

**Introduction:**

APP Tracker Plus not only tracks a pupil's progress against APP criteria, it presents a detailed summary of whole class progress, and produces individual reports instantly. It is designed to be intuitive to use, although this guide should help explain some of the features.

**Requirements:**

App Tracker Plus runs in Excel, so as long as you have Microsoft Office you need nothing more. It was built using Excel 2003, although Excel 2007 or above is recommended, preferably on a computer with at least 4GB of Ram.

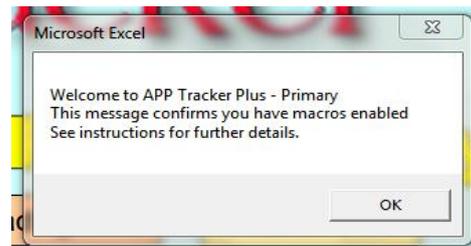
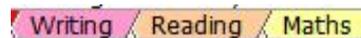
**Navigating:**

There are icons at the top of each page which help to move around APP Tracker Plus. Alternatively, you can use the tabs at the bottom of the screen. You can go to any part of the worksheet from the Welcome Screen which is always available through the 'House' Icon'.

**Setting Up:**

Every time APP Tracker is opened, macros need to be enabled. Excel will ask you when opening whether you want these enabled. When accepted, you should see a welcome message confirming this has been done.

The welcome screen is also where you can enter Class Name. Pupils' names are input on the top of the Writing Data page. Pupils' names are copied from here to other parts of APP Tracker Plus, so need not be input again.

**Inputting Data (Writing, Reading and Maths):**

When names are set up, you can begin to put in data against the APP statements.

**Blank - Not assessed against this statement**  
**0 - Assessed, but no evidence of meeting this statement**  
**1 - Little evidence of meeting this statement**  
**2 - Evidence of meeting this statement**  
**3 - Consistently secure in this statement**

**Colour coding: Pink 0.01 to 1.1, Orange 1.1 to 2.1, Green 2.1 to 3.0**

**Other information on the Data Sheets (Writing, Reading and Maths):**

Under each name is a calculation of a pupil's point score, and then beneath this an approximate equivalent sublevel. The point score is calculated using a complex formula which takes into account a pupil's average judgement for an assessment focus. Excel will deal with a '0' and a blank cell differently when calculating an average. It is therefore important that a whole assessment focus is judged in order to give a reliable point score/level. For example, there are 3 criteria making up AF1 for Reading at Level1, each criteria should be assessed to give an accurate output. To the left of each statement is a class average score out of 3 for each statement, and then to the left of this, an average for each assessment focus. You can filter which level or assessment focus to view by clicking on the buttons at the top of the sheet. 'Show all' resets the screen.

**Settings:**



You can adjust the weighting of each assessment focus. By default, each assessment focus is equal (each set at 100%). However, in writing, you may feel that 'Handwriting' should not contribute as much to a pupil's overall assessment as AF6 which includes punctuation. You can therefore reduce Handwriting to 80%. You may wish to increase/adjust the other assessment areas to compensate so that the overall level is not affected. The average percentage (at the bottom of the list) should be kept close to 100% unless you judge that the default calculations of APP Tracker Plus are too high or low.

Reading:	Weighting:
AF1 – use a range of strategies, including accurate decoding of text, to read for meaning	100%
AF2 – understand, describe, select or retrieve information, events or ideas from texts and use quotation and reference to text	100%
AF3 – deduce, infer or interpret information, events or ideas from texts	100%
AF4 – identify and comment on the structure and organisation of texts, including grammatical and presentational features at text level	100%
AF5 – explain and comment on writers' use of language, including grammatical and literary features at word and sentence level	100%
AF6 – identify and comment on writers' purposes and viewpoints, and the overall effect of the text on the reader	100%
AF7 – relate texts to their social, cultural and historical traditions	100%

Average: 100%

**Pupil summary:**



This page gives an overview of the whole class. Pupil Summary: The columns to the left show all point score, level and ranking in class. It colour codes top third in green, middle third in yellow, and bottom third in red. This can be useful in setting groups.

