Department for Education

Early years foundation stage profile return 2016

Instructions for local authorities on how to use COLLECT to submit their data

May 2016

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Introduction

The COLLECT (Collections Online for Learning, Education, Children and Teachers) Portal is used by local authorities and the department for education (DfE) for processing data collection returns. Major benefits of the portal include real time data collection monitoring and progress reporting, the ability of a local authority to view exactly the same information as DfE when queries arise and being a website there are no installation issues.

This document is designed to guide local authority users through the various aspects of COLLECT as related to the early years foundation stage profile data return from initial submission, data validation and final approval by DfE.

The department now collects data from a wide range of users; generic terminology must be used within COLLECT. A provider of data is known as a 'source', an 'agent' is someone who undertakes verification and checking of the data and a 'collector' is the final destination of the information. The early year's foundation stage profile collection has the local authority as the 'agent' and the DfE as the 'collector'.

Secure Access (SA) and the COLLECT Portal

Please note that some images may refer to 2015 however remain the same for 2016.

To enable you to login to Secure Access if you don't have a Secure Access account you will need to request access by completing a service request form. This can be found here.
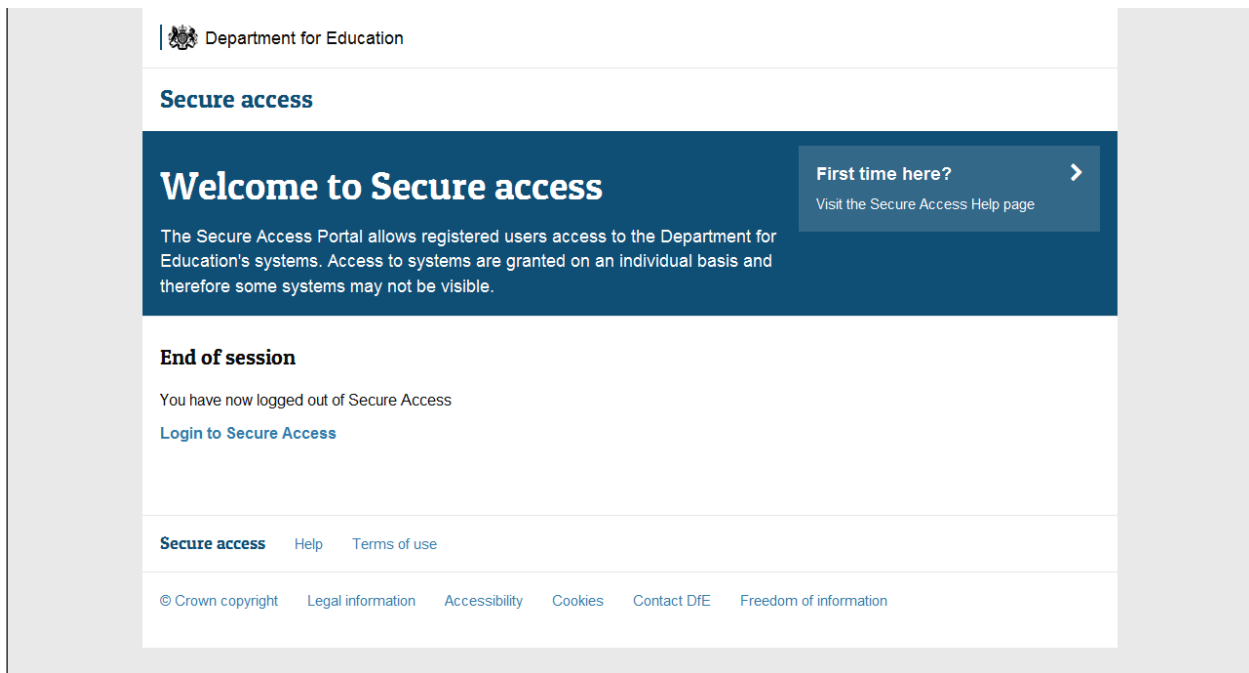

To access Secure Access existing users will need their COLLECT username and password.

If you have forgotten your login details, please complete a Service Request form on our website.

If you are a new user and require access to COLLECT, you will need to speak to your Approver. Full Secure Access guidance is published on the Secure Access Website.

Once you have logged in you will see the link for COLLECT, click on this link highlighted below.
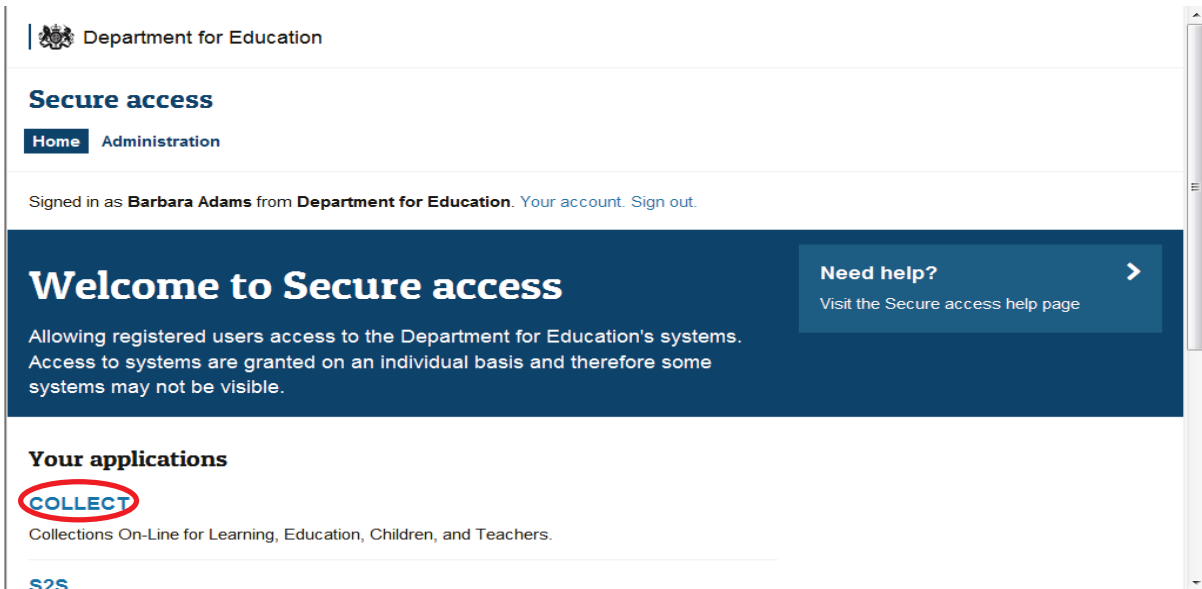
Click the continue button.

