



# Scout for Teachers

## Participant Resource



NSW  
GOVERNMENT | Education



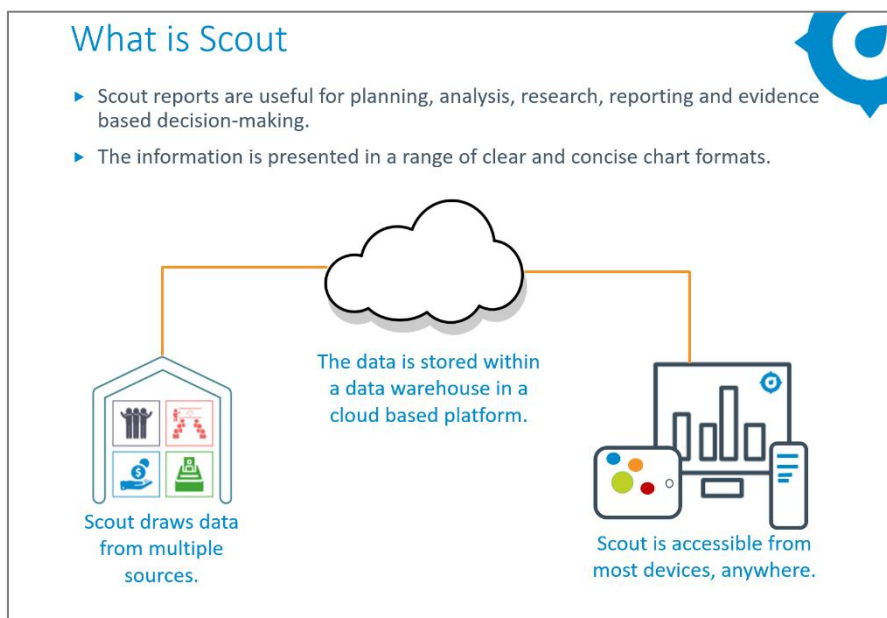
## Table of Contents

<b>Part 1 - Introduction to Scout .....</b>	<b>3</b>
1.1. What is Scout?.....	3
1.2. Data governance and privacy .....	3
1.3 App access .....	4
1.4 Scout for schools data sources .....	4
1.6 Scout user support.....	5
<b>Part 2 - Accessing Scout .....</b>	<b>6</b>
2.1 Scout website .....	6
2.2 Accessing Scout for the first time. ....	9
<b>Part 5 - Scout report functionality and navigation .....</b>	<b>14</b>
<b>Part 6 - Getting to know your students using Scout.....</b>	<b>18</b>

# Part 1 - Introduction to Scout

## 1.1. What is Scout?

**Please note:** The data sources 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

Apps	Teachers	Principals, Deputy Principals	Assistant Principals, Head Teachers
Best Start Year 7	✓	✓	✓
Community Profiles	✓	✓	✓
HSC	✓	✓	✓
NAPLAN (DoE)	✓	✓	✓
VALID Performance	✓	✓	✓
Asset Management		✓	✓
Custom Groups		✓	✓
Enrolment		✓	✓
Human Resources (Schools)		✓	✓
Professional Development & Accreditation			✓ <sup>1</sup>
Schools Dashboard		✓	
School Finance		✓	✓ <sup>2</sup>
Suspension		✓	
Tell Them From Me (TTFM)		✓	✓

1. Professional Development and Accreditation is only available to Assistant Principals and Head Teachers with prior approval.  
2. School Finance reports are only available to Assistant Principals.

Access to Scout reports is role specific.

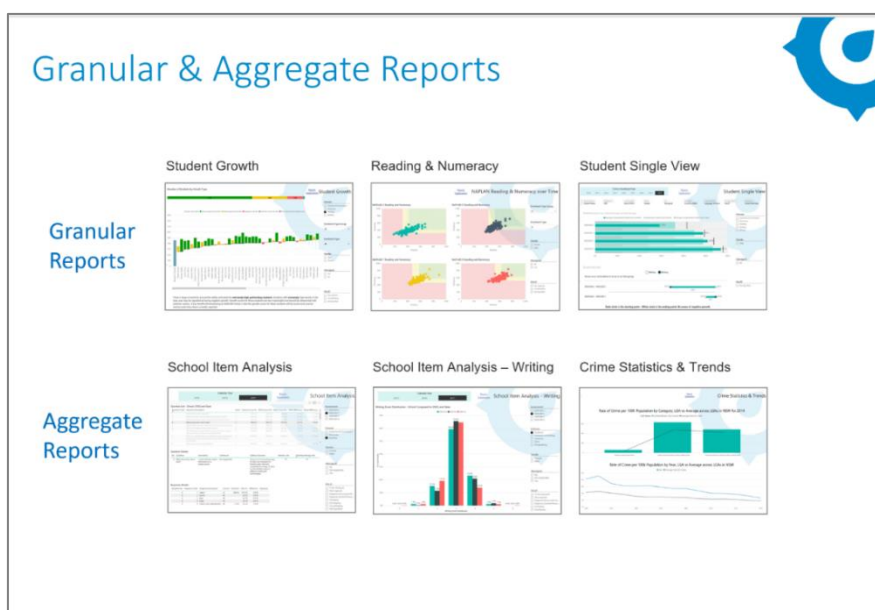
Initially teachers will have access to five apps – Best Start Year 7, Community Profiles, HSC, NAPLAN (DoE) and VALID Performance. However, over time the range of reports will increase to meet the needs of teachers.

## 1.4 Scout for schools data sources

The data sources that a user has access to is dependent on their role and the education sector to which they belong. All school and student related data within reports that are accessed by teachers is drawn from NAPLAN assessments.

Source	Frequency
ATAR	Annually
Best Start Year 7	Annually
NAPLAN (Y3, Y5, Y7, Y9) - The National Assessment Program	Annually
HSC - High School Certificate	Annually
VALID - Validation of Assessment for Learning and Individual Development	Annually
SEIFA - Socio Economic Indexes for Areas	Annually
Healthstats	Annually
Crime Statistics	Annually

## 1.5 Granular and aggregate reports



Scout contains two different types of reports:

- ▶ **Granular Reports** - provide personally identifiable information about students and staff members.
- ▶ **Aggregate Reports** - do not provide personally identifiable information.

## 1.6 Scout user support

The Scout User Support team can be contacted via:

- ▶ **Email:** [scout.support@det.nsw.edu.au](mailto: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.

