



Exporting data

This HelpCard is about exporting data from School PUPIL TRACKER Online

You must follow this HelpCard carefully in order to create the correct export file.

SPTO throughout this document is an abbreviation for School PUPIL TRACKER Online

Please choose the most relevant section of this Help Card using this guidance:

- I wish to export all assessment information from SPTO.
 - **Please go to Section 1 of this Help Card**

- I wish to export assessment information into Excel to transfer to another product.
 - **Please go to Section 2 of this Help Card**

- I am transferring assessment information to a PRIMARY school that uses SPTO.
 - **Please go to Section 3 of this Help Card**

- I am sending assessment information for one child or a small group of children to a PRIMARY school that does not use SPTO.
- I need to print off data for one child.
 - **Please go to Section 4 of this Help Card**

- I am sending assessment information for all / most of my Year 2 / Year 4 children to a PRIMARY school that does not use SPTO.
 - **Please go to Section 4 of this Help Card**

- I am sending assessment information to a COLLEGE / SECONDARY school.
 - **Please go to Section 5 of this Help Card**

Section 1: Exporting all data from SPTO

Can we download all our data in one file?

No. Unfortunately, due to the multiple types of data your school has added, created and uploaded into your school's account, this is not technically possible. Please use the Easy Exporting Tool (see below).

How can we transfer our data to another product?

You may create an Excel file of your assessment data to import into another product- please see Section 2.

Can we create a CTF (Common Transfer File) of all our data?

A CTF is designed by the DFE for the transfer of official information between schools and is not designed to include files or diaries or pupil observations and annual reports - as such a CTF cannot be used to export the data from SPTO. The data held in SPTO (such as Depth of Learning Ratings, diaries, uploaded files, reports and detailed objective judgements) is not compatible with a CTF. An admin user is able to export your data into Excel and Word files in the SET UP HELPER using the Easy Exporting Tool (see below).

The Easy Exporting Tool

You may use the Easy Exporting tool to export all your assessment data, files, diaries and reports - click on each tab and follow the guidance on each page.

Exporting data into Excel

1. Go to the SET UP HELPER
2. Click on the '**EXPORTING DATA**' button.
3. Click on this link and then follow the guidance on each tab - see below.
4. Work through each tab and click on all the green links on each tab to create the files and download all your data.



Year 1

The screenshot shows a navigation bar with six tabs: "Assessment data", "Detailed tracking", "Files", "Comments and diaries", "Pupil reports and plans", and "Other". The "Assessment data" tab is highlighted in red. Below the tabs is a red horizontal bar. Underneath that is a light blue section with a red vertical bar on the left. The text in this section reads: "What is downloaded on this page? This page lets you download all the summative assessment data that teachers have recorded about pupils in the SHORT and LONG TERM grids. This is the data of all pupils across all year groups for each subject. You may also wish to download this data in the SHORT and LONG TERM grids which include colours."

The Easy Exporting Tool: Assessment data tab

The Assessment data tab lets you download all the summative assessment data and targets that teachers have recorded about pupils in the SHORT and LONG TERM grids.

It lets you download the data of **all pupils** across **all year groups** for each subject.

You may also wish to download this data in the SHORT and LONG TERM grids - that download will include colours and additional SPTO-calculated information such as DFE expectations.

Click on all the green links to create and download all your assessment data.

Click on each subject, such as Writing

[Writing](#)

This will create an Excel file containing all the data entered and saved by your teachers in the SHORT and LONG TERM grids.



[Download](#)

The Easy Exporting Tool: Detailed tracking tab

This page lets you download all the detailed records that teachers have recorded about pupils.

It lets you download the data listed in year-group objectives.

You may also wish to download this data in the detailed record part of the program - that download will include colours.

Click on all the green links to create and download all your assessment data.

Click on the tab you require

[Pupils On Roll](#)

[Archived Pupils](#)

Work your way down the page - click on a link, such as Year 1 in the Writing row.

[Year 1](#)

An Word file will be created containing all the data.

 [Download](#)

Use the Files tab to download any files that have been uploaded.

Use the Comments and Diaries tab to download any comments that have been added.

The Easy Exporting Tool: Files tab

Use this page to download all the files your school has uploaded in pupil records.

A green link appears if a child has files present in their record.

No green link means no files have been uploaded in a child's record.

Archived pupils do not appear on this list as no archived pupils have files stored in their records.

Click on all the green links to download all your uploaded files.

Click on the green links to download all the files uploaded for a pupil.

