

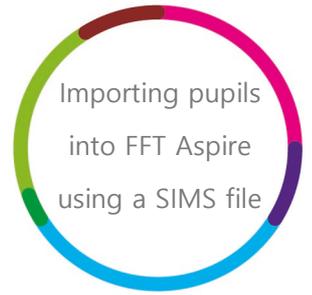
Importing pupils into FFT Aspire using a SIMS file: a help guide for schools



V7.0

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Contents



Before you begin3

Upload: Import pupil data4

Check: Check pupil data9

Match: Match pupil data11

Finish: Summary of imported pupils13

Annex 115

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 a SIMS file. The purpose for the SIMS import is to bring in whole year groups, e.g. new Year 7 pupils in September. For smaller pupil numbers FFT recommend using the Excel data file import template (see separate Pupil Data File Import guidance).

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

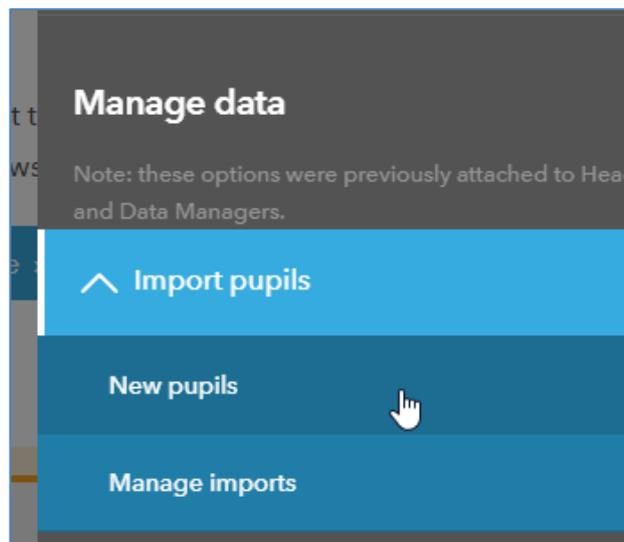
This process is a four stage approach: **'Upload'**, **'Check'**, **'Match'** and **'Finish'**.

Upload: Import pupil data

1. Login to the main 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 format of the pupil data upload: 'SIMS'. Alternatively, separate guidance for the Pupil Data File Import process is available, please refer to 'Importing pupils into FFT Aspire using a Pupil Data File'.

Please choose the format of your pupil data. You can download and fill in a pupil data file or import a file from SIMS.



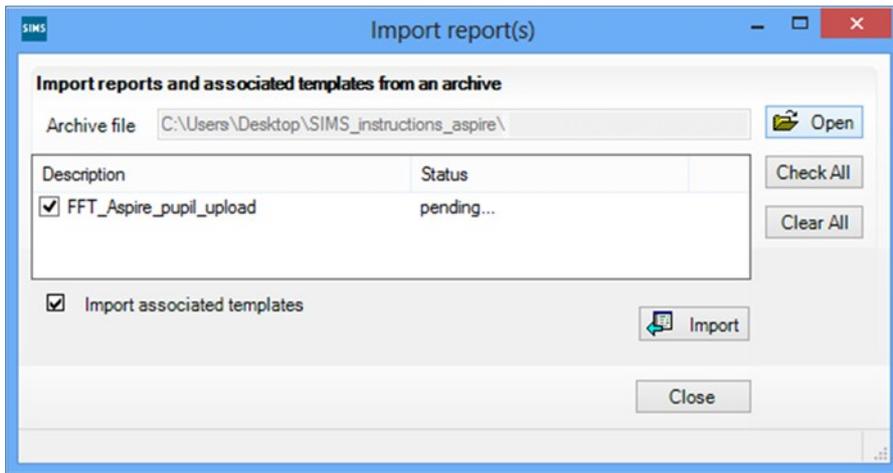
1. Download the report definition file and import it into SIMS. Once this file is imported into SIMS you will not have to repeat this step for further uploads to FFT Aspire.

2. Run the report 'FFT_Aspire_pupil_upload' from the Student Focus area of SIMS reports. Select the year groups and classes which you wish to upload into Aspire. Save the report and prefix the file name with the school's 7 digit LAESTAB (DfE) number (e.g. 9994002).

