

SLASC independent schools 2016

COLLECT user guide

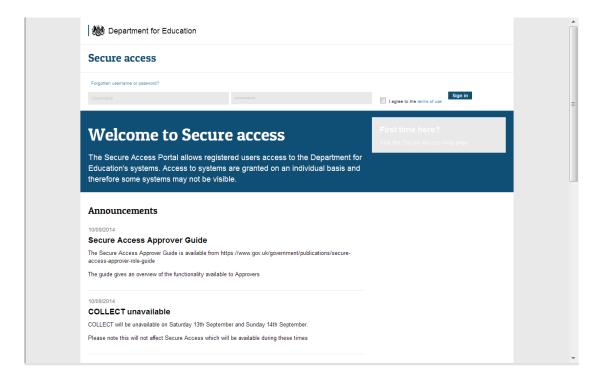
January 2016

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COLLECT and Secure Access

Access to COLLECT (collections online for learning, education, children and teachers) is through the department's Secure Access system (SA).



Please note some screen shots may refer to previous years; however the process is the same for the 2016 collection.

If you are a new user and require access to COLLECT, you will need to contact the approver within your school.

Full Secure Access information is published on the <u>Secure Access Website</u>. Once successfully registered, open the 'Your applications' tab to access COLLECT, as below.

Welcome to Secure access	Need help? Visit the Secure access help page
Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.	
'ou have now logged out of COLLECT. If you wish to access another application, click on it lease click 'Sign out'.	s link. If you wish to exit Secure Access
Your applications	
COLLECT Collectors On-Line for Learning, Education, Children, and Teachers.	
EduBase	
The Department for Education's register of educational establishments in England and Wales.	
KtS	
Key to Success.	
\$2\$	
The School to School system.	

COLLECT Portal	
Collect Welcome	
Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers). COLLECT is the DfE Centralised Data Collection and Management System for Education	PROCEED INTO COLLECT Continue
SPRING 2013 Data Collections The Spring School Census, PRU Census, AP Census, Early Years Census, SEN2 and the Independent School Level Census went live on the 17th January	Code or conduct Show Code of Conduct Text

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

qe							
	MY DATA COLLECTIONS						
	Data Collection	User Role	Organisation	Status	Due Date	Days Due	
	GeneralHospitalSchool2014	Administrator	Department for Education	Testing/Live	12/02/2014 00:00:00	56	
	GeneralHospitalSchool2014	Source	L	Testing	12/02/2014 00:00:00	56	
	GeneralHospitalSchool2014	Collector	Department for Education	Testing	12/02/2014 00:00:00	56	
	Independent Schools 2012	Collector	Department for Education	Testing	19/01/2012 00:00:00	-699	
	Independent Schools 2012	Administrator	Department for Education	Testing/Live	19/01/2012 00:00:00	-699	
	Independent Schools 2013	Administrator	Department for Education	Open/Live	17/01/2013 00:00:00	-335	
	Independent Schools 2013	Collector	Department for Education	Open	17/01/2013 00:00:00	-335	
	Independent Schools 2014	Agent		Testing	16/01/2014 00:00:00	29	
	Independent Schools 2014	Source		Testing	16/01/2014 00:00:00	29	
	Independent Schools 2014	Collector	Department for Education	Testing	16/01/2014 00:00:00	29	
	Page 3 of 6						<

Y DATA RETURN		
he 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 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
need some help		
r help while in the data collection pages, please	use the link at the top of the pages.	
re		📦 Internet Protected Mode: Off 🛛 🍕 🔻 🔩 10

Add Return on screen. Please note that you can only add a full return on screen using this function when there is a status of 'No Data'. If the status has any value other than 'No Data' then the 'Add Return on screen' button will be disabled, and you will then only be able to make changes using 'Open Return'.

To add a return manually, click the 'Add Return on screen'

The first time you access this section you will need to select 'Save' to verify the opening page of the form. After saving, you will be able to edit this page and access each part of the form section by section from this page.

