

KS3/4: Getting Started

This guide aims to walk you through setting up KS3/4 for the first time to produce your first set of reports. This does not cover all the additional features or functionality available.

Contents

Getting Started.....	2
Logging In	2
Help and Live Chat.....	2
Step 1 / Student Data Profile	3
Step 2 / Grade Methods	6
Step 3 / Key Stages.....	9
Step 4 / Student Data	10
Step 5 / KS2 Core Baselines	13
Step 6 / EAPs and EAP Baselines.....	17
Step 7 / Grades Data	25
Step 8 / Assign Qualifications to Classes	30
Step 9 / Matching.....	31
Step 10 / Grades Management.....	35
Step 11 / Publish the Reports	37
Step 12 / Create Users	42
KS3/4 Reports.....	43
Appendix 1 – Data Collaboration.....	44

Getting Started

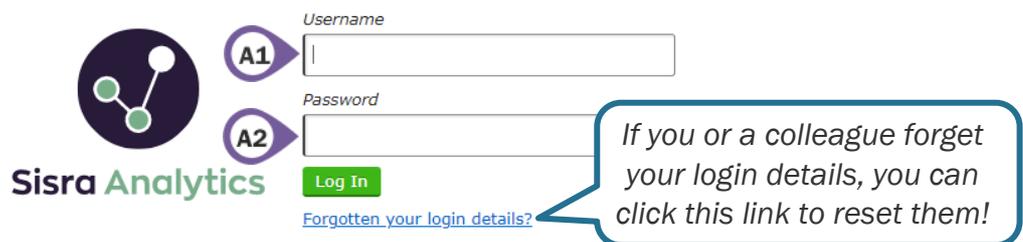
Before you begin, your school will need to decide on the grading system(s) to use throughout KS3 and KS4, as KS3/4 has been designed to provide a large amount of flexibility in terms of the grade methods which can be created.

We would also recommend setting up one cohort fully initially. This may help you to become more familiar with the functionality and the flexibility available, before moving on to set up other cohorts.

Logging In

You can log into Sisra Analytics via <https://www.sisraanalytics.co.uk>.

Enter your username (A1) and password (A2), as detailed within your login details email, and click 'Log In'.



Help and Live Chat

Everyone with a login to Analytics will have access to the Help Centre which is available by clicking 'HELP' (B1):

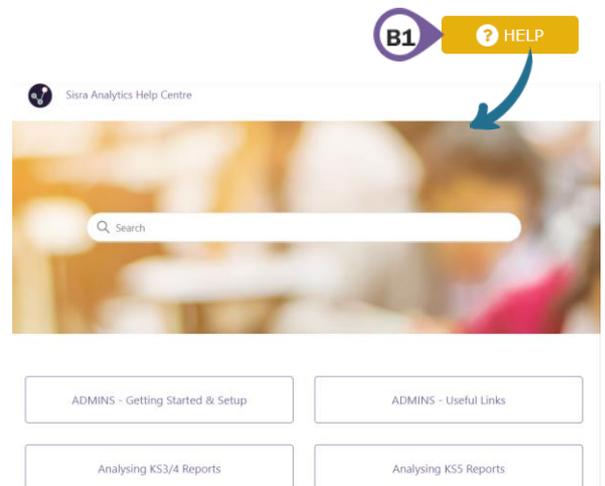


Welcome to Sisra Analytics

The Help Centre contains a wide range of useful articles and videos, all to help you and your staff utilise the service.

Sisra Admins will also be able to contact the Sisra Support team via **Live Chat**, during opening hours (9am – 5pm UK time, Monday to Friday), or by leaving a message outside of opening hours.

To access Live Chat, click the  button in the bottom right corner of any page within Analytics and enter your query. If the suggested articles do not answer your query, you can then click 'Start Chat' or 'Leave a message'.



Having problems accessing Live Chat? We recommend asking your local IT department to ensure [*.zopim.com](https://www.zopim.com) is on your accepted list of your firewall.

Admins can also gain access to the **Sisra Forum** – an area for you to discuss different topics with the Sisra community! To register for the forum, email sisrasupport@junipereducation.org

Step 1 / Student Data Profile

The Student Data Profile is where you can define which filters should be included in student data files imported into Analytics. Filters allow you to narrow down your school's figures by specific groups of students to tailor your analysis. By default, all student data files **must** include the following 10 columns:

	A	B	C	D	E	F	G	H	I	J
1	StudentID	StudentName	Subject	Class	Gender	Ethnic Code	SEN	Gifted Talented	FSM Ever 6	Looked After
2	600001	John Smith	Maths	11Ma1	M	NOBT	None	N	N	N

However, you can create and add up to 10 additional filters to include in your file. We recommend discussing with SLT which filters your school prefers, but some examples are:

- Pupil Premium
- Registration Group
- Disadvantaged
- EAL
- Armed Forces
- Attendance Groups*
- Traveller
- House

* For Attendance we recommend grouping these values in your student data files, for practicality in the reports. For example, '95% and above', rather than 96.7%, 96.8% etc.

When creating filters, each individual student **MUST** have a consistent value for each subject/class. For example, a student can either be Pupil Premium or not Pupil Premium.

If you do not wish to create additional filters, you can skip to [Step 2: Grade Methods](#).

Creating Student Data Filters

To create an additional student data filter, click CONFIG. (C1) > Student Data (C2) > Filter Management (C3) > 'Create Filter' (C4).

The screenshot shows the Sisra Analytics dashboard. At the top, there is a navigation bar with icons for HOME, DATA, CONFIG. (C1), USERS, and REPORTS. On the right, it says 'Charlotte Support Sisra Getting Started School'. Below the navigation bar is a sidebar menu with options: Student Data (C2), Student Data Profile, Filter Management (C3), Grade Methods (EAP), Attitude to Learning, Data Sets (EAP), Faculty, Settings, and Data Collaboration. The main content area is titled 'Filter Management' and contains a 'How to use this page' section with a 'Show More' button and a 'Create Filter' button (C4). A 'HELP' button is also visible in the top right of the main area.

Enter a clear **name** for your filter (e.g. 'Disadvantaged'), which will pull through to the reports when published.

Next, enter a **default value** (e.g. N, N/A etc.). This will be used to fill any blank cells in your student data files for this filter when imported. *For example, if a student didn't have a value in your file for 'Disadvantaged', the value you enter will fill this blank. In our example, this means students with no value would be shown as 'N' for Disadvantaged.*

Create Filter

Filter Name:
e.g. "SEN"

Default Value:
e.g. "N" -- This will be the value used when a value has not been specified

Then, click 'Create'. You will need to repeat this process for each additional filter you would like to add.

Once you have created your additional filters, you need to click Student Data Profile (C5) and add these to your profile. This tells Analytics you want to include them in student data files.

Then, click 'Edit Columns' (C6) and select the filter/s in the next available dropdowns and click 'Save'.

Student Data Columns



These are the columns that will be expected for your student data uploads.

Column	Column Name
1	StudentID
2	StudentName
3	Subject

If you would prefer more detailed guidance on creating filters, see our article – [Student Data Profile - Creating & Managing Filters](#)

Creating Filter Aliases and Tags **Advanced optional feature!*

You can also create Filter Aliases and Filter Alias Tags to make your reports more user friendly and enhance the analysis available, explained further below:

Filter Aliases allow you to enter a display name for filter values imported as part of your student data profile. For example, you could display 'F' for Gender as 'Female' instead.

Filter Tags can be created for specific aliases and allow you to highlight key groups of students in the reports. For example, you could show **Disad** next to Disadvantaged students. *We recommend only creating tags for a small number of key groups, to ensure the analysis is beneficial.* Below we have used 'Disadvantaged' as an example.

To create a filter alias, click **Filter Management (C3)**, shown on the previous page). Click on the **Assigned Alias Count** next to the Filter you wish to create this for (C7).

You can even create these for High, Middle, and Low Bandings (when using KS2 NC Levels)

Filter Name	Assigned Alias Count	Default Value	Actions
KS2 Banding	4	_N/A	
Gender	2	M	

Click 'Add Filter Alias' (C8). Enter the display name you wish to appear in the reports. For example, 'Disadvantaged'. Click 'Create'.

You can repeat this if you have further filter aliases to create, for example you could add one for 'Non-Disadvantaged' for students who are not disadvantaged. You can also use filter aliases to group students, for example to group multiple ethnic codes together.

Filter Aliases for Disadvantaged

Add Filter Alias (C8)

Alias	Actions
Disadvantaged	
Non Disadvantaged	

Click 'Add Upload Value' (C9). Under New Upload Value enter the value that will be imported as part of your student data file. For example, if you import a 'Y' for Disadvantaged, you can enter Y. Under Alias, select the alias you would like to be displayed for students with that value. Click 'Create'. *You can repeat this for each upload value and alias you could have.*

Alias Assignment

Add Upload Value (C9)

Upload Value	Alias	Actions
F	Non Disadvantaged	
N	Non Disadvantaged	
T	Disadvantaged	
Y	Disadvantaged	

In this example we've created aliases for Y and N (Yes/No) and T and F (True and False), but it may depend on the values stored in your MIS

Next, click 'Add Alias Tag' (D1) and select the Alias you would like to create a tag for. Under Display Tag enter up to 5 characters to be displayed for students with that alias and select a colour from the wheel. For example, 'Disad' for students who are Disadvantaged, with your chosen colour. Click 'Submit'.

You can then repeat this for any other key groups of students.

EAP Alias Tags



Alias	Display Tag	Actions
Disadvantaged	Disad	

Here you can see an example of how this appears for students who are considered 'Disadvantaged' in our reports, allowing them to stand out for easier analysis.

	Name		Total Grades	Total Points	Average Grade	Average Points	Avg EOY Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc In Track	In A/B Basket
1	Adams, William (005001) Disad		3	14.00		4.67	0.0	3	0	3	0	3	3
2	Albarn, Damon (005002)		3	13.00		4.33	0.0	2	0	2	0	2	3
3	Ament, Jeff (005003)		1	7.00	7=	7.00	0.0	1	0	1	0	1	1

If you would like more detailed guidance with more thorough step-by-step guidance and screenshots, please see our comprehensive Student Data Profile guide:

If you would prefer more detailed guidance on creating filter aliases and tags, see our article – [Student Data Profile - Creating Filter Aliases & Tags](#)

You're now ready to create KS3/4 grade methods, covered on the next page!

Step 2 / Grade Methods

Grade methods are used to tell Analytics what type of grades are going to be uploaded for each qualification, as well as the points and entries each grade is worth (if applicable), to be used in the calculations within the reports.

No default grade methods are provided as each school may have their own grading system. As such, we recommend checking which methods you will require based on your KS3 grading system and the qualifications your students will be taking at KS4 (such as 9-1 GCSE, 9-1 GCSE (Double), BTEC First Award, BTEC Tech Award, etc.). It's also worthwhile keeping in mind that:

- Each method can contain up to 12 whole grades (including fail grades) and up to 10 sub grades.
- When using full words as grades (descriptors), you can enter up to 8 characters per whole grade and 4 per sub grade, so you may want to consider the most effective abbreviations.
- The grades you upload must reflect the format you enter within your grade methods.

Creating a Grade Method

To create a grade method, click **CONFIG.** (D2) > **Grade Methods** (D3) > **KS3/4 Methods** (D4) > 'Create KS3/4 EAP Grade Method' (D5).

The screenshot shows the Sisra Analytics dashboard. The top navigation bar includes HOME, DATA, CONFIG. (D2), USERS, and REPORTS. The left sidebar has a menu with Student Data, Grade Methods (EAP) (D2), KS3/4 Methods (D3), KS5 Methods, Attitude to Learning, Data Sets (EAP), Faculty, and Settings. The main content area is titled 'EAP Grade Methods List' and contains a 'How to use this page' section with a 'Show More' button. A 'Create KS3/4 EAP Grade Method' button (D4) is visible at the bottom of the main content area. A 'HELP' button is in the top right corner.

1 / Set up Grade Method

- Enter a clear **method name**. The name is used to group qualifications in the reports and will be listed alpha-numerically. As such, we recommend the likes of '9-1 GCSE' as it ensures your 9-1 GCSE qualifications are listed first in the reports.
- Select the **points** the method will use:
 - **Attainment 8:** For qualifications awarded official DfE A8 points. Grades using this method can be used in headline calculations.
 - **None:** For qualifications/subjects that require no points related functionality. Grades using this method WILL NOT be used in headline calculations.
 - **Custom:** For subjects that use a bespoke points system (e.g. internally derived KS3 analysis). Grades using this method WILL NOT be used in headlines.

