Insight Assessment Platform

Catholic School Administrator User Guide



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Introduction

About the Insight Assessment Platform

The Insight Assessment Platform (Insight) is an online assessment platform. It assists teachers to assess student progress and apply more targeted teaching practices through its powerful data analytics and reporting capabilities. Teachers can review student assessment data for diagnostic, formative and summative purposes.

Insight has seven assessment instruments, with more under development, as follows:

* English Online Interview (EOI), targeting Years F–2
* Mathematics Online Interview (MOI), targeting Years F–2
* Fractions and Decimals Online Interview (FDOI), targeting Years 5–10
* Transition Learning and Development Statement (TLDS), targeting Kindergarten–Year F
* Reading and Vocabulary Assessment for English as an Additional Language students (RVEAL)
* Diagnostic Assessment Tools in English (DATE), targeting Years F–4
* Intercultural Capabilities, targeting Years F–10.

For more information about these instruments, see the [Assessment Tools](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/assessment-tools.aspx) section of the Insight webpage.

About this user guide

This guide provides Insight School Administrators and Principals in Catholic schools with information and support to use Insight, including:

* Maintaining staff, class and student data.
* Adding non-homeroom classes (known on Insight as ad hoc classes) and co-teachers.

Additional user guides

The following additional user guides are available for Government schools to learn more about using Insight:

* *Technical Support Staff User Guide.*
* *Teacher – Assessment Delivery User Guide.*
* *Insight Platform Reporting Guide.*

For more information see the Non-[Government](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/non-govt-schools.aspx) section of the Insight webpage.

Section 1: Setting up your school

Before you are able to log in and use Insight, your school must be registered, the staff, students and classes set up.

If your school uses the Integrated Catholic Online Network (ICON), you will need to register your interest in using Insight before using it for the first time. To register, please contact servicedesk@macs.vic.edu.au. Once registered, ICON will automatically update your staff, students, and classes on Insight. The accuracy of data on Insight will be determined by the accuracy of the data entered into ICON.

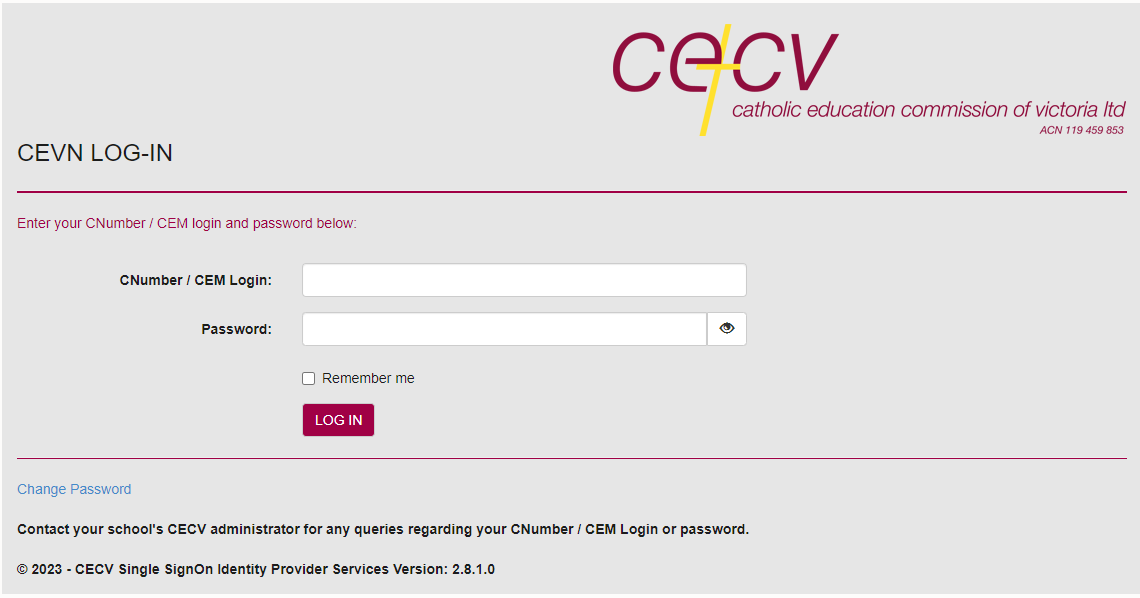
Catholic schools that do not use the Integrated Catholic Online Network (ICON), you must contact [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) and request your school to be registered. You will then receive instructions and electronic files to set up your staff, students and classes for using Insight. You must populate and send electronic files to [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au), which reflect the staff, students and classes at your school. This is because the uploading of these files to Insight is currently managed by the VCAA. For a successful upload to occur, these file specifications and field definitions must be strictly adhered to. Appendix A outlines the specifications of these files, as well as the validation rules. An annual set-up will be required in order to effectively set up staff, student and class data for that year.

