

School Data Analyser

*Update
Y9 Choices
Data
Guide*

Updated 02/04/2012

1. Export data from SIMS Options

Schools that use the SIMS Options module can easily export the data for use in School Data Analyser.

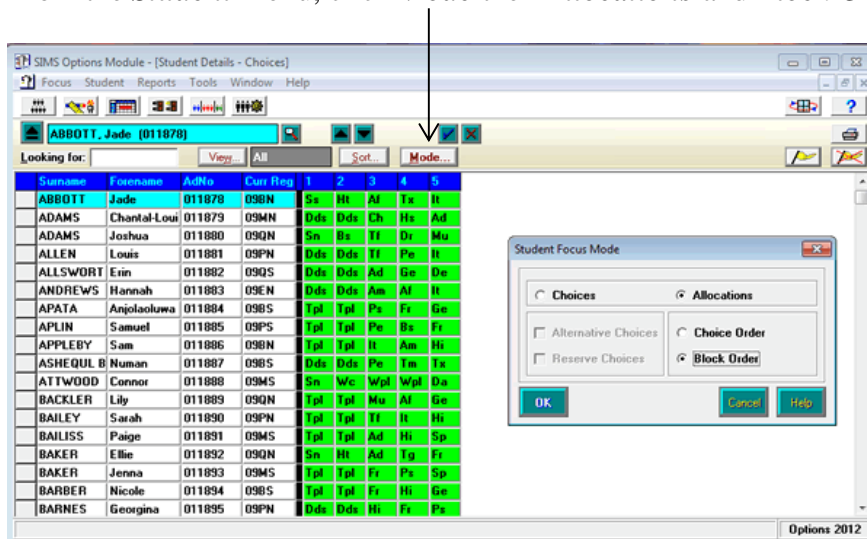
Four items need to be exported: student choices, subjects, classes and blocks.
This can be done at the end of the student options process or earlier if preferred.

NOTE: If the import is done more than one before the options process has completed, there is no need to re-import subjects, classes or blocks UNLESS these have been changed.

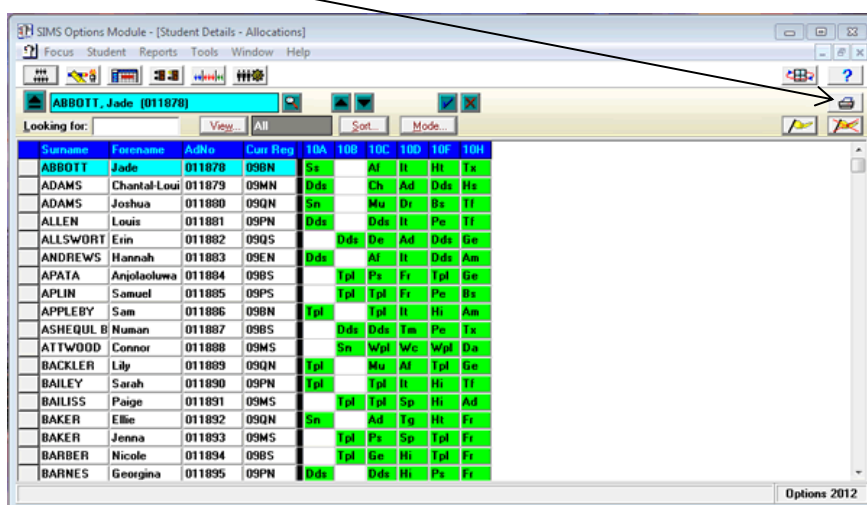
Currently there is no means of doing the export automatically so the following routine should be used:

a) Export Student Choices

From the *Student* menu, click *Mode* then *Allocations* and *Block Order* then click *OK*

