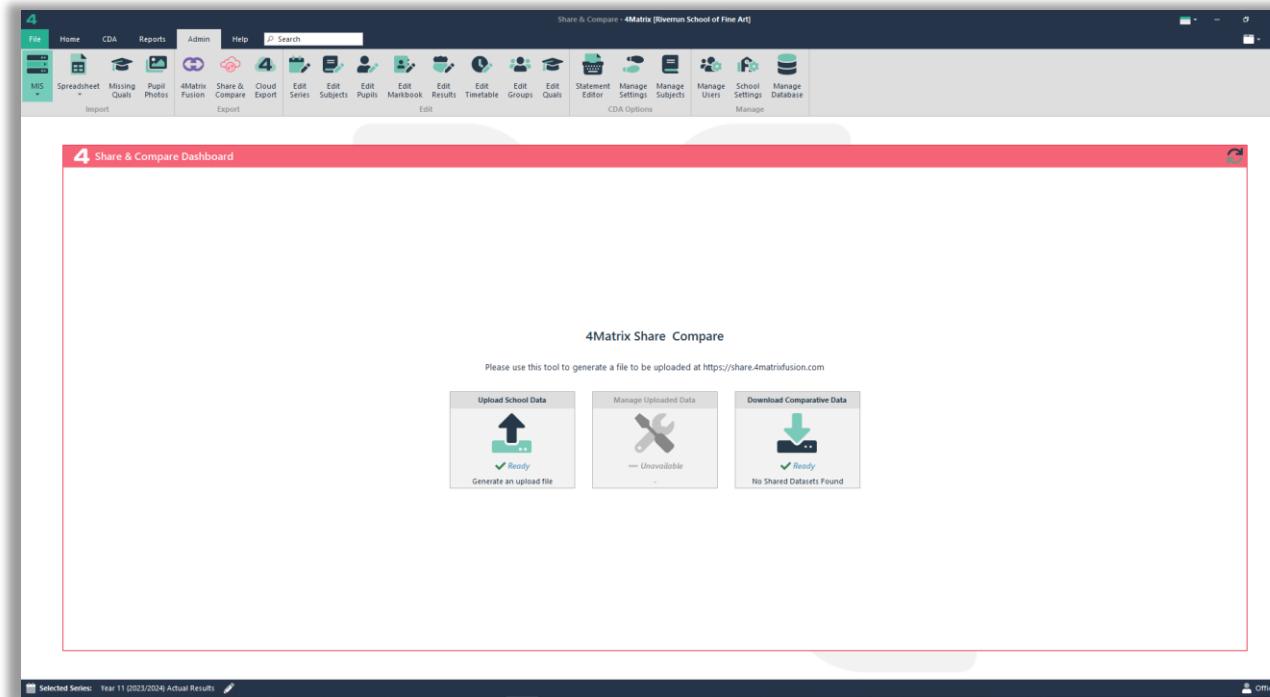


4Matrix Share & Compare 2024



**A guide to the 4Matrix Data Collaboration service:
Registering, uploading and applying S&C data.**

20/06/2024

<https://www.4Matrix.com/share>

2: Check Your 4Matrix Version Number



First go to **Help > About 4Matrix** and make sure the version is **3.9.9.0**.

Version 3.9.9.0 was issued on 20th June 2024.

If you're not using **3.9.9.0** please ask your IT Dept. for help if you need to update 4Matrix.

Visit <https://www.4matrix.com/downloads> to check the latest software version information.

The screenshot shows the 4Matrix software interface with a red callout pointing to the 'About 4Matrix' dialog box. The dialog box displays the following information:

- Licensed to: Riverrun School of Fine Art
- Licence type: Free
- Licenced renewal: 31/12/2024
- Account Number: 91002
- Version: 3.9.9.0

The background of the interface shows various dashboard sections:

- Selected Series**: Year 11 (2023/2024) Actual Results. Includes a bar chart for 5 Grades 9 to 5, 5 Grades 9 to 5 [EnMa], 5 Grades 9 to 4, and 5 Grades 9 to 4 [EnMa].
- English Baccalaureate**: Average Point Scores for EN and MA. Includes a bar chart with values 3.48, 2.93, 3.2, and 4.21.
- En & Ma Threshold**: A grid showing the percentage of pupils achieving different grades (e.g., 41% for Both Subjects, 9% for 5+, 5% for English Only).
- Progress 8**: Attainment 8 and Entries data.
- School Overview**: Includes a bar chart for 5 Grades 9 to 6, 5 Grades 9 to 5, 5 Grades 9 to 4, and 5 Grades 9 to 4 [EnMa].
- News Feed**: Updates for 3.9.9.0, 3.9.8.9, and 3.9.8.8.