Section 2: Log in

Chrome or Firefox are the recommended internet browsers to access Insight.

To log in:

1. Open your internet browser.
2. Copy and paste <https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx> or [click here](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx). The **Insight Log In** screen will appear.
3. Select the **Catholic Schools** button. The **CECV Log In** screen will appear (see Figure 2.0).
4. Enter your current CNumber/CVEN credentials login and password. The **Insight Home** screen will appear (see Figure 2.1).

****

**Figure 2.0: CECV Log In screen**



**Figure 2.1: Insight Home screen**

Once you have logged into Insight, your name will appear on the top right corner of the **Insight Home** screen. If this is not the case, contact [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) or your Insight School Administrator.

Section 3: Managing Staff and Classes

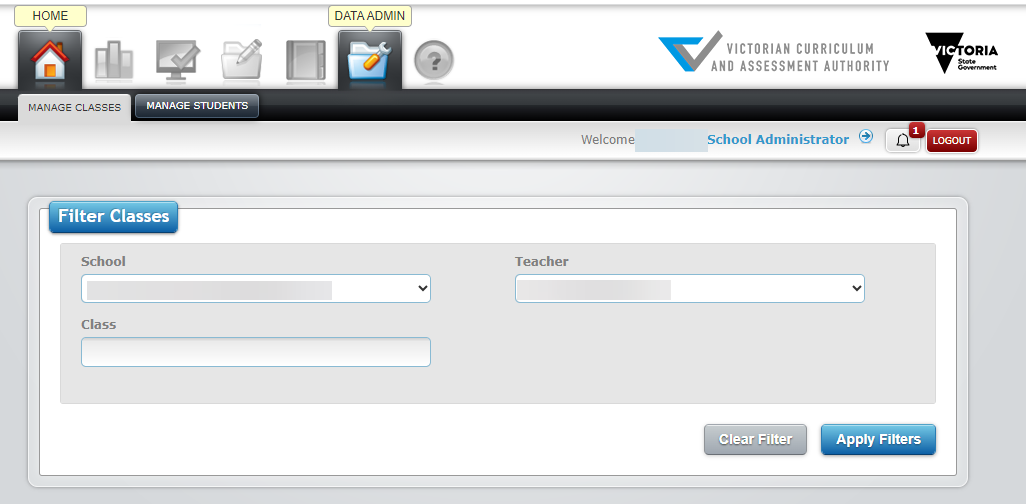
Principals and Insight School Administrators have the ability to perform a range of functions, including managing staff, class and student information on Insight.

Creating ad hoc classes and co-teachers

Adding a co-teacher to a class is required when an assessment is being delivered by a teacher who is not the homeroom teacher or when there is a team-teaching environment. Ad hoc classes can be created when a class that has students from different homerooms is required.

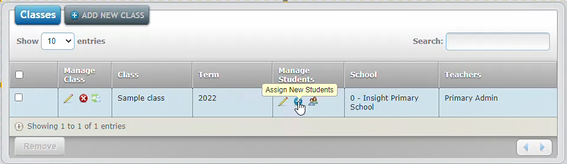
To create an ad hoc class:

1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.
2. Select **Manage Classes**. The **Manage Classes** screen will appear (see Figure 3.0).



**Figure 3.0 Manage Classes screen**

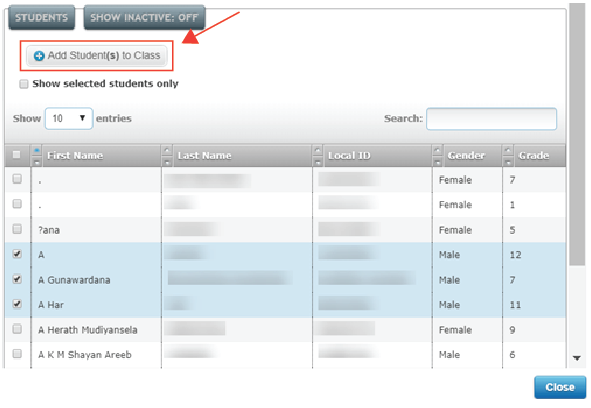
1. Select the required teacher from the **Teacher** drop-down box and click on the **Apply Filters** button. The Teachers class details will appear in the **Classes** window (see Figure 3.1)
2. Click on the **Add New Class** button in the **Classes** window. The **Add Class** screen will appear.
3. Type in the name of the class in the **Group/Course Name** text box.
4. Select the required teacher from the **Teacher** drop-down box.
5. Select the class type from the **Class Type** drop-down box.
6. Click on the Submit button. The class will be created.



