Department for Education

Key stage 1 data collection return 2016

Instructions for local authorities on how to use COLLECT to submit their return for 2016

June 2016

Contents

COLLECT and Secure Access 4

Filter by 6

Performance summary 6

Sources 7

Agent functions 7

Uploading single XML files 8

Individual upload of XML files 8

Uploading multiple XMLs (in a zipped file) 8

Viewing returns 11

Navigating through the screens 12

Viewing the query and errors screen 13

Adding notes 14

Editing a return 16

Approving a return 17

Deleting a return 18

Exporting a return 19

Launching reports 21

Queues 22

Screen functionality 25

Navigation through a return 25

Mode buttons 25

Filter bars 26

Left hand menu 26

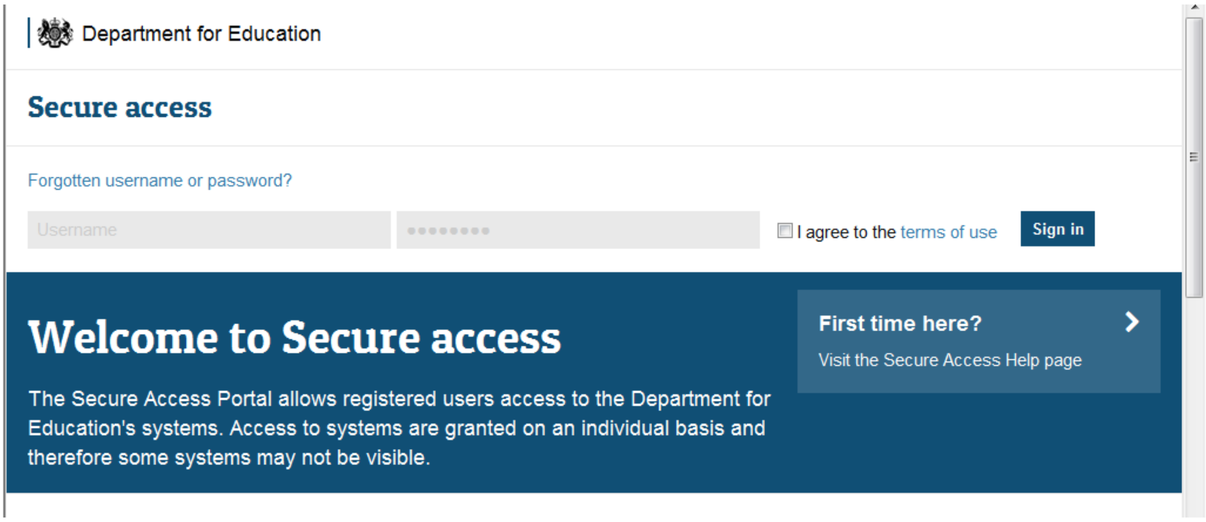
Help 27

COLLECT issues and data collection queries 27

Secure Access issues 27

COLLECT and Secure Access

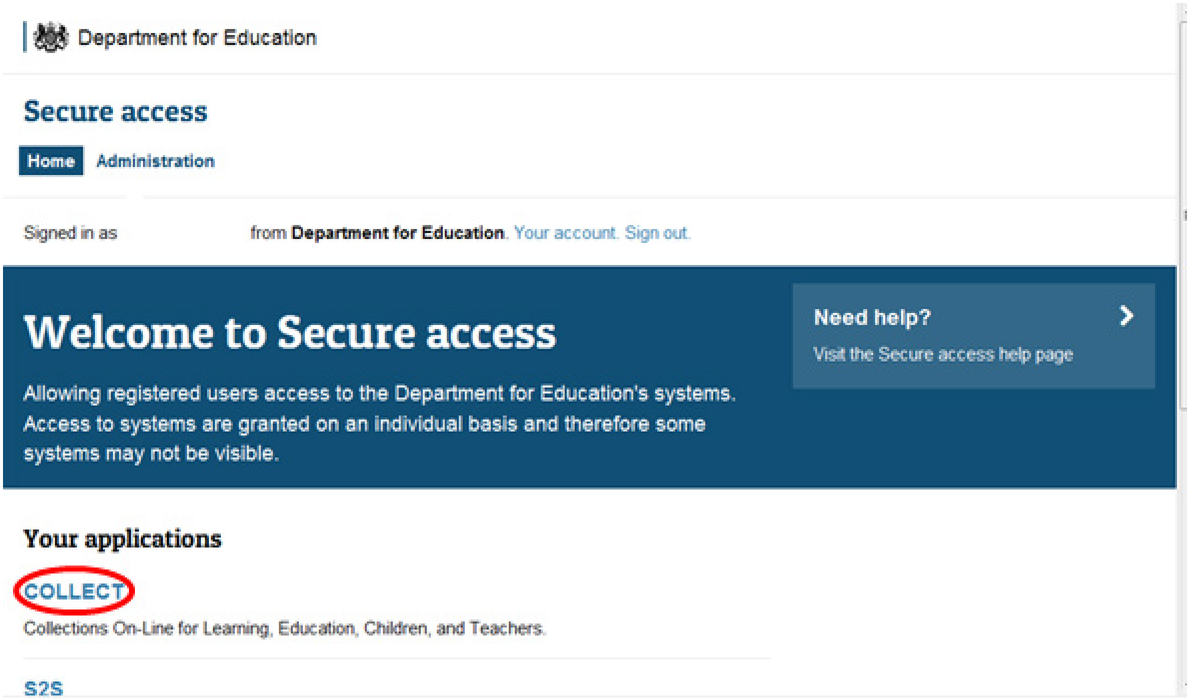
Please note that some images may refer to 2015 however remain the same for 2016.



Access to COLLECT (Collections On-line for Learning, Education, Children, and Teachers) is now through the Department's [Secure Access system](#) (SA).

To access Secure Access existing users will need their COLLECT username and password.

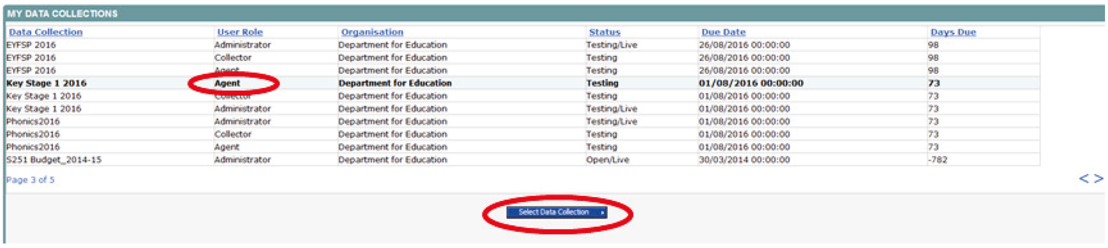
If you are a new user and require access or have forgotten your username and password to COLLECT, you will need to speak to your Approver. Full Secure Access guidance is published on the [Secure Access website.](#)



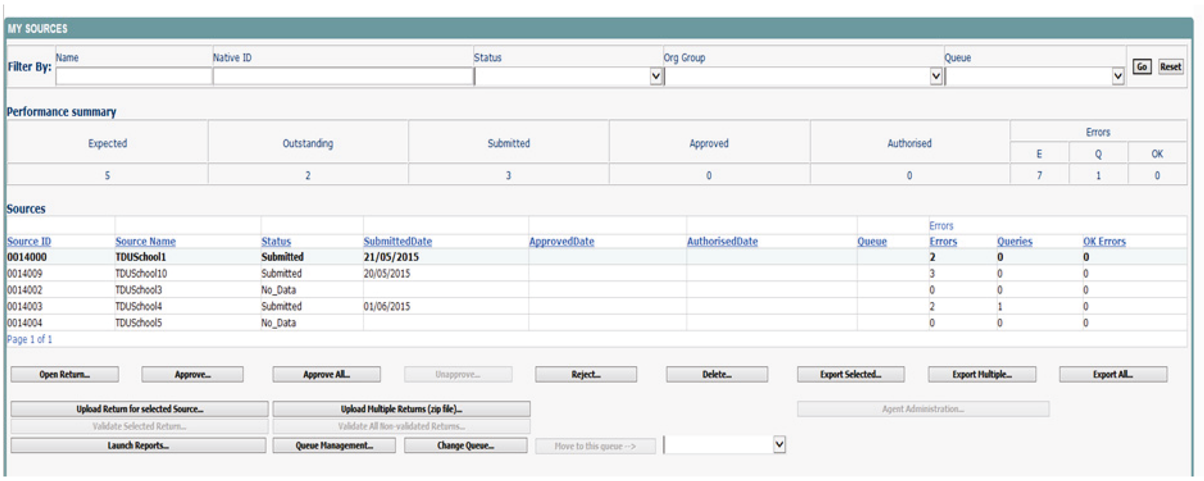
Once successfully logged in, click on the COLLECT link to access COLLECT, as above.

