

OPENHIVEinsight FAQs
Teacher

May 2011 Release

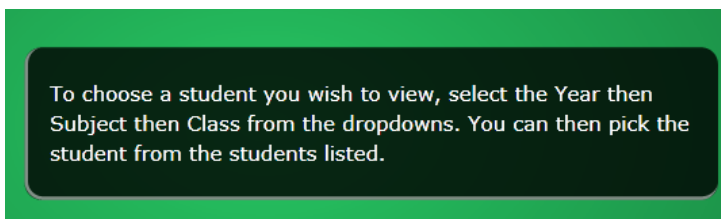
Version 1.0

May 2011 Release - Teacher FAQs?

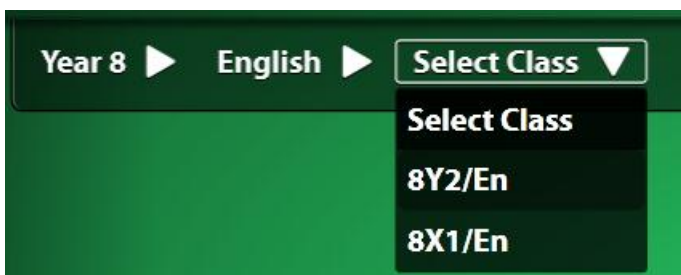


1. How do I select a student

When you first enter OPENHIVEinsight you will see some instructions.



In the menu bar you will see 'Select Year', click on it to open the drop down box. Then repeat for 'Select Subject' and 'Select Class'.



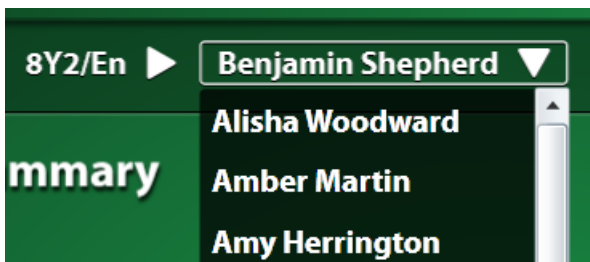
Once you've selected your class the students belonging to that class will load.



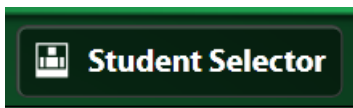
Click on the student you wish to view.

2. How do I change student?

You can change the student at any time by selecting the student name from the top bar. This opens a dropdown with all the students in that class.



You can also change the year, subject and classes at any time by selecting the appropriate dropdowns.



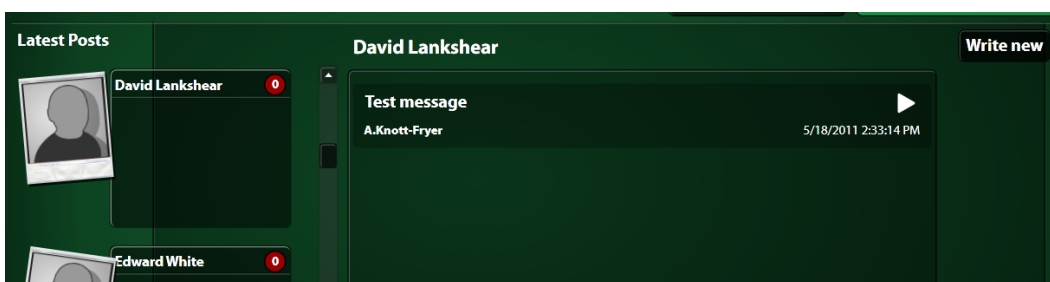
There's also a 'Student Selector' button that opens the class 'head shot' view.

