School workforce census 2016

Instructions for maintained schools on how to use COLLECT to submit their data

September 2016

Contents

Introduction

The COLLECT (Collections Online for Learning, Education, Children and Teachers) Portal is used by schools, academies, 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 users through the various aspects of COLLECT as related to the school workforce census 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.

Secure access (SA) and the COLLECT portal

To access secure access existing users will need their username and password.

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.

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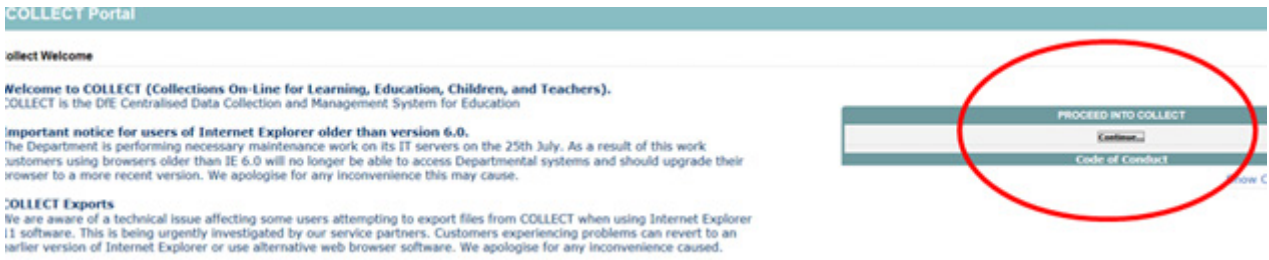
If you are bounced back to your homepage at this point check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

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, selected trusted sites, select sites, then select add and type the following into the text box:
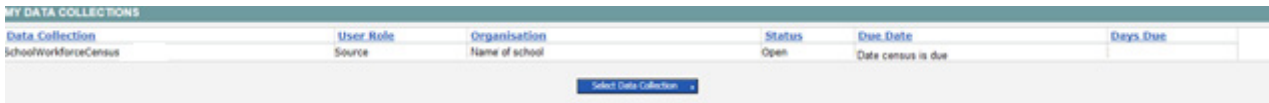
https://collectdata.education.gov.uk

Then select ok and ok. Please check that the secure access site is also in the trusted sites

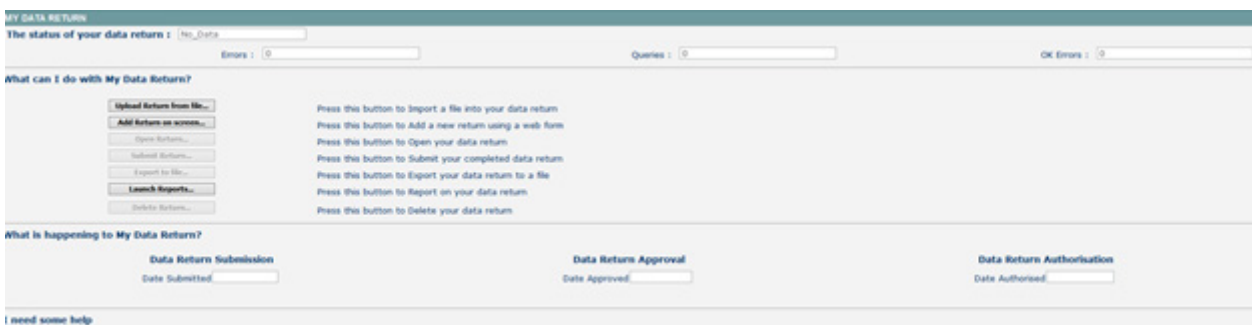The addresses should appear in the large box
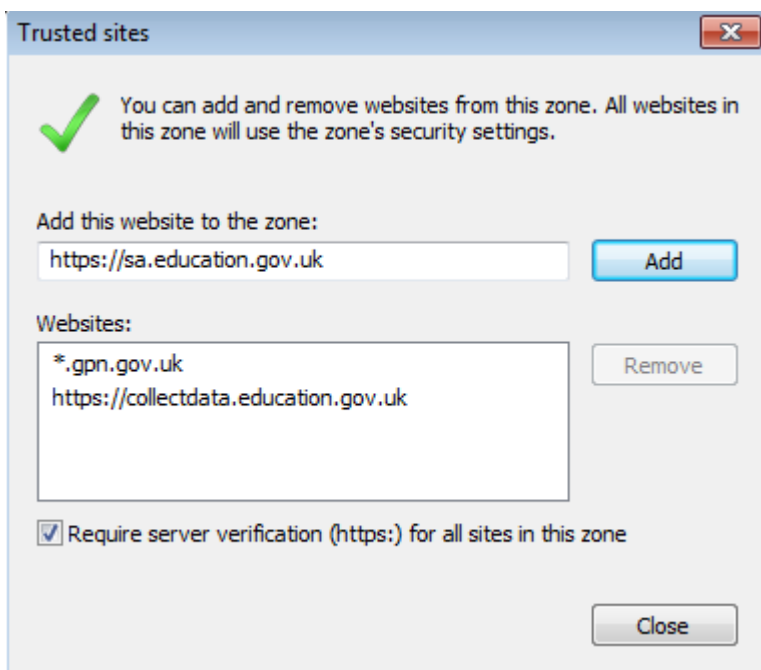
Source page screen

The source main screen will be displayed

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.

The source data return screen will be displayed

The screen is divided into three main sections:

- return status;
- return management;
- return progress.

Return status

This shows the current status of the return and a breakdown of the errors within it. All information is read only. In the example above no return data has been uploaded so status reads no_data

Return management

Provides a set of functions that can be used to manage the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return.

Return progress

This shows the dates on which the return completed the three process milestones. This section is completed automatically as the return progresses through the workflow process.

Uploading a return

Click on the **u**pload return from file button

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.

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

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. 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.

Once the return has been validated, the return status section on main page will display loaded_and_validated and the total number of errors and queries found in the return will be displayed.

