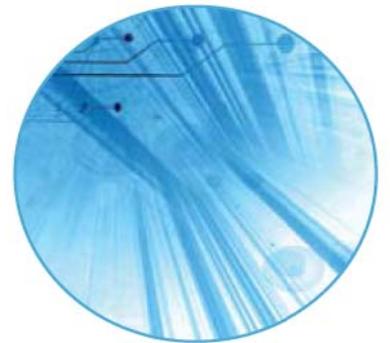
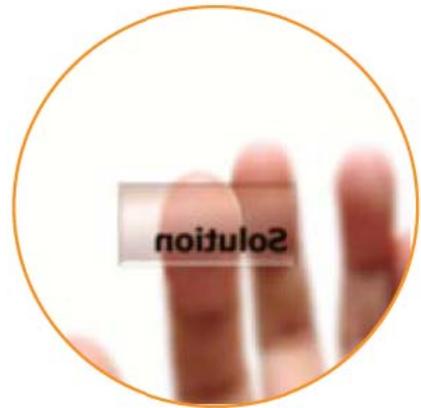


eProfile v3.1 Release 5

Installation Guidance





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eSafety Notice

PTP Software is a standalone piece of software which consists of a database containing pupil's data. Due to the issues surrounds Data Protection we strongly advise that this software is only installed on secure data encrypted laptops and USB (memory ticks).

Under all circumstances pupil / staff data should be held, transported and processed in accordance with the Data Protection Act.

The following link provides access to information on this important area – it is the responsibility of individual schools to ensure that the requirements of the act are met

<http://myweb.bgfl.org/esafety/content/view/119/84/>

Introduction

Please note that the eyeProfile software has been renamed back to its original name 'eProfile'.

Following the guidance notes will enable you to install eProfile v3.1 release 5 or upgrade from eyeProfile v3 to eProfile v3.1 release 5 and get your pupil's details into it.

All existing copies of eyeProfile v3 should be upgraded to eProfile v3.1 release 5

You **MUST** use version 3.1 release 5 for pupils in the current Foundation Stage 2009-2010. The upgrade should be seamless; any existing data entered into version 3 being automatically imported into version 3.1.

You are advised to print out a copy of the User Manual in order to help you use this new version. Instructions for printing the User Manual are included in Appendix 3.

In most schools the software is just used on a single computer (or a number of stand-alone computers), and this is the setup for which the following notes apply.

What you need to do next

Before downloading and upgrading to the new version you **MUST** make a backup of the data in the current version of eyeProfile.

I already have a version of the software on my computer:

- Check what version of the software you currently have installed on all workstations.
- Download and install the new eProfile (v3.1 release 5) software.

I haven't used the eProfile software before and it isn't on my computer:

- Download and install the new eProfile (v3.1 release 5) software.

In addition after installing the software you may need to:

- Type in some details about your setting such as name and URN/DCSF number
Enter the children's details for your current foundation 2010 cohort if you are using the software for the first time or haven't imported them from an earlier backup. Enter the details by typing them in or import all the details in one go from SIMS.net or Facility.
- For detailed instructions on how to perform these tasks please see the corresponding section in these notes.

If you have entered assessment data against the 2010 cohort in eyeProfile v3:

- Start up eyeProfile v 3, select the 2010 cohort and log in.
- There is no need to change any data. Just quit the software. When asked if you want to make a backup of the data **select YES**.
- Quit eyeProfile

If you have historic assessment data against other cohorts in eyeProfile v3:

- Start up eyeProfile version 3, select the 2009 cohort and log in.
- There is no need to change any data. Just quit the software. When asked if you want to make a

backup of the data **select YES**.

- Repeat for any other cohorts you wish to back up.
- Quit eyeProfile

Schools that have already started entering results for 2010 in eyeProfile v3:

- Existing results for 2010 can be transferred across after the eProfile v3 release5 is installed.
- This is automatic, the eProfile v3.1 release 5 attempts to pick up the relevant 2010 data when it is used for the first time.
- **Please note** *this only works if eProfile and eyeProfile have both been installed in the default way without changing file locations.*

Schools that have previous year's data in the eProfile that they wish to retain.

- Data for previous years is retained in a 'capped' version of the older software. This enables you to access data recorded in previous years (up to 2008).

Warning:

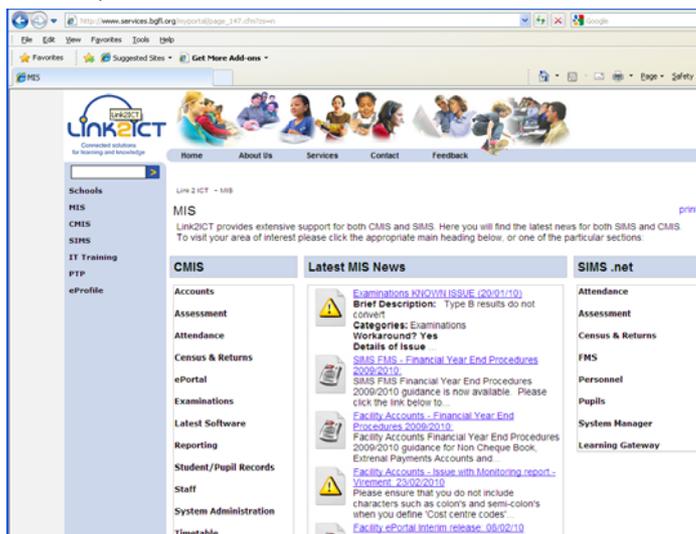
You should ensure that **all copies** of the eProfile software are upgraded within your setting e.g. if you use the software in the classroom and sometimes transfer assessments to an office computer you should make sure both versions are upgraded to version 3.1 release 5 of the software. If this isn't done it can cause problems in the future if you attempt to move assessments between computers and you may lose work or corrupt data.

After you have run the upgrade, you should only use eProfile V3.1 release 5 to record the current 2010 cohort's assessments and view historic data for 2009 cohort.

The capped eProfile V2 should only be used to view your historic data.

