Importing pupils into FFT Aspire using a Pupil Data File: a help guide

Importing pupils into FFT Aspire using a Pupil

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Before you begin

Please note that the following steps to import data into FFT Aspire can only be performed by users whose school role type is either 'Head Teacher / Senior Leader' or 'Data Manager' for their Aspire account.

If you are not sure of your school role type or do not have either of these account types, please speak to your school's FFT Aspire Administrator.

This data management help guide will take you through the steps required to import additional pupils into your school's FFT Aspire system using a Pupil Data File. For example, a primary school may wish to import the data for three pupils who have joined the school or a secondary school may wish to import a new cohort of Year 7 pupils.

If several pupils need to be imported, it may help to trial the function to import one or two pupils at first to ensure successful completion and repeat the same process for the remaining pupils.

It is important to ensure that pupil details are entirely accurate before completing the process.

This process is a four stage approach: '**Upload**', '**Check**', '**Match**' and '**Finish**'.

Upload: Import pupil data

1. Login to the main Aspire site https://fftaspire.org

2. The Data Management area of Aspire can be accessed by hovering over the cog icon on the right hand side of the menu bar.

3. This will return a dropdown list of options. Select the '**New pupils**' option from the list.
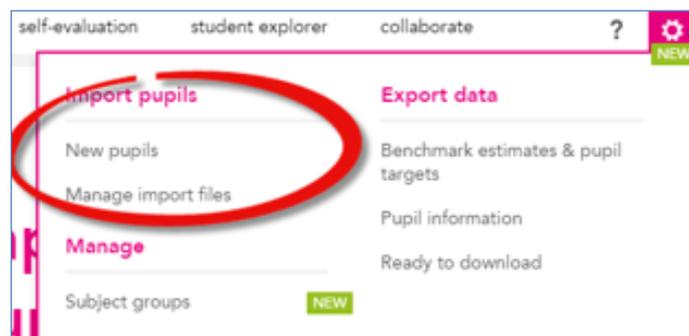
4. Select the format of the pupil data upload: '**Fill in a pupil data file**'. Alternatively, separate guidance for the SIMS Import process is available, please refer to 'Importing pupils into FFT Aspire using a SIMS file'.

5. Once the '**Fill in a pupil data file**' option is selected, the button will turn pink (as per the screenshot below) and template options will be presented.
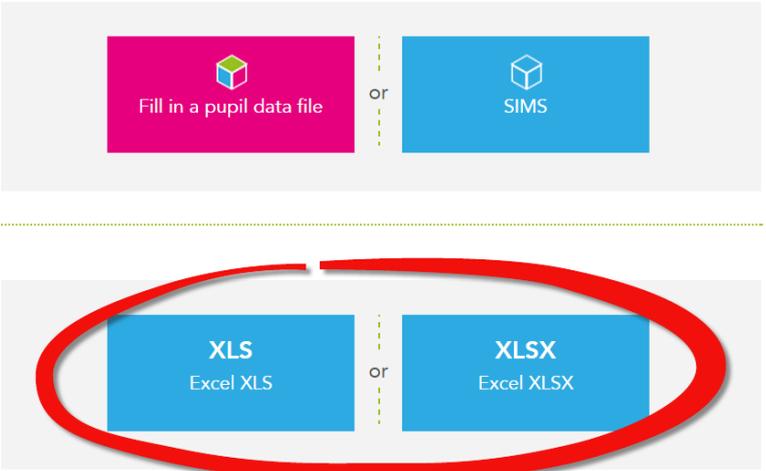
6. Select either the Excel XLS or Excel XLSX format (Excel 1997/2003 use XLS files and Excel 2007/2010/2013/2016 use XLSX files) for your data template. This will start the download process; follow your browser's instructions to download the Excel file and save this to your computer. If this process has already been completed and the template saved it will not need to be repeated when importing the finished spreadsheet.