**Figure 3.1 Classes window**

To add students to an ad-hoc class:

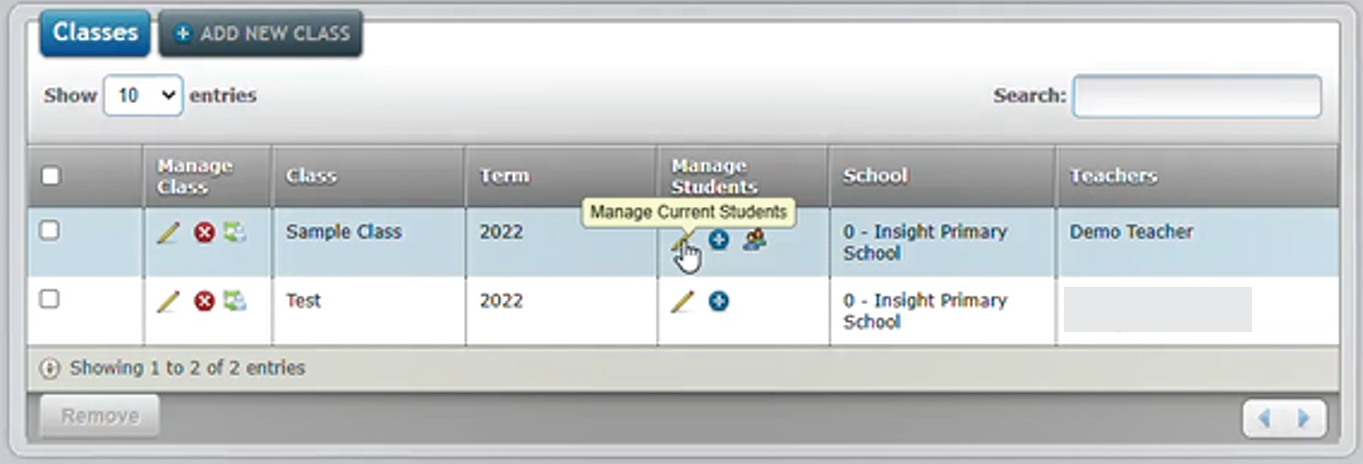
1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.
2. Select **Manage Classes**. The **Manage Classes** screen will appear (see Figure 3.0).
3. Select the year level from the **Setting** drop-down box.
4. Select the teacher from the **Teacher** drop-down box.
5. Click on the **Apply Filters** button. The class lists will appear in the **Classes** window below.
6. Select the class you would like to add students to by clicking on the **Assign New Students** icon (see Figure 3.1). The **Assign New Students** screen will appear (see Figure 3.2).
7. Using the **grey** check boxes in the far left select the students you wish to add to the class.
8. Once the relevant students have been selected, click on the **Add Student(s) to Class** button (see Figure 3.2). The updated students will be stored.



**Figure 3.2 Assign New Students screen**

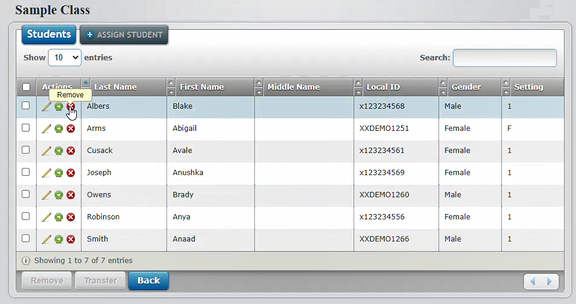
To remove students from an ad hoc class:

1. Follow the above steps 1–5.
2. Under the class list, select **Manage Current Students** (see Figure 3.3).



**Figure 3.3 Manage Classes screen**

1. Click on the **Remove** button on the far left next to the students name you wish to remove from the class (see Figure 3.4). Confirm by clicking ok or cancel to finalise your response. The updated class list will be stored.



