

# Sisra Analytics

This document covers how to import and run the SIMS Report Definition file to extract student data from your management system ready to import into Analytics.

## Table of Contents

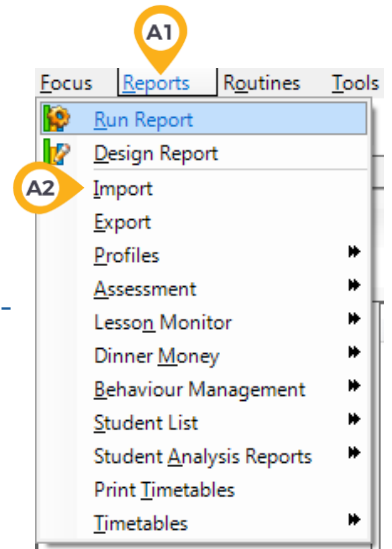
Step One: Importing the Report Definition File .....	2
Step Two: Adding columns.....	2
<i>Adding a field</i> .....	2
<i>Adding an Aspect</i> .....	4
Step Three: Running the Report .....	6
Appendices .....	7
<i>Student ID Numbers</i> .....	7
<i>Missing Rows / Problems importing</i> .....	8

## Step One: Importing the Report Definition File

You should start by extracting the 'SISRA Analytics Students Report.RptDef' from the .zip file into a folder on your computer, and opening SIMS.net.

Once logged into Sisra Analytics the file can be found via HELP > Guides > Getting Started & Setup (ADMINS) and in the 'Extracting Data from your MIS' section, click the 'Extracting Data from your MIS - Arbor, Bromcom, Cloud School, CMIS, iSAMs & SIMS (Admin)' article.

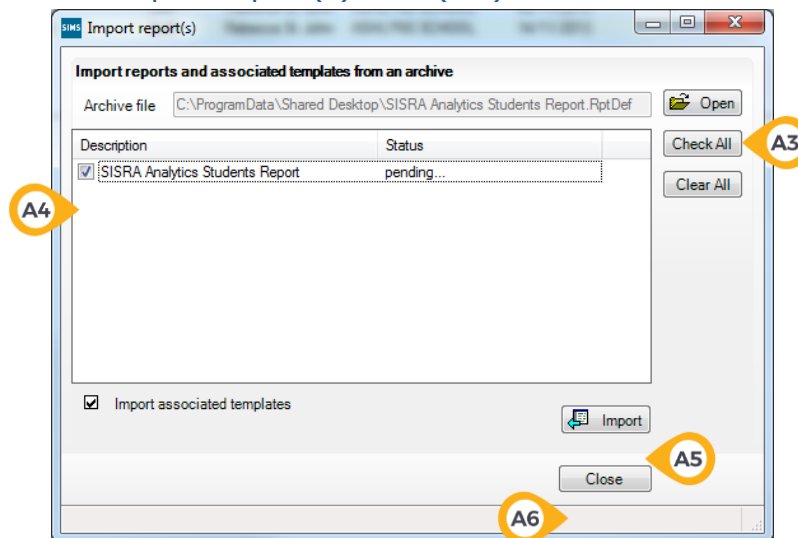
On the top menu, Reports (A1) > Import (A2).



The 'Import report(s)' box will open. Click 'Open' (A3), browse to the folder where you saved the 'SISRA Analytics Students Report', and double click on it.

The 'SISRA Analytics Students Report' will be listed, with a status of 'pending...' you will need to place a tick in the box next to the report title (A4), and click 'Import' (A5). The status will change to read 'Imported'.

You should then close the 'Import report(s)' box (A6).