Viewing the data return

Opening the return

Open the return by clicking on the open return button.
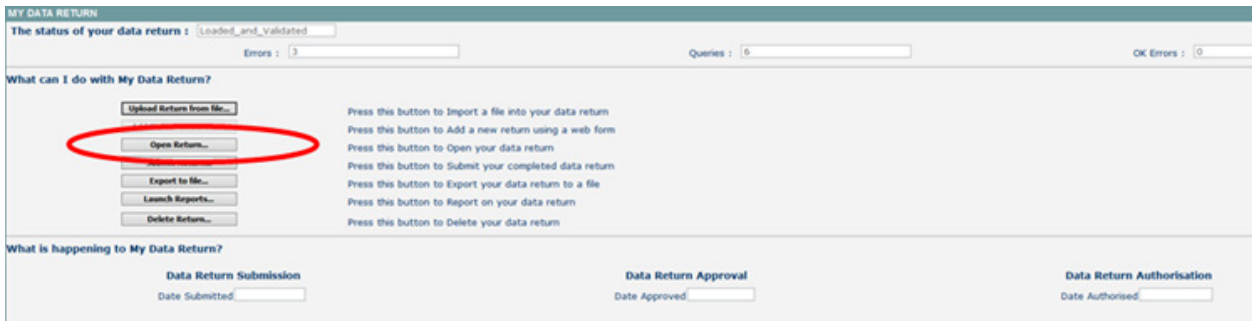
The header information for the return will be displayed.

Screen functionality

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

Screen navigation

To return to the previous page, press the drill up button

Mode buttons

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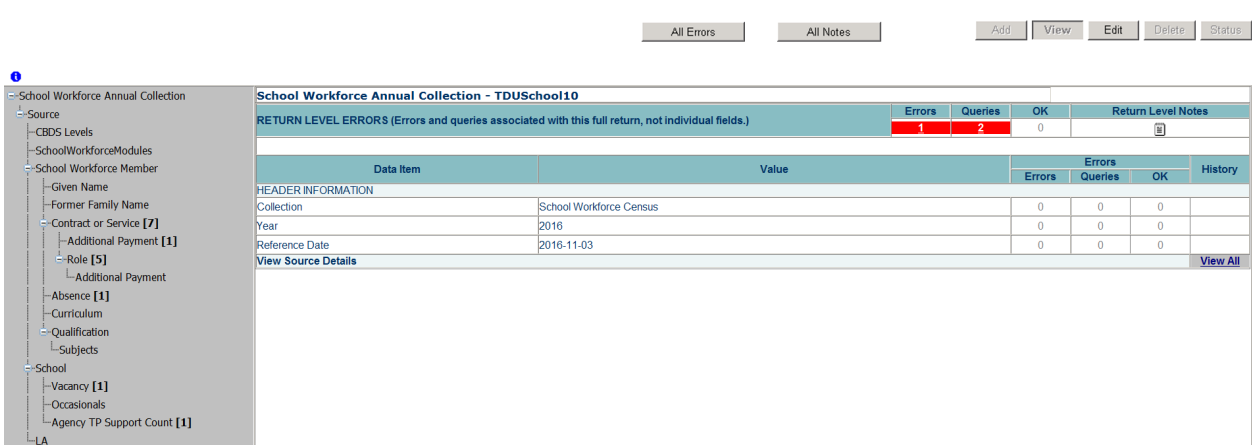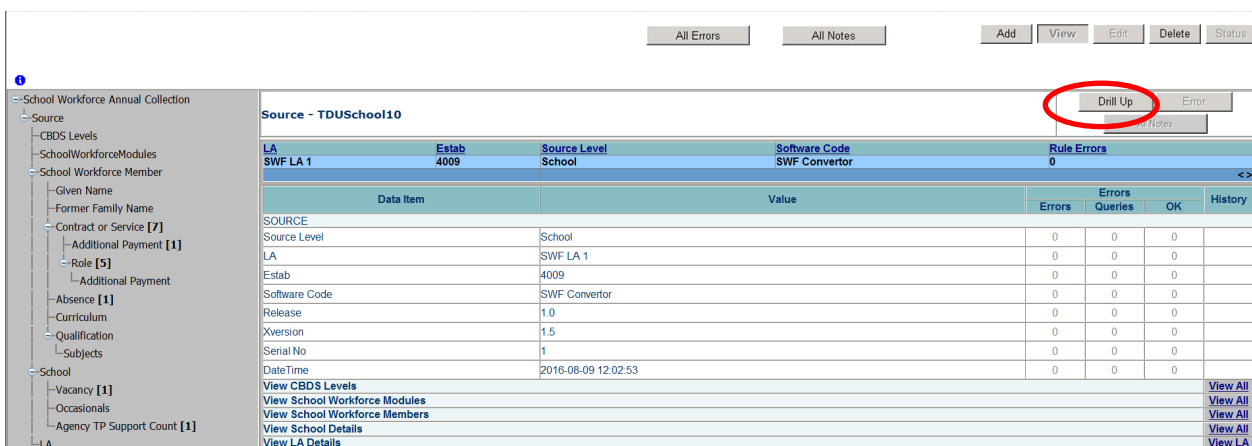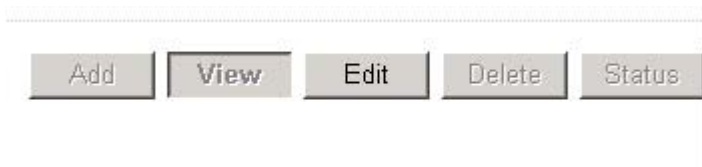

Dark Grey text on sunken button with light border = active mode
Black Text on button and highlighted border = available mode
Light Grey text on button with light border = unavailable mode

Filter left hand menu

Please avoid using the left hand filter menu (grey panel on the left hand side of the page) to navigate through the return as it does not always display sections of the return in the correct format and functions such as add or edit are not always available

