

Your School Data: upload instructions

1. What is Your School Data and how will it be used?

This document explains how you can upload information from your school management information system (MIS) to Plan-it.

The data upload allows a school to import academic and other relevant data to the Plan-it learner site. The information can then be viewed by learners, teachers and Connexions staff in the context of aspirations highlighted through Plan-it, such as ambitions, career choices and future courses.

You can upload information for each student imported into Plan-it. The information is displayed in the 'My School Data' section of the Plan-it learner site. Staff with permission to see a learner's data will be able to view the information you upload. No staff or students can change the uploaded information – it is 'read-only'.

2. How to upload data

Data is imported to the system via a spreadsheet. A blank spreadsheet can be downloaded from the online Plan-it Handbook at: www.s-cool.co.uk/planithandbook.

Spreadsheets ready for upload should be emailed to data@s-cool.com. If there are no problems with the data, the upload will be completed within 48 hours of receipt. You will receive confirmation once the data has been imported.

3. What if I have lots of learners to import?

The most efficient way to upload your data is to put as many learners as you can on one spreadsheet – one learner per row. Learners do not need to be from the same year group on the spreadsheet.

4. Can I upload more than once to the same learner? What happens to the old data?

You can email upload spreadsheets as often as you like. When a new upload takes place it will overwrite any existing data in a learner record. The original data will not be retained.

If an upload is done for a small groups of learners only their data will be updated. All other learners will retain their original data.

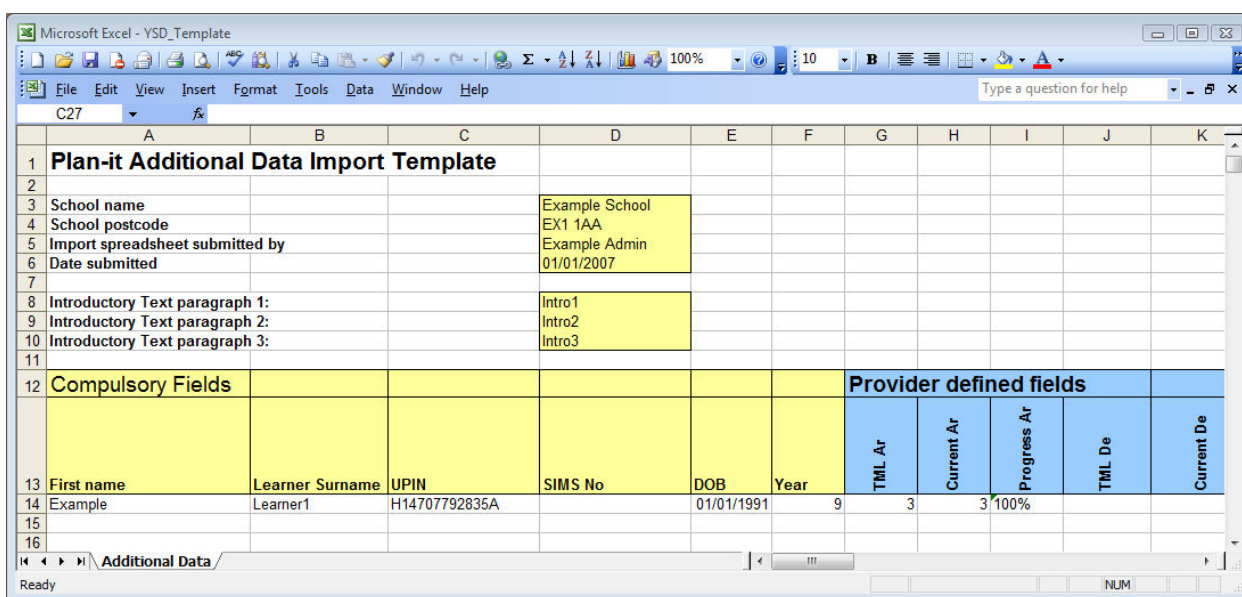
Your School Data: upload instructions

5. What sort of data can I upload?

The upload spreadsheet contains the following sections:

- **Required information** – school name and date of upload
- **Introduction text** – text written by you that will appear on the learner’s website explaining the data that you have uploaded (maximum 3 lines).
- **Compulsory fields** – to enable Plan-it to identify learners.
- **Provider defined fields** – the data that you want each learner to have in Plan-it.

Example Your School Data template



Plan-it Additional Data Import Template											
1	Plan-it Additional Data Import Template										
2											
3	School name										Example School
4	School postcode										EX1 1AA
5	Import spreadsheet submitted by										Example Admin
6	Date submitted										01/01/2007
7											
8	Introductory Text paragraph 1:										Intro1
9	Introductory Text paragraph 2:										Intro2
10	Introductory Text paragraph 3:										Intro3
11											
12	Compulsory Fields						Provider defined fields				
13	First name	Learner Surname	UPIN	SIMS No	DOB	Year	TML Ar	Current Ar	Progress Ar	TML De	Current De
14	Example	Learner1	H14707792835A		01/01/1991	9	3	3	100%		
15											
16											

6. Notes on Introductory Text

You have a maximum of 3 lines. For presentation purposes, it is best to keep the text to a minimum.

You may wish to use this text for any number of reasons, including:

- To explain how learners should use the data (e.g. this data shows your current expected grades in GCSE subjects and will be used as part of your academic mentor discussion with your tutor in February.)
- To set a context for the data (e.g. this shows attendance data for the period from Sept 09 to January 10)
- To explain the specifics of the data (e.g. Effort grade 1 = excellent, 5 = poor)

Note that there is only one set of ‘Introductory Text’ per upload, therefore the same text will appear on every Plan-it learner’s site for this upload.

Your School Data: upload instructions

7. Notes on Compulsory fields

These fields are required to identify learners as data is uploaded to Plan-it. This information should be readily exportable from your management information system (e.g. SIMS).

8. Notes on Provider defined fields

This is where you define and enter the data that you want to display against each learner. The data can be anything that can be entered on a spreadsheet – so you can display letters, numbers and text (e.g. 'satisfactory' or 'level 3'). You may choose up to 75 "fields" or columns to upload on a spreadsheet. If learners are not all studying the same subjects (e.g. GCSE options) cells in the spreadsheet can be left blank. These will not be displayed on the learner's site.

9. Issues with using this data

Please note that you should consider the impact of the data on the learner. Whatever information you put on this site will be seen by learners as soon as they log into Plan-it i.e. they might see the information before a teacher has had a chance to explain why it is there and what it means. For example, low predicted grades, e.g. Fisher Family Trust, may be surprising or de-motivating if the information is not presented to the learner in a careful way.