

## Wirral Borough Council

### Provider Portal Better Start User Guide

Version 4  
March 2020

Early Years Cohort Tracker

## Contents

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## 1. Background

- 1.1 Better Start is a module within the Wirral Provider Portal which is used for recording and submitting tracking data. This is a direct replacement for the Excel Wirral Cohort Tracker previously used.
- 1.2 All funded providers will have access to submit tracking data for funded children which is required during each of the four submission windows- one as a baseline, as well as one for Autumn, Spring and Summer terms.
- 1.3 If a new member of staff within a setting requires a log in for the Provider Portal, the manager of the setting must complete a 'Provider Portal Proforma' form and send this to the budget support team [budgetsupportearlyyearsqueries@wirral.gov.uk](mailto:budgetsupportearlyyearsqueries@wirral.gov.uk) This is included within the new provider pack when setting up as a funding provider and can be obtained by emailing [fis@wirral.gov.uk](mailto:fis@wirral.gov.uk). Information required includes:  
 Full Name  
 Date of Birth  
 Business Email  
*(Please note: email must be an individual work address rather than a generic setting email. For instance, [daniel@littledinosaurs.com](mailto:daniel@littledinosaurs.com) as opposed to [enquiries@littledinosaurs.com](mailto:enquiries@littledinosaurs.com))*
- 1.4 All portal users have responsibility to inform Wirral Borough Council when access is no longer required to the Provider Portal. Notification of any changes to work location should also be made, for instance if a staff member moves from one setting to another. Changes should be emailed to [budgetsupportearlyyearsqueries@wirral.gov.uk](mailto:budgetsupportearlyyearsqueries@wirral.gov.uk)

## 2. Logging on to the Better Start Portal

- 2.1 The username and password used to log in to the Better Start Portal is the same log in for Headcount and Self-Update. For providers who have recently registered, during the first log in a request to change your password will be displayed.
- 2.2 If new user access is required please contact [childrenssystemsteam@wirral.gov.uk](mailto:childrenssystemsteam@wirral.gov.uk)
- 2.3 To open a new internet browser session, select the browser installed on your machine, ie: Internet Explorer, Google Chrome or Firefox etc  
 In the search bar located at the top of the screen the Provider Portal address needs to be added:

[https://emsonline.wirral.gov.uk/Provider\\_Portal\\_LIVE](https://emsonline.wirral.gov.uk/Provider_Portal_LIVE)

2.4 The Provider Portal log in page should now be displayed.

2.5 Please note the Provider Portal log in page will also display any notices such as maintenance or upgrade times. If there are difficulties logging in please check here first for any relevant information.

2.6 Log in: Please now enter your Username and Password. *(All passwords are case sensitive and must follow the following guidelines: a minimum of 10 characters containing at least 1 capital letter, 2 numbers and 1 special character.)*

Once the information is entered please click the 'Log In' button.

2.7 Secret question: Please now enter the answer to your secret question. If this is your first time logging in you will be asked to set this up. Once you have entered this information please click the 'Submit' button.

*(If you have forgotten your secret answer please click the link 'Forgotten your secret answer'.)*

2.8 Enable Two Step Verification now: The first pop up message as you log in on the right hand side will alert you to increasing your security. This is optional.

2.9 If you wish to set-up two step verification, please click the 'Enable now' text. The following message will then be displayed.

### Two Step Verification

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Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.


**Preferred method**


No Two Step Verification


Save

The preference for two-step verification is set to 'No Two Step Verification' as default. To enable this added security measure, please click the drop down menu and select 'Email'. Enabling this feature will send an email to the registered account at each sign in with a specific code which needs to be entered swiftly before you can access the portal.

**Preferred method**




Email  
No Two Step Verification

Save

*(Please note that if you set up this feature each time you sign in a new code will have to be entered to allow access. This has to be entered within a very short time frame.)*

2.10 Account information: As you log in, again on the right hand side an information box will appear. This details the last time the account was logged into by the user.

**Account Information**

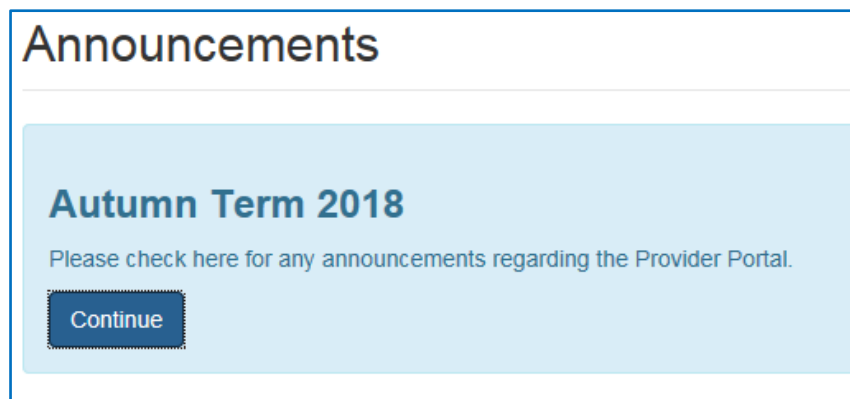


You last logged in at: 09/07/2018  
14:12:06

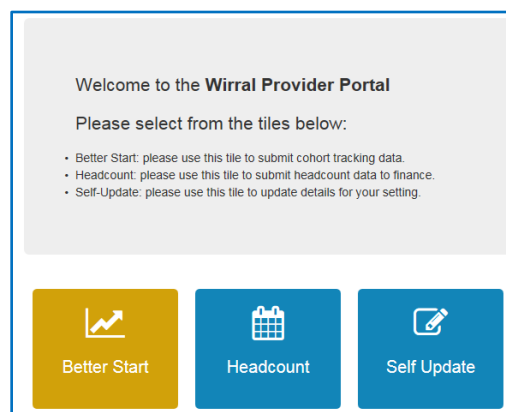
*(If the date and time do not reflect the last time you logged into the account this could potentially highlight a security breach. Firstly please change your password and then email [childrenssystemsteam@wirral.gov.uk](mailto:childrenssystemsteam@wirral.gov.uk))*

