

## eProfile v3.1 Release 5

# Installation Guidance





eSaftey Notice	Error! Bookmark not defined.
Introduction	3
What you need to do next	5
Installation on a Stand Alone Computer	12
Using the software for the first time	13
Using eProfile with SIMS.net Management Information Sy	stem15
Using eProfile with Facility (CMIS)	21
Management Information System	21
Importing Extracted Pupil Data into eProfile	27
Appendix 1	
Importing a Report into SIMS.net	32
Annendix 2	33
Importing a Report into Facility	
Appendix 3	34
Printing the User Manual	34
Contacts	35



### 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 v3.1release 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.



eProfile Version 3.1 Release 5 Installation Notes (March 2010)

Page 8 of 35

- 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**.

Setup - Progress	
Select Additional Tasks Which additional tasks should be perf	formed?
Select the additional tasks you would click Next.	like Setup to perform while installing Progress, then
Additional icons:	
🗹 Create a <u>d</u> esktop icon	
🗹 Create a Quick Launch icon	

- 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

18 Setup - eProfile (fsp V3)	
<b>Installing</b> Please wait while Setup installs eProfile (fsp V3) on your computer.	
Extracting files C:\Program Files\FSP\Version3\eyfsptext.dat	
	Cancel

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

🔂 Setup - eProfile (fsp V3	
	Completing the eProfile (fsp V3) Setup Wizard Setup has finished installing eProfile (fsp V3) on your computer. The application may be launched by selecting the installed icons. Click Finish to exit Setup.
	<u>Einish</u>

### 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.

School detai	ls 🗙
This is a School	C Independent setting (PVI)
Name of school	Facility Primary School
LA	330 Birmingham
If your LA does i down list enter t	not appear in the drop he 3 digit code here
School DCSF (Df	ES) no. 11111
	? Help 🗙 Cancel 🗸 OK

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

Password		word
Enter the password	Enter	ord
I	lgiveup	

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

Progress towards the Profile	- 🔀
Select the cohort with which you wish to work (identified by the year in which the cohort reaches the end of the nursery stage)	2011 2010 2009 2008

• 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 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 <u>SIMS</u> <u>FSP extract report: 10/01/08</u> to display the details.

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 'SIMS report to extract eProfile pupil data: 10/01/08' under Documents and Files.

LINKZIC	т 🍇 🛎 🎝 👙 🦓 🛞 👘 🦉 🦉						
for iterating and knowledge	Home About Us Services Contact Feedback						
Schools MIS CMIS SIMS II Training	eProfile SIMS report to extract eProfile pupil data: 10/01/08	print					
РТР	Download file	back					
eProfile	Description						
	To save the report to disk right click on Download file then Save Link As. When saved import the report into into SIMS. Run the report to extract Foundation Stage outpil data. Follow the guidance notes to convert data into the correct format.						
	Group Affiliation:						
	Link2iCT						
	Subject/Category:						
	Link2ICT_SIMS_Docs_Files, Link2ICT_MIS						
	Age Relevance:						
	Copyright Holder:						
	Link2ICT						
	Download file	back					

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

ion rearring and knowledge	Home About Us Services	Contact Feedback
>		
Schools	Link 2 ICT - MIS	
MIS	eProfile	print
CMIS		
SIMS		
IT Training	SIMS report to extract	t eProfile pupil data: 10/01/08
PTP	Download file	back
eProfile	Open Descripti Open in New Tab	
	Foundatio Save Target As	ice notes to convert data into the correct format.
	Group At Print Target	Constructional and a state provide a construction of the state of the
	Link2ICT Cut	
	Subject/	
	Link2ICT_ Paste	
	Age Rele	
	Copyrigt	•
	Add to Eavorites	hard
	Properties	Dack

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

- Before extracting any data form 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.

🖃 🧮 Focus	>	Name	Focus	Owner	Supplier	Updated	Vers
Student	_	Ethnicity Analysis by Age	Student	Imported	CES Reporting Services	06/11/2007	
		Exclusions	Student	Imported	CES Reporting Services	06/11/2007	
Class	_	Export to Alice	Student	Imported	931 1234 Softlink Euro	05/12/2005	
	=	Export to Alice	Student	Imported	CES Reporting Services	06/11/2007	
Contact		Family Links - Siblings (Students)	Student	Imported	CES Reporting Services	06/11/2007	
Group	_	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	
Lategory		FS Pupil Extract 2007	Student	Imported	WATERS EDGE PRI	06/11/2007	
Template		FS Pupil Extract 2008	Student	Gillian Grosvenor	WATERS EDGE PRI	06/11/2007	
🔤 Gradeset		Home Language Not English	Student	Imported	CES Reporting Services	06/11/2007	
Resultset		In care Ended Report	Student	Imported	CES Reporting Services	06/11/2007	
C OMR Template		In care History Report	Student	Imported	CES Reporting Services	06/11/2007	
Besult	$\sim$	Individual Student Achievement Letter	Student	Imported	CES Reporting Services	06/11/2007	
4		Individual Student Achievement Listing	Student	Imported	CES Reporting Services	06/11/2007	
4	•	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.

