



Preparing Post 16 Data for Summer 2009 Census



In Support of
Learning



**ICT Development
Service**

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Using course manager to provide accurate end dates for courses for May 2009 census.

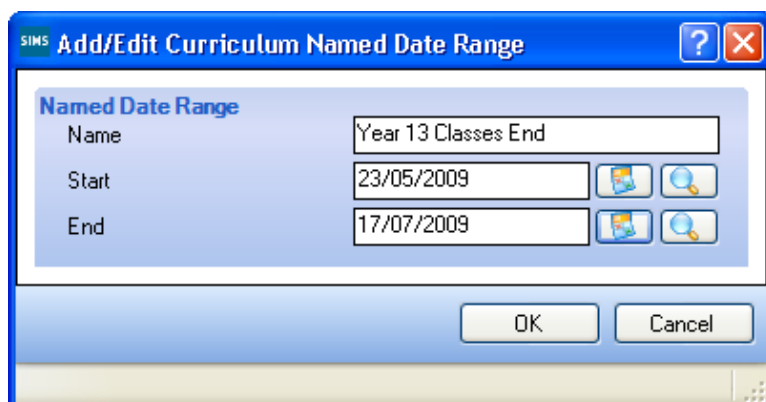
Post 16 Setup Overview

To give students accurate end date for courses the following steps need to be completed:

1. Set up New date ranges in the curriculum (for both yr 12 & yr 13, and for dates during which courses aren't running as well as dates where they are running)
2. Use the dates where courses aren't running to remove students from the classes for that period
3. Run upgrade course memberships
4. Census should now run successfully. Classes will continue to exist in the system and transfers from Nova should not cause any problems.
5. As part of End of Year procedures in preparation for next academic year (September), create these date ranges in September and allocate students in yr 12 & 13 with these dates at the beginning of the year.

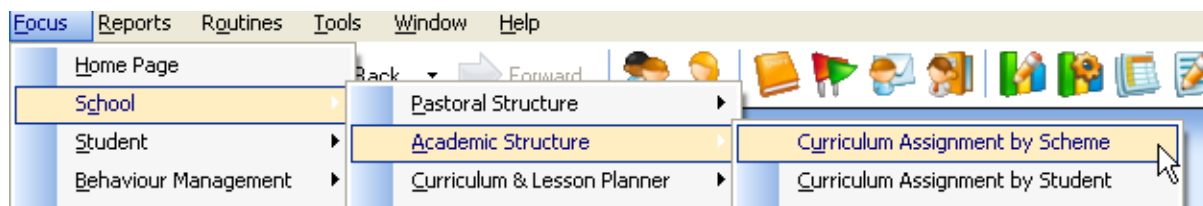
Process

1. Go to **Tools - Setups - Curriculum Setup - Curriculum**. Add a date range for year 13 Course end dates.



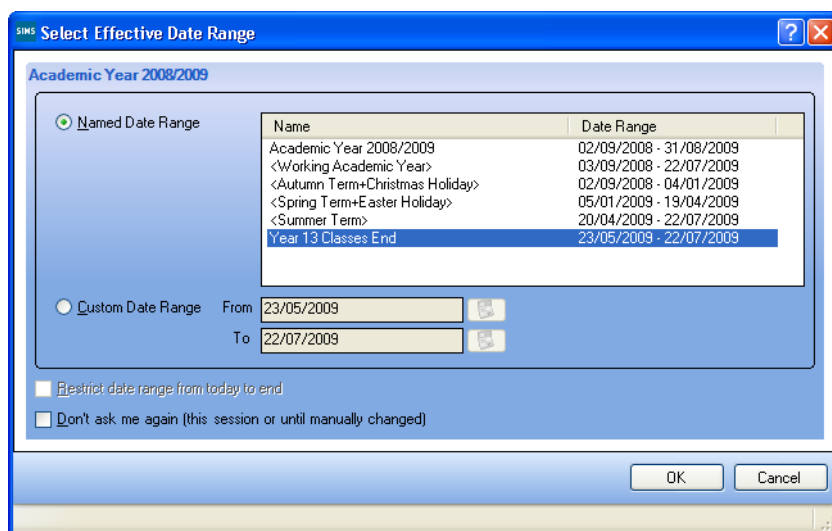
Start date should be the day **after** the courses end.

End date should be the last day of term (working academic year).



2. You can use **Curriculum assignment by Scheme** or **Whole Curriculum Assignment**. When selecting the scheme, choose the date range that has just been set up.

