

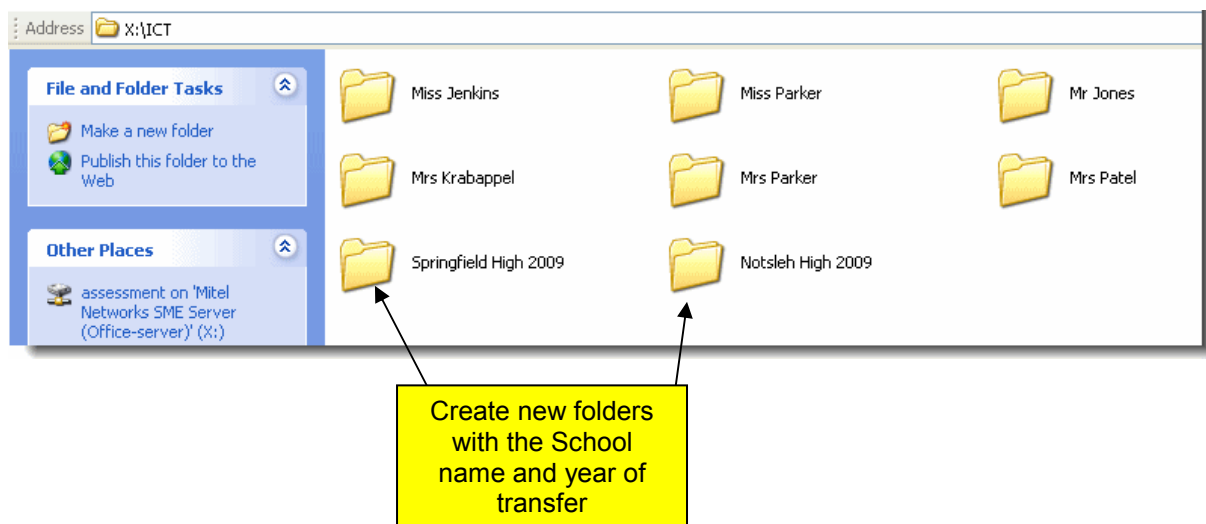
Transferring Pupils to High/Middle School & Moving Pupils up a year Guide

This guide will take you through the process of transferring pupil data to a High or Middle school. The examples will be for one Year 6 class transferring, but the process is the scalable and can also be applied to transferring to Middle schools. This guide also describes the process of moving pupils from their current class folder to their next teacher.

Before starting the process make sure you take a backup of the assessment data.

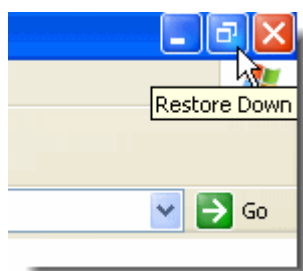
1. Creating Transfer Folders

The first step is to create folders for the transfer schools. In this example there are two High schools where the pupils will be attending, Springfield High and Notsleh High.

