

General End User Guide
7.3.20 Pastoral Care → Incident Analysis



TrackOne

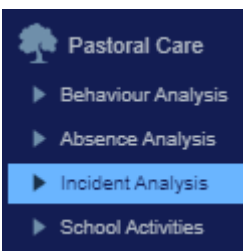
S T U D I O

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.

Incident Summary

The first tab on the blue horizontal menu bar is **Incident Analysis**. This identifies students within a cohort based on their recorded number of incidents.



Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

▶ Incident Summary ▶ Progressive Incident Report ▶ Progressive Outcome Report ▶ Incident Analysis By Month ▶ Incident Analysis By Time

Cohort Incident Summary Manage Incident Groups

Year: All

Additional Filter Options +
 Selected Filters: Exclude non-current students: Y

Find students who had an incident recorded between 28-Jan-2019 and 06-Dec-2019 Search

Incident Character: All Incidents

Student	Surname	Given Names	Sex	House	Date Left	Year Group	Behaviour	Everything	Total
S952576	Bowen	Logan	M	Blue	Current	10		9	9
S523654	Potter	Felix	M	Black	Current	8		9	9
S272857	Chambers	Ethan	M	Blue	Current	8		8	8
S247172	Parkinson	Harvey	M	Purple	Current	9		8	8
S374237	Maddougal	Lydia	F	Purple	Current	9		6	6
S673712	Workman	Max	M	Red	Current	8		6	6
S322935	Hinds	Alex	M	Blue	Current	9		5	5
S161273	Bowers	Kai	M	Red	Current	10		4	4
S561821	Fordred	Bobby	M	Black	Current	10		4	4
S765927	Haviland	Charles	M	Black	Current	8		4	4
S874145	Sylvester	Harrison	M	Pink	Current	8		4	4

1. The blue menu bar enables the user to move between the areas within **Incident Analysis**. The pages will refresh as the user moves between tabs (meaning the cohort will not stay the same). The first tab looks at **Incident Summary**.
2. Begin by selecting the cohort.
3. It is important to note that the default filter setting is to exclude non-current students. (To change this setting, open the **Additional Filter Options** menu using the '+' icon).
4. Select the start and end date to be used when returning results.
5. Select the Characters of Incidents (Negative, Positive or Neutral).
6. Results may be sorted by clicking on the column heading. Clicking the heading once will order the data from smallest to largest. Clicking the heading again will order to data from largest to smallest.
7. These results may be exported out into Excel.

Progressive Incident Report

The second tab on the blue menu bar is **Progressive Incident Report**. This charts the students' incidences for a given time period (broken down by time).

Demonstration School Learning Analytics Suite (TrackOneAdmin) (Sign Out)

Incident Summary | **Progressive Incident Report** | Progressive Outcome Report | Incident Analysis By Month | Incident Analysis By Time

Progressive Incident Report Manage Incident Groups

Year: Class Semester: Subjects:

Additional Filter Options No filters selected.

Student Details				Total (Days : 86)		Week 1 (Starting: 17-Jul-2018 Days : 4)		Week 2 (Starting: 23-Jul-2018 Days : 5)		Week 3 (Starting: 30-Jul-2018 Days : 5)		Week 4 (Starting: 06-Aug-2018 Days : 5)		Week 5 (Starting: 13-Aug-2018 Days : 4)		Week 6 (Starting: 20-Aug-2018 Days : 5)		Week 7 (Starting: 27-Aug-2018 Days : 5)		Week 8 (Starting: 03-Sep-2018 Days : 5)		Week 9 (Starting: 10-Sep-2018 Days : 5)		Week 10 (Starting: 17-Sep-2018 Days : 5)		Week 11 (Starting: 24-Sep-2018 Days : 5)		Week 12 (Starting: 01-Oct-2018 Days : 5)		Week 13 (Starting: 08-Oct-2018 Days : 5)	
Code	Given Name	Family Name	House	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything	Behaviour	Everything
S113822	Florence	Robinson	SH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S117417	Eva	Poulton	MA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S121983	Megan	Wedlake	MO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S128219	Daisy	Powell	MA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S129689	David	Macmillan	RU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S134422	Molly	Wright	SH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1. Use the blue menu bar to move to **Progressive Incident Report**.
2. Begin by selecting the cohort, result year and subject.
3. Select the blue Find button.
4. Incidents are displayed in a table.
5. Results can be exported to an Excel spreadsheet.

