

VALUE ADDED EXTENSION GUIDE

OneGrade takes national performance data published by the DfE and allows colleges to create target grades, based on how students perform nationally across the post-16 sector. Colleges can also create their own progress tracking systems for courses which sit outside of the national performance tables, or for ungraded or pass/fail courses. The system is designed to then enable staff to quickly record ongoing judgments of student performance throughout their courses, and provide powerful analysis on student performance across all levels from individual student to whole college.

This Extension Guide is intended to be a follow-up to the OneGrade Plus User Guide. It gives additional information which may be useful to anyone wanting to explore the system in more depth.

The Difference between Value Added and English / Maths Groups

The reason for having two different types of Group - Value Added (VA) and English / Maths - is because there are two significantly different methods of measuring progress employed by the DfE. Although OneGrade Plus gathers the InYear Progress in the same way for all types of Groups, the measure of progress is calculated and presented differently, hence the need for OneGrade to separate them.

VA Groups use a *Target Grade* and subtract this from the final grade achieved to measure progress.

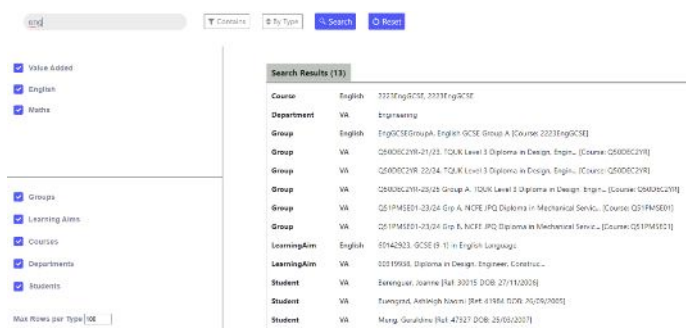
English / Maths Groups use the Highest relevant *Entry Grade* (Start Points) and subtract this from the final grade (End Points) achieved to measure progress.

Using the Search Screen

The college can import teachers against groups in order for teachers to quickly access their groups from the left hand menu. However, you may wish to search for other groups and add yourself manually.

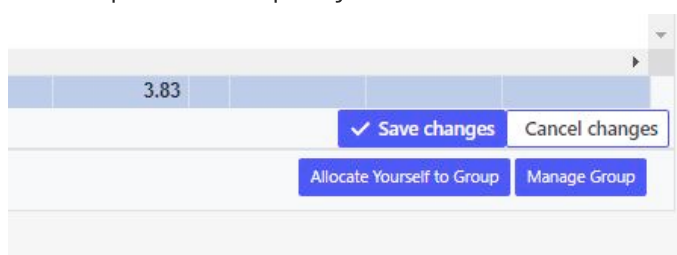
The Search page can be found under the main 'Search' menu alongside the Academic Year selection at the top of the page. From here you can search for Departments, Learning Aims, Courses, Groups or Students.

Click on the relevant search result to view the details relating to that selection.



Adding yourself to a Group

You can only allocate yourself to a Group. You cannot allocate yourself to Courses, Learning Aims, Students or Departments. When you are on the main In Year Progress tab for the Group showing the grid of student In Year information, in the lower right corner, you can click the **Allocate Yourself to Group** button. The Group will then be added to your list of Groups available quickly from the menu on the left side of the screen.



