

School census 2014

Editing data within COLLECT

May 2014

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Editing Data

From the 2013 Autumn School Census onwards, the 'edit' facility in COLLECT will be made available for all COLLECT users. This includes **ALL** schools regardless of type – previously the 'edit' functionality was only available to COLLECT users with a role of agent (i.e. LAs) or collector (i.e. DfE).

Directly editing data in COLLECT can sometimes be more appropriate than re-loading a complete new submission, especially when the required amendments are small (e.g. amending a pupil's enrolment status). **However any changes made within COLLECT should always reflect the data within school systems** – i.e. if a change is made to a data item within COLLECT then the same change should also be made to the data within the school MIS. This is important from an audit/inspection viewpoint and will avoid schools manually having to make the same changes every census.

Local Authority maintained schools should consult with their local authority regarding editing of data within COLLECT to agree local responsibilities and/or processes for amending data directly in COLLECT. Audit reports will be available to both schools and LAs in COLLECT to provide an audit trail of any data amendments.

Please note: Not all School Census fields are editable. Anything that you cannot change on COLLECT will need updating in the MIS and the file re-running.

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

COLLECT Screen Functionality

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

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



Navigation through a return

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

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

Mode Buttons

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

| Add | View | Edit | Delete |
|-----|------|------|--------|
| | | | Status |

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

Black Text on button and highlighted border = Available Mode

Light Grey text on button with light border = Unavailable Mode

Filter Left Hand Menu

Please avoid using the left hand filter menu to navigate through the return as it does not always display sections of the return in the correct format.

| 13 Autumn | | | | | | | | |
|--|---|--------------------------------|----------------------|----------|------------|-----------|-----------|------------|
| | | | All Errors All Notes | | Add Vi | iew Edit | Delete | Stat |
| SC13 Autumn | * | SC13 Autumn - Abbey College, I | lamsev | | | | | |
| -Levels | | | Return Level Errors | E | rrors Q | OK Errors | Return Le | evel Notes |
| -> Characteristics | | | | 0 | 5 | 0 | 2 | 2 |
| -Pupil On Roll [2] | | | | F | rrors | | | |
| > Annual Attendance | | Data Item | Value | E | Q | OK Errors | Notes | Histor |
| -> Characteristics | | School Census Autumn 2013 | | | | | | |
| > Identifiers | | Collection | sc | 0 | 0 | 0 | 2 | |
| > Status | Ε | Term | AUT | 0 | 0 | 0 | 2 | |
| > Summer Half Term Attendance | | Year | 2013 | 0 | 0 | 0 | 2 | |
| > Termly Attendance | | Reference Date | 2013-10-03 | 0 | 0 | 0 | 2 | |
| Termly Exclusions | | Source Level | S | 0 | 0 | 0 | 2 | |
| Termly Session Details | | LA | 873 - CAMBRIDGESHIRE | 0 | 0 | 0 | 2 | |
| Addresses | | Estab | 4603 | 0 | 0 | 0 | 2 | |
| AnnualSessionDetails | | Software Code | xmTemplate | 0 | 0 | 0 | 2 | |
| Learning Aims [2] | | Release | 1.00.SC-AUT | 0 | 0 | 0 | 2 | |
| FSMperiod | | Xversion | 2013 | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | | Serial No | 1 | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | | Datetime | 2013-08-23 11:27:57 | 0 | 0 | 0 | 2 | |
| > Annual Attendance | | School | 1 | | - | View | | |
| -> Characteristics School Pupils on Roll | | | | View All | | | | |

Accessing the return

1) Access COLLECT and the data collection in the usual way and click 'Open Return'.

Open Return...

The return will then be displayed

| OLLECT Portal | | | | | | | | | | |
|---|---|--------------------------------------|----------------------|----------------------|-----------|----|------|-----------|-----------|------------|
| 13 Autumn | | | | | | | | | | |
| | | | | All Errors | All Notes | 1 | Add | liew Edit | Delete | Statu |
| | | | | | | | | | | |
| SC13 Autumn | * | SC13 Autumn - Abbey Colle | ege, Ramsey | 1 | | | | | | |
| Levels | | , | | Return Level Errors | | En | Q | OK Errors | Return Le | evel Notes |
| -School [3] | | | | Retarii Level Litora | | 0 | 5 | 0 | 2 | 2 |
| Pupil On Roll [2] | | Data Item | | Value | | | rors | OK Errors | Notes | Histor |
| > Annual Attendance > Characteristics | | Calcal Canava Automa 2 | 012 | | | E | Q | | | |
| -> Identifiers | | School Census Autumn 2 Collection | sc | | | 0 | 0 | 0 | | - |
| | | | | | | - | - | | 2 | |
| > Status > Summer Half Term Attendance | E | Term | AUT | | | 0 | 0 | 0 | 2 | |
| | | Year | 2013 | | | 0 | 0 | 0 | 2 | |
| > Termly Attendance | | Reference Date | 2013-10-03 | | | 0 | 0 | 0 | 2 | |
| Termly Exclusions | | Source Level | S | | | 0 | 0 | 0 | 2 | |
| Termly Session Details | | LA | 873 - CAMBRIDGESHIRE | | | 0 | 0 | 0 | 2 | |
| Addresses | | Estab | 4603 | | | 0 | 0 | 0 | 2 | |
| AnnualSessionDetails | | Software Code | xmlTemplate | | | 0 | 0 | 0 | 2 | |
| Learning Aims [2] | | Release | 1.00.SC-AUT | | | 0 | 0 | 0 | 2 | |
| FSMperiod | | Xversion | 2013 | | | 0 | 0 | 0 | 2 | |
| | | Serial No | 1 | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | | Datetime | 2013-08-23 11:27:57 | | | 0 | 0 | 0 | 2 | |
| > Characteristics | | School | | | | | | View | | |
| | | Pupils on Roll | | | | | | View | All | |

2) Choose which section of the return you wish to edit using the 'View All' buttons.

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

Editing the return level screen

The first screen you see will be the return level screen.

1) To edit click on the 'Edit' button to the top of the screen:

| | | All Errors All Notes | | Add | View Edit | Delet | e Statu |
|---|------------------------------|--|--|--|---|---|---|
| • | SC13 Autumn - Abbey College, | Ramsey | | | | | |
| | | | | | OK Errors | Return L | evel Notes |
| | | Return Level Errors | | | | | 2 |
| | | | | | | | <i>.</i> |
| | Data Ham | Mahua | | Errors | OV Essent | Natas | Histor |
| | | | E | Q | OKETTOTS | notes | History |
| | | | | | | | |
| | | | 0 | 0 | 0 | | |
| E | Term | AUT | 0 | 0 | 0 | 2 | |
| | Year | 2013 | 0 | 0 | 0 | 2 | |
| | Reference Date | 2013-10-03 | 0 | 0 | 0 | 2 | |
| | Source Level | S | 0 | 0 | 0 | 2 | |
| | LA | 873 - CAMBRIDGESHIRE | 0 | 0 | 0 | 2 | |
| | Estab | 4603 | 0 | 0 | 0 | 2 | |
| | Software Code | xmlTemplate | 0 | 0 | 0 | | |
| | Release | 1.00.SC-AUT | 0 | 0 | 0 | | |
| | Xversion | 2013 | 0 | 0 | 0 | | |
| | Serial No | 1 | 0 | 0 | 0 | | 1 |
| | Datetime | 2013-08-23 11:27:57 | 0 | 0 | 0 | 2 | |
| | School | | | | View | | |
| | School Pupils on Roll | | | | | | |
| | E | Data Item School Census Autumn 2013 Colecton E Term Year Reference Date Source Level | School Census Autumn 2013 Colection SC Ferm AUT Year 2013 Reference Date 2013-10-03 Source Level S LA 873 - CAMBRDGESHIRE Estab 4603 Software Code wmTemplate Referance 100 SC-AUT Xversion 2013 Seful No 1 Datetime 2013-02-23 11:27:57 | Return Level Errors E Data Item Value 0 School Census Autumn 2013 E Collection SC 0 Term AUT 0 Year 2013 0 Reference Date 2013-10-0.3 0 Source Level S 0 Estab 4603 0 Software Code xmffemplate 0 Release 1.00.SC-AUT 0 Xversion 2013 0 Serial No 1 0 Datetime 2013-523 11:27:57 0 | Errors Errors E Q 0 <th< td=""><td>Between Level Errors DK Errors CK Errors Data Item Value Errors OK Errors School Census Autumn 2013 Colection SC O O O Colection SC O O O O O Year 2013 O O O O O Source Level S O O O O O LA 673 - CAMBRDGSHRE O O O O O Eaternee Code wmTemplate MT O O O O Keterane Code setsab 4603 O O O O Keterane Code xmTemplate O O O O O Keterane 100 SC-AUT O O O O O Keterane 2013-06-23 11:27:57 O O O O</td><td>Image: Color of the second s</td></th<> | Between Level Errors DK Errors CK Errors Data Item Value Errors OK Errors School Census Autumn 2013 Colection SC O O O Colection SC O O O O O Year 2013 O O O O O Source Level S O O O O O LA 673 - CAMBRDGSHRE O O O O O Eaternee Code wmTemplate MT O O O O Keterane Code setsab 4603 O O O O Keterane Code xmTemplate O O O O O Keterane 100 SC-AUT O O O O O Keterane 2013-06-23 11:27:57 O O O O | Image: Color of the second s |

