

Module Four: Reporting

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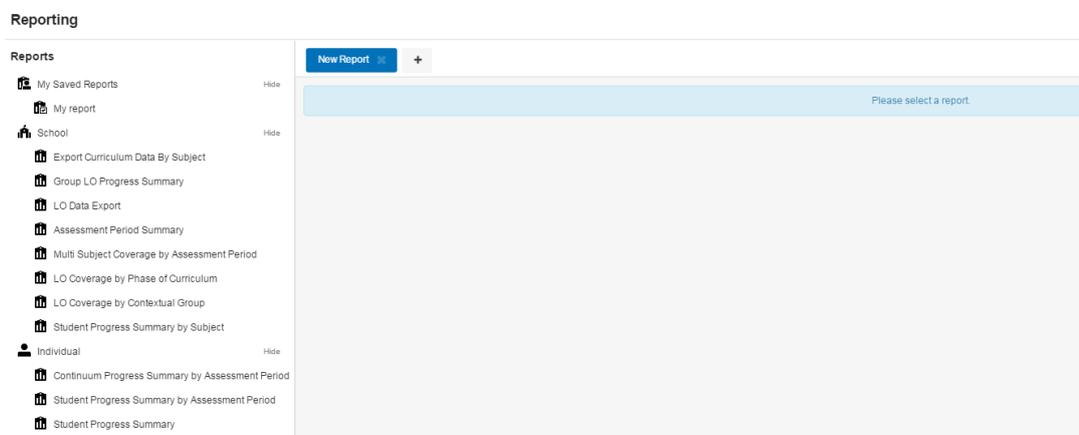
Introduction

The FrogProgress Reporting application is a powerful reporting tool designed to make it easy for both teachers and SLT to pull information on their students quickly and easily. There are six reports currently pre-programmed into the Reporting application. This module will cover the sorts of information these reports will display and how they could be used. We will also briefly look at how you can use this information outside of Progress to create custom reports.

Navigating Reporting



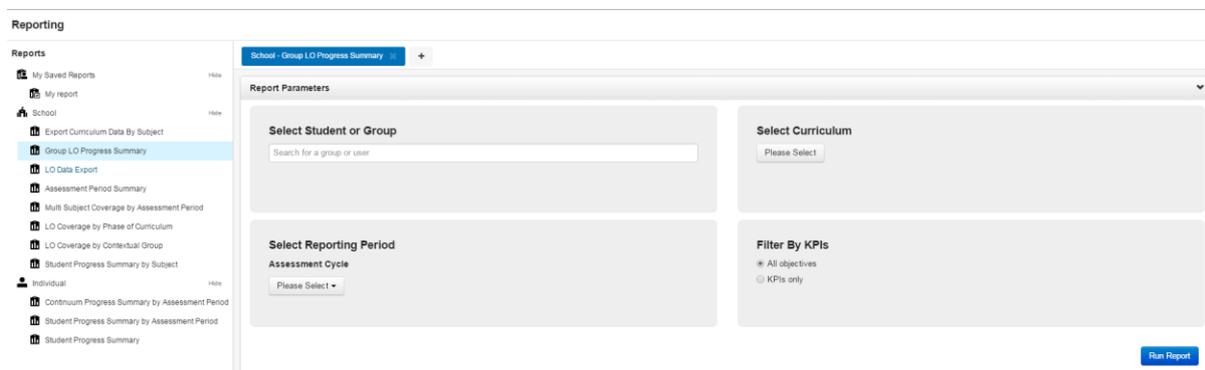
The Reporting application can be accessed from **Quick Launch**, the **Quicklinks dashboard** (Progress only schools) or from the Applications section of **FrogDrive**.



When the Reporting application first opens you will be presented with a list of available reports on the left hand side.

The page will display a **New Report** section which will invite you to select a report to run.

To run a report, choose one from the left hand menu and the page will show you the parameters for that report.



We will cover the individual details of each report later in this module but there are a few settings that appear in various places that are worth covering.



New Report Tab: Use the + button to create new tabs to run new reports in. This will help you quickly and easily refer to multiple reports without having to run a new set of parameters each time.



Menu: The reports menu can open and collapse to save space. Look for these arrows to open and close the menu panel.



School

Hide

Hide/Show: It is possible to Hide and Show various sections of the menu to save space.



Action cog: For all reports that display within the platform (e.g. everything but the LO Data Export) an action cog can be used.

