



Scout for Teachers Workshop

Part 1 - Preparation Guide

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Checklist - Important Information for Presenting Scout

The points below will assist in delivery of this training.

- Please note - this presentation is targeted for teachers. If executive staff require training please contact the Scout training team to arrange for an executive workshop to be conducted at your school. (Teachers can attend these workshops but they are aimed at school executives)
- All participants must complete the online learning module – **SCOUT Introduction in MyPL**, to access the reports in Scout. If a participant has not completed the training and therefore does not have access, they will need to work with another staff member who has the same level of access.
- Please ensure that **Slide 1** of the presentation is displayed at the beginning of the training to assist participants with adding the Scout icon to their **Essentials** page on the portal for ease of access.
- When a participant accesses Scout for the first time they will be presented with one of two scenarios –
 - their apps will be loaded and will land on the **My Workspace** page or
 - they will have no apps loaded and will need to manually **Get apps** or refresh the page by selecting **F5**.Please refer to section **1.2 Accessing Scout for the first time** for instructions and screenshots to assist you with each scenario.
- A resource manual is available for participants as reference material and is available on the website. This manual is not required during training.
- In **Part 1 Accessing Scout**, on the Scout homepage presenters are to pay particular attention to the **Resource Library**: Encourage users to visit this section when they have a question or require further clarification relating to Scout. This section contains important information relating to reports and Scout functionality.
- If this course is being delivered to an audience from several schools (open workshop) participants will have the opportunity to use live data for their school in exercises in Part 3. Approval must be sought from a principal to demonstrate Scout reports using their live data.
- The training **Evaluation** located as an Appendix on this document should be completed by all participants. Please photocopy enough copies for each participant. This feedback can be used by the presenter to ascertain the effectiveness of the training. If there is feedback in these evaluations that Scout should be made aware of please email them to - scout@det.nsw.edu.au.

Overview

The workshop reference materials are divided into two parts.

Part 1 – Preparation Guide.

This document contains detailed information about the Scout website, how to access Scout and the functionality and navigation features of Power BI. Presenters should familiarise themselves with all the information to help them deliver a successful session.

Part 2 – Presentation Guide

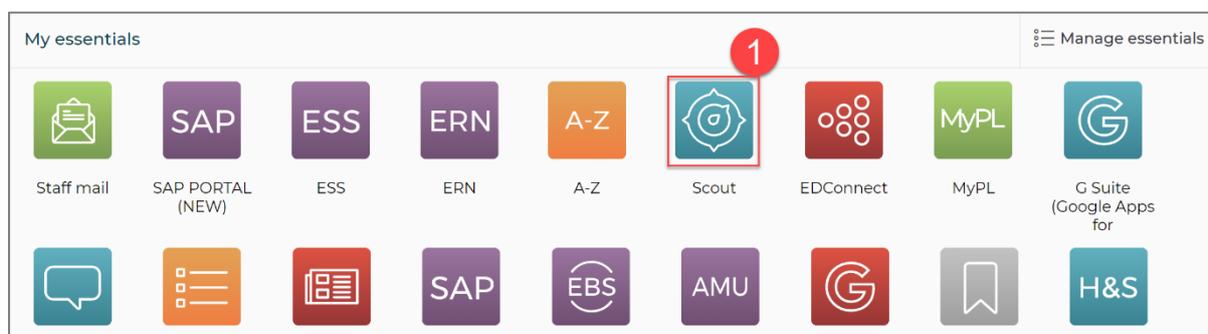
This document is the presentation for the workshop. Use this in conjunction with the PowerPoint presentation. The teacher’s resource is also available on the website to assist teacher.

1 Scout Website

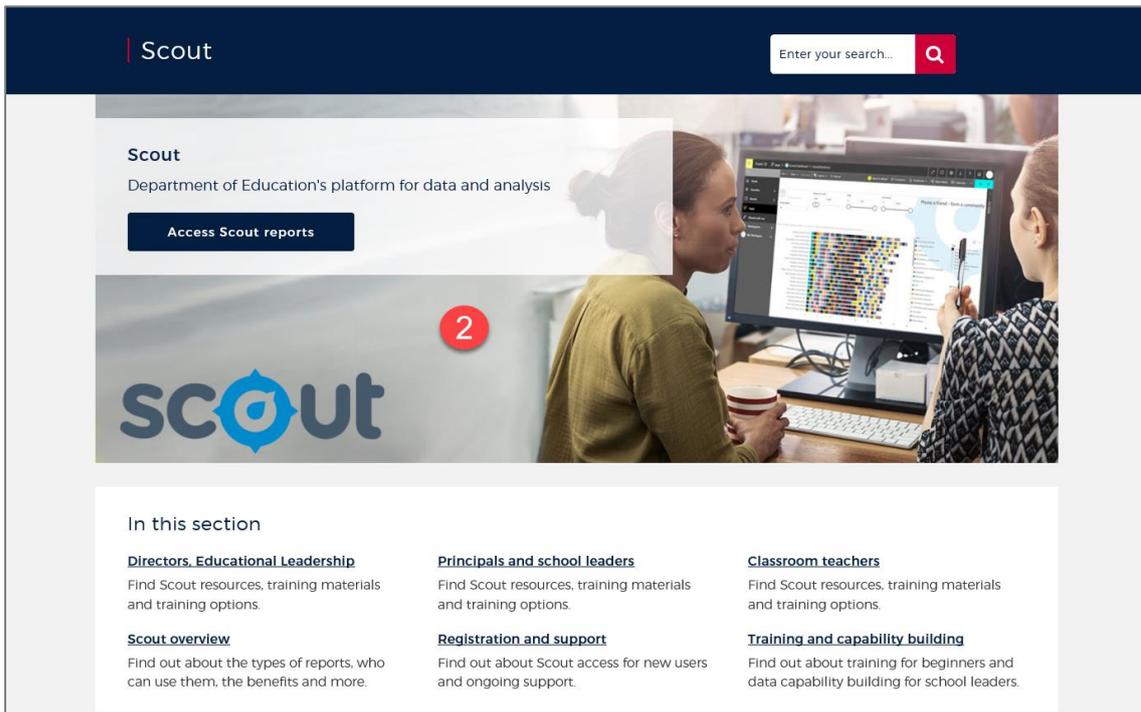
The Scout website is accessed through the staff portal.

