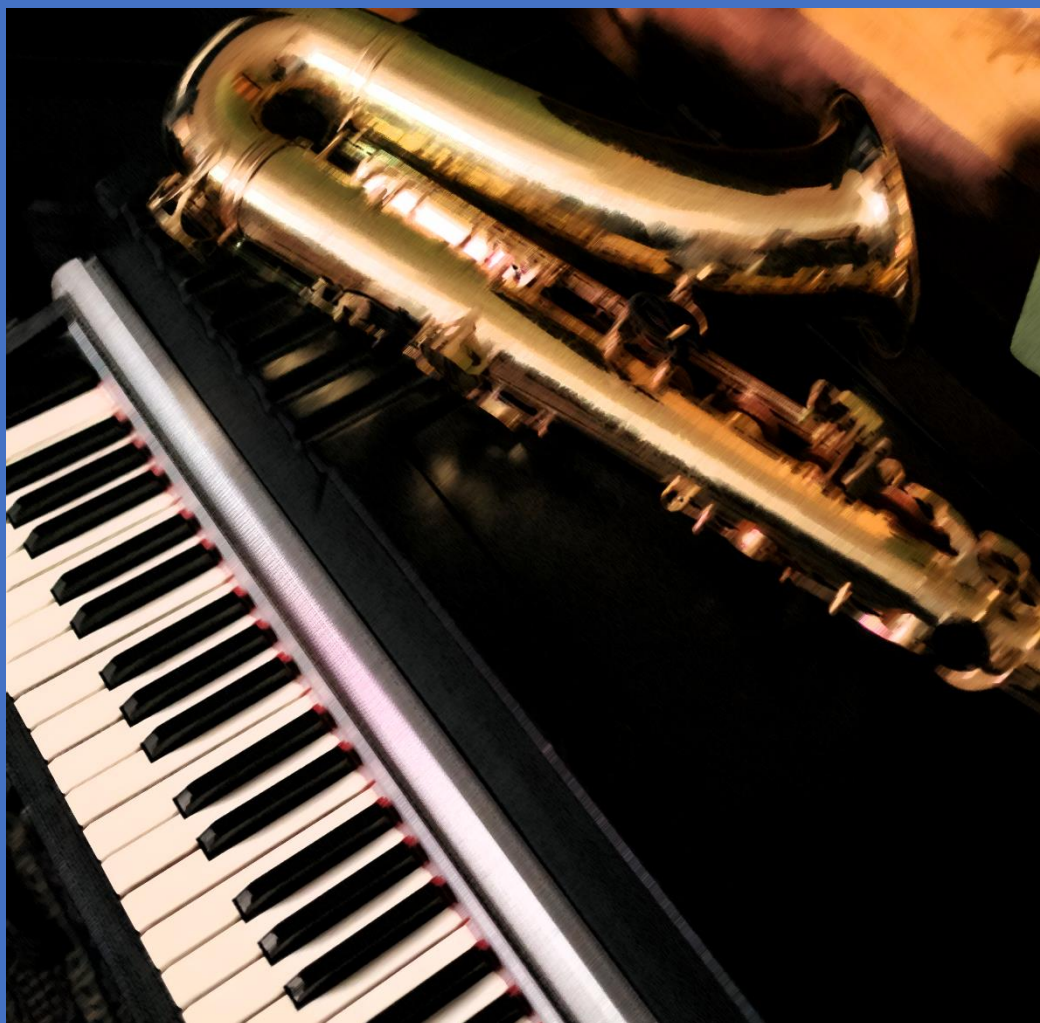




EEPOS

Day-To-Day

Teacher Guide



Logging In

You will need your login credentials which the system has sent out to you. This should be to a leeds.gov.uk or Leeds Education Hub email address, depending on which you have been set up with. Please ask the office on educ.artforms@leeds.gov.uk if you can't access your work email address or haven't received your eepos credentials.


Once you have received your login credentials and have created your own password you can now log into eepos. Visit <https://leeds.eepos.fi> to log in! You may want to bookmark this page in your browser or on your home screen for easier access. It is recommended you log in using Google Chrome or Microsoft Edge on a laptop, but a phone or tablet should work okay – although the layout may appear slightly different.

If you encounter any issues with school firewalls not permitting access to eepos you must let the school and the ArtForms office know so that access can be granted. It is an expectation that you will be actively using eepos in schools during your time teaching with ArtForms.

The screenshot shows the ArtForms Music website. At the top, there are logos for Leeds City Council and artforms, along with navigation links for Home, Forms, Help center, and a Login button. The main header reads "ArtForms Music" and includes a sub-header: "Part of the Children and Families Services Learning Improvement Team with Leeds City Council, and lead partner in the Leeds Music Education Partnership." Below this, there are two prominent buttons: "Apply as new student" (green) and "I have login credentials" (blue). The main content area is divided into two columns. The left column features a "Welcome to Eepos!" message, a paragraph about the service, a "News" section with a date badge for "15 SEP" and a link to "Music Centre Applications", and contact information for ArtForms Music. The right column contains a login form with fields for "Username" and "Password", a "Forgot your password?" link, a "Sign in" button, and a "Return to the front page" link.

 I have login credentials

Click here to log into eepos. This is for both staff and existing students.

 Apply as new student

New students can apply here for Direct Billed schools, CLYM groups, and Music Centres.

News

Important events such as application openings and public concerts will be updated here for students and parents to see.

Forms

You can see a list of current open application forms here. These can also be seen when clicking "apply as new student".

Help center

Help centre is currently more focussed for the work eepos does in Finland. It contains some helpful information your browser will translate from Finnish but if you require any support, please contact educ.artforms@leeds.gov.uk in the first instance.