Report Parameters



Parameters arrow: Look out for the parameters arrow. This arrow will collapse the parameters window, making it much easier to see the report content, or to quickly adjust the parameters used.



Download as PDF: Click this button to download the current report into a PDF file.



Print: Use this button to open a printable PDF of the current report.



Contextual Data filter: This button allows you to filter the current report by the contextual data groups set in your system. For more information on contextual data, click [here](#).

School Reports

The School reports section contains reports that apply to groups of students. These reports could be run for class groups, year groups, or for the entire student profile. For more information on groups, please see **Module Five: Admin**.



School

Hide



Export Curriculum Data By Subject



Group LO Progress Summary



LO Data Export



Assessment Period Summary



Multi Subject Coverage by Assessment Period



LO Coverage by Phase of Curriculum



LO Coverage by Contextual Group



Student Progress Summary by Subject

Export Curriculum Data By Subject

The Export Curriculum Data By Subject allows users to export a copy of their curriculum by subject to a CSV file.

Select Subject: Choose the subject curriculum you wish to export. The export will pull out all active curricula within the selected subject.

Select Subject

Please Select ▾

Group LO Progress Summary

The Group LO Progress Summary report provides a report for a specific subject, group and phase of the curriculum. It is grouped by Learning Objective within a specified assessment period.

Report Parameters

Parameters

Select Group

Select Group: Use this predictive field to type the name of the group you wish to report on.

Select Curriculum

Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to report on.

Select Reporting Period

Assessment Cycle

Select Reporting Period: Use the drop down boxes to choose your assessment period. The report will pull through all data up until the selected period so we would normally recommend selecting the most recent period, unless you are specifically looking at a past period.

Filter By KPIs

- All objectives
 KPIs only

Filter By KPIs: This report provides the option to view all data or just the data for KPIs.

View Report: Use the blue **View Report** button to view the report.

School - Group Learning Objective Progress Summary

A progress report for a specific subject, group and phase of the curriculum, grouped by Learning Objective, for a specified assessment period

Subject	Mathematics	Group	Class One
Phase of Curriculum	Year 4	Assessment Cycle	2015/2016
Objectives	All objectives	Assessment Period	Spring 1

Learning Objectives	Subject Area	Not Taught		Not Where You Should Be		Where You Should Be	
		Count	%	Count	%	Count	%
Describe positions on a 2-D grid as coordinates in the first quadrant	Geometry - position and direction	5	100%	0	0%	0	0%
Describe movements between positions as translations of a given unit to the left/right and up/down	Geometry - position and direction	0	0%	3	60%	2	40%

This report provides both a count and % of the learning objectives at each status. If you wish to manipulate this data further, we recommend copying the content into an Excel spreadsheet or similar which will make it easier to deal with.

There are popovers available on each count and percentage value to allow you to easily see which children are at which status.

LO Data Export

The LO Data Export will export all information requested from it within the selected parameters. It is possible to run this export without setting any parameters, but we would generally recommend that at least the **Reporting Cycle** and the **Curriculum** or **Group** fields are selected, if only to make the resulting export easier to handle.

Report Parameters

Select Student or Group

Select Curriculum

Select Reporting Cycle Start
 Assessment Cycle

Select Reporting Cycle End
 Assessment Cycle

Filter Judgements
If more than one judgement is recorded in a period, they will all show up in this report. Select "Latest judgements for period" to only show the latest judgement for each period.

All judgements
 Latest judgements for period

Filter By KPIs
 All objectives
 KPIs only

Parameters

Select Student or Group: Use the predictive drop down to find an individual or group.

Select Curriculum: Use the **Please Select** button to find the area of the curriculum you wish to report on.

Select Reporting Cycle Start: Use the drop down to configure when you would like the reporting data to start from.

Select Reporting Cycle End: Use the drop down to configure when you would like the reporting data to end.

Filter Judgements: If multiple judgements have been set against students in the time period selected, you can choose to export all of these judgements, or just the most recent. As we will see later, there can be benefits to only exporting the most recent.

Filter By KPIs: Do you need to see all objectives for your selected student/group/curriculum? If you are reporting against the KPIs for that particular parameter you can choose the **KPIs only** radio button to reduce the data you will pull out.

