



Foundation Stage eProfile Version 3.2 **User Manual**

Contents

Contents	2
Version Log	3
Introduction	3
Contact Details	3
Downloading and installing the eProfile Version 3.2	4
Section 1 - Downloading the FSP software Upgrade Version 3.2	4
Section 2 - Opening eProfile	6
Creating a file to import to eProfile	8
Section 1 - Creating a CSV file	8
Section 1.1 - Design and Create the Report	8
Section 1.2 - Running Report in Excel	13
Section 1.3 - Changing DOB format	14
Importing the csv file into eProfile	15
Section 2 - Creating an XML (CTF)	16
Section 2.1 - Creating a CTF	16
Section 2.2 - Importing the CTF file into eProfile	19
Editing & Deleting Pupil Details	20
Section 1 - Editing Pupil Details	20
Section 2 - Deleting a Pupil	21
Entering Assessments	23
Section 1 - Entering Individual Assessments	23
Section 2 - Group Assessments	24
Writing Reports	26
Section 1 - Creating a report	26
Section 2 - Attendance	29
Section 3 - Produce reports to print or export to word	29
Section 3.1 - If you have selected the reports to be sent to the printer (via preview)	29
Section 3.2 - If you have selected the reports to be sent to MS Word	30
Section 4 - Producing reports for a selected pupil or range of pupils	30
Section 5 - Customising your report further – in MS Word	30
Backing up the eProfile	33
Using the eProfile on more than one computer	34
Section 1 - USB Memory 'Stick'	34
Section 2 - Export Data	36
Section 3 - To create the export files	37
Section 4 - Importing data from another eProfile	39
Making your return to Management Information	40
Section 1 - Deadlines	40
Section 2 - Validating your data	40
Section 3 - Creating and Saving	41
Section 4 - Uploading to PLASC/ Maninfo	42
Section 4.1 - Maintained Schools	42
Section 4.2 - Independent Schools	42

Version Log

Version Number	Version Date	Created/Amended/ Updated By	Amendments/ Updates
1.0	15-10-10	N. Bowers	-
1.1	02-11-10	N. Bowers	Running Report in Excel
1.2	13-04-11	N. Bowers	Update to SIMS – version number and screen shots

Introduction

Early Years Foundation Stage eProfile is designed to help you to:

- record Early Years Foundation Stage eProfile assessments for your pupils;
- produce school level summaries and printouts for parents;
- monitor progress of your pupils through the Early Years Foundation Stage;
- upload completed file to the PLASC/ Maninfo

The software is designed to reflect the layout of the Early Years Foundation Stage Profile pupil booklet produced by QCDA, each pupil having his or her own electronic “booklet” viewable onscreen for the practitioner to record assessments against the pupil.

Once an assessment has been recorded it is saved on your computer. Assessments can be added whenever you wish and scores for components, areas of learning and the overall score are computed automatically for you.

At the end of the Early Years Foundation Stage you will be able to produce a file containing all the information you are required to return to Management Information at plasc@medway.org.uk or maninfo@medway.gov.uk

The eProfile was developed by Suffolk County Council for the DCSF. However, all queries relating to the eProfile should be referred to Management Information.

Contact Details

If you have any problems using the eProfile, please do not hesitate to contact Management Information on the following telephone numbers:

01634 331048
01634 331068

Alternatively please email plasc@medway.org.uk or maninfo@medway.gov.uk

Downloading and installing the eProfile Version 3.2

N.B Please make sure that if you already have the eProfile installed that an up to date backup of your data has been made before installing this new upgrade to the software. Details of how to do this can be found in the [backup](#) section (Page 33) of these guidance notes.

Section 1 - Downloading the FSP software Upgrade Version 3.2

To download the software go to our [Management Information Page](#) or Management Information for schools on the [Schools Forum](#)

Step 1

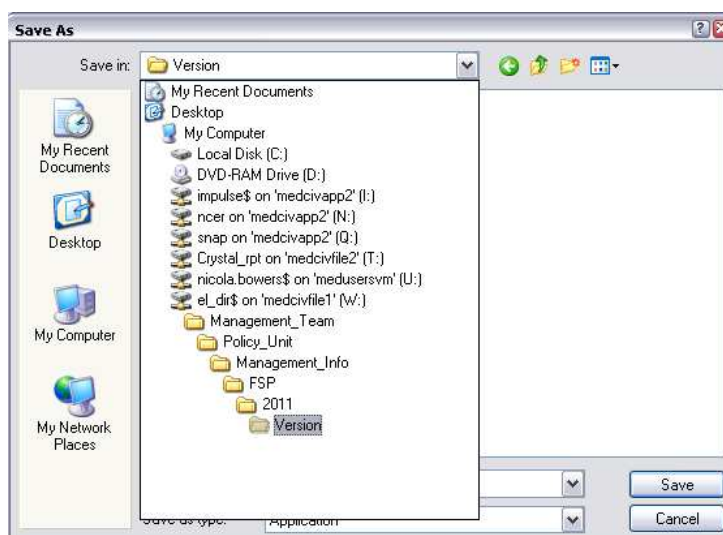
Click on Early years Foundation Stage. Scroll down to the eProfile and click on version 3.2. The following screen will appear:



Step 2

Select the **Save** button

The **Save As** screen will appear:



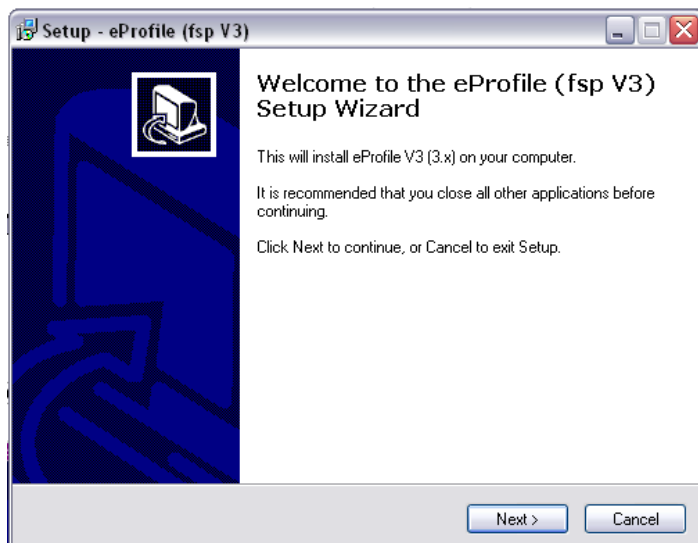
Step 3

Select the required location and press the **Save** button. Management Information recommends saving the eProfile exe file onto your Desktop so the software is easily accessible. Please do not change the File name as this shows which version of the software is being used.

The eProfile will now be saved to the desktop. Locate the file on the desktop and double click on the icon shown below and the following screen will appear:

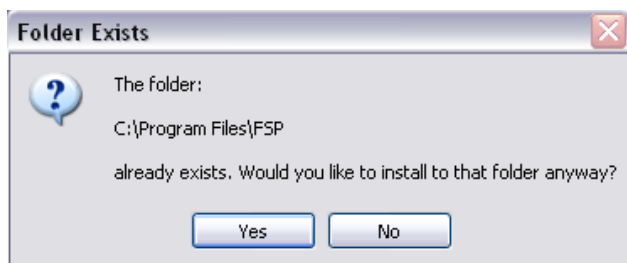


Step 4



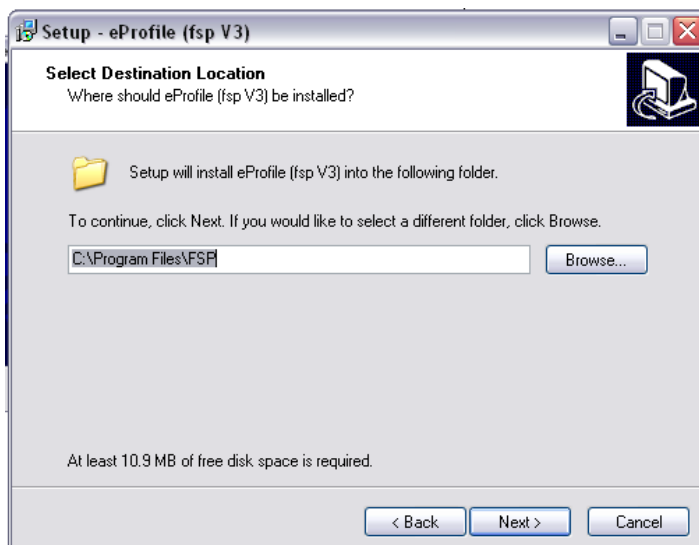
Select Next

Step 6



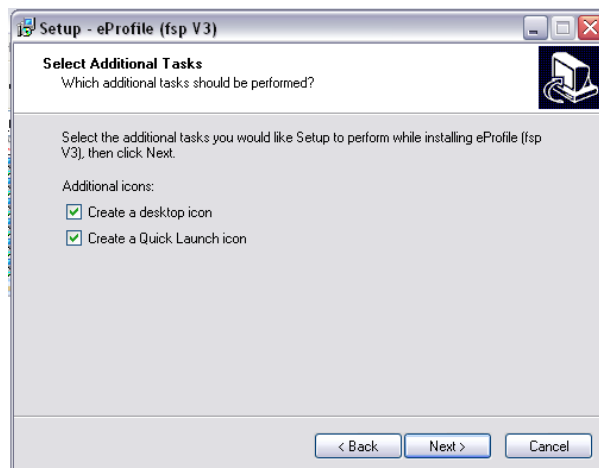
The following screen should appear asking you if you want to save to this folder, although one already exists. Click Yes

Step 5



You should select the C drive as your target directory i.e. C:\program Files\FSP. This upgrade must be installed in the same location as the previous versions. Select **Next**.

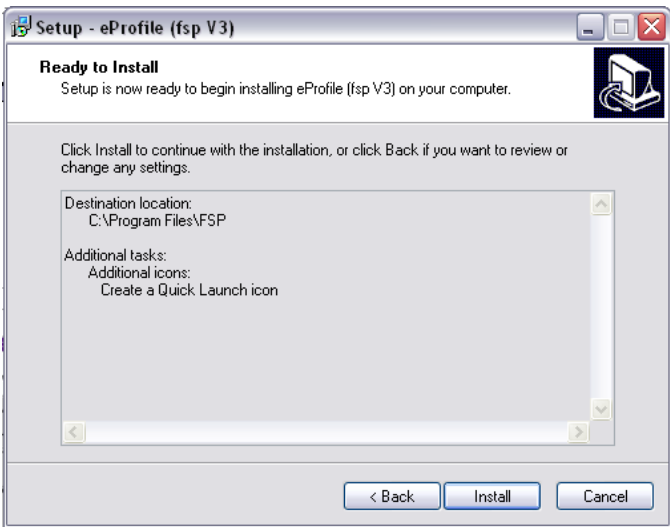
Step 7



Once the next screen is shown tick **Create a desktop icon** and **Create a Quick Launch icon**.

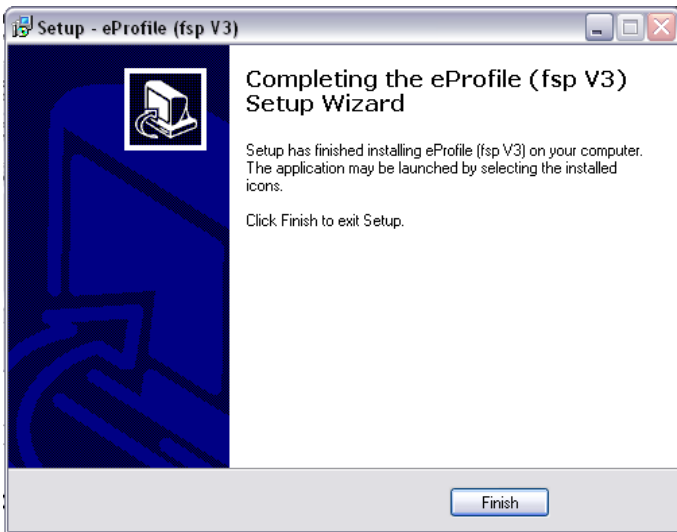
Select Next

Step 8



Select Install

Step 9



Select Finish

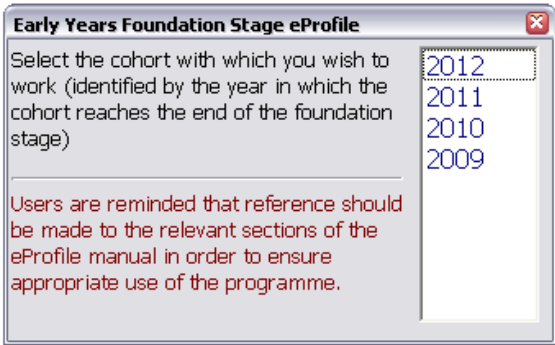
Section 2 - Opening eProfile

Step 1



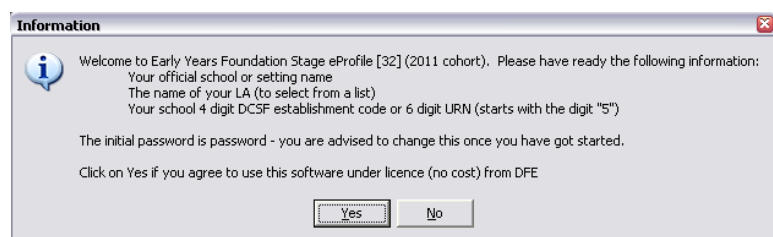
Open the eProfile by double clicking on the icon pictured above which can be found on your desktop.

Step 2



Select 2011

Step 3

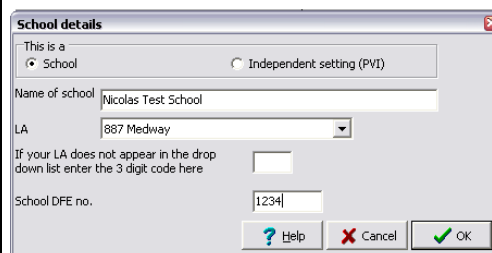


The next screen will ask you to have the following information ready.

You are now ready to start importing your eProfile children.

Click Yes

Step 4



Enter your schools' details, select **887 Medway** as shown on the screen above.

Once your schools' details have been completed select **Ok**.