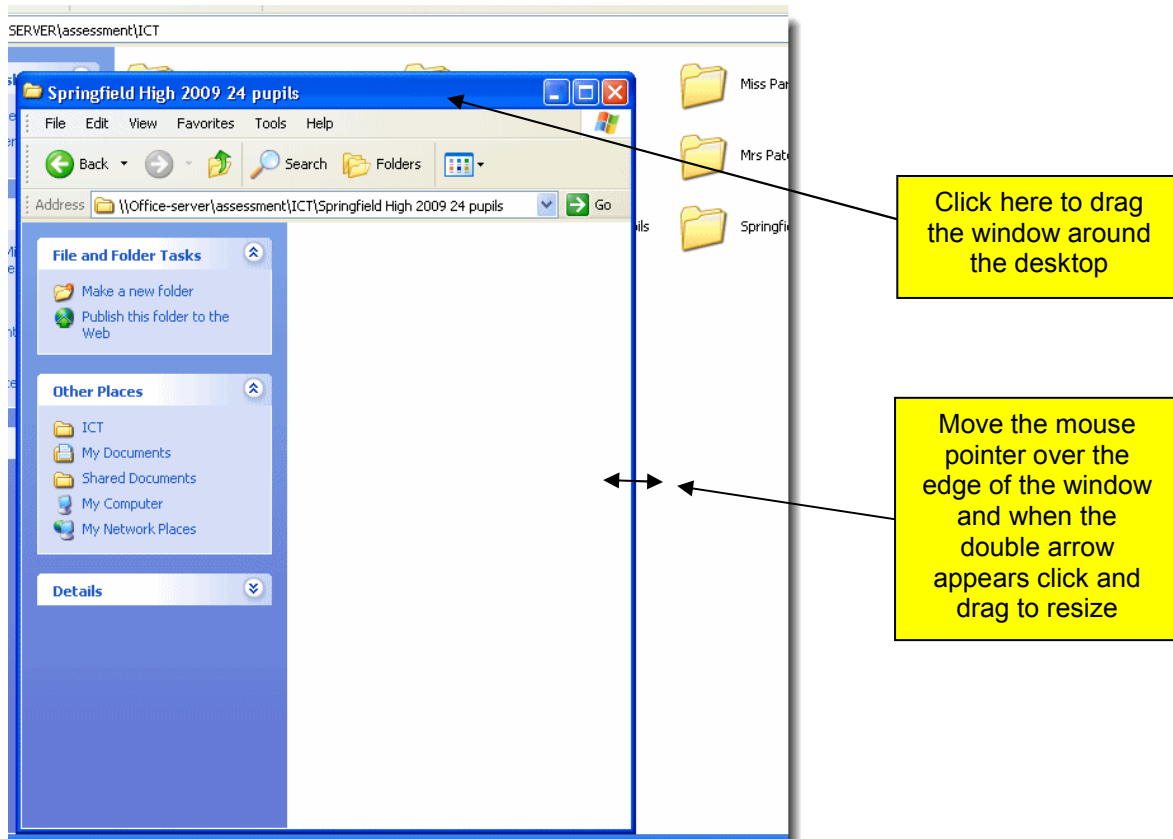


2. Moving pupils across to the new folders

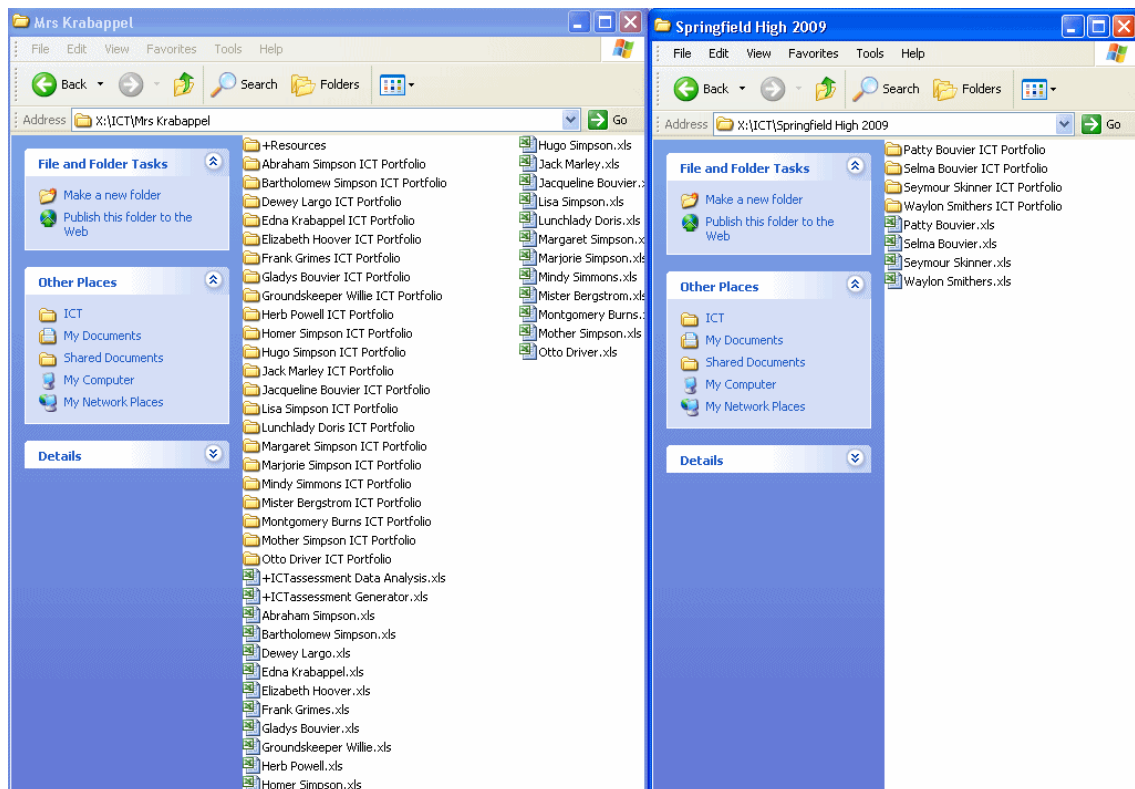
For this process you will need to open Windows Explorer twice, one window for the Year 6 class and another for the first High school folder. This is done by exploring the folder and then using the **Restore Down** button.