The files will be compressed into a zipped folder for easy downloading and storage.

[Download Zipped files](#)

You may wish to print a copy of the photographs and files - click on the Print View links to open a page showing all the files, ready for you to print.

[Print View: 4 files](#)

The Easy Exporting Tool: Comments and diaries tab

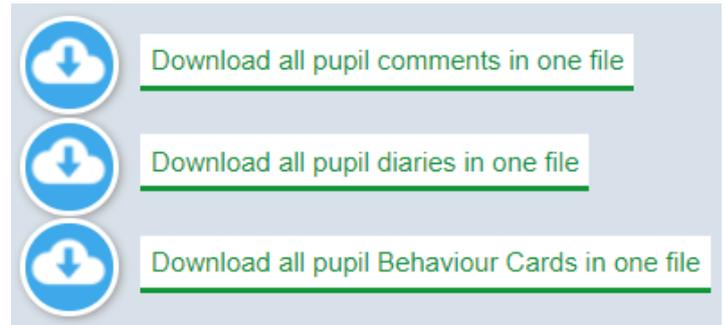
Use this page to download the comments teachers have added to pupils.

A green link appears if a child has comments present.

No green link means no comments are saved in a child's record.

You can download all the comments, diaries and Behaviour Cards in one long file by clicking the links shown on the right.

The comments will be exported in Excel format.



You may download pupil individual copies by clicking on the green links.

A green link only appears if a child has a comment. A child without a green link means no comments are present.

[Pupil comments](#)

[Pupil diaries](#)

[Pupil behaviour comments](#)

The Easy Exporting Tool: Pupil reports and plans tab

All the reports you have written in SPTO have been gathered together in this tab.

You must download each report by clicking on the green links.

You can download reports in batches using the links shown on the right.

[You may download batches of Annual Reports by clicking here](#)
[You may download batches of Snapshot Reports by clicking here](#)

You may download pupil individual copies by clicking on the green links.

Year 2 Report	Snapshot Report [24-03-2017]	Current Support Plan
Year 3 Report		Support Plan 22-11-2016
Year 4 Report		Support Plan 28-01-2015
Year 5 Report		

There are links for Annual Reports, Snapshot Reports and any Support Plans.

A green link only appears if a child has a report present. A child without a green link means no reports are present.

If you have uploaded support plans or files about a child, these can be downloaded in the Files tab.

The Easy Exporting Tool: Other tab

The other tab lets you quickly download:

- Data Dashboards you have created
- Current and historic Intervention Mapping
- Staff Room comments added in the Staff Room Plug-in

Section 2: Exporting data into Excel to transfer to another product

You must follow this HelpCard carefully in order to create the correct export file.

How can we transfer our data to another product?

You may create Excel files containing your pupil assessment data (see below).

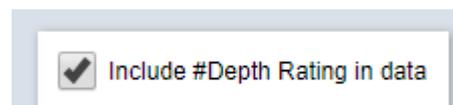
Once you have created these files, you may then be able to import these into your new assessment product. You will need to speak to your new assessment product support to ask them how to import the data.

Exporting data into Excel

1. Go to the SET UP HELPER
2. Click on the '**EXPORTING DATA**' button.
3. Click on this link.
4. You may click on the green links on the Assessment tab to create files to download all your data.
5. SPTO is not a linear tracking system - if you are moving to a linear tracking system, you may need to untick the use of #Depth Ratings to import the data.



Year 1



What is linear tracking?

A linear system uses a set of steps in each year (such as *Emerging* > *Developing* > *Secure* > *Mastery*) and a child's Depth of Learning is taken account in one of the steps (such as a final step called *Master* or *Greater Depth*). SPTO did not use linear tracking as the DFE stated schools should not use linear tracking. Instead, SPTO uses a 3D tracking scheme whereby Depth of Learning is taken account as another, separate dimension. You may remove #Depth Ratings from your data exporting by unticking the box shown in 5 above.

Section 3: What to do if a school DOES use School PUPIL TRACKER Online

You must follow this HelpCard carefully in order to create the correct export file.

Advice on transferring pupils to another school at the end of the academic year

EXPORTING SCHOOL:

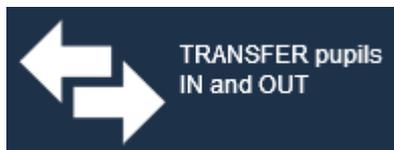
Your school should export / transfer the pupils OUT before the end of the academic year.

