
GVS USER GUIDE

Version 1

The screenshot shows the Glasgow Virtual School (GVS) website. At the top left is the GVS logo, which consists of three overlapping hearts in blue, red, and green. To the right of the logo is the text "Glasgow Virtual School". The main content area is divided into two sections. On the left, there is a "Login" form with fields for "Username (*)" and "Password (*)", and buttons for "Login" and "Forgot Password?". On the right, there is a large logo for "GLASGOW Virtual SCHOOL" with the tagline "LOVE | LISTEN | LEARN" below it. Below the logo, the text "Our Services:" is displayed, followed by a list of services: "Care Experienced Learners", "Interrupted Learners' Service", "Hospital Education Service", "Enhanced Vocational Inclusion Programme", and "Pathways Mentor Programme". Each service is preceded by a small colored box (green, blue, orange, purple, and teal respectively) and the acronym (CEL, ILS, HES, EVIP, MCR) followed by a brace and the service name.

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MY ACCOUNT

You will receive an email from donotreply@ceg.org.uk which will contain your initial Username and Password.

New GVS Account

Hi Patricia

A new account has been created to allow you to access GVS. Your login details are included below:

Username: PMcKeatingGVS

Password: YYpu3@nKDp

[Access GVS](#)

Within my account you can change your username password, set a challenge question, if you forget your password, and setup 2 factor authentication for increased security in the system.

THE ENVIRONMENT

Whenever you login to the GVS you will land on the Dashboard. The dashboard contains tiles for items that need your attention. In order to return to the dashboard at anytime from the menu, just click the Heart Logo.



Glasgow Virtual School

Y

My Dashboard

1

Notes to Action

1

Note Alerts to Read

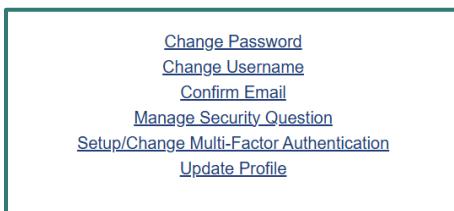
UPDATE MY ACCOUNT – PASSWORD/USERNAME/PROFILE/CHALLENGE QUESTION

As with any web-based resource you will be able to update your own details within the system.

1. Locate the **My Account** link which is at the bottom of the screen after you login.



This will display a menu of options



2. Select **My Account > Change Password**. Enter your **Old Password** followed by your **New Password** twice. Click **Change Password** to save the details.

A screenshot of the "Change Password" form. It has three text input fields: "Old Password (*", "New Password (*", and "Confirm New Password (*". Below the fields are two buttons: a blue "Change Password" button with a red border and a grey "Cancel" button.

You will need to provide your existing password here and follow the guidelines on password complexity.

2. Select **My Account > Change Username**. You will need to enter your current Username, your new username and your current password. Click **Change Username** to save the details.

A screenshot of the "Change Username" form. It has three text input fields: "Current Username (*", "New Username (*", and "Enter Password (*". Below the fields are two buttons: a blue "Change Username" button with a red border and a grey "Cancel" button.

Your username is generated by the system and may not be as memorable as you would like. Therefore, you can use this feature to change your username.

3. Select **My Account > Update Profile**. Make the necessary changes. Click **Update Profile**.

The form is titled "Update Profile". It contains three text input fields: "First Name (*)" with "Patricia" entered, "Last Name (*)" with "McKeating" entered, and "Email Address (*)" with "myemail@email.com" entered. At the bottom are two buttons: a blue "Update Profile" button with a white checkmark icon, and a grey "Cancel" button with a white "X" icon. The "Update Profile" button is highlighted with a red rectangular box.

Your Profile includes your first name, Surname and email address. Any of these items can be changed here.

4. Select **My Account > Manage Security Question**. Add a question and your answer. Click **Update Security Question** to save the details.

The form is titled "Change Security Question". It contains three text input fields: "Current Security Question (*)" with "What is my first name?", "New Security Question (*)" with "My First pet name", and "Answer to New Security Question (*)" with "Fido". At the bottom are two buttons: a blue "Update Security Question" button with a white checkmark icon, and a grey "Cancel" button with a white "X" icon. The "Update Security Question" button is highlighted with a red rectangular box.

Like most web-based systems these days, if you forget your password the system will ask you a security question. This will save contacting admins to reset your password.

5. Select **My Account > Confirm Email**. Click **Send Confirmation Email**.

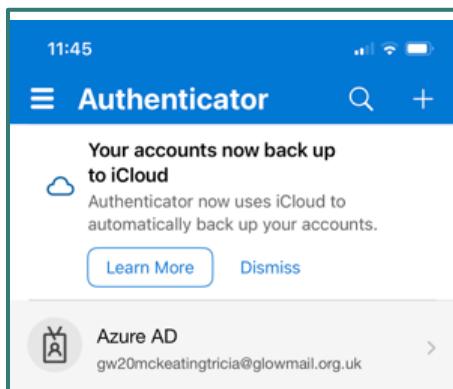
The form is titled "Confirm Email". It contains a single text input field with the placeholder "Click below to send a confirmation e-mail to the address saved to your user account." At the bottom is a blue "Send Confirmation Email" button with a white checkmark icon, which is highlighted with a red rectangular box.

In order to setup 2 factor authentication the system will need you to confirm your email address. You will have received a link when you first received your login details. If you have lost this you can generate the email again using this feature.

SETUP 2 FACTOR AUTHENTICATION

As the GVS system will contain some sensitive information, it is recommended that you setup 2 factor authentication. 2 Factor authentication simply means you need two things to log in. This could be your password plus a code sent to a device/app that only you have access to.

1. **My Account > Setup/Change Multi-Factor Authentication.** Open the authenticator app that you will use and Click ADD (+). Then scan the QR Code. (In this example I have used the MS Authenticator app.)



Most of you will already have an authenticator app on your mobile device. Just add this account to it.

2. If successful you will receive a code to add then click **Verify**.

Setup Multi Factor Authentication (MFA) - My Account

Multi factor authentication (MFA) will require you to enter a code generated on an authenticator app so you can access the system.

Please Note: If you have already setup MFA for Workit and you complete this process a second device at a time.

To use multi factor authentication, you will require an authenticator app. Please go through the following steps:

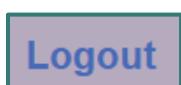
1. Install a two-factor authentication app. Examples are below:
 - o Microsoft Authenticator for [Android](#) and [iOS](#)
 - o Google Authenticator for [Android](#) and [iOS](#)
 - o Authy for [Android](#) and [iOS](#)
2. Scan the QR Code



Alternatively, you can enter this key `duzu htx5 nrnx 7js4 4uic 34qi mosz mcj5`

Every time you now login it will require you to authenticate in your app too.

3. Click **Logout** at the bottom of the screen. Next time you login you will have to use 2 factor authentication.



When you have finished using the system it is always good practice to Logout.

- After you have entered a Username and Password you will see this screen to enter the code that should be displayed in the app you chose to authenticate. Type in the **Authentication code** and Click **Submit MFA Code**.

MFA Code

Your login is protected with an authenticator app. Enter your authenticator code below.

Authenticator code (*)

Remember this machine

Submit MFA Code

You have not confirmed your email address so you can't have an authenticator code emailed to you.

Click the button below to resend the confirmation email.

Send Confirmation Email

You should now be logged in to the GVS system.

YOUNG PEOPLE

Within the young people menu, you can add new young people or view and edit information held about them.

ADD A YOUNG PERSON

There will be periodic updates for certain categories of young people into the system but at any time you can create your own young people accounts. The key element of creating a young person account is to make sure you use the **correct Scottish Candidate Number** for them as this is the unique element that the GVS system uses throughout.

- Click the **Young People** link from the main menu at the top of the screen.

Young People

The Young people screen will be displayed with a search form that you can use to find existing young people..

- Click **Add Young Person**.

Young People

Add Young Person

Upload Young People Data File

Close Search Panel

First Name

Enter First Name

Last Name

Enter Last Name

Scottish Candidate Number

Enter SCN

DOB - Start Date

dd/mm/yyyy

Establishment

Please select

Year Group

Please select

Search

More Options

The Add Young Person form will be displayed.

3. Fill in the Personal Information and Click Next Section.

Add Young Person

Personal Information	
First Name (*)	Last Name (*)
Robert	McGlumfer
Date Of Birth (*)	Gender (*)
01/08/2010	Male
Identified Gender (*)	Ethnicity (*)
Male	Please select
<input type="button" value="Next Section"/>	

The system will now display the form for School Information.

4. Fill in the School Information and Click Next Section. Note that a young person maybe accessing more than one GVS service e.g. CEL, ILS etc. Multiple items can be selected from the **GVS Service** drop-down.

School Information	
SEEMiS Reference	Scottish Candidate Number
5556665	208364726272
WAP On SEEMiS	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Base Establishment (*)	Additional Establishments
Test Establishment	Please select
Children's House	Year Group (*)
Please select	YearGroup1
Area (*)	Sector (*)
South	Secondary
Young Person Status (*)	GVS Service (*)
Current	HES
CEL Status	
CEL	
Free School Meal (*)	
Free School Meal 1	
<input type="button" value="Next Section"/>	

5. Fill in the Other Information and Click Next Section.

Note: the ASN Details box will only appear if ASN button is ticked Yes.