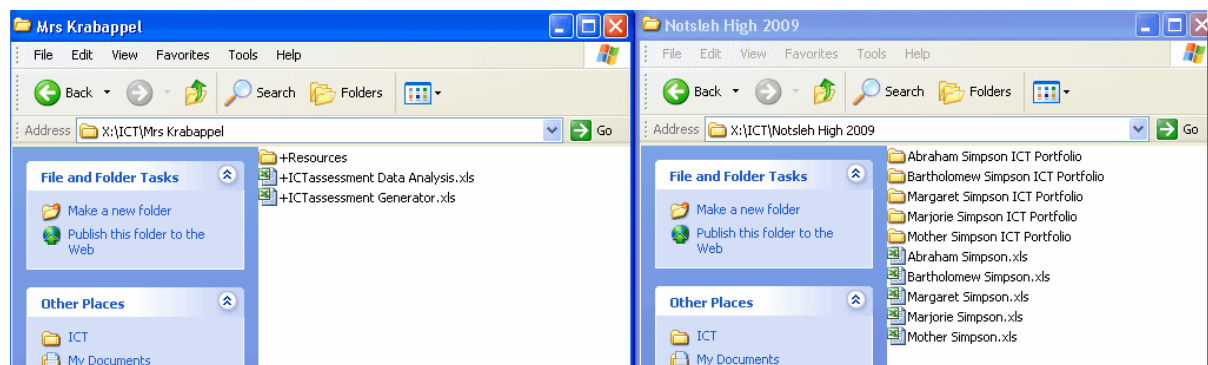
You then use the resize window function to allow you to see both windows and then drag them both so you can drag and drop folders and files from one to the other.



Here you can see both windows arranged to make it easy to drag the pupil assessment spreadsheet e-portfolio into the High school folder.



Once you have transferred all of the pupils' data for the first high school repeat the process for the second until the Year 6 class folder is empty except for the system files and folder shown below.



Note (a): If you want to be able to run the '+ICTassessment Data Analysis' spreadsheet within the new High school folder then you will need to copy and paste a the file into each folder, do not drag and drop the file as you will then remove it from the year 6 class folder and it will be needed later.

Note (b): If you are transferring more than 40 pupils to one High school and you want to be able to run the '+ICTassessment Data Analysis' spreadsheet, which analyses up to 40 pupils, you will need to create more than one folder for the High school in question.



In this example Springfield High now has two folders, one containing 40 pupils and the other 24. You can now run the '+ICTassessment Data Analysis' spreadsheet in each folder so long as a copy of the file has been pasted there (see Note (a) above).

3. Moving pupils up a year

Once you have transferred all of the Year 6 pupils the Year 6 pupil folder will be empty of pupil data. The next process is to move all of the remaining pupils up a year to ensure that their assessment spreadsheet and e-portfolio will be in their new teachers class folder come September.

I highly recommend planning the next process by creating a table like the one on the next page.

Year Grp	Current Folder Name	Year Grp	Rename to:
6	Mrs Krabappel		empty
5	Mr Jones	6	Mrs Krabappel
4	Mrs Patel	5	Mr Jones
3	Miss Parker	4	Mrs Parker
2	Mrs Parker	3	Miss Parker
1	Miss Jenkins	2	Mrs Patel
	<i>empty</i>	1	Miss Jenkins

The first thing is to rename the Year 6 class folder from Mrs Krabappel to 'empty'. This now means you can rename the Year 5 class folder, Mr Jones, as the Year 6 class folder, Mrs Krabappel; the Year 5 pupils have now been move up to Year 6. This process is repeated working down the year groups until you reach the 'empty' folder which comes back in the bottom as the Year 1 class folder. If you look down the right hand side list you will see that Miss Parker and Mrs Parker are swapping classes the next year and this has been planned within the table.

As you can see you need to keep track and planning the process is essential especially if your school has multiple single year group classes.

Remember, you are only renaming folders and you are not deleting anything, so if you get it wrong you only need to backtrack to see where you went wrong and rectify the error.