Clicking 'Edit' changes the mode, the screen will refresh and you will now see the fields you are able to edit change to contain black text.

| 2) | Overtype anything you | wish to change and click on | 'View' to save the change. |
|----|-----------------------|-----------------------------|---------------------------------------|
| | | - | · · · · · · · · · · · · · · · · · · · |

| | All Exception All Materia | | 44 | Jaw DEdit | Delete | Stat |
|------------------------------|---|---|--|--|--|---|
| | All Errors All Notes | _ | ~~ | | | 0101 |
| | | | | View record | i data | |
| A SC13 Autumn - Abbey Colleg | no Pamcov | | | | | |
| Sell's Automin " Abbey coney | c, Kullscy | En | rors | | | |
| | Return Level Errors | E | Q | OK Errors | Return Le | vel Notes |
| | | 0 | 5 | 0 | 2 | 2 |
| | | E. | 10.50 | | | |
| Data Item | Value | E | Q | OK Errors | Notes | Histor |
| School Census Autumn 20 | 13 | | | | | |
| Collection | sc | 0 | 0 | 0 | 2 | |
| ≡ Term | AUT | 0 | 0 | 0 | 2 | |
| Year | 2013 | 0 | 0 | 0 | 2 | |
| Reference Date | 2013-10-03 | 0 | 0 | 0 | 2 | |
| Source Level | S | 0 | 0 | 0 | 2 | |
| LA | 873 - CAMBRIDGESHIRE | 0 | 0 | 0 | 2 | |
| Estab | 4603 | 0 | 0 | 0 | 2 | |
| Software Code | xmTemplate | 0 | 0 | 0 | 2 | |
| Release | 1.00.SC-AUT | 0 | 0 | 0 | 2 | |
| Xversion | 2013 | 0 | 0 | 0 | 2 | |
| Serial No | 2 | 0 | 0 | 0 | 2 | |
| Datetime | 2013-08-23 11:27:57 | 0 | 0 | 0 | 2 | |
| School | | | | View | | |
| | Data Item School Census Autumn 20 Colection Term Year Reference Date Source Level LA Estab Software Code Release Xversion Serial No Datetime | SC13 Autumn - Abbey College, Ramsey Data Item Return Level Errors Data Item Value School Census Autumn 2013 Colection Colection SC Term AUT Year 2013 Reference Date 2013-10-63 Source Level S LA 603 Software Code xmTempate Release 1.00 SC-AUT Xversion 2013 Serial 10 2 Datetime 2075-06-23 1127-57 | SC13 Autumn - Abbey College, Ramsey Errors Errors Errors 0 Data Item Value Errors 0 0 0 School Census Autumn 2013 0 0 0 0 0 Colection SC 0 0 0 0 0 0 Year 2013 0 <td< td=""><td>SC13 Autumn - Abbey College, Ramsey Errors 0</td><td>SC13 Autumn - Abbey College, Ramsey Errors OK Errors Data Item Value E Q 0</td><td>SC13 Autumn - Abbey College, Ramsey Errors OK Errors Return Level Errors Data Item Value E Q OK Errors Return Level Errors School Census Autumn 2013 Collection SC O Q Q Celection SC O O Q Q Q Year 2013 O O Q Q Q Q Source Level S Source Level S S O Q</td></td<> | SC13 Autumn - Abbey College, Ramsey Errors 0 | SC13 Autumn - Abbey College, Ramsey Errors OK Errors Data Item Value E Q 0 | SC13 Autumn - Abbey College, Ramsey Errors OK Errors Return Level Errors Data Item Value E Q OK Errors Return Level Errors School Census Autumn 2013 Collection SC O Q Q Celection SC O O Q Q Q Year 2013 O O Q Q Q Q Source Level S Source Level S S O Q |

You will see a scroll icon has appeared in the history column – this denotes that a change has been made on the return.

| 3 Autumn | | | | | | | | | | |
|--------------------------------------|---|--------------------------------------|----------------------|------------------|-------|-----|--------|-----------|-----------|-----------|
| a Automn | | | | All Errors All 1 | Votes | | Add | /iew Edit | Delete | Stat |
| | | | | | | _ | | | | |
| C13 Autumn | ~ | SC13 Autumn - Abbey Colle | ge, Ramsey | | | | | | | |
| Levels | | | | | | | ors | OK Errors | Return Le | vel Notes |
| School [3] | | | Retur | n Level Errors | | E | Q 5 | 0 | | |
| -> Characteristics | | | | | | | | | | 2 |
| -Pupil On Roll [2] | | Data Item | | Value | | Err | ors | OK Errors | Notes | Histor |
| -> Annual Attendance | | | | Value | | E | Q | OKEITOIS | notes | mator |
| -> Characteristics -> Identifiers | | School Census Autumn 2 Collection | sc | | | 0 | 0 | 0 | | |
| -> Status | | Term | AUT | | | 0 | 0 | 0 | 2 | |
| -> Summer Half Term Attendance | | Year | 2013 | | | 0 | 0 | 0 | 2 | |
| -> Termly Attendance | | Reference Date | 2013-10-03 | | | 0 | 0 | 0 | 2 | |
| -Termly Exclusions | | Source Level | 2013-10-03 | | | 0 | 0 | 0 | | |
| -Termly Session Details | | LA | 873 - CAMBRIDGESHIRE | | | 0 | 0 | 0 | 2 | |
| -Addresses | | Estab | 4603 | | | 0 | 0 | 0 | 2 | |
| -AnnualSessionDetails | | Software Code | xmTemplate | | | 0 | 0 | 0 | 2 | |
| -Learning Aims [2] | | Release | 1.00.SC-AUT | | | 0 | 0 | 0 | 2 | |
| FSMperiod | | Xversion | 2013 | | | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | | Serial No | 2 | | | 0 | 0 | 0 | 20 | (ET) |
| Pupils No Longer On Roll [1] | | Datetime | 2013-08-23 11:27:57 | | | 0 | 0 | 0 | 2 | |
| -> Annual Attendance | | School | | | | - | | View | | |
| -> Characteristics | | Pupils on Roll | | | | | | View | All | |
| -> Identifiers | | Pupils No Longer on Roll | | | | | | View | All | |

Double clicking on the scroll will show the change that has been made, when and by which username

| ata Log P | age | | | | | | | |
|-------------|---|----------------|----------------|--------|--------------------------|----------|---------------------|----------|
| listory Rep | oort - SchoolCensu | s 2013_Autumn | | | | | <u>Back</u> | |
| | ege, Ramsey oort on 29/08/20 No | 13 at 11:43:26 | | | | | | |
| | Action | User | Start (| ate | | End Date | | |
| ilter By: | | • | | | | | | Go Reset |
| | Old Value | New Value | User | Role | Organisation | | Date | |
| ction | | | | | | | | |
| pdate | 1 | 2 | Kirsty Bennett | Source | Department for Education | | 27/08/2013 13:50:39 | |

Editing the School Details

1) Use the 'View All' Buttons to navigate to the School section

| School | View All |
|--------------------------|----------|
| Pupis on Roll | View All |
| Pupils No Longer on Roll | View All |
| | |

2) You will be presented with the school details. Click on 'Edit'

| | | | All Errors | All Notes | 1 | Add | iew Edit | t Deit | te Statu |
|--|---|-------------------------------|---|-----------|-----|------------------|-----------|----------------|----------|
| | | | | | | | | | |
| SC13 Autumn -Levels -School [3] | Î | School - Characteristics - Ab | bey College, Ramsey | | | | Drill | Up Al Notes | Error |
| - Characteristics - Pupil On Roll [2] | | School Name Test School | School Type 49 - Academies | | | Rule Errors 3 | | | |
| -> Annual Attendance -> Characteristics | | Data Item | Value | | Err | ors Q | OK Errors | Notes | History |
| -> Identifiers | | School Characteristics | | | E | ų | 1 | | |
| -> Status | | School Name | Test School | | 0 | 0 | 0 | 2 | |
| -> Summer Half Term Attendance | | School Phase | SS - Secondary (including CTCs and Academies) | | 2 | 1 | 0 | 2 | |
| -> Termly Attendance | | School Type | 49 - Academies | | 0 | 0 | 0 | 2 | |
| -Termly Exclusions | | Maximum Year Group | 14 - Year 14 | | 1 | 0 | 0 | 2 | |
| -Termly Session Details | | Minimum Year Group | 1 - Year 1 | | 0 | 0 | 0 | 2 | |
| -Addresses | | Intake Type | COMP - Comprehensive | | 2 | 1 | 0 | 2 | |
| -AnnualSessionDetails | | Governance | CA - Academies | | 2 | 1 | 0 | 2 | |
| -Learning Aims [2] | | School Email Address | SCHOOL@SCHOOL.COM | | 0 | 0 | 0 | 2 | |
| FSMperiod | | | | | | | | | |