Select the collection 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.

This will take you to the Agent page

If you are bounced back to your homepage at this point please check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

Please follow the steps below to add the web addresses to your trusted sites.

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, select 'Trusted Sites', and then select 'Sites'. Select 'Add' and type the following into the text box:

https://collectdata.education.gov.uk

Then select ok and ok again.

Please check that the Secure Access site is also in the trusted sites.

The addresses should appear in the large box.
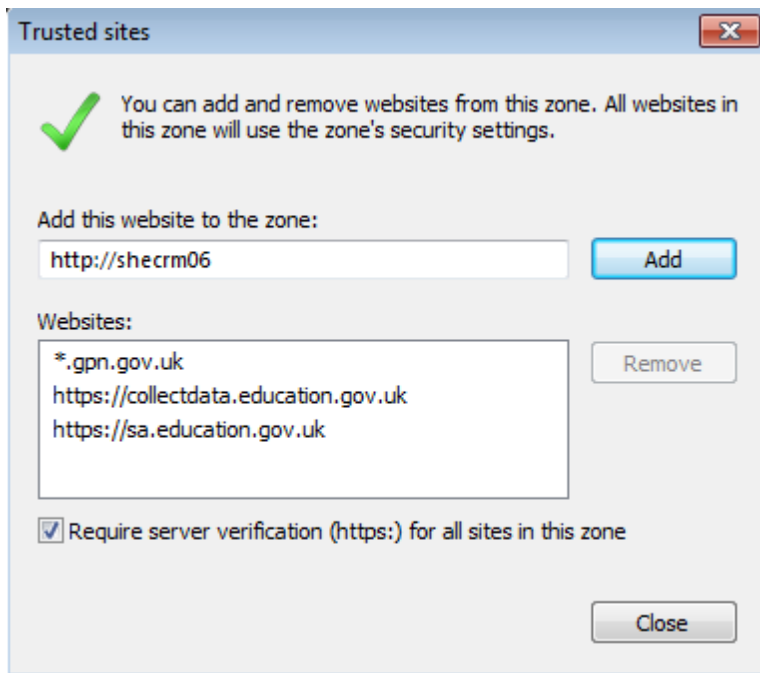
Local authority 'Agent page' Screen

The Agent (local authority) main screen will now be displayed listing all the schools for your local authority.

The Agent screen comprises four main sections:

- Filter by
- Performance Summary
- Sources
- Agent Functions

Filter By

This section allows you to limit the number of schools displayed in the source section of the screen. It can be used to display a single school or a group of schools that have the same characteristics.

For example by entering an estab number in the 'Native ID' and selecting the 'Go' button then only the school with that estab will appear on the screen. This saves the user having to go through numerous screens to get to the particular school return they want to work on.

The user can only change the sort order by clicking on one of the headers with a blue text. For example by clicking on the 'Source Name' header all the schools in the local authority return will be sorted in ascending School Name order, click again and they will be sorted in descending School Name order.

Performance Summary

Performance summary					Errors		
Expected	Outstanding	Submitted	Approved	Authorised	E	Q	OK
2533	2530	3	0	0	75	51	0

This area of the screen shows a breakdown of the status of the returns for the authority's schools that are part of the collection.

It shows

- The total number of schools that a return is expected from;

- The total number of schools who have yet to submit their return;

- The total number of schools who have submitted their return;

- The total number of school returns approved by the local authority;

- The total number of school returns authorised by the DfE;

- The total number of errors across all returns, sorted by error severity.

This section is refreshed any time a change is made to the underlying data eg when the status of a school return has changed from 'Submitted' to 'Approved', the approved total will be incremented by 1, while the submitted total will decrease by 1.

Sources

Sources							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Authorised	30/04/2015	30/04/2015	30/04/2015		7	3	0
666664	TDU EY Setting 1	No_Data					0	0	0
0014000	TDUSchool1	Approved	05/05/2015	05/05/2015			119	2	0
0014001	TDUSchool2	No_Data					0	0	0
Page 1 of 1									

This section lists all of the data sources for whom a data return is expected for the collection (unless a filter has been applied).

Agent Functions

This section contains the functions that an Agent (local authority) can use to manage the returns it is responsible for.

Uploading single XML files

As you are loading your data on behalf of your schools, please follow the instructions below.

The school file must be suffixed with .XML but can be named anything. Usually this can be extracted from the Management Information System (MIS) or for some collections a spreadsheet or XML convertor is provided by the department.

You may upload your schools files in two ways: individually or multiply in a zipped file.

Individual upload of XML files

First, highlight the school in the list of schools on the Main Agent screen. Then Click on the 'Upload return for selected source…' button in the Return Management section.

Uploading Multiple XMLs (in a zipped file)

Local authorities have the option to upload multiple returns in one zipped file. Each return within the .ZIP file should be a separate .xml file.

From the main screen below, select the 'Upload Multiple Returns (zip file)' button. The next screen is the same as uploading a single return. Just select the appropriate zipped file from the browser then select the 'Upload Multiple Returns (zip file)…' button. All the files will be uploaded and their status set to submitted.

						E	Q	OK
4	2	0	1	1		126	5	0

Sources

							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Authorised	30/04/2015	30/04/2015	30/04/2015		7	3	0
666664	TDU EY Setting 1	No_Data					0	0	0
0014000	TDUSchool1	Approved	05/05/2015	05/05/2015			119	2	0
0014001	TDUSchool2	No_Data					0	0	0

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Open Return...	Approve...	Approve All...	Unapprove...	Reject...	Delete...	Export Selected...	Export Multiple...	Export All...

Upload Return for selected Source...	Upload Multiple Returns (zip file)...	Add Return on screen...	Agent Administration...
Validate Selected Return...	Validate All Un-validated Return...		
Launch Reports...	Queue Management...	Change Queue...	Move to this queue -->

The upload screen will be displayed:

ZIP FILE SELECTION

Click on the Browse button below to locate your zip file containing the return files to upload then click on the Upload button to begin the process. You will be taken to a results page on completion to view the upload result for each file contained in the zip file.