Download Report: Use the download report to pull out the report into a CSV file. This file can be opened in Excel and manipulated, saved or printed as required.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	First Name	Last Name	Pupil Number	Curriculum	Subject	Subject Area	Year	LO/KPI Name	LO/KPI Flag	Event Type	Descriptive Detail	Date Recorded	Assessor First Name	Assessor Surname	Academic Term		
2	Claire	Bailey		National Curriculum	Mathematics	Geometry	Year 4	Plots specifications	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
3	James	Bennet		National Curriculum	Mathematics	Geometry	Year 4	Plots specifications	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
4	Sally	Bridges-Wickham		National Curriculum	Mathematics	Geometry	Year 4	Plots specifications	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
5	Alistair	Gill		National Curriculum	Mathematics	Geometry	Year 4	Plots specifications	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
6	Jenifer	Vosper		National Curriculum	Mathematics	Geometry	Year 4	Plots specifications	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
7	Claire	Bailey		National Curriculum	Mathematics	Geometry	Year 4	Compares	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
8	James	Bennet		National Curriculum	Mathematics	Geometry	Year 4	Compares	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
9	Sally	Bridges-Wickham		National Curriculum	Mathematics	Geometry	Year 4	Compares	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
10	Jenifer	Vosper		National Curriculum	Mathematics	Geometry	Year 4	Compares	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
11	Claire	Bailey		National Curriculum	Mathematics	Geometry	Year 4	Identify	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1
12	James	Bennet		National Curriculum	Mathematics	Geometry	Year 4	Identify	Is KPI	Status Up	Not Where	0	#####	Jenny	Admin	Autumn 1	Autumn 1

The resulting spreadsheet contains the following information:

First Name: The first name of the student.

Last Name: The last name of the student.

Pupil Number: The pupil number of the student (if available from the MIS).

Curriculum: The curriculum the judgement/evidence has been recorded against.

Subject: The subject within the curriculum the judgement/evidence has been recorded against.

Subject Area: The subject area within the curriculum the judgement/evidence has been recorded against.

Year: The Year the Learning Objective/KPI is attached to.

LO/KPI Name: The name of the Learning Objective/KPI.

LO/KPI Flag: Is the Learning Objective marked as a KPI?

Event Type: There are two event types, **Status Update** indicates a judgement, and **Evidence** indicates a piece of evidence has been added.

Description: The description records what judgement has been made or the type of evidence added.

Detail: The value of the assessment status applied or any details of the evidence attached.

Date Recorded: When the judgement or evidence was recorded.

Assessor First Name: The first name of the member of staff who recorded the judgement/evidence.

Assessor Surname: The surname of the member of staff who recorded the judgement/evidence.

Academic Year: The academic year the judgement/evidence was recorded in.

Term: The term (period) that the judgement/evidence was recorded in.

Assessment Period Summary

The Assessment Period Summary report provides a high level summary of the percentage of the class that are deemed “on target or above” during each assessment period in the year.

A child is deemed as “on target or above” if they have achieved the target status or above for every taught learning objective in the subject selected.

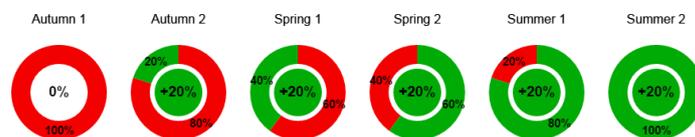
A child is deemed as “below target” if they have been marked below the target status in any taught learning objective, or they have not been taught an objective that has been taught to over 50% of the class.

School - Assessment Period Summary

A graphical summary of progress for a subject and group over an assessment cycle, showing percentage progress per assessment period

Group	2015_Class One	Subject	English
Assessment Cycle	2015/2016	Objectives	All objectives

	2014/2015	2015/2016					
	Summer 2	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
On Target or Above	0%	0%	20%	40%	60%	80%	100%
Below Target	100%	100%	80%	60%	40%	20%	0%



There are popovers on each percentage to allow you to view the students who are on target and below target.

Note: This report is designed to work with the **snapshot** style of assessment tracking. Schools using the **pathway** method may find other reports more useful.

Multi Subject Coverage by Assessment Period

The Multi Subject Coverage by Assessment Period report allows users to specify multiple areas of the curriculum for multiple subjects and view coverage across a whole academic year.

An optional summary row consolidates all the subjects into an overview. The percentage summary records the total percentage of objectives/children that were assessed at the target status or higher. The difference between the two figures is shown in green or red to indicate progress through the assessment period.

Bulk individual report mode OFF

Would you like to run an individual report against a group?

