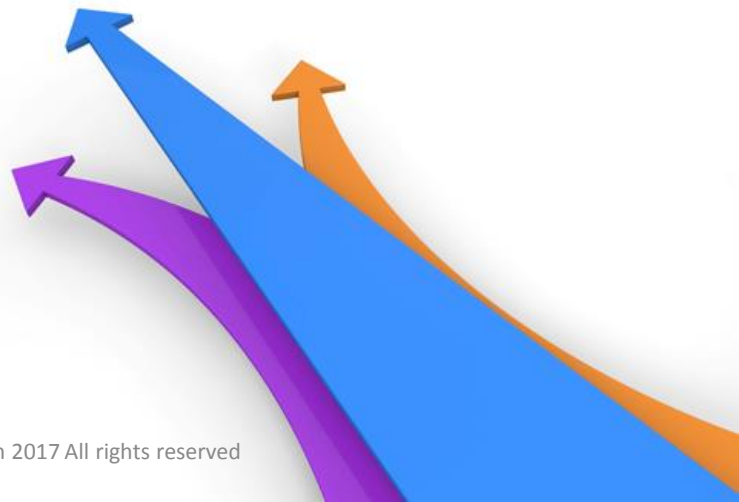




A tutorial video  
is also available  
here.

# Atkinson Report Generator ARG2019

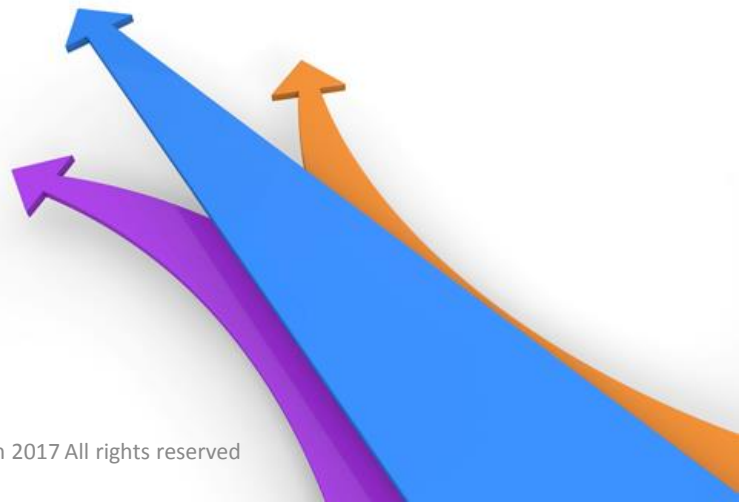
*USER GUIDE – 4MATRIX USERS*  
*Revision 2.0.1*



# Atkinson Report Generator

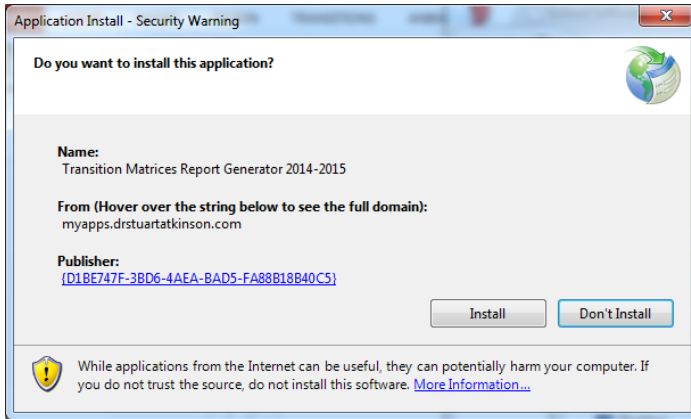
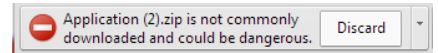
## ARG2019

### *Section 1: Overview*



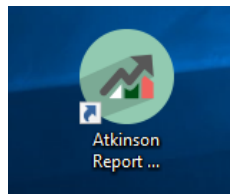
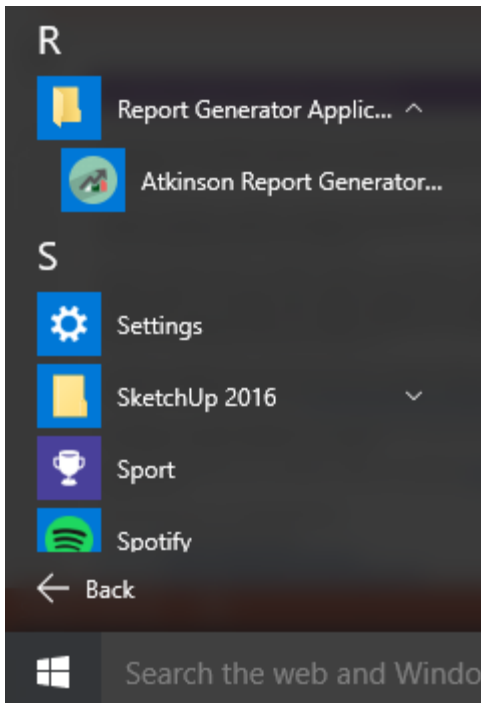
# 1.0 Installation

1. Go to [www.drstuartatkinson.com/School-Software/](http://www.drstuartatkinson.com/School-Software/) and select “Download”.
2. The Application.zip file will be downloaded (Note: sometimes a warning message appears – this is just a precaution Microsoft takes with small applications downloaded from the web, click on the side arrow and select “keep” )
3. Open the downloaded Application.zip file Click on the “Setup” file in the installation folder.



4. This window should now appear. Click install and the program will retrieve the necessary files from the web and install onto your computer.

5. Once installed, the program will be available from the desktop and start menu.



6. To uninstall the program, go to **Start – Control Panel – Add/Remove Programs**

## 1.1 Atkinson Report Generator: Overview

The Atkinson Report Generator uses data exports from 4Matrix™ or SISRA\* to produce A4 customisable colour performance analysis sheets (e.g P8, A8, A\*-A, A\*-C, 9-1) which are automatically ready to distribute to your key stakeholders (Senior Leadership, Heads of Department, Pastoral Leaders and Teachers).

Time spent on producing individual data requests and training on analysis software can be significantly reduced, creating more time for data managers to quality assure figures, increase accountability and deal with an ever increasing workload. Teachers will also gain time to develop high quality teaching and learning materials, implementing effective data led intervention strategy.

The software is available under a 30 day free trial licence (no payment details required), followed by a yearly subscription (annually from the date of purchase) if you choose to continue using the package (unlocked with a purchasable licence key). [Annual subscription rates are available here.](#)

A number of templates are available, covering both LOP and Progress 8 measures (a full list of templates can be found in Section 1.2). Templates are categorised as #LOP and #PA8 reports and each require slightly different data exports to generate.

Each report template contains a graphical comparative summary for classes/subjects and a breakdown analysis page for each group, subject or class containing a combination of the following elements: a customisable colour-coded table listing the LOP, or Progress8 score, for each student by name; a transition matrix; change in progress over time graph/table; research group gap dials; average class progress; and average class attainment (a complete list of available elements for report templates can be found in Section 1.3).

This software is now in Beta Testing Phase. If you come across any bugs, please let me know and I will investigate and release an update as soon as possible.

Can't find the template that you are looking for? Please do not hesitate to [contact](#) me to discuss bespoke solutions.

This document focusses on the following content:

Section 1: Template Styles & Widgets

Section 2: Exporting and Converting Data -> 4MATRIX

Section 2: 4Matrix export instructions

Section 3: Prog8 Data Conversion for #PA8 style reports

Section 4: Adding a Custom Column to the Student Table

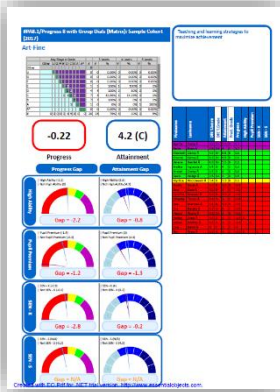
Section 5: Generating an Atkinson Report

Section 6: Troubleshooting

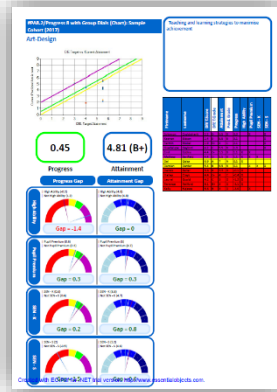
# 1.2 Available Template Styles (bespoke available on request)

## Progress & Attainment 8 Reports

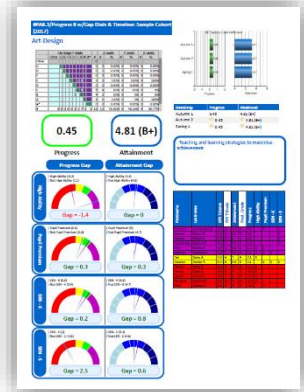
#PA8.1



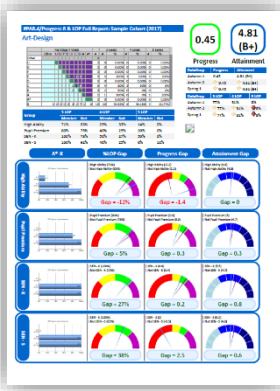
#PA8.2



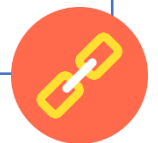
#PA8.3



#PA8.4



Each image is a hyperlink to the respective PDF sample report.



