

Standards Tracker on a Page

The basics!

*In Standards Tracker you're partnered with an appraisee or peer with whom you'll collaborate to maintain a picture of their professional strengths and development areas. It's a really simple, reciprocal process between you and your partner and our **Quick Add** and **Actions Station** tools will make everything super simple for all.*

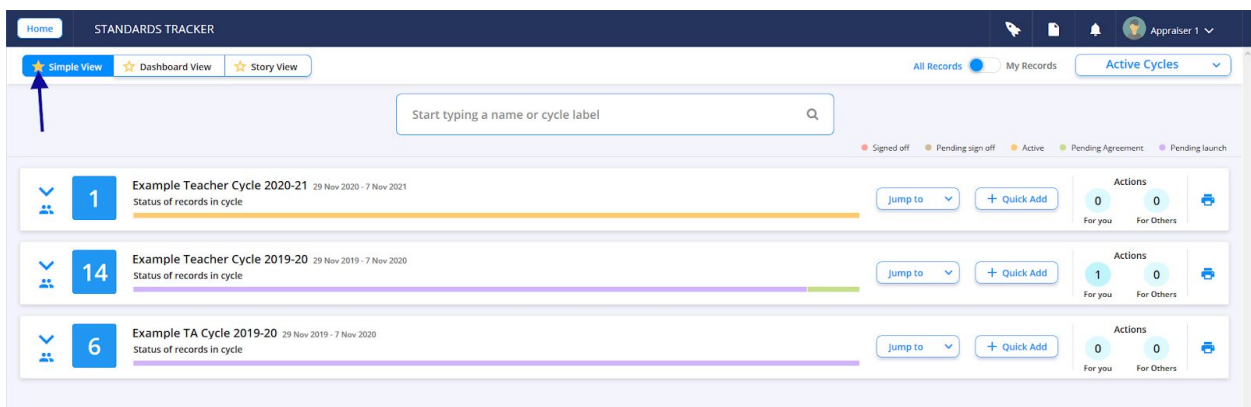
We set out here how you get going and the basics of how you use the platform

Getting Going

Dashboards

Not one but three, three(!) Dashboards to choose from!
Simple, Dashboard and Story Views.

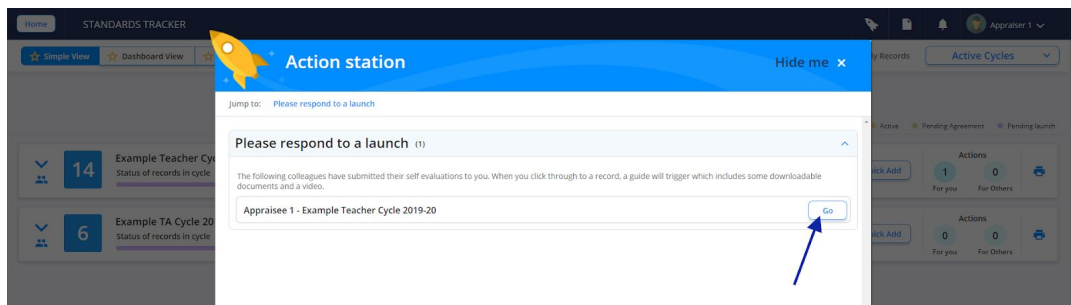
Click the star icon to select a preferred view, your selection will be stored and this will become your primary view when you log in.



Action Station

It's just a gentle reminder of any tasks that you have outstanding!

