



Department
for Education

School census 2016

COLLECT guide for academies, free schools, studio schools, UTCs, CTC and NMSS

January 2016

Contents

COLLECT and secure access	3
Source	5
Loading a return	6
Viewing the return details	8
Editing data within the return	9
Errors	10
Total return errors	10
Return level errors	10
To view all errors and queries on the return	10
Correcting errors	11
Updating class information	12
Providing clarification/ supplementary information	15
Submitting the return	17
Reports	18
Exporting a return	20
Screen functionality	22
Screen navigation	22
Navigation controls	22
Mode buttons	23
Help	24

COLLECT and secure access

Access to COLLECT is through the department's secure access system (SA)

The screenshot shows the 'Secure access' login page for the Department for Education. At the top, there is a logo and the text 'Department for Education'. Below this is a 'Secure access' header. A link for 'Forgotten username or password?' is provided. There are input fields for 'Username' and 'Password', followed by a checkbox for 'I agree to the terms of use' and a 'Sign in' button. A large blue banner contains the text 'Welcome to Secure access' and a 'First time here?' button with a right-pointing arrow. Below the banner, a paragraph explains that the Secure Access Portal allows registered users access to the Department for Education's systems, but access is granted on an individual basis and some systems may not be visible. Underneath, there is an 'Announcements' section with two entries: one dated 27/11/2015 about 'S2S CTF Notifications' and another dated 14/10/2015 about the 'Post 16 Portal'.

Full secure access guides are published on the [secure access website](#).

Once successfully registered, click on to 'home' and then click on 'COLLECT' to enter COLLECT as below.

The screenshot shows the 'Secure access' dashboard after a successful login. The 'Home' link in the top navigation bar is circled in red. Below the navigation bar, the user is signed in from the 'Department for Education' and has a 'Sign out' link. A blue banner with the text 'Welcome to Secure access' and a 'Need help?' button with a right-pointing arrow is present. Below the banner, there is a section titled 'Your applications' with a 'COLLECT' link circled in red. A paragraph explains that if a user cannot see an application they believe they should have access to, they should contact the Secure Access Service Desk. A note at the bottom states that Local Authority users should continue to use their EAS login for Key to Success. At the very bottom, there are links for 'Secure access', 'Help', and 'Terms of use'.

To proceed into COLLECT please click on the 'continue' button as below.

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

Important notice for users of Internet Explorer older than version 6.0.
The Department is performing necessary maintenance work on its IT servers on the 25th July. As a result of this work customers using browsers older than IE 6.0 will no longer be able to access Departmental systems and should upgrade their browser to a more recent version. We apologise for any inconvenience this may cause.

COLLECT Exports
We are aware of a technical issue affecting some users attempting to export files from COLLECT when using Internet Explorer 11 software. This is being urgently investigated by our service partners. Customers experiencing problems can revert to an earlier version of Internet Explorer or use alternative web browser software. We apologise for any inconvenience caused.

PROCEED INTO COLLECT
[Continue...](#)
[Show Code of Conduct Text...](#)

Data Collection	User Role	Organisation	Status	Due Date	Days Due
SchoolCensus 2016_Summer	Administrator	Department for Education	Testing/Live	19/05/2016 00:00:00	154
SchoolCensus 2016_Spring	Administrator	Department for Education	Familiarisation/Live	21/01/2016 00:00:00	35
SchoolCensus 2016_Spring	Agent	Department for Education	Familiarisation	21/01/2016 00:00:00	35
SchoolCensus 2016_Spring	Collector	Department for Education	Familiarisation	21/01/2016 00:00:00	35
SchoolCensus 2015_Summer	Agent	Department for Education	Testing	21/05/2015 00:00:00	-210
SchoolCensus 2015_Summer	Collector	Department for Education	Testing	21/05/2015 00:00:00	-210
SchoolCensus 2015_Summer	Administrator	Department for Education	Testing/Live	21/05/2015 00:00:00	-210
SchoolCensus 2015_Spring	Administrator	Department for Education	Testing/Live	15/01/2015 00:00:00	-336
SchoolCensus 2015_Spring	Agent	Department for Education	Testing	15/01/2015 00:00:00	-336
SchoolCensus 2015_Spring	Collector	Department for Education	Testing	15/01/2015 00:00:00	-336

Page 1 of 4

Select Data Collection

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 :

Errors : Queries : OK Errors :

What can I do with My Data Return?

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

What is happening to My Data Return?