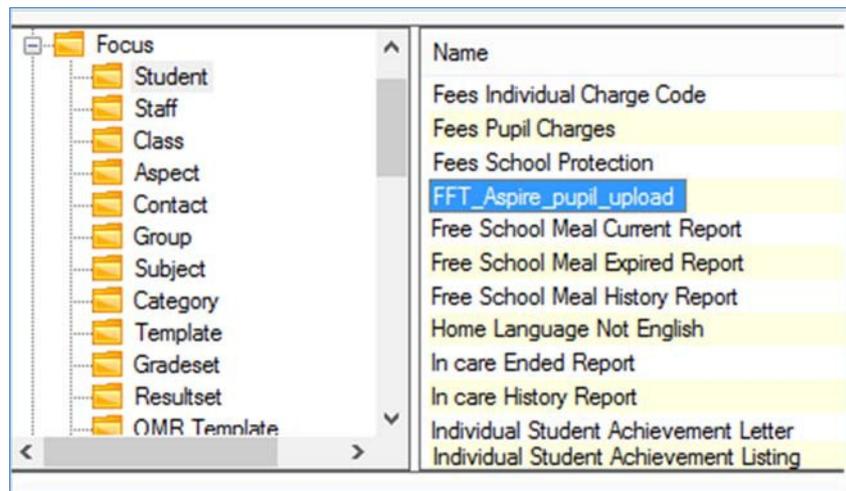
• [Full instructions on running SIMS reports \(PDF\)](#)



5. The first time a **'Pupil import'** is made to FFT Aspire using a SIMS file a report definition file must be imported into SIMS. Future pupil imports from SIMS will not require the repetition of this stage. **The information on the pupils contained in the SIMS file must match the data held in Key to Success, (based on that in the National Pupil Database), in order to match the pupils with the data available for them.**
6. To begin the download, click **'SIMS Report definition'** and save the file.
7. Open SIMS and select Reports > Import > Open and navigate to the saved report definition. The description box will display 'FFT_Aspire_Pupil_upload'. Click **'Import'**: the **'Status'** column should change from **'pending'** to **'Imported'**. The report definition is now within SIMS and ready to run.

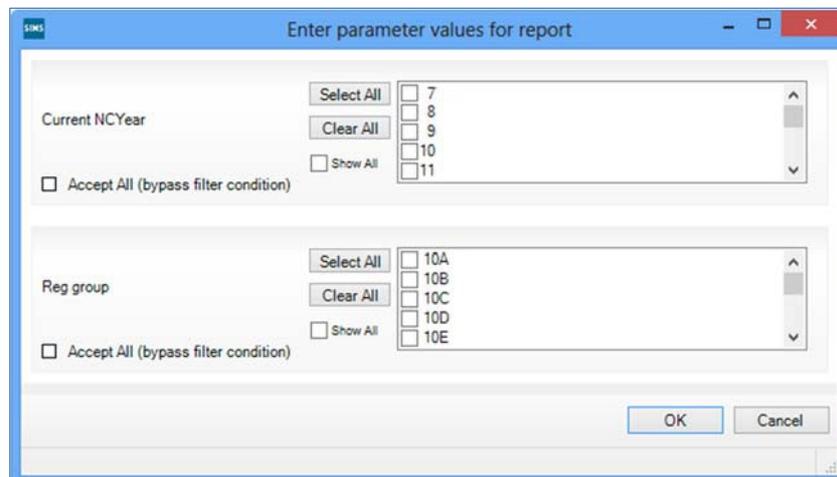


- In SIMS select '**Reports**' from the menu bar and select '**Run Report**'. Select Focus > Student and select the report '**FFT_Aspire_pupil_upload**'. Click '**Run**'.



- There are two options for uploading pupils out of SIMS into Aspire:
 Upload a whole year group: Select the year group from the '**Current NYear**' option box and select '**Accept All**' from the '**Reg group**' option box.
 Upload specific registration groups: select 'Accept All' from the '**Current NYear**'

option box and select the required registration groups from the 'Reg group' option box. Once the selection has been made click 'OK'.

