


KS5: Getting Started

This guide aims to walk you through setting up KS5 for the first time, to produce your first set of reports. This does not cover all of the additional features or functionality available.

We recommend obtaining a list of QN codes for the qualifications your students are taking, as these can be used to streamline the setup process and ensure accuracy in your reports once published.

 If you have already set up a cohort in KS3/4 and you're happy with the setup of your Student Data Profile (which applies to both KS3/4 and KS5), you can skip to [step 2](#).

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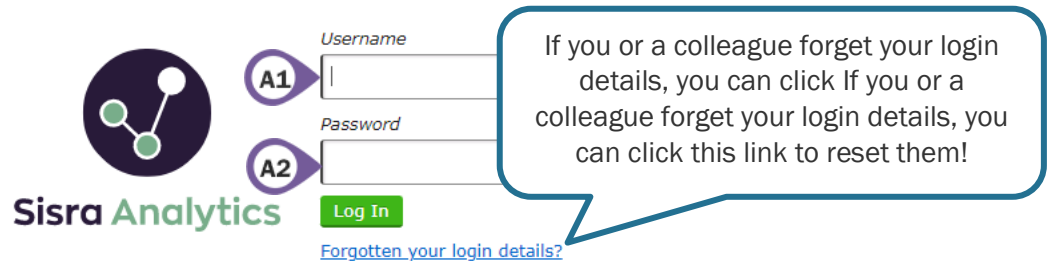
Getting Started

We recommend setting up one cohort fully initially. This may help you to become more familiar with the functionality within KS5 and the flexibility available, before moving on to set up other cohorts.

Logging In

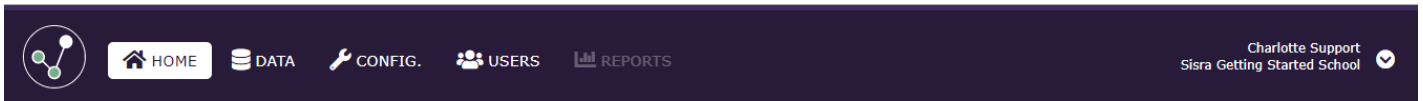
You can log into SISRA Analytics via <https://www.sisraanalytics.co.uk>.

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):

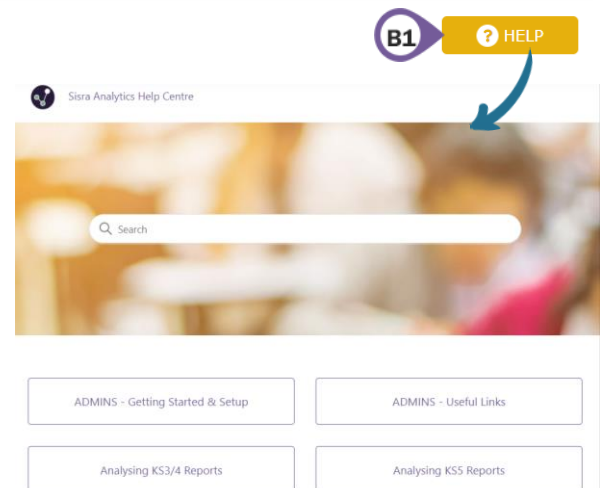



Welcome to Sisra Analytics

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
- **How to use this page:** Additionally, at the top of each page when setting up KS5, you can find tailored information how to complete that setup and what it affects. Click 'Show More' to expand the box and find related resources (such as guides and videos) with further information and step-by-step guidance.

 **How to use this page**

The Student Data Profile is where you can tell Analytics which filters you wish to include in your student data files across all cohorts in your school. You can add up to 10 additional filters to your Student Data Profile which will become filters within the reports.

Editing the Student Data Profile

To add a filter to your Student Data Profile, this must be created [Show More](#) in First Cohort

 **Student Data Profile and Filter Aliases**
(Last Upd. 27/11/18) Guide explaining how to create and define student data filters (e.g. Attendance, Pupil Premium).

Checklist

Work through each of the sections below to ensure no steps are missed! Further detail can be found by following the page numbers listed.

- **Red bullet points should be completed every time!**
- **Blue bullet points may only need to be completed once!**

1 / Student Data Profile / Page 5

If you have already set up KS3/4 and are happy with your Student Data Profile, skip to step 2.

- Plan which additional student filters you wish to create with SLT, which will become available in the reports.
- Create additional student filters in CONFIG. > Student Data > Filter Management.
- Define additional filters in the Student Data Profile in CONFIG. > Student Data > Student Data Profile.

2 / Grade Methods / Page 7

- Identify which grade methods are required for the cohort, e.g. GCE A Level, GCE AS Level, EPQ, etc.
- Create all necessary grade methods in CONFIG. > Grade Methods > KS5 Methods.

3 / Student Data / Page 13

- Download, install and set up the Sisra Analytics Excel Add-In from [here](#).
- Download the relevant report definition for your MIS from [here](#).
- Extract student data from your MIS into Excel and format this using the Excel Add-In. If you're working with a Y13 or Leavers cohort, we recommend extracting a historical Y12 student data file AND their latest Y13 student data.
- Import student data into Analytics in DATA > select KS5 and cohort > STUDENTS > Import, ensuring to select whether the file contains their Y12 or Y13 classes. If you're working with a Y13 or Leavers cohort, we recommend importing their historical Y12 student data file first, followed by their Y13 student data file.
- If your school is part of a Multi Academy Trust which uses the Juniper Insights MAT Dashboard, map your school's filters to the relevant Sisra Key Filters in STUDENTS > Key Filter Mapping.

4 / Core Baselines / Page 17

- Source and export the core baselines for each student, including Overall and GCSE APS for L3VA, and the Maths and English challenge points for L2 Progress and L3 Maths measures.
- Prepare core baselines and format using the Excel Add-In.
- Import the core baselines file via KS4/EAP > Core Baselines.
- Pair the baselines, by selecting the relevant option from the SISRA Baseline dropdown.

5 / EAPs and EAP Baselines / Page 21

- Plan whether you will be taking advantage of the full EAP functionality, and what type of EAPs you will be creating.
- Prepare EAP baselines in an Excel file, format this using the Excel Add-In and upload this in KS4/EAP > EAP/Baselines > Uploads. For example, you could use Targets.

- Set up EAP baselines in KS4/EAP > EAP/Baselines > Baseline Management, ensuring to select the appropriate grade type and grade method, where necessary.
- Create or copy required EAPs in KS4/EAP > EAP/Baselines > EAP, and enter expected grades.

Have you created at least one EAP per grade type for the cohort?

6 / Grades Data / Page 30

- Extract grades data from your MIS into Excel and format this using the Excel Add-In.
- Select a data set or create an assessment collection in 'Assessments' (GRADES > Uploads).
- Select the appropriate term and Grade Type in the dropdowns (except for Exams) and upload grades data.

7 / Assign Qualifications to Classes / Page 37

- Assign each qualification to the appropriate set of classes in STUDENTS > Classes > Assign Quals

8 / Matching / Page 38

- Complete the Matching page for all qualifications in GRADES > Matching > 'Edit'.

Are all qualifications highlighted green? If not, this indicates an issue with the setup, which must be resolved before you can publish your grades data.

9 / Grades Management / Page 40

- Check and resolve any warning icons indicating issues with the setup in GRADES > Grades > Management > select data set or assessment collection in the dropdown.

10 / National Data - Value Added / Page 42

- Select the year of the Value Added data you will use. This should reflect the year the cohort is reported on, if available. Otherwise you can use the most recent available until this is released by the DfE.

Analytics will then attempt to automatically select the VA subject for each qualification, if available, based on the QN/Qual Name selected on your Matching page.

11 / Publish the Reports / Page 44

- Publish the STUDENTS, KS4 / EAP and GRADES areas in that order.
- Resolve any issues highlighted in the publishing health checks.

12 / Create Users / Page 48

- Create all appropriate users in Analytics, either manually or via an upload in the USERS area.

Step 1 / Student Data Profile

What is the Student Data Profile and what is a Filter?

The Student Data Profile is where you can define which filters should be included in student data files imported within your school. This is combined for all key stages at your school, and 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

You can create and add up to 10 additional filters in this section to import in your student data. These will then become filters in the reports, allowing you to narrow down your school's figures by specific groups of students to tailor your analysis (example shown below).

Name	Filter Value	Total Grades	Student Count	Average Pts Per Entry	Average Judgement Behaviour	Avg EAP Diff (Whole)	Avg EAP Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc in Track
Armed Forces	Hoo-rah	139	44	17.56	S	-0.4	-0.8	81	0	81	44	125
Armed Forces	N	119	44	19.82	G	-0.5	-1.2	68	1	67	41	109
Bursary	Bursary	133	45	17.67	S	-0.5	-1.0	71	1	70	49	120
Bursary	N	125	43	19.64	S	-0.4	-1.1	78	0	78	36	114
EAL	EAL	134	46	18.58	S	-0.5	-1.1	76	1	75	44	120
EAL	N	124	42	18.65	S	-0.4	-1.0	73	0	73	41	114

We would recommend discussing with SLT which filters your school would prefer to add, before creating these here. Some examples are:

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

Please note, if you would like to create Attendance as a filter, you should group these values in your student data files, for practicality in the reports. For example, "95% and above", rather than "96.7%".

When creating filters, each individual student MUST have a consistent value for each subject/class in your file. Therefore, you wouldn't be able to set up filters such as class teacher for example, where each student could have different values for each qualification that they take.

We don't use some of the default filters at our school, do we still need to include these?

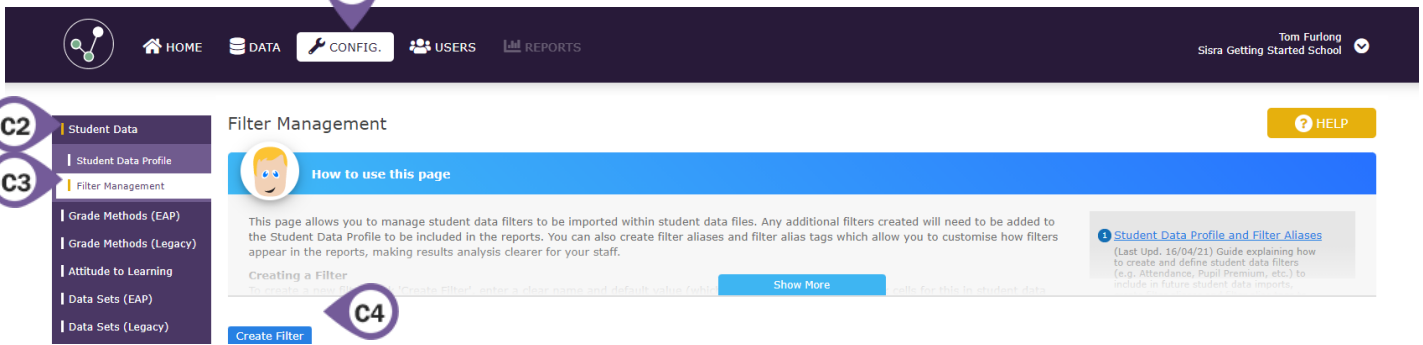
A: Yes, you must include each of the default filters within your student data files, and these cannot be removed from the Student Data Profile. However, you can leave the column blank in your file and exclude particular filters on a cohort-by-cohort basis once you have imported student data ([step 3](#)). For example, if you are an all-boys or all-girls school, you can exclude Gender from the reports for each cohort. See our guide for more information on how to do this:

Report Options

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4549909379229-FAQ-Can-I-exclude-a-student-data-filter-from-the-reports-for-a-specific-cohort-Admin->

Creating Student Data Filters

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



Then, enter a clear filter name (e.g. "Bursary"), which will pull through to the reports when published. Next, enter a default value (e.g. "N"), which will be used if there are any blank cells imported in your student data for this filter, then click 'Create' (C5).

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

Cancel Create (C5)

You will need to repeat this process for all additional filters you wish to create.