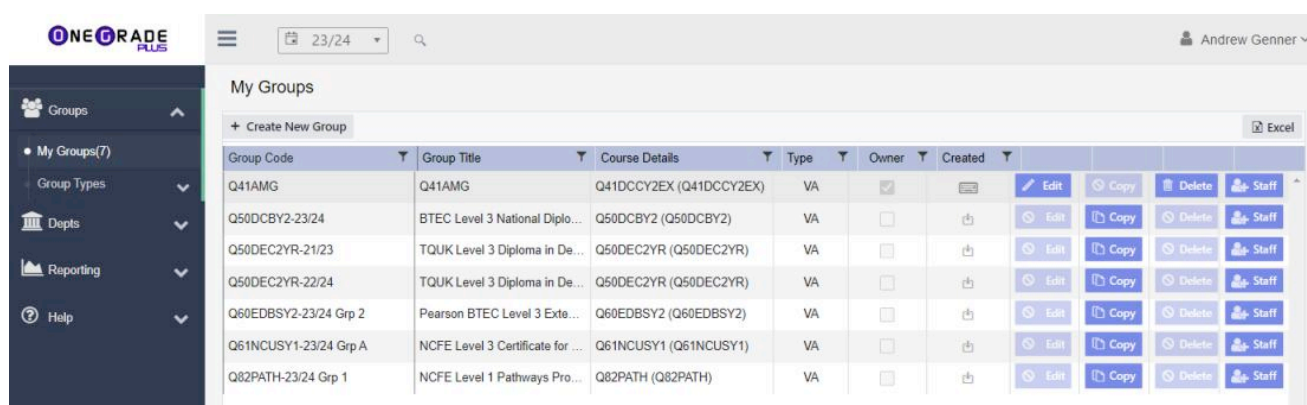
To remove yourself from the Group, go to the Group and click the **De-Allocate Yourself from Group** button.

The benefit of allocating yourself to a Group is that you can quickly go to the Group without having to search for it again by selecting "My Groups" within the "Groups" menu on the left side of the screen. You are then shown the list of Groups to which you are allocated.

My Groups

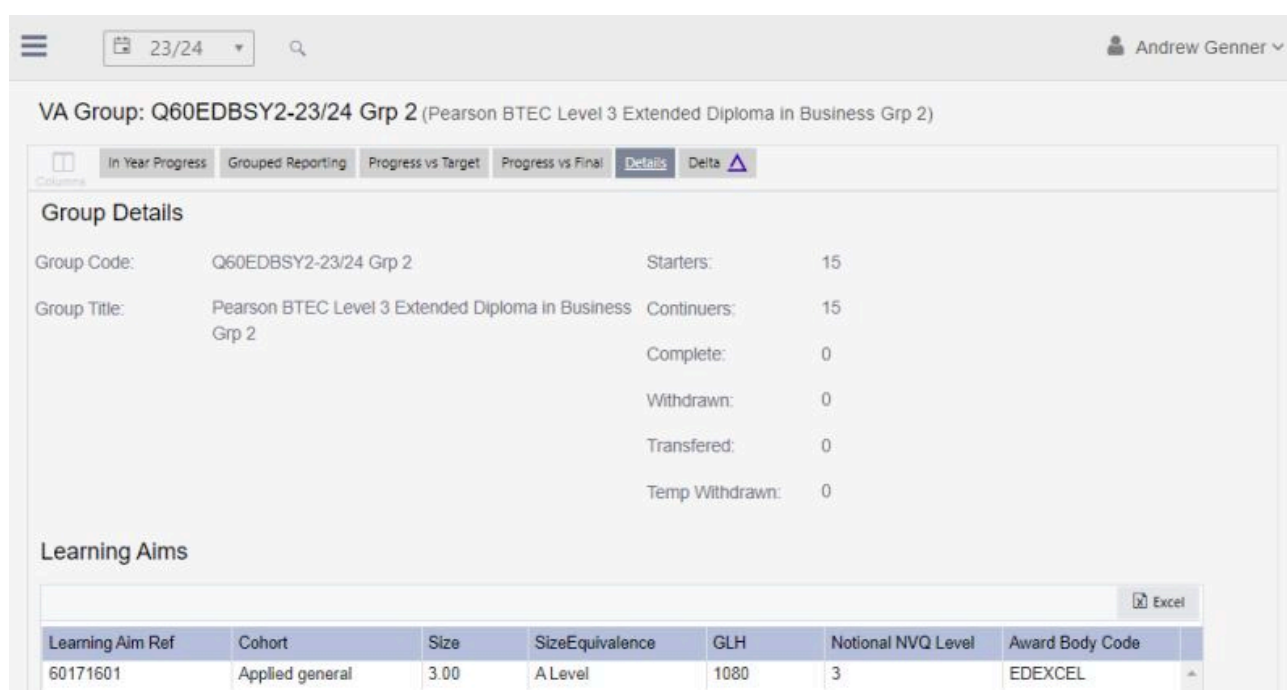
Any Groups to which you are allocated will be displayed on this screen. From here you can open the Group by clicking the Group code. If you wish, you can create a new Group by pressing the button at the top left of the grid. Any manually created Group can be edited (i.e. it's code, name, owner and Department can be changed). Alternatively, you can copy an existing Group. This will also copy any enrolments in the source Group into your new Group. Clicking the Group code from the My Groups screen allows you to then add and remove students to/from any manually created Group.

