



# PIVATS

## 5th edition

Performance Indicators for Valued Assessment & Targeted Learning

# PIVATS 5 Online

## User Guide V1.1

## Contents

Title	Page Number
Login	3, 4, 5
Home	6
Pupils	7
Archive	7
Uploading Pupils	7
Assessment List	8
Assessment Entry	8, 9
Reports: Individual Pupil Report	10
Reports: Pupil Progress Summary	11
Reports: Self Evaluation Narrative	12
Reports: Full Data Download	13
Reports: Trend Report	14
Reports: Quartiles Report	15
Reports: Percentage Movement Report	16
Reports: Target Setting	17
Target Setting	17
Printing	18
Saved Reports	19
Creating A New User	20
System Requirements	21
Contact Us	22
Notes	23



## Login

The screenshot shows the Lancashire County Council website with a search bar at the top right. A large red banner at the top left says "PIVATS". Below it, a navigation menu on the left lists: PIVATS, Home, What is PIVATS?, Target Setting, Order PIVATS, Downloads, PIVATS Case Study, Progression Guidance, Training, FAQs, Links, and Contact Us. The main content area features the "PIVATS 5th Edition" logo and a large heading "PIVATS 5". Below this, it says "PIVATS 5 in stock!" and includes a small image of a DVD case with a "DRAFT SAMPLE" watermark. Text below the image states: "The revised PIVATS (5<sup>th</sup> edition), for reading, writing and mathematics, is now available. See right for a brief example of the format of the new PIVATS 5, which will provide small step assessments from P Scale through to the new national curriculum year 4 age related expectations. We have initially released PIVATS 5 on a DVD Rom, with the plan to release in 'hard copy' booklet at some point in the future (for purchasers of the DVD)." On the right side, there are two call-to-action boxes: "PIVATS Data Collection and Analysis Service" with a "LOGIN" button, and "Order PIVATS" with an "Order PIVATS" button.

A user can login to PIVATS 5 Online with the username and password supplied (via email) once the order has been processed. To access the login screen a user should visit [www.lancashire.gov.uk/pivats](http://www.lancashire.gov.uk/pivats) and select 'Login' from the right hand side, taking you here:

The screenshot shows the login page for Pupil Tracker. At the top left is the Lancashire County Council logo. The main heading is "your Lancashire pupiltracker". Below this, there is a navigation menu with "Home", "pupiltracker", and "PIVATS". A sidebar on the left contains "Contact Us" and "Order". The central area features the "pupiltracker" logo with a magnifying glass over the 'A' and the "PIVATS" logo below it. Below the logos, there is a "Request a new password" link, followed by the instruction: "Please log in to your Pupil Tracker and/or PIVATS account(s) with your supplied username and password." There are two input fields: "Username" and "Password", and a "Login" button below them. A callout box on the right side of the page contains the text: "Please note that login details for PIVATS 4 and PIVATS 5 data analysis websites are separate."



## Login continued

It is important to remember that sensitive pupil level information is held on this system. You should not share your password to this site with any third party.

PIVATS 5 Online is ultra-secure, based on highly encrypted servers at County Hall in Preston. There are two levels of security for each account – the username & password and the security code. Every user account will be issued with a security code upon first login. Please take a record of this code as it will only be displayed once and the only way to reset this code is to contact the PIVATS Team on 01772 531555 or [pivats@lancashire.gov.uk](mailto:pivats@lancashire.gov.uk)

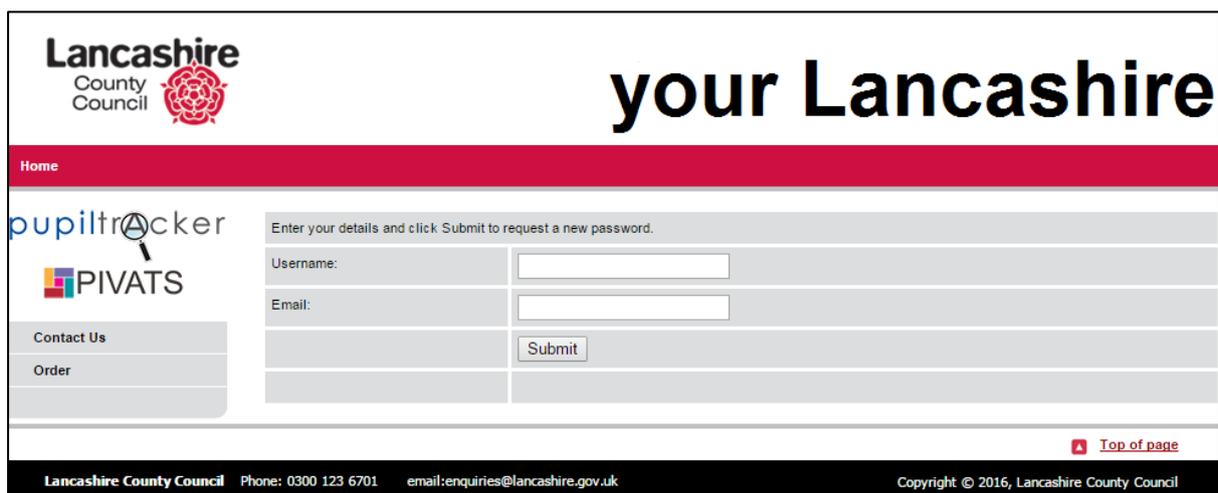
## Security code



The screenshot shows the Lancashire County Council website header with the logo and 'your Lancashire' text. Below the header is a navigation bar with 'Home'. The main content area features the 'pupiltracker' and 'PIVATS' logos. A form titled 'Security code' asks the user to enter the fourth and fifth digits of their security code. The form has two dropdown menus, both currently showing '1', and a 'Submit' button. A 'Contact Us' and 'Order' button are visible on the left. At the bottom, there is a footer with contact information and a 'Top of page' link.

