

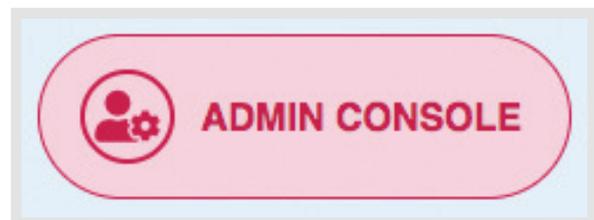
SIMS Data Entry

School data (student and teacher information) needs to be entered via the **Admin Console** so that your teachers can enter marks and get reports in MERiT and/or assign work in Exampro/Testbase Onscreen.

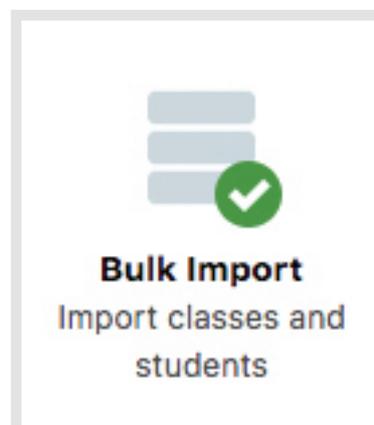
Step 1 – Download the report definition file

You will need to run a report definition file within SIMS to extract the required data. Data should be uploaded in a comma-separated values (CSV) formatted spreadsheet.

Go to exampro.co.uk / testbase.co.uk and log in with your administrator account, then click the Admin Console button in the menu on the left-hand side.

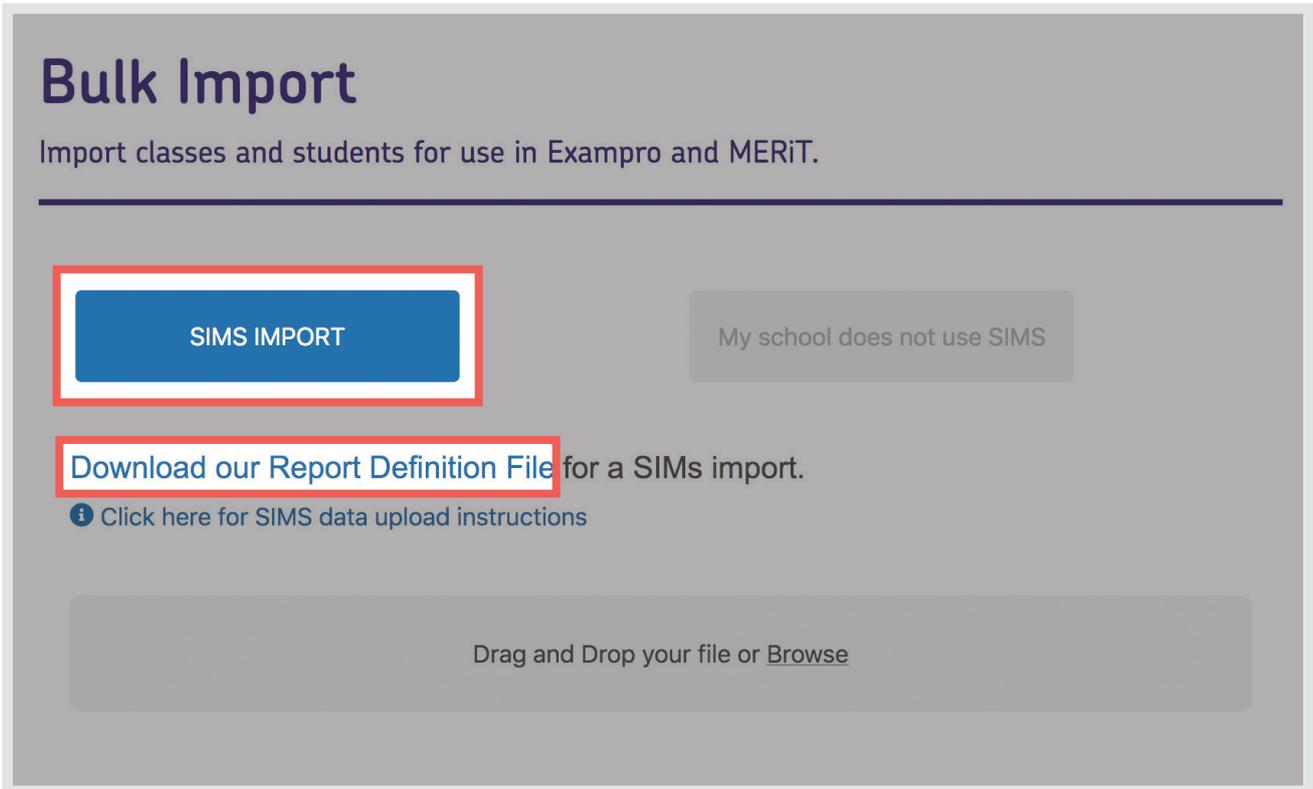


Click the **Bulk Import** icon.



