Full Guide

This user guide is designed for people submitting data using Connect Data. Through Connect Data you can upload your End of Year and in-year monitoring data, allowing you to produce PDF reports and Connect Interactive analysis instantly.

This guide gives a quick introduction to the system and layout, then covers data submission, editing and publishing at KS4 or KS5, in schools and colleges in England, Wales, Northern Ireland or International schools.

Updated 13/08/19

Contents

Changes we've made to Connect Data

We have introduced a step-by-step system (wizards) to assist users to understand the data that we require, prepare this data, and import successfully using easy steps to resolve errors.

Changes include:

– Clear buttons making it easier to know where to start

– On screen guidance for data preparation and work outside of Connect Data

– Year Group summary bar so users can see exactly where they are within the data submission process

– On screen instructions within dedicated step-by-step wizards when working within the system

– More assistance with error checking

– A manual calculator which allows you to enter the GCSE Grades achieved, and calculates a score for you
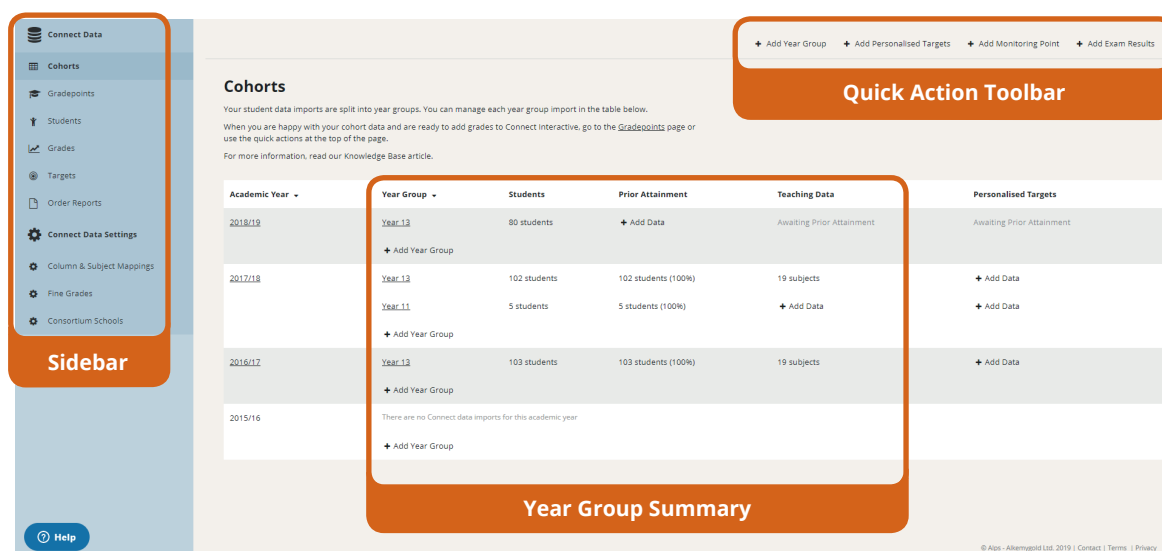
The sidebar

Quick access links are provided in the left-hand sidebar, these are present throughout Connect Data.

• **Cohorts**
  View and manage all data for your Year Groups.

• **Gradepoints**
  Manage any exam results or monitoring imports: here you can publish your data and make it visible to Connect Interactive users.

• **Students**
  View, amend, import and export data for your students: this section allows you to alter any detail for students at any level. Here you can also quickly add an individual student to a Year Group or bulk delete a selected group.

• **Subjects**
  Change subject mappings across teaching sets, Personalised Targets and Gradepoints for different Year Groups and Academic Years

• **Grades**
  View, amend, import and export data for Gradepoints or Personalised Targets.this is important as it allows you to use auto-map features for subjects you import in future uploads.

Changes we've made to Connect Data (continued)

- **MEG Reports**
  Download reports containing your MEGs and Personalised Targets.

- **Order Reports**
  Quickly access the Report Ordering screen to order your End of Year reports filter reports and Connect Interactive.

- **Column & Subject Mapping**
  View, amend or delete any mapping options you have chosen when working through one of the many wizards. Maintaining this is important as it allows you to use auto-map features for subjects you import in future uploads.

- **Fine Grades**
  If you are using fine grades to enhance your Connect Interactive analysis, use this section to define each grade suffix.

- **Consortium School**
  If part of a consortium, this is where you will enable your Roll and TaughtAt columns.

The wizards

To enter the data required for Alps analysis, you need to follow certain steps. Some are always required, and some are optional, depending on the analysis you wish to produce. By using wizards, we take you through the steps required for each section, flagging up the areas where the step is optional. By following the steps through the wizards, you will understand the data that is required, why, and ultimately, have fewer errors when you validate your data.

Quick actions toolbar

You can launch key wizards such as the **+ Year Group** and **+ Exam Results** wizards from the top right-hand toolbar. This toolbar is present throughout Connect Data, making it easy to find the next steps in your data import.

Gradepoint Management

From the **Gradepoints** screen, accessible from the sidebar, you can publish, rearrange, rename and delete your Gradepoints.

You can find webinars and more detail on all aspects of the changes for 2019 in the Knowledge Base **Connect Data** section.

From login to report ordering

To access Connect Data your school/college will need an active account and you will need **Upload** permissions. If you are unsure whether you have these, please contact the office on 01484 887 600.

Login to Connect Data using the login button on the website – **alps.education**. Once logged in, click on the **Manage Data** button to take you to Connect Data.

Once logged in, you will be taken to the **Cohorts** screen.

This is the area where you manage your lists of students (organised into Year Groups), including their prior attainment, teaching sets and Personalised Targets. We have SIMS report definitions to help you extract the relevant data from SIMS, however Excel or CSV imports are accepted.

- Click **+ Add Year Group** to import student details; containing Student ID, name, date of birth, tutor group, disadvantage, ethnicity, gender and any custom columns you wish to use as filters for analysis.

- Import your prior attainment scores, the **+ Prior Attainment** button will appear in the Year Group summary bar once the Year Group wizard has been completed.

- If you wish to analyse your data by Teaching Set, click **+ Teaching Data** to launch the teaching data import wizard.

- You can use Save & Close at any time when importing data using the wizards, the wizard will then appear as an In progress wizard.

From login to report ordering (continued)

After completing the steps above, your Year Group will be created, and you will be ready to import grades data.

– Use the **+ Add Exam Results** to launch the step by step exam results import wizard.

– This will create an exam results Gradepoint from which you can order your End of Year Reports and Connect Interactive.

– Once you have imported your exam results, go to the **Gradepoints** screen to **Check & Publish** your data. This final step allows you to perform key checks on your data.

– After publishing your data, you will have the option to go to the **Report Ordering** screen to select the End of Year reports you wish to order.

Your Reports will be run automatically, and will be available in the My Reports section of the Connect Homepage shortly after ordering. If you have purchased Connect Interactive then the entitlements will be added to your account instantly, and you can begin using Connect Interactive immediately.

3.1 Data required – non-SIMS schools

Each wizard contains a **Prepare Data** step which details the data needed for that import and if available, gives a SIMS report definition and an Excel template to help you extract the data we need from your MIS. The steps below show how to run your SIMS reports. You can download the Excel templates from the **Prepare Data** step of the wizards, links are also given below:

- **KS5 Student Details**
- **KS4 Student Details**
- **Teaching Sets**
- **Grades – Rows per exam result format**
- **Grades – Rows per student format**

3.2 Exporting data from SIMS

Importing the report definitions

To download the SIMS report definitions, click on the **SIMS KS5/KS4 Report Definition** link from within the wizard; this will then download to your Downloads folder, or to an alternative automatic downloads folder.

Note: All our report definitions are included within this bundle, so you only need to import the definitions once for each Key Stage.

