Early Learning and Childcare Data Transformation Project

Child Data Trial – June 2018

November 2018

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1. Introduction

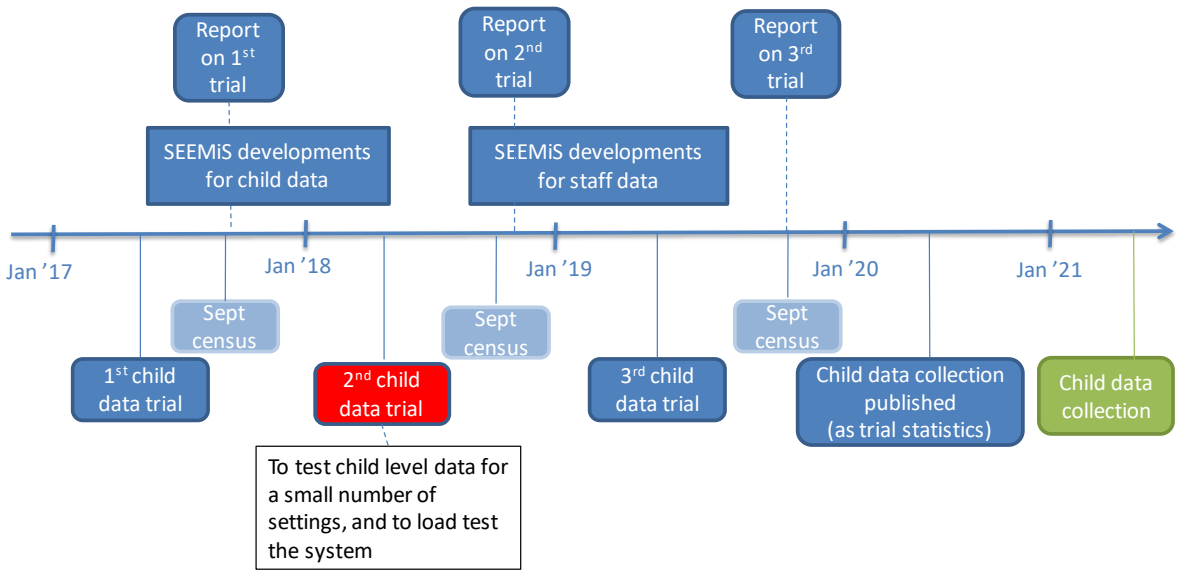
The Scottish Government (SG) Early Learning and Childcare (ELC) census is an important mechanism for gathering information from services that deliver the funded ELC entitlement. This data is vital for the design, planning, implementation and monitoring of both local and national ELC policy and services, especially with the expansion of ELC to 1,140 funded hours per child per year by 2020.

It has been recognised that the current ELC census is not sufficient to provide the information necessary to manage this growing sector and is burdensome for data providers to complete, with limited benefit to them. The ELC Data Transformation Project (ELC DTP) has been developed to respond to these concerns, and is based on the recommendations[1] set out in response to the findings of the ELC data consultation.

The ELC DTP aims to improve the information gathered and expand the analysis that will be possible. It will make better use of information already held by local authorities and ELC settings, reducing the burden of future ELC data collections. Developments will be made incrementally up to May 2021 (allowing data to be captured on the first cohort of children following the expansion in funded ELC), and will be informed by a series of trials as shown in the diagram below.

The second data collection trial was carried out in June 2018 to test the process of collecting individual level child data from local authorities, building on the first trial in April/May 2017 which collected aggregate level data from local authorities. This paper reports on the process used, the issues identified through the trial, and how the results of this trial will be used to inform the next part of the data project.

Diagram 1: Extract of timeline for ELC Data Transformation Project



See Annex A for a more detailed version of the timeline for the project.

[1] The report, 'Recommendations for Early Learning and Childcare Data: Implications for the Early Learning and Childcare Census' and the findings of the consultation are available on the SG website: http://www.gov.scot/Topics/Statistics/Browse/Children/scotstat/ELCConsult2015

2. Outline of the Trial

The main aims of the trial were to:

- Assess the feasibility of collecting individual level child data from local authorities in terms of the scope and quality required for the census (reviewed in section 3);
- user test the SEEMiS systems in place and the developments recently made to this system to support the ELC census process (reviewed in section 4.1);
- user test the new ProcXed collection process set up for the new ELC census to extract and validate the data (reviewed in section 4.2);
- test an alternative route to submit the required data for the census for those who do not use SEEMiS (reviewed in section 4.3).

