CBC Schools: Reporting Y4 TAs 2019 in Integris Assessment
Stage 1:   Set Up & Assign the CBC Y4 TA Return 2019 Markbook

To be undertaken by the Integris Administrator only

Stage 1 steps cover the following:

Do you need to give any new Y4 teacher access to Integris? If yes, follow steps on page 4 first before continuing with steps 1 & 2 below

ALL CBC SCHOOLS:
1. Set up the **CBC Y4 TA Return 2019 markbook** - copy the assessment book
2. Assign the **CBC Y4 TA Return 2019 markbook** to the relevant pupils/staff

1. **Set up the CBC Y4 TA Return 2019 markbook - deploy the assessment plan and assign to pupils and staff**

1.1   Go to **Modules** > **Assessment** and **Assessment Planning**
       The Assessment Plans window will be displayed

1.2   Expand the Templates folder by clicking on the + symbol next to Templates

1.3   Then click on the + symbol next to **LA Templates**

1.4   Then click on the + symbol next to **Year 4 Return**
       The Y4 Return folder will open to reveal the **CBC Y4 TA Return 2019** *assessment plan (similar to the example below)*
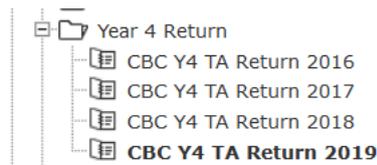
1.5   Click on the **CBC Y4 TA Return 2019** assessment plan

1.6   Now click on **Deploy** *(top right of screen)*

1.7   Click **No** at the prompt

2. **Assign the CBC Y4 TA Return 2019 markbook to the relevant pupils/staff**

2.1 Ensure that the **CBC Y4 TA Return 2019** markbook is selected and click the **Edit** an Assessment Plan icon ✏ (middle top of screen)

2.2   On the *Edit Assessment Plan* screen, click on the **Enrolled Groups** tab

2.3 Click the ✛ **Add an Enrolled Group** icon and you should see your classes with the teacher names linked to each class.

   Note the steps below depending on current use of Integris Assessment:

> **If you are using the Integris Y4 Objectives markbooks**, go straight to step 2.5

> If you are **NOT** using the Integris Y4 Objectives markbooks, continue with step 2.4.

2.4   If you are going to enter data directly into the **CBC Y4 TA Return 2019** markbook:

> **If you have one class only** in year 4, go to step 2.5 to assign the year group only

>>**If you have more than one class** in Year 4, select the Year 4 class(es) - you can use CTRL & Click to select more than one class - and click **Add** for each one selected – then go to step 2.5
>>> **If you have one mixed year 3/4 class**(es), then go straight to step 2.5 and assign to year group instead of classes so that Year 3 pupils will not appear in the markbook.

>>>> **If you have more than one mixed year 3/4 class**, then you need to select a specific student group (if already set up for G2 assessment markbooks). Change the **Enrolled Group Type** field to Student Group and select Assessment in the **Group Type** field. Select the appropriate Year 4 groups from the list and click Add. Then close the window. Proceed with point 2.5 below to assign the year group.

2.5   Staying on the *Enrol Groups* screen, change the *Enrolled Group Type* field to Year Group and select Year 4 and click **Add**. Then click **Close**. It is necessary to assign the whole year group to this markbook to enable you to make your return to the LA.

It will look something like this:

Group Name	Year	Sub-groups	Markbook Users	
Year Group 4	2014/2015		Mr Phillip Catman	

Now you need to assign additional users who need access to each Year 4 class markbook or access to the complete Year Group 4 markbook.

2.6 Select each class and/or the Year 4 group markbook from the list *[you can use CTRL & click to select more than one markbook]* and click on the Markbook Users 👥+ icon.
For Integris Y4 Objectives markbook users, only select the Administrator and Head Teacher as users in order to approve the data before it is submitted for return.
For non Y4 Objective markbook users, assign class teachers and other users that are expected to enter data directly into the markbook.

2.7 Then *click Save* **when you have finished.**


Now check the CBC Y4 TA Return 2019 markbook.

2.8 Go to **Modules > Assessment > Markbooks** > click the + symbol next to *My Markbooks* > you should now see copies of CBC Y4 TA Return 2019 markbook(s) listed for each class and/or a copy for the year group as you have assigned in steps above.

2.9 Select the CBC Y4 TA Return 2019 markbook for Year 4 from the list and click on Open a markbook icon ⊞ to view it.

It will look similar to this:
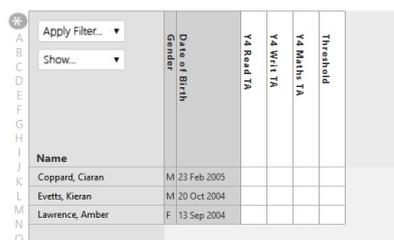
See below regarding Y4 pupils who have started/left in the summer term.