Viewing the return details

Access the source details by clicking on the view all button in the view source details row on the original screen displaying the header details for the return.
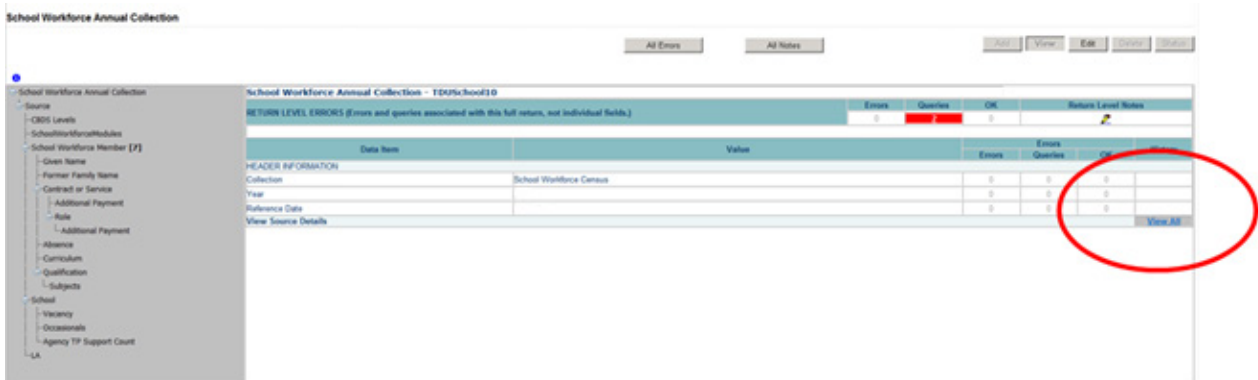
Now access the workforce member details by clicking on the view all button in the view school workforce member's row

This displays the 'records list' section, with all members of staff visible
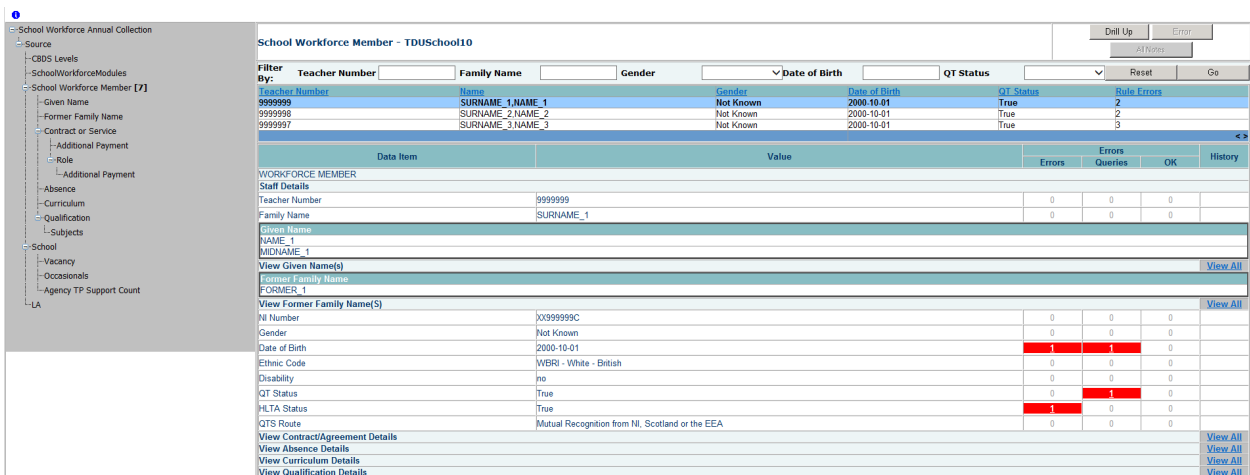
Record list

Clicking on one of the blue column headers for example date of birth will order all the records in date of birth. The record list can be sorted ascending or descending by clicking once or twice on the header of any of the columns.

The lower part of the screen will show the record details of the record highlighted in the top half of the screen

You can sort the record set by given name by clicking on the name column in the record list section

You can also filter the record set by typing the surname in the family name box in the filter section and then click on the go button. The record details for that staff member should be displayed on screen.

Editing within the data return

Where possible data should be amended within the schools management Information system and a new return re-uploaded.
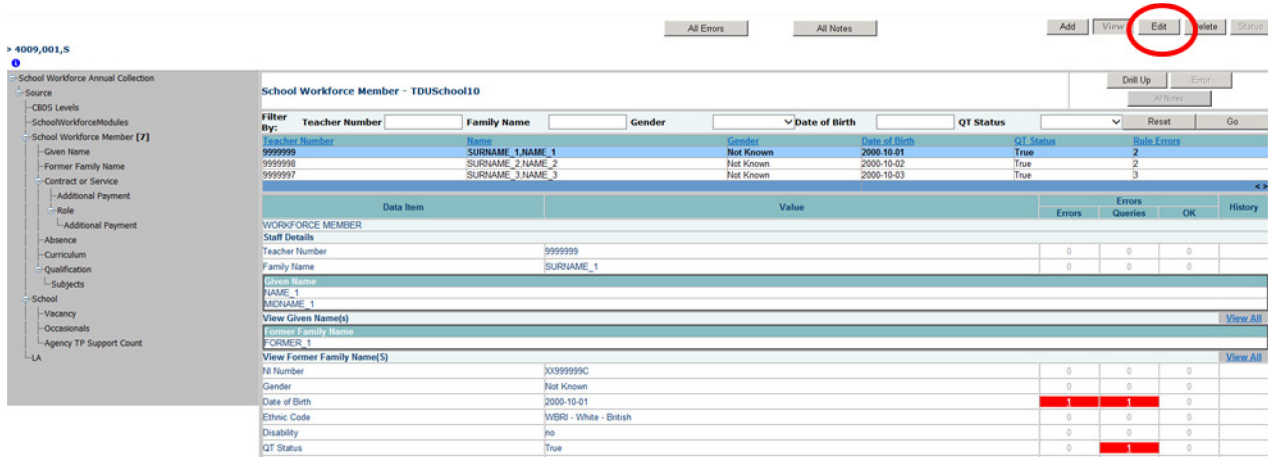
The default view when a screen is displayed is view mode. To edit the details click on the edit button. The details for the workforce member will now be available to edit

