



# Boost

Insights

## Set Up Guide



[boost-insights.com](https://boost-insights.com)

New User Schools

 **HODDER**  
Education

# Contents

Follow this guide chronologically to set up your Boost Insights account or click on the section you need help with:

<b>What is Boost Insights?</b>	3
<b>Getting Set Up</b>	
1. <b>Check Technical Requirements and GDPR</b>	5
2. <b>Establish Your Access Coordinator</b>	5
3. <b>Set Up Your Year Groups and Classes</b>	7
4. <b>Teachers and Learners: User Overview</b>	10
5. <b>Sync Teacher and Learner Data with Your MIS</b>	16
6. <b>Add Teacher and Learner Data Manually</b>	10
7. <b>Managing Your Learner Data</b>	
▪ <u>Custom Groups</u>	18
▪ <u>Contextual Groups</u>	18
▪ <u>Editing Learner Details</u>	18
▪ <u>Start of Year: Promoting Learners</u>	19
▪ <u>End of Year: Desyncing and Removing Learners</u>	21
8. <b>MATs and School Groups</b>	
▪ <u>Creating a MAT/School Group Account</u>	24
▪ <u>Downloading MAT/School Group Data</u>	26

Please note that Boost Insights is a live and evolving platform. As we respond to teacher feedback and learner insights, new features and updates may be added. All information in this guide is correct at time of writing (September 2024), but our live help centre may have more up to date information on newer features: [help.hoddereducation.co.uk](https://help.hoddereducation.co.uk).

## What is Boost Insights?

**Boost Insights** is the free digital data companion for Hodder Education’s standardised assessments, replacing our previous platform, **MARK** (My Assessment and Reporting Kit). Boost Insights offers key insights into learners’ understanding and progress, empowering schools and teachers to make informed decisions based on their assessment data.

Boost Insights is where you securely record and analyse your assessment results in reports and dashboards, and is also home to our interactive assessments, free test resources (such as mark schemes and test guidance) and Shine Interventions.

Schools can create free accounts upon the purchase of any quantity of compatible assessments. Please note that relevant platform emails may be sent to account linked to your assessment purchase – please encourage this person to share relevant emails within your school.

### **Generate reports for the following print and digital assessments in Boost Insights:**

- New PiRA, New PUMA, PiRA for Scotland and PUMA for Scotland
- New GaPS
- NTS Assessments: Mathematics and NTS Assessments: Reading
- AMT (Access Mathematics Tests) and ART (Access Reading Tests)
- BNST (Basic Number Screening Test)
- SSRCT (Salford Sentence Reading and Comprehension Test) \*

### **Assign interactive online tests for the following assessments in Boost Insights:**

- New PiRA, New PUMA and PUMA for Scotland
- New GaPS
- AMT (Access Mathematics Tests) and ART (Access Reading Tests)

(Interactive test credits can be purchased at [hoddereducation.com/assessment](https://hoddereducation.com/assessment) or via your Assessment Consultant. There is an option to ‘Purchase more credits’ within Boost Insights which will take you to the relevant product page on our website.)

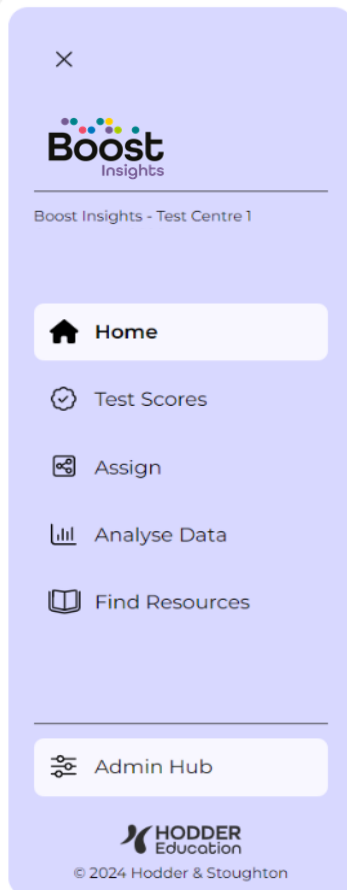
\* Please note, SSRCT is due to launch on Boost Insights from January 2025.

## Navigating Boost Insights

The URL for the platform is [boost-insights.com](https://boost-insights.com).

(We recommend adding a bookmark so that Boost Insights is in your favourites!)

Find your way around the platform via the purple menu on the left-hand side:



**Home** is your landing page after login. You can navigate further from here.

**Test Scores** is where you can access your marksheets and export your test data.

**Assign** takes you to the home of interactive assessments, where you can assign interactive tests for your learners.

**Analyse Data** is where you can view your school overview dashboard and generate reports.

**Find Resources** is where supporting documents like Mark Schemes, Test Guidance and Curriculum Maps can be downloaded for your assessments.

**Admin Hub** is your account management centre. This is where you manage staff and learners for your account. Admin Hub can be accessed by all registered teachers, however some features are only accessible to designated Admin accounts. Clicking Admin Hub opens a separate window in your browser.

## Admin Hub

Every Hodder Education digital platform has its own version of the Admin Hub. Users are automatically shared between each Admin Hub, but their access to each platform is set independently by the Access Coordinator for that platform. This means that if your school is registered on another Hodder Education platform (such as Boost Learning or SNAP) you will see existing learner and teacher data in your Boost Insights account, but users will still need to [granted access on this platform](#).

## Getting Set Up

Most of your setup can only be performed by one user: this is your **Access Coordinator**. Read step-by-step instructions to setting up your account in Boost Insights:

### [Check Technical Requirements and GDPR](#)

Please ensure that your network and devices meet Boost Insight's [technical requirements](#). This is particularly important for administering interactive assessments.

Hodder Education's full GDPR/Privacy Policy can be found [here](#).

Dedicated sections that can be shared with your learners are titled 'Children's use of our services' and 'What personal data we collect about you'.

Regarding test data, please note that we have a retention policy in effect in Boost Insights. In summary, if a learner is inactive, then their data will be anonymised and no longer available for you to view. A learner is considered inactive when no test data is recorded for over 2 years, or 3 years for our ART/AMT test suites.

