

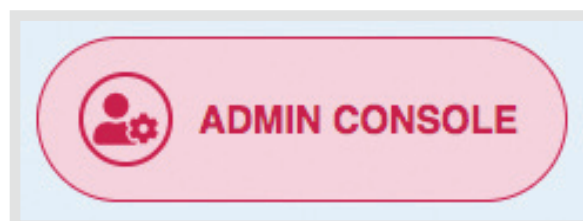
## SIMS Data Entry

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.

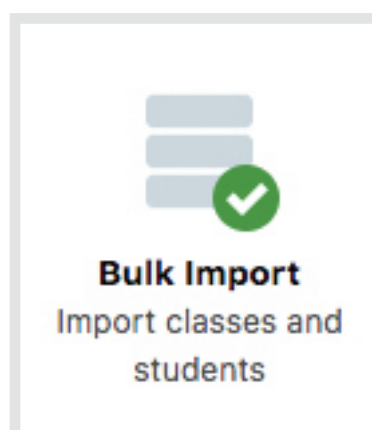
### Step 1 – Download the report definition file

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](https://exampro.co.uk) / [testbase.co.uk](https://testbase.co.uk) and log in with your administrator account, then click the Admin Console button in the menu on the left-hand side.

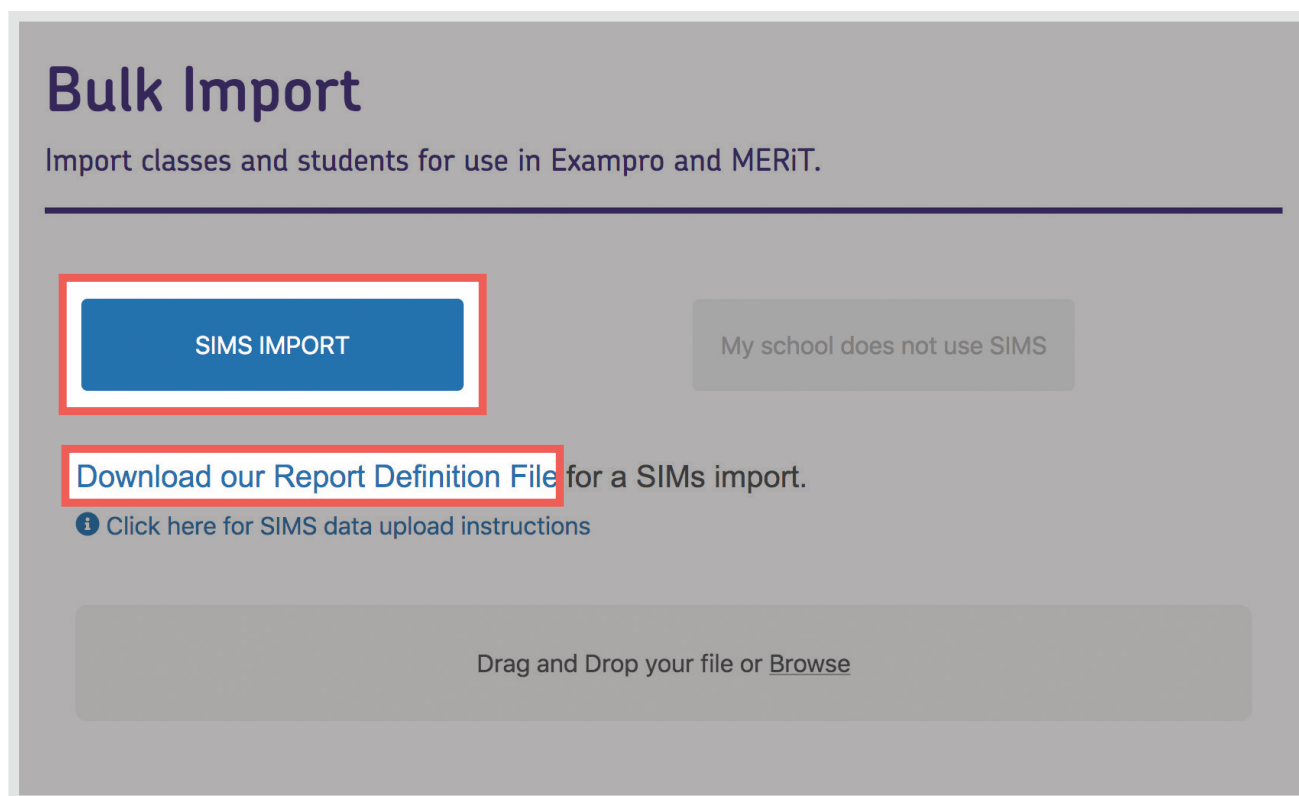


Click the **Bulk Import** icon.



Select **SIMS IMPORT**

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



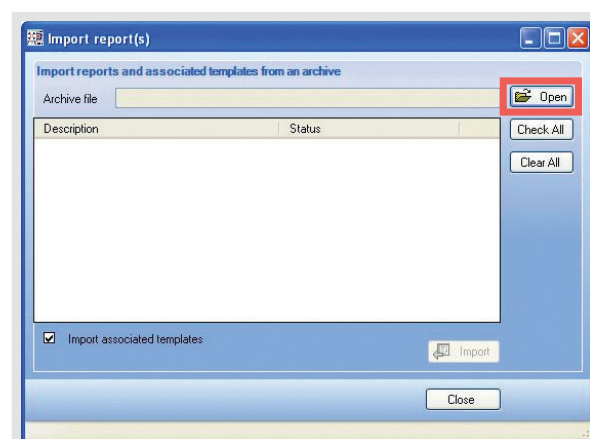
Save the file to your computer (preferably the Desktop) and unzip it.

## 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.

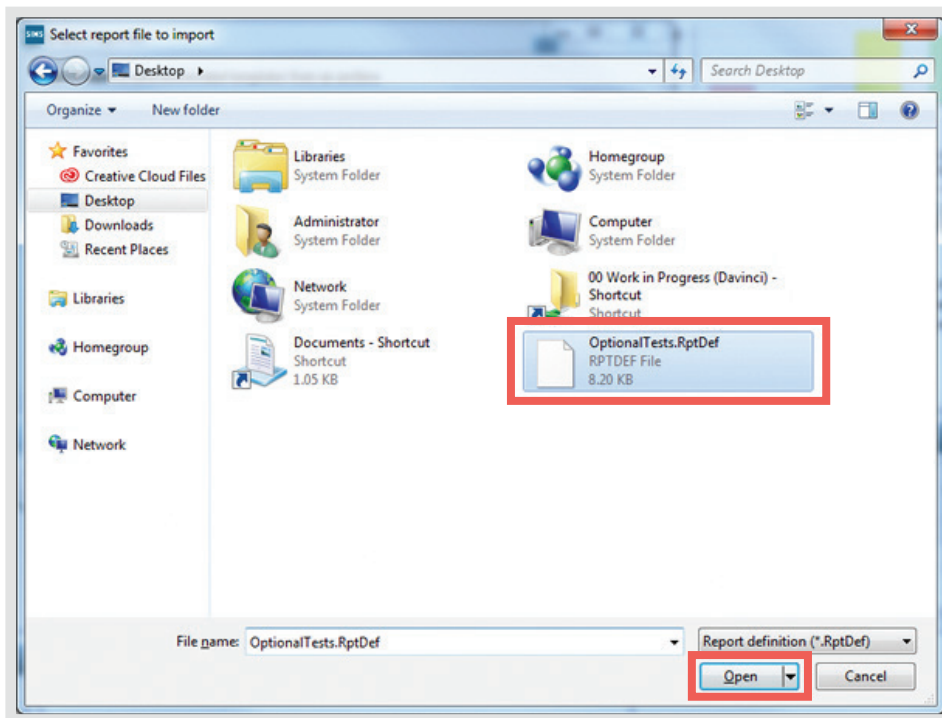
On your **SIMS** system select **Reports > Import**.

