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;

Import From Spreadsheet									
Data from file									
	1		2	3	4	5.			
		Surnar	ne						
		Forena	ime						
		Surnar	ne Forename						
1	FIRST NAME	Forena	me Surname	UPN	CLASS	SEN			
2	Jessica	Date O	f Birth	F823299918013	6				
3	Tamwar	Gender Admission Number UPN		N823299911001	6				
4	Abjit			K823299913001	R				
5	Alisha			Z823299913002	2				
6	Shaquib			W823299916061	R				
7	Paul	Result		P823299918001	6				
8	Charlotte	Clear		D823299917001	R				
9	9 Stan Ackton 10 Nancy Adams 11 Sadie Adams 12 Rebecca Akeman		Ackton	C823299913004	6				
10			Adams	G823299915001	R				
11			Adams	40-60D	2				
12			Akeman	P823299911021	6				
13	Richard		Akeman	W823299914001	3				
14	Steven		Akeman	K823299914002	4				
						4			
<back next=""> Finish Cancel</back>									

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.

sims Result Selector		? 🔀
Type All 🗸		
CES Assessment Services	Name	Owner
	CAS Ma Statistics Non-stat 4.02	
	CAS Ma Statistics Non-stat 5.01	
	CAS Ma Statistics Non-stat 5.02	
	CAS Ma Statistics Non-stat 6.01	
	CAS Ma Statistics Non-stat 6.02	
	CAS Ma Statistics Non-stat 6.03	
	CAS Ma Statistics Non-stat 6.04	
	CAS Ma Statistics Overall	
	CAS Ma Statistics Stat 2.01	
	CAS Ma Statistics Stat 2.02	
	CAS Ma Statistics Stat 2.03	
	CAS Ma Statistics Stat 3.01	
	CAS Ma Statistics Stat 3.02	
	CAS Ma Statistics Stat 4.01	
	CAS Ma Statistics Stat 4.02	
	CAS Ma Statistics Stat 5.01	
	CAS Ma Statistics Stat 5.02	
	CAS Ma Statistics Stat 6.01	
	CAS Ma Statistics Stat 6.02	+
	<	•
Result Set TP Year 2 Spring Term		
The real 2 spring term		
Date 10/03/2019		
		Update Close

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.

sims Activity Log		? 🔀
🚔 Print 💾 Save		
Activity		
Date : 10/03/2019 11:24:13		â
114 Result(s) imported [114 Result(s) Inserted, 0 Result(s) Updated] The following Results could not be imported as th	e Result is blank	
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