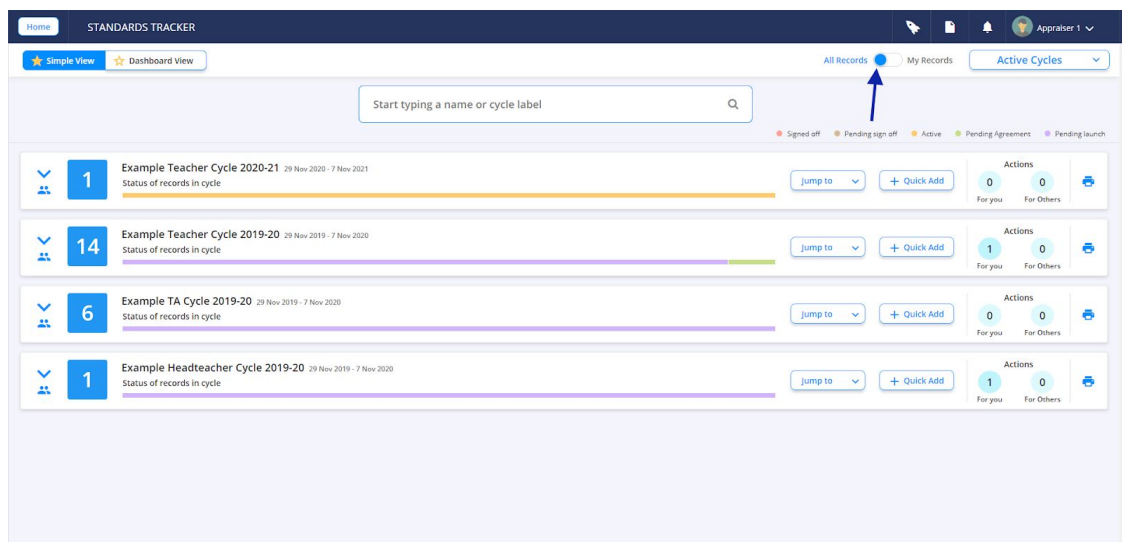
- a. The Action Station will pop up, click Show Me to view any pending actions
- b. Click Go to be taken to the page that requires action
 - i. Pop up screens will appear with guides, useful documents and demonstration videos.
- c. Click I'll look later to hide the Action Station



Records View

Navigate between your appraisees' and your personal records by the click of a button!

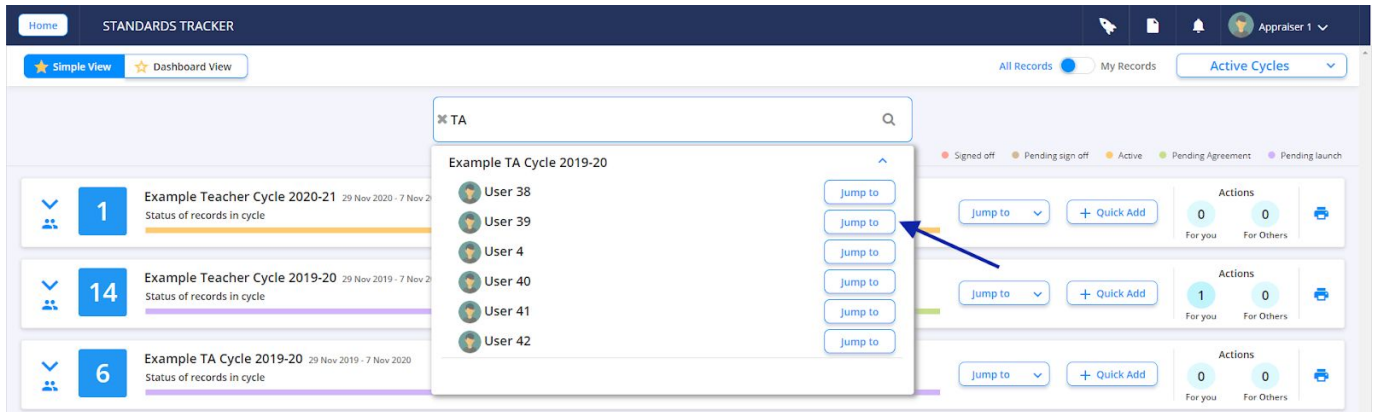
- a. Click the toggle to change it from All Records to My Records to see only your personal records, and vice versa to see all records that you have access to



The Search Bar!

Just type in the name of a colleague or cycle - and you're off, it's that simple!

