

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 systems to Plan-it.

The school data upload allows a school to import academic and other relevant data to the Plan-it system. The information can then be accessed by students, teachers and Connexions staff and used to enhance academic achievements in the context of other aspirations highlighted through Plan-it, such as, career choices and ambitions.

You can upload separate information for each student. The information will then be displayed in the 'Your School Data' section of Plan-it when those learners next visit the site. Staff with permission to see a learner's data will also be able to view the information you upload. No staff or students can change the uploaded information – it will be 'read-only'.

2 How to upload data

Data is imported to the system via a spreadsheet. The format of the spreadsheet is shown below in this document. A blank spreadsheet can be downloaded from

www.s-cool.co.uk/planithandbook.

Spreadsheets ready for upload should be emailed to data@s-cool.co.uk. 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 you send in a new one, the upload data will replace the data from the previous one. The original data will not be retained.

If you wish, you can upload data against individual learners or small groups of learners. If you do this, their data will be updated but all other learners will retain the data from their previous upload.

5 What sort of data can I upload?

The upload spreadsheet (see image below) has the following sections:

1. **Required information** – about the school and the date of upload
2. **Introduction text** – text written by you that will appear on the learner's website explaining the data that you have uploaded (maximum 3 paragraphs).
3. **Compulsory fields** – to allow us to identify learners.
4. **Provider defined fields** – the data that you want each learner to have in Plan-it.

Sample Plan-it spreadsheet import										
School name										
School postcode										
Import spreadsheet submitted by										
Date submitted										
Introductory Text paragraph 1:										
Introductory Text paragraph 2:										
Introductory Text paragraph 3:										
Compulsory Fields						Provider defined fields				
						Subject 1 example History	Art KSS pred	Subject 3 example Science	FFT Eng KS3	Subject 4 example Maths
First name	Learner Surname	UPIN	SIMS No	DOB	Year					

6 Notes on Introduction Text

You have a maximum of 3 paragraphs. 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 they 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 06 to January 07)
- To explain the specifics of the data (e.g. the effort grade 1 = excellent effort, 5 = poor)

Note that there is only one set of 'Introduction Text' per upload, and as a result the same text will appear on every Plan-it learner's site for this upload.

7 Notes on Compulsory fields

These fields are required to identify learners before 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 that you upload to the site 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 demotivating if the information is not presented to the learner in a careful way.