

# Quick start Guide – Setting up Aspire Pupil Tracking

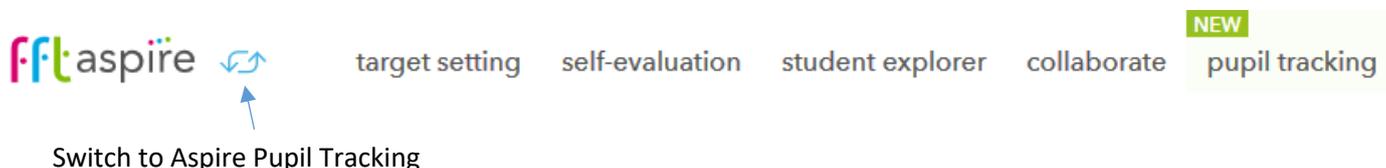
## Important - before you begin

In order to use the Aspire Pupil Tracking system, you must first ensure that your school is successfully signed up for Aspire Data Exchange through the main FFT Aspire website. This connection can be set up by logging into your Aspire account <https://fftaspire.org>

Further guidance for this process can found here: <https://help.fft.org.uk/articles/data-exchange-setup/>

## 1 Logging into Aspire & Aspire Pupil Tracking

Pupil Tracking is now included in the main Aspire website for Primary Schools. Once logged into FFT Aspire you can toggle between 'Aspire' or 'Aspire pupil tracking'.