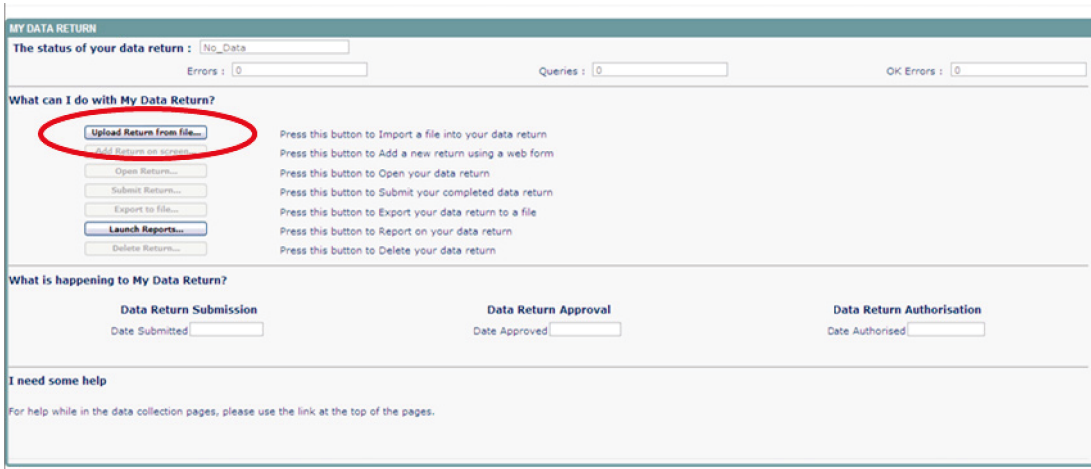
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>

I need some help

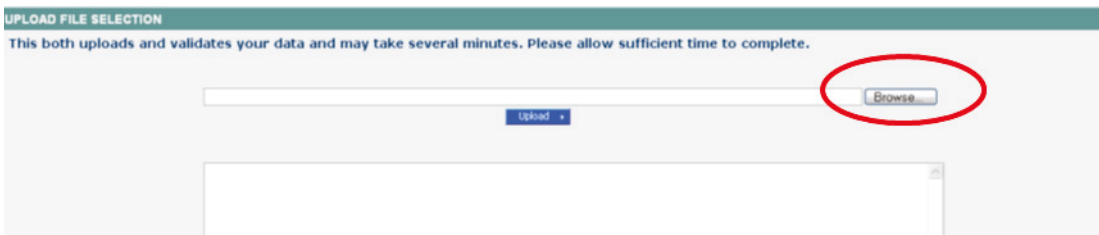
For help while in the data collection pages, please use the link at the top of the pages.

Loading a return

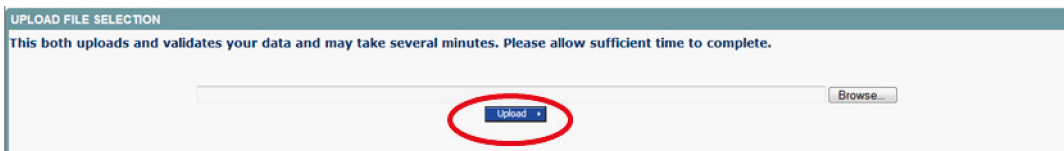
1) Click on upload return from file



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



3) Click on the upload button to load the return.

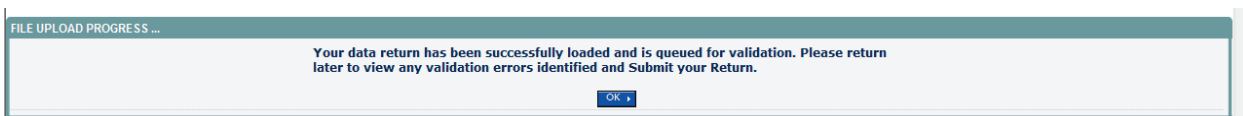


A progress message may be displayed while the upload is taking place.

Uploading School1.xml



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.

The screenshot shows the 'COLLECT Portal' interface. The main heading is 'Source Page SchoolCensus'. Below this is the 'MY DATA RETURN' section. A red oval highlights the following information:

- The status of your data return : Loaded_and_Validated
- Errors : 4
- Queries : 5
- OK Errors : 0

Below the highlighted area, there is a section titled 'What can I do with My Data Return?' with several buttons and their descriptions:

- 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

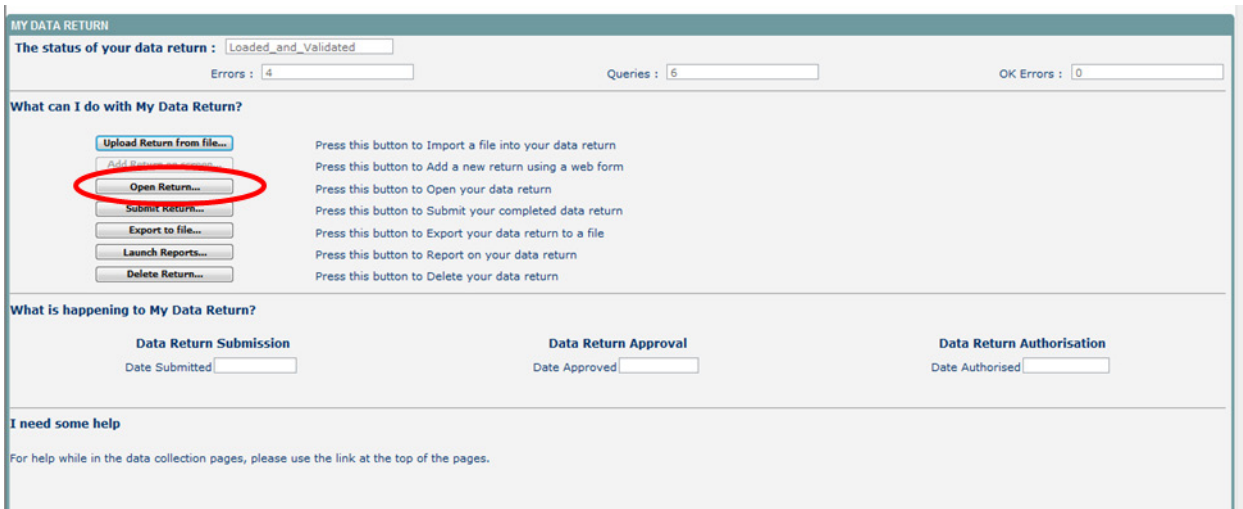
Below this is a section titled 'What is happening to My Data Return?' with three columns:

- Data Return Submission**: Date Submitted: [input field]
- Data Return Approval**: Date Approved: [input field]
- Data Return Authorisation**: Date Authorised: [input field]

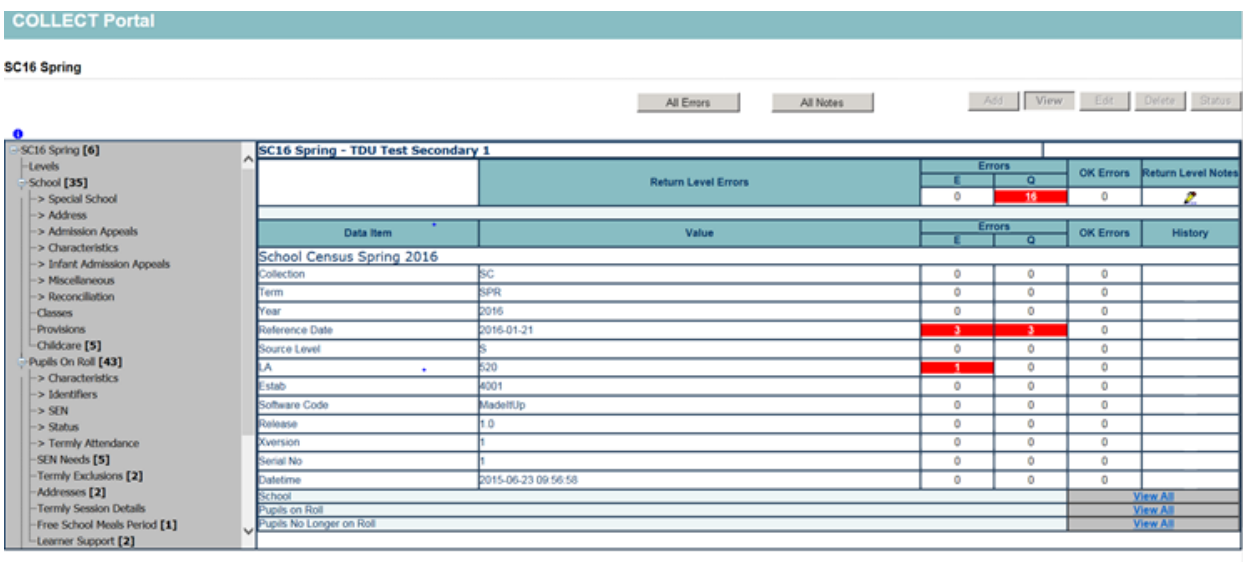
At the bottom, there is a section titled 'I need some help' with the text: 'For help while in the data collection pages, please use the link at the top of the pages.'

Viewing the return details

1) To view your data return click on 'open return'.



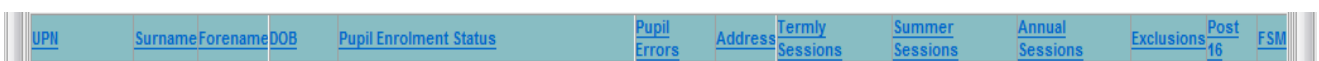
Your return will then be displayed



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



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.



Editing data within the return

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

COLLECT Portal

SC16 Spring

All Errors All Notes Add View Edit Delete Status

SC16 Spring [7]

- Levels
- School [37]
 - Special School
 - Address
 - Admission Appeals
 - Characteristics
 - Infant Admission Appeals
 - Miscellaneous
 - Reconciliation
 - Classes [2]
 - Provisions
 - Childcare
- Pupils On Roll [43]
 - Characteristics
 - Identifiers
 - SEN
 - Status
 - Termly Attendance
 - SEN Needs [5]
 - Termly Exclusions [2]
 - Addresses [2]
 - Termly Session Details

SC16 Spring - TDU Test Secondary 1

Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		1	15	0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Spring 2016					
Collection	SC	0	0	0	
Term	SPR	0	0	0	
Year	2016	0	0	0	
Reference Date	2016-01-21	3	4	0	
Source Level	S	0	0	0	
LA	520	1	0	0	
Estab	4001	0	0	0	
Software Code	MadeItUp	0	0	0	
Release	1.0	0	0	0	
Xversion	1	0	0	0	
Serial No	1	0	0	0	
Datetime	2015-06-23 09:56:58	0	0	0	
School					View All
Pupils on Roll					View All
Pupils No Longer on Roll					View All

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.