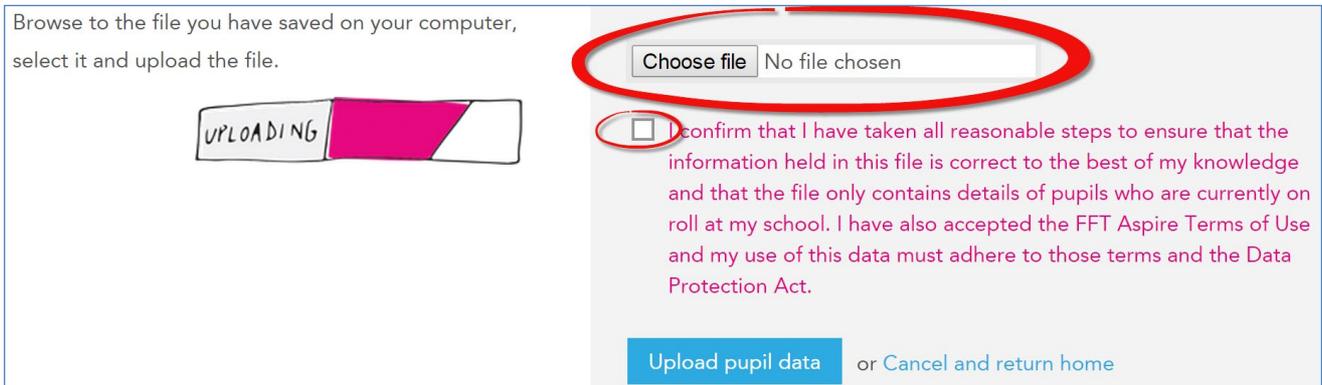


10. An Excel file will be created; save the Excel file to a secure network location, prefixing the file name with the school's 7-digit LAESTAB number (DfE number), e.g. 9994002report1.xls .

The FFT Aspire import will fail if the school number is not included at the start of the name.

11. Return to your Aspire 'Import pupil data' section to import this file. If the system has timed out, log back in and follow the steps above to navigate to the 'Import pupil data' screen and navigate to the area where the blank template can be downloaded, (steps 1 – 6 above). Underneath this there will be an area in which you can import the completed Excel file.

12. Select the 'Choose file' button and navigate to the location of the Excel file.



Once the File has been selected, tick the box to confirm that you have read the data protection statement. **This import process will not continue until this declaration has been ticked.**

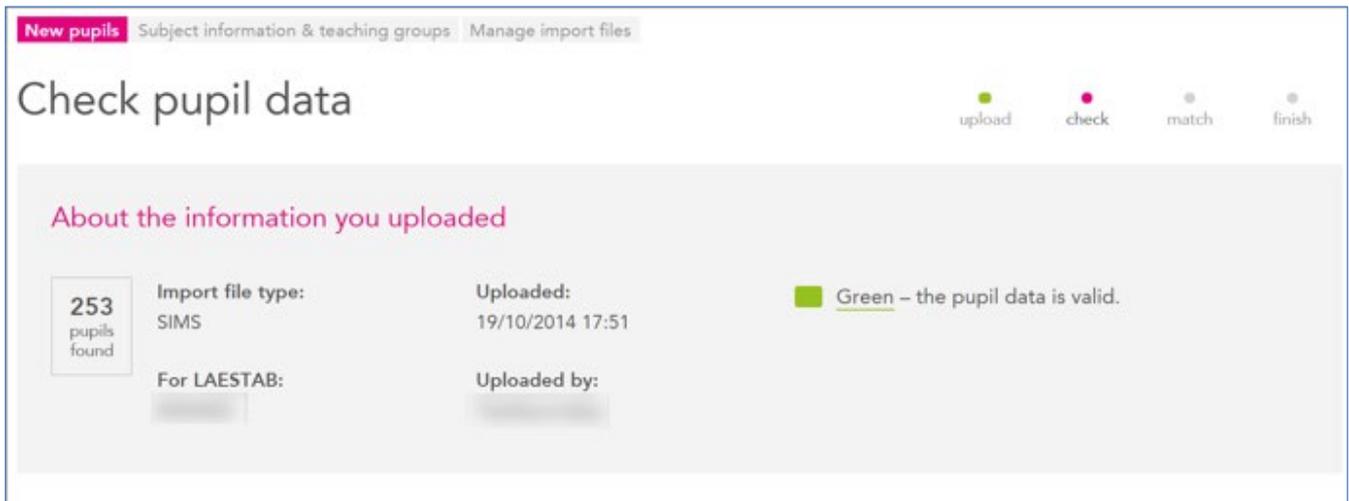
13. To proceed with the import, select [Upload pupil data](#) the button. This will start the import process which, depending on the number of pupils in the file, may take a few minutes. A message may appear if the import is taking some time; the rest of the site can continue to be used and a notification will appear when the matching process is complete.



NOTE: If the upload is rejected at this step and the screen presents a failure notification, please see [Annex 1](#) for further information.

Check: Check pupil data

1. When the import has been completed, it will automatically redirect to the 'Check pupil data' screen and the import summary information be presented.