Select **SIMS IMPORT**

Click the **Download our Report Definition File** link.



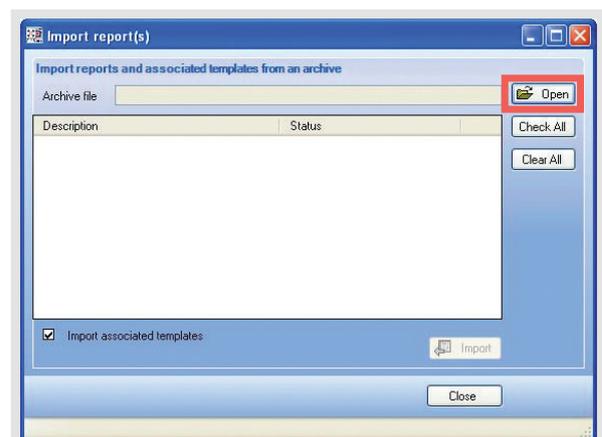
Save the file to your computer (preferably the Desktop) and unzip it.

Step 2 – Extracting the data

You should use the SIMS Data Manager account when following these instructions. This account will have the correct permissions to extract the required data.

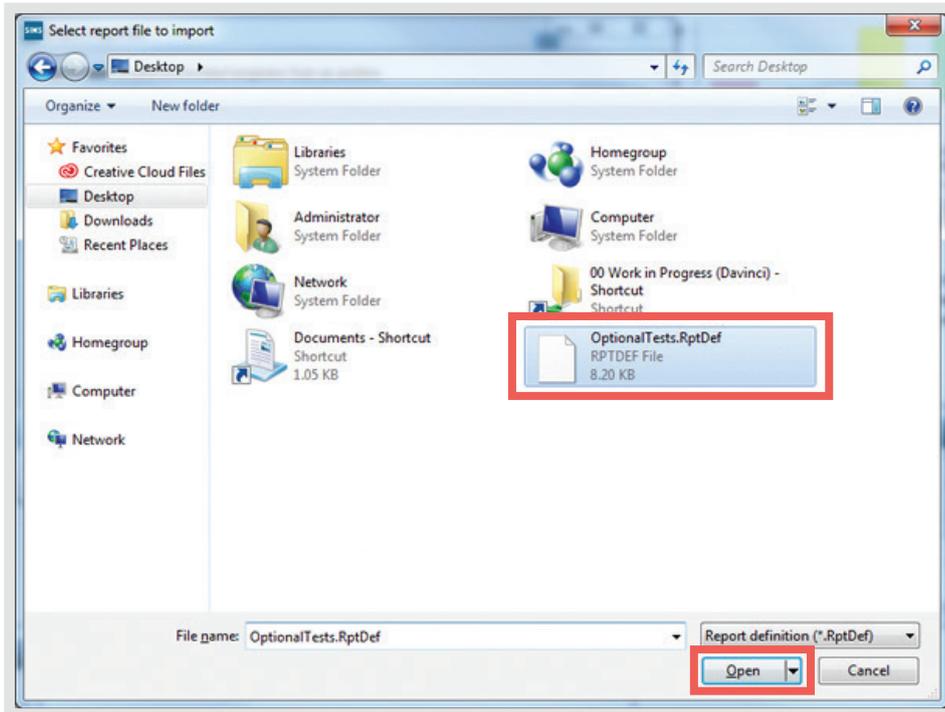
On your **SIMS** system select **Reports > Import**.

Click **Open** at the top right of the **Import report(s)** screen.