For schools using Integris Y4 Objectives markbooks - Follow Stage 2A & Stage 2B – Enter Y4 TA data instructions

For schools NOT using Integris Y4 Objectives markbooks, follow Stage 2C – Enter Y4 TA Data directly into the CBC Y4 Return 2019 markbook

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Q & A about Y4 pupils leaving/starting your school

Q: What do you do with pupils that have **left** your school **after Friday 24th May 2019** (i.e. effectively, up to half-term)?

> A: If you are the last school the pupil attends before the half term your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils that have left your school and started at their new school **on or before Friday 24th May 2019** (i.e. effectively before half term)?

> A: The new school is responsible for reporting Y4 levels so your school does not need to enter this Y4 data for these pupils – they can remain on the markbook with blank data boxes. At the point later in the process when the administrator creates the return for the LA, they can be excluded from the return. Of course, your school is still required to send a CTF to the new school (with KS1 data if relevant) as well as a transfer file containing the remainder of assessment data you have previously recorded.

Q: What do you do with pupils that have left your school **before Friday 24th May 2019** and have NOT started at their new school until AFTER half term?

> A: As your school is the last school the pupil attended before the half term your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils who have **started** your school **on or before Friday 24th May 2019**?

> A: Your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns.

Q: What do you do with pupils who have **started** your school **after Friday 24th May 2019**?

> A: You do not need to enter any Y4 data for these pupils – they can remain on the markbook with blank data boxes. The previous school the pupil attended prior to summer half-term will be responsible for returning Y4 data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.

For schools NOT using Y4 Objectives markbooks but wish to make a Y4 TA return from Integris

Stage 2C covers the following:
- **Part 1 -** How to enter Y4 TA data directly into the CBC Y4 TA Return 2019 markbook
- **Part 2 -** Enter data for Assessment **Threshold column**

IMPORTANT for first time users!   Before you proceed with these steps, you should have been given your username and password to login to Integris by your admin staff.
It is advisable that you go through login with your Integris Administrator the first time.
On your browser screens, enter **http://bedfordshire.rmintegris.com** into the address line and press enter. Allow pop-ups. On the IntegrisG2 login screen, click **Enter** and type in your username followed by your password at the prompt. If you are logging in for the first time, you will be asked to change your password.

1   Enter Y4 TA data into the CBC Y4 TA Return 2019 markbook

1.1 Log in to Integris and from your Teacher's desktop, click **Assessment Markbook** from the **Quick Links** window**.**

On the *Markbook Browser* screen, click on the **+** next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you.

1.2 Click on **CBC Y4 TA Return 2019** markbook for your class (or for Year 4) and then click the **Open a Markbook** [icon] icon to open it.

You will see three columns labelled Y4 Read TA, Y4 Writ TA and Y4 Maths TA where Y4 data to be returned must be entered. The additional gender and date of birth columns are also included as these are required by CBC LA.

The values you can enter are **1, 2, 3 & A** into each of **these TA** columns
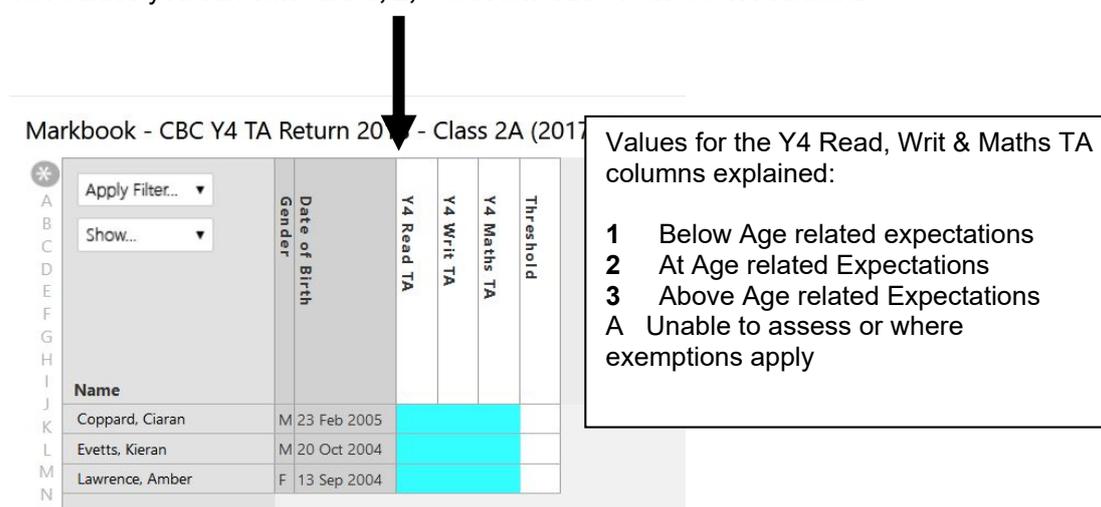
Markbook - CBC Y4 TA Return 20── - Class 2A (2017

