

# School Census 2014

COLLECT guide – academies, free schools, studio schools, UTCs and NMSS.

January 2014

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## **COLLECT and Secure Access**

Access to COLLECT is through the Department's Secure Access System (SA)

Department for Education	Default colours		Search
		Advanced search •	
Menu 💿 Secure Access 🔒		A-Z of terms   Using this site   Contact us	s   Cookies
Help Terms of use			
	Deserved		
Login Username	Password	I agree with the Terms of use Forgotten username	Login
			or passworu -
Welcome to Secure Access	Please read the Guidance Note pro before first Log In to the Secure Acc		
The Secure Access Portal allows registered	support new users through the initia	(short) registration period	
users access to the Department for Education's	and assist with your first log on to th		
systems. Access to systems are granted on an individual basis and therefore some systems	For Schools, access is for the entire remember to lodge your username,		
may not be visible.	question and answer with your Head	tteacher - to allow other	
Print	approved users to access the syste Access.	ms covered by Secure	
e ma	Should you have any problems logg	ing on to the system	
	please contact the Secure Access		

Full Secure Access guides are published on the Secure Access Website.

Department for Education	Increase contrast Default colours	Advanced search •		Search
Menu 💿 Secure Access 🔒	A-Z of term	s Using this site	Contact us	Cookies
Administration Your applications Help				
Logged in as Carol Gayles Your account + Log out +				
Welcome to Secure Access	COLLECT Collections On-Line for Learning, Education, Children,	and Teachers.		

Once successfully registered, open the '**Your applications**' tab to access COLLECT, as above.

Then click on to 'Continue' to enter COLLECT as below.



\*Please note: some screen shots refer to 2013 however the process is the same for all 2014 census collections.\*

MY DATA COLLECTIONS						
Data Collection	User Role	Organisation	Status	Due Date	Days Due	
Independent Schools 2014	Collector	Department for Education	Testing	16/01/2014 00:00:00	10	
Independent Schools 2014	Administrator	Department for Education	Testing/Live	16/01/2014 00:00:00	10	
SchoolCensus 2014_Spring	Administrator	Department for Education	Familiarisation/Live	16/01/2014 00:00:00	10	
SchoolCensus 2014_Spring	Agent	Department for Education	Familiarisation	16/01/2014 00:00:00	10	
SchoolCensus 2014_Spring	Collector	Department for Education	Familiarisation	16/01/2014 00:00:00	10	
SchoolCensus 2014_Spring	Source	Abbey College, Ramsey	Familiarisation	16/01/2014 00:00:00	10	
SchoolWorkforceCensus2013	Administrator	Department for Education	Open/Live	06/12/2013 00:00:00	-31	
SchoolWorkforceCensus2013	Collector	Department for Education	Open	06/12/2013 00:00:00	-31	
SchoolCensus 2013_Autumn	Administrator	Department for Education	Open/Live	03/10/2013 00:00:00	-95	
SchoolCensus 2013 Autumn	Agent	Department for Education	Open	03/10/2013 00:00:00	-95	

Select the collection you wish to open by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the '**Select Data Collection'** button to open it.

## Source

The Source (School) main screen will now be displayed.

MY DATA RETURN		
The status of your data return : No_Data		
Errors : 0	Queries : 0	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
I need some help For help while in the data collection pages, please us	a the link at the top of the proce	

## Loading a Return

1) Click on Upload return from file

e status of your data return : No_Data			
Errors : 0		Queries : 0	OK Errors : 0
hat can I do with My Data Return?			
Upload Return from file	Press this button to Import a file i	nto your data return	
Add Return on screen.	Press this button to Add a new ret	turn using a web form	
Open Return	Press this button to Open your da	ta return	
Submit Return	Press this button to Submit your of	ompleted data return	
Export to file	Press this button to Export your d	ata return to a file	
Launch Reports	Press this button to Report on you	ir data return	
Delete Return	Press this button to Delete your d	ata return	
/hat is happening to My Data Return? Data Return Submission Date Submitted		Data Return Approval	Data Return Authorisation
need some help			
	te the link at the top of the pages.		

2) Use the **browse** button to locate the XML file. Highlight the file name and click on **Open** to select the return.

