Module Three: Student Tracker

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Introduction

The Student Tracker application allows teachers to add judgements and evidence for their groups against different areas of the curriculum. Using Student Tracker teachers can quickly and easily see which students are at which statuses, and their progression throughout the year.

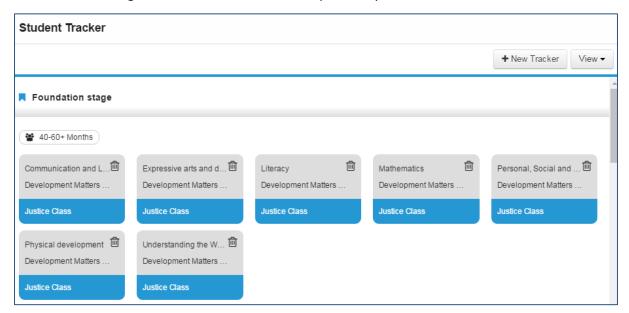
Navigating Student Tracker

The very first time you open Student Tracker you will be presented with a blank screen with two buttons:

+ **New Tracker:** Click this button to start the new tracker process.

View: Use this drop down to change your view between **My Trackers** and **All Trackers**.

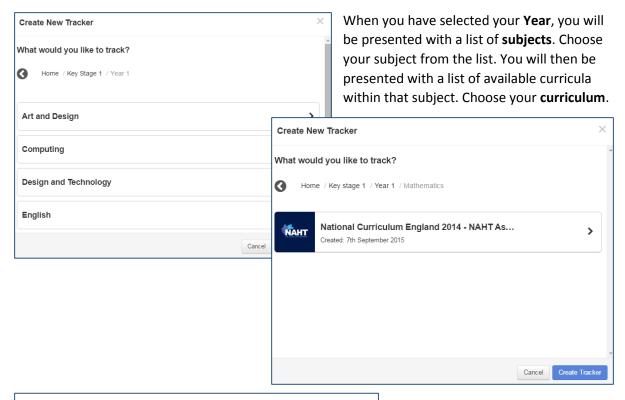
If you have created some trackers before, or the view is switched to **All Trackers** then you will see small cards showing each of the trackers that have previously been created.

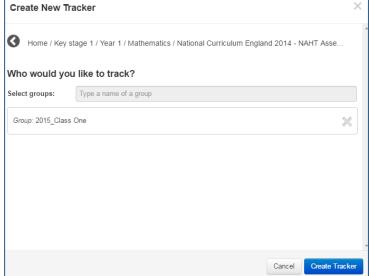


Creating a new tracker

To create a new tracker, click the grey + **New Tracker** button.

You will be presented with the Create New **Create New Tracker** Tracker screen. Trackers are created for What would you like to track? specific areas of the curriculum and so the first step is to choose your **Key Stage**. Key Stages Key Stage 1 > Key Stage 2 Key stage 3 Key stage 4 **Create New Tracker** Cancel Create Tracker What would you like to track? Home / Key Stage 1 Once you have chosen your Key Stage, you will be asked to choose a Year. Year 1 > Year 2 > Cancel Create Tracker