The trial was conducted in June 2018 with data being submitted by local authorities at the start of July. Local authorities, SEEMiS, and the Scottish Government all worked together throughout the trial. The trial was also an opportunity to introduce local authorities to the requirements for future ELC census collections.

2.1 Data requested

Every local authority in Scotland was asked to submit two different datasets:

- **complete data for two settings** providing funded ELC, preferably one local authority setting and one partner provider setting
- a **bulk upload of all data** held on children accessing funded ELC, regardless of the completeness of the data

The **complete data** was requested for two reasons: to allow the SEEMiS and ProcXed process and validation to be checked; and to provide individual level data for analysis of similar scope to the data that we will receive in the future, and assess the quality of this data.

The **bulk upload** was used to test whether the systems can cope with the volume of data that will be processed for the census in the future. However, given that this was testing volume rather than quality, in order to reduce the burden on local authorities, this data did not have to be complete if they did not hold it.

The data items requested for both datasets matched the data that will be collected by the Scottish Government in the future on all children accessing funded ELC (see Annex B), such as characteristic information (e.g. gender and ethnic background), and information on the pattern of funded provision for which the child is enrolled. The only data item that was not collected in this trial was Scottish Candidate Number (SCN) as children are not currently assigned this identifier in ELC.

2.2 Timing

The data was collected in June, with a reference week[2] in May. The reference week for all local authorities except Moray was to be week commencing (w/c) 14th May, with Moray using a reference week of w/c 21st May as they had a public holiday on the previous week.

[2] The reference week is the time period set by the Scottish Government that the data is to relate to.

The data could not be collected until June due to the timings of the developments to the SEEMiS system to enable the required data to be extracted. (In the future, the data will be extracted at the time of the reference week in May.)

2.3 Collection method

The method of collection used by each local authority for the trial was dependent on the data management system they use to record funded ELC. Although the majority of local authorities use the SEEMiS Nursery Application Management System (NAMS)[3] to record funded ELC provision, not all areas use this system and some local authorities only record some provision within NAMS. Therefore, a process that allowed data to be extracted from multiple sources was required.

In some cases, local authorities use SEEMiS Click+Go to record some information on children registered for funded ELC and use another system to hold the remainder of the information required to manage the sector. For example, many maintain a record for the child on Click+Go but capture information on the provision that they are enrolled for in another system.

SEEMiS made changes to NAMS to allow the data required to be recorded, and a few changes to Click+Go to help facilitate the extraction of any data required for the census that is held on this system. SEEMiS also created an application called the EL&C Census Application to enable the data required for the census and held within NAMS or Click+Go to be compiled and extracted.