Above is an image of the area where the security code is entered. Once the characters have been added from the two dropdown menus please click 'submit'.

## Login Problems



The screenshot shows the Lancashire County Council website header with the logo and 'your Lancashire' text. Below the header is a navigation bar with 'Home'. The main content area features the 'pupiltracker' and 'PIVATS' logos. A form titled 'Login' asks the user to enter their details to request a new password. The form has two input fields for 'Username:' and 'Email:', and a 'Submit' button. A 'Contact Us' and 'Order' button are visible on the left. At the bottom, there is a footer with contact information and a 'Top of page' link.

If you cannot login to PIVATS 5 Online it might be that you have not subscribed. To subscribe to PIVATS 5 Online please visit the login page and select 'Order now' or telephone the PIVATS helpline.



Another issue could be that you are entering an incorrect or outdated security code on the security code screen. If you are unsure of your account security code please enquire with your Headteacher before asking the PIVATS Team to reset the code.

It is also advisable that 'Cookies' are enabled within your Internet Browser when visiting PIVATS 5 online.

When using modern browsers such as Google Chrome or Microsoft Edge it is recommended not to save your password within your browser as not only does this lead to security issues, it can also lead to failed login attempts if a user has updated their password.

If you have followed the guidance above and you still cannot login please contact the PIVATS Team on 01772 531555 or [pivats@lancashire.gov.uk](mailto:pivats@lancashire.gov.uk)



## Home

The screenshot shows the homepage of the Lancashire County Council Pupil Tracker. At the top left is the Lancashire County Council logo. To the right, the text 'your Lancashire' is displayed in a large, bold font. Below this, the word 'pupiltracker' is written in a blue, lowercase font, with a magnifying glass icon over the letter 'A'. To the right of this, the word 'pupiltracker' is written in a larger, grey, lowercase font, also with a magnifying glass icon over the letter 'A'. Below the 'pupiltracker' text is the PIVATS logo, which consists of a stylized 'A' made of colored squares (yellow, purple, red, teal) followed by the word 'PIVATS' in a large, bold, black font. On the left side, there is a vertical navigation menu with the following items: Home (highlighted in red), Pupils, User Guide, Support Materials, Reports, Admin Functions, LA Reports, User, Contact Us, Order, and Logout. Below the navigation menu, there is a welcome message: 'Welcome to the Lancashire County Council Pupil Tracker. This system will help you track and monitor children's progress throughout the Early Years, key stage one and key stage two and will help you to produce detailed analysis to facilitate any actions and interventions needed to ensure every child fulfils their potential.' Below this message, there is a statistic: '0% of your Year 1 cohort are reaching the expected attainment for Science'. At the bottom of the page, there is a 'LATEST NEWS' section with two columns, each containing the date '30 June 2016'.

Once logged in the first screen that a user will view is the Homepage (as above). The Homepage allows you to access the other areas of the website through the left hand menu. The Homepage also contains news items in the lower half of the page that are regularly updated with system news.

PIVATS users may notice that there is a 'Pupil Tracker' logo alongside the PIVATS logo. The Pupil Tracker is a tool that can be used to track the attainment of children who are working within the EYFSP or the revised National Curriculum and can be accessed from the same login screen.\*

\* Subscription required.



## Pupils

The pupil selection list is the hub for finding children and their assessments. To access the pupil selection list please select 'Pupils' from the left hand menu and you will be immediately directed to the page.

A user can find the children at their school in a number of ways.

Soon there will be a 'PIVATS' option in the 'Year' dropdown menu.

Name	Gender	Date of Birth	Assessments	Archive
<a href="#">KATNISS EVERDEEN</a>	Female	11/11/2006		<input type="checkbox"/>
<a href="#">JEAN GREY</a>	Female	21/09/2006		<input type="checkbox"/>
<a href="#">HARRY POTTER</a>	Male	20/01/2007		<input type="checkbox"/>
<a href="#">LUKE SKYWALKER</a>	Male	01/09/2006		<input type="checkbox"/>
				<input type="button" value="Archive now"/>

It is usually recommended to select a year group and then hit 'Search and Save Selection' – this is the fastest way to return a list of your pupils (within a selected year).

If you wish to search for an individual child you can enter their surname, UPN and/or class, but none of these are mandatory. Once you have selected your options you must again click on 'Search and Save selection' – the 'Search and Save Selection' option allows a user to navigate away from the page, but when a user returns it will still display the same list that the user has just created.

Alternatively you can just select 'Search' for a one-time-only list. So if you have just entered data for a year 3 child, but then gone on to save a search for your year 4 children – remember your year 3's have not been deleted, you will just have to search again.

Please be aware – if there is a space before or after a name or UPN it will return a blank search result even if the child is on the database. Also, if you are searching on name you must have it set to the child's correct year.