You must create at least one Grade Method which uses official Attainment 8 points to be able to complete Steps 6 onwards in this guide and publish your reports.

- Select whether this method should include **sub grades**, which determine the strength of a student's grade. For example, +, =, - for 7+, 7=, 7-, etc. can determine if students are on a strong, solid, or weak grade.
- Select whether the qualification is awarded **split/double grades**, such as 9-1 GCSE Combined Science which is awarded grades such as 99, 98, 88, 87, etc.

Then, click 'Next'.

2 / Define Whole Grades

- Enter up to 12 whole grades, for example 9, 8, 7, etc. **Don't forget to include fail grades, such as U, X, or F!**

Whole grades can be up to 8 characters, so descriptor grades may need to be abbreviated based on what your school plans to upload. For example, L2 Distinction* could be L2D* or D*.

- Enter the **Attainment 8 or custom points** for each grade (if selected in step 1). **U, X, and F are usually worth 0 points.**

If you are unsure which A8 points to enter for official qualifications, search for the qualification's QN code on the [DfE's Performance Points spreadsheet here](#). This will then list the Pass Grades (whole grades), Pass Points (points), and GCSE Size Equivalence (entries) to enter into Analytics.

Whole Grade	Points (up to 3dp)	Entries
9	9	1
8	8	1
7	7	1
6	6	1
5	5	1
4	4	1
3	3	1
2	2	1
1	1	1
U	0	1
X	0	0
	0	0

- Enter the **entries** each grade is worth. For example, 1 entry would be the equivalent to one GCSE. **U and F grades are usually worth 1 entry, whilst X grades are worth 0 entries.**

Then, click 'Next'.

If your grade method does not contain sub grades, skip to '7 / Confirmation'.

3 / Define Sub Grades

- If sub grades were selected, enter up to 10 sub grades to identify the strength of students' grades, from strongest (left) to weakest (right). For example, +, =, - or 1, 2, 3 etc.

In the screenshot below, this would ensure that the sub grade + is stronger than = and = is stronger than -. This will allow you to upload the whole grades (e.g. 9, 8, etc.) or master grades, which are the combination of whole and sub grades (e.g. 9+, 9=, 9-, etc.).

Sub Grade Suffix Values

+	=	-					
---	---	---	--	--	--	--	--

Strongest ➔ Weakest

You can set up more than one set of sub grades (within the 10 available), if necessary!

Then, click 'Next'.

4 / Define Master Grades

- If sub grades were selected, define which whole + sub grade combinations could be uploaded and should be considered as valid grades.

This determines the overall master grades, which are the combination of whole + sub grades. For example, you could either upload a whole grade 8, or the master grades 8+, 8=, 8- etc.

Whole Grade	Master Grade		
9	<input type="checkbox"/> 9+	<input type="checkbox"/> 9=	<input type="checkbox"/> 9-
8	<input checked="" type="checkbox"/> 8+	<input checked="" type="checkbox"/> 8=	<input checked="" type="checkbox"/> 8-
7	<input checked="" type="checkbox"/> 7+	<input checked="" type="checkbox"/> 7=	<input checked="" type="checkbox"/> 7-

Then, click 'Next'.

5 / Define Sub Grade Equivalences

- If sub grades were selected, define which master grade each whole grade is equivalent to using the dropdowns. For example, if you were to upload a grade '8', would this be the equivalent to 8+, 8=, or 8-?

Whole Grade	Equivalency	
9	No Sub Grades Associated with this grade	
8	A whole grade 8 is equivalent to a	8= * ▾
7	A whole grade 7 is equivalent to a	7= * ▾

6 / Define Sub Grade Points (Optional)

- If sub grades were selected and you would like to assign different points to individual sub grades, you can tick the box and enter the points. **This will affect all points-based measures in the reports, including headline figures, so these should only be used for internal analysis and treated with caution.**

Sub Grades

This method uses custom points for subgrades

To skip this step, or once you have entered your points, click 'Next'.

7 / Confirmation

- Double check the grade method based on your selections. If you need to make any changes, click 'Previous' to go back to the appropriate step or click 'Finish' to complete the setup.

This will take you to the Grades Method Detail page, where you can click 'Back to Method List' to return to the Grade Method List. **This process can then be repeated to create all necessary grade methods for your KS3/4 cohorts**, and at least one of these will need to use Attainment 8 points to create your EAPs and continue with your set up. Below is an example of how the Grade Method List will appear once you have created various grade methods.

Method Name	Grades	Points Type	Actions
9-1 Sub Grades <small>- Displaying 15 of 38 grades</small>	9+ 9= 9 9- 8+ 8= 8 8- 7+ 7= 7 7- 6+ 6= 6	Att 8 Points <small>- With subgrades</small>	
9-1 Sub Grades (Double) <small>- Displaying 15 of 70 grades</small>	99+ 99= 99 99- 98+ 98= 98 98- 88+ 88= 88 88- 87+ 87= 87	Att 8 Points <small>- With subgrades</small>	
A*-G Sub Grades - 2017 <small>- Displaying 15 of 34 grades</small>	A*+ A*= A* A*- A+ A= A A- B+ B= B B- C+ C= C	Att 8 Points <small>- With subgrades</small>	
Above, On, Below	A O B	No Points	
BTEC First Award <small>- Displaying 15 of 23 grades</small>	L2D*+ L2D*= L2D* L2D*- L2D+ L2D= L2D L2D- L2M+ L2M= L2M L2M-	Att 8 Points <small>- With subgrades</small>	
CNAT / BTEC Tech Award <small>- Displaying 15 of 31 grades</small>	L2D*+ L2D*= L2D* L2D*- L2D+ L2D= L2D L2D- L2M+ L2M= L2M L2M-	Att 8 Points <small>- With subgrades</small>	

Rename or delete a grade method.

Click on a method name to make changes and reconfigure a method!

The above should outline how to create your grade methods successfully. However, if you do require more detailed step-by-step guidance on creating grade methods or examples of KS3 methods please see the guide below. If you have any questions regarding method setup, please pop onto Live Chat by clicking Support, entering your query/question, and then, if none of the suggested articles answer your question, click on Live Chat.

If you would prefer more detailed guidance on grade methods, see our article – [KS3/4 - Creating Grade Methods](#)

You're now ready to amend your Key Stage!

Step 3 / Key Stages

By default, current Y7 to Y9 will be treated as 'KS3' in Analytics, whereas current Y10 - Y11 will be treated as KS4. If this accurately reflects your school's transition from KS3 to KS4, you don't need to make any changes here and can move on to [Step 4 / Student Data](#). If your key stage settings are different (either completely or for a specific cohort) please read below.

Why do I need to set up key stages?

Within EAP mode, student data for a cohort can relate to either KS3 or KS4, as Analytics stores this separately. When importing student data, you are prompted to select whether the file contains classes from when the students were in KS3 or KS4. This means when viewing reports based on a cohort's performance in KS3, their latest KS3 classes will be displayed for analysis. Whereas when analysing reports based on a cohort's performance in KS4, their latest KS4 classes will be displayed.

If your key stage settings vary to the defaults mentioned above, you can edit this transition in Analytics. To do this, go to CONFIG. (E1) > Settings (E2) > Key Stages (E3).

Future Cohorts (Default)

To change the key stages settings for all future cohorts, click 'Edit' (E4) in the Default Cohort section. Then, click a point between two years to indicate when the transition occurs (E5) and click 'Save'. This will update the coloured line to indicate which years are related to KS3 and which are related to KS4.



Current Cohorts

To change the key stages for current cohorts, click 'Edit' (E6) in the Cohorts section. Then click when the transition occurs for the appropriate cohort/s and click 'Save'.

Cohort	Year 7	Year 8	Year 9	Year 10	Year 11
23/24 (Current Yr 7)	KS3	KS3	KS3	KS4	KS4
22/23 (Current Yr 8)	KS3	KS3	KS3	KS4	KS4

You can now move onto preparing and updating your Student Data!

Step 4 / Student Data

Student data files are used to import all student details for an individual cohort. This includes information such as student IDs, student names, classes, and additional filter values such as Gender, Ethnicity, etc. as defined in the Student Data Profile. This information can be extracted from your MIS, formatted using the Sisra Analytics Excel Add-In, and then imported into Analytics.

Once imported, this will link to the grades files for the cohort (using the Student's ID) and populate the student's details in the reports. Therefore, you must be consistent with the student ID used within all files for a cohort.

Q: What should I use for the Student ID?



A: Some examples include the student's Exam number, admission number, or UPN as an ID. Whichever you choose, you must stick to this throughout all imports/uploads.

Extracting Student Data from your MIS

You can find guidance or report definitions for popular MIS' to help extract your student data into Excel (which can then be formatted and imported into Analytics in the next steps), in **HELP > ADMINS – Getting Started & Setup > Extracting Data & the Excel Add-In**, or by clicking the link below:



Extracting Data from your MIS - Arbor, Bromcom, Cloud School, CMIS, iSAMs & SIMS
<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4406446623517-Extracting-Data-from-your-MIS-Arbor-Bromcom-Cloud-School-CMIS-iSAMs-SIMS-Admin->

Note - The Sisra Support team do not provide MIS support, so if you are unsure how to use this or if you experience any problems with this, we recommend contacting your MIS support.



If you have created and added additional student data filters to the Student Data Profile ([Step 1](#)), you may need to manually edit the default report definition files to include these.

Downloading the Excel Add-In

We also recommend downloading the Excel Add-In to help format your data within Excel. You can access the download for the Add-In in the article linked below, compatibility information, as well as handy resources to help you set this up.



Downloading the Excel Add-In
<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4406432984477-Download-Excel-Add-In-Admin->

Preparing Student Data

Once you have extracted student data from your MIS into Excel, you can run this through the Excel Add-In to ensure this is in the required format for import into Analytics. Once the Excel Add-In has been installed and set up, open your student data file in Excel and click the SISRA tab (F3) > 'Prepare Student Data' (F4).

F4 Prepare Student Data

F3 SISRA

*Students **must** have a subject and class within the file to be included in the import.*

If a student doesn't have a value for a filter, you can leave it blank. Analytics will enter the default value upon importing, set up in the Student Data Profile.

1	Student ID	Student Name	Subject	Class	Gender	Ethnic Code	SEN	Gifted Talented	FSM Ever 6	Looked After	Registration Group	Pupil Premium	EAL	Traveller	Armed Forces	Attendance Group
2	5002	Albarn; Damon	Art	11Ar1	M	WBRI	K	Y	Y		11HR	Y	N	N	N	Below 85%
3	5002	Albarn; Damon	Computer Science	11Cs1	M	WBRI	K	Y	Y		11HR	Y	N	N	N	Below 85%
4	5002	Albarn; Damon	English	11En1	M	WBRI	K	Y	Y		11HR	Y	N	N	N	Below 85%
5	5002	Albarn; Damon	Geography	11Gg1	M	WBRI	K	Y	Y		11HR	Y	N	N	N	Below 85%
6	5002	Albarn; Damon	History	11Hi1	M	WBRI	K	Y	Y		11HR	Y	N	N	N	Below 85%

A pop-up window will then appear, allowing you to select the corresponding columns in your file for each student data filter. Please be sure to make the correct selections here, to ensure your student data file is formatted accurately.

Analytics Prepare Student Data for SISRA Guide School

Student and Class Column Selection

Student ID: Set of Classes:

Student Name: Teaching Group:

Student name is in two columns

Filter Selection

Gender: EAL:

Ethnic Code: Traveller:

SEN: Armed Forces:

Gifted Talented: Attendance Group:

FSM Ever 6: (Warning icon)

Looked After:

Registration Group: (Warning icon)

Pupil Premium: (Warning icon)

If there are any **yellow** or **red** warning icons displayed, this can indicate that a blank column or no column has been selected for a filter, which we would recommend double checking. For more information on preparing student data using the Excel Add-In, see our article below:

If you would prefer more detailed guidance on preparing student data, see our article – [Extracting and Preparing Student Data \(Admin\)](#)

Q: Some of my student data filters are not appearing as a dropdown?

A: If there are filters missing here, we'd recommend checking these have been added to the Student Data Profile correctly (covered in [Step 1](#)). We would also recommend checking whether Online or Offline mode is being used in the Add-In (explained in our [Extracting and Preparing Student Data](#) article linked above).

You will then be prompted to save the file. Please ensure that the file format **CSV (MS DOS)** is selected, as this is required for all imports / uploads into Analytics. Then, give your file an appropriate name, browse to a suitable location on your computer, and click Save.

Importing Student Data

Once your student data file has been formatted and saved as **CSV (MS DOS)**, this can be imported into Analytics. To do this, click **DATA (F5)** > select key stage and cohort (**F6**) > **STUDENTS (F7)** > **Import (F8)**.

