Importing data from a spreadsheet

- The data must be stored as a csv or an Excel 2003 spreadsheet (xml).
- You must know the Aspects and Result Sets to be used to store the results in SIMS
- Pupil identifiers (Forename, Surname, DOB, UPN) must match in the spreadsheet and SIMS

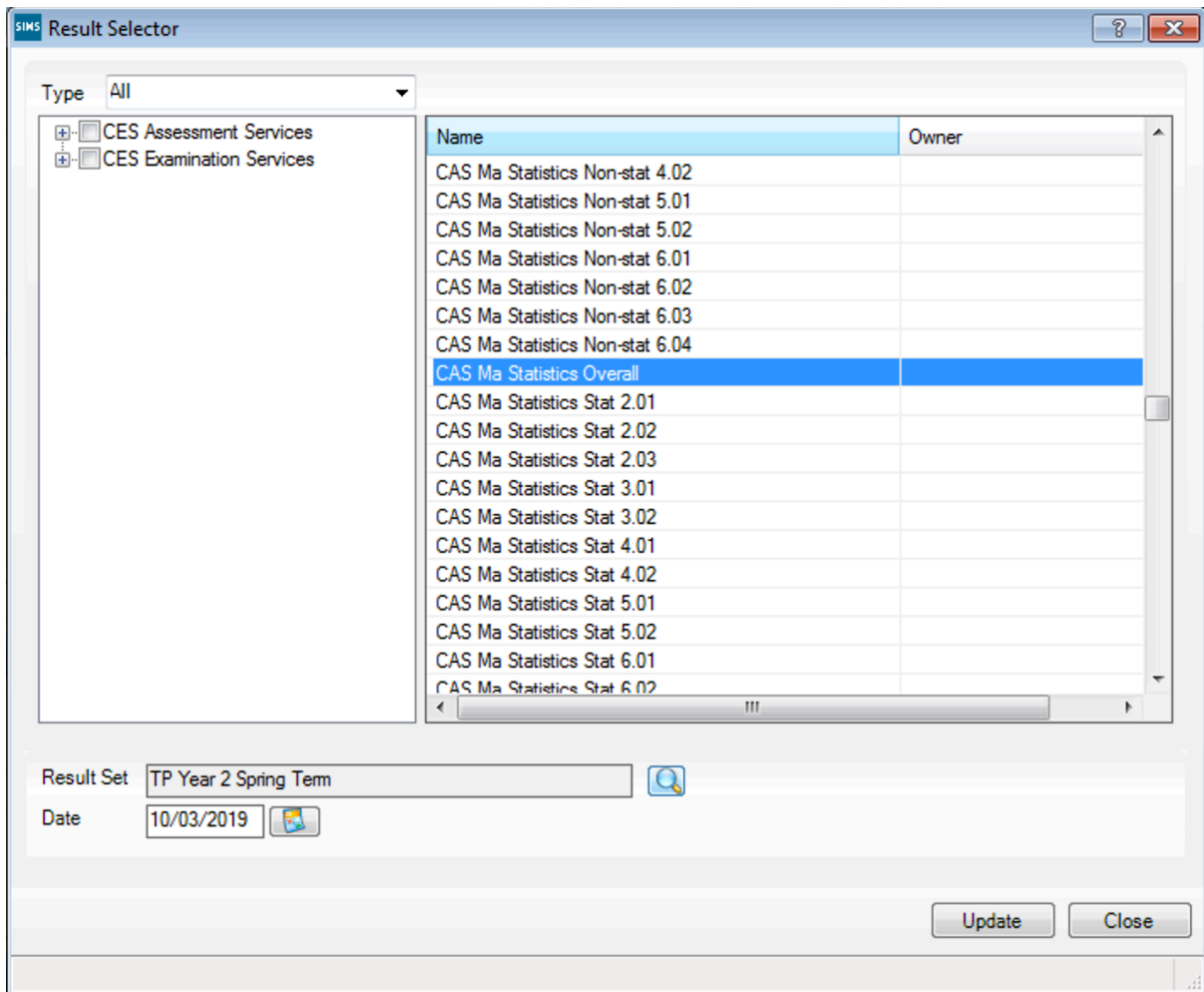**Routines | Data In | Assessment | Import from Spreadsheet**
Using the browse button you can browse to the particular area the spreadsheet is saved. Once you have selected click next and, the following screen will appear on the wizard;

From the Import From Spreadsheet screen, you will need to map the appropriate fields to each column. This can be auctioned by right clicking on the appropriate column heading and selecting desired field.

To link results from the spreadsheet, use the 'Result' option to select the appropriate Aspect and Result Set of which the data will need to be linked to.

You will notice the elected Aspect and Result Set will be now show in the column heading for that particular column, repeat this for the other columns as required.

Once the procedure is carried out for all columns you want to import, click **Next.**

You will be presented then with the student match screen this will allow you to match the students within the Sims.net database and the spreadsheet data being imported - if you don't have enough unique information in the spreadsheet this may need to be manually matched for each student.

Once data has been checked, click **Finish** - the results will import to the columns as selected in the previous stage in the wizard and report on the number of results imported and which if any failed the import process – usually indicating that the result values failed SIMS' validation checks.

Activity Log

Print **Save**

Activity

Assessment Manager Import from Excel
Date : 10/03/2019 11:24:13

114 Result(s) imported
[114 Result(s) Inserted, 0 Result(s) Updated]
The following Results could not be imported as the Result is blank
Student Name: Aspect: Ma Statistics Overall
        Result Set: TP Year 2 Spring Term   ResultDate: 10/03/2019

Student Name: Aspect: Ma Statistics Overall
        Result Set: TP Year 2 Spring Term   ResultDate: 10/03/2019

Student Name: Aspect: Ma Statistics Overall
        Result Set: TP Year 2 Spring Term   ResultDate: 10/03/2019

Student Name: Aspect: Ma Statistics Overall
        Result Set: TP Year 2 Spring Term   ResultDate: 10/03/2019

Student Name: Aspect: Ma Statistics Overall
        Result Set: TP Year 2 Spring Term   ResultDate: 10/03/2019

Close