click on the QTS route cell in the value column: a drop down list of selectable values will be displayed.
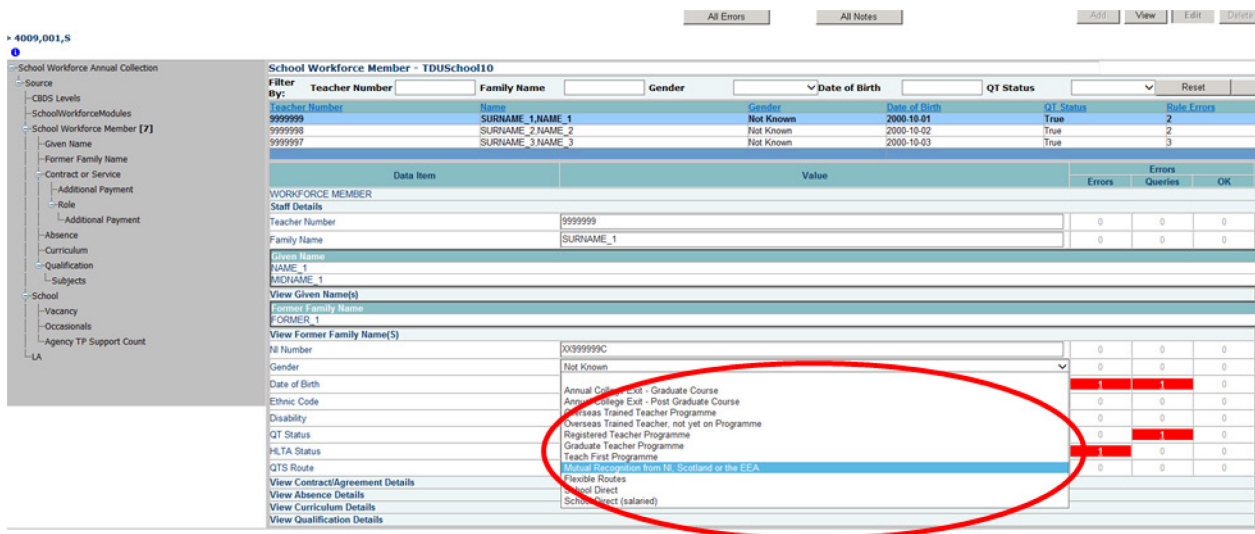
Selecting annual college exit – graduate course from the list. The selected value will be displayed and the details will be saved. If data is entered rather than selected from a list, navigating to another field or hitting the return/enter key will save the data

Editing existing information will create a history record for the item that has been changed/added

Changed items are identified by an icon displayed in the 'history' column

Click on the history icon for the QTS route item that we have just amended. Details of all changes made to the item are displayed (1 row per change), including the name of the user who made the change

Errors

When a return has been uploaded a number of validation checks are run against the data in that return and all errors and queries are highlighted in red against the relevant data item. There are different levels of errors, return level and data item level

Total return errors

MY DATA RETURN			
The status of your data return :	Amended_by_source		
Errors : 2		Queries : 2	OK Errors : 0

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

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, for instance the school return must contain details on occasional teachers and a return-level error is generated if this information is missing.

Return level errors are displayed and are accessible from the header information screen

Data Item level errors and queries

Data item 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. For example the rule that checks whether a person appears to be aged over 100 years compares the date of birth with the date of the census, so both items would be flagged if that validation failed, even though it is probably only the date of birth that is wrong.

You can view the error message by selecting the area the error is in for example if you wanted to view the absence error you would go to the Workforce Members screen, select

the record, then click view all in the view absence details row. Errors are displayed against the first day and last day data items in the errors section of the screen.

Click on the red box in the row for last day.

An error report will be displayed

The report shows that last day of absence cannot be before the first day of absence. To see all the data items that are possibly affected by this validation click on the details button next to the error message.

The information will be displayed as hyperlinks on the right

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. Change the mode of the form to edit and then click on the data item that needs to be changed

Viewing errors and queries

To view all errors and queries on the return click on the all errors button

This will show you a list of all queries and errors. You can see the error number, message and also click on details to see what data is not passing validation

You can click on the underlined data values to the right of the screen to be taken to that field in the return

Return level notes

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

From November 2015 it has only been possible to complete return level notes. Return level notes are not overwritten if a resubmission is made.

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

Click add new note and type your note and the error number in the box provided– Do this for all queries/errors you need to provide extra information for

Click create.
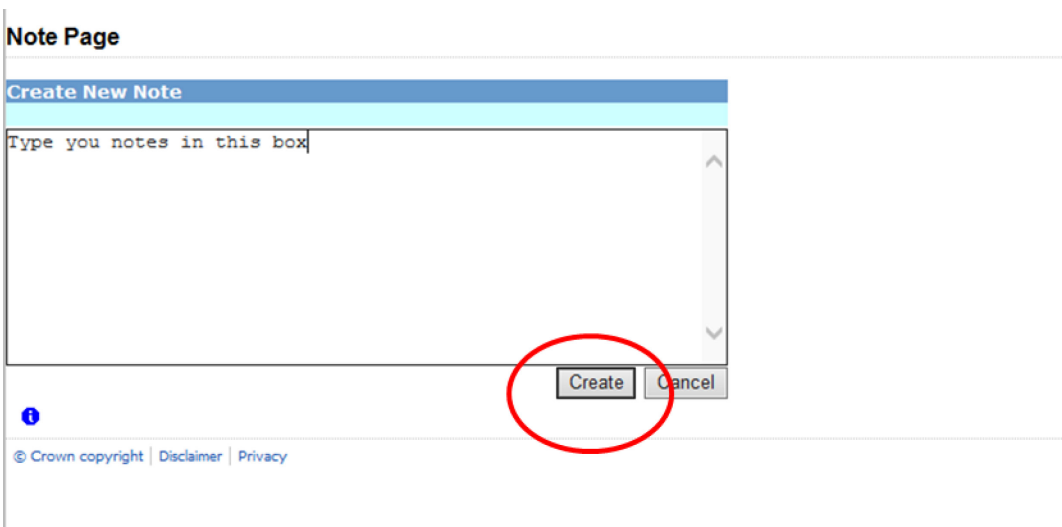
The note will be saved and a record row will be created showing who created the note and when.
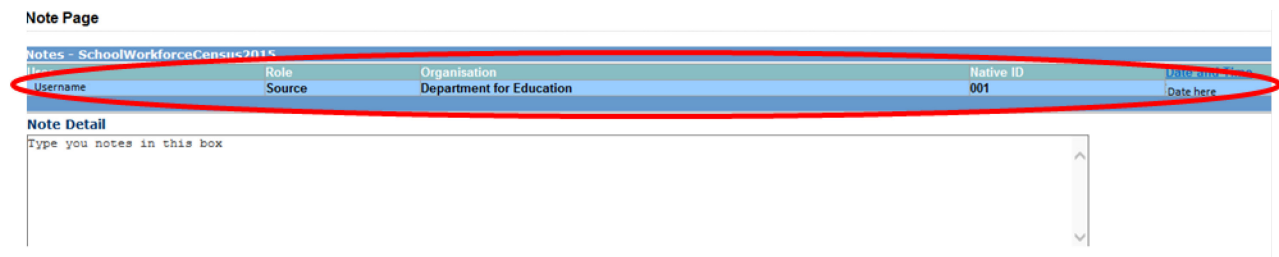
Return to the previous screen by clicking on back.

