

To be undertaken by the Integris Administrator

If you have end of year EYFS data recorded in an external software for your Reception children, you can import this data into Integris via a CTF file created in the external software.

Importing EYFS data into Integris will allow you to produce EYFS reports, reports for parents and analysis, view the EYFS data within an EYF GLD Measures 2024 markbook to view GLD pupils, allow this data to be accessible through the Student_Profile (and other assessments) and include EYF data in CTF files when children leave your school.

Before you proceed, please ensure that you have the CTF file created from your EYFS software ready for importing into Integris.

Note: if you can export your EYFS data from your EYFS software in a csv format only, please contact admin@cbict.org.uk to carry out the import for you.

Before proceeding:

Check the export filename created from your EYFS software is correct. *It should be named in the following format AAAdddd_CTF_AAAdddd_001.xml (where AAA= LA number and dddd= school DfE number eg: 8239999_CTF_8239999_001.xml or 8229999_CTF_8229999_001.xml)*

1. Check and locate the CTF file

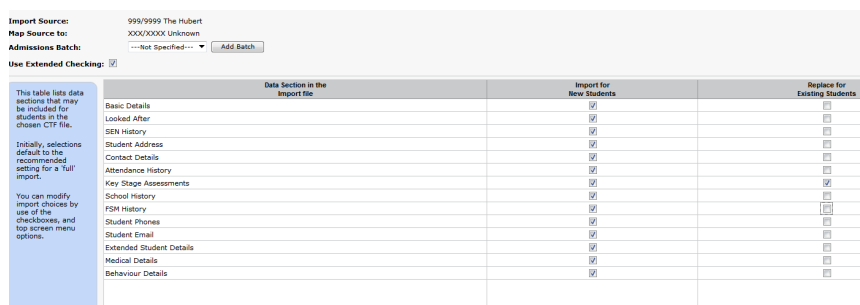
Locate the 823dddd_CTF_823dddd_001.xml (where dddd is your school's DfE number) that has been created from your EYFS software. *Note: your file may have a higher number than 001, eg: 002,003 etc – this doesn't matter but the file must have your school's DfE number appear either side of the CTF in the filename).*

Do NOT attempt to use a 823dddd_CTF_823LLLL_001.xml file as this is intended for use by the LA.

2. Import the CTF into Integris

2.1 In Integris, go to **Administration > Import & Export > CTF Import** > click **Browse** > navigate and select your **823dddd_CTF_823dddd_001.xml** file and click **Open** (folder path and the filename appears in the text box) > click **Next**

A validation message appears – **if a warning message appears, select the option to continue**
An **Import Options** screen should now appear



Data Section in the Import file	Import for New Students	Replace for Existing Students
Basic Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Looked After	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEN History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Key Stage Assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FSM History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Phones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extended Student Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behaviour Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All the boxes are ticked in the **Import for New Students** column - this is ok as there should not be any new pupil records in your CTF file that are not already held in your Integris

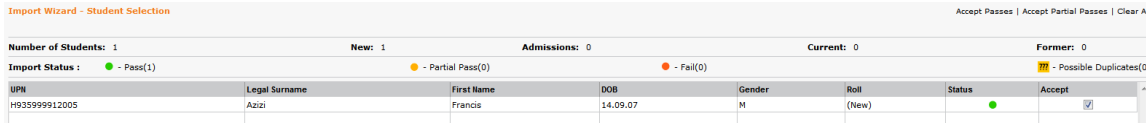
In the **Replace for Existing Students** column, only some boxes are ticked **and it is this column that needs editing.**

2.2 **IMPORTANT!!!** In the *Replace for existing Students* column remove all the ticks except for **Key Stage Assessments** - this will allow your EYFS results to import into Integris

2.3 Now click **Next** > click **Yes** at the next prompt about Admission batches

When validation is complete, the next screen lists all the pupils in the CTF file.

All pupils with a green circle in **Status** column indicate a Pass with ticks in the **Accepted** column.



Note: check for any records showing as a **Partial Pass** (amber dot) or **Fail** (red dot) and remove the tick in the **Accepted** column for them if you do not want these records imported at this stage without investigating further why Integris has rejected the record(s).

2.4 Click **Next** and wait until all the EYFS results are imported.

An **Import Results Summary** confirms the pupil records that have been imported and the EYFS data will have been added to their pupil record in Integris

Pass (Green)	6
Partial Pass (Amber)	0
Fail (Red)	0

Students (Detail)


UPI	Surname	First Name	Gender	DOB	Status	Roll	Imported?
Z823211709029	Adnitt	Oliver	M	20.10.05	Green	C	Updated
U823211709045	Allison	Jennifer	F	30.12.05	Green	C	Updated
L823300009006	archibold	Liam	M	21.05.06	Green	C	Updated
P823211709079	Archibold	Liam	M	21.05.06	Green	C	Updated

2.5 Click the tick box for **Show full validation and extraction detail:** to see a more detailed account of the import routine to check

2.6 Now click **Finish**.

3. Check the **NC Early Years 2024** markbook to view the EYFS data imported

*Ensure you have completed **Stage 2 – Prepare NC Early Years Foundation 2023 markbook instructions** before actioning this step*

3.1 Go to **Modules > Assessment > Markbook** > click on the + next to the **My Markbooks** and select **NC Early Years F 2024** for year group Reception > click the **Open a Markbook**  icon to view it.

Click + at the top of each blue unit to check that ALL of the columns are populated with (1,2 or A) data imported from your CTF export file.

The only unit which may not be populated is the last one called ‘Learning Characteristics’ – the three columns within this unit are for free text to be used with reports to parents (Stage 6).

Contact admin@cbict.org.uk if no data appears!

You can proceed to Stage 4 – to make a EYFS data return to the LA

OR

Stage 5 – Analysis Reports and continue from there.