

OPENHIVEinsight FAQs
Administrators

May 2011 Release

Version 1.0

May 2011 Release - Administrator FAQs?



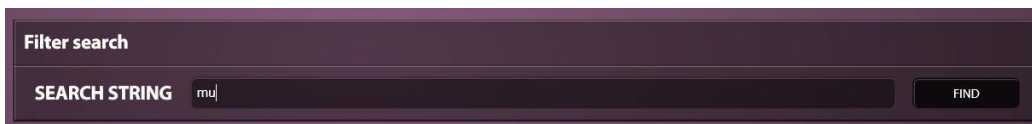
1. Can we set the terminology?

No, as the application is much smaller we have removed the terminology options.

2. How do I add assessment data to the application?

As a school you now have total flexibility in what appears in OPENHIVEinsight. As an administrator you can search your entire assessment data by using filters and then select and save the specific data you wish to appear in the application.

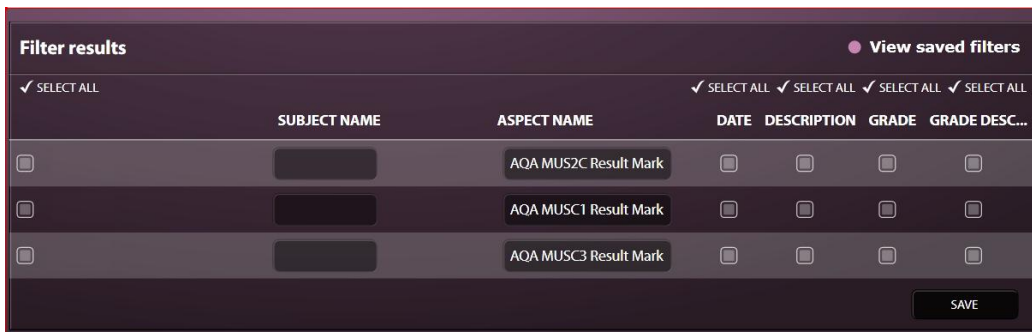
Add the search term and click 'find'.



Filter search

SEARCH STRING

The results will come back with the full 'aspect name'.

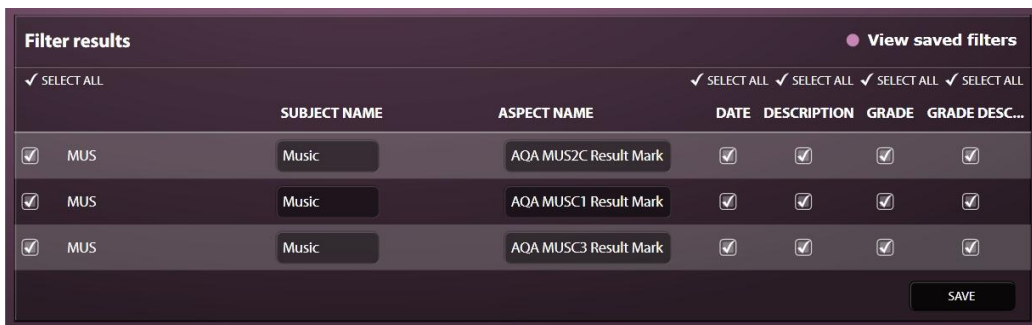


Filter results View saved filters

SELECT ALL SELECT ALL SELECT ALL SELECT ALL

	SUBJECT NAME	ASPECT NAME	DATE	DESCRIPTION	GRADE	GRADE DESC...
<input type="checkbox"/>		AQA MUS2C Result Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		AQA MUSC1 Result Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		AQA MUSC3 Result Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can then set the subject name that you want this assessment to be associated with in the application by adding a subject name directly in the 'subject name' field or you can select a section of the aspect name to be shown by clicking and dragging over a part of the name.