IMPORTING SCHOOL:

Your school should import / transfer the pupils IN after the 1st September in the new academic year. You should not import pupils into your school until after they have joined your school.

You may choose to export data to send to another school that is using School PUPIL TRACKER Online.

Go to the SET UP HELPER and click on



Now click on [Transfer pupils OUT to another school](#)

Please follow the on-screen step by step instructions that appear.

Please note: School PUPIL TRACKER Online is a Primary school assessment program and is not used by any colleges or secondary schools.

Section 4: Creating a set of reports to send to a new school for a child

If you are sending a child or family of children to a school that does not use School PUPIL TRACKER Online, you may wish to print out a set of reports to post or pass to the receiving school.

1. Log into School PUPIL TRACKER Online at www.spto.co.uk using an account with administrator access.

2. Click on: [Open Pupil Record Card](#)

3. Type the child's name in this box and click on the green button.

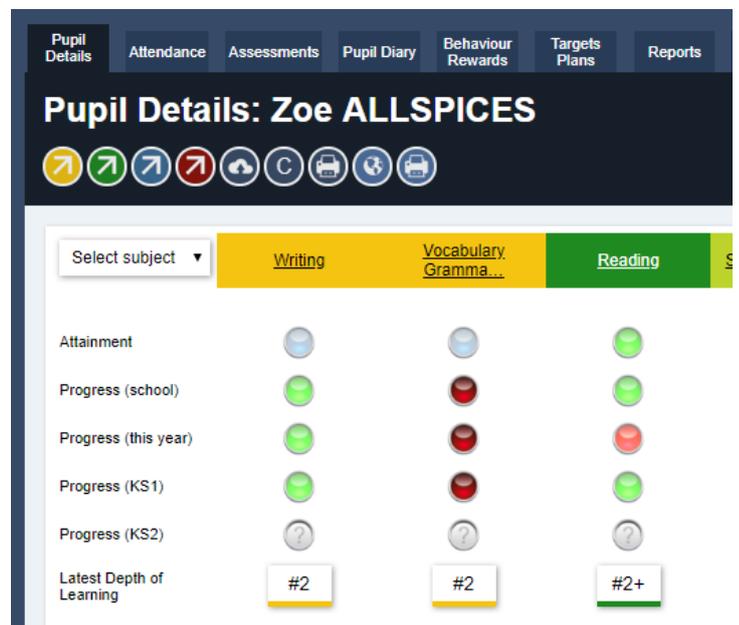
4. Click on the child's name that appears.
5. You will be taken to the child's Pupil Record Card (first page shown on the right).

You may access different pages of the report by clicking on the tabs along the top of the report.

You may print any of the pages separately by clicking on the



button top left of the screen.



The screenshot shows the 'Pupil Details' page for Zoe ALLSPICES. At the top, there are navigation tabs: Pupil Details, Attendance, Assessments, Pupil Diary, Behaviour Rewards, Targets Plans, and Reports. Below the tabs, there are several icons for different report sections. The main content area has a 'Select subject' dropdown menu and three columns for 'Writing', 'Vocabulary Grammar...', and 'Reading'. Each column has a row of colored circles (green, red, or grey) representing different progress metrics. At the bottom of each column, there is a 'Latest Depth of Learning' indicator, such as '#2' or '#2+'.

	Writing	Vocabulary Grammar...	Reading
Attainment	Blue circle	Blue circle	Green circle
Progress (school)	Green circle	Red circle	Green circle
Progress (this year)	Green circle	Red circle	Red circle
Progress (KS1)	Green circle	Red circle	Green circle
Progress (KS2)	Grey circle with question mark	Grey circle with question mark	Grey circle with question mark
Latest Depth of Learning	#2	#2	#2+

6. To open a PRINT VIEW of many of the pages in this report, please click on the round Print View button.



7. You may also access other reports (such as Annual Reports) to print out for this child. Please click on the REPORTS tab.



8. Click on the link shown on the right to create a Word document report – this is a mini report that may be used to send to another school.



Attendance and Latest Assessment Report

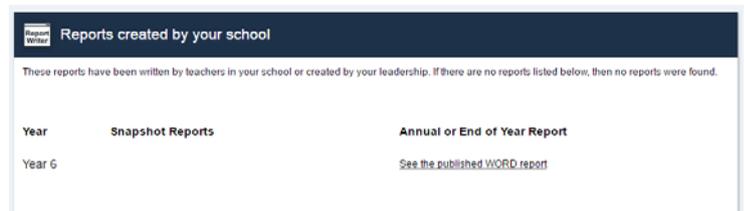
This is a report containing the latest assessments and current attendance.