Click on ‘continue’, as above.

Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the ‘Select Data Collection’ button to open it.



The agent (local authority) main screen will now be displayed listing all the schools for your local authority.



The agent screen comprises four main sections:

- ‘Filter by’
- ‘Performance Summary’
- ‘Sources’

- ‘Agent Functions’

Filter by

This section allows you to limit the number of schools displayed in the source section of the screen. It can be used to display a single school or a group of schools that have the same characteristics.

For example by entering an establishment number in the ‘Native ID’ and selecting the ‘Go’ button only the school with that establishment will appear on the screen. This saves the user having to go through numerous screens to get to the particular school return they want to work on.

The user can only change the sort order by clicking on one of the headers with a blue text. For example by clicking on the ‘Source Name’ header all the schools in the local authority return will be sorted in ascending school name order, click again and they will be sorted in descending school name order.

Performance summary

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
2533	2530	3	0	0	75	51	0

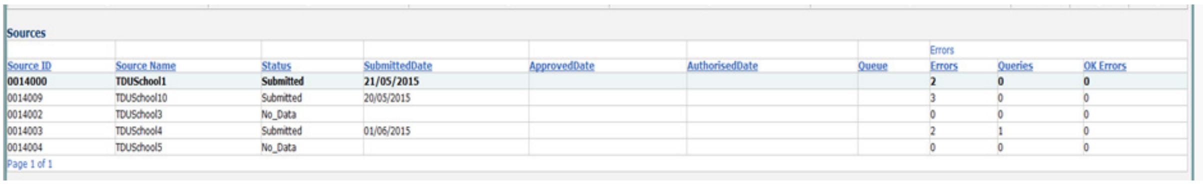
This area of the screen shows a breakdown of the status of the returns for the local authority’s schools that are part of the collection.

It shows:

- The total number of schools that a return is expected from;
- The total number of schools who have yet to submit their return;
- The total number of schools who have submitted their return;
- The total number of school returns approved by the local authority;
- The total number of school returns authorised by the Department for Education (DfE);
- The total number of errors across all returns, sorted by error severity.

This section is refreshed any time a change is made to the underlying data, for example when the status of a school return has changed from ‘submitted’ to ‘approved’, the approved total will be incremented by 1, while the submitted total will decrease by 1.

Sources


Sources

							Errors		
Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
0014000	TDUSchool1	Submitted	21/05/2015				2	0	0
0014009	TDUSchool10	Submitted	20/05/2015				3	0	0
0014002	TDUSchool3	No_Data					0	0	0
0014003	TDUSchool4	Submitted	01/06/2015				2	1	0
0014004	TDUSchool5	No_Data					0	0	0

Page 1 of 1

This section lists all of the data sources for whom a data return is expected for the collection (unless a filter has been applied).

Agent functions

This section contains the functions that an agent (local authority) can use to manage the returns it is responsible for.

Uploading single XML files

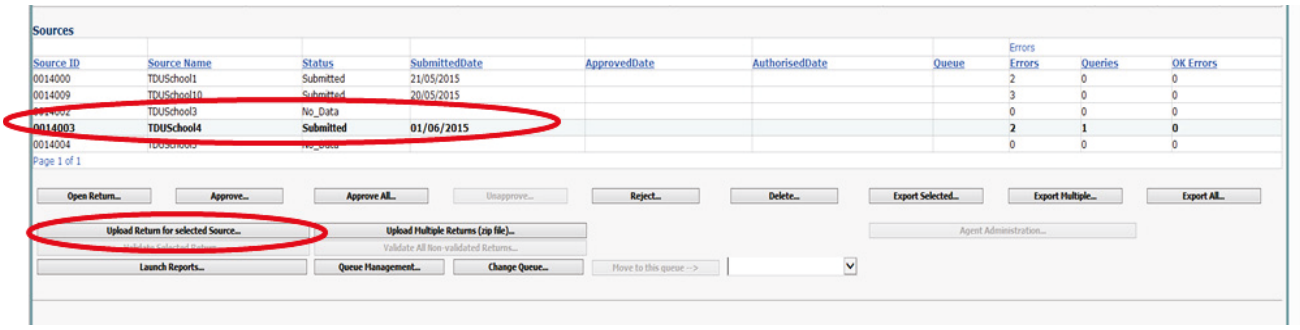
As you are loading your data on behalf of your schools, please follow the instructions below.

The school file must be suffixed with .xml but can be named anything. Usually this can be extracted from the management information system (MIS) or for some collections a spreadsheet or XML convertor is provided by the DfE.

You may upload your schools files in two ways: individually or multiply in a zipped file.

Individual upload of XML files

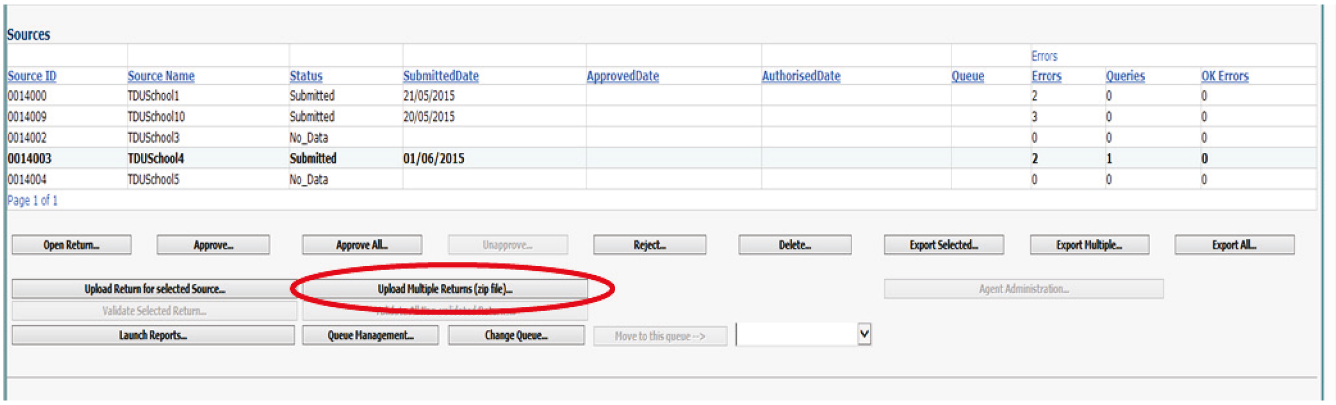
First, highlight the school in the list of schools on the main agent screen. Then click on the 'upload return for selected source…' button in the return management section.