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



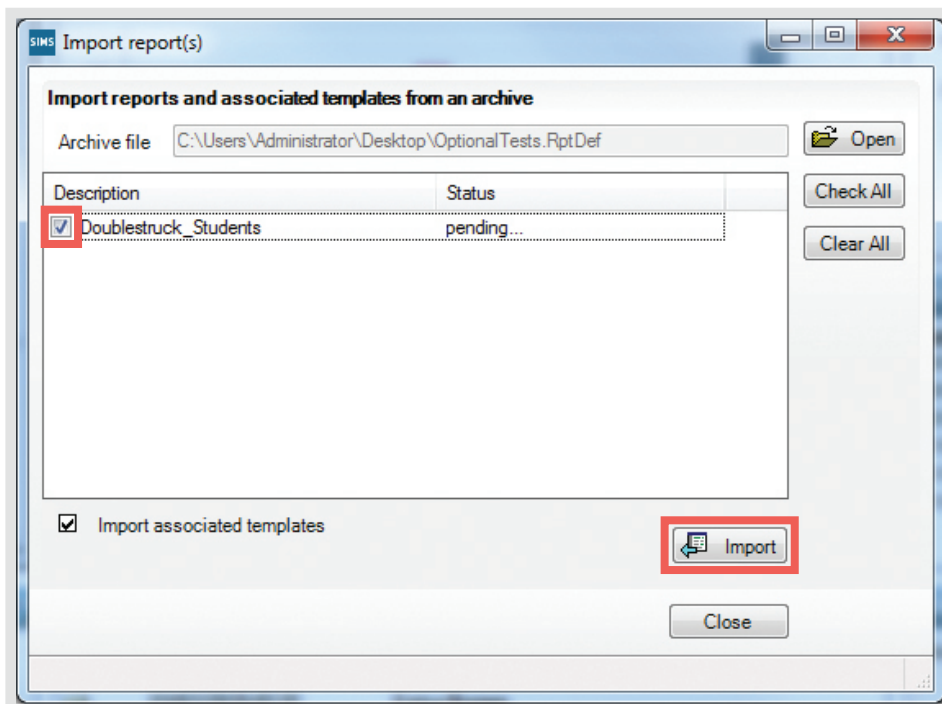
In the **Select report file to import** window, navigate to the Desktop and select the **DoublestruckStudents.RptDef** file.

Once selected click **Open**.



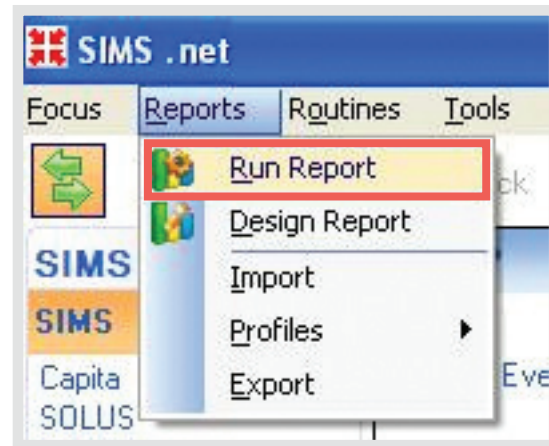
Ensure the **Doublestruck\_Students Report** checkbox is selected.

Click **Import**.

