

Importing Data into Connect Data

Connect Data is the new data collection and upload area within Alps Connect. Through Connect Data you are able to upload and amend your End of Year and Monitoring data yourselves. If you have subscribed to Connect Interactive, once you upload the data it will be immediately available in Connect Interactive for you to analyse.

Connect Data completely replaces the Alps Data Collection Software (ADCS) for both KS4 and KS5 from August 2018.

This user guide is designed for people submitting data for KS4 or KS5, in England, Wales and Northern Ireland. This guide will take you through the data submission process step by step.

Updated 06/08/18

Section 1

Introduction

- 1.1 An overview of the process 3
- 1.2 Accessing Connect Data 3

Section 2

Exporting Data from SIMS/MIS

- 2.1 SIMS 4
- 2.2 Serco Facility 6
- 2.3 Imports from other MIS 6

Section 3

Adding Cohort Data

- 3.1 Setting up the Cohort 7
- 3.2 Adding Student Data 9
- 3.3 Error Summary 11
- 3.4 Baseline Scores 12
 - Adding Key to Success Data for KS4 imports – England 12
 - Adding Welsh National Test scores for KS4 imports – Wales 13
 - Adding Average GCSE Scores for KS5 imports – England and Wales 14
- 3.5 Adding Teaching Data 16
- 3.6 Mapping Subjects 16

Section 4

Adding Grade Data

- 4.1 Setting up the Grades Workspace 19
- 4.2 Adding Grades Data 20
- 4.3 Adding data to Connect 21
- 4.4 Viewing your data in Connect 24

Section 5

Helpful Information

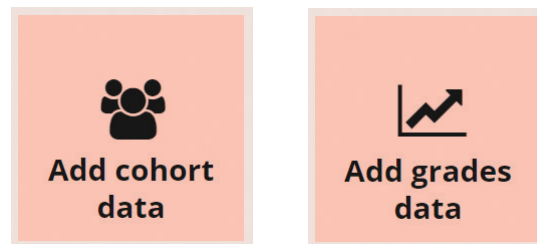
- 5.1 Editing your Subject Mappings 25
- 5.2 Reorder your Connect monitoring points 25
- 5.3 Editing and Deleting Workspaces 26
 - Gradepoint: 26
 - Cohort data: 27
 - Grades data: 27
- 5.4 Key to Success Data 28

1.1 An overview of the process

We have created report definitions for SIMS & Facility to help you export the information required from your MIS, and this data is imported and linked using the Connect Data section of Connect.

Further support for other MIS is planned for within the 2018/19 academic year.

Using Connect Data you can create a cohort of students – including IDs, names, gender, ethnicity, baseline scores, subjects and teaching sets etc. Grades data can then be uploaded and linked to this cohort, requiring only student ID, subject name and grade information to create each monitoring point or submit exam results.



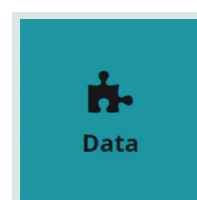
You can upload as many Gradepoints as you wish and can name them as most appropriate.

Connect Data will simplify your data upload process by enabling you to create a cohort of students once a year, and then edit if there are any new starters or leavers. You can create a cohort for each study year, or you can include all your students across all study years in one set. Grades data can then be added for each year, Connect Data requires only the Student ID to link your Cohort and Grades data together.

We recommend using the internet browser, Google Chrome to access Connect Data.

1.2 Accessing Connect Data

You do not need to download any new software to use Connect Data, just login to Connect, and the new **Data** button will be available under the management tools on the right of the screen.

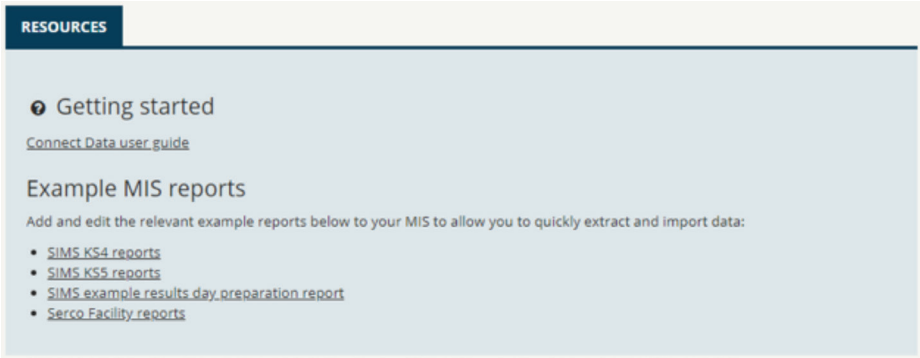


To see the Data button, you will need to have **upload permissions** on your Connect account. Upload permissions can be added by your Connect administrator(s).

2.1 SIMS

Downloading

Report definitions can be found in the **Resources** area of Connect Data. These will help you to extract the information you need from SIMS.

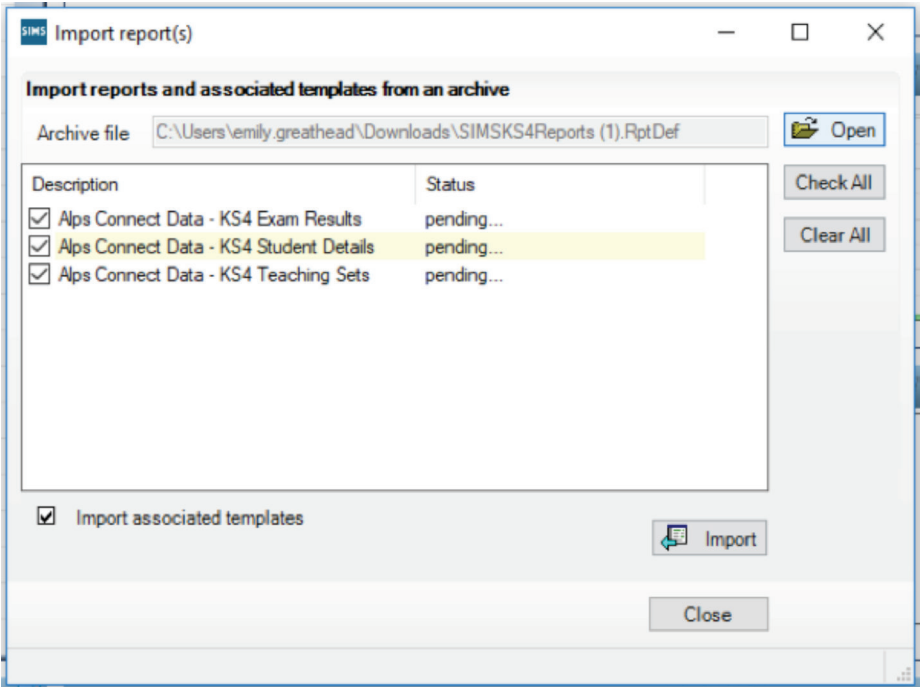


To download the SIMS report definitions, click on the appropriate definition, this will then download to your Downloads folder, or to an alternative automatic downloads folder.

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

How to import our SIMS report

Open SIMS and go to **Reports > Import** and then navigate to the SIMS report you downloaded. The **import** screen is shown below. Click Import and close when finished.



