

# Data Extraction Guide

Student Mapping Tool  
(including CHES schools)

Version 3.1 | September 2012



*Every  
child,  
every  
opportunity*

PgUp

PgDn

Enter

Del

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[www.education.vic.gov.au/studentmappingtool](http://www.education.vic.gov.au/studentmappingtool)

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## 1. Code of Conduct and Privacy

The school CASES21 database contains personal and health information about students, family members and staff. When database queries, data extractions and disclosures are undertaken they must only be carried out by authorised officers and must comply with the [Department's Information Privacy Policy](#) and [ICT Security Policy](#), and the [Code of Conduct for the Victorian Public Sector](#).

Also view the [Privacy Guide](#) for Student Mapping Tool on the Student Mapping Tool website.

The relevant information privacy principles which need to be considered are:

- Collection
- Use and Disclosure
- Data Quality
- Data Security and Unique Identifiers
- Anonymity
- Transborder Data Flow.

For more information about these principles go to:

<https://www.eduweb.vic.gov.au/edulibrary/Schools/Privacy/Bulletins/>

## 2. Introduction

### Overview

This guide provides a step-by-step process for:

- creating a seamless view connection
- checking Microsoft Excel security settings
- extracting NAPLAN information and creating files for NAPLAN and VASS results
- collecting the data file for CHESS Schools
- creating a folder for storing and using the Student Mapping Tool
- downloading the Student Mapping Tool.

### About the Student Mapping Tool

The Student Mapping Tool (formerly the Students At Risk Mapping Tool) has been developed to assist schools to identify students at risk of early school leaving. The Tool displays data about each student's exposure to known risk factors associated with early school leaving, e.g. poor attendance, low literacy, etc.

Under Wannik, all Victorian government schools with Koorie student enrolments are required to use the Student Mapping Tool.

The Student Mapping Tool will not provide a definitive answer to the question, "Which of our students are at risk of early school leaving?" Schools should review the data and consider its implications in their school context. Teacher insights and other factors should also be considered. The Tool should start the conversation about who is at risk of early school leaving, rather than finish it.

This Data Extraction Guide will enable you to extract the relevant data about your school's students from CASES21. Using this Tool only extracts data – it cannot change any of the data on the CASES21 database.

For information about the most effective way to use the data once you have it, please read *Using the Student Mapping Tool* and *Getting the Most Out of the Student Mapping Tool* from the [Student Mapping Tool](http://www.education.vic.gov.au/studentmappingtool) home page at <http://www.education.vic.gov.au/studentmappingtool>

## Important – Before you start

The task of extracting the data should be undertaken by a Business Manager, Education Support Officer or any other user with authority to enter and view data on CASES21.

If you encounter any difficulty in using the Tool, the Department of Education & Early Childhood Development Service Desk will only deal with someone with this authority.

### Password

The Student Mapping Tool **will require a password which is available from the DEECD Service Desk. *Important Note:*** The Principal / Business Manager must email the DEECD Service Desk using the school's email account and request the **Student Mapping Tool password**.

### Seamless Views

The Student Mapping Tool will only work if **Seamless Views is installed** on the workstation you are using. Seamless Views software can create a read-only copy of selected CASES21 tables and present them in MS Word, Excel or Access format. The Student Mapping Tool is built around a pre-set Seamless Views request that presents data in a pre-set Excel spreadsheet format.

**CHESS schools do not need to complete steps 3 and 4** in relation to Seamless Views.

**CHESS schools need to complete step 9** instead. Step 9 does not need to be completed by non CHESS schools.

### 3. Seamless Views

#### Seamless Views set up on the Virtual Server (except CHESS schools)

The CASES Technical Refresh 2012 project may have the Seamless Views \ Student Mapping Tool connection activated on the school's virtual server. (Workstations will be set up following the steps later in this document.)

Should the virtual server connection not be set up or be lost at a later stage, the connection can be established \ re-established by running the Seamless application on the **Virtual Server**.

**CHESS** schools do not need to run this process.

#### To activate Seamless Views on the Virtual Server:

(Note – this process can be run from your workstation.)

#### From your workstation:

- Click **Start** then **Computer**
- Click on the **DSE (Y:)** drive
- Click on the **SQL** folder
- Click on the **EXE** folder



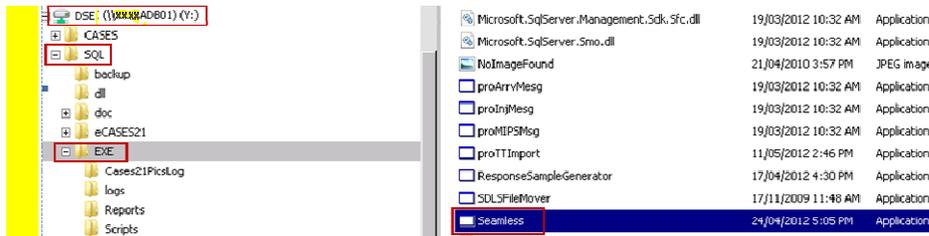
- Click on **Seamless.exe** to run the application
- If you see an **Open File - Security Warning** message, click on **Run**
- **Close** out of the screen

Wait a couple of minutes for the application to run before setting up the workstation (steps later in this document). If your workstation has already been setup and you are re-establishing the Seamless application, wait a couple of minutes before refreshing your Student Mapping Tool data.

**Note:** It is important that you use the run as Administrator option to open Excel prior to opening the Student Mapping Tool and refreshing the data. See the steps on Microsoft Excel 2010 and the Student Mapping Tool on page 31.

### Alternatively, to activate Seamless Views from your Server:

- Log onto the **school's XXXXADB01 Virtual Server** (where **XXXX** is your school number) - (Note – the authorised person would use their Record No. and Password to log in.)
- Click on **Start** then **Run**
- Click on the Browse button and navigate to the **Y:\DSE** drive, the **SQL** folder, the **EXE** folder and select the application **Seamless** - click on **Open**



- **Click on OK** to run the application.
- Wait a couple of minutes for the process run on the Virtual Server.
- Log out of the server.
- Once your Workstation has been setup (steps for workstation setup are later in the guide), check to see if your connection is now active on the Workstation when running the Student Mapping Tool refresh process.

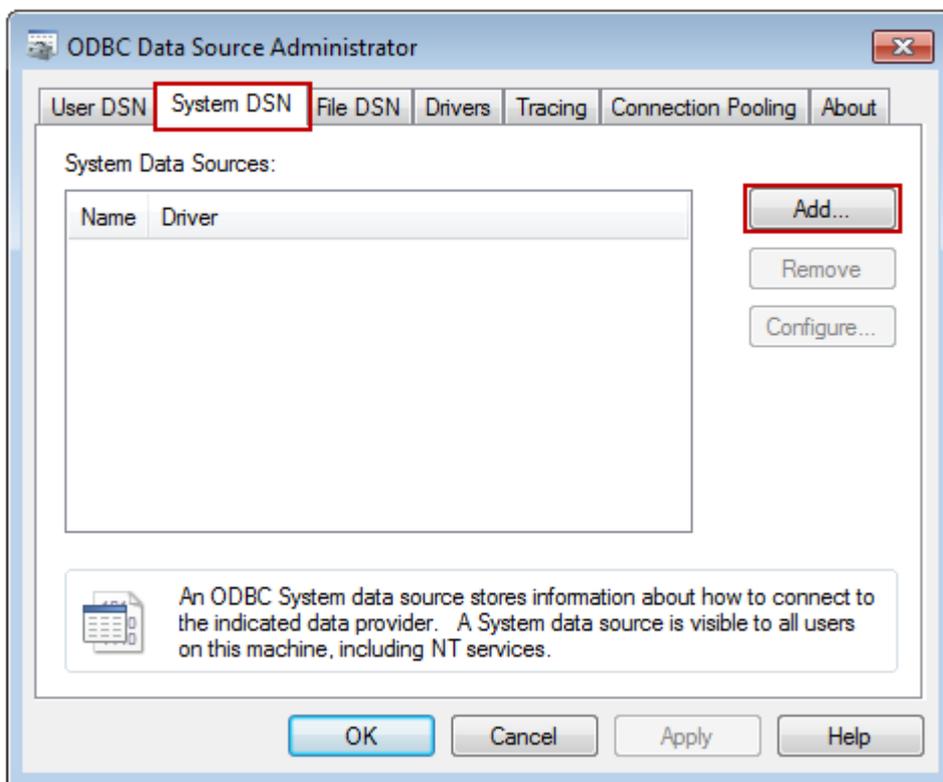
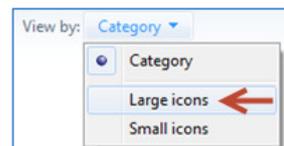
## 4. Establishing Seamless Views on the Workstation

This step should only need to be done once on a workstation. When you are sure you have Seamless Views on your workstation, always proceed directly to **downloading your schools data**.