For ease of access to the Scout reports, participants should add the Scout tile to the **Essentials** panel of their staff portal. The steps are illustrated on **Slide1** of the PowerPoint presentation. Once this is completed, follow the steps below to access the reports.

1. Click on the **Scout** tile.



2. The Scout website landing page will be displayed.



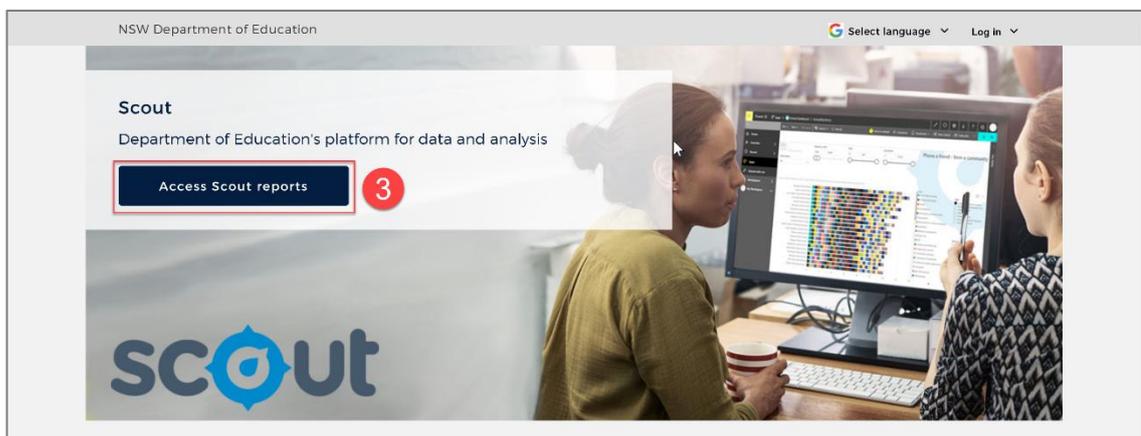
The Scout website contains six sections on the landing page. The first three sections are role focused and contain resources, training material and training options for specific roles.

- ▶ **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**.



4. Click the appropriate link to access scout reports.

Please note - Notices, re changes or updates to Scout, **Privacy information** and links to the **Terms of Use** policy for Scout are also on this page.

Access Scout reports

Users must be eligible and trained to use Scout reports.

 [Department of Education \(DoE\) staff](#) 



Other users

[Catholic Schools \(CS\)](#) 

[NSW Independent Schools \(AIS\)](#) 

[ACT Government and Independent Schools](#) 

Don't have access yet?

[Visit the Registration and support page to find out how to get access to Scout.](#)

NOTICE:

The new NAPLAN App is now Live!

Reports from multiple Apps such as School Performance*, Student Performance*, NAPLAN Performance*, NAPLAN Online Item Analysis*, NAPLAN Paper Item Analysis*, and Network Performance* have now been consolidated into a single easy to use App.

The NAPLAN App should automatically appear in your Apps window when you log in to Scout.

If the App is not visible:

- refresh your browser by pressing the 'F5' function key on your keyboard, or
- use the 'Get apps' button in Scout to download.

If the issue remains unresolved, please contact your support channel.
**Please note that the old Apps will no longer be available to users.*

Privacy

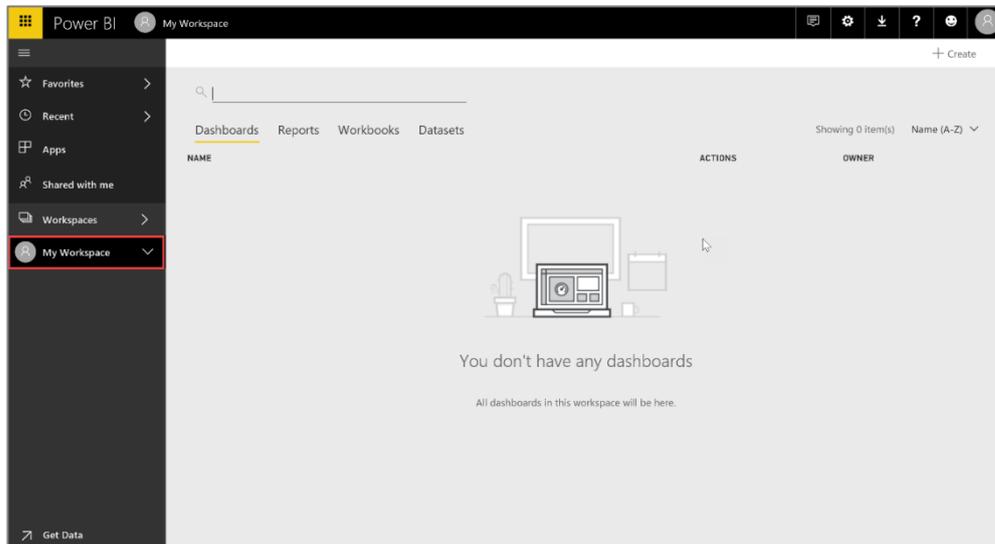
All Scout users are bound by NSW privacy laws. In accessing the data in Scout, you agree to:

