



# Edit Pupil List



V1.0 August 2017

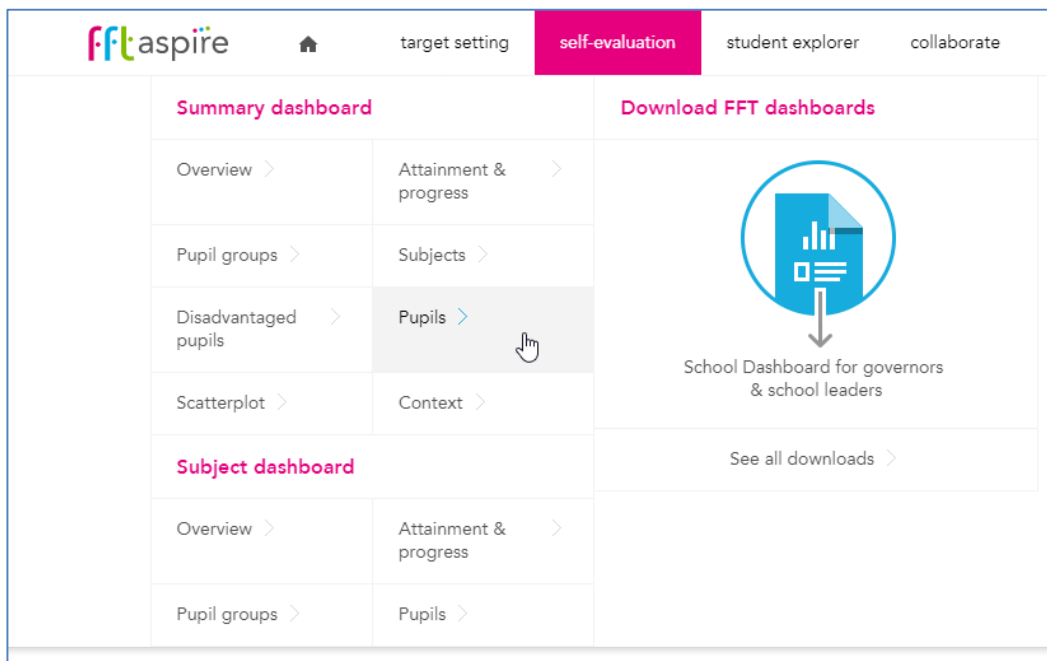
# Before you begin

Please note that the following steps to manage the pupil list in FFT Aspire can only be performed by users whose school data access is 'Full access to pupil data'.

If you are not sure of your level of access or do not have this account type, please speak to your school's FFT Aspire Administrator.



1. Log into <https://fftaspire.org>.
2. Go to 'Self Evaluation' at the top of the screen, followed by 'Pupils'.



3. Click on 'Edit list', which will be found at the top right of the list of pupils.

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			
[Pupil Name]	M	4A	4B	5B	✓	✓	✗	6.0	5.3	-0.69	6.1	5.0	-1.13	6.0	5.0	-1.00	5.8	6.0	+0.22			
[Pupil Name]	M	4A	4B	5C	✓	✗	✗	5.6	4.8	-0.78	5.8	5.0	-0.80	5.5	5.0	-0.54	5.3	4.0	-1.28			



4. You will now see the editing page with your list of pupils.

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

Editing... Apply Cancel  
Select pupils to hide. Hidden pupils can be restored later.

KS4 pupil performance summary · Year 11 · 2016 Restore all Hide all

Pupil information	KS2 Prior attainment				A*-C (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
[Name] (PP, EAL, SEN)	M	4A	4B	5B	✓	✓	✗	6.0	5.3	-0.69	6.1	5.0	-1.13	6.0	5.0	-1.00	5.8	6.0	+0.22
[Name] (PP, EAL, SEN)	M	4A	4B	5C	✓	✗	✗	5.6	4.8	-0.78	5.8	5.0	-0.80	5.5	5.0	-0.54	5.3	4.0	-1.28
[Name] (PP, EAL, SEN)	M	4C	3B	5C	✗	✗	✗	5.0	3.9	-1.10	5.3	3.0	-2.30	4.9	5.0	+0.08	4.5	4.0	-0.54

5. Simply select or deselect pupils by clicking on their name. You will see that the green ribbon on the left of the discounted student will turn red and the pupil will be 'greyed out'. This indicates the students which will be removed from the dashboard.

