

I CAN Online Tracker

How to Guide

Introduction

This is a guide to using the I CAN *Talk Boost KS2* Online Tracker. The online Tracker has been designed to enable you to input children's scores before and after they take part in *Talk Boost KS2* to monitor their progress. You can also download and print reports which can be shared with colleagues and parents.

In this guide we will go through how to:

- 1) Register on the system for the first time
- 2) Log in
- 3) Edit school details
- 4) Create a *Talk Boost KS2* Group
- 5) Create a Child Profile
- 6) Input a child's scores
- 7) Download a report

Section 1: Register on the system for the first time

- a) Follow this link www.talkboostks2tracker.org.uk
- b) On this page, click the button 'Click here to use the Tracker'
- c) You will arrive on a page called 'Create Setting/School'
- d) You will be asked to enter your email address and select a password
- e) Complete the details of your school
- f) For 'Number on roll' input the number of children in your school
- g) For 'Programmes' click all of the programmes that are running in your school (this may be only one or it may be more than one)
- h) Click 'Save'
- i) You will then be sent an email with a link to further information

Section 2: Log in

- a) Now you have created a new school you can click on the 'Log in' button
- b) Enter your email and password and you will be taken to your school home page
- c) If you forget your password select the 'request new password' tab to reset it

Section 3: Edit school details

If you would like to amend any of the details you have added for your school

- a) Log in
- b) Click on the 'Go to setting' and then 'Edit Setting' buttons on the left hand side of the screen
- c) Make the change and click 'Save'
- d) In this section you will be asked to enter the name of your Trainer. This is the person who trained you to deliver *Talk Boost KS2*. If you know this person's name please add it here

Section 4: Creating a Group

Before you can start inputting children's information you will need to create a group. To do this-

- a) Click on 'Add Group'; there are 'Add Group' buttons on both the left and right hand side of the screen. Either of these will work and they will both take you to the same page
- b) You will be asked to enter a group name; you can choose a name that is meaningful for you. For example it could be a date (e.g. Summer Term 2016) or the children may want to choose their own group name
- c) Click 'Save'
- d) If you wish to change the name of the group then go to the home page and click on 'Edit Group'
- e) Here you can either delete the group or you can edit the name of the group
- f) Once you have edited the name click 'Save'

Section 5: Creating a child profile

Now that the group has been created you can start adding children's scores.

- a) Click on 'Setting/school' on the left hand side of the screen
- b) Click on 'Add Child'; there are 'Add Child' buttons on both the left and right hand side of the screen. Either of these will work and they will both take you to the same page
- c) Enter the first letter of the child's first name and the first letter of their surname. Please remember that this information will be shared with I CAN to support I CAN's monitoring and evaluation. **We ask for only initials to be used to ensure the child's confidentiality.** All data held by I CAN will be stored securely and in accordance with the Data Protection Act 1998.
- d) You can add up to two letters here (so if you have 2 children in your group with the same initials and date of birth you can use the first 2 letters of their first name and of their surname)
- e) Complete the date of birth
- f) The initials and the date of birth will be combined to create the child's ID (for example a child with the initials AB and the date of birth 1st January 2011 will have the ID AB01012011)
- g) Enter the child's first language and their gender
- h) You will then be asked to select the group that the child will be in, the group name that you entered in the section above should be visible here. If it is not then you will need to add the group again (please see Section 3)
- i) The next question is about the SEND Register. If the child is on your SEND Register then please tick this box. If they are not then leave it blank
- j) If the school receives Pupil Premium for the child please tick the box. If they do not then leave it blank
- k) Click the green 'Add' button
- l) If there is any information you do not know, complete as much as you can and click 'Add'. You can edit the profile at a later time
- m) Once you have clicked 'Add' you will be taken to a page where you can start to input the child's scores. If you are not ready to do this you can click on 'Add child' and input another child or you can log out and return to the Tracker later
- n) Once you have added a child their details will appear when you click on 'Setting/school' on the left of the screen

Section 5: Inputting child scores

If your school is using more than one I CAN programme then after you have added a child you may be given an option of which I CAN Tracker you would like to use. Please ensure you have selected the correct one so that the scores are accurate.

The paper version of the *Talk Boost KS2* Tracker is divided into Years 3-4 and 5-6. The online version has divided the Tracker further into four year groups:

- *Talk Boost KS2* Year 3
- *Talk Boost KS2* Year 4
- *Talk Boost KS2* Year 5
- *Talk Boost KS2* Year 6

Please take a moment to ensure you have selected the right Tracker before you start inputting your scores.

