# Foundation, Phonics and Key Stage Data Collections 2019

Formatted and Unformatted Export/Import

All marksheets within Assessment Manager can be exported to Excel as either a formatted or unformatted file. A formatted file can be imported back into Assessment Manager when results have been entered. Throughout this appendix we have used Foundation Stage Profile 2012 data as the example.

Formatted Export
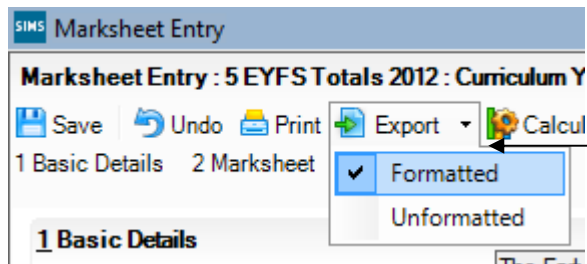
From an open marksheet in Assessment Manager, click on the **Export** button, Then click on the **Formatted** option.
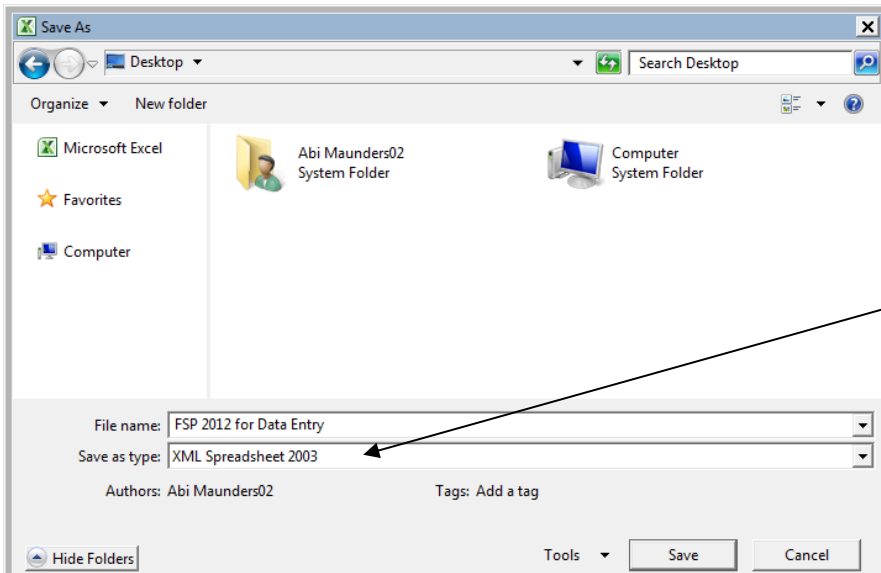
The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.

None of the grey shaded areas can be altered in any way.

	Surname Forename	PSE Development Early Years Foundation Stage	Communication Development Early Years Foundation Stage	Prob Solv Reason & Num Early Foundation Stage	Knowledge of the World Early Y Foundation Stage	Physical Development Early Yea Foundation Stage	Creative Development Early Yea Foundation Stage	EYFS Total Score Early Years Foundation Stage	EYFS Status Early Years Found Stage
8	ADAMS Laura	21	32	24	7	7	7	98	Y
9	AMNAR Tarak	17	22	20	4	4	3	70	Y
10	ASTWICK Gwenneth	18	24	19	5	6	6	78	Y
11	BOND Steve	22	29	20	7	8	8	94	Y
12	CAMERON Zara	25	33	24	8	8	9	107	Y
13	CARTER Hannah	11	30	23	7	7	7	85	Y
14	CHURCHILL Martin	23	0	23	8	9	8	71	Y
15	COOKSON Harry	25	0	27	9	9	8	78	Y
16	COSENZA Isabella	2	0	0	3	4	5	14	Y
17	DEFEO Lorenzo	0	0	0				0	Y
18	DENNIS Tommy	0	0	0				0	Y

You will need to save the marksheet somewhere on your networked drive so the teachers concerned can access it to enter the assessments.

To save the file go to **File | Save As** and choose a suitable name and location.

When you have entered a file name, click on the **Save** button.

