

User guide for the SEND-Inspire 'Learning Pathways' website Licence holder guide

SIGN IN

CREATE USER

You as a licence holder have the ability to create users and assign pupils to staff and parents, add goals and create reports

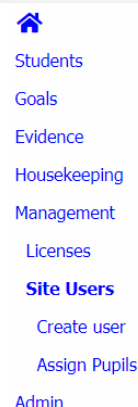
Teachers can create children, add goals, create reports and enter progress updates.

Assistants- are able to add progress updates.

Click on '**MANAGEMENT**' on left hand menu.

Click '**CREATE USER**' Add staff/parent details.

Select from drop down menu- teacher, assistant or read only.



REMOVE USER

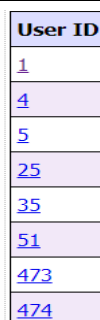
Click on 'MANAGEMENT'

Click 'SITE USERS' on left hand side of the page.

This brings up a list of all staff users.

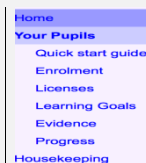
Click on 'USER ID'.

You will now be able to remove the user.



ADD A PUPIL

Click on "ADD PUPIL" in menu on left hand side of the screen



VIEW PUPILS

Click on "YOUR PUPILS" in the menu on the left hand side of the screen

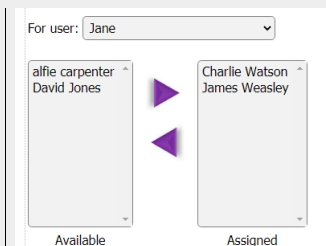


ASSIGN PUPILS

Click on 'ASSIGN PUPILS'

All users you have created appear on a dropdown many.

The pupils appear on the left and you simply click on the pupils name and the arrow to move to make available.

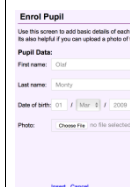


PUPIL DATA

Fill in pupil data in boxes.

To add a photo for quick reference, click on "CHOOSE FILE" and select photo from a file on your computer.

Then click on 'INSERT' at foot of page.



CHOOSE LEARNING GOAL

Click on "YOUR PUPILS" in menu on the left hand side of the screen.
 Choose pupil from menu bar at top.
 Click on "CHOOSE A NEW LEARNING GOAL"
 Select subject for learning goal from table of subjects:
 English - reading, writing, expressive language and receptive language
 Maths- number, measure, shape and patterns, position, direction and statistics
 Science all areas
 Social and emotional all areas
 Co-curricular -visual skills, listening skills, hand control, dexterity and exploration through touch
 Custom goal- EHCP, Therapy, Other goal
 CLICK SUB CATEGORY OF SUBJECT
 Link on left hand side if the page is prompted choose a grouping of goals from within the subcategory.

Select Subject

English	Mathematics	Science	Social and Emotional
Dexterity and Manipulation	Exploring through touch	Listening	Visual Skills
Hand-control and strength	Custom goal		

Subject: Mathematics Category: Number

Number and place value	Addition and subtraction	Fractions	Number line
Create and compare sets of numbers	Numerals	Number bonds	Multiplication and Division
Problem solving	Ordinal numbers	Vocabulary / maths symbols	

OVERVIEW OF STAGES

Click on 'GOALS' 'Scroll down'
 Click on 'STAGES OVERVIEW' this will help you if you need further assistance to find the stage most appropriate for your pupil.

SEARCH FOR GOAL- in goal menu,

If there is a specific goal you require using this search facility will help.
 Just type in the words needed e.g. "syllable" and all goals containing this word will appear.
 Click on the goals number to 'add the goal' for your pupil.

Search for:

List matching goals

Link	Description	Subject/Category	Stage
100	Attempts to trace sounds and syllables for few words	Communication	4
101	Combines syllables to make words	Expressive communication	4
102	Claps or beats the syllables in their name	Reading and phonics	5
103	Identify number of syllables in one or two syllable words	Phonological awareness	5
104	Claps the syllables in words of up to 4 syllables	Reading and phonics	12
105	Identifies the number of syllables in one and two syllable words	Reading and phonics	16
106	Needs accurately most words of two or more syllables	Reading and phonics	12

GOAL SELECTION

Scroll down the pathways to find a suitable goal for your pupil to work at.
 Click on goal

Choose a development goal for Charlie Watson

Subject: English Category: Expressive communication
 Group: Expressive communication

Stages 1 and 2		
Exhibits some ways of making needs known	Encouraged to describe	Exhibits changes in vocal use of words
Encouraged to participate in greetings	Requests (orally) to handle people	Shows different reactions to different people
Gives brief eye contact or attention	Reacts to peers socially (movement/ touch/ attention)	Shows facial expressions/ gestures in response to interaction
Understands some gestures in context	Reacts when basic needs met	Communicates needs in variety of ways
Exhibits some energy responses to show contentment/ dissatisfaction	Non-verbally/verbally communicates relevant request	After pause in focused activity, not automatically gives away when asked for more
Communicates simple requests using intentional non-symbolic communication	Anticipates they will have a turn at making non-verbal time	