Running

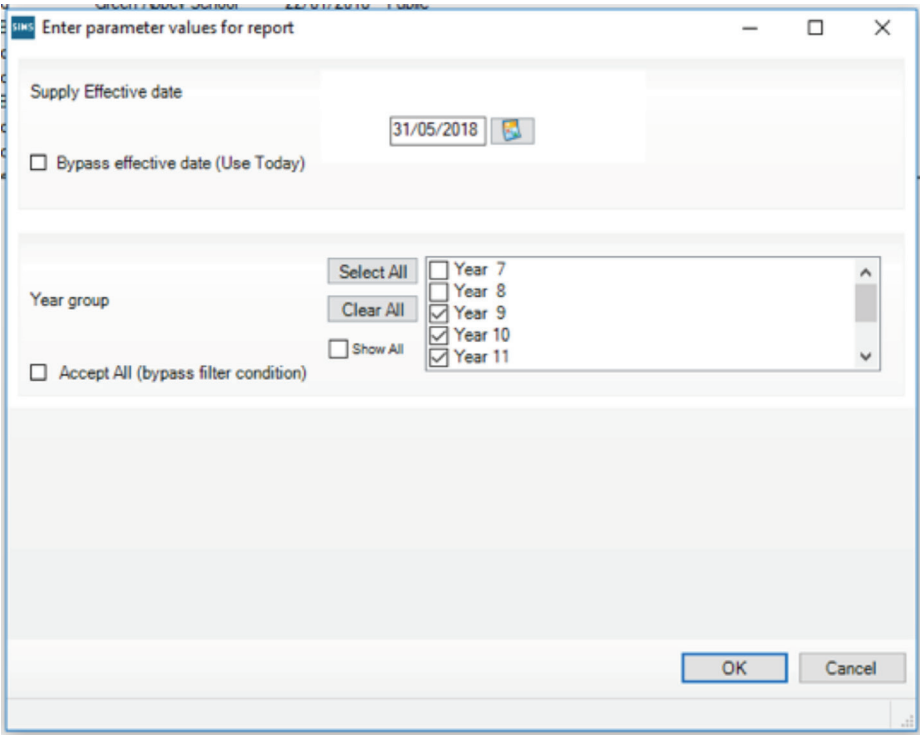
To run the reports in SIMS to extract the information you need, go to **Reports > Run > Focus > Student** and scroll to the reports you just imported. The 'Updated' column may help you to find the most recent imports.

2.1 SIMS (continued)

For monitoring reports, you will need ‘Alps Connect Data – KS4/KS5 Student Details’ and ‘Alps Connect Data – KS4/KS5 Teaching Sets’. There is also an ‘Alps Connect Data – KS4/KS5 Exam Results’, however this is only required for End of Year reports.

Alps Connect Data - KS4 Student Details
Alps Connect Data - KS4 Teaching Sets

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



Ensure you tick the appropriate year(s) 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.

The image below shows the Alps Connect Data – KS4 Student Details report output required for the **Student Data**.

Alps Connect Data – KS4 Student Details													Sheet1 - Excel													Emily Gresham												
File Home Insert Page Layout Formulas Data Review View Developer Add-ins Help Team Tell me what you want to do																																						
Clipboard Font Alignment Number Styles													Conditional Formatting Table Styles													Cells Editing												
Calibri 11 A A													Wrap Text													Text												
B I U													Merge & Center													\$ % +												
Font													Alignment													Number												
White - English																																						
A B C D E F G H I J K L M																																						
Adno UPN Surname Forename Pupil Premium Indicator Ever in care FSM Ever 6 Year Reg Gender DOB Ethnicity																																						
004504 N823432113104 Abbess Graham F F F Year 10 10A M 29 September 2002 White - English																																						
004505 C823432113105 Abbey Sean F F T Year 10 10B M 19 September 2002 White - English																																						
004343 M820200105001 Ackton Stan F F F Year 11 11A M 18 December 2001 White - English																																						
004664 M820200106060 Acton Jordan F F F Year 9 9F M 11 February 2004 White - English																																						
004604 B820200106090 Acton Samantha F F F Year 10 10A F 25 March 2003 White - English																																						
004665 J823432114002 Adams George F F F Year 9 9B M 01 December 2003 White - English																																						
004666 H820200107008 Adebayl Emmanuel F T Year 9 9F M 15 February 2004 Black Caribbean																																						
004344 J823432113001 Adrianson Robert F F T Year 11 11B M 10 September 2001 White - English																																						

2.1 SIMS (continued)

At this point if you have the **baseline scores** calculated already you can add them to this Excel file before importing it into Connect Data. Alternatively, you can add the raw Key to Success, WNT or GCSE data as part of Section 3.4.

The 'Alps Connect Data – KS4 Teaching Sets' report output is shown below, and this is required for the **Teaching Data import** in Connect Data.

Adno	UPN	Surname	Forename	Year	Subject	Class	Teacher	Start date	End date
004504	N823432113104	Abbess	Graham	Year 10	PSE	10A/PS	Dr R Mcnamara	01 September 2017	20 July 2018
004504	N823432113104	Abbess	Graham	Year 10	English	10x/En1	Mr J H Atkinson	01 September 2017	20 July 2018
004504	N823432113104	Abbess	Graham	Year 10	German	10x/Ge2	Mr S Dumbell	01 September 2017	20 July 2018
004504	N823432113104	Abbess	Graham	Year 10	Mathematics	10x/Ma1	Mrs L Vernon	01 September 2017	20 July 2018
004504	N823432113104	Abbess	Graham	Year 10	Physical Ed	10x/Pe1	Mr R Davidson	01 September 2017	20 July 2018
004504	N823432113104	Abbess	Graham	Year 10	Biology	10x/Bl1	Dr S Mlandad	01 September 2017	20 July 2018

2.2 Serco Facility

We also provide report definitions for Serco Facility, which can be downloaded in the Resources section of Connect Data.

2.3 Imports from other MIS

If you do not use SIMS or Serco Facility, below are the fields that can be included in the different imports. The columns do not need to be in any particular order, and the column heading names do not need to match those below. You will be able to identify your columns during the import.

As long as you can extract the data below from your MIS, you will be able to import it into Connect Data.

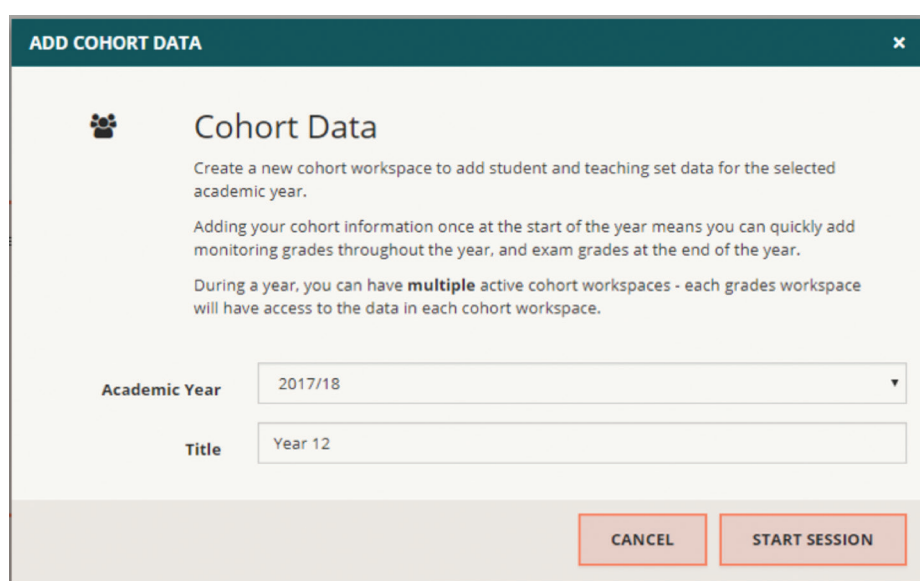
Student Data	Teaching Data	Grades Data
Student ID	Student ID	Student ID
UPN	Exam Type	Exam Type
Surname	Subject	Subject
Forename	Teaching Set	Grade
Disadvantage	Teacher	
Gender	Study Year	
Ethnicity		
Year Group		
Tutor Group		
Date of Birth		
KS2 Fine Score/		
Welsh National Test Score – Y8		
Average GCSE Score		

3.1 Setting up the Cohort

Once you are in the Connect Data area, click on the Add cohort data button in the Cohort Data section to begin adding Cohort Data.



