Edu cater

How to … Upload Pupils' Prior Attainment Data

Pupils' prior attainment information stored in your MIS cannot be automatically synced with Educater. This guide will explain how to upload pupils in-bulk and how to update individual pupils 'data.
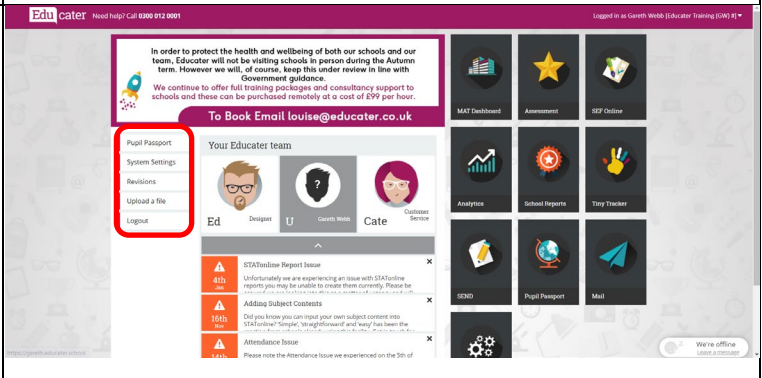
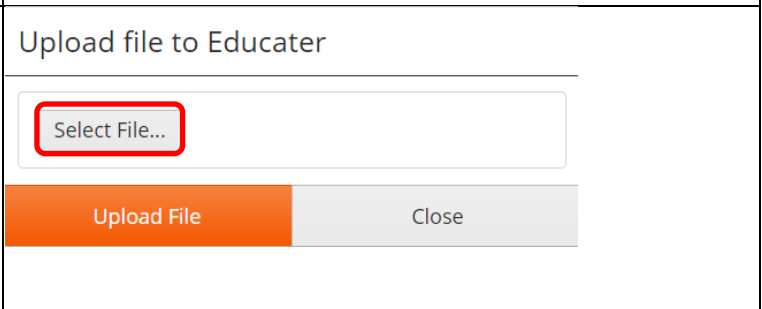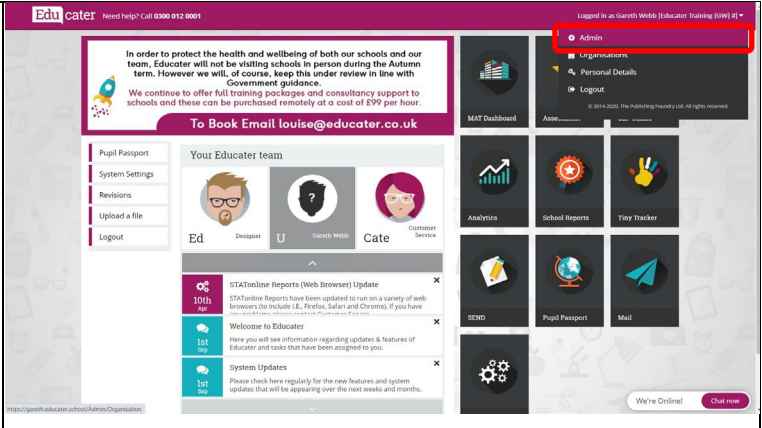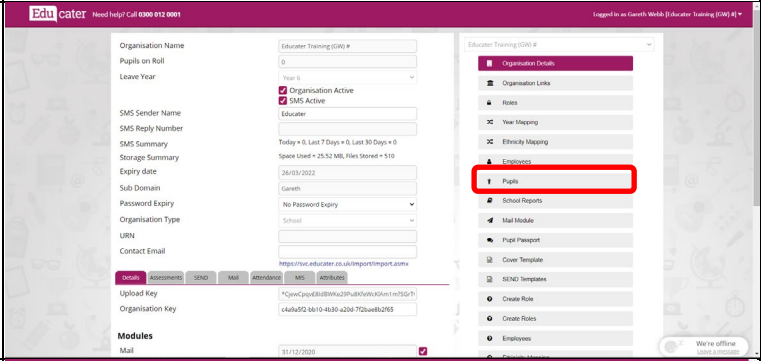|		
1.	**Uploading Data In-Bulk** To upload Prior Attainment Data for a group of pupils – for example a whole year group – you need to first create an Assessment CTF in your MIS. This needs to include ✓ Basic Pupil Details ✓ Assessment Information *Contact your MIS provider or Local Authority if you are unsure how to do this.*	
2.	From the tools on the right-hand-side, click on Upload a file .	
3.	Click on Select File... and the CTF your MIS has exported. Then click Upload File .	### Upload file to Educater Select File... Upload File Close
4.	Once you have uploaded your file, use the Live Chat function in the bottom right-hand corner of your screen to inform the Customer Service Team you have uploaded a file. We're Online! Chat now	
