

## Module 2

# Gap Analysis



# Module 2 - Gap analysis

Within this training module, you will familiarise yourself with:

2.0 What is a Gap Analysis?

2.1 Creating a new Gap Analysis Report - video

2.2 Backfill prompt- video

2.3 Marking/removing marking- video

2.4 Adding evidence- video

2.5 Retrieve and update a Gap Analysis- video

2.6 Key symbols and colours used in the gap analysis

## 2.0 What is a Gap Analysis Report?

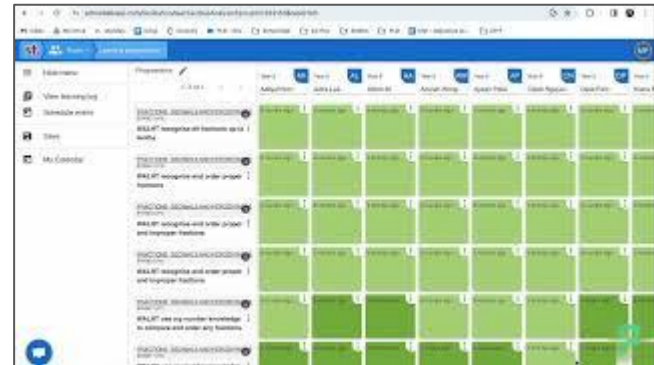
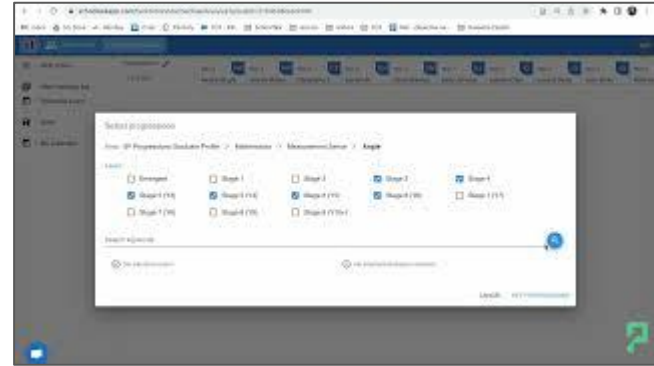
A gap analysis is used to delve deeper into where your learners are currently sitting.

Through a gap analysis, you are able to clearly see what learners have achieved, what their next steps are, where there are gaps, where learners might be ready for extension, and to identify opportunities for personalised and differentiated learning.

A gap analysis can be created with any progressions, at the global or granular level, with any group of students. This allows you to more confidently and accurately plan to ensure the best outcomes for all of your learners.

# 2.1 Create a new Gap Analysis Report

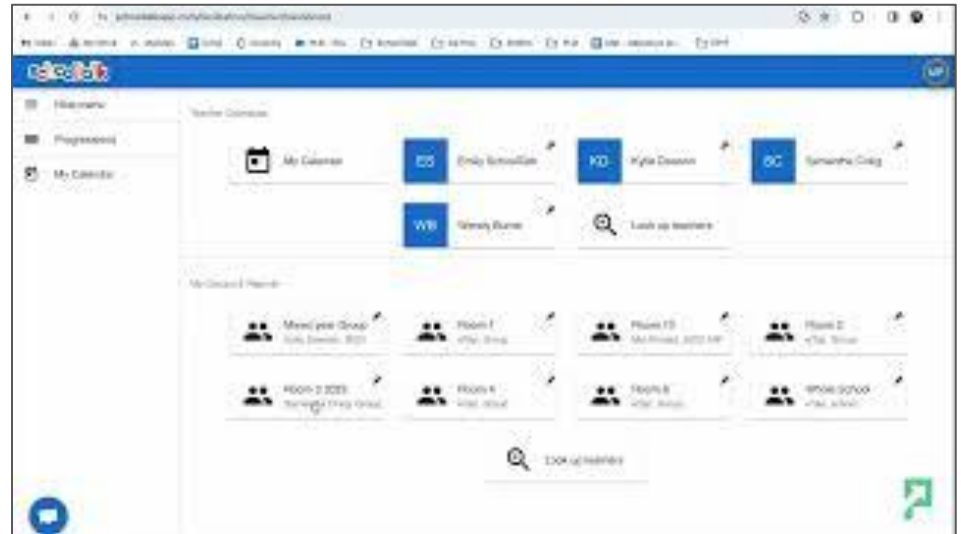
These videos will demonstrate the creation of a gap analysis when there is no prior marking completed (top right), and a gap analysis when marking has occurred prior (bottom right).



## 2.2 What is the backfill prompt?

The backfill prompt will appear when you mark a progression for a learner at a level where no previous levels have been marked, or where there are gaps in the lower levels. It is designed so that you do not have to mark off previous years of learning individually.

This video will explain how it works.

