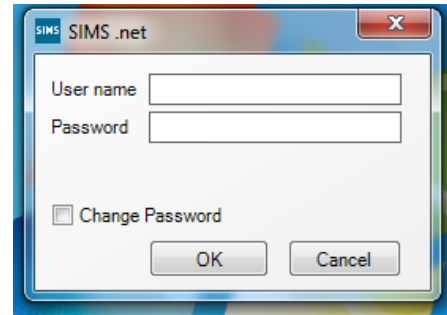


### Creating a CSV file of your pupils in SIMS.net

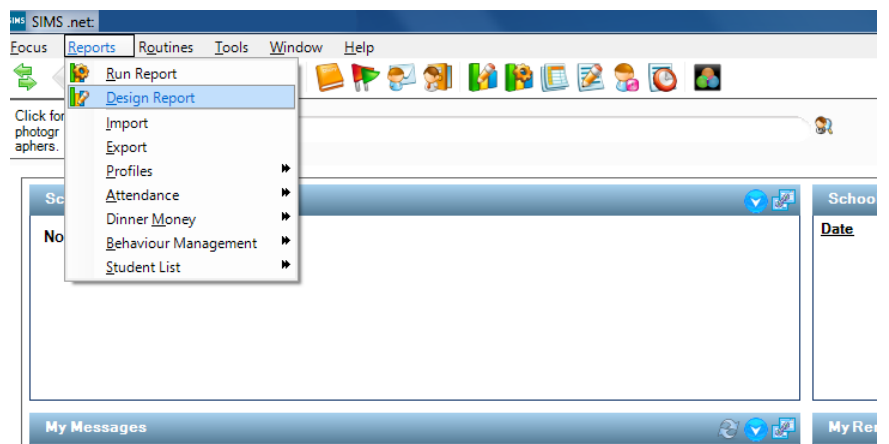
With the correct csv file we can add your pupil class lists, their teacher and class name directly into Report:Assist each year.

The procedure is straightforward

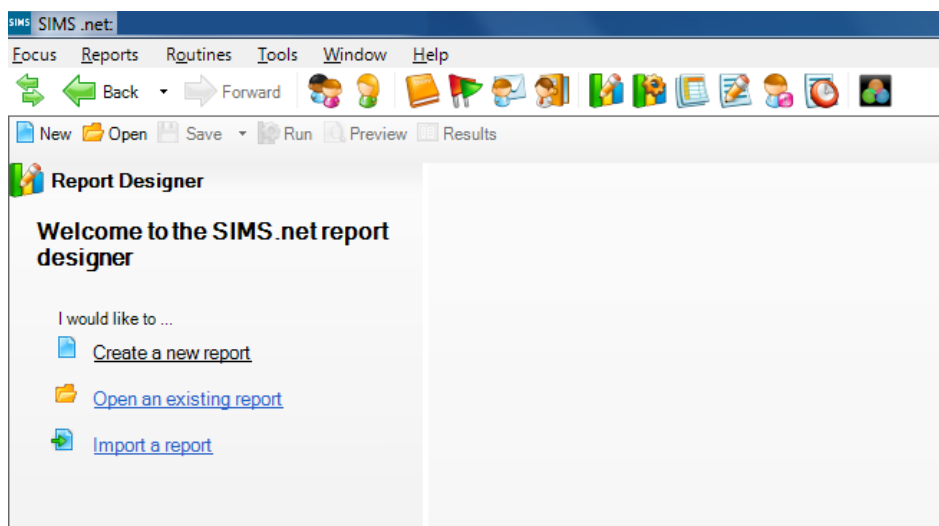
Click on your Sims.net Icon and enter your username and password