### Archive Children

If you wish to remove children (who have left your school/setting) from your account you can do so by 'Archiving' a child. From the pupil selection list click the selection box to the right of your chosen pupil under the heading 'Archive'. You can tick as many or as few children at a time as you wish. Once you have selected your child(ren) just click the 'Archive Now' button at the bottom of the column. Please be aware that once archived only a member of the pupil tracker team can retrieve these children for you.

### Uploading Children

Please contact the team via email at [pivats@lancashire.gov.uk](mailto:pivats@lancashire.gov.uk). You will then be emailed a pupil upload template via a secure, encrypted connection. Please complete template and return via the secure, encrypted email connection and we will upload the pupils for you.



## Add an assessment from a child's PIVATS assessment list

Currently to add a PIVATS assessment a user must perform their search on the 'Pupils' page and then select the book icon rather than the plus icon (if selecting the plus icon the system will assume that a user is trying to add an age related expectations assessment). Once a user has selected the book icon (providing the child has been ticked as PIVATS) you will notice that there is a PIVATS assessments area at the top of the page – from here please click 'Add assessment' and it will take you to a blank PIVATS 5 assessment.

Surname  UPN  Class  Year

Establishment Name

**Pupil Selection List**

Name	Gender	Date of Birth	Assessments	Archive
<a href="#">KEN BAGGINS</a>	Male	15/08/2008	 	<input type="checkbox"/>
<a href="#">EMILIE CAZORLA</a>	Female	26/11/2007	 	<input type="checkbox"/>
<a href="#">JOSIE ENRIQUE</a>	Female	30/09/2007	 	<input type="checkbox"/>

Click on the book icon

## Assessment List

pupiltracker **Assessment List**

Pupil Name KATNISS EVERDEEN

**PIVATS**

Home	Pupils	User Guide	Support Materials	Reports	Admin Functions	LA Reports	User	Contact Us	Order	Logout
<b>PIVATS Years Assessments</b>										
Academic Year	Year	Term	Assessment Date	Delete						
2011/2012	Year 1	N/A	  01/09/2011	<a href="#">Delete</a>						
2011/2012	Year 1	N/A	  01/11/2011	<a href="#">Delete</a>						
2011/2012	Year 1	N/A	  01/02/2012	<a href="#">Delete</a>						
2012/2013	Year 2	N/A	  01/09/2012	<a href="#">Delete</a>						
2012/2013	Year 2	N/A	  01/11/2012	<a href="#">Delete</a>						
2013/2014	Year 3	N/A	  01/09/2013	<a href="#">Delete</a>						
2014/2015	Year 4	N/A	  01/09/2014	<a href="#">Delete</a>						
2015/2016	Year 5	N/A	  01/09/2015	<a href="#">Delete</a>						
			 <a href="#">Add assessment</a>							

A child's assessments will be displayed in chronological order (oldest at the top down to newest at the bottom), but at first there will not be any assessments attached to a child. To add assessments a user should click 'Add assessment' under the PIVATS heading. Once added – assessments can be viewed or edited by clicking on either the book icon or the pencil and pad icon. Assessments can also be deleted from the Assessment List page.



## Assessment Entry Page

When 'Add assessment' has been clicked you should see a page similar to this:

Add Assessment	
Pupil	KATNISS EVERDEEN
Date of Assessment	09/09/2016 (dd/mm/yyyy)
Year	
Class	
Comments	
Subject	Currently working at
Reading	
Writing	
Numbers	
Shape, space and measure	
Speaking	
Listening	
Using and Applying	
Social Awareness and Relationships	
Behaviour for Learning	
Personal Independence and Self Help	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

To add an assessment a user must complete the date and the year at the top (these are the only mandatory fields at the top) and then as much or as little PIVATS data can be added as a user wishes (for instance if only PIVATS maths has been completed this can be entered and saved and a user can return to add the other subjects at a later date). Individual subjects can be added by clicking on the individual drop down 'Currently working at' box that corresponds with the subject/aspect or a user can flood-fill all subjects/aspects by selecting the 'Currently working at' drop down menu in the pink header bar. Once saved you will notice that the 'Assessment List' page re-appears and you should also notice the names of some other children at the foot of the page. These children are the previous and next pupils in the Pupil Selection List. For this to work 'Search and save selection' must be selected when a user populates their Pupil Selection list (this is illustrated below):

<input type="button" value="Cancel"/>	<input type="button" value="&lt;&lt; JEAN GREY"/>	<input type="button" value="LUKE SKYWALKER &gt;&gt;"/>
---------------------------------------	---	--

By clicking on one of these names it will direct you immediately to that child's assessments.

