

One Analytics Console

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Handbook

CAPITA

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Contacting One Application Support

You can log a call with One Application Support via the Customer Service tool available on <u>My Account</u>.

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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01 | Introduction

Introduction to the One Analytics Console Handbook

This handbook is designed to help you use the One Analytics Console. It should be used alongside your training materials. Because One Analytics is built upon the Tableau® business intelligence toolset, the Tableau help guides are referenced where appropriate within the document. If you have questions about the software that are not covered within the manuals or training guides, you should check the Tableau online help guides:

Tableau server (online client): https://onlinehelp.tableau.com/current/server/en-us/help.htm

NOTE: The Tableau help guides fully apply to One Analytics except where they reference connections to other (external) data sources. In One Analytics, you can only connect to data sources provided by Capita One or imported using the One Analytics Import Tool.

One Analytics Overview

One Analytics is a reporting and analysis solution enabling Local Authorities to:

- Provide all levels of management with access to information through dashboards displaying trends within their Capita One data.
- Provide self-service reporting, enabling all users with the appropriate permissions to report on their data, even if they do not consider themselves to be report writers.
- Analyse geographic patterns within their One data to identify different needs and levels of service provision across each local area.
- Use filters and dashboards to understand the impact of particular services on vulnerable groups, and identify those where additional support is required.
- Support multi-agency working, early intervention and close relationships with other agencies by sharing dashboards (and self-service reporting, if desired) with partners such as schools, academies, health and police.
- Access prebuilt dashboards and reports available through the Report Catalogue.

02 The One Analytics Console

Introduction

The One Analytics Console is a wrapper on top of One Analytics Server. It is designed for use by report interactors and data discoverers. As well as being able to access the server through the console, you can also use it to view SSRS reports individually and alongside One Analytics reports in the One Analytics Console Report Viewer.

Through One Analytics Server, you can analyse and report on data held within the data warehouse, and use it to create, share and collaborate on visualisations and dashboards.

You log in to the One Analytics Console using your Capita One login credentials.

Accessing the One Analytics Console

The One Analytics Console is accessed through One v4 Online.

To access the Console:

1. Log in to One v4 Online.

CAPITA 🔅				
Welcome to One Please use the F11 key to enable Full	Screen operation of your hr	owser window		
css	Governors	B2B:Student	Exclusions	A&T Application
A&T Preferences	Administration	A&T Back Office	Bases	Applications
Portal Back Office Cit	tizen Portal Admin	Prof. Portal Admin	Training Manager	Transport Back Office
One Analytics				
🕘 Help 📲 Logout				
Version No.: Last logged on : Copyright © Capita. All rights	s reserved, worldwide			

2. Click the One Analytics lozenge to display the One Analytics login screen.

Login Username A Password Q Log In	Username Password Q _k	Username Password Q	Username Password Q _t	Username Password Q _t		CAPITA	:one
Password Qt	Password Qt	Password Qt	Password Qt	Password Q	Login		
Password	Password	Password	Password	Password Q			
Q.	Q.	Q.	Q.	Q.			
Log In	Log In	Log In	Log In	Log In			
							Log In

- 3. Enter your Capita One **Username** and **Password**.
- 4. Click the Log In button to display the One Analytics Console homepage.

lame N	Workbooks	Views	Data Sources	0	
			Data Sources	Owner	Created
≥ A&T	3	3	8		and the second se
Default	0	0	0		10-10-10-10-10-10-10-10-10-10-10-10-10-1
Grants and Benefits	1	14	9	$(1, \dots, 1, n)$	10-10-000 (100)
∃ HMi	10	24	4	10.00	A
> NEET	1	40	4		ALC: U.S. 1999
SEND	2	20	9		A 100 B 100 B
🖰 Unemployment	2	13	8	-	1 × 1 × 1 × 1 × 1 × 1
	Grants and Benefits HiVi NEET SEND	Grants and Benefits 1 HiVi 10 NEET 1 SEND 2	Grants and Benefits 1 14 HiVi 10 24 NEET 1 40 SEND 2 20	Grants and Benefits 1 14 9 HiVi 10 24 4 NEET 1 40 4 SEND 2 20 9	Default 0 0 0 Grants and Benefits 1 14 9 HM 10 24 4 NEET 1 40 4 SEND 2 20 9

From this page, you can access **Projects**, **Workbooks**, **Views** and **Data Sources**, depending on your permissions. You can also access the One Analytics Report Viewer through the **Menu** tab (see <u>The One Analytics Console Report Viewer</u> on page *5*).

Menu	Workbooks	Views	Data Sources	Owner	Created	
	3					
		3	8	-	-	
utt	0	0	0	-	-	
s and Benefits	1	14	9	ine letter	100-10,000,000,000	
	10	24	4	Standards	particular contract	
-	1	40	4	1000	(A) (100 (100 (100 (100 (100 (100 (100 (10	
5	2	20	9		The Post Disk Contract	
nployment	2	13	8	10.00	Card State Street St.	
	-	10 - 1) 2	10 24 - 1 40) 2 20	10 24 4 - 1 40 4 0 2 20 9	10 24 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	10 24 4 - 1 40 4 3 2 20 9

03 / The One Analytics Console Report Viewer

Introduction

The One Analytics Console Report Viewer enables you to view SSRS reports and One Analytics charts within the One Analytics Console. You can use the report viewer to display a single report on its own or four reports simultaneously.

Using the One Analytics Report Viewer

Accessing the Report Viewer

To access the report viewer:

1. In the One Analytics Console, select the **Menu** tab to expand the navigation menu.

Switch to Console			
	Menu		
	E		

2. Click the **Switch to Console** button to display the One Analytics Report Viewer homepage.

Creating a Report Viewing Grid

Report viewing grids can display one or four reports. After a grid is saved for the first time, the number of reports displayed in that grid cannot be altered. If you want to change the number of reports, you must create a new grid.

