

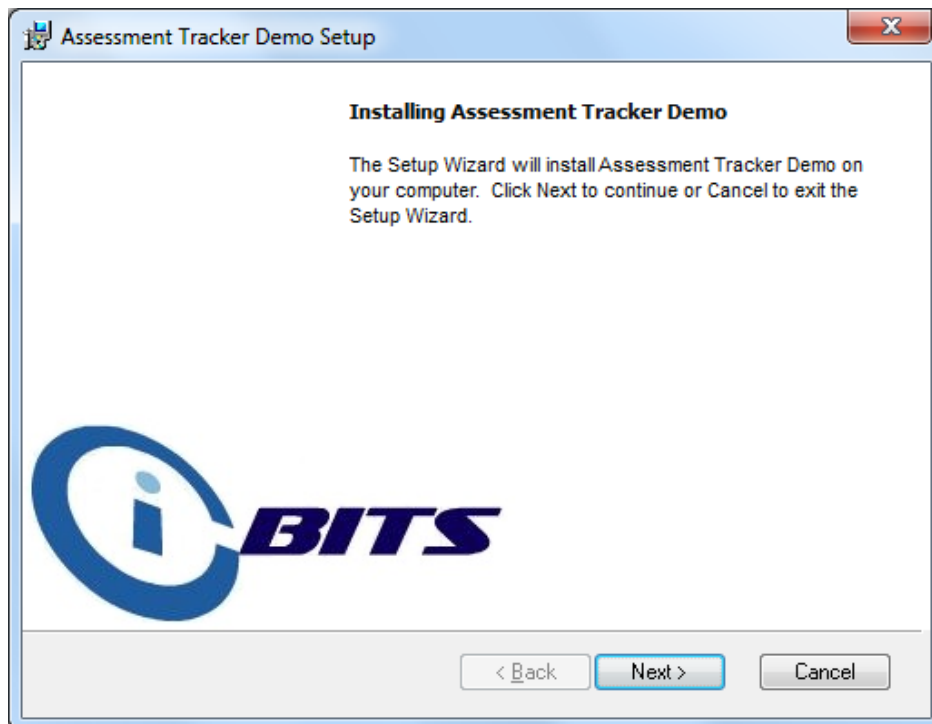
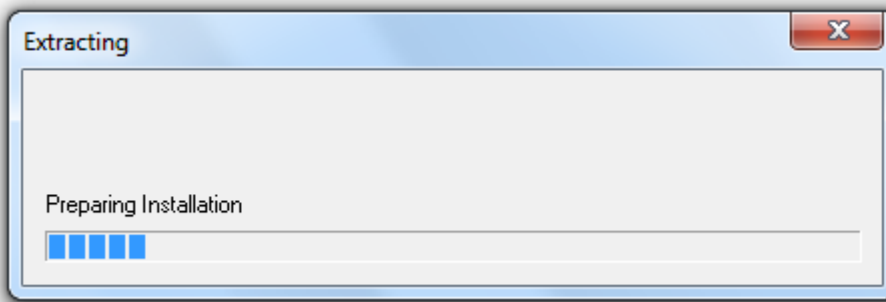


Contents

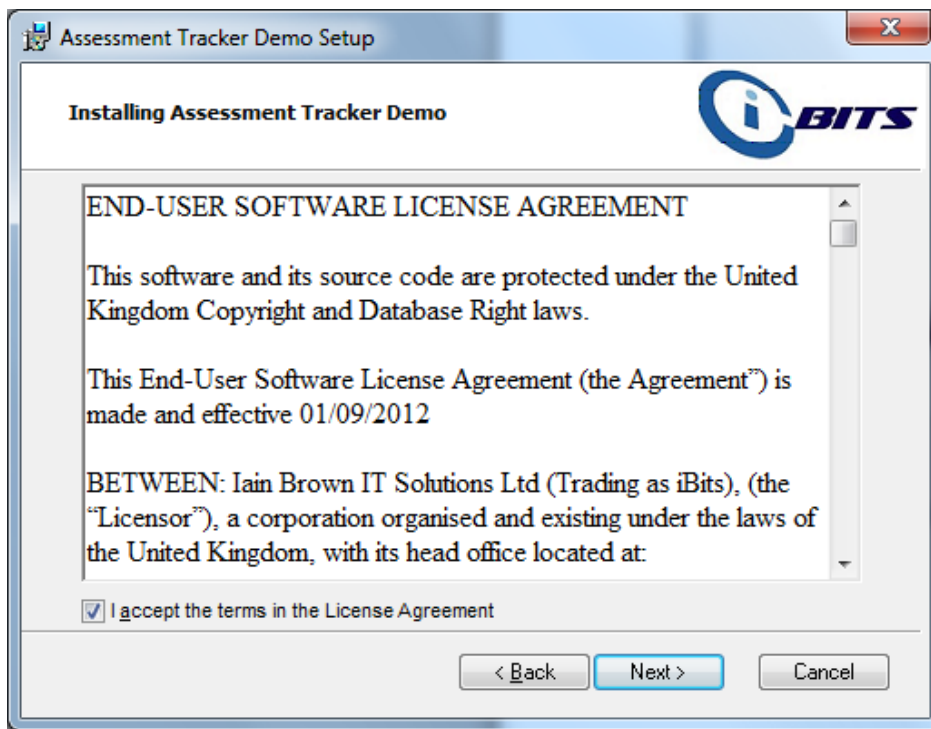
	Page
1. Installation	2
2 Primary Assessment Tracker	7
2.1 Maintenance	7
2.1.1 Import Data	7
2.1.2 Add School Logo	10
2.1.3 Link Tables	10
2.1.4 Settings	11
2.1.5 Maintain Data	11
2.1.6 Terms	13
2.1.7 Subjects	14
2.1.8 Points	14
2.1.9 Expectations	15
2.1.10 Archive Data	16
2.2 Pupil Data	16
2.2.1 Add Record	17
2.2.2 Edit or Delete Record	17
2.2.3 Locking and Unlocking Records	18
2.3 Start Data	19
2.4 Score Data	20
2.5 Summary	21
2.5.1 Reports	22
2.5.2 Expectations	23
2.5.3 Comparison	24
Appendix 1 - Using SIMS.net to create an export file for use with the Assessment Tracker	25
Appendix 2 – National Curriculum Levels Expectations table	26

