Insight Assessment Platform

CECV School Administrator Guide

VICTORIAN CURRICULUM
AND ASSESSMENT AUTHORITY

VICTORIA
State Government

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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 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:

- Uploading and maintaining staff, class and student data.
- Adding ad hoc classes and co-teachers.

Additional user guides

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

- *Technical Support Staff User Guide*
- *Assessment Delivery and Reporting User Guide*
- *Manual Grading User Guide.*

For more information see the Non-government 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, and staff, students and classes set up.

As your school does not use the Integrated Catholic Online Network (ICON), you must contact insight@edumail.vic.gov.au and request your school to be registered. You will then receive instructions about how to set up your staff, students and classes for using Insight.

Section 2: Log in

Before you log in, your school must be registered on Insight (see Section 1).

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

To log in:

1. Open your internet browser.
2. Copy and paste or click on https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx. The **Insight Log In** screen will appear.
3. Scroll to the bottom of the screen. The **School sector/service** buttons will appear.
4. Select the **CECV** button. The **CECV Log In** screen will appear (see Figure 2.0).
5. Enter your current CNumber/CVEN credentials login and password. The **Insight Home** screen will appear (see Figure 2.1).
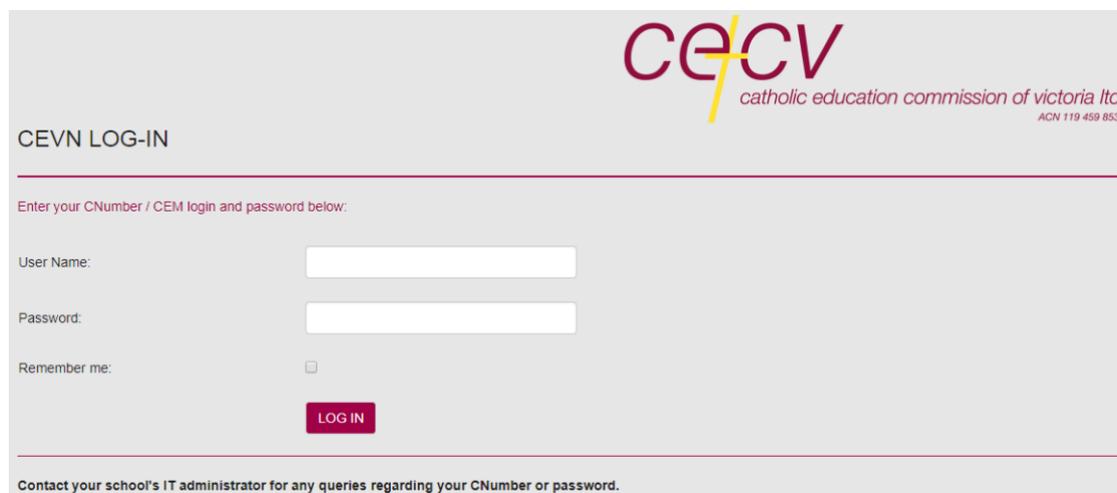
Figure 2.0: CECV Log In screen

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@edumail.vic.gov.au.
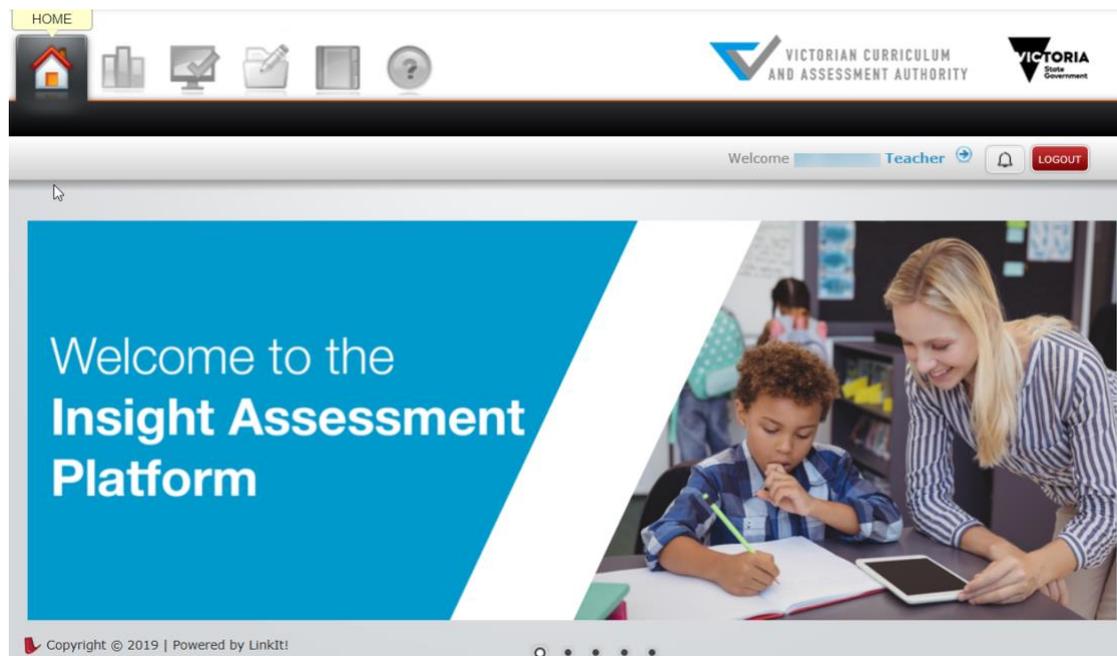
Section 3: Registering staff, classes and students