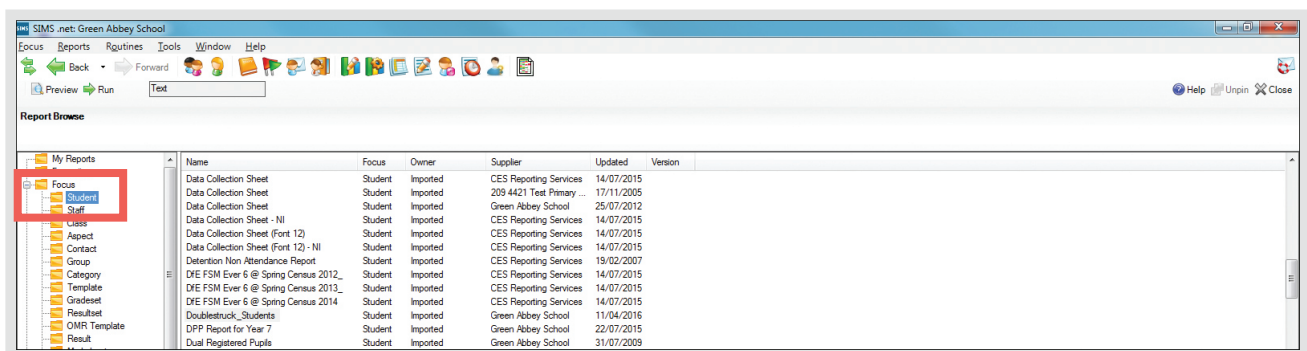


Once the status has changed from **Pending...** to **Imported**, close the **Import report(s)** screen by clicking **Close**.

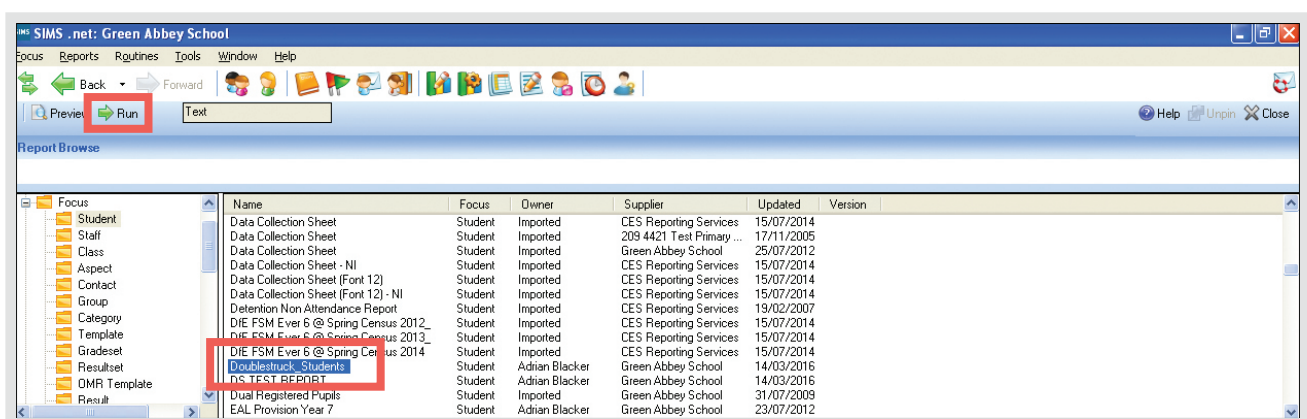
Select **Reports > Run Report** from the main menu bar.



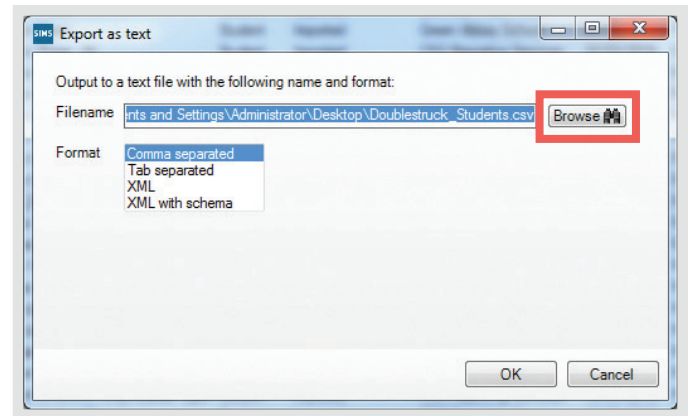
In the **Report Browse** window (on the left-hand side) expand **Focus** and select **Student**.