Note that Groups that have been imported can only have staff allocated / de-allocated. You cannot change details of an imported Group. If you wish to do this, the best way is to create a copy.



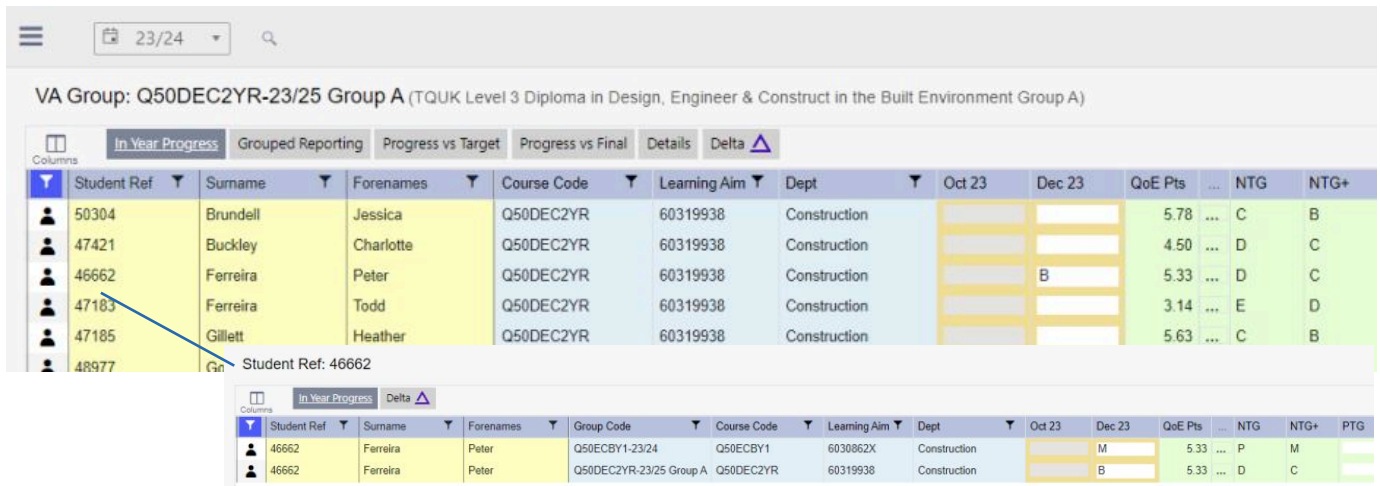
Viewing further details about the Group (or Course, Learning Aim)

The Details tab displays summary information about the Group / Course / Learning Aim. If multiple Learning Aims exist, these are listed along with information about them.



