EYF Recording and Reporting in Integris Assessment
Stage 2A: Part 2- Import EYF 2019 data (CTF) in to Integris

To be undertaken by the Integris Administrator only

If you are using external EYF software to record your end of year EYF data for your Reception children, it is very important that you extract the EYF data from your software into preferably a CTF file ready for importing into Integris.

Having your EYF data in Integris will allow you to produce EYF reports and analysis, view the EYF data within an EYF GLD Measures 2019 markbook, allow this data to be accessible in other Integris Assessment markbooks for subsequent years and include EYF data in CTF files when children leave your school.

Therefore, before you proceed, please ensure that you have the CTF file created from your EYF software ready for importing into Integris.

Note: if you can export your EYF data from your EYF software in a csv format only, please contact admin@cbict.org.uk who will be able to carry out the following steps for you.

Stage 2A: Part 2 covers the following steps:

1. Check the export filename created from your EYF software is correct. It should be named in the following format AAAdddd_CTF_AAAdddd_001.xml *(where AAA= LA number and dddd= school DfE number   eg: 8239999_CTF_8239999_001.xml or 8229999_CTF_8229999_001.xml)*

2. Import the CTF into Integris

1. **Check and locate the CTF file**

   Locate the **823dddd_CTF_823dddd**_001.xml (where dddd is your school's DfE number) that has been created from your EYF software.   *Note: your file may have a higher number than 001, eg: 002,003 etc – this doesn't matter but the file must have your school's DfE number appear either side of the CTF in the filename).*

   *Do **NOT** attempt to use a 823dddd_CTF_**823LLLL**_001.xml file as this is intended for use by the LA.*
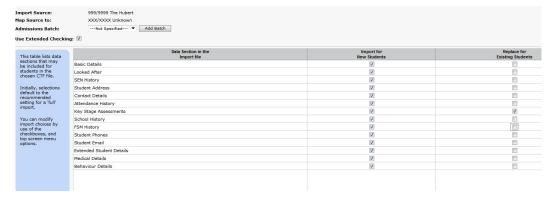

2. **Import the CTF into Integris**

2.1 In Integris, go to **Administration** > **Import & Export** > **CTF Import** >
    on the next screen, click on ***Browse***
    Navigate and select to your 823dddd_CTF_823dddd_001.xml (whether it is on a memory stick or saved in a folder on your PC) and once selected, click **Open**
    You should see the folder path and the filename appear in the text box.

2.2 Click **Next**

2.3 You will now see a validation message appear – if a warning message appears, select the option to continue with the process!

2.4 The next screen is the Import Options screen as below

You will note that all the boxes are ticked in the column ***Import for New Students*** - this is ok as there should not be any new pupil records in your export CTF file that are not already held in your Integris

In the ***Replace for existing Students*** column, only some boxes are ticked and it is this column that needs editing.

2.5   **IMPORTANT!!!** In the ***Replace for existing Students*** column remove all the ticks **except for Key Stage Assessments** - *this is the only box that should remain ticked as it is the part of the CTF that contains your EYF results you want to import*

2.6   Now click **Next**

2.7   Click **Yes** at the next prompt about *Admission batches*

Your data will now be validated and when complete, you will see the next screen listing all the pupils in the CTF file with a **Status** column showing all pupils with a green circle to indicate a **Pass;** and ticks entered in the ***Accepted*** column.

If any are showing as a *Partial Pass (amber dot)* or *Fail (red dot),* you have the option to remove the tick in the Accepted column. **Do this now** before continuing if you do not want the pupil's data to be imported until you have a chance to find out why the pupil record has been rejected by Integris.

2.8   Click **Next** and wait until all the EYF results are imported.

The final screen is the ***Import Results Summary*** - **scroll** down through this summary as a final check to make sure all the pupils records have been updated with the EYFS results *(as per example below)*

You can show a more detailed account of the import routine by clicking the tick box for

Show full validation and extraction detail: ☑

2.9   Now click **Finish.**

3.   Check the NC Early Years 2019 markbook for EYF data imported

3.1   Go to Assessment > Markbook > click on the **+** next to the **My Markbooks**

3.2   Click on **NC Early Years F 2019** for year group Reception and then click the **Open a**

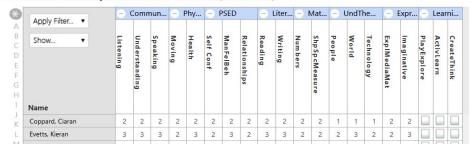**Markbook** [icon] icon to open it.

You will see a screen similar to the one below **with ALL of the columns populated with (1,2,3,A) data imported from your CTF export file.**

The only unit which may not be populated is the last one called 'Learning Characteristics' – the three columns within this unit are for free text to be used with reports to parents (see Stage 4 notes)

Contact admin@cbict.org.uk if no data appears!

Markbook – NC Early Years F 2019 - Class 2A (2018/2019)

Follow from **Stage 3 - Check & Create EYF Return** *if you wish to make your EYF return from Integris*

Follow from **Stage 4 – Create EYF Reports for parents** *for producing reports or*

Follow from **Stage 5 – Produce EYF Analysis reports**