



Quest User Guide

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*A Quick Start Guide for teachers using the electronic
resource for Quest*

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Introduction

Quest for learning has been created to show a range of learning pathways that can be used to assess the learning of young people with complex needs and will provide an appropriate context for the development of these early skills.

Quest:

- Provides a whole picture of the learner and learning process - built up through his / her years of learning, encountering and / or experiencing;
- Focuses on the learner and his / her strengths;
- Provides an assessment which is process based and looks at the relationship between the learner and his / her environment;
- Ensures the staff undertaking the assessment have a high regard for relationships and support interactive approaches;
- Ensures the main purpose of assessing a learner is to enable him / her to make the best possible progress in the development of skills, knowledge and understanding.

Quest software is designed to complement the Quest assessment tool. It provides a clear, simple method to record and monitor individual progress. It also allows pupils to be grouped in classes to simplify the work of recording for teachers. Information on a pupil's learning may be seen in both textual and graphical forms. Quest software also gives the opportunity for learner progress to be monitored or reviewed over different time periods. Teachers have the ability to view information on all learners who have information in their school's Quest system.

Basic details about learners, classes and teachers may be added, edited and deleted as required. Teachers can enter notes to explain the work done in achieving each milestone, such as date, activity, the staff involved. Information recorded using the Quest software can be passed on to the next teacher if the pupil moves to a different class. Quest maps can be printed out in a variety of forms – blank, specific to a user or the official milestones.

1 How to Login to the Quest Software

Please click on the following link or enter the link into a web browser:

http://ceea.org.uk/curriculum/sen_inclusion/assessment/quest_learning or go to

<http://ceea.org.uk> click 'Curriculum' 'SEN & Inclusion' and then click 'Quest'.

To login to the Quest Software please click on the button on the right hand side of the page 'Quest for learning Login'. (Please see Figure 1).

Figure 1: Northern Ireland Curriculum PMLD page

Council for the Curriculum, Examinations and Assessment

Curriculum Qualifications Accreditation About Us More... Search CCEA...

Foundation Stage Key Stage 1 & 2 Key Stage 3 Key Stage 4 **SEN & Inclusion** Gaeloideachas Pre-School About

Home - Curriculum -

Special education needs (SEN)

- PM LD Profound & Multiple Learning Difficulties
- SLD Severe Learning Difficulties
- MLD Moderate Learning Difficulties
- GT Gifted & Talented
- SEBD Social, Emotional & Behavioural Difficulties
- GS General Strategies

Curriculum Resources
Resources to support teaching and learning within the Northern Ireland Curriculum

Assessment
Frameworks and advice to support the assessment of learners with SEN

Inclusion
Advice on providing opportunities for all children and young people in the community to learn together

A Window On Special
A snapshot of the educational experiences of children and young people within the sector of special educational needs

Prerequisite Skills (Q Skills)

Learning for Life and Work
Severe Learning Difficulties

Financial Capability

PMLD Thematic units

SEBD
Social, Emotional and Behavioural Difficulties

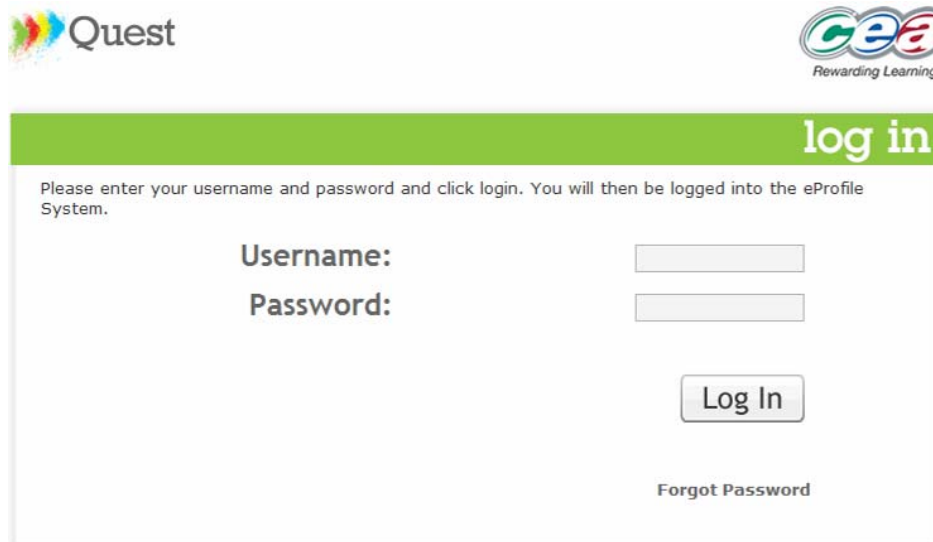
SEN Framework
Thinking Skills and Personal Capabilities

Quest
Booklet, Software, Maps & Supporting Documents

Learning for Life and Work
Moderate Learning Difficulties

You will be directed to the login page, please enter your login: username and password, this is the login you have been provided with, and then click 'Login' (see Figure 2).

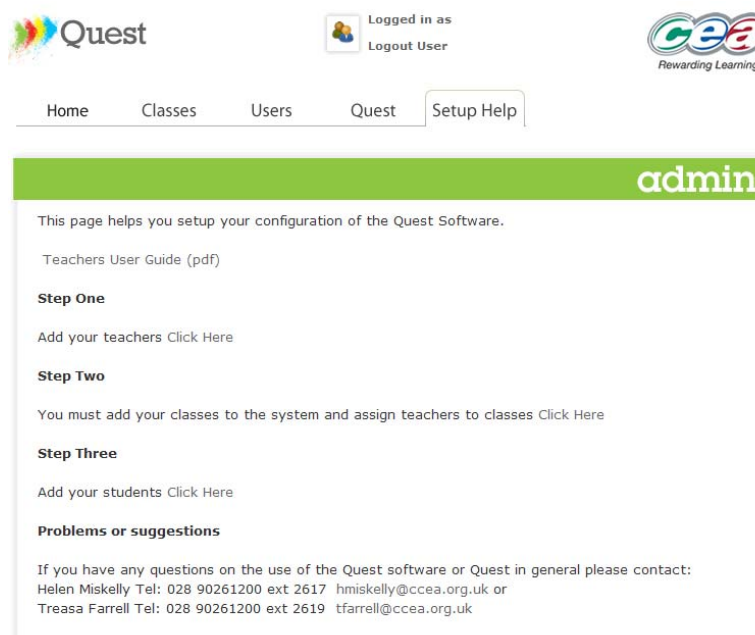
Figure 2: Login Details



2 Setup Help

When you first login to the system you will be presented with a help menu that will guide you through setting up your users. You must first setup your teachers who will use the Quest software. In Step One 'Click here' to add your teachers (see Figure 3).