UPLOAD FILE SELECTION		
This both uploads and valid	ates your data and may take several minutes. Please allow sufficient time to complete.	
	Lighted +	Browse

3) Click on the **Upload** button to load the return.

UPLOAD FILE SELECTION		
This both uploads and valida	ates your data and may take several minutes. Please allow sufficient time to complete.	
	Lipland •	Browse

A progress message may be displayed while the upload is taking place.

Uploading School1.xml		
FILE UPLOAD PROGRESS		
	Data return upload in progress, please wait	
	Loading raw return data, 243 elements processed	-77

Once the return has been loaded, the following message will be displayed on screen.



This indicates that the return has successfully loaded and is now placed in the validation queue to be validated.

4) Press the OK button to return to the source main page.

During periods of heavy demand, there may be a delay before the return is validated. Whilst the return has a status of "Waiting\_for\_validation" then the return cannot be viewed or edited.

5) Once the return has been validated, you need to view the data and look at any errors or queries that have occurred

Once the return has been validated, the return status section on the source main page will display "Loaded and Validated". The total number of errors and queries found in the return will also be displayed.

Upload Return from file     Press this b       Add Return on screen     Press this b       Open Return     Press this b       Submix Return     Press this b       Export to file     Press this b       Launch Reports     Press this b	Queries : 6 utton to Import a file into your data return utton to Add a new return using a web form	OK Errors : 0
he status of your data return : Loaded and Validated Errors : 4 hat can I do with My Data Return? Upload Return form file Press this b Add Return on screen Press this b Open Return Press this b Export to file Press this b Export to file Press this b Launch Reports Press this b	utton to Import a file into your data return utton to Add a new return using a web form	OK Errors : 0
Errors : 4  that can I do with My Data Return?  Upload Return on screen Press this b Open Return Press this b Export to file Press this b Launch Reports Press this b	utton to Import a file into your data return utton to Add a new return using a web form	OK Errors : 0
Vhat can I do with My Data Return?  Upload Return on screen Press this b Opper Return Press this b Submix Return Press this b Export to file Press this b Launch Reports Press this b Press th	utton to Import a file into your data return utton to Add a new return using a web form	OK Errors : 0
Add Return on screen     Press this b       Open Return     Press this b       Submit Return     Press this b       Export to file     Press this b       Launch Reports     Press this b	utton to Add a new return using a web form	
Add Return on screen     Press this b       Open Return     Press this b       Submit Return     Press this b       Export to file     Press this b       Launch Reports     Press this b	utton to Add a new return using a web form	
Add Return on screen     Press this b       Open Return     Press this b       Submit Return     Press this b       Export to file     Press this b       Launch Reports     Press this b	utton to Add a new return using a web form	
Open Return Press this b Submit Return Press this b Export to file Press this b Launch Reports Press this b		
Submit Return Press this b Export to file Press this b Launch Reports Press this b		
Export to file Press this b Launch Reports Press this b	utton to Open your data return utton to Submit your completed data return	
Launch Reports Press this b	utton to Submit your completed data return utton to Export your data return to a file	
Press this c	utton to Report on your data return utton to Delete your data return	
	dition to Delete your data return	
/hat is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
need some help		
or help while in the data collection pages, please use the link at t	he top of the pages.	

## **Viewing the Return Details**

1) To view your data return click on 'Open Return'.

status of your data return : Loaded_and_	Validated					
Errors : 4		Queries : 6	OK Errors : 0			
can I do with My Data Return?						
Upload Return from file	Press this button to Import a file	into your data return				
Add Return on component	Press this button to Add a new re	eturn using a web form				
Open Return	Press this button to Open your d	ata return				
Submit Return	Press this button to Submit your	completed data return				
Export to file	Export to file Press this button to Export your data return to a file					
Launch Reports	unch Reports Press this button to Report on your data return					
Delete Return	Press this button to Delete your	data return				
at is happening to My Data Return?						
Data Return Submission		Data Return Approval	Data Return Authorisation			
Date Submitted		Date Approved	Date Authorised			
eed some help						
	se the link at the top of the pages.					

