

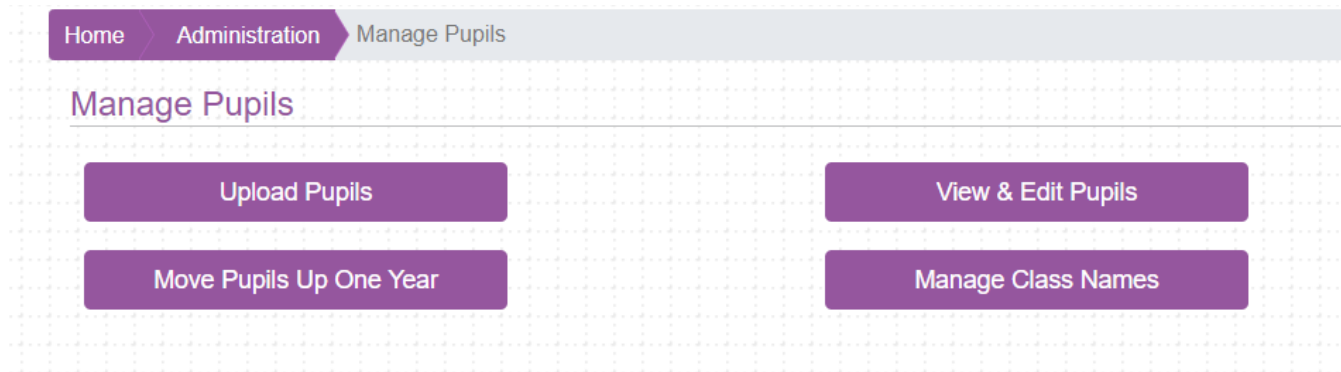
# NFER Tests Analysis Tool

## Start of Year Guide

This guide focuses on the NFER Test Analysis Tool functions you are likely to need to prepare your school account for the beginning of the new school year.

### Pupil changes

To begin, log in to your hub account and click '**Administration**'. Select '**Manage Pupils**'. All the tools you will need to make changes to your pupils are accessible from this section, pictured below:



### Moving pupils up one year

You are able to move your classes to the next academic year by clicking '**Move Pupils Up One Year**'. This moves all pupils who are currently in the system up into the next school year, while maintaining all data previously entered for them. Please note that you can only do this once during the school year.

### Adding a new year group

The best way to add a new year group is to upload all the pupils from a CTF file. Alternatively you may upload the pupils from an Excel spreadsheet.

#### Upload Pupils from CTF

Use your school's MIS to generate a CTF file containing all the pupils in your school.

Choose '**Upload Pupils from CTF**'. Then click '**Choose file**', browse to your CTF file and click '**Open**', then '**Upload**'.

On the CTF School Data Check page, check that the data is correct, and in particular check that the Academic Year is the new academic year.

Click '**Continue**' and then, assuming there are no errors that you want or need to fix on the next page, click '**Finish**'.

#### Upload Pupils from Excel

To add a new year group choose '**Upload Pupils from Excel**'. Click '**Download Template**' for the desired year group and populate the Excel file. Save this on your local computer drive. Then click '**Choose file**', browse to your Excel file and click '**Open**', then '**Upload**'.

You will be taken to the column mapping page, this will tell you if the column headers in your file match those we expect to see. If there are any unexpected columns select the column in your data file that our column header matches. When you have checked all column headers press '**Save**'.

Home Administration Manage Pupils Upload Pupils Map Columns						
Your Column Name	UPN	Forename	Surname	DOB	Gender	SEN
NFER Column	UPN	Forename	Surname	DOB	Gender	SEN
Matched Columns	Matched (contains no values and will not be imported)	Matched	Matched	Matched	Matched	Matched

You will now need to check your pupil data. Any invalid or unexpected data will be highlighted in yellow or red. Anything highlighted in red will need to be amended or entered before you can continue. Anything highlighted in yellow should be reviewed but you will be able to continue without making any changes. Once you have checked all the data and are happy to continue, save the data and click **'Finish'**.