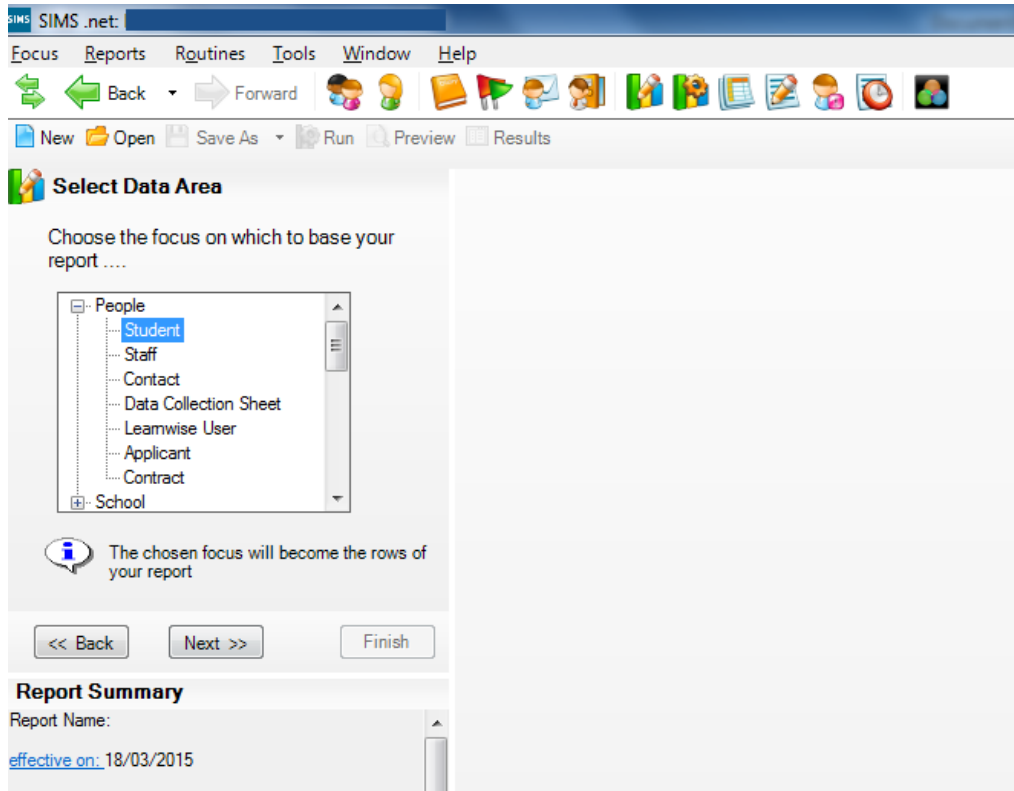
1. Now go to Reports in the top left and select "Design Report" from the drop down menu



