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Getting started with the Skills Audit system

With an Internet connection and the skills audit system your school or LEA can begin to track progress in ICT skills using a number of analytical tools.

Help Overview

The skills audit system has three levels of access as follows...

Teacher – can take audits, review audits and view a progress report of audits taken over time. A teacher will only ever see audits they have taken.

School Administrator – same as teacher but can view the individual analysis for teachers across the whole school and view whole school reports (i.e. all teachers in the school integrated into one report).

LEA Administrator – can view the school administrator pages for every school in the LEA – can also view overall reports (i.e. all teachers across the whole LEA integrated into one report). The LEA administrator can also access the various administrative screens.

Your level of access will decide which parts of this help you should read.

Regardless of your level of access, you should read the '*creating an account*', '*logging in*', '*taking an audit*' and '*reviewing your audits*' sections.

Alternate Help

If you cannot find the answer you are looking for within this help text – please email help@ictaudit.org.uk with details of your problem.

Basic Setup

In order for the Skills Audit system to run, you will need access to the following:

- A Microsoft Windows PC with Internet Explorer Web Browser
- An Internet Connection (broadband recommended but optional)
- Access to a Printer (optional)

The skills audit system is web-based which means there is no software you need to download or install although this does mean that the speed of your Internet Connection will affect the performance of the system (broadband is recommended but not required).

Launching the skills audit system

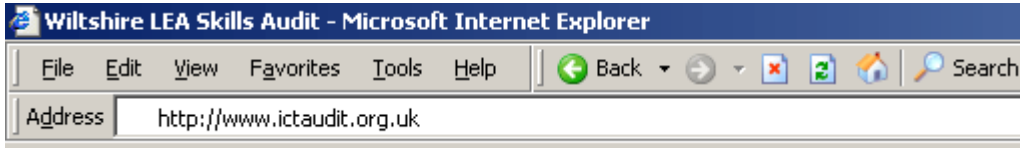
To access the skills audit system you need to open the Internet Explorer web browser. This is launched by clicking the blue 'e' symbol on your desktop or quick launch bar:



The address of the Skills Audit system is shown as follows:

<http://www.ictaudit.org.uk>

You need to enter the above address into the address bar of your web browser:



Once you have arrived at the page, you can put it into your favourites for easy access next time.

Teachers

This section of the manual applies to both teachers and school administrators (who should still take audits).

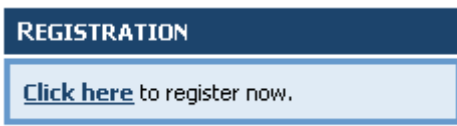
Creating an Account

If you have already created an account with the skills audit system then you can skip to the next section ('Logging In').

Before you take an audit, you need to tell the system a little about yourself so it can tailor the questions to suit you. You only need to create an account once – every subsequent time you return, you can use the same details to login.

Once you have entered <http://www.ictaudit.org.uk> into the address bar of your browser, you will see the login and register tabs on the home page.

Click on the REGISTRATION tab to proceed to the registration form, this is shown as follows:



A screen shot of an example registration form is shown on the next page:

REGISTRATION FORM

School Details

School City:

School Name:

School DfES Number:

School Telephone:

Personal Details

Name:

Email Address:

Choose Your Password

Enter Chosen Password:

Confirm Password:

Keystages: Foundation KS1 KS2 KS3 KS4

Subjects:

Tick the subjects that you teach

- Art and Design
- Citizenship
- Design Technology
- English
- Geography
- History
- ICT
- Foreign Languages
- Mathematics
- Music
- Physical Education
- Religious Education
- Science

Other (please specify)

- I have read and agree to submit my information in accordance with the statement below.

REGISTER

Example registration form for a KS3 teacher...

School Details

Choose your school by selecting the city/town it is in from the first drop down list. When you have selected your city/town, the list of schools below will have changed and should contain your school.

Once you have chosen your school, please enter its DfES number and phone number into the boxes provided.

Personal Details

Enter your name and your current working email address into the boxes provided.

You will need a password for subsequent visits – it is best that you use a password containing more than 6 characters and at least one number – please note that you cannot have spaces or punctuation marks in your password. Once you have entered your password, re-enter it into the confirm password box, this makes sure that you entered it correctly.

Key-stages & Subjects

So the system knows which questions to ask you, it needs to know what key-stages and (if applicable) subjects that you teach.

Tick the key-stages that you teach, if you have ticked KS3 or KS4, a subject list will appear – tick the subjects that you teach.