Progressive Outcome Report

The third tab on the blue menu bar is **Progressive Outcome Report**. This charts the students' outcomes for a given time period (broken down by time).

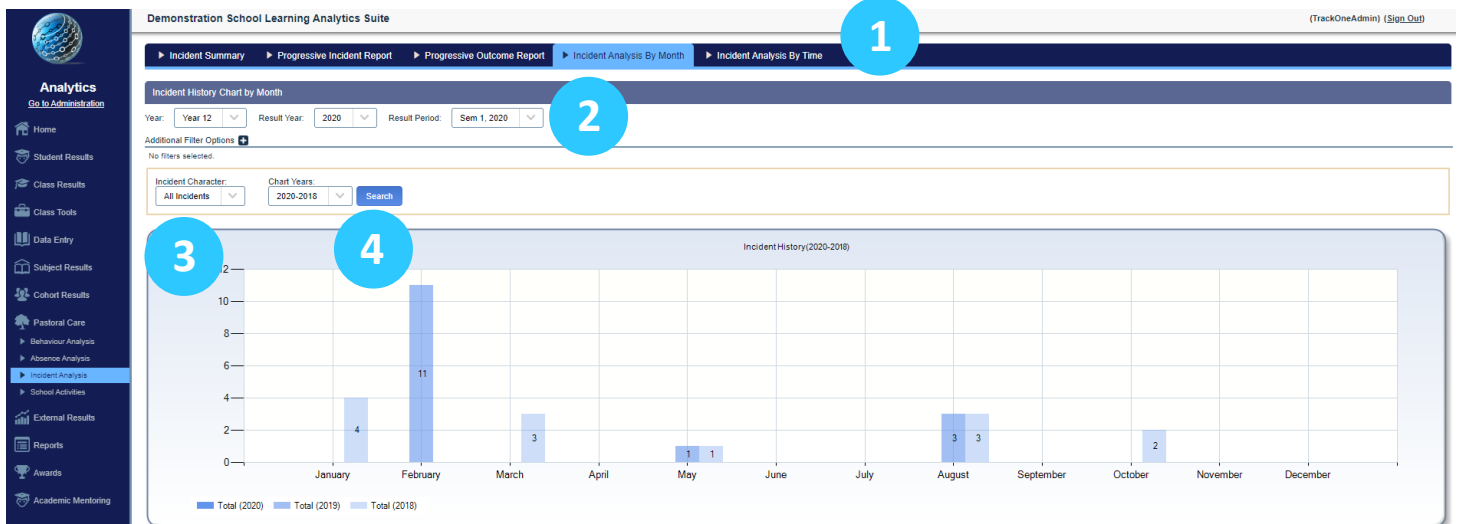
The screenshot shows the 'Progressive Outcome Report' interface. The blue menu bar at the top has three tabs: 'Incident Summary', 'Progressive Incident Report', and 'Progressive Outcome Report' (highlighted with a blue circle and the number 1). Below the menu bar, there are filters for 'Year' (Year 10), 'Class Semester' (Semester 2, 2019), and 'Subjects' (All Subjects), with a 'Find' button (circled with a blue circle and the number 3). To the right of the filters is a 'Manage Outcome Groups' button (circled with a blue circle and the number 5). Below the filters is a table with columns for 'Student Details', 'Total (Days : 86)', and nine 'Week' columns (Week 1 to Week 9). The table contains data for eight students, with columns for 'Defention', 'Suspension', and 'Warning' for each week. A blue circle with the number 4 is placed over the table area. On the left side, there is a vertical navigation menu with 'Analytics' highlighted.