**Please note – the PIVATS box in a child's details must be ticked to be able to add a PIVATS assessment, otherwise any attempt to add one will return a blank screen.**



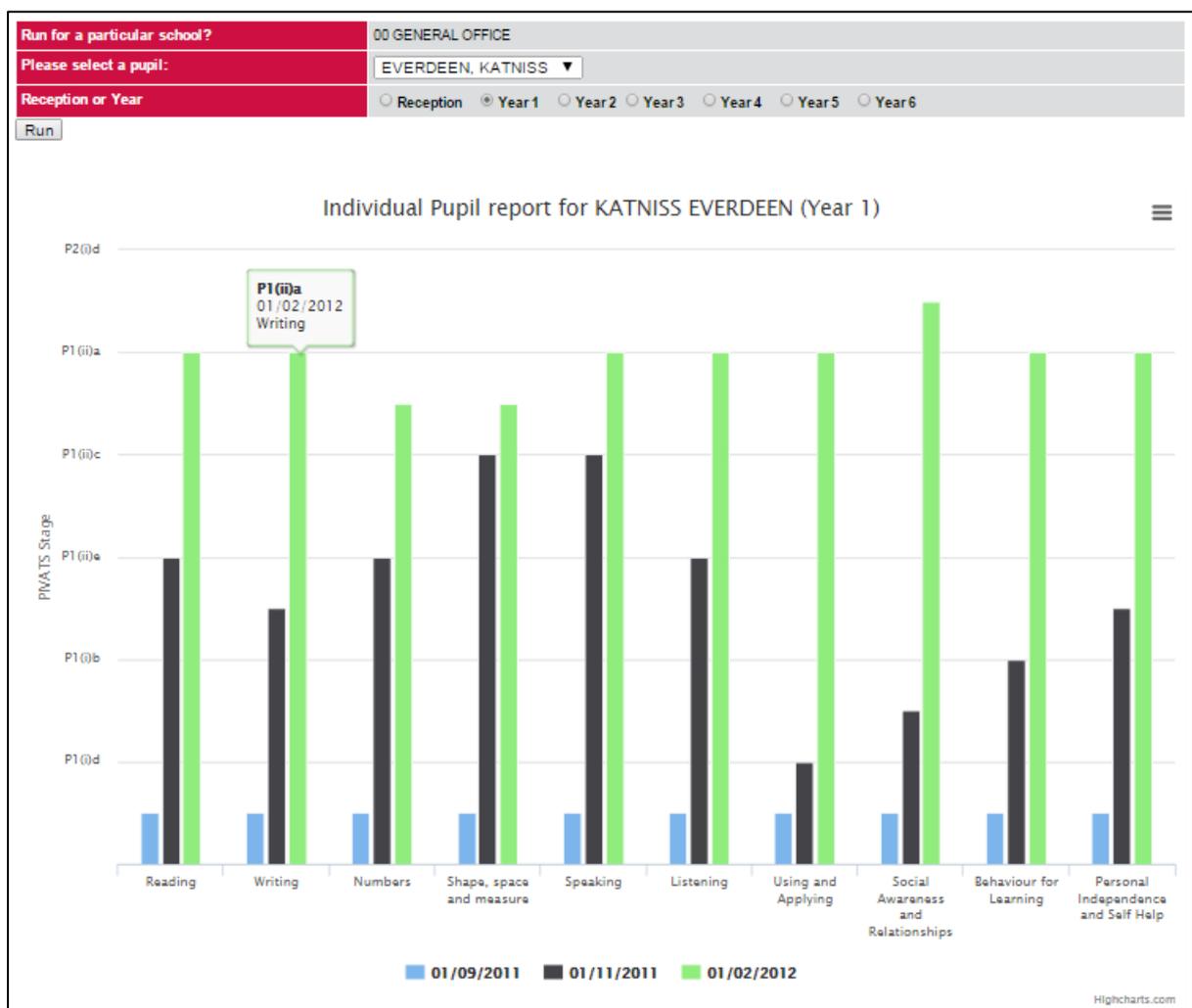
## Reports

### Individual Pupil Report

This will show a child's most recent assessments within a given year in bar chart form.

To run the report you should simply choose a child's name and the year of data you wish to display.

Once displayed there is a legend below the chart showing the assessment date, but if you hover over a bar it will also show the date of the assessment, the aspect and the milestone that the child has achieved at that point. By clicking on a date it will remove the equivalent bar from the chart. A user can also select the icon in the top right-hand corner of the chart (the one with three lines stacked on top of one another) and choose to export to various files including pdf and jpg.



## Pupil Progress Summary

Displays all or a selection of childrens' most recent attainment in PIVATS for a given date range.

To run the report select the year group & date range and then choose any contextual filters you wish (remember – the more you filter, the less results that are likely to be returned).

This report is colour coded by milestone range and will also indicate the PIVATS step that the child has achieved in each assessment too.

PIVATS Pupil Progress Summary for Year 3 from 09/09/2010 09/09/2016											
School Name: 00 GENERAL OFFICE			Academic year: 09/09/2010 - 09/09/2016			pupiltracker					
Year: Year 3											
Pupil	Reading	Writing	Numbers	Shape	Speaking	Listening	Using & Applying	Social & Relationships	Behaviour for Learning	Personal Independence	
KATNISS EVERDEEN	P3(I)e	P2(II)c	P3(I)c	P2(II)e	P2(I)b	P3(I)e	P2(I)c	P2(I)e	P3(I)e	P2(II)b	
JEAN GREY	P3(I)c	P3(I)b	P3(I)c	P3(I)d	P3(I)c	P3(I)a	P3(I)a	P3(I)c	P3(II)e	P3(I)c	
HARRY POTTER	Bridge a	Bridge a	PM 1Ce	PM 1Ce	Bridge a	Bridge a	PM 1Ce	PM 1Ce	Bridge a	Bridge a	
LUKE SKYWALKER	PM 4Ab	PM 4Ab	PM 4Aa	PM 4Aa	PM 4Ac	PM 4Ab	PM 4Aa	PM 4Aa	PM 4Aa	PM 4Aa	
	P1(i)e – P4a Months		P5e – P7a Months		P8e – 1Ba Months		1Ae – 2Ca Months		2Be – 2Aa Months		3Ce – 4Aa Months
<a href="#">Send to Print</a>		<a href="#">Display Save options</a>									



## Self-Evaluation Narrative

This report gives the percentage of children who have achieved X amount of PIVATS steps (within a given date range) in narrative form. Once again you can set as many contextual filters as you wish, but this will of course reduce your percentages.