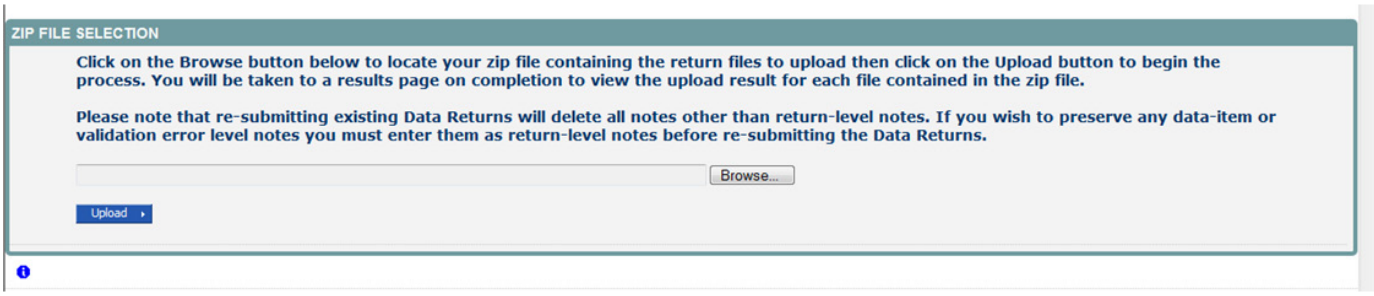
Uploading multiple XMLs (in a zipped file)

Local authorities have the option to upload multiple returns in one zipped file. Each return within the .zip file should be a separate .xml file.

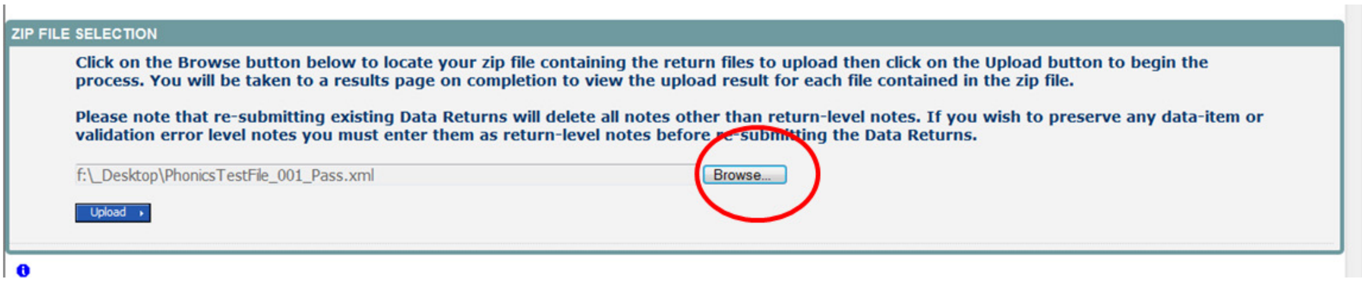
From the main screen below, select the 'upload multiple returns (zip file)' button. The next screen is the same as uploading a single return. Select the appropriate zipped file from the browser then select the 'upload multiple returns (zip file)…' button. All the files will be uploaded and their status set to submitted.



The upload screen will be displayed:

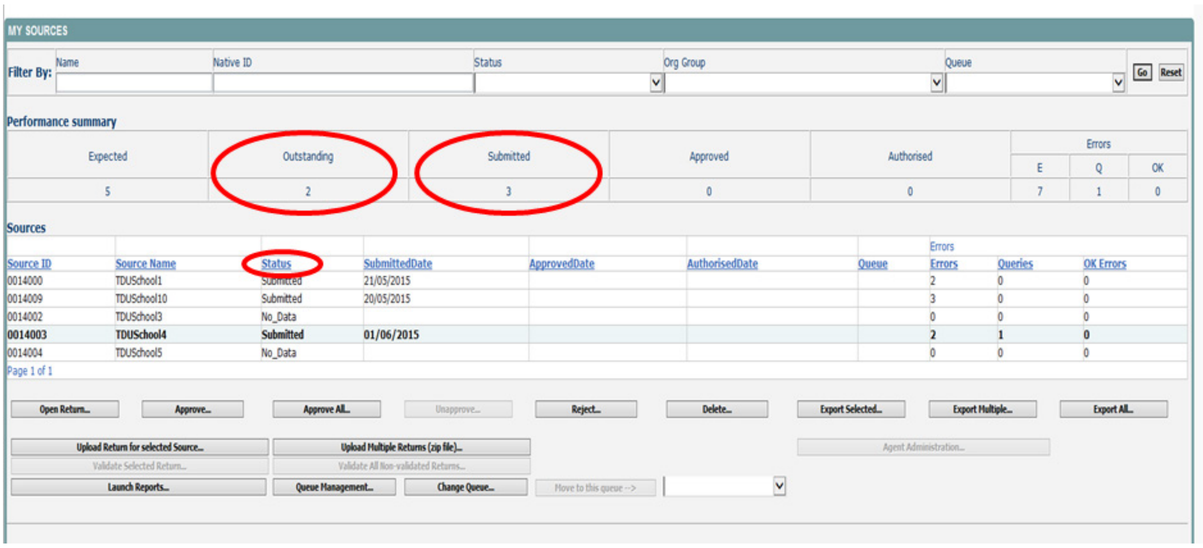


Use the browse button to locate the file you wish to upload. Highlight the file name and click on 'open' to select it. Then click on the 'upload' button to load the file.



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

Once the upload has completed, the source main page will be re-displayed and the return status section will updated to 'submitted' for the school(s) you have loaded. The total number of 'outstanding' and 'submitted' returns for your local authority will also be updated.



Please note there are more highlighted buttons available after a return has been loaded.

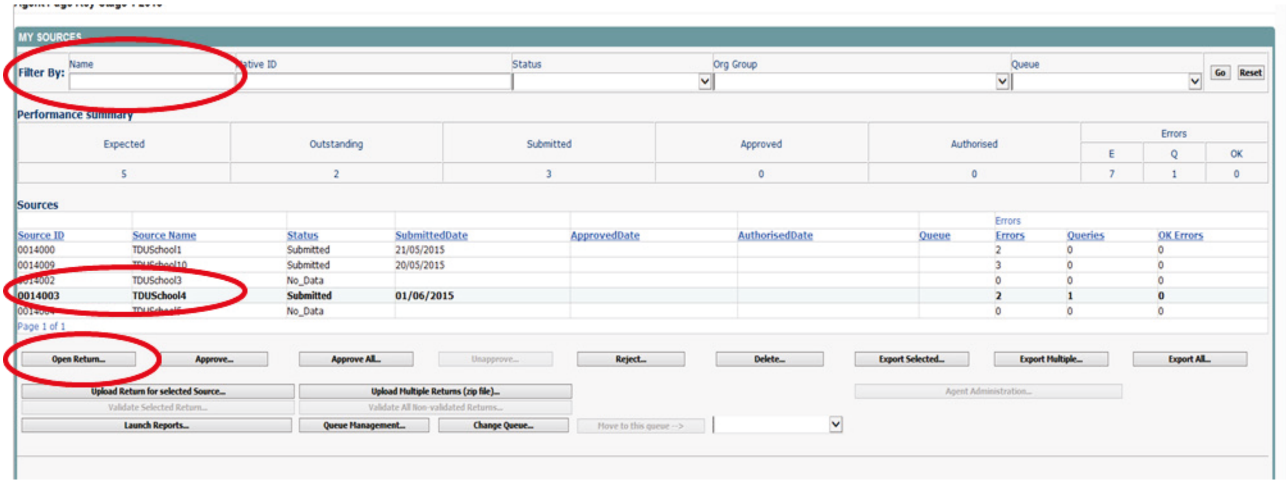
The return status will change depending on whether the school or local authority has loaded or edited the return:

- ‘No Data’ – the return has not been loaded into the system.
- ‘Import in Progress’ – a return is currently being loaded for the source.
- ‘Waiting for Validation’ – the return is currently in a queue and is waiting to be validated by COLLECT.
- ‘Validation in Progress’ – the system is currently running validation checks against your return. The system will usually run validation checks on loading of the return or after data within the return has been changed.
- ‘Submitted’ – the return has been submitted by the source.
- ‘Rejected by Agent’ – the return has been rejected by the local authority. A return is only rejected if there is a fundamental issue with it, for example a data return for the wrong year has been loaded.
- ‘Amended by Agent’ – the return has been submitted by the source and it has been amended online by the agent (local authority). A local authority should only amend data submitted by the source after seeking permission from the source to do so.
- ‘Approved’ – the return has been approved by the local authority after all data checks have been carried out and they are happy for the DfE to take that version as final (changes can still be made).
- ‘Amended by Collector’ – the return has been approved by the agent, and then it has been amended online by the collector (DfE). The DfE will only amend data approved by the agent, after agreeing changes with the agent or to un-authorise a return if needed.
- ‘Rejected by Collector’ – the return has been rejected by the collector (DfE).
- ‘Authorised’ – the return has been checked and authorised by the collector (DfE).

Viewing returns

Once you have loaded the returns you will need to go into the schools to check the data is correct and also to ensure notes have been entered against any queries or errors that cannot be corrected.

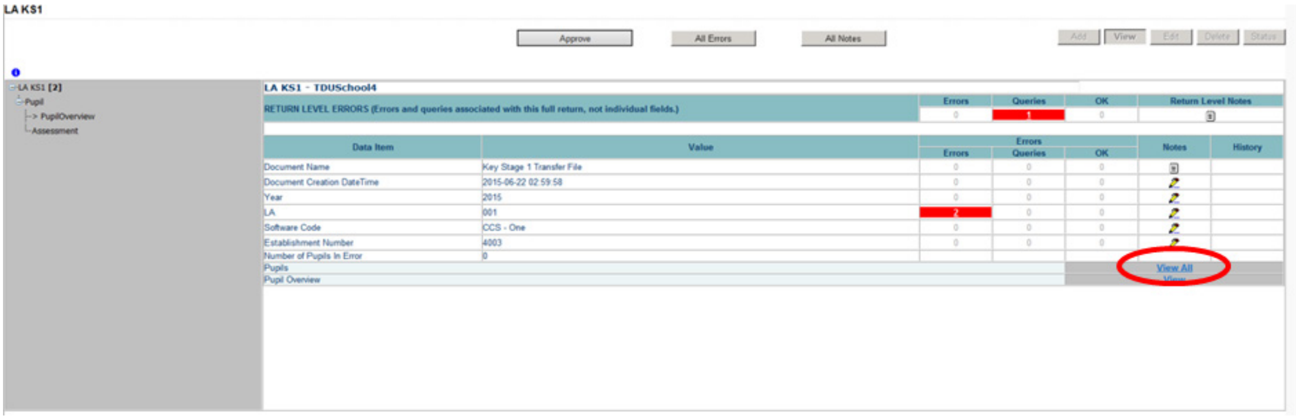
To view returns, select the school you want by clicking on its name (you can search for a school using the filter by tool bar) and click on open return.



Navigating through the screens

This screen shows the header information from the XML file. It also allows you to view the errors and queries associated with that return and the notes associated with that return. Please note any errors or queries showing on the header screen will only relate to the data on that screen and not the whole return.

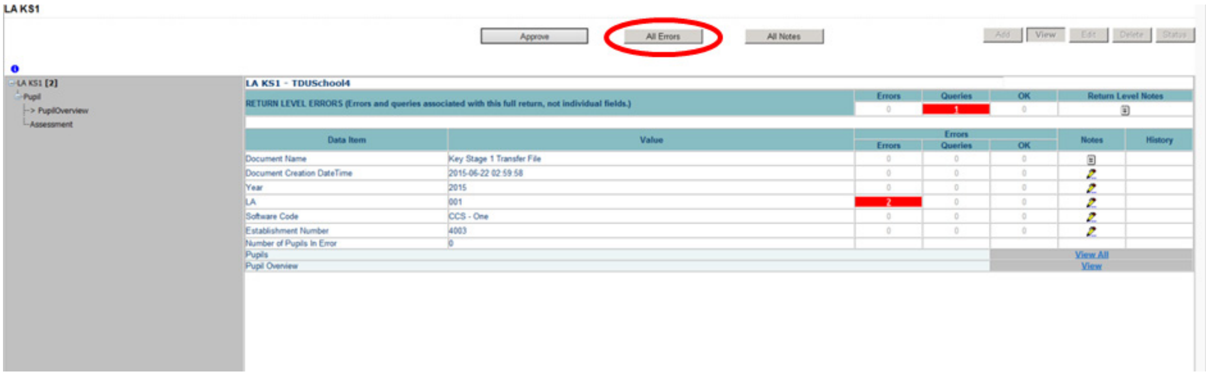
You can use view all buttons in order to navigate through the return or the grey menu on the left hand side.



Viewing the query and errors screen

You will need to try and correct any errors on your return and enter notes against queries.

To view errors and queries on the return please select the all errors button and a screen will be displayed containing a list of all the errors on that return. Please see below.

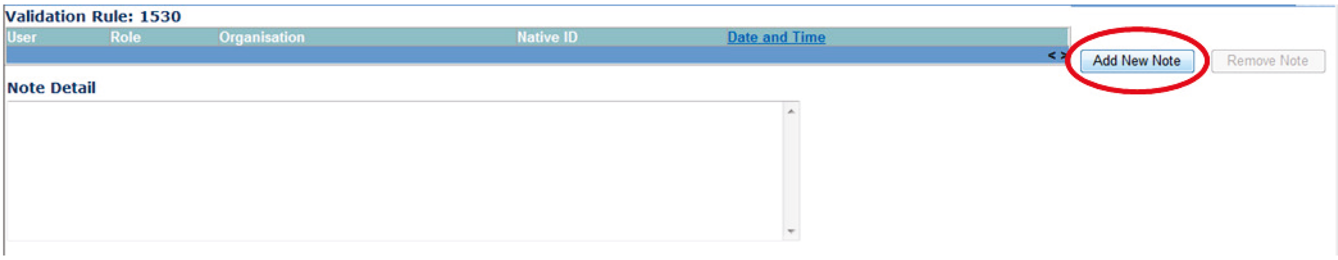


Clicking on the details button will display the data item that is in error.

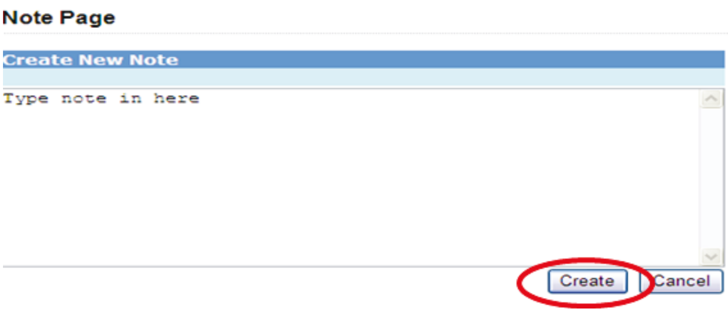
Adding notes

You can add your own notes to a query or error that cannot be resolved before submitting the data to the DfE if not already done by the school. Notes can be added to a return from within the all errors screen.

