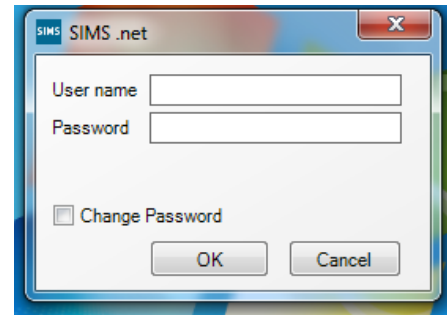
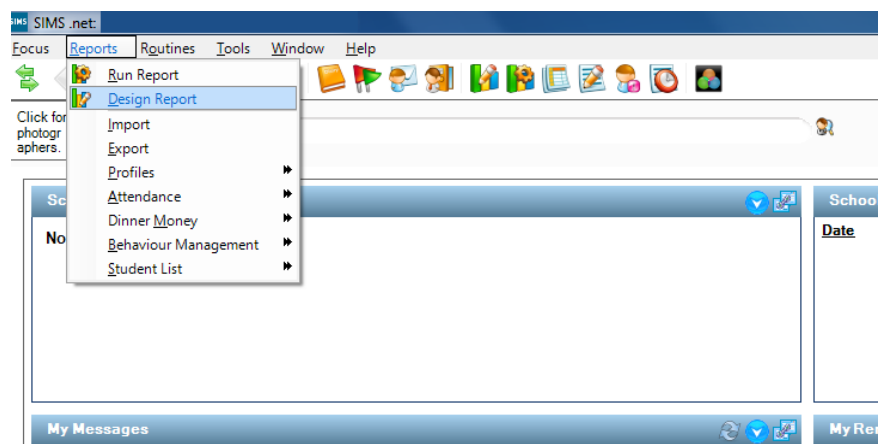


Creating a CSV file of your pupils in SIMS.net

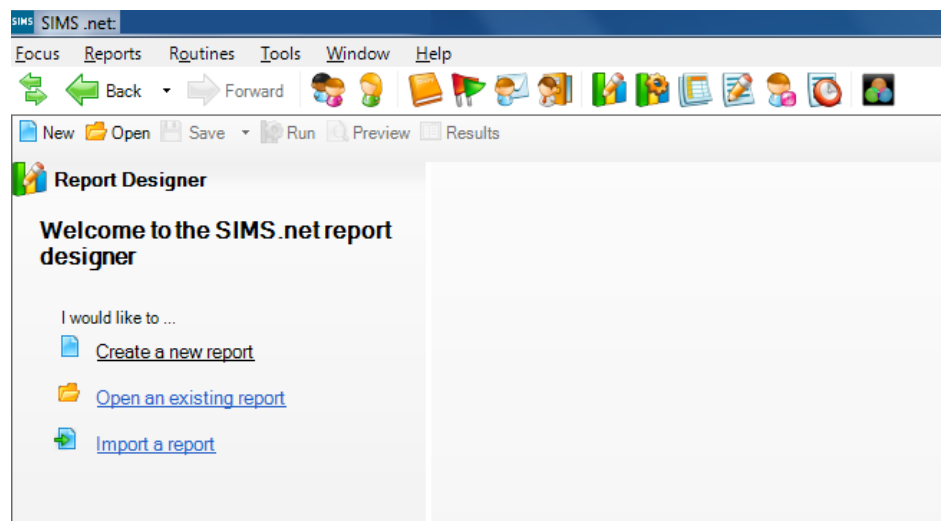
Click on your Sims.net Icon and enter your username and password