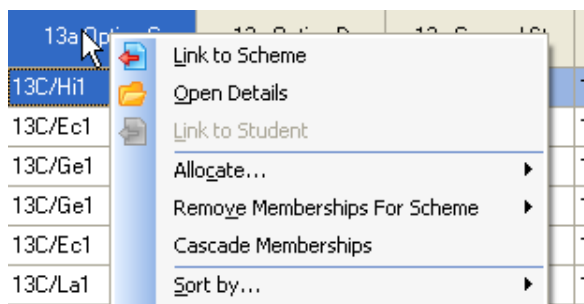
It may be easiest to use Whole Curriculum Assignment. To do this: select **Whole Curriculum Assignment** and then choose the appropriate band. When asked the dates for selection, choose the date range you have just created.



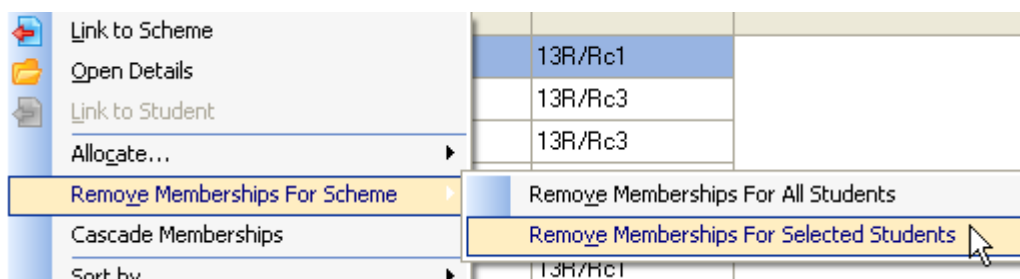
When the curriculum displays choose each block in turn:

Student Name	Reg. Group	13a Option A	13a Option B	13a Option C	13a Option D	13a General St	13a Recreation
<input checked="" type="checkbox"/> Abulayvichir, Mark	Q			13C/Ge1	13D/Hs1	13G/Gs2	13R/Rc2
<input type="checkbox"/> Anantachart, Natalie	J			13C/Hi1	13D/Ma1	13G/Gs3	13R/Rc1
<input type="checkbox"/> Archer, Glen	G			13C/La1	13D/Hs1	13G/Gs2	13R/Rc4
<input type="checkbox"/> Asif, Mina	Q			13C/Ph1	13D/Ma1	13G/Gs1	13R/Rc1
<input type="checkbox"/> Baird, Stanley	Q			13C/La1	13D/Ma1	13G/Gs4	13R/Rc1

Right click on the column heading and choose **Remove Memberships for Scheme**.



If you wish to retain memberships for any particular student, select all the students except those you wish to retain and choose **Remove Memberships for Selected Students**.

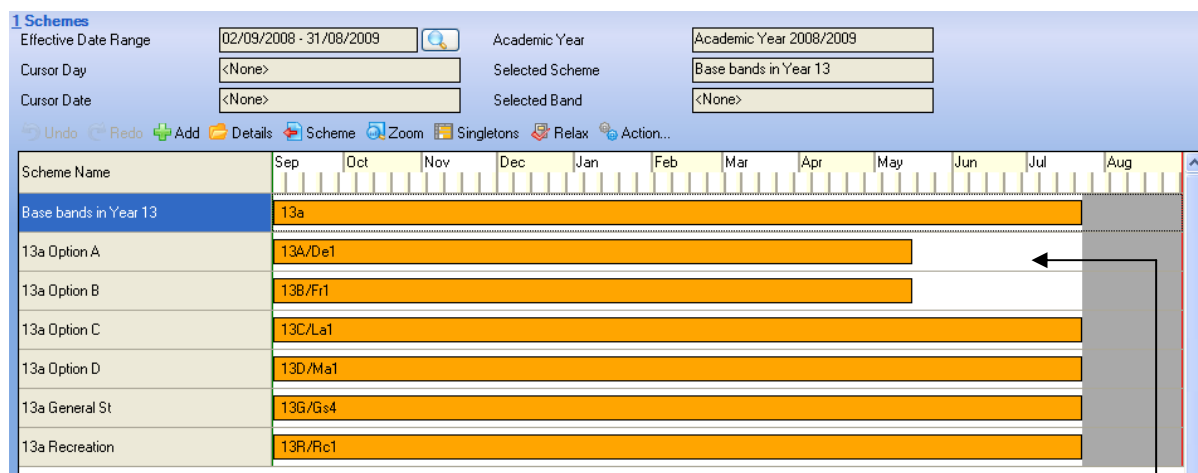


Alternatively, if the date range applies to all students in the block, choose **Remove Memberships for all Students**.