**CHES** schools do not need to run this process.

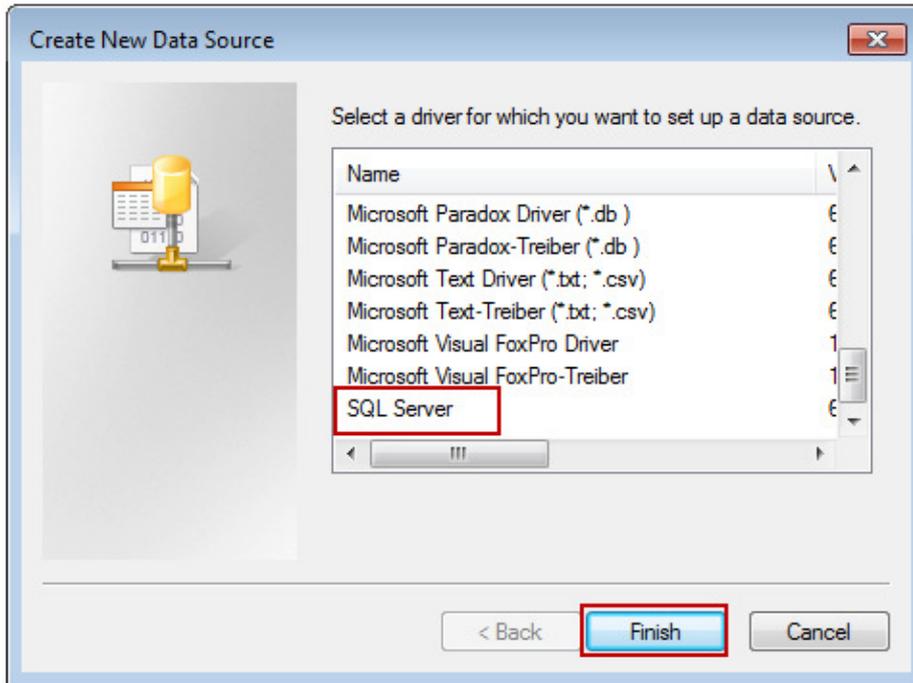
How to set up the Data Source connection on your workstation (except CHES schools)

- Select **Start**. 
- Select **Control Panel**.
- Select **View by: Category – Large icons** from the right hand side.
- Select **Administrative Tools**.
- Select **Data Source (ODBC)**.
- Click on the **System DSN tab**.
- Select **Add**.

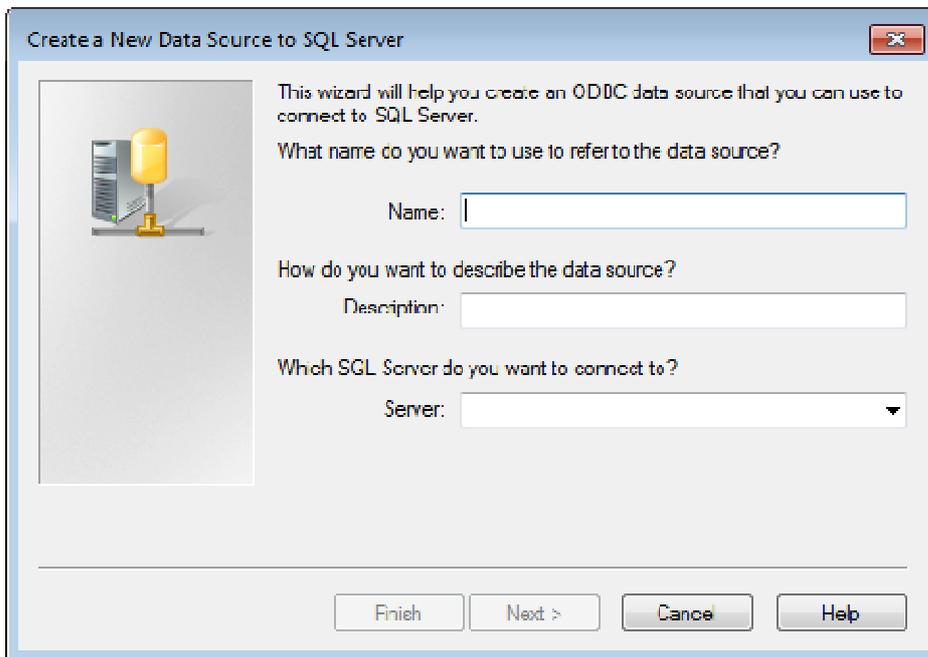


On the following screen:

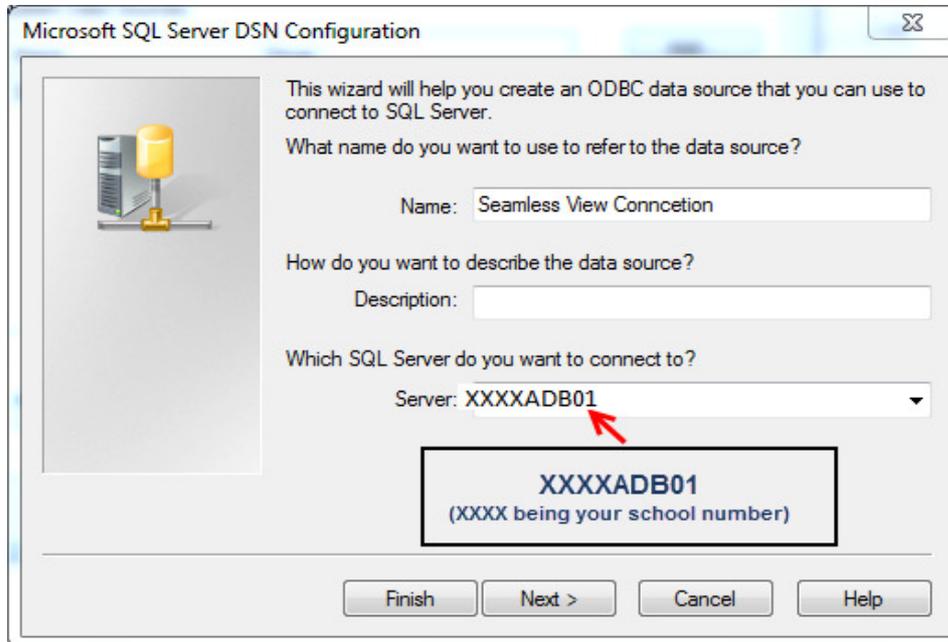
- **Move** the right scroll bar to the bottom.
- Select **SQL Server**.
- Click **Finish**.



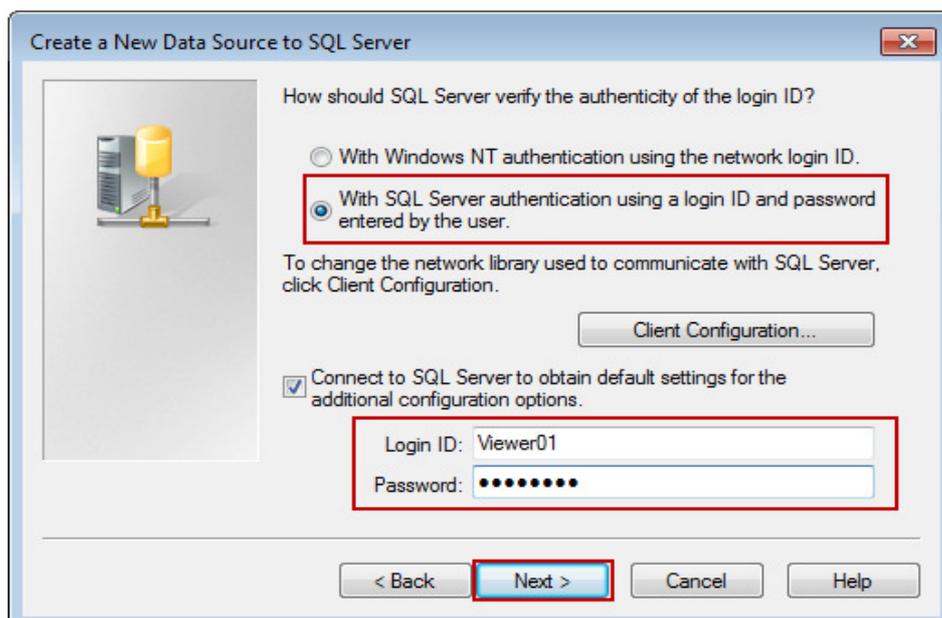
You will see the following screen:



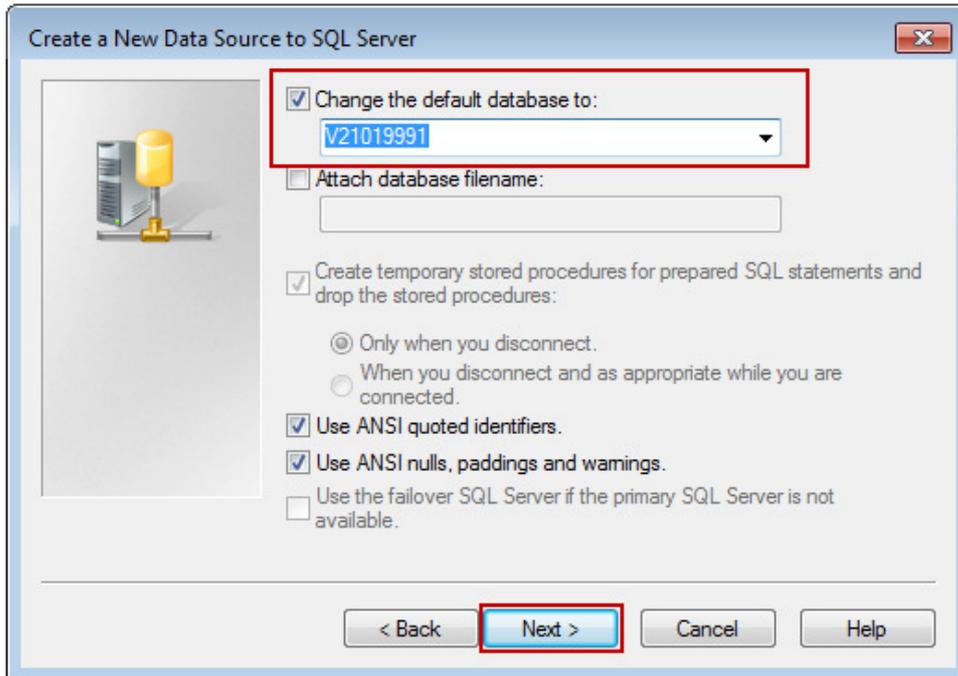
- Enter the **Name: Seamless View Connection** as shown in the screen below.
- **Select the Server** you wish to connect to by clicking on the **down arrow**. You will see a number of connections – select **XXXXADB01** (where **XXXX** is your school number).  
(**Note:** If the XXXXADB01 server is not showing when clicking on the down arrow, you will need to re-establish the Seamless Views connection in Section 3 above.)
- Click **Next**.



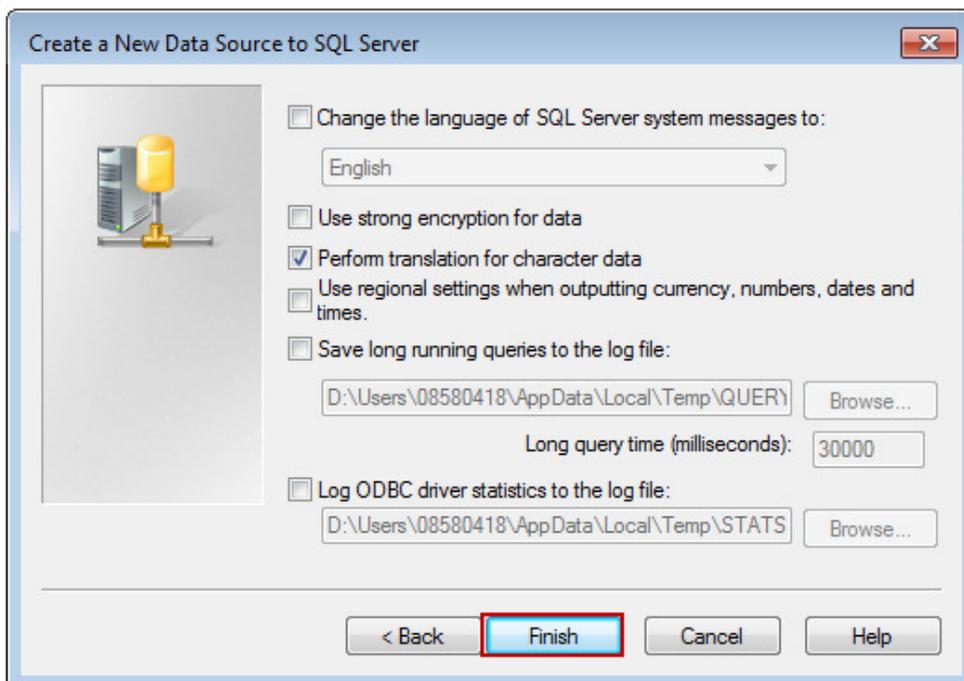
- You will see the following screen.
- **Select the radio button** With SQL Server authentication using a Login ID and password entered by the user.
- You will need to type the **Login ID: Viewer01** and the Student Mapping Tool **password**. (If you do not have the password, the Principal / Business Manager will need to email the DEECD Service Desk using the school’s email account and request the Student Mapping Tool password.)
- Click on **Next**.



- **Ensure there is a tick** in the box beside – “Change the default database to:”
- **Move** the right scroll bar to the bottom and select **V2101XXXX** (where **XXXX** is your school number).
- Click on **Next**.

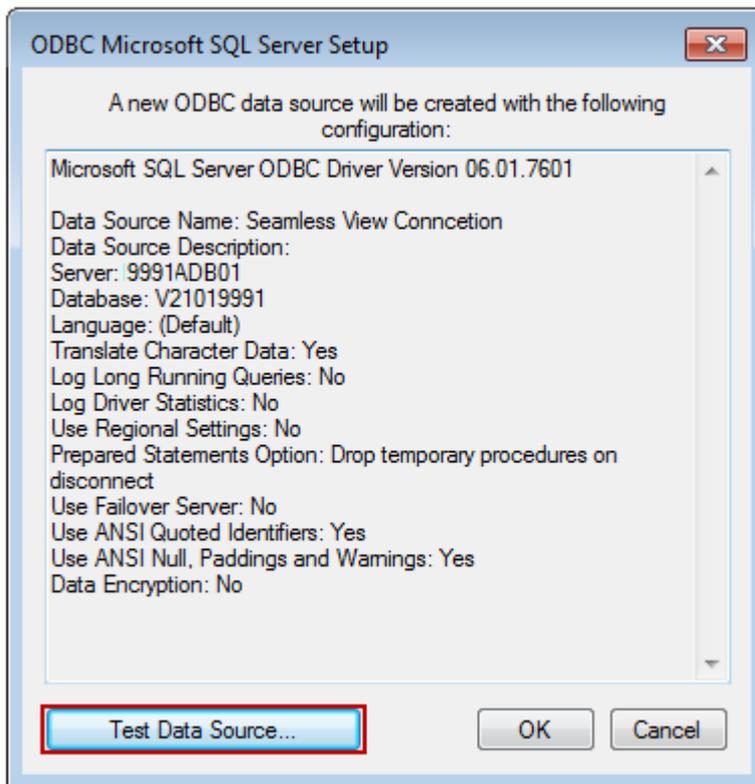


- **Leave the default settings** shown below.
- Click on **Finish**.



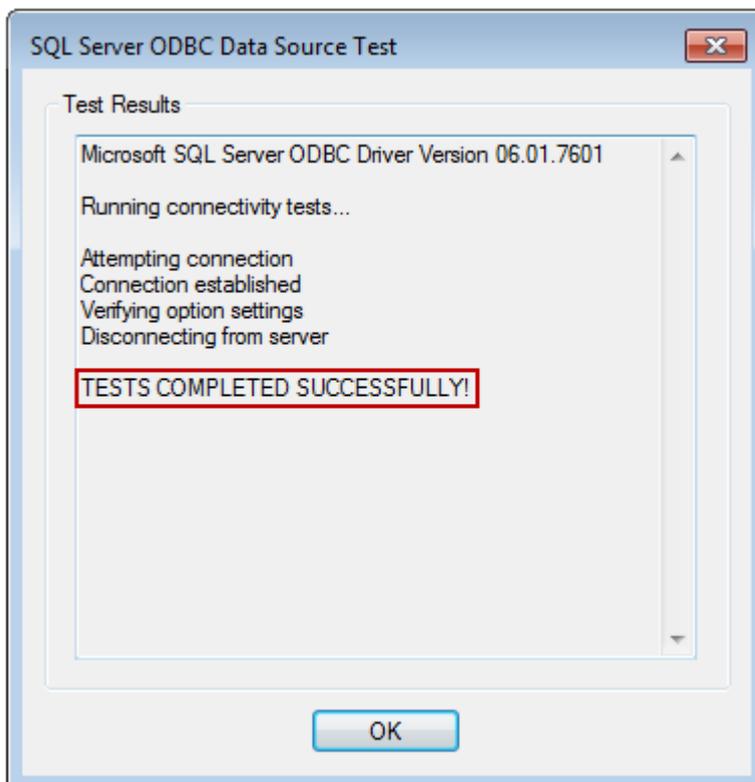
The following screen will appear:

- Select **Test Data Source** to confirm the data is connecting correctly.