- treat the data in Scout as personal and sensitive
- exercise caution and sound judgement in discussing personal information with others
- seek permission (from the data owner through Scout support) before you publish any information sourced from Scout
- not leave Scout open in the browser when you are away from your desk
- report any suspected data breach to Scout support as soon as possible.

By clicking on the links to access Scout reports you acknowledge and agree to the terms and abide by all existing Department of Education data policies. For further information on the policy view the [Terms of Use for Scout](#)

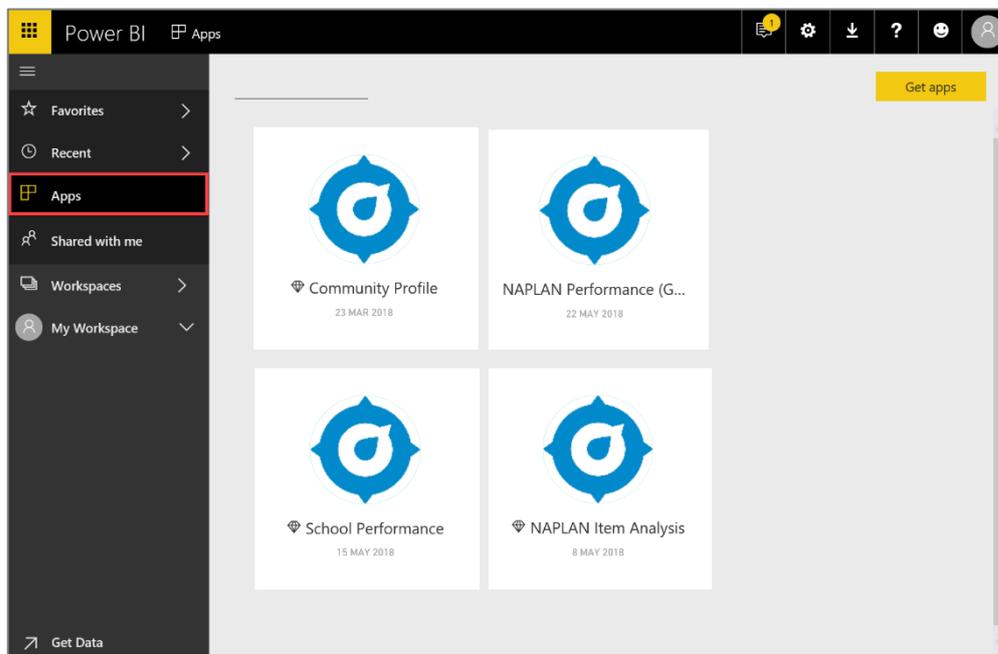
1.1. Accessing Scout for the first time

When a user logs on to Scout for the first time they will be directed to the **My Workspace** page in the Navigation Pane as displayed below.



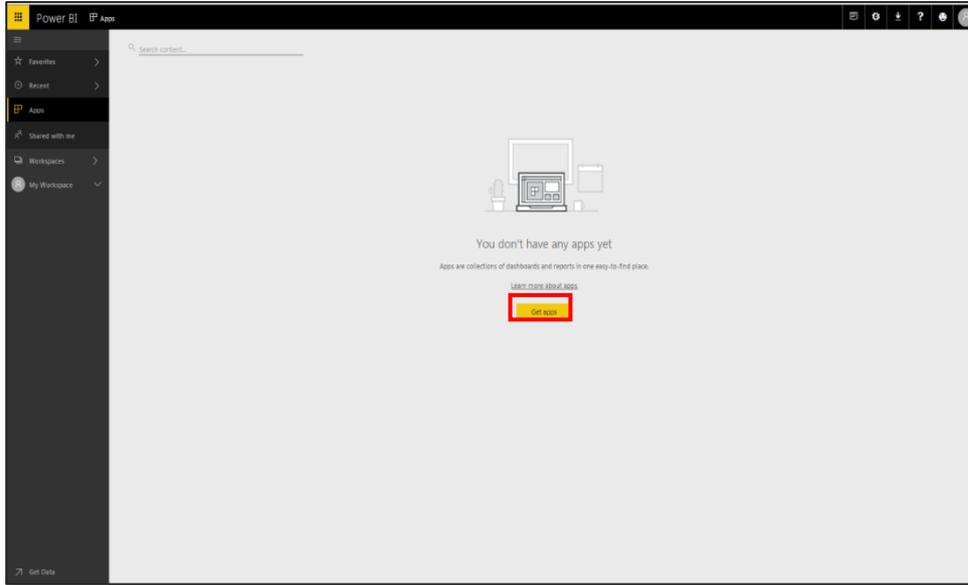
Select **Apps** on the Navigation Pane to display the screen containing all the pre-loaded apps. The selection of apps for each user are dependent on their role and education sector.