Did you know, you can create filter aliases to rename filter values to be more user friendly in the reports? You can also use these to create filter alias tags to highlight key groups of students (such as PP for Pupil Premium students) in the reports, for your analysis! See our guide linked below for more information:

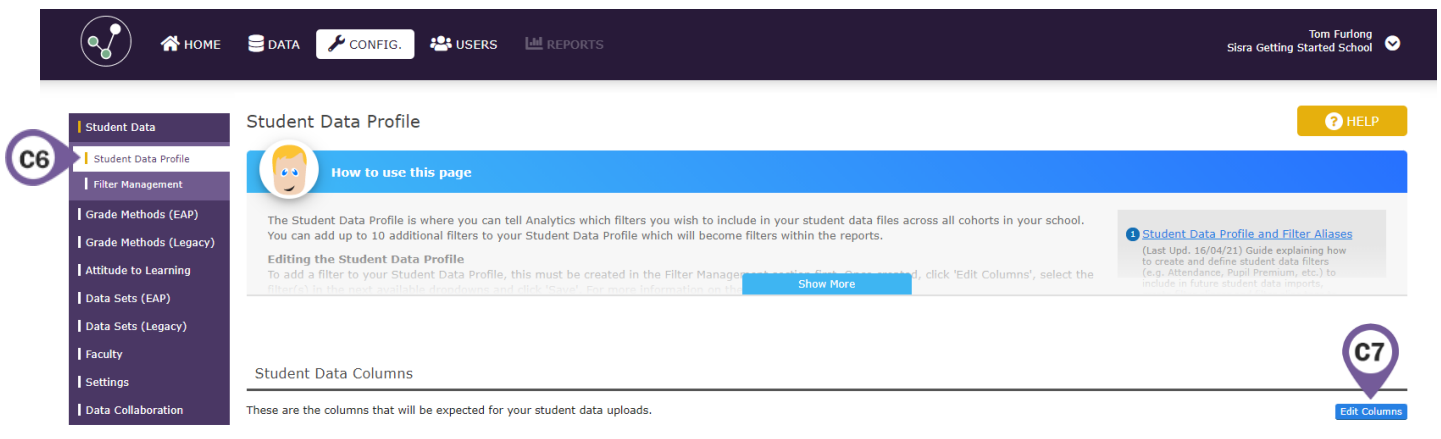


Student Data Profile – Creating Filter Aliases & Tags

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4407281189789-Student-Data-Profile-Creating-Filter-Aliases-Tags-Admin->

Defining the Student Data Profile

The next step is to define your Student Data Profile to tell Analytics which filters to include in your student data files. To do this, click CONFIG. > Student Data > Student Data Profile (C6) > 'Edit Columns' (C7). Select the filter(s) in the next available dropdown(s) and click 'Save'.



You're now ready to create KS5 Grade Methods!

Step 2 / Creating KS5 Grade Methods

What is a Grade Method?

Grade methods are used to tell Analytics what type of grades are going to be uploaded for each qualification, such as A*-E, DMP, etc., as well as the performance points and size each grade is worth towards calculations in the reports.

There are no default grade methods provided, as schools may wish to use their own whole/sub grade combinations. You would need to create one grade method for each qualification type your school assesses in KS5. For example, you can create one GCE A Level method which can be used for all of your GCE A Level qualification.

You must ensure that the grades you upload match the grades format in your grade method.

Creating a Grade Method

To create a grade method, click CONFIG. (D1) > Grade Methods (D2) > KS5 Methods (D3) > 'Create KS5 EAP Grade Method' (D4).

The screenshot shows the Sisra Analytics dashboard. The top navigation bar includes HOME, DATA, CONFIG. (D1), and REPORTS. The left sidebar menu has several items, with 'Grade Methods (EAP)' (D2) selected. Under 'Grade Methods (EAP)', 'KS5 Methods' (D3) is selected. In the main content area, the 'KS5 EAP Grade Methods List' page is shown. A blue banner at the top of the content area says 'How to use this page'. Below this, there is a section titled 'Creating a Grade Method' with a 'Create KS5 EAP Grade Method' button (D4). A 'HELP' button is visible in the top right of the content area.

Please note, the steps within the grade method setup may appear differently depending on the selections made (explained below).

1 / Grade Structure

First, you must select the appropriate grading structure to be used within the method. You can either select this from the list shown, or use the Search box (D5) to narrow this down. We recommend searching by QN code to ensure you're selecting the appropriate grade structure for the qualification type, as this tells Analytics additional information about how that qualification contributes towards figures in the reports. However, you can also search by qualification type, qualification name or provider.

The diagram shows a horizontal process flow with seven steps: Grade Structure, Method Name, Whole Grades, Alternative Values, Sub Grades, and Confirmation. The 'Grade Structure' step is highlighted with a blue circle and a callout box (D5) containing a search input field labeled 'Search Grading Structures...'. A blue callout box (D5) points to the search field with the text 'Start typing... You can search by QN codes, Qualification Type, Qualification Name, or Provider.' Below the diagram is a table of grading structures.

Level	Grading Structure	Size	Grades	QN Count	
L3	AS Level (GCE)	0.5	A Level	452	<input type="text"/> <input type="button" value="Select"/>

You can use the Level, Size and Grades columns to determine if this is correct, or click the magnifying glass (D6) (shown on the previous page) to view the points and entries awarded. Once you have found the appropriate selection, click 'Select' (D7).

Please note, there is a limited set of QNs that we **do not** currently support, listed below:

- IBacc Diploma
- T Levels
- AEA qualifications that carry points, but zero entries
- Qualifications not reported on by the DfE since 2017
- Princes Trust qualifications that count towards English and maths progress measures, but are not awarded points.

Grading Structure 'Already In Use'



If a grading structure is selected that already exists in a KS5 EAP method in your school, you will be presented with a pop-out message. If you want to create a method using the same structure, but different sub or custom grades, you can click 'Confirm' to continue. If you have no changes, you should use your existing grade method and cancel the setup.

2 / Method Name

Next, a pre-populated name for the method will be displayed. You can click into the Grade Method Name box (D8) to edit this if necessary. This will pull through to the reports, so we recommend ensuring the method name is as clear as possible for your staff (for example, including the qualification type and size, if appropriate). As methods can be used for multiple qualifications, this should be generic and should **NOT** directly relate to the subject area. Then, click 'Next'.

Grade Method Name:

A Level (GCE)



In selected reports, qualifications are grouped by grade method (alphabetically), so you may want to take this into consideration when renaming grade methods to ensure the most common is first alphabetically.

3 / Whole Grades

In the next step, the official whole grades awarded for the selected grading structure will be displayed, alongside the performance points, challenge points and entries these will be awarded.

Official Grades

Whole Grade	Points			Entries
	Performance	Challenge (Pre-2020)	Challenge (2020 Onwards)	
A*	60	8	9	1
A	50	8	9	1
B	40	8	9	1
C	30	8	9	1
D	20	8	9	1
E	10	8	9	1
U	0	0	0	1
X	0	0	0	0



Create additional non-scoring grades

This is based on official DfE guidance, which can be found [here](#).

You also have the option to add up to 5 additional non-scoring grades to this list, which may be useful if your school collects grades for internal analysis (e.g. WT for working towards). To do this, place a tick next to 'Create additional non-scoring grades' (D9) (as shown on the previous page), then enter the additional grade(s) (up to 7 characters) in the Whole Grade boxes (E1).

These will be awarded 0 points, however, you can toggle whether each grade will or will not be awarded entries (E2), which will determine if they are eligible to count towards the headline figures in the reports. If the toggle is changed to **green**, the selected grade will be awarded the same number of entries as the official grades within the method.

Then, click 'Next'.

4 / Fail Grades

If you have chosen to enter additional non-scoring grades within your method in step 3, you will be taken to the Fail Grades page. Here you have the option to re-order the additional non-scoring grades within the method, which will determine the display order (and therefore strength) of these grades in the reports. *For example, if you have added a WT (Working Towards) grade, you may wish this to be considered as stronger than a grade U.*

To do this, use the **blue** arrows (E3) to move the grade(s) up or down to the desired place. Then, click 'Next'.

Additional non-scoring grades

Whole Grade	Points			Entries
	Performance	Challenge (Pre-2020)	Challenge (2020 Onwards)	
WT	0	0	0	<input checked="" type="checkbox"/> 0
	0	0	0	<input type="checkbox"/> 0
	0	0	0	<input type="checkbox"/> 0
	0	0	0	<input type="checkbox"/> 0
	0	0	0	<input type="checkbox"/> 0

Grade Structure: **A Level (GCE)** Size: **1** **A Level** Method Name: **A Level (GCE)**

Whole Grade	Points			Entries	Actions
	Performance	Challenge (Pre-2020)	Challenge (2020 Onwards)		
A*	60	8	9	1	
A	50	8	9	1	
B	40	8	9	1	
C	30	8	9	1	
D	20	8	9	1	
E	10	8	9	1	
WT	0	0	0	1	⬆️ ⬇️ ⬆️ ⬇️
U	0	0	0	1	⬆️ ⬆️ ⬆️ ⬇️
X	0	0	0	0	⬆️ ⬆️ ⬆️ ⬇️

5 / Alternative Upload Values

The whole grades displayed in step 3 will also be the format Analytics expects your grades to be in within your grade files. However, if you collect your grades in a different format, you can enter alternative upload values for any of the official grades listed in this step.

For example, some schools may collect 'Pass' grades instead of 'P' grades, entering this as alternative upload value would mean that when uploading your grade files, Analytics would either recognise a grade 'Pass' or 'P' for qualifications using this method.

To do this, place a tick next to 'Include alternate upload values' (E4). Then enter the alternative upload values you would like to use for appropriate grades.

E4 Include alternative upload values
 - e.g. a grade "P" with an alternative value "Pass" will allow either to be uploaded as valid grades

Whole Grade	Alternative Upload Value
A*	<input type="text"/>
A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>
E	<input type="text"/>
WT	
U	<input type="text"/>
X	<input type="text"/>



For double, triple or quad award qualifications, you may want to enter single grades as alternative upload values to ensure both are recognised in your grade files. For example, D* as an alternative value for D*D*. For more information, see the appendix in our KS5 EAP: Grade Methods guide here.

6 / Sub Grades

Next, you can determine whether sub grades will be included in the grade method, which can be used to determine the strength of your student's grades. This will allow you to upload the whole grades (e.g. A*, A, B, etc.) or master grades, which are the combination of whole and sub grades (e.g. A*+, A=, B-, etc.).

To do this, place a tick next to 'Include Sub Grades' (E5), then enter between two and 10 sub grades for the method (up to four characters). The strongest sub grade should be entered on the left, and the weakest on the right.

E5 Include Sub Grades

For example, in the screenshot below, this would ensure that the sub grade + is stronger than =, and = is stronger than -.

Sub Grade Suffix Values									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Strongest

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

If you only use two sub grades (such as + and -), you must enter a third placeholder in between these to complete step 8 of the grade method setup successfully. For example, enter an =, even if you don't plan to upload this.

7 / Master Grades

If you have selected to include sub grades in step 6, you must then select which sub grades will be valid for each whole grade. This will determine the overall master grades, which are the combination of whole and sub grades. *For example, you could either upload a whole grade A, or the master grades A+, A= or A-.*

Please ensure only valid Whole+Sub grade combinations are selected.

Select All Select None

Whole Grade	Master Grade		
A*	<input checked="" type="checkbox"/> A*+	<input checked="" type="checkbox"/> A*=	<input checked="" type="checkbox"/> A*-
A	<input checked="" type="checkbox"/> A+	<input checked="" type="checkbox"/> A=	<input checked="" type="checkbox"/> A-
B	<input checked="" type="checkbox"/> B+	<input checked="" type="checkbox"/> B=	<input checked="" type="checkbox"/> B-
C	<input checked="" type="checkbox"/> C+	<input checked="" type="checkbox"/> C=	<input checked="" type="checkbox"/> C-
D	<input checked="" type="checkbox"/> D+	<input checked="" type="checkbox"/> D=	<input checked="" type="checkbox"/> D-
E	<input checked="" type="checkbox"/> E+	<input checked="" type="checkbox"/> E=	<input checked="" type="checkbox"/> E-
WT	<input type="checkbox"/> WT+	<input type="checkbox"/> WT=	<input type="checkbox"/> WT-
U	<input type="checkbox"/> U+	<input type="checkbox"/> U=	<input type="checkbox"/> U-
X	<input type="checkbox"/> X+	<input type="checkbox"/> X=	<input type="checkbox"/> X-

You can select grades individually, or use the 'Select All' or 'Select None' buttons above to select/deselect in bulk!

Cancel Previous Next

8 / Grade Equivalences

If you have selected to include sub grades in step 6, next you must define which master grade each whole grade is equivalent to. *For example, if you were to upload a whole grade A, would this be equal to an A+, A= or A-?* To define these, select the relevant master grade in the dropdowns for each grade (E6).

Whole Grade	Equivalency
A*	A whole grade A* is equivalent to a <input type="text"/> * <input type="text"/> ▼ E6
A	A whole grade A is equivalent to a <input type="text"/> * <input type="text"/> ▼

9 / Confirmation

Finally, you can double check the grade method based on the previous selections. If you need to make any changes, click 'Previous' to go back to the appropriate step. When you are happy with the setup, click 'Finish' (E7) to create the method, as shown on the next page.

Whole Grade	Master Grade	Points			Entries
		Performance	Challenge (Pre-2020)	Challenge (2020 Onwards)	
A*	A*+ A*= A*-	60	8	9	1
A	A+ A= A-	50	8	9	1
B	B+ B= B-	40	8	9	1
C	C+ C= C-	30	8	9	1
D	D+ D= D-	20	8	9	1
E	E+ E= E-	10	8	9	1
WT	(No associated subgrades)	0	0	0	1
U	(No associated subgrades)	0	0	0	1
X	(No associated subgrades)	0	0	0	0

This lists the performance points, challenge points for progress measures and size (entries)!