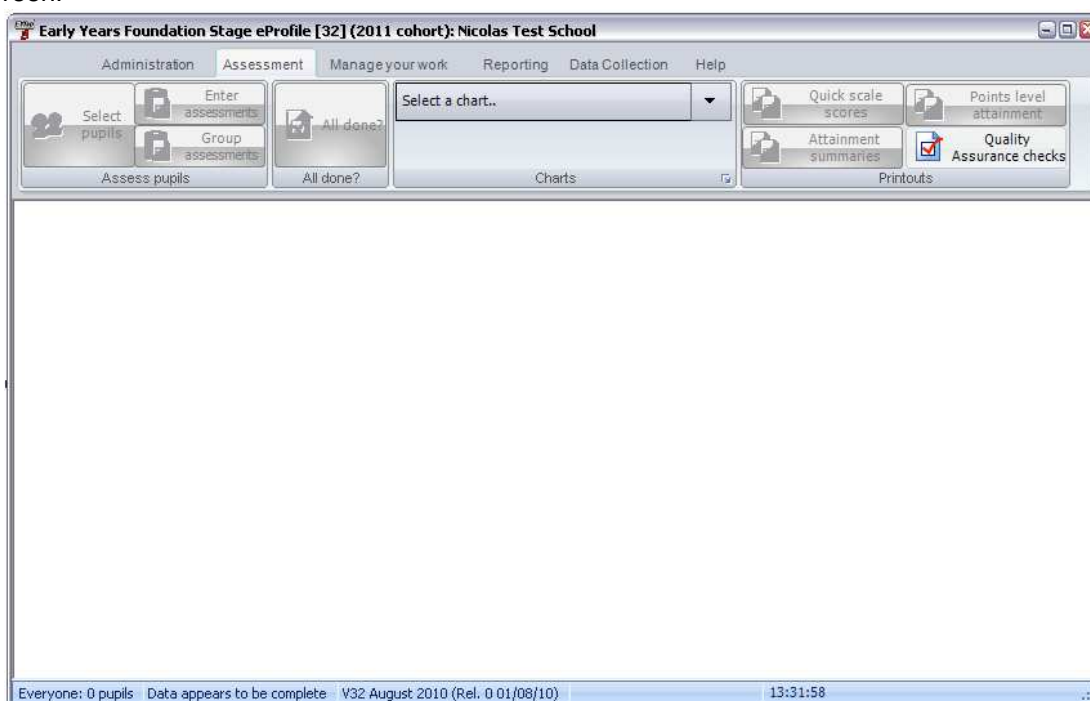
Step 5

Enter in the password (which, as long as it has not been manually changed will be 'password') and select **Enter**.



Step 6

Following the successful installation of this version; 32 will show on the top bar as well as in the status bar at the bottom of the screen.



Step 7

If you have not started inputting your data for 2011 the eProfile will essentially be 'empty' until you enter your pupils' details and their assessments.

Creating a file to import to eProfile

Please note these instructions are based on SIMS.net version 7.138

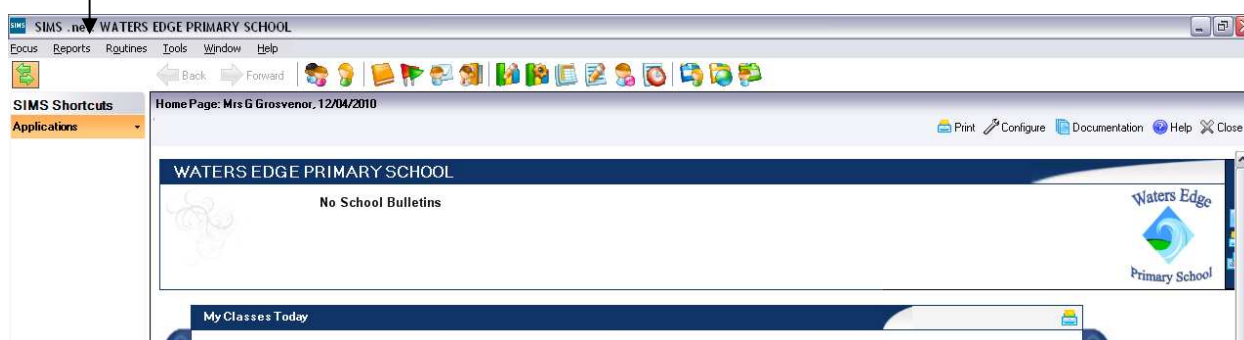
Schools have the option of either creating a [CTF](#) or a [CSV file](#) to import the names of their reception children into the eProfile. Please choose whichever option you feel most comfortable with and follow the relevant step-by-step guidance notes.

Section 1 - Creating a CSV file

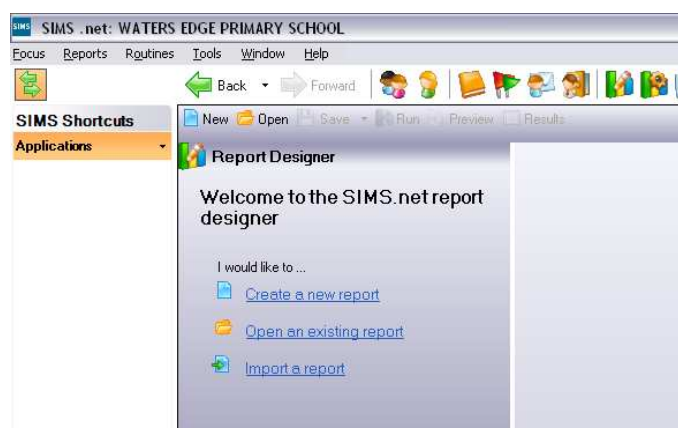
Section 1.1 - Design and Create the Report

Step 1

Within SIMS.net, select **Reports** and then **Design Reports**. This will open the report designer



Step 2



Select **Create a New Report** from the left hand side of the screen.

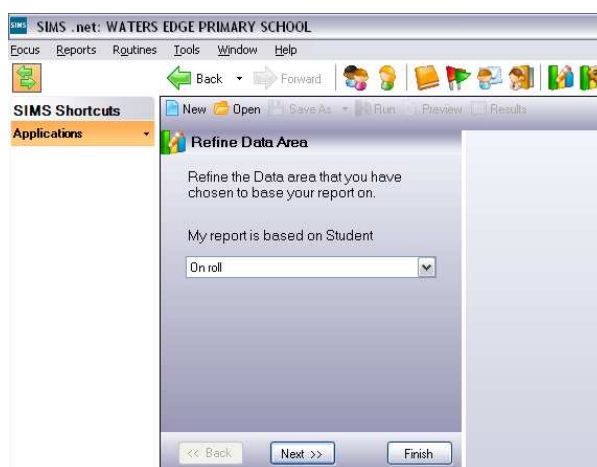
Step 3



The **Select Data Area** screen opens and provides a list of possible report bases. The report needs to provide all FSP pupil information, so ensure that 'Student' is highlighted. Select **Next**.

Step 4

The **Refine Data Area** is now displayed and has a drop down lists of further possible report bases. Ensure that 'on roll' is selected from the drop down list. Select **Next**.

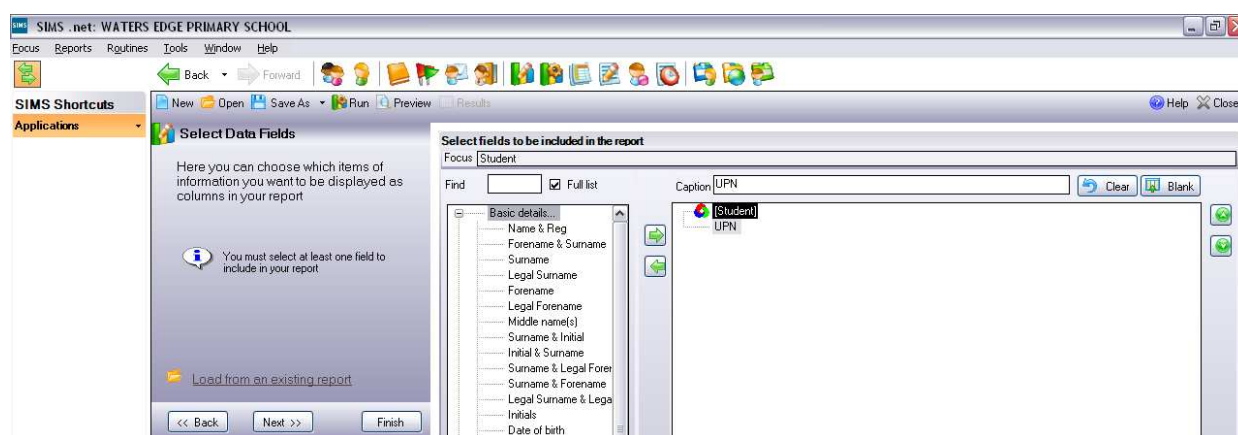


Step 5

The **Select Data Fields** screen is displayed.

From here we can choose which information is required for the report. The Basic details area has already been expanded and the first item that needs to be added is the UPN.

Expand Registration and highlight UPN. Using the arrows between the two white boxes, select  and UPN will appear in the right hand box under Student.



The same process needs to be completed for the following data items:

Surname – which can be found under basic details and selecting Surname

Forename – which can be found under basic details and selecting Forename

Gender – which can be found under basic details and selecting Gender

Date of Birth – which can be found under basic details and selecting Date of Birth

Registration Group – which can be found under Registration and selecting Reg Group

Ethnicity Code – which can be found by expanding the Ethnic/Cultural section and selecting Ethnicity Code

Free School Meal Eligibility – which can be found by expanding the Dietary section and selecting Eligible for Free School Meals

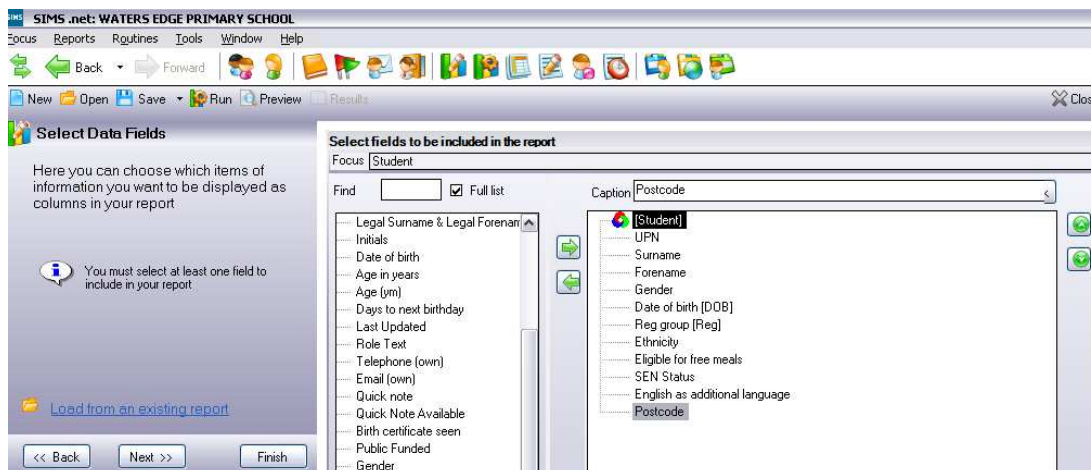
SEN Status – which can be found by expanding the SEN section and selecting the SEN Status Code

English as an Additional Language – which can be found under the Ethnic/Cultural section and selecting English as additional language

Post Code – which can be found by expanding the Family Home section and selecting Postcode

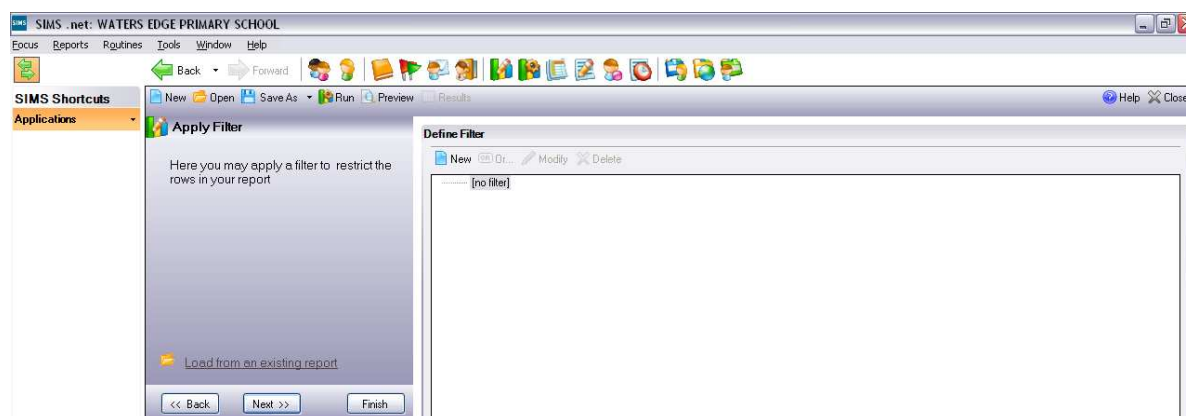
Step 6

You should now have a screen which should look like the one below. Please make sure all data items have been selected.



Step 7

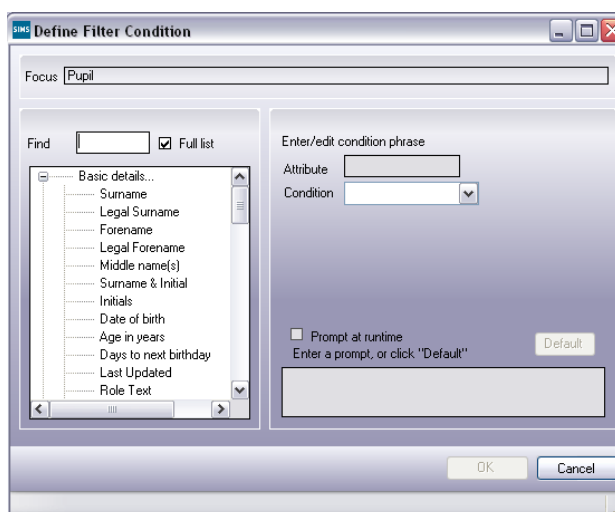
Select **Next** from the left hand side of the screen and the following screen will appear.



A filter needs to be applied so that only the eProfile pupils are reported.

To apply the filter, select **New** under **Define Filter** on the right hand side.