To create a new report viewing grid:

1. On the report viewer homepage, select the Menu tab to display the My Consoles list.

(r Log-out My Consoles Blank - can be edited	Menu	Report not available right now!	Reports
+ New ← Edit Delete Set As Default Save Cancel Switch to Tableau	t now!	Report not available right now!	Feedback

2. Click the **New** button to display the options for a new grid.

Name of Conso	le
Number Of Pane	
One	Four
□ Save	X Cancel

- 3. In the **Console Name** field, enter the name of the new grid.
- 4. In the **Number Of Pane** area, select **One** or **Four**. This determines how many reports are displayed in the grid.

- 5. To assign reports to specific panes:
 - a. Select the **Reports** tab to display a list of available charts.

🕒 Log-out	Tableau Charts	
ly Consoles	Students achieving level 5 or a	
Example One Pane	Report not Student progress: KS1-KS2 re	
	Percentage of students achievi	Î
	Unauthorised Absence	
	Attendance for students with F	
	Student attendance percentage	
	Admissions: Proportion of pref	
	SSRS Charts	
r now!	SSRS Charts Report not Sample CSS Archive Report	2
now!	Report not Sample CSS Archive Report Sample SEN Archive Report Sample SEN Archive Report	
+ New ⇔ Edit Delete	Report not Sample CSS Archive Report Sample SEN Archive Report Sample SEN Archive Report	-
	Report not Sample CSS Archive Report Sample SEN Archive Report Sample Unattached People	
+ New ⇔ Edit Delete Set As Default	Report not Sample CSS Archive Report Sample SEN Archive Report Sample SEN Archive Report	
+ New ⊜ Edit Delete Set As Default Save Cancel	Report not Sample CSS Archive Report Sample SEN Archive Report Sample SEN Archive Report	
+ New ⊜ Edit Delete Set As Default Save Cancel	Report not Sample CSS Archive Report Sample SEN Archive Report Sample SEN Archive Report	

- b. From the lists of available reports, drag a report to the pane in which you want it displayed.
- c. If prompted, enter your Log In Name and Password.

🕒 Log-out	Admissions Dashboa	one Analytics	Tableau Charts	
My Consoles	CLA Now FSM ever 6		Students achieving level 5 or a	^
Example	15.9%		Student progress: KS1-KS2 re	
	erences submitted for the schools and yea re applied then it shows all students in the i	Exclusions per LS	Percentage of students achievi	
	Pre		Unauthorised Absence	
		/	Attendance for students with F	
	20.00%		Student attendance percentage	
	20		Admissions: Proportion of pref	~
	What criteria are school	Analytics All Students	SSRS Charts	19
	What are the	22,207	Sample CSS Archive Report	^
	Priority 1 Late Application (1 3 5 7 9 11 The shower	Sample SEN Archive Report	
+ New ⊜ Edit Delete Set As Default	2 Religion 1	Total number of	Sample Unattached People Report	~
Save Cancel Switch to Tableau	Priority 2 Pretered School 1 Sibling 1	100%		

d. Repeat for the additional reports you want displayed.

- 6. If not already displayed, select the Menu tab.
- 7. Click the **Save** button to save the grid configuration.
- 8. If you want to make the grid the default displayed when logging in, click the **Set As Default** button. The default grid has a black circle next to its name, and is highlighted in yellow when it is not selected.



Editing a Grid

After making a grid, you can edit the name and change the reports that are displayed within it. However, you cannot change the number of reports displayed, this is fixed at one or four depending on how the grid was originally configured.

To edit a grid:

1. In the report viewer, select the Menu tab to display the My Consoles list.

	🕞 Log-out	Admissio	ons Dashboa	One Analytics	Exclusions: Is th	nere a link with i
My Consoles		CLA Now	FSM ever 6		All student and region	al data is for illustrative purposes c
Example	•	3	15.9%	Exclusions per LSOA		Incon 2
Example 2			then it shows all students in the i	100 A		ports
Example 3	*		Pre			
		20.00%		5		
					Ar	
		20	•		and the	
		What	criteria are school	one Analytics	Exclusion	ns Dashboard
			What are the	All Students 22,207	CLA Ever CI	LA FSM Ever 19.3%
			Priority 1 Late Application 1 Religion I	1 3 5 7 9 11 The above reflect t	the current student demographics and are i	1 3 5 7
+ New ⇔ Edit	Delete	"		Total number of	Exclusions per NCY	edbac
Set As Default	Cancel			100%	30%	×
Switch to Table			Priority 2 Prefered School I Sibling I	192	19% 14% 58	21% 16%
			• •	4	36	40 🗸

- 2. In the **My Consoles** list, highlight the grid you want to edit.
- 3. Click the Edit button to display the options.
- 4. Adjust the name or displayed reports as required.
- 5. Click the **Save** button to record the changes.

Assigning a Default Grid

If you have created more than one grid, you can designate a default grid that displays automatically when logging into the report viewer.

To assign a default grid:

1. In the report viewer, select the Menu tab to display the My Consoles list.

	🕞 Log-out	Admissions Dashboa	one Analytics	Exclusions: Is there	a link with ii
My Consoles		CLA Now FSM ever 6		All student and regional data	is for illustrative purposes c
Example	0	15.9%	Exclusions per LSOA		Incon P
Example 2 Example 3		Pre			orts
Example 5	*				
		20.00%		A	
		20		103	
		*	4	month in	•
		What criteria are school	one Analytics	Exclusions [Dashboard
		What are the	All Students	CLA Ever CLA	FSM Ever
		Priority 1	22,207		19.3%
+ New ⊜ Edit	Delete	Late Application 1 Religion 1		the current atudent demographics and are not affe	
Set As Defaul			Total number of	Exclusions per NCY	Iback
	Cancel		100%	30%	Č.
Switch to Table		Priority 2 Prefered School I Sibling I		14% 58	21%
		*	192	36	40

2. In the **My Consoles** list, select the grid you want to make the default. The currently selected grid is highlighted in blue. The current default grid is highlighted in yellow.