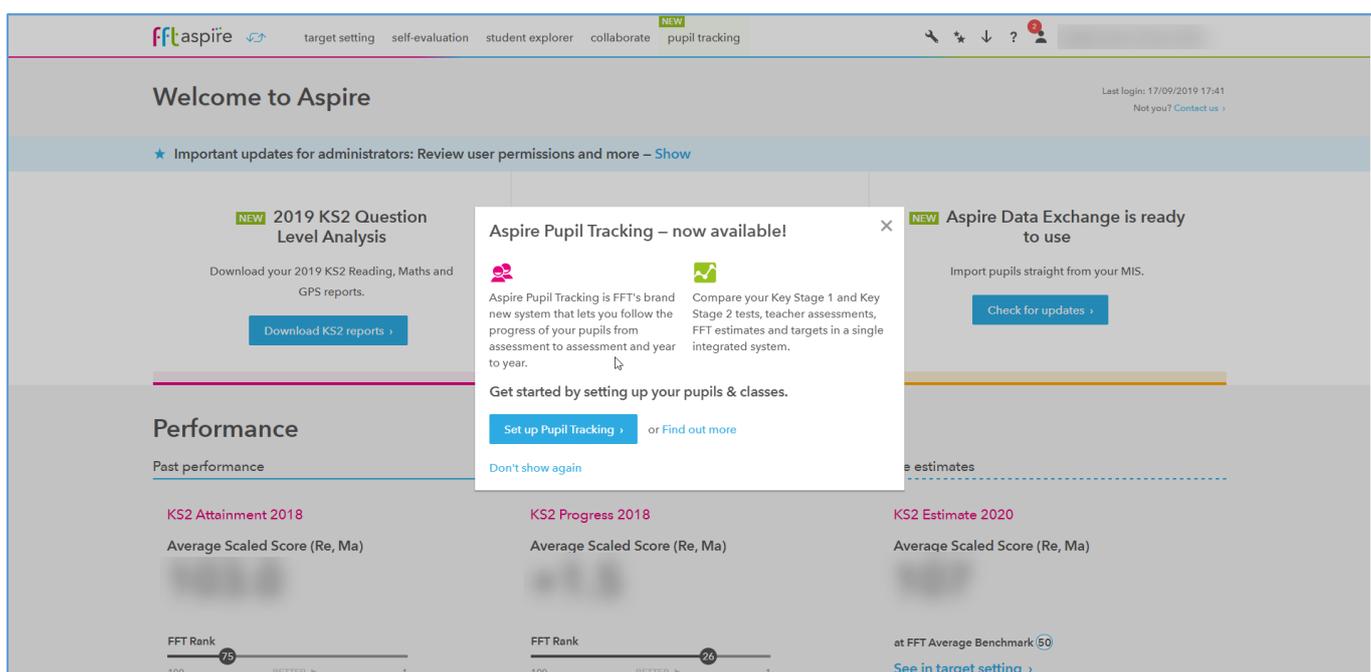


## 2 First time set up of Aspire Pupil Tracking

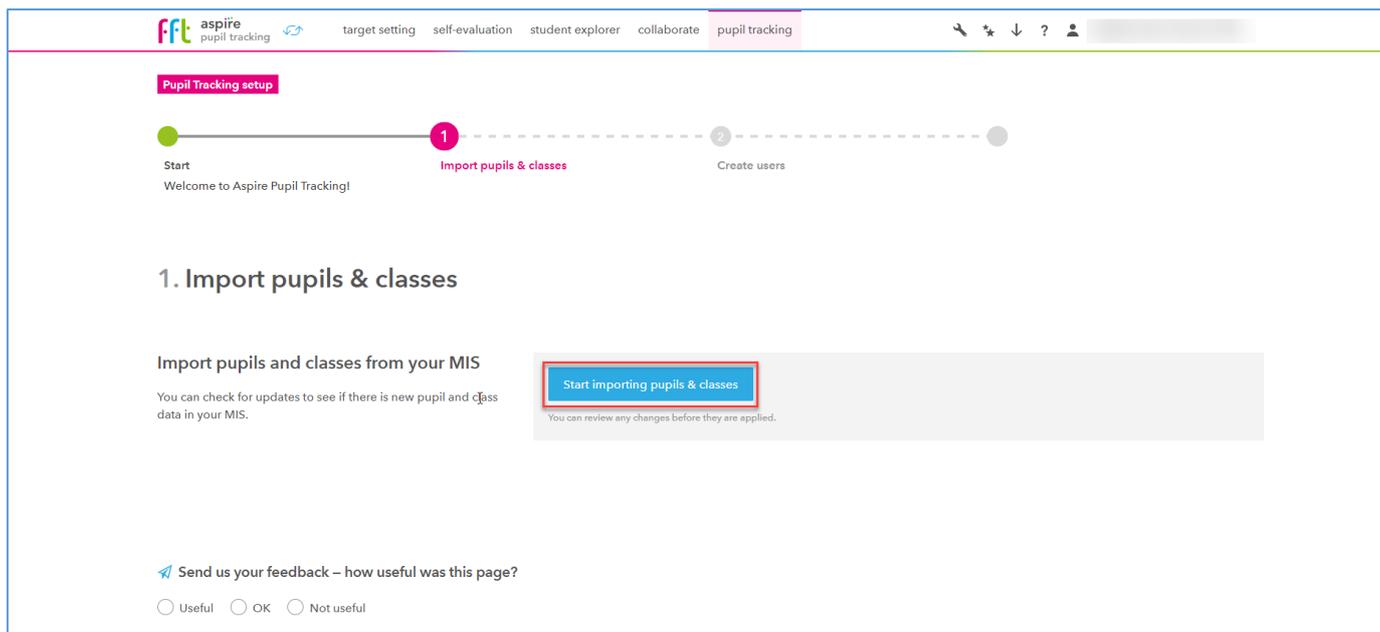
There are a few steps that need to be completed to ensure that Pupil Tracking is ready to use. These include:

- Importing pupils and classes
- Creating Aspire Pupil Tracking users (accounts for your colleagues to use the system)