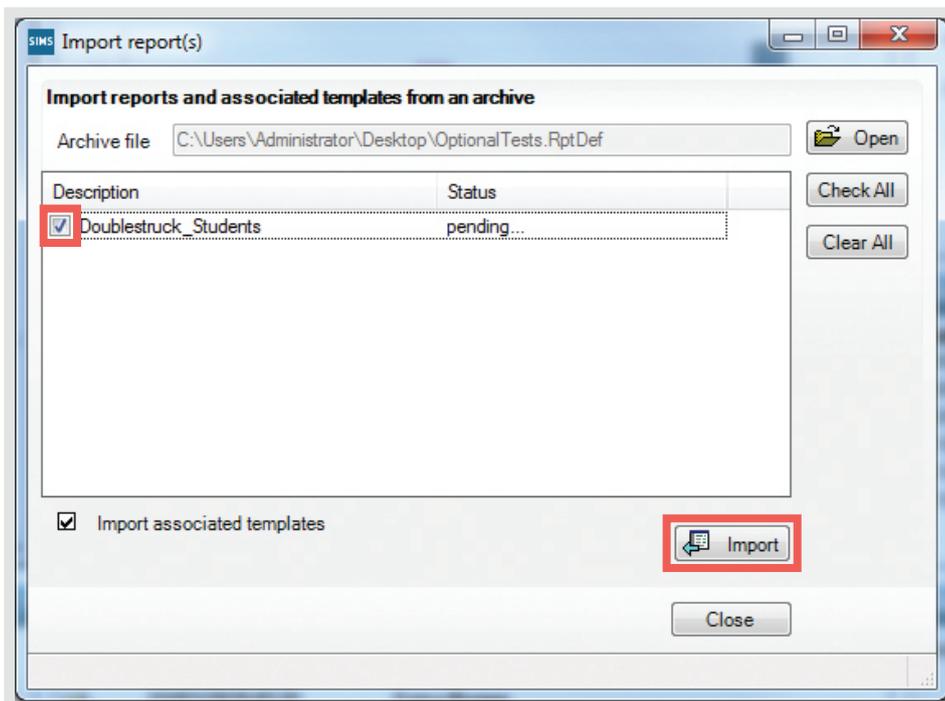
In the **Select report file to import** window, navigate to the Desktop and select the **DoublestruckStudents.RptDef** file.

Once selected click **Open**.



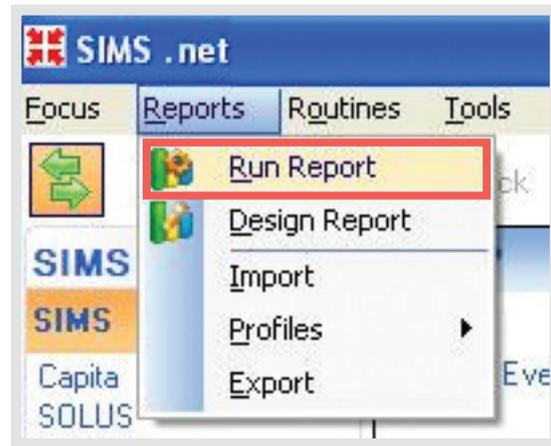
Ensure the **Doublestruck_Students Report** checkbox is selected.

Click **Import**.

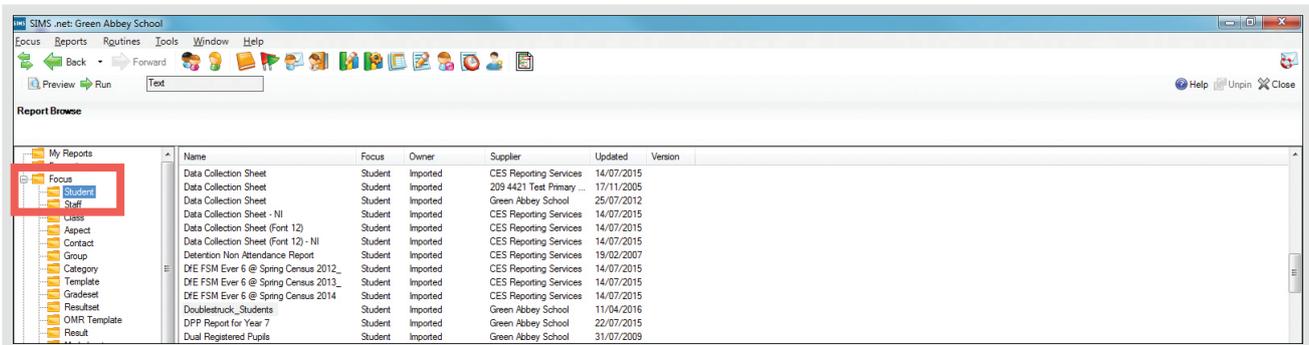


Once the status has changed from **Pending...** to **Imported**, close the **Import report(s)** screen by clicking **Close**.

