

# Creating SIMS Templates to Upload Data into Analytics

This guide aims to explain the process of creating templates in SIMS to make it easier to export data that can then be formatted and uploaded into Analytics.

## Why do I need to create templates?

Although these take a little time to set up, once complete they make exporting data from SIMS to Analytics very quick and easy. These are examples of templates you may need to create (this is not an exhaustive list!):

Suggested Template Name	Purpose
SISRA KS2	To import your KS2 scores from SIMS into Analytics.
'SISRA Yr X Assessment' or 'SISRA Assessment Yr X'	This marksheet will import assessment grades into Analytics. <i>*You will need one for each year group.</i>
'SISRA Yr X Targets' or 'SISRA Targets Yr X'	This marksheet will import targets grades into SISRA. <i>*You will need one for each year group.</i>
'SISRA Yr X Predicted Grades' or 'SISRA Predicted Grades Yr X'	This marksheet will import predicted grades into SISRA. <i>*You will need one for each relevant year group.</i>
SISRA KS4	If you have a KS5 cohort you will need to import KS4 Core Baselines.

## How to make templates easier to find within SIMS

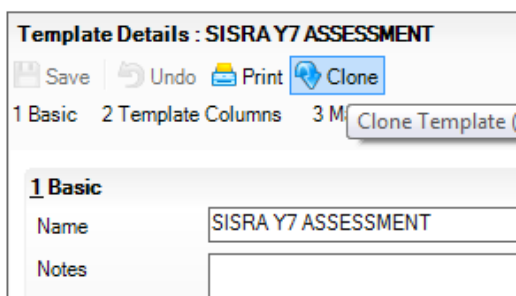
If you prefix your templates with 'SISRA' they are much easier find:

The screenshot shows the 'Find Template' window in SIMS. The search criteria are: Template Name: SISRA, Owner: Any Template, Active Status: Active. The results table is as follows:

Name	Owner	Status
SISRA KS2 data for KS3	Emma	Active
SISRA KS2 data for KS4	Emma	Active
SISRA KS4 APS	Emma	Active
SISRA Y10 ASSESSMENT - AP	Emma	Active
SISRA Y10 ASSESSMENT - PG	Emma	Active
SISRA Y10 TGTS	Emma	Active
SISRA Y11 ASSESSMENT - AP 2015-16	Emma	Active

You may already have templates that contain the same information but for a different purpose. You can 'clone' existing marksheets then delete any unused rows in the 'Template Columns' section of your new SISRA marksheet.

Make sure you have the student admissions number or exam number on all of your SISRA marksheets so that Analytics can identify and link the relevant student data. Finally, change the subject names in the 'Column Headings' section to match the qualifications names on your Matching page in Analytics.



Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
Drama	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
English	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
French	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Geography	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
History	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mathematics	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Music	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Education	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religious Studies	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technology	ASSESSMENT KS3.	Y7 AP3 (1..					<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Template Examples

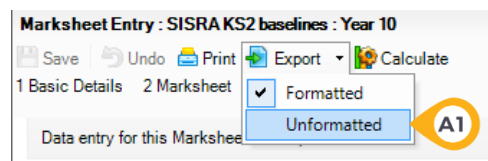
### Key Stage 2 Template

This is an example of the template you would create to export your KS2 English Reading and Maths from SIMS so that they can be formatted in Excel ready for import.

*For KS2-based headline measures from 20/21 onwards, you should upload English Reading and Maths Scaled Scores.*

Column Heading	Aspect Name	Result Set	Display	F
Admission No.				
KS2 English	KS2 ENGLISH Fine Level 2dp	KS2		
KS2 Maths	KS2 MATHS Fine Level 2dp	KS2		

**1 /** You can then create a marksheet for each year group you wish to import into Sisra. After opening a marksheet for a year group, export it as 'Unformatted' (A1).



**2 /** Once the document opens, go to the bottom of the Excel spreadsheet and remove the document details (A2).

7	
8	Marksheet Name : SISRA KS2 baselines : Year 10
9	Group Name : Year 10
0	Export Date : 25/02/2016
1	
2	Template Notes:
3	

Finally, remove the name of your result set from the English and Maths column headings ("KS2" in the example above).

# Targets Template

This is an example of the template you would create to export your Targets from SIMS to Analytics.

**Template Details : SISRA Y11 TGTS 2015-16**  
 Save Undo Print Clone  
 1 Basic 2 Template Columns 3 Marksheets 4 Categories 5 Properties

**1 Basic**  
 Name: SISRA Y11 TGTS 2015-16  
 Notes:  
 Group Filter:  
 Course Link:  
 Calculate on save  Calculate on Data Entry   
 Active

**2 Template Columns**

Column Heading	Aspect Name	Result Set	Disp
Admission No.			
Art	KS4 TGT AR	EP TGT Y11 OPT	
Additional Science	KS4 TGT AS	EP TGT Y11 OPT	
Biology	KS4 TGT BI	EP TGT Y11 OPT	
Business Studies	KS4 TGT BS	EP TGT Y11 OPT	
Chemistry	KS4 TGT CH	EP TGT Y11 OPT	
Computing	KS4 TGT CO	EP TGT Y11 OPT	

Current

QUAL NAME:	INCLUDE:	CURRENT:
Additional Science *	Yes *	Yes *
Art *	Yes *	Yes *
Biology *	Yes *	Yes *
Business Studies *	Yes *	Yes *
Chemistry *	Yes *	Yes *
Computing *	Yes *	Yes *

**!** Make sure the qualification names are the same as the Analytics Matching page (example shown above) and that they will make sense to your staff. They do not need to match the timetable and do not need to be in the same order.

Follow steps 1 and 2 on page 2, then select the top row of the Excel document. Use the find and replace function to remove the name of the result set ("Y11 AP3 (Mock 24-25)" in our example below). This will save you having to match up the SIMS subject names to the Sisra Analytics qualification names.

**Before:**

**After:**

## Assessment Data Templates

This is an example of the template you would create to export your assessment grades from SIMS, so that they can be uploaded into Analytics.

**Template Details : SISRA Y11 ASSESSMENT - AP 2015-16**

Save Undo Print Clone

1 Basic 2 Template Columns 3 Marksheets 4 Categories 5 Properties

**1 Basic**

Name

Notes

Group Filter

Course Link

Calculate on save  Calculate on Data Entry

Active

**2 Template Columns**

Column Heading	Aspect Name	Result Set	Displ.	From	To	Formula	Read...	Hidden
Admission No.								
Art	ASSESSMENT KS4...	Y11 AP4 (MOCK 2015-16)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Science	ASSESSMENT KS4...	Y11 AP4 (MOCK 2015-16)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Biology	ASSESSMENT KS4...	Y11 AP4 (MOCK 2015-16)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Studies	ASSESSMENT KS4...	Y11 AP4 (MOCK 2015-16)					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemistry	ASSESSMENT KS4...	Y11 AP4 (MOCK 2015-16)					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Once you have created a similar template, you can follow the steps included in the above example on the previous page. You can also create additional templates for predicted grades, etc. by following similar steps.

Thanks for reading.