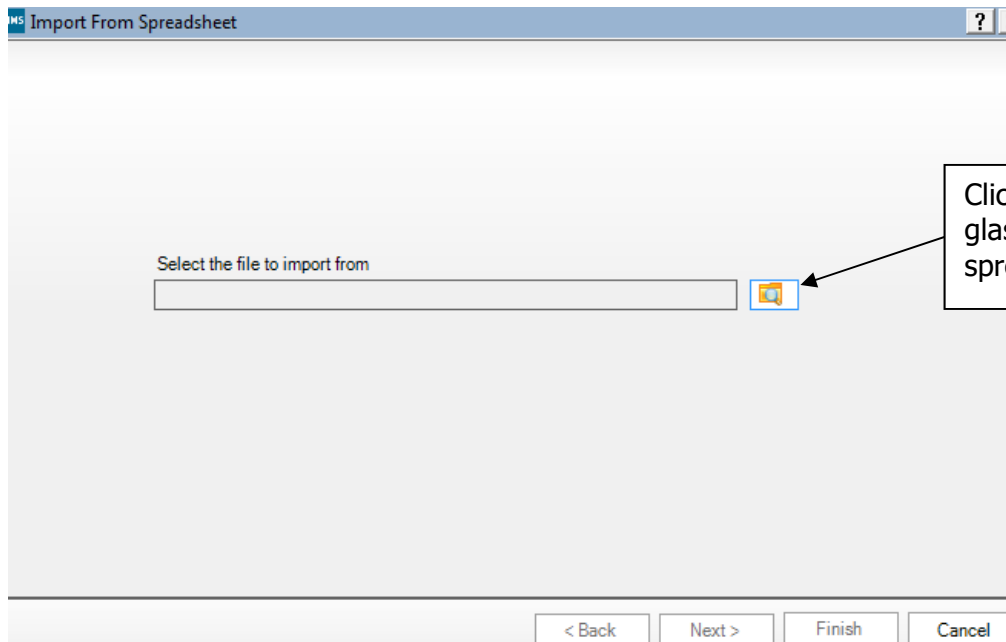**Do not** change the Save as type box.

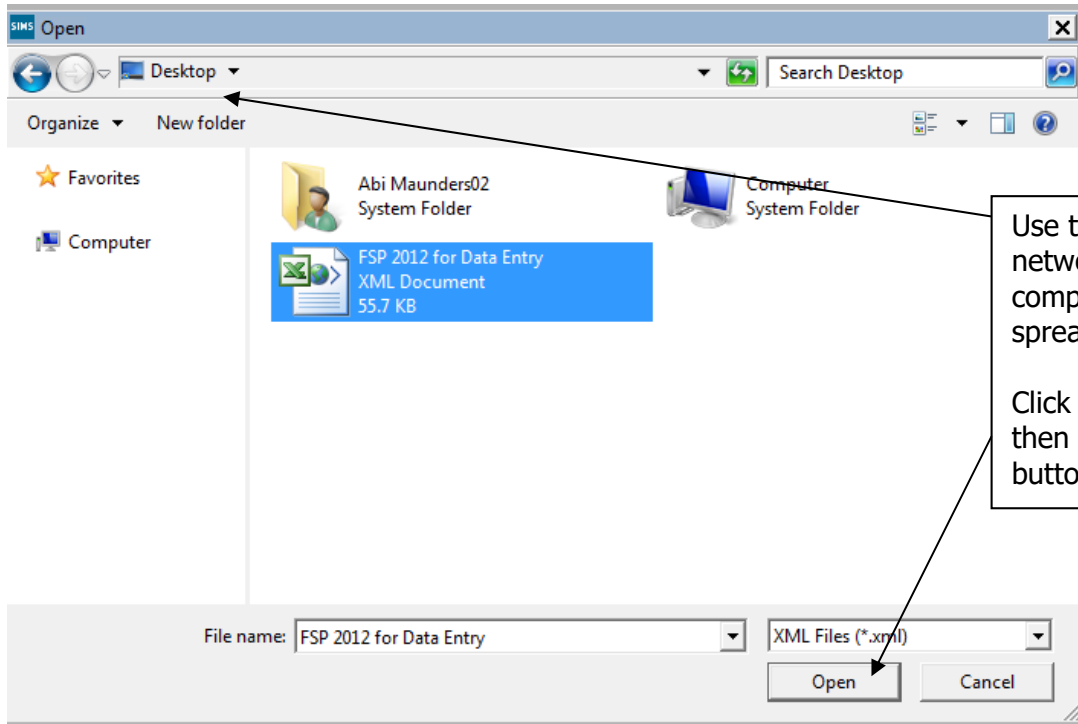Depending on the key stage there may be more than one statutory marksheet that you have to export to Excel.

The teachers can now enter the scores and TA outcomes directly into the spreadsheet. When they have finished entering data they must click **Save, NOT** Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA outcomes have been entered into the spreadsheets you can import them back into Assessment Manager.

Once back in SIMS.net go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.


Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

Use the arrow to find the network location of your completed data entry spreadsheet.

Click on it once to highlight, then click on the **Open** button.

The file path will be displayed in the next screen. Click on the **Next** button.