Select Student or Group

Select Curriculum

Please Select

Select Reporting Period

Assessment Cycle

Filter By KPIs

All objectives

KPIs only

Summary

Include Summary

Include Target Summary

[Run Report](#)

Select Student or Group: Use the predictive drop down to find an individual or group.

Select Curriculum: Use the **Please Select** button to find the area of the curriculum you wish to report on. If you wish to use multiple curricula simply use the **Please Select** button as many times as required.

Select Reporting Period: Choose the Assessment Cycle you wish to view.

Filter By KPIs: Do you want all objectives or just KPIs?

Summary: Choose to include the summary and target summary rows.

School - Multi Subject Coverage by Assessment Period

This report provides a summary of curriculum coverage during each assessment period in the selected cycle for multiple subjects

Group	Class/Co	Subject	Multiple
group 2015_Class One	2015/2016	Year 1 / English / National Curriculum England ...	KPIs only

Subject	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 2 Reading	87%	77%	77%	82%	88%	92%
Year 2 Writing	84%	79%	76%	80%	87%	91%
Year 2 Mathematics	88%	79%	88%	92%	93%	95%
Summary	86%	79%	81%	88%	93%	95%
	12%	18%	21%	15%	10%	5%

Key

Not Target	Not on Track	On Track
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LO Coverage by Phase of Curriculum

The LO Coverage by Phase of Curriculum report provides a summary of coverage of learning objectives taught for a subject and group over an assessment cycle and period.

The LO Coverage by Phase of Curriculum report can show data for prior and next phase of the curriculum.

Parameters

Select Group: Use this predictive field to type in the name of the group you wish to run the report for.

Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to track against.

Include Prior Phase of Curriculum? Do you want to see data for the prior phase of the curriculum you have selected?

Include Next Phase of Curriculum? Do you want to see data for the next phase of the curriculum you have selected?

Select Reporting Period: Select the reporting period you wish to view data for.

Filter By KPIs: Do you wish to see data for all Learning Objectives or just for KPIs?

Select Group

Select Curriculum

Include Prior Phase of Curriculum?

- No
 Yes

Include Next Phase of Curriculum?

- No
 Yes

Select Reporting Period

Assessment Cycle

Filter By KPIs

- All objectives
 KPIs only

The report splits the subject chosen down into its subject areas to give a broad stroke summary of the coverage of learning objectives taught for this subject and group.

The grey bar shows objectives which have not yet been covered.

School - Learning Objective Coverage by Phase of Curriculum

A graphical summary of coverage of learning objectives taught for a subject and group over an assessment cycle and period

Subject	Mathematics
Phase of Curriculum	Year 4
Group	Class One
Include Prior Phase of Curriculum?	No
Include Next Phase of Curriculum?	No
Cycle	2015/2016
Period	Spring 1
Objectives	All objectives

Mathematics



Geometry - position and direction



Geometry - properties of shapes



LO Coverage by Contextual Group

This report is designed to give a snapshot of curriculum coverage for a class at a specific point in time. It can be used to check at the specific cohorts in the class are progressing through the curriculum at the desired rate.

Select Group

Select Curriculum

Please Select

Select Reporting Period

Assessment Cycle

Please Select

Filter By KPIs

All objectives

KPIs only

Select Group: Select the Group you wish to run the report for.

Select Reporting Period: Choose the Assessment Cycle and Period you wish to use.

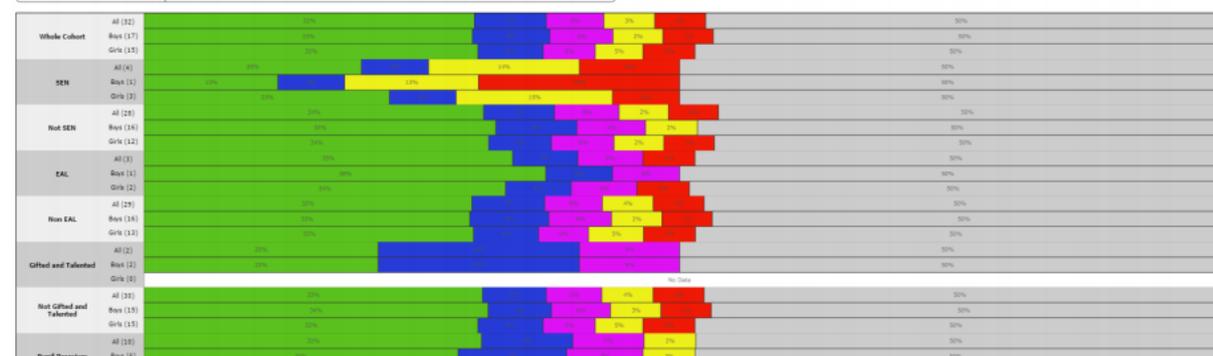
Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to track against.