7. Open the template and follow the instructions within the file to enter the pupil data. Please ensure that all details are accurate, including UPN, date of birth and gender, as these fields are used in the process of matching pupil data for FFT Aspire. These must match the data held in Key to Success (based on that in the National Pupil Database) and must be exactly the same in order to match the pupils with the data available for them. **The first seven fields (surname, forename, UPN, date of birth, date of joining current school, gender and NC year group) are mandatory for data protection reasons.** If copying information from another document, please ensure the formatting of the cells remains as in the template by selecting 'Paste Special' and either 'Text' or 'Values'.
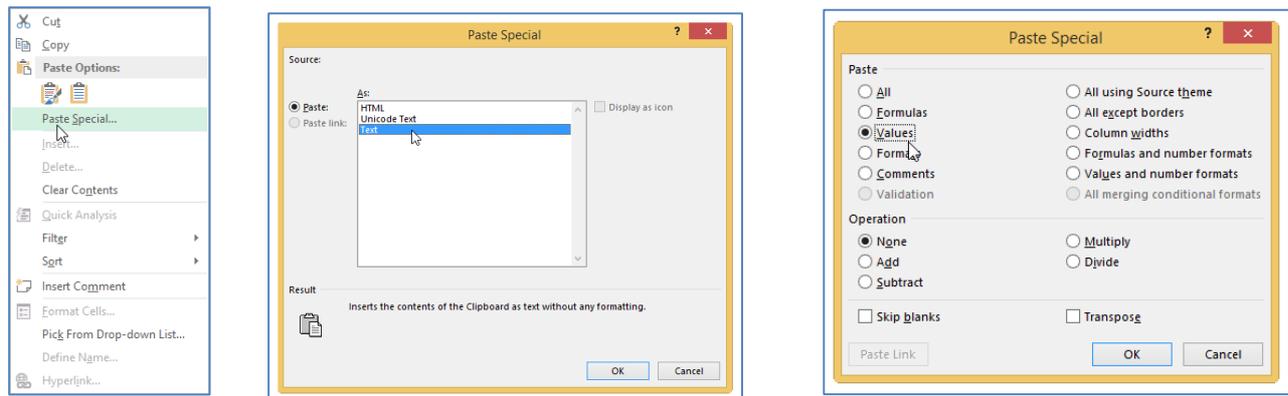
8. Upon finishing filling in the template, save the file and include your LAESTAB (DfE number) as the first 7 digits of the filename. We suggest the following format:

> <LAESTAB>_<date>_pupil_upload_<version number>
>
> e.g. 1238888_20Oct_pupil_upload_v1.xls ,
>
> (where '123' is your LA code and '8888' is your school's 4-digit establishment code)

The FFT Aspire import will fail if the school number is not included at the start of the name.

9. Return to your Aspire '**Import pupil data**' section to import this file. If the system has timed out, log back in and follow the steps above to navigate to the 'Import pupil data' screen and navigate to the area where the blank template can be downloaded (steps 1-6 above).
Underneath this there will be an area in which you can import your completed Excel template.

10. Select the '**Choose file**' button and navigate to the location of the Excel file.

Once the File has been selected, tick the box to confirm that you have read the data protection statement. **This import process will not continue until this declaration has been ticked.**

11. To proceed with the import, select the [Upload pupil data] button. This will start the import process which, depending on the number of pupils in the file, may take a few minutes. A message may appear if the import is taking some time; the rest of the site can continue to be used and a notification will appear when the matching process is complete.

Check: Check pupil data

1. When the import has been completed, it will automatically redirect to the '**Check pupil data**' screen and the import summary information will be presented.
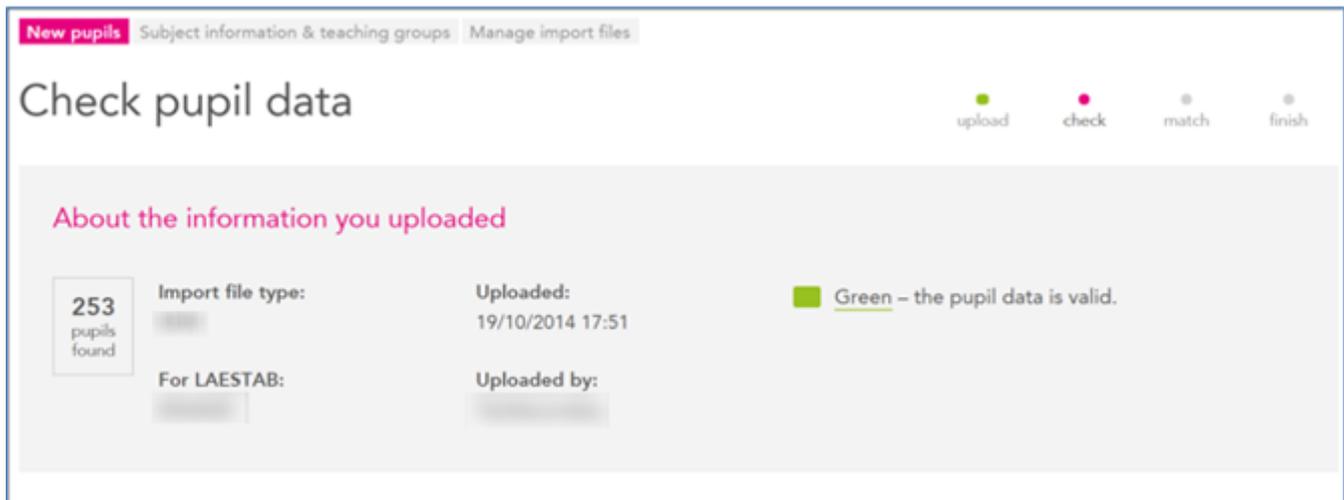
2. This checking screen will indicate whether the pupil data contains errors. If all of the pupil data is valid, all of the pupils in the list will be highlighted in green. Continue to the matching stage. Click here to jump to the matching screen instructions or go to page 11.