# 1.3 Available #PA8 Report Widgets

## A. Converted Progress Matrix (DfE Baseline)

Key Stage 4 Grade											3 Levels			4 Levels			5 Levels		
Other	U	G	F	E	D	C	B	A	A*	#	#	%	#	%	#	%	#	%	
Other										0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
U										0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
G										0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
F					2					4	4	100%	2	50%	2	50%	1	25%	
E				2	1					4	4	100%	2	50%	2	50%	1	25%	
D		1	1		2	4				8	6	75%	4	50%	0	0%	0	0%	
C				2	4	2				8	6	75%	2	25%	0	0%	0	0%	
B						1	5			6	5	83.33%	0	0%	0	0%	0	0%	
A										0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
A*										0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
B		0	1	0	3	2	7	9	8	0	30	25	83.33%	10	33.33%	10	33.33%		



## B. Progress Graph (DfE Baseline)

## E. Class/Subject Overview Stats

-0.22

**Progress**

0%

9-7 (A\*-A)

4.2 (C)

**Attainment**

65%

9-4 (A\*-C)

(Style 1)

(Style 1 & 2)

## C. Name List (sorted by Prog8 score and colour coded by preference). Showing DfE Target, points and Prog.8 contribution

Firstname	Lastname	DfE T.Score	DfE T.Grade	Attainment	Pred. Grade	Progress	High Ability	Pupil Premium	SEN - K	SEN - S
Agatha	Peete	3.8	C+	5.5	B	1.7				
Xenia	Boan	2.8	D+	4	C	1.2				
Elisabeth	Clancy	4.9	B+	5.5	B	0.6				
Sharice	Kenna	4.9	B+	5.5	B	0.6				
Verena	Hammet	4.9	B+	5.5	B	0.6				
Aretha	Ingrasia	3.4	D+	4	C	0.6				
Anabel	Criley	2.4	E	3	D	0.6				
Gavin	Vallejo	2.5	D+	3	D	0.5				
Myrbca	Wroblewski	5.4	B	5.5	B	0.1				
Noelia	Circle	5.6	B	5.5	B	+0.1				
Roni	Klotz	3.2	D+	3	D	+0.2				
Candida	Mcateer	5.9	B+	5.5	B	+0.4				
Gilberte	Timoco	4.4	C+	4	C	+0.4				
Bee	Marshall	6.1	B+	5.5	B	+0.6				
Ora	Baratta	4.7	C+	4	C	+0.7				
Hector	Worke	3.8	C+	3	D	+0.8				

\*Students belonging to groups are marked on the name list

## F. Group Progress & Attainment

Progress Gap

Gap = -1.2

Attainment Gap

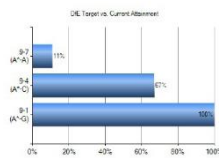
Gap = -0.6

(Style 1)

High Ability vs. Not High Ability

0.5

(Style 2)



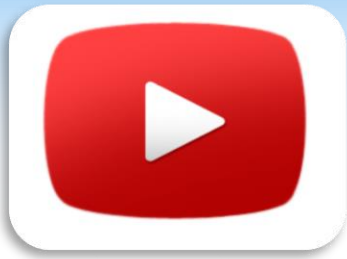
## G. Group A\*-A/C/E Attainment

DataDrop	9-7 (A*-A)	9-7 (GT)	9-4 (A*-C)	9-4 (GT)	Progress	Attainment
Autumn 1	0%	5%	65%	75%	-0.22	4.2 (C)
Autumn 2	0%	5%	65%	75%	-0.22	4.2 (C)
Spring 1	0%	5%	65%	75%	-0.22	4.2 (C)

## D. Data Drop Progress/Attainment Graph/Tab (over time)

This page shows the different widgets that make up a #PA8 report, each template contains a different. The table below summarises which templates contain which widgets:

Report ID	Max Groups	A. Converted Matrix	B. Progress Graph.	C. Name List	D. Data Drop Prog/Attain Graph/Tab.	E. Class/Subject Overview	F. Group Progress/Attain.	G. A-X Group Attainment
#PA8.1	4	✓		✓		✓	✓	
#PA8.2			✓	✓		✓	✓	
#PA8.3	4	✓		✓	✓	✓	✓	
#PA8.4	4	✓			✓	✓	✓	✓
#PA8.5	6			✓	✓	✓ <sub>S2</sub>	✓ <sub>S2</sub>	

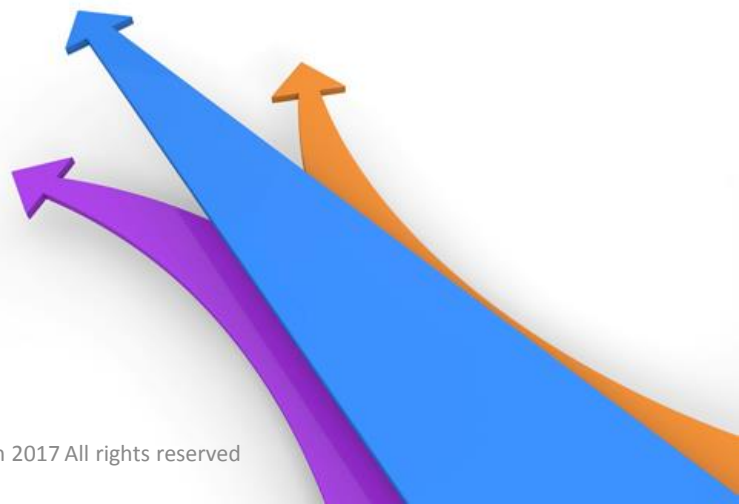


A tutorial video  
is also available  
here.

# Atkinson Report Generator

## ARG2019

### *Section 2: Exporting Data (4Matrix)*

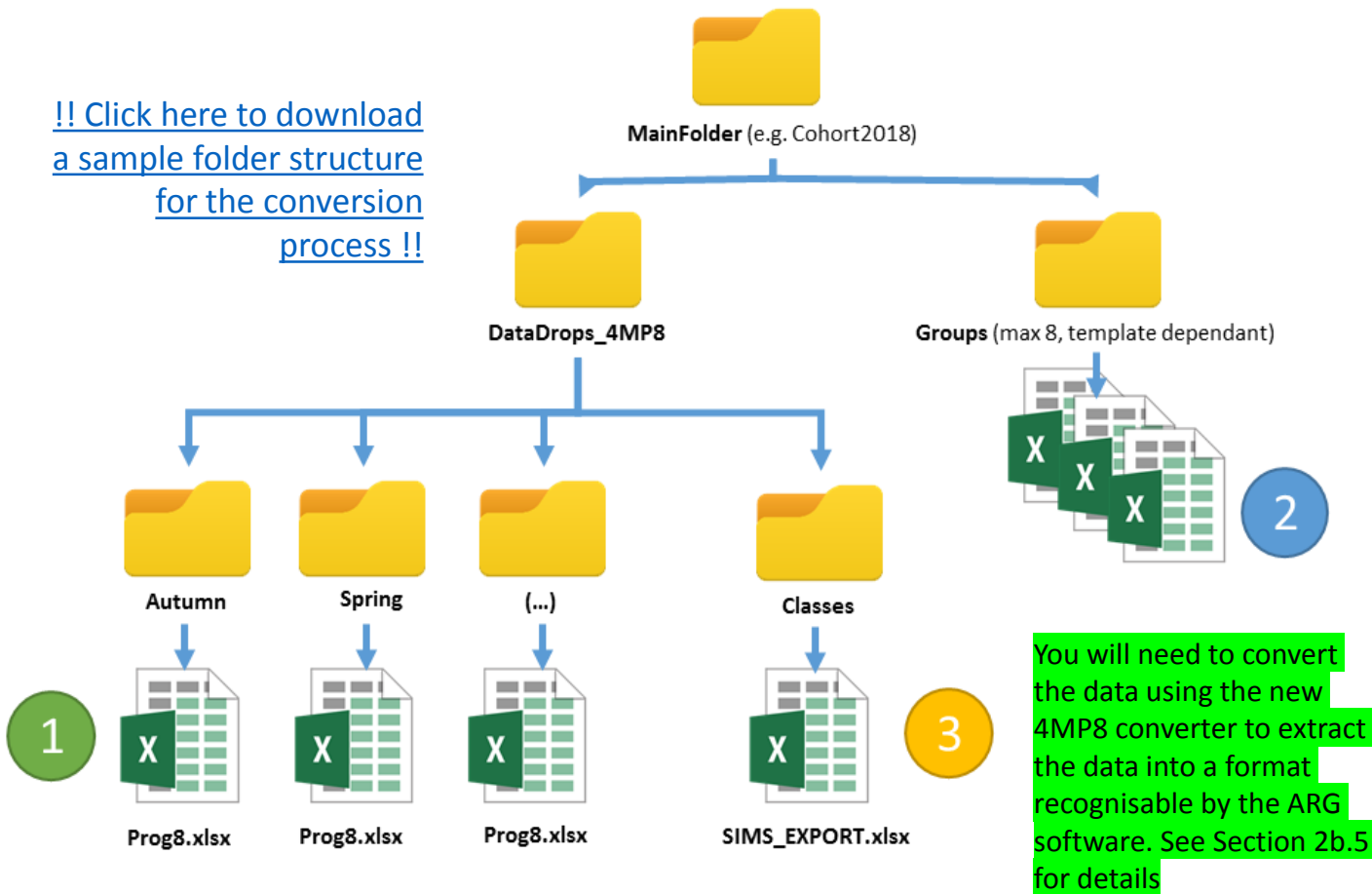


## 2.1 Folder Hierarchy (4Matrix – Progress8 Beta Export)

Requires: 4MATRIX, SIMS. This method requires only one file export per data drop from 4Matrix, group definition files, and an optional SIMS report for automatic class filtering. The software searches for the data files using the following folder structure. Section 2a.1b details how each 4Matrix/SIMS Excel file should be exported and named.

**This export method can be used for most #PA8 templates. Please use legacy method (section 2a) for #LOP templates and those containing LOP data**

[!! Click here to download a sample folder structure for the conversion process !!](#)



(REQUIRED “DataDrops\_4MP8” FOLDER) Export “Progress 8 (beta)” data files following instructions in Section 2b.2.

*Important: Column locations for each DataDrop should be consistent between exported Progress 8 Files. DO NOT FILTER – Full cohort!!*



(REQUIRED “Groups” FOLDER) Export group name lists following instructions in Section 2b.3. Templates have a maximum number of groups.

