KS5: Getting Started

This guide aims to walk you through setting up KS5 for the first time, to produce your first set of reports. This does not cover all of the additional features or functionality available.

We recommend obtaining a list of QN codes for the qualifications your students are taking, as these can be used to streamline the setup process and ensure accuracy in your reports once published.

If you have already set up a cohort in KS3/4 and you're happy with the setup of your Student Data Profile (which applies to both KS3/4 and KS5), you can skip to step 2.

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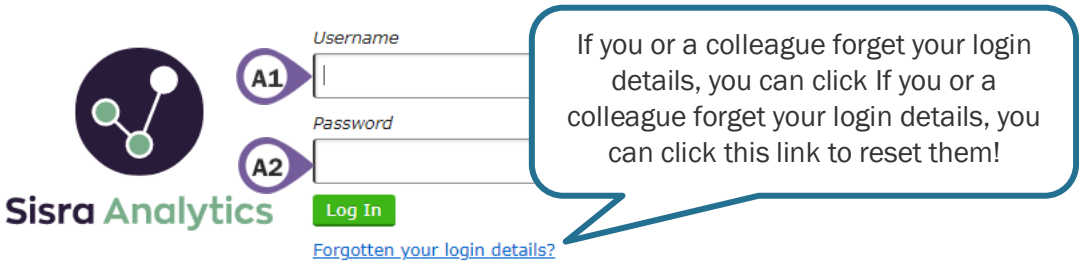
Getting Started

We recommend setting up one cohort fully initially. This may help you to become more familiar with the functionality within KS5 and the flexibility available, before moving on to set up other cohorts.

Logging In

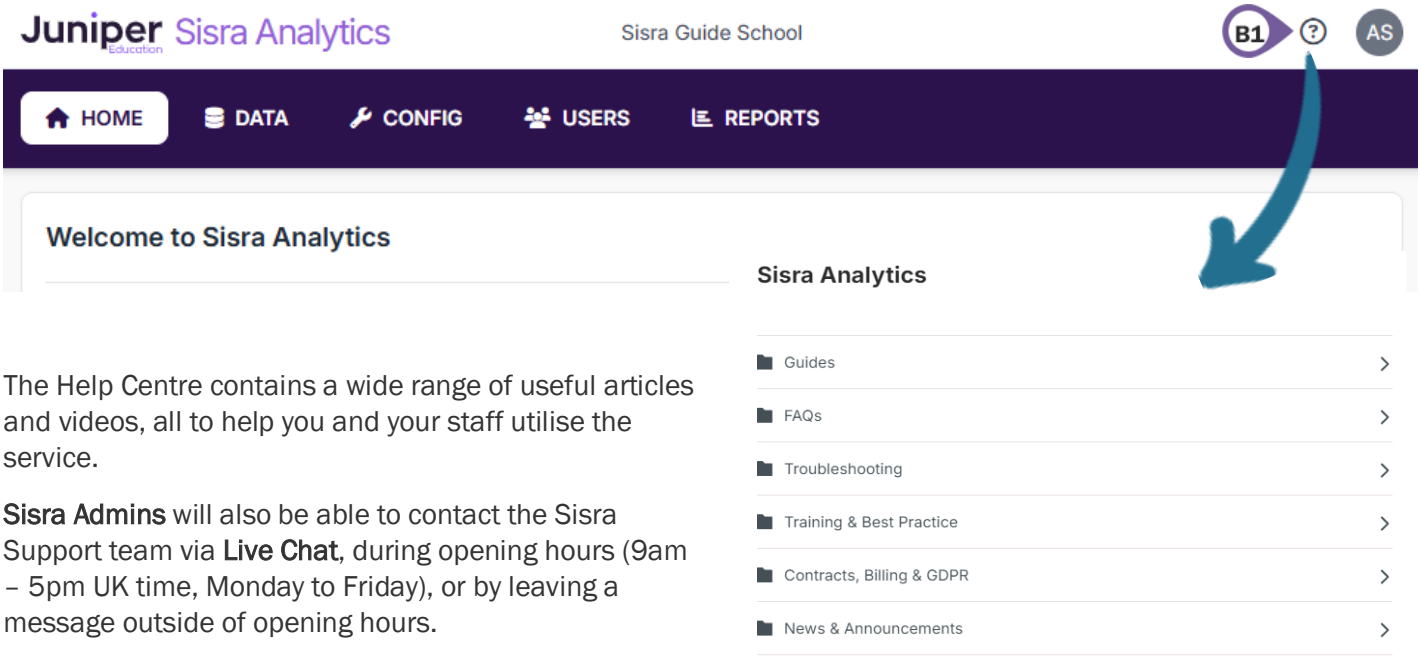
You can log into Sisra Analytics via https://www.sisraanalytics.co.uk.

Enter your username (A1) and password (A2), as detailed within your login details email, and click 'Log In'.



Help and Live Chat

Everyone with a login to Analytics will have access to the Help Centre which is available by clicking '**?**' (B1):



The Help Centre contains a wide range of useful articles and videos, all to help you and your staff utilise the service.

Sisra Admins will also be able to contact the Sisra Support team via **Live Chat**, during opening hours (9am – 5pm UK time, Monday to Friday), or by leaving a message outside of opening hours.

To access Live Chat, click the button in the bottom right corner of any page within Analytics and enter your query. If the suggested articles do not answer your query, you can then click 'Contact an Agent' to speak to a member of the team.

> **Having problems accessing Live Chat?** We recommend asking your local IT department to ensure *.zopim.com is on your accepted list of your firewall.

- **How to use this page:** Additionally, at the top of each page when setting up KS5, you can find tailored information how to complete that setup and what it affects. Click the bar to expand it and find related resources with further information and step-by-step guidance.

Checklist

Work through each of the sections below to ensure no steps are missed! Further detail can be found by following the page numbers listed.

- **Red** bullet points should be completed every time!
- **Blue** bullet points may only need to be completed once!

☐1 / Student Data Profile / Page 5

If you have already set up KS3/4 and are happy with your Student Data Profile, skip to step 2.

- Plan which additional student filters you wish to create with SLT, which will become available in the reports.
- Create additional student filters in CONFIG. > Student Data > Filter Management.
- Define additional filters in the Student Data Profile in CONFIG. > Student Data > Student Data Profile.

☐2 / Grade Methods / Page 7

- Identify which grade methods are required for the cohort, e.g. GCE A Level, GCE AS Level, EPQ, etc.
- Create all necessary grade methods in CONFIG. > Grade Methods > KS5 Methods.

☐3 / Student Data / Page 13

- Download the relevant report definition for your MIS from here.
- Extract student data from your MIS into Excel and save to Excel as CSV, XLSX, XLS or XML format. If you're working with a Y13 or Leavers cohort, we recommend extracting a historical Y12 student data file AND their latest Y13 student data.
- Import student data into Analytics in DATA > select KS5 and cohort > STUDENTS > Import, ensuring to select whether the file contains their Y12 or Y13 classes. If you're working with a Y13 or Leavers cohort, we recommend importing their historical Y12 student data file first, followed by their Y13 student data file.
- If your school is part of a Multi Academy Trust which uses the Sisra MAT Dashboard, map your school's filters to the relevant Sisra Key Filters in STUDENTS > Key Filter Mapping.

☐4 / Core Baselines / Page 16

- Source and export the core baselines for each student, including Overall and GCSE APS for L3VA, and the Maths and English challenge points for L2 Progress and L3 Maths measures.
- Prepare core baselines and save to Excel
- Import the core baselines file via KS4/EAP > Core Baselines.
- Pair the baselines, by selecting the relevant option from the SISRA Baseline dropdown.

☐5 / EAPs and EAP Baselines / Page 21

- Plan whether you will be taking advantage of the full EAP functionality, and what type of EAPs you will be creating.
- Prepare EAP baselines in an Excel file, and upload this in KS4/EAP > EAP/Baselines > Uploads. For example, you could use Targets.
- Set up EAP baselines in KS4/EAP > EAP/Baselines > Baseline Management, ensuring to select the appropriate grade type and grade method, where necessary.

- Create or copy required EAPs in KS4/EAP > EAP/Baselines > EAP, and enter expected grades.

Have you created at least one EAP per grade type for the cohort?

☐ 6 / Grades Data / Page 30

- Extract grades data from your MIS into Excel and save as CSV, XLSX, XLS or XML format.
- Select a data set or create an assessment collection in 'Assessments' (GRADES > Uploads).
- Select the appropriate term and Grade Type in the dropdowns (except for Exams) and upload grades data.

☐ 7 / Assign Qualifications to Classes / Page 39

- Assign each qualification to the appropriate set of classes in STUDENTS > Classes > Assign Quals

☐ 8 / Matching / Page 40

- Complete the Matching page for all qualifications in GRADES > Matching > 'Edit'.

Are all qualifications highlighted green? If not, this indicates an issue with the setup, which must be resolved before you can publish your grades data.

☐ 9 / Grades Management / Page 42

- Check and resolve any warning icons indicating issues with the setup in GRADES > Grades > Manage Datasets > select data set or assessment collection in the dropdown.

☐ 10 / National Data - Value Added / Page 44

- Select the year of the Value Added data you will use. This should reflect the year the cohort is reported on, if available. Otherwise, you can use the most recent available until this is released by the DfE.

Analytics will then attempt to automatically select the VA subject for each qualification, if available, based on the QN/Qual Name selected on your Matching page.

☐ 11 / Publish the Reports / Page 46

- Publish the STUDENTS, KS4 / EAP and GRADES areas in that order.
- Resolve any issues highlighted in the publishing health checks.

☐ 12 / Create Users / Page 50

- Create all appropriate users in Analytics, either manually or via a file upload in the USERS area.

Step 1 / Student Data Profile

What is the Student Data Profile and what is a Filter?

The Student Data Profile is where you can define which filters should be included in student data files imported within your school. This is combined for all key stages at your school, and by default, all student data files must include the following 10 columns:

	A	B	C	D	E	F	G	H	I	J
1	StudentID	StudentName	Subject	Class	Gender	Ethnic Code	SEN	Gifted Talented	FSM Ever 6	Looked After
2	600001	John Smith	Maths	11Ma1	M	NOBT	None	N	N	N

You can create and add up to 10 additional filters in this section to import in your student data. These will then become filters in the reports, allowing you to narrow down your school's figures by specific groups of students to tailor your analysis (example shown below).

Name	Filter Value	Total Grades	Student Count	Average Pts Per Entry	Average Judgement Behaviour	Avg EAP Diff (Whole)	Avg EAP Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc in Track
Armed Forces	Hoo-rah	139	44	17.56	S	-0.4	-0.8	81	0	81	44	125
Armed Forces	N	119	44	19.82	G	-0.5	-1.2	68	1	67	41	109
Bursary	Bursary	133	45	17.67	S	-0.5	-1.0	71	1	70	49	120
Bursary	N	125	43	19.64	S	-0.4	-1.1	78	0	78	36	114
EAL	EAL	134	46	18.58	S	-0.5	-1.1	76	1	75	44	120
EAL	N	124	42	18.65	S	-0.4	-1.0	73	0	73	41	114

We would recommend discussing with SLT which filters your school would prefer to add, before creating these here. Some examples are:

- Pupil Premium
- Registration Group
- Bursary
- EAL
- Armed Forces
- Attendance Groups
- Traveller
- House

Please note, if you would like to create Attendance as a filter, you should group these values in your student data files, for practicality in the reports. For example, "95% and above", rather than "96.7%".

When creating filters, each individual student MUST have a consistent value for each subject/class in your file. Therefore, you wouldn't be able to set up filters such as class teacher for example, where each student could have different values for each qualification that they take.

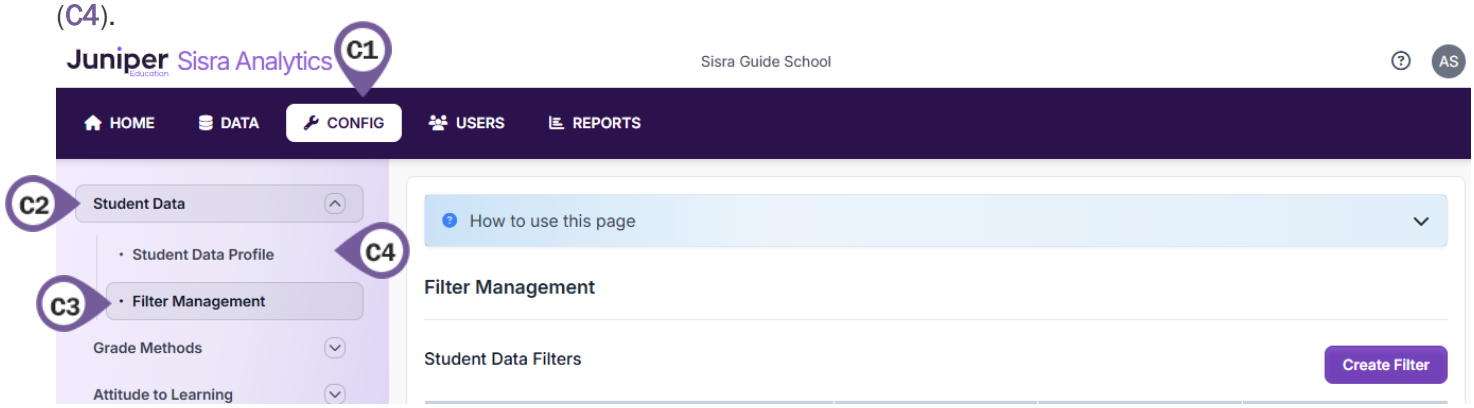
We don't use some of the default filters at our school, do we still need to include these?

A: Yes, you must include each of the default filters within your student data files, and these cannot be removed from the Student Data Profile. However, you can leave the column blank in your file and exclude particular filters on a cohort-by-cohort basis once you have imported student data (step 3). For example, if you are an all-boys or all-girls school, you can exclude 'Gender' from the reports for each cohort. See our guide for more information on how do to this:

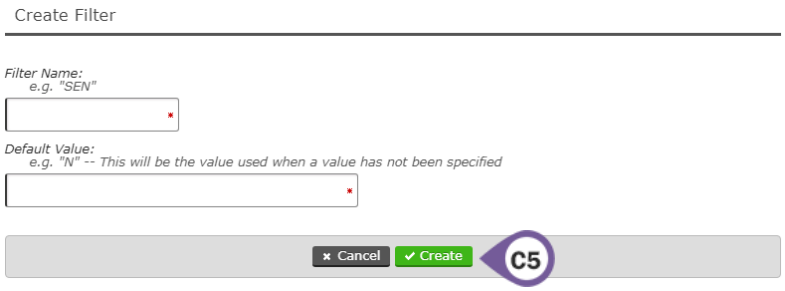
FAQ: Can I exclude a student data filter from the reports for a specific cohort? (Admin)

Creating Student Data Filters

To create a student data filter, click CONFIG. (C1) > Student Data (C2) > Filter Management (C3) > 'Create Filter' (C4).



Then, enter a clear filter name (e.g. "Bursary"), which will pull through to the reports when published. Next, enter a default value (e.g. "N"), which will be used if there are any blank cells imported in your student data for this filter, then click 'Create' (C5).



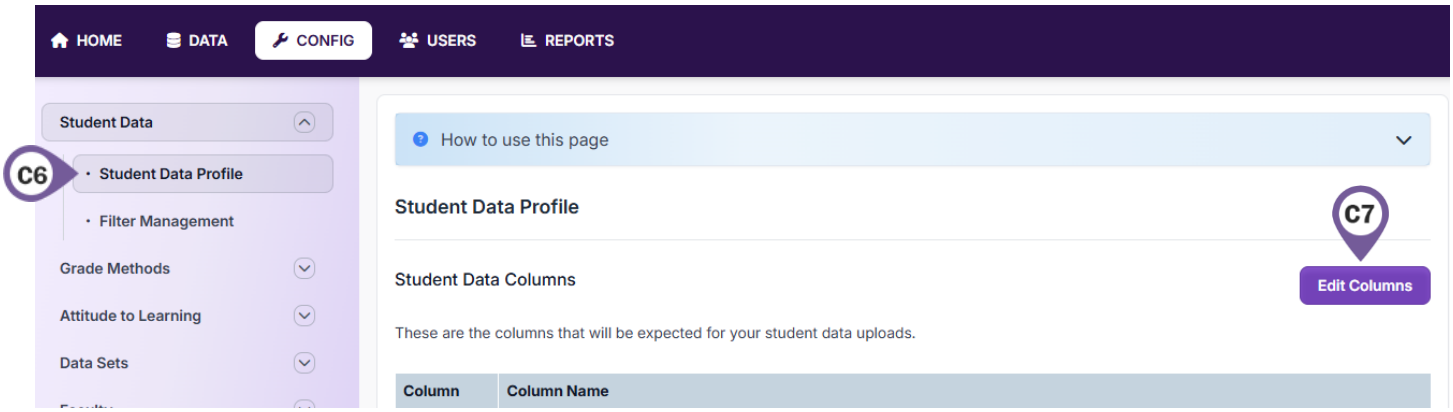
You will need to repeat this process for all additional filters you wish to create.

Did you know, you can create filter aliases to rename filter values to be more user friendly in the reports? You can also use these to create filter alias tags to highlight key groups of students (such as PP for Pupil Premium students) in the reports, for your analysis! See our guide linked below for more information:

[Student Data Profile – Creating Filter Aliases & Tags Guide]

Defining the Student Data Profile

The next step is to define your Student Data Profile to tell Analytics which filters to include in your student data files. To do this, click CONFIG. > Student Data > Student Data Profile (C6) > 'Edit Columns' (C7). Select the filter(s) in the next available dropdown(s) and click 'Save'.



You're now ready to create KS5 Grade Methods!

Step 2 / Creating KS5 Grade Methods

What is a Grade Method?

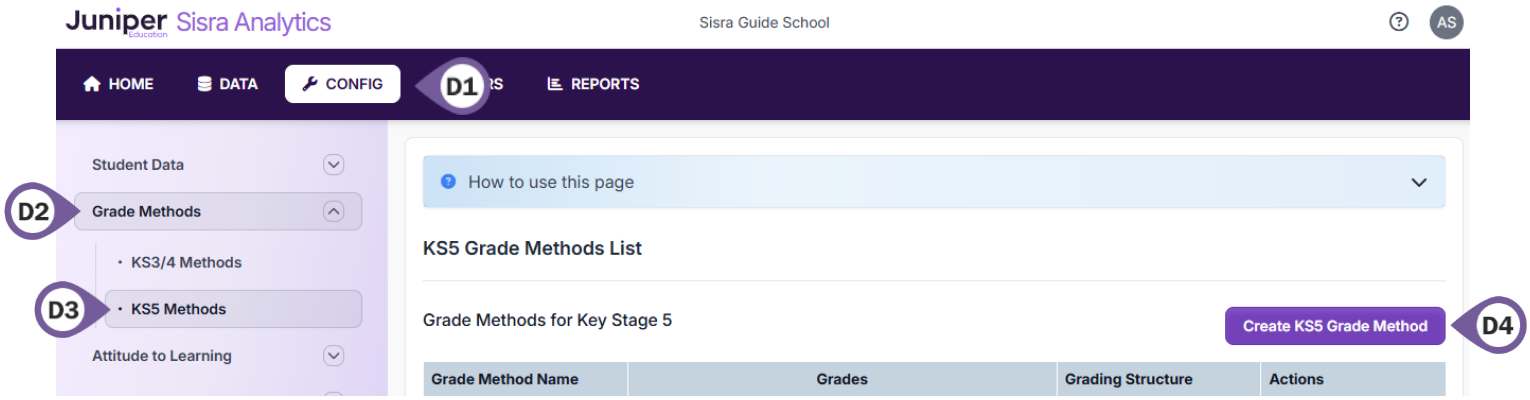
Grade methods are used to tell Analytics what type of grades are going to be uploaded for each qualification, such as A*-E, DMP, etc., as well as the performance points and size each grade is worth towards calculations in the reports.

There are no default grade methods provided, as schools may wish to use their own whole/sub grade combinations. You would need to create one grade method for each qualification type your school assesses in KS5. For example, you can create one GCE A Level method which can be used for all your GCE A Level qualification.

You must ensure that the grades you upload match the grades format in your grade method.

Creating a Grade Method

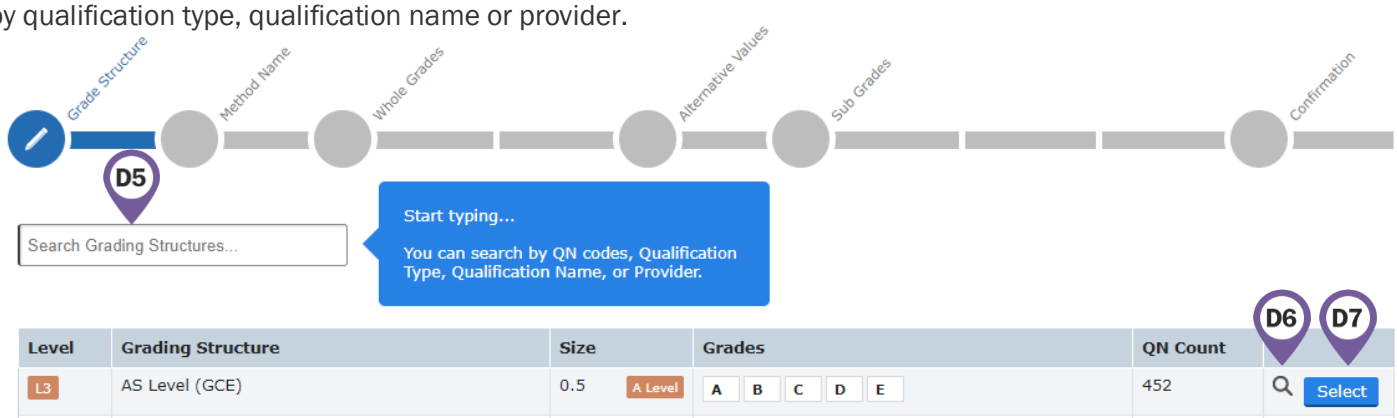
To create a grade method, click CONFIG. (D1) > Grade Methods (D2) > KS5 Methods (D3) > 'Create KS5 Grade Method' (D4).



Please note, the steps within the grade method setup may appear differently depending on the selections made (explained below).

1 / Grade Structure

First, you must select the appropriate grading structure to be used within the method. You can either select this from the list shown or use the Search box (D5) to narrow this down. We recommend searching by QN code to ensure you're selecting the appropriate grade structure for the qualification type, as this tells Analytics additional information about how that qualification contributes towards figures in the reports. However, you can also search by qualification type, qualification name or provider.



You can use the Level, Size and Grades columns to determine if this is correct, or click the magnifying glass (D6) to view the points and entries awarded. Once you have found the appropriate selection, click 'Select' (D7).

Please note, there is a limited set of QNs that we **do not** currently support, listed below:

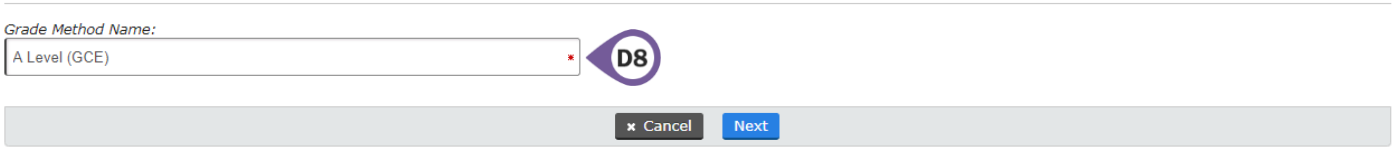
- IBacc Diploma
- AEA qualifications that carry points, but zero entries
- Qualifications not reported on by the DfE since 2017
- Princes Trust qualifications that count towards English and maths progress measures, but are not awarded points.

Grading Structure 'Already In Use'

If a grading structure is selected that already exists in a KS5 grade method in your school, you will be presented with a pop-out message. If you want to create a method using the same structure, but different sub or custom grades, you can click 'Confirm' to continue. If you have no changes, you should use your existing grade method and cancel the setup.

2 / Method Name

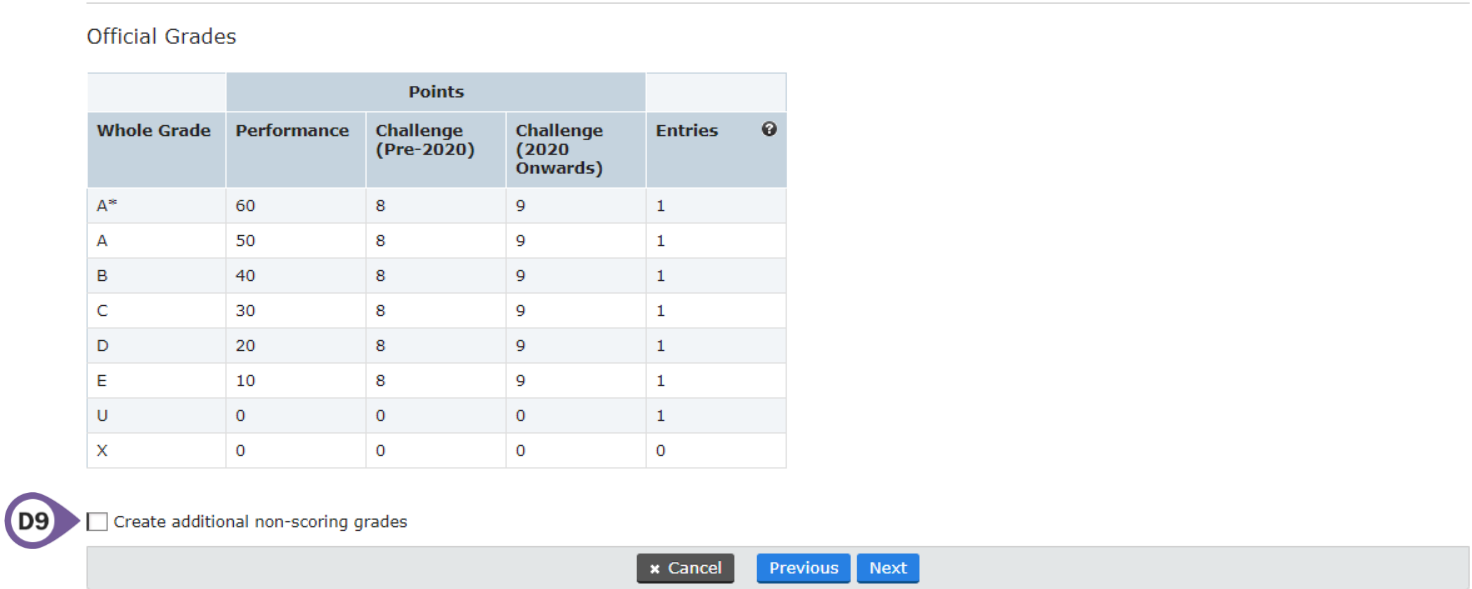
Next, a pre-populated name for the method will be displayed. You can click into the Grade Method Name box (D8) to edit this if necessary. This will pull through to the reports, so we recommend ensuring the method name is as clear as possible for your staff (for example, including the qualification type and size, if appropriate). As methods can be used for multiple qualifications, this should be generic and should NOT directly relate to the subject area. Then, click 'Next'.



In selected reports, qualifications are grouped by grade method (alphabetically), so you may want to take this into consideration when renaming grade methods to ensure the most common is first alphabetically.

3 / Whole Grades

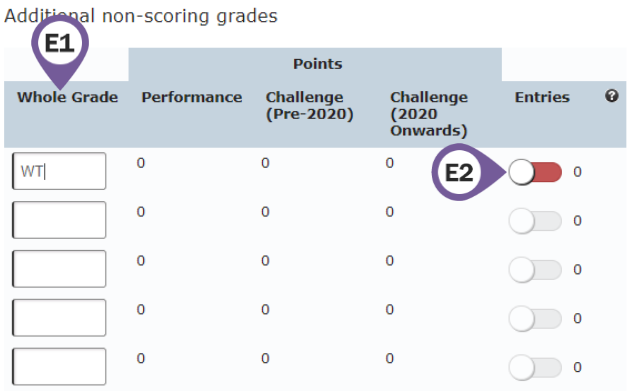
In the next step, the official whole grades awarded for the selected grading structure will be displayed, alongside the performance points, challenge points and entries these will be awarded.



