

Briefing Note 1.2

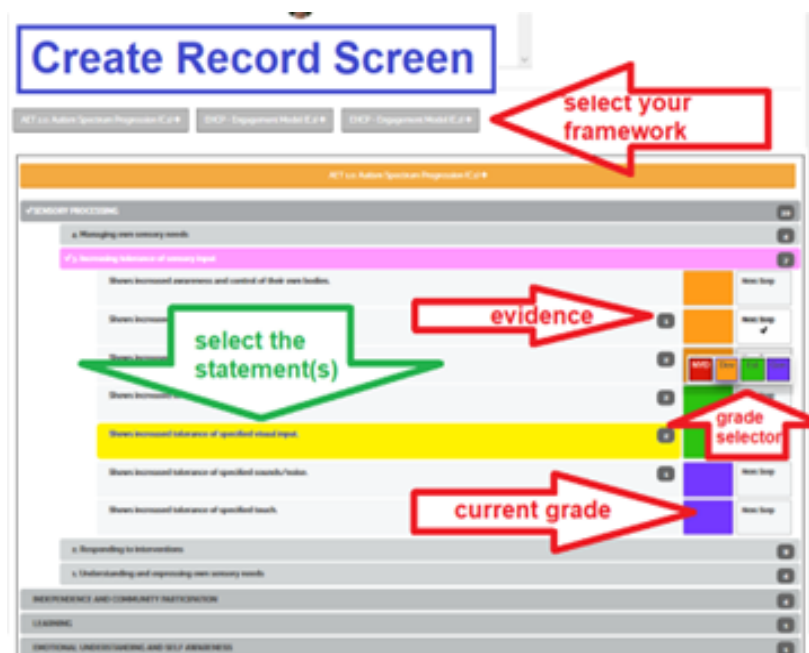
CREATING A RECORD – A Bit More

So, you are comfortable creating basic Earwig records and tagging them to make sure that they are always available in the right place at the right time. Now you want to understand the bells and whistles. Let's get started.

1 Grading Pupils While Creating Your Record.

This feature is particularly useful in special needs, where teachers are usually creating records about the activity of a SINGLE PUPIL, rather than a group.

GRADING INDIVIDUAL PUPILS



As long as you only have ONE PUPIL selected for a record, when you open an assessment framework – down to the lowest (Statement) level, you can also

- Check on what other evidence you have for that pupil and target.
- Change the grade of that pupil for any statement.
- Select other statements in that framework as 'Next Steps'.

You will see a number in a small grey circle against many of the statements. This is the number of evidence records that are already tagged to that statement. Click on the number to review these.

The cell next to this shows the current grade for that pupil for that task. You can upgrade the pupil then and there by clicking on that cell.

If you are not familiar with all the good stuff that comes with the Next Steps feature, check out Briefing 2.5 – Next Steps. If your school doesn't have the Next Steps available in your favourite framework, just ask and we'll switch it on for you. No charge.

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2 Creating a Multiple Record.

This is also covered in the 'Create Record – Basics' paper. But, in case you could use a refresher on this...

Sometimes you will ask a whole class to perform a particular task. A class may be anything from three to thirty pupils. If you or your team take photos of each child doing their thing, you don't want then to have to create and type up what is, essentially, the same record many times.

All you have to do in Earwig is select all the relevant photos in the Image Bank. Then hit the purple **MULTIPLE RECORDS** button.

The difference is that, once you have entered your title and a common commentary to cover all the pupils, you will see a set of instructions (in green). They will tell you to

- Bring up a list of pupils.
- Select one image and click only the relevant pupil(s) for that image.
- Keep doing this with all the images in the record.
- Then complete the record in the normal way.

A screenshot of the Earwig software interface for creating multiple records. The interface shows a grid of images on the left, a central form for adding pupils, and a list of pupils on the right. Annotations include a red arrow pointing to the 'Multiple Records' button, a red arrow pointing to a selected image, and green arrows pointing from the image grid to the pupil selection list. Text overlays in various colors provide instructions and benefits.