*Important: Up to a maximum of 8 groups files can be included (template dependant). Name as you wish to appear in the report*



(OPTIONAL: “Classes” FOLDER with SIMS\_EXPORT.xlsx). Required if you wish to split the report into individual class groups. See section 2b.4 for details. Ensure same dates as most recent DataD. are used. *Important: Use the SIMS report definition [here](#).*





## 2.2a Create DataDrops\_4MP8 Folder (4M) (Required)

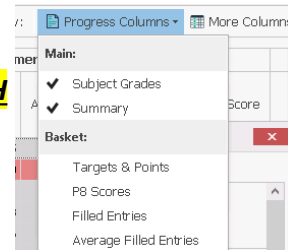
**File to Export: 4MAtrix “Progress 8 Beta” tab.** The full year group/cohort should be exported as a single file (one per DataDrop) and placed in a new folder inside the DataDrops\_4MPA8. Do not filter the dataset. The following settings should be applied:

- Show Subject Grades and Summary **ONLY**

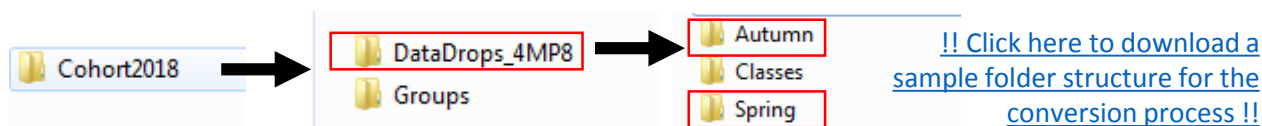
- **Column locations in the different DataDrops exports should EXACTLY MATCH**

To export a Prog8 file:

1. Select cohort data drop from within 4MAtrix
2. Select the **Progress 8 (Beta)** tab
3. Ensure the **Subject Grades and Summary** are the only options selected.
4. Select **File – Export**
5. Under **Export Data – check the “Ignore Subject Short Names”**. Click **Export to Excel**
6. A **Save As** dialogue window will open. Save into the **DataDrop\_4MP8/{DataDropName}** folder



The exported Excel file should be saved into the **DataDrop\_4MP8/{DataDropName}** folder



Details		English		Maths	eBac Subjects										KS2	Attainment8			Progress8						
Forename	Surname	Gender	Eng_A01	Eng_U...	Comp-C...	Geog...	Histor...	MFL-Fr...	MFL-Sp...	So-Bi...	So-Ch...	So-Co...	So-Ph...	Art-FL...	Art-PH...	Citiz...	Comp-L...	Dance...	DT-Cat...	EM Fine Points	Estimate	Actual	Difference	Entries	Score
R		Male	4	4	4	4	3		4				4-4				4			3.90	29.95	40.00	+10.05	10	+1.01
Ai		Male	6	7	8	8	8						9-8				8			0.00	00.00	78.00	+0.00	10	+0.00
Et		Male	5	5	6	7							8-8				5			5.10	52.51	61.00	+8.49	10	+0.85
M		Male	7	7	6	7		7	6	7		7		4				D*2		5.20	55.23	69.50	+14.27	10	+1.43
Ti		Female	4	4	4		3		4				4-4				6			5.00	49.76	44.00	-5.76	10	-0.58
Pa		Male	4		2		3						4-3				5			3.20	23.64	27.00	+3.36	8	+0.34

The **DataDrops\_4MP8** Folder will need to be converted into a structure that is recognised by the software. See the next page (2.2b) for details.

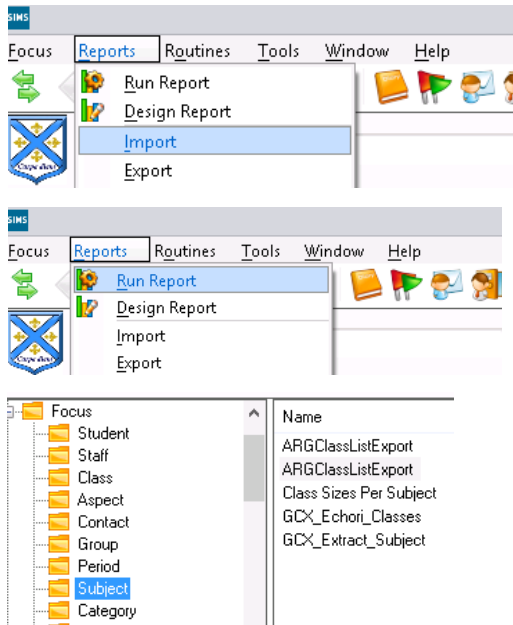
If running a #PA8 style report, you will also need to convert using the Prog 8 converter to calculate the progress8 scores of the individual groups/classes. Please see Section 3 and accompanying video prior to report generation.

## 2.2b (opt) Create Classes folder inside DataDrops\_4MP8

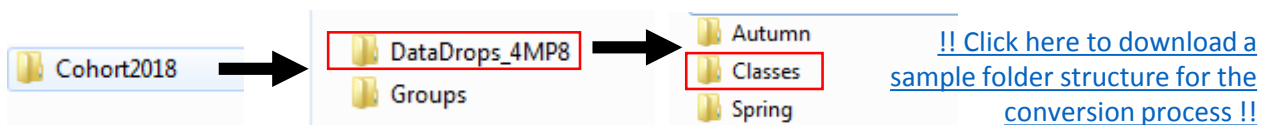
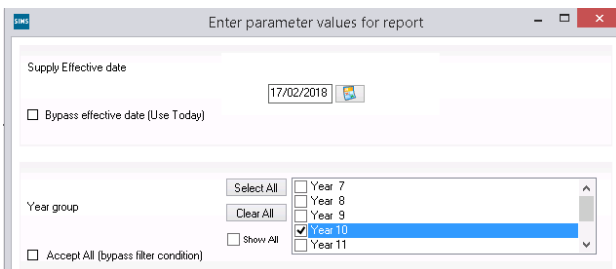
File to Export: [SIMS Report](#). If you intend to split the cohort into subject classes then you will need to export a SIMS report containing the class grouping information. The SIMS report definition file can be found [here](#).



SIMS



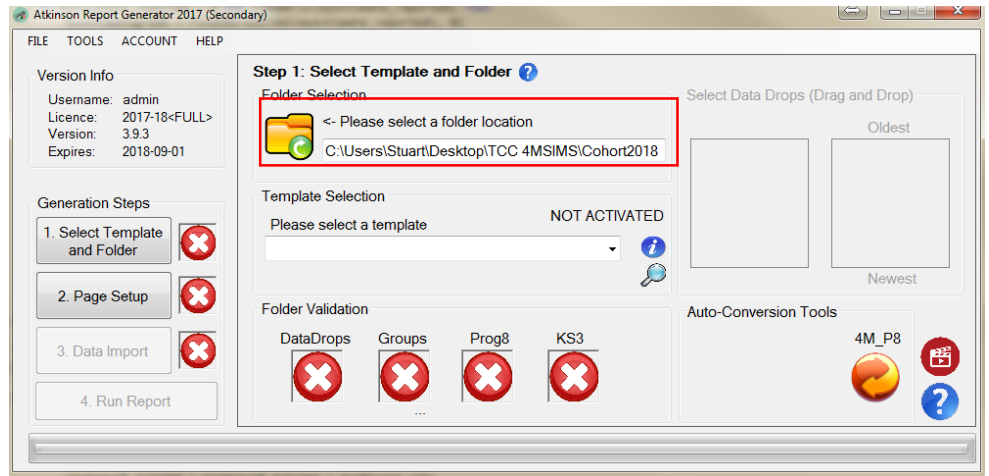
1. Download the [SIMS report definition](#). Save it to a directory that you can navigate to via SIMS
2. To import a SIMS report definition file, in the SIMS software select **Reports** -> **Import**. Locate the downloaded .RepDef file and import it
3. To run the report click **Reports** -> **Run Report**.
4. Navigate to the report. It is located in the **Focus** -> **Subject** folder.
5. Double click the ARGClassListsExport report. The below window will appear.
6. Select the Effective Date (match this to the date you exported your most recent DataDrop to 4Matrix)
7. Select the relevant Year Group.
8. Click OK and wait for the report to generate, this may take a minute or two. Excel will open on completion.
9. Save the generated Excel file to the DataDrops\_4MP8/Classes folder.



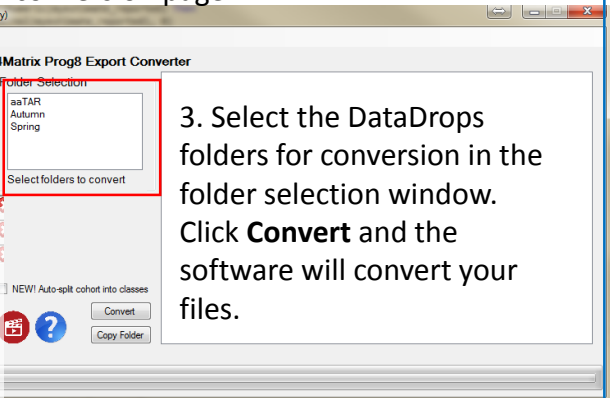
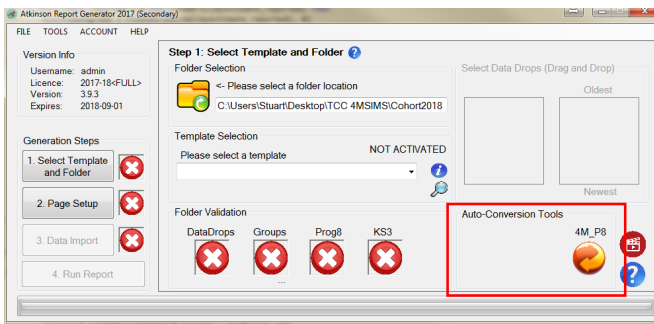
That's it – you are ready to convert the data in section 2.2c

## 2.2c Converting the DataDrops\_4MP8 Folder

### 1. Navigate to your folder to convert (E.g. Cohort2017)



2. If your folder structure has been set up correctly, the 4M\_P8 Auto converter button will appear. Click on it to move to the conversion page.



3. Select the DataDrops folders for conversion in the folder selection window. Click **Convert** and the software will convert your files.