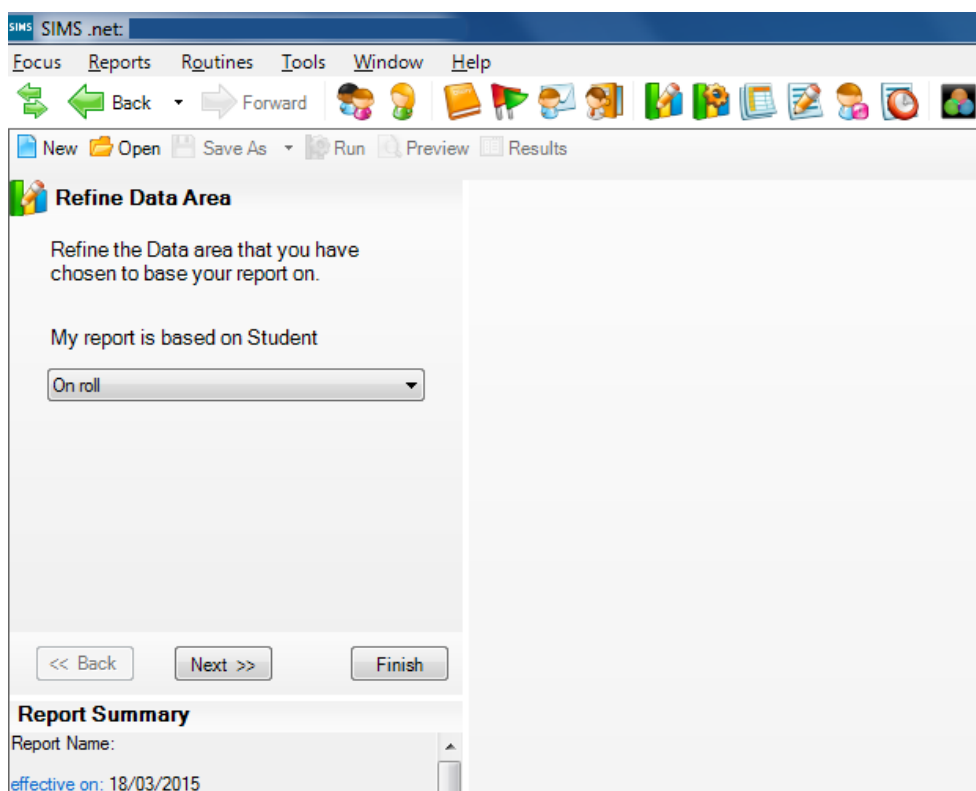
2. Click on ... Create a new Report



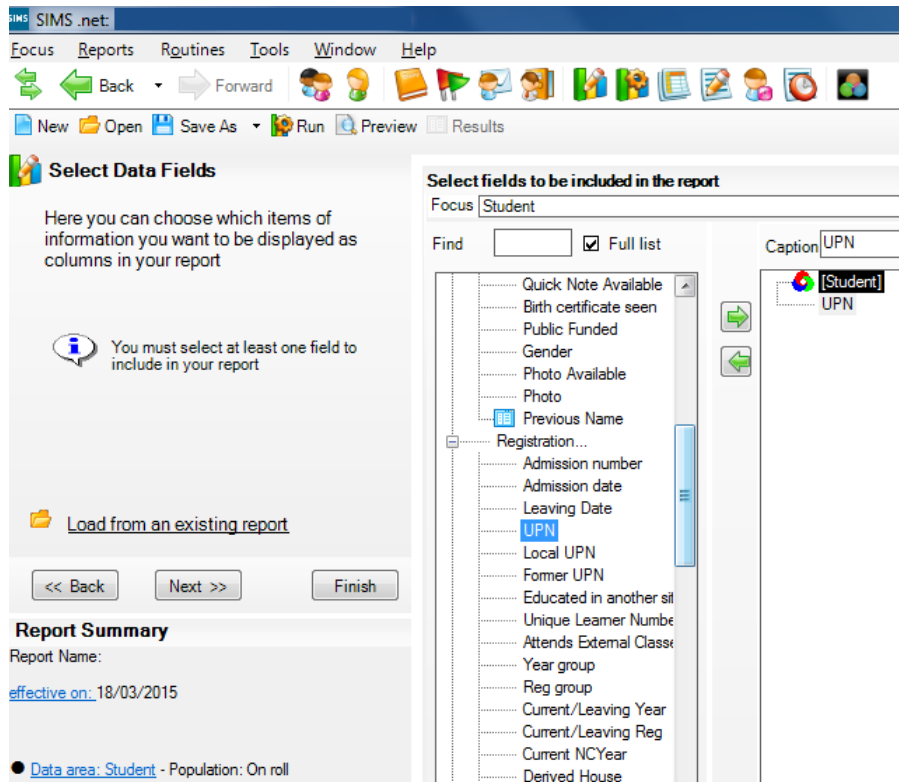
3. Select Student in the drop down tree then click on Next >>



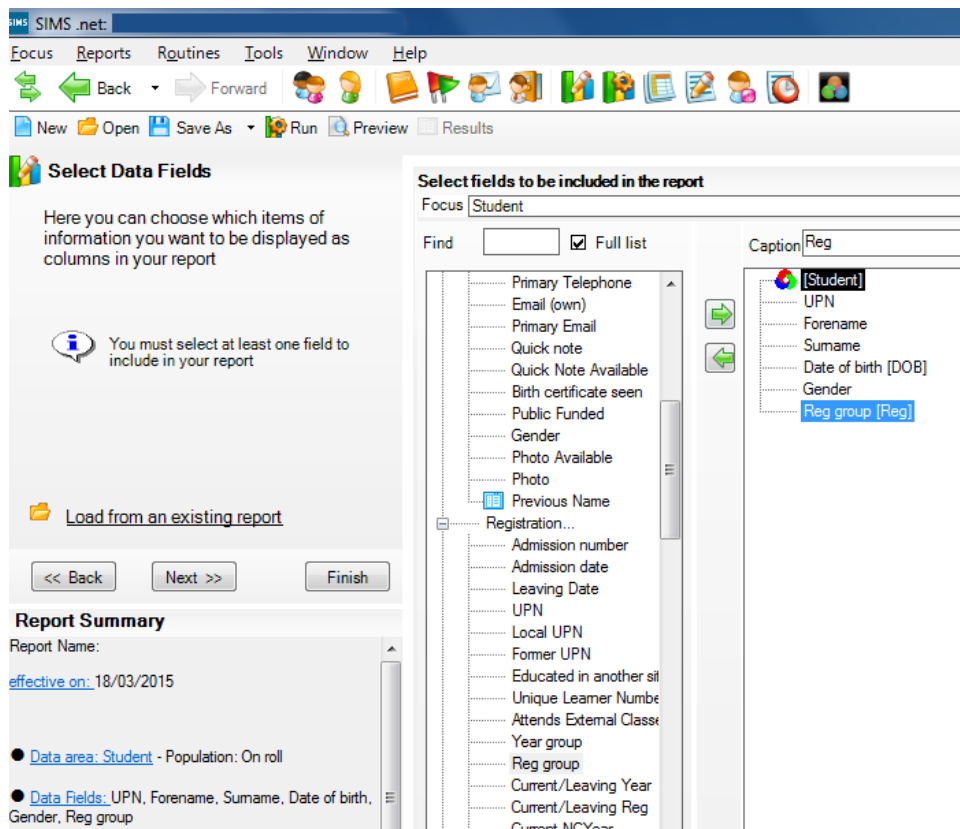
4. Choose "On roll" in the My report is based on Student option then click Next >> below it.



