

Stage 3B: Export Y4 data & Import into NC Key Stage 1 2022 Markbook FOR SCHOOLS USING Integris Y4 Objectives MARKBOOKS

These steps are to be undertaken by the Integris Administrator only.

Stage 3B steps cover the following:

1. Check data in the **Y4 Export 2022** markbook is complete
2. Export Y4 data (R,W & M) from the **Y4 Export 2022** markbook into csv file
3. Import Y4 TA 2022 data into the **Y4 Data_Transfers 2022** markbook ready for analysis and transferring to destination school(s)
(as your data has been entered into your usual objectives markbooks, it now needs to be copied out and imported into the **Y4 Data_Transfers 2022** markbook.

1. Check the Y4 Export 2022 markbook is complete

1.1 Go to **Modules > Assessment > Markbook > My Markbooks** > select the **Y4 Export 2022** markbook and click on **Open a markbook** icon  to view it.

1.2 CHECK THAT ALL PUPILS HAVE DATA RECORDED IN ALL COLUMNS!

- A time saving way to check is to group the values together and bring blank entries (if any) to the top of the column – left-click on the column heading and select **Sort on Column**.
- If any of the R, W & M data is missing, then the Y4 teacher(s) need to enter the missing data into their EoY4 TA Pts column in the Y4 Objectives Termly markbook for the subject (*Stage 3 – Y4 RWM Data entry*). If the data is entered and saved there, it will automatically appear in this markbook.
- A blank value may also appear to represent value D (Disapplied) if it has been entered into their EoY4 TA Pts column in the Y4 Objectives Termly markbook for the subject. D values are no longer accepted – therefore this blank value will need to be changed in the **Y4 Data_Transfers 2022** markbook later in 3.9.

Markbook - Y4 Export 2022 - Year 4 (2021/2022)

	Y4 Read TA	Y4 Writ TA	Y4 Maths TA
Name			
Ball, Luce	EXS	EXS	WTS
Branston, Pickle	WTS	EXS	WTS
Button, Zoe	WTS	WTS	WTS
Demskey, Darling	WTS	WTS	WTS
Gibb, Robin	GDS		

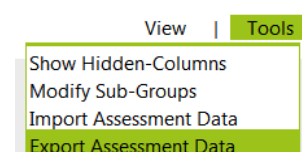
1.3 ALERT! Look for grey 'PKF' values – this code represents a pupil who is working below the Y4 national curriculum assessment standard.

A PKF value will NOT be imported into the **Y4 Data_Transfers 2022** markbook BUT will need to be changed to a PK1, PK2, PK3, PK4, PK5 or PK6 outcome in a later step

When this is completed, you are ready to proceed with Step 2 below to EXPORT the Y4 data out of this markbook and Step 3 - import into the **Y4 Data_Transfers 2022** markbook ready for analysis and transferring to destination schools.

2. Export Y4 2022 data into a csv file

1. Whilst the **Y4 Export 2022** markbook is open, go to the **Tools** menu and select **Export Assessment data**
2. Click **Next** at the pop-up window
3. Click **Next** again
4. Click **Export**
5. When the csv file is created, select to **Open** file



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The file will look like this with the list of pupils and the Y4 data columns:

- Now go to the **File > Save As** menu and select a folder to save the file in – the file will automatically be called **Y4 Export 2022_Year 4.csv** (if it has not been named as such, please enter the filename manually)
Make a note of the folder you have saved this file in.

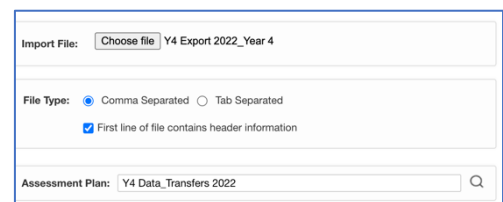
Y4 Export 2022_Year 4

Surname	Known Name	Student UPN	Y4 Read TA	Y4 Writ TA	Y4 Maths TA
Ball	Luce	Z123456708018	EXS	EXS	WTS
Branston	Pickie	D823211709053	WTS	EXS	WTS
Button	Zoe	L823211709048	WTS	WTS	WTS
Demskey	Darling	W823211709056	WTS	WTS	WTS
Gibb	Robin	F823211709064	GDS		

- PKF codes – do you have any PKF codes present in your data (as per 1.3 above)?**
If yes, you can change them now to PK1, PK2, PK3, PK4, PK5 or PK6 if you know what the teacher's PK judgement should be. If you don't know now, you can make the changes later in step 3.9 within the **Y4 Data_Transfers 2022** markbook.
- Close the file – say **Yes** to all the prompts. Close Excel.
- Back in Integris, click **Back** to exit out of the **Y4 Export 2022** markbook.

