

# Progress Trackers — User Guide

These spreadsheets let you record how **each child is progressing** through the Key Stage Two Question Books and Homework Sheets. We've used a simple **traffic light system** for marking:

**Green** = Objective achieved

**Amber** = On the way to achieving the objective

**Red** = Struggling to reach the objective

You can see if any child is struggling or doing really well — you can then think about moving them up or down a differentiated group.

The colours make it **easy** to see how well your whole class is doing on certain topics (e.g. if it's mostly red then things probably aren't going too well).

## This is How the Spreadsheets Work

Save the spreadsheet on your computer before editing — use the download link.

**1** Enter your class name here.

**2** Enter the names of your pupils in these cells

**3** Click on the cells to mark as:  
**1 = Objective achieved**  
**2 = On the way to achieving the objective**  
**3 = Struggling to reach the objective**  
 (It'll automatically change colour)

These are the objectives for each page.  
 Key objectives are highlighted yellow.  
 The objective year is also shown.

Click the second tab to go to the Individual Tracker (it's great for parents evenings).

Look at the next page for information on the Individual Tracker

The spreadsheet shows a grid with columns for 'Class Name' and individual pupils, and rows for 'Strand', 'Topic', 'Sheet Number', 'Objective Year', and 'Objective'. The grid cells are color-coded (Green, Amber, Red) to indicate progress. A legend at the top right explains the color coding: Green for 'Objective Achieved', Amber for 'On the Way to Achieving the Objective', and Red for 'Struggling to Reach the Objective'. A 'Sheet Information' section at the top left shows 'Objective Achieved' in green, 'On the Way to Achieving the Objective' in amber, and 'Struggling to Reach the Objective' in red. The spreadsheet also includes a 'Class Name' field and a 'Click here to Go to Online Resource Finder' link.

## Progress Trackers — User Guide

The Individual Tracker creates a [summary sheet](#) for each child. It's a good way of creating a record of a child's progress throughout Key Stage Two Maths — handy for [parents evenings](#).

### Using the Individual Tracker is **Dead Easy**

**1** Click here to get a drop down list of all the children in your class.

**2** The child's name will appear here, with their progress marks below.

**3** You can print out the sheet and use it as a record of that child's progress.

Strand	Topic	Sheet Number	Jack Spratt
Using and Applying Mathematics	Explaining Problem Solving	1	3
		2	2
		3	0
		4	0
		5	0
		6	0
		7	0
		8	0
		9	0
		10	0
Using and Applying Mathematics	Number Patterns	1	0
		2	0
		3	0
		4	0
		5	0
		6	0
		7	0
		8	0
		9	0
		10	0
Using and Applying Mathematics	Planning Problem Solving	1	0
		2	0
		3	0
		4	0
		5	0
		6	0
		7	0
		8	0
		9	0
		10	0
Using and Applying Mathematics	Problem Solving	1	0
		2	0
		3	0
		4	0
		5	0
		6	0
		7	0
		8	0
		9	0
		10	0

**Note:** This sheet gets its data from the Class Tracker sheet — you have to fill in the Class Tracker [before](#) the Individual Tracker will work.

### Pass the Spreadsheet on to the **Next Teacher**

At the end of the year, you can hand the spreadsheet to the class's [next teacher](#). This means that [each class](#) can have a record of [all their work](#) throughout the [whole of Key Stage Two](#).

### **Get in Touch if you Get Stuck**

That's all there is to it, really. If you ever get really stuck, or just want to check something, email us at [customerservices@cgpbooks.co.uk](mailto:customerservices@cgpbooks.co.uk) and we'll help you out.