3. Click the **Set As Default** button to make the currently selected grid the default. A confirmation message is displayed and the new default grid has a black circle displayed next to the name.

My Consoles		
Example		Ť
Example 2	0	
Example 3		÷

Deleting a Grid

To delete a grid:

1. In the report viewer, select the Menu tab to display the My Consoles list.

	Admissions Dashboa			
My Consoles	CLA Now FSM ever 6		All student and regional data is	for illustrative purposes o
Example	15.9% eferences submitted for the schools and yea	Exclusions per LSOA		Incon 🕈
Example 2	are applied then it shows all students in the i	1 2		
Example 3	Pre	-		
	20.00%	5		
			2.0	
	20		which show	
		4		*
	What criteria are school	one Analytics	Exclusions Da	ashboard
		All Students	CLA Ever CLA	FSM Ever
	What are the	22,207		19.3%
	Priority 1	1 3 5 7 9 11		1 3 5 7
	Eate Application 1			(J)
	air. Religion I	The above reflect U	e current atudent demographics and are not affected	D ine Academic Te
+ New ⇔ Edit Delete Set As Default	20 Religion I	The above reflect to	e current student demographics and are not affected Exclusions per NCY	eedback
	er Helgon I			edba
Set As Default	er Helgron Priorhy 2 Preferal School	Total number of	Exclusions per NCY	21%

- 2. In the **My Consoles** list, highlight the grid you want to delete.
- 3. Click the **Confirm** button to delete the grid.

04 The One Analytics Server

Introduction

You can navigate between the different areas of One Analytics using the **Projects**, **Workbooks**, **Views** and **Data Sources** tabs.

You can display the content within each tab by thumbnails or in a list, display or hide the **General Filters** pane, or change the order in which content is displayed using the display options provided within the tab:

Sort by	Name (A–Z)	•	

Within each tab, you can search for an item of content, or filter those displayed in the **General** Filters pane:

Q	
General Filters	
Owner	
	*
Created on or after	
	*
Created on or before	
	*

The filters available vary with the content type.

Projects

Projects are used to group and organise workbooks, views and data sources. The projects you can access depend on your permissions. Projects are created and configured by the system administrator.

Workbooks

Workbooks contain visualisations (reports or dashboards). They connect to the data sources that provide the data structure for your visualisations. A workbook can connect to multiple data sources and contain multiple worksheets (one per report) and dashboards.

A workbook can only belong to a single project.

Views

A view or visualisation is a report or dashboard created within a workbook. The **Views** tab displays all views you are authorised to access.

Data Sources

One Analytics uses data sources to organise the data within the data warehouse. They contain module-specific data as well as common student and base data. Data sources enable you to create visualisations using data items that are organised into folders and contain metadata in tool tips to provide additional information on what the data item contains. Hierarchical data items enable you to drill-down through data layers within visualisations.

Data sources contain the following elements:

Dimensions

Dimensions are independent data items that do not require aggregating. Dimensions are usually discrete data items.

Measures

Measures are a function of one or more dimensions. They are usually continuous.

Parameters

Parameters are predefined elements that enable you to replace constant values in calculations, filters or reference lines with a dynamic value that can be changed within a worksheet or dashboard. Parameters can only be created or edited in One Analytics Desktop, however you can use them in views in which they have already been entered.

Connecting to a Data Source

To connect to a data source:

- 1. Log in to the One Analytics Console.
- 2. Select the **Data Sources** tab to display the available data sources.

one Analytics	© Search		- A - 7	t • 0 •
Projects 39 Workbook	s 18 _ Views 537 _ Data	a Sources 9		
) selected		View Data Sources 🔹 S	ort by Views: All (Most-Least) 🔹
ρ	Name	↓ Views: All	Workbooks	Connects to
	Attendance	216	3	
General Filters Project	Attainment	••• 213	2	
	Admissions & Transf	••• 61	7	
Owner		22	1	
Tag	🗌 🏠 🖰 Early Years	••• 6	1	
▼ Modified on or after	CSS, SEN, Provision	5	1	
•	🗌 🚖 🖰 ЕРМ	5	1	
Modified on or before	🔲 🚖 🖰 GIS Shape Data	5	1	
Has an alert	□ ☆ Ĉ eStart	4	1	
Only my favorites				
Data Source Filters				
Data Source Published	4			Þ

3. Click the required data source in the **Name** column to display the **Data Source** screen.

•••• Analytics)	20	Search		- 4 -	* • 0	• 1	
Home 5 🗁 🚥		Release 🤉 🖰 Atta	inment					
DATA	SOURCE .	ent 🛱 🐺 🚥	vs * ☆ 0					
O selected	1 Con	nected Workbooks	1 Permissions	Details	Sort by	Connection typ	o (A - 7)	-
Connects t			Authentication	Username	Solt by	connection typ	e (A-Z)	
		t Connection type		Username				
		Microsoft SQL Server	Embedded in connection					

You are now connected to the data source and can interact with it by creating a new workbook using the **New Workbook** button.

Creating a New Workbook

Only users with the appropriate permissions can connect a new workbook to a data source.