Stage 3		
Uses 3+ symbolic communication system words/expressions	Initiates 2+ negotiations	Initiated in making negotiations
Intentional non-symbolic communication to show this	Initiates sign comments to non-availability after adult modelling	Intentionally asks to gain adult's attention
Engages in social interaction games	Initiates key people when asked to	Spontaneously generates play over range of play objects

Alter the slider to show to what extent the pupil is already working towards the goal
 Click on "SUBMIT"

Target: Anticipates next step within familiar routine

To what degree can Orlaf achieve this goal today?

Not at all Fully

Submit

GET ACTIVITY SHEET FOR LEARNING GOAL (up to stage 8)

Then click on "ACTIVITY" on right hand side of the box.
 The activity sheet will come up.

ADD EVIDENCE

Either Click on "YOUR PUPILS" in menu left hand side then click on the learning goal under their photo that you want to add evidence.

Learning Goals

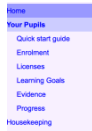



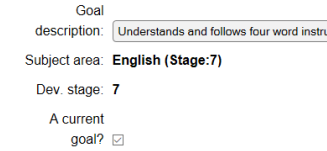
- English (1)
- Mathematics (1)
- Social and Emotional (1)
- Dexterity and Manipulation (1)
- Visual Skills (1)

Choose a new learning goal

or Click on "LEARNING GOALS" in menu on left hand side and then "VIEW"

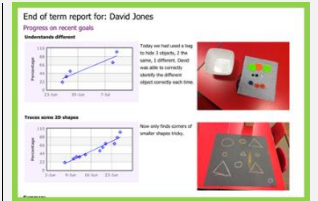
Current Learning Goals [Add a New Learning Goal](#)

Date Created	Subject Category	Goal Description	Detail	Activity
05/06/2017	Reading and phonics	Respond to specific characters parts of a story	View	Activity

<p>or Click on “EVIDENCE” in menu on left hand side</p>	
<p>Click on “ADD EVIDENCE” button beneath the graph.</p>	
<p>Then move slider to show progress made towards the goal</p>	
<p>Add text to the narrative box To add a photo. Click on “CHOOSE FILE” select a photo from a file on your computer. To rotate photo click on blue arrow button on the right. If evidence correct click on “ADD” at foot of page.</p>	
<p>To edit evidence click on “EDIT” on right of narrative box</p>	
<p>DELETE A LEARNING GOAL Click on “GOAL” then “DELETE GOAL” Click on the learning goal you wish to remove. Then click on “DELETE” Click on “CONFIRM REMOVAL” <u>(note this also removes all evidence on this goal)</u></p>	
<p>CUSTOM GOAL: Create a personalised goal for the pupil.</p> <ul style="list-style-type: none"> • Go to your pupil's page • Click on "add a new learning goal" • The list of subjects will appear, including 'Custom goal' • Select EHCP, Therapy or Other • A box will appear for you to complete with the personalised goal. • Click on "add" and the goal will appear in the pupil's list as usual. 	
<p>LIVE EVIDENCE: to evidence progress as it is happening Use tablet or iPad to open SEND-Inspire assessment tool.</p> <ul style="list-style-type: none"> • Open the pupil's page • Click on the learning goal you are working on. • Click' add evidence' • Add your narrative • Click- 'choose file' • Click' take video or photograph' • Done! <p>You have the option of adding in a comment at the time or you can return later, edit or delete photos if you took more than you wanted, or add a comment.</p>	
<p>MARK GOAL AS COMPLETE</p> <p>Untick the box marked – current goal. The completed goal will appear in a box underneath current goals'.</p>	

CREATE REPORT

Use your existing narrative to generate a report to print out.
Click "Reports" in "Goals" and simply tick the learning goals, narrative and photos you would like included in the report.
Edit with a single click and add further comments as required see below

A preview of an end-of-term report for David Jones. The report is titled "End of term report for: David Jones" and "Progress on report goals". It contains two line graphs showing progress over time. The first graph is titled "Understands difference" and the second is "Traces across 20 shapes". To the right of each graph is a small photograph of a child working on a task. The first photo shows a child with a tablet, and the second shows a child with a worksheet featuring various shapes.

End of term report for: David Jones

Progress on report goals

Understands difference

Tracy has had a big try to help 2 children, 2 this week, 2 others. Tracy was able to correctly identify the difference between each side.

Traces across 20 shapes

Tracy only had 10 copies of similar shapes today.

Any support needed please contact: admin@sendinspire.co.uk