### 3. Home Page

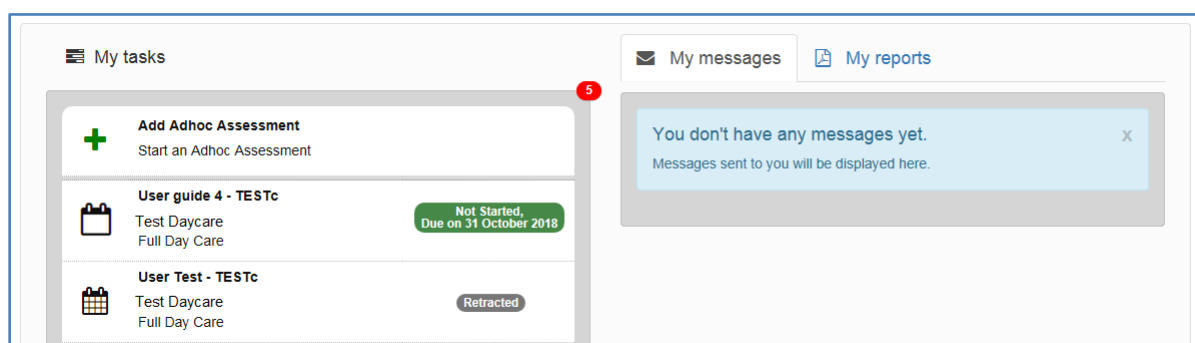
- 3.1 When you log in any announcements for Better Start, Headcount, Self-Update and Two Year Old Funding will automatically be displayed before the home page is accessed. Please click the 'Continue' button to move onto the home page.



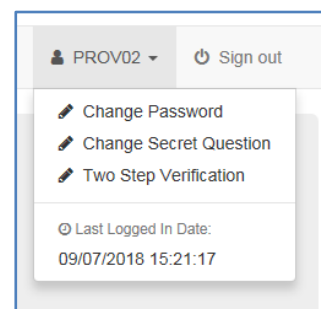
- 3.2 Once you have logged onto the Provider Portal the portal home page will be displayed. Different tiles will be shown to reflect the areas which can be accessed. Please click the 'Better Start' button to access the cohort tracking side of the portal.



- 3.3 Once you have clicked the 'Better Start' tile you will now be at the Better Start home page. There are now three headings you can access: 'My tasks', 'My messages' and 'My reports'.

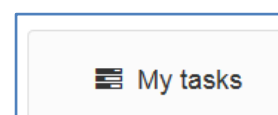


- 3.4 Changing password and secret question: From any home page the currently logged in user can also change their password and/or secret answer. Clicking on the user name in the top right corner of the screen will display both options.



## 4. Tasks

- 4.1 On the Better Start home page you will see all tasks which are required to be completed on the left hand side. Please click anywhere on the task to open.



A blank calendar icon means a task is available but has not been started.



This icon means that a task has been opened and started.

- 4.2 Each task will also have a due date shown via a traffic light system. This will initially be green but will change to amber and then red as the task gets nearer to its due date. Once the due date expires it will then turn grey.

Not Started,  
Due on 31 October 2018

Not Started,  
Due 7 days

Not Started,  
Due Tomorrow

Submitted,  
Due Tomorrow

Submitted,  
Due on 06 July 2018

- 4.3 Once a task has been clicked on and opened, the following screen will appear, allowing children to be added to the assessment. All children in the appropriate age range for the assessment should automatically be available to select.

**User guide 3 - TESTc**

Status: Edited but not yet submitted
 Deadline: Due 7 days

Test Daycare / Full Day Care / Age range 0-72 (Months)

1 Children  
Choose Children

2 Results  
Enter Data

3 Submit  
Submit Assessment

Please identify the children for which the assessment will be completed.

Forename	Surname	Date of birth	Age (in Months)	User Defined Groups	Include In Assessment	Toggle
Daniel	Blue	02/05/2015	27		<input type="checkbox"/>	
Emma	Red	01/05/2015	27		<input type="checkbox"/>	
Sarah	Yellow	04/05/2015	27		<input type="checkbox"/>	
Stephen	Green	03/05/2015	27		<input type="checkbox"/>	

*(Please note: age in months refers to the child's age at the date of the assessment.)*

- 4.4 If a child's details are incorrect, for instance a name is spelt incorrectly or date of birth is wrong please click on their name. This will then bring up the child details screen where information can be edited. Please click 'Save' when you have finished.

The 'Child Details' form contains the following fields and options:

- First name \***: Text input with 'Daniel' and an edit icon.
- Middle Name**: Text input with an edit icon.
- Legal Surname \***: Text input with 'Blue' and an edit icon.
- Gender \***: Radio buttons for **Male** (selected) and **Female**.
- Date of birth (dd/mm/yyyy) \***: Date picker showing '02/05/2015'.

To the right of the form are two buttons: **Cancel** (orange) and **Save** (blue).