Drilling through to Student Details

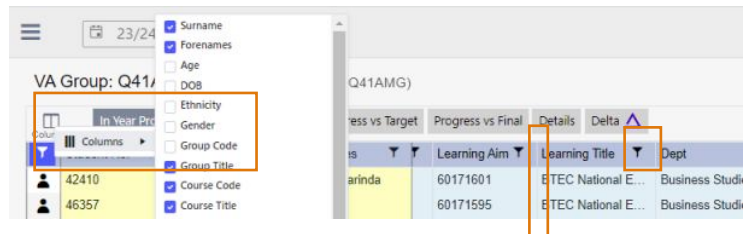
Clicking the LearningAim, Course, Group, CollegeStructure (e.g. Department) or StudentRef will take to the details for that grouping. For example, if you click on the Student Ref from the Group details, all enrolments for the selected student will be displayed.



If configured (within the Administration Application), clicking the icon to the left of the Student Ref column will open an external system page about the selected student.

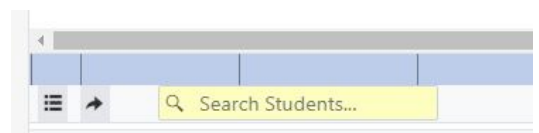
Filtering, Sorting, Adding and Removing Columns

All column widths in the grids of data can be changed by placing the cursor between two columns and moving the <||> cursor. Any column can be ordered by clicking the column header. Some columns may be filtered by clicking the filter icon.

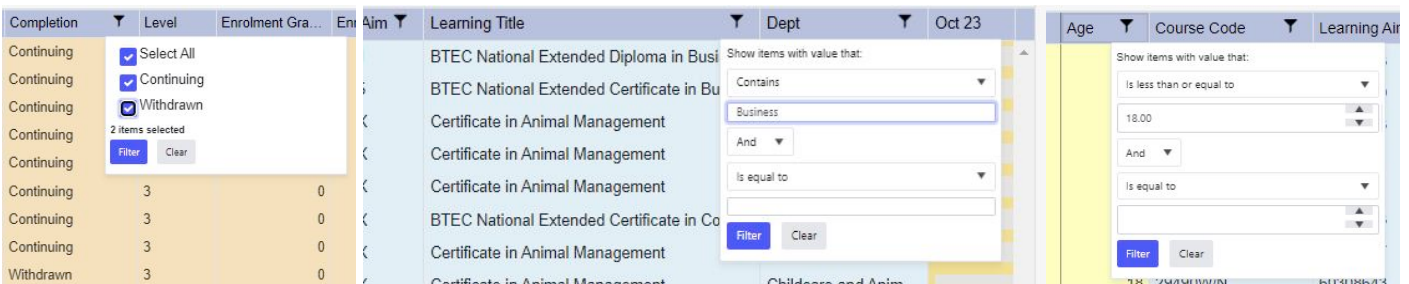


In addition, columns can be added or removed individually by pressing the columns icon found in the top left corner of most grids.

If you have added columns, some grids feature a Save and Restore feature in the lower left corner of the grid. For instance, on the In Year Group Details screen, you can save your settings and use them in future for other groups.



When you press the filter icon, in some cases, you may be presented with a short, defined list of items to choose from (e.g. Completion Status, Course Codes). In other cases (e.g. Descriptions, Titles), you will be offered a flexible filter option allowing you to search for characters contained within the description for instance. Numeric filters (e.g. Age) offer a set of filter options relative to numeric values:



When a filter has been applied to a column, it will turn from a black filter icon to a white icon on a bright blue background:



Grouped Reporting

Grouped Reporting is an extremely powerful feature of OneGrade Plus, which allows you to measure students' progress across groups, courses, departments, divisions, campuses, or any other level you need. The grouped reporting screens include up to 4 grouping categories, so you can include any combination of the fields held in OneGrade such as gender, ethnicity, post code, LLDD indicator, deprivation indicator - or any user defined fields such as college structure levels, students' previous school, or attendance.