Downloading and Installing eProfile

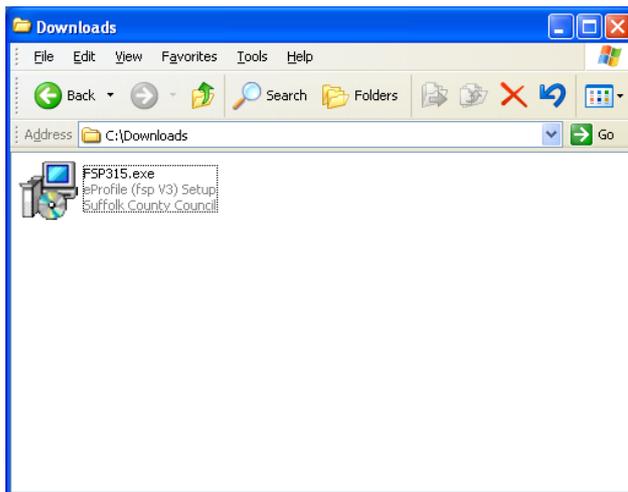
- Using Internet Explorer (or another web browser) go to www.link2ict.org and then navigate to **Schools, MIS.**



- From the menu on the left, click **eProfile** and then **click on the link to the latest version of the eProfile software (v3.1 release 5) under Documents and Files.**
- Right click on the text and select **'Save Target As'**
- In the **Save In** dialogue box select the **C:\Downloads** folder on your computer.
If you do not have a Downloads folder, right click anywhere in the window and select **New** from the dropdown menu. Name the folder **Downloads**. Double click on this new folder name.
- Click on **Save**. A File Download window will appear that will indicate the progress of the download.
- Right-click on the **Start** button at the bottom of your screen. Click on **Explore**.



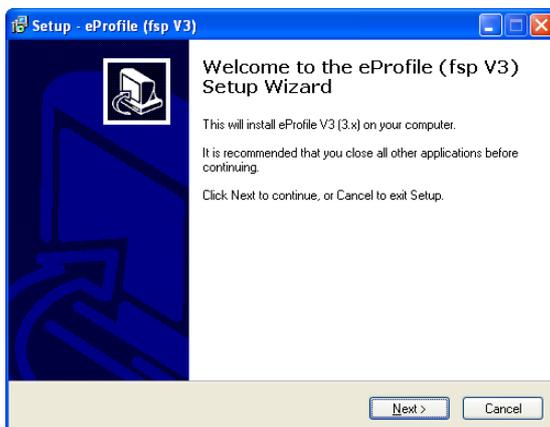
- Find and open the **C:\Downloads** folder into which you saved the program



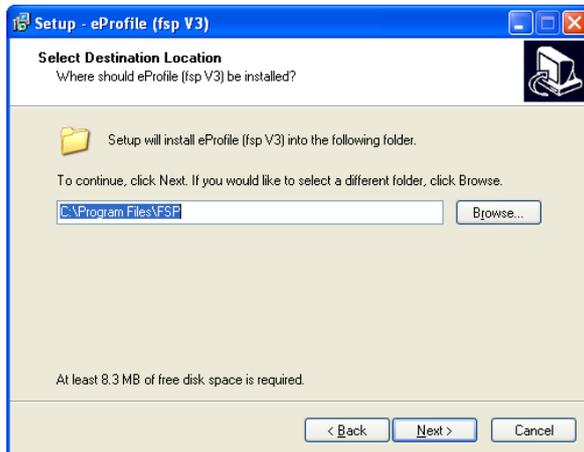
- Double click on the file **fsp315.exe**.



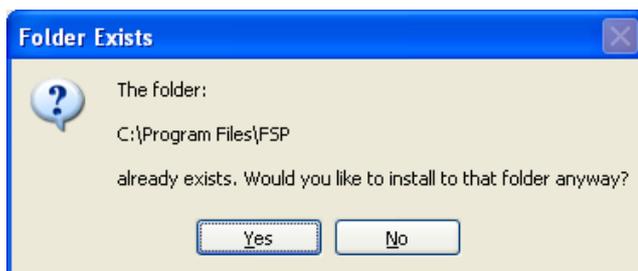
- This will start the installation process.



- Click on **Next**
- The **Select Destination Location** window appears.

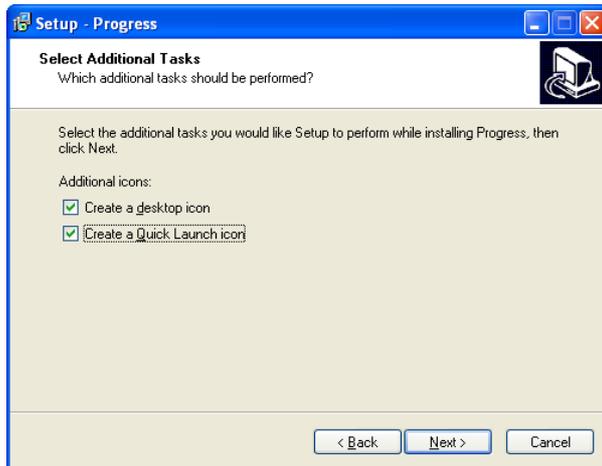


- The window shows the default installation folder. **Do not change the default path**, but just click on **Next**.
- **If you received a message that a folder already exists, click yes to install to the folder anyway.**

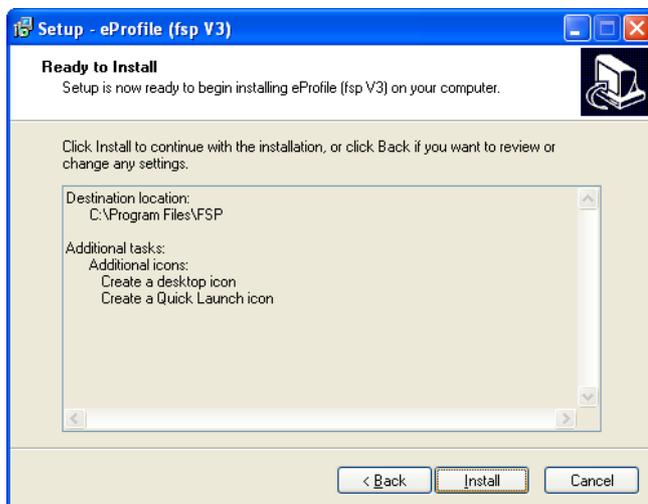


Please note that this software should be installed on a LOCAL drive and NOT a NETWORK drive.

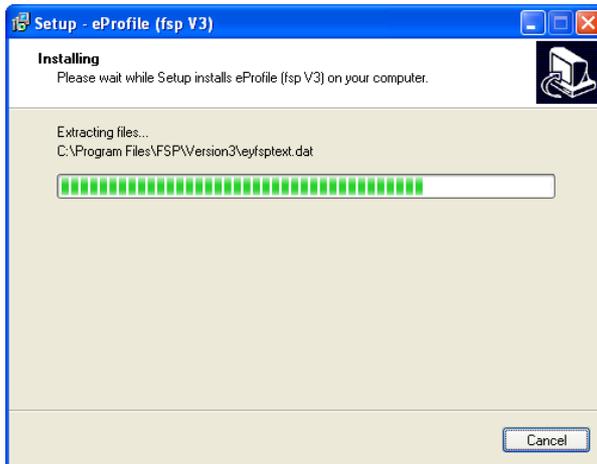
- The next window is **Select Additional Tasks**.



