

Characteristics and Reporting Parameters

Adding Pupil Characteristics

Listed are the default characteristics which you can assign to pupils:

Dyslexic
English as Additional Language (EAL)
Free School Meals
Gifted and Talented
Learning Difficulties
Physical Disabilities
Special Educational Needs

If there are characteristics you would like to assign which are not in the list, then set them up as follows:

1. Click Users in the list of Renaissance Place™ tasks on your Home page.
2. Click Set-Up Characteristics
3. Click Add Characteristic.
4. Enter the name of your new characteristic and click Add. The new characteristic will be added to the list on the right. To add more characteristics, repeat this step.
5. Click Done when you have finished adding characteristics.

Assigning Characteristics to Multiple Pupils

Use this procedure to edit multiple pupil records at one time:

1. Click Users in the list of Renaissance Place tasks on your Home page.
2. Click Edit Multiple Students
3. Select a class or year group and click search. In the search results, tick the box next to each pupil that you want to apply changes to; then click < Add to add them to the list on the left.
4. Under Select Changes tick the Add box which will add the same characteristic to these pupils' records.
5. In the drop-down list, select the characteristic which you intend to add to these pupils.
6. To apply the changes to the pupils you have chosen (in the left-hand list), click Save.

Reporting Parameter Groups

When you print Renaissance Place reports, you can select or create reporting parameter groups. These allow you to focus reports on pupils with characteristics, specific ethnicities, genders, etc:

1. Open any report e.g. STAR Reading™ / STAR Maths™ Summary Report and click on Create New or Edit Selected in the Reporting Parameter Groups option
2. Type in a name for your Reporting Parameter that corresponds to a characteristic e.g. 'Special Educational Needs'
3. Select the criteria for the group of pupils you want to include in the report by ticking the box next to the specific characteristic.
4. Click Save.
5. This Reporting Parameter is now saved for you to view in the drop down menu for all reports on Renaissance Place.