This is based on official DfE guidance, which can be found here.

You also have the option to add up to 5 additional non-scoring grades to this list, which may be useful if your school collects grades for internal analysis (e.g. WT for working towards). To do this, place a tick next to 'Create additional non-scoring grades' (D9) (as shown on the previous page), then enter the additional grade(s) (up to 7 characters) in the Whole Grade boxes (E1).

These will be awarded 0 points, however, you can toggle whether each grade will or will not be awarded entries (E2), which will determine if they are eligible to count towards the headline figures in the reports. If the toggle is changed to **green**, the selected grade will be awarded the same number of entries as the official grades within the method.

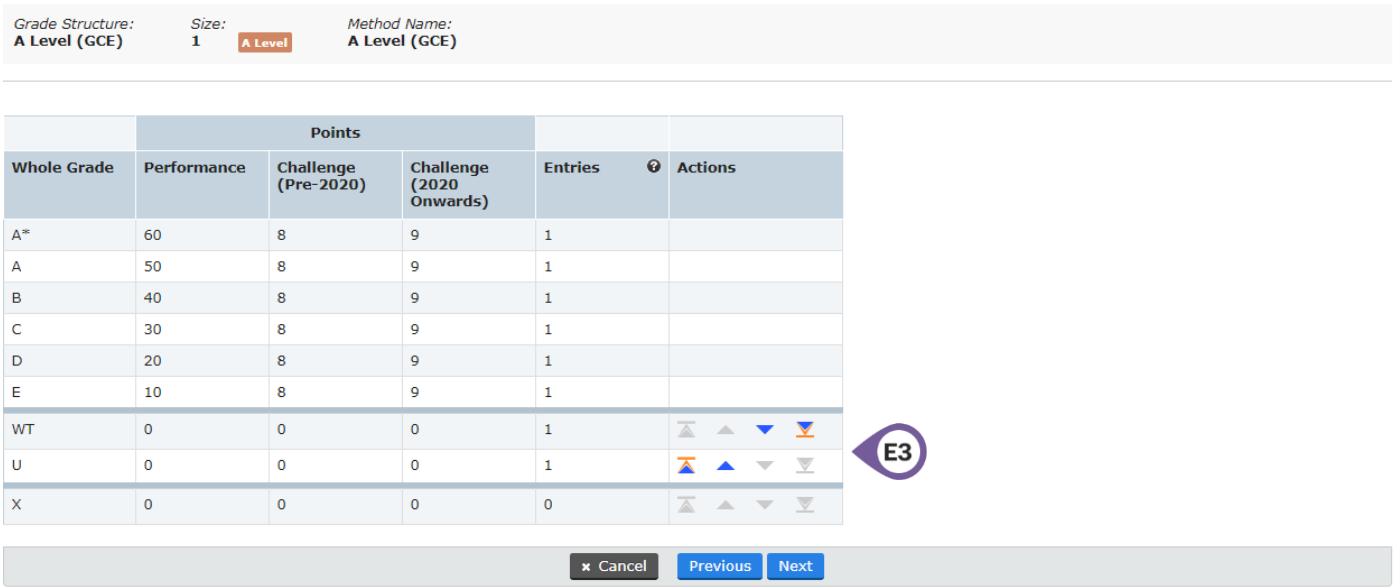


Then, click 'Next'.

4 / Fail Grades

If you have chosen to enter additional non-scoring grades within your method in step 3, you will be taken to the Fail Grades page. Here you have the option to re-order the additional non-scoring grades within the method, which will determine the display order (and therefore strength) of these grades in the reports. *For example, if you have added a WT (Working Towards) grade, you may wish this to be considered as stronger than a grade U.*

To do this, use the **blue** arrows (E3) to move the grade(s) up or down to the desired place. Then, click 'Next'.

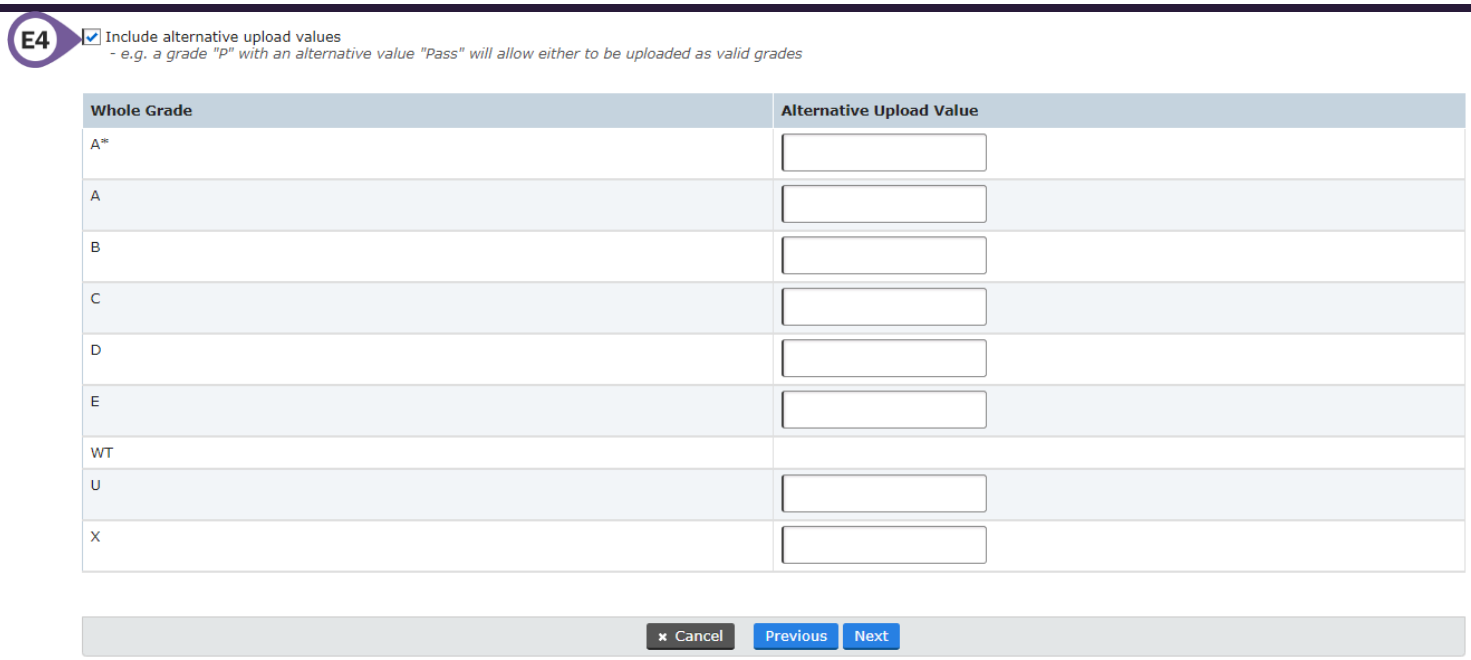


5 / Alternative Upload Values

The whole grades displayed in step 3 will also be the format Analytics expects your grades to be in within your grade files. However, if you collect your grades in a different format, you can enter alternative upload values for any of the official grades listed in this step.

For example, some schools may collect 'Pass' grades instead of 'P' grades, entering this as alternative upload value would mean that when uploading your grade files, Analytics would either recognise a grade 'Pass' or 'P' for qualifications using this method.

To do this, place a tick next to 'Include alternate upload values' (E4). Then enter the alternative upload values you would like to use for appropriate grades.

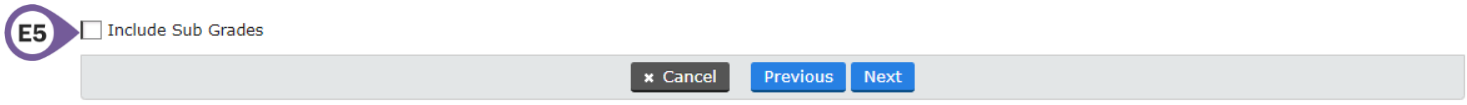


For double, triple or quad award qualifications, you may want to enter single grades as alternative upload values to ensure both are recognised in your grade files. For example, D* as an alternative value for D*D*. For more information, please see our guide here.

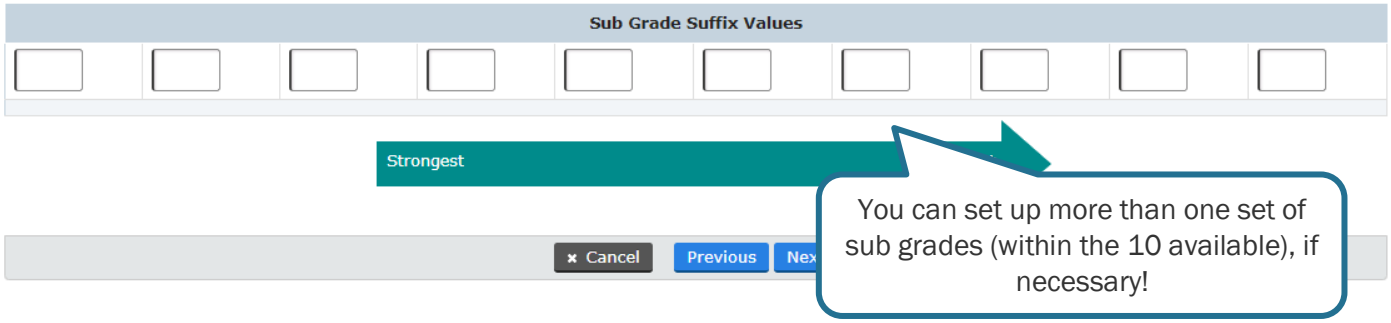
6 / Sub Grades

Next, you can determine whether sub grades will be included in the grade method, which can be used to determine the strength of your student's grades. This will allow you to upload the whole grades (e.g. A*, A, B, etc.) or master grades, which are the combination of whole and sub grades (e.g. A*+, A=, B-, etc.).

To do this, place a tick next to 'Include Sub Grades' (E5), then enter between two and 10 sub grades for the method (up to four characters). The strongest sub grade should be entered on the left, and the weakest on the right.



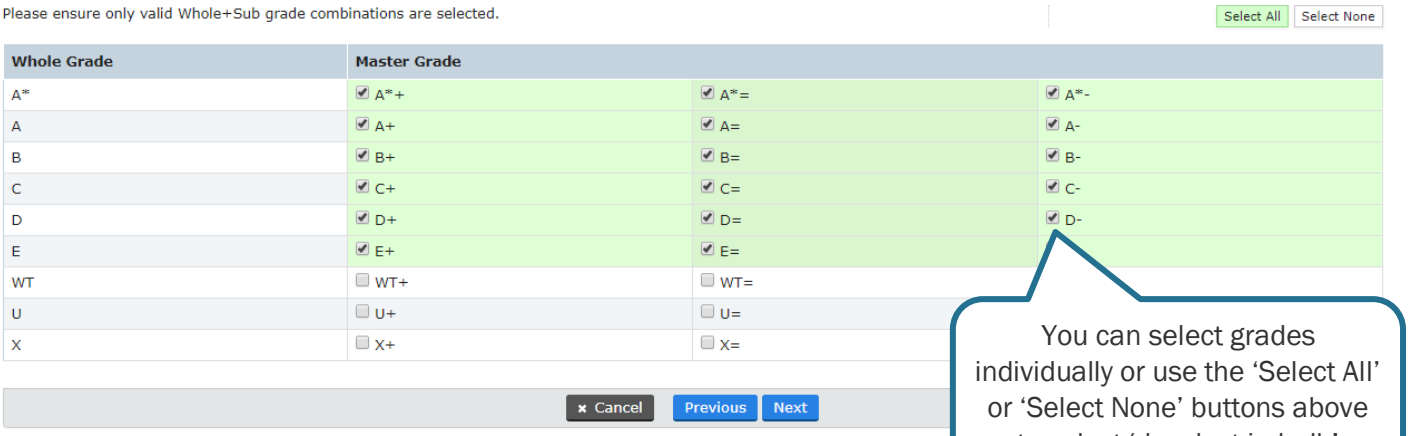
For example, in the screenshot below, this would ensure that the sub grade + is stronger than =, and = is stronger than -.



If you only use two sub grades (such as + and -), you must enter a third placeholder in between these to complete step 8 of the grade method setup successfully. For example, enter an =, even if you don't plan to upload this.

7 / Master Grades

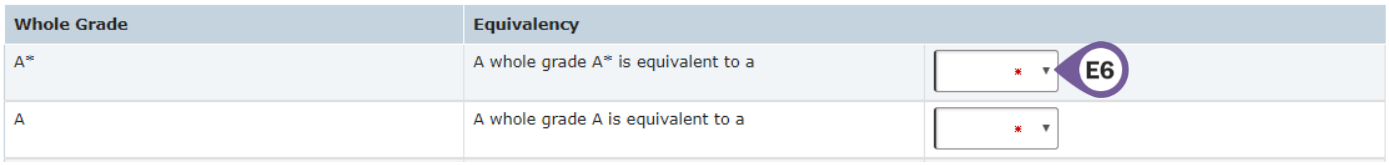
If you have selected to include sub grades in step 6, you must then select which sub grades will be valid for each whole grade. This will determine the overall master grades, which are the combination of whole and sub grades. *For example, you could either upload a whole grade A, or the master grades A+, A= or A-.*



You can select grades individually or use the 'Select All' or 'Select None' buttons above to select/deselect in bulk!

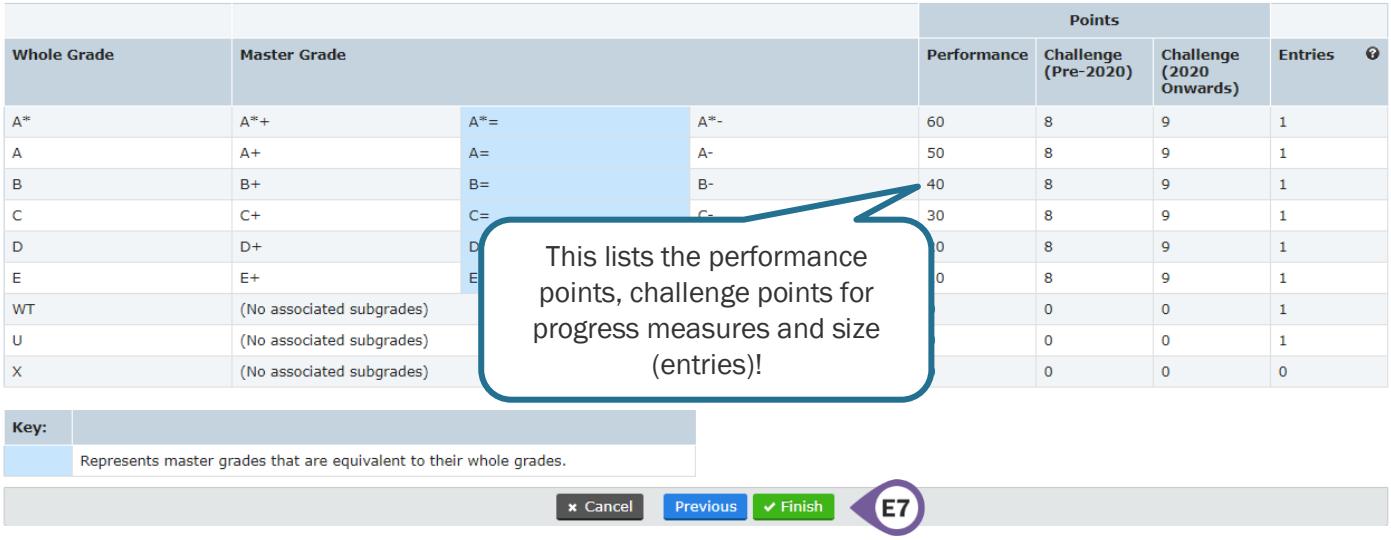
8 / Grade Equivalences

If you have selected to include sub grades in step 6, next you must define which master grade each whole grade is equivalent to. *For example, if you were to upload a whole grade A, would this be equal to an A+, A= or A-?* To define these, select the relevant master grade in the dropdowns for each grade (E6).



9 / Confirmation

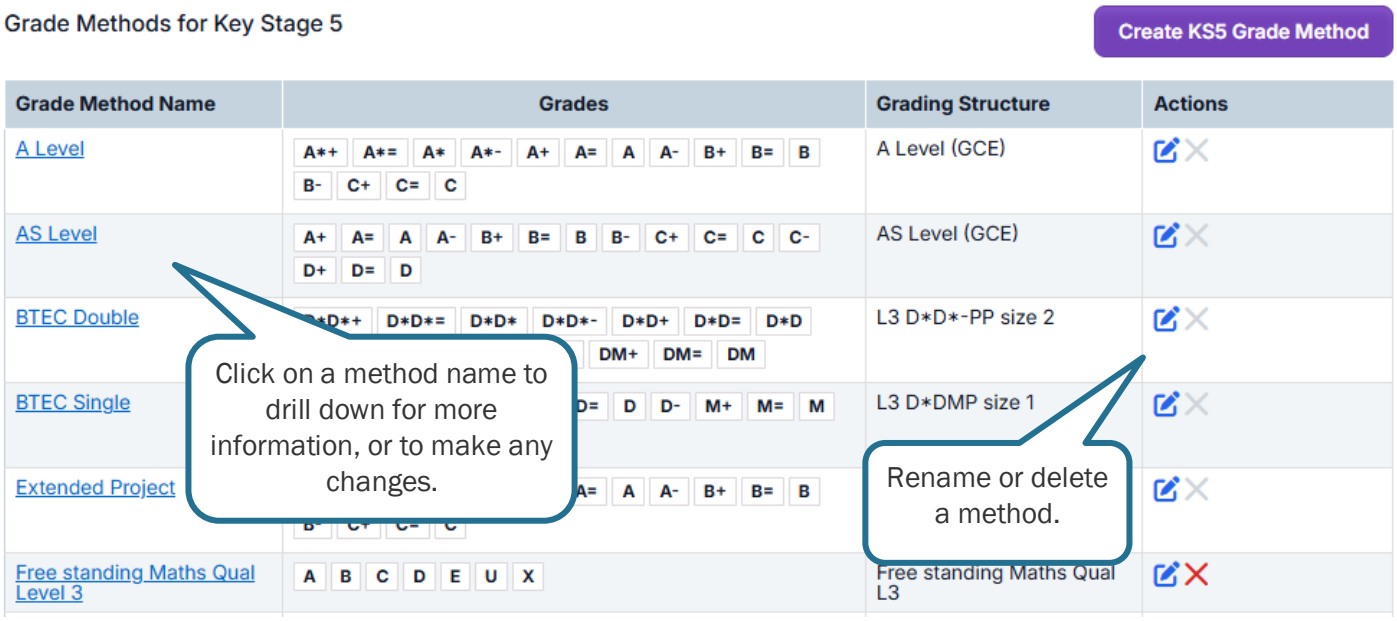
Finally, you can double check the grade method based on the previous selections. If you need to make any changes, click 'Previous' to go back to the appropriate step. When you are happy with the setup, click 'Finish' (E7) to create the method, as shown on the next page.



This lists the performance points, challenge points for progress measures and size (entries)!

This will take you to the Grades Method Detail page, where you can click '**Back to Grade Method List**' at the top to return to the main Grade Method page. This process can then be repeated to create all necessary grade methods for your KS5 cohorts.

Below is an example of how the Grade Method List will appear, once you have created various grade methods.



If you have students taking Level 2 qualifications in KS5 (e.g. GCSE resits, L2 BTECs etc.), we recommend ensuring you have also created the appropriate L2 Grade Methods here too.

KS5: Creating Grade Methods (Admin)

You're now ready to prepare and import your student data!

Step 3 / Student Data

What is Student Data?

Student data files are used to import all student details for an individual cohort. This includes information such as student IDs, student names, classes, and additional filter values such as Gender, Ethnicity, etc. as defined in the Student Data Profile. This information can be extracted from your MIS, saved into Excel and then imported into Analytics.

Analytics uses the student ID within student and grades files to link the appropriate students with the correct grades. Therefore, you must be consistent with the student ID used within all files for a cohort.

Q: What should I use for the student ID?

A: Some examples include the student's exam number, admission number or UPN. Whichever you choose, you must stick to this throughout all uploads for the cohort.

Extracting Student Data from your MIS

To help you extract student data from your MIS, we have provided links to student report definition files or information for popular MIS', including SIMS, CMIS, Bromcom, iSAMS, Cloud School and Arbor. These can be downloaded from **HELP ('?')** > **Guides > Getting Started & Setup** > **Extracting Data from your MIS,** or by clicking the link below:

Extracting Data from your MIS - Arbor, Bromcom, Cloud School, CMIS, iSAMs & SIMS

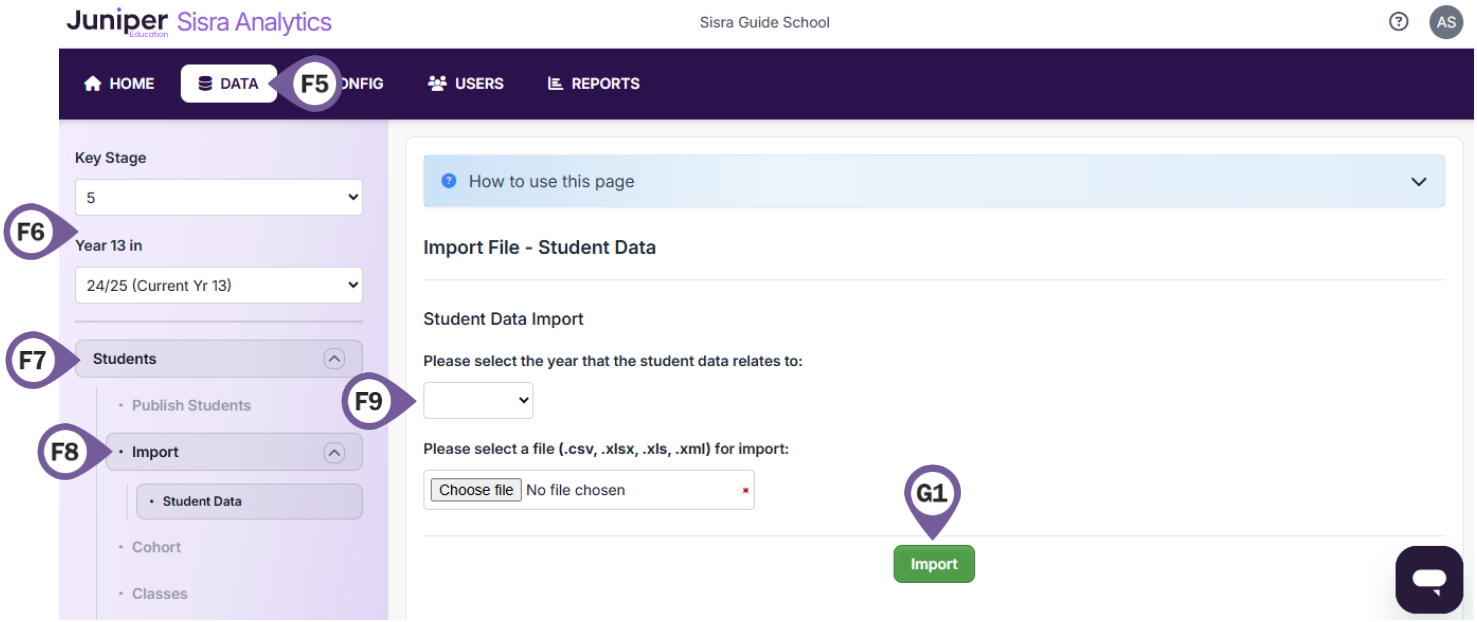
If you have created and added additional filters to the Student Data Profile (step 1), you will need to manually edit the report definition to include these.

The Sisra Support team do not provide MIS support therefore we recommend contacting your MIS support team if you need help editing the report definition.

If you're working with **Current Y13** or a **Leaver's cohort**, we recommend extracting **two** student data files. One containing their historical student data from when they were in Y12 and one containing their Y13 student data.

Importing Student Data

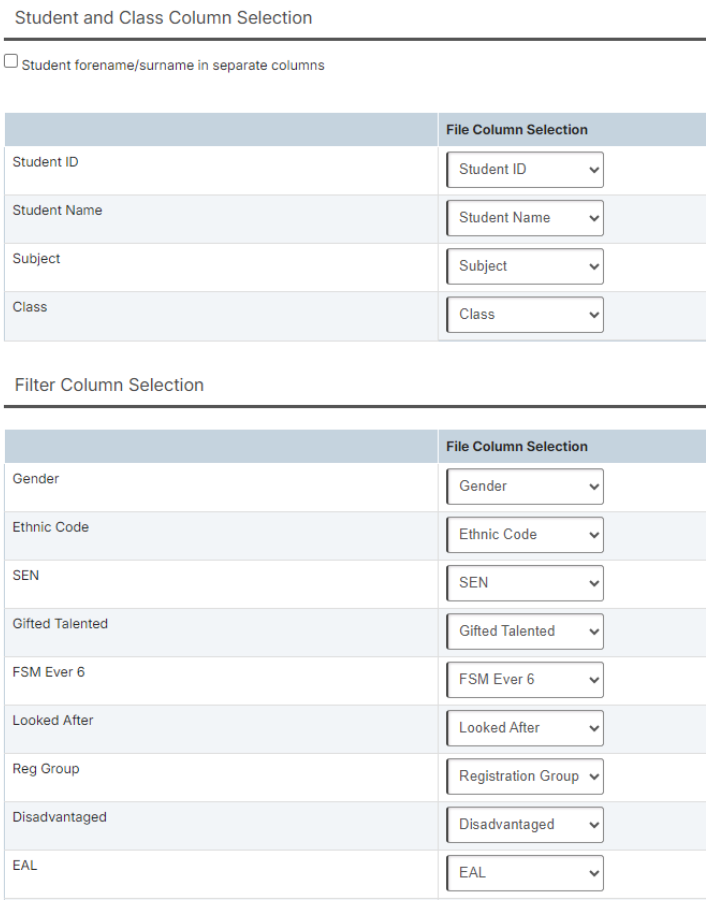
Once your student data file has been formatted and saved to Excel as CSV, XLSX, XLS or XML this can be imported into Analytics. To do this, click DATA (F5) > select key stage 5 and cohort (F6) > STUDENTS (F7) > Import (F8).



Next, select the **year** (F9) that the file relates to (e.g. are the classes in the file from when the students were in Y12 or Y13?). This is important as it will affect the student's statuses and therefore how they count towards the reports. Then, select your file to be imported and click '**Import**' (G1).

> **Working with Current Year 13 or a leaver's cohort?**
> We recommend importing 2 student data files, one containing their historical student data from when they were in Y12 and the other should contain their latest Year 13 data.

You will then be taken to the **Column Mapping - Student Data** screen:



On this page, Analytics will automatically map the column headings in your file with those in your Student Data Profile (as defined in CONFIG.). All filters must be mapped to the relevant 'File Column Selection' in order to complete the import.

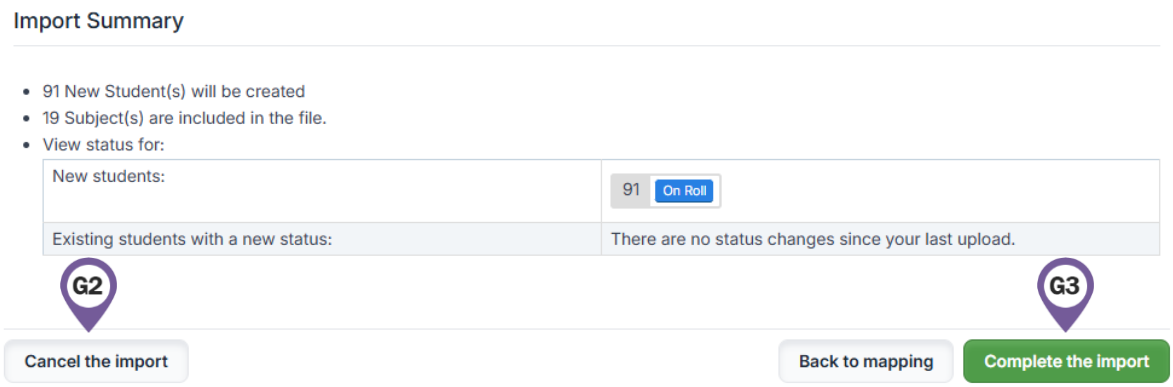
If there are any filters showing which do not have a file column selection automatically populated, this is likely because it has been named differently in your file. In this case, you would need to manually map these filters to the correct file column selection. You are not able to complete the import until all columns have been mapped.