Once you have downloaded the SIMS report files, you will need to import them into SIMS. You do not need to open the files – simply import the .RptDef file into SIMS.

Open SIMS and go to Reports > Import and then navigate to the SIMS report you downloaded. The import screen in shown below. Click Import, and close when finished.
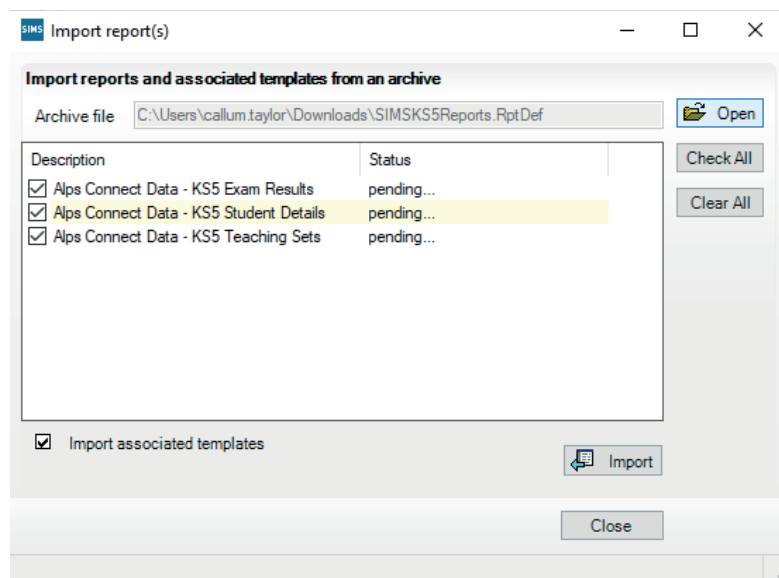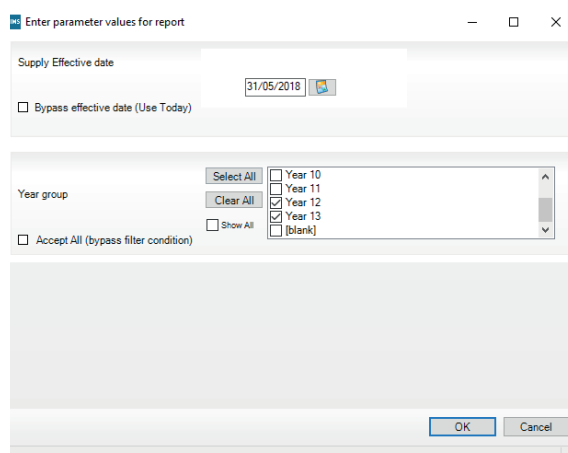
3.2 Exporting data from SIMS (continued)

Running the reports

To run the reports in SIMS to extract the information you need, go to Reports > Run > Focus > Student and scroll to the reports you just imported. Sorting the **Updated** column may help you to find the most recent imports.

Report definitions that we offer:

1. To create your Year Groups, you will need the **Alps Connect Data – KS4/KS5 Student Details** report definition

2. If you wish to import teaching sets for analysis, then please use the **Alps Connect Data – KS4/KS5 Teaching Sets** report definition

3. For End of Year reports we have an **Alps Connect Data – KS4/KS5 Exam Results** report definition.

When you double click to run these reports, the screen below will appear:

Ensure you tick the appropriate year for your Year Group import and click **OK**.

If you are having problems running the reports, try ticking **Bypass effective data (Use Today)**; this is a common fix for reporting errors.

These report definitions should produce Excel files. Within Excel click **Enable Content** and save the files locally.

Adding extra data – Student Information

At this point you can add additional data to your import files, particularly the student information, where you can include any pre-calculated prior attainment scores, and any custom columns you wish to use in Connect Interactive. Custom columns are not validated and can be used to define filters specific to your school, such as feeder school categories, or SEND.

Running your Exam Results report definition

Within SIMS, run your Alps Connect Data – KS5 Exam Results report definition. For summer 2019 exam results you will need to adjust the effective date to the 31/05/2019 to pick up your on-roll students for the 2018/19 Academic Year. You then need to choose the Year Groups you wish to extract data for. We recommend extracting data by Key Stage, as you will have to import your KS4 and KS5 data separately into Connect Data at a later stage. Click Okay, and the report will run, producing an Excel file containing your students' exam results.

Save this file locally, and open the file. Check the exam seasons that have been extracted – you may need to delete previous seasons from your file, such as GCSE results for Year 13 students. It is not necessary to import their GCSE results, you should delete all extra results from the file, so that only the results you wish to produce analysis for are left.

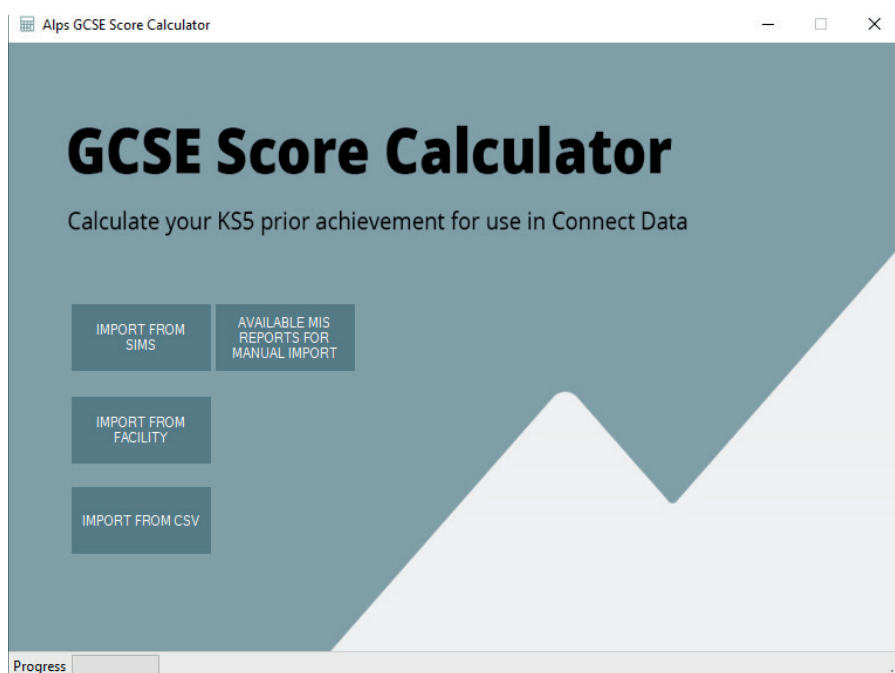## 3.3 Calculating your prior attainment scores

Your Prior Attainment scores can be imported within the **+ Year Group** step, or you can use the **+ Prior Attainment** wizards to import your data and make use of our prior attainment calculators.