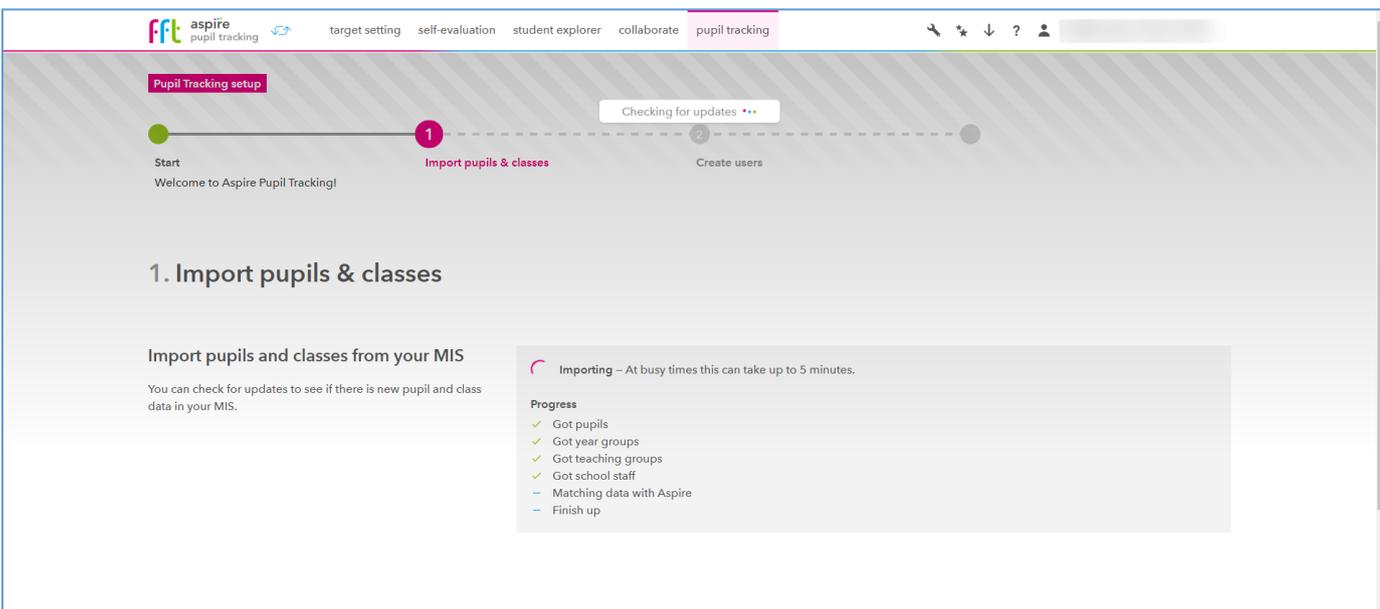
Once logged into Aspire Pupil Tracking, you will receive an **“Aspire Pupil Tracking – now available!”** message. This means that you have the correct Aspire Setup permissions and you can complete the first time setup for Aspire Pupil Tracking. To begin, select the **‘Set up Pupil Tracking’** button on the pop up, then click to confirm you wish to set up on the following page.



Click the 'Start importing pupils & classes' button on step one.



At this point, Aspire will connect to your school's Management Information System (MIS) and begin to sync information on pupils, year groups, teaching groups, pupil context data (SEN, EAL etc) and school staff. It will then match this information with estimates and targets from Aspire. **This process may take up to five minutes to complete.**



Once the import has completed, you will be directed automatically onto the next page.

This page shows the number of pupils being imported into the system and any pupils with invalid data (this tends to be nursery pupils). It also shows the classes in the school and has a **'plus'** icon so you can see teachers and pupils in each class.

The screenshot shows the 'Aspire Pupil Tracking' interface. At the top, there is a navigation bar with links for 'target setting', 'self-evaluation', 'student explorer', 'collaborate', and 'pupil tracking'. A notification banner at the top left reads 'New pupil & class data found' with a sub-message 'Check the changes below, then confirm.' Below this, the 'Pupils' section shows two items: '80 new pupil records to import into Aspire Pupil Tracking' and '10 pupils with invalid data (will not be imported)'. The 'Classes' section shows '4 new classes to import into Aspire Pupil Tracking'. Two class cards are visible: '3A' and '6B'. Each class card is split into two columns: 'In your MIS' and 'In Aspire Pupil Tracking'. For class 3A, the MIS side shows 3 teachers (A Year-Three) and 23 pupils. The Aspire side shows 'Not present in Aspire Pupil Tracking'. A similar structure is shown for class 6B.