3: Register for S&C and Login



Once you have confirmed you're using 3.9.9.0, go to **Admin > Share & Compare**.

A dialogue appears asking you to login.

If this is the **first time** you have accessed this tool **select the Register button**.

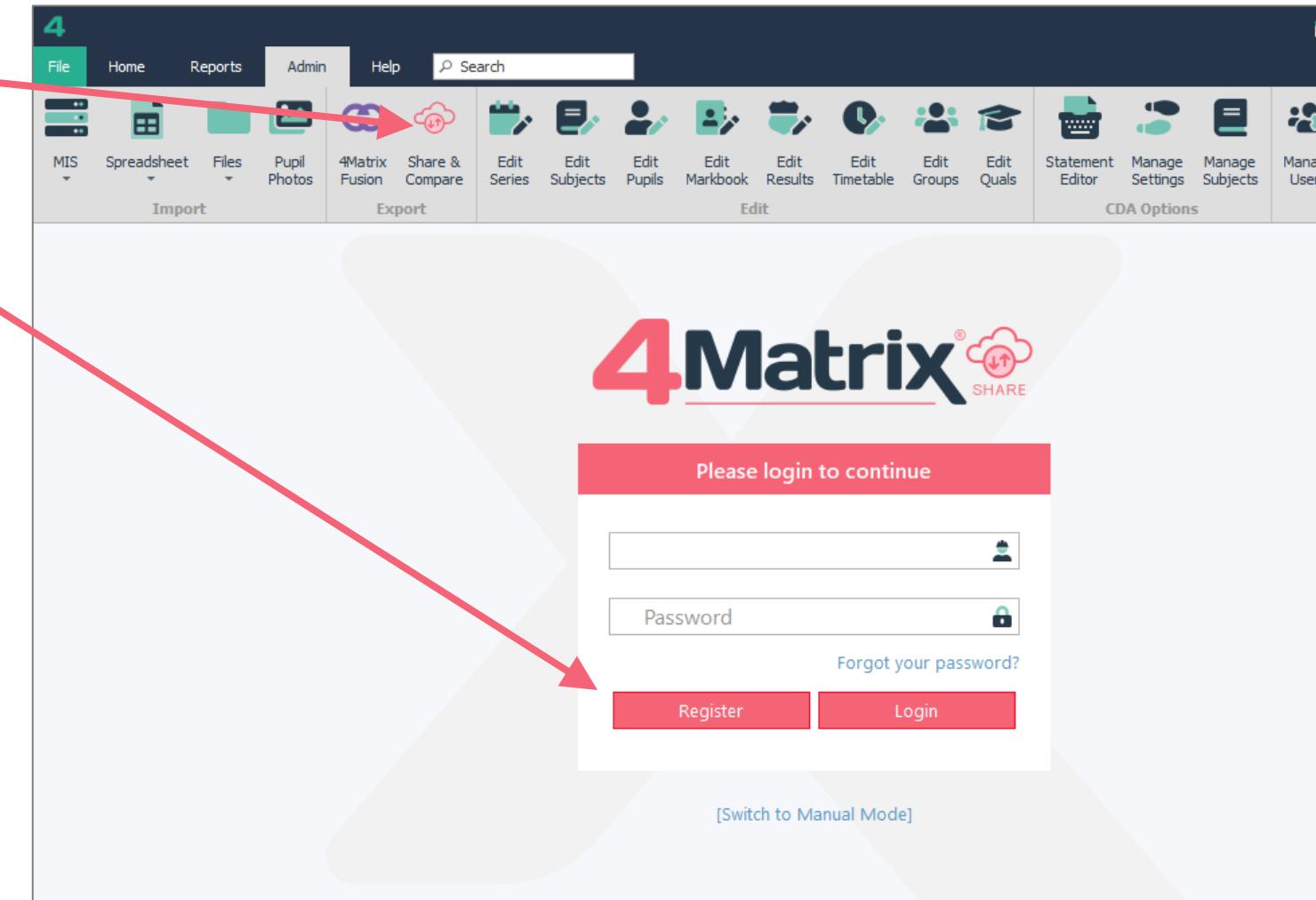
You will not need to re-register if you took part in S&C 2023

A web-page will open where you can create an account. Use your school email address and provide a unique username and password.

Once completed, you can use those same details to login to the S&C tool.

If you are unable to login, please contact us

*If you have misplaced your details, use the [Forgot Password](#) link. The register link is pre-populated with your 4Matrix school ID. A school can only have 1 registered user. Re-registering will delete the existing user, replacing it with the newly registered user.



