

# School census 2016

# **COLLECT** guide for maintained schools

January 2016

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# **COLLECT and secure access**

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

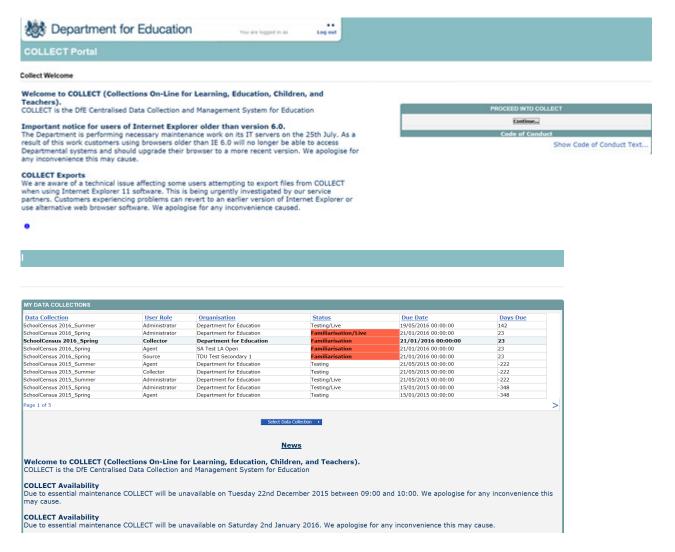
bepartment for Education			
Secure access			
Forgotten username or password?			
Username	Password	I agree to the terms of use Sign in	
Welcome to Secure The Secure Access Portal allows registe Education's systems. Access to systems therefore some systems may not be visil	ered users access to the Department for s are granted on an individual basis and		>
Announcements			
18/12/2015 We apologise for the issues you are e Exchange)	experiencing (EFA Information		
Due to the high level of demand on the system, audited accounts and auditor's management let			
You should now be able to upload successfully published guidance (see page 17).	using the naming conventions set out in the		
Should you continue to experience issues, please management letter by email;, no later than 31 E			
Please note, the trust will still need to complete	a short online cover form, using the guide	•	

Full secure access guides are published on the Secure Access website.

147-1			
vveicon	ne to Secure access		ed help? t the Secure access help p
	ed users access to the Department for Educ ns are granted on an individual basis and th the visible.		
Your applicat	ons		
COLLECT			
COLLECT			
$\sim$	for Learning, Education, Children, and Teachers.		
Collections On-Line If you cannot see a not have the correct	for Learning, Education, Children, and Teachers. n application (system) that you believe you should it t permissions within the application you are access twice Desk by completing our online service reques-	sing, please contact the	

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

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



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.

# Source

The source (school) main screen will now be displayed.

MY DATA RETURN				
The status of your data return : No_Data				
Errors : 0	Queries : 0	OK Errors : 0		
What can I do with My Data Return?				
Upload Return from file	Press this button to Import a file into your data return			
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	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 us	ie the link at the top of the pages.			

# Loading a return

1) Click on upload return from file

he status of your	data return : No_Data			
	Errors : 0		Queries : 0	OK Errors : 0
hat can I do with	My Data Return?			
Upload	i Return from file	Press this button to Import a fil	e into your data return	
Add I	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	
S	ubmit Retarn	Press this button to Submit you	r completed data return	
1	xport to file	Press this button to Export your	r data return to a file	
La	unch Reports	Press this button to Report on y	your data return	
0	elete Return	Press this button to Delete your	r data return	
hat is happening	to My Data Return?			
	Data Return Submission		Data Return Approval	Data Return Authorisation
D	ate Submitted		Date Approved	Date Authorised
need some help				
r helo while in the d	ata collection nanes, niease u	se the link at the top of the pages.		
	are concernent haltest hisase e	the one mint of one top of the payes.		

