Instructions for users

What is the *Improvement Partnership Planner*?

The *Improvement Partnership Planner* helps your local authority/cluster of schools to provide opportunities for collaborative school improvement activity within formal or informal pairing or group arrangements. It will also help your authority/cluster to identify potential professional development activities of interest to you.

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. Reports are also provided for schools to download.

How do I complete the questionnaire?

Someone in the local authority/cluster will be administering the *Improvement Partnership Planner*. They will give you the log-in code and a password so that you may access the questionnaire. Once you have these details, visit the *Improvement Partnership Planner* website at: http://ipplanner.anspear.com/

Enter the log-in code and password into the boxes towards the bottom of the screen and click on **start**.

You are asked to enter or confirm some contact details. You are then taken to a screen containing development issues relating to learning and the curriculum. For each of the items shown, click on appropriate responses on the right-hand side. The possible responses are:

- Strength you could share with others **S**
- Active priority for the next two years **A**
- Partnership welcomed **P**
- None of the above/not applicable to your school **%**.

More than one response (out of S, A and P) can be given for each item. If you would like further explanation about an issue or a response, click on **+** next to it.

Having selected responses for all the items on the screen, click on **next** to move on to further screens of development issues.

You can go back and amend your answers at any time by clicking on the **back** button.

When you have completed the development issues screens, click on **next** to move on to the CPD priorities screen. This screen allows you to indicate which issues you believe would benefit most from related continuing professional development (CPD) activities and opportunities for the staff involved. Tick any issues that you feel are CPD priorities.

The next screen allows you to add any further comments or additional development issues.

The next screen shows a summary of your responses. You may click on any of the headings (shown in blue text) to return to the corresponding screen and modify your responses. When you are satisfied with your responses, simply click on **log off** to exit the questionnaire. Responses are recorded as you complete each screen, so once you have responded to all sections of the questionnaire, no further action is required. Note that you are able to amend your data at any time by logging in again.

You can also request that a PDF (portable document format) version of your report is created by clicking on **request report**. Click on the **report** button that then appears to download your report. There is a short delay while reports are generated, so you may need to click your browser's **refresh** or **reload** button in order to see the **report** button.

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 or by contacting your administrator, please contact us on **01223 350555** during normal working hours or email us at **ipp@anspear.com**.