Finish this import at the bottom of the page and then start creating staff accounts.

### 3 Creating new users

The next step is to create new users by importing school staff from your MIS.

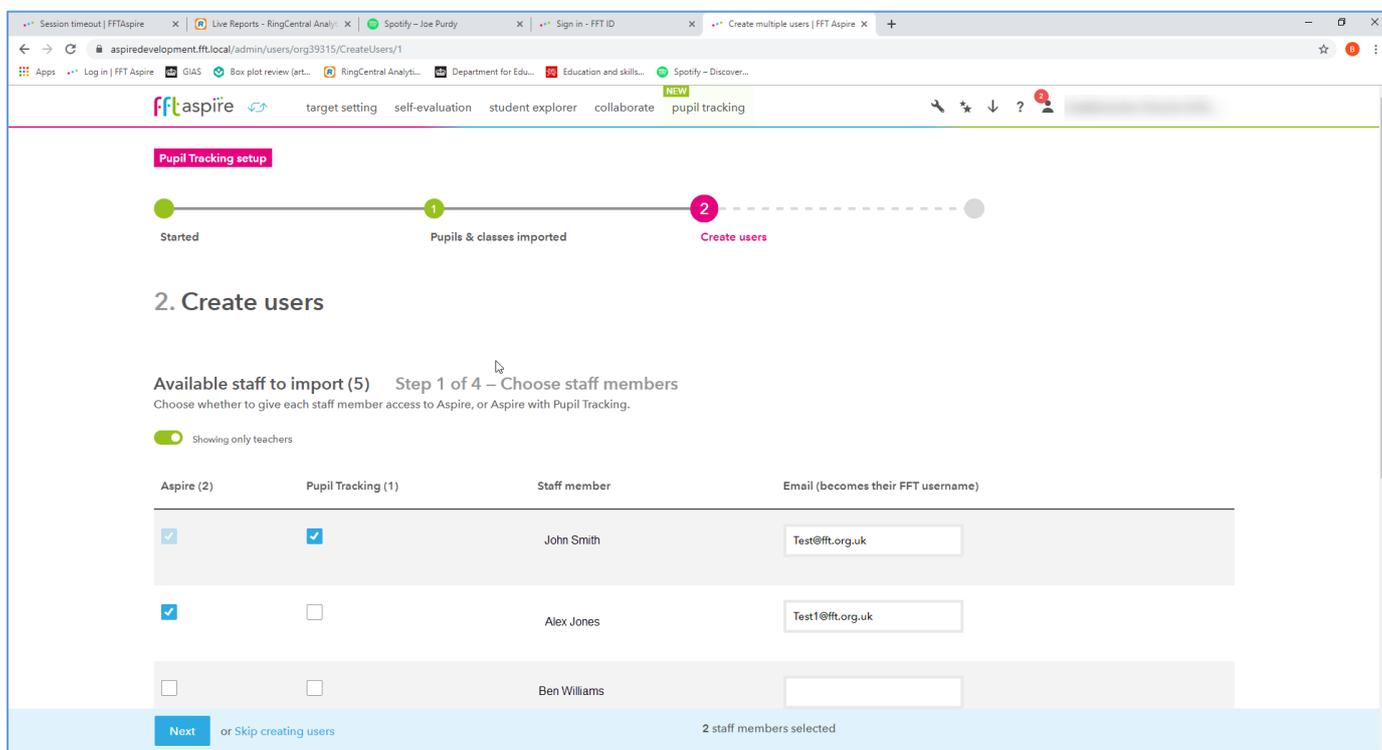
This syncs with the schools MIS to easily allow you to setup multiple teachers/staff with accounts that can access Aspire and Aspire Pupil Tracking with varying permissions. To begin, select **'Import school staff'**.