1. Installation

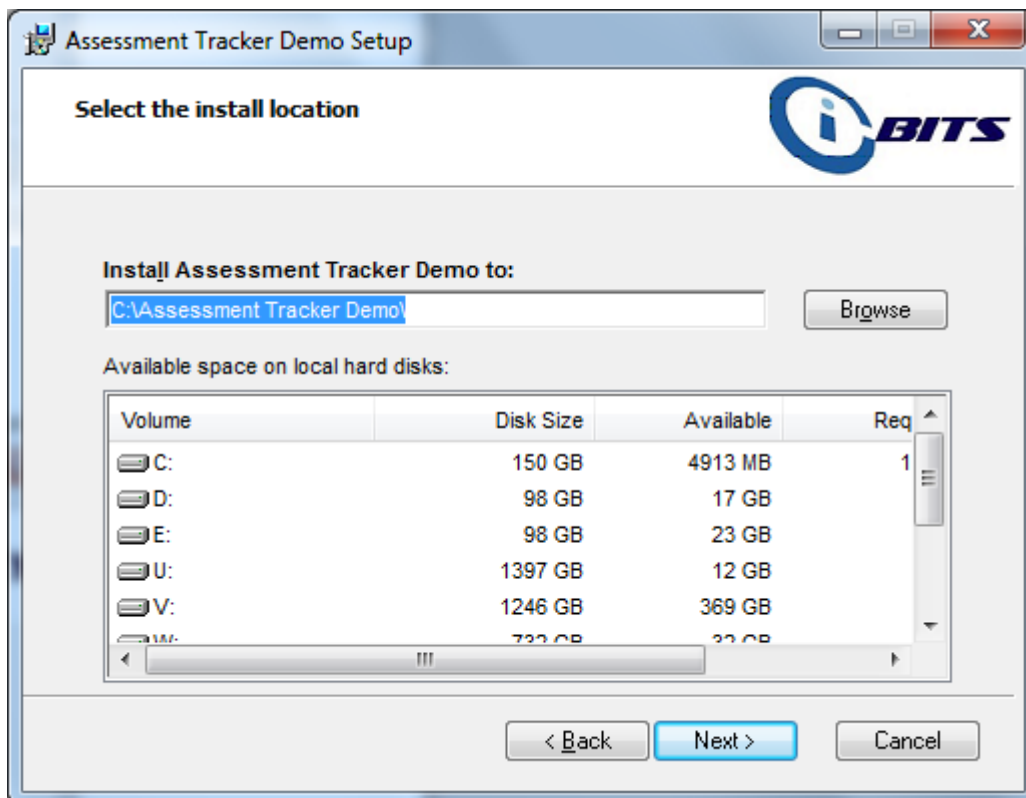
After downloading the program from our website double click on the 'assessmenttrackerdemosetup.exe' file and the installation will commence.



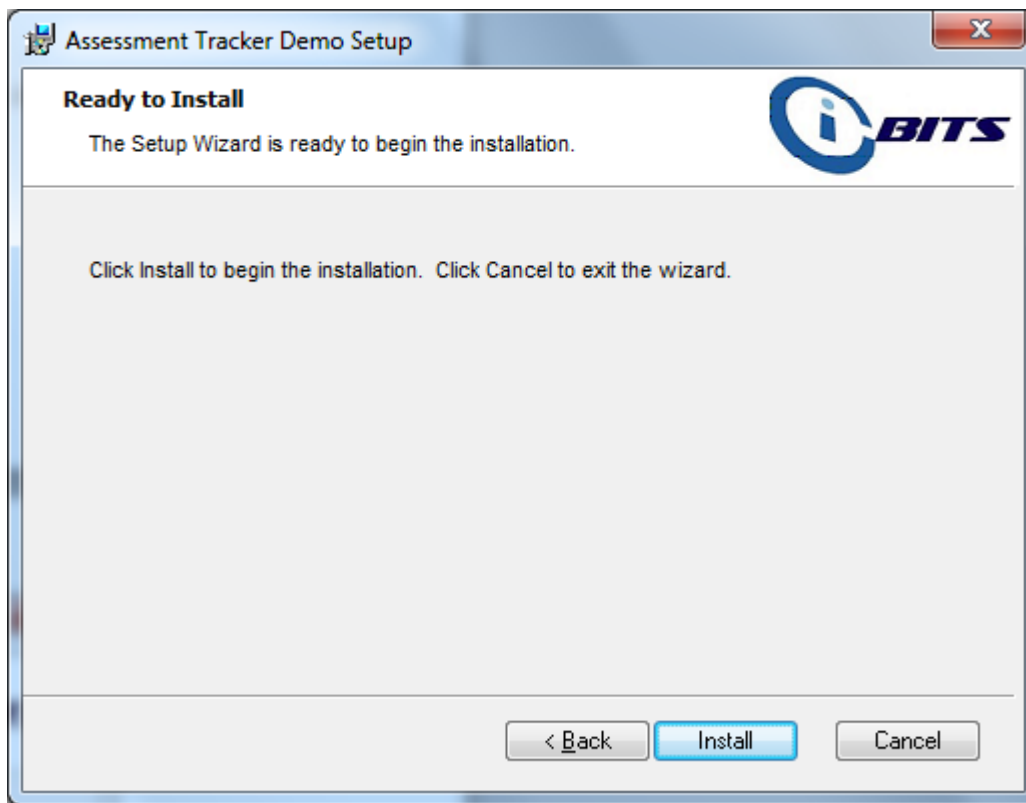
Click Next >



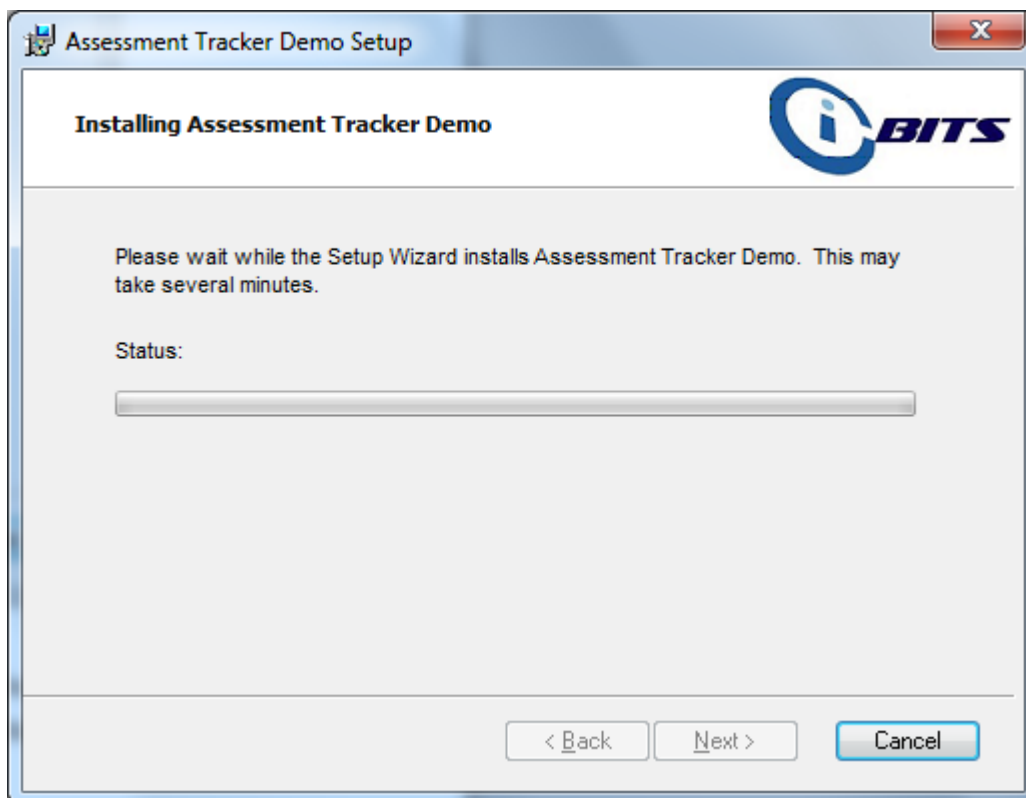
Check the box to accept the License Agreement and click Next >