3. How do I message a parent?

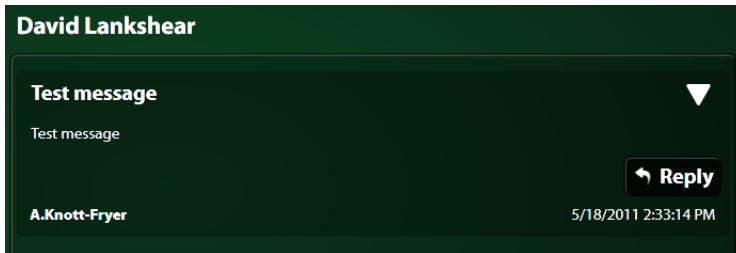
Firstly the school has had to opt to using the messaging service by turning it on in the admin options. As a teacher you will see the 'Message Board' button on the top bar.



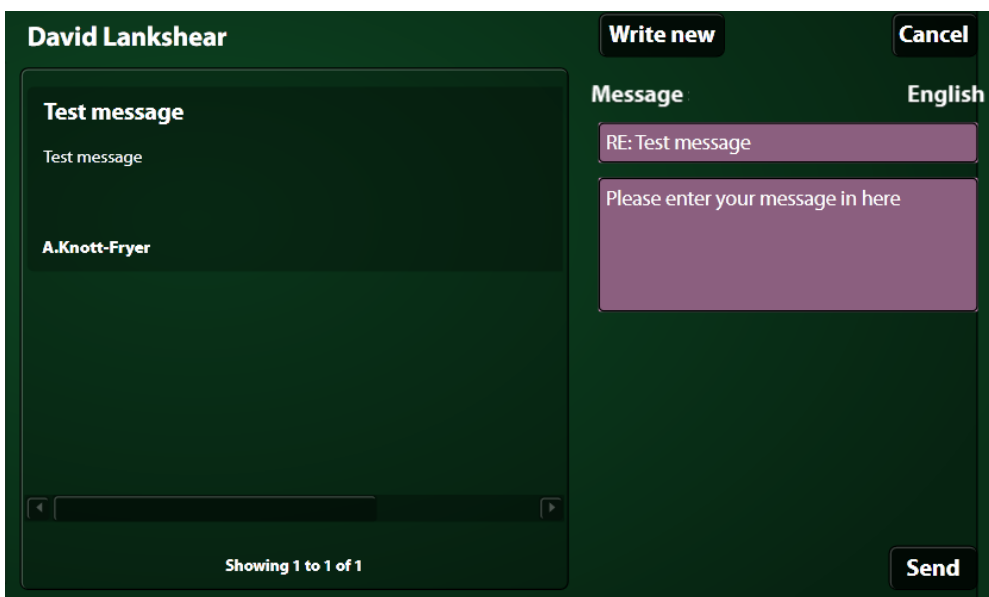
Select this and the message board opens. On the left hand side there is a scrollable list of all students in the selected class. The students appear alphabetically. Select the student who you wish to contact the guardian/s of.



You can view an existing message fully by clicking the arrow.

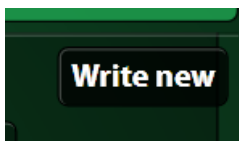


You can reply by selecting the 'Reply' button which opens up a dialog control.



Enter your message and click send.

To write a new message select 'Write new'



This time enter a message and the message title and click send.



To close the 'Message Board' click the button again. If any new messages arrive for you, the red indicator will change to show you the number of new messages.

