

**9.2.20 Reports → Pastoral Cohort Reports**



**TrackOne**  
S T U D I O

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](mailto:helpdesk@trackonestudio.com).

## Introduction to Pastoral Cohort Reports

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

The screenshot displays the 'Demonstration School Development Site for the Learning Analytics Suite' interface. The top navigation bar includes the user role '(TrackOneAdmin)' and a '(Sign Out)' link. The main navigation menu on the left lists various analytics and reports categories, with 'Pastoral Cohort Reports' highlighted. The central content area shows the 'Cohort GPA History' section, which includes a description of the export and a list of included data points. A 'Select Current Cohort' dropdown menu is set to 'Year 12', and a 'Create Report' button is visible. The right sidebar contains a 'Reports' section with links to 'Academic Cohort Reports', 'Pastoral Cohort Reports' (highlighted), 'Schedule Task', and 'Schedule Alert'.

**Analytics**  
Go to Administration

- Home
- Student Results
- Class Results
- Class Tools
- Data Entry
- Subject Results
- Cohort Results
- Pastoral Care
- External Results
- Reports
  - Academic Cohort Reports
  - Pastoral Cohort Reports**
  - Schedule Task
  - Schedule Alert

**Demonstration School Development Site for the Learning Analytics Suite** (TrackOneAdmin) (Sign Out)

► Cohort Engagement History ► Cohort Pastoral Summary ► Cohort Incident Summary

### Cohort GPA History

The Cohort GPA History export includes, for each student, the GPA for all available reporting periods and the latest available GPA.

Includes:

- A list of all students as selected, including name sex, date of birth, age, date left (if student has left in the current year)
- Any additional student meta data as set in the suite (go here)
- GPA results for each student for all available reporting periods
- Each student's latest external assessment data, filtered and maintained here

Select Current Cohort:  
Year 12 ▼

Create Report

**Reports**

- Academic Cohort Reports
- Pastoral Cohort Reports**
- Schedule Task
- Schedule Alert

# 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 screenshot shows the 'Demonstration School Learning Analytics Suite' interface. On the left is a navigation menu with options like Home, Student Results, Class Results, Class Tools, Data Entry, Subject Results, Cohort Results, Pastoral Care, External Results, and Reports. The 'Reports' section is expanded, showing 'Academic Cohort Reports' and 'Pastoral Cohort Reports'. The main area displays the 'Cohort Engagement History' report. It includes a description of the report and a list of included data. Below this, there is a 'Select Current Cohort:' dropdown menu set to 'Year 12'. A 'Create Report' button is visible. Red circles with numbers 1, 2, and 3 highlight the navigation bar, the cohort selection dropdown, and the 'Create Report' button respectively.

1. 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:
  - Engagement results for all available result periods; and
  - The latest available External Assessment data.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Student Id	Given Names	Family Name	Sex	Date Of Birth	Age	Date Of Left	House	LOTE Status	ATSI Status	Sem 1, 2020	Sem 2, 2019	Sem 3, 2019	Sem 4, 2018	Sem 1, 2018	Sem 2, 2017	Sem 1, 2017	Sem 2, 2016
2	5235544	Thomas	Adatschi	M	10-May-2002	18y 0m	Yellow	No	Unknown	2.78 (Usually)	3.21 (Usually)	3.25 (Usually)	3.57 (Consistently)	3.57 (Consistently)	3.24 (Usually)	3.62 (Consistently)	3.71 (Consistently)
3	5117557	Grace	Anstey	F	04-Oct-2001	18y 7m	Red	No	Unknown	3.33 (Usually)	3.5 (Consistently)	3.35 (Usually)	3.71 (Consistently)	3.86 (Consistently)	3.95 (Consistently)	3.56 (Consistently)	3.71 (Consistently)
4	5869135	Hugo	Ashworth	M	12-Sep-2001	18y 8m	Red	No	Unknown	4 (Consistently)	3.96 (Consistently)	3.94 (Consistently)	3.95 (Consistently)	3.81 (Consistently)	3.58 (Consistently)	3.96 (Consistently)	3.7 (Consistently)
5	5455851	Jamie	Barren	M	21-Dec-2001	18y 5m	Red	No	Unknown	3.95 (Consistently)	4 (Consistently)	4 (Consistently)	3.95 (Consistently)	3.88 (Consistently)	3.96 (Consistently)	3.87 (Consistently)	3.87 (Consistently)
6	5318483	Chloe	Beatt	F	18-Feb-2002	18y 3m	Red	No	Unknown	4 (Consistently)	3.96 (Consistently)	3.96 (Consistently)	3.95 (Consistently)	4 (Consistently)	4 (Consistently)	3.93 (Consistently)	3.93 (Consistently)
7	5466141	Stanley	Bevan	M	24-Jan-2002	18y 4m	Black	No	Unknown	4 (Consistently)	4 (Consistently)	3.88 (Consistently)	3.91 (Consistently)	3.86 (Consistently)	3.92 (Consistently)	4 (Consistently)	3.83 (Consistently)
8	5852764	Callum	Bodrum	M	27-Oct-2002	17y 7m	Blue	No	Unknown	3.95 (Consistently)	3.96 (Consistently)	3.95 (Consistently)	3.95 (Consistently)	4 (Consistently)	4 (Consistently)	3.89 (Consistently)	3.89 (Consistently)
9	5267792	Lucy	Brainerd	F	13-Jan-2002	18y 4m	Red	No	Unknown	4 (Consistently)	4 (Consistently)	4 (Consistently)	3.95 (Consistently)	3.95 (Consistently)	3.96 (Consistently)	3.92 (Consistently)	3.85 (Consistently)
10	5654266	Connor	Carmichael	M	30-Oct-2001	18y 7m	Purple	No	Unknown	3.67 (Consistently)	3.44 (Usually)	3.25 (Usually)	3.52 (Consistently)	3.48 (Usually)	3.25 (Usually)	3.75 (Consistently)	3.37 (Usually)
11	5531381	Archie	Cartwright	M	09-Jun-2001	18y 11m	Pink	No	Unknown	3.89 (Consistently)	3.77 (Consistently)	3.83 (Consistently)	3.81 (Consistently)	3.91 (Consistently)	3.52 (Consistently)	3.38 (Usually)	3.3 (Usually)
12	5739294	Cameron	Charleston	M	04-Nov-2001	18y 6m	Pink	No	Unknown	3.78 (Consistently)	3.62 (Consistently)	3.58 (Consistently)	3.52 (Consistently)	3.72 (Consistently)	3.76 (Consistently)	3.57 (Consistently)	3.7 (Consistently)
13	5945952	Megan	Clarke	F	30-Dec-2001	18y 5m	Black	No	Unknown	3.56 (Consistently)	3.83 (Consistently)	3.79 (Consistently)	3.81 (Consistently)	3.81 (Consistently)	3.71 (Consistently)	3.96 (Consistently)	3.83 (Consistently)
14	5699186	Olivia	Cooley	F	28-Jun-2002	17y 11m	Black	No	Unknown	3.95 (Consistently)	3.92 (Consistently)	3.96 (Consistently)	3.95 (Consistently)	4 (Consistently)	3.92 (Consistently)	3.88 (Consistently)	3.74 (Consistently)
15	5844897	Oliver	Coulter	M	24-Dec-2001	18y 5m	Blue	No	Unknown	3.78 (Consistently)	3.79 (Consistently)	3.88 (Consistently)	3.72 (Consistently)	4 (Consistently)	3.81 (Consistently)	3.95 (Consistently)	3.74 (Consistently)