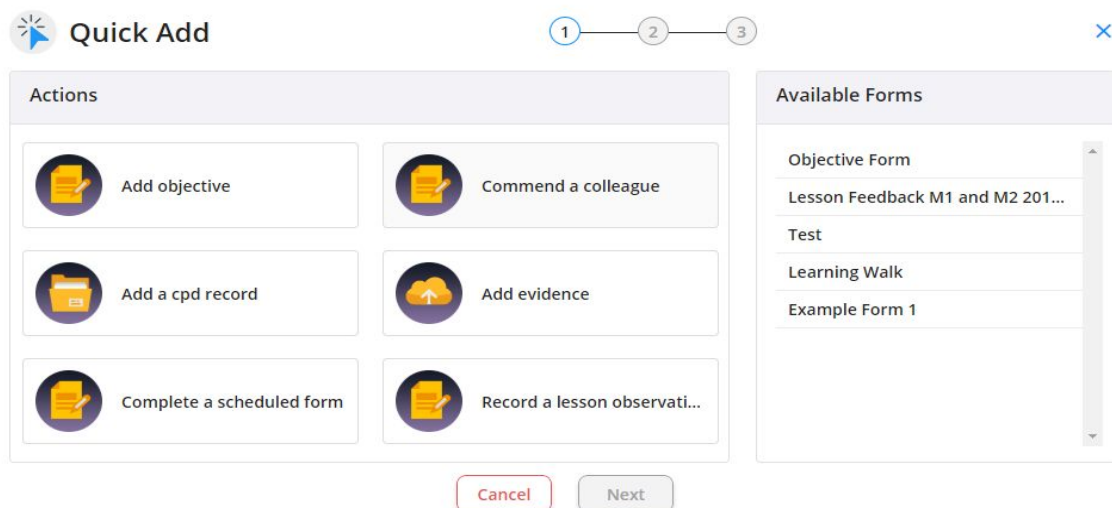
- Click in the Search bar, type the name of an appraisee or cycle and click the search button/enter
- From the drop down list, click the downward arrow on the relevant selection, click Jump To to be taken to a colleagues record



Quick Add

'Quickly Add' forms and items to your record, appraisee records or even other colleagues!

- Click Quick Add
- Select the action you'd like to take and click Next
- Select where you'd like to add the item, click Next
- Select the cycle you'd like to add to, click Next
- Complete the form and click Submit

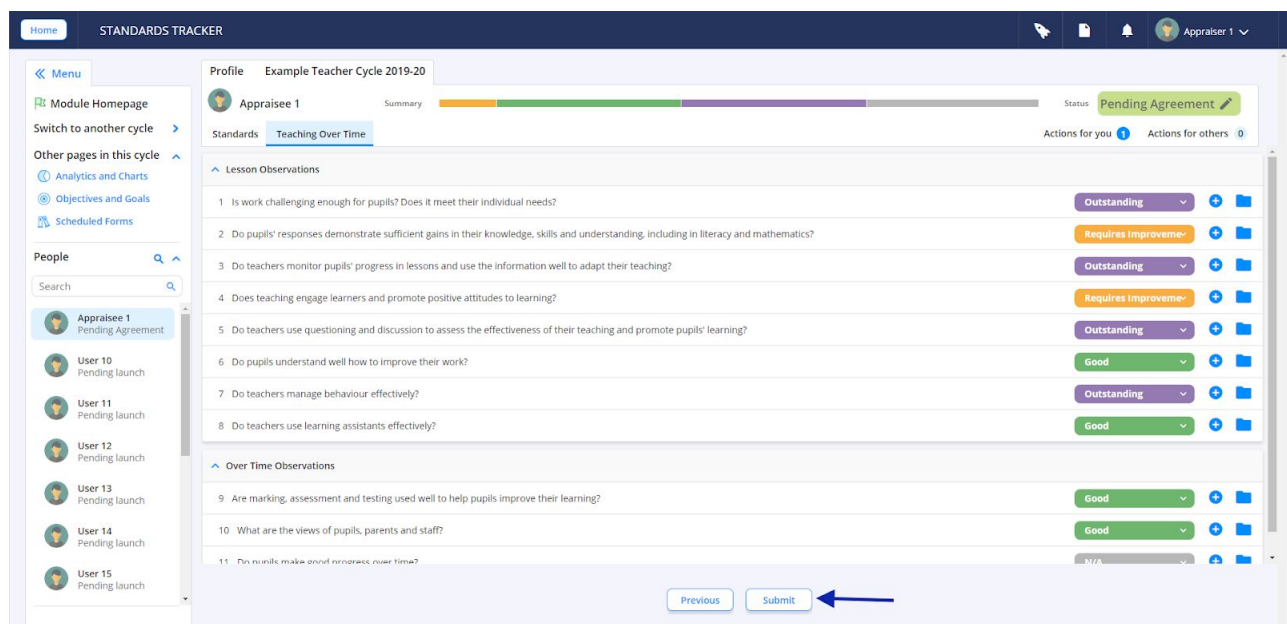


Practicalities

Responding to a launch

This is where you'll approve your appraisee's self evaluation

- a. Go to the Standards page of your appraisee record
- b. Go through the list of standards and grades that your appraisee has given themselves
- c. To make changes, click on the grade and select the relevant grade
 - i. The supporting note will be pre-filled, click Store ready for submission
- d. If there's a second tab of standards click Next and repeat the process
- e. Click Submit. Confirm that you have checked all standards and Approve



