

Using the Rising Stars Assessment Progress Tracker

Introduction

The Rising Stars Assessment Progress Trackers are designed to help teachers use the marks from the Rising Stars Assessment Progress Tests to monitor pupil progress against the new (2014) National Curriculum Programmes of Study. There is a separate Progress Tracker for each set of tests for each year group. The Progress Trackers have been produced to work in Excel 2007 and Excel 2010. Each Progress Tracker is an Excel workbook that enables teachers to record the marks for each question and test for every pupil so that the performance of each pupil and the whole class can be tracked. The Progress Trackers can also be used to produce summary reports for each pupil. Additionally, data can be exported from the tests to be used for whole school monitoring and reporting.

Each Progress Tracker workbook is set up with a number of worksheets. For the mathematics half-termly tests there is a separate worksheet for each test. Each worksheet contains a table for teachers to insert the marks for the test. The Progress Trackers also each contain:

- a *Start* worksheet with an easy navigation menu
- a *My pupils* worksheet that provides summary data about the class and allows test data to be exported
- a *Reports* worksheet which produces individual summary reports for pupils that can be saved or printed.

To minimise errors in data entry each Progress Tracker is locked down (see page 5) and all data entry is automatically checked.

The *Start* worksheet provides a list of all the sheets available. Clicking on the titles in the list will take you to the appropriate worksheet. Navigation around the workbook can also be done by clicking on the tabs along the bottom of the workbook. Additionally, on the test worksheets, there is a 'dashboard' that can be used as a quick link to the *Start*, *My pupils* and *Reports* worksheets.

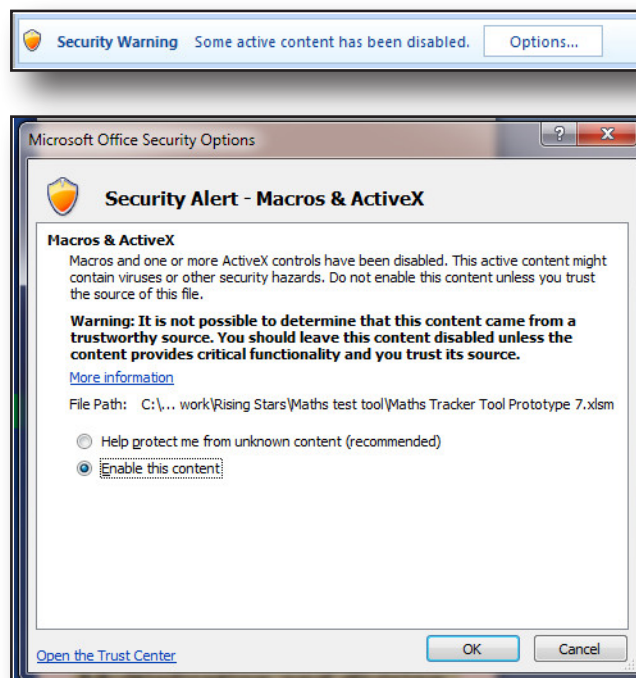
How to use the Progress Tracker

The Progress Tracker is very easy to use. The steps below explain how to get started, how to enter test data, how to produce reports and how to export data. It is recommended that you save the Progress Tracker on the school network so that it can be accessed by colleagues and that you save the file regularly as you add test data to it.

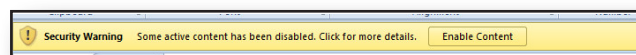
Getting started

1. The Progress Tracker is password protected. To open the workbook, type in the password: RISINGSTARS. In order to use the Progress Tracker you must 'enable' the content when you open the spreadsheet. To do this using Excel 2007 you need to click on the options box in the security warning at the top of the screen and then select 'Enable this content' and 'OK'. If you are using Excel 2010 you just need to select 'Enable content' in the security warning. Once you have opened the file, save it to a location of your choice. Note that you can rename the Progress Tracker file but the file extension must remain as .xslm.

