



Management Information

Guidance for SIMS.net Schools
2010

Key to Success

1.1. Downloading from Key to Success

STATUTORY ASSESSMENT (SATS) RESULTS

Rather than waiting for Key Stage data via CTF from a pupil's previous school, you can download STATS results from Key to Success providing you have the pupils UPNs

- Open **Internet Explorer** and type in the following web address

<https://www.keytosuccess.dcsf.gov.uk/>

- Click on **School Login Page**



KEY TO SUCCESS

Welcome to the Key to Success website.

If you are from a **school**, continue to the [School Login Page](#)

If you are from a **Local Authority**, continue to the [LA Login Page](#)

National and LA-level assessment data are available from the [DCSF Research & Statistics Gateway](#).

© Crown Copyright.

- Enter your **S2S Username and Password | Log In**

Please enter your username and password in the boxes below to access the Key to Success system.

Username:

Password:

- If these have been forgotten or lost you can either contact Management Information or the S2S service desk on 01325 392626

- You will see on the first page files listed for Key Stage results if these are available for you to download
- Alternatively there are also options on right hand side on the screen which have links to statutory results

Green Abbey School (886/1234)

2009 Key Stage 3 Teacher Assessment data (core only)

Downloads

The following datafiles contain the 2009 teacher assessment results. It was last updated on 9th December 2009.

| Date of file | Filename | Format | Filesize |
|-----------------|---|--------------------|----------|
| 9 December 2009 | 8861234_CTF_8861234_001.zip | CTF XML file (ZIP) | 5KB |
| | 8861234.csv | CSV text file | 41KB |

- You will find various formats of files in the box below **Downloads**; you will want to select the **CTF XML file (ZIP)**

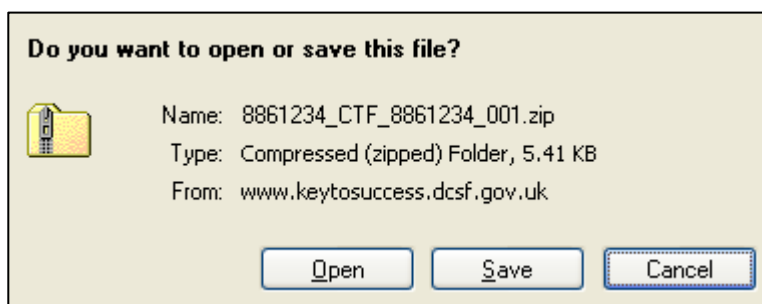
PLEASE NOTE: As this is a ZIP file you will need to unzip before importing into SIMS.net; if you are unable or unsure on how to do this there is an alternative file for you to download which you will be able to import straight into SIMS.net

| Date of file | Filename | Format | Filesize |
|-----------------|---|--------------------|----------|
| 9 December 2009 | 8861234_CTF_8861234_001.zip | CTF XML file (ZIP) | 5KB |
| | 8861234.csv | CSV text file | 41KB |

The "XML files" are in a format that can be imported into your Management Information System (MIS). The "CSV" version of the file is suitable for use with other applications such as a spreadsheet.

Due to its large size, the preferred method of downloading the XML file is as a ZIP file using the link in the above table. If, however, you do not have the ability to "unzip" files you may download the large, uncompressed XML file using the following link: [8861234_CTF_8861234_001.xml](#) (126KB).

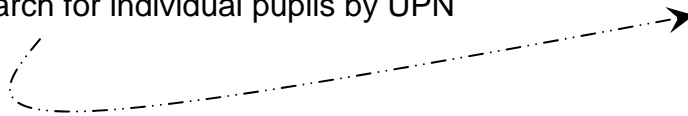
- Click on the file you wish to download



- Click **Save** (save the file to an area you will remember)

SEARCHABLE DATA

- There is a button on the right hand side headed **Searchable Data**. This allows you to search for individual pupils by UPN



| DOWNLOADS: |
|---------------------------------------|
| 2009 KS2 e-results |
| 2009 KS3 TA |
| Searchable data |
| Gifted & talented |
| ULN downloads |
| Other data |

- You will need to read the paragraph on the page;

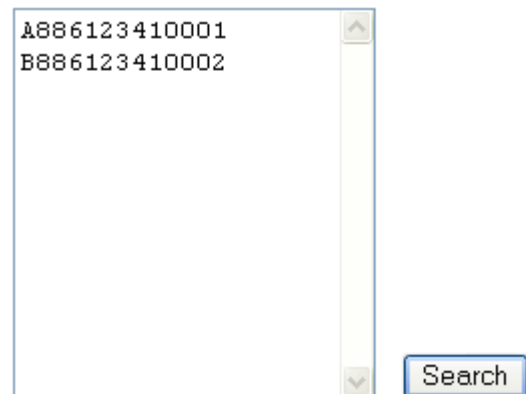
“You may only use this search facility to search for and download the data for pupils who have taken end of Key Stage assessments in your school or historical results for pupils who are currently on the roll of your school. You cannot download results for any tests that pupils have taken subsequent to leaving your school.”