Key:
Represents master grades that are equivalent to their whole grades.

Cancel Previous Finish **E7**

This will take you to the Grades Method Detail page, where you can click 'Back to Grade Method List' at the top to return to the main Grade Method page. This process can then be repeated to create all necessary grade methods for your KS5 cohorts.

Below is an example of how the Grade Method List will appear, once you have created various grade methods.

EAP Grade Methods for Key Stage 5

Grade Method Name	Grades	Grading Structure	Actions
BTEC Single	D*+ D*= D* D*- D+ D= D D- M+ M= M M- P+ P= P	L3 D*DMP size 1	
EPQ	A*+ A*= A* A*- A+ A= A A- B+ B= B B- C+ C= C	Extended Project (Diploma)	
GCE A Level	A*+ A*= A* A*- A+ A= A A- B+ B= B B- C+ C= C	A2 Level (GCE)	
GCE AS Level	A+ A= A A- B+ B= B B- C+ C= C C- D+ D= D	AS Level (GCE)	
GCSE 9-1	9 8 7 6 5 4 3 2 1 U X	GCSE (9-1)	

Click on a method name to drill down for more information, or to make any changes.

Rename or delete a method.

If you have students taking Level 2 qualifications in KS5 (e.g. GCSE resits, L2 BTECs etc.), we recommend ensuring you have also created the appropriate L2 Grade Methods here too.

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4446690042269-KS5-Creating-Grade-Methods-Admin->

You're now ready to prepare and import student data!

Step 3 / Student Data

What is 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, ran through the SISRA Analytics Excel Add-In and then imported into Analytics. Once imported, this will link to the grades files for the cohort, and populate the student's details in the reports.

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.

Q: What should I use for the student ID?



A: Some examples include the student's exam number, admission number or UPN. Whichever you choose, you must stick to this throughout all uploads for the cohort.

Extracting Student Data from your MIS

To help you extract student data from your MIS, we have provided links to student report definition files or information for popular MIS', including SIMS, CMIS, Bromcom, iSAMS, Cloud School and Arbor. These can be downloaded from here: <https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4406446623517>

If you have created and added additional filters to the Student Data Profile ([step 1](#)), you will need to manually edit the report definition to include these.



The Sisra Support team do not provide MIS support therefore we recommend contacting your MIS support team if you need help editing the report definition.

If you're working with **Current Y13** or a **Leaver's cohort**, we recommend extracting **two** student data files. One containing their historical student data from when they were in Y12 and one containing their Y13 student data.

Preparing Student Data

Once you have extracted student data from your MIS, you can run this through the Excel Add-In to ensure this is in the required format for import into Analytics. This can be downloaded from here:

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

Once the Excel Add-In has been installed, open your student data file in Excel and click the SISRA (F3) > Prepare Student Data (F4).

i With each student data import, we recommend double checking the sets of classes (taken from the 'Subject' column of your student data file), are named the same as in previous student data imports for that cohort.

The screenshot shows the Excel interface with the SISRA Add-In ribbon. Callout F4 points to the 'Prepare Student Data' button. Callout F3 points to the 'SISRA' tab. A speech bubble notes: 'Students must have a subject and class within the file to be included in the import.' Another speech bubble notes: 'If a student doesn't have a value for a filter, you can leave it blank. Analytics will enter the default value upon importing, as set up in the Student Data Profile.'

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student ID	Student Name	Gender	Ethnic Code	SEN	Gifted Talented	FSM Ever 6	Looked After	Registration Group	Pupil Premium	Attendance Group	Bursary	Subject	Class
2	5003	Ament; Jeff	M	WENG					12MOB		3. Above 95%		English Literature	12EL1
3	5003	Ament; Jeff	M	WENG					12MOB		3. Above 95%		Further Maths	12FM1
4	5003	Ament; Jeff	M	WENG									Geography	12GE1
5	5003	Ament; Jeff	M	WENG									General Studies	12GS1
6	5003	Ament; Jeff	M	WENG									Spanish	12SP1
7	5004	Aniston; Jennifer	F	WENG	A								English Language	12EN1
8	5004	Aniston; Jennifer	F	WENG	A								General Studies	12GS2

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 is formatted accurately.

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 guide linked on the next page.

The screenshot shows the 'Prepare Student Data for Offline School' window. It has sections for 'Student and Class Column Selection' and 'Filter Selection'. In the first section, 'Student ID' is set to 'A - Student ID', 'Student Name' to 'B - Student Name', 'Set of Classes' to 'N - Subject', and 'Teaching Group' to 'O - Class'. In the 'Filter Selection' section, filters for Gender, Ethnic Code, SEN, Gifted Talented, and Looked After are selected with green dropdowns. Filters for FSM Ever 6, Pupil Premium, and EAL are not selected and have red warning icons.


Excel Add-In: Preparing Data

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4407376697757-Extracting-and-Preparing-Student-Data-Admin->

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

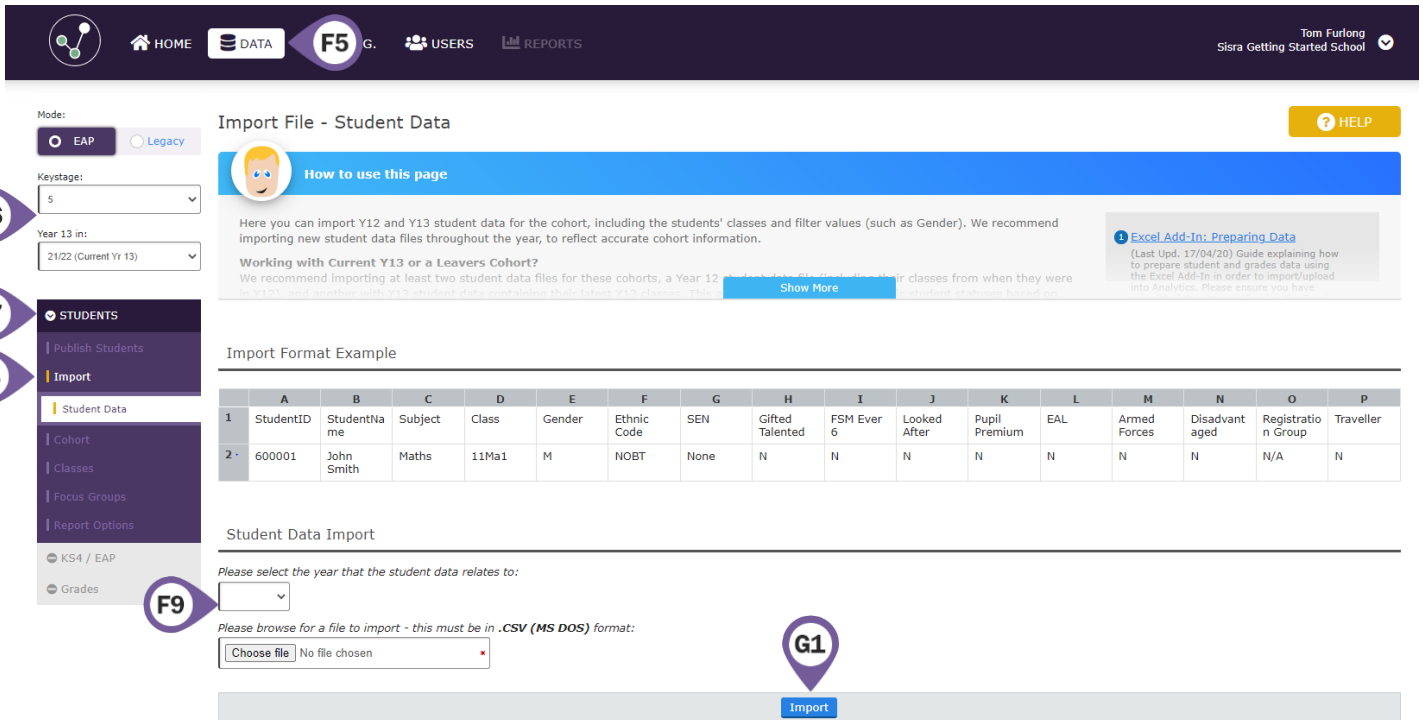
A: If there are filters missing here, we'd recommend checking these have been added to the Student Data Profile correctly (covered in [step 1](#)). We would also recommend checking whether Online or Offline mode is being used in the Add-In (explained in our Excel Add-In: Preparing Data guide linked above).

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'.

 You're now ready to import your student data file!

Importing Student Data

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



Import File - Student Data

Mode: EAP Legacy

Keystage: 5

Year 13 in: 21/22 (Current Yr 13)

STUDENTS

- Publish Students
- Import**
- Student Data
- Cohort
- Classes
- Focus Groups
- Report Options

KS4 / EAP

Grades

How to use this page

Here you can import Y12 and Y13 student data for the cohort, including the students' classes and filter values (such as Gender). We recommend importing new student data files throughout the year, to reflect accurate cohort information.

Working with Current Y13 or a Leavers Cohort?

We recommend importing at least two student data files for these cohorts, a Year 12 and a Year 13. The Year 12 file should contain their classes from when they were in Y12, and another with Y13 student data containing their latest Y13 classes. This will ensure that their student statuses based on their classes are accurate.

[Excel Add-In: Preparing Data](#) (Last Upd. 17/04/20) Guide explaining how to prepare student and grades data using the Excel Add-In in order to import/upload into Analytics. Please ensure you have

[Show More](#)

Import Format Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	StudentID	StudentName	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

Student Data Import

Please select the year that the student data relates to:


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

Choose file | No file chosen

Import

Next, select the year (F9) that the file relates to (e.g. are the classes in the file from when the students were in Y12 or Y13?). This is important as it will affect the student's statuses and therefore how they count towards the reports. Then, select your file to be imported and click 'Import' (G1).

Working with Current Year 13 or a leaver's cohort?

 We recommend importing 2 student data files, one containing their historical student data from when they were in Y12 and the other should contain their latest Year 13 data.

You will then be shown a file health check, which checks for issues within the file imported as shown in the screenshot on the next page. If there are any issues found, we would recommend clicking 'Cancel the import' (G2) and resolving these in your file.

An import summary is also displayed, which can be used to double check the number of students and subjects included in the file. When you're happy with the import, click 'Complete the import' (G3).

Import Summary

File Summary:

- 91 New Student(s) will be created
- 23 Subject(s) are included in the file.
- View status for:

New students:	91 On Roll
Existing students with a new status:	There are no status changes since your last upload.

✖ Cancel the import
✔ Complete the import



If there are any issues found in the file health check, feel free to take a look at our file health check appendix in our KS5: Importing Student Data article [here](#).

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

18/19 (Leavers) Active Students

Student ID	Student Name	Previous Status	Current Status	Actions
005003	Ament, Jeff		On Roll	<input type="checkbox"/>
005004	Aniston, Jennifer		On Roll	<input type="checkbox"/>

For more information on student statuses or managing individual students, see our guide:



KS5: Student Statuses

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4835247372317-KS5-Student-Statuses-Admin->



You can now import your KS4 core baselines!

Step 4 / KS4 Core Baselines

What are Core Baselines?

KS4 core baselines are the official points, or challenge points, students have achieved at the end of Y11. These must be imported and set up accurately within Analytics to ensure headline figures are calculated in line with the DfE within the reports, such as L3VA and L2 Progress.

There are four types of baselines you can import for each student, listed below.

KS4 APS GCSE and KS4 APS All (for L3VA)

To produce L3 Value Added in line with the DfE, you would need to import the following in Attainment 8 points format (e.g. where an A* at GCSE is worth 8.5), using best grade discounting rules, to 4 decimal places to more:

- **KS4 APS GCSE** – for A Level and Academic qualifications
- **KS4 APS All** – for Applied General qualifications

Q: What is the difference between 'KS4 APS GCSE' and 'KS4 APS All'?



A: 'KS4 APS GCSE' will include GCSE qualifications, such as unreformed A*-G qualifications, 9 qualifications and any AS Levels taken at KS4, whereas 'KS4 APS All' will also include vocational qualifications, such as BTECs

Where can I find APS GCSE and APS All baselines?

You could use the options listed below depending on the cohort:

- **Leavers Cohorts** - You should be able to find these within the [DfE's Checking Exercise](#), within their L3 VA Student and Qualification Level Data (Level3VARreport.csv).
- **Current Cohorts** - You could export these from [GIAP](#). To do this, you would need to upload your student's UPNs into GIAP and then download the associated data. Then, use these columns:
 - (KS4_PTSPE_PTQ_EE) for your students' KS4 APS All
 - (KS4_GPTSPE_PTQ_EE) for their KS4 APS GCSE

Please note – We have previously been made aware that GIAP may not be calculating APS in line with the DfE, and may incorrectly exclude unapproved qualifications, or limit qualifications included to those sat in the respective reporting year. The DfE do include qualifications such as these in calculating KS4 prior attainment.



