

IMPORTING & EXPORTING MARKSHEETS

Exporting Marksheets to Microsoft® Excel (Formatted Export)

The export of formatted marksheets to Microsoft® Excel enables the data to be entered off line in such a way that the data can be re-imported with ease.

1. Open the marksheet you wish to export. **Export** button and choose FORMATTED.
2. The marksheet will open in Excel.



NOTE: The pupil names, column headings are write protected as would be any columns that were read-only on the marksheet in SIMS Assessment.

3. Click the **Save** button to save the marksheet, to a convenient location. Click the **Close** button and exit Excel.



NOTE: Ensure the marksheet is saved as an .XML file. The excel spreadsheet will not import into SIMS if saved in another format.

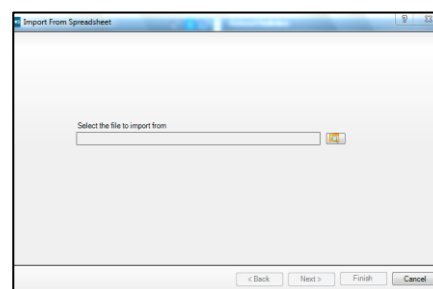
Surname Forename	Result Date	EN AT1 Speak & Listen Key Stage 1 Validated Result	EN AT2 Reading Key Stage 1 Validated Result	EN AT3 Writing Key Stage 1 Validated Result	MA TA Maths Subject Key Stage 1 Validated Result	SC AT1 Scientific Eng Key Stage 1 Validated Result	SC AT2 Life Processes Key Stage 1 Validated Result	SC AT3 Materials Key Stage 1 Validated Result	SC AT4 Phys Process Key Stage 1 Validated Result
ADAMS Laura	13/06/2014								
AMNAR Tarak									
ASTWICK Gwenneth									
BOND Steve									

Students	EN AT1 Speak & Listen Key Stage 1 Validated Result	EN AT2 Reading Key Stage 1 Validated Result	EN AT3 Writing Key Stage 1 Validated Result	MA TA Maths Subject Key Stage 1 Validated Result	SC AT1 Scientific Eng Key Stage 1 Validated Result	SC AT2 Life Processes Key Stage 1 Validated Result	SC AT3 Materials Key Stage 1 Validated Result	SC AT4 Phys Process Key Stage 1 Validated Result	Missing Entry Check
ADAMS Laura									
AMNAR Tarak									
ASTWICK Gwenneth									
BOND Steve									

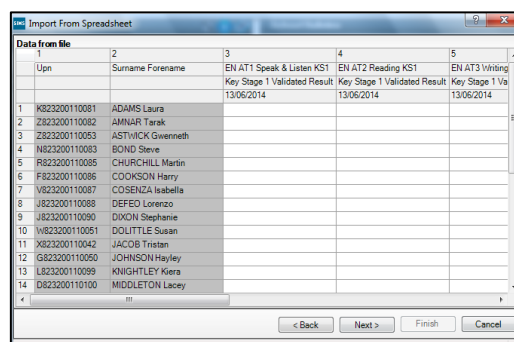
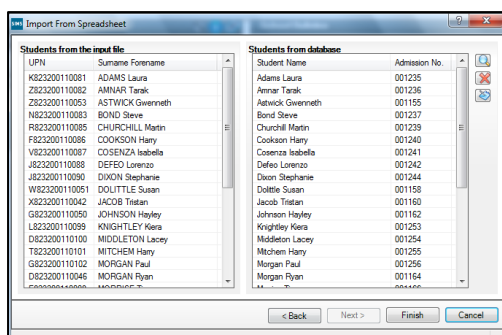
Importing Marksheets into SIMS (Formatted version)

To import marks successfully, the grades / marks in the xml spreadsheet must match the expected grade / mark in the SIMS Marksheet. If these are not the same, the grades / marks will not import.

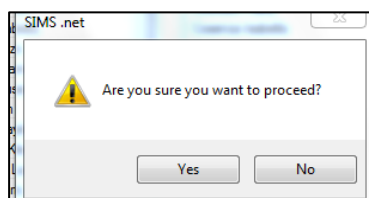
1. Select **Routines | Data In | Assessment | Import from Spreadsheet**.
2. Select the file that you have just saved and click the **Open** button.
3. Click the **Next** button - you will then receive an Activity Log informing you of any read only columns the process will not consider for import.



- Click the **Close** button to see the data that you entered in Excel with the dates at the top of the columns.



- Click the **Next** button to display a list of matched pupils. Click the **Finish** button and confirm that you wish to proceed in order to import the data.



- The Activity Log displays a list of any invalid results that cannot therefore be imported. Blank results are also listed.
- Click the **Close** button to close the Activity Log and view the **Marksheet** to display the imported data. (If you did not close the marksheet during this process it will need to be refreshed in order to display the data).
- Open the marksheet in SIMS to check data has been imported successfully.