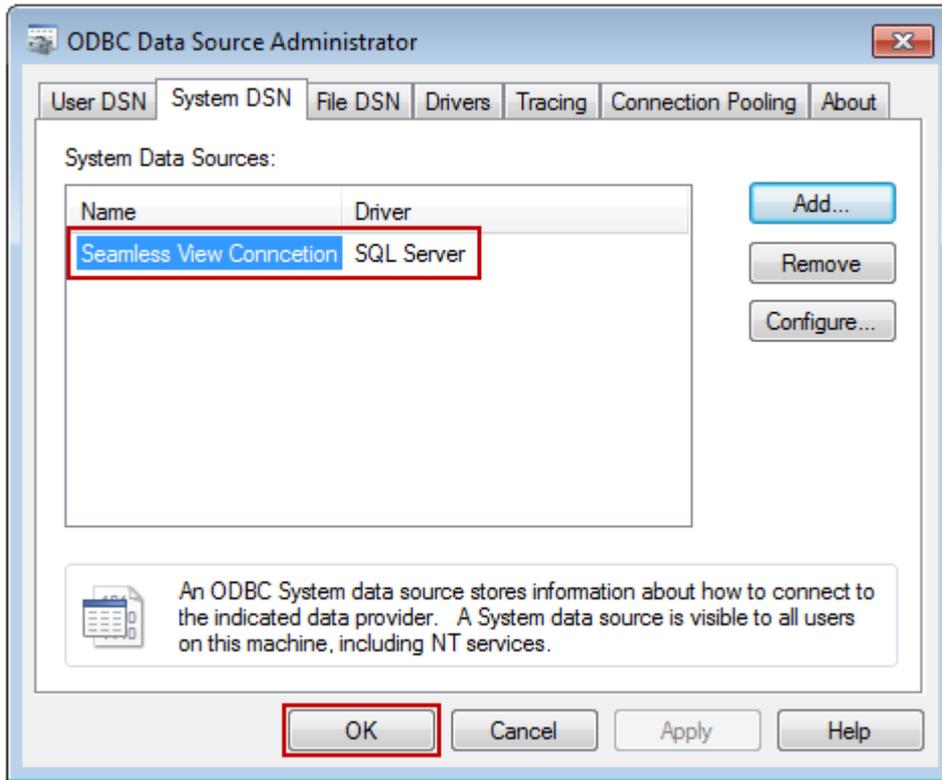


The following screen will appear saying **Tests Completed Successfully!**

- Click **OK**, then **OK** again.



- Your connection should now be displayed in the ODBC Data Source Administrator on the **System DSN tab**.
- Click **OK** to exit.



**Note:** If your system does not connect correctly the first time, repeat all the steps above before requesting assistance.

**You have now successfully established Seamless Views on your workstation!**

**Note:** The above process – ‘Establishing Seamless Views on the Workstation’ can be run on additional Administration workstations as required.

## 5. Check Microsoft Excel Security Settings

This Guide assumes that you are using MS Excel 2010 (as supplied on the new Dell equipment for schools – late 2012).

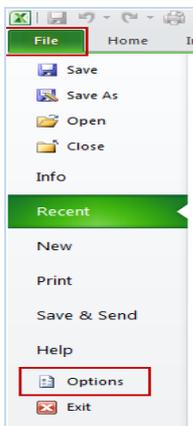
To download the data, you will be using an Excel spreadsheet that has been pre-programmed and formatted for you.

Before data is downloaded, you must check that the Security level in Microsoft Excel will permit the Macros in the spreadsheet to operate.

How to check your workstation's Excel settings will allow the Student Mapping Tool to work.

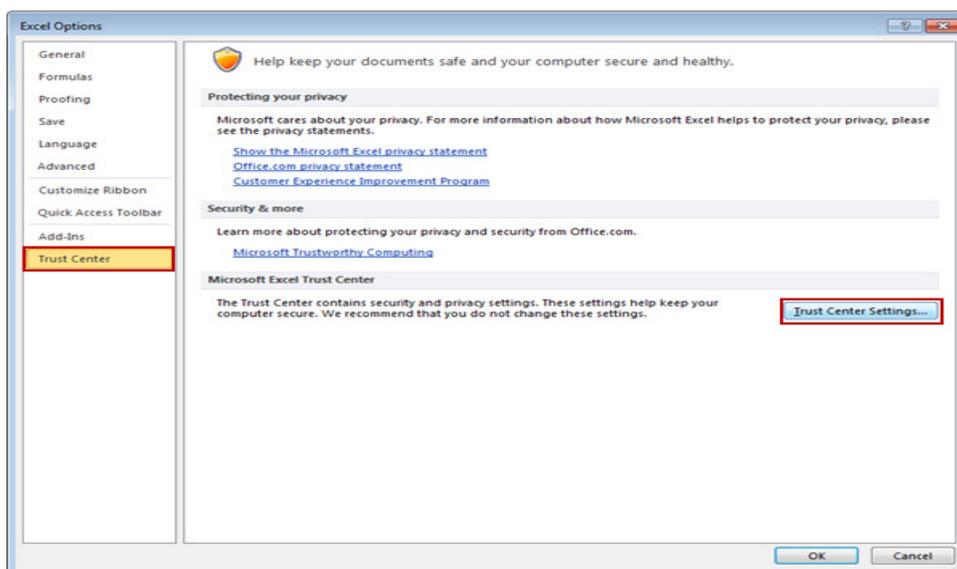
Open Excel on your workstation. You will see a blank worksheet.

- Select the **File** tab from the top left hand corner.
- Click on the **Options** button.



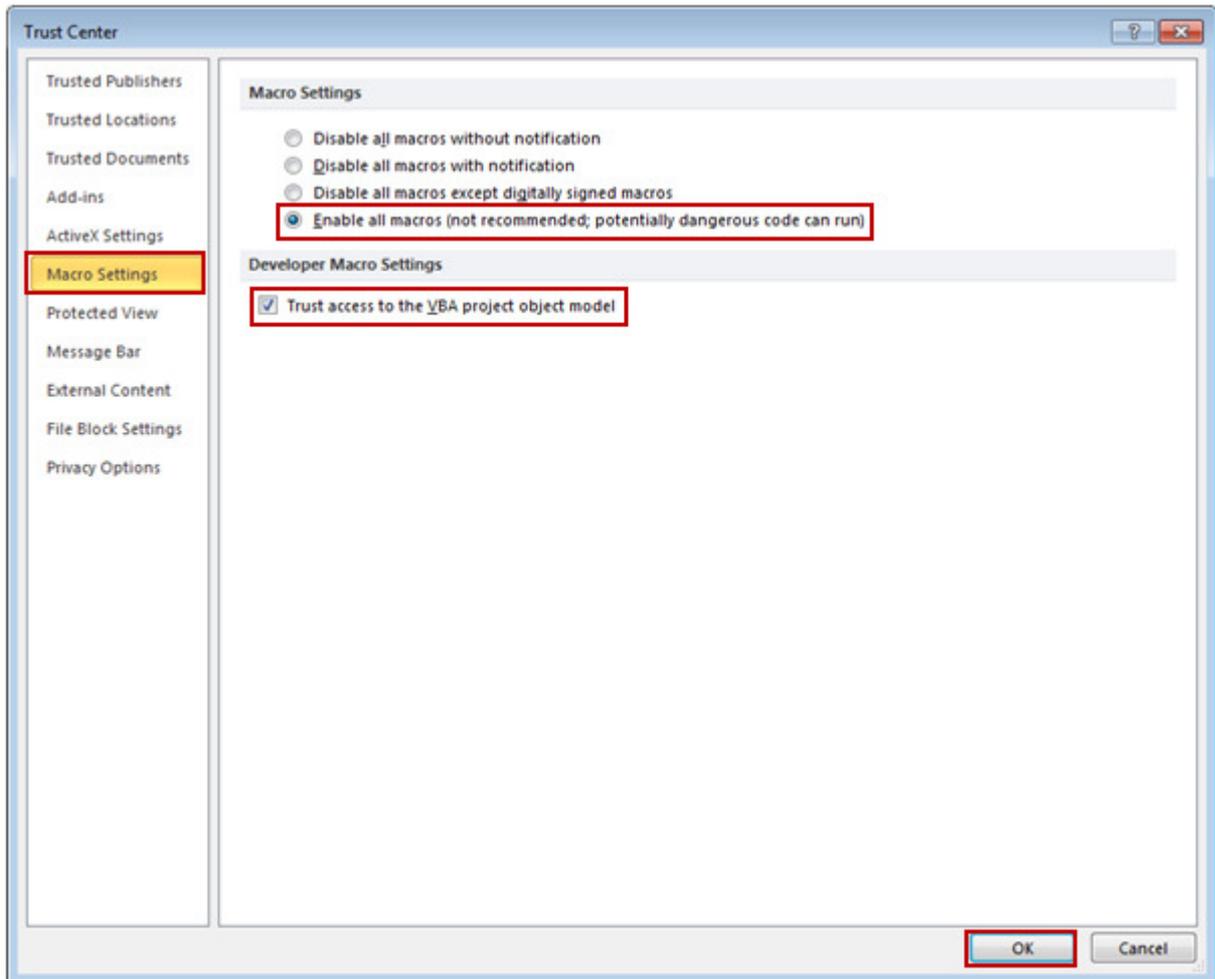
You will see the following screen:

- On the Excel Options screen, click on the **Trust Center** option on the left hand side.



- On the **Trust Center** screen above, click on the **Trust Center Settings...** button on the right hand side.

- In the Trust Center, click on **Macro Settings** on the left hand side.
- Ensure that the **Enable all macros** radio button is checked as shown below.
- Ensure that the **Trust access to the VBA project object model** box is ticked



- Click **OK**
- Click **OK** again to close all security screens.
- **Close** the blank worksheet.

## 6. Create a folder for the Student Mapping Tool, NAPLAN, VASS and CHESS data files

A folder needs to be created **on your school's administration Users drive (U:)** to use the Student Mapping Tool, NAPLAN, VASS and CHESS (CHESS Schools only) Data files.