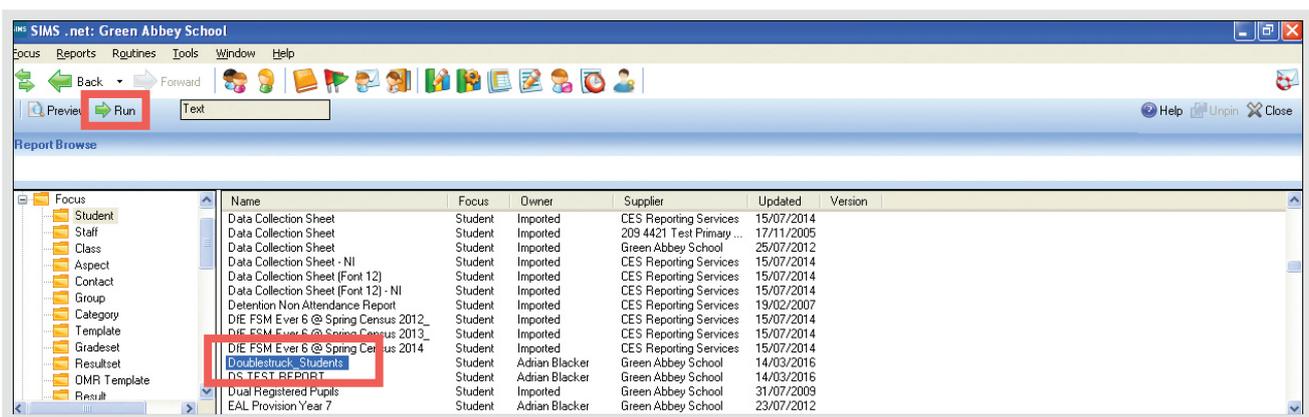
Select **Reports > Run Report** from the main menu bar.



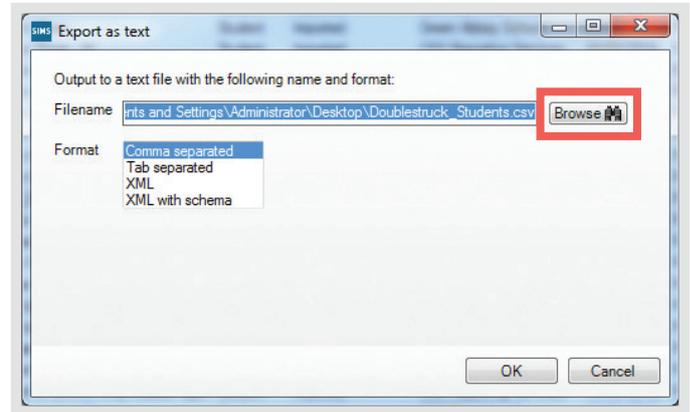
In the **Report Browse** window (on the left-hand side) expand **Focus** and select **Student**.



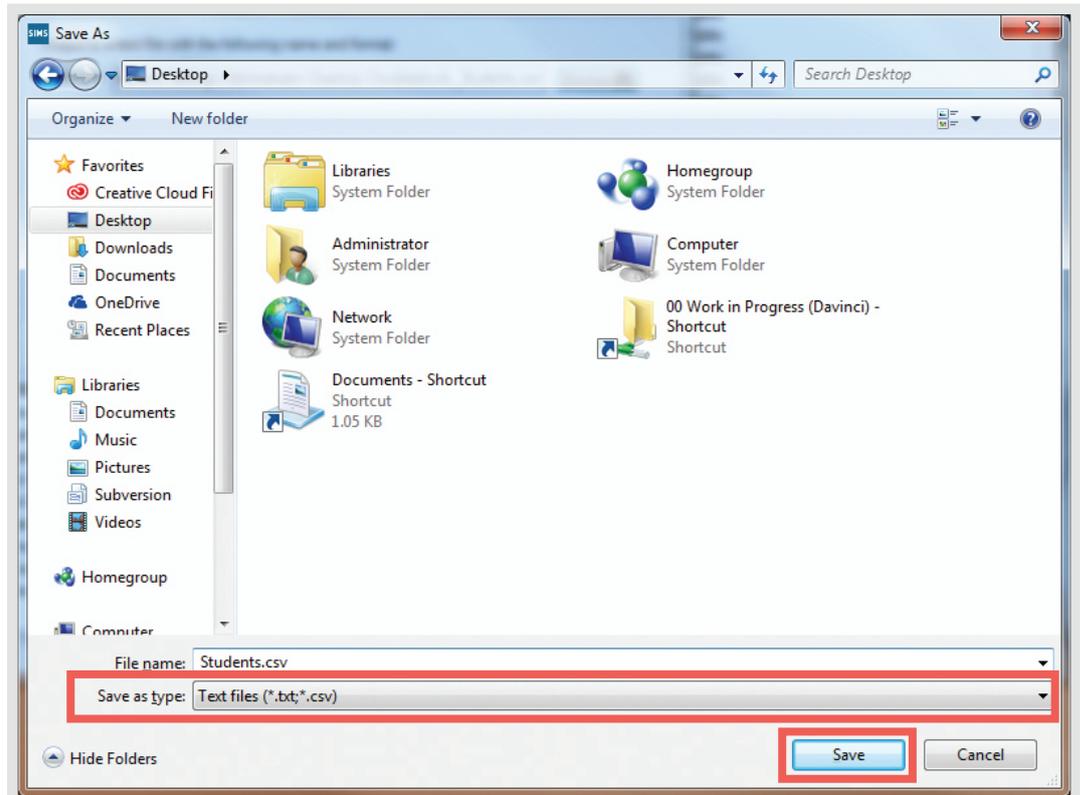
Find **Doublestruck_Student** in the list of reports. Select it and then click **Run**. The report will be generated for the whole school. This may take several minutes.