Once your school has been registered, the Insight School Administrator will be required to set up staff, classes and students.

As your school does not use ICON, an annual set-up will be required in order to effectively set up staff, student and class data for that year.

In order to set up this data for a school year:

- Your school must be registered on Insight (see Section 1).
- You must email insight@edumail.vic.gov.au to indicate that you wish to set up your school to use Insight. Any advice required to create the required electronic files will be provided.
- You must send electronic files to insight@edumail.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. Appendix A outlines the specifications of these files, as well as the validation rules. For a successful upload to occur, these file specifications and field definitions must be strictly adhered to.

Section 4: Managing staff, classes and students

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 'primary' teacher of the class or when there is a team teaching environment. Ad hoc classes can be created when a class that has students from different home groups 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 4.0).

Figure 4.0 Manage Classes screen

3. 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 4.1)
4. Click on the **Add New Class** button in the **Classes** window. The **Add Class** screen will appear.
5. Type in the name of the class in the **Group/Course Name** text box.
6. Select the required teacher from the **Teacher** drop-down box.
7. Select the class type from the **Class Type** drop-down box.
8. Click on the Submit button. The class will be created.

Figure 4.1 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 4.1).
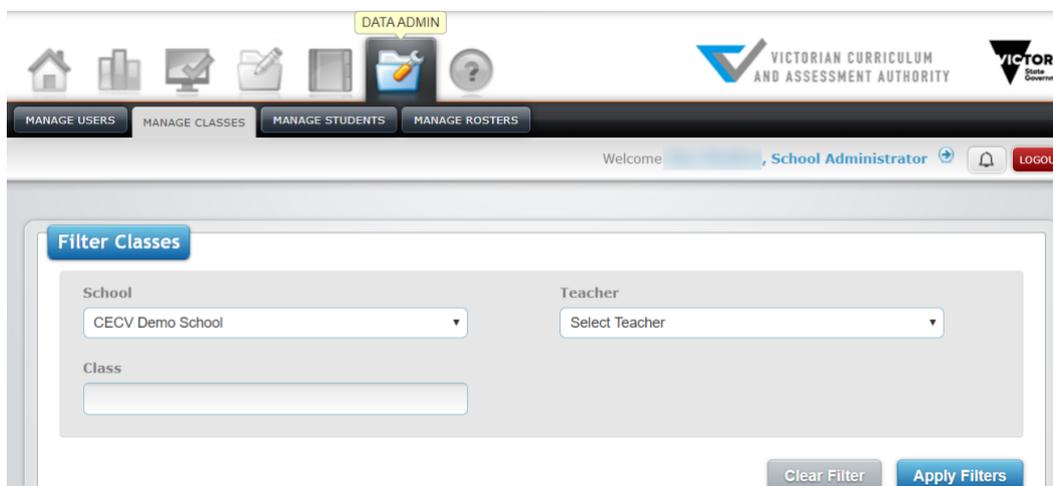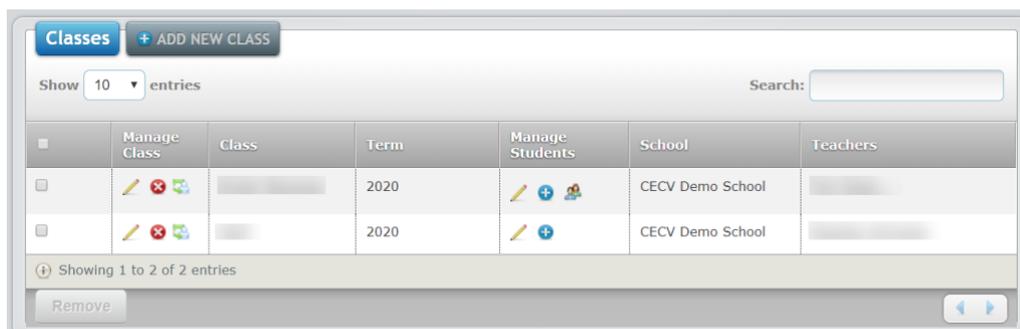
3. Select the year level from the **Setting** drop-down box.

