

# Changes: Level 'w' and Importing Updated ToPP

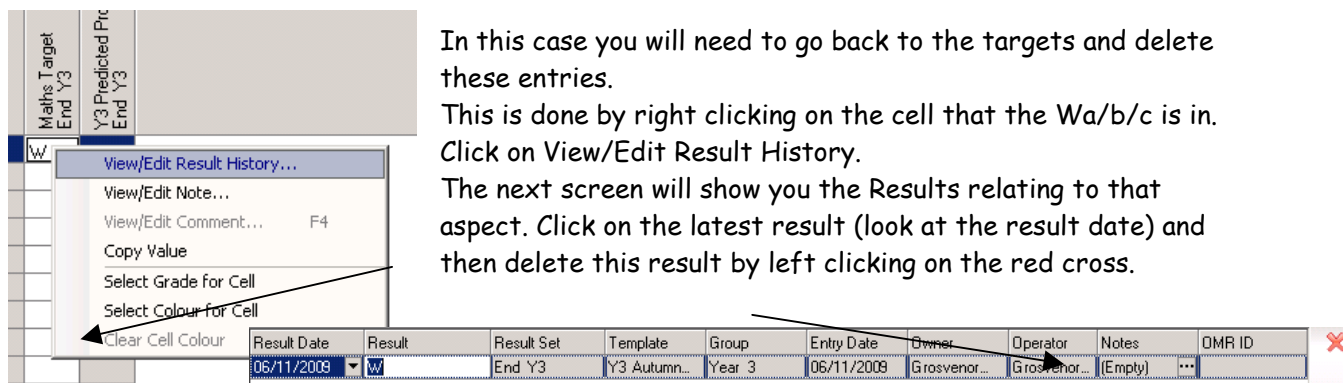
Produced by:	Ian Hoare
Reviewed by:	Lisa Jude
Team:	MIS
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## Changes: Level 'w' and Importing Updated ToPP

The latest versions of ToPP templates and Tracking Grids Oct 2009 are now available for import.

### VERY IMPORTANT

***Wa, Wb and Wc are no longer valid grades in this grade set. You can now only enter a W.*** If you have already entered your targets for the end of the year and they include Wa, Wb or Wc then the templates and grids will not import. **IF YOU HAVE ENTERED Wa/b/c DO NOT IMPORT TEMPLATES AT THIS POINT**



In this case you will need to go back to the targets and delete these entries.  
This is done by right clicking on the cell that the Wa/b/c is in. Click on View/Edit Result History.  
The next screen will show you the Results relating to that aspect. Click on the latest result (look at the result date) and then delete this result by left clicking on the red cross.

Say yes to 'Do you want to save these changes' and then close the screen down.

Once all of the W results have been deleted you can then import the new templates and grids as indicated above.

Finally - go back to those pupils for whom you have deleted the Wa/b/c from and then re-enter the level W and save.

## IMPORTING THE UPDATED TEMPLATES

***For Centrally Hosted schools*** these can be found within the AMPA folder following the path: *Central Share: SIMS share: SIMS.net and Dinner money: SIMS.net: AMPA: England Primary (and Middle deemed Primary): \*Assessment Manager: ToPP Template Oct 2009*

\*Choose Performance Analysis here if you want to import the Tracking grids and Aspect Analyses.

***Non Centrally Hosted schools*** can find them on the portal at the following address where further notes will inform you how to import them

<http://c9s.e2bn.net/e2bn/leas/c99/schools/c9s/web/public/main/Topp%20Framework%20-%20MIS%20Page/>

Follow the import routine of: Routines: Data In: Assessment (for templates) OR Performance Analysis (for tracking grids and aspect analyses): Import and browse to the file. Follow the Import wizard.

These templates and grids follow the latest guidance with regards to the grades that should be entered.