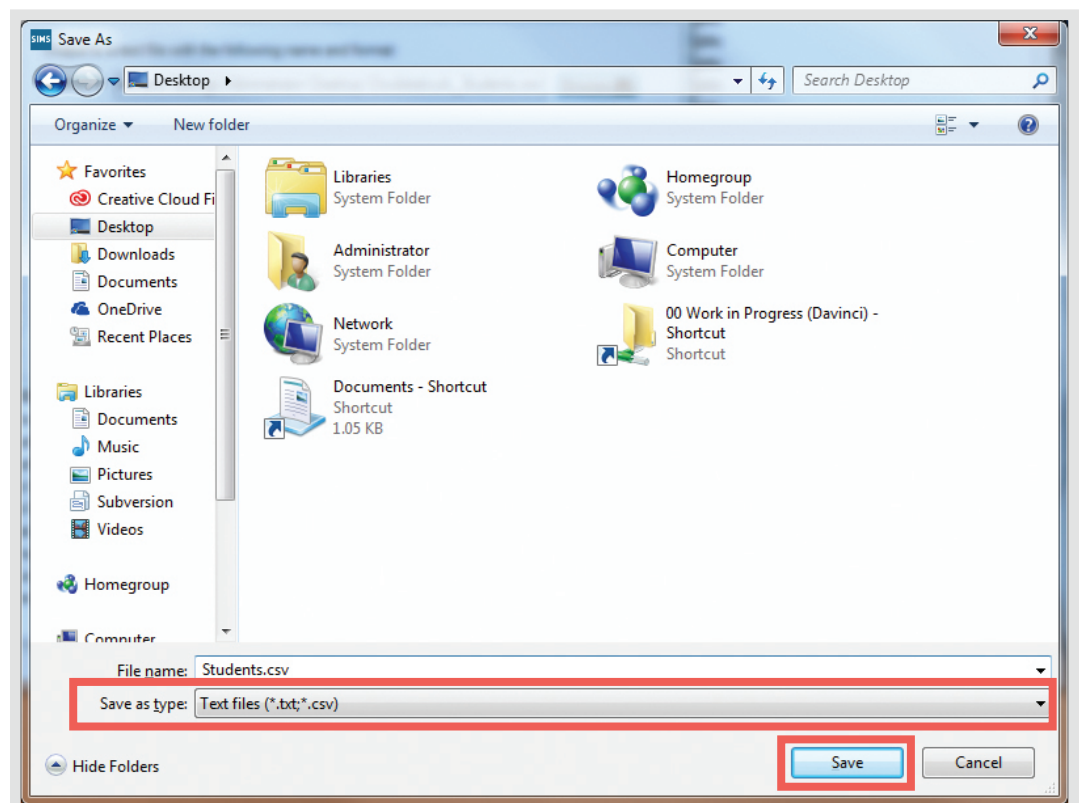
Find **Doublestruck\_Student** in the list of reports. Select it and then click **Run**. The report will be generated for the whole school. This may take several minutes.



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.

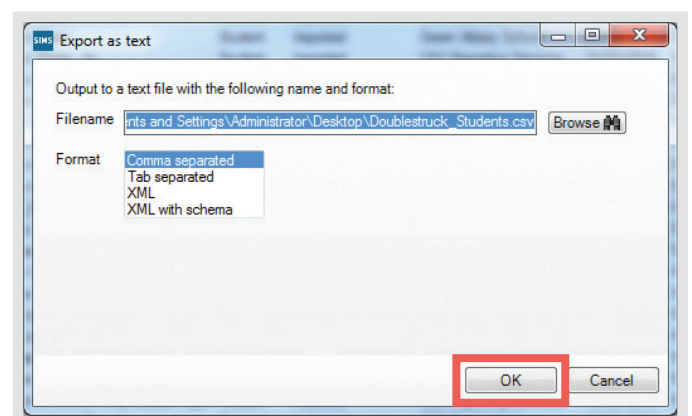


Click **Save**.