An Activity Log will be displayed stating that read-only columns are not considered for import. Click on the **Close** button and the following screen will appear.
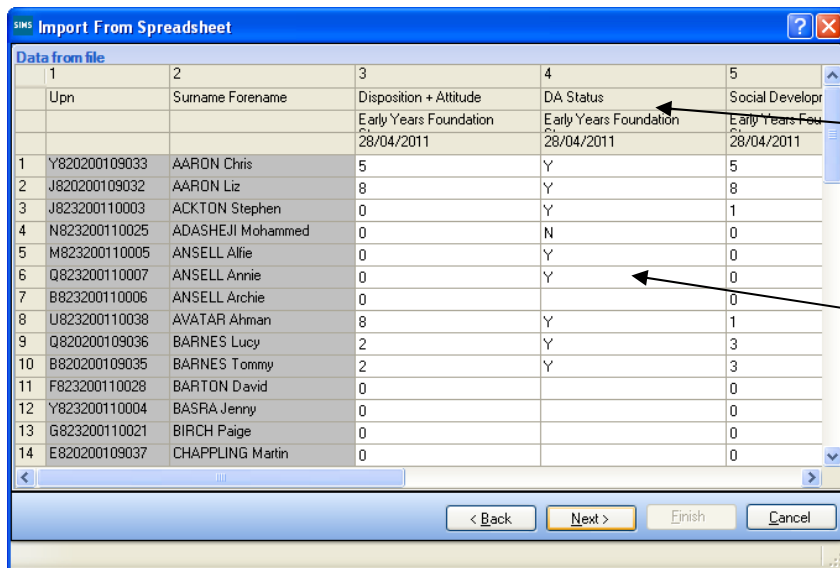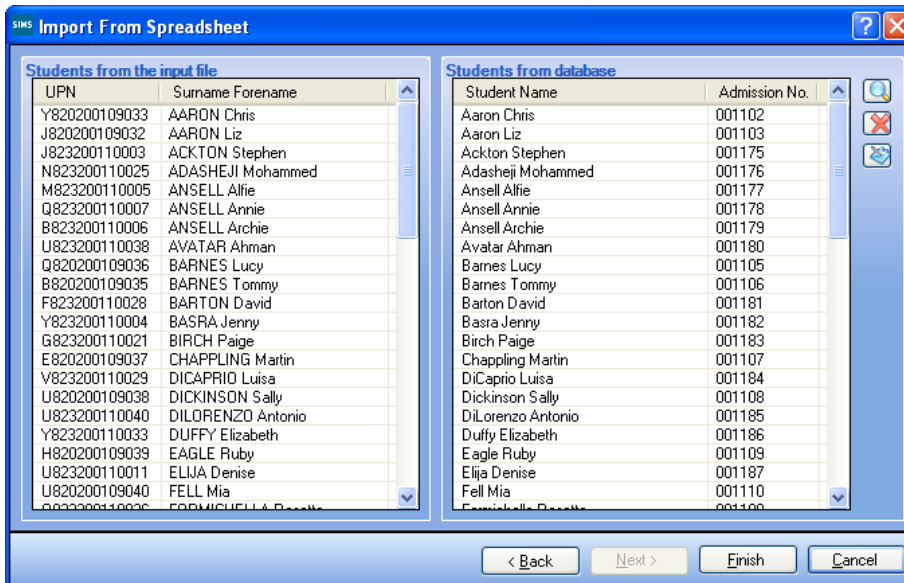

Because you chose a formatted export, Assessment Manager has automatically found the correct Aspects to put the results into.

Your results will be displayed in the white columns.

Click on the **Next** button.

The student matching screen will be displayed as shown below.

All the students should match as shown opposite.