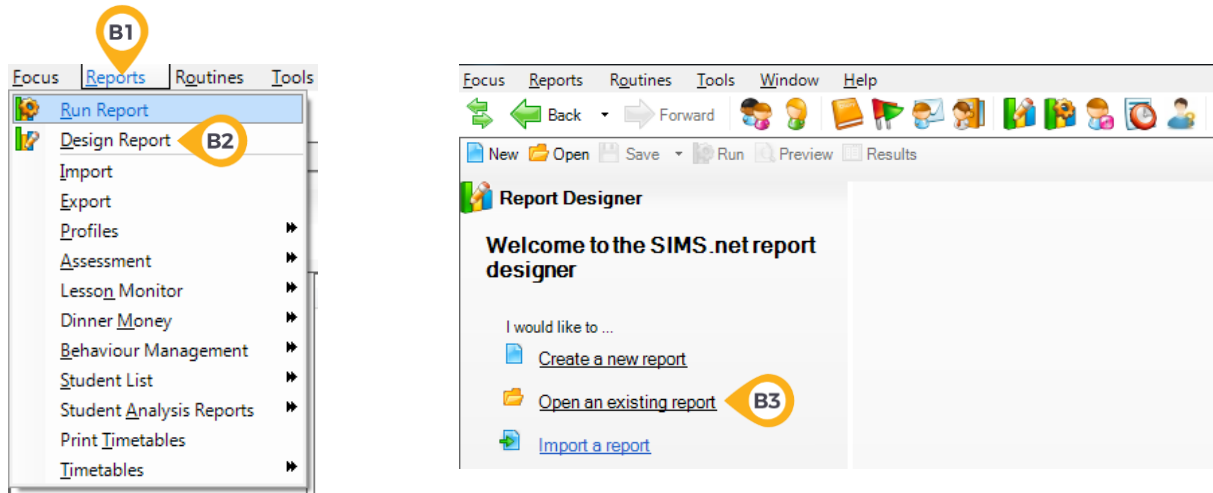
The 'Sisra Student Report' should now have been successfully imported into your SIMS system.

## Step Two: Adding columns

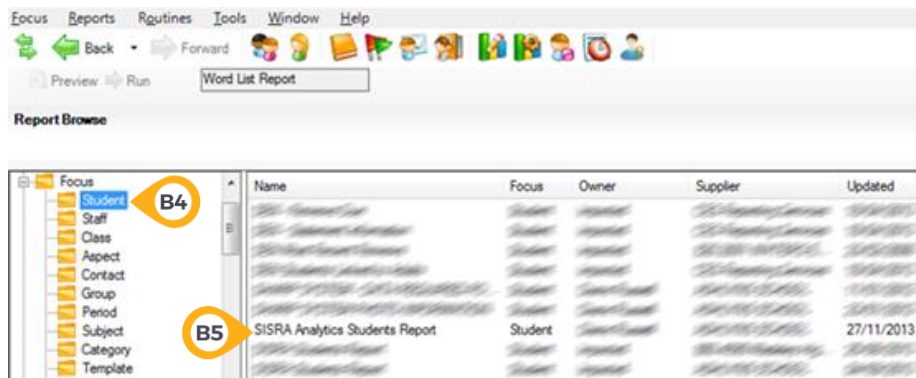
### Adding a field

The report definition provided includes ten columns, which contain the standard filters required within Sisra Analytics. You are able to customise filters by adding up to another ten columns. For example, you could add Registration Groups, Attendance, Pupil Premium, etc. You could even add in an aspect from Assessment Manager. For example some schools have 'on-track' codes, or effort/attitude scores they may wish to include.

You should start by opening SIMS.net. On the top menu, select Reports (B1) > Design Report (B2) > 'Open an existing report' (B3).