2. This checking screen will indicate whether the pupil data contains errors. If all of the pupil data is valid, all of the pupils in the list will be highlighted in green. Continue to the matching stage. [Click here to jump to the matching screen instructions](#) or go to page 11.
3. If the data contains errors, scroll through the pupil list and identify the pupils that have been highlighted in red.

■ Red – the pupil data has errors. Please review the errors below. ([Jump to first error](#))

| Forename | Middle name(s) | Surname | UPN | Date of birth | Gender | NCY group |
|---|----------------|---------|-----|---------------|--------|--|
|  | | | | | F | 11 |
| Date of joining current school: 03/09/2009 | | | | | | |
|  | | | | | F | 11 |
| Date of joining current school: 03/09/2013 | | | | | | |

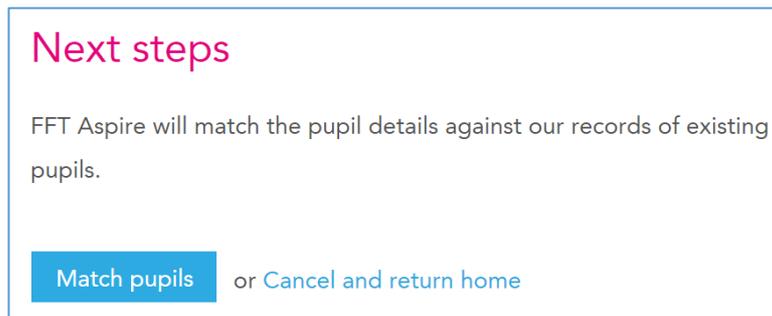
4. Corrections will need to be made in SIMS, the report rerun, exported again and the import process restarted for the new file.

5. Before importing the revised pupil file, scroll to the bottom of the **'Import new pupils'** screen and select the  button to delete the pupils listed above. This is to avoid duplicate pupil information in FFT Aspire.
6. Using the new SIMS pupil data file, repeat steps 3 to 10 above until there are no errors in the Import pupil list.
7. Once all of the pupils in the data file have been validated and there are no pupils highlighted in red  ; please proceed to the matching stage.
8. A **'Next steps'** option will appear at the bottom of the pupil list. Select the **'Match pupils'** button to proceed to the matching stage.

Match: Match pupil data

Please note that the following matching process guidance is appropriate to both the Pupil data file template import or SIMS import. Therefore, any pupil numbers in the following screenshots are for illustrative purposes and may not necessarily match the pupil numbers presented in previous screenshots.

1. A 'Next steps' option will appear at the bottom of the pupil list. Select the 'Match pupils' button to proceed to the matching stage.



2. On the 'Match pupil data' screen, some summary figures will be displayed.



In the example above, FFT Aspire is able to match records for seven pupils. Four pupils were not matched to FFT's databases and will not be included in FFT Aspire.

3. Scroll down the **'Match pupil data'** screen to view the details of the matched pupils. Unmatched pupils will be visible at the bottom of the screen.

The screenshot shows the 'Match pupil data' interface. At the top, there are tabs for 'New pupils', 'Manage import files', and 'Undo imports'. The main heading is 'Match pupil data'. Below the heading, there are progress indicators for 'upload', 'check', 'match', and 'finish'. A summary shows 7 matched pupils and 4 unmatched pupils, with a 'Show full details' link. The interface is divided into two columns: 'Your upload' and 'Matching records'. Two rows are shown, each with a 'Matched' status indicated by a green link icon. Each row contains a pupil's name, gender, NCY group, and UPN.

This screenshot shows the bottom portion of the 'Match pupil data' screen. It displays three 'Not matched' records. Each record shows a pupil's name, gender, NCY group, and UPN, followed by a message: 'Not matched. This pupil cannot be updated in Aspire.' At the bottom, there are two buttons: 'Confirm all' and 'Cancel and upload again'.

4. **'Confirm all'** of the matches or cancel the current matching process and upload a file again.

Finish: Summary of imported pupils

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

The screenshot displays the 'Summary of imported pupils' page in the FFT Aspire system. At the top, there are navigation links: 'New pupils', 'Manage import files', and 'Undo imports'. The main heading is 'Summary of imported pupils'. Below this, a green banner indicates '11 pupils imported' and states 'Matched pupils will be processed and appear in reports as soon as possible.' To the right of the banner are four progress indicators: 'upload' (green dot), 'check' (green dot), 'match' (green dot), and 'finish' (red dot). Below the banner, there are two columns of information. The left column is titled '7 matched to existing records' and lists seven pupil names with red dots next to them. The right column is titled '4 unmatched pupil(s)' and lists four pupil names with red dots next to them. At the bottom left of the page, there is a blue 'Finish' button.

