

Stage 7: Produce Y4 Pupil reports

To be undertaken by the Integris Administrator

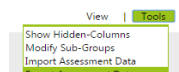
Stage 7 contains the following step:

1. Export Y4 TA data into an Excel csv (source) file onto the desktop
2. Link the Y4 Pupil Report template (Word document) to the Excel csv (source) file and merge the data to the report to create the individual Y4 TA reports for each pupil

1. Export Y4 Transfer data into an Excel file

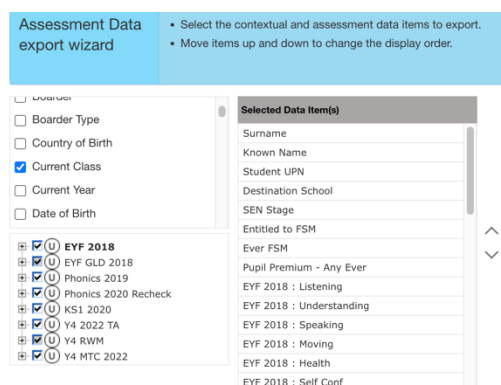
1. Go to **Assessment > Markbooks** > select the **Y4 Data_Transfers 2022** markbook assigned to your **Year 4** pupils to highlight it in bold > click the **Open Markbook** icon 

2. Go to the **Tools** menu (top right of the markbook screen) and select **Export Assessment Data**



An *Assessment Data Export Wizard* screen appears with all the Y4 pupils listed

3. Click **Next**



In the next window, you can see which data columns have been selected to be included in the export file.

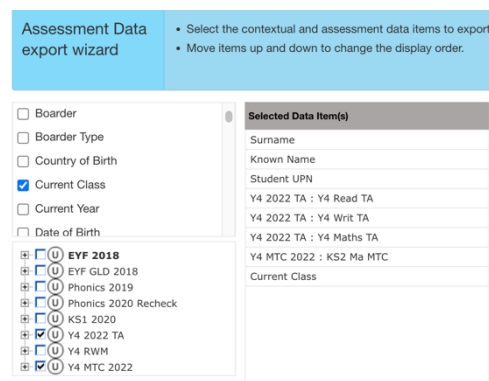
As this data extract is only for the purpose of producing Y4 pupil reports, we need to make some de-selections/selections at this point.

4. **Scroll down the top left pane** - and **place a tick in the box for Current Class**. (Note: Current Class should now be at the bottom of list of **Selected Data** items in the right-hand pane).
 > **Leave Student UPN, Surname and Known Name** ticked.
 > Remaining context columns (E.g. SEN Stage, PP etc) **can be unticked** as these items won't be used in the Y4 reports.

➤ **Now look at the Data Units in the bottom left-hand pane**

➤ **remove ticks for all except for Y4 2022 TA**

➤ **Leave tick for Y4 MTC 2022** if you want to include Multiplication Tables Check result in the Y4 Report
(this is optional – you can include the MTC data at this point as the Y4 Report template includes this field but if you decide later that you do not want this data included, you can remove the merge field in the template if you decide not to include MTC results).



Take a look at the **Selected data Items** list in the right-hand pane – it should include only the data items required for the reports: UPN/Surname/Known name/Y4 Read/Y4 Writ/Y4 Maths/Class and (optional) MTC.

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- Click **Next** – a summary of pupil names in export is listed for confirmation
- Click **Export**

- In the next window, select **Open** with Microsoft Office **Excel**.

Your Year 4 pupils and the Y4 TA data along with the Current Class will be listed – the top row should show the headings for each column! These must NOT be changed!

Surname	Known Name	Student UPN	Y4 Read TA	Y4 Writ TA	Y4 Maths TA	KS2 Ma MTC	Current Class
Ball	Luce	Z123456706018	GDS	EXS	GDS		3A
Branston	Pickie	D823211709053	WTS	EXS	EXS		3A
Button	Zoe	L823211709048	WTS	WTS	WTS		1B
Demskey	Darling	W823211709056	EXS	EXS	EXS		3A

- Now go to **File > Save As.. > select the Desktop** as the location for the file
 > enter **Y4TA2022** as the filename
 > the **Save as type** box should say 'csv'
 > Click **Save** and click **Yes** to any following message.
- Finally, go to **File** menu in Excel > click **Close** and click **Yes** to any following prompts.

Note: if you want reports produced in an order i.e. alphabetical order by surname or by class/surname – NOW is the time to sort the data within the **Y4TA2022** csv file. Open this csv file (in Excel) and sort the columns as you need them – go to **Data** menu option > **Sort** – set the sort as per this table. Then **Save** the file.