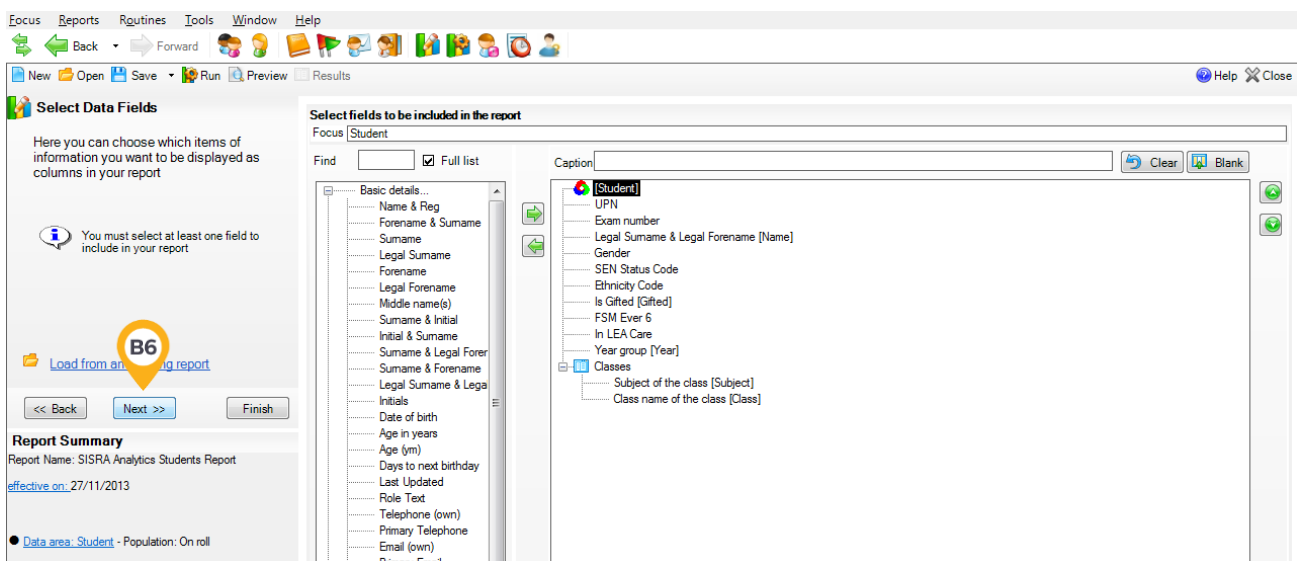


Click the + icon to the left of 'Focus', then click Student (B4). Select 'SISRA Students Report' (B5) and click 'OK'.



This will then take you to the report and allow you to customise the contents.

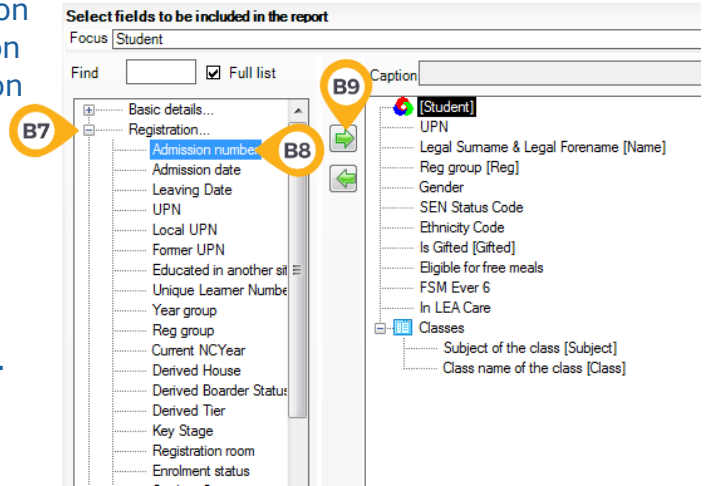
In the left-hand column, click 'Next' (B6) and the 'Select fields' page will open.



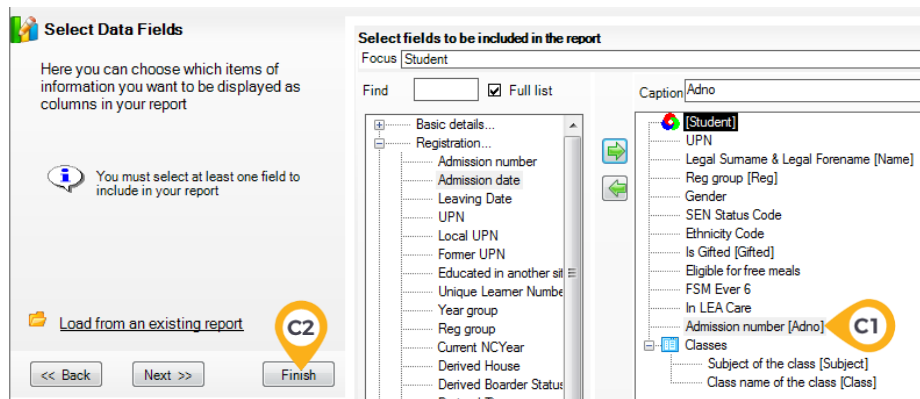
Here you can choose to add or remove information to/from the report. To add a new field, select it on the left and click →. To remove a field, select it on the right and click ←.

For this example, 'Admission Number' will be added to the export.

Click on the + icon next to 'Registration' (B7) to expand the selection, click 'Admission Number' (B8), then → (B9) to add this data to the report.