This folder will also store the Student Mapping Tool backup files.

**Create a new folder** called **Student Mapping Tool** to store the Student Mapping Tool, NAPLAN files, VASS files, CHESS (CHESS Schools only) file and subsequent backup files.

To **create a folder** read the instructions in [Appendix A](#) of this guide.

**It is very important that you save all data files and the Student Mapping Tool to the U: drive, because by doing this files will be in the same location and by having files on the U: drive, these files will be included on the normal automated backup performed overnight and the NAPLAN & CHESS Data will also import correctly into the tool.**

**Additionally, if you have problems with the Tool, Help Desk staff (with permission) can come and help you directly.**

**Helpful Hint:** Create Archive sub folders inside the newly created Student Mapping Tool folder. This allows you to save past copies of the Student Mapping Tool for reference, (a snapshot in time copy). Leave only the most recent (working) copy of the SMT visible in the main folder to ensure you refresh only the most recent Student Mapping Tool.

## 7. How to download and extract NAPLAN Data

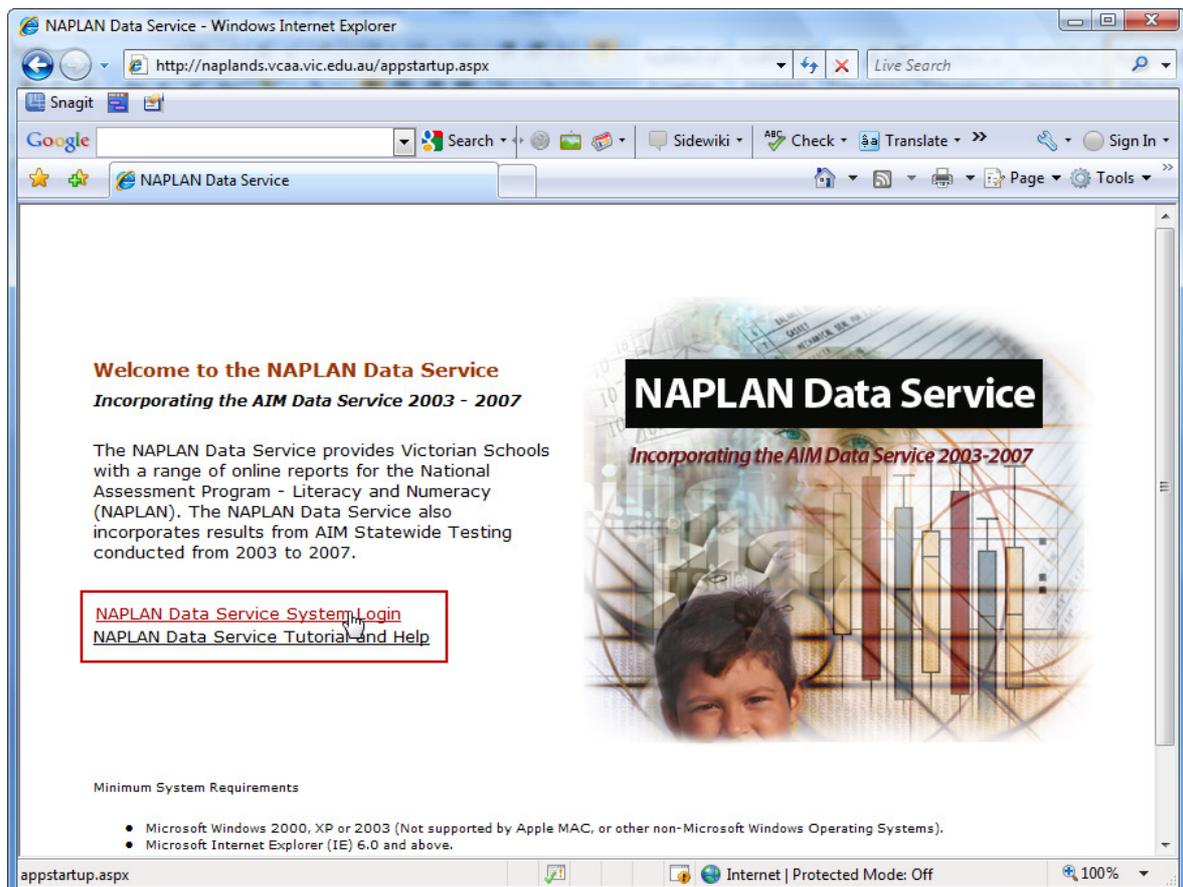
Schools have been able to add NAPLAN Data to the Student Mapping Tool since February 2010.

**The NAPLAN Data sheet needs to conform to the following formats to be able to work with the Student Mapping Tool:**

- Schools will have to download their NAPLAN data from the NAPLAN website, as per the following step-by-step instructions
- Schools will have to extract a file for each year level required and save these files into the same folder on the U: drive as the Student Mapping Tool. With the new NAPLAN extraction process, all year level tests can be downloaded from the website in one step.
- If you are from a multi-campus school, please refer to the instructions in [Appendix C](#).
- If you have saved NAPLAN files for previous years, you may wish to create an archive file eg: NAPLAN 2011 and move the NAPLAN Y3, NAPLAN Y5 etc files prior to downloading the current year files.

### To download the data

- **Log into** the NAPLAN website <https://naplands.vcaa.vic.edu.au/appstartup.aspx>
- **Click** on NAPLAN Data Service System Login as shown below.



- If the Login screen does not appear you may need to check for a **Pop-ups blocked message**. You will need to always allow Pop-ups from this site.

- **Enter** your School User ID and Password.
- Select **Login**.

Warning - this system is provided for the use of authorised personnel only

User ID:

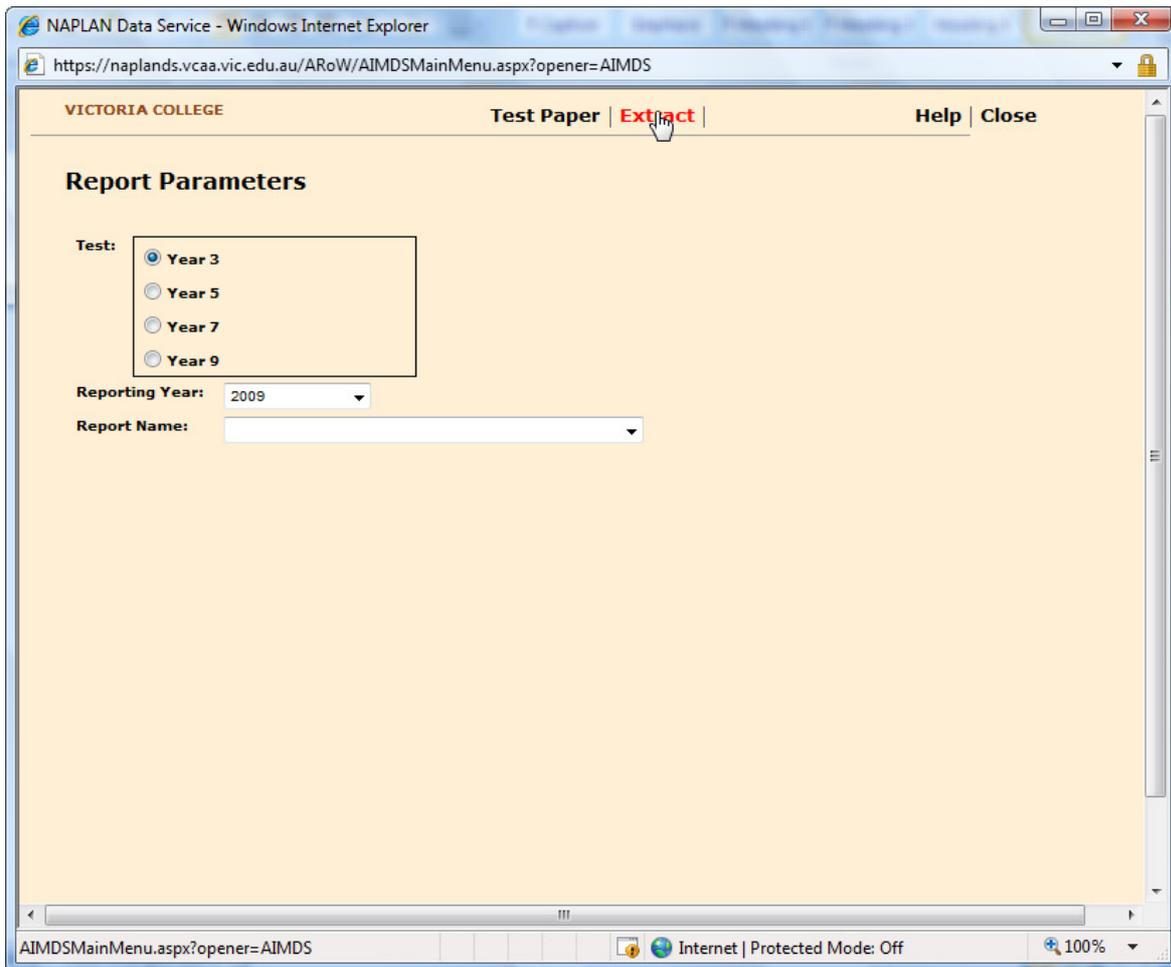
Password:

If you have queries about your User ID or password, please contact the NAPLAN Helpdesk on 1800 648 637

**OR**

[vcaa.naplan.help@edumail.vic.gov.au](mailto:vcaa.naplan.help@edumail.vic.gov.au)

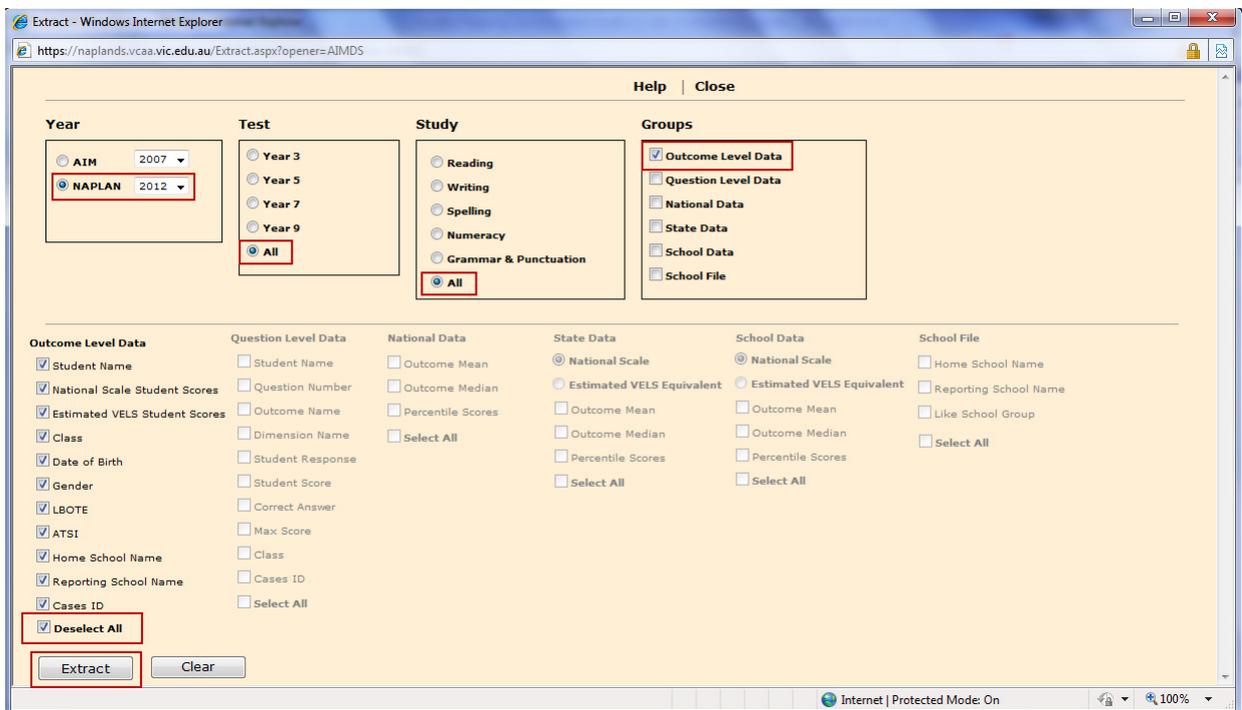
- Select **Extract** from the Report Parameters screen.



- **Note:** All Test data for Year 3, Year 5, Year 7 and Year 9 students (or as appropriate for your school) can now be downloaded together in one process.

From the **Extract Parameters screen**, select the following:

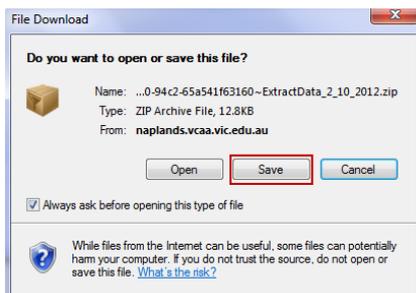
- **Year:** NAPLAN reporting year (select the latest data)
  - **Test:** **Select All.** *Note:* schools can now download the appropriate year levels for their setting by using the select all option. This removes the need to run the extraction process for each year level separately.
  - **Study:** **Select All**
  - **Groups:** **Select Outcome Level Data**
  - **Outcome level data:** Ensure that **all** data has been selected by ticking the **Select All** box at the bottom of the list. (Once selected this option will change to Deselect All).  
Everything else should be grey.
- **Select the Extract button** on the bottom left corner of the screen once all your selections have been made.



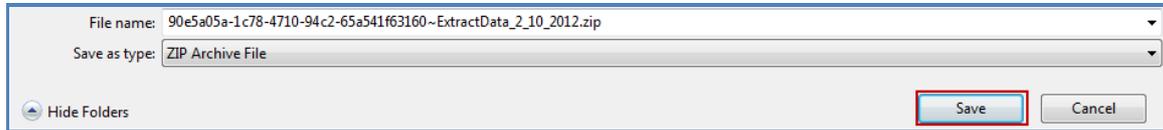
- **Select the link Click to download compressed ZIP file**



- **At the File Download screen – Select Save**

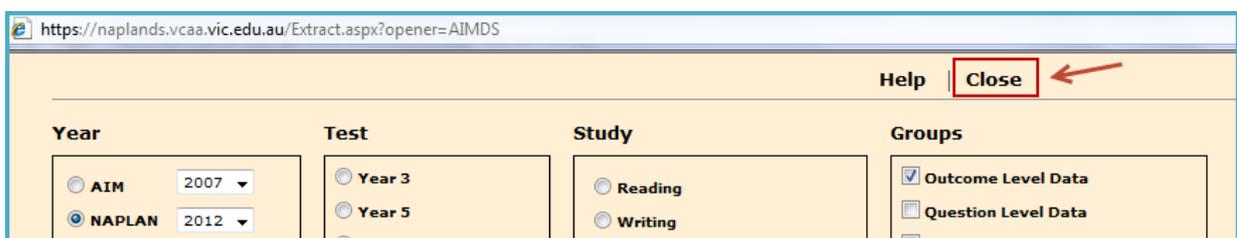


- The **Save As** screen will open.
- Navigate to your **User drive** then to the **Student Mapping Tool folder** - at this point select **New Folder**  from the top bar. Name the folder **Naplan** – (You will be saving the Naplan zip file into the newly created Naplan folder)
- **Note:** - Leave the file name and save as type with the default name and type.



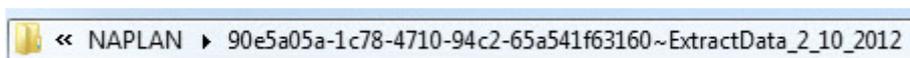
- **Select Save**

- **Close out** of the NAPLAN website when finished extracting the required data.

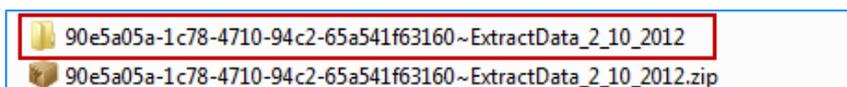


**Extract the NAPLAN data from the file created above.**

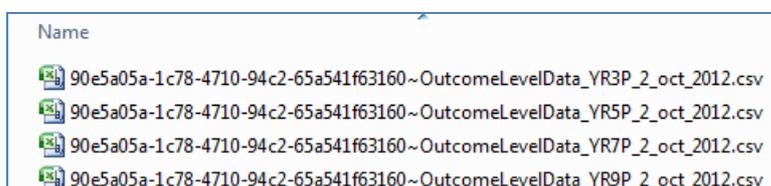
- **Locate** and **open** the NAPLAN zip files located in Student Mapping Tool folder – then Naplan folder on the **Users (U:) drive**.
- To **extract** the NAPLAN data **right click** on the zipped file name,
- Select **Extract All...**
- The **destination** should default to the Student Mapping Tool\NAPLAN\90e5a ..... folder:



- Select **Extract**.
- In the Naplan folder, you will now see two items, the original zip file and a folder 90e5a05.....
- Double click on the folder.



The csv file will be extracted to the selected folder and will be displayed as shown below with the Excel icon.



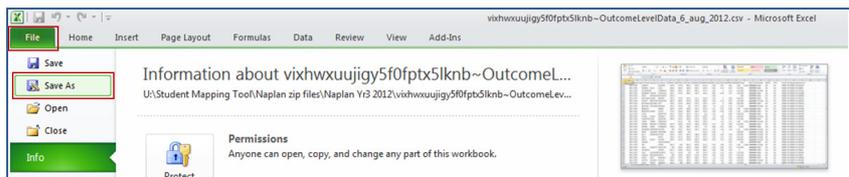
- To **Open** the csv file, **double click** on the file name. The Excel file will open to show as below.