**Figure 3.4 Manage Classes screen**

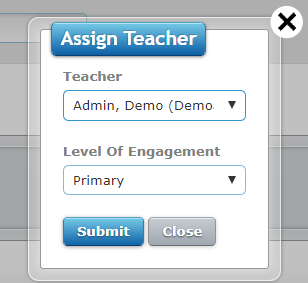
To delete an ad-hoc class:

1. You must email [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) and indicate that you wish to delete an ad-hoc class from Insight.
2. You will receive an email from the Insight team when the class has been deleted.

As many co-teachers as required can be added to a class.

To add a co-teacher:

1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.
2. Select **Manage Classes**. The **Manage Classes** screen will appear (see Figure 3.0).
3. Click on the **Apply Filters** button. The class details will appear in the **Classes** window (see Figure 3.1).
4. Click on the **Assign Teacher** icon under the **Manage Classes** column (see Figure 3.1). The **Assign Teacher** screen will appear (see Figure 3.5).
5. Select the Teacher from the **Teacher** drop-down box.
6. Select Co-teachers from the **Level of Engagement** drop-down box.
7. Click on the **Submit** button. The co-teacher will be added to the class. As many co-teachers as required can be added to a class.



**Figure 3.5 Assign Teacher screen**

To remove a co-teacher:

1. Click on the **Edit** icon (the pencil) under the **Manage Classes** column (see Figure 3.2). The **Edit Class** screen will appear.
2. Click on the **Remove from Class** icon (the red circle with a white cross). A prompt will appear asking if you are sure you want to remove this teacher. Click on the **OK** button.
3. Select Co-teachers from the **Level of Engagement** drop-down box.
4. Click on the **Submit** button. The co-teacher will be removed from the class.

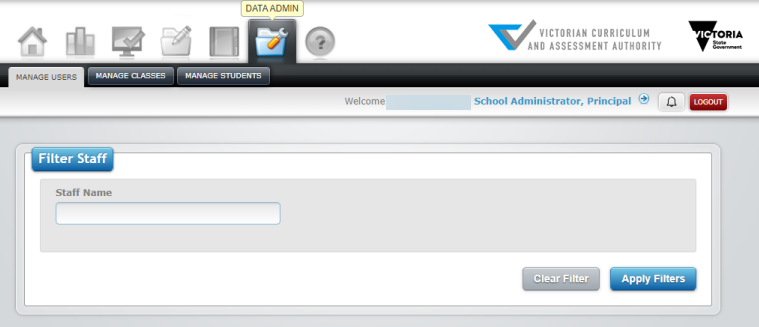
For Principal only (Manage Staff)

Principals and Insight School Administrators are responsible for ensuring that staff details are accurate, and that accounts are deactivated when a staff member exits the school.

Principals are the only users with rights to edit existing teacher details.

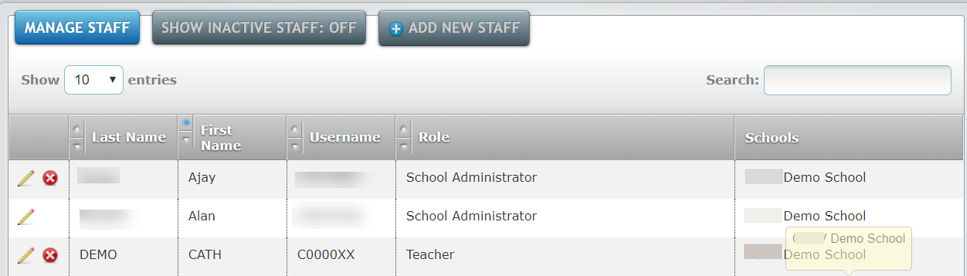
To change a user role:

1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.
2. Select **Manage Users**. The **Manage Users** screen will appear (see Figure 3.6).

****

**Figure 3.6 Manage Users screen**

1. Click on the **Apply Filters** button. The staff list will appear in the **Manage Staff** window below.
2. Select the staff member you would like to edit by clicking on the **Edit** icon (see Figure 3.7). The **Edit Staff** screen will appear (see Figure 3.8).
3. Select the role you would like to assign from the **Role** drop-downlist.
4. Once the relevant changes have been made, click on the **Submit** button. The updated details will be stored.



