

INSTRUCTIONS FOR INPUTTING OWN DATA ON RAISEONLINE

1. You must go into RAISEonline as the Administrator so use the Admin Username and Password. This will probably have the same Username number but with SADMIN or something similar at the end and a different Password
2. Click on Data Management near top of screen
3. In the Edit Pupils section click on Amend Existing Pupil Record
4. In the Pupil Search section change Key Stage to Key Stage 2, NC Year Group to Year 6 and Academic Year to 2012 (of course if you are amending KS1 data you will do this for KS1 and Year Group 2)
5. Click Search Records
6. This will bring up Results of all your Year 6 pupils from last year (on a number of pages)
7. You have the option of Deleting or Editing a pupil (NOTE: Any changes you make will not affect the Published Data section of RAISEonline, only the School's Own Data Section)
8. If you want to delete pupils i.e. ones who you are discounting from your results or particular groups or need to Edit pupils i.e. change their results, you need to do this one pupil at a time.
9. If you delete a pupil click on Update Changes
- 10. Once all the required pupils have been deleted click on Reports and Analysis tab and then Confirm Updates. If you don't want to Edit any pupil data go to Point 19 below**
11. If you want to Edit a pupil click Edit next to that pupil's name. This will bring up all the contextual info on that pupil
12. Click the National Assessment tab
13. Under National Test: Key Stage 2 for English and Maths enter the Test Level in the Level box i.e. 4b, 3a. This will generate a mark (Note: If you have an actual test mark, input this and the Level will be generated)
14. The mark that is generated is the lowest mark possible to achieve this sub level i.e. if the child was a 4b in English it will give a mark of 51. However the range of marks to achieve a 4b ranges from 51 to 59. This mark really affects your CVA. **If you leave this mark as the lowest in the range your CVA will be much lower.** The range of marks for that sub level is displayed as a drop down list when you click on the mark. You should do either of the following:
 - a) Change the mark to the mid point for that sub level for every pupil
 - b) For each pupil, assess whether they were a strong, medium or weaker pupil at that sub level e.g. for a pupil assessed at 3b were they just a 3b (i.e. nearer to a 3c) a mid 3b or a strong 3b (i.e. nearer to 3a). Give a mark, within the range, which is appropriate to this assessment.
15. If a child was a Level 2 it does not let you put in 2a, 2b or 2c unfortunately.
- 16. Click on Update Changes (really important you do this after putting levels in for each pupil or your data will be lost!)**
17. Having updated your changes now click on Next Pupil. Repeat this for all the pupils from last year's Year 6

18. Once all the pupils have been inputted click on Reports and Analysis tab and then Confirm Updates

19. Under View All Analysis tick the box next to Default to School Own Data
20. Then click on All Analysis available and look at the charts, graphs etc as before. The Summary Report will not be changed so charts/tables need to be looked at separately.
21. If you want to save or print a chart/table, in the drop down box "Select a Format" choose Acrobat PDF file. Then click on Export and a PDF will be created. Give this file a name that you will remember and save it on your computer.