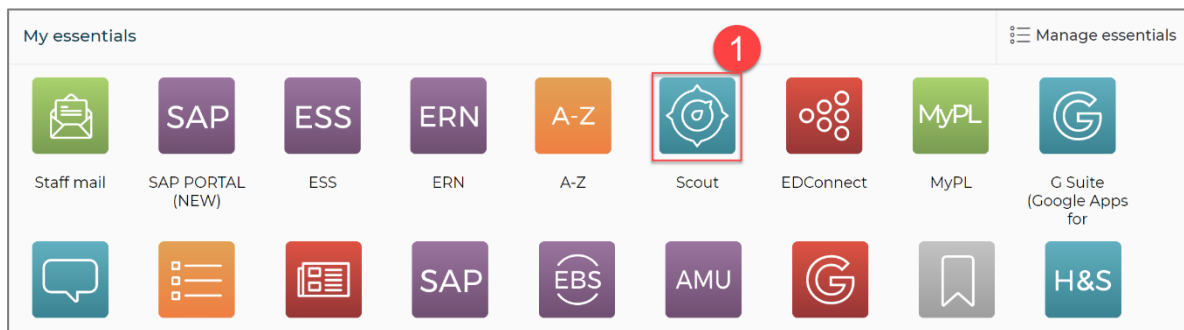
Scout reports have various functionality and filtering options to allow for data to be manipulated and exported according to reporting needs. A list of these functionality and filtering options are available in this section and in the Quick Reference Guide (QRG).

### 2.1 Scout website

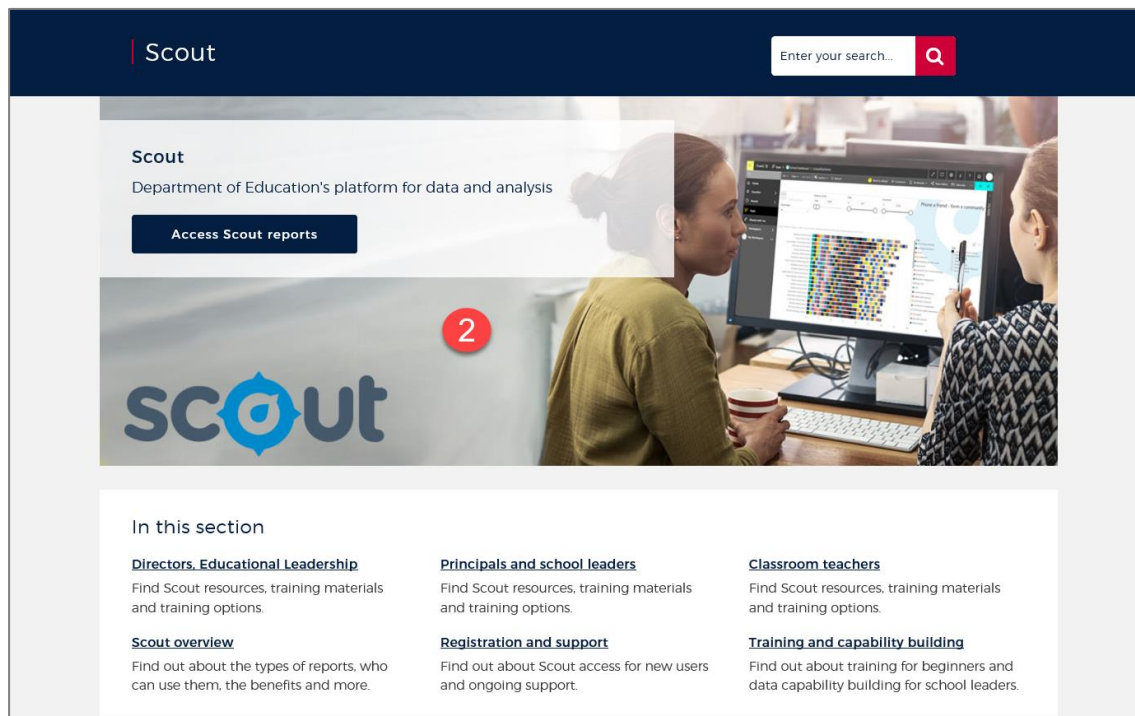
The Scout website is accessed through the staff portal.

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.



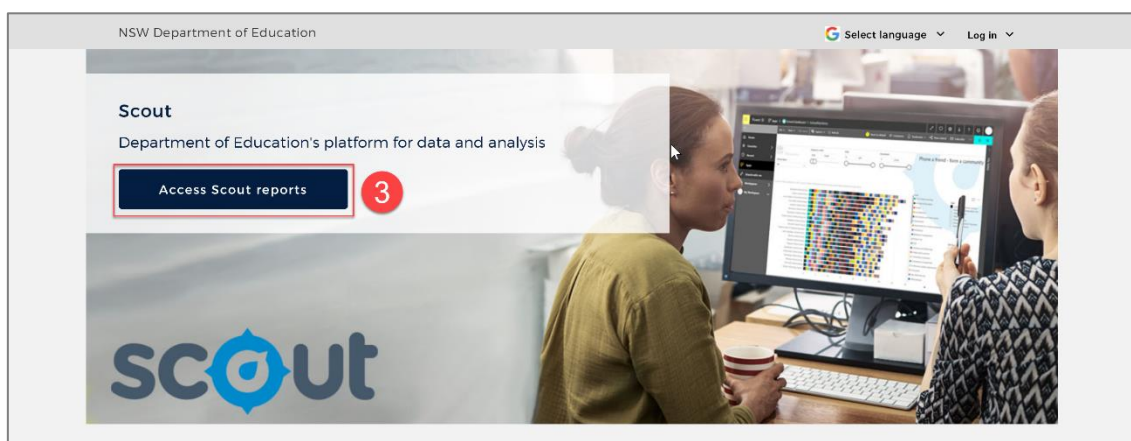
The Scout website contains six sections on the landing page. The first three sections are role focused and contain resources, training material and training options for specific roles.

- ▶ **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 may experience difficulties logging into Scout due to an issue with Microsoft O365 Application Access. The ITD Team is currently working on it as a critical incident. Sorry for any inconvenience this may cause.

Users must be eligible and trained to use Scout reports.