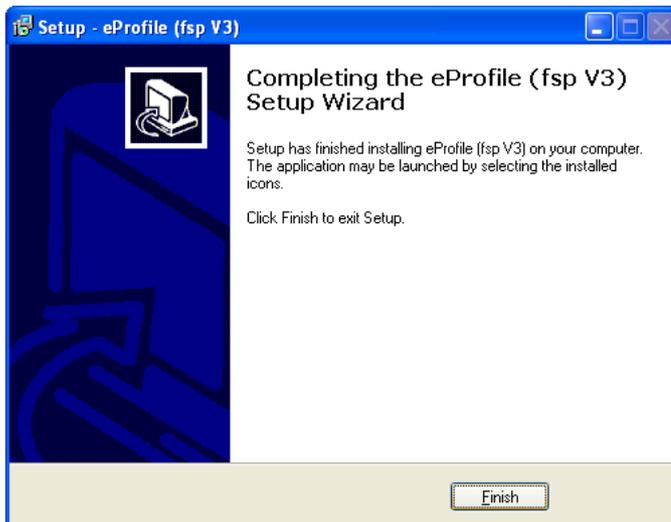
- Here you are asked if you want to create a Desktop icon and Quick Launch Icon. **Ensure both checkboxes are ticked.** The **Quick Launch Icon** will be placed on the taskbar at the bottom of the desktop and means the icon will be visible at all times.
- Click **Next**
- Ready to Install



- Click **Install**



- When the installation process has been completed. Click on **Finish**.



Installation on a Stand Alone Computer

In order to install the software on a computer not attached to the network it will first be necessary to download the program file fsp315.exe into the folder C:\Downloads, following the instructions above. This will download the software onto a networked school computer.

- You will then need a memory stick to transfer the program installation file (**ftp315.exe**) onto the stand alone computer.
- Insert the memory stick which has the downloaded software on it into a USB port on the computer.
- Right click on **Start**. Click on **Explore**.
- Find the folder into which the eProfile installation program has been downloaded. Double click on the yellow folder next to the folder name. This will open up the folder and you can see the contents on the right hand side of the window.
- **Right-click** on the file name **fsp315.exe** to highlight the name and select **Copy** from the dropdown menu.
- Browse down the left hand side of the window until you find a disk drive labelled **Removable Disk (E:)** (or something similar, to indicate that the disk drive is a temporarily available storage drive).
- Double click on the Removable Disk drive. In the right-hand window, **right-click** and select **Paste**. The fsp315.exe name should appear in the file list on the right.
- Browse down the left hand side of the window until you find a disk drive labelled **Removable Disk (E:)** (Or something similar, to indicate that the disk drive is a temporarily available storage drive) and right click. Click on **Eject**.
- Remove the memory stick and insert it into a USB port on the standalone computer. On the standalone computer tight –click on **Start** , then select **Explore**.
- Browse down the left hand window until you find the **Removable Disk Drive (E:)** (Or something similar).
- Follow the steps detailed in the preceding section to carry out the software installation.

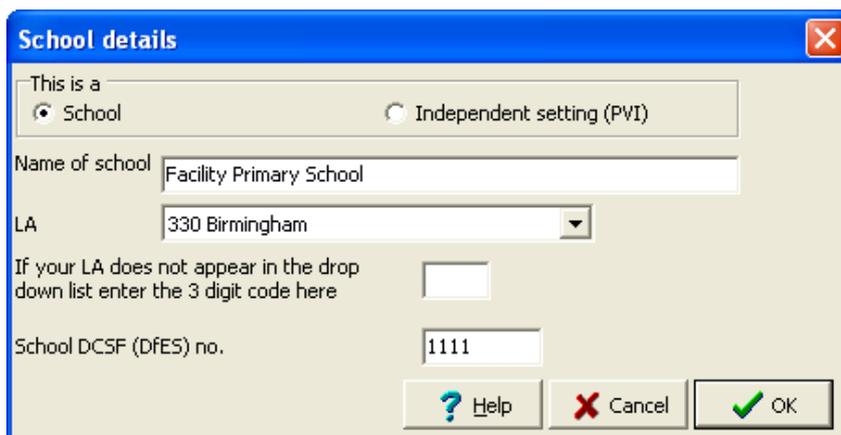
Using the software for the first time

When you use the eProfile software for the first time you will be asked for some details about your setting.

If you have imported assessments from an earlier copy of the eProfile you may not need to enter these details again.

The settings you enter can be easily changed at any time within the software.

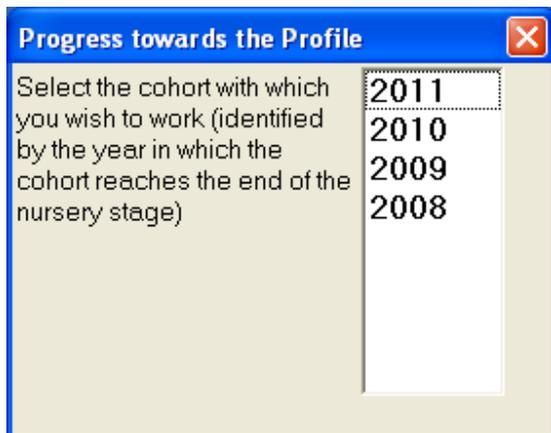
- You may get a welcome message. Click on 'Yes'.
- You will then be prompted to enter your correct school name, LA name and 4digit DCSF number.



- Please ensure that School is selected and then enter the details required.
- You will be prompted for the password.
- The default password is **'password'**



- You will then need to select the correct cohort.
- **In the Academic Year 2009/2010 please select 2010**



- You now ready to add the **Foundation pupils** into eProfile; these can be entered directly into eProfile or imported from your MIS by following the notes for either Facility or SIMS.net.

Using eProfile with SIMS.net Management Information System

If you have not imported existing 2010 assessments from an earlier version you will need to enter some details for each child, such as name and data of birth. These can be manually entered directly into eProfile or your MIS can produce a list in the right format that can be imported in one go.

If you have already imported the 2010 cohort's pupil details into the previous version of the software you do not need to re-import their details.

If you are using **SIMS .net** you should already have the extract report on your system which you will need to run to extract pupil details from SIMS .net, if you do not have the report.

FSPupilExtract2008.RptDef it is available to download from the BGFL by clicking on the link [SIMS FSP extract report: 10/01/08](#) to display the details.

Or

- Using Internet Explorer (or another web browser) go to www.link2ict.org and then navigate to **Schools, MIS**.



The screenshot shows the Link2ICT website interface. The top navigation bar includes 'Home', 'About Us', 'Services', 'Contact', and 'Feedback'. A left-hand menu lists various services: Schools, MIS, CMIS, SIMS, IT Training, PTP, and eProfile. The main content area is titled 'eProfile' and contains a message about the software being launched for Foundation Stage Assessment. Below this, there are sections for 'News' and 'FAQs'. The 'Documents and Files' section is highlighted and contains several links, including 'FSP Data Import Guidance 2009', 'eyeProfile (Version 3) Software 27/04/09', and 'SIMS report to extract eProfile pupil data: 10/01/08'. The 'SIMS report to extract eProfile pupil data: 10/01/08' link is the one mentioned in the instructions.