To connect a new workbook to a data source:

1. Connect to the required data source.

2. Click the New Workbook button to create a blank workbook in a new web browser tab.

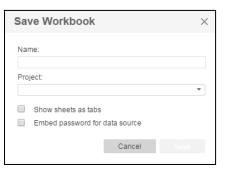
🔅 Attainment save A	s Revert Done	Help	•
		· I I I · II · II · I	Show Me
Data Analytics <	∧ Pages	iii Columns	
S Attainment		I Rows	
C Dimensions	∧ Filters		
> Attainment - Aspect		Sheet 1	
> 🗈 Attainment - Base - A	∧ Marks	SHEELT	
> 🛅 Attainment - Gradeset	T Automatic T		
> 🛅 Attainment - Result			
> 🛅 Attainment - Result	Color Size Text		
> 🖿 Attainment - Result B	Color Size Text		
Attainment - Result B Attainment - Result B			
Levels of Progress	Detail Tooltip		
> Student - CLA History			
> 🛅 Student - Codes			
> 🛅 Student - Cohort Det			
> 🛅 Student - Current Ad			
> 🛅 Student - Detail			
> 🛍 Student - Flags			
> 🛅 Student - Gypsy, Rom			
Student - School His Student - School His			
Student - School His Student - School His			
Student - School His Student - School His			
> 🖬 Student - School His			
Sheet 1 🖳 🕂			

3. Create the workbook as required by dragging and dropping dimensions and measures from the **Data** tab onto the sheet.

When you drag a dimension or measure, the shelves or cards onto which you can drop it display an orange border.

Attainment Save As Revert Done	Help v
$\leftarrow \rightarrow \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark $	- 🗇 📝 🗍 - 🖓 🔂 - 🖓 -
 ← → C C C C C C C C C C C C C C C C C C	Image: Show Me Image: Show
# Bases 36 Months (# Bases 36 Months (# Bases 36 Months (@ Date Of Birth (Stud ▼	
Sheet1 🖳 🖽	

4. To save the workbook, click the **Save As** button to display the **Save Workbook** dialog.



- 5. Enter a **Name** for the workbook, and select a **Project** from the drop-down.
- 6. Select the other options as required.

NOTE: Selecting the **Embed password for data source** check box enables you to store the database credentials for the data source within the workbook. This means users do not have to sign in to the database to connect to the data source from the workbook. Users still need to sign in to One Analytics if this option is selected.

7. Click the **Save** button to close the dialog and update the workbook.

Attainment Save Save As Revert Done

Help 🔻 📃

8. Click the **Done** button to close the workbook and return to the **Data Source** screen.

NOTE: If the workbook is not displayed in the **Connected Workbooks** tab, refresh the page.

Downloading a Workbook

Users with the appropriate permissions can download workbooks.

To download a workbook from One Analytics Server:

1. Select the **Workbooks** tab to display the available workbooks or locate the required workbook in a project.

analytics	\$	O Search		- 4	• ★ • (Ð •
Projects 39 Workbooks	5 1 87	Views 1,459 Data So	Urces 159			
Selected			Sort by Project	ct (A–Z)		▼
Q		Name	Views: All	Sheets	Size	† Project
	· ☆	Combined v0.8	10	19	143.5 MB	
General Filters Project	다 다	Admissions Sumary	8	10	38.7 MB	the state of the
▼	· ☆	Attainment Summar	8	1	1.2 GB	Sector Sec.
Owner	· ☆	Exclusions Summar	6	2	40.8 MB	10.000
Tag	· ☆	Attendance Summar	5	1	327.9 MB	Real and Designation
Modified on or after	□ ☆	EY	23	1	66.5 MB	-
	□ ☆	EY with GIS	0	1	69.9 MB	The Average States
Modified on or before	· ☆	Summary dashboar	2	1	1.8 GB	-
Only my favorites	□ ☆	demo materials	1	10	546.9 MB	the state of the
Only my recently viewed Has an alert	□ ☆	EY Regression Test	22	28	2.1 MB	
	· ☆	EY Regression Test	8	28	2.1 MB	-
	· ☆	Empty workbook	0	1	2.8 MB	the strategy of the state

2. Click the ellipsis (...) for the required workbook to display the drop-down with available options.

NOTE: In the thumbnail view, you need to hover the cursor over the workbook to display the ellipsis.



3. Select Download.

The workbook is saved to your default download location as a TWBX file.

05 | Hints and Tips

Hierarchies

One Analytics data sources contain hierarchical dimensions. Hierarchical dimensions can be expanded to enable a deeper analysis into the data. They are denoted by a hierarchy symbol next to the dimension name.

Dime	ensions	*
> 🖿	Attendance	
> 🖿	Attendance - Base - Address	
> 🖿	Attendance - Base - Clusters	
> 🖿	Attendance - Base - Codes	
> 🛅	Attendance - Base Details	
> 🖿	Attendance - CLA History (ACH)	
~ 🖻	Attendance - Dates (AD)	
#	Academic Month (AD)	
> 놂	Academic Year Hierachy (AD)	
#	Academic Year No (AD)	
Ë	Date of Attendance	
-#	Day of Attendance	
#	Month of Attendance	
#	Year of Attendance	

Hierarchical dimensions are dragged onto the **Rows** and **Columns** shelves like other dimensions.

⊞ Rows	🕀 Acade	emic Year Na
Academic Y.		
Null	Abc	

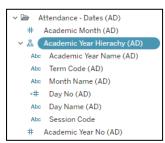
To expand the hierarchy, click the + icon next to the name of the highest-level item within the hierarchy. This displays the next level of data.



You can repeat this for as many levels of data as the hierarchy contains.



You can also expand the hierarchy in the **Dimensions** pane to display all of the levels, enabling you to access a certain level without expanding each previous level manually.