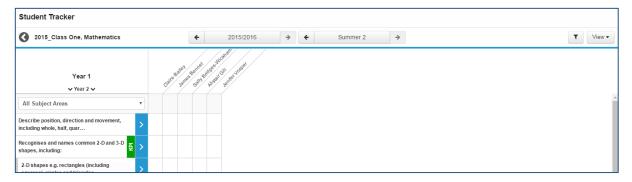


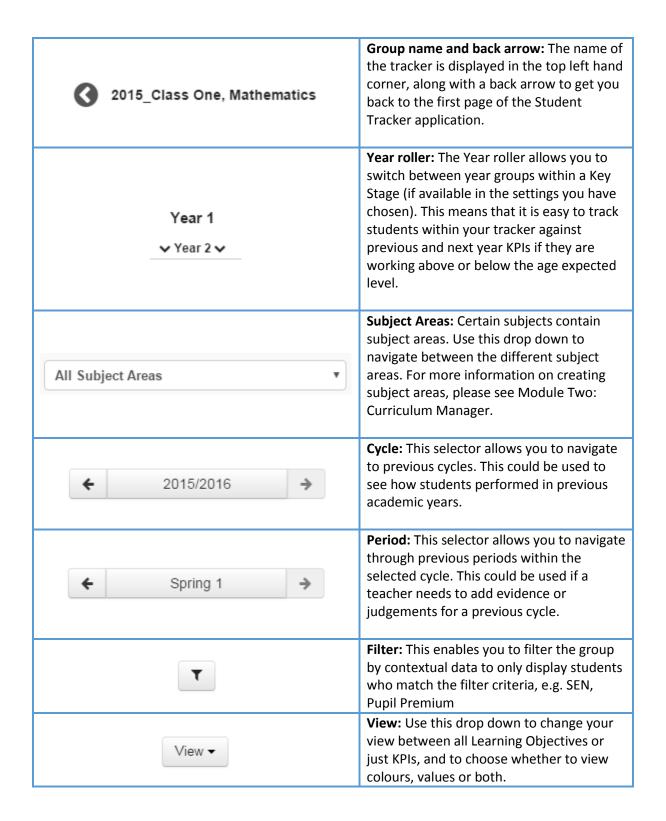


You will then be asked who you would like to track. Trackers are created for groups, and so the prompt will ask you to type the name of a group. The field is predictive so simply start typing the name of the group you wish to use and it will appear in a drop down.

Single click on the group to select it and hit **Create Tracker.**

The screen will refresh to show you your newly created tracker. The Learning Objectives and KPIs from the curriculum and subject you have chosen will be shown down the left. The students in the group you have chosen will be shown along the top.





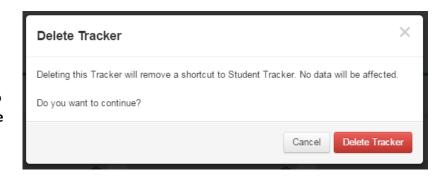
Deleting a tracker

To delete a tracker, open Student Tracker and find the correct tracker card. In the top right hand corner of each tracker card is a small dustbin icon.

Select this to delete the tracker. You will be presented with a warning:



Note: Deleting a tracker will not remove evidence or judgements for any student. The only way to remove evidence or judgements is to remove it manually using the methods outlined later on in this module.



Individual/Class Goals

This allows teachers greater flexibility when assessing students, especially those that may be gifted and talented to extend their learning, or SEN students who may require additional support. It gives the teacher the ability to create objectives on the fly that can be allocated to all or just specific children in a class. Individual and Class goals are assessed using the same Assessment Statuses as the curriculum Learning Objectives and KPIs.

The Individual and Class goals can be added as sub goals to an existing objective or as free standing goal. This gives a teacher the flexibility to create a tailored curriculum for each child during their daily working practice.

- Break down KPIs in to smaller increments
- Add stretch and challenge goals for gifted and talented students
- Add behavioural goals for the whole class

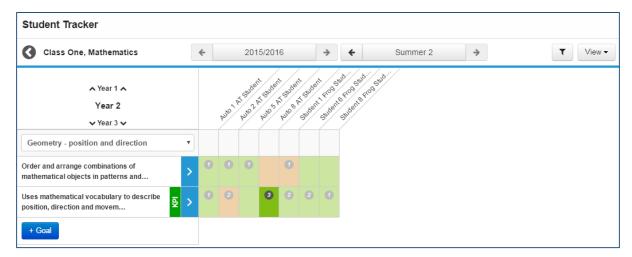
Note: These goals are not included in any of the reports currently.

Adding a Free Standing Individual or Class Goal

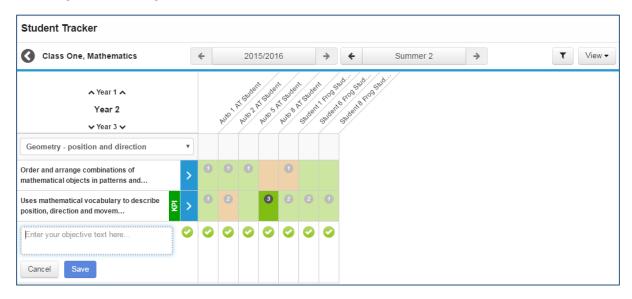
To add an Individual or Class goal, navigate to the Student Tracker application.