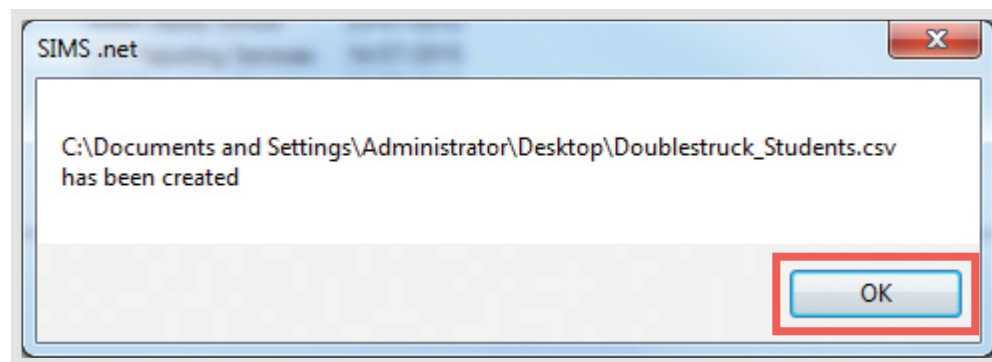


You will then return to the **Export as text** screen.

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 Forename	Middle na	Gender	DOB	Ethnicity	Eligible fo	FSM Ever	Pupil Pre	SEN Statu	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	11	11F	Mr M Unw	CLS 11F	Mr M Unwin	unwin@me.com								
3	88234321	3599	Grenetta	Abbey	F	24-Jul-00	White - Er	T	F	F	F	F	11	11F	Mr M Unw	CLS 11F	Mr M Unwin	unwin@me.com								
4																										
5	88204321	3599	Jimmy	Abbey	M	24-Jul-00	White - Er	T	F	F	F	F	13	G	n/a	CLS G	Mrs E Paton									
6																										
7	88234321	4505	Sean	Abbey	M	24-Jul-00	White - Er	F	F	F	F	F	8	8B	Dr S Mian	CLS 8B	Dr S Mian	minandad@me.com								
8	88234321	4163	Andrew	Abbot	M	24-Jul-00	White - Sc	F	F	F	F	F	10	10E	Miss B Pat	CLS 10E	Miss B Patel									
9																										
10	88234321	4161	Benjamin	Abbot	Michael	M	20-Jul-00	White - Er	T	F	F	F	11	11A	Mrs A Whi	CLS 11A	Mrs A Wheeler									
11																										
12	P8204321	3460	Claire	Abbot	F	24-Jul-00	White - Er	F	F	F	F	F	12				HCL Hooki	Mrs W Harris	w.harris@me.com							
13	P8234321	3762	Hannah	Abbot	F	21-Jun-98	White - Er	F	F	F	F	F	13	L	n/a		HCL Hooki	Mrs W Harris								
14	Q8204321	3600	Susan	Abbot	F	21-Jun-98	White - Er	F	F	F	F	F	13	L	n/a		HCL Hooki	Mrs W Harris								
15																										
16	U8234321	4164	Cameron	Able	M	24-Jul-00	White - Ir	F	F	F	F	F	10	10A	Mr J Brow	CLS 10A	Mr J Brown	burrows@me.com								
17																										
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																										
20	88234321	4165	Robert	Ackrington	M	24-Jul-00	White - Er	F	F	F	F	F	10	10D	Miss G Rat	CLS 10D	Miss G Ratcliffe	slaters@me.com								
21																										
22	M8202001	4343	Stanley	Ackton	Craig	M	24-Jul-00	White - Er	F	F	F	F	9	9A	Mr M Lub	CLS 9A	Mr M Lubbock									
23																										
24	J8202001	3923	William	Ackton	M	11-Jun-98	White - Er	T	F	F	F	F	11	11A	Mrs A Whi	CLS 11A	Mrs A Wheeler	wheeler@me.com								
25																										
26	88202001	4604	Samantha	Acton	F	24-Jul-00	White - Er	F	F	F	F	F	8	8A	Miss J Fos	CLS 8A	Miss J Foster									
27	88234321	3763	Melanie	Adams	F	06-Jun-99	White - Er	F	F	F	F	F	12				HCL Fieml	Mr T Ng								
28	88202001	4166	Payal	Adedeji	M	24-Jul-00	Indian	T	F	F	F	F	10	10C	Mr V Stodi	HCL Boyle	Mr C Yates	yates@me.com								
29																										
30	T8234321	3764	Richard	Adkins	M	24-Jul-00	White - Er	T	F	F	F	F	12				HCL Curie	Miss S Slaters								
31	J8234321	4344	Robert	Adrianson	M	24-Jul-00	White - Er	T	F	F	F	F	9	9B	Mrs A Zeli	CLS 9B	Mrs A Zelinskova	ng@me.com								
32																										
33	J8234321	4345	Brian	Affley	M	24-Jul-00	White - Er	T	F	F	F	F	9	9C	Ms J Estap	HCL Hooki	Mrs W Harris									
34																										
35	88202001	4346	Alexis	Affleck	Grace	F	20-Jul-02	White - Er	T	F	F	F	9	9D	Mrs D Mui	CLS 9D	Mrs D Mumford	mumford@me.com								
36																										
37	J8202001	4167	Stelios	Agathode	M	18-Jun-01	Greek Cyp	T	F	F	F	F	10	10E	Miss B Pat	CLS 10E	Miss B Patel									
38																										
39	88202001	4168	Carina	Ahmad	F	24-Jul-00	Kashmiri	F	T	F	F	F	10	10B	Mr A Simr	CLS 10B	Mr A Simmons									
40																										
41	88234321	3981	Ackmar	Ahmed	M	24-Jul-00	Arab	F	F	F	F	F	11	11E	Mrs S And	CLS 11E	Mrs S Andrews									