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


4

Other users



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



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

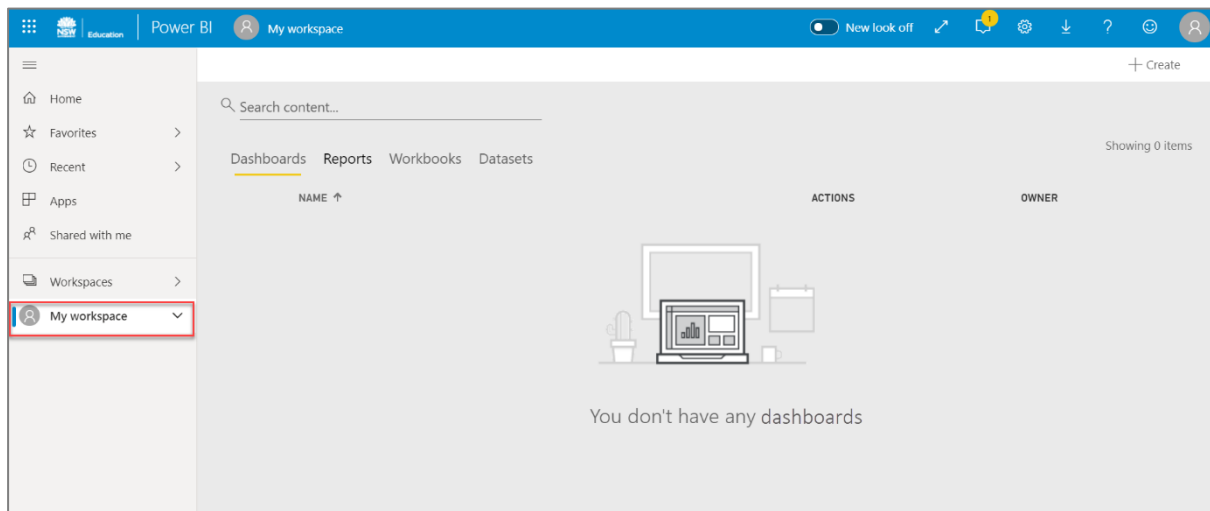


[ACT Government and Independent Schools](#) 



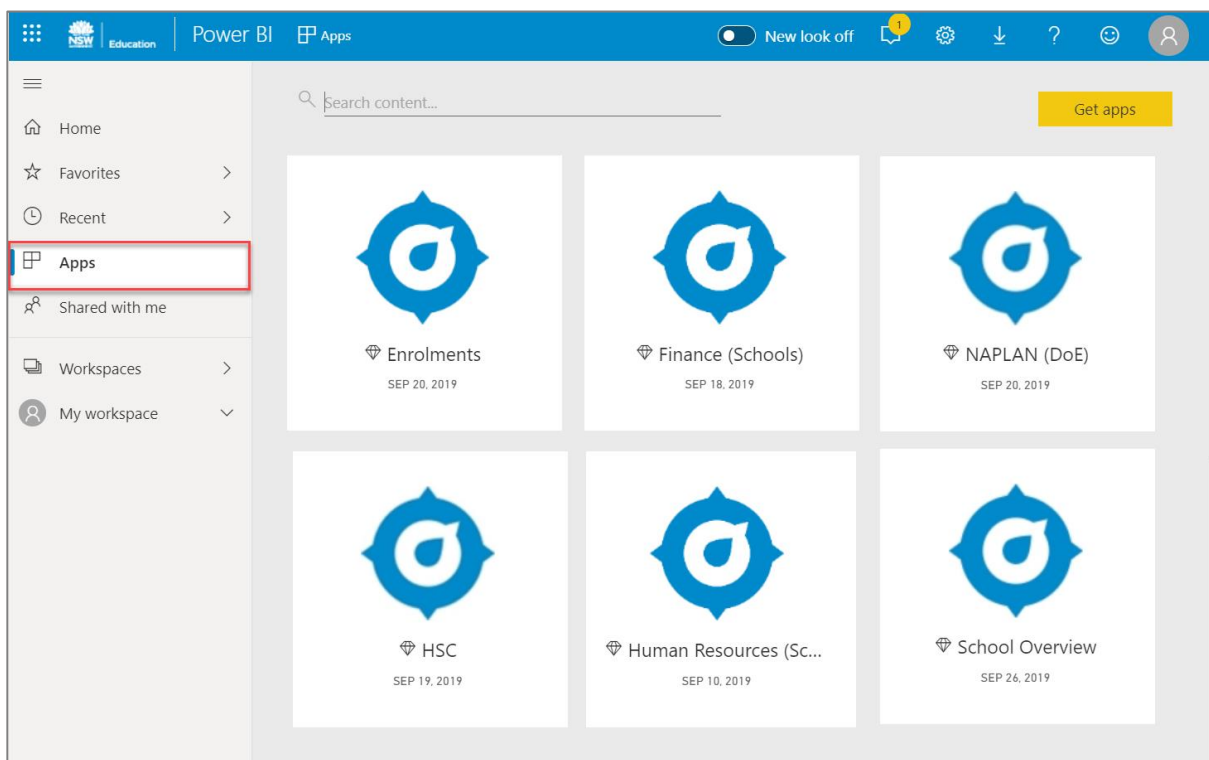
## 2.2 Accessing Scout for the first time.

When a user log onto Scout for the first time they will be directed to the **My Workspace** page in the navigation pane as displayed below.



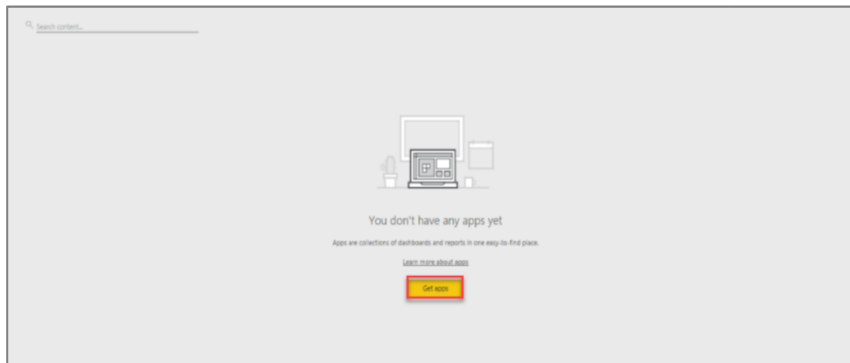
Select **Apps** in the navigation pane to display all of the apps which have been automatically loaded dependant on the role and education sector of the user.

**Tip:** If the apps are not displayed, click **F5** on your keyboard to refresh the screen or refresh the browser. All apps associated with a user's role will be displayed.