COLLECT Portal

Source Page SchoolCensus

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

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 use 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.

	Errors		OK Errors	Return Level Notes
	E	Q		
Return Level Errors	0	6	0	

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.

COLLECT Portal													
Blade Error Report - SchoolCensus 2016_Spring													
TDU Test Secondary 1		Error report on 17/12/2015 at 13:42			Count 82	Return Details							
Rule No.	Return Level	Error Message	Priority OK'd	Notes	Field	Value							
1881Q		Please check entry date. Sessions possible indicate the pupil attended school during the term prior to this date. If the pupil left & was subsequently readmitted, the query will be accepted by DFE on condition a suitable explanatory note pad entry is provided	Queries	Details		EntryDate	Jan 1 2016 12:00AM						
		Invalid Code Value	Errors	Details		Governance	CA - Academies						
1510		UPN invalid (wrong check letter at character 1)	Errors	Details		Intake	COMP - Comprehensive						
2020Q		Please check pupil year group and age inconsistent	Queries	Details		Phase	AT - All Through						
2020Q		Please check pupil year group and age inconsistent	Queries	Details		ReferenceDate	Jan 21 2016 12:00AM						
2060		Pupil's type of class is missing or invalid for pupils in primary classes with Phase PS or AT	Errors	Details		TermlySessionsPossible	100						
2060		Pupil's type of class is missing or invalid for pupils in primary classes with Phase PS or AT	Errors	Details									
2060		Pupil's type of class is missing or invalid for pupils in primary classes with Phase PS or AT	Errors	Details									
2060		Pupil's type of class is missing or invalid for pupils in primary classes with Phase PS or AT	Errors	Details									
2070Q		Please check pupil's class type and year group incompatible	Queries	Details									
Page 1 of 9					1	2	3	4	5	6	7	8	9

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 that you reflect this change in the school's MIS.

Updating class information

The census collects information regarding all classes running at the selected time on census day. The infant class guidance states that the ‘School Standards and Framework Act’ limit the size of an infant class during an ordinary teaching session to 30 pupils per teacher. The calculation is based on the pupil:teacher ratio not pupil:adult ratio, therefore regardless as to how many teaching assistants there are, the class will be treated as unlawful if there are over 30 pupils with 1 teacher.

There are certain exceptions to the limit as specified in the school census guidance. These exceptions need to be manually entered into COLLECT, once double checked it is correct. Please follow the steps below to do this:

- 1) Once logged into COLLECT, select ‘open return’

The screenshot shows the 'Performance summary' section with a table of metrics. Below it is the 'Sources' table and a row of action buttons. The 'Open Return...' button is highlighted with a red circle.

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
1	0	1	0	0	E	Q	OK
					9	16	0

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
5202000	TDU Test Primary 1	Submitted	14/01/2013				9	16	0

Page 1 of 1

Buttons: Open Return..., Approve..., Approve All..., Unapprove..., Reject..., Delete..., Export Selected..., Export Multiple..., Export All..., Upload Open the return for viewing/editing, Upload Multiple Returns (zip file)..., Validate Selected Returns..., Validate All Non-validated Returns..., Launch Reports..., Queue Management..., Change Queue..., Move to this queue -->

- 2) Click on the school ‘view all’ link

The screenshot shows the 'COLLECT Portal' interface. The main content area displays 'SC16 Spring - TDU Test Secondary 1' with a table of 'Return Level Errors' and a detailed 'School Census Spring 2016' data table. The 'Return Level Errors' table has a red background for the error counts.

Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		1	16	0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Spring 2016					
Collection	SC	0	0	0	
Term	SPR	0	0	0	
Year	2016	0	0	0	
Reference Date	2016-01-21	3	4	0	
Source Level	S	0	0	0	
LA	520	1	0	0	
Etab	4001	0	0	0	
Software Code	MadellUp	0	0	0	
Release	1.0	0	0	0	
Xversion	1	0	0	0	
Serial No	1	0	0	0	
Datetime	2015-06-23 09:56:58	0	0	0	
School					View All
Pupils on Roll					View All
Pupils No Longer on Roll					View All

Now click on the classes 'view all'

COLLECT Portal

School - Characteristics

All Errors All Notes Add View Edit Delete Status

Drill Up Error All Notes

School - Characteristics - TDU Test Secondary 1

School Name	School Type	Postcode	Rule Errors
SOME SCHOOL	49 - Academies	NE11 1AA	39

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Characteristics					
School Name	SOME SCHOOL	0	0	0	
School Phase	AT - All Through	31	8	0	
School Type	49 - Academies	0	0	0	
Maximum Year Group	11 - Year 11	0	0	0	
Minimum Year Group	1 - Year 1	0	1	0	
Intake Type	COMP - Comprehensive	31	6	0	
Governance	CA - Academies	31	8	0	
School Email Address	nobody@abc.com	0	0	0	
School Telephone Number	01234567890	0	0	0	
Child Mothers		0	0	0	
Teen Mother Places		0	0	0	
Childcare Places		0	0	0	
Classes					View All