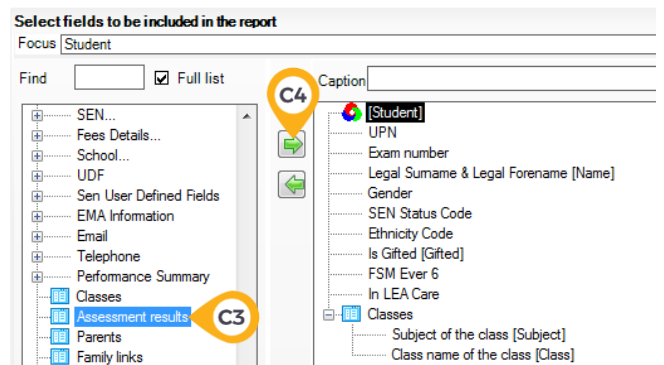


The 'Admission Number' should now appear in the Report List (C1) and click 'Finish' (C2). When you now run the report, it should include the admission number with the other data.

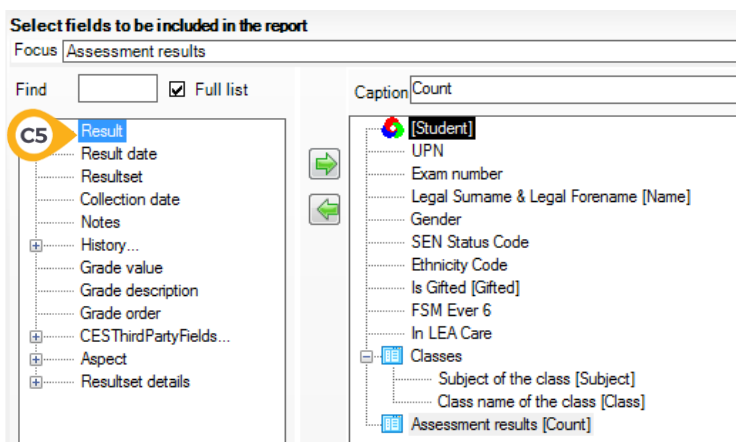


## Adding an Aspect

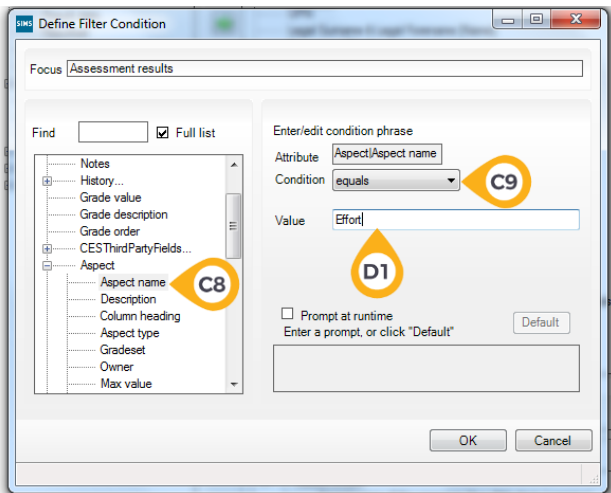
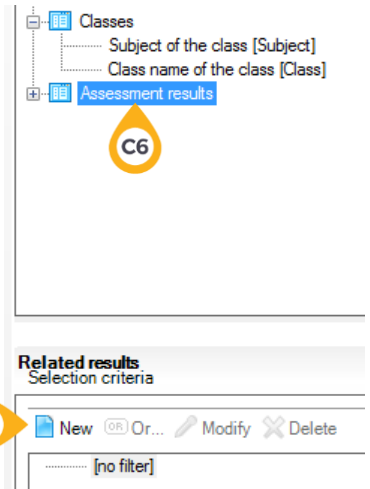
If you wish to add an aspect from Assessment Manager, within the 'Select fields' page, click Assessment results (C3), then → (C4) to add this data to the report.



Next, click Result (C5) and add that to the report by clicking →.



Now double-click 'Assessment results' (C6) to open the Define Filter Condition box and click 'New' (C7) to create new selection criteria.