**Figure 3.7 Manage Staff window**



**Figure 3.8 Edit Staff screen**

To edit a staff members details:

1. Follow the above steps 1–4.

2. Once the relevant changes have been made, click on the **Submit** button. The updated teacher details will be stored.

To deactivate a user:

1. follow the above steps 1–3.

2. Click on the Deactivate icon (see Figure 3.6). A pop-up screen will appear asking if you are sure you want to deactivate this user. Click on the **OK** button. The user will now be deactivated.

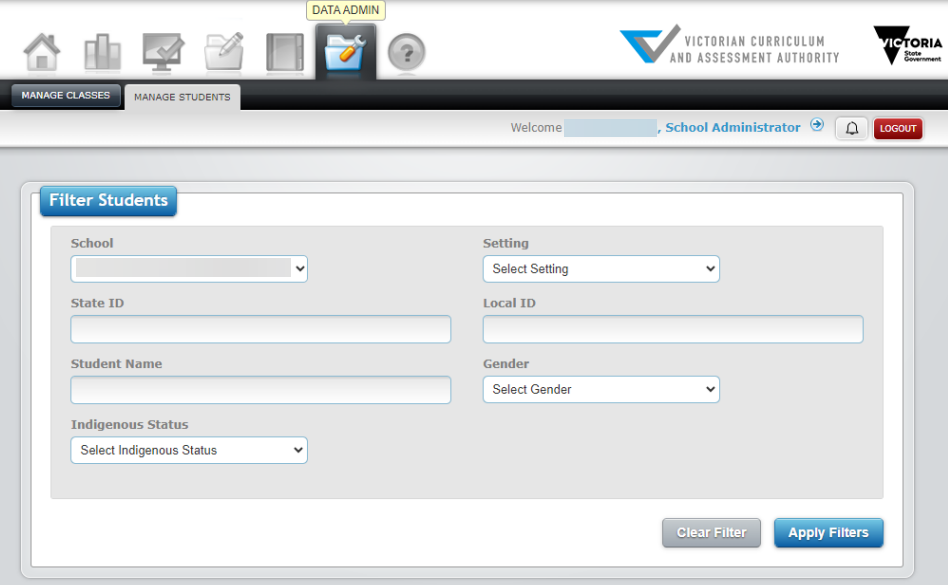
Managing students

To add new students or add a student into a new class:

1. You must email [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) to indicate that you wish to add new students or a new class to Insight. Any advice required to create the required electronic file will be provided.
2. You must send the electronic file to [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au). It must reflect the updated students and/or class, at your school.
3. You will receive an email from the Insight team when the upload has occurred.

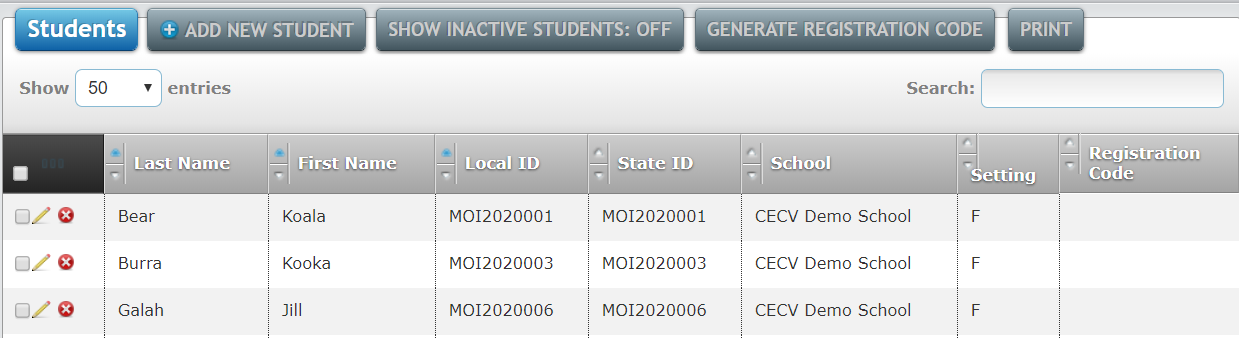
To edit a student’s details:

1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.
2. Select **Manage Students**. The **Manage Students** screen will appear (see Figure 3.9).