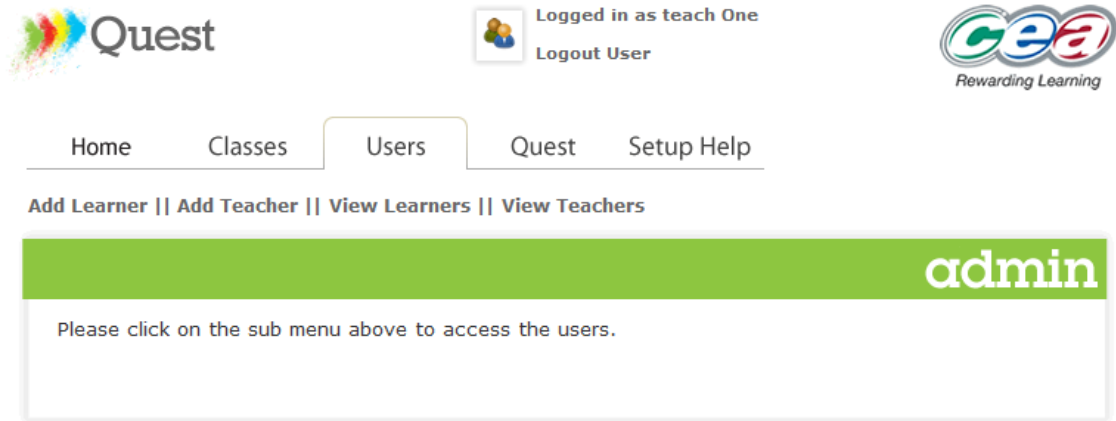
Figure 3: Setup Help



3 Adding Teachers

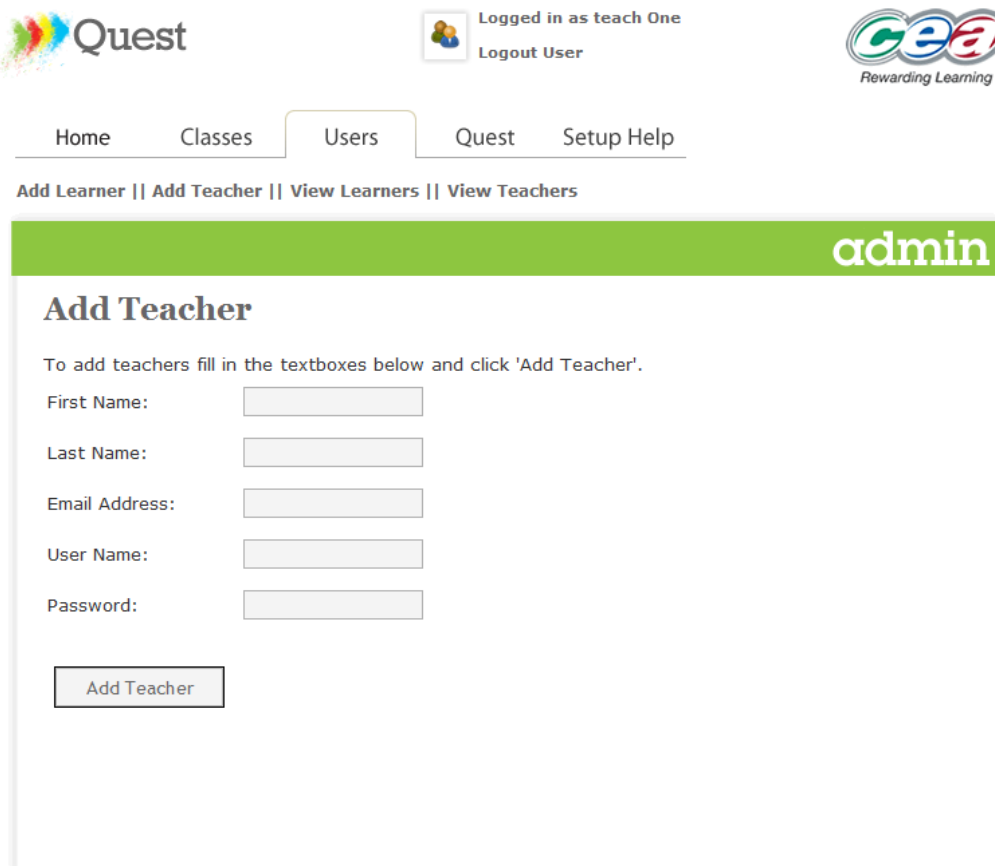
Click on the 'Users' option on the menu at the top see Figure 4 and then click on the 'Add Teacher' link on the sub menu.

Figure 4: Admin Menu



Enter a first name, last name, email address, a user name and password. When complete please click the 'Add Teacher' button. (Please see Figure 5 below for screen shot).

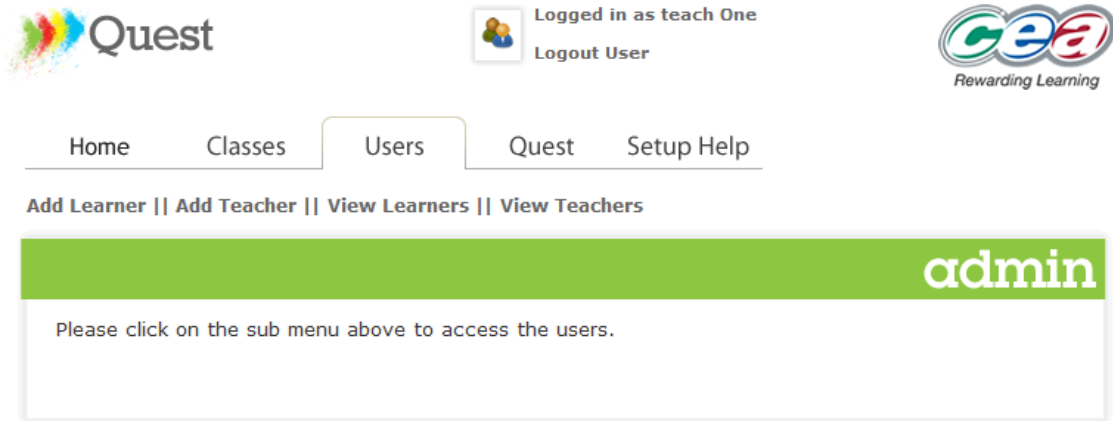
Figure 5: Add a Teacher



3.1 Editing / Deleting Teachers

Click on the 'Users' option on the menu at the top (see Figure 6) and then click on the 'View Teachers' link on the sub menu. A list of your centre's teachers will appear. Please click on the 'edit' button for the teacher you wish to edit (See figure 7).