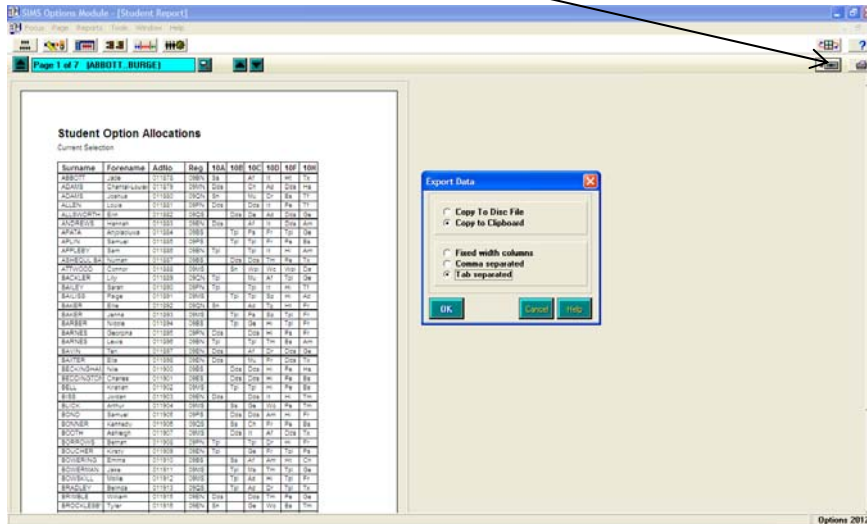


The choices are now displayed in option blocks
Click the *Print* button



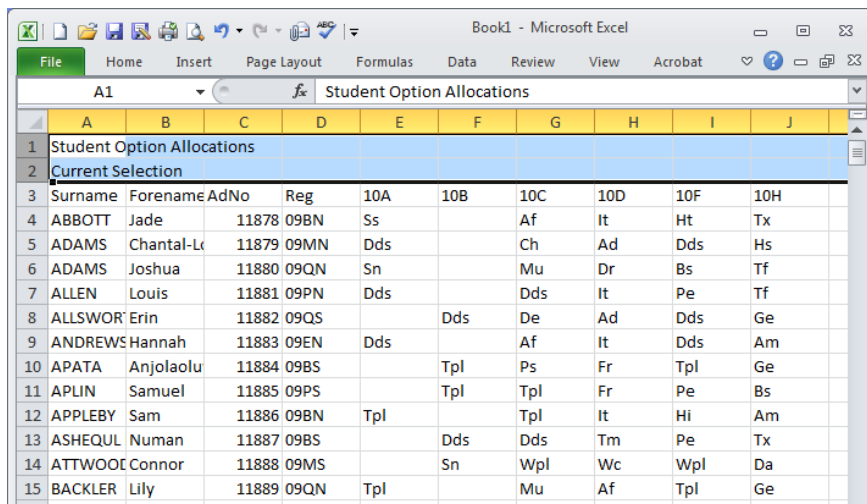
Open *Excel* ready to paste the data

Now click the **Export Data** button, make selections as shown below and click **OK**:

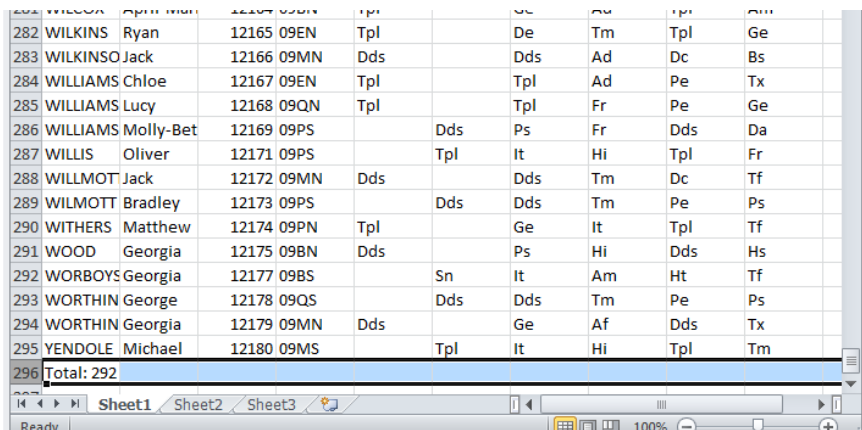


Next transfer to **Excel** and paste the data from the clipboard.