If you have exported the Classes subfolder (section 2.2b) you can select the “Auto split cohort into classes” checkbox option to automatically split the data into class resolution reports (rather than having to export each class individually). Missing students from your dataset (i.e. not matching between 4M and SIMS) will be flagged in the status window.

### 3. The conversion window will appear...



(Class Split Only) **The middle column** allows you to match the SIMS subject with the 4Matrix subjects for class filtering.

The right hand column allows you to rename the subjects.

Not – If you are splitting your classes, the software will name the files using the convention {Subject Name}\_{Class Name}.xlsx.

## 2.3 Create Groups Folder (4M)

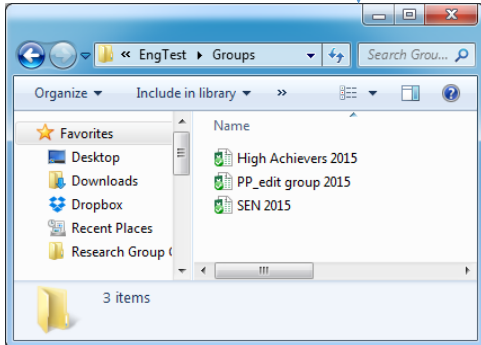
**File to Export: Filtered “4Matrix Research Groups” Tab.** If progress dials are to be reported in your a separate folder needs to be set up, containing a list of student names for each research group, before running the application.

!! Click here to download a sample folder structure for the conversion process !!

DataDrops\_4MP8

Groups

Group folder can contain up to 6 files



< 1. Select Research Groups tab

< 2. Select each required research group and export into “Groups” folder

4Matrix export instructions

1. Export a group file from 4Matrix into the “Groups” folder (see export instructions above).
2. It will be necessary to edit the exported Excel file so that it adheres to the rules set out in the validation checklist below. This may include copying data from multiple rolling sheets onto a single sheet names “Names”.
3. Re-name the file with the group title.

### Excel File Validation Checklist for Research Group

The software will only accept an Excel research group file given the following criteria are met:

- 1) The Excel file is saved with the name of your research group (e.g. High Achievers)
- 2) The Excel file has headings in Row 1, or it is left blank
- 3) Student Forenames are in Column B
- 4) Student Surnames are in column C
- 5) The Excel document has only 1 sheet, called “Names”
- 6) **It is vital that student names are exactly consistent with those inside the 4Matrix program, therefore it is not recommended to use exports from any other system (e.g. SIMS)**

**Note:** If you do not have a research groups set-up in 4Matrix, it is possible to create your own group by exporting all student names, and manually editing. When you export from 4Matrix, there are a number of useful headings such as gender, ethnicity etc. that could be filtered to generate a group file.

	A	B	C	D	E	F
1	UPN	Forename	Surname	Gender	Ethnicity	DOB
2		Jason				
3		Rory				
4		Daniel				
5		Stephanie				
6		Rosie				
7		Daniel				
8		Jasmine				
9		Matthew				
10		Olivia				
11		Kim				
12		Jordan				
13		Jack				
14		Stacie				
15		Kyle				
16		Ellie				
17		Kieran				

Now you have converted the files into a format the ARG can process, you are ready to perform the Prog8 conversion. See section 3.

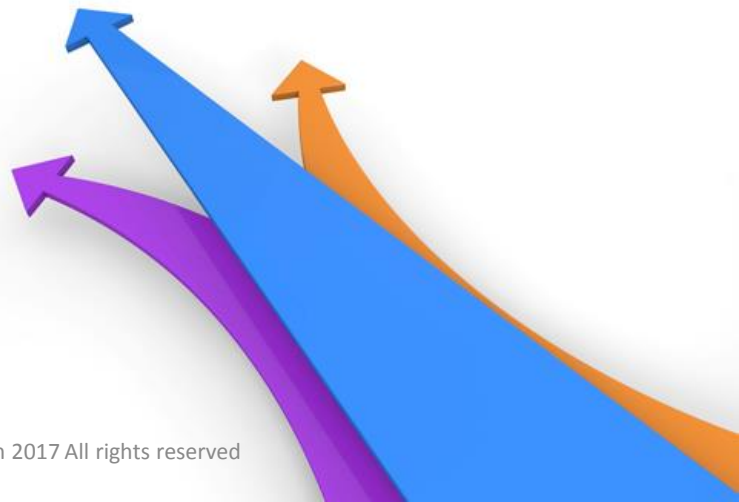


A tutorial video  
is also available  
here.

# Atkinson Report Generator

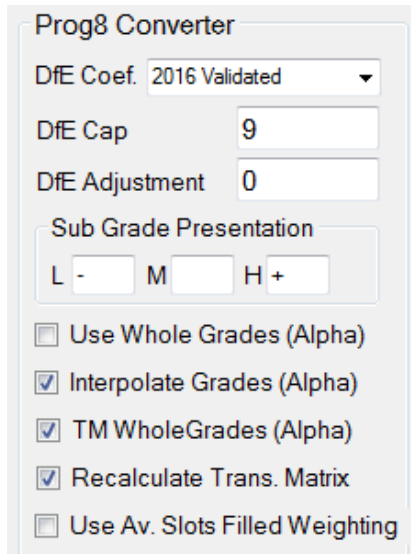
## ARG2019

### *Section 3: Prog8 Conversion* *(required for #PA8 report templates)*



## 3.1 Converting Progress 8 Files for #PA8 Reports

1. First check that the conversion settings are as required. In the ARG software, access the **Tools->Settings** menu



**DfE Coef** is the DfE dataset coefficients to use for the calculation

**DfE Cap** is the maximum Dfe Score that can be set as a target

**DfE Adjustment (whole grade)** allows user to increase the reported target for all students by a factor (e.g. aspirational targets). Use the DfE cap to ceiling the maximum value.

**Sub-grade Presentation** options. A-/A/A+, A3,A2,A1 etc.

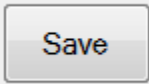
**Use whole grades** converts all data using whole grades rather than sub grades (matches 4Matrix Calculations)

**Interpolate grades** – all grades are assigned based on a “closest to” the associated DfE target score. Uncheck to assign using a “if greater than” condition (affects DfE target grades based on DfE target score)

**TM Whole Grades** - Converts the transition matrices into whole grades (recommended for report formatting)

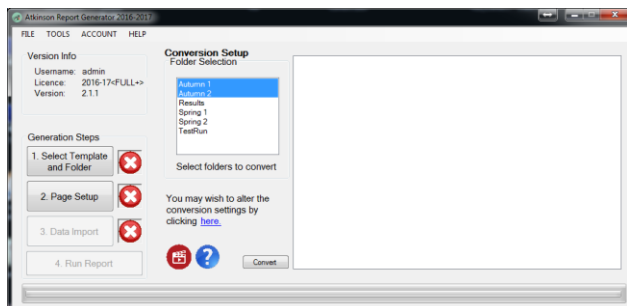
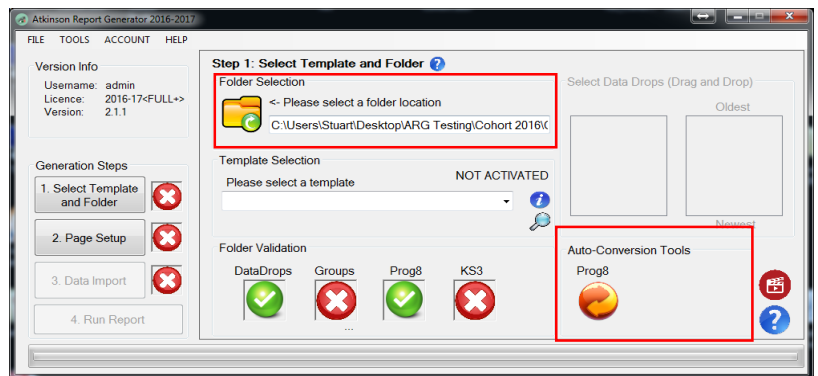
**Recalculate Trans. Matrix** – Recalculates using DfE targets vs. Actual Grades. Uncheck for TM to show KS2 vs. KS4, **or if your chosen report template does not contain a transition matrix to speed up conversion.**

**Use Av. Slots filled** – applies a weighting to students based on KS2 score to calculate progress (matches 4Matrix calculations).



**Save your conversion settings!**

2. Load the template folder to convert (e.g. Cohort2019). If a Prog8 sub-folder is successfully found inside the DataDrops folder, containing a single Prog8.xlsx file, the orange Prog8 conversion option will appear. Click the Prog8 icon to move to the conversion window.



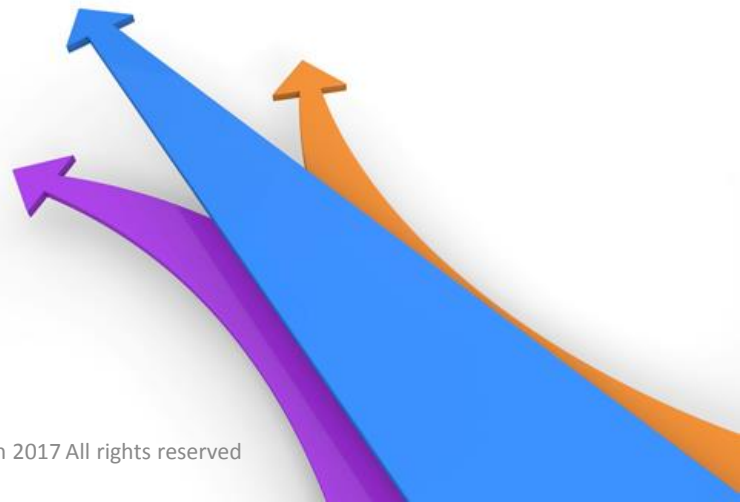
3. Select the DataDrops to convert and click “convert”.

**NB: If you get an error message stating a qualification has not been recognised, please contact for assistance.**

# Atkinson Report Generator

## ARG2019

### *Section 4: (Optional) Custom Columns*





## 4.1 Custom Columns: Data Export

You may optionally add up to 2 custom columns onto the student table (e.g. Baseline grades, class names etc).