## 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.

The screenshot displays the 'Demonstration School Development Site for the Learning Analytics Suite'. On the left is a dark blue sidebar with a 'Go to Administration' link and a list of menu items: Home, Student Results, Class Results, Class Tools, Data Entry, Subject Results, Cohort Results, Pastoral Care, External Results, Reports, Academic Cohort Reports, Pastoral Cohort Reports (highlighted), Schedule Task, and Schedule Alert. The main content area has a top navigation bar with three tabs: 'Cohort Engagement History', 'Cohort Pastoral Summary' (selected and marked with a blue circle '1'), and 'Incident Summary'. Below the tabs, the 'Cohort Pastoral Summary' section is titled 'The Cohort Pastoral summary report.' and lists included data: student details, meta data, behavioural criteria, external assessment, total absences, and incident data. Below this, there are two dropdown menus: 'Select Current Cohort:' with 'Year 12' selected (marked with a blue circle '2'), and 'Cohort Semester:' with 'Semester 1, 2020' selected. A blue 'Create Report' button (marked with a blue circle '3') is positioned below the dropdowns. At the bottom, a green checkmark icon is followed by the text 'Report generation complete.'

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:

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

The screenshot shows the 'Demonstration School Development Site for the Learning Analytics Suite' interface. The top navigation bar includes 'Cohort Engagement History', 'Cohort Pastoral Summary', and 'Cohort Incident Summary' (highlighted with a blue circle and the number 1). The left sidebar lists various analytics options, with 'Pastoral Cohort Reports' selected. The main content area is titled 'Cohort Incident Summary' and contains a description of the report. Below this, there are two dropdown menus: 'Current Student Group' (set to 'Year 12') and 'Subjects' (set to 'All Subjects'), with a blue circle and the number 2 next to the 'Subjects' dropdown. Below these is a section for 'Apply Student Group Filters' with a plus icon and the text 'No filters selected.' Further down is a date range selector with the text 'Find incidents that occurred between' followed by two date pickers (set to '14-Apr-2020' and '21-Apr-2020') and an 'and' separator, with a blue circle and the number 3 next to the date range. At the bottom is a blue 'Create Report' button with a blue circle and the number 4 next to it.

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.

The screenshot displays the 'Demonstration School Learning Analytics Suite' interface. On the left is a dark blue sidebar with a 'Go to Administration' link and a list of menu items: Home, Student Results, Class Results, Class Tools, Data Entry, Subject Results, Cohort Results, Pastoral Care, External Results, and Reports. The 'Reports' section is expanded, showing 'Academic Cohort Reports' and 'Pastoral Cohort Reports'. The main content area has a top navigation bar with tabs: 'Cohort Engagement History', 'Cohort Pastoral Summary', 'Cohort Incident', and 'Pathway Detail Report'. The 'Pathway Detail Report' tab is selected and highlighted with a blue circle containing the number '1'. Below the tabs, the 'Detailed Goal Report' section contains a description of the report and a list of included data: 'Student details for all student participating in the selected pathways for the year level specified including Year Level, Student Number, Given and Family Names, Sex, and Enrolment Status', 'Current pathway status', and 'Student responses for each question in all sections'. Below this, there are three dropdown menus: 'Stream:' with 'Student Goals' selected, 'Pathway:' with 'My Learning Path Semester 1, 2020 (Year:2020 Semester:1)' selected, and 'Year Level:' with '12' selected. A blue circle with the number '2' is placed over the 'Year Level:' dropdown. At the bottom of this section is a blue 'Create Report' button, which is highlighted with a blue circle containing the number '3'.

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.