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

UPLOAD FILE SELECTION		
This both uploads and valid	lates your data and may take several minutes. Please allow sufficient time to complete.	Browse

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

UPLOAD FILE SELECTION		
This both uploads and validat	tes your data and may take several minutes. Please allow sufficient time to complete.	
	$\frown$	Browse
	Lipload +	

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

Uploading School1.xml		
FILE UPLOAD PROGRESS		
	Data return upload in progress, please wait	
	Loading raw return data, 243 elements processed	

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.

status of your data return : Loade	ed_and_Validated	
Errors :	4 Queries : 6	OK Errors :
t 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	
is happening to My Data Return?		
Data Return Submit	ssion Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised

## Viewing the return details

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

Queries : 6	OK Errors : 0
ress this button to Add a new return using a web form ress this button to Open your data return ress this button to Submit your completed data return ress this button to Export your data return to a file	
ress this button to Add a new return using a web form ress this button to Open your data return ress this button to Submit your completed data return ress this button to Export your data return to a file	
ress this button to Open your data return ress this button to Submit your completed data return ress this button to Export your data return to a file	
ress this button to Submit your completed data return ress this button to Export your data return to a file	
ress this button to Export your data return to a file	
rear this hutton to Report on your data return	
ress this button to Report on your data return	
ress this button to Delete your data return	
Data Return Approval	Data Return Authorisation
Date Approved	Date Authorised
	Data Return Approval

#### Your return will then be displayed

DLLECT Portal								
\$ Spring			All Errors	All Notes	A	dd View	Edit	Delete Stat
16 Spring [7]	SC16 Spring - TDU Test Seco	ndary 1						
evels ichool [40] -> Special School	Â		Return Level Errors		Err E	COTS Q 16	OK Errors	Return Level N
<ul> <li>&gt; Address</li> <li>&gt; Admission Appeals</li> <li>&gt; Characteristics</li> </ul>	Data item		Value		Err	rors Q	OK Errors	History
-> Infant Admission Appeals	School Census Spring 2016							
-> Miscellaneous	Collection	SC			0	0	0	
-> Reconciliation	Term	SPR			0	0	0	
-Classes [5]	Year	2016			0	0	0	<u> </u>
Provisions	Reference Date	2016-01-21			3	4	0	
Childcare	Source Level	s			0	0	0	
Pupils On Roll [43]	LA	520			1	0	0	
-> Identifiers	Estab	4001			0	0	0	
-> SEN	Software Code	MadeltUp			0	0	0	
-> Status	Release	1.0			0	0	0	
> Termly Attendance	Xversion	1			0	0	0	
SEN Needs [5]	Serial No	1			0	0	0	
Termly Exclusions [2]	Datetime	2015-06-23 09:56:58			0	0	0	
Addresses [2]	School							View All

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

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

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.

	<u>UPN</u>	Surname For	rename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM	

# Editing data within the return

The default view when a screen is displayed is 'view' mode. We have enabled editing at school level for all school census returns.

Please consult with your local authority regarding editing of your return to agree local responsibilities and/or processes for amending data directly in COLLECT.

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

6 Spring						
		All Errors All Notes	A	dd View	Edit	Delete Stat
C16 Spring [7]	SC16 Spring - TDU Test Seco	ondary 1				
Levels				rors	OK Errors	Return Level N
School [40]		Return Level Errors	E	Q		
> Special School			1	<u>16</u>	0	<b></b>
> Address			En	rors		
> Admission Appeals	Data Item	Value	E	Q	OK Errors	History
> Characteristics > Infant Admission Appeals	School Census Spring 2016			-		-
-> Miscellaneous	Collection	SC	0	0	0	
-> Reconciliation	Term	SPR	0	0	0	1
-Classes [5]	Year	2016	0	0	0	
Provisions	Reference Date	2016-01-21	3	4	0	
Childcare	Source Level	s	0	0	0	<u> </u>
Pupils On Roll [43]	LA	520	1	0	0	+
> Characteristics	Estab	4001	0	0	0	
-> Identifiers	Software Code	MadeltUp	0	0	0	
> SEN	Release	1.0	0	0	0	
> Status	Xversion	4	0	0	0	
> Termly Attendance SEN Needs [5]			-	-		
Termly Exclusions [2]	Serial No		0	0	0	<b></b>
-Addresses [2]	Datetime	2015-06-23 09:56:58	0	0	0	
	School					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.