Values for the Y4 Read, Writ & Maths TA columns explained:

1   Below Age related expectations
2   At Age related Expectations
3   Above Age related Expectations
A   Unable to assess or where exemptions apply

A note about the pupils listed: The pupil names should reflect the pupils in the current roll (i.e. new pupils that have started should also be listed). Please refer to Appendix 1 for explanation about dealing with pupils that have left.

1.3 Click on a cell within the column and enter a value for the pupil and press <Return> to move to the next pupil [or press <TAB> to move to the next column] and enter the next value.

Central Beds Integris Schools   **YEAR 4**

1.4 As you complete the Click **Save** regularly!

1.5 To **exit** out of the markbook, press the **BACK** button *(bottom left of screen)* to return to the My Markbooks list.

2   **Enter data for Assessment Threshold column**

The Assessment Threshold column is "the 100% or 85% threshold used to measure the year 4 children"

2.1 You can enter the value **85%** or **100%** against each pupil in the Threshold column– it will be the same value for each child so the easiest way to do this is to use the '***Modify Column Value New Value***' option which completes the entire column in one go!

Left click on the header 'Threshold' at the top of the column and from the short menu that pops up, slide your cursor onto and click the option **Modify Column Values New Value.**
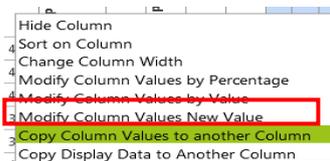
In the pop-up window that follows, select either 85% or 100% from the data list and click **Ok**. You should then see the column filled with the value selected.

Then click **Save** to save your changes.

When all the Y4 TA columns for Reading, Writing & Maths and the Threshold column is complete, please inform your Administrator who will follow Stage 3 instructions.

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Appendix 1

Q & A about Y4 pupils leaving/starting your school

Q: What do you do with pupils that have **left** your school **after Friday 24th May 2019** (i.e. effectively, up to half-term)?

> A: If you are the last school the pupil attends before the half term your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils that <u>have left</u> your school <u>and started</u> at their new school **on or before Friday 24th May 2019** (i.e. effectively before half term)?

> A: The new school is responsible for reporting Y4 levels so your school does not need to enter this Y4 data for these pupils – they can remain on the markbook with blank data boxes. At the point later in the process when the administrator creates the return for the LA, they can be excluded from the return. Of course, your school is still required to send a CTF to the new school (with KS1 data if relevant) as well as a transfer file containing the remainder of assessment data you have previously recorded.

Q: What do you do with pupils that <u>left</u> your school **before Friday 24th May 2019** and <u>have NOT started</u> at their new school until AFTER half term?

> A: As your school is the last school the pupil attended before the half term your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils who have **started** your school **on or before Friday 24th May 2019**?

> A: Your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns.

Q: What do you do with pupils who have **started** your school **after Friday 24th May 2019**?

> A: You do not need to enter any Y4 data for these pupils – they can remain on the markbook with blank data boxes. The previous school the pupil attended prior to summer half-term will be responsible for returning Y4 data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.

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 17th June** until **Thurs 27th 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)**

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!
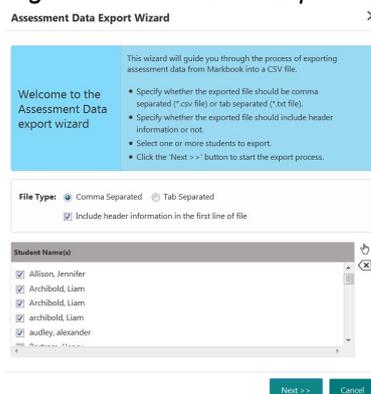
2. Create the Y4 TA Return 2019 csv file