When you select this option, you will **not** be asked for confirmation. However, the changes will not be saved until you click the **Save** button at the top of the screen.

Alternatively, you can use **Curriculum Assignment by Scheme** so that you can allocate on an individual basis.

The result of this action can be seen on the Student Curriculum Screen:

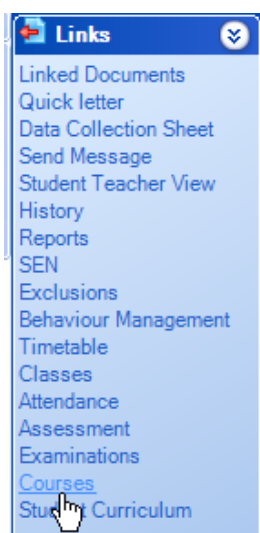


3. Now run **Tools - Academic Management - Course Manager - Update Course Memberships**.

These courses now finish during May instead of at the end of July. This means that the students will have the correct completion status for courses.

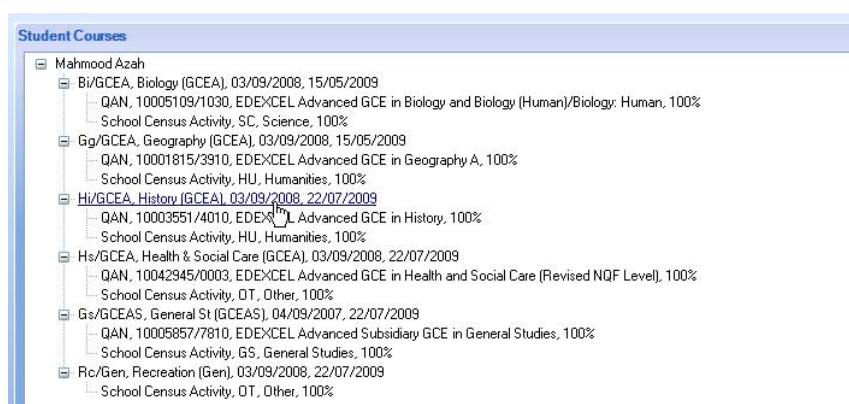
NB

Once the March release has been applied, it will be possible to link to courses from the Courses screen in Students:



Locate the student in the Student Focus, and select **Courses** from the **Links** menu to the right.

The course names are now hyperlinks and clicking on this hyperlink will take you to the course details for that particular course.



Reports

We have created some SIMS .net reports to assist you with the Post 16 process. You need to download them from the website and import into SIMS.

1. Download **WES Post 16 reports** from www.warwickshire.gov.uk/ictds. Navigate to **School Management - Data Collection** and scroll to the Post 16 area. Remember to Save the file type as **all files**. Save the report to your desktop (or any location of your choice).
2. From SIMS .net **Reports** menu, select **Import**. Navigate to the file you have saved in (1) above.

An **example** of each report content is shown below:

Courses with QANs and Classes

This will list all courses with a QAN and the classes which are allocated to that Course. The filter will ask you for the dates between which the class should start (so to get all those starting in September 08, it is worth using 27/08/08 and 30/09/08).

Course Art (GCEA)
QAN 10001748/3690

Class Name	Teacher	Start Date
13D/Ar1	Mr T Smith	04 Sep 2007

Courses with Students

This will list all Courses which have a QAN with the students who are associated with that Course. It will also tell you the Start Date and End Date for their course membership. The filter asks for an effective date (so you could run for previous years), and which National Curriculum Years you wish to report on

Course Art (GCEA)
QAN 10001748/3690

Effective date: 10/11/2008

Name	Year	Start Date	End Date
Balim, Rakpash	13	03 Sep 2008	22 Jul 2009
Basra, Pamela	13	03 Sep 2008	22 Jul 2009
Bishop, Francis	13	03 Sep 2008	22 Jul 2009
Bobrowski, Toni	13	03 Sep 2008	22 Jul 2009

Courses without QANs student listing

This will list all Courses which do not have a QAN but have students in the chosen National Curriculum year. It will show the start date and end date of their membership. The filter asks for an effective date (so you could run for previous years), and which National Curriculum Years you wish to report on:

Course Business Studies (GCEDA)

