

The purpose of this guide is to give a quick overview of how the AwL tool in 4Matrix works and the outcomes that can be produced. It is to be used in conjunction with the demo database. This comes pre-packaged when 4Matrix is first installed, but can be restored if the school has already entered its own data.

The full 4Matrix AwL Guide gives detailed instructions on how to configure and use the AwL tools. This can be accessed via the Help menu in 4Matrix.

### Restoring the Demo Database

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If the demo data has been removed from 4Matrix it is possible to restore this without overwriting data that has been added. This is done using the Backup & Restore functionality in the 4Matrix Network Manager.

Detailed guidance on how to backup and restore databases is given in the “**The Demo Database**” section of the 4Matrix Admin Guide.

- First make a copy of the existing database that has the school’s own data in, using the 4Matrix Network Manager on your server.
- Download the 4Matrix demo database from [www.4matrix.com/help/demo/demo.zip](http://www.4matrix.com/help/demo/demo.zip)
- The demo database can then be restored. **DO NOT overwrite the existing database if you have not taken a backup first.**
- When the demo data is no longer required the database containing the school’s own data can then be restored, over the top of the demo database.

### Setting up AwL – Data Managers & SLT

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The demo AwL database contains 11 subjects. These can be seen in **AwL Subjects**

These are subjects for which Attainment Targets (ATs) and Learning Objectives (LOs) can be created and then Mastery statements entered for pupils against.

This is entirely customisable. As many subjects, LOs and ATs can be entered as required. LOs and ATs are entered through the **Statement Editor**.

If desired, template spreadsheets can be downloaded from [www.4matrix.com/ks3templates](http://www.4matrix.com/ks3templates). This will enable users to create a subject and instantly add Planning, Learning Objectives and Attainment Targets within 4Matrix. It also possible to edit the templates in Excel, prior to importing into 4Matrix.

You will also find completed templates from other 4Matrix schools at [www.4matrix.com/ks3library](http://www.4matrix.com/ks3library).

The **KS3 AwL Options tool** allows admin users to customise settings.

### Setting up AwL – Subject Leaders & Teachers

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The **Planning Layer** and the **Teaching Layer** are tools that allow teachers and subject leaders to analyse subject content and create schemes of work.

The Planning Layer allows subject leaders to identify the 'Key Concepts and Big Ideas' for their subject. These are the fundamentals which are key to Mastery of a subject.

The Teaching Layer allows Subject Leaders to define the Scheme of Work, arranged as a week-by-week or unit-by-unit teaching programme based on the planning grid. Statements derived from the Subject Content will be arranged as Topics, with Learning Objectives assigned as components parts of each topic.

### Entering and viewing Mastery Statements

Open the **Learning Layer**. Mastery statements have already been entered for all pupils and all Learning Objectives in English.

Change the active series using the Change button in the bottom left to *Year 7 (2006/07) AWL Autumn LO* then select **English** from the **KS3 Subject Area** panel.

Mastery statements have been entered against this series for LO's 1-7, for all 6 English classes, as shown in the Groups panel on the left.

In practice, teachers will use the Groups filter to select their class(es) and enter Mastery statements for those pupils only. Feel free to switch between the demo classes and compare pupil performance.

The screenshot displays the 4Matrix software interface for 'Key Stage 3 Learning'. The main window shows a grid of mastery statements for various Learning Objectives (LOs) across different subjects. The grid is organized into sub-categories: Reading, Drama, and Non-Fiction. Each cell in the grid contains a colored circle representing the mastery level for a specific pupil. The right-hand panel shows the 'Subjects' list with 'English' selected, and the 'Filter' section showing 'Classes' as the selected filter. The 'Available Groups' list on the right shows various classes like 7AR1, 7AR2, etc., with their respective pupil counts.

Click on the **Unit Filter** drop down in the bottom right. This will show all LO's for the selected subject.