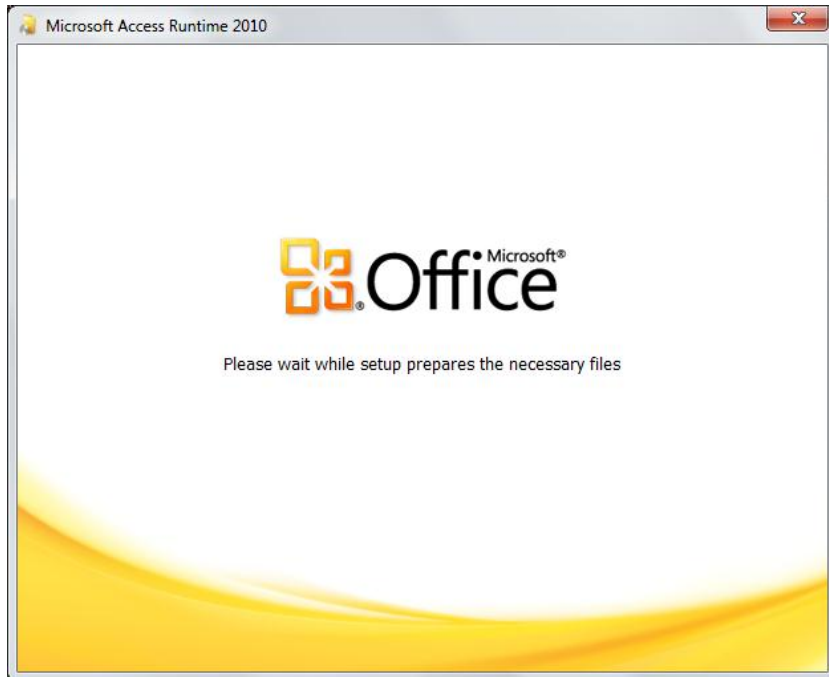
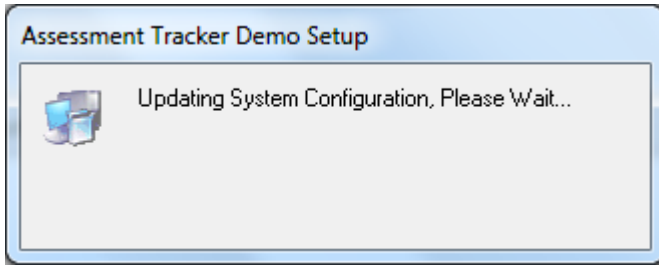
Ensure the above window shows **C:\Assessment Tracker Demo** as the install location and click Next >

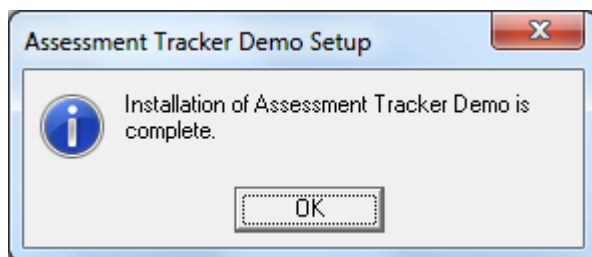
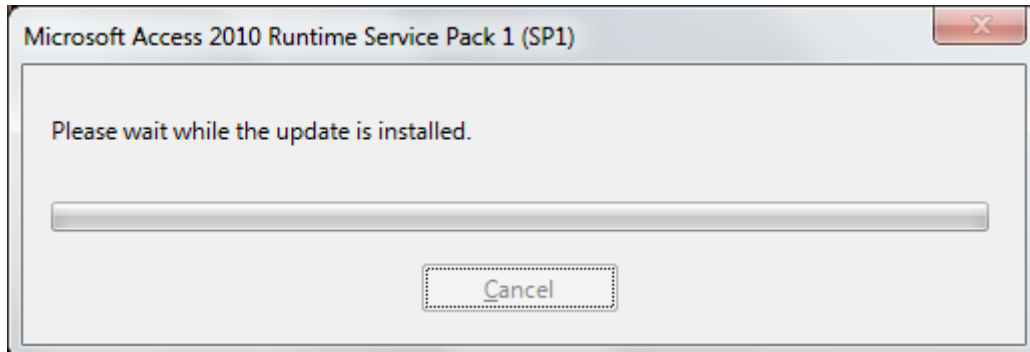
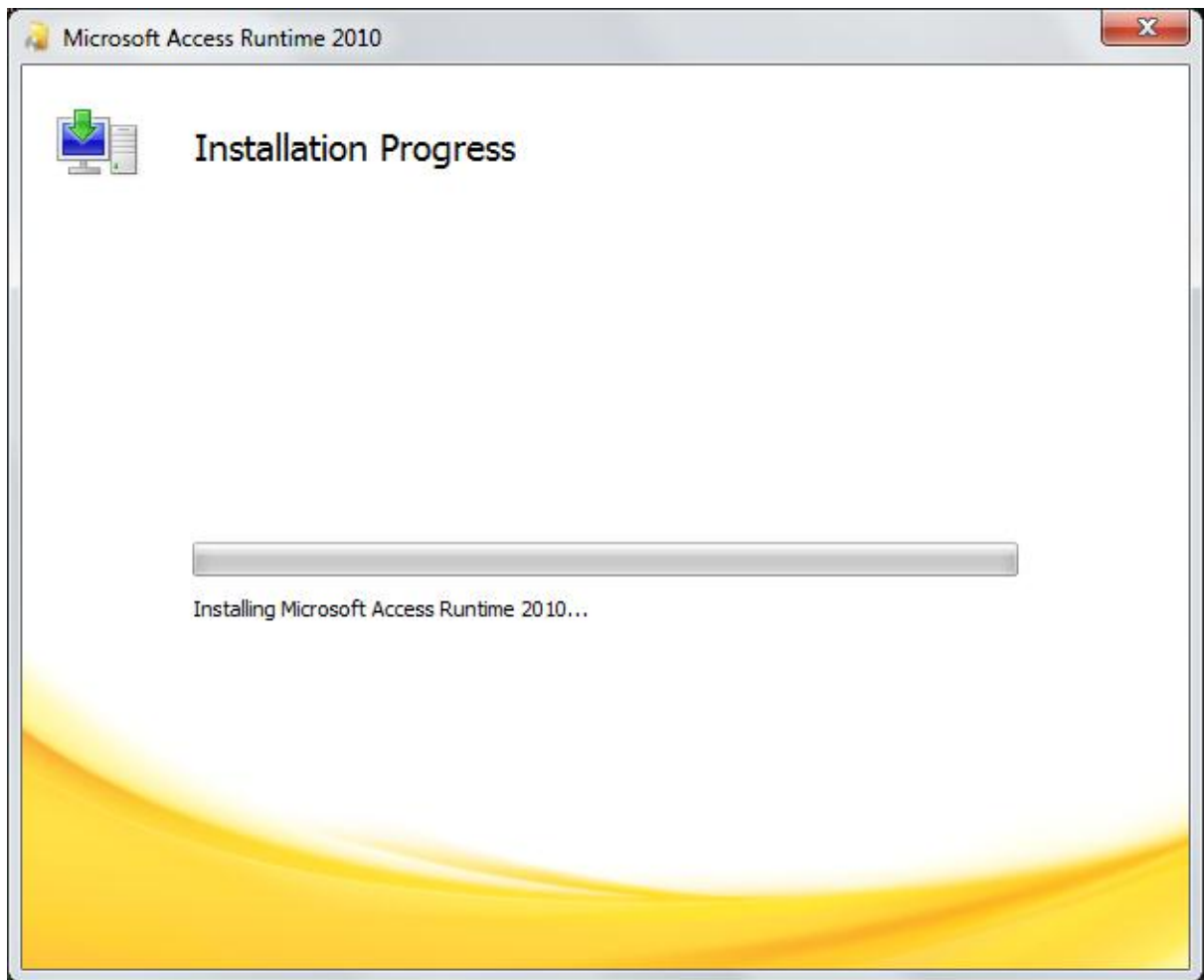


Click Install to continue.



During the installation process a number of windows will appear. The Assessment Tracker is powered by Microsoft Access Runtime 2010, so if this is not already installed on your PC the installer will install this for you.





When the installation is complete click OK

After Installation a shortcut should be added to the Start Menu and Desktop. To start the Assessment Tracker, select it from the Start Menu or double click on the icon on the desktop.