APS Year	Reporting First Name	Second Name	Surname	READING	WRITING	SPELLING	NUMERAC	GRAMMAI	READING	SPELLING	NUMERAC	GRAMMAI	Class	Date of BI	Gender	LBOTE	ATSJ	Home Sch	Reporting Cases ID
2012	YR3P	ALVERA	NATALE	SPIRIDIS	477.5	460.5	384.6	388.1	448	2.90	1.96	1.57	2.55	03A	Female	No	No		9995-VIC 9995-VIC X0631
2012	YR3P	ANGELINA	MIKAELA	SAIID	409.9	415.3	394.2	355.6	398.7	2.23	2.08	1.16	1.92	03A	Female	No	No		9995-VIC 9995-VIC X565
2012	YR3P	ARAN	GARRI	DOCHI	399.7	453.3	433.2	344.7	448	2.12	2.59	1.02	2.55	03B	Male	No	Yes		9995-VIC 9995-VIC X10701
2012	YR3P	ASHLIE	ABBY	BAXTER	465	380	354.3	331.7	322.8	2.82	1.56	0.95	1.77	03A	Female	No	No		9995-VIC 9995-VIC X33634
2012	YR3P	BETHANY	INDYANN	CARVALHI	504.9	489	466.6	433.2	465.5	3.11	3.03	2.11	2.78	03B	Female	Yes	No		9995-VIC 9995-VIC X8176
2012	YR3P	BRYCE	PATRICK	ANDERSON	465	428.3	394.2	366.4	414.8	2.82	2.08	1.3	2.09	03A	Male	No	Yes		9995-VIC 9995-VIC X61893
2012	YR3P	CALLUM	VAN DE BI	389.6	343.6	403.8	437.6	262.3	2.02	2.21	2.34	0.86	03A	Male	No	No		9995-VIC 9995-VIC X92762	
2012	YR3P	CANDICE	SHARON	MCKERRA	399.7	373.5	302.7	410.2	414.8	2.12	0.88	1.86	2.09	03J	Female	No	No		9995-VIC 9995-VIC X47056
2012	YR3P	CHLOE	DARSHIKA	MELMOTH	441.8	402	364.8	366.4	366.9	2.57	1.7	1.3	1.63	03J	Female	No	Yes		9995-VIC 9995-VIC X37383
2012	YR3P	CHRISTOPHER	JANISZ	399.7	388	384.6	366.4	414.8	2.12	1.96	1.3	2.09	03B	Male	Yes	No		9995-VIC 9995-VIC X54568	
2012	YR3P	CRAIG	PEKIN	359.8	343.6	354.3	377.2	334.4	1.68	1.56	1.43	1.33	03J	Male	No	Yes		9995-VIC 9995-VIC X15739	
2012	YR3P	DARRIN	HAYDEN	HO	477.5	394.2	394.2	350.8	2.95	2.08	1.48	03J	Male	No	No	Yes		9995-VIC 9995-VIC X2700	
2012	YR3P	DAVID	YAN	441.8	358.5	302.7	344.7	334.4	2.57	0.88	1.02	1.33	03B	Male	No	Yes		9995-VIC 9995-VIC X32560	
2012	YR3P	DURETH	GIBSON	399.7	440.9	423.2	433.2	504.6	2.12	2.46	2.11	3.23	03J	Female	Yes	No		9995-VIC 9995-VIC X52664	
2012	YR3P	EMILIE	SHANNEN	SUTTON	537.4	440.9	433.2	470.6	465.5	3.26	2.59	2.46	2.78	03A	Female	No	No		9995-VIC 9995-VIC X60464
2012	YR3P	ERYN	DESLEY	POWELL	470.9	270.9	410.2	410.2	465.5	2.23	3.21	1.57	2.78	03A	Female	No	No		9995-VIC 9995-VIC X10188
2012	YR3P	GLEN	JACK	SALINDER	409.9	296.6	479.4	388.1	465.5	2.23	3.21	1.57	2.78	03A	Male	No	No		9995-VIC 9995-VIC X76881
2012	YR3P	GULAY	LINDSAY	1	339.7	388	343.2	300	1.45	1.41	1.02	03A	Female	No	No	Yes		9995-VIC 9995-VIC X26785	
2012	YR3P	HARRIET	ELIZA	SIKORA	296.9	299.9	302.7	333.7	281.7	0.98	0.88	0.95	0.94	03A	Female	No	No		9995-VIC 9995-VIC X63659
2012	YR3P	HARRY	HARRISON	CLARK	94.5	94.5	433.2	433.2	2.11	03A	Male	No	No	Yes		Yes		9995-VIC 9995-VIC X20091	
2012	YR3P	HAYDN	CHRISTOP	PELL	580	440.9	454.8	484.1	484.3	3.47	2.88	2.58	3.03	03J	Male	No	No		9995-VIC 9995-VIC X5211
2012	YR3P	JAMES	HAMILTON	453.2	415.3	443.7	433.2	448	2.69	2.73	2.11	2.55	03B	Male	No	No		9995-VIC 9995-VIC X48882	

**DO NOT close the Excel worksheet.**

We now need to save this Excel file into the Student Mapping Tool folder so the information can be used in the Student Mapping Tool. **Follow the instructions below to do this.**

- Click on **File** in the top left hand corner
- Select **Save as**.

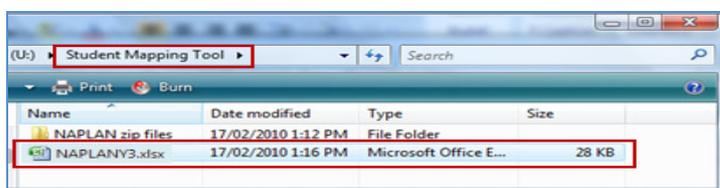
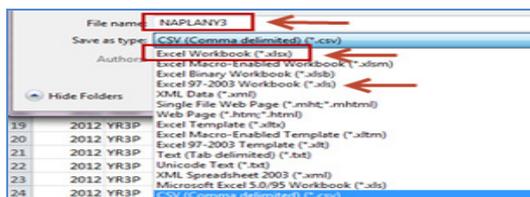


- Locate the **Student Mapping Tool** folder in your Users drive.
- Type the **File name** as **NAPLANY3** or **NAPLANY5** or **NAPLANY7** or **NAPLANY9**.

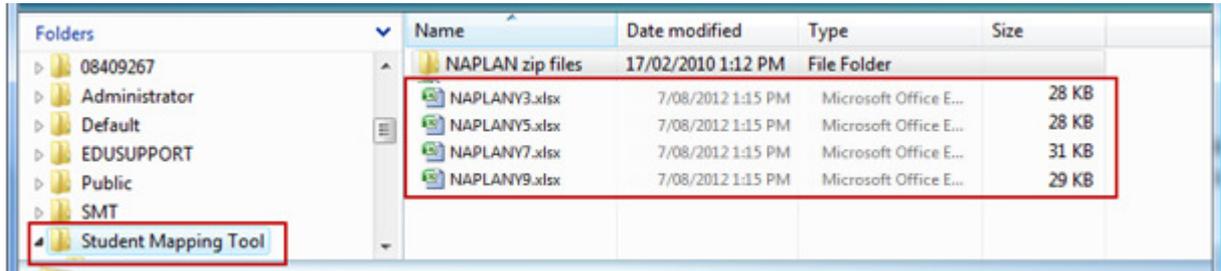
**Note: The file name must be exactly in this format to work with the Student Mapping Tool.** Also, if previous year files are still in the Student Mapping Tool area, when saving the current year files, you will be prompted to overwrite the existing file, so as suggested earlier, it may be wise to move any existing NAPLAN files from previous downloads into an archive folder, or delete them if they are no longer required.

- Save as type:** as Excel workbook (\*.xlsx) and select **Save**.

**Note: Version 3.1 of the Student Mapping Tool is compatible with both Excel 2010 and Excel 1997-2003 – the previous version of the Tool was not compatible with Excel 2010.**

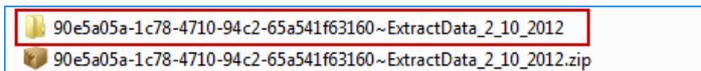


- **Close** Excel
- **Return to the NAPLAN unzipped files** and **repeat the steps** above for other Year levels and save into the Student Mapping Tool folder. Once completed you should see the Excel files in the Student Mapping Tool folder eg:

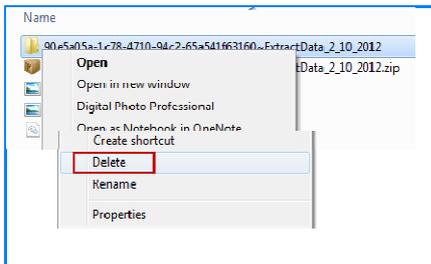


**You don't need to do anything further with these files. When you refresh the data into the Student Mapping Tool, the NAPLAN information should appear.**

**Note:** Now the Naplan files have been saved into the Student Mapping Tool folder, it is a good idea to delete the zip file and folder from the Naplan folder as these will no longer be required.



**Right click** on the folder, select Delete from the sub menu to delete the folder.



**Repeat** the steps above to delete the zip file.

## 8. How to download VASS files

**Please note that this section applies only to secondary and P-12 schools with VCE, VET or VCAL students**

### VASS Student Mapping Tool Report

- VASS now contains functionality to generate a Student Mapping Tool Report, which shows students at risk of not completing their courses.
- The VASS administrator and the members of the schools' VASS School Statistics and Results Group (SSRG) (usually includes the Principal) will have access to this functionality. If the Principal wants anyone else to be able to access it, they need to speak to their VASS administrator.