Please note that re-submitting existing Data Returns will delete all notes other than return-level notes. If you wish to preserve any data-item or validation error level notes you must enter them as return-level notes before re-submitting the Data Returns.

[Browse...]

[Upload ▸]

Use the browse button to locate the file you wish to upload. Highlight the file name and click on Open to select it. Then click on the Upload button to load the file.

ZIP FILE SELECTION

Click on the Browse button below to locate your zip file containing the return files to upload then click on the Upload button to begin the process. You will be taken to a results page on completion to view the upload result for each file contained in the zip file.

Please note that re-submitting existing Data Returns will delete all notes other than return-level notes. If you wish to preserve any data-item or validation error level notes you must enter them as return-level notes before re-submitting the Data Returns.

f:_Desktop\PhonicsTestFile_001_Pass.xml   [Browse...]

[Upload ▸]

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

FILE UPLOAD PROGRESS ...

Data return upload in progress, please wait....

Deleting existing data return

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Once the upload has completed, the source main page will be re-displayed and the return status section will updated to "Submitted" for the school/s you have loaded. The

total number of 'outstanding' and 'submitted' returns for your local authority will also be updated.

Please Note - There are more highlighted buttons available after a return has been loaded.

The return status will change depending on whether the school or local authority has loaded/edited the return:

- No Data – the return has not been loaded into the system.

- Import in Progress – A return is currently being loaded for the source.

- Waiting for Validation – The return is currently in a queue and is waiting to be validated by COLLECT.

- Validation in Progress – the system is currently running validation checks against your return. The system will usually run validation checks on loading of the return or after data within the return has been changed.

- Submitted – the return has been submitted by the Source.

- Rejected by Agent – the return has been rejected by the local authority. A return is only rejected if there is a fundamental issue with it eg a data return for the wrong year has been loaded.

- Amended by Agent – the return has been submitted by the Source and it has been amended on line by the Agent (local authority). A local authority should only amend data submitted by the Source after seeking permission from the Source to do so

- Approved – the return has been Approved by the local authority after all data checks have been carried out and they are happy for the DfE to take that version as final (changes can still be made).

- Amended by Collector – the return has been approved by the Agent, then it has been amended on line by the Collector (DfE). The DfE will only amend data Approved by the Agent, after agreeing changes with the Agent or to un-authorise a return if needed.

- Rejected by Collector – the return has been rejected by the Collector (DfE).

- Authorised – the return has been checked and authorised by the Collector (DfE). Viewing Returns

Once you have loaded the returns you will need to go into the schools to check the data is correct and also to ensure notes have been entered against any queries or errors that can not be corrected.

To view returns, select the school you want by clicking on its name (You can search for a school using the Filter by tool bar) and click on 'Open Return'.

Click on the open return button

Navigating within a return

By clicking on the 'Open Return' button, you are taken to the following screen

You can now navigate around the data using the 'View All' links at the bottom of the page, or by clicking on the section in the grey area on the left hand side of the opening page.

Remember that you can return to this page at any time by clicking the 'LA EYFSP' at the top of the grey area.

If the return is to the standard required then you can approve the return by clicking the 'Approve' button which will indicate to the DfE that this return meets the quality standards required.
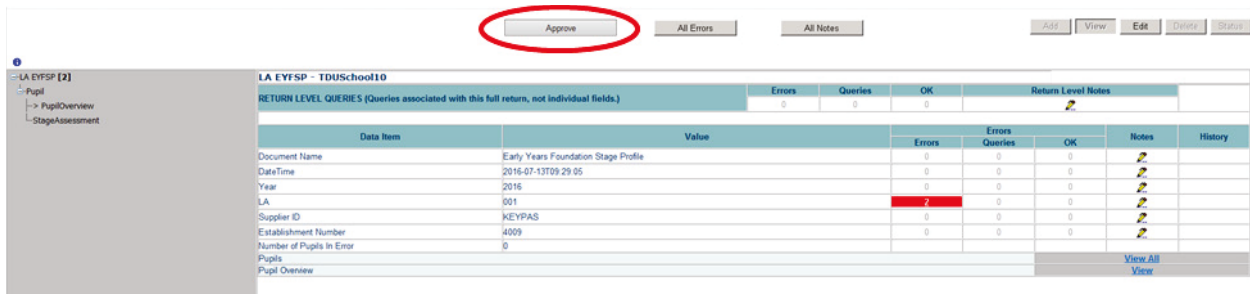
To check any errors associated with the return press the 'All Errors' button
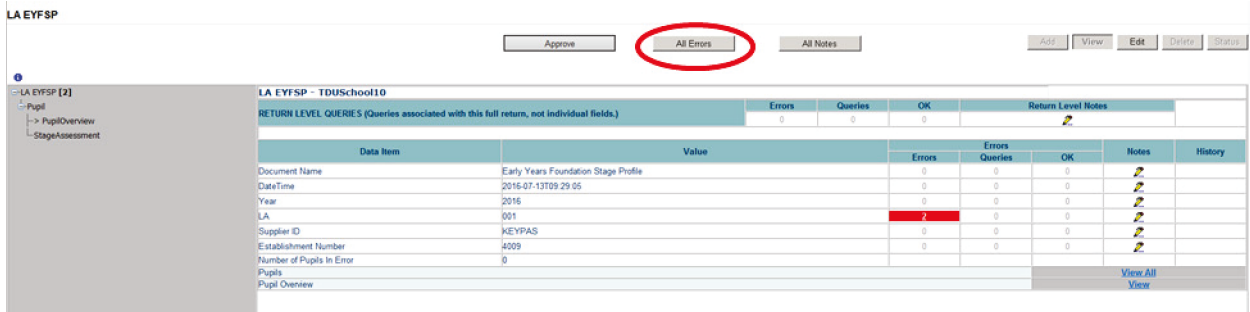
This will lead you to the error page

To investigate an error press the details button corresponding with the error you wish to investigate – this will open a details field showing the not recognised value.