Tip: If the apps are not displayed, click **F5** on the keyboard to refresh the screen or refresh the browser. In most cases the apps will appear.



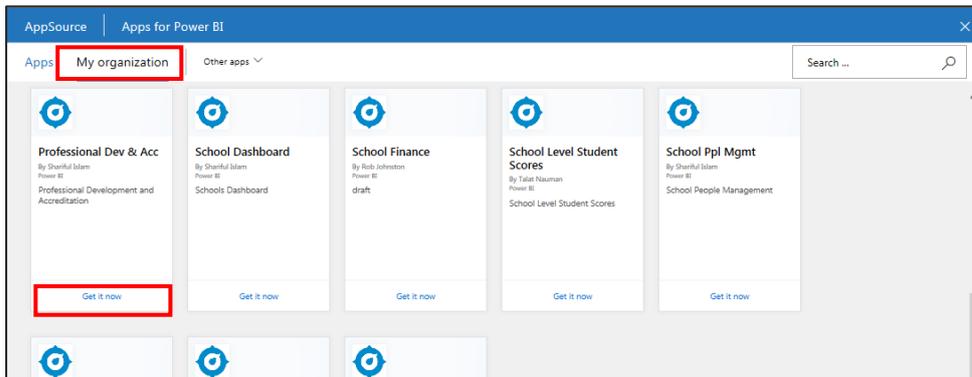
If after refreshing the screen a user still cannot see any apps, the screen below will be displayed. The apps will need to be loaded to the Apps page. To load apps complete the following steps:

1. Click **Get apps**.



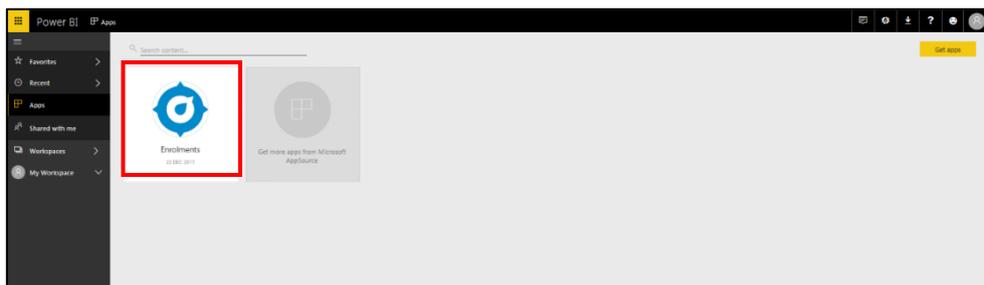
All apps associated with the user's role will be displayed under **My Organisation**

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



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

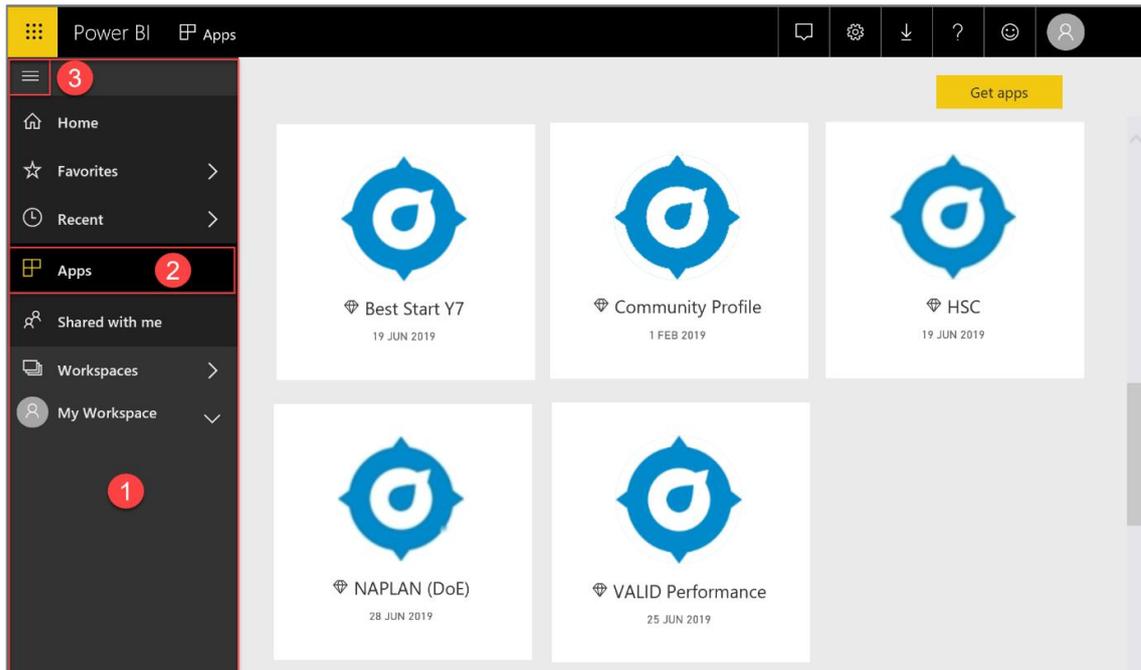
3. To load additional apps, click on the **Get more apps from Microsoft AppSource** tile and repeat the process for all other apps.