### [Establish Your Access Coordinator](#)

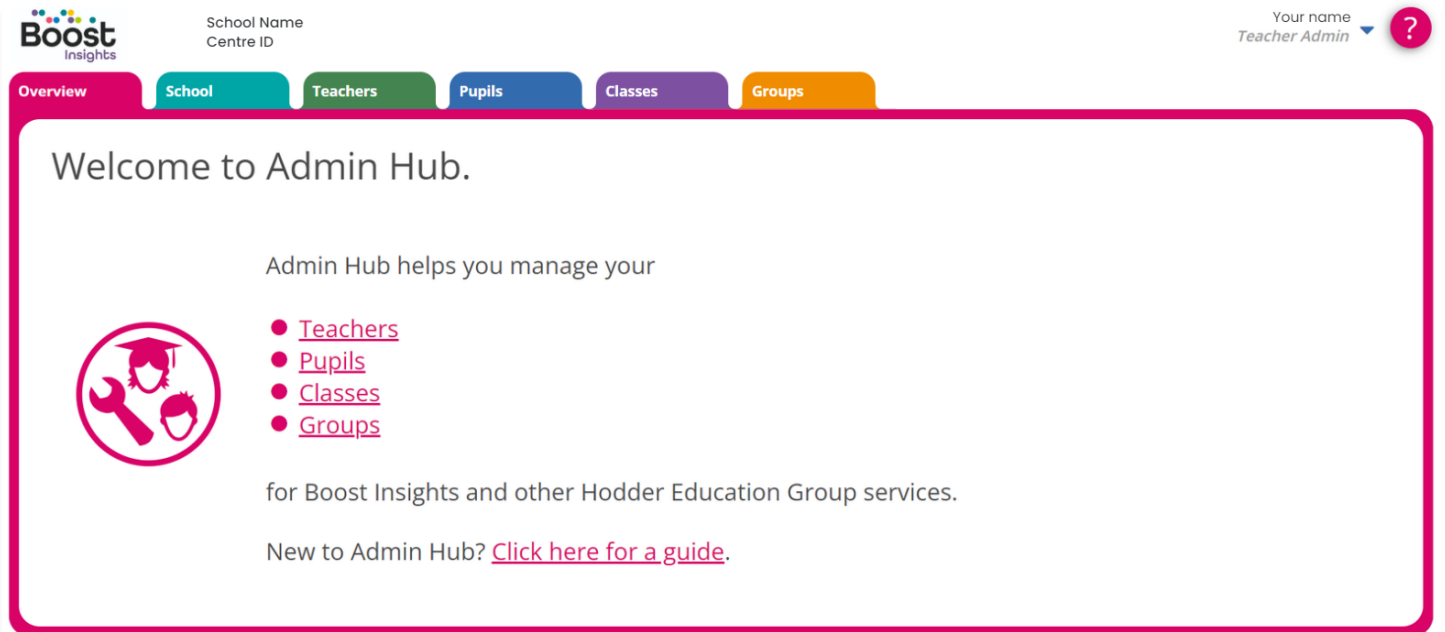
The **Access Coordinator** is your user manager for Boost Insights, responsible for setting up and managing your account. Each school can only have one Access Coordinator for their Boost Insights account (this can be different to other platforms like Boost Learning).

**If your school is new to Hodder Education and our digital products**, you'll need to [register an account with us](#) first, then sign in to Boost Insights with the same details. You'll be prompted to **nominate an Access Coordinator** while doing so. We recommend your data manager, network administrator or assessment lead, but you can choose any member of staff that you think is best suited to the role.

The Access Coordinator will receive an automatic email from us to validate their address and activate their account. Once confirmed, the Access Coordinator will need to **log in to Boost Insights** and complete the setup of your school account.

Steps in this guide are completed within the **Admin Hub**, accessed via the 'Admin Hub' button at the bottom of the purple menu bar. This will open a separate window, showing a screen with multiple tabs, as well as your school name and centre ID number.

All users will see five tabs: 'Overview', 'Teachers', 'Pupils', 'Classes' and 'Groups'. Only the Access Coordinator will see the sixth, titled 'School' (in teal):

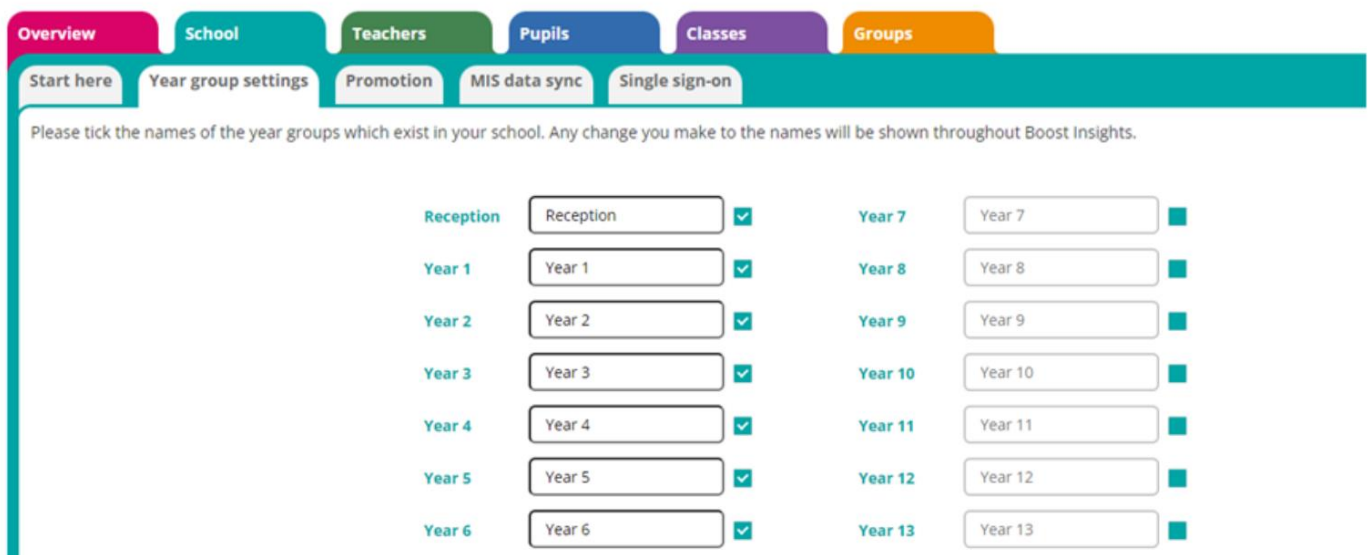


The screenshot shows the Boost Insights Admin Hub interface. At the top left is the Boost Insights logo. To its right, the text 'School Name' and 'Centre ID' is displayed. On the far right, the user's name 'Teacher Admin' is shown next to a dropdown arrow and a question mark icon. Below the header is a horizontal menu with six tabs: 'Overview' (pink), 'School' (teal), 'Teachers' (green), 'Pupils' (blue), 'Classes' (purple), and 'Groups' (orange). The 'School' tab is currently selected. The main content area has a pink border and contains the following text: 'Welcome to Admin Hub.' followed by 'Admin Hub helps you manage your' and a list of four items: 'Teachers', 'Pupils', 'Classes', and 'Groups', each preceded by a red dot. To the left of this list is a circular icon containing a graduation cap, a wrench, and a person's head. Below the list, it says 'for Boost Insights and other Hodder Education Group services.' and 'New to Admin Hub? [Click here for a guide.](#)'

## Confirm Your Year Groups and Set Up Classes

Before adding users to your Boost Insights account, you must establish the **year groups** and **classes** in your school for this academic year.

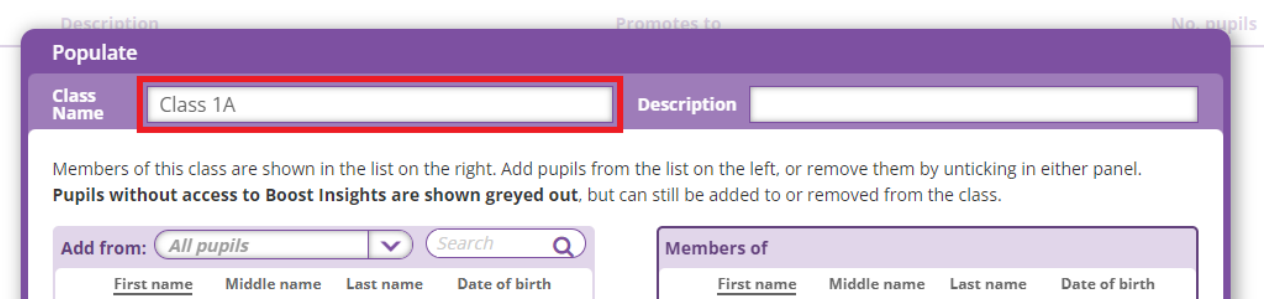
1. Log in to Boost Insights as the Access Coordinator.
2. Click the **Admin Hub** icon in the bottom left.
3. Go to the teal **School** tab > **Year group settings**.
4. Tick the year groups you'd like to set up in Boost Insights and rename them as desired. The default Year Group options shown in Admin Hub are UK standard (Reception ages 2-4, Year 1 ages 5-6, etc.).
5. Click **Save** in the bottom right.