2.1 When you are satisfied that the data is ready to be returned, open the **CBC Y4 TA Return 2019** markbook <u>for the Year 4 group</u> and go to the **Tools** menu (top right of the markbook screen) and select **Export Assessment Data**
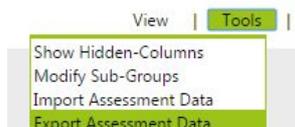
*Note: If you have made any changes to the markbook which have not been saved, you will be reminded to click **Save** before proceeding.*
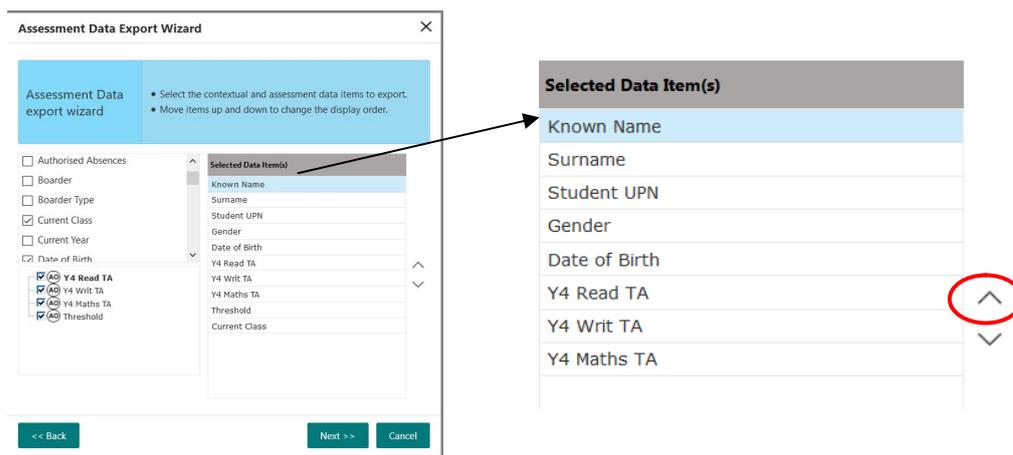
You are presented with the following Assessment Data Export Wizard screen:

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.
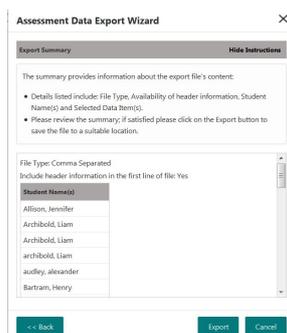

2.3   **PLEASE CHANGE THE ORDER** of the data items:
> click on **Known Name** and move this to the top of the list (using the ∧ button)

2.4   **Click Next**

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

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 – <u>ensure that you have the export file opened.</u>

           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.

<u>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</u> www.cbict.org.uk <u>website.</u>

CBC Schools: Reporting Y4 TA in Integris Assessment
# Stage 4 - Analysis of Year 4 TA data 2019

There are **three** types of analysis that can be used with the Y4 TA data in the **CBC Y4 TA Return 2019** markbook:

1. **Simple Analysis Report** – separate reports for Reading, Writing & Maths
2. **Transition Matrix tool** to view a **percentage data table** for one/two subjects and hibernation (pupil) sheets
3. **Percentage Report** for R,W & M **combined** (and Hibernation sheet) using the Multiple Assessment Items tool

1. Produce simple Percentage Reports for Reading, Writing & Maths *(example below)*

Follow these steps to produce a report for Y4 Reading
1. Go to **Reports > Assessment > Analysis > Levels Analysis**
   1. Click the magnifying glass icon next to the **Assessment Plan** text box
   2. Click on Magnifying glass again
   3. Click on + next to the Other User's Folder and find the user who 'OWNS' the markbook (usually the Integris Administrator who set up the markbook – if it is you, click + next to *My Assessment Plans*)
      > then click on + again next to the (Administrator) user name
      > then click on + next to *LA Templates*
      > then click on + next to the *Y4 Returns* folder
      > select the **CBC Y4 TA Return 2019** markbook
      > now select a subject column (e.g. Y4 Maths TA) and click Ok
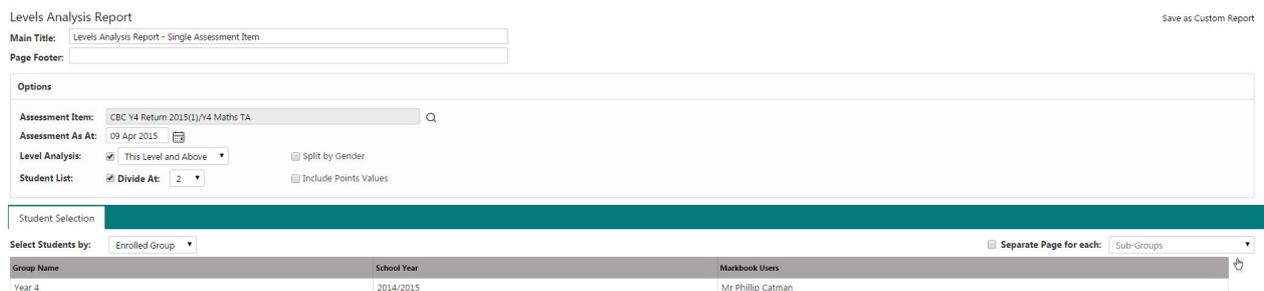
- **Select Year 4** in the Student Selection box

