

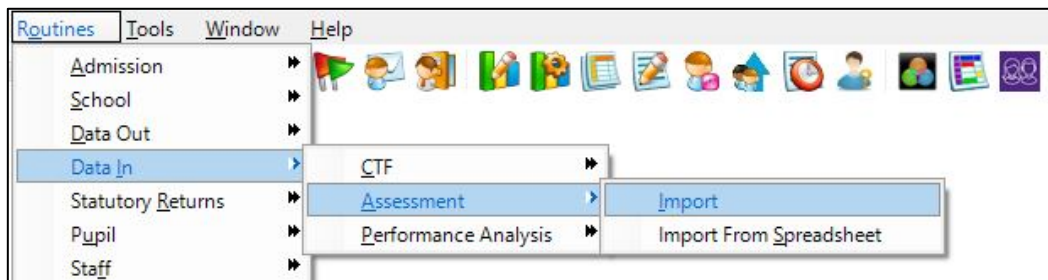
A

Importing EYFTR Tracking Templates & Grids

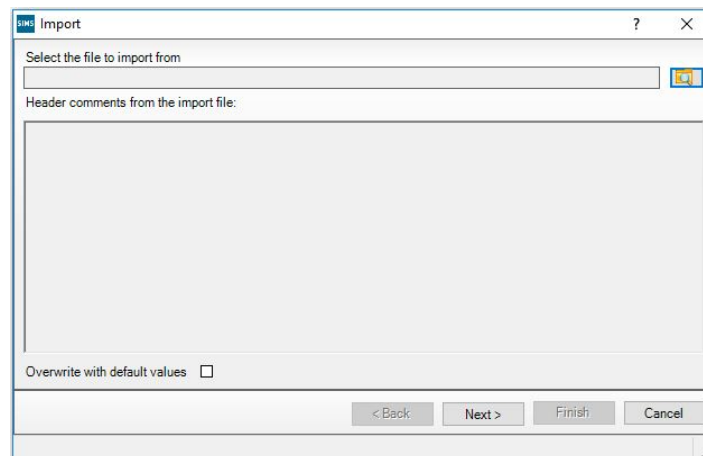
Once the Early Years Revised Framework file has been downloaded, right click on the file to extract all. Save resources to a place that can be easily located.

In SIMS select the menu route:

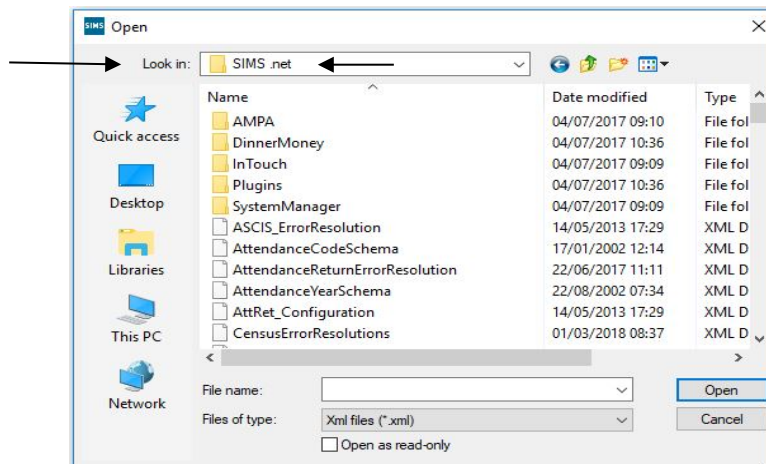
1. **Routines | Data In | Assessment | Import** – to open the first page of the Import Wizard.