Please tick the names of the year groups which exist in your school. Any change you make to the names will be shown throughout Boost Insights.

Reception	Reception	<input checked="" type="checkbox"/>	Year 7	Year 7	<input checked="" type="checkbox"/>
Year 1	Year 1	<input checked="" type="checkbox"/>	Year 8	Year 8	<input checked="" type="checkbox"/>
Year 2	Year 2	<input checked="" type="checkbox"/>	Year 9	Year 9	<input checked="" type="checkbox"/>
Year 3	Year 3	<input checked="" type="checkbox"/>	Year 10	Year 10	<input checked="" type="checkbox"/>
Year 4	Year 4	<input checked="" type="checkbox"/>	Year 11	Year 11	<input checked="" type="checkbox"/>
Year 5	Year 5	<input checked="" type="checkbox"/>	Year 12	Year 12	<input checked="" type="checkbox"/>
Year 6	Year 6	<input checked="" type="checkbox"/>	Year 13	Year 13	<input checked="" type="checkbox"/>

6. Go to the purple **Classes** tab.
7. Click **New Class** in the bottom right.
8. Name the class and add a description if desired (e.g. the teacher's name).
9. Click **Save Class**.
10. Repeat steps 7-9 for each class you'd like to create.



Populate

Class Name:  Description:

Members of this class are shown in the list on the right. Add pupils from the list on the left, or remove them by unticking in either panel. Pupils without access to Boost Insights are shown greyed out, but can still be added to or removed from the class.

Add from:  Search

First name	Middle name	Last name	Date of birth
------------	-------------	-----------	---------------

First name	Middle name	Last name	Date of birth
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## Teachers and Learners in Your Account

### Teachers

Staff members need access to Boost Insights to be able to log in, assign tests, access marksheets, view dashboards and generate reports.

This is managed by the Access Coordinator in the green 'Teachers' tab in Admin Hub, where the Access Coordinator must **add teachers** to your account and **grant access**.

Overview School Teachers Pupils Classes Groups

With access to this site 7 Without access 1 Pending deletion 1 Search

Teachers on this tab have no access to Boost Insights. To allow access, please select a teacher below, then select *Grant access*. Please note: teachers require a verified email address.

Title	First name	Last name	Username	Type	Email verified?	Date added
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There are three types of Teacher accounts:

1. **The Access Coordinator:** manages your Boost Insights account and has full control over your user and learner accounts. There can only be one Access Coordinator per school.
2. **Teacher Admins:** must be assigned by the Access Coordinator and can view the Admin Hub, manually add new teachers or learners to your account and manage custom groups. They cannot grant or revoke access to users, edit user details or delete them. There is no limit to the number of Teacher Admins allowed.
3. **Teachers:** can view the Admin Hub and manage custom groups. They cannot add new teachers or learners, grant or revoke access to users, edit user details or delete them. There is no limit to the number of Teachers you can have.

### Learners

Learners do not log in to Boost Insights, however they need to be **added** to your school account and have **access granted** to appear on marksheets, interactive test assignments and reports.

Learners are managed in the blue **Pupils** tab in Admin Hub.

Overview School Teachers Pupils Classes Groups

With access to this site 211 Without access 0 Pending deletion 0 Filter by group Search

First name	Last name	Gender	Date of birth	Year group	Class	Groups	Date added
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There are three statuses learners can have in Boost Insights:

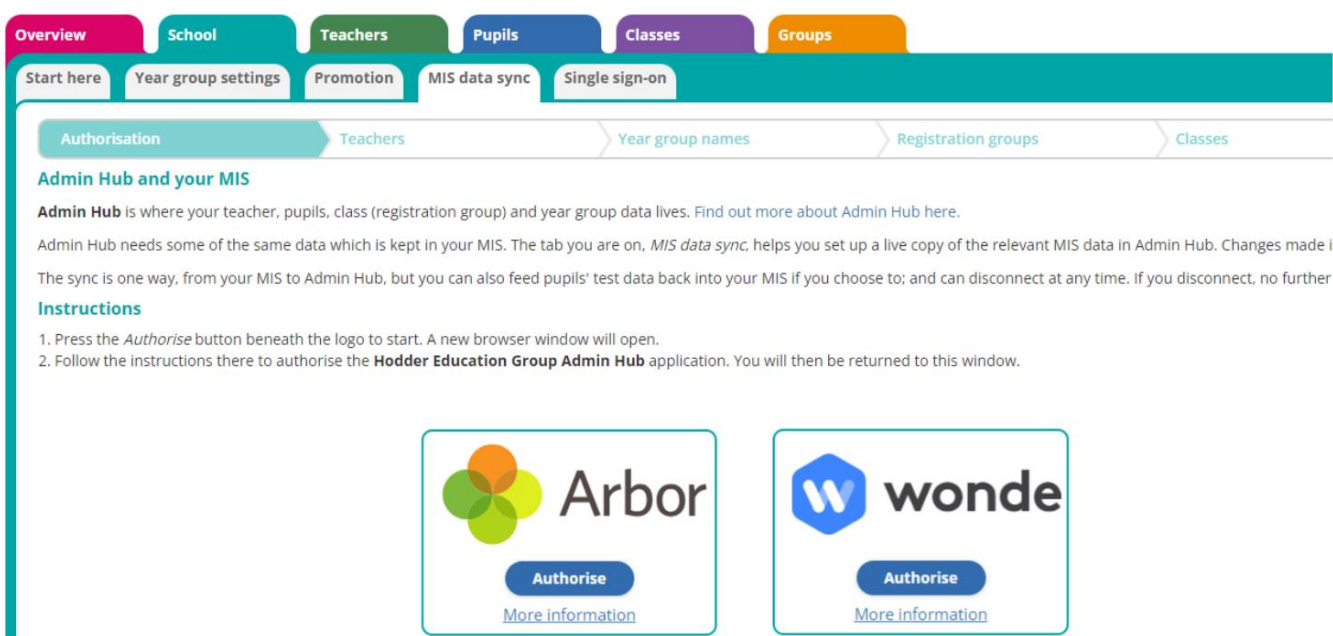
1. **With Access:** learners in this column will appear in Boost Insights. You can assign tests to them, view their marks, and see them on reports. They will be able to take interactive tests that you've assigned them using their date of birth and test code.
2. **Without Access:** learners in this column are hidden in Boost Insights. You will not be able to assign them tests, view their marks, or see them on reports, and they will not be able to take any interactive tests.
3. **Pending Deletion:** learners in this column are hidden in Boost Insights and will be permanently deleted after six months. (See [page 20](#) for more detail.)

There are two ways to complete your teacher and learner setup: by syncing with your Management Information System (see the next page) or by adding users manually (see [page 16](#)).

## Adding Teachers and Learners via MIS Sync

Please note, syncing with your MIS is optional – Boost Insights does not need to be synced with an MIS to work. However, this may save you time with setting up your account and managing your users in the future.

Boost Insights can be synced with select MIS partners, allowing you to import learner and teacher data directly into Boost Insights (rather than doing so manually) and to share assessment data back with your MIS. Boost Insights supports direct syncing with [Arbor](#) or integration via [Wonde](#). Authorise your chosen MIS Sync in the teal 'School' tab in Admin Hub.



