Scout for Schools –
School Leadership Team

Participant Resource
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Part 1 - Introduction to Scout

1.1 What is Scout?

Please note: The data sources that a user has access to is dependent on their role and the education section to which they belong.

- Scout is the reporting platform for education.
- Scout is supported by a Microsoft platform called Power BI.
- The information within Scout is stored in a data warehouse in the cloud.
- Scout reports are accessible via the Scout website from most devices anywhere at any time.

1.2 Data governance and privacy

- Data governance states who has access to what information and defines how it can be used.
- When accessing information in Scout, users are bound by NSW privacy laws and must agree to comply with the conditions before logging in each time.
- Scout contains personal and sensitive information about students, teachers and staff. You must ensure that confidential information cannot be accessed by unauthorised people and can only be shared with others with the same access as you, within the same school.
- Scout also contains information about non-government service providers.

Note: If users are not sure about what is appropriate use of data, contact Scout User Support team. Details are on the Scout website.
1.3 App access

<table>
<thead>
<tr>
<th>Apps</th>
<th>Directors, Educational Leadership, Exec Directors</th>
<th>Principals, Deputy Principals</th>
<th>Assistant Principals, Head Teachers</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Best Start Year 7</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<tr>
<td>Community Profiles</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Custom Groups</td>
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<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>Enrolment</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>HSC</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Human Resources (Schools)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>NAPLAN (DoE)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Professional Development &amp; Accreditation</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Schools Dashboard</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>School Finance</td>
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<td>✔</td>
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<td>✔</td>
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<tr>
<td>Suspension</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Tell Them From Me (TTFM)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>VALID</td>
<td>✔</td>
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</tr>
</tbody>
</table>

Principals, Deputy Principals, Directors Public Schools and Executive Directors will see the in-depth detail of each school, this includes individual student and staff names and details.

Assistant Principals and Head Teachers will only be able to see individual student names and details.

The Human Resources (schools) app that Principals have access to, containing reports relating to staff including the Professional Development and Accreditation reports. As assistant principals and head teachers may be required to access these reports a separate app was developed that contains these two reports only. Access to these reports is not automatic and require the principal to approve and submit the Access Approval form.

School Finance reports are only available to Assistant Principals, however if head teachers require access to these reports the principal must submit an approval form also.

1.4 Granular and aggregate reports

Scout contains two different types of reports –

- **Granular Reports** which provide personal identifiable information about students and staff members.

and

- **Aggregate Reports** which do not provide personal identifiable information.
1.5 Scout for schools data sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Frequency</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAPLAN (Y3, Y5, Y7, Y9) – The National Assessment Program</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATAR</td>
<td>Annually</td>
<td></td>
<td></td>
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<tr>
<td>HSC – High School Certificate</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best Start Year 7</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VALID: Validation of Assessment for Learning and Individual Development</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAP</td>
<td>Daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance Census</td>
<td>6 Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MyPL – Professional Learning Information and Management</td>
<td>Weekly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERN – Enrolment Registration Number Systems</td>
<td>Daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR data</td>
<td>Weekly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSW Education Standards Authority - Accreditation</td>
<td>Weekly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets – IE Power supply</td>
<td>Daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tell Them From Me (TTFM)</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspensions</td>
<td>Daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Census</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crime Statistics</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Destination Survey</td>
<td>Annually</td>
<td></td>
<td></td>
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<tr>
<td>HealthStats</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEIFA – Socio Economic Indexes for Areas</td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The data sources include:
- ERN, Attendance Census, NESA (NSW Education Standards Authority), NAPLAN, and P & S (People & Services)

1.6 Scout support

The Scout User Support team can be contacted via:
- **Email:** scout.support@det.nsw.edu.au
- **Phone:** 1300 790 844, Monday to Friday between 8:00am and 4:00pm
- **Online Support form:** You can access the ICT Support Request form, on the DoE staff portal.

1.7 Scout support on Yammer

Scout is on **Yammer**. Yammer is useful if staff need to discuss or ask questions about using Scout or share their story on how Scout works for them. Join at DoE Yammer in the CESE BI Program group.
Part 2 - Accessing Scout

Scout contains multiple components including apps, dashboards and reports.

Scout reports have various functionality and filtering options to allow for data to be manipulated and exported according to reporting needs. A list of these functionality and filtering options are available in this section and in the Quick Reference Guide (QRG).

2.1 Scout website

The Scout website is accessed through the staff portal.

For ease of access to the Scout reports, add the Scout tile to the Essentials panel on the staff portal. Follow the steps below to access the reports.

1. Click on the Scout tile.
2. The **Scout website** landing page will be displayed.

![Scout website](image)

The Scout website contains six sections on the landing page. The first three sections are role focused and contain resources, training material and training options for specific roles.

