



KS3/4 Training Plan

Head of Faculty or Department

Introduction

What does a Head of Faculty or Department need to be able to find out from Analytics?

- Performance of faculty or qualifications against expectations
- Performance of all of their qualifications over time
- Looking at gaps in attainment and progress in qualifications
- Investigating and comparing performance of teaching groups
- Identifying students for potential intervention groups
- How relevant qualifications are contributing to headline performance measures

The Basics

- Introduce the Analytics homepage (changing username / password, announcements).
- Show HELP > Videos & Guides section.
- Go to Reports homepage and explain the navigation.
- Open a data set and explain status, notes and data set information.
- Select 'Take me to the reports' > 'Qualifications'. By default, this should take you to the Grades Area – Overview Report – Qualifications Level, however this may differ based on the setup of your school.

Grades Overview Report

- Explain the layout and show the different grade types (e.g. BTEC, A*-G, 9-1, bespoke 'life after levels' grades, etc.).
- Show the summary rows.
- Demonstrate changing from Count to Percentage, and Standard to Cumulative to show the 9-7 / 9-5 percentages per qualification.
- Show how selecting 'All A8 Quals' in the Grade Type dropdown in the Options tab at the top will group all qualifications together based on points.
- Show and explain basic navigation using blue navigation bar.
- Show and explain the key characteristics, print and export buttons.
- Show and explain the On Track filters, if available.

Performance against Expectations

Faculty Analysis

- Navigate to Grades Area – Totals Report – Faculties Level.
- Give an overview of what the columns mean (comparing to the expected grades entered in the EAPs for this specific point in time). Explain how this allows you to quickly find groups of students working below track to achieve their expected grades.
- Click % to switch to view percentages, select 'Below Track' in the Sort dropdown and click 9-1 arrow to change this to ascending order.

Sisra Data Collaboration

- Explain what the Sisra Data Collaboration is.
- Show and explain Subject Progress Index (SPI), if available.
- Show how to sort and order using the Sort dropdown.
- Sort by 'Subject Progress Index' to view students with the largest difference between their grade and the collaborative average for students with the same KS2 prior attainment in the Sisra Data Collaboration.
- Show and explain the Qualification Grouping icon.

Qualification Analysis

- Explain that by drilling down via a faculty name from the Faculties Level, you will be directed to the relevant Qualifications Level report, but this can also be done using the navigation bar and the dropdowns in the Options tab.
- Show and explain the Summary row at the bottom of the report.
- Click 'Below Track' in the On Track filters.
- Show how the Key Characteristics has updated to only include the students selected.
- Click 'All' in the On Track filters.

SPI Scattergraph

- Navigate to Grades Area – SPI Scattergraph Report – Students Level.
- Select a qualification from the Qualification dropdown in the Options tab.
- Explain how this shows how students have performed in a selected qualification compared to students with the same prior attainment in that subject area in the Sisra Data Collaboration.
- Show how to click the dots to view the students included.
- Scroll to the bottom of the page to show the averages for each prior attainment and the Sisra subjects included.

TASK 1

Performance over Time

Tracker

- Navigate to Grades Area – Totals Report – Qualifications Level.
- Select 'Track' in the Dataset tab to show how this displays the performance over time and allows you to see if the gap is closing.
- Explain the tracker colour coding.
- Show how to identify which qualifications are improving using the Average Point Score.
- Switch to the Avg EAP Diff Tracker report to view the average difference of performance compared to expected performance.
- Click Dataset tab > 'View' to return to the original report.

TASK 2

Group Analysis

Filters

- Introduce the filters and show how they affect the report.
- Explain and demonstrate the Breakdown dropdown and how this can be used in conjunction with the filters or on their own (e.g. FSM Ever 6 students broken down by Gender).
- Explain the breakdown colour coding.
- Show the 'GAP ON/OFF' icon and explain that Analytics will automatically calculate the difference for filters with 2 individual values.
- Select 'Track' in the Dataset tab to show how this displays the performance over time and allows you to see if the gap is closing.
- Explain that tracker colour coding is now applied.
- Click Dataset tab > 'View' and remove the Breakdown to return to the original report.