irce Page SchoolCensus		
DATA RETURN		
e status of your data return : Loaded_and_ Errors : 4	Queries : 6	OK Errors : 0
errors : C	Queries I (2	ok ender 1 0
hat can I do with My Data Return?		
Upland 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 Rature	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	
hat is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
eed some help		

### **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.

		Err	ors	OK Errors	Return Level Notes	
	Return Level Errors	E Q ON EN		UN EITOIS	Return Lever notes	
		0	6	0	2	
Data Ham	Mahua	Err	ors	OW Server	Notes History	

### 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.

	ECT P	t - SchoolCensus 2016_Spring					
DU Tes	t Seconda	ary 1 Error report on 29/	12/20	15 at 11:12	Count 83	3	Return Details
Rule No.	Return Level	Error Message	Priority	DK'd	Notes	Field SENProvision	Value K - SEN Support
		Invalid Code Value	Errors	Details	X	SENType	null
741		Based on Ministry of Defence criteria, Service Children (i.e. parents designated as personnel category 1 or 2) are not eligible for Free School Meals.	Errors	Details	×	-	
510			Errors	Details	×		
876		School lunch taken only required from pupils in reception, year 1 or year 2 or from pupils aged 4 to 6 in year X.	Errors	Details	×	]	
		TopUpFunding is mandatory	Errors	Details	×		
		Invalid Code Value	Errors	Details	X	1	
170		A valid SEN type must be provided for pupils with a SEN provision = K, S or E	Errors	Details	X	1	
860		Enrolment Status is missing or invalid	Errors	Details	X	1	
170		A valid SEN type must be provided for pupils with a SEN provision = K, S or E	Errors	Details	X	1	
570		Unique Learner Number must be provided for pupils aged 14 and over on Census Day	Errors	Details	8	1	
Page 1 of 9	)				 23456789	1	

### **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) If your local authority agrees change the mode of the form to 'edit' and then click on the data item that needs to be changed and update it – ensuring the you reflect this change in the MIS.

# **Providing clarification/ supplementary information**

In some instances you will be requested to provide explanatory information . This will be made available on our web page <u>School Census 2016</u>)

