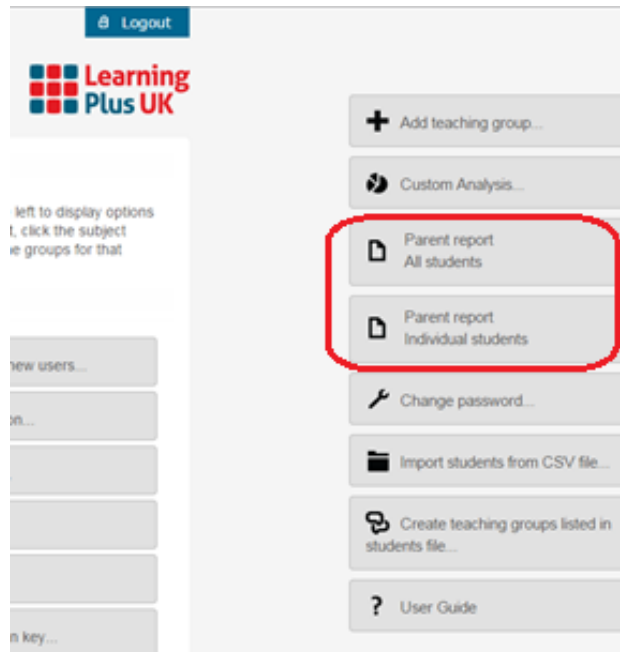


# Tracking & Monitoring Tool: Parent Report

## Accessing the report

The new parent report is accessible via the homepage (two new buttons in the menu on the right)



and via the tutor group page (also two new buttons in the menu on the right).

**Head of sixth form and members of the management and administration team\*** access reports from either button for all students or for a tutor group.

**Tutors** access the report via their tutor group.

### Head of sixth form and members of the management and administration team\*

Clicking on 'Parent report All students' will give you one downloaded PDF document for all students in the centre

### Tutors

Clicking on 'Parent report All students' will give you one downloaded PDF document for all students in your tutor group (if accessing the report with basic access rights).

### Tutors, Head of sixth form and members of the management and administration team\*

The 'Parent report Individual students' gives you the same report format, which is downloaded as a zipped folder, with an individual PDF report for each student (named with each student's full name and ID).

\* These include Tracking and Monitoring Tool users with the following access rights: Head of sixth form, Senior management, Data admin, System admin and User admin.

## Using the report

For each student, the report is split into two parts:

- Individual Subjects
- Summary

The individual subjects report gives you an overview of the unit and grades for each subject that the student is enrolled in.

Parent Report					
Learning Plus UK Sixth Form Part 1: Individual Subjects Part 2: Summary					
Personal Tutor Group: BR			09/12/2014		
Learner: Student 2			ID: 107		
Part 1: Individual Subjects					
A Biology					
Unit	Teacher	Subject	Mark 1	Mark 2	Grade
1		AS UMS			D
2	JW	Energy for life	CD 30	D 28	D
3	JW	Continuity of Life	C 32	CD 30	C
4	JW	Requirements for life			
AS Drama					
Unit	Teacher	Subject	Mark 1	Mark 2	Grade
1	BR	Live Theatre Production Seen and Prescribed Play	BC 70	C 65	B
2	BR	Presentation of an Extract from a Play	C 65	D 55	
ExtDip L3 Aeronautical Engineering					
Unit	Teacher	Subject			Grade
3	MF	Engineering Project			160
4	MF	Mathematics for Engineering Technicians			70
66	MF	Theory of Flight			80
67	MF	Principles and Applications of Aircraft Mechanical Science			

The summary report gives the student's target for each subject that they are enrolled in, as ascertained by their GCSE results. You are also able to see how many points they need in order to gain the next grade up and whether they are currently on target or not.

Parent Report			
Learning Plus UK Sixth Form Part 1: Individual Subjects Part 2: Summary			
Personal Tutor Group: BR		09/12/2014	
Learner: Student 2		ID: 107	
Part 2: Summary			
	A Biology	AS Drama	ExtDip L3 Aeronautical Engineering
Target from national GCSE results	E	D	MPP
Centre Target			
Current Predicted Grade	D	C	MMM
Number of units completed out of total units required	3/3	1/2	3/4
Points to Gain Next Grade	C requires +74	B requires +5	DMM requires +1110
Performance against target from national GCSE results	On	On	On
Performance against centre target			