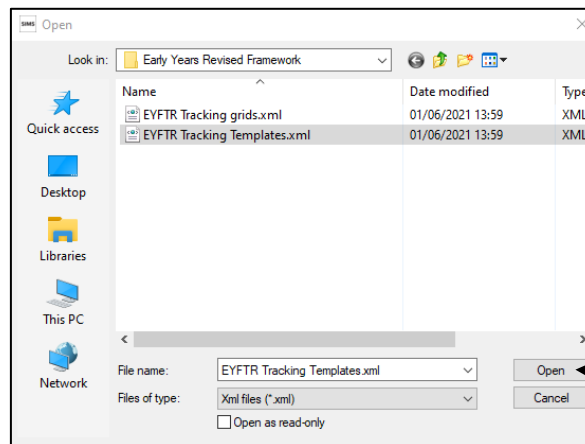
2. Click the **Browser**  button.



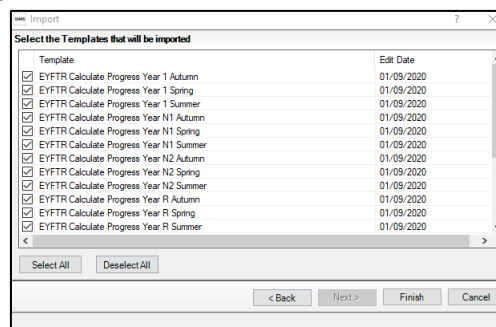
3. The **Look in** field should default to **SIMS .net**. Locate to where files have been saved.



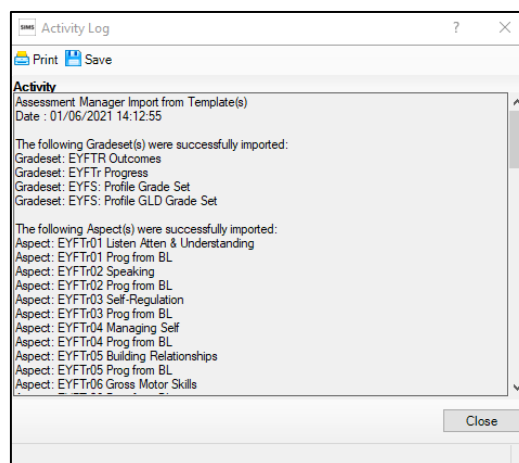
4. Highlight the **EYFTR Tracking Templates** file and click **Open**.



5. Ensure that there is a tick in **Overwrite with defaults values** box.
6. Click **Next** twice.
7. Click on **Select All** and **Finish**.



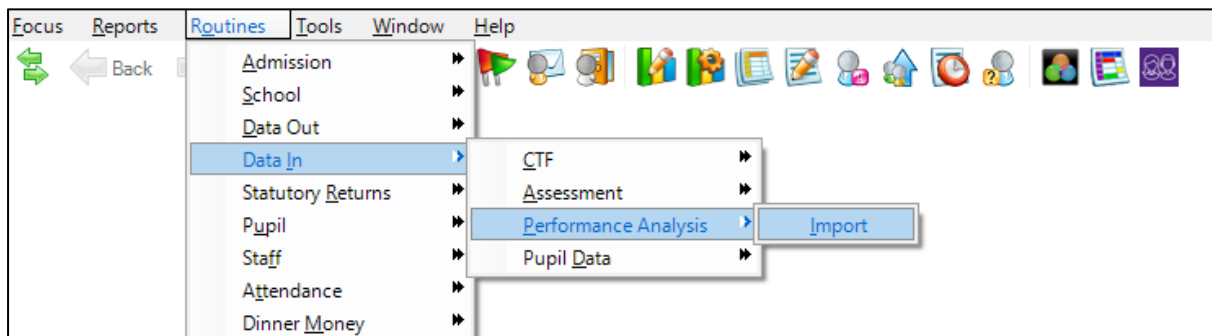
8. A message dialog will ask you for confirmation to proceed with the import. Click the **Yes** button to start the import process, which might take a short time to complete.
9. An activity log will show once the process is complete. Please scroll to check the import was **successfully imported**.