3. Import Y4 data into the Y4 Data_Transfers 2022 markbook

- Go to **Modules > Assessment > Utilities > Assessment Import**
- In the next window, click **Browse** and select the **Y4 Export 2022_Year 4.csv** file previously saved and click **Open**
- Click on the Mag glass icon and then click on + next to **My Assessment Plans** > click + next to **Y4 Data and Transfers** folder to open it > select **Y4 Data_Transfers 2022**
- Click **Next**




Import File: Y4 Export 2022_Year 4

File Type: ☒ Comma Separated ☐ Tab Separated

☒ First line of file contains header information

Assessment Plan:

- On the next window, click the **Auto-Match**  icon which will automatically matchup the data columns from the **Y4 Data_Transfers 2022** markbook (in the right pane) to the data columns in your csv file (in the left pane)
- Now click **Import**

Data from Import File	Assessment Item	Available Assessment Items
Surname		Student Reference
Known Name		EYF 2018 : Listening
Student UPN	Student UPN	EYF 2018 : Understanding
Y4 Read TA	Y4 2022 TA : Y4 Read TA	EYF 2018 : Speaking
Y4 Writ TA	Y4 2022 TA : Y4 Writ TA	EYF 2018 : Moving
Y4 Maths TA	Y4 2022 TA : Y4 Maths TA	EYF 2018 : Health
		EYF 2018 : Self Conf
		EYF 2018 : ManFelBeh

You should see an **Import Progress** window appear for a short time.

If **ALL of the Y4 data has imported**, you will see an **'Import of assessment data has imported successfully'** message.

Remember that if any PKF values exist or there are **some other issues with the data**, you will see an error message: **'The import has completed with some validation errors. Click on Generate Report to view details or click OK to finish'**.

Click on **Generate Report** to see the details of the issue – in this example, the data is showing 'PKF' for a Writing TA value for a pupil which has not been accepted. This relates to points 1.3 and 2.7 above regarding the need to change a PKF code to **PK1, PK2, PK3, PK4, PK5 or PK6**. You can correct this code in step 3.9 below.

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Assessment Import Validation Report

Assessment Plan : Y4 Data_Transfers 2022

Import File: Y4 Export 2022_Year 4.csv

Date/Time : 06 Apr 2022, 16:51

Data Validation Errors:

Student	Assessment Item	Data	Error
Demsky, Darling (W823211709056)	Y4 2022 TA: Y4 Read TA	PKF	Lookup: Invalid value.
Button, Zoe (L823211709048)	Y4 2022 TA: Y4 Writ TA	PKF	Lookup: Invalid value.

*Either **print and/or close** the report.*

- Click **OK** to close the message window.
- Now go to **Assessment > Markbook** > open the **Y4 Data_Transfers 2022- Year 4** markbook > open the **Y4 2022 TA** unit > check that all the Y4 Read, Writing & Maths data has imported as expected as follows:

Markbook - Y4 Data_Transfers 2022 - Year 4 (2021/2022)

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O

✖	Apply Filter... ▾		Destination School	SEN Stage	Any Premium Ever Ever FSM Entitled to FSM	EYF 2018	EYF GLD 2018	Phonics 2019	Phonics 2020 Recheck	Ks1 2020	Y4 2022 ...			Y4 MTC 2022	Y4 RWM	
	Show... ▾	Y4 Read TA									Y4 Writ TA	Y4 Maths TA				
Name																
Ball, Luce	5999	K	Y	Y	Y						EXS	EXS	WTS			
Branson, Pickie	4999	K	N	N	N							WTS	EXS	WTS		
Button, Zoe	n/s	Y	Y	N								WTS	WTS	WTS		
Demskey, Darling	4999	K	N	N	N							WTS	WTS	WTS		

9. Where you see blank cells – which relate to [missing PK codes](#) as per the import report in step 7 above – enter the missing PK1, PK2, PK3, PK4, PK5 or PK6 code into the cell(s) which require them and click **Save**.
If there are other missing values, it may be due to Code D being used which is no longer an accepted code from 2022 – please enter the appropriate Y4 outcome value.
10. Click **BACK** to exit out of the markbook.