The screenshot displays the 'STANDARDS TRACKER' interface for 'Example Teacher Cycle 2019-20'. The main content area is titled 'Profile Appraisee 1' and shows a progress bar with a 'Summary' tab and a 'Teaching Over Time' tab. The status is 'Pending Agreement'. Below this, there are two sections: 'Lesson Observations' and 'Over Time Observations'. Each section contains a list of standards with their corresponding ratings and actions.

Standard	Rating	Actions
1. Is work challenging enough for pupils? Does it meet their individual needs?	Outstanding	+ -
2. Do pupils' responses demonstrate sufficient gains in their knowledge, skills and understanding, including in literacy and mathematics?	Requires Improvement	+ -
3. Do teachers monitor pupils' progress in lessons and use the information well to adapt their teaching?	Outstanding	+ -
4. Does teaching engage learners and promote positive attitudes to learning?	Requires Improvement	+ -
5. Do teachers use questioning and discussion to assess the effectiveness of their teaching and promote pupils' learning?	Outstanding	+ -
6. Do pupils understand well how to improve their work?	Good	+ -
7. Do teachers manage behaviour effectively?	Outstanding	+ -
8. Do teachers use learning assistants effectively?	Good	+ -
9. Are marking, assessment and testing used well to help pupils improve their learning?	Good	+ -
10. What are the views of pupils, parents and staff?	Good	+ -
11. Do pupils make good progress over time?	N/A	+ -

At the bottom of the interface, there are two buttons: 'Previous' and 'Submit'. A blue arrow points to the 'Submit' button.

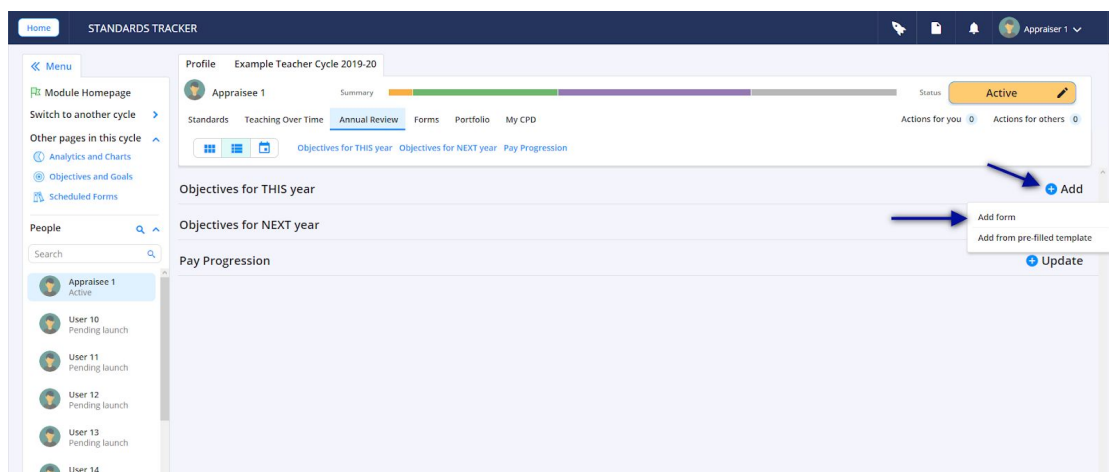
Setting objectives

You really are spoilt for choice, there are THREE ways to set objectives:

- From scratch with a new form
- From a prefilled template
- Copying a form from colleague to colleague

From scratch with a new form:

- Click Add in the Objectives section, and then Add Form
- Click the pencil icon next to the header to edit fields that you have access to
- Click Submit & Close when you have completed all relevant fields within the form