There are a number of independent schools which have installed Microsoft Internet Explorer IE11; these users may have experienced problems with column spacing when adding and editing returns in COLLECT, making it impossible to enter data in some cases. We have successfully implemented a solution to this problem.

In IE11 the traditional compatibility button has been removed, and replaced with Compatibility View settings where you add affected sites to a list. The instructions below have been taken directly from Microsoft Support pages:

To change your Compatibility View settings

- 1. Open Internet Explorer for the desktop, click 'Tools', and then click 'Compatibility View settings'.
- 2. In the 'Compatibility View Settings' box, add the problematic website URL, and then click 'Add'.

- 3. Compatibility View is turned on for this single website, for this specific computer.
- 4. Decide if you want your intranet sites displayed using 'Compatibility View', decide whether to use Microsoft compatibility lists, and then click 'Close'.

								-	- 1	Status
-Independent Schools [11] I	ndependent	Schools -								
-> Annex C Parts Bi Bi Proprietor Bod					Errors Queries OK	Notes You are	e current)	v in Sr	ection 1-	3
		ries associated with this full retu	rn, not individua	(fields.)	1 2 0					
1 - access to a		of the tabs below to move to the next								
	ections 1-3 Sec	ctions 4-5 Sections 6-7 Sections	8- Annex A Part A	Annex A Part B	Annex 8 Part Annex 8 Part	Annex C Part A	Anne Parts B		Annex	C Pa
-Annex A Part A - Teacher New Appo				_						
-Annex A Part B - Teacher Leavers	ection 1: Gene	ral school information (see Notes	for Guidance, S	ection 1)						
-Annex B Part A - Support Staff New						Errors	Queries	OK	Notes	tisto
-Annex B Part B - Support Staff Leave	Contact nar	ne (for enquiries)				0	0	0	2	Æ
-Annex C Part A - Individual Proprieto	Telephone !	TD	1234			0	0	0	2	
-Annex C Part Bil - Newly Appointed E	Telephone	tumber	123456			0	0	0	2	10
	School e-m	ai address				0	0	0	2	10
	NOTE: Plea	se check the information shown	below and if ner	cessary con	rect it in the space on the r	ght-hand side	-			
	CURRENT (AMENDED DETAILS					
	School nam	e			School name					
	Main achoo	addrass			Main achool address					
	Main school				Main school address			_	_	
	Main schoo Line 1 Line 2	laddress			Main school address Line 1 Line 2				_	