Click on the **Finish** button followed by the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.
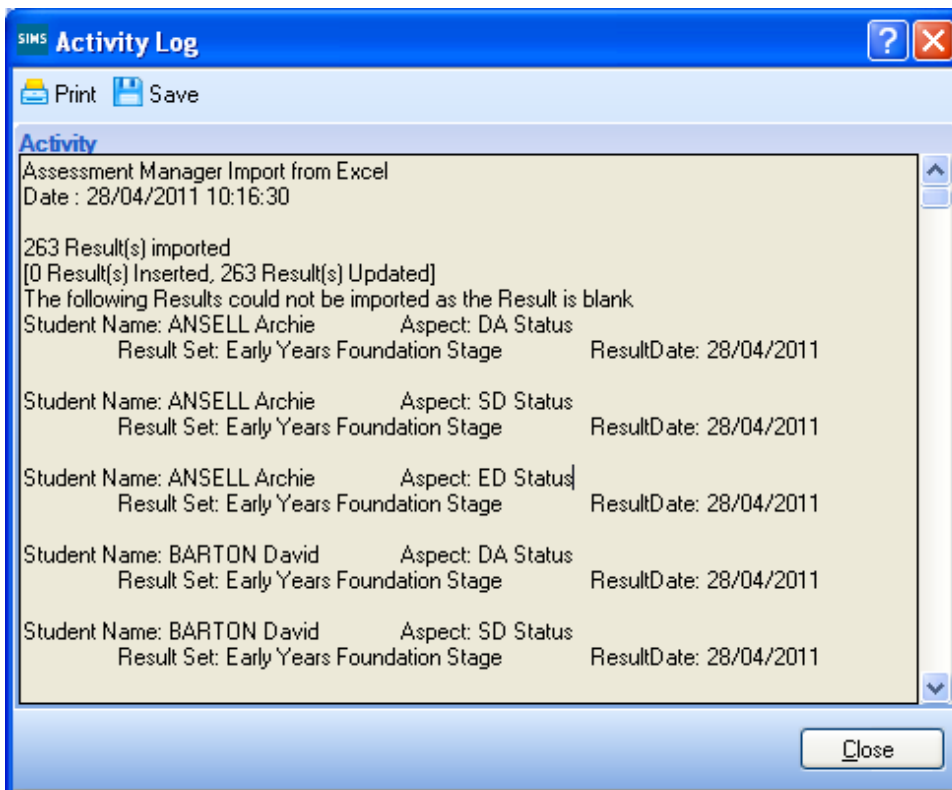

You need to go into each of the marksheets and press the **Calculate** button. You can go to the marksheets via the wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet Entry**.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

Unformatted Export

The unformatted option is mainly used so the marksheet is more "print-friendly".

> **We strongly recommend that you do not use the unformatted option if you want to import your results electronically. It should only be used for printing and manual input purposes. Instructions do follow however, if you choose to take this option.**
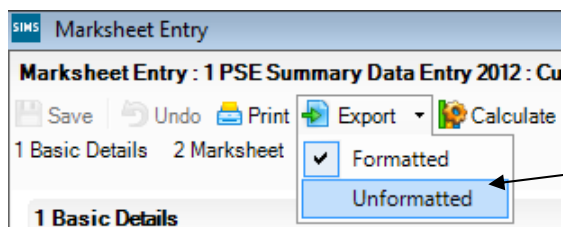
From an open marksheet in Assessment Manager, click on the Export button, then the **Unformatted** option.

The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.)

Margins and column widths can be altered so the spreadsheet can fit on to one page.

Use **File | Print Preview** to check this.

Once the page setup is correct, you can print out the spreadsheet, However, if the teachers concerned are going to enter the assessments into the unformatted export version, you will need to save the marksheet somewhere on your networked drive.