The screen below will appear, and here you can select the Academic Year and name the cohort. This cohort will be used for your in-year Monitoring, End of Year results and Target Setting for the selected academic year.

A screenshot of a web application dialog box titled "ADD COHORT DATA" in a dark teal header bar with a close button (X) on the right. The main content area has a light beige background. It features a group icon and the heading "Cohort Data". Below the heading is instructional text: "Create a new cohort workspace to add student and teaching set data for the selected academic year.", "Adding your cohort information once at the start of the year means you can quickly add monitoring grades throughout the year, and exam grades at the end of the year.", and "During a year, you can have **multiple** active cohort workspaces - each grades workspace will have access to the data in each cohort workspace." There are two input fields: "Academic Year" with a dropdown menu showing "2017/18" and "Title" with a text box containing "Year 12". At the bottom right are two buttons: "CANCEL" and "START SESSION".

Updates for users with pre-prepared cohorts

We have made some updates to the cohort system, meaning that workspaces are now Live or Draft. All your cohort workspaces will now appear in the Cohort Data screen, whether they were classed Open or Deleted previously.

The previously Open workspaces will now be **Live**, and previously deleted workspaces will be **Draft**. You can now **permanently delete workspaces** from Connect Data – go to Manage, click Edit, and you can permanently delete your workspace.

3.1 Setting up the Cohort (continued)



As you can see below, you can have multiple cohorts. When you upload Grades data, it will be linked to the cohort data using the Student ID, so the Student IDs must be consistent between the cohort and grades workspaces.

Cohort workspaces are either Live or Draft. Cohort workspaces can only be Live once all **critical errors are resolved**. This allows you to resolve errors that will stop you adding your data to Connect when you are further through the data submission process.

Top tips for managing cohorts

We recommend having each year group in a discrete cohort workspace. This generally helps data management and will allow you to move your Year 12 cohort data to a new Year 13 cohort workspace more easily in preparation for the upcoming academic year.

The Gradepoints that your colleagues see in the reports or in Connect Interactive are defined by the grades workspaces you create. The software will use the Student IDs from your grades workspaces to look through all **Live** cohort workspaces to find the student and teaching data for that student. Therefore, students should only appear once in your cohorts. Students who are duplicated and are included in two or more workspaces will cause a critical error in each cohort workspace they are in. Workspaces containing duplicates cannot be made Live, therefore will remain as Draft until duplicates are resolved.

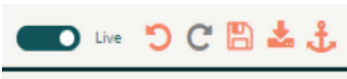
3.2 Adding Student Data


When you have created the Cohort point by clicking **Start Session**, you will be taken to an empty grid with **Student Data** and **Teaching Data** tabs.




You can populate these grids using the import button in the top right-hand corner of the screen. Here you will also find the save button, and the import for the baseline scores (Section 3.4).

This toolbar also contains the slider you will need to ensure your cohort is Live and ready to use to create a Gradepoint.



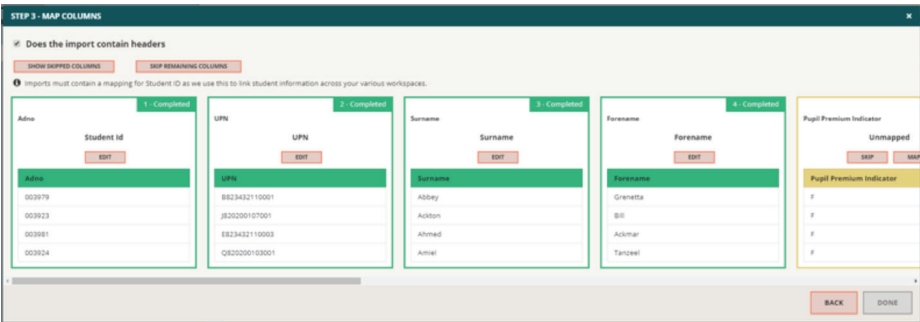


Click on the **Import a File** button and navigate to the student details file we produced using the SIMS report definitions. Click **Next** and you will be taken to the mapping screen.




Students without student ID numbers will not be imported, so make sure that all your students have ID numbers before importing your data.

Connect Data also allows you to upload information by pasting into a blank grid, and then mapping the columns. Select the **Paste** option and use the CTRL+V keyboard shortcut.



The image above shows the mapping screen. This allows you to identify the columns in your file and tell the application to ignore others. Some of the columns may already be mapped, however you may have to map others manually and you can change any that may have been incorrectly mapped.

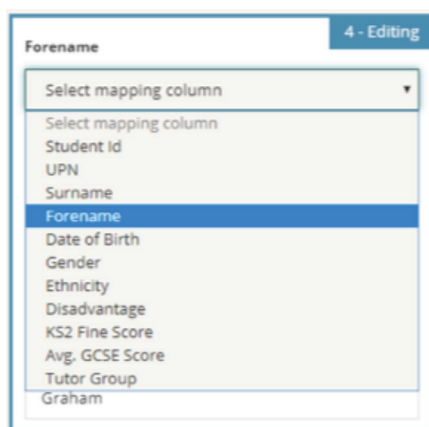
The information that is not needed in this grid, such as subject or year group, should be skipped. The columns that are required for the student data grid can be selected from the drop-down lists.



PPI, Ever in Care and FSM Ever 6/eFSM are all Disadvantage measures. English KS4 clients normally map FSM Ever 6 to **Disadvantage** and skip the others. Welsh KS4 clients generally use eFSM.

3.2 Adding Student Data (continued)

Currently there are only predefined lists of student fields, so you can only include those in the dropdowns. The ability to add your own 'custom defined fields' will be available after Results Day.



Once you have finished mapping and skipping your columns, click **Done**. The Done button will only be available once all boxes have either been mapped or skipped.

When you are returned to the Student Data grid, click **Save**.



You can only import one file at once, however you can upload subsequent files to add to your existing data. This may be useful if students join or leave part way through the year, or if you forget to map a column.

3.3 Error Summary

The error summary provides a list of the errors in the current screen and can be accessed by clicking the warning triangle in the Menu.

The screenshot shows the Alps Connect interface. On the left is the 'Error Summary' sidebar, and on the right is a table of student data.

Student ID	UPN	Surname	Forename	Year Group	Year Group	Date of Birth	Gender	Ethnicity	Headteacher	KS2 Fine Score	Avg. GCSE Score
004001	0000000000000000	King	Andrew	12	12	12 June 2001	Male		No		
004010	0000000000000000	Chen	Paula	12	12	02 February 2001	Female				4.38
004020	0000000000000000	Edison	Andrew	12	12	08 November 2000	Male				5.00
003990	0000000000000000	Nao	Geran	12	12	24 June 2000	Male		No		3.00
004030	0000000000000000	Cherry	Angela	10	12	30 April 2001	Female				5.07
004014	0000000000000000	Copper	Rene	10	12	28 February 2001	Female				4.70
004015	0000000000000000	Beckwith	James	12	12	20 July 2001	Female				5.70
004026	0000000000000000	Eden	Tom	12	12	30 March 2001	Male		No		6
004005	0000000000000000	Kiloh	Frederick	12	12	08 September 2000	Male		No		5.07

CRITICAL Cells outlined in pink show **Critical Errors**. These errors will need to be resolved before completion and until resolved, critical errors will make the workspace **Draft** when saved.