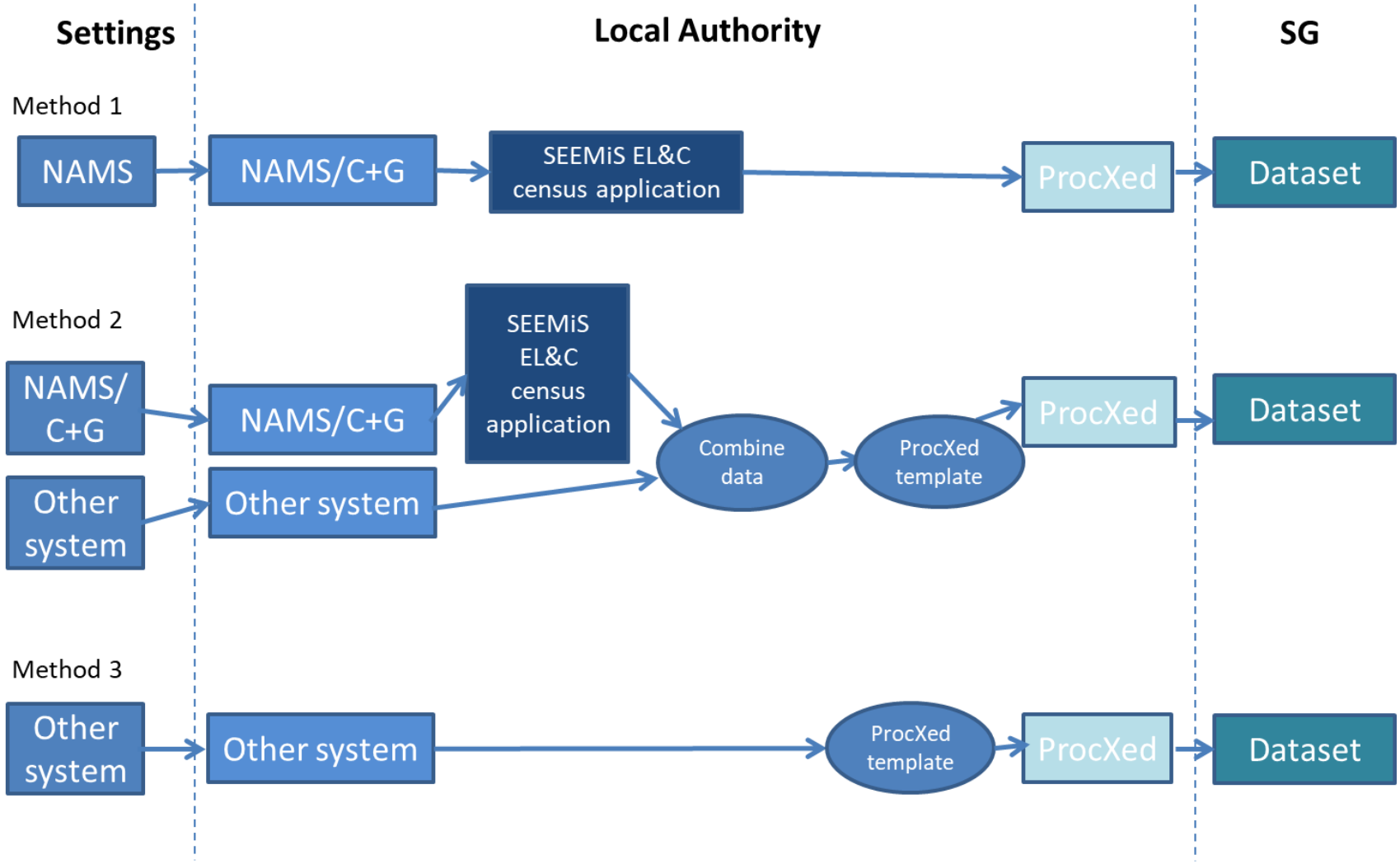
Diagram 2 shows the range of different methods of data collection and transfer that were available to local authorities for the trial:

- Method 1 for those that hold all the data required for the trial within NAMS;
- Method 2 for those who hold some data in SEEMiS applications (NAMS or Click+Go) and some data in other systems;
- Method 3 for local authorities who do not hold any of the data required in SEEMiS.

Regardless of how the data was held within the local authority, the data was submitted to the Scottish Government using the ProcXed system. The type of file that was uploaded to the ProcXed system was dependent on the method used. For Method 1 the data was uploaded to ProcXed as an XML file, compared with Methods 2 and 3 where a template was used to combine data from various sources which was then uploaded to ProcXed.

[3] NAMS is a SEEMiS application for managing the allocation of ELC places and recording ELC provision.

Diagram 2 – Methods of data collection and transfer for the trial



C+G refers to SEEMiS Click+Go system. SG refers to the Scottish Government.

3. Review of Scope and Quality of Data for Establishing an Individual Level Collection

The data requested was received from almost all local authorities in Scotland – 31 local authorities submitted data for at least one ELC setting and 29 local authorities also summited the bulk upload requested. A few local authorities had complications with returning the data requested due to resource constraints and technical problems with the data management systems. The deadline for the trial could not be extended beyond mid-July due to the timing of the SEEMiS turnaround[4] process. This process was starting a few days after the trial deadline and could not be delayed.

3.1. Providing individual level data

This section focuses on the data returned from local authorities more generally. Section 4 discusses in detail the process for providing the data through the different systems.

3.1.1 Availability of data

The majority of the data returned for **the two selected settings** within each local authority was complete and was of reasonable quality for statistical analysis. Some information was missing, but sometimes this was due to formatting issues not allowing the data to be uploaded rather than the local authority not supplying data. This was particularly true for information on pattern of provision.

There were a lot of missing data items in **the bulk upload data**, as to be expected, since local authorities were not required to submit all data for the trial if it was not readily available. This highlighted that currently all the information requested is not being collected by local authorities or not being held in a format which is easy to extract and submit as part of the census return.

Comparing the number of settings included in the bulk upload with the number in the 2017 ELC census there were some big differences, with sometimes more and sometimes fewer settings being included in the trial. We would expect the number of settings to be similar.