To save the file, go to **File | Save As** and choose a suitable name and location. In our example we have used **FSP for Manual Data Entry** as shown overleaf.
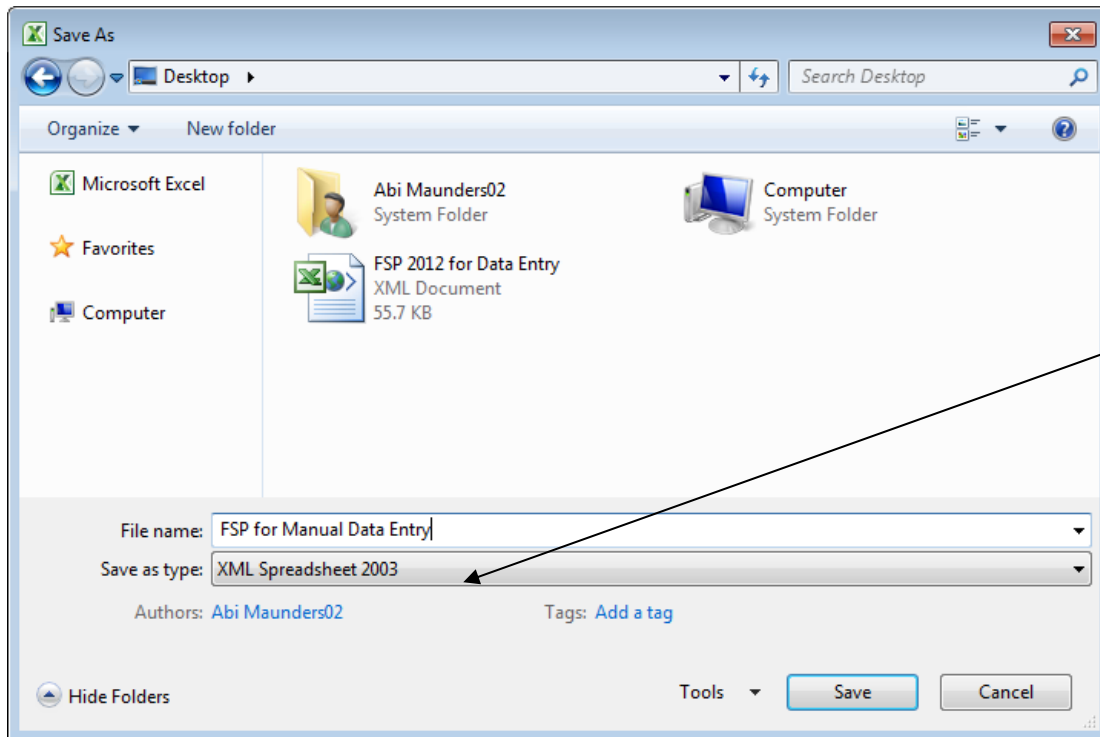
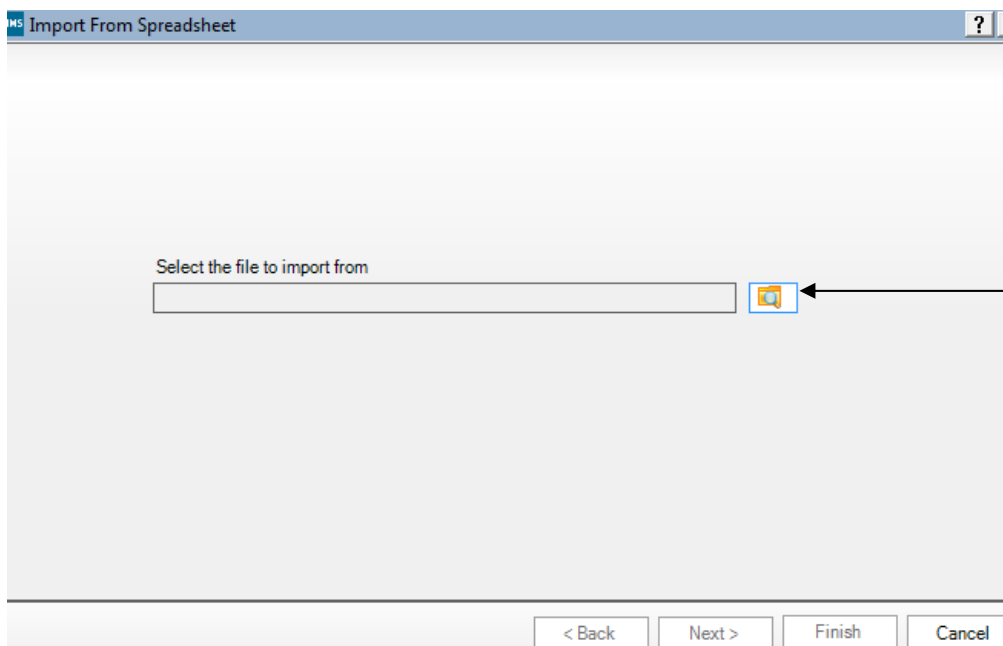When you have entered a file name, click on the **Save** button.

Do not change the Save as type box.

Depending on the key stage, there may be more than one statutory marksheet that you have to export to Excel.

The teachers can now enter Scores or TA outcomes directly into the spreadsheet. When they have finished entering data they must click **Save, NOT** Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA outcomes have been entered into the spreadsheets, you can import them back into Assessment Manager.

Once back in SIMS.net, go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.

Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

Use the arrow to find the network location of your completed data entry spreadsheet.

Click on it once to highlight, then click on the **Open** button.

The file path will be displayed in the next screen. Click on the **Next** button.