OPTIONAL Missing data that we strongly recommend including is classed as **Optional**. I have no Ethnicity data in my file, so I will not be able to analyse my data based upon Ethnicity. To get full use of Connect Interactive, we would recommend including this data.

INFO Missing data that is not crucial is **Information** and shown with a light blue outline. The above example is for KS5 data, so the Average GCSE Score is missing – this will only be used with KS5 data, so we don't need to include GCSE score here.

In the example above, one of the Average GCSE Scores is outside of the accepted range, so is now a **critical error**. The Error Summary on the left provides me with further information about the error and allows me to navigate to the various errors within my workspace. This error would prevent me from adding that data to Connect. Until I have resolved this error, the workspace cannot be made **Live** and is shown as Draft in the top right toolbar.

The screenshot shows the 'Error Summary' sidebar. At the top is a 'MENU' bar with a warning triangle icon and a '10+' badge. Below the menu are three tabs: 'CRITICAL', 'OPTIONAL', and 'INFO'. The 'CRITICAL' tab is selected. Under this tab, there are three categories: 'Ethnicity' with a count of 2, 'KS2 Fine Score' with a count of 81, and 'Avg. GCSE Score' with a count of 1. At the bottom, a message states: 'Row 1: Prior achievement should be in range 0 - 9.'

3.4 Baseline Scores

The data import processes for KS4 and KS5 data are very similar. They only differ when importing the Prior Achievement. For KS4 imports, you will need the **Key to Success** or **Year 8 Welsh National Test** import for England and Wales respectively. The appropriate prior achievement will be automatically available.

For KS5 we have a **GCSE Score Calculator** for **SIMS users**. If you use an alternative MIS you will need to use our GCSE Score Calculation rules to calculate your scores and then import these using the standard Import Data button, not the Import Prior Achievement feature.



When importing your baseline scores, click on the anchor symbol in the top right and the screen below will appear.

Further details of each import method are given below.



If you already have your baseline scores calculated, this data can be uploaded in the previous step or in a separate file. If it is saved in a different file, you can upload this after inputting your other student data – Connect Data only requires the student ID to link the information.

Adding Key to Success Data for KS4 imports – England and Northern Ireland

If you do not already have your KS2 scores calculated and saved locally, you can download a Key to Success file from the DfE, using the student UPNs (see section 5.4). Connect Data will read this file, then calculate the KS2 Fine Score.

From the **Import Prior Achievement** screen shown above, make sure you are on the KS4 tab.

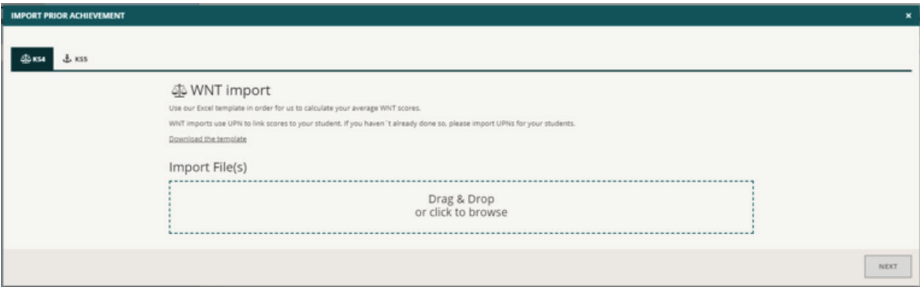
Using this screen, navigate to your Key to Success file. You do not need to map any columns for this import, just click Next and Done.

Your KS2 Fine Scores should now appear in the Student Data grid. The empty average GCSE score column will appear as an error, however this is not necessary for KS4 data, so disregard these errors. Save your data before moving onto the teaching sets.

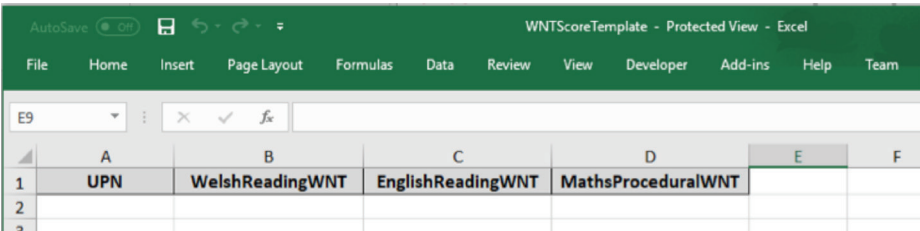
3.4 Baseline Scores (continued)

Adding Welsh National Test scores for KS4 imports – Wales

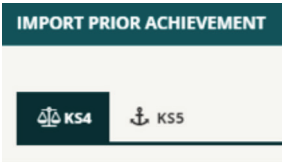
To ensure your Year 8 Welsh National Test scores are in the correct format, there is a WNT score template available from the **Import Prior Achievement** screen.



The WNT template is an Excel spreadsheet, and requires the standardised Year 8 Welsh National Test Scores.



From the Import Prior Achievement screen shown above, make sure you are on the KS4 tab.



Using this screen, navigate to your WNT score file. You do not need to map any columns for this import, just click Next and Done.

Your WNT Scores should now appear in the Student Data grid. The empty average GCSE column will appear as an error, however this is not necessary for KS4 data, so disregard these errors. Save your data before moving onto the teaching sets.

3.4 Baseline Scores (continued)

Adding Average GCSE Scores for KS5 imports – SIMS users in England, Wales and Northern Ireland

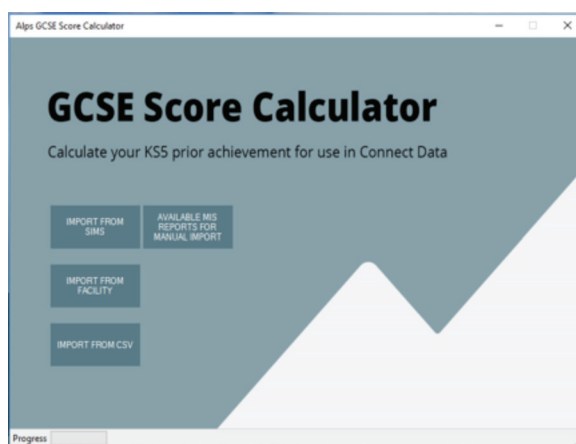
If your average GCSE scores are not already calculated and saved locally, then please use our GCSE Score Calculator to create a file for import into Connect Data.



This is **only available for SIMS users**. If you use a different MIS, please calculate your scores according to our methodology and import these in the Student Data import, or separately.

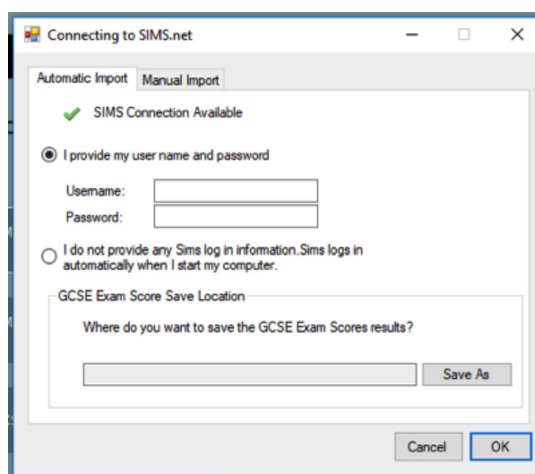
Using our calculator will ensure that the scores are calculated using Alps methodology. Further details on the GCSE Score calculation and rules applied can be found within our reports or on our **website**.

