Section One: Navigation
Features selected in the Control Panel will be displayed in the Canvas below.

Dashboard: National Measures

- User can select their Establishment and Benchmarking measure of interest by selecting from the drop-down options in the control panel (1)

- ‘Benchmarking > Dashboard: National Measures’ is selected as home page by default

- The measure selected in 1 will be displayed in the canvas (2) below

- Users can also click on one of the four charts in the dashboard to view the measure individually

- The Home button (3) enables user to return to the home page
Example One: National Benchmarking Measure > Leaver Initial Destinations

1. Measure of Leaver Initial Destinations was selected in the control panel.

2. Measure page is shown in the canvas below.

3. Links to measure breakdowns are shown in the Associated Pages drop-down menu.

4. Explore further information in the measure breakdown (①) by selecting an option from the Associated Pages drop-down menu (②).

5. Return to measure page (②) from the measure breakdown (①) by selecting the Top level option from the Associated Pages drop-down menu (②).
Section Two: Measures
Benchmarking dashboards have been developed which focus on measures of literacy and numeracy, destinations, attainment for all and attainment versus deprivation.

National benchmarking measures consider learners’ achievements on leaving school. Note that these measures only include data for leavers and do not include information on those learners who remain at the school.

Local benchmarking measures provide data for all learners' achievements during the senior phase (S4 to S6), whether or not they are a leaver or they are still at school. They are the stage-based benchmarking measures.

Further Information: Guide to Insight’s Measures: Benchmarking
Example Two: The school profile provides details of the cohort populations that underpin the calculations in Insight

**The Leavers Profile** details the total number of learners included in National measures as school leavers. Inactive candidates are excluded from the leavers’ cohort so this value should be zero.

**The Stage-Based Profile** details the number of learners included in the population for a stage (Calculation stage) along with the number of learners counted for the same cohort at various stages for comparison (Basis stage).

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Year</th>
<th>Calculation Stage</th>
<th>Basis Stage</th>
<th>Number in Cohort</th>
<th>Inactive Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>School A</td>
<td>2013/14</td>
<td>4</td>
<td>4</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>School A</td>
<td>2014/15</td>
<td>5</td>
<td>4</td>
<td>101</td>
<td>2</td>
</tr>
<tr>
<td>School A</td>
<td>2014/15</td>
<td>5</td>
<td>5</td>
<td>75</td>
<td>1</td>
</tr>
<tr>
<td>School A</td>
<td>2015/16</td>
<td>6</td>
<td>4</td>
<td>97</td>
<td>2</td>
</tr>
<tr>
<td>School A</td>
<td>2015/16</td>
<td>6</td>
<td>6</td>
<td>50</td>
<td>0</td>
</tr>
</tbody>
</table>

- The school had 100 S4 learners on census day at the beginning of the session in year 2013/14. (1)
- 26 learners leave the school (have an SDS Leavers destination) at the end of S4 and 1 learner transfers into school. The S4 cohort population has the arriving learner added and so the corresponding S4 population is 101 (100 + 1 arrival). (2)
- The school had 75 S5 learners on census day at the beginning of the session in year 2014/15 (100 - 26 leavers + 1 arrival). (3)
- A further 21 learners leave the school at the end of S5 and 4 transfer out to another school (learners moving to another school are not leavers). The S4 cohort population is adjusted for the 4 transferring learners and becomes 97 (100 + 1 arrival - 4 transfers). (4)
- 50 learners are reported in the pupil census as being in S6 in year 2015/16 (75- 21 leavers - 4 transfers). (5)
Course based measures provide a summary of attainment information at the course, subject and curricular area level.

Further Information: Guide to Insight's Measures: Course

The update for all course measures occurs in September except the leavers’ versions of Breadth and Depth, which is updated in February.

Partnership attainment is credited to the base centre in the Breadth and Depth measures. In other course measures, partnership attainment is credited to the partner centre, such as a college, instead of the base centre.
The Learning Partners feature enables schools to share their local measure data with each other, aiding partnership working.