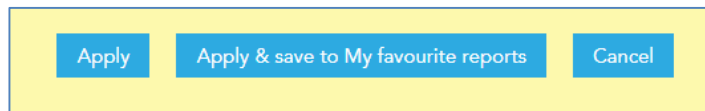
Overview Attainment & progress Pupil groups Subjects Disadvantaged pupils **Pupils** Scatterplot Context

Editing... Apply Apply & save to My favourite reports Cancel  
Select pupils to hide. Hidden pupils can be restored later.

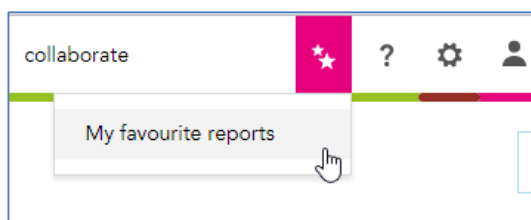
KS4 pupil performance summary · Year 11 · 2016 Restore all Hide all

Pupil information	KS2 Prior attainment				A*-C (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 (PP, EAL, SEN) 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 (PP, EAL, SEN) 01/10/1999	H	5B	5C	5B	✓	✓	✓	7.1	8.0	+0.89	7.1	8.0	+0.87	7.3	8.0	+0.72	7.1	8.0	+0.87
Joshua Antimony (PP, EAL, SEN) 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 (PP, EAL, SEN) 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
Lewis Arugula (PP, EAL, SEN) 01/04/2000	L	4A	3A	4C	✓	✗	✗	4.4	4.9	+0.45	4.8	6.0	+1.15	4.3	5.0	+0.66	3.8	3.3	-0.50

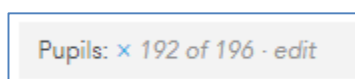
6. Select **'Apply'**.



**Note:** If you wish to save this edited report for future use, you are also provided the option to **'Apply and save to favourites'**. You can then find the amended pupil list by navigating to the double star icon found in the top right-hand corner of the FFT Aspire screen).



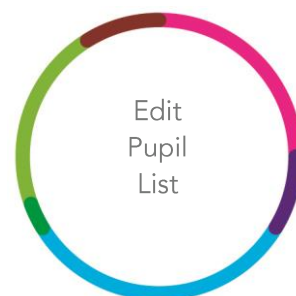
7. Once you have confirmed the selection and applied the changes, you will see a summary of the pupils being reflected in FFT, along the top left of the dashboard e.g. 192 of 196 pupils.



8. Navigate through the other self-evaluation dashboards and the data will be recalculated to reflect your changes.

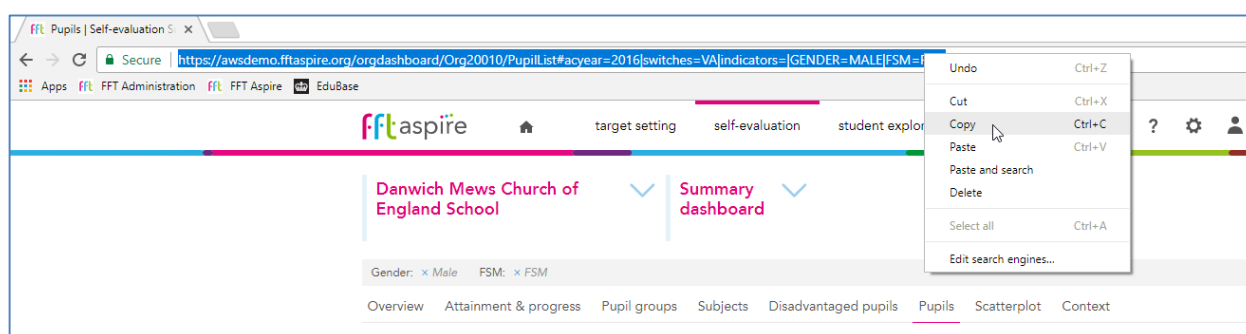
## Sharing views with other colleagues

Although there is no function currently in Aspire which allows you to share your dashboard views with colleagues, e.g. favourite dashboards, edited pupil lists, you are able to this in one simple way.



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.