It may also not include all students depending on when they studied. To calculate student's baselines manually (where applicable), see our guide [here](#).

We would also always recommend (to ensure accuracy) comparing your core baselines from GIAP to the DfE's Table Checking Exercise, once released.

Prior English and Prior Maths (for Eng/Mat Progress and L3 Maths)

In order for L2 English / Maths Progress and L3 Maths to be calculated, you would also need to import the following as challenge points (from the year they're reported on):

- **KS4 English Prior** (best from English Language or English Literature)
- **KS4 Maths Prior**
- If your students took **GCSE English** or **GCSE Maths** in KS4, you can find a list of the respective challenge points in the table to the right, depending on when they are reported on in KS5.
- *For example, if a student achieves a grade 6 in GCSE English in KS4, in 23/24, it would be worth 6 challenge points (the points are the exact same as the grade).*
- If your students took different qualifications at KS4, you should import the associated challenge points from the DfE's spreadsheet, covered [here](#).

GCSE English and Maths (9-1)		
Grade	2019 Challenge Points (for Y13 Leavers 18/19)	2020 Challenge Points (for Y13 19/20 onwards)
9	8	9
8	7.7	8
7	7	7
6	6.3	6
5	5.7	5
4	5	4
3	4	3
2	3	2
1	1	1
U	0	0

Where can I find Prior English and Maths baselines?

You may be able to find these in your MIS, from the student's previous school or, if available, export their grade points from KS3/4 of Analytics*, covered in our guide below.



Schools should **NOT** use the KS4 English and Maths information provided in the GIAP export, as this does not list the best of English Language/Literature.

Preparing Core Baselines

Once you have found the appropriate core baselines, these can be formatted in Excel, using the Add In. These must be uploaded within a 4 column grade list, including: Student ID, Student Name, Baseline and Points, as shown in the import format example below.



KS5: Preparing and Importing Core Baselines:

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4790353140381-KS5-Preparing-and-importing-Core-Baselines-Admin->

Import Format Example

	A	B	C	D
1	Student ID	Student Name	Baseline	Points
2	000001	John Smith	KS4 APS GCSE	5.25
3	000001	John Smith	KS4 APS All	4.6667
4	000001	John Smith	Prior English	4
5	000001	John Smith	Prior Maths	1.75

Once you have prepared your file, save this as CSV (MS DOS) format on your computer.

Importing Core Baselines

Once your core baselines file has been formatted and saved as a CSV (MS DOS) file, this can be imported into Analytics. To do this, click DATA > select key stage and cohort > KS4 / EAP (H1) > Core Baselines (H2) > 'Import Core Baselines' (H3).

Mode: EAP Legacy

Keystage:

Year 13 in:

Import File - Core Baselines ? HELP

How to use this page

Here you can import official KS4 core baselines reported on by the DfE for the cohort, which are used to calculate specific KS5 performance measures.

What baselines should I import?
To calculate L3 Value Added in the reports, you would need to import the appropriate measures in 9-1 points format, depending on the type of qualifications that are taken.

KS5 EAP: KS4 Core Baselines
(Last Upd. 06/08/21) Guide explaining how to accurately set up your KS4 core baselines defined by the DfE, to ensure they count accurately to related school performance.

Import Format Example

	A	B	C	D
1	Student ID	Student Name	Baseline	Points
2	00001	John Smith	KS4 APS GCSE	5.25
3	000001	John Smith	KS4 APS All	4.6667
4	000001	John Smith	Prior English	4
5	000001	John Smith	Prior Maths	1.75

Core Baseline Data Import

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

No file chosen

Next, click 'Choose File' (H4) and select the file to be uploaded and click 'Start Import' (H5).

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues shown here, we would recommend clicking 'Cancel the Import' (H6) to resolve these. An import summary is also displayed, which can be used to double check the number of students included in the file, and the number of students that will have at least one blank core baseline after the import. When you're happy with the import, click 'Continue with the Import' (H7).

Core Baseline Data Import

Import Date	Imported by
Today at 15:20	Charlotte Support

File Health Check

No potential issues have been identified in your import file.

i If there are any issues found in the file health check, feel free to take a look at our file health check appendix in our KS5 EAP: KS4 Core Baselines guide [here](#).

You should then be taken to the Core Baselines Pairing page. If the subject name in the file matches the default name, these will automatically be paired in the dropdown (H8). However, if these are different, you can manually pair this (H9). Finally, if there is a subject which is not required, select 'Do Not Include'.

Core Baselines Pairing

File Baseline	SISRA Baseline
KS4 APS All (A8 Points)	<input type="text"/>
KS4 APS GCSE (A8 Points)	<input type="text"/>
Prior English	<input type="text" value="Prior English"/>
Prior Maths	<input type="text" value="Prior Maths"/>

Once the subjects are paired, click 'Continue with the Import' which will take you to an Import Summary, showing how many students have baselines values. Check this and again click 'Complete the Import'.

Once you have imported your baselines, you will be taken back to the Core Baselines page. You can then set Prior Maths qualifications as L3 qualifications (if needed) and resolve any warning icons shown, explained further below.


Prior Maths is an L3 Maths Qualification

If any of your students KS4 Prior Maths is a L3 qualification, you must click the blue pencil (11) icon in the Actions column for the relevant student and pop a tick in the 'Prior attainment is an L3 qualification' box (12). Then click 'Save'. This will impact L3 Maths measures in the reports.

Invalid Core Baseline


Core Baselines

Clear Core Baselines Export Core Baselines

Student Name ID	KS4 APS GCSE (A8 Pts)	KS4 APS All (A8 Pts)	Prior English (Challenge Points)	Prior Maths (Challenge Points)	L3 Maths	Actions
Ament; Jeff 005003	3.98876	4.23451	3	3		
Aniston; Jennifer 005004	6.6375	7.5857	5	5		
Austen; Jane 0	5.12404	7.4286	6	5		

Student Name ID	KS4 APS GCSE (A8 Pts)	KS4 APS All (A8 Pts)	Prior English (Challenge Points)	Prior Maths (Challenge Points)	L3 Maths	Actions
Ament; Jeff 005003	<input type="text" value="3.98876"/>	<input type="text" value="4.23451"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Warning Icons

If the 'Invalid Core Baseline' warning icon is displayed in any of the baseline columns, this indicates that there is an issue with the points imported. For KS4 APS columns, Analytics expects an average point score value between 0 and 11, which can be up to 13 decimal places. For the Prior English and Maths columns, Analytics expects challenge points in line with the points used for that cohort (listed in the  icon in the column headers).

To resolve this, click the blue pencil  to edit (add or remove) baselines for a student. 

 You can now upload EAP baselines and create EAPs!

Step 5 / EAPs and EAP Baselines

What are EAPs and what are they used for?

An EAP (Expected Attainment Pathway) serves two functions. The first is to set the grade methods to be used for each qualification as created in step 2, meaning EAPs must be created. The second function is optional and is used to define the expected grades for students with a specific baseline, in each qualification, each term. These are used to populate **on track** analysis in the reports, which compares each student's performance to their expected performance for that term.

Below you can see an example screenshot of how this would look in the reports, which displays the number of students above, on or below track in each qualification:

Name	Total Grades	Average Pts Per Entry	Residual	Average Judgement Behaviour	Average Judgement Homework	Average Points Attention	Avg EAP Diff (Whole)	Avg EAP Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc in Track
Art	23	19.57	-2.09	S	S	2.31	-0.6	-1.2	11	0	11	12	23
BTEC Business Certificate	9	19.44	0.43	G	G	2.78	-0.6	-1.9	5	0	5	3	8
BTEC Photography Diploma	2	25.00	2.94	S	S	2.00	0.0	0.0	2	0	2	0	7

Planning EAPs

If you want to take advantage of the additional functionality stated above, we recommend discussing which type of EAP baseline to use as the starting point for your EAPs (to group students onto their pathway), as well as how many EAPs you wish to create, with your SLT.

You will need to create separate EAPs if you're looking to use a different grade method, a different EAP baseline or enter different expected grades. Then, you can enter admin defined expected grades for each starting point, for each term. Each EAP can contain up to seven points (term 1, 2 and 3 for years 12 and 13, and KS5 Exams).

The following grade types can be used for EAP baselines, to group students onto a pathway:

1. **KS5 Grade Method** (created in CONFIG. – see [step 2](#)).

For example, separate EAPs for each individual qualification using the student's Target grades as EAP baselines (shown in the example below), or an EAP for each grade type (e.g. GCE A Level, GCE AS Level, EPQ, GCSE 9-1 etc.) using student's Target grades as EAP baselines.

Below you can see an example of an EAP created specifically for A Level Art, using Art Targets as the baseline. The EAP shows the students' performance is expected to increase linearly:


Baseline	Year 12			Year 13			KS5 Exams	Actions
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
A*	A	A	A	A*	A*	A*	A*	
A	B	B	B	A	A	A	A	
B	C	C	C	B	B	B	B	
C	D	D	D	C	C	C	C	
D	E	E	E	D	D	D	D	
E	U	U	U	E	E	E	E	
U								
X								

2. **Number Range** (whole numbers ranging from 0-300)

This could be useful to create a separate EAP for each faculty (e.g. English, Humanities, Technology, etc.) using number ranges to give each student an individual EAP baseline and therefore unique expected grades.

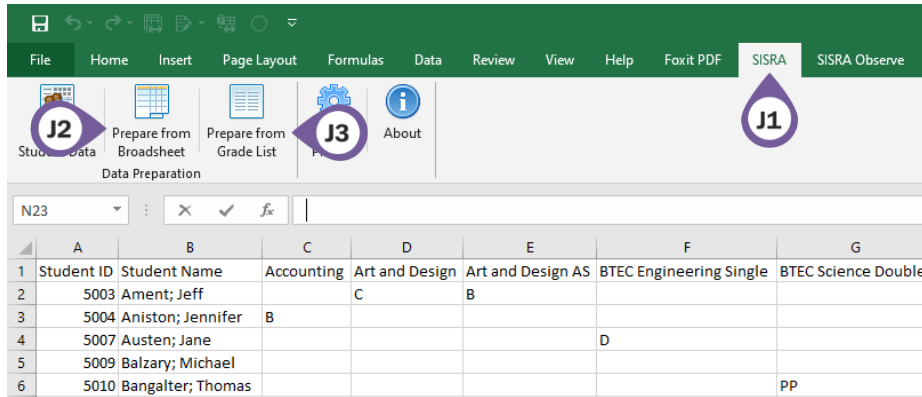
3. EAPs without Expected Grades

If you don't wish to make use of 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 GCE A Levels, one for GCE AS Levels, one for GCSE 9-1 Resits etc. as this defines the grade method to be used. 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.

 You're now ready to prepare and upload your EAP baselines!

Preparing EAP Baselines

Once your school has decided which EAP baselines to use, these can be formatted using the Excel Add-In. To do this, open your EAP baselines file in Excel and click the SISRA tab (J1).



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

Prepare from Broadsheet (J2): This allows you to format a grades broadsheet, shown below. This should include student names down the left and qualifications in separate columns along the top, with the grades scattered in the middle.

	A	B	C	D	E	F
1	Student ID	Student Name	Accounting	Art and Design	Art and Design AS	BTEC Engineering Single
2	5003	Ament; Jeff		C	B	
3	5004	Aniston; Jennifer	B			
4	5007	Austen; Jane				D
5	5009	Balzary; Michael				
6	5010	Bangalter; Thomas				

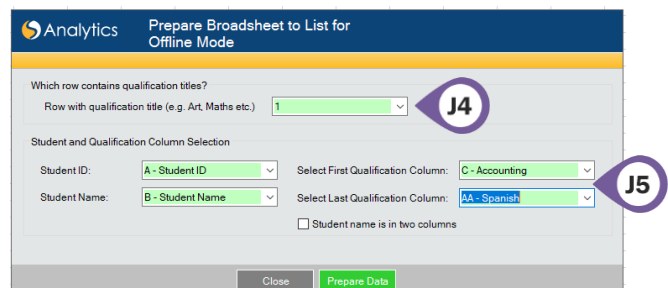
Prepare from Grade List (J3): This allows you to format a grades list, shown below. This could include five columns and multiple rows for each student, with separate columns for student names, qualifications and grades.

	A	B	C	D	E
1	UPN	Student ID	Student Name	Qualification	Grade
2	N7777763475	5003	Ament; Jeff	Art and Design	C
3	N7777763475	5003	Ament; Jeff	Art and Design AS	B
4	N7777763475	5003	Ament; Jeff	English Literature	B
5	N7777763475	5003	Ament; Jeff	Geography	A
6	N7777763475	5003	Ament; Jeff	Maths Further	A
7	F2387216486	5004	Aniston; Jennifer	Accounting	B

Select the appropriate option depending on the format of your original file and see the corresponding explanations on the next page.