4: The S&C Options



Once logged in, you will see this screen.

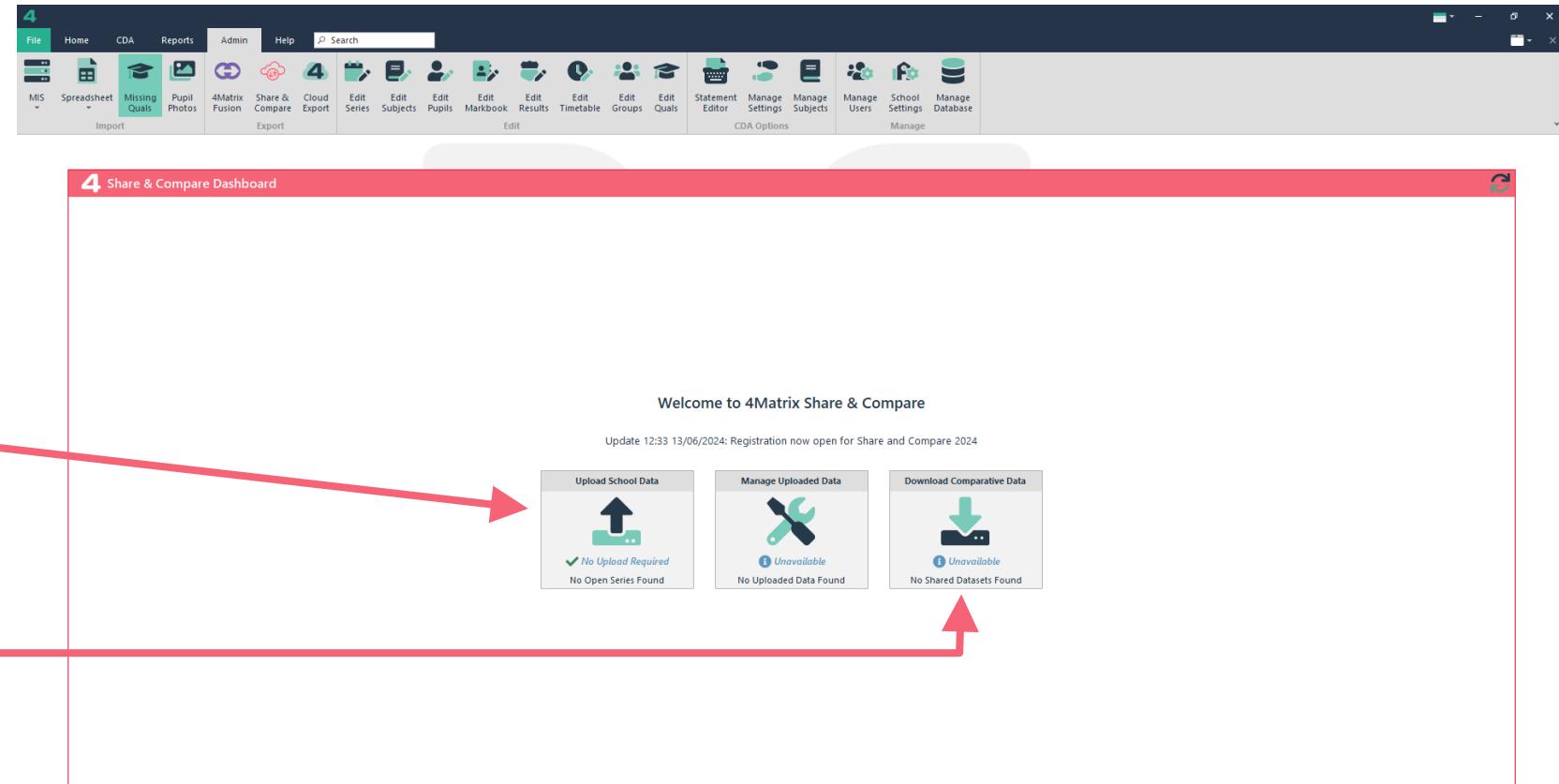
From here, you can upload your data after the embargo date, and download the latest S&C comparative data, once published.

To upload your data select the first icon with the up arrow (see next page for details).

To download the latest S&C comparative data, select the icon with the down arrow (see page 6).

You must upload a dataset before you can use this function

Each step is explained in greater detail in the following pages.



5: Upload Your School's Results



The upload feature will become available once the JCQ embargo is lifted at 9.30am on Thursday 22nd August 2024.

If you choose the **Upload Data** option, you will see this screen.