Open						? 🗙
Look in:	🛅 SIMS	~	🎯 • 🖄 I 🔇	X 🖆 🛙	👔 🔻 Too <u>l</u> s 🕶	
My Recent Documents Desktop My Documents	Name		5	5ize Type 5 KB Micros File Fo File Fo File Fo File Fo File Fo File Fo File Fo File Fo	oft Office Exc Ider Ider Ider Ider Ider Ider Ider	Date M 03/05/2 03/05/2 03/05/2 02/05/2 02/05/2 01/05/2 09/03/2 09/03/2 09/03/2 09/03/2
My Computer My Network Places	File name:	Text Files	W			Þen 🔻

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

<b>N</b>	Aicrosoft E	xcel - FSP								
1	<u>E</u> ile <u>E</u> dit	⊻iew Ins	ert Format	<u>T</u> ools D	ata <u>W</u> indor	w <u>H</u> elp A	Ndobe PDF			
: 🗅	📬 🖬 🛛	3 🖪 🖪	1 🥙 📖 🛙	à 🛷   🔊	- 😣 Σ	- ĝļ   🛄	🕜 🍟 🗄 Ar	rial	- 1	0 <b>- B</b>
1	i ita ita c	a 🗠 🍋 I	300		₩ø Reply wit	h Changes	End Review		10 10 10	
	F1	-	& DOB							
	A	В	C	D	E	F	G	Н		Ч
1	UPN	Sumame	Forename	Gender	DOB	Class	Postcode			
2	M8202001	Ackton	Stanley	M	18-Dec-01	ASH	PE11 1AY			
3	B82020010	Affleck	Alexis	F	20-Jul-02	PINE	MK42 8NL			
4	Q8202001	Aloia	Paolo	M	20-Jul-02	ASH	LL11 1EB			
5	E82020010	Bagnall	Keith	М	******	OAK	PE11 1BN			
6	U82020010	Barr	Wendy	F	17-Apr-02	ASH	AB10 1BB			
7	H82020010	Chang	Xhang	M	28-Feb-02	PINE	LL11 1AG			
8	X82020010	Channing	Herbert	M	07-Jul-02	OAK	PE11 1BS			
9	L82020010	Cox	Toby	M	14-Dec-01	ELM	LL11 1BA			
10	A82020010	Emerston	Samuel	M	09-Jan-02	ASH	PE11 1BT			
11	L82020010	Foss	Cameron	M	15-Sep-01	PINE	LL11 1AG			
12	A82020010	Ghandi	Hemal	M	15-Jul-02	OAK	LL11 1BT			
13	P82020010	Giacomo	Stefano	М	02-Apr-02	PINE	LL11 1BB			
14	D82020010	Harding	Yana	F		OAK	BT1 1DJ			
15	T82020010	Ishaque	Azair	M	05-Apr-02	ELM	LL11 1EB			
16	G8202001	Kane	Jasmine	F	31-Oct-01	ELM	BT1 1HH			
17	W8202001	Katumbe	Namuli	F	24-Dec-01	PINE	MK1 1GH			
18	K82020010	Keeton	Kai	M	24-Oct-01	OAK	AB10 1HF			
19	Z82020010	Lawley	Alexander	М	28-Sep-01	ELM	AB10 1AS			
20	N82020010	Lawley	Madeline	F	17-Sep-01	OAK	AB10 1AU			
21	Z82020010	Miah	Ali	M	23-Feb-02	PINE	AB10 1AN			
22	N82020010	Muharemi	Nehal	F	02-Jun-02	OAK	BT1 1FJ			
23	Q8202001	Murray	Amber	F	######################################	ELM	MK5 7EU			
24	E82020010	Nguyen	Henry	M	14-Feb-02	PINE	PE27 5WX			
25	C82020010	Pal	Antonio	M	30-Oct-01	ASH	LL11 1DY			
26	R82020010	Palmieri	Laura	F	13-Feb-02	ASH	AB10 1AS			
27	U82020010	Patel	Hansa	F	06-Feb-02	OAK	PE6 8SX			
28	H82020010	Patel	Minal	F	19-Apr-02	OAK	MK11 1BQ			
29	X82020010	Phillips	Bethany	F	18-Nov-02	ASH	MK42 9DP			
30	L82020010	Richmond	Georgia	F	04-Jan-02	PINE	BT1 2AG			
31	A82020010	Russell	Joshua	M	18-Jun-02	ELM	MK10 9GL			
H 4	► N\FS	P/				•				<
Read	dv.									