Prepare from Broadsheet

In the pop-up window, select the row containing the qualification names (e.g. row 1) (J4). Then, select or enter the columns containing the first and last qualifications within the file (J5), 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 for a filter, which we would recommend double checking.

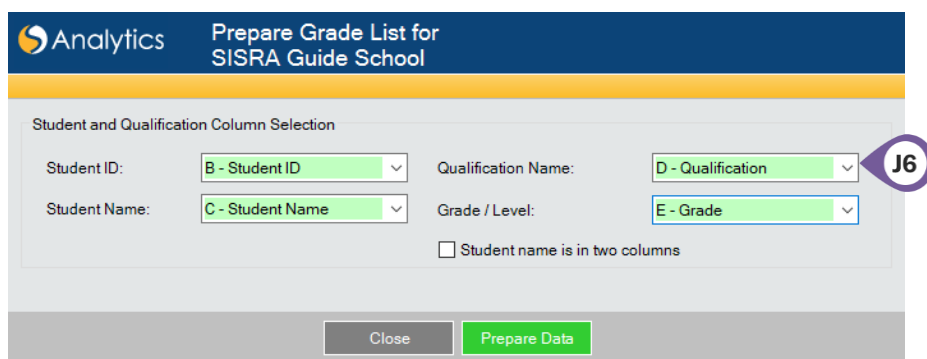
You will then be prompted to save the file. Please ensure that the file format CSV (MS DOS) is selected, as this is required for all imports / uploads into Analytics. Then, give your file an appropriate name, browse to a suitable location on your computer and click 'Save'.

 You're now ready to upload your EAP baselines file, covered on the next page!


Prepare from Grade List

In the pop-up window, select or enter the columns containing the qualification names and grades within the file (J6), 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 for a filter, 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 EAP baselines file, covered on the next page!

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 > KS4 / EAP (J7) > EAP / Baselines (J8) > Uploads (J9) > 'Upload Grades File' (K1).

The screenshot shows the Sisra Analytics dashboard. The top navigation bar includes HOME, DATA, CONFIG, USERS, and REPORTS. The user is identified as Tom Furlong from Sisra Getting Started School. The main content area is titled 'Uploads for EAP / Baselines'. On the left, a sidebar menu shows the navigation path: STUDENTS > KS4 / EAP (J7) > EAP / Baselines (J8) > Uploads (J9) > Upload Grades File (K1). The main area contains a 'How to use this page' section with instructions on uploading custom baselines and a table for 'EAP / Baseline Uploads'. The table currently shows 'No files uploaded'.

Next, select the file to be uploaded. Then, enter a clear file title (this will only be visible in DATA to allow you to distinguish between your EAP baseline files) and click 'Upload'.

The 'Grade Data Upload' form is shown. It has a header 'Grade Data Upload'. Below it, a message says 'Please browse for a file to upload - this must be in .CSV (MS DOS) format:'. There is a file selection button labeled 'Choose file' and a dropdown menu showing 'No file chosen'. Below that is a 'File Title:' input field. At the bottom right, there are two buttons: 'Cancel' and 'Upload'.

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

EAP / Baseline Grade Data Upload

Upload Date	Uploaded by	File Title
Today at 10:03	Heather Support	Targets

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

- 362 Grade(s) will be uploaded.
- 91 Student(s) are included in the file.
- 25 Qualification(s) are included in the file.

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

You can now set up your EAP baselines!

Setting up EAP Baselines

Once EAP baselines have been uploaded, these must be set up in DATA > select key stage and cohort > KS4 / EAP > EAP / Baselines (K2) > Baseline Management (K3).

This involves selecting the appropriate grade type for each subject, and grade method where appropriate. To do this, click 'Edit' (K4), then complete the following columns:

- **Grade Type:** Select the type of grades uploaded for each subject, from a default list. If you are looking to use a KS5 EAP grade method, such as GCE A Level, select “KS5 Grade Method” to activate the next column.
- **Grade Method:** If “KS5 Grade Method” has been selected in the Grade Type dropdown, select the grade method for each subject. This list is determined by the grade methods created in CONFIG. (see [step 2](#)).

Please ensure these selections are accurate, as these cannot be changed once a subject has been selected within an EAP.

Baseline Management



Baseline Qualification	Grade Count	Grade Type	Grade Method	Actions
Art and Design	10		N/A	✘
BTEC Engineering	16		N/A	✘

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

KS5: Warning Icons

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4642712912029-KS5-Warning-Icons-in-KS4-EAP-Invalid-Core-Baselines-Admin->

You're now ready to create EAPs!

Creating EAPs

To create an EAP, click DATA > select key stage and cohort > KS4 / EAP > EAP / Baselines (K5) > EAP (K6) > 'Create EAP' (K7).

1 On the next page, enter a clear EAP name (this will only be visible in DATA to allow you to distinguish between your EAPs) and an optional description.

2 Next, select the baseline type from those you have uploaded and set up, which will determine how students are grouped onto each pathway. The options available are 'Number Range' or 'KS5 Grade Method'. If you are using Number Range, you will also need to enter the lower and upper limits of your baseline, which will determine how many rows are available to populate within the EAP in the next step.

Please note, the baseline type cannot be changed once an EAP has been created.

3 Then, select the EAP baseline, which will determine the baseline qualification used for each student. The list shown is determined by the qualifications uploaded for the cohort, within the selected grade type. Once the EAP has been created, this can be edited to another subject within the selected baseline type if necessary. If you are not looking to take advantage of the additional functionality in the reports (on track analysis), you can select any baseline type and EAP baseline.

4 Finally, select the grade method that will be used for qualifications using this EAP in the Assessment Methods dropdown. This method will be used across all terms and years for the cohort (e.g. terms 1, 2 and 3 for Y12 and Y13, and KS5 Exams).

You will then be taken to the EAP Details page, allowing you to enter expected grades, if you're looking to utilise on track functionality in the reports. If you want to take full advantage of the analysis available in the reports by defining your EAP pathways, see below. Alternatively, continue to [step 7](#).

Create EAP

- 1 **EAP Name**

EAP Description
- 2 **Baseline Type**
- 3 **EAP Baseline**

 Using method: GCE A Level
- 4 **Assessment Methods**

Defining EAP Pathways (Optional)

If you want to enter expected grades into your EAPs to make use of on track functionality in the reports (shown on [page 21](#)), 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 from the EAP Detail page (DATA > select key stage and cohort > KS4 / EAP > EAP / Baselines > EAP > click into an EAP name.)

EAP Detail

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

EAP Name: Accounting [Export EAP](#) [Import EAP](#) [Edit EAP](#) [Clear EAP](#)

EAP Description: No Description Supplied

Baseline Type: KS5 Grade Method

EAP Baseline: Accounting A2

Grade Method: GCE A Level



Baseline	Year 12			Year 13			KS5 Exams	Actions
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
A*+								
A*=-								
A*-								

To export an EAP into Excel, click 'Export EAP' (K8), as shown on the previous page. Then, you can enter the expected grades into your EAP in Excel and save this as a CSV (MS DOS) file (an example of this is shown below).

	A	B	C	D	E	F	G	H
1	Baseline	Year 12 Term 1	Year 12 Term 2	Year 12 Term 3	Year 13 Term 1	Year 13 Term 2	Year 13 Term 3	KS5 Exams
2	A*+	A*+	A*+	A*+	A*+	A*+	A*+	A*
3	A*=-	A*=-	A*=-	A*=-	A*=-	A*=-	A*=-	A*
4	A*-	A*-	A*-	A*-	A*-	A*-	A*-	A*
5	A+	A+	A+	A+	A+	A+	A+	A
6	A=	A=	A=	A=	A=	A=	A=	A
7	A-	A-	A-	A-	A-	A-	A-	A
8	B+	B+	B+	B+	B+	B+	B+	B

Once you have saved the file in Excel, click 'Import EAP' (K9) to import this back in. You will then be shown a file health check, which checks for issues within the file imported. If there are any issues shown here, we would recommend clicking 'Cancel' to resolve these. When you're happy with the import, click 'Import'.

Import Date	Imported by
Today at 10:16	Heather Support

File Health Check

21 paths are valid and will be imported.

Please note: Any existing paths that are in your import file will be updated. Any existing paths that are not in your import file will be removed.

✕ Cancel
✔ Import

Analytics will then populate the flight paths with the expected grades from your file.

If you receive an error, it may be due to the format of your file. You must ensure to keep the same number of rows and columns as shown in the export, and save this as CSV (MS DOS). For more information, see our file health check article [here](#).

2 / Manually Enter Expected Grades

To manually enter expected grades into an EAP in Analytics, click the blue pencil icon (L1) (shown on the previous page). 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 12			Year 13			KS5 Exams	Actions
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
A**+	A**+	A**+	A**+	A**+	A**+	A**+	A*	< Copy Row
A**=	<input type="text" value="A**="/>	<input type="text" value="A**="/>	<input type="text" value="A**="/>	<input type="text" value="A**="/>	<input type="text" value="A**="/>	<input "="" type="text" value="A**="/>	<input "="" type="text" value="A**="/>	+ Save - Cancel
A**-	A**-	A**-	A**-	A**-	A**-	A**-	A*	< Copy Row
A+	A+	A+	A+	A+	A+	A+	A	

Valid grades will be highlighted **yellow** and grades that do not match the assigned method will be highlighted **red**. You must resolve any red boxes for these grades to be recognised. When you have finished completing the row, click 'Save'.

Then, repeat this process for each applicable pathway within the EAP. The 'Copy Row' buttons can be used to copy the expected grades from the row above or below, and the +/- buttons can be used to increase or decrease all expected grades in the row by 1 increment.

Copying EAPs

Once you have created and defined at least one EAP in your cohort, you will then have the option to copy this to create up to 10 additional EAPs simultaneously, using the same setup. This process can be repeated as many times as needed and also allows you to copy EAPs across cohorts.

This allows you to create multiple EAPs using the same baseline type, grade method and expected grades (if entered) in bulk, but change the EAP baseline for these as appropriate. This is useful when setting up similar EAPs for multiple qualifications, such as A Levels.

To copy an EAP, click DATA > select key stage and cohort > KS4 / EAP > EAP / Baselines (L2) > EAP (L3) > 'Create EAP' (L4).

- 1 On the next page, select 'Copy Existing EAP'.

2 Then, select the cohort you wish to copy this EAP from.

3 Next, select the EAP you wish to copy, which will copy the same grade method and expected grades, if entered.

Create EAP

1 Create New EAP
 Copy Existing EAP

2 Cohort to copy from

3 EAP to copy

You will then be presented with a pop-out window displaying a preview of the selected EAP, including which baseline type and grade method this uses, and any expected grades entered within this. If you're happy with copying these, click 'Confirm'.

4 You will then be shown a table which you can complete, to copy your EAPs. We recommend selecting your EAP baselines first, as this makes it easier to determine which EAPs you still need to create and therefore the EAP name to enter. You can also enter an optional description to help you identify the setup of your EAP.

4 Baseline Type
 KS5 Grade Method

Enter details for up to 10 new EAPs to be created:

EAP Name	EAP Description	EAP Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline
<input type="text"/>	<input type="text"/>	Select Baseline

L5

Once you have completed all applicable rows, click 'Create' (L5). This will then create up to 10 additional EAPs using the selected setup. You can then repeat this process to create or copy additional EAPs for your cohort, if needed.

 You are now ready to prepare and upload grades data!

Step 6 / Grades Data

What is Grades Data?

Grades data files are used to upload all student grades for the qualifications they are taking. The files 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. Once uploaded, this will link to the student data imported for the cohort, and populate the reports once published.

Analytics uses the student IDs within your files to link the correct student with their appropriate grades. Therefore, you must ensure consistent IDs are used within all files for a cohort.

What is a Data Set?

A data set is used to store one type of grades that students have achieved in each of their qualifications. Each data set will then become a separate report in the REPORTS area for that cohort, allowing you to analyse the figures based on that type of grades. For example, all grades uploaded into the Exams data set will become the Exams report, including headline figures calculated using those exam grades.

There are five data sets provided by Analytics, which can be used to store different types of grades:

- **Exams:** This should only be used to store final, banked exam grades for the cohort. We recommend uploading these grades as and when they are achieved.
- **Targets, Mocks, Data Set 3, Data Set 4 and Data Set 5:** Each of these standalone data sets can be used to store one full set of grades, allowing you to upload one grade, per student, per qualification into each. For example, you may use one for Targets, another for Mocks, one for a single set of Predictions, etc. These data sets can be renamed to reflect the type of data you wish to collect and analyse in the reports.
- **TAGs / CAGs:** This data set can currently be used to help schools check their 19/20 – 20/21 centre-assessed or teacher-assessed grades. Currently, this cannot be renamed however, this functionality will be released in the future, allowing you to upload and analyse an additional set of grades data in every cohort.