To upload your school's results to *S&C*:

1) Select the series containing your **2024 Actual Results** series in Step 2

2) Check/preview the data

Pupil names are shown for reference only and will not be included in the upload

3) Finally, click the **Upload Data** option and you will be taken back to the main *S&C* screen.

Share & Compare Upload

1 Open Data Series:
Select a series to upload your data to
2024 S&C

2 Matching School Series:
Select a series from your school to upload data from
Actual Results 2024

3 Preview Data to Upload
See the data you are going to upload

Upload ID	Forename	Surname	Gender	FSM	Pupil Premium	EM Threshold Entered	EM Threshold Both 5+	EM Threshold En 5+	EM Threshold Ma 5+	EM Threshold Both 4+	EM Threshold En 4+
12225	Lorrele	Adams	F	F	F						
12226	Leroy	Addoo	M	F	F	✓					
12227	Aaron	Armstrong	M	F	F	✓					
12228	Hannah	Arumainayaha	F	F	F	✓					
12229	Dayan	Asokan	M	F	F	✓					
12230	Aloma	Asota	M	F	F	✓					
12231	Marie	Augustin	F	F	F	✓					
12232	Richard	Augustus-Payn	M	F	F	✓					
12233	Louise	Aylwin	F	F	F	✓					
12234	Zara	Azad	F	F	F	✓					
12235	Rani	Bahri	F	F	F	✓					
12236	Aretha	Bailey	F	F	F	✓					
12237	Tommy	Balnys	M	F	F	✓					
12238	Charlene	Barnard	F	F	F	✓					
12239	Teresa	Barrett	F	F	F	✓					

PLEASE NOTE: Names are shown here for display purposes ONLY and WILL NOT be included in the data uploaded

Selected Series: Year 13 (2019/2020) Ian ks5 fusion

6: Download the Comparative S&C Data



If you choose the **Download Data** option, you will see this screen.

To download the latest S&C data set:

- 1) Click the **Cloud** icon.

This icon will become available when we have enough schools in the S&C data set

- 2) You should see the 'Local Copy' fields update with the data comparative data set information.

The screenshot shows the 4Matrix Share & Compare interface. The top navigation bar includes 'File', 'Home', 'CDA', 'Reports', 'Admin' (selected), 'Help', and a search bar. The 'Admin' menu has sub-options: 'Import' (with SIMS Extract, Bromcom Extract, CMIS, Spreadsheet, Files, Pupil Photos, Share & Compare, Edit Series, Edit Subjects, Edit Pupils, Edit Markbook, Edit Results, Edit Timetable, Edit Groups, Edit Quals, Statement Editor, Manage Settings, Manage Subjects, Manage Users, School Settings, and Manage Database), 'Edit' (with various edit icons), 'CDA Options', and 'Manage'. The main window is titled 'Share & Compare Download' and shows a table for 'Shared Datasets'. The table has two sections: 'Local Copy' and 'Available Version'. The 'Local Copy' section shows a single entry: '4Matrix 2024 Share & Compare' with 0 Schools, 0 Subjects, 0 Last Updated, and 0 Version. The 'Available Version' section shows the same data. At the bottom left, a dropdown says 'Selected Series: Year 11 (2018/2019) Actual Results'. The bottom right corner shows 'Office' and a gear icon.

7: Apply the S&C Data to a Series



To apply the S&C data to a series:

1) Go to **Admin > Edit Series** and select the **Calculations** tab.

2) Select the Series to change, and select the **P8 Measure** Dropdown.

3) Scroll to the bottom and select the **2024 S&C** option.

4) Go to **the window icon in the top right of the screen and select Close all windows** to force a refresh of all tools in 4Matrix. **Re-open the series you have applied the S&C data to.**

5) To check your series is using the S&C data, **go to the Progress 8 tool** and check the text across the bottom of the display – it should show '2024 4Matrix S&C'.

The screenshot shows the 'Edit Series' window for the '4Matrix [Riverrun School of Fine Art]' database. The 'Calculations' tab is selected. The main table displays 'Basic Details' for 'Year: 11' and 'Year: 13'. The 'P8 Measure' column for 'Year: 11' shows a dropdown menu with several options, including '2024 4Matrix [Share & Compare - Scaled Baselines]'. The bottom of the window shows the 'Selected Series' as 'Year 11 (2021/2022) Summer'.

Contact and Social Channels



020 3475 4463



info@4Matrix.com



help.4Matrix.com (tickets and KB)



www.4Matrix.com (live chat)



[@4MatrixData](https://www.facebook.com/@4MatrixData)



[@4Matrix](https://twitter.com/@4Matrix)



[@4MatrixData](https://www.youtube.com/@4MatrixData)