The screenshot shows the 'Import File - Student Data' page. At the top, there are navigation tabs: HOME, DATA (F5), CONFIG, USERS, and REPORTS. On the right, it says 'Charlotte Support Sisra Getting Started School'. Below the tabs, there are radio buttons for 'EAP' (selected) and 'Legacy'. A 'Keystage:' dropdown is set to '3/4' (F6). Below that, 'Year 11 in:' is set to '21/22 (Current Yr 11)'. There is a 'Data Collaboration' section with an 'Action Required' link. On the left sidebar, 'STUDENTS' (F7) is selected, with sub-options: 'Publish Students', 'Import' (F8), 'Student Data', 'Cohort', and 'Classes'. The main content area has an 'Import Format Example' table:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student ID	Student Name	Subject	Class	Gender	Ethnic Code	SEN	Gifted Talented	FSM Ever 6	Looked After	Pupil Premium	EAL	Armed Forces	Disadvantaged	Registration Group	Traveller
2	600001	John Smith	Maths	11Ma1	M	NOBT	None	N	N	N	N	N	N	N	N/A	N

Below the table is the 'Student Data Import' section. It asks to 'Please select the keystage that the class information relates to:' with a dropdown menu (F9). Below that, it says 'Please browse for a file to import - this must be in .CSV (MS DOS) format:' with a 'Choose file' button and 'No file chosen' text. At the bottom right, there is a green 'Import' button (G1).

Next select the **key stage (F9)** that the classes relate to within your file, for example whether it contains their KS3 or KS4 classes, which determines what pulls through to specific reports.

Then, **choose your file** and click 'Import' (G1).

You will then be shown a file health check, which checks for issues within the file imported. If there are any issues, we would recommend clicking 'Cancel the Import' (G2) to resolve these. The import summary can be used to double check the number of students / subjects included in the file. When you're happy with the import, click 'Complete the Import' (G3).



If there are any issues found in the file health check, feel free to take a look at our 'Importing Student Data - File Health Check Issues' article [here](#).

File Health Check

No potential issues have been identified in your import file. Please check the Cohort Summary information below before completing the import.

Import Summary

File Summary:

- 199 New Student(s) will be created
- 199 Student(s) will be imported. [Show/Hide](#)
- 12 Subject(s) are included in the file.



Cancel the import

Complete the import



You will then be directed to the Students List, where individual student details can be managed, if necessary. Throughout the year, you can import new student files to reflect any class movements or filter group changes in the student data.

21/22 (Current Year 11) Active Students (On Roll/Guest)

199 On Roll and 0 Guests

Select All Select None Change Status

Student ID	Student Name	Status	Actions
000001	Adams; William	On Roll	<input type="checkbox"/>

Step 5 / KS2 Core Baselines

KS2 core baseline data are the official Scaled Scores or NC levels students have achieved at the end of Y6. These must be uploaded and set up accurately within Analytics for the cohort you're working with to ensure that headline figures are calculated accurately in the reports, such as Progress 8 and Value Added (as per DfE guidance), where guidance is available.

What KS2 Baselines do I need to prepare?

The subjects and type of KS2 data used can vary per cohort, based on DfE guidance. Below we have outlined what you will need to prepare depending on the cohort you're working with and when they finish Y11, as well the columns these should be within and which columns to use from the exports in [Get information about pupils \(GIAP\)](#).

We recommend uploading these as separate subjects, not as an average.

Year 11 in	KS2 Subject	KS2 Grade Type	Columns from Key to Success / Get information about pupils
2020/21 and later	English Reading & Maths until confirmed otherwise by the DfE.	KS2 Scaled Scores* (whole numbers ranging from 59 to 120).	Maths: MATSCORE Reading: READSCORE
2019/20 to 2016/17	English Reading & Maths	KS2 Fine Levels (5dp)	Maths: MATTOTMARK Reading: READMRK



If you are unable to find your KS2 data as outlined above, you may also be able to contact your Local Authority or the students Primary School.

Preparing KS2 Baselines

Once you have found the appropriate KS2 baselines, these can be formatted using the Sisra Analytics Excel Add-In. To do this, open your KS2 baselines file in Excel and click the SISRA tab (H1). Below we have used Scaled Scores as an example, however the process is very similar for NC Fine Levels.

	A	B	C	D	E	F
1	Student ID	Student Name	KS2 Scaled Score - Reading	KS2 Scaled Score - Maths		
2	5001	Adams; William	108	99		
3	5002	Albarn; Damon	108	115		
4	5003	Ament; Jeff	111	115		

The Excel Add-In provides two options to format grades files:

Prepare from Broadsheet (H2):

This allows you to format a broadsheet, shown below. This should include student names down the left and qualifications in separate columns along the top, with the grades in the middle.

	A	B	C	D
1	Student ID	Student Name	KS2 Scaled Score - Reading	KS2 Scaled Score - Maths
2	5001	Adams; William	108	99
3	5002	Albarn; Damon	108	115
4	5003	Ament; Jeff	111	115
5	5004	Aniston; Jennifer	100	101

Prepare from Grade List (H3):

This allows you to format a list, shown below. This could include multiple columns and rows for each student, but with all qualifications in a single column.

	A	B	C	D	E
1	UPN	Student ID	Student Name	Subject	Grade
2	N4521623523622	5001	Adams; William	KS2 Scaled Score - Reading	108
3	N4521623523622	5001	Adams; William	KS2 Scaled Score - Maths	99
4	L3221652323622	5002	Albarn; Damon	KS2 Scaled Score - Reading	108
5	L3221652323622	5002	Albarn; Damon	KS2 Scaled Score - Maths	115
6	F1621624127125	5003	Ament; Jeff	KS2 Scaled Score - Reading	111
7	F1621624127125	5003	Ament; Jeff	KS2 Scaled Score - Maths	115

Select the appropriate option depending on the format of your original file and see the explanations below.

Prepare from Broadsheet

In the pop-up window, select the row containing the qualification names (e.g. row 1) (H4). Then select or enter the columns containing the first and last qualifications within the file (H5), double check your selections, and click 'Prepare Data'.

If there are any yellow or red warning icons displayed, this can indicate that a blank column or no column has been selected, which we would recommend double checking.

You will then be prompted to save the file. Please ensure that the file format **CSV (MS DOS)** is selected, as this is required for all imports / uploads into Analytics. Then, give your file an appropriate name, browse to a suitable location on your computer, and click 'Save'.

You're now ready to upload your KS2 baselines file!

Prepare from Grade List

In the pop-up window, select or enter the columns containing the qualification names and grades within the file (H6), double check your selections, and click 'Prepare Data'.

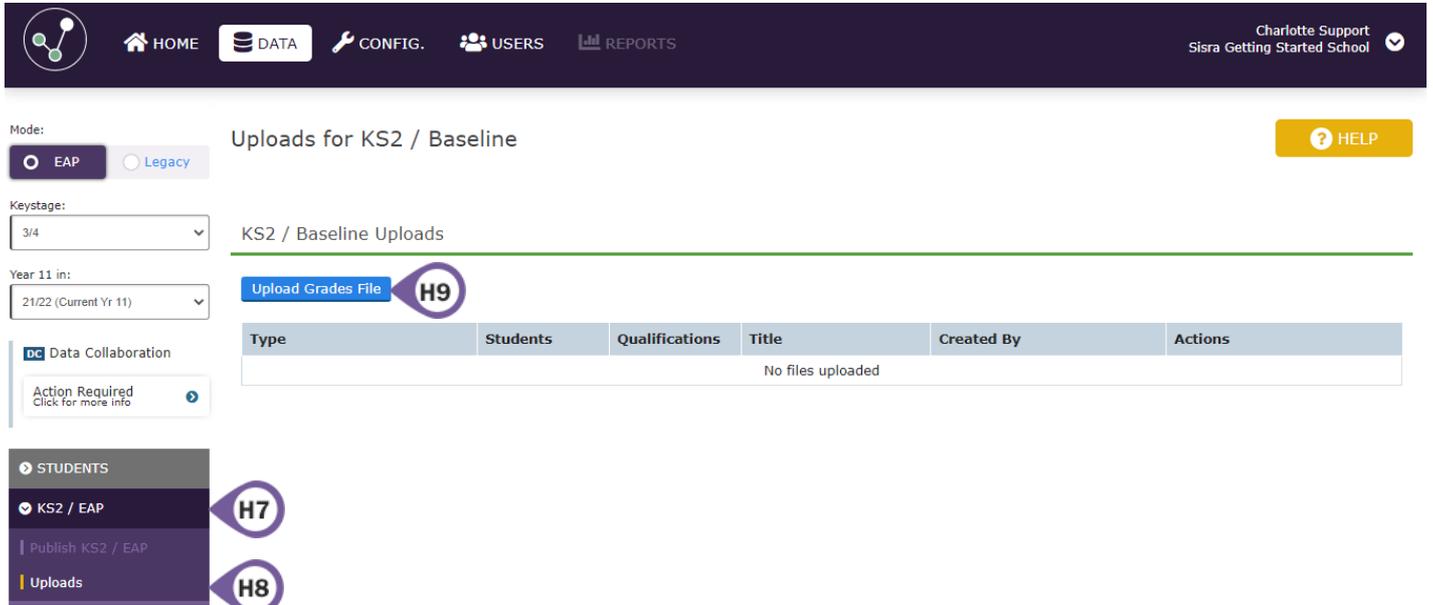
If there are any yellow or red warning icons displayed, this can indicate that a blank column or no column has been selected, which we would recommend double checking.

You will then be prompted to save the file. Please ensure that the file format **CSV (MS DOS)** is selected, as this is required for all imports / uploads into Analytics. Then, give your file an appropriate name, browse to a suitable location on your computer, and click 'Save'.

 You're now ready to upload your KS2 baselines file!

Uploading KS2 Baselines

Once your KS2 baselines file has been formatted and saved as a CSV (MS DOS) file, this can be uploaded into Analytics. To do this, click DATA > select key stage and cohort > KS2 / EAP (H7) > Uploads (H8) > 'Upload Grades File' (H9).



Next, **choose the file** to be uploaded and enter a clear **file title** (this will only be visible in DATA to allow you to distinguish between your KS2 / EAP files).

Then, click 'Upload'.

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues, we would recommend clicking 'Cancel the Upload' (I1) to resolve these. The upload summary can be used to double check the number of students / qualifications included in the file. When you're happy with the upload, click 'Continue with the Upload' (I2).



 If there are any issues found in the file health check, feel free to take a look at our file health check article [here](#).

File Health Check
No potential issues have been identified in your upload file.

Upload Summary

396 Grade(s) will be uploaded.
198 Student(s) are included in the file.
2 Qualification(s) are included in the file.

I1
✖ Cancel the upload
✔ Continue with the upload
I2

Setting up KS2 Baselines

Once your KS2 data has been uploaded, the subjects must be set up in DATA > select KS3/4 and cohort > KS2 / EAP > Baselines (13) > Baseline Management. To do this, click 'Edit' (14).

- Grade Type:** Select the type of grades uploaded for each subject, from a default list. For example, official KS2 data would be set to Scaled Scores for 20/21 and later cohorts or NC Fine Levels (5dp) for 19/20 or earlier leavers cohorts.
- Core:** Nominate the official KS2 subjects for that cohort (see page 15). These must be nominated accurately as this is how Analytics determines which KS2 baselines should be used in headline calculations, such as Progress 8 (where available). For example, for the 22/23 Leavers, only the English Reading and Maths Scaled Scores should be nominated here.

When you have completed these selections for all subjects, click 'Save'.

Subject	Grade Count	Grade Type	Grades Method	Core ▲
KS2 - English Reading Scale*	199	Scaled Scores * ▼	N/A	English Reading ▼
KS2 - Maths Scaled Scores*	199	Scaled Scores * ▼	N/A	Maths ▼

✖ Cancel
✔ Save

If there are any warning icons displayed this indicates an issue with the setup. Please see our article on KS2 Baseline Warning Icons [here](#). Alternatively, if the advice in the article does not help you resolve this issue click SUPPORT, enter your query, and then click Live Chat and the Customer Support team will be more than happy to help.

✔
You can now upload EAP Baselines and create your EAPs!

Step 6 / EAPs and EAP Baselines

What is an EAP and what is it used for?

An EAP (Expected Attainment Pathway) serves two main functions. The first is to set the grade method used for each qualification, for each year/term, therefore EAPs **must** be created. The second function is optional and is used to define the grades students are expected to achieve each term. These are used to populate above/on/below track analysis, projections, and flight paths in the reports (examples below).