Sections 1-3

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

Sections 4 - 5

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

ndent Schools - Section 4 to 5				All Errors	All N	otes	Add	View	Edit	Di	elete	Statu
endent Schools [12] In	dependent School	s - Section 4 to 5 -										
nnex C Parts Bi Bii Proprietor Body and C	ETURN LEVEL ERRORS					Errors	Queries OK N	otes You are	In Sectio	ns 4-5		
ection 4 to 5 (E	rrors and queries associa	ited with this full return, not	Individual fields)			3	2 0	1				
ection 6 to 7	ease select one of the tabs	below to move to the next section	n:	22		20 C						
ection 8 to 10	Sections 1-3 Sect	Ions 4-5 Sections 6	-7 Sections 3-10	Annex A Part A	Annex A Part B	Annex & Part A	Annex B Part B An	nex C Part A	Annex	C Parts	Annex	Par
sx A Part A - Teacher New Appointments							1		1 5	-01	1	
	sting is Rearding Sabas	is ONLY (see Notes for Guid	damas fasting ()									
x 8 Part A - Support Staff New Appointr			usinee, section 4)									_
x 8 Part 8 - Support Staff Leavers	a. Approved Place	6						Errore	Queries	OK	Notes	Inte
x C Part A - Individual Proprietors	Line and built and	available (including those unco					6	0	0	0	2	
C Part Bill - Newly Appointed Body Me		d with accommodation for m				ma with Officiant place	a do not complete thi				-	
x C Part bill - Weility Appointed body He		are provided with accommodatio							1st Decen	nber 2012	? If none o	ot oc
	Section 5.											
								Errors	Queries	OK	Notes	HIS
	Boarding Pupils up to 31st Dec 2011 0							0	0	0	2	
	Boarding Pupils up to 31st Dec 2012							0	0	0	2	
	How many pupils do	you intend to provide with acco	mmodation for more than 295 o	lays at the school, or elsev	ihere under arrangem	ents made by the school	i's proprietor, in the fort	ncoming year?	if none go	to Section	n 5.	
								Errors	Queries	OK	Notes	HIS
	Boarding	pupils up to 31st Dec 2013					þ	0	0	0	2	
Se	ction 5: Teaching Staff (Including headteacher) emp	loyed in week commencing t	14th January 2013. (see I	lotes for Guidance,	Section 5)						
-	include:			Exclude:								
	 staff on short ten relief staff filling 	m paid absence (less than a ter nominal vacancles; ng long term absence (a term c		staff on ic relief star And other Non-teac	ing term paid absence f covering short term a r vacancies not filled by hing staff; eachers on school cert	bsence; relief staff;		Emore	Queries	OK	Notes	H
			Number of men			10		0	0	0	2	1
	Full-time staff		Number of women			10		0	0	0	2	1
			Number of men			5		0	0	0	2	1
			Total hours per week (e	Excluding lunch hours)		25		0	0	0	2	1
	Part-time staff		Number of women	(3		- 0	0	0	2	1
									-			-
			Total hours per week (e	excluding lunch hours)		15		0	0	0	2	1 1