Clicking on to the value will take you to the field within the return this value is associated with

If the error is part of a pupil record it will show the pupils details

When you have the correct information and wish to amend the record in COLLECT you can do this by pressing the edit button
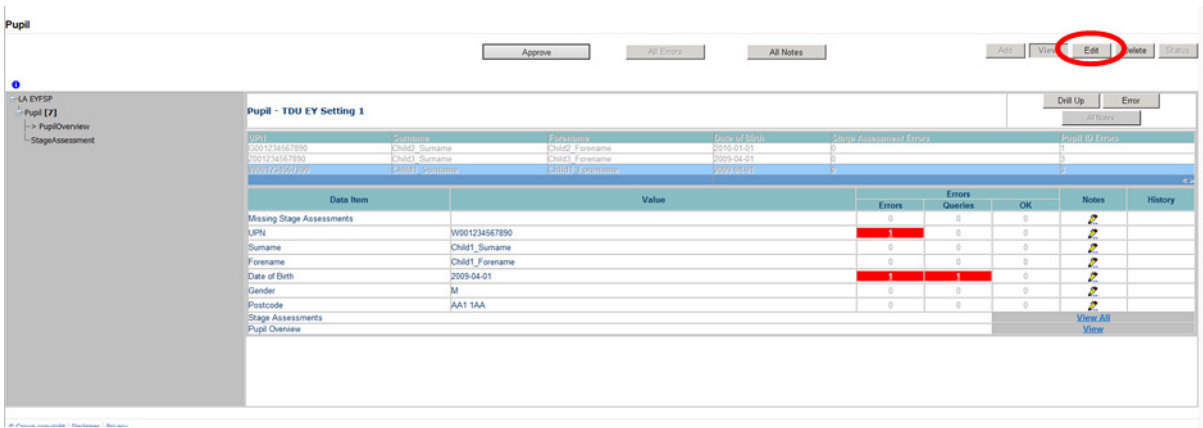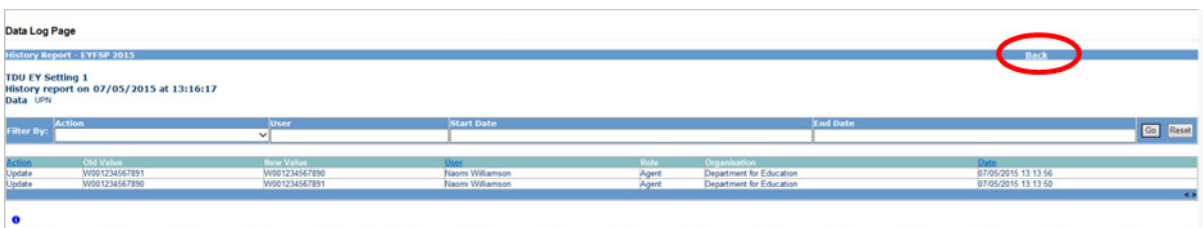
You can then enter the correct information – in this case the correct UPN for the pupil. Note also that a scroll symbol will appear in the history field by the UPN.
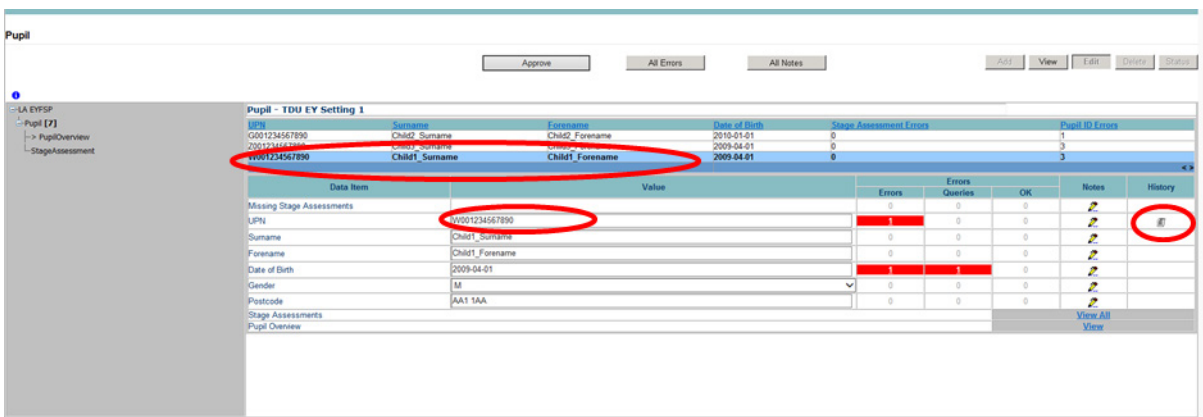
Clicking on the audit history icon will display the full audit history for that data item - press the back button to return to the last page.

Once a data item has been changed the status of the return will change from Approved (if it has been) to 'Amended_by_Agent'.

Adding Notes

A local authority data agent can add notes against data items. **(It should be remembered that notes written anywhere apart from the return level will be removed in the event of having to re-upload the file for this establishment and it is therefore recommended that any explanations be placed in the return level notes.)** A typical use of the notes facility would be where an okayable error is triggered off by data loaded by the local authority. The local authority knowing that the DfE are likely to query this data can, before they submit it to the DfE, annotate the relevant field with an explanation as to why this data is correct, even though it has produced a query. This could mean that the DfE (being able to view the note) would accept it as a valid explanation without having to check back with the local authority again.

To add a note, click on the pencil in the 'Return Level Notes' column and add your note. Here you can see the preserved note field if you need to re-upload a return.

Approving a return

Once you have checked the schools and ensured you have added relevant notes to queries, please approve all your returns, by pressing the 'Approve All' button you are submitting the data to the department. The department can see the data as soon as it's loaded but cannot access it until you have approved it.

Users should highlight the return for approval and press the 'Approve' button. See below.

Deleting a Return

This function allows the local authority user to delete a selected school return. First highlight the school on the screen then select the 'Delete' button. This will delete the return and that school status will reset to 'No-Data'

Rejecting a Return

This function allows the local authority user to reject a selected school return. First highlight the school on the screen then select the 'Reject' button. This will change the status of the return to 'Rejected' and the return will have to either be re-submitted by the school or uploaded again by the school.

