

INSIGHT ASSESSMENT PLATFORM

Tip sheet: Transition Learning and Development Statement (TLDS) for schools

ABOUT TLDS

A student's TLDS summarises their abilities as they start school and identifies their individual approaches to learning. The information in the TLDS helps Prep teachers get to know the children entering their classes, and to plan appropriate learning and teaching programs.

LOGGING IN TO INSIGHT

1. Navigate to the Insight Assessment Platform on the Victorian Curriculum and Assessment Authority (VCAA) website: <https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/login.aspx>
2. Read the privacy statement and click DET at the bottom of the page.
3. Use your Department UserID (TO number) and password to log in.

Tip: Different browsers, device setups, and networks may result in small variations to the steps and information detailed in this tip sheet. For example, you might not need to put in your UserID and password if you are at school.

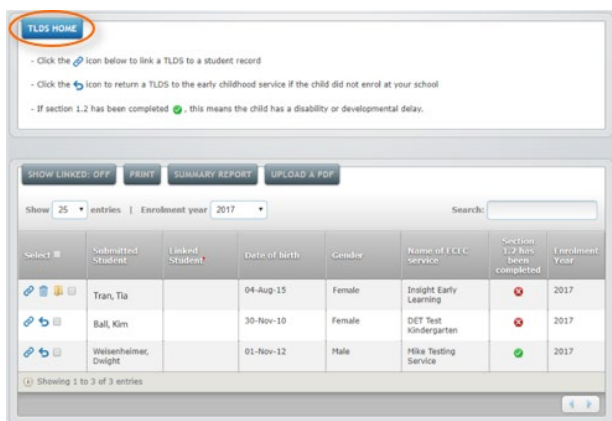
FOR INSIGHT ADMINISTRATORS

Early childhood services create their TLDS in Insight and send them via the platform to the school nominated by parents/guardians. Each time a TLDS is sent to your school via Insight, all Insight Administrators at your school will receive an email notification. Insight Administrators will also receive an email notification if an early childhood service recalls a TLDS (only unlinked TLDS can be recalled).

You can view and print TLDS sent to your school and link them to the corresponding student profile.



To access transition TLDS on Insight, click **Reporting** > **TLDS Manager**. This will open the **TLDS Home** window.



On the **TLDS Home** window, you will see a summary of TLDS that have been forwarded to your school from early childhood services. By default, the list shows TLDS that your school has not yet linked to students. To view all TLDS (linked and unlinked), click **Show Linked: Off**.



Unlinked TLDS; click to link.




Linked TLDS; click to unlink.



Linking a TLDS to a student


A TLDS is not automatically linked to a student when it is sent to a school. The school's Insight Administrator links the TLDS to the relevant student. Linking TLDS ensures that they are visible to all teachers who work with the student and will make processing of new TLDS easier to manage. It is in the student's best interest that their TLDS is linked to their Insight student profile as this ensures their assessment records can be readily accessed and used to support curriculum planning.

Student information is only imported into Insight if the student is enrolled in CASES21 as a *current* student. Next year's Prep students at your school might already be enrolled in your school's CASES21 but listed as a *future* student until their enrolment is confirmed and CASES21 has been rolled over at the end of the year. As a result, you may not be able to immediately link a TLDS to a student, but you can still view, download and share it with relevant staff to assist with planning.

To link a TLDS to a student:


1. Go to the **TLDS Home** student list and locate the student's TLDS you want to link from the list.
2. Click the TLDS's **Link with Student** icon . A TLDS can only be linked to a student if they are enrolled as a current student at your school via CASES21.

	Last Name	First Name	Student Identifier	School	Yr. Level	Gender
	Lindburg	Lim	010001-LIN0001	Insight Primary School	F	Male
	Ball	Kim	010001-BAL0001	Insight Primary School	F	Female

3. A list of current students will open. If you would like to narrow down the list of students, click **Filter** to refine the list. You can also click on the column headings to sort by that column or use the **Search** function at the top right of the student list.
4. Select the student you want to link the TLDS to and click their **Link with Student** icon . The student will disappear from this list when linked, unless **Show Linked Student** is switched to **On**.



LINK STUDENTS


Submitted Student: **Ball, Kim** Date of birth: 30-Nov-10 Gender: Female

 Filter

SHOW LINKED STUDENTS: OFF


Show 10 entries Search:

	Last Name	First Name	Student Identifier	School	Yr. Level	Gender
	Lindburg	Lim	010001-LIN0001	Insight Primary School	F	Male
	Ball	Kim	010001-BAL0001	Insight Primary School	F	Female

5. Click the **Close** button.
6. The TLDS will now be linked to the student. You will know that it is linked because the **Link** icon has changed to an **Unlink TLDS from Student** icon .