For the number of children registered it was difficult to make comparisons between the trial and census data due to the difference in timing leading to large changes in the number of registrations, especially for three year olds. Also, there are many new data items being collected so no comparison was available.

3.1.2. Feasibility of providing data

Most local authorities were able to provide all the data requested for two ELC settings, confirming that it is possible to collect and submit the data required. In some cases, local authorities did not hold all the necessary information, for example ethnicity data, especially for children registered with partner providers. A few

[4] The SEEMiS turnaround process is carried out annually to prepare the data for the start of the next academic year. The SEEMiS system is not available to users at this time.

commented that it was difficult to get the data required from partner providers, and time consuming to support them to provide it.

Some local authorities held the data required but it was not in a format that was compatible with the data collection process. For example, it was not recorded using the codes needed to process the data through ProcXed.

Many local authorities did not include information on children registered with childminders to receive their funded entitlement. This information is often held on a different system and would have been difficult to incorporate into the data return for the trial. In the future though, this information will need to be included.

Implications for data development: Work with local authorities to ensure that they are fully aware of the data required for the census and how this can be useful for their purposes; that they can address any data gaps that they identify prior to full roll out of the census, especially data for children enrolled in partner providers and childminders; and prepare this in a format compatible with the data collection process.

3.1.3 Timing

The timing of the trial was not ideal for many data providers as it overlapped with staff holidays and was too close to SEEMiS turnaround to allow for any late data returns. This trial highlighted that June would not be a suitable month to have an ELC data collection as the time pressures due to SEEMiS turnaround will continue to still exist for future collections.

Implications for data development: Although this problem will be avoided in the future given that the collection is scheduled for May, it will be important to remain aware of the timings of SEEMiS turnaround and consider this when setting deadlines for the ELC collection.

3.2 Data quality

3.2.1 Duplication of records

The trial highlighted the necessity of children having a unique identifier to enable the data to be analysed robustly, and to link records together for a child accessing ELC provision at more than one setting. In some instances, you could link together the data for a child attending more than one setting using the SEEMiS reference number but for children who are not recorded in SEEMiS, this does not exist. Linking by characteristics – such as date of birth, gender, ethnicity and home postcode – is an option, but the trial data suggested that this might be difficult due to missing data or differences in what was recorded for an individual.

A unique identifier is also needed to process the data through ProcXed. For children that did not have a SEEMiS reference number, local authorities had to create a temporary identifier for each child without one prior to submitting their data. Until a unique identifier is established within ELC, a process will have to be put in place to allocate temporary identifiers.

Implications for data development: Continue to explore how a unique identifier can be established for children accessing funded ELC, and in the meantime, create a process for allocating a temporary identifier where a SEEMiS reference number does not exist.

There were also a few instances where an SCN had been recorded for a child or 'n/a' had been entered for SCN. The process in which children have been allocated this number needs to be investigated to ensure that it does not interfere with any identifier allocation process established in the future.

Implications for data development: Investigate why some children have been allocated an SCN prior to starting primary school.

3.2.2 Data inconsistencies

Analysing the data submitted highlighted some data quality concerns. Most issues were with data in the bulk upload files, as to be expected since this data had not been quality assured by the local authorities prior to submission. For example, there were children with dates of birth out with the range that would be expected for children attending funded ELC, and children with a funding start date out with the range that we would expect to see. There were also duplicate identical records for individuals that should not exist. In the future these data issues would be queried with the relevant local authority. Validation can also be added to highlight problems before the data is submitted. The volume of data problems that existed would be manageable with the planned quality assurance procedures in place.

Implications for data development: Further validation to be considered and added to highlight possible errors with the data, and establish a quality assurance process with local authorities.

Based on the SEEMiS reference number it appeared that some individuals had more than one record in the data submitted. This is to be expected as some children are registered to attend more than one setting and would have a record for each setting. Looking at multiple records for the same individual, however, revealed contradicting data in some cases, for example, a child being recorded with a different home postcode at each setting.

Implications for data development: Ensure that contradicting data for an individual is addressed through the quality assurance procedures put in place for future data collections.

The trial also highlighted that some data items need to be transformed into a suitable format to ease comparability. For example, the hours and minutes data needs to be re-calculated into total minutes per week so that it can be more easily compared.

Implications for data development: New variable to be calculated for analysis purposes on minutes of provision enrolled for.

Further information on specific difficulties identified in relation to collecting individual level data are recorded in Table 1 in Annex C.

