These steps are to be undertaken by the Integris Administrator

Stage 3B steps cover the following:

1. **Set up the EYF Export for EoYR markbook**
2. **Check and export EYF 2022 return data**
3. **Import EYF 2022 data into the NC Early Years F 2022 markbook**
4. **Enter Learning Characteristics data if required**

1. Set up the EYF Export for EoYR markbook

1. Go to **Modules** > **Assessment** > **Assessment Planning >** click + next to ***EYFS from 2021*** > click + next to ***EYF Export*** and select the ***EYFS Export*** *markbook*

2. Click on **Deploy** *(top right of screen)* and click **No** to the next prompt

   A copy of the **EYFS Export** markbook is now copied into the same folder under your ***My Assessment Plans*** and is highlighted

3. Click the **Edit** icon > click the ***Enrolled Groups*** tab > click the ***+ Add an Enrolled Group***
   The next window defaults to displaying classes with the teacher names linked to each class.

4. Change the ***Enrolled Group Type*** field to **Year Group** > select **Year Reception** > click **Add >** click **Close**.
   *You should now see a **Year Group Reception** for **2021/2022** added to the list.*

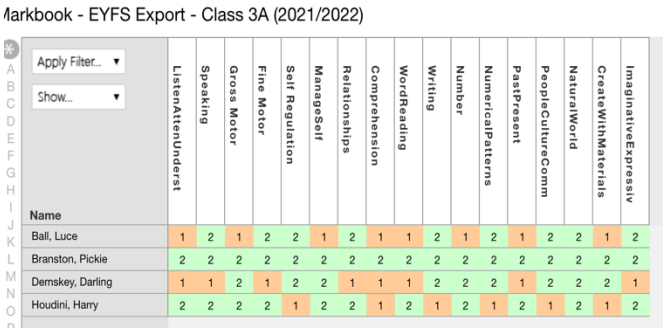
5. Select ***Year Group Reception*** in the list and click on the **Add Markbook Users** icon.

6. **Select your own user account** (as the administrator) who will be creating the EYFS return file to send to the LA and click **OK >** click **Save.**

2. Check and export EYF 2022 return data

1. Go to **Modules** > **Assessment** > **Markbook** > click + next to **My Markbooks** > select the **EYFS Export for Year Reception >** click on ***Open a markbook*** icon to view it.

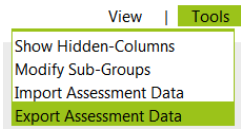
2. Check that the data is complete (*all the pupils should have values in each column*) – if data is missing, then the EYFS Prime or Specific Progress markbook needs to be checked for missing data before proceeding.
   The data for these columns have been drawn from the normal EYF YR Prime and YR Specific markbooks that your teachers regularly use. If any data is missing, then the EY teacher needs to enter the missing data into their normal EYF Specific and Prime markbooks (*refer to Stage 3instructions*). If the data is entered and saved there, it will automatically appear in this markbook.


Markbook - EYFS Export - Class 3A (2021/2022)

Apply Filter... Show...

Name	ListenAttenUnderst	Speaking	Gross Motor	Fine Motor	Self Regulation	ManageSelf	Relationships	Comprehension	WordReading	Writing	Number	NumericalPatterns	PastPresent	PeopleCultureComm	NaturalWorld	CreateWithMaterials	ImaginativeExpressiv
Ball, Luce	1	2	1	2	2	1	2	1	1	2	1	2	1	2	2	1	2
Branston, Pickie	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Demskey, Darling	1	1	2	1	2	2	1	1	1	2	2	2	1	2	2	2	1
Houdini, Harry	2	2	2	2	1	2	2	1	2	1	2	1	2	1	2	1	2

3. Click on **Tools** link (*top right)* and from the menu select ***Export Assessment data***



4. Click **Next** at the pop-up window **>** click **Next** again **> c**lick **Export**

A csv file called *EYF Export _ Year Reception* is now created and dependent on your browser, you can either **Save** or **Open** the file

5. Check the file to ensure all the pupil names and expected data is present.

6. Now go to the **File > Save As** menu and select a folder to save the file in – *the file will automatically be called* ***EYFS Export_Year R.csv****. Make a note of the folder you have saved this file in.*

7. **Close** File – say Yes to all the prompts and close Excel.