The following screen will appear:

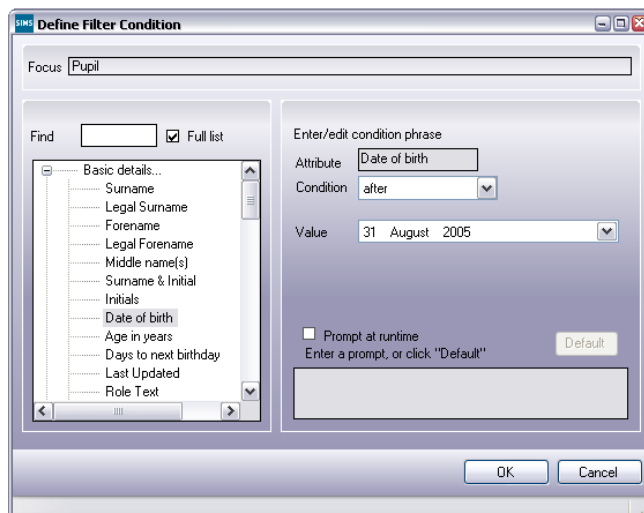


Step 8

Find and highlight **Date of Birth**, which can be found under **Basic** details. Date of birth will be shown as an **Attribute** on the right hand side of the screen. The conditions of this filter now need to be set.

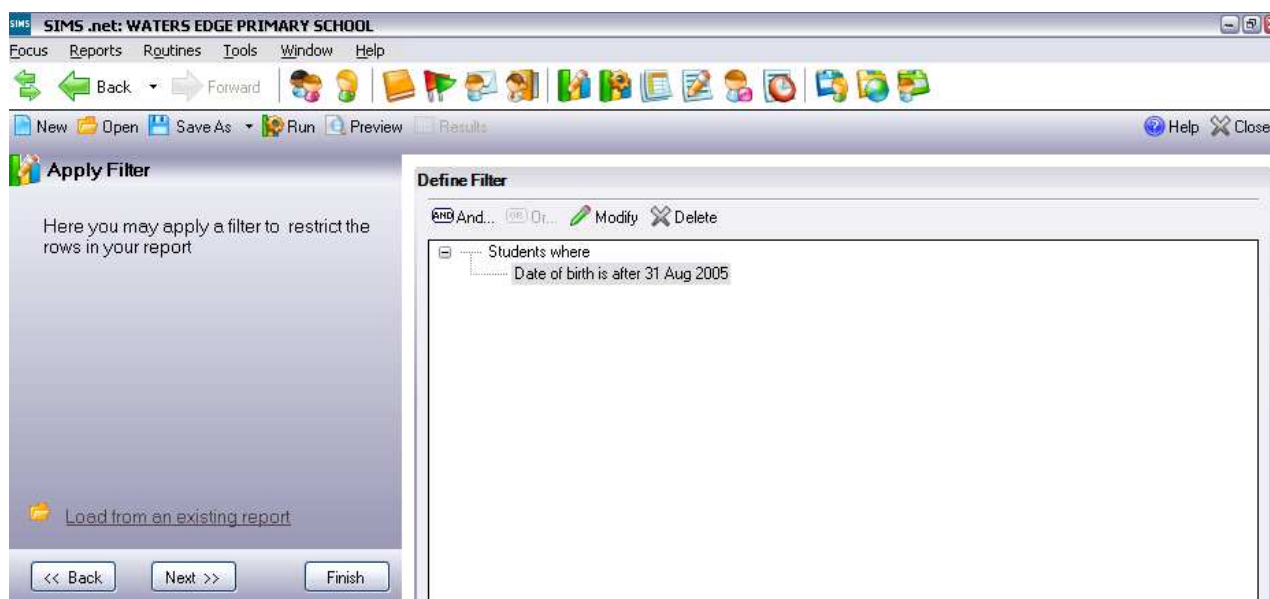
Select the arrow next to **Condition**, this will display a drop down list. From this list select **after**.

In the **Value** field, use the calendar to select 31 August 2005 as below.



Step 9

Select **Ok**, this will return to the **Define Filter** screen, where the created filter can be seen.



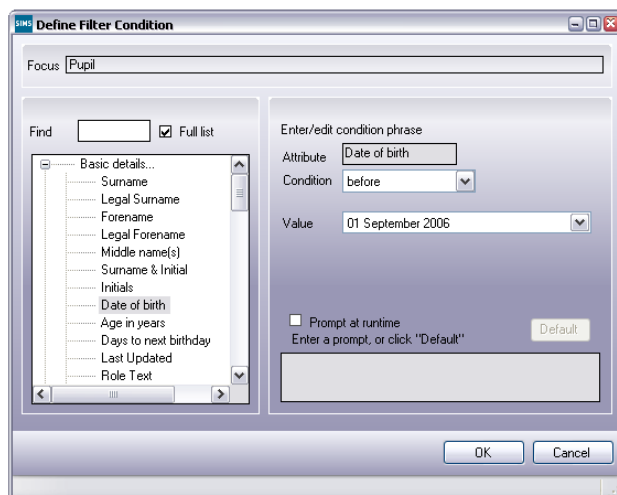
Step 10

The report needs to be defined further, so select **And** below **Define Filter**.

This will display the same screen as before. Complete the same process:

- Find and highlight **Date of Birth**, which can be found under **Basic details**
- **Date of birth** will be shown as an attribute on the right hand side of the screen.
- The conditions of this filter now need to be set.
- Select the arrow next to **Condition**, this will display a drop down list.
- From this list select **before**

In the Value field, use the calendar to select 1 September 2006 as below.



Step 11

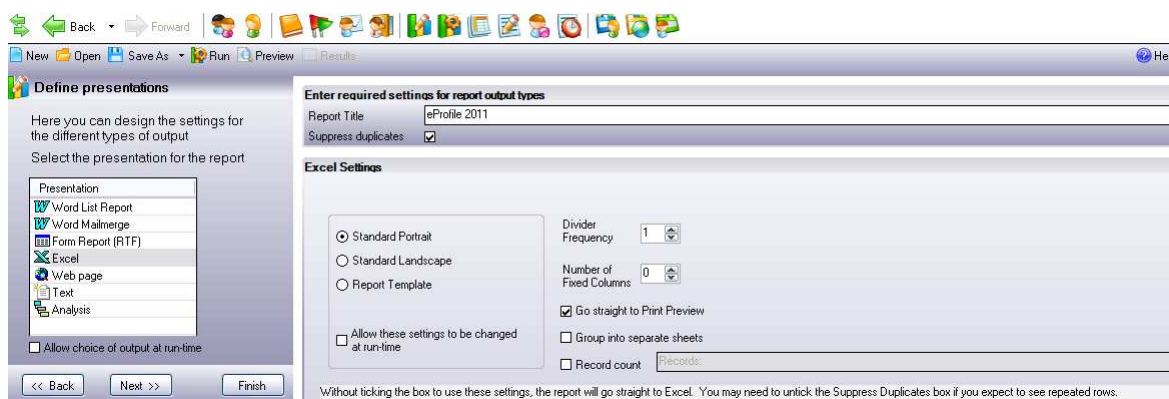
Again, select **Ok**. Select **Next** from the left hand side, this will display the **Define Sort Order** screen.

The default can be accepted, select **Next**.

The next screen will be the Specify effective date. This is another screen that you can simply select next.

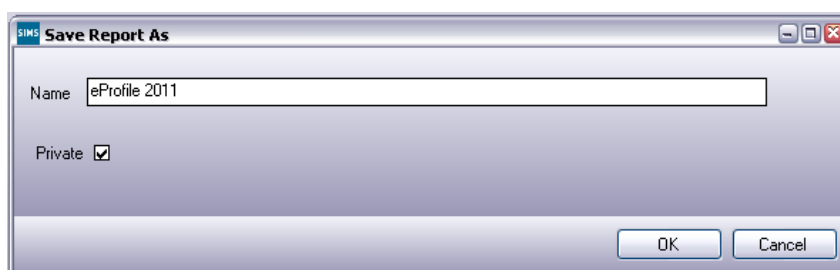
Step 12

The following **Define Presentations** screen will be displayed. Highlight Excel and give the report a title of 'eProfile 2011' and select **next**.



The report design is complete. Select **Save my report**. This will display the following dialog box

Step 13

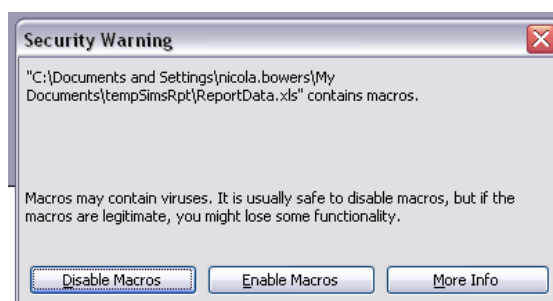


Give the report a suitable name and select **Ok**. The **Design Complete** screen will be displayed again.

Section 1.2 - Running Report in Excel

Step 1

Select **Run my Report**. This will open Excel and export all of the FSP pupil details. When Excel is opened the following message box should appear:



Step 2

Select **Enable Macros**. (If the above message box does not appear please contact [Management Information](#)).

When **Enable Macros** has been selected, a print preview of the report should be displayed as follows

eProfile 2011										
UPN	Surname	Forename	Gender	DOB	Reg	Ethnicity	Eligible for free meals	SEN Status	English as additional language	Postcode
Y820200109033	Aaron	Chris	M	01 September 2005		WENG	T			PO45 50 P
J820200109032	Aaron	Liz	F	01 September 2005		WENG	T			PO45 50 P
M820200109034	Aaron	Sophie	F	01 September 2005		WEEU	T			PO45 50 P
Q820200109036	Barnes	Lucy	F	13 December 2005		CHNE	T			LK67 8KL
B820200109035	Barnes	Tommy	M	13 December 2005		MBOE	T			LK67 8KL

Select **Close**

Step 3

Before saving the file; 3 columns need to be added (before UPN) and completed, heading names and DOB format changed (all shown in the print screen below with examples)

To insert the columns right click on the column heading and select **Insert**. Follow the previous steps until you have created 3 columns. LEA, Estab and Year will need to head each.

The following headings will need to be changed:

Reg to Class

Ethnicity Code to Group 1

Free School Meal Eligibility to Group 2

SEN Status to Group 3

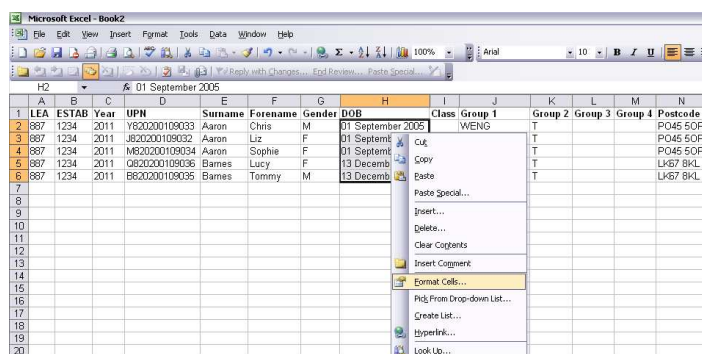
English as an Additional language to Group 4

Microsoft Excel - Book1														
File Edit View Insert Format Tools Data Window Help														
A1 fx LEA														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	LEA	ESTAB	Year	UPN	Surname	Forename	Gender	DOB	Class	Group 1	Group 2	Group 3	Group 4	Postcode
2	887	1234	2011	Y820200109033	Aaron	Chris	M	01 September 2005		WENG	T			PO45 50P
3	887	1234	2011	J820200109032	Aaron	Liz	F	01 September 2005		WENG	T			PO45 50P
4	887	1234	2011	M820200109034	Aaron	Sophie	F	01 September 2005		WEEU	T			PO45 50P
5	887	1234	2011	Q820200109036	Barnes	Lucy	F	13 December 2005		CHNE	T			LK67 8KL
6	887	1234	2011	B820200109035	Barnes	Tommy	M	13 December 2005		MBOE	T			LK67 8KL

The Date of Birth format has to be changed (**This has to be completed otherwise the file will not import into the eProfile).**

Section 1.3 - Changing DOB format

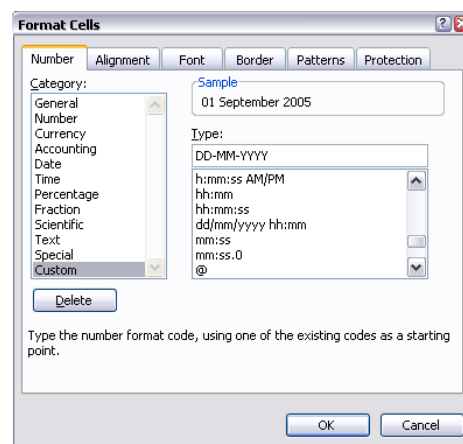
Step 4



To do this, highlight the column containing the **Date of Birth**. Right click with the mouse and the following menu will be displayed

Select **Format Cells** from the menu and the following screen will appear

Step 5



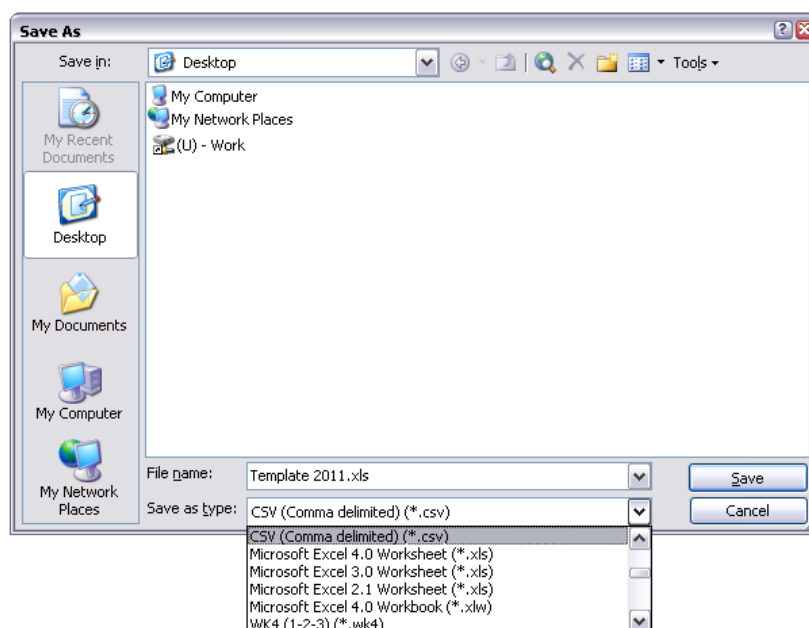
Ensure that the **Number** tab has been selected. From the menu on the left hand side, select **Custom**. This will display another menu; scroll down and select **dd/mm/yyyy**. Select **Ok**, this has changed the format of the **Date of Birth** fields.

If the DOB column does not change click on the first DOB press "F2" button and then enter. Do this all the way down to the last pupil.

