

How to use Transition Matrix Report for completing Performance Dashboard

Go to **Reports > Assessment > Analysis > Transition Matrix**

In this example, **KS1 Measures 2019** markbook has been selected along with **KS1 En Rea** and **GLD Pupil?** columns.

Assessment Item - Transition Matrix Save as Custom Report

Main Title:

Page Footer:

Report Format:

Options

Horizontal Axis:

Vertical Axis:

Reporting Values:

Assessment As At:

Numbers/Percentage:


☐ Show Zero Values

Student Selection

Select Students by:

Group Name	School Year	Markbook Users
Class 2A	2016/2017	Mr Phillip Catman

In the criteria screen, do the following:

- **Assessment item:** For **Horizontal axis**: click the  - then click on it again and navigate to the user/folder for the **markbook** you want to use. Then select the **column** you want to analyse and click OK (as per the **Help Reports** page instructions in the **Performance Dashboard**). See overleaf for locations of markbooks to help you with this. Repeat as above for **Vertical axis** (note: vertical should reflect the GLD or KS1 starting point)
- Select **Show Numbers and Percentages**
- **Show zero values** optional – can be unticked to make report table more readable
- Select pupil group from list
- Click **Generate Report (for whole cohort)**
- To obtain % figures for groups of pupils, tick box for **Separate Page for each** and select group from pull-down menu – report will calculate figures for each group on a new page

The report will look like this:

Transition Matrix

Assessment Item 1: KS1 Measures 2017/KS1 En Rea(as at 13 Apr 2017)

Assessment Item 2: KS1 Measures 2017/GLD Pupil? (as at 13 Apr 2017)


KS1 Measures 2017/KS1 En Rea (as at 13 Apr 2017)

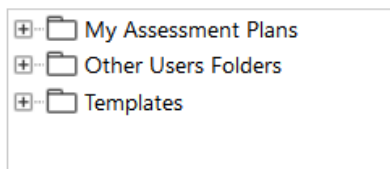
		null	BLW	PKF	WTS	EXS	GDS
KS1 Measures 2017/GLD Pupil? (as at 13 Apr 2017)	Y	0 (0.0%)	1 (33.33%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
	N	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (66.67%)	0 (0.0%)
No.		0	1	0	0	2	0
		0.0%	33.33%	0.0%	0.0%	66.67%	0.0%

When you are done, you can close any report to return back to the criteria screen

How to use Transition Matrix Report for completing Performance Dashboard

When looking for markbooks – you need to be aware of the user who set them up for you.

When you click on , and click on it again, you will be taken to the following folder structure:



If **you** have set up the markbooks initially, then you need click + next to '**My Assessment Plans**' folder to open it (as you will be the user who 'owns' the markbook/plan)

If another user – usually the Integrus Administrator – has set up the markbook for you, you need to click + next to **Other Users Folders** and then on + again next to the user name for your Integrus Administrator

Then you should see the folders as listed below which will hold the markbooks:

the then click on + next to **KS1 2019 folder to locate NC Key Stage 1 2019 book**

OR

then click on + next to **KS1 Measures folder to locate KS1 Measures 2019**

OR

then click on + next to **KS2 2019 folder to locate NC Key Stage 2 2019 book**

OR

then click on + next to **KS2 Measures folder to locate KS2 Measures 2019**

OR

then click on + next to **Phonics folder to locate NC Phonics Check 2019 book**

OR

then click on + next to **Early Years folder to locate NC Early Years F 2019 book**

OR

then click on + next to **EYF from 2014 then + next to EYF GLD folder to locate EYF Measures 2019 book**

OR

+ next to **Year 4 Return folder to locate CBC Year 4 Return 2019 book**

OR

then click on + next to **KS2 Measures folder to locate Y4 Measures 2019 book**

OR

then click on + next to **KS2 Measures folder to locate Y4 CBC Measures 2019 book**