The screenshot shows the 'Pupil Tracking setup' progress bar with three steps: 'Started', 'Pupils & classes imported', and 'Create users'. The 'Create users' step is highlighted with a red circle and a dashed line. Below the progress bar, the heading '2. Create users' is followed by the sub-heading 'Import school staff from your MIS'. The text explains that users can be created by importing school staff from the MIS and that any staff members without accounts will be displayed. A blue button labeled 'Import school staff' is highlighted with a red box. Below the button, it says 'You can review any accounts before they are created.'

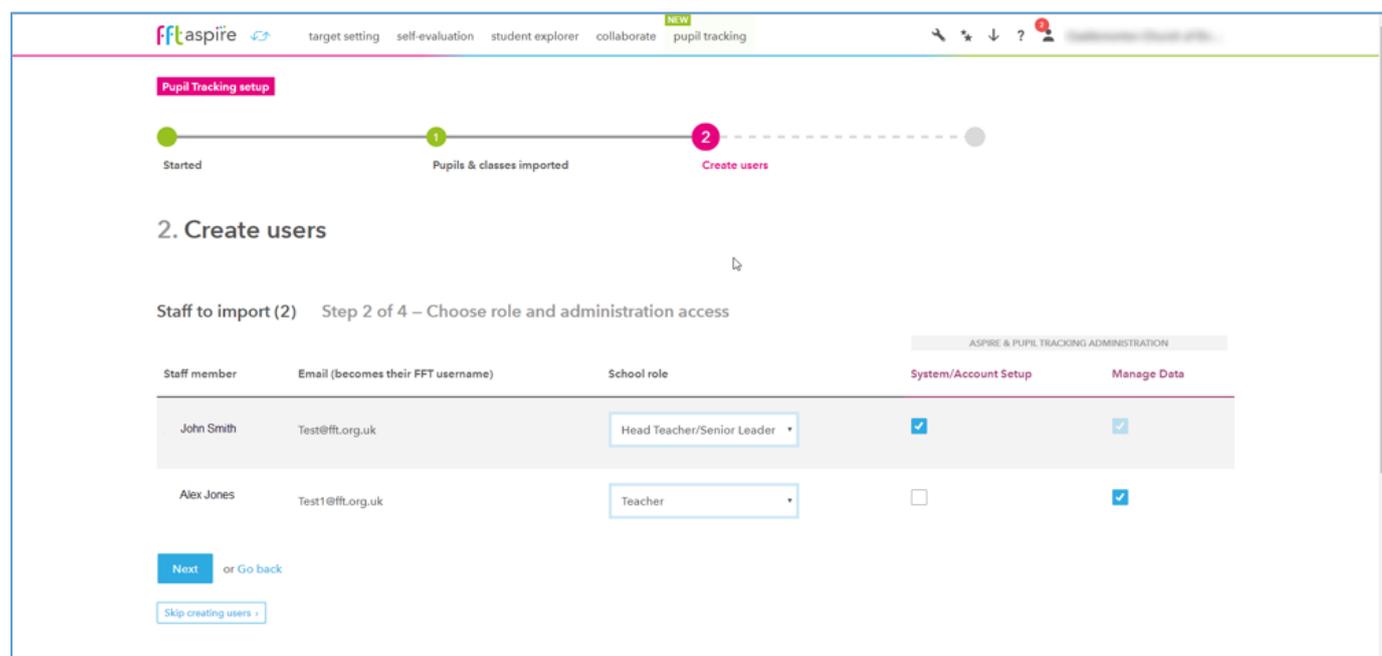
This defaults to show all teaching staff in the school who are in the school's MIS, but you can use the toggle to show all staff if there are non-teaching staff that you would like to add accounts for.

We automatically pull through the staff work email addresses from the MIS, but you can edit these or add any that are missing using the on screen field.

You can add users at a later stage by clicking **'skip creating users'** at the bottom of the page.



Choose the role that most closely matches the role that the user has at the school and decide whether the user needs administration privileges (Setup/Manage Data). Click **'Next'** to continue.