Dashboard

The dashboard is your homepage for when you're logged into eepos and includes the information you need for that day's lessons, as well as more general information.

You need to confirm your lessons each day. Click "Pending" and select one of the options. To mark a pupil as absent, click the school's name and mark that specific pupil as "Pupil Absent".

- Open lesson details
- Lesson comment
- Pending
- Lesson Confirmed
- Pupil Absent
- Teacher Absent - Illness
- Teacher Absent - Strike
- Teacher Absent - Special Leave
- School Cancelled
- School Cancelled - No Notice
- ArtForms Cancelled

The weekly ArtForms bulletin, as well as other important updates, will be here. Please read and keep up to date with key information and resources!

Upcoming events relevant to you and your students will be included here. You will be able to recommend and add specific students to events and concerts.

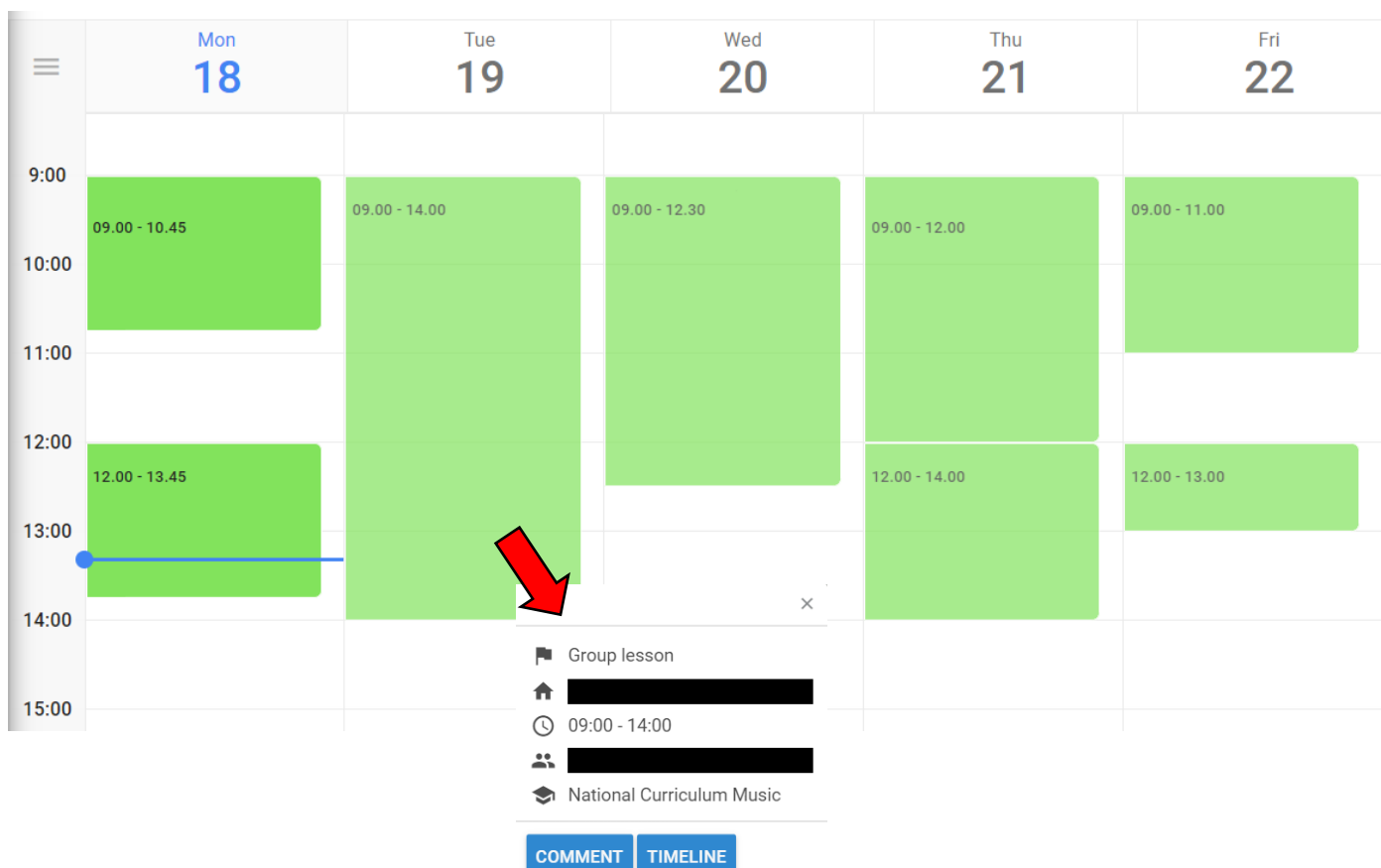
Important common documents and links can be found here. Please let us know if you think there would be something useful to include here for all staff!

My Profile

You can keep your personal information up to date, as well as view any information linked to your ArtForms work, including Teaching Activity, any Equipment Loans linked to you for your use, use in your schools, or used by pupils you teach, and key HR information. Please note that HR information does not link up to the Leeds City Council Business Centre, so **any important changes to information should also be reported to the ArtForms office or BSC directly.**

Calendar

The calendar gives you an overview of your week and the times of your lessons/groups. By clicking into the groups, you can access more information such as class lists, progress trackers, and methods of communicating directly with groups.



More Information

It is important that if you have any issues, questions, or recommendations with eepos that you let the ArtForms office know. It is in our best interest that we make using this software work for the benefit of our teaching, and therefore the learning and experiences of our students.

Supported using public funding by



**ARTS COUNCIL
ENGLAND**



Leeds
CITY COUNCIL



ArtForms Music
Pudsey Civic Hall
Dawson Corner
Leeds
LS28 5TA

0113 3782850

educ.artforms@leeds.gov.uk
www.artformsleeds.co.uk