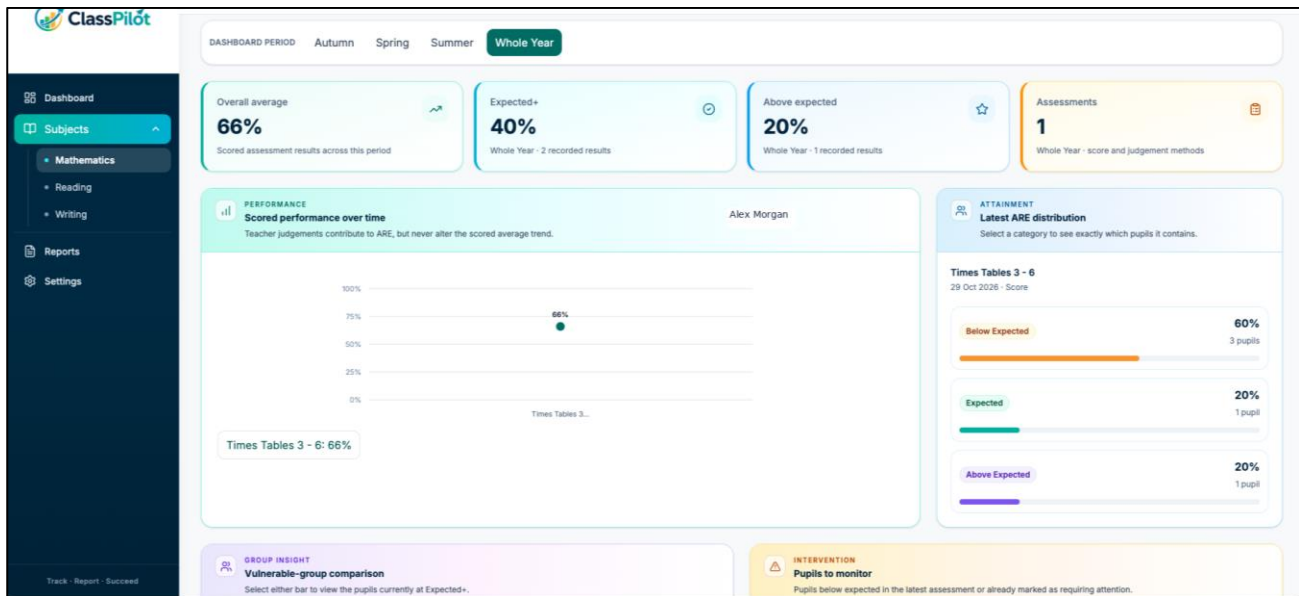


ClassPilot Individual

Teacher User Guide

A visual guide to setup, assessment, attainment and reporting



ClassPilot turns assessment evidence into a clear class and subject overview.

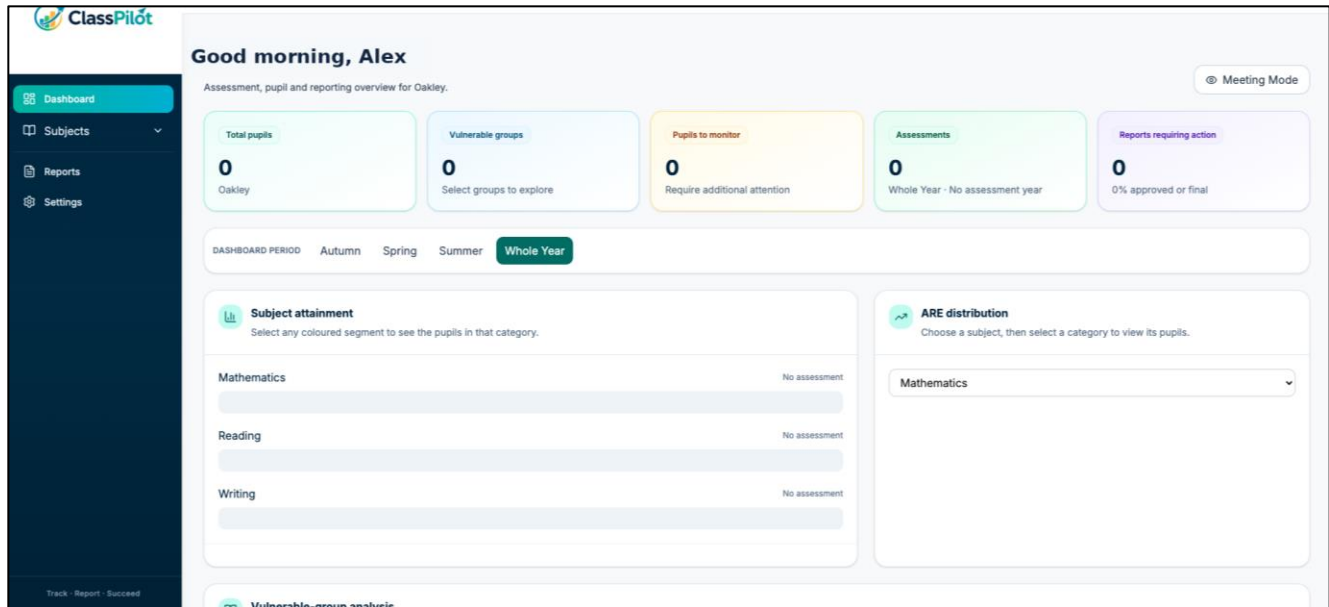
Start here If you are new to ClassPilot, follow Sections 1–4 in order. Once your workspace is configured, the everyday cycle is simple: create an assessment, enter evidence, review attainment and use that evidence when reporting.