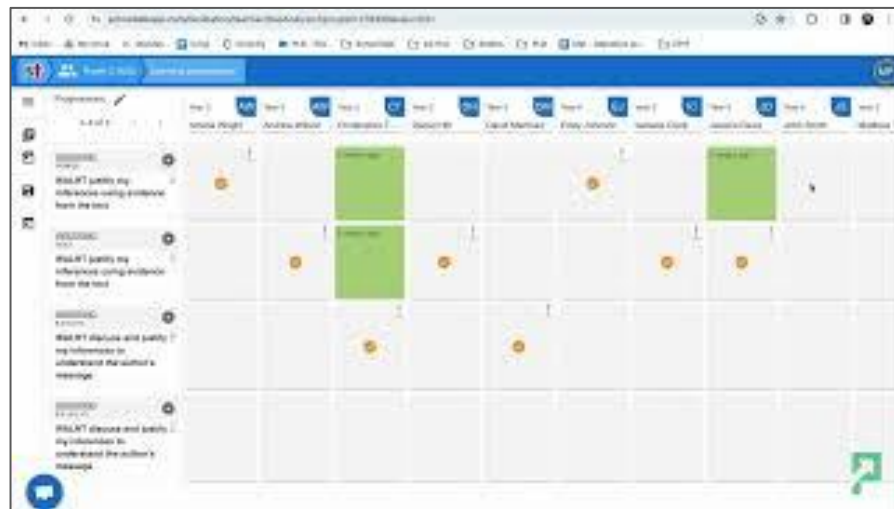


## 2.3 Marking and removing achievement data from a Gap Analysis

You can easily mark learner achievement for individuals or groups of learners in a Gap Analysis.

Sometimes you may incorrectly mark a student as having achieved an outcome. In all of the places you can mark progress, you can also remove it.

This video will explain how marking works in gap analysis.

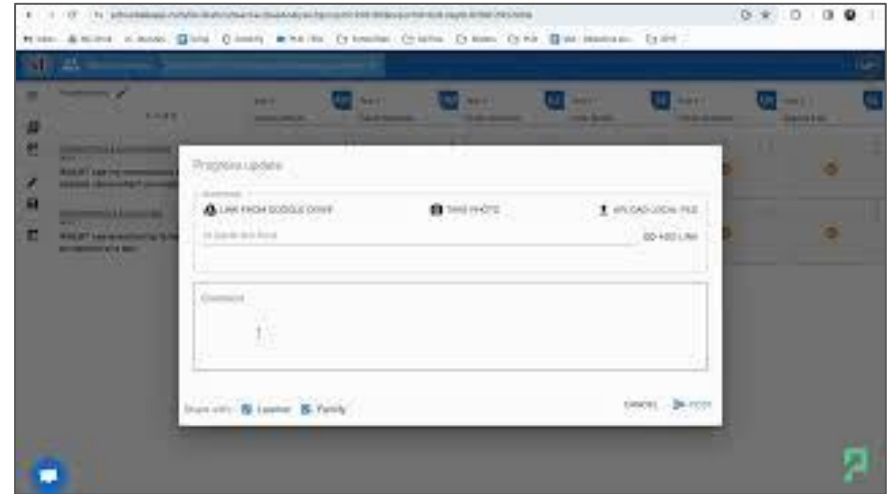


## 2.4 Adding Evidence to a Gap Analysis

Sometimes you might want to add evidence for an individual or group of learners, to support your marking. This can take different forms. For example:

- A comment explaining an observation
- A comment referring to the place the learners work can be found.
- A photo of learner work
- A link to a google drive doc
- An uploaded file

This video will explain the different options



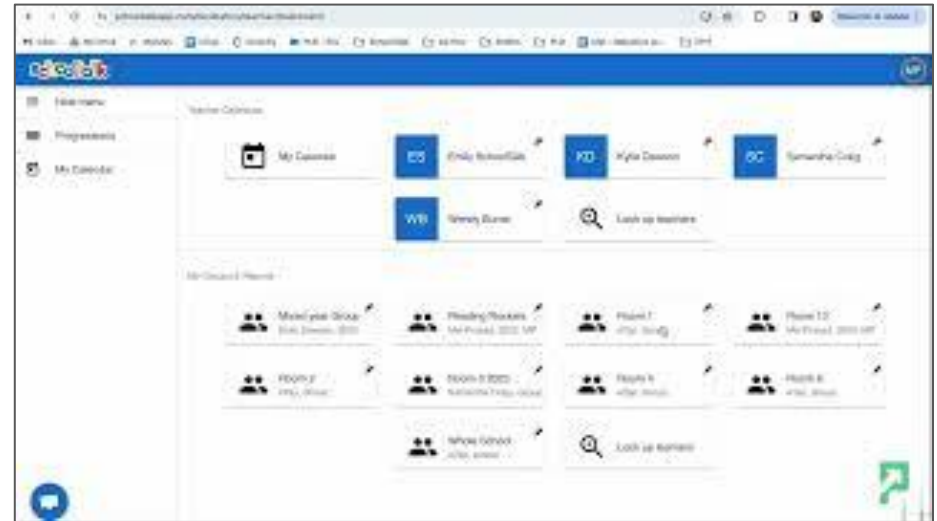
## 2.5 Retrieve and update an existing Gap Analysis Report

You are able to retrieve a saved report in order to add and analyse data over time. This can be created by you or anyone else. This is particularly useful when multiple classes are working on the same area of learning.

You can also:

- Rename a Gap Analysis
- Edit existing progressions

This video will guide you through these steps





## 2.6 Key Symbols and colours in the Gap Analysis



1. Student self assessment has been uploaded and requires checking



2. Goal has been set for this progression



3. Pieces of evidence attached to this progression (teacher and learner)

LEVEL 3B3P

last month

4. This progression was backfilled from a higher level

LEVEL 3P3A

last month

5. This progression has been marked off as achieved