The pen icon will have changed to a notepad icon, which shows that the item has one or more notes attached to it. You are able to record notes in both edit and view modes.
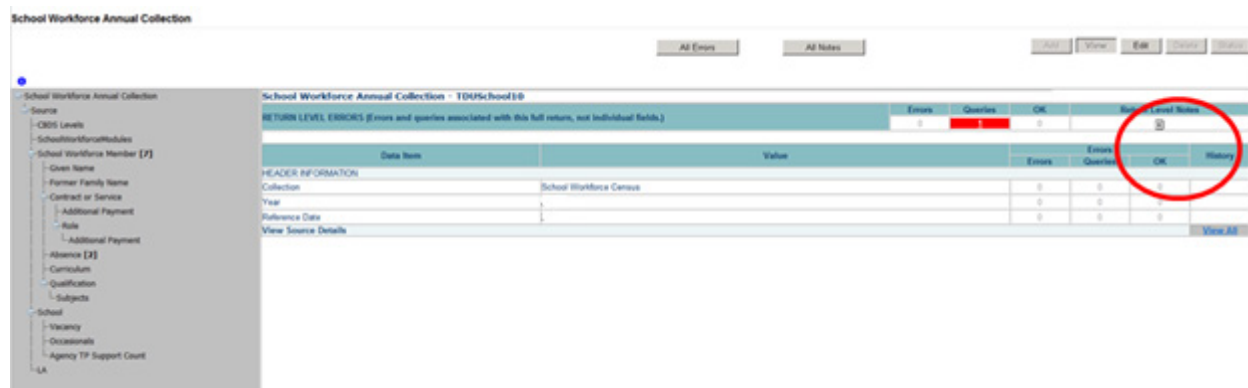
Within the return level notes page is the preserved notes. If you need to upload the return at any time the notes already added will appear in this box.
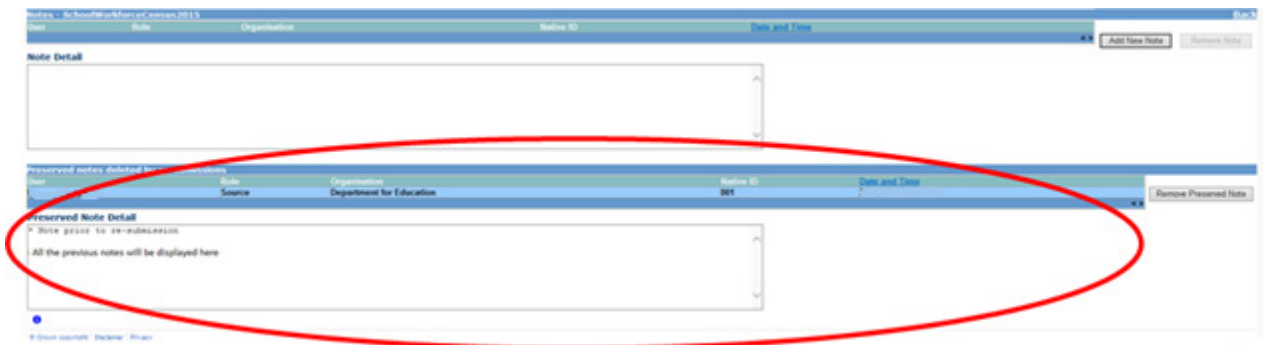
Submitting your return

Once the school is happy with their return they will need to submit it. Until the return has been submitted the local authority will not be able to approve the return; prior to submission they will only be able to view it so it is important that the school, having corrected the errors remembers to go in and submit the return in order the local authority can approve and the department can authorise the return.

To submit the return, navigate to the school main screen by clicking on back to myCOLLECT page and click on the submit return button in the 'return management' section. The status of the return will change to submitted.

You will be asked to confirm this function,

Once you have submitted the button will be greyed out and the box the status of your data return will show as submitted and the date will appear in the data submitted box in the what is happening to my data return section of the screen.

The local authority will then approve and the Department will analyse the data and authorise the return. Once these have been completed the subsequent dates will appear.