Open the tracker of your choice, and scroll to the bottom of the existing list of Learning Objectives. In this example I will be using the Mathematics curriculum. As this is quite long, I have used the Subject Area dropdown to change from "All Subject Areas" to "Geometry – Position and Direction".

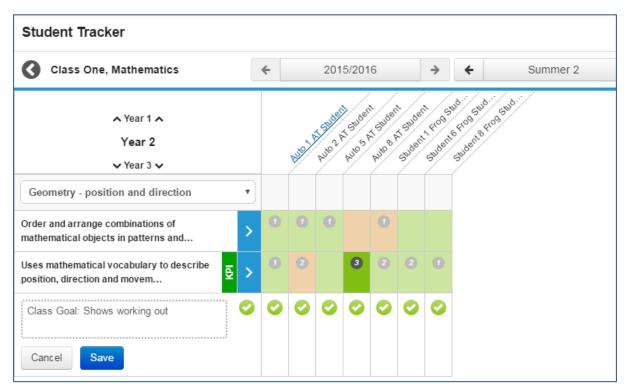
Use the blue + Goal button to open the editing bar for your new goal.



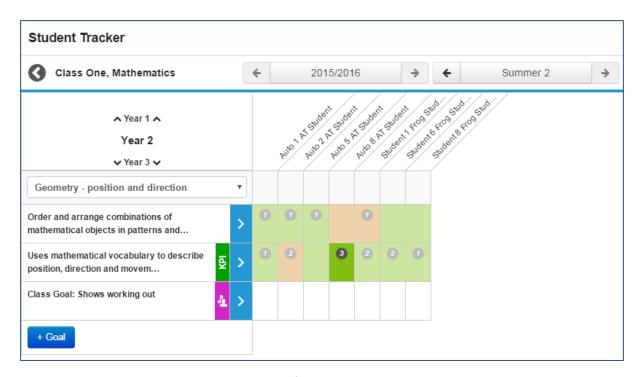
When adding a new goal, you can choose the name and details of the goal by typing into the available text box. You can also choose which students you will be assessing against the goal by switching on or off the green tick boxes.



To make a Class goal, add in the name of your goal, and leave all the check boxes green to apply this goal to the whole class.

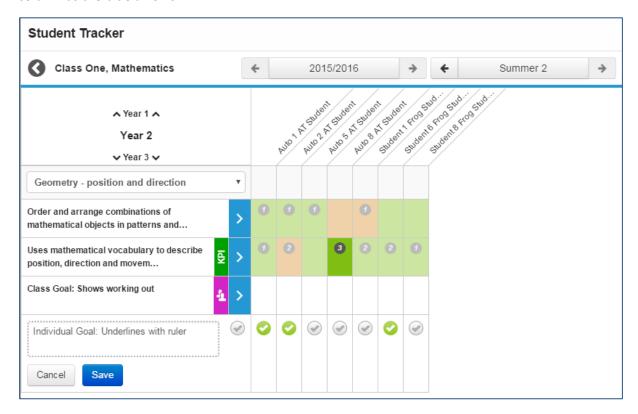


Use the blue Save button to save your Class Goal.

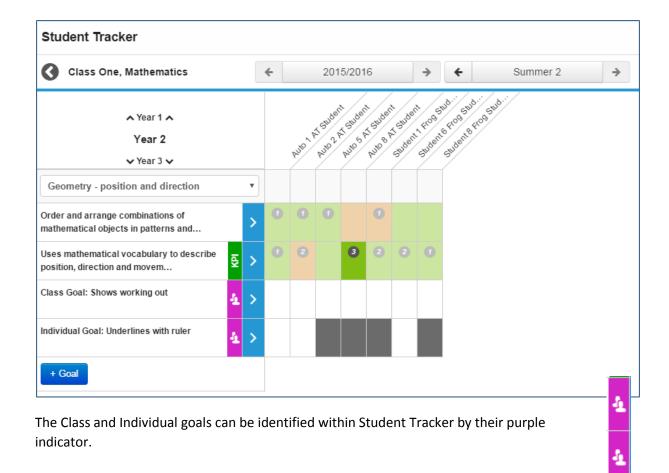


To make an Individual goal, add in the name of your goal, and use the green check boxes to select which students you wish the goal to apply to. Any student who is left with a green tick will be assessed against the goal. Any student without a green tick will not.