Sections 6-7

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

			I	All Errors	All Notes	A	Add View	Edit	Delete
ndependent Schools [6] II	dependent Sc	hools - Section 6	to 7						
> Annex C Parts Bi Bil Proprietor Body	TURN LEVEL ERRO	ORS		18.40 a.	Errors	Queries OK No	otes You are in Se	ctions 6-7	
	rrors and queries a	ssociated with this fu	ll return, not indiv	idual fields)	1	0 0	2		
> Section 6 to 7	ease select one of th	he tabs below to move	to the next section						
> Section 8 to 10	ections 1-3 Section	ons 4-5 Sections 6-	7 Sections 8-10	Annex A Part Anne:	R A Part Annex B Part	Annex B Part		C Parts	Annex C Pa Biii
Annex A Part A - Teacher New Appoin						<u> </u>			
Annex A Part B - Teacher Leavers	ection 6: Pupils on t	he register (see Note:	for Guidance, Se	ction 6)					
	 Only show th 2006 	ose pupils who are ent	ered on an Admiss	ions Register in accord	dance with Regulation 5	of the Education	(Pupil Registration)(England)) Regulation
Annex C Part A - Individual Proprietors	2008	ose pupils who are ent zeros in the boxes whe	re no entry is requi			of the Education	(Pupil Registration)(England)) Regulation
Annex C Part A - Individual Proprietors	2008	zeros in the boxes whe	re no entry is requi	red	Part-time				OK Note
Annex C Part A - Individual Proprietors	2008 • Do not enter Age on 31.8.12	zeros in the boxes whe	re no entry is requi			5 of the Education			OK Note
Annex C Part A - Individual Proprietors	2008 • Do not enter Age on 31.8.12	zeros in the boxes whe Date of Birth	re no entry is requi	red	Part-time		Errors	Queries 0	OK Note
Annex C Part A - Individual Proprietors	2006 • Do not enter Age on 31.8.12 19 and over 18	Zeros in the boxes whe Date of Birth 31.8.93 and earlier	re no entry is requi	red	Part-time		Errors	Queries	OK Note 0 2 0 2
Annex C Part A - Individual Proprietors	2008 • Do not enter Age on 31.8.12 19 and over 18 17	Zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.94 to 31.8.95	re no entry is requi	red	Part-time		Errors 0 0	Queries 0 0 0	OK Note 0 2 0 2 0 2
Annex C Part A - Individual Proprietors	2008 Do not enter Age on 31.8.12 19 and over 18 17 16	Zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0	Queries 0 0	OK Note 0 2. 0 2. 0 2. 0 2. 0 2. 0 2.
Annex C Part A - Individual Proprietors	2008 Do not enter Age on 31.8.12 19 and over 18 17 16 15	zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.94 to 31.8.95 1.9.96 to 31.8.97 1.9.96 to 31.8.97	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Cueries 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	OK Note 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2.
Annex C Part A - Individual Proprietors	2008 Do not enter Age on 31.8.12 19 and over 18 17 16 15 14	zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.95 to 31.8.95 1.9.95 to 31.8.95 1.9.96 to 31.8.97 1.9.97 to 31.8.98	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Queries 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	OK Note 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2.
Annex C Part A - Individual Proprietors	2006 • Do not enter Age on 31.8.12 19 and over 18 17 16 15 14 13	zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.94 to 31.8.95 1.9.96 to 31.8.97 1.9.97 to 31.8.98 1.9.98 to 31.8.99	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Queries 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	OK Note 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2
Annex C Part A - Individual Proprietors	2006 Do not enter Age on 31.8.12 19 and over 18 17 16 15 14 13 12	zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.94 to 31.8.96 1.9.96 to 31.8.96 1.9.96 to 31.8.97 1.9.97 to 31.8.98 1.9.98 to 31.8.99 1.9.98 to 31.8.99 1.9.99 to 31.8.00	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Queries 0	OK Note 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2.
Annex C Part A - Individual Proprietors	2006 Do not enter Age on 31.8.12 19 and over 18 17 16 15 14 13 12 11	zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.94 to 31.8.95 1.9.96 to 31.8.96 1.9.97 to 31.8.98 1.9.97 to 31.8.99 1.9.98 to 31.8.99 1.9.98 to 31.8.99 1.9.98 to 31.8.00 1.9.00 to 31.8.01	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Queries 0	OK Hote 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2
Annex B Part B - Support Staff Leavers Annex C Part A - Individual Proprieton Annex C Part Bill - Newly Appointed Bc	2006 Do not enter Age on 31.8.12 19 and over 18 17 16 15 14 13 12	zeros in the boxes whe Date of Birth 31.8.93 and earlier 1.9.93 to 31.8.94 1.9.94 to 31.8.96 1.9.96 to 31.8.96 1.9.96 to 31.8.97 1.9.97 to 31.8.98 1.9.98 to 31.8.99 1.9.98 to 31.8.99 1.9.99 to 31.8.00	re no entry is requi	red	Part-time		Errors 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Queries 0	OK Note 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2.

On completing your data you must select 'View' or 'Save' to continue, or 'Cancel' to delete the data you have just added.