- 4.5 User defined groups can also be added on this page, for instance key workers or other groupings relevant to individual settings. To enter a group, please click on the box under **'User Defined Groups'** and type in text before pressing enter. *(Please note: more than one group can also be added per child if required.)*

The 'User Defined Groups' form shows a list of groups:

- EMMA x
- BLUE GROUP x

- 4.6 Once the list of children has been checked for accuracy and any additional children added (Please see section 8 regarding how to add a new child), then the children to be included in the assessment need to be selected. Please use the column on the right hand side titled **'Include In Assessment'**. If all children need to be included please click 'Toggle' to select/de-select all.

Include In Assessment	Toggle
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	

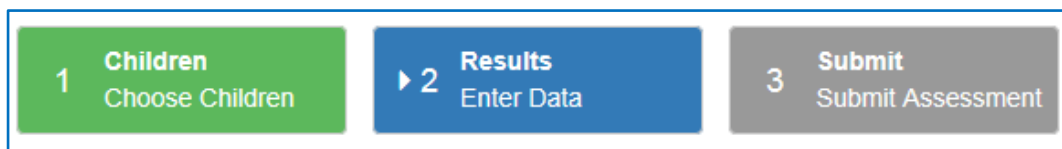
- 4.7 Once all relevant children have been selected for the assessment, please click the 'Next' button located at either the top right/bottom left of the screen.

Two sets of buttons are shown:

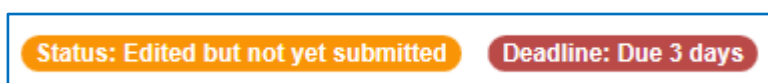
- A single **Next ▶** button.
- A set of **Cancel** (orange) and **Next ▶** (grey) buttons.

## 5. Entering Tracking Data

5.1 The next stage is to input tracking data for the selected children. This will take you onto the second tile at the top of the page- **'Results'**. (Please note that the **'Choose Children'** tile should be green when this section has been completed.)



5.2 In the top right corner of the screen will be displayed the current status of the assessment.



5.3 The screen below will now be seen with children selected displayed. Children's date of birth, age in months at time of the assessment and assessment date are automatically generated. Any **'User Defined Groups'** (as added in a section 4.5) will be present under the **'Groups'** section.

Child	Date Of Birth	Age In Months	Groups	Assessment Date...	EAL	CLA	PSED- Mak
		greater or equal less or equal					
Daniel Blue	02/05/2015	27		31/08/2017			
Emma Red	01/05/2015	27		31/08/2017			
Sarah Yellow	04/05/2015	27		31/08/2017			
Stephen Green	03/05/2015	27		31/08/2018			

5.4 To filter results for a specific child please use the white search box by clicking and entering a child's name. To view all children added to the assessment, please click the 'x'.



### 5.5 Children's results can also be filtered by age using the 'Age In Months' heading.

*Greater or equal:* enter a valid number here, ie: 27 to view all children who were 27 months or older at the date of the assessment.

*Less or equal:* enter a valid number here, ie: 27 to view all children who were 27 months or younger at the date of the assessment.

### 5.6 Requested information can then be added for each child using the dropdowns present and scroll bar to access all of the available menus. Move from left to right beginning with EAL (English as an Additional Language) status and CLA (Child looked after status.) Both are set to 'no value' and only need to be selected if 'Yes' is applicable.

### 5.7 Scrolling across to the right, tracking data can now be added for each selected child.

Each sub area of development is displayed and needs to be selected using the corresponding drop down menu.

Clicking the small down arrow next to each heading will also bring up the menu to the left. This allows results to be sorted and columns pinned to either the left or right of the screen for ease of inputting data.

PSED- Mak

1. 0-11: Eme  
2. 0-11: Dev  
3. 0-11: Exp  
4. 8-20: Eme  
5. 8-20: Dev  
6. 8-20: Exp  
7. 16-26: Eme  
8. 16-26: Dev  
9. 16-26: Exp  
10. 22-36: Eme  
11. 22-36: Dev  
12. 22-36: Exp  
13. 30-50: Eme  
14. 30-50: Dev  
15. 30-50: Exp  
16. 40-60: Eme  
17. 40-60: Dev  
18. 40-60: Exp  
19. ELG: Eme  
20. ELG: Dev  
21. ELG: Exp

The current level for each child then needs to be selected from the drop down menu under each sub area heading (17 in total). These are banded into age ranges with refinements 'emerging', 'developing' and 'expected'.

Once each sub area has been added using the drop down menus, a comment can also be added (if required) on the far right of the scroll bar by clicking the blue box. Then click save to return to the input screen.

Comment-

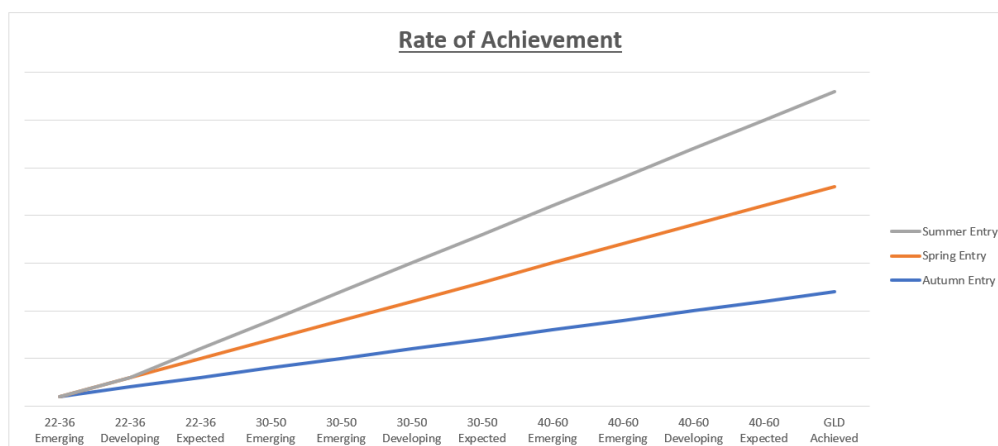
Save Cancel

5.8 The final drop down which requires information to be added, is whether each child is on track to achieve their GLD (Good Level of Development) by the end of the Early Years Foundation Stage. The information is input on a simple drop down menu with the options 'No' or 'Yes'.