Filter By KPIs: Do you wish to see data for all Learning Objectives or just for KPIs?

School - Learning Objective Coverage by Contextual Group

This report provides a summary of end of year attainment for a given subject and phase broken down by contextual groups within a school.

Group	Year 2
Subject	Mathematics
Phase of Curriculum	Year 2
Assessment Cycle	2015/2016
Assessment Period	Autumn 2
Objectives	KPIs only



Student Progress Summary by Subject

The Student Progress Summary by Subject report provides student summaries by assessment status for a subject up to the end of a specified assessment period.

Select Group

Select Curriculum

Select Reporting Period

Assessment Cycle

Filter By KPIs

- All objectives
 KPIs only

Parameters

Select Student/Group: Use this predictive field to type in the name of the student/group you wish to run the report for.

Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to track against.

Select Reporting Period: Select the reporting period you wish to view data for.

Filter By KPIs: Do you wish to see data for all Learning Objectives or just for KPIs?

Student Progress Summary by Subject

Student summaries by assessment status for a subject up to the end of a specified assessment period

Subject	Mathematics	Group	Class One
Phase of Curriculum	Year 4	Data	Everything up to 2015/2016 Spring 1
Objectives	All objectives	Assessment Period	Spring 1

Student	Not Taught		Not Where You Should Be		Where You Should Be	
	Count	%	Count	%	Count	%
James Bennet	22	52%	9	21%	11	26%
Sally Bridges-Wickham	21	50%	18	43%	3	7%
Claire Bailey	22	52%	12	29%	8	19%
Alistair Gill	21	50%	3	7%	18	43%
Jenifer Vosper	21	50%	19	45%	2	5%

The report provides both a count (the amount of) and % (the overall percentage of) learning objectives at each status.

With this report, as with the Group LO Progress Summary, if you wish to manipulate this data we recommend copying the content of the report into an Excel spreadsheet or similar.

Individual Reports

The Individual Reports section contains reports which can be run for individual students.

These reports are designed for use with parents, or to track students of particular interest or concern.

-  Individual Hide
-  [Continuum Progress Summary by Assessment Period](#)
-  [Student Progress Summary by Assessment Period](#)
-  [Student Progress Summary](#)

Continuum Progress Summary by Assessment Period

The Continuum Progress Summary by Assessment Period is designed to report to parents of students that are being assessed against a matrix style curriculum. The report lists all objectives that the child has been assessed against during each assessment period within the selected academic year. The report can be run at any time of the year, printed and shared with parents.

The report lists subject areas first, then objectives to make the matrix style of the curriculum easier to understand.

Individual - Continuum Progress Summary by Assessment Period

This report gives detail of all the objectives the selected student was assessed against in each assessment period within a selected cycle, subject and year of the curriculum

Student	Raymond Fisher	Subject	ITP Reading
Phase of Curriculum	SEN Support and Competencies	Assessment Cycle	2015/2016
Objectives	KPIs only		

	Subject Area	Learning Objective	Assessment Cycle 2015/2016					
			Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Continuum	Attitude Towards Reading	Band 1						
Continuum	Attitude Towards Reading	Band 2						
Continuum	Attitude Towards Reading	Band 3						

Key

Not Taught	Frog Education Academy	On Track
Not on Track		

Select Student

Parameters

Select Student: Use the predictive field to search for a student.

Select Curriculum

Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to track against.

Select Reporting Period

Assessment Cycle

Select Reporting Period: Select the reporting period you wish to view data for.

Filter By KPIs: Do you wish to see data for all Learning Objectives or just for KPIs?

Filter By KPIs

- All objectives
- KPIs only

Student Progress Summary by Assessment Period

The Student Progress Summary by Assessment Period report gives detail of all the objectives the selected student has been assessed against in each assessment period within a selected cycle, subject and year of the curriculum.

Select Student

Parameters

Select Student: Use the predictive field to search for a student.

Select Curriculum

Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to track against.

