# Collaborate

Collaborate groups for LAs and schools

Collaborate provides the LA and its schools with the facility to combine and share school performance data across multiple schools and view it within its own Aspire dashboard. The key aims of Collaborate are to facilitate the sharing of best practice, enable school-to-school support, identify joint intervention strategies and monitor the effectiveness of school networks.

Example reports within Collaborate:
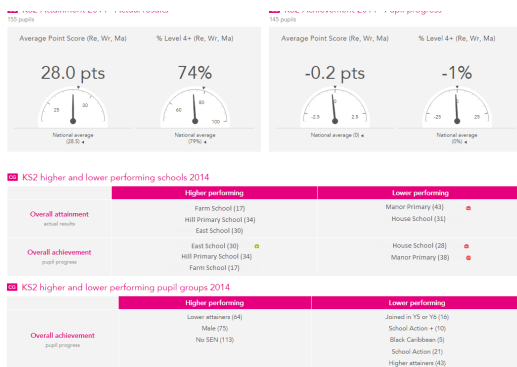
The **Overview** dashboard provides high level aggregated performance information for the group. The higher and lower performing schools and subjects are identified.
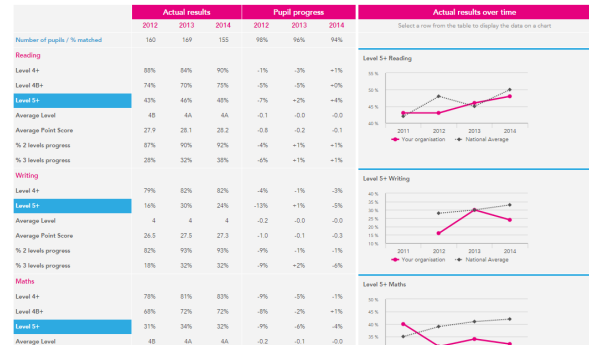

The **Subject** report provides detailed performance for each subject across a range of indicators over time. Filters can be applied to disaggregate the report into individual pupil groups (e.g. FSM6, EAL, SEN).
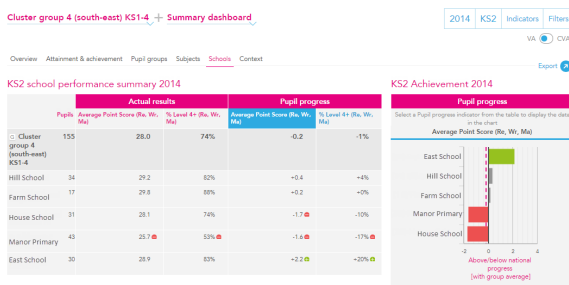
The **Schools** list compares each schools' performance side-by-side, and plots them on a chart. Filtering may compare performance of pupil groups across each school and helps identify schools with similar intakes.
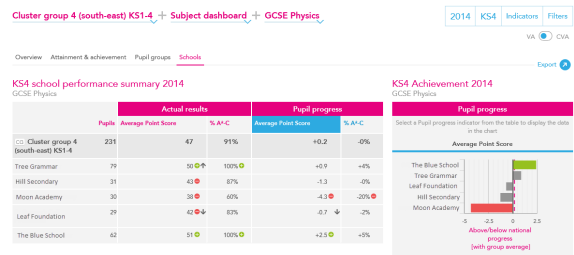
Use the KS4 Subject Dashboard to provide a full analysis of group and school performance for each individual GCSE subject e.g. physics performance for each school in the group may be viewed within one table, and then filtered for FSM pupils, gender etc.

Setting up

LAs set up Collaborate groups for either internal use (LA visibility only) or for their schools to access as well. Where schools are sharing data, **permission must be sought from each school involved** (an FFT data sharing agreement is available to download from the FFT Administration site). Once an LA sets up a group with school visibility the group will be 'live'. The LA should therefore notify each school's FFT administrator(s) as soon as possible. The school FFT administrator then selects which FFT Aspire users within the school may access the group. The following two pages provide further guidance notes for the LA and for the school for Collaborate.

Guide for the LA

Creating a new Collaborate group

AC administrators create each group from the Aspire Administration site (admin.fftaspire.org) and control which schools feature within each group, and which AC FFT Aspire users may view the group. ACs may restrict the group for AC access only, or allow schools selected within the group to view the data (with permission). School administrators control which FFT Aspire users within the school may view the group. Members of a collaborate group will receive email notification when changes are made to the group.