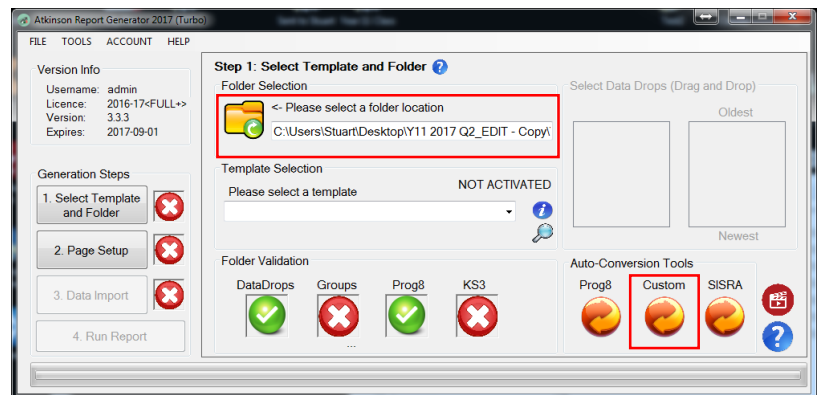
**WARNING: The length of custom contents may affect formatting.**

1. Add a new folder inside the DataDrops folder named "CustomColumn"

Autumn1	04/03/2017 12:07	File folder
Autumn2	19/03/2017 18:36	File folder
CustomColumn	19/03/2017 18:36	File folder
Prog8	04/03/2017 12:05	File folder
Spring1	19/03/2017 18:36	File folder

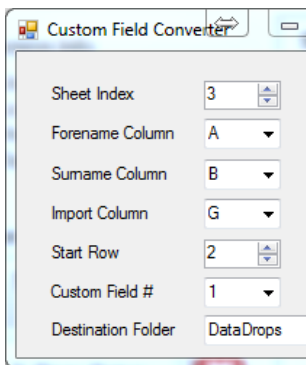
2. Add exported data to CustomColumn folder (whole Cohort). **Names must exactly match files in DataDrops folder. (Similar to groups setup).** You may add multiple files (e.g. baselines for different subjects) and select the relevant one later. Rename these exported files so you will recognise them.

3. Load the template folder to convert (e.g. Cohort2019). If a CustomColumn sub-folder is successfully found inside the DataDrops folder, the orange Custom conversion icon will appear. Click the icon to move to the conversion window.

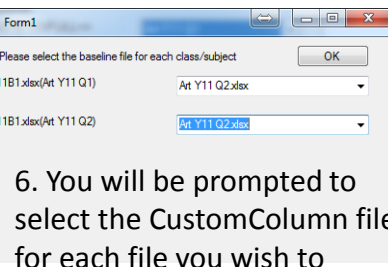
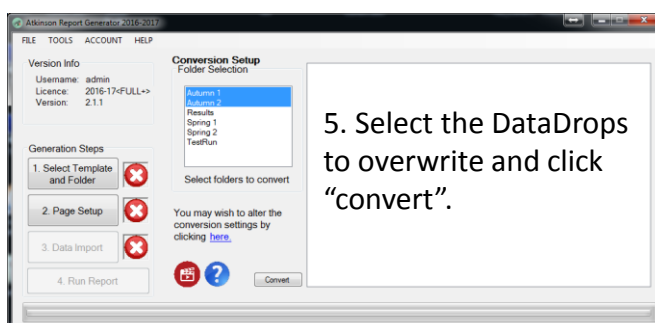


4. A dialog box will open. Select the following:

- Sheet index (which excel sheet to use ... 1 for first Excel sheet, 2 for second etc)
- Forename column on the selected sheet
- Surname column (change to N/A for SISRA where full name is in a single column and use forename only)
- the import column (the column from which you wish to transfer data into the Custom field)
- the start row (first row of data in the file (**not inc. header**))
- the custom field identifier (a maximum of 2 custom fields can be shown on a report). Set as 1 or 2.
- the "Destination Folder" is the location for the data be transferred to. If you are running a #LOP report, select DataDrops, if you are running a #PA8 report, select DataDrops\_P8Converted.



5. Select the DataDrops to overwrite and click "convert".



6. You will be prompted to select the CustomColumn file for each file you wish to convert.

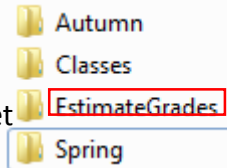
See Section 3.0 for adding Custom Columns



## 4.2 Grade-set Comparison

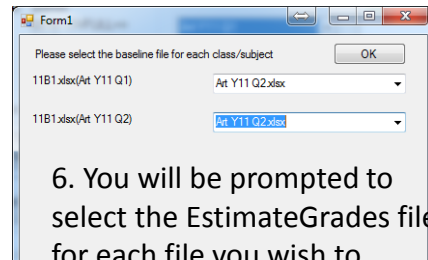
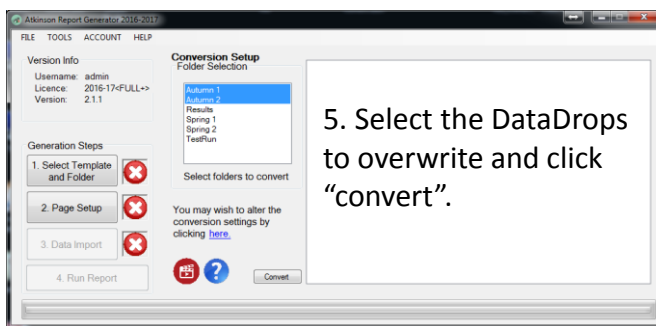
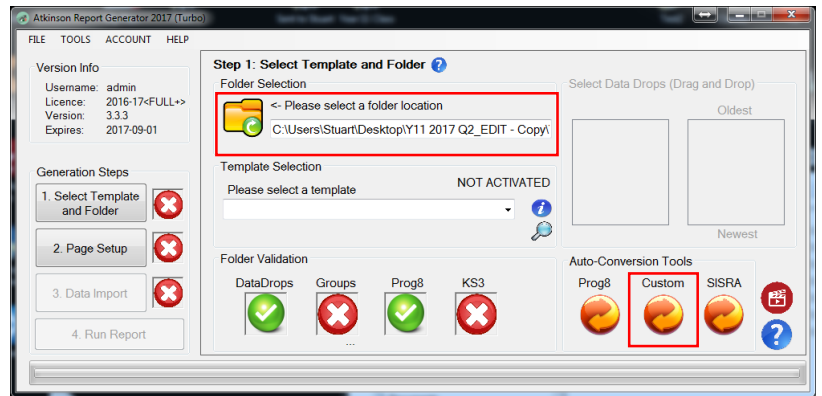
You can compare the difference between 2 datasets rather than comparing to the DfE coefficients (e.g. comparing in house targets to a DataDrop rather than DfE estimates)

1. In addition to your DataDrop folders, add a new folder inside the DatDrops\_4MP8 folder named "EstimateGrades" (this must be named exactly as stated) this should contain your in house targets / FFT grade set or similar (exported as usual from 4Matrix).



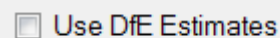
2. Load the template folder to convert (e.g. Cohort2019). Convert the EstimateGrades folder in the usual way using the 4MP8 converter – however ensure that the conversion does NOT split into separate classes (i.e. should be whole subjects only).
3. Convert the other DataDrop folder(s) in the normal way (may be split by class).

4. If an EstimateGrades sub-folder is successfully built inside the generated DataDrops folder, the orange **Custom** conversion icon will appear. Click the icon to move to the conversion window.



6. You will be prompted to select the EstimateGrades file for each file you wish to convert.

7. Next change the conversion settings TOOLS->Settings Uncheck Use DfE estimates



The progress8 differences will be replaced with grade differences (Diff) on your report and "progress" averages will be replaced with averages of these.

8. Convert using the Prog8 converter, bucket selection is arbitrary (As the buckets will be ignored) – just select any.

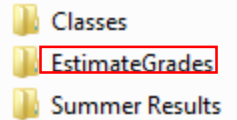
9. Run a report as normal but remember that the student table and averages are now based on the Diff figures rather than DfE estimates!

Est	Act	Diff
4	6	2
5	7	2
3	2	-1
8	5	-3
AVG		0

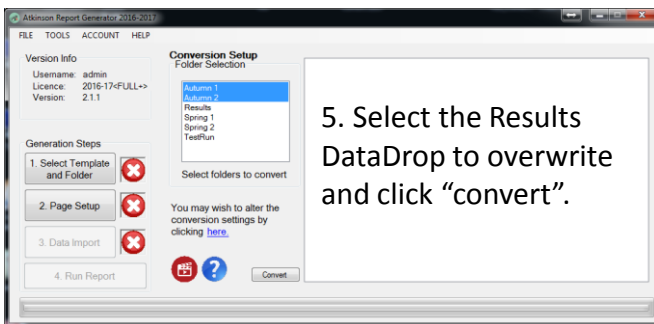
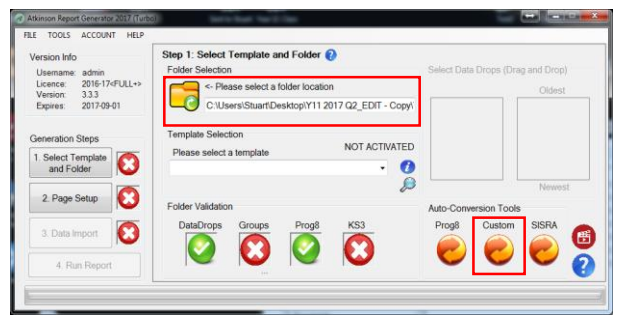
## 4.3 Grade Accuracy Analysis

This page explains how to create a Teacher Prediction vs. Actual Grade Accuracy Analysis Report (#PA8.12)

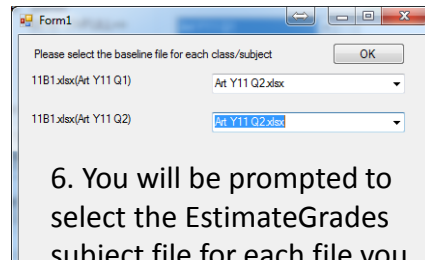
1. Add a new folder inside the DatDrops\_4MP8 folder named “**EstimateGrades**” (this must be named exactly as stated, no spaces) this should contain your last teacher prediction gradeset exported from 4Matrix in the normal manner. You should also include a **Results** folder for the results dataset (*you may label this how you would like it to appear on the report*)
2. Load the template folder to convert (e.g. Cohort2019). Convert the **EstimateGrades** folder in the usual way using the **4MP8 converter** – however **ensure that the conversion does NOT split into separate classes** (i.e. should be whole subjects only).
3. Convert the **Results** folder in the normal way (may be split by class).