Key Stage 5 – Average GCSE Scores

Using the GCSE Score Calculator – SIMS and Facility only

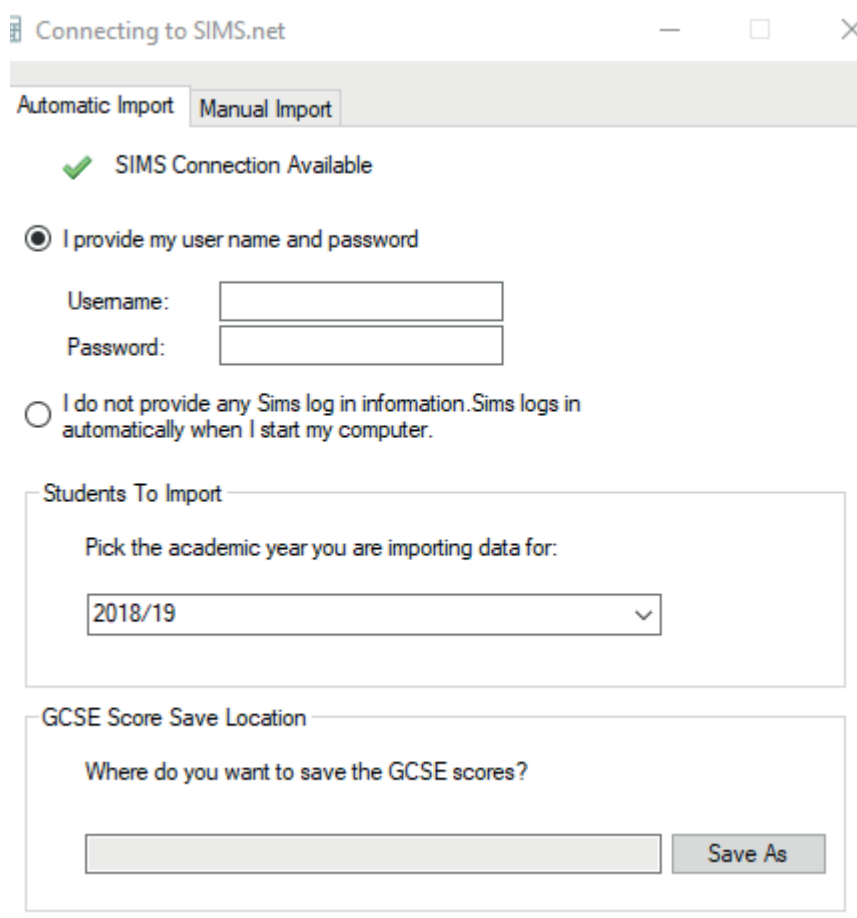Available for download from the **Prepare Data** step of the Import Prior Attainment wizard.

When you have downloaded and installed the calculator, please open the programme using the icon on your desktop. You will see the screen below.

SIMS Auto-import

If you use SIMS, the calculator will link directly to your MIS. Click on the appropriate option, and a login screen will appear.

3.3 Calculating your prior attainment scores (continued)

Log in and choose a convenient location to save the output file. It is this output file (in an .xml format) that you will import into the Prior Attainment wizard.

The scores will be calculated for you, and will be matched to the students in your Year Group based upon Student ID.

If this method generates a file size of 0KB, please try the SIMS Manual Import below.

SIMS Alternative Import

If your organisation uses a hosted SIMS you will need to use the alternative SIMS import, as our calculator will not be able to link directly to your SIMS. This requires you to run a report definition to extract the data from SIMS, then run this file through the installed GCSE Score Calculator. You can then import the output file into the Prior Attainment wizard.

Open the GCSE Score Calculator – available for download from the **Prepare Data** step of the Import Prior Attainment wizard. Click on the 'Available MIS reports for manual import' option. Please copy the appropriate definition and save to an easily accessible location.

3.3 Calculating your prior attainment scores (continued)
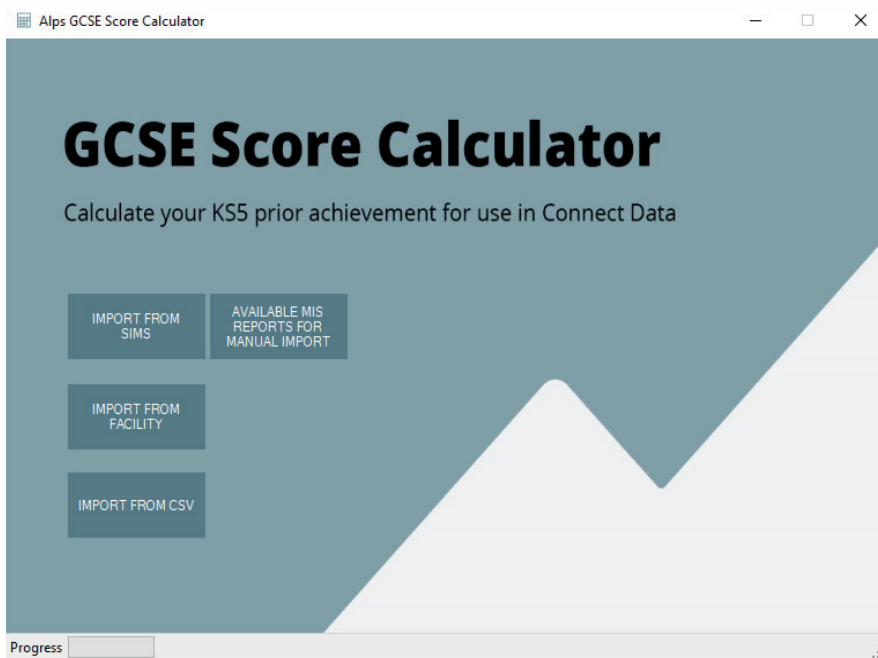
Import the report definition into SIMS as detailed in Section 3.2 of this guide. To produce a report for each academic year, adjust the effective date of the report accordingly. The table below shows example dates for the different academic years.

Parameters	2018/19 Cohorts	2019/20 Cohorts
Effective Date	31/05/2019	Today's date
Exam Date 1	31/05/2013	31/05/2014
Exam Date 2	31/08/2019	Today's date

Once you have chosen these dates, click **Okay** to run the report.

Choose an easy-to find location to save the file using the **Browse** button, and save the output as an **.xml with schema** file.

3.3 Calculating your prior
   attainment scores (continued)
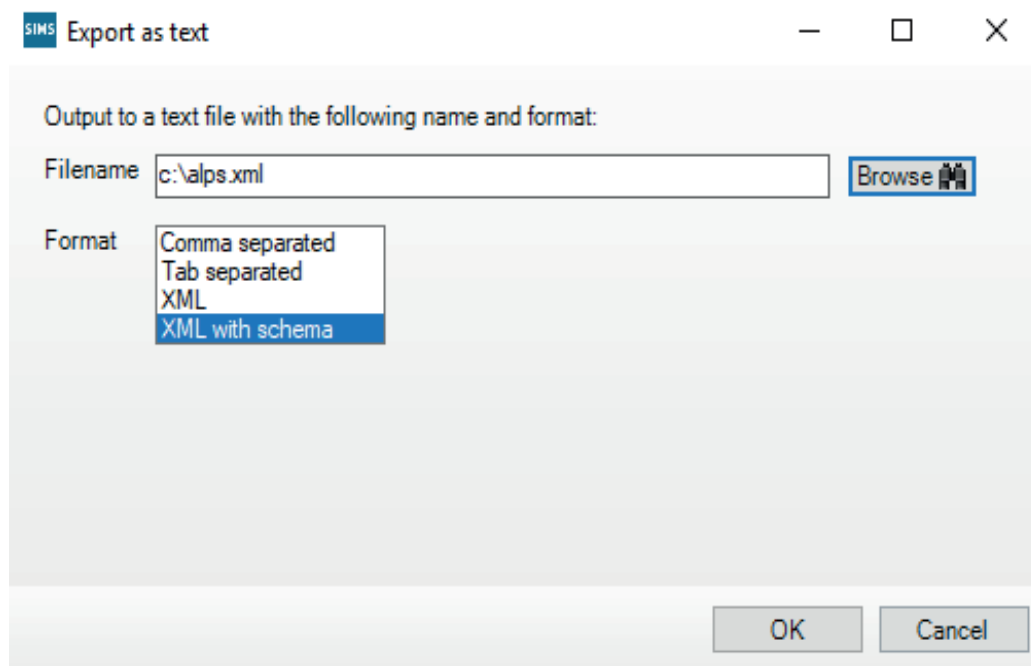
You now need to run this .xml file through the calculator. Open the GCSE Score Calculator again and click on Import from SIMS then go to the **Manual Import tab**. Load the .xml into the calculator.
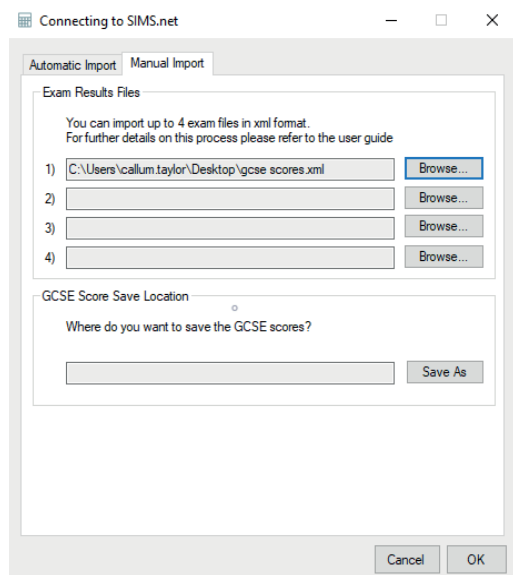
Choose a save location for the output file and click OK. Your data will be extracted and saved as an .xml file.