4. Review of the Data Systems for Handling the Process of an Individual Level Collection

The trial was a useful exercise for testing the systems in place to handle the processing of this data collection, especially the roles of SEEMiS and ProcXed, and for familiarising local authorities with the requirements of the future ELC census.

As expected, local authorities used a mixture of methods to transfer the data depending on where they held data on children accessing funded ELC:

- Some local authorities held all the data required on NAMS and could extract this in a single file using the new SEEMiS EL&C Census Application and upload this to ProcXed;
- Some local authorities used the EL&C Census Application to extract data from NAMS and/or Click+Go in a format similar to the template required to upload data to ProcXed, and then copied and pasted this data into the template provided along with any additional information that was requested but held in alternative systems (see Diagram 2).

4.1. SEEMiS

On the whole the new EL&C Census Application developed by SEEMiS was a helpful tool for data to be extracted from the system for submitting for the census. However, the trial identified a few technical problems with the software that SEEMiS are now addressing.

Throughout the trial, local authorities reviewed the data extracted by the new application and if they identified abnormalities with the data extracted that they suspected to be due to a technical problem with the application, they raised the issue with SEEMiS. Some technical problems were addressed by SEEMiS through a hot fix at the start of the trial, meaning the application was unavailable for about a week, but this was necessary to allow meaningful data to be extracted from the system.

Other technical issues remained to be addressed after the trial data had been submitted, and sometimes this led to inaccurate data being submitted for the trial. For example, the SEEMiS application was calculating funded hours based on the last session of each day that an individual was enrolled for and ignoring any earlier sessions. This led to an underreporting of funded hours for children and made it difficult to fully analyse the data received.

Implications for data development: Work with SEEMiS to address technical issues identified and do further testing of the system once problems have been fixed.

The trial highlighted that the guidance on the new SEEMiS application was not sufficient for local authorities to use the application with ease. Users were unclear on the various steps of the process for extracting and submitting data.

Implications for data development: Work together with SEEMiS to improve the guidance for the new EL&C Census Application.

Refer to Table 2 in Annex C for further information on specific SEEMiS related difficulties identified.

4.2 ProcXed

Two ProcXed collection systems were made available to each local authority – one to submit the complete data for two settings and one to submit the bulk upload. The data could be submitted either by uploading the file created by the SEEMiS EL&C Census Application, or by uploading the ProcXed template if not all the data was held on NAMS.

One of the main objectives of this trial was to test if the ProcXed system could cope with the volume of data that is likely to be received for the ELC census in the future. The bulk upload allowed the capacity of the system to be checked, and no problems with the volume of data were identified.

In some instances the data received from local authorities was not in the correct format which prevented the data from being uploaded properly, and in cases this meant it was excluded from the final dataset.

Implications for data development: The importance of using the stated codes and formats needs to be highlighted through the guidance to local authorities.

There did not appear to be any problems with the ProcXed validation currently in place. Looking at the data received, it is possible to identify common mistakes made by local authorities when compiling the data (as mentioned in section 3). Simple validation to identify errors is already in place within the ProcXed system and, although we did not ask local authorities to address the errors, we could check that the validation was working as expected.

On analysing the data, other common errors were identified, some of which could be identified through validation within ProcXed to improve the quality of the data the Scottish Government receive. In the future any data issues identified through quality assurance procedures will be queried with the respective local authority.

Implications for data development: Develop further validation for implementing in ProcXed to address common errors such as when children are recorded with what seems like an unrealistic date of birth.

The trial highlighted that people were not as familiar as we had expected with the ProcXed system. The system is used for many different data collections and it was considered that users would have been involved in other collections based in ProcXed. In several cases, for example, some local authorities thought that they had

finished the process when they had extracted the data from SEEMiS and did not upload it to ProcXed until prompted. It was clear that users were not sure how to upload data to this system, and that tailored guidance for the different file types that local authorities could be trying to upload would be helpful.

Implications for data development: Produce tailored guidance on ProcXed for the different types of files that local authorities will be trying to upload for ELC trials and census in the future.

Table 3 in Annex C highlights the main difficulties identified with the ProcXed part of the process.

4.3 Alternative method for submitting data

Some local authorities used a mixture of systems to record all the information required for the census on children accessing funded ELC. In this scenario, where all the data requested was not held on NAMS, local authorities had to combine the data required and use the alternative method of a template to upload data to ProcXed.