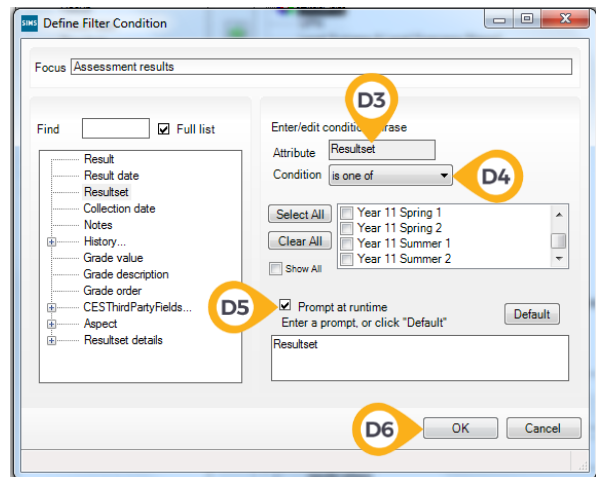
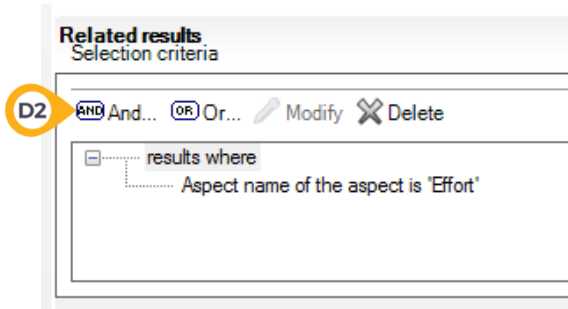


Click 'Aspect name' (C8) to select it as the Attribute and select 'equals' from the Condition dropdown (C9).

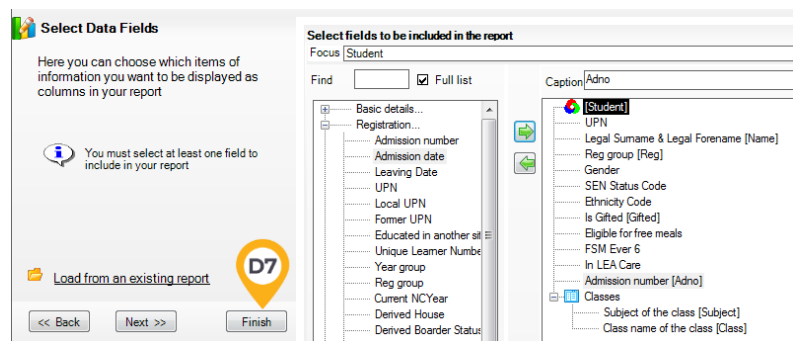
Type the name of your Aspect into the 'Value' box (D1) and click 'OK'.

This will add your aspect name as the criteria for the result.

To give you the capability to specify a result set when you run your report, click 'And' (D2) > Result Set (D3) to select it as the attribute. Select 'is one of' from the Condition dropdown (D4), tick 'Prompt at runtime' (D5) and click 'OK' (D6).

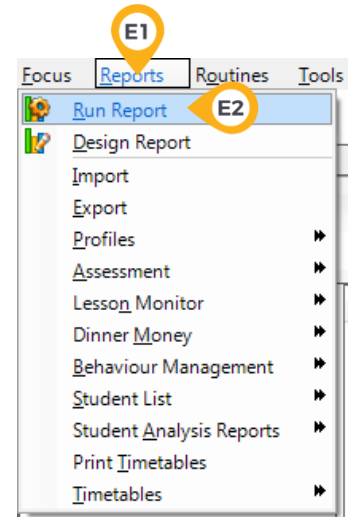


Click 'Finish' (D7), and when you run the report, your aspect will be included, offering you the option to select the relevant result set at run-time.