Launching reports

A number of reports are available on COLLECT, return to the source page by selecting back to my collect page at the top of the page and click on the launch reports button.
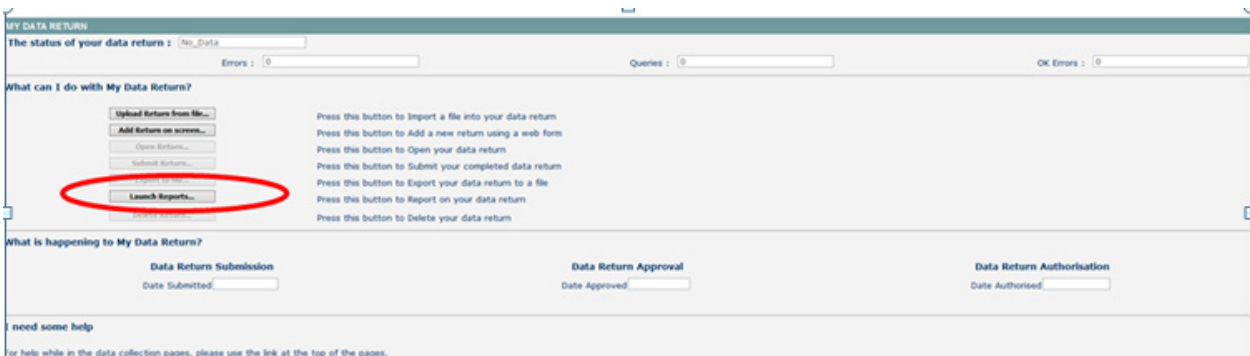
A drop down menu will be displayed and a report can be selected from that drop down list. The following reports are available to schools.
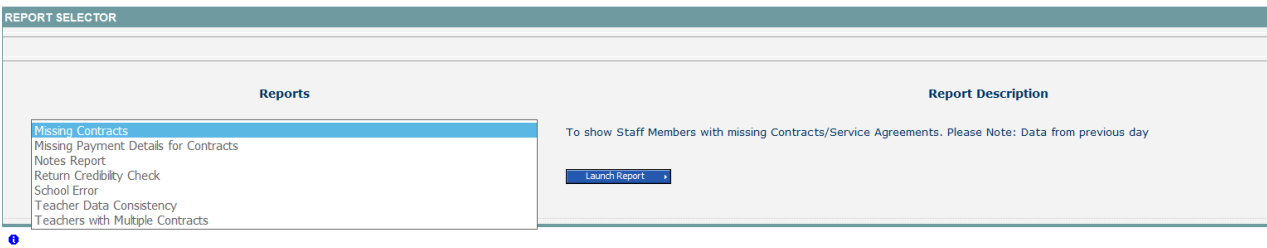
Exporting reports

Once you have clicked on the report you would like to run you will need to click on the launch report button. This may take a while to run depending upon the amount of data.
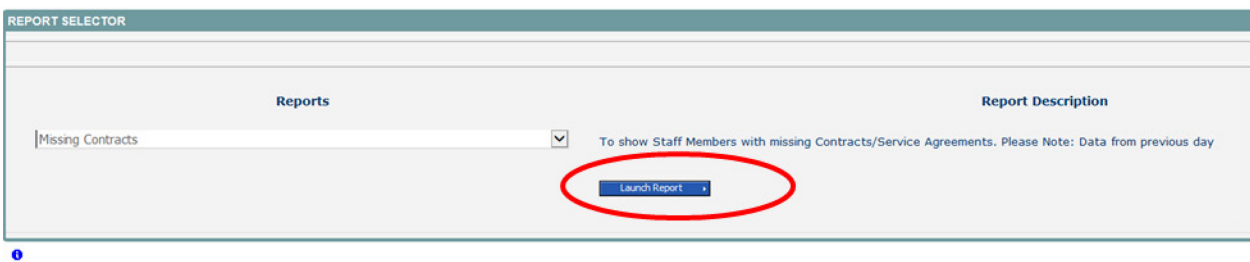
From here, you will need to then select launch reports again

Report Parameter Selection

[Launch Report]
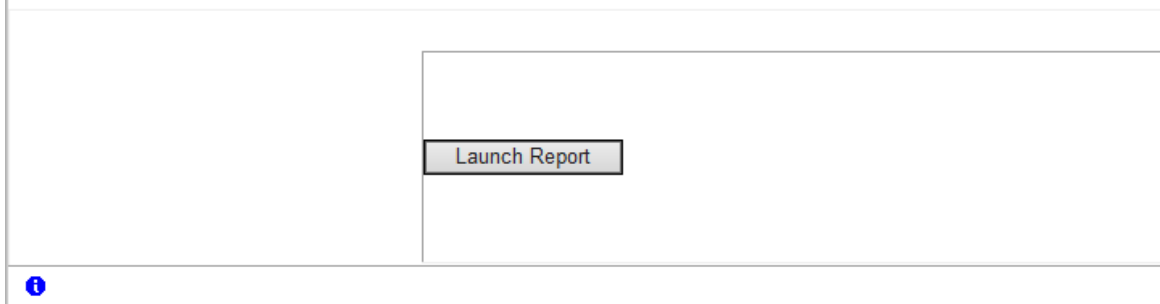
Missing Contracts Report

| ◀◀ ◀ 1 of 1 ▶ ▶| ◇ | 100% ▾ | | | Find | Next | 💾 ▾ | ⟳ 🖨 |

XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word

Missing Contracts/Service A...

Local Authority: ...ort Date: 09/08/2016

School	Estab No	Source	...	Date of Birth	NI Number

You can export the data in various formats.

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.

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.