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1. Your ClassPilot workspace

ClassPilot Individual gives you one personal teaching workspace for your classes, pupils, subjects, assessments and reports. The navigation stays deliberately short: Dashboard, Subjects, Reports, and Settings. In the header bar, the teacher-name menu in the top-right also gives you access to your account and subscription details. And the current class allows you to switch between different classes you teach.



The main ClassPilot Individual workspace. Your active class can be changed from the top bar.

Area	Use it for
Dashboard	Class overview, attainment and ARE patterns.
Subjects	Subject dashboards, assessments and result entry.
Reports	Create, edit, finalise and export pupil reports.
Settings	Classes, pupils, subjects, frameworks, reporting and AI preferences.

2. First-time setup

Your first sign-in opens a six-step setup journey. Work through it once; the same choices can be adjusted later from Settings without removing your assessment history.

Step 1 confirms the academic year and calendar. The left panel shows the full six-step journey.

- 1 Confirm the teaching year and calendar dates.
- 2 Select the year groups you teach. Mixed-year teaching is supported.
- 3 Choose your subjects.
- 4 Create your first class.
- 5 Add pupils now, or return to them later.
- 6 Choose the assessment framework that will interpret your evidence.

2.1 Choose your subjects

Keep the ClassPilot presets you teach, switch off the others, or add your own subject.

Tip The label beneath each subject shows its default assessment method. You can change subject settings later.

2.2 Create your first class

CLASSPILOT INDIVIDUAL

Set up your teaching workspace

Choose the teaching setup you need. You can change these settings later without losing your assessment history.

✓ Teaching year

✓ Year groups

✓ Subjects

First class

Pupils

Assessment

STEP 4 OF 6

First class

Create your first class

You can add more classes later from Settings.

+ Add class

Oakley

Year 2

< Back

Continue >

Create at least one class. More classes can be added later from Settings → Classes.

3. Classes, pupils and subjects

After setup, Settings is where you maintain your teaching workspace. Changes here feed the rest of ClassPilot, so keep class membership and active subjects accurate.

3.1 Classes

TEACHING SETUP

Classes

Create classes, assign teachers and organise pupils by year group.

CLASS MANAGEMENT
School classes
1 active class configured

Active 1 Archived 0 All 1

CLASS	YEAR GROUP	TEACHERS	PUPILS	STATUS	
Oakley	Year 2	Alex Morgan Individual Teacher	0	Active	...

Showing 1 class.

Settings → Classes shows active and archived classes and the Add class control.

- 1 Select Add class.
- 2 Enter the class name and year group/stage.
- 3 Save the class, then add or assign pupils.

3.2 Pupils

TEACHING SETUP

Pupils

Import, add and manage active and archived pupil records across the school.

PUPIL MANAGEMENT
Active pupils
5 active pupils

Active (5) Archived (0) All year groups

☐	PUPIL	UPN	YEAR GROUP	CLASS	GROUPS	STATUS	ACTIONS
☐	Ben Davies Male	—	Year 2	Oakley	None	On track	...
☐	Gail Harrison Female	—	Year 2	Oakley	SEN	On track	...
☐	Michelle Lacey Female	—	Year 2	Oakley	None	On track	...
☐	Harrison Lomas Male	—	Year 2	Oakley	EAL	On track	...
☐	Abigail Wilson Female	—	Year 2	Oakley	None	On track	...