Exporting data

Once the data has been submitted you can produce an export. An export will show all data submitted in either XML format or CSV (spreadsheet). You can then save a hard copy of the submitted data for reference.

To export the data, choose one of the three export options by clicking the button from the front screen.
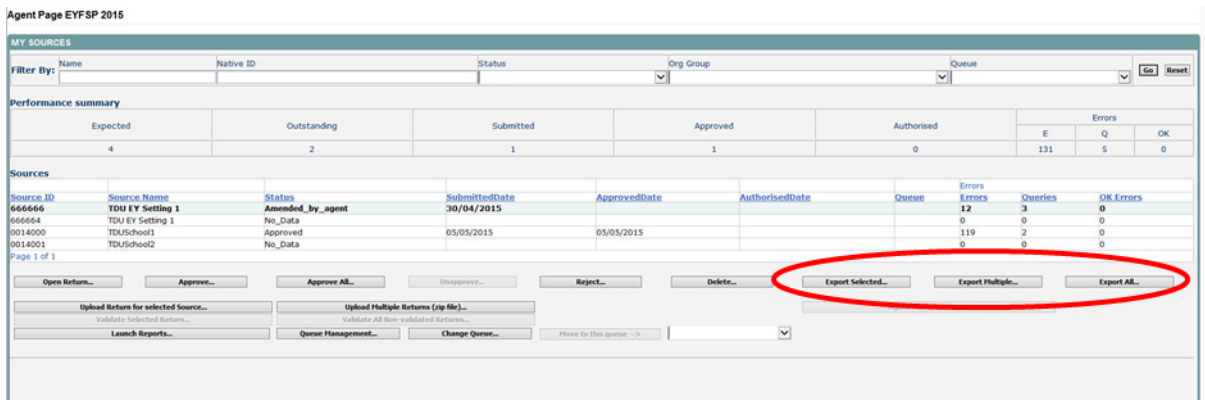
Select the format for the export, CSV or XML then select the 'Export' button. You will be prompted to save or open the export file. Once this has run you will get an option to open or save the export.
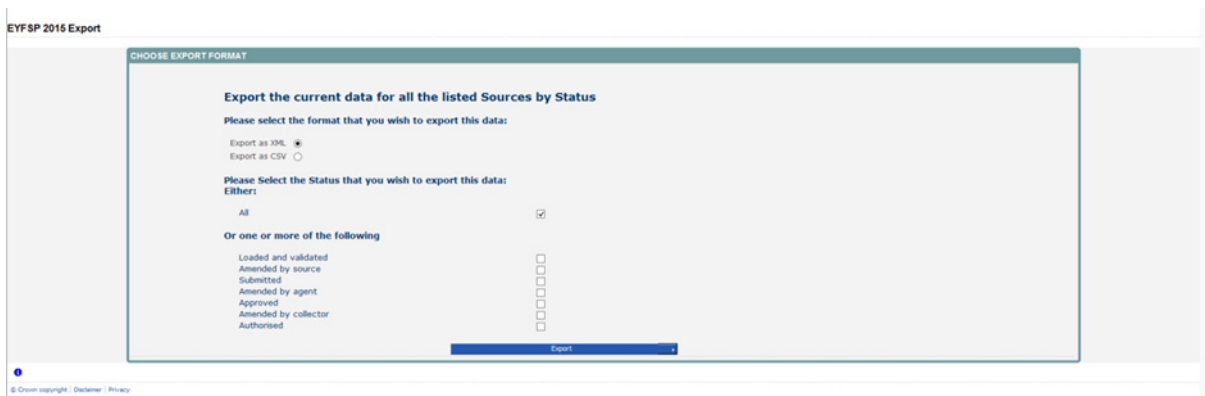
If exporting multiple returns you will be presented with the following 'Select sources to Export' screen.
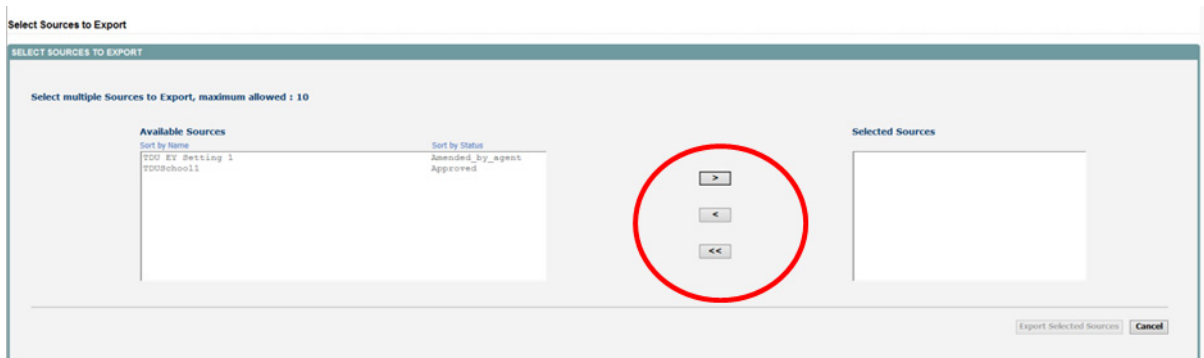
Select 'Available Sources' and use the arrow keys to move them into/out of the 'Selected Sources'. Once you are happy with your selection, use the 'Export Selected Sources' button.

Exporting as XML will generate a zip file containing the selected return data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. Make your choice and click the 'Export' Button and follow the web browser prompts on screen.