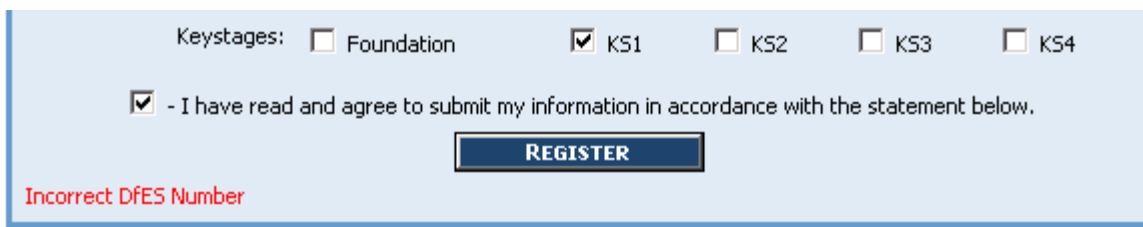
Acknowledgement & Submission

Once you have completed the form, please read the statement at the bottom of the page regarding data protection and click the box that states you have read and agree to the statement.

That's it all done! Now you can register by clicking on the register button:



If there is a problem with the registration form a message window will either alert you or the page will return with a red message similar to the following:



Keystages: Foundation KS1 KS2 KS3 KS4

- I have read and agree to submit my information in accordance with the statement below.

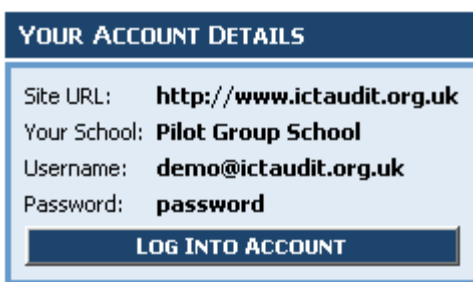
REGISTER

Incorrect DfES Number

Confirmation & Account Details

Once the registration is complete – your account details will be returned to you on screen. Use the print button to print the page for future reference.

The box titled YOUR ACCOUNT DETAILS shows your username and password – you will need both of these to access the site again in future.



YOUR ACCOUNT DETAILS

Site URL: **http://www.ictaudit.org.uk**

Your School: **Pilot Group School**

Username: **demo@ictaudit.org.uk**

Password: **password**

LOG INTO ACCOUNT

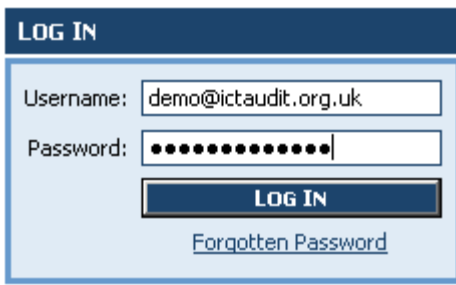
Click on the LOG INTO ACCOUNT button or return at a later date and follow the LOGGING IN section below.

Logging In

So the system knows who is using it and for security you are required to 'login' to the system each time you arrive. Once you are logged into your system homepage, you will be able to take audits and conduct analysis on previous audits.

Login to the System Homepage

You can access your system homepage by entering your username and password into the login screen on the homepage of the site. An example is shown below.



The screenshot shows a login form with a dark blue header containing the text "LOG IN". Below the header, there are two input fields: "Username:" with the value "demo@ictaudit.org.uk" and "Password:" with a masked password represented by black dots. Below the password field is a dark blue button labeled "LOG IN" and a blue hyperlink labeled "Forgotten Password".

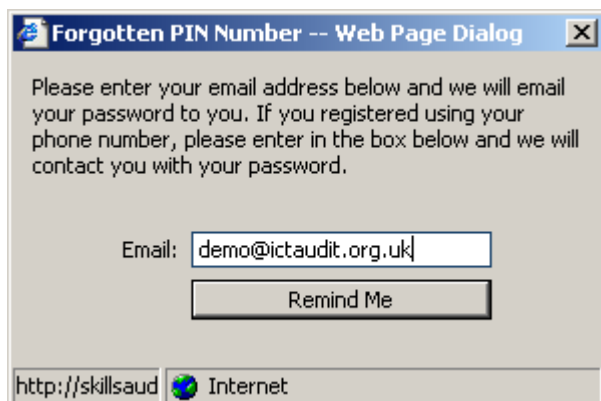
Note - ensure that CAPS LOCK is turned off when you are entering your password.

Password Reminders

If you have forgotten your password, providing you can remember your email address you can use the password reminder to email it to you. Click the [Forgotten Password](#) link in the LOG IN tab (shown above). This will open a small window, enter your email into the box and click the REMIND ME button.

Providing the email you entered links to an active account within the system, your password will be emailed to you instantly.

The password reminder window is shown below:



The screenshot shows a dialog box titled "Forgotten PIN Number -- Web Page Dialog". The text inside reads: "Please enter your email address below and we will email your password to you. If you registered using your phone number, please enter in the box below and we will contact you with your password." Below the text is an "Email:" label followed by an input field containing "demo@ictaudit.org.uk". Below the input field is a button labeled "Remind Me". At the bottom of the dialog box, there is a status bar showing "http://skillsaud" and an Internet icon.

