

School Administration help guide



August 2015



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Overview

Welcome to the FFT Aspire Administration guide for schools. The guide provides step by step instructions for successfully setting up FFT Aspire in your school. It also outlines some of the important decisions that you will need to make to ensure that the system is used most effectively in your school. Initially it may be easier to work with a smaller group of school staff as your school becomes used to aspects of the new Aspire system. Once your school has established how it will use Aspire all school staff can be set up as users.

Please read through this guide carefully and ensure that key members of your Senior Leadership Team are involved in decisions about setting up Aspire in your school.

Getting started – key tasks when setting up Aspire

Whilst many of the tasks in the administration system will be performed by data managers or administration staff, it is VITAL that member(s) of the Senior Leadership Team are involved in key decisions, particularly around target setting, as these will have an impact on how reports in the main Aspire system are used by school staff.

1 Sign up to set your password and security answers

After receiving your sign-up email you should be contacted by the person who set up your Aspire account (whose name is given in the email) with the activation code required to complete the sign-up process. To complete the sign-up process you will need to choose a secure password and answer three different security questions. Make the answers easy to remember as you will need to give characters from these answers if you ever forget your password.

2 Note down your Administrator username

FFT Aspire generates a secure login name for each Administrator upon account creation. This can be found in the initial sign up email or from the **Administrators** page under the **Manage users** dropdown at the top of the homepage.

3 Create an FFT Aspire USER account for yourself

FFT Aspire is split across two sites, each with a separate role:

- FFT Aspire (**fftaspire.org**) is the main data site from which analysis reports and benchmark data can be accessed;
- FFT Aspire for Administrators (**admin.fftaspire.org**) is used to manage users and administrators at the school.

4 Create a second Administrator

Create another FFT Aspire administrator account for a colleague at your school. This will allow more than one person to support Aspire users when on Administrator is unavailable.

5 Create other school user accounts

All users at the school who wish to access FFT benchmark, target-setting and self-evaluation data can be set up with an individual user account. You can create these accounts individually or in bulk using a spreadsheet. New users will be taken through the same sign-up process which you've been through. **Under no circumstances should accounts be shared across users.**

6 Set up target setting

Before using the target setting features in FFT Aspire you will need to think about appropriate levels of challenge (benchmarks), how you wish to set up targets (pre-population, allowing changes etc.) and which subjects to include. There are 3 sections at the end of this booklet about managing benchmarks, targets and subjects.

Adding a school administrator

Please note that there is a limit of 2 school administrator accounts per school. It is advisable to have a second account to ensure that the school has access to Aspire should the main Administrator be unavailable for an extended period.



1. Log into Aspire for Administrators using your school administrator account <https://admin.fftaspire.org>
2. Go to **Add users** at the top left hand side of the screen, followed by **Add an administrator**.
3. Input Forename, Surname and Email address.
4. Select **Next**. This will now display the Pending users on the next screen (see screenshot below). The user will also have been sent an email containing a link for them to sign up to Aspire. This is the first part of a two-stage process designed to securely give Administrators access to Aspire.
5. To confirm their identity and complete the second part of the two-stage process, each new Administrator needs the unique Activation code from this screen. The new user will only need the Activation code for their initial login to Aspire.
6. Supply the new Administrator with the unique Activation code by either of the following methods:



- i. Selecting the icon in the Print welcome letter column (this will print a letter for the user containing the Activation code) ready to pass securely to the new user by hand, post or electronically.

Please note that if emailing the letter you should be sure that you are using a secure process and be confident that any email address used is entirely correct and belongs to the intended recipient.

- ii. Contact the new user by telephone or in person and give out the Activation code.

Users Pending users User batch files Administrators										
Pending users										
Review users yet to complete sign-up										
Forename	Surname	Username	Role	Organisation	Verification email <small>start/end of link reference is shown</small>	Activation code	Response attempt count	Created by	Print welcome letter	Delete user?
John	Smith	john.smith2@email.com Email user	Teacher	Milton Valley Secondary School	Expires: 29/07/2014 14:48 aa9...e85 - Resend?	V672888C	1	AnonSchSecEAdmin		



Adding a new Aspire user (main Aspire site)

