Updating pupil details – quick guide

We are more than happy to update your pupil details for you or we can now integrate with SIMS, CMIS, Progresso or Integris.

Just get in touch – support@literacyassessment.co.uk

If you wish to update pupils & groups yourself:

There are a number of ways to update pupils' groups and details:

1) We recommend that you use static values for year groups such as intake 2013 – if you have taken this approach then you do not need to worry about updating groups.
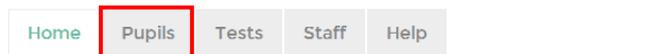
OR

2) ***Change the group names.*** If your pupils have not changed groups then you just need to change the group names:

Log in to www.literacyassessment.co.uk

Click on the "Pupils" tab:

School Dashboard / Demo School

| Home | Pupils | Tests | Staff | Help |

I want to -- choose -- .

Click on "Edit" next to group name. Start with the groups with the highest numerical values.

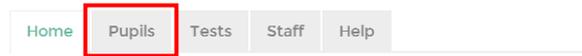| View all pupils | View ungrouped pupils | Compare groups | Add new pupil | Import pup |

NAME	STUDENTS		
Demo 10D	4	Edit	Pupils
Demo 7D	2	Edit	Pupils

OR

3) Change each pupil individually:

If your pupils have changed groups then click on the "Pupils" tab:

School Dashboard / Demo School

| Home | Pupils | Tests | Staff | Help |

I want to -- choose -- ▾ .

Then click on "View all pupils":

| View all pupils | View ungrouped pupils |

| NAME | STUDENTS |
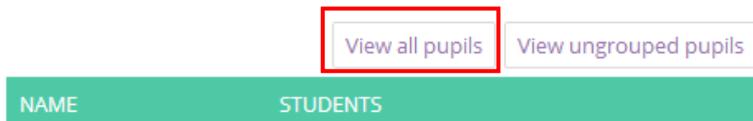
You can then change the group for each pupil by using the drop down menu. If the group you require is not showing there then you will need to add a new group.

	FIRST NAME	LAST NAME	PUPIL ID	DOB	GROUP	
☐						
☐	Andrew	Evans	1234	05/2000	Demo 10D ▾	Edit
☐	Gemma	Jenkins	1235	08/2000	Demo 10D ▾	Edit
☐	Sam	Jones	N/A	08/2007	Demo 7D ▾	Edit

OR

4) Reimport pupils from an excel spreadsheet.

Important – you can only use this method if you have used UPNs and they exactly match – otherwise you will get duplicate pupils.

The first thing you need to do is get an export from your school system (eg SIMS).

It will need to contain:

- UPN
- Pupil firstname
- Pupil surname
- DOB (in a format of dd/mm/yy, dd/mm/yyyy, yyyy-mm-dd, yyyy-mm or mm/yyyy)
- Group (eg tutor group or year group)

Once you have this file in excel log into www.literacyassessment.co.uk and go to the Pupils tab:

School Dashboard / Demo School

| Home | Pupils | Tests | Staff | Help |

I want to -- choose -- ▾ .

Then click on "Import pupils from excel":

| View all pupils | View ungrouped pupils | Compare groups | Add new pupil | Import pupils from excel | Add new group |

| NAME | STUDENTS |

You can then follow these steps:

1) Copy and paste the pupils details in.
2) Match up the columns with the data by using the dropdown menus.
3) Press "Preview".
4) If everything looks good them press "Import".

Import Pupils

| First name ▾ | Last name ▾ | Date of birth ▾ | Group ▾ | Pupil ID ▾ | * Ignore this ▾ | * Ignore this ▾ |

Copy data from excel directly into field above, choose fields order and press preview. Click here for a tutorial.

Date formats accepted: dd/mm/yy, dd/mm/yyyy, yyyy-mm-dd, yyyy-mm, mm/yyyy

| Preview | Import |

We are more than happy to assist you with updating your groups or performing the import. Just get in touch if you need some help or would like some free training.

support@literacyassessment.co.uk

Finally, we offer discounts for multiple products so if you are interested in quickly assessing literacy, provision mapping, managing SEN or tracking Pupil Premium spending then please do let us know:

Our products

www.provisionmap.co.uk

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.

www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.

www.schoolrobins.com

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.

www.classcharts.com

Class Charts is instant seating plans & super fast behaviour management. Seating plans display key data about pupils and behaviour points sync with SIMS.