Sections 8 – 10

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

ependent Schools - Section 8 to 10																
				1	All Erro	rs	All I	lotes		A	dd 🛛 🛛	/iew	Edit	Delet	8	Status
ndependent Schools [16]	Independent	Schools - Secti	on 8 to 10									_				
> Annex C Parts Bi Bii Proprietor Body and Ch								Errors	Querie	s OK	Notes	You are	currently	in Section	ns 8-10	_
> Section 4 to 5			this full return, no	t individual fields.)			1	0	0	2					
> Section 6 to 7	Please select one	of the tabs below to	move to the next se	ction:												
> Section 8 to 10	Sections 1-3	Sections 4-5	Sections 6-7	Sections 8-10	Annex A I	Part A Annex	A Part B	Annex B Part A	Anne	x B Par	t Annex	C Part	Annex (<u>Parts</u>	nnex	C Pr
nnex A Part A - Teacher New Appointments										B		•	Bi-E	311	Bi	
nnex A Part B - Teacher Leavers		es of study for all p	upils aged 15 and	over as at 31st Au	aust 2015							_		_		
nnex B Part A - Support Staff New Appointm			s - only enter pupil			eir first applic	able cou	irse								
nnex B Part B - Support Staff Leavers	Principal	aim of study		15		16		17			18 and ov	er	Errors (Queries	OK	No
Annex C Part A - Individual Proprietors	Level 4 a	nd above											0	0	0	2
Annex C Part Biii - Newly Appointed Body Men	Internatio	onal Baccalaureate											0	0	0	2
		evel/Pre-U Princip	al Subject										0	0	0	2
	GCE 'AS'	Level/Pre-U Short	Course Subject										0	0	0	2
	Other Lev Diploma)	vel 3 Equivalents (e	e.g. BTEC National										0	0	0	2
	GCSE / IG	GCSE											0	0	0	2
	Other Lev	vel 2 Courses											0	0	0	2
	Other Lev	vel 1 Courses											0	0	0	2
		urses (e.g SEN pup but do not receive											0	0	0	2
	TOTALS in Section	(mustagree with th n 6.1)	ne relevant boxes	0	0			0		0			0	0	0	2
	8 2 Cours	o of study for sirls	s - only enter pupils	once in this cost	on under th	air first applice	able cou	-								_
>		aim of study	- only onter pupils	15	on under u	en misc applica 16		17			18 and ov	er	Errors	Queries	ок	Not
	a construction of the second	nd above												0	0	2

Annexes

On each of the annexes you can add one record or more than one record.

The first time you access this section there will be no data present; please click on the 'Add' button, this will activate the screen to enable you to add your data.

nnex A Part A - Teacher New Appo	intments							
NFORMATION								
NFORMATION No matching NewAppointmentTeacher recor	de feue d							
No matching NewAppointment reacher recor	35 100110							
		All Er	All Notes	Ad	d Vi	ew	Edit	Delete Status
0								
∃-Independent Schools [4]							Drill Up	
	Annex A Part A - Tea	acher New Appointments					Error	
-> Section 4 to 5							Al Notes	
> Section 6 to 7						_		
	Post Surname	Previous Surname	<u> </u>	irst Name	Rule	Errors		
Annex A Part A - Teacher New Appointment	RETURN LEVEL ERRORS			ErrorsQueries OK N	tes You a	re in Anne	x A Part	A
-Annex A Part B - Teacher Leavers		iated with this full return, not individual	fields.)		2	-		
-Annex B Part A - Support Staff New Appoin	· · · · · · · · · · · · · · · · · · ·	s below to move to the next section:		······································	(++			
Annex B Part B - Support Staff Leavers	Sections 1-3 Sections 4-5	Sections 6-7 Sections 8-10 Annex A	Part A Please click the 'Dril	I Up' button to select a d	ifferent Ar	nex page		
Annex C Part A - Individual Proprietors								
L-Annex C Part Biii - Newly Appointed Body №	Annex A Part A: New Teacl	her Appointments						
	Enter details of teach	ners who have been appointed since 19	th January 2012		Errors	Queries	OK Not	tes Histor
	Please select which a	pplies			0	0	0 🥻	2
	Surname				0	0	0 🥻	2
	Previous surname (mo	ost recent)			0	0	0 🥻	2
	First name(s)				0	0	0 🥻	2
	Please go back to the top o	of the page and click on the 'Save' butto	n. Then to add another entry o	lick on the 'Add' button.				

On completing your data you must select 'View' or 'Save' to continue, or 'Cancel' to delete the data you have just added if necessary.

After saving, the user will be able to 'Add', 'Edit' or 'Delete'. This is applicable to each annex completed.

By drilling up, the user will return to the 'Nil Return' page.

On completing your data you must select 'View' or 'Save' to continue, or 'Cancel' to delete the data you have just added if necessary.