- Click **Generate Report** (*bottom right of screen*) – *you should see a new Adobe window open with the resulting report as per example below:*

- **Save and/or print** the report
- **Repeat steps** above for Y4 Reading and Y4 Writing columns

2. **Using Transition Matrix tool to calculate Y4 ARE 'percentages at' table**
(See Transition Matrix analysis questions overleaf)

Follow these steps to produce a report for Y4 Reading
o   Go to **Assessment > Markbook** > select the **CBC Y4 TA Return 2019** markbook and click on the **Transition Matrix** button (*4th large button on the right of the screen*)
o   For the *Vertical Assessment Item*, select **Y4 Read TA** column from the drop-down list
o   For the *Horizontal Assessment Item*, select the same **Y4 Read TA** column from the drop-down list
o   Click **Generate** and click **Yes** to the prompt

You should then see a table like the following:

Assessment Analysis - Transition Matrix

Markbook: CBC Y4 Return 2015(1): Year 4

Vertical: Y4 Read TA (as at 23 Mar 2016)   **Horizontal:** Y4 Read TA (as at 23 Mar 2016)

Display: Show Numbers | Hide Zero Columns & Rows | Show Zero Values

23 Mar 2016 / 23 Mar 2016	1	2	3	Total
1	8	0	0	8
2	0	15	0	15
3	0	0	17	17
Total	8	15	17	40

o   Change the Display to show Numbers and Percentages:

Assessment Analysis - Transition Matrix

Markbook: CBC Y4 Return 2015(1): Year 4

Vertical: Y4 Read TA (as at 23 Mar 2016)   **Horizontal:** Y4 Read TA (as at 23 Mar 2016)

Display: Show Numbers and Percentages | Hide Zero Columns & Rows | Show Zero Values

23 Mar 2016 / 23 Mar 2016	1	2	3	Total
1	8 (20.0%)	0 (0%)	0 (0%)	8 (20.00%)
2	0 (0%)	15 (37.5%)	0 (0%)	15 (37.50%)
3	0 (0%)	0 (0%)	17 (42.5%)	17 (42.50%)
Total	8 (20.00%)	15 (37.50%)	17 (42.50%)	40 (100.00%)

TIP!

Click on any number /% figure in the table to view a separate list of pupils within the group Then double-click a pupil name to view their Student Profile .

o   Change the Display again to view **Students** and turn the table into a **Hibernation Sheet**

o   Export any table view to Excel (for printing) by clicking the   button *(top right)*.

o   Click **Back** to exit.

o   **Repeat Step 2 above for Y4 Writing & Y4 Maths** (selecting Y4 Writ TA & Y4 Maths TA respectively)

To compare Y4 Reading with Y4 Writing:
o   Click on Transition Matrix > select Y4 Read TA column for *Vertical assessment item* and select Y4 Writ TA column for *Horizontal Assessment item* > click **Generate**

Transition Matrix Analysis questions:

1. What is the number/% of children AT each Y4 Outcome *(1- Emerging, 2-Expected, 3-Exceeding)* for Reading (or Writing or Maths)?	
AwoL Markbook to use	**Choose following columns as examples:**
CBC Y4 TA Return 2019	*Vertical*: Y4 Read TA column *Horizontal*: Select **same as for vertical column** (Say Yes to the prompt) *Repeat for Writing & Maths by selecting the Y4 Writing TA and Y4 Maths TA columns respectively*
2. How does attainment in one subject (Reading) compare with attainment in another subject (Writing)?	
CBC Y4 TA Return 2019	*Vertical*: Y4 Read TA column *Horizontal*: Y4 Writ TA column

3.   Multiple Assessment Items tool to produce percentages at Y4 TA outcomes (interactive tool)

View percentages for Reading, Writing & Maths <u>together</u> and view percentages for individual groups (i.e. PP, SEN, EAL etc.)