- Above/On/Below Track:** This compares each student's performance to their expected performance for that term, allowing you to easily see the number or percentage of students on, above, or below track.

Name	Total Grades	Total Points	Average Grade	Average Points	Residual	Avg EAP Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc In Track	Subject Progress Index	SPI Chart	Positive SPI	In AB Basket
Art	55	267.00	5=	4.85	0.22	-0.7	33	11	22	22	55	-0.06		24	47
Business Studies	23	112.00	B-	4.87	0.44	0.1	19	5	14	4	23	0.18		13	21
Child Development	24	81.50	D+	3.40	-0.85	0.6	19	9	10	5	24	-1.31		4	8

- Sisra Basic Projections:** Allows schools to see the grades that students might achieve at the end of KS4 and therefore their contribution towards school headline figures, based on their current attainment and expected grades.
- Flight Paths:** These provide a graphical representation of each student's performance in relation to their expected performance.

Planning EAPs

The most popular EAP setup we have found is **Target based EAPs** (which will be used in the examples in this guide). This involves uploading and setting up your students Targets as EAP baselines, which can then be used to group students onto their pathways and to create one EAP per subject or qualification.

This means you can have separate EAPs for Art, English Language, English Literature, etc. based on the students targeted performance in that specific qualification. When entering expected grades, you could then use one of the following approaches:

- Flat Line Approach**

A flat line approach is where the student's grade remains the same as their target, throughout each term, allowing you to measure if they are on, above, or below their target instantly in the reports. As shown in the example below, a student targeted a grade 8 at the end of KS4 has the same grade 8 entered each term across the EAP.

Baseline	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3				
KS3/4 Method	9-1 Sub Grades																		
9																			
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8		✓
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7		✓

- Linear Approach**

A linear approach is where the student's grade and performance is expected to increase gradually over time. As shown in the example below, a student targeted a grade 8 at the end of KS4 is shown to gradually improve over time (7= in Y11 Term 1, 7+ in Y11 Term 2, and so forth) until they reach their end goal.

Baseline	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3				
KS3/4 Method	NC Sub Levels	Trinity Mastery	Trinity Mastery	Trinity Mastery	9-1 Sub Grades														
9																			
8	6b	6a	7c	7c	7b	7a	A1	A2	A3	6=	6+	7-	7=	7+	8-	8			
7	5b	5a	6c	6c	6b	6a	I2	I3	I4	5+	6-	6=	6+	7-	7=	7			

There are other options when it comes to EAP baselines, depending on your school’s preference, such as:

- Individual / bespoke pathways per student
- MidYIS
- CAT standardised scores
- KS2 data (such as NC Levels and Scaled Scores)

If you want to take advantage of the additional functionality stated above and are unsure what to use, we recommend discussing this further with your SLT. If you do have any questions or need help deciding, please don’t hesitate to pop onto SUPPORT > Live Chat.

EAPs without Expected Grades

If you don’t wish to utilise this additional functionality in the reports, you will still need to create at least one EAP **per grade type** for the qualifications taken by each cohort. For example, one EAP for GCSE 9-1, one for GCSE 9-1 Double, etc. as this defines the grade method. Any EAP baseline can be selected for these, as this is only used for the functionality stated above, so you could for example upload your targets into the EAP / Baselines section and use these as the starting points.

Preparing EAP Baselines File

Once your school has decided which EAP baselines to use, you can prepare your EAP baselines file. The Excel Add-in can be used to format your grades file to ensure this is in the required format for upload. This must be in a 4-column list saved as CSV (MS DOS), including the columns: Student ID, Student Name, Subject, and Grade, as shown in the example below.

For more information on preparing grades data with the Excel Add-In, see ‘Preparing KS2 Baselines’ on page 16.

	A	B	C	D	E	F	G	H	I	J
1	Student ID	Student Name	Subject	Grade						
2	5001	Adams; William	KS4 Targets - Art	4						
3	5001	Adams; William	KS4 Targets - DT Textiles	5						
4	5001	Adams; William	KS4 Targets - English Language	5						
5	5001	Adams; William	KS4 Targets - English Literature	5						
6	5001	Adams; William	KS4 Targets - Maths	3						
7	5001	Adams; William	KS4 Targets - BTEC PE	P						
8	5001	Adams; William	KS4 Targets - RS	4						
9	5001	Adams; William	KS4 Targets - Science Combined	5						
10	5002	Albarn; Damon	KS4 Targets - Art Graphics	5						

Please note, you must use different subject names than your official KS2 baselines to keep these subjects separate. For example, ‘KS2 Maths’ and ‘KS4 Maths Targets’.

Uploading EAP Baselines

Once your EAP baselines file has been formatted and saved as a **CSV (MS DOS)** file, this can be uploaded into Analytics. To do this, click DATA > select key stage and cohort > KS2 / EAP (J1) > Uploads (J2) > ‘Upload Grades File’ (J3).

Next, **choose your file**, enter a clear **file title** (this will only be visible in DATA to allow you to distinguish between your KS2 / EAP files), and click **'Upload'**.

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues, we would recommend clicking **'Cancel the Upload'** to resolve these. The upload summary can be used to check the number of students and qualifications included in the file. When you're happy with the upload, click **'Continue with the Upload'**.

i If there are any issues found in the file health check, feel free to take a look at our EAP File Health Check article [here](#).

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

1966 Grade(s) will be uploaded.
 210 Student(s) are included in the file.
 27 Qualification(s) are included in the file.

If you have previously uploaded a KS2 baselines file as explained in Step 5, you will be taken to the **Confirm Upload Qualification Names** page. This is where Analytics will display any baselines that have not been recognised (as they have not been uploaded previously).

If you are uploading Targets as EAP baselines for the first time, you can select 'New' in the SISRA Qualification dropdown.

KS2 / Baseline Qualification Naming

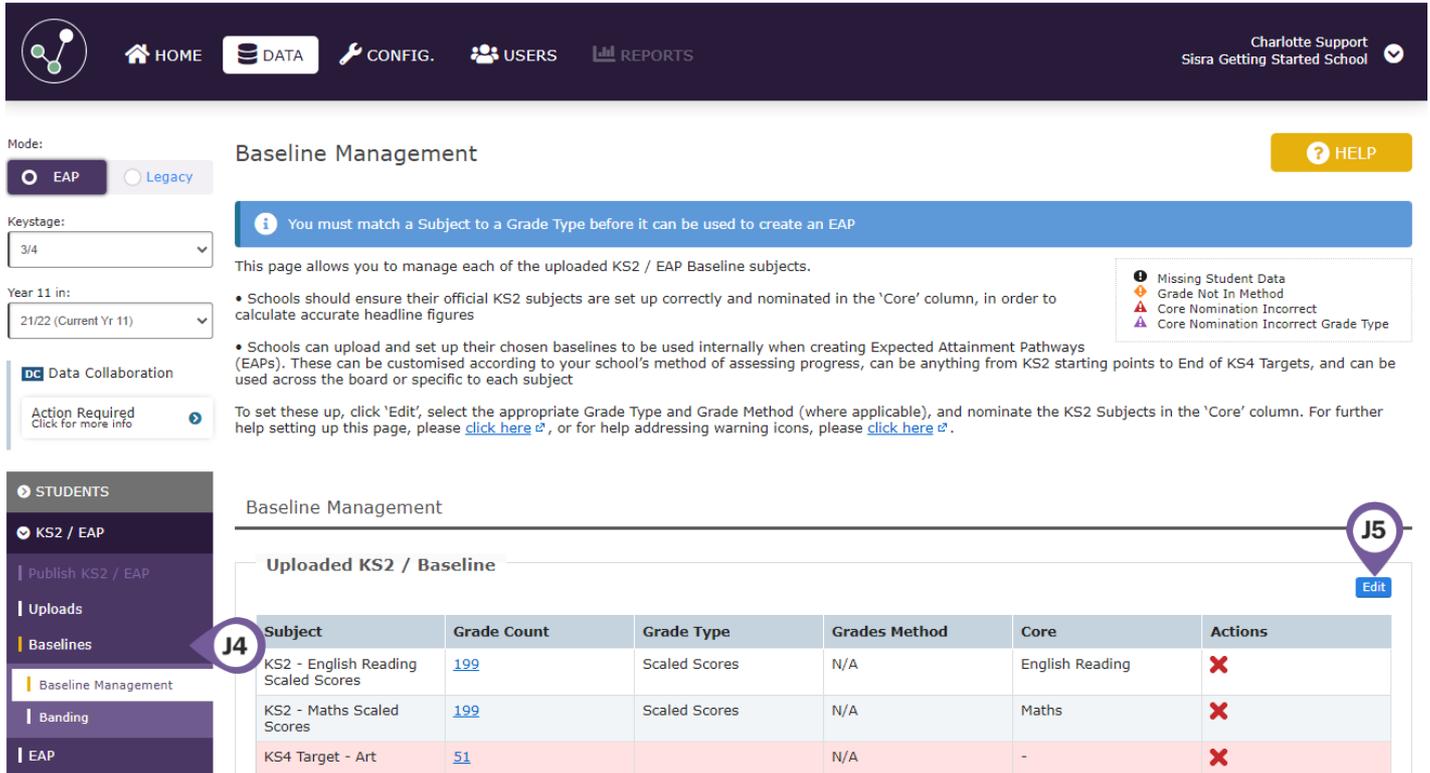
File Qualification	SISRA Qualification
KS4 Targets - Art	<input type="text"/>
KS4 Targets - Art Graphics	<input type="text"/>
KS4 Targets - Business Studies	<input type="text"/> <ul style="list-style-type: none"> New KS2 Scaled Score - Maths KS2 Scaled Score - Reading

However, if this baseline exists for the cohort, but has been named slightly differently compared to your file, you can merge these together by selecting the appropriate subject from the SISRA Qualification dropdown. Once you have completed the selections for all baselines shown, click 'Complete the upload' at the bottom of the page.

 You can now set up your EAP baselines!

Setting up EAP Baselines

Once your EAP baselines file has been uploaded, these must be set up in DATA > select key stage and cohort > KS2 / EAP > Baselines (J4). To do this, click 'Edit' (J5).



- **Grade Type:** Select the type of grades uploaded for each subject, from a default list. For example, if you have uploaded Targets as baselines, you can select 'KS3/4 Method' to select from the methods you've set up in CONFIG.
- **Grade Method:** If 'KS3/4 Method' has been selected as the Grade Type, select the grade method for each subject. For example, you could choose your 9-1 GCSE method for baselines with official GCSE 9-1 grades.
 - If your Grade Method has sub grades, these will pull through as pathways in your EAPs. If you would prefer to only see pathways for whole grades, you could create a separate grade method without sub grades e.g. 9-1 for Baselines.

Edit Uploaded KS2 / Baseline

Subject	Grade Count	Grade Type	Grades Method	Core
KS2 Scaled Score - Maths *	210	Scaled Scores * v	N/A	Maths v
KS2 Scaled Score - Reading *	210	Scaled Scores * v	N/A	English Reading v
KS4 Targets - Art *	55	KS3/4 Method * v	9-1 (for Baselines) * v	

Once all baselines have been set up, click 'Save'. Please note: selections here cannot be changed once a baseline has been selected within an EAP.

