

Using the Post-Entry MOAT Intervention Recording Worksheet (v 1.0)

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1. Requirements

The intervention recording worksheet is a macro-enabled Excel worksheet that has only been tested on Microsoft Windows 11.

The intervention recording worksheet **will only work** in desktop versions of Microsoft Excel for Microsoft Windows.

The intervention recording worksheet **will not work** in Excel Online (i.e. on a web browser).

2. First use

To work properly Macros must be enabled; Excel may block them as a guard against malicious behaviour. To enable macros for this specific workbook so it can be used properly:

1. right-click on the file in *Windows Explorer*
2. (Windows 11: click *Show more options*)
3. click *Properties*
4. check *Unblock* in the Security Section at the bottom of the Properties window
5. click *OK*

Then when you load the file in Excel, click the *Enable Content* button when prompted.

3. General use

This Intervention Recording spreadsheet can be used to record details of your post-entry student success activities and display an overview of the outcomes that are targeted by your interventions.

Some example interventions are provided in the *Intervention Record* worksheet to demonstrate its use.

Enter the name of your intervention in Column A of the *Intervention Record* worksheet then use drop-down boxes in the following columns to select the relevant information:

- Provider level(s) *
- Student Group(s) *
- Primary Outcome

- Secondary outcome 1-4
- EORR Risk(s) *
- Activity Type
- Activity Sub-type
- Delivery *
- Organiser *

Items marked with an asterisk can have multiple items selected (these are separated by a new line, so you might need to increase the row height to see all the selections). To unselect a value, click the dropdown menu for that cell and click on the value you wish to unselect.

The *Student sub-group* column has free text entry for you to (optionally) enter information to contextualise the student group(s) you have selected.

Dashboards providing an overview of the activities and outcomes are available in the worksheets whose name begins with "DB-".

The dashboards rely on the *Stats* worksheet which collates information from the *Intervention record* worksheet. You should not need to edit this worksheet and it has been protected to prevent accidental editing; you can unprotect it for editing by right-clicking on its tab name and entering the password *TASO*.

4. Support

TASO cannot offer support in the use of this worksheet, but users are welcome to send feedback to research@taso.org.uk