The import screen will appear as shown below. In this step you have to match the incoming data to the correct Aspects in Assessment Manager.
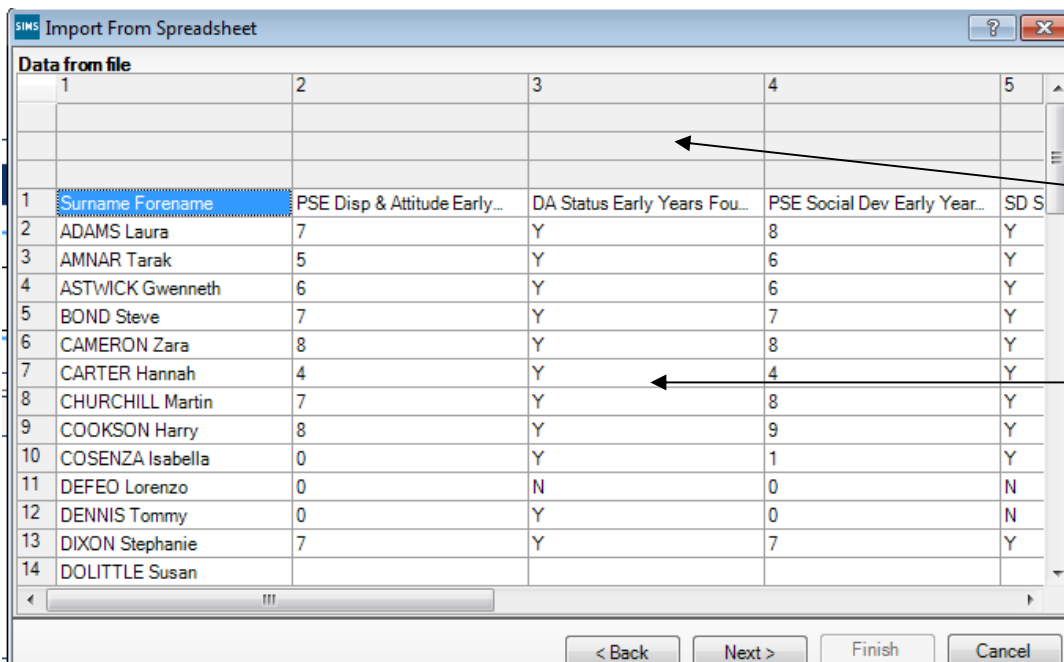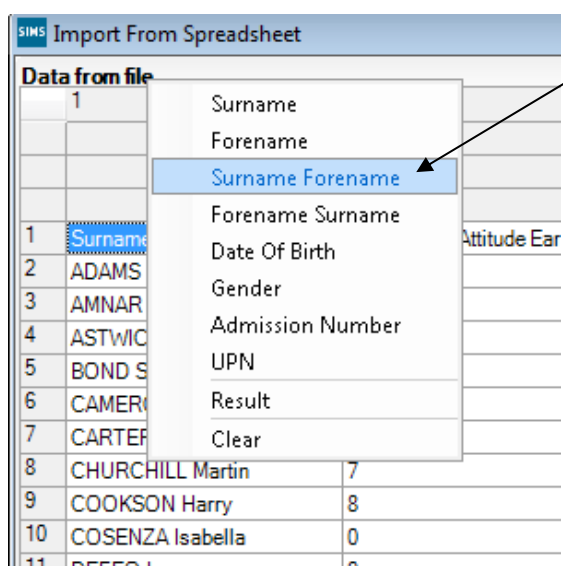

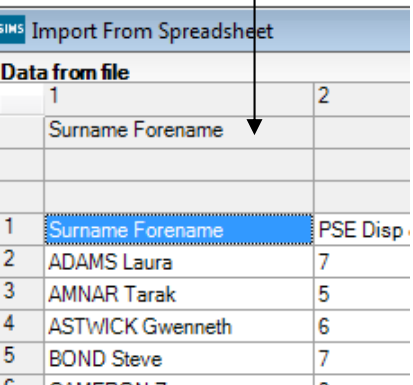All the grey parts of the screen are Assessment Manager.

All the white parts of the screen are from Excel.

You need to attach the correct Aspects to the data.

First of all, left click once in the white part of column 1
Then, right click over the **GREY** top area of the same column and the menu shown below will appear.