## Notes:

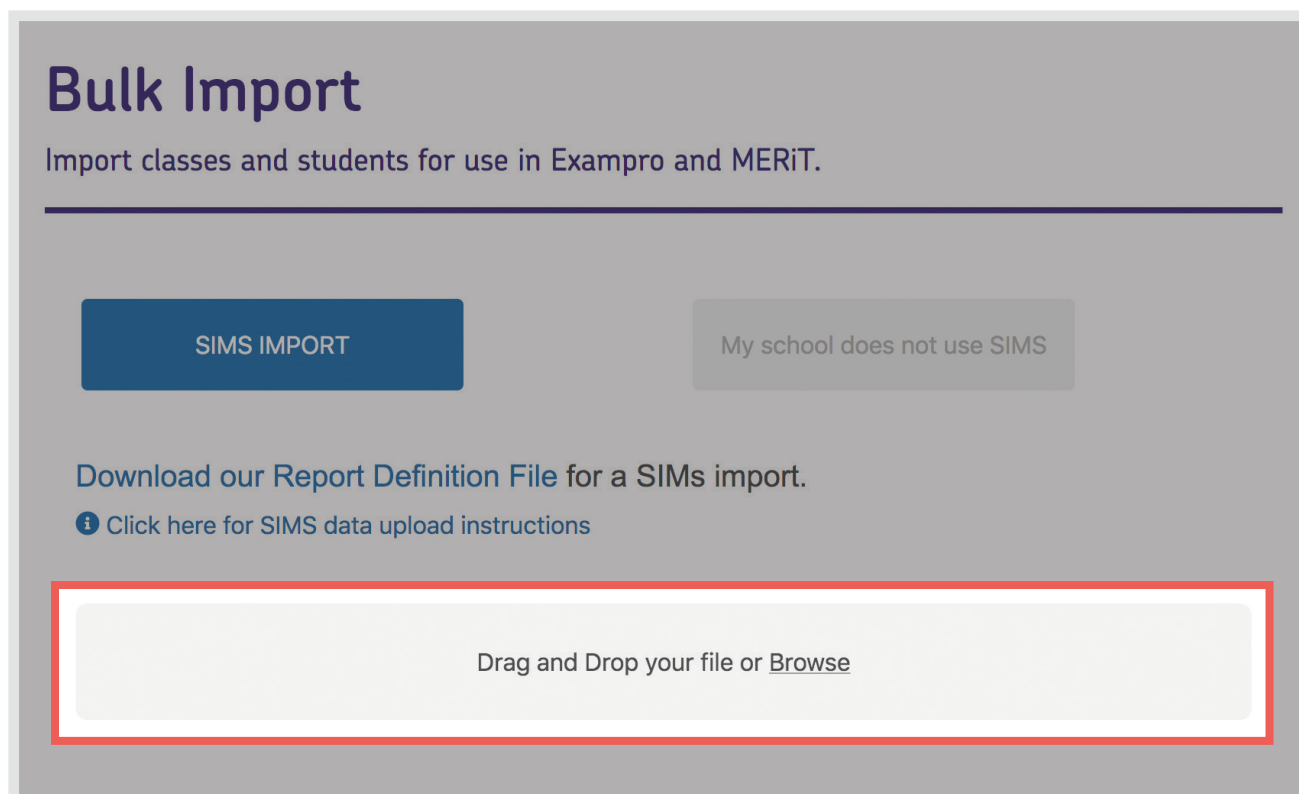
- You will have the option to select specific classes from the spreadsheet before you finalise the upload. This means you won't have to filter out irrelevant classes when you export data from your school management system.
- Each student will be listed multiple times in the spreadsheet: one entry per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