Uploading your return

If you have output an XML file direct from your management information system (MIS) you should follow this section for information on how to load the file into COLLECT.

To upload a file, click the 'Upload Return from File' button; the following screen will be displayed:

Department for Educ	Back to Home page Help You are logged in asLog out	
COLLECT Portal		
Source Page Independent Schools 2014		
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	
Augscreen	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	use the link at the top of the pages.	
D		Taken at 1 Performed Moder Off

Enter the file path/name of the return, or alternatively click on the 'Browse...' button to navigate to the required file.

Department for Education	Back to MyCOLLECT page Help You are logged in as Log out	
OLLECT Portal		
ependent Schools 2014 - Upload File		
LOAD FILE SELECTION		
is both uploads and validates your data and may take sev	eral minutes. Please allow sufficient time to complete.	
		Browse
	Lipload +	- Conne
	•	
		<u></u>

If you have used the 'Browse...' option, once the relevant file has been located, either highlight the file and click on the 'open' button, or double click on the file name. With the file name displayed click on the 'Upload' button to load the data into COLLECT.

Once the file has been successfully loaded, the following message may appear if the system is busy.

	Loading and Validation Message	
Source UpLoad in Progress		
FILE UPLOAD PROGRESS		
	Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors identified.	
		_
	OK to Return to Status Pa	ige

The return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users can come back later to view any validation errors present within the return.

Important: If you have uploaded a return from a XML file, it is important that you check the amended address section of the return in COLLECT to confirm that the data currently held by the department is correct as amendments will not be brought through into COLLECT from your uploaded XML file (where details are no longer correct amendments should be made directly in COLLECT).

You must also return to COLLECT in order to submit your data return to the Department for Education.

Submitting a return

Once your return has been completed or loaded, you have checked the amended address section and you are satisfied with its content, the data is ready to be submitted; to do this, click the 'Submit Return' button.

Epartment for Education	Back to Home page Help You are logged in as Log out	
COLLECT Portal		
Source Page Independent Schools 2014		
MY DATA RETURN		
The status of your data return : Loaded_and_Validated		
Errors : 5	Queries : 4	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file Press this butto	on to Import a file into your data return	
Add Return on screen Press this butto	on to Add a new return using a web form	
Open Return Press this butto	on to Open your data return	
Submit Return Press this butto	on to Submit your completed data return	
Export to me Press this butto	on to Export your data return to a file	
Launch Reports Press this butto	on to Report on your data return	
Delete Return Press this butto	on 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 use the link at the	e top of the pages.	
· · · · · · · · · · · · · · · · · · ·		😜 Internet Protected Mode: Off 🛛 🖓 🔻 🍕 100% 👻

Awaiting submission

Once the user has selected 'Submit Return', the status may change to awaiting submission if the system is busy. This is in a queue. The user still has several options at this stage.

At this stage the user can:

- 'Upload Return from file...' if the user needs to re-upload the file for any reason they can do so at this stage. This will delete the current submission and replace it with the new return. The return will re-join the queue to be validated.
- 'Open Return...' the user can open and view the return they have made, all errors will now be available to view.
- 'Launch Reports...' the user is able to launch reports.
- 'Delete Return...' if the user is unhappy with the return submitted, they can delete it at this point. This will completely delete the return. Any new uploads will join at the end of the validation queue.

Submission in progress

At this stage submission has begun. The user cannot make any further changes to the return at this stage.

Submitted

At this stage the return has been submitted to the DfE. This means that the return is now available for any appropriate checking and verification actions by the Department for Education (DfE).

If required, you can reload a data return or edit it. On doing so, the status will return to 'Loaded' after loading or 'Amended by Source' if amended on screen.

Note: after making changes you must 'Submit Return' again to pass the return back to the DfE.

My data return

This area shows the status of the return, the number of errors, queries and OK errors.