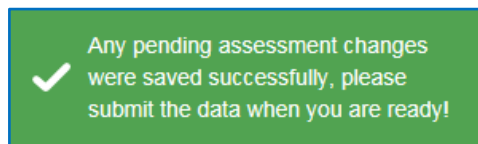
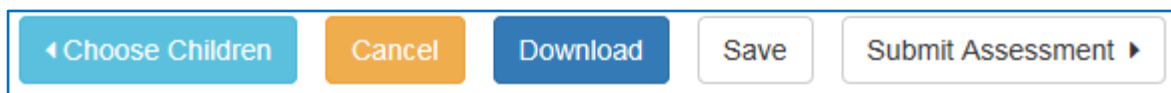
On track for GLD?

N: No  
Y: Yes

This is identified using the GLD grid as in indicator of progress (located in section 12 of this user guide) combined with professional knowledge. **Please note: A child can be on track for their specific age, however, also not be on track to achieve their GLD by the end of the Early Years Foundation Stage. This essentially requires accelerated progress for the specific child, as diagrammed below.**



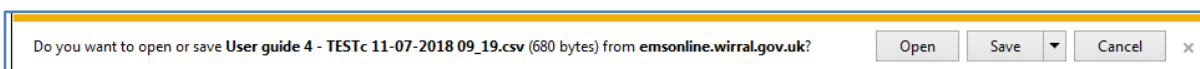
5.9 Once all levels are added please click the save button located at the bottom of the tracking screen.



Once saved the following confirmation box will appear at the top right corner of the screen.

(Please note: saving the assessment will just store the information which has currently been entered, it **does not** send this through to Wirral Borough Council.)

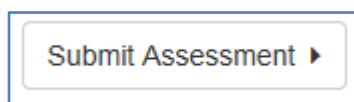
5.10 Results which are added to the tracker can also be downloaded as an Excel document by clicking the 'Download' button. The message below will appear: please click 'Open' to open the document or 'Save' to save the document to your computer.



5.11 (Please note: when carrying out this process, the portal may log itself out due to the time spent on a task. The log in page will then re-appear, where you will need to re-enter your password.)

## 6. Submitting an assessment

6.1 When all data has been added for relevant children, please click the 'Submit' button located at the bottom of the tracker.



6.2 The 'Results' tile at the top of the screen will now have turned green, and the next stage is to submit the assessment. The deadline date for the assessment can be found in the top right corner of the screen- this will highlight when the assessment is due on a traffic light system.

**Submission Declaration** Status: Edited but not yet submitted Deadline: Due Tomorrow

Test Daycare / Full Day Care / Age range 0-72 (Months)

1 Children Choose Children 2 Results Enter Data 3 Submit Submit Assessment

### Submission Declaration

**Confirmation**

I confirm that all the information I have provided is correct to the best of my knowledge and that I have consent to send this data to Wirral Borough Council.

[Previous](#) [Cancel](#) [Confirm](#)

Before tracking information is submitted, please read the submission declaration. This confirms that the information submitted is correct and consent has been gained to send this data to the local authority.

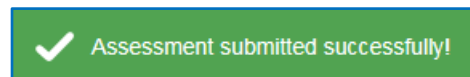
To confirm the declaration has been read and to submit your tracking data please select the 'Confirm' button. A message will appear to check that you wish to submit the tracking information in its current state. Please click the 'Yes' button to continue.

**Submit Assessment**

Are you sure you wish to submit this information?

[No](#) [Yes](#)

- 6.3 The following message will then appear in the top right corner of the screen if the task has been submitted successfully. If this has not worked please try re-submitting the assessment.



- 6.4 The task which has been submitted will now appear on the 'Better Start' homepage. This will appear with a green icon to the right which also includes the submission date. (Please note: tasks can be submitted a number of times, however we would recommend that each task is only submitted once to ensure that data is accurate and up-to-date for all children. Prior to the submission deadline, changes can be made and saved until the whole data set is complete, before then being submitted.)

**My tasks**

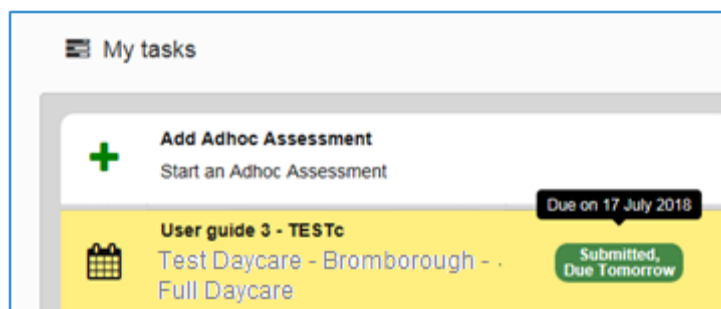
**Add Adhoc Assessment**  
Start an Adhoc Assessment

**User guide 3 - TESTc**  
Test Daycare - Bromborough - Full Day Care

Submitted, Due Tomorrow

## 7. Re-submitting a task

- 7.1 Once a task has been submitted, as long as the deadline date has not elapsed, it is possible to re-submit this if amendments have been necessary. There may be several reasons that a task needs to be resubmitted, for instance if a child needs to be added to the assessment or if developmental levels need to be changed due to inaccurate input. To make any changes to a submitted assessment, please click on the task on the 'Better Start' home page.