**Admin Hub and your MIS**

**Admin Hub** is where your teacher, pupils, class (registration group) and year group data lives. Find out more about Admin Hub here.

Admin Hub needs some of the same data which is kept in your MIS. The tab you are on, *MIS data sync*, helps you set up a live copy of the relevant MIS data in Admin Hub. Changes made i

The sync is one way, from your MIS to Admin Hub, but you can also feed pupils' test data back into your MIS if you choose to; and can disconnect at any time. If you disconnect, no further

**Instructions**

1. Press the *Authorise* button beneath the logo to start. A new browser window will open.
2. Follow the instructions there to authorise the **Hodder Education Group Admin Hub** application. You will then be returned to this window.

### **Authorising syncs with Arbor**

You can only sync with [Arbor](#) if they are your MIS provider. Please note that Arbor only supports **UK schools**.

1. Go to **School > MIS data sync > Authorisation**.
2. Click **Authorise** on the 'Arbor' icon.
3. Enter your Arbor login credentials in the connection portal.
4. Review the Hodder Education app's required permissions list and click **Approve** to return to the Boost Insights Admin Hub.

Once the connection is authorised, you will be able to see the Hodder Education app in your 'Approved Apps' list in Arbor. Return to **School > MIS data sync > Authorisation** and click **Start Sync** to continue with the teacher and learner data import below.

### Authorising your syncs via Wonde

Alternatively, you can integrate with your school MIS via the [Wonde](#) portal. If you use a supported MIS provider, you can sync with Wonde:

1. Go to **School > MIS User Sync > Authorisation**.
2. Click **Authorise** on the 'Wonde' icon.
3. Complete your school details in the connection portal and click **Search**.
4. Select your school from the list and click **Match**.
5. Review the details that Wonde have for your school and click **Submit**.
  - If any of the details returned from Wonde are incorrect, call 01638 779144 or email [support@wonde.com](mailto:support@wonde.com).

You will receive an email to confirm the connection has been successfully authorised in Boost Insights. Return to **School > MIS data sync > Authorisation** and click **Start Sync** to continue with the teacher and learner data import below.

*If you're syncing Boost Insights with Wonde for the first time, Wonde will audit the connection before it is finalised. This is usually completed within 24 hours, but longer wait times can occur during busy periods.*

*By approving access, you agree to **Wonde's Data Handling Agreement, Terms and Conditions** and **Privacy Policy**, as well as **Hodder Education's Privacy Policy**.*

If you are unable to proceed with either MIS authorisation process at any point, please check our MIS Sync FAQs and Troubleshooting [help page](#), and if that fails please [contact our digital support team](#).

### Import Teachers and Learners

Once your chosen MIS Sync has been authorised, click **Start Sync** to begin importing user data from your MIS. You'll be taken to the **Teachers** sync panel to start:

1. Click **Proceed** in the bottom right to see the sync screen.

- You'll see a list of teachers who are registered in your MIS, with a pink **'New'** status tag. Click **Select all** to import all teachers or tick the records you would like to add to Boost Insights in the 'Import?' column.
  - If teachers already exist in your Admin Hub (for example, you use Boost Learning), the system will identify them as 'Matched' or 'May Match' if it finds similar records in your MIS, or 'Not Matched' if there is no similar record in your MIS.
- Click **Save and sync teachers** in the bottom right.

Authorisation > **Teachers** > Year group names > Registration groups > Registration classes > Pupils > Finished

Data struck through in the *Existing Admin Hub* column, on the left, will be overwritten by the version on the right, from your MIS. Tick any new teachers you'd like to import. You must provide a valid email address for any teacher without one. Why is this? If you spot any mismatches, choose that person's name and the *Unmatch* or *Match* button underneath the list to correct it. **Teachers have not yet been automatically synced from your MIS.**

Existing Admin Hub	Your MIS	Email	Batch create email addresses	Status	Import?
	Mrs Leah Walford-Dunn	lwalford@stclementshigh.org.uk		New	<input type="checkbox"/>
	Mrs Donna Waterman	dwaterman@stclementshigh.org.uk		New	<input type="checkbox"/>
	Mrs Emma Watson	ewatson@stclementshigh.org.uk		New	<input type="checkbox"/>
	Mr Nigel Willingham	nwillingham@stclementshigh.org.uk		New	<input type="checkbox"/>
	Mr Chris Wood	cwood@stclementshigh.org.uk		New	<input type="checkbox"/>
	Mr Oliver Wright	owright0607@gmail.com		New	<input type="checkbox"/>
	Mr Lex Zind			New	<input type="checkbox"/>
Mrs Ceme Chappell	Mrs Caroline Chappell	cchappell@stclementshigh.org.uk		May match	<input type="checkbox"/>
Mrs Meg Fox	Mrs Megan Fox	mfox@stclementshigh.org.uk		May match	<input type="checkbox"/>
Mrs Fran Melton	Mrs Frances Melton	fmelton@stclementshigh.org.uk		May match	<input type="checkbox"/>
Mrs Samantha Woodstaff	Mrs Samantha Woodstaff	swoodstaff@stclementshigh.org.uk		Matched	<input type="checkbox"/>

Buttons: Back, Unmatch, Match, **Select all**, Download errors, **Save and sync teachers**, Help with this panel

Once synced, newly imported teachers will receive an automated email to verify their accounts and create a password. These teachers will automatically appear in the green 'Teachers' tab under the 'With Access' category. Please note that access can be revoked or regrantd at any time by the Access Coordinator in the same place.

After syncing your teachers, you'll be taken to the **Year group names** sync panel:

4. Click **Proceed**.
5. Match the year groups in your MIS to those you set up in your Admin Hub (see [page 7](#)). The system should match them automatically based on your MIS year groups, but you can use the drop-down boxes to match them manually if not.
6. Tick the 'Set Up?' column next to the year groups you want to sync.
7. Click **Save and sync year group names** in the bottom right.

Existing name in Admin Hub	Name in Wonde	Set up?
Year 7	07	<input checked="" type="checkbox"/>
Year 8	08	<input checked="" type="checkbox"/>
Year 9	09	<input checked="" type="checkbox"/>
Year 10	10	<input checked="" type="checkbox"/>
Year 11	11	<input checked="" type="checkbox"/>
Year 12	--	<input type="checkbox"/>
Year 13	---	<input type="checkbox"/>

Save and sync year group names

Next, you'll see the **Registration groups** sync panel:

8. Click **Proceed**.
9. Match the registration groups in your MIS to those you set up in your Admin Hub. The system should match them automatically, but you can use the drop-down boxes to match them manually if not.
10. Tick the 'Set Up?' column next to the registration groups you want to sync.
11. Click **Save registration group names** in the bottom right.

