

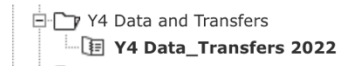
To be undertaken by the Integris Administrator only.

Stage 1 steps cover the following:

1. Set up the **Y4 DATA_TRANSFERS 2022** markbook and assign to year 4 pupils
2. Check the content of the **Y4 DATA_TRANSFERS 2022** markbook for missing data

1. Set up the Y4 DATA_TRANSFERS 2022 markbook with Year 4 pupils



1. Go to **Modules > Assessment and Assessment Planning > click + next to Templates > click + next to LA Templates > click + next to Y4 Data and Transfers**




2. Click on the **Y4 DATA_TRANSFERS 2022** template name
3. Now click on **Deploy** (top right of screen) and click **No** to the next prompt

You will see your selected **Y4 DATA_TRANSFERS 2022** markbook listed and highlighted in your copy of the **Y4 Data and Transfers** folder in **My Assessment Plans**.


Now assign the Y4 DATA_TRANSFERS 2022 markbook to the Year 4 pupils

4. With **the Y4 DATA_TRANSFERS 2022 markbook highlighted, click the Edit icon**  > click on the **Enrolled Groups** tab > click the **Add an Enrolled Group** icon . You should see your classes with the teacher names linked to each class.
5. **For entering Y4 data, select each Y4 class to create markbooks for each class selected and click Add.**
6. Change the **Enrolled Group Type** field to **Year Group** and select **Year 4** and click **Add**. Then click **Close**.

Now you need to assign yourself as the Integris Administrator to the Y4 Data_Transfers markbook and any other user (eg: Headteacher) that may need to access it for analysis or to enter Y4 data into it (if not the class teacher).

7. Select the **Year 4** group markbook from the list and click on the **Markbook Users**  icon.
8. Select your own User ID (as the administrator) as a user for the **Y4 DATA_TRANSFERS 2022** markbook and then click OK. *This will give you access and enable you to create the transfer files to send to the destination Middle schools.*
9. Select any additional users as required at this point.
10. Then click **Save** when you have finished.

Check Y4 DATA_TRANSFERS 2022 markbook for missing data

1. Go to **Modules > Assessment > Markbook > click the plus symbol next to My Markbooks > select the Y4 DATA_TRANSFERS 2022** markbook assigned to year 4 pupils > click **Open a markbook** icon  to view it.
2. Click **Back** at anytime to exit markbook.

See overleaf

Markbook - Y4 Data_Transfers 2022 - Year 4 (2021/2022)

	Destination School	Ever FSM SEN Stage	Any Premium Ever Entitled to FSM	EYF 2018	EYF GLD 2018	Phonics 2019	Phonics 2020 Recheck	KS1 2020 TA	Y4 2022 TA	Y4 RWM	Y4 MTC 2022
Name											
Ball, Luce	5999	K Y Y	Y Y								
Branston, Pickie	4999	K N N	N N								
Button, Zoe	n/s	Y Y	Y N								
Demskey, Darling	4999	K N N	N N								

The markbook contains **7 units**; **EYF 2018**; **EYF GLD 2018**; **Phonics 2019**; **Phonics Re-Checks 2020**; **KS1 2020 TA**, **Y4 2022 TA**; **Y4RWM**; **Y4 MTC 2022**– each unit can be expanded to reveal data columns by clicking on the **+** symbol and then clicking on the **-** to close the unit.

Follow details below which explains **where data should automatically appear** and **where data needs to be entered**

1. Grey columns: data within these columns will derive from your pupil records.

Check - If there is any **missing data**, then edit the field in the pupil record or within Speed edit.

Important! Destination school column - destination school DfE number should appear for each of your Y4 pupils - **if you hover your cursor over the DfE numbers, the destination school names will appear.**

Check – can you see the destination school DfE numbers? If yes, continue below.

If no, click Back to exit out of the markbook and use **Administration>Speed Edit** > select **Destination school** under **Area** and select your Year 4 pupils. Assign the appropriate destination middle schools to the pupils.

2. EYF 2018 Unit:

EYF 2018	Listening	Understanding	Speaking	Moving	Health	Self Conf	Man/FalBah	Relationships	Reading	Writing	Numbers	ShpSpckMeasure	People	World	Technology	ExpiMediaMat	Imaginative	GLD Pupil?
1	1	1	2	1	2	1	2	2	1	2	2	2	2	2	2	2	2	N
2	3	3	2	3	2	3	2	2	2	3	2	3	2	3	2	3	2	Y
1	3	3	2	3	2	2	2	2	2	2	1	2	3	2	3	2	3	N
2	2	3	2	3	2	2	3	2	3	2	3	2	3	2	3	2	2	Y

EYF GLD
See pt 3 below

this contains the EYF outcomes (1,2,3) for the 17 Early Learning Goals recorded for Year 4 pupils at the end of Year R back in 2018.