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 in the Manage Students column (see Figure 4.1). The **Assign New Students** screen will appear.

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 4.2). The updated students will be stored.

Figure 4.2 Assign New Students screen

To remove students from an ad hoc class:

1. Follow the above steps 1–5.

2. Select the class you would like to remove students from by clicking on the **Manage Students** icon (see Figure 4.1). The **Manage Students** screen will appear.

3. Using the **red remove** icon in the far left select the students you wish to remove from the class.

4. Once the relevant students have been selected, click on the **Remove** button (see Figure 4.3). The updated class list will be stored.
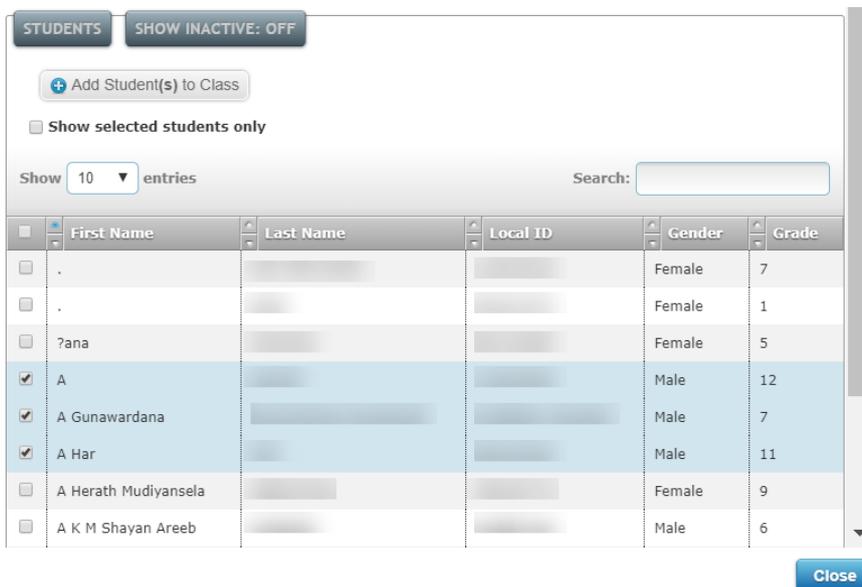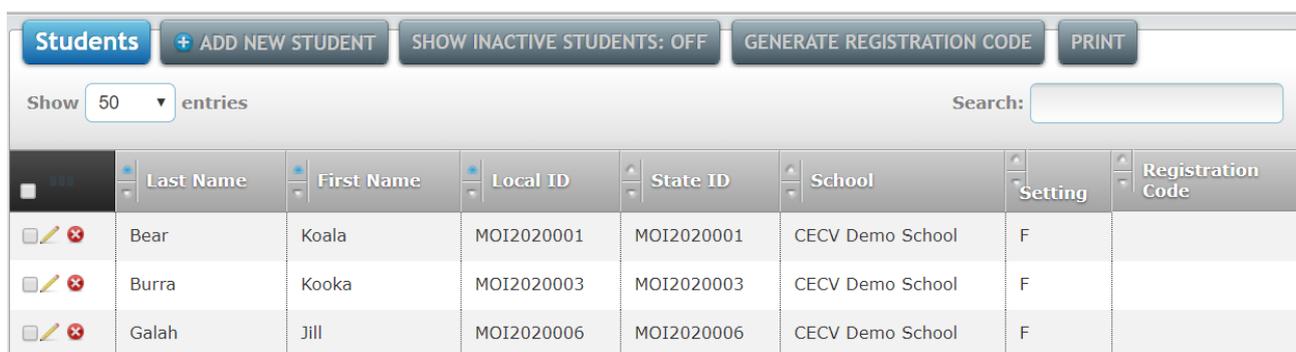

Figure 4.3 Manage Students screen

To delete an ad-hoc class:

1. You must email insight@edumail.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 4.0).
3. Click on the **Apply Filters** button. The class details will appear in the **Classes** window (see Figure 4.1)
4. Click on the **Assign Teacher** icon under the **Manage Classes** column (see Figure 4.1). The **Assign Teacher** screen will appear (see Figure 4.4).
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.

Figure 4.4 Assign Teacher screen

To remove a co-teacher:

1. Click on the **Edit** icon (the pencil) under the **Manage Classes** column (see Figure 4.2). 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.
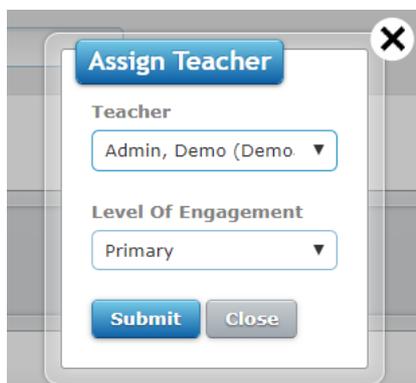
Managing staff

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 add a new user:

1. You must email insight@edumail.vic.gov.au to indicate that you wish to add a new user to Insight. Any advice required to create the required electronic file will be provided.