4. If an EstimateGrades sub-folder is successfully built inside the generated DataDrops folder, the orange **Custom** conversion icon will appear. Click the icon to move to the conversion window.



5. Select the Results DataDrop to overwrite and click “convert”.



6. You will be prompted to select the EstimateGrades subject file for each file you wish to convert.

7. Next change the conversion settings TOOLS->Settings **Uncheck Use DfE estimates**

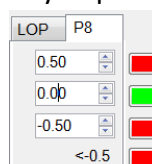
Use DfE Estimates

The progress8 differences will be replaced with grade differences (Diff) on your report and “progress” averages will be replaced with averages of these. Some schools have found that this produces a poor representation of staff prediction accuracy due to negatives cancelling out positives (see table): therefore a grade accuracy measure (Acc) is also included

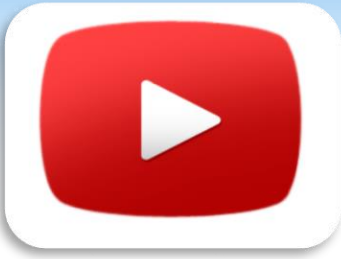
8. Next Convert **only the RESULTS DataSet** using the **Prog8 convert** bucket selection is arbitrary – just select any.

9. Run the #PA8.12 Teacher Prediction vs. Actual Accuracy Report.

Suggested colour scale for accuracy report >



Est	Act	Diff	Acc
4	6	2	2
5	7	2	2
3	2	-1	1
8	5	-3	3
AVG		0	1.5

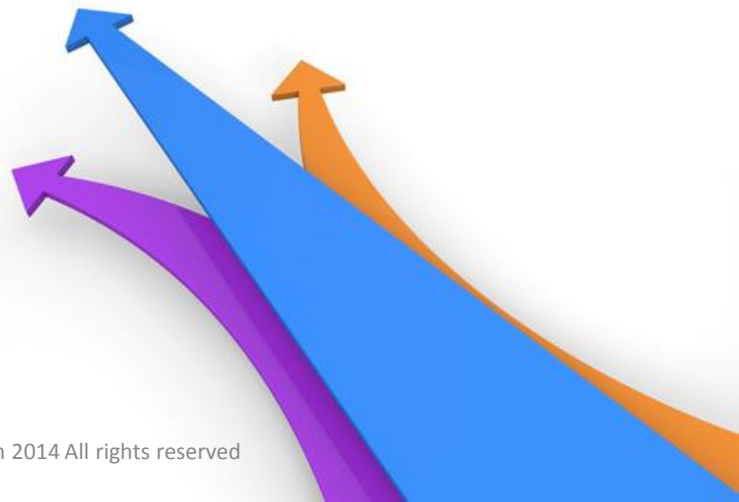


A tutorial video  
is also available  
here.

# Atkinson Report Generator

## ARG2019

### *Section 5: Generating an Atkinson Report*



# 5.1 Report Setup: Report Settings

1. First check that the report settings are as required. In the ARG software, access the **Tools->Settings** menu

**Select the style button to choose a background, foreground and title colour**

**Save your template settings!**

**You can customise the reflection panel text that appears in the report**

**Customise the columns in the student table (including adding custom columns)**

**Sort data on initial graph pages numerically or alphabetically**

**Turn initial graphs off**

**Export PDF into separate documents (one per class/subject) for focused distribution**

**Only show current DataDrop initial graph rather than a page for each DataDrop (i.e. reduces number of graphs at start of report)**

**(#PA8 only) The P8 min and max is used to customise the values on the dials and charts that report progress**

**Add a school logo to the front page of your report (JPEG, BITMAP or GIF)**

**Atkinson Report Template Settings**

Style **Style2**

Progress 8 Dial Settings

P8 min

P8 max

Add a logo (opt)

Teacher reflection panel text  
Teaching and learning strategies to maximise achievement

**EDIT**

**Student Table Customisation**

Summary Graph Options

Sort Numerically

Sort Alphabetically

Disable graphs

Current DataDrop only

Split pages into separate PDFs

P8Min P8Max

High Ability (-2.2)

Not High Ability (0)

Gap = -2.2

## Student Table Customisation Panel

Add or remove columns from the student table. Uncheck "Use default Template Columns" to customise the columns displayed on your report.

Check "Include Custom Column" to add an additional column showing a bespoke value (e.g. class or in-house target). **See "Adding a custom column" in Section 4.1 for instructions explaining how to transfer data from SISRA/4Matrix exports.**

**Student Table Customisation**

Use Default Template Columns

Name Table Columns

- Forename
- Surname
- Base / D/E Score
- Base (f) / D/E Grade
- Outcome / Pred. Score
- Outcome (f) / Pred. Grade
- LOP / Prog8
- Groups

Include Custom Column 1

Custom Column 1

Title

MyDefg

Include Custom Column 2

Custom Column 2

Title

Custom 1

How do I add a custom column?

Forename	Surname	Base	Base (f)	Outcome	Outcome (f)	LOP	High Ability	Pupil Premium	SEN - K	SEN - S
Matthew	Smith A	2	2C	A	A					
James	Crackthorn A	2	2A	B	B					
William	Green A	2	2C	B	B					
Emil	Edwin A	2	2C	B	B					
Oliver	Waller A	2	2C	B	B					
Nathan	Edwin A	2	2C	B	B					
Damian	Gardar A	2	2C	B	B					
Stanley	Craig A	2	2B	C	C					
James	Waller A	2	2B	C	C					
Joseph	Edwin A	2	2B	C	C					
Gerance	Mathew A	2	2B	C	C					
Emily	Waller A	2	2C	D	D					

## 5.2 Report Setup Step 1: Select Template and Folder

Select the main folder, **not** the data drop subfolders e.g. "Cohort 2016" folder.

**Step 1: Select Template and Folder ?**

Folder Selection

1 <- Please select a folder location

C:\Users\Stuart\Desktop\ARG Testing\Cohort 2016\

2 Template Selection

Please select a template **TEMPLATE ACTIVATED**

#PA8.4/Progress 8 & LOP Full Report

3

4 Folder Validation

DataDrops Groups Prog8

4/4

The folder validation box will update showing which sub-folders are required for a given report and those which were found in the analysis folder (those with a red cross are required but not found)

Due to space constraints in the different report templates, there are a maximum number of groups that can be displayed. This is shown here, alongside the number of groups found in your selected folder

#PA8 Style reports require a Prog8 folder inside the DataDrops folder (see folder setup)

5. Next drag across the required DataDrops from the list on the left hand table to the right hand. Transfer to the right hand table (from historic-current). The main report will be generated from the most recent data, with earlier data-drops contributing to the analysis of progress over time.

6. A green tick will appear next to stage 1. Move on to stage 2 by selecting "2. Page Setup"

The Report Generator will guide you through the necessary steps needed to produce the required report. Reports can be generated from the transition matrices for any research group, class or subject.

The data fields should be completed with details required on the front page of the report:

1. **Select the folder for analysis (the full cohort folder containing DataDrops and Groups)**
2. Select the required report template. A full list of current templates is provided in Section 1.2 .
3. You can also view the sample report for each template.
4. When you have selected the folder for analysis, the **folder validation** box will update showing which required sub-folders were found (green ticks for found).

**Select Data Drops (Drag and Drop)**

5

Autumn 1 Te:  
Autumn 2  
Results  
Spring 1  
Spring 2

Oldest

Newest

**Generation Steps**

6

1. Select Template and Folder

2. Page Setup

## 5.3 Report Setup Step 2: Page Setup

### Step 2: Page Setup ?

#### Cover Page and Footer

Report Title\*

1

Cohort Name\*

2

Year/Term\*

3

Footer (opt) e.g. School Name

4

The data fields should be completed with details required on the front page of the report:

1. Add a Report Title
2. Add the Cohort name (this will automatically update with the main folder name, but can be adjusted)
3. Add school year/term of data drop
4. Add a header/footer if required

5. You may now select the thresholds for categorising your LOP or P8 data. Select the relevant tab and chose the three thresholds and the four colours that resemble the outcome for each student.
6. “Bench” represents which is your benchmark LOP/progress score – this is what some of the graphs will assume as the “pass mark” for percentage making expected progress.
7. The “Show” checkbox allows you to hide students of a given colour (e.g. it may be preferential to only show the red underperforming students).
8. The “Measure” is the title for the measure that you want to appear in the report.

Benchmark/Colour

LOP **P8** Bench Show

5

4

3



<3

Measure **LOP**

Use sub level column **KS3 Only**


Damian	Dardar	5C	6B	0.6	X	X	X
Harley	Crays	4D	5C	0.6	X	X	X
Dennis	Bailer	6B	6B	0.4	X	X	X
Del	Galaz	7A	7A	0.1	X	X	X
Leonel	Goold	4D	4D	-0.2	X	X	X
Terrance	Reliford	5C	4D	-1.1	X	X	X
Kelly	Kujawa	6B	4D	-1.6	X	X	X


*NB: If you intend to use this configuration more than once, you can save the settings by clicking on the save icon. The system will prompt you for a new template name. You will now be able to load the template setup on the dropdown list below.*


 

<default>

Now move on to step 3

1. Select Template and Folder 

2. Page Setup 

3. Data Import 

## 5.4 Report Setup Step 3: Data Import



The Report Generator will display the files identified for comparison:

**Step 3: Data Import** ?

Data-DropValidation

Name	Autumn 1
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lan...	Y
Eng-Lit - ...	Y
Eng-Lit - ...	Y
Eng-Lit - ...	Y
Eng-Lit - ...	Y

Checked



'Y' will be displayed where files names are consistently named across each data drop.