Other Information

SIMD Band (*) 20	SIMD Decile (*) 10
ASN <input checked="" type="radio"/> Yes <input type="radio"/> No	ASN Details Enter ASN Details
Photo Permission <input checked="" type="radio"/> Yes <input type="radio"/> No	Date Permission Given dd/mm/yyyy
Childs Plan <input checked="" type="radio"/> Yes <input type="radio"/> No	Reduced Hours Timetable <input checked="" type="radio"/> Yes <input type="radio"/> No
ISMS Start Date dd/mm/yyyy	
<input type="button" value="⊖ Next Section"/>	

6. There is also a section for **Positive Destination** but this would only be filled at the end of a session if the young person is leaving the school.

Positive Destination

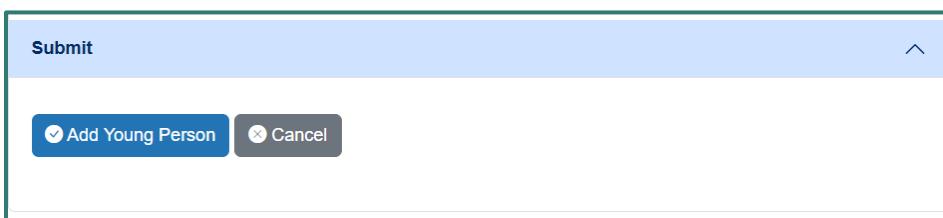
Positive Destination Please select	Positive Destination Career Area Please select
Positive Destination Details Enter Positive Destination Details	
<input type="button" value="⊖ Next Section"/>	

7. Fill in the Contact Information and Click Next Section. Note Care First Number is required.

Contact Information

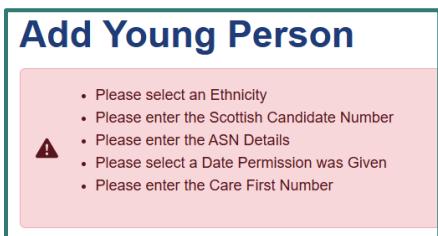
Social Worker Name Enter Social Worker Name	Social Worker Email Enter Social Worker Email
Social Worker Phone Number Enter Social Worker Phone Number	Establishment Contact Name Enter Establishment Contact Name
Key Worker Name Enter Key Worker Name	Care First Number Enter Care First Number
<input type="button" value="⊖ Next Section"/>	

8. When you have filled in all sections Click **Add Young Person** in the Submit Section of the form.



The image shows a screenshot of a software interface. At the top, a blue header bar contains the word 'Submit' on the left and a small upward arrow icon on the right. Below this is a white content area. At the top left of the content area are two buttons: a blue one with a checkmark and the text 'Add Young Person', and a grey one with a cancel symbol and the text 'Cancel'. The rest of the content area is empty and white.

9. If you have missed any information that is required you will get an error like this, listing all information that has to be addressed.



The image shows a screenshot of a software interface titled 'Add Young Person'. Below the title, there is a pink error message box containing a list of required fields. The list includes: 'Please select an Ethnicity', 'Please enter the Scottish Candidate Number', 'Please enter the ASN Details', 'Please select a Date Permission was Given', and 'Please enter the Care First Number'. To the left of the list is a red warning icon with a white exclamation mark.

10. Once you have completed the changes or if there were no errors a confirmation message will appear to say that the Young Person Record has been successfully created.



The image shows a screenshot of a software interface. Inside a green-bordered box, there is a green warning icon with a white exclamation mark and the text 'Robert McGlumfer has been added successfully.' to its right.

11. You will now be able to search for this young person and manage accordingly within the Young People menu.



First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service	
Robert	McGlumfer	Test Establishment	YearGroup1	Current	HES	   

VIEW A YOUNG PERSON

To view the information held on a young person we must first find them within the system using the search facility provided.

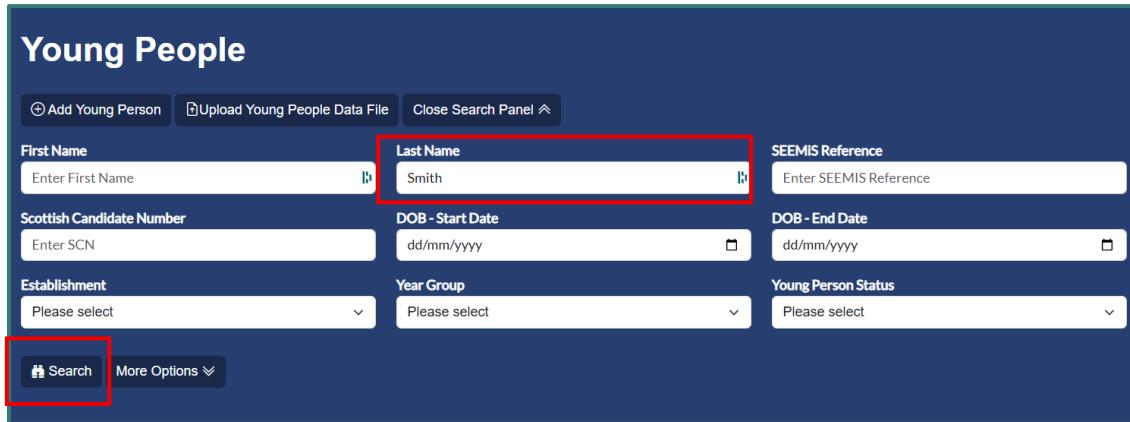
1. Click the **Young People** link from the main menu at the top of the screen.



The image shows a screenshot of a software interface. Inside a green-bordered box, there is a blue link labeled 'Young People'.

The Young People Search form will be displayed.

2. You can use any of the criteria on the search form to find the young person you wish to view. The most common one maybe Surname. Type your search criteria in the appropriate box. In the example shown I am looking for anyone with a Last Name of Smith. Click **Search**.



Young People

First Name: Enter First Name (disabled)

Last Name: Smith (highlighted with a red box)

SEEMIS Reference: Enter SEEMIS Reference (disabled)

Scottish Candidate Number: Enter SCN (disabled)

DOB - Start Date: dd/mm/yyyy (disabled)

Establishment: Please select (disabled)

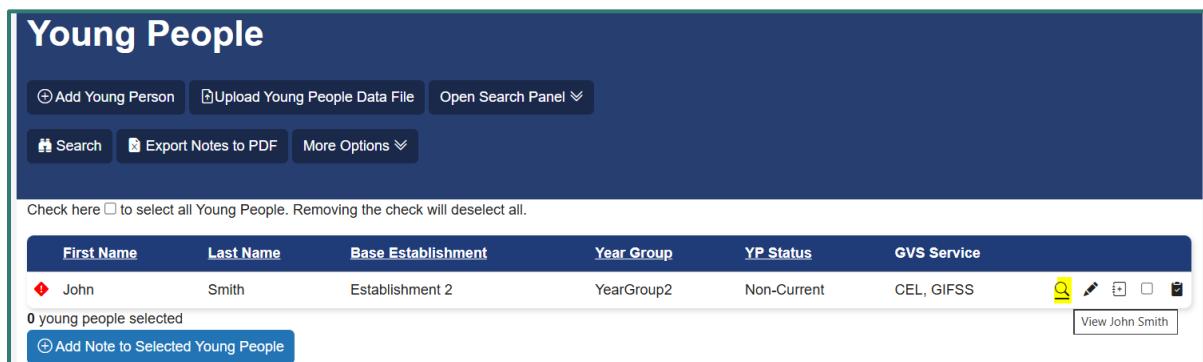
Year Group: Please select (disabled)

Young Person Status: Please select (disabled)

Search More Options ▾

The results of your search criteria will be displayed. You will see action buttons to the right of the Name.

3. As you hover over each action button to the right a tooltip will appear to let you know what each icon is for. We will look at each action button in more detail later but for now you can see the function listed below.



Young People

First Name: John

Last Name: Smith

Base Establishment: Establishment 2

Year Group: YearGroup2

YP Status: Non-Current

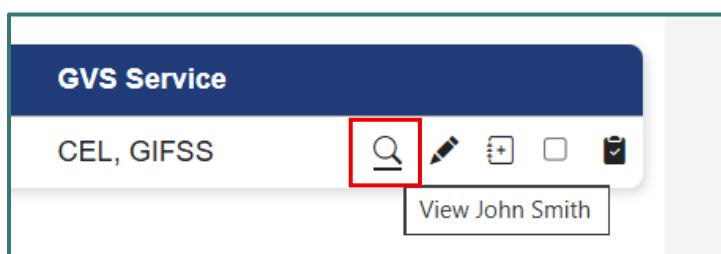
GVS Service: CEL, GIFSS

0 young people selected

+ Add Note to Selected Young People

[View] [Update] [Add Note] [Select] [Add Referral]

4. Click **View** (Spyglass) to View the details for the young person you have located.



GVS Service

CEL, GIFSS

[View] [Update] [Add Note] [Select] [Add Referral]

View John Smith

The full pupil record will be displayed.

