

ImpactEd Platform

Guidance Document for Teachers

Thank you for using the ImpactEd platform to help Skylark evaluate the impact of their programmes. This platform has been designed to make data collection and analysis secure and easy, and will provide you with live impact reports to enable you to assess your pupils' wellbeing. Further guidance material can be found [here](#). For any queries regarding the technical set up or support, contact ImpactEd at school-support@impacted.org.uk. For questions regarding the rationale for how and when to use the platform and interpreting results, please contact your Skylark representative.

Contents:

1. [How to log in](#)
2. [How to access the evaluation](#)
3. [How to add pupils](#)
4. [How to administer surveys](#)
5. [How to upload pupil custom data](#)
6. [How to upload pupil attainment data](#)

1. How to log in

- a. To start, you will receive an invitation email from ImpactEd asking you to create an account. Once you have done this, log in to the platform (at app.impactded.org.uk/dashboard) with your username and password.
- b. If you have forgotten your password or can't find the original invitation email, you can reset your password, triggering a reset email, on this page: <https://app.impactded.org.uk/users/password/new>

2. How to access the evaluation

- a. Once logged in, go to 'Evaluations' on the sidebar on the left-hand side. You will see that the Skylark evaluation has been partially set up for you. To finish setting this up, you need to select the pupils you will be collecting data for (next step).

3. How to add pupils

- a. You will need to add pupils to your school on the platform before you can add them to the evaluation.
- b. To do this, go to the 'Pupils' tab on the left-hand side, then click on 'New Pupil' in the top-right corner.

- c. Complete all fields to ensure we can effectively track pupil progress. Once you've completed these fields, click 'Create Pupil'.
- d. To add this pupil to the evaluation, click on the evaluation from the 'Evaluations' page and go to 'Select pupils'.
- e. Select the pupil by clicking the box next to their names, before clicking 'Choose group' and 'Participating' in the dropdown.

4. How to administer the surveys

- a. Go to the 'Progress' tab of the evaluation.
- b. The instructions in the box will give you a unique link to a page for your school that all pupils must go to [<https://app.impactd.org.uk/q/schoolname>]. All of the skills measures selected for the intervention can be accessed through this one link.
- c. Pupils will need to be given their unique pupil codes. Click 'Printable list of codes' to get a printable page with all pupil names and codes.

Skills measures Show me just the codes

Below you can see the pupils taking part in this evaluation and whether they have completed baseline or final assessments.

Pupils take the assessments by going to <https://app.impactd.org.uk/q/testschool> and inputting their first name and their code.

Outside of the baseline or final assessment window, or if they have completed the assessment, no codes will display.

Assessments are available until 15/10/2019 Assessments will be available between 28/10/2019 and 11/11/2019

Pupil	First name and code	Baseline	Final
Abram Lynn	Abram 7832	1 baseline assessment to take 0%	
Adelle Marquette	Adelle 7831	1 baseline assessment to take 0%	
Alec Cary	Alec 7833	1 baseline assessment to take 0%	

- d. After following the link, pupils enter their first name (exactly as it is on the platform) and the unique code that has been generated for them.

- e. Once pupils have entered their codes, a questionnaire begins. Pupils are asked to respond to a series of statements by expressing how well each statement describes them. Make sure pupils complete all of the responses, and then click 'Next' or 'Submit' at the bottom of each page.
- f. If you refresh the Progress tab, you will be able to see which pupils have completed the questionnaires and which are yet to do so.

5. How to upload pupil custom data

The screenshot shows the 'Progress' tab of the ImpactEd interface. Under the 'Custom data' section, there are three data collection sheets listed:

- AV1 Pupil Baseline Data Collection Sheet**: Data uploaded for 0 of 1 participating pupils. Description: The data upload sheet is designed to collect detailed pupil data from schools about pupil context and their engagement in school.
- AV1 Follow Up Data Collection- Term 2**: Data uploaded for 0 of 1 participating pupils. Description: The data upload sheet is designed to collect termly input from schools about pupil progress and engagement while using AV1.
- AV1 Follow Up Data Collection- Term 3**: Data uploaded for 0 of 1 participating pupils. Description: The data upload sheet is designed to collect termly input from schools about pupil progress and engagement while using AV1.

- a. Go to the 'Progress' tab of the evaluation.
- b. Under 'Custom data', there will be three custom data sheets – one for each term. Click the 'Upload / View' button to open a spreadsheet when it is time to submit the data.
- c. In the spreadsheet, use the dropdowns to fill out each column. It is particularly important that you fill in columns relating to pupil health and demographic data.

The screenshot shows the 'AV1 Pupil Baseline Data Collection Sheet' spreadsheet. The columns are:

- 1. Required Pupil Identifier
- 2. Forename
- 3. Surname
- 4. Ethnicity
- 5. Location/Context of Learning
- 6. Environment
- 7. Diagnosis
- 8. Type of Diagnosis (Mental)
- 9. Type of Diagnosis (Physical)
- 10. Type of Diagnosis (Combination)

The first row of data shows:

11146	Bileno	Hlorio	White	Combination	Combination	Past Traumatic Stress Disorder (PTSD)	Cancer/Scarce lymphoblastic leukaemia	Unexplained physical symptoms
-------	--------	--------	-------	-------------	-------------	---------------------------------------	---------------------------------------	-------------------------------

The second row shows:

1000	more rows at bottom.							
------	----------------------	--	--	--	--	--	--	--

- d. Once you've filled in the spreadsheet, click 'Submit data' and 'Continue', which will save your changes. You will still be able to access the spreadsheet and change the data later.

6. How to upload pupil attainment data

Attainment measures		
Personal Development Scale Teacher assessed standard: Personal Development Score (Baseline) → Personal Development Score (Final)	Teacher assessed standard (Personal Development Score (Baseline)) Baseline attainment data needed for 1 pupil <input type="button" value="Upload now"/>	Teacher assessed standard (Personal Development Score (Final)) Final attainment data needed for 1 pupil <input type="button" value="Upload now"/>
English Language Moderated school assessment: End of term assessments → End of year assessments	Moderated school assessment (End of term assessments) Baseline attainment data needed for 1 pupil <input type="button" value="Upload now"/>	Moderated school assessment (End of year assessments) Final attainment data needed for 1 pupil <input type="button" value="Upload now"/>
Maths Moderated school assessment: End of term assessments → End of year assessments	Moderated school assessment (End of term assessments) Baseline attainment data needed for 1 pupil <input type="button" value="Upload now"/>	Moderated school assessment (End of year assessments) Final attainment data needed for 1 pupil <input type="button" value="Upload now"/>
Science (combined) Moderated school assessment: End of term assessments → End of year assessments	Moderated school assessment (End of term assessments) Baseline attainment data needed for 1 pupil <input type="button" value="Upload now"/>	Moderated school assessment (End of year assessments) Final attainment data needed for 1 pupil <input type="button" value="Upload now"/>
	<input type="button" value="Upload all baselines at once"/>	<input type="button" value="Upload all finals at once"/>

- Go to the 'Progress' tab of the evaluation.
- Under 'Attainment measures', you will see a measure titled 'Personal Development Scale'. To view and complete this measure, click 'Upload now' by the relevant measure.
- Once you've filled in the spreadsheet, click 'Submit attainment data' and 'Continue', which will save your changes.

If you have any other questions or issues relating to the technical use of the platform, please contact ImpactEd at school-support@impacted.org.uk.