

Class Teachers – data entry and simple analysis

Webinar 3rd December 2024

Q & A Summary

1. How to see progression for a student across a year:
 - Go to the *Pupils* option in the navigation bar.
 - Select your class and pupil.
 - Go to the assessments tab.
 - Here you can select a table, graph for the year or graph for all years.
2. Adding foundation subjects:
 - Admin users can do this from the *Assessments* section of the *Admin* dashboard.
 - You can add a group for foundation subjects and then the subject names.
 - If you prefer you can [contact us](#) to get support with this.
3. Adding standardised tests:
 - Admin users can do this from the *Assessments* section of the *Admin* dashboard. This [guide](#) explains the process.
 - You can [contact us](#) if you would like support to add these.
4. Viewing progress using a stepped mark scheme:
 - When using a progress report for a stepped mark scheme you will need to enter the expected progress over the time period you are reviewing – this may be one or two steps per term, or three or six per year.
5. Thresholds and evaluations of assessments:
 - If you want to adjust the thresholds for assessments in Insight – you will need to [contact support](#) who can adjust mark schemes for you.
6. Link between objectives and summative teacher judgements:
 - There is no algorithm that is going to derive your summative judgements from the assessments you record against objectives. Teacher assessment is always a teacher judgement in Insight.
 - You can enter or edit summative assessments from your objective screen to allow you to reflect that information on your judgement.
7. Adding objectives:
 - Admin users can do this from the *Assessments* section of the admin dashboard. However, many schools share the objectives they want to add with Insight so we can support them with this. You can [find advice on that here](#).
8. Adding staff users:



- Admin users can do this from the *Admin* dashboard. Click on *Users* to add normal, admin or governor users of your account. This [guide](#) explains user levels.

9. Updating attendance more frequently:

- Insight updates attendance overnight daily.
- If you need to update between these times – an admin user can request up-to-date information by navigating to the *MIS sync* page on the *Admin* dashboard (under the *Pupils* section). If Wonde has newer data from the MIS, this should then sync across.

10. Learning plans – archive of old one when new one created:

- When you review a learning plan you can archive the plan if a student is not going to have another.
- If you opt to create a new plan, then the previous one is archived. It will be locked – but can be unlocked and edited if required.

11. Adding groups of children to provision:

- Once you have set up provision types – you can then [add provision groups](#).
- You can add students to a provision group one at a time by typing their name.
- You can add a group of students to a provision group by using copy and paste from a list you hold.

Future webinar ideas:

- A webinar on running different reports for senior leaders and assessment leads would be useful.
- Using reports – more detail.