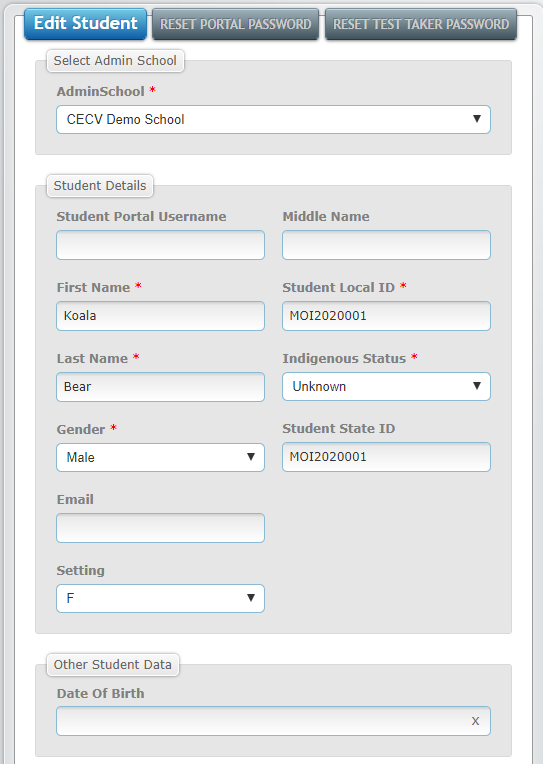
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**Figure 3.9 Manage Students screen**

1. Select the year level from the **Setting** drop-down box.
2. Click on the **Apply Filters** button. The student list will appear in the **Students** window below (see Figure 3.10).
3. Select the student you would like to edit by clicking on the **Edit** icon (see Figure 3.11). The **Edit Student** screen will appear.
4. Make the relevant changes and click on the **Submit** button. The updated student details will be stored.



**Figure 3.10 Students window**



**Figure 3.11 Edit Students screen**

To delete a class from a student’s profile:

1. You must email [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) and indicate that you wish to delete a class from Insight.
2. You will receive an email from the Insight team when the class has been deleted.

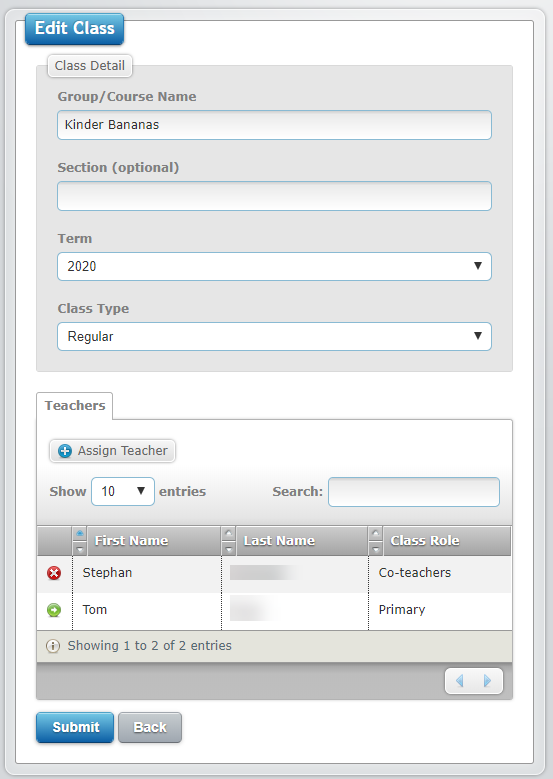
Managing classes

To change the ‘primary’ teacher:

1. You must email [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au) to indicate that you wish to change the ‘primary’ teacher of a class on Insight. Any advice required to create the required electronic file will be provided.
2. You must send electronic file to [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au). It must reflect the updated teacher’s details, at your school.
3. You will receive an email from the Insight team when the upload has occurred.

To add a class teacher:

1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.
2. Select **Manage Classes**. The **Manage Classes** screen will appear (see Figure 3.0).
3. Select the ‘primary’ teacher from the **Teacher** drop-down box.
4. Click on the **Apply Filters** button. The class list(s) for that teacher will appear in the **Class** window below.
5. Select the class you would like to edit by clicking on the **Edit** icon under Manage Classes (see Figure 3.1). The **Edit Class** screen will appear (see Figure 3.12).
6. If adding another teacher, click on the Assign Teacher icon in the **Teachers** tab. The **Assign Teacher** screen will appear.
7. Select the teacher you would like to add from the **Teacher** drop-downlist.
8. Select the relevant role for the teacher from the **Level of Engagement** drop-downlist.
9. Once the relevant changes have been made, click on the **Submit** button. The updated teacher details will be stored.