Launching reports

There are a number of reports available which can be run at any time once data has been loaded for your local authority. These can be accessed by selecting 'Launch Reports' on the COLLECT Portal screen.
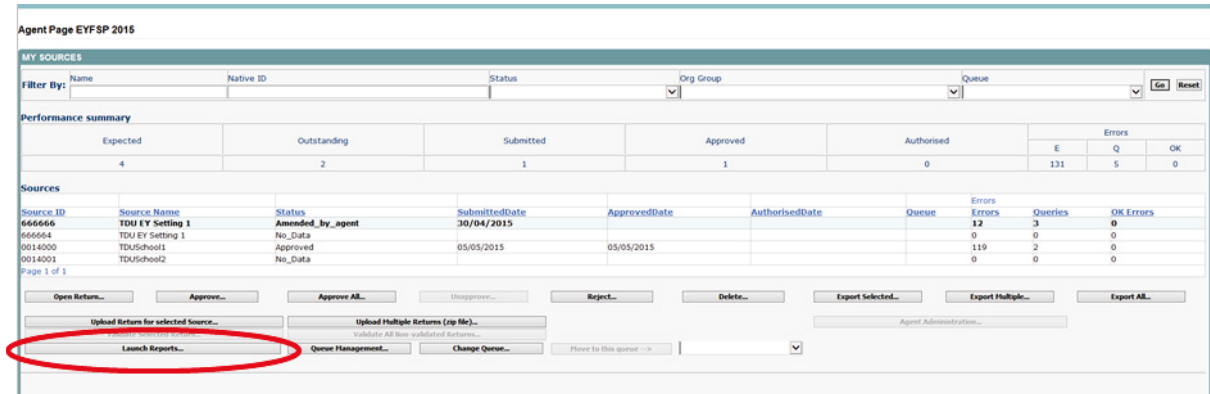
Clicking on the 'Launch Report' button will trigger the report being run against all the data loaded for your local authority and the report being displayed on screen, together with who requested the report and when.

The reports are run against a copy of the data as at close of play the previous day. If any data has been edited, deleted, inserted or reloaded since the data was copied, the report will not match the live data.

You then have the option to print the report or export in various formats by using the drop down box 'Select a Format' and then selecting 'Export'.
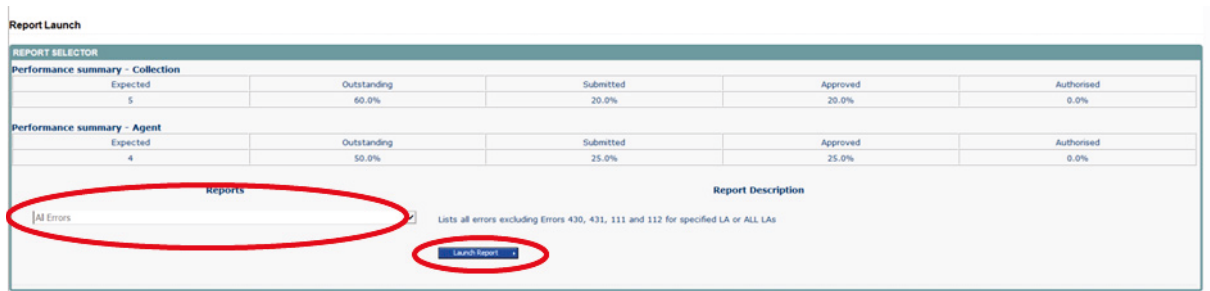
Click on the drop down button to see the types of reports available with this return.
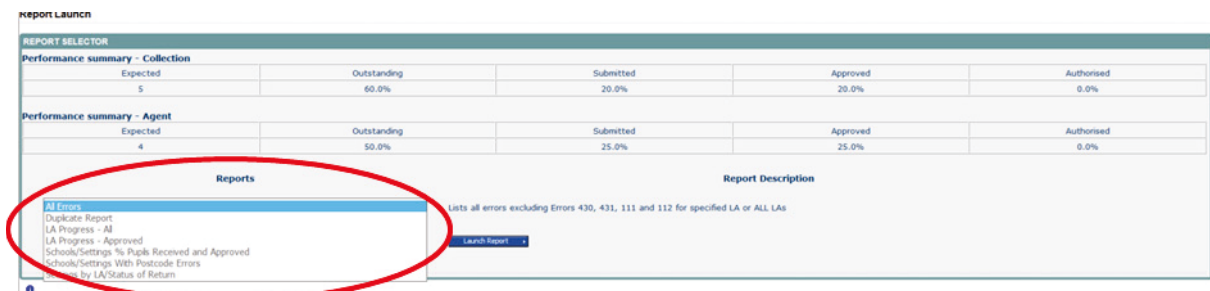
Click on the 'Launch Report' button to run the report. This may take a while to run depending upon the amount of data.

From here, you can export the data in various formats.

All Errors Report

LA EYFSP 2015 - All Errors Report - by LA and Setting

Please Note: the contents of this report are based on the data as at the end of the previous working day. Data loaded or amended today will not be reflected in this output.

Produced by COLLECT	Report Date: 07 May 2015 14:29:14	Page 1 of 1

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Once you have finished viewing the report, click on the 'Back to Reports' link at the top right hand side of the page. From here, select the 'Back to My COLLECT Page' to return back to your 'MySource' page.

Queues

When a number of people are working on a data collection within the local authority, the use of the 'Queue' facility can help effective working. The use of queues helps in the allocation and identification of who is working on which schools and therefore helps to ensure that two or more people don't try and work on the same one.
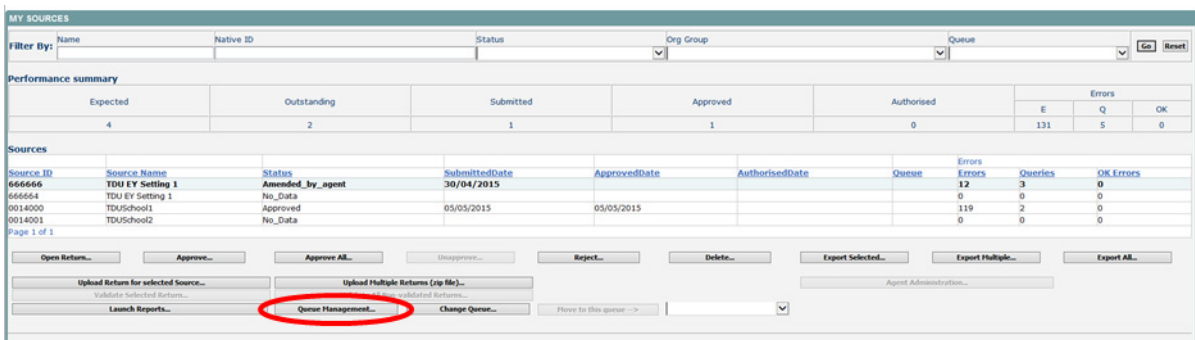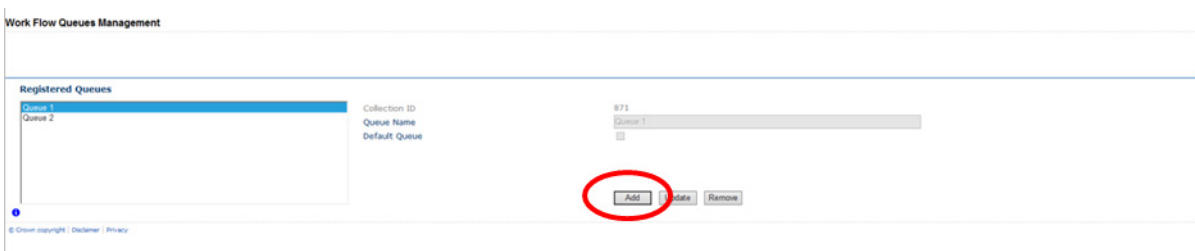
Return to the Agent page and click the Queue Management button.