Pupil Summary: Point Score			
Pupil Name	Writing		
e	12.33	1a	2
f	7.56	1c	16
g	7.67	1c	7
h	7.67	1c	7
i	7.56	1c	16
l	7.44	1c	29

**Class Average:** This area allows you to compare the whole class performance in each subject area.

Class Average	PS	Lev
Writing	8.09	1c
Reading	8.98	1c
Maths	7.89	1c
Wr.&Re	8.54	1c
Wr&Re&Ma	8.32	1c
(Wr&Re)&Ma	7.91	1c

**AF Average:** This area shows the class performance against each assessment focus. This is useful for subject leaders in determining school areas that may need development.

AF Average/3	Writing	Reading	Maths
AF1/Alg	3.00	2.93	3.00
AF2/Num	3.00	2.93	3.00
AF3/Calc	3.00	2.96	3.00
AF4/U+A	3.00	2.93	3.00
AF5/ShMe	2.38	3.00	3.00
AF6/HaData	3.00	3.00	3.00
AF7	3.00	2.92	
AF8	2.92		
Handwriting	3.00		

**Pupils at Sublevels:** This gives a view of how many pupils are at each sublevel. It is also shown as a graph.

2b	0	
2c	1	
1a	2	
1b	2	
1c	30	
<1	1	

**Reports:**

In the reports menu, you can set the year group and term/date that will appear on each report. You can view each report individually by clicking on a name. You may also print a whole class of reports with one click ('Print All reports'). You should note that excel will print 36 sheets using the default printer, whether or not there are 36 children in the class.

Term/Date:  Year Group:

Select a Report to View:

Each report will print a summary of a pupil's performance against each assessment focus in each subject. A dark green colour shows a pupils is confident at that level against that assessment focus. The lighter the colour, the less confident the pupil at that level. Scores are out of 3 and show an average judgement of the assessment focus for that pupil at each level.

Term/Date:  Year:  Class:

Scores out of 3. Colour shows pupil ability where dark green is confident.

Overall Writing Level:	2a		Point Score:	18.48	
Writing at Level:	1	2	3	4	5
AF5 - vary sentences for clarity, purpose and effect	3.00	1.67	1.33		
AF6 - write with technical accuracy of syntax and punctuation in phrases, clauses and sentences	3.00	2.33	0.67		
AF3 - organise and present whole texts effectively, sequencing and structuring information, ideas and events	3.00	1.50	1.00		
AF4 - construct paragraphs and use cohesion within and between paragraphs	3.00	3.00	0.67		
AF1 - write imaginative, interesting and thoughtful texts	3.00	2.33	0.33		
AF2 - produce texts which are appropriate to task, reader and purpose	3.00	2.00	1.33		
AF7 - select appropriate and effective vocabulary	3.00	2.00	0.50		
AF8 - use correct spelling	3.00	2.50	1.00		
Handwriting and presentation		2.50	1.00		

Approximate year group expectation

↑

6

5

4

3

2

1

0

Level (Point Score)
6+ (37+ points)
5a (35 points)
5b (33 points)
5c (31 points)
4a (29 points)
4b (27 points)

## **FAQs**

Why can't I add a name?

*The only place a name can be entered is at the top of the Writing Data page.*

The buttons don't seem to work, or error messages occur.

*Macros have probably not been enabled when the sheet was opened. Entering information may actually damage the sheet. Macros are essential in the running of APP Tracker Plus. If this does not resolve the issue, please contact [info@primarytools.co.uk](mailto:info@primarytools.co.uk).*

I can't select a cell.

*Much of APP Tracker Plus is protected for two reasons. Firstly, it is to stop accidental overwriting of formulas which would irretrievably damage the system. It is also to help protect the copyright.*

Any other questions?

*Please email [info@PrimaryTools.co.uk](mailto:info@PrimaryTools.co.uk)*

## **Summary of Features:**

Ofsted friendly - converts APP criteria into point scores.

Using point scores virtually eliminates issues of pupils showing no progress.

Automatically converts point scores to sublevels - encourages teachers to discuss specifically what a pupil can do, rather than what level they are at.

Automatically creates A4 reports per pupil for each subject and assessment focus.

Adjust the weighting each assessment focus has on the overall level.

View the progress of a class on one sheet per level - know your children at a glance.

Use to support report writing and parent/carers meetings.

Track maths, reading, writing from levels 1 to 5.

Colour codes how well criteria has been met.

Gives a colour coded, easy on the eye view of whole class attainment.

Ranks pupils to assist in setting/streaming.

Calculates average performance relative to an assessment focus. Useful for planning intervention groups and informing school training needs.

Useful tool for moderation sessions.