Select	Submitted Student	Linked Student	Date of birth	Gender	Name of ECEC service	Section 112 has been completed	Enrolment Year
	Ball, Kim	Ball, Kim	30-Nov-10	Female	DET Test Kindergarten		2017

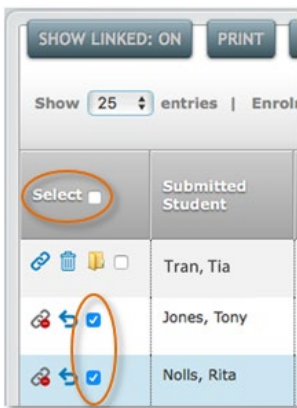
Incorrectly linked TLDS

Names do not need to exactly match to successfully link a statement because there are instances where a student's name may vary slightly between the early childhood service and school records, for example Benjamin and Ben. If you accidentally link a TLDS to the incorrect student, go to the **TLDS Home** student list and click the **Unlink TLDS from Student** icon  to unlink the student from the TLDS. You can then link the TLDS to correct student.



Select	Submitted Student	Linked Student	Date of birth	Gender	Name of ECEC service	Section 1.2 has been completed	Enrolment Year
	Citizen, Sarah	Citizen, Sally	Sep 11, 2012	Female	Test ECEC Service		2020

Printing TLDS

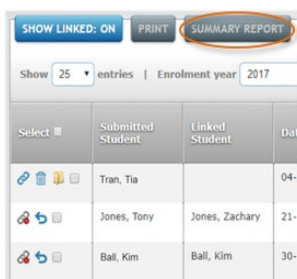


Select	Submitted Student
<input type="checkbox"/>	Tran, Tia
<input checked="" type="checkbox"/>	Jones, Tony
<input checked="" type="checkbox"/>	Nolls, Rita

To print one or more TLDS:

1. Go to the **TLDS Home** student list.
2. Select the TLDS(s) by clicking the checkbox for the relevant student(s) in the **Select** column or click **Select** in the table header to choose all students.
3. Click **Download PDF**.
4. Click **Create PDF**.
5. Click **Click Here to Download File** if prompted. If you are printing one TLDS, it will open in the browser and you can download it or print it. If you are printing more than one TLDS, a folder/zip file containing the PDFs will download onto your computer.

Creating summary reports



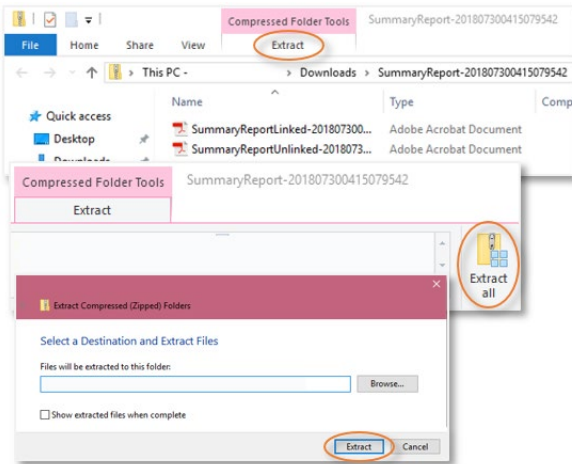
Select	Submitted Student	Linked Student	Date of birth
<input type="checkbox"/>	Tran, Tia		04-
<input checked="" type="checkbox"/>	Jones, Tony	Jones, Zachary	21-
<input checked="" type="checkbox"/>	Ball, Kim	Ball, Kim	30-

A **Summary Report** is a PDF document that lists students, their date of birth, gender, EC service, enrolment year and whether Section 1.2 of the transition TLDS has been completed (which provides additional information for Enhanced Transitions for children with a disability or developmental delay).

To create a summary report:

1. Go to **TLDS Home**.
2. Click **Summary Report**.
3. Click **Create PDF**.
4. Click **Click Here to Download File**.
5. This will download a folder/zip file onto your computer that contains two summary reports; one for linked students and one for unlinked students.

Downloading zip files




Depending on the browser you are using (e.g., Internet Explorer, Chrome, and Safari), TLDS and summary reports might download as folders or zip (compressed) files. If your computer does not automatically unzip (decompress) the zip file, it is a good idea to do so. If you are using a Mac, double-click the zip file. This will extract its files into a normal, unzipped folder in the same location as the zip file. If you are using a PC, right-click the zip file to open the menu, then click **Extract > Extract All**. This will create a folder in the same location as the zip file (unless you nominate another location) containing the decompressed files.

Uploading a PDF

There are times when you may want to manually upload a TLDS, for instance, if you have received a copy from the family or early childhood service directly (and not via Insight).