Choose the Surname Forename option and it will appear in the "Assessment Manager" part of the screen.
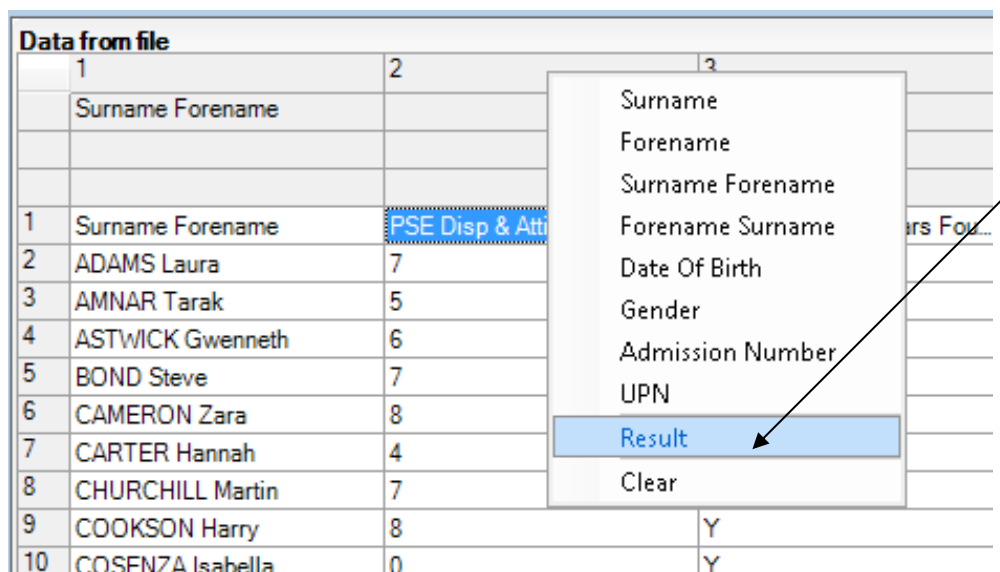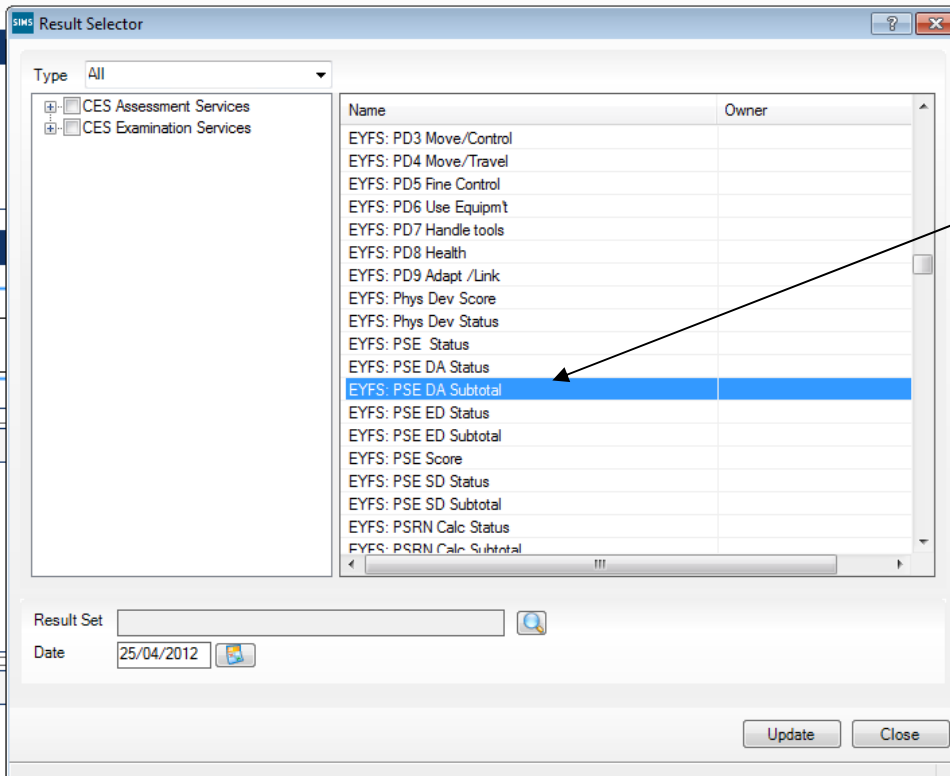
You now need to repeat this process for the other columns.

- Left click once in the white part of a column that contains assessment data
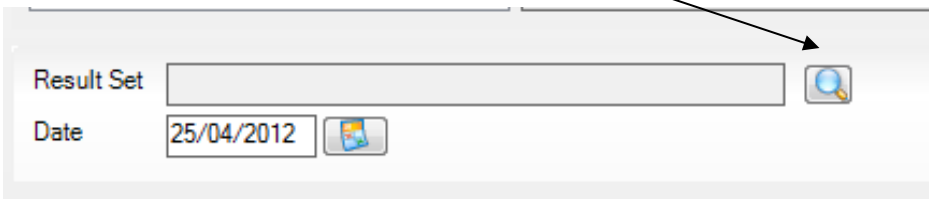- Right click once on the grey area of the same column