1. Now go to Reports in the top left and select "Design Report" from the drop down menu

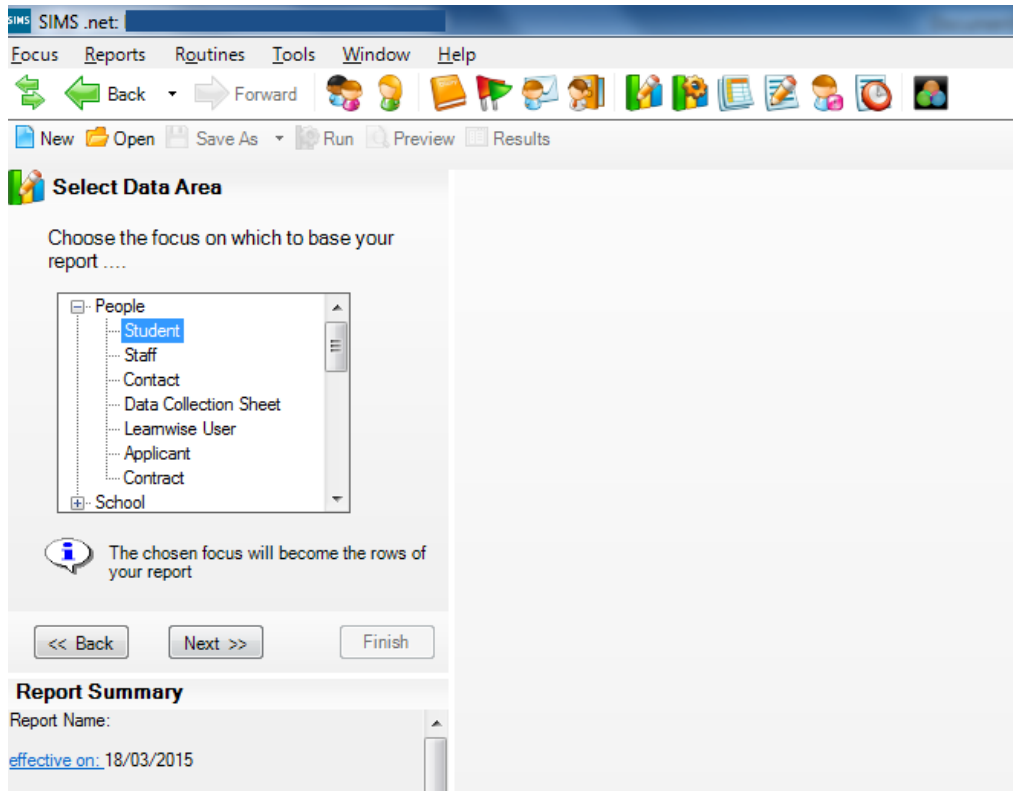


2. Click on ... Create a new Report

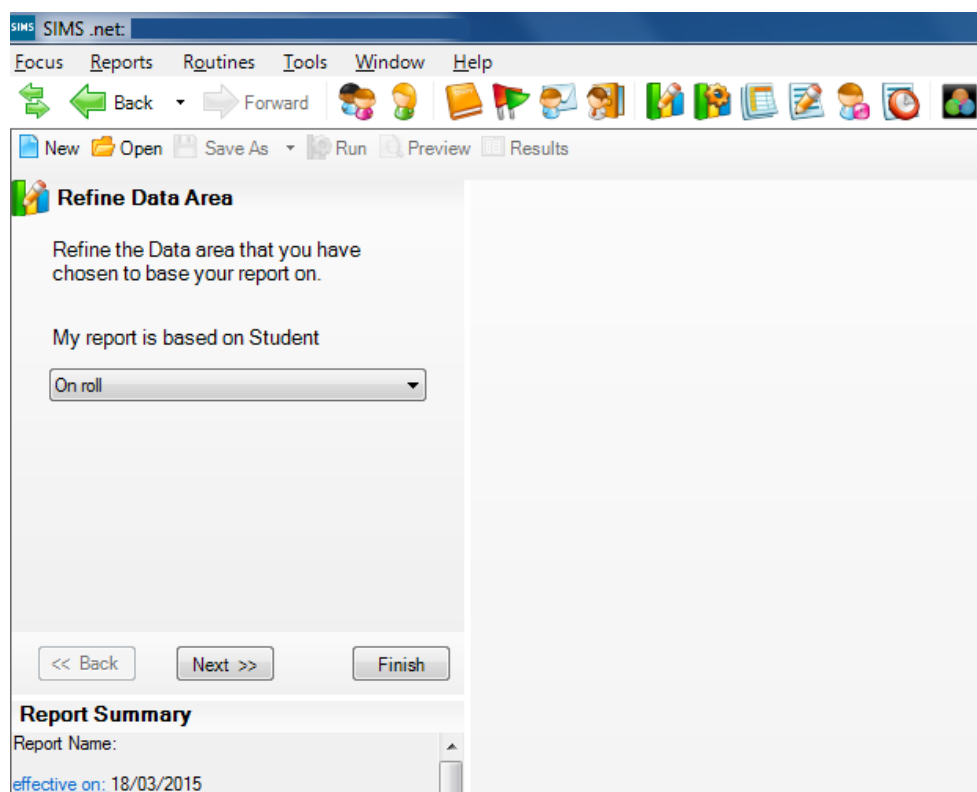


ReportPlus Web Resources

3. Select Student in the drop down tree then click on Next >>

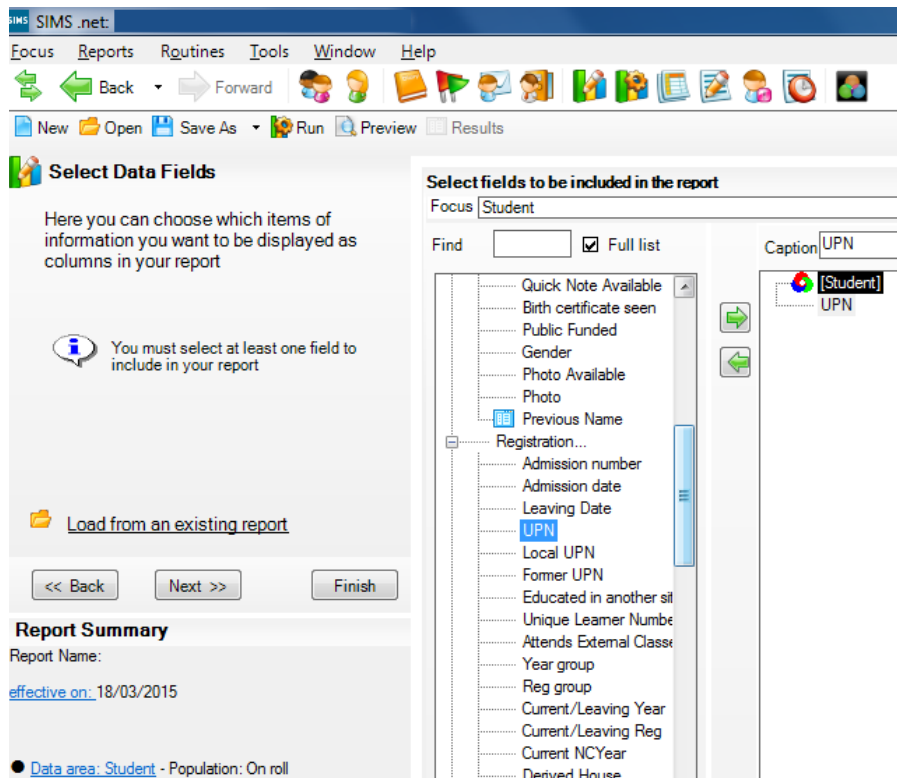