Status will be one of the following:

No_Data	Data hasn't been loaded
Waiting_for_Validation	Data loaded and waiting to be validated
Validation_in_progress	Data loaded and validation in progress
Loaded	Data loaded and validated but not submitted
Amended_by_Source	Data has been manually edited by the school
Awaiting_Submission	Data queued, waiting for submission
Submission_in_progress	Submitted snapshot is being created
Submitted	Data loaded and submitted
Amended_by_Collector	Data has been manually edited by DfE after submission
Authorised	Data loaded, submitted by school and authorised by DfE
Rejected	Data load rejected – due to invalid format and/or contents

Navigating around your return on COLLECT

To open your return, click 'Open return'.

Table of contents

The table of contents allows the user to navigate to a specific part of the collection. For example, if the user selects an item from the table of contents, they are taken directly to that corresponding page.

ndent Schools - Section 4 to 5													
					All Errors	All No	tes	Add	View	Edit	Di	lete	Stat
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				Number of men			5		0	0	0	2	
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All errors and all notes

Selecting this option will allow you to see all errors and queries that currently exist against the collection.

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By selecting

- (a) 'DETAILS', you can see the details that the error sits against.
- (b) 'VALUE, COLLECT' will take you to the field and allow you to correct the error.
- (c) 'RETURN', once pressed this will return you to the previous screen.

BLADE UAT	artment for Education COLLECT Portal	You a	ire logi	Back to My(COLLECT p Log		
Blade Error Report							
	t - Independent Schools 2013						
	Error report on 2	24/10/	2012	2 at 11:30	Coui	nt 14	Return Details
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	ere must be details for either individual proprietors (Annex C Part A) proprietor body (Annex C Part B)	Errors				2	
	tal of boys aged 18 and 19 and over on the register does not equal ys aged 18+ on a course of study	Errors		Details		2	
	tal of girls aged 18 and 19 and over on the register does not equal is aged 18+ on a course of study	Errors		Details		2	
	tal of girls aged 17 on the register does not equal girls aged 17 on a urse of study	Errors		Details		2	
	tal of girls aged 16 on the register does not equal girls aged 16 on a surse of study	Errors		Details		2	
toose To	tal of girls aged 15 on the register does not equal girls aged 15 on a surse of study	Errors		Details		2	
Gir	rl pupils aged 15+ on the register but no course of study data ovided	Errors		Details		2	
YonY01 Y Th	ere are significantly more pupils than last year	Queries				2	
YonY04 Y Th	ere are significantly less pupils with a Statement of SEN than last ar	Queries				2	
Page 1 of 2						1 <u>2</u>	

Return level errors and queries

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

Return level errors and queries are displayed and are accessible from the 'Header Information' screen by selecting the field when highlighted in red.

-Independent Schools [16]	Independ	ent Schools													
> Annex C Parts Bi Bii Proprietor Body and Cha	RETURN LEV	EL ERRORS					Errors	Queries	ОК	Notes Yo	ou are cu	rrently i	n Secti	on 1-3	
> Section 4 to 5	(Errors and	queries associated w	ith this full return, n	ot individual fields	s.)		1	0	0	2					
> Section 6 to 7	Please selec	t one of the tabs below	to move to the next s	section:											
> Section 8 to 10	Sections 1	I-3 Sections 4-5	Sections 6-7	Sections 8-10	Annex A Part A	Annex A Part B	Annex B Part A	Annex	<u>B Part</u>	Annex C	Part An	nex C Bi-Bi		Annex (Bii	
-Annex A Part A - Teacher New Appointments										<u>A</u>		01-01		DI	1
Annex A Part B - Teacher Leavers	Section 1: G	eneral school inform	ation (see Collectio	n Guide)											
-Annex B Part A - Support Staff New Appointm										E	rrors Qu	eries	OK	Notes H	listo
Annex B Part B - Support Staff Leavers	Conta	act name (for enquiries)								1	0	0	2	
												0	0	2	
Annex C Part A - Individual Proprietors	Telep	hone STD									1	0	0	<i>k</i>	
		hone STD hone number									1	0	0	2	

Notes and history

Each data item within the return has a note field. This allows the user to add explanatory information about a data value, in particular when an item has an associated query against it. To add a note, the user should select the pencil icon.