'N' is displayed when no file has been identified for the given term. *Subjects/Classes containing a 'N' are highlighted for attention.*

A 'N' could be for one of three reasons:

1. The file names are not consistently named and will need to be edited. Select '**Open Folder**' to revise file names and 'refresh' to update the window.
2. There is no data available for this term. Check that this has been exported from 4Matrix.
3. If a new subject is introduced later in the year. The report generator will ignore this period for this class/subject.



Group Setup

Title	Group Name	Not Group Name	Show?
Disadvantag Disadvantaged	Disadvantaged	Not Disadvantage	View <input checked="" type="checkbox"/>
High Ability High Ability	High Ability	Not High Ability	View <input checked="" type="checkbox"/>
SEN - K.xlsx SEN - K	SEN - K	Not SEN - K	View <input checked="" type="checkbox"/>
SEN - S.xlsx SEN - S	SEN - S	Not SEN - S	View <input checked="" type="checkbox"/>

Preview: Disadvantaged.xlsx

Zoe C
Lucy I
Josep
Daisy
Belind
Charlc

<default>



The preview box displays the forenames and surnames of the students taken from the research group input files.

1. Change the **group title** (e.g. Gender, SEN), **group name** (e.g. Male, SEN) and **not group name** (e.g. Female, Not SEN). Associated file names are on the left.
2. Click **view** to preview the names and ensure they are correct.
3. Names will appear in the validation window. Format: Forename Surname. If it is not correct (i.e. the forename and surname are not in the correct order) refer back to the required format in Section 2.

4. If you want the groups to appear in the student progress table, showing which group each student belongs to, check the "Show" box for each group.
5. Check the "Checked" box once you have validated the data.
6. Once all stages have green ticks next to them, the Stage 4 "Run Report" option will be unlocked. Click this and wait to be prompted for a save location for your output file and the generator will process your data.

Generation Steps

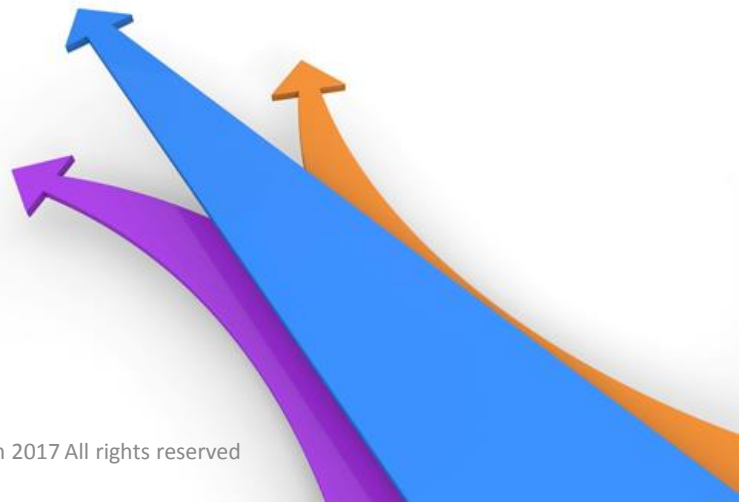
1. Select Template and Folder	<input checked="" type="checkbox"/>
2. Page Setup	<input checked="" type="checkbox"/>
3. Data Import	<input checked="" type="checkbox"/>
4. Run Report	<input type="checkbox"/>



# Atkinson Report Generator

## ARG2019

### *Section 6: Troubleshooting*





# Troubleshooting

## Errors during generation of reports

- 1) Please make sure that you do not use your PC while the software is running as this causes instability in the program when copying files.
- 2) It is strongly recommended that you run files from the local computer and not over a network as this causes instability in the software and greatly slows down generation time of reports – using a memory stick is a viable alternative option if the local machine has access issues.
- 3) The length of the folder name can cause failure if the directory address is too long, try to keep the containing folder path as short as possible e.g.:

C:\Users\StuartAtkinson\Dropbox\MySchoolFiles\Admin\DataSets\Reports\Staff\AtkinsonReports\Year 11\Cohort2017\

**More stable path:**

C:\Users\StuartAtkinson\AtkinsonReports\Cohort2017\

- 4) In the event of an error, this will be logged during report generation, please send screenshots to [errors@drstuartatkinson.com](mailto:errors@drstuartatkinson.com) for analysis.

### **(firewall/port setup - for technical admin staff)**

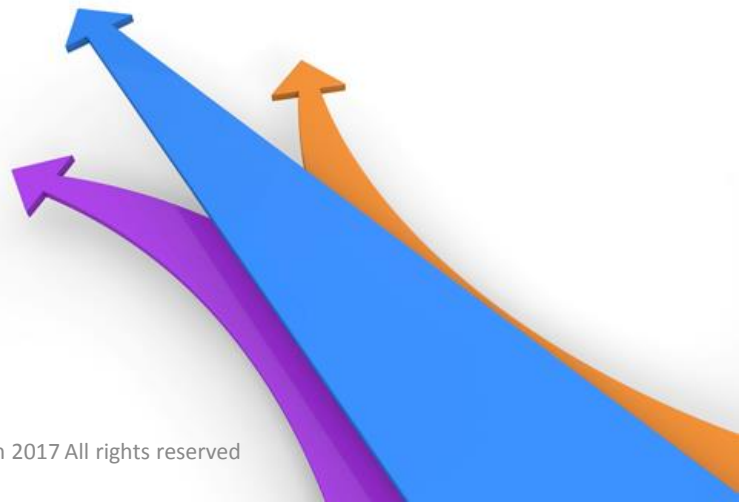
Ensure the firewall is not blocking the communication with the server:

- 1) Whitelist in Internet Filtering: drstuartatkinson.com
- 2) Allow access to 185.28.20.194 via all ports (outgoing rule) through the firewall
- 3) **Make sure the proxy used is running over port 8080. Other ports have been found as the main cause of failure**

# Atkinson Report Generator

## ARG2019

### *Section 7: APPENDIX Exporting Data (4Matrix) Legacy Process*

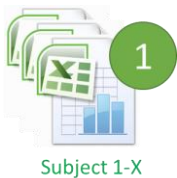
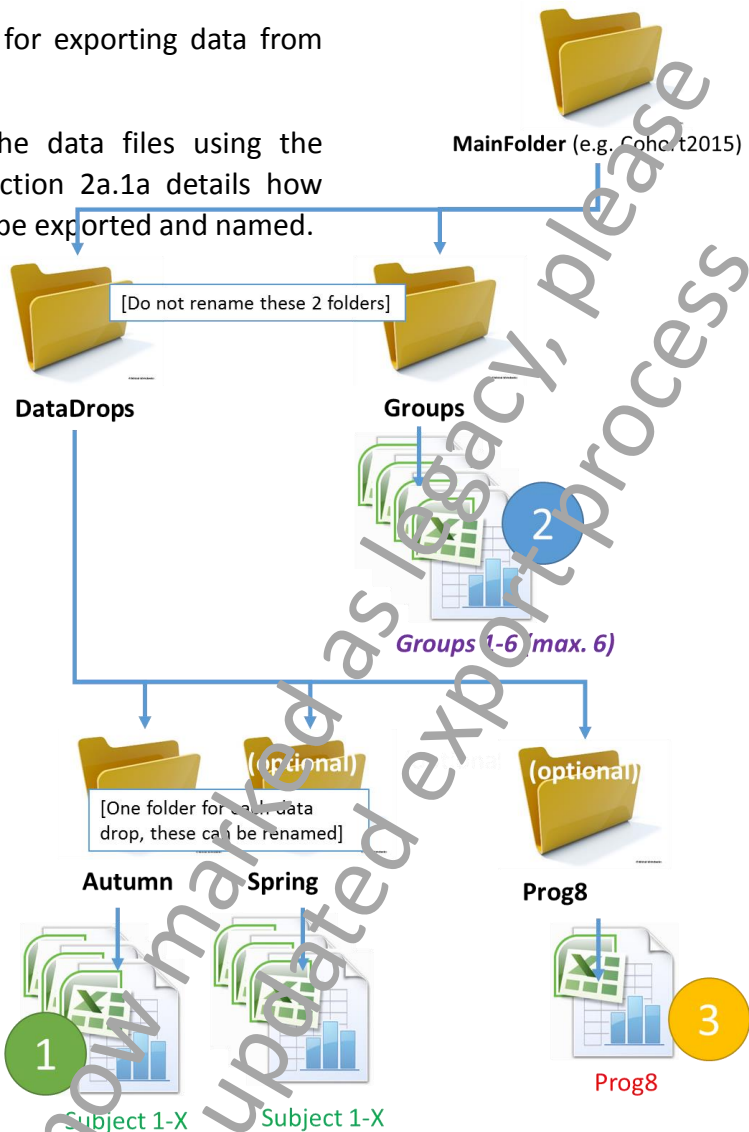


## 2a.1 Folder Hierarchy (4Matrix - Matrix Export (Legacy))

This is now a legacy method for exporting data from 4Matrix

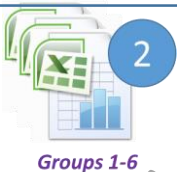
The software searches for the data files using the following folder structure. Section 2a.1a details how each 4Matrix Excel file should be exported and named.

[!! Click here to download a sample folder structure for the conversion process !!](#)



(REQUIRED "**DataDrops**" FOLDER) Export transition matrices data files following instructions in Section 2a.2.

*Important: All excel files for each class/subject should have matching names in each data drop folder, this is how names will appear in the report itself.*



(REQUIRED "**Groups**" FOLDER) Export group name lists following instructions in Section 2a.3. Templates have a maximum number of groups.