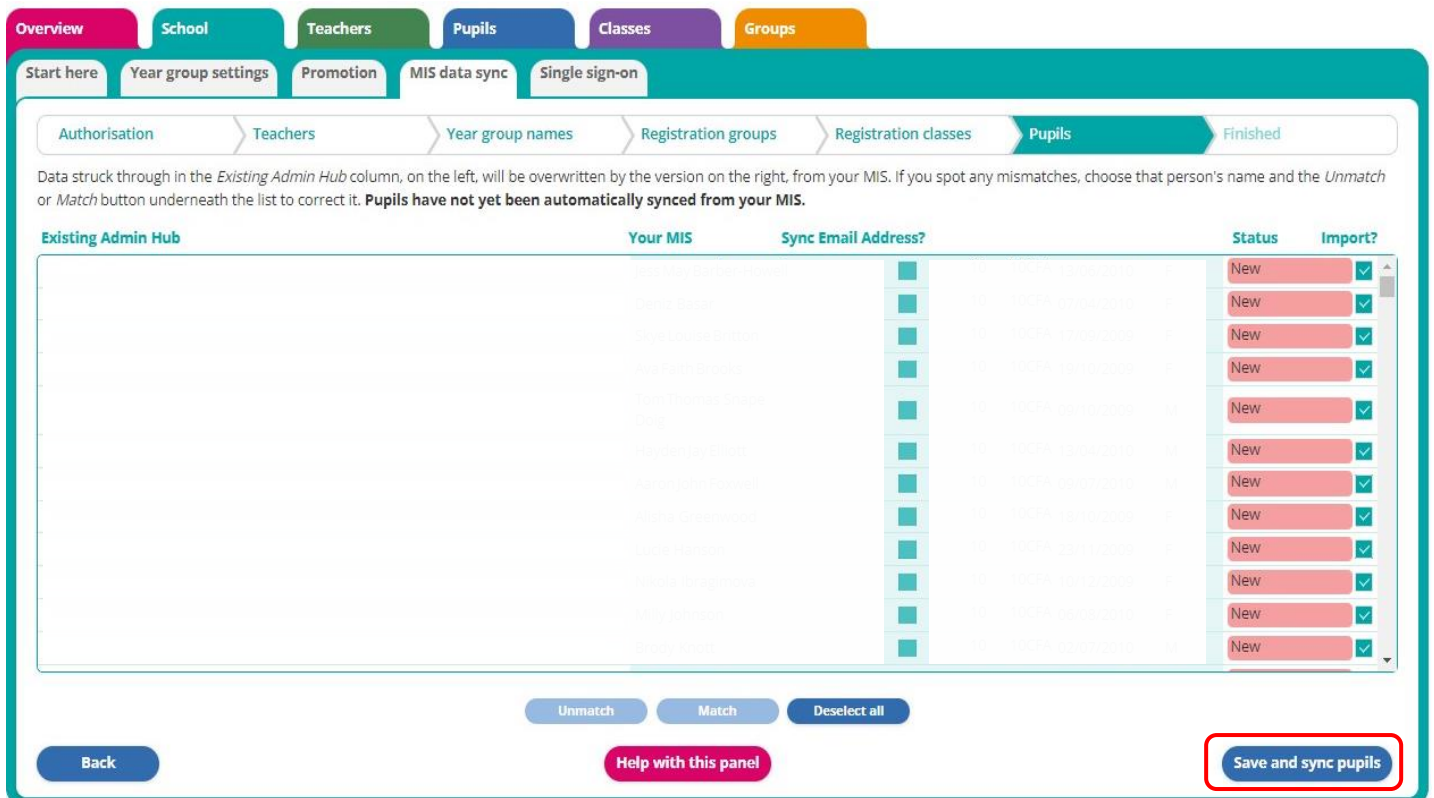
Then, you'll be taken to the **Registration Classes** sync panel.

12. Click **Proceed**.
13. Review the classes imported from your MIS. Tick or untick the classes you'd like to sync.
  - If you do not have additional registration/subject classes (for example, if you are a primary school) then you can skip this step by leaving it blank and just clicking Save registration class names.
14. Click **Save registration class** in the bottom right.

Once you've synced your year groups and registration groups (and classes if desired), you're ready to import your learners. You'll be taken to the Pupils panel.

1. Click **Proceed**.
2. Choose whether to sync all available learners or a specific year/registration group.
  - Unless you want to sync a specific cohort first and complete the others later, we recommend choosing **Select all students**.

3. Tick or untick the option to **Sync pupil email addresses**.
  - For primary schools, we recommend unticking the email address option – learners do not need this to take interactive tests.
  - For secondary schools using Boost Learning, we recommend ticking this option to ensure students can log into Boost Learning with their email addresses. (Please note, learners are not able to log in to the Boost Insights platform, even if ticked at this stage. You can specify which email addresses you'd like to sync on the next screen.)
4. Click **Proceed** to continue to the sync screen. You'll see a list of learners who are registered in your MIS, with a pink 'New' tag. Click **Select/Deselect all** to import all learners or tick the records you would like to add in the 'Import?' column.
  - If learners already exist in your Admin Hub (for example, you use Boost Learning), the system will identify them as 'Matched' or 'May Match' if it finds similar records in your MIS, or 'Not Matched' if there is no similar record in your MIS.
5. Click **Save and sync pupils**.
6. Once learners have synced, you'll be taken to the **Finished** panel. Refresh your browser to view your updated user data in Admin Hub.



New learners will appear in the blue 'Pupils' tab Admin Hub and will automatically have access. Learners who are synced with your MIS will have a chain link symbol beside their record.

*Learner Access can be revoked or regranted at any time by the Access Coordinator in the blue 'Pupils' tab.*

*To check that your account has synced correctly, go to the purple 'Classes' tab and that their pupil numbers match your register. Look for the chain link symbol in the 'Synced?' column.*

*If things aren't looking quite right, see our help page: [Troubleshooting Your MIS Sync](#).*

*Please note that changes made in the MIS are not replicated in Admin Hub. As such, the above learner sync must be completed at the start of each academic year to update your year group and class data in Admin Hub. Find out more about this "pupil promotion" on [page 19](#).*

Once your teachers and learners have been synced with your MIS and appear under 'With Access' in their respective tabs, you can begin managing your learner data (see [page 18](#)) and using Boost Insights to analyse assessment results in your school.

## Adding Teachers and Learners Manually

If you do not sync with your MIS, you can add teachers and learners to your account manually in the Admin Hub. This is also a quick way to add new joiners during the academic year.

### Adding teachers

1. Log in to Boost Insights as the Access Coordinator.
2. Click the Admin Hub icon in the bottom left.
3. Go to the tab **Teachers > With Access**.
4. Click **Add User** in the bottom right.
5. Enter the details of the teacher you'd like to add and click **Save**.
6. Repeat for each member of staff.

The 'Add teacher' form contains the following fields and options:

- Role: \* (Teacher Admin)
- Title: \* (Mrs)
- First name: \* (Jemma)
- Last name: \* (Clarke)
- Email: \* (jemma.clarke@dynamic.co.uk)
- Gender: (Male) (Female)
- Department: (Department of Science)

\* Required

Buttons: Cancel, Save

Once saved, the new teacher will be placed in **Teachers > With Access**. They'll also receive an email prompting them to verify their email address and create a password; you can resend the email by clicking **Email sent**.

### Adding learners

New learners can be added individually or imported in bulk via a CSV upload. In both cases, new learners will automatically be granted access to Boost Insights.

#### Adding learners individually

1. Log in to Boost Insights as the Access Coordinator.
2. Click the **Admin Hub** icon in the bottom left.
3. Go to **Pupils > With Access**.
4. Click **Add Pupil** in the bottom right.
5. Enter the details of the learner you'd like to add. Asterisked fields are mandatory. Switch to the **Contextual Information** tab if you want to enter additional information to populate your contextual groups at this point (this can also be added later – see [page 18](#)).
6. Click **Save**.

The 'Add pupil' form contains the following fields and options:

- First name: \* (Wes)
- Middle name:
- Last name: \* (Conrad)
- Year group: \* (Year 2)
- Class: \* (2B)
- Date of birth: \* (23/05/2018)
- Gender: \* (Male) (Female)
- UPN:

\* Required

Buttons: Cancel, Save

Once saved, the learner will be automatically placed in **Pupils > With Access**.