Note: *If there are any filters in your file which are not appearing on the left-hand side, this means they have not yet been added to your Student Data Profile in CONFIG. Please see our Student Data Profile guide for further information.*

Once all filter columns have been correctly mapped click **Continue with the import**.

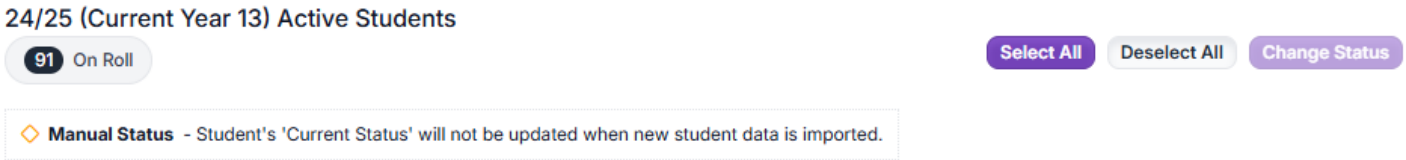
You will then be shown a file health check, which checks for issues within the file imported. If there are any issues, we would recommend clicking 'Cancel the Import' (G2) to resolve these. The import summary can be used to double check the number of students / subjects included in the file. When you're happy with the import, click '**Complete the Import**' (G3).

Our full article on importing Student Data for KS5 can be found here.



If there are any issues found in the file health check, feel free to take a look at our Importing Student Data – File Health Check Issues article.

You will then be directed to the Students List, where individual student details can be managed if necessary. Throughout the year, you can import a new student data file and repeat this process to reflect class movements or filter group changes in the student data.



For more information on student statuses or managing individual students, see our guides below:

KS5: Student Statuses

KS5: Editing Student Details

You can now import your KS4 core baselines!

Step 4 / KS4 Core Baselines

What are Core Baselines?

KS4 core baselines are the official points, or challenge points, students have achieved at the end of Y11. These must be imported and set up accurately within Analytics to ensure headline figures are calculated in line with the DfE within the reports, such as L3VA and L2 Progress.

There are four types of baselines you can import for each student, listed below.

KS4 APS GCSE and KS4 APS AII *(for L3VA)*

To produce L3 Value Added in line with the DfE, you would need to import the following points scores, using best grade discounting rules, to 4 decimal places to more:

- **KS4 APS GCSE** – for A Level and Academic qualifications
- **KS4 APS AII** – for Applied General qualifications

Q: What is the difference between 'KS4 APS GCSE' and 'KS4 APS AII'?

A: 'KS4 APS GCSE' will include GCSE qualifications, such as unreformed A*-G qualifications, 9 qualifications and any AS Levels taken at KS4, whereas 'KS4 APS AII' will also include vocation qualifications, such as BTECs

Where can I find APS GCSE and APS AII baselines?

You could use the options listed below depending on the cohort:

- **Leavers Cohorts** - You may be able to find these within the DfE's Checking Exercise.

- **Current Cohorts** - You could export these from GIAP. To do this, you would need to upload your student's UPNs into GIAP and then download the associated data. Then, use these columns:
    - (**KS4_PTSPE_PTQ_EE**) for your students' KS4 APS AII
    - (**KS4_GPTSPE_PTQ_EE**) for their KS4 APS GCSE

In some cases, you may need to calculate students KS4 Baselines manually. Please see the guide here for more information on this.

Prior English and Prior Maths (for Eng/Mat Progress and L3 Maths)

In order for L2 English / Maths Progress and L3 Maths to be calculated, you would also need to import the following as challenge points (from the year they're reported on):

- **KS4 English Prior** (best from English Language or English Literature)
- **KS4 Maths Prior**
- If your students took **GCSE English** or **GCSE Maths** in KS4, you can find a list of the respective challenge points in the table to the right, depending on when they are reported on in KS5.
- *For example, if a student achieves a grade 6 in GCSE English in KS4, it would be worth 6 challenge points (since 2020, the GCSE challenge points are the exact same as the grade).*
- If your students took different qualifications at KS4, you should import the associated challenge points from the DfE's spreadsheet, covered here.

Grade	Latest Challenge Points
9	9
8	8
7	7
6	6
5	5
4	4
3	3
2	2
1	1
U	0

Where can I find Prior English and Maths baselines?

You may be able to find these in your MIS, from the student's previous school or, if available, export their grade points from the KS3/4 reports of Analytics*, covered in our guide below.

Schools should not use the KS4 English and Maths information provided in the GIAP export, as this does not list the best of English Language/Literature.

Preparing Core Baselines

Once you have found the appropriate core baselines, these can be saved to Excel as either a broadsheet or a grade list (examples shown below) in CSV, XLSX, XLS or XML format.

Broadsheet

This allows you to format a broadsheet, shown below. This should include student names down the left and qualifications in separate columns along the top, with the grades in the middle.

	A	B	C	D
1	Student ID	Student Name	KS2 Scaled Score - Reading	KS2 Scaled Score - Maths
2	5001	Adams; William	108	99
3	5002	Albarn; Damon	108	115
4	5003	Ament; Jeff	111	115
5	5004	Aniston; Jennifer	100	101

Grade List

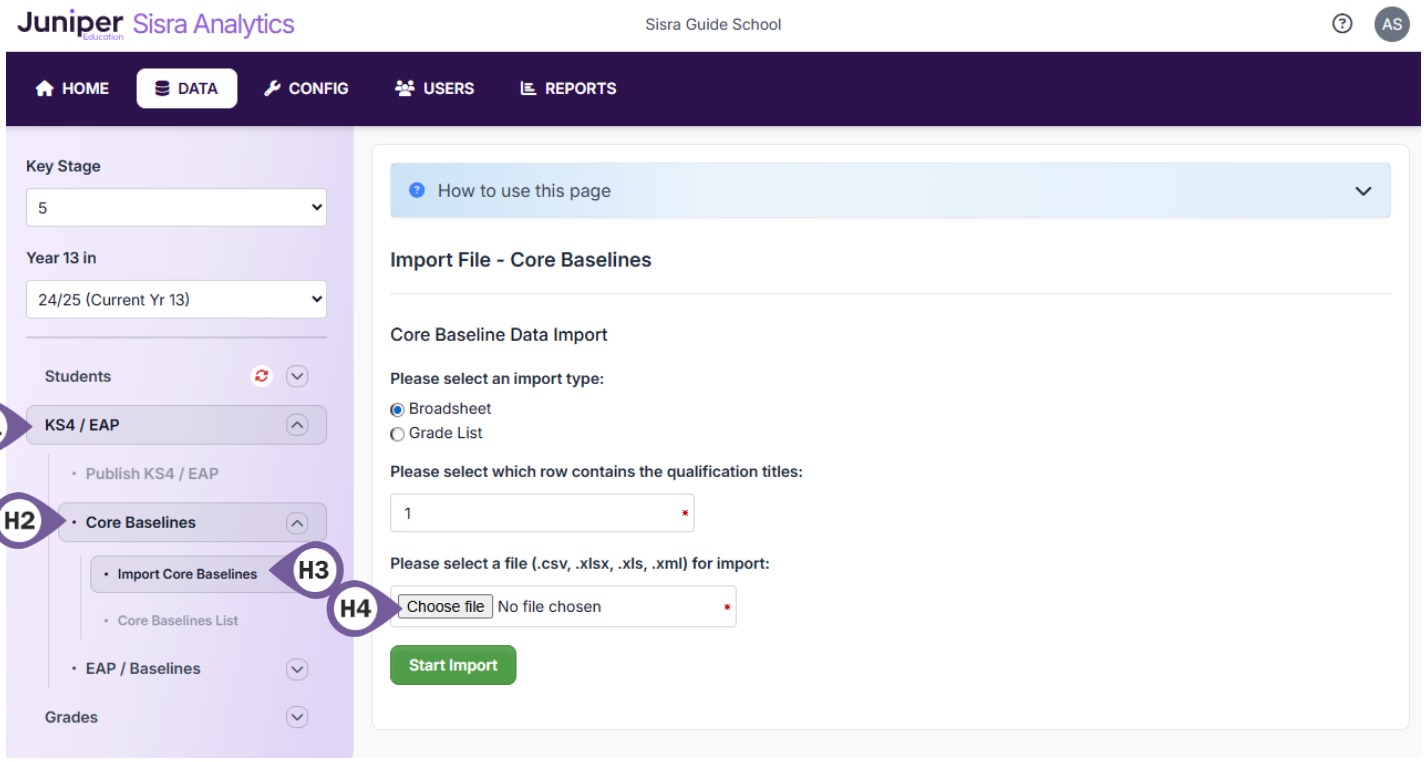
This allows you to format a list, shown below. This could include multiple columns and rows for each student, but with all qualifications in a single column.

	A	B	C	D	E
1	UPN	Student ID	Student Name	Subject	Grade
2	N4521623523622	5001	Adams; William	KS2 Scaled Score - Reading	108
3	N4521623523622	5001	Adams; William	KS2 Scaled Score - Maths	99
4	L3221652323622	5002	Albarn; Damon	KS2 Scaled Score - Reading	108
5	L3221652323622	5002	Albarn; Damon	KS2 Scaled Score - Maths	115
6	F1621624127125	5003	Ament; Jeff	KS2 Scaled Score - Reading	111
7	F1621624127125	5003	Ament; Jeff	KS2 Scaled Score - Maths	115

KS5: Preparing and Importing Core Baselines

Importing Core Baselines

Once your core baselines file has been formatted and saved as a CSV, XLSX, XLS or XML file, this can be imported into Analytics. To do this, click DATA > select key stage 5 and cohort > KS4 / EAP (H1) > Core Baselines (H2) > 'Import Core Baselines' (H3).



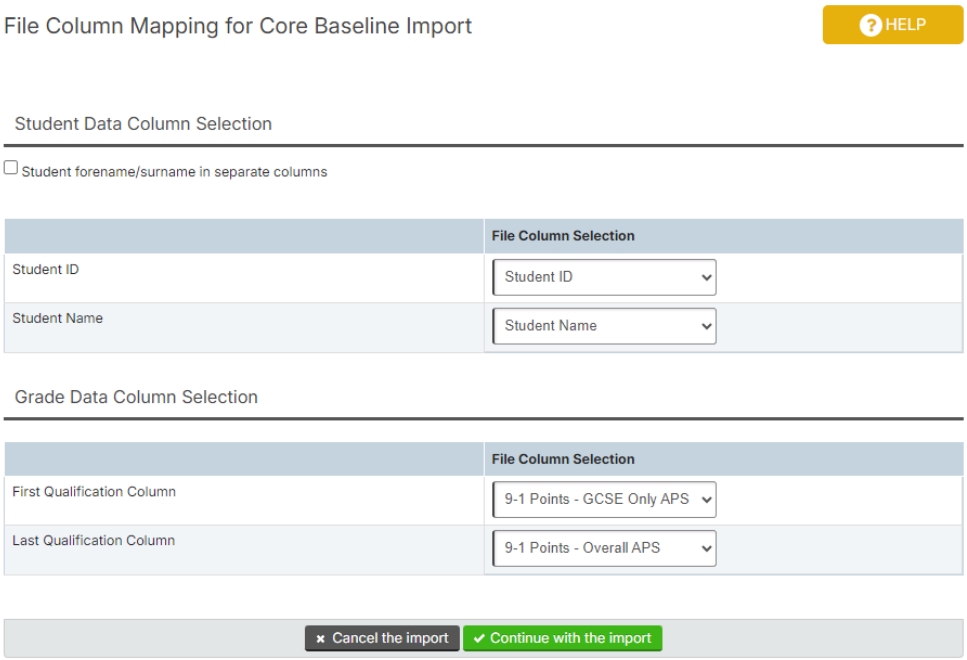
You will then be asked to select the relevant **upload type**, based on what format your Excel file is in. The two upload types are **Broadsheet** and **Grade List**, as explained above.

Next, click 'Choose File' (H4) and select the file to be uploaded and click **'Start Import'**.

- ## Importing from Broadsheet

If your file is a Broadsheet, you will need to first select the row which contains the titles of each subject. In most cases this will be row '1', but you should check this in your file to make sure.

After clicking Start Import, you will then be taken to the **Column Mapping for Core Baselines** screen:



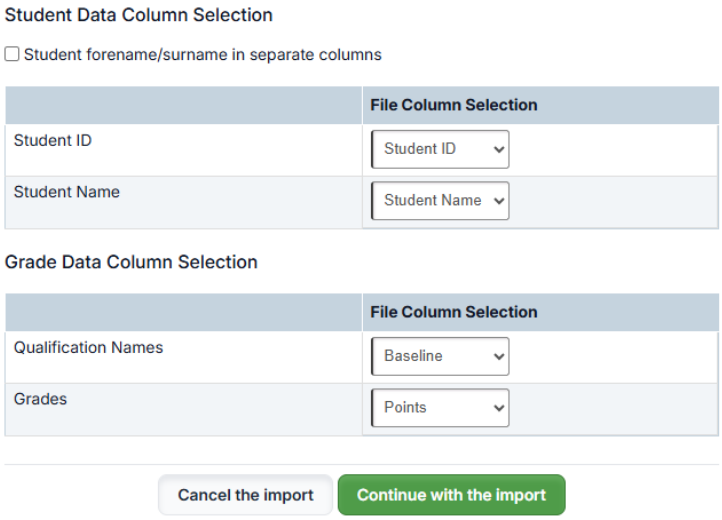
On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the **first and last qualification columns**, based on your file.

Once all columns are mapped correctly, click **Continue with the Import**.

- ## Importing from Grade List

If your file has each score in a single column, you would use the Grade List option.

After clicking Start Import, you will then be taken to the **Column Mapping for Core Baselines** screen:



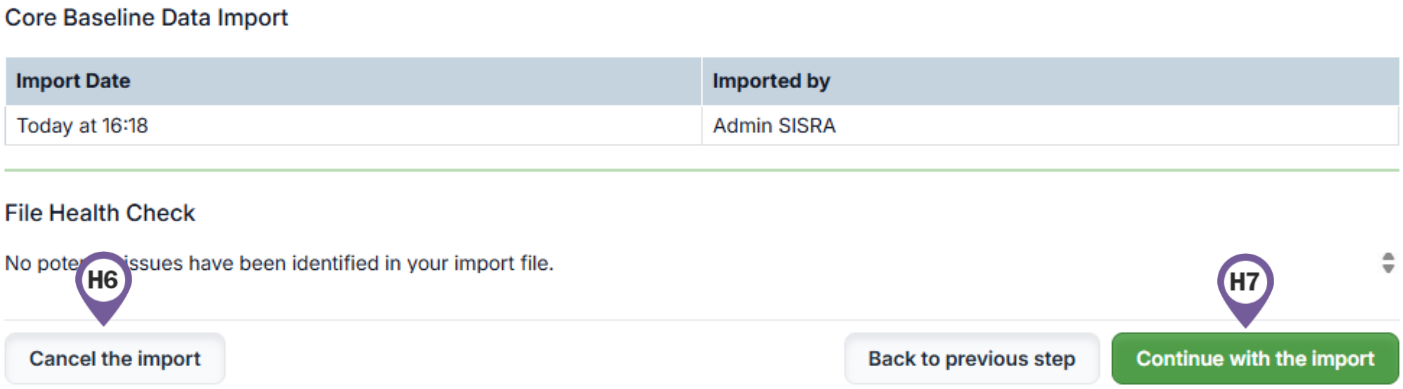
On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the columns containing the **Qualification Name**, and the **Grade**.

Once all columns are mapped correctly, click **Continue with the Import**.

- ## Completing the Import

Analytics will then perform a file health check, to ensure the file is suitable for upload. If any issues are found, please see our troubleshooting guide linked here.

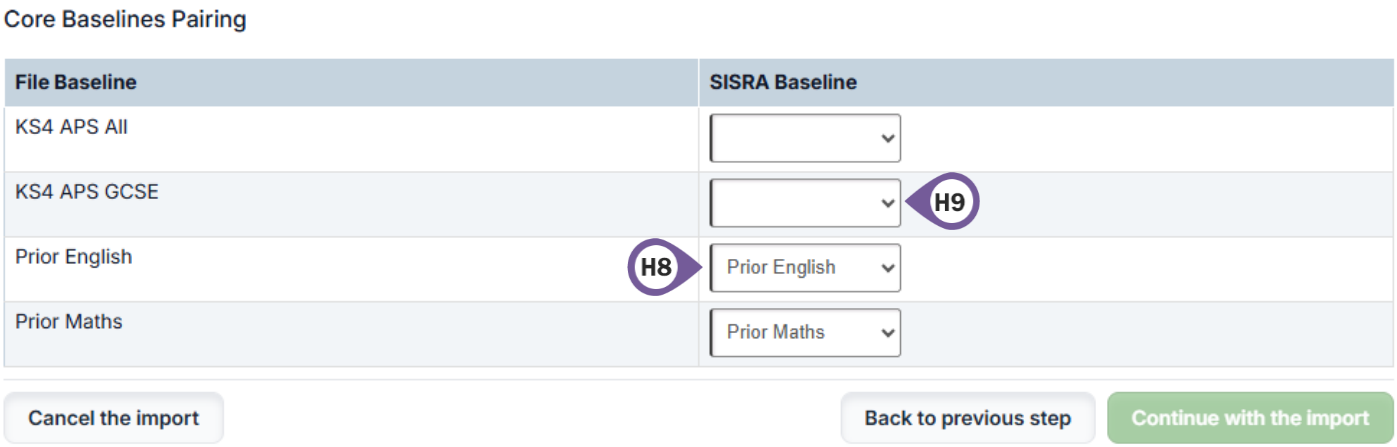
You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues shown here, we would recommend clicking 'Cancel the Import' (H6) to resolve these. An import summary is also displayed, which can be used to double check the number of students included in the file, and the number of students that will have at least one blank core baseline after the import. When you're happy with the import, click '**Continue with the Import**' (H7).



If there are any issues found in the file health check, feel free to take a look at our guide:

KS5: Importing KS4 Core Baselines: File Health Check Issues article

You should then be taken to the Core Baselines Pairing page. If the subject name in the file matches the default name, these will automatically be paired in the dropdown (H8). However, if these are different, you will need to manually pair this (H9). Finally, if there is a subject which is not required, select 'Do Not Include'.

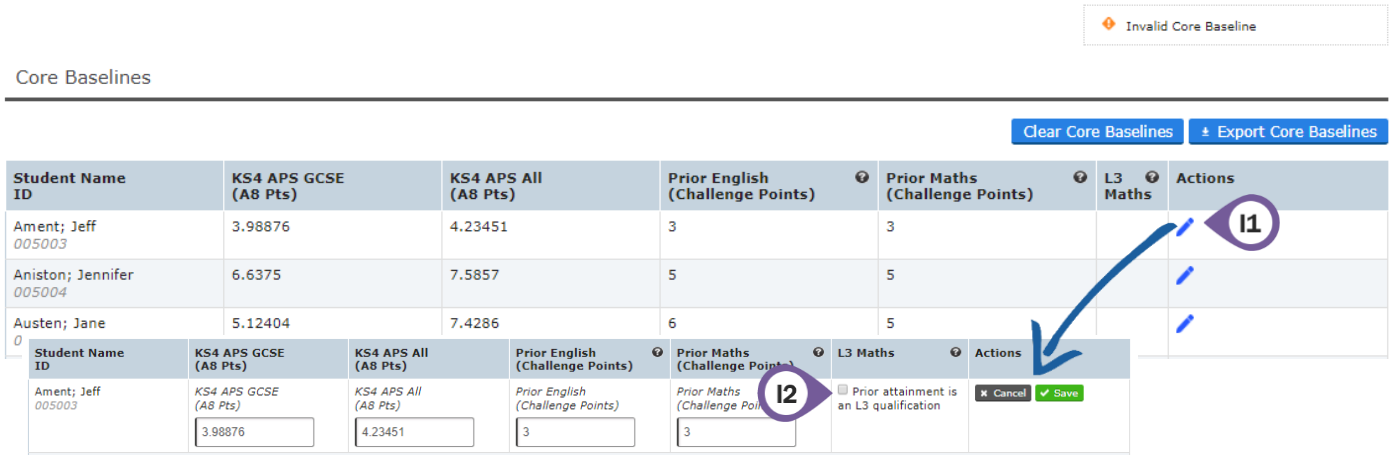


Once the subjects are paired, click '**Continue with the Import**' which will take you to an Import Summary, showing how many students have baselines values. Check this and again click '**Complete the Import**'.

Once you have imported your baselines, you will be taken back to the Core Baselines page. You can then set Prior Maths qualifications as L3 qualifications (if needed) and resolve any warning icons shown, explained further below.

Prior Maths is an L3 Maths Qualification

If any of your students KS4 Prior Maths is a L3 qualification, you must click the blue pencil (I1) icon in the Actions column for the relevant student and pop a tick in the 'Prior attainment is an L3 qualification' box (I2). Then click 'Save'. This will impact L3 Maths measures in the reports.



Warning Icons

If the '**Invalid Core Baseline'** warning icon is displayed in any of the baseline columns, this indicates that there is an issue with the points imported. For KS4 APS columns, Analytics expects an average point score value between 0 and 11, which can be up to 13 decimal places. For the Prior English and Maths columns, Analytics expects challenge points in line with the points used for that cohort (listed in the icon in the column headers).

To resolve this, click the blue pencil to edit (add or remove) baselines for a student.

You can now upload EAP baselines and create EAPs!

Step 5 / EAPs and EAP Baselines

What are EAPs and what are they used for?

An EAP (Expected Attainment Pathway) serves two functions. The first is to set the grade methods to be used for each qualification as created in step 2, meaning EAPs must be created. The second function is optional and is used to define the expected grades for students with a specific baseline, in each qualification, each term. These are used to populate **on track** analysis in the reports, which compares each student's performance to their expected performance for that term.

Below you can see an example screenshot of how this would look in the reports, which displays the number of students above, on or below track in each qualification:

Name	Total Grades	Average Pts Per Entry	Residual	Average Judgement Behaviour	Average Judgement Homework	Average Points Attention	Avg EAP Diff (Whole)	Avg EAP Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc in Track
Art	23	19.57	-2.09	S	S	2.31	-0.6	-1.2	11	0	11	12	23
BTEC Business Certificate	9	19.44	0.43	G	G	2.78	-0.6	-1.9	5	0	5	3	8
BTEC Photography Diploma	7	25.00	2.94	S	S	2.00	0.0	0.0	7	0	7	0	7

Planning EAPs

If you want to take advantage of the additional functionality stated above, we recommend discussing which type of EAP baseline to use as the starting point for your EAPs (to group students onto their pathway), as well as how many EAPs you wish to create, with your SLT. The most recommended setup however is target-based EAPs. A video tutorial explaining the benefits of these and how to set them up can be found here.

You will need to create separate EAPs if you're looking to use a different grade method, a different EAP baseline or enter different expected grades. Then, you can enter admin defined expected grades for each starting point, for each term. Each EAP can contain up to seven points (term 1, 2 and 3 for years 12 and 13, and KS5 Exams).

The following grade types can be used for EAP baselines, to group students onto a pathway:

1. **KS5 Grade Method** (created in CONFIG. – see step 2).

For example, separate EAPs for each individual qualification using the student's Target grades as EAP baselines (shown in the example below), OR an EAP for each grade type (e.g. GCE A Level, GCE AS Level, EPQ, GCSE 9-1 etc.) using student's Target grades as EAP baselines.

Below you can see an example of an EAP created specifically for A Level Art, using Art Targets as the baseline. The EAP shows the students' performance is expected to increase linearly (though you can set these up as flat lines too if you want to, if you wish for performance to always be compared to their exact target):

	Year 12			Year 13				
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	KS5 Exams	Actions
A*	A	A	A	A*	A*	A*	A*	
A	B	B	B	A	A	A	A	
B	C	C	C	B	B	B	B	
C	D	D	D	C	C	C	C	
D	E	E	E	D	D	D	D	
E	U	U	U	E	E	E	E	
U								
X								

2. **Number Range** (whole numbers ranging from 0-300)

This could be useful to create a separate EAP for each faculty (e.g. English, Humanities, Technology, etc.) using number ranges to give each student an individual EAP baseline and therefore unique expected grades.

3. **EAPs without Expected Grades**

If you don't wish to make use of this additional functionality in the reports, you will still need to create at least one EAP **per grade type** for the qualifications taken by each cohort. For example, one EAP for GCE A Levels, one for GCE AS Levels, one for GCSE 9-1 Resits etc. as this defines the grade method to be used. Any EAP baseline can be selected for these, as this is only used for the functionality stated above, so you could for example upload your target grades into the **EAP / Baselines** section and use these as the starting points.

You're now ready to prepare and upload your EAP baselines!

Preparing EAP Baselines

Once your school has decided which EAP baselines to use, these can be saved to Excel as either CSV, XLSX, XLS or XML format and uploaded directly into Analytics.

There are two types of grades files that can be uploaded to Analytics:

Broadsheet: This should include student names down the left and qualifications in separate columns along the top, with the grades scattered in the middle.

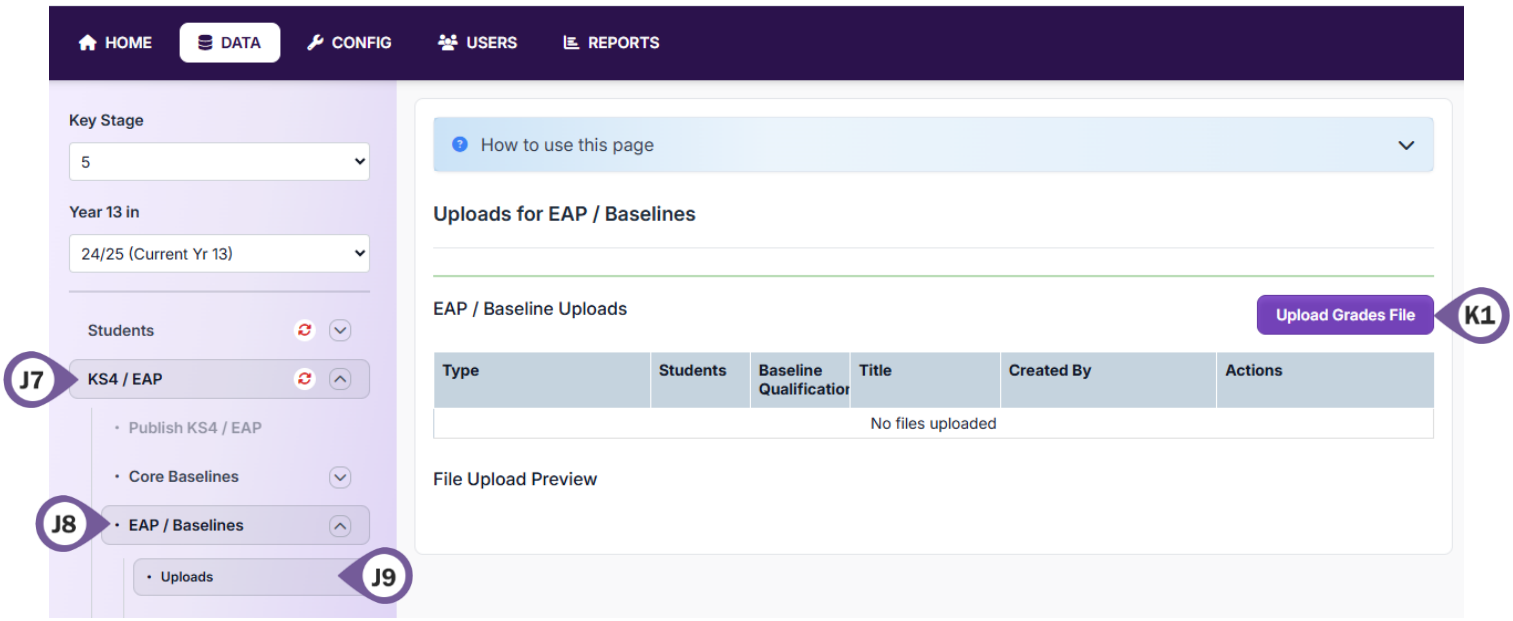
	A	B	C	D	E	F
1	Student ID	Student Name	Accounting	Art and Design	Art and Design AS	BTEC Engineering Single
2	5003	Ament; Jeff		C	B	
3	5004	Aniston; Jennifer	B			
4	5007	Austen; Jane				D
5	5009	Balzary; Michael				
6	5010	Bangalter; Thomas				

Grade List: This could include multiple columns and multiple rows for each student, with separate columns for student names, qualifications and grades.

