



# KS3/4 Training Plan

## SENCO

### Introduction

What does a SENCO need to be able to find out from Analytics?

- Performance of all SEN students against expected attainment
- Performance of all SEN students over time
- Identifying individual students who are underperforming
- Performance of SEN students compared to non-SEN students

### The Basics

#### Navigation

- Introduce the Analytics homepage (changing username / password, announcements)
- Show the HELP > Analysing KS3/4 Reports section.
- Go to the Reports homepage and explain the navigation.
- Show the Key Characteristics.
- Open a data set and explain status, notes and data set information.
- Select 'Take me to the reports' > 'Students'.
- This should take you to the Grades Area – Overview Report – Students Level.

#### Grades Totals Report

- 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.
- Show and explain basic navigation using the blue navigation bar.
- Show and explain the key characteristics, print and export buttons.
- Show and explain the On Track filters, if available.
- Introduce the filters and show how they affect the report.
- Click Filters tab > 'Add Filters' and select an SEN filter.
- Demonstrate changing from Count to Percentage.

## Performance against Expectations

### Grades Totals Report

- Select 'Below Track' in the Sort dropdown and click 9-1 arrow to change this to ascending order.
- 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.
- Explain the On Track filters and click 'Below Track'.
- Show and explain how the Key Characteristics has updated to only include the students selected.
- Click 'All' in the On Track filters.

## TASK 1

## Performance over Time

### Tracker

- 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 or not using the Average Point Score.
- Click Dataset tab > 'View' to return to the original report.

## TASK 2

## Individual Student Reports

### Student Detail Overview Report

- 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.
- 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).
- Select 'Track' in the Dataset tab to show how this displays the student's performance over time.
- Explain the tracker colour coding.
- Click Dataset tab > 'View' to return to the original report.

## TASK 3

## Group Analysis

### Grades Totals Report

- Navigate to Grades Area - Totals Report – Qualifications Level.
- Click the reset arrow on the Filters tab to remove the SEN filter/s.
- Click % to switch to view percentages.
- Explain and demonstrate the Breakdown dropdown and how this can be used in conjunction with the filters or on their own (e.g. SEN students broken down by Gender).
- Show the 'GAP ON/OFF' icon and explain that Analytics will automatically calculate the difference for filters with 2 individual values.

### Grades Overview Report

- Navigate to Grades Area – Overview Report – Qualifications Level.
- Explain the layout and show the different grade types (e.g. BTEC, A\*-G, 9-1, bespoke 'life after levels' grades, etc.).
- Demonstrate changing from Standard to Cumulative to show the 9-7 / 9-5 percentages per qualification.
- Click the Cumulative icon to view grade ranges.

## TASK 4