#### Your return will then be displayed

	All Errors All	Notes	Add Vie	Edit	Delete State
SC13 Autumn - Abbey Colle	ege, Ramsey				
				OK Errors	Return Level Notes
	Return Level Errors			0	2
					<i>k</i>
Data Item	Value			OK Errors	Notes Histor
		E	Q	ORENOIS	notos motor
				0	
		-			2
		-	-		2
			-	-	2
		-		-	2
		-	-	-	2
		-	-	-	2
		-			2
		-	-		2
					2
	2013	-		-	2
	р Гала са се		-		2
	2013-08-23 11:27:57	0	0		2
Pupils on Roll			-	View	
	Data Item           School Census Autumn 2           Collection           E           Term           Year           Reference Date           Source Level           LA           Estab           Software Code           Release           Xversion           Serial No           Data Item           School	School Census Autumn 2013           Celection         SC           Term         AUT           Year         2013           Reference Date         2013-0.03           Source Level         S           LA         873 - CAMBRIDGESHIRE           Estab         4603           Software Code         xmTemplate           Release         1.00.SC-AUT           Xversion         2013           Serial No         1           Datetime         2013-08-23 11:27:57           School         U	End         End         End           Data Item         Value         End         0           School Census Autumn 2013         End         E         E           Colection         SC         0         0           Term         AUT         0         0           Year         2013         0         0           Reference Date         2013-10-03         0         0           Source Level         S         0         0           Estab         4603         0         0           Software Code         xmTemplate         0         0           Release         10.0SC-AUT         0         0           Serial No         1         0         0           Dateitime         2013-06-23 11.27.57         0         0	Data Item         Value         E         Q           0         2         2           School Census Autumn 2013         E         Q           Colection         SC         0         0           Term         AUT         0         0           Year         2013         0         0           Source Level         S         0         0           Source Level         S         0         0           Estab         4603         0         0           Software Code         xmlTemplate         0         0           Kversion         2013         0         0           Settime         2013-10-03         0         0           Estab         Software Code         xmlTemplate         0         0           Kversion         2013         0         0         0           Serial No         1         0         0         0           Dateitime         2013-08-23 11:27:57         0         0         0	Errors         Errors         OK Errors           Data tem         Value         0         0         0           School Census Autumn 2013         Errors         OK Errors         OK Errors           Colection         SC         0         0         0         0           Term         AUT         0         0         0         0           Vear         2013         0         0         0         0           Source Level         S         0         0         0         0           Source Level         S         0         0         0         0           Estab         6603         0         0         0         0         0           Software Code         xmTemplate         0         0         0         0         0           Kversion         2013         0         0         0         0         0         0           Serial No         1         0         0         0         0         0         0           Stehol         1         0         0         0         0         0         0         0         0         0         0         0         0

You can view the return details by clicking on the various 'View All' links at the bottom of the screen.

School	View All
Pupils on Roll	View All
Pupils No Longer on Roll	View All

When you click on the 'View All' for Pupils on Roll this takes you into the pupil section. This displays the 'Records List', with all pupils visible. You can use the filter bar to identify a particular pupil. Or click on the headers to sort alphabetically.

<u>UPN</u>	Surname Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions 16	<u>SM</u>	

## New: Editing Data within the Return

The default view when a screen is displayed is 'View' mode. We have enabled editing at school level for School Census\_Autumn 2013.

13 Autumn							_		
			All Errors	All Notes	. /	Add	Vitw Edit		e Stati
C13 Autumn		SC13 Autumn - Abbey Coll	ege, Ramsey						
-Levels					Error	Q	OK Errors	Return Lo	evel Notes
School [3]			Return Level Errors			5	0		2
-> Characteristics									
Pupil On Roll [2]		Data Item	Value		Error		OK Errors	Notes	Histor
-> Annual Attendance					E	Q	OREITOIS	notes	mator
-> Characteristics		School Census Autumn					-	-	-
-> Identifiers -> Status		Collection	sc		0	0	0	2	
-> Summer Half Term Attendance	1	Term Year	AUT		0	0	0	2	_
-> Summer Hair Term Attendance			2013		0		0	2	
-Termly Exclusions		Reference Date	2013-10-03		0	0	0	2	
-Termly Session Details		Source Level	S		0	0	0	2	
-Addresses		LA	873 - CAMBRIDGESHIRE		0	0	0	2	
-AnnualSessionDetails		Estab	4603		0	0	0	2	
-Learning Aims [2]		Software Code	xmlTemplate		0	0	0	2	
FSMperiod	L L	Release	1.00.SC-AUT		0	0	0	2	
-Summer Half Term 2 Session Details		Xversion	2013		0	0	0	2	_
Pupils No Longer On Roll [1]		Serial No	1		0	0	0	2	
-> Annual Attendance		Datetime	2013-08-23 11:27:57		0	0	0	2	
-> Characteristics		School Pupils on Roll			_		View View		
-> Identifiers		Pupils No Longer on Roll					View		

1) To edit the details click on the 'Edit' button.

