# STRIDE INTO

# *THE FUTURE*

# OF ASSESSMENT

## A guide for Stride administrators

# Contents

# 1. What is a Stride admin?

Stride administrators (also called Stride admins) control who has access to the system. They have additional permissions that teachers in the system don't have. This allows them to create classes and allocate teachers and students to them. They also control the centre's data and, ultimately, can delete people from the system.

# 2. Creating additional Stride admins

You can have more than one Stride admin if you want to share the responsibilities between more teachers. To request additional Stride admins, email **stridemaths@aqa.org.uk** with each teacher's name and email address.

We'll add the Stride admins and email you and them when this is done.

# 3. Getting started

You'll need access to a device with an up-to-date web browser and reliable internet connection. AQA will register your email address in the system. AQA will also create your classes and add teachers to them. You'll then only need to upload your students to finish setting up your classes.

After that, you and your teachers will be able to set the tests for your students.

Check your inbox or junk email for a message from **stride@aqa.org.uk**

> ✓ **Check** that the internet connection is working normally.
> **Check** you've received an email.

If you can't see the email, please contact AQA at **stridemaths@aqa.org.uk**

There are two platforms: Educator and Learner.

**Educator** is where you and other teachers can set tests, manage classes and students, and see reports.

**Learner** is where students take their tests and see their own reports.

## 4. Registering in the system

Click on the link in the registration email, and it will take you to the Rhapsode system where you can set up your account and set a password.

If you ever forget your password, you can find a 'Forgotten password' link on the login screen for **Educator**. This will send you an email to reset your password.

Once registered, you'll be logged in and able to see your dashboard.

## 5. Your dashboard

Click on the icon with your initials in the top right-hand corner to check and update your details. You can also upload your own profile image and change your password.
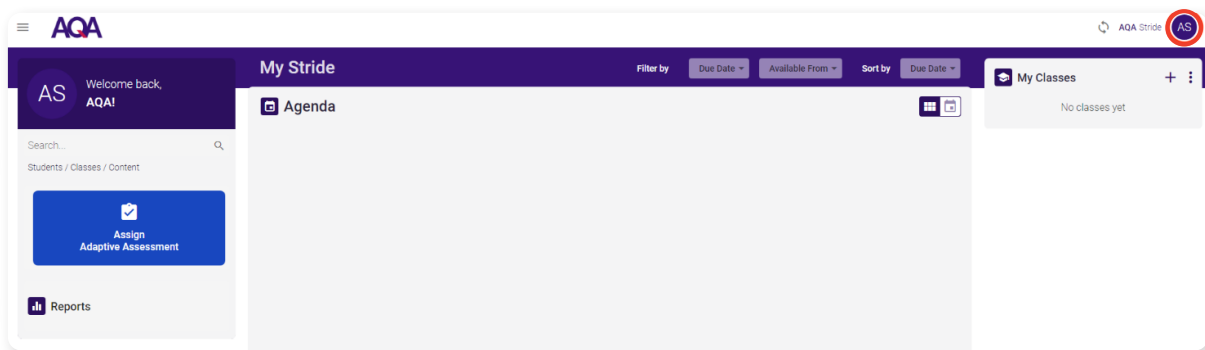


- The classes you asked AQA to set up will be visible on the right-hand side.
- Any teachers you asked to be allocated to these classes will have received an invitation to join.
- You can view your classes, teachers and students in the administration pages.
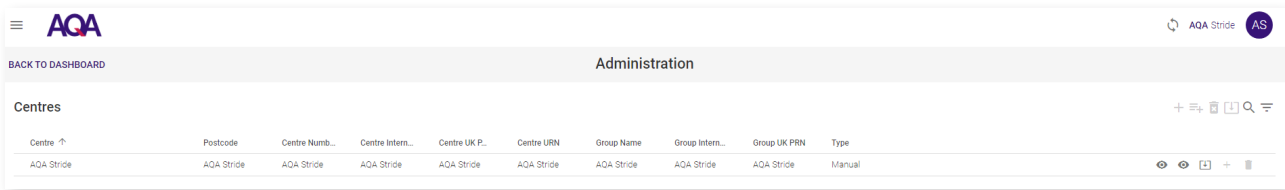
## 6. Administering your centre

From your dashboard, select the three-line menu in the top left-hand corner.
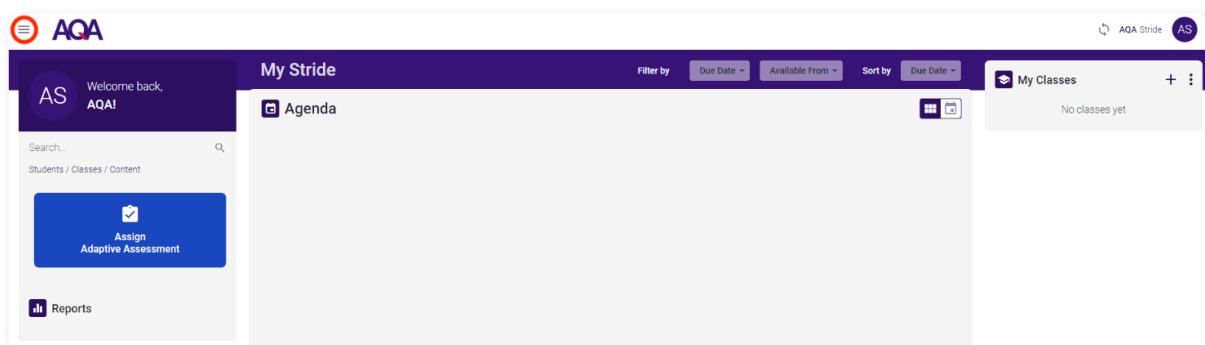
Now select 'Administration.'
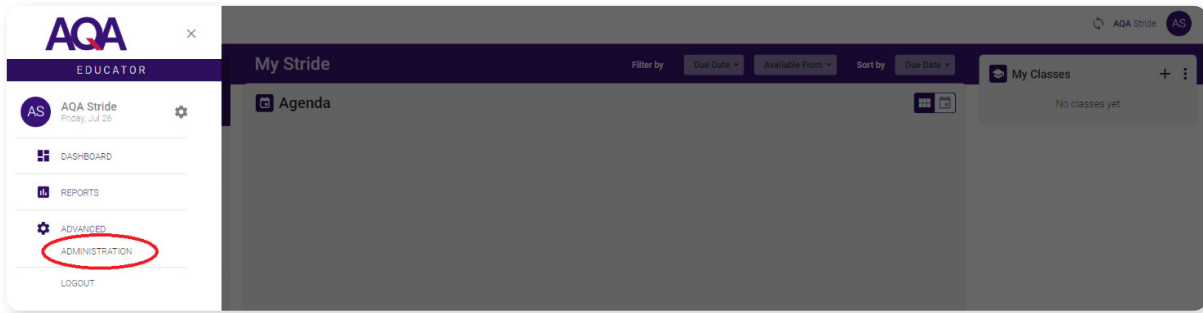