Errors	Queries	ОК	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

This will take you to the note page; by selecting Add New Note you can then add free text to the box.

Notes - Independent Schoo Validation Rule: 3239	ols 2013				
Validation Rule: 3239					Back
User Role	Organisation	Native ID	Date and Time		
				< > Add New No	te Remove Note
Note Detail			×		

To save this, select Create.

Note Page	
Create New Note	
	<u></u>
0	Create Cancel

When you return to the main screen the pencil icon will have changed to a note pad icon.

Errors	Queries	OK	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ē
0	0	0	2	Ĩ

History

The history item appears next to a field every time a data item is changed. By selecting the history scroll icon any previous entries can be viewed.

Errors	Queries	ОК	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

You can view the changes of value, user details and the date when the changes were made.

BLADE UAT C	OLLECT Portal					
Note Page						
Notes - Independer	nt Schools 2016					Back
Data Item: 295 Da	ays Accommodation	Check				
Use r	Role	Organisation	Native ID	Date and Time		
19 - C C C C C C C C	Collector	Department for Education	001	22/10/2015 16:32:20	Add New Note	Remove Note
					< >	
Note Detail						
test1						
			<u>^</u>			
			\sim			

Errors

Data item errors/queries/'OK' errors are highlighted against the item to which they relate. All data items that are part of a failed validation rule will contain an error marker, not only the item containing the potentially invalid value. '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.

To view the error, select the red marker.

	Errors	Queries	OK	Notes History
	0	2	0	2
	0	2	0	2
_				
	0	0	0	2
	0	1	0	2
	0	0	0	2
	0	1	0	2

Selecting this option will allow you to see all errors that currently exist against the field. From here, you can view the field details that the error sits against. As with "All Errors" errors can be edited from here.

Important: if you have completed this form using an XML file output from a management information system (MIS), any changes made directly in COLLECT must also be made to the MIS. If there are large numbers of changes it is advised that changes are made in the MIS first, and the users then reload the data file into COLLECT. This is to ensure consistency and accuracy between a schools MIS system and COLLECT.

Changes by the DfE will always be done in consultation with the source (ie the school).

Mode buttons

Mode 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.



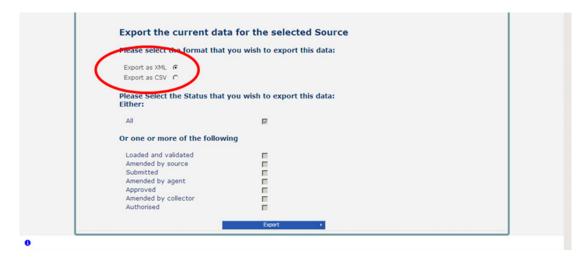
- 1. Add allows the user to add a new record to the return.
- 2. View allows the user to view the record data.
- 3. Edit allows the user to edit existing record data.
- 4. Status allows the user to view the status of the record.
- 5. Delete allows the user to delete the record.

Exporting data

COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the 'Export...' button.

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	
Cul-in Days	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	

This displays the output options of either CSV or XML.



Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT ie 1 file per table in the database.

Reports

There are a number of reports available, which can be run at any time once data has been loaded for your school. These can be accessed by selecting 'Launch Reports' on the COLLECT portal screen.

what can I do with My Data Keturn:	
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

Selecting 'Launch Reports' gives you the report page with a drop down list of any reports which are available.

Help

For all queries regarding COLLECT or –is the data collection in general please contact the Data Collections Helpdesk via a data collection <u>service request form.</u>



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