

## Appendix 4

### Exporting – Importing Marksheets



In Support of  
Learning



ICT Development  
Service

## A4 - Exporting/Importing Marksheets

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## Exporting - Importing Marksheets

### Introduction:

Marksheets may be exported into Excel for Printing or Saving onto a shared area/network.

**Option a)** - Marksheets once exported into Excel, may be printed and handed to teachers for the results to be entered manually. Once the results have been entered, they are handed back or given to normally the admin staff who will then enter those results into the appropriate SIMS key stage Marksheet. The results once entered are calculated in the same way.

**Option b)** – Marksheets, once exported into Excel may be saved onto a shared network, enabling teachers to navigate to that area and enter their results directly into the excel marksheet

**Option b1)** - Once the process has been completed, admin staff will then be able to import the results back into SIMS whereby they will be checked and calculated. See **Importing Individual Marksheets** at the end of this booklet

**NB:** If using **Option b**, please see **Note to Teachers** at the end of this book (page 6)

The following instructions work for all Key Stages. Use the specific guidance detailed in each key stage wizard booklets to get the marksheets open. Our example screen shot shows **KS1 Teacher Assessments** marksheet exported into Excel.

To access to this process, use route: **Tools / Performance / Assessment / Wizard Manager** then:

- select the key stage,
- select the year group/assessment user defined group
- open the marksheet.

**NB:** If you are a school with two or more registration/classes per year,

**Example: Year 1, Class A, Class B and Class C (all Year 1 pupils)**, you will need to add a registration group to the columns within the marksheet before exporting to Excel. This will allow you to create a separate marksheet for exporting into Excel for each of your registration groups/classes.

See **A3 Adding a Registration Group column in the marksheet**

Once this process has been done, you can carry on with the rest of the instructions.

If your school only has one registration group/class per year, please go to next step.

## Exporting - Importing Marksheets

If you are unsure of the process below for **Step 1**, use the relevant key stage booklet for further assistance on getting to the marksheet screen

### Exporting Marksheets for Printing

#### Step 1 – Tools / Performance / Assessment / Wizard Manager

- Select the relevant Key Stage
- Select the group (pupils)
- Select the marksheet (if more than 1 marksheet displayed) you wish to export

**Step 2** - With the marksheet open, click on **Export**. (Remember if you have more than one class per year group, to add a Registration Group column first.

This will open Excel and the marksheet with the the required registration group/class and the appropriate pupils displayed.



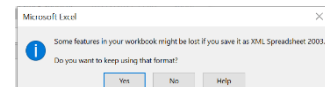
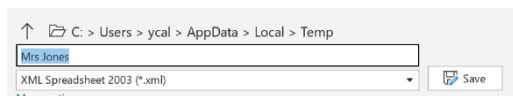
Result Date:	Export Date						
KST 1 A. Teacher Assessments 2022 : Year 2		Export Date					
		12/05/2022					
Surname Forename	KST 1 Reading TA Key Stage 1 Validated Result	KST 1 Writing TA Key Stage 1 Validated Result	KST 1 Maths TA Key Stage 1 Validated Result	KST 1 Science TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries	
ABRAMS Paul							
AINSLEY Charlotte							
ALBERTS Courtney							
ANDREWS Ching							
ATKINS Portia							
BARNES Isaac							
BARNWELL Emma-Jane							

**NB:** If the **Print** button is used, it opens the marksheet but the display is very small and sends the marksheet directly to the printer. It is therefore advisable to use the **Export** button which opens Excel and is much easier to read

**Option a)** - Once exported into Excel, the marksheet at this stage may be printed. Eg: **File / Print** and given to teachers to enter their results.

### Exporting marksheets for Saving

**Option 2 b)** - If teachers are to enter their results directly into the marksheet via the computer, Click **File / Save As**. (For easy identification, it is recommended that the marksheet is saved as either the **Class Name** or **Class Teacher's name**. Save the file in a secure location and where teachers are able to navigate to.



**Step 4** - A number of formatting messages may appear, click **Yes**

## Exporting - Importing Marksheets

### Note to Teachers:

When teachers are ready to enter their results, they must first open **Excel**

- Click **File/ Open** and navigate to where the marksheet has been saved and enter their results.
- When the results have been entered,
- click **Save** to save the marksheet

When the results have been entered, teachers must just click **Save** and not File / Save As as they will be renaming the marksheet and SIMS will not recognise the marksheet when attempting to import it back into the software.

**Repeat the above process for all key stages**

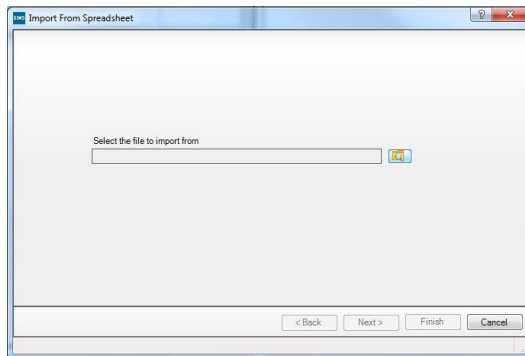
## Exporting - Importing Marksheets

### Importing marksheets into SIMS

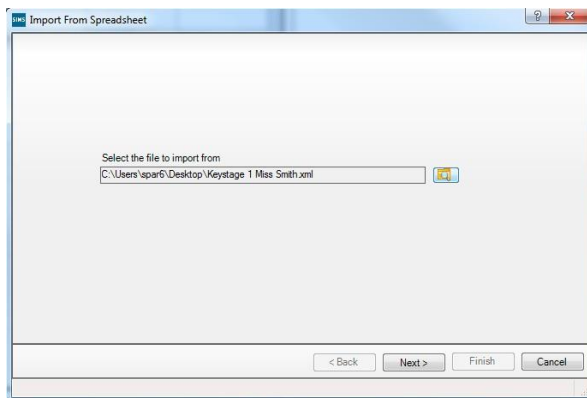
**Option b** - Once teachers have entered their results into the marksheets, schools will be able to import these marksheets back into SIMS

When importing results, the system will use Unique Pupil Numbers (UPNs) to match the pupils in the incoming file with pupils in SIMS. If there are unmatched pupils, you will be given the opportunity to match them manually.