Click **Browse** in the resulting dialogue box to select where to save the report, e.g. your Desktop, and ensure that you have the Comma separated format selected.

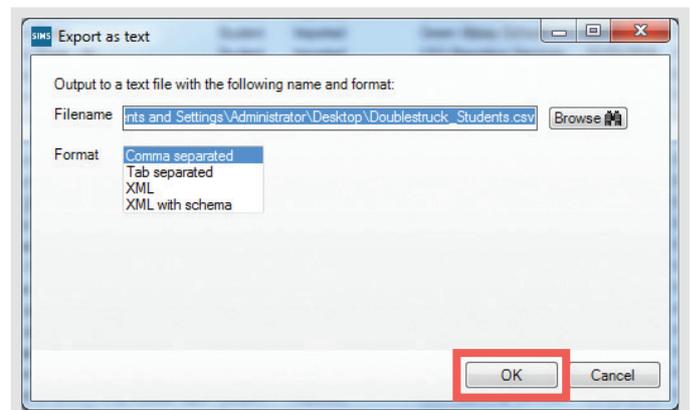


Click **Save**.

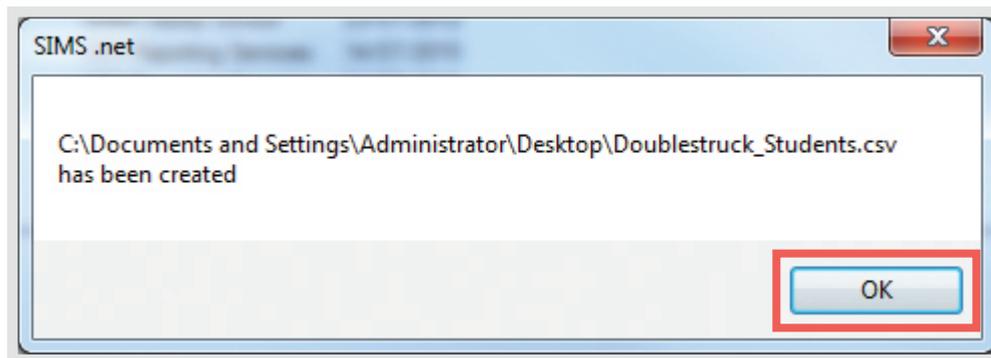


You will then return to the **Export as text** screen.

Select **OK**.



When the report has been exported, a message will appear. Click **OK**.