Please note, you cannot create additional data sets, so we would recommend speaking with your SLT to determine which data you wish to analyse in the five data sets provided.

What is an Assessment Collection?

An assessment collection is similar to a data set, in that it is used to store grades that students have achieved in each of their qualifications. Assessment collections are created in the Assessments section, and reflect each data point throughout the year (e.g. Y12 Autumn, Y12 Spring, etc.), allowing you to track performance over time. Therefore, each time you collect assessment grades in school, you will need to create a new assessment collection. Each assessment collection will become a separate report in the REPORTS area for that cohort, allowing you to analyse the figures on those specific grades.

You can create as many assessment collections as you like, and publish up to two of these for each term in the reports. There are three terms per year (e.g. Year 12 term 1, 2 and 3), which means you can publish up to 12 assessment reports for a cohort!

Can I upload grades for Level 2 qualifications in KS5?

Yes, you can! If you have any students sitting L2 qualifications in KS5, whether this be resitting GCSE English/Maths, or taking additional L2 qualifications such as BTECs, you can upload these grades and complete the setup in the same way as your L3 qualifications.

Official banked L2 exam grades / resits taken at KS5 should be uploaded into your Exams data set. You can also upload these into your Assessments for tracking purposes too!

Before uploading your L2 grades, you would need to ensure you have created an appropriate L2 grade method (CONFIG. > Grade Methods > KS5 Methods) and an EAP (KS4/EAP > EAP/Baselines > EAP), covered earlier in this guide.

When preparing your grades file (covered below), you must ensure you name your L2 qualifications differently to your L3 qualifications, e.g. 'L2 Maths GCSE' rather than just 'Maths'. This will allow you to set these up as a separate qualification on your Matching page and enter the appropriate QN code.

This would allow you to analyse your L2 qualifications independently of your L3 qualifications, and may also mean you can view L2 English and Maths Progress figures (where applicable).

Extracting Grades Data from your MIS

Once your school has decided which grades data to analyse within Analytics, you can extract this from your MIS. You can find further information and/or Report Definition files to help extract this data here:

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4406446623517>

- Arbor
- Bromcom
- Cloud School
- CMIS
- iSAMS
- SIMS

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 would recommend contacting your MIS support.

When extracting your grades file, we would also recommend ensuring that generic names are used throughout your files such as Art rather than Art-Targets. We would also suggest using different names for L2 and L3 qualifications for example, including L2 at the beginning of the qualification name.

Preparing Grades Data

Once you have extracted the grades data from your MIS, you can prepare your grades 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 four column list saved as CSV (MS DOS), including the columns: Student ID, Student Name, Qualification and Grade. For more information on preparing grades data with the Excel Add-In, see page 24, preparing from broadsheet or grade list.

	A	B	C	D
1	Student ID	Student Name	Qualification	Grade
2	5003	Ament; Jeff	Computing AS	A
3	5003	Ament; Jeff	General Studies	C
4	5003	Ament; Jeff	English Literature	B
5	5003	Ament; Jeff	Geography	A
6	5003	Ament; Jeff	Maths Further	A
7	5004	Aniston; Jennifer	History	A

Please note, you must upload qualifications with unique QN codes as separate qualifications. For example, 'BTEC Dip' and 'BTEC Sub Dip'.

Once your grades file has been formatted and saved as a CSV (MS DOS) file, this can be uploaded 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

To upload grades into a standalone data set, such as Exams or Targets, click DATA > select key stage and cohort > GRADES (M1) > Uploads (M2) > select data set (M3).

If you're working in any data set other than Exams, you must select the appropriate term in the EAP Term dropdown (M4) (shown on the previous page). This will tell Analytics which year and term the grades uploaded will relate to, and therefore determine which expected grades will pull through to the reports from the EAPs (if applicable).

Next, click 'Upload Grade File' (M5).

Then 'Choose File' to select the file to be uploaded. Enter a clear file title (this will only be visible in DATA to allow you to distinguish between your grades files), 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 shown here, we would recommend clicking 'Cancel the upload' (M6) to resolve these within Excel.

An upload summary is displayed underneath this, which can be used to double check the number of grades, students and qualifications included in the file. When you're happy with the upload, click 'Continue with the upload' (M7).

Targets Grade Data Upload

Upload Date	Uploaded by	File Title
Today at 10:47	Heather Support	Targets

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

362 Grade(s) will be uploaded.

91 Student(s) are included in the file.

25 Qualification(s) are included in the file.



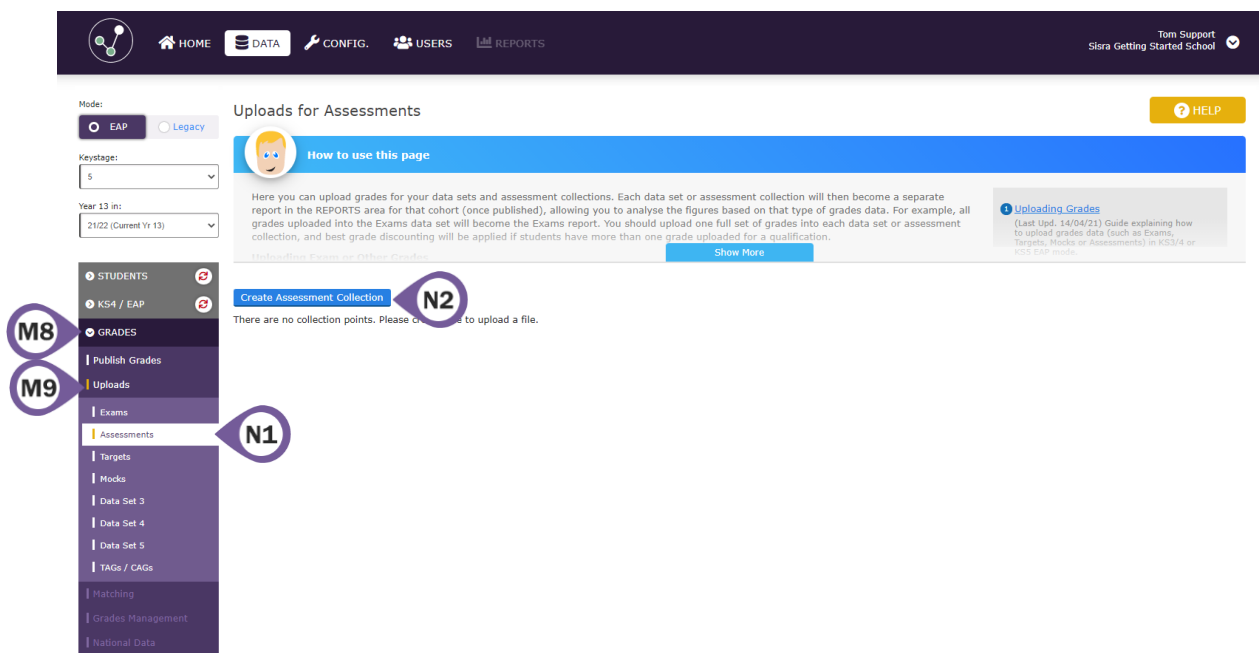
i If there are any issues found in the file health check, feel free to take a look at our file health check article [here](#).

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 then ready to upload your first set of assessment grades!

Uploading Assessment Grades Data

To upload grades into an assessment collection, click DATA > select key stage and cohort > GRADES (M8) > Uploads (M9) > Assessments (N1) > 'Create Assessment Collection' (N2).



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. Y12 Autumn, Y13 Spring, etc.).

Then, enter/select a date to order the collections and select the appropriate term in the Term dropdown. This will tell Analytics which year and term the grades uploaded will relate to, and therefore determine which expected grades will pull through to the reports from the EAPs (if applicable).

Then, click 'Create'.

You will then be presented with your collection, and within this click 'Upload Grade File' (N3).

Create Empty Collection

Collection Name:

Date (dd/mm/yyyy):

Term:

Description:

NOTE: Selecting this collection date will set this as your active collection.

Current Assessment Collection

▼ Year 12 Term 1 - Y12 Autumn - No Grade Files 04/09/2017

-Attainment- -Attitude to Learning-

Grades ATL 1 ATL 2 ATL 3

Upload Grade File N3 **Edit Collection** **Delete Collection**

Type	Students	Qualifications	Title	Date	Created By	Actions
No files uploaded						

Then, click 'Choose File' to select 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 grades files). Followed by entering or selecting 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:

No file chosen

Collection: 04/09/2017 - Y12 Autumn

Assessments Date:

File Title:

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues shown here, we would recommend clicking 'Cancel the upload' (N4) to resolve these within Excel.

An upload summary is displayed underneath this, which can be used to double check the number of grades, students and qualifications included in the file. When you're happy with the upload, click 'Continue with the upload' (N5).

Assessments Grade Data Upload

Upload Date	Uploaded by	File Title
Today at 10:52	Heather Support	Y12 Autumn

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

- 362 Grade(s) will be uploaded.
- 91 Student(s) are included in the file.
- 25 Qualification(s) are included in the file.



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

Subsequent Grades Uploads (Confirm Upload Qualification Names page)

If you are uploading a file which includes qualification names that have not previously been uploaded for the cohort, you will be taken to the Confirm Upload Qualification Names page. This is where Analytics will display any qualifications that have not been recognised (as they have not been uploaded previously).

If the qualification you're uploading grades for has not been uploaded before for that cohort and is therefore new, select 'New' in the SISRA Qualification dropdown (N6).

However, if this qualification exists for the cohort, but has been named slightly differently on your Matching page compared to your file, you can merge these together by selecting the appropriate qualification from the SISRA Qualification dropdown.

Once you have made your selections, click 'Complete the upload' (N7). Any new qualifications will need to be set up on the Matching page, explained later in this guide.

Exams Qualification Naming



File Qualification	SISRA Qualification
EPQ	New
Mathematics	Maths



You will then be shown your uploaded Assessments grade file.

Current Assessment Collection

▼ Year 12 Term 1 - Y12 Autumn 04/09/2017

- Attainment - Attitude to Learning

Grades ATL 1 ATL 2 ATL 3

Type	Students	Qualifications	Title	Date	Created By	Actions
Upload - 13/11/2019 10:52	91	25	Y12 Autumn	04/09/2017	Heather Support	<input type="button" value="edit"/> <input type="button" value="eye"/> <input type="button" value="delete"/>

You can also upload historical assessment grades data retrospectively, which allows you to track performance over time. For example, if you're working with Current Y13, you may want to upload their assessments from when they were in Y12 to see if performance has improved. To do this, you need to create additional assessment collections with a past date of when (roughly) these grades were collected. You can see an example of how this may look below.

Current Assessment Collection

▶ Year 13 Term 3 - Y13 Summer	16/11/2019
-------------------------------	------------

Historical Assessment Collection(s)

▶ Year 13 Term 2 - Y13 Spring	15/11/2019
▶ Year 13 Term 1 - Y13 Autumn	14/11/2019
▶ Year 12 Term 3 - Y12 Summer	13/11/2019
▶ Year 12 Term 2 - Y12 Spring	12/11/2019
▶ Year 12 Term 1 - Y12 Autumn	11/11/2019

Q: Can I analyse pastoral data, i.e. Homework, Behaviour, etc.?

A: Yes! You can configure up to three AtL categories within CONFIG. > Attitude to Learning, allowing you to import judgements for each data set or assessment. You can analyse these judgements within your reports alongside students' grades data. For more information on this, take a look at our guide:



Attitude to Learning: Configuring

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4407331032093-Configuring-Attitude-to-Learning-Categories-e-g-Pastoral-data-Admin->



You can now assign your qualifications to classes!

Step 7 / 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 12En1, 12En2, 12En3, etc. could sit within the 'English' set of classes. Each of the set of classes names are taken from the Subject column of the student data files imported for a cohort.

Why do I need to assign each qualification to a set of classes?

You must assign each qualification to the relevant set of classes for a cohort, as this will allow Analytics to pull through the appropriate classes for these grades. If a qualification is not assigned to a set of classes, all students will appear under 'Not in a Class' in the reports, and this will not allow class analysis to be available.

Assigning Qualifications to Classes

To assign each qualification to the appropriate set of classes, click DATA > select key stage and cohort > STUDENTS (01) > Classes (02) > Assign Quals (03).

