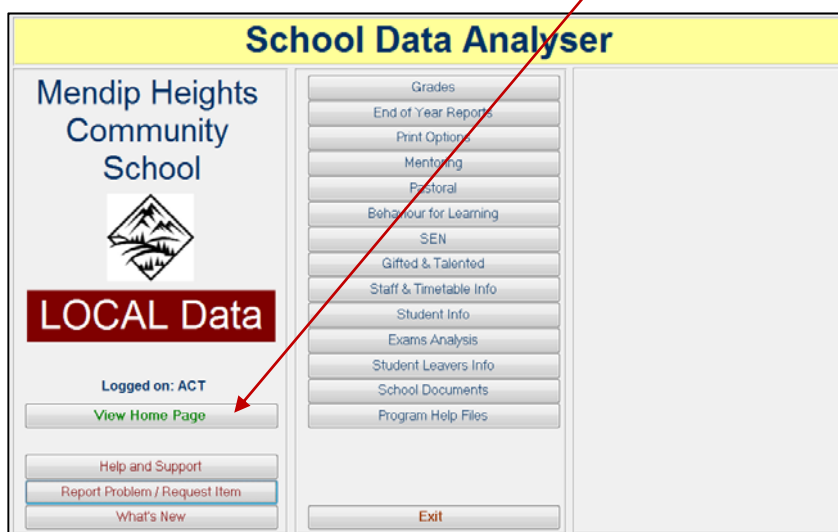


## Using the Staff Home Page

The **Staff Home Page** is an optional screen designed to be shown when **School Data Analyser** is first loaded. It can also be viewed at any time by clicking **View Home Page** on the left side of the **Main Menu** screen.



The **Home Page** screen has been personalised for each member of staff depending on job role. It provides easy access to many of the most commonly used items in **School Data Analyser** from a single screen.

There are 6 sections to the Home Page screen:

1. **Timetable and list of classes** - links provided to set lists & class photos. You can also view the Student Info screen, individual student photos and SEN details by selecting a student in the class list
2. **School calendar** - lists calendar events for the year
3. **'Favourites'** list - links provided to the items most commonly used in Reports Manager
4. **Attendance Summary** - % present / % absent
5. **Pastoral Summary** - merits / demerits / incidents
6. **Recent pastoral referrals** - with links provided to relevant pastoral records

For tutors, the last 3 items are for their tutor group.

For Year Heads, these items show their year group.

For other staff, a summary is shown for all year groups.

Clicking a small arrow in the title bar of each section opens a full screen version with additional information.

For example, the recent referrals section for a tutor group:

Click the small arrow to open all pastoral records for the selected tutor group

Click a student's name to view all his / her pastoral records

The red box shows the number of outstanding pastoral records marked for your attention. Click the red box to view these records

Name	Date	Code	From	To	Ack	Done
BARNES, Mathew	17/12/2013	D	KAH	DB	<input type="checkbox"/>	<input type="checkbox"/>
FITZPATRICK, Hannah	17/12/2013	D	KAH	DB	<input type="checkbox"/>	<input type="checkbox"/>
TURNER, Morgan	17/12/2013	D	KAH	DB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FITZPATRICK, Hannah	15/12/2013	COM	HL	JEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HAZELTON, Robert	15/12/2013	COM	MJD	JEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HEALY, Eve	15/12/2013	COM	MJD	JEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pastoral Records Hannah FITZPATRICK 11BN

Pastoral Summary: Points +18 -30 Incidents 10 Behaviour Stage

Click on any record in the white list to show the full details on the left

Pastoral Record Details: Date 07 Dec 13, Referred By KAH, Time Non-specific, For Attention Of DB, Location Not relevant, Tutor DWP, Code CGO, Subject CGO, Head of Fac. DB

\*Comment: Referral comment goes here

Action Taken: Used to enter action taken

Outcome: Used to enter outcome following referral

Private Comment: A private comment can be entered here - this is not shown in PSP meetings

Acknowledged  Signed Off  Action Required

Buttons: Edit Advice (Current Pupil), View Records (All Pupils), Print This Incident Sheet, New Record (Current Pupil), View Pastoral Summary (Current Pupil), View Referral (Current Pupil), View Enclosure, View Template, View Student Info, Email/Memo to pupil's teachers, Close

View Pastoral Records

Pupil ID: 12138, Pastoral Record ID: 39252

George BRUNT 10 ES +42 -0 Incidents 0

Filter pastoral records: Show Records For Me, Show Records By Me, Show All Records, By Year, By T.Gp, By House, By Subject, By Code, By Referrer