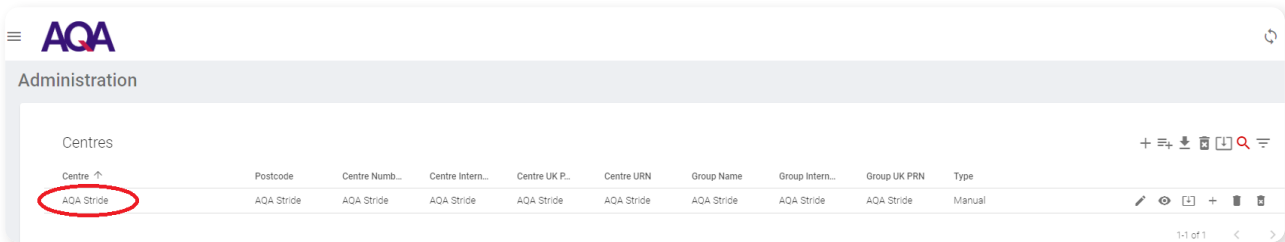You'll see the administration page with your centre's details.



> (i) **Note** that only Stride administrators can access this page.

# 7. Viewing classes, teachers and students

Go to the administration page (see '**6. Administering your centre**').

Click on the name of your school to access your classes.



Initially, all your classes will be empty – i.e. they'll have no students. You'll need to add these.

Only Stride admins can add students to a class.

# 8. Adding students to a class with a CSV

You can add students to your classes via a CSV file. This is the best way to add students and we recommend it even if you only want to add one student. You can use this to add more students to a class that already has students.

## 8.1. Creating a class CSV

You can use the template provided within your onboarding pack to add students in bulk. You'll need to complete the following fields:

| First name | *Student's first name* |
|---|---|
| Last name | *Student's last name* |
| Email address | *Student's school email (school email addresses only, please)* |
| Student UPN | *Student's unique pupil number. This will allow you to track progress and match to GCSE results when they happen.* |

Ensure that the field names are in the first row. Use one row per student. Don't leave blank rows.

> ✓ **Check** you have a CSV list of all students taking part in the pilots in the correct format.
> **Check** only school-registered email addresses are included in the list.
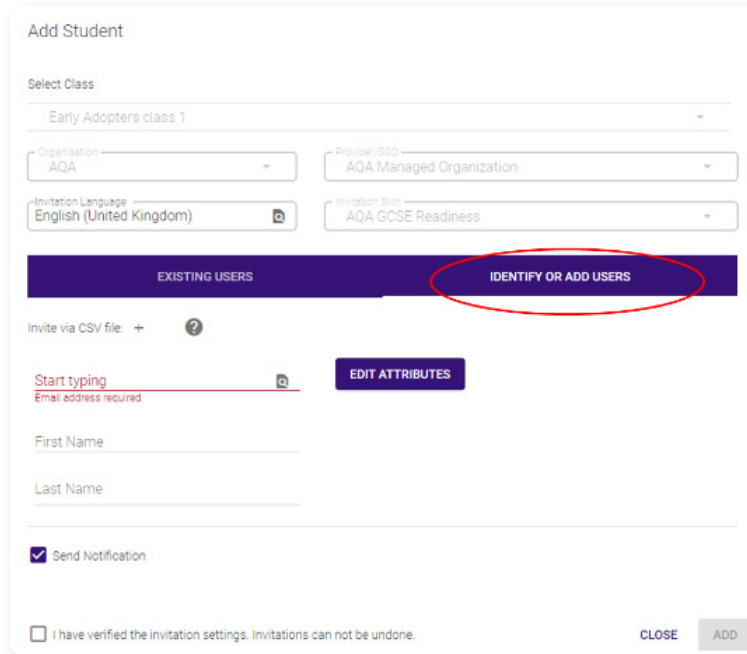
## 8.2. Uploading a class CSV