Follow the steps below to obtain:
- Number/Percentages of children below, at and above Age Related Expectations
- As above for individual groups (i.e. PP; SEN; Aut/Spr/Sum ; EAL etc.)
- Indentify/compare pupils and their attainment with peer group across three subjects
- Produce Hibernation sheets

3.   Go to **Modules** > **Assessment** > **Analysis** > **Multiple Assessment Items** > click **Start Analysis**
- Click the magnifying glass icon next to the *Assessment Plan* text box
- Click on Magnifying glass again
- Click on + next to the Other User's Folder and find the user who 'OWNS' the markbook (usually the integris Administrator who set up the markbook – if it is you, click + next to *My Assessment Plans*)
    > then click on + again next to the user name
    > then click + next to *LA Templates*
    > then click on + next to the *Y4 Return* folder
    > select the **CBC Y4 TA Return 2019** markbook and click Ok

- **Select Year 4** in the Student Selection box

- Now click on the *Assessment Items* tab

- **Click the tick boxes** for Y4 Read, Writ & Maths TA columns

- **Click Table** to produce a table similar to this:

- In the first drop-down menu, select **Show numbers & %** to display table similar to this:

- **To export table to Excel for printing** or other use, click the [XLS icon] icon at any time – this action enables you to open a new Excel file with the table pasted into it

- To split the table by gender, **click the *Split by gender*** tick box as below (remove tick when not required):

- To drill down to pupil names behind numbers/percentages, **click on a number/percentage** in the table **– *you will see list of pupils to the right***

- **Click on a pupil name** in the right hand pane and view attainment in other subjects – *identified by shaded boxes*
- Double-click a pupil's name to view their **Student Profile** window

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: CBC Y4 Return 2015(1)

Item \ Level	1	2	3	Total	Mean
Y4 Read TA	7 (28%)	11 (44%)	7 (28%)	25 (100%)	2.00
Y4 Writ TA	5 (20%)	13 (52%)	7 (28%)	25 (100%)	2.08
Y4 Maths TA	2 (8%)	20 (80%)	3 (12%)	25 (100%)	2.04
Total	14 (19%)	44 (59%)	17 (23%)	75 (100%)	2.04

Multiple Item Drilldown

The following students recorded the levels shown below for the assessment item CBC Y4 Return 2015(1) / Y4 Writ TA (as at 09 Apr 2015)

archibold, Liam 2
Archibold, Liam 2
Archibold, Liam 2
audley, alexander
Bartram, Henry 2

- Convert table to a 'hibernation' sheet by selecting **Show Students** in the first dropdown menu - *you will see the pupil names appear in each cell.*

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers
Show Percentages
Show Numbers and %
Show Students

Level \ Item	1	2	3	Total	Mean
Y4 Read TA	Jennifer A Liam A alexander a Henry G Mason H Poppy J Sophia L	Liam a Liam A Joseph B Jacob B Ciaran C Thomas F Luca G Menna G Rubie h MORGANNA K	Henry B bethany b Kieran E Freddie F Harrison G Amber H Amber L	25	2.00
Y4 Writ TA	Jennifer A Freddie F Henry G Mason H dean I	Liam a Liam A Liam A alexander a Henry B Jacob B Ciaran C Luca G Menna G	Joseph B bethany b Kieran E Thomas F Harrison G MORGANNA K Amber L	25	2.08

- You can export to Excel using export button; click on a pupil name to see attainment in other subjects

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: CBC Y4 Return 2015(1)

Hide Zero Columns
Show Zero Values
Hide Zero Values

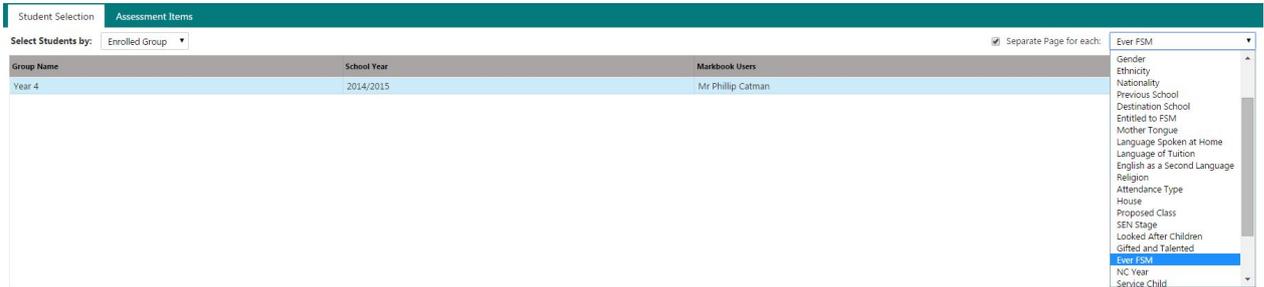| Item \ Level	/A	1	2	3	Total	Mean
Y4 Read TA	0 (0%)	7 (28%)	11 (44%)	7 (28%)	25 (100%)	2.00
Y4 Writ TA	0 (0%)	5 (20%)	13 (52%)	7 (28%)	25 (100%)	2.08
Y4 Maths TA	0 (0%)	2 (8%)	20 (80%)	3 (12%)	25 (100%)	2.04
Total	0 (0%)	14 (19%)	44 (59%)	17 (23%)	75 (100%)	2.04

To display percentage tables by different groups i.e. Gender; PP; EAL, SEN, etc.

