Early Talk Boost Tracker How to Guide

Introduction

This is a guide to using the I CAN Online Tracker. The online Tracker has been designed to enable you to input children's scores before and after they take part in *Early Talk Boost* to monitor their progress. You can also download and print reports which can be shared with colleagues and parents.

In this guide we will go through how to:

1) Register on the system for the first time
2) Log in
3) Edit setting details
4) Create an *Early Talk Boost* Group
5) Create a Child Profile
6) Input a child's scores
7) Download a report

> **Please note**: We recommend that you complete the *Early Talk Boost* tracker with the child as soon as possible before the child begins *Early Talk Boost*. You should complete the second tracker with the child as soon possible after they have completed *Early Talk Boost*.

Section 1: Register on the System for the first time
a) Follow this link https://icantracker.org.uk/setting/add
b) You will be asked to enter your email address and select a password.
c) Complete the details of your setting.
d) For 'Number on roll' input the number of children in your setting
e) For 'Programmes' click all of the programmes that are running in your setting (this may be only one or it may be more than one).
f) Click 'Save'
g) You will then be sent an email with a link to further information.

Section 2: Log in
a) Now you have created a new setting/ school you can click on the 'Log on' button
b) Enter your email and password and you will be taken to your setting home page.
c) If you forget your password select the 'Request new password' tab to reset it.

Section 3: Edit setting details
If you would like to amend any of the details you have added for your setting:

 a) Log in
b) Click on the 'Edit Setting' button on the right hand side of the screen
c) Make the changes and click 'Save'
d) In this section you will be asked to enter the name of your Trainer. This is the person who trained you to deliver *Early Talk Boost*. If you know this person's name please add it here.

Section 4: Creating a Group
Before you can start inputting children's information you will need to create a group. To do this:

a) Click on 'Add Group'; there are 'Add Group' buttons on both the left and right hand sides of the screen. Either of these will work and they both take you to the same page.
b) You will be asked to enter a group name; you can choose a name that is meaningful for you. For example it could be a date (e.g. Autumn Term 2016) or the children may want to choose their own group name.
c) Click 'Save'
d) If you wish to change the name of the group then go to the home page and click on 'Edit Group'.
e) Here you can either delete the group or you can edit the name of the group.
f) Once you have edited the name click 'Save'

Section 5: Creating a child profile
Now that the group has been created you can start adding children's scores.

a) Click on 'Setting/School' on the left hand side of the screen.
b) Click on 'Add Child'; there are 'Add Child' buttons on both the left and right hand side of the screen. Either of these will work and they will both take you to the same page.
c) Enter the first and last initial of the child. Please remember that this information will be shared with I CAN to support I CAN's monitoring and evaluation. **We ask for only initials to be used to ensure the child's confidentiality. All data held by I CAN will be stored securely and in accordance with the Data Protection Act 1998.**
d) Complete the date of birth
e) The initials and the date of birth will be combined to create the child's ID (for example a child with the initials A.B. and the date of birth 1st January 2011 will have the ID AB01012011). If you have two children with the same initials and date of birth then you can enter the first two letters of their first name and/or surname.
f) Enter the child's first language and their gender
g) You are then asked to select the group that the child will be in, the group name that you entered in the section above should be visible here. If it is not then you will need to add the group again (please see Section 3)
h) The next question is about the Special Educational Needs and Disabilities (SEND) Register. If the child is on your SEND Register then please tick this box. If they are not then leave it blank.
i) If the setting receives Early Years Pupil Premium for the child please tick the box. If they do not then leave it blank.
j) Click the green 'Add' button
k) If there is any information you do not know, complete as much as you can and click 'Add'. You can edit the profile at a later time
l) Once you have clicked 'Add' you will be taken to a page where you can start to input the child's scores. If you are not ready to do this you can click on 'Add Child' and input another child or you can log out and return to the Tracker later
m) Once you have added a child, their details will appear when you click on 'Setting/school' on the left of the screen

Section 5: Inputting child scores

If your setting is using more than one I CAN programme then after you have added a child you may be given an option of which I CAN Tracker you would like to use. Please ensure you have selected the correct one so that the scores are accurate.