Next academic year and pupil rollover
Map every current class, review every pupil, then switch academic years in one transaction.

Next academic year: 2027-2028 Start date: 01/09/2027 End date: 31/08/2028

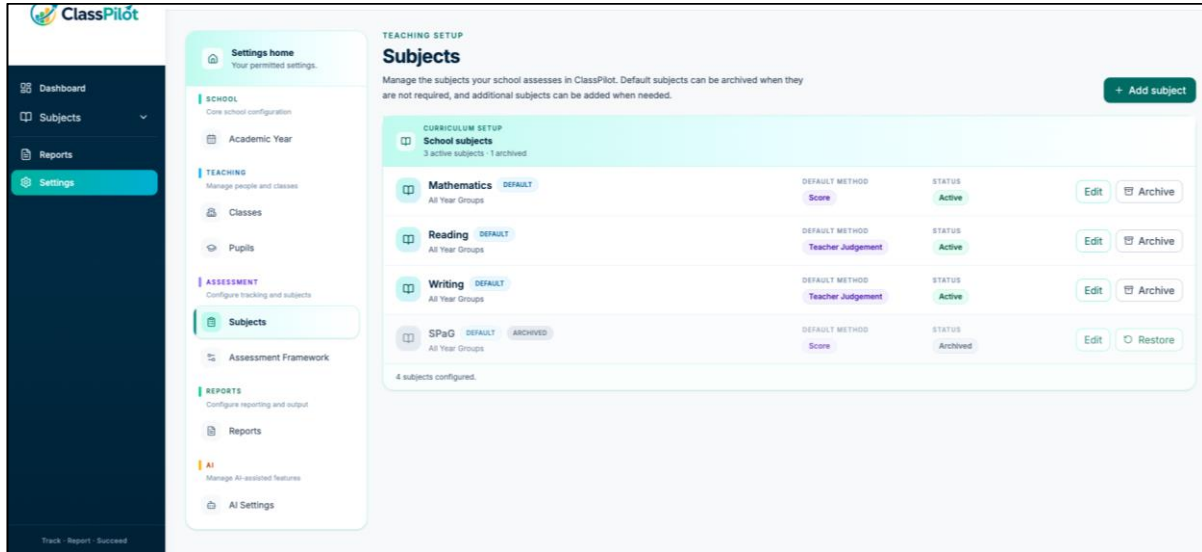
Class destinations

Settings → Pupils shows the active class list, groups and status information.

Use Add pupil for an individual record. Where a bulk-import option is available, it can speed up larger class lists. Archive historical records rather than overwriting old assessment evidence. Only add identifiable pupil information where your school or employer authorises you to do so.

3.3 Subjects

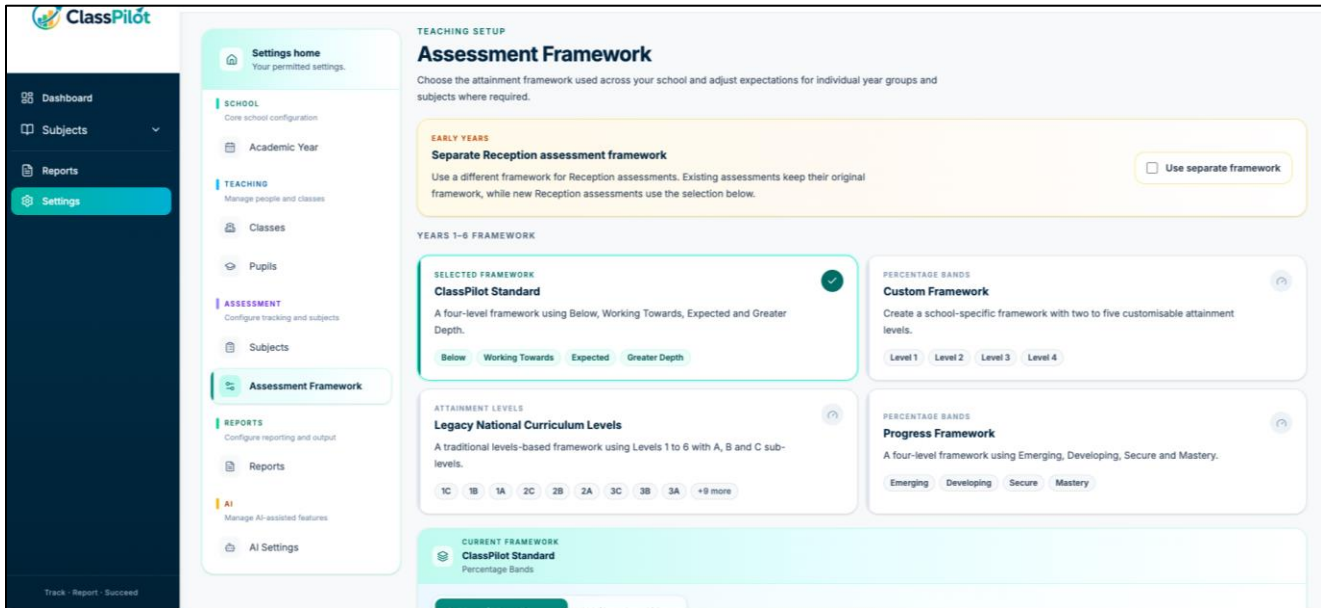
Only active subjects appear in the normal teaching workflow. Each subject can also carry a default assessment method, helping new assessments start with the right input type.