As you can see from the above there is a pencil icon at the end of each row. To add a note relating to each query please click on the pencil. You will then be presented with the screen below:

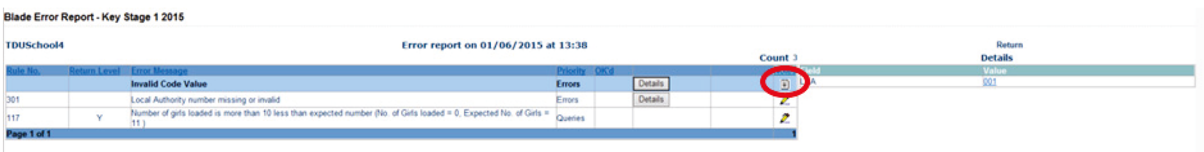


You need to click on add new note for you to be able to type in the notes box. To go back to the previous screen please select the back button.



Once you've typed in your explanation please click on create note. This will then save that note against the return.

You can tell if a note has been put beside a query as the pencil icon will change to a notepad, see below:



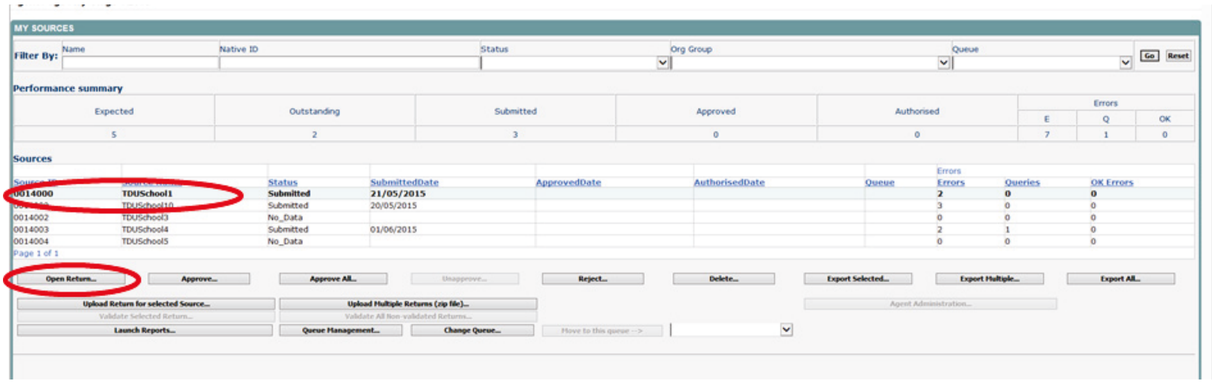
To view those notes just click on the notepad.

Please note even though you have entered an explanatory note against the errors and queries they will not disappear from COLLECT until they have been reviewed by the DfE.

To get back to the previous screen please select the return button.

Editing a return

First highlight the school where you wish to edit data in the list of schools on the main agent screen. Then click on the open return button in the return management section.

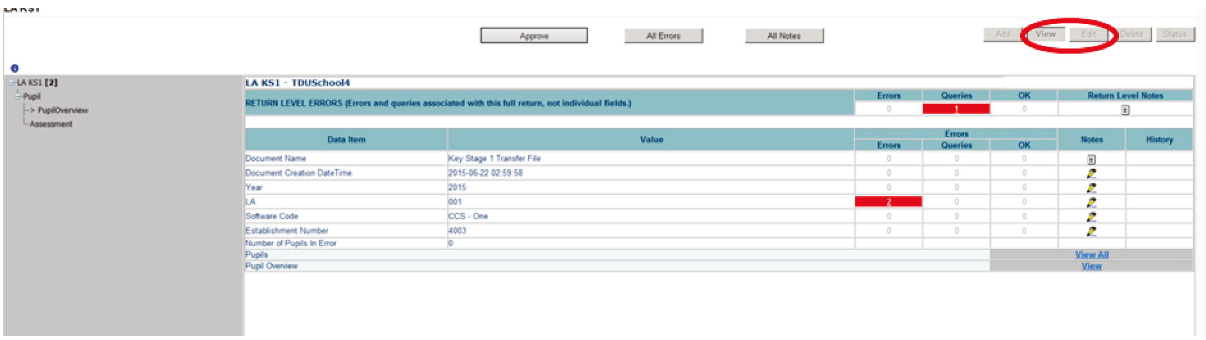


This will bring up all the same screens as described in the school section.

Once a return has been uploaded, a local authority may go in and edit the data if necessary. The recommended approach is that if there are errors on the data when it is uploaded into COLLECT that the corrections should be made in the school management information system and a new output file generated and uploaded into COLLECT. This will ensure that the data in the management information system is kept in line with the data being provided in the data collection return to the DfE, however there may be circumstances when it is necessary for data to be edited rather than a new file uploaded.

The first screen that can be edited is the source school screen. When you first enter the screen it will be in view mode. To go into edit mode select the edit button at the top of the screen. All the fields can be updated. You'll need to click elsewhere on the screen for the field to update. If this results in error corrections then the errors will disappear.

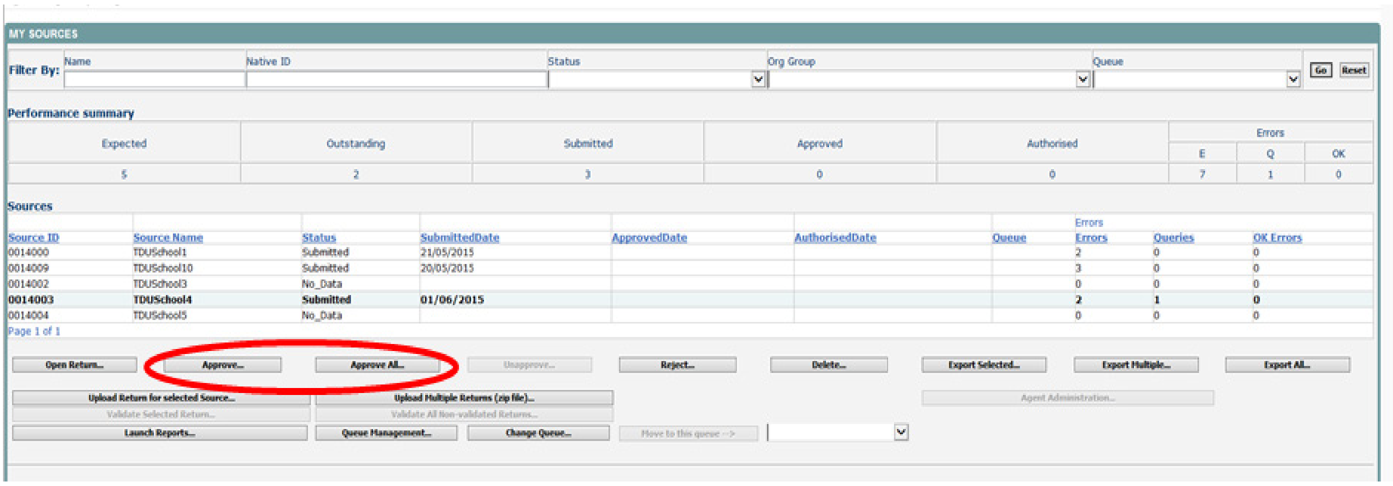
To save any changes made, select the view button.



Approving a return

Once you have checked the schools and ensured you have added relevant notes to queries, please approve all your returns, by pressing the approve all button you are submitting the data to the DfE. The DfE can see the data as soon as it's loaded but cannot access it until you have approved it.

Users should highlight the return for approval and press the approve button. See below.



