

# To be undertaken by the Integris Administrator

Stage 3 contains the following step:

- 1. Check the accuracy and completeness of the data
- 2. Create the Year4\_DDDD\_19 csv file as the return file
- 3. Send the file via Anycomms to the LA Performance Team

Please note that you can submit your Y4 return from Mon 17<sup>th</sup> June until Thurs 27<sup>th</sup> June 2019

### 1. Check the accuracy and completeness of the data

- 1.1 When the Year 4 teacher(s) have completed and checked the data entry for each pupil, go to **Assessment > Markbooks >** select the **CBC Y4 TA Return 2019** markbook assigned to your **Year 4** pupils to highlight it in bold.
- 1.2 Click the **Open Markbook** icon
- 1.3 Take a few minutes to check that all the data is present for each pupil in your Year 4 cohort. Check the following columns have the 1,2, 3 entries as expected: Y4 Read TA; Y4 Writ TA; Y4 Maths TA
- 1.4 Check that the Assessment Threshold column is also populated with either 85% or 100% for the entire column (as per instructions in Stage 2)

Apply Filter •	Ge	Da	٧4	Y4	¥4	Th
Show 🔻	nder	te of Birth	Read TA	Writ TA	Maths TA	reshold
Name						
<b>Name</b> Coppard, Ciaran	M	23 Feb 2005	2	1	2	85%
<b>Name</b> Coppard, Ciaran Evetts, Kieran	M	23 Feb 2005 20 Oct 2004	2	1	2	85% 85%

**Check/Approve the Y4 data before sending to the LA –** please ensure that your Head Teacher has 'signed off' this data to approve accuracy and completeness before you create the return file in the next step!

## 2. Create the Y4 TA Return 2019 csv file

2.1 When you are satisfied that the data is ready to be returned, open the CBC Y4 TA Return 2019 markbook for the Year 4 group and go to the Tools menu (top right of the markbook screen) and select Export Assessment Data



Note: If you have made any changes to the markbook which have not been saved, you will be reminded to click **Save** before proceeding.

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You are presented with the following Assessment Data Export Wizard screen:

Welcome to the Assessment Data export wizard	This wizard will guide you through the process of exporting assessment data from Markbook into a CSV file. Specify whether the exported file should be comma separated ("zer file) or tab separated ("zer file). Specify wather into exported file should include header information and wather to export. Solet on or more students to export. Click der Net x > button to start the export, socials.	
	unted the Teleformand	
Include hear	der information in the first line of file	
Student Name(s)	der information in the first line of file	6
Student Name(s)	of rate of rate separated	- Q
Student Name(s)  Allison, Jennifer  Archibold, Liam	araree O 140 Septiareed	, (
Student Name(s) Allison, Jennifer Archibold, Liam	of anex O is a separated	, (
Include hear	antered 🕜 i nio Separate	, (J
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Student Name(s)  Allison, Jennifer  Archibold, Liam  arc	where 🕜 in a separates	* *

All the Year 4 pupils should already be selected in the list.

### 2.2 Click Next

The next window (in the right hand pane) shows you that all of the columns have been selected to be included in the export file – this includes the UPN, Surname and Known name, gender and date of birth of each pupil.

Assessment Data	Select the	e contextual and assessment data items to export.		
export wizard	<ul> <li>Move iter</li> </ul>	ns up and down to change the disp	play order.	
Authorised Absences	^	Selected Data Item(s)		
Boarder Boarder Type	- 1	Known Name Sumame		
Current Class		Student UPN Gender		
Current Year	~	Date of Birth Y4 Read TA		~
Y4 Read TA		Y4 Writ TA Y4 Maths TA		~
Threshold		Threshold Current Class		

#### 2.3 **PLEASE CHANGE THE ORDER** of the data items:

> click on **Known Name** and move this to the top of the list (using the ^ button)

# 2.4 Click Next

The final screen displays a summary of what was selected for the export file.

export Summary	Hide Instructions
The summary provides information about	t the export file's content:
<ul> <li>Details listed include: File Type, Availab Name(s) and Selected Data Item(s).</li> </ul>	ility of header information, Student
<ul> <li>Please review the summary; if satisfied save the file to a suitable location.</li> </ul>	please click on the Export button to
ile Type: Comma Separated include header information in the first line Student Name(s)	of file: Yes
Allison, Jennifer	
Archibold, Liam	
Archibold, Liam	
archibold, Liam	
audley, alexander	
Bartram, Henry	

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# 2.5 Click Export

2.6 Depending on your browser, you will see either an **Open** file option or the file is opened in an Excel window automatically – <u>ensure that you have the export file opened.</u>

This is your final opportunity to check that the data is all present and correct.

2.7 Now click on **File > Save As...** 

in the Save As Type select CSV (Comma Delimited) from the drop-down menu
 in the Filename box delete the existing filename and replace with Year4\_DDDD\_19 [where DDDD is your school's DfE number] as the new filename
 choose the folder location you wish to save the file in

- > click Save
- > answer Yes to any formatting prompts
- > Now **Close** the file and click Yes to any further prompts

The file should now be saved as a .csv file.

2.8 In Integris, the CBC Y4 TA Return 2019 markbook will remain open. Click Back to exit out of the markbook.

You are now ready to send the Year4\_DDDD\_19 file to the LA via Anycomms.

## 3 Send the Y4 TA return to the LA

- 3.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
- 3.2 Click **Browse** and select the **Year4\_DDDD\_19** file (where DDDD is your school's DfE number) from the folder you saved the file in (step 2.7 above)
- 3.3 Select **Y4 Return** option for File Type and select **Performance Group** under Service and enter in the Description box **Y4 TA Return**.
- 3.4 Then click Upload File

If you had created an additional CBC Y4 TA Return 2019 markbook for Y4 Leavers, you need to open this markbook and repeat from step 2 above to create a second return file and name it as Year4\_DDDD\_19 LEAVERS.csv

Well done – you have now completed the process for your Y4 TA Return for 2019!

Follow Stage 4 to perform analysis reports on your Y4 data.

Don't forget to now deal with the Year 4 Transfer files to your destination schools! Refer to separate Y4 Transfer instructions available on the www.cbict.org.uk website.