**Figure 3.12 Edit Class screen**

Section 4: Assessment delivery

For instructions on how to set up assessments for delivery to students and conducting assessments please see the *Independent School* *Assessment Delivery and Reporting User Guide.*

For instructions on how to access reporting options:

* Assessment Tools – [Insight Platform Reporting Guide](https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/non-govt-schools.aspx)
* Transition Learning and Development Statements (TLDS) - [School User Guide](https://www2.education.vic.gov.au/pal/transition-early-childhood-school/guidance/access-online-transition-statements-new-prep?Redirect=1)

Section 5: System support

It is possible to get on-screen help for Insight. This help consists of being directed to the **Insight Assessment Platform** webpage, where information about Insight and the assessments it houses can be accessed.

To access Insight support:

1. On the **Insight Home** screen, select the **Help** icon. The **Help Resources** tab will appear.
2. Click on the **Help Resources** tab. The **Insight Assessment Platform** Web page will appear.

For further support, contact [insight@education.vic.gov.au](mailto:insight@education.vic.gov.au).

**Appendix A: Upload specification and validation rules**

**Insight Student Detail Upload**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field (Column)** | **Maximum characters** | **Status** | **Type** | **Details** |
| School Name (A) | 100 | Mandatory | Alphanumeric | School name (suburb), e.g. Holy Name School (RESERVOIR) |
| School Enumber (B) | 20 | Mandatory | Alphanumeric | School ‘E’ number, e.g. Ennnn, where n is a digit |
| User name (C) | 50 | Mandatory | Alphanumeric | Staff ‘C’ number, e.g Cnnnnnnn, where n is a digit |
| User code (D) | 50 | Mandatory | Alphanumeric | Staff ‘C’ number, e.g Cnnnnnnn, where n is a digit |
| Current Year (E) | 50 | Mandatory | Alphanumeric | Must be current year |
| Class Name (F) |  | Mandatory | Alphanumeric |  |
| Subject (G) |  | Optional | Alphanumeric |  |
| Course Number (H) | 200 | Optional | Alphanumeric | Leave blank |
| Student Last Name (I) | 100 | Mandatory | Alphanumeric |  |
| Student First Name (J) | 100 | Mandatory | Alphanumeric |  |
| Student Middle Name (K) | 100 | Optional | Alphanumeric |  |
| Student ID (L) | 50 | Mandatory | Alphanumeric | Student VSN number |
| School specific student code (M) | 50 | Optional | Alphanumeric | Must be unique across sector. Concatenating your school code to the front of your school based school identifier will make it unique. E.g.  If your school code is "E1003"  and your student code is "00321" then this code could be  "E1003-00321" |
| Student Gender (N) | 1 | Mandatory | Alphanumeric | M = Male  F = Female  U = Unknown  X = Gender X |
| Student ATSI Status (O) | 2 | Optional | Alphanumeric | K = Aboriginal  T = Torres Strait Islander  N = None  B = Both Aboriginal and Torres Strait Islander  NA = Not Applicable/Unknown |
| Student Year Level (P) | 50 | Mandatory | Alphanumeric | Any value from F-12 or UG for Ungraded |
| Student Date of Birth (Q) |  | Mandatory | Alphanumeric | DD/MM/YYYY format |
| **Field (Column)** | **Maximum no. of characters** | **Status** | **Type** | **Details** |
| Role (A) | 50 | Mandatory | Alphanumeric | Insight User Role |
| School Name (B) | 100 | Mandatory | Alphanumeric | School name (suburb), e.g. Holy Name School (RESERVOIR) |
| School Code (C) | 20 | Mandatory | Alphanumeric | School ‘E’ number, e.g. Ennnn, where n is a digit |
| Surname (D) | 50 | Mandatory | Alphanumeric |  |
| First Name (E) | 50 | Mandatory | Alphanumeric |  |
| User code (F) | 50 | Mandatory | Alphanumeric | Staff ‘C’ number, e.g Cnnnnnnn, where n is a digit |
| User code(G) | 50 | Mandatory | Alphanumeric | Staff ‘C’ number, e.g Cnnnnnnn, where n is a digit |
| Blank | 100 |  | Alphanumeric | Leave blank |
| Phone number (I) | 50 | Optional | Alphanumeric |  |
| Email (J) | 100 | Mandatory | Alphanumeric | Must be valid email address |