Settings → Subjects lets you add, edit, archive or restore curriculum areas.

4. Set up the assessment framework

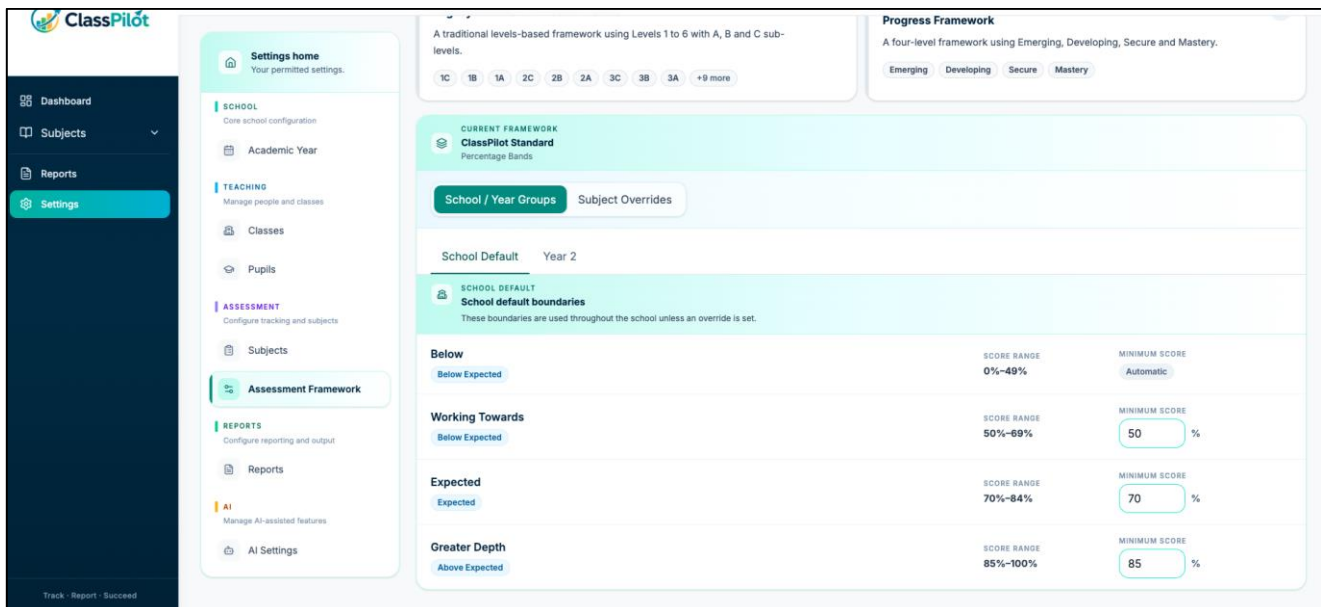
The framework is the rule set ClassPilot uses to translate assessment evidence into attainment. Configure this before relying on dashboard or ARE information.



Choose the framework used for Years 1–6. Reception can use a separate framework if required.

What ARE means here You enter the evidence. ClassPilot then applies the framework, year-group expectation and any subject override to show the pupil's current position against age-related expectations.