Select Reporting Period

Assessment Cycle

Select Reporting Period: Select the reporting period you wish to view data for.

Filter By KPIs: Do you wish to see data for all Learning Objectives or just for KPIs?

Filter By KPIs

- All objectives
- KPIs only

Individual - Student Progress Summary by Assessment Period

This report gives detail of all the objectives the selected student was assessed against in each assessment period within a selected cycle, subject and year of the curriculum

Student	Claire Bailey	Subject	Mathematics
Assessment Cycle	2015/2016		

	Learning Objective	Subject Area	Assessment Cycle 2015/2016					
			Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 8 LOMs	Understand and use the concepts and vocabulary of expressions, equations, inequalities, terms and factors	Algebra						
	Simplify and manipulate algebraic expressions to maintain equivalence by:	Algebra						
	Collecting like terms	Algebra						
	Multiplying a single term over a bracket	Algebra						
	Taking out common factors	Algebra						
	Expanding products of 2 or more binomials	Algebra						
	Work with coordinates in all 4 quadrants	Algebra						
	Use and interpret algebraic notation, including:	Algebra						

This report will list the learning objectives down the left hand side with the assessment cycles and periods on the right. The corresponding squares will be marked to show which assessment status has been set against each objective or KPI.

Child objectives will be shown with a dark grey line down the left hand side, directly under their parent objective.

Future periods will be shown in white and non-assessed periods will be shown in grey.

As this report is run for an individual student in a particular subject, all objectives assessed in that subject will be displayed regardless of the year group they are separated into. This means that if a child is working either above or below age expected levels, you will be able to see their progress across all objectives using this report.

Student Progress Summary

The Student Progress Summary provides a graphical progress summary for a specific student within a subject, measuring learning objectives over a selected assessment cycle. This report provides a line graph and a bar graph.

Select Student

Compare With Group

Select Curriculum

Select Reporting Period

Assessment Cycle

Include Class Average?

- No
- Yes

Filter By KPIs

- All objectives
- KPIs only

Parameters

Select Student: Use the predictive field to search for a student.

Compare With Group: Use the predictive field to choose a group to compare the student against. This could be their class or year.

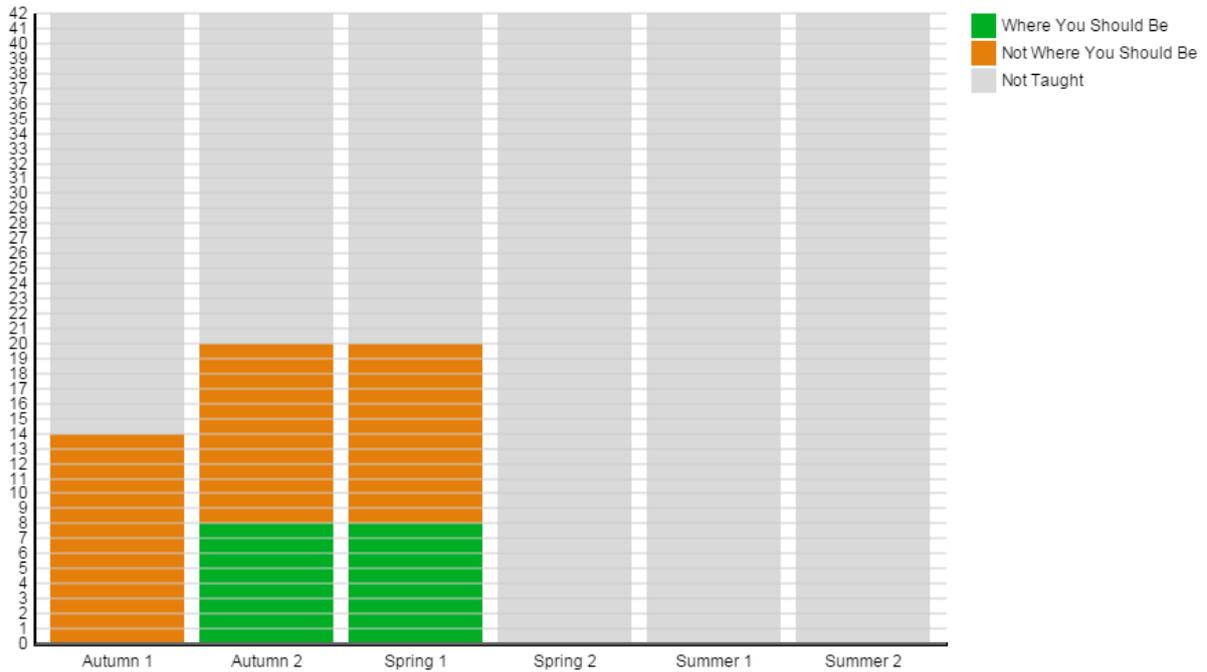
Select Curriculum: Use the **Please Select** button to choose the area of the curriculum you wish to track against.