## Adding learners in bulk via CSV

1. Log in to Boost Insights as the Access Coordinator.
2. Click the Admin Hub icon in the bottom left.
3. Go to **Pupils > With Access**.
4. Click **Import CSV** in the bottom right, then **Download a Template**.
5. Populate the CSV according to our [pupil import CSV guidelines](#).
6. Return to **Pupils > With Access** in the Admin Hub and click **Import CSV** again, then **Select Your CSV...**
7. Choose the edited CSV file and then click **Upload the CSV**.



*A pop-up window will show the status of your upload. If any records fail to upload, you'll be able to download a copy of your CSV with the error messages. You can correct and reupload this CSV to import the rejected learners.*

*During peak times, like the start of a new academic year, your CSV upload will take longer than normal. If your file says it has been validated and is pending processing, rest assured that your file is in the queue. You can exit the Admin Hub if needed without cancelling the upload. However, if you exit Admin Hub and the upload does fail, you will not be able to download an error report and will have to reupload your file.*

*If you are concerned that your file has become stuck (i.e. it has remained as processing for more than 24 hours), please [contact the digital support team](#).*

Once your teachers and learners have been manually added and appear under 'With Access' in their respective tabs, you can begin managing your learner data and using Boost Insights to analyse assessment results in your school.

## Managing Your Learner Data

### Custom Groups

You can create custom groups to run reports and assign interactive tests to a specific set of learners, such as a reading group or bilingual pupils.



Group Name	Description	Creator	Username	Modified	Origin	Pupils
Holly Test 1		Test Teacher	teacher@boost-insights.com	25/09/2024	Boost Insights	6

To create a custom group:

1. Log in to Boost Insights as the Access Coordinator.
2. Click the **Admin Hub** icon in the bottom left.
3. Go to the orange **Groups** tab.
4. Click **New Group** in the bottom right corner.
5. Name the group and add a description if desired.
6. **Tick learners** on the left to add them to the group on the right.
7. Click **Save Group**.

To edit a custom group, select it in the orange **Groups** tab and click **View/Edit** in the bottom right. Alternatively, double-click the group.

### Contextual Groups

Boost Insights also allows you to create contextual groups for **Pupil Premium** and **Non-pupil Premium** learners. These are in Admin Hub, under the orange **Groups** tab.

Contextual Groups are automatically populated if learners are added to the system with the relevant contextual information filled in, either manually or via MIS sync. Alternatively, learners can be added or removed later by editing learner details.

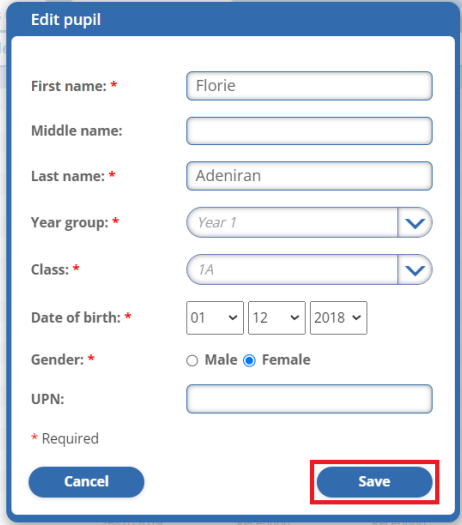
### Editing Learner Details

The Access Coordinator can manually edit individual learners' details in the Admin Hub, including their name, year group, class, date of birth, gender, UPN, and contextual information.

Please note, if your learners are synced with your MIS, you cannot edit them manually in Boost Insights. They must be updated in your MIS instead.

To edit individual learners:

1. Log in to Boost Insights as the Access Coordinator.
2. Click the **Admin Hub** icon in the bottom left.
3. Find the learner you want to edit under the **Pupils** tab.
4. Select the learner's record and click **View Pupil** in the bottom right or double-click their record.
5. Edit the information you'd like to update. Asterisked fields are mandatory. Switch to the **Contextual Information** tab to edit the learner's contextual groups.
6. Click **Save**.



The screenshot shows the 'Edit pupil' form with the following fields and values:

- First name: \* Florie
- Middle name:
- Last name: \* Adeniran
- Year group: \* Year 1
- Class: \* 1A
- Date of birth: \* 01 / 12 / 2018
- Gender: \*  Male  Female
- UPN:

Asterisks (\*) indicate required fields. The 'Save' button is highlighted with a red box.

You can also edit learners in bulk by exporting a CSV file:

1. Go to **Pupils > With Access** and click **Export CSV** in the bottom right.
2. Click **Export CSV** or **Export File with Groups**. (The latter will allow you to add or remove learners from any custom groups you've set up.)
3. Edit the CSV file according to our [pupil import CSV guidelines](#).
4. Return to **Pupils > With Access** in the Admin Hub.
5. Click **Import CSV** in the bottom right, then **Select Your CSV...**
6. Select your edited file and click **Upload CSV**.

## Start of Year: Promoting Learners

For each new academic year, learners need to be “promoted” (moved up) to their next year group and class in Admin Hub. We recommend performing this promotion at the end of your final term, during the holidays or at the start of the new academic year to ensure learners are in the correct year group ahead of the busy assessment window.

Please note, even if your learners are synced with your MIS, they are **not automatically promoted** to their next year group and class at the start of a new academic year and require either a new learner sync to override last year's data (see [page 11](#)) or a manual promotion (see next page).

## Promoting learners by performing an MIS Sync:

1. Log in to Boost Insights as the Access Coordinator.
2. Go to the purple **Classes** tab and ensure your current class names are listed.
  - If you notice a class name is missing, click **New Class** in the bottom right corner, name the class, and then click **Save Class**. (You don't need to populate the class with students as this will happen automatically when you run the sync.)
  - Don't worry about deleting old class names until the sync is complete.
3. Go to **School > MIS User Sync > Classes (Registration Groups)**.
4. Use the drop-down boxes to match the class names in your Admin Hub with those in your MIS, then tick the checkboxes in the 'Set Up?' column for each class you'd like to sync.
5. Click **Save and Sync Classes** in the bottom right to continue to the Pupils sync panel.
6. Click **Proceed**, then tick **Select All Students** and click **Proceed** again.
7. Review the learners in the sync panel and click **Save and Sync Pupils**.
  - Leavers will be identified and given have a yellow 'Desynced' tag.
  - Any new pupils will have a pink 'New' tag.
  - If you have manually added any learners since you last synced, you may have learners tagged 'Matched' or 'May Matched'. Please review these before syncing to ensure they're correct.
8. When you reach the **Finished** panel, refresh the browser page to immediately update your learner and class information in the Admin Hub.

## Promoting learners manually

**Manually:** all learners will be moved up one year group. Learners in the final year will move into the 'Leavers' group for the previous academic year. You can also arrange a 'promotion chain' for classes to move into another. We recommend creating a 'Leavers' class in the purple Classes tab before promoting classes.

1. In Admin Hub, go to **School > Promotion > Overview**.
2. Click Next to select your **year groups** for promotion. Save and continue.

