The PiXLEdge

Welcome to the Edge

The PiXL Edge is a framework for schools to develop and accredit in students those personal attributes essential for employability and life.

The scheme will focus on five key attributes:

- Leadership (red)
- Organisation (green)
- Initiative (purple)
- Resilience (blue)
- Communication (yellow)

Students will qualify at three levels:

Level 1: PiXL Apprentice
Level 2: PiXL Graduate
Level 3: PiXL Master

At each level there are a variety of approved activities that students can undertake for each of the key attributes, the number of activities that need to be completed varies depending on the level **(1)**.

Number of Activities needed to complete

The table below shows the number of activities that need completing at each level

Key Attribute	Apprentice	Graduate	Master
Leadership	2	1	1
Organisation	2	1	1
Initiative	2	1	1
Resilience	2	1	1
Communication	2	1	1
Any of the above	0	3	1

Number of activities you need to complete for each level:

Apprentice	10 activities (2 for each key attribute)
Graduate	8 activities (1 for each key attribute and 3 additional of your choice)
Master	6 activities (1 for each key attribute and 1 additional of your choice)

(1)

Classification of Activities

	Apprentice	Graduate	Master
Duration	One-off to less than 1 term	At least one term but less than one academic year	At least one academic year
Team	Between 1 and a class/form	At least one class and up to a year group	Over one year group and up to the whole school Or A small team external to the school
Exposure	Between 1 and 50 people	Between 50 and 250 people	Over 250 people some of whom are external to the school

(2)

The activities are rated as level Apprentice, Graduate or Masters according to their duration, the size of the team involved and the number of people exposed to the activity **(2)**.

Student activities database

When a student chooses to select an activity they will complete a short form that asks:

– Describe your activity, mention what you are going to do and how you are planning to achieve it?
– Target completion date. Once a student has completed the form and committed to undertake the activity the lead teacher is informed via their teacher view. When a student has selected an activity their individual progress bar will show this via the relevant shaded colour.

When a student believes they have completed an activity they will complete a short evaluation form and submit this for verification. This will trigger an alert on the teacher view (shown by a warning explanation mark symbol next to the students name).

The student evaluation will include:
– what they have learnt from the activity
– the location and nature of the evidence if required.

On receiving a student's submission that they have completed an activity, the lead teacher will then assess that this has taken place and consult the evidence if needed.

Successfully completed activities will be shown on the student login page by the progress bar – each attribute is colour coded so easy for students to see what they need to do. If the activity has been completed then the colour is bold, if the activity has just been selected and not completed then is it a faded colour.

Student progress will also be shown on the teacher summary page, which lists all students and their progress.

User guide – teacher

Login to the PiXL Edge via the PiXL website **(3)**. Select the option to log in with PiXL login **(4)**, and enter username and password (Please keep this confidential for staff use only).

How to upload your students

1. After logging in you will be taken to the page where you can upload students. Click on the blue button that says *Import/update users* **(5)** – there are instructions and a template spreadsheet format that you can download. The spreadsheet of the students needs to contain:

   - UPN
   - First Name
   - Surname
   - Date of Birth
   - Year group
   - Registration group

You have the option to import a full list of students or a sample group. It is easy to refresh and update the list as changes occur in your school.

2. Once you have saved this, then copy and paste into the white box – then click *next*. Check that the fields are correct and match. You will then see a list of students that you have imported in a green box, if this is correct then click *Import/Update*.

*If you get the message that comes up saying one record was skipped as didn't contain valid data – this will be the column titles if you copied the whole of the spreadsheet, or the trailing blank line.
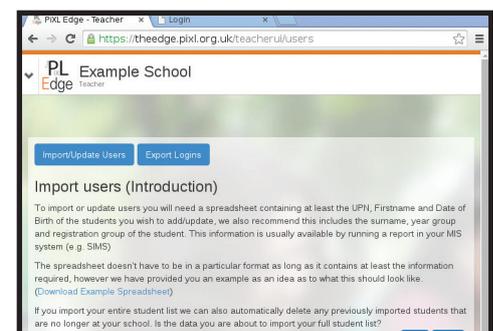
3. The student names will appear grouped by the appropriate year group.
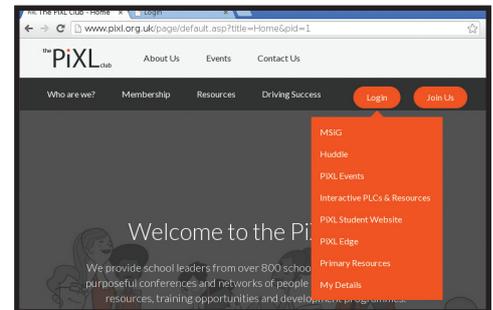
(3) Select PiXL Edge from login options.
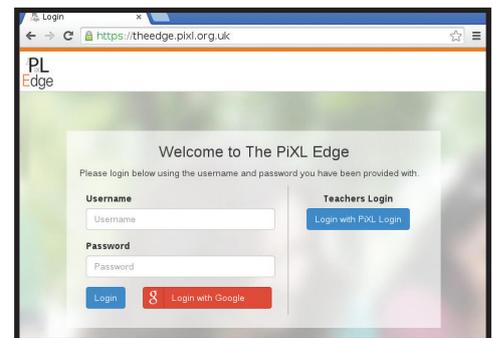
(4) Select option to log in with PiXL login.