Once you have clicked on the link, a report will be created. Click on **Download report** to download the report into Word.



 Download report

9. You may use the REPORTS tab to download any other reports that have been written in School PUPIL TRACKER too.

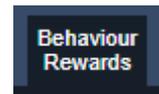


10. Click on the PUPIL DIARY tab to access this child's diaries.



Now click on  to create all the diaries available for this child in Word.

11. To access behaviour records, go to the Behaviour Tab and then click on



12. To access and print IEPs and current targets please click on the TARGETS IEPs tab.



13. To access summary assessments about this child, please click on PROGRESS CARD.



Section 5: Create a file for a school that does NOT use SPTO

You must follow this HelpCard carefully in order to create the correct export file.

You may choose to export data to send to another school.

We do not recommend that you email files containing pupil data.

You must follow your school and Local Authority guidance when transferring files.

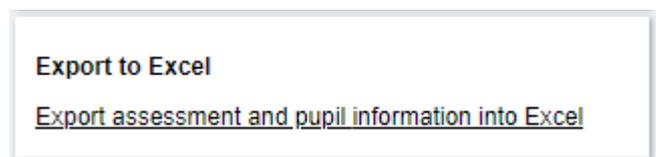
The file to another school includes the assessment data you may wish to send.

It also includes class, year group and SEN details.

The Excel file also includes an area for a teacher to write a comment (the **Transfer Comment – please see below to complete this**) to send to the receiving school.

To create the Excel export file:

1. Go to the SET UP HELPER
2. Click on the '**EXPORTING DATA**' button.
3. Click on this link and then follow the step by step guidance (shown below).



A screenshot of a web interface titled "Exporting data and information into Excel". At the top left is the Microsoft Excel logo. Below it is a "SET UP HELPER" button. The interface is divided into two main steps: "1 Which pupils?" and "2 What data?". Step 1 shows a field for "Exploring data of:" with the value "WHOLE SCHOOL ADMIN" and a link "Choose different pupils". Step 2 shows a field for "Choose what you would like to export:" with a dropdown menu labeled "Choose your Excel export report ...".

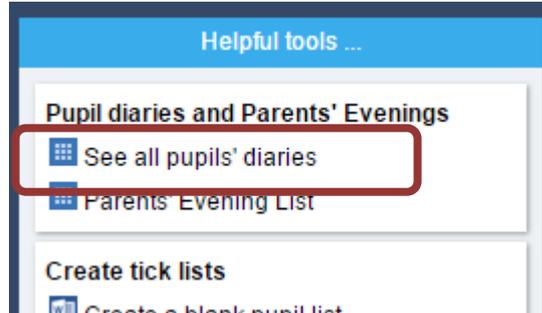
Adding the optional Transfer Comment

To complete the optional **Transfer Comment**, ask a teacher to follow the following instructions:

1. Go to the Class Menu.



2. Look in the lower left hand corner and click on **See all pupils' diaries** (shown on the right).



3. Scroll across to the far right of the grid and you will see a column entitled **TRANSFER COMMENT:**

Pupil Diaries	D PUPIL DIARY: YEAR 5	SEN AND PUPIL DIARY: YEAR 6	TRANSFER COMMENT
Page 1 of 4 Order by	Group DIARIES	Group DIARIES	Group COMMENTS
 Zoe ALLSPICES			
 Dayne AMARYLISS		CONCERN RAISED on 16-01-15: CONCERN RAISED on 17-05-15: Dayne is finding it difficult to process information and may benefit from invention -	

4. Please ensure you have searched for the correct children- i.e. use the Quick Search or INVESTIGATE button to look for your class or the Year 6 children you require.

Open quick search



5. Type in (or copy and paste) comments that you wish to transfer over to the next school. Your comments will save automatically.

6. When the Excel export is created in the SET UP HELPER, the Excel file will contain all the TRANSFER COMMENT texts (please see the example below).

	A	B	C	D	E	F
1	FIRST NAME	LAST NAME	CLASS	SEN	GIFTED	COMMENT FROM TEACHER
2	Cameron	FLOSS	RA			Works well in small groups.
3	Alice	HEATHER	RA	SA		
4	Megan	HELICONIA	RA	SA		
5	Julia	HYDRANGEA	RA	SA		
6	Keagan	IBERIS	KF			
7	Oliver	IRIS	KF			
8	Ivy	KNAPWEED	KF			