 Overtype the data or use the dropdown options to select updated data and click 'View' to save.

| chool - Characteristics | | | | | | | | |
|-------------------------------|------------------------------|---|-----------|----------|-------------|-----------------|----------|--------|
| | | All Errors | All Notes | | Add | /iew Edi | t Delete | e Stat |
| 0 | | | | | | View reco | rd data | |
| -SC13 Autumn | School - Characteristics - A | bbey College, Ramsey | | | | | | |
| -Levels | School Name | School Type | | | Rule Errors | | | |
| -School [3] | Test School | 49 - Academies | | | 3 | | | |
| > Characteristics | | | | - | | | | |
| -Pupil On Roll [2] | Data Item | Value | | F | ors | OK Errors | Notes | Histor |
| -> Annual Attendance | School Characteristics | | | | 4 | | | |
| -> Characteristics | School Name | Test School | | 0 | 0 | 0 | 2 | |
| > Identifiers | School Phase | SS - Secondary (including CTCs and Academies) | - | 2 | 1 | 0 | 2 | |
| > Status | E School Type | 49 - Academies | | 0 | 0 | 0 | 2 | |
| > Summer Half Term Attendance | Maximum Year Group | 14 - Year 14 | • | 1 | 0 | 0 | 2 | |
| > Termly Attendance | Minimum Year Group | 1 - Year 1 | | 0 | 0 | 0 | 2 | - |
| Termly Exclusions | | COMP - Comprehensive | • | 0 | | 0 | | |
| Termly Session Details | Intake Type | | | <u> </u> | 1 | 0 | 2 | |
| Addresses | Governance | CA - Academies | | 2 | <u> </u> | | 2 | |
| AnnualSessionDetails | School Email Address | academy@email.com | | 0 | 0 | 0 | 2 | |
| -Learning Aims [2] | School Telephone Number | 01325 39262 | | 0 | 0 | 0 | 2 | |

1) Now click on the Classes 'View All'

Editing a Pupil Record

1) Use the 'View All' buttons to navigate to the 'Pupil on Roll' or 'Pupil no Longer on Roll' section of the return



2) You will be presented with a list of pupils; you can use the filter bar to search for a particular child using UPN, Surname or Date of Birth.

| | | | | | | | | | | | _ |
|----------------------|------------------|-----------|----------------|---|----------------|-----------|-------------------|---------|--------|---------|-----------------|
| | | | | All Errors | | All Notes | Add | View Ed | lit De | lete St | atus |
| | | | | | | | | | | | |
| i | | | | | | | | | | | |
| Pupil On Ro | ll - Ider | tifiers - | Abbey Co | ollege, Ramsey | | | | Dri | I Up | Error | |
| | | | | | | | | | | | |
| | | | | | | | | | ALN & | es. | _ |
| Unique Pupi (UPN) | l Numbe | r 🗌 | | Pupil Surname | | | upil Date | Res | | Go | |
| (UPN) | | | 000 | | Pupil A | | | Annual | | Go | FSM |
| (UPN) | Sumam | | | Surname Pupil Eprolment Status | Pupil A | | f Birth | | et | Go | FSM |
| (UPN) | Sumam | | 1999-06- 01 | Surname | Pupil A | | f Birth Summer | Annual | et | Go | FSM 0 |
| (UPN) | Surnam I TEST | | 1999-06- 01 | Surname Pupil Enrolment Status C - Current (single registration at this | Pupil A 1 0 | | f Birth Summer | Annual | et | Go | FSM 0 |

3) Once you have the correct pupil record shown you need to select which area of the return you wish to edit by clicking on either the headers.

| il On Roll - Identifiers | | | | | | | | | |
|------------------------------------|-------------------------------------|----------------------------------|------------------|------------------|-------------|------------|--------------------|------------|-------------|
| | | | All Errors | All Notes | _ | Add V | ïew Edit | Delete | Status |
| SC13 Autumn | Pupil On Roll - Identifiers - Ab | hav Callaga Damsay | | | | | Drill | Up | Error |
| -Levels | Pupil On Koll - Identifiers - Ab | bey College, Ramsey | | | | | | | |
| -School [3] | Unique Pupil Number | Pupil | TEST | | Pupil Date | | Rese | a | Go |
| -Pupi On Roll [2] | (UPN) | Surname | | | of Birth | 1 | | | |
| -> Annual Attendance | UPN Surname Forename D | OB Pupil Enrolment Status | Pupil Errors | Address Sessions | Sess | ions | Annual Sessions | Exclusion | s 16 FSM |
| -> Characteristics | | ogo oc. 2. Corrent (single regis | stration at this | 0 0 | 0 | | 0 | | 0 0 |
| -> Identifiers | 0 | school) | | | | | | | 0 |
| -> Status | Pupil On Roll | Pupil On Roll Status | Pupil On Roll Te | ermly | Pupil On Ro | ll Summer | | Pupil On R | toll Annual |
| -> Summer Half Term Attendance | Characteristics | Pupil On Roll Status | Attendance | 0 | | Attendance | | Atten | dance |
| -> Termly Attendance | Data Item | | Value | | Err | Q | OK Errors | Notes | History |
| -Termly Exclusions | Pupil on Roll Identifiers | | | | | ч | | | |
| -Termly Session Details | Missing Address | | | | 0 | 0 | 0 | 2 | |
| Addresses | Unique Pupil Number(UPN) | V873460314581 | | | 1 | 0 | 0 | 2 | |
| -AnnualSessionDetails | Pupil's Former UPN | | | | 0 | 0 | 0 | 2 | |
| -Learning Aims [2] | ULN | | | | 0 | 0 | 0 | 2 | |
| FSMperiod | Pupil Surname | TEST | | | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | Pupil Forename | ONE | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | Pupil Middle Names | | | | 0 | 0 | 0 | 2 | |
| > Annual Attendance | Pupil Former Surname | | | | 0 | 0 | 0 | 2 | |
| -> Characteristics | Pupil Preferred Surname | | | | 0 | 0 | 0 | 2 | |
| -> Identifiers -> Status | Gender of pupil | F - Female | | | 0 | 0 | 0 | 2 | |
| I > Status | Pupil Date of Birth | 1999-06-01 | | | 0 | 0 | 0 | 2 | |
| | Pupil On Roll Termly Exclusions | | | | | | View | All | , |
| | Pupil On Roll Post 16 Learning Aims | | | | | | View | All | |

Once you have navigated to the correct area of the pupil record please click 'Edit'.

| COLLECT Portal | | |
|----------------|----------------------|-----------------------------|
| SC13 Autumn | | |
| | All Errors All Notes | Add View Edit Delete Status |
| 0 | | |

4) Overtype or use drop down menus to update the information and click 'View' to save.

