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Section A – Exporting data from school administration systems

1. Sims Star 3

SIMS Star 3 module is able to export data in “Comma delimited format” an example of which is shown below:

```
"Murray","Marina","21/05/80","F","","107","Aldershot Road","","ANYTOWN","AT1 6BE","575699","10","B","White","Mr & Mrs Murray"  
"Naschima","Matthew","21/03/80","M","Bydand","","Green Road","Sutton","ANYTOWN","AT4 5QD","723043","10","P","Asian","Mr & Mrs  
Naschima"  
"Nash","Melissa","19/06/80","F","","15","Vale Close","Ash","ANYTOWN","AT1 6LY","01234 67890","10","S","White","Ms Nash"
```

In comma delimited format each item of data (lastname, firstname,DOB etc) is surrounded by quotes and separated from the next item by a comma. Where a field contains no data a pair of quotes with nothing between them is output, for example the house name field in the first line or the house number field in the second line (above).

The field order is critical, it must be as shown i.e.

Lastname, Firstname, DOB, Sex, Housename, Housenumber, Address1, Address2, Town, Postcode, Homephone, Year, Group, Ethnic Group, Parent/Guardian Name

Ethnic Group and Parent/Guardian are optional but if you want to include the parent/guardian without the ethnic group you must include an empty field before it.

If you are having trouble trying to import data we suggest you look at the file with a spreadsheet program such as Microsoft Excel, or a word processing package such as Microsoft Word to check to see that it looks like the example above. If it does not, you could export the data from SIMS again, correcting whatever error was made the previous time. Alternatively you could edit the file to correct the problem. (This will be easier with a spreadsheet than with a word processor.) If you do, you must be sure to save the corrected file as a text file and not a Word or Excel file in order to use the WorkView text file import interface. (See section 2 for information about the WorkView Excel file import interface which will accept files saved as spreadsheets.

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To create a comma delimited file from sims star 3

Ask the school's SIMS operator to log you in to 'Report Generator'

1. Select C - Report Design
2. Choose **Student Information**
Student Details
Column Report
Press **F2** to add a report
3. With highlight bar on **Layout**, press **F2** to add a new design.

Set the following values (press **F1** to see choices when cursor is in a field) :

Orientation	[Landscape]
Outlined	[N]
Lines/Inch	[8]
Pitch	[20] - go to maximum number
Width of Panel	[16.00] - go to maximum number
Fixed	(320) - computer will allocate this number
Repeats Across	[1]
Space between Panels	[0]
Depth of Panels	[7]
Fixed	(56)
Repeats Down	[1]
Space	[0]
Left	[0.00]
Right	[0.00]
Top	[0.00]
Bottom	[0.00]

This should result in 320 characters by 56 lines
Press **F10** to Save. Use name "**WEX**" or "**EBP**"

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4. With highlight bar on **Design** , press **F2** to add a Design and then select:

<u>Field</u>	<u>Title</u>	<i>The field width is not important.</i>
Surname	Surname	<i>Make sure you cursor down after each selection</i>
Forename	Forename	<i>and that you pick the fields in the order shown</i>
DOB	DOB	<i>here. It is important that the data is always in</i>
Code	M/F	<i>the same format.</i>
House Name	House Name	
House No.	House No.	
Street Name	Street Name	
District	District	
Town	Town	
Post Code	Post Code	
Home Tel.	Telephone	
Year	Year	<i>Chose year and reg. group as separate items.</i>
Reg. Group	Reg. Group	
Ethnic Group		<i>Optional</i>
Parent/Guardian		<i>Optional</i>

Press F10 to Save. Use name "WEX" or "EBP" , as above

5. With '**Order**' highlighted Press **F1**
Select '**Alphabetical Order**'

6. With **Query** highlighted Press **F1**

Select '**Year to be Supplied**'

Press **F10** and Save report as "**WEX**" or "**EBP**" , as above

7. **To Run the report:**

Select 'Run report' from the menu

Find and highlight '**WEX**' or "**EBP**" in the report list and Press

'ENTER'

Enter **Year Group** (e.g. 10) and Press '**ENTER**'

From the **Output Parameters** screen:

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Highlight **Device** and press **F1** to see choices - select '**Disc**'

Highlight **Format** and press **F1** to see choices - select

'Comma Delimited Export'

File Name (e.g.) = **A:\STUDENT**

Press **RETURN** twice and enter '**Yes**'.

The report will then run, writing the results to the A: drive.

8. **IMPORTANT!**
Exit completely from Report Generator **BEFORE** removing disk from Drive A:

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3. Sims for Windows (RepGenLite)

Ask the school's SIMS operator to log you in to the 'RepGenLite' report generator

- 1 Use **RepGen Lite** to create a new report
- 2 Choose **Student Details** from **RepGen Lite**.
- 3 Click the **Add** button to create a new report.
- 4 Type in a report name (eg **Student Export**)
- 5 In the query area, click on the browser button and select the query **Year TBS**
- 6 Click on the **Add Item** button, use **Field Navigator** to select the following fields – they *must* be in the order specified below:

Surname

Forename

DoB

Gender (Code) sex

Dwelling house name

House Number

Street Name

District

Town

Postcode

Telephone

Year

Reg. Group found in Student details not Class details.

Ethnicity

Parent/Guardian

Click the **Save** button to save the report.

Run the **Student Export** report, specifying the appropriate **Year** when prompted.