This enables data fields to be manually edited within COLLECT.

**Please Note**: Any changes made within COLLECT should always reflect the schools MIS.

Please see separate guide on Editing School Census Data for full instructions on how to change data.

## **Errors**

When a return has been uploaded a number of validation checks are run against the data in that return and will trigger Errors or Queries.

All errors and queries are highlighted in red against the relevant data item.

There are two levels of errors, 'Return Level' and 'Data Item Level'

## **Total Return Errors**

The breakdown of errors for a school return is shown in the Return Status section of the school's main screen.

OLLECT Portal		
rce Page SchoolCensus 2013_Autumn		
DATA RETURN		
e status of your data return : Loaded_and	Validated	
Errors : 4	Queries : 6	OK Errors : 0
aat can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
nat is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
eed some help		
r help while in the data collection pages, please u	se the link at the top of the pages.	

## **Return Level Errors**

Return level errors relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.

		Erro	Errors		Return Level Notes	
	Return Level Errors	E	Q	OK Errors	Return Level notes	
		0	6	0	2	
Data Ham	Mahaa	Erro	ors	OW Errore	Notes History	

## To view all errors and queries on the return

1) Click on 'All Errors' at the top of the screen.



2) You will then be shown a list of all errors and queries relating to your return. Click on the details button to see which data items the validation is checking, these will show to the right of the screen. If you click on one of the underlined fields you will be directed to the corresponding data item in the return.

Abbey Co	llege, Ra	msey Error report on 23/08/	/2013 at 1	14:20	Count 1		Return Details
Rule No.	Return Level	Error Message	Priority OK	id and a second se	Note	Field Governance	Value CA - Academies
1510		UPN invalid (wrong check letter at character 1)	Errors	Details	2	Intake	COMP - Comprehensive
2720		Qualification Accreditation Number is not a recognised value	Errors	Detale	2	Phase UPN	SS - Secondary (including CTCs and Academies) H873547854112
2724		Discount Code is not a recognised value	Queries	Details	2		
1510		UPN invalid (wrong check letter at character 1)	Errors	Details	2		
1510		UPN invalid (wrong check letter at character 1)	Errors	Details	2		
1760Q	Y	Please check: No pupils in the school eligible for free school meals during the period since the last Census	Queries		2		
1870Q	Y	Please check: Percentage of pupils with sole registrations at the school is less than 95%	Queries		2		
2010Q	Y	Please check: 10%+ pupils' yr group differing from their age	Queries		2		
22000	Y	Please check: There are no pupils in the school with SEN provision	Queries		2		
TonT1C	Y	There are significantly fewer solely registered pupils than last term. (Last term = 1281.00, current term = 1.00)	Queries		2		

## **Correcting Errors**

Identify which of the fields contains the incorrect value and return to the screen that contains it by clicking on the field value in the details section.

Either:

- 1) Correct in your MIS and re-load the School census file to COLLECT, overwriting the incorrect one.
- 2) Change the mode of the form to 'Edit' and then click on the data item that needs to be changed and update it ensuring the you reflect this change in the MIS

## **Providing Clarification/ Supplementary Information**

In some instances you will be requested to provide explanatory information (as part of email communications you will receive a document which will provide guidance on what notepad explanation would be expected for individual queries. This will also be made available on our web page <u>School Census 2013</u>) about a data value when an item has an associated query against it.

If a notepad entry is not returned the EDD Helpdesk will have to contact you for further information.

There are several levels where you can add Notes, return level, field level, Error level and in 'All Errors' against the query.

Where possible DfE would recommend entering <u>all</u> notes at <u>return level</u> as this will avoid notes being lost in the event of a resubmission as unlike other notepad entries, the Return Level notes are not overwritten if a resubmission is made.

