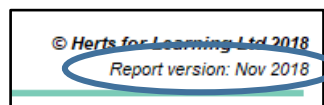


Year 4 and Year 5 Data

1. In SIMS, go to **Reports > Run Report** and select the report in the **Student Focus** called ***HfL: Attainment/Progress Overview***.
2. At the prompt, remove the tick against **'Bypass effective date (Use Today)'** and change the date to one in **July 2018**, BEFORE the end of term (e.g. 15/07/2018).

3. Click **OK** to generate the report in Excel. Click to enable macros if required.



4. On the **Report Dashboard**, please check that the report version shows at the top of the screen as above: if it does not, then please download and import the latest versions from the PA Plus subscription area.
5. Deselect the tick for the **Overview of the Key Stage** report, and remove all **Year** group ticks apart from **Years 4 and 5**. Your screen should now appear as below:

STEP ONE: CHOOSE YOUR SUBJECTS, REPORT(S) AND YEARS

Please tick UP TO 3 Subjects

Reading Writing Maths
 Science Spoken Language

Whole School Attainment and Progress
(includes a complete breakdown of all vulnerable groups)

Year 2	READING				WRITING			
	ALL	MA	SW	SL	ALL	MA	SW	SL
Year 2	100%	100%	100%	100%	100%	100%	100%	100%
Year 3	100%	100%	100%	100%	100%	100%	100%	100%
Year 4	100%	100%	100%	100%	100%	100%	100%	100%
Year 5	100%	100%	100%	100%	100%	100%	100%	100%
Year 6	100%	100%	100%	100%	100%	100%	100%	100%

Overview of the Key Stage
(enables analysis of multiple vulnerable groups)

Year 1	READING				WRITING			
	ALL	MA	SW	SL	ALL	MA	SW	SL
Year 1	100%	100%	100%	100%	100%	100%	100%	100%
Year 2	100%	100%	100%	100%	100%	100%	100%	100%
Year 3	100%	100%	100%	100%	100%	100%	100%	100%
Year 4	100%	100%	100%	100%	100%	100%	100%	100%
Year 5	100%	100%	100%	100%	100%	100%	100%	100%
Year 6	100%	100%	100%	100%	100%	100%	100%	100%

STEP THREE: GENERATE REPORT(S)

You have chosen to run the following report(s):

Whole School Attainment and Progress

for the following Years/Reg Groups:

Year 4 Year 5

for the following Subjects:

Reading Writing Maths

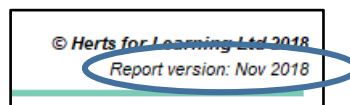
Click to generate the report(s)

6. Click the button to generate the report. This may take a few minutes.
7. After the report has generated, press [F12] on the keyboard to bring up the **Save As** box. Change the filename to **'Y4 & Y5 Data Collection 2018'** and save in a known location. Close Excel.

Year 6 Data

1. In SIMS, go to **Reports > Run Report** and select the report in the **Student Focus** called ***HfL: Attainment/Progress Overview***.
2. At the prompt, remove the tick against **'Bypass effective date (Use Today)'** and change the date to one in **July 2018**, BEFORE the end of term (e.g. 15/07/2018).

3. Click **OK** to generate the report in Excel. Click to enable macros if required.



4. On the **Report Dashboard**, please check that the report version shows at the top of the screen as above: if it does not, then please download and import the latest versions from the PA Plus subscription area.
5. Deselect the tick for the **Whole School Attainment and Progress** report, and remove all **Year** group ticks apart from **Year 6**. Your screen should now appear as below:

STEP ONE: CHOOSE YOUR SUBJECTS, REPORT(S) AND YEARS

Please tick UP TO 3 Subjects

Reading Writing Maths

Science Spoken Language

Whole School Attainment and Progress
(includes a complete breakdown of all vulnerable groups)

Year	READING						WRITING					
	Att	W	W	W	W	W	Att	W	W	W	W	
Year 2	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Year 3	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

Overview of the Key Stage
(enables analysis of multiple vulnerable groups)

Year	Att	W	W	W	W
Year 1	100%	100%	100%	100%	100%

STEP THREE: GENERATE REPORT(S)

You have chosen to run the following report(s):

Overview of the Key Stage

for the following Years/Reg Groups:

Year 6

for the following Subjects:

Reading Writing Maths

Click to generate the report(s)

KS1 Baseline

KS1 Data Summer Y2

Progress across KS2: pre and post 2016 - measured from RWM APS based on KS1 Validated Data only.

Year 1 Year 2

Year 3 Year 4

Year 5 Year 6

Tick one or more Years above to report on those years AND all their Reg groups, or select a single Year followed by an individual Reg group below:

6. Click the button to generate the report. This may take a few minutes.
7. After the report has generated, press [F12] on the keyboard to bring up the **Save As** box. Change the filename to **'Y6 Data Collection 2018'** and save in a known location. Close Excel.

Sending the Files via AnyComms Plus

Please ensure that you have closed all Excel windows before continuing.

1. Go to the AnyComms Plus website by opening your browser and typing in <https://secure-edu.hertfordshire.gov.uk> or by clicking the link on the Grid Home page.
2. Log in using your **username and password**. You will then be required to enter characters from your memorable word.
3. The home page is displayed. Click on the **Upload a file to the Local Authority** button which is under the Main Menu heading.



4. Click on the **Browse** button under **Upload your files....**



5. Browse to the known folder where the report outputs have been saved and select the first one then click **Open**.
6. The file will now show in the **File Name** column.
7. Click on the drop down in the **Service column** and select **HfL Assessment**.
8. Click on the drop down in the **File Type column** and select **Y4/5/6 HfL Assessment**.

File Name	Remove File	Service	File Type	Description
Y4 & Y5 Data Collection 2018.xlsx	Remove	HfL Assessment	Y4/5/6 HfL Assessment	



9. Repeat steps 4 to 8 for the second file.
10. Click on the **Upload All Files** button to send the files. A message will display saying **Files Uploading Please Wait**.
11. You will receive an e-mail from AnyComms Plus, which is automatically generated, to confirm that your files were successfully sent.