- 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.

Format Cells
Number       Alignment       Font       Border       Patterns       Protection         Category:       Sample       DOB       DOB       DOB       DOB         Number       Type:       dd/mm/yyvy       dd/mm/yy       dd/mm/
OK Cancel

• 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

eProfile Version 3.1 Release 5 Installation Notes (March 2010)

Page 19 of 35

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 <u>CMIS FSP</u> <u>Extract Report: 21/01/2008</u>

#### 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.

eProfile Version 3.1 Release 5 Installation Notes (March 2010)

Page 21 of 35

	. 🐛 🖑 👌 👙 🐝 🚷 🛫 🎯 🖉
for learning and knowledge	Home About Us Services Contact Feedback
>	
Schools	Link 2 ICT - MIS
MIS	eProfile print
CHIS	
SIMS	CMIS report to extract eProfile pupil data: 21/01/08
IT Training	
PTP	Right-click and select 'Save Target As' back
errome	Description:
	This report is run within CMIS to create the necessary pupil data required for import into eProfile. This file should be saved and then imported directly into the reports area of CMIS (Import in on the advanced button)
	Group Affiliation:
	Link2ICT
	Subject/Category:
	Link2ICT_CMIS_Assessments, Link2ICT_CMIS_Reports, Link2ICT_MIS
	Age Relevance:
	Copyright Holder:
	Link2ICT
	Right-click and select 'Save Target As' back

• Right click on the text and select 'Save Target as'

for tearing and knowledge	Home A	bout Us Services	Contact	Feedback	
Schools HIS CMIS SINS IT Training	eProfile	S report to extract eF	Profile pup	oil data: 21/01/08	P
PTP	Right-click and	elect Save Tarnet As	-		ba
errome	Description:	Open in Negg Tab			
	This report is run directly into the re	Save Target St	pupil dat advanced	a required for import into eProfile 5 button)	e. This file should be saved and then importe
	Group Affiliatie	Brint Target	_		
	Line2ICT	Cut			
	Subject/Catego	Copy Shortout			
	Link2ICT_CMIS_	Enote	arts, Link	2ICT_MIS	
	Age Relevance	Blog with Windows Live E-mail with Windows Live			
	Copyright Hold	All Accelerators	•		
	Dim2lCT	Add to Eavorites	-		
	Hight-click and -	Properties			ba

- 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.

eProfile Version 3.1 Release 5 Installation Notes (March 2010)

Page 22 of 35

- 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.

Select	t Course / Ye	ar		X
Enter co	ourse and / or ye	ar detail:	Year 1	Select Cancel
- Courses			Filter: all data	
Crs	Course	Year	<u>^</u>	All
FOU	Foundation	1		
KS1	Key Stage 1	1		
KS1	Key Stage 1	2		
KS2	Key Stage 2	3		
KS2	Key Stage 2	4		
KS2	Key Stage 2	5		
KS2	Key Stage 2	6	100	
NUB	Nurseru	2	×	

- 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.

UPN	Surname	Forename	Gender	DOB	Class	Postcode	
ØW332213609069	Buttersworth	Ellie	F	14/07/2005	REC	B9 5EB	Pri
H332213609061	Campbell	Angus	М	17/12/2004	REC	B9 5BS	_
P332213609065	Conway	Georgie	F	5/10/2004	REC	B9 5BD	Prey
🖉 N332213609074	Feildmouse	Tommy	М	10/01/2005	REC	B9 5AJ	
ØZ332213609073	Field	Sam	F	10/12/2004	REC	B9 4UL	_
🖉 U332213609060 👘	Gregg	Daisy	F	12/03/2005	REC	B9 5LS	PD
🖉 L332213609063	Jennings	Izabell	F	3/05/2005	REC	B9 5PW	111
🖉 G332213609070	Leory Jones	Thomas	М	18/12/2004	REC	B9 5AT	
🖉 D 33221 3609066	Motherwell	Daniel	М	30/08/2005	REC	B9 4NY	
ØW332213609071	Novel	Harriet	F	22/03/2005	REC	B9 5HL	Lis
🖉 T 33221 3609067	Peters	Roberta	F	16/11/2004	REC	B9 5DP	
🖉 G332213609068	Streetman	Leory	М	26/11/2004	REC	B9 5EN	
🖉 K332213609072	Thomas	Kistien	F	9/07/2005	REC	B9 5ED	
A332213609064	Wall	Reggie	М	29/12/2004	REC	B9 5AG	
Ø X332213609062	Westwood	Greg	М	20/10/2004	REC	B10 QU	