(5)

Navigating around the site (Teachers)

(6) Top left hand corner is the PiXL Edge logo with a drop down arrow:

– Home
– About the Edge
– Activity Database
– Account settings (assigning teachers, reports)
– Manage users (add, delete and update students)
– Log out.

The home page **(7)** will take you to the overview of all of your students grouped by year group (there is also an option to filter by year group or registration group). Next to each student name you will see their progress bar. This is interactive so you can easily click on any student and see more detail about what they have selected and how they are getting on.

About the Edge – Overview of the Edge programme.

Activity Database – You can view and download the full activity database based on the level.

Note: To ensure that students cover a wide range of activities we have made some activities mutually exclusive so students can only do the activity under one of the attributes.

Account Settings – Details of the user account you are logged in as.

Manage Users – see the same list as the home page of list of students, but you don't see their progress bar. This page is used if you need to edit or delete students' details.

Verifying

(8) This is the student list with different icons to show if they have selected an activity, submitted an activity for verification and have activity approval.

If you see an explanation mark in a triangle next to a student name, then you need to verify their activity.

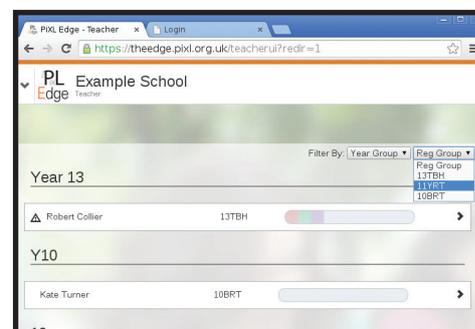## How to verify the student's activity

(9) Click on the student and then click on the activity that is identified by a tick icon. Check the evaluation that has been completed by the student, verify the evidence as required, then add your initials (as they appear in the account settings). If you agree that the activity has been successfully completed then tick the statement *I can confirm that this activity has been completed satisfactory* and press *submit*. If you feel that the activity been completed, then there is a comments box to write in, then press *submit* and the student will see the comment.
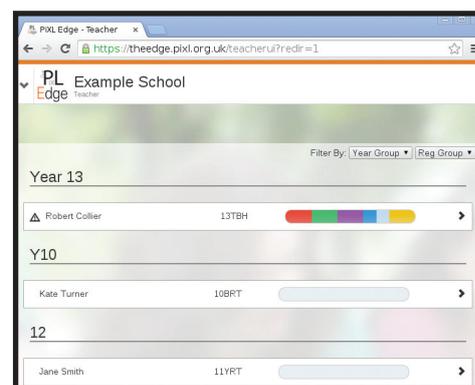
Key of notification icons

> Incomplete Activity
✔ Completed/Unverified Activity
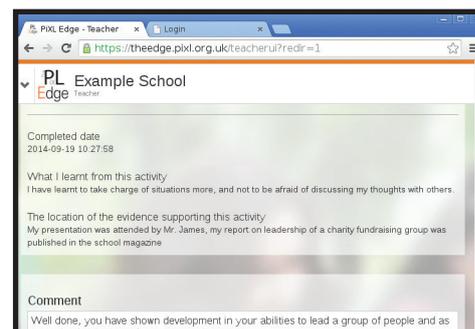👍 Verified Activity
⚠ Activity Pending Verification
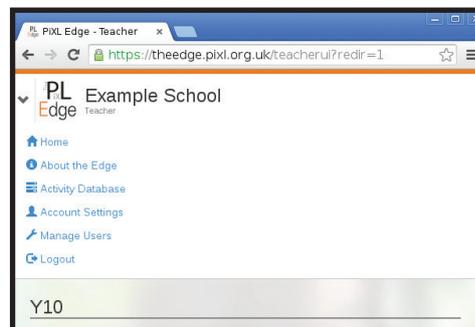
(6) Click the edge logo to be taken back to the home page.