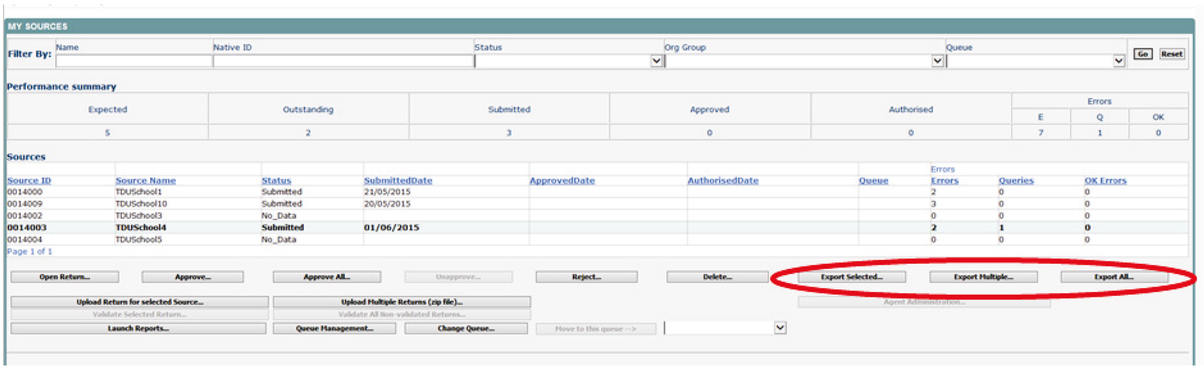
Deleting a return

This function allows the local authority user to delete a selected school return. First highlight the school on the screen then select the delete button. This will delete the return and that school status will reset to no data.

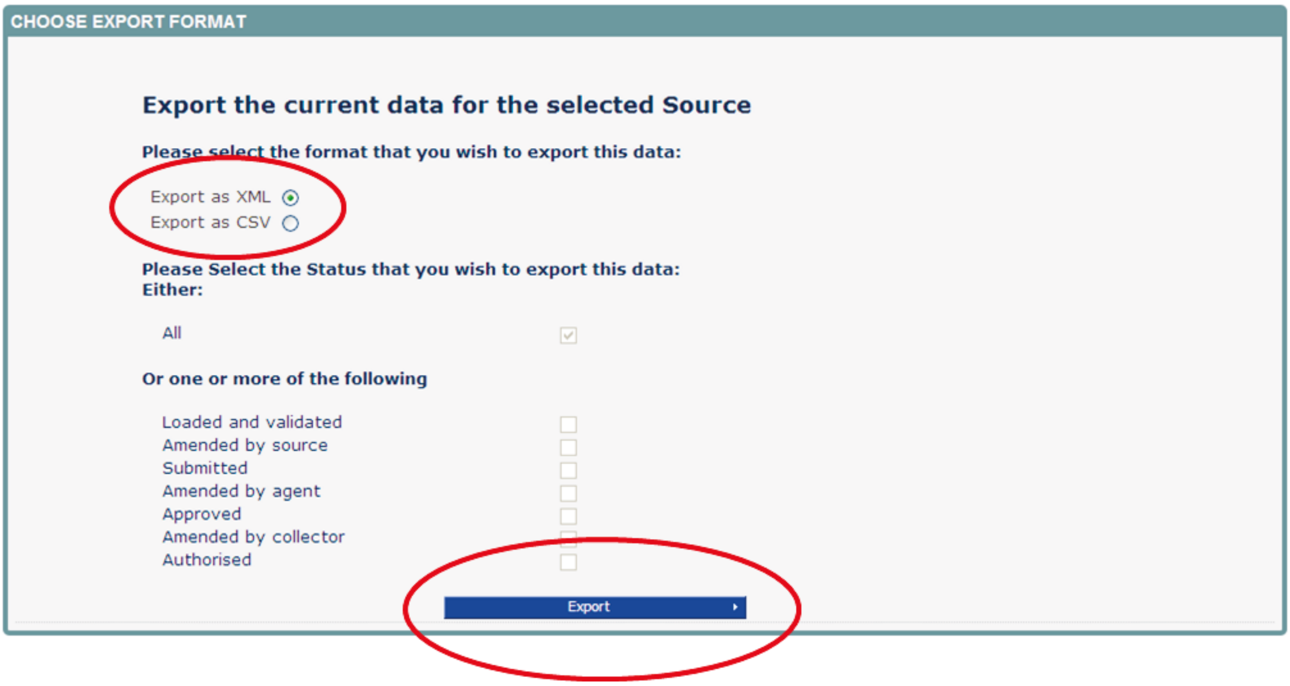
Exporting a return

Once the data has been submitted you can produce an export. An export will show all data submitted in either xml or csv (spreadsheet) format. You can then save a hard copy of the submitted data for reference.

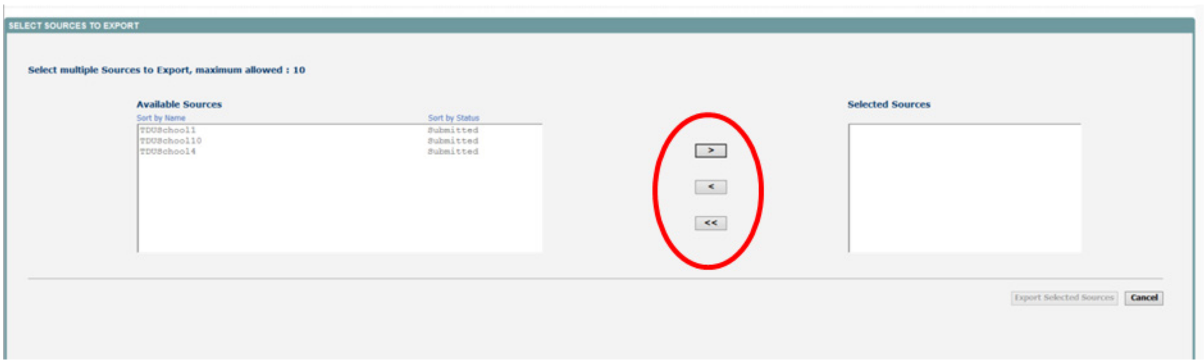
To export the data, choose one of the three export options by clicking the button from the front screen.



Select the format for the export, xml or csv then select the export button. You will be prompted to save or open the export file. Once this has run you will get an option to open or save the export.



If exporting multiple returns you will be presented with the following, select sources to export screen.

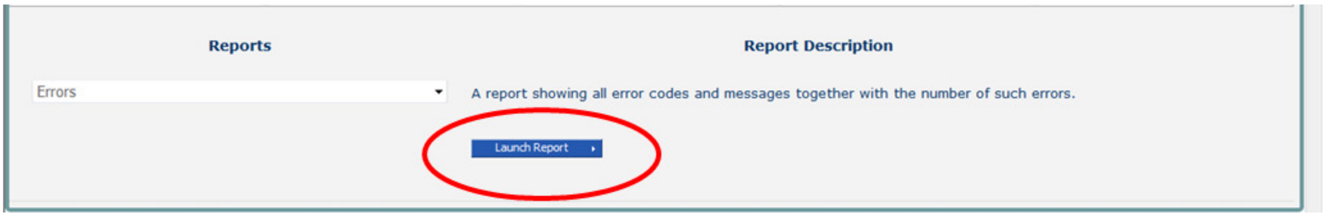


Select available sources and use the arrow keys to move them into or out of the selected sources. Once you are happy with your selection, use the export selected sources button.

Launching reports

The launch reports option is available for each collection. This is where you can run various reports such as expected lists, error reports and school status reports amongst others.

Select the report you require from the drop down list and select the launch report button.