- From the menu on the left, click **eProfile** and then **click on the link to 'SIMS report to extract eProfile pupil data: 10/01/08'** under **Documents and Files**.



- Right click on the text **Download File** and select 'Save Target as'



- Navigate to **C:\Program Files \SIMS\SIMS.net**
- Click **Save**.
- The file is called **FSPupilExtract2008.RptDef**.

- Before extracting any data from SIMS.net it is necessary to check that **ALL** pupils have a UPN.
- To extract pupil data from SIMS.net it is necessary to import this report (if you do not already have it) into SIMS.net. **This report should be imported into SIMS.net using the guidance notes in Appendix 1.**
- Once the report is available in SIMS.net it should be run.
- Click on **Reports**
- Double click on **Focus**, Double click on **Student**.
- Scroll down until you find the report called **FSPupilExtract2008**.
- Double click on the report name and the report will run automatically.

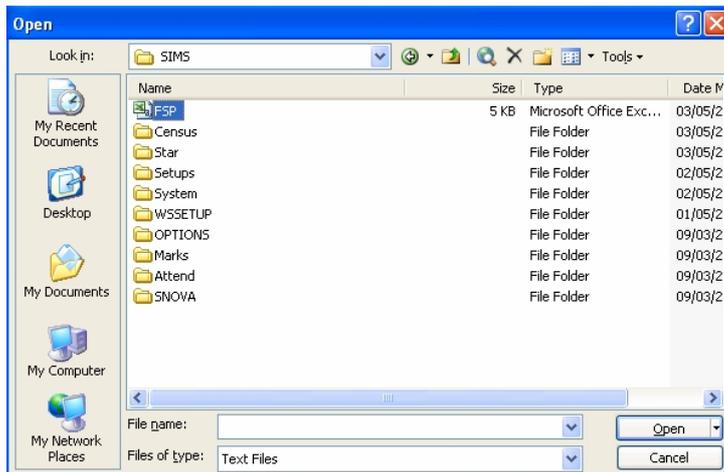
Name	Focus	Owner	Supplier	Updated	Vers
Ethnicity Analysis by Age	Student	Imported	CES Reporting Services	06/11/2007	
Exclusions	Student	Imported	CES Reporting Services	06/11/2007	
Export to Alice	Student	Imported	931 1234 Softlink Euro...	05/12/2005	
Export to Alice	Student	Imported	CES Reporting Services	06/11/2007	
Family Links - Siblings (Students)	Student	Imported	CES Reporting Services	06/11/2007	
Free School Meal Expired Report	Student	Imported	CES Reporting Services	06/11/2007	
Free School Meal History Report	Student	Imported	CES Reporting Services	06/11/2007	
FS Pupil Extract 2007	Student	Imported	WATERS EDGE PRI...	06/11/2007	
FS Pupil Extract 2008	Student	Gillian Grosvenor	WATERS EDGE PRI...	06/11/2007	
Home Language Not English	Student	Imported	CES Reporting Services	06/11/2007	
In care Ended Report	Student	Imported	CES Reporting Services	06/11/2007	
In care History Report	Student	Imported	CES Reporting Services	06/11/2007	
Individual Student Achievement Letter	Student	Imported	CES Reporting Services	06/11/2007	
Individual Student Achievement Listing	Student	Imported	CES Reporting Services	06/11/2007	

- When the report has produced the output file you will see a success message.



- The data produced should be exported into a file called **C:\SIMS\FSP.csv**. This is a text file, but the CSV extension means that data items are separated by commas.
- Click **OK**.
- Unfortunately the format of the date of birth as extracted by SIMS.net is not the right format for the eProfile software so it is necessary to modify the format as follows:

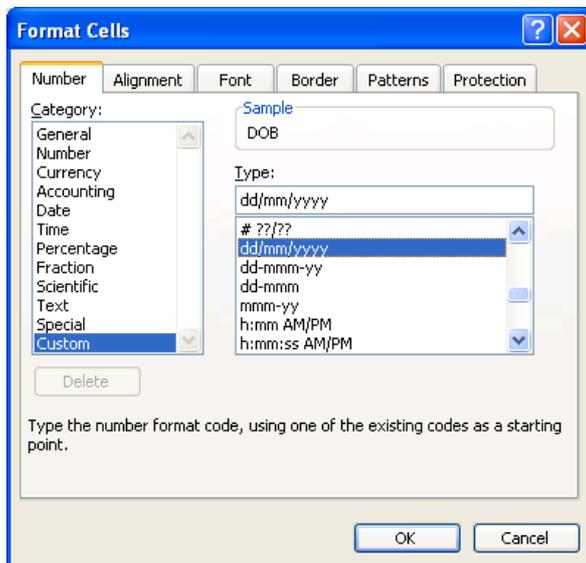
- Load **Microsoft Excel**.
- Load the data file you have just saved (**C: \SIMS\FSP.csv**). In order to enable the file to display in the list of files you will need to change the file of type at the bottom of the dialogue box to text files.



- Highlight **FTP** and click **Open**
- Click on the **E** at the top of the **DOB** column. The whole column should then be highlighted.