When the export is complete, your spreadsheet should look as follows and should be in **CSV** format.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA |
|----|-----------|------|--------------------|------------------|-----------|--------------|----------------------|------------|------------|--------|----------|-------|--------|----------------------------------|-----------------------|-----------------|---|---|---|---|---|---|---|---|---|----|
| 1 | UPN | Adno | Legal Fore Surname | Middle na Gender | DOB | Ethnicity | Eligible fo FSM Ever | Pupil Prer | SEN Status | In LEA | Car Year | taugl | Reg | Superviso Class | Teacher | Work Email | | | | | | | | | | |
| 2 | N8234321 | 4504 | Graham Abbess | M | 24-Jul-00 | White - Er T | F | F | F | F | | | 8 8A | Miss J Fos CLS 8A | Miss J Foster | | | | | | | | | | | |
| 3 | B8234321 | 3979 | Grenetta Abbey | F | 24-Jul-00 | White - Er T | T | F | F | F | | | 11 11F | Mr M Unw CLS 11F | Mr M Unwin | unwin@me.com | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 5 | B8204321 | 3599 | Jimmy Abbey | M | | White - Er T | T | F | F | F | | | 13 G | n/a | Mrs E Paton | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | HCL Curie | Miss S Slaters | | | | | | | | | | | |
| 7 | C8234321 | 4505 | Sean Abbey | M | | White - Er F | F | F | F | F | | | 8 8B | Dr S Mian CLS 8B | Dr S Mian | minandad@me.com | | | | | | | | | | |
| 8 | E8234321 | 4163 | Andrew Abbot | M | | White - Sc F | F | F | F | F | | | 10 10E | Miss B Pat CLS 10E | Miss B Patel | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | HCL Flemi | Mr T Ng | | | | | | | | | | | |
| 10 | Q8234321 | 4161 | Benjamin Abbot | Michael | M | 20-Jul-00 | White - Er T | T | F | F | | | 11 11A | Mrs A Whi CLS 11A | Mrs A Wheeler | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | HCL Newt | Mr K Jacobs | | | | | | | | | | | |
| 12 | P8204321 | 3460 | Claire Abbot | F | | White - Er F | F | F | F | F | | | | HCL Hook Mrs W Harris | | w.harris@me.com | | | | | | | | | | |
| 13 | P8234321 | 3762 | Hannah Abbot | F | | White - Er F | F | F | F | F | | | 12 | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 14 | Q8204321 | 3600 | Susan Abbot | F | 21-Jun-98 | White - Er F | F | F | F | F | | | 13 L | n/a | HCL Hook Mrs W Harris | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | CLS L | Miss K Burrows | burrows@me.com | | | | | | | | | | |
| 16 | U8234321 | 4164 | Cameron Able | M | | White - Ir F | F | F | F | F | | | 10 10A | Mr J Brow CLS 10A | Mr J Brown | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 18 | Q8234321 | 3980 | Jacqui Abrahams | F | 12-Oct-99 | White - Er F | F | F | F | F | | | 11 11B | Mrs E Wat CLS 11B | Mrs E Waters | waters@me.com | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | HCL Flemi | Mr T Ng | | | | | | | | | | | |
| 20 | H8234321 | 4165 | Robert Ackrington | M | | White - Er F | F | F | F | F | | | 10 10D | Miss G Rat HCL Curie | Miss S Slaters | slaters@me.com | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | CLS 10D | Miss G Ratcliffe | | | | | | | | | | | |
| 22 | M8202001 | 4343 | Stanley Ackton | Craig | M | | White - Er F | T | F | F | | | 9 9A | Mr M Lubt CLS 9A | Mr M Lubbock | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 24 | J82020010 | 3923 | William Ackton | M | 11-Jun-98 | White - Er T | T | F | F | F | | | 11 11A | Mrs A Whi CLS 11A | Mrs A Wheeler | wheeler@me.com | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | HCL Boyle | Mr C Yates | | | | | | | | | | | |
| 26 | B8202001 | 4604 | Samantha Acton | F | | White - Er F | F | F | F | F | | | 8 8A | Miss J Fos CLS 8A | Miss J Foster | | | | | | | | | | | |
| 27 | D8234321 | 3763 | Melanie Adams | F | 06-Jun-99 | White - Er F | F | F | F | F | | | 12 | HCL Flemi | Mr T Ng | | | | | | | | | | | |
| 28 | Q8202001 | 4166 | Payal Adedeji | M | | Indian | T | T | F | F | | | 10 10C | Mr V Stodi HCL Boyle | Mr C Yates | yates@me.com | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | CLS 10C | Mr V Stockill | | | | | | | | | | | |
| 30 | T8234321 | 3764 | Richard Adkins | M | | White - Er T | T | F | F | F | | | 12 | HCL Curie | Miss S Slaters | | | | | | | | | | | |
| 31 | J8234321 | 4344 | Robert Adrianson | M | | White - Er T | T | F | F | F | | | 9 9B | Mrs A Zeli CLS 9B | Mrs A Zelinskova | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 33 | Y8234321 | 4345 | Brian Affelay | M | | White - Er T | T | F | F | F | | | 9 9C | Ms J Estap HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | | CLS 9C | Ms J Estaphan | | | | | | | | | | | |
| 35 | B8202001 | 4346 | Alexis Affleck | Grace | F | 20-Jul-02 | White - Er T | T | F | F | | | 9 9D | Mrs D Mui CLS 9D | Mrs D Mumford | mumford@me.com | | | | | | | | | | |
| 36 | | | | | | | | | | | | | | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 37 | Z8202001 | 4167 | Stelios Agathodi | M | 18-Jun-01 | Greek Cyp T | T | F | F | F | | | 10 10E | Miss B Pat CLS 10E | Miss B Patel | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | | HCL Boyle | Mr C Yates | | | | | | | | | | | |
| 39 | B8202001 | 4168 | Carina Ahmad | F | | Kashmiri | F | T | F | F | | | 10 10B | Mr A Simr CLS 10B | Mr A Simmons | | | | | | | | | | | |
| 40 | | | | | | | | | | | | | | HCL Hook Mrs W Harris | | | | | | | | | | | | |
| 41 | E8234321 | 3981 | Ackmar Ahmed | M | | Arab | F | F | F | F | | | 11 11E | Mrs S And CLS 11E | Mrs S Andrews | | | | | | | | | | | |