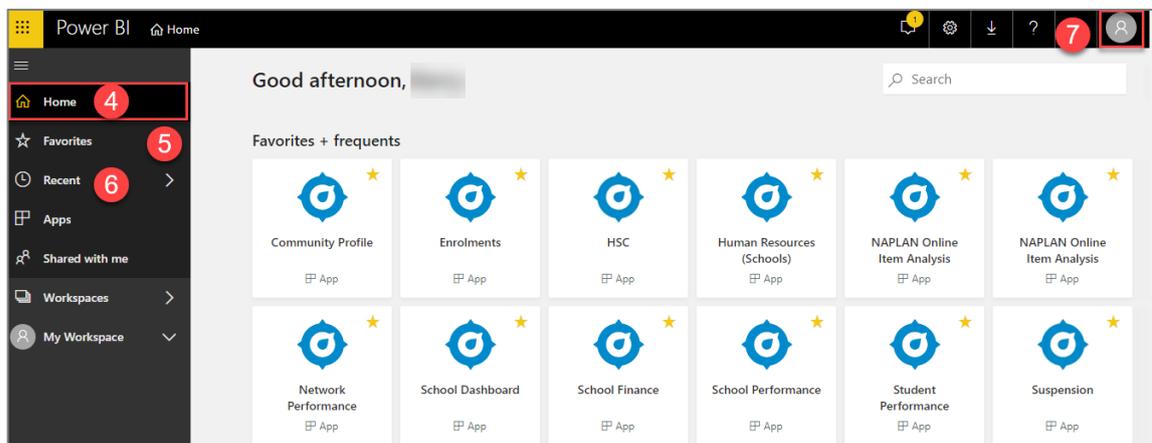
1.2. Scout navigation

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

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.

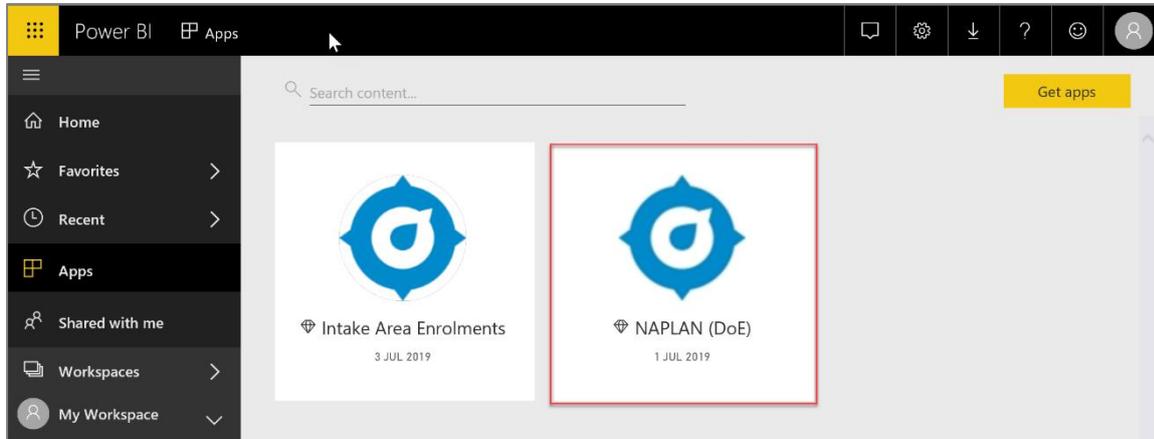


4. **Home** – contains all apps that a user has access to, the most recently visited apps and any apps the user has nominated as a favourite.
5. **Favourites** – frequently accessed apps can be marked as a favourite by clicking on the star. All favourites can be accessed from here.
6. **Recent** – contains all recently accessed apps. 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.
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.