2 [Primary Assessment Tracker](#)

2.1 [Maintenance](#)

The maintenance screen is split into 10 sections. In these sections you can import/delete data and change system settings. **These screens are not available in the Demo version.**

2.1.1 [Import Data](#)



Before opening this screen you will be prompted for the system password that you chose during the installation process.

URGENT: Before you import any data into the assessment tracker, you must have set up the Terms in which you will be assessing your pupils. Changing your school's Terms after importing will cause some problems that will need support from iBits. This may be chargeable.

SIMS.NET USERS (MOST SCHOOLS) PLEASE NOTE: To export the data from **SIMS.net for use with your Assessment Tracker, please see [Appendix 1](#) at the end of this document. **ALTHOUGH THE PROCESS IS QUITE STRAIGHT FORWARD, PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.****

To import core pupil data into the system, the data file must be created in comma separated format.

If you are **not using SIMS.net** then the file you create **must** be separated with commas, field entries **must** be enclosed in quotation marks (") and saved with a .txt file extension.

Create the report in your pupil data software and import the data into the Assessment Tracker as shown below. **This should be done at the start of each academic year.**

To import the file into the Assessment Tracker click the Browse button, navigate to your data file, select the .txt file to be imported and then click open.

Select File

Select the academic year in which to import the data to
Academic Year eg. 20**/**

Select the preceding academic year to transfer end data to
starting data
Previous Ac Year ▼

Enter an academic year to import the data into.

IMPORTANT: If this is the start of a new school year, you can carry over the 'end' data from a previous academic year (if the data is in the system). To do this, select an academic year in the Previous Ac Year drop down box.

This will automatically:

- Copy all previous year KS1 Target data to the new academic year.
- Copy previous Year 4 and 5 KS1 Result data to the new academic year.
- Update the Year 3 pupil's KS1 Result to their previous year's final Year 2 Score.
- Set the Year 3 pupil's KS2 target to 2 full points greater than their KS1 Result.
- Set the pupil's Year End Target to 2 sub level points above their start score.
- Create the new year National Curriculum point scores.
- Create the new year Expectation levels.

All of the above data is editable through the Start Data screen if necessary.

Naturally, if this is the first use of the software, you will not have a previous year's data in the system to carry forward, so leave this field blank (National Curriculum points and Expectation levels are included for the current academic year, see pages 13 and 14).

Click the **Import Data** button



After the import is complete you will be presented with a summary of the records that have been added to the system. Only records that don't already exist in the system for a specific academic year will be added, for example if UPN A123412345678 already exists for academic year 2012/13 then this record will not be added as this would create a duplicate record.

This process adds the core pupil data into the system. To add start and score data to these records go to the Enter Data screens.

The import process will also create National Curriculum Point and Expectation data for the selected year, see pages 13 and 14 for more details.

Updating Data



To update the existing data in the system to match any changes in your school software, use the same type of structured file as explained in the Importing data section and click the Update Data button. This will update the core pupil data in the system (Note: This process will not update the SEN Status as it is expected that this will be updated from the SEN Register, see below).

IMPORTANT: Before carrying out any kind of Import or Update operation it is recommended that you back up the data file. You can do this by clicking the Backup button. This will create a copy of the data file in the same folder as the original, appended with a time and date stamp.



iBITS Recommends:

Although there is backup functionality within the Assessment Tracker this is not intended to be a full back up solution. It is recommended that the 'AssessmentTrackerDAT.accdb' data file is stored in a network location that is backed up as a matter of course by your IT provider.

Import SEN Data



Import SEN Data

If you are using the FREE SEN Register offered by iBits (download [here](#)) you can import the SEN Status data from this by browsing to the SENRegisterDAT.accdb data file

Select File

Browse...

and then clicking on the



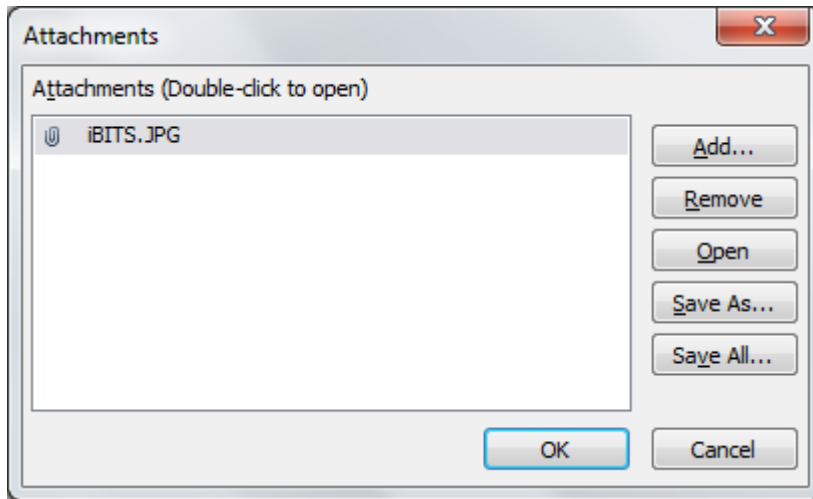
Import SEN Data

2.1.2 [Add School Logo](#)



To add your school's logo into the system, double click the area where the existing iBits logo is, roughly half way down the screen.

Click Add... and point to the location of your logo and click Open.



Although you can store multiple logos within the system only the logo appearing at the top of the list will be used, files are stored in alphabetical order. You may want to remove the iBits logo from this box by selecting it and clicking the Remove Button

The logo you have chosen will be used in report headers and on the Home screen.

2.1.3 [Link Tables](#)



If the AssessmentTrackerDAT.accdb data file is moved for any reason (to a new server for example) you will need to re-link the database tables to where ever this file has been copied to.

The Current Location box shows where the Assessment Tracker is currently looking for the data file, to change this click Browse and navigate to where ever the AssessmentTrackerDAT.accdb file has been moved to and click Open.


Current Location

New Location



Link

If you move the data file (AssessmentTrackerDAT.accdb) away from the location that it was installed to you will need to re-link to the back-end data tables. Do this by browsing to the new file location and then click the Link button.

Click Link  to link the data tables to the new file location.

2.1.4 [Settings](#)



Organisation Name

You can change the organisation name the system uses on the home screen and for report headers on this screen. Type in a new organisation name and click Update Organisation.

Password (For locking/unlocking data)

You can change the system password at any time on this screen; you are prompted for this password whenever you unlock data for editing or delete data sets.

Old Password Hint	<input type="text" value="password"/>
Enter Old Password	<input type="password"/>
Enter New Password	<input type="password"/>
Re-type New Password	<input type="password"/>
New Password Hint	<input type="text"/>

A Password is required to delete data and unlock data for editing

[Change Password](#)

To update the password, type in the existing password in the old password box, then fill in the new password details, you can also add a hint to the password that can help you to remember what the password is.

Click Change Password to update the system password.

Note: This will not change the application password, which will always remain: **ibits**

2.1.5 [Maintain Data](#)



Before opening this screen you will be prompted for the system password that you chose during the installation process.

Under normal circumstances you will not need to use this area of the application. However, if you make any changes to your Terms **AFTER** you have imported your data (from SIMS.net for example), or are not importing your data from an external source, you will need to create data sets for Subjects and Terms to be able to add data against.

Here you can copy, lock, unlock, create and delete data for a selected academic year, subject and term. The screen is split into 3 sections Pupil Data, Start Data and Score Data.

Pupil Data

Ac Yr



Copy



Lock Pupil Data



Unlock Pupil Data



Delete Pupil Dataset

Select an academic year in the drop down box and click on the relevant button, doing this will affect all data in the year.