1. Log into Aspire for Administrators <https://admin.fftaspire.org>
2. Go to **Add users** at the top left hand side of the screen, then **Add a user**.
3. Input Forename, Surname and Email address.
4. Select **Next**.
5. Select Role at organisation.
6. Select the relevant data access level for the user.
7. Use the “Please confirm selections” tick box to confirm choices if the advisory message “It is not usual practice to give pupil information to this type of user” is shown. Alternatively select a different access level for the user.
8. Select **Create user**. This will now display the Pending users on the next screen (see screenshot below). The user will also have been sent an email containing a link for them to sign up to Aspire. This is the first part of a two-stage process designed to securely give users access to Aspire.
9. To confirm their identity and complete the second part of the two-stage process, each new user needs the unique Activation code from this screen. The new user will only need the Activation code for their initial login to Aspire.
10. Supply the new user with the unique Activation code by either of the following methods:
 - i. Selecting the icon in the Print welcome letter column (this will print a letter for the user containing the Activation code) ready to pass securely to the new user by hand, post or electronically.



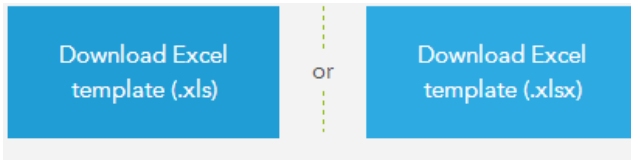
Please note that if emailing the letter, you should be sure that you are using a secure process, be confident that any email address used is entirely correct and belongs to the intended recipient.

- ii. Contact the new user by telephone or in person and give out the Activation code.

Users Pending users User batch files Administrators										
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Forename	Surname	Username	Role	Organisation	Verification email	Activation code	Response attempt count	Created by	Print welcome letter	Delete user?
John	Smith	john.smith2@email.com Email user	Teacher	Milton Valley Secondary School	Expires: 29/07/2014 14:48 aa9...e85 - Resend?	V672888C	1	AnonSchSecEAdmin		

Uploading multiple users

1. Log into Aspire for Administrators <https://admin.fftaspire.org>
2. Select **Add users** in the top-left corner of the homepage and select **Add multiple users**.
3. Select **Download Excel template** in either the .xls or .xlsx format.







4. Open the Excel spreadsheet and add the details of each user into a separate row on the User Details tab, noting the guidelines in the table below:



Forename	Surname	Email address	Role	Pupil access level
Up to 50 characters	Up to 50 characters	Up to 100 characters Email address syntax must be correct	Must be selected from dropdown, not typed	Must be selected from dropdown, not typed

5. Please also note that the Excel spreadsheet for multiple user uploads to Aspire must have no more than 100 rows of data. If more than 100 rows of data are present then Aspire will reject the spreadsheet and an error message will be displayed.
6. Save the completed spreadsheet to your system.
7. Select **Choose file** on the Add multiple users page and select the saved spreadsheet from your system.
8. Select **Upload user details**.

Manage User batch files

1. Log into Aspire for Administrators <https://admin.fftaspire.org>
2. Select **Manage Users** at the top left hand of the screen then **Manage user batch file** or **Manage Administrator batch files** as applicable.
3. Uploaded batches will display as one of three options: Partially processed , Processed  or Deleted . Partially processed batches contain new users/administrators with errors which must be addressed before account creation can continue.
4. Select **Resume editing**  **Resume editing** against the batch which requires updating.

Batch errors when creating and checking users

1. When creating new Administrators, through either the Upload multiple administrators or Upload multiple users process, a number of circumstances can lead to an error being displayed in the Check and create your users page. This page is accessible either directly following the upload or through the Manage administrator batch files page.
2. Rows containing red fields will not be processed by FFT Aspire. The reasons for this are detailed below.
3. Rows containing amber fields require the confirmation by checking the 'I confirm that I have checked all highlighted accounts and I wish to proceed and create these user accounts' tick box which is located below the Multiple admin users list or Multiple users list grid. Reasons for this check are detailed below.
4. Select Edit  to modify the affected fields (see below for guidance as to possible issues).
5. Select Delete  to permanently delete the Administrator from the batch.

Red Fields

Forename column

Character limit: Forenames must be fifty characters or less.

Surname column

Character limit: Surnames must be fifty characters or less.

Email address column

Character limit: Email addresses must be one hundred characters or less.