It is possible to clear all students or select all students by using the very first green tick in the same column as the blue arrows.



Use the blue **Save** button to save your Individual Goal.

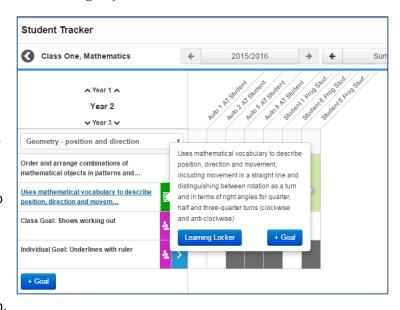


Adding an Individual or Class Goal to an existing objective

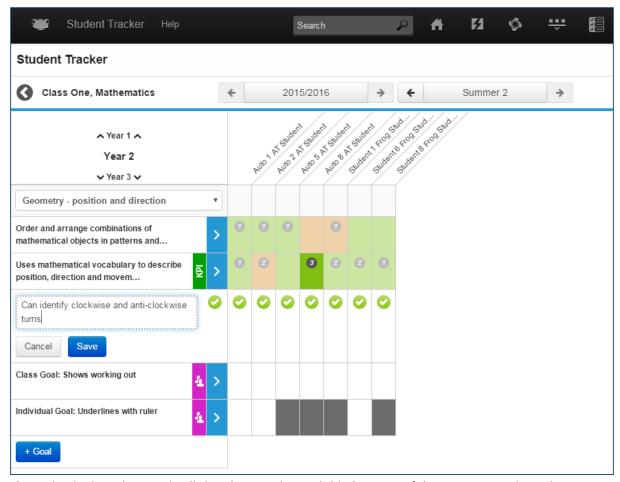
It is possible to add an Individual or Class goal to an existing objective. This will allow schools to add further granularity to curriculum objectives or extend them to test the brightest students.

To add an Individual or Class goal to an existing objective, open Student Tracker and locate a tracker containing the objective you wish to add to.

Click on the name of the objective to open a popup containing the name of the objective, a link to the Learning Locker and a + Goal button.



Use the blue + Goal button to add in your new Individual or Class goal and configure it as required.

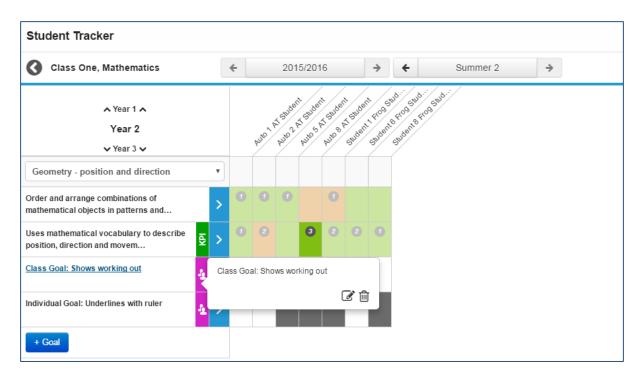


This Individual or Class goal will then be saved as a child objective of the main curriculum objective, indicated by the grey bar to the left side of the objective name.

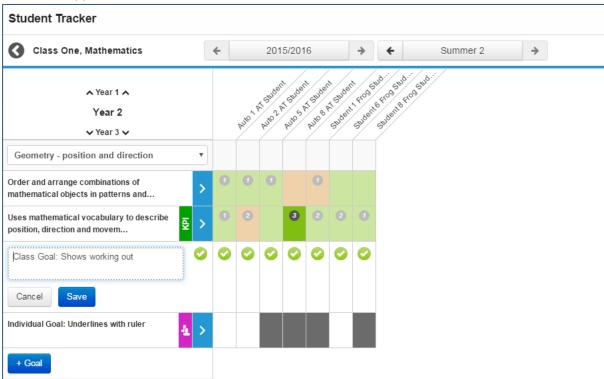
Editing an Individual or Class Goal

To edit an Individual or Class goal, first navigate to Student Tracker and locate the goal you wish to edit.