	A	B	C	D	E
1	UPN	Student ID	Student Name	Qualification	Grade
2	N7777763475	5003	Ament; Jeff	Art and Design	C
3	N7777763475	5003	Ament; Jeff	Art and Design AS	B
4	N7777763475	5003	Ament; Jeff	English Literature	B
5	N7777763475	5003	Ament; Jeff	Geography	A
6	N7777763475	5003	Ament; Jeff	Maths Further	A
7	F2387216486	5004	Aniston; Jennifer	Accounting	B

Uploading EAP Baselines

Once your EAP baselines file has been formatted and saved in Excel as either a CSV, XLSX, XLS or XML file, this can be uploaded into Analytics. To do this, click DATA > select key stage 5 and cohort > KS4 / EAP (J7) > EAP / Baselines (J8) > Uploads (J9) > 'Upload Grades File' (K1).



Next, select the file to be uploaded. Then, enter a clear file title (this will only be visible in DATA to allow you to distinguish between your EAP baseline files).

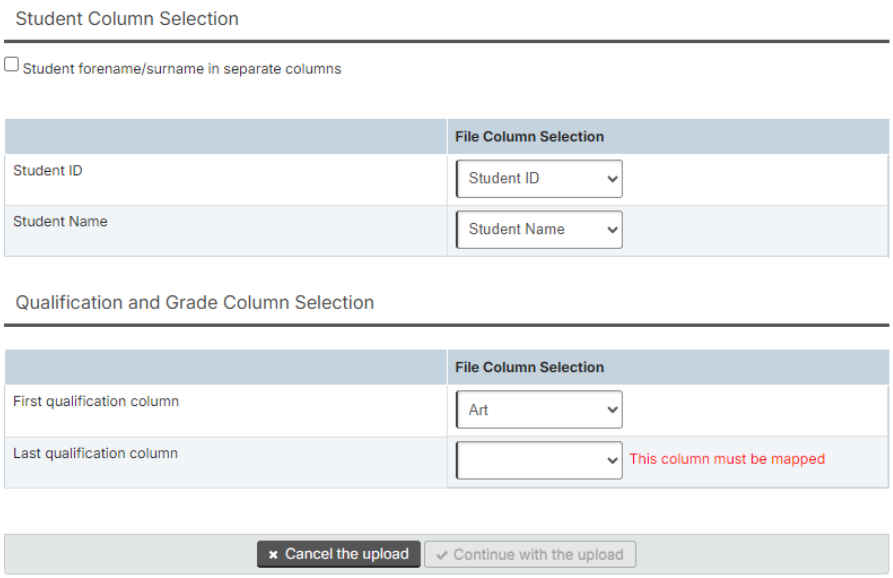
You are asked to select the relevant **upload type**, based on what format your Excel file is in. The two upload types are **Broadsheet** and **Grade List**, as explained on page 22. When you are ready, click '**Upload**'.

- ### Uploading from Broadsheet

If your file is a Broadsheet, you will need to first select the row which contains the titles of each subject. In the majority of cases this will be row '1', but you should check this in your file to make sure.

Next, **choose your file**, enter a **clear file title** to identify the contents of the upload (this will only be visible in DATA to allow you to distinguish between your KS4 / EAP baseline files), and click **Upload**.

You will then be taken to the **Column Mapping for EAP / Baselines** screen:



On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the **first and last qualification columns**, based on your file.

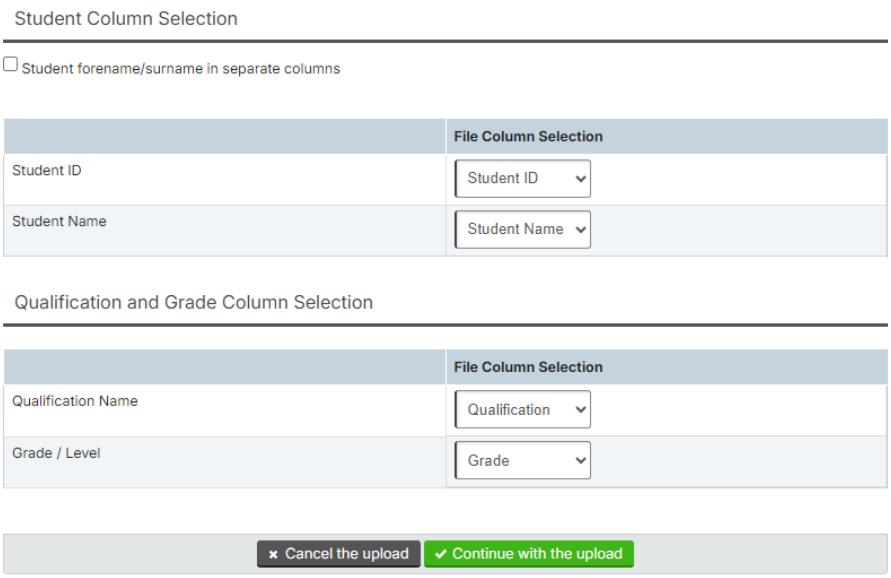
Once all columns are mapped correctly, click **Continue with the Upload**.

• Uploading from Grade List

If your file has each score in a single column, you would use the Grade List option.

Next, **choose your file**, enter a **clear file title** to identify the contents of the upload (this will only be visible in DATA to allow you to distinguish between your KS4 / EAP baseline files), and click **Upload**.

You will then be taken to the **Column Mapping for EAP / Baselines** screen:



On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the columns containing the **Qualification Name**, and the **Grade/Level**.

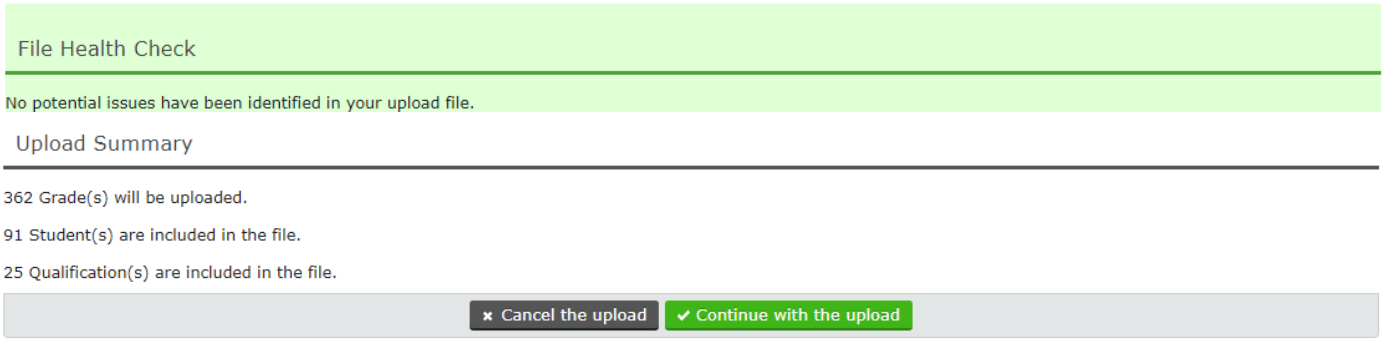
Once all columns are mapped correctly, click **Continue with the Upload**.

• Completing the Upload

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues, we would recommend clicking **'Cancel the Upload'** to resolve these. The upload summary can be used to check the number of students and qualifications included in the file. When you're happy with the upload, click '**Continue with the Upload**'.

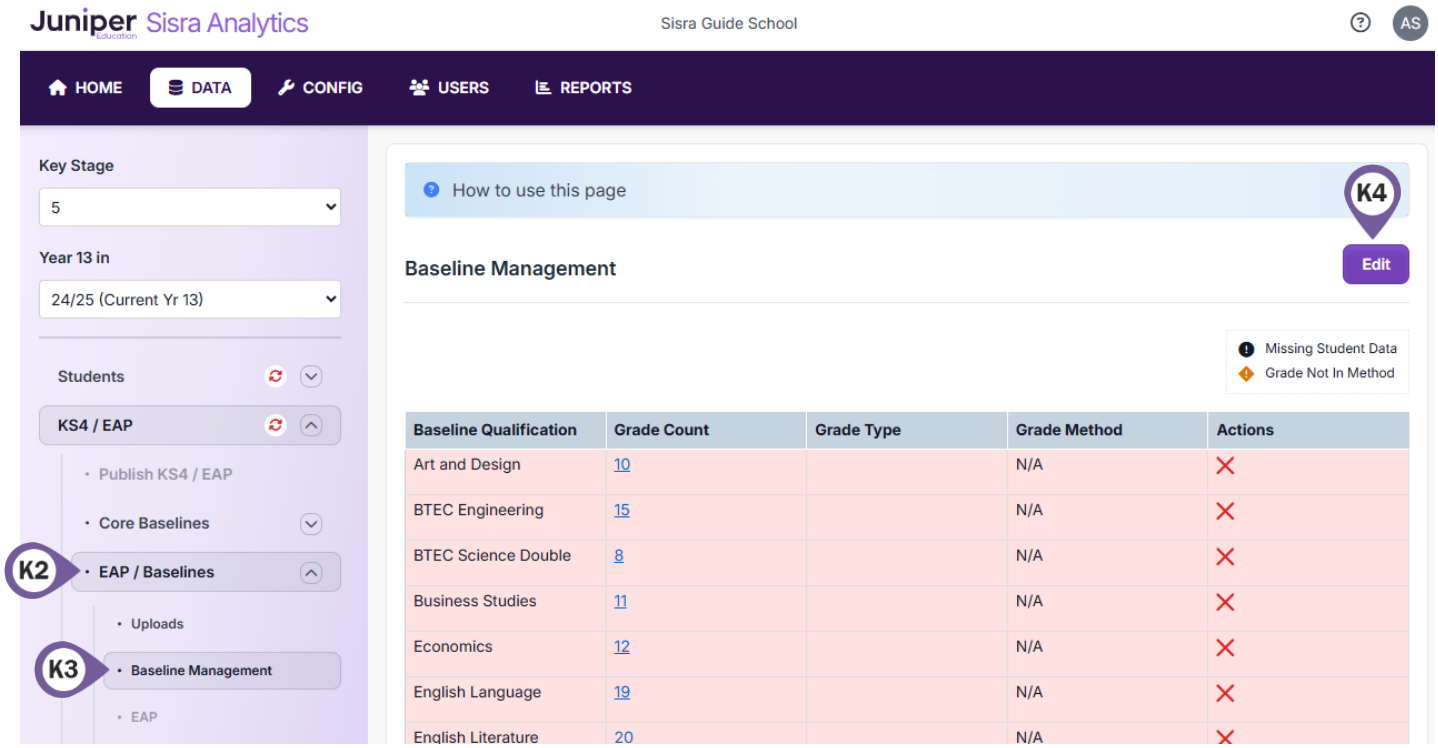
> If there are any issues found in the file health check, feel free to take a look at our EAP File Health Check article here.

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues shown here, we would recommend clicking 'Cancel the upload' to resolve these. An upload summary is also displayed, which can be used to double check the number of grades, students and qualifications included in the file. When you're happy with the upload, click '**Continue with the upload**'.



Setting up EAP Baselines

Once EAP baselines have been uploaded, these must be set up in DATA > select key stage 5 and cohort > KS4 / EAP > EAP / Baselines (K2) > Baseline Management (K3).

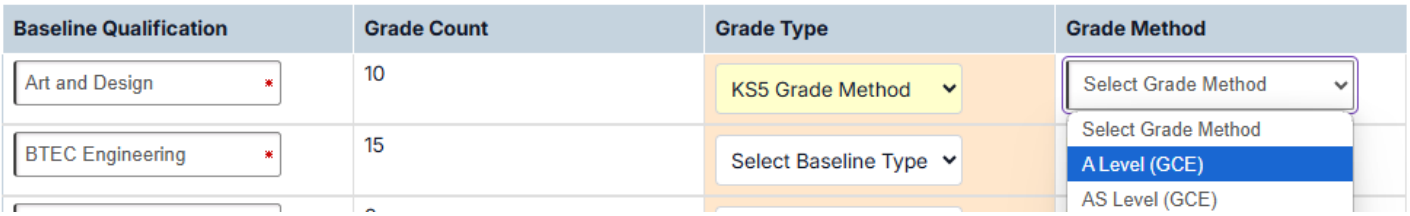


This involves selecting the appropriate grade type for each subject, and grade method where appropriate. To do this, click 'Edit' (K4), then complete the following columns:

- **Grade Type:** Select the type of grades uploaded for each subject, from a default list. If you are looking to use a KS5 grade method, such as GCE A Level, select "KS5 Grade Method" to activate the next column.

- **Grade Method:** If "KS5 Grade Method" has been selected in the Grade Type dropdown, select the grade method for each subject. This list is determined by the grade methods created in CONFIG. (see step 2).

Please ensure these selections are accurate, as these cannot be changed once a subject has been selected within an EAP.



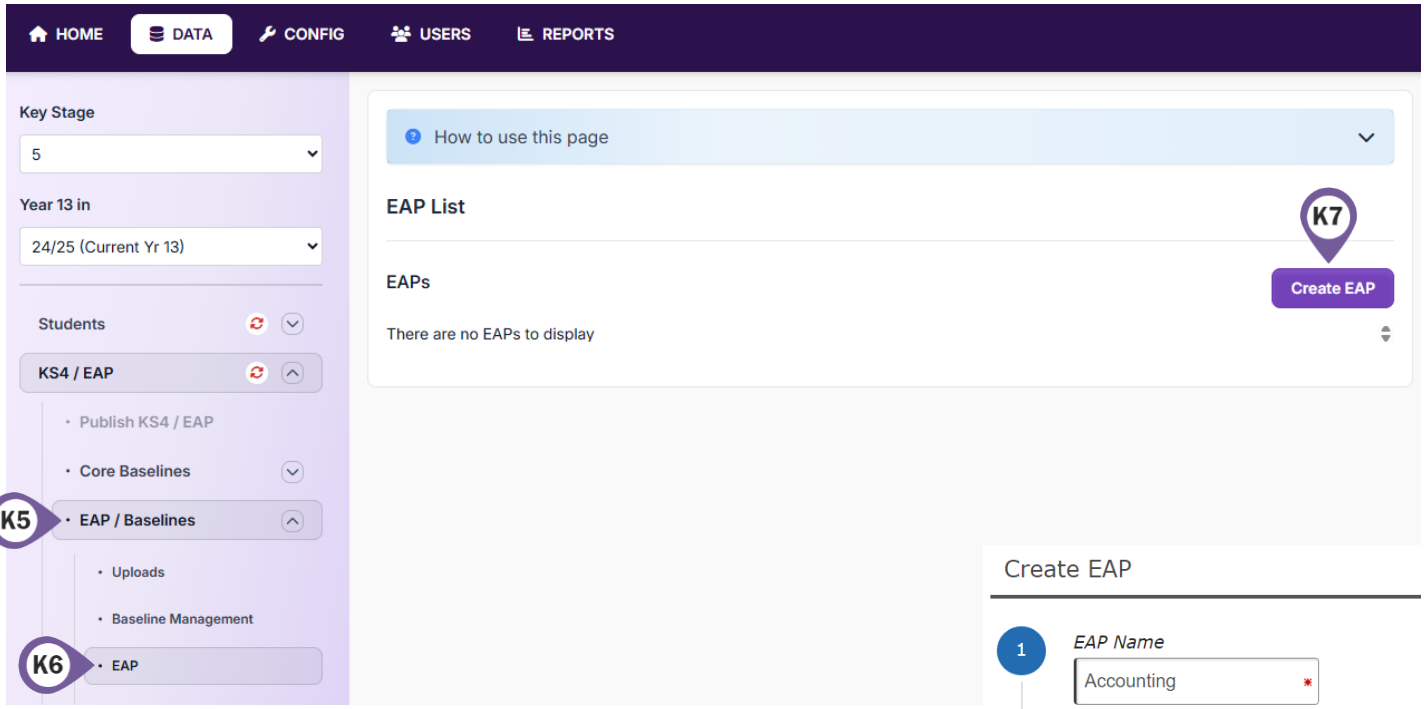
When you have completed these selections for all subjects, click '**Save**'. If there are any warning icons displayed next to a subject, this indicates that there is an issue with the setup. See our guide below for more information on resolving these:

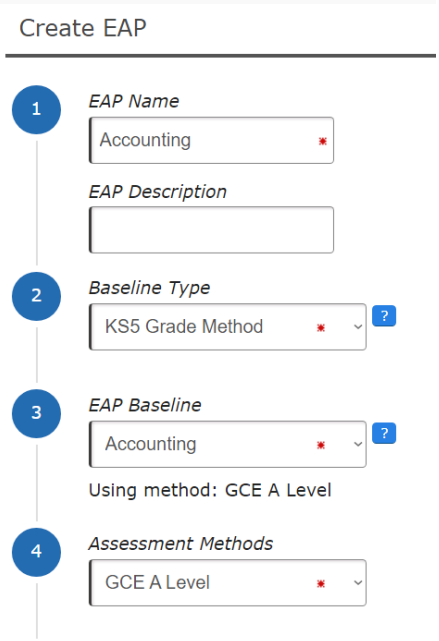
KS5: Warning Icons in EAP Baselines – Missing Student data & Grade Not In Method

You're now ready to create EAPs!

Creating EAPs

To create an EAP, click DATA > select key stage 5 and cohort > KS4 / EAP > EAP / Baselines (K5) > EAP (K6) > 'Create EAP' (K7).





1. On the next page, enter a clear EAP name (this will only be visible in DATA to allow you to distinguish between your EAPs) and an optional description.

2. Next, select the baseline type from those you have uploaded and set up, which will determine how students are grouped onto each pathway. The options available are 'Number Range' or 'KS5 Grade Method'. If you are using Number Range, you will also need to enter the lower and upper limits of your baseline, which will determine how many rows are available to populate within the EAP in the next step.

   Please note, the baseline type cannot be changed once an EAP has been created.

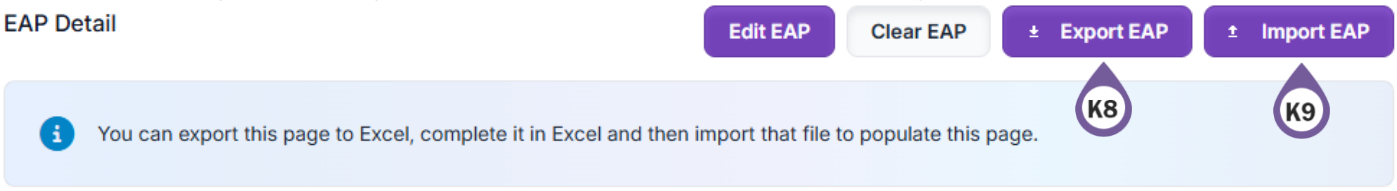
3. Then, select the EAP Baseline, which will determine the baseline qualification used for each student. The list shown is determined by the qualifications uploaded for the cohort, within the selected grade type. Once the EAP has been created, this can be edited to another subject within the selected baseline type if necessary. If you are not looking to take advantage of the additional functionality in the reports (on track analysis), you can select any baseline type and EAP baseline.

4. Finally, select the grade method that will be used for qualifications using this EAP in the Assessment Methods dropdown. This method will be used across all terms and years for the cohort (e.g. terms 1, 2 and 3 for Y12 and Y13, and KS5 Exams).

You will then be taken to the EAP Detail page, allowing you to enter expected grades, if you're looking to utilise on track functionality in the reports. If you want to take full advantage of the analysis available in the reports by defining your EAP pathways, see below. Alternatively, continue to step 7.

Defining EAP Pathways (Optional)

If you want to enter expected grades into your EAPs to make use of on track functionality in the reports (shown on page 21), there are two ways to do this. You can either manually enter the grades within your EAPs or export the EAP into Excel, complete these here and import this back in from the EAP Detail page (DATA > select key stage 5 and cohort > KS4 / EAP > EAP / Baselines > EAP > click into an EAP name.)



EAP Name: Accounting
EAP Description: No Description Supplied)
Baseline Type: KS5 Grade Method
EAP Baseline: Accounting
Grade Method: A Level (GCE)

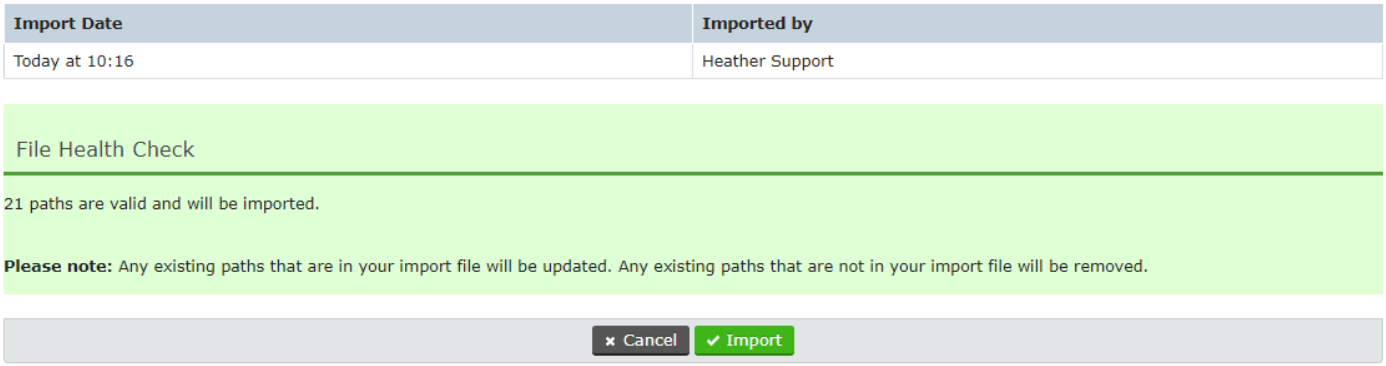
	Year 12			Year 13				
Baseline	**Term 1**	**Term 2**	**Term 3**	**Term 1**	**Term 2**	**Term 3**	**KS5 Exams**	**Actions**

1 / Import Expected Grades

To export an EAP into Excel, click 'Export EAP' (K8). Then, you can enter the expected grades into your EAP in Excel and save this as a CSV (MS DOS) file (an example of this is shown below).

	A	B	C	D	E	F	G	H
1	Baseline	Year 12 Term 1	Year 12 Term 2	Year 12 Term 3	Year 13 Term 1	Year 13 Term 2	Year 13 Term 3	KS5 Exams
2	A*+	A*+	A*+	A*+	A*+	A*+	A*+	A*
3	A*=	A*=	A*=	A*=	A*=	A*=	A*=	A*
4	A*-	A*-	A*-	A*-	A*-	A*-	A*-	A*
5	A+	A+	A+	A+	A+	A+	A+	A
6	A=	A=	A=	A=	A=	A=	A=	A
7	A-	A-	A-	A-	A-	A-	A-	A
8	B+	B+	B+	B+	B+	B+	B+	B

Once you have saved the file in Excel, click 'Import EAP' (K9) to import this back in. You will then be shown a file health check, which checks for issues within the file imported. If there are any issues shown here, we would recommend clicking 'Cancel' to resolve these. When you're happy with the import, click 'Import'.



Analytics will then populate the flight paths with the expected grades from your file.

If you receive an error, it may be due to the format of your file. You must ensure to keep the same number of rows and columns as shown in the export and save this as CSV (MS DOS). For more information, see our file health check article here.

2 / Manually Enter Expected Grades

To manually enter expected grades into an EAP in Analytics, click the blue pencil icon next to a row (shown on the previous page). This will display text boxes for you to enter the expected grades for each term, where applicable. You can press Tab on your keyboard to quickly move to the next box.

	Year 12			Year 13				
Baseline	**Term 1**	**Term 2**	**Term 3**	**Term 1**	**Term 2**	**Term 3**	**KS5 Exams**	**Actions**
A*+	A*+	A*+	A*+	A*+	A*+	A*+	A*	< Copy Row
A*=	A*=	A*=	A*=	A*=	A*=	A*=	A*	+ Save - Cancel
A*-	A*-	A*-	A*-	A*-	A*-	A*-	A*	< Copy Row
A+	A+	A+	A+	A+	A+	A+	A	

Valid grades will be highlighted **yellow** and grades that do not match the assigned method will be highlighted **red**. You must resolve any red boxes for these grades to be recognised. When you have finished completing the row, click 'Save'.

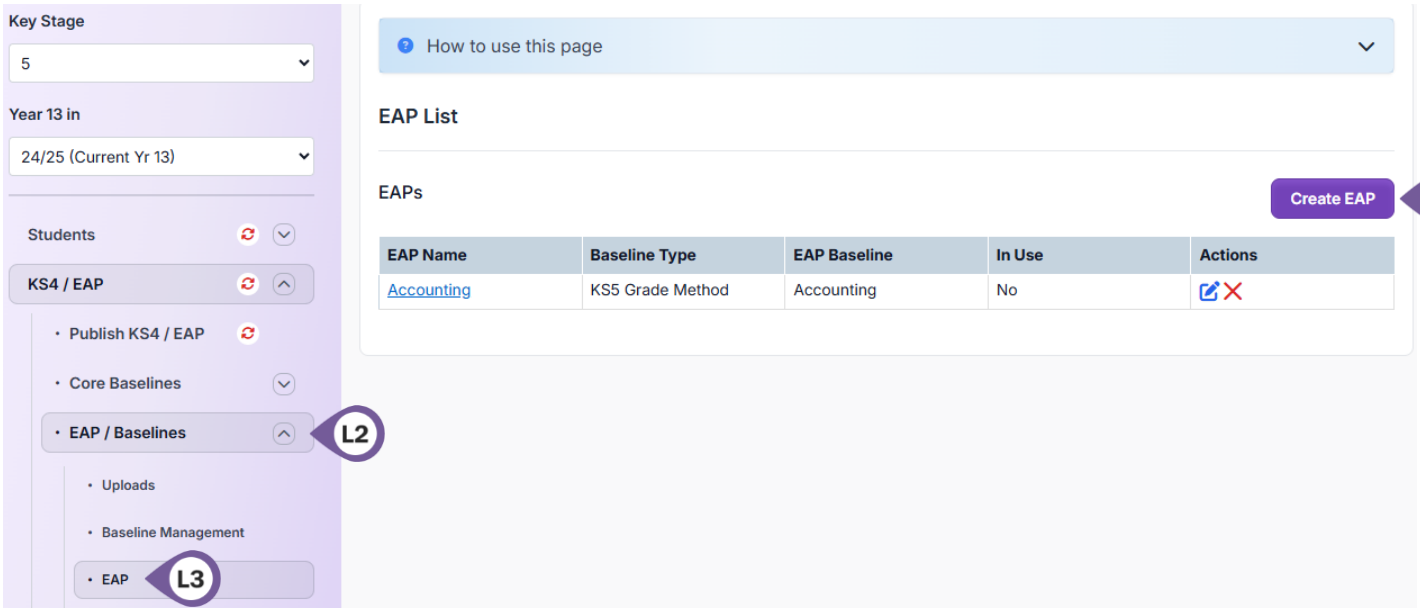
Then, repeat this process for each applicable pathway within the EAP. The 'Copy Row' buttons can be used to copy the expected grades from the row above or below, and the +/- buttons can be used to increase or decrease all expected grades in the row by 1 increment.

Copying EAPs

Once you have created and defined at least one EAP in your cohort, you will then have the option to copy this to create up to 10 additional EAPs simultaneously, using the same setup This process can be repeated as many times as needed and also allows you to copy EAPs across cohorts.

This allows you to create multiple EAPs using the same baseline type, grade method and expected grades (if entered) in bulk, but change the EAP baseline for these as appropriate. This is useful when setting up similar EAPs for multiple qualifications, such as A Levels.