In this instance, mastery statements have been entered for LO's that are in unit 1. The LO's displayed in the **Learning Layer** can be filtered by selecting the relevant LO's using the tick boxes. The purpose is to allow teachers to display only the LO's that are relevant to the particular unit of work they are teaching.

<input type="checkbox"/>	Year	Term	Topic	Unit	Theme	LO
<input type="checkbox"/>	7	Autumn	British Play	1	Context	1
<input type="checkbox"/>	7	Autumn	British Play	1	Character and plot	2
<input type="checkbox"/>	7	Autumn	British Play	1	Language use	3
<input type="checkbox"/>	7	Autumn	British Play	1	Writer's motives/message	4
<input type="checkbox"/>	7	Autumn	British Play	1	Themes	5
<input type="checkbox"/>	7	Autumn	British Play	1	Performance	6
<input type="checkbox"/>	7	Autumn	British Play	1	Analysis	7
<input type="checkbox"/>	7	Spring	19th Century Fiction	2	Context	8
<input type="checkbox"/>	7	Spring	19th Century Fiction	2	Identify	9

Change the series to *Year 8 (2007/08) AWL Autumn LO* then select *English* from the “KS3 Subject Area” panel. All LO’s have now been completed.

For the school in the demo database, each LO for English is assessed more than once. See the **Teaching Layer** for an overview of the scheme of work.

Back in the **Learning Layer**, change to series *Year 8 (2007/08) AWL Spring LO*. As a result of the reassessment in Spring, *Marie Augustin’s* mastery statement for LO 4 has changed from *Developing* to *Mastered* (she is the 7<sup>th</sup> pupil along in the grid without any filters applied). All series after Spring 2007/08 will now show her mastery statement as *Mastered* for this LO. Section 7 in the full AwL Guide gives more detail on how grades transfer from one series to another.

Hover the mouse over a pupil’s name in the header row - click on the filter icon. It is then possible to filter the LO’s so only statements that have specified mastery statements for that pupil are shown.

## Comparing Series

Changes between series can be viewed using either the Overview or Pupil Summary tab and assigning a second series using the **Comparison Series** field (bottom right of display).

Select *Year 8 (2007/08) AWL Autumn LO* in the Comparison Series field. Then choose the Pupil Summary tab. Totals for each pupil for each mastery grade are displayed for the two series together with differences between the two.

The **Overview** tab shows total grades in a graphical format, allowing a comparison series if selected.

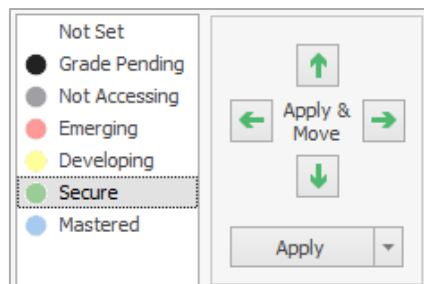
## Entering Mastery Statements in the Learning Layer

Mastery statements are entered in the Statements tab. Change the series to *Year 9 (2008/09) AWL Summer LO*.

Select *English* from the **KS3 Subject Area** panel and then select a class from the Groups panel.

To enter a mastery statement click in the grid. A list of all the available statements will be shown. Select a statement and then click **Apply**. This will apply the statement to the selected pupil for the selected LO. It is also possible to **Apply** and **Move** using the select arrow keys, this will move to the next cell in the selected direction:

The values at the bottom of each column will change as Mastery statements are entered. This is their average tracking towards GCSE number grade, shown to 2 decimal places



Click on the drop down arrow next to Apply. This will give an option to apply to:

- All visible pupils
- All statements for this pupil

If a class/group is selected from the **Groups** panel on the left, and then **Apply > All visible pupils** is chosen the mastery statement will only be applied to the filtered group. Use this to quickly apply a mastery statement to a class, for example.

Similarly, if the LO's are filtered using the "Unit Filter" drop down and **Apply > All statements** for this pupil is selected the grade will only be applied to the filtered LO's.