Exporting a data return

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, click on the export to file button on the front screen.
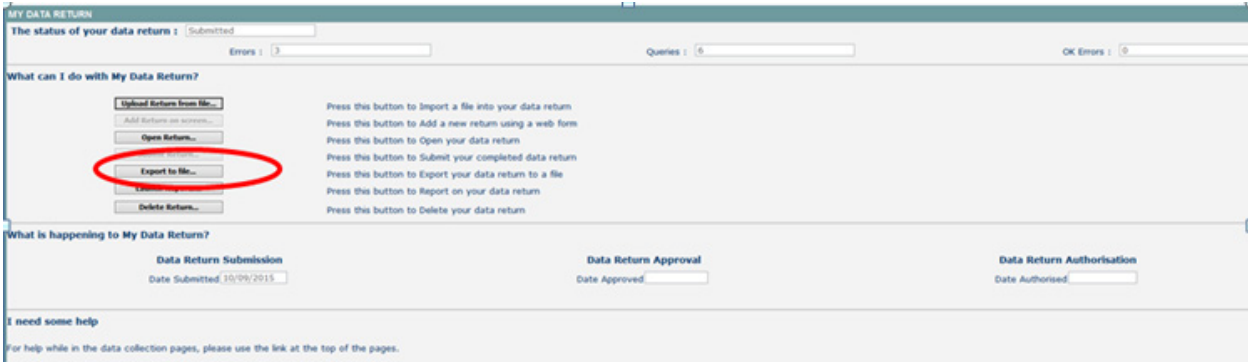
The following screen will be displayed. Select the format for the export, CSV or XML then select the export button.
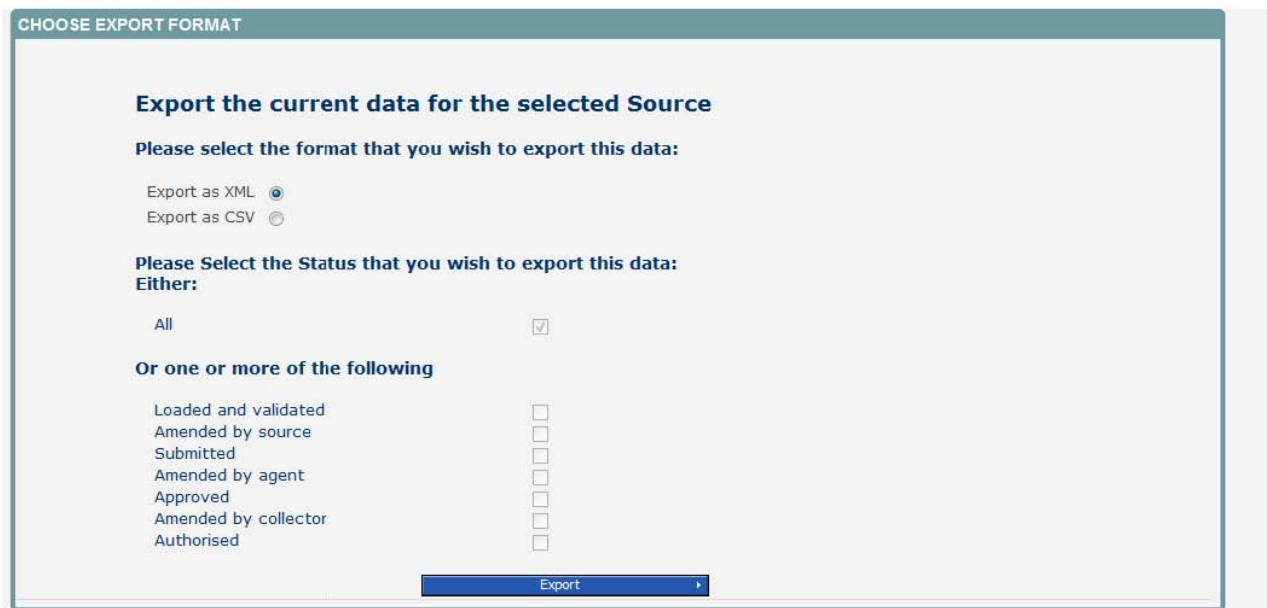
Once this has run you will get an option to open or save the export.

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.

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.

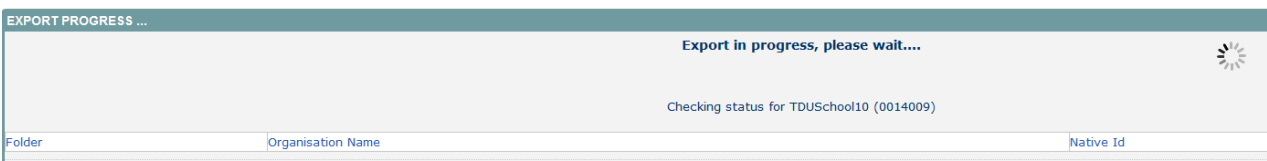If the export process fails, with a message stating that Internet Explorer has blocked download of a file, you might succeed if you try again. On the second attempt, hold down the ctrl key continuously from before you click on export until after you see the resulting files displayed in Windows Explorer.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

When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. Click on the open button

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

Select 'trusted sites'

Select 'sites'

Then select 'add' and type the following into the text box:

https://collectdata.education.gov.uk

Then select ok and ok.

Alternatively you could try changing you security settings by

Going into the tools menu option at the top of the screen, select internet options**,** select security, click on the custom level button, then make sure that automatic prompting for file downloads is set to enabled (it's a third of the way down the list)

Then try producing the export again and this time the open/save/cancel dialogue box should appear

