



caspa

Comparison and Analysis of Special Pupil Attainment

Maintaining LA Module basic pupil data by import from CSV file

This document provides guidance for the procedure for transferring basic pupil data into a CASPA LA Module from a Comma Separated Variable (CSV) file. **This guidance applies only in those circumstances where pupil data cannot be maintained by refresh from data returns created using the school module of CASPA.**

Introduction:

There are three options available in the LA module of CASPA for the creation and updating of basic pupil data:

- Import of a school data return created from a school module of CASPA
- Import of basic pupil details via a Comma Separated Variable (CSV) file
- Maintain pupil details manually

In most cases, the CASPA LA Module is populated with data via submissions of data returns by each school using CASPA. However, there are other schools which may have only a small handful of SEN pupils and CASPA might not be installed in each of these schools but the need remains for CASPA's analysis of their progress. It is possible to input pupil records manually but where an LA Module user has access to electronic data in a suitable format, these basic pupil details can be imported into the LA Module. This therefore supports the import of data returns from schools using CASPA directly and the import of data from other schools concurrently, giving LA Module users greater analysis on the combined data.

This document is focused on entering basic pupil details into the LA Module manually or by electronic transfer from a CSV file. For details of the process of importing data returns from a CASPA School Module, please refer to the relevant content in CASPA's built-in help system.

1. Maintaining basic pupil data by import or refresh from CSV data file

For creating pupil records in CASPA using pupil data from a CSV, please first refer to the details of the items of data and formats for data required in the CSV file in the document *CSV pupil data specification for CASPA LA Module*. This document can be selected via the menu option **Help | Reference**.

In summary, CASPA will use the data in the CSV file and attempt to either update an existing record or create a new record. Using the UPN in the CSV file, CASPA will attempt to locate a record within the CASPA database with that same UPN. If found, CASPA will update the details within the CASPA database with those found in the CSV file. If the UPN in the CSV file does not exist already in CASPA, a new record will be created. As you will see below, CASPA will present a UPN matching report to enable you to review these changes before the import takes place.

The CSV file can therefore contain details for one pupil, many pupils for one school, pupils for many schools or any amount of data you wish. CASPA will attempt to update pupil records based only on the data included in the CSV file.

To create or update pupil records using the pupil data exported to a CSV file, select **File | Create or refresh basic pupil records from Comma Separated Variable file**.

Please take note of the important information above (in red) regarding the pupils for whom records must exist

in your import file. A file selection dialog will allow you to select the file from which you wish to import pupil data. A series of dialog prompts will guide you through the import process.

Before importing data from a CSV file into CASPA from this file, checks are made to ensure that the data in your CSV file is complete and valid; these checks will test both the structure of your CSV file itself and the validity of the data items to be imported. If the system finds any errors in the structure of the CSV file itself, or items of data that are either invalid or missing, the import process will be aborted and an error window showing each of the types of errors found will be displayed.

If the import process was aborted because errors were found, please make any necessary corrections to your CSV file and try the import process again.

CSV pupil data UPN matching report:

When refreshing pupil data from CSV file, validation will check for differences between the data being imported and the data already held in CASPA. Where differences exist, a **UPN matching report** will be displayed. The purpose of this report is to ensure that the data in CASPA is correctly updated.

The report displays each type of match scenario in one of 7 sections. Only if pupils are listed in Section 1 will the import not be able to proceed; for all other sections, the information is displayed for you to confirm that the details being imported are definitely for the correct pupil. On completion of the import, the data in CASPA will be updated to reflect the data imported from your CSV file. The following summarises the purpose of each section of the report; for further details, please read the introductory text about that section and actions required or suggested for each:

- Section 1** - Pupils in your CSV file with no match in CASPA. Normally, these pupils will be new admissions to the school. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 2** - Pupils in your CSV file not on roll during the 2010/2011 academic year but whose UPN or Former UPN matches a pupil previously on roll in CASPA. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA. If not correct, please use the introductory text at the top of the page for actions required.
- Section 3** - Pupils in your CSV file whose Former UPN matches a pupil in CASPA but where there is only a partial match of other key data. Normally, the UPN and other details will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 4** - Pupils in your CSV file whose Former UPN matches a pupil in CASPA and with a complete match of other key data. Normally, only the UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 5** - Pupils in your CSV file whose UPN matches a UPN in CASPA but where there is only a partial match of other key data. Normally, some details other than UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 6** - Pupils in your CSV file whose UPN matches a UPN in CASPA and with a complete match of other key data. No action is required for pupils in this section.

CSV file exported data report: Once matching has been confirmed, a report displays the extended data found in the export file. This report provides you with an opportunity to check that the data exported from your CSV file is as you expected. Close the report to proceed.

2. Maintaining pupil records in CASPA manually

To create or amend pupil records in CASPA, select **Data | Basic pupil data** and within the dialog displayed, select the school in which the pupil is on roll. In the pupil browser click the 'Add' button to create new pupil records or highlight a pupil and click the 'Edit' button to amend details. When you attempt to save a pupil record, CASPA will warn you if any mandatory data is missing for the pupil.

Once at least one pupil record has been created, all features of CASPA will be enabled and CASPA will be ready for you to populate pupil records with assessment results and targets and to make full use of the analysis and CASPA's comparative data.

3. Next Steps

You can refresh basic pupil data in CASPA via CSV file or manually at any time by repeating the steps of from the relevant section above. This will ensure that all changes will be reflected in CASPA.

For guidance on a wide variety of topics, please refer to the Help file, accessible at any time using the F1 key or via **Help | Contents** and the PDF guidance topics available via **Help | Guidance notes**.

There are a number of options for inputting or importing results or targets into CASPA:

- Manual entry (refer to the guidance document 'Data maintenance in CASPA')
- Import from (refer to specific guidance note for each import type):
 - B Squared
 - PIVATS
 - Common Transfer File (CTF)
 - SIMS Assessment Manager 7
 - Excel spreadsheet or CSV file
 - BARE Online

For an overview describing using CASPA from installation to use of analysis, please refer to the guidance note 'Getting started with CASPA'.