Include Archived Records, Clear All Filters

Date: Sun 15 Dec 2013, Referred By: HALL, Date: 15/12/2013, Pupil: BRUNT, George, Ref: NES, Code: COM, From: HAL, To: HAL, Ack: Yes, Done: No

Time: Non-specific, For Attention Of / Forward To: HALL, Date: 13/12/2013, Pupil: HARRISON, Katy, Ref: 10PS, Code: COM, From: HAL, To: HAL, Ack: No, Done: No

Location: Not relevant, Tutor: DTM, Date: 13/12/2013, Pupil: TANNAR, Chloe, Ref: 10BN, Code: D, From: HAL, To: HAL, Ack: No, Done: No

\*Code: COM, \*Subject: PS, \*Comment: Referral comment goes here

Action Taken: Used to enter action taken

Outcome: Used to enter outcome following referral

Private Comment: A private comment can be entered here - this is not shown in PSP meetings

Acknowledged  Signed Off  Action Required

Buttons: Edit Advice (Current Pupil), View Records (Current Pupil), Print This Incident Sheet, New Record (Current Pupil), View Timetable, Commentation Certificate, E-mail to Referrer, Memo to pupil's teachers, Spell Check, Close

The pastoral & attendance summaries can also be used to 'drill down' attendance & pastoral data from all years to year group to tutor group & student level.

For example:

Click the small arrow to open all a larger version with additional information

Pastoral Summary by Year Group

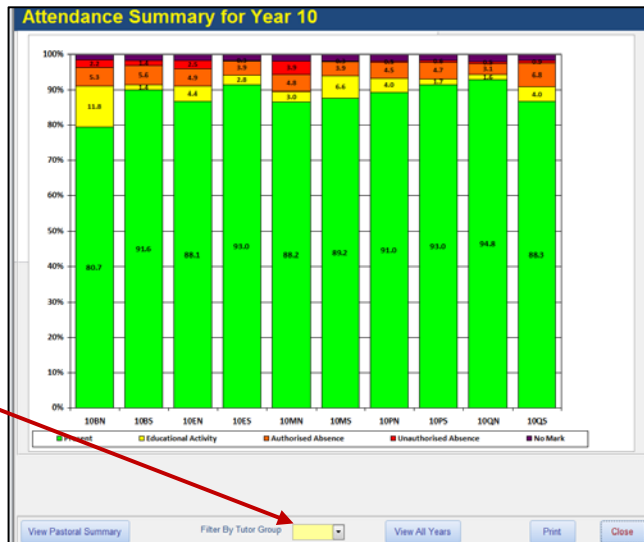
Year Group	Average Merits	Average Demerits	Average Incidents
7	~5	~5	~5
8	~15	~10	~10
9	~20	~15	~15
10	~25	~20	~20
11	~30	~25	~25

Select a Year Group e.g. Year 10  
OR  
Switch to Pastoral Summary

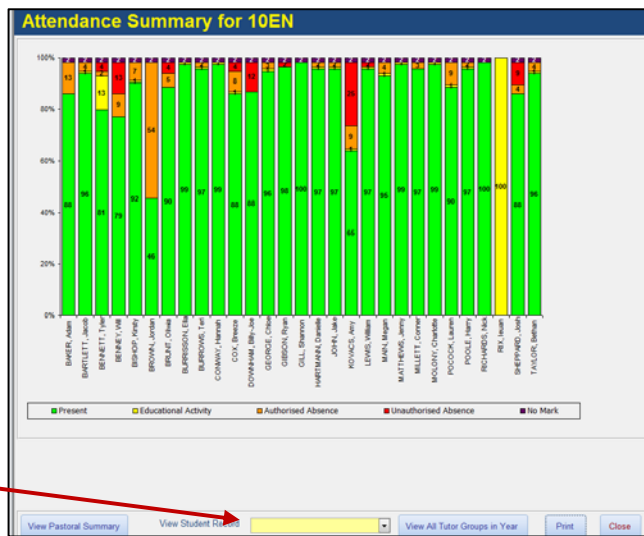
Attendance Summary by Year Group

Year Group	Present	Educational Activity	Authorised Absence	Unauthorised Absence
7	95.7	2.8	0.1	1.4
8	93.0	4.6	0.4	2.0
9	93.8	4.1	0.1	2.1
10	89.6	4.2	0.2	6.0
11	87.8	4.7	0.2	7.3