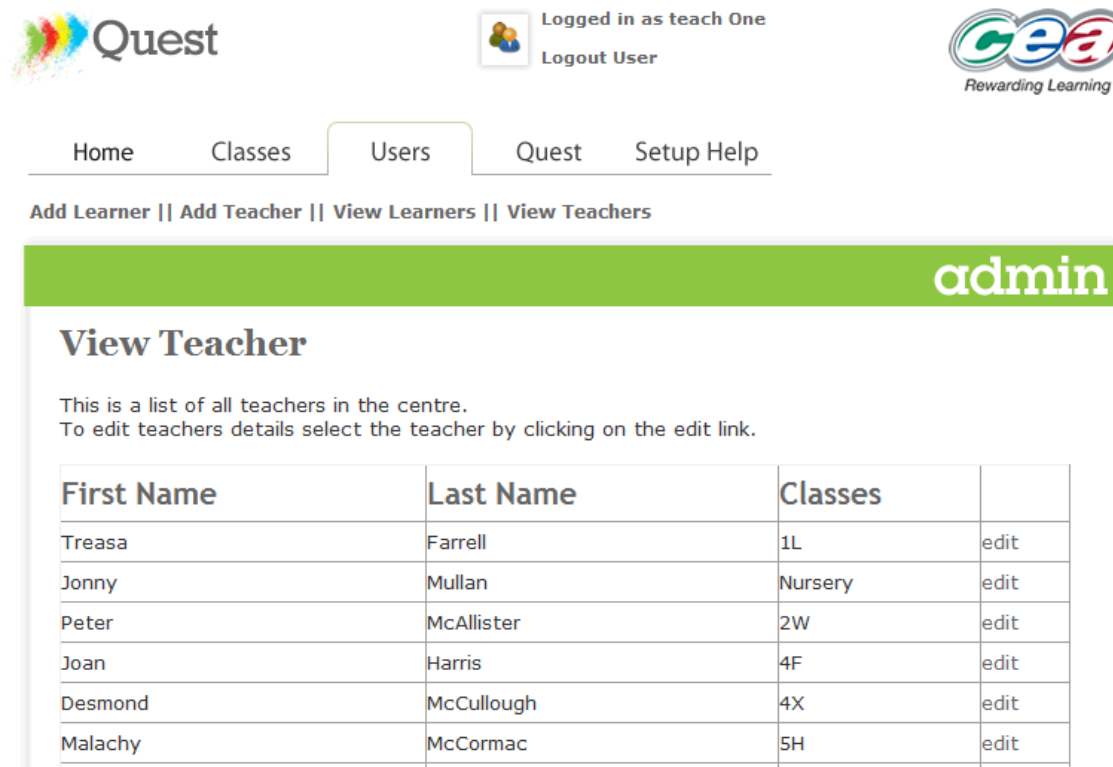
Figure 6: Admin Menu



Teachers may be sorted by First Name, Last Name or Class by clicking on the column heading. (See figure 7).

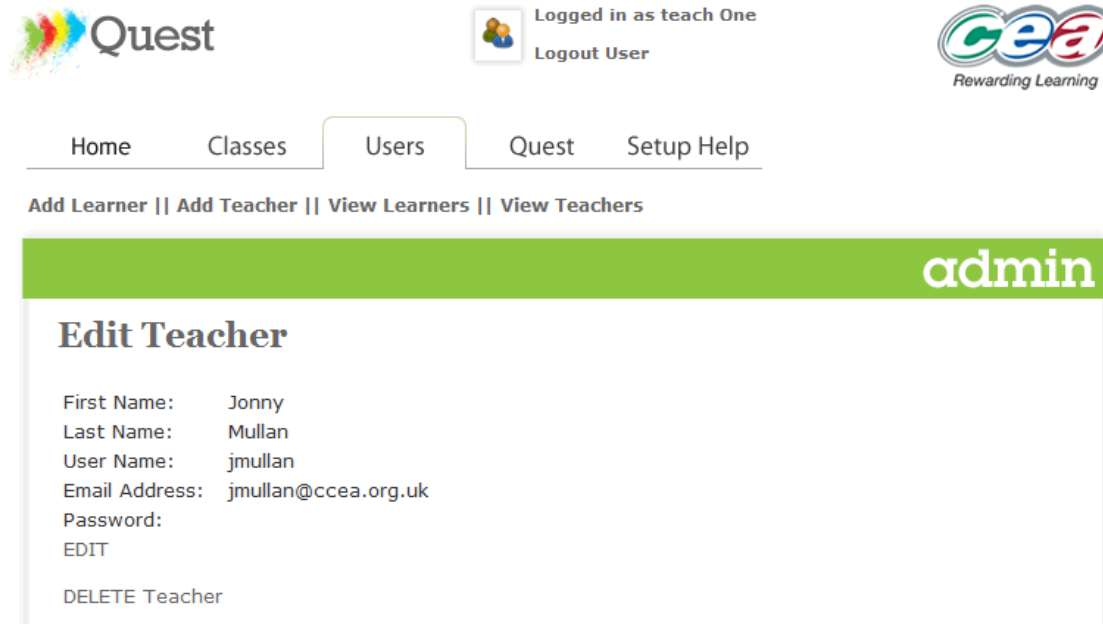
A list of your centre's teachers will appear. Please click on the 'edit' button for the teacher you wish to edit (See figure 7).

Figure 7: Editing a Teacher



When the page appears please click 'EDIT' again, or if you wish to delete the teacher click 'Delete' (See figure 8).

