

MUSAC Classic provides a range of flexible documents and screens to facilitate the tracking and analysis of NCEA data; in effect turning the data entered into useful information.

## Data Overview

Overviewing your NCEA data for all or selected groups of students can best be done using the **NCEA Credit Summary** grid - CMAdmin > NZQA Utilities > Printing Utilities; or CM Teacher > NZQA button (for deans and teachers).

On the initial screen select the students you wish to view; and whether you wish to include External Standard credit counts (late T3 2012 version) in the list; then click Display. Students' credit counts will then list in a sortable grid which can also be printed and exported if required.

As the grid is sortable, specific information on a range of students eg. Total Possible credits and the number of Lit/Num credits gained to date, can easily be viewed to determine which students need to have their progress tracked more closely. This can be done in the following four areas:

- 1 **OneScreen > NCEA Summary** – a tabular and graphical overview of each student's credit counts broken down by Subject, Internal/External, Literacy/Numeracy and Assessment Year.
- 2 **CMAdmin > NZQA Utilities > Students' Standards** – a detailed, sortable and editable breakdown of each student's standards and credit counts. This form is also available through the NZQA Short and Full documents in CM Teacher.
- 3 **CMTeacher > NCEA Details folder > NCEA Profile MENU.dmt** – a set of six interlinked documents which detail the standards attached to each student as well as their credit counts broken down by Subject, Internal/External, Literacy/Numeracy and Assessment Year.
- 4 **GPA Analysis** – Values can be set in **CMAdmin > NZQA Utilities > Printing Utilities > Extended Student Summary > Adjust GPA settings**. GPA results are then available in the Extended Student Summary Report, the NCEA Subject by year Details doc in the CM > NCEA Details folder, plus any documents schools have created that include the GPA fields.

For archiving, long term tracking, and viewing in the Classic Web Portal - the OneScreen NCEA Summary tab and CM Teacher documents can be saved as pdf's into each student's folder using inbuilt pdf printing in Classic.

## Suggested Tracking Process

- 1 Deans regularly use the **NCEA Credit Summary** grid to track their students' progress.
- 2 Students identified as needing closer monitoring can have their data simultaneously viewed in **OneScreen's NCEA Summary** tab.
- 3 A subject by subject breakdown of their standards can also be viewed at the same time in CMTeacher using the NCEA Profile documents.
- 4 Teachers can track their own students using a similar process.
- 5 Caregivers and Students can monitor their own progress through Classic Web Portals, or be given printouts from any of the documents and forms listed above.

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