The GCSE score calculator is available for download from the **KS5 Prior Achievement screen**, shown on page and accessed using the anchor symbol in the Student Data screen. When the calculator opens, 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.

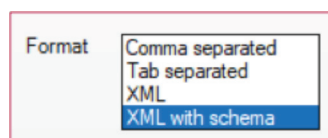


Log in and choose a convenient location to save the output file. It is this output file (in an .xml format) that you will import into Connect Data.

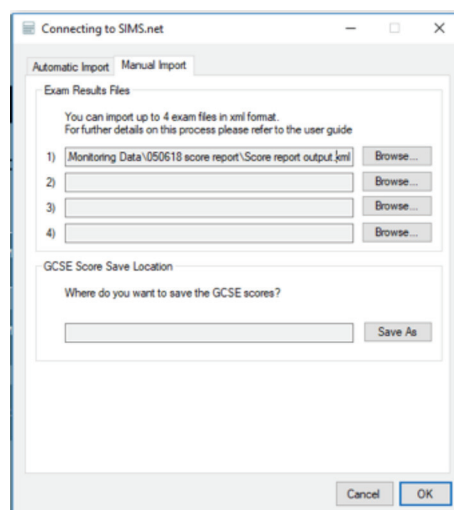
3.4 Baseline Scores (continued)

SIMS manual import

Click to download the manual report definitions. Import the **ALPS GCSE Score Report.RptDef** into SIMS and run the report in SIMS as described in Section 2.1. To produce a report for each academic year, adjust the **effective date** of the report accordingly. Save the output as an **.xml with schema** file.



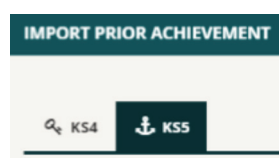
Save the .xml output locally, then go to Import from SIMS and click on **Manual Import**. Load the .xml into the calculator.



Choose a save location for the output file and click OK. Your scores will be calculated and saved in an .xml file.

Importing the .xml

In Connect Data, ensure that you are on the KS5 tab of the 'Import Prior Achievement' screen, and navigate to your .xml file from the GCSE Score Calculator. You do not need to map any columns for this import, just click Next and Done.



For KS5 data there is no need to import the KS2 fine scores or WNT scores, so ignore the errors that are caused by the lack of data in this column. These errors will not stop you adding the data to Connect. Save your data before moving onto the teaching sets.

Click on the Teaching Data tab. This will take you to a grid where you can add teaching set data. This only needs to be done once, although it can be edited if there are any changes to teaching sets or teachers.

Using the Import button, navigate to the file where you have saved your teaching data (e.g. the teaching set SIMS report output), click **Next**, and you will see another mapping screen.

The teaching data grid only requires *Student ID*, *Exam Type*, *Subject*, *Teaching Set*, *Teacher* and *Study Year* columns. Columns such as Forename can be skipped as you have already provided this information in the Student Data grid. The Student ID will be used to link the data together.

STEP 3 - MAP COLUMNS

☒ Does the import contain headers

Imports must contain a mapping for Student ID as we use this to link student information across your various workspaces.

1. Completed

Admin

Student ID

Admin
000079
000079
000079
000023

4. Editing

Firstname

Select mapping column

Select mapping column

Student ID

Subject

Teaching Set

Teacher

Study Year

Grenetta

Grenetta

BRI

3. Completed

Year

Study Year

Year
Year 12
Year 12
Year 12

4. Completed

Subject

Subject

Subject
Art
Business Studies
Physics
Mathematics

Class

Teaching Set

Class
13D/Art
13B/BRI
13C/PhI
13B/AdvI

You will have to map at least some of your subjects to Alps recognised subject names. In the example below, I have errors for my subjects – they are not recognised by Connect Data in their current format. Errors are shown by a dashed outline and by the warning triangle above the Content Assistant.

MENU

- Content Assistant

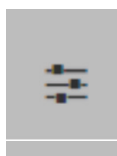
FIX UNMAPPED SUBJECTS
- Student Id

Search

STUDENT DATA TEACHING DATA

	Student Id ↕	Subject ↕
	Search	Search
1	003960	Mathematics
2	003960	Geography
3	003960	Physics
4	003960	Chemistry

In the Content Assistant on the left of the screen, a **Fix Unmapped Subjects** button should appear when you click on an unmapped subject, as will a list of subjects.



If you have imported your data as a marksheet view, it may be helpful to go to Actions (to the right of the error summary) and untick the **subjects as headers** box. Subject errors may be clearer in this view, and mapping subjects may be easier.

3.6 Mapping Subjects (continued)



KS4: If you have subjects in different phases for different years (e.g. Year 10 have DT subjects with 1-9 grades, Year 11 still have A-G grades), it may be helpful to first open your data in Excel, filter based upon the year, and give these subjects slightly different names. You will then be able to map these subjects to the correct grade profile using 'replace all'.

GCSE - D&T (Graphic Products) (9-1)

GCSE - D&T (Graphic Products) (A*-G)

The screen below will appear when you click the **Fix Unmapped Subjects** button – this is our new Subject Mapping tool.

Your unmapped subjects appear on the left of the screen, with the Alps subjects appearing on the right. I have already mapped AS French, and I am in the process of mapping AS Biology. To map a subject, click on the unmapped subject, and then search for the subject on the right. Select the subject so that both appear below in bold as Biology does, and click **Map subject**. This will drop to the Mapped subjects section, with French.



If you have previously mapped your subjects, the mappings will be saved under Manage > Settings. **Auto-map your subjects** by clicking the button in the top right of the Fix Unmapped Subjects tool, and then **Complete Subject Mapping**.

AUTO MAP PREVIOUSLY SAVED SUBJECT MAPPINGS

If a subject does not need mapping – a registration group that imported by mistake for example – click **remove subject from grid** and all instances of this subject will be removed from the grid.

3.6 Mapping Subjects (continued)

When you are satisfied with your subject mappings, click **Complete Subject Mapping** to return to the Teaching Data screen.

Alternatively, you can map subjects by searching in the **content assistant**, selecting the appropriate subject, and choosing whether to 'replace all' instances of that subject or 'replace single'. This method is helpful if you need to remap a subject.

Exam Type

Schools and colleges offering different levels of a qualification, such as both GCSE French and A level French, may not differentiate between these two when it comes to the subject name that is pulled through on a timetable or in a marksheet.

To ensure you can identify these as being different subjects when creating mappings, please use the **Exam Type** column. This will allow you to identify these subjects for the purposes of auto-mapping.

GRADES DATA				
Student Id	Exam Type	Subject	Grade	
Search	Search	French	Search	
1 003983	A Level	A - French	C	
2 004005	A Level	A - French	E	
3 003952	GCSE	GCSE - French	B	
4 003979	GCSE	GCSE - French	4	

This is an optional column that will not give any errors if unpopulated, it is purely to help users differentiate between subjects to allow auto-mapping.

After mapping your subjects, they should no longer appear as errors, and the subject errors in the **Error Summary** on the left of the screen should be resolved.

Connect				
Home Data Year 12				
MENU				
Error Summary				
STUDENT DATA TEACHING DATA				
Student Id	Subject			
Search	Search	Search	Search	
1 003960	AS - Maths (Further)			
2 003960	AS - Geography			
3 003960	AS - Physics			

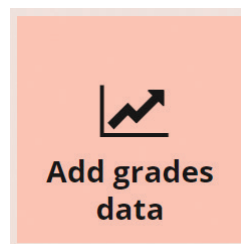
You have now finished creating your cohort.

Unless your cohort changes, you will not need to do this again in the same academic year, the application will simply link the grades from each grades workspace to the students within any cohort using the Student IDs.