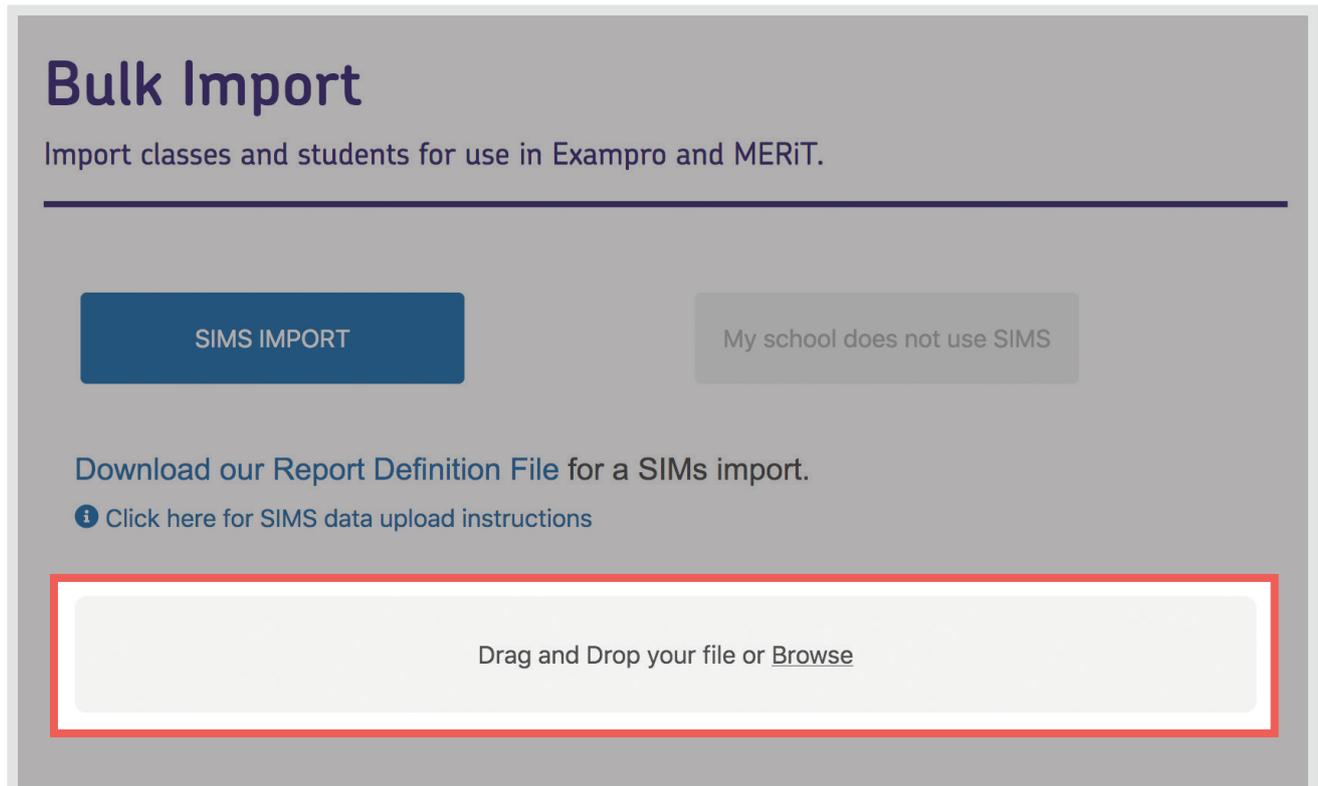
Notes:

- You will have the option to select specific classes from the spreadsheet before you finalise the upload. This means you won't have to filter out irrelevant classes when you export data from your school management system.
- Each student will be listed multiple times in the spreadsheet: one entry per class.