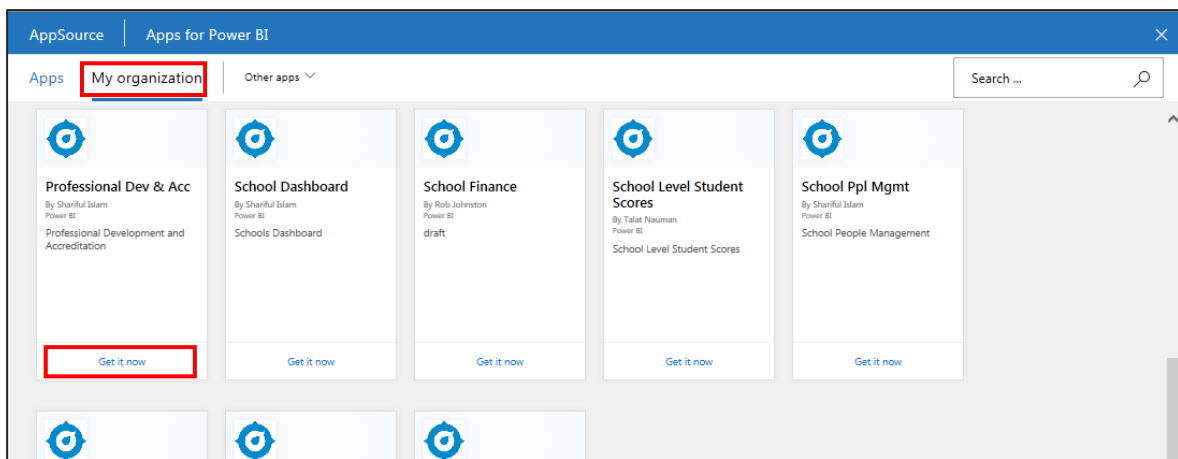
If after refreshing the screen a user still cannot see any apps, the screen below will be displayed. The apps will need to be loaded to the Apps page. To load apps complete the following steps:

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.



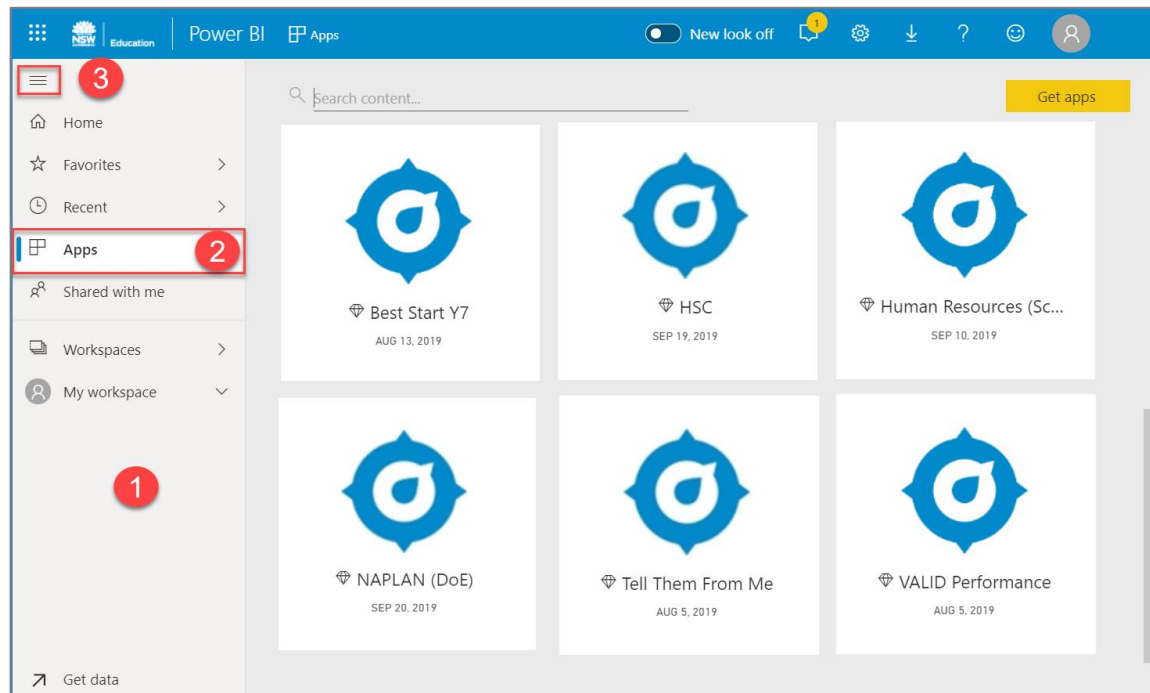
The selected app will now be loaded to the **Apps** page.

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

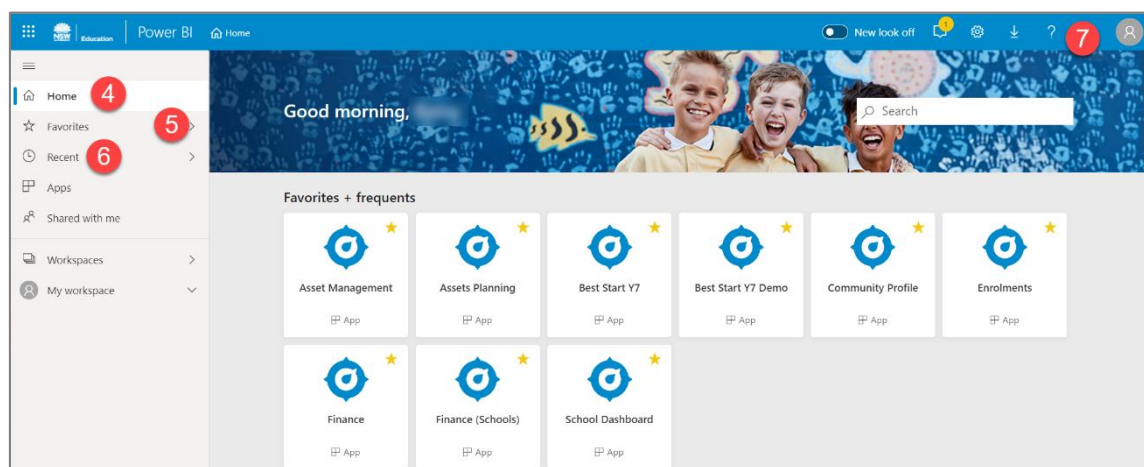
## Part 3 - Scout navigation

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.