Figure 8: Editing a Teacher



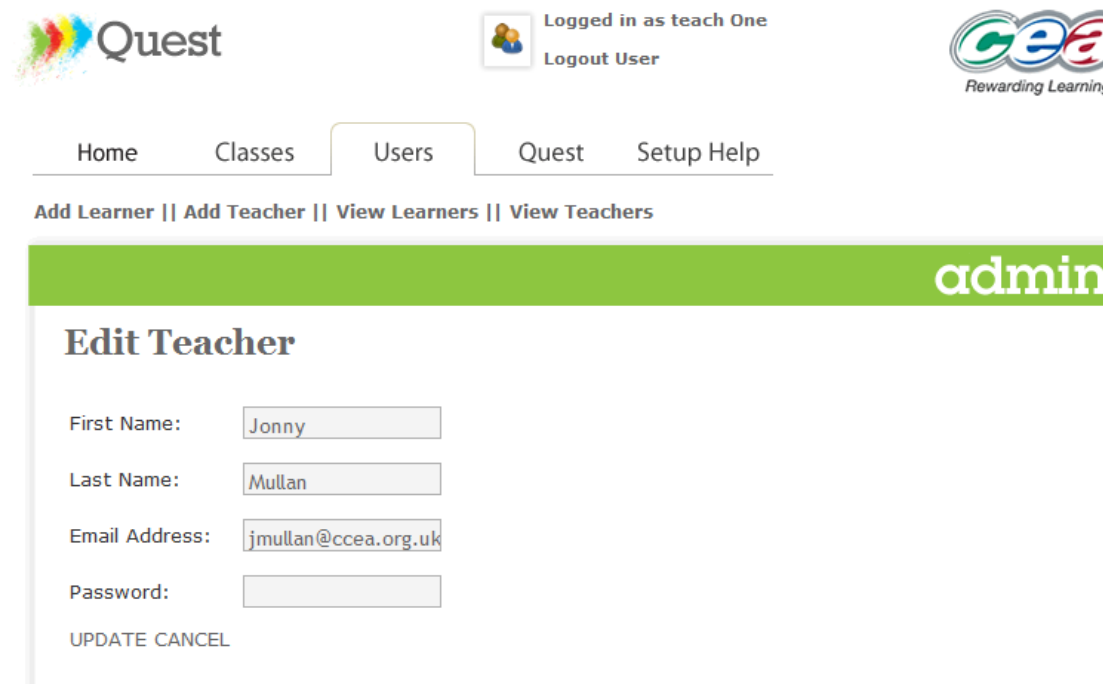
The screenshot shows the Quest application interface. At the top left is the Quest logo. To its right, it says "Logged in as teach One" and "Logout User". On the far right is the CEEA logo with the tagline "Rewarding Learning". Below these is a navigation menu with "Home", "Classes", "Users", "Quest", and "Setup Help". Underneath the menu are links: "Add Learner || Add Teacher || View Learners || View Teachers". A green header bar contains the word "admin". The main content area is titled "Edit Teacher" and displays the following information:

- First Name: Jonny
- Last Name: Mullan
- User Name: jmullan
- Email Address: jmullan@ccea.org.uk
- Password:

At the bottom of the form are two buttons: "EDIT" and "DELETE Teacher".

Please change details as necessary and click 'UPDATE'. (Please see Figure 9 below for screen shot).

Figure 9: Editing a Teacher



This screenshot is identical to Figure 8, but the form fields are now interactive. The "First Name" field contains "Jonny", "Last Name" contains "Mullan", and "Email Address" contains "jmullan@ccea.org.uk". The "Password" field is empty. At the bottom of the form are two buttons: "UPDATE" and "CANCEL".

4 Adding / Editing/ Deleting Classes

Click on the 'Classes' option on the menu at the top see Figure 10.

To add a new class please enter the name of the class and select one or more teachers from the list of check boxes, then click 'Add'. (Please see Figure 10 below for screen shot).


Figure 10: Adding a class

Class Name	Teacher List	
1L	Treasa Farrell teach One teach Two	Edit
2W	Peter McAllister teach Two	Edit
3N	Ruth Fraser	Edit
4F	Joan Harris	Edit
4X	Desmond McCullough	Edit
5H	Malachy McCormac	Edit
6S	Paula Jones	Edit
Nursery	Jonny Mullan	Edit
Add a new class	Select Teachers for Class	Add
<p>Use the field below to enter the name of your class</p> <p>You may give any number of teachers access to the class by selecting them on the list to the right.</p> <p>Class Name: <input type="text"/></p>	<input type="checkbox"/> Treasa Farrell <input type="checkbox"/> Ruth Fraser <input type="checkbox"/> Joan Harris <input type="checkbox"/> Paula Jones <input type="checkbox"/> Peter McAllister <input type="checkbox"/> Malachy McCormac <input type="checkbox"/> Desmond McCullough <input type="checkbox"/> Jonny Mullan <input type="checkbox"/> teach One <input type="checkbox"/> teach Two	

To edit a class please click on the 'Edit' link beside the class you wish to edit. To delete a class you may also click on the 'Delete' link (Please see Figure 11 below for screen shot).

Figure 11: Editing a class



 Logged in as teach One
[Logout User](#)



[Home](#) [Classes](#) [Users](#) [Quest](#) [Setup Help](#)

admin

View / Add / Edit Classes

This page displays all your class in your school, you may view, add or edit classes.

Class Name	Teacher List	
<p>Edit your class</p> <p>Use the field below to change the name of your class</p> <p>You may give any number of teachers access to the class by selecting them on the list to the right.</p> <p>Class Name: <input type="text" value="1L"/></p>	<p>Select Teachers for Class</p> <p><input checked="" type="checkbox"/> Treasa Farrell</p> <p><input type="checkbox"/> Ruth Fraser</p> <p><input type="checkbox"/> Joan Harris</p> <p><input type="checkbox"/> Paula Jones</p> <p><input type="checkbox"/> Peter McAllister</p> <p><input type="checkbox"/> Malachy McCormac</p> <p><input type="checkbox"/> Desmond McCullough</p> <p><input type="checkbox"/> Jonny Mullan</p> <p><input checked="" type="checkbox"/> teach One</p> <p><input checked="" type="checkbox"/> teach Two</p>	<p>Update</p> <p>Cancel</p> <p>Delete</p>
2W	Peter McAllister teach Two	Edit