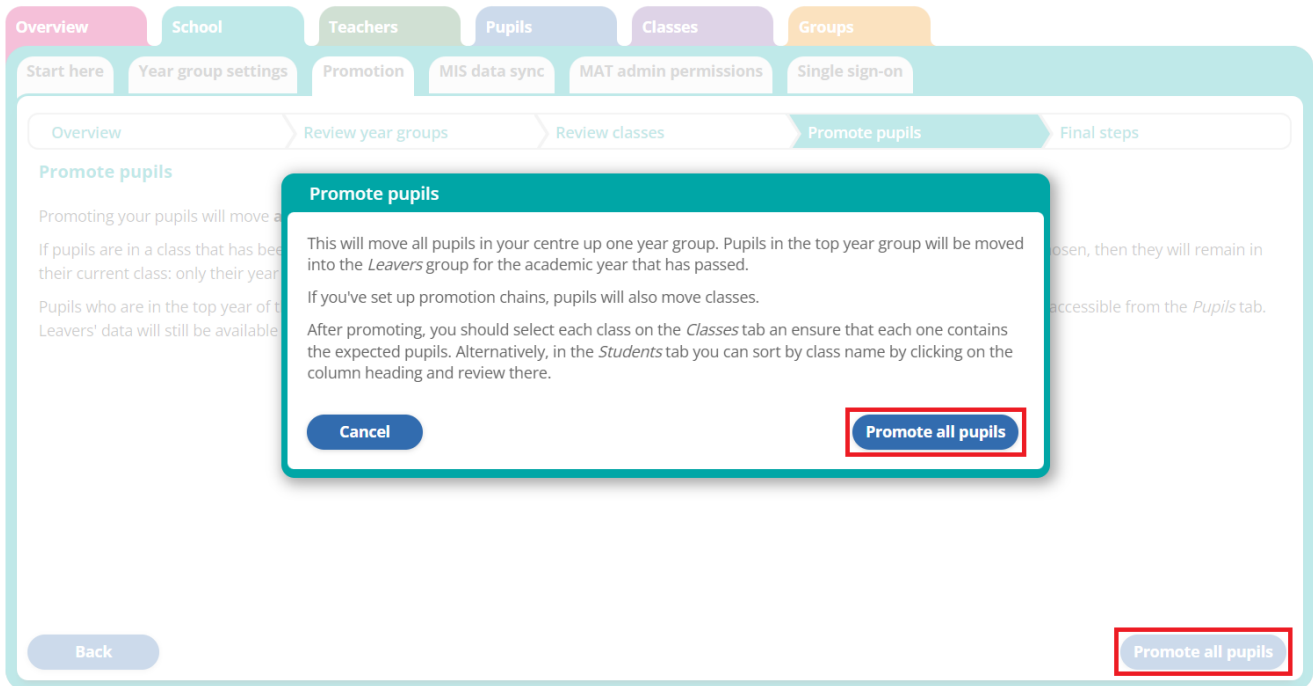


All classes 8

Classes pulled through appear here.

Class name	Promotes to
1A	2B
2B	3C
3C	4D
4D	5E
5E	6F
6F	Leavers
Leavers	
Reception	1A

3. In the **Review classes** panel, use the dropdown boxes to select the next class in the promotion chain (you can select your 'Leavers' class as the destination for your current final year class). Save and continue.
4. In the Promote pupils panel click **Promote all pupils**.
  - If you have made a mistake, you can Undo last promotion in the Final steps panel or in the Overview panel.



## End of Year: Desyncing and Removing Learners

Syncing with your MIS only adds new learners and syncs existing ones, it does not delete any old learner records. (This is because learners' records in Admin Hub are tied to their assessment data, so deleting the record would delete their test data.)

Consequently, when learners leave your school and are removed from your MIS, or simply move out of their year group or class range, they will **desynchronise** in the Admin Hub but remain in the last class and year group they were assigned. This means that some classes and year groups – the oldest ones in particular – will be overpopulated when you promote your learners at the start of a new academic year and require tidying up.

There are two options for removing learners from old groups: either deleting their record completely (including their test data) or moving them to a designated Leavers/Desynced group (retaining their test data for a while):

### Permanently Deleting Learners:

1. Find the learner you want to delete in the **Pupils** tab.
2. If the learner is in the **With Access** tab, select their record and click **Revoke Access** in the bottom left to move them to **Without Access**.
3. In **Without Access**, select the learner you'd like to delete and click **Delete Selected** in the bottom right corner.
4. Users will then be moved to the **Pending Deletion** tab, and their status will show as 'Scheduled'. Their record will be deleted from your school's Admin Hub after six months.

Users with a 'Pending' status cannot be scheduled for deletion: click 'Pending' to see the specific reason why.

To cancel a scheduled or pending deletion select the learner in the Pending Deletion tab and click **Cancel Deletion** in the bottom left corner.

If it is essential for your users to be deleted immediately, please [submit a GDPR consent form](#) to the digital support team, selecting 'Delete users from my institution's account' at the top of the form.

### Grouping Leavers/Desynced Learners:

1. Go to **Pupils > With Access**, select any desynced learners, and click **Revoke Access** in the bottom left.
  - Tip: You can click the 'Synced?' header to sort the list by synced or desynced learners. Select multiple learners by clicking a record, holding Shift and selecting up or down the list, or click multiple records while holding Ctrl.
2. Now go to **Pupils > Without Access**, select any synced learners, and click **Grant Access to Selected** in the bottom left.
3. Go to the purple **Classes** tab and click **New Class** in the bottom right.
4. Name the class 'Leavers/Desynced' and click **Save Class**.
5. Reopen the 'Leavers/Desynced' class by double-clicking it or selecting it and clicking **View/Edit**.
6. Underneath the list on the left, click **Add all of the above pupils**. (Depending on the number of learners on the system, you may need to scroll through the list on the left and click this button several times.)
7. Click **Save Class**.

If you have followed the steps above, then the number of learners in your 'Leavers/Desynced' class should be equal to the number of learners in **Pupils > Without Access** and your other class numbers should match those in your MIS.

You can delete defunct empty classes by selecting them and clicking **Delete Class**.

*Learners in your 'Leavers/Desynced' class will be hidden in Boost Insights, but their test data will remain on the system for you to review if needed. You will need to grant access to them again if you wish to see them on marksheets or in reports.*

*Please note, in accordance with our data retention policy, if no test data is recorded for a learner for more than two years, they will be considered inactive and their test data will be anonymised and no longer available for you to view. This extends to three years for our ART and AMT test suites.*

## MATs and School Groups

If you oversee a number of schools, you can create a MAT/School Group account to analyse results from multiple institutions, without having to log in to each school's Boost Insights account.

To ensure the security of school data and validate all credentials before granting access, MAT/School Group Accounts must be **requested** from Hodder Education and each school's Access Coordinator must enable admin privileges from their individual account.

### **Creating a MAT/School Group Account**

MAT/School Group Accounts can have up to two Admins, who can view and download test data and reports from separate schools.

Before creating an account, please ensure that your email address is registered to at least one school in your group (see [page 5](#) for registering accounts). This is the email address that your new MAT/School Group account will be created under.

#### Part One: Request an Account

1. **Contact your local assessment consultant.**
  - They will verify your position at the MAT/School Group, then send you a spreadsheet template and a link to a request form.
1. Fill in the **spreadsheet**, including the name, postcode and URN for each school you want to add your account (URN is not needed for international schools).
2. Add your details the **request form** and upload your spreadsheet. **Submit Form.**
3. Hodder Education's Digital Support Team will then verify your request with your local assessment consultant and create your account, adding you as a MAT/School Group admin.
4. You will receive a verification email asking to **accept** the admin role.

To add a second Admin to your account or replace an existing one, contact your assessment consultant again. They will send you a 'MAT Administrator Account Access Request' form to complete.