Next you need to decide what level of access the user needs within the Aspire reports, followed by 'Next'.

The screenshot shows the 'Create users' step in the Aspire Pupil Tracking setup process. A progress bar at the top indicates the current step is '2. Create users', with previous steps 'Started' and 'Pupils & classes imported' completed. The main heading is '2. Create users'. Below this, the text reads 'Staff to import (2) Step 3 of 4 – Choose Aspire options'. A table lists two staff members: John Smith (Head Teacher/Senior Leader) and Alex Jones (Teacher). The table has columns for 'ASPIRE REPORT ACCESS' with sub-columns: 'School level reports', 'Pupil level reports', and 'Collaborate reports'. John Smith has checkboxes checked for 'School level reports' and 'Pupil level reports'. Alex Jones has checkboxes checked for 'School level reports' and 'Pupil level reports'. Below the table are buttons for 'Next or Go back' and 'Skip creating users >'. A 'NEW' badge is visible in the top navigation bar.

Staff member	Email (becomes their FFT username)	School role	ASPIRE REPORT ACCESS		
			School level reports	Pupil level reports	Collaborate reports
John Smith	Test@fft.org.uk	Head Teacher/Senior Leader	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alex Jones	Test1@fft.org.uk	Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Finally, select what Aspire Pupil Tracking access the user needs. Finish by using the 'Create [...] users' button.

The screenshot shows the 'Create users' step in the Aspire Pupil Tracking setup process, now at 'Step 4 of 4 – Choose Pupil Tracking options'. The progress bar remains at '2. Create users'. The main heading is '2. Create users'. Below this, the text reads 'Staff to import (2) Step 4 of 4 – Choose Pupil Tracking options'. A table lists the same two staff members: John Smith (Head Teacher/Senior Leader) and Alex Jones (Teacher). The table has columns for 'PUPIL TRACKING – VIEW REPORTS' (School/Class reports, Pupil/Class reports) and 'PUPIL TRACKING – ASSESSMENT ADMINISTRATION' (Create and edit assessments, Enter pupil assessments). John Smith has checkboxes checked for 'School/Class reports', 'Pupil/Class reports', 'Create and edit assessments', and 'Enter pupil assessments'. Alex Jones has a radio button selected for 'No Pupil Tracking access given'. Below the table are buttons for 'Create 2 users or Go back' and 'Skip creating users >'. A 'NEW' badge is visible in the top navigation bar.

Staff member	Email (becomes their FFT username)	School role	PUPIL TRACKING – VIEW REPORTS		PUPIL TRACKING – ASSESSMENT ADMINISTRATION	
			School/Class reports	Pupil/Class reports	Create and edit assessments	Enter pupil assessments
John Smith	Test@fft.org.uk	Head Teacher/Senior Leader	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alex Jones	Test1@fft.org.uk	Teacher	<input type="radio"/> No Pupil Tracking access given			

Click on **'Manage Users'** to add pupil tracking permissions to any existing Aspire users and also to see the user's activation codes.

ff:aspire target setting self-evaluation student explorer collaborate **NEW** pupil tracking

Started 1 Pupils & classes imported 2 Aspire Pupil Tracking users created Setup complete

Imported by demo.1301803@ffl.org.uk on 30 Aug 2019 1:02 PM

Users set up by demo.1301803@ffl.org.uk on 30 Aug 2019 1:07 PM

### Aspire Pupil Tracking is set up ✓

Now you can now create assessments by defining a date, classes and tests.

The pupil assessments you enter will then appear in a variety of tracking reports.

Create assessments >

Next: give new users their activation code

Manage users >

Once the accounts have been created an automatic email will be sent to the user containing an activation link. The new user will also need their activation code which you can find for them in the **'Manage users'** section. This is the same process as used in Aspire. Please note that activation codes should be provided securely (NOT using email).

ff:aspire pupil tracking Whitborn Academy

Create users **Manage users**

## Manage users

All users can view reports. Change additional permissions below.