Delete the top two rows as shown below:



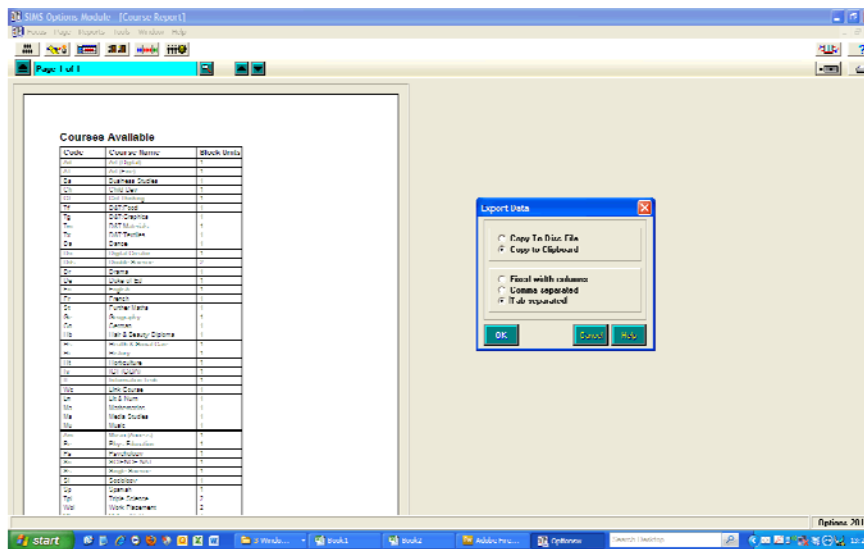
Also delete the bottom row with student totals:



Save the student choices spreadsheet so it can be imported to School Data Analyser later

b) Export Subjects

From the *Course* menu in *SIMS Options*, click the *Print* button then *Export Data*. Make the selections as shown, click *OK* and paste the data into *Excel*

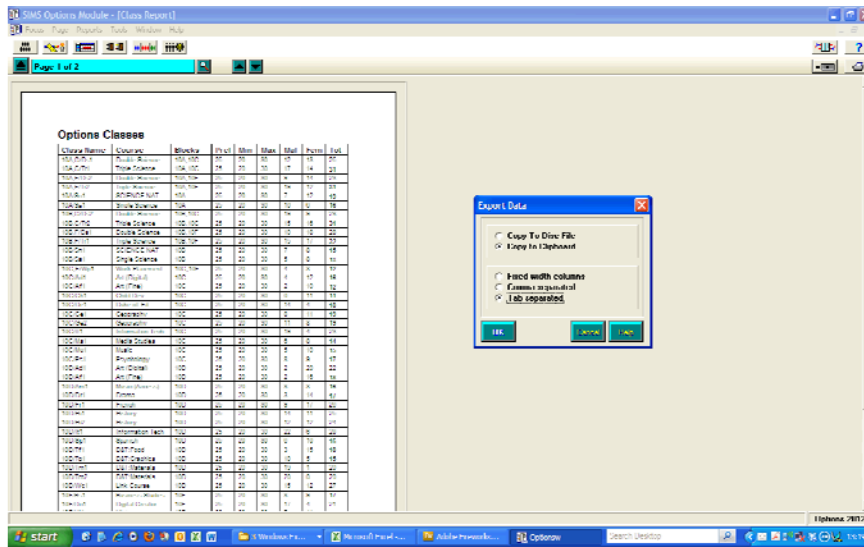


Delete the bottom (totals) row then save the spreadsheet:

	A	B	C	D
1	Code	Course Name	Block Units	
2	Ad	Art (Digital)		1
3	Af	Art (Fine)		1
4	Bs	Business Studies		1
5	Ch	Child Dev		1
6	Ct	Crit Thinking		1
7	Tf	D&T:Food		1
8	Tg	D&T:Graphics		1
9	Tm	D&T:Materials		1
10	Tx	D&T:Textiles		1
11	Da	Dance		1
12	Dc	Digital Creator		1
13	Dds	Double Science		2
14	Dr	Drama		1
15	De	Duke of Ed		1
16	En	English		1
17	Fr	French		1
18	St	Further Maths		1
19	Ge	Geography		1
20	Gn	German		1
21	Hb	Hair & Beauty Diploma		1
22	Hs	Health & Social Care		1
23	Hi	History		1
24	Ht	Horticulture		1
25	Iv	ICT (CIDA)		1
26	It	Information Tech		1
27	Wc	Link Course		1
28	Ln	Lit & Num		1
29	Ma	Mathematics		1
30	Ms	Media Studies		1
31	Mu	Music		1
32	Am	Music (Access)		1
33	Pe	Phys Education		1
34	Ps	Psychology		1
35	Sn	SCIENCE NAT		1
36	Ss	Single Science		1
37	Sl	Sociology		1
38	Sp	Spanish		1
39	Tpl	Triple Science		2
40	Wpl	Work Placement		2
41	Yh	Y App (Hair)		1
42	Ym	Y App (Motor)		1
43	Ye	YA Eng		1
44	Total: 42			
45				

c) Export Classes

From the **Classes** menu in **SIMS Options**, click the **Print** button then **Export Data**. Make the selections as shown, click **OK** and paste the data into **Excel**

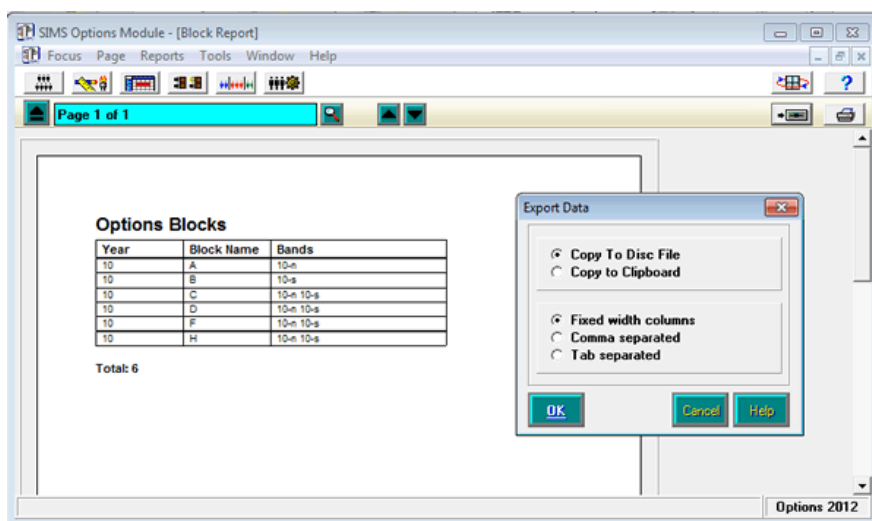


Delete the bottom (totals) row then save the spreadsheet:

A62		fx Total: 60								
	A	B	C	D	E	F	G	H	I	J
1	Class Name	Course	Blocks	Pref	Min	Max	Mal	Fem	Tot	
2	10A.C/Ds1	Double Science	10A,10C	25	20	30	12	13	25	
3	10A.C/Tr1	Triple Science	10A,10C	25	20	30	17	14	31	
4	10A.F/Ds2	Double Science	10A,10F	25	20	30	9	14	23	
5	10A.F/Tr2	Triple Science	10A,10F	25	20	30	19	12	31	
6	10A/Sn1	SCIENCE NAT	10A	25	20	30	7	12	19	
7	10A/Ss1	Single Science	10A	25	20	30	10	6	16	
8	10B.C/Ds2	Double Science	10B,10C	25	20	30	19	9	28	
9	10B.C/Tr2	Triple Science	10B,10C	25	20	30	15	16	31	
10	10B.F/Ds1	Double Science	10B,10F	25	20	30	10	18	28	
11	10B.F/Tr1	Triple Science	10B,10F	25	20	30	15	17	32	
12	10B/Sn1	SCIENCE NAT	10B	25	20	30	7	8	15	
13	10B/Ss1	Single Science	10B	25	20	30	5	8	13	
14	10C.F/Wp1	Work Placement	10C,10F	25	20	30	4	8	12	
15	10C/Ad1	Art (Digital)	10C	25	20	30	4	12	16	
16	10C/Al1	Art (Fine)	10C	25	20	30	2	10	12	
17	10C/Ch1	Child Dev	10C	25	20	30	0	11	11	
18	10C/De1	Duke of Ed	10C	25	20	30	14	4	18	
19	10C/Ge1	Geography	10C	25	20	30	8	11	19	
20	10C/Ge2	Geography	10C	25	20	30	11	8	19	
21	10C/It1	Information Tech	10C	25	20	30	19	4	23	
22	10C/Ms1	Media Studies	10C	25	20	30	6	8	14	
23	10C/Mu1	Music	10C	25	20	30	5	10	15	
24	10C/Ps1	Psychology	10C	25	20	30	8	9	17	
25	10D/Ad1	Art (Digital)	10D	25	20	30	2	20	22	
26	10D/Al1	Art (Fine)	10D	25	20	30	2	16	18	
27	10D/Am1	Music (Access)	10D	25	20	30	8	8	16	
28	10D/Dr1	Drama	10D	25	20	30	3	14	17	
29	10D/Fr1	French	10D	25	20	30	9	17	26	
30	10D/H1	History	10D	25	20	30	14	11	25	
31	10D/H2	History	10D	25	20	30	12	12	24	
32	10D/It1	Information Tech	10D	25	20	30	22	6	28	
33	10D/Sp1	Spanish	10D	25	20	30	6	10	16	
34	10D/Tr1	D&T:Food	10D	25	20	30	3	15	18	
35	10D/Tg1	D&T:Graphics	10D	25	20	30	10	5	15	
36	10D/Tm1	D&T:Materials	10D	25	20	30	19	1	20	
37	10D/Tm2	D&T:Materials	10D	25	20	30	20	0	20	
38	10D/Wc1	Link Course	10D	25	20	30	15	12	27	
39	10F/Bs1	Business Studies	10F	25	20	30	6	9	17	
40	10F/Ds1	Digital Creator	10F	25	20	30	17	4	21	
41	10F/H1	History	10F	25	20	30	7	11	18	
42	10F/H2	History	10F	25	20	30	13	6	19	
43	10F/Ht1	Horticulture	10F	25	20	30	5	14	19	
44	10F/Pe1	Phys Education	10F	25	20	30	9	9	18	
45	10F/Pe2	Phys Education	10F	25	20	30	10	8	18	
46	10F/Pe3	Phys Education	10F	25	20	30	12	6	18	
47	10F/Ps1	Psychology	10F	25	20	30	7	10	17	
48	10H/Ad1	Art (Digital)	10H	25	20	30	12	10	22	
49	10H/Am1	Music (Access)	10H	25	20	30	12	8	20	
50	10H/Bs1	Business Studies	10H	25	20	30	20	5	25	
51	10H/Ch1	Child Dev	10H	25	20	30	0	18	18	
52	10H/Da1	Dance	10H	25	20	30	2	11	13	
53	10H/Fr1	French	10H	25	20	30	11	13	24	
54	10H/Fr2	French	10H	25	20	30	9	16	25	
55	10H/Ge1	Geography	10H	25	20	30	13	12	25	
56	10H/Ge2	Geography	10H	25	20	30	14	10	24	
57	10H/Hs1	Health & Social Care	10H	25	20	30	4	10	14	
58	10H/Ps1	Psychology	10H	25	20	30	13	10	23	
59	10H/Tr1	D&T:Food	10H	25	20	30	12	9	21	
60	10H/Tm1	D&T:Materials	10H	25	20	30	21	1	22	
61	10H/Tr1	D&T:Textiles	10H	25	20	30	2	14	16	
62	Total	60								

d) Export Blocks

From the **Blocks** menu in **SIMS Options**, click the **Print** button then **Export Data**. Make the selections as shown, click **OK** and paste the data into **Excel**



Delete the bottom (totals) row then save the spreadsheet

	A8		fx	Total:
	A	B	C	D
1	Year	Block Name	Bands	
2	10 A		10-n	
3	10 B		10-s	
4	10 C		10-n 10-s	
5	10 D		10-n 10-s	
6	10 F		10-n 10-s	
7	10 H		10-n 10-s	
8	Total: 6			