Single left-click on the name of the goal in the left hand column. A small pop up box will appear with the full name of the goal, and an **Edit** icon.



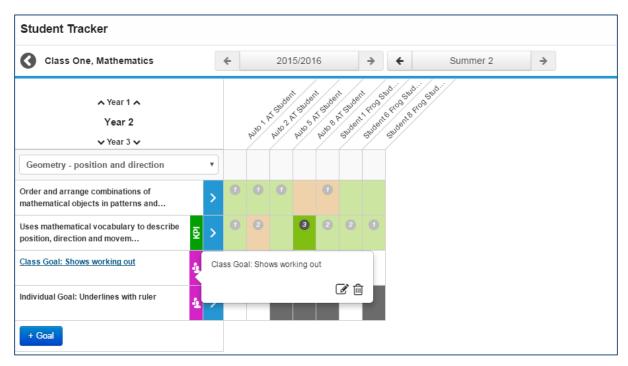
Select the **Edit** icon to see the goal in edit mode, and to be able to edit both the name of the goal and who it applies to.



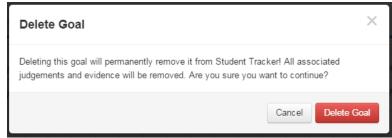
Deleting an Individual or Class Goal

To delete an Individual or Class goal, first navigate to Student Tracker and locate the goal you wish to delete.

Single left-click on the name of the goal in the left hand column. A small pop up box will appear with the full name of the goal, and **Delete** icon.



Click the **Delete** icon to be presented with a delete confirmation window asking you to confirm your choice. If you are happy for the goal to be removed, then select the red **Delete Goal** button.



It is important to note that once an Individual or Class goal is deleted, that all judgements and evidence attached to that goal are also removed.

Note: The goals are tied to the student and the subject, they are not tied to the tracker, so if a tracker is deleted that contains an Individual or Class goal, the evidence and judgements for that goal will still remain in the system. To view the data for the goals again, a new tracker can be created for that subject and children which will display the goals and any evidence or judgements made against them.

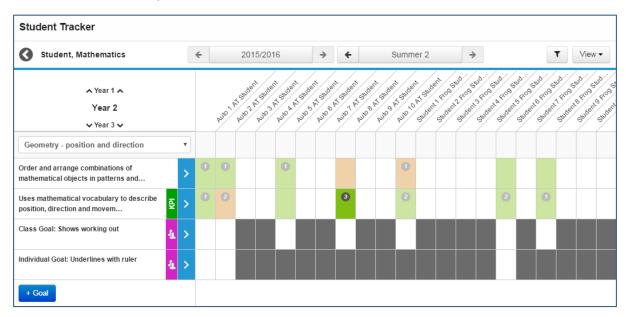
Viewing Individual and Class Goals

The best place to view Individual and Class goals is through the Student Tracker app.

At the current time, Individual and Class Goals will not appear through the Reporting application.

If a child or group of children have been given an Individual or Class goal, this goal will appear in any other tracker created that features that child and that subject.

For example, in this screenshot we can see that the Individual and Class Goals set earlier in these notes for a small group of students can now be seen when those students are featured in a larger tracker for the same subject.

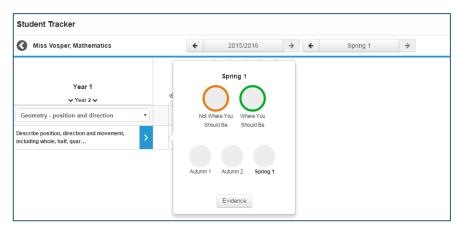


Adding a judgement

To add a judgement to a student within Student Tracker, click on the square that corresponds to the student and learning objective you wish to add your judgement against.

This will give you the judgement and evidence popover window for that student and learning objective.

To add a judgement for that student, single click on the coloured circle for the judgement you wish to use.