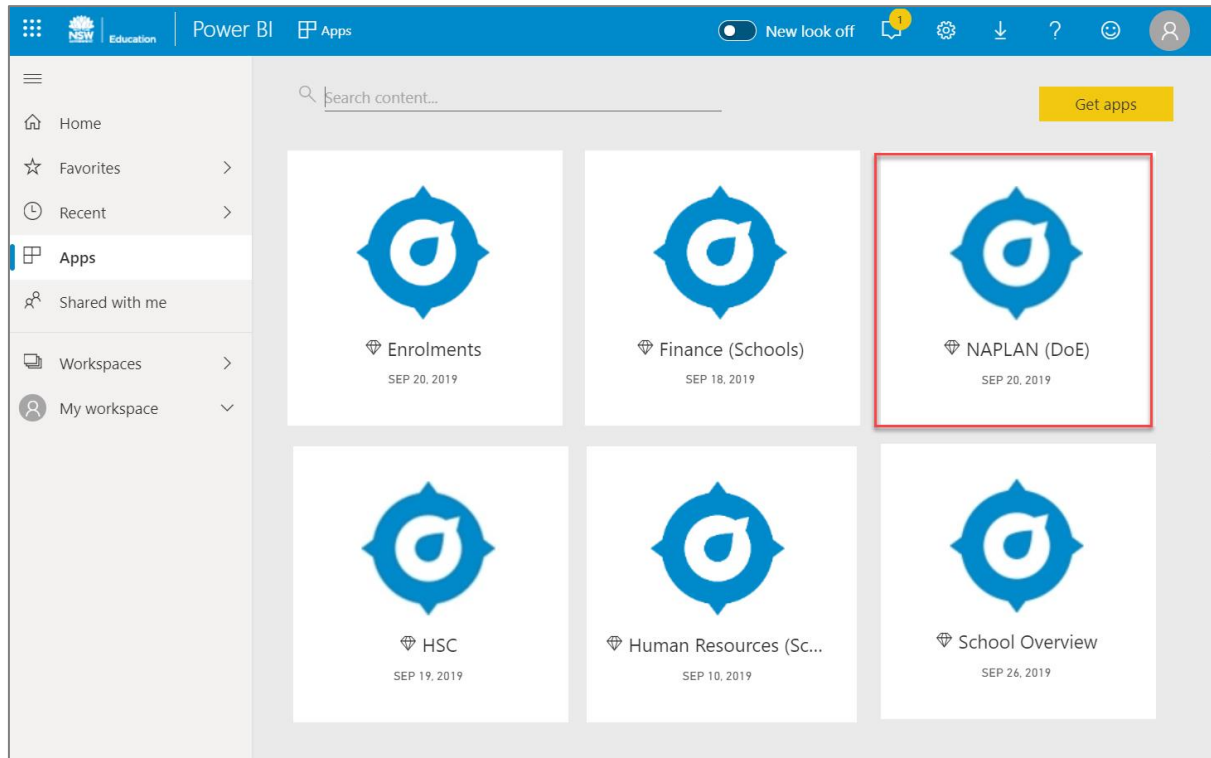


4. **Home** – contains all apps that a user has access to, the most recently visited apps and any apps the user has nominated as a favourite.
5. **Favourites** – frequently accessed apps can be marked as a favourite by clicking on the star. All favourites can be accessed from here.
6. **Recent** – contains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

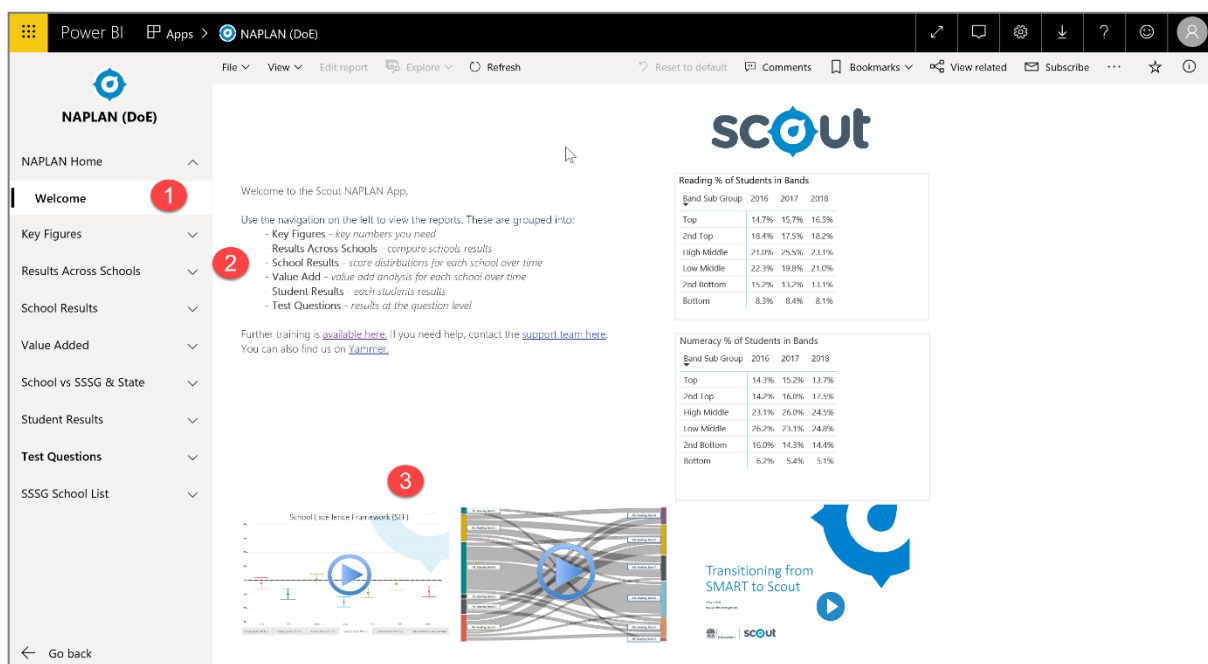


## Part 4 - Accessing reports

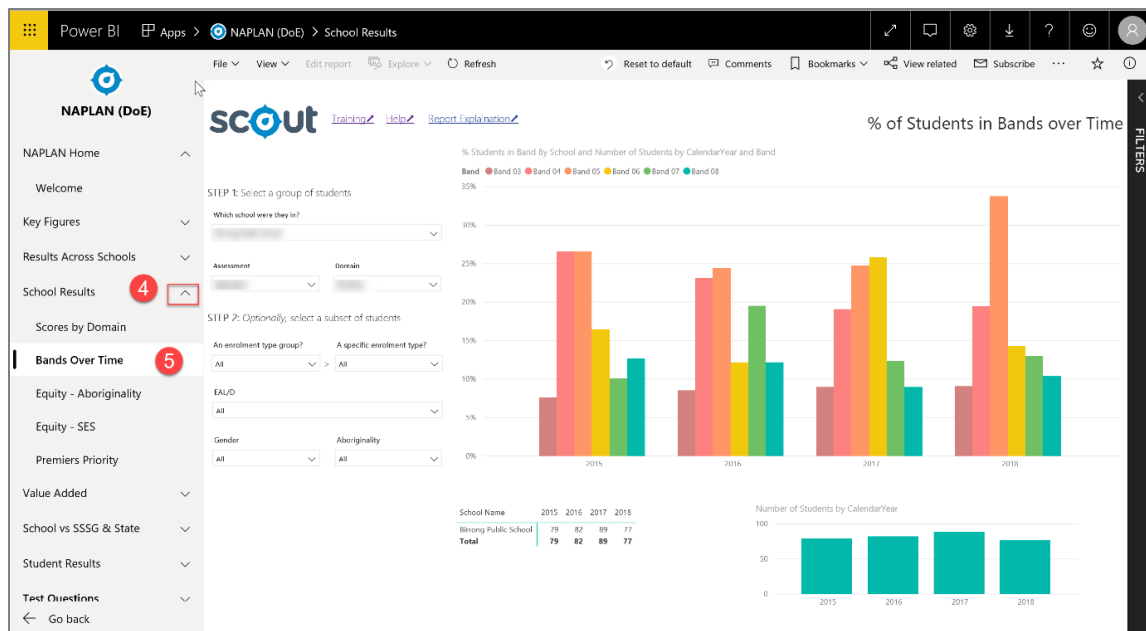
To access reports, select an app from the app dashboard.