Buttons: View Pastoral Summary, Filter By Year Group, Print, Close



Select a Tutor Group  
e.g. 10EN



Select a student to  
view a detailed  
attendance record

### Attendance Record: Amy KOVACS 10EN

Attendance data is available from: 02/09/2013 to 29/11/2013

Attendance Summary							NOTE: % Attendance = % Present + % Approved Educational Activity	
% Attendance	% Present	% Approved Educational Activity	% Authorised absences	% Unauthorised absences	% No Marks	% Late		
88.1	65.2	0.9	0.9	25.0	1.8			

#### Attendance Marks

Week Starting	MonAM	MonPM	TueAM	TuePM	WedAM	WedPM	ThuAM	ThuPM	FriAM	FriPM
02/09/2013	#	#	#	#	#	#	#	#	#	#
09/09/2013	/	/	/	/	/	/	/	/	/	/
16/09/2013	/	/	/	/	/	/	/	/	/	/
23/09/2013	/	/	/	/	/	/	/	/	/	/
30/09/2013	/	/	/	/	/	/	/	/	/	/
07/10/2013	/	/	/	/	/	/	/	/	/	/
14/10/2013	/	/	/	/	/	/	/	/	/	/
21/10/2013	/	/	/	/	/	/	/	/	/	/
28/10/2013	#	#	#	#	#	#	#	#	#	#
04/11/2013	/	/	/	/	/	/	/	/	/	/
11/11/2013	/	/	/	/	/	/	/	/	/	/
18/11/2013	/	/	/	/	/	/	/	/	/	/
26/11/2013	/	/	/	/	/	/	/	/	/	/

#### % Attendance (By Type)

Present	65.2%
Approved Educational Activity	0.9%
Authorised Absences	0.9%
Unauthorised Absences	25.0%

#### % Attendance (By Code)

P	65.2%
A	0.9%
U	25.0%
V	0.9%

The **Timetable** section also shows a list of classes taught with links to other items:

**Timetable for HAZEL ALLINSON**

Week 1

	1M	1Tu	1W	1Th	1F
1		History 10F/H1 HAL M12		History 09S/H1A HAL M12	
2		History 11C/H1 HAL M12 CFM	History 08N/H1 HAL M12		
3	History 07B/S/H1 HAL M12	History 11C/H1 HAL M12 CFM			History 10F/H1 HAL M12
4					
5	History 09N/H1 HAL M12	History 10F/H1 HAL M12	History 07B/S/H1 HAL M12	History 09N/H1B HAL M12	

NOTE: Lessons with coloured shading indicate TA support in the lesson

List of classes taught by HAZEL ALLINSON

Class	Subject	Lessons	Students
* 07B/S/H1	History	3	28
* 08N/H1	History	4	31
* 09N/H1B	History	4	26
* 09S/H1	History	4	31
* 10F/H1	History	5	22
* 11C/H1	History	5	26

Click a class to view the class list.  
Click the \* on the left to view the class photos  
Double click a class to open the interim report grade entry form

Click the \* on the left of the class list to view class photos

Class Photos: 09N/H1B Mrs H ALLINSON

If the reporting feature is in use, double click a class to view the interim report grade entry form

Click a class to view the class list

**Class List for 09N/H1B3**

PupilID	Student	TGP	MF	COP
12635	ASHEQUK MUKTADIR Sophie	9QN	F	
12605	CARDWELL James	9BN	M	
12600	CHAMBERLAIN Asha	9EN	F	
12493	COFFEY Rhianna	9PN	F	
12476	DIXON Wiltona	9MN	F	
12472	DUBE Harriet	9QN	F	
12449	FLAVELL Ella	9BN	F	
12419	HAWKES Molly	9PN	F	
12383	LATHAM Tia	9EN	F	
12370	MAINWARING Beth	9EN	F	
12368	MARCHANT George	9BN	M	
12357	MITCHELL James	9QN	M	
13194	MOLTON Chloe	9ES	F	
12348	NIGH William	9MN	M	
12347	NJI Mathew	9EN	M	
12342	NORTON Ben	9MN	M	
12327	PEARSE Orla	9QN	F	
12309	REDDINGTON Josh	9PN	M	
12305	RIVERS Emma	9MN	F	
12299	SANDERSON Barnaby	9QN	M	
12894	TALBOT Amy	9QN	F	P
12266	WALLACE Soph	9PN	F	
12249	WHITE Joshua	9EN	M	
12248	WHITROW Sophie	9QN	F	
12242	WILLIAMS Mathew	9MN	M	A

Click the PupilID to show the student photo; the student name to open the Student info form and the COP code (if any) to show the SEN details.  
Click the small arrow above to print this class list  
Click the small X above to close this class list

Click a student's name to view the student info screen

**Interim Grade Entry for: 09N/H1B3**

Subject: History

Teacher: HAL Session: 201304 LOCKED

Select a Reporting Session: Start Date: 04/10/2013 Deadline: 23/10/2013

Progress Check 1: 23/10/2013 04/10/2013

Progress Check 2: 23/10/2013 04/10/2013

Progress Check 3: 16/11/2013 14/12/2013

Progress Check 4: 20/01/2014 14/02/2014

Progress Check 5: 15/04/2014 03/05/2014

Progress Check 6: 20/05/2014 12/06/2014

The panel shows the dates when interim grade entry can be entered. Make sure that you are entering the grades for the correct module.