3. If the data contains errors, scroll through the pupil list and identify the pupils that have been highlighted in red.

4. Corrections will need to be made in the pupil data file, saved and the import process restarted for the amended file.

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5. Before importing the revised pupil file, scroll to the bottom of the **'Import new pupils'** screen and select the **Delete all listed pupils** button to delete the pupils listed above. This is to avoid duplicate pupil information in FFT Aspire.

6. Using the new pupil data file, repeat steps above until there are no errors in the import pupil list.

7. Once all of the pupils in the data file have been validated and there are no pupils highlighted in red ; please proceed to the matching stage.

8. A **'Next steps'** option will appear at the bottom of the pupil list. Select the **'Match pupils'** button to proceed to the matching stage.

Match: Match pupil data

Please note that the following matching process guidance is appropriate to both the Pupil data file template import or SIMS import. Therefore, any pupil numbers in the following screenshots are for illustrative purposes and may not necessarily match the pupil numbers presented in previous screenshots.

1. A '**Next steps**' option will appear at the bottom of the pupil list. Select the '**Match pupils**' button to proceed to the matching stage.
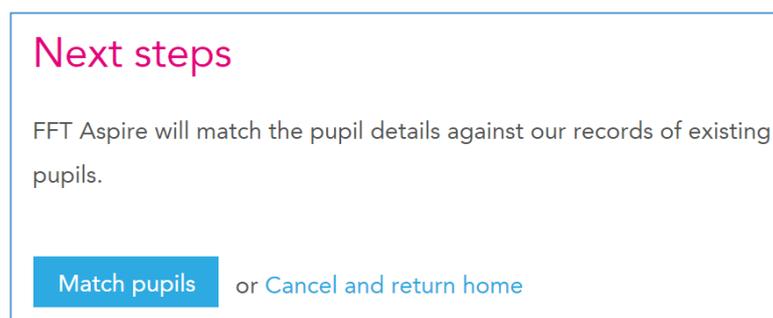
2. On the 'Match pupil data' screen, some summary figures will be displayed.

In the example above, FFT Aspire is able to match records for seven pupils. Four pupils were not matched to FFT's databases and will not be included in FFT Aspire.

3. Scroll down the '**Match pupil data**' screen to view the details of the matched pupils. Unmatched pupils will be visible at the bottom of the screen.

4. '**Confirm all**' of the matches or cancel the current matching process and upload a file again.

Finish: Summary of imported pupils

1. If you have confirmed the matches, FFT Aspire will present a summary report of imported pupils.

2. Scroll through the pupil list to view all of the matched and unmatched pupils. To complete the import process for the matched pupils, click on the **Finish** button at the bottom of the page. This action will redirect back to the FFT Aspire account home page.

3. In the example above, FFT Aspire was able to match records for seven pupils. If available, the pupils' context, prior attainment and benchmark estimates will be visible in other areas of Aspire. Depending on the number of pupils you have imported into FFT Aspire, data may take up to 24 hours to appear in reports.
The four unmatched pupils will not be imported into the system. Information for these pupils will become available once they are processed by FFT following the next School Census. Please note there is a period of time between schools completing their School Census return and FFT receiving this data, from the DfE, to include in FFT Aspire.

If any difficulties are encountered with this process please contact the FFT support team: support@fft.org.uk or phone 01446 776262 and select option 1 for support.