#### Part Two: Enable Admin Privileges

1. Log in to **Passport** with your admin email. (Passport is the user management system that Admin Hub connects to.)

2. Select **Multi-Academy Trust / School Group**. This will show a list of your schools/Access Coordinators in your account.
3. Click the **Invitation not sent – send now** links under the 'Status' column. This will send an email to each school's Access Coordinator, requesting administrator access and inviting them to join your MAT/School Group account.
4. School Access Coordinators then need to **accept the invitation** and submit.

## Multi-Academy Trust Invitation

Jim Cricket has requested administrator access to your school's MARK/ Admin hub as part of Ethan Woods MAT/School Group.

Please accept or decline this invitation below. If you wish to decline this invitation or think that you have been invited incorrectly, please supply a reason in the text box below.

On behalf of Woods Academy I accept the invitation to join Ethan Woods MAT/School Group

On behalf of Woods Academy I do not accept the invitation to join Ethan Woods MAT/School Group

Reason for declining

5. After accepting the invite, the school Access Coordinators must log in to Boost Insights and open their Admin Hub.
6. In **School > MAT admin permissions**, tick the MAT/School Group admin's name and all management permissions they require. Click **Save**.
  - If another MAT/School Group admin is added or changed, schools will need to repeat this final step to grant access to the new admin.

**Overview** **School** **Teachers** **Pupils** **Classes** **Groups**

Start here Year group settings Promotion MIS data sync **MAT admin permissions** Single sign-on

**Your school is a member of Ethan Woods MAT/School Group**

The administrators of the multi-academy trust are listed below. As the Access Coordinator you can use the tick boxes below to manage the MAT Admins' permissions.

Grant access to Boost Insights, with the Admin Hub privileges below, to: **Jim Cricket**

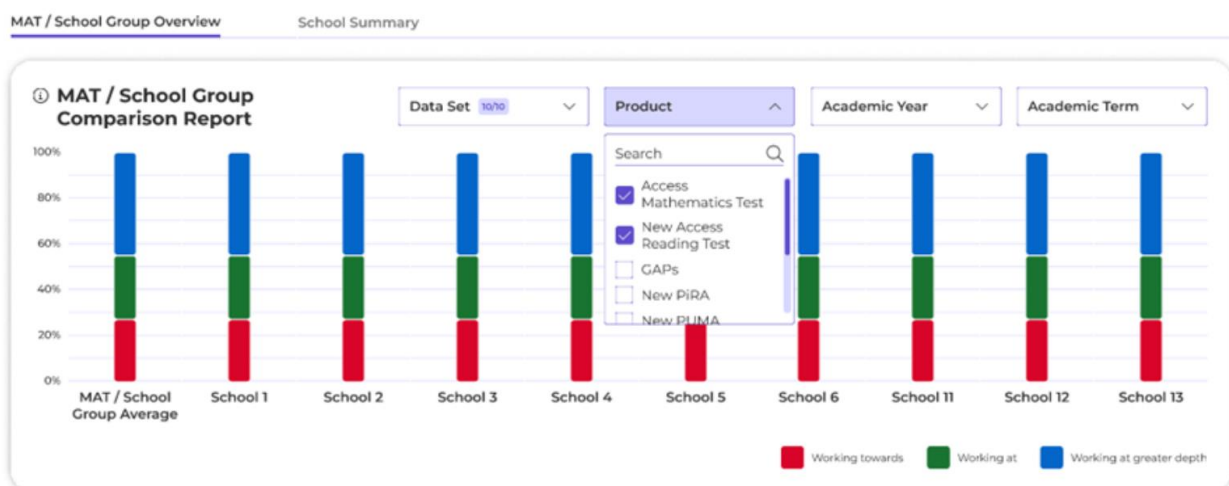
	View as list <i>View basic details, as seen in lists</i>	View all <i>View all available data</i>	Amend <i>Amend existing data</i>	Create <i>Create new people or groups data</i>	Delete <i>Delete people or groups</i>
Teachers and Teacher Admins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group members	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

## Downloading MAT/School Group Data

The MAT/School Group admin role lets you analyse your schools' test data, using their standard school reports and an additional MAT/School Group Comparison Report. \*

### MAT/School Group Comparison Report

1. Log in to [Passport](#) as the MAT/School Group admin.
2. Click **Multi-Academy Trust / School Group**.
3. Select any school and click **Open Boost Insights**.
4. Go to **Analyse Data** and select the test suites you want to compare results for.
5. Select the **MAT/School Group Overview** tab at the top of the page.
6. Use the **Data Set** dropdown to select up to ten schools to compare attainment averages for. You can include 'MAT/school group average' as one of the "schools". This amalgamates the attainment average across all schools.
7. Use the **Product** dropdown to select the test suite, **Academic Year** to select the academic year and **Academic Term** dropdown to select the term of the assessment results you want to look at.



### Downloading Individual School Reports

1. Log in to [Passport](#) as the MAT/School Group admin.
2. Click **Multi-Academy Trust / School Group**.
3. Select the school you'd like to download a report for, then click **Open Boost Insights**. This will open that school's Boost Insights account.
4. Go to **Analyse Data** and select the test suites used in this school to begin generating reports. Use our [Generating Reports](#) article for help generating individual, group and school reports.

\* Please note, the MAT/School Group comparison report is only available for test suites that use performance indicators. It is not available for ART, AMT, BNST, or SSRCT.

[Log in to your account at boost-insights.com](https://boost-insights.com)

Full support is available from our Digital Support Team and online via our Help Centre:

- Go to [help.hoddereducation.co.uk/hc/en-gb](https://help.hoddereducation.co.uk/hc/en-gb) to read our help centre articles or submit a digital support ticket.
- Or call the Digital Support Team on 01724 410149.  
Phone lines are open Monday to Friday, 8:00am to 5:00pm UK time, excluding bank holidays.

Read full Terms and Conditions at [hoddereducation.com/terms-and-conditions](https://hoddereducation.com/terms-and-conditions).

We and the Customer shall both comply with the provisions of any applicable data protection and privacy legislation in force from time to time in the United Kingdom including: (i) the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (UK GDPR); (ii) the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder); (iii) the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended; and (iv) the guidance and codes of practice issued by the Information Commissioner (collectively, the Data Protection Legislation). Personal Data, Data Subject, Data Controller and Data Processor shall have the same meaning as under the Data Protection Legislation.

We may notify the Customer via the Platform that we and/or our Data Partners (defined below) are able to facilitate data syncing services, whereby Customer data (e.g. school, pupil and staff data) is synced to the Platform and/or data (including but not limited to pupil assessment data on the Platform) is synced to the Managed Information System (MIS) database, data exchange or data tracker platform used by a School. If the Customer elects to use any such synchronisation functions, the Customer agrees that we and/or our third party partners shall transfer the relevant data to and from the Platform in accordance with the Customer's instructions. "Data Partner" is a third party with whom we have a contractual arrangement to facilitate the synchronisation of Customer data and/or data (including but not limited to pupil assessment data on the Platform) to and from the Platform if requested by the Customer.

In making the Platform available to the Customer, we may process personal data (including "Pupil Data", meaning any information about, or data relating to, pupils that is entered onto our Platforms by Authorised Users, including, without limitation, assessment data and questionnaire responses) on the Customer's behalf. The table below sets out how we will process personal data for each Platform. The parties acknowledge that, save as otherwise provided in condition 12.10, for the purposes of the Data Protection Legislation, the Customer is the Data Controller and we are the Data Processor in respect of such Personal Data.

We shall process personal data in accordance with our Privacy Notice and Cookie Policy when acting as a Data Controller. For further information on how we handle personal information, please review our Privacy Notice at [hoddereducation.com/privacy-notice](https://hoddereducation.com/privacy-notice).