Go to the administration page and double click on your centre. From the 'Class Students' box, select the plus icon (+) to add students.
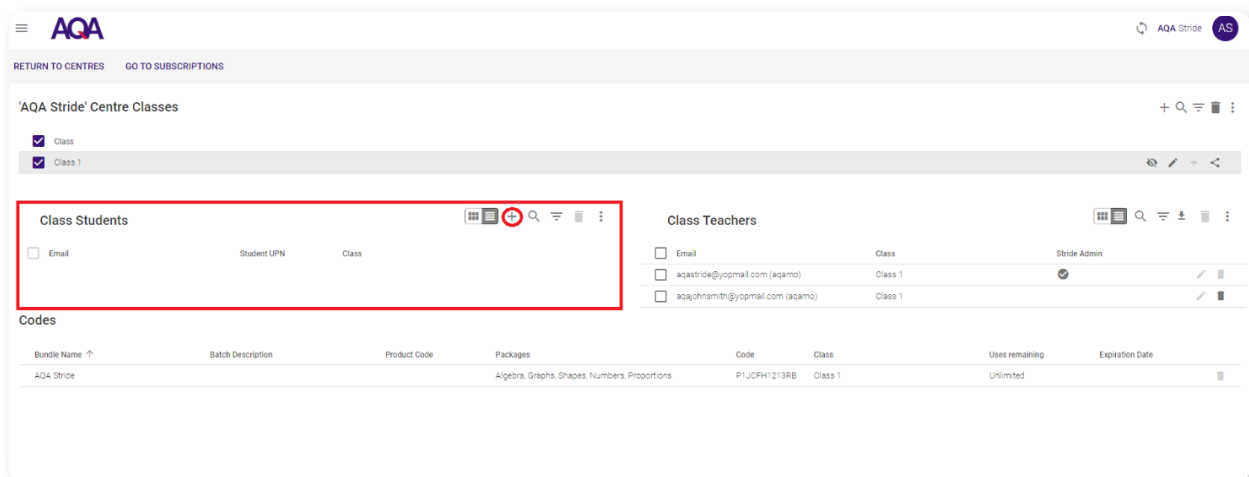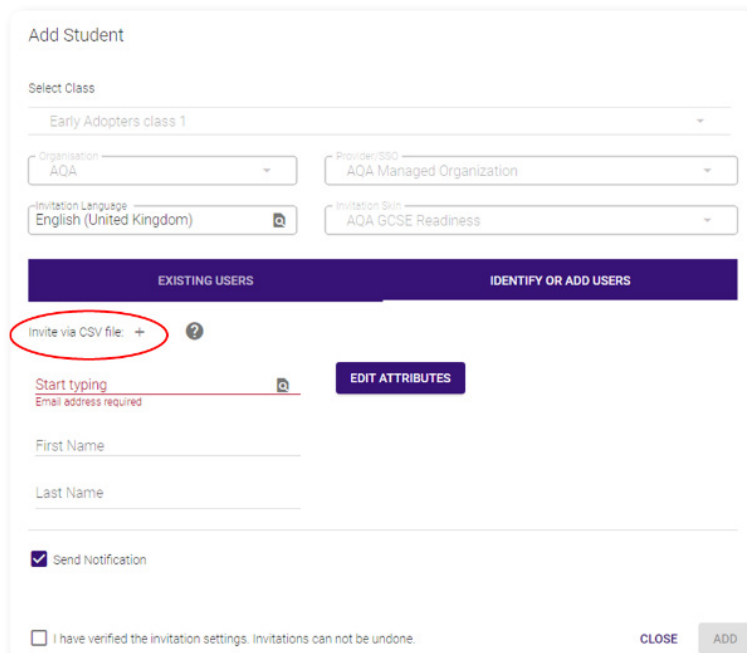
A dialogue box will appear.

Select the 'Identify or add users' tab.



Select the plus icon (+) next to 'Invite via CSV file'.

A dialogue box will appear.

Follow the steps to upload your class CSV by checking the data at each step and clicking 'Continue' to move on (you may need to scroll down).

Then click the 'Import' button in the bottom right-hand corner.



If there's a problem, we suggest you cancel the upload and edit the CSV file, then start again.

You'll be asked if you'd like to notify the new students by email. If you select yes, this means invitation emails will be sent to all students as part of the upload.

You also have the option to import without notifying students and can instead send them an invitation email at a later stage. See below: '**9. Sending delayed notifications to students to join AQA Stride**'.

Your students will now be added to the class.

# 9. Sending delayed notifications to students to join AQA Stride

If you opted to not to send invitation emails when uploading students to your classes, this is how you can invite them after the class is created.

From your dashboard, hover over the class in the 'My Classes' menu on the right-hand side and click the 'View Students' button that now appears under the class name.
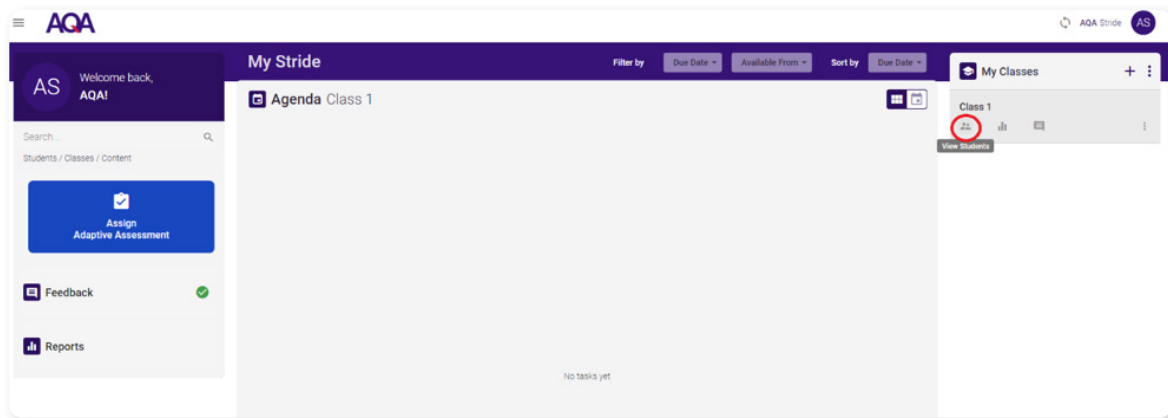