**PIVATS Self-Evaluation Narrative for 2 Steps from 08/09/2012 10/09/2013**

School Name: 00 GENERAL OFFICE Subject: All Subjects 

**Assessment between Academic Years : 08/09/2012 - 10/09/2013**

**Attainment Steps : 2 PIVATS steps progress**

100%	of the selected cohort made at least	2	steps progress in	Reading
100%	of the selected cohort made at least	2	steps progress in	Writing
100%	of the selected cohort made at least	2	steps progress in	Numbers
100%	of the selected cohort made at least	2	steps progress in	Shape, space and measure
75%	of the selected cohort made at least	2	steps progress in	Speaking
100%	of the selected cohort made at least	2	steps progress in	Listening
75%	of the selected cohort made at least	2	steps progress in	Using and Applying
75%	of the selected cohort made at least	2	steps progress in	Social Awareness and Relationships
100%	of the selected cohort made at least	2	steps progress in	Behaviour for Learning
100%	of the selected cohort made at least	2	steps progress in	Personal Independence and Self Help



## Full Data Download

Allows export of all PIVATS assessment data recorded on the Tracker for all PIVATS pupils.

This report allows you to export all of your PIVATS data (both assessment and pupil data). A user can export the data in a number of formats, including csv which can be opened in Microsoft Excel to create a user's own bespoke reports or can be uploaded to third party data analysis software. To run a data download a user can simply select a year and then select run. At this point a user will be able to choose whether to view the information on screen, export to an excel format (csv or excel), send to pdf or print:

Show  entries

Copy CSV Excel PDF Print

UPN	Forenames	Surname	DOB	Date of Assessment	Year of Assessment	Aspect	Working at	Judgement	Primary Sentype	Secondary Sentype	Gifted	Free School Meal	EVER
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Listening		P7a	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Using and Applying		P8d	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Social Awareness and Relationships		P8e	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Behaviour for Learning		P7a	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Personal Independence and Self Help		P7a	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Shape, space and measure		P8e	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Numbers		P8e	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Writing		P7a	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Reading		P7a	N/A	N/A	No	No	No
A9999999999924	HARRY	POTTER	20/01/2007	09/09/2012	Year 2	Speaking		P7a	N/A	N/A	No	No	No
N000000000214	LUKE	SKYWALKER	01/09/2006	09/09/2012	Year 2	Shape, space and measure		PM 4Ce	N/A	N/A	No	No	No
N000000000214	LUKE	SKYWALKER	01/09/2006	09/09/2012	Year 2	Numbers		PM 4Ce	N/A	N/A	No	No	No



## Trend Report

Displays the % of children who made X amounts of PIVATS steps (within a given date range) in both tabular and graphical form. This report will allow you to plot the trends of Special Schools, Mainstream Schools and/or All Schools within the project. To run the report a user should select an aspect, a date range and a progress amount (as well as any optional contextual filters that you wish to select) and then click run:

**PIVATS Trend Report**  
[<< Reports Menu](#)

<b>Run for a particular school?</b>	8880 PUPIL ACCESS
<b>School Type</b>	<input checked="" type="checkbox"/> Special Schools <input checked="" type="checkbox"/> Mainstream Schools <input checked="" type="checkbox"/> All Schools
<b>Assessment Aspect</b>	Reading
<b>Assessment Date From</b>	08/09/2015
<b>Assessment Date To</b>	09/09/2016
<b>PIVATS Progress</b>	<input type="radio"/> 1 Step <input type="radio"/> 2 Steps <input checked="" type="radio"/> 3 Steps <input type="radio"/> 4 Steps <input type="radio"/> 5 Steps
<b>First SEN Type</b>	SEVERE LEARNING DIFFICULTY
<b>Second SEN Type</b>	SELECT SECOND SEN TYPE
<b>Gifted &amp; Talented</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Free School Meals</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Ever 6</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Extended abs</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Joined late</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Custom3</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>English as (EAL)</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Gender</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All

**PIVATS Trend Report from 17/02/2015 - 17/02/2017**

	REC	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
School	100	80	100	100	67	86	100
Special Schools	13	24	48	59	35	39	32
Mainstream Schools in project	33	39	32	37	43	33	38
All Schools in project	22	34	38	42	41	34	37

**PIVATS Trend Report from 17/02/2015 - 17/02/2017**

PIVATS Trends

Legend:  
◆ School  
◆ Special Schools  
◆ Mainstream Schools in project  
◆ All Schools in project

You must have at least two assessments recorded for a child to run this report as it is a progress report.