Syntax: Email addresses must contain a name (e.g. john.smith), an '@' symbol and a domain address (e.g. sch.gov.uk). As a general rule, special characters can only be present in the name and the domain address must include a section separated by at least one full stop (e.g. support@fft.org.uk).

Amber fields

Pupil access level column (Upload multiple users only)

Compatible with Role: FFT recommends that certain users should not be given full access to pupil data. Aspire will query whether user accounts designated as Governor require full access to pupil data. This can be confirmed by checking the tick box at the bottom of the grid or amended by editing the user's details.

Changing administrator details

1. Log into Aspire for Administrators <https://admin.fftaspire.org>
2. Select **Manage users** dropdown in the top-left corner of the homepage and select **Administrators**
3. Choose the Administrator to edit by selecting the pencil icon in the **Edit?** column to the right of the page. 
4. Update the text in Forename, Surname or Email address fields.
5. Select **Save** or **Cancel and return to list** if no changes are made or changes are not to be saved.

Managing users: Changing Role and Pupil data access

1. Log into Aspire for Administrators <https://admin.fftaspire.org>
2. Select **Manage users** at the top left hand side of the screen, then **Users I manage**.
3. Select the relevant user from the list.
4. Select the new Role from the options. If you do not wish to change the role, leave and move onto the Pupil data access options.
5. Move on to select the Pupil data access options. If this is to remain the same, leave and move onto next step.
6. Select **Save** or **Cancel and return to list** if no changes are made or changes are not to be saved.

School role options:

The screenshot shows the 'Data Manager' user profile page. At the top, there are navigation tabs: 'Users', 'Pending users', 'User batch files', 'Administrator batch files', and 'Administrators'. The main heading is 'Data Manager'. Below this, there are three columns of information:

- Personal Information:** Forename: Data, Surname: Manager, Username: datamanager@t.com, Email: datamanager@t.com. There is a checked box for 'Email user'.
- Role:** A list of radio button options: Head Teacher/Senior Leader, Middle Leader, Teacher, Governor, and Data Manager (which is selected).
- Pupil data access:** Two radio button options: 'No access to pupil data, aggregate data only' (which is selected) and 'Full access to pupil data including suppressed/sensitive items'.

At the bottom left, there is a blue 'Save' button and the text 'or Cancel and return to list'.

Target Setting - Manage Benchmarks

All Aspire Target Setting screens for pupils, subjects and schools include a 'benchmark' estimate. The benchmarks are based national progress rates in the previous year and can be set to **Average progress** (50th percentile), **High progress** (20th percentile) or **Very High progress** (5th percentile). Progress rates will differ across different subjects and indicators. They will also vary depending on the starting point of pupils (prior attainment in the previous key stage), gender and month of birth.

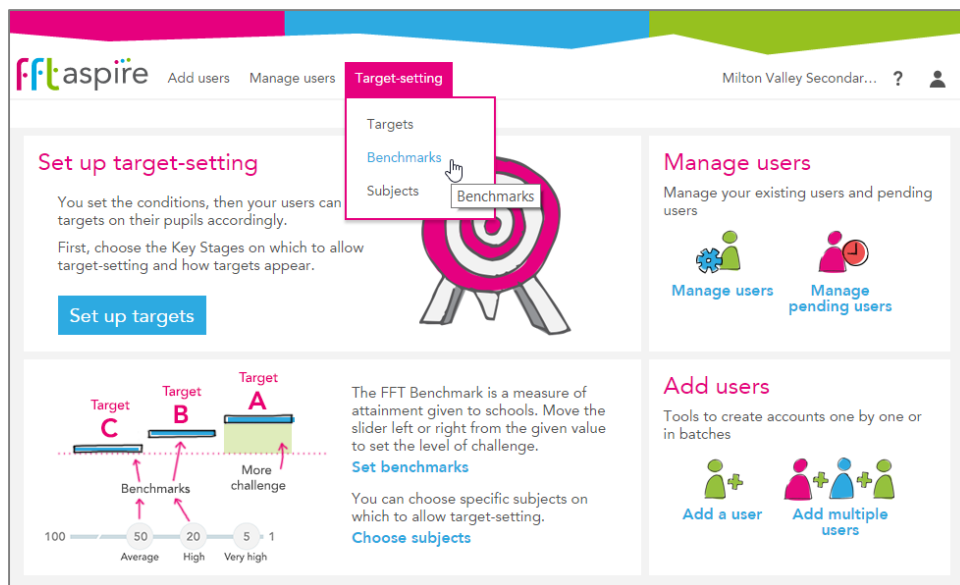
In order to support year on year improvement, Aspire now makes it easier to view progress in your own school over the past 3 years. If Mathematics has been ranked at the 84th percentile (out of 100) over the past 3 years then setting your benchmark at **Average** (50th percentile) would represent a significant improvement. On the other hand if Mathematics at your school was previously ranked 15th (out of 100) then a **Very High** (5th percentile) benchmark might be more appropriate and represent further improvement.