On the next screen, open the 'Students' tab and select the menu in the top right-hand corner (three dots). Then select 'Send invitation emails to students' – this will send a registration email to any students who haven't already signed up to the Learner platform.
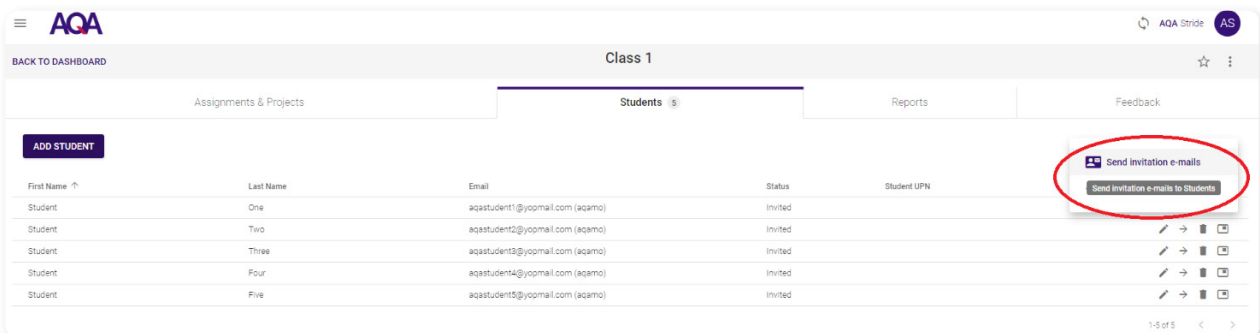
# 10. Assigning an adaptive assessment to a class

You can see all your current assignments on your dashboard.

To create a new assignment, first go to your dashboard, then click on the icon for 'Assign Adaptive Assessment' on the left-hand side:
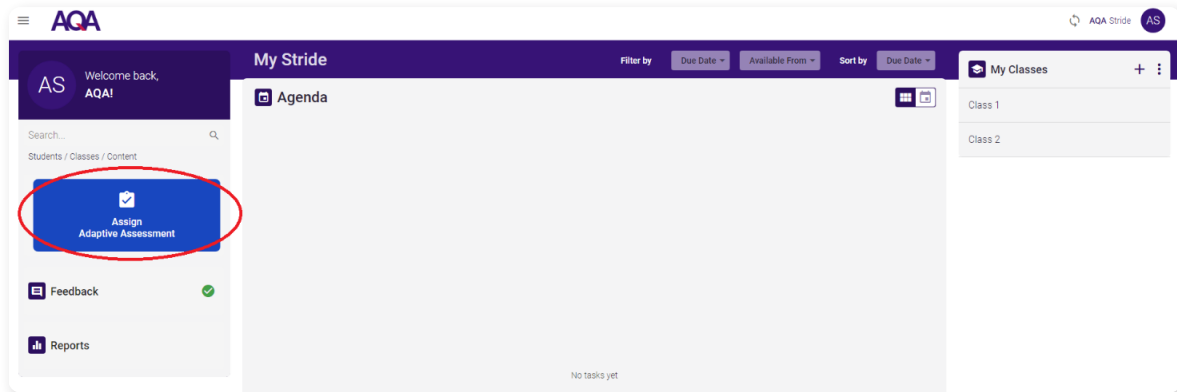


You'll then be able to choose which classes, tests and dates/times you want to assign a test for.

Choose which classes you want to assign the test to by selecting their names.



Next, decide which students to assign the test to.

- 'All Students in the Class' is the default.
- 'Selected Students' allows you to select the students using check boxes.
- 'Elective' means that all students will get the test, but they can choose whether to take it or not.
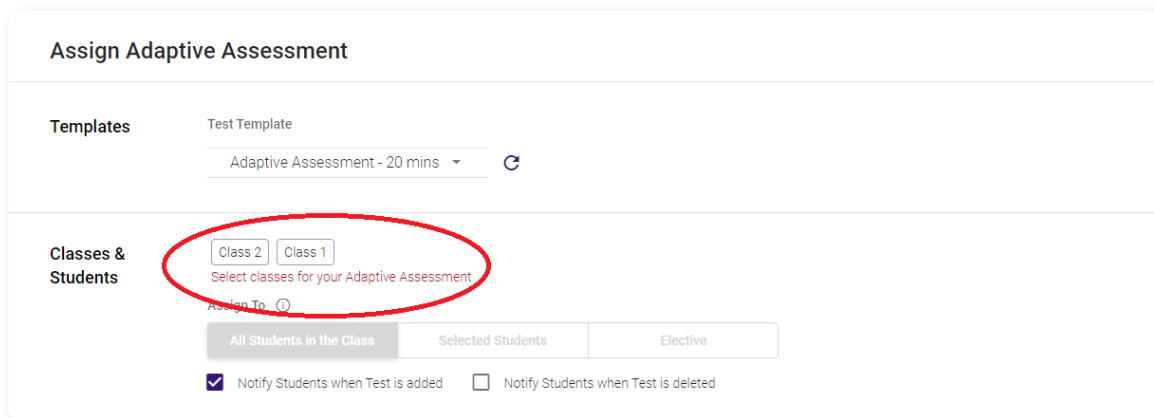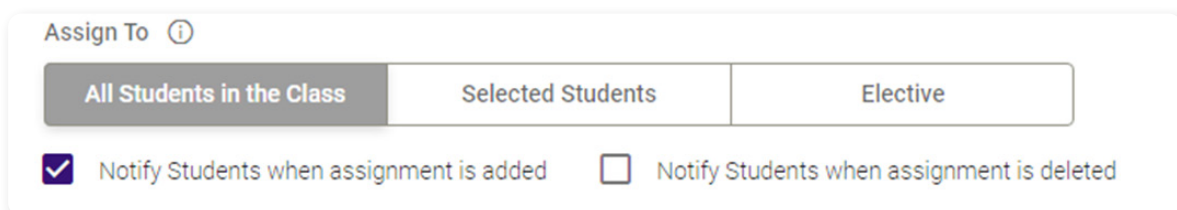- 'Notify Students' will send an email to their account on the addition or deletion of the test.