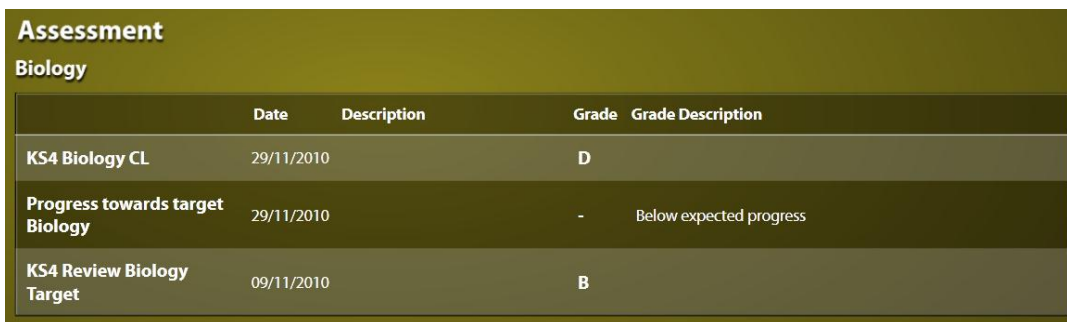
4. What gets shown on the Home page

The home page of OPENHIVEinsight is known as the ‘summary view’ it shows you the latest data that’s been added against your child.

Attendance shows the total number of present, authorised and unauthorised absences for this week, this term and this year. You have a choice of viewing these details in percentages or sessions by selection the toggle. To drill down further to find out when your child was absent for example, select the ‘view more’ button or select ‘attendance’ from the menu.



Assessment is broken down into subjects and shows the latest 5 items against each. To view the whole set of data select the ‘view more’ button below all the subjects or just select the ‘assessment’ menu item.



Assessment

Biology

	Date	Description	Grade	Grade Description
KS4 Biology CL	29/11/2010		D	
Progress towards target Biology	29/11/2010		-	Below expected progress
KS4 Review Biology Target	09/11/2010		B	

Behaviour shows the latest 5 items added. To view the whole set of data select a 'view more' button against the data set you're interested in or just select the 'behaviour' menu item.

Behaviour, Achievement and Effort				
	Subject	Date	Description	Outcome
	Good role model	14/12/2010	T2 W6, no seluth.	
	Good role model	06/12/2010	T2, Wk 5, no sleuth.	
	Good role model	03/12/2010	100% equipment check	
	Good role model	29/11/2010	T2, Wk 4, no sleuth.	
	Continued improvement	26/11/2010		

[View more details](#)

5. What attendance data gets shown?

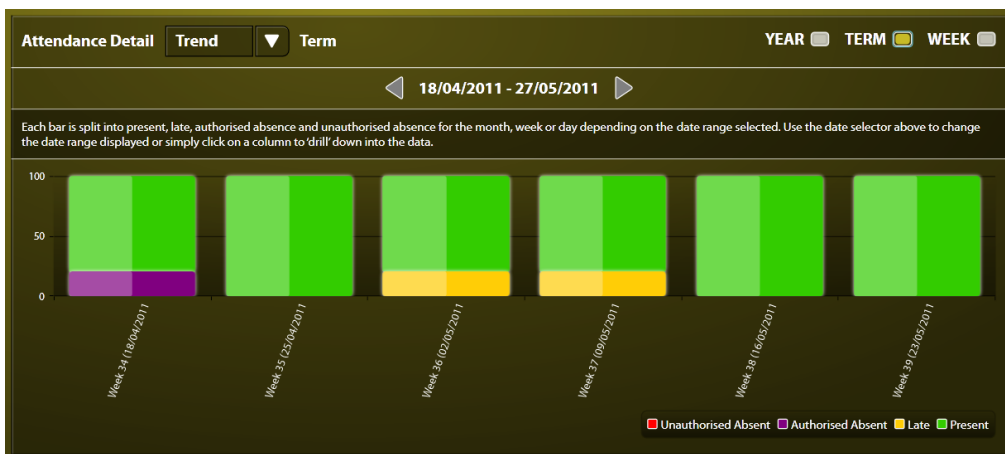
Only registration attendance data is shown in OPENHIVEinsight. Also if the 'where now' control is turned on you will see if a child was present in am and pm attendance and currently what lesson they should be in.