Adding scores before running *Talk Boost KS2*

- Click on 'Start with Initial Tracker'
- Enter the date that the child first completed the tracker. If you have previously completed a paper version of the tracker with the child then it is the date you completed this.
- Please read through the introduction.
- Input the child's scores (you will need to scroll through the introduction to get to the questions). The questions on the online Tracker exactly match those on the paper version; therefore if you have completed a paper version of the Tracker you can copy the scores onto the online version.
- You will not be able to click 'Submit' until you have completed all of the questions. If you are not able to complete them all you can select 'Save Draft' and edit the form at a later time.
- Once you have clicked on 'Submit' you will be shown a breakdown of the child's scores and how they can be interpreted.
 - If the child's score is red:** They are working below age expectations: the child has significant difficulty in one or more areas of communication and language which needs further investigation and possibly a referral to a speech and language therapist.
 - If the child's score is amber:** They are working towards age expectations: the child has language and communication skills lower than would be expected for this age group and would benefit from *Talk Boost KS2* in order to further develop their communication and language skills; if the child has just completed the intervention, made progress, but still falls within this range, s/he would benefit from continued targeted support within class using the strategies introduced in the intervention. This section has three sub-sections; dark amber, mid amber and light amber. The lighter the shade the higher the score. This is to give more information about the child's level of attainment. This also helps you to prioritise children for the *Talk Boost KS2* groups and monitor their progress closely.
 - If the child's score is green:** They are working at age expectations: the child has age appropriate communication and language skills; in which case, continue to support further development through quality first teaching.

- g) You will then be asked what you would like to do next. If you select 'Enrol in programme' then this means that the child will be taking part in *Talk Boost KS2*. You will be able to click on this child's profile after they have completed the *Talk Boost KS2* intervention and complete a second Tracker to measure their progress.
- h) If you do not wish to enrol the child at this time you can select
 - a. 'Return to Setting Profile' which will take you to your school home page
 - b. 'Add another child to the setting' which will take you to the 'Add Child' page
 - c. 'Add another child to this group' which will also take you to the 'Add Child' page but the group information will already be completed.
- i) If the child leaves your school or for any other reason does not take part in the programme they have been enrolled in you can remove them from the programme. You can do this by clicking on their ID on the 'Setting/school' page and then clicking 'Remove'.

Child Rating Scale

- a) These questions are optional. If you complete these they will not be included in the final total.
- b) If you do complete these questions and would like to look at the graph for them then go to the 'report' page and tick the box "Child Attitude Graph". This will show you the child's responses for these questions.
- c) The questions are scored on a scale of 1 (very negative feelings) to 5 (very positive feelings).

Adding scores after running *Talk Boost KS2*

- a) Click on 'Setting/school' on the left of the screen
- b) Click on the child's ID
- c) Click on 'Take the 2nd Tracker'
- d) Enter the date that the child completed the second tracker. If you have previously completed a paper version of the tracker with the child then it is the date you completed this.
- e) Input the child's scores, the Tracker is identical to the first one you completed.
- f) Click 'Submit'
- g) You will be shown a breakdown of the child's scores plus a graph showing both their before and after scores.

Section 5: Creating a report

As soon as you have started adding children's scores to the Tracker you can create printable reports. You can do this after completing either of the Trackers.

- a) Click on 'Setting/school' on the left of the screen
- b) Click on 'Report' on the right of the screen
- c) You can use the filters at the top of the 'Report' screen to select who you would like to include in the report, for example you could create a report for a group, for just the boys, or for those who receive pupil premium. You do not need to fill in all of the filters.
- d) Once you have set the filters please click 'Submit'. Any time that you change the filters you need to click on 'Submit' or the graphs shown will not change.
- e) Once you have created your report click on 'Print'. Here you will get an option to either print the report or to download a PDF that can be either printed or saved on your computer.
- f) The graphs should be colour coded in red, amber and green. If the graphs are not in colour then this means that the child's age does not fall within the age range for that Tracker (for example the child is in Year 5 but the Year 3 Tracker has been completed). If you get a grey graph please double check which Tracker you have

used and which age you have inputted for that child. If the problem persists please contact tracker@ican.org.uk

We hope that you find the Tracker a useful way to measure pupil progress. If you have any questions about completing the I CAN Tracker please contact I CAN on tracker@ican.org.uk or 020 7843 2515.