5. You can expand and contract each section using the arrows to see each of the different groupings of information. We can also see the Update icon (Pen) shown in this view so you can also update from this screen too.

View Young Person

The screenshot shows a summary of a young person's details on the left, including First Name (John), Last Name (Smith), Date of Birth (02/02/2010), Gender (Male), Identified Gender (Male), and Ethnicity (Ethnicity 1). To the right is a list of expandable sections: School Information, Other Information, Positive Destination, Contact Information, and Admin. The 'Contact Information' section is highlighted with a red box around its expand/collapse arrow.

6. Expand the **Contact Information** and you will see the details displayed. Click the arrow again to collapse the section.

The 'Contact Information' section is expanded, showing the following details:

Social Worker Name Test Name	Social Worker Email testemail@email.com	Social Worker Phone Number 11112222333
Establishment Contact Number 2222333444	Key Worker Name Testy Namey	Care First Number 2222222222

7. From the Session area below, we can select an **Academic Session** and view Qualifications, Notes, Monthly Updates, Young Person Programme, Referrals and export data from here. Click on each tab to view the information stored. In this example we have selected **Session 2025/2026**. Select the **Notes** tab and from there we can use **View** the note by clicking on the View icon.

The 'Session' screen shows the following tabs: Qualifications, Notes, Monthly Updates, Young Person Programme, Referrals, and Export. The 'Notes' tab is selected. A note is displayed with the following details:

Date	Note Category	Event Type
23/10/2025	Attendance	General Event
17/09/2025	Pastoral	General Event

A 'View' icon is located in the bottom right corner of the note area.

8. You can now read the full content of the pastoral note.

Event Date 17/09/2025	Owner Dorothy McTesty
Note Category Pastoral	Event Type General Event
Note John excelled in his Forest School session today.	

9. Click the **Young People** link on the menu for a fresh search.

Young People

UPDATE A YOUNG PERSON

We have seen in the previous section how we can update a record for a young person while viewing the information. If we want to go straight to Update say for example contact information we would follow the steps below.

1. Click the **Young People** link from the main menu at the top of the screen.

Young People

The search facility will be displayed.

2. Click **Search** without adding in any criteria.

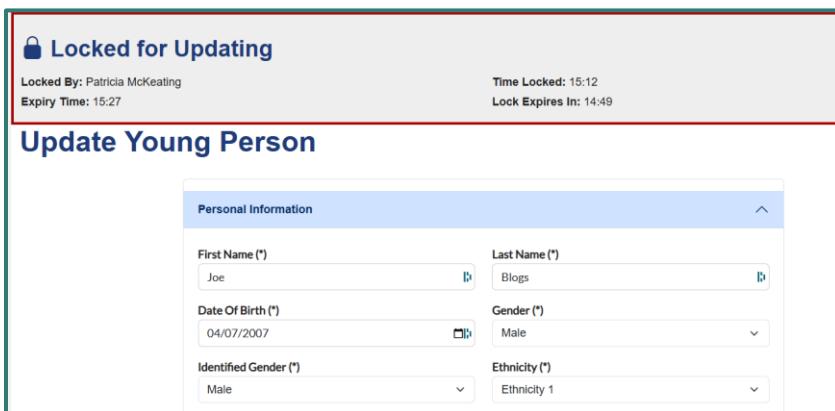
All our pupils will be displayed. You do not always have to add criteria before searching.

3. Click **Update** (Pen icon) to the right of the pupil you wish to update.

First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service	
Joe	Blogs	Leaver	YearGroup1	Non-Current	GIFSS	
Jane	Doe	Test Establishment	YearGroup1	Non-Current	CEL	
Sam	Jones	Test Establishment	YearGroup1	Non-Current	CEL	
John	Smith	Establishment 2	YearGroup2	Non-Current	CEL, GIFSS	
John	Steel	Establishment 2	YearGroup2	Current	CEL	
Michael	Walker	Test Establishment	YearGroup1	Current	CEL	

The system will lock the record while you are updating so that two users cannot try and update the same information at the same time.

4. Check the **Lock Expires in:** time to should have plenty of time to make the update.



Locked for Updating

Locked By: Patricia McKeating
Expiry Time: 15:27

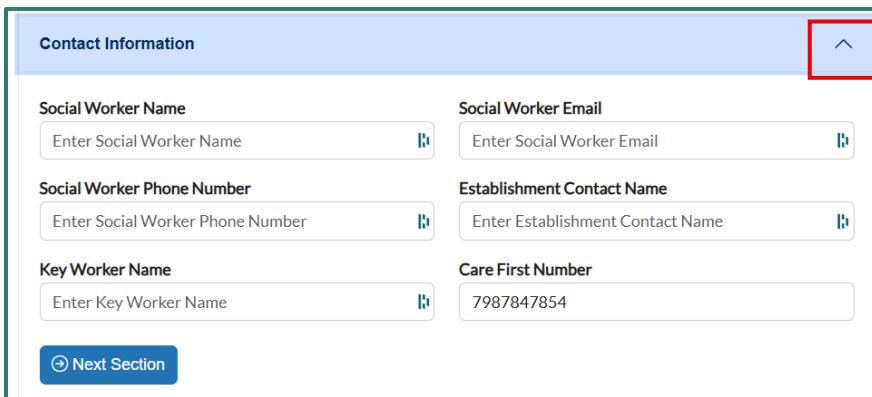
Time Locked: 15:12
Lock Expires In: 14:49

Update Young Person

Personal Information

First Name (*) Joe	Last Name (*) Blogs
Date Of Birth (*) 04/07/2007	Gender (*) Male
Identified Gender (*) Male	Ethnicity (*) Ethnicity 1

5. Expand the section that you wish to update. In this example we have expanded the **Contact Information**.

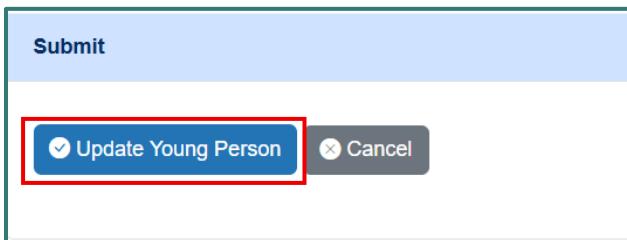


Contact Information

Social Worker Name Enter Social Worker Name	Social Worker Email Enter Social Worker Email
Social Worker Phone Number Enter Social Worker Phone Number	Establishment Contact Name Enter Establishment Contact Name
Key Worker Name Enter Key Worker Name	Care First Number 7987847854

Next Section

6. Expand the Submit section once you have finished updating. You do not have to click next section each time to go through all section. Click **Update Young Person**.



Submit

Update Young Person **Cancel**

Any changes made will now have been saved.

FURTHER SEARCH CRITERIA

Generally, you will know who you are looking for which will inform which search criteria you will use. In this section we will explore some of the other options. We have seen Last Name and First Name, Seemis Reference and Scottish Candidate Number are fairly self-explanatory.

1. Let's look at DOB Start and End. You maybe looking for a particular group of young people who fall into an age category. Type in a **date range** that you are looking for and **Click Search**.

DOB - Start Date	DOB - End Date
01/01/2010	31/03/2010

First Name	Last Name
◆ John	Smith
◆ John	Steel

All young people that match that date range for their DOB will be displayed.

2. Click the **Establishment** drop down, **Select an option** and **Click Search**.

Establishment
Please select
Please select
Test Establishment
Establishment 2

First Name	Last Name	Base Establishment
◆ Jane	Doe	Test Establishment
◆ Sam	Jones	Test Establishment
Michael	Walker	Test Establishment

All young people within that establishment will be displayed.

3. Click the **Year Group** drop down, **Select an option** and **Click Search**.

Year Group
Please select
Please select
YearGroup1

First Name	Last Name	Base Establishment	Year Group
◆ Joe	Blogs	Leaver	YearGroup1
◆ Jane	Doe	Test Establishment	YearGroup1
◆ Sam	Jones	Test Establishment	YearGroup1
Michael	Walker	Test Establishment	YearGroup1

All young people within that Year Group will be displayed.

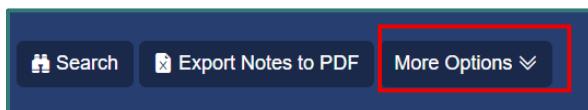
4. Click the **Young Person Status** drop down, **Select an option** and **Click Search**.

