You will not be prompted to do so but as good practice – remember to click SAVE regularly to prevent losing data if you make a mistake or close down the wrong file by accident.

1. Open the file Data Analysis key stage 3
2. Click on **Header Sheet** tab at the bottom of the spreadsheet.
3. Fill in the Department and Year group boxes.
4. Save As “subject\_yrgroup\_dataset” (eg “Science\_Y9\_Spring2014”)
5. Open SISRA, click on REPORTS / KEY STAGE 3
6. Select the “view levels report” icon (looks like a bar chart) from the ASSESSMENTS line that matches the year group you are looking for.
7. From the Filters list select “Compare to” / “TARGETS”. (Make sure top right ASSESSMENTS drop box reads AUT/SPR or SUM DATA as appropriate)
8. Copy the numbers from your subject totals to the “No. In Aut” / “No. in spring” etc columns. At the top of the spread sheet.
9. Copy the targets into the appropriate section of the same table
10. On the SISRA page click on the first blue underlined number along your subject’s data line. (Check you still have ‘compare to targets’ selected)
11. Click on the “Export Detail to Excel” link (looks like an excel page). If it gives you an option click on ‘open in excel’
12. This will open a new spreadsheet – Hi-light the entire spread sheet (CTRL A), copy (CTRL C)
13. Click on the appropriate tab at the bottom of your data sheet (eg if your data is for level 3 students select the **L3** tab)
14. Paste the copied data in (make sure you select the top left cell A1), you should now see your exported file in your spreadsheet.
15. If you check on your **working sheet** tab you should now see the data filled in for that student group.
16. Close the excel file opened by SISRA (you have copied the data on to your analysis spreadsheet so you don’t need to save this)
17. On SISRA – in the upper set of filter boxes (on the right hand side towards the top), click the “SHOW LEVELS” box and select the next level along (in this example as we have just completed Level 3 you would now select level 4).
18. Once the page refreshes repeat the above steps (11 to 17) – click the ‘Export Data to Excel’ page, open as an excel document, copy the entire page and paste into the appropriate sheet on your analysis spreadsheet. Repeat these steps until you have completed all the level groups. Save your work.
19. On the excel spread sheet click on the **Working Sheet** page. The table in rows 14 to 20 should now be populated. Select and copy the coloured section of the table (From cells B14 to L20). Click on the **Header Sheet** page – select the appropriate progress table (eg SPRING), right click in the top left red square of that table – select paste special – select the ‘Values’ option from the pop up box and click OK. This box should now be populated with the data from the previous sheet.
20. Scroll down to row 49 – Comparison against targets table. You can copy these numbers from the appropriate section of the same table on the **Working sheet** page (row 29). The parameters change for students who are on target from term to term so you need to copy the data from the column that matches this data set (eg SPRING).
21. On SISRA, select reports; Key Stage 3; View reports Level from the ASSESSMENTS line for the appropriate year group. Select your subject;
22. SELECT COMPARE TO ‘TARGETS’
23. Select the **x1** class and repeat the steps from 11 to 17 except you now past the data into the appropriate class page (eg **x1**). To change to the next class click the drop down menu called ‘CLASS’ and change it here, again repeating steps 11 to 17.
24. Click on the **Working Sheet** page. The progress against targets table is now populated, select and copy the coloured boxed (B39 to L45).
25. Click on the ‘Header Sheet’ page and scroll down to rows 56 onwards. Select the top left box of the appropriate table (eg SPRING) and right click; paste special ; click ‘values’ from the pop up box; click OK. The table should now be populated with your data values.
26. The document is now ready to use for analysis and to drive conversations with the department.
27. Complete the ‘name students’ section on the front page (you can find these easily by selecting the appropriate class tab at the bottom of the spreadsheet.