Next, select your test. You can only assign one test at a time.
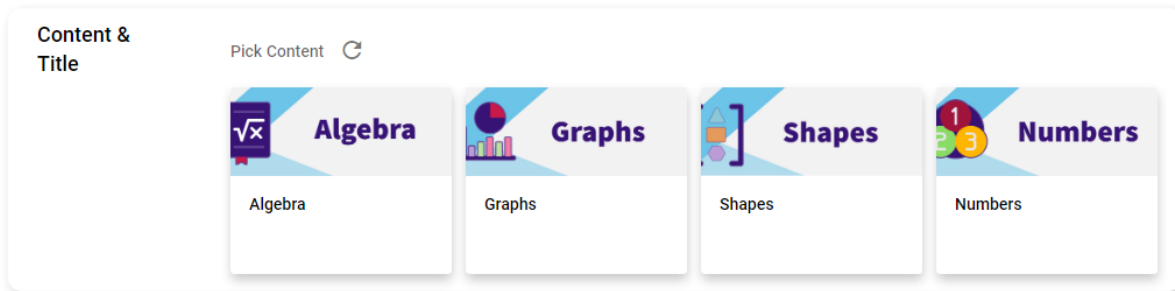


Once you select a test, you'll be asked to name the assignment.

Leave blank the line that says 'Default Access Code'.
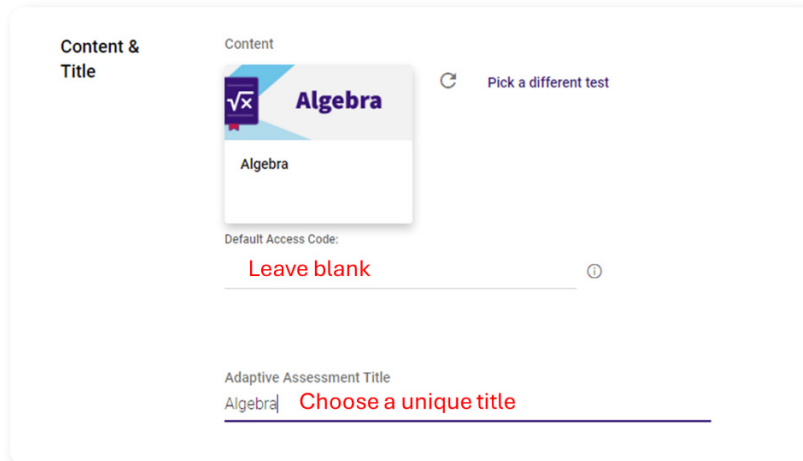


Choose a unique title for the assignment. This should reflect the topic, the class and the date.

This will allow you to easily identify the test when you're looking at reports.

For example, if you're setting Algebra for class 10X1 in June 2024, you might call the assignment: '10X1 Algebra June 2024'.

Now select when you want the test to be due and when it will be available.



### Due date

- 'Fixed Date' creates a precise start time and we don't recommend using this.
- 'Duration' is for a fixed time period after the start time.
- 'No Due Date' is recommended and keeps the test open. You can end an assignment by deleting it from your dashboard.

### Availability date

- 'Immediately' assigns the test to the students now and puts a card on their dashboards.
- 'Fixed Date' allows you to set a date and time when it will appear on the students' dashboards.

To assign the test, select 'Save' from the bottom right corner. If you selected 'Notify students when assignment is added', they'll now receive an email.

# 11. Managing assignments

If you wish to edit an assignment after it has been assigned, click on the card for the adaptive assessment on your dashboard.

To end an assignment, use the three dots menu on the assignment card and select 'Delete'.

## 12. Viewing detailed student results and reports

From your Dashboard, click the three-line 'hamburger' menu in the top left corner and select 'Reports'.

- To view the test results and associated reports, select 'Student and Class results by test'.
- To view information about students' use of the ongoing learning resources, select 'Students' ongoing learning'.