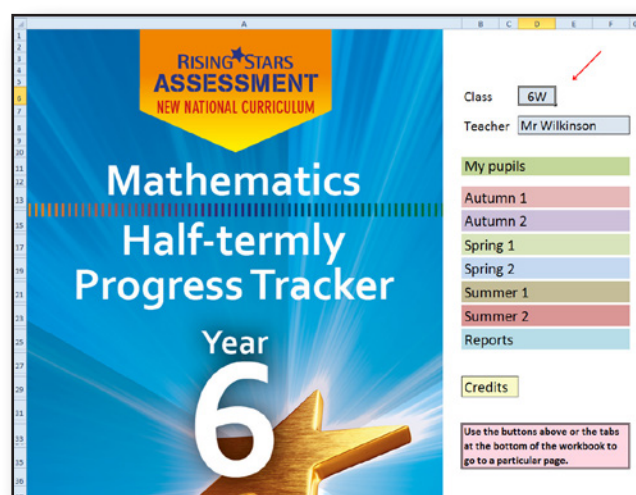
Excel 2007



Excel 2010



2. To get started, go to the *Start* worksheet and enter the name of your Class, e.g. 6W, and the name of the teacher, e.g. Mr Wilkinson. You only need to enter this information once: each worksheet will now show the class and teacher name at the top.



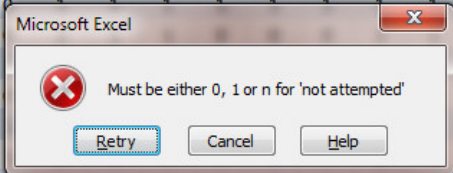
3. You now need to enter the names of the pupils. To do this, go to *My pupils*. The pupils' names can either be entered manually or you can import them from your MIS system. **If you wish to import them from your MIS, please see the Appendix at the end of this guide.** It is also possible to copy and paste pupil names from a Word or Excel file. Note that if you choose this option you must use 'Paste Values' rather than 'Paste'. The Progress Tracker will accept a maximum of 35 pupils for a class. Note that you need to check the order of the pupils' names before entering them as this cannot be changed later. Once the names have been added, each worksheet in the Progress Tracker will now show the pupils' names. As the school year progresses, the *My pupils* worksheet will also show a summary of each pupil's results as their marks are entered for each test.

	A	B	C	D	F	G
1		Year 6 Mathematics half-termly tests				
2		My pupils summary				
3						
4		Class	6W			
5						
6						
7		Teacher	Mr Wilkinson			
8						
9			Pupils			
10		UPN	First name	Last name		Total (20)
11		N203247108035	Lucy	Bacall		
12		P203247107106	Zara	Baker		
13		R203247108011	Verity	Blissett		
14		Y203288508018	Mei	Chen		
15		R203247108008	Anika	Chowdhury		
16		D203247108113	Kyung	Chung		
17		F203247108038	Martin	Coleman		

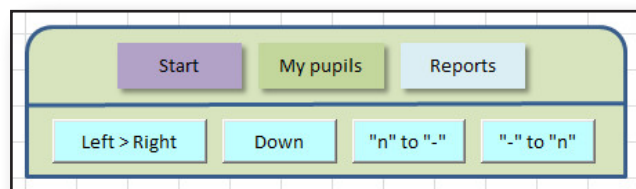
Entering test data

4. When pupils have taken a test you need to enter their marks into the Progress Tracker. Marks need to be entered for each question for a particular test. On each individual test worksheet you need to enter marks for each pupil under the appropriate question number. The spreadsheet allows you to enter the number of marks achieved and also 'n' for 'not attempted'. The Progress Tracker has been set up to prevent you entering invalid marks, e.g. 2 marks for a 1-mark question and part marks. If you wish, you can optionally add the date that the test was administered to pupils above the question mark details. You can add the date using words and numbers, e.g. 6 Jan 15. If you enter a date using numbers you must include slashes, e.g. 6/1 or 6/1/15. Note that the date will appear as e.g. 06/01/2015 whichever way it has been entered.

Date test administered											
2	3	4	5	6	7	8	9	10	11a	11b	11c
6.2.a.1	6.1.2	6.2.e.2	5.2.d.1 5.2.a.4, 5.3.d.3	6.2.e.3	6.3.c.7	6.1.b.1 6.1.c.1	6.3.c.6	5.3.4	6.1.1 6.2.1, 6.3.1	6.1.1 6.2.1, 6.3.1	6.1.1 6.2.1, 6.3.1
C	R	C	C	C	F	N	F	M	S	S	S
1	1	2	2	1	1	1	1	2	1	1	1
1	1	2	2	1	2	1	1	2	1	1	1
1	0	0	2	1	0	1	0	0	1	1	0
1	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
1	0	1	2	1	1	1	0	1	1	1	1
1	1	1	2	1	1	1	1	1	1	1	1