IMPORTANT: Pressing the copy button is only intended for schools that do not import their data from an external source. If you are adding your pupil data manually you are able to copy pupil data from one academic year to another, this will carry forward all pupil data and set new Targets in the same way as importing data would as covered on page 7.

Deleting a data set will remove data permanently, so be very sure that you wish to do this before you proceed.



Before running any of the processes for Subject Data you must select an Academic Year in the pupil data section.

Then select a Subject in the drop down box and click on the relevant button, doing this will affect all data for the selected Subject in the selected academic year.

Creating Subject Data will create a record for each pupil for the selected Academic Year and Subject for you to be able to add data against. When importing pupil data, copying the pupil dataset, or creating a record manually the system automatically creates these records for you to add Start and Score data to, but if you then add a new subject to the system you will have to run this process to create a record for each pupil.



Before running any of the processes for Score Data you must select an Academic Year in the pupil data section and a Subject from the Subject Data section.

Then select a Term in the drop down box and click on the relevant button, doing this will affect all data for the selected Term in the selected academic year.

Creating Score Data will create a record for each pupil for the selected Academic Year, Subject and Term for you to be able to add data against. When importing pupil data, copying the pupil dataset or creating a record manually the system automatically creates records for you to add Start and Score data to, but if you then add a new term to the system you will have to run this process to create a record for each pupil.

Before deleting a data set it is recommended that you first backup the data file by clicking the Backup Data button



IBITS Recommends:

Although there is backup functionality within the Assessment Tracker this is not intended to be a full back up solution. It is recommended that the 'AssessmentTrackerDAT.accdb' data file is stored in a network location that is backed up as a matter of course by your IT provider.

2.1.6 **Terms** 

The Assessment Tracker system allows for the use of up to 6 terms, on this screen you can rename the terms and decide which terms to use, **you will need to do this before adding any Score data to the system.** Name

Term	Alias	In Use
Term 1	Autumn	<input checked="" type="checkbox"/>
Term 2	Spring	<input checked="" type="checkbox"/>
Term 3	Summer	<input checked="" type="checkbox"/>
Term 4	Term 4	<input type="checkbox"/>
Term 5	Term 5	<input type="checkbox"/>
Term 6	Term 6	<input type="checkbox"/>

your terms in academic term order and check the "In Use" box to activate it within the system. For example if you were to use 2 Autumn terms the table might look like this:

Term	Alias	In Use
Term 1	Autumn 1	<input checked="" type="checkbox"/>
Term 2	Autumn 2	<input checked="" type="checkbox"/>
Term 3	Spring	<input checked="" type="checkbox"/>
Term 4	Summer	<input checked="" type="checkbox"/>
Term 5	Term 5	<input type="checkbox"/>
Term 6	Term 6	<input type="checkbox"/>

You cannot change the Term only the alias, if you uncheck the "In Use" box the data **will not** be deleted but that term's data will not be included in any analysis or reports, checking the box again will include that term's data back into any calculations.

If, for any reason you want to change a term's name after you have added data into the system you can do this in the table above and then update the existing data in the system by selecting a year to update from the drop down box and then clicking the Update Data button.

To update existing data to a new Alias, select an academic year and click update



Select AcYr

Update Data

IMPORTANT: If you add a new term to the system after you have imported pupil data you will need to create a Score Data dataset for each subject for the new term from the Maintain Data screen.

2.1.7 [Subjects](#)



The Assessment Tracker system allows for the addition of unlimited subjects, you can add or delete Subjects from this screen.

Subjects

Maths	
Reading	
Science	
Writing	

To add a new Subject, simply type a Subject name in the empty box at the bottom of the list. If you add a new subject to the system after you have imported pupil data you will need to create Start Data and Score Data datasets for each term for the new subject from the Maintain Data screen.

To delete a Subject click on the Delete button . If you delete a Subject the corresponding Start and Score data **will not** be deleted, if you wish to do so you can do this from the Maintain Data Screen.

2.1.8 [Points](#)




For the Assessment Tracker system to operate correctly, National Curriculum Levels and point scores need to be added. The system comes with these already added for the current academic year, if you import pupil data for a new academic year and select to carry forward the scores from the previous year, or copy data from one academic year to the next, the level and point scores will automatically be created based on the previous academic year to that which is being imported. If the National Curriculum Levels ever change they will need changing on this screen.

Important: If you are not importing or copying pupil data but adding it manually or do not select to carry over scores from the previous year, you will need to add the level and point scores for the new academic year yourself. You cannot do this until there is at least one pupil record created for the new academic year.



To copy over the points table select the source year from the dropdown box to the left of the arrow, select the destination year to the right of the arrow and then click the Copy button.

Should you need to delete the points for an academic year, select the year to the left of the arrow and click the delete button.

To Delete an individual point score click on the delete button  next to the corresponding point score.

2.1.9 [Expectations](#)




For the Assessment Tracker application to be able to report against National Expectations, Expectation data needs to be added to the system. The system comes with these already added for the current academic year, if you import pupil data for a new academic year and select to carry forward the scores from the previous year, or copy data from one academic year to the next, the national expectation levels will automatically be created based on the previous academic year to that which is being imported. If the National Expectations ever change they will need changing on this screen.

Important: If you are not importing or copying pupil data but adding it manually or do not select to carry over scores from the previous year, you will need to add the national expectations for the new academic year yourself. You cannot do this until there is at least one pupil record created for the new academic year.



To copy over the national expectations table select the source year from the dropdown box to the left of the arrow, select the destination year to the right of the arrow and then click the Copy button. You can also select to copy over just one year group's expectations using the Select Year Group drop down box.

Should you need to delete the national expectations for an academic year, select the year to the left of the arrow and click the delete button.

To Delete an individual expectation score click on the delete button  next to the corresponding expectation.

You can view the National Expectation Levels in [Appendix 2](#)

2.1.10 [Archive Data](#)



When the system contains an academic year of pupil's that no longer attend your School you are able to archive the data. Archiving the data will improve the performance of the system should it ever become sluggish. The data is moved to a holding area and is retrievable by Restoring the data. Once the data has been archived it will not be available in any of the reports.

Select the academic year to Archive



Archive Data

To archive the data, select the academic year to archive and click the Archive Data button.

Select the academic year to Restore



Restore Data

To restore the data, select the academic year to restore and click the Restore Data button.

2.2 [Pupil Data](#)



On this screen you can view the pupil records that have been imported into the system and add, edit or delete a complete record.

To make viewing data easier there are a number of filters at the top of the screen. Using these filters will limit the data that appears on the screen, so for example if you only wanted to view data for a specific Reg Group in a specific Academic Year you could filter the records using the Reg Group and Academic Year drop down boxes.

Select Academic Year

Year Group Reg Group

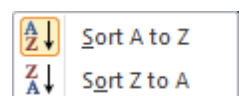
N.B. WHEN EDITING, ALWAYS MAKE SURE YOU HAVE SELECTED THE CURRENT ACADEMIC YEAR FROM THE 'Select Academic Year' DROP DOWN BOX. IF YOU DO NOT, YOU MIGHT BE EDITING DATA FROM THE WRONG ACADEMIC YEAR.



IBITS Recommends:

Once you have completed an academic year, lock the data so it cannot be altered in error and you will always maintain a true record of that cohort.

In the Pupil Data screen, you can sort the pupil records into alphabetical order by right clicking in a selected column and select the ascending or descending options.



Click Reset Filters  to show all records.