This will take you to the page entitled 'Work Flow Queues Management'

To add a name, click the Add button.

Type your name (or the name of a colleague) into the 'Queue Name' box then click OK. (Instead of a name you may wish to apportion schools by a day of week or by some other description depending on your local authority's validation procedures).

The name/description will now be displayed in alphabetical order in the Registered Queues box.

Use the 'Update' button to modify a selected name/description.

The 'Remove' button allows you to remove a name/description from the 'Registered Queues' list. However, this can only be done if any schools linked with a particular name are removed first.

NB: The check-box used to set the 'Default Queue' was originally intended to allow a default queue to be allocated for a workflow stage, however the emerging requirement for the use of queues is for local authorities to assign their own, as they work in different ways. It is therefore not applicable and has no effect on Queues.

To add schools to the newly created queues return to the agent page and click the 'Change Queue' button to go to the screen entitled 'Queue Management'
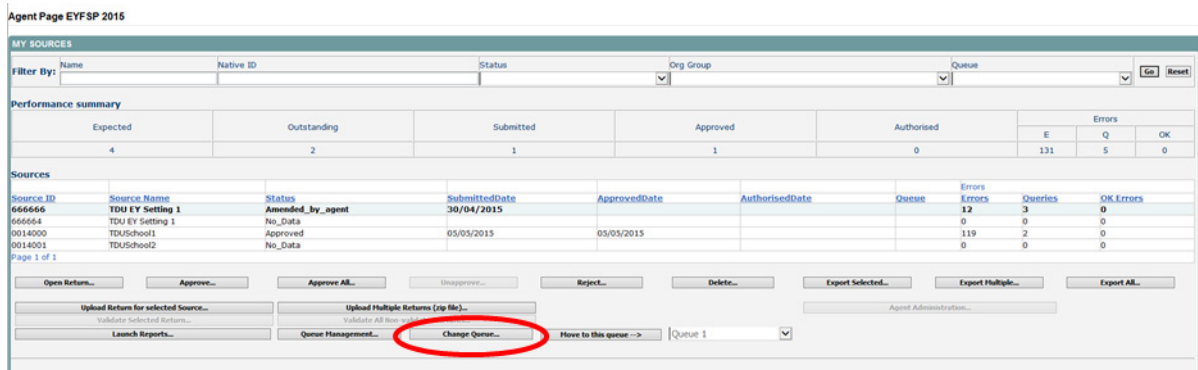
You can now select and add or remove schools to and from different queues (click the right hand down arrow alongside the queue box to see a drop down list of names).
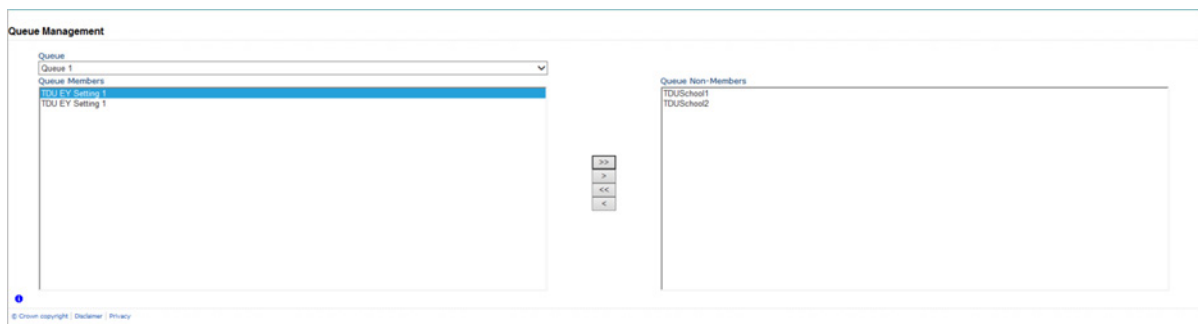
< or > will move individual schools or a group of schools selected in the direction of arrow. << or >> will move all schools in direction of arrows (although you will first be prompted to confirm this global move).

Highlight a School in the Queue Non-Members box and press the '<' button. This school will now appear in the box of Queue Members.

Return to the Agent page and you will see that the selected School has now been assigned to the selected queue.
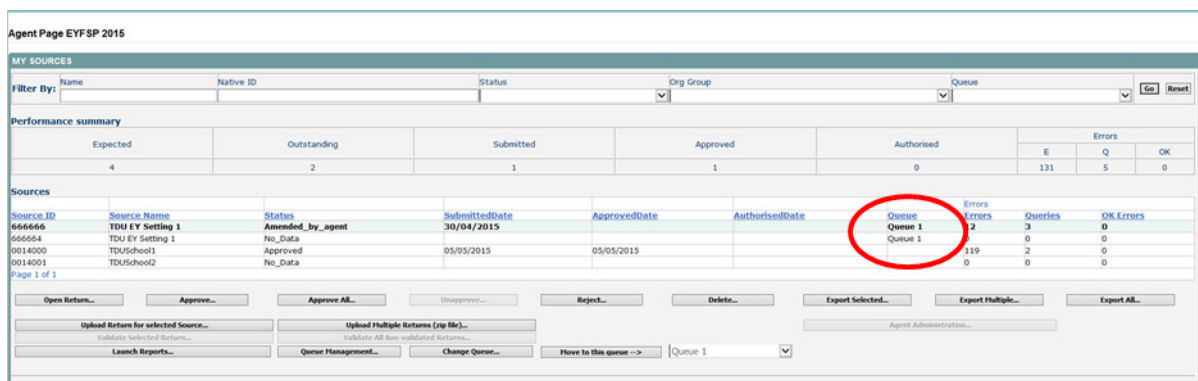
An alternative way to attach a school to a particular person is to highlight the school under source name then click the 'Move to this Queue' button. This is a safer way to allocate schools to queues because you can see if any schools are already allocated to another queue first.

