Appendix 4

Exporting – Importing Marksheets

In Support of Learning

ICT Development Service

A4 - Exporting/Importing Marksheets

Contents

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 Mariksheets** at the end of this booklet

==NB==: If using **Option b,** please see ==Note to Teachers== at the end of this book (pge 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.

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.

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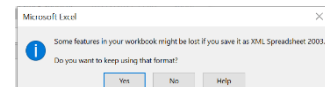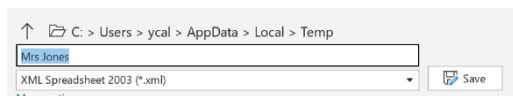
Step 4 - A number of formatting messages may appear, click **Yes**

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

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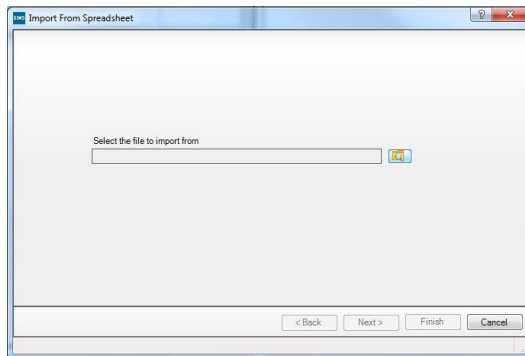
2. Click the **Field Browser** button to display the **Open** dialog. You will need to navigate to and locate the teacher's marksheet you wish to import.
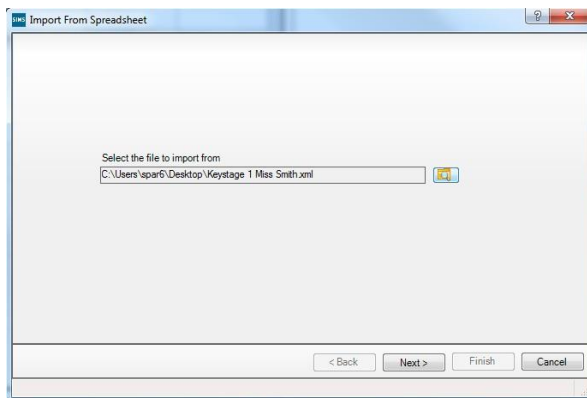
3. Highlight the file and click the

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

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.

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**.

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 impor