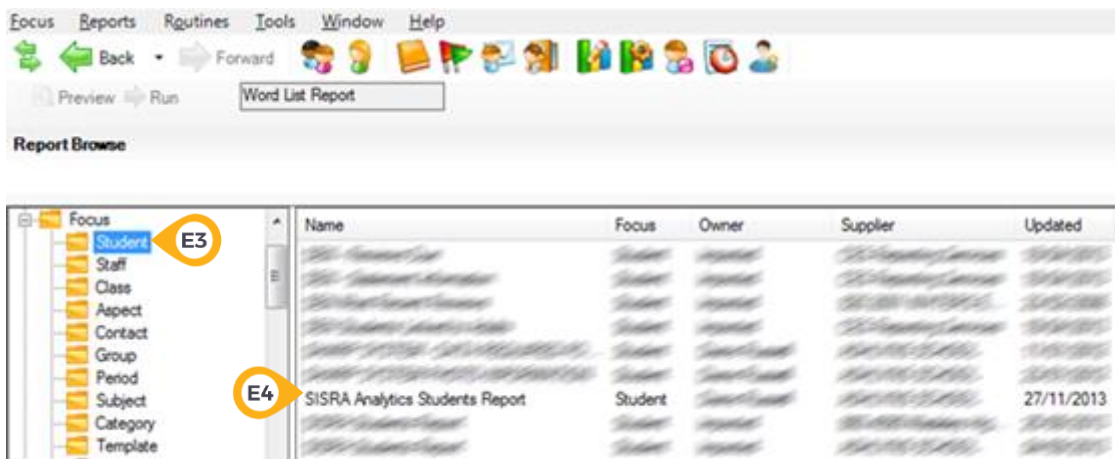


## Step Three: Running the Report

You should open SIMS.net. On the top menu select Reports (E1) > Run Report (E2).



On the left, click + to the left of 'Focus' > Student (E3). Scroll down the list of reports and select 'SISRA Analytics Students Report' (E4).



Ensure the drop down box at the top of the page is set to 'Excel' (E5) and click 'Run' (E6).



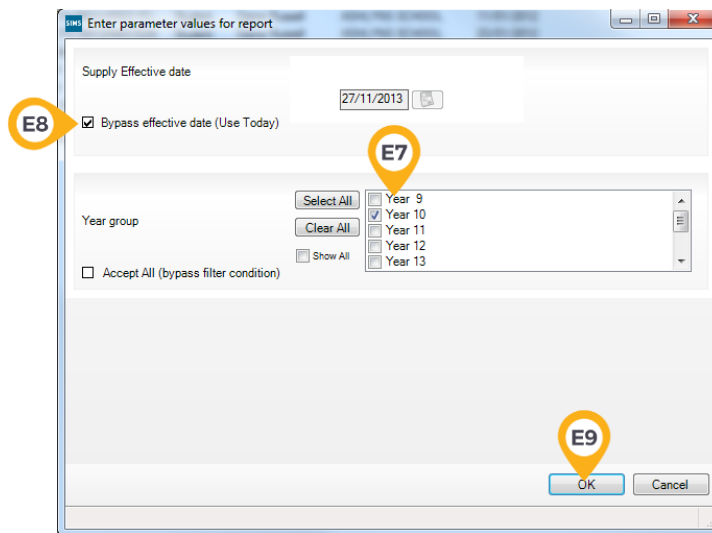
**i** If running the report directly into Excel causes SIMS to crash, set the dropdown to 'Text' (E5), click 'Run', select the relevant year group and click 'OK'. Open Excel and open the resulting text file using the 'Open' function within it. Follow the wizard to view a comma delimited file.

The 'Enter parameter values for report' box will open. You should then select the year group you wish to export data for (**E7**).



Export each year group separately.  
This will make working with the data and uploading it into Sisra much easier

If you wish to upload current student data, you should leave as default (with a tick in box next to 'Bypass Effective date (Use Today)') (**E8**) and click 'OK' (**E9**). If you wish to export historical data (e.g. last year's Y11), select an 'effective date' before clicking 'OK'.



The file should open in Excel ready for import to Sisra Analytics.

## Appendices

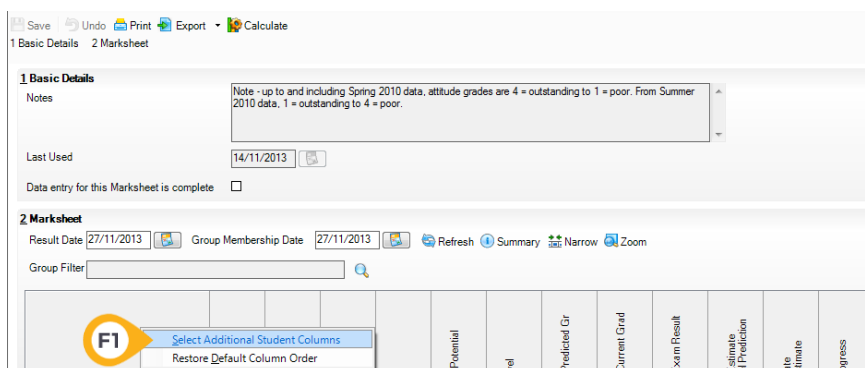
### Student ID Numbers

Before you run the SISRA Students Report Definition, you must decide which student ID you wish to use within Sisra Analytics. There are two options:

- **Exam number**

**Pros:** It can easily be added to SIMS marksheets by using the 'Select Additional Student Columns' function (**F1**), by right clicking on the heading for student's name. It is automatically included on the results download from SIMS Examinations, making the upload of Exam results quick and easy.

**Cons:** Your exams officer may be reluctant to create Exam Numbers for every student, particularly those in KS3.




• **Admission Number**

**Pros:** Every student has one.

It can easily be added to SIMS Marksheets by using the 'Select Additional Student Columns' function, described on page 7 (F1).

**Cons:** It is not included on the results download from SIMS Examinations, so it will require adding to the Exam results broadsheet on results day, or the results will have to be uploaded into SIMS before extracting for Sisra. The UPN and Exam Number are included in the SISRA Analytics Student Report; you will have to add the Admission Number by amending the report as described on page 2.



Using UPN as a cohort's IDs:

This should be fine for cohorts already set up, **however** as this is classed as sensitive information, we wouldn't recommend using this for future cohorts. Instead, you could use Exam Number or Admission Number, etc.

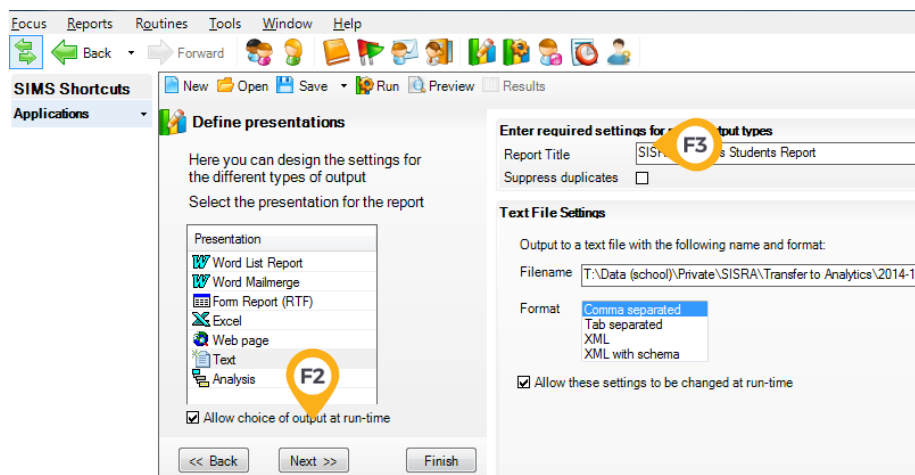
**Missing Rows / Problems importing**

If your report ends up looking like the example to the right, the import won't work. All rows need to contain data across all columns. It is, however, easy to rectify.

Open your Report using 'Design Report', as described on page 3.

	A	B	C	D	E	F	G	H	I	J	K
1	Exam Number	Name	Gender	SEN Status Code	Ethnicity Code	Gifted	Eligible for free meals	In LEA Care	Year	Subject	Class
2	1	Student A	F	A	WBRI	F	F	F	Year 11	English	11En1
3										PSHCE	11Ps2
4										Religious Education	11RE4
5										Mathematics	11Ma3
6										Pe	11Pe3
7										Pe	11Pe2
8										Science	11Sc4
9										French	11Fr2
10										Business Studies	11Bs3
11										History	11Hi2
12										Citizenship	11Ci4
13	2	Student B	N	N	MWAS	T	T	F	Year 11	English	11En3
14										PSHCE	11Ps2
15										Religious Education	11Re3
16										Mathematics	11Ma3
17										Pe	11Pe2
18										Science	11Sc4
19										Geography	11Ge2
20										Exam Pe	11Pe2
21										Film Studies	11Fs4
22										Citizenship	11Ci3

Click 'Next' (F2) to navigate to the 'Define presentations' page. Ensure that the 'Suppress duplicates' box (F3) is **NOT** ticked, then click 'Finish'. The report should now run accurately.



Thanks for reading.