If there are any warning icons displayed next to a subject, this indicates that there is an issue with the setup. See our guide below for more information on resolving these:



KS3/4 - Baseline Management: Missing Student Data, Grade Not In Method, Core Nomination Incorrect, Incorrect Grade Type

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4632041356573>

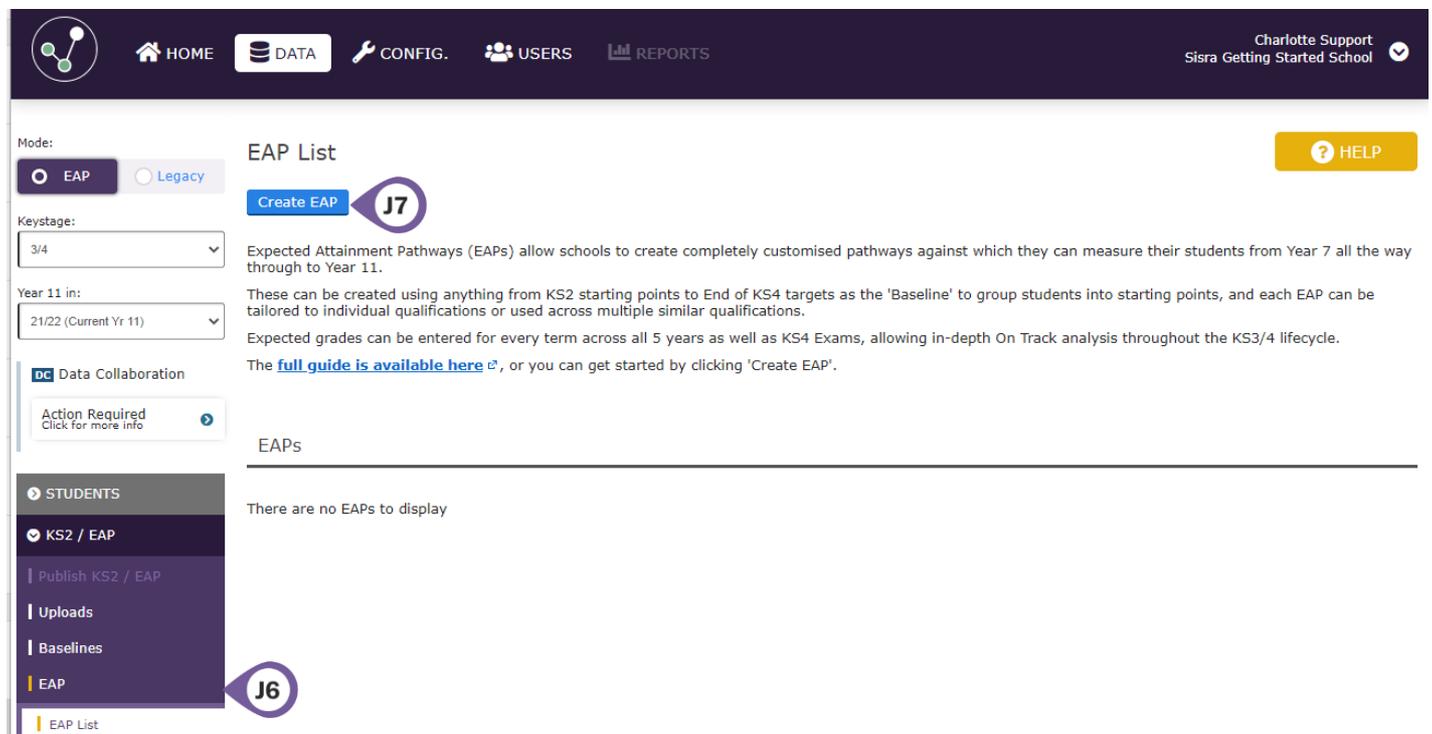
 *You're now ready to create EAPs!*

Creating EAPs

To create an EAP, click DATA > select key stage and cohort > KS2 / EAP > EAP (J6) > 'Create EAP' (J7). In our examples below, we are creating an EAP for GCSE Art using the students' 9-1 GCSE Targets in that qualification.



To create an EAP, you MUST have created at least one Grade Method with Attainment 8 points, as covered in [Step 2](#).



- Enter a clear **EAP name** (which will only appear in DATA to help to distinguish between your EAPs) and an optional description.
- Select the **baseline type (J8)** from those you have set up in the KS2 / Baseline page. This determines the baselines you can choose in the next dropdown, and how students are grouped onto pathways.

If you are not planning to enter expected grades and use the associated EAP report functionality, you can select ANY baseline here from those you have uploaded and set up as it will not impact the reports.

If you select to use Number Range as the baseline type, you will also need to enter the lower and upper limits, which defines how many rows will be included as pathways in your EAP.

Create EAP

EAP Name

EAP Description

Baseline Type

KS2/Baseline

Using method: 9-1 (for Baselines)

- Select the **KS2/Baseline (J9)**, which determines the EAP baseline for each student. For example, here we are creating a Target based EAP for Art, so we have selected KS3/4 Method as the baseline type and Art as the baseline.

Please note, the baseline type cannot be changed once used within an EAP!

When creating your first EAP for the cohort, you'll be presented with a series of Assessment Method dropdowns. You must select an appropriate grade method (from those you have created in CONFIG.) for the grades awarded, each year, for qualifications that will use this EAP. If your grading system changes mid-year, you can click 'By Term' (K1) to define this.

This tells Analytics what type of grades, points, and entries should be assigned to qualifications associated to that EAP, later in the setup.

Assessment Method	By Term	Term 1	Term 2	Term 3
Year 7 Above, On, Below	<input type="checkbox"/>	Y7 T1	Y7 T2	Y7 T3
Year 8 Above, On, Below	<input type="checkbox"/>	Y8 T1	Y8 T2	Y8 T3
Year 9 Above, On, Below	<input type="checkbox"/>	Y9 T1	Y9 T2	Y9 T3
Year 10 9-1 Sub Grades	<input type="checkbox"/>	Y10 T1	Y10 T2	Y10 T3
Year 11 9-1 Sub Grades	<input type="checkbox"/>	Y11 T1	Y11 T2	Y11 T3
Final Exam Grades 9-1 Sub Grades				

You MUST select a method for each year, even if you do not plan on uploading their historical grades. For example, if you're working with Y11 and will not be uploading their KS3 grades, you can select any method in the dropdowns.

K1
K2

✖ Cancel
Create

In the **Final Exam Grades (K2)** dropdown, you must select their official grade method which uses Attainment 8 points, which will be used to calculate headline figures for their final exams in KS4. Then, click 'Create'.

Q: How should I set up an EAP for qualifications awarded no points?



A: You can select a 'No Points' grade method from Y7-Y11. However, you will need to select an 'Attainment 8 Points' grade method for the Final Exam Grades dropdown. There are a couple of options to do this, explained within the article below.

[FAQ KS3/4 - How do I create an EAP for a qualification awarded no points?](#)

You will be taken to the EAP Detail page, allowing you to enter expected grades (covered in Defining EAP Pathways, below) to facilitate above/on/below track functionality in the reports.

If you do not want to enter expected grades, you can click 'Back to EAP list' and repeat the process above to create one EAP per grade type, based on the qualifications your students take (e.g. one for 9-1 GCSE Double, one for BTEC First Award and so forth). You can then continue to [Step 7 / Grades Data](#).

Defining EAP Pathways (Optional)

If you want to enter expected grades into your EAPs to make use of above/on/below track and flight path functionality in the reports, there are two ways to do this.

You can either manually enter the grades within your EAPs or export the EAP into Excel, complete these here and import this back in. To do this, select your EAP from KS2/EAP > EAP (if you have not already), and you should then be on the EAP Detail page, shown below.

EAP Detail

You can export this page to Excel, complete it in Excel and then import that file to populate this page.

EAP Name: Art 9-1
 EAP Description: No Description Supplied
 Baseline Type: KS3/4 Method
 KS2 Baseline: KS4 Target - Art



Export EAP

Import EAP



Edit EAP

Clear EAP

Baseline	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions	
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3			
KS3/4 Method	Above, On, Below	9-1 Sub Grades																
9																		
8																		

1. Import Expected Grades

To export an EAP into Excel, click 'Export EAP' (K3), enter the expected grades into your EAP in Excel, and then save this as a CSV (MS DOS) file (an example of a flat line EAP is shown below).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Baseline	Year 7 Term 1	Year 7 Term 2	Year 7 Term 3	Year 8 Term 1	Year 8 Term 2	Year 8 Term 3	Year 9 Term 1	Year 9 Term 2	Year 9 Term 3	Year 10 Term 1	Year 10 Term 2	Year 10 Term 3	Year 11 Term 1	Year 11 Term 2	Year 11 Term 3	KS4 Exams
2		9															
3		8	0	0	0	0	0	0	0	0	8	8	8	8	8	8	8
4		7	0	0	0	0	0	0	0	0	7	7	7	7	7	7	7
5		6	0	0	0	0	0	0	0	0	6	6	6	6	6	6	6
6		5	0	0	0	0	0	0	0	0	5	5	5	5	5	5	5
7		4	0	0	0	0	0	0	0	0	4	4	4	4	4	4	4
8		3	0	0	0	0	0	0	0	0	3	3	3	3	3	3	3
9		2	0	0	0	0	0	0	0	0	2	2	2	2	2	2	2
10		1	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1
11	U																
12	X																

Once you have saved the file in Excel, click 'Import EAP' (K4). Analytics will then populate the flight paths with the expected grades from your file.

Q: I have received an error – what do I do?

A: This may be due to the format of your file. You must ensure to keep the same number of rows and columns as shown in your export, saved as a **CSV (MS DOS)**.

1. Manually Enter Expected Grades

To manually enter expected grades, click the blue pencil icon (K5 above). This will display text boxes for you to enter the expected grades for each term, where applicable. You can press Tab on your keyboard to quickly move to the next box.

Baseline	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions	
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3			
KS3/4 Method	Above, On, Below	9-1 Sub Grades																
9																		
8	<input type="text" value="0"/>	<input type="text" value="8"/>	 															
7																		



Grades that do not match the assigned method will be highlighted red. You must resolve these for the expected grades to be recognised.

When you are finished completing the row, click 'Save' and repeat this for each applicable pathway in your EAP. 'Copy Row' can be used to use the expected grades from the row above or below, and the +/- buttons can be used to increase/decrease expected grades by 1.



You are now ready to prepare and upload grades data, covered on the next page.

Step 7 / Grades Data

Grades data files are used to upload all student grades for the qualifications they are taking. This should include student IDs, student names, qualification names, and grades. This information can be extracted from your MIS, ran through the Sisra Analytics Excel Add-In, and then uploaded into Analytics.

Analytics uses the student ID within student and grades files to link the appropriate students with the correct grades. Therefore, you must be consistent with the student ID used within all files for a cohort.

What are Data Sets and Assessment Collections?

A data set or assessment collection is used to store one type of grades data and each become a separate report for you to analyse for that cohort. For example, all grades uploaded into the Exams data set will become the Exams report. In EAP mode, the following are provided to store grades:

- **Exams:** This should only be used to hold official Exam grades for the cohort. We recommend uploading these grades as and when they are achieved, ensuring to enter an accurate date of when they were sat, for discounting purposes (where applicable).
- **Assessments:** This section works differently to standalone data sets in that it can be used to store grades that are collected regularly throughout the year (e.g. current working at grades) by creating a 'collection' at each data point in school. Each assessment collection will create a separate report and, therefore, each time you collect a new set of assessment grades, you must create a new collection to contain these.
- **Targets, Mocks, Data Set 3, Data Set 4, and Data Set 5:** Each of these data sets can be renamed depending on the data that you collect. For example, you could have separate data sets for Targets, Mocks, Estimates, Predictions, etc. Each data set should contain just one whole set of grades at one time (e.g. one set of Targets at once).
- **TAGs / CAGs:** This data set can be used to help schools analyse their 19/20 and 20/21 Centre-assessed or Teacher-assessed grades.

Please note, you are not able to create additional data sets, so we recommend deciding which data you wish to analyse in the 5 additional data sets provided with your SLT.

Extracting Grades Data from your MIS

Once your school has decided which grades data to analyse within Analytics, you should extract one file per set of grades you want to upload from your MIS, for example one file containing Targets, one containing the latest Assessment grades etc. You can find handy resources to help extract grades data (depending on your MIS), from [HELP > ADMINIS – Getting Started & Setup > Extracting Data & the Excel Add-In](#).

Preparing Grades Data

Once you have extracted your data into Excel, you can prepare each file using the Analytics Excel Add-In to ensure they are in a 4-column list (Student ID, Student Name, Qualification, and Grade), saved as **CSV (MS DOS)**.

For more information on preparing grades data, see 'Preparing KS2 Baselines' on [page 16](#).

	A	B	C	D
1	Student ID	Student Name	Qualification	Grade
2	5001	Adams; William	Art	4
3	5001	Adams; William	Design Technology	5
4	5001	Adams; William	English Language	5
5	5001	Adams; William	English Literature	5
6	5001	Adams; William	Maths	3
7	5001	Adams; William	BTEC PE	P
8	5001	Adams; William	Science Combined	5
9	5002	Albarn; Damon	Art Graphics	5

Please note, you must upload qualifications that have unique QN codes as separate qualifications. You should also use clear and generic names, for example, 'English Language' and 'English Literature', rather than 'EN Targets'.

Once formatted, you can upload your file into Analytics. This process is the same for standalone data sets, such as Exams or Targets, however this varies slightly for Assessments, explained in the next two sections.

Uploading Standalone Grades Data (such as Exams, Targets etc.)

To upload grades into a standalone data set, such as Exams or Targets, click DATA > select key stage and cohort > GRADES (L1) > Uploads (L2) > select data set (L3).

If you're working in any data set other than Exams, you must select the appropriate EAP Term (L4). This will tell Analytics which year and term the grades uploaded relate to, and therefore determines the grade method, expected grades (from your EAPs, if setup), and classes (KS3 or KS4) are used in the reports.