- Click **Back** to return to the criteria screen
- Click the *Student Selection* tab
- Click the tickbox for *Separate Page for each* and select the group you wish to analyse by from the list of options (e.g. Gender; EverFSM; entitled to FSM; SEN Stage etc.) – *the resulting tables will appear according to the different values assigned to the pupils*
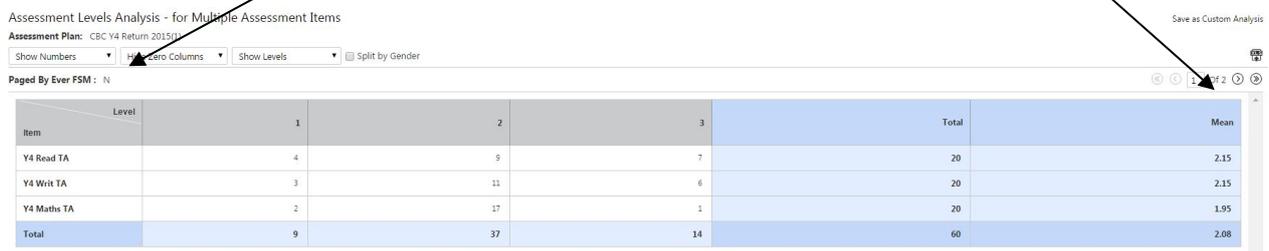
- Click **Table**

For example: selecting Ever FSM

will produce a table for EverFSM = No

and by scrolling to the next table, display a further table for EverFSM = Yes

- **Use same steps as above** to display %, gender, hibernation sheet etc.

To be undertaken by the Integris Administrator

Stage 5 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 TA data into a Excel file

1.1   Go to **Assessment** > **Markbooks** > select the **CBC Y4 Return 2019** markbook assigned to your **Year 4** pupils to highlight it in bold.

1.2   Click the **Open Markbook** icon

1.3   Go to the **Tools** menu (top right of the markbook screen) and select **Export Assessment Data**
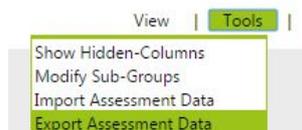
You are presented with the following Assessment Data Export Wizard screen:
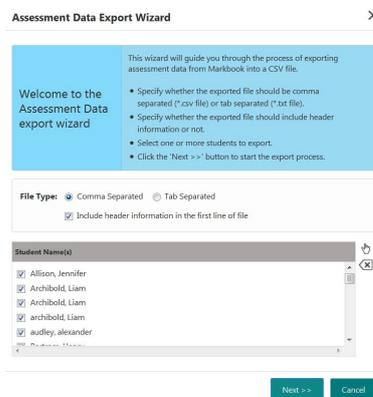
All the Year 4 pupils should already be selected in the list.

1.4   Click **Next**

The next window shows you that all of the data columns in the right pane that have been selected to be included in the export file.

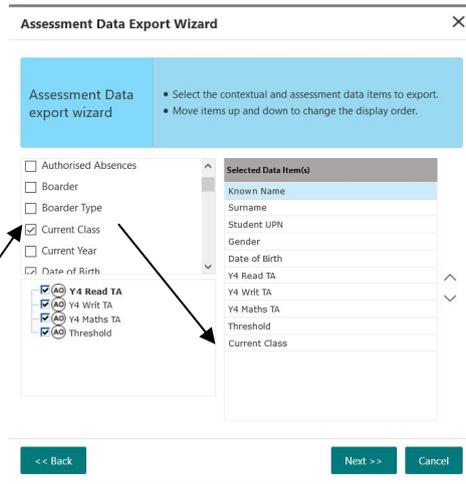1.5   You MUST now select **Current Class** as an additional pupil item to be included in the extract file. In the top left section of the window, scroll down and **place a tick in the box for Current Class.**

Current Class is now appended to the list of Selected Data items in the right hand pane. **Please take a moment to check that Current Class appears** *at the bottom of this list before you continue.*