System Homepage

Once you have logged in, you will see the system homepage. This is the main page for a teacher in the Skills Audit system and it gives you links to the following functions:

- Take new audits
- Review the answers from previous audits
- View analysis from previous audits
- View overall analysis in a timeline
- Launch (and request) the administrators screens
- Edit account details
- Log-out

A screen shot of the homepage is shown below:

Wiltshire LOCAL EDUCATION AUTHORITY SKILLS AUDIT

Home » Logged In Account Home | Edit Account Details | Administrator Access | Log Out

Welcome **Visitor 14** to your Skills Audit homepage.

Use the links below to start taking an audit - once you have started an audit, you can close it and return later but must complete it before starting another.

CURRENT AUDITS

[Click here](#) to take the latest audit.

ADMIN OPTIONS

[Click here](#) to edit your account details...

[Click here](#) for administrator access...

COMPLETED AUDITS

Audit Taken	Finished	Summary	Review
05/09/2004 19:45:01	05/10/2004 19:55:01		
24/07/2004 07:02:01	24/10/2004 07:10:01		
04/06/2004 06:40:01	04/06/2004 06:42:01		
27/04/2004 10:50:01	27/04/2004 10:59:01		
16/02/2004 20:56:01	16/10/2004 20:58:01		

[Click here](#) to view an overall progression report.

System homepage with 5 audits done in the past...

The CURRENT AUDITS tab displays information about any audits that are currently underway and provides a link to take a new audit.

The ADMIN OPTIONS tab provides access to edit your account details and the administrator screens (more later).

The COMPLETED AUDITS tab displays a summary of all audits you have taken in the past, date ordered. You can click Review to review the answers in an audit or Summary to view the analysis for an audit.

The link at the bottom of the COMPLETED AUDITS section will launch your overall progression report which gives you a summary of all the audits in a timeline.

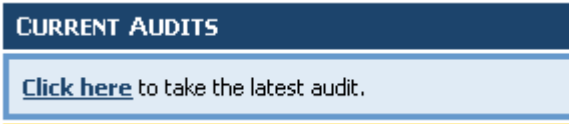
There is more information on each of these sections later in the help document.

Taking an Audit

To take an audit you first need to login (see the LOGGING IN section).

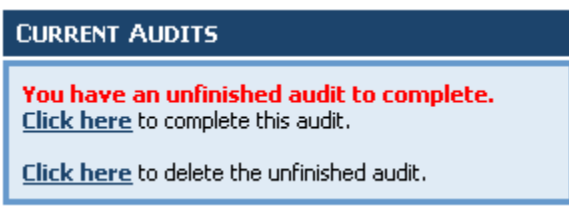
Launching an Audit

Once you are at your system homepage, you can use the CURRENT AUDITS tab to take the latest audit. Providing you do not have an unfinished audit, this will appear as follows:



Click on the link and the audit window will open.

If you have an unfinished audit, the CURRENT AUDITS tab will appear as follows:



You can delete the unfinished audit by clicking on the bottom link or you can complete it by clicking on the top link (this will cause the audit window to open).

PLEASE NOTE – the system enforces a minimum 2 week gap between audits. If you click the launch audit button within two weeks of taking one previously, a message will be shown. Simply return after the 2 weeks have elapsed and you can launch another audit.

This is done to ensure that the timeline analysis has enough space between audits to represent a balanced progress over time.

The Audit Window

The audit is contained within a window with a title bar at the top, the list of questions down the left and the current page on the right hand side.

A screen shot of an audit with all possible questions listed on the left hand side is shown below:



An audit window with all questions displayed...

Starting the audit

The first page you will see is a short introductory message and a START button:

START AUDIT

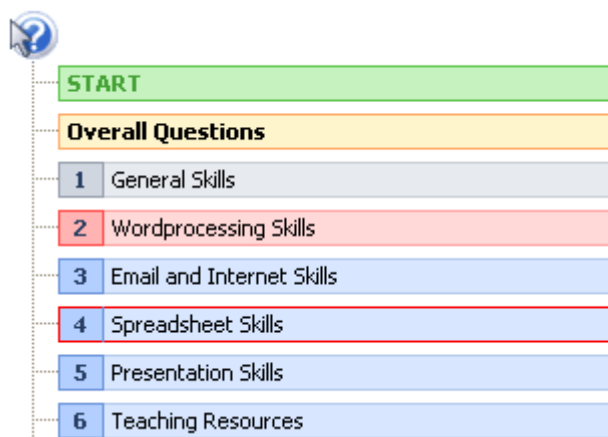
Click the start button and you will be taken to the first question in the audit.