Save the Excel file in the normal way; by selecting **File** from the top toolbar and then **Save As**.

Step 6

Save the file as Template 2011.csv by changing the **Save as Type** to **CSV (Comma Delimited)** as below:



Importing the csv file into eProfile

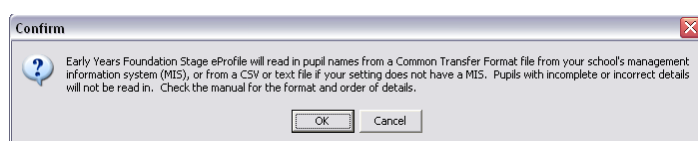
Step 1

Open the eProfile by clicking on the icon as pictured below.



Select **2011** (for the cohort with which you need to work).
Enter the password (which is 'password' unless it has been changed manually).

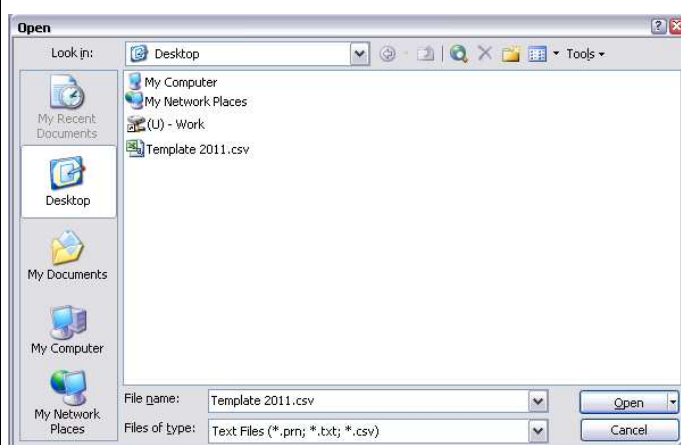
Step 2



Select the **Administration** tab and then select **Import Names**.

A confirmation screen will appear as shown above, select **Ok**.

Step 3



Locate and open the CSV file you have just created from SIMS.net
Change the **Files of type** to read **Text or CSV files** as shown below.
Select your file, which should be called **Template2011.csv**, and select **Open**.

Step 4

This will import the pupil names into the eProfile, shown by the screen below



A confirmation screen is not displayed but the number of pupils contained within your eProfile is shown in the bottom left hand corner.
You are now ready to enter the assessments. Guidance on this can be found in the Enter Assessments section of these guidance notes.

Section 2 - Creating an XML (CTF)

Section 2.1 - Creating a CTF

Step 1

From the SIMS.net main page; go to **Tools / Setups / CTF**. The following CTF defaults page will appear

Make a note of these two file paths here, as you will need to know what they are later on in the process.

CTF Import Directory:

CTF Export Directory:

If the boxes are blank you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS.net directory is.

It will probably follow the path: C:\SIMS\SIMS.net\CTFIn

Step 2

The third section on the page is entitled Data to be Exported by Default.

Please ensure that all of the following options are ticked.

Click the Save button.

The CTF now needs to be created

Step 3

Go to **Routines / Data Out / CTF / Export CTF**. The following screen will appear.

Step 4

1 Data to be Exported

Student Basic Details ☒ Student Address ☐ Student Contacts ☐
 SEN Information ☒ Assessment Data ☒ School History ☐
 Attendance Summary ☒ Include KS1 Tasks/Tests ☐ Looked After ☒

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for GCDA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

Effective Date: 13/04/2011 View: Current students Include students already exported ☒ Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year G.	Year Taught	Previous Destination	Destination LA/Other	Destination School
Y820200109033	Aaron	Chris	(AM)	(N2)	(N2)			
J820200109032	Aaron	Liz	(AM)	(N2)	(N2)			
M820200109034	Aaron	Sophie	(AM)	(N2)	(N2)			
L820892102001	Abraham	Jane	(PINE)	(R)	(R)	Medway		
M820200105001	Ackton	Stan	(3TO)	(3)	(3)			

Firstly, make sure the view is for **Current Students**. (Select **Current and Leavers this year** if students have left)

Then ensure that the Include Students already exported box is ticked and click the Refresh Students button.

Now click on the Year Taught arrow and select Year R

The Year R Pupils will now be filtered as shown below.

1 Data to be Exported

Student Basic Details ☒ Student Address ☐ Student Contacts ☐
 SEN Information ☒ Assessment Data ☒ School History ☐
 Attendance Summary ☒ Looked After ☒

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for GCDA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

Effective Date: 13/04/2011 View: Current and Leavers this year Include students already exported ☒ Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year G.	Year Taught	Previous Destination	Destination LA/Other	Destination School
L820432103086	Fox	Frederick	(PINE)	R	R	Medway		
P820200109016	Frank	David	(OAK)	R	R	Medway		
A820892102139	Fraser	Becky	(PINE)	R	R	Medway		
D820200109017	Giant	Nicole	(ASH)	R	R	Medway		
B820200109006	Smith	Amy	(OAK)	R	R	Medway		

Step 5

Left-click once in the **Destination LA** box for the first pupil.

Right-click in the same box and choose **Select All**. The grid will now be outlined in blue.

Click on the down arrow in the **Destination LA** box for the first pupil

Scroll down the list of LA's until you find Medway (the list should be in alphabetical order).

Click on Medway and all pupils will now have this destination. The **Destination School** column does not need to be completed.

Check that all pupils have been given Medway as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen have been assigned a different destination or no destination at all.

To do this, left-click once on the **Destination LA** heading. This will sort the column into Ascending order (an up arrow will appear next to the header). Any pupils who have not been assigned to an LA will now be at the top.

Click on the down arrow for each blank pupil and select Medway manually.

Now, left-click once, again on the **Destination LA** heading. This will now sort the column into Descending order (a down arrow will now be displayed next to the header). Any pupils who have been assigned to an incorrect LA will now be at the top.

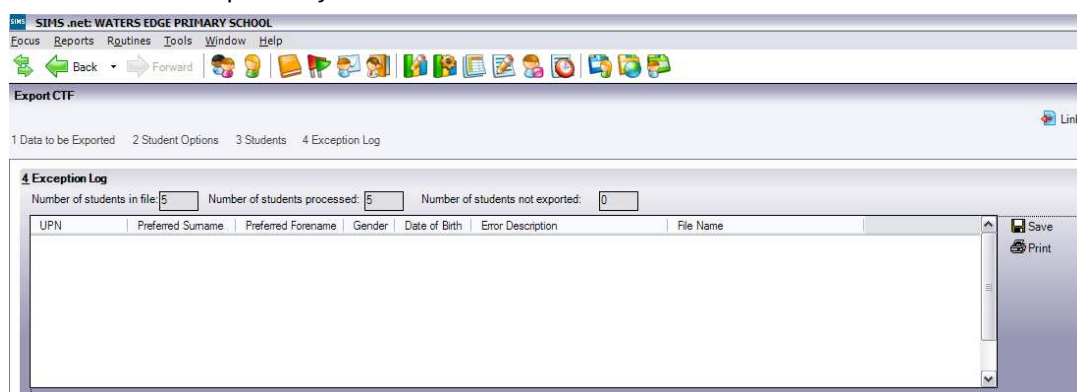
Again, click on the down arrow for each incorrect pupil and select Medway manually.

When you are sure that all the relevant pupils have Medway as the destination LA, or if you had no errors, you can continue.

Step 6

Once complete, select the **Export CTF** button; this will export the CTF to your chosen file location and may take a few seconds.

When the export is complete a message box appears on screen showing the file name and requiring acknowledgment. The **Exception Log** will show the number of pupils in the file, the number processed and any problems that the export may have encountered.



The CTF will have exported to the locations specified in the CTF configuration defaults that were looked at earlier.

Step 7

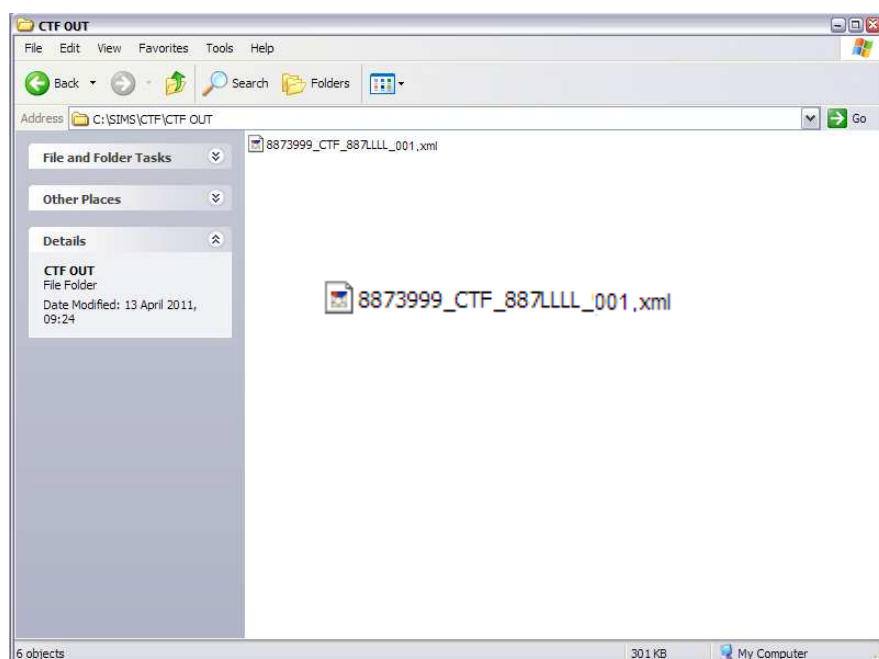
The CTF filename as shown below consists of the following:

The first 7 digits are your school's LA and DCSF Number

CTF states that it is a Common Transfer File

887LLLL states that the destination of the CTF is Medway LA

The last three numbers state the version of the file. In this case this is the first version of the file
xml is the file extension



Section 2.2 - Importing the CTF file into eProfile

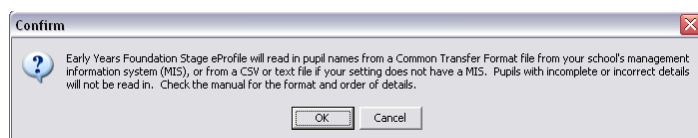
Step 1

Open the eProfile by clicking on the icon as pictured below.



Select **2011** (for the cohort with which you need to work).
Enter the password (which is 'password' unless it has been changed manually).

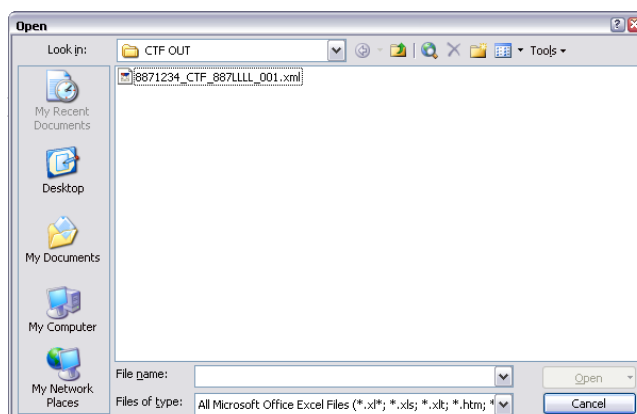
Step 2



Select the **Administration** tab and then select **Import Names**.

A confirmation screen will appear as shown above, select **Ok**.

Step 3



Locate and open the CTF file you have just created from SIMS.net
Select your file, which should be called **8871234_CTF_887LLLL_001.xml**, and select **Open**.

Step 4

This will import the pupil names into the eProfile, shown by the screen below



A confirmation screen is not displayed but the number of pupils contained within your eProfile is shown in the bottom left hand corner.

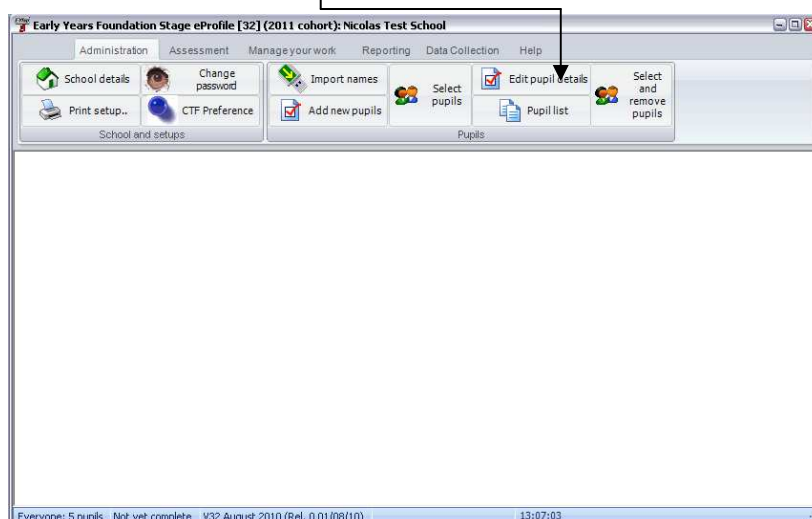
You are now ready to enter the assessments. Guidance on this can be found in the Enter Assessments section of these guidance notes.

Editing & Deleting Pupil Details

Section 1 - Editing Pupil Details

Step 1

To edit a pupil's details, simply select the **Administration** Tab and then **Edit Pupil Details**



A screen will appear which displays pupil details individually as below:

The details shown can be simply overtyped if incorrect. To scroll through the pupils, use the **Prev** and **Next** arrow buttons at the top right hand corner.

If a mistake is made, select the **Undo changes to this pupil's details** button. When you have finished making your amendments, select the **Close** button and you will be returned to the main eProfile screen.

You will notice from the **Names** tab that you can also **Add New Pupils** who may have joined your school; and also create a **Pupil List**.

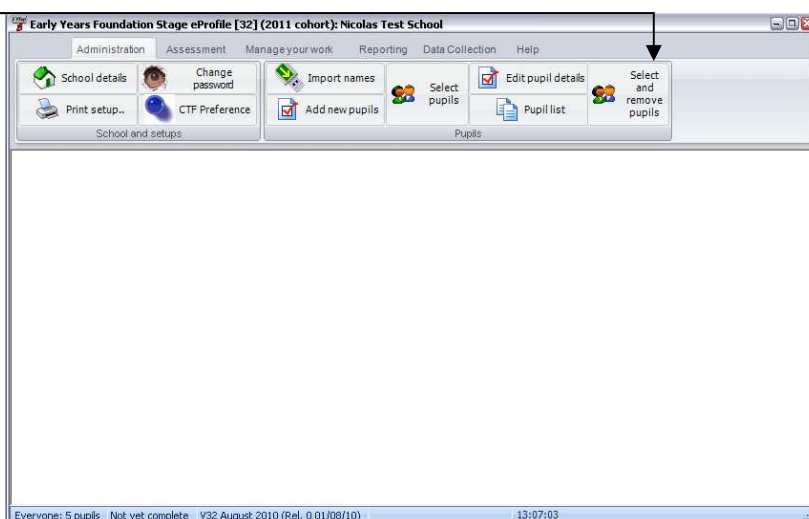
The **Add New Pupils** option will display a screen similar to the **Amend Names** one above; however, there will be no information within the screen. You can therefore then manually enter the new pupils' details.