This time, choose **Result** and the screen shown overleaf will appear.
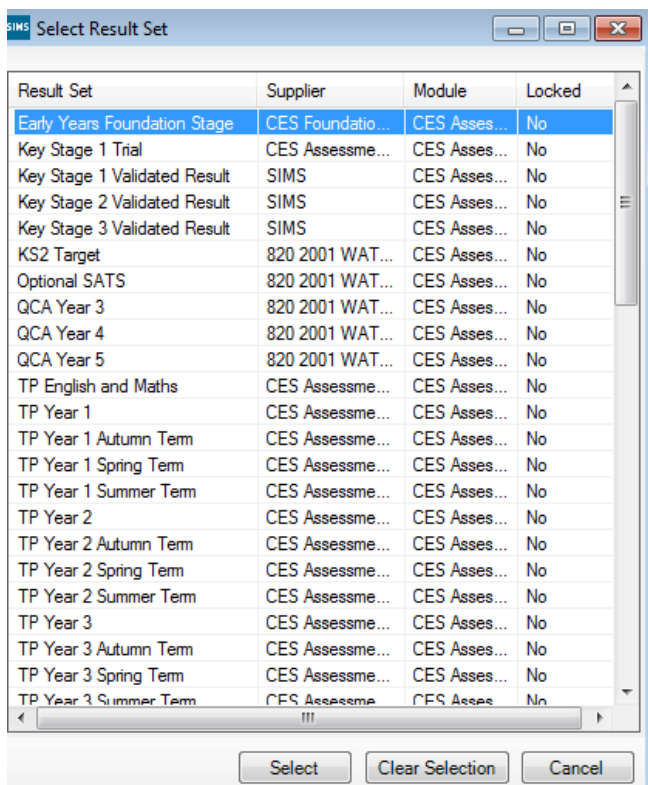
The Aspects will follow the same naming conventions, for example:

EYFS: PSE DA Status

When you have found the correct Aspect for the column you are naming, click on it once to highlight. Then click on the magnifying glass by the **Result Set** field.

The screen shown below will appear.

Depending on which key stage you are working on, choose one of the following:

- Early Years Foundation Stage
- Key Stage 1 Validated Result
- Phonics Check Year 1 or 2
- Key Stage 2 Validated Result

Click once to highlight, then click the **Select** button.

The Results Detail screen will be shown again, click on the Update button and you will be returned to the main data import screen.

You will see that the column now has an "Assessment Manager" heading.

You can now continue assigning headings to the rest of the columns that need importing. When you have finished, click on the **Next** button to proceed.

The pupil matching screen will now be displayed as shown below.

The pupils on the left (from Excel spreadsheet) should match the pupils on the right (from SIMS.net). If they don't there will be an option on the right of the screen (magnifying glass) to manually match those pupils being imported with details held in SIMS.net.

Click on **Finish** and then the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.
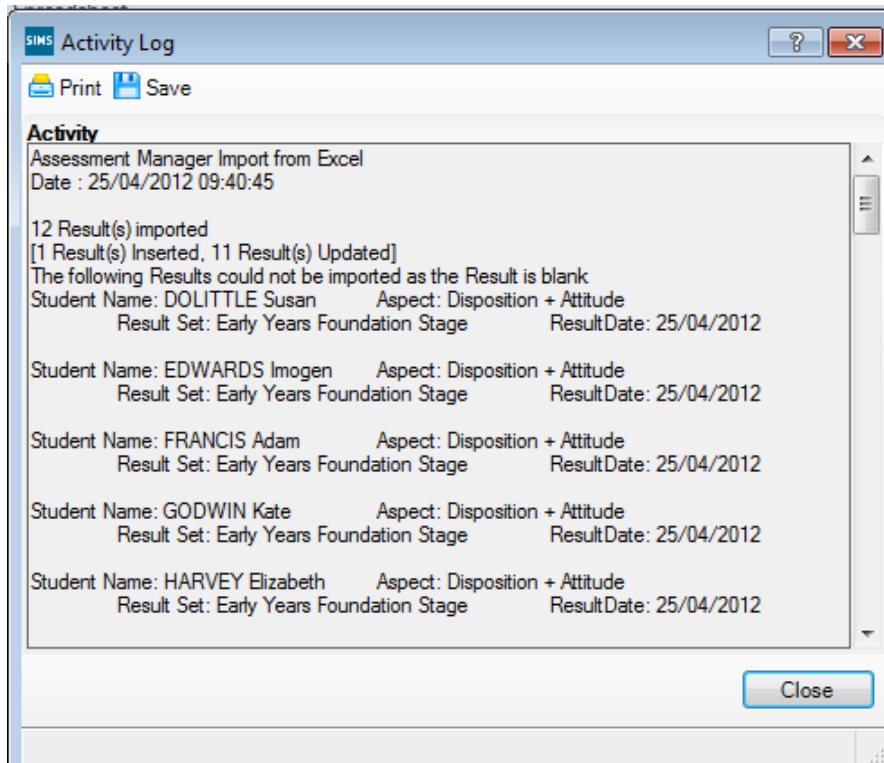
You now need to go into each of the marksheets and press the **<u>Calculate</u>** button. You can go to the marksheets via the Wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet entry**.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information or NCA Tools for KS2 (instructions in the main notice).