The screenshot shows the 'Assign Qualifications' interface. On the left, a navigation menu is visible with the following items: STUDENTS (01), Publish Students, Import, Cohort, Classes (02), Assign Quals (03), Manage Classes, Focus Groups, Report Options, KS4 / EAP, and GRADES. The main content area is titled 'Assign Qualifications' and includes a 'How to use this page' section with instructions: 'Here you should assign all qualifications to their appropriate sets of classes. This is essential as this provides accurate class analysis in the reports. The sets of classes names are shown on the left and are pulled through from the 'Subject' column of the imported student data for the cohort. Unassigned qualifications appear at the bottom of the page.' Below this is a table titled 'Assigned Qualifications' with the following data:

Set of Classes Name	Assigned	Assigned Qualifications	Actions
and Design	0		
gy	0		
BTEC Engineering	0		
BTEC Science	0		
Business Studies	0		
Chemistry	0		
Economics	0		
English Language	0		

The 'Actions' column contains a green plus icon (+) for each row, with a callout '04' pointing to the icon in the 'Science' row. A 'Show More' button is located below the table. A 'HELP' button is in the top right corner.

Each set of classes taken from the Subject column in the student data files imported for the cohort will be displayed on the left. All unassigned qualifications taken from the Qualification column in the grades files uploaded will be shown in the section at the bottom of the page.

To assign each qualification to a set of classes, click the + icon (04) 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 Science set of classes, and tick all Science qualifications, such as Biology, Chemistry and Physics. You will need to repeat this process to assign all qualifications for the cohort.

Q: I can't see the green + icons?



A: If you can't see these icons, please clear the cache on your browser. You can do this for the page by pressing CTRL + F5 on your keyboard. Alternatively, it may be that you have not yet uploaded grades data, covered in [step 5](#).



You are now ready to complete the Matching process!

Step 8 / Matching

What is the Matching process and why do I need to complete this?

The Matching process tells Analytics important information about each qualification, such as whether a qualification should be included in the reports, which EAP should be used, to determine the grade method and expected grades for each term (if entered). In KS5, you can enter the QN codes for each qualification which allows Analytics to check the setup, ensuring they will count accurately towards the reports.

Completing the Matching Process

To complete the Matching process, click DATA > select key stage and cohort > GRADES (P1) > Matching (P2). This will display an amber table, where each row corresponds to each qualification that has grades uploaded for that cohort. To begin matching, click 'Edit' (P3), and work through each of the qualifications shown.

Mode: EAP Legacy

Keystage: 5

Year 13 in: 21/22 (Current Yr 13)

STUDENTS

KS4 / EAP

GRADES (P1)

Publish Grades

Uploads

Matching (P2)

Qualifications

Grades Management

National Data

Matching List

How to use this page

This is where you can complete the Matching process for each qualification for the cohort (taken from your grade files), to tell Analytics how they would count towards the reports. This also performs checks on the grade structure selected for each qualification (determined by the EAP column), to ensure accuracy in your figures and provides the facility to add additional qualifications (in order to add grades manually, if necessary).

Below we have outlined the process, however, for more information, see our [KS5 EAP: Matching](#) guide.

KSS EAP: Matching (Last Upd: 08/12/20) Guide explaining how to complete the KS5 EAP Matching process, including setting EAPs for qualifications.

All qualifications on the matching page must be assigned to both a QN/Qual Title AND an EAP for publishing to be available. For information on how to resolve this, please read the following guide: [KSS EAP: Matching](#)

Create New Qualification

To get started, click Edit to configure your matching page. **Edit** (P3)

Qualification	Included	QN/Qual Title QN (Syllabus) Performance Cohort (Bar. Code)	EAP	Faculty
Art and Design	Yes		None	None
BTEC Engineering	Yes		None	None
BTEC Science Double	Yes		None	None
Business Studies	Yes		None	None

Here, you can select whether to include a qualification in the reports. If you don't want a qualification to be included in the reports or its figures, set the toggle (P4) to 'No'.

For qualifications set to 'No' here, you do not need to enter the QN code in order to complete the Matching. This may be useful for internally assessed subjects. However, for official qualifications, we recommend ensuring they are included.

QN/Qual Title

First, enter your QN codes into the QN/Qual Title column to search for each qualification. You can search using the QN code, qualification title, syllabus title or performance cohort (or any combination of these), however we would recommend using QN codes to ensure this is as accurate as possible. Once you have found your qualification in the list provided, select this and the performance cohort and bar. code for the qualification will be displayed below, using information collected from DfE guidance.

Qualification	Included	QN/Qual Title Performance Cohort (Bar. Code)	EAP	Faculty
Accounting	<input checked="" type="checkbox"/> Yes	OCR L3 A2 in Accounting A Level (7410)		None

P4

Q: My qualification isn't listed, what should I do?

A: Your qualification may be unapproved and therefore wouldn't count towards performance measures. check this using the DfE's spreadsheet, [here](#), by searching for the QN on the tab for the year they're on.

If not listed, you can type 'Unapproved' in the QN/Qual Title box and select the appropriate listing base type of qualification. For further information on matching unapproved qualifications, click [here](#).

EAP

Next, you must select the appropriate EAP for each qualification (taken from those created in KS4 / EAP, covered in [step 5](#)). This must be selected even if you're not using on track analysis in the reports, as this determines which grade method will be used for the qualification (which in turn affects how qualifications contribute), as well as which expected grades will pull through to the reports for each qualification, if applicable.

Faculty

Next, you can use the Faculty column you to group qualifications together based on faculties at your school, for departmental analysis in the reports. *For example, Languages, Science, Technology, etc.* Faculties must be created in CONFIG. > Faculty, before they can be selected here. For more information on creating faculties, see our guide linked below:

Creating Faculties

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4420324867229-Creating-Faculties-Admin->

Once each column has been completed for all qualifications click 'Save Changes', and check the colour coding for potential issues with the Matching:

- **Green** – Qualification is matched to a suitable EAP and can be included in reports.
- **Grey** – Qualification set to No in the 'Included' column and won't be included in reports.
- **Amber** – QN/Qual Title and EAP column have not been set, matching incomplete.
- **Red** – A mismatch has been identified, between the grade structure expected for the qualification selected in the 'QN/Qual Title' column, and the structure used by the grade method configured in the chosen EAP.

All included qualifications must be matched successfully to continue, therefore any rows highlighted **amber** or **red** **MUST** be resolved, as this will prevent you from publishing the reports. Resolving QN/EAP Mismatch issues is covered in more detail in the next section.

Qualification	Included	QN/Qual Title <small>Performance Cohort (Bar. Code)</small>	EAP	Faculty
Accounting	Yes	OCR L3 A2 in Accounting A Level (7410)	Accounting	None
Art and Design	Yes	OCR L3 A2 in Applied Art & Design A Level (0001)	Art	None
Computing	Yes	OCR L3 A2 in Computing A Level (2610)	Computing	None

Q: Is it possible to rename a qualification?



A: Yes, you can rename qualifications in the Qualification column on this page. This allows you to ensure all qualifications are clear and generic to be user-friendly in the reports. For example, for GCE qualifications you may have “Accounting” and “Accounting AS”, to easily differentiate between A Levels and AS Levels. These should NOT include 2 letter codes, QN codes or the data type (e.g. Y13 Autumn, Targets, etc.).



You're now ready to check Grades Management!

Step 9 / Grades Management

What is Grades Management?

Grades Management displays the grade counts for each qualification uploaded into a data set or assessment collection and allows you to manage the grades data manually. This is where Analytics will also display warning icons if there are issues found with the grades uploaded, based on how these qualifications have been set up. It's vital to check Grades Management and clear any warning icons shown before publishing the reports, as some icons will prevent you from publishing, and this will ensure accuracy with the figures.

Checking Grades Management

To check Grades Management, go to DATA > select key stage and cohort > GRADES (R1) > Grades Management (R2) > Management (R3).

Then, select the data set or assessment you're working with from the dropdown(s) (R4).

The screenshot shows the Sisra Analytics interface. At the top, there is a navigation bar with 'HOME', 'DATA', 'CONFIG.', 'USERS', and 'REPORTS'. The 'DATA' section is active. On the left, a sidebar menu has 'GRADES' highlighted with a red circle and 'R1'. Below it, 'Grades Management' is highlighted with a red circle and 'R2'. Under 'Grades Management', 'Management' is highlighted with a red circle and 'R3'. In the main content area, there is a 'Mode:' selector with 'EAP' selected. Below that, 'Keystage:' is set to '5' and 'Year 13 in:' is set to '21/22 (Current Yr 13)'. A dropdown menu is open, showing 'Targets' selected with a red circle and 'R4'. Below the dropdown, the text 'KS5 21/22 (Current Year 13) Grade Management' is displayed. A table below shows qualifications: 'Art and Design' with a grade count of 10 and 'BTEC Engineering' with a grade count of 16. A red circle and 'R5' points to a warning key in the top right corner. The key includes icons for 'Missing Student Data', 'Missing Class Data for KS5', 'Grade Not In Method', and 'QN / EAP Mismatch'.

Each qualification taken from the Qualification column in the grades files uploaded for the cohort will be displayed on the left, alongside the set of classes that has been assigned to this (see [step 7](#)) and the grade count within that data set or assessment collection.

Warning icons will be displayed next to the grade count if any issues have been found, and you can use the key (R5) in the top right hand corner or the information below for details on what each icon is indicating, or hover your mouse over the icon to view the number of students affected.

- **Missing Student Data:** This indicates that at least one student has a grade uploaded for that qualification, but does not have any student data imported for the cohort (STUDENTS > Cohort). 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 or assessment collection if this icon appears.
- **Missing Class Data:** This indicates that at least one student has a grade uploaded for that 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 7](#)). Any students that have a grade uploaded but no class will be placed in a 'Not in a Class' group when the reports are published.
- **Grade Not in Method:** This indicates that at least one student has a grade uploaded for that 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 grade method selected within the related EAP. You can see your methods in CONFIG. > Grade Methods > KS5 Methods. These icons **MUST** be resolved before you will be able to publish the reports.
- **Subgrades not Valid in this Data Set:** This indicates that 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 you must remove these where appropriate. These icons **MUST** be resolved before you will be able to publish the Exams data set.
- **QN/EAP Mismatch:** This indicates that the grade method selected in the related EAP for this qualification does not match the grade structure expected based on the QN/Qual Title selection on the Matching page. These icons **MUST** be resolved before you will be able to publish the reports. The grade method used for each qualification is determined by the grade method selected within the related EAP. You can see your methods in CONFIG. > Grade Methods > KS5 Methods, or double check the QN/Qual Title selection in GRADES > Matching.

You must resolve any warning icons shown on this page before publishing the reports to ensure accuracy in your figures. For more information on how to do this, see our section of articles linked below:



Grades Management

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/sections/4932951123613-Grades-Management>



You're now ready to publish the reports!

Step 10 / National Data – Value Added

The next step is to complete the Value Added National Data page to allow Analytics to calculate VA in the reports. Value Added is calculated for GCE, Academic and Applied General qualifications.

What is Value Added?

Value Added is a KS5 performance measure that calculates progress from KS4 to KS5. This uses each student's KS4 prior attainment and national average data provided by the DfE to calculate L3 VA scores for school, performance cohorts, qualifications, classes and students.

Value Added National Data

KS5 EAP 21/22 (Current Year 13) Value Added

Value Added Data

No Value Added national data has been selected.


[Edit VA Data](#)

Approved Value Added Qualifications

Qualification Name	Performance Cohort	VA Data Subject Name	VA Cohort	VA Data Qualification Type	VA Data Qualification Type Code ?	KS4 Baseline
Art and Design	A Level					KS4 APS (GCSE)
English Language	A Level					KS4 APS (GCSE)
French	A Level					KS4 APS (GCSE)

To allow Analytics to calculate L3 Value Added in the reports, you will need to complete the Value Added National Data page. To do this, go to DATA > select key stage and cohort> GRADES > National Data > Value Added. This will display a table including all approved GCE, Academic and Applied General qualifications for the cohort, determined by the selections on the Matching page (step 8).

First, click 'Edit VA Data' (S1), and select the appropriate year depending on when the cohort is officially reported on. For example, if you're working with 18/19 Leavers, these students were reported on in 2019 and therefore should use '2019 Amended'.

If the year you're working with isn't available, some schools select the most recent national data available, bearing in mind you will need to update this once released and this will not be calculated in line with the DfE.

Value Added Data

Using data from 2019 Amended (Current)

[Edit VA Data](#)

Approved Value Added Qualifications

The VA Data currently in use was produced by the DfE based on the exam results for this cohort. As such, we have used the QNs assigned to qualifications on the Matching Page to automatically link the VA Data Subjects and there is no need to edit these. If an approved qualification does not have a linked VA Data Subject, this is because the DfE did not produce any VA data for the assigned QN.

Qualification Name	Performance Cohort	VA Data Subject Name	VA Cohort	VA Data Qualification Type	VA Data Qualification Type Code ?	KS4 Baseline
Accounting	A Level	Accounting/Finance	A level (Size: 1)	GCE A level	111	KS4 APS (GCSE)
Art and Design	A Level	Art & Design	A level (Size: 1)	GCE A level	111	KS4 APS (GCSE)
Computing	A Level					KS4 APS (GCSE)

Once you've done this, Analytics will populate the table with the appropriate national data, based on the selections made on the Matching page.

