



On Screen Imports



V2.0

August 2018



Before you begin

Please note that the following steps to delete pupils from in FFT Aspire can only be performed by users with Report Administration rights.

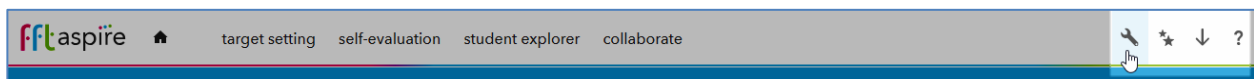
If you are not sure of your administration access or do not have this account type, please speak to your school's FFT Aspire Administrator.

This data management help guide will take you through the steps required to import additional pupils into your school's FFT Aspire system using the on-screen import function.

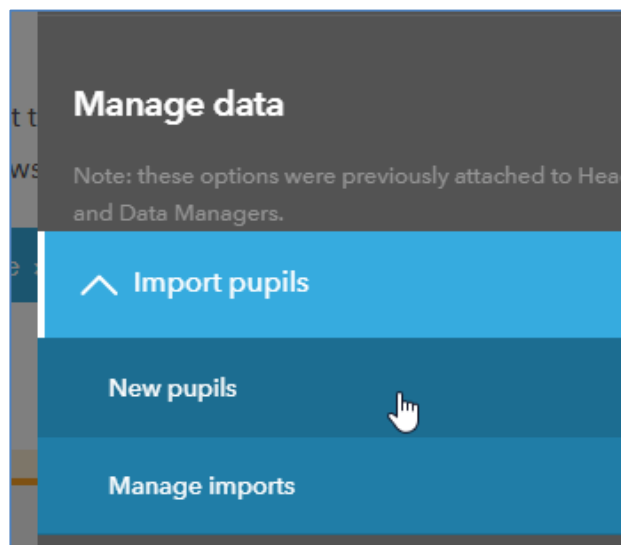
It is important to ensure that pupil details are entirely accurate before completing the process.

Upload: Import pupil data

1. Log into the Aspire site <https://fftaspire.org>
2. The Data Management area of Aspire can be accessed by hovering over the Administration icon on the right hand side of the menu bar.



3. This will return a dropdown list of options. Under Manage data, select 'Import pupils' and 'New pupils'.



4. Select the "Start now" button across from the 'Add up to 5 pupils at once on screen' option.

Import pupil data

Add up to 5 pupils at once on screen

Enter the details of up to 5 pupils on screen. Ensure that all details are accurate including UPN, date of birth and gender, as these are used in matching data for FFT Aspire reports.

Start now >

5. Enter pupil information in all mandatory fields, with 'middle name' being the only optional field.

	Forename	Middle name(s)	Surname	UPN	Date of birth	Date of joining current school	Gender	NCY group
	Joe	Middle name	Titanium	X111111111111	13/02/2002	01/09/2017	Male ▾	10
	Mary	Louise	Silver	B222222222222	29/09/2001	01/09/2017	Female ▾	10
	Forename	Middle name	Surname	UPN	DD/MM/YYYY	DD/MM/YYYY	Choose ▾	NCY group
	Forename	Middle name	Surname	UPN	DD/MM/YYYY	DD/MM/YYYY	Choose ▾	NCY group
	Forename	Middle name	Surname	UPN	DD/MM/YYYY	DD/MM/YYYY	Choose ▾	NCY group

NOTE: If, when filled out correctly, the fields are marked in red, this may be indicative of a browser issue. If this happens, we suggest switching your browser. For example, if you using Internet Explorer, close this down and open up Google Chrome. We suggest using Google Chrome as your default browser for Aspire.

6. Accept the agreement at the bottom of the screen.

I confirm that I have taken all reasonable steps to ensure that the information is correct to the best of my knowledge and that it only contains details of pupils who are currently on roll at my school. I have also accepted the FFT Aspire Terms of Use and my use of this data must adhere to those terms and the Data Protection Act.

7. Select 'Match pupils'.

[Match pupils](#) or [Cancel and return home](#)

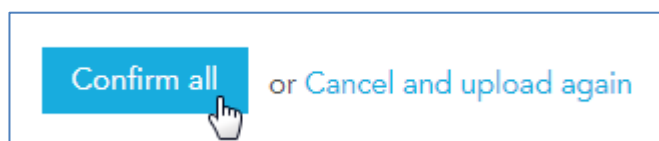
8. Scroll through the 'Match pupil data' screen to view the details of the matched pupils. If there are any unmatched pupils, they will be visible at the bottom of the list.

Please check all matches and confirm. Unmatched pupils will not be updated in Aspire.

4 matched pupils 0 unmatched pupils [Show full details](#)

Your upload	Matching records
<p>Joe Titanium UPN: X1111111111111</p>	<p>Joe Titanium UPN: X1111111111111 Matched</p>
<p>Mary Silver UPN: B2222222222222</p>	<p>Mary Silver UPN: B2222222222222 Matched</p>
<p>[Redacted] [Redacted] UPN: [Redacted]</p>	<p>[Redacted] [Redacted] UPN: [Redacted] Matched</p>
<p>[Redacted] [Redacted] UPN: [Redacted]</p>	<p>[Redacted] [Redacted] UPN: [Redacted] Matched</p>

9. 'Confirm all' of the matches or cancel the current matching process to amend and re-enter the details.



10. If you have confirmed the matches, FFT Aspire will present a summary report of imported pupils.

Summary of imported pupils

upload check match finish

4 pupils imported
Matched pupils will be processed and appear in reports as soon as possible.

4 matched to existing records

- Joe Titanium
- Mary Louise Silver
- Hannah Moody
- Jack Kelly

0 unmatched pupil(s)

Finish

11. Scroll through the pupil list to view all of the matched and unmatched pupils. To complete the import process for the matched pupils, click on the **'Finish'** button at the bottom of the page. This action will also redirect you back to the FFT Aspire account home page.

12. In the example above, FFT Aspire was able to match records for four pupils. If available, the pupils' context, prior attainment and benchmark estimates will be visible in other areas of Aspire.

Any unmatched pupils will not be imported into the system.

If any difficulties are encountered with this process, please contact the FFT support team by email on support@fft.org.uk or by phone on 01446 776 262 option 1.