4.1 Boundaries and year-group expectations



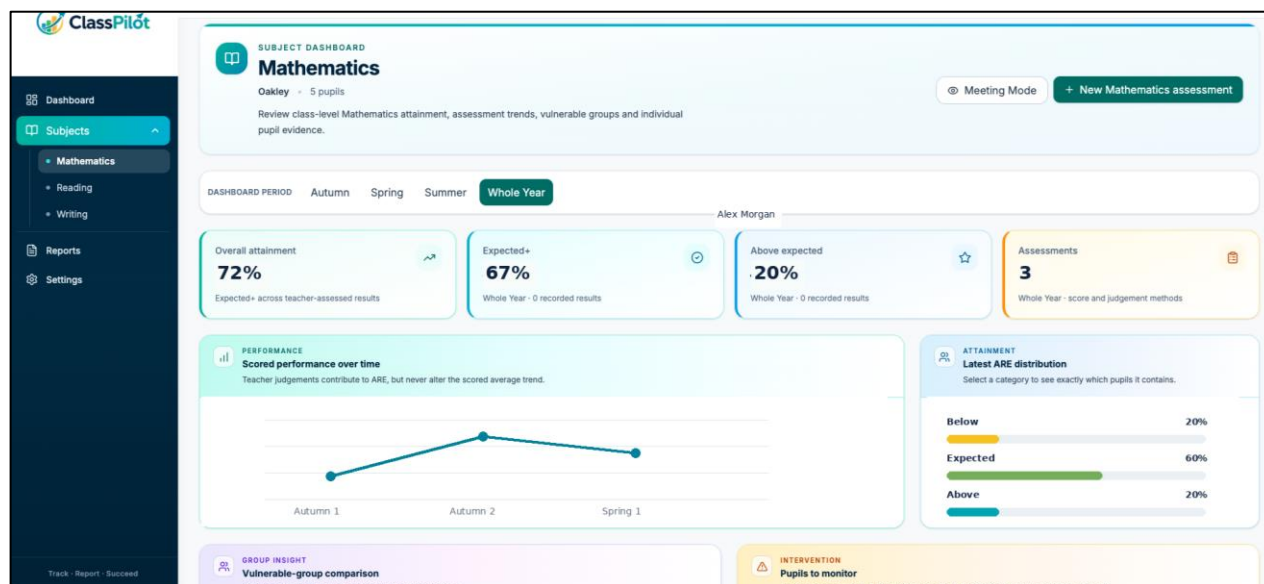
Example percentage bands. Minimum scores define the start of each attainment level.

For a percentage-band framework, keep thresholds in ascending order. Year-group settings identify what counts as the expected standard for that stage. Subject Overrides can be used where one subject genuinely needs different thresholds.

- Start with the main framework and keep exceptions limited.
- Use year-group expectations so the same raw result is interpreted in the correct stage context.
- Existing assessments keep the framework context they were created with, protecting historical evidence.

5. Create an assessment

Open Subjects and choose the subject you want to assess. The subject dashboard brings together performance, attainment and intervention information for the active class.



Example Mathematics dashboard with illustrative assessment trend and ARE information.

Illustrative graphic The trend and distribution shown above have been added to this guide to demonstrate how a populated subject dashboard is read; your live dashboard is generated from your own saved assessments.

5.1 New assessment

ASSESSMENT
 Assessment details

Classes *

☒ Oakley - Year 2 5 pupils

The active class is selected automatically. Add any other authorised classes to create the same assessment for each one.

Assessment name *

Times Tables 3 - 6

Details Optional

Testing times tables knowledge on 3 - 6 times

Assessment period Date *

Autumn 1 29/10/2026

SCORES
 Assessment method

Method

Numerical score

Maximum score *

20

ASSESSMENT FRAMEWORK
 ClassPilot Standard

The New Assessment dialog captures the class, name, period, date, method and scoring information.

- 1 Confirm the class or classes.
- 2 Give the assessment a clear name.
- 3 Add optional context if it will help you recognise the assessment later.
- 4 Choose the assessment period and date.
- 5 Choose the method. For a numerical score, enter the maximum score.
- 6 Create the assessment.

6. Enter results and understand attainment

Open the assessment and work down the class list. ClassPilot calculates the percentage and attainment category from the evidence and framework.

RESULTS
Whole-class entry
Enter scores out of 20.