Users (13)	Email (FFT ID)	Activation code	View reports	Create and edit assessments	Enter pupil assessment data	Delete user?
C Year-Two	c.year-two@whitborn.academy.demo25.sch.uk	UK04BWXO	<input checked="" type="checkbox"/> View reports	<input type="checkbox"/> Create and edit assessments	<input type="checkbox"/> Enter pupil assessment data	Delete
Forename Surname	demo25		<input checked="" type="checkbox"/> View reports	<input checked="" type="checkbox"/> Create and edit assessments	<input checked="" type="checkbox"/> Enter pupil assessment data	
B Year-Three	b.year-three@whitborn.academy.demo25.sch.uk	ELFXZV4T	<input checked="" type="checkbox"/> View reports	<input type="checkbox"/> Create and edit assessments	<input type="checkbox"/> Enter pupil assessment data	Delete
Deputy Head	deputy.head@whitborn.academy.demo25.sch.uk	F7JVIQQP	<input checked="" type="checkbox"/> View reports	<input type="checkbox"/> Create and edit assessments	<input type="checkbox"/> Enter pupil assessment data	Delete
A Year-Six	a.year-six@whitborn.academy.demo25.sch.uk	7NC4NNOQ	<input checked="" type="checkbox"/> View reports	<input type="checkbox"/> Create and edit assessments	<input type="checkbox"/> Enter pupil assessment data	Delete
C Year-Four	c.year-four@whitborn.academy.demo25.sch.uk	VU696081	<input checked="" type="checkbox"/> View reports	<input type="checkbox"/> Create and edit assessments	<input type="checkbox"/> Enter pupil assessment data	Delete

## 4 Creating assessments

The next step is to create an assessment and enter the pupil assessment data. To begin this, navigate once more to the **Settings** menu (spanner icon). From the dropdown options, select '**Assessments**' and '**Create new assessment**'.

Before creating an assessment you should first check the MIS is up-to-date for pupils and classes. Then follow the screen to populate the fields, e.g. Assessment name, Assessment month, Year groups and Tests. Once you have filled in all the necessary options, simply select '**Create and enter pupil assessments**'.

**Please ensure that you add all year groups and subjects that form part of this assessment, for example autumn term assessments for years 3-6 for reading, writing, maths & EGPS. This will ensure you can analyse all year groups and subjects alongside each other.**

You are now ready to start entering the assessment grades or scaled scores for your pupils and this may be a perfect time to get your class teachers and other colleagues to start inputting the data using their new Pupil Tracking accounts.

## 5 Viewing reports

Now you have successfully set up Aspire Pupil Tracking, imported pupils and class information, created an assessment and populated an assessment with pupil data. You can now view the Aspire Pupil Tracking dashboard. Using the data that you have entered in the assessment area, we have built a focussed set of reports which reflects a number of different levels of analysis, including year groups, classes and individual pupil analyses.

To access the Pupil Tracking reports, hover your cursor over the '**Pupil Tracking**' heading at the top of the page, then select from the options (as described below).

- **Summary** – An assessment summary for your school
- **Year Groups** – A broad overview of performance by year group
- **Classes** – An analysis of assessments by individual classes
- **Pupil Groups** – Analysis by standard pupil groups (e.g. gender, SEND etc.)
- **Pupils** – A pupil list showing individual assessments
- **Pupils Scatterplot** – Scatterplot visualisation of pupils

## Further guidance

If you would like to access more detailed guidance on each of the sections and features of Aspire Pupil Tracking, then please feel free to visit our new web-based Aspire Help site <https://help.fft.org.uk/>. This new Help website is currently being tested and we are continuing to develop it. Over time you may notice changes as content is amended and added. If you have any feedback on this Help Site, please feel free to email our support team at [support@fft.org.uk](mailto:support@fft.org.uk)

Additionally, if you would like to speak with a Support Team member about Aspire Pupil Tracking, then please contact us on 01446 776 262 (option 2), or you can send an email to [support@fft.org.uk](mailto:support@fft.org.uk)