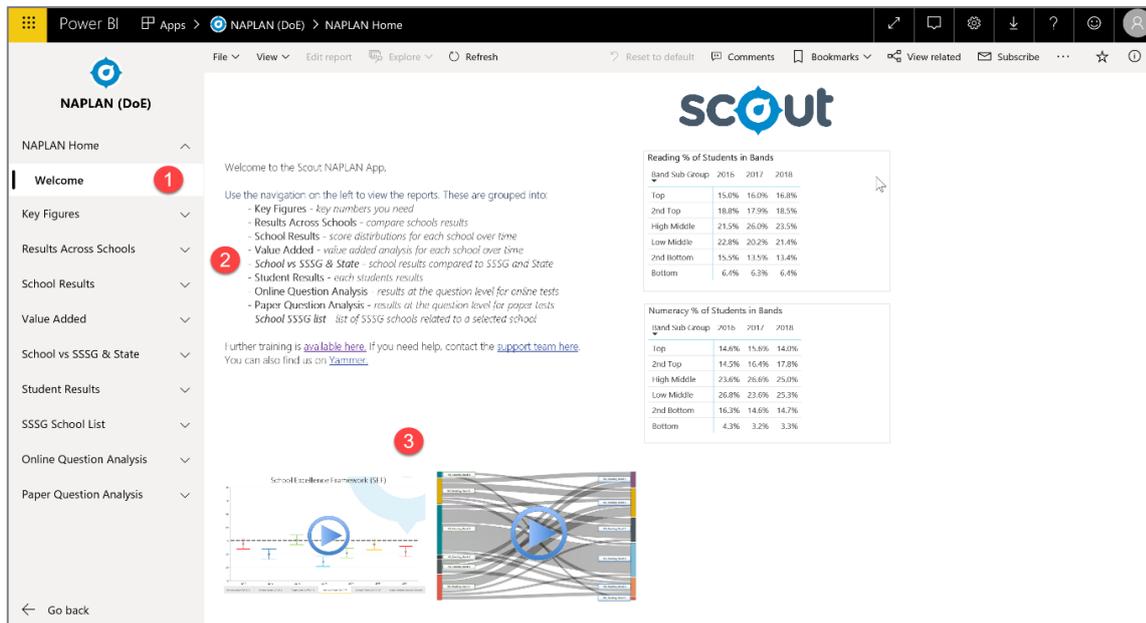


1.3. Accessing reports

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.



- Select a report category and click on the chevron to expand the view which will display all the reports for that category.
- Click on a report name to display the report.

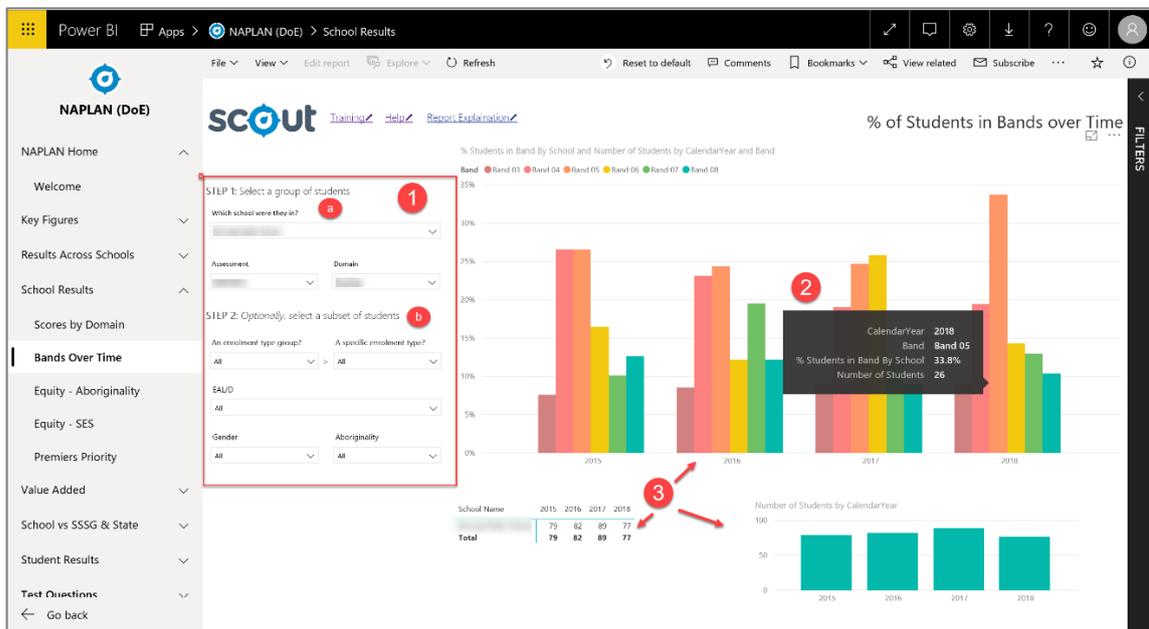
The screenshot shows the Power BI interface for the 'Scout' report. The left-hand navigation pane is expanded to 'School Results', and the 'Bands Over Time' sub-category is selected. The main report area displays a bar chart showing the percentage of students in different bands (03 to 08) for the years 2015, 2016, 2017, and 2018. The chart shows a general upward trend in the percentage of students in higher bands over time. Below the main chart is a table showing the number of students by year for 'Bimong Public School'.

School Name	2015	2016	2017	2018
Bimong Public School	79	82	89	77
Total	79	82	89	77

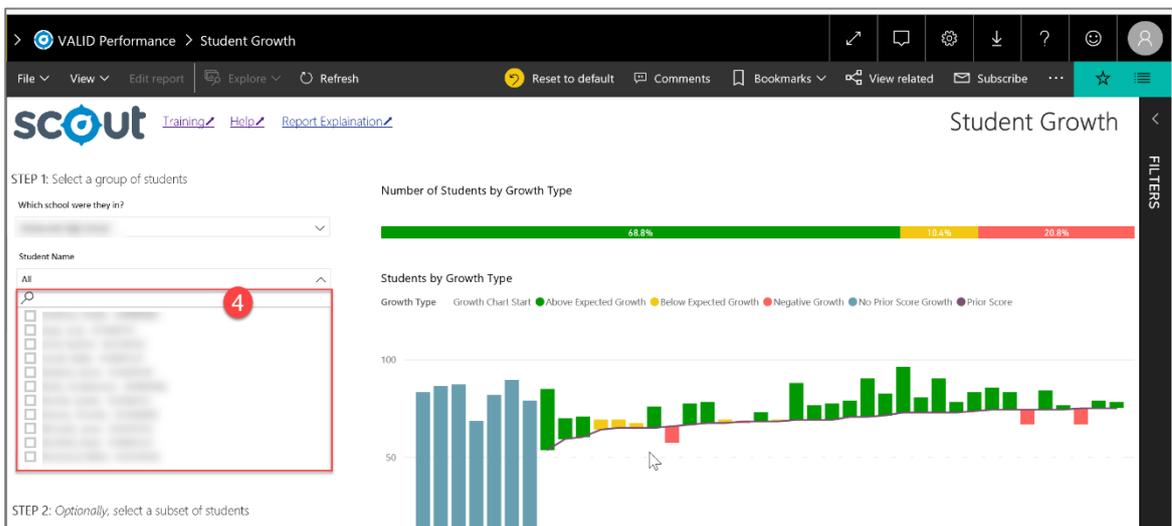
1.4 Scout report functionality and navigation