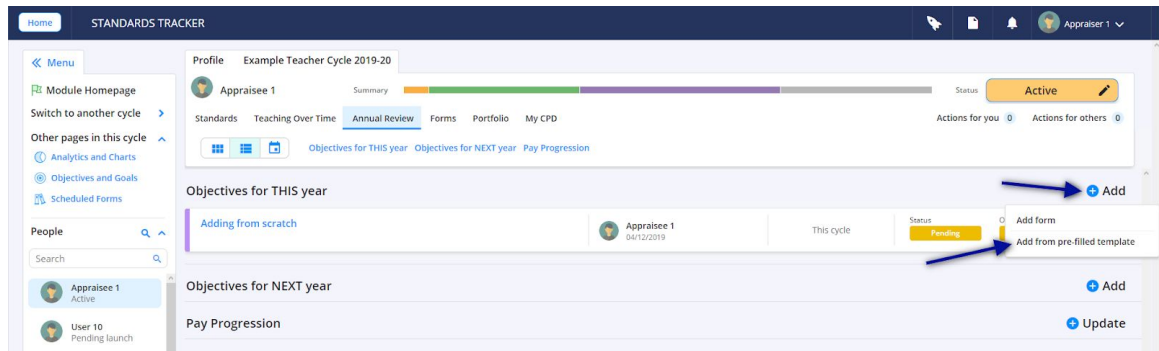


From a prefilled template:

FYI - This would need to have been created by the school Admin beforehand!

- Click Add in the Objectives section, and then Add from pre-filled template - if a pre-fill template is available, a list will appear
- Select the one that you need and the form will open with some fields prefilled
- You can edit fields if you wish by clicking the pencil icon
- Click Submit & Close

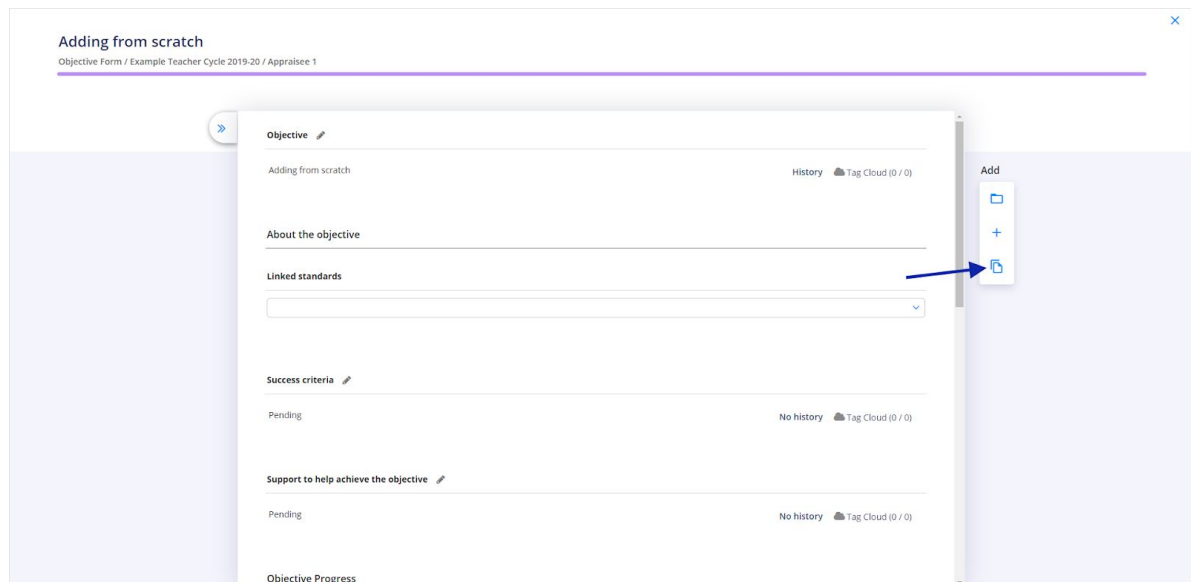
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Global Copy:

If you've already saved an objective, you can copy this into the records of other colleagues that you have access to - even those who haven't launched yet!

- Go into the record where the objective already exists and click to open it
- Click the bottom icon (two documents) on the three icon menu to the right of the page
- Confirm the fields to copy and click Next
- Select the colleagues who need the objective and click Copy Form



Nearly there ... the Hillary step ..

Signing Off Appraisee Records

You've both made it! You're at the end of your appraisees' review cycle! Now you'll need to sign off your appraisee's record to allow them to enrol into the new cycle

- a. Click the big orange Active button at the top of the page
- b. Tick the two check boxes to confirm closure of the record
 - i. If your appraisee is present, they can enter their password as their digital signature and the record will close immediately - alternatively, click Submit and your appraisee will be notified to close the record from their end