| OLLECT Portal | | | | | | | | | | | | | | | |
|------------------------------------|----------------------------|-------------|-----------|----------------|----------------------------------|---------------------|------------------------------|------|---------|------------|--------------------------|-----------|------------------|---------------------|-------|
| | | | | | | | | | | | | | | | |
| oil On Roll - Status | | | | | | | | | | | | | | | |
| | | | | | | All Errors | | All | Notes | | Add | fiew Edit | Dele | te S | Stati |
| | | | | | | | | | | _ | -7- | | | | _ |
| | | | | | | | | | | | | | | | |
| C13 Autumn | ▲ Pupil On Rol | I - Statu | s - Abbe | y Colleg | ge, Ramsey | | | | | | | | | | |
| Levels | Unique Pupil | Numbe | · | | Pupil | | | | | Pupil Date | | Rese | t | Go | |
| School [3] | (UPN) | | | 1 | Surna | | Pupil | | Termhe | of Birth | mer | Annual | | Post | |
| -> Characteristics | UPN | Surname | Forename | | Pupil Enrolment Stat | | Errors | Addr | Session | | | Sessions | Exclusio | ns 16 | |
| Pupil On Roll [2] | V873460314581 | TEST | ONE | 1999-06- 01 | C - Current (single r school) | egistration at this | 1 | 0 | D | 0 | | 0 | 0 | 0 | |
| -> Annual Attendance | P873468041542 | | тwo | 1996-05- | | | | | | | | | | - | ٦ |
| -> Characteristics | P873468041542 | TESY | TWO | 05 | M - Current main (dual | registration) | 1 | 0 | P | 0 | | 0 | 0 | 2 | - |
| -> Identifiers | | | | _ | | | | | | | | | | | |
| -> Status | E Pupil On Roll | | 2 | | Pupil On Roll Characteristics | Pu | oil On Roll Te Attendance | | | | oll Summer Attendance | | Pupil On Atte | Roll Ani Indance | |
| -> Summer Half Term Attendance | | | | | | Value | | | | | ors | | | | |
| -> Termly Attendance | | Data Item | | | | Value | | | | E | Q | OK Errors | Notes | Hist | tor |
| -Termly Exclusions | Pupil On Ro | | s | | | | | | | | | | | | |
| Termly Session Details | Pupil Enrolment S | | | C- | Current (single registration | on at this school) | | | - | 0 | 0 | 0 | 2 | | |
| -Addresses | Pupil Class Type | | | C - 0 | Current (single registratio | n at this school) | | | | 0 | 0 | 0 | 2 | _ | |
| -AnnualSessionDetails | Pupil Date of Ent | ry | | M - 0 | Current main (dual regist | ration) | | | | 0 | 0 | 0 | 2 | | |
| -Learning Aims [2] -FSMoeriod | Pupil Part-Time In | dicator | | S - (| Current subsidiary (dual | registration) | | | | 0 | 0 | 0 | 2 | | |
| Summer Half Term 2 Session Details | Pupil Boarder Ind | | | | Not a boarder | | | | • | 0 | 0 | 0 | 2 | | |
| Pupils No Longer On Rol [1] | Pupil's Actual Na Group | tional Curr | culum Yea | 9-1 | Year 9 | | | | - | 0 | 0 | 0 | 2 | | |
| -> Annual Attendance | Pupil SEN Provisi | ion | | N - | No Special Educational N | eed | | | • | 0 | 0 | 0 | 2 | - | _ |
| -> Characteristics | | | | | | | | | - | | | | | _ | _ |
| -> Identifiers | Not Funded Dup | | | | | | | | | | | • | 2 | | |

Popular Changes

This section shows the most frequent changes made to a return within COLLECT.

Changing a UPN

1) To make the fields in the return open for editing click on the 'Edit' button displayed in the top right hand corner of the screen

| il On Roll - Identifiers | | | | | | | | | | | | | | |
|------------------------------------|---|----------------------------|-----------|----------------|---|--------------------|----------------|--------|----------|------------------------|------------|-----------|--------------|------------|
| | | | | | | All Errors | | All N | otes | | Add | View Edi | t Dele | te Stati |
| | | | | | | | | | | | | | | |
| C13 Autumn | | Pupil On Roll - Ide | | 5 - Abbey C | College, Ramsey | | | | | | | | | |
| -Levels | | Unique Pupil Numb (UPN) | er | | Pupil Surnan | _ | | | | Pupil Date of Birth | | Res | et | Go |
| School [3] | | | - | | | | Pupil | | Termly | Sumi | mer | Annual | Exclusio | Post _ |
| > Characteristics | | UPN Surnar | nerorer | ameDOB | Pupil Enrolment Statu | - | Errors | Addres | Sessions | Sess | ions | Sessions | Exclusio | ns 16 |
| Pupil On Roll [2] | | V873460314581 TEST | ONE | 1999-06- 01 | C - Current (single reg school) | listration at this | 1 | 0 | D | 0 | | 0 | 0 | 0 0 |
| > Annual Attendance | | P873468041542 TESY | тwo | 1996-05- | M - Current main (dual re | pistration) | 1 | 0 | 0 | 0 | | 0 | 0 | 2 0 |
| > Characteristics > Identifiers | | | | 05 | | · · | | | | | | | | |
| -> Status | = | Pupil On Roll | | | Pupil On Roll Status | Pu | pil On Roll Te | ermiy | | Pupil On Ro | oll Summer | | Pupil On | Roll Annua |
| -> Summer Half Term Attendance | - | Characteristics | | | Pupil On Roll Status | | Attendance | 2 | | | Attendance | | Atte | ndance |
| -> Termly Attendance | | Data Ite | m | | | Value | | | | Ern | ors Q | OK Errors | Notes | History |
| Termly Exclusions | | Pupil on Roll Ider | tifiers | | | | | | | - | ~ | | | |
| Termly Session Details | | Missing Address | | | | | | | | 0 | 0 | 0 | 2 | |
| Addresses | | Unique Pupil Number(UPI | 4) | V87 | 73460314581 | | | | | 1 | 0 | 0 | 2 | |
| Annual Session Details | | Pupil's Former UPN | | | | | | | | 0 | 0 | 0 | 2 | |
| Learning Aims [2] | | ULN | | | | | | | | 0 | 0 | 0 | 2 | |
| FSMperiod | | Pupil Surname | | TES | Τ | | | | | 0 | 0 | 0 | 2 | 1 |
| Summer Half Term 2 Session Details | | Pupil Forename | | ON | E | | | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | | Pupil Middle Names | | | | | | | | 0 | 0 | 0 | 2 | |
| > Annual Attendance | | Pupil Former Surname | | | | | | | | 0 | 0 | 0 | 2 | |
| > Characteristics > Identifiers | | Pupil Preferred Surname | | | | | | | | 0 | 0 | 0 | 2 | - |
| > Status | Ŧ | Gender of pupil | | F- | Female | | | | - | 0 | 0 | 0 | 2 | |
| | | Pupil Date of Birth | | 199 | 9-06-01 | | | | | 0 | 0 | 0 | 2 | - |
| | | Pupil On Roll Termly Excl | | , | | | | | | | | View | | |
| | | Pupil On Roll Post 16 Lea | rning Ain | 15 | | | | | | | | View | | |
| | | Pupil On Roll Addresses | | | | | | | | | | View | <u>/ All</u> | |

2) You will need to overtype the UPN with the updated one. Once done click 'View' to save the change Pupil On Roll - Identifiers

| 13 Autumn | A | Pupil On Roll | l - Ident | tifiers - A | bbey Co | ollege, Ramsey | | | | | | | | | | |
|------------------------------------|---|-----------------------|-----------|-------------|----------------|-----------------------------------|---------------------|-----------------------------|--------|---------|------------|--------------------------|-----------|------------|--------------------|----|
| evels | | Unique Pupil | Number | - | | Pupil | | | | | Pupil Date | | Rese | et (| Go | |
| ichool [3] | | (UPN) | | | | Surna | | Dunit | | Termly | of Birth | | Annual | | Dent | |
| -> Characteristics | | UPN | Surname | Forename | DOB | Pupil Enrolment Stat | 15 | Pupil Errors | Addres | Session | is Ses | sions | Sessions | Exclusion | 16 | E |
| Pupil On Roll [2] | | G87346031102A | TEST | | 1999-06- 01 | C - Current (single re school) | egistration at this | 1 | 0 | D | 0 | | 0 | 0 | 0 | 0 |
| -> Annual Attendance | | P873468041542 | TERV | | 1996-05- | M - Current main (dual r | e eletration \ | | - | | 0 | | | 0 | 2 | |
| -> Characteristics | | P073400041542 | IEST | IWO | 05 | M - Current main (duai r | egistration) | | • | 2 | 0 | | • | 0 | ~ | 0 |
| -> Identifiers | | | | | _ | | | | | | | | | | | |
| -> Status | Ε | Pupil On Character | | | P | upil On Roll Status | Pup | I On Roll Tel Attendance | rmly | | | oll Summer Attendance | | Pupil On I | Roll Ann Idance | ua |
| -> Summer Half Term Attendance | | | | | | | | | | | | rors | 04.5 | | | |
| -> Termly Attendance | | | Data Item | | | | Value | | | | E | Q | OK Errors | Notes | Histo | bŋ |
| -Termly Exclusions | | Pupil on Rol | l Identi | fiers | | | | | | | | | | | | |
| -Termly Session Details | | Missing Address | | | | | | | | | 0 | 0 | 0 | 2 | | |
| Addresses | | Unique Pupil Num | iber(UPN) | - (| G873 | 46031102A | | | | | 1 | 0 | 0 | 2 | | 3 |
| Annual Session Details | | Pupil's Former UP | PN . | | | | | | | | 0 | 0 | 0 | 2 | | |
| -Learning Aims [2] | | ULN | | | | | | | | | 0 | 0 | 0 | 2 | | |
| FSMperiod | | Pupil Surname | | | TEST | | | | | | 0 | 0 | 0 | 2 | <u> </u> | _ |
| Summer Half Term 2 Session Details | | Pupil Forename | | | ONE | | | | | | 0 | 0 | 0 | 2 | | - |
| Pupils No Longer On Roll [1] | | Pupil Middle Name | A.S. | | _ | | | | | | 0 | 0 | 0 | 2 | | |
| > Annual Attendance | | Pupil Former Sum | | | | | | | | | 0 | 0 | 0 | 2 | | |
| -> Characteristics | | Pupil Preferred Si | | | | | | | | | 0 | 0 | 0 | | | |
| -> Identifiers | | | urname | | | la mate | | | | | | | - | 2 | - | |
| -> Status | | Gender of pupil | | | | emale | | | | | - | 0 | 0 | 2 | <u> </u> | |
| | | Pupil Date of Birth | h | | 1999 | -06-01 | | | | | 0 | 0 | 0 | 2 | | |