Highcharts.com



## Quartiles Report

Displays the % of children who made X amounts of PIVATS steps (within a given date range) in both tabular and graphical form. This report will allow you to plot against quartiles derived from Special Schools or Mainstream Schools within the project. Similarly to the Trend Report - to run this report a user must select an aspect, a date range and a progress amount (as well as any optional contextual filters that you wish to select) and the click run:

PIVATS Quartiles Report	
<a href="#">&lt;&lt; Reports Menu</a>	
Run for a particular school?	8882142 BRINDLE GREGSON LANE PRIMARY SCHOOL
School Type	<input type="radio"/> Special Schools <input type="radio"/> Mainstream Schools <input checked="" type="radio"/> All
Assessment Aspect	SELECT ASPECT ▼
Assessment Date From	<input type="text"/>
Assessment Date To	<input type="text"/>
PIVATS Progress	<input type="radio"/> 1 Step <input type="radio"/> 2 Steps <input type="radio"/> 3 Steps <input type="radio"/> 4 Steps <input checked="" type="radio"/> 5 Steps
First SEN Type	SELECT FIRST SEN TYPE ▼
Second SEN Type	SELECT SECOND SEN TYPE ▼
Gifted & Talented	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Free School Meals	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Ever 6	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 1	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 2	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Custom 3	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
English as an Additional Language (EAL)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
Gender	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> All
<input type="button" value="Run"/>	

You must have at least two assessments recorded for a child to run this report as it is a progress report.



## Percentage Movement Report

This report is in table form, and will indicate the amount and percentage of children who have made X amount of PIVATS steps progress within a date range. This report allows comparison against the rest of the children in the PIVATS project, by displaying the amount and percentage of children achieving each step of progress:

**PIVATS Percentage Movement Report**

[<< Reports Menu](#)

<b>Run for a particular school?</b>	8880 PUPIL ACCESS
<b>Assessment Aspect</b>	Speaking ▼
<b>Assessment Date From</b>	08/09/2015
<b>Assessment Date To</b>	09/09/2016
<b>SEN Type</b>	MODERATE LEARNING DIFFICULTY ▼
<b>Gifted &amp; Talented</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Free School Meals</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Ever 6</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Custom 1</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Custom 2</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Custom 3</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>English as an Additional Language (EAL)</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All
<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> All

**PIVATS Percentage Movement Report from 08/09/2015 - 09/09/2016**

Group		Total	<= -10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10=>
School	Pupil	10	0	0	0	0	0	0	0	0	0	0	0	1	3	0	0	1	0	0	0	0	5
	Percent		0	0	0	0	0	0	0	0	0	0	0	10	30	0	0	10	0	0	0	0	50
All PIVATS Schools	Pupil	21	0	0	0	0	0	0	0	0	0	0	1	3	6	3	0	2	1	0	0	0	5
	Percent		0	0	0	0	0	0	0	0	0	0	5	14	29	14	0	10	5	0	0	0	24

You must have at least two assessments recorded for a child to run this report as it is a progress report.



## Target Setting

Set and view PIVATS targets here. To set a child's target please select the target year and click on search, then when the child is displayed use the drop down menus to select the child's target in each aspect (a user can also flood fill all targets for an aspect by using the dropdown menu in the heading field). Once the targets have been added a user should click save. Once targets have been entered (for as many or as few children as required) a user can then search on a year group again and then click on a child's name, which will display a line graph that plots the child's target for the searched year, along with the most recent assessment recorded in that year:

**PIVATS Target Settings Report**

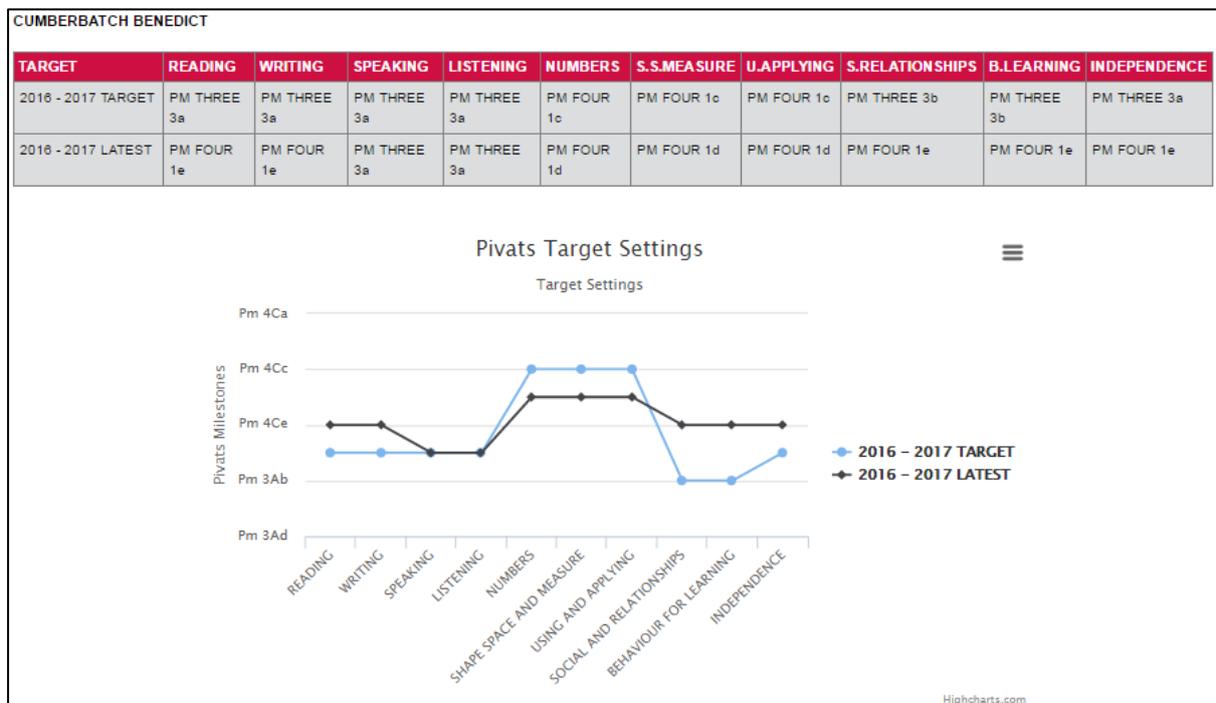
<< Reports Menu

Academic Year: 1st September 2015 to 31st August 2016

Search

Pupil	Reading	Writing	Speaking	Listening	Numbers	S.S Measure	U.Applying	S.Relationships	B.Learning	Independence
SKYWALKER LUKE	P1(ii)e	P2(ii)b	P2(i)d	P2(ii)c	P1(i)b	P1(ii)d	P1(ii)b	P1(i)d	P1(ii)c	P1(ii)b
EVERDEEN KATNISS	P1(ii)e	P2(ii)b	P2(i)d	P2(ii)c	P1(i)b	P1(ii)d	P1(ii)b	P1(i)d	P1(ii)c	P1(ii)b
GREY JEAN	P1(ii)e	P2(ii)b	P2(i)d	P2(ii)c	P1(i)b	P1(ii)d	P1(ii)b	P1(i)d	P1(ii)c	P1(ii)b
POTTER HARRY	P1(ii)e	P2(ii)b	P2(i)d	P2(ii)c	P1(i)b	P1(ii)d	P1(ii)b	P1(i)d	P1(ii)c	P1(ii)b
FLINTSTONE FREDDIE	P2(i)d	P2(i)c	P2(ii)d							
PARKER PETER										

Save Records updated ...



## Guidance for printing in colour on certain PIVATS 5 Online reports/pages

**Google Chrome. Step 1** - Look for the three dots/lines icon on the command bar and click here, revealing a dropdown menu. Click 'Print'.

**Google Chrome. Step 2** – Change the 'destination' to 'Save as PDF' and check the box that says 'Background Graphics', then change the destination back to your chosen printer/device. This version of Google Chrome is now set up for colour.

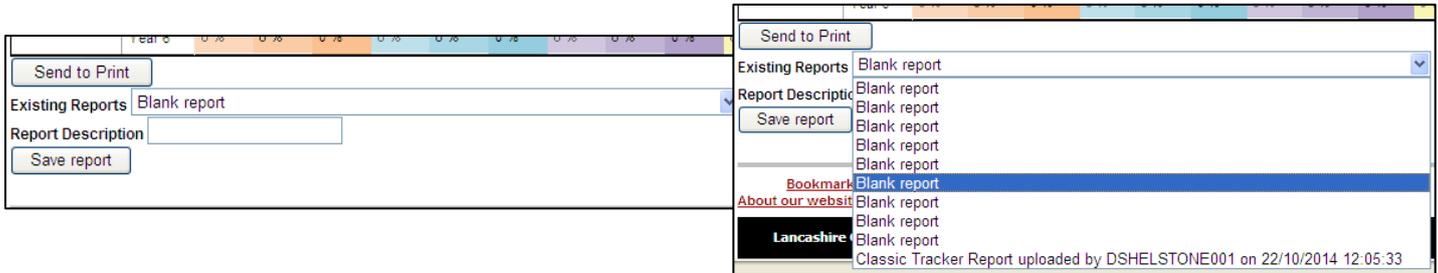
**IE11. Step 1** - Look for the small printer icon on the command bar and click on the small triangle next to this icon. Now click on page setup (page setup can also be accessed from the file menu).

**IE11. Step 2** – Once you have clicked on 'page setup' another window will appear. In this new window you must tick the box that is titled 'Print Background Colours and Images' and click 'Ok'. Colour printing is now enabled for all reports.



## Saved Reports

Allows a user to save up to 10 reports to the website. (Initially) on each of the new reports you will notice the 'Save report' button at the foot of the page. By clicking on this you can assign the saved report one of ten save slots (if you already have 10 saved reports you will have to overwrite one). Once you have named and saved your report it is viewable from the 'Saved Reports' page.