*Important: Up to a maximum of 6 groups files can be included. Name as you wish to appear in the report*



(OPTIONAL: "**Prog8**" FOLDER with Prog8 cohort export) See section 2a.4 for details. Needed for #PA8 style reports

*Important: This should be the 4Matrix Progress 8 export for the whole cohort. DO NOT FILTER GROUPS,*

## 2a.2 Create DataDrops Folder (4M)

The required data from the transition matrices tab needs to be exported from 4Matrix™ to Excel. Any subject, class or research group that can be exported can be reported using this toolkit.

To export a file:

1. Ensure correct group, baseline and end point are selected (see above)
2. Select **File – Export**
3. A **Save As** dialogue window will open. Save into the folder structure below
4. Close the Excel workbook.

*Note: Raw data should not be formatted. Exported data files should be consistently named.*

*Exported Excel files should be saved into a main folder titled with the cohort name:*



[!! Click here to download a sample folder structure for the conversion process !!](#)

Name	Date modified	Type	Size
Art-Design	01/08/2014 11:00	Microsoft Excel W...	6 KB
Art-Fine	01/08/2014 11:00	Microsoft Excel W...	6 KB
Art-Photo	01/08/2014 11:01	Microsoft Excel W...	6 KB
Comp-BaCS	01/08/2014 11:01	Microsoft Excel W...	7 KB
Comp-ICT	01/08/2014 11:01	Microsoft Excel W...	7 KB

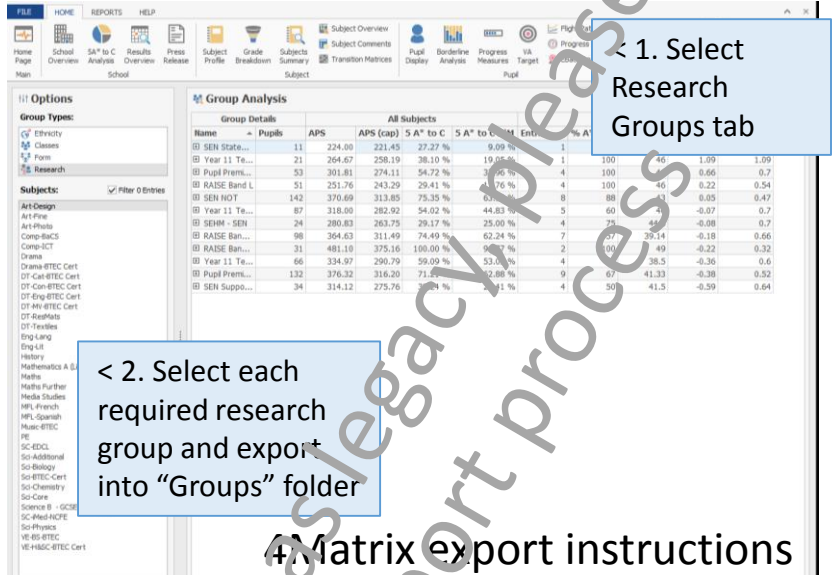
(example "Summer" subfolder contents)

Exports could include subject or class level data exported from 4Matrix.

## 2a.3 Create Groups Folder (4M)

If progress dials are to be reported in your a separate folder needs to be set up, containing a list of student names for each research group, before running the application.

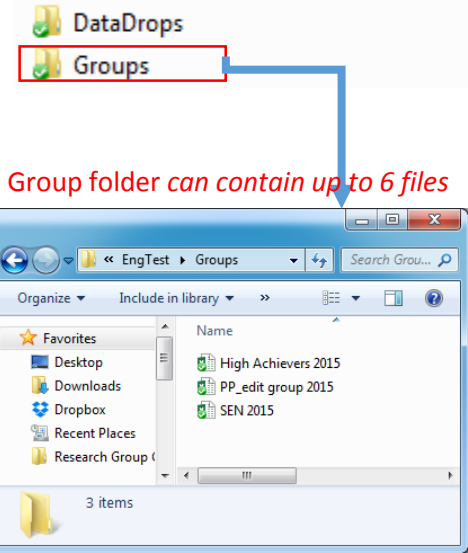
!! Click here to download a [sample folder structure for the conversion process](#) !!



1. Select Research Groups tab

2. Select each required research group and export into "Groups" folder

4Matrix export instructions



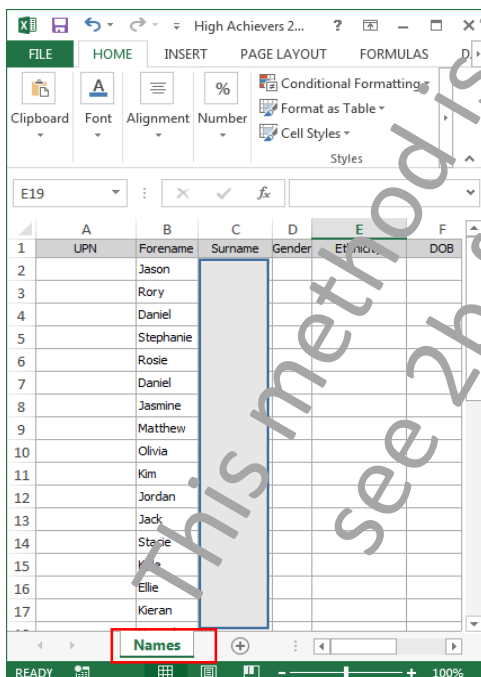
Group folder can contain up to 6 files

1. Export a group file from 4Matrix into the "Groups" folder (see export instructions above).
2. It will be necessary to edit the exported Excel file so that it adheres to the rules set out in the validation checklist below. This may include copying data from multiple rolling sheets onto a single sheet names "Names".
3. Re-name the file with the group title.

### Excel File Validation Checklist for Research Group

The software will only accept an Excel research group file given the following criteria are met:

- 1) The Excel file is saved with the name of your research group (e.g. High Achievers)
- 2) The Excel file has headings in Row 1, or it is left blank
- 3) Student Forenames are in Column B
- 4) Student Surnames are in column C
- 5) The Excel document has only 1 sheet, called "Names"
- 6) **It is vital that student names are exactly consistent with those inside the 4Matrix program, therefore it is not recommended to use exports from any other system (e.g. SIMS)**



Names

**Note:** If you do not have a research groups set-up in 4Matrix, it is possible to create your own group by exporting all student names, and manually editing. When you export from 4Matrix, there are a number of useful headings such as gender, ethnicity etc. that could be filtered to generate a group file.

## 2a.4 Create DataDrops - Prog8 Folder (4M) (Optional)

If you intend to generate a progress 8 style report (Reports preceded with with #PA8) you will also need a Prog8 file.

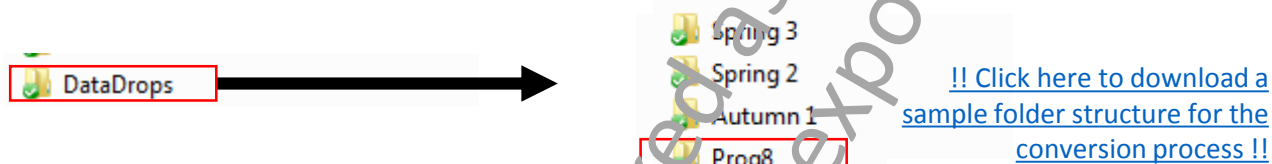
The full year group/cohort should be exported as a single file and placed in a new folder inside the DataDrops folder labelled "Prog8".

To export the Prog8 file:

1. Select cohort data drop from within 4Matrix
2. Select **the Progress 8 tab**
3. Select **File – Export**
4. A **Save As** dialogue window will open. Save into the Prog8 folder with the name "Prog8"
5. Close the Excel workbook.

*Note: Raw data should not be formatted. Exported data files should be consistently named.*

*The exported Excel file should be saved into the DataDrops/Prog8 folder:*



Details		English		Maths		eBac Subjects					KS2	Attainment8			Progress8							
Forename	Surname	Gender	Eng-Leng	Eng-Lit	Eng-Science	Maths	Geography	History	Art	Music	Spanish	Additional	Sci-Biology	Sci-Chemistry	Sci-Core	Science-B-GCSE Full Course	EM Fine Points	Estimate	Actual	Difference	Entries	Score
		Female	C	D		B				A	A		C	B			0.00	00.00	59.00	+0.00	10	+0.00
		Female	C			E											4.30	42.26	32.00	-10.26	7	-1.03
		Male	A*	A	A*	A*				B		A	A				5.50	69.72	76.00	+6.28	10	+0.63
		Male	E	D		E						A	A				3.30	26.04	26.00	-0.04	7	+0.00
		Male	C	C		B	C					C	B				4.50	46.37	53.00	+6.63	10	+0.66
		Male	F	F		E											3.10	23.38	28.00	+4.62	7	+0.46
		Female	E	E		C									D		5.00	57.33	00.00	-57.33	0	-5.73
		Male	V	D		C	D					C			C	C	4.40	44.41	46.00	+1.59	10	+0.16
		Female	D	D		C						D			D	U	4.10	38.48	40.00	+1.52	10	+0.15
		Female	D	E		D											3.80	33.02	32.00	-1.02	7	-0.10
		Male	C	C		B											4.50	46.37	52.00	+5.63	10	+0.56
		Female	D	D		F	D										3.50	28.39	29.00	+0.61	8	+0.06
		Male	C	C		C							C				4.90	55.11	50.00	-5.11	10	-0.51
		Male	D	D		D							D		C	E	4.50	46.37	50.00	+3.63	10	+0.36
		Male	D	D		C							C		D	D	4.40	44.41	47.00	+2.59	10	+0.26
		Male	C	C		C							C		C	C	5.00	57.33	56.00	-1.33	10	-0.13
		Male	B	B		A	D						C		B		4.80	52.84	59.00	+6.16	10	+0.62
		Female	D			D									E		4.10	38.48	28.00	-10.48	6	-1.05

**Important:** The exported file must be named "Prog8" and must be in a folder named "Prog8." No other files should be in the Prog8 folder.

If running a #PA8 style report, you will now need to convert your DataDrops folders to reflect the Progress 8 dataset. Please see the user guide "Converting Progress 8" and accompanying video prior to report generation.