- 7.2 This will automatically open the assessment on the 'Results' entry page. If developmental levels need to be changed please use the drop down menus to select the correct values. (Please see section 5.7 for guidance.)
- 7.3 Once all changes have been made please click the 'Next' button at the bottom of the tracking table. Then follow steps in section 6 to submit the assessment.

## 8. Add a new child

- 8.1 If the changes to the submission require a new child to be added, please click the 'Previous' button located at the bottom of the tracker. This will bring you back to the 'Children' screen. If the child you need to add is already present on the list, please select the tick box on the right hand side and then click the 'Next' button. (This will bring you forward to the tracker screen, please then follow steps in section 6.)

Forename	Surname	Date of birth	Age (in Months)	User Defined Groups	Include In Assessment
Daniel	Blue	02/05/2015	27		<input checked="" type="checkbox"/>

- 8.2 Adding a new child: to add a child which is not present on your list, on the 'Choose

Children' tab please select the 'Add Child' button.

(Please note: Forename and surname added must be identical to those recorded in checked documents, for instance on a birth certificate of passport.)

### Add Child

Please enter the child's legal first name and surname

First name

Legal Surname

Cancel

Next

Please then add the requested information and click the blue 'Next' button.

- 8.3 Duplicate child message: when you have selected 'Next' after inputting the child's forename and surname, if they have already been included within the assessment the following warning box will appear.

### Duplicate Child Warning

• One or more children with this name are already included in this grid.
 ×

Please cancel if the child has already been added to the grid, or add a new child if they are not listed

First name	Legal Surname	Date of birth	Gender	Current Address	Ethnicity	First Language	Eligibility Code
Daniel	Blue	02/05/2015	Male	0 Gratrix Road Bromborough CH62 7BW	AIN	MSC	

Cancel

Start Again

Add a new child

If the information present is correct for the child you are attempting to add, please click 'Cancel' to return to the previous screen. If it is a different child which needs to be added, please select the blue button 'Add a new child'.

- 8.4 The screen below will then appear. Please then use the available boxes to input the required information for the new child. (Please note: all mandatory fields are marked with an asterisk.)

**Add Child**

First name \*

Middle Name

Legal Surname \*

Gender \* ☒ Male ☐ Female

Date of birth (dd/mm/yyyy) \*

Ethnicity \*

First Language \*

SEND Status

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode \*

- 8.5 When inputting a child's ethnicity, please select from the drop-down menu. If information regarding ethnicity has not been obtained or is not available, please enter 'NOT' in the selection box. (This will then automatically select NOBT- Info not yet obtained.) If the code for a specific ethnicity is known, this can be typed into the search box to find the correct selection quickly. (Please note: if the wrong ethnicity is selected, please click the small 'x' in the right hand corner of the selection box before selecting the correct value.)

Please select

AAFR - African Asian (AAF)

ABAN - Bangladeshi (ABA)

AIND - Indian (AIN)

AKAO - Kashmiri Other (AKO)

AKPA - Kashmiri Pakistani (AKP)

AMPK - Mirpuri Pakistani (AMI)

ANEP - Nepali (ANE)

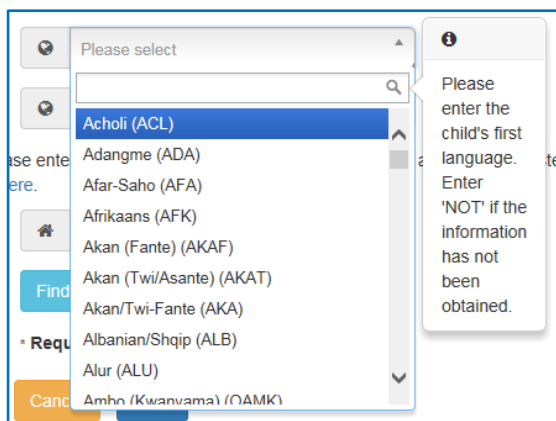
AOPK - Other Pakistani (AOP)

AOTA - Other Asian (AOT)

AOTH - Any Other Asian background (AOT)

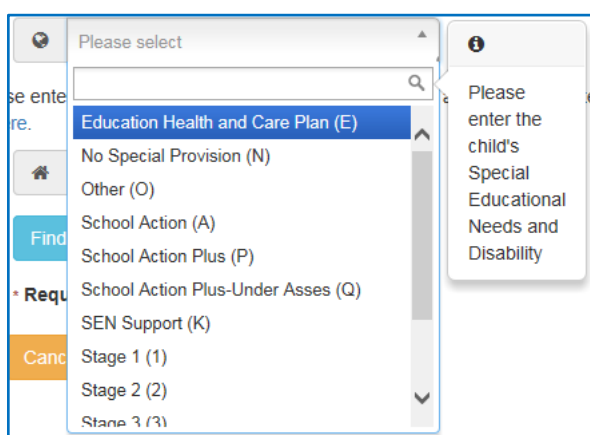
Please enter the child's ethnicity. Enter 'NOT' if the information has not been obtained.

- 8.6 When inputting the child's first language, please select from the drop-down menu. If information on first language has not been obtained or is not available, please enter 'NOT' in the selection box.