Useful Hierarchies

Mark Type (Attendance)

The Mark Hierarchy dimension (Dimensions | Attendance - Mark Type) contains the following levels:

- Statistical Meaning Description
- School Meaning Description
- Attendance Mark.

iii	Column	s 💽	3 Statistica	al Meaning	🗆 So	chool Mean	ing De	Attendar	ice Mark		
≔	Rows										
		Statist	ical Meanir	ng Descript	tion / Scho	ol Meaning	Descriptio	on / Atten	dance Marl	c	
	Null		Appro	oved Educa	tional Aut	nority		Attend	ance Not R	equired	Aut
	Null	Approve d sporti			Educatio nal visit	Intervie		Enforced closure	Non-com pulsory		Exe (nc
	Null	P	D	В	V	J	W	Y	Х	#	E
	Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	Abc	
											P.

Statistical Meaning Description	School Meaning Description	Attendance Mark
Null	Null	Null
Approved Educational Authority	Educated off site (NOT Dual Registration)	В
	Educational visit or trip	V
Attendance Not Required	Enforced closure	Υ
	Non-compulsory school age absence	Х
	School closed to pupils and staff	#
Authorised Absence	Excluded (no alternative)	E
	Family holiday (agreed)	н
	Illness (NOT medical or dental etc. appointments)	1
	Medical/Dental appointments	М
	Other authorised circumstances (not covered by another appropriate code/description)	С
	Religious observance	R

Statistical Meaning Description	School Meaning Description	Attendance Mark
No Mark	All should attend / No mark recorded	-
Present	Late (Before registers closed)	L
	Present (AM)	/
	Present (PM)	\
Unauthorised Absence	Family holiday (NOT agreed or days in excess of agreement)	G
	Late (After registers closed)	U
	No reason yet provided	Ν
	Unauthorised absence (not covered by another appropriate code/description)	0

Aspect Hierarchy (Attainment)

The **Aspect Hierarchy** dimension (**Dimensions | Attainment - Aspect**) contains the following levels, enabling you to view the different codes, names, and IDs associated with the different aspect key stages:

- Aspect Keystage
- Aspect Code
- Aspect Name
- Aspect Id.

i Columns					
Rows	🗆 Aspect Ke 🕒 Aspec	t Co 🛛 Aspect Na	Aspect Id		
Aspect Key	Aspect Code	Aspect Name	Aspect Id		
KS1	EN AT1 SPEAK & LISTEN K	EN AT1: Speaking and List	2688	Abc	-
	EN AT2 READING KS1	EN AT2: Reading KS1	2687	Abc	
	EN AT3 WRITING KS1	EN AT3: Writing KS1	2686	Abc	
	HANDWRITING SCORE KS1	EN KS1: Handwriting Score	1151	Abc	
	KS1: AVERAGE POINT SCO	KS1: Average Point Score	1288	Abc	
	MA TA MATHS SUBJECT K	MA TA: Mathematics Subj	2685	Abc	

The **Aspect Name** level is useful for filtering aspects as it enables you to view the name, not the code or ID, which might not always be sufficiently descriptive.

Pausing Auto Updates

Every time you add a data item or calculation to a worksheet, it is automatically repopulated with all the data you have requested. If you are working with a large amount of data, this can cause One Analytics to experience reduced performance.

You can increase the performance of One Analytics when using large amounts of data by pausing the auto-update function.

To stop the worksheet automatically updating, click the **Pause Auto Updates** icon.



Pause Auto Updates icon

To resume the automatic updates, click the Resume Auto Updates icon.

G,

Resume Auto Updates icon

Reporting on Vulnerable Groups

You can use One Analytics to report on risks that have been recorded against students in One v4. This enables you to identify vulnerable groups and highlight people at risk, according to the risk categories that have been imported into One Analytics.

Risk categories imported from One v4 populate the following dimensions:

Student - Detail:

- Assessment Date
- Risk End Date

Student - Codes:

- Risk Category Code
- Risk Category Code Description

Each risk category imported also creates two flags:

- [Risk Category Code] Now
- [Risk Category Code] Ever

These flags are listed in the **Dimensions** pane below the folders, and have values of True, False and Null. If required, you can add the flags to a specific folder and create aliases for the values. You can add the flags to visualisations to indicate whether students currently belong or have ever belonged to a vulnerable group.

I Rows	Student Id (S	DD Ever	DD N	ow D	P Ever	DP Now	ESS2 Ever
Student Id (Student	t) DD Ever	DD Now	DP Ever	DP Now	ESS2 Ever		
1	False	False	False	False	False	Abc	
2	False	False	False	False	False	Abc	

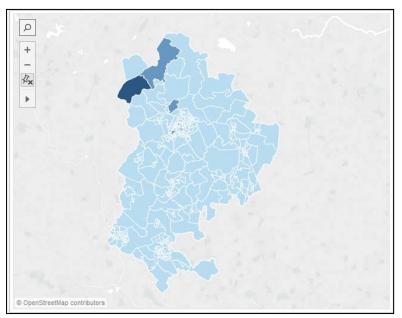
06 Using Maps within One Analytics

Introduction

One Analytics enables you to use geospatial data held within the data sources to display information in map format. You can create two types of map:

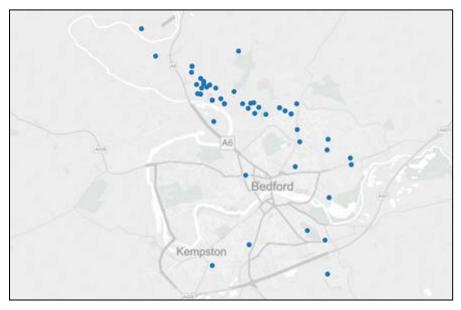
Polygon Maps

Polygon maps compare information between different areas or polygons on a map. Polygons are formed based on geographical areas, and data is selected and plotted against these areas.