- **Directors, Education Leadership**
- **Principals and school leaders**
- **Classroom teachers**

The other three sections are -

- **Scout overview** - contains key benefits of scout, the users groups who have access and which apps and reports are available.
- **Registration and support** - contains links to the mandatory learning module, access approval forms for school and corporate users and contact details for the scout support team.
- **Training and capacity building** - has a suite of training resources catering to a user’s level of experience and role. These include details for scout training, data capability building and coaching and digital learning.

3. Click on **Access Scout reports**.

![Access Scout reports](image)
4. Click the appropriate link to access scout reports.

Please note the Privacy information and links to the Terms of Use policy for Scout are also on this page.
When a user logs onto Scout for the first time they will be directed to the **My Workspace** page in the navigation pane as displayed below.

Select **Apps** in the navigation pane to display all of the apps which have been automatically loaded dependant on the role and education sector of the user.

**Tip:** If no apps appear, refresh the webpage (F5) or refresh the browser.

All apps associated with a user’s role will be displayed.

If this is not the case, to load apps complete the following steps:
1. **Click Get apps**

All apps associated with the user’s role will be displayed under **My Organisation**

2. **Click Get it now** for the first app.

The selected app will now be loaded to the **Apps** page.

3. To load additional apps, click on the **Get more apps from Microsoft AppSource** tile and repeat the process for all other apps.
Part 3 - Scout navigation

The following navigation features are included in the presentation and demonstrated to participants while exploring the reports.

1. **Navigation Pane** – enables easy navigation through the pages of Scout including – Apps, Recent and Favourites.

2. **Apps page** – displays all apps available to a user based on their role and educational sector.

3. **Hamburger** – by clicking this icon the **Navigation Pane** collapses to increase the size of the display area. To revert back to the expanded view, click the icon again.

4. **Home** – contains all apps that a user has access to, the most recently visited apps and any apps the user has nominated as a favourite.

5. **Favourites** – frequently accessed apps can be marked as a favourite by clicking on the star. All favourites can be accessed from here.

6. **Recent** – contains all recently accessed apps.

7. **Profile icon** - use this icon to sign out of Scout. If using a device that may be accessed by others, it is important to sign out using this method.
Part 4 - Accessing reports

To access reports, select an app from the app dashboard.

1. The reports dashboard landing page is the welcome page. The navigation pane displays the report categories associated within the app.
2. There is a short overview outlining the key features of the dashboard.
3. Videos associated with any of the reports are displayed and accessed here.
4. Select a report category and click on the chevron to expand the view which will display all the reports for that category.

5. Click on a report name to display the report.
Part 5 - Scout report functionality and navigation

The lists and images below provide an overview of navigation within a granular chart in Scout. They are intended to provide an understanding of Scout report functionality.

1. **Slicers** – allow users to create focussed reports by selecting specific values within a category.
   a) Step 1 - select a group of students e.g. assessment, domain.
   b) Step 2 - select a subset of students if required e.g. gender, aboriginality, EAL/D etc. Slicers support both single and multiple selections. Hold down the control [CTRL] key for Windows or [Command] key for Apple to select multiple checkboxes within a slicer.

2. **Hovering** – hover your mouse over any element within a chart to display information relating to the selection.

3. **Charts** – provide a graphical representation of information and illustrate patterns, trends and comparisons. They are displayed in a variety of forms including, bar, column, scatter, donut and line graphs.

4. To access the **search** functionality, click on the chevron, all students will be displayed as well as a search field, indicated by the magnifying glass. Type in the search field to search for a student. To clear the search field, backspace over the typing.
5. **Hyperlinks** to -
   - **Training** – link to all available training and training resources
   - **Help** – link to both DoE and Non Doe support pages.
   - **Report Explanation** - link to report explanation resource.

6. **Reset to default** – selecting this icon will reset the page to the default setting of the report.

7. **Y Axis** of the chart.

8. **X Axis** of the chart. Note that the scale may change on the X Axis of charts when cross highlighting is activated. It is important to be aware of the scale on the charts.

9. **Ellipsis** – the 3 little dots in the corner of each chart. When hovering over these they display the following –
   - **Export Data** – export the data to excel.
   - **Show Data** – increases the size of the chart in focus and displays the data in a table format under the chart. Can be flipped to viewed vertically by using the rotating icon in the top right corner.
   - **Sort options** – provides the ability to sort the data in a range of options e.g. descending / ascending, student name, score.
   - The **Focus Mode** is also located next to the ellipsis and maximises the size of the chart without a data table. Click **Back to Report** to return to the main body of the report.

REMINDER – the default setting for all NAPLAN reports is NAPLAN 5, Year 5 and Reading
10. **Full screen mode** icon – this is represented by the double ended arrow and maximises the screen to full screen mode. This is particularly useful for pages that contain multiple charts and slicers.