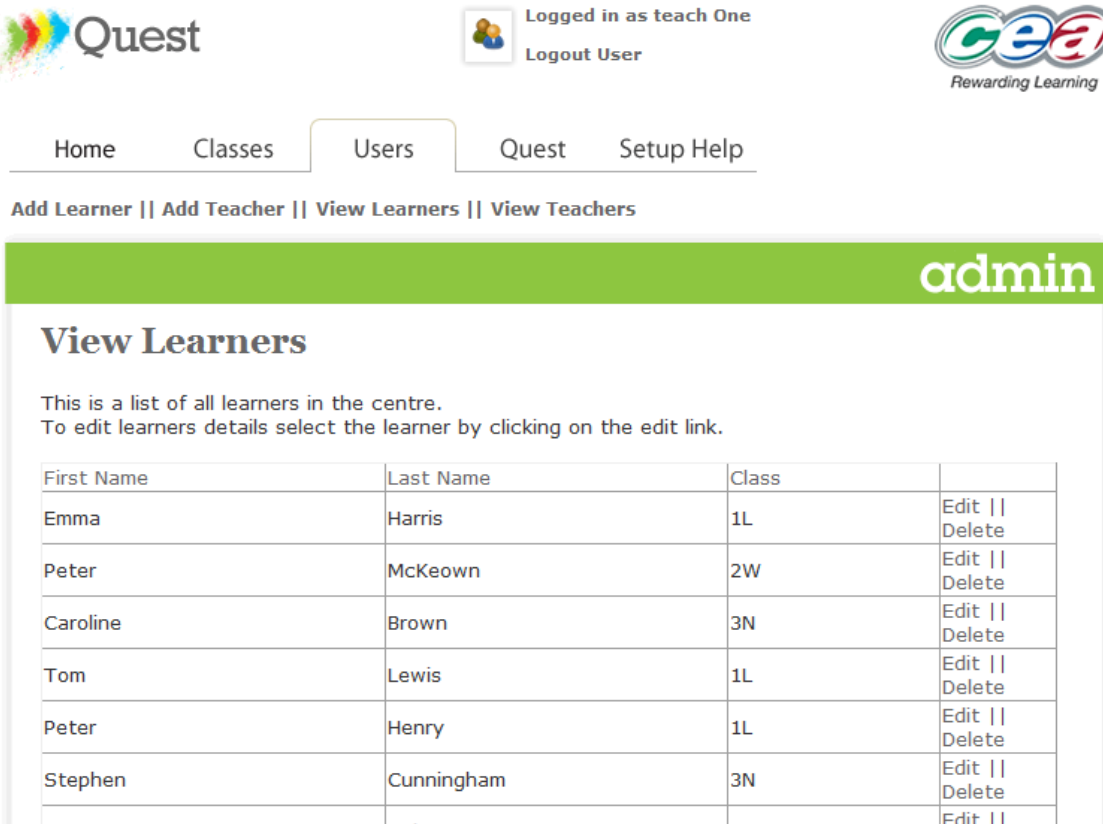
5 Adding/Editing/Deleting a Learner

Click on the 'Users' option on the menu at the top see Figure 12 and then click on the 'View Learners' link on the sub menu.

Learners may be sorted by First Name, Last Name or Class by clicking on the column heading.

To add a new Learner click on the text boxes at the bottom of the page in the footer, please enter a first name, last name and select a class and click 'Add' (*please see figure 12*).

Figure 12: Learner Page



The screenshot shows the Quest Learner Page interface. At the top left is the Quest logo. In the center, it says "Logged in as teach One" and "Logout User". On the right is the GEA logo with the tagline "Rewarding Learning". Below the logo is a navigation menu with "Home", "Classes", "Users" (highlighted), "Quest", and "Setup Help". Below the menu are links: "Add Learner || Add Teacher || View Learners || View Teachers". A green header bar contains the word "admin". The main content area is titled "View Learners" and contains the text: "This is a list of all learners in the centre. To edit learners details select the learner by clicking on the edit link." Below this is a table with columns: First Name, Last Name, Class, and a column for actions (Edit || Delete).

First Name	Last Name	Class	
Emma	Harris	1L	Edit Delete
Peter	McKeown	2W	Edit Delete
Caroline	Brown	3N	Edit Delete
Tom	Lewis	1L	Edit Delete
Peter	Henry	1L	Edit Delete
Stephen	Cunningham	3N	Edit Delete
...	Edit Delete

To edit a Learner click on the selected Learners 'edit' link and the Learner's information will be editable, please edit as required and click 'UPDATE' (See figure 13). Please note that when you change the class for a Learner, the Learner's Quest Map will transfer with them and the Learner will appear on the class teacher's home page.

Figure 13: Learner Page

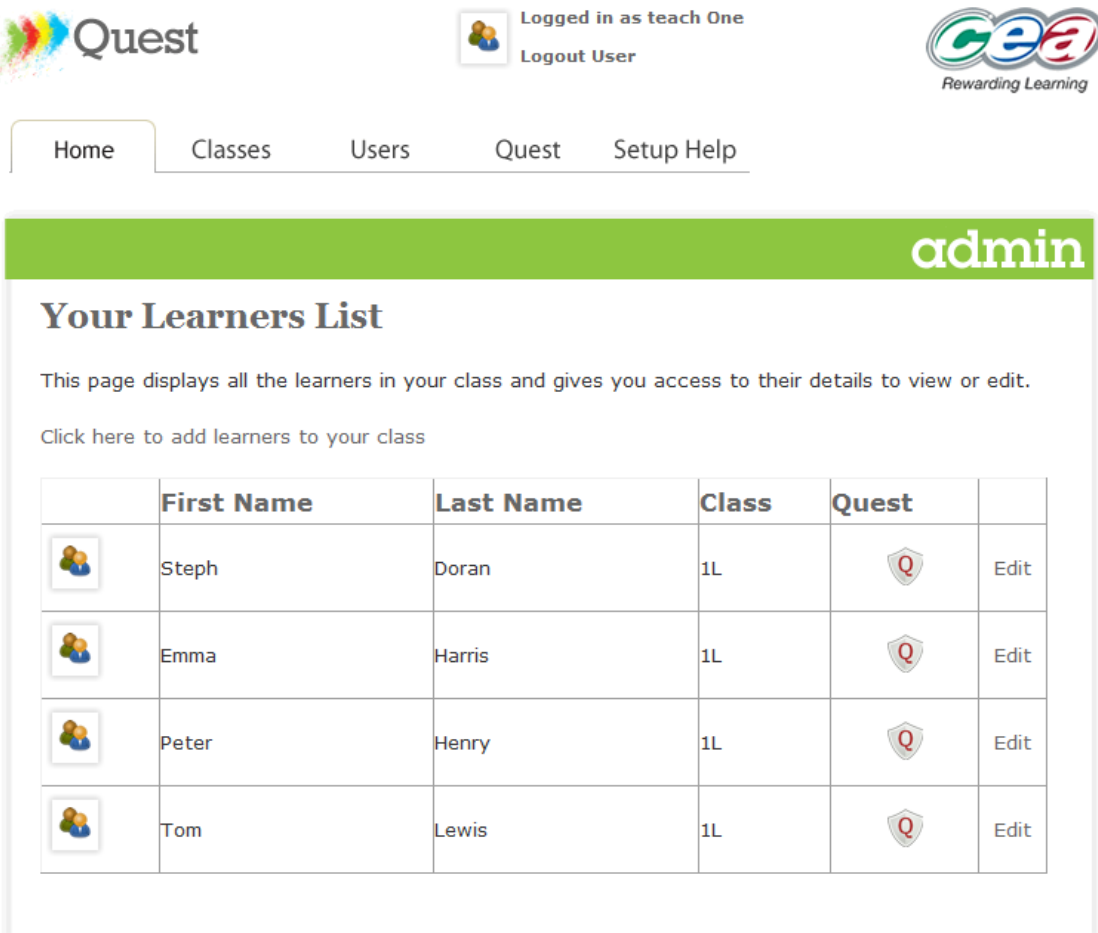
The screenshot shows the Quest Learner Page interface. At the top left is the Quest logo. In the top center, it says "Logged in as teach One" and "Logout User". At the top right is the CEA logo with the tagline "Rewarding Learning". Below the logo is a navigation menu with "Home", "Classes", "Users" (selected), "Quest", and "Setup Help". Below the menu are links: "Add Learner || Add Teacher || View Learners || View Teachers". A green header bar contains the word "admin". The main content area is titled "View Learners" and contains the text: "This is a list of all learners in the centre. To edit learners details select the learner by clicking on the edit link." Below this is a table with columns: First Name, Last Name, Class, and actions.