The **Outcomes Layer** has identical functionality to the Learning Layer. The only difference is that statements are entered against Outcomes Targets rather than Learning Objectives.

## Analysing and Reporting

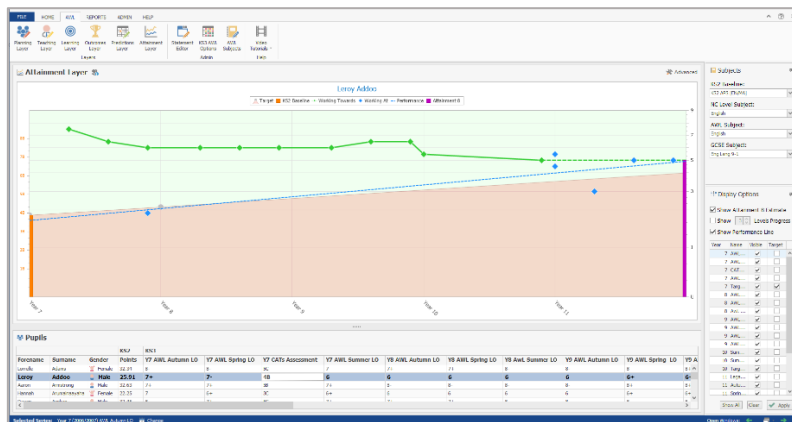
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The **Predictions Layer** is where the formative assessment provided in the Learning and Outcomes Layers can be turned into summative grades that can be used with the rest of the tools in 4Matrix – specifically the tools which would normally be used with key stage 4 cohorts. The Predictions Layer will show each pupils average 'tracking towards' GCSE grade for each subject that they study as at the time of the series selected. This is the figure shown at the bottom of the columns in the Learning or Outcomes Layers converted to fine-graded GCSE number grades using the table in **KS3 AwL Options**.

The summative grades can be obtained from either the Learning or Outcomes Layers by using the toggle at the top of the table.

**Save Result to Series** will save the summative results to a 'normal' series so that they can be used with the Attainment Layer and tools under the Home tab in 4Matrix. When using this function, follow the wizard through. If any Mastery statements have been changed for English then in "Step 3: Accept Changes" an "Overwrite" row will appear showing the previous summative grade against the new one.

The **Attainment Layer** shows a powerful graphical representation of a pupil's summative grades for a combination of subjects:



In the **Subjects** panel select the subjects below:

**Subjects**

**KS2 Baseline:**  
KS2 APS [EN/MA]

**NC Level Subject:**  
English

**AWL Subject:**  
English

**GCSE Subject:**  
Eng Lit 9-1

This will add summative grades to the graph. The selected pupil is shown in the “Pupils” panel at the bottom of the screen.

In the Display Options panel some series will have the “Target” box ticked. A series can be designated by default as a target series in **Edit Series**. These grades are used to produce the target line shown with a green area above and a red area below.

Series can also be designated “Working At” (i.e. Current Grade) or “Working Towards” (i.e. Predicted Grade). AwL series are always Working Towards by default.

Working At grades are shown as **BLUE** points on the graph. Working Towards grades are shown as **GREEN** points.

In the **Display Options** panel:

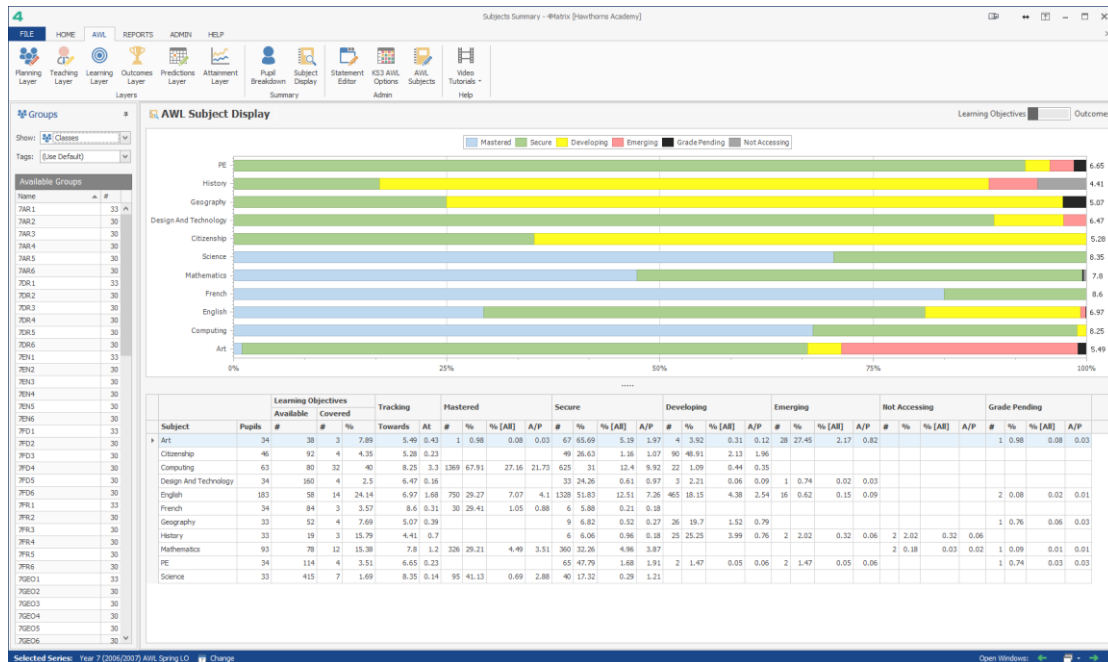
- Tick **Show Attainment 8 Estimate**. This will place a column at the end of the graph showing the pupil's A8 estimate divided by 10.
- Tick **Show Performance Line**. This will put a line of best fit through the blue “Working At” points.

Change the **GCSE Subject** in the **Subjects** panel to *Eng Lang 9-1*. The graph will change to show English Language grades at KS4.

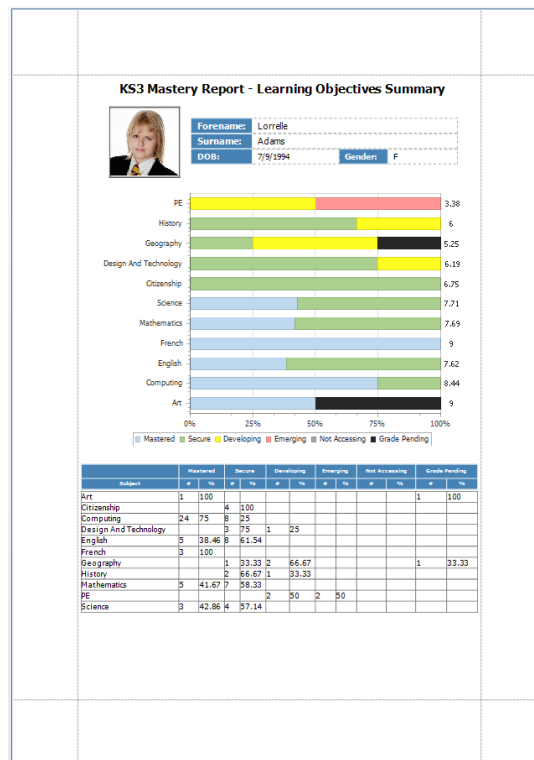
## Reports

Summary reports for each subject can be exported from the **Learning Layer**. Select the Learning Layer and then File > Print. Change the parameters to change what is shown on the report.

The Pupil Breakdown and Subject Display tools provide the most powerful overviews of pupil and subject Mastery performance. They can be based on either the Learning or Outcomes layers. Once Mastery statements have been entered against multiple subjects, both displays will populate accordingly.



It is also possible to produce subject and pupil reports, as per the example below.



A complete explanation of the commentaries provided here is available in the full AWL guide.