To change the 'tab' order, click on the grade column label

All Grades are required for this session

NOTE: (please refer to the reporting guide)

- You can double click on a heading to set the direction of the tab key so that it either goes left or right or down the page.
- Enter the teacher setting the report's module as set at the top left of the screen before you start entering grades.
- Enter a Target Grade (TGP) where this hasn't been supplied.
- In extreme cases where no grades are possible e.g. due to extended absence, tick the Incomplete (INC) give a reason for this.
- In extreme cases where no grades are possible e.g. due to extended absence, tick the Incomplete (INC) give a reason for this.
- Click the small button next to the student's name to view their photo
- Double click a student name to open all subject grades for the session
- Use the tick box next to the student name to request an appointment with the student's parents at the next parents evening.

Grade Descriptions: Grade History: Export / Import

FFL Live Data: Markbook: Pupil Previous Grades

Archived Grades: Print: Another Class: Close

Click the PupilID to view the student's photo

**Amy TALBOT 9QN**

Basic Details: Attendance: Contact Info: Medical Info: Pastoral: Previous Schools

Ad No: 12894

Surname: TALBOT Photo: Photo not available

Forename: Amy

Gender: F

DOB: 30/09/1999 Age: 14yr 2m

Tutor Group: 9QN Tutor: LC

Active? Yes Past Time: No

Arrival Date: 16/01/2013 Leaving Date:

School e-mail: A12894@mendpfeights.sch.uk

Parent / Carer: M Bowmen

Address: 11514 Mile Walk, West Town, Somerset, BS27 8SU

View Map

Home Phone: 07817 212894

Home Email:

In LEA Care? No Eligible for FSM? No

COP level: P Exam Number:

Ethnicity: WBR [View Categories]

REL: No Gifted & Talented: [X]

First Language: English

Religion: No Religion

School Travel: Walk

CAF File? No

Print Student: Print Student Info: SEN/EP info: View Timetable: View Grades: View Report: Send Letter: Send Email / Name: Close

If a COP code is shown, click to view the student's SEN record

**SEN / GT Record: Amy TALBOT 9QN**

Pupil Details | SEN Comments | GT Comments | Master Reviews | Background | Pastoral | IEP | PSP | Wave Profile

This space may be used to store any other useful information regarding this pupil's learning. You should not store sensitive or confidential information here as all staff have access to this screen.

Amy has a moderate sensor-neural hearing loss. She is on school action plus. Regular support from Angela Wilson, H1 teacher from the sensory support service. Amy wears 2 digital hearing aids. She uses a Microlink in school- see attached file.

For strategies see pupil inclusion plan attached.

Amy had a Sensory Assessment on 15/11/12 and it is recommended that all DVDs are shown with subtitles please. If subtitles are not available please provide Amy with a short summary of the key points.

Photo not available

Spell Check

Link File to Record: Attach File: View File: Remove File:

Linked File: H:\Reports\Manager\LinkedFiles\Microlink.docx

The '**Favourites**' section shows a list of the items you use most commonly in *School Data Analyser*. Click any item to open it from the list displayed.

For example:

Favourites - Top items for HAZEL ALLINSON	
Item	Count
Log a new pastoral record	236
Enter Interim Grades	202
Staff Timetables	168
Review Current Records	138
Multiple Homework Referrals	106
Class Lists	96
Class Photos	96
Tutor group lists	96
Tutor group photos	96
Pupil Support Plans	74
Multiple Commendation	51
Student Mentor Reviews	49

Click to open any item in the list

NOTE:

At the bottom of the *Home Page* screen, you will see these items:



The '**View Home Page Guide**' button opens this document.

The '**View Help and Support**' button opens a feature where you can find details of all features in *School Data Analyser*

The '**Go To Main Menu Screen**' button closes the *Home Page* & opens the *Main Menu*.

Untick the '**Show this screen when School Data Analyser starts**' check box if you would prefer to go straight to the *Main Menu* screen at start up

The **Exit Program** button closes *School Data Analyser*.