Select the class with the unlawful class size by clicking on it, then click 'edit'

SOME SCHOOL, 2 Flat, 123

All Errors All Notes Add View Edit Delete Status

Drill Up Error All Notes

Classes - TDU Test Secondary 1

Class Reference Name	Class Key Stage	Class Year Group	Number of Pupils from the host school in class	Rule Errors
Test 1	1 - Key Stage 1	1 - Year 1	31	2
Test 2	1 - Key Stage 1	1 - Year 1	29	2

Data Item	Value	Errors		OK Errors	History
		E	Q		
Classes					
Class Reference Name	Test 1	0	0	0	
Number of Teachers in Class		2	0	0	
Number of Adult Non Teachers in Class	0	1	0	0	
Class Year Group	1 - Year 1	0	0	0	
Class Type	0 - Not a nursery class	0	0	0	
Class Key Stage	1 - Key Stage 1	0	0	0	
Class Activity	MA - Mathematics or Numeracy	0	0	0	
Number of Pupils from the host school in class	31	0	0	0	
Number of Pupils from other schools in the class	0	0	0	0	
The number of teachers on PPA time	1	0	0	0	
The number of pupils who are on exception A		0	0	0	
The number of pupils who are on exception B		0	0	0	
The number of pupils who are on exception C		0	0	0	
The number of pupils who are on exception D	1	0	0	0	
The number of pupils who are on exception E		0	0	0	
The number of pupils who are on exception F		0	0	0	
The number of pupils who are on exception G		0	0	0	
The number of pupils who are on exception H		0	0	0	

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Enter either, an increase in teachers or the amount of teachers on planning and preparation time (PPA) also known as learning manager time (LMT) or the amount of pupils admitted under each exception. Then click 'view' to save.

COLLECT Portal

Classes

All Errors All Notes Add View Edit Delete Status

> SOME SCHOOL, 2 Flat, 123

SC16 Spring [7]

- Levels
- School [37]
 - Special School
 - Address
 - Admission Appeals
 - Characteristics
 - Infant Admission Appeals
 - Miscellaneous
 - Reconciliation
 - Classes [2]
 - Provisions
 - Childcare
 - Pupils On Roll [43]
 - Characteristics
 - Identifiers
 - SEN
 - Status
 - Termly Attendance
 - SEN Needs [5]
 - Termly Exclusions [2]
 - Addresses [2]
 - Termly Session Details

Classes - TDU Test Secondary 1

Class Reference Name	Class Key Stage	Class Year Group	Number of Pupils from the host school in class	Rule Errors
Test 1	1 - Key Stage 1	1 - Year 1	31	0
Test 2	1 - Key Stage 1	1 - Year 1	29	2

Data Item	Value	Errors		OK Errors	History
		E	Q		
Class Reference Name	Test 1	0	0	0	
Number of Teachers in Class	1	0	0	0	
Number of Adult Non Teachers in Class	1	0	0	0	
Class Year Group	1 - Year 1	0	0	0	
Class Type	O - Not a nursery class	0	0	0	
Class Key Stage	1 - Key Stage 1	0	0	0	
Class Activity	MA - Mathematics or Numeracy	0	0	0	
Number of Pupils from the host school in class	31	0	0	0	
Number of Pupils from other schools in the class	0	0	0	0	
The number of teachers on PPA time	1	0	0	0	
The number of pupils who are on exception A		0	0	0	
The number of pupils who are on exception B		0	0	0	
The number of pupils who are on exception C		0	0	0	
The number of pupils who are on exception D	1	0	0	0	
The number of pupils who are on exception E		0	0	0	

The query will now have cleared from the return for that class.

SC13 Spring [2]

- Levels
- School [8]
 - Special School
 - Address
 - Admission Appeals
 - Characteristics

Classes - TDU Test Primary 1

Drill Up Error All Notes

Class Reference Name	Class Key Stage	Class Year Group	Number of Pupils from the host school in class	Rule Errors
A	1 - Key Stage 1	2 - Year 2	1	0
B	1 - Key Stage 1	1 - Year 1	31	0

If it is the case that the class is greater than 30 with only one teacher (or it is taken only by a teaching assistant) and there are no teachers on PPA or there are no exceptions it is important that a return level notepad entry is provided. Please note these classes will still be treated as 'unlawful' in the 'Schools, Pupils and their Characteristics Statistical First Release' publication.

Providing clarification/ supplementary information

In some instances you will be requested to provide explanatory information. This will be made available on our web page [School Census 2016](#).

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

You can add notes in the return level notepad.