In both cases, you'll be taken to a dashboard where you can filter by class, test and student. You'll need to select one class and one test before you can proceed.
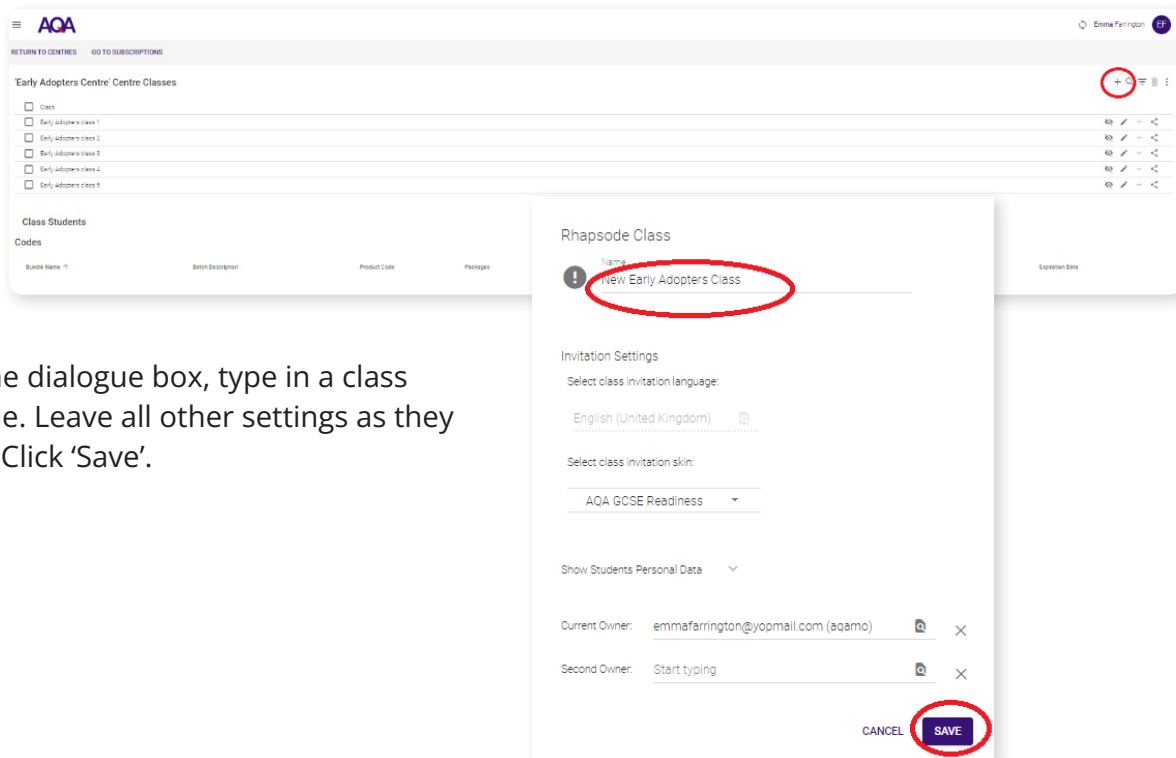
If you also select one or more students you can view reports for a subset of the class.

Instructions for how to use and read the reports are given with each report. Select the '**?**' icon to see more details.

## 13. Adding a new class

Think of a class like a classroom. When you create it, it will be empty, and you'll add teachers and students later.

If you want to add new classes at any time, on the class administration page, click on the plus icon (+) in the top right corner.



In the dialogue box, type in a class name. Leave all other settings as they are. Click 'Save'.

# 14. Adding an existing teacher to a class

If a teacher already exists in the system and you want to add them to a class, follow this process. If the teacher is new to the system, then follow the process '**15. Creating a brand new teacher**'.

The class must exist before a teacher can be added to it. If the class doesn't exist, then create it first. See '**13. Adding a new class'**.

A teacher can be a member of more than one class. They may have a shared timetable, for example, or run a revision class. There's no limit to how many classes they can be a member of.

You can add more than one teacher to a class at a time.

Open the class from the 'My Classes' menu on the right-hand side on your dashboard. You can do this by clicking 'View Students', which will appear when you hover over your class.
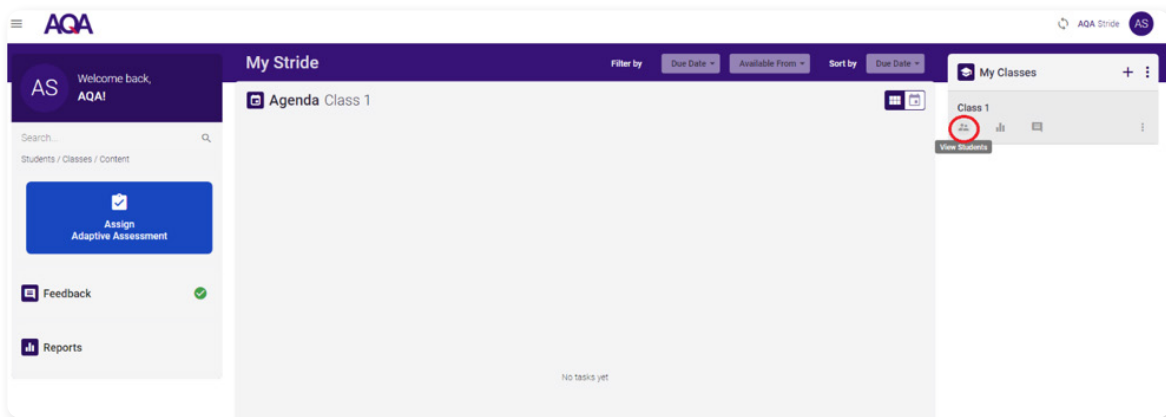


Select the menu (three dots) on the top right and select the 'Share' button.
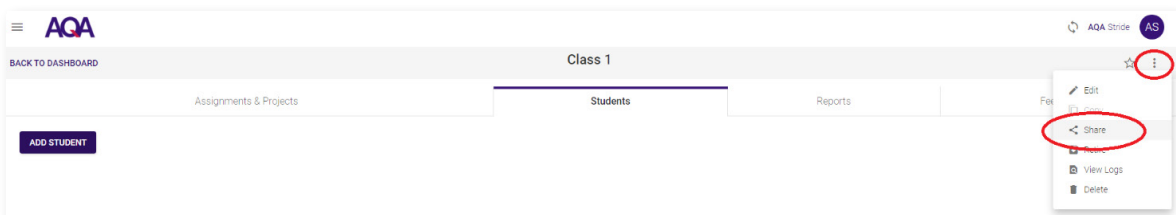
A dialogue box listing all teachers with current access will appear. Use the plus icon (+) in the top right to add new users.



### Add existing teachers

Teachers already in the system will appear as 'Existing users' on the left. Select any you wish to add.



Apply 'View' and 'Edit' permissions as shown.

Click 'Grant'.

The teacher will now have access to this class.

