

Getting Started with the EYFS Tracker

Four easy steps to get the EYFS Tracker working for you...

1 Add children from your school or setting:



- i) Click **MY CHILDREN** at the top of the page.
- ii) *(Schools only)* Ensure that the drop-down list shows the correct year group for the children you are adding
- iii) Add your children's details in the boxes at the bottom, then click **Save Changes**. You only need to enter first name, surname and date of birth as a minimum.
- iv) *(Optionally)* Click the **Teaching Groups** tab to add custom teaching groups.
- v) *(Optionally)* Click the **Additional Details** tab and enter further details as required, including the teaching groups you created. All this information can be used in analysis reports later.

Top tip: Schools can import children in bulk from a CTF file exported from their MIS by clicking the **Import Children from CTF File** button.

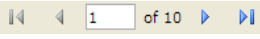
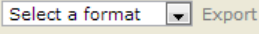
2 Add your assessments for the age stages of your children:

- i) Click **RESULTS** at the top of the page.
- ii) There is a tab for each of the 7 EYFS areas of learning. The drop down boxes beneath these tabs allow you to select the group of children and term you would like to assess for.
- iii) Choose the age band assessment for each aspect and child from the drop-down list. Hovering over the selection made brings up an information box showing you the associated early years outcomes for easy reference.
- iv) Most users use the low/medium/high options to show a finer level of progress. Click the **L M H** icon to cycle through the three choices.


Top tip: The key on the results page provides a suggestion, but it's up to you how you define low, medium and high in your setting. Just be sure to be consistent with your definitions if you have multiple users.

- 3** (Optionally) **Add evidence** to support your professional judgements:
- Click  at the end of child's row for the relevant area of learning on the Results page.
 - Mark off when particular outcomes have been achieved.
 - Click the  next to each outcome statement to write a note or upload an attachment from your computer or mobile device.

Top tip: Notes and photos can be used in creating reports for parents (by clicking on **LEARNING JOURNEY** at the top of the page).

- 4** **Generate analysis reports** for self-evaluation and Ofsted.
- Click **ANALYSIS** at the top of the page.
 - Click on one of the report icons – note that reports are arranged onto a number of tabs.
 - Most of the reports have a range of options that you can select from drop-down lists. Note that additional filters (that allow you to split analysis by child characteristics) are initially hidden [\[+\] CLICK THE 'PLUS' ICON TO VIEW ADDITIONAL FILTERS.](#)
 - Click the page navigation icons  or export options  as appropriate.

Top tip: If you'd like a preview of what the outputs of your tracking work can demonstrate then please view our demo reports [here](#).

For more detailed advice please see the  button at the top-right corner of the screen in the Tracker. Once you have signed up for a licence, if you have any problems getting started or want to know more about the features of the Tracker then please email us at eyfs@mimeconsulting.co.uk and we will be happy to help.