2.2.1 [Add Record](#)



Recommends:

When adding new pupils in to the Assessment Tracker, these **changes should be made by running the iBits SIMS report** and importing it into the Assessment Tracker system as per the instructions in [Appendix 1](#) at the end of this document. This will add in any new pupils at your school since the last import. If you manually enter data you may not get all the information SIMS will provide in a data export and the Assessment Tracker will not be accurate.




However, to manually add a pupil record click on the Add Record button, the 'Add Pupil' screen will open.

Add Student

AcYr [dropdown]
UPN [text]
First Name [text]
Last Name [text]
Gender [Unknown dropdown]
SEN Status [No Special Educational Need dropdown]
First Language [Unknown dropdown]
Ethnicity [Unknown dropdown]
FSM [checkbox]
Year Group [dropdown]
Reg Group [dropdown]
Start Date [text]
Leaving Date [text]


Save Record [green download icon]
Close [red X icon]




Fill in the details and click Save Record  , the record will be added to the system and relevant Subject and Term records will be created enabling you to add data to them.

2.2.2 [Edit or Delete Record](#)

When in the Pupil Data screen, double clicking on a record's details will open the Edit Pupil screen. (It may need unlocking first).

To add a custom grouping to a pupil click on the Custom Group button  (see below for more details)

To edit the record, make the necessary changes then click Save Record 


To permanently delete a record click Delete Record this will delete the pupil record and all related Start and Score data. 

Assessment Tracker - Edit Student

AcYr [2011/12]
UPN [Z9999999999999]
First Name [First Name]
Last Name [Last Name]
Gender [Unknown dropdown]
SEN Status [N/A dropdown]
First Language [Unknown dropdown]
Ethnicity [Unknown dropdown]
FSM [checkbox]
Year Group [dropdown]
Reg Group [dropdown]
Start Date [text]
Leaving Date [text]
Custom Group [green plus icon]


Delete Record [red X icon] Save Record [green download icon] Close [red X icon]

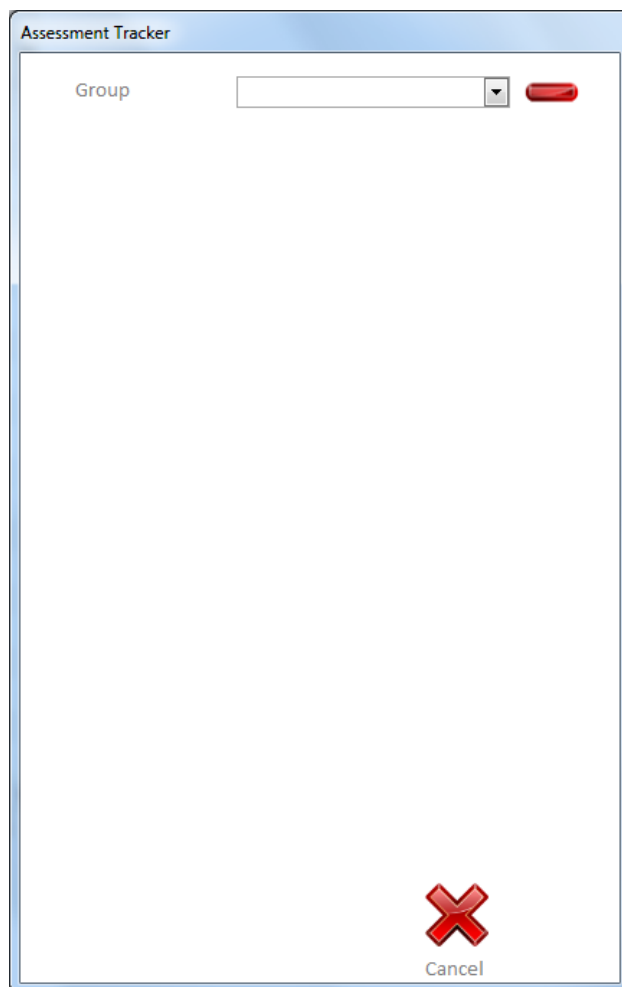
Custom Groups

The Assessment Tracker system allows you to create your own custom grouping categories for any that don't already feature in the system, for example if you wanted to tag pupils as gifted and talented click on the  button on the Edit Record screen

A form will open allowing you to add whatever grouping category you like, just type in a grouping category or select one that already exists from the drop down box.

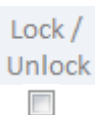
You can add multiple custom grouping categories to each pupil, these categories will then be selectable from the Summary screen enabling you to report and analyse data for these groupings.

To remove a custom grouping category from a pupil click on the  button next to the category you want to delete.





2.2.3 Locking and Unlocking Records

The Assessment Tracker application allows you to lock and unlock data for editing in a variety of ways; you can do this on the Maintain Data maintenance screen covered earlier in this document or on any of the data entry screens.



You can lock and unlock a record on an individual basis by click the check box for the relevant pupil under the Lock/Unlock column.


On unlocking a record you will be prompted for the system password that you chose on the initial installation.

You can bulk lock/unlock by clicking on either of the lock buttons  , this will effect only the records that are filtered on the screen. On clicking Unlock you will be prompted for the system password.

2.3 [Start Data](#)

The Start Data screen is where you can view and edit a pupil's starting data for each academic year. These values can be automatically populated for existing pupils at your school when importing data and selecting the option to carry forward previous year's data, or copying data, though you will always have to enter Year Group 1's starting data.

The locking and unlocking of data works in the same way as on the Pupil Data screen.

You can view a pupil's details by clicking on the  button.

You can filter the pupil's that appear on the screen by making selections in the drop down boxes at the top of the screen

Year Group Subject Reg Group

You have the ability to bulk update the start data by clicking the **Bulk Update** button 







First unlock the data that you want to update and then select the data you want to update by clicking on the select check box next to the pupil's record, you can select all of the pupil's filtered on the screen by clicking on the **Select All** checkbox at the top of the screen, clearing the checkbox will deselect all of the pupil's filtered on the screen.

Select

After clicking the Bulk Update button the bulk update screen opens.


You can update any of the starting data fields, choose a score from the drop down box for the data you want to update and click on the update button to update that column's data.

Assessment Tracker

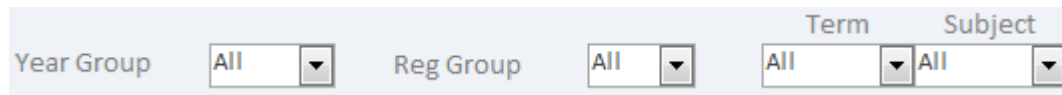
Enter KS1 Target:	<input type="text"/>	
		Update
Enter KS1 Result:	<input type="text"/>	
		Update
Enter KS2 Target:	<input type="text"/>	
		Update
Enter Start:	<input type="text"/>	
		Update
Enter Year End Target:	<input type="text"/>	
		Update
		
		Cancel


2.4 [Score Data](#)

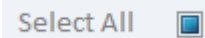
The Score Data screen is where you can view and edit a pupil's scores for each academic year. The locking and unlocking of data works in the same way as on the Pupil Data screen.

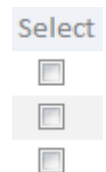
You can view a pupil's details by clicking on the  button.