You can access the grouped report from the side menu - Reporting - Grouped Reporting (VA). When the screen first opens, it applies a System Filter to only display Continuing and Completed enrolments and a single level of grouping - Course Code. These can be changed as necessary and the report regenerated by pressing the **Show Data** button. Additional Columns may be added by pressing the Columns icon in the top left of the grid and InYear Grade columns can be added or removed by pressing the **IY** buttons. Drill-down to the enrolment-level records by pressing the **Select** button at the left of each row.

Acad...	Co...	Course Title	VA T.	Cohort	Qualification Type	No. Enrols	No. Stu
19/20	K083	BTEC Outdoor Adventure level 3 Diploma	L3VA	Applied general	BTEC Diploma Level 3 Sports Studies (size 2)	1	
19/20	K085	BTEC Sport Diploma (Football Performance and Excellence)	L3VA	Applied general	BTEC Diploma Level 3 Sports Studies (size 2)	10	
19/20	K007	BTEC Outdoor Adventure Level 3 Extended Diploma	L3VA	Applied general	BTEC Diploma Level 3 Sports Studies (size 3)	8	
19/20	K074	BTEC Sport Extended Diploma (Football Performance and Excellence)	L3VA	Applied general	BTEC Diploma Level 3 Sports Studies (size 3)	4	
19/20	K009	BTEC Sport and Exercise Science Level 3 Extended Diploma	L3VA	Applied general	BTEC Diploma Level 3 Sports / Movement Science (size 3)	17	
19/20	K068	BTEC Sport and Exercise Science Level 3 Extended Diploma (2nd yr top-up)	L3VA	Applied general	BTEC Diploma Level 3 Sports / Movement Science (size 3)	13	
19/20	S116	Advanced Level Apprenticeship for Laboratory and Science Technicians (Industrial)	L3VA	Applied general	BTEC Diploma Level 3 Applied Sciences (size 2)	1	
19/20	S235	SIP Contracted Delivery of Apprentices - Laboratory Technicians - Unil.ever	L3VA	Applied general	BTEC Diploma Level 3 Applied Sciences (size 2)	2	
19/20	S240	Advanced Level Apprenticeship Laboratory Science - Analytical & Process Science	L3VA	Applied general	BTEC Diploma Level 3 Applied Sciences (size 2)	1	
19/20	S243	Apprenticeship Standard in Laboratory Technician	L3VA	Applied general	BTEC Diploma Level 3 Applied Sciences (size 2)	14	

Total: 243 Records

Summary Reporting

You can access the grouped report from the side menu - Reporting - Summarised Reporting (VA). This report operates in a similar to the Enrolments Grouped (VA) Report, but it does additionally support a grouping capability. To do this, drag and drop a column header onto the text at the top left of the grid to group on that column. Also, it is worth noting that column headers can be dragged and dropped to re-order them within the grid. In fact, dragging and dropping column headers to re-order them is available on most grids.

Acad...	Completi...	Student Ref	Surname	Forename...	Group Code	C...	C...	Q...	Recent ...	Recent IY Gr...	Learning
19/20	Continuing	30152324	Zazzi	Aaron	E158L001	E158	10	4.50	DDM	MPP	5008161
19/20	Continuing	30155830	Thomas	Aaron	R212L002	R212	6	3.14	P	P	6005498
19/20	Continuing	30144610	McMillan	Aaron Thomas	J187L002	J187	6	2.42	P	B	6000047
19/20	Continuing	30151386	Fairlie	Abbey	R077L001	R077	3	3.67	P	P	6007912
19/20	Continuing	30102470	Baldwin	Abbey Nicole	A016L001	A016	10	2.64	P	D	5005316
19/20	Completed	30111632	Wood	Abbi	D054L001	D054	2	4.00	P	P	6016552
19/20	Continuing	30142407	New	Abbie	G039L001	G039	8	2.75	P	P	5007385
19/20	Continuing	30142950	Eldred	Adam	E023L001	E023	1	3.00	P	P	5009814
19/20	Continuing	30152048	Smith	Adam	G025L002	G025	8	2.22	P	P	5008838
19/20	Continuing	30119434	Connell	Adam Barry	K074L001	K074	8	2.13	MMM	DDM	5006762
19/20	Continuing	30143969	Wright	Adam Thomas	E023L002	E023	11	3.55	P	P	5009814
19/20	Continuing	30157378	Millar	Adrian	D053L002	D053	0	4.48	P	P	6016552
19/20	Continuing	30156613	Hill	Afonso	K013L001	K013	2	2.50	P	P	6012456
19/20	Continuing	30155508	venkatarathnam	Agata	N098L001	N098	4	3.60	D	C	6013995
19/20	Continuing	30147415	Peters	Ahmed	N103L001	N103	8	3.56	B	D	6014000
19/20	Continuing	30154871	Dunn	Ahmed	S179L003	S179	6	3.43	DDD	MMM	5008262