2. You must send electronic file to insight@edumail.vic.gov.au, it must reflect the updated staff, at your school.

3. You will receive an email from the Insight team when the upload has occurred.

To change a user role:

1. On the **Insight Home** screen, select the **Data Admin** icon. The **Data Admin** options will appear.

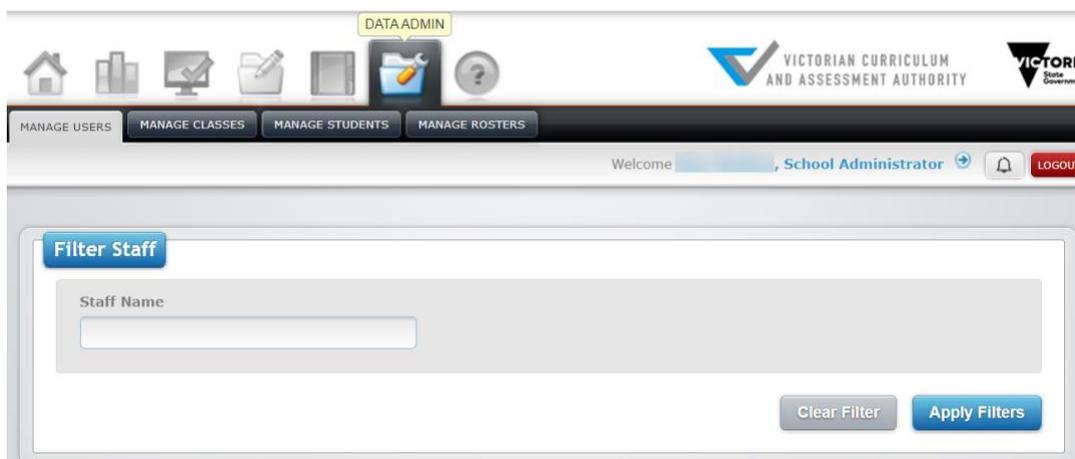2. Select **Manage Users**. The **Manage Users** screen will appear (see Figure 4.5).

Figure 4.5 Manage Users screen

3. Click on the **Apply Filters** button. The staff list will appear in the **Manage Staff** window below.

4. Select the staff member you would like to edit by clicking on the **Edit** icon (see Figure 4.6). The **Edit Staff** screen will appear.

5. Select the role you would like to assign from the **Role** drop-down list.

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

Firgure 4.6 Manage Staff window

Figure 4.7 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 4.6). 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@edumail.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@edumail.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 4.8).

Figure 4.8 Manage Students screen

3. Select the year level from the **Setting** drop-down box.

4. Click on the **Apply Filters** button. The student list will appear in the **Students** window below (see Figure 4.9).

5. Select the student you would like to edit by clicking on the **Edit** icon (see Figure 4.10). The **Edit Student** screen will appear.

6. Make the relevant changes and click on the **Submit** button. The updated student details will be stored.

Figure 4.9 Students window

Figure 4.10 Edit Students screen

To delete a class from a student's profile:

1. You must email insight@edumail.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@edumail.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@edumail.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 4.0).
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 4.1). The **Edit Class** screen will appear (see Figure 4.11).
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-down list.
8. Select the relevant role for the teacher from the **Level of Engagement** drop-down list.
9. Once the relevant changes have been made, click on the **Submit** button. The updated teacher details will be stored.

Figure 4.11 Edit Class screen

Section 5: Assessment delivery

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

This guide can be accessed via the [Non-government](#) section of the Insight webpage.

Section 6: Reporting

Reports on student and class assessments and results are available to be viewed, printed and exported. The type and number of reports available vary between assessments. Reports can be produced in graphical or tabular formats. Insight School Administrators can produce reports for any student or class in their school. Only assessments that have been submitted will appear in any report.

For instructions on how to access reporting options for all assessment instruments, except for the Transition Learning and Development Statements (TLDS), please see the *CECV Assessment Delivery and Reporting User Guide.*

For instructions on how to access reporting options for TLDS, please see the *TLDS Non-Government Schools User Guide.*

These guides can be accessed via the [Non-government](#) section of the Insight webpage.

Section 7: 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 **Custom Help** tab will appear.
2. Click on the **Custom Help** tab. The **Insight Assessment Platform** Web page will appear.

For further support, contact insight@edumail.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

Appendix A: Upload specification and validation rules

Insight Staff Detail Upload

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