

EYF Recording and Reporting in Integris Assessment

Stage 2C: Export & Import EYF data into NC Early Years F 2019 Markbook

FOR SCHOOLS USING THE Integris EYF PRIME & SPECIFIC MARKBOOKS

Note: These steps are to be undertaken by the Integris Administrator only.

Stage 2C steps cover the following:

1. Set up the **EYF Export for EoYR** markbook
2. Export EYF 2019 return data
3. Import EYF 2019 data into the **NC Early Years F 2019** markbook
4. Enter **Learning Characteristics** data if required

1. Set up the **EYF Export for EoYR** markbook

1.1 Go to **Modules > Assessment > Assessment Planning**

The Assessment Plans window will be displayed

Before proceeding with the steps below, first check to see whether you already have a copy of the EYF Export for EoYR markbook – click on + next to **My Assessment Plans** – click + next to **EYF from 2014** - do you have an **EYF Export** folder listed?

- > If yes, click + next to **EYF Export** and you should see the "**EYF Export for EoYR**" markbook listed - go direct to step 1.10
- > If no, continue with step 1.2.

1.2 Go to **Modules > Assessment > Assessment Planning** to close the folders

1.3 Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**

1.4 Then click on the Plus symbol next to **LA Templates**

1.5 Then click on the Plus symbol next to **EYF from 2014**

1.6 Then click on + next to **EYF Export**



1.7 Click on the **EYF Export for EoYR** template name

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

1.9 Click **No** to the next prompt

1.10 Ensure that the **EYF Export for EoYR** markbook is selected

1.11 Click the **Edit an Assessment Plan** icon

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



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

1.14 Change the **Enrolled Group Type** field to **Year Group** and select **Year Reception** and click **Add**. Then click **Close**.

You should now see a Year Group Reception for 2018/2019 added to the list.

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- 1.15 Select Year Group reception from the list and click on the **Add Markbook Users**  icon.
- 1.16 Select yourself as the administrator who will be creating the export file to send to the LA and also any senior management who need to check/approve the EYF assessment data.
- 1.17 Then click **Save** when you have finished.
- 1.18 Now go to **Assessment > Markbook** > click the plus symbol next to **My Markbooks** > select the **EYF Export for EoYR** markbook and click on **Open a markbook** icon  to view it.

Markbook - EYF Export for EoYR - Class 2A (2018/2019)

	Listening	Understanding	Speaking	Moving	Health	Self Conf	ManFelBeh	Relationships	Reading	Writing	Numbers	ShapeMeasure	People	World	Technology	ExpMediatMat	Imaginative
Name																	
Coppard, Ciaran							1	1	2								
Evetts, Kieran						1	2	2									
Lawrence, Amber							3	3									

DO ALL PUPILS HAVE DATA RECORDED IN ALL COLUMNS?

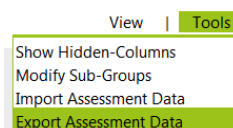
The data for these columns have been drawn from the normal EYF YR Prime and YR Specific markbooks that your teachers regularly use. If any data is missing, then the EY teacher needs to enter the missing data into their normal EYF Specific and Prime markbooks (*refer to Stage 2B instructions*). If the data is entered and saved there, it will automatically appear in this markbook.

The data must be checked and approved by the Head Teacher before you proceed.

When this is completed, you are ready to proceed with step 2 below to EXPORT the EYF data out of this markbook and import into the **NC Early Years F 2019** markbook ready for submission to the LA.

2. Export EYF 2019 return data

- 2.1 Whilst the **EYF Export for EoYR** markbook is open, go to the Tools menu and select **Export Assessment data**



- 2.2 Click **Next** at the pop-up window
- 2.3 Click **Next** again
- 2.4 Click **Export**
- 2.5 Select to **Open** file

The file will look like this:

A	B	C	D	E	F	G	H	I	J	K	L	M
Surname	Known Nai	Student UF	Listening	Understan	Speaking	Moving	Health	Self Conf	ManFelBel	Relationsh	Reading	Writing
Begg	Jaime-Lea	D823211709053		2	2	2	2	2	2	2	2	3
Belsey	Sarela	Z123456706018		1	1	1	1	1	1	1	1	2
Button	Zoe	L823211709048		2	2	2	2	2	2	2	2	1
Daisley	Grace	W823211709056		2	1	1	1	1	1	1	1	1

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2.6 Now go to the **File > Save As** menu and select a folder to save the file in – *the file will automatically be called **EYF Export for EoYR_Year R.csv**.*

Pls make a note of the folder you have saved this file in.

2.7 **Close** File – say Yes to all the prompts. Close Excel.