Then click 'Upload Grade File' (L5).

Next, **choose your file** and enter a clear **file title** (this will only be visible in DATA to allow you to distinguish between your grades files).

Then, enter/select the date when the grades were achieved or collected and click 'Upload'.

Grade Data Upload

Please browse for a file to upload - this must be in **.CSV (MS DOS)** format:

Choose File

Targets Date:

File Title:

i If you are uploading official banked exams into the 'Exams' data set, then the 'Exams Date' must be set accurately (based on when the students sat their exams), as this will ensure that first entry discounting is applied. If you would like more information on Exams and discounting, please see our [KS3/4 - Discounting & Early Entries in Analytics](#) article.

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues, we recommend clicking 'Cancel the upload' (L6) to resolve these within Excel. To help troubleshoot file health check issues, see our [Uploading Grades – File Health Check Issues](#) article.

An upload summary is displayed underneath this, which can be used to check the number of students and qualifications included in the file. When you're happy with the upload, click 'Continue with the upload (L7).

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

1419 Grade(s) will be uploaded.

197 Student(s) are included in the file.

18 Qualification(s) are included in the file.

 Cancel the upload Continue with the upload 

You can repeat the above process for any additional standalone data you want to upload for the cohort, such as Mocks, FFT Estimates etc.

 *You are now ready to create assessment collections!*

Uploading Assessment Grades Data

To upload assessment grades, you firstly need to create a collection. To do this, click DATA > select key stage and cohort > GRADES (L8) > Uploads (L9) > Assessments (M1) > 'Create Assessment Collection' (M2).

The screenshot shows the Sisra Analytics dashboard. At the top, there is a navigation bar with 'HOME', 'DATA', 'CONFIG.', 'USERS', and 'REPORTS'. On the right, it says 'Charlotte Support Sisra Getting Started School'. Below the navigation bar, there are radio buttons for 'Mode' (EAP and Legacy). The main heading is 'Uploads for Assessments'. A blue button labeled 'Create Assessment Collection' with a callout 'M2' is highlighted. Below this, there are dropdown menus for 'Keystage:' (3/4) and 'Year 11 in:' (21/22 (Current Yr 11)). A message states: 'There are no collection points. Please create one to upload a file.' On the left, a sidebar menu is shown with 'STUDENTS', 'KS2 / EAP', 'GRADES' (L8), 'Publish Grades', 'Uploads' (L9), 'Exams', and 'Assessments' (M1). A 'Data Collaboration' section with an 'Action Required' message is also visible.

Next, enter a clear **collection name**, which will become the name of the report. We recommend including the year the grades were collected and your assessment cycle labels in school (e.g. Y11 Autumn etc.)

Then, **enter/select a date** based on when they were collected, and select the appropriate term in the **Term** dropdown. The term tells Analytics which year and term the grades uploaded relate to, and therefore determine the grade methods to use, which expected grades will pull through to the reports from the EAPs (if applicable), and whether to use KS3 or KS4 Classes.

Enter an optional description, then click 'Create'.

You will then be presented with your collection, and within this click 'Upload Grade File' (M3).

The 'Create Empty Collection' form contains the following fields: 'Collection Name:' (Y11 Autumn), 'Date (dd/mm/yyyy):' (14/09/2020), 'Term:' (Year 11 Term), and 'Description:'. A note at the bottom states: 'NOTE: Selecting this collection date will set this as your active collection.' At the bottom of the form are 'Cancel' and 'Create' buttons.

The screenshot shows the collection management interface for 'Year 11 Term 1 - Y11 Autumn - No Grade Files' dated 13/09/2021. It features tabs for 'Grades' and 'Attitude to Learning' (AtL 1, AtL 2, AtL 3). A blue button 'Upload Grade File' with a callout 'M3' is highlighted. To the right are 'Edit Collection' and 'Delete Collection' buttons. Below is a table with columns: Type, Students, Qualifications, Title, Results Date, Created By, and Actions. The table currently shows 'No files uploaded'.

Choose File No file chosen

Collection:
04/09/2017 - Y11 Autumn

Assessments Date:
04/09/2017

File Title:

Cancel Upload

Choose your file and enter a clear file title (this will only be visible in DATA to allow you to distinguish between your grades files). Then, enter/select the date when the grades were achieved or collected and click 'Upload'.

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues, we recommend clicking 'Cancel the upload' (M4) to resolve these within Excel. An upload summary is displayed underneath this, which can be used to check the number of students and qualifications included in the file. When you're happy with the upload, click 'Continue with the upload' (M5).

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

1419 Grade(s) will be uploaded.
197 Student(s) are included in the file.
18 Qualification(s) are included in the file.

Cancel the upload Continue with the upload

If your file includes qualification names that have not previously been uploaded for the cohort, they will be listed on the **Confirm Upload Qualification Names** page. In the SISRA Qualification dropdown (M6), you can either select:

- **New** – If this is a new qualification for this cohort which does not exist in the list.
- **Existing Qualification** – If the qualification does exist for this cohort, select the corresponding qualification in the drop down to merge them.

When you have selected all dropdowns, click 'Complete the upload'.

File Qualification	SISRA Qualification
Gography	Geography

Cancel the upload Complete the upload

Your assessment upload is now complete and any grades within that collection will form that one report when published. The next time you collect a set of assessment grades, you would need to repeat these steps (creating a new collection and uploading the respective grades).

You can also upload historical assessment grades retrospectively, to track performance over time. For example, for Y11 you may want to upload their past Y10 assessments. To do this, you can simply create a collection with a past date relating to when they were collected. Below is an example of how your collections may look over time.

Current Assessment Collection	
▶ Year 11 Term 3 - Y11 Summer	07/10/2017
Historical Assessment Collection(s)	
▶ Year 11 Term 2 - Y11 Spring	06/10/2017
▶ Year 11 Term 1 - Y11 Autumn	05/10/2017
▶ Year 10 Term 3 - Y10 Summer	04/10/2017
▶ Year 10 Term 2 - Y10 Spring	03/10/2017
▶ Year 10 Term 1 - Y10 Autumn	02/10/2017
▶ Year 9 Term 3 - Y9 Summer	09/09/2016

Step 8 / Assign Qualifications to Classes

What is a set of classes?

A set of classes is a group of individual classes taught in a particular subject area. For example, the individual classes 11En1, 11En2, 11En3, etc. could sit within the 'English' set of classes, taken from the Subject column of the student data files imported for a cohort.

You must assign each qualification to the relevant set of classes for Analytics to pull these through for relevant grades. If a qualification is not assigned to classes, all students with grades in that qualification will appear as 'Not in Class', preventing class analysis in reports.

Assigning Qualifications to Classes

Mode: EAP Legacy HELP

Keystage: 3/4

Year 11 in: 21/22 (Current Yr 11)

Assigned Qualifications

- This is where you assign qualifications to the appropriate set(s) of classes.
- You can assign multiple qualifications to the same set of classes or assign the same qualification to multiple sets of classes.
- Each individual grade for a student will be counted only once towards measures but can appear in the reports under multiple classes.

Set of Classes Name	Assigned	Assigned Qualifications	Actions
Art	0		+
Drama	0		+
English Language	0		+
English Literature	0		+
Geography	0		+
History	0		+
ICT	0		+

To assign each qualification to the appropriate set of classes, click DATA > select key stage and cohort > STUDENTS (N1) > Classes (N2) > Assign Quals.

Sets of classes will be displayed down the left and unassigned qualifications (taken from the Qualification column in the grades files uploaded) will be shown at the bottom of the page.

To assign a qualification to a set of classes, click the + icon (N3) next to a set of classes, place a tick next to the relevant qualification/s, and click 'Save'. For example, click the green + icon for the Art set of classes and tick any qualifications that the classes within that set should be used for. You will need to repeat this process to assign all qualifications to classes.

You are now ready to complete Matching!

Step 9 / Matching

The Matching process tells Analytics important information about each qualification, including:

- Which EAP should be used - to determine the grade method and expected grades for each term (if entered).
- The type of qualification - to determine which performance measures it can count towards.
- Which qualifications can count towards subject specific measures, such as Basics, EBacc, Progress 8, etc.

Completing the Matching Process

To complete the Matching process, click DATA > select key stage and cohort > GRADES (01) > Matching (02). This will display the qualifications setup in this cohort, and you will need to work through each column to complete the Matching, explained below.

Keystage: 3/4

Year 11 in: 21/22 (Current Yr 11)

DC Data Collaboration

- Setup 100% Complete
- Publish 100% Complete

STUDENTS

KS2 / EAP

01 GRADES

- Publish Grades
- Uploads
- 02** Matching
- Qualifications
- Grades Management
- A8 Estimates
- SBP Management

Qualification Matching

HELP

All Current, Included qualifications have been linked to a QN.

Please click here for information on [Completing the Matching page](#)

Create New Qualification Edit

Current

Qualification Name	Collab	DC Exams Check	EAP	QN Title QN Code SISRA Subject	KS4 Measure	Special	Barring Code	Faculty
× Ancient History	×	-	None	QN not used	N/A	None		Humanities Department
× Art	×	-	None	QN not used	N/A	None		Creative Arts
× BTEC Dance	×	-	None	QN not used	N/A	None		Creative Arts
× Drama	×	-	None	QN not used	N/A	None		Creative Arts
× DT Electronics	×	-	None	QN not used	N/A	None		Creative Arts
× DT Textiles	×	-	None	QN not used	N/A	None		Creative Arts
× English Language	×	-	None	QN not used	N/A	None		English Department
× English Literature	×	-	None	QN not used	N/A	None		English Department
× Geography	×	-	None	QN not used	N/A	None		Humanities Department

To begin, click 'Edit' and work through the following:

1 / Select an EAP

Firstly, select an appropriate EAP in the EAP column, taken from those you have created for that cohort.

This is used to define the grade method (grade structure, points, and size) the qualification will use such as GCSE 9-1, BTEC First Award, etc. It also determines 'on track' analysis in the reports if you have entered expected grades into your EAPs.

2 / Select whether each qualification should be included in the Reports

Once an EAP is selected, the Included column can be set to Yes for each qualification, to include them in the reports. However, you can set a qualification to 'No' if you do not want this to be included in the reports. Qualifications that are not included don't need to have matching completed in order to proceed.

3 / Match the qualification to the official DfE qualification

If available for the cohort, we recommend setting the Use QN column to **Yes**, which allows you to enter the qualification's QN code, syllabus, and/or title into the QN Title column.

Using the QN allows Analytics to automatically populate the remaining columns and identify how the qualification should count towards measures, meaning you can skip to step 7.

If these columns are NOT available or you're setting up KS3 subjects without a QN, please skip this step and continue to step 4, below.

Q: When I type in my QN code, my qualification is not listed. What do I do?



A: If your qualification is not listed, this suggests it's unapproved and would not count towards school performance measures for that cohort. For more information on matching unapproved qualifications see our article - [KS3/4 - Matching: Unapproved Qualifications](#).

You may need to scroll right on your matching page to view the columns covered below.

4 / Select the type of qualification in the KS4 Measure column (if not using QN)

If you do not have the option to use a QN code, or have chosen not to, you can set the qualification type in the KS4 Measure column. This controls how the qualification counts towards measures. The selections available here are:

- **N/A:** For qualifications which do not fall into any of the below measures, e.g. KS3 subjects and should NOT be included in school performance measures.
- **GCSE (9-1):** For reformed GCSEs awarded 9-1 grades.
- **GCSE (A*-G):** For unreformed GCSEs awarded A*-G grades.
- **AS Level:** For AS qualifications sat in KS4.
- **L3 Asset Lang:** For level 3 Asset Language qualifications (which are eligible to count towards performance measures, despite being smaller than a single GCSE).
- **L3 FSMQ:** For level 3 Free Standing Mathematics qualifications (which are eligible to count towards performance measures, despite being smaller than a single GCSE).
- **Non-GCSE:** For qualifications which would not count towards GCSE only measures, such as BTEC or Cambridge National qualifications.
- **Unapproved:** For qualifications not eligible to count towards school performance measures. You can use the DfE's list of qualifications, which provides a tab for each cohort linked in our article here - [KS4 - Approved Qualifications, Discount Codes and Point scores](#).

5 / Set the Special column for subject specific measures (if not using QN)

If you do not have the option to use a QN code, or have chosen not to, you can identify which qualifications should count towards subject specific measures in the reports (for example, Attainment 8, EBacc, etc.) in the Special column.

