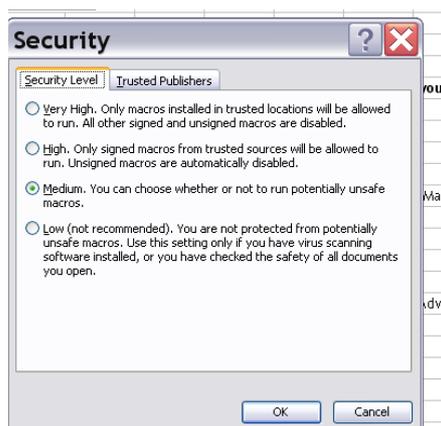


Guidance for using the APP 'Building a Picture' e-profile

Getting Started

When opening the file you need to select 'enable macros'. However, if you don't get this option on opening the file you will need to adjust your security settings:

Tools → Macros → Security → Medium



After doing this you must close the file and open it again (selecting enable macros when you do so). You will only have to change this once - the macro security setting will stay the same even if you switch the computer off.

If you are using Office 2007 there is a slightly different way of enabling macros.

Principles of APP

When you open the e-profile this is the first sheet that you will see. It provides:

- the definition of APP
- an explanation of the links between AfL and APP
- the vision of the embedded APP process and its outcomes
- a list of materials that might help schools developing APP

Index

You need to type pupil forename and surname into rows B and C. These only need to be entered once, and will automatically appear in each of the following sheets. There is space for a maximum class size of 36 pupils.

Depending on your school and situation you might want to enter any of the following additional information:

- If you have multiple year groups in the class, enter the appropriate year group in column D.
- If at some point in the future you are likely to add or remove a pupil, change a pupil class or set, or export information to a management information system such as SIMS, enter a 'Unique Pupil Number' in column A.
- If needed, enter a class name in cell C1

Import previous markbook: Use this if you are updating to a new version of the e-profile, and want to import information from a previously used version. Click on the button, and navigate (in the normal way) to find your current copy. Click on 'OK', and all your data will now be in the new version. Save a copy of this to the desired location, renaming the file if necessary.

Export Data: This process can be used to create a snapshot of data for a cohort, to enable class changes at the end of year (details below) or allow import of data into a school MIS.

- From the Index sheet press the export data button
- Select a filename to save the data to

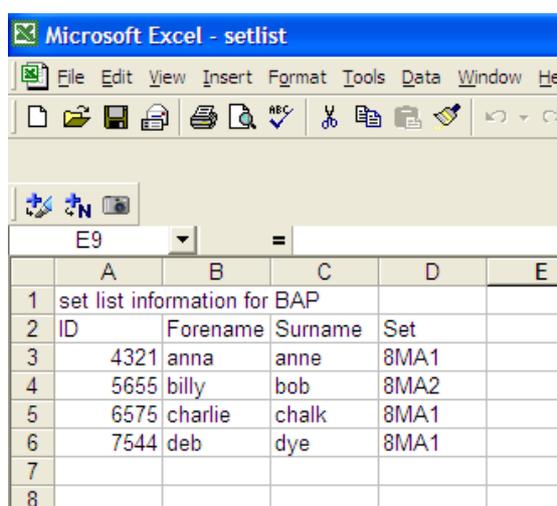
Notes:

- If you select a file which already exists then the e-profile will attempt to update any existing information about individual students. It will also add information about new students to the exported file.
- If the file doesn't exist then a new file is created and the information placed in it.

Import Data: Importing data requires 2 text files:

1) Setlist file

Use a spreadsheet to create a CSV file named "setlist.csv", and containing information about current setting/class data as shown in the example below. It is important that 'ID' is completed for each pupil (a unique number) or data will be overwritten later.