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

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

	All	Errors All Notes	Α	sdd View	Edit	Delete Sta
SC16 Spring - TDU Test Seco	ondary 1					
						Return Level N
	Return	n Level Errors	E			
			<u>1</u>	<u>16</u>	0	Ĩ
			E	2020		
Data Item		Value	E		OK Errors	History
School Census Spring 2016						
Collection	sc		0	0	0	1
Term	SPR	-	0	0	0	<u> </u>
	2010-01-21		-			
	5		U			I
			1		-	
Software Code	MadeltUp		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					<u>v</u>	/iew All
Pupils on Roll						/iew All
Pupils No Longer on Roll					<u>v</u>	/iew All
	Data Item           School Census Spring 2016           Collection           Term           Year           Reference Date           Source Level           LA           Estab           Software Code           Release           Xversion           Serial No           Dateltime           Pupils on Roll           Pupils on Roll	SC16 Spring - TDU Test Secondary 1           Return           Data Item           School Census Spring 2016           Collection           SC           Term           SPR           Year           2016           Reference Date           2016-11-21           Source Level           S           IA           520           Estab           4001           Software Code           Madeilt/up           Release           10           Xversion           1           DateItime           2015-06-23 08:56.58           Phylis on Roll           Phylis on Roll	SC16 Spring - TDU Test Secondary 1       Return Level Errors       Data Item     Value       School Census Spring 2016       Collection     SC       Term     SPR       Year     2016       Reference Date     2016-01-21       Source Level     S       IA     520       Estab     4001       Software Code     Madeil/Up       Relense     10       Xversion     1       DateItime     2015-06-23 00:56:58       Stylis on Roll     Home And Home	SC16 Spring - TDU Test Secondary 1         Effective           Return Level Errors         Effective           Data Item         Value         Effective           School Census Spring 2016         O           Collection         SC         O           Term         SPR         O           Year         2016         O           Reference Date         2016/1/21         O           Source Level         S         O           Stab         4001         O           Software Code         Madelityp         O           Reference Date         10         O           Software Code         Madelityp         O           Software Code         Madelityp         O           Stable         10         O           Version         1         O           Stable         10         O           Stable         10         O           Stable         10         O           DateItime         2015-06-23 00-56:58         O           Stable         10         D           DateItime         2015-06-23 00-56:58         O           Frights on Roll         Frights on Roll         Frights on	SC16 Spring - TDU Test Secondary 1         Errors         Errors           Image: Control of the secondary 1         Image: Control of the secondary 1         Image: Control of the secondary 1           Data Item         Value         Errors         Errors         Errors           Data Item         Value         Errors         Image: Control of the secondary 1         Image: Control of the secondary 1           Data Item         Value         Errors         Image: Control of the secondary 1         Image: Control of the secondary 1           School Census Spring 2016         Image: Control of the secondary 1         Image: Control of the secondary 1         Image: Control of the secondary 1           Year         2016         Secondary 1         Image: Control of the secondary 2         Image: Control of the secondary 2           Source Level         S         S         Image: Control of the secondary 2         Image: Control of the secondary 2         Image: Control of the secondary 2           Software Code         MadellUp         Image: Control of the secondary 2           Software Code         MadellUp         Image: Control of the secondary 2         Image: Control of the secondary 2         Image: Control of the secondary 2           Software Code         MadellUp <td>SC16 Spring - TDU Test Secondary 1         Errors         OK Errors           Data Item         Value         Errors         OK Errors           Data Item         Value         Errors         OK Errors           School Census Spring 2016         0         0         0           Collection         SC         0         0         0           Term         SPR         0         0         0           Year         2016         0         0         0           Source Level         S         0         0         0           Source Level         S         0         0         0           Source Code         MadettUp         0         0         0           Release         10         0         0         0           Version         1         0         0         0           Staffa Code         MadettUp         0         0         0           Release         10         0         0         0         0           Staffa Code         MadettUp         0         0         0         0         0           Release         10         0         0         0         0</td>	SC16 Spring - TDU Test Secondary 1         Errors         OK Errors           Data Item         Value         Errors         OK Errors           Data Item         Value         Errors         OK Errors           School Census Spring 2016         0         0         0           Collection         SC         0         0         0           Term         SPR         0         0         0           Year         2016         0         0         0           Source Level         S         0         0         0           Source Level         S         0         0         0           Source Code         MadettUp         0         0         0           Release         10         0         0         0           Version         1         0         0         0           Staffa Code         MadettUp         0         0         0           Release         10         0         0         0         0           Staffa Code         MadettUp         0         0         0         0         0           Release         10         0         0         0         0

#### 2) Click add new note

0361	None	отдатвалот	NULVE 15	LARE AND THIS	Add New Note     Remove Note
Note De	etail				
				<u> </u>	
				~	
Descara	ed enter delet	ed by resubmissions			
User	Role	Organisation	Native ID	Date and Time	
Drocorp	red Note Deta				Remove Preserved Note
PICSCIV	eu note Deta			~	

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

COLLECT Portal		
Note Page		
Create New Note		
Type note and error number in here	~	
	Create Cincel	
© Crown copyright   Disclaimer   Privacy		

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

You can enter one note to cover numerous queries.

Eg  $- 3 \times 2020Q$  - confirmed correct,  $1 \times 1780Q$  - confirmed correct,  $2 \times 2502Q$  - 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'.