The **Pupil List** will create a report showing all the pupils that you have within your version of the eProfile; their UPN, Gender, Date of Birth and Class.

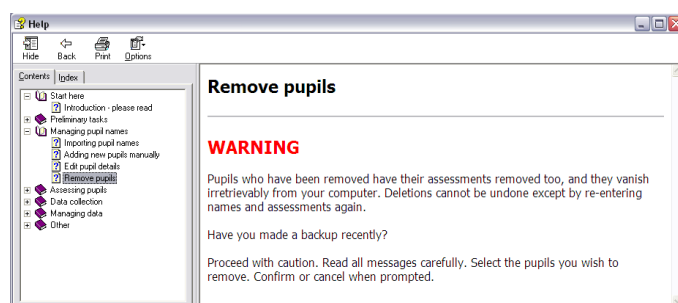
Section 2 - Deleting a Pupil

Step 1

If you wish to remove pupils from the eProfile click on the **Administration** then click on **Select and remove pupils** as shown below



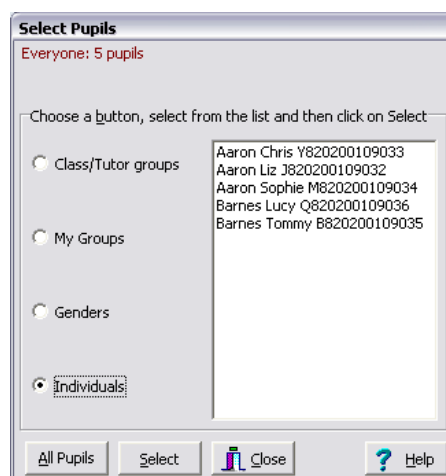
Step 2



A warning message will appear to remind you that once deleted, these pupils cannot be retrieved. It is therefore a good idea that before you edit your database to make a [backup](#) copy.

A message will then appear asking you to select a pupil or pupils you wish to REMOVE. Click on Ok to continue.

Step 3



Click on **Individuals** and highlight the pupil(s) you wish to delete. You can make more than one selection by holding down the CTRL key on your keyboard.

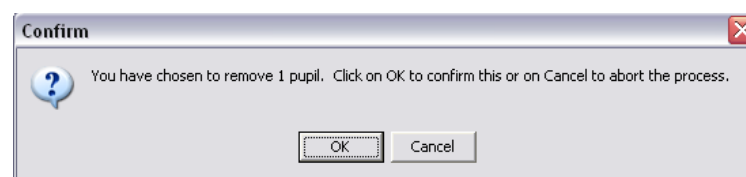
Once the pupil(s) have been selected, click on **Select**

Step 4



The text below the **Select Pupils** title will change to reflect the selections you have made. Please ensure these are correct before you proceed to delete the information.

Step 5



Check that the pupil(s) shown is correct and click on **Close**. You will be asked to confirm the deletion. Select **Yes**

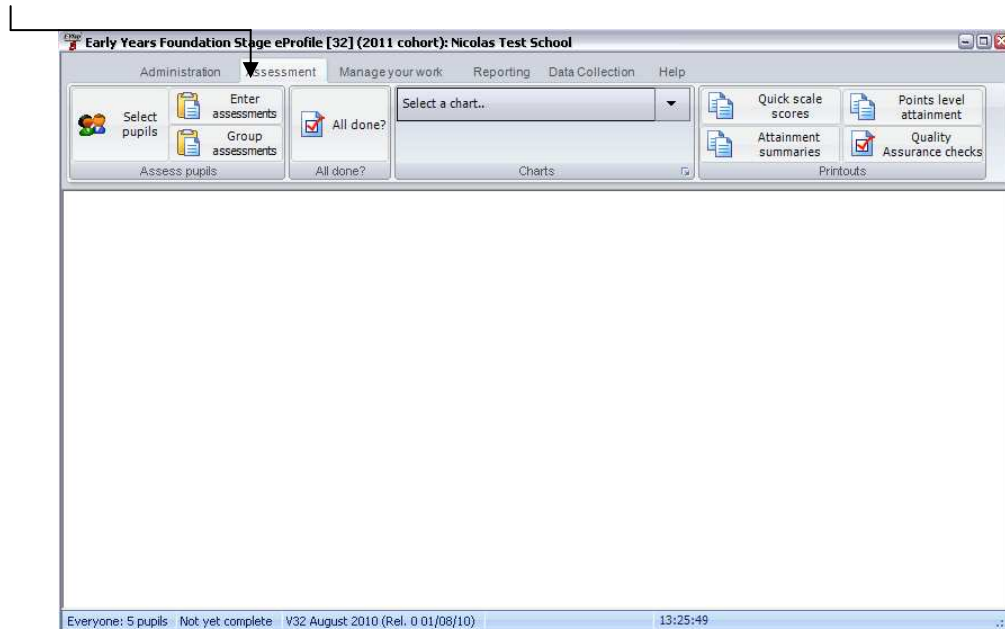
The pupil has now been removed. Using this method you can also select to delete pupils by **Class/Tutor groups**, **My Groups** and **Gender**.

Entering Assessments

There are two options for entering assessments within the eProfile; entering assessments by individual pupil, or entering assessments as a group.

Section 1 - Entering Individual Assessments

Select the **Enter Assessments** option from the **Assessments** tab as shown below:



The following screen will appear which displays available assessments for each individual pupil.

You will notice that there is a tab for each assessment focus (e.g. Personal, Social and Emotional Development) and also for the individual components (e.g. Disposition and Attitudes).

Assessments are entered within these screens simply by selecting the month in which the pupil achieved the statement.

Only when a pupil has achieved statements 1-8 will the box for statement 9 be able to be completed. Comments about the pupil's progress can also be entered; these will be included in the end of year reports.

Each of the tabs needs to be completed by the end of the FSP year and you can scroll through the pupils by selecting the **Prev** and **Next** buttons.

The screenshot shows the 'Enter Levels' window for a pupil named Chris Aaron. The window has a title bar with 'Enter Levels' and a close button. Below the title bar, the pupil's name 'Chris Aaron' is displayed next to a 'Total' score of 3. There are 'Prev' and 'Next' buttons. The main area contains several tabs: 'Personal, social and emotional development', 'Communication, language and literacy', 'Problem solving, reasoning and numeracy', and 'Knowledge'. The 'Personal, social and emotional development' tab is active, showing a grid of assessment statements. Statements 1-8 have dropdown menus for months (September, October, November, December, January, February, March, April, May, June, July). Statement 9 is disabled. There are checkboxes for 'Alternative assessment applies to this scale' and 'It has not been possible to record assessments in this scale because of late arrival, sickness, etc.'. On the right, there is a 'PSE' section with a score of 3 and a list of months. Below this are sections for 'Comments for Reporting' and 'Internal Comments', each with a 'Spell' button. At the bottom right are 'Help' and 'Close' buttons.

These assessment entry screens also display a running eProfile score for each Assessment Focus and also a Total eProfile score that can be seen to the left of the **Prev** button.

Section 2 - Group Assessments

Select the **Group Assessments** option on the **Assessments** tab as shown below:

The screenshot shows the 'Early Years Foundation Stage eProfile [32] (2011 cohort): Nicolas Test School' window. The 'Assessment' tab is selected, showing 'Enter assessments' and 'Group assessments' options. The 'Group assessments' option is highlighted. The window also shows 'All done?' buttons and a 'Charts' section. At the bottom, there is a status bar with 'Everyone: 5 pupils Not yet complete', 'V32 August 2010 (Rel. 0 01/08/10)', and '13:25:49'.

The following screen will be displayed; the rows will be blank until you make some selections.

Select a scale.. Select a month.. Assessments AFTER THIS DATE are shown as "^"

	1	2	3	4	5	6	7	8	9

Select a cell and press SPACE to toggle the assessment. *=assessment to date, ^= later assessment. NB Alternative and further assessments should be entered AFTER using this grid .

OK Help

At the top of the screen there are two drop down menus. One is the **Assessment Component**, and the other is the **Month** they completed the assessment. Using these menus, select the desired component and month; the screen will then display your pupil details as below:

Dispositions and Attitudes: September

Dispositions and Attitudes September Assessments AFTER THIS DATE are shown as "^"

	1	2	3	4	5	6	7	8	9
Aaron Chris	*	^							
Aaron Liz									
Aaron Sophie									
Barnes Lucy									
Barnes Tommy									

1: Shows an interest in classroom activities through observation or participation.
 2: Dresses, undresses and manages his/her own personal hygiene with adult support.
 3: Displays high levels of involvement in self-chosen activities.
 4: Dresses and undresses independently and manages his/her own personal hygiene.
 5: Selects and uses activities and resources independently.
 6: Continues to be interested, motivated and excited to learn.
 7: Is confident to try new activities, initiate ideas and speak in a familiar group.
 8: Maintains attention and concentrates.
 9: Has achieved all the early learning goals for dispositions and attitudes. In addition, he/she sustains involvement and perseveres, particularly when trying to solve a problem or reach a satisfactory conclusion.

You can highlight and copy (use Ctrl+C) this text.

Select a cell and press SPACE to toggle the assessment. *=assessment to date, ^= later assessment. NB Alternative and further assessments should be entered AFTER using this grid .

OK Help

The numbers along the top of the columns relate to the statement numbers in blue on the right hand side. To enter that the pupil has achieved the related statement for this phase; simply place your cursor in the cell and press the space bar on your keyboard.

This will place an asterisk as shown above in that cell. You can use the arrow keys on your keyboard to move between cells. If you find that have made an error, go to the cell and press the space bar again, this will remove the asterisk. Please ensure that you scroll down to make sure that assessments are entered for all pupils.

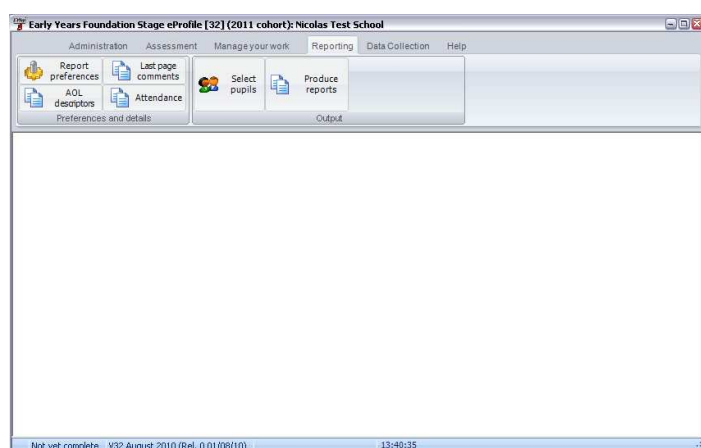
Writing Reports

You can use the eProfile to generate the end of year reports for pupils as it contains the necessary elements for statutory reporting to parents.

Please note: it is advised that reports are produced by class, as there is a known issue with producing reports for more than 30 pupils.

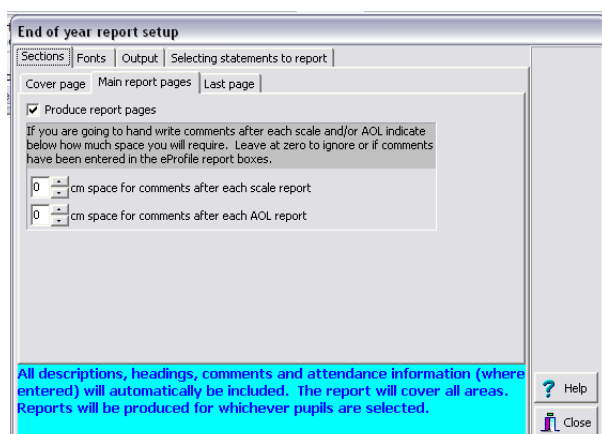
Section 1 - Creating a report

Step 1



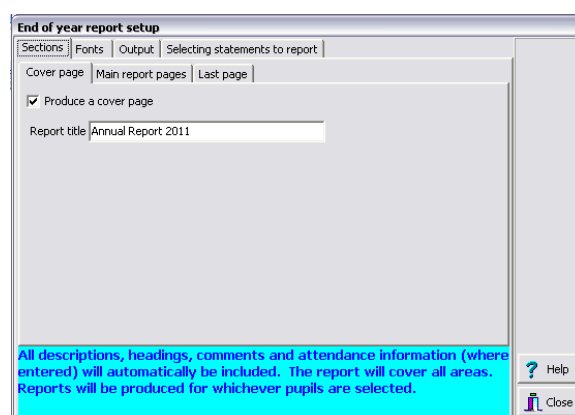
To create a report click on the **Reporting** tab. Then click on **Report preferences** as shown below:

Step 3



The second sub tab, **Main report pages**, allows you to set the spacing for the report.

Step 2

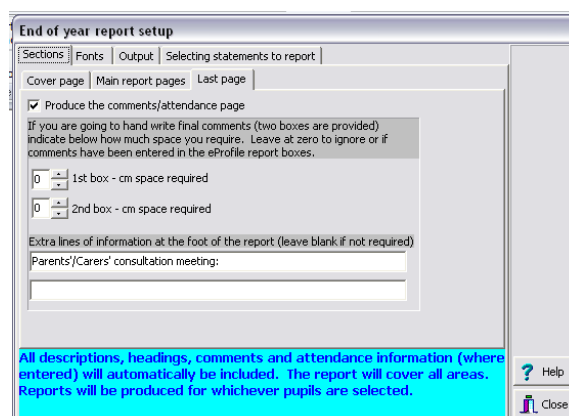


The screen shown above will appear.

The eProfile automatically defaults to the **Sections** tab.