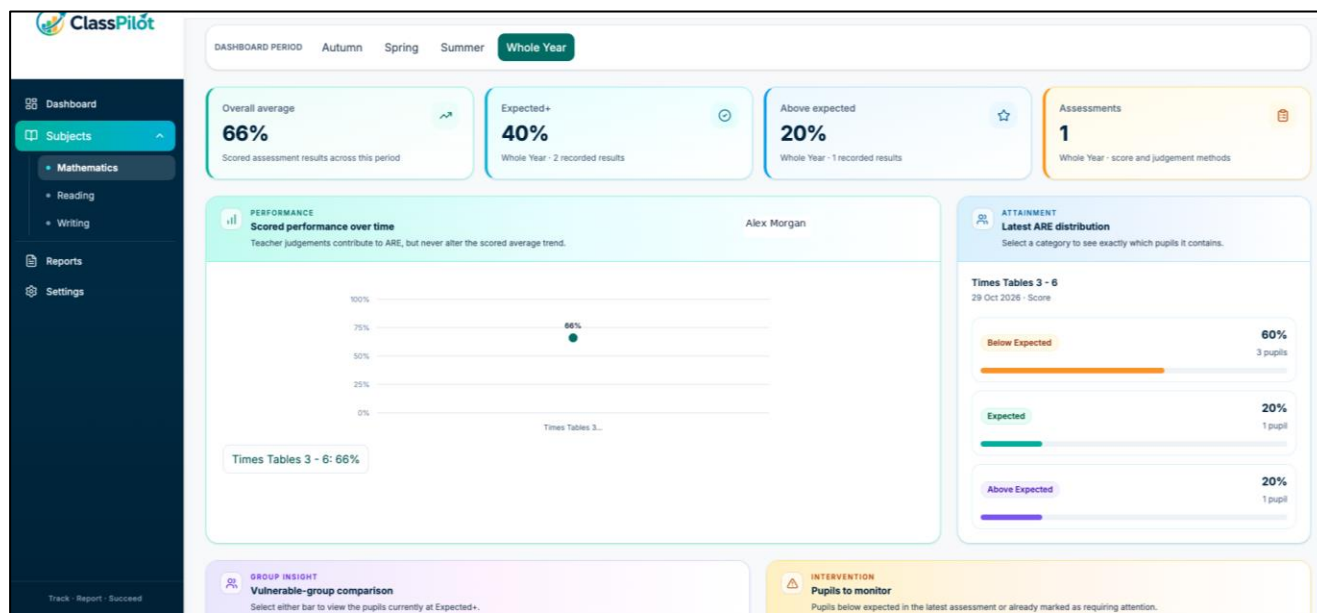
PUPIL	RESULT	PERCENTAGE	ATTAINMENT
Ben Davies	15 / 20 ☐ Absent + Add comment	75%	Expected
Gail Harrison	11 / 20 ☐ Absent Comment added	55%	Working Towards
Additional comment Optional note for this pupil's assessment result. Struggles with the 6 times tables but generally secure with the others.			
Michelle Lacey	18 / 20 ☐ Absent + Add comment	90%	Greater Depth
Harrison Lomas	/ 20 ☐ Absent + Add comment	—	Not entered
Abigail Wilson	/ 20 ☐ Absent + Add comment	—	Not entered

Whole-class entry: enter the result, add an optional pupil comment and review the calculated attainment.

Example A score of 15/20 becomes 75%. With the illustrated framework, that falls in Expected. An 18/20 result becomes 90% and falls in Greater Depth.

Optional assessment comments can capture useful context that a raw mark does not show. Keep comments concise and relevant. Save your results before leaving the assessment workspace.

6.1 Read the subject dashboard



After results are saved, the subject dashboard shows average performance and the latest ARE distribution. If you teach more than one class, use the Current Class drop-down at the top of ClassPilot to switch between classes and view the relevant subject information for each one.

Use the period selector to compare Autumn, Spring, Summer or the whole year. The scored-performance chart shows numerical trends; teacher judgements can contribute to ARE without altering the scored average trend. Meeting Mode provides a cleaner view for discussing class and subject information in meetings, helping you focus on the data you need to share.

7. Reports and AI-assisted writing

Reports reuse the assessment information already in ClassPilot, reducing the need to recreate pupil context at reporting time.

PUPIL	REVIEWER	CREATED BY	STATUS	UPDATED	ACTIONS
☐ Abigail Wilson	Combined report	Unassigned	Draft	6 Oct 2026	Open
☐ Harrison Lomas	Combined report	Unassigned	Draft	6 Oct 2026	Open
☐ Ben Davies	Combined report	Unassigned	Draft	6 Oct 2026	Open
☐ Michelle Lacey	Combined report	Unassigned	Draft	6 Oct 2026	Open
☐ Gail Harrison	Combined report	Unassigned	Draft	6 Oct 2026	Open

Reports shows class progress by reporting period and the status of each pupil report.