Total: 3970 Records

OneGrade Plus System Settings and OneGrade Administration

1. Structure : in the example data in this document we are using EnrolmentUserDefinedString3 to hold the department indicator for each enrolment record, as seen in OneGrade administration system below:

OneGrade from Total College Ltd.

System Field Name	Table Name	User Defined Name
UserDefinedString3	Enrolment	Department

You may use a different UDF to hold college structure. The UDF which you choose to use for college structure in OneGrade Plus needs to be set as the system setting value in OneGrade client as seen below:

OneGrade from Total College Ltd.

System Setting Name	defaultValue	System Setting Value
College Structure UDF	Course/UserDefinedString1	Enrolment/UserDefinedString3

2. In Year Progress Reviews: Control which of the (up to) 12 different progress reviews are visible to tutors when OneGrade Plus is opened. You can set the description, whether it is displayed by default and whether it is locked. i.e. You can choose to lock an October Review in November to prevent In Year grades being altered afterwards.

OneGrade from Total College Ltd.

Academic Year ID	Default Description	Description	Show By default
19/20	IY Grade1	October Review	False
19/20	IY Grade2	December Review	False
19/20	IY Grade3	January Review	False
19/20	IY Grade4	March Review	True
19/20	IY Grade5	May Review	False
19/20	IY Grade6	In Year 6	False
19/20	IY Grade7	In Year 7	False
19/20	IY Grade8	In Year 8	False

3. InYear Grade Effort: This is an additional drop-down that can be displayed alongside the InYear Grade and comment. Configure the list by opening the InYear Grade -Effort screen from the Reference Data menu. To make the InYear Grade Effort column available in OneGrade Plus, you must set the System Setting "Show InYear Effort Grades in Web" to True. You can then click the Effort Grade toggle button highlighted below to display the Effort grade column(s).

Description	Obsolete
A	False
B	False
C	False

InYear Effort Grades are displayed and used alongside the In Year Grade in OneGrade Web. The System Setting 'Show InYear Effort Grades in Web' is currently ON



4. WebPlus External Student URL: At the left of the grids displaying Students or Enrolments, the "person" icon can be configured to open an external URL (e.g. a webpage in a different system). Use the System Setting "WebPlusExternalStudentURL" to configure this:

System Setting Name	System Setting Description	Default Value	System Setting Value
WebPlusExternalStudentURL	The URL of an external app to display a StudentRef	http://...	http://ILPSystem?studentref={STUDENTREF}&academicyear={ACADEMICYEARID}
WebPlusExternalStudentText	The text displayed to indicate what WebPlusExternalStud...	Click ...	Click to Launch ILP for this Student
OneGradePlus Root URL	The root of the OneGradePlus Website	http://...	http://localhost/OneGradePlus

Student Ref	Surname	Forenames	Course
14401	Berkson	John	Q60EE
31018	Bisson	Gina	Q60EE
41514	Hamer-Bullen	Helen Vicki	Q60EE
45654	Kim	Rose	Q60EE