Young Person Status
Please select
Please select
Current
Non-Current

First Name	Last Name	Base Establishment	Year Group	YP Status
◆ Joe	Blogs	Leaver	YearGroup1	Non-Current
◆ Jane	Doe	Test Establishment	YearGroup1	Non-Current
◆ Sam	Jones	Test Establishment	YearGroup1	Non-Current
◆ John	Smith	Establishment 2	YearGroup2	Non-Current

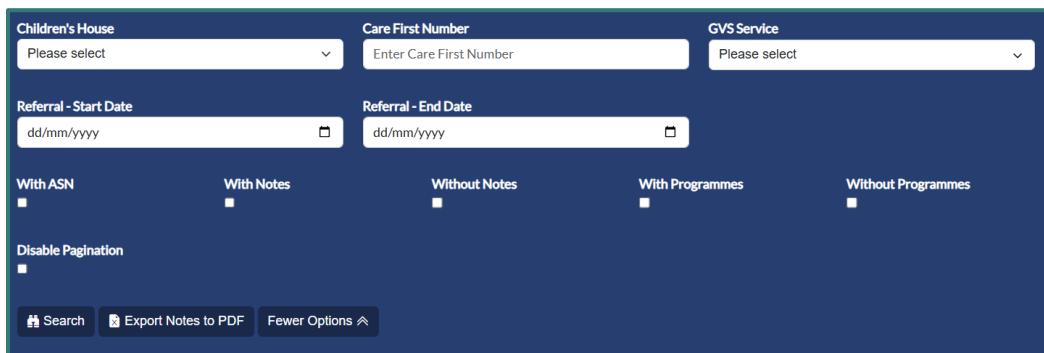
All young people within that Status will be displayed.

5. There are also **More Options** for searching. Click the **More Options** arrows.



Another list of search options will be displayed.

6. Here we have other drop downs and radio buttons to tick.



7. We can combine search criteria to meet a certain list of requirements. In this example we are searching for pupils who have additional Support Needs and also have Pastoral Notes within the system. Click Search.



The results will be displayed. We can then further view to look at the content of the notes as we have seen previously in the View Young Person section.

NOTES

The notes section provides the facility to add and update Pastoral Notes as well as being able to export notes from the system.

VIEW NOTES FOR A YOUNG PERSON

There are two ways to View Notes, from within the Young People Menu or within the notes section itself. In this section we will look at each one in turn.

1. Click **Young People** from the main menu at the top of the screen.



The Young People search form will be displayed.

2. You must use the search form to find the young person first before we can see their notes. In this example I am using the Last Name to search for a young person called McGlumfer. Click **Search**.

The screenshot shows a search interface for 'Young People'. At the top, there are buttons for 'Add Young Person', 'Upload Young People Data File', and 'Close Search Panel'. Below these are two input fields: 'First Name' (with placeholder 'Enter First Name') and 'Last Name' (with value 'McGlumfer').

All young people with that Surname will be displayed.

3. Click the **View** icon to view further information on this young person.

The screenshot shows a table with columns: First Name, Last Name, Base Establishment, Year Group, YP Status, and GVS Service. The 'Last Name' column for the first row (Joe Blogs) is highlighted with a red box. The 'GVS Service' column shows 'GIFSS'. On the right, there are icons for search, edit, and delete, with the search icon highlighted with a red box.

The record for the young person will be displayed.

4. Click **Notes** from the tabs at the bottom of the screen. By default only notes from this session will be displayed if you wish to view notes from the previous sessions then use the drop-down arrow to select the **Session** and **Submit** to confirm.

The screenshot shows a 'Notes' tab interface. At the top, there is a 'Session' dropdown set to '2025 / 2026' and a 'Submit' button. Below this is a navigation bar with tabs: Qualifications, Notes (highlighted with a red box), Monthly Updates, Young Person Programme, Referrals, and Export. The main area displays a table of notes with columns: Date, Note Category, and Event Type. The first note is for '23/11/2025' with 'Attendance' as the category and 'General Event' as the type. The second note is for '20/11/2025' with 'Behaviour' as the category and 'General Event' as the type. The third note is for '10/11/2025' with 'Wellbeing' as the category and 'Significant Event' as the type. Each note has a search icon to its right.

A list of notes for this session will be displayed.

5. Click **View** to expand the content of the note.

The screenshot shows the expanded content of a note. It includes sections for Event Date (23/11/2025), Note Category (Attendance), Owner (Patricia McKeating), and Event Type (General Event). The 'Note' section contains the text: 'Concerned about attendance on Friday. Monitor for a couple of weeks and contact carer.' Below this are sections for Action (Action Required By: Patricia McKeating, Action: Call Parent/Carer Next Week) and Alert (Alert: Monitor Robert McGlumfer attendance on a Friday, Alert Date: 23/11/2025). Buttons for 'Mark Action as Complete' and 'Mark Note Alert as Read' are at the bottom.

All information within this note will be displayed.

6. From the View Note section there are also other actions that can be performed shown below. We will look at these in detail in another section of this guide.

You can also view the notes for a young person from the Notes menu.

7. Click **Notes** from the main menu.

The Notes search panel will be displayed. This will let you search for notes by various criteria like Category, Event Type, Owner etc. See the section on notes search for further details but in this example, we just want to see all the Notes for Robert McGlumfer.

8. Click **Young Person Search Filters**.

A new set of search criteria will be displayed.

9. Type in your search criteria to find the young person. In this example I have used Last Name McGlumfer. Click **Search**.

A list of all the notes for that young person will be displayed no matter the date, category event type etc.

10. From this list we can see a list of action buttons / icons to the right.

In order they are **View**, **Download**, **Update**, **Link Children to Note**, **Set an Alert** and **Delete**.

First Name	Last Name	Establishment	Event Date	Note Category	Event Type	
◆ Robert	McGlumfer	Test Establishment	23/11/2025	Attendance	General Event	
◆ Robert	McGlumfer	Test Establishment	20/11/2025	Behaviour	General Event	
Robert	McGlumfer	Test Establishment	10/11/2025	Wellbeing	Significant Event	

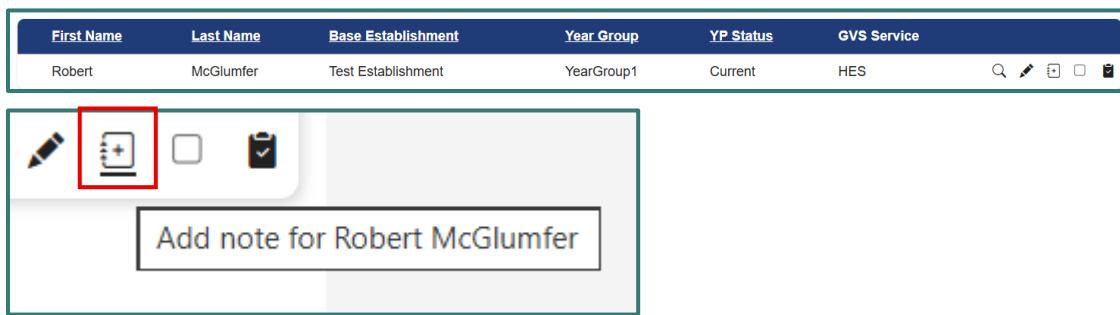
11. We have already seen a similar list of actions when we were in viewing the note from the young people menu. Each of these actions will be covered in its own section within the guide.

ADD A NOTE - GENERAL EVENT

1. Click the **Young People** link from the main menu at the top of the screen.

The Young People search form will be displayed.

2. Use the search facility to locate the young person you wish to add a note for. Click **Add Note** icon to the right.



The screenshot shows a search results table with the following data:

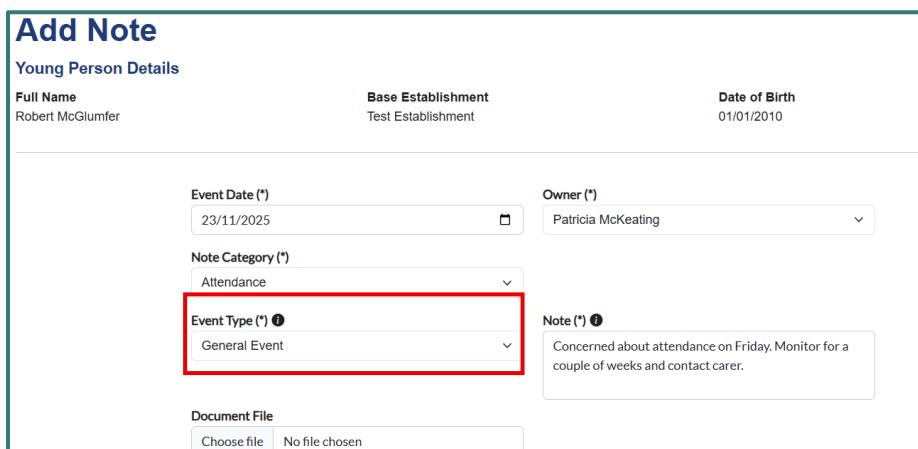
First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service
Robert	McGlumfer	Test Establishment	YearGroup1	Current	HES

Below the table is a toolbar with several icons. The 'Add note' icon (a pencil with a plus sign inside a box) is highlighted with a red box. Other icons include a search, edit, and delete.

A tooltip box is overlaid on the 'Add note' button with the text: "Add note for Robert McGlumfer".

Remember your tooltip will remind you what each of the action buttons will do.