	A	B	C	D	E	F	G	H	I	J
	UPN	Surname	Forename	Gender	DOB	Class	Postcode			
2	M8202001	Ackton	Stanley	M	18-Dec-01	ASH	PE11 1AY			
3	B8202001	Affleck	Alexis	F	20-Jul-02	PINE	MK42 8NL			
4	Q8202001	Aloia	Paolo	M	20-Jul-02	ASH	LL11 1EB			
5	E8202001	Bagnall	Keith	M	#####	OAK	PE11 1BN			
6	U8202001	Barr	Wendy	F	17-Apr-02	ASH	AB10 1BB			
7	H8202001	Chang	Xhang	M	28-Feb-02	PINE	LL11 1AG			
8	X8202001	Channing	Herbert	M	07-Jul-02	OAK	PE11 1BS			
9	L8202001	Cox	Toby	M	14-Dec-01	ELM	LL11 1BA			
10	A8202001	Emerston	Samuel	M	09-Jan-02	ASH	PE11 1BT			
11	L8202001	Foss	Cameron	M	15-Sep-01	PINE	LL11 1AG			
12	A8202001	Ghandi	Hernal	M	15-Jul-02	OAK	LL11 1BT			
13	P8202001	Giacomo	Stefano	M	02-Apr-02	PINE	LL11 1BB			
14	D8202001	Harding	Yana	F	#####	OAK	BT1 1DJ			
15	T8202001	Ishaque	Azair	M	05-Apr-02	ELM	LL11 1EB			
16	G8202001	Kane	Jasmine	F	31-Oct-01	ELM	BT1 1HH			
17	W8202001	Katumba	Namuli	F	24-Dec-01	PINE	MK1 1GH			
18	K8202001	Keeton	Kai	M	24-Oct-01	OAK	AB10 1HF			
19	Z8202001	Lawley	Alexander	M	28-Sep-01	ELM	AB10 1AS			
20	N8202001	Lawley	Madeline	F	17-Sep-01	OAK	AB10 1AU			
21	Z8202001	Miah	Ali	M	23-Feb-02	PINE	AB10 1AN			
22	N8202001	Muharemi	Nehal	F	02-Jun-02	OAK	BT1 1FJ			
23	Q8202001	Murray	Amber	F	#####	ELM	MK5 7EU			
24	E8202001	Nguyen	Henry	M	14-Feb-02	PINE	PE27 5WX			
25	C8202001	Pal	Antonio	M	30-Oct-01	ASH	LL11 1DY			
26	R8202001	Palmeri	Laura	F	13-Feb-02	ASH	AB10 1AS			
27	U8202001	Patel	Hansa	F	06-Feb-02	OAK	PE6 8SX			
28	H8202001	Patel	Minal	F	19-Apr-02	OAK	MK11 1BQ			
29	X8202001	Phillips	Bethany	F	18-Nov-02	ASH	MK42 9DP			
30	L8202001	Richmond	Georgia	F	04-Jan-02	PINE	BT1 2AG			
31	A8202001	Russell	Joshua	M	18-Jun-02	ELM	MK10 9GL			

- Move the **cursor** over the highlighted column and the **cursor** should change to a white cross.
- **Right click** anywhere in the highlighted column and select **Format Cells**.



- Click on **Custom**. In the **Type** column find the format **dd/mm/yyyy** and highlight this setting. If this format does not exist type in **dd/mm/yyyy** in the editing box which is located immediately

under the heading Type.

- Click on **OK**
- Click on **File**
- Click on **Exit**
- You will be asked if you want to save the changes you have made. Click on **Yes**.
- Do not change the file location, just click on **Save**.
- When asked if you want to replace the existing file, click on **Yes**.

A pop-up window warns about compatibility issues, just click on **Yes**.

**PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO EXPORT THE NAMES DETAILS FROM
SIMS.net IF YOU CURRENTLY STORE THE DETAILS OF YOUR FOUNDATION PUPILS
IN THE SYSTEM.**

Using eProfile with Facility (CMIS) Management Information System

If you have already imported pupil details into the previous version of the software you do not need to re-import their details.

If you are using **Facility** you should already have the extract report on your system which you will need to run to extract pupil details from Facility.

If you do not have it, it is available to download from the BGFL by clicking on the link [CMIS FSP Extract Report: 21/01/2008](#)

Or

- Using Internet Explorer (or another web browser) go to www.link2ict.org and then navigate to **Schools, MIS**.



- From the menu on the left, click **eProfile** and then **click on the link to 'CMIS report to extract eProfile pupil data: 21/01/08'** under Documents and Files.

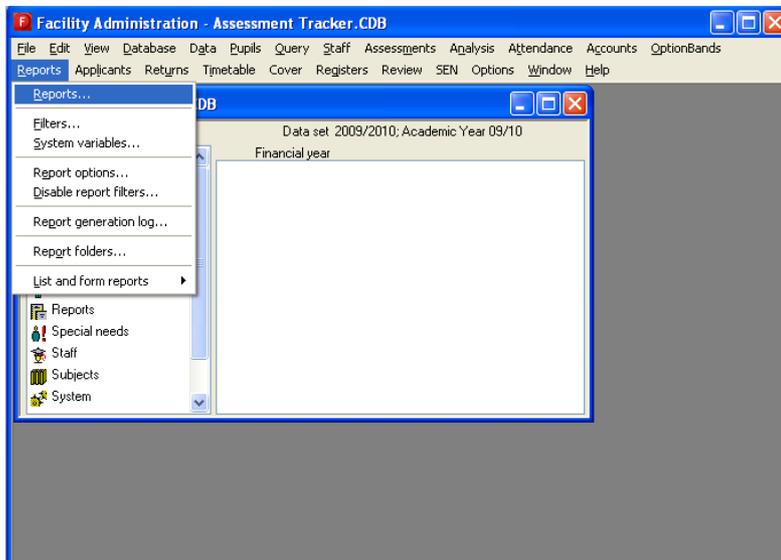


- Right click on the text and select '**Save Target as**'

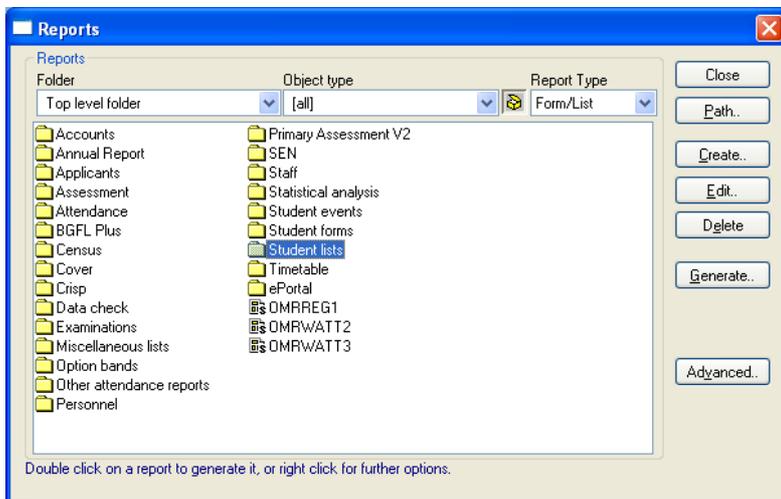


- **Navigate to C:\Admin**
- Click **Save**.
- The file is called **eprofiledata0507.rp**
- Before extracting any data from **Facility** it is necessary to check that **ALL** pupils have a **UPN & Postcode**.
- To extract pupil data from **Facility** it is necessary to import this report (if you do not already have it) into **Facility**. This report should be imported into **Facility** using the guidance notes in Appendix 2.