When you import this .xml file into the Prior Attainment wizard, the scores will be calculated for you, and will be matched to the students in your Year Group based upon Student ID.

3.3 Calculating your prior attainment scores (continued)

Using the manual calculator

From the **Students** screen you can view and edit your list of students. Within the Edit Student screen, as seen below, you can open a manual calculator which allows easy calculation of the Average GCSE Score, based on Alps methodology.

Enter the student's achieved GCSE grades one by one, and the calculator will give you the Average GCSE Score for this student.

This is particularly useful for external students or students who join part way through a year.

3.3 Calculating your prior attainment scores (continued)

Key Stage 4 – England

If you do not already have your KS2 scores calculated and saved locally, you can download a Key to Success file from the DfE detailed in Section 8, using the student UPNs. Connect Data will read this file, and calculate either the KS2 Fine Scores or the KS2 Scaled Scores, depending upon the Academic Year and Year Group specified.

To import your Key to Success file, launch the **+ Prior Attainment** wizard from the **Year Group summary** bar.

Cohorts

Your student data imports are split into year groups. You can manage each year group import in the table below.

When you are happy with your cohort data and are ready to add grades to Connect Interactive, go to the Gradepoints page or use the quick actions at the top of the page.

For more information, read our Knowledge Base article.

Academic Year ⌄	Year Group ⌄	Students	Prior Attainment	Teaching Data	Personalised Targets
2018/19	Year 13	90 students	90 students (100%)	+ Add Data	+ Add Data
	Year 11	103 students	+ Add Data	Awaiting Prior Attainment	Awaiting Prior Attainment
	+ Add Year Group				

Import your Key to Success file and click **Next**. The scores will be calculated for you, and will be matched to your students present in the selected Year Group using the UPN.

Key Stage 4 – Wales

At Key Stage 4 in Wales, we use an average of the Year 8 Welsh National Test scores as a prior attainment, or baseline, score for your students.

Launch the **+ Prior Attainment** wizard from the **Year Group summary** bar.

Cohorts

Your student data imports are split into year groups. You can manage each year group import in the table below.

When you are happy with your cohort data and are ready to add grades to Connect Interactive, go to the Gradepoints page or use the quick actions at the top of the page.

For more information, read our Knowledge Base article.

| Academic Year ⌄	Year Group ⌄	Students	Prior Attainment	Teaching Data	Personalised Targets
2018/19	Year 13	90 students	90 students (100%)	+ Add Data	+ Add Data
	Year 11	103 students	+ Add Data	Awaiting Prior Attainment	Awaiting Prior Attainment
	+ Add Year Group				

The wizard will guide you through the import steps and provide an Excel template for you to populate with the UPN and Year 8 WNT Standardised Scores for your students.

	A	B	C	D	E	F
1	UPN	WelshReadingWNT	EnglishReadingWNT	MathsProceduralWNT		
2						
3						

Please save the template locally and populate. If you have * or ** in your data then please change these to 69 and 141 respectively. Once this is done, import your WNT file using the wizard and click **Next.** The scores will be calculated for you, and will be matched to your students present in the selected Year Group using the UPN.

4.1 Using the wizards

The wizards follow a format which will quickly become familiar. All will have a Prepare Data step, which will provide similar information to Section 3 of this user guide.
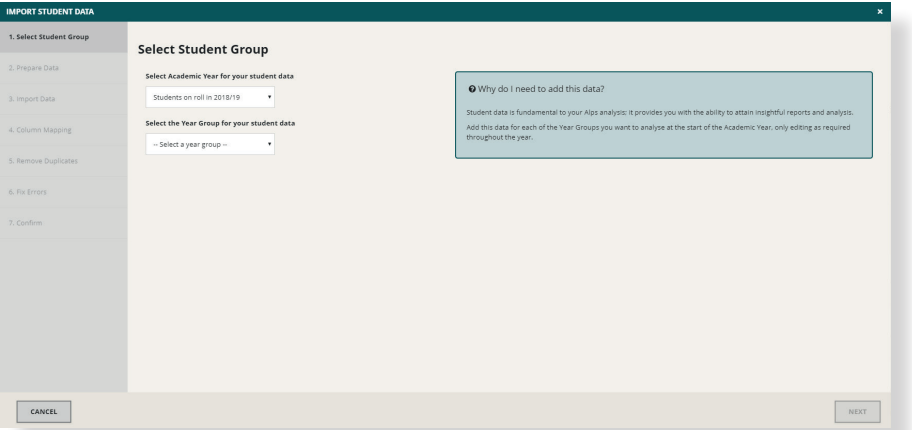

You can import data by copying and pasting from a spreadsheet, or importing a locally saved file. You will then need to map your columns and correct any errors. The section below gives information on using each step of the wizards, with information specific to each wizard below in Section 4.2.

Mapping Columns

Import files do not need to have headings with specific names, and the columns of data do not need to be in a specific order. During the import however, you will need to map the columns in your spreadsheet to Alps columns so that the application can use the data.

Each box represents a column of data in your spreadsheet, so to map your columns, click the **Edit** button on each, and select the appropriate Alps column from the drop-down. Some columns will need to be skipped, and some may be recognised automatically. In the example below I have mapped the columns in green, and I can map or skip my column in blue that I am editing,
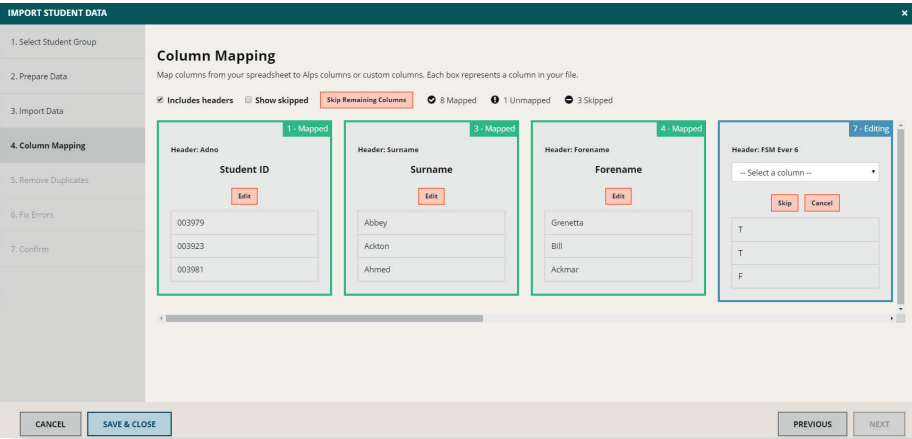
Yellow boxes indicate data that needs to be mapped or skipped.

Once you have imported your data, you can **Save & Close** the wizards at any time and return to your import.