- 1 Generate the reports for the required reporting period.
- 2 Open a pupil report.
- 3 Work through each subject and report section.
- 4 Use assessment evidence and your own professional knowledge to write or refine the content.
- 5 Finalise only when you are satisfied that the report is accurate.

7.1 AI-assisted drafting

Optional relevant teaching context (do not include unnecessary sensitive information)

Recommended: 40-60 words

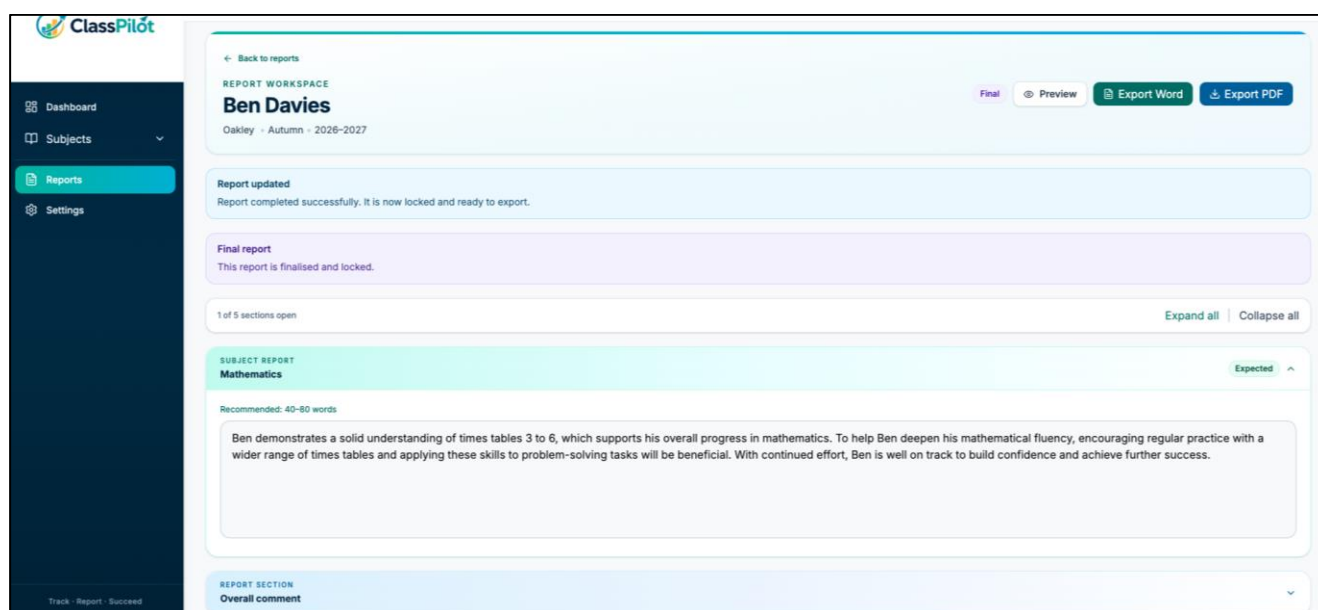
Abigail shows a positive attitude towards mathematics and is beginning to develop her understanding of times tables. To support her confidence and fluency, focusing on regular practice with the 3 to 6 times tables at home could be beneficial. Encouraging her to use practical games or visual aids may also help deepen her number sense and enjoyment of math.

A pupil report section with the Create AI draft control and editable report text.

You can add relevant teaching context and ask ClassPilot to create a draft. Always review and edit the result before saving. The AI is a writing aid; it does not replace teacher judgement.

Keep sensitive information purposeful Do not add unnecessary sensitive information to AI context. Only include information that is relevant, authorised and genuinely needed for the report.