2. Import data

You should now have up to 4 spreadsheet tables ready to import into School Data Analyser

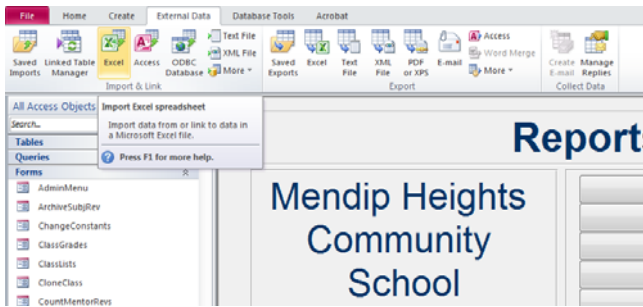
- Student choices
- Subjects
- Classes
- Blocks

If you have already imported choices data for the current academic year, some of these items will not need to be reimported UNLESS the data has changed.

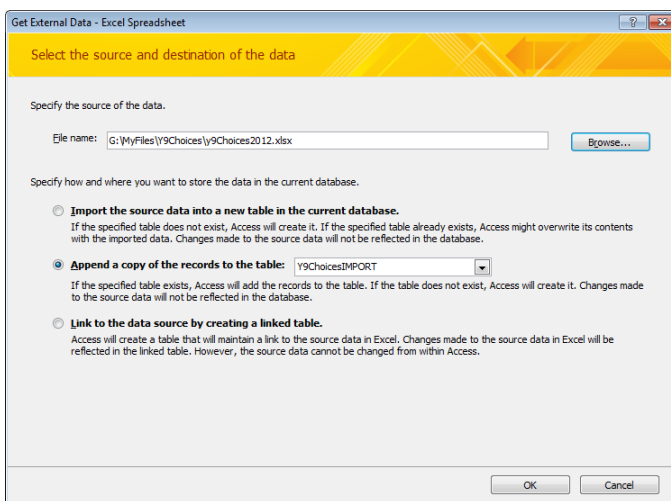
Depending on which of these are being imported, make sure that the relevant import tables in School Data Analyser are empty:

- Y9ChoicesIMPORT
- Y9SubjectsIMPORT
- Y9ClassesIMPORT
- Y9BlocksIMPORT

Open *School Data Analyser*, click *External Data* then click *Excel* on the *Import & Link* menu:

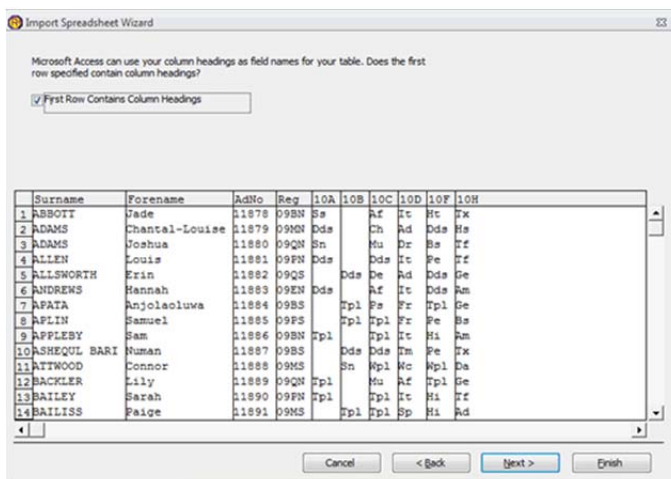


Browse to the spreadsheet containing student choices data. Select *Append a copy to the table Y9ChoicesIMPORT* and click *OK*



The *Import Spreadsheet Wizard* will guide you through the process.