It should always be remembered that benchmarks are simply a starting point for setting targets. They can provide a platform for year on year improvement, a signal of aspiration and a basis for setting challenging but realistic targets.

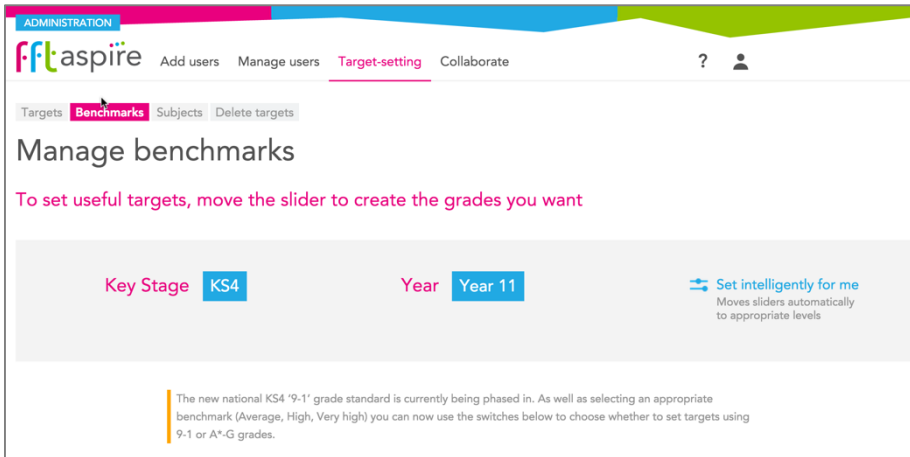
Getting Started

First of all, make sure that you have an Aspire Administration account and that you are logged into the Aspire Administration site (<https://admin.fftaspire.org>).

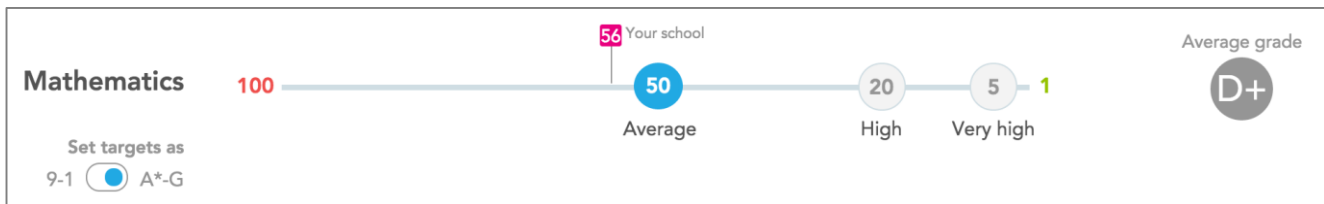
1 At the home page, select **Benchmarks** from the Target Setting menu



- 2 You will now see the Manage Benchmarks screen. First select the appropriate **Key Stage** and **Year Group** by clicking the relevant blue box.



- 3 Underneath the top heading you will see a list of subjects. Benchmarks can be set for individual subjects using the slider.

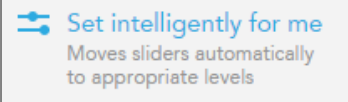


- 4 Go to the first subject and move or click the slider to **Average** progress (50), **High** progress (20) or **Very High** very high (5). Notice that as you change the benchmark slider, the Average grade/band on the right also changes. This is to give you a broad indication of the impact of switching benchmarks on the cohort as a whole.
- 5 You will also notice that on each subject slider there is a **Your school** indicator. This indicator shows you the relative progress of pupils in your school, on average, over the last 3 years. The indicator also incorporates recent trends by weighting progress in the most recent year more highly. For example, if pupils in your school made significantly better progress last year compared to previous years then this will be given a greater weighting.