4. Choose "On roll" in the My report is based on Student option then click Next >> below it.

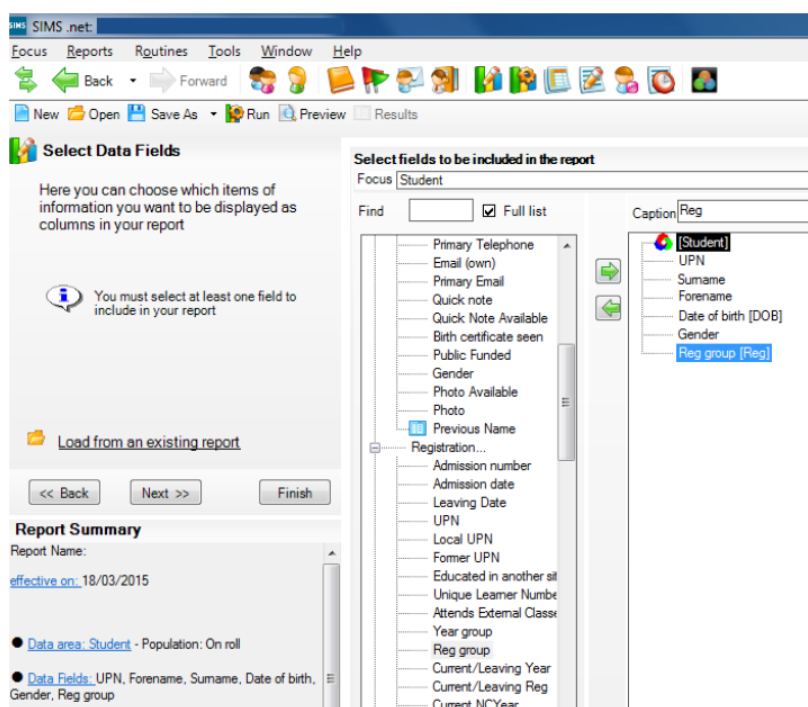


ReportPlus Web Resources

5. Now Double click on UPN so it appears across in the right box, then do the same for Surname, Forename, Date of birth (DOB), Gender, Year Group (Year), and Class. ReportPlus users should also add teacher.