4.1 Using the wizards (continued)

Subject mapping

Within any import containing subjects, you will have to map your subject names to Alps subjects. Subject mapping is required within any grades import, teaching data or personalised targets import. Once you have mapped your subjects however, your mappings will be saved within the system, so if your subsequent imports have the same subject names, they will be detected and mapped automatically.

When you begin subject mapping, you will notice that all subjects appear initially. You can search for your subject name, then click on the appropriate filter to show only subjects within that exam type.

Subject Search & Filter

Note: Your previously mapped subjects will still be available within the updated system, and will map automatically.

Fix errors

Errors within imports can be caused by missing values, or values that the application has not recognised immediately, such as some Ethnicity codes. **Critical** errors will prevent you from clicking Next, and must be corrected or removed.

In the example below I have three types of error; a missing categorical value, a missing free text value, and values that have not been recognised by the application.

4.1 Using the wizards (continued)

Missing values such as Disadvantage categories can only be yes or no, so when you click on the pencil to edit this data, you are given the possible options in a drop-down.

Errors such as missing tutor groups will allow you to enter the missing values.

Errors from values that the application cannot recognise will be **critical** errors, and will stop you from proceeding with the import until these are fixed. Values with defined categories, such as Ethnicity, Disadvantage and Gender will give drop-down lists, and allow you to correct these unrecognised values in bulk.

Alternatively, you can remove these values from your import.

4.1 Using the wizards (continued)

Remove duplicates

Connect Data uses Student IDs to match information imported using the different wizards. Therefore, in some areas it is very important that there are no duplicate values.

In each Academic Year, each Student ID can only appear once and each student can only have one entry for any subject in any given grades or teaching data import.

While it may be advisable to try and remove the duplicates you can within Excel before import, each wizard also contains a **Remove duplicates** step to ensure there are no import errors.

Duplicated subject for a student within the Teaching Data

To remove duplicates, simply use the bin icon to the left-hand side of the entry you wish to remove from the import. The other entry will then go green, showing that this is now a valid entry.

Remove duplicates using the bin symbol

Click Next

4.2 Populating Year Groups

The **Cohorts** page gives an overview of the data currently in the system. Until you have imported your basic student data using the **+ Year Group wizard**, you will not be able to add prior attainment, and you will only be able to add teaching sets and personalised targets once you have imported your prior attainment. This is referred to as the **Year Group summary bar**, seen partly populated below.

Setting up your Year Group

To begin adding your Student Information, please click on the + **Add Year Group** to launch the Import Student Data wizard. Student data is fundamental to your Alps analysis and you should only need to import this once each year.

If you need to make any edits – adding or removing a student for example – you can do this at any time throughout the year using the **Students** page. You can also edit the details you import for your students, such as disadvantage data. Section 5 shows how to make edits to your imported data.

Select Student Group

The first wizard step asks you to specify the Academic Year and Year Group of your students. This should be the Academic Year in which the students are currently enrolled, rather than academic year they will complete their qualifications.

If you have entered data into the previous Academic Year using the new version of Connect Data, you may be able to use auto roll-over. This will roll-over the student details for your Year Group. If you need to make any amends, you can do so from the **Students** screen.

4.2 Populating Year Groups (continued)

Prepare Data

When using the column mapping screen you can create custom columns that your colleagues will be able to use in Connect Interactive. If you have custom columns, map your column to **New Custom Column**, name your column and Save.

You can import some/all of your prior attainment scores during the Student Data Import wizard, in which case the percentage of students with prior attainment will appear on the Cohort screen once you have completed the wizard. Alternatively, use the **Import Prior Attainment** wizard to import using a Key to Success file (KS4 in England), WNT Calculator (KS4 in Wales) or the GCSE Score Calculator (KS5 imports).

Import Prior Attainment

If you did not import your prior attainment in the Year Group import or you need to calculate the Prior Attainment, please click on the **+ Prior Attainment** to launch the Import Prior Attainment wizard.

*Note: If you need to import additional data, including prior attainment, please go to **Students**, use the drop-down lists to navigate to your Academic Year and Year Group, then click on **Import Additional Data**. Choose **Update and merge**, shown below. You can then launch the import wizards from this screen.*

The Prior Attainment wizard will change depending upon your country and the Key Stage. For KS4 imports in Wales, you will be given instructions on importing your Year 8 Welsh National Test Scores. At KS4 in England, you will need to Key to Success file from the DfE so that we can calculate the KS2 Scores for your students. At KS5 in all countries, you will be given details of the Average GCSE Score calculation and import.

Section 3 of this guide gives further detail of the prior attainment scores we use, and the information required to calculate the scores.

Note: The prior attainment is crucial to your Alps analysis as it provides the baseline score from which we can measure your students' progress. Without this baseline, we won't be able to provide value-add analysis.

Once you have imported your students' prior attainment, you will be able to import **personalised targets**. This is very similar to the other grades imports, and is covered in detail in Section 7.2 of this guide

4.2 Populating Year Groups (continued)

Add Teaching Data

If you do not wish to analyse your data by teaching set, then you do not need to import this data. If you are subscribing to Connect Interactive however, we encourage you to submit your teaching sets to get as much as you can from your analysis.

The teaching data import gives you the opportunity to import the subjects your students are studying, their teaching sets, and if you wish, teacher names. Launch the teaching data wizard from the **+ Add Data** in the **Teaching Data** column Cohorts screen. Importing teaching data and your subjects will also allow the production of Alps generated Minimum Expected Grades (MEGs).

You will only be able to begin the teaching data wizard once you have completed the **+ Year Group** wizard and prior attainment data has been imported.

Note: You can only have one teaching set and teacher for each subject. You will be able to remove any duplicates during the import process as part of the ***Remove Duplicates*** *step. If you wish to associate multiple teachers with one teaching set, we recommend using the teacher initials.*

Checking your data

After completing your teaching data import, you have completed your Year Group setup. On the **Cohorts** or **Students** screen you will see the updated Year Group summary bar, showing headline figures for your Year Group.

You can also export your student data, any personalised targets and the Alps generated MEGs from this screen. This is particularly helpful if you prefer to export and check your data within Excel.

You are now ready to add examination results or a monitoring point for these students.

4.3 Importing your grades data

During the Monitoring or Exam Results import, you can do a preliminary check to ensure your data looks roughly correct. Once the Grades data has been imported into Connect Data, you need to publish your data, to link your Grades and Cohort data, creating a Gradepoint.

Import your Exam Results

Exam Results imports are reserved for the End of Year examination grades that your students receive on Results Day. Any other grades should be entered as a monitoring point.

The Exam Results wizard can be launched from the **Gradepoints** screen, accessible from the sidebar, or the **+ Exam Results** in the quick actions toolbar.

The wizard will give you details of how to prepare your data – we have a SIMS report definition to help you to extract your examination results. You will need to specify the effective date when you run the report, and you may need to remove any additional data from previous exam seasons from your Excel file.

Follow the wizard to import your data, making sure to select the appropriate format of your import file. This can either be in a rows per exam result format, or a marksheet format with the subjects across the top of the file. The formats are shown below, and within the wizard itself.

Once you have imported your file, you will need to map the columns of your file. The only information required for this import is Student ID, subject and grades, meaning you may need to skip several columns. You do not need to import information such as student name, as this was imported previously and will be matched based upon Student ID.

If you have not mapped your subject import names previously, you will need to map them here. Further details of this process can be found in Section 4.1of this guide.

To **publish** this grades data and create a **Gradepoint** from which you could run reports, please see the **Check & Publish** section below.

There is a **Confirm** step within both the Monitoring and Exam Results wizards, this allows you to do a quick check on the data you are importing.

