General End User Guide

9.2.20 Reports → Pastoral Cohort Reports

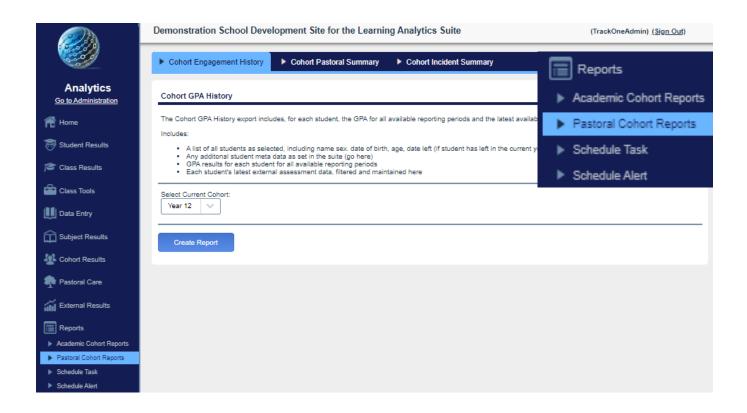


This document will assist you in navigating through the Learning Analytics Suite as both an Administrator, and as a set user type with fewer permissions enabled in their setup, ie. Staff or Student. Please carefully review all instructions set out in the Help Documentation made available.

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

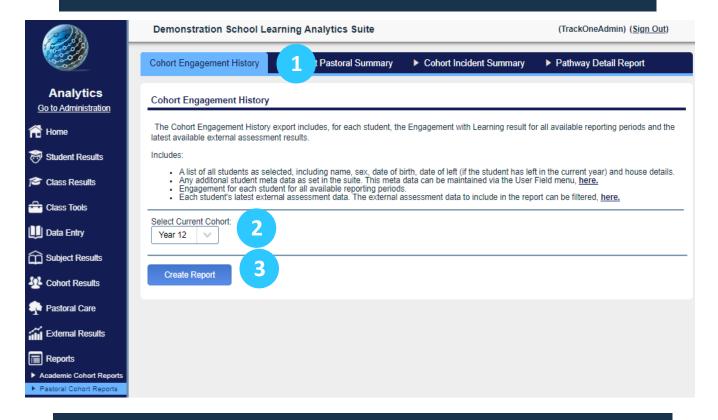
Introduction to Pastoral Cohort Reports

The **Reports** area allows the user to download PDF or Excel reports.

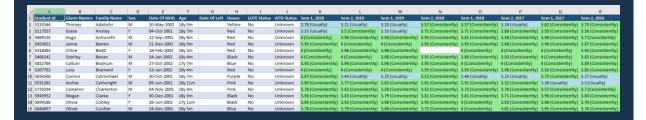


Pastoral Cohort Reports → Cohort Engagement History

The **Cohort Engagement History** export includes, for each student, the Engagement for all available reporting periods and the latest external assessment results. This is downloaded in Excel format.

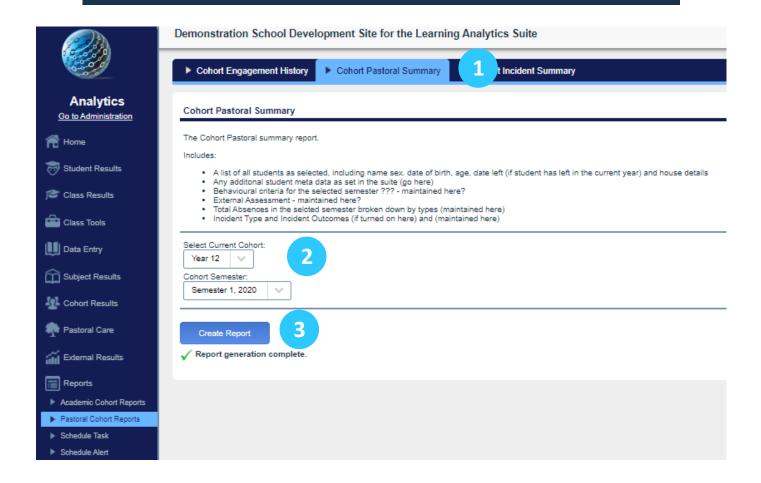


- The blue menu bar enables the user to move between the areas within Pastoral Cohort
 Reports. The pages will refresh as the user moves between tabs (meaning the cohort will
 not stay the same). The first tab allows the user to download a Cohort Engagement
 History.
- 2. Select the cohort.
- 3. Click Create Report.
- 4. The following excel spreadsheet will be generated. This report summarises the cohort's:
 - o Engagement results for all available result periods; and
 - o The latest available External Assessment data.