First Name	Last Name	Class	
Emma	Harris	1L	UPDATE CANCEL
Peter	McKeown	2W	Edit Delete
Caroline	Brown	3N	Edit Delete
...	Edit









6 Quest Milestones

From the Home page you may access a Learner's quest map directly by clicking on the Quest Icon next to their name (see figure 14), or you may click 'Quest' on the top menu.

Figure 14: Quest



The screenshot shows the Quest Milestones interface. At the top left is the Quest logo. In the center, it says "Logged in as teach One" and "Logout User". On the right is the GEE logo with the tagline "Rewarding Learning". Below these is a navigation menu with "Home", "Classes", "Users", "Quest", and "Setup Help". The main content area has a green header with "admin" and a title "Your Learners List". Below the title is a paragraph: "This page displays all the learners in your class and gives you access to their details to view or edit." and a link: "Click here to add learners to your class". A table lists four learners: Steph Doran, Emma Harris, Peter Henry, and Tom Lewis, all in class 1L. Each learner has a quest icon and an "Edit" link.

	First Name	Last Name	Class	Quest	
	Steph	Doran	1L		Edit
	Emma	Harris	1L		Edit
	Peter	Henry	1L		Edit
	Tom	Lewis	1L		Edit

6.1 Features

On this page you may:

- View milestones;
- Sort milestones;
- Print milestones;
- View Quest Map;
- Filter milestones;
- Add a new milestone;
- Edit a milestone;
- View the history of a milestone.

Figure 15: Quest Milestones

The screenshot shows the 'View / Add / Edit Milestones for Quest - Tom Lewis (1L)' page. At the top, there is a navigation bar with 'Home', 'Classes', 'Users', 'Quest', and 'Setup Help'. A user is logged in as 'Treasa Farrell' with a 'Logout User' link. The main content area has a green header with the 'quest' logo. Below the header, there is a title 'View / Add / Edit Milestones for Quest - Tom Lewis (1L)'. A welcome message states: 'Welcome to Quest Milestone page. Learners can be selected from the list below. Use the icons below to filter/print/add the learner's milestones. Milestones may be sorted by clicking on the headings **Milestone** and **Date Indicated**'. There are two links: 'Click here to restrict the Learner list to My Learners' and 'Click here to show All Learners in Learner list'. A 'Select Learner:' dropdown menu is set to 'Tom Lewis (1L)'. To the right of the dropdown are icons for printing, a quest map, filtering, and adding a new milestone. Below the icons is a table with two columns: 'Milestone' and 'Date Indicated'. The table contains one row: 'Milestone: 1 Notices Stimuli' and 'Date Indicated: 05/11/2008'. Below the table, there are fields for 'Context: something more Meaningful', 'Description: 1 Some details added to the description', and 'Evaluation: Some details added to the Evaluation'. At the bottom, there is a 'Last Edited By: Treasa Farrell on 26/04/2012 09:00:33' and two buttons: 'View History' and 'Edit Milestone'. Red annotations point to various features: 'print selected milestones' (print icon), 'view quest map' (quest map icon), 'filter milestones' (filter icon), 'add new milestone' (plus icon), 'click here to view the history of this record' (View History button), and 'edit milestone details' (Edit Milestone button).

6.1.1 View milestones

Please ensure you have selected a Learner first, click on the drop down list for the Learners (by default your own class will appear in the drop down list, to see all the centres Learners please click '**All Learners**' and all Learners will appear in the drop down list box) then select the appropriate Learner. The Quest Milestones will then appear below (see figure 15).

6.1.2 Sort milestones

To sort the Quest Milestones you can click on the **'Milestone'** heading. To sort by date indicated you can click on the **'Date Indicated'** heading.