4.3 Importing your grades data (continued)

Import your Monitoring Grades

To launch the Add Monitoring Grades wizard, please click on **+ Monitoring Poin**t, or Create New Monitoring Point in the **Gradepoint** screen.
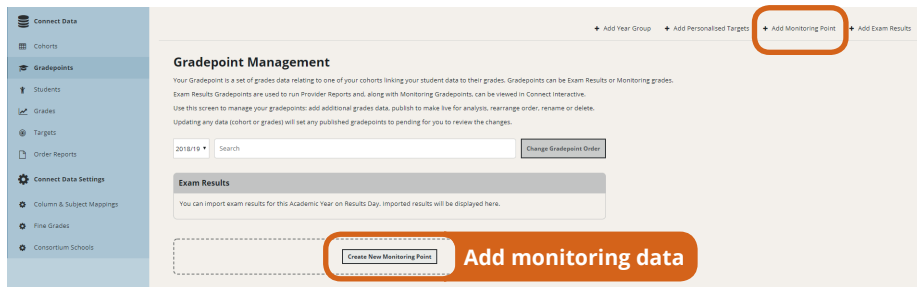
This wizard is very similar to the Exam Results wizard that you completed in the step above. The only slight difference is that we do not have a SIMS report definition to extract monitoring data. We recommend exporting a marksheet from SIMS, making sure to include the Student IDs used in the year group import.

Check the Raw Results within the **Confirm** step, then click **Finish** to complete the import. You will need to **Publish** this Gradepoint before it is available to your colleagues for analysis in Connect Interactive.

Within Connect Data you can make individual edits to students and grades, or update in bulk, allowing the application to identify the changes in your data and make the necessary amends.

Once you have updated any information that is in a currently published Gradepoint, you will need to **republish** your Gradepoint to ensure the changes are included within your analysis.

5.1 Editing student data

Once you have imported your Year Group you can go back and make amends to individual students, or make bulk updates and amends, such as importing an additional custom column or updating multiple teaching sets. To begin any edits, you need to navigate to the **Year Group** in the **Students** section. You can do this by clicking in the Year Group in the Year Group summary bar, or using the drop down lists on the Students page.

Note: Deleting students, individually or in bulk, will remove all instances of that student from Connect Data – teaching sets, personalised targets, previous monitoring points and exam results.

Editing individual students

To edit a student, click on the pencil icon to the right of the student entry.

This will open the **Edit Student** page. From this page you can amend or add student information, or change tabs to subject information to change the subjects, teaching sets or grades for that student.

Remember to **Save**, and **republish** your Gradepoint(s).

Bulk updates – merge and overwrite

To edit information for multiple students at once, please click on the **Import Additional Data button** on the **Students** screen.
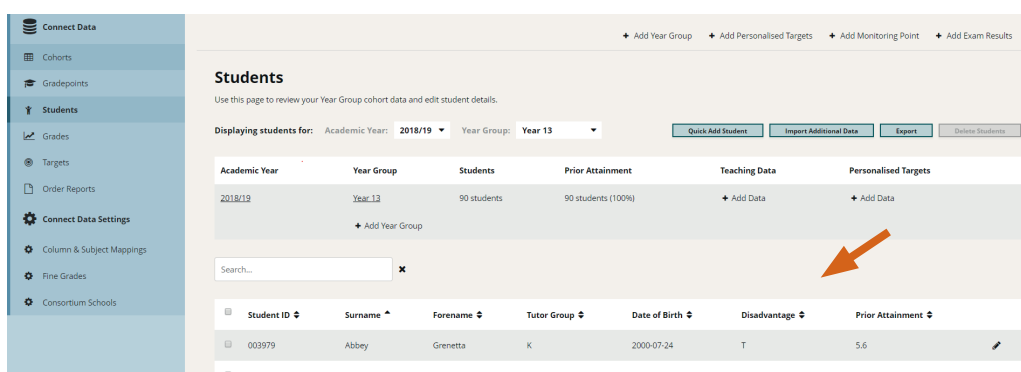
This will open a window which gives two options, **Update and merge** or **Overwrite and replace**. You will likely be using **Update and merge** most frequently, as this will allow you to import a spreadsheet containing a subset of data with changes, such as amended teaching sets for certain subjects. The application will then find the changes, apply these to the existing data, and leave any unamended data.

Overwrite and replace will delete any data that exists in your current data, but is not in your new import file. We anticipate this being used less frequently, however it gives the option to essentially start again without completely deleting all Year Group and Grades data.

Section 5 Editing data and importing additional data

Alps Connect User Guide

5.1 Editing student data (continued)

Selecting the type of data you wish to update will launch the appropriate wizard. In the example below I am updating my mathematics teaching sets, importing mathematics only, and the two images show the different outcomes when using **Update and merge** and **Overwrite and replace**.

25

5.2 Editing grades individually

To edit individual grades you can use the Edit Student screen, which can be opened from the Students or Grades screen by clicking on the pencil icon to the right of the student entry.

From here you can also add or remove a subject for that student. Removing will delete that subject from the dataset selected in the dropdown, so please ensure you make all changes required, particularly if you have multiple monitoring points.

5.3 Editing grades data

If you wish to import more grades data after publishing your Gradepoint, please go to the Gradepoints screen. From here you can see all imports and rename, delete or import more data. To edit individual grades, it may be easiest to go to the Grades screen.

To add data to a monitoring point or an exam results Gradepoint, click on Add Exam Results or Add More Grades or Add Results on the Gradepoint or Grades screens, shown below. This will launch the Import Grades wizard.

When selecting your Gradepoint on the first wizard step, your Gradepoints will have **(existing grades)** shown next to the name, and you will have the option to **Update and merge**, or Overwrite and replace. These options have the same functionality as importing additional data for your Year Group, detailed in Section 5.1 above.

5.3 Editing grades data (continued)

You will likely be using Update and merge most frequently, as this will allow you to import a spreadsheet containing a subset of data with changes, such as remarks. The application will then find the changes, apply these to the existing data, and leave any unamended data.

Overwrite and replace will delete any data that exists in your current data, but is not in your new import file. We anticipate this being used less frequently, however it gives the option to essentially start again and remove your grades data.

Once you have selected one of the above options, you can proceed through your import as detailed in Section 4.3

The Confirm step of these wizards will be different however, as they will show the updated records in green. Hover over the dots and you can see the previous values.

The example below shows the outcome of choosing Update and merge. 15 records have been updated, the other records will be left as they are.

5.3 Editing grades data (continued)

The example below shows the outcome of choosing Overwrite and replace. The 15 records with changes have been updated, however the other data that was not included in my import file will be deleted.

Once you have clicked Finish to complete the wizard, you will need to go to the Gradepoints screen to Check & Publish your amended Gradepoints, allowing other users to see and analyse the edited data.

5.4 Changing your subject mappings

Using the Subjects section in the sidebar it is possible to bulk update subjects wherever they appear, across teaching sets, Personalised Targets, Gradepoints and grades imports.

Alternatively, you can change subjects one-by-one for individual students.

Editing subjects for individual students

From the **Edit Student** screen, you can change individual subjects by clicking on Edit next to the student in the **Students** screen. Go to the **Subject Information** tab and you can choose your gradepoints and teaching sets from the dropdown list. From here it is possible to edit individual subjects and grades within each gradepoint.
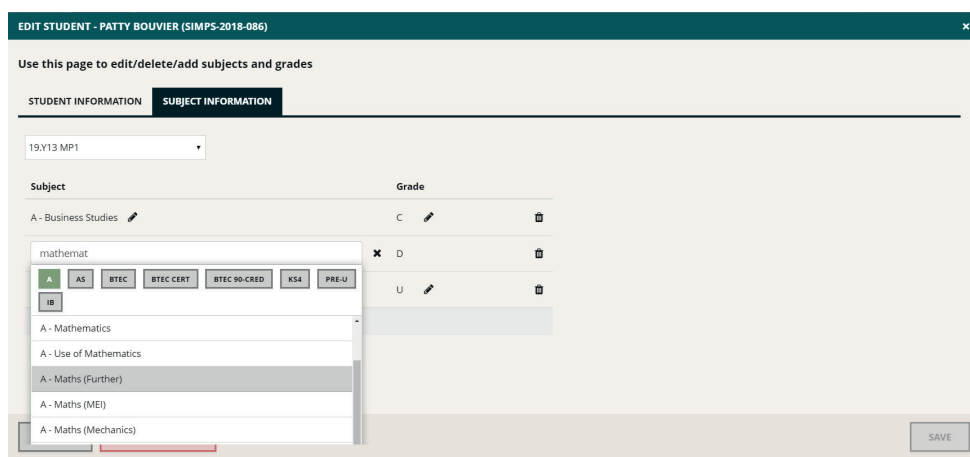
5.4 Changing your subject mappings (continued)

If you are changing a subject for one student, maths to further maths for example, you will need to change each Gradepoint individually then click **Save**.