Click on the open button to bring up the file details in Windows Explorer

Double click on the folder estabno= to open it; it contains the exported XML file, which you can double click to display the data
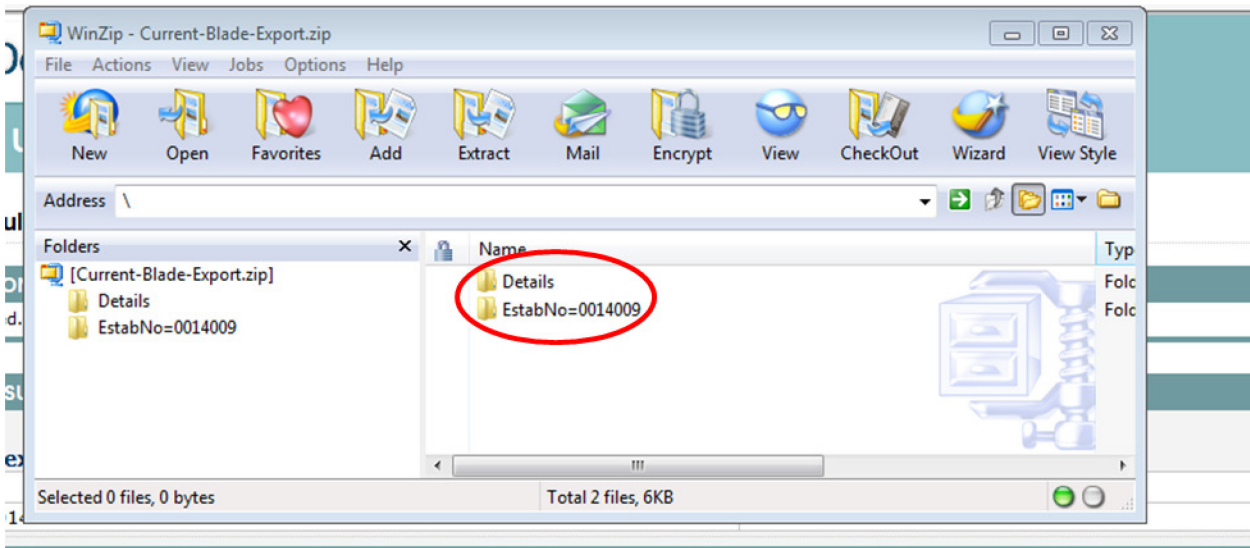
Exports can also be provided in CSV format. Select export as CSV and when the save and open options appear click on the open button
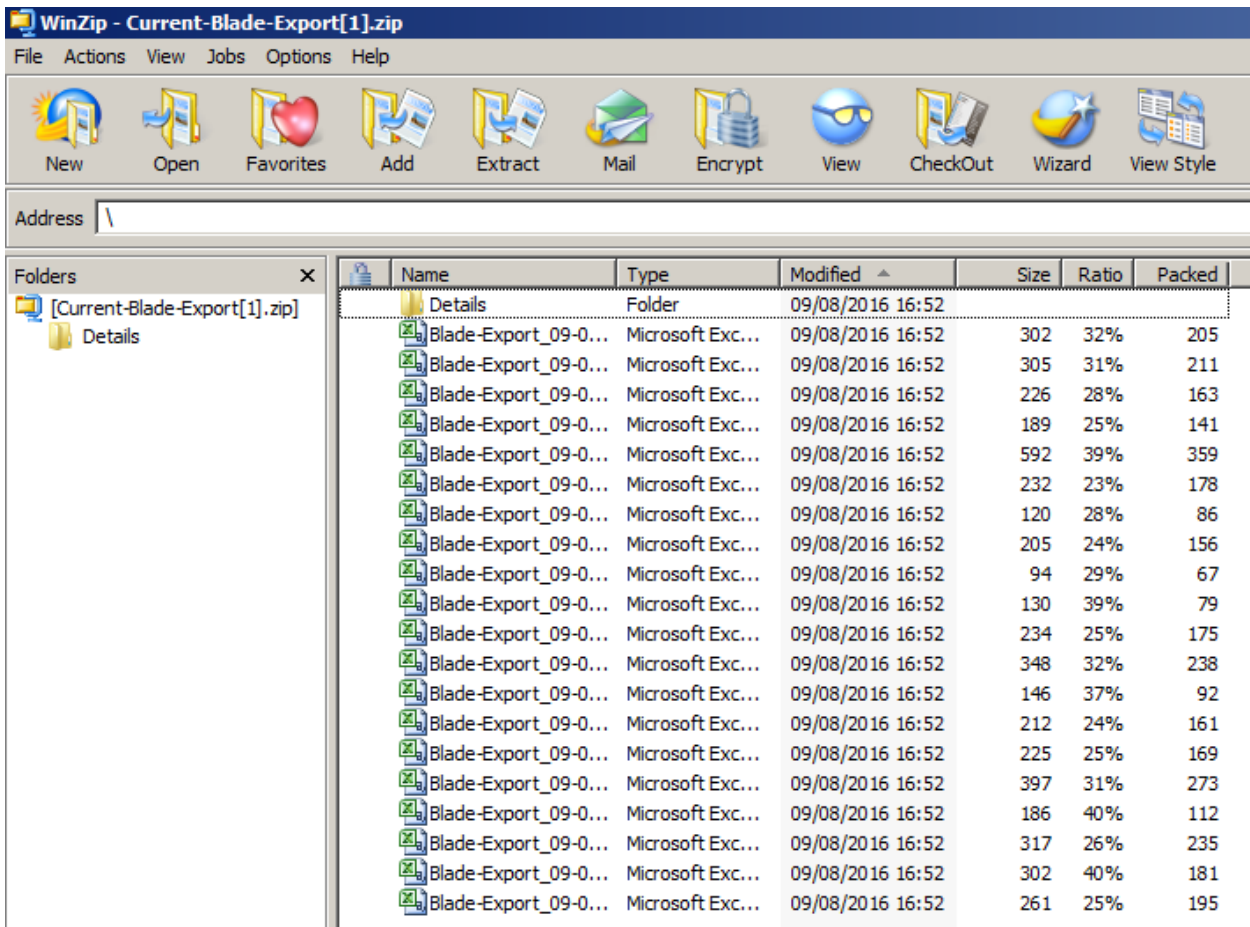
Useful hints

1. 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
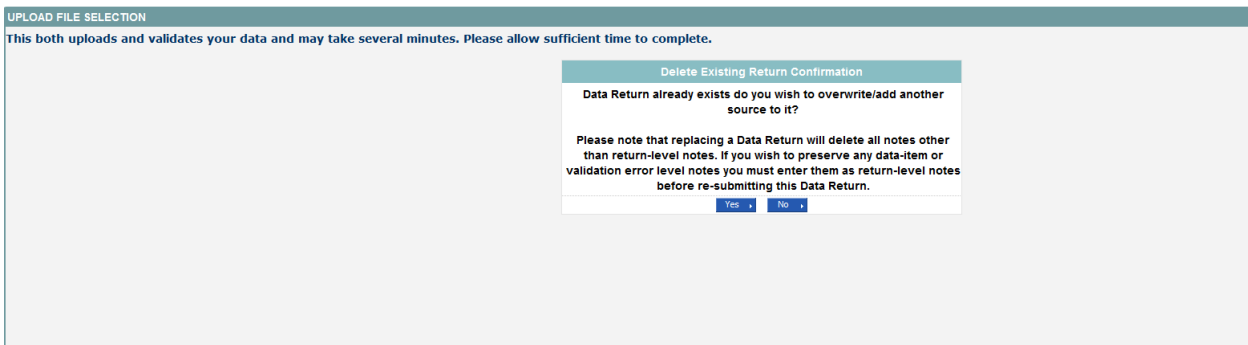

We recommend that you take great care when selecting this option and make sure that all parties who may be working, or have worked on this return agree to the re-submission. When uploading a zip file containing many data then please be aware that you will not be prompted with the above message if any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

2. 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.

3. 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'

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.

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

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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