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.



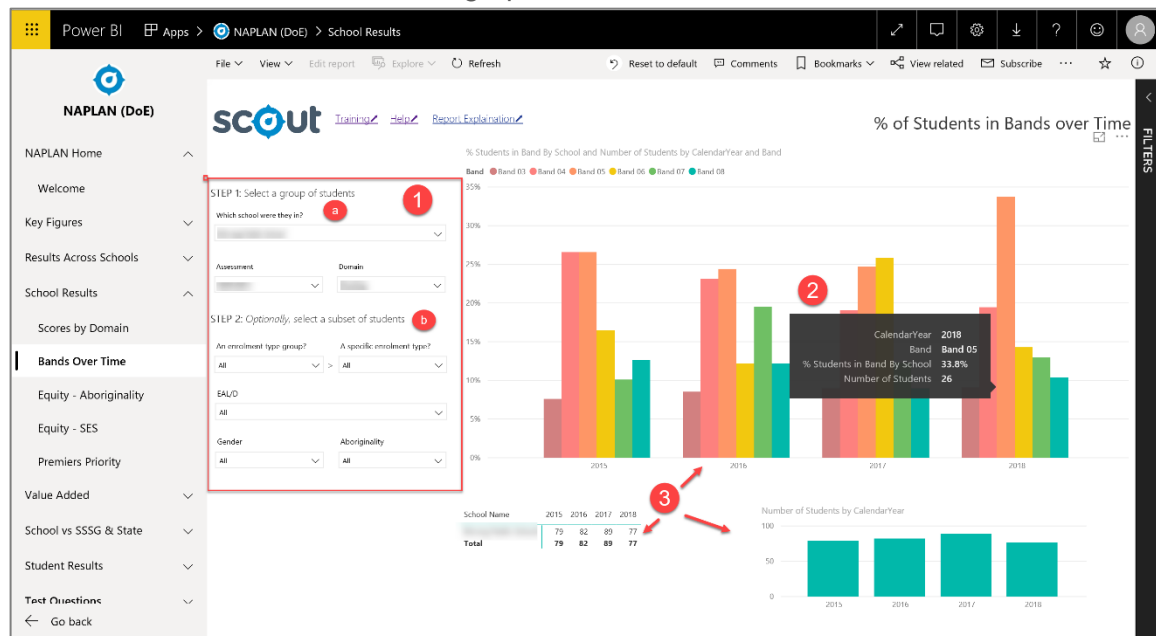
4. Select a report category and click on the chevron to expand the view which will display all the reports for that category.
5. Click on a report name to display the report.



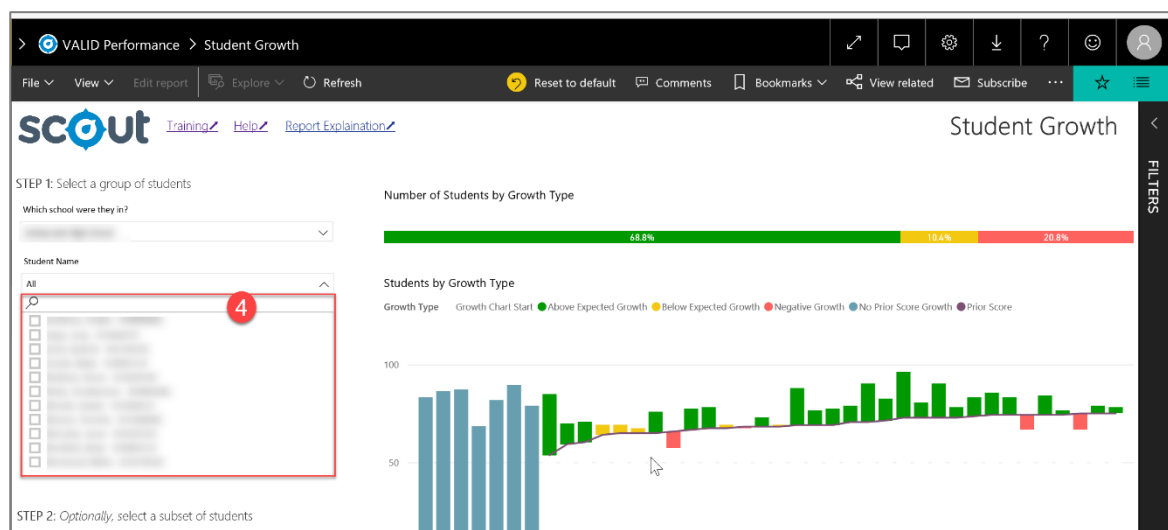
## Part 5 - Scout report functionality and navigation

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 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 resources
- **Help** – link to both DoE and Non DoE support pages.
- **Report Explanation** - link to report explanation resource.