- Are these populated with outcomes for the majority of pupils?
 If **yes**, continue to next Unit.
 If **no**, click **Back** to exit the markbook.
 If EYF outcomes were recorded in Integris previously, go to **Modules > Administration > Utilities > Update Year Independent Markbooks...** > select **EYF** from the 'Select Key Stage' box and select **Year 4** from the list > click **Update**. Click Yes to any prompts.
 Go back to the **Y4 DATA_TRANSFERS 2022** markbook and re-open it. Check this unit again –they should now

Stage 2: Y4 Data and Transfers from Integris Assessment

appear. If there are some pupils who do not have EYF outcomes – most likely being those that joined the school after Year R – then you can obtain them from GIAP via DfE Sign-in gateway.

If EYF data is missing for ALL pupils, then you can obtain them from GIAP via DfE Sign-in gateway – you can download a CTF and import the data through Administration > Import & Export > CTF Import > select the CTF file > click next and accept any warning messages. When the import is complete, you will need to go to **Administration > Utilities > Update Year Independent Markbooks...** > and then select EYF from the **'Select Key Stage'** box and select **Year 4** from the list > click **Update**. Click Yes to any prompts.

3. EYF GLD 2018 Unit: if all the EYF data is present in the EYF 2018 unit, then the GLD Y/N column will be populated identifying which of your pupils were at a Good Level of Development at the end of Yr R (Y/N).

4. Phonics 2019 unit:

this unit contains a phonics mark and an outcome column

- Are these populated with outcomes for the majority of pupils?

If **yes**, continue to next Unit.

If **no**, click **Back** to exit the markbook.

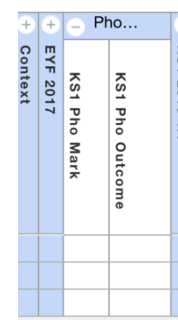
Next, go to **Administration > Utilities > Update Year Independent Markbooks...** > select **Pho Final** from the **'Select Key Stage'** box and select Year 4 from the list > click **Update**.

Click Yes to any prompts.

Go back to the **Y4 DATA_TRANSFERS 2022** markbook and re-open it. Check this unit again – if Phonics marks and outcomes were recorded in Integris previously, they should now appear.

There may be some pupils who do not have Phonics outcomes – most likely being those that joined the school after Year 1.

Again, as with EYF data, missing data can be obtained from GIAP via DfE Sign-in gateway – you can download a CTF and import the data through Administration > Import & Export > CTF Import > select the CTF file > click next and accept any warning messages. When the import is complete, you will need to go to **Administration > Utilities > Update Year Independent Markbooks...** > and then select **PHO Final Check** from the **'Select Key Stage'** box and select **Year 4** from the list > click **Update**. Click Yes to any prompts.



Pho...		KS1 2019 TA
EYF 2017	KS1 Pho Mark	KS1 Pho Outcome

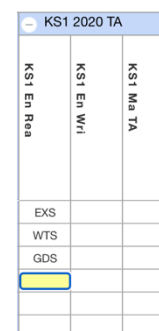
5. KS1 2020 TA Unit:

this contains the KS1 TA columns for Reading (KS1 En Rea), Writing (KS1 En Wri), Maths and Science. **THESE WILL NOT BE POPULATED** (as no KS1 data was reported in 2020 due to the pandemic) therefore if data is added, this will be internally recorded data only.

- You can (**if you wish**) enter a value (if recorded for internal purposes in 2020) into these columns – outcomes expected are **BLW, PK1-4,WTS, EXS, GDS**
Remember to click **SAVE** regularly when entering data!

Note: For bulk filling columns: : Left-click heading cell > click on **Modify column values new value** > select value from list > click **OK**.

This populates the whole column with selected value – click on individual cells to make change > click **Save**.



KS1 2020 TA		
KS1 En Rea	KS1 En Wri	KS1 Ma TA
EXS		
WTS		
GDS		

7. Y4 2022 TA Unit:

Y4 Read TA; Y4 Writ TA; Y4 Maths TA : these columns need to be manually entered.

Data values expected; EM, PK1-4; WTS, EXS, GDS, A

Follow Stage 3 – Enter Y4 TA data for more details

Y4 2022 ...			Y4 ...	
Y4 Read TA	Y4 Writ TA	Y4 Maths TA	Y4 RWM @ EXS?	Y4 RWM @ GDS?
GDS	EXS	GDS	Y	N
WTS	EXS	EXS	N	N

see pt8

8. Y4 RWM Unit – if all the Y4 TA data is present in the Y4 TA 2022 unit, then the RWM @ EXS and RWM @ GDS columns will automatically populate identifying which of your pupils attained EXS/GDS or GDS across all three subjects (Y/N).

9. Year 4 MTC Unit: (Multiplication Tables Check)

Import the MTC Results (via a CTF available to download from the MTC Service via DfE Sign-in) into Integris from Mon 27th June which will automatically populate this MTC column in this unit.