Once you have made the edits you will need to go to the **Gradepoints** screen and **Check & Publish** any changes.

Updating subjects for all students

Changing a subject mapping for multiple students in one go involves adding anew subject and removing the old one. Using Overwrite & replace will allow you to do this in one go.

Go to the Grades screen and select Export - if you have both KS4 and KS5 data imported, you will need to specify the Year Group using the dropdown before doing this. You can export in either format, you will simply need to ensure you select the same format when you reimport. We recommend exporting all of your grades as this will allow you to reimport with all the subjects in an Alps format, so you will not need to map your subjects again.

Now, on the Grades screen for your Results, click on Add Results. Choose Overwrite & replace, and you will be able to remove your old subject and add a new one. On the subject mapping step you will need to locate your old subject, click the edit pencil and remap to your new subject.

Proceed through the wizard, and on the final Confirm step you will see that your old subject will be deleted, and your new subject added.

Remember to go to the Gradepoints screen and Check & Publish any changes.

6.1 Publish your Gradepoint

After importing your grades, you need to publish the Gradepoint. The **Publish** step is the final series of checks, and completing this step will allow you to order your Exam Results reports or view your Monitoring Point in Connect Interactive.

Note: While the Monitoring and Exam Results wizards are very similar, the products of the wizards are quite different. The Exam Results wizard will produce a Gradepoint from which you can run your End of Year report, and the Monitoring wizard will produce Gradepoints that will appear in Connect Interactive.

From the **Gradepoints** screen, please click **Check & Publish** for your Gradepoint to go to a screen that will allow you to complete some final checks of your data.
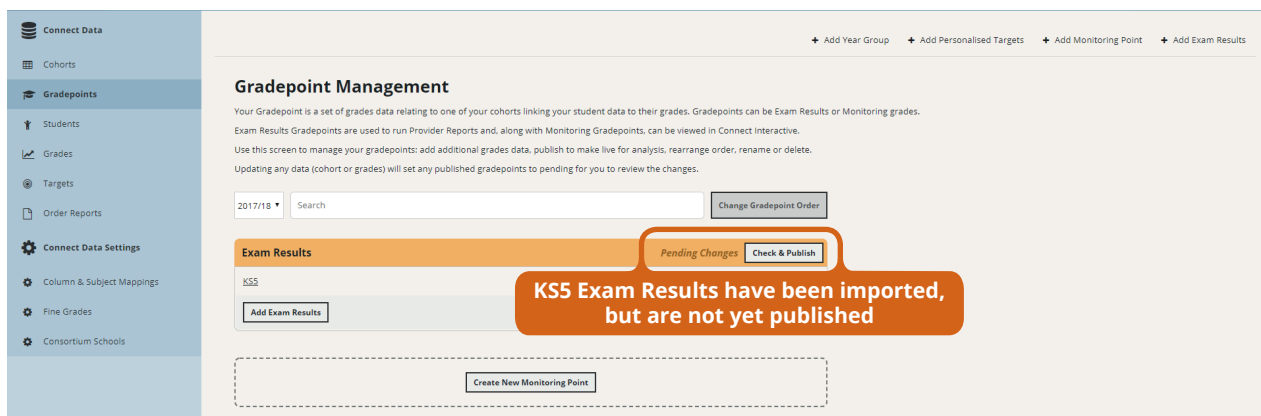
Checking your data

The sections detailed below give prompts for elements that may be helpful to check. Information flagged in these sections does not necessarily need to be changed, however we would encourage you to carefully review the information given on this screen to help you ensure that your report is as accurate and error free as possible.

Raw Results gives entries and grade counts for each subject and exam type. Using this screen, you can check that you have the number of entries and grades you were expecting.

Top tips for checking your raw results: for KS4 reports, check that there are roughly the same number of maths and English GCSE entries. This should be reasonably close to your student numbers.

Combined science, along with the separate science entries, should roughly equal your number of students.

6.1 Publish your Gradepoint (continued)

Check that your entries are what you were expecting, you can do a preliminary check of grades – has anything been missed? Do you have the correct number of U or A* grades?
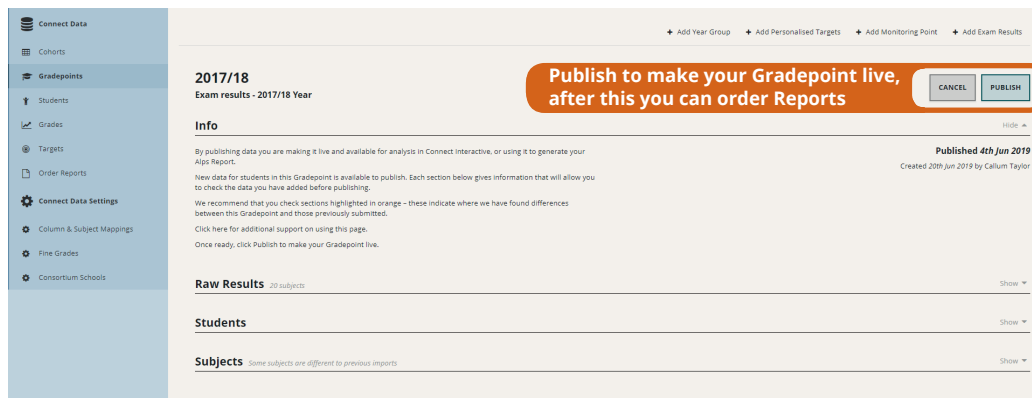
The next section allows you to check that your **student profile** has not changed beyond certain thresholds compared to previous data submissions. You can check that your student numbers and average prior attainment are generally consistent with previous Gradepoints.

Top tips for checking your student profile: we don't expect to see large variations in Average CGSE Score from year to year – has this changed unexpectedly? Do you have the right number of disadvantaged students?

Finally, you can check that your **subject mappings** are consistent with previous Gradepoints. When you import your exam results Gradepoint, you will have no previous data so the Student and Subject sections will contain no comparisons. When you publish your monitoring data however, you will be able to check this against your published Exam Results Gradepoint.

Top tips for checking your subjects: have your subjects changed from one year to the next? Is this what you expect, or do you need to remap this subject?

Once you are happy with your data, click **Publish** to commit your data to the database and publish your Gradepoint, allowing you to **order reports** and, if subscribed to Connect Interactive, allowing you and your colleagues to view and interactively analyse the data.

If you are publishing an exam results Gradepoint, you will be given the option to go straight to the Report Ordering screen.

6.2 Ordering Reports

We have made improvements to our Report Ordering section.

The main updates to the ordering screen are:

1. **Report Ordering** reacts to the data within your exam results Gradepoint. For example, you will only be able to order an A level report if your exam results Gradepoint contains A level data.