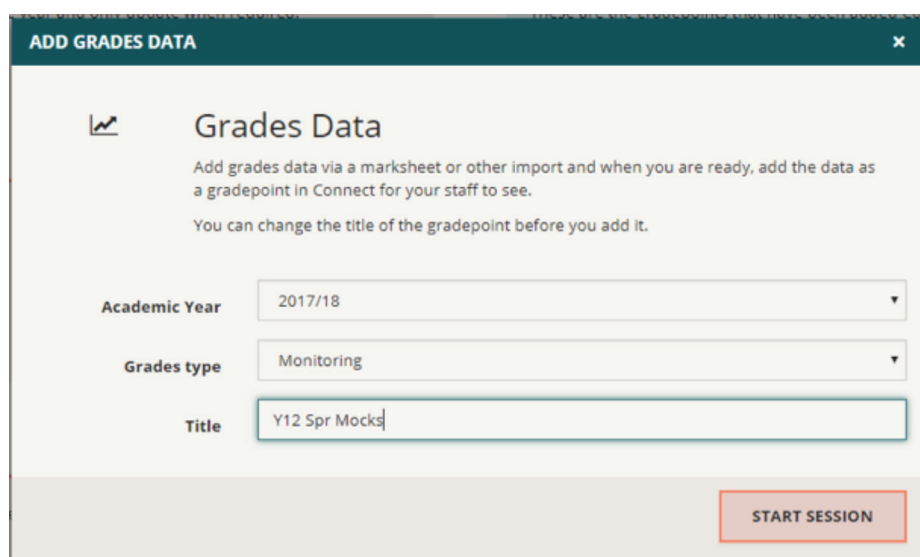
Save your work and go back to the Connect **Data** screen by clicking Data in the top left of the screen.

4.1 Setting up the Grades Workspace

On the Connect Data page you will find an Add grades data button in the Grades Data area below the Cohort Data area.



Clicking on this will bring up the screen below, where you can specify whether you are adding **Target Setting**, **Monitoring** or **End of Year** (Exam Results) data, and title the grades workspace.

A screenshot of a web form titled "ADD GRADES DATA" in a dark teal header bar. The main content area has a light grey background. At the top, there's a small line graph icon and the heading "Grades Data". Below this, there's instructional text: "Add grades data via a marksheet or other import and when you are ready, add the data as a gradepoint in Connect for your staff to see." and "You can change the title of the gradepoint before you add it." The form contains three fields: "Academic Year" with a dropdown menu showing "2017/18", "Grades type" with a dropdown menu showing "Monitoring", and "Title" with a text input field containing "Y12 Spr Mocks". At the bottom right, there is a red button labeled "START SESSION".

Top tips for managing your Exam Results

Your KS4 and KS5 reports should include all subjects taken by your current Year 11 or Year 13, so please check that any early entries have been picked up during the import.

If your 2018 Exam Results import includes linear A level data for your current Year 12, or Year 10 early GCSE entries alongside your current Year 11 students, please remove these students so only the current Year 11 or current Year 13 are included in the KS4 or A level/BTEC reports respectively.

You can add your Year 10 or Year 12 data as a Monitoring Grades workspace, allowing you to analyse the data separately from the Year 11 and Year 13 Results. If your Year 12 are taking AS Exams and will certificate, you can add these to your Exam Results workspace, linear A level monitoring data should be entered as a Monitoring Point however.

4.2 Adding Grades Data

Clicking **Start Session** will create a new blank grid. At this stage, you should upload the data you wish to see as separate radepoints in Connect Interactive, a monitoring upload for Year 12 and an upload for Year 13, for example. You will only need **Student ID**, **Subject** and **Grade** data each time you wish to add another monitoring point or End of Year data.

You can also add **Exam Type** data to assist in mapping your subjects, however this data is not required and will not produce errors.

The Student IDs from your cohort workspaces will appear in the Content Assistant. When you click on the Import button, you will have the choice of importing data in a 'rows per exam result' format or in a marksheet format (one row per student).

Once you have navigated to your grade file, click **Next** to go to the mapping screen.

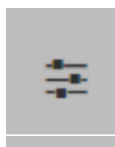


It is not necessary to input any student details at this point – Connect Data will use the Student IDs to link the students in the Grades workspace to the appropriate entries within live cohort workspaces.

The screenshot shows the 'STEP 3 - MAP COLUMNS' interface. At the top, there's a checkbox 'Does the import contain headers' which is checked. Below it are three buttons: 'SHOW MAPPED COLUMNS', 'SKIP REMAINING COLUMNS', and 'MAP REMAINING COLUMNS AS SUBJECTS'. A note states: 'Imports must contain a mapping for Student ID as we use this to link student information across your various workspaces.' The main area contains five panels, each for a different subject: 'RD1-Chemistry', 'RD1-Physics', 'RD1-Geography', and 'RD1A-Maths(Further)'. Each panel has a 'Student ID' column and a 'Grade' column. The 'RD1-Chemistry' panel shows a list of Student IDs (003940, 004004, 004015, 004037) and a corresponding grade of 'F'. The other panels show 'Unmapped' status. At the bottom right are 'BACK' and 'DONE' buttons.

The screen above shows the mapping screen for the 'rows per student' import option. My marksheet only contains the Student ID and the subjects, so I do not need to skip any columns. In the example above, I have mapped Student ID and will now click on **Map Remaining Columns as Subjects** to tell the application to classify the other columns as subjects.

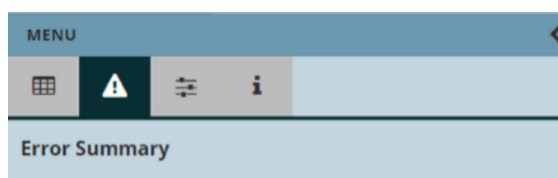
It will be necessary to **map your subjects** – this is done in the same way as the mapping in the teaching set data, using the subject mapping tool or the content assistant (Section 3.6).



If you have imported your data as a marksheet view, it may be helpful to go to Actions (to the right of the error summary) and untick the **subjects as headers** box. Subject errors may be clearer in this view, and mapping subjects may be easier.

4.3 Adding data to Connect

Once you have mapped your subjects and are happy with the data, check the error summary.



Address any errors, click save, and then Add to Connect. This step links the Cohort and Grades workspaces, creating the Gradepoint that can be used to run reports or conduct analysis in Connect Interactive.



Adding monitoring and exam results data is slightly different. You can choose a name for your monitoring and target setting Gradepoints, the name for the exam results Gradepoint is fixed to match the academic year, e.g. 2017/18.

Monitoring Data

A screen will appear which asks whether you want to **Create a new Gradepoint** or **Overwrite existing** and name your Gradepoint. This will be the name that is visible to staff as a column heading when using Connect Interactive, we recommend you do not exceed 14 characters.

Top Tips for naming your Monitoring Gradepoints

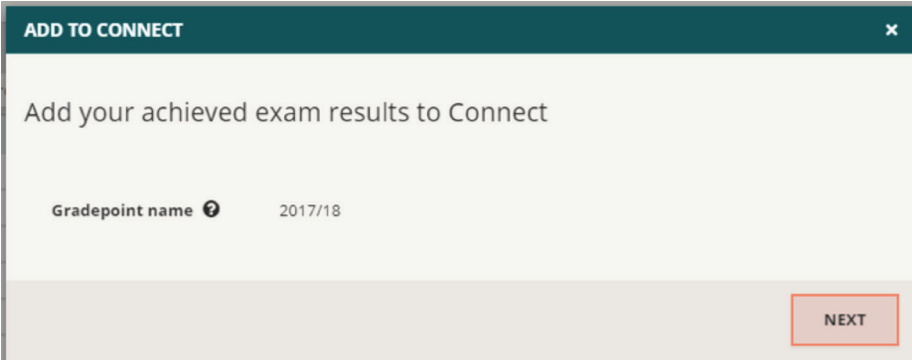
To make it easier for your Connect Interactive users to select monitoring points, please think carefully about your naming convention. Our advice is to include the year group and keep them short, for example Y11.Jan or Y13.Mks. In the **Manage** section you can rename your Gradepoints and reorder to group the Year 13 Gradepoints together for example. The Gradepoints will be ordered by date added, unless you reorder them.