Below we have listed qualifications likely to fall under each nomination, however we recommend checking the DfE's official guidance to ensure they're nominated accurately, linked in our article here - [KS4 - DfE's English Baccalaureate: Eligible Qualifications \(EBacc\)](#).

- **Bio/Chem/Phys:** GCSE/AS Levels in Biology, Chemistry, and Physics.
- **Comp Sci:** Selected GCSE/AS Levels in Computing and Computer Science.
- **English:** GCSE English, AS Level English Language, and AS Level "English Language and Literature".
- **English Lang:** GCSE English Language (awarded for the last time in 2016).
- **English Lit:** GCSE English Literature / AS Level English Literature.
- **Humanity:** GCSE History, GCSE Ancient History, GCSE Geography, AS Level Geography, AS History, AS Ancient History, and AS Classics: Ancient History. *RE and Humanities should NOT be nominated here.*
- **Language:** Majority of GCSE/AS Level Languages (e.g. Spanish, German, Dutch, Gujarati, Urdu, etc.)
- **Maths:** GCSE Maths, AS Level Maths, and AS Level Further Maths.
- **Maths Applications and Maths Methods:** GCSE Applications or Methods of Mathematics (awarded for the last time in 2016).
- **Science:** GCSE Combined Science (and Core/Additional Science, available for the last time in 2017).

6 / Set the bar code for qualifications which discount each other (if not using QN)

If you do not have the option to use a QN code, or have chosen not to, you can manually enter the barring/discount code next to qualifications which share the same code and therefore discount each other. Here you can enter any code (official or your own reference) as long as it's identical for the qualifications which should discount.

You can check whether any of your qualifications share the same discount code using the DfE's Qualifications & Discount Codes spreadsheet, linked in our article here - [KS4 - Approved Qualifications, Discount Codes and Point scores](#).

7 / Select a Faculty (Handy for Head of Department/Faculty staff!)

Select the appropriate faculty for each qualification (if required). Faculties allow you to group qualifications together in the reports, to view a summary of their performance. For faculties to be available here, they would firstly need set up in CONFIG. > Faculty.



For more information on creating faculties, see our article below:

[Creating Faculties](#)

You can search by QN codes, Qualification Title or Syllabus Title, or any combination of the 3

Qualification Name	Qualification Title	KS4 Measure	Special	Barring Code	Faculty
<input type="text" value="Ancient History"/>	<input type="text" value="GCSE (9-1) in Ancient Hist"/>	GCSE (9-1)	Humanity	DB21	Humanities Departme
<input type="text" value="Art"/>	<input type="text" value="GCSE (9-1) in Art & Design"/>	GCSE (9-1)	None	JA2	Creative Arts

8 / Select a Predecessor (if applicable)

Set a qualification's predecessor (if applicable). The purpose of this is to fill in otherwise blank areas in flight paths and tracker data sets.

For example, if students took Science in KS3, progressing to Bio/Chem/Phys in KS4, you can select Science as the predecessor for Biology, Chemistry, and Physics. When viewing your flight paths, the Science grades will then pull through alongside the Biology, Chemistry, or Physics grades.

9 / Select whether the qualification is current or historical (if applicable)

Here you can indicate whether a qualification is current (still actively being taken by students) or historical (no longer being taken by students in the cohort), and can be handy to tidy up your matching page, or to remove qualifications that you do not wish to be included in the Data Collaboration.

When this column is set to “No”, the qualification will be moved to the ‘Historical’ section at the bottom of the page. Historical qualifications can still appear within the reports if the Included column is set to “Yes”. For example, you may only use this to set a historical KS3 subject to “No” (e.g. Science), if your students are now taking KS4 qualifications (such as Biology, Chemistry, and Physics).

10 / Save your changes and check for issues

Finally, click ‘Save Changes’ at the bottom. All included qualifications must be matched and highlighted green in order to publish your grades data, and all current qualifications must be fully set up with QN codes in order to publish with the Data Collaboration.

If you have been able to enter QNs, Analytics will then highlight issues with the grade method setup expected for that QN code and the actual grade method in use in the selected EAP, in **the DC Exams Check column**, as shown in the example below. If you are presented with this, we recommend checking out the following article for help troubleshooting this - [KS3/4 Matching: DC Exams Check Troubleshooting](#).

Qualification Name	Collab	DC Exams Check	EAP	QN Title <small>QN Code SISRA Subject</small>	KS4 Measure	Special	Barring Code
Ancient History			History EAP 9-1	OCR GCSE (9-1) in Ancient History <small>60306646 Ancient History</small>	GCSE (9-1)	Humanity	DB21
Art			BTEC EAP	AQA GCSE (9-1) in Art & Design (Art, Craft & Design) <small>60180882 (8201) Art and Design</small>	GCSE (9-1)	None	JA2

Q: What is the Collab column on the Matching page for?



A: The Collab column will only appear within cohorts where the Data Collaboration is available. This highlights how the qualification will count towards the Sisra Data Collaboration, if applicable, or whether it cannot be included. Click the [blue ? icon](#) on your Matching page for a description.



You are now ready to check Grades Management!

Step 10 / Grades Management

Grades Management provides an overview of qualifications with grades uploaded into each data set / assessment, allows you to manage your grades data, and performs several setup checks to highlight potential issues which could affect the accuracy of your reports. It's important to check Grades Management and clear any warning icons shown before publishing the reports to ensure accuracy with the figures.

To check Grades Management, go to **DATA** > select **key stage** and **cohort** > **GRADES (P1)** > **Grades Management (P2)**. Then **select the data set or Assessment** you're working with from the dropdown menu/s (**P3**). Warning icons will be displayed in the Grades Count column where specific issues are found, as covered in the key (**P4**), each of which are briefly explained below:

Mode: EAP Legacy

Keystage: 3/4

Year 11 in: 21/22 (Current Yr 11)

Select a data set to continue: **P3**

DC Data Collaboration

Action Required Click for more info

KS3/4 21/22 (Current Year 11) Grade Management

Term: Year 11 Term 3
Classes: KeyStage 4

Qualification Name	Classes	Grades Count	EAP	Grades Method	Actions
Art	Art	53	Art 9-1	GCSE 9-1 Single	
BTEC Dance	Dance	16	BTEC Dance	BTEC Single	
Drama	Drama	8	Drama 9-1	GCSE 9-1 Single	
English Language	English Language	179	English Language 9-1	GCSE 9-1 Single	
English Literature	English Literature	179	English Literature 9-1	GCSE 9-1 Single	

Warning Box: Missing Student Data Missing Class Data for KS4 Grade Not In Method **P4**

Warning Icon: **Missing Class Data:** At least one student has a grade uploaded for the qualification but does not have class data imported for that set of classes, within that key stage.

You must ensure to assign all relevant qualifications to the appropriate set of classes for effective class level analysis (see [Step 8 / Assign Qualifications to Classes](#)). Any students that have a grade uploaded but no class will still pull through to reports when published as 'Not in Class'.

For help resolving this issue, see our article: [Grade Management: Missing Class Data](#)

Warning Icon: **Grade Not in Method:** At least one student has a grade uploaded for the qualification that is in the incorrect format selected (displayed in the Grade Method column). The grade method used for each qualification is determined by the term selected for the data set or assessment collection and the method selected for that term within the related EAP. You can see your methods in CONFIG. > Grade Methods (EAP) > KS3/4 Methods.

For help resolving this issue, see our article: [Grade Management: Grade Not In Method](#)

Warning Icon: **Missing Student Data:** At least one student has a grade uploaded for the qualification but does not have any student data imported for the cohort (STUDENTS > Students). Analytics uses the student ID to link the appropriate students with the appropriate grades, so it is vital to ensure that these are consistent throughout all files uploaded for a cohort. You will be unable to publish the reports for a data set / assessment if this icon appears.

For help resolving this issue, see our article: [Grades Management: Missing Student Data](#)

⚠ **Subgrade not Valid in this Data Set:** At least one student has a sub grade uploaded for that qualification within the Exams data set. Sub grades are not officially recognised in Exams, so must be removed where appropriate.



For help resolving this issue, see our article: [Grade Management: Sub Grade Not Valid](#)

✓ *If you have no issues, or once your issues are resolved you can continue to publishing on the next page!*

Step 11 / Publish the Reports

Once you have finished setting up a cohort in Analytics, you will need to complete the publishing process to populate the reports. Each menu (STUDENTS, KS2 / EAP, and GRADES) has a separate publish section, and when you're publishing the reports for a cohort for the first time, you will need to publish each of these tabs in order, to populate the reports. However, this also means that next time you make changes to data in a specific tab, you should only need to publish the respective tab.

Please note, some changes will require the republish of multiple tabs in future, indicated by the red  and yellow  publishing icons!

Publishing the Reports

1 / Publish Students

First, go to DATA > select key stage and cohort > STUDENTS (Q1) > Publish Students (Q2), then click 'Publish' (Q3). This will update the cohort, class and filter information for the students in the cohort.

Mode: EAP Legacy

Keystage: 3/4

Year 11 in: 21/22 (Current Yr 11)

DC Data Collaboration

Action Required Click for more info

Publish Student Data

- Student Data Publishing ensures Cohort, Classes and Filters are up to date and accurate across all reports for a given cohort.
- THERE IS NO NEED TO RE-PUBLISH STUDENT DATA WITH EVERY KS2 / EAP OR GRADE DATA PUBLISH.
- All reports for this cohort will use the most recently published Student data regardless of when the base data or grades were published.

Data To Publish	Cohort	Classes	Filters	
Student Data Only <small>Last Published: Not yet published</small>	✓	✓	✓	Publish

STUDENTS  Q1

Publish Students Q2

A pop-up window will be displayed showing the progress of the publishing, which will turn green once complete. Click 'Close' to close the window once this has finished.

2 / Publish KS2 / EAP

Next, go to KS2 / EAP (Q4) > Publish KS2 / EAP (Q5), then click 'Publish' (Q6). This will update KS2 baselines, EAP baselines and EAPs used in the reports.

Mode: EAP Legacy

Keystage: 3/4

Year 11 in: 21/22 (Current Yr 11)

DC Data Collaboration

Action Required Click for more info

Publish KS2 / EAP

- KS2 / EAP Publishing ensures KS2 and EAP data are up to date and accurate across all reports for a given cohort.
- After making changes in the KS2/EAP tab, we'd recommend publishing both your KS2/EAP data and GRADES data to ensure this is reflected in the reports.

Data To Publish	KS2	EAP	
Base Data Only <small>Last Published: Not yet published</small>	✓	✓	Publish

STUDENTS

Publish KS2 / EAP Q5

KS2 / EAP  Q4

Depending on the cohort you're working with, a pop-up window may appear displaying a **health check** conducted on your KS2 and EAP Baselines.

You can see a list of what has been checked and we'd recommend resolving any issues flagged in the Pass/Fail column (**W**) before publishing.

Pass/Fail	Data Check	Area	Icon	Guidance
P	Core Nominations are Correct	Baseline Management		▼ Show
P	Core-Nominated Grades are Valid	Baseline Management		▼ Show
P	Core-Nominated Subjects have Correct Grade Type	Baseline Management		▼ Show
P	Core-Nominated Grades have valid Student Data	Baseline Management		▼ Show

For help on resolving any issues shown, please see our article: [KS2 Baseline Management](#)

Then, click 'Publish' to publish and a pop-up window will be displayed showing the progress of the publishing, which will turn **green** once complete. Click 'Close' to close the window once this has finished.

3 / Publish Grades

Then, go to **GRADES (Q7) > Publish Grades (Q8)**. Here you can publish individual reports (such as standalone data sets and assessment collections) as well as generate the tracker and student flight paths, explained below.

Publishing Standalone Data Sets

To publish the reports for a standalone data set, such as Exams, Targets, etc., click on the **Data Sets** tab (R1), then click 'Publish' (R2) next to the appropriate data set.

Before publishing, we recommend then checking the **Health** tab (R3) which will highlight selected setup issues within that data set.

This includes what has been checked and whether this has passed (**P**), an issue has been found which we recommend resolving (**W**), or if there is an issue that will prevent you from publishing the data set until this has been resolved (**F**).

Any issues found in the Exams data set will stop you from publishing until they are resolved. For more information on resolving these, [see our article here](#).