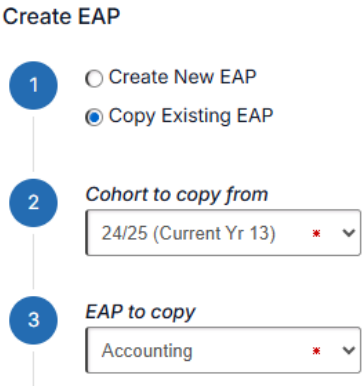
To copy an EAP, click DATA > select key stage 5 and cohort > KS4 / EAP > EAP / Baselines (L2) > EAP (L3) > 'Create EAP' (L4).



1. On the next page, select 'Copy Existing EAP'.

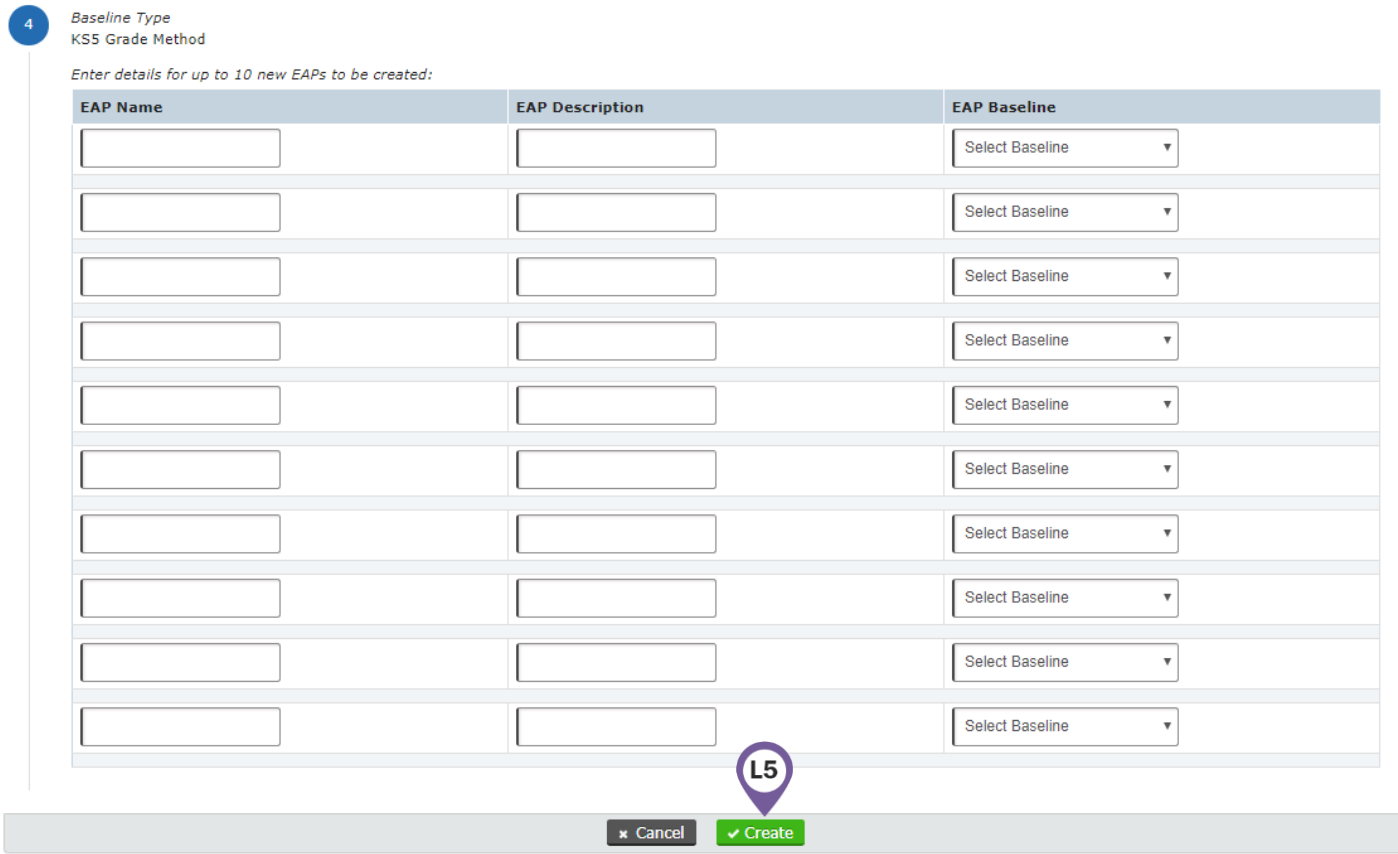
2. Then, select the cohort you wish to copy this EAP from.

3. Next, select the EAP you wish to copy, which will copy the same grade method and expected grades, if entered.



You will then be presented with a pop-out window displaying a preview of the selected EAP, including which baseline type and grade method this uses, and any expected grades entered within this. If you're happy with copying these, click '**Confirm**'.

4. You will then be shown a table which you can complete, to copy your EAPs. We recommend selecting your EAP baselines first, as this makes it easier to determine which EAPs you still need to create and therefore the EAP name to enter. You can also enter an optional description to help you identify the setup of your EAP.



Once you have completed all applicable rows, click 'Create' (L5). This will then create up to 10 additional EAPs using the selected setup. You can then repeat this process to create or copy additional EAPs for your cohort, if needed.

You are now ready to prepare and upload grades data!

Step 6 / Grades Data

What is Grades Data?

Grades data files are used to upload all student grades for the qualifications they are taking. The files should include student IDs, student names, qualification names and grades. This information can be extracted from your MIS, saved in Excel as either CSV, XLSX, XLS or XML format as either a broadsheet or grade list, and then uploaded directly into Sisra Analytics. Once uploaded, this will link to the student data imported for the cohort, and populate the reports once published.

Analytics uses the student IDs within your files to link the correct student with their appropriate grades. Therefore, you must ensure consistent IDs are used within all files for a cohort.

What is a Data Set?

A data set is used to store one type of grades that students have achieved in each of their qualifications. Each data set will then become a separate report in the REPORTS area for that cohort, allowing you to analyse the figures based on that type of grades. For example, all grades uploaded into the Exams data set will become the Exams report, including headline figures calculated using those exam grades.

There are five data sets provided by Analytics, which can be used to store different types of grades:

- **Exams:** This should only be used to store final, banked exam grades for the cohort. We recommend uploading these grades as and when they are achieved.
- **Targets, Mocks, Data Set 3, Data Set 4 and Data Set 5:** Each of these standalone data sets can be used to store one full set of grades, allowing you to upload one grade, per student, per qualification into each. For example, you may use one for Targets, another for Mocks, one for a single set of Predictions, etc. These data sets can be renamed in CONFIG. to reflect the type of data you wish to collect and analyse in the reports.
- **TAGs / CAGs:** This data set can currently be used to help schools check their 19/20 – 20/21 centre-assessed or teacher-assessed grades.

Please note, you cannot create additional data sets, so we would recommend speaking with your SLT to determine which data you wish to analyse in the five data sets provided.

What is an Assessment Collection?

An assessment collection is similar to a data set, in that it is used to store grades that students have achieved in each of their qualifications. Assessment collections are created in the Assessments section and reflect each data point throughout the year (e.g. Y12 Autumn, Y12 Spring, etc.), allowing you to track performance over time. Therefore, each time you collect assessment grades in school, you will need to create a new assessment collection. Each assessment collection will become a separate report in the REPORTS area for that cohort, allowing you to analyse the figures on those specific grades.

You can create as many assessment collections as you like, and publish up to two of these for each term in the reports. There are three terms per year (e.g. Year 12 term 1, 2 and 3), which means you can publish up to 12 assessment reports for a cohort!

Can I upload grades for Level 2 qualifications in KS5?

Yes, you can! If you have any students sitting L2 qualifications in KS5, whether this be resitting GCSE English/Maths, or taking additional L2 qualifications such as BTECs, you can upload these grades and complete the setup in the same way as your L3 qualifications.

Official banked L2 exam grades / resits taken at KS5 should be uploaded into your Exams data set. You can also upload these into your Assessments for tracking purposes too!

Before uploading your L2 grades, you would need to ensure you have created an appropriate L2 grade method (CONFIG. > Grade Methods > KS5 Methods) and an EAP (KS4/EAP > EAP/Baselines > EAP), covered earlier in this guide.

When preparing your grades file (covered below), you must ensure you name your L2 qualifications differently to your L3 qualifications, e.g. 'L2 Maths GCSE' rather than just 'Maths'. This will allow you to set these up as a separate qualification on your Matching page and enter the appropriate QN code.

This would allow you to analyse your L2 qualifications independently of your L3 qualifications and will also mean you can view L2 English and Maths Progress figures (where applicable).

Extracting Grades Data from your MIS

Once your school has decided which grades data to analyse within Analytics, you can extract this from your MIS. You can find further information and/or Report Definition files to help extract this data in the link below:

Extracting Data from your MIS - Arbor, Bromcom, Cloud School, CMIS, iSAMs & SIMS

- Arbor
- Bromcom
- Cloud School
- CMIS
- iSAMS
- SIMS

The Sisra Support team do not provide MIS support, so if you are unsure how to use this or if you experience any problems with this, we recommend contacting your MIS support.

When extracting your grades file, we would also recommend ensuring that generic names are used throughout your files such as Art rather than Art-Targets. We would also suggest using different names for L2 and L3 qualifications for example, including L2 at the beginning of the qualification name.

Preparing Grades Data

Once you have extracted your data into Excel, you can save the file as either a broadsheet or grade list to Excel in either CSV, XLSX, XLS or XML format. The following information should be included: Student ID, Student Name, Qualification, and Grade.

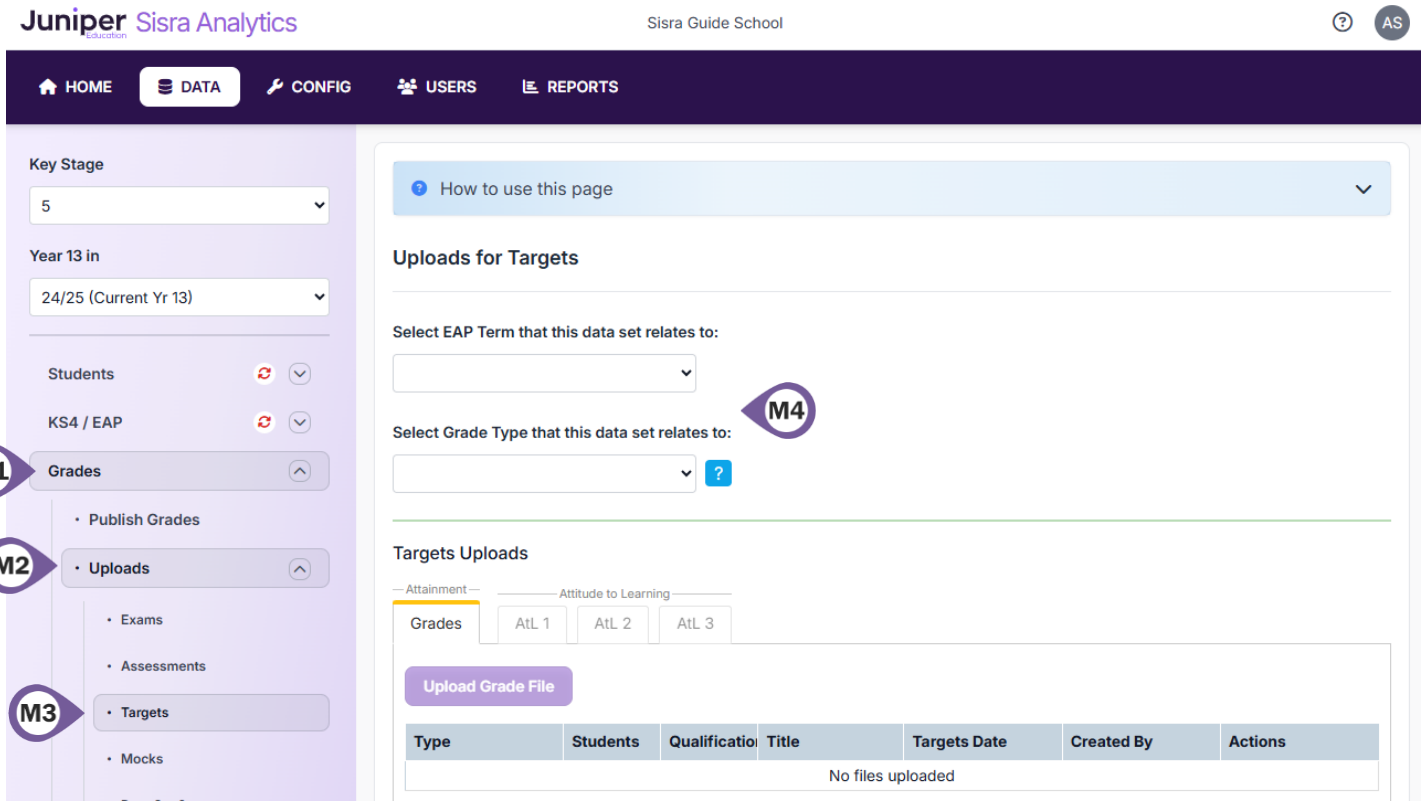
For more information on preparing grades data as broadsheet or grade list, see 'Preparing EAP Baselines' on page 22.

Please note, you must upload qualifications with unique QN codes as separate qualifications. For example, 'BTEC Dip' and 'BTEC Sub Dip'.

Once formatted, you can upload your file into Analytics. This process is the same for standalone data sets, such as Exams or Targets, however this varies slightly for Assessments, explained in the next two sections.

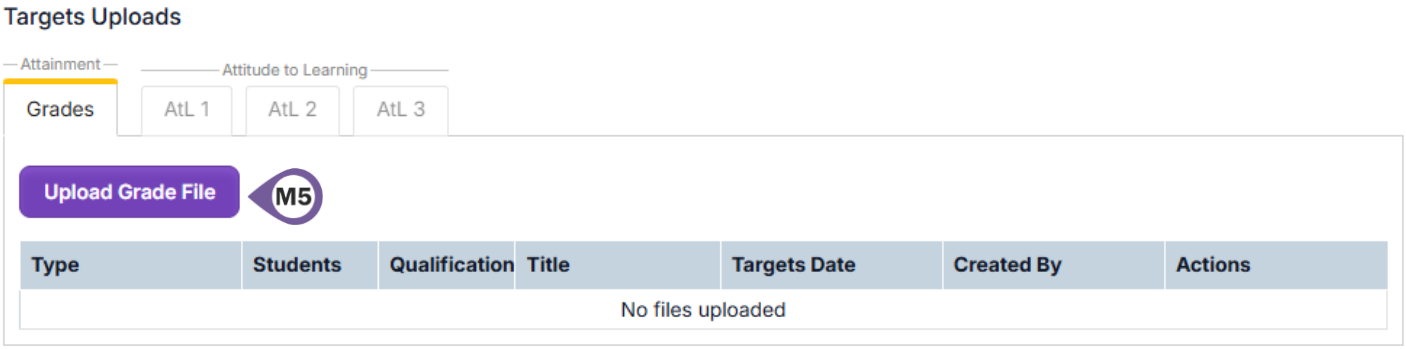
Uploading Standalone Grades Data

To upload grades into a standalone data set, such as Exams or Targets, click DATA > select key stage 5 and cohort > GRADES (M1) > Uploads (M2) > select data set (M3).

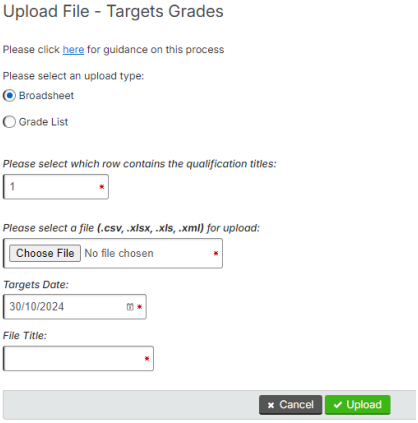


If you're working in any data set other than Exams, you must select the appropriate term in the 'EAP Term' dropdown (M4). This will tell Analytics which year and term the grades uploaded will relate to and therefore determine which expected grades will pull through to the reports from your EAPs (if applicable). The 'Grade Type' should reflect the type of grades you're uploading here, and this is used for MAT reporting.

Next, click 'Upload Grade File' (M5).



You will then be asked to select the relevant **upload type**, based on what format your Excel file is in. The two upload types are **Broadsheet** and **Grade List**, as explained on page 22.



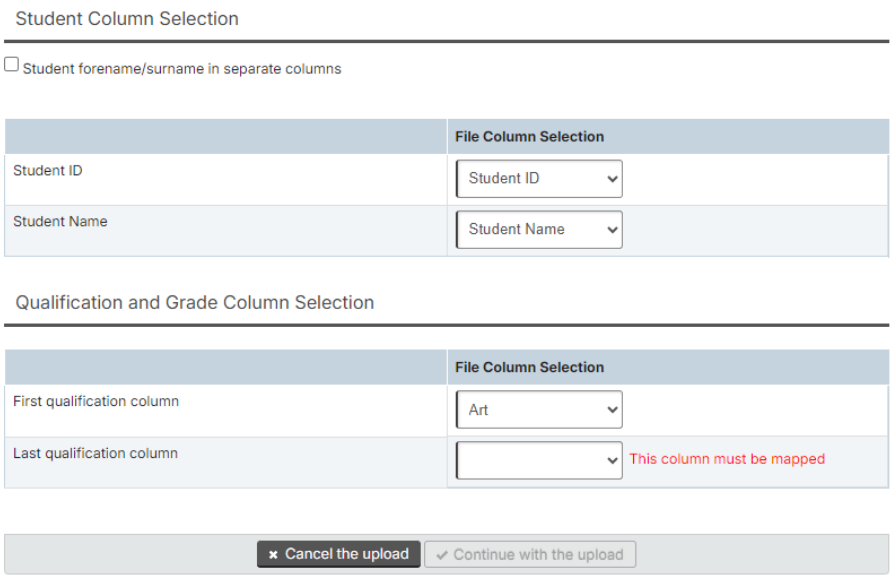
Next, **choose your file** and enter a clear **file title** (this will only be visible in DATA to allow you to distinguish between your grades files).

Then, enter/select the date when the grades were achieved or collected. and click '**Upload**'

- ## Uploading from Broadsheet

If your file is a Broadsheet, you will need to first select the row which contains the titles of each subject. In the majority of cases this will be row '1', but you should check this in your file to make sure.

After clicking Upload, you will then be taken to the **Column Mapping - Grade Data** screen:



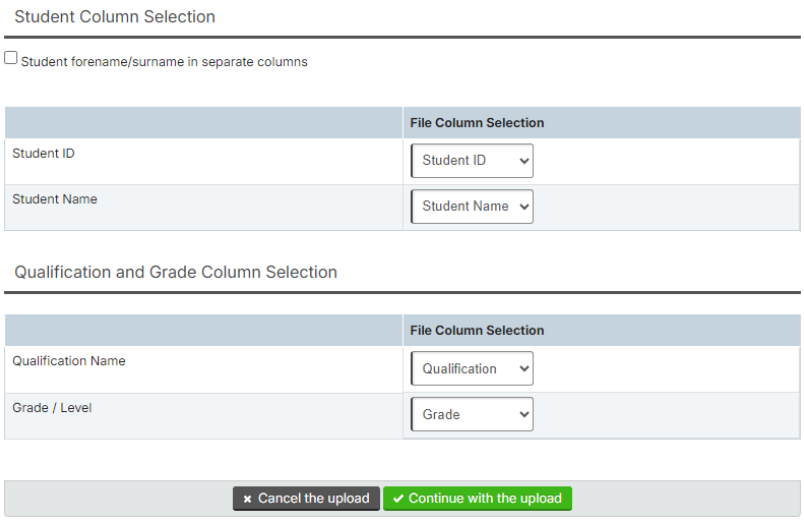
On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the **first and last qualification columns**, based on your file.

Once all columns are mapped correctly, click **Continue with the Upload**.

- ## Uploading from Grade List

If your file has each score in a single column, you would use the Grade List option.

After clicking Upload, you will then be taken to the **Column Mapping - Grade Data** screen:



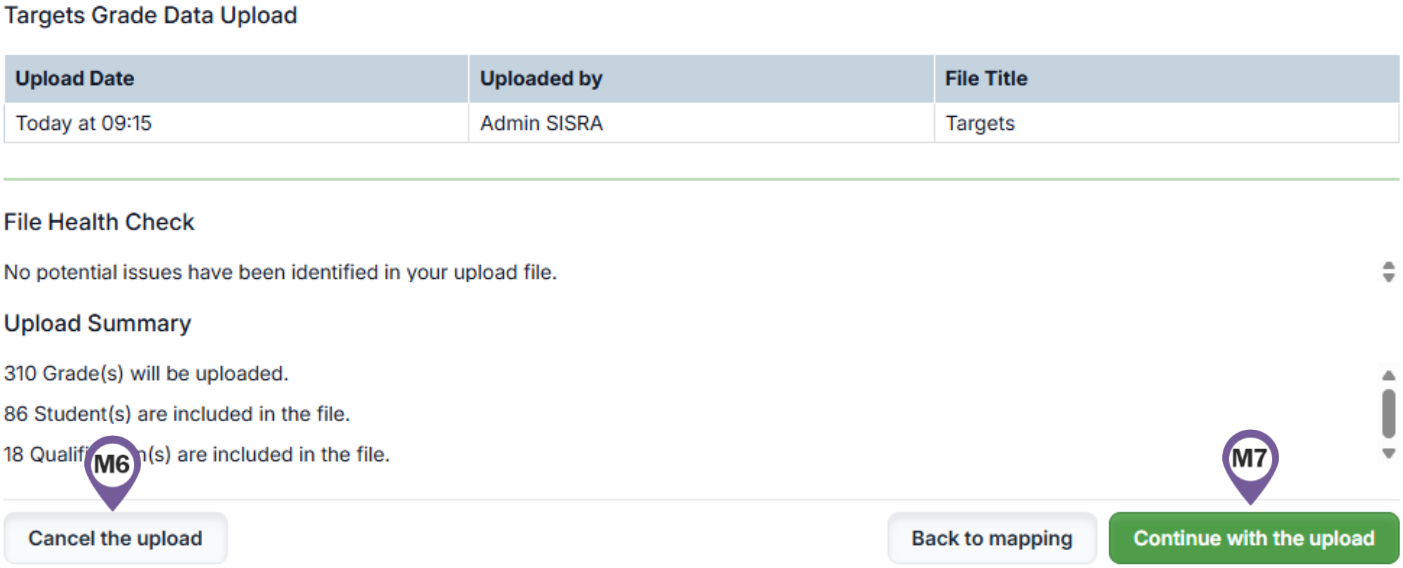
On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the columns containing the **Qualification Name**, and the **Grade**.

Once all columns are mapped correctly, click **Continue with the Upload**.

- ## Completing the Upload

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues shown here, we would recommend clicking 'Cancel the upload' (M6) to resolve these within Excel.

An upload summary is displayed underneath this, which can be used to double check the number of grades, students and qualifications included in the file. When you're happy with the upload, click 'Continue with the upload' (M7).



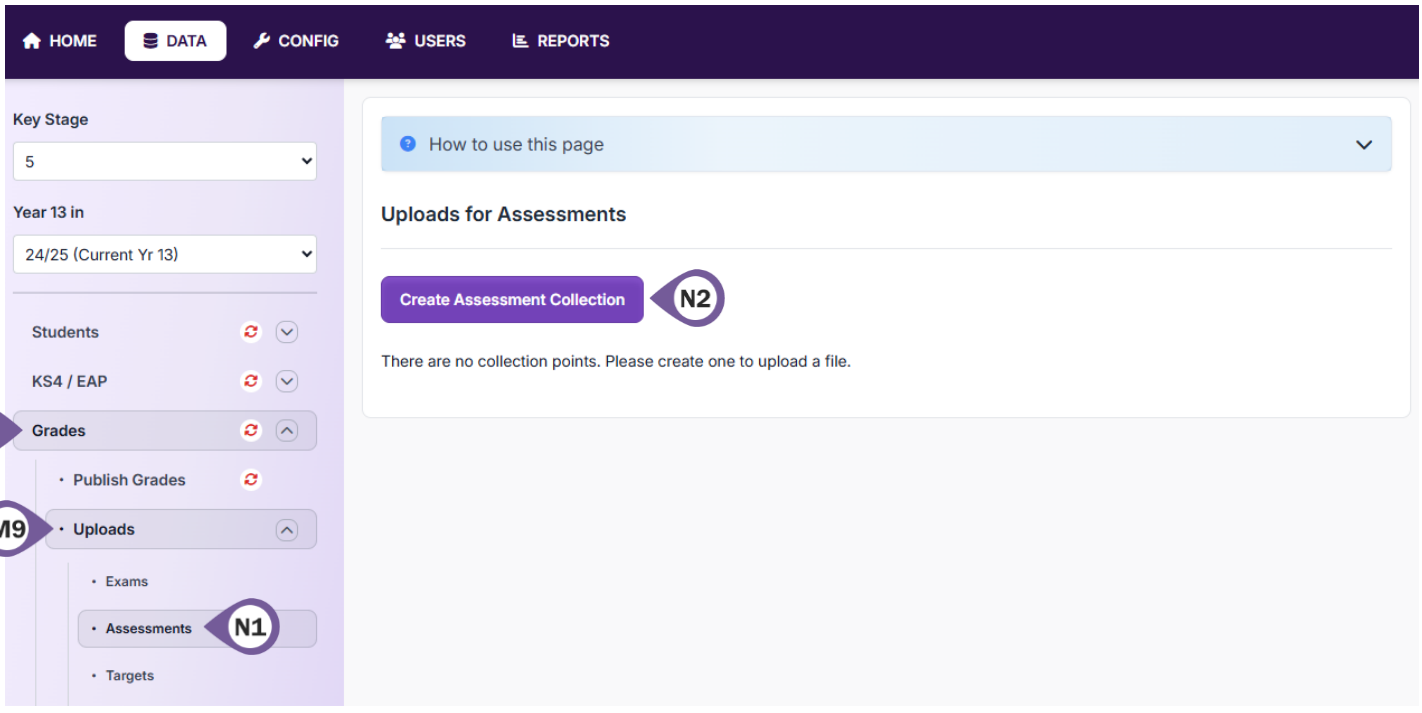
> If there are any issues found in the file health check, feel free to take a look at our file health check article here.

You can repeat the above process for any additional standalone data you want to upload for the cohort, such as Mocks, FFT Estimates, etc.

You are then ready to upload your first set of assessment grades!

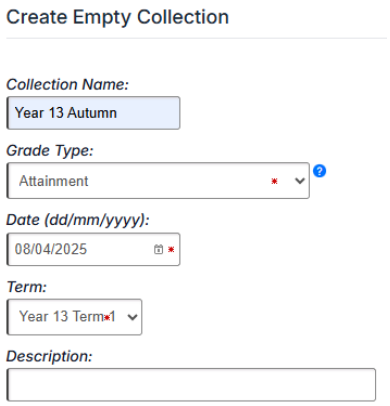
Uploading Assessment Grades Data

To upload grades into an assessment collection, click GRADES (M8) > Uploads (M9) > Assessments (N1) > 'Create Assessment Collection' (N2).