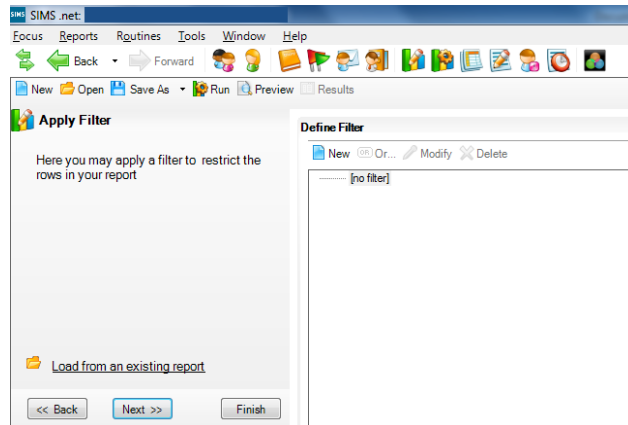


6. They should all now be in the right box in a column.

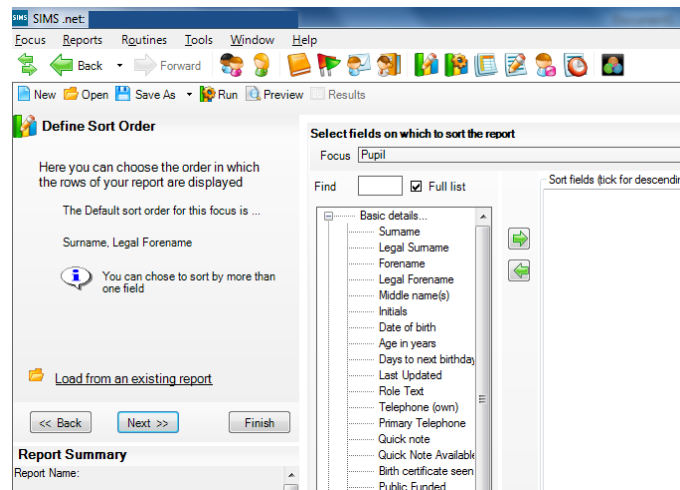


ReportPlus Web Resources

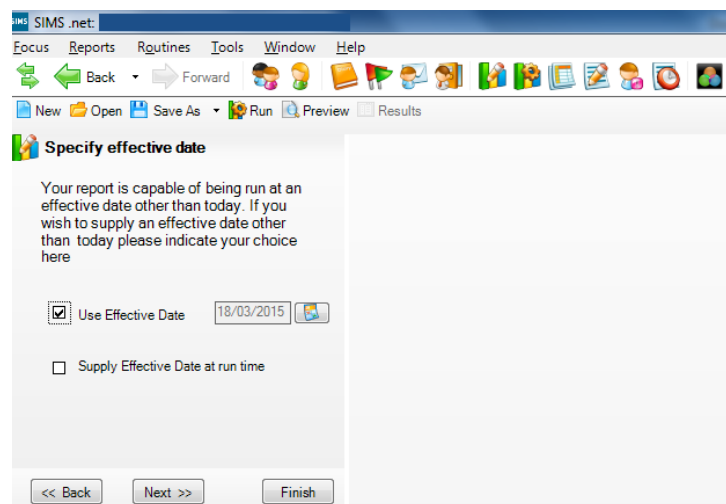
7. Click on Next >>



8. And Next again >>



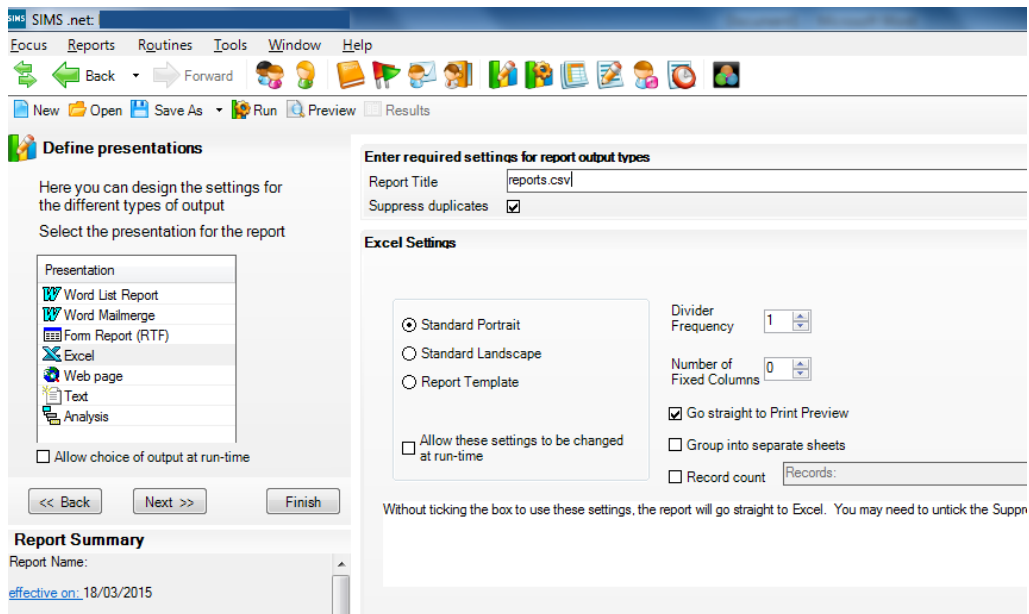
9. Check the box for Use Effective Date then Next >>