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.

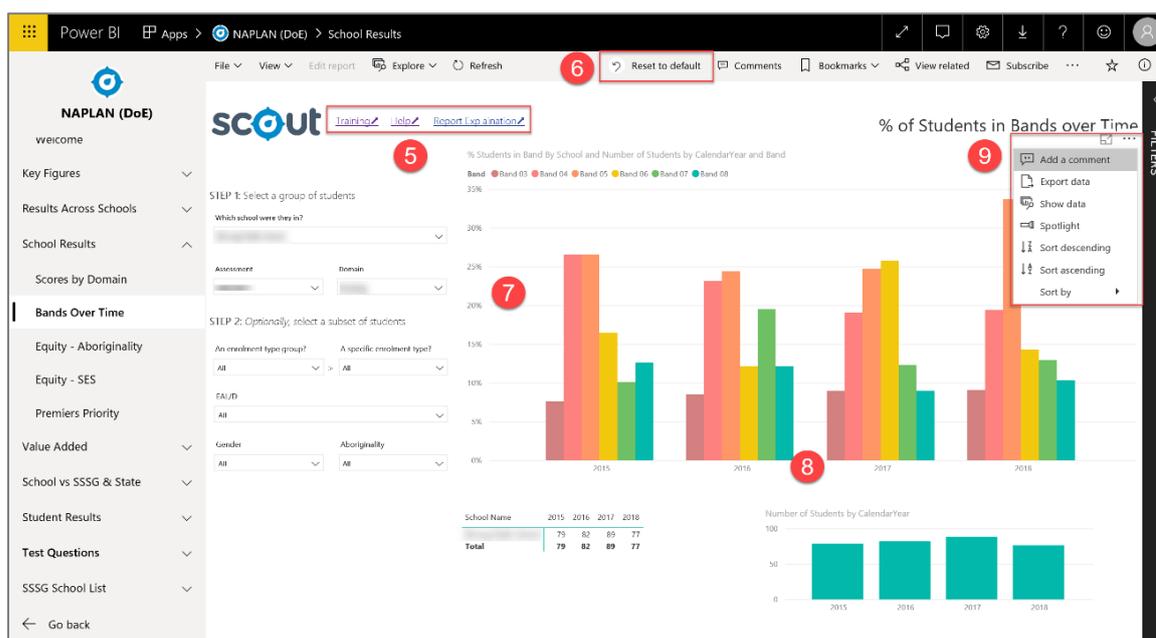
1. **Slicers** – allow users to create focused reports by selecting specific values within a category.
 - a) **Step 1** - select a group of students e.g. assessment, domain.
 - b) **Step 2** - select a subset of students if required e.g. gender, aboriginality, EAL/D etc. Slicers support both single and 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.