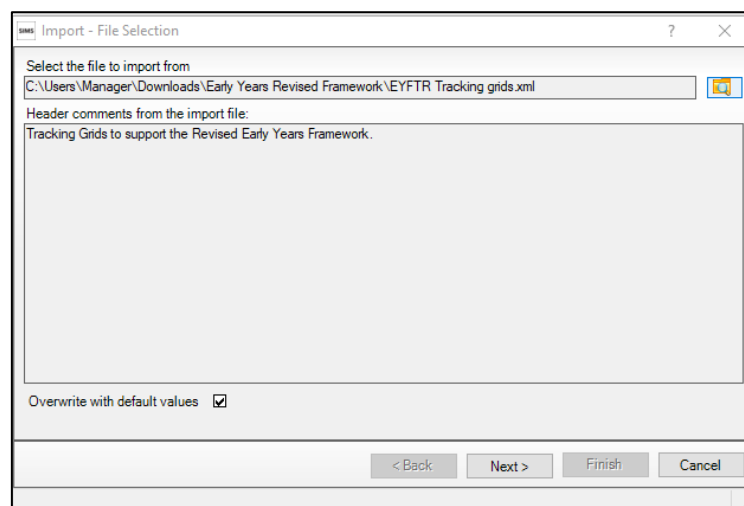
10. Click **Close**.

To import the **EYFTR Tracking Grids** select menu route:

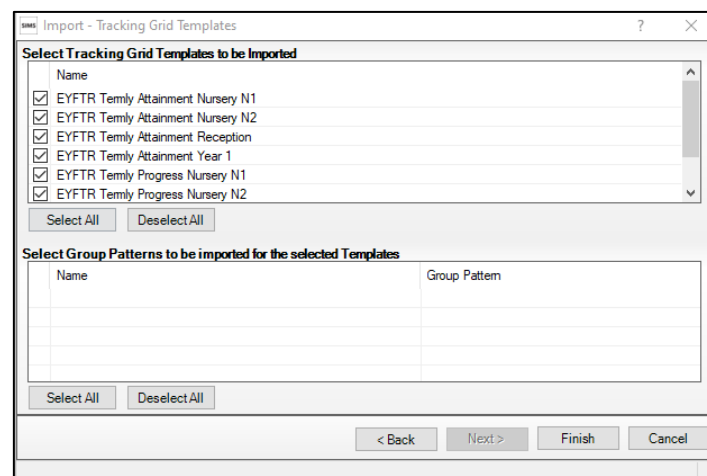
1. **Routines | Data In | Performance Analysis | Import.**



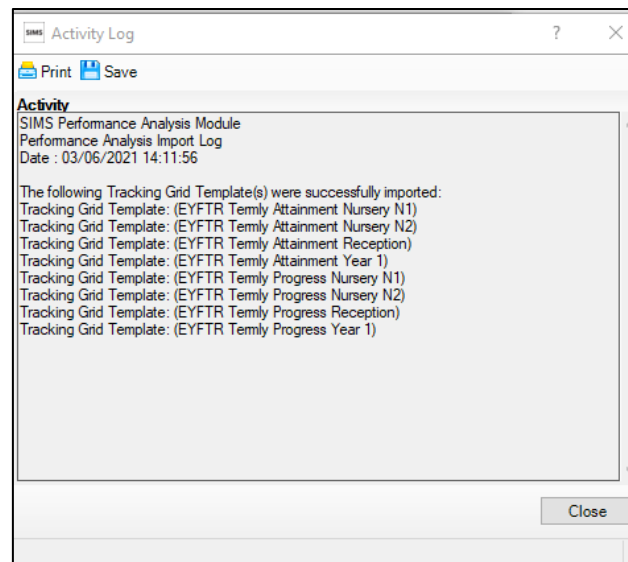
2. Click the **Browser**  button and locate and select **EYFTR Tracking Grids**.
3. Ensure that there is a tick in **Overwrite with defaults values** box and select **NEXT**.



4. Click **Select All Templates** and **Finish**.



5. A message dialog will ask you for confirmation to proceed with the import. Click the **Yes** button to start the import process, which might take a short time to complete.
6. An activity log will show once the process is complete. Please scroll to check the import was **successfully imported**.