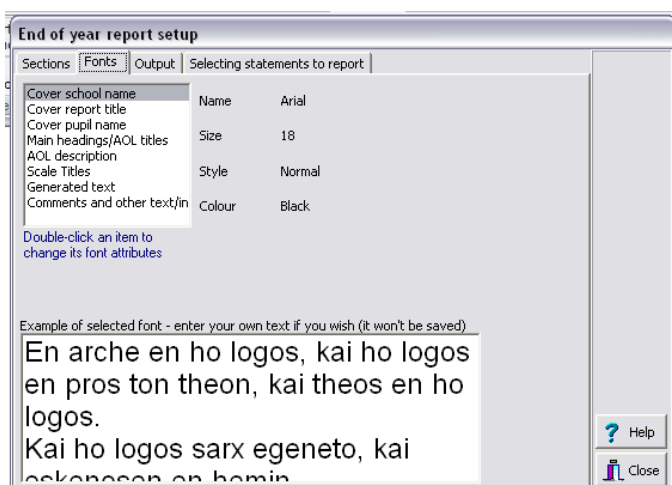
The first sub tab, **Cover page**, produces a front cover for the report so ensure the box is ticked if a cover page is required. The report's default name is set to Annual Report 2011 but this can be amended by overtyping the Report title if required.

Step 4



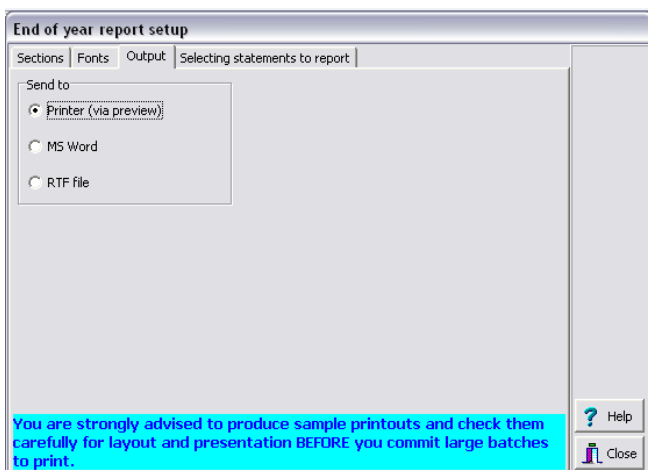
The third sub tab, **Last page**, is the page that will appear at the end of the report and will include attendance details and general comments. It also allows for extra lines of information at the foot of the report. The default is set to include Parents'/Carers' consultation meeting but this can be removed by deleting the text if required.

Step 5



The second main tab, **Fonts**, gives you the option to change the font of the report. Different sections can have different formats.

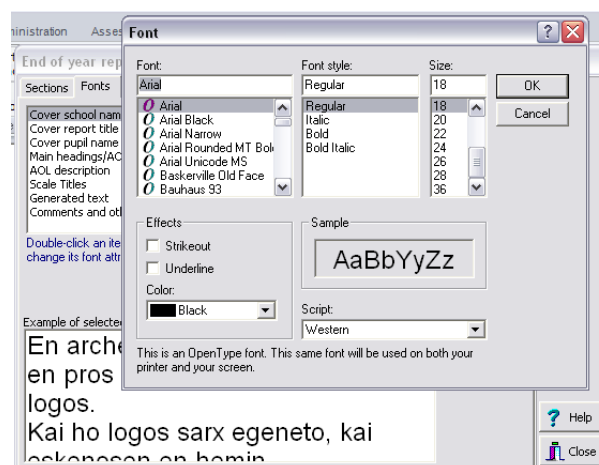
Step 7



The third main tab is the **Output** tab.

You can choose whether the reports are to be sent to either the Printer or to MS Word. Management Information recommends that you select **Printer (via preview)** whilst you customise your reports. Once completely happy with the style of your document change to **MS Word** as this will allow you to export the reports and finish working on them on a different computer.

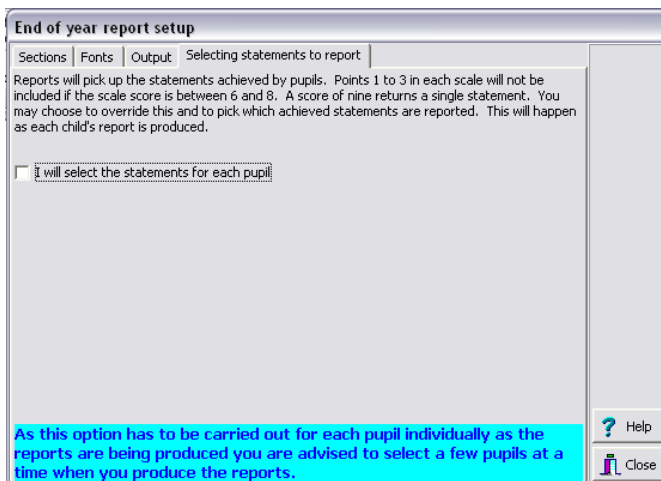
Step 6



To change the style double click on the relevant heading e.g. **Cover school name**

The default font setting then appears. To change this, select the font you require from the scroll down list. It is also possible to alter the Font style, Size, Effects, Colour and Script by clicking on the option of your choice.

Step 8



The fourth and final tab is Selecting statements to report and is a new feature to this version. This allows you to override the normal reports and pick which achieved statements are reported.

Customising the Areas Of Learning (AOL) descriptors

Click on the **Reporting** tab then select on **AOL descriptors**.

The following screen will appear:

AOL descriptors

AOL

- ☐ Personal, social and emotional development
- ☐ Communication, language and literacy
- ☐ Problem solving, reasoning and numeracy
- ☐ Knowledge and understanding of the world
- ☐ Physical development
- ☐ Creative development

These will appear under each AOL heading. They can be used to describe to parents/carers what is contained within the AOL. Aim for succinctness rather than a comprehensive

Spelling

Close

By selecting one of the 6 areas of learning you can add additional comments if you wish. These can be used to describe to parents/carers what is contained within the AOL.

The cursor will automatically appear in the white box, where you can type any additional information.

Customising the Last page comments

This allows you to add up to two comments that will appear on the last page of the report.

Click on the **Reporting** tab then click on **Last page comments**.

The report will show all selected pupils individually. To add additional comments type in the Comments 1 box. Click **Spell** and the spell checker will look for errors.

Comments for the final page

Chris Aaron

Pupil report

Personal, social and emotional development
Dispositions and Attitudes
Chris is about to make progress within the context of the early learning goals. Chris shows an interest in classroom activities through observation or participation. He dresses, undresses and manages his own personal hygiene with adult support. He displays high levels of involvement in self-chosen activities.

Communication, language and literacy
Language for communication and thinking
Linking sounds and letters
Reading
Writing

Problem solving, reasoning and numeracy

Comments 1 Spell

Comments 2 Spell

This whole form is resizable and the internal panes can be resized by dragging the yellow bars

To move between pupils click on **Next**.

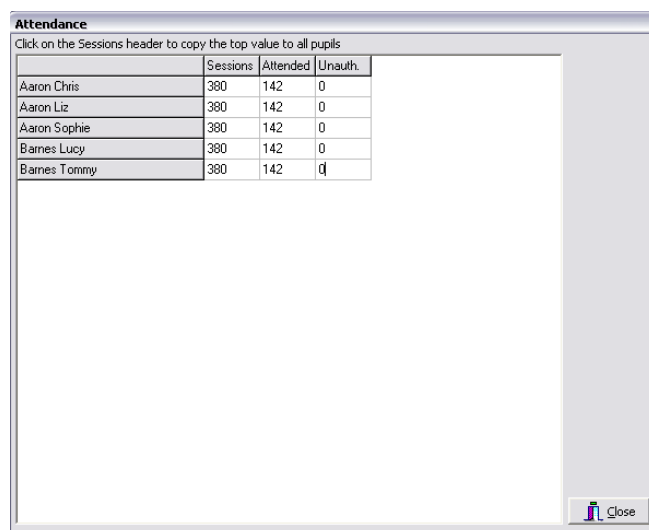
To close click on the **x** at the top right hand side of the screen.

Section 2 - Attendance

This can be done manually although if you have imported your pupil details using a CTF and the attendance box was 'ticked' when creating your CTF it will pull through the data automatically.

To enter manually

To enter the pupils' attendance click on the **Reporting** tab then click on Attendance.
The following screen will appear:



Attendance

Click on the Sessions header to copy the top value to all pupils

	Sessions	Attended	Unauth.
Aaron Chris	380	142	0
Aaron Liz	380	142	0
Aaron Sophie	380	142	0
Barnes Lucy	380	142	0
Barnes Tommy	380	142	0

Close

Click in the **Sessions** cell and enter the total number of sessions that were available to that individual (since s/he started your school). A session is measured in half days.

Click in the **Attended** cell and enter the total number of sessions that the child attended.

Click in the **Unauth** cell and enter the total number of sessions that the child took unauthorised leave.

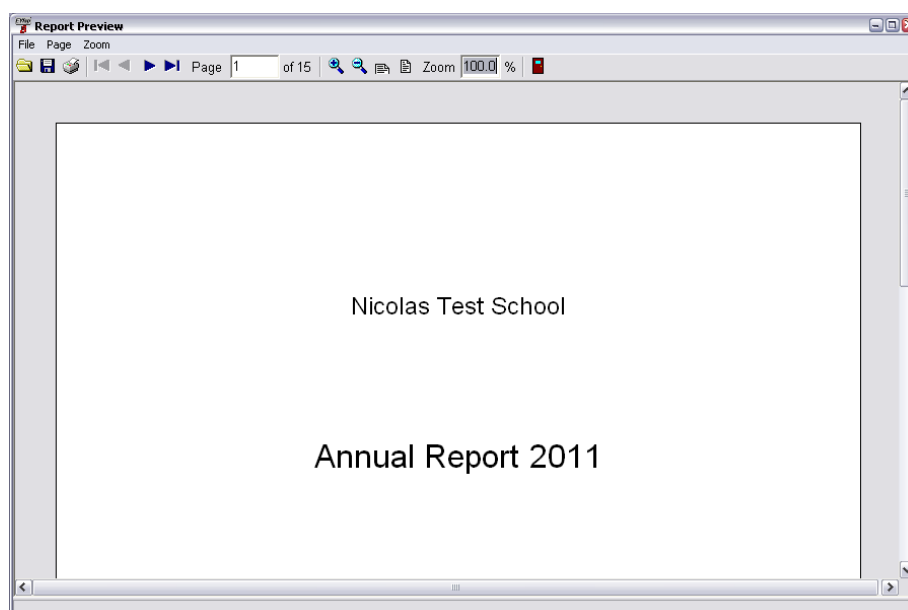
Once complete select **Close**.

Section 3 - Produce reports to print or export to word

Section 3.1 - If you have selected the reports to be sent to the printer (via preview)

To produce your reports click on the **Reporting** tab then click on **Produce reports**.

The following preview screen appears:



Report Preview

File Page Zoom

Page 1 of 15 Zoom 100.0 %

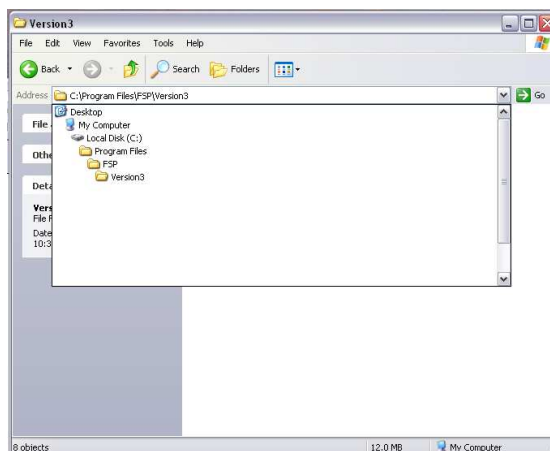
Nicolas Test School

Annual Report 2011

Section 3.2 - If you have selected the reports to be sent to MS Word

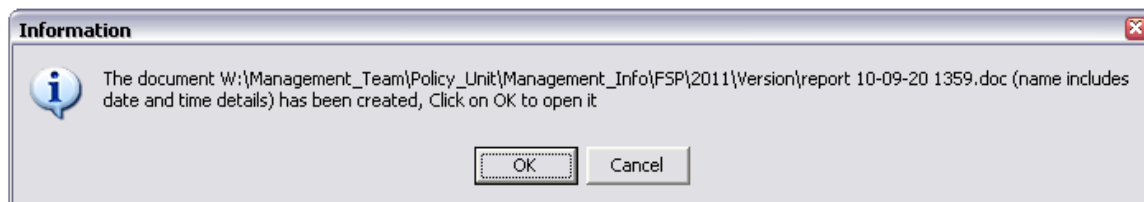
Click on the **Reporting** tab. Then click on **Produce reports**.

After a short while, the following screen will appear asking where to save the reports document:



Management Information would recommend saving the file to C:\Program Files\FSP\Version3 and naming it Annual Report 2011.

This has exported the report to **MS Word**.



The above screen will appear prompting you to open MS Word in order to view your report.

Section 4 - Producing reports for a selected pupil or range of pupils

- You may wish to run reports just for one pupil or a select group of individuals. If this is the case rather than generate reports for the whole cohort click on the **Assessment** tab. Then click on **Select Pupils** before you run the reports.
- The following screen will appear:



- Select either, **Class/Tutors groups**, **My groups**, **Genders**, **Individuals**; choose from the list that subsequently appears and then click on **Select** and **Close**
- Now run the reports and only those selected pupils will appear.

Section 5 - Customising your report further – in MS Word

- You may wish to customise your school reports further. For example you may wish to add your school logo or a photograph to the cover sheet, examples of which follow.

Friendly reminder: please do not produce reports for more than 30 pupils.

