



'My favourite reports' in FFT Aspire

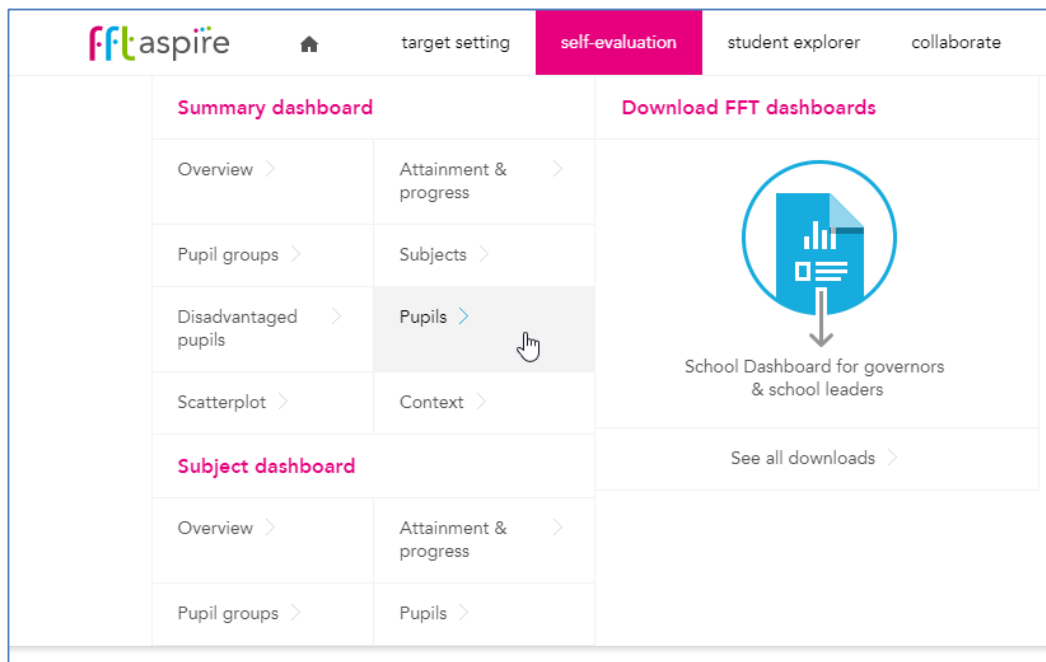


V1.0 August 2017

How to save to 'My favourite reports'

My favourite reports in FFT Aspire

- 1) Login to the main Aspire website <https://fftaspire.org>.
- 2) For the purpose of this example, we shall create a self-evaluation report to save as a favourite.
 - i. Go to 'Self Evaluation' at the top of the screen, followed by 'Pupils'.



- ii. Select 'Filters' and use the options in the dropdown boxes to select pupils to be included in the report. Click 'Apply'.

Danwich Mews Church of England School | Summary dashboard | 2016 | KS4 | Filters

Gender Prior Attainment Pupil Premium FSM FSM Ever

SEN Group EAL Mobility FSM + Not FSM

Pupil information	KS4 Prior attainment				Attainment level (E&M)			Attainment level: Att 8 Overall			Attainment level: Att 8 English			Attainment level: Att 8 Maths			Attainment level: Att 8 Ebacc		
	HML	Re	Wr	Ma	Attained	Entered	Attained	Est	Act	Diff	Est	Act	Diff	Est	Act	Diff	Est	Act	Diff
Joanne Adzuki 01/09/1999	H	5C	5C	5A	✓	✓	✓	6.9	8.0	+1.12	6.9	8.0	+1.11	7.0	8.0	+1.00	6.8	8.0	+1.17
Rachel Americium 01/10/1999	H	5B	5C	5B	✓	✓	✓	7.1	8.0	+0.85	7.1	8.0	+0.87	7.3	8.0	+0.72	7.1	8.0	+0.87
Joshua Antimony 01/04/2000	H	5C	4A	5A	✓	✓	✓	6.7	6.4	-0.25	6.7	6.0	-0.68	6.8	6.0	-0.78	6.6	6.7	+0.10
Stephanie Argon 01/09/1999	H	5B	5C	5C	✓	✓	✓	6.2	6.5	+0.30	6.3	7.0	+0.70	6.2	6.0	-0.25	6.0	6.3	+0.30

My favourite reports in FFT Aspire

- Once you have made all the relevant changes to the dashboard, click on the 'star' icon. This is located at the right of the dashboard.