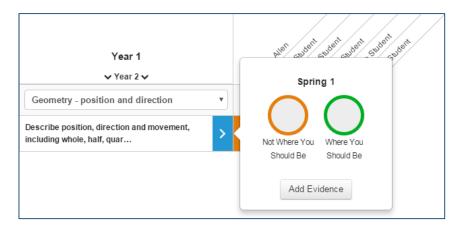
You will be able to see that the square for that student in the tracker changes to reflect the judgement you have made.

In the popover you will see that the judgement you have selected is now completely shaded.

The judgement timeline at the base of this window has also been shaded to show when the judgement has been made.

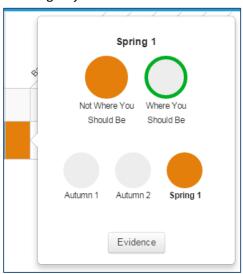
It is possible to add a judgement to an entire Learning Objective or KPI in one go. To do this, select the blue > icon next to the Learning Objective or KPI.

This will give you a popover containing the available statuses. Choose the status you wish to set for the Learning Objective or KPI by selecting it as above. You will see that the entire row of students now has this judgement assigned.



Removing a judgement

To remove a judgement, follow the steps above to open the popover for the desired student and Learning Objective.



To remove the judgement, single click on the coloured circle showing the latest judgement. This will remove it from the system.

If another judgement has previously been made, the circle will show the colour of the previous judgement. To remove this judgement, use the **Period selector** to navigate back to when that judgement was set, and remove it in the same way.

If you have made a judgement for all students against a particular Learning Objective or KPI it is possible to remove all the judgements in one go.

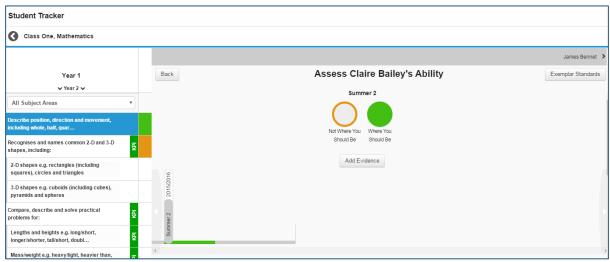
Select the blue > icon next to the Learning Objective or KPI; the popover will appear and now you deselect the judgement that has already been made and this will remove it for all students.



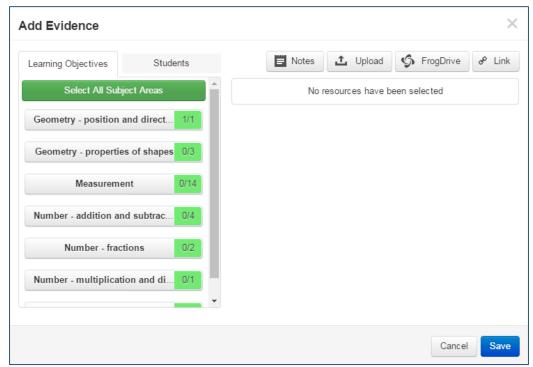
Adding Evidence

To add evidence against a student or students, open your tracker and select the relevant student and Learning Objective. When the popover opens, select the **Evidence** button to be taken to the **Evidence Timeline**.





Use the Add Evidence button to open the Add Evidence window.



There are four different types of evidence which can be added in this window:

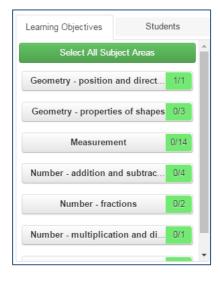
Notes: Text notes which allow you to type in a simple statement as evidence.

Upload: Upload files from your computer or network as evidence.

FrogDrive (FrogLearn customers only): Attach files which have already been uploaded into FrogDrive. At this time it is not possible to upload sites as evidence.

Link: Attach a weblink as evidence.

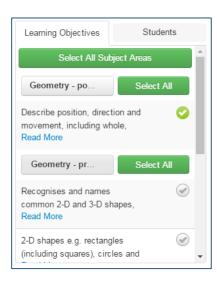
In subject areas with multiple Learning Objectives/KPIS, the **Learning Objectives** tab allows teachers to attach evidence to multiple Learning Objectives at once.



To attach a piece of evidence to multiple Learning
Objectives, select the subject areas and the relevant tick icons on the right hand side of the list.