5. You can use the buttons on the dashboard on the test worksheets to change how you enter and display test data. You can choose to enter test data horizontally or vertically. You can also choose '-' instead of 'n' for questions that a pupil has not attempted. Note that if your preference is for not attempted questions to be represented by dashes rather than 'n' that you need to enter the marks using 'n'. You can then use the dashboard to change to dashes.
6. Once a mark (or 'n') has been entered for each question the total number of marks for the test will show in the test column. These are colour coded red ('less than expected'), green ('expected') or blue ('more than expected') to indicate progress against the National Curriculum Programme of Study. This table provides you with a quick view of how pupils in your class are progressing as well as the class as a whole.
7. As test marks are added, the average mark for each question also appears at the bottom of the mark entry column. These are also colour coded. This provides you with an easy-to-use view of how your pupils are performing on particular questions, enabling you to adjust your teaching and planning if necessary.
8. As the marks for the various tests are completed, the summary on the *My pupils* worksheet updates automatically. The summary also uses colour coding to indicate whether each pupil is making expected progress, less than expected progress or more than expected progress.
9. The test questions have been mapped against the statements in the *Rising Stars Progression Framework*. To view the statements roll over the code(s) in row 9.



Aleisha Patel	19	3	6	1	1	2	3	3	1	1	1	1
Stephen Reid	17	3	5	0	1	2	4	2	1	1	0	1
Matthew Smith	19	3	6	1	1	2	3	3	1	1	1	1
Mary Stewart	13	2	4	0	0	2	3	2	1	0	0	1
Chloe Thomas	18	3	6	0	1	2	3	3	1	1	1	1
Mohammed Zaman	5	0	1	0	0	0	3	1	1	0	0	0
Less than expected progress 0-10	6								0.77	0.60	0.50	0.87
Expected progress 11-16	10											
More than expected progress 17-20	14											
Total number of children	30											

Teacher	Mr Wilkinson		Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Pupils	First name	Last name	Total (20)	Total (20)	Total (20)	Total (20)	Total (20)	Total (20)
UPN	Lucy	Bacall	20	20	20	20	20	20
P203247107106	Zara	Baker	13	10	9	10	11	10
R203247108011	Verity	Blissett	16	15	15	15	16	15
Y20328508018	Mei	Chen	11	9	12	10	11	12
R203247108008	Anika	Chowdhury	19	18	17	18	18	17
D203247108113	Kyung	Chung	10	6	7	7	8	7
F203247108038	Martin	Coleman	19	19	19	19	19	19
A203291608070	William	Crowther	12	10	13	11	12	13
G203247108002	Anne	Curtis	19	17	17	19	18	18
C203247109095	David	Devlin	16	16	16	16	16	16

Date test administered										13	14
6	7	8	13	14	15	16	17	18	19	20	21
6.2.e.3	6.3.c.7	6.1.b.1	6.1.c.1	6.1.b.1	6.1.c.1	6.1.b.1	6.1.c.1	6.1.b.1	6.1.c.1	6.1.b.1	6.1.c.1
C	F	N	F	M	S	S	S	S	N	N	N
1	1	1	1	2	1	1	1	1	1	1	1
1	1	1	1	2	1	1	1	1	1	1	1
1	0	1	0	0	1	1	0	1	0	1	1

Pupil reports

10. The Progress Tracker also allows you to produce reports for individual pupils. To do this go to the *Reports* worksheet and select the pupil you want from the drop down list next to 'Pupil name'. When you choose a name the summary information for that pupil appears in the report along with today's date. To print a copy of the report, use the 'Print report' button. You can also save a PDF version of the report in a folder of your choice by clicking 'Save report as pdf'. The file name of the report includes the pupil's name and the date, e.g. Mei Chen_1932015.pdf.