# 15. Creating a brand new teacher

If you want to create a new teacher, follow this process.

When a new teacher is created, they need to be allocated to a class. If the class doesn't exist, then create it first. See '13. Adding a new class'.

A teacher can be a member of more than one class. They may have a shared timetable, for example, or run a revision class. There's no limit to how many classes they can be a member of.

Open the class from the 'My Classes' menu on the right-hand side of your dashboard. You can do this by clicking 'View Students', which will appear when you hover over your class.
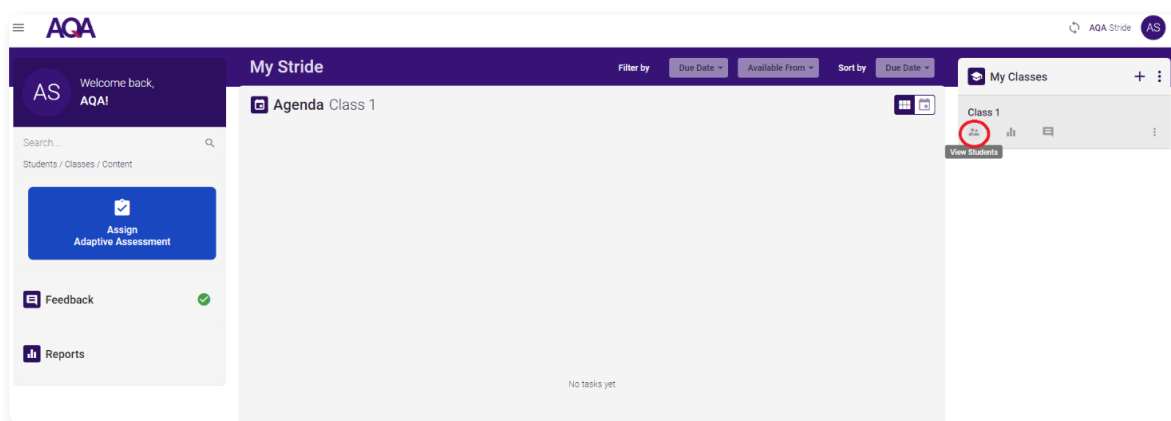


Select the menu (three dots) on the top right and select 'Share':
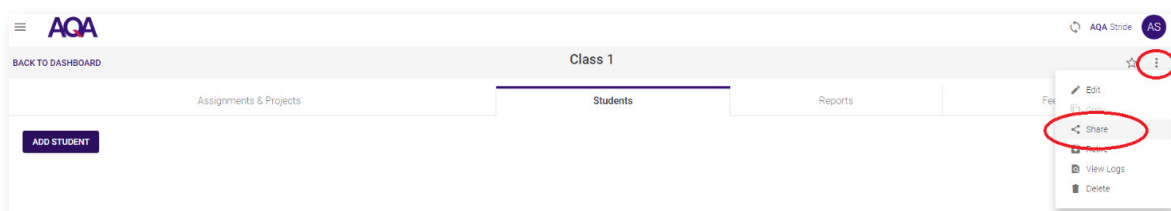


A dialogue box listing all teachers with current access will appear. Use the plus icon (+) in the top right to add new users:

### Add new teachers

Teachers already in the system will appear as 'Existing users' on the left. To add a new teacher, click 'Identify or add users'.

Add the new teacher's email address, confirm the 'Allow View' and 'Edit' access and click 'Grant'.



# 16. Moving a student from one class to another

**Note that** at this time, moving a student from one class to another will have the following impact:

- The student will lose all uncompleted tests from the previous class.
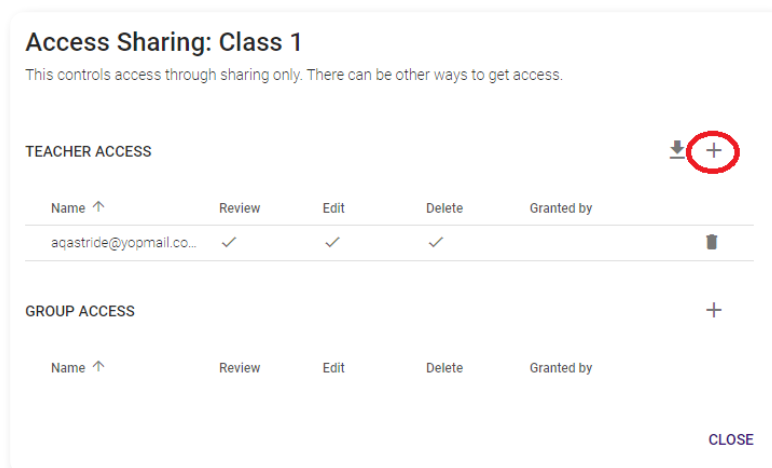- The student will be enrolled automatically in existing tests assigned to all students in the new class.
- The new teacher won't be able to see the student's results from the previous class.
- The student will lose all completed tests and all previous results.

We suggest downloading the student's progress from the reports dashboard before making this change if keeping the results is important (see 'Viewing detailed student results and reports').

To avoid losing data, we recommend leaving students in their current class. If this is a problem for you in the Early Adopter phase, please contact AQA and we'll be happy to work with you to resolve the situation.

If you do still want to move a student, follow these steps.

From the main dashboard, select the student's current class from the menu on the right-hand side.