The image shows the 'Bulk Import' section of the Admin Console. It has a title 'Bulk Import' and a subtitle 'Import classes and students for use in Exampro and MERiT.' Below this, there are two buttons: 'SIMS IMPORT' (active) and 'My school does not use SIMS' (disabled). Under the 'SIMS IMPORT' button, there is a link 'Download our Report Definition File for a SIMs import.' and an information icon with the text 'Click here for SIMS data upload instructions'. At the bottom, there is a large white box with a red border containing the text 'Drag and Drop your file or [Browse](#)'.

### 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.

*i* Click here for SIMS data upload instructions

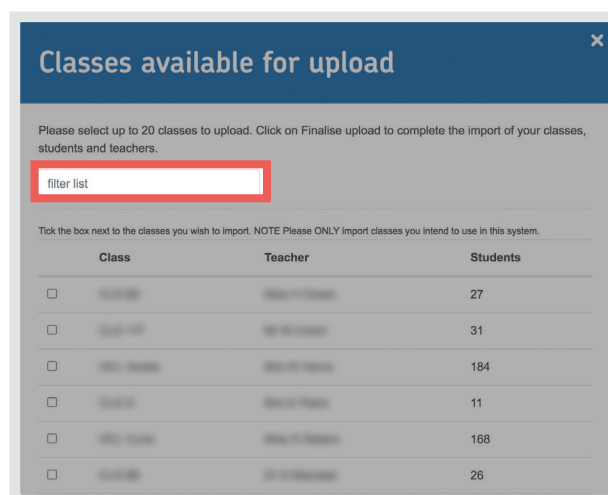
Drag and Drop your file or [Browse](#)

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.



The image shows a modal window titled 'Classes available for upload'. It contains instructions: 'Please select up to 20 classes to upload. Click on Finalise upload to complete the import of your classes, students and teachers.' Below this is a 'filter list' input field. Underneath, there is a table with columns 'Class', 'Teacher', and 'Students'. The table has a checkbox in the first column and a note: 'Tick the box next to the classes you wish to import. NOTE Please ONLY import classes you intend to use in this system.' The table lists several classes with their respective student counts.

### 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.

filter list

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"/>	Year 10	Mr. J. Smith	27
<input type="checkbox"/>	Year 11	Mr. J. Smith	31
<input type="checkbox"/>	Year 12	Mr. J. Smith	184
<input type="checkbox"/>	Year 13	Mr. J. Smith	11
<input type="checkbox"/>	Year 14	Mr. J. Smith	168
<input type="checkbox"/>	Year 15	Mr. J. Smith	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