Step 3 – Uploading your data

Return to the **Bulk Import** section of the **Admin Console** using your administrator account.

Either drag and drop your file into the space indicated or follow the link to browse and select the file to upload it.



Bulk Import

Import classes and students for use in Exampro and MERiT.

[SIMS IMPORT](#) [My school does not use SIMS](#)

[Download our Report Definition File for a SIMs import.](#)

[Click here for SIMS data upload instructions](#)

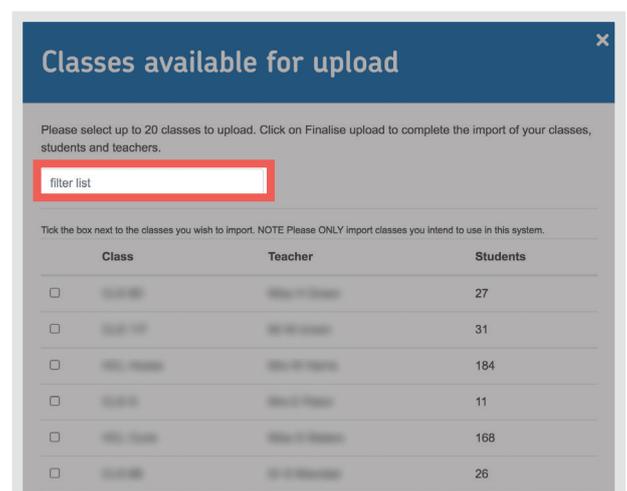
Drag and Drop your file or [Browse](#)

You will then be presented with a list of classes from your data set.

Use the **filter list** to locate specific classes.

You can select the classes you wish to upload, up to twenty at a time.

Note: data associated with any classes you do not select will not be stored by our system.



Classes available for upload

Please select up to 20 classes to upload. Click on Finalise upload to complete the import of your classes, students and teachers.

Tick the box next to the classes you wish to import. NOTE Please ONLY import classes you intend to use in this system.

| Class | Teacher | Students |
|--------------------------|---------|----------|
| <input type="checkbox"/> | | 27 |
| <input type="checkbox"/> | | 31 |
| <input type="checkbox"/> | | 184 |
| <input type="checkbox"/> | | 11 |
| <input type="checkbox"/> | | 168 |
| <input type="checkbox"/> | | 26 |

Once you have made your selections, click **Finalise upload**.

You will be presented with a summary of your import. It will show what data has been uploaded, how many accounts have been created, and identify any warnings or errors encountered.

If you need to upload more than twenty classes, simply repeat **Step 3**, and select classes in batches of no more than twenty.

That's it!

| Column Title | Data | Required | Purpose |
|-------------------------|---|-----------|---|
| UPN | Universal Pupil Number | Mandatory | To uniquely identify the pupil |
| Adno | Admission Number | Mandatory | A fallback to identify the pupil |
| Legal Forename | Pupil Name | Mandatory | Used in reporting |
| Surname | Pupil Name | Mandatory | Used in reporting |
| Middle name(s) | Pupil Name | Optional | Used in reporting |
| Gender | Pupil Gender | Mandatory | Used in reporting |
| DOB | Pupil Date of Birth | Mandatory | A fallback to identify the student |
| Ethnicity | Pupil Ethnicity code | Optional | Used in reporting |
| Eligible for free meals | Pupil Eligibility for free meals | Optional | Used in reporting |
| FSM Ever 6 | Identifies pupils who have been eligible for free meals in the last six years | Optional | Used in reporting |
| Pupil Premium Indicator | Pupil Eligibility for pupil premium funding | Optional | Used in reporting |
| SEN Status | Identifies pupils with special educational needs | Optional | Used in reporting |
| In LEA Care | Identifies looked after children | Optional | Used in reporting |
| Year taught in Code | Pupil year group | Mandatory | Used to group pupils by year group for reporting |
| Reg | Pupil registration group | Optional | Used to group pupils by registration group for reporting |
| Supervisor | Teacher name | Optional | Used to associate registration groups with teacher accounts |
| Class | Class name/code | Mandatory | Used to group pupils by class for reporting |
| Teacher | Teacher name | Mandatory | Used to associate classes with teacher accounts |
| Work Email | Teacher email | Optional | Used to deliver login credentials to teachers |