

# CBC Schools: Recording and Reporting Y4 TA in Integris Assessment

## Stage 3 - Create Y4 TA Return 2019 and send to the LA

### To be undertaken by the Integris Administrator

Stage 3 contains the following step:

1. Check the accuracy and completeness of the data
2. Create the **Year4\_DDDD\_19** csv file as the return file
3. Send the file via Anycomms to the LA Performance Team

Please note that you can submit your Y4 return from **Mon 17<sup>th</sup> June** until **Thurs 27<sup>th</sup> June 2019**

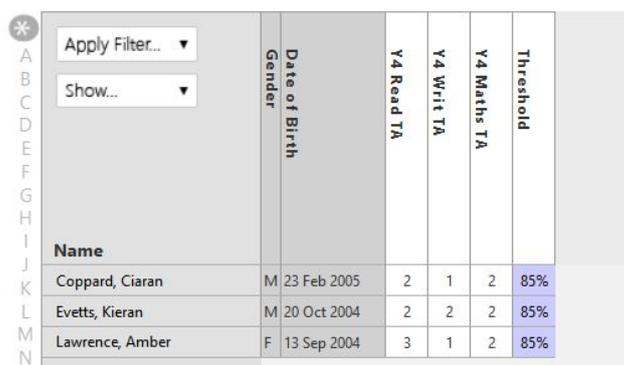
### 1. Check the accuracy and completeness of the data

- 1.1 When the Year 4 teacher(s) have completed and checked the data entry for each pupil, go to **Assessment > Markbooks** > select the **CBC Y4 TA Return 2019** markbook assigned to your **Year 4** pupils to highlight it in bold.

- 1.2 Click the **Open Markbook** icon 

- 1.3 Take a few minutes to check that all the data is present for each pupil in your Year 4 cohort. Check the following columns have the 1,2, 3 entries as expected: **Y4 Read TA; Y4 Writ TA; Y4 Maths TA**

- 1.4 Check that the **Assessment Threshold** column is also populated with either **85%** or **100%** for the entire column (as per instructions in Stage 2)

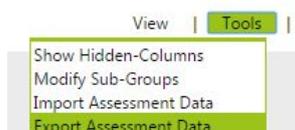


Name	Gender	Date of Birth	Y4 Read TA	Y4 Writ TA	Y4 Maths TA	Threshold
Coppard, Ciaran	M	23 Feb 2005	2	1	2	85%
Evetts, Kieran	M	20 Oct 2004	2	2	2	85%
Lawrence, Amber	F	13 Sep 2004	3	1	2	85%

**Check/Approve the Y4 data before sending to the LA** – please ensure that your Head Teacher has ‘signed off’ this data to approve accuracy and completeness before you create the return file in the next step!

### 2. Create the Y4 TA Return 2019 csv file

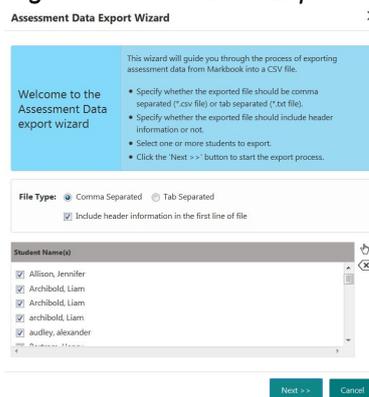
- 2.1 When you are satisfied that the data is ready to be returned, open the **CBC Y4 TA Return 2019** markbook for the **Year 4** group and go to the **Tools** menu (top right of the markbook screen) and select **Export Assessment Data**



*Note: If you have made any changes to the markbook which have not been saved, you will be reminded to click **Save** before proceeding.*