Generally, schools will wish to set benchmarks which are HIGHER than previous progress. This approach should help to support year on year improvement but this is obviously not a guarantee of future success.

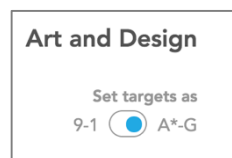
- 3 Once you're happy with your selection, scroll to the bottom of the screen and click the **Save** button

Tip: As a starting point, Aspire can 'intelligently' set benchmarks which are higher than previous progress at your school. Using this approach, Aspire will automatically set 'the next highest' benchmark in comparison to your school's own progress. For example, if the 'Your school' indicator shows 62 then Aspire will 'intelligently' set the benchmark at the next highest level – Average (50). Likewise, if your school' indicator shows 45 then Aspire will automatically set the benchmark to the next highest level – High (20).



Remember, the 'intelligent' benchmark is not a recommendation, it is simply a starting point. **It is important that you consider and review all benchmarks to ensure the most appropriate settings for your school.**

The '9-1 / A*-G' toggle (KS4 only)



2015 sees the introduction of reformed GCSEs which will be graded on a 9-1 system, replacing the existing A*-G grades. English and Mathematics will be graded using 9-1 from the Summer of 2017, with the system rolled out to other GCSE subjects by the Summer of 2019. FFT Aspire now includes a facility to set targets for subjects using

either the A*-G or 9-1 grading systems which can be tailored to the requirements of each year group and each subject.

- 1 Go to the first subject and click the **Set target as** switch to the 9-1 or A*-G option as appropriate.
- 2 Once you're happy with your selections for each subject, scroll to the bottom of the screen and click the **Save** button.
- 3 This option can be set differently for both subjects and year groups.

What is the impact of setting benchmarks?

There are three main impacts of setting benchmarks:

- 1 When using the **pre-populate targets** option in the **Manage Targets** facility - when using this option you can pre-populate targets with the 'FFT benchmark grade/band' or 'FFT benchmark grade/band +1'. Changing the benchmark setting in **Manage Benchmarks** will obviously change the pre-populated target used.
- 2 When using Target Setting reports on the main Aspire site, the default benchmark for each subject will be the same as that set in **Manage Benchmarks**.
- 3 Selecting 9-1 or A*-G will mean that users can only view/set targets in this format when using the main Aspire site. Please be aware, however, that benchmarks can still be viewed in either 9-1 or A*-G format.

Target Setting - Manage Targets

Aspire includes the facility to allow school staff to input targets for individual pupils. Whilst targets can be input from scratch, Aspire Administrators can also pre-populate targets with a range of different level/grade options. When considering using Target Setting reports in Aspire, there are four important factors to consider:

- ① Do you want to use the target setting facility?
- ② Do you want to pre-populate targets?
- ③ Do you want to allow targets to be changed?
- ④ Do you want share your targets with your LA or Academy Sponsor?

Getting Started

First of all, make sure that you have an Aspire Administration account and that you are logged into the Aspire Administration site (<https://admin.fftaspire.org>). At the home page, select **Targets** from the Target Setting menu.

You will now see the Manage Targets screen. First select the appropriate **Key Stage** and **Year Group**. If you only want to set up targets for specific year groups then select **Individual Years**, click the Year group and choose a single year from the Year Group filter. If you wish to set up targets for all years then slide the selector to **All Years**.

Tip: Before making any Target Setting decisions, ensure that you select the correct Year Group. For example, in the autumn term it is possible that cohorts may not have rolled forward in the system (e.g. Y10 is Y10 from the previous academic year). You can check which pupils are in which Year Group by logging on to the main Aspire website (fftaspire.org), accessing a pupil target setting report and noting down the Year Group.

① Do you wish to use the target setting facility?

In Aspire, all pupils with prior attainment have an associated 'benchmark' estimate. This benchmark grade or level is based on the progress of pupils in schools that made average, high or very high progress last year in a specific subject. However, schools can also choose to use turn on the Aspire Target Setting facility. This facility allows you to:

- a) input a target for each pupil in each subject;
- b) access data on the likelihood of achieving that target based on a national benchmark and also on previous progress at the school;
- c) access aggregated target data to provide an overview of 'targets vs benchmarks' for each individual subject (available later in the autumn term);
- d) export targets to other school systems.

If you wish to use the target-setting facility then move the slider to the **Yes** position.