A RETURN			
status of your data return : Loaded_an	_Validated		
Errors : 4		Queries : 6	OK Errors :
can I do with My Data Return?			
Upload Raturn from file	Press this button to Import a file into your data retu	27D	
Add Return on screen	Press this button to Add a new return using a web f		
Open Natural II.	Press this button to Open your data return		
Submit Return	Press this button to Submit your completed data re	turn	
and the second s	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		
t is happening to My Data Return?			
Data Return Submission	Data Re	turn Approval	Data Return Authorisation
Date Submitted	Date Approv	bes	Date Authorised

#### 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

Enrors     Queries : 6     OK Errors : 0       I do with Hy Data Return?     I do with Hy Data Return?     I do with Hy Data Return?       Uplead Return from file.     Press this button to Import a file into your data return       Add Returns on screen.     Press this button to Add a new return using a web form       Open Return     Press this button to Open your data return	TA RETURN		
I do with Hy 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	tatus of your data return : Submit		
Uplead 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	Eriors	Queries : 6	OK Errors : 0
Add Renues on screen Press this button to Add a new return using a web form Open Return. Press this button to Open your data return	can I do with My Data Return?		
Open Return Press this button to Open your 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	
Submit Return Press this button to Submit your completed data return	Open Return	Press this button to Open your data return	
	Submit Return	Press this button to Submit your completed data return	
Expert to file. Press this button to Expert your data return to a file	Export to file	Press this button to Export your data return to a file	
Laund Reports. Press this button to Report on your data return	Launch Reports	Press this button to Report on your data return	
Delete Return. Press this button to Delete your data return	Delete Return	Press this button to Delete your data return	
	Data Return Submise	ion Data Return Annroval	Data Return Authorisation
Data Return Submission Data Return Annroval Data Return Anthorisati	oute Hetern Submits.		
Data Return Submission Data Return Approval Data Return Authorisati	Data Schmitted	Data Assessed	Date Authorized

# Reports

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

A RETURN		
atus of your data return : Submitted		
Errors : 4	Queries : 6	OK Errors : 0
an 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 Rature	Press this button to Submit your completed data return	
Even at the file	Press this button to Export your data return to a file	
Launch Reports_	Press this button to Report on your data return	
Distant Autorit	Press this button to Delete your data return	
happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
some help		

A drop down menu will be display and a report can be selected from that drop down list

You should now run your reports and check that you agree with the listed figures. If you do not agree with the reported figures it could indicate that there is missing and/or incorrect data in your return. The local authority also has access to your reports and therefore you may consult them on any queries.

There will be individual user guides for the reports available on the education website.

2) 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.

🔢 🔄 1 of 2 🕨 🔰 100% 💌 🛛 Find | Next Select a format 💌 Export 😰 🎒

These are explained as follows.

🛛 🚽 1 of 2 🕨 🔰

Allows you to navigate between pages of the report.



Zoom control for viewing the report at various zoom levels.

Find | Next

Allows you to enter text to find on the report.

Select a format 🛛 💌	Export
Select a format XML file with report data CSV (comma delimited) TIFF file	
Acrobat (PDF) file Web archive Excel	

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

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

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

Export the current data	for the selected Source	
Please select the format that yo	u wish to export this data:	
Export as XML <ul> <li>Export as CSV</li> </ul>		
Please Select the Status that yo Either:	u wish to export this data:	
All		
Or one or more of the following		
Loaded Amended by source Submitted Amended by agent Approved Amended by collector Authorised		

3) A progress message will be displayed

COLLECT Portal				
Exporting (Pro	cessed 0 of 1)			
EXPORT PROGR	Export in progress, please wait	<b>N</b>		
	Checking status for TDU Test Secondary 1 (5204001)			
Folder	Organisation Name		Native Id	Result
0				

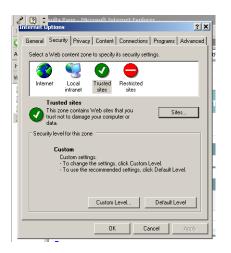
When completed the result of the export will be displayed and you will be offered the options of saving or opening the export file. We suggest saving prior to opening.

Export Results Page			
Export Finished.			
EXPORT RESULTS			
Results of export Folder	Organization Namo	Native Id	Result
/EstabNo=5204001	Organisation Name TDU Test Secondary 1	5204001	Data Collected

**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.

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

# Help

If you have any queries regarding school census in the first instance please contact your local authority.



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