Local authorities using the alternative method tended to find it more difficult to submit the data, particularly information on the pattern of provision for which individual children are enrolled. There was also a lot of data missing in cases where NAMS was not used.

Using the ProcXed template required local authorities to copy and paste information into the template supplied. This led to an increase in data errors as people did not use the codes and formats stated to enter the information. This caused problems with uploading the data and difficulties in analysing the data received.

Table 4 in Annex C highlights the main issues associated with using the alternative method of data collection and submission.

Implications for data development: Provide further advice and guidance to local authorities not using NAMS to try and make the data submission process easier for them.

Overall, the user experience of data providers participating in the trial seemed to be quite mixed. Those who held the required data in NAMS and extracted the data in a file and uploaded this to ProcXed had the smoothest experience for the trial. Local authorities who had to pull together data from different systems had the most difficulties with submitting the data. There were problems with data formatting which caused difficulties with uploading the data to ProcXed, and problems with incomplete and contradicting data.

5. Conclusion and Next Steps

Overall the trial suggested that we are on track to have an individual child level census for ELC in time for monitoring the first full year of the expansion in May 2021, subject to some further changes.

The trial was a useful exercise for all partners – SEEMiS, local authorities and the Scottish Government – to work together to achieve our shared aim of an individual child level collection. For local authorities, it was helpful for them to get an idea of the process and the data that will be required, without having to submit completed data for all children. The trial also confirmed that the technical systems are capable of handling the volume of data.

However, the trial also identified issues that need to be addressed ahead of the next trial in May 2019, such as:

- technical problems with the new SEEMiS application for extracting data for the ELC census;
- additional guidance required on the different steps of the process, including the ProcXed system;
- parts of the census process are still to be fully developed (such as unique identifiers for children);
- data quality needs to be improved;
- new validation checks to be put in place to improve data quality

Local authorities may also wish to consider the way in which they capture and record the data required for the new ELC census, and the ease with which they can supply this data to the Scottish Government to fulfil their legal obligations.

The next steps will be to continue to work with SEEMiS, partners in Scottish Government and local authorities to address these problems prior to the next trial in May 2019.

The next trial will require local authorities to submit complete data on all children accessing funded ELC (rather than just a selection of settings), and will allow us to test the process and quality assurance procedures that will be amended in light of the current findings.

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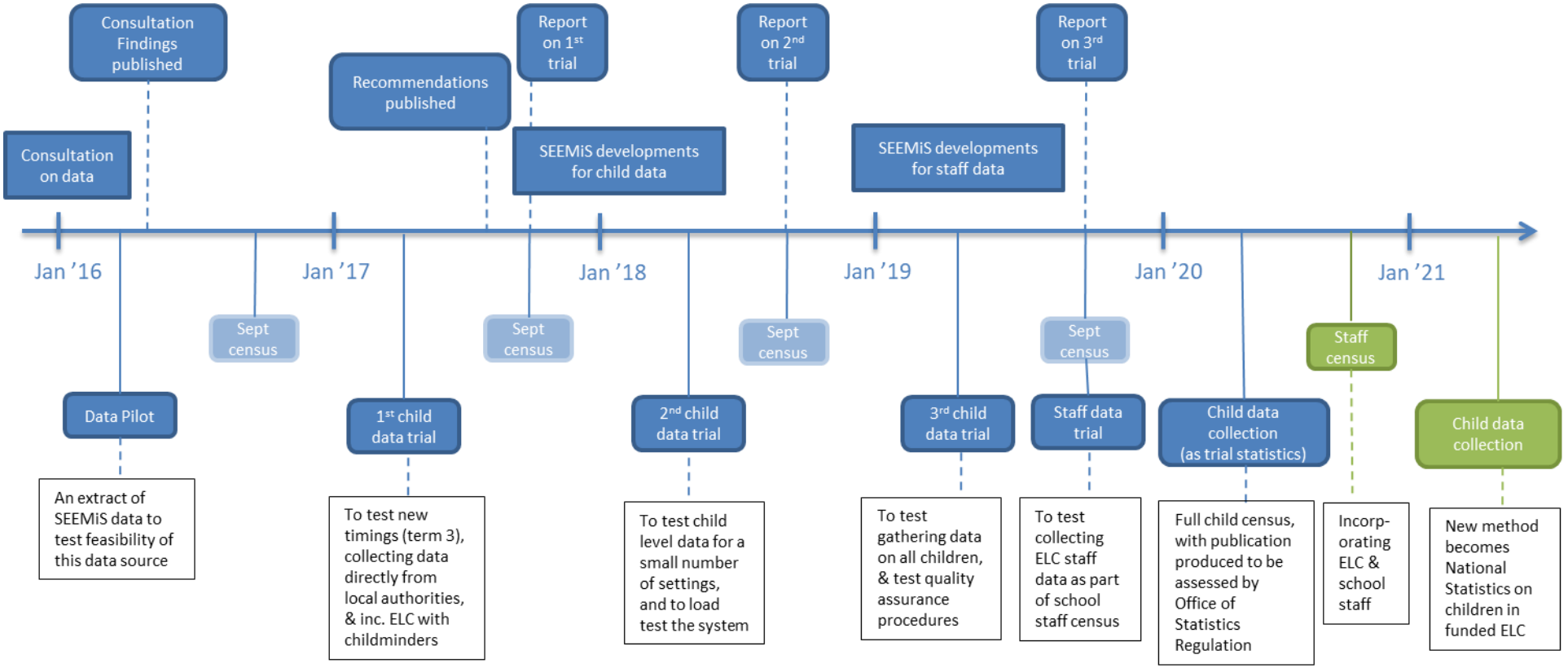
September 2018
Children and Families Analysis