3) You can tell that a change has been made by displaying a scroll in the history column of the return.

| | | | | | | All Erro | rs | All No | tes | | Add \ | /iew Edi | Delet | e Sta |
|-------------------------------------|-----------------------|-----------|-----------|----------------|----------------------------------|---------------------|-------------------------------|--------|-----------|----------------------------|-------|-----------|-------------------|---------------------|
| | | | | | | | | | | | | | | |
| SC13 Autumn | <u>^</u> | | | | | | | | | | | Drill | Up | Error |
| -Levels | Pupil On Rol | l - Ident | tifiers - | Abbey C | ollege, Ramsey | | | | | | | | Al Notes | 1 |
| -School [3] | | | | | | | | | | | | _ | 1110.00 | |
| -> Characteristics | Unique Pupil (UPN) | Numbe | r 🗌 | | Pupil | me | | | | Pupil Date of Birth | | Res | t | Go |
| -Pupil On Roll [2] | | C | Forenam | | Pupil Enrolment Stat | | Pupil | Addres | To see by | Sumn | ner | Annual | Exclusio | Post |
| -> Annual Attendance | UPN | Surname | erorenam | | | | Errors | Addres | Session | s Sessi | ons | Sessions | Exclusio | 15 16 |
| -> Characteristics | G87346031102A | TEST | ONE | 1999-06- 01 | C - Current (single r school) | egistration at this | 1 | 0 | D | 0 | | 0 | 0 | 0 |
| -> Identifiers | P873468041542 | TECH | тwo | 1996-05- | M - Current main (dual) | | | 0 | | 0 | | | 0 | 2 |
| -> Status | E | IEST | IWO | 05 | M - Current main (duain | egistration) | | · | 2 | v | | • | V | 4 |
| -> Summer Half Term Attendance | | | _ | _ | | | | | | | | | | |
| -> Termly Attendance | Pupil On Character | | | 5 | Pupil On Roll Status | P | upil On Roll Te Attendance | | | Pupil On Ro Half Term 2 | | | Pupil On Atter | Roll Annu Idance |
| -Termly Exclusions | | Data Item | | | | Value | | | | Erro | | OK Errors | Notes | |
| -Termly Session Details | | | | | | Value | | | | E | Q | OKErrors | Notes | Histor |
| Addresses | Pupil on Ro | | ifiers | | | | | | | | | | | - |
| -AnnualSessionDetails | Missing Address | | | | | | | | | 0 | 0 | 0 | 2 | 1 |
| -Learning Aims [2] | Unique Pupil Nur | nber(UPN) | | G87 | 346031102A | | | | | | 0 | 0 | 2 | I |
| FSMperiod | Pupil's Former U | PN | | | | | | | | 0 | 0 | 0 | 2 | Ι. |
| -Summer Half Term 2 Session Details | ULN | | | | | | | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | Pupil Surname | | | TEST | r | | | | | 0 | 0 | 0 | 2 | |
| -> Annual Attendance | Pupil Forename | | | ONE | | | | | | 0 | 0 | 0 | 2 | |
| -> Characteristics | Pupil Middle Nam | es | | | | | | | | 0 | 0 | 0 | 2 | |
| -> Identifiers | Pupil Former Sur | name | | | | | | | | 0 | 0 | 0 | 2 | |
| -> Status | Pupil Preferred S | Surname | | | | | | | | 0 | 0 | 0 | 2 | <u> </u> |
| | Gender of pupil | | | F - F | emale | | | | | 0 | 0 | 0 | 2 | |
| | Pupil Date of Birt | th | | | 9-06-01 | | | | | 0 | 0 | 0 | 2 | |
| | Pupil On Roll Ten | | ions | | | | | | | | | View | | 1 |
| | Pupil On Roll Pos | | | | | | | | | | | View | | |
| | Pupil On Roll Add | dresses | | | | | | | | | | View | All | |

4) Double clicking on the scroll will show the change that has been made, when and by which username

| Data Log | | | | | | | |
|------------|--|--------------------|----------------|--------|--------------------------|---------------------|---------|
| listory Re | eport - SchoolCensus 201 | 13_Autumn | | | | <u>Back</u> | |
| listory re | llege, Ramsey eport on 27/08/2013 at jue Pupil Number(UPN) | t 15:30:22 User | Start Date | | End Date | | |
| ilter By: | Action | ▼ User | Start Date | | End Date | | Go Rese |
| | 1 | 1 | | | 1 | | |
| ction | | | User | | | Date | |
| pdate | G873460311024 | G87346031102A | Kirsty Bennett | Source | Department for Education | 27/08/2013 15:24:30 | |
| odate | G873460311020 | G873460311024 | Kirsty Bennett | Source | Department for Education | 27/08/2013 15:24:28 | |
| pdate | V873460314581 | G873460311020 | Kirsty Bennett | Source | Department for Education | 27/08/2013 15:24:25 | |
| | | | | | | | |

Off rolling a pupil

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Once found the correct pupil click on the edit button

| Pupil On Roll - Identifiers | | |
|-----------------------------|----------------------|----------------------------|
| | All Errors All Notes | Add View Edit Delet Status |
| I | | |

3) You will see a drop down box becomes available at the bottom of the screen, to transfer the pupil off roll change this to 'True'

| | | | | | | | | | | | _ | |
|------------------------------------|-------------------------------|-------------|--------|---|-----------------|--------|---------|------------|--------------|-----------|------------|-------------|
| | | | | All Er | ors | All | Notes | | Add | View Edi | t Delet | e Status |
| 1 | | | | | | | | | | | | |
| SC13 Autumn | Pupil On Roll - Identi | fiers - Abb | ey Co | llege, Ramsey | | | | | | | | |
| Levels | Unique Pupil Number | | | Pupil | | | | Pupil Date | | Res | et | Go |
| School [3] | (UPN) | | | Surname | Pupil | | Termh | of Birth | imer | Annual | | Post |
| -> Characteristics | UPN Surname F | ForenameDOI | | Pupil Enrolment Status | Errors | Add | Session | | sions | Sessions | Exclusion | ns 16 FSM |
| -Pupil On Roll [2] | G87346031102ATEST | DNE 199 | | C - Current (single registration at th school) | is 1 | 0 | D | 0 | | 0 | 0 | 0 0 |
| -> Annual Attendance | P873468041542 TESY | 199 | 0.05 | M - Current main (dual registration) | 1 | 0 | 0 | 0 | | 0 | 0 | 2 0 |
| -> Characteristics | 1010100011012 1201 | p5 | | | | , v | ľ | ľ | | ř | ř | |
| -> Identifiers -> Status | = Pupil On Roll | 1 | | | Pupil On Roll 1 | fermly | [| Pupil On R | oll Summer | | Pupil On I | Roll Annual |
| -> Summer Half Term Attendance | Characteristics | | Pu | ipil On Roll Status | Attendan | | | Half Term | 2 Attendance | | | ndance |
| -> Termly Attendance | Data Item | | | Value | | | | Er | rors Q | OK Errors | Notes | History |
| -Termly Exclusions | Pupil on Roll Identifi | ers | | | | | | 6 | ų į | | | |
| Termly Session Details | Missing Address | | | | | | | 0 | 0 | 0 | 2 | |
| Addresses | Unique Pupil Number(UPN) | | G8734 | 46031102A | | | | 1 | 0 | 0 | 2 | Æ |
| -AnnualSessionDetails | Pupil's Former UPN | | í— | | | | | 0 | 0 | 0 | 2 | |
| Learning Aims [2] | ULN | | í— | | | | | 0 | 0 | 0 | 2 | |
| FSMperiod | Pupil Surname | | TEST | | | | | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | Pupil Forename | | ONE | | | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | Pupil Middle Names | | í— | | | | | 0 | 0 | 0 | 2 | |
| -> Annual Attendance | Pupil Former Surname | | - | | | | | 0 | 0 | 0 | 2 | |
| -> Characteristics | Pupil Preferred Surname | | 1 | | | | | 0 | 0 | 0 | 2 | |
| -> Identifiers -> Status | - Gender of pupil | | F - Fe | emale | | | - | 0 | 0 | 0 | 2 | |
| ⊢> Status | Pupil Date of Birth | | 1999- | 06-01 | | | | 0 | 0 | 0 | 2 | |
| | Pupil On Roll Termly Exclusio | ns | , | | | | | | | View | | |
| | Pupil On Roll Post 16 Learnin | g Aims | | | | | | | _ | View | | |
| | Pupil On Roll Addresses | | | | | | | | | View | | |
| | Transfer Pupil to Off Roll | | | | | | | | | | _/ | |

The record will update overnight and the pupil will show in off roll the next working day.