QAN is Null

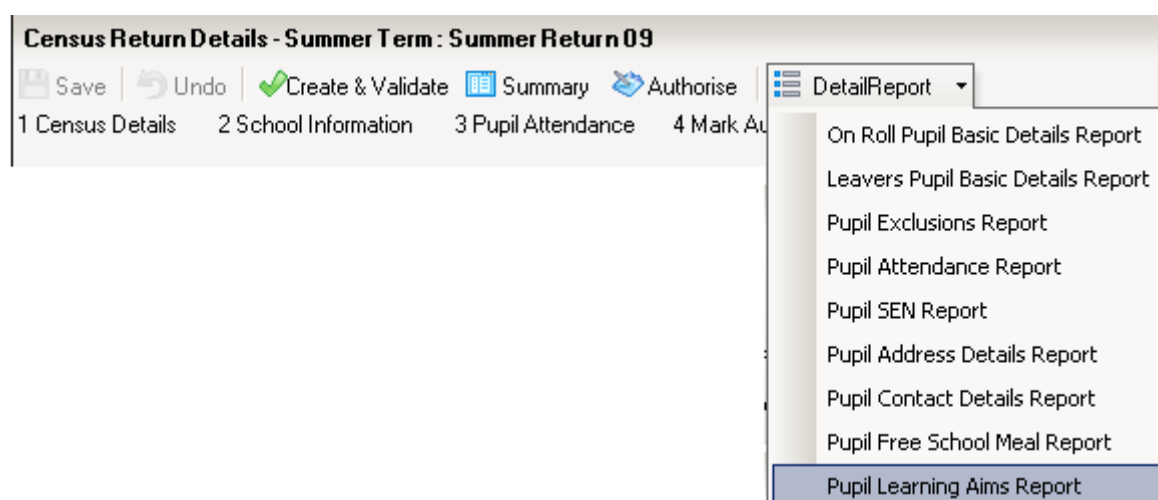
Effective date: 10/11/2008

Name	Year	Start Date	End Date
Barnett, Charlotte	13	03 Sep 2008	22 Jul 2009
Basra, Pamela	13	03 Sep 2008	22 Jul 2009
Brown, Ian	13	03 Sep 2008	22 Jul 2009

Using Census Detail Reports

You can perform a 'dry run' in advance of census day as part of your preparation routines. However you will need to have run the March upgrade before you have access to the census software for the May return.

After you have run the census routine and **create and validated** your return, you will have access to the detail reports.



You will be able to open the reports in Excel and either filter the data or create a pivot table to analyse the data.

Exporting Detail Reports to Excel

Go to the Detail Report for **Learning Aims**

Right click on the table in Internet Explorer and choose **Export to Microsoft Excel**

School Census Summer - 2009 (Pupil Learning Aims Information)