- The Learning Partners ‘Find Partners’ option (only available to your school’s Learning Partner administrator) provides a ranking of schools nationally based on how closely they perform to their Virtual Comparator.

- Your school’s Learning Partner Administrator can propose partnerships with other schools which have similar performance compared to Virtual Comparator based on this ranking.

- The ranking are based on the National Benchmarking Measure: Improving Attainment for All, so you should expect changes to rankings following the annual February update of new leavers data.

- Once the school has accepted the partnership, all users will then be able to use the ‘View Partnerships’ feature to view their learning partner’s local benchmarking dashboards and local course measures without small cohorts being suppressed.

Further Information: [Guide to Insight’s Measures: Learning Partners](#)
Section Three: Settings
Example Three: users can choose either three or five-year data displayed in outputs

1. Select 3-year data in User > Settings
2. 3-year data will be displayed in charts
3. The most recent 3 years are available for filtering (Change Options > Year)
4. Extended data only includes 3-year history instead of 5 (Download Extended Data)

Or vice versa if 5-year data is selected.
Depending on your access, users should be able to view establishment data at different levels.
Your establishment will be selected as the default in the Control Panel.

Click on the arrow 1 to expand the establishment hierarchy and click the establishment name 2 to select it:

National > Collaborative > Local Authority > School:

1 National:  

2 Collaborative:  

3 Local Authority:  

4 School:
Section Four: Data Exploration
Data can be explored through Insight’s Charts, Tabular Data and Extended Data

**National Benchmarking Measure: Leaver Initial Destinations**

The selected year is **2016/17**

Increasing participation

1. Clicking the chart to activate the Mouseover function of the selected screen, users will then be able to view the chart data by hovering the chart area.

2. Tabular Data provides information related to the visualization only (chart above).

3. Extended Data provides 3 or 5-year history of the selected measure which depends on user’s setting (slide 11).
Applying filters for Pupil Characteristics, Year, Qualification, Tariff measure and Comparison group in “Change Options” allows you to select your cohort of interest.

**Pupils’ Characteristic Options:** Age, ASN (Additional Support Needs), EAL (English as an Additional Language), Ethnicity, Gender, Highest SCQF Attained, LAC (Looked After Status), Leaver Destination, Pupil Points, SIMD (Scottish Index of Multiple Deprivation) and Stage

**Other Filter Options:** Depending on the measure selected, filters for Year, Qualification, Tariff measure, and Comparison group are also available.

- All filters apply to National cohort, Local Authority, Collaborative and School
- The Pupil Characteristics of ASN, SIMD, Stage and Gender are used as part of the Virtual Comparator matching, so if users filter by a characteristic not included in this list e.g. EAL or Age, then the VC matches may not have the same characteristics.
- For Stage filters in Local dashboards (calculation stage & basis stage), please check Slide 7

Further Information: Glossary: Filters
Technical Guide: Filters
Personal Dashboard allows users to go to particularly important pages and consider outputs side by side at the same time.

National Benchmarking Measure: Leaver Initial Destinations

The selected year is 2016/17

This feature allows user to consider outputs side by side, e.g. boys and girls.
The Documents button allows you to take a screenshot and print any page you are studying.

Documents > Print Current Page:

To take a screenshot of current page and save it to local drive:

- Select XPS Printer (1) (or PDF printer)
- Click Print (2)

To print current page:

- Select local printer (3) to perform task
- Click Print (4)

**Alternatively use the tool bar of your Internet browser:**

- tool bar > File > Save As
- tool bar > Print
Section Five: Help and Support
Support materials are provided to help users gain a better understanding of the fundamental concepts and calculation methods used in Insight.

1. Provides the index of all support materials including: introductory materials such as 'Fundamental Concepts', help with interpretation in the 'Deep Dives' and detailed information for advanced users in the 'Technical Guide'.

2. Provides Local Authority contacts which include name, position and email address.

3. Provides information on new features and improvements of each update in September and the following February.

4. “Help” button provides measure-specific guidance.

For direct access:
- Help Index
- LA Contacts
- What's New