Do you wish to use the target-setting system?

No Yes

② Do you want to pre-populate targets?

You can choose whether or not to pre-populate targets for individual pupils using a variety of methods. If you choose NOT to pre-populate targets, then each target will need to be entered manually by school staff. If you choose TO pre-populate targets, then the targets will be populated with the pupils' FFT Benchmark.

For KS4 and KS5, you can choose whether to populate with the **FFT benchmark grade** or the **FFT Benchmark grade +1** (i.e. one grade higher).

Important: Have you set up appropriate subject benchmarks for your school? When considering using target setting (and especially if you are considering pre-populating targets with FFT Benchmark grades/levels) you will need to ensure that you have set up appropriate benchmarks in your school. You can do this using the **Manage Benchmarks** facility in the Aspire Administration which can be accessed from the Target Setting menu.

③ Do you want to allow targets to be changed?

You can choose the whether or not to allow school staff to change targets. If you select yes (recommended) then you still have 2 choices:

Yes – amend upwards or downwards
 Yes – amend but only at or above the pre-populated target

Do you wish to allow users to edit the targets?

No — Targets fixed to prepopulated grades

Yes — Target grades may be increased or decreased

Yes, upwards — Target grades may be increased only

Save or Cancel and return home Defaults

Tip: Once targets have been you've set and reviewed targets, change this option to **No**. If any new pupils arrive at your school, you can then temporarily allow targets to be edited again.

④ Sharing targets

Targets can be shared with users who have access to the school's data but are based outside of the school, such as local authority data managers and Academy chain staff.

Selecting **Yes** as the answer to **Do you wish to share targets?** will allow these users to view targets set at your school. Having specified that targets will be shared, three options are available:

Pupil-level targets with my local authority: Local authority staff with permission to access pupil-level data can view targets for individual pupils at the school.

Aggregate targets with my local authority: Local authority staff with permission to view headline data at the school can view aggregated targets based on the targets set for individual pupils (Note that allowing access to pupil-level targets automatically engages this option).

Aggregate targets with my academy chain: Academy chain staff with permission to view headline data at the school can view aggregated targets based on the targets set for individual pupils.

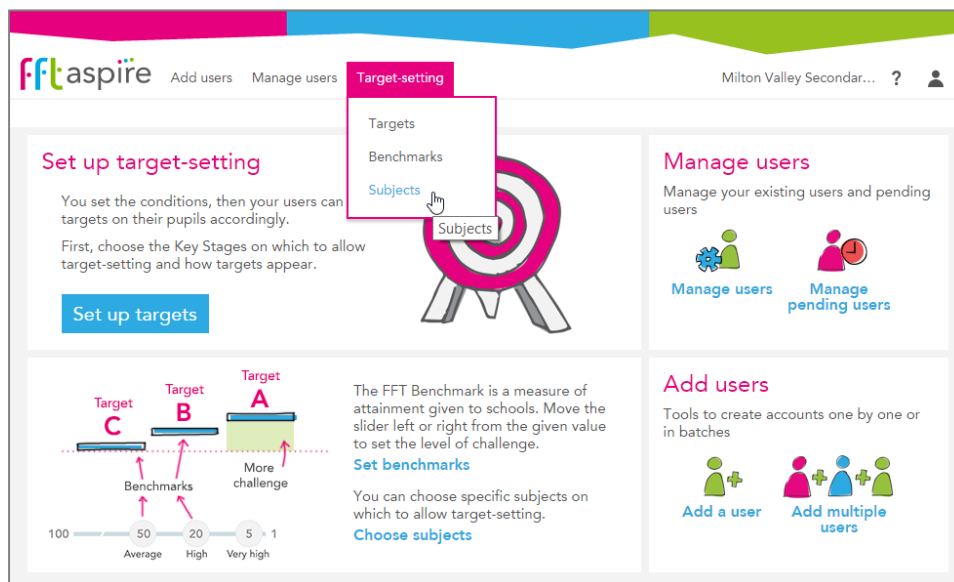
Target Setting - Manage Subjects

The **Manage Subjects** facility allows schools to control the subjects that appear in the main Target Setting reports in FFT Aspire. For example, if you don't want a subject to appear or your school doesn't offer a particular KS4 subject then you can de-select it using **Manage Subjects**.