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

								Filter: all data	Close
UPN	Surname	Forename	Gender	DOB	Class	Postcode			
W332213609069	Buttersworth	Ellie	F	14/07/2005	REC	B9 5EB			Print.
H332213609061	Campbell	Angus	М	17/12/2004	REC	B9 5BS			
P332213609065	Conway	Georgie	F	5/10/2004	REC	B9 5BD			Preview.
N332213609074	Feildmouse	Tommy	М	10/01/2005	REC	B9 5AJ			
Z332213609073	Field	Sam	F	10/12/2004	REC	B9 4UL			
🕫 U332213609060	Gregg	Daisy	F	12/03/2005	REC	B9 5LS			PDF
L332213609063	Jennings	Izabell	F	3/05/2005	REC	B9 5PW			
🖗 G332213609070	Leory Jones	Thomas	М	18/12/2004	REC	B9 5AT			
D 33221 3609066	Motherwell	Daniel	М	30/08/2005	REC	B9 4NY			
👂 W332213609071	Novel	Harriet	F	22/03/2005	Find				List all.
T 33221 3609067	Peters	Roberta	F	16/11/2004	Eiltor				
👂 G332213609068	Streetman	Leory	М	26/11/2004	Filler				
🖗 K332213609072	Thomas	Kistien	F	9/07/2005	Hide	column			
A332213609064	Wall	Reggie	М	29/12/2004	Cont	ents	•		
X332213609062	Westwood	Greg	М	20/10/2004	Alian	ment			
					migh	-			
					Widt	٦ 	•		
					Modi	<sup>:</sup> v column de	tails		
					 Defin	ie default so	t		
					<u></u>				
	aakonango			CODING.	Printi	ng	· · ·		
xclusions - Class Lists			∐s∖∖	lame, c	Expo	rting	Þ	E-mail	
				>	Grap	hs		<u>E</u> xport	
					Taka				

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

Export	×
File The exported information will be written to the	Export
C:\TEMP\FSP.CSV	<u>Clipboard</u>
	Cancel

- 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.



• Click OK



Click OK



• Click on Administration on the top menu bar.

🍟 Early Years Foundation Stage	eProfile [3.1] (2010 cohort)	): Facility Primary Schoo	d	
Administration Assess	ment Manage your work	Reporting Data Collection	Help	
School details 🧔 Chi	iange isword Niport name:	s select 🗹 E	dit pupil details Se	lect nd
📚 Print setup 🍳 CTF Pr	reference 🛛 🔂 Add new pupi	is 🏧 pupils	Pupil list Ten	pils
School and setups		Pupils		
Everyone: 18 pupils Not yet complete	V3.1 Sep 2009 (Rel. 0 21/09/09)		12:12:24	

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

Confirm	
Early Years Foundation Stage eProfile will read in pupil names from a Common Transfer Format file fro	om your school's management information system (MIS), or from a CSV or
text file if your setting does not have a MIS. Pupils with incomplete or incorrect details will not be rea	ad in. Check the manual for the format and order of details.

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

Open				?×
Look jn:	🚞 Temp	•	⊨ 🗈 💣 •	
My Recent Documents Desktop My Documents My Computer	Kanger Server S			
My Network	File name:	[	- <u>(</u>	)pen
Places	Files of <u>type</u> :	Text or CSV files CTF file format		ancel

• 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.

Open					? 🛛
Look jn:	🗀 Temp		•	⇐ 🗈 💣 📰•	
My Recent Documents Desktop	MFSP.CSV MPTP.CSV				
My Documents					
My Computer					
My Network Places	File <u>n</u> ame: Files of <u>t</u> ype:	FSP.CSV Text or CSV files		•	<u>O</u> pen Cancel

- 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.

🚏 Early Years Foundation Stage eProfile [	3.1] (2010 cohort): Facility Prima	ry School	_ 🗆 🗙
Administration Assessment Manage your work Reporting Data Collection Help			
School details O Change password	Import names e Select	Edit pupil details Select and	
Print setup OTF Preference	Add new pupils	Pupil list Pupils	
School and setups Pupils			
Confirm  Profile can make a backup of your work in a dated folder on the computer - make one now?  Yes No			
Everyone: 33 pupils Not yet complete V3.1 Sep 20	09 (Rel. 0 21/09/09)	12:17:36	

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 5100Fax:0121 303 3552

#### For assistance on using eProfile

**Please contact the Assessment Unit:** 

Telephone: 0121 303 8837

eProfile Version 3.1 Release 5 Installation Notes (March 2010)

Page 35 of 35