7. Click **Close**.

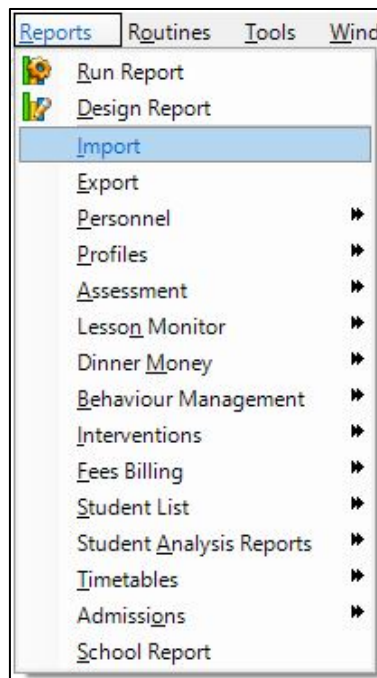
B

Importing Reports

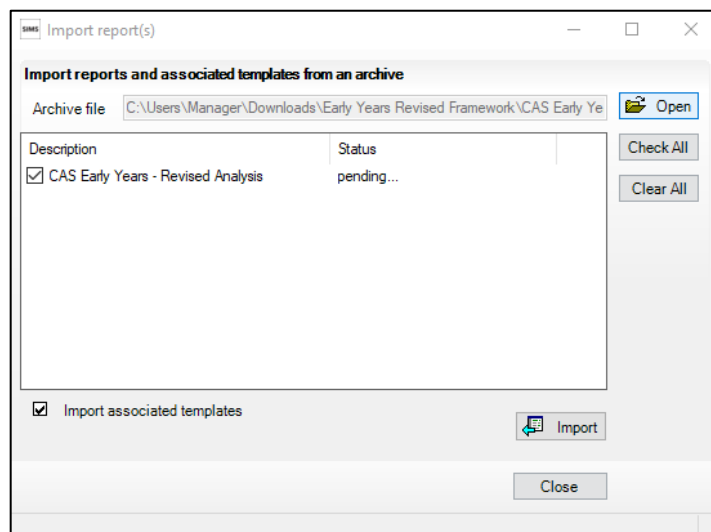
Importing Reports

Within the Early Years Framework File there is a report called '**CAS Early Years – Revised Analysis.RptDef**'. Save the report to an appropriate location on your computer.

1. To import a report, select **Reports | Import**.



2. In the **Import report(s)** dialog click the **Open** button locate and select **CAS Early Years – Revised Analysis.RptDef** as mentioned above.
3. Ensure the tick box is selected next to the report and click the **Import** button.



4. The selected report will now have the **Status** changed to **Imported**.
5. Click the **Close** button and the reports have been imported.
6. To run the report select: **Reports | Run | expand Focus to Student and select required report**.

	Name	Focus	Owner	Supplier	Updated	Category	Last Accessed	Times Accessed
Focus	CAS Early Years - Revised Analysis	Student	Imported	SIMS Professional Ser...	07/04/2021	Public	27/05/2021 13:58:00	6
Student	CAS Early Years GLD Analysis 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Staff	CAS EYFS-KS1 Transition Matrix 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Class	CAS KS1 Attainment Key Groups 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Aspect	CAS KS1 Dashboard	Student	Imported	SIMS Professional Ser...	10/01/2019	Public		
Contact	CAS KS1 Reading Phonics Prior Attn 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Group	CAS KS1-KS2 Transition Matrix 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Category	CAS KS2 Dashboard	Student	Imported	SIMS Professional Ser...	10/01/2019	Public		
Template	CAS KS2 Key Groups Attn Prog 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Gradeset	CAS KS2 Reading Phonics Prior Attn 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Resultset	CAS KS2 Scaled Score Analysis - 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
OMR Template	CAS KS1 Key Groups 2019	Student	Imported	SIMS Professional Ser...	01/10/2019	Public		
Result								