

# The Creative Learning Journey™

.....every child matters



## Pupil Assessment Manager

Manager  
Pupil Assessment

# User Guide

# step one



Click on the “**Pupil Assessment Manager**” logo to begin.....

- Enter your **username**, **password** and **name**
- Click on **2009/10**
- You will now have the **Pupil Assessment Manager** screen

## First time use:

**You need to enter the details of your pupils – you can do this in two ways:**

- Click **Pupils** (top right of screen) and type in the details of each pupil, one at a time – you **MUST** click **Add Pupil** after each entry.  
**Note: The Group column must be completed.**

## You can import pupils from Excel

- Click on the button **IMPORT PUPIL LIST**
- A new window will open – please follow the instructions in the window (you can cut and paste into the template provided, making sure you complete all columns)
- You can now **upload** to the **pupil list**.
- All the pupils will now appear in the main screen.

You can **edit** any pupil at any time by clicking on **edit** (on the far right of each name).

When you have all the pupils’ names in you are ready to start **Assessment**.

## step two

### Starting Assessment:

- Click on **Assessment** (pink button top of screen)
  - Select **Pupil Group** from the drop down box (top left of screen)
  - Select the **Area of Development** you wish to assess (top left of screen)
  - The skills will appear in the left hand side of the screen and the names will appear at the top.
  - Click on a box under a child's name; it will be highlighted with a blue line around it.
  - You can write a **comment** in the box at the top (comments). Then press **SAVE**.
  - You can choose **Red**, **Amber**, **Green**. Then press **SAVE**.
- Note:** The comment you type in the box will go to the record of the child you have clicked when you press **SAVE**.

## step three

You can do a “**Group Comment**”

- Click the **Group Comment** box at the top of the screen.
- Click each box under the **pupil name** you wish to assess, these will be highlighted with a blue line.
- When you have finished choosing the “**skills**” and “**pupil names**” you wish to make a “**Group Comment**” (the same comment in each box) go to the comments at the top, type in your comment, then click on a colour (**red, amber, green**).
- **PRESS SAVE**
- The comment will go in all boxes.  
The **red, amber, green** (traffic light system) will go into each box.
- To change any individual pupil’s record, un-click the **Group Comment** box, then click on any box under the pupil’s name and go to comment box to re-type the comment - or click **red, amber, green** at the top if you wish to change the colour.
- **PRESS SAVE**

**TIP:** You can just click the box, one for red, twice for amber, three times for green, four times for white.

**DO NOT FORGET** the numbers in the top left of the box is the **National Curriculum level**. This number appears in the comments box – **you should type a space after the number then type your comment.**

# step four

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## Print Record

- Click on the green button at the top – **Print Record**
- Please select the **pupil name** you wish from the drop down menu
- Now select the **year group** or **year groups** you wish to **print** out or **view** on screen.
- Now select the **area** or **areas of development** (you can select as many as you wish or select all) that you wish to include in your print out.
- Now press **SAVE to PDF**
- The **Assessment Manager** will now gather all the information from the records and supply you with a **PDF**.
- Click on **DOWNLOAD RECORD PDF** (under save to PDF) when it appears in **red**.
- You will now see a full print out on screen of the pupil assessment for that child.  
**NOTE: You can do this for any child and any areas of learning.**

You can **Print** this out, **SAVE** it or **email** it.

**step four** continued...

## step four continued

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### Print Graph

- Click on **Print Graph** – purple box at the top.
- Select pupils by **Group** (top left). You can select one or more groups.
- Then select the **pupil names** you wish to assess or **select all**.  
Select the skills by year group. (Top left)
- Then select the skills you wish to see – you can select as many areas as you wish.

**TIP: If you wish to select all click the box at the bottom select all**

- Then press **SAVE to PDF**.
- Wait until you see **DOWNLOAD GRAPH PDF** then click on it.
- You will now see a chart graph of all the skills and all the pupils you have selected.

You can **Print** this out, **SAVE** it or **email** it.