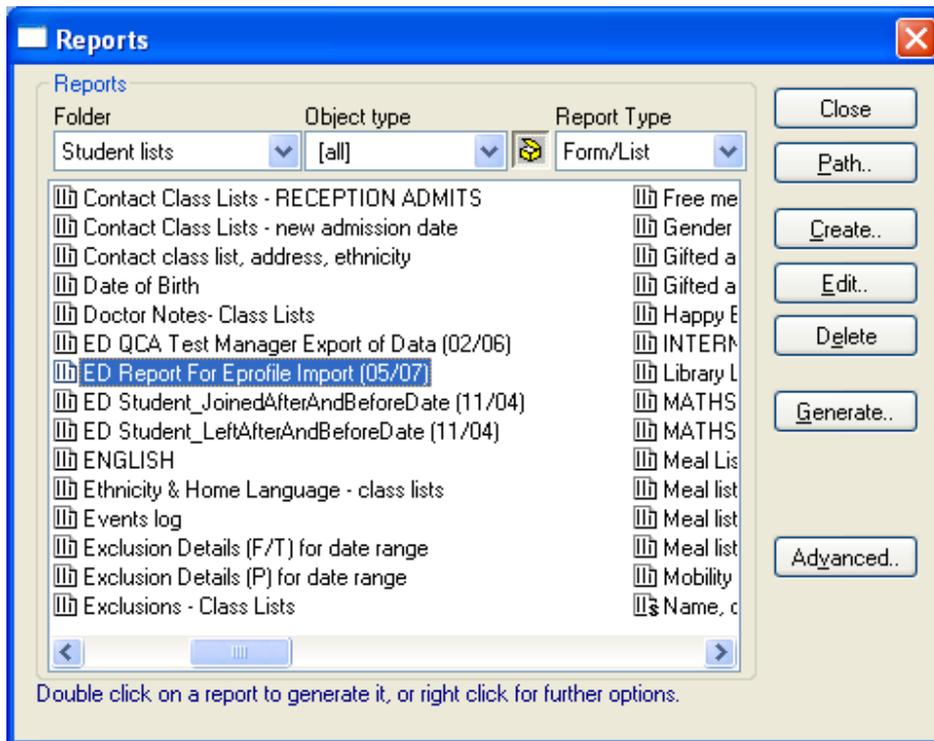
- Log into **Facility** once the report has been imported.
- Click on **Reports/ Reports**



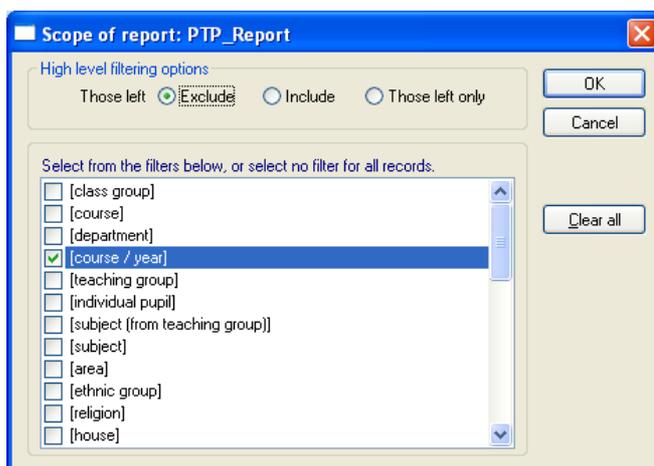
- In the window that opens double click on the yellow folder called **Student Lists**.



- This is the folder where the report you have imported is stored. The report is called **ED Report For Eprofile Import (05/07)**

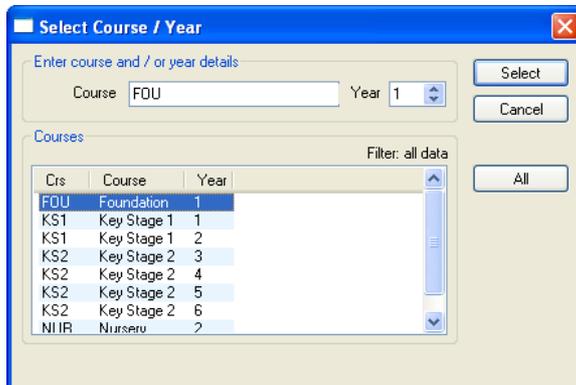


- Highlight the report and click on **Generate**
- When the Scope of Report window appears click on the tick box next to **Course / Year**. Ensure that **Exclude Those left** is selected if this option appears at the top of the window.

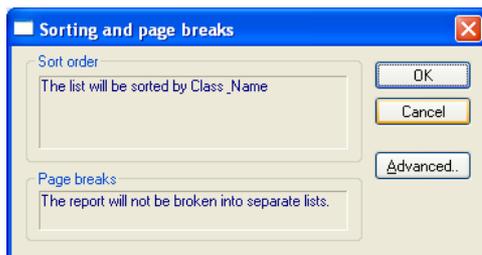


- Click **OK**

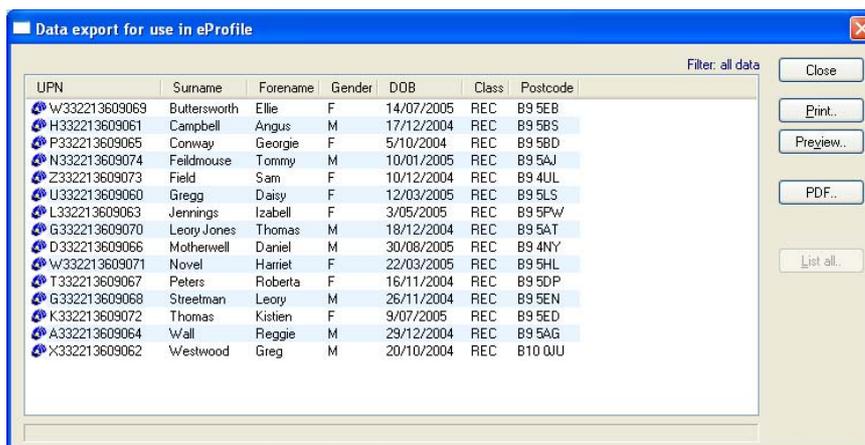
- From the **Select Course / Year** window choose **Foundation**.