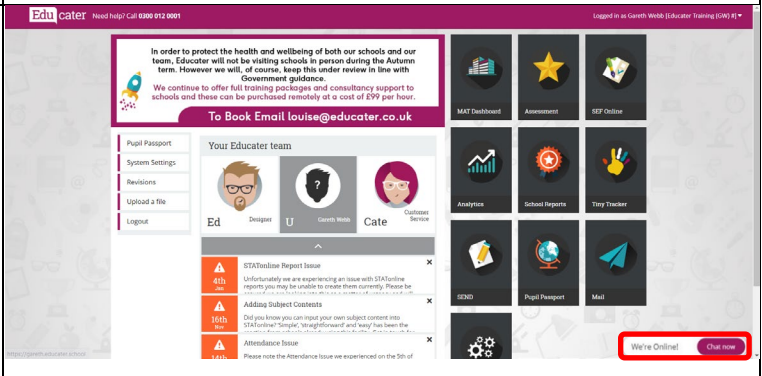
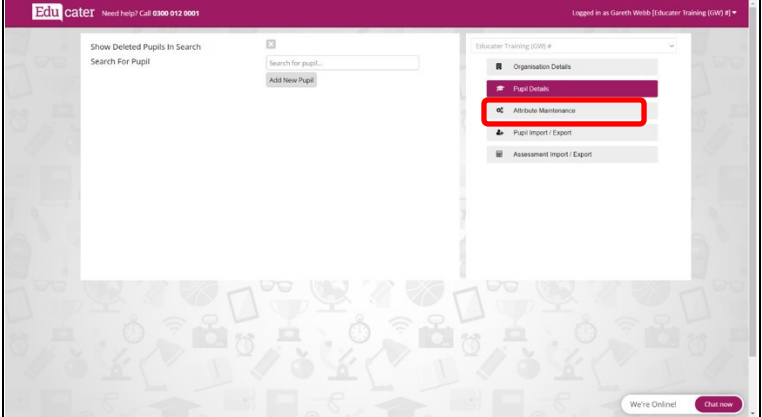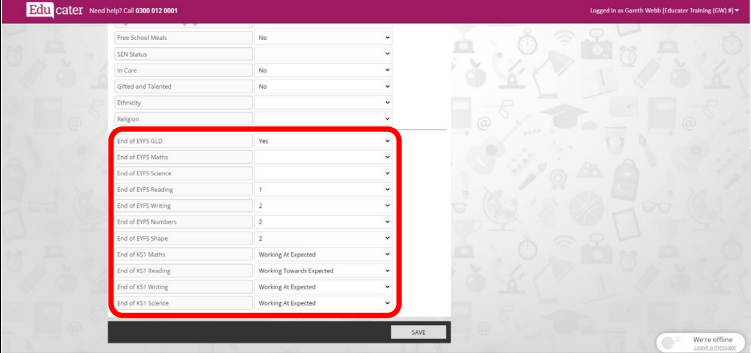| 5.	**Updating Individual Pupils** To manually update individual pupils – for example, when a new pupil joins the school, hover the mouse over the *down arrow* in the top right-hand corner of the screen – next to your username. Logged in as Gareth Webb [Educater Training (GW) #] ▼ And click on ⚙ Admin	
6.	From the menu on the right-hand side, click ♱ Pupils	
7.	Click on ⚙ Attribute Maintenance	
8.	Use the Pupil(s) tab of the *Pupil Picker* to select the pupil you wish to update. Tick the pupil, then click SELECT	

9.	The pupil's prior attainment can be input or updated using the drop-down boxes. 1, 2, 3 for EYFS outcomes, and specific codes for KS1 results. When you have finished, click SAVE	
10.	**Missing Prior Attainment Data?** If any pupils are missing prior attainment data, this may be downloaded from the DFE's *Key to Success* website using your DFE Global Sign-In details. https://services.signin.education.gov.uk/	