**SISRA Starter Session – Monday 3rd September 2018**

SISRA Home Page

* Change Password (*Click on circle in top right corner*)
* Check Announcements

Click on

* Reports’ icon

*KS 3/4 needs to be checked*

Academic Year Tabs will be in year order

Click on

* Year Tab to show available reports

(Some may be locked for development / updating)

Click on

* 17/18 Leavers 🡪 Year 11 Data 🡪 Exams (Take me to the reports) 🡪 Qualifications

Displays subject headlines overview

Click on

* Grades 🡪 Overview 🡪 Qualifications

Re-Displays headlines by grades

Headlines can be changed between

* + % or raw figures
	+ standard or cumulative totals

From subject headlines

Click on

* Subject to display subject by group breakdown

Click on

* Click on group to display group by student breakdown

Click on

* Breakdown 🡪 Select cohort filter (eg Gender)

Displays comparison between total cohort and filters

* Grades 🡪 Overview 🡪 Filters

RED selection? Grade Type 🡪 All A8 Quals

Displays results by designated cohorts

Click on

* Excel icon (at any time) to export data to Excel spreadsheet, which can then be saved for own use

**SISRA drop-ins**

**Every Thursday 3.30 – 4.15 Room 2343**