3. Fill in the **Add Note** form using the drop-down values available to you. This note is a **General Event**.

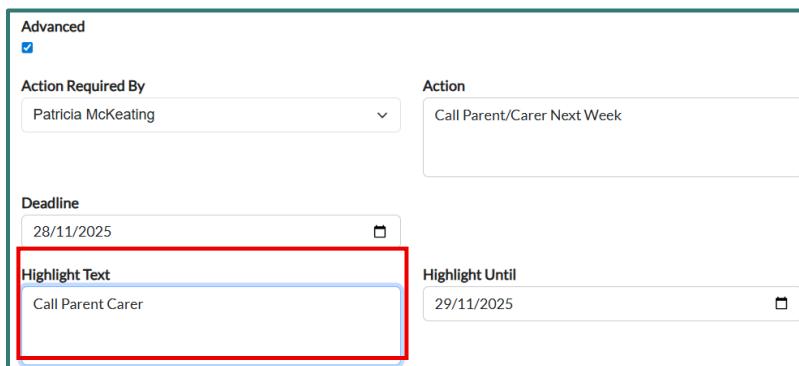


The 'Add Note' form has the following fields:

- Young Person Details:**
 - Full Name: Robert McGlumfer
 - Base Establishment: Test Establishment
 - Date of Birth: 01/01/2010
- Event Details:**
 - Event Date: 23/11/2025
 - Owner: Patricia McKeating
 - Note Category: Attendance
 - Event Type: General Event (highlighted with a red box)
- Note:** Concerned about attendance on Friday. Monitor for a couple of weeks and contact carer.
- Document File:** Choose file (No file chosen)

The owner will automatically be filled in but if you are filling this in on behalf of someone else you can change the owner of the note.

4. If you click the **Advanced** button, you will be able to set an **Action** for a member of staff and set **Highlight text**.



The 'Advanced' settings form includes:

- Action Required By: Patricia McKeating
- Action: Call Parent/Carer Next Week
- Deadline: 28/11/2025
- Highlight Text: Call Parent Carer (highlighted with a red box)
- Highlight Until: 29/11/2025

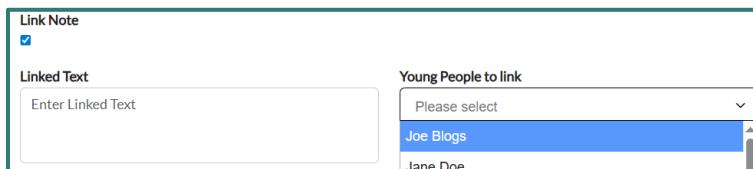


Highlight:	First Name	Last Name	Establishment	Event Date	Note Category
Call Parent Carer	Robert	McGlumfer	Test Establishment	23/11/2025	Attendance

The Pupil will be highlighted until the date in the highlight Until field. And the Young Person and note will be shaded a different colour. The text set in the Highlight Text field will display as you hover over the alert icon.

When you set an action for another member of staff they will be notified by email and it will be listed on their dashboard.

5. You can choose to link this note to other Young People by clicking **Link Note** and selecting from the available list and you must also add **Linked Text**.



Link Note

Linked Text

Enter Linked Text

Young People to link

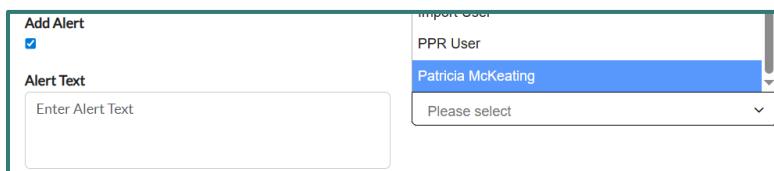
Please select

Joe Blogs

Jane Doe

A copy of this note will also be added to the linked young person's record.

6. You can also **Alert** another member of staff to this note using **Add Alert** also remembering to add the **Alert Text** for the recipient.



Add Alert

Alert Text

Enter Alert Text

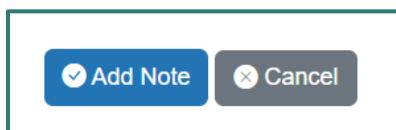
Import User

PPR User

Patricia McKeating

Please select

7. Click **Add Note** when you have completed.

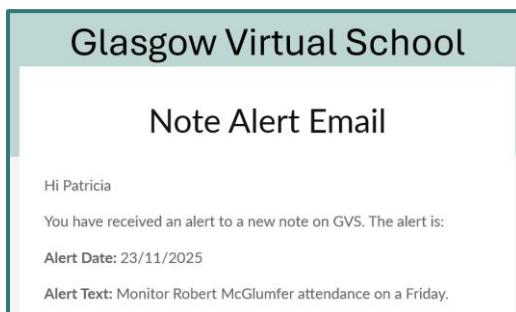


✓ Add Note

✗ Cancel

A number of things will have happened on creation of this note.

8. The member of staff you chose to alert will receive an email containing the **Alert Text**.



Glasgow Virtual School

Note Alert Email

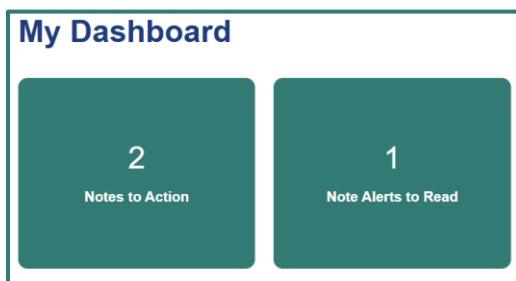
Hi Patricia

You have received an alert to a new note on GVS. The alert is:

Alert Date: 23/11/2025

Alert Text: Monitor Robert McGlumfer attendance on a Friday.

9. The **Dashboard** will show actions for the staff member you chose to action the note



My Dashboard

2

Notes to Action

1

Note Alerts to Read

We will look at how to action these tiles later in the guide.

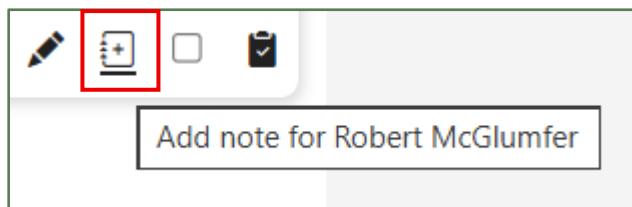
10. As we chosen to highlight the young person their name will appear highlighted on the Young People list until the date you specified.

First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service	
Joe	Blogs	Leaver	YearGroup1	Non-Current	GIFSS	
Jane	Doe	Test Establishment	YearGroup1	Non-Current	CEL	
	Jones	Test Establishment	YearGroup1	Non-Current	CEL	
	Mackie	Test Establishment	YearGroup2	Current	CEL, EVIP, ILS	
Robert	McGlumfer	Test Establishment	YearGroup1	Current	HES	

ADD A NOTE - SIGNIFICANT EVENT

Event types deemed significant are shown in the icon in the add note screen but maybe changes in the circumstances for the young person that may have a significant impact on their wellbeing.

1. Locate the child you wish to add a note for from the Yung People menu and Click Add Note



The Add Note form will be displayed.

2. Fill in the standard information as before. Hover over the information button on **Event Type**.

Significant Event Should be one of the following:

- Adoption panel
- Awards
- Child and adolescent mental health services assessments
- Case conference decisions
- Change of care arrangements
- Change of family composition
- Change of names or address
- Change of school placement
- Children's hearing decisions
- CP NOCs
- Disclosures
- Domestic abuse
- Exclusions
- Health concerns
- Imprisonment
- Incidents reported by other agencies
- Injuries
- Legal status
- Looked after review
- Loss and bereavement

Event Date (*): 10/11/2025

Note Category (*): Wellbeing

Event Type (*): Please select

A list of possible significant events will be displayed.

3. **Change Event Type to Significant Event.** When you have selected Significant Event a new section will appear – Significant event details. These MUST be filled in before you can save the record.

Event Type (*) ⓘ
Significant Event

Note (*) ⓘ
Enter Note

Document File
Choose file No file chosen

Significant Event Details ⓘ

Event Category
Please select

Event Action
Enter Event Action

Event Impact
Please select

Event Info Source
Enter Event Info Source

4. You can create further actions within the **Advanced** section, Link others in the note or set alerts for other members of staff as we have seen before in the general event. When you have filled in the form Click **Add Note**.

Significant Event Details ⓘ

Event Category
Significant changes in family, household, housing cli

Event Action
Chat with Robert and discuss how he is feeling about his Mum's new partner.

Event Impact
Unknown

Event Info Source
Mrs McGlumfer

Advanced

Link Note

Add Alert

Add Note **Cancel**

A confirmation message will appear.



Note for Robert McGlumfer has been added successfully.

6. Both events can now be seen in the Notes section when you choose to View the Young Person.

Date	Note Category	Event Type
23/11/2025	Attendance	General Event
10/11/2025	Wellbeing	Significant Event

ADD A NOTE TO MULTIPLE PUPILS

You can create one note and add it to multiple pupils at the same time.

1. Click the **Young People** link from the main menu at the top of the screen.

Young People

The Young People search menu will appear

2. Click **Search** without adding any criteria.

 **Search**  **More Options** 

All pupils will be displayed.

3. You can select All pupils using the check box shown.

 **Search**  **Export Notes to PDF**  **More Options** 

Check here to select all Young People. Removing the check will deselect all.