**Schools must include the CASES ID when registering students on VASS. Data cannot be transferred from the VASS file into the Tool unless the student's CASES ID numbers are entered in to VASS.**

**It is recommended that the school's VASS Administrator download the VASS Student Mapping Tool Report**

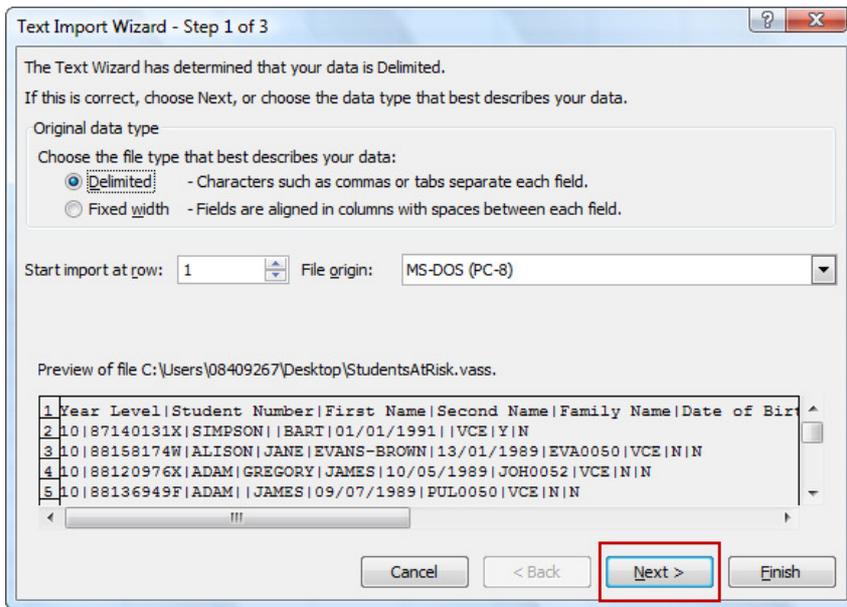
- To download the file, the VASS Administrator should log in to VASS ([www.vass.vic.edu.au](http://www.vass.vic.edu.au))
- Go to the **Student Admin** menu.
- Select **Other Student Reports**.
- Select **Student Mapping Tool**.
- Ensure the **radio button** is clicked to **Export List**.
- **Export the file**.
- The exported file will be named **StudentMappingTool.vass**
- If possible, the VASS Administrator should save the file in to the Student Mapping Tool folder on the school's **U: drive** as the **file type "all files"**.
- If this is not possible, the VASS Administrator can use a memory stick or similar to give the file to the Student Mapping Tool operator, to save into the Student Mapping Tool folder on the U drive.

**Note: All schools have a VASS Administrator who has a secure User ID and password.**

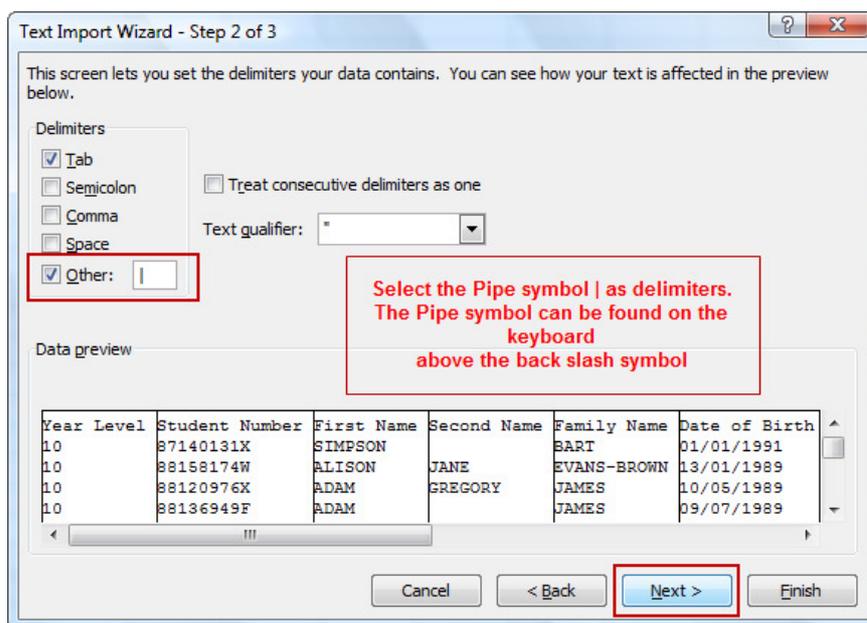
**If you have any queries about the VASS system User ID or password, please contact the VASS Helpdesk on 1800 827 721 or [vass.support@edumail.vic.gov.au](mailto:vass.support@edumail.vic.gov.au)**

Once the VASS file has been saved into the Student Mapping Tool folder on the U drive, please **follow the steps below**.

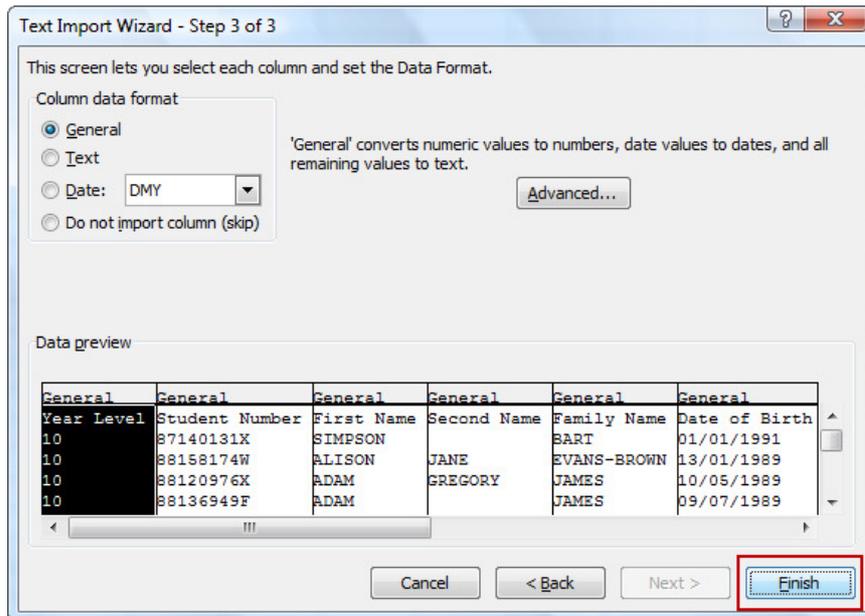
- **Locate and open** the Student Mapping Tool Folder on the U drive.
- **Open** a **blank Excel worksheet**.
- **Click** on **File** (in the top left hand corner).
- The box now displays **Recent Documents**
- **Select and Open** the StudentMappingTool.vass file by **double clicking** on it.
- The following **Text Import Wizard** screen will appear.
- Click **Next** (leave the default setting).



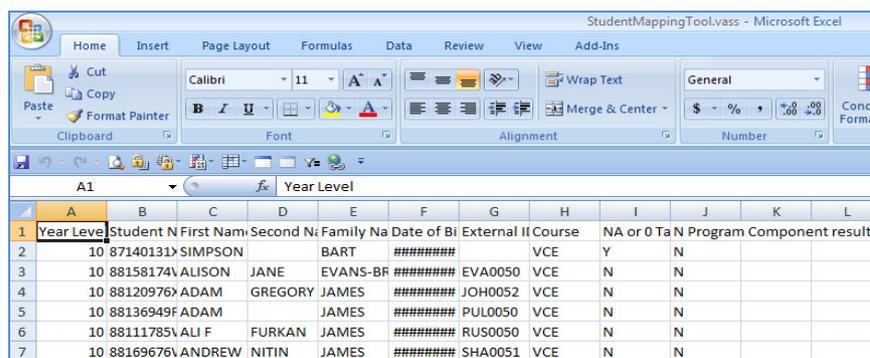
- Select **Other** by placing a tick in the checkbox.
- **Enter the pipe symbol |** as delimiters. The pipe symbol can be found on the keyboard above the back slash symbols usually above enter.
- Click **Next**. Select **Finish**.



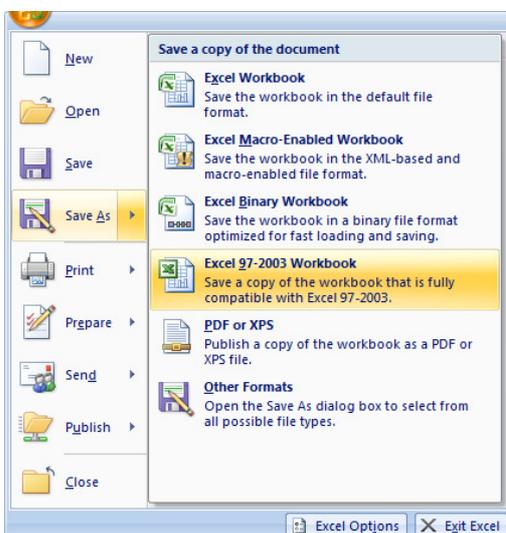
- Select **Finish**.