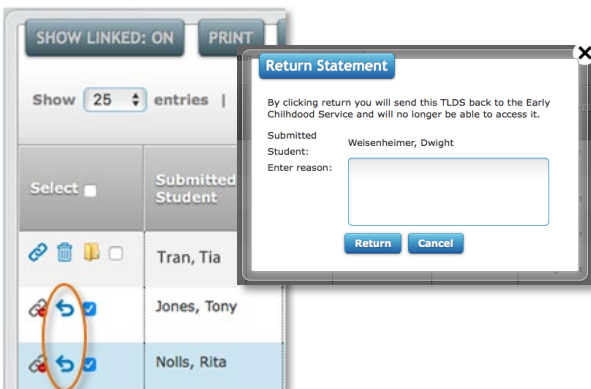
To do this:

1. Go to **TLDS Home**.
2. Click **Upload a PDF** and fill out the fields.
3. Click the **Upload a PDF** icon .
4. Locate and click on the TLDS (make sure it's saved as a PDF).
5. Click **Save**.

Students with manually uploaded TLDS have two extra icons in the **Select** column:


- Delete 
- View PDF 

Returning a TLDS



If a TLDS is sent to your school for a student who is not attending your school, you should return the TLDS to the early childhood service.

To return a TLDS:

1. Go to the **TLDS Home** student list and locate the student's TLDS.
2. Click the **Return** icon .
3. Fill out the **Enter Reason** field in the **Return TLDS** dialogue box.
4. Click **Return**.

Viewing TLDS in *Student History* and *Student Profile*

Once a TLDS has been linked to a student, teachers and Insight Administrators can view it in both ***Student History*** and ***Student Profile***. The section *Viewing a student's linked transition TLDS* below provides further information.

FOR TEACHERS

Early childhood services create TLDS and send them via Insight to the school nominated by parents/guardians. TLDS are then linked to the relevant students by your school's Insight Administrator. Teachers can only access linked statements belonging to their current students. If you are teaching Prep next year, you will only see your new Prep students (and their linked TLDS) in Insight after CASES21 is rolled over at the end of the year and their enrolment is finalised. If a TLDS has been sent, but cannot be linked yet, your school's Insight Administrator can provide you with a PDF or printout to support your planning.

If you are expecting a TLDS for a student in your class, but have not received it, check with your school's Insight Administrator to make sure the TLDS is not still waiting to be linked. If this is not the case, you may wish to follow up with the student's family or their early childhood service to obtain a copy of the TLDS. TLDS received directly from families or early childhood services can be uploaded as a PDF into Insight by your school's Insight Administrator.

Viewing a student's linked TLDS

Student History

To view a student's linked TLDS via ***Student History***:

1. Click **Reporting** > **Reporting HTML**.



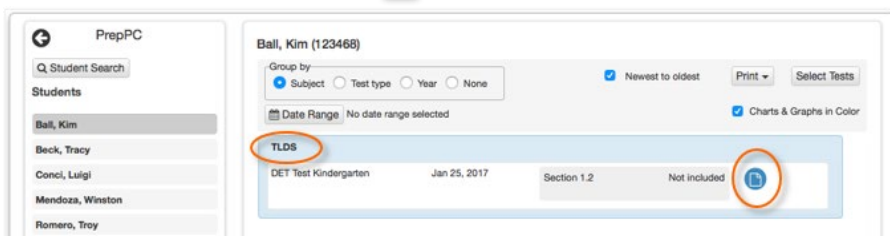
2. Click **Student History**.

3. Click **Student Search** to search for the student or click your class name to see its class list and click on a student's name.



4. If the student has a transition TLDS, a summary box labelled **TLDS** will appear.

5. Click on the **Open Report** icon (📄) to view the transition TLDS.



Student Profile

To view a student's linked TLDS via **Student Profile**:

1. Click **Reporting** > **Reporting HTML**.



2. Click **Student Profile**.



3. Use the **Filter** options to select a student.

4. If a student has a TLDS linked to them, it will appear in their **Student Profile**. Click the **Download** icon  to download a PDF of the TLDS.

Area of Literacy	Overall Score	Sub Score
Reading Comprehension	Raw: 40/50	Reading Raw: 22/40
Reading Accuracy	EDI Scale: 100	EDI Scale: 103.4
Concepts about print	Indic: VC F-10	Indic: VC F-10
Oral language (Conversation)		Writing Raw: 37
Oral language (Storytelling)		

SUPPORT

TLDS information

For more information about TLDS, see:

<http://www.education.vic.gov.au/childhood/professionals/learning/Pages/transitionstat.aspx>

Insight information

For more information about Insight, see:

<https://www.vcaa.vic.edu.au/assessment/f-10assessment/insight/Pages/index.aspx>

Service Desk

If you have an issue you cannot resolve, contact your school's Insight Administrator. By default, your school's Administrator is your principal, but they can nominate other people in your school to also have the Administrator role. If the Administrator cannot resolve the issue, contact the Service Desk:

- Service Gateway: <https://servicegateway.eduweb.vic.gov.au/MSMSelfService/>
- Phone: 1800 641 943
- Email: servicedesk@edumail.vic.gov.au