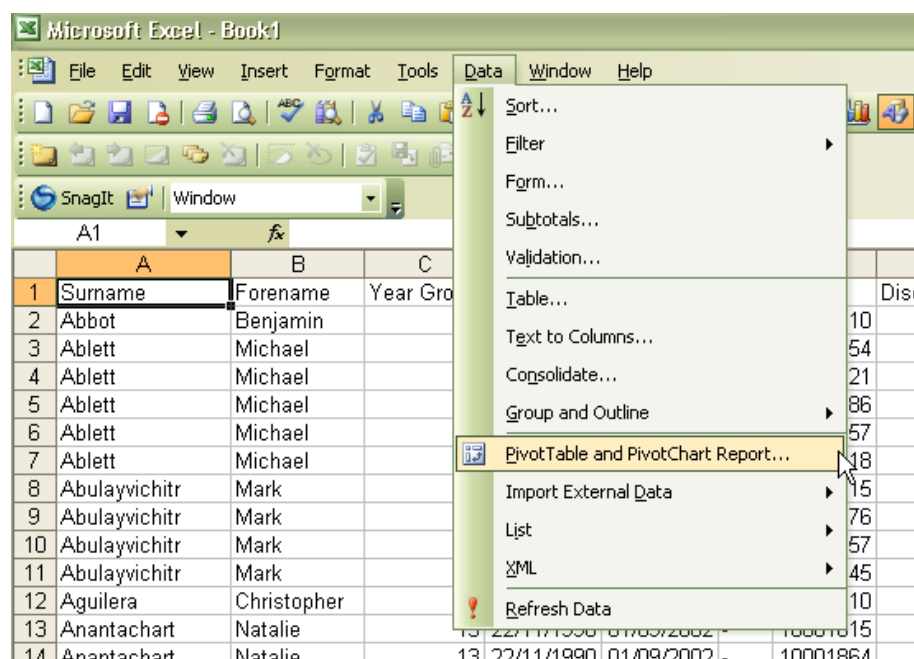
Filename: 8204321_SC2_820LL09_004.UNA

Surname	Forename	Year Group	DOB	DOA	DOL	QAN	Discount Code	QAN/Disc Description	Start Date	Planned End Date	Actual End Date
Abbot	Benjamin	11	12/07/1993	01/09/2004	-	10034110	2210	EDEXCEL Advanced Subsidiary GCE in Mathematics/Mathematics	03/09/2008	22/07/2009	26/01/2009
Ablett	Michael	12	29/12/1991	01/09/2003	-	10003654	1110	EDEXCEL Advanced Subsidiary GCE in Chemistry	03/09/2008	22/07/2009	
Ablett	Michael	12	29/12/1991	01/09/2003	-	10003721	5010	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	03/09/2008	22/07/2009	
Ablett	Michael	12	29/12/1991	01/09/2003	-	10005288	9080	WJEC Advanced Subsidiary GCE in Design and Technology	03/09/2008	22/07/2009	
Ablett	Michael	12	29/12/1991	01/09/2003	-	10005857	7810	EDEXCEL Advanced Subsidiary GCE in General Studies	03/09/2008	22/07/2009	
Ablett	Michael	12	29/12/1991	01/09/2003	-	10009218	7210	WJEC Level 1/Level 2 GCE in Physical Education	03/09/2008	22/07/2009	
Abulayvichitr	Mark	13	09/06/1991	01/09/2002	-	10001815	3910	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Abulayvichitr	Mark	13	09/06/1991	01/09/2002	-	10001878	5870	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Abulayvichitr	Mark	13	09/06/1991	01/09/2002	-	10005857	7810	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	02/09/2008	22/07/2009	
Abulayvichitr	Mark	13	09/06/1991	01/09/2002	-	10042945	0003	EDEXCEL Advanced GCE in English Language and Literature (Level 1)	03/09/2008	22/07/2009	
Aguilera	Christopher	11	05/06/1993	01/09/2004	-	10034110	2210	EDEXCEL Advanced Subsidiary GCE in Mathematics/Mathematics	03/09/2008	22/07/2009	26/01/2009
Anantachart	Natalie	13	22/11/1990	01/09/2002	-	10001815	3910	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Anantachart	Natalie	13	22/11/1990	01/09/2002	-	10001864	5650	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Anantachart	Natalie	13	22/11/1990	01/09/2002	-	10003551	4010	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Anantachart	Natalie	13	22/11/1990	01/09/2002	-	10005857	7810	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	02/09/2008	22/07/2009	
Anantachart	Natalie	13	22/11/1990	01/09/2002	-	10034122	2210	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Archer	Glen	13	16/08/1991	01/09/2002	-	10001864	5650	EDEXCEL Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Archer	Glen	13	16/08/1991	01/09/2002	-	1000497X	4770	WJEC Advanced GCE in Mathematics	03/09/2008	22/07/2009	
Archer	Glen	13	16/08/1991	01/09/2002	-	10005458	7210	WJEC Advanced Subsidiary GCE in English Language and Literature	03/09/2008	22/07/2009	
Archer	Glen	13	16/08/1991	01/09/2002	-	10005857	7810	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	02/09/2008	22/07/2009	
Archer	Glen	13	16/08/1991	01/09/2002	-	10042945	0003	EDEXCEL Advanced GCE in English Language and Literature (Level 1)	03/09/2008	22/07/2009	
Arkan	Baksho	12	02/03/1992	01/09/2003	-	10003721	5010	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	03/09/2008	22/07/2009	
Arkan	Baksho	12	02/03/1992	01/09/2003	-	10005419	4770	WJEC Advanced Subsidiary GCE in English Language and Literature	03/09/2008	22/07/2009	
Arkan	Baksho	12	02/03/1992	01/09/2003	-	10005687	5650	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	03/09/2008	22/07/2009	
Arkan	Baksho	12	02/03/1992	01/09/2003	-	10005857	7810	EDEXCEL Advanced Subsidiary GCE in English Language and Literature	03/09/2008	22/07/2009	
Arkan	Baksho	12	02/03/1992	01/09/2003	-	10011018	5950	EDEXCEL Level 1/Level 2 GCE in Physical Education	03/09/2008	22/07/2009	
Arkan	Baksho	12	02/03/1992	01/09/2003	-	10034110	2210	EDEXCEL Advanced Subsidiary GCE in Mathematics/Mathematics	03/09/2008	22/07/2009	
Asif	Mina	13	07/07/1991	01/09/2002	-	10001761	1110	EDEXCEL Advanced GCE in Chemistry	03/09/2008	22/07/2009	