2. 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 [Finish](#) the button at the bottom of the page. This action will redirect back to the FFT Aspire account home page.
3. In the example above, FFT Aspire was able to match records for seven pupils. If available, the pupils' context, prior attainment and benchmark estimates will be visible in other areas of Aspire. Depending on the number of pupils you have imported into FFT Aspire, data may take up to 24 hours to appear in reports.

The four unmatched pupils will not be imported into the system. Information for these pupils will become available once they are processed by FFT following the next School Census. Please note there is a period of time between schools completing their School Census return and FFT receiving this data, from the DfE, to include in FFT Aspire.

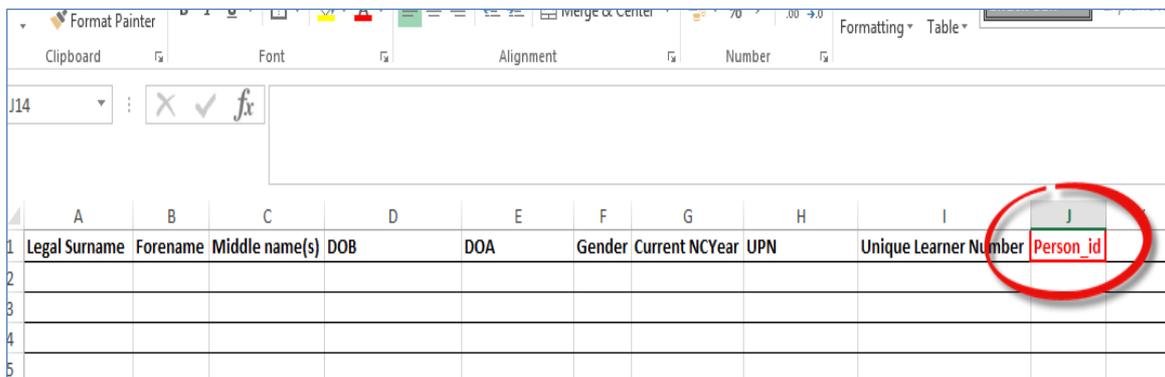
If any difficulties are encountered with this process please contact the FFT support team: support@fft.org.uk or phone 01446 776262 (option 2) for support.

Annex 1

Pupil Import (Capita SIMS option) compatibility issues SIMS Workaround Guidance

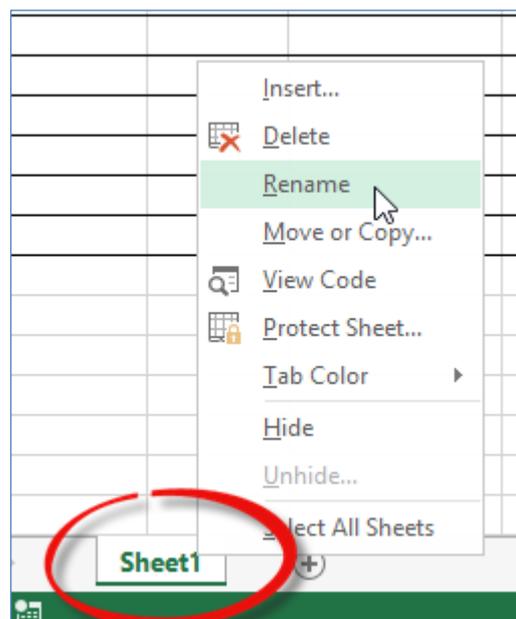
Due to compatibility issues with certain systems, the file that is exported from Capita SIMS for upload to FFT Aspire is rejected. The following modifications to the file should ensure successful upload to FFT Aspire.

a) Add a column header entitled Person_id to column J.



| | A | B | C | D | E | F | G | H | I | J |
|---|---------------|----------|----------------|-----|-----|--------|---------------|-----|-----------------------|-----------|
| 1 | Legal Surname | Forename | Middle name(s) | DOB | DOA | Gender | Current NYear | UPN | Unique Learner Number | Person_id |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |

b) Change the name of the worksheet to Sheet1 by right clicking on the tab at the bottom of the worksheet and selecting Rename.



c) Save the file and upload to FFT Aspire as per the Pupil import guidance.