Find the student and then click on the arrow icon on the far right side of the student's row.
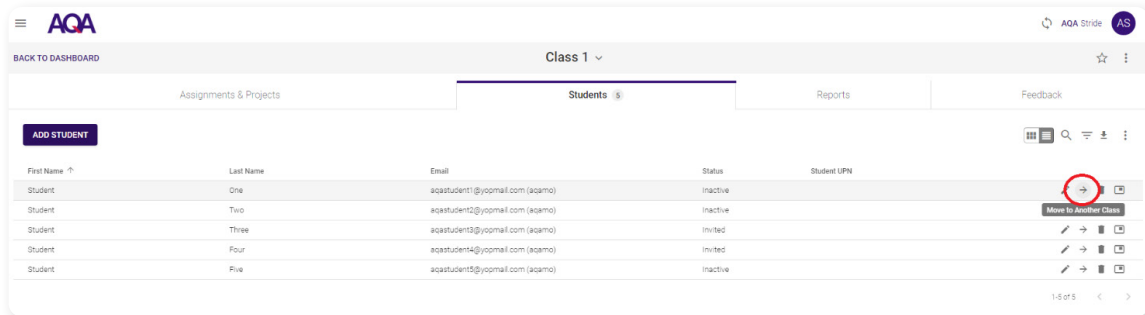


A menu will appear entitled 'Move Student To Another Class' with the student's details underneath and a drop-down of available classes to move the student to.
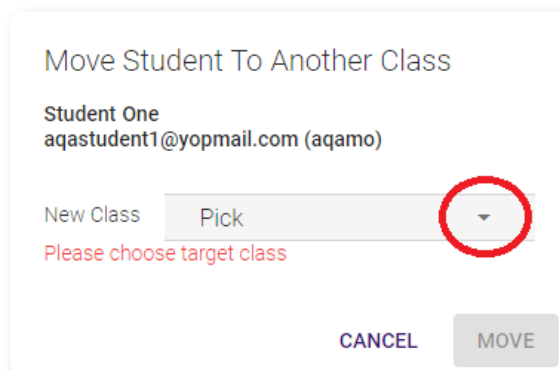


Select the new class.

Select 'Move' to action the change of class.

Go back to the main dashboard. Select the new class. The student should now be listed in the new class.

# 17. Deleting a teacher or student from a class

Open the Administration dashboard.

Select your school, and then select the class you wish to remove the teacher or student from.

Under the 'Class Teachers' panel, click on the plain dustbin icon located on the furthest right-hand side of the teacher's row. This action will remove the individual from the class but won't remove them from the system entirely.
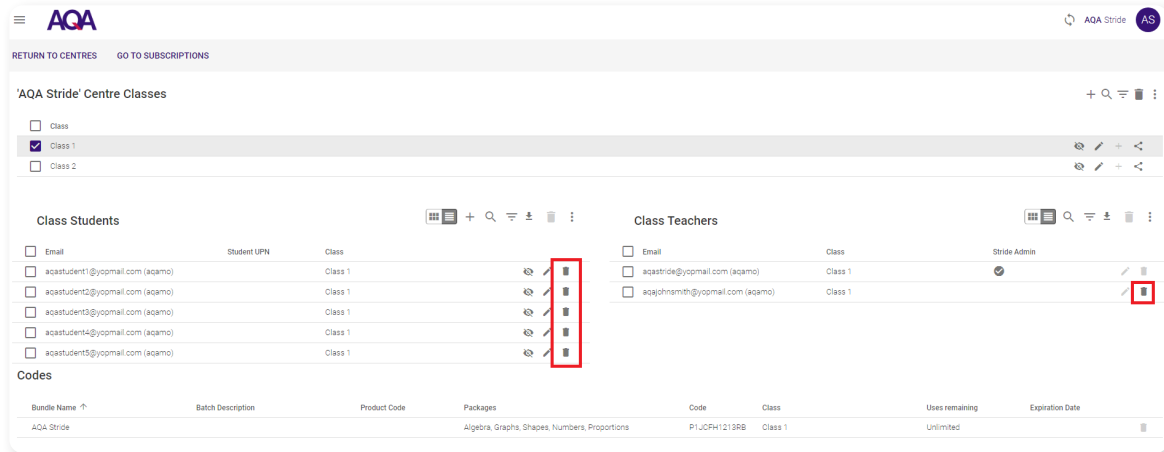


If you wish to remove a student or teacher and all their data from the system (GDPR compliant delete) then please contact AQA.

# 18. Resetting a student's password

A student should be able to reset their own password from the login screen. If that hasn't worked, you can set a temporary password so they can get access again.

Go to the class page by selecting the correct class from the main dashboard page.

On the student's row, click on the pencil icon.

Set a password. This password is only temporary. When the student logs in again, they'll be prompted to set a new secure password.

Securely communicate the temporary password to the student.

# 19. Resetting a teacher's password

A teacher should be able to reset their own password from the login screen. If this hasn't worked, then please contact AQA and we can reset their password.

# 20. Generating reports

Think of this page in three sections. The top line is a summary of how you generate and read your reports. The middle section is the filters you want to use, and the last section are your reports.

Use the check boxes to select a class and the test from your list. Every time chose a filter you need to click the 3 lines icon to refresh the selection and then scroll down to see the available reports.

# 21. Available reports

- **Student and class reports by test** – Overview of students' scores in AQA Stride Test which can be filtered by class, test date and student.
- **Summary scores for questions attempted** – The number of attempts for each learning objective and the number of correct/incorrect responses.
- **Question Level Analysis** – Student and class performance by learning objective.
- **Difficult Topics** – Topics the class is struggling with.
- **Best Topics** – Topics the class is doing well with.
- **Confidence Levels** – A chart or table that shows student confidence in their knowledge.
- **Students' ongoing learning** – Students' progress and improvement since the tests.
- **Overview of learning completions** – Shows students engagement with the ongoing learning (refresh card).
- **Use of learning resources** – Time spent, and items learned.
- **Learning progress** – Shows the change in students' knowledge over time.
- **Topic Mastery** – Shows the number of learning objectives students have mastered each week.