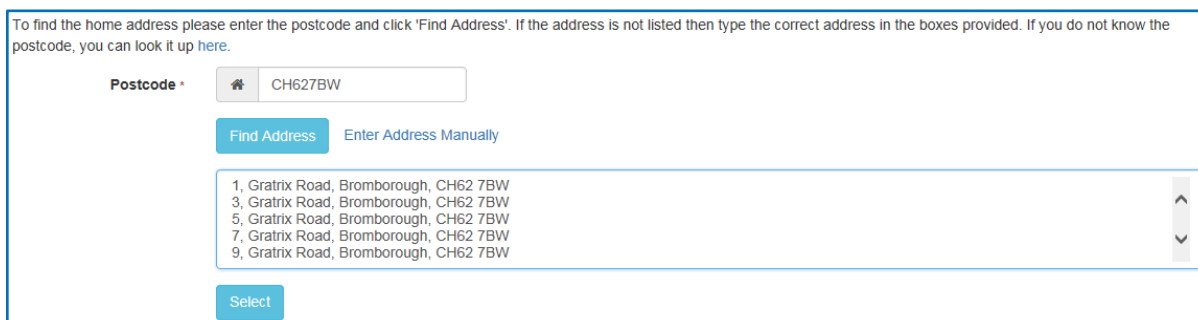
The screenshot shows a web form with a dropdown menu for selecting a language. The dropdown is open, displaying a list of languages including Acholi (ACL), Adangme (ADA), Afar-Saho (AFA), Afrikaans (AFK), Akan (Fante) (AKAF), Akan (Twi/Asante) (AKAT), Akan/Twi-Fante (AKA), Albanian/Shqip (ALB), Alur (ALU), and Amho (Kwanyama) (NAMK). A tooltip on the right side of the dropdown provides instructions: "Please enter the child's first language. Enter 'NOT' if the information has not been obtained."

- 8.7 When inputting SEND status, please select from the drop-down menu. (Please note: only relevant selections are required as follows: No Special Provision [N], SEN Support [K] or Education Health and Care Plan [E] )



The screenshot shows a web form with a dropdown menu for selecting a SEND status. The dropdown is open, displaying a list of options including Education Health and Care Plan (E), No Special Provision (N), Other (O), School Action (A), School Action Plus (P), School Action Plus-Under Asses (Q), SEN Support (K), Stage 1 (1), Stage 2 (2), and Stage 3 (3). A tooltip on the right side of the dropdown provides instructions: "Please enter the child's Special Educational Needs and Disability."

- 8.8 When adding the child's address, please first type in the postcode and then use the blue 'Find Address' button. Please then select the correct address from the results provided. If the required address is not present, please click the 'Enter Address Manually' link and type in the correct information.



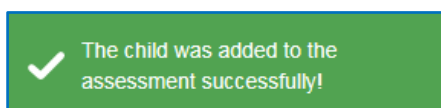
The screenshot shows a web form for finding an address. It includes a "Postcode" field with the value "CH627BW" and a "Find Address" button. Below the button is a list of suggested addresses, all starting with "1, Gratrix Road, Bromborough, CH62 7BW". A "Select" button is located at the bottom of the list. A tooltip at the top of the form provides instructions: "To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#)."

8.9 This will then bring up the menu for manually adding an address. Please fill in all of the required fields.

8.10 If you do not know the child's postcode, please click the blue link outlined below. This will re-direct you to the Royal Mail website to locate the correct postcode and address. Once this has been used, please return to the portal page to input the correct address.

[you can look it up here.](#)

8.11 Once all of the required information is added, please click the blue 'Save' button located at the bottom right corner of the screen. The following confirmation button will then appear at the top right of the screen.



8.12 You will then be re-directed back to the 'Choose Children' tab. The child added will then appear on the list of children included in the assessment. If numerous new children need to be added, please repeat the previous steps.

(Please note when a child is added through the 'Add a new child' menu, a tick will automatically generate to include them within the assessment. Children should only be added via this route if they are to be included within the assessment.)

Forename ↕	Surname ↕	Date of birth ↕	Age (in Months) ↕	User Defined Groups	Include In Assessment ↕	Toggle
Daniel	Blue	02/05/2015	27		<input checked="" type="checkbox"/>	

## 9. New Term Tracking Task

- 9.1 Cohort tracking submissions are required four times each year during designated submission windows- one baseline and then Autumn, Spring and Summer terms. When the task is opened from the 'Better Start' home page (see section 4) clicking on this will take you through to the tracker screen.

Test Daycare / Full Day Care / Age range 0-72 (Months)

1 Children Choose Children    2 Results Enter Data    3 Submit Submit Assessment

Child	Date Of Birth	Age In Months	Groups	Assessment Date...	EAL	CLA	PSED- Mak	PSED- Man
		greater or equal less or equal						
Daniel Blue	02/05/2015	27		31/08/2017			7. 18-28: Eme	7. 18-28: En
Emma Red	01/05/2015	27		31/08/2017	Y: Yes	Y: Yes	7. 18-28: Eme	10. 22-38 Er
Sarah Yellow	04/05/2015	27		31/08/2017				

- 9.2 Values which have previously been added for a child will appear as 'green' text. (These relate to values that were added during the previous terms assessment.) If values are then changed within the assessment they will appear as 'blue' text. For values that are added where initially blank spaces were present, the text will be 'black'. (For instance, a new child being added to an assessment.)

PSED-Mak

18. 40-60: Exp

12. 22-36: Exp

PSED-Mak

15. 30-50: Exp

10. 22-36: Eme

(Please note: if values have stayed the same in this assessment as they were in the previous term, they will remain as 'green' text.)

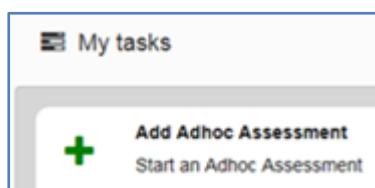
- 9.3 Once all updates have been made to the assessment and any new children have been added, please select the 'Submit Assessment' button. This will then take you to the 'Submission Declaration' page. (Please refer to section 6.)

Submit Assessment ▶

## 10. Adhoc Assessment

10.1 Adhoc assessments can also be run at any time, including outside of designated submission windows. These allow providers to carry out additional tracking if required. **(Please note: adding an adhoc assessment instead of submitting a task will not replicate the same information. Please use the tasks to submit tracking information during each submission window.)**

10.2 To add an adhoc assessment, please click on the 'Add Adhoc Assessment' button.



10.3 This will bring up the screen below. Please enter the information for your assessment, ensuring the 'Type of Assessment' is selected before clicking the 'Next' button. (Please then follow steps in section 5.)

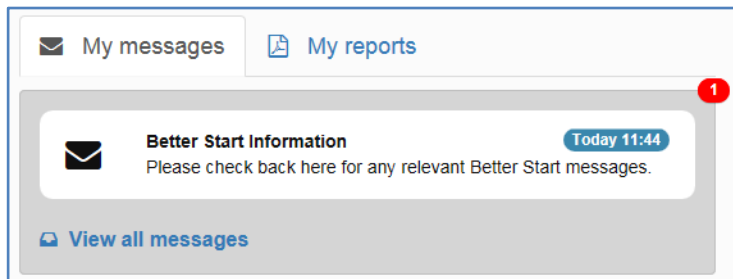
 A screenshot of the 'Create A New Adhoc Assessment' form. The form has a title bar with a line graph icon and the text 'Create A New Adhoc Assessment'. Below the title bar are four tabs: '1 Assessment Enter Details' (active), '2 Children Choose Children', '3 Results Enter Data', and '4 Submit Submit Assessment'. The form contains the following fields:
 

- 'Assessment Title' with a text input field.
- 'Age Range of Children (Months)' with two text input fields.
- 'Type of Assessment' with a dropdown menu showing 'Please select'.
- 'Age Calculation Date' with a calendar icon and a text input field.

 At the bottom of the form are two buttons: 'Cancel' (orange) and 'Next' (white with a right arrow).

## 11. Messages

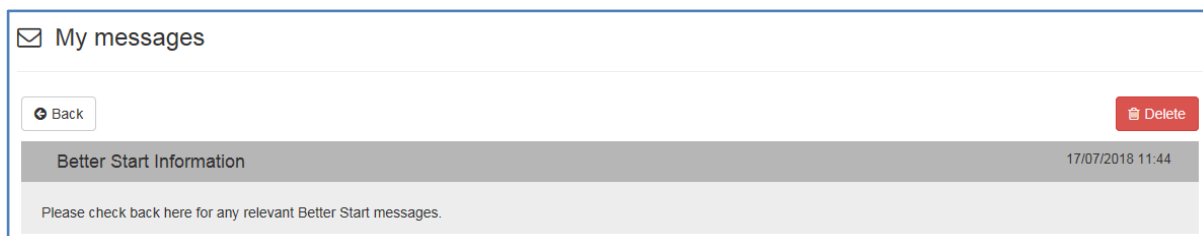
- 11.1 Any messages which have been sent by the local authority regarding Better Start will be viewable on the Better Start Homepage under the **'My Messages'** tab.



- 11.2 The number of unopened messages will appear as a red bubble in top right corner of the message dialogue box. This will change once the message has been opened and read.

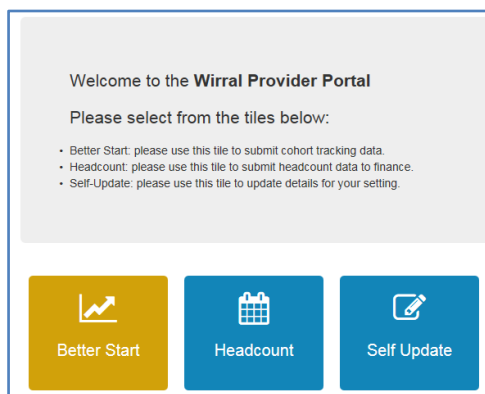


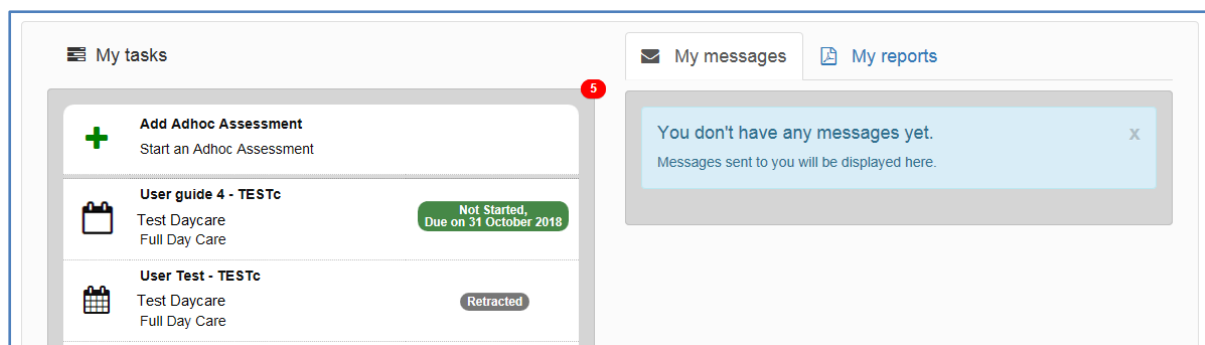
- 11.3 To open the message please click anywhere on the message alert. This will then open the page below. Please use the red **'Delete'** button to the right to delete the message, or **'Back'** to keep the message and return to the previous screen.



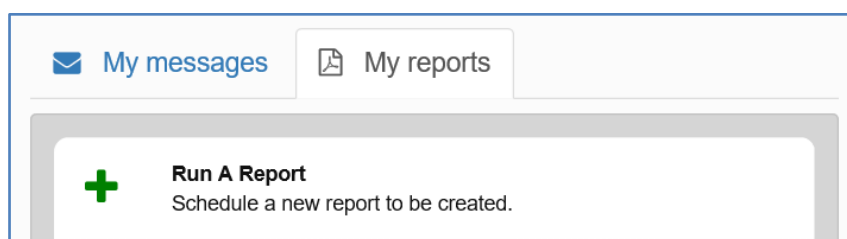
## 12. Reports

- 12.1 To run a report, access the Better Start tile and click on **'My reports'** next to **'My messages'**.





12.2 Next, click 'Run A Report'.



12.3 Select the drop-down menu next to 'Report Choice' to view a selection of reports that can be created.

Here is a brief description of the reports available to generate:

#### Average Attainment by Cohort

A bar graph showing the average attainment scored in the areas of learning and development.

#### Count of Children by Band

Create a bar graph showing the count of children in each band for a set of aspects.

#### Child History Report

A report detailing all assessments results for a single child.

Child Progress Report

A report detailing all assessments results for a single child showing a graph of their progress. Results which do not have a numerical value are excluded from this report (e.g. results which are comments will not be included).

Child Summary Report

A report detailing the assessment results for a single child for a single assessment with explanatory text.

Child Summary Report by Group

Child Summary Report for a user defined group of children.

Cohort Results by Banding

A report to show all children within the cohort and their individual result for each Aspect.


Number in Each Cohort

A numerical count of children achieving in each level per Aspect.

On Track for GLD

A table showing numerical count of children on track for GLD within the whole cohort.

12.4 The report will then be added to a queue for generation. It may take some time for the report to generate. You may leave the page at any time and the report will continue to generate in the background. When it is completed, it will appear in the 'My reports' area.


**Report Queued - Number in Each Cohort**

1 Report  
Select the report


2 Detail  
Enter parameters

3 Processing  
The report runs

4 Result  
View the report

Please wait while the report is being processed, this may take some time. You may leave this page at any time, the report will continue running and can be seen in your 'My Reports' area.

Processing Status


**Report Submitted:** Today 12:21  
**Run Status:** The report is in a queue for processing at position : 3

Summary of the submitted report

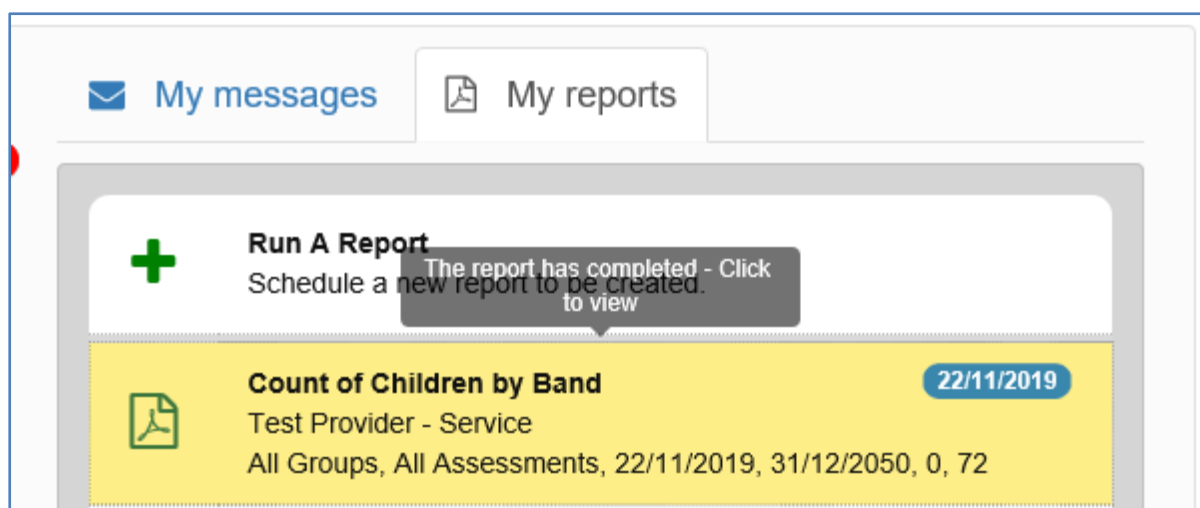
**Provider Service:** Test Provider - Service  
**Report Chosen:** Number in Each Cohort  
**Description:** hj

Previous

Home

Refresh Report Progress

Cancel Execution



## 12. Supporting Documents

### 12.1 GLD Grid for measuring children's current attainment against their expected trajectory to a good level of development (GLD)

		Foundation One			Foundation Two		
	Baseline Result	End of Autumn	End of Spring	End of Summer	End of Autumn	End of Spring	End of Summer
ELG							ELG ACHIEVED
40-60 Expected							
40-60 Developing							
40-60 Emerging	Minimum result for F2						
30-50 Expected							
30-50 Developing							
30-50 Emerging	Minimum result for F1						
22-36 Expected							
22-36 Developing							
22-36 Emerging	Minimum result for 2YO						
16-26 Expected							

This grid should be used as a guidance document when assessing whether children are on track to achieve their GLD during the Better Start tracking process. This is a guide using the required steps to achieve GLD at the end of the Early Years Foundation Stage, and follows a steady trajectory of progress which will not occur for all children. The GLD results should therefore only be used as an **indication** as to whether they are on track for this specific achievement.