Pastoral Cohort Reports → Cohort Pastoral Summary

The second tab on the blue menu bar is the **Cohort Pastoral Summary**, which lists the students' additional details, their behavioural data, absences, incident data and their latest NAPLAN results.



- 1. Use the blue menu bar to move to **Cohort Pastoral Summary**.
- 2. Select the cohort and the relevant result period.

The example above looks at the Year 12s of Semester One 2020.

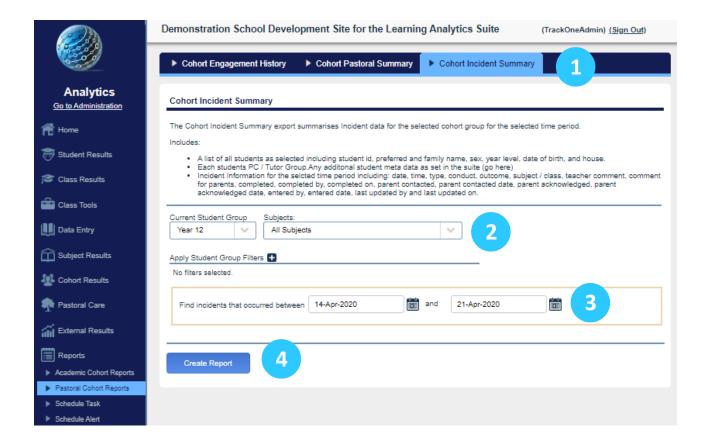
3. Click Create Report.

An Excel spreadsheet will be generated. This report summarises:

- o The students' additional details;
- o The students' behavioural data for the selected reporting period;
- o The students' latest available NAPLAN results; and
- o A students' absence and incident data if available.

Pastoral Cohort Reports → Cohort Incident Summary

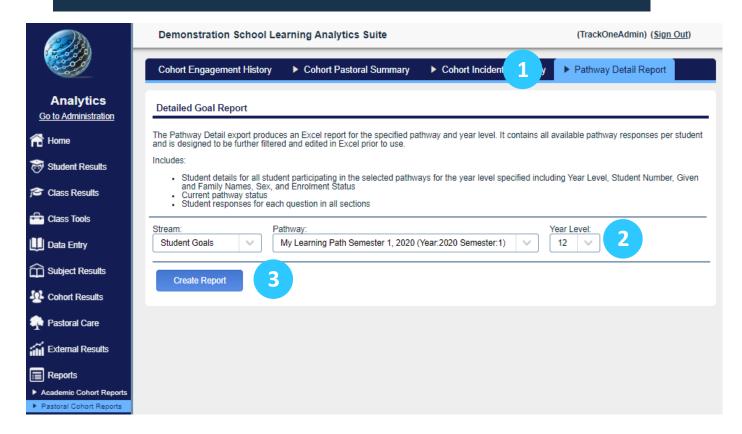
The third tab on the blue menu bar is the **Cohort Incident Summary**, which provides a detailed breakdown of the incident data for the selected cohort for the selected time period.



- 1. Use the blue menu bar to move to **Cohort Incident Summary**.
- 2. Select the cohort and the required subject or subjects.
- 3. Enter the time period required with a start and end date.
- 4. Click Create Report.
- 5. An Excel spreadsheet will be generated.

Pastoral Cohort Reports → Pathway Detail Report

The fourth tab on the blue menu bar is the **Pathway Detail Report** (My Goals or My Wellbeing) which produces an Excel report for the specified pathway and year level. It contains all available pathway responses per student and is designed to be further filtered and edited in Excel prior to use.



- 1. Use the blue menu bar to move to Pathway Detail Report.
- 2. Select the stream (Goal Setting or Wellbeing) and the required pathway and year level.
- 3. Click Create Report.
- 4. An Excel spreadsheet will be generated.