Those objectives with a green tick will have the evidence attached to them.

This is ideal for pieces of work that show evidence of multiple learning objectives at work.

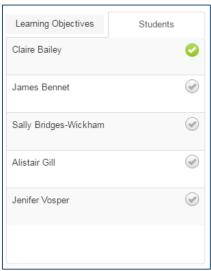


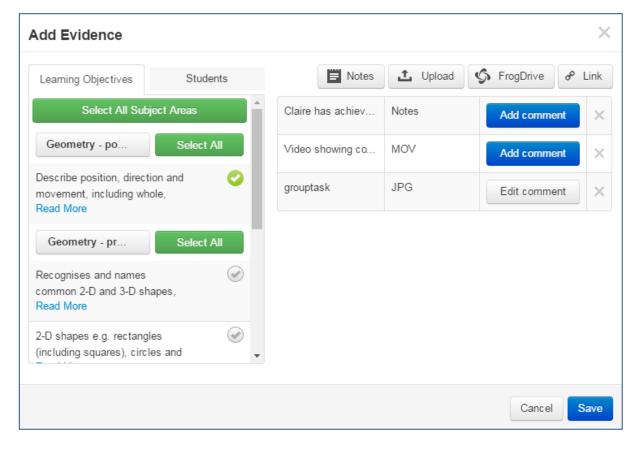
In a similar vein, it is possible to add evidence to multiple students in one go using the **Students** tab.

Select the grey ticks next to the student names to turn them green and choose them to receive the piece of evidence.

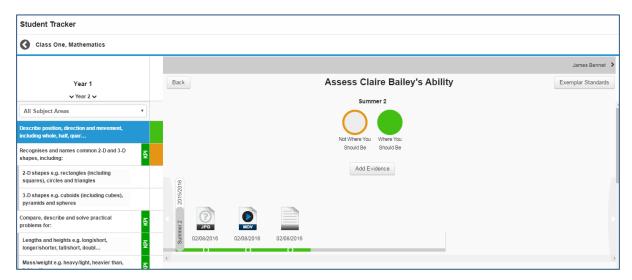
When you have chosen which pieces of evidence you wish to add, it is possible to add a comment to each piece of evidence for further explanation if required.

When you are happy with the evidence you have selected, click the blue **Save** button.





The evidence will then be visible on the **Evidence Timeline** of the selected students for those Learning Objectives selected.



To view any of the pieces of evidence, single click on the icon and you will be presented with a **Preview** window.



In this window you will be able to:

Preview: If the file type can be previewed within FrogProgress you will see a thumbnail preview.

Download File: The option is provided to download the file to your local machine.

Notes: Any notes that have been added to the evidence or a text area to type new notes.

Submitted By: Who has uploaded the evidence.

There is also an **Action Cog** in the top right corner which contains two options:

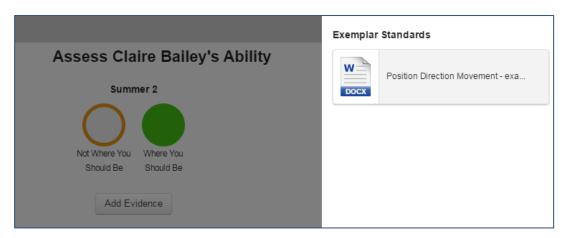
Send To Standards File: If the piece of evidence which has been uploaded is a particularly good example of a student achieving that KPI, the teacher can choose to send the file to the Exemplar Standards section of the Learning Locker.

There is an approval process to be accomplished before the file will be shown to members of staff within Student Tracker. Further information on this process can be found in **Module Two: Curriculum Manager**.

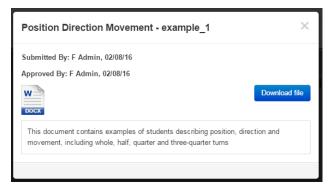
Remove From Evidence: If the evidence needs to be removed from the student, for example if it has been added in error, this button will remove the evidence file.

Exemplar Standards

Within the Evidence Timeline attached to each student and Learning Objective, there is an **Exemplar Standards** button. This links to the Exemplar Standards area of the Learning Locker and when selected, will show any materials added for that particular Learning Objective.