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

COLLECT Portal

SC16 Spring

All Errors All Notes Add View Edit Delete Status

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
1	16			0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Spring 2016					
Collection	SC	0	0	0	
Term	SPR	0	0	0	
Year	2016	0	0	0	
Reference Date	2016-01-21	3	4	0	
Source Level	S	0	0	0	
LA	520	1	0	0	
Estab	4001	0	0	0	
Software Code	MadellUp	0	0	0	
Release	1.0	0	0	0	
Xversion	1	0	0	0	
Serial No	1	0	0	0	
Datetime	2015-06-23 09:56:58	0	0	0	
School					View All
Pupils on Roll					View All
Pupils No Longer on Roll					View All

- 2) Click add new note

Note Detail

Preserved notes deleted by resubmissions

User	Role	Organisation	Native ID	Date and Time
------	------	--------------	-----------	---------------

Preserved Note Detail

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



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

You can enter one note to cover numerous queries.

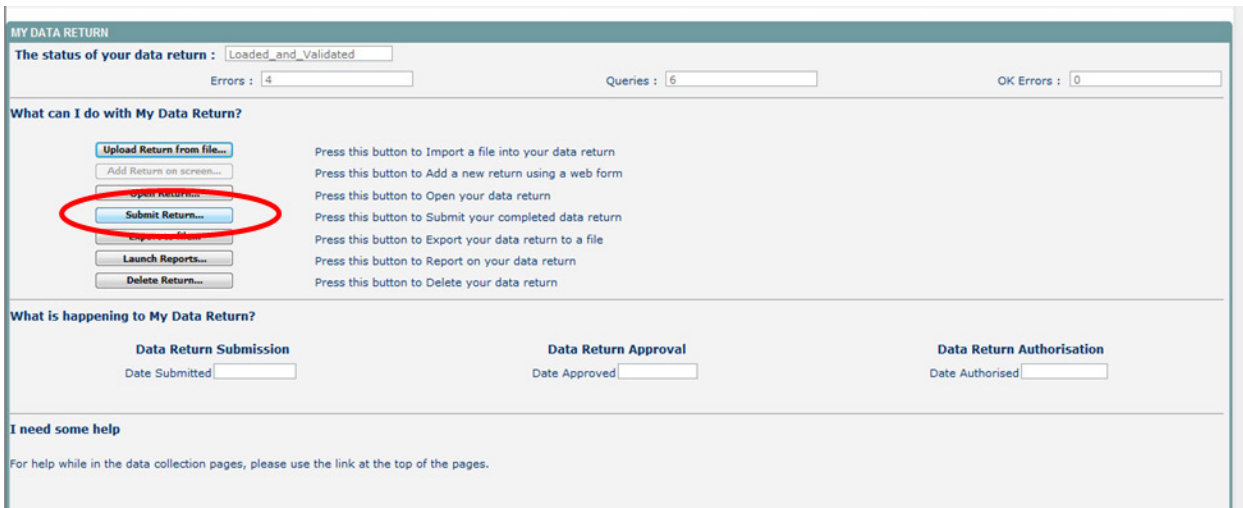
Eg – 3 x 2020Q – confirmed correct, 1 x 1780Q – confirmed correct, 2 x 2502Q – pupils are dually registered and did not attend this establishment in autumn term.

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:

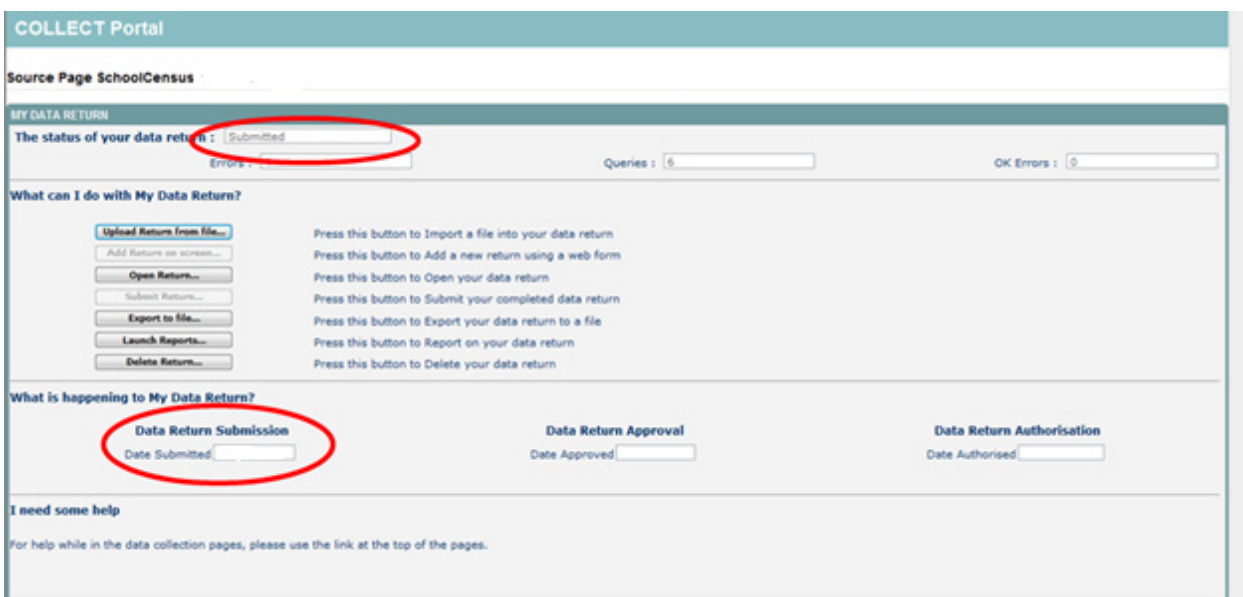
- 1) Go to the 'source main screen' and click on 'submit return'.



