Import Missing KS1 Data

Missing KS1 data relating to your pupils can be obtained from the Keys to Success web site (as a CTF file) and imported into Integris.

These steps cover:
1. Extract UPNs for your pupils from **the current Y6 Transfer** markbook
2. Accessing the Keys to Success web site and downloading the CTF file with the KS1 outcomes
3. Importing KS1 CTF file into Integris

1. **Extract UPNs** for your pupils from **the current Y6 Transfer** markbook

In Assessment > Markbook > open the **Transfer** markbook for your pupils.
In the markbook, go to **Tools > Export Assessment Data**
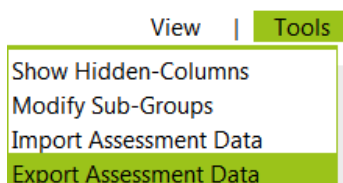
> Click **Next**
> Click **Next** again
> Click **Export**
> at the next window, select to **open** the file in Excel
> when the file is open, you should see the UPNs for each pupil listed in Column C as per the example below

	A	B	C	D	E	F	G	H
1	Surname	Known Nai	Student UI	Previous S	KS1 Englis	KS1 Englis	KS1 Englis	KS1 Ma O
2	Coppard	Ciaran	K8232117	n/s	2	2A	2A	2A
3	Evetts	Kieran	H8232117	n/s	3	3	3	2A
4	Lawrence	Amber	V8232117	n/s	2	2B		3	2A

> **select all the UPNs** in column C excluding the 'UPN' heading
> then click **Copy** from the excel menu (or use **<Ctrl> & C**)

Now proceed to step 2 and go directly to the Key to Success website (via the DfE Sign-in gateway).

OR
- If you are searching for KS1 results for **one** individual pupil, go to **General > Student Details>** find the pupil's record and with the *Personal* screen in view > double-click the UPN number to highlight it > then press <CTRL> & <C> on the keyboard to take a copy of the UPN.

Now proceed to step 2 and go directly to the Key to Success website (via the Secure Access gateway).

2. Logon to Secure Access gateway and access Keys to Success

3.1   Access the internet and go to the DfE Sign-in gateway at the following address:

https://services.signin.education.gov.uk/

3.2   When logged in, select Keys to Success (K2S)

3.3   Click on *Pupil Searchable data*

3.4   Click in the tick box for *I confirm that I have read and understood….* statement.

3.5   **Right- Click in the empty text box** at the bottom of the screen and left-click **Paste**
       All the UPNs you had previously copied should now appear in this text box.

3.6   Click **Search**

       Following the search, you should see a CTF file listed (and a KS1.csv file), These files should contain any KS1 data for all or some of the UPNs you had previously pasted and included in the search.

3.7   Download both the CTF file and the KS1.csv file to a suitable folder (*keep a note of the location/folder you save it in and the name of the CTF file*)

3. Import KS1 CTF file into Integris

4.1   In Integris, go to **Administration > Import & Export > CTF Import**

4.2   Click *Browse* and find the **CTF** file (not the KS1.csv file!)

4.3   Click **Next**

       If you see any pop-up warning messages relating to validation, click **Yes** to proceed.
       In the next screen, you only need to select Key Stage data tick box as you are only interested in bringing in missing Key Stage data.

4.4   Click **Next**

4.5   Click Ok to the prompt about Batches (as you do not need to use this)

4.6   You will see the following validation, the list of pupils contained within the CTF and a '**status'** column showing the results of the matching exercise.

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Number of Students: 1		New: 0	Admissions: 0		Current: 0		Former: 0
Import Status : ● - Pass(1)		● - Partial Pass(0)		● - Fail(0)			??? - Possible Duplicates(1)

UPN	Legal Surname	First Name	DOB	Gender	Roll	Status	Accept
U823211709045	Ali	Jen	30.12.05	F	???	●	☐

By clicking on any pupil in the list, you will see details about any potential issues following the matching exercise.

4.7   The Roll column will confirm the pupil is in the **Current** roll.
Investigate any ??? that appear in the Roll column, as this indicates a potential duplicate record. Click on the pupil in the list and in the box below the list, tell Integris whether to Add a new record or Update the existing record. You then need to tick the Accept box accordingly.

4.8   If the Status shows a Partial pass or Fail, click on the pupil name to see the reason below. You then need to leave the 'Accept' box unticked to reject the data for the pupil or tick Accept to import it into the pupil record

4.9   When you are satisfied that all the Accept boxes in the Accept column have been ticked as required, click **Next** to proceed.

The final screen displays the results of the import. A reminder of the import options are displayed along with a log of the number of pupil records and confirmation of actions taken (as you scroll down the page).
If you wish to see further detail of the data imported for each pupil, click the **Show full validation and extraction detail** tick box and scroll down the list of pupil records.

4.10   Click **Finish** to end the import CTF process

4.11   **FINAL IMPORTANT STEP!**
Go to **Administration > Utilities > Update Year-Independent Key Stage Markbooks**
> **select KS1** from the top drop-down menu
> then select **the appropriate year group**
> click **Update**
> click OK when completed.

You should now go back to Assessment > Markbook > open the transfer markbook and check that the KS1 data is now present.

If as a result of the above exercise, the UPN was included and pasted into K2S without any resulting KS1 data imported, then there is no KS1 data recorded for the pupil(s).

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