4. Click the **Select** box for each pupil that is involved.

First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service				
Joe	Blogs	Leaver	YearGroup1	Non-Current	GIFSS	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
Jane	Doe	Test Establishment	YearGroup1	Non-Current	CEL	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
Sam	Jones	Test Establishment	YearGroup1	Non-Current	CEL	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
Laura	Mackie	Test Establishment	YearGroup2	Current	CEL, EVIP, ILS	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
Robert	McGlumfer	Test Establishment	YearGroup1	Current	HES	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
Tyler	Proos	Establishment 2	YearGroup1	Current	CEL, EVIP	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
John	Smith	Establishment 2	YearGroup2	Non-Current	CEL, GIFSS	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
John	Steel	Establishment 2	YearGroup2	Current	CEL	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		
Michael	Walker	Test Establishment	YearGroup1	Current	CEL	   <input checked="" type="checkbox"/>  	   <input checked="" type="checkbox"/>  		

The check box will be ticked and the total number of young people selected will be displayed.

5. Click **Add Note to Selected Young People**.

3 young people selected

    **⊕ Add Note to Selected Young People**

The Add Note form will be displayed. All Young people selected will be listed at the top of the note.

6. Fill in the form as previously seen in General or Significant event.

Add Note

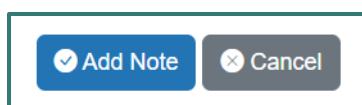
Young People Details

Full Name	Base Establishment	Date of Birth
Joe Blogs	Leaver	04/07/2007
Jane Doe	Test Establishment	01/01/2009
Robert McGlumfer	Test Establishment	01/01/2010

Event Details

Event Date (*)	20/11/2025	Owner (*)	Patricia McKeating
Note Category (*)	Behaviour	Note (*) ⓘ	
Event Type (*) ⓘ	General Event	Involved in bullying incident.	

7. Click **Add Note**.



This note will now appear in the Notes Section of all 3 individuals.

8. Click on the **Notes** tab on the top menu and Click **Search** you will see the same note for all 3 Young People.

Glasgow Virtual School

Notes

Search Panel

Owner: Please select

Note Category: Please select

Date Created - Start Date: 01/08/2025

Date Created - End Date: 31/07/2026

Action By Me:

Completed:

Created By Me:

Linked Notes:

Search

9. In the list of notes you will see the same note repeated for all those selected..

Joe	Blogs	Leaver	20/11/2025	Behaviour	General Event
Jane	Doe	Test Establishment	20/11/2025	Behaviour	General Event
Robert	McGlumfer	Test Establishment	20/11/2025	Behaviour	General Event

ADD A NOTE WITH AN ATTACHMENT

If you have a document you wish to add as part of a note you can add it in as an attachment.

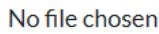
1. Find the young person and Click the icon to **Add Note**.

First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service	
Laura	Mackie	Test Establishment	YearGroup2	Current	CEL, EVIP, ILS	

2. Fill in the details of the note as we have seen previously.

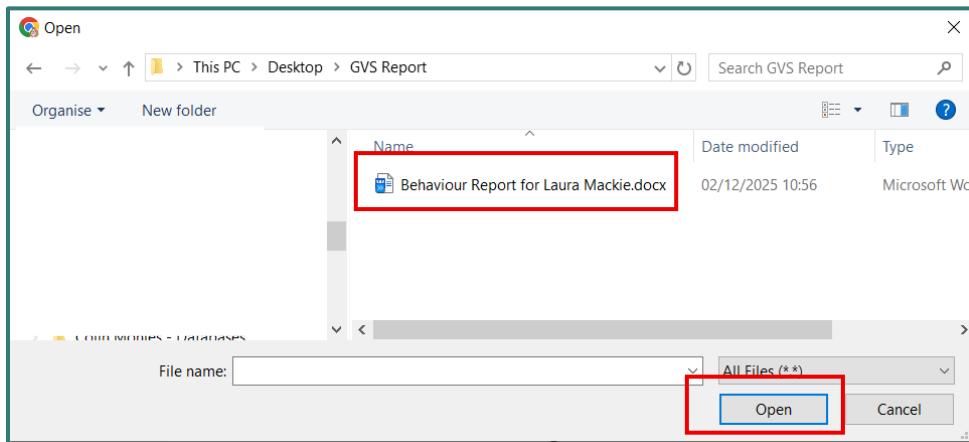
Event Date (*) 02/12/2025	Owner (*) Patricia McKeating
Note Category (*) Behaviour	
Event Type (*) ⓘ General Event	Note (*) ⓘ Laura's behaviour in the last 2 weeks has been unaccepta

3. Click **Choose File** from the Document File section of the note.

Document File
 Choose file  No file chosen

You can now browse your file system to find the document you wish to attach. The file can be of any type but only 1 attachment is allowed per note.

4. Select the File and Click **Open**.



The file will now be uploaded into the GVS system.

- Click **Add Note** to save the note.

Document File

Choose file Behaviour Report for Laura Mackie.docx

Add Note Cancel

The note can now be seen in the list of Notes.

- If you look at the list of notes there is an alert icon which shows it has an attached document. You can only have one attachment per note but you can replace this attachment with a more updated document at any time.

Document	First Name	Last Name
Note has attached document	Laura	Mackie

EDIT A NOTE

From time to time, you may wish to edit the information in a note. The editing of a note is different for a General Event and a Significant Event in this section we will look at both. This can also be completed in the View Young Person section but for this example we are going to use the Notes area.

- Click **Notes** from the Main Menu at the top of your screen.

Notes

A search facility for all notes will be displayed.

- Click **Search** to view all notes in the system.

First Name	Last Name	Establishment	Event Date	Note Category	Event Type	
◆ Laura	Mackie	Test Establishment	02/12/2025	Behaviour	General Event	
◆ Robert	McGlumfer	Test Establishment	23/11/2025	Attendance	General Event	
◆ Joe	Blogs	Leaver	21/11/2025	Attendance	General Event	
◆ Jane	Doe	Test Establishment	20/11/2025	Behaviour	General Event	
◆ Robert	McGlumfer	Test Establishment	20/11/2025	Behaviour	General Event	
◆ John	Steel	Establishment 2	20/11/2025	Behaviour	General Event	
John	Steel	Establishment 2	18/11/2025	Attendance	General Event	

In the Notes section you will see each note listed if you View Notes from the Young People section they are grouped by the Young Person. Each pupil name may be repeated if they have more than one note.

3. Locate a note listed as a **General Event** and Click **Update** (pen icon).

The content of the note will be displayed.

4. The Note will be locked while you are making changes. Note that you can actually change the original text of the note as well as other fields shown. When you have finished Click **Update Note**.

A confirmation message will be displayed.

5. If you view the note there is a **Note Text History** showing who and what was updated and the Date that it was updated.

⌚ Note Text History 2 Edits				
Note Text	Action	Date Updated	Updated By	
Involved in bullying incident.	Added	23/11/2025 15:02:28	Patricia McKeating	
Involved in bullying incident. We can Update the content of the note	Modified	23/11/2025 15:28:58	Patricia McKeating	

6. Locate a Significant Event from your **Notes** list. Click the **Update** icon.

The content of the note will be displayed.

7. For this type of event, you do not get the option to make changes to the original text or fields. All you can do is add additional note text. Click **Update** when you have added the **Additional Note Text**.

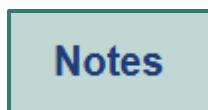
Event Type Significant Event	Note Mum has met a new partner and Gran has some issues with his relationship with Robert.
Additional Note Text ⓘ	
Enter Note	
Significant Event Details	
Event Category Significant changes in family, household, housing circumstances	Event Action Chat with Robert and discuss how he is feeling about his Mum's new partner.
Event Impact Unknown	Event Info Source Mrs McGlumfer
Update Note Cancel	

You will be able to see this addition in the note history.

SEARCHING FOR NOTES

There are multiple criteria available on which to search for notes. This will make it easy to find an exact note or group of notes that you are looking for. In this example we will look at a single search criteria followed by using multiple search criteria.

1. Click **Notes** from the main menu.



The Notes search panel will be displayed.

2. Select from the drop-downs or radio buttons that match what you are looking for. In this example I have selected the **Owner** as Patricia McKeating. Click **Search**.