Filter results View saved filters

SELECT ALL SELECT ALL SELECT ALL SELECT ALL

	SUBJECT NAME	ASPECT NAME	DATE	DESCRIPTION	GRADE	GRADE DESC...
<input checked="" type="checkbox"/>	MUS	AQA MUS2C Result Mark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MUS	AQA MUSC1 Result Mark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MUS	AQA MUSC3 Result Mark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To allow assessments to appear in OPENHIVEinsight to enable parents to see them you need to select the first check box before you save. For quick selections just click the ‘select all’ button.

You also have the option of showing the date, description, grade and grade description by selecting the check boxes, again chose select all to select a whole column.

To view all existing saved filters select the ‘view saved filters’ button. A popup will appear with the filters and details you saved.

3. How do I show targets in the application?

As an administrator you need to have firstly searched, selected and saved them within the admin assessment settings page.

Then you need to go to the ‘targets’ tab and search for your targets and select the ‘is a target’ checkbox. All saved targets will appear in the menu named ‘targets’ in the parent/teacher view.

Filter search

SEARCH STRING

Filter results ● View saved targets

SUBJECT NAME	ASPECT NAME	IS A TARGET
English	EN KS2: Reading Test Level	<input checked="" type="checkbox"/>
English	EN KS2: Writing Test Level	<input checked="" type="checkbox"/>
English	EN KS3: English Reading Test Level	<input checked="" type="checkbox"/>
English	EN KS3: English Test Level	<input checked="" type="checkbox"/>
English	EN KS3: English Writing Test Level	<input checked="" type="checkbox"/>
Mathematics	MA KS3: Maths Test Level	<input checked="" type="checkbox"/>
	SC KS3: Science Test Level	<input type="checkbox"/>

To view all existing saved targets select the ‘view saved targets’ button. A popup will appear with the targets and details you saved.

4. How do I turn messaging on and off?

The 'Features' section allows you to show or hide different functions depending on what the school wishes Parents and Teachers to see.

These functions include a messaging and a timetable option. Timetable and messaging are linked. If you turn off timetable Parents will not be able to message teachers. If messaging is turned off then Parents will still be able to see their child's timetable.

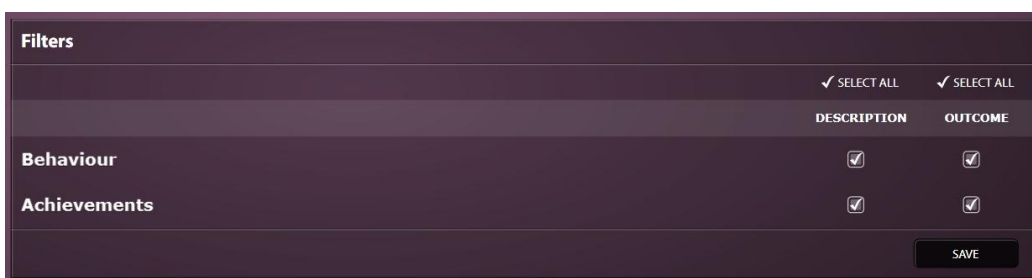
So timetable must be selected if you wish to use the messaging service between Parents and Teachers.



Features	
<input checked="" type="checkbox"/>	MESSAGING Show message board for conversing with subject teachers
<input checked="" type="checkbox"/>	ASSESSMENT Show selected student assessment data
<input checked="" type="checkbox"/>	ATTENDANCE Show the 'where now' AM/PM attendance control
<input checked="" type="checkbox"/>	BEHAVIOUR & ACHIEVEMENTS Show the selected student behaviour and achievements
<input checked="" type="checkbox"/>	TIMETABLE Show the selected student timetable

5. Is there a way of hiding behaviour descriptions from Parents?

As an administrator you can choose to hide the description and outcome of both behaviours and achievements by unchecking the options against them in the 'behaviour' section. By default they are turned on.



Filters	<input checked="" type="checkbox"/> SELECT ALL	<input checked="" type="checkbox"/> SELECT ALL
	DESCRIPTION	OUTCOME
Behaviour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Achievements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>