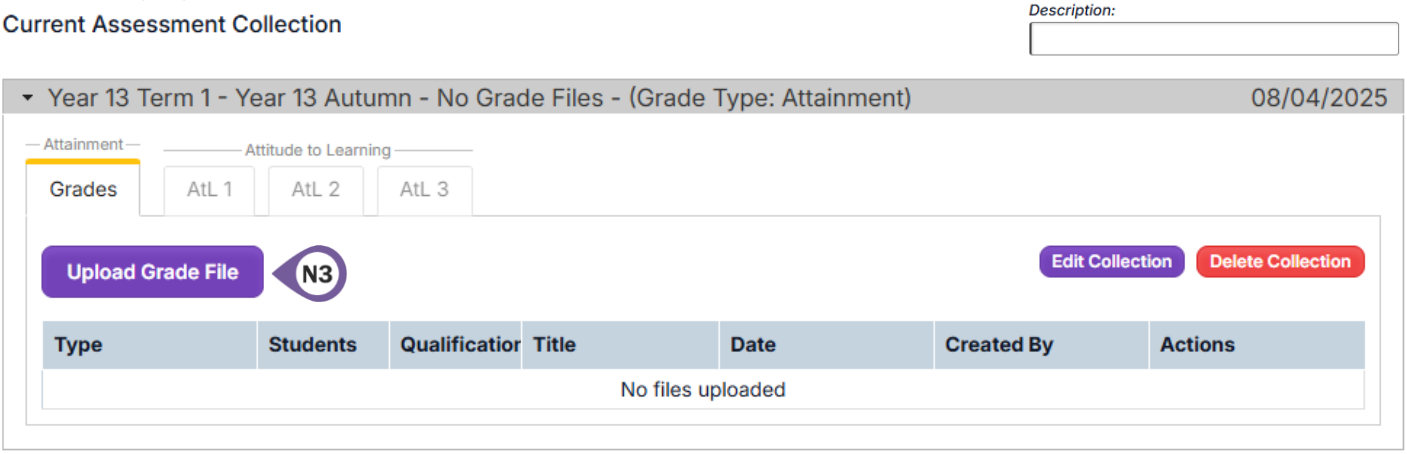
Next, enter a clear collection name, which will become the name of the report. We recommend including the year the grades were collected and your assessment cycle labels in school (e.g. Y12 Autumn, Y13 Spring, etc.).

Then, enter/select a date to order the collections and select the appropriate term in the Term dropdown. This will tell Analytics which year and term the grades uploaded will relate to and therefore determine which expected grades will pull through to the reports from the EAPs (if applicable). The 'Grade Type' selected is used for MAT reports.

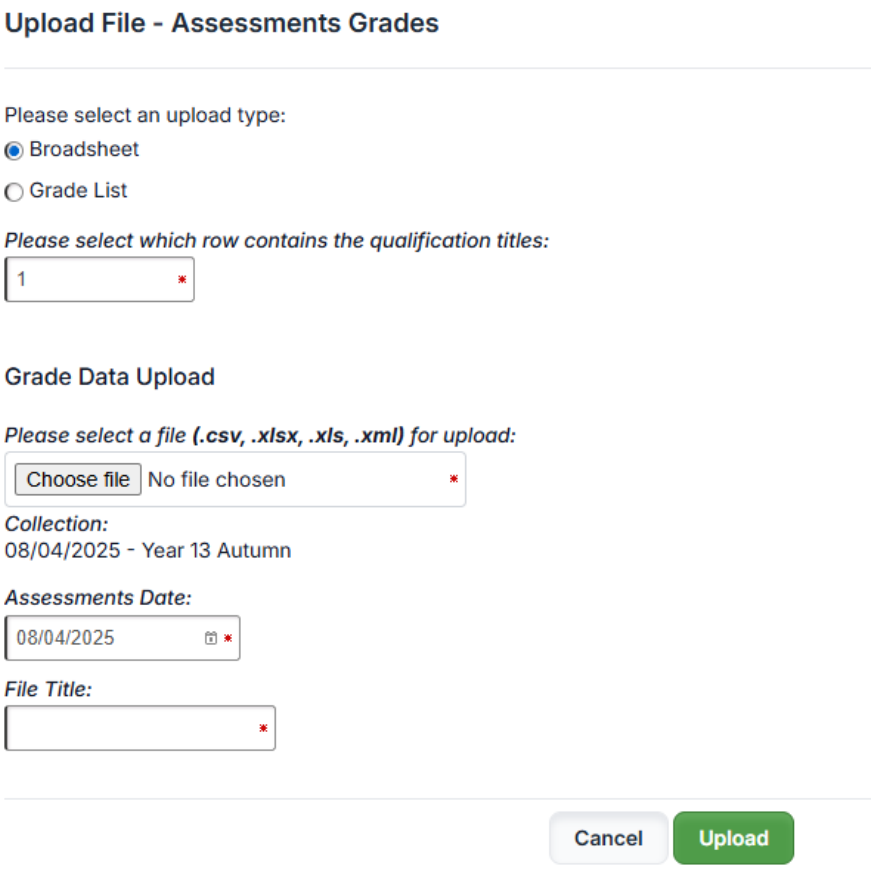


Then, click 'Create'.

You will then be presented with your collection, and within this click 'Upload Grade File' (N3).



You will then be asked to select the relevant **upload type**, based on what format your Excel file is in. The two upload types are **Broadsheet** and **Grade List**, as explained on page 22.



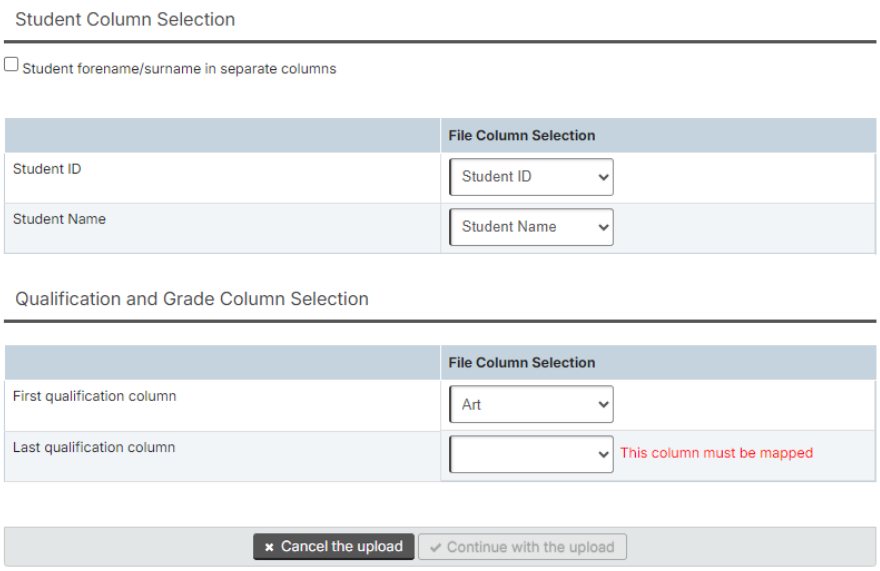
Next, **choose your file** and enter a clear **file title** (this will only be visible in DATA to allow you to distinguish between your grades files).

Then, enter/select the date when the grades were achieved or collected. and click '**Upload'.**

- ## Uploading from Broadsheet

If your file is a Broadsheet, you will need to first select the row which contains the titles of each subject. In the majority of cases this will be row '1', but you should check this in your file to make sure.

After clicking Upload, you will then be taken to the **Column Mapping for Assessments** screen:



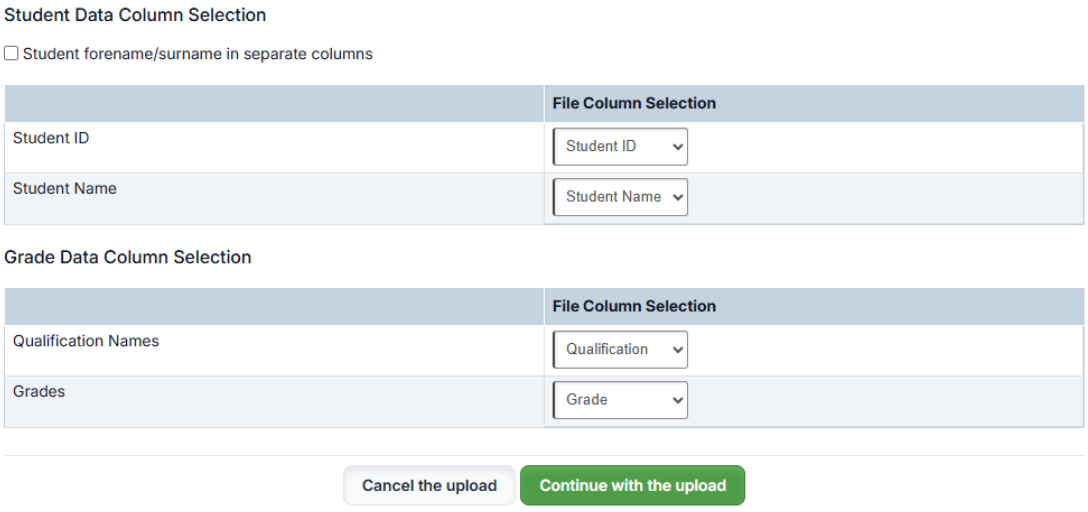
On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the **first and last columns containing qualification grades**, based on your file.

Once all columns are mapped correctly, click **Continue with the Upload**.

- ## Uploading from Grade List

If your file has each score in a single column, you would use the Grade List option.

After clicking Upload, you will then be taken to the **Column Mapping for Assessments** screen:



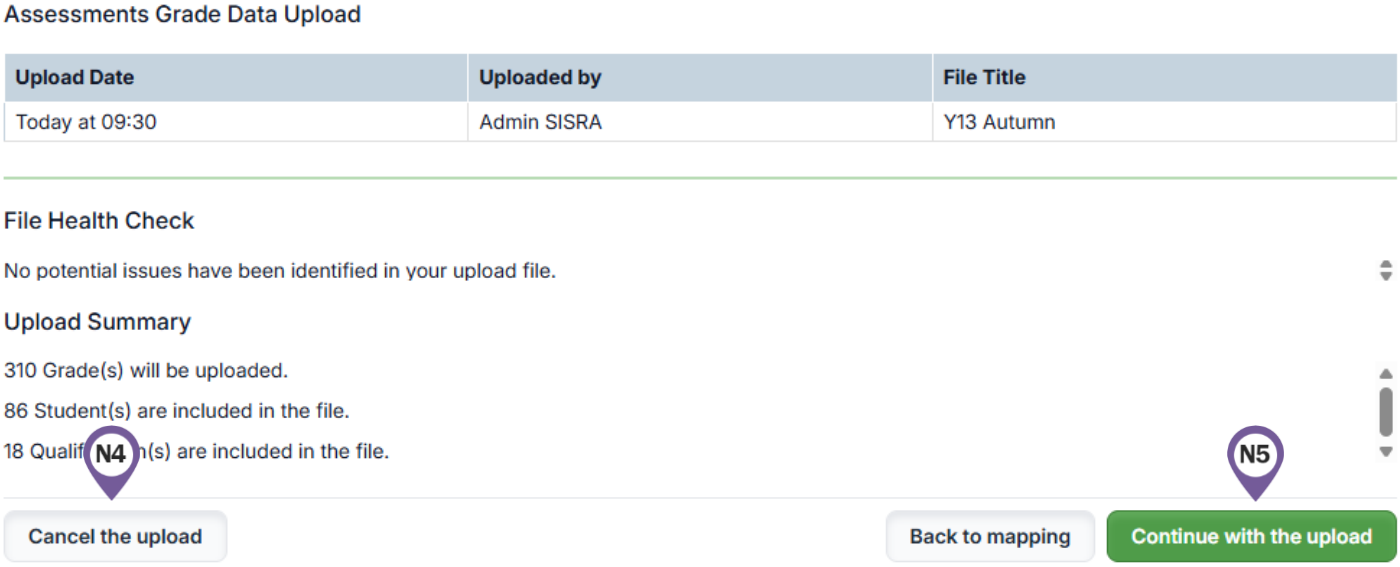
On this page, you should ensure the **Student ID** and **Student Name** columns are correctly mapped, then select the columns containing the **Qualification Name**, and the **Grades**.

Once all columns are mapped correctly, click **Continue with the Upload**.

- ## Completing the Upload

You will then be shown a file health check, which checks for issues within the file uploaded. If there are any issues shown here, we would recommend clicking 'Cancel the upload' (N4) to resolve these within Excel.

An upload summary is displayed underneath this, which can be used to double check the number of grades, students and qualifications included in the file. When you're happy with the upload, click 'Continue with the upload' (N5).



If there are any issues found in the file health check, feel free to take a look at our file health check article here.

Subsequent Grades Uploads (*Confirm Upload Qualification Names page*)

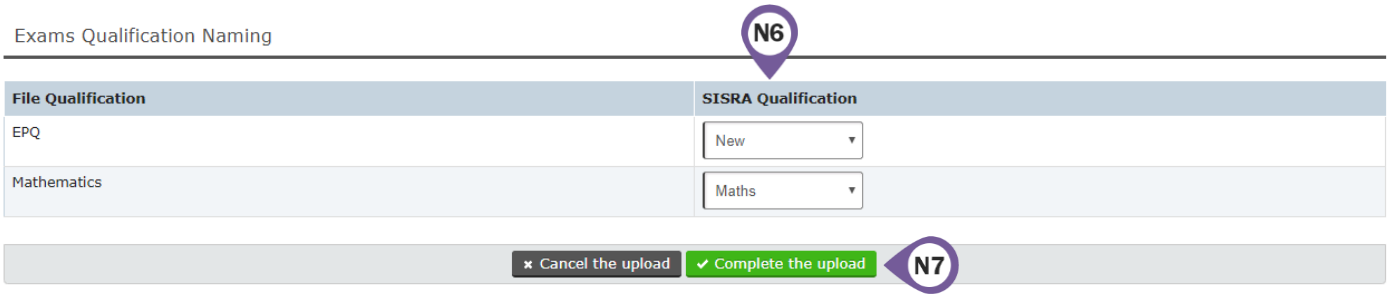
If you are uploading a file which includes qualification names that have not previously been uploaded for the cohort, you will be taken to the Confirm Upload Qualification Names page. This is where Analytics will display any qualifications that have not been recognised (as they have not been uploaded previously).

If the qualification you're uploading grades for has not been uploaded before for that cohort and is therefore new, select 'New' in the SISRA Qualification dropdown (N6).

However, if this qualification exists for the cohort, but has been named slightly differently on your Matching page compared to your current file, you can merge these together by selecting the appropriate qualification from the SISRA Qualification dropdown.

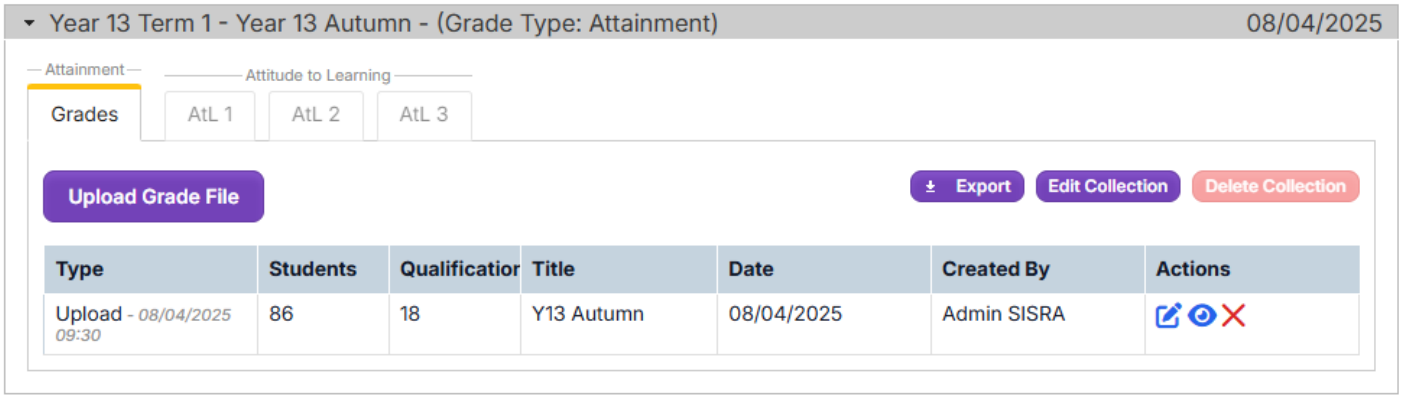
In the example below, our EPQ has not been uploaded previously, so therefore this is set as 'New'. Maths on the other hand was previously uploaded as 'Mathematics', so we have merged this subject.

Once you have made your selections, click 'Complete the upload' (N7). Any new qualifications will need to be set up on the Matching page, explained later in this guide.



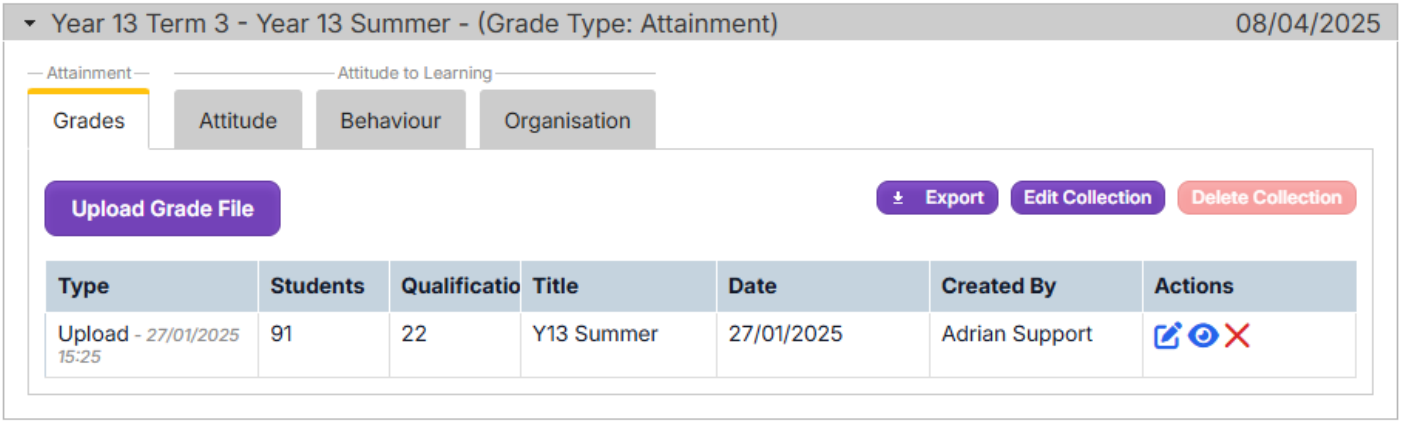
You will then be shown your uploaded Assessments grade file, like the example on the next page.

Current Assessment Collection

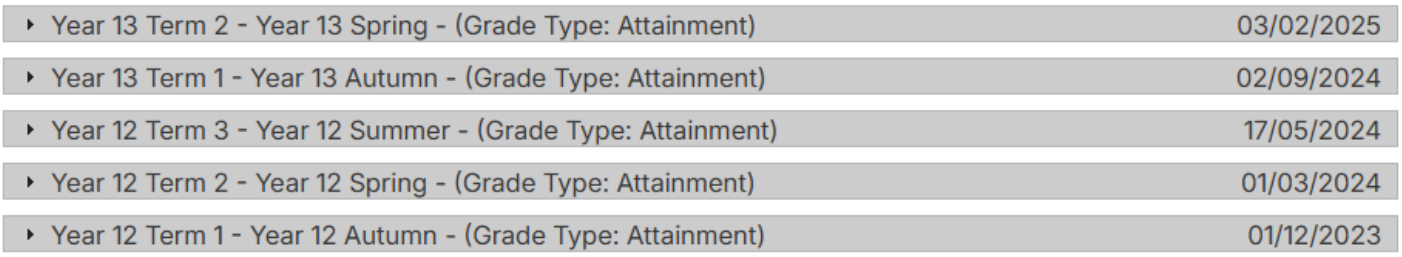


You can also upload historical assessment grades data retrospectively, which allows you to track performance over time. For example, if you're working with Current Y13, you may want to upload their assessments from when they were in Y12 to see if performance has improved. To do this, you need to create additional assessment collections with a past date of when (roughly) these grades were collected. You can see an example of how this may look below.

Current Assessment Collection



Historical Assessment Collection(s)



Q: Can I analyse pastoral data, i.e. Homework, Behaviour, etc.?

A: Yes! You can configure up to three AtL categories within CONFIG. > Attitude to Learning, allowing you to import judgements for each data set or assessment. You can analyse these judgements within your reports alongside students' grades data. For more information on this, please take a look at our guide below:

Configuring Attitude to Learning Categories for Pastoral Data

You can now assign your qualifications to classes!

Step 7 / Assign Qualifications to Classes

What is a set of classes?

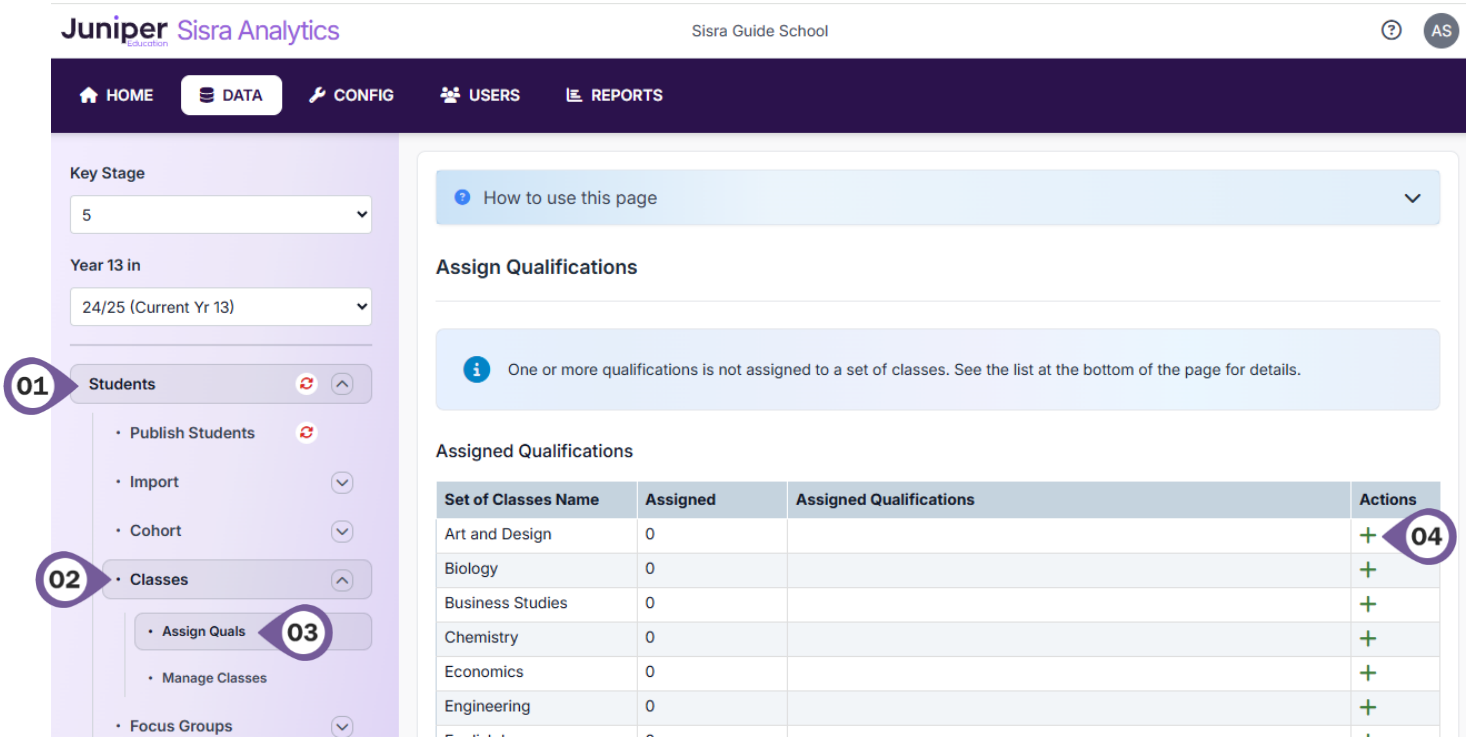
A set of classes is a group of individual classes taught in a particular subject area. For example, the individual classes 12En1, 12En2, 12En3, etc. could sit within the 'English' set of classes. Each of the set of classes names are taken from the Subject column of the student data files imported for a cohort.

Why do I need to assign each qualification to a set of classes?

You must assign each qualification to the relevant set of classes for a cohort, as this will allow Analytics to pull through the appropriate classes for these grades. If a qualification is not assigned to a set of classes, all students will appear under 'Not in a Class' in the reports, and this will not allow class analysis to be available.

Assigning Qualifications to Classes

To assign each qualification to the appropriate set of classes, click DATA > select key stage 5 and cohort > STUDENTS (01) > Classes (02) > Assign Quals (03).



Each set of classes taken from the Subject column in the student data files imported for the cohort will be displayed on the left. All unassigned qualifications taken from the Qualification column in the grades files uploaded will be shown in the section at the bottom of the page.

To assign each qualification to a set of classes, click the + icon (04) next to a set of classes name, place a tick next to the relevant qualification(s) and click 'Save'. *For example, click the green + icon for the Science set of classes, and tick all Science qualifications, such as Biology, Chemistry and Physics.* You will need to repeat this process to assign all qualifications for the cohort.

Q: I can't see the green + icons?

A: If you can't see these icons, please clear the cache on your browser. You can do this for the page by pressing CTRL + F5 on your keyboard. Alternatively, it may be that you have not yet uploaded grades data, covered in step 5.

You are now ready to complete the Matching process!

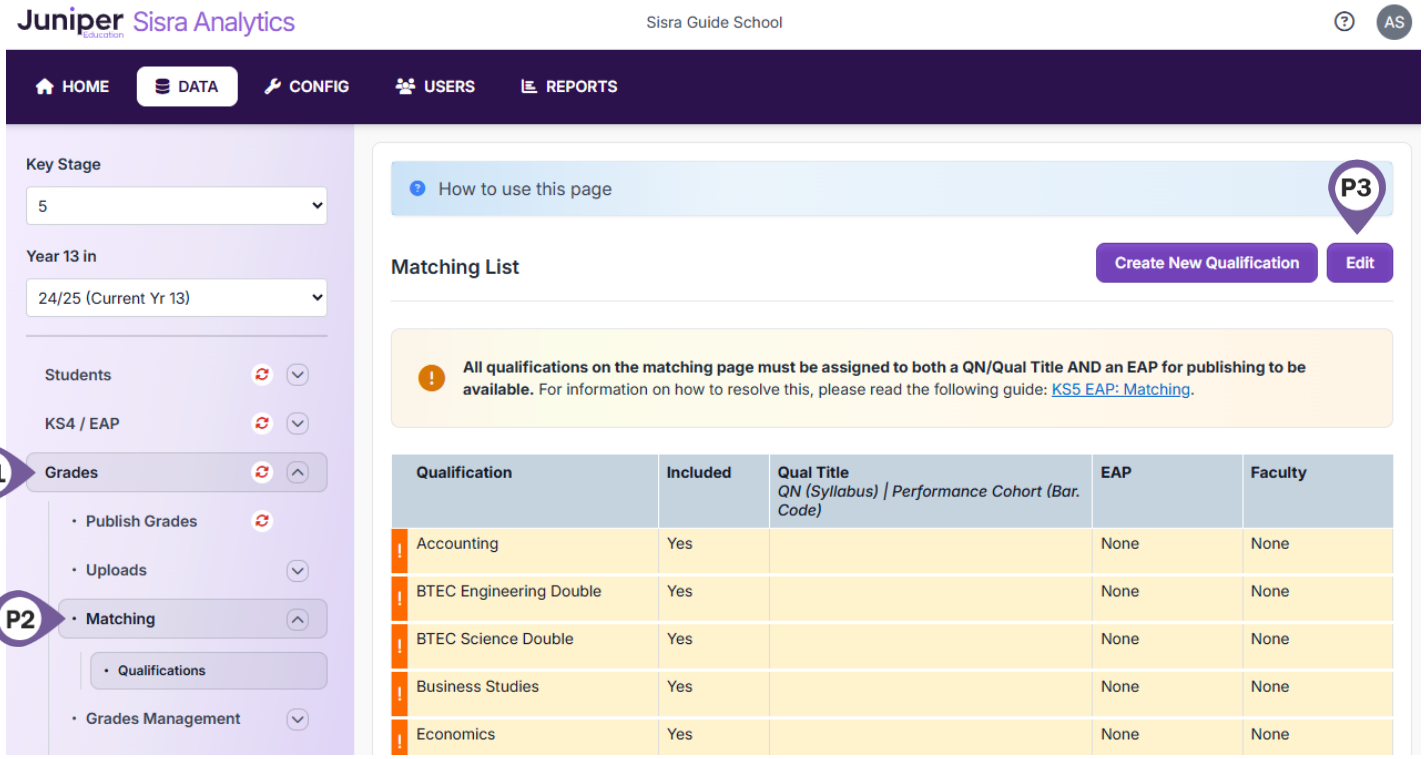
Step 8 / Matching

What is the Matching process and why do I need to complete this?