Unless you are amending an existing Gradepoint data, choose **Create new Gradepoint**.

4.3 Adding data to Connect (continued)

Exam Results

When adding exam results data to Connect, there is no option to rename the Gradepoint.



If you have multiple grades workspaces for a set of results – KS4, A level results and BTECs for example – these will be added to the same Gradepoint, so that all results from one year are included in one Gradepoint.

Any additional exam levels that are added (e.g. adding KS4 results to the KS5 results) will append onto the Gradepoint within Connect Interactive.

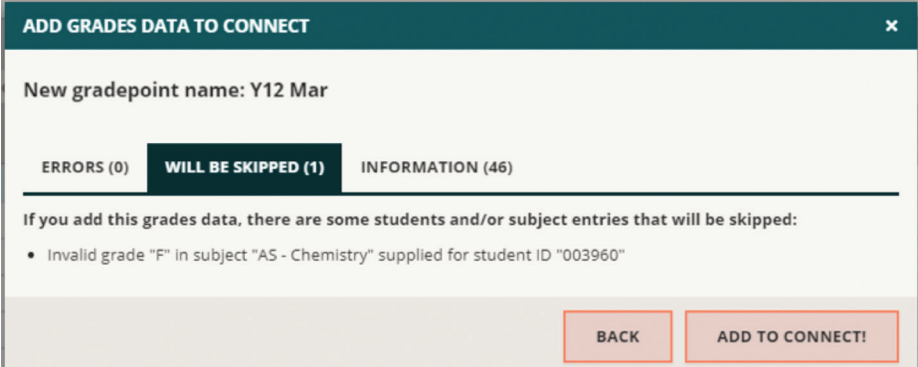
So that duplicates aren't created, all pre-existing results in the same exam level (e.g. A level) will be turned off when more data for that exam level is added. Consequently, when **submitting remarks or resubmissions** make sure that all required results for that exam level are included within one grades workspace.

4.3 Adding data to Connect (continued)

Checking the data – monitoring and exam results

Any students who appear in the Grades workspace will be added into the Gradepoint in Connect, as long as they are included in a cohort. You can add students from different cohorts to one Gradepoint, just make sure that they all appear in the grades data and that their Student ID is consistent between workspaces.

A final screen will appear with a summary of any errors, entries that will be skipped, and information about the upload.



ADD GRADES DATA TO CONNECT ✕

New gradepoint name: Y12 Mar

ERRORS (0) **WILL BE SKIPPED (1)** INFORMATION (46)

If you add this grades data, there are some students and/or subject entries that will be skipped:

- Invalid grade "F" in subject "AS - Chemistry" supplied for student ID "003960"

BACK ADD TO CONNECT!

Some errors will prevent you from adding data to Connect, and we suggest that before adding to Connect, you rectify as many errors as possible. The **Will be skipped** tab will show you any errors that will prevent that particular entry from being added to Connect. In this example one of my AS Chemistry grades is not a valid grade for this subject, so this entry will not be added.

The **Information** screen will give errors which may impact your data but won't stop it being added to Connect. If the 'Information' list is very long, don't panic. There may not be anything that you need to change, but it's worth having a look at this screen. It is very common for there to be missing KS2 or Average GCSE Scores for some students.



If you are importing KS5 data, you only need the Average GCSE Scores as the baseline score. Missing KS2 or WNT scores will be listed in the Information tab, however you do not need to worry about this, you do not need the KS2 or WNT for a KS5 import.

If you are happy with your data and do not have any other information you wish to include, click '**Add to Connect!**'.

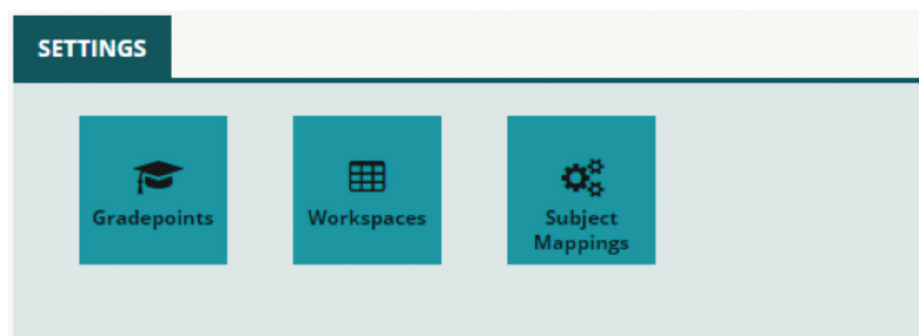
If you are **resubmitting data** you will also follow this process; preparing the data, clicking 'Add to Connect' and then overwriting the existing data. Exam Results will be overwritten automatically, but you can choose to overwrite the Monitoring Data.

4.4 Viewing your data in Connect

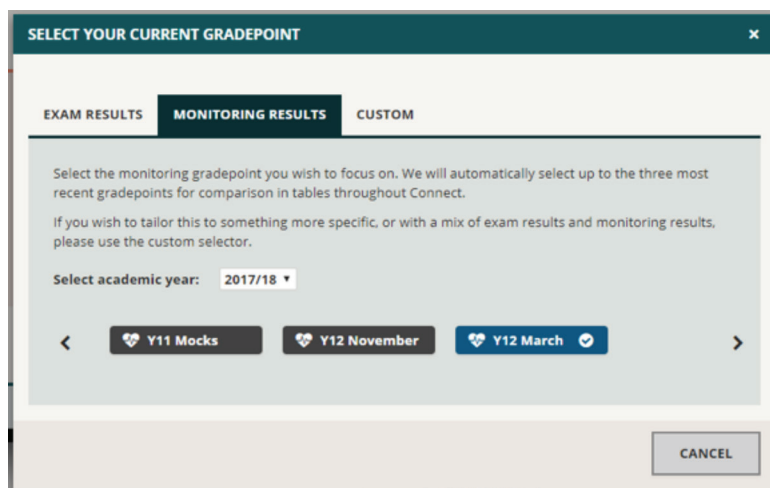
Once the import is successful, navigate back to the **Connect Data** page using the button on the top left.



You can change the order and name of the Gradepoints by clicking on the Gradepoints button in the Settings area of Connect Data. Further details are available in Section 5.1.



Go to the Connect homepage using the **Home** button in the top left, and you will be able to view your data in the Connect Interactive section as normal.

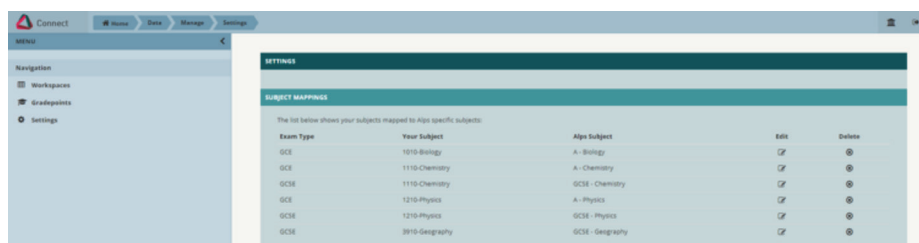


When a Gradepoint is selected Connect Interactive will display up to three Gradepoints to the left of the selected Gradepoint.