C	D	E	F	G	H	I	J	K	L	M
Report on pupil performance								Date	19/03/2015	
Year 6 Mathematics half termly tests										
Class	6W		Teacher	Mr Wilkinson						
Pupil name	Mei Chen									
					Total (20)					
Autumn 1					11					
Autumn 2					9					
Spring 1					12					
Spring 2					10					
Summer 1					11					
Summer 2					12					
Less than expected progress								0-10		
Expected progress								11-16		
More than expected progress								17-20		
Comments										

Exporting test data

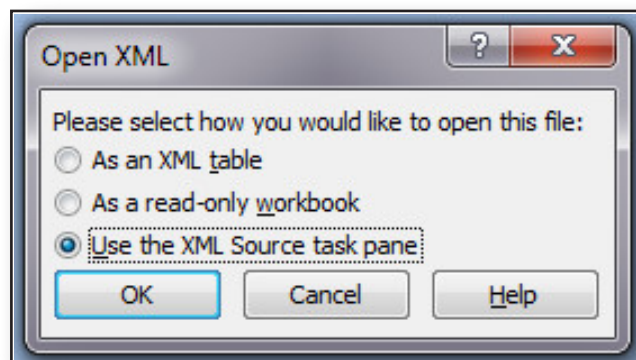
11. Test data can be exported from the Progress Tracker to use as part of whole school monitoring and tracking of pupil progress. To export data go to the *My pupils* worksheet and click on the 'Export summary data as CSV' button. This allows you to select a folder in which to save the data and produces a CSV file with the class name, teacher name and time the data was exported, e.g. 6W_Mr Wikinson_1932015_11_42.csv. The file name is produced automatically but can be changed in the selected folder if required. Exports can be done as often as needed.

Lockdown

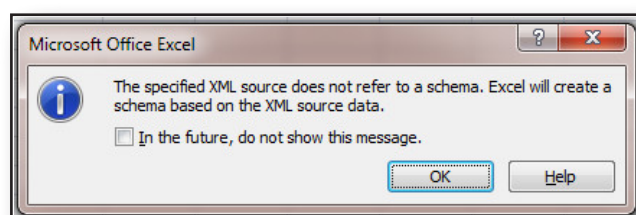
The Progress Tracker has been locked down to ensure that the codes within it cannot be accidentally overwritten. Some users may wish to unlock the spreadsheet to adapt it. Each worksheet is protected. To unlock a sheet, select 'Home', 'Format' and then 'Unprotect sheet'. **If you choose to adapt a worksheet, it must be at your own risk.** To protect the worksheet again select, 'Home', 'Format', 'Protect sheet'.

Appendix – How to import pupil data from your Management Information System (MIS)

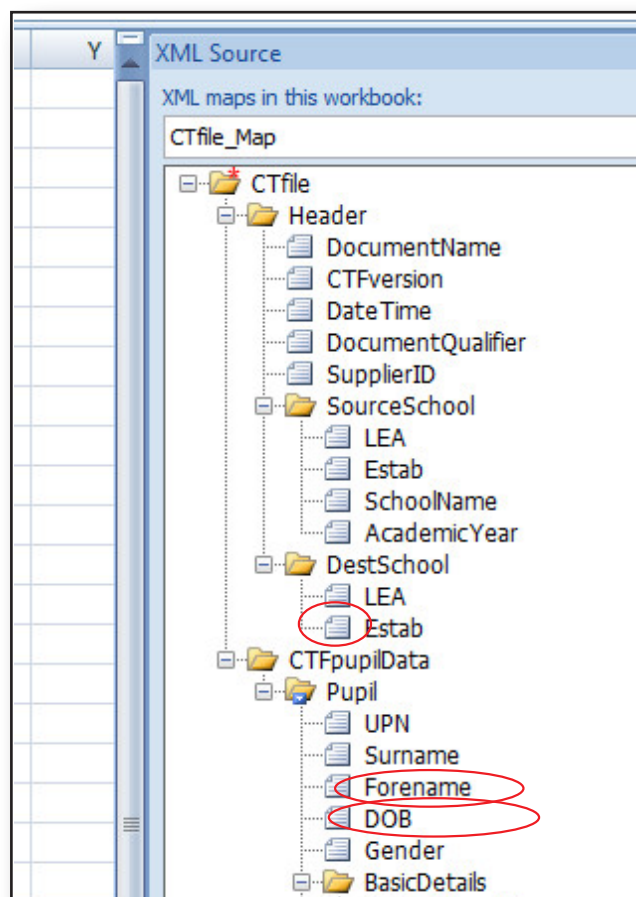
1. If you are using Excel 2007, click the Office icon top left of your screen and then 'Open'. If you are using Excel 2010, click on the Open file icon. Navigate to the folder with the .xml file from your MIS that you wish to use.
2. Select the file and then click 'Open' or double-click on the file. The following dialogue box appears:



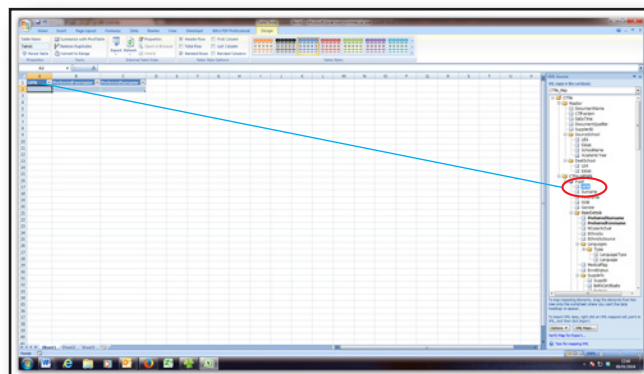
3. Select the 'Use the XML Source task pane' button and then 'OK'. The following dialogue box appears:



4. Click 'OK'. A new worksheet opens with the following XML map on the right-hand side:



5. To import the UPNs, forenames and surnames for your pupils, drag the 'UPN' label to cell A1, 'PreferredForename' to cell B1 and 'PreferredSurname' to cell C1:



6. Right click cell A2 and on the drop down menu select 'XML, Import'.

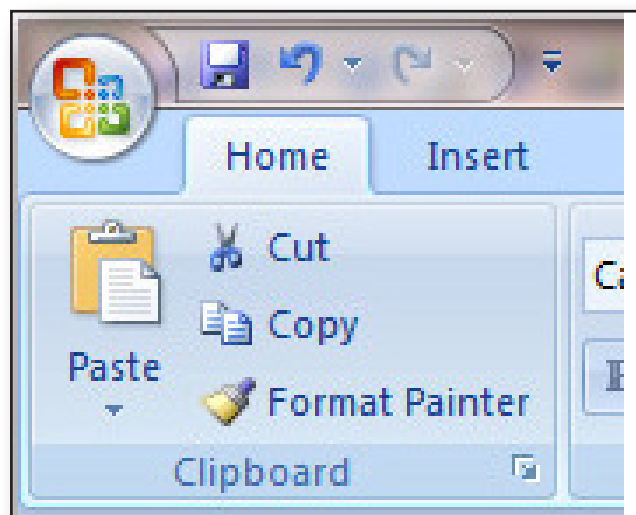
A2			
	A	B	C
1	UPN	PreferredForename	PreferredSurname
2			
3			
4			

7. Navigate to the folder with the .xml file from your MIS that you wish to use.
8. Select the file and click 'Open' or double-click on the file.
9. The table is populated with the appropriate pupil information.

Table1			
	A	B	C
1	UPN	PreferredForename	PreferredSurname
2	A803292508061	Lucy	Bacall
3	B803292507132	Zara	Baker
4	G803847107109	Cheryl	Carter
5	Y803847109044	Martin	Coleman
6	T803288509035	Gail	Cooper
7	K803847108091	William	Crown
8	Q803847108017	Anne	Curtis
9	E803847108018	Daniel	Davison
10	P803847110095	Samantha	Farrell
11	N803847108035	Adam	Flanagan
12	P803847107106	Tony	George
13	Y803288508018	Heather	Harrison

10. Select and copy cells A2 to C29 (or whatever is appropriate in your case).
Note: make sure that there are no more than 35 pupils as this is the maximum class size for the Progress Tracker.
11. Open the Progress Tracker. Go to the *My pupils* worksheet and position the cursor in the first cell under UPN.

12. Click on the arrow below 'Paste' and select 'Paste values'. The table will then be filled with your data.



13. The final table should look like the one here. If you accidentally click on 'Paste' you will lose the table outline box. If you do this click on the 'Undo' arrow and select 'Paste values'.

	A	B	C	D	E
8					
9					
10			Pupils		
11		UPN	First name	Last name	
12		A803292508061	Lucy	Bacall	
13		B803292507132	Zara	Baker	
14		G803847107109	Cheryl	Carter	
15		Y803847109044	Martin	Coleman	
16		T803288509035	Gail	Cooper	
17		K803847108091	William	Crown	
18		Q803847108017	Anne	Curtis	
19		E803847108018	Daniel	Davison	
20		P803847110095	Samantha	Farrell	
21		N803847108035	Adam	Flanagan	

14. Once you have successfully imported the data click on any cell to remove the outline selection. You should then close the XML Source Window. The temporary Workbook 'Bookx' file should also be closed without saving.
15. Now save the changes you have made to the Progress Tracker.