Owner Patricia McKeating	Note Category Please select	Event Type Please select																												
Date Created - Start Date 01/08/2025																														
Date Created - End Date 31/07/2026																														
Action By Me <input type="checkbox"/>	Created By Me <input type="checkbox"/>	Deadline dd/mm/yyyy																												
Completed <input type="checkbox"/>	Linked Notes <input type="checkbox"/>	Highlighted <input type="checkbox"/>																												
Search Young Person Search Filters																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Last Name</th> <th style="width: 15%;">Establishment</th> <th style="width: 15%;">Event Date</th> <th style="width: 15%;">Note Category</th> <th style="width: 15%;">Event Type</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="background-color: #f0f0f0;">◆ Laura</td> <td style="background-color: #f0f0f0;">Mackie</td> <td style="background-color: #f0f0f0;">Test Establishment</td> <td style="background-color: #f0f0f0;">02/12/2025</td> <td style="background-color: #f0f0f0;">Behaviour</td> <td style="background-color: #f0f0f0;">General Event</td> <td style="background-color: #f0f0f0;"> </td> </tr> <tr> <td style="background-color: #ffff00;">◆ Robert</td> <td style="background-color: #ffff00;">McGlumfer</td> <td style="background-color: #ffff00;">Test Establishment</td> <td style="background-color: #ffff00;">23/11/2025</td> <td style="background-color: #ffff00;">Attendance</td> <td style="background-color: #ffff00;">General Event</td> <td style="background-color: #ffff00;"> </td> </tr> <tr> <td style="background-color: #f0f0f0;">◆ Joe</td> <td style="background-color: #f0f0f0;">Blogs</td> <td style="background-color: #f0f0f0;">Leaver</td> <td style="background-color: #f0f0f0;">21/11/2025</td> <td style="background-color: #f0f0f0;">Attendance</td> <td style="background-color: #f0f0f0;">General Event</td> <td style="background-color: #f0f0f0;"> </td> </tr> </tbody> </table>			First Name	Last Name	Establishment	Event Date	Note Category	Event Type		◆ Laura	Mackie	Test Establishment	02/12/2025	Behaviour	General Event		◆ Robert	McGlumfer	Test Establishment	23/11/2025	Attendance	General Event		◆ Joe	Blogs	Leaver	21/11/2025	Attendance	General Event	
First Name	Last Name	Establishment	Event Date	Note Category	Event Type																									
◆ Laura	Mackie	Test Establishment	02/12/2025	Behaviour	General Event																									
◆ Robert	McGlumfer	Test Establishment	23/11/2025	Attendance	General Event																									
◆ Joe	Blogs	Leaver	21/11/2025	Attendance	General Event																									

All the notes that have this owner will be displayed. Also the search panel has automatically been collapsed to make more room for the results.

3. If we now wish to add a further criteria we would Click **Open Search Panel** to display other options.

Owner	Note Category	Event Type
Patricia McKeating	Please select	Please select
Date Created - Start Date	Date Created - End Date	Deadline
01/08/2025	31/07/2026	dd/mm/yyyy
Action By Me	Created By Me	Highlighted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed	Linked Notes	Notes With Documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. If I now add **Note Category** as Wellbeing and **Event Type** as Significant Event, then all 3 conditions must be true to be displayed in the results. Click **Search**.

Owner	Note Category	Event Type
Patricia McKeating	Wellbeing	Significant Event

5. In my sample data set there is only 1 note that matches all 3.

First Name	Last Name	Establishment	Event Date	Note Category	Event Type
Robert	McGlumfer	Test Establishment	10/11/2025	Wellbeing	Significant Event

Showing items 1 through 1 of 1

6. We can use any combination of the remaining fields to find exactly what we are looking for.

Dates – Created / Started or a Deadline.

Checkboxes for Action By Me / Created By Me / Highlighted / Completed / Linked Notes / Notes with Documents.

Date Created - Start Date	Date Created - End Date	Deadline
01/08/2025	31/07/2026	dd/mm/yyyy
Action By Me	Created By Me	Highlighted
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed	Linked Notes	Notes With Documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

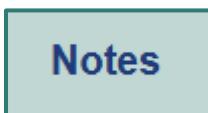
7. As well as having all these filters available to us we can also Open up the Young Person Search Filters from here and add any of those into the mix. There is the ability to search on notes and/or young people in this area. Whereas in the Young People menu you start by looking for an individual and then see all their notes.

 Search	Young Person Search Filters ▾
--------------------------------------------------------------------------------------------	-------------------------------

DOWNLOAD NOTES

In this section we will look at how you can download or export a note out of the system to PDF.

1. Click **Notes** from the main menu at the top of your screen.

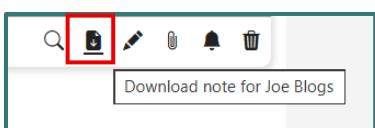


The notes search facility will be displayed.

2. Use the **Search** facility to find the note that you are looking for. At least one note will be displayed if your search criteria is correct.

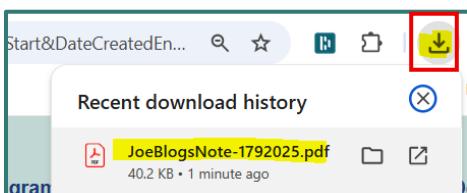
First Name	Last Name	Establishment	Event Date	Note Category	Event Type	
Joe	Blogs	Leaver	17/09/2025	Wellbeing	General Event	

3. Click the **Download note for** Icon.



The download process will commence.

4. You will generally see a message at the top right of your screen.



The PDF viewer will launch to show you the content of the note.

5. This PDF can then be printed or emailed to another user. Obviously GDPR regulations will have to be adhered to.

Joe Blogs 04/07/2007					
Date	Owner	Category	Highlight Until	Event Type	Deadline
17/09/2025	Robert Tester		07/11/2025	General Event	
17/09/2025			Date Added	17/09/2025	
Joe seemed a little anxious today			Added By	Robert Tester	
			Date Updated	17/09/2025	
			Updated By	Robert Tester	

DOWNLOADING/EXPORTING MULTIPLE NOTES

We have seen how you can download a note for printing or exporting from the system. You may wish to export multiple notes at the same time, for example all notes with a Type of significant event. We can achieve this using the Young People tab.

1. Click the **Young People** tab and **Search** for the young person using your own criteria. Click **View**.

First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service
Robert	McGlumfer	Test Establishment	YearGroup1	Current	HES

The young person's record will be displayed.

2. Click **Notes**.

Filters		
Session	Event Type	Note Category
2025 / 2026	Please select	Please select
Submit		
Qualifications	Notes	Monthly Updates
Young Person Programme	Referrals	Export
Generate Referral Form		
Date	Note Category	Event Type
05/12/2025	Child Protection	Significant Event
23/11/2025	Attendance	General Event
20/11/2025	Behaviour	General Event
10/11/2025	Wellbeing	Significant Event

All notes added for the session chosen will be displayed. You can now filter these notes by Event Type or Note Category or both.

3. Select **Significant Event** from the Event Type drop-down list. Click **Submit**. You do also have the option to select category for example all notes with a category = Wellbeing.

Filters		
Session	Event Type	Note Category
2025 / 2026	Significant Event	Please select
Submit		
Qualifications	Notes	Monthly Updates
Young Person Programme	Referrals	Export
Generate Referral Form		
Date	Note Category	Event Type
05/12/2025	Child Protection	Significant Event
10/11/2025	Wellbeing	Significant Event

The notes will now be filtered to only show significant events.

4. Click the **Export** tab. You can now to select Export Notes or Export Advanced notes to PDF. Advanced notes have more of the headings of the note e.g. Owner, category, type and highlight information. Click **Export Notes to PDF**.

Qualifications	Notes	Monthly Updates	Young Person Programme	Referrals	Export
Notes Only					
Export Notes to PDF					Export Advanced Notes to PDF

The content of the two notes that you selected are now downloaded to your local computer and can be found in your downloads folder.

5. An advanced note will look similar to the image below.

Robert McGlumfer 01/01/2010					
Date	Owner	Category	Highlight Until	Event Type	Deadline
10/11/2025	Patricia McKeating	Significant changes in family, household, housing circumstances		Significant Event	
10/11/2025			Date Added		23/11/2025
Mum has met a new partner and Gran has some issues with his relationship with Robert.					
Patricia McKeating - 23/11/2025 15:36:20 Added this new text			Added By		Patricia McKeating
			Date Updated		23/11/2025
			Updated By		Patricia McKeating

6. A simple note will look similar to this.

07/12/2025 13:49:59			
Robert McGlumfer 01/01/2010			
10/11/2025 Patricia McKeating	Date Added	23/11/2025	
Mum has met a new partner and Gran has some issues with his relationship with Robert.			
Patricia McKeating - 23/11/2025 15:36:20 Added this new text	Added By	Patricia McKeating	
	Date Updated	23/11/2025	
	Updated By	Patricia McKeating	

SETTING AN ALERT AFTER THE NOTE IS CREATED

We have already seen how we can alert other staff to a note while we are creating the note. We can also set new alerts after the note has been created.

1. Click **Notes** from the main menu. Search for the Note you wish to update.

Notes

The notes matching your search criteria will be displayed.

2. Click the **Add Alert** (small bell) icon to the right of the note. You will see the tooltip appearing as you hover over the icon.

The screenshot shows a table of notes with columns for First Name, Last Name, Establishment, Event Date, Note Category, and Event Type. The 'Event Type' column includes icons for search, edit, delete, and a small bell for adding an alert. A tooltip 'Add alert to Joe Blogs's note' is shown when hovering over the bell icon for the second note.

The content of the note will be displayed.

3. Add the **Alert Text** for the recipient. Select the **Alert Date**, this will default to today. Select the **Staff to Alert** from the drop-down list of available staff. You can add more than one member of staff and you can use the x to remove anyone that you have added in error. When you have finished Click **Add Alert**.