8. Back in Integris, click **Back** to exit out of the **EYFS Export markbook.**

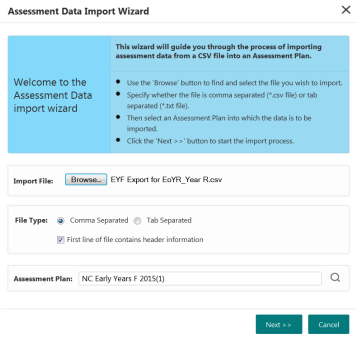
3 Import EYF 2022 data into the NC Early Years F 2022 markbook

Note: Stage 1 – Assessment set up instructions must be completed before proceeding with this step!

You now need to import the EYFS 2022 data into the 'official' NC Early Years F 2022 markbook to enable you to make an EYF CTF return and also to link the EYF data to each individual pupil record automatically *(i.e. to enable CTFs to include EYF data for future leavers; to enable EYF data to appear in prior attainment units in tracking markbooks etc.)*

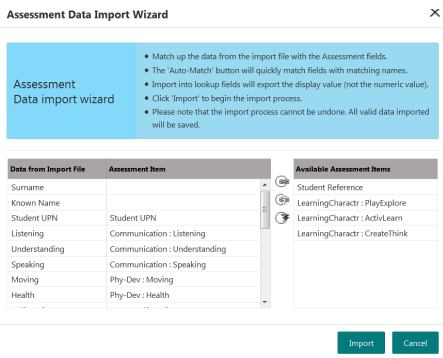
1. In Integris, go to **Modules** > **Assessment > Utilities > Assessment Import**

2. In the next ***Assessment Data Import wizard*** window, click ***Browse*** and select the ***EYFS Export.csv*** file previously saved and click **Open**



3. Click on the Mag glass icon > click **+** next to ***My Assessment Plans*** > click **+** next to ***Early Years*** folder > select **NC Early Years F 2022 > c**lick **Next**

4. In the next window, click ***Auto-Match*** icon which will automatically match the data columns from the NC Early Years F 2022 markbook (*in the right pane)* to the data columns in your csv file (*in the left pane) as below*



Note*: the remaining columns in the right pane should be the Learning Characteristics columns that need to be addressed/completed in the NC Early Years 2022 markbook – we will come to this in note below.*

5. Now click **Import**
   An Import Progress window appears followed by an 'Import of Assessment Data has imported successfully' message. [*If there is an error report message, open the report to see the details of the issue – this is normally when a pupil exists in the csv file and not in the markbook and vice versa]*

6. Click **OK**.

7. Now go to **Modules** > **Assessment > Markbook** > open the **NC Early Years F 2022 – Year R** markbook and check that all the EYFS data has imported as expected.

   See overleaf…..

Markbook - NC Early Years F 2022 - Class 3A (2021/2022)

Apply Filter... ▾
Show... ▾

Name	Co…		Ph…		PSED			Literacy			Ma…		UndThe…			Ex…		Learni…		
	ListenAttenUnderst	Speaking	Gross Motor	Fine Motor	Self Regulation	ManageSelf	Relationships	Comprehension	WordReading	Writing	Number	NumericalPatterns	PastPresent	PeopleCultureComm	NaturalWorld	CreateWithMaterials	ImaginativeExpressiv	PlayExplore	ActivLearn	CreateThink
Ball, Luce	1	2	1	2	2	1	2	1	1	2	1	2	1	2	2	1	1			
Branston, Pickie	2	1	2	1	2	2	2	2	2	2	2	1	2	1	2	2	2			
Demskey, Darling	2	2	2	1	2	2	1	1	1	2	2	2	1	2	2	2	2			
Houdini, Harry	2	2	2	2	1	2	2	1	2	1	2	1	2	1	2	1	1			

Important note: The ***Learning Characteristics*** unit of this markbook *(last unit)* will not have been completed and is not necessary for the EYFS return.
However, your school may wish to consider entering comment/free text data for ***Learning Characteristics*** into these columns to include them automatically into **EYFS Individual pupil reports for parents**. *Follow* ***Stage 6 Create EYFS Reports for Parents*** *for more information.*

If your data is present and correct, continue with process for submitting the EYF return, please ensure that the EYF data is checked and approved by your Head teacher before proceeding to Stage 4 – Creating EYFS Return for LA