11. Click the **exit full screen** icon to return to normal view. This is represented by the reverse double pointed arrow found in the menu in the bottom right hand corner of the screen. Alternatively click **Esc** on the keyboard.
12. **Drill down** – this allows the user to drill down to the lower levels of the report. Click the drill down button located in the top right hand corner next to the **ellipsis** to activate the functionality.

13. Click on a column to drill down to the next level. **Please note** - there may be more than one level to drill down.

14. **Drill up** – click on the drill up icon to move up level/s of the report. Click the icon again to deactivate it. In reports containing drill down/up functionality, right-mouse clicking on the chart can also be used to drill down/up.

**IMPORTANT INFORMATION**

**Persistent filters** – when selecting filters for a report, the filters will remain when a user navigates away from the report. When selecting a report category, selecting relevant filters in the first report will carry across to other reports within the same category.
Part 6 - Getting to know your school using Scout

The following suggested tasks are provided to assist the Leadership team in your school to increase their knowledge and skills in accessing and interpreting data within Scout. These may be used after the initial scout training to reinforce learning.

After looking at the reports within the following apps, identify the data that could assist you in providing answers to the following questions?

**Enrolments**
- Where is the greatest EAL/D need in my school? *(Current Enrolment)*
- What does the information about my community tell me, and what are the implications? *(Carer Profile)*
- What do the re-enrolment rates in my school suggest about the level of transience within my community? *(Primary/High School Transition)*
- What do destination high schools and primary feeder schools, suggest about in and out of area enrolments in my school? *(Primary/High School Transition)*

**Human Resources (Schools)**
- What is the age profile of teachers in my school, and what are the implications for succession planning? *(Current Staff Profile)*
- How many teachers at my school have less than six months to complete their current accreditation cycle? *(Accreditation)*
- Which registered professional learning courses are the most prevalent in my school? *(Professional Development)*
- Determine how many teachers would meet professional learning requirements for accreditation? *(Professional Development)*

**HSC**
- What is the relationship between NAPLAN 9 performance and HSC performance in my school? *(Student NAPLAN 9 vs HSC)*
- How do the schools HSC scores for a particular subject compare over the last three years in comparison the SSSG and State? *(Avg HSC Scores vs SSSG/State)*
- How do the schools HSC results in a specific subject in bands compare to state scores. *(HSC Results in Bands)*

**NAPLAN Item Analysis**
- How can I analyse the NAPLAN performance of individual students in my class for each question/item of the assessment? *(Student Item Analysis)*
- How can I access the recommended teaching strategies for each NAPLAN question? *(Student Item Analysis)*
- How can I view individual student performance by writing criterion? *(Student Item Analysis – Writing)*

**School Dashboard**
- How does my school’s enrolment trends compare with my SSSG? *(School Dashboard)*
- How does my school’s attendance rate compare with my SSSG? *(School Dashboard)*
- Identify the teaching staff within your school who do not have access to Scout reports as they have not completed the Scout eLearning course. *(Scout Access)*
- What are the elements of SEF that have informed the strategic directions for my school plan? *(SEF Self Assessment)*
School Performance

► What is the performance of my school for value add? *(Value Added)*
► What is the performance of equity groups in my school? *(Equity Groups)*
► How is my school performing on NAPLAN in comparison to the state and SSSG? *(% in Bands vs SSSG/State)*
► Which two bands do the majority of students sit within NAPLAN for my school? *(% in Bands over time)*

Student Performance

► What is the performance of students in NAPLAN reading & numeracy over time? *(Reading & Numeracy)*
► What proportion of students in my school are above expected growth in NAPLAN? *(Student Growth)*
► By exploring student growth for my school, what is the NAPLAN domain we should focus on? *(Student Growth)*
► Are my students achieving expected growth? Which groups do I need to target for additional support? *(Student Growth)*

VALID

► How can my teachers use the information available within the Scout Valid reports to inform their teaching practice?
► When developing Stage 5 programs, how can my teachers use the Scout Valid reports to build student capacity in Working Scientifically?
► How can my teachers use the information available within the Scout Valid reports to guide students to improve the quality of their explanations when writing extended responses?
► How can my teachers use the information available within the Scout Valid reports to guide students in subject selections for Stage 6?

Best Start Year 7

► Which skills do students experience difficulty with? *(Cohort Results by Item)*
► How do females perform compared to males? *(Cohort Results Summary)*
► How do ATSI students perform overall? *(Cohort Results Summary)*
► Which learning progression level are students strongest in? *(Cohort Results by Total Score)*
► Which learning progression level(s) need development? *(Cohort Results by Total Score)*