1. Select **Routines | Data In | Assessment | Import from Spreadsheet** to display the first page of the **Import** wizard.



2. Click the **Field Browser** button to display the **Open** dialog. You will need to navigate to and locate the teacher's marksheet you wish to import.



3. Highlight the file and click the
4. **Open** button to return to the wizard. The name of the selected file will now be displayed in the **Select the file to import from** field.
5. Click the **Next** button to continue. An **Activity Log** is displayed, showing any information that will not be imported.
6. Click the **Close** button to display the next page. This page displays the data in the file that is to be imported into SIMS Assessment, e.g. pupils, Aspects, results, etc.

## Exporting - Importing Marksheets

1	2	3	4	5
UPN	Surname Forename	EYF: Listen: Art & Use/Obj	EYF: Speaking	EYF: Self-Regu/ School Assess
		School Assessment - EYFS	School Assessment - EYFS	School Assess
		12/05/2022	12/05/2022	12/05/2022
1	M823299920001	ABBAS Laif	2	2
2	Z823299921021	ACKTON Simon	2	2
3	B823299920002	ANDREWS Meili	2	2
4	Q823299920003	ANDREWS Melissa	2	2
5	M823299921022	BHANDARI Firoz		
6	C823299921023	BLAKEMORE Vincent		
7	B823299919061	BOCETTI Mairo		
8	T823299919062	BORDET Peta		
9	R823299921024	CARTWRIGHT Oliver		
10	F823299921025	CHERN Chyma		
11	H823299921026	CHIDASHI Igo		
12	E823299920004	CLARKE Courtney		
13	J823299921027	CONNELL Joseph		
14	U823299920005	COOK Jermame		

Our screenshot displays the EYFS Revised Profile marksheet

There will be a number of columns displaying pupil properties, e.g. UPNs, Names, as well as a number of Result columns.

[Click Next](#)

### Matching Pupil/Students

The system will match pupil/students on Surname, Forename, Gender and DoB automatically. You can then accept these matches or carry out a manual match. Where a 'best guess' match has not been possible, the **Students from the database** field will be blank and you will need to match the pupil/student manually. Where more than one match for a pupil/student is found, you will need to carry out multiple matching.

UPN	Surname Forename	Student Name	Admission No.
M823299920001	ABBAS Laif	Abbas Laif	001780
Z823299921021	ACKTON Simon	Ackton Simon	001860
B823299920002	ANDREWS Meili	Andrews Meili	001781
Q823299920003	ANDREWS Melissa	Andrews Melissa	001782
M823299921022	BHANDARI Firoz	Bhandari Firoz	001861
C823299921023	BLAKEMORE Vincent	Blakemore Vincent	001862
B823299919061	BOCETTI Mairo	Bocetti Mairo	001771
T823299919062	BORDET Peta	Bordet Peta	001772
R823299921024	CARTWRIGHT Oliver	Cartwright Oliver	001863
F823299921025	CHERN Chyma	Chern Chyma	001864
H823299921026	CHIDASHI Igo	Chidashi Igo	001865
E823299920004	CLARKE Courtney	Clarke Courtney	001783
J823299921027	CONNELL Joseph	Cornell Joseph	001866
U823299920005	COOK Jermame	Cook Jermame	001784
H823299920006	DERI Aaron	Deri Aaron	001785
Y823299921028	DWIGHT Elizabeth	Dwight Elizabeth	001867
M823299921029	EDMUND Olivia	Edmund Olivia	001868

As the import file was originally exported through your own system, in the unlikely event that there are any unmatched pupil/students, please log a call.

7. Click **Finish** to proceed with the import of results.
8. **Close** the Activity Log screen.
9. Click **Yes** to display the **Activity Log**.

Activity Log

Assessment Manager Import from Excel  
Date : 12/05/2022 03:12:24

35 Result(s) imported  
[0 Result(s) Inserted, 35 Result(s) Updated]  
The following Results could not be imported as the Result is blank

Student Name: ANDREWS Meili Aspect: EYF: Speaking  
Result Set: School Assessment - EYFS ResultDate: 12/05/2022

Student Name: ANDREWS Meili Aspect: EYF: Self-Regulation  
Result Set: School Assessment - EYFS ResultDate: 12/05/2022

Student Name: ANDREWS Meili Aspect: EYF: Managing Self  
Result Set: School Assessment - EYFS ResultDate: 12/05/2022

Student Name: ANDREWS Meili Aspect: EYF: Build Relationships  
Result Set: School Assessment - EYFS ResultDate: 12/05/2022

Student Name: ANDREWS Meili Aspect: EYF: Gross Motor Skills  
Result Set: School Assessment - EYFS ResultDate: 12/05/2022

Close

The **Activity Log** will include details of results that failed to import.

The imported results can be viewed or edited in existing or newly created marksheets containing the relevant Aspect columns.

If incorrect results are entered via the Excel marksheet, they will not import