Select Reporting Period: Select the reporting period you wish to view data for.

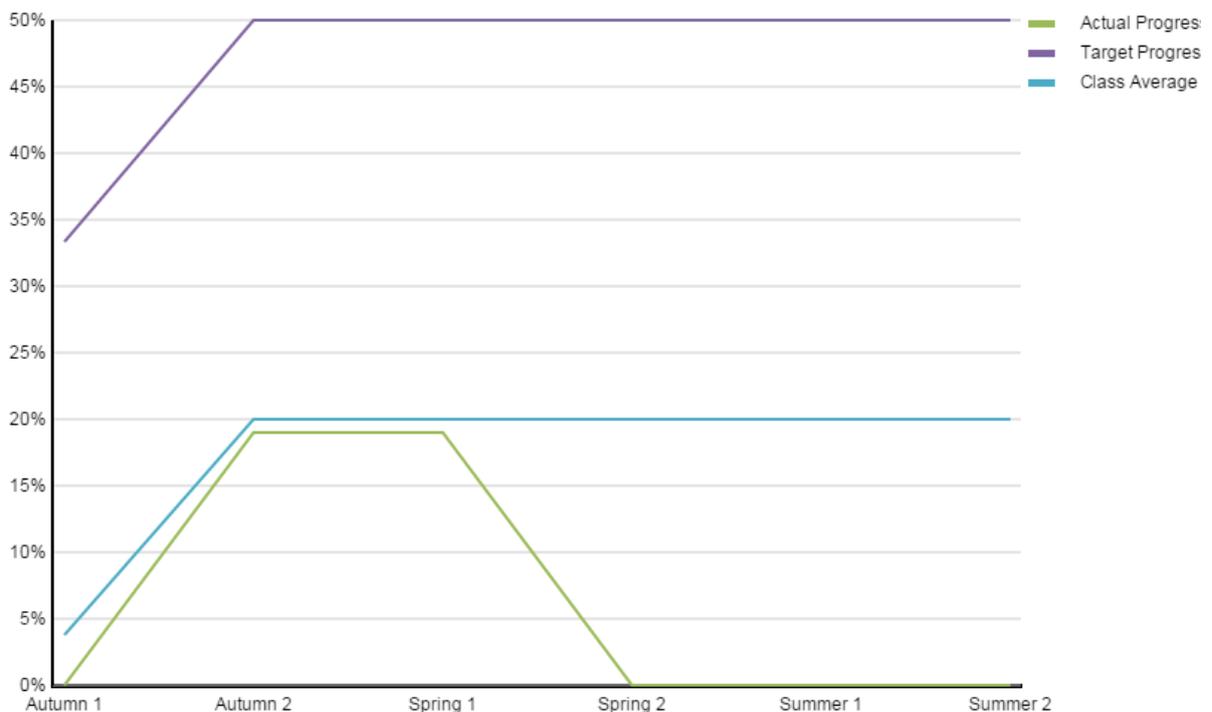
Include Class Average?: Do you want to include the class average data for the group you have selected?

Filter By KPIs: Do you wish to see data for all Learning Objectives or just for KPIs?

The first graph is a bar chart summary of the number of objectives in each status during each assessment period within the selected academic year.



The line graph at the bottom includes three lines and is the only report to consider the numeric value defined against each assessment status. For more information on assessment statuses and numeric values, please see **Module Two: Curriculum Manager**.



Target

Progress first works out how many objectives have been taught to the class at that point in time. Progress then multiplies the number of KPIs that have been taught by the value of the target status to give the current target score. This is then converted in to a % by dividing the current target score by the maximum*** number of points as per the target.

Actual

Total number of points (based upon the value of each assessment status) that the student has accumulated at that point in time. This is then converted in to a % based upon the number of points accumulated/the maximum*** number of points as per the target.