Point Maps

Point maps are used to identify clusters or patterns within an area. Latitudinal and longitudinal points are plotted on the map, and significance can be given to the different points through colour or size.



Plotting Polygons on Maps

You can plot polygons on a map using the GIS Shape Data data source. Entering longitude and latitude details in the **Row** and **Column** shelves in One Analytics automatically produces a map of the specified area, but unless it has data plotted against it, it is unlikely to be of benefit. You can blend the geographic data with other data sources to display information about the geographic area covered by the polygons in a variety of ways, e.g. heatmaps.

GIS Shape Data data sources can contain different types of shape data, e.g. Super Output area and school catchment areas. These are identified by the **Information Type** dimension. You should only plot polygons from one shape set onto a map, unless you are certain that they do not contain overlapping geographical areas, e.g. Super Output and school catchment shape sets are likely to overlap each other, so plotting them on the same map will result in conflict errors. If the data source contains overlapping shape sets or shape sets you do not need, you should filter them out (see *Step 2*) when creating the polygon map to avoid any conflict errors or unnecessary data processing. If you want to plot your data against multiple shape sets, you should create a map for each set.

To create a new polygon map:

- 1. Connect to the GIS Shape Data data source.
- 2. If required, filter out any overlapping or unnecessary shape sets:
 - a. Drag and drop the **Information Type** dimension from the **Dimensions** pane to the **Filters** card to display the **Information Type** filter card in the worksheet.

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Abc Shape Code		✓ ONS LSOA Data 2011
Abc Shape Name		
Abc Shape Name - Welsh Abc Shape Source		
Abc Measure Names Color Size Text		
Measures 🔅 🖓		
Point Latitude Detail Tooltip Point Longitude		
# Number of Records		
# Measure Values		
Sheet 1 🖳 🖽		

- b. If required, in the **Information Type** filter card, deselect any shape types you do not want to use.
- If you want to include or exclude certain areas or shapes from the map, e.g. if the Information Type shape set contains shapes that are not relevant to you because some shapes fall far outside your LA boundaries, you can apply a shape name filter.

To apply a shape name filter:

a. Drag and drop the **Shape Name** dimension from the **Dimensions** pane to the **Filters** card to add the **Shape Name** filter card to the worksheet.

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			Show Me
Data Analytics <	∧ Pages	iii Columns	
S Shape Data		i≣ Rows	
Dimensions •	∧ Filters		
Abc Information Type	Information Type		Information Type (AII)
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Point Latitude			

b. Hover the cursor over the card to display an arrow icon in the top right-hand corner of the card.

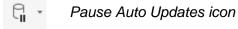
Shape Name	*

- c. Click the icon and select Multiple Values (dropdown) from the menu.
- d. To manually select the individual shapes, select the relevant check boxes from the dropdown.

Shape Name	√ -
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(Multiple values)	•
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✓ Bedford 001B-1	
✓ Bedford 001C-1	
✓ Bedford 001D-1	
✓ Bedford 002A-1	
✓ Bedford 002B-1	
✓ Bedford 002C-1	
✓ Bedford 002D-1	
✓ Bedford 002E-1	
✓ Bedford 002F-1	
✓ Bedford 003A-1	
✓ Bedford 003B-1	
✓ Bedford 003C-1	
✓ Bedford 003D-1	
✓ Bedford 003E-1	
✓ Bedford 004B-1	
✓ Bedford 004C-1	
✓ Bedford 004D-1	-

TIP: You can also display the available shapes as a list, or use the **Wildcard Match** function to filter the shapes.

4. You should pause auto updates at this point to prevent repeated updates during shape plotting. To do so, click the **Pause Auto Updates** icon in the toolbar.

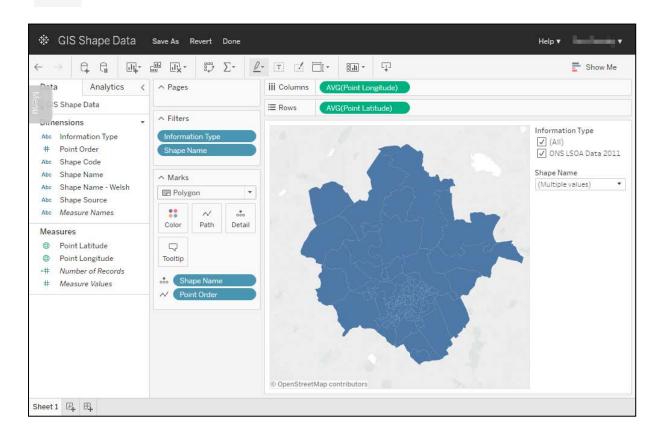


5. Drag the **Shape Name** dimension from the **Dimensions** pane to the **Detail** field on the **Marks** card. Do not drop it until the field displays an orange border.

6. In the drop-down on the **Marks** card (currently displaying the **Automatic** option), select **Polygon** to display the **Path** field.



- 7. Drag and drop the **Point Order** dimension from the **Dimensions** pane onto the **Path** field on the **Marks** card.
- 8. Drag and drop the **Point Latitude** measure from the **Measures** pane to the **Rows** shelf and the **Point Longitude** measure from the **Measures** pane to the **Columns** shelf.
- 9. If you paused auto updates, click the **Resume Auto Updates** icon to display the shape map.



🕄 - Resume Auto Updates icon

- 10. To save the shape map:
 - a. Click the **Save as** button to display the Save Workbook dialog.

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Name:	
Project:	
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Cancel Sa	

- b. Complete the fields as required.
- c. Click the Save button.

Using Polygon Maps to Create Geographical Heat Maps

After you have created a polygon map, you can plot data against it. In order to plot data against a shape, the GIS Shape Data data source must be blended with a secondary data source that contains the information you want to display.