Navigation

The audit window contains several tools to help you get around the various questions. The most important is the question list on the left hand side.

This contains a colour scheme that helps you see which question you are currently on, which questions you have completed and what section the questions are in.

The Overall Questions section is shown in the tree as follows:



- The Orange sections represent a group of question pages.
- The Grey sections represent a completed question page.
- The Red section represents the page you are currently on.
- The Blue sections represent question pages you have yet to complete (the red outline is activated by rolling the mouse over the section).

By clicking on a question page's title in the tree (the ones with numbers in the row) it will display that question page in the right hand side.

You can also use the arrows on each page to move forward and backwards through question pages:



Answering Questions

There are a number of different style questions in the Skills Audit. The most basic is a 1 to 10 response to a question. In all instances, once you have entered your information and moved to the next page, it is saved for the next time. The following is an outline of the different types of questions you will be asked in audit:

1 to 10

These questions are asking simply how confident you feel about the issue it raises. So for example, if you have inserted Clip Art into several formats of document and know where to find it, you would answer between 8 and 10 to the question below. If however you were not sure what Clip Art is, you would answer between 1 and 3.

Insert images from Clip Art											
	1	2	3	4	5	6	7	8	9	10	
Not confident	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very confident

There are no rules for what you answer to the 1 to 10 questions, simply ask yourself how confident you feel and click what accompanies this.

Non Applicable

Some questions may not be applicable to you if you do not have access to the right equipment. In these instances questions may be de-activated until you state they are relevant.

Do you have access to a projector, laptop and/or whiteboard? (if no then go to the next section...)	
<input type="radio"/>	Yes
<input checked="" type="radio"/>	No

Have used software that lends itself for use on the interactive whiteboard, eg Interactive Teaching Programs (ITPs), Easy Teach/Maths Alive, Espresso etc											
N/A	1	2	3	4	5	6	7	8	9	10	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very confident

In the example shown above – the actual question remains de-activated until you tell the system that you have access to the required equipment. Note that for these question pages, you can still select N/A for individual questions if they do not apply.

Open Text

These questions simply require you to enter any comments you feel are relevant to the question. They are not used in any statistical analysis but are useful as points for feedback.

Please enter the way in which you use ICT skills with the following subjects:

English

Usage & Frequency

Usage questions ask you how often you use an item of equipment (if you use it at all). If you enter 'I Use' into the usage field, the frequency field becomes active and you can select how often you use the item of equipment.

Internet resources, used by the students

Usage:

Frequency:

Tick Box

These questions are usually quite simple in that they require a yes/no answer in the form of a tick for yes and the absence of a tick for no. The example below illustrates this much better:

Which of the following would help you make better use of ICT within your teaching?

- Training for use of appropriate software
- Identification of appropriate resources for your subject(s)

Worded

Worded questions are much like 1 to 10 questions in that they try to gauge a score – they should be easier to answer however because they provide worded equivalents to the number scale in the 1 to 10 questions:

In an investigation:

explore and interpret collected data in order to draw conclusions

- Unsure of meaning Never Occasionally Regularly


Finishing the Audit

Once you have answered all the questions you can use the red arrow buttons or the button on the tree to get to the finish page:

FINISH

If you still have questions to answer – you will be shown a table summarizing how many questions there are and in which sections they are:

Wordprocessing Skills 9 left
Email and Internet Skills 6 left
Spreadsheet Skills 9 left

You don't have to complete the entire audit in one sitting; you can close the audit (by using the close button  in the top right) and return at a later time to complete the rest of the questions.

If you have completed all of the questions, you will see the finish audit button:

FINISH AUDIT

Click this and the window will close finishing the audit for this sitting.

Printing the Audit

If at any time during taking the audit you want to print out the questions, you can do so by clicking the print button in the top left:













This will take you to a page which summarizes all of the questions in the audit to print out.

Use the two links to print out the audit (which will launch a standard print window) and return back to the normal audit window.

Reviewing Individual Audits

Once you have completed any number of audits – you can review the answers you gave or the analysis at any time.

On your system homepage, you will see the COMPLETED AUDITS tab as shown below:


COMPLETED AUDITS			
Audit Taken	Finished	Summary	Review
05/09/2004 19:45:01	05/10/2004 19:55:01		
04/06/2004 06:40:01	04/06/2004 06:42:01		
27/04/2004 10:50:01	27/04/2004 10:59:01		
16/02/2004 20:56:01	16/10/2004 20:58:01		
24/01/2004 07:02:01	24/10/2004 07:10:01		

[Click here](#) to view an overall progression report.

The COMPLETED AUDITS tab gives you a history of all audits you have taken in the past.