In the example below, my exam results Gradepoint contains A and AS level data, the no entry signs for BTEC and KS4 reports indicate that there is no data for those reports.
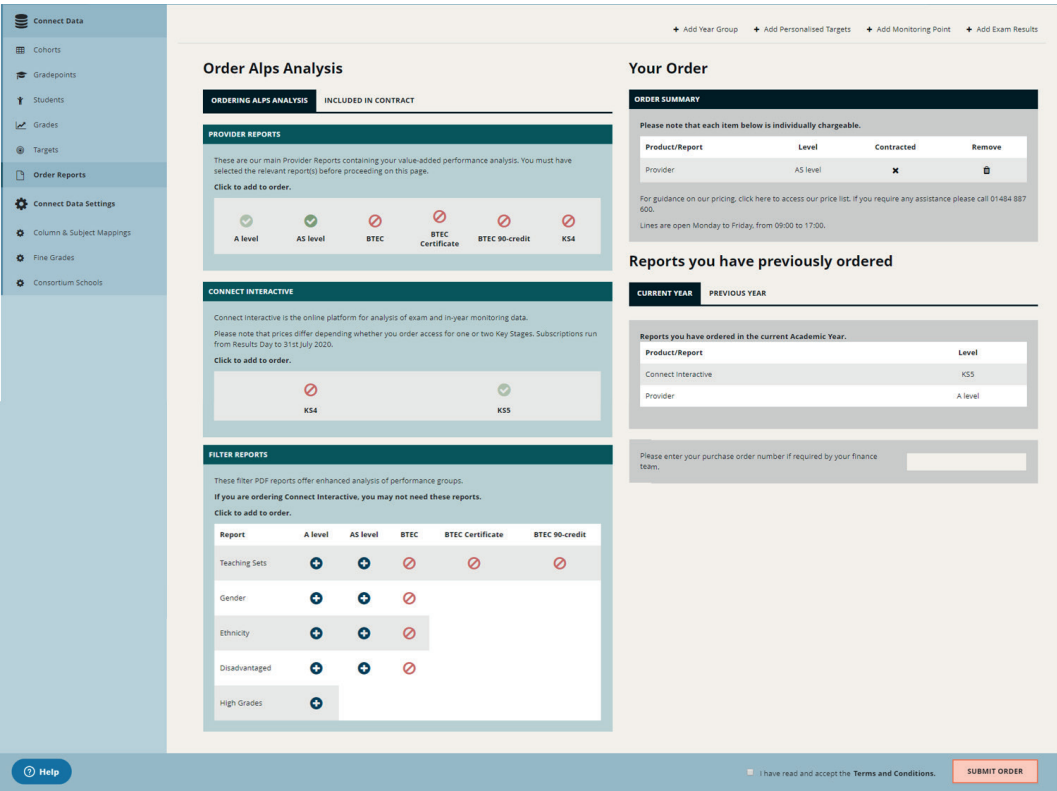
I have the option to purchase filter reports, as indicated by the + symbols, but only if I have selected a Provider Report for that level.

✚	**Add report to your order**
⊘	**Sufficient data has not been added in this Academic Year**
✔	**Report already ordered in this Academic Year**
✔	**Report added to the order you are building**

6.2 Ordering Reports (continued)

2. Notification if you have already ordered a particular report for the current year - in the example above, the light green ticks on A level and KS5 Connect Interactive indicate that I have already ordered this report and Interactive for this Results season, which are also shown in the **Reports you have previously ordered** screen for the **Current Year**.

3. **Your Order** - An order summary section to clearly show what you are ordering in the current session.

4. **Reports you have previously ordered** – shows what you have ordered for the current year, but on a previous occasion. In the example above, I have submitted my A level data, ordered my A level report and Connect Interactive in a previous session. I have then submitted AS level data and ordered an AS report, and this appears in the **Order Summary** screen.

5. **Reports you have previously ordered / Previous Year tab** – you can see which reports/analysis you ordered last year

6. **Included in contract** - if you are part of a contract, you can check the reports included

Alps generates Minimum Expected Grades (MEGs) from your students' prior attainment scores. These are not subject specific, and are set at the 75th percentile of the national DfE data for that prior attainment band, making the MEGs aspirational but achievable.

You can import personalised, teacher set targets ("Personalised Targets"), allowing these to be viewed alongside your MEGs. We encourage you to consider the MEGs – which are not subject specific – alongside the subject thermometers to ensure the MEGs are sufficiently aspirational.

The target exports come in the formats listed below. They will contain the Alps generated MEGs and, if you have imported them as well, your Personalised Targets:

- Export to Excel
- Targets by tutor group (PDF)
- Targets by student (PDF)
- Targets by subject (PDF)
- Targets by teaching set (PDF)
- Student postcards (PDF)

7.1 Exporting information from Connect Data

As soon as you have imported subjects for your students, while setting up Teaching Sets for example, Alps generated MEGs will be produced.

You will receive a notification in the bottom right-hand corner of the screen, containing a link to the **MEG Reports** section. Alternatively, you can find the downloads in the **MEG Reports** section of the Connect Homepage, which can be accessed from Connect Data by clicking on **MEG Reports** in the sidebar.

The MEG reports will be updated each time there is an edit to a subject or prior attainment, and all years are available within the downloads.

7.2 Importing Personalised Targets

Once you have imported your Year Group and prior attainment scores, you will be able to import your own Personalised Targets, if you wish to do so.

The Personalised Targets wizard can be launched from the quick actions toolbar in the top right-hand corner of the screen, or from the Year Group summary bar. This import is very similar to the grades import wizards; you need to import your Student IDs, subjects and teacher set targets.

The Personalised Target grades need to be whole grades, as they will be validated against the mapped subjects as monitoring or exam results imports would be.

Once you finish the Personalised Targets wizard, you can download your target setting resources immediately from the MEG **Reports** section of the toolbar or from the **MEG Reports** section of the Connect Homepage.

8.1 Exporting information from Connect Data

Data can be exported from Connect Data from the Students and Grades screen. If you prefer to check your data within Excel, you can produce spreadsheets containing your students' information and grades before publishing your Gradepoint. In both screens there is an Export button which will allow you to export all, or a subset of students.

Once you have imported subject information for your students, the Alps MEGs will be available. You can export this from the MEG Reports section in the sidebar, or by using the Export button on the Students page.

8.2 Downloading Key to Success data from the DfE

Visit the below website and enter your DfE username and password.

https://sa.education.gov.uk/idp/Authn/UserPassword

Select the Key to Success application from the options shown.

Choose **Searchable Pupil Data** from the options on the left.
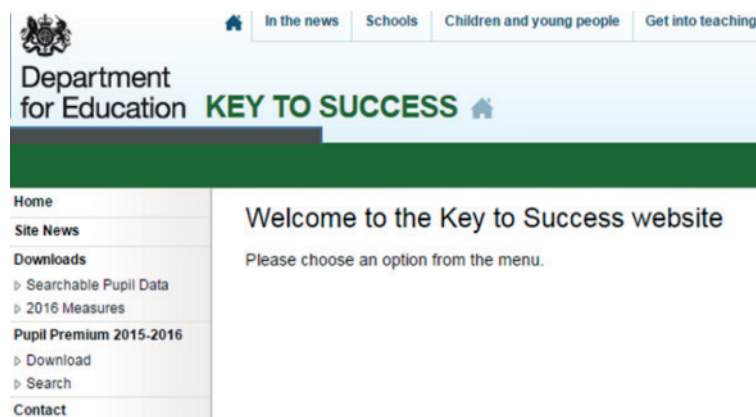
Paste the UPNs for each student into the box at the bottom. Note that you will need to do this in blocks of 200 as the DfE limits each download to this number.

8.2 Downloading Key to Success data from the DfE (continued)

For each set of UPNs you paste in, you will then need to click the 'KS2' option to download a 'csv' file.

Combine the 'csv' files you have downloaded into one overall file. You do not need to change the format of this file, simply save this and import using the Key symbol in the Student Data tab. Connect Data will calculate the KS2 fine score for you.

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