- There is a **tick box** which must be ticked to agree to the above statement and for this search to work

I confirm that I have read and understood the above paragraph.

- **Enter the UPNs** of the pupils you wish to search for in the following box.

Each UPN should be entered on a separate line, up to a maximum of 200



A886123410001
B886123410002

Search

- If you are searching for a large number of pupils it will be easier to generate a report from SIMS.net and copy the UPNs into this box
- **Copy** (Ctrl C) and **Paste** (Ctrl V) this list into the box
- After entering your UPNs and pressing **Search**, you will be told how many UPNs were found in the database
- **Download** the data in CTF XML format
- Click **Save** (save the file to an area you will remember)

2.1. Importing Assessment Data

IMPORTING CTF XML FILES


- Select **Routines | Data In | CTF | Import CTF** to display the **Import CTF** page
- Specify the data to be imported by selecting and deselecting all check boxes other than **Assessment Data**


1 Data to be Imported

| | | | | | |
|-----------------------|--------------------------|-----------------|-------------------------------------|------------------|--------------------------|
| Student Basic Details | <input type="checkbox"/> | Student Address | <input type="checkbox"/> | Student Contacts | <input type="checkbox"/> |
| SEN Information | <input type="checkbox"/> | Assessment Data | <input checked="" type="checkbox"/> | School History | <input type="checkbox"/> |
| Attendance Summary | <input type="checkbox"/> | Looked After | <input type="checkbox"/> | | |


- In the **Import Selection** panel, click the **Open** button adjacent to the **CTF File** field to display the **Select Import File** dialog

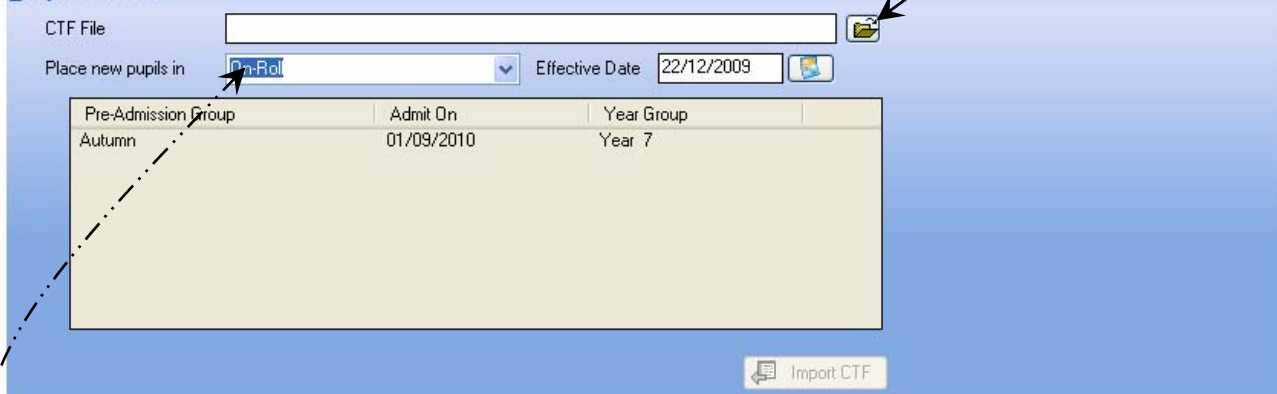
2 Import Selection

CTF File 

Place new pupils in Effective Date 

| Pre-Admission Group | Admit On | Year Group |
|---------------------|------------|------------|
| Autumn | 01/09/2010 | Year 7 |





- Navigate to the location of the CTF File to be imported. Highlight the appropriate file and click the **Open** button
- Ensure you have set the pupil group to **On Roll**
- **Import CTF**
- Any existing results within SIMS.net **will not** be overwritten