Pass/Fail	Data Check	Area	Icon	Guidance
P	Grades have valid Student Data	Grades Management		▼ Show
P	Grades are Valid	Grades Management		▼ Show
P	KS2 Core Subject validations passed	Baseline Management		▼ Show

Once you have resolved any issues shown, click the **Publishing** tab (R4). Then, in the pop-up window, work through each of the options shown:

- **Report Note:** Allows you to enter an optional annotation to the report to be displayed on the report homepage. For example, to inform staff of missing grades.
- **Report Status:** Select a status for the report to be published with. Users can access both 'Checked' and 'Unchecked' reports, but they can be used to reflect whether the report is finalised or not. 'Locked' status means only selected users have access. By default, any staff with 'Admin' authority can access locked reports, whereas 'Users' cannot.
- **Headlines:** Use the toggle to enable or disable headline figures in that report (e.g. Progress 8, EBacc, etc.). This will trigger the 'Headlines/SBP Options', explained further on. *If you're working with a KS3 cohort and use an internal grading method which does not use official Attainment 8 points, you could choose to not produce headline figures here.*
- **Data Collaboration:** This is an optional advanced feature which, if set up, allows you to compare your students' performance to the performance of students in Analytics opted in schools in specific data collections, such as historical Exams. We highly recommend taking advantage of the additional analysis the Sisra-exclusive collaboration provides, which is covered in more detail in [Appendix 1 – Data Collaboration](#).
- **SISRA Basic Projections (SBP):** Select whether to enable the 'Project' functionality for that report, which is available if you have entered expected grades into your EAPs. This will display projection figures in that report, projecting forward to the grades that students may go on to achieve at the end of KS4, based on their current attainment. If enabled, you can select a SBP Status, like the report status, to be applied to the projection data. If you would be interested in learning more about SBP, feel free to [see our article here](#).
- **Headlines/SBP Options:** If you have enabled the Headlines or SISRA Basic Projections toggle, three additional dropdowns will appear, explained below:
 - **DfE Rules from:** Select the appropriate year's rules to be applied, which should be the year the students are reported on, or if this is not available, the most recent. At the time of writing, '2022' can be used from 2021/22 onwards. This determines the performance table rules applied and GCSE point thresholds for unreformed GCSEs. If you would like more information on DfE Rules, feel free to [see our article here](#).
 - **A8 Estimates:** Select the appropriate year's Attainment 8 estimates, used to calculate Progress 8.
 - **Leavers cohorts** - We recommend selecting the Official Estimates (DfE) for the year the students are reported on, if released. If not available, schools may wish to consider publishing with Sisra Data Collaboration Estimates in the meantime (if set up), which are based on Analytics schools results who have opted in and may help to give you an indication of what your final figures may be.
 - **Current cohorts** - You could use the latest DfE estimates of the most recent year in advance of the DfE releasing this cohort's official estimates, or your own custom estimates if set up. *Please note, this will not be representative until the DfE release official data and guidance.*

Note: The  icon will be displayed next to the KS2 Baseline Type (R5) if this does not match the baseline type for the selected A8 or VA Estimates. P8 and VA cannot be calculated if this arises, however you can still publish.

- **VA Estimates:** Select the appropriate year's estimates to be applied when calculating Value Added, as explained above for A8 Estimates.

Publishing Assessments

To publish an Assessment collection, click on relevant **tab (R6)** based on the term that data is associated to. For example, for assessments collected in Y11 for a cohort, select 'Year 11'. This will display two slots per term (**R7**), allowing you to publish up to two assessments per term. Click '**Publish**' next to the appropriate slot (**R8**).

In the pop-up window, expand the **Publishing Collection (R9)** dropdown and select the assessment you would like to publish in that slot.

Then, we recommend clicking the 'Health' tab and checking / resolving any issues raised for that assessment collection and working through the publishing options (such as Report Note, Report Status, Headlines toggle, etc.) in the Publishing tab, as explained on page 37, and then click 'Publish'.

Note - You do not have to fill both slots for all terms if you collect fewer Assessments at your school.

Generating a Tracker Report

Once you have published your reports, you also have the option of generating a tracker report. This allows you to select up to 6 published data sets/assessments for a cohort to view side-by-side in the reports, to track performance over time.

To do this, click the **Generate Tracker (S1)** tab, select a **Tracker Status (S2)**, and use the **Tracker Slots** to select from your published reports, selecting from the oldest (Slot 1) to the most recent (Slot 6), then click "Generate".

Generating Flight Paths

If you have entered expected grades into your EAPs, you can also create Flight Paths by clicking the **Generate Flight Paths** tab (S2, shown on the previous page). This produces a graphical presentation for each qualification for each student in the reports, to show if they are above, on, or below track.



For more information on generating a tracker report and flight paths, if required, please see our article below:

[KS3/4 - Generating the Tracker and Flight Paths](#)



*Once you have published your reports and you're ready for staff to have access to analyse the data within these reports, you can continue to the next page on how to **create users**, which will provide staff with their login details for Sisra Analytics!*

Step 12 / Create Users

User accounts are created in Analytics to provide access to members of staff, so that they can log in and view the reports. Once created, they will be emailed a Username and Password to their registered email address.

The level of access each user has is determined by the authority group selected when being set up. There are two authority groups available by default:

- **Admin:** Admins have access to all areas, including HOME, DATA, CONFIG., USERS, and REPORTS. They can also view reports published with the locked status.
- **User:** Users only have access to HOME and REPORTS. They cannot view locked reports, but they can view checked or unchecked reports.

However, you can create additional authority groups with bespoke access for different members of staff. For example, you may want to create an additional SLT group, with access to view 'Locked' reports, but no access to DATA, CONFIG., and USERS.

Creating Users Manually

To create a user manually, go to **USERS (T1)** then click **'Create User' (T2)**. Then, enter the user's first name, last name and email address, and select the appropriate authority group. When you have done this, click **'Create New User'**, and Analytics will automatically send an email containing their login details to their registered email address.

Last Name	First Name	Email Address	Username	Authority	Actions
SISRA	Admin	sisrasupport@junipereducation.org	sisadm213179	Admin	⏸
Support	Tom	tomsupport@support.com	TomGS	Admin	✏️ 🗑️ ☑️

Uploading Users

Alternatively, you can upload a file of users to create multiple users at once. To do this, create a 3-column list in Excel, including the first name, last name, and email address for each user (as shown on the right), saved as a **CSV (MS DOS)** file.

	A	B	C
1	First Name	Last Name	Email Address
2	Graeme	Support	gsupport@sisra.com
3	Adrian	Support	adsupport@sisra.com
4	Matt	Support	msupport@sisra.com

Once you have prepared and saved your file, you can upload this by clicking **'Upload Users' (T3)**, as shown in the screenshot above).

Before uploading your file, we would recommend asking your local IT team to add **@sisra.com** (and **@junipereducation.org**) to the accepted emails list, to ensure the login details are delivered successfully.

Next, read through the instructions on this page and place a tick in the box (T4) to confirm you have done this. Then click **'Choose File'** to select your file and click **'Upload'**.

Upload A New File

Please place a tick in the box to confirm that you have read the instructions above.

During the upload, you will be asked to confirm the details for each user and set their authority group.

Bulk User Upload

First Name	Last Name	Email Address	Authority Group	Include
Graeme	Support	gsupport@sisra.com	User	<input type="checkbox"/>
The email address is already in use				
Adrian	Support	adsupport@sisra.com	User	<input type="checkbox"/>
Matt	Support	msupport@sisra.com	User	<input type="checkbox"/>

✖ Clear This Form
✔ Create New Users **T5**

If an email address already exists, this will be flagged and excluded.

Once you have done this for all users in the file, click 'Create New Users' (T5). Analytics will then automatically send an email to each user's registered email address containing their login details.

If you would like more information on creating users see our article: [Creating or Importing Users / Staff](#)

KS3/4 Reports

Once you have published the reports, these can be accessed in **REPORTS (U1)** > **KS3/4 (U2)** > select **cohort (U3)**.

The reports for a cohort are split out by the year the students were in when the grades were collected/achieved (U4). For example, 'Year 10 Data' will include any data sets or Assessment collections published for the cohort when the students were in Y10.

You can click on a data set or Assessment (U5) to expand this, then click 'Whole Cohort', 'Qualifications', or 'Students' (U6) to access the reports.

For more information on the KS3/4 Reports, take a look at the KS3/4 Reports section of our Help Centre, linked below, which can also be shared with staff: [Analysing KS3/4 Reports](#)

As well as our handy getting started for users, a downloadable PDF handout to guide them through Analytics and the reports from a users' perspective: [Getting Started for Users](#)

Appendix 1 – Data Collaboration **Advanced optional feature!*

What is the Sisra Data Collaboration?

The Sisra Data Collaboration collects anonymised Exam data from schools who have opted in and completed the required setup. This allows us to produce collaboration data for headlines and subject-based figures, which schools can then compare their own performance figures with.

At the time of writing, this is available to set up for 17/18 through to current year 10 cohorts..

If you are interested in more information on what the Sisra Data Collaboration is, and what analysis this provides in the reports, feel free to see our guide below:

[What is the Sisra Data Collaboration?](#)

1 / Opt In

To opt-in, go to **CONFIG. (V1) > Data Collaboration (V2)**. We'd recommend opting in for the latest leavers' cohort, and any current cohorts (if available). To do so, click on the data set name you wish to opt-in for **(V3)**.

CONFIG. (V1)

SISRA Data Collaboration ? HELP

How to use this page

The SISRA Data Collaboration enables us to bring together schools' anonymised data to calculate collaborative Headline and qualification based figures in the KS3/4 reports, before the DfE release the official data. Here you can opt in to the Data Collaboration for each applicable cohort. Provided the required setup has been completed, this will ensure your school's data is included in the Data Collaboration, and you will be able to publish selected cohorts.

[What is the SISRA Data Collaboration?](#)
(Last Upd. 08/07/21) Guide explaining what the SISRA Data Collaboration is, what additional analysis this provides.

KS3/4 EAP Collaborations

Current Cohorts

There are currently no Data Collaboration datasets in current cohorts.

Historical Cohorts

Cohort	Dataset Name	Status	User	Date
20/21	Exams (V3)	Not yet opted in		

By ticking this box, I authorise SISRA Limited to use our anonymised Year 11 Students, KS2, 2021 results data and Year 10 KS2 data for the purposes of calculating an estimated "national" picture for 2021 and I confirm that I have authority to do so.

Submit (V4)

2 / Key Filter Mapping

Key Filter Mapping allows you to match your student data filters to Sisra key filters, to provide like-for-like comparisons in the reports for key groups such as Gender, Disadvantaged, and SEN.

To do this, click **DATA** > select **key stage** and **cohort** > **STUDENTS (W1)** > **Key Filter Mapping (W2)**. Three Sisra key filters will be shown, click on a filter name (W3) to begin (shown on the screenshot on the next page).

There are two dropdowns available. The **left-hand dropdown (W4)** allows you to map this Sisra key filter to a filter created within your Analytics school. The **right-hand dropdown (W5)** can be used if all students would fall under a single value. This may be useful for single-gender schools to tell Analytics that all students are boys/girls.

School Filter Value	Report Alias	Student Count	SISRA Filter Value
F	Girls	73	Female
M	Boys	127	Male

Buttons: [Cancel] [Save]

If you map your filter in the left drop down, you will then be prompted to map your school filter values (e.g., F and M) with the Sisra Filter Values (such as Female and Male), so Analytics can identify which of your filters are the same as the Sisra values for comparisons. You can then repeat this process until all 3 filters are mapped.

If you would like more detailed steps on completing Key Filter Mapping, [see our article here](#).

3 / KS2 Core Subject Set Up

Go to **DATA** > select **KS3/4** and **cohort** > **KS2/EAP** > **Baselines**. This step only applies to schools that report to the DfE.

Ensure the official KS2 subjects for that cohort are correctly nominated in the 'Core' column. *For current cohorts, nominate Scaled Scores.*

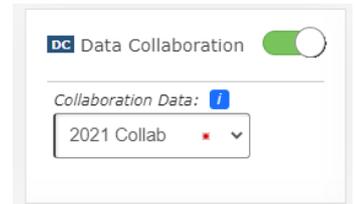
4 / Matching Page

Setting up the Matching page using the QN codes for each of your qualifications allows you to include the data in the Sisra Data Collaboration. This also allows Analytics to perform checks on the setup, such as the grade methods in use and highlight discrepancies (covered in depth in [Step 9 / Matching](#)).

5 / Publish your reports

As you have made changes to STUDENTS, KS2/EAP, and GRADES, all three will need to be republished (covered in depth in [Step 12 / Publish the Reports](#)).

When publishing GRADES data, you can enable the **Data Collaboration** toggle and select the relevant event in the dropdown. For current cohorts, we would always recommend using the latest year available.



 **Thanks for reading! Feel free to browse our other articles by clicking [HELP](#) to be taken to the Help Centre, or, if you have any questions, pop on to Live Chat by clicking [Support](#), entering your query, and clicking [Live Chat](#).**