The Matching process tells Analytics important information about each qualification, such as whether a qualification should be included in the reports, which EAP should be used, to determine the grade method and expected grades for each term (if entered). In KS5, you can enter the QN codes for each qualification which allows Analytics to check the setup, ensuring they will count accurately towards the reports.

Completing the Matching Process

To complete the Matching process, click DATA > select key stage 5 and cohort > GRADES (P1) > Matching (P2). This will display an **amber** table, where each row corresponds to each qualification that has grades uploaded for that cohort. To begin matching, click 'Edit' (P3), and work through each of the qualifications shown.



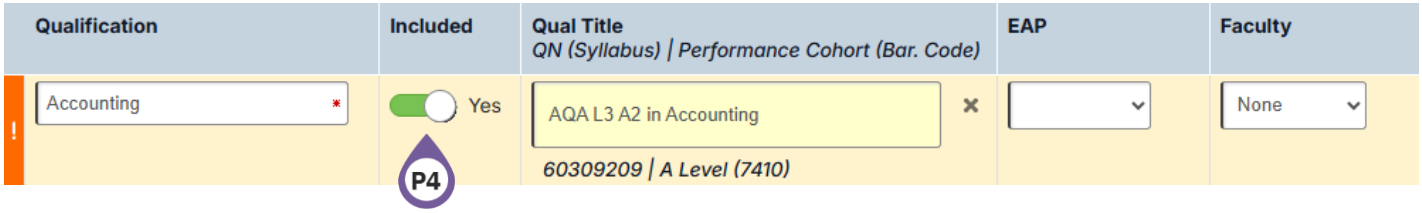
Included

Here, you can select whether to include a qualification in the reports. If you don't want a qualification to be included in the reports or its figures, set the toggle (P4) to 'No'.

For qualifications set to 'No' here, you do not need to enter the QN code in order to complete the Matching. This may be useful for internally assessed subjects. However, for official qualifications, you should ensure they are included.

QN/Qual Title

First, enter your QN codes into the QN/Qual Title column to search for each qualification. You can search using the QN code, qualification title, syllabus title or performance cohort (or any combination of these), however we would recommend using QN codes to ensure this is as accurate as possible. Once you have found your qualification in the list provided, select this and the performance cohort and bar. code for the qualification will be displayed below, using information collected from DfE guidance.



Q: My qualification isn't listed, what should I do?

A: Your qualification may be unapproved and therefore wouldn't count towards performance measures. check this using the DfE's spreadsheet, here, by searching for the QN on the tab for the cohort.

If not listed, you can type '**Unapproved**' in the QN/Qual Title box and select the appropriate listing basec on the type of qualification.

For further information on matching unapproved qualifications, click here.

EAP

Next, you must select the appropriate **EAP** for each qualification (taken from those created in KS4 / EAP, covered in step 5). This must be selected even if you're not using on track analysis in the reports, as this determines which grade method will be used for the qualification (which in turn affects how qualifications contribute), as well as which expected grades will pull through to the reports for each qualification, if applicable.

Faculty

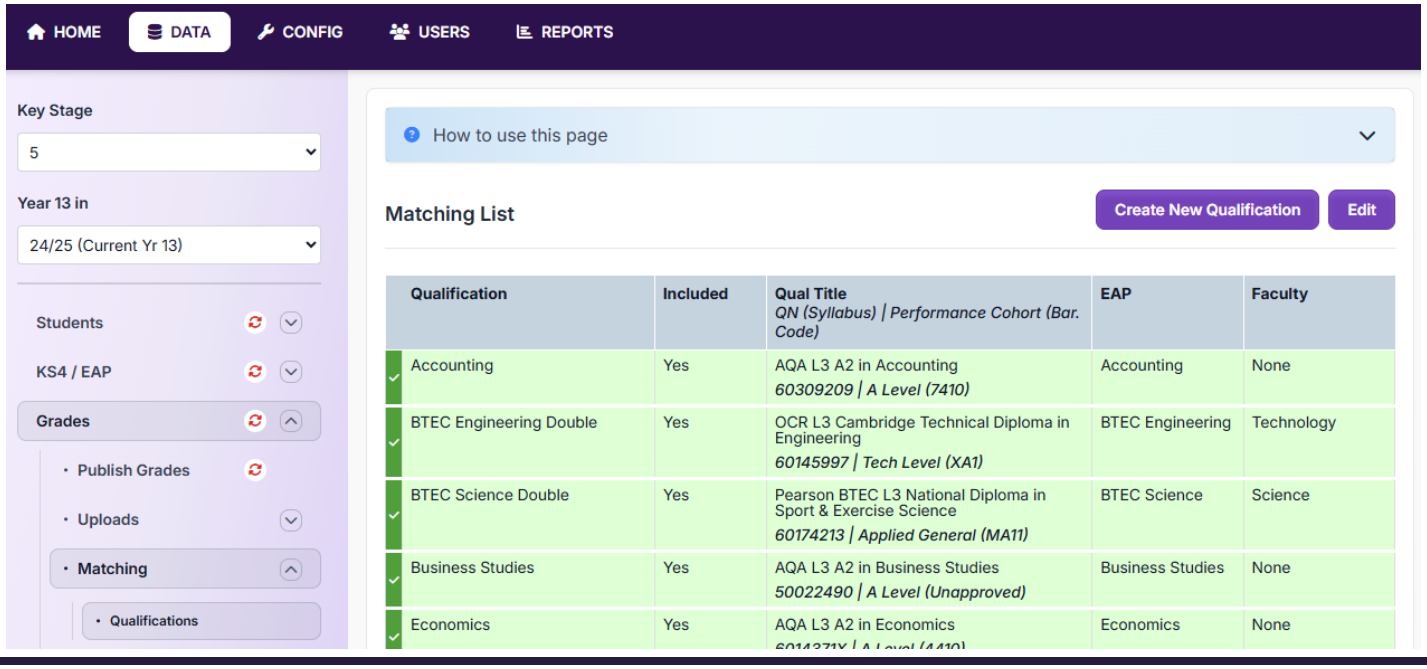
Next, you can use the Faculty column you to group qualifications together based on faculties at your school, for departmental analysis in the reports. *For example, Languages, Science, Technology, etc.* Faculties must be created in CONFIG. > Faculty, before they can be selected here. For more information on creating faculties, see our guide linked below:

Creating Faculties

Once each column has been completed for all qualifications click 'Save Changes', and check the colour coding for potential issues with the Matching:

- Green – Qualification is matched to a suitable EAP and can be included in reports.
- Grey – Qualification set to No in the 'Included' column and won't be included in reports.
- Amber – QN/Qual Title and EAP column have not been set, matching incomplete.
- Red – A mismatch has been identified, between the grade structure expected for the qualification selected in the 'QN/Qual Title' column, and the structure used by the grade method configured in the chosen EAP.

All included qualifications must be matched successfully to continue, therefore any rows highlighted amber or red MUST be resolved, as this will prevent you from publishing the reports. Resolving QN/EAP Mismatch issues is covered in more detail in the next section.



Q: Is it possible to rename a qualification?

A: Yes, you can rename qualifications in the Qualification column on this page. This allows you to ensure all qualifications are clear and generic to be user-friendly in the reports. For example, for GCE qualifications you may have "Accounting" and "Accounting AS", to easily differentiate between A Levels and AS Levels. These should NOT include 2 letter codes, QN codes or the data type (e.g. Y13 Autumn, Targets, etc.).

You're now ready to check Grades Management!

Step 9 / Grades Management

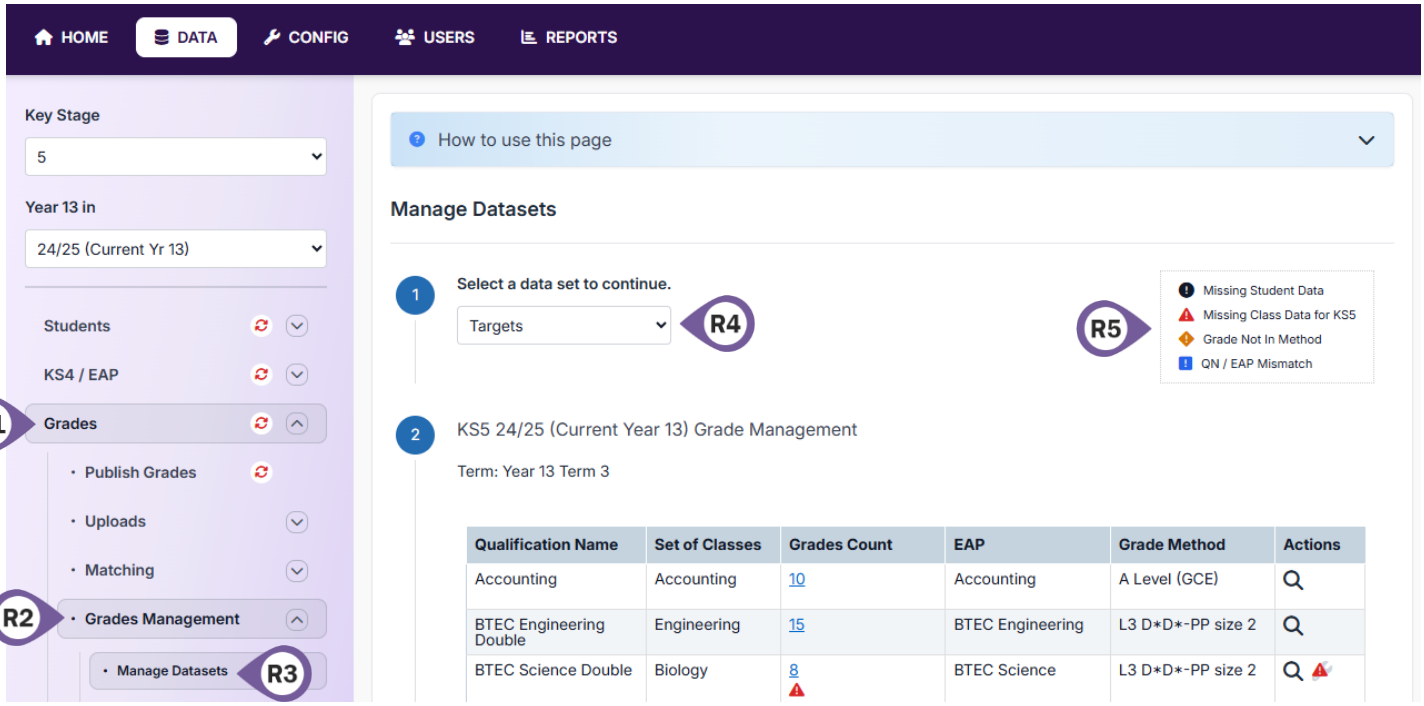
What is Grades Management?

Grades Management displays the grade counts for each qualification uploaded into a data set or assessment collection and allows you to manage the grades data manually. This is where Analytics will also display warning icons if there are issues found with the grades uploaded, based on how these qualifications have been set up. It's vital to check Grades Management and clear any warning icons shown before publishing the reports, as some icons will prevent you from publishing, and this will ensure accuracy with the figures.

Checking Grades Management

To check Grades Management, go to DATA > select key stage 5 and cohort > GRADES (R1) > Grades Management (R2) > Manage Datasets (R3).

Then, select the data set or assessment you're working with from the dropdown(s) (R4).



Each qualification taken from the Qualification column in the grades files uploaded for the cohort will be displayed on the left, alongside the set of classes that has been assigned to this (see step 7) and the grade count within that data set or assessment collection.

Warning icons will be displayed next to the grade count if any issues have been found, and you can use the key (R5) in the top right-hand corner or the information below for details on what each icon is indicating, or hover you mouse over the icon to view the number of students affected.

- **Missing Student Data:** This indicates that at least one student has a grade uploaded for that qualification, but does not have any student data imported for the cohort (STUDENTS > Cohort). Analytics uses the student ID to link the appropriate students with the appropriate grades, so it is vital to ensure that these are consistent throughout all files uploaded for a cohort. You will be unable to publish the reports for a data set or assessment collection if this icon appears.

- **Missing Class Data:** This indicates that at least one student has a grade uploaded for that qualification but does not have class data imported for that set of classes, within that key stage. You must ensure to assign all relevant qualifications to the appropriate set of classes for effective class level analysis (see step 7). Any students that have a grade uploaded but no class will be placed in a 'Not in a Class' group when the reports are published.

- **Grade Not in Method:** This indicates that at least one student has a grade uploaded for that qualification that is in the incorrect format selected (displayed in the Grade Method column). The grade method used for each qualification is determined by the grade method selected within the related EAP. You can see your methods in CONFIG. > Grade Methods > KS5 Methods. These icons **MUST** be resolved before you will be able to publish the reports.

- **Subgrades not Valid in this Data Set:** This indicates that at least one student has a sub grade uploaded for that qualification within the Exams data set. Sub grades are not officially recognised in Exams, so you must remove these where appropriate. These icons **MUST** be resolved before you will be able to publish the Exams data set.

- **QN/EAP Mismatch:** This indicates that the grade method selected in the related EAP for this qualification does not match the grade structure expected based on the QN/Qual Title selection on the Matching page. These icons **MUST** be resolved before you will be able to publish the reports. The grade method used for each qualification is determined by the grade method selected within the related EAP. You can see your methods in CONFIG. > Grade Methods > KS5 Methods, or double check the QN/Qual Title selection in GRADES > Matching.

You must resolve any warning icons shown on this page before publishing the reports to ensure accuracy in your figures. For more information on how to do this, see our section of articles linked below:

Grades Management Warning Icons

You're now ready to publish the reports!

Step 10 / National Data – Value Added

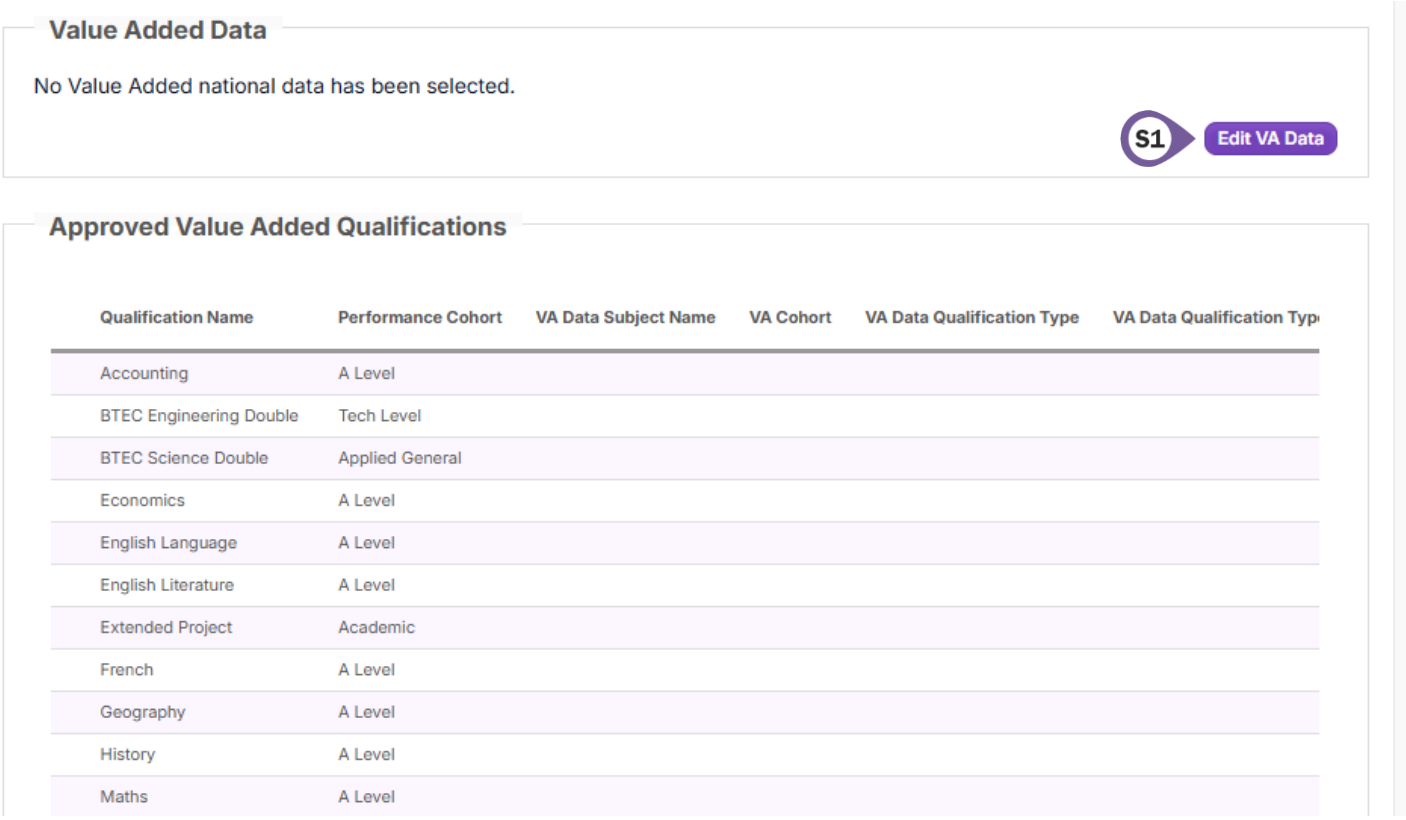
The next step is to complete the Value Added National Data page to allow Analytics to calculate VA in the reports. Value Added is calculated for GCE, Academic and Applied General qualifications.

What is Value Added?

Value Added is a KS5 performance measure that calculates progress from KS4 to KS5. This uses each student's KS4 prior attainment and national average data provided by the DfE to calculate L3 VA scores for school, performance cohorts, qualifications, classes and students.

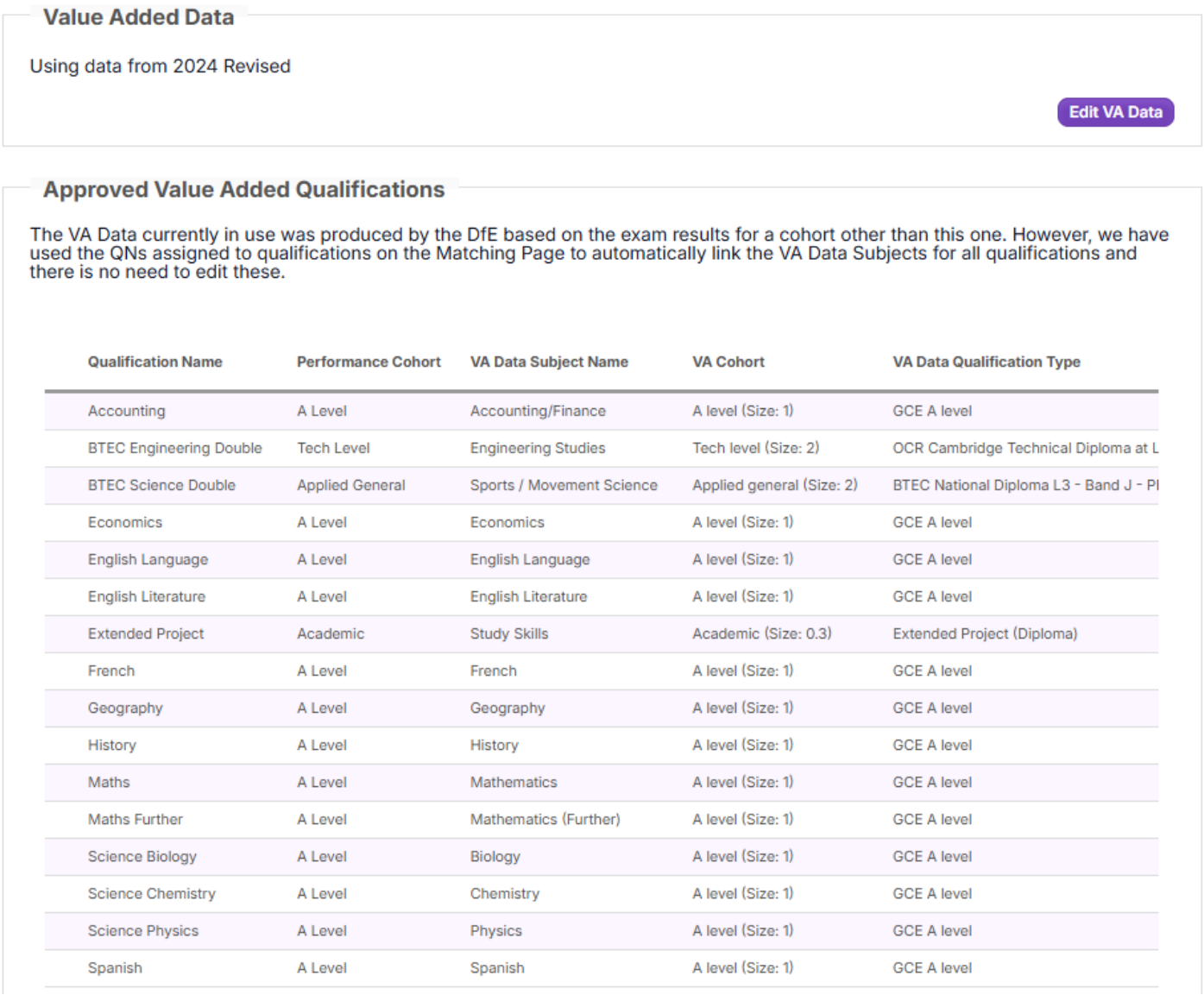
Value Added National Data Setup

To allow Analytics to calculate L3 Value Added in the reports, you will need to complete the Value Added National Data page. To do this, go to DATA > select key stage 5 and cohort> GRADES > National Data > Value Added. This will display a table including all approved GCE, Academic and Applied General qualifications for the cohort, determined by the selections on the Matching page (step 8).



First, click 'Edit VA Data' (S1), and select the appropriate year depending on when the cohort is officially reported on. For example, if you're working with 23/24 Leavers, these students were reported on in 2024 and therefore should use '2024 Revised'.

If the year you're working with isn't available, some schools select the most recent national data available, bearing in mind you will need to update this once released and this will not be calculated in line with the DfE.



Value Added Data

Using data from 2024 Revised

Edit VA Data

Approved Value Added Qualifications

The VA Data currently in use was produced by the DfE based on the exam results for a cohort other than this one. However, we have used the QNs assigned to qualifications on the Matching Page to automatically link the VA Data Subjects for all qualifications and there is no need to edit these.

Qualification Name	Performance Cohort	VA Data Subject Name	VA Cohort	VA Data Qualification Type
Accounting	A Level	Accounting/Finance	A level (Size: 1)	GCE A level
BTEC Engineering Double	Tech Level	Engineering Studies	Tech level (Size: 2)	OCR Cambridge Technical Diploma at L
BTEC Science Double	Applied General	Sports / Movement Science	Applied general (Size: 2)	BTEC National Diploma L3 - Band J - Pl
Economics	A Level	Economics	A level (Size: 1)	GCE A level
English Language	A Level	English Language	A level (Size: 1)	GCE A level
English Literature	A Level	English Literature	A level (Size: 1)	GCE A level
Extended Project	Academic	Study Skills	Academic (Size: 0.3)	Extended Project (Diploma)
French	A Level	French	A level (Size: 1)	GCE A level
Geography	A Level	Geography	A level (Size: 1)	GCE A level
History	A Level	History	A level (Size: 1)	GCE A level
Maths	A Level	Mathematics	A level (Size: 1)	GCE A level
Maths Further	A Level	Mathematics (Further)	A level (Size: 1)	GCE A level
Science Biology	A Level	Biology	A level (Size: 1)	GCE A level
Science Chemistry	A Level	Chemistry	A level (Size: 1)	GCE A level
Science Physics	A Level	Physics	A level (Size: 1)	GCE A level
Spanish	A Level	Spanish	A level (Size: 1)	GCE A level

Once you've done this, Analytics will populate the table with the appropriate national data, based on the selections made on the Matching page.

Why are some of my qualifications not populated?

If any qualifications are not populated, this means there is no national data available for these within the Value Added data selected, and VA will not be calculated for them in the reports. If you are using the correct VA data for the cohort you're working with, there would be **no need to make further changes** and you can continue with your set up.

However, if you're using different VA data (as it's not yet available for the cohort you're working with), you have the option to assign this to another VA subject if you wish, bearing in mind the qualification will then be included in VA calculations and figures may not be in line with the DfE. This, alongside other additional features (such as setting up internal value added figures for unapproved qualifications), are explained further in our guide linked below:

KS5: National Data (Value Added Setup)

Step 11 / Publishing

What does publishing mean?

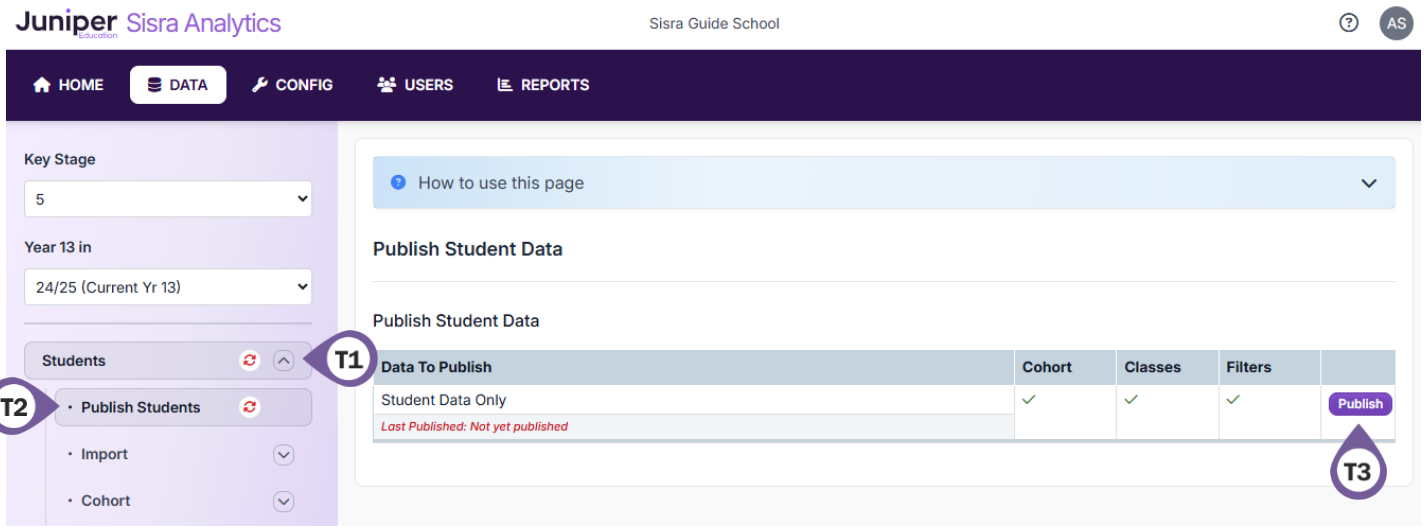
Once you have set up a cohort in Analytics, you must complete the publishing process to populate the reports. Each (STUDENTS, KS4 / EAP and GRADES) has a separate publish section, which means when changes have been made to the data, you can republish that data to update the reports. If you are publishing for a cohort for the first time, you will need to publish the STUDENTS, KS4 / EAP and GRADES in that order to populate the reports.

Once the reports have been published, each time you make changes to data in a specific data, you should only have to publish that data in order for the changes to be reflected.

Some changes will require the republish of multiple data, indicated by the red publishing icon!