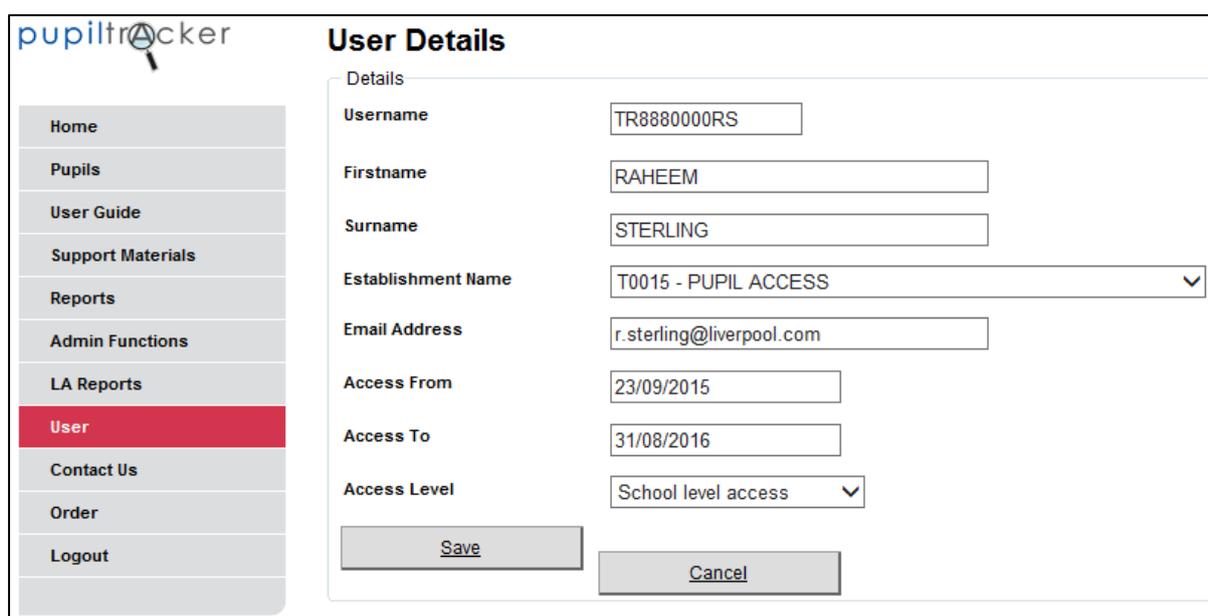
## Creating a new user within your account

As a Pupil Tracker user you can now set up new and additional users to your account.

Simply click on 'Users' from the left hand menu and then select 'New user'. When presented with the new user form please select a username identical to your own, but including the new user's initials at the end, for example:

TR8880000WB could be added to the account of TR8880000

Please ensure that all fields are completed, including the 'Access to' field. Once all of this information has been completed and you have clicked save, the new user's password will be emailed to the saved email address.



The screenshot shows the 'User Details' form in the Pupil Tracker application. On the left is a navigation menu with 'User' highlighted. The form fields are as follows:

Field	Value
Username	TR8880000RS
Firstname	RAHEEM
Surname	STERLING
Establishment Name	T0015 - PUPIL ACCESS
Email Address	r.sterling@liverpool.com
Access From	23/09/2015
Access To	31/08/2016
Access Level	School level access

Buttons: Save, Cancel

When adding a new user the following access levels are available:

- School Level Access – Full read/write access to all the pupil data at the school.
- Early Years Access – Read/Write access to just Early Year pupil data.
- Key Stage 1 Access – Read/Write access to just Key Stage 1 pupil data.
- Key Stage 2 Access – Read/Write access to just Key Stage 2 pupil data.
- Governors Access – Only able to view reports that do not show any individual pupil level data.
- PIVATS Only Access – Coming Soon!



## System requirements and preferred internet browsers

To use PIVATS 5 Online you must have a computer with a working internet connection.

The online service has been optimised to run on Google Chrome and is best viewed with a screen resolution of 800 x 600 or higher. The Pupil Tracker is also fully functional within Internet Explorer, Apple Safari and Mozilla Firefox.

Here is the full list of supported web browsers:



Internet Explorer  
9, 10 and 11



Google Chrome



Apple Safari



Opera



Mozilla Firefox

PIVATS 5 Online / The Pupil Tracker is also fully functional on many brands of Smartphone and Tablet including **Apple iPhone** and **iPad**, **Samsung Galaxy**, various models of **HTC** and **Sony**.

It is also advisable that users have access to a colour printer or multi functional product.



## Contact us

The contact details that are displayed on the website will always be the most up to date.

At the time of this user guide being published our team contact details are:

Address: School Improvement  
Lancashire County Council  
School Improvement  
58-60 Guildhall Street  
2nd Floor  
Preston  
Lancashire  
PR1 3NU

Telephone: 01772 531555

Fax: 01772 531525

Email: [pst@lancashire.gov.uk](mailto:pst@lancashire.gov.uk)





## SEN Codes List

Code	Description
SEMH	SOCIAL, EMOTIONAL AND MENTAL HEALTH
NSA	SEN SUPPORT BUT NO SPECIALIST ASSESSEMENT OF TYPE OF NEED
PD	PHYSICAL DISABILITY
PMLD	PROFOUND AND MULTIPLE LEARNING DIFFICULTY
SLCN	SPEECH, LANGUAGE AND COMMUNICATION NEEDS
SLD	SEVERE LEARNING DIFFICULTY
SPLD	SPECIFIC LEARNING DIFFICULTY
VI	VISUAL IMPAIRMENT
ASD	AUTISTIC SPECTRUM DISORDER
MSI	MULTI-SENSORY IMPAIRMENT
OTH	OTHER DIFFICULTY / DISABILITY
BESD	BEHAVIOUR, EMOTIONAL & SOCIAL DIFFICULTIES
HI	HEARING IMPAIRMENT
MLD	MODERATE LEARNING DIFFICULTY