You need to then find the pupil in the 'Pupil no Longer on Roll' section & add their leaving date.

Adding a missing address

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Click on the Pupil on roll Addresses 'View All' Link.

| pil On Roll - Identifiers | | | | | | | | | | | | | | | |
|--|---|-----------------------------|---------|------------|----------------|--|------------|--------------------------|--------|-------------|------------------------|--------------------------|--------------------|-----------|-------------|
| | | | | | | 1 | All Erro | rs | All | Notes | 1 | Add | fiew Edit | Delet | te Statu |
| COAD Automa | | Pupil On Roll - | Ident | iflers - / | hhow Co | llogo Bamcou | | | | | | | _ | | |
| SC13 Autumn -Levels | | Unique Pupil No (UPN) | | | tobey Co | Pupil Surname | | | | | Pupil Date of Birth | | Rese | t [| Go |
| -School [3] | | | irname | Forenam | DOB | Pupil Enrolment Status | | Pupil Errors | Addres | s Termly Se | ssions Sessio | er | Annual Sessions | Exclusion | ns Post 16F |
| Pupil On Roll [2] | | G87346031102ATE | ST | ONE | 1999-06- 01 | C - Current (single registration school) | at this | 1 | 0 | 0 | 0 | ins (|) | o | 0 0 |
| -> Annual Attendance -> Characteristics | | P873468041542 TE | SY | тwo | 1996-05- 05 | M - Current main (dual reg | istration) | 1 | 0 | 0 | 0 | |) | D | 2 0 |
| -> Identifiers -> Status | E | Pupil On Ro Characterist | | | P | upil On Roll Status | P | upil On Roll Attendar | | | | oll Summer Attendance | | | Roll Annual |
| -> Summer Half Term Attendance -> Termly Attendance | | Dat | ta Item | | | | Value | | | | | ors Q | OK Errors | Notes | History |
| -Termly Exclusions | | Pupil on Roll I | denti | fiers | | | | | | | | | | | |
| -Termly Session Details | | Missing Address | | | - | | | | | | 0 | 0 | 0 | 2 | |
| -Addresses -AnnualSessionDetails | | Unique Pupil Numbe | r(UPN) | | P8734 | 468041542 | | | | | 1 | 0 | 0 | 2 | |
| -AnnualSessionDetails -Learning Aims [2] | | Pupil's Former UPN | | | | | | | | | 0 | 0 | 0 | 2 | - |
| -FSMperiod | U | ULN | | | | | | | | | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | | Pupil Surname | | | TESY | , | | | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | | Pupil Forename | | | TWO | | | | | | 0 | 0 | 0 | 2 | |
| -> Annual Attendance | | Pupil Middle Names | | | | | | | | | 0 | 0 | 0 | 2 | |
| -> Characteristics | | Pupil Former Surnar | ne | | | | | | | | 0 | 0 | 0 | 2 | |
| -> Identifiers | | Pupil Preferred Surr | ame | | | | | | | | 0 | 0 | 0 | 2 | |
| -> Status | | Gender of pupil | | | M - N | fale | | | | • | • 0 | 0 | 0 | 2 | |
| | | Pupil Date of Birth | | | 1996- | -05-05 | | | | | 0 | 0 | 0 | 2 | |
| | | Pupil On Roll Termly | | | | | | | | | | | View | All | |
| | | Pupil On Roll Post 16 | | ng Aims | | | | | | | | | - | | |
| | | Pupil On Roll Addres | ses | | | | | | | | | | View | All | |

3) Click 'Add' to bring up fields to enter in missing address details

| Idresses IFORMATION Io matching AddressesOnRoll records found | | | | | | | | |
|---|---|---------------|-----------------------------|---|----------------------------|--|---|--------|
| | | | | | | | | |
| io matching AddressesOnRoll records found | | | | | | | | |
| | | | | | | | | |
| P873468041542,TWO,TESY | | | All Errors All Notes | | Add | /iev Edi | t Delet | e Stat |
| SC13 Autumn | | | | | | Drill | | |
| -Levels | Addresses - Abbey Co | llege, Ramsey | | | | Unii | | Error |
| -School [3] | | | | | | | Al Notes | |
| -> Characteristics | UPN Surname | Forename | DOB Postcode Address Line 1 | D | welling (PAO) | 0 | Er | rors |
| Pupil On Rol [3] | | | | | | | | |
| -> Annual Attendance | Data Item | | Value | E | nor | OK Errors | Notes | Histor |
| -> Characteristics | Pupil On Roll Address | | | | | | | |
| -> Identifiers | Postcode | | | 0 | 0 | 0 | 2 | |
| -> Status | = BS7666 Format | | | | | | | |
| -> Status | = barooo rormat | | | | | | | |
| -> Summer Half Term Attendance | Sub-dwelling (SAON) | | | 0 | 0 | 0 | 2 | |
| | | | | 0 | 0 | 0 | 2 | |
| -> Summer Half Term Attendance | Sub-dwelling (SAON) | | | | | | 2. | |
| -> Summer Half Term Attendance -> Termly Attendance | Sub-dwelling (SAON) Dwelling (PAON) | | | 0 | 0 | 0 | 2. 2. 2. | |
| -> Summer Half Term Attendance -> Termly Attendance Termly Exclusions | Sub-dwelling (SAON) Dwelling (PAON) Street | | | 0 | 0 | 0 | 2 2 2 2 | |
| > Summer Half Term Attendance > Termly Attendance Termly Exclusions Termly Session Details | Sub-dwelling (SAON) Dwelling (PAON) Street Locality | | | 0 | 0 | 0 | 2 2 2 2 2 2 | |
| -> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions -Termly Session Details -Addresses | Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town | | | 0 0 0 0 | 0 0 0 | 0 0 0 0 | 2 2 2 2 2 2 2 | |
| -> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions -Termly Session Details -Addresses -AnnualSessionDetails | Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Adminstrative Area | | | 0 | 0 0 0 0 0 0 0 0 0 0 | 0 0 0 0 | 2 2 2 2 2 2 | |
| -> Summer Half Term Attendance -> Termly Attendance Termly Exclusions Termly Session Details -Addresses -AnnualSessionDetails -Learning Aims [2] | Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Administrative Area Post Town | | | 0 | 0 0 0 0 0 0 0 0 0 0 | 0 0 0 0 | 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. | |
| -> Summer Half Term Attendance -> Termly Attendance Termly Exclusions Addresses Adresses AnnualSessionDetails Learning Ams [2] SMmer Half Term 2 Session Details | Sub-dwelling (SAON) Dwelling (PAON) Street Locality Town Administrative Area Post Town Line Address Format | | | 0 0 0 0 0 | 0 0 0 0 0 | 0 0 0 0 0 0 | 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. | |
| Summer Half Term Attendance Termly Exclusions Termly Exclusions Termly Exclusion Details Addresses AnnualSessionDetails Learning Ams [2] FSMperiod Summer Half Term 2 Session Details | Sub-dweling (SAON) Dweling (PAON) Street Locally Town Adminstrative Area Post Town Line Address Format Address Line 1 | | | 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | 0 0 0 0 0 0 0 | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | |
| -> Summer Half Term Attendance -> Termly Attendance -> Termly Exclusions -Termly Exclusions -Addresses -AnnualSessionDetails -Learning Aims [2] -FSMperiod -Summer Half Term 2 Session Details Pupils No Longer On Roll [1] | Sub-dwelling (SAON) Dwelling (PAON) Street Locally Town Adminstrative Area Post Town Line Address Format Address Line 1 Address Line 2 | | | 0 0 0 0 0 0 0 0 0 | 0 0 0 0 0 0 | 0 0 0 0 0 0 0 0 0 0 | 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. | |

4) Once all address details entered click on 'Save'

| ECT Portal | | | | | | | |
|--|----------------------------------|-----------------------|----------------|---------------|-----------|---------|--------|
| s | | | | | | | |
| ON | | | | | | | |
| AddressesOnRoll records found | | | \sim | | | | |
| 041542,TWO,TESY | | Add new record ? | Save |) | с | ancel | |
| mo | Addresses - Abbey Colleg | e, Ramsev | | | | | |
| | | Forename 508 Postcode | Address Line 1 | Dwelling (PAO | 9) | Err | ore |
| 3] aracteristics | Data Item | Value | | Error | OK Errors | Notes | Histor |
| Roll [3] | Pupil On Roll Address | | | Y Y | 1 1 | | |
| nual Attendance | Postcode | DL3 9BG | 0 | 0 | 0 | 2 | |
| aracteristics | BS7666 Format | | | | | | |
| entifiers | Sub-dwelling (SAON) | | 0 | 0 | 0 | 2 | |
| atus | E Dwelling (PAON) | Mowden Hall | 0 | 0 | 0 | 2 | |
| mmer Half Term Attendance | Street | Staindrop Road | 0 | 0 | 0 | 2 | |
| rmly Attendance | Locality | | 0 | 0 | 0 | 2 | |
| ly Exclusions | Town | Darlington | 0 | 0 | 0 | 2 | |
| ly Session Details | Adminstrative Area | | 0 | 0 | 0 | 2 | |
| esses JalSessionDetails | Post Town | | 0 | 0 | 0 | 2 | |
| ning Aims [2] | Line Address Format | | | - | 1 1 | <i></i> | |
| ning Ams [2] period | Address Line 1 | | 0 | 0 | 0 | 2 | |
| ner Half Term 2 Session Details | Address Line 2 | | 0 | 0 | 0 | 2 | |
| b Longer On Rol [1] | Address Line 3 | | 0 | 0 | 0 | 2 | |
| | Address Line 4 | | 0 | 0 | 0 | | |
| | | | 0 | | 0 | | |
| ual Attendance racteristics httfiers | Address Line 4 Address Line 5 | | | 0 | | | 2. |

5) This will now save the address and clear any 2355Q query.