1) To add a return level note double click on the pen icon in the return level notes section.

SC13 Autumn	SC13 Autumn - Abbey	College, Ramsey				-	
-Levels			Err		OK Errors	Return Le	vel Notes
School [3]		Return Level Errors	E	Q			
-> Characteristics			0	5	0	-	2
Pupil On Roll [2]			Err	0.00			
-> Annual Attendance	Data Item	Value	E	Q	OK Errors	Notes	Histor
-> Characteristics	School Census Autur	nn 2013					_
-> Identifiers	Collection	sc	0	0	0	2	
-> Status	E Term	AUT	0	0	0	2	
-> Summer Half Term Attendance	Year	2013	0	0	0	2	
-> Termly Attendance	Reference Date	2013-10-03	0	0	0	2	
-Termly Exclusions	Source Level	s	0	0	0	2	
-Termly Session Details	LA	873 - CAMBRIDGESHIRE	0	0	0	2	
Addresses	Estab	4603	0	0	0	2	
AnnualSessionDetails	Software Code	xmlTemplate	0	0	0	2	
-Learning Aims [2]	Release	1.00.SC-AUT	0	0	0	2	
FSMperiod	Xversion	2013	0	0	0	2	
Summer Half Term 2 Session Details	Serial No	1	0	0	0	2	
Pupils No Longer On Roll [1]	Datetime	2013-08-23 11:27:57	0	0	0	2	
-> Annual Attendance	School		1		Viev		
-> Characteristics	Pupils on Roll				View	All	
> Identifiers	Pupils No Longer on Roll				View	All	

#### 2) Click add new note

0301	15010	organization	INCHINE IN	VALUE WING THINK	<> Add New Note Reflowe Note
Note De	tail				
				-	
				~	
Preserve	d notes delet	ed by resubmissions			
User	Role	Organisation	Native ID	Date and Time	Remove Preserved Note
Preserve	ed Note Deta	il			
				~	

3) Type your note and the error number in the box provided and click create.

COLLECT Portal		
Note Page		
Create New Note		
Type note and error number in here	<u>_</u>	
	<u> </u>	
Create	Cincel	
© Crown copyright   Disclaimer   Privacy		

Please ensure there is a note for all queries/errors remaining on your return.

You can enter one note to cover numerous queries.

E.g. – 3 x 2020Q – Confirmed correct, 1 x 1780Q – Confirmed correct, 2 x 2502Q – Pupils are dually registered and did not attend this establishment in summer term

## **Submitting the Return**

The school is responsible for 'submitting' the return once the data has been checked and any explanatory notes have been added.

To 'Submit' your return:

1) Go to the 'source main screen' and click on 'Submit Return'.

Validated Queries : 6	
Queries : 6	
	OK Errors : 0
Press this button to Delete your data return	
Data Return Approval	Data Return Authorisation
Date Approved	Date Authorised
	Data Return Approval

The screen will be updated

• The status of the return will be set to 'Submitted' and the 'Date submitted' will be completed

COLLECT Portal			
Source Page SchoolCensus 2013_Autur	nn		
MY DATA RETURN			
The status of your data return : Submitt	ed	Queries : 6	OK Errors : 0
What can I do with My Data Return?			
Upload Return from file Add Return on screen Open Return Submit Return Export to file Launch Reports Delete Return What is happening to My Data Return?	Press this button to A Press this button to C Press this button to S Press this button to E Press this button to F	mport a file into your data return Add a new return using a web form Open your data return Submit your completed data return Sixport your data return to a file Report on your data return Delete your data return	
Data Return Submissi Date Submitted 23/08/201		Data Return Approval Date Approved	Data Return Authorisation Date Authorised
I need some help			
For help while in the data collection pages, plea	se use the link at the top of	the pages.	

• The Submit button will now be disabled for this return

## Reports

1) A number of reports are available on COLLECT, return to the **Source page** and click on the **Launch Reports** button.

DATA RETURN		
ne status of your data return : Submitted		
Errors : 4	Queries : 6	OK Errors : 0
hat can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Executes file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
hat is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted 23/08/2013	Date Approved	Date Authorised
eed some help		

• A drop down menu will be display and a report can be selected from that drop down list

# It is extremely important that you run these reports especially the Duplicate Reports.

Duplicate Reports will indicate pupils who are registered at more than one school and therefore would indicate if the pupil should remain on roll or whether the registration status has been recorded incorrectly.