Using the 'Queue' facility as indicated above should enable a number of individuals to work on a data collection without running the risk of duplicating effort.

Useful hints

1. **VERY IMPORTANT - Re-submissions** – if a data return for a local authority already exists in the system and you upload another file, it will **overwrite** the original return **completely** no matter where it is in the workflow (submitted or authorised). This overwrite will include any notes that have **not** been entered in the **return level notes**. If you try to upload a file that is already in the system then you will be given the following message

We recommend that you take great care when selecting this option and make sure that all parties who may be working, or have worked on this return agree to the re-submission. When uploading a zip file containing many data then please be aware that you will not be prompted with the above message if any of the settings contained in the zip file are already on the system. It will automatically overwrite the return without warning you.

2. If you have navigated your way into a record and are unsure where you are in the system, the easiest way to get back to the selected returns starting page is to click the top item on the menu located on the left hand side of COLLECT.
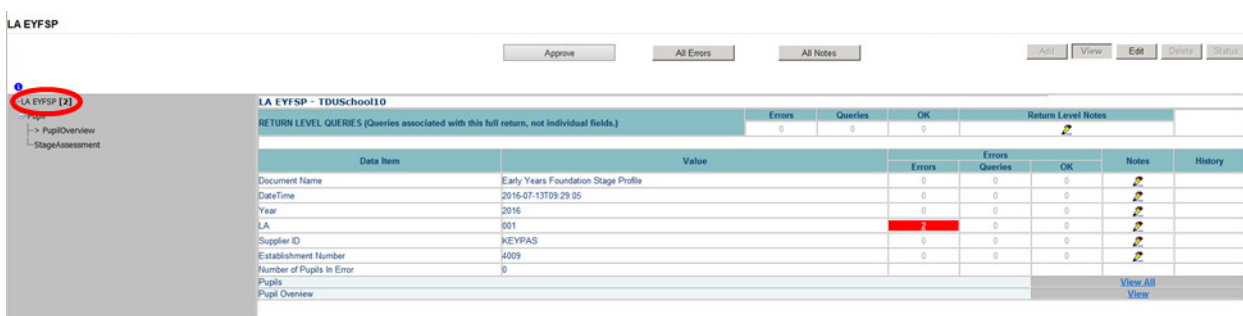
3. When navigating around the COLLECT system it is important that you use the COLLECT 'Drill up' button or COLLECT 'back' button which are toward the top right of your COLLECT screen. If the 'Drill up' or 'back' buttons are not visible then you may be in one of the earlier screens and to navigate back from here you will need to click 'Back to My COLLECT page' page located at the top of your COLLECT screen above your login name. You will be either given an error message or 'thrown' out of the system if you use your web browser back button.

4. When amending errors, once you have completed your actions on a particular error you will need to drill back out of that record to the main screen before being able to select another error to investigate. If you try to select an error and have found the error through the 'All Errors' page before drilling out you will be given the error message: 'Cannot choose another error to investigate'

Screen Functionality

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

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 through a return

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, e.g. assessments	Takes you to the sub module level details

Mode Buttons

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

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

Filter Bars

Only available on screens that could have a large record set record list. These allow you to sort the records on the screen.

Left Hand Menu

The left hand menu can also be used to migrate to different screens.

Help

COLLECT access is administered directly by local authorities for their users. This includes registering for COLLECT, activating your account and giving you access to specific collections. Please get in touch with the approver in your local authority who will be able to make sure that you have the appropriate access.

COLLECT issues and data collection queries

Further help and information can be found on the EYFSP information page.

If you are experiencing problems with COLLECT or have a data collection query, please submit a service request form to the Data Collections Helpdesk.

Secure Access issues
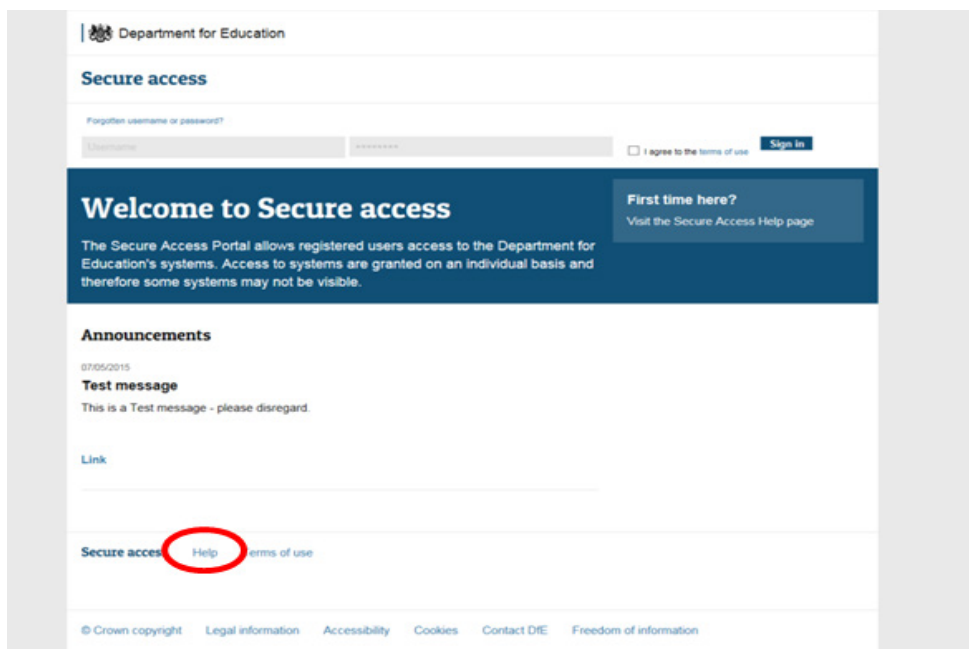
If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a service request to the SA service desk.

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