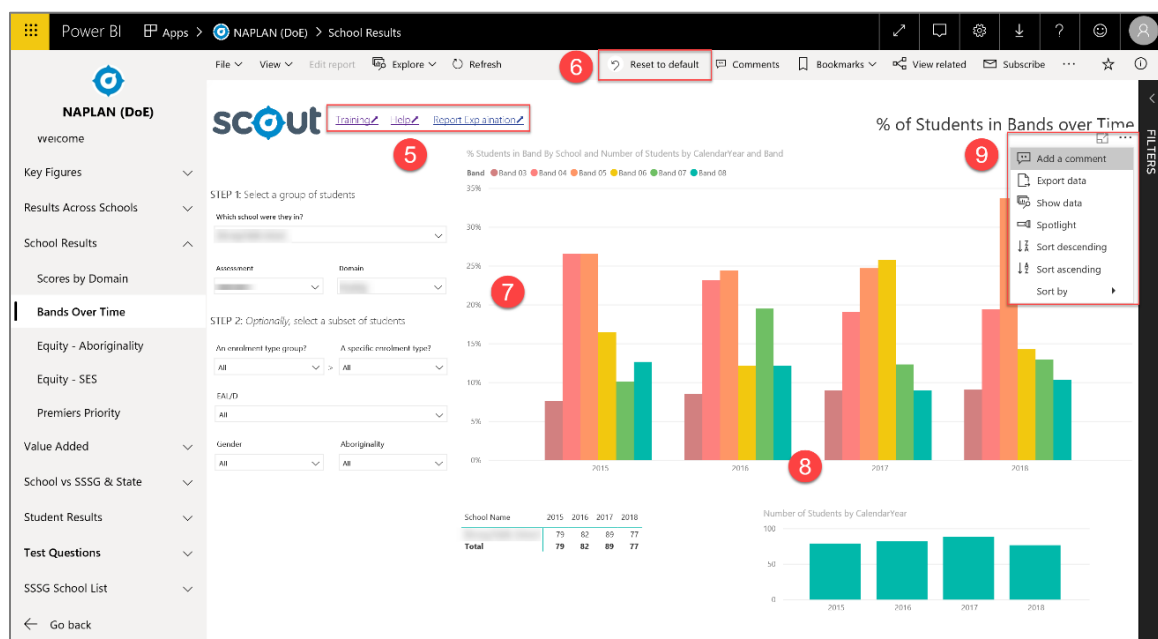
## 6. **Reset to default** – selecting this icon will reset the page to the default setting of the report.

## 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.

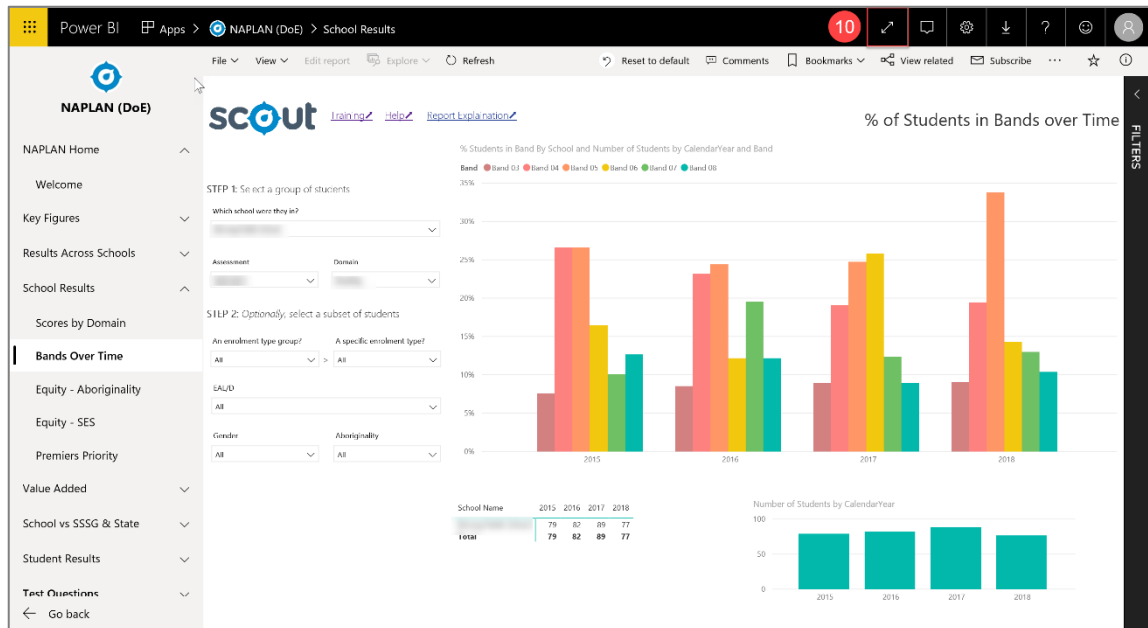
## 9. **Ellipsis** – the 3 little dots in the corner of each chart. When hovering over these they display the following –

- **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.

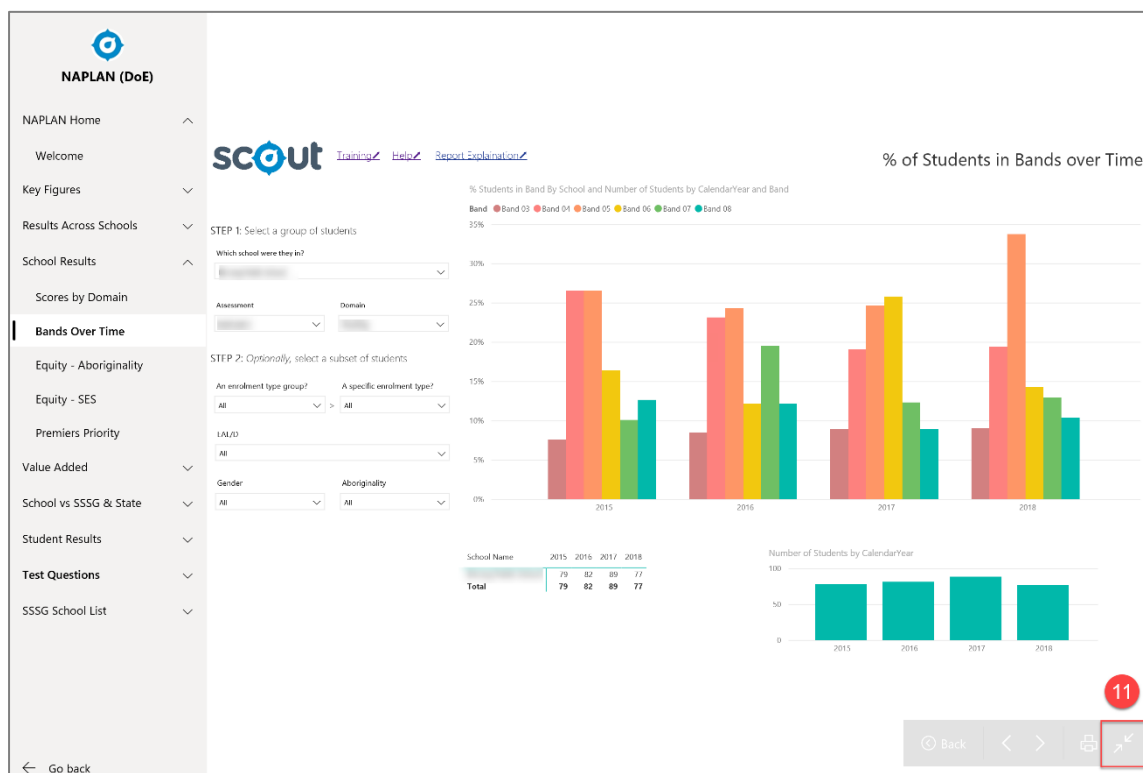


**REMINDER – the default setting for all NAPLAN reports is NAPLAN 5, Year 5 and Reading**

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.