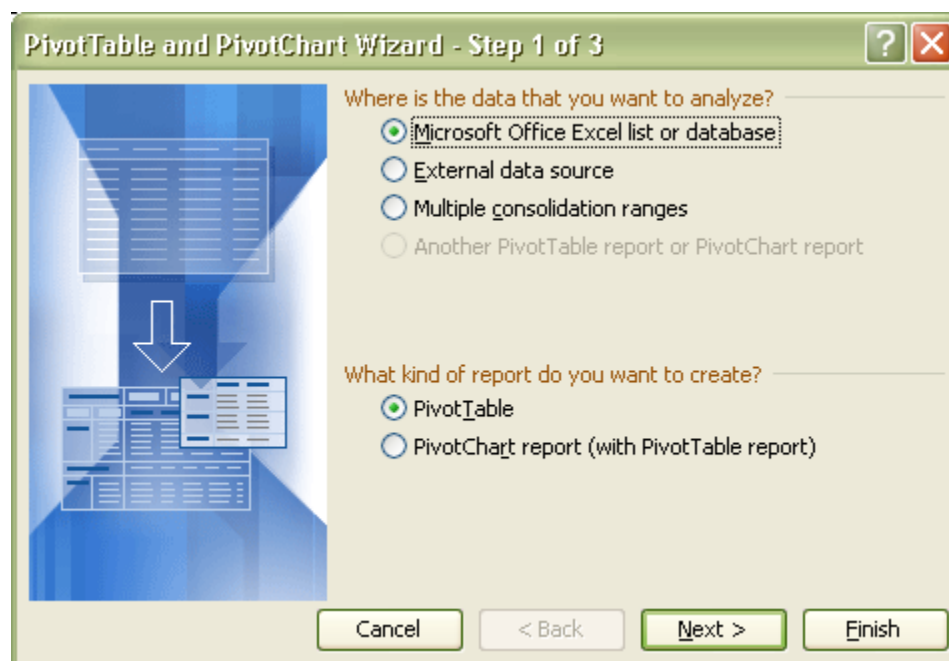
The document will be opened in Excel with all the detail. From here you can filter on any column by selecting the menu route, **Data - Filter - Auto Filter**.

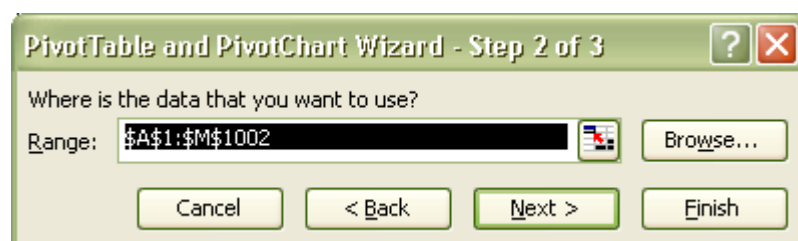
Creating a Pivot Table for the Post 16 Learning Aims