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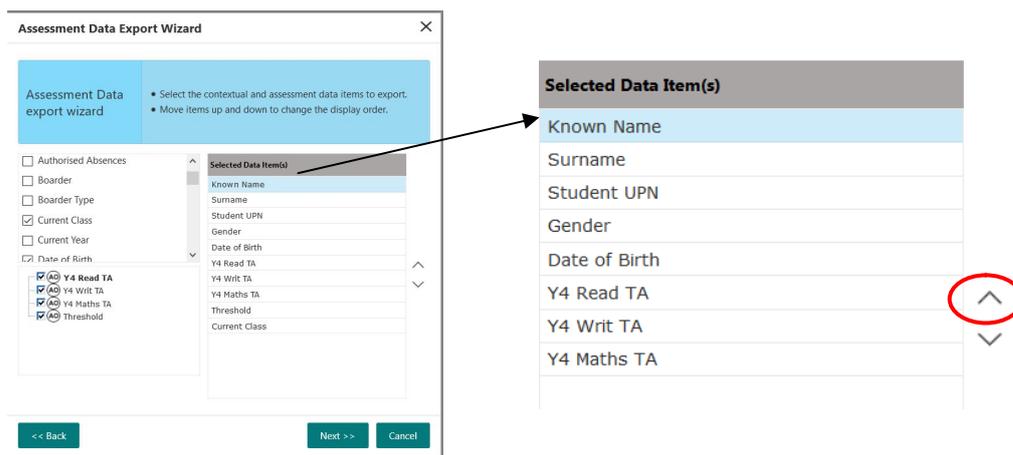
You are presented with the following Assessment Data Export Wizard screen:



All the Year 4 pupils should already be selected in the list.

## 2.2 Click Next

The next window (in the right hand pane) shows you that all of the columns have been selected to be included in the export file – this includes the UPN, Surname and Known name, gender and date of birth of each pupil.

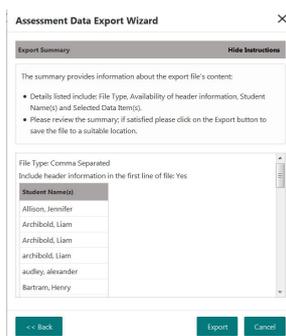


## 2.3 PLEASE CHANGE THE ORDER of the data items:

> click on **Known Name** and move this to the top of the list (using the  button)

## 2.4 Click Next

The final screen displays a summary of what was selected for the export file.



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- 2.5 Click **Export**
- 2.6 Depending on your browser, you will see either an **Open** file option or the file is opened in an Excel window automatically – ensure that you have the export file opened.

*This is your final opportunity to check that the data is all present and correct.*

- 2.7 Now click on **File > Save As...**
- > in the **Save As Type** select **CSV (Comma Delimited)** from the drop-down menu
  - > in the **Filename** box delete the existing filename and replace with **Year4\_DDDD\_19** **[where DDDD is your school's DfE number]** as the new filename
  - > choose the folder location you wish to save the file in
  - > click **Save**
  - > answer Yes to any formatting prompts
  - > Now **Close** the file and click Yes to any further prompts

*The file should now be saved as a .csv file.*

- 2.8 In Integris, the **CBC Y4 TA Return 2019** markbook will remain open. Click **Back** to exit out of the markbook.

You are now ready to send the **Year4\_DDDD\_19** file to the LA via Anycomms.

### 3 Send the Y4 TA return to the LA

- 3.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
- 3.2 Click **Browse** and select the **Year4\_DDDD\_19** file (where DDDD is your school's DfE number) from the folder you saved the file in (step 2.7 above)
- 3.3 Select **Y4 Return** option for File Type and select **Performance Group** under Service and enter in the Description box **Y4 TA Return**.
- 3.4 Then click **Upload File**

**If you had created an additional CBC Y4 TA Return 2019 markbook for Y4 Leavers, you need to open this markbook and repeat from step 2 above to create a second return file and name it as **Year4\_DDDD\_19 LEAVERS.csv****

Well done – you have now completed the process for your Y4 TA Return for 2019!

Follow Stage 4 to perform analysis reports on your Y4 data.

Don't forget to now deal with the Year 4 Transfer files to your destination schools! Refer to separate Y4 Transfer instructions available on the [www.cbict.org.uk](http://www.cbict.org.uk) website.