Class Average (Optional)

The total number of points (based upon the value of each assessment status) that each student has accumulated at that point in time; divided by the number of students. Converted in to a % based upon the average number of points accumulated/the maximum*** number of points as per the target.

*** Maximum = total number of objectives x value of target status

Bulk Reporting

It is possible to run a number of our reports in bulk. This includes the Multi Subject Coverage by Assessment Period, Continuum Progress Summary by Assessment Period, Student Progress Summary by Assessment Period and Student Progress Summary.

The aim of bulk reporting is to make it quick and easy for a teacher or member of SLT to the same report on a group of students without having to run the report multiple times.

Bulk individual report mode

Would you like to run an individual report against a group?



To run a report in bulk, select the **Off/On** button to turn bulk mode on.

Bulk individual report mode

Would you like to run an individual report against a group?



Select Group

Select Curriculum

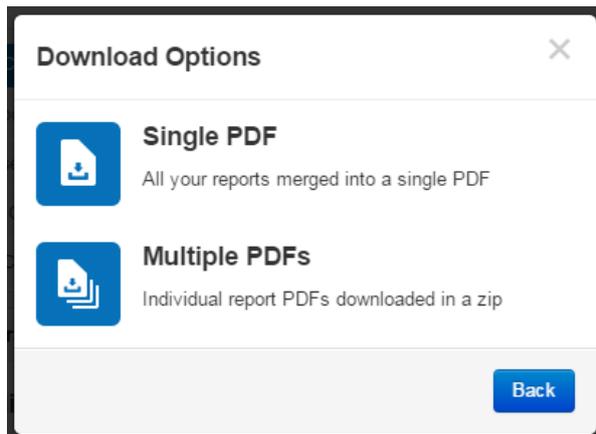
Select Reporting Period

Assessment Cycle

Filter By KPIs

- All objectives
- KPIs only

Select the parameters you wish to use, and choose **Download Report**.

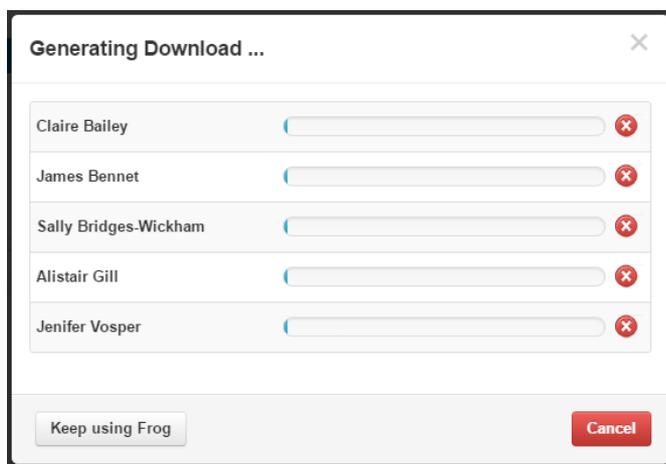


Select whether you want to use:

Single PDF: Includes each individual report merged into a single PDF for easy printing.

Multiple PDFs: Individual reports as individual PDFs within a zip file to allow for easy electronic distribution.

The download will begin and you will be given a progress report against each student in the group.



The **Keep Using Frog** button will open your Frog platform in a new tab in your browser to allow you to continue working while the report downloads.

Please note that if you are downloading a large report for a lot of users, this may take some time to complete.

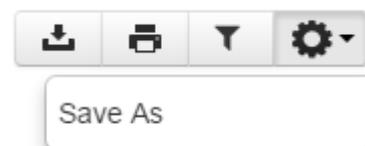
When the download is complete, Frog will generate your download file which can be opened and used as required.

Saving Reports

Reports can be saved outside of FrogProgress using the download options available on each report, however they may be reports that need to be run throughout the year, and for these sorts of reports it is easiest to save their parameters locally.

For this, there is the **Save As** option.

The **Save As** option can be found under the **Action Cog** in the top right hand corner of the report.



This button will save the parameters used to run the report. As it is the parameters of the report that are saved, if any data is added or changed in a tracker this report will update to show the changes in data.

Saved reports can be found in the **My Saved Reports** area under the Reports menu.

Reports



Progress Data in Excel

Using the data provided by the LO Data Export and the data analysing tools available in Excel together can yield some powerful opportunities for data analysis.

We would generally recommend starting to experiment using a pivot table, but from there the only limit really is your imagination!

A tutorial on using PivotTables in Excel can be found on our [Community Site](#).