

Import Missing KS1 Data for New Year 5 in 2019

Missing KS1 2017 data relating to your New Year 5 pupils can be obtained from the Keys to Success web site (as a CTF file) and imported into Integris.

1. Assign Key Stage 1 Year as 2017 for your New Year 5 pupils
2. Extract UPNs for new Year 5 pupils from **NEW Y5 IMPORT 2019** markbook
3. Accessing the Keys to Success web site and downloading the CTF file with the KS1 2017 outcomes
4. Importing KS1 CTF file into Integris

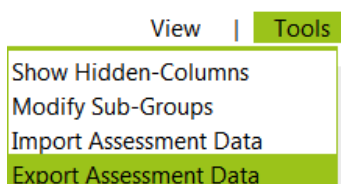
1. Assign KS1 Year as 2017 for new Year 5 pupils

- Go to **Administration > Speed Edit >** under **Area**, select **Key Stage 1 Year >** click **Find** and select the Admissions Roll > Find the new Y5 pupils for Sept 2019 > ensure the Key Stage 1 Year is assigned as 2017 (should be the same as the other pupils in the same year group)
- Staying on the **Speed Edit** screen, under **Area**, select **Key Stage 1 End of Statutory Assessment >** ensure that the value of **Yes** is assigned to the pupil(s)

2. Extract UPNs for new Year 5 pupils from **NEW Y5 IMPORT 2019** markbook

Either

- **Extract the UPNS for all of your new Year 5 cohort -** in Assessment > Markbook > open the **NEW Y5 IMPORT 2019** markbook for your New Y5 Sept 2019 pupils.
In the markbook, go to **Tools > Export Assessment Data**



- > Click **Next**
- > Click **Next** again
- > Click **Export**
- > at the next window, select to **open** the file in Excel
- > when the file is open, you should see the UPNs for each pupil listed in Column C as below

	A	B	C	D	E	F	G	H
1	Surname	Known Name	Student UFN	Previous Score	KS1 English	KS1 English	KS1 English	KS1 Maths
2	Coppard	Ciaran	K8232117	n/s	2	2A	2A	2A
3	Evetts	Kieran	H8232117	n/s	3	3	3	2A
4	Lawrence	Amber	V8232117	n/s	2	2B	3	2A

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- > **select all the UPNs** in column C excluding the 'UPN' heading
- > then click **Copy** from the excel menu (or use **<Ctrl> & C**)

Now proceed to step 3 and go directly to the Key to Success website (via the DfE Sign-in gateway).

OR

- If you are searching for KS1 results for **one** individual pupil, go to **General > Student Details** find the pupil's record and with the **Personal** screen in view > double-click the UPN number to highlight it > then press **<CTRL> & <C>** on the keyboard to take a copy of the UPN.

Now proceed to step 4 and go directly to the Key to Success website (via the DfE Sign-in gateway).

3. Logon to Secure Access gateway and access Keys to Success

- 3.1 Access the internet and go to the DfE Sign-in gateway at the following address:

<https://services.signin.education.gov.uk/>

- 3.2 When logged in, select Keys to Success (K2S)
- 3.3 Click on **Pupil Searchable data**
- 3.4 Click in the tick box for **I confirm that I have read and understood.....** statement.
- 3.5 **Right- Click in the empty text box** at the bottom of the screen and left-click **Paste**
All the UPNs you had previously copied should now appear in this text box.
- 3.6 Click **Search**

Following the search, you should see a CTF file listed (and a KS1.csv file), These files should contain any KS1 2017 data for all or some of the UPNs you had previously pasted and included in the search.

- 3.7 Download both the CTF file and the KS1.csv file to a suitable folder (*keep a note of the location/folder you save it in and the name of the CTF file*)

4. Import KS1 CTF file into Integris

- 4.1 In Integris, go to Administration > Import & Export > CTF Import
- 4.2 Click **Browse** and find the CTF file (not the KS1.csv file!)
- 4.3 Click **Next**

If you see any pop-up warning messages relating to validation, click **Yes** to proceed.

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- 4.4 In the next window, select **Sept 2019** from the Batch pull-down menu or if not there, click **Add Batch** and type in **Sept 2019** as the batch name and click **OK**
- 4.5 Click **Next**
- 4.6 You will see the following validation, the list of pupils contained within the CTF and a '**status**' column showing the results of the matching exercise.

UPN	Legal Surname	First Name	DOB	Gender	Roll	Status	Accept
U823211709045	Ali	Jen	30.12.05	F	???	●	<input type="checkbox"/>

By clicking on any pupil in the list, you will see details about any potential issues following the matching exercise

- 4.7 The Roll column will confirm the pupil is in the **Admissions** roll. Investigate any **???** that appear in the Roll column, as this indicates a potential duplicate record. Click on the pupil in the list and in the box below the list, tell Integris whether to Add a new record or Update the existing record. You then need to tick the Accept box accordingly.
- 4.8 If the Status shows a Partial pass or Fail, click on the pupil name to see the reason below. You then need to leave the 'Accept' box unticked to reject the data for the pupil or tick Accept to import it into the pupil record
- 4.9 When you are satisfied that all the Accept boxes in the Accept column have been ticked as required, click **Next** to proceed.

The final screen displays the results of the import. A reminder of the import options are displayed along with a log of the number of pupil records and confirmation of actions taken (as you scroll down the page).

If you wish to see further detail of the data imported for each pupil, click the **Show full validation and extraction detail** tick box and scroll down the list of pupil records.

- 4.10 Click **Finish** to end the import CTF process
- 4.11 **FINAL IMPORTANT STEP!**
Go to **Administration > Utilities > Update Year-Independent Key Stage Markbooks**
> **select KS1** from the top drop-down menu
> then select **Student Find** in the *Select Students by* menu
> In the Search screen, change roll status to Admission roll and Find the new year 5 pupils and select them
> click **Update**
> **click OK when completed.**

You should now go back to **Assessment > Markbook > Open the New Y5 Import –New Y5 Sep 2019** markbook > open the **KS1 2017** unit and view the **KS1** data now present.

If there is missing **KS1** data for a pupil(s) after completing the above exercise, then there is no **KS1** data recorded for the pupil(s).

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