Attendance 18th May 2011 AM PM Current Class Chemistry

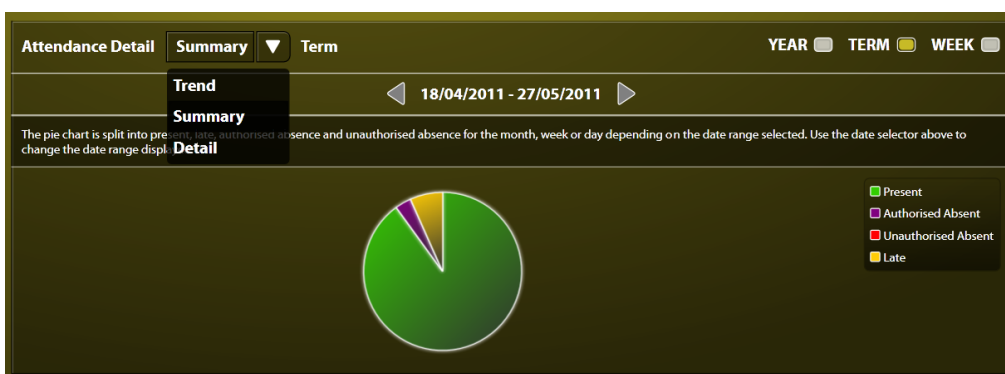
The 'attendance' page shows the summary of overall attendance and allows the parent to drilldown and view when they were present, authorised or unauthorised absent and also if they were present but late for any registration periods

Student Attendance Records					
Attendance Summary				Comparison options	
This Week		This Term		This Year	
out of 10		out of 60		out of 120	
16/05/2011 - 22/05/2011		18/04/2011 - 27/05/2011		01/09/2010 - 31/08/2011	

The parent can select to view the data by year, term or week and go back and fourth using the arrow buttons above the charts.



They can also change the chart type and view the data as a pie chart or by individual sessions.



6. What target data is shown?

Any targets added by the school will be shown under the 'targets' menu item. They are not in on the home page.

All targets are grouped by subject and ordered by latest date. The data shown is the grade, title of target and date target was added.

Student Target Records

This page displays all the target data added by the school ordered by subject and latest date.

English	
=	Progress towards target English 01/12/2010
6c	KS3 English CL 11/03/2010
5a	KS3 English CL 27/11/2009

7. What assessment data is shown?

Any assessment added by the school will be shown under the ‘assessment’ menu item. Also the latest data is listed on the home page.

All assessment entries are grouped by subject and ordered by latest date. The data shown; if available is the title, grade, description and grade description and date assessment was added.

Student Assessment Records				
Biology				
	Date	Description	Grade	Grade Description
KS4 Biology CL	29/11/2010		D	
Progress towards target Biology	29/11/2010		-	Below expected progress
KS4 Review Biology Target	09/11/2010		B	

8. What behaviour data is shown?

Any behaviour data added by the school will be shown under the ‘behaviour’ menu item. Also the latest data is listed on the home page.

Behaviour includes negative and positive behaviours as well as any achievement and effort records your child may have.

An icon will appear next to a behaviour item that makes it clear to recognise if it’s a positive or negative entry. Each behaviour entry will have, if available a title, subject, description, outcome and the date the behaviour was added.

Student Behaviour, Achievement and Effort Records				
This page displays all the behavioural data added by the school ordered by latest. An icon appears beside the title to show you instantly whether the behaviour is positive or negative.				
	Subject	Date	Description	Outcome
+	Involvement in House Activity	05/11/2010	Term 1 All years t/building in 1st week back of school	
+	Good role model	05/11/2010	T1 w7, no sleuth.	
+	Involvement in House Activity	04/11/2010	T1 House Competition winners	
-	Poor standard of homework	18/10/2010		
+	98% attendance	18/10/2010	T1	
+	Good role model	18/10/2010	No sleuth T1, W6.	
-	Failed to do Homework/ Coursework	12/10/2010		
+	Good role model	11/10/2010	T1, W4 no sleuth	
-	Lack of Equipment	06/10/2010		
+	Excellent Effort	01/10/2010		

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The school has the option of turning of the descriptions and outcomes of behavioural and achievement items so if you want to find out more information on a particular record contact the school.