Why are some of my qualifications not populated?

If any qualifications are not populated, this means there is no national data available for these within the Value Added data selected, and VA will not be calculated for them in the reports. If you are using the correct VA data for the cohort you're working with, there would be **no need to make further changes** and you can continue with your set up.

However, if you're using different VA data (as it's not yet available for the cohort you're working with), you have the option to assign this to another VA subject if you wish, bearing in mind the qualification will then be included in VA calculations and figures may not be in line with the DfE. This, alongside other additional features (such as setting up internal value added figures for unapproved qualifications), are explained further in our guide linked below:



KS5: National Data (Value Added Setup)


<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4470332577949-KS5-National-Data-Value-Added-Setup-Admin->

Step 11 / Publishing

What does publishing mean?

Once you have set up a cohort in Analytics, you must complete the publishing process to populate the reports. Each (STUDENTS, KS4 / EAP and GRADES) has a separate publish section, which means when changes have been made to the data, you can republish that data to update the reports. If you are publishing for a cohort for the first time, you will need to publish the STUDENTS, KS4 / EAP and GRADES in that order to populate the reports.

Once the reports have been published, each time you make changes to data in a specific data, you should only have to publish that data in order for the changes to be reflected.

Some changes will require the republish of multiple data, indicated by the red  publishing icon!

Publish Students

To publish Students, click DATA > select key stage and cohort > STUDENTS (T1) > Publish Students (T2). Then, click 'Publish' (T3). This will update the cohort, class and filter information for the students in the cohort.

Mode: EAP Legacy

Keystage: 5

Year 13 In: 21/22 (Current Yr 13)

STUDENTS (T1) Publish Students (T2)

Data To Publish	Cohort	Classes	Filters	
Student Data Only <small>Last Published: Not yet published</small>	✓	✓	✓	Publish (T3)

Publish KS4 / EAP

To publish the KS4 / EAP, click KS4 / EAP (T4) > Publish KS4 / EAP (T5). Then, click 'Publish' (T6). This will update the Core / EAP baselines and EAPs used in the reports.

Mode: EAP Legacy

Keystage: 5

Year 13 In: 21/22 (Current Yr 13)

STUDENTS KS4 / EAP (T4) Publish KS4 / EAP (T5)

Data To Publish	KS4	EAP	
Base Data Only <small>Last Published: Not yet published</small>	✓	✓	Publish (T6)

Publishing KS4/EAP: Health Check

When publishing KS4/EAP, a health check will be carried out on the data within this data.

- **Invalid Core Baselines**

The below message will show within the health check when invalid baselines have been imported, for example if a grade has been imported, instead of a point score as an APS baseline. This will not prevent you from publishing, however we do recommend resolving this to ensure all students can be included in the L3VA and L2 Progress measures accurately.

To resolve this, click 'Cancel' (T7) and go to the KS4 / EAP > Core Baselines, click the blue pencil icon for the row you want to edit and change the grade to the relevant points.

KS5 EAP 18/19 (Leavers)

Health

⚠️ Potential issues with the data setup have been identified below. These issues will not prevent publishing of KS4/EAP data but may lead to inaccuracies in any published Headlines figures.

Pass/Fail	Data Check	Area	Icon	Guidance
W	Invalid Core Baselines	Core Baselines	⚠️	Show

x Cancel
Publish



Publish Grades

To publish the GRADES, click GRADES (T8) > Publish GRADES (T9). Here you can publish individual reports, such as standalone data sets or assessment collections.

Anna Support
Sisra Getting Started School
HOME DATA CONFIG. USERS REPORTS

Mode: EAP Legacy

Keystage: 5

Year 13 in: 21/22 (Current Yr 13)

Publish Grades
KS5 EAP Reports for 21/22 Cohort

? HELP

How to use this page

This page allows you to select a data set or assessment collection to publish, to populate the reports and reflect any changes made to the current setup.

Publishing a Report

To publish a data set, click the appropriate 'Publish' button under the 'Data Sets'

[Show More](#)

1 [KS5 EAP: Publishing Reports](#)
(Last Upd. 08/07/21) Guide explaining how to publish Students, KS4 / EAP and Grades data within KS5 EAP mode, to populate the reports.

U1

ASSESSMENTS

Data Sets Year 12 Year 13

KS5 EAP 21/22 (Current Year 13) Data Sets available to publish

LAST PUBLISHED INFORMATION			
DataSet	Term	Status	Report Note
Targets	KS5 Exams	Last Published: Not published	Publish

U2

- STUDENTS
- KS4 / EAP
- GRADES**
- T8** Publish Grades
- Uploads
- Matching
- Grades Management
- National Data

T9

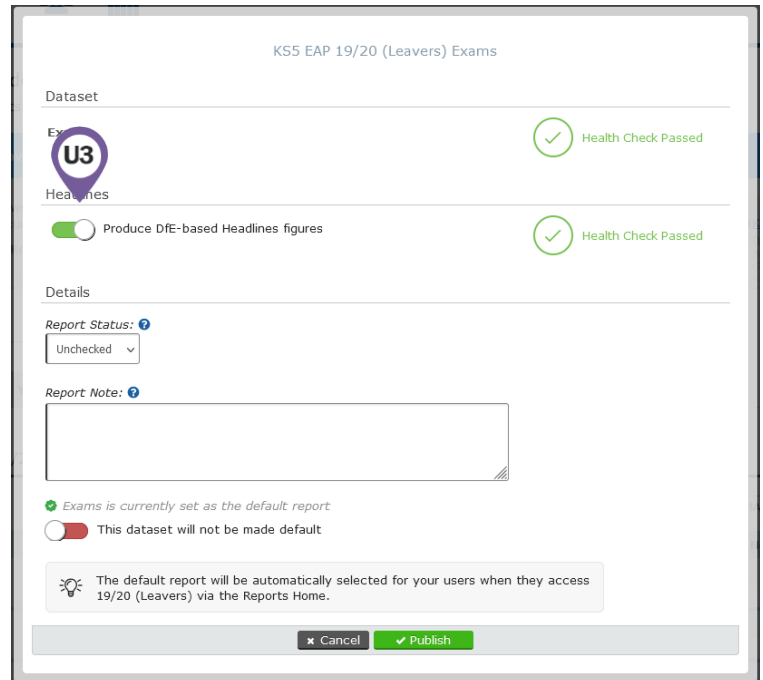
Publishing Standalone Data Sets

To publish the reports for a standalone data set, such as Exams, Targets, etc., click on the Data Sets tab (U1), then click 'Publish' (U2) next to the appropriate data set.

A health check will be conducted to check for selected setup issues within the data set. If no issues have been found, 'Health Check Passed' tick will be displayed on the right.

If issues have been found, 'Health Check Failed' will be displayed for the relevant area, indicating that this will prevent you from publishing the data set until this is resolved. You will then be shown a table including the data check conducted, a link to the section affected and guidance to help you resolve this.

For information on resolving the 'Dataset' grades related issues, see our KS5 EAP: Warning Icons guide:



Checking Grades Management

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4987213287453-Checking-Management-Admin->

- **Headlines:** This toggle (U3) can be used to determine whether you would like to produce DfE based headline figures in your reports, such as Value Added, Best 3 A Levels etc.

If enabled, Analytics will then perform additional checks to help ensure they're calculated in line with the DfE. This can also include 'Passed With Warnings' or 'Health Check Information' checks, which although means you can continue with publishing, we would recommend resolving for accuracy.

For further information on resolving issues shown in the 'Headlines' publishing health check, we recommend clicking 'Show' in the Guidance column (U4) and opening the guide shown.

Once any issues have been resolved, you can work through the remaining publishing options:

Headlines

Produce DfE-based Headlines figures Health Check Information U4

Pass/Fail	Data Check	Area	Icon	Guidance
!	Size mismatch between qualification and assigned VA national data	National Data > Value Added	!	Hide
KSS EAP: National Data (Value Added)				

- **Report Status:** Select a status for the report to be published with:
 - Locked – Only users with the appropriate authority will be able to access Locked reports. By default, any staff with 'Admin' authority can access locked reports, whereas 'Users' cannot.
 - Checked – This status can be used to indicate that the data is complete and has been checked; available to all users.
 - Unchecked – This status can be used to indicate that the data has not been checked and may be subject to change; available to all users.
 - Incomplete – This status can be used to indicate that some results are missing from the data; available to all users.

- **Report Note:** Allows you to enter an optional annotation to the report, to be displayed on the report homepage. *For example, staff could be informed of any missing grades by adding a note.*
- **Default Report:** Toggle whether this data set should be the default report for this cohort. If set as the default report, it will be automatically selected for your users in the Data Set dropdown when they access that cohort via the REPORTS homepage. Users will still be able to select a different report to view if necessary.

Once you have completed all selections, click 'Publish'.

Publishing Assessments

To publish the reports for an assessment collection, click either the Year 12 or Year 13 tab, depending on the term the data is associated with (U5). *For example, if you're looking to publish Y12 Autumn, select the 'Year 12' tab.*

This will display two slots per term, allowing you to publish up to two assessments per term, giving a total of six per year and 12 per cohort!

Click 'Publish' (U6) next to the appropriate slot, then select the assessment collection to publish in the Collection dropdown (U7). Analytics will then conduct a health check on the grades uploaded, as explained on the previous page.

Once any issues have been resolved, you can work through the remaining publishing options, explained on the previous page. Once you have completed all selections, click 'Publish'.

 You're now ready to set up users!

Step 12 / Creating Users

What is a User?

User accounts are created in Analytics to provide access to members of your staff to log in to Analytics and view the reports. Once a member of staff is set up as a user, they will be emailed login details to their registered email address, to access Analytics. The level of access each user has is determined by their authority group when set up.

What is an Authority Group?

Each user set up in Analytics are assigned to an authority group, which determines their permissions within the service. By default, there are two authority groups available:

- **Admin:** Admins have access to all areas within Analytics, 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.

You can also create additional authority groups to provide different access levels to different members of staff at your school. For example, you may wish to create an SLT group, which has access to view locked reports, but does not have access to DATA, CONFIG. or USERS.

Creating Users Manually

To create a user, go to USERS (V1) then click 'Create User' (V2). 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.

Please note, login details are randomly generated, and cannot be accessed by SISRA or SISRA Administrators. Once a user has logged in, they can change their username and password to something more memorable.

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). You will need to ensure this is saved as a CSV (MS DOS) file.

Once you have prepared and saved your file, you can upload this by clicking Upload Users (V3), as shown on the next page.

	A	B	C
1	First Name	Last Name	Email Address
2	Heather	Support	hsmyth@sisra.com
3	Nathan	Support	ncoyle@sisra.com
4	Bex	Support	bheenan@sisra.com
-			

Before uploading your file, we would recommend asking your local IT to add "@sisra.com" 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 (V4) to confirm you have done this. Then click 'Choose File' to select your file and click 'Upload'.

Bulk User Upload

- Please ensure the upload file has been saved in .CSV (MS DOS) format and includes the 3 columns, WITH HEADINGS as shown below.
- New users will receive their new login details via the email address provided.
- You cannot have multiple accounts registered to the same email address.
- All schools have a bulk/spam email filter. Before uploading a large number of users, try uploading a small test file. Once the users are set up, check that the login details have been received before uploading the remaining users. If not, check with your IT department to make sure that the bulk/spam filter can receive emails from addresses ending in: '@sisra.com'.

Upload Format Example

	A	B	C
1	First Name	Last Name	Email
2	Joe	Bloggs	joe.bloggs@domain.com
3	Jim	Smith	jim.smith@domain.com

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

Introduction to the KS5 Reports

Once you have published the reports, these can be accessed in REPORTS (W1) > KS5 (W2) > select cohort (W3). Select a data set or assessment from the Data Set dropdown (W4), then select the appropriate report. For more information on the reports, see our guide below.

Reports Home

KS 3/4 KS5

Qualification Trends Report
Subject-level analysis of Level 3 Grade Ranges for 20/21 TAGs vs Exam results from 2018 onwards

21/22 (Yr 13)

Student Data Last Published: Wednesday 2nd September 2020 at 15:18
EAP Data Last Published: Monday 23rd November 2020 at 10:09

REPORT DETAILS
This Report has been set as the Default Report for 21/22 (Yr 13) by your SISRA admin
STATUS: Checked
LAST PUBLISHED: Wednesday 2nd September 2020 at 15:21
REPORT NOTE:

DATA SET: Assessments - Y12 Autumn

STANDARD REPORTS: Headlines, Performance Cohorts, Eng/Mat Progress, Value Added, Grade Analysis, A/L

SHORTCUTS: Students

MY CLASSES: Here you may add up to 5 personal "quick-links" for individual class lists within this cohort.

KS5 Reports: Introduction
<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4827304722973-KS5-Hc-access-the-reports>

Thanks for reading. Feel free to pop onto Live Chat if you have any queries.