Changes to data in Pupil records

E.g. Language, DOB, Enrol Status

You can change any information about the pupil in the same way as changing UPN.

You need to locate the part of the return with the incorrect information and then click 'edit' to change it, either by overwriting or using a drop down menu of options.

Deleting a pupil from the return

Sometimes you may need to completely remove a pupil from the return if they have pulled through in error.

The most common occurrence of this is off roll pupils under 4 where we do not collect attendance/exclusion/post 16 data. You will see errors 1925 or 1926 in this case.

On checking the records if you are <u>confident</u> this is the case and the pupil needs removing please follow these steps.

- 1) Locate the pupil on the return please use the UPN search where possible to ensure the correct pupil is selected.
- 2) Double check you have the correct pupil highlighted in blue and the text is in bold and click the 'Delete' button.

| COLLECT Portal | | | | | | | | | | | | | | |
|---|------|---------------------------------|-----------------|-----------------|---------------------------|-------------|-----------|--|-------|-------------|---------------|-----------|---------------|---------------|
| upils No Longer On Roll - Identi | fier | 5 | | | | | | | | | | | _ | |
| | | | | | | | All Error | s All N | lotes | | Add V | iew Ed | Delet | e Sintus |
| | | | | | | | | | | | | | \sim | |
|) | | | | | | | | | | | | | | |
| SC13 Autumn | ĥ | Pupils No Long | | ll - Idont | flore - Abbou | Collogo Ba | | | | | | Dri | I Up | Error |
| -Levels | | Pupils No Long | jer On Ko | ii - Ident | ners - Abbey | conege, ka | nsey | | | | | | Al Notes | |
| School [3] | | Unique Pupil N | umber | H87354785 | | Pupil | | | | Pupil Date | | Res | | 0. |
| -> Characteristics | | (UPN) | | | | Surname | | | | of Birth | | | pet | Go |
| Pupil On Roll [2] | | UPN H873547854112 | Surname TEST | Forena THREE | ne DOB 2000-01-01 | Pupil Error | s Addres | s Termly Sessions 0 | Summe | er Sessions | Annual : 0 | Sessions | Click to filt | ter displayed |
| -> Annual Attendance | | H8/354/854112 | IESI | THREE | 2000-01-01 | P | 0 | V | U | | U | | U | , , |
| -> Characteristics | | - | | | - | | | | | Pupil No Lo | nger On Roll | | - | |
| -> Identifiers | | Pupil No Longer Characterist | | | Pupil No Longer Status | On Roll | | il No Longer on Roll ermly Attendance | | Summer I | lalf Term 2 | | | inger On Rol |
| -> Status | E | | | _ | | | - | | | | dance ors | | | |
| -> Summer Half Term Attendance | | Dar | ita Item | | | | Value | | | F | Ors O | OK Errors | Notes | History |
| -> Termly Attendance | | Pupil No Long | aer On Ro | oll Identi | iers | | | | | | | | | |
| -Termly Exclusions | | Missing Address | - | | | | | | | 0 | 0 | 0 | 2 | |
| -Termly Session Details | | Unique Pupil Numbe | er(UPN) | | H873547854112 | | | | | 1 | 0 | 0 | 2 | 1 |
| Addresses | | Pupil's Former UPN | | | | | | | | 0 | 0 | 0 | 2 | |
| -AnnualSessionDetails | | ULN | | | | | | | | 0 | 0 | 0 | 2 | |
| -Learning Aims [2] | | Pupil Surname | | | TEST | | | | | 0 | 0 | 0 | 2 | |
| -FSMperiod -Summer Half Term 2 Session Details | | Pupil Forename | | | THREE | | | | | 0 | 0 | 0 | 2 | |
| | | Pupil Middle Names | | | | | | | | 0 | 0 | 0 | 2 | - |
| -> Annual Attendance | | Pupil Former Surnar | me | | | | | | | 0 | 0 | 0 | 2 | - |
| -> Characteristics | | Gender of pupil | | | F - Female | | | | | 0 | 0 | 0 | 2 | |
| -> Identifiers | | Pupil Date of Birth | | | 2000-01-01 | | | | | 0 | 0 | 0 | 2 | |
| -> Status | | Pupil No Longer on | Roll Termly E | | | | | | | | | | w All | 1 |
| 7 2 3 6 6 5 | | Pupil No Longer On | | | ns | | | | | | | | w All | |
| | | Pupil No Longer On | Roll Address | ses | | | | | | | | Viet | w All | |
| | | Transfer Pupil To | | | | | | | | | | | | |

You then need to confirm this action or cancel if done in error.

| | | Confirm deletion ? | | Yes | | | No | 1 |
|------------------------------------|---|-----------------------------------|-------------------------|--------------|-------------|-----------|-------------|-------------------------|
| C13 Autumn | A Dupile No Longor On Poll - I | dentifiers - Abbey College, Rams | 0.4 | | | _ | | |
| Levels | Unique Pupil Number | Pupil | cy | Pupil Date | | | | |
| | (UPN) | Surname | | of Birth | | Reset | | Go |
| School [3] | | | | | | | | |
| | H873547854112 TEST T | HREE 2000-01-01 1 | 0 0 | p | p | | p | р |
| Pupil On Roll [2] | | | | Pupil No Lon | ger On Poll | | | |
| -> Annual Attendance | Pupil No Longer On Roll Characteristics | Pupil No Longer On Roll Status | Pupil No Longer on Roll | Summer Ha | | | Pupil No Lo | nger On Re ttendance |
| -> Characteristics | Characteristics | Status | Termly Attendance | Attend | | | Annual A | ttendance |
| -> Identifiers | Data Item | | Value | Erro | rs Q | OK Errors | Notes | History |
| -> Status | Pupil No Longer On Roll Id | lantifiera | | E I | ų | | | |
| -> Summer Half Term Attendance | Missing Address | ienuliers | | 0 | 0 | 0 | | |
| -> Termly Attendance | | H873547854112 | | 0 | 0 | | 2 | |
| -Termly Exclusions | Unique Pupil Number(UPN) | H873547854112 | | | | 0 | 2 | |
| -Termly Session Details | Pupi's Former UPN | | | 0 | 0 | 0 | 2 | |
| Addresses | ULN | | | 0 | 0 | 0 | 2 | |
| -AnnualSessionDetails | Pupil Surname | TEST | | 0 | 0 | 0 | 2 | |
| -Learning Aims [2] | Pupil Forename | THREE | | 0 | 0 | 0 | 2 | |
| -FSMperiod | Pupil Middle Names | | | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | Pupil Former Surname | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | Gender of pupil | F - Female | | 0 | 0 | 0 | 2 | |
| -> Annual Attendance | Pupil Date of Birth | 2000-01-01 | | 0 | 0 | 0 | 2 | 1 |
| > Characteristics | Pupil No Longer on Roll Termly Exclusi | ions | | | | Viev | v All | |
| > Identifiers | Pupil No Longer On Roll Post 16 Learn | ing Aims | | | | Viev | | |
| -> Status | Pupil No Longer On Roll Addresses | | | | | Viev | v All | |

Please note – Unlike a change to the return deleting a pupil is irreversible without a reload of data. Please ensure you have highlighted the correct child before removing.

Removing a duplicate record

The DfE will run extra checks on your data prior to authorising such as looking at duplicate records i.e. FSM periods or Exclusions. We will contact you regarding these and ask that you update COLLECT to only show one. Using duplicate exclusions as an example please follow the following steps.

