

Foundation Stage Profile Autumn Data Collection Using eProfile

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Version	2

Foundation Stage Profile - Autumn Data Collection Using eProfile

Version 2 : Amendments from Version 1.

- Page 1. Link for the e-Profile update amended as version 2.5 is no longer available from the Suffolk e-Profile homepage.
- Page 3. Results file required for the whole year group, not separate files for separate classes.
- Page 4. Changes to the Required filename format - generic files have been shown to require a different naming protocol from ctf files to enable them to be uploaded to s2s.

Before commencing check that you are using the most recent version of eProfile and that all machines with this programme installed at your school are running the same version. At the time of writing the current version of eProfile is 2.5. To upgrade, simply visit the following website:

[http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School MIS%20team/MISteam/AMPA/Topp%20-%20Tracking%20Pupil%20Progress/](http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/School_MIS%20team/MISteam/AMPA/Topp%20-%20Tracking%20Pupil%20Progress/)

Creating a CTF File In SIMS .net

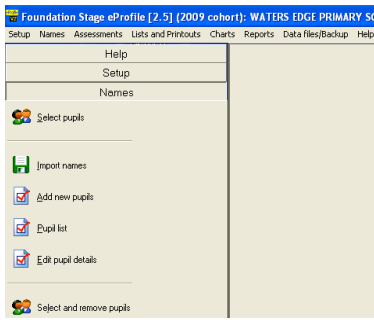
Ensure all the new Reception pupils have been **admitted**, have a **UPN number** and a **correct postcode** (also note, pupils must have all Statutory Fields completed, such as ethnicity and first language or the pupil will not be included in the CTF file). Create a CTF file for this year group, only the **Student Basic Details** and the **Student Address** boxes should be ticked on the **Data to be Exported** panel:

1 Data to be Exported					
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data	<input type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>		
		Looked After	<input type="checkbox"/>		

Use the **Year Group** filter to restrict the view to **Reception** only. Right click in the **LA/Other Destination** box for the first pupil and left click **Select All**. Left click into the same box and click on the drop down arrow to select **Cambridgeshire**. Click on the **Export CTF** Button. Once the file has been created, make a note of the file name, check the number of pupils exported and the **Exception Log**.

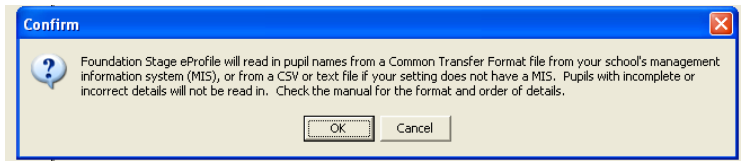
Importing the Data into eProfile

Open eProfile making sure 2009 Cohort is selected.

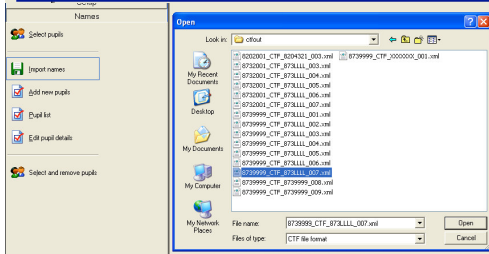


Select Names either from the Toolbar at the top of the screen, or from the Link on the left hand side of the screen.

Then select Import Names



Read the message and click ok to confirm.

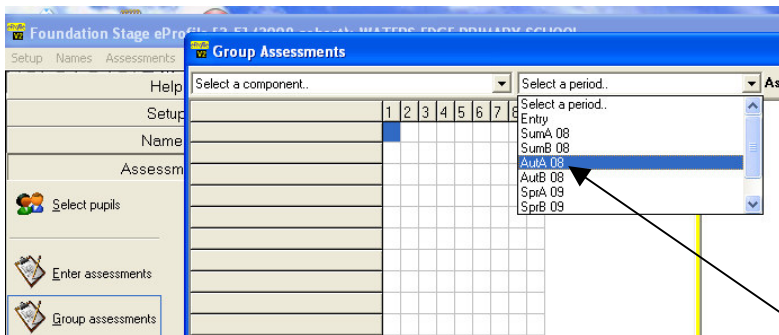


Locate the CTF file, usually located at S:\Statutory Returns\ctfout. Click on Open

Click on Pupil list and check all your pupils are present.

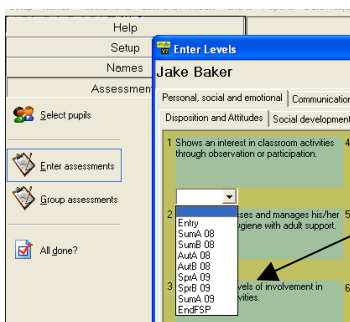
Entering Assessments

Assessments should now be added either in Group Assessments



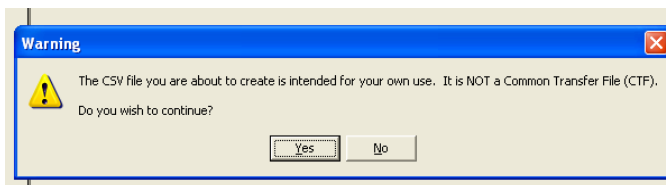
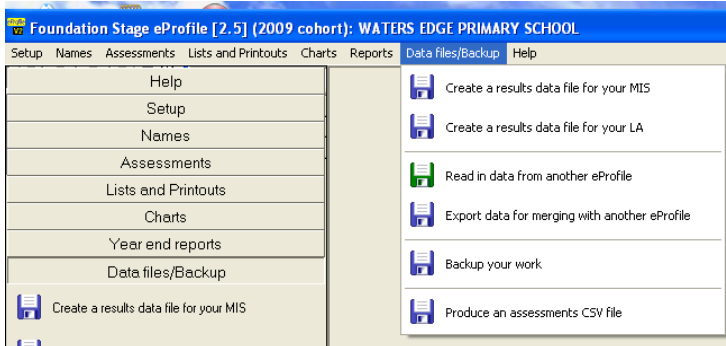
or individually using the Enter Assessments link.

Please ensure that the Assessment Period AutA 08 is selected.



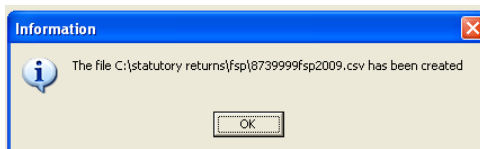
Creating a Results File for ISSIS

Once the assessments are complete, go to **Data Files/Backup** at the top of the screen and select **Produce an Assessments CSV file**. A file will be required for the whole Reception Year at your school.



You will be warned that this is not a CTF file, click Yes.

Browse to the location you wish to save the file (you could create an fsp folder in your Statutory Returns Folder, this would need creating in advance.)



Make a note of the file name and click OK

Use Windows Explorer to browse to the file, right click on it and rename it with the following format:

873NNNN_ 873LLLL_fspA.csv

Where NNNN represents your schools DCSF number.

This file then needs to be uploaded to S2S. Select the *Generic File Upload* option.

Please note, the deadline for uploading these assessment files is Tuesday 4th November 2008.