Data blending combines related data from multiple data source types within a single worksheet using common dimensions. It does not create row-level joins, and should not be used to add new dimensions or rows to your data.

MORE INFORMATION:

Blending: http://onlinehelp.tableau.com/current/pro/online/windows/enus/help.htm#multiple_connections.html?

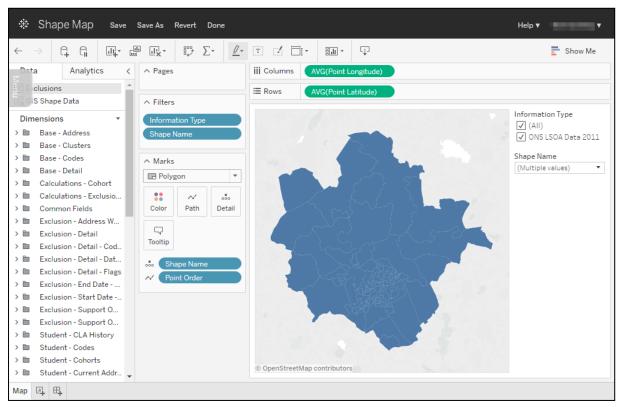
Blending geographic data: http://onlinehelp.tableau.com/current/pro/online/windows/en-us/help.htm#maps_customgeocode_datablend.html?

Joining data: http://onlinehelp.tableau.com/current/pro/online/windows/enus/help.htm#joining_tables.html

To plot data against a polygon map:

- 1. Open the workbook containing the polygon map.
- 2. Click the New Data Source icon to select a data source to plot against the polygon map.

3. If it is not already displayed, click the appropriate worksheet tab at the bottom of the screen to display the polygon map.



- 4. If the new data source (in this case Exclusions) is not highlighted in the Data tab, select it.
- 5. Link the two data sources using a shared field:
 - a. Locate the Exclusions dimension containing the Information Type used by the GIS Shape Data data source, in this case ONS_LSOA_Data_2011.
 - b. Duplicate the dimension by right-clicking it and selecting **Duplicate**.
 - c. Right-click the copied dimension and select Rename to display the Rename Field dialog.



- d. Rename the dimension 'Shape Name' (or 'Shape Code' if you created the polygon map using shape codes).
- e. Click the OK button.

The dimension now displays an orange chain link icon.



If a broken link icon is displayed, check that the name of the new dimension exactly matches the name of the corresponding dimension in the GIS Shape Data data source.

You can link and unlink the data sources by clicking the chain link icon.

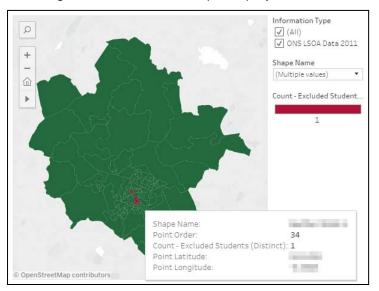
6. To display information on the shape map, drag and drop the appropriate numerical measure, e.g. count or percentage, onto the **Color** field on the **Marks** card. The map is updated to display the information via a colour code and the measure is displayed in a new card.

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- 7. If required, change the colour scheme for the map:
 - a. In the Marks card, click the Color field to display a colour selector.

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b. Select the required colour.



Hovering the cursor over a shape displays all the information used in mapping the shape:

Point Maps

Entering longitude and latitude details in the **Row** and **Column** shelves in One Analytics automatically produces a map of the specified area, but unless it has data is plotted against it, it is unlikely to be of benefit. You can blend the geographic data with other data sources to plot individual data points on a map.

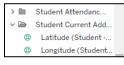
NOTE: For this guide, the Attendance data source is used. When following these instructions, replace 'Attendance' with the appropriate data source.

To create a point map:

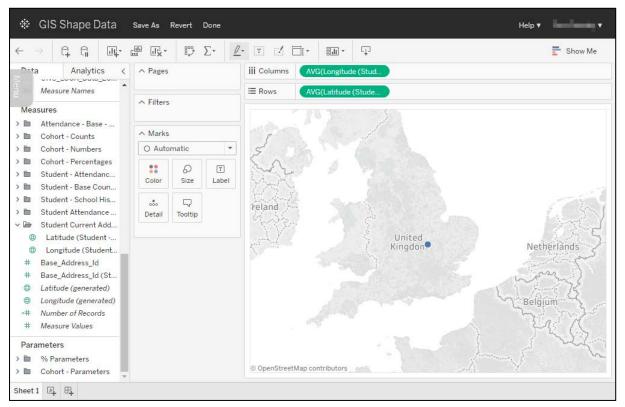
- 1. Connect to the required data source and the GIS Shape Data data source.
- 2. In the **Data** tab, select the **Attendance** data source to display the Attendance **Dimensions**, **Measures** and **Parameters** panes.



3. In the Measures pane, locate the required latitude and longitude measures.

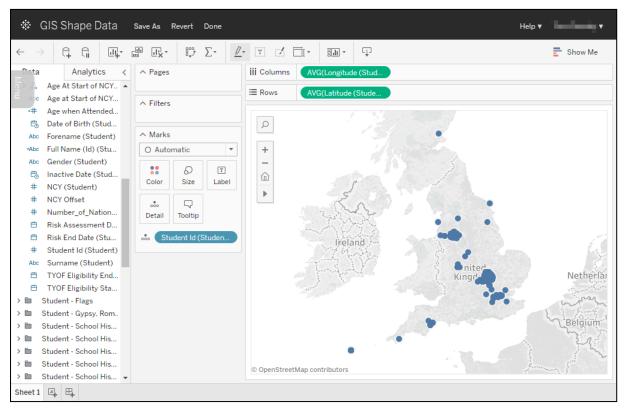


4. Double-click the latitude and longitude measures to add them to the **Columns** and **Rows** shelves to display a map.