The Audit Taken column shows when each audit was started with the finished column showing when the last questions were completed. These may well be on different days if you left an audit halfway through and returned at a later date.

Reviewing Answers you gave for an audit

To review the answers you entered into any given audit, click the Review button -  on the same row as the audit you want to see.


This will open an exact copy of the audit window with the tree on the left and question page on the right.

You can navigate as normal by using either the tree (as discussed in Taking An Audit) or the red arrow buttons:



PLEASE NOTE – when you are reviewing an audit, any changes made to the answers given will be discarded and you will be told of this by a pop-up message.

Analysing Individual Audits

On the COMPLETED AUDITS tab (on the system homepage) you will see another icon in each audit row – the summary icon - 

Click this in order to open the analysis for one audit as is shown below:

The screenshot shows a web browser window titled "Skills Audit Administration -- Web Page Dialog". The address bar contains the URL: http://arwenvm.wk1.net:8083/modal_toolbar_frameset.app?top_page=/admin/audit_analysis_toolbar.f. The page content includes:

- Print** button and **Visitor 14** user information.
- Pilot Group School** and **Audit completed on 05/10/2004** with a close button.
- SINGLE AUDIT - TARGET ANALYSIS** section with a **Toggle Help** button. Text: "This page shows a summary of the 1-10 style and ICT across the curriculum style questions answered in the audit. Click on the Plus (+) and Minus (-) symbols to show and hide more detail about each question group..."
- TARGET ANALYSIS BAR GRAPH** section with a **Toggle Graph** button.
- NEED TO IMPROVE** section (red background):
 - Shows question groups with an average score of **less than 6**. The groups are ordered with the **Lowest** first.
 - Teaching the Control Theme**:
 - Give instructions to a floor robot/Logo
 - Teaching the Monitoring Theme**:
 - Know that there are sensors in the environment around us, e.g. automatic doors, remote controlled devices, street lights etc
 - Email and Internet Skills**:
 - Compose, send and receive e-mails
 - General Skills**:
 - Save work with appropriate filenames to selected directories and folders.
- DOING WELL** section (green background):
 - Shows question groups with an average score of **more than 6**. The groups are ordered with the **Highest** first.
 - Wordprocessing Skills**:
 - Create bullet pointed/numbered lists
 - Spreadsheet Skills**:
 - Change page orientation
 - Presentation Skills**:
 - Animate text and slide show settings

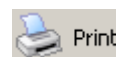
The target analysis for an individual audit...

The analysis you will see for one audit is what's known as the TARGET ANALYSIS.

With all analysis screens – you have the option to print or close the current page.

Printing the Analysis

In order to print the analysis page, you can use the print button:



The print button is located in the bar at the top of the screen.

Closing the Analysis

To close the analysis, you can use the close button:



Target Analysis

The purpose of the target analysis is to highlight to you, based on your answers in an audit, which areas you are doing well in and which areas might need improvement.

The system takes your answers and calculates weighted averages across sections. These weighted averages are what decide which part of the report the section is placed in. The weighted average takes into account the importance of the section (General skills are more important than most other sections) as well as the key-stages that you teach.

In the red side (NEED TO IMPROVE) each section is ordered with the lowest scoring at the top.

In the green side (DOING WELL) each section is ordered with the highest scoring at the top.

On both sides – the number of sections are limited to 5 each. This means that if every section were placed into the DOING WELL side, you would only see 5 sections in the whole report (as they are all placed on the right – which is limited to 5 sections).

You can expand or contract the individual questions in each section by using the + and – symbols next to the section title. There are 3 questions shown per section in the order decided by which side the section is on (NEED TO IMPROVE or DOING WELL).

Click on the + to expand the extra questions and the – to contract them, the two views are shown below:

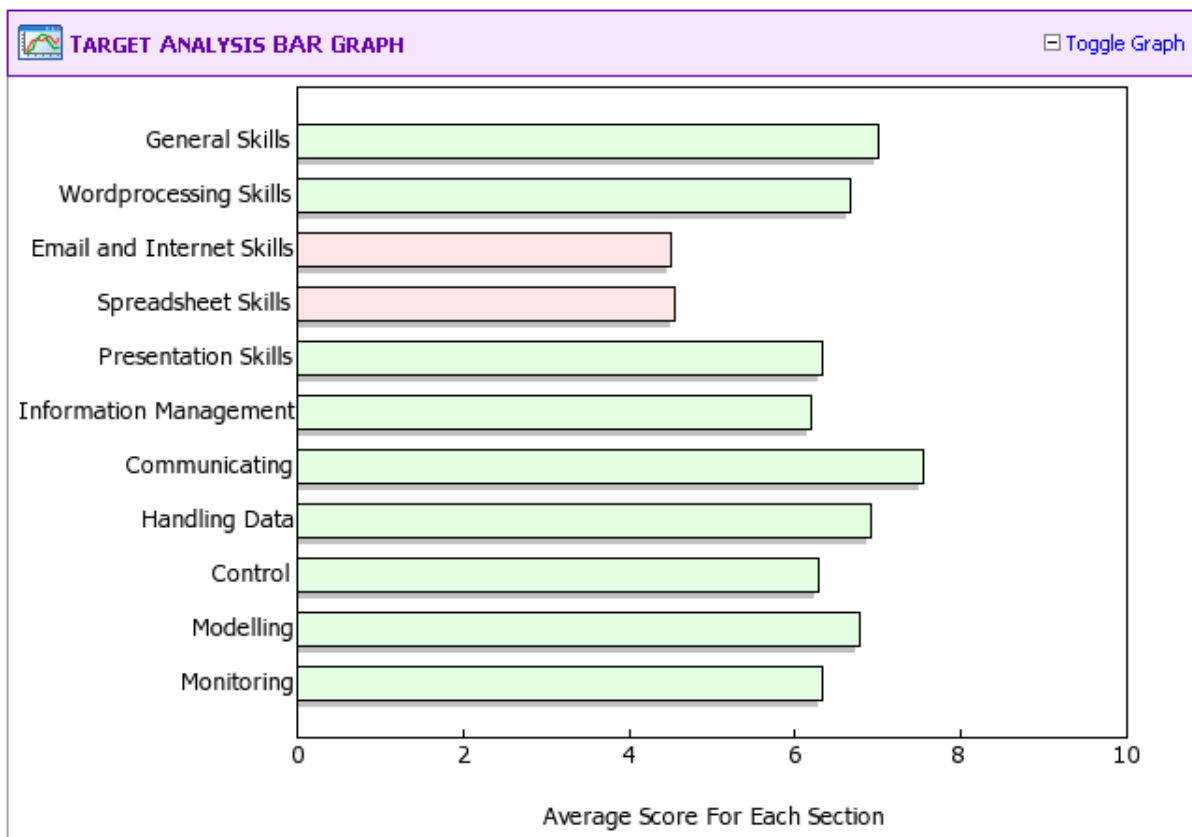
DOING WELL
Shows question groups with an average score of more than 6 . The groups are ordered with the Highest first.
<input checked="" type="checkbox"/> Wordprocessing Skills
<ul style="list-style-type: none">• Create bullet pointed/numbered lists

DOING WELL
Shows question groups with an average score of more than 6 . The groups are ordered with the Highest first.
<input type="checkbox"/> Wordprocessing Skills
<ul style="list-style-type: none">• Create bullet pointed/numbered lists• Insert images from Clip Art• Print more than one copy of a document

Bar Graph

The bar graph shows the average score for each section. If the bar appears in red, then that section is part of the NEED TO IMPROVE side. If the bar appears in green, that section is part of the DOING WELL side.

Click on [Toggle Graph](#) to show and hide the graph. An example is shown below:



The bar graph from the target analysis for an individual audit...

KS3 & KS4 Analysis

If you are a secondary school teacher and selected some subjects when you registered, you will have answered the KS3 & KS4 questions (ICT across the curriculum) in your audit.

The KS3 & KS4 analysis gives you an overview of how many answers were given across the 4 different types of answer (Unsure of meaning, Never, Occasionally, Regularly).

You can use the + and – symbols to show and hide the actual questions in each section.

ICT ACROSS THE CURRICULUM (KS3 & KS4)

The questions are grouped by the type of answer given (the red number indicates how many answers were given in each section).

+ Unsure of meaning - 2 answers

+ Never - 2 answers

+ Occasionally - 5 answers

+ Regularly - 4 answers

Analysing Multiple Audits

The Skills Audit System allows you to track progress made in the audits you have taken. It does this by comparing the scores of audits over time.

To access the Overall Progression Report, go to the system homepage and you will see a link to it at the bottom of the COMPLETED AUDITS tab, as shown below:

[Click here](#) to view an overall progression report.

Click this link and the overall progression report window will open.

Audits over time

The analysis window will show each audit you have taken in date order from left to right - this is shown by the following screen shot:

Skills Audit Administration -- Web Page Dialog

Print Visitor 14 Pilot Group School

TEACHER - TIMELINE ANALYSIS [Toggle Help](#)

Below is a summary of the audits you have taken over time - click each date to see individual audits.
 Each audit gives an average overall (the numbers in red) and for each section (the numbers in black).
 If you answered the ICT across the curriculum section - the results will be shown in green.