Example 1

All Saints' Church of England Primary School

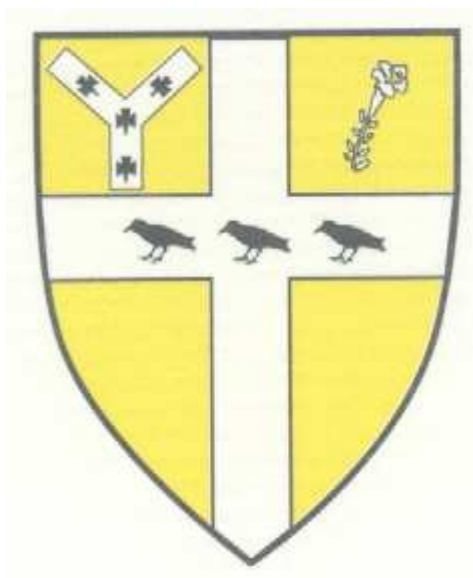


Foundation Stage Profile 2011 for

Iain Baker

Example 2

St Augustine of Canterbury Primary School



Foundation Stage Profile 2011 for

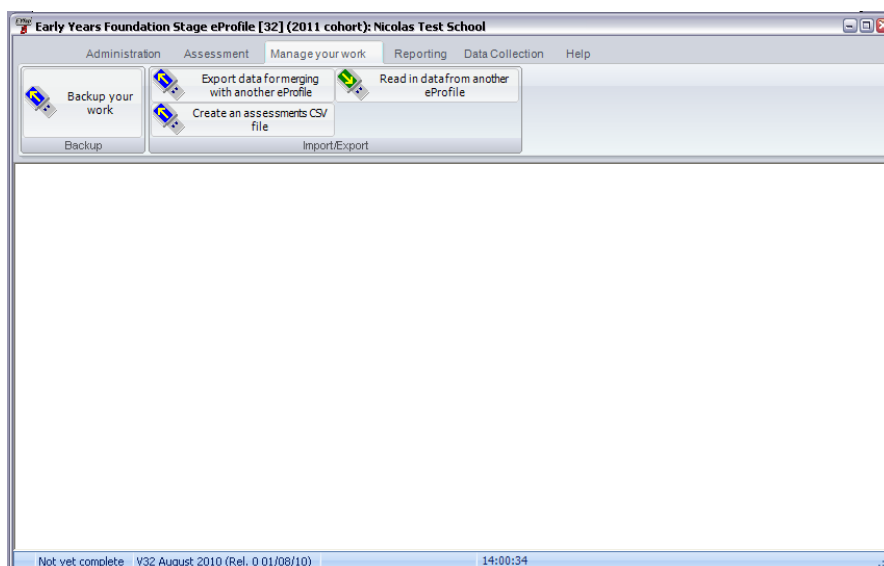
Richard Corden

Backing up the eProfile

It is advisable to make regular back ups of the eProfile – just in case anything should happen, otherwise you run the risk of losing all your data should you experience any difficulties with your computer. This applies to all versions of the eProfile that you may have within school; not just the designated Main computer or teacher's laptop.

Step 1

To make an immediate backup – to USB Memory 'stick'. Click on the **Manage your work** . Then select **Backup your work** as shown below:



The following screen will appear:

Step 2



To create a back-up onto a USB Memory 'stick'; place the memory stick into an available USB port, select (in this example) **Removable Disk (E:)** and click on **Ok**.

Step 3



The following message will appear confirming a back-up has been made and the location.

Click **Ok** and you will be returned to the main eProfile screen.

Users are prompted to create a back-up each time the eProfile is closed; Management Information advise to always select **Yes** to this option.

Using the eProfile on more than one computer

If your school has a number of early years classes it may be useful to install and run the eProfile on more than one computer, with a view to gathering assessments to create a master copy on a designated “main” machine at various points during the foundation stage.

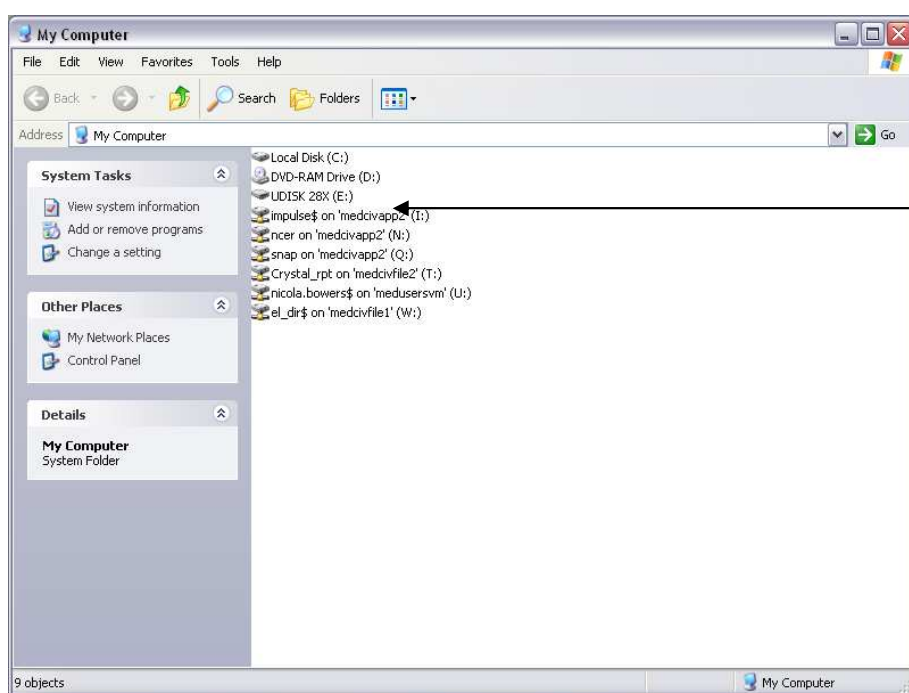
With the special data transfer facility you can create what is essentially a backup of selected pupils' details, assessments and comments to a USB Memory 'stick', to create a master eProfile. Once all the data has been gathered you can then produce printouts and charts centrally from one machine and then finally produce a single CTF to upload to the PLASC account site in July.

Section 1 - USB Memory 'Stick'

All schools have been given at least one memory 'stick' for use with the eProfile. Both Management Information and the Early Years team recommend that one 'stick' be used for each Reception class within your school. Therefore; if you have 3 Reception classes, you should ideally have 3 memory 'sticks'.

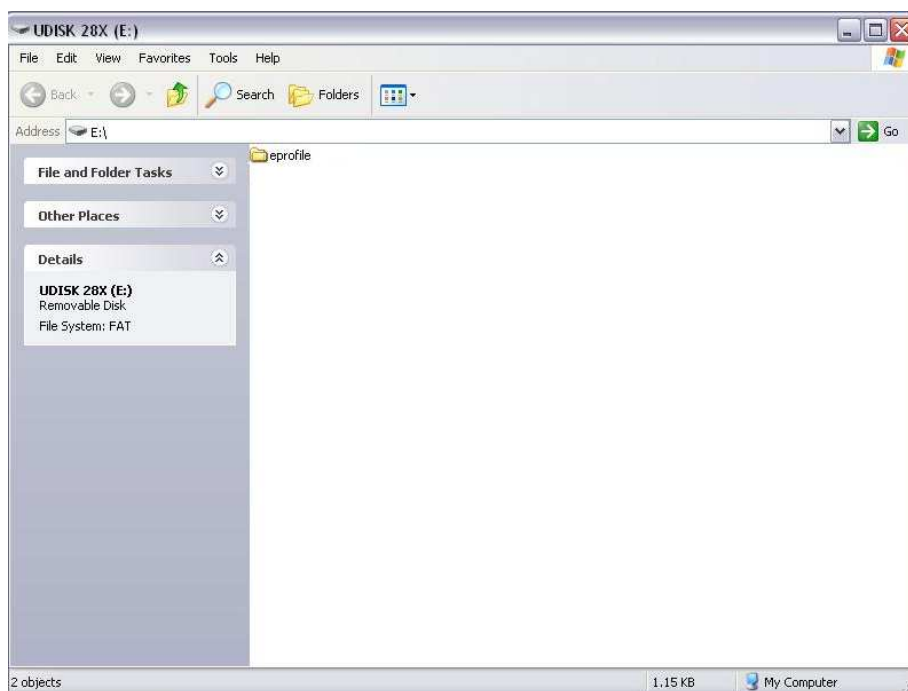
When you have received the 'sticks' designated for your school it would be a good idea to create some folders so that each class' backup of export of data is easily recognisable.

To create a folder on a memory 'stick'; simply place the 'stick' in an available USB port on a computer (this doesn't have to be the computer that will be used – it can be any computer). On the desktop, double click on My Computer. A screen similar to the one shown below will be displayed (although you probably won't have as many icons!)

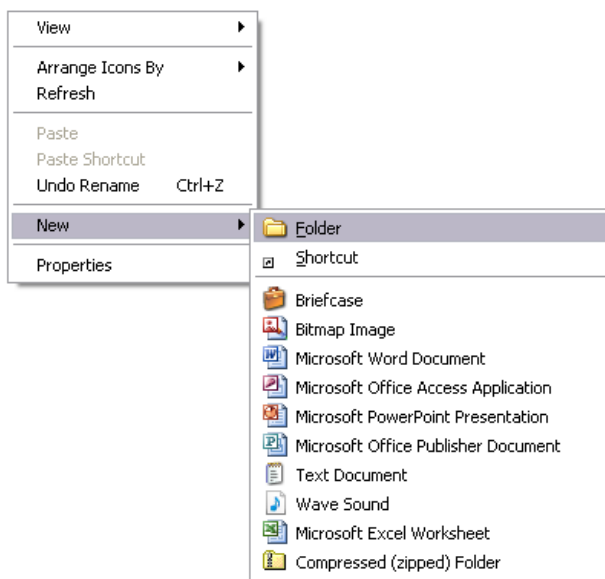


The memory 'stick' should be displayed as one of the drives; in this example, it is shown on the E drive.

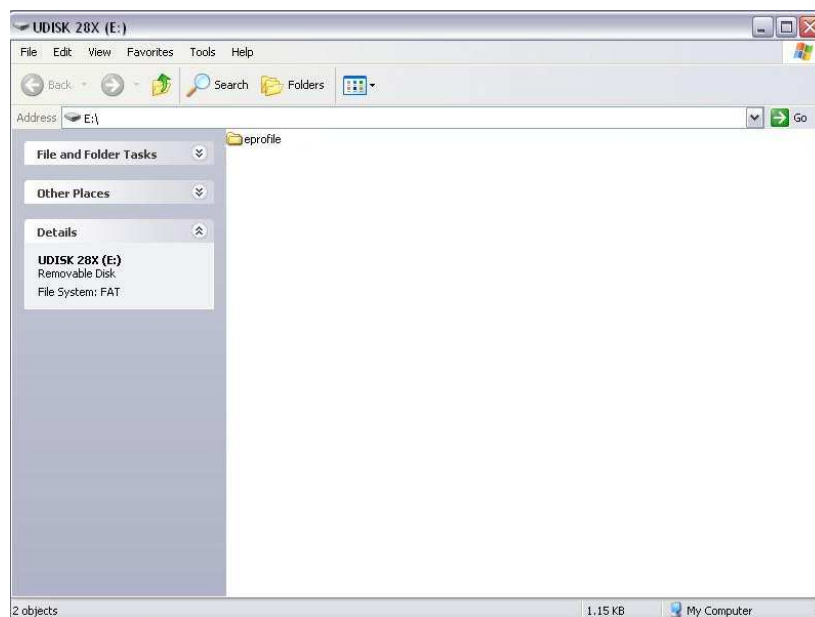
Double click on the drive and the following screen will be displayed (you will probably have no icons displayed, therefore a blank screen will appear).



Right click in the blank space on the screen; hover the mouse over the new option and a second menu will be displayed:



From this menu, select Folder. A folder icon will appear in the blank space, named New Folder.



The folder name can be overtyped while the cursor is flashing. If you miss this opportunity, simply right click on the folder and select rename from the menu and overtype the folder name.

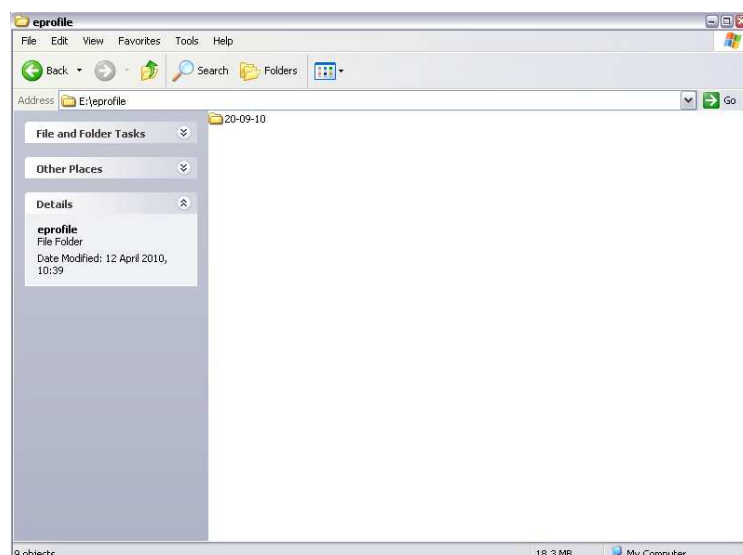
Name the folder something obvious and easily understandable for the person who will compile the data for the designated Main computer. For this example, the folder is named 'eProfile'

Section 2 - Export Data

Within the **Data Files/Backup** menu of the eProfile is the facility to **Export data for merging with another eProfile**. This option should be used if you are planning to use the Special Data Transfer facility within the eProfile. Selecting this option will, essentially, create a backup, which can then be imported into the Master version of the eProfile on a designated Main computer.

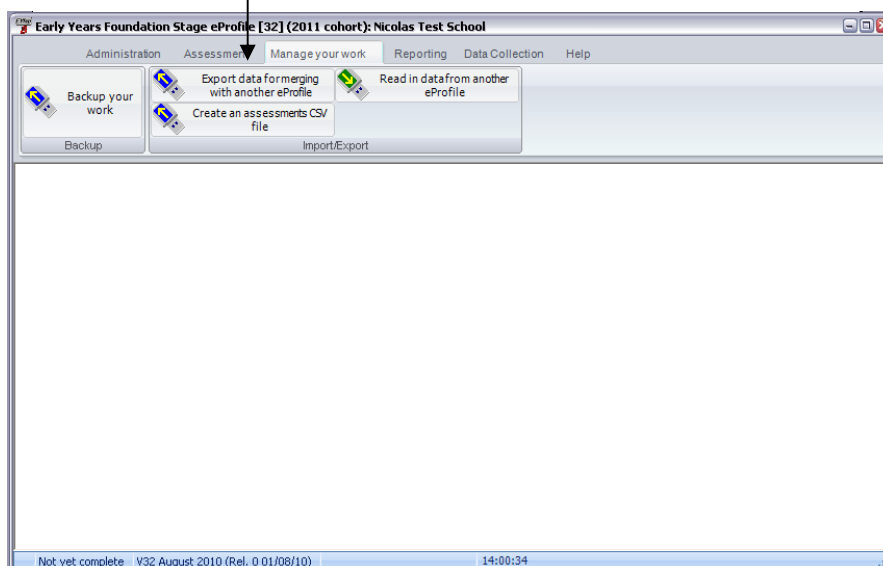
Before you create the export files; Management Information recommends that you create a dated folder within the class folder on your Memory 'stick'. This will ensure that the right export is used to update the main computer and also keeps track of all the backups made from your version of the eProfile.