In Spring and Autumn School Census collections these duplicates would be required to be resolved. Failure to resolve duplicates in these collections will impact on the funding calculations for your school as each pupil is funded only once.

There will be individual user guides for reports available on the education website.

School Census 2013

2) Select the report you wish to run and click launch report.

Along the top of the report you will see a toolbar with various functions.

14	4	1	of 2		ÞI	100%	~	Find   Next	Select a format	🖌 Export	ø	3
The	se	are e	expl	air	ned	as fol	lows.					
14		4	1		of 2		Allo	ws vou to nav	vigate betweer	n pages	of th	e rep
								,		- p - g		
10	0%		~	7							1	_
				Z	oom	i cont	roi tor v	viewing the re	port at various	s zoom i	evei	S.
			1:									
			j Find		Next	Allov	vs you i	to enter text t	o find on the r	eport.		
		a forn a form				Ex	port					
CS <sup>1</sup>	_ file	with omma	repo	imit	data ted)							

Clicking the drop-down menu, results in the display of a list-box showing various formats in which you can export the report. Select one of the formats, click the **Export** button and you will then be prompted to 'Open' or 'Save' the output file. Click on the 'Save' button to save the report file.

4	Refreshes the report output.
---	------------------------------

Acrobat (PDF) file Web archive Excel

Produces a hard-copy output of the report – If this does not print please export to Excel and print from there.

## **Exporting a return**

A return can be exported in xml or csv format

#### Exporting a return (Current state)

#### On the Source page

1) Click on Export to file

at can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	

2) Choose to export in either XML or CSV format, then click on the **Export** button.

Export the current data	a for the selected Source
Please select the format that yo	ou wish to export this data:
Export as XML <ul> <li>Export as CSV</li> </ul>	
Please Select the Status that yo Either:	u wish to export this data:
All	
Or one or more of the following	
Loaded Amended by source Submitted Amended by agent Approved Amended by collector Authorised	

3) A progress message will be displayed

Folder Organisation Name		Native Id	Result
	Processing SWF Training School 2 (0170002)		
		3m <sup>2</sup>	
	Export in progress, please wait		
EXPORT PROGRESS			

4) When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. We suggest saving prior to opening.

INFORMATION				
Export Finished.				
EXPORT RESULTS				
EXPORT RESULTS				
EXPORT RESULTS Results of export Folder	Organisation Name	Native Id	Result	

**Important Note:** If the export process fails, with a message stating that Internet Explorer has blocked download of a file, you might succeed if you try again. On the second attempt, hold down the **Ctrl** key down continuously from before you click on **Export** until after you see the resulting files displayed in Windows Explorer. If this is still not successful, you will have to adjust the security settings on your internet browser.

#### **Adjusting Security Settings**

The security settings on your pc may prevent the '**File Download**' appearing If this is the case then go into the '**Tools**' menu option at the top of the screen.



Select 'Internet Options' from the drop down menu.

Select 'Security' from the option buttons

Selected 'Trusted Sites'

Select 'Sites'

The select 'Add' and type the following into the text box in turn:

https://collectdata.education.gov.uk/CollectPortalLive/MainPage.aspx

https://sa.education.gov.uk/idp/Authn/UserPassword

Then select ok and ok. Then try producing the export again and this time the Open/Save/Cancel dialogue box should appear.

## **Screen Functionality**

Before viewing the return it is useful to understand some of the basic controls and screen operations.

## **Screen Navigation**

**Don't use the browser buttons!** When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.



## **Navigation controls**

To navigate through the system links are provided on all pages either as **Back** or **Drill Up** options, please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to My Collect page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data.	Takes you to the sub module level details

## **Mode Buttons**

Those buttons determine which operation mode the on-screen data form is in, and which operations are available.

Add View Edit Delete Status

Dark Grey text on sunken button with light border = Active Mode

Black Text on button and highlighted border = Available Mode

Light Grey text on button with light border = Unavailable Mode

## Help

If you have any queries regarding School Census or have a change to your contact details please could you complete a <u>Service Request form</u>.



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