The screen will be updated

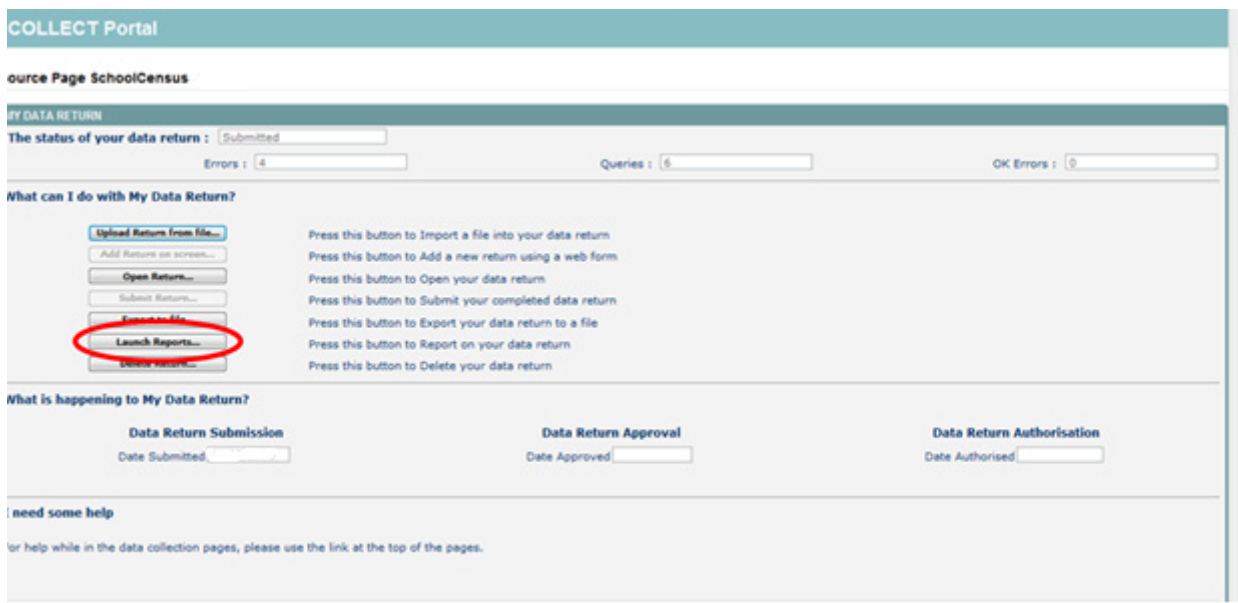
The status of the return will be set to 'submitted' and the 'date submitted' will be completed

The submit button will now be disabled for this return



Reports

A number of reports are available on COLLECT, return to the source page and click on the launch reports button.



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 all of these reports as they may highlight anomalies within the data which can impact on all funding calculations.

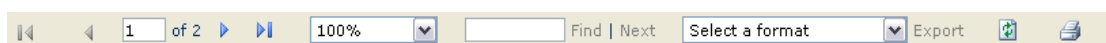
Duplicate reports will indicate pupils who are registered at more than one school and therefore would indicate if the pupil should remain on roll or whether the registration status has been recorded incorrectly.

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.

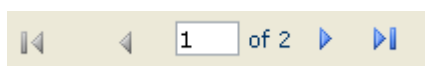
There will be [individual user guides](#) for each report available on the education website.

1) 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.



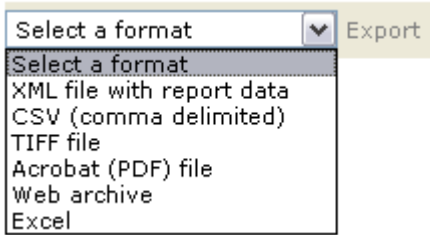
These are explained as follows:

 Allows you to navigate between pages of the report.

 Zoom control for viewing the report at various zoom levels.



Allows you to enter text to find on the report.



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.



Refreshes the report output.