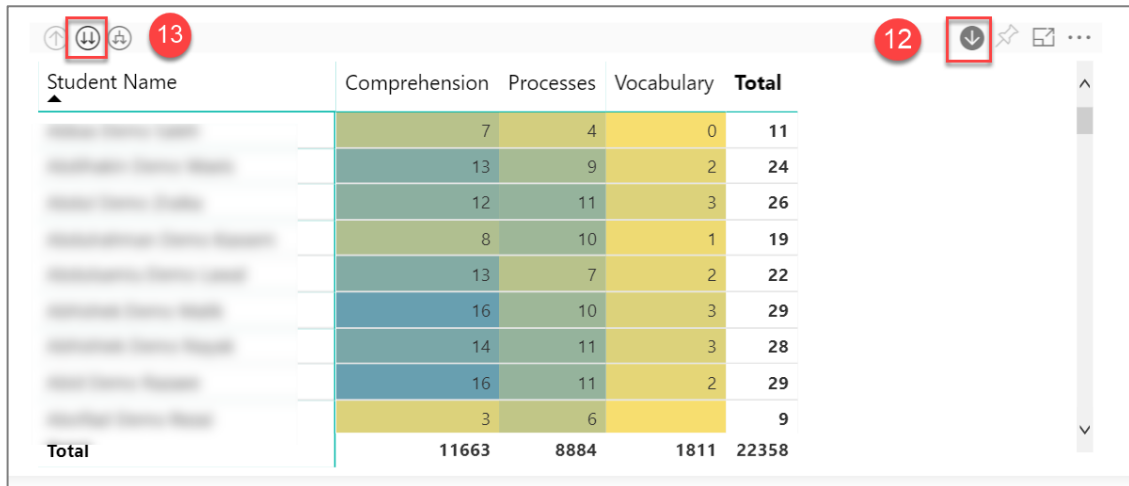


11. Click the **exit full screen** icon to return to normal view. This is represented by the reverse double pointed arrow found in the menu in the bottom right hand corner of the screen. Alternatively click **Esc** on your keyboard.



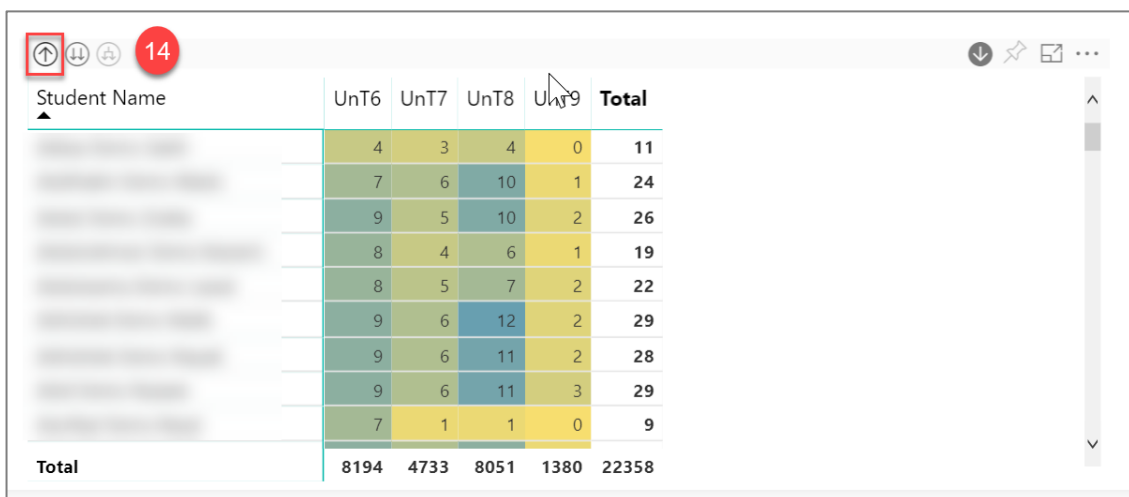


12. **Drill down** – this allows the user to drill down to the lower levels of the report. Click the drill down button located in the top right hand corner next to the ellipsis to activate the functionality.
13. Click on a column or the drill down icon to drill down to the next level.  
**Please note** - there may be more than one level to drill down.



Student Name	Comprehension	Processes	Vocabulary	Total
Student Name 1	7	4	0	11
Student Name 2	13	9	2	24
Student Name 3	12	11	3	26
Student Name 4	8	10	1	19
Student Name 5	13	7	2	22
Student Name 6	16	10	3	29
Student Name 7	14	11	3	28
Student Name 8	16	11	2	29
Student Name 9	3	6		9
<b>Total</b>	<b>11663</b>	<b>8884</b>	<b>1811</b>	<b>22358</b>

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.



Student Name	UnT6	UnT7	UnT8	UnT9	Total
Student Name 1	4	3	4	0	11
Student Name 2	7	6	10	1	24
Student Name 3	9	5	10	2	26
Student Name 4	8	4	6	1	19
Student Name 5	8	5	7	2	22
Student Name 6	9	6	12	2	29
Student Name 7	9	6	11	2	28
Student Name 8	9	6	11	3	29
Student Name 9	7	1	1	0	9
<b>Total</b>	<b>8194</b>	<b>4733</b>	<b>8051</b>	<b>1380</b>	<b>22358</b>

## 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 students using Scout

The following suggested tasks are provided to assist teachers in increasing 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?

### 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*)

### NAPLAN Performance

- ▶ What is the performance of my students in NAPLAN reading and numeracy over time? (*Reading & Numeracy*)
- ▶ How can I analyse a student's performance in NAPLAN across Years 3, 5, 7 and 9? (*Reading & Numeracy*)
- ▶ By exploring student growth for my class, what is the NAPLAN domain I need to focus on? (*Student Growth*)
- ▶ Are my students achieving expected growth? Who do I need to target for additional support? (*Student Growth*)
- ▶ What proportion of students in my school are above expected growth in NAPLAN? (*Student Growth*)

### 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*)
- ▶ What is the relationship between NAPLAN performance in Year 9 and subject selections in my school?

### VALID

- ▶ How can I use the information available within the Scout Valid reports to inform my teaching practice?
- ▶ When developing teaching programs, how can I use the Scout Valid reports to build student capacity in Working Scientifically?
- ▶ How can I 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 I use the information available within the Scout Valid reports to guide students in subject selections for Stage 6?
- ▶ From this data, what strategies can I use to deconstruct misconceptions about Science?

### 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*)