Filter Group Analysis

- Navigate to Grades Area – Totals Report – Filters Level.
- Explain that this shows On Track information for all groups in the cohort.
- Select a qualification in the Qualification dropdown in the Options tab to show how to filter the report by students with a grade uploaded in a specific qualification.
- Select 'Below Track' in the Sort dropdown and click 9-1 arrow to change this to ascending order.

TASK 3

Performance of Teaching Groups

Grades Totals Report

- Navigate to Grades Area – Totals Report – Qualifications Level.
- Explain that by drilling down via a qualification name from the Qualifications level, you will be directed to the relevant Classes level report, but this can also be done using the navigation bar (select a qualification you know has multiple classes).
- Select 'Average Points' in the Sort dropdown to compare the classes/ overall attainment and click 9-1 arrow to change this to ascending order.
- Select 'Below Track' in the Sort dropdown to compare the classes against expectations and click 9-1 arrow to change this to ascending order.
- Select 'Track' in the Dataset tab to show how this displays class performance over time.
- Click Dataset tab > 'View' to return to the original report.

TASK 4

Intervention Groups

Grades List Report

- Navigate to Grades Area – Grade List Report – Students Level.
- Give an overview of what the columns mean (grades for each student in the selected data set, including EAP Diff columns showing how far students are performing compared to their expectations).
- Explain Filter Alias Tags, used to identify key groups of students at your school.
- Select 'EAP Diff (Whole)' or 'EAP Diff (Sub)' in the Sort dropdown and click 9-1 arrow to change this to ascending order.
- Select a filter in the Breakdown dropdown to add an additional column of data to determine potential causes for underperformance.
- Explain how this list can be used to create a Focus Group by a Sisra Admin to filter the reports in future by these students to track their performance, if required.
- Select 'Track' in the Dataset tab to show how this displays performance in the selected qualification over time.
- Remove the Breakdown and click Dataset tab > 'View' to return to the original report.

Grades Matrix Report

- Navigate to Grades Area – Matrix Report – Students Level.
- Show how to identify outliers (e.g. students performing better or worse than expected for their KS2 starting point).

- Use the Filters tab to apply one or more filter/s and show the effect on the report.
- Click the Count icon to switch from percentages to counts.
- Explain that you can click into the figures shown to view which students are contributing towards it.
- Explain that by drilling down via a student's name from the Students Level, you will be directed to the Student Detail Area, but this can also be done using the navigation bar.

TASK 5

Individual Student Reports

Student Analysis

- Show the contextual information at the top of the report.
- Give an overview of the Overall section and chart (Above, On, Below Track figures for all qualifications the student is taking).
- Navigate to Student Detail Area – Headlines Report – Students Level.
- Give an overview of the figures shown (Headline performance measures for that student, e.g. Attainment 8, Progress 8, Basics, EBacc, Value Added, etc.).
- Show how to identify how the student is performing in main Headline measures, and discuss how the qualification in question could be affecting each of these.

TASK 6

Investigating Qualification Contribution to Headlines

Attainment 8

- Navigate to Grades Area – Overview Report – Qualifications Level.
- Click the Reset All arrow icon to remove the filter applied.
- Select a faculty in the Faculty dropdown in the Options tab.
- Explain that the 'In A8 Basket' column shows the count or percentage of grades within each criteria that are, or could be, included in a student's Attainment 8 score. If a student has two or more grades worth the same points, but there is only ONE slot available, both grades will count towards this column. Qualifications appear in slots alphabetically, so qualifications late in the alphabet (e.g. Physics or Spanish) may not appear in the basket in the Student Detail Headlines Report.
- Select 'In A8 Basket' in the Sort dropdown and click 9-1 arrow to change this to ascending order.

EBacc

- Click 'Add Measures' in the Measures tab to show that you can filter the students in the report to include those entered for the EBacc but not achieving a particular element. This can be refined for those targeted to achieve that element.

- Click the Reset All arrow icon to remove the measure applied.

Basics

- Click 'Add Measures' in the Measures tab to show that you can filter the students in the report to include those achieving 9-5 or 9-4 in English or Maths but not the other. This can be refined for those targeted to achieve that element.

TASK 7