Danwich Mews Church of England School | Summary dashboard | 2016 | KS4 | Filters

Gender: Male | FSM: FSM

Overview | Attainment & progress | Pupil groups | Subjects | Disadvantaged pupils | Pupils | Scatterplot | Context

KS4 pupil performance summary · Year 11 · 2016

Pupil information	KS2 Prior attainment				A*C (E&M)		Ebacc		Attainment level: Att 8 Overall			Attainment level: Att 8 English			Attainment level: Att 8 Maths			Attainment level: Att 8 Ebacc		
	HML	Re	Wr	Ma	Attained	Entered	Attained	Est	Act	Diff	Est	Act	Diff	Est	Act	Diff	Est	Act	Diff	
Kieran Astatine 01/02/2000	M	4A	5C	4A	✓	✓	✓	5.4	5.7	+0.31	5.6	6.0	+0.36	5.3	5.0	-0.32	5.0	5.7	+0.63	
Lewis Dill 01/07/2000	L	3B	3B	3A	✗	✗	✗	3.3	2.9	-0.41	4.0	4.0	+0.04	2.9	3.0	+0.10	2.5	2.0	-0.48	

- If desired, you can amend the name of the saved report and add additional notes.

Title: Pupils · 2016 · KS4

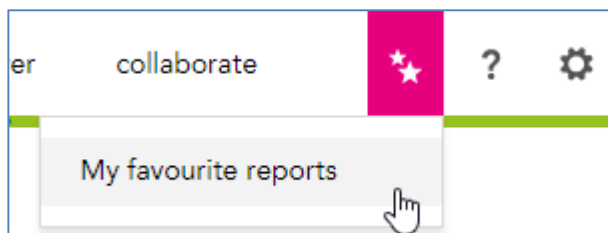
Add a description (optional): FSM male students 2016

Done

Remove from My favourite reports

Go to My favourite reports

- 5) To find the saved favourite reports, navigate to the 'star' icon found in the top right-hand of the FFT Aspire screen and select 'My favourite reports'.



- 6) All of your saved favourite reports will now display.

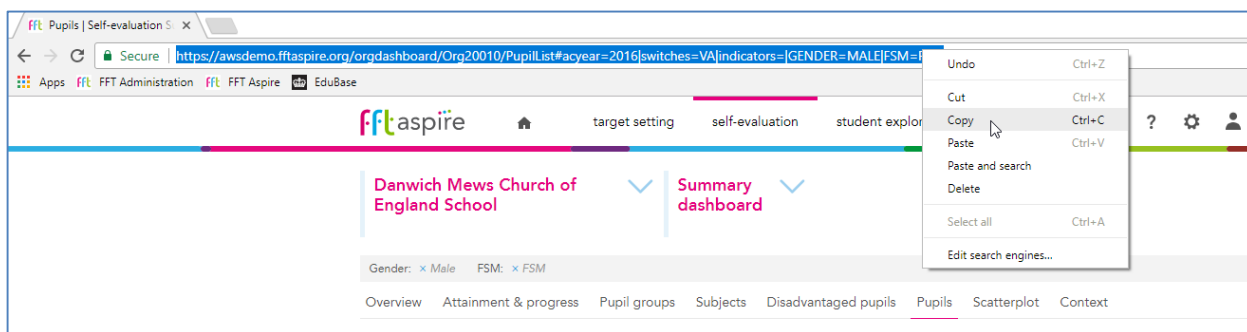


Sharing views with other colleagues

Although currently there is no function in Aspire that allows you to share your dashboard views with colleagues, e.g. favourite dashboards, edited pupil lists, you are able to do this by following the steps below.

Please note that you are only able to share reports with users that have the same level of access as yourself. For example, you would be unable to send reports that contain pupil data to governors, as they usually do not have the level of access that enables them to view any pupil data.

1. Once you have the page you wish to share, copy the entire URL found in the address bar at the top of the browser screen.



2. Email this URL link to the colleague you wish to view the same dashboard.
3. The other user can click on the URL, which will take them directly to FFT Aspire.
4. If they have not yet done so, they can log in and it will take them directly to the same page, with all the same settings.
5. This colleague can then use the 'my favourites' process to save this dashboard, by selecting the 'star' icon found in the top right-hand of the FFT Aspire dashboard.