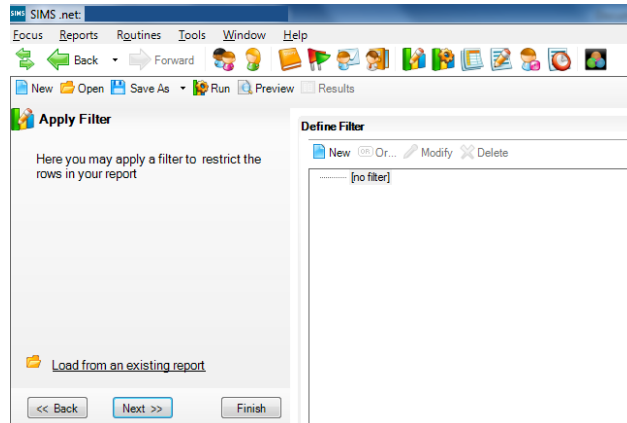
5. Now Double click on UPN so it appears across in the right box, then do the same for Forename, Surname, DOB, Gender and Reg Group



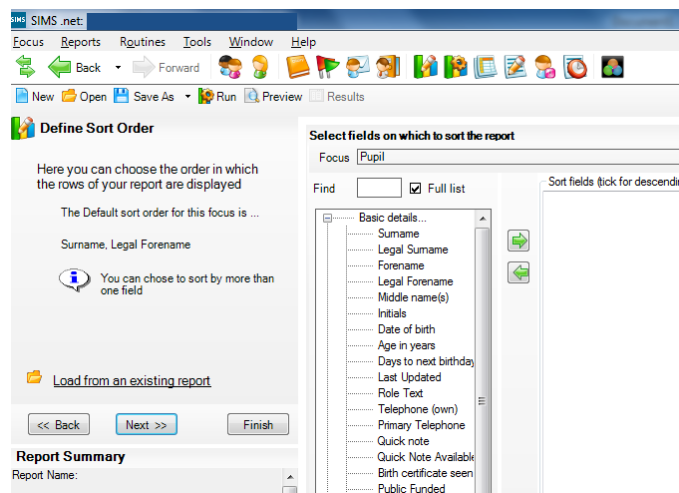
6. They should all now be in the right box in a column