1.6   Click **Next**

The final screen displays a summary of what was selected for the export file.
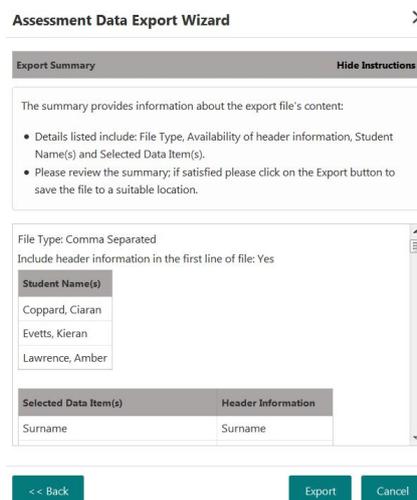
1.7   Click **Export**

1.8   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.

1.9   Now go to **File > Save As..**
        > select the Desktop as the location for the file
        > enter **Y42019TA** as the filename
        > the *Save as type* box should say 'csv'
        > Click **Save** and click **Yes** to any following message**.**

1.10   Finally, go to **File** menu in Excel > click **Close** and click **Yes** to any following prompts.

1.11   You can now minimise Integris and proceed with the next step.

Please note that you may have a more up-to-date version of Excel which will have differently formatted screens to the ones displayed below (Excel version 2003). The principles are the same however. You need to find the corresponding functions in the newer version.

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

2.1   Download the Y4 Report (Word) template called **Y4_TA_2019_Report** (template) from the www.cbict.org.uk/Support/Summer Assessments/Y4 CBC web page and **save it on your Desktop**

2.2   Once downloaded, **open** the **Y4_TA_2019_Report (word)** document.
You should see a SQL message which tells you the location it is set to look for the source file (i.e. your csv file with the data you saved in previous step).
It should be looking for the file called *Y42019TA.csv* on your desktop.
Click **Yes** at the SQL prompt.

The file should now open and look similar to this with the field names appearing.

<enter school name here >

Year 4 Teacher Assessment Results 2017
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»

Age Related Expectations key

1 - Working Below the standard expected for their age

2 – Working At the standard expected for their age

If a *Find Data Source* prompt appears, please **click** on *Find Data Source* and navigate to the **Desktop** and select *Y42019TA.csv* file – otherwise continue with the next step.

2.3   Enter your school name at the top of the document (removing the existing text)

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

2.4   You may be able to see the Mailmerge menu options as below – if not, go to the **View** menu > **Toolbars** > select **Mailmerge**

Insert Word Field ▾ | 1

2.5   Click on the **ABC** tool button on the Mailmerge toolbar to view the report with the data for the first pupil listed in your **Y42019TA.csv** file. You should see **1** 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.

2.6   Click **Save**

You are now ready to produce the Y4 TA pupil reports.

2.7   Click on the **Merge to New Document**   button   and click OK for ALL records to be included.

2.8   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.*

2.9   Save this document as your **Y4 Individual TA Reports 2019** in your preferred folder.

2.10   Close **any remaining documents.**

You can now open the Y4 Individual TA Reports 2019 document and print off the reports.

Important!

When you have created the individual reports, please securely delete the Y42019TA.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.

CBC Schools: Reporting Y4 TA in Integris Assessment
Stage 6: Y4 Quick Analysis

Go to **Modules > Assessment > Analysis > Go to Quick Analysis** > in the left hand pane, you need to look for the admin user's folder (i.e. who set up the markbooks) and locate and open (+) the **LA Templates> Y4 Return** folder > then select the **CBC Y4 TA Return 2019** markbook.

*You will then see the following graph based on the **Assessment items** (column) for Y4 Read TA listed as the first column . The graph will show separate bar columns for each enrolled group assigned to the **Y4 CBC Y4 TA Return 2019** markbook – ie. Class(es) and one for the Year group (Total).*

o   Click on any of the *Assessment items* listed to switch the display
o   **Hover** over any part of the graph column to see the count/% figures
o   View the table beneath the graphs for further statistical detail

o   **By clicking on any of the bar columns** (e.g.a class)– you will see displayed graphs for each of the following **groups** within the group selected : **Gender; SEN Stage; EAL; EverFSM (FSM PP only); Pupil Premium-Any Ever (all PP)**
o   Select to view data as *Value* or *Percentage*
o   If you have more than one class, switch class under the *Enrolled Group* menu
o   Click *Back* to return to main graphs and select another bar
o   Each graph can be exported separately (through the **EXPORT** menu) – either as data into a csv (spreadsheet); data into a table (HTML) or as an image (PNG)

CBC Y4 TA