1) Locate the pupil using the 'View All' buttons and filter bar. Once correct pupil highlighted, click on Pupil on Roll Termly Exclusions 'View All'

| COLLECT Portal | | | | | | | | | | | | | | |
|------------------------------------|-------|---------------------|--------------|-----------------|----------------------|------------------------|---------|------------------------|-------|-------------------------|--------------|-----------|-------------|-----------|
| upils No Longer On Roll - Identi | fiers | 5 | | | | | | | | | | | | |
| | | | | | | | All Err | ors All N | Intee | | Add V | iew Ed | dit Delet | e Statu |
| | | | | | | | 241 61 | 2411 | 10100 | _ | | | | |
| 0 | | | | | | | | | | | | | | |
| SC13 Autumn | | | | | | | | | | | | | | F |
| -SC13 Autumn -Levels | | Pupils No Long | ier On Roll | - Ident | ifiers - Abbey (| ollege, Ra | msev | | | | | Dn | ll Up | Error |
| School [3] | | i upilo no cong | | - Auction | ners novej (| onege, na | inse, | | | | | | Al Notes | |
| Characteristics | | Unique Pupil N | umber | | | Pupil | | | | Pupil Date | | Ret | set | Go |
| -Pupil On Roll [2] | | (UPN) | Surname | Farana | ma 008 | Surname Pupil Error | s Addre | ss Termly Sessions | | of Birth er Sessions | Annual | Sessions | Exclusions | |
| -> Annual Attendance | | H873547854112 | TEST | Forena THREE | me DOB 2000-01-01 | 1 | 0 | 0 | 0 | er sessions | 0 | 568810118 | 0 | 0 |
| -> Characteristics | | | | | | | | | | | | | | |
| -> Identifiers | | Pupil No Longer | On Roll | | Pupil No Longer | On Roll | P | upil No Longer on Roll | | Pupil No Lo | nger On Roll | | Pupil No Lo | nger On R |
| -> Status | | Characterist | | | Status | | - | Termly Attendance | | | dance | | | ttendance |
| -> Summer Half Term Attendance | | Da | ta Item | | | | Value | | | Err | ors | OK Errors | Notes | History |
| -> Termly Attendance | | | | | | | Varao | | | E | Q | UNCHIONS | notes | matory |
| -Termly Exclusions | | Pupil No Long | jer On Ro | l Identi | fiers | | | | | | | - | - | |
| -Termly Session Details | | Missing Address | | | | | | | | 0 | 0 | 0 | 2 | |
| -Addresses | | Unique Pupil Numbe | er(UPN) | | H873547854112 | | | | | | 0 | 0 | 2 | |
| Annual Session Details | | Pupil's Former UPN | | | | | | | | 0 | 0 | 0 | 2 | |
| -Learning Aims [2] | | ULN | | | | | | | | 0 | 0 | 0 | 2 | |
| FSMperiod | | Pupil Surname | | | TEST | | | | | 0 | 0 | 0 | 2 | |
| Summer Half Term 2 Session Details | | Pupil Forename | | | THREE | | | | | 0 | 0 | 0 | 2 | |
| Pupils No Longer On Roll [1] | | Pupil Middle Names | | | | | | | | 0 | 0 | 0 | 2 | |
| > Annual Attendance | | Pupil Former Surnar | me | | | | | | | 0 | 0 | 0 | 2 | |
| -> Characteristics | | Gender of pupil | | | F - Female | | | | | 0 | 0 | 0 | 2 | |
| -> Identifiers | | Pupil Date of Birth | | | 2000-01-01 | | | | | 0 | 0 | 0 | K. | |
| -> Status | | Pupil No Longer on | | | | | | | | | | Viet | w All | |
| | | Pupil No Longer On | | | 115 | | | | | | | Min | | |
| | | Pupil No Longer On | RUI Addresse | 15 | | | | | | | | Viet | w All | |
| | | Transfer Pupil To | On Roll | | | | | | | | | | | |

2) You will see the exclusions listed here. Please highlight the one you wish to remove by clicking on it and then click the delete button.

| COLLECT Portal | | | | | | | | | | | | |
|--|------|----------------------|--------------|--------------|--------------------|---------------------|------------------------------|--------------|-----|------------|------------|----------|
| ermly Exclusions | | | | | | | | | | | - | - |
| | | | | | | All Errors | All Notes | | Add | View Ed | lit Delete | Stat |
| | | | | | | All Errors | All Notes | | 700 | UICW LL | Delet | 010 |
| H873547854112,THREE,TEST | | | | | | | | | | | | |
| SC13 Autumn | | | | | | | | | | | | F |
| -SC 13 Autumn -Levels | - n· | Termly Exclusion | ons - Abbey | College, Rar | nsey | | | | | Uni | | Error |
| School [3] | | | | | | | | | | | Al Notes | |
| -> Characteristics | | UPN | Surname | Forename | DOB | Category | Reason | | | Start Date | Sessions | Errors |
| Pupil On Roll [2] | | H873547854112 | TEST | THREE | 2000-01-01 | FIXD - Fixed Period | PP - Physical assault agains | | | 2013-01-30 | 4 | 0 |
| -> Annual Attendance | | H873547854112 | TEST | THREE | 2000-01-01 | FIXD - Fixed Period | PP - Physical assault aga | inst a pupil | | 2013-01-30 | 4 | 0 |
| -> Characteristics | i i | | | | | | Err | ors | | | | |
| -> Identifiers | | Dat | altem | | Value | | | | Q | OK Errors | Notes | History |
| | E | Pupil No Long | er On Roll T | ermly Exclu | usions | | | | | | | |
| -> Status | | Exclusion Category | | FIXD - Fi | xed Period | | | 0 | 0 | 0 | 2 | |
| -> Status | | Exclusion Reason | | PP - Phy | sical assault agai | nst a pupil | | 0 | 0 | 0 | 2 | |
| -> Summer Half Term Attendance | | Exclusion Reason | | | | 2013-01-30 | | | 0 | 0 | 2 | |
| -> Summer Half Term Attendance -> Termly Attendance | | | 1 | 2013-01 | -30 | | | 0 | | | | |
| -> Summer Half Term Attendance -> Termly Attendance -Termly Exclusions | | | | | -30 | | | 0 | 0 | 0 | | |
| -> Summer Half Term Attendance -> Termly Attendance | | Exclusion Start Date | | | -30 | | | - | 0 | 0 | 2 | |

3) You then need to confirm this action by clicking 'Yes'

| Termly Exclusions | | | |
|----------------------------|--------------------|-----|----|
| | Confirm deletion ? | Yes | No |
| > H873547854112,THREE,TEST | | | |

Reports

A new report has been added to COLLECT which will detail the change history of a school. This report is available to all schools and Local Authority users.

1) Click on the Launch Reports button

| Launch Reports |
|----------------|
|----------------|

2) Select Blade Amendments Report from the drop down & click 'Launch Reports'

| COLLECT Portal | |
|--|--|
| Report Launch | |
| REPORT SELECTOR | |
| | |
| Reports | Report Description |
| Blade Amendments Audit Report Blade Amendments Audit Report | Shows details of all amendments made online via the blade. Launch Report |

3) Click on Launch Report again on the next page to confirm

| | Launch Report |
|---|---------------|
| [| |
| | |

- 4) Your report will be displayed detailing any change that has been made to the collection.
- LAs You will see a full list of schools where changes have been made.

| 🗧 Blade Amendments | Audit Report - Windows I | nternet Explorer | _ | | - | the same time to be a sub- | | - 0 × |
|--------------------|-----------------------------|---------------------|------------------------|-------------------|-----------------|-------------------------------------|-----------------------------|-----------------|
| 🕒 🕞 🗢 🙋 http: | s://collectdata.education.g | gov.uk/CollectPorta | ILive/ReportRulesLa | yout.aspx | | | 🕶 🔒 😣 🍫 🗙 👂 Bing | ۰ م |
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| 🟉 Blade Amendment | s Audit Report | | | | | | 🐴 🕶 🔝 👻 🚍 🖶 🕶 Page 🕶 Safety | y ▼ Tools ▼ 🔞 ▼ |
| naue Amenument | s Audit Report | · · · · | | | | | | |
| 14 4 5 of 71 1 | | lade Am | | ्र s Aud | | | | |
| School: 2096905 H | Haberdashers' Aske's | | | o maa | it itepoit | | | |
| Old Value | New Value | User Name | Date/Time of Action | Action | Field | Table | | |
| | 50 | Kirsty Bennett | 24/06/2013 09:59:47 | Record Amended | PAON | Addresses | | |
| 5Downdery Road | Downdery Road | Kirsty Bennett | 24/06/2013 09:59:46 | Record Amended | Street | Addresses | | |
| 50 Downdery Road | 5Downdery Road | Kirsty Bennett | 24/06/2013 09:59:45 | Record Amended | Street | Addresses | | |
| | 50 | Kirsty Bennett | 24/06/2013 09:59:39 | Record Amended | PAON | Addresses | | = |
| 50 Downdery Road | Downdery Road | Kirsty Bennett | 24/06/2013 09:59:37 | Record Amended | Street | Addresses | | |

Please follow the COLLECT user guide to see how to export or print this report.

Help

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



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