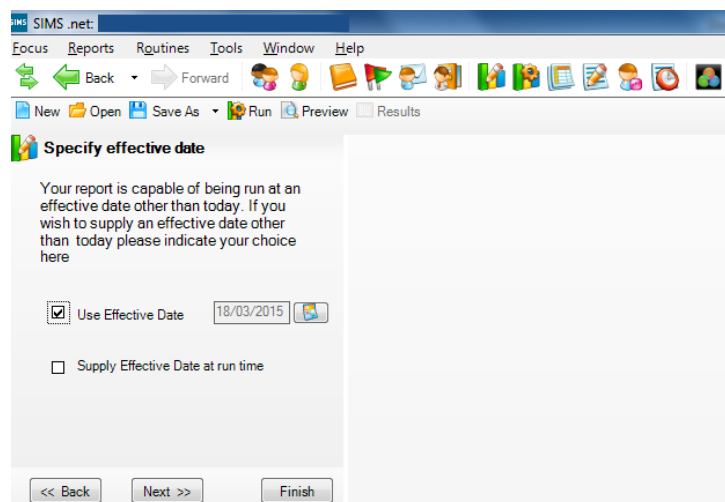
7. Click on Next >>



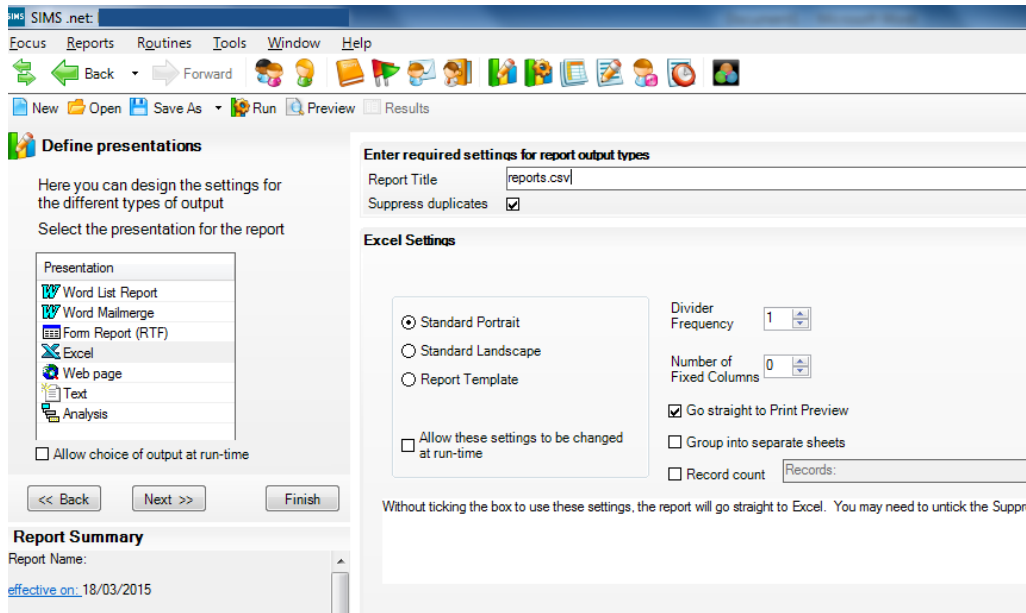
8. And Next again >>



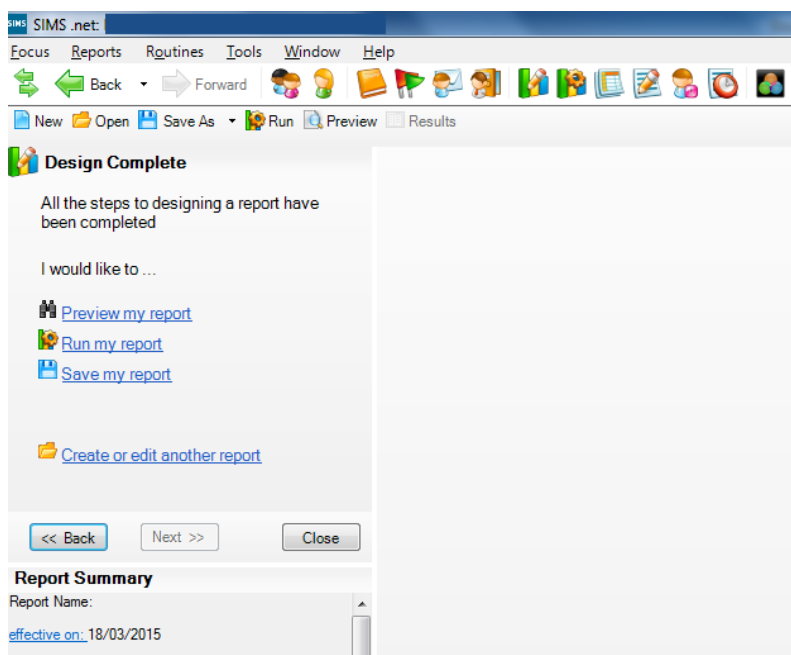
9. Check the box for Use Effective Date then Next >>



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 ... Excel should now open with the data required. Click Save and Save the file to your preferred location as a CSV (comma de-limited) file ready to email over to us.



If you wish to create an attendance file later in the year to add pupil attendance figures directly into each pupils reports, the process is the same but choose the following fields from under attendance summary :-

**UPN**

**Present AEA (or attended if AEA not available)**

**Late (optional)**

**Unauthorised**

**Total Session**

The 'Authorised' value will be calculated from the other values.

Re-importing will update the existing data.