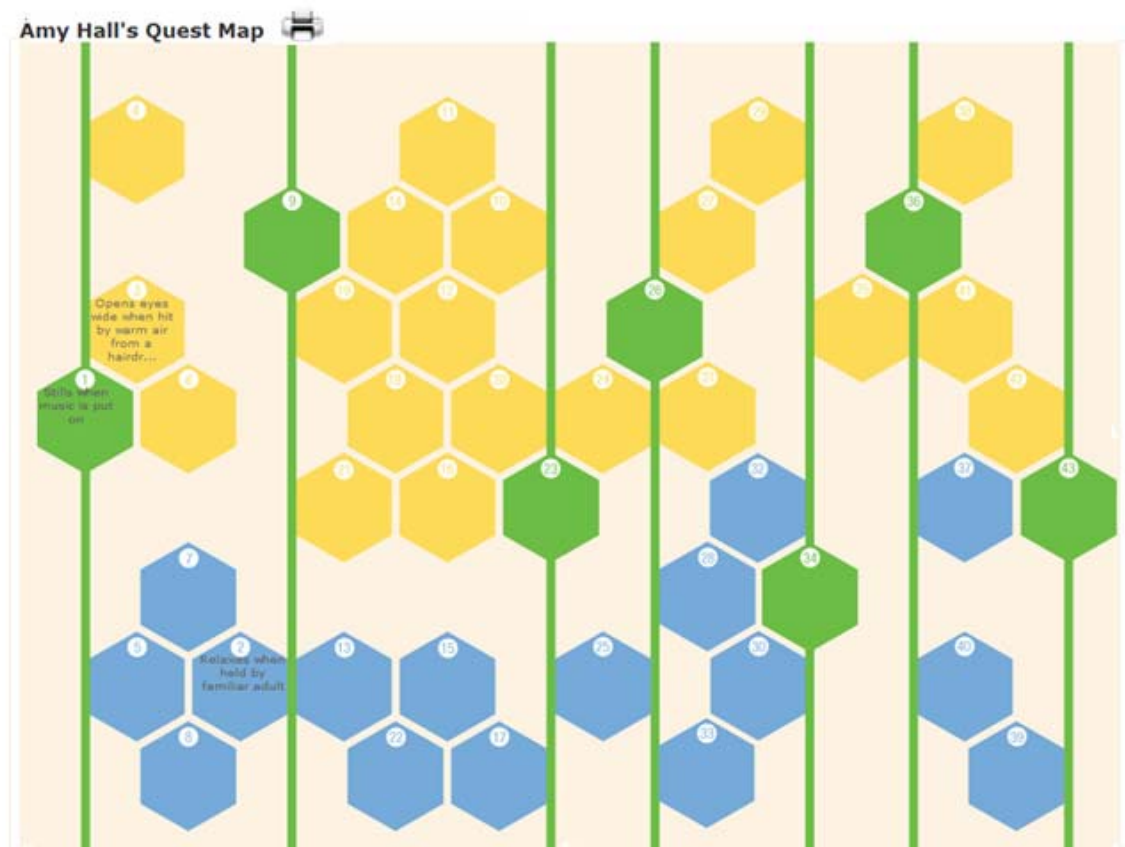
6.1.3 Print milestones

Clicking on the print icon (indicated on Figure 15) will give you the option to print the milestones you have selected on the screen or save them as a pdf file.

6.1.4 View Quest Chart

Clicking on the Quest icon (indicated on Figure 15) will open the Quest Chart for the selected Learner. From this page you will have the option to print a copy of the chart or save it as a pdf file by clicking on the print icon.

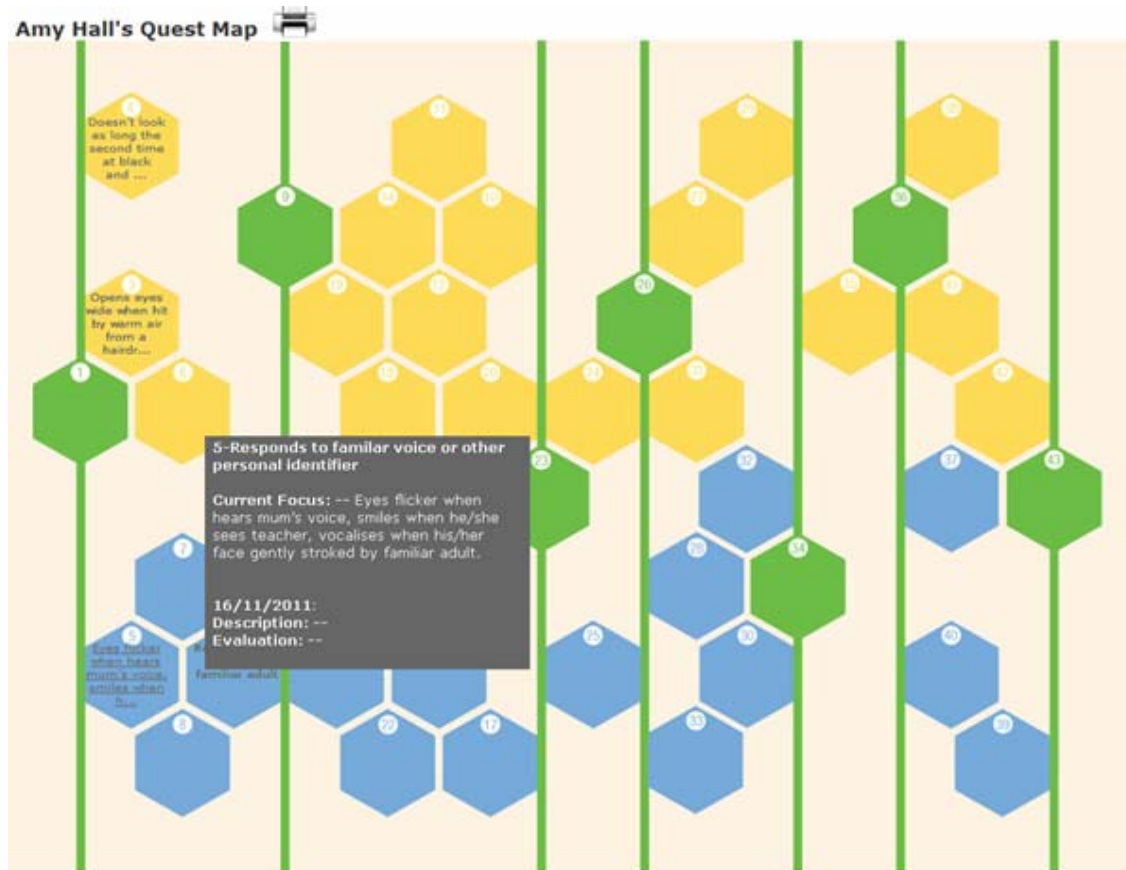
Figure 16: Quest Chart



When the Learners Quest Map is displayed and the current focus is longer than the size of the milestone on the map the first couple of sentences will be displayed, you

will see a '...' to indicate there is more to see. Roll over the milestone with your mouse to see further details in a pop up as shown below.

Figure 17: Quest Map showing further details



6.1.5 Filter milestones

Clicking on the Filter icon (indicated on Figure 15) will produce the popup shown below.