In Microsoft Excel, go to **Data - PivotTable and PivotChart Report**

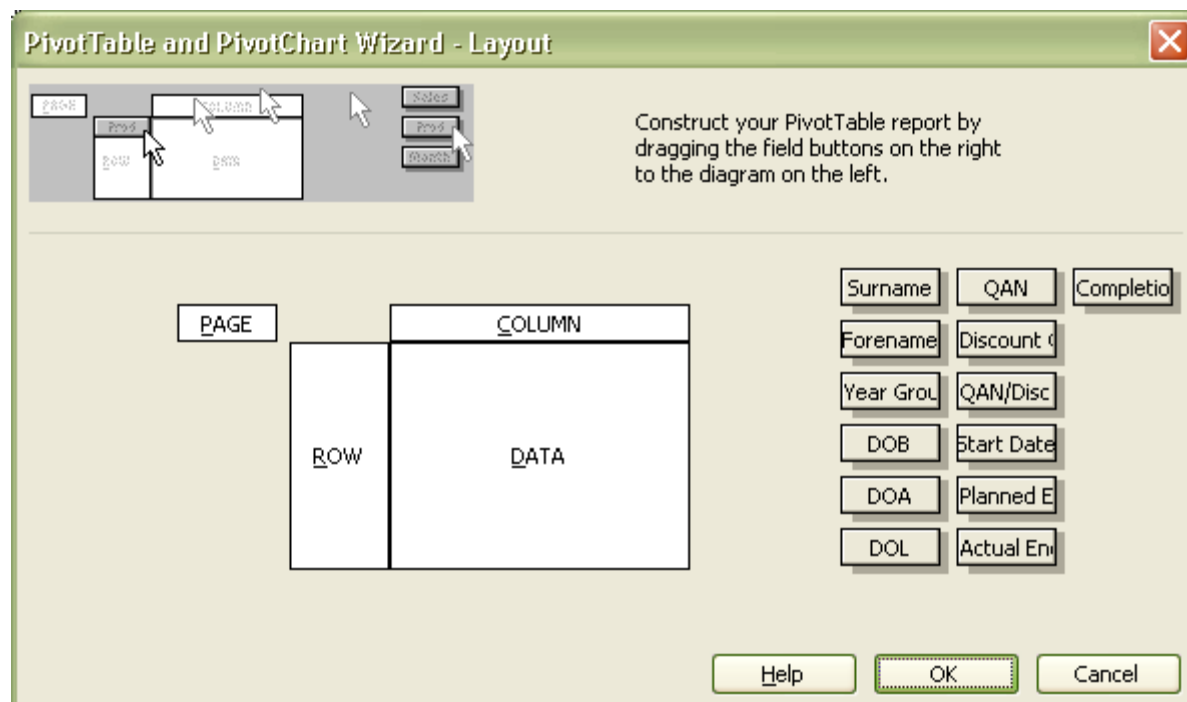


Work through the pages of the wizard

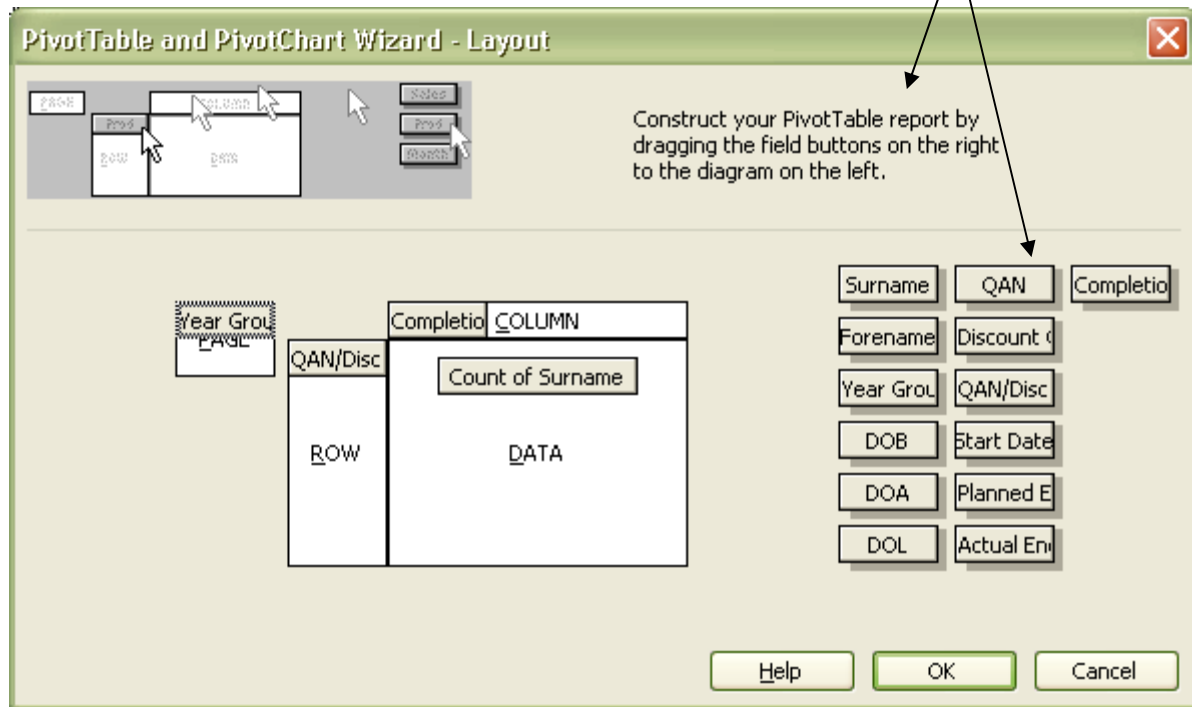




Check that this range covers the whole of the cells which are used in your worksheet.



Select the columns as shown. Drag and drop the appropriate headings on the right to the left hand grid.