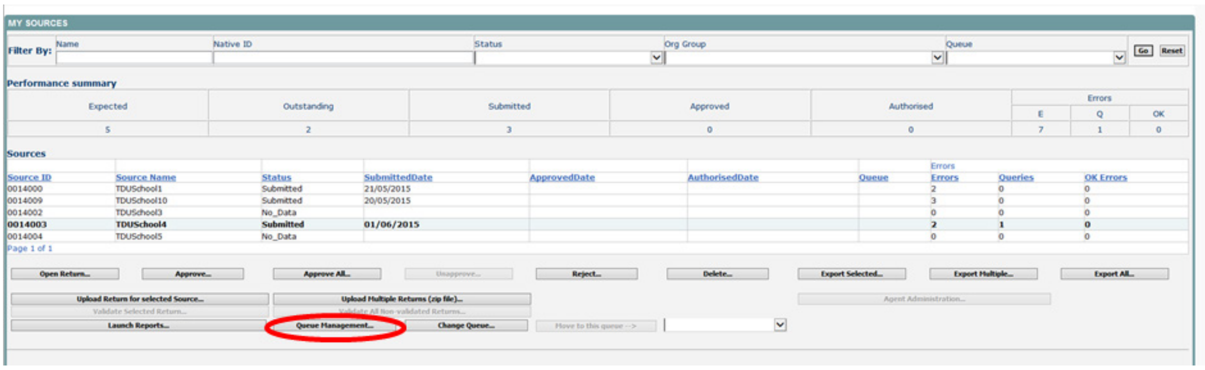
The report will show on screen. Selecting the export button will bring up a drop down list of export options. Selecting one will allow you to export the report to excel, csv, etc.

You cannot print or sort the data in the report from COLLECT you need to export into Excel to be able to sort or print the data.

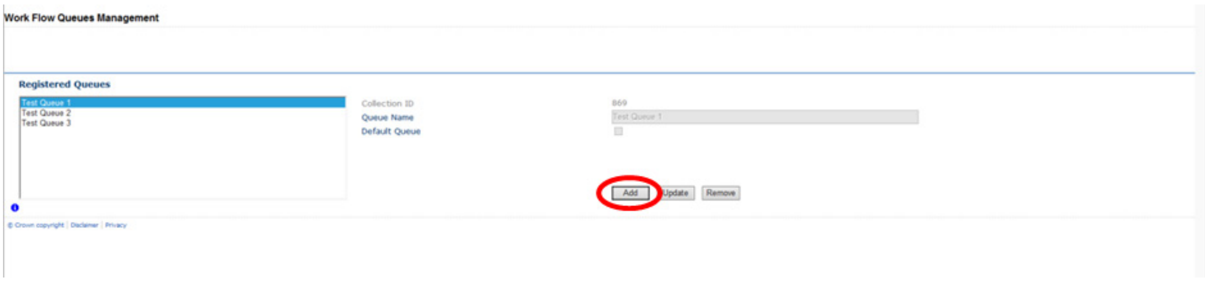
Queues

When a number of people are working on a data collection within the local authority, the use of the queue facility can help effective working. The use of queues helps in the allocation and identification of who is working on which schools and therefore helps to ensure that two or more people don't try and work on the same one.

Return to the agent page and click the queue management button.



This will take you to the page entitled work flow queues management.



To add a name, click the add button.

Type your name (or the name of a colleague) into the queue name box then click ‘OK’. Instead of a name you may wish to apportion schools by a day of the week or by some other description depending on your local authorities’ validation procedures.

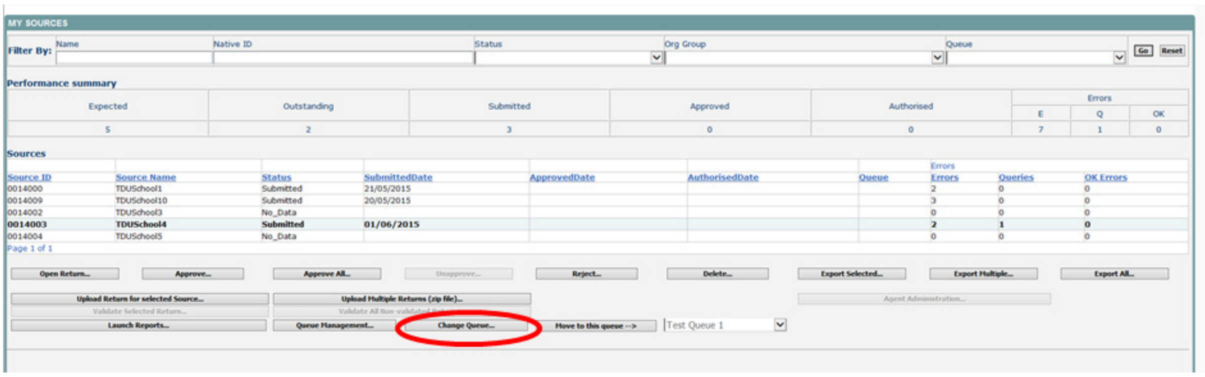
The name or description will now be displayed in alphabetical order in the registered queues box.

Use the update button to modify a selected name or description.

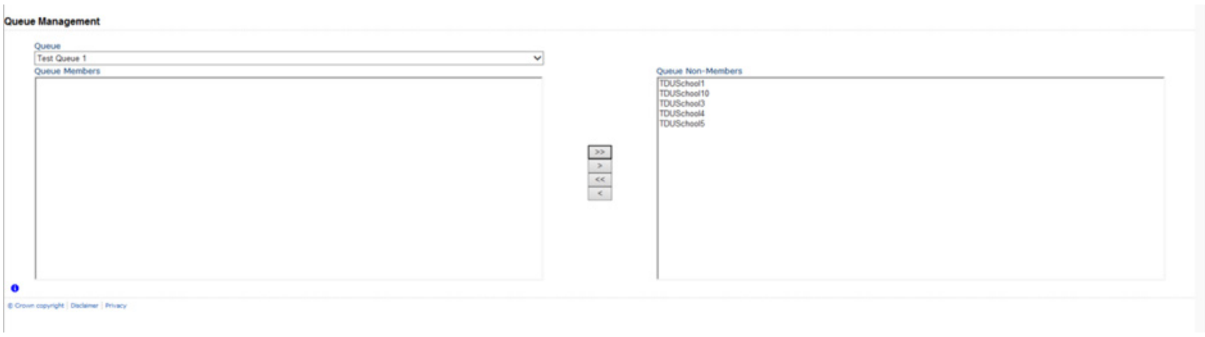
The remove button allows you to remove a name or description from the registered queues list. This can only be done if any schools linked with a particular name are removed first.

The check box used to set the default queue was originally intended to allow a default queue to be allocated for a workflow stage; however the emerging requirement for the use of queues is for local authorities to assign their own as they work in different ways. It is therefore not applicable and has no effect on queues.

To add schools to the newly created queues return to the agent page and click the change queue button to go to the screen entitled queue management.



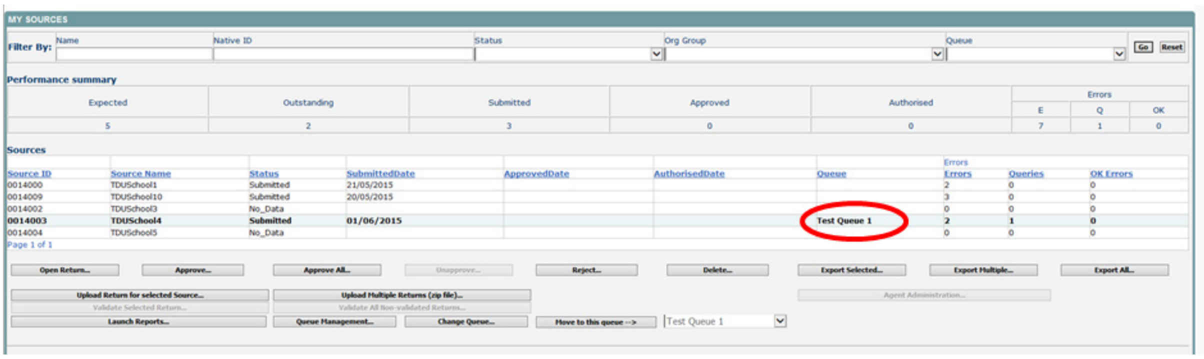
You can now select and add or remove schools to and from different queues. Click the right hand down arrow alongside the queue box to see a drop down list of names.