Column	Sort on	Order	Colour/icon
Sort by	Current Class	Values	A to Z
Then by	Surname	Values	A to Z
Then by	Known Name	Values	A to Z

- You can now minimise/close Integris and proceed with the next step.

2. Link the Y4 TA Report template and create the reports

- Open the Y4 Pupil Report (Word) template called **Y4_PupilReport_2022 (template)** (either download from [www.cbict.org.uk/Support/Summer Assessments/Y4](http://www.cbict.org.uk/Support/Summer%20Assessments/Y4) web page or unzip from your 'one download' list of document resources)
 If you see a 'SQL' message, it should tell you it is set to look for the source file **Y4TA2022.csv** on your desktop.
 If it cannot find it and needs to be re-linked, follow steps below to re-link the file.

- Click **Yes** if a SQL prompt appears to confirm the source file **Y4TA2022.csv** on your desktop
 The report template when open should look like this with the field names appearing.

If the document cannot find its source file > click **Mailings** from the top menu > click **Select Recipients > Use an Existing List** > navigate to the **Desktop** and select **Y4TA2022.csv** file.

- Customise your report template** - add your school name at the top of the document (removing the existing text) and add your school logo – add a footer if required.

Remove the MTC table if you are electing not to report the MTC results.

Note –change the TA key descriptions, font style or layout of the template to suit your school's needs.

- Save any changes you make.**
When you are ready to merge, follow the next steps.

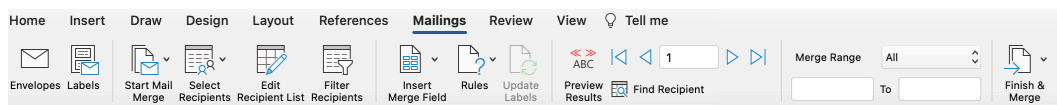
<enter school name here >

Year 4 Teacher Assessment Results 2022 Age Related Expectations			
Name: «Known_Name» «Surname»	Class: «Current_Class»		
Teacher Assessment Results Reading «Y4_Read_TA» Writing «Y4_Writ_TA» Maths «Y4_Maths_TA»			
Multiplication Tables Check <table border="1"> <tr> <td>Mark</td> <td>«KS2_Ma_MTC»</td> </tr> </table>		Mark	«KS2_Ma_MTC»
Mark	«KS2_Ma_MTC»		

Teacher Assessment outcomes
 EM – Pupil Assessed against the Engagement Model
 PK 1 – 4 – Pre Key Stage Standard
 WTS – Working Towards the expected standard for their age
 EXS – Working at the expected standard for their age
 GDS – Working at Greater Depth at the expected standard for their age

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- Click **Mailings** option in the top menu



- Click **Preview Results** button – *you should now see details of first pupils in the report – record 1 should appear in the record number box.* Click on the blue arrow icon to the right of **1** to scroll to the record of the next pupil *and so on - you will be able to see their details appear on the template document as if they were printed.* The order the pupils appear in will be determined by the order you have arranged the data to appear in the **Y4TA2022** csv file as in pt 9 above.

Year 4 Teacher Assessment Results 2022 Age Related Expectations							
Name: Luce Ball	Class: 3A						
<p>Teacher Assessment Results</p> <table> <tr> <td>Reading</td><td>GDS</td></tr> <tr> <td>Writing</td><td>EXS</td></tr> <tr> <td>Maths</td><td>GDS</td></tr> </table>		Reading	GDS	Writing	EXS	Maths	GDS
Reading	GDS						
Writing	EXS						
Maths	GDS						
<p>Multiplication Tables Check</p> <table> <tr> <td>Mark</td><td>12</td></tr> </table>		Mark	12				
Mark	12						

- Click **Finish & Merge** button > **Edit Individual Documents** to merge ALL pupil reports into one document.

You should now see a new 'Letters1' document appear- note the number of pages created at the bottom of the document – there should be a page for each pupil so the total number of pages should equal the total number of pupils you have in Year 4.

- Save this merged document as your **Y4 Individual TA Reports 2022** in your preferred folder – *you can of course edit each 'report' page separately if needed.*
- Close **any remaining documents.**

You can now open the **Y4 Individual TA Reports 2022** document and print off the reports.

Important!

When you have created the individual reports, please securely delete the Y4TA2022.csv data source file from your desktop as this file is no longer required.

Please store the Y4 Individual reports in a secure location until such time as no longer required.