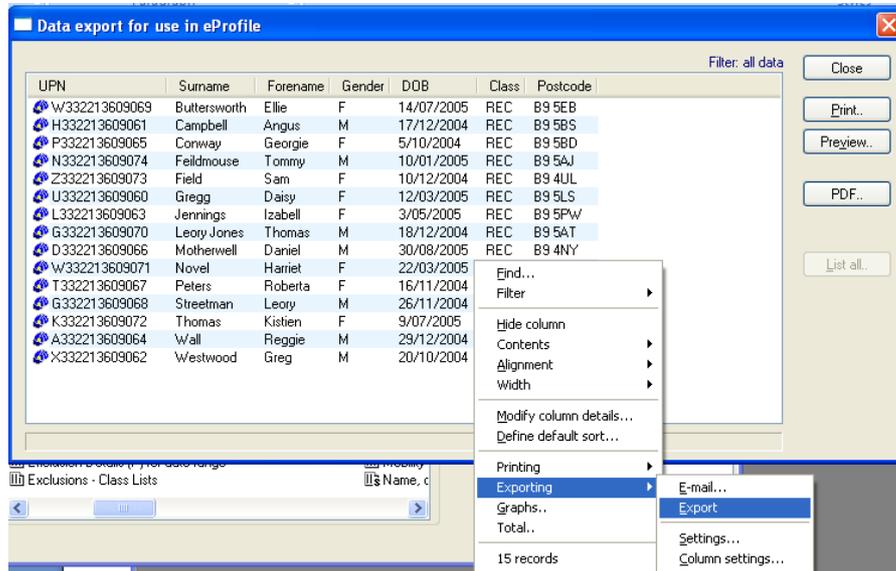
- Click **Select**
- Click **OK**



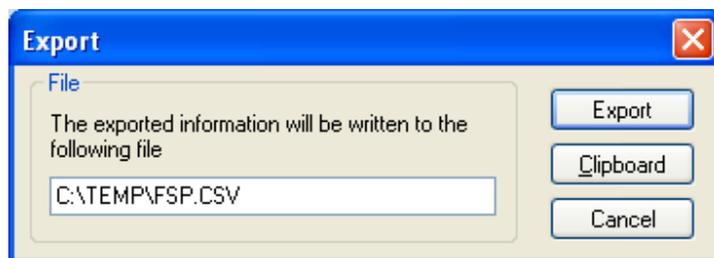
- The list of pupils in **Foundation stage** will appear on the screen in class order. Check that every pupil has a complete set of data, including **UPN & Postcode before** exporting their data.



- If **all** of the data is correct then **right click** anywhere in the list window and select **Exporting / Export** from the menu.



- In the empty box type in **C:\TEMP\FSP.CSV**



- Click **Export**.
- Click **Close**.
- Click **Close**.

PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO EXPORT THE NAMES DETAILS FROM FACILITY IF YOU CURRENTLY STORE THE DETAILS OF YOUR FOUNDATION PUPILS IN THE SYSTEM.

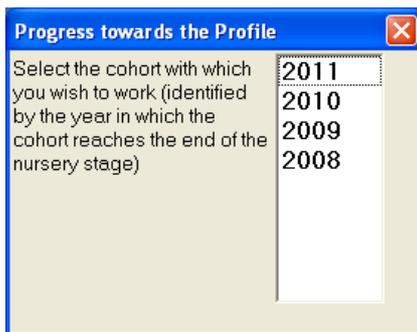
Importing Extracted Pupil Data into eProfile

Now that the required data has been exported from SIMS.net or Facility and saved into the file FSP.csv it can be imported into the eProfile software.

- From the desktop either click once on the EYfsp icon on the quick launch taskbar at the bottom of the screen or double-click on the EYfsp icon on the desktop.



- Select **2010** from the cohort list.



- Enter the password and click on **Enter**. If you make a mistake whilst entering the password, but fail to correct the error and click on Enter, the program will stop running and drop back to the desktop.

The password



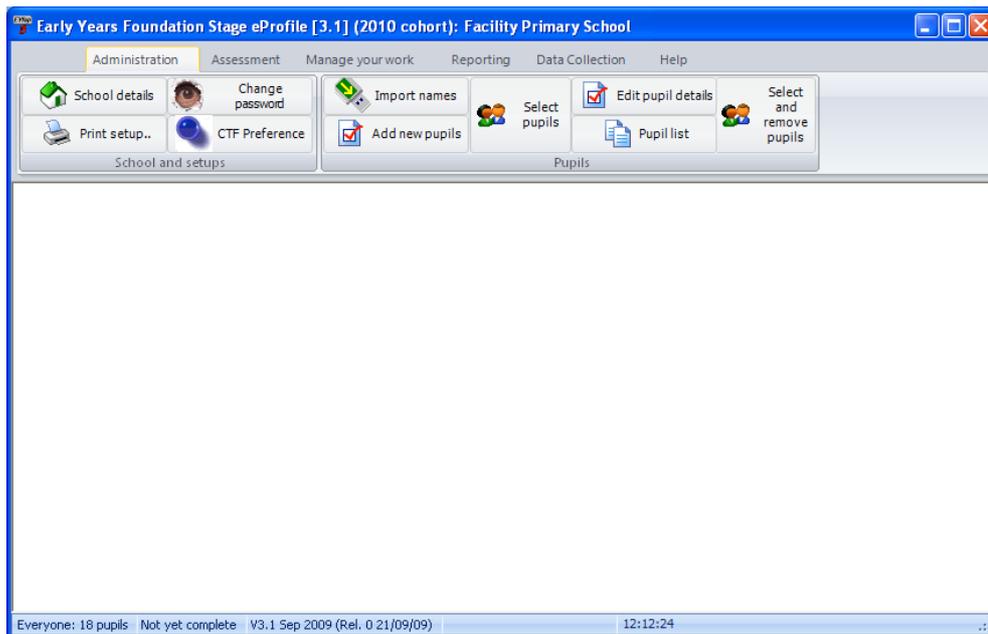
- Click **OK**



- Click **OK**



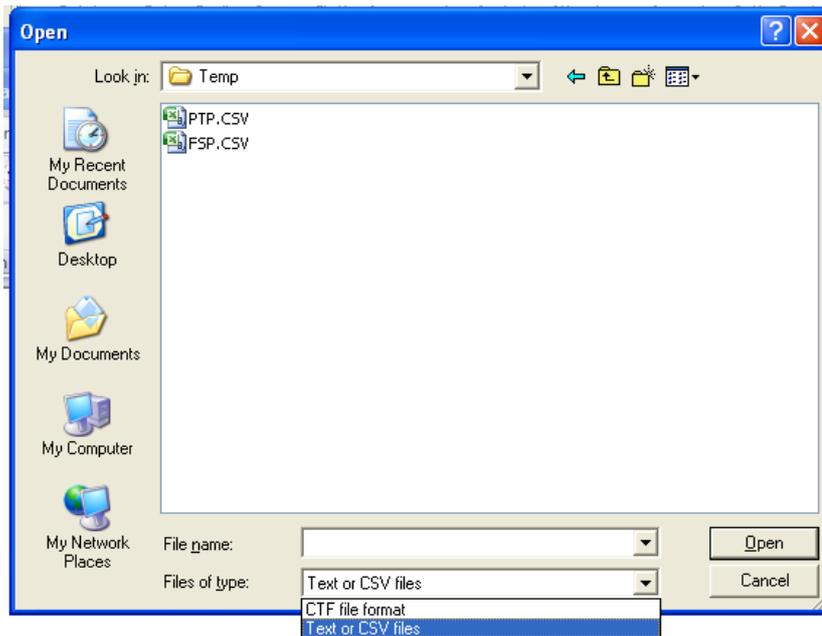
- Click on **Administration** on the top menu bar.