7.2 Finalise and export

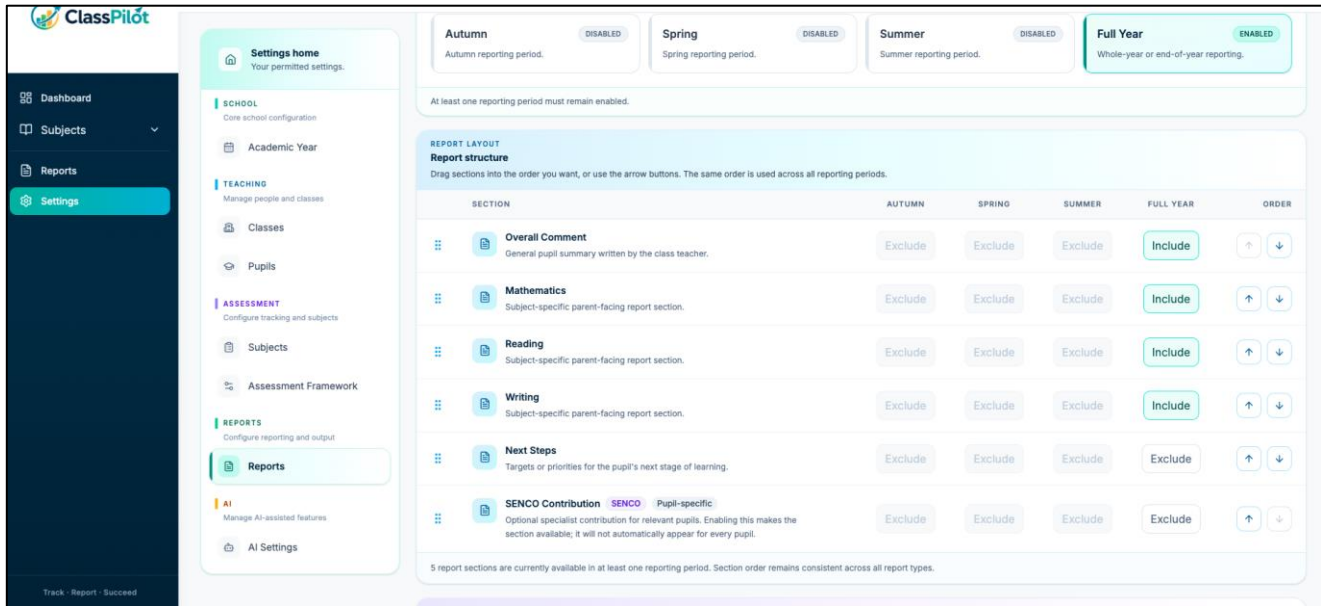


A finalised report is locked and ready to preview or export.

Use Preview for a final check. Individual accounts can export report content for use with the systems required by your school. Check names, pronouns, attainment statements and wording before sharing or transferring the report.

8. Report settings and other settings

Settings lets you adapt the workspace to the way you teach. Individual accounts use the same ClassPilot platform as School accounts, but only the capabilities relevant to your workspace are available.



Report settings: choose reporting periods, include or exclude sections and change their order.

Setting	Purpose
Academic Year	Current teaching year and dates.
Classes	Create and manage teaching groups.
Pupils	Add, edit, archive and organise pupil records.
Subjects	Active curriculum areas and default assessment methods.
Assessment Framework	Attainment rules, expectations and overrides.
Reports	Reporting periods, sections and report structure.
AI Settings	Controls for AI-assisted features.

9. Good practice and troubleshooting

- Keep your sign-in secure and do not share your account.
- Follow your school or employer's data-protection, safeguarding and acceptable-use policies.
- Only store identifiable pupil information where you are authorised to do so.
- Review AI-generated writing before it becomes part of a pupil report.
- Prefer archiving to deleting where you need to retain historical assessment context.

If you see...	Check...
No class available	Create an active class in Settings → Classes.
No pupils in an assessment	Pupils are active and assigned to the assessment class.
A subject is missing	The subject is active in Settings → Subjects.
Unexpected attainment	Assessment method, maximum score, framework, year-group expectation and subject overrides.
No dashboard data	Results have been saved for the correct class, subject and period.
Report wording needs work	Edit it directly; AI-generated wording is always a draft.

10. Quick-start workflow

- 1 Complete the six setup steps.
- 2 Check the class and pupil list.
- 3 Confirm the assessment framework.
- 4 Create one sample assessment.
- 5 Enter a few results and check the resulting attainment.
- 6 Review the subject dashboard.
- 7 Generate a pupil report and try the report-writing workflow.
- 8 Once the setup behaves as expected, use ClassPilot as your regular assessment and reporting workspace.

The ClassPilot cycle Configure → Assess → Review → Report. Assessment evidence is entered once and then reused across attainment, dashboards and reporting.

Track • Report • Succeed