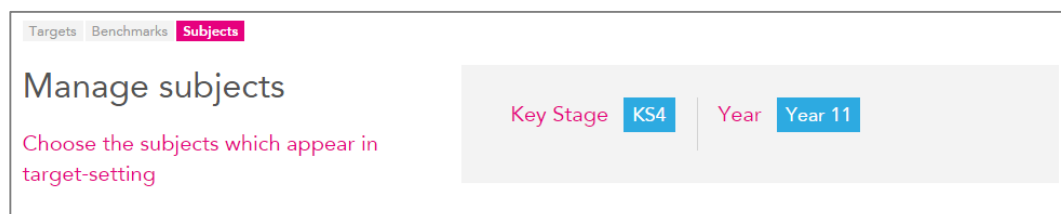
Getting Started

First of all, make sure that you have an Aspire Administration account and that you are logged into the Aspire Administration site (<https://admin.fftaspire.org>).

At the home page, select **Subjects** from the Target Setting menu.



1 You will now see the Manage Subjects screen. First select the appropriate **Key Stage** and **Year Group** by clicking the relevant blue box to bring up a list



Tip: Before making any Subject decisions, ensure that you select the correct Year Group. For example, in the autumn term it is possible that cohorts may not have rolled forward in the system (e.g. Y10 is Y10 from the previous academic

year). You can check which pupils are in which Year Group by logging on to the main Aspire website (<https://fftaspire.org>), accessing a pupil target setting report and noting down the Year Group.

- 2 You will now see a list of default Aspire subjects. Simply tick or un-tick the subjects you wish to appear in the Target Setting reports. When you are happy with your selections click the **Save** button at the bottom of the screen.

Targets
Benchmarks
Subjects

Manage subjects

Choose the subjects which appear in target-setting

Key Stage KS4

Year Year 11

<input checked="" type="checkbox"/> Mathematics	<input checked="" type="checkbox"/> Chemistry	<input checked="" type="checkbox"/> Biology
<input checked="" type="checkbox"/> Physics	<input checked="" type="checkbox"/> History	<input checked="" type="checkbox"/> Geography
<input checked="" type="checkbox"/> Design and Technology	<input checked="" type="checkbox"/> Business Studies	<input checked="" type="checkbox"/> ICT
<input checked="" type="checkbox"/> Science Core	<input checked="" type="checkbox"/> Science Additional	<input checked="" type="checkbox"/> English Literature
<input checked="" type="checkbox"/> English Language	<input checked="" type="checkbox"/> Religious Studies	<input checked="" type="checkbox"/> French
<input checked="" type="checkbox"/> German	<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Art and Design
<input checked="" type="checkbox"/> Music	<input type="checkbox"/> PE	

Save
or [Cancel and return home](#)

↔ Defaults
☰ Select all
☰ Select none

Tip: Use the 'Select all' or 'Select none' options at the bottom of the screen to speed up the process of selecting subjects.

Target Setting – Delete Targets

The **Delete Targets** facility allows schools to delete previously set targets for a year group or subject. The facility is only available where a school has set or pre-populated least one target on the main FFT Aspire site.

ADMINISTRATION

fftaspire Add users Manage users Target-setting Collaborate

Targets Benchmarks Subjects **Delete targets**

Delete targets

Clear targets for a whole year group or subject

Key Stage **KS4** Year **Year 11**

All subjects in this year group
2440 targets set (2440 prepopulated)

OR


One subject only
Art and Design ▾
122 targets set (122 prepopulated)

Delete targets or Cancel and return home

Getting Started

First of all, make sure that you have an Aspire Administration account and that you are logged into the Aspire Administration site (<https://admin.fftaspire.org>). At the home page, select any option from the Target Setting dropdown menu at the top of the screen.

- 1 Select **Delete targets**, the 4th grey box option near the top of the screen. Remember, this facility will only be visible if at least one target has been set or pre-populated in the main Aspire site.
- 2 Now select the **Key Stage** and **Year group** that you wish to delete targets from.

- 
- 3 You now have two options. To delete targets for ALL SUBJECTS for the year group or to delete targets for a single subject only. In the latter case, you will also need to choose the relevant individual subject for which you wish to delete targets.
 - 4 When you are happy with your choices click the **Delete targets** button at the bottom of the screen. Alternatively click the **Cancel and return home** option if you don't want to delete targets.