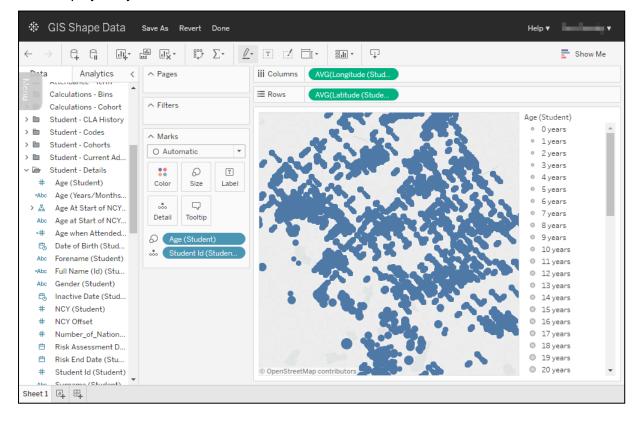
5. To create the individual points on the map, drag and drop the required **Dimension** on to the **Details** field in the **Marks** card, e.g. **Student ID ("Full name (Id) (Student))"** in the following image).

A point is plotted for each unique data point in the dimension used, meaning that if you want a point for each individual student, the dimension you choose must include a unique identifier for each student, e.g. **Student Id** or **Full name (Id)** both include the unique Student ID reference, enabling distinct points to be plotted.



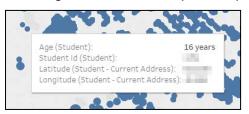
The points are then plotted based on the data provided by the dimension.

6. After you have plotted the **Dimension**, drag and drop the required **Measures** on to the **Color** or **Size** fields in the **Marks** card. The measure key is displayed in the worksheet and the points on the map are updated accordingly.

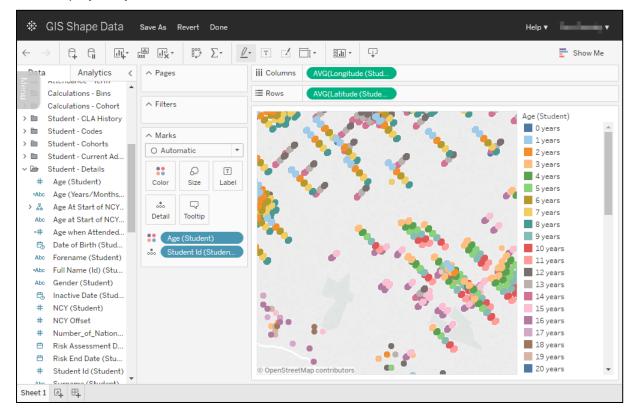


Data displayed by Size:

Hovering the cursor over a point displays all data used in mapping the point:



Data displayed by Color:



Hovering the cursor over a point displays all data used in mapping the point:



TIP: You can change the colours by clicking the **Color** field on the **Marks** card to display a configuration menu, and selecting a new colour scheme.

07 Creating Visualisations

Introduction

One Analytics Server, accessed directly or through the console, enables you to create simple visualisations to analyse and present your data. Certain functions available in One Analytics Desktop are not available in the server application.

This section provides instructions on how to create an attendance heat map, displaying the average unauthorised attendance by weekday for each month. For more information on producing visualisations and dashboards through the One Analytics Console, refer to the Tableau Server online guide: *https://onlinehelp.tableau.com/current/server/en-us/web_author.htm*

Unauthorised Absence Heat Map

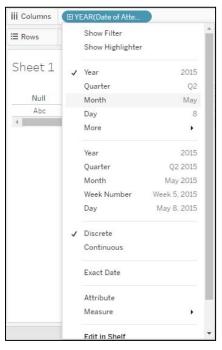
You can use heat maps to identify the days and months that have the highest levels of unauthorised absence.

Date of Attendance											
Weekday of	January	February	March	April	May	June	July	August	Septemb	October	November December
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Avg. % Absence (Unautho											
0.00%	2.3	B%									

To create a heat map:

- 1. Open a blank worksheet connected to the Attendance data source.
- 2. Drag the **Date of Attendance** dimension (**Dimensions | Attendance Dates (AD)**) to the **Columns** shelf.

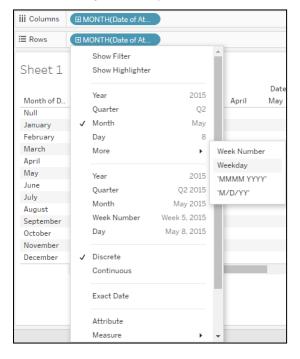
3. Right-click the **Date of Attendance** lozenge and select the first **Month** option, i.e. the one that does not have a year beside it.



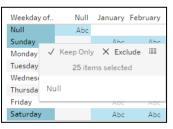
4. Hold the **Ctrl** key and drag the **MONTH(Date of Attendance)** lozenge from the **Columns** shelf to the **Rows** shelf to duplicate it.

iii Columns	
⊞ Rows	

5. Right-click the **MONTH(Date of Attendance)** lozenge you just added to the **Rows** shelf, and select **More | Weekday**.



6. Exclude non-schooldays by holding the **Ctrl** key and selecting **Null**, **Sunday** and **Saturday**, then selecting **Exclude**.



- 7. Drag the % Absence (Unauthorised) measure (Measures | Student Attendance Percentages) onto the Color field on the Marks card to create the heat map.
- 8. If required, change the summed percentage to an average by right-clicking the SUM(% Absence (Unauthorised)) lozenge and selecting Measure | Average.

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9. To change the colours, click the **Color** field on the **Marks** card and select a new colour scheme.

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