To create a Collaborate group:

Step 1
Name the group and give it a description. Once created, the group name will appear within the Collaborate menu for any FFT Aspire user with access to the group.

Step 2
Select which schools will be included within the group. Collaborate groups can be mixed phase, therefore a secondary school could be in a group with its feeder schools. Schools can appear in multiple collaborate groups.

Step 3
Allocate which FFT Aspire users within the local authority may view this specific group.

Step 4
Select whether the group will be accessed by the LA only or by the selected schools, read T&Cs and create the group.

View & edit groups **Create group**

Create group

Name your group and build its member schools & users

1 GROUP

South-East cluster KS1-4

All schools in the SE area of the LA

2 SCHOOLS IN GROUP

st geo

+ St George's Church of England Foundation School (9995228)
+ St Georges CofE (Aided) Primary School (9994626)
+ St George's School (9992046)

7 schools selected

✕ Farm School (9996011)
✕ East School (9994216)
✕ Park Infant School (9992668)
✕ Manor School (9996063)
✕ Hill Primary School (9992068)
✕ Village College (9995406)
✕ House School (9996174)

3 USERS IN GROUP

Type a user name

+ All users
+ Gareth LA gareth@fft.org
+ Helen LA helen@fft.org
+ Chris LA chris@fft.org

1 users selected

+ Helen LA helen@fft.org

4 GROUP VISIBILITY

Group visibility

○ LA only — schools cannot see the group. Only the LA users above have access.

◉ LA and Schools — schools can view data for the group and for other schools in the group. Schools can also give access to any of their users.

☐ I have received prior written authorisation from all selected schools to set up a Collaborate group. All schools understand that by participating in a collaborate group each school will be able to view data for other schools in the group as well as for the group as a whole. Collaborate groups DO NOT include pupil level data. You are reminded that you are bound by the FFT Aspire terms of use and the Data Protection Act. I understand that all school Aspire administrators and any school users with default access to Collaborate will be notified by email about the creation of this group.

Global users

LA 'global users' automatically receive access to any Collaborate group set up by the organisation. Global user permissions are allocated in the 'Users I Manage' area of the FFT Administration site by clicking on the user's name and ticking the box:

Collaborate groups access

☑ Always allow to see all groups

Top tip:

When first creating a group which can be visible by schools, initially create it as an LA only group, until you have received all of the required permissions to provide access.

