

Instructions for the administrator

What is the *Improvement Partnership Planner*?

The *Improvement Partnership Planner* provides a breakdown of school improvement activity and needs that the schools in your local authority/cluster have. It offers valuable indicators about potential areas of collaboration and opportunities for professional development activities within your local authority/cluster.

Schools complete an online questionnaire about their strengths, priorities, need for partnership and CPD plans. This information is analysed, and a report is delivered to the local authority/cluster.

Collecting school responses

You have been sent a log-in code and list of school passwords which you should distribute to the school respondents. The log-in code and passwords enable the respondents to access the questionnaire. The passwords are also shown on the administrator's screen (see below).

School responses are collected via the *Improvement Partnership Planner* website at:
<http://ipplanner.anspear.com/>

You should also distribute copies of the instructions for users that you have been sent. The instructions for users are also available on the website.

Once a school has completed the questionnaire, they will be shown a summary of their answers, and they may download a PDF (portable document format) version of their report.

There are separate log-in boxes on the *Improvement Partnership Planner* website for the administrator. Hence, you, as administrator, should ensure that you note and use the administrator's password.

Monitoring the responses

In order to monitor responses, go to the *Improvement Partnership Planner* website. Click to go to the administrator's log-in page. Enter the log-in code and your administrator password into the boxes and click on **start**. You then see which schools have started the questionnaire. Click on **responses** next to a school that has started the survey to view their responses.

If any schools have entered contact email addresses, **email** and **email all** links will appear next to the relevant schools. Click on **email** to send an email message to a school. Click on **email all** to send an email message to all schools.

Once you are satisfied that there are as many responses as you can reasonably expect, you should request the production of the local authority/cluster report by clicking on 'request report'. The local authority/cluster is then sent the *Improvement Partnership Planner* report in paper and electronic versions, together with PDF versions of the school reports.

Click on **log off** to exit the *Improvement Partnership Planner* website.

Troubleshooting

If you lose your connection to the site, this may be because:

- 1 Your connection to the Internet was lost.
- 2 You accidentally closed your browser window.
- 3 The connection timed out because you had been inactive for over 50 minutes.

If you experience any technical difficulties that you cannot resolve using the onscreen help, please contact us on **01223 350555** during normal working hours or email us at **ipp@anspear.com**.