Add Alert

Note to link

Young Person Details

Full Name
Joe Blogs

Base Establishment
Leaver

Date of Birth
04/07/2007

Note Details

Event Date	Owner	Note Category	Event Type	Note	Highlight Text	Highlight Until
17/09/2025	Robert Tester	Wellbeing	General Event	Joe seemed a little anxious today	test	07/11/2025

Alert Text (*)

Monitor the anxiety levels for Joe for the next week.

Alert Date (*)

27/11/2025

Staff to alert (*)

Dorothy McTesty x Patricia McKeating x

4. A confirmation message will be displayed and both members of staff in this example will have received an email.

 Alert was successfully for 2 Staff.

Glasgow Virtual School

Note Alert Email

Hi Patricia

You have received an alert to a new note on GVS. The alert is:

Alert Date: 28/11/2025

Alert Text: Monitor the anxiety levels for Joe for the next week.

LINKING A NOTE AFTER THE NOTE HAS BEEN CREATED

We have already seen that we can link other young people in a note at the time of creation. You can also add the link later after the note has been created.

1. Click **Notes** from the main menu. **Search** for the Note you wish to update.

Notes

The notes matching your search criteria will be displayed.

2. Click the **Link Note** (paper clip) icon to the right of the note. You will see the tooltip appearing as you hover over the icon.

First Name	Last Name	Establishment	Event Date	Note Category	Event Type
Jane	Doe	Test Establishment	20/11/2025	Behaviour	General Event

Link note to Jane Doe's note

The content of the note will be displayed.

3. Type the **Linked Text** in the free text box. Select **Young People to Link** from the drop-down list. You can select as many as you like and use the **x** to remove anyone. Click **Link Note** when you have finished.

Link Note to Young People

Note to link

Young Person Details

Full Name	Base Establishment	Date of Birth
Jane Doe	Test Establishment	01/01/2009

Note Details

Event Date	Owner	Note Category	Event Type	Note
20/11/2025	Patricia McKeating	Behaviour	General Event	Involved in bullying incident. We can Update the content of the note

Linked Text (*)

All 3 were involved in this incident.

Young People to link (*)

Robert McGlumfer John Steel

Link Note

Cancel

4. A confirmation message will be displayed and that note will be added to the young people you selected to link. The note also shows as a linked Note.

! Note was successfully linked to 2 Young People.

Full Name	Base Establishment	Date of Birth	Note Category
Robert McGlumfer	Test Establishment	20/11/2025	Behaviour
John Steel	Establishment 2	20/11/2025	Behaviour

5. If you select to View the linked note you will see others that are linked.

Young People linked to this Note

Full Name	Base Establishment
Jane Doe	Test Establishment
Robert McGlumfer	Test Establishment
John Steel	Establishment 2

MARKING NOTES AS ACTIONED

If a note has been created with actions for you. They will be displayed on your dashboard. The total number is also shown. In this example we have two.

1. Click the **Notes to Action** tile from your dashboard.



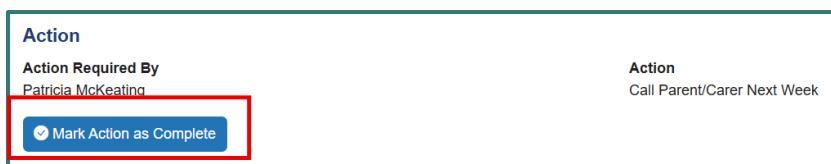
The list of notes to be actioned by you will be displayed.

2. Click View to see the note and mark it as being actioned.

Notes to Action					
Young Person	Base Establishment	Note Category	Event Type	Event Date	Owner
Joe Blogs	Leaver	Attendance	General Event	21/11/2025	Patricia McKeating
Robert McGlumfer	Test Establishment	Attendance	General Event	23/11/2025	Patricia McKeating

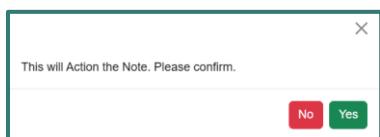
The content of the note will be displayed.

3. Click **Mark Action as Complete**.

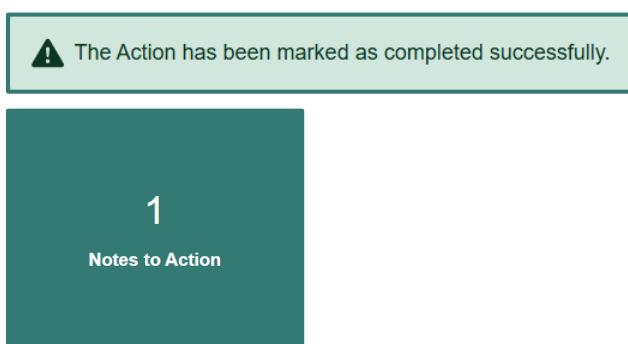


You will be asked to confirm you wish to proceed.

4. Click **Yes** to proceed or **No** to cancel.



5. Assuming you click Yes a confirmation message will appear and if you return to your dashboard your Notes to Action should have been reduced by 1.



MARKING ALERTS AS READ

If alerts have been created for you, you should have received an email.

1. Click Note Alerts to Read.



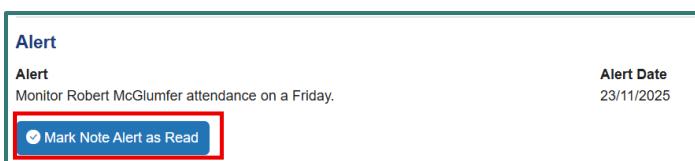
A list of alerts to read will be displayed.

2. Click the View icon

Alerts to Read						
Young Person	Base Establishment	Alert Date	Note Category	Event Type	Event Date	Owner
Robert McGlumfer	Test Establishment	23/11/2025	Attendance	General Event	23/11/2025	Patricia McKeating

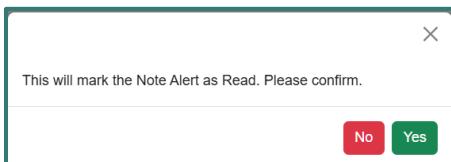
The content of the note will be displayed.

3. Click the **Mark Note Alert as Read** button.

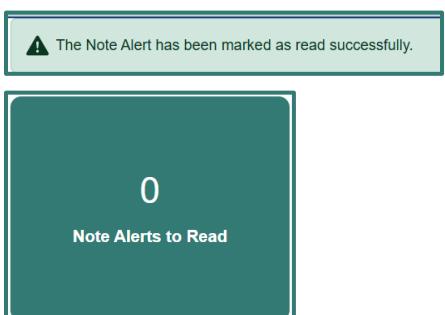


You will be asked to confirm you wish to proceed.

4. Click **Yes** to proceed or **No** to cancel.



5. Assuming you click Yes a confirmation message will appear and if you return to your dashboard your Notes to Action should have been reduced by 1.



DELETING A NOTE

For some reason it may be necessary to remove a note from a young person's record. You can either do this from the **Young People** menu or the **Notes** menu. In this section we will look at both.

1. From the main menu, click **Young People** and use the search function to find the person whose note you want to remove.
2. Click **View** young person.

First Name	Last Name	Base Establishment	Year Group	YP Status	GVS Service	
Jane	Doe	Test Establishment	YearGroup1	Non-Current	CEL	

3. Click **Notes** from the available tabs. Click **View** on the note you wish to delete.

Qualifications	Notes	Monthly Updates	Young Person Programme	Referrals	Export
<hr/>					
Date		Note Category		Event Type	
20/11/2025		Behaviour		General Event	
08/08/2025		Attendance		General Event	
08/08/2025		Award		General Event	

4. Click **Delete Note**.

View Note		
Jane Doe 		 
First Name Jane	Last Name Doe	Date of Birth 01/01/2009
Base Establishment Test Establishment		

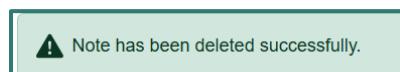
You will be prompted to confirm you wish to delete this note click Yes to confirm or No to Cancel.

5. Click **Delete Note for** (trash can icon).

Joe	Blogs	Leaver	20/11/2025	Behaviour	General Event	   	
Jane	Doe	Test Establishment	20/11/2025	Behaviour	General Event	   	
Robert	McGlumfer	Test Establishment	20/11/2025	Behaviour	General Event	   	

You will be prompted to confirm you wish to delete this note click Yes to confirm or No to Cancel.

6. In both scenarios a confirmation of deletion will be displayed.



APPENDIX 1 TEST ENVIRONMENT

There is a test environment that you can use to gain the skills required for the live system.

The web address for the test system is:

<https://beta.glasgowvirtualschool.org.uk/>

The logins for the test system are:

Please Note: Do not change these login details!! These logins are being used by multiple users and Gateway.

User Type	Username	Password
Admin – CP Coordinator	RTesterGVS	IJ&LSu2c98
Admin - Non CP Coordinator	DMcTestyGVS	5SWM7\fy7U
Staff – Staff User	jblogsGVS	NXVvP%pd2R
Staff – Notes Only	NUser GVS	GVSNotes45@
Non Staff – ISMS User	TTesterGVS	GVSNotes45@

Multi Factor Authentication (MFA)

As these logins are used by multiple users MFA has not been enabled for them. If MFA was setup for any of these users, then only the person who set this up would be able to login.

Please **DO NOT** setup MFA for any of user listed above.