

This check list is for users familiar with the Data Entry process

- Ensure SIM's .net version is at 7.138 – Spring Main Release
- Import EYFS Wizard from AMPARK into SIMS.

Routines | Data In | Assessment | Import navigate to c:/program files /Sims /Sims.net /AMPA /England Primary(and Middle Deemed Primary)/Assessment Manager/EYFSP Profile Summary Wizard 2011

An Activity log should appear confirming that the aspects and templates have been successfully imported.

- Create Marksheets for Year R.

Tools | Performance | Assessment | Wizard Manager

- Select EYFSP Profile Summary Wizard 2011
- At the **Group Selector**, tick **Year Group R**
- Click **Next** to see the list of templates.

You will see 6 templates:

1. PSE Summary Data Entry 2011
2. CLL Summary Data Entry 2011
3. PSRN Summary Data Entry 2011
4. KUW PD & CD Summary Data Entry 2011
5. EYFS Totals 2011
6. EYFS Summary 2011

VERY IMPORTANT: Please check that there is no missing child data (including totals and grand totals) in marksheet 6. EYFS Summary 2011 before you export your results and return your data to the Data Management Team.

- Use the pencil icon to open the marksheet required and enter the pupil result data. When all data is input select **Calculate** and **Save**. This needs to be done for ALL six marksheets.

(NB: Remember to avoid unnecessary duplication of work, you can

export marksheets to excel and ask your teachers to enter the data into the spreadsheet. This can then be imported back into the marksheet. See full notes for EYFS).

- Use the Wizard to print off individual reports for Year R pupils

Tools | Performance | Assessment | Wizard Manager

- **Year R** should already be selected,
- **Click the Next** button to navigate through the wizard to the **Individual Report Format screen**.

There is one EYFS report, this is: **EYFS NDC Summary 2011**

- Export results:** Use EYFS Wizard to export data

Tools | Performance | Assessment | Wizard Manager

- **Year R** should already be selected,
- **Click the Next** button to navigate through the wizard past the **Individual Report Format** screen to the **Results for Export** screen
- **Click the Export Icon**
- Navigate to folder I:\Ass Man 7 Export Files 2011
- Name the file **891ssss_891LLLL_EYFSP** (where ssss is your schools 4 digit DCSF number)

Check the Assessment Data Collection Grid : Summer 2011

- Upload the export file to **Erica**
The deadline for this return is 30th June 2011

- If you need any further guidance or support please see the Full Notes or contact the Schools Service Desk 0115 8546116