To create the folder; follow the instructions as before, but this time create a new folder within the 'eProfile backups Class 1' folder as shown below:

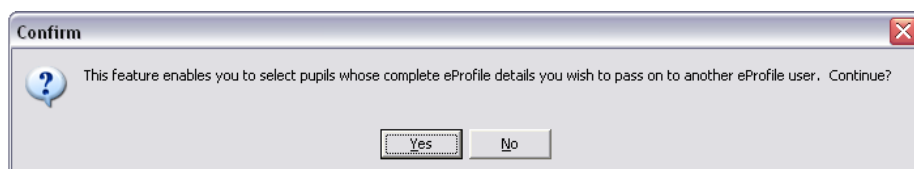


Section 3 - To create the export files

Click on the **Managing your work** tab. Then select **Export data for merging with another eProfile** as shown below:

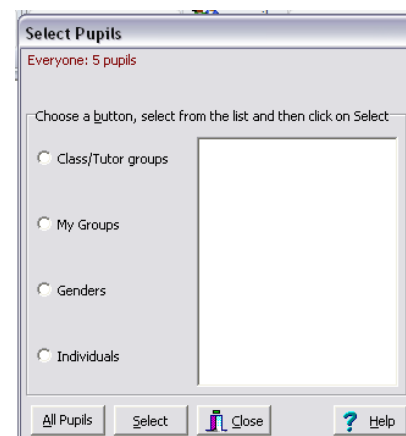


Step 2



The following message will be displayed, select **Yes**:

Step 3



The **Select Pupil** screen will be displayed

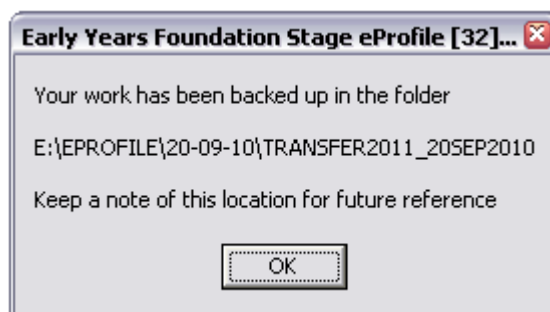
Ensure that the required pupils have been selected by checking the text underneath the message box title, and select **Close**.

Step 4



The following screen will appear. Double click on the drive which displays your memory 'stick'; the Class folder you created initially should be displayed. Double click on this folder and the dated folder created above should be displayed.

Step 5



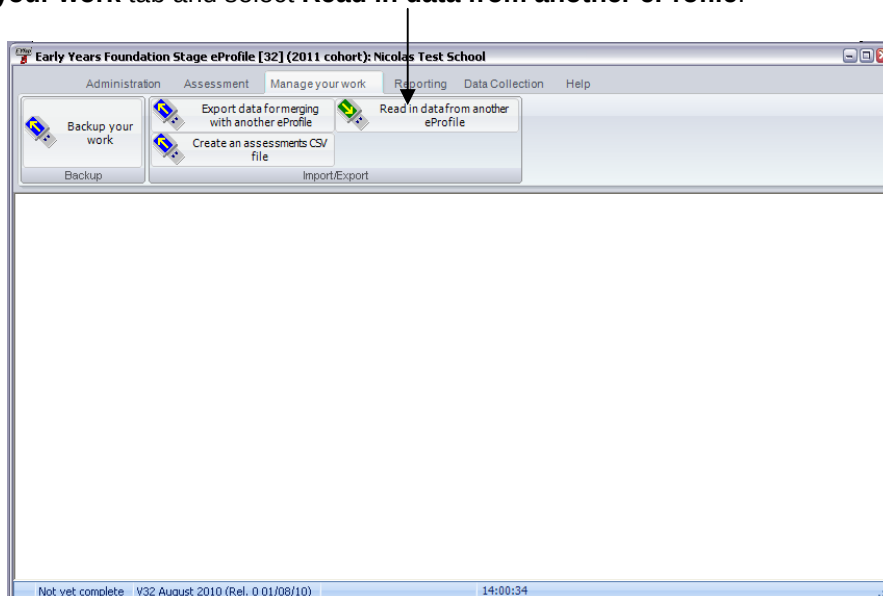
Ensure that the dated folder is highlighted and select **Ok**.

Depending on the data, two or three spd (eProfile back-up) files have been saved to the specified location. These files can only be opened and read by the eProfile.

Section 4 - Importing data from another eProfile

When the spd files have been created; they can be imported into the master eProfile on the designated Main computer.

Open the eProfile on the designated Main computer and type in the password.
Click on **Managing your work** tab and select **Read in data from another eProfile**.



The following screen should appear. Navigate to the USB Memory 'stick' drive and the folder that contains the exported backup spd files. Select the folder so that it is highlighted as shown and select **Ok**.



To ensure that the backup has worked please review the pupil details and/or the assessments.

Making your return to Management Information

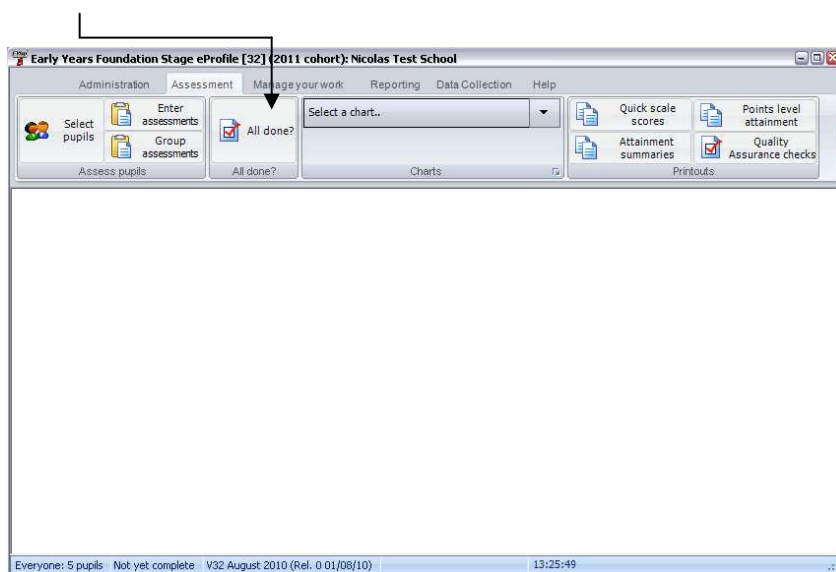
Section 1 - Deadlines

Final Day for Assessments - 30th June 2011
Return to Management Information – 1st July 2011

Section 2 - Validating your data

Before you are ready to export any data out of the eProfile please validate your input. By validating your data it will flag up any errors that may exist which (as long as they are corrected) will make your return to the PLASC/ Maininfo. To do this click on the **Assessments** tab.

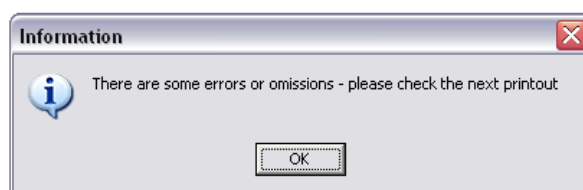
Then click on the **All done?** button as shown below:



This will then check your file for possible errors.

If there are errors

If your data contains errors the following screen will appear:



Click **Ok** and the error list will appear

This list will include errors/omissions. In the example below a score was not recorded for two of the areas of learning for Stan Ackton.

Nicolas Test School	
Error list	
Errors/Omissions	
M820200105001 Ackton Stan	
Emotional development:	nothing has been recorded
Linking sounds and letters:	nothing has been recorded
Reading:	nothing has been recorded
Writing:	nothing has been recorded

If a pupil has not achieved any of the stepping stones or the early learning goals then you must tick the box that either applies to **Alternative assessment applies to this component** or **It has not been possible to record assessments on this component because of late arrival, sickness, etc**

Late arrival is defined as arriving in your school after 6 June 2011 and this box must only be ticked for children who have come from another country. Children who arrive late in the term from within England should have already been assessed in their previous setting and so these scores should be used.

Close this screen by clicking the **x** at the top right hand section of the screen.

To amend your data click on the **Assessments** tab. Then click on **Enter Assessments** as normal.

Find the relevant pupil and amend the record as appropriate.

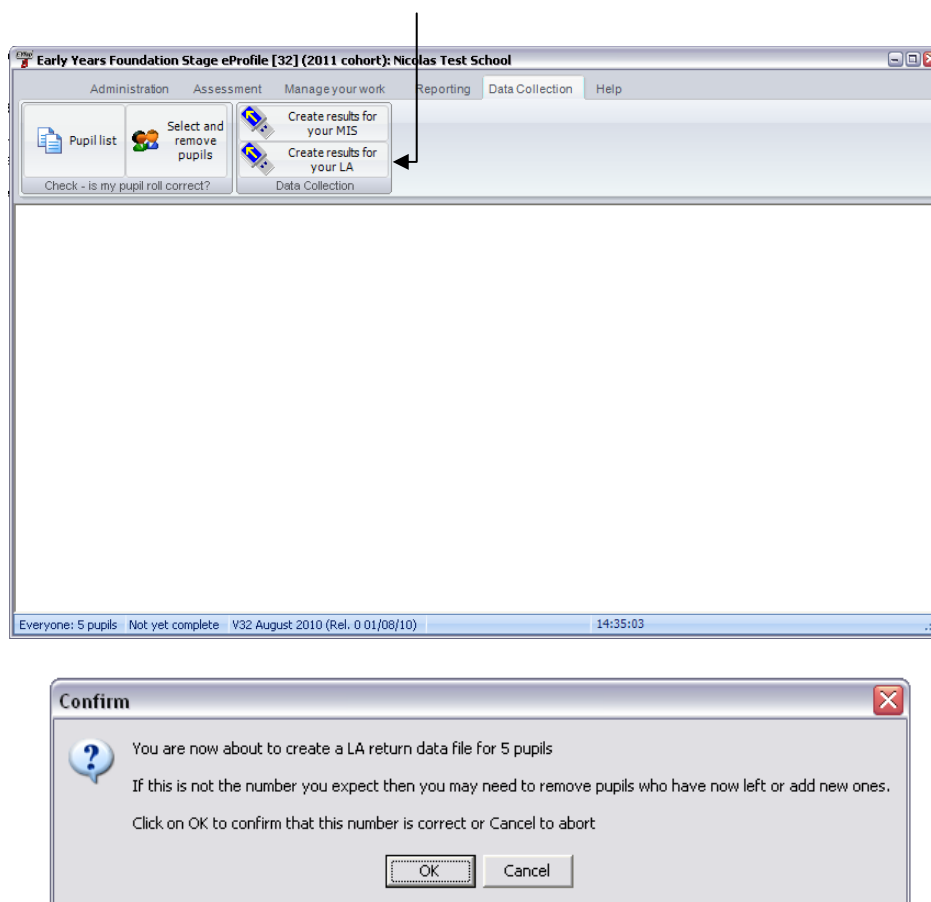
Upon completion exit the assessments page and re-validate your data by selecting the **All done?** button.

Section 3 - Creating and Saving

Once all the data has been entered into eProfile, it has been corrected and you are happy with it, you can then create your CTF file to upload to the PLASC/ Maninfo account (please refer to

Section 4 - Uploading to for details)

Click on the **Data Collections** then click **Create a results data file for your LA**.



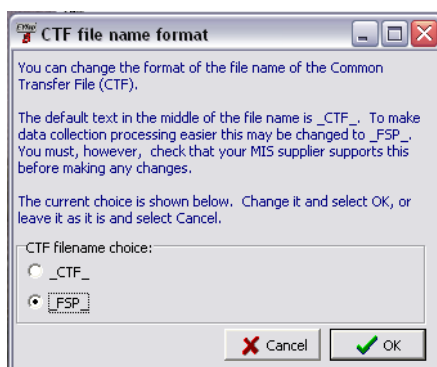
Check that the screen above is showing the correct number of pupils (If not please go back and add or remove pupils where necessary using page 20) and then select ok.

Step 3



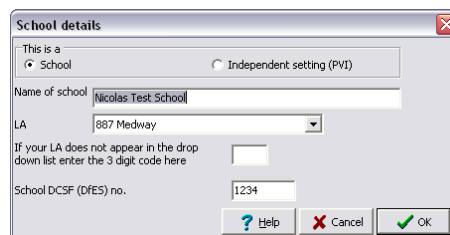
Click **Ok**

Step 5



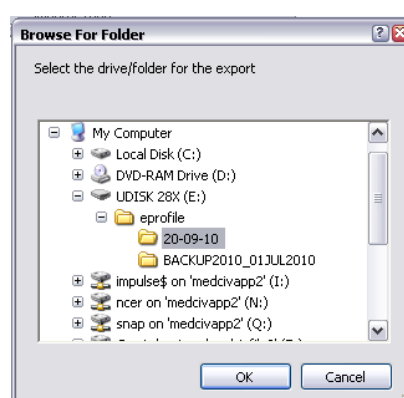
The next screen will ask you if want to change the format of your CTF. At this point please select **_FSP_** as shown below then click **Ok**.

Step 4



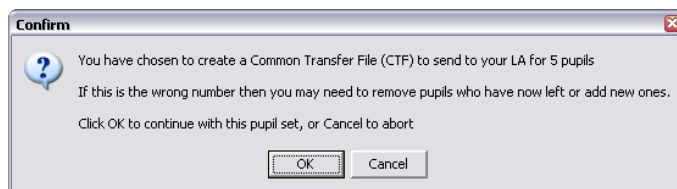
Now the school detail screen should appear. Check to see that your schools details are correct and click on **Ok**.

Step 6



The next screen will ask you where you want to save the return file. Select your removable disk and click **Ok**.

Once the file has been created/ copied a message will appear as shown below. The process is now complete.



The files below are produced when creating the export for the LA. When attaching the file to send to PLASC/ Maninfo you should use the **.XML**.

8871234_FSP_887LLLL_001.XML
8871234fsp2010.csv

Section 4 - Uploading to PLASC/ Maninfo

Section 4.1 - Maintained Schools

To return to Management Information at Medway LA attach the CTF to an email and send it to one of the following two addresses (plasc@medway.org.uk or maninfo@medway.gov.uk). Please ensure that you include a contact name and number in case we need to contact you.

Section 4.2 - Independent Schools

Please see crib sheet which can be found using the link provided below
<http://www.medway.gov.uk/index/learning/schoolinfo/38546/51030/51069.htm#eprofile>