MULTIPLE RECORDS
CREATE LOTS OF INDIVIDUAL RECORDS FAST

EACH WITH THE CORRECT IMAGE FOR THAT CHILD.

CREATE ONE RECORD AND TURN IT INTO MANY
SAVES A LOT OF TIME

Click on an image and then a child to create a separate record for each image.

Earwig will create one 'Master' record for you, with all the images in it. But it will also create an additional version of the record for each pupil with only their image in it. It is these records which go into their timelines and which show up in the relevant framework as evidence for that pupil.

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3 Creating an Evidence Record from the Assess Page

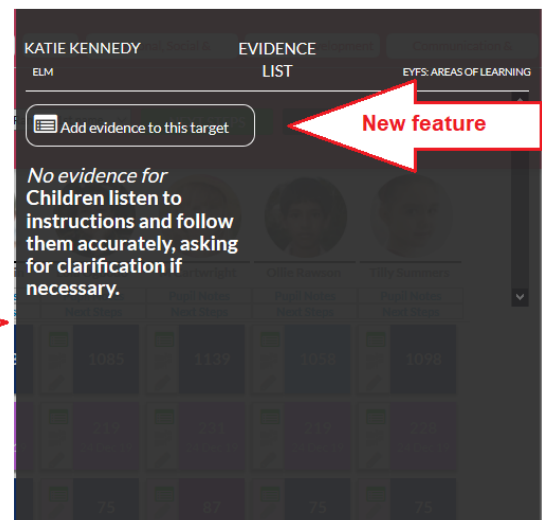
In some other pupil tracking systems the process is that you grade the pupil first and add evidence later. This seems a bit backwards to us, but for those who find this easier, you can do this in Earwig, if you want to.

If you are in an Assess Grid (or on the Track screen) and notice that there is no evidence for a particular statement, or you decide that you need more to justify a grade improvement, you can create a new record then and there. Just click on the evidence icon for the relevant pupil/statement and hit the 'Add evidence to this target' button.

If there is no evidence, the icon is grey. If there are records against that target, it is green.



SEN Demo School	Assess All	Pupil Notes Next Steps
EYFS: Areas of Learning		1166
Communication & Language		249 20 Jan 20
Listening and attention		85
Exceeding ELG		1
Children listen to instructions and follow them accurately, asking for clarification if necessary.	No evidence	
They listen attentively with sustained concentration and can listen in a larger group, for example in a circle.	Some evidence	20 Jan 20
Expected ELG		9
40 to 60 months		6



Clicking on 'Add evidence' will open the Create Record screen with the relevant pupil and target already tagged. Just add images and commentary (or just a commentary) and hit Save.

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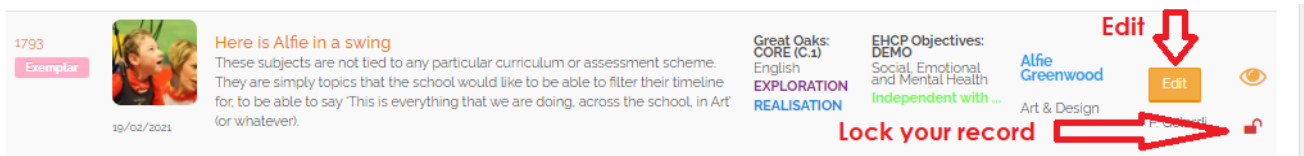
4 Editing and Locking Evidence Records

Once a record has been created, a lozenge containing most of the headline data from the record becomes visible at the top of the Record List.

You can view the record properly by clicking on the image and edit it, if you wish, by clicking on the EDIT button

Some teachers are wary of their records being altered after being created. So you can lock your record, so that only you can edit it.

There is more on the Record List in Briefing 1.5.



To create a list of records for viewing by third parties, you be better going to the TIMELINE button on your dashboard and using the record filters there to create a list just the selection of records that you need – more elegantly displayed.

For more on Timelines, check Briefing 1.6.