

Transferring Y6 data from Integris Assessment

Stage 2: Create Y6 Transfer Files

To be undertaken by the Integris Administrator

Stage 2 contains the following **two** main steps:

1. Check status of markbook and note the destination schools
2. Create the transfer files

1. Check the status of the markbook:

- 1.1 Go to **Assessment > Markbooks** > select the **Y6 TRANSFER 2019** markbook assigned to your **Year 6** pupils to highlight it in bold.



- 1.2 Click the **Open Markbook** icon

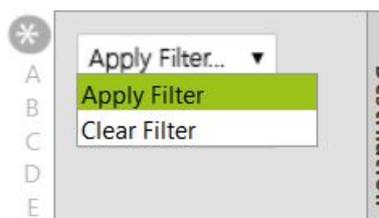
At this stage, the Y6 Transfer 2019 markbook is now complete and the data columns within each unit for Reading, Writing, Maths & Science are populated based on the data recorded within Integris assessment.

2. Check and note the destination schools

- 2.1 Sort the Destinations schools column to group the different destination schools together by **left clicking** in the column heading “destination school” and click on **Sort on Column**. This action will group together all the destination schools in ascending order. Repeat the sort to sort the schools in descending order.

- 2.2 Hover over each of the different DfE numbers and note down the different destination school names and their DfE numbers, also making a note of the number of pupils that have the same destination school. [Note: the number of different DfE nos you list represents the number of transfer files you need to create in step 3 below].

- 2.3 Click **Apply Filter > Apply Filter** (at top left of markbook)



You will be presented with the following filter window:

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Now **set the filter** appropriately:

- > Select **Destination School** from the **Markbook Item** pull-down list
- > Select **is equal to** from the **Criteria** pull-down list
- > In the **Value** box, **type** in one of your destination DfE numbers
- > click **OK**

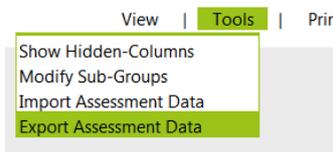
After a few seconds, the markbook will only contain the pupils who have been assigned to the destination school you entered into the filter window.

You are now ready to create a transfer file for this destination school. Follow steps below.

3. Create Y6 Transfer files for destination schools

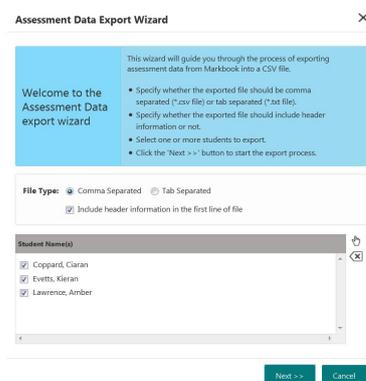
3.1 Take a few minutes to check that all the pupils are present in the markbook for the destination school selected.

3.2 To create the Y6 Transfer file for this filtered destination school, 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.*

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



All the Year 6 pupils assigned to the filtered destination school should already be selected in the list.

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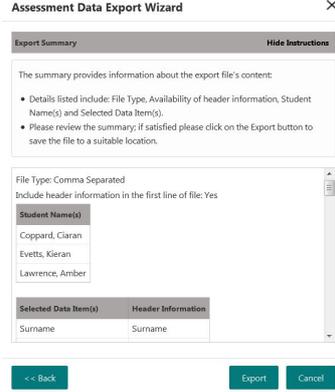
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3.3 Click **Next**

The next window shows you that all of the data columns and all the contextual columns selected to be included in the export.

3.4 Click **Next**

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



Assessment Data Export Wizard

Export Summary Hide Instructions

The summary provides information about the export file's content:

- Details listed include: File Type, Availability of header information, Student Name(s) and Selected Data Item(s).
- Please review the summary: if satisfied please click on the Export button to save the file to a suitable location.

File Type: Comma Separated
Include header information in the first line of file: Yes

Student Name(s)
Coppard, Ciaran
Evetts, Kieran
Lawrence, Amber

Selected Data Item(s)	Header Information
Surname	Surname

<< Back Export Cancel

3.5 Click **Export**

3.6 In the next window, select **Open with Microsoft Office Excel**.

Your Year 6 pupils and all the TA levels along with the contextual items selected earlier will be listed.

This is your final opportunity to check that the data is all present and correct and the additional contextual items selected appear at the end of the spreadsheet.

3.7 Within Excel, click on **File > Save As...**

> **select an appropriate folder to save your Y6 Transfer file in** (or create a new folder called **Y6 Transfers 2019** to save this file and subsequent transfer files in)

> ensure that **Save As Type** displays **CSV (Comma Delimited)**

> enter filename as <yourschoolname> **Y6 Transfer 2019 to** <destination schoolname> (eg; AshwellMiddle Y6 Transfer 2019 to AnotherSchool)

> answer **Yes** to any saving and formatting prompts and close the file.

3.8 Going back to the Y6 Transfer 2019 markbook, you now need to filter the next destination school and repeat the above steps **from step 2.3 above** for each of the remaining destination schools on your printed list.

*When you have created a transfer file for each destination school, click **Back** to exit out of the markbook, saving any changes.*

You are now ready to send the transfer files to your Upper/Secondary destination schools: [see below](#).

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Send the Y6 transfer files to destination schools

Send Transfer files to destination schools:

CBC Schools:

➤ Via Anycomms to other schools in Central Beds

- > login to Anycomms and from the home menu select Send to an Organisation
- > upload each transfer file (as previously named from the folder you saved them in (eg: *AshwellPrimary Y6Transfer 2019 to FarawaySecondary; AshwellPrimary Y6 Transfer 2019 to SomewherAcademy* etc. – *there is no need to change the names of these transfer files*)
- >and select the appropriate Secondary school **within CBC** to send to.

BBC Schools:

➤ Via Anycomms to other schools in Bedford Borough

- > login to Anycomms and from the home menu select Send to an Organisation
- > upload each transfer file (as previously named from the folder you saved them in (eg: *AshwellPrimary Y6Transfer 2019 to FarawaySecondary; AshwellPrimary Y6 Transfer 2019 to SomewherAcademy* etc. – *there is no need to change the names of these transfer files*)
- >and select the appropriate Upper/Secondary school **within BBC** to send to.

All schools: sending to schools in another authority

➤ Via S2S to schools in other authorities

- > please **zip the transfer file and rename** the zip file as follows in the case of sending to a Bedford Borough school from a CBC school: **823dddd_822aaaa_Y6Transfer.zip** (where dddd=your DfE number and aaaa=destination school's DfE number). *The 822 relates to Bedford Borough – replace 822 with the appropriate LA number for the destination school*
- > Then logon to Dfe Sign-in and select the **S2S** web site
- > From the side menu, click on + next to Upload
- > Select **Upload Generic File**
- > Click Browse and locate the zipped transfer file (named as above)
- > Click Upload File

When the file has been sent, repeat as above for the next file or Logout.

Please contact the destination schools to let them know that you have sent a transfer file.

Well done – you have completed the Y6 Transfer process.