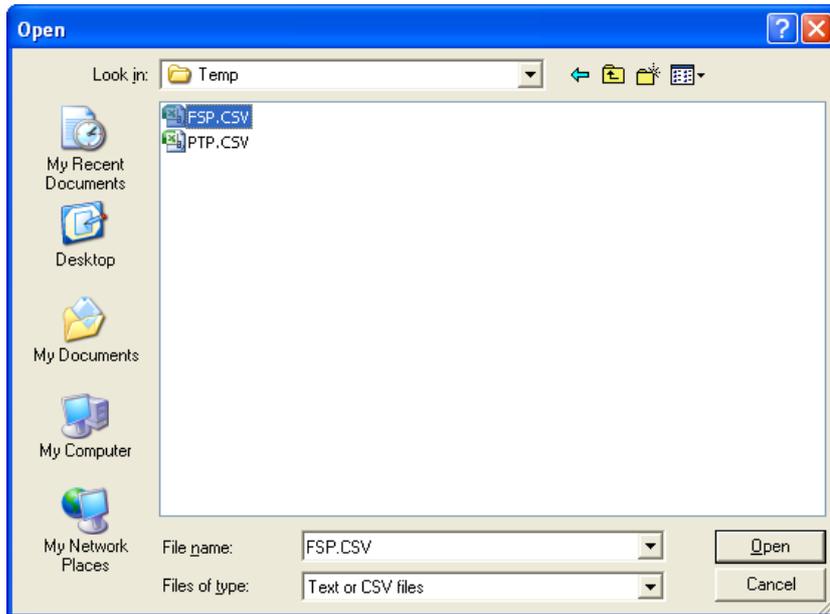
- Click on **Import Names** from the menu list that appears, and then click **OK** on the pop-up window that appears.



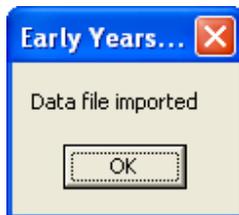
- Change the Files of Type from CTF to **Text or CSV**.



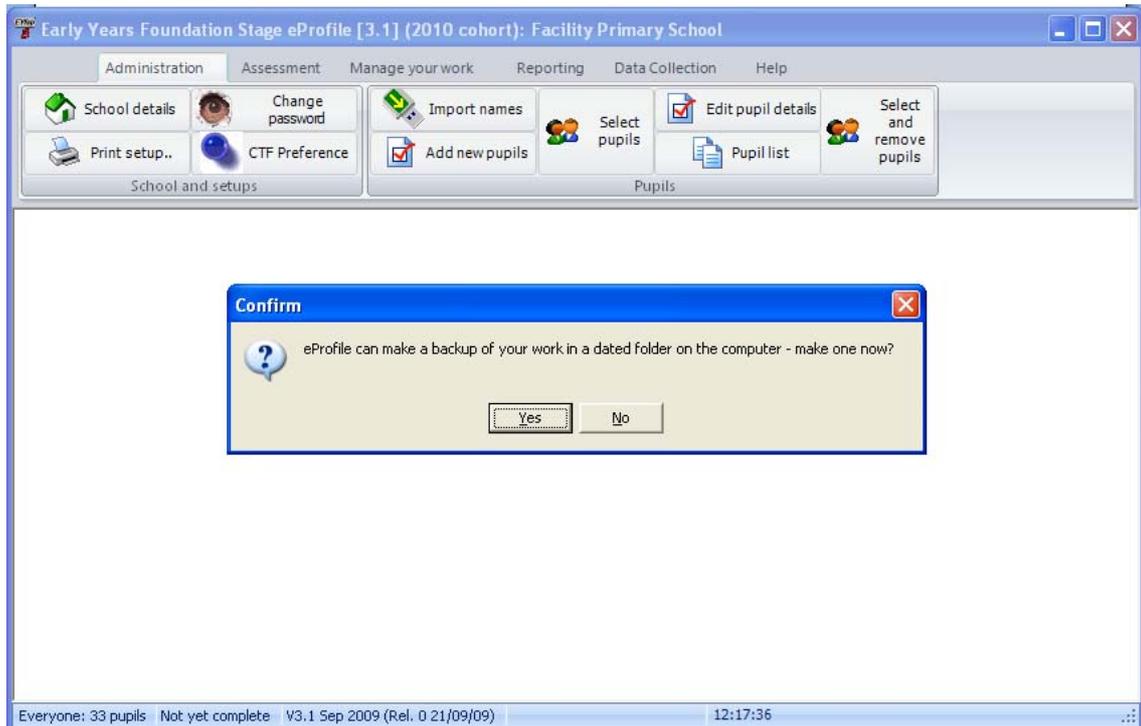
- **Browse** through the folders to the location you used to store the **ftp.csv** file you have created. **C:\TEMP\FSP.CSV for Facility and C:\SIMS\FSP.csv. for SIMS.net .**



- Highlight the file name **FSP.CSV** and click on **Open**.
- Click **OK** to message to say that the data has been imported correctly.



- If you close the software down it will ask if you want to make a backup. It is advisable to do so. It will not overwrite the previous backup taken today as you will be using a different cohort.



- Click **Yes**

Appendix 1

Importing a Report into SIMS.net

- Select **Reports** then **Import** to open the Import report(s) dialogue.
- Click the **Open** button to open the Select the report file to Import dialogue.
- Navigate to the folder containing the file called **FSPupilExtract2008.RptDef**. This should be in **C:\Program Files \SIMS\SIMS.net**
- Click the **Open** button to return to the Import report(s) dialogue.
- The status of the selected report should be **pending** and there should be a tick in the checkbox.
- Click the **Import** button to complete the import process.
- When the status changes to **imported** click the **Close** button.

Appendix 2

Importing a Report into Facility

- Before starting the import procedure ensure that you have sufficient access rights to enable you to carry out the report import process.
- Click on **Reports** on the top menu bar.
- Click on **Reports** from the drop-down menu.
- In the window that opens double click on the yellow folder called **Student Lists** (or pupil lists in some schools).
- Click on the **Advanced** button.
- Click on **Import**.
- When asked if you want to import into the current folder select **Yes**.
- Navigate to the folder where the report file **eprofiledata0507.rp** is located (**C:\Admin**).
- Highlight the file name (**eprofiledata0507.rp**) and click on **Open**.
- The new report (**eprofiledata0507.rp**) for eProfile Import will initially appear at the end of the list.

Appendix 3

Printing the User Manual

You will need to have Adobe Acrobat Reader installed on the computer before you can access the eProfile Manual. If you do not have Adobe Acrobat Reader installed you can download it using the internet from <http://www.adobe.com/products/acrobat/readstep2.html> and then install from the downloaded program file.

- To print the manual that comes with the **FSP** software **click** on
- **Start > Programs > Foundation Stage Profile > V 3 User guide**
- When the guide opens you can click **print**.

Contacts

For technical installation queries and assistance

Please contact the Link2ICT Service desk:

Telephone: 0121 303 5100

Fax: 0121 303 3552

For assistance on using eProfile

Please contact the Assessment Unit:

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