Early Talk Boost currently has two Trackers associated with it

- *Early Talk Boost* 2015
- *Early Talk Boost* 2016

Please take a moment to ensure you have selected the right Tracker. We recommend that you use the 2016 Tracker as this is the newest version and has been developed following feedback we received about the previous version. However if you have already completed the paper version of the 2015 Tracker then please use this for both the before *and* after scores. You can move on to the 2016 version for your next *Early Talk Boost* group. If you select the 2015 version of the Tracker then you will receive an automated email with a link to the new Tracker.

Adding scores <u>before</u> running Early Talk Boost

a) Click on 'Start with Initial Tracker'
b) Input the date the child first completed the Tracker. If you have used the paper Tracker it is the date that is on this.
c) Input the child's scores. The questions on the online Tracker exactly match those on the paper version; therefore if you have completed a paper version of the Tracker you can copy the scores onto the online version.
d) You will not be able to click 'Submit' until you have completed all of the questions. If you are not able to complete them all you can select 'Save Draft' and edit the form at a later time.
e) Once you have clicked on 'Submit' you will be shown the child's scores in a table and on a graph. Please note that if you have used the 2016 version then the graph will be colour coded but not if you have used the previous version (2015). You will be given information about how to interpret these scores.
f) You will then be asked what you would like to do next. If you select 'Enrol in programme' then this means that the child will be taking part in *Early Talk Boost*. You will be able to click on this child's profile after they have completed the *Early Talk Boost* intervention and complete a second Tracker to measure their progress.
g) If you do not wish to enrol the child at this time you can select
    a. 'Return to Setting Profile' which will take you to your setting home page.
    b. 'Add another child to the setting' which will take you to the 'Add Child' page.
    c. 'Add another child to this group' which will also take you to the 'Add Child' page but the 'group' field will already be completed.
h) If the child leaves your setting, or does not take part in the programme they have been enrolled in for any other reason, you can remove them from the programme. You can do this by clicking on their ID on the 'Setting/School' page and then click 'Remove'.

Adding scores *after* running Early Talk Boost

a) Click on 'Setting/School' on the left of the screen.
b) Click on the child's ID.
c) Click on 'Take the 2nd Tracker'. **You will need to use the same version as you did for the first Tracker.**
d) Input the child's scores, the Tracker is identical to the first one you completed.
e) Click 'Submit'.

Section 5: Creating a report

As soon as you have started adding children's scores to the Tracker you can create printable reports. You can do this after completing both the first and second Tracker.

a) Click on 'Setting/School' on the left of the screen.
b) Click on 'Report' on the right of the screen.
c) You can use the filters at the top of the 'Report' screen to select who you would like to include in the report, for example, you could create a report for a group, for just the boys, or for those who receive pupil premium.
d) Once you have set the filters please click 'Submit'. Any time that you change the filters you need to click on 'Submit' or the graphs shown will not change.
e) If you would just like to see the scores of those children who have taken part in *Early Talk Boost* then please click on the filter that says 'Pupil is enrolled', select the option 'Yes' then click 'Submit'.
f) Once you have created your report click on 'Print'. Here you will get an option to either print the report or to download a PDF that can be either be printed or saved on your computer.
g) **If you have completed the 2016 version:** The graphs should be colour coded in red, amber and green. If the graphs are not in colour then this means that the child's age does not fall within the age range for that Tracker (for example the child is aged under 3 years or older than 4 and a half). If you get a grey graph please double check which age you have inputted for that child. Unfortunately colour coded graphs are not available for the 2015 Tracker. If the problem persists please contact tracker@ican.org.uk

We hope that you find the Tracker a useful way to measure pupil progress. If you have any questions about completing the I CAN Tracker please contact I CAN on tracker@ican.org.uk or 020 7843 2515.