

# The School dashboard for head teachers

Lesson 25 · Assessment and reports · Watch the video and take the quiz online:

[lessonplanner.info/training/25-school-dashboard/](https://lessonplanner.info/training/25-school-dashboard/)

Where to find it: School Report Writer → School dashboard (head teacher seat)

Part of Classfern Pro — find out more at [lessonplanner.info/pro/join/](https://lessonplanner.info/pro/join/)

## What you'll learn

- What the School dashboard shows
- How to drill down from year groups to classes and pupils
- How teachers send encrypted class packs
- How small groups and logging protect pupils



## Step by step

- 1 Try the sample school.** Open the **School dashboard** and press **Explore with a made-up sample school**.
- 2 See the school at a glance.** The **Overview** shows learning curves term by term, how many pupils may need support, report progress and homework completed.
- 3 Drill down.** Open **Year groups**, then a class, then a pupil.
- 4 Check who may need support.** The **Support** list shows who the teachers' At a glance suggestions have flagged, and why. **Teacher support** is about workload, never rankings.
- 5 Teachers send encrypted packs.** Each teacher opens the **School dashboard** tab and presses **Make school dashboard pack**, then sends it through school email or the shared drive. Daily notes and report text are never included.
- 6 Import the packs.** Open **Classes and packs** → **Import class packs**.



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## Tips

- Pupil records never leave school.
- In exports, small groups show as “fewer than 5”, and every view is logged (see **Who viewed what**).

## Try it

Explore the sample school and drill down from a year group to one class.

## Check what you know

1. How does class data reach the School dashboard?

- A** Each teacher sends an encrypted class pack, and the head imports it
- B** It uploads automatically to our server
- C** Pupils type it in

**2. Which of these is never included in a class pack?**

- A** Daily notes and report text
- B** Homework completion
- C** Term-by-term results

**3. In exports, how are small groups shown?**

- A** As fewer than five
- B** With names
- C** They are hidden completely

Answers: 1 A · 2 A · 3 A (turn the page round to check)