Click **OK** and then **Finish**

	A	B	C	D	E	F
1	Year Group	(All)				
2						
3	Count of Surname	Completion Status				
4	QAN/Disc Description		Continuing	Grand Total		
5	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies			26	26	
6	EDEXCEL Advanced GCE in Art and Design/Art and Design (Fine Art)			17	17	
7	EDEXCEL Advanced GCE in Biology and Biology (Human)/Biology: Human			14	14	
8	EDEXCEL Advanced GCE in Chemistry			17	17	
9	EDEXCEL Advanced GCE in Design and Technology			24	24	
10	EDEXCEL Advanced GCE in Economics			17	17	
11	EDEXCEL Advanced GCE in English Language and Literature			23	23	
12	EDEXCEL Advanced GCE in French			21	21	
13	EDEXCEL Advanced GCE in Geography A			14	14	
14	EDEXCEL Advanced GCE in German			18	18	
15	EDEXCEL Advanced GCE in Health and Social Care (Revised NQF Level)			37	37	
16	EDEXCEL Advanced GCE in History			32	32	
17	EDEXCEL Advanced GCE in Mathematics			27	27	
18	EDEXCEL Advanced GCE in Physics			15	15	
19	EDEXCEL Advanced Subsidiary GCE in Applied Business (Double Award) (Revised NQF Level)			24	24	
20	EDEXCEL Advanced Subsidiary GCE in Art and Design			17	17	
21	EDEXCEL Advanced Subsidiary GCE in Biology and Biology (Human)			27	27	
22	EDEXCEL Advanced Subsidiary GCE in Chemistry			28	28	
23	EDEXCEL Advanced Subsidiary GCE in English Language and Literature			38	38	
24	EDEXCEL Advanced Subsidiary GCE in French			17	17	
25	EDEXCEL Advanced Subsidiary GCE in General Studies			194	194	
26	EDEXCEL Advanced Subsidiary GCE in Geography A			15	15	
27	EDEXCEL Advanced Subsidiary GCE in History			14	14	
28	EDEXCEL Advanced Subsidiary GCE in Mathematics/Mathematics	56		41	97	
29	EDEXCEL Advanced Subsidiary GCE in Physics			27	27	
30	EDEXCEL Level 1/Level 2 GCSE in Chinese			12	12	
31	IMI Level 1 National Award in Vehicle Maintenance and			26	26	
32	Sports Leaders UK Level 1 Award in Sports Leadership			6	6	
33	IWJEC Advanced GCE in Law			18	18	

Close the Field List and Pivot Table box

To choose particular year group, choose the drop down box and choose the particular year to see different results. The current table only shows students as continuing as they do not complete courses until 23rd May, which is after the date of the summer census.

If for example you wished to investigate who the 32 students are who are taking **EDEXCEL Advanced GCE in History**

	A	B	C
1	Year Group	(All)	
2			
3	Count of Surname	Completion Status	
4	QAN/Disc Description	Continuing	Grand Total
5	AQA Level 1/Level 2 GCSE (Short Course) in Citizenship Studies		26
6	EDEXCEL Advanced GCE in Art and Design/Art and Design (Fine Art)		17
7	EDEXCEL Advanced GCE in Biology and Biology (Human)/Biology: Human		14
8	EDEXCEL Advanced GCE in Chemistry		17
9	EDEXCEL Advanced GCE in Design and Technology		24
10	EDEXCEL Advanced GCE in Economics		17
11	EDEXCEL Advanced GCE in English Language and Literature		23
12	EDEXCEL Advanced GCE in French		21
13	EDEXCEL Advanced GCE in Geography A		14
14	EDEXCEL Advanced GCE in German		18
15	EDEXCEL Advanced GCE in Health and Social Care (Revised NQF Level)		37
16	EDEXCEL Advanced GCE in History		32
41	Grand Total		1001

Sheet4 / Sheet1 / Sheet2 / Sheet3

You would need to return to sheet 1 - where the original data is stored and filter on **QAN/Disc Description**

	A	B	C	D	E	F	G	H	I	J
1	Surname	Forename	Year Gro	DOB	DOA	DC	QAN	Discount Coc	QAN/Disc Description	Start Dat
15	Anantachart	Natalie	13	22/11/1990	01/09/2002	-	10003551	4010	EDEXCEL Advanced GCE in History	03/09/2008
31	Asif	Mina	13	07/07/1991	01/09/2002	-	10003551	4010	EDEXCEL Advanced GCE in History	03/09/2008
41	Balim	Rakpash	13	31/05/1991	01/09/2002	-	10003551	4010	EDEXCEL Advanced GCE in History	03/09/2008
57	Basra	Pamela	13	28/12/1990	01/09/2002	-	10003551	4010	EDEXCEL Advanced GCE in History	03/09/2008
74	Bishop	Francis	13	23/02/1991	05/05/2002	-	10003551	4010	EDEXCEL Advanced GCE in History	03/09/2008

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www.warwickshire.gov.uk/ictds



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Service

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Press and Media Service

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Safety and Premises Service

Schools Insurance Service

Schools Library Service

Sickness Insurance Service

Schools Technical Service

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