The next page provides guidance for schools to select users to view the group:
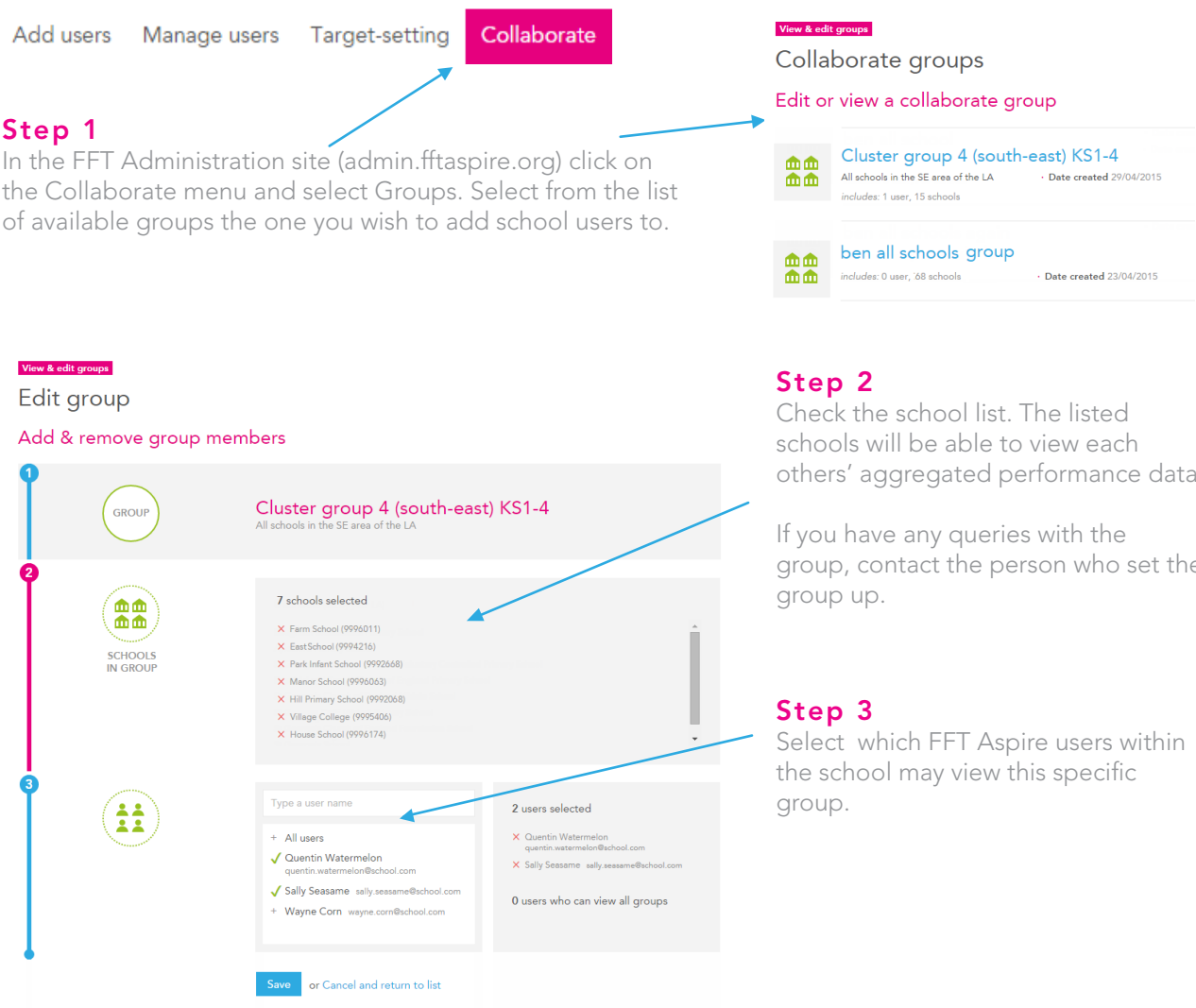
Guide for schools

Accessing a collaborate group

Collaborate groups are set up by either the LA, academy chains or FFT. Once a group has been set up for the school, the school administrator is required to select which FFT Aspire users may access the group. This is done in the FFT Administration site (**admin.fftaspire.org**). The selected users will the be able to view the group from the Collaborate area of FFT Aspire. Members of a collaborate group will receive email notification when changes are made to the group.

Please note: NO PUPIL LEVEL DATA IS SHARED WITHIN COLLABORATE

To allocate users to a Collaborative group:

Add users   Manage users   Target-setting   **Collaborate**

Step 1

In the FFT Administration site (admin.fftaspire.org) click on the Collaborate menu and select Groups. Select from the list of available groups the one you wish to add school users to.

View & edit groups

Collaborate groups

Edit or view a collaborate group

Cluster group 4 (south-east) KS1-4
All schools in the SE area of the LA · Date created 29/04/2015
includes: 1 user, 15 schools

ben all schools group
includes: 0 user, 68 schools · Date created 23/04/2015

View & edit groups

Edit group

Add & remove group members

① GROUP

Cluster group 4 (south-east) KS1-4
All schools in the SE area of the LA

② SCHOOLS IN GROUP

7 schools selected
- ✕ Farm School (9996011)
- ✕ East School (9994216)
- ✕ Park Infant School (9992668)
- ✕ Manor School (9996063)
- ✕ Hill Primary School (9992068)
- ✕ Village College (9995406)
- ✕ House School (9996174)

③

Type a user name

- + All users
- ✓ Quentin Watermelon
  quentin.watermelon@school.com
- ✓ Sally Seasame   sally.seasame@school.com
- + Wayne Corn   wayne.corn@school.com

2 users selected
- ✕ Quentin Watermelon
  quentin.watermelon@school.com
- ✕ Sally Seasame   sally.seasame@school.com

0 users who can view all groups

Save or Cancel and return to list

Step 2

Check the school list. The listed schools will be able to view each others' aggregated performance data.

If you have any queries with the group, contact the person who set the group up.

Step 3

Select which FFT Aspire users within the school may view this specific group.

Global users

'Global users' automatically receive access to any Collaborate group which is visible to the school. Global user permissions are allocated in the 'Users I manage' area of the FFT Administration site by clicking on the user's name and ticking the box:

Collaborate groups access

☑ Always allow to see all groups