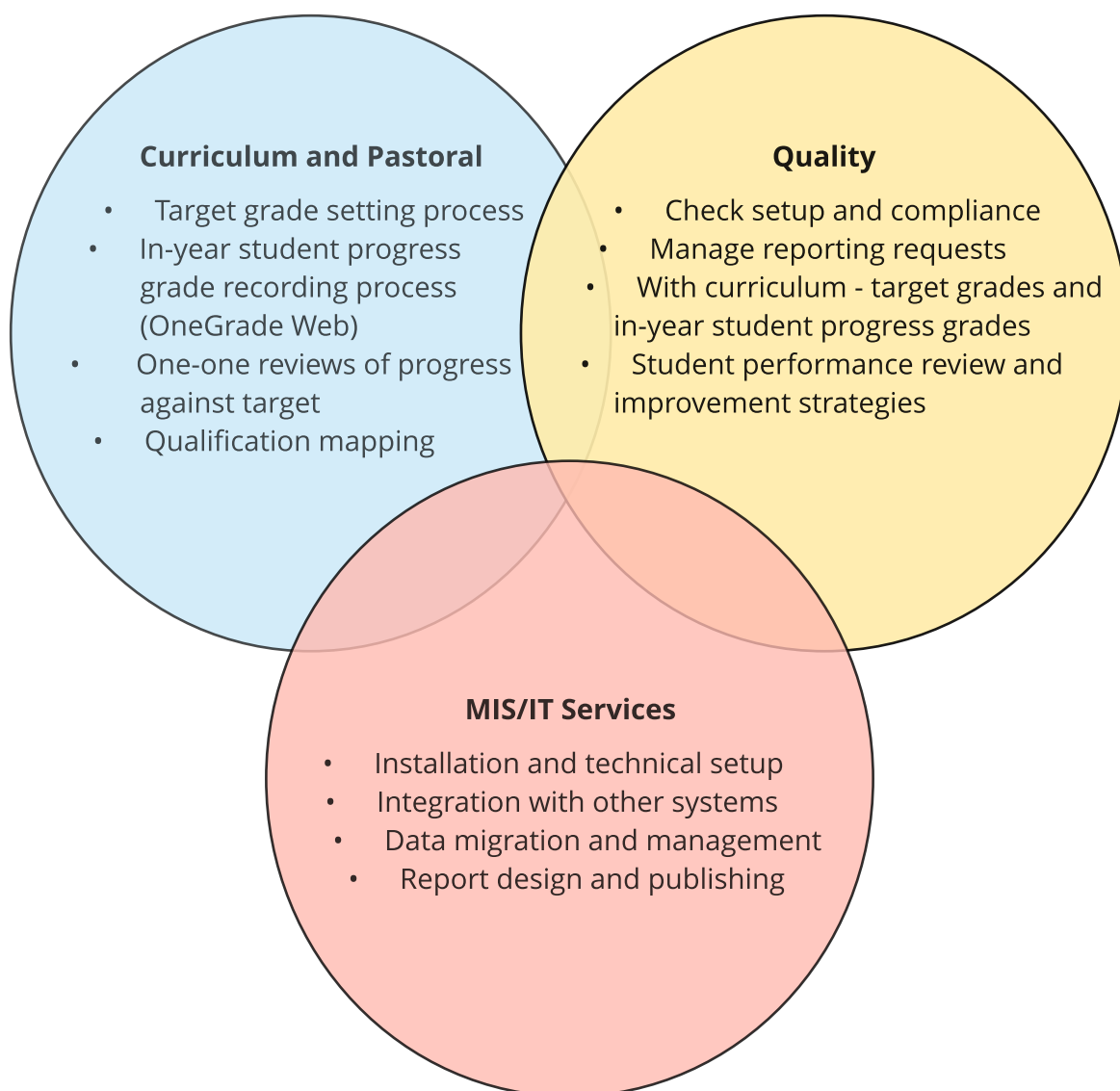


## Suggested Steps for Planning, Setup and Initial Use of OneGrade

- OneGrade and OneGrade Web have been designed to be as simple as possible to set up and administer, while providing very powerful analytical and quality improvement outputs.
- As per most college systems there should be a project lead, and a variety of different staff need to work collectively to ensure the success of the project - but all staff are equally important in their contributions and it helps if staff can come to understand each others' contribution and role.
- Administering OneGrade will not be a particularly time consuming process if the tasks are divided appropriately, however it's hard to quantify the time requirement accurately. We strongly believe that the design of the system means that a college will be well rewarded with excellent outputs, for any time invested in using the system.
- The main functions of the college which need to come together in managing OneGrade are shown in the diagram below:



**Documentation to support all of the above is available at** [www.totalcollege.co.uk/resources](http://www.totalcollege.co.uk/resources)  
**Installers and main user guides can be found at** [www.totalcollege.co.uk/onegrade-downloads-page](http://www.totalcollege.co.uk/onegrade-downloads-page)

## Template Action Plan

This is deliberately presented as a template for you to modify and add to as required. The stages below are in a rough suggested order, but the specific order and deadlines should be set by the college. Time elapsed between initial installation and being ready to use the system could be as short as 3-4 weeks depending on the expertise/resource which the college can dedicate to the project.

| Task  | Owner(s) | Deadline | Status |
|---|----------|----------|--------|
| <p><b>Please refer to documentation at</b> <a href="http://totalcollege.co.uk/onegrade-downloads-page/">http://totalcollege.co.uk/onegrade-downloads-page/</a> and <a href="http://totalcollege.co.uk/resources/">http://totalcollege.co.uk/resources/</a> (especially main user guide which provides detail for many of the tasks listed below).</p> |          |          |        |
| <p><b>TECHNICAL: Installation and configuration</b><br/>Database(s) on SQL server ; OneGrade Core on server and client PCs ; OneGrade Web on web server ; Check user and edit system settings/values.</p>   |          |          |        |
| <p><b>TECHNICAL: Identify sources of data for OneGrade imports</b> (note that QOE imports are especially important as you can either import full list of QOEs or pre-calculated QOE score). Decide on content of User Defined Fields.</p>   |          |          |        |
| <p><b>TECHNICAL: Preparation of import views (SQL) for OneGrade Core system.</b><br/>Optionally – copy imports to previous academic year and import that year for final VA analysis. English/maths module has separate set of imports.</p>  |          |          |        |
| <p><b>TECHNICAL: Consider import of L3VA and/or KS4Aim csv files</b> from past years, if available (this will enable you to analyse previous years' DfE data in detail).</p>  |          |          |        |
| <p><b>STRATEGIC:</b> Ensure that <b>qualification on entry collection process</b> is fully understood and will provide reliable data for OneGrade to produce target grades.</p>   |          |          |        |
| <p><b>STRATEGIC: Decide on process for publication of target grades:</b><br/>- Which column will be used from OneGrade (national or inflated national)?<br/>- How/where to export them to and how often?</p>  |          |          |        |
| <p><b>STRATEGIC:</b><br/><b>Decide</b> on number, timing and source of <b>in-year student progress reviews</b>.</p>   |          |          |        |
| <p><b>TECHNICAL:</b> Import and summarise data ; Check number of target grades produced in main 'Estimated vs Actual Analysis' screen ; Check imported enrolments for unmapped quals.</p>   |          |          |        |
| <p><b>TECHNICAL:</b> Perform Qualification Mapping in order to maximise the number of target grades produced. See User Guide for full details on this process.</p>  |          |          |        |
| <p><b>STRATEGIC:</b> Ensure that teachers record in-year grades for learners on time and in a valid format (this is the main purpose of OneGrade Web). Repeat throughout academic year as required.</p>   |          |          |        |
| <p><b>TECHNICAL: Import teacher judgements</b> of student in-year progress (or markbook based projections if available). Repeat throughout academic year.</p>   |          |          |        |
| <p><b>STRATEGIC/TECHNICAL:</b> Plan for reporting of data outcomes from OneGrade and how this will be used to inform college QA processes.</p>  |          |          |        |
| <p><b>TECHNICAL:</b> Production of reports as per decisions above.</p>  |          |          |        |