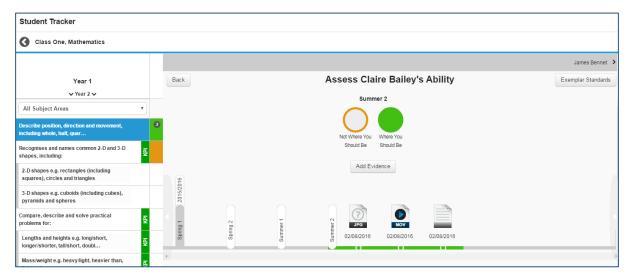
Teachers can click on the file icons provided to see more detail about the file and to download it if required.



For more information on adding Exemplar Standards to the Learning Locker, please see **Module Two:** Curriculum Manager.

Evidence Timeline

Using the **Evidence Timeline** it is possible to track back and see the progress made by an individual student.



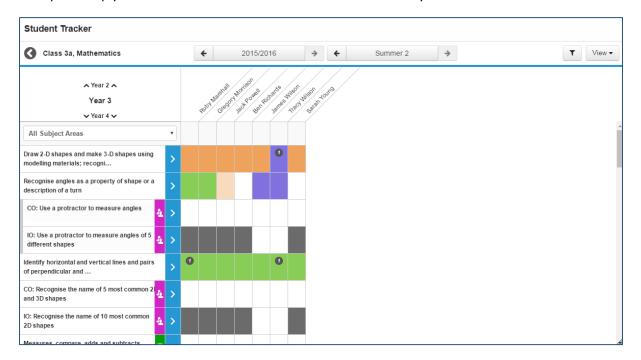
To move backwards or forwards through time, select the light grey arrow buttons at either end of the **Evidence Timeline**.

Please note it is not possible to move forwards beyond the current period.

The bar on the timeline will change colour to reflect the student's progress at that period in time. Any evidence added during that period will be reflected in that period. The period currently selected will also appear under the student's name above the judgement circles.

Viewing a Student Tracker

Once you have made judgements and added evidence for students you may want to review what you have added or look at your judgements for a subset of your tracker group. The following are a few tips to help you understand and use the tracker more effectively.



On Student Trackers you may see within squares a number in a small grey circle; this informs you of the total number of pieces of evidence there are for that Learning Objective or KPI and that student.

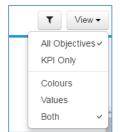




If you see a lighter shaded square, then this informs you that a judgement has been made in an earlier assessment period. If your judgement hasn't changed in the current assessment period then it isn't necessary to make a change to the judgement.

If you see a dark shaded square, then this informs you that this Individual or Class goal does not apply to this student.





It is possible to change your view of the tracker by using the **View** button which appears on the far right. It enables you to switch between viewing all Objectives or just KPIs as well as either seeing colours or values for the judgements, or both.

Each judgement is given a value when the Assessment Statuses are determined; see Module Two Curriculum Manager for more detail.



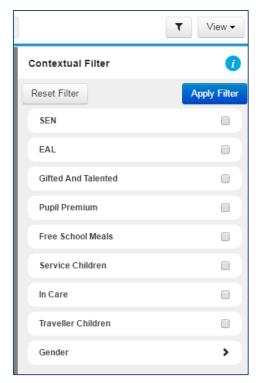
Using Contextual Data

As mentioned earlier it is possible to use the filter tool to view the tracker for a subset of your group, e.g. you may want to see how the students who are Pupil Premium are doing, or see how well the boys who are SEN are coping.



In the top right of the Student Tracker is the filter icon. Click on this icon to open up the filter and apply the filters you want to use.

Select the filter that you want to use by ticking the check box and clicking on the blue **Apply Filter** button.





Note: It is possible to combine filters, however it will only display students who appear in all the filters you have selected, e.g. if you select SEN and Pupil Premium this will only display students that are in both these categories.

If you want to remove any filters, click on the green filter icon again and click the **Reset Filter** button.



Note: Contextual data will automatically be available for all schools who are using the SIMS management information system; schools who use other systems will need to add the contextual data for their students. See Module Five Admin Guide for further information on how to do this.