You can filter the pupil's that appear on the screen by making selections in the drop down boxes at the top of the screen




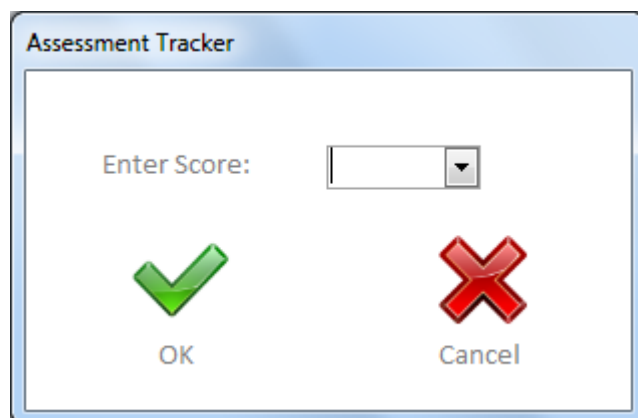
You have the ability to bulk update the score data by clicking the Bulk Update button 

First unlock the data that you want to update and then select the data you want to update by clicking on the select check box next to the pupil's record, you can select all of the pupil's filtered on the screen by clicking on the  checkbox at the top of the screen, clearing the checkbox will deselect all of the pupil's filtered on the screen.



After clicking the Bulk Update button the bulk update screen opens.

To update the score data, choose a score from the drop down box and click on the update button 



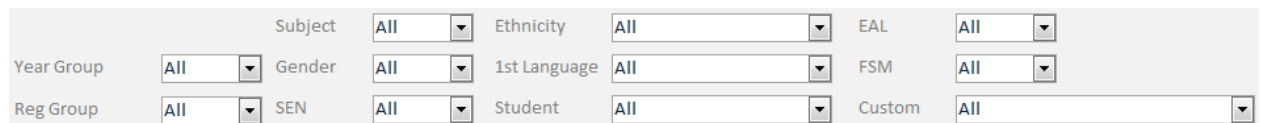
2.5 Summary

The results of the data that has been entered into the system are summarised on this screen, a pupil will not appear on this screen until they have score data entered against them.

Remember to select the academic year you want to view at the top of the screen

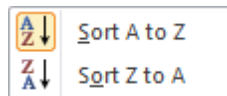


You can filter the data that is displayed on the screen using the filter boxes at the top of the screen, any reports that are run from this screen will have the data restricted by the filters that are selected, although you may be prompted for extra information.




The Custom drop down filter box will filter pupil records based on any custom groupings you may have applied to them (see page 17).

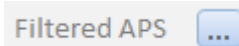
You can also sort the records into alphabetical order by right clicking in a selected column and select ascending or descending




Click Reset Filters  to show all records.

You can view a pupil's details by clicking on the  button

Double click on a pupil's record to see a progress chart for each subject, this chart shows all point scores for a pupil that are held on the system in academic year and term order.

Click on the  button at the bottom of the screen to show a progress chart of APS, this shows the selected year's School cohort in an academic year and their overall progress through the years.

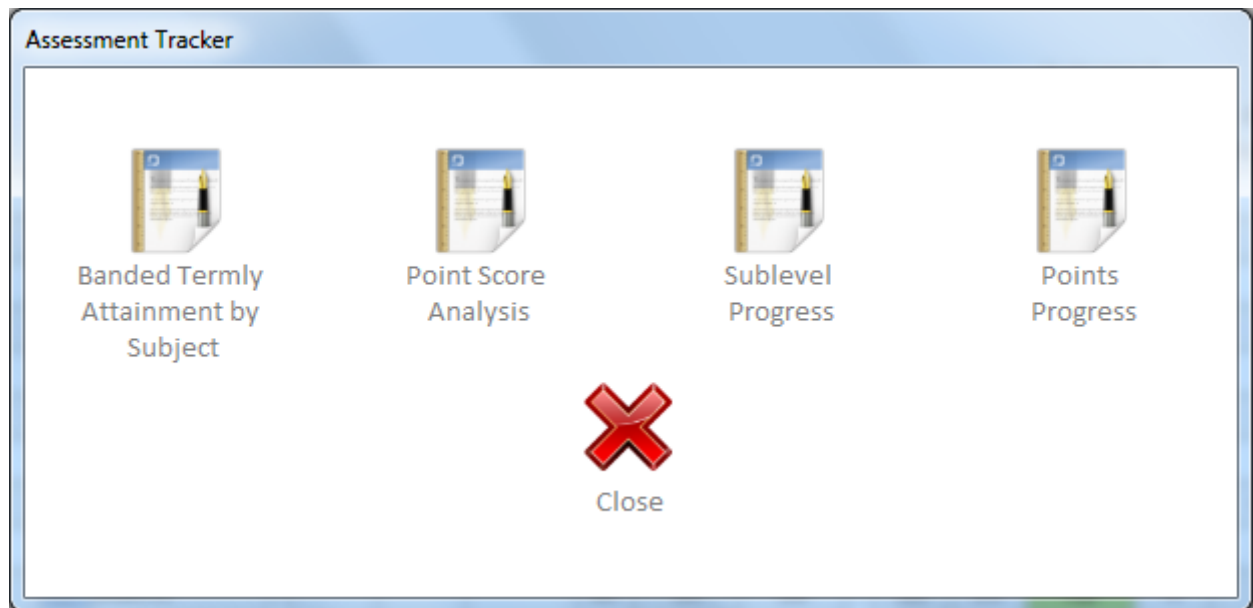
Clicking Export to Excel  will export the selected filtered records to an Excel 97 – 2003 .xls spreadsheet for further external analysis. You will be prompted to select the saving location.

The progress information shown on this screen is shown term on term, for example Term 1 vs Start Data, Term 2 vs Term 1, Term 3 vs Term 2 etc.

2.5.1 [Reports](#)




The Assessment Tracker has a number of built in analysis reports, clicking the Reports button brings up a screen for you to select a report to run.

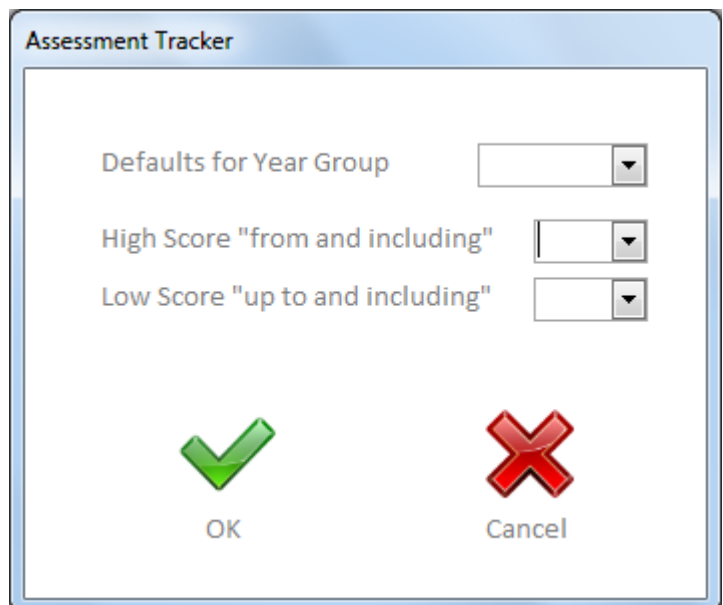


All of the reports are filtered by the selections made from the Summary screen drop down boxes.

- The Banded Termly Attainment report shows termly attainment for each subject by the banded scores you select.

You can select a Year Group from the drop down box to report on the national bandings for low, medium and high scores for a particular year group, or you can select your own bandings by selecting them individually from the High Score and Low Score drop down boxes.

Click OK  when you have made your selections and the report will open.




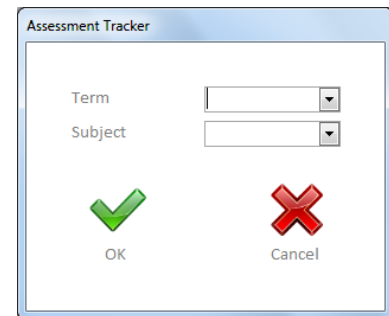
You can change the bandings once the report is open by clicking on the Change Scores



button.