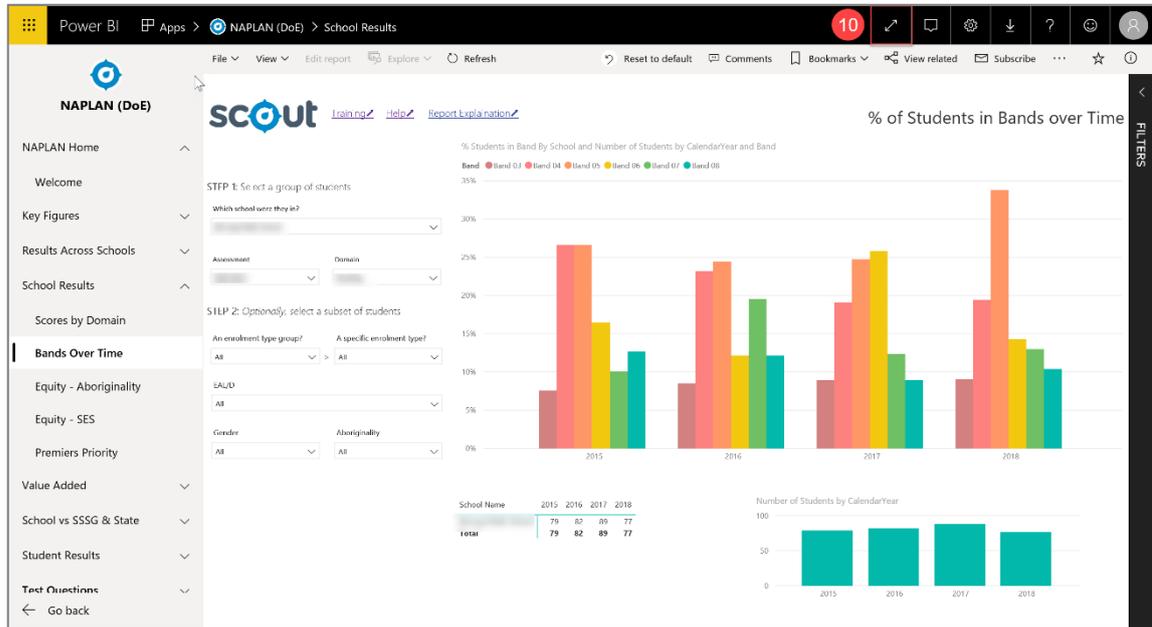


5. **Hyperlinks** to -
 - **Training** – link to all available training and resources.
 - **Help** – link to both DoE and Non DoE support pages.
 - **Report Explanation** - link to report explanation resource.
6. **Reset to default** – selecting this icon will reset the page to the default setting of 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.

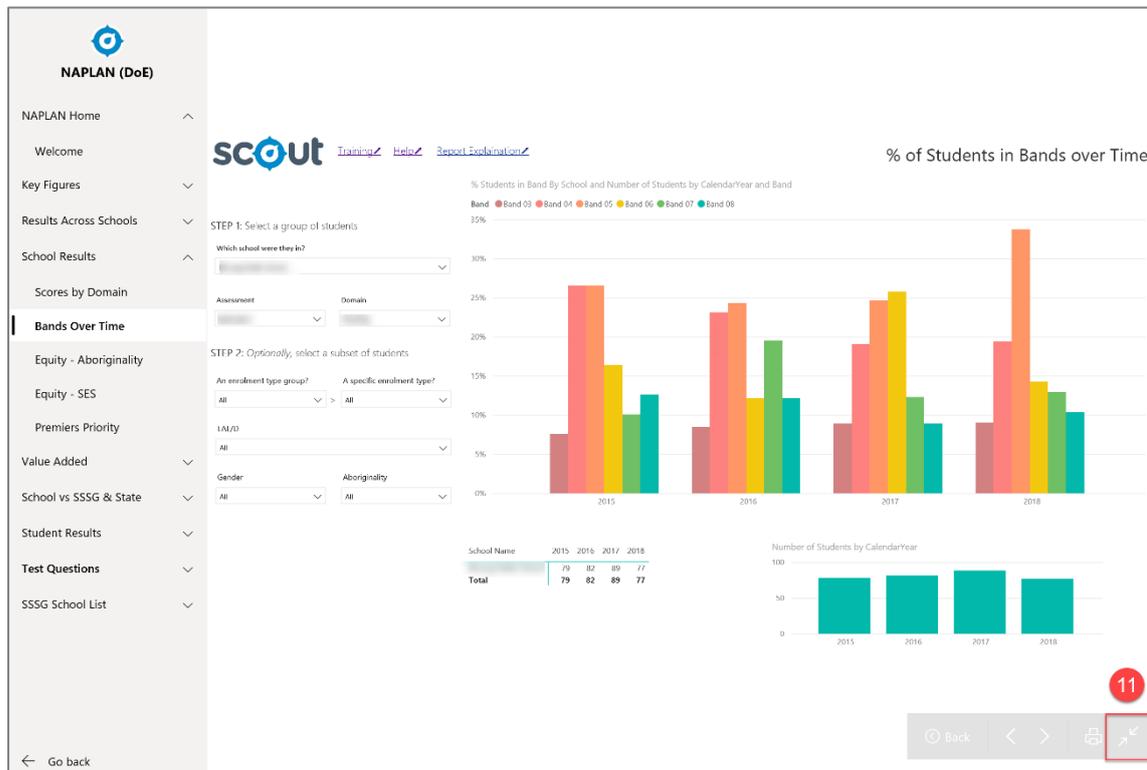


REMINDER – the default setting for all NAPLAN reports is NAPLAN 5, Year 5 and Reading

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.

2 Appendix A – Training Evaluation

Please provide us with your details. If needed we may contact you for further feedback.

1. Personal details (Optional)

First Name:

Last Name:

Contact email:

2. Training Session Attended

Please identify the date and time for the session you have attended.

Date:.....

Time:

3. Your understanding of Scout at the end of the session

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
I have a good understanding about how to run Scout reports	<input type="checkbox"/>				
I have a good understanding about what information is available in Scout reports.	<input type="checkbox"/>				
I have a good understanding about how to get support to use the Scout tools.	<input type="checkbox"/>				
I have a good understanding of how to use data ethically.	<input type="checkbox"/>				
I intend to use the Scout tools to assist in my work.	<input type="checkbox"/>				

Comments

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4. Training Materials

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
eLearning materials for pre workshop training were clear and concise.	<input type="checkbox"/>				
Workshop training materials were well designed and organised.	<input type="checkbox"/>				
Materials were relevant to my role and can be used when I return to my workplace.	<input type="checkbox"/>				

Comments

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5. What did you like best about the workshop?

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6. What parts of the workshop could be improved?

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7. Do you have any other comments you would like to add?

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