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

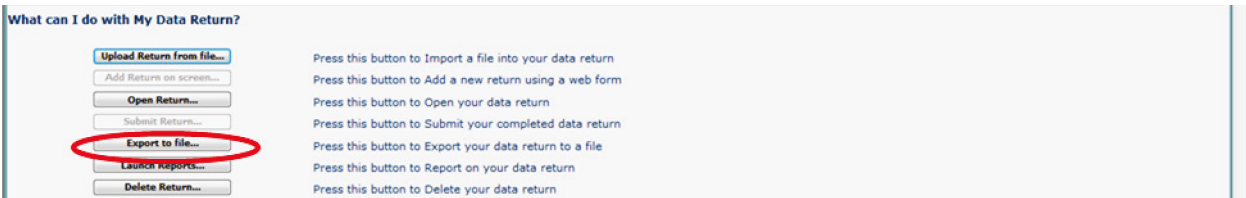
Exporting a return

A return can be exported in XML or CSV format

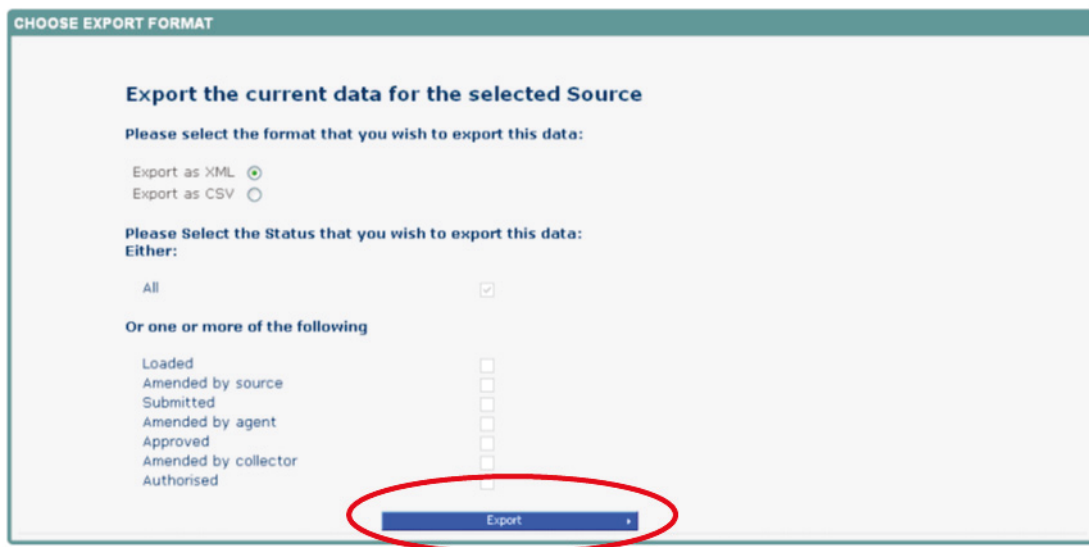
Exporting a return (current state)

On the source page

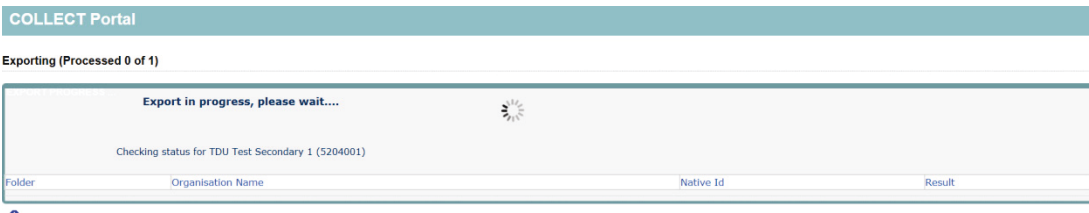
1) Click on export to file



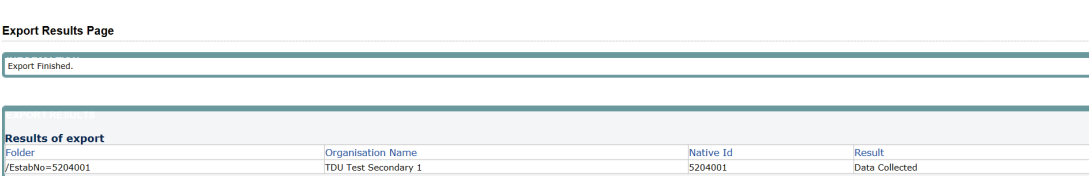
2) Choose to export in either XML or CSV format, then click on the export button.



3) A progress message will be displayed



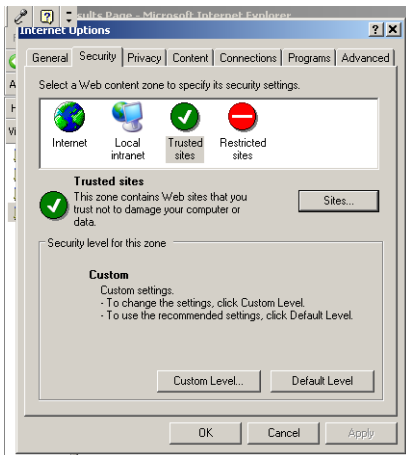
When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. We suggest saving prior to opening.



Important note: If the export process fails, with a message stating that Internet Explorer has blocked the 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.



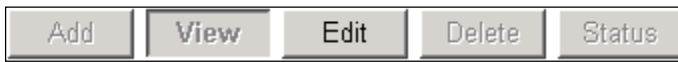
Navigation controls

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.



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 [Service Request form](#)



Department
for Education

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