	A	B	C	D	E
1	set list information for BAP				
2	ID	Forename	Surname	Set	
3	4321	anna	anne	8MA1	
4	5655	billy	bob	8MA2	
5	6575	charlie	chalk	8MA1	
6	7544	deb	dye	8MA1	
7					
8					

2) Data File

This file, with the extension ".txt" contains data exported from other e-profiles (see [here](#)).

Once these two files exist the import process can take place as follows:

- Enter the name of the set/class in cell C1 on the index page
- On the index sheet press the “import data” button
- Select the name of the file containing setting information (the “setlist” file).
- Select the file containing the data (usually generated by exporting data from an e-profile).

The e-profile will now import the data.

In summary, the end of year (or class change process) to generate new e-profiles should be as follows:

- All users **export data** from their e-profiles to an agreed data file
- The subject leader generates a new file containing grouping information (see [here](#))
- Open the template e-profile and fill in the class name in cell C1 on the index sheet
- Save the e-profile under an appropriate name
- Repeat steps 3 and 4 as required

Note: a tool to enable automatic generation of an entire school’s e-profiles will follow soon.

The Assessment Focuses (Foci?)

There is a separate sheet for each of the six assessment focuses:

- Numbers and the Number System
- Calculating
- Algebra
- Shape, Space and Measure
- Handling Data
- Using and Applying

Each of these sheets is set up to be able to record a ‘RAG-rated’ judgement against assessment criteria, using the following coding:

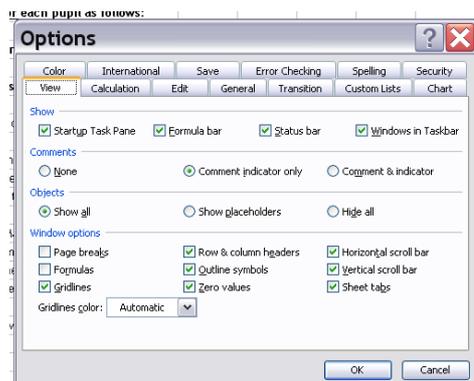
- ‘y’: yes, the pupil is secure in their understanding of this assessment criteria
- ‘n’: no, the pupil is not at all secure in their understanding of this assessment criteria
- ‘i’: incomplete or inconsistent understanding of this assessment criteria

Hovering the mouse over each assessment criteria makes a comment box pop up. These yellow boxes contain exemplifications to help secure a consistent understanding of the assessment criteria in question, or to give the teacher a gut feeling for the sort of mathematics that they are looking for.

Hovering the mouse over each question mark next to an assessment criteria makes a pink comment box pop up. These contain sets of probing questions that might help establish the level of understanding that pupils have against each assessment criteria. They are based on question stems suggested by the ATM as being particularly effective and easy to modify.

In the event of the comment boxes not popping up as expected, follow the path below to change the settings on your computer:

Tools → Options → View → Comments
→ Comment Indicator Only



If desired, you can annotate any cell by inserting comment boxes of your own. Right click on the cell you wish to annotate and then choose 'Insert Comment'. Enter text into the resulting box, and click outside it when finished. A red triangle will appear in the top right of the cell to show that there is a comment box attached, and this box will pop up when you hover the mouse over it. *Note that these comment boxes will not be transferred if exporting data to a new e-profile.*

If desired, you can block fill areas with the same coding:

- Enter 'y', 'n' or 'l' in a cell
- Hover the mouse over the bottom right of the cell until a black cross appears
- Click and drag to the full area that you want to fill

Note that any comment boxes will **not** be transferred if you follow the above procedure. However, if you wish to copy both the contents of a cell **and** the comment box attached to it, try the following:

- Select the desired cell and copy (Ctrl and 'C' is much quicker than going through the edit menu)
- Select the destination cell or cells, and then paste (again, Ctrl and 'V' is much quicker)

Guidelines p1 and Guidelines p2

To help with making a periodic judgement the e-profile will complete an 'assessment guidelines' sheet for a chosen pupil:

- Click on cell D1
- Choose desired pupil from a drop-down list
- Print if necessary
- Repeat for page 2 of the assessment guidelines

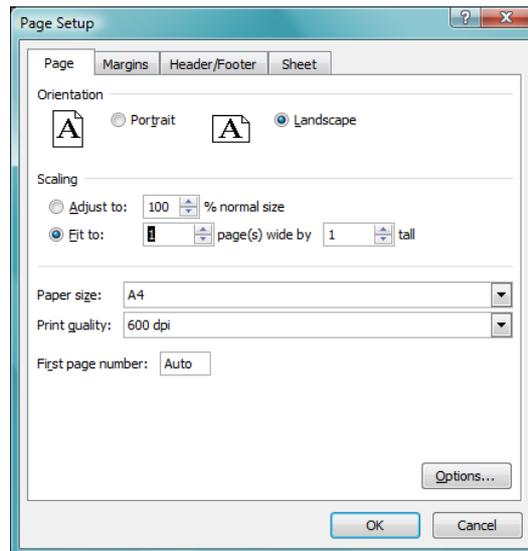
3 to a page

If preferred, you can view the same information as above in a 'three levels to a page' format:

- Click on cell D1
- Choose desired pupil from a drop-down list
- In cell D2, type the upper level of the three levels wanted

To print this page off on a single sheet of paper:

File → Print → Preview → Page Setup



You then need to select 'Landscape' and 'Fit to' (checking that 1 page wide by 1 page tall is selected). Depending on your printer you might choose A3 paper size and colour.

Moderation

This sheet allows you to record a periodic judgement:

- For each pupil enter level into column C
- For each pupil enter 'sublevel' (low, secure or high) into column D
- The computer will combine these as you enter them, putting the result in column E

Class Moderation: Once you have completed your periodic judgement, you can click on this button to generate a suggested level for moderation purposes for each pupil. It will also generate a suggested level within each of the six assessment focuses. Note that you do not need a password to carry out this process. If you are prompted for one it will be because you do not have macros enabled (see [here](#)).

Student Targets: Once you have completed your periodic judgement, you can click on this button and generate a personalised list of areas for improvement for a chosen pupil:

- Choose a pupil from the drop-down list
- Enter an 'expected level' for the pupil (which will correspond with your periodic judgement)
- Click on 'update'
- Click on 'Print Summary'

After a few seconds the computer will produce a MS Word document detailing the pupil's profile in a slightly different way. Within each assessment focus:

- The (sub)level is given
- Anything RAG-rated amber or red from that level is indicated
- Anything RAG-rated amber or red from the previous level is indicated
- Anything RAG-rated green from the next level is indicated
- Anything not yet RAG-rated from that level is indicated in blue text

Note that you do not need a password to carry out this process. If you are prompted for one it will be because you do not have macros enabled (see [here](#)).

Output to MIS: Once you have completed your periodic judgement and class moderation you can click on this button to generate a text file of the information contained on the page. This can then be imported into a management information system such as SIMS or STARS.

Note also that you need to be using Microsoft Office 2003 (or higher) on a Windows PC for the functions on this page to work properly. If you encounter a 'compile error' it is because you are not using Office 2003 (or higher), or because the file has previously been opened on a computer using a version of Office below 2003. In this case, you will need to obtain a fresh copy of the e-profile and import the data as described [here](#).

Grid

The grid on this page contains grey shaded boxes that indicate end of year age-related expectations. Once you have completed your periodic judgement (as described [here](#)) you can click on the 'update' button. The computer will then place a number in some of the boxes. This number shows the how many pupils in the class are currently judged to be working at that level. By hovering the mouse over any of these numbers, a box containing the relevant pupil names will pop up. The sheet is updated with the date, and the sheet can be printed off by following the instructions on screen.

In the event of there being more pupils than the pop-up comment box can display, right click on the cell in question, then choose 'edit comment'. This allows you to scroll down the list of pupils in the box.