- The Point Score Analysis report shows the number of pupils by point score for each term and subject.
- The Sub Level Progress report shows a summary of sub level progress by term and subject
- The Points Progress report shows the pupil names banded by points progress for a selected term and subject against their starting point score

Select a Term and Subject from the respective drop down boxes and click OK  to open the report.



- APS Report: this report is run from the summary screen as you have to filter by year group before running the report, if you don't select a specific year group you will be prompted to do so. The report shows the Average Point Scores by subject and term broken down by SEN Status, EAL and FSM.

When the reports open on screen click Print  to select a printer to print the report to.

Click Export to PDF  to export the file as a .pdf formatted file, viewable with [Adobe Acrobat Reader](#). You will be prompted to save the file to a location, select your preferred location and click OK.

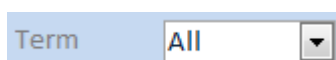
If there you require a report to be added to the system, you can call us on 0843 289 5035 (calls cost 5p per minute) or email us your requirements at primary.tracker.support@ib-its.com and we can design one for you and add it to the system by way of a downloadable update. This service is included as part of your annual subscription fee.


2.5.2 [Expectations](#)

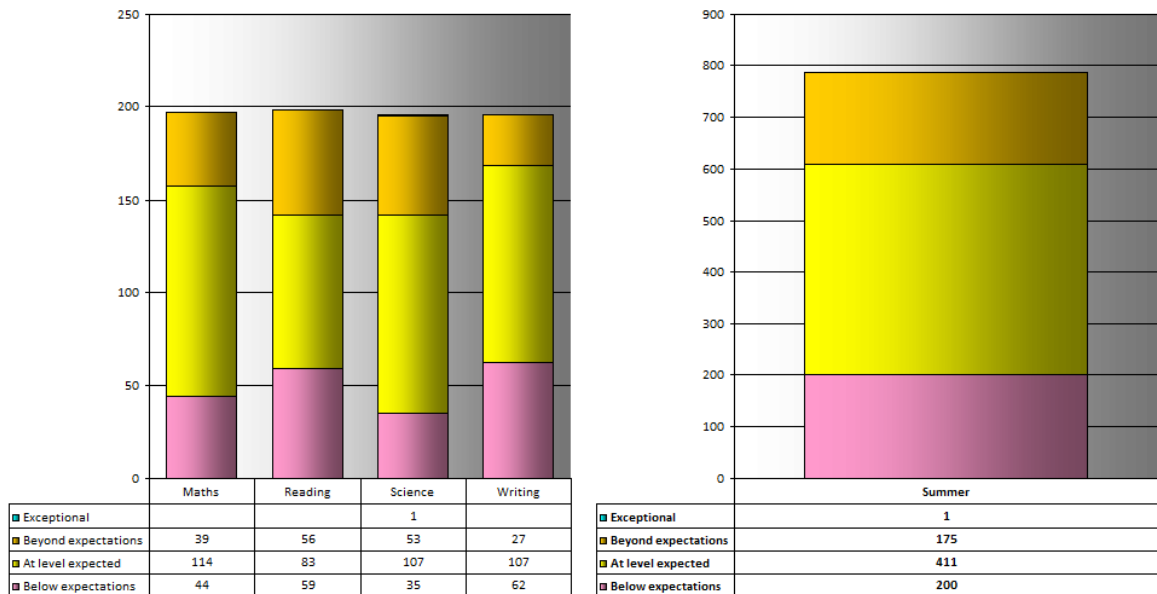
The Expectations screen shows pupils banded by National Expectation levels as shown in the table in [Appendix 2](#). The data is colour coded to match this table.

There are no national expectations for Year Group 1 pupils so you will not be able to view the data filtered by year group 1 from the summary.

You are able to filter the data by term by making a selection from the drop down box



To view a graphical representation of the data in stacked bar chart form click on the chart button 



Please note that the subjects on the left are totalled in the term on the right.

2.5.3 [Comparison](#)



On this screen you can compare 2 terms of data against each other, you can use the filtering system in the same way you do on the summary screen.

Choose the terms to compare in the vs drop down boxes.

If you have any suggestions for improvements to this application for future updates then please do not hesitate to contact us at iBits primary.tracker.support@ib-its.com

[Appendix 1](#)

Using SIMS.net to create an export file for use with the Assessment Tracker

If you are using SIMS.net in your school, we have provided you with a report that you can import into SIMS.net to extract the data in the format required by the Assessment Tracker.

>Log into SIMS.net

>Click Reports (drop down menu at the top of the Sims.net screen)

>Import

>Navigate to C:\Assessment Tracker\, open the folder and select the file named 'Primary Assessment Tracker iBits.RptDef'

>Click import. Once the window in SIMS shows it has imported correctly you can use the report to extract your pupil data.

To run the report...

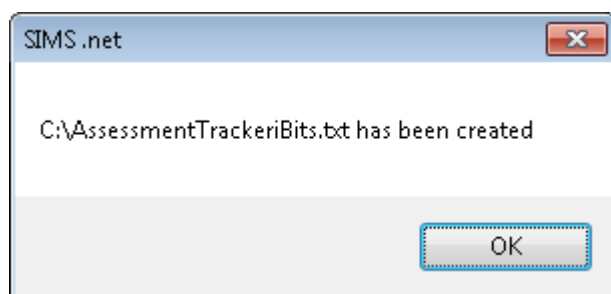
>In Sims.net click Reports

>Run Report

>Scroll down the list of reports available until you find 'Primary Assessment Tracker iBits'

>Double click the report

>The report runs in the background for a few moments and then this message will appear;



The SIMS report will automatically export the data to your PC's C:\ Drive and it will be called C:\AssessmentTrackeriBits.txt. This is the file you import into the Assessment Tracker as shown in section 3.1.1 of this document regarding importing pupil data.

*In the iBits Assessment Tracker, click the **Maintenance** button, click the **Import** button, enter your password and navigate to the file you've just created (C:\AssessmentTrackeriBits.txt) and click **Open**. Choose the **Academic Year** you will be importing into (and the previous academic year if applicable) and then click the **Import Data** button. After a few moments a window will pop up showing you any new records that have been imported. If there are none, the window will still pop up but no names will be on the list.*

REMEMBER: You can import data into the iBits Assessment Tracker at any time. This will update your records with any new children that might have joined your school since the last import. It does not affect existing data or records. Just be careful to import into the correct academic year.

[Appendix 2](#)

Table showing National Curriculum levels expected in each primary school year group

	End of Year 2 (Age 7)	End of Year 3 (Age 8)	End of Year 4 (Age 9)	End of Year 5 (Age 10)	End of Year 6 (Age 11)
Level 6				Exceptional (Top 1% achieve)	Exceptional (Top 1% achieve)
Level 5A			Exceptional	Beyond expectations Approx' Top 10% achieve 5b or above Approx' Top 15% achieve 5c or above Approx' Top 25% achieve 4a/4b or above	Beyond expectations Approx' Top 10% achieve 5a or above Approx' Top 15% achieve 5b or above Approx' Top 25% achieve 5c or above
5B					
5A	Exceptional				
Level 4A	Exceptional	Beyond expectations	Beyond expectations	At level expected Approx' Top 75% achieve level 3b or above	At level expected Approx' Top 75% achieve level 4c or above
4B					
4C					
Level 3A	Beyond expectations	At level expected	At level expected	Below expectations Approx' 25% achieve	Below expectations Approx' 25% achieve
3B					
3C					
Level 2A	At level expected	Below expectation	Below expectations	Below expectations Approx' 25% achieve	Below expectations Approx' 25% achieve
2B					
2C					
Level 1	Below expectations				