01/09/2011	M	S	False	WBRI
01/10/2010			False	WBRI
01/12/2010	F	E		WBRI
01/02/2011	F	K	False	CHNE
01/04/2011	F	K	False	

### Updating classes

If the classes that your pupils are assigned to have changed, you can use the **'Manage Class Names'** to edit these. Begin by using the drop down box to select the year group to work with. Then, either select individual pupils, by clicking on their record, or choose all pupils by clicking **'Select All'**. You can clear your selection by choosing **'Clear All'**. In the **'Move to'** box type the name of the class you would like to move the selected pupils to. Then click **'Bulk Update'**. You will be asked to confirm your selection, then you will see a list of pupils in your selected year group allocated to their updated class(es).

Select pupil from: Year 5      Move to: Class name      **Bulk Update**

**Select all**    **Clear all**      Search:

PupilUid	FirstName	Surname	ClassName
396516	Frida	Avila	Miss Palmer
396517	Maggie	Campos	Miss Palmer
396518	Regina	Coffey	Miss Palmer

### Adding individual pupils

You can also add individual pupils to an existing year group. Choose **'View & Edit Pupils'** and click **'Add'** in the relevant year group row. You will then be able to type in the new pupil's details. Boxes marked with an asterisk are mandatory fields. When you are finished, click **'Save'**.

**View & Edit Pupils**

**Information:** Select the year group you would like to add new pupils to, delete pupils from or edit pupil details.

Year	Add new	Manage	Delete
1	<b>Add</b>	<b>View &amp; Edit</b>	<b>Delete</b>
2	<b>Add</b>	<b>View &amp; Edit</b>	<b>Delete</b>
3	<b>Add</b>	<b>View &amp; Edit</b>	<b>Delete</b>
4	<b>Add</b>	<b>View &amp; Edit</b>	<b>Delete</b>
5	<b>Add</b>	<b>View &amp; Edit</b>	<b>Delete</b>
6	<b>Add</b>	<b>View &amp; Edit</b>	<b>Delete</b>

UPN:

Forename: \*

Surname: \*

DOB: \* dd/mm/yyyy

Gender: \*


SEN Provision:

FSM:

Ethnicity:

Class: \*

### Deleting individual pupils

It is also possible to delete individual pupils from the 'View & Edit Pupils' screen. Click 'View and Edit' next to the relevant year group. Find the pupil record that you would like to delete and click the  button. Once the pupil is deleted their test scores will not appear in any generated reports, so please ensure that you have exported and saved any reports you need prior to deleting the pupil record.

## Staff Changes

If you need to amend staff who have access to your school's account, click 'Administration' from the home page and then 'Manage staff accounts'. You will need to have School Admin user permission status to create, edit or delete staff accounts.

### Creating new staff accounts

To create a new staff account click 'Create new'. Select the user permission level and fill in the relevant boxes. Click 'Create'. The new user's log in details will appear at the bottom of the screen. They will be prompted to change their password the first time they log in.

#### Create Staff

Select Permission: \*  SchoolAdmin  
 Teacher


Title:

Forename: \*

Surname: \*

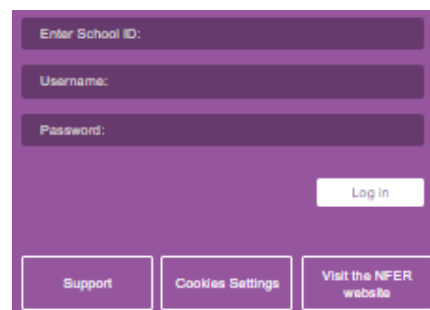
IsActive

### Deleting staff accounts

To delete a member of staff's account click the  button next to the user's name and confirm by clicking 'Delete'.

## Further Support

For further support please click the 'support' button which appears on both the login page and in the top right hand corner of each page once you are logged in.



If you have any questions after reading this guide, please email [products@nfer.ac.uk](mailto:products@nfer.ac.uk) and we will get in touch to offer support.