OVER TIME ANALYSIS LINE GRAPH [Toggle Graph](#)

Audit Taken	24/01/2004	16/02/2004	27/04/2004	04/06/2004	05/09/2004	31/10/2004
ICT across the curriculum	2.50	6.95	n/a	n/a	n/a	7.12
Avg Score	2.91	6.18	5.70	6.28	4.96	5.02
Communicating	n/a	n/a	5.82	7.55	n/a	n/a
Teaching the Control Theme	n/a	n/a	6.71	6.29	1.00	n/a
General Skills	3.44	5.33	9.44	7.00	4.78	5.44
Handling Data	n/a	n/a	6.18	6.91	n/a	n/a
Information Management	n/a	n/a	1.60	6.20	n/a	n/a
Email and Internet Skills	2.50	5.67	7.83	4.50	5.33	5.00
Modelling	n/a	n/a	3.56	6.78	n/a	n/a
Teaching the Monitoring Theme	n/a	n/a	4.67	6.33	4.50	n/a
Presentation Skills	2.33	7.33	1.33	6.33	6.00	4.33
Spreadsheet Skills	2.56	6.67	5.89	4.56	6.22	5.00
Teaching Resources	3.17	6.00	n/a	n/a	n/a	n/a
Wordprocessing Skills	3.44	6.11	9.67	6.67	6.89	5.33

http://arwenvm.wk1.net:8083/modal_toolbar_frameset.app?top_page=/admin/timeline_toolbar.htm&h Internet

The overall progression report for one teacher...

As you can see – the dates of each audit are shown in blue (in date order from left to right) along the top of the table.

The numbers in red show the average score for each audit, the numbers in black show the average score for each section within the audit.

If you are a secondary school teacher you will have answered questions from the KS3 & KS4 section (ICT across the curriculum). The numbers in green show the average scores for questions in this section.

You can see that each cell has a different colour of background; these colours have different meanings as follow:

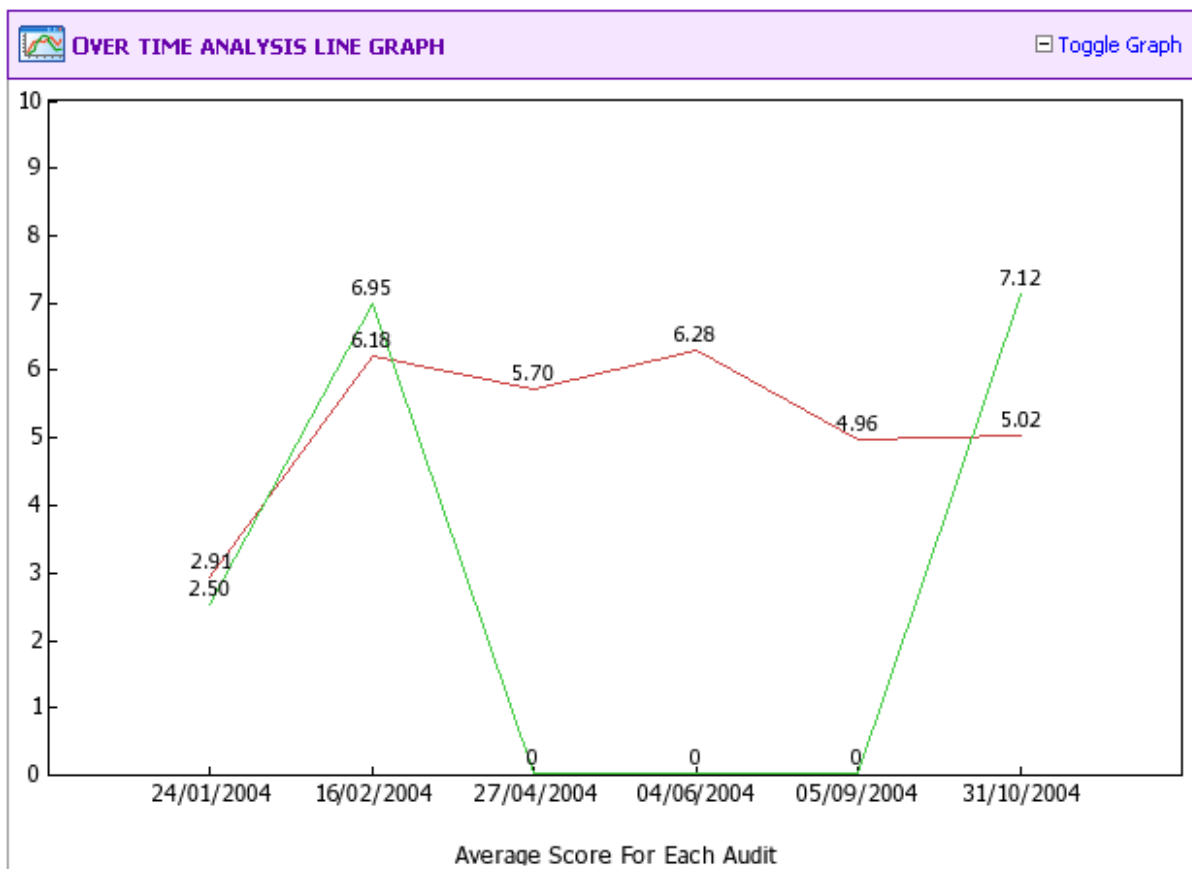
- RED** = lower than previous score
- GREEN** = higher than previous score
- GREY** = not taken in the audit
- WHITE** = no previous score