Figure 18: Filter Details

The 'Filter Milestones' popup contains the following elements:

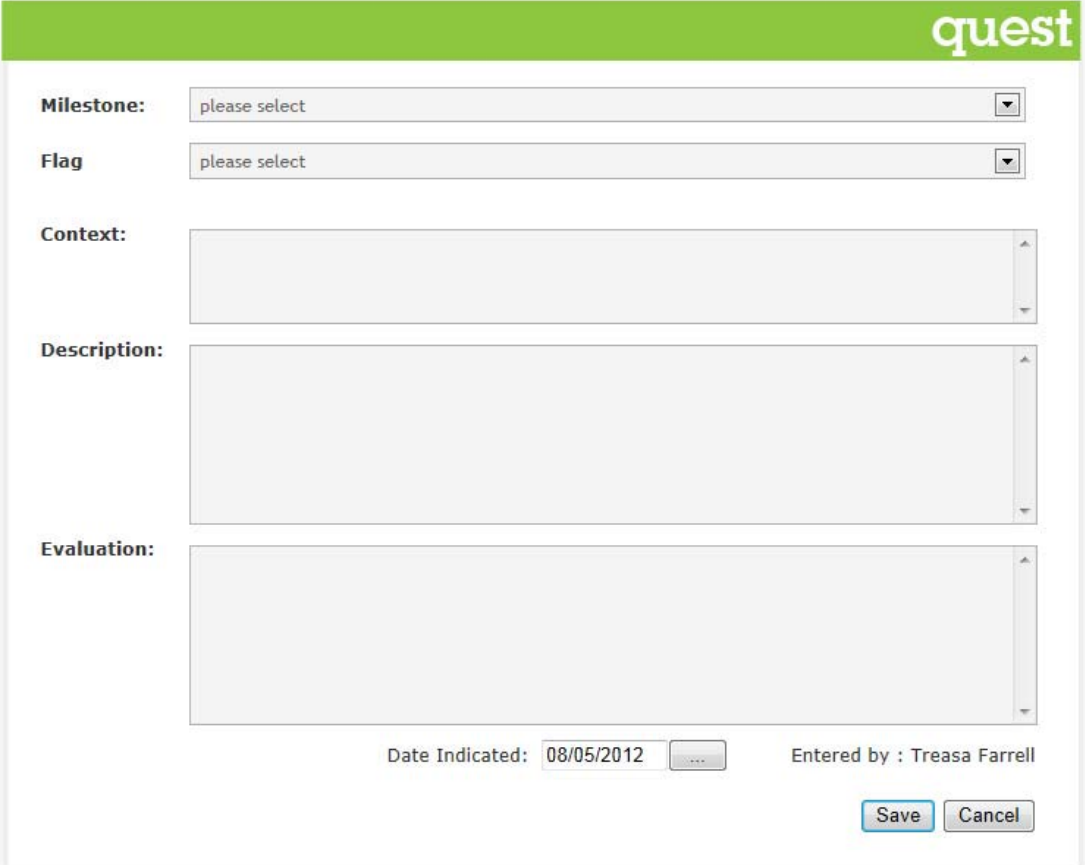
- Filter Milestones** Select dates and click on Filter. From: 08/05/2011 To: 08/05/2012
- Show:** All Milestones (dropdown menu)
- Filter** (button)
- Remove Filter** (button)

On this popup you may select milestones between certain dates and you then have the option of selecting a particular milestone or all milestones.

6.1.6 Add a new milestone

A new milestone may be entered by clicking on the +(plus) icon as indicated on Figure 15. This will open the form outlined below.

Figure 19: New Milestone Form



The screenshot shows the 'New Milestone Form' interface. At the top left is the Quest logo, and at the top right is the GEE logo with the tagline 'Rewarding Learning'. The form itself has a green header with the 'quest' logo. It contains the following fields:

- Milestone:** A dropdown menu with 'please select' as the current selection.
- Flag:** A dropdown menu with 'please select' as the current selection.
- Context:** A large text area for entering context information.
- Description:** A large text area for entering a description.
- Evaluation:** A large text area for entering evaluation information.

At the bottom of the form, there is a 'Date Indicated:' field with the value '08/05/2012' and a calendar icon, and an 'Entered by:' field with the value 'Treasa Farrell'. There are 'Save' and 'Cancel' buttons at the bottom right.

Please select your milestone from the drop down list and any flag that may be associated, enter a context, a description, any evaluation information and date indicated, and then please click 'Save'.

**** Please Note **:** The system may time out after 40 minutes of no activity so any information you have typed in the boxes but not saved may be lost.

6.1.7 Edit a milestone

This is similar to the add milestone form shown previously. Changes may be made to any of the fields. The main difference on the form is the addition of an extra field **summary of change**. This field is used to provide a brief summary of the reasons for the edit and will be used in the view history section described later.

Figure 20: Milestone Edit Details

The screenshot shows a form for editing a milestone. On the left, the text 'Summary of Change' is displayed. To its right is a large, empty text input field with a vertical scrollbar on the right side. Below this field, the text 'Date Indicated:' is followed by a date input field containing '08/09/2011' and a small grey button with three dots. To the right of this is the text 'Edited by : Tresa Farrell'. At the bottom right of the form are three buttons: 'Save' (blue), 'Cancel' (grey), and 'Delete' (red).

6.1.8 View the history of a milestone

When a milestone is edited a record of the previous version is saved thus maintaining a record of all the versions of the milestone. The **summary of change** field allows you to enter a summary of what is different between this and the previous version. The logged in user's name and the date and time of the edit are also recorded. Clicking on the **View History** button shows the complete history of this milestone. A copy of this history may printed or saved as a pdf file by clicking on the print icon on the history form.

6.2 Additional Material

A number of Quest Maps are available as downloads. These links can be found at the bottom of the milestones page.

- Quest Map – Criteria;
- Quest Map – Example;
- Quest Map – Blank.

7 Help/Contact Us

Quest Support

If you have any questions on Quest in general please contact:

Helen Miskelly Tel: 028 90261200 ext. 2617 email: hmiskelly@ccea.org.uk

Quest Technical Support

If you have any questions on the use of the Quest software please contact:

Helen Miskelly Tel: 028 90261200 ext. 2617 email: hmiskelly@ccea.org.uk

Stephanie Doran Tel: 028 90261200 ext. 2601 email: sdoran@ccea.org.uk

Steven McComb Tel: 028 90261200 ext. 2671 email: smccomb@ccea.org.uk