2.8 Back in Integris, click **Back** to exit out of the **EYF Export for EoYR** markbook.

3. Import EYF 2019 data into the **NC Early Years F 2019** markbook

Note: Stage 1 –Prepare NC Early Years F 2019 markbook instructions must be completed before proceeding with this step!

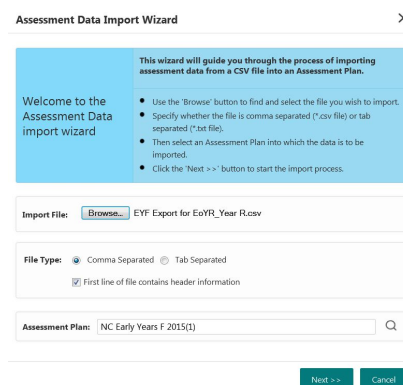
You now need to import the EYF 2019 data into the 'official' **NC Early Years F 2019** markbook to enable you to make an EYF CTF return and also to link the EYF data to each individual pupil record automatically (*i.e. to enable CTFs to include EYF data for future leavers; to enable EYF data to appear in prior attainment units in tracking markbooks etc.*)

3.1 In Integris, go to **Assessment > Utilities > Assessment Import**

3.2 In the next window, click Browse and select the **EYF Export for EoYR_Year R.csv** file previously saved and click **Open**


3.3 Click on the Mag glass icon and then click on + next to **My Assessment Plans** > click + next to **Early Years** > select **NC Early Years F 2019** (*as per the example below*)

The **Assessment Data Import wizard** window will look like this:



The screenshot shows the 'Assessment Data Import Wizard' window. It has a title bar with a close button. The main content area is divided into two sections. The left section is a blue box with the text 'Welcome to the Assessment Data import wizard'. The right section contains instructions: 'This wizard will guide you through the process of importing assessment data from a CSV file into an Assessment Plan.' followed by a bulleted list: 'Use the 'Browse' button to find and select the file you wish to import.', 'Specify whether the file is comma separated (*.csv file) or tab separated (*.txt file).', 'Then select an Assessment Plan into which the data is to be imported.', and 'Click the 'Next >>' button to start the import process.' Below the instructions are three input fields: 'Import File:' with a 'Browse...' button and the text 'EYF Export for EoYR_Year R.csv'; 'File Type:' with radio buttons for 'Comma Separated' (selected) and 'Tab Separated', and a checked checkbox for 'First line of file contains header information'; and 'Assessment Plan:' with a dropdown menu showing 'NC Early Years F 2015(1)' and a search icon. At the bottom right are 'Next >>' and 'Cancel' buttons.

3.4 Click **Next**

3.5 On the next window, click the Auto-Match  icon which will automatically matchup the data columns from the **NC Early Years F 2019** markbook (*in the right pane*) to the data columns in your csv file (*in the left pane*) as below

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Assessment Data Import Wizard X

Assessment Data import wizard

- Match up the data from the import file with the Assessment fields.
- The 'Auto-Match' button will quickly match fields with matching names.
- Import into lookup fields will export the display value (not the numeric value).
- Click 'Import' to begin the import process.
- Please note that the import process cannot be undone. All valid data imported will be saved.

Data from Import File	Assessment Item	Available Assessment Items
Surname		Student Reference
Known Name		LearningCharactr : PlayExplore
Student UPN	Student UPN	LearningCharactr : ActivLearn
Listening	Communication : Listening	LearningCharactr : CreateThink
Understanding	Communication : Understanding	
Speaking	Communication : Speaking	
Moving	Phy-Dev : Moving	
Health	Phy-Dev : Health	

Import
Cancel

Note: the remaining columns in the right pane should be the Learning Characteristics columns that need to be addressed/completed in the **NC Early Years 2019** markbook – we will come to this in step 4 below.

3.6 Now click **Import**

You should see an *Import Progress* window appear for a short time followed by an 'Import of Assessment Data has imported successfully' message.

[If there is an error report message, open the report to see the details of the issue – this is normally when a pupil exists in the csv file and not in the markbook and vice versa]

3.7 Click **OK**.

3.8 Now go to **Assessment > Markbook** > open the **NC Early Years F 2019 – Year R** markbook and check that all the EYF data has imported as expected.

Important note: The **Learning Characteristics** unit of this markbook may not have been completed and is not necessary for the EYF return.

However, your school may wish to consider entering comment/free text data for **Learning Characteristics** into these columns which automatically transfer into the Integris **EYF Reports to Parents** if you wish to use them. **Follow Stage 4 Create EYF Reports for Parents.**

To continue with process for submitting the EYF return, please ensure that the EYF data is checked and approved by your Head teacher before proceeding to Stage 3 – Creating EYF Return for LA