Continuing support and engagement from local authorities is necessary for the success of this project. We were grateful that local authorities participated in this data trial, and we hope that we can continue to work together to improve the ELC data collection for everyone's benefit.

For more information please see our webpages:
https://www.gov.scot/Topics/Statistics/Browse/Children/ELCData
Or contact ELCDataTransformation@gov.scot

Annex A – Timeline for ELC Data Transformation Project



Annex B – Child data items for collection

The information on children that will be collected and processed for the Scottish Government will be:

- Sex
- Date of birth
- Unique child identifier - still to be established
- Home postcode
- Child's home language
- Ethnicity
- Disability status
- Additional support needs
- Support plans in place
- Funded hours a child is enrolled for
- Days of the week that a child is enrolled for funded hours
- Weeks per year that the child is enrolled for funded hours
- Stage child is enrolled in (i.e. under 2, 2 year old, 3 year old, 4 year old, deferred)
- Reason for eligibility for 2 year olds
- Setting(s) a child is enrolled at
- If they receive Gaelic medium education.

Annex C – Issues identified through the June child data trial

Issues were identified at various stages of the trial with differing parts of the process. They were reported by local authorities, SEEMiS, ScotXed, and identified through analysis of the data received.

The tables below give more details of the issues summarised in sections 3 and 4, and gives an indication of how they will be addressed in the 'Action' column. The main categorises are:

- **Validation** which includes automatic validation to be added to the systems, and quality assurance procedures to identify issues with submitted data;
- **Review guidance** to ensure it is clear and easy to follow, to hopefully reduce user error;
- **Review the process** to address any gaps that were identified;
- **Technical issues** that will be addressed by developers at SEEMiS or within the Scottish Government.

Table 1 - Issues with an individual level collection:

Number	Issue	Action
1	Very time consuming to support partner provider centres to prepare complete data for their centre or to get data from partner providers	Review process
2	Funded hours recorded had a maximum of 36 hours which seems high	Validation
3	An individual had over 10 sessions, across 3 establishments which seems like it might be an error	Validation
4	ProcXed system cannot accept duplicated CS numbers[5] where the local authorities (LAs) have split out their 2 year olds from other children receiving funded ELC at that setting	Review process
5	Some LAs thought that they had finished the process when they had extracted the data from SEEMiS and did not upload it to ProcXed until prompted	Review guidance
6	Some LAs entered n/a for seedcode	Validation
7	Multiple records submitted for the same child at the same setting on the same day	Validation
8	Duplicate records showing the same reason for eligibility for 2 year olds at same CS number for the same student	Validation
9	Children recorded with higher number of weeks provision than the number of weeks possible given the funding start date	Validation
10	Children recorded with a student need category but missing need type, or vice-versa	Validation
11	Children identified with a date of birth out with the range that we would expect	Validation
12	Funding start dates out with the range that we would expect to see	Validation
13	Data submitted with missing CS numbers	Validation
14	Nurseries submitted with all data missing	Validation
15	Duplicate records submitted for individuals	Validation
16	SCN sometimes entered when children of this age should not have an SCN and not all SCNs entered look valid (e.g. some are n/a)	Validation
17	Unrealistic number of weeks inputted	Validation

[5] The CS number is the number given to a setting when it registers with the Care Inspectorate and is used as the identifier for the setting.