5.1 Editing your Subject Mappings

Any subjects that are mapped within Connect Data, using either the Content Assistant or the Fix Unmapped Subjects tool, will be saved. This allows you to map your subjects with one click in the Fix Unmapped Subjects tool.

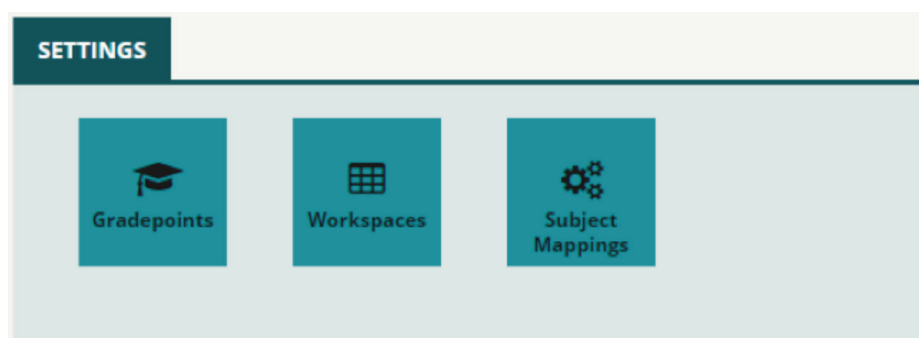
If you wish to edit or delete a subject mapping you can do so by clicking on the blue Manage button, and then **Settings** on the left.



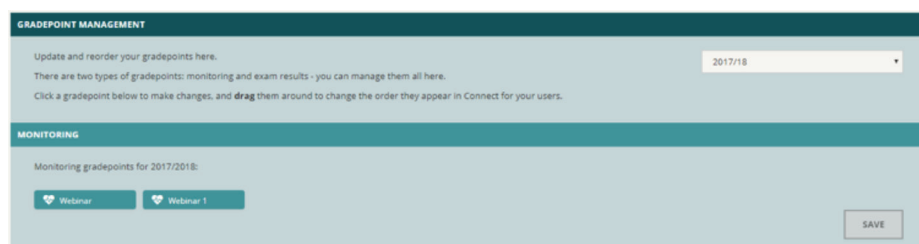
Using this area, you can delete and edit any subject mappings.

5.2 Reorder your Connect monitoring points

To reorder your Connect monitoring points, go into Gradepoint Management using the **Gradepoints** button in the Connect active Gradepoints area or Settings.



In this screen you can drag your monitoring points into the desired order, and then click save. We recommend using a chronological order, grouping Gradepoints by academic year.



The Gradepoints should now appear in the new order in Connect Interactive.

5.3 Editing and Deleting Workspaces

Gradepoint:


In the Gradepoint Management screen, click on the name of the Gradepoint you want to delete.

WEBINAR 1

Name:


Webinar 1

Gradepoint type:

 InYear

Academic year:

2017/2018

 [Delete this gradepoint](#)

CANCEL

SAVE

The screen above will appear, allowing you to rename the Gradepoint and delete the Gradepoint.



A Gradepoint cannot be recovered once deleted. The Workspaces which created the Gradepoint will not be deleted, so a new Gradepoint can be created again from the Workspaces.


Cohort data:

In the Workspace Management screen, click on the Edit button next to the cohort workspace you wish to change.

YEAR 12

Information

Workspace type:

 STUDENT

Academic year:


2017/2018

Created by:

Emily Greathead, 21/03/2018 11:47

Last updated by:


Emily Greathead, 28/03/2018 9:29



Update workspace information

Title:

Year 12

 [Delete this workspace](#)

CANCEL

SAVE

The above screen will appear, where changes can be made to the title and the workspace can be deleted. Click save, and your changes should appear in Connect Interactive. Clicking on the + will show you who has edited the document, and when.

5.3 Editing and Deleting Workspaces (continued)

Grades data:

In the Workspace Management screen, click on the Edit button next to the grades workspace you wish to change.

The screenshot shows a modal window titled 'YEAR 11 SUMMER MONITORING'. It contains the following information:

- Workspace type:** GRADES (with a line graph icon)
- Academic year:** 2017/2018
- Created by:** Emily Greathead, 03/08/2018 12:53
- Last updated by:** Emily Greathead, 03/08/2018 17:07

Below this information is a section titled 'Update workspace information' with a text input field for 'Title' containing 'Year 11 Summer monitoring'. There is a checkbox for 'Added to Connect' which is checked. Below the checkbox is a link with a trash icon that says 'Delete this workspace'. At the bottom right are 'CANCEL' and 'SAVE' buttons.

The screen above allows you to change the title and delete the workspace.

5.4 Key to Success Data

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.

The screenshot shows a selection box with the following content:

- KtS**
- Key to Success.

Choose **Searchable Pupil Data** from the options on the left.

The screenshot shows the 'KEY TO SUCCESS' website. The header includes the Department for Education logo and navigation links: 'In the news', 'Schools', 'Children and young people', and 'Get into teaching'. The main content area has a green banner with 'KEY TO SUCCESS' and a home icon. Below the banner is a sidebar menu with the following options:

- Home
- Site News
- Downloads
 - Searchable Pupil Data
 - 2016 Measures
- Pupil Premium 2015-2016
 - Download
 - Search
- Contact

The main content area displays 'Welcome to the Key to Success website' and 'Please choose an option from the menu.'

5.4 Key to Success Data
(continued)

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.

[Home](#)
[Site News](#)
[Downloads](#)
 > Searchable Pupil Data
 > 2015 Measures
[Pupil Premium 2015-2016](#)
 > Download
 > Search
[Contact](#)

Searchable Pupil Data

You may only use this search facility to search for and download the data for **pupils who have taken end of Key Stage assessments in your school** or historical results for **pupils who are currently on the roll of your school**. You cannot download results for any tests that pupils have taken subsequent to leaving your school.

☐ I confirm that I have read and understood the conditions for use of this facility, as set out above.

The database currently contains the 2007-2012 old format FSP, 2013-2015 EYFSP, 2012-2015 Year 1 phonics, 2005-2015 Key Stage 1, 2007-2015 Key Stage 2 (the 2015 results are the amended version) and 2010-2013 Key Stage 3 results.

Please enter the Unique Pupil Numbers (UPNs) of the pupils you wish to search for in the following box. Each UPN should be entered on a separate line, up to a maximum of 200. You can also copy and paste a list of UPNs from, for example, a spreadsheet or database application into the box.

After entering your UPNs and pressing Search, you will be told how many UPNs were found in the database, and given the opportunity to download the data in either "CTF XML" or "CSV" formats.

The CTF can be imported into an MIS. It does not contain any 'volatile' data, such as SEN or FSM that might overwrite existing data.

Search for pupils

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

Searchable Pupil Data

Uploaded UPNs

1 valid UPN was uploaded.

Download options

Right click on a link and choose a save option to download available data below.

I accept I can only search for and download the data for pupils who have taken end of Key Stage assessments in my school and cannot download any results taken after leaving my school.

Download	Description
3304220_CTF_3304220_001.xml	"CTF XML" format
EYFSP 2013 onwards	"CSV" format EYFSP 2013 onwards data
EYFSP pre 2013	"CSV" format EYFSP pre 2013 data
Year 1 phonics	"CSV" format Year 1 phonics data
KS1	"CSV" format KS1 data
KS2	"CSV" format KS2 data
KS3	"CSV" format KS3 data

[Do another search](#)

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.