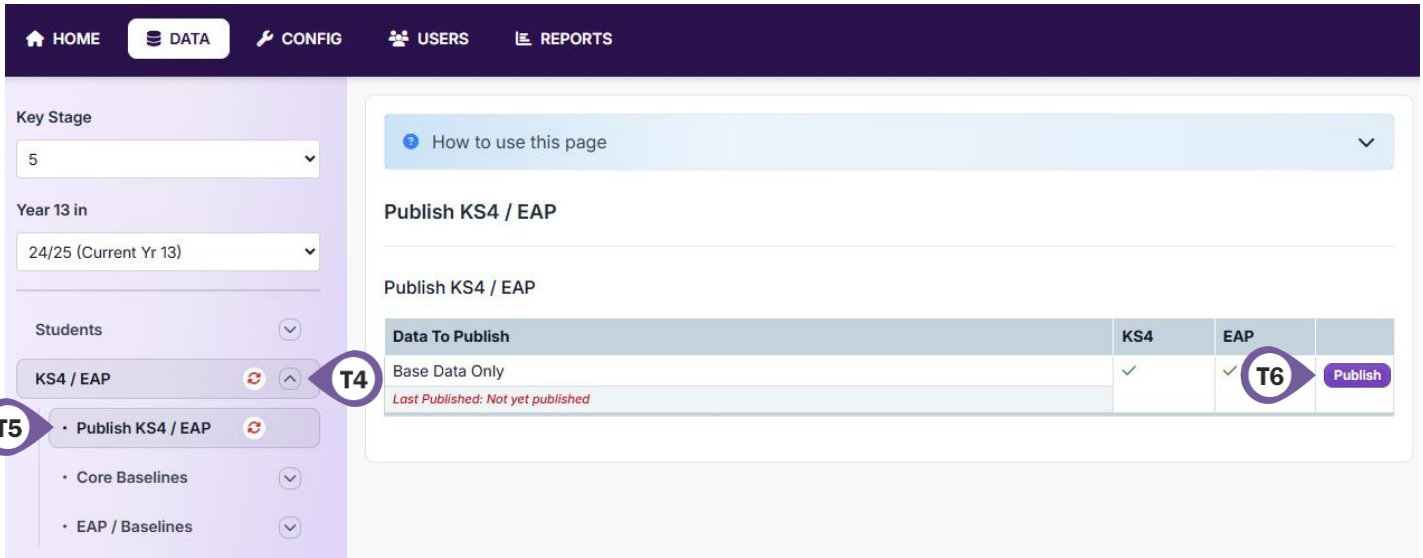
Publish Students

To publish Students, click DATA > select key stage 5 and cohort > Students (T1) > Publish Students (T2). Then, click 'Publish' (T3). This will update the cohort, class and filter information for the students in the cohort.



Publish KS4 / EAP

To publish the KS4 / EAP data, click KS4 / EAP (T4) > Publish KS4 / EAP (T5). Then, click 'Publish' (T6). This will update the Core / EAP baselines and EAPs used in the reports.



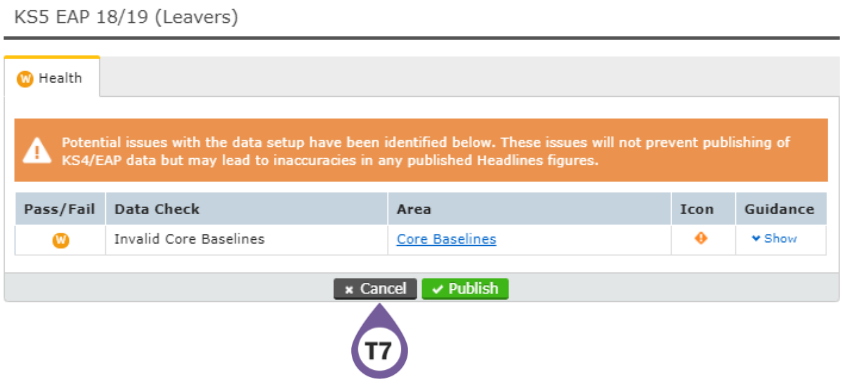
Publishing KS4/EAP: Health Check

When publishing KS4/EAP, a health check will be carried out on the data within this data.

- **Invalid Core Baselines**

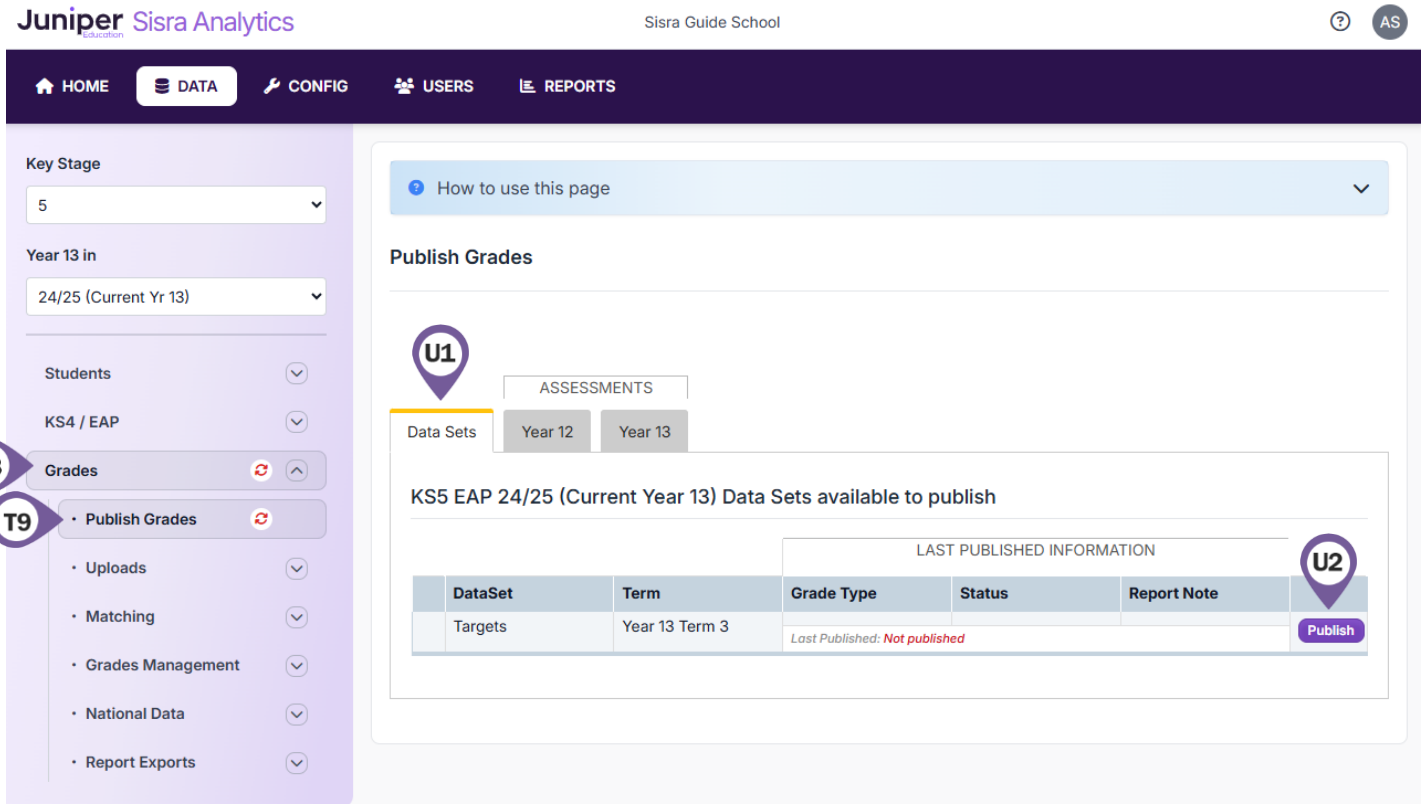
The below message will show within the health check when invalid baselines have been imported, for example if a grade has been imported, instead of a point score as an APS baseline. This will not prevent you from publishing, however we do recommend resolving this to ensure all students can be included in the L3VA and L2 Progress measures accurately.

To resolve this, click 'Cancel' (T7) and go to the KS4 / EAP > Core Baselines, click the blue pencil icon for the row you want to edit and change the grade to the relevant points.



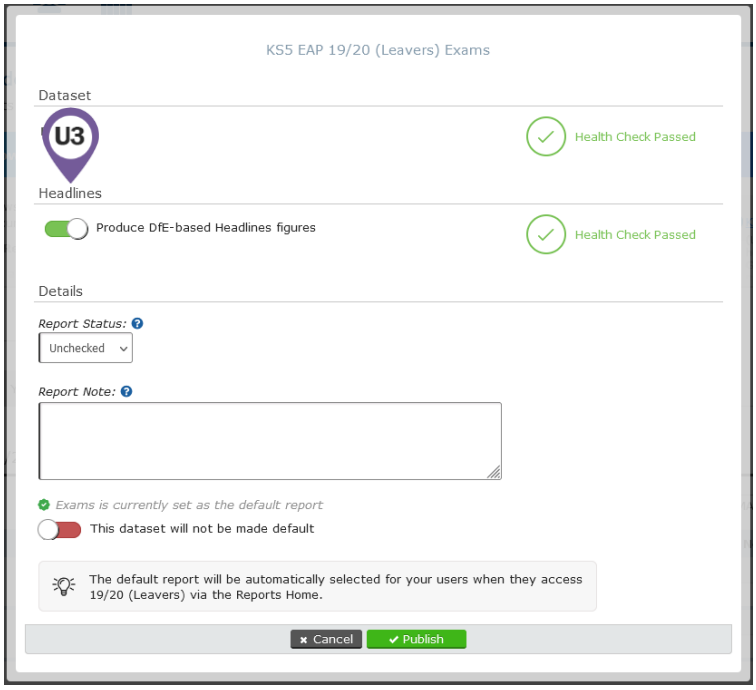
Publish Grades

To publish the GRADES, click Grades (T8) > Publish Grades (T9). Here you can publish individual reports, such as standalone data sets or assessment collections.



Publishing Standalone Data Sets

To publish the reports for a standalone data set, such as Exams, Targets, etc., click on the Data Sets tab (U1), then click 'Publish' (U2) next to the appropriate data set.



A health check will be conducted to check for selected setup issues within the data set. If no issues have been found, 'Health Check Passed' tick will be displayed on the right.

If issues have been found, 'Health Check Failed' will be displayed for the relevant area, indicating that this will prevent you from publishing the data set until this is resolved. You will then be shown a table including the data check conducted, a link to the section affected and guidance to help you resolve this.

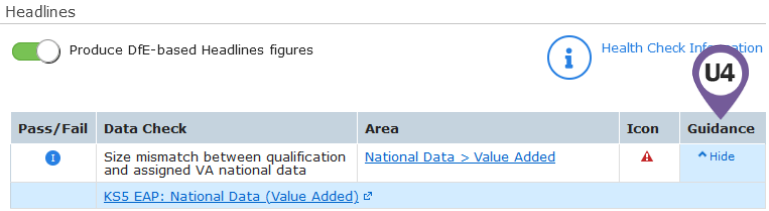
For information on resolving the 'Dataset' grades related issues, see our guide below:

KS5: Publishing Grades – Health Check Failed

- **Headlines:** This toggle (U3) can be used to determine whether you would like to produce DfE based headline figures in your reports, such as Value Added, Best 3 A Levels, AAB etc.

If enabled, Analytics will then perform additional checks to help ensure they're calculated in line with the DfE. This can also include 'Passed With Warnings' or 'Health Check Information' checks, which although means you can continue with publishing, we would recommend resolving for accuracy.

For further information on resolving issues shown in the 'Headlines' publishing health check, we recommend clicking 'Show' in the Guidance column (U4) and opening the guide shown.



Once any issues have been resolved, you can work through the remaining publishing options:

- **Report Status:** Select a status for the report to be published with:
  - Locked – Only users with the appropriate authority will be able to access Locked reports. By default, any staff with 'Admin' authority can access locked reports, whereas 'Users' cannot.
  - Checked – This status can be used to indicate that the data is complete and has been checked; available to all users.
  - Unchecked – This status can be used to indicate that the data has not been checked and may be subject to change; available to all users.
  - Incomplete – This status can be used to indicate that some results are missing from the data; available to all users.

- **Report Note:** Allows you to enter an optional annotation to the report, to be displayed on the report homepage. *For example, staff could be informed of any missing grades by adding a note.*

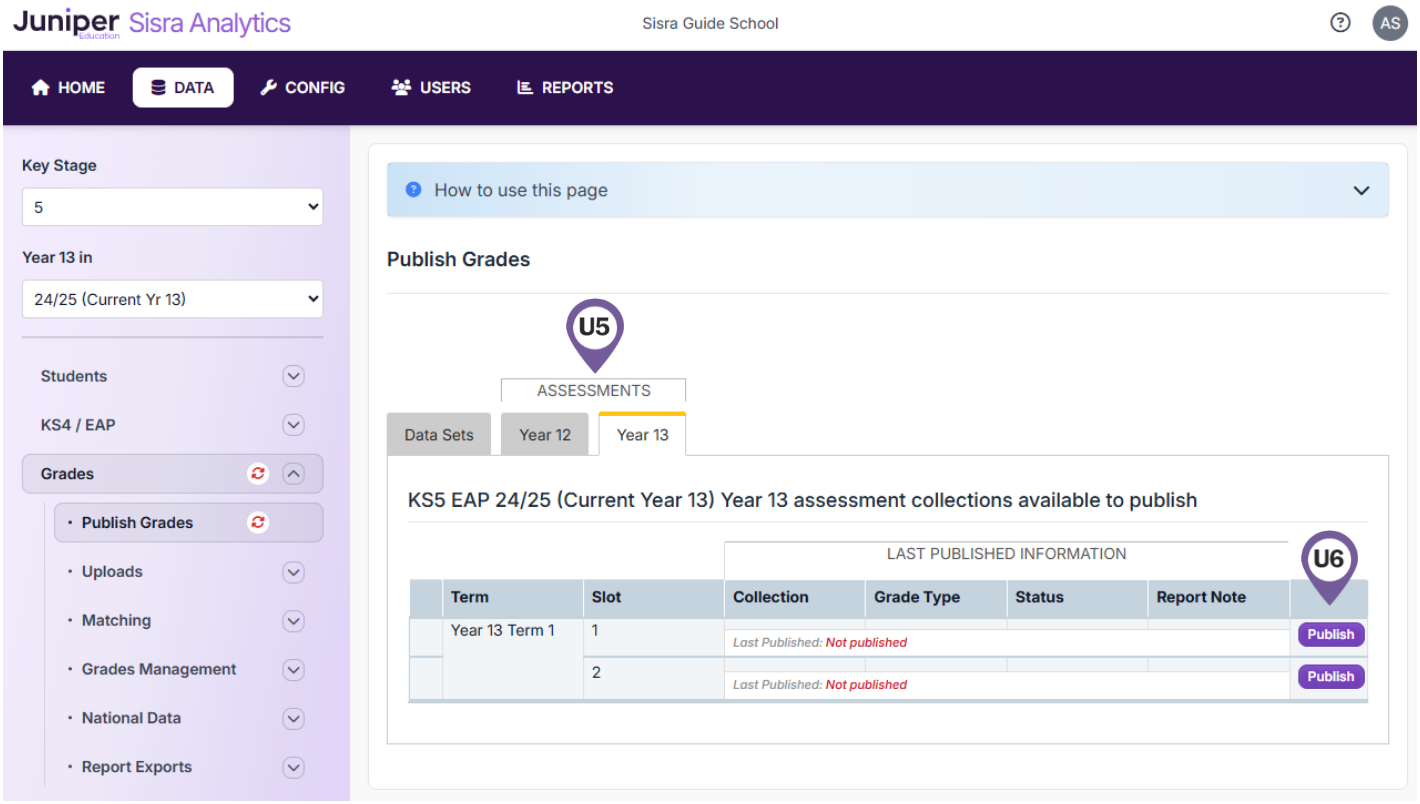
- **Default Report:** Toggle whether this data set should be the default report for this cohort. If set as the default report, it will be automatically selected for your users in the Data Set dropdown when they access that cohort via the REPORTS homepage. Users will still be able to select a different report to view if necessary.

Once you have completed all selections, click 'Publish'.

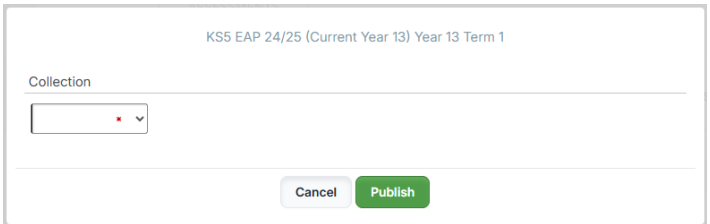
Publishing Assessments

To publish the reports for an assessment collection, click either the Year 12 or Year 13 tab, depending on the term the data is associated with (U5). *For example, if you're looking to publish Y13 Autumn, select the 'Year 13' tab.*

This will display two slots per term, allowing you to publish up to two assessments per term, giving a total of six per year and 12 per cohort!



Click 'Publish' (U6) next to the appropriate slot, then select the assessment collection to publish in the Collection dropdown (U7). Analytics will then conduct a health check on the grades uploaded, as explained on the previous page.



Once any issues have been resolved, you can work through the remaining publishing options, explained on the previous page. Once you have completed all selections, click 'Publish'.

You're now ready to set up users!

Step 12 / Creating Users

What is a User?

User accounts are created in Analytics to provide access to members of your staff to log in to Analytics and view the reports. Once a member of staff is set up as a user, they will be emailed login details to their registered email address, to access Analytics. The level of access each user has is determined by their authority group when set up.

What is an Authority Group?

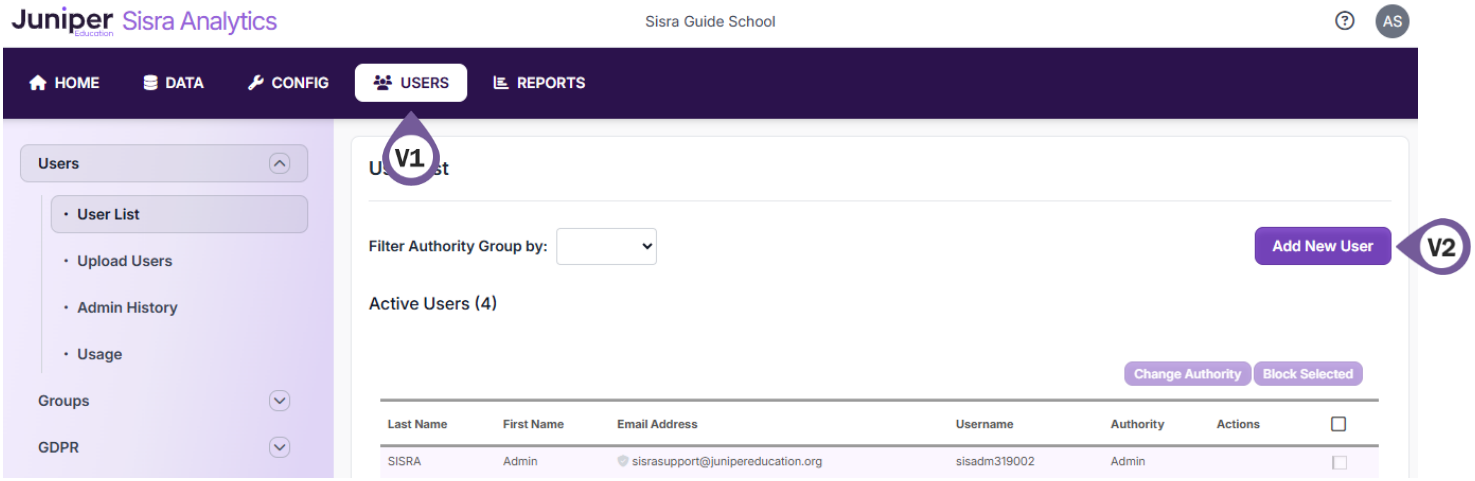
Each user set up in Analytics are assigned to an authority group, which determines their permissions within the service. By default, there are two authority groups available:

- **Admin:** Admins have access to all areas within Analytics, including HOME, DATA, CONFIG., USERS AND REPORTS. They can also view reports published with the locked status.
- **User:** Users only have access to HOME and REPORTS. They cannot view locked reports, but they can view checked or unchecked reports.

You can also create additional authority groups to provide different access levels to different members of staff at your school. *For example, you may wish to create an SLT group, which has access to view locked reports, but does not have access to DATA, CONFIG. or USERS.*

Creating Users Manually

To create a user, go to USERS (V1) then click 'Add New User' (V2). Then, enter the user's first name, last name and email address, and select the appropriate authority group. When you have done this, click 'Add New User', and Analytics will automatically send an email containing their login details to their registered email address.



Please note, login details are randomly generated and cannot be accessed by Sisra staff or Sisra Administrators. Once a user has logged in, they can change their username and password to something more memorable.

Uploading Users

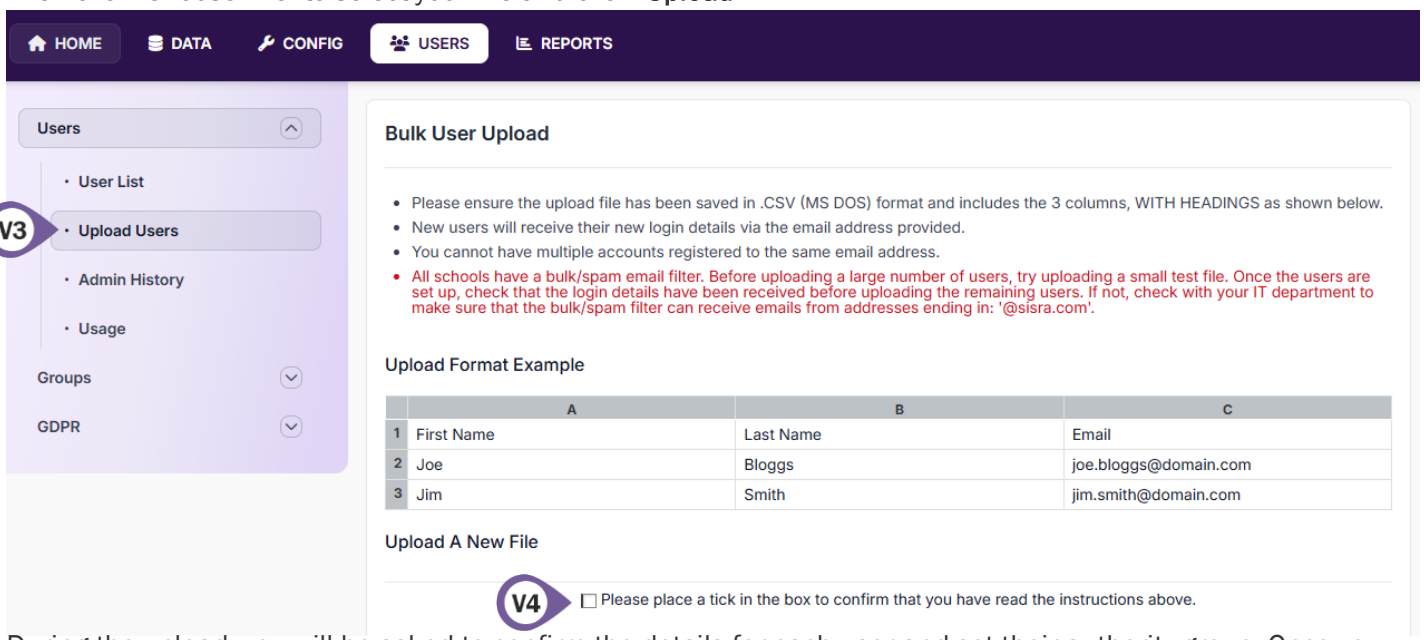
Alternatively, you can upload a file of users to create multiple users at once. To do this, create a 3-column list in Excel, including the first name, last name and email address for each user (as shown on the right). You will need to ensure this is saved as a CSV (MS DOS) file.

	A	B	C
1	First Name	Last Name	Email Address
2	Heather	Support	hsmyth@sisra.com
3	Nathan	Support	ncoyle@sisra.com
4	Bex	Support	bheenan@sisra.com

Once you have prepared and saved your file, you can upload this by clicking Upload Users (V3), as shown on the next page.

Before uploading your file, we would recommend asking your local IT to add "@sisra.com" and "@juniperedu cation.org" to the accepted emails list, to ensure the login details are delivered successfully.

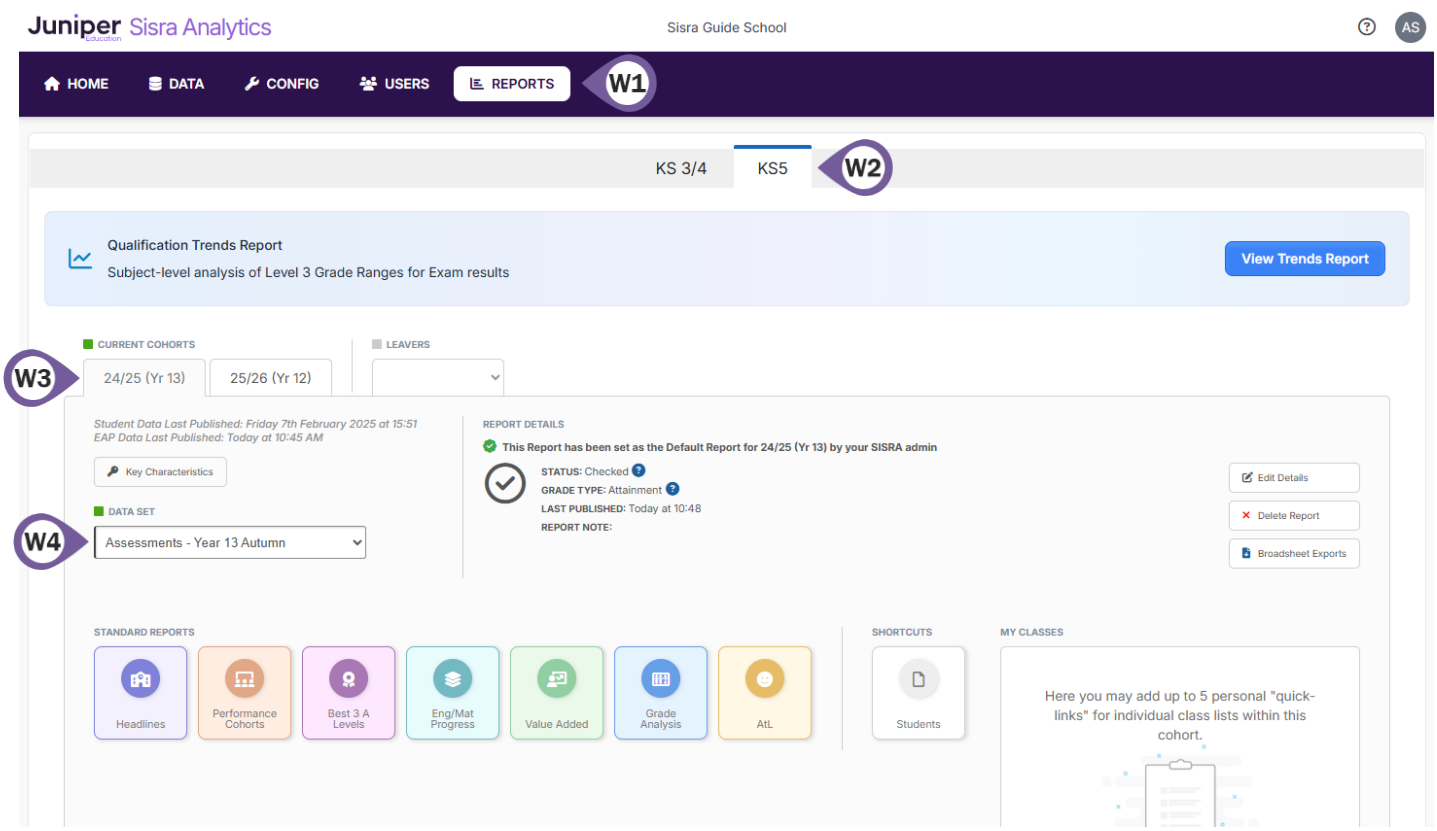
Next, read through the instructions on this page and place a tick in the box (V4) to confirm you have done this. Then click 'Choose File' to select your file and click '**Upload**'.



During the upload, you will be asked to confirm the details for each user and set their authority group. Once you have done this for all users in the file, click 'Create New Users'. Analytics will then automatically send an email to each user's registered email address, containing their login details.

Introduction to the KS5 Reports

Once you have published the reports, these can be accessed in REPORTS (W1) > KS5 (W2) > select cohort (W3). Select a data set or assessment from the Data Set dropdown (W4), then select the appropriate report. For more information on the reports, see our guide below.



KS5 Reports: Introduction

Thanks for reading. Feel free to pop onto Live Chat if you have any queries.