Student Details				Total (Days : 86)	Week 1 (Starting: 17-Jul-2018 Days : 4)			Week 2 (Starting: 23-Jul-2018 Days : 5)			Week 3 (Starting: 30-Jul-2018 Days : 5)			Week 4 (Starting: 06-Aug-2018 Days : 5)			Week 5 (Starting: 13-Aug-2018 Days : 4)			Week 6 (Starting: 20-Aug-2018 Days : 5)			Week 7 (Starting: 27-Aug-2018 Days : 5)			Week 8 (Starting: 03-Sep-2018 Days : 5)			Week 9 (Starting: 10-Sep-2018 Days : 5)		
Code	Given Name	Family Name	House	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	Defention	Suspension	Warning	
\$113113	Alex	Tordoff	MO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$113144	Jude	Walle	PE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$116799	Maryam	Williams	MO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$120567	Maryam	Gordon	RU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$154533	Darcey	Rawson	PE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$159372	Maddison	Jung	MA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$161451	Charlie	Melia	RU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$192791	Amelia	Galehouse	MA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1. Use the blue menu bar to move to **Progressive Outcome Report**.
2. Begin by selecting the cohort, result year and subject.
3. Select the blue Find button.
4. Outcomes are displayed in a table.
5. Results can be exported to an Excel spreadsheet.

Incident Analysis By Month

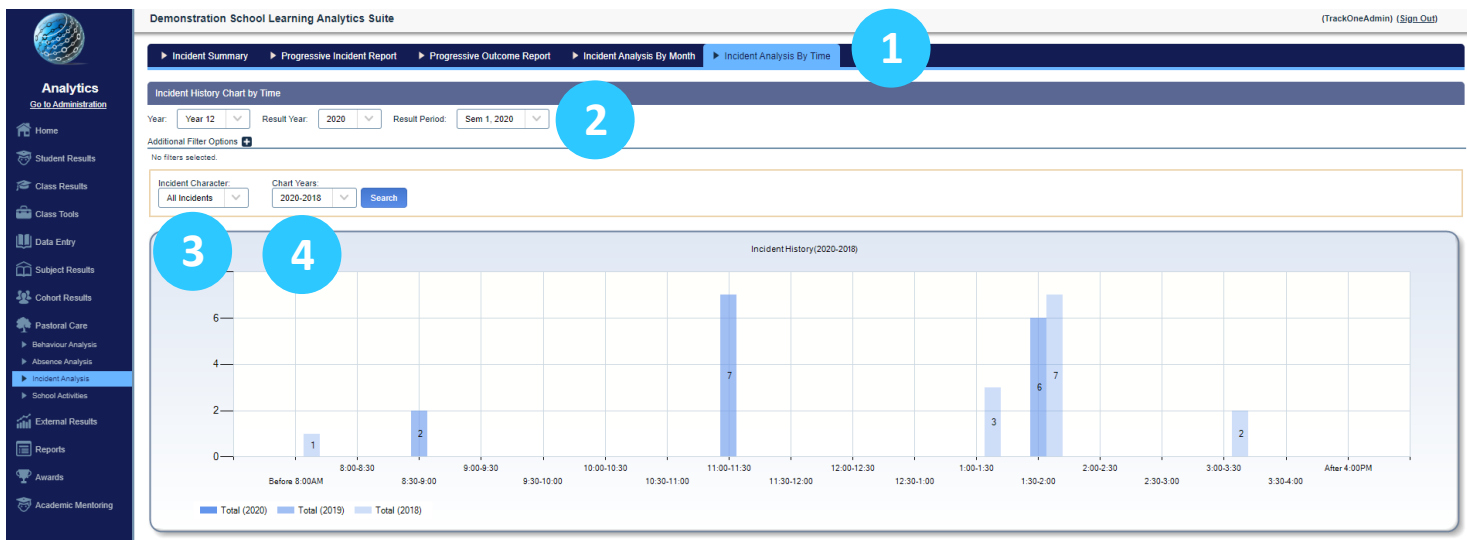
The fourth tab on the menu bar is **Incident Analysis By Month**. This charts the students' incidences over the past three years (broken down by month). The user may choose to display all incident types or one specific category.



1. Use the blue menu bar to move to **Incident Chart By Month**.
2. Begin by selecting the cohort, result year and result period.
3. Select the Characters of Incidents (Negative, Positive or Neutral).
4. Select the three-year period range for which the incidences should be charted.

Incident Analysis By Time

The fifth tab on the menu bar is **Incident Analysis By Time**. This charts the students' incidences over the past three years (broken down by time). The user may choose to display all incident types or one specific category.



1. Use the blue menu bar to move to **Incident Chart By Time**.
2. Begin by selecting the cohort, result year and result period.
3. Select the Characters of Incidents (Negative, Positive or Neutral).
4. Select the three-year period range for which the incidences should be charted.