Export the resultant report, using the **Export icon**, to a floppy disk creating a *comma delimited file* called *student.txt*. or alternatively create a Microsoft Excel spreadsheet file format called *student.xls*

*[The **Student Export** report can then be rerun for subsequent years, specifying the appropriate **Year** when prompted]*

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5. Nova T4

Creating an Export File in Nova T4

Set up an report in NOVA T4 / SIMS 2 to output the following fields, the order **must** be as shown:

Last name, First name, DOB, Sex (Gender code), House Name(Dwelling), House Number, Address 1, Address 2, Town, Post Code, Telephone, Year, Tutor Group, Ethnic group, Parent/Guardian Name

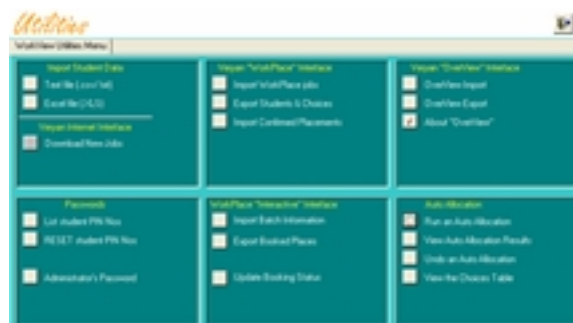
For NOVA T4 the output format should be **Comma Delimited**.

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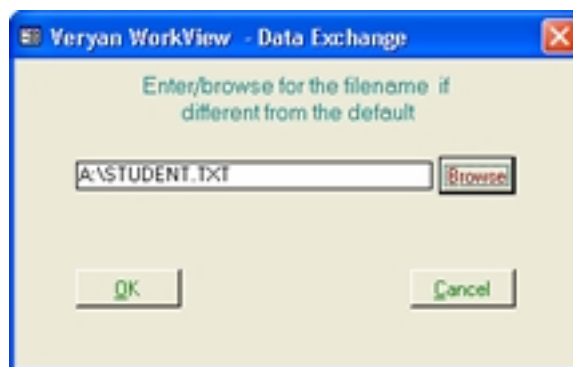
1 Text file interface



From the WorkView Administrator's Main Menu choose "Utilities"



Next, click on the [Text File (.csv/.txt)] button



Amend the file name and path to match the name and location of the file you want to import. (A 'Browse' button allows you to find the file.) Then, click on the [OK] button.

Text File Format

Your student data text file must conform to the following format:

Comma delimited text

Optional "" text qualifiers

No field names in row one

Dates of birth in European dd/mm/yy format

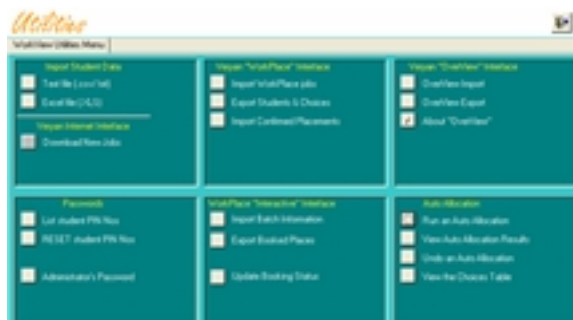
(If a proportion of your records are rejected and the others accepted, check that your PC's copy of Windows has been set to expect European dates. This problem is a symptom of US date settings.)

The field order is the same as for "Sims star 3" data (above) i.e:

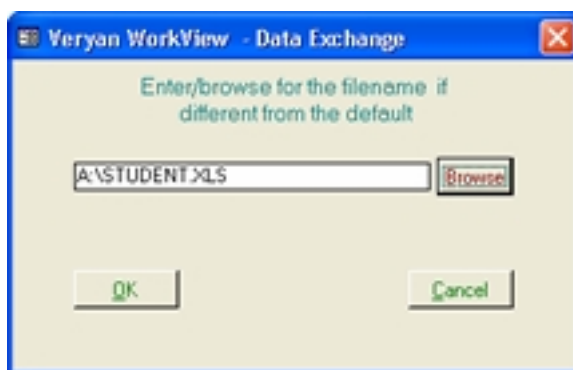
Lastname, Firstname, DOB, Sex, Housename, Housenumber, Address1, Address2, Town, Postcode, Homephone, Year, Group, Ethnic group, Parent/Guardian

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1 Excel file interface



Follow the menu steps in Section 1 (above) but click instead on the [Excel file (.XLS)] button.



Amend the file name and path to match the name and location of the file you want to import. (A 'Browse' button allows you to find the file.) Then, click on the [OK] button.

Your spreadsheet files should simply be an Excel version of the text file:

No field names in row one

Dates of birth in European dd/mm/yy format

(If a proportion of your records are rejected and the others accepted, check that your PC's copy of Windows has been set to expect European dates. This problem is a symptom of US date settings.)

Lastname, Firstname, DOB, Sex, Housename, Housenumber, Address1, Address2, Town, Postcode, Homephone, Year, Group, Ethnic Group, Parent/Guardian Name

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Bell	Vicky	15/10/79	F	103 Castlegate	Wark	Belford			TD15 2XY	01668 213429	10	A
2	Blenkinsop	Tristram	22/10/79	F	114 Eastcliffe	Tweedmou	Berwick			TD15 2RW	01289 382507	10	A
3	Blythe	Tina	02/11/79	F	117 Eatal Road	Tweedmou	Berwick up	Berwick		TD15 2RT	01289 382442	10	A
4	Brown	Thomas	09/11/79	M	118 Eastcliffe	Tweedmou	Berwick up	Northum		TD15 2RJ	01289 382209	10	A
5	Campbell	Stuart	10/11/79	M	12 Rowntree Avenue	Tweedmou	Berwick upon Tweed			TD15 2QJ	01289 382040	10	A
6	Collins	Stephen	21/11/79	F	124 Dean Drive	Tweedmou	Berwick upon Tweed			TD15 2NX	01289 350320	10	A