ReportPlus Web Resources

10. Choose Excel and give the file a name, (eg reports.csv) then click on Next >>

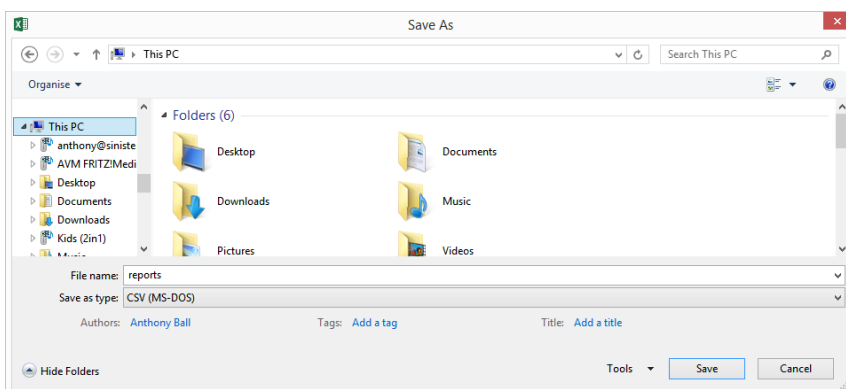
11. Click on Run my Report (second option) of I would like to...



12. Excel should now open with the data required.

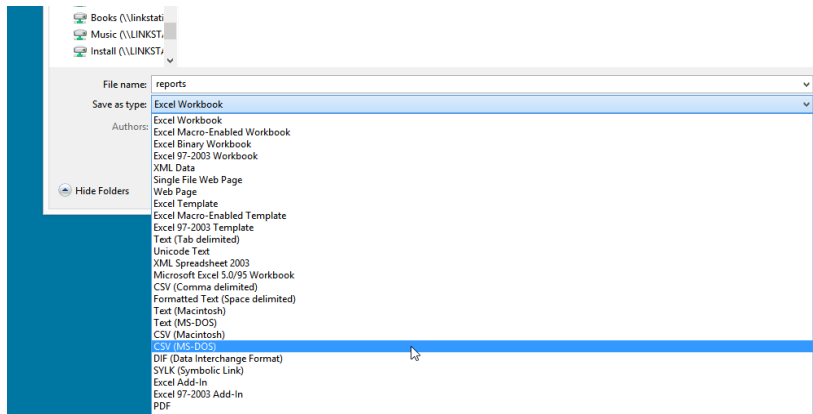
The very first line (1) should be the column titles and the lines below this should be the pupil data.

13. Click the File menu then select 'Save As' to save the file to your preferred location as a CSV (comma delimited) file. A file selector will appear.



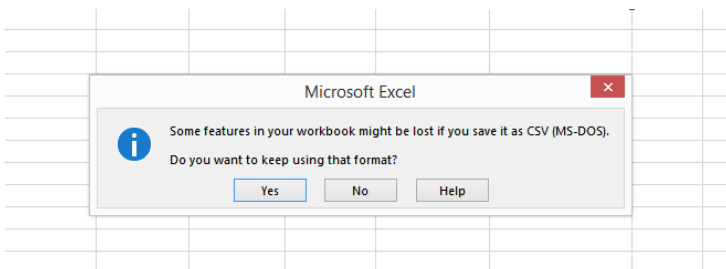
ReportPlus Web Resources

14. Change the save as type, select MSDOS CSV format if you can, otherwise choose whatever CSV is there.



15. When you have selected the save as type you will be warned, click yes

Now exit Excel, click yes to saving changes and yes to any warnings.



16. Now open ReportPlus and first delete the existing pupils, by clicking File then 'new set of reports'.

Click yes to deleting the existing pupils and no to using the set that the admin has created (those are last years pupils).

Second go to the ReportPlus pupil Wizard.

Click the CSV button

If asked if you want to delete teachers click YES (if your csv contains a teacher column and you want to delete last years teacher)

Otherwise click no and check the teacher list later

Now find the CSV file you have created using the file selector that appears and double click it.

The file will now be imported and you should check that the pupil and teacher data are as required.

Click OK to exit the window and allow the wizard to continue with the import following the on screen prompts.