Table 2 - Issues with SEEMiS applications:

Number	Issue	Action
18	The SEEMiS EL&C Census Application lists all primary schools regardless of if they have an associated nursery so the local authority has to sort through the list to identify which settings should remain in ELC census.	Review process and guidance
19	Bug in SEEMiS system for inputting CS numbers meant all CS numbers had to be copied and pasted into the bulk upload file in some LAs	Technical issue
20	SEEMiS support team cannot log-in to the new EL&C Census Application to help users due to current security options	Review process
21	For users to enter the CS number in Click+Go they have to have the appropriate access control which they currently don't	Review process
22	Data from NAMS on "Number of hours and minutes of funded provision enrolled for during census week (HH:MM)" was not being pulled from NAMS correctly	Technical issue
23	If a child has a rotating pattern and has no funded hours during census week then that whole centre is missed out of the snapshot	Technical issue
24	If a main home language was not entered for a child then they weren't appearing in the snapshot extract	Technical issue
25	Looked after status code was not being determined accurately in SEEMiS application	Technical issue
26	Some 2 year olds that LAs have on their records were missing from the SEEMiS snapshot	Technical issue
27	Centre missing from snapshot (not sure of reason but reported to SEEMiS)	Technical issue
28	Special schools were not included in the SEEMiS EL&C Census Application so were not included in the bulk upload	Review process
29	Funded start dates are not being correctly calculated in all cases as they rely on: the 3 year old birthday rule, the admission start date and the placement start date	Review process
30	Time consuming to go through each centre and do the export start dates in NAMS first, and LAs initially not aware that they had to do this	Review process
31	The data extracted from SEEMiS snapshot was not all compatible with the ProcXed upload due to formatting issues	Technical issue
32	Trailing spaces and additional space characters in data copied into ProcXed template	Technical issue
33	SEEMiS EL&C Census Application available very late	n/a
34	Some 2 year olds had not been 'accepted' in NAMS and so they did not appear in the snapshot – all children to be included must be accepted in NAMS before the export start dates function is run	Review guidance
35	Some LAs had not done the export start dates function in NAMS and so they were getting blank returns when they tried to extract the data	Review guidance
36	LAs were not clear on who could grant access to the SEEMiS EL&C Census Application and the enter CS number function	Review process

Table 3 - Issues with ProcXed:

Number	Issue	Action
37	Functionality should include the ability to submit without a CS number in the scenario that a nursery is waiting for the CS number to be allocated	Review process
38	LAs trying to transform data for uploading to ProcXed when they didn't need to since SEEMiS extract was XML file	Review guidance

39	Issues with LAs not knowing log in details for ProcXed	Review guidance
40	Many LAs did not know that they had to press Submit for ProcXed upload to be completed	Review guidance
41	Some LAs were looking at the wrong version of ProcXed and so they couldn't find the collections	Review guidance

Table 4 - Issues with the alternative method:

Number	Issue	Action
43	Not using NAMS and didn't have a suitable date available to input for funding start date	Review process
44	Had to manually remove students with non-funded places from Student tab and Student Needs tab	Review process
45	Don't have a Student ID if not recorded on SEEMiS	Review process
46	Data on eligible twos is held centrally but had to be manually added to the upload files	LAs to review
47	Problems using correct format for number of funded hours and with uploading this data – some used HH.MM instead of HH:MM for hours/minutes column, or just H or H:M,…	Review guidance
48	All centres were listed on the 'centres' tab in the template for the 2 full settings return (instead of just 2 settings) and so lots of blank records were created when the file was uploaded to ProcXed	Review guidance
49	Issues with format of date of birth (with dots, missing spaces etc.)	Review guidance
50	Day (e.g. 'Monday') typed into the spreadsheet rather than yes against the appropriate days	Review guidance
51	X instead of Y or yes for student needs	Review guidance
52	'Yes' entered for home language instead of language	Review guidance
53	'Male/Female' entered instead of M/F for sex	Review guidance
54	Words instead of codes entered for ethnicity etc.	Review guidance
55	ASN descriptions entered instead of codes	Review guidance
56	No, YES and Yes have been used to report type of ASN support rather than the appropriate code	Review guidance
57	People entered on Student Need tab of the template who weren't on the Student tab	Review guidance