(7) Home – how to filter by registration group.

(8) Student list to show activities.

(9) How to verify students' activities.

User guide – student

Logins will be provided by your teacher – this login is unique to you and can be linked to your Google/Facebook account.

Once logged in you will see the five key attributes along the left hand side:

- Leadership (red)
- Organisation (green)
- Initiative (purple)
- Resilience (blue)
- Communication (yellow)

In the top right hand corner is a bar, which shows you how far you have progressed towards the finishing line. This is your progress bar.

When you complete activities, and they have been checked by your teacher, a coloured block will appear in your progress bar. The colour will correspond to the key attribute eg a red block for Leadership, a blue block for Resilience **(10)**.

For Apprentice level, you will need to complete two activities for each key attribute. A completed progress bar for Apprentice Level will look something like this **(11)**.

Finding your activities

There are three ways of searching for an activity:

1 Search for a key word or phrase that you are interested in eg football, chess, Spanish.

2 By Command Word: All the activities begin with an action called a Command Word. You can search by these

3 *Any Command Word*: This will bring up the full range of activities available for the key attribute at your level eg All Apprentice level Leadership activities.
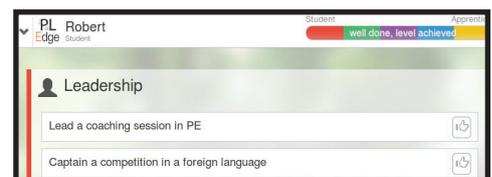
Click on your chosen activity and select the plus sign, this will add it onto your profile. Click on the activity in your profile and complete a short form which asks you to:

- Describe your activity, mention what you are going to do and how you are planning to achieve it?
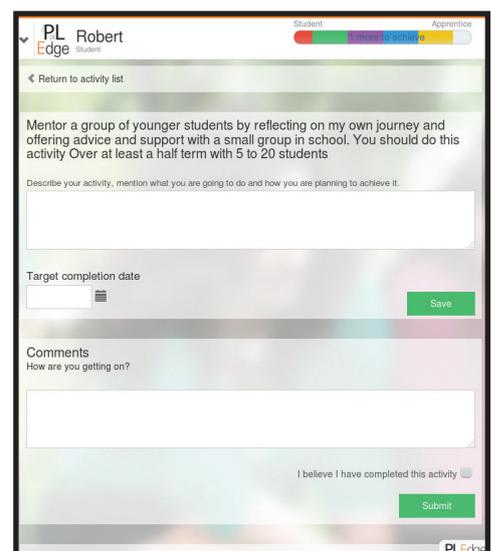- Suggest a target completion date **(12)**.

Click save.
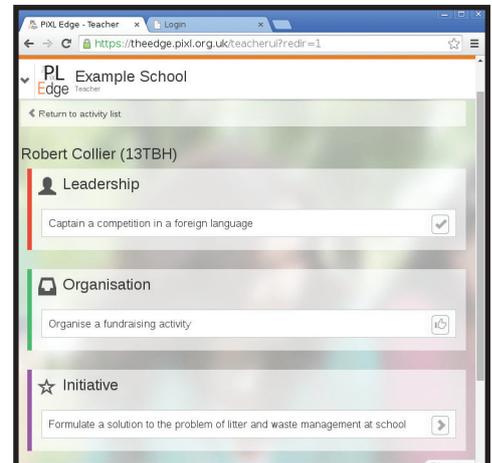
(10) Colour block showing Resilience.

(11) Completed progress bar for Apprentice level.

(12) Target completion date.

Changing or deleting an activity

If decide you would like to do a different activity you can remove the current selection by clicking on the activity, scroll down to the bottom of the page. There is a remove section, please type the word *REMOVE* in the white box and click *I no longer wish to continue with this activity* **(13)**.

Completing the activity

When you are completing your activity you have the option to comment on your progress if you wish to like a blog – this is up to you.

When you think you have completed the activity:

- Tick the box that says *I believe I have completed this activity*.

- Then complete the evaluation form which includes what you have learnt and also if there is any evidence that is needed to show you have finished this activity, for example photos, article etc.

- Press *submit*. This will notify your teacher, who will then check your evaluation and evidence (if required).

- Once this has been done, you will see in your progress bar that this activity has been successfully completed (shown by the colour of the activity) **(14)**.

(13) *Changing or deleting an activity.*

(14) *Completing the activity.*

Contact details

For more information about The PiXL Edge, please contact *edge@pixl.org.uk*, or telephone Hannah Costanzo on 07778 703319.