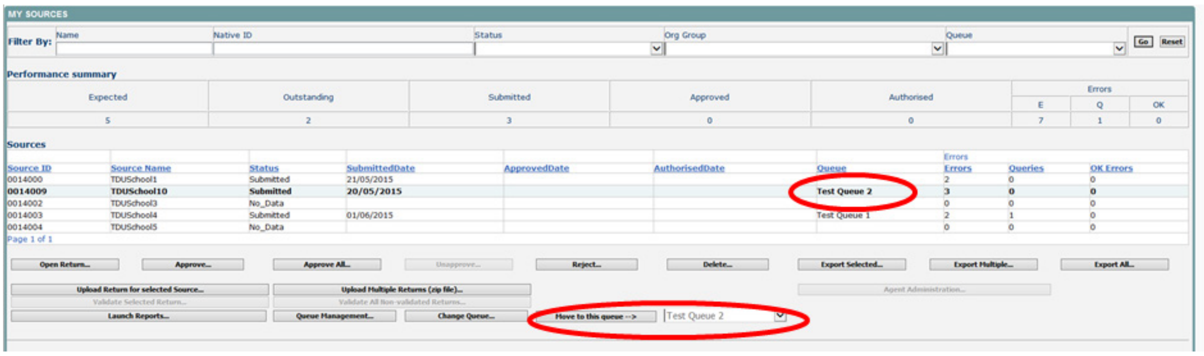
< or > will move individual schools or a group of schools selected in the direction of arrow. << or >> will move all schools in the direction of the arrows (although you will first be prompted to confirm this global move).

Highlight a school in the queue non-members box and press the < button. This school will now appear in the box of queue members.

Return to the agent page and you will see that the selected school has now been assigned to the selected queue.



An alternative way to attach a school to a particular person is to highlight the school under source name and then click the move to this queue button. This is a safer way to allocate schools to queues because you can see if any schools are already allocated to another queue first.



Using the queue facility as indicated above should enable a number of individuals to work on a data collection without running the risk of duplicating effort.

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 or 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 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, for example '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, for example assessments	Takes you to the sub module level details

Mode buttons

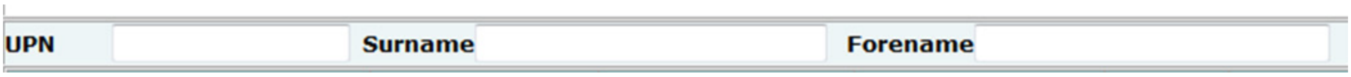
Those buttons determine which operation mode the data form on screen is in and which operations are available.

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.

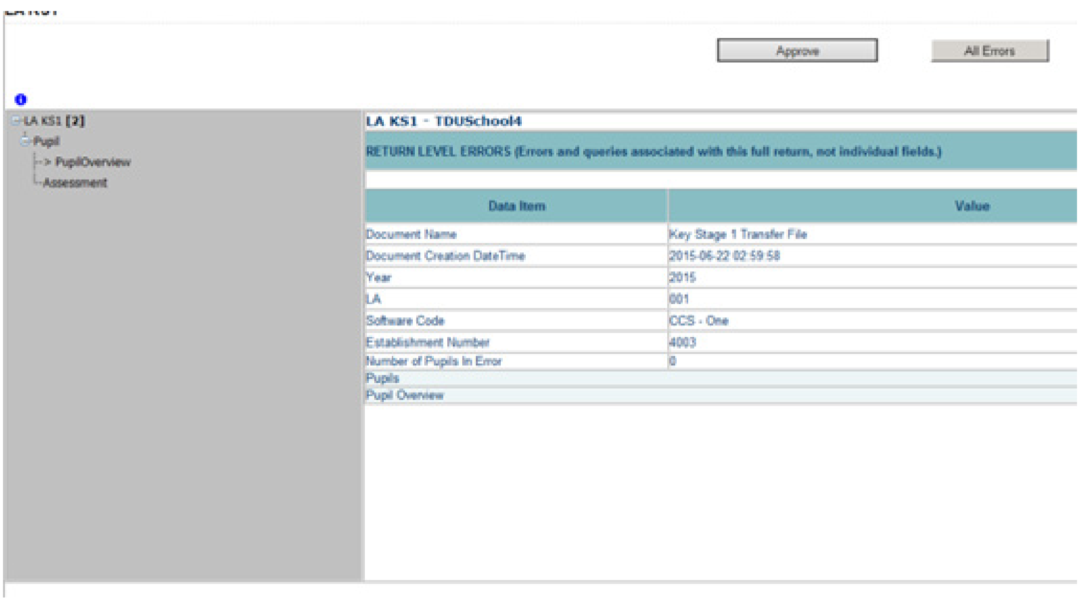
Filter bars



Only available on screens that could have a large record set record list. These allow you to sort the records on the screen.

Left hand menu

The left hand menu can also be used to migrate to different screens.



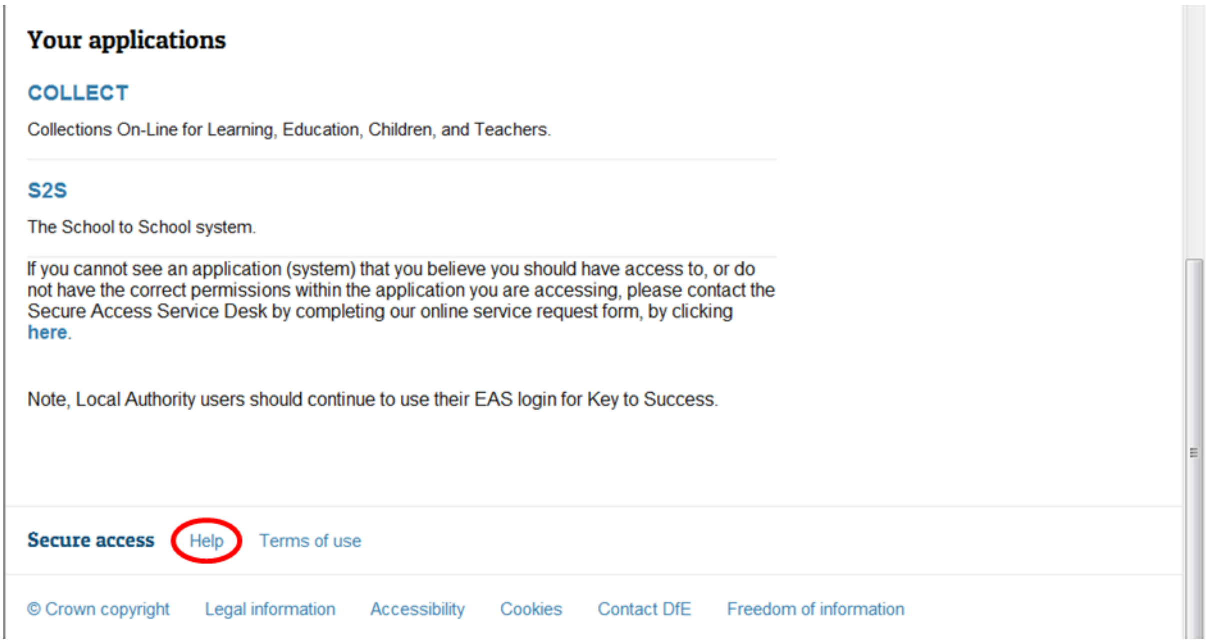
Help

COLLECT issues and data collection queries

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

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a service request to the Secure Access service desk.

Secure Access issues



Department for Education

About this publication:
enquiries https://www.education.gov.uk/form/data-collection-request-form
download www.gov.uk/government/publications

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