- Select the required worksheet
- Click First Row contains column headings



Similarly, import data to the other tables as follows:

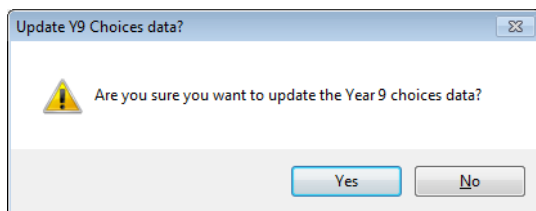
- Subjects to Y9SubjectsIMPORT
- Classes to Y9ClassesIMPORT
- Blocks to Y9BlocksIMPORT

3. Processing the imported choices data

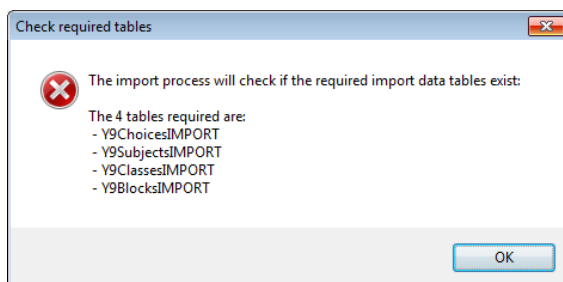
The final step is to process the imported data so it can be used within *School Data Analyser*. From the *Admin Menu*, go to *Y9 Choices Management* then *Update Y9 Choices Data*.



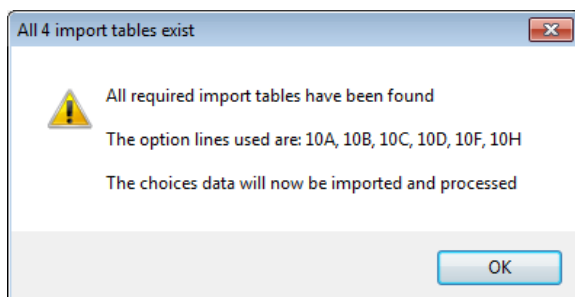
The following message appears:



The import process now checks if the data tables exist:

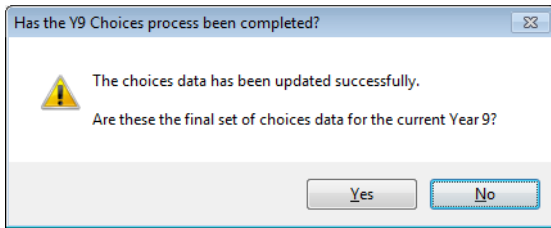


If any of the tables are missing an error message appears and the routine exits. Otherwise a message similar to this appears:



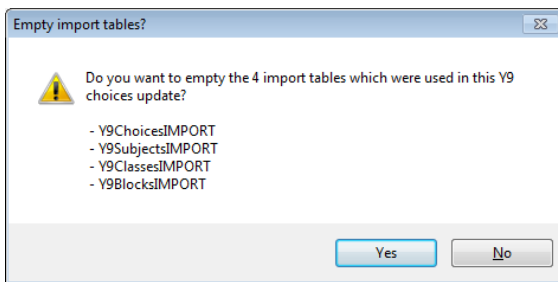
This shows that School Data Analyser has identified the option lines ready for processing.

After clicking OK, the data will be processed. This will take less than a minute. If there are no issues this message will then appear:



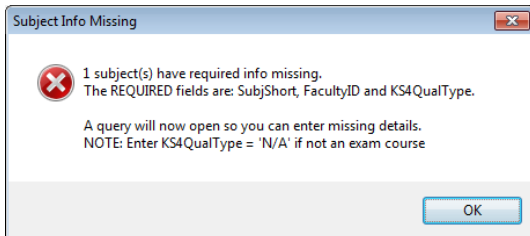
Click **Yes** if this the only (or final) set of choices data to be imported this year
Click **No** if you intend to do further imports later in the year.

Finally you will be asked whether to empty the 4 import tables:



Click **Yes** to empty the tables unless to you wish to keep any of the tables for further use.

NOTE: During the update process, School Data Analyser checks whether there are any new subjects that have not previously been imported. If so, a message similar to this will appear:



Subject	Description	SubjShort	FacultyID	SubjectFilte	KS3SubjTyp	KS4QualTyp	Offsite
Li	iLearn					N/A	
*							

Enter the missing data and the update process will then continue / complete

Subject	Description	SubjShort	FacultyID	SubjectFilte	KS3SubjTyp	KS4QualTyp	Offsite
Li	iLearn	iLearn	Ci			N/A	
*							