You can view the TARGET ANALYSIS for any individual audit by clicking on the blue date at the top of the column.

Line Graph

The line graph gives a graphical representation of the progress made over time. Each point represents the overall average score for the audit (and if applicable, the KS3 & KS4 questions from it – represented in green).

Click on [Toggle Graph](#) to show and hide the graph. An example is shown below:

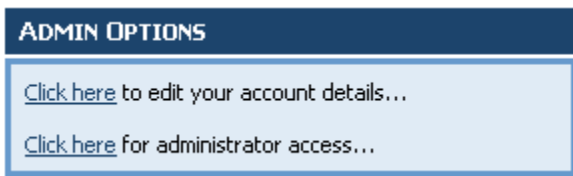


The line graph from the overall progression report for one teacher...

The dates of the audits that each point represents are shown along the bottom of the graph.

Editing Account Details

If you want to change your email address, password or key-stages / subjects that you teach - you can use the ADMIN OPTIONS tab on the system homepage, as shown below:



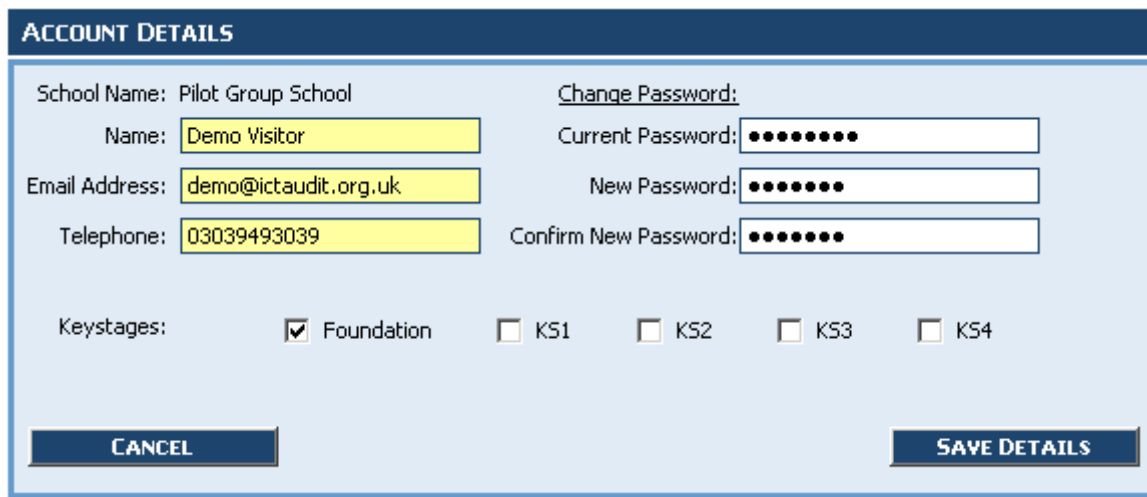
You can use this tab to access the account details page (click on the first link).

Or you can use the top menu-bar, which contains the same two links as follows:



Click the [Edit Account Details](#) link to access the account details page.

On this page, there is a form that enables you to change your email address, password and key-stages / subjects that you teach. The form is shown as follows:



The image shows a form titled 'ACCOUNT DETAILS'. The form is divided into two columns. The left column contains fields for 'School Name: Pilot Group School', 'Name: Demo Visitor', 'Email Address: demo@ictaudit.org.uk', and 'Telephone: 03039493039'. The right column contains fields for 'Change Password: Current Password: [masked]', 'New Password: [masked]', and 'Confirm New Password: [masked]'. Below these fields are checkboxes for 'Keystages: Foundation (checked), KS1, KS2, KS3, KS4'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE DETAILS'.

You can change your name, email address and telephone number on the left hand side and your password on the right hand side. For security reasons, if you want to change your password, you must re-enter your existing password into the Current Password field.

As with the registration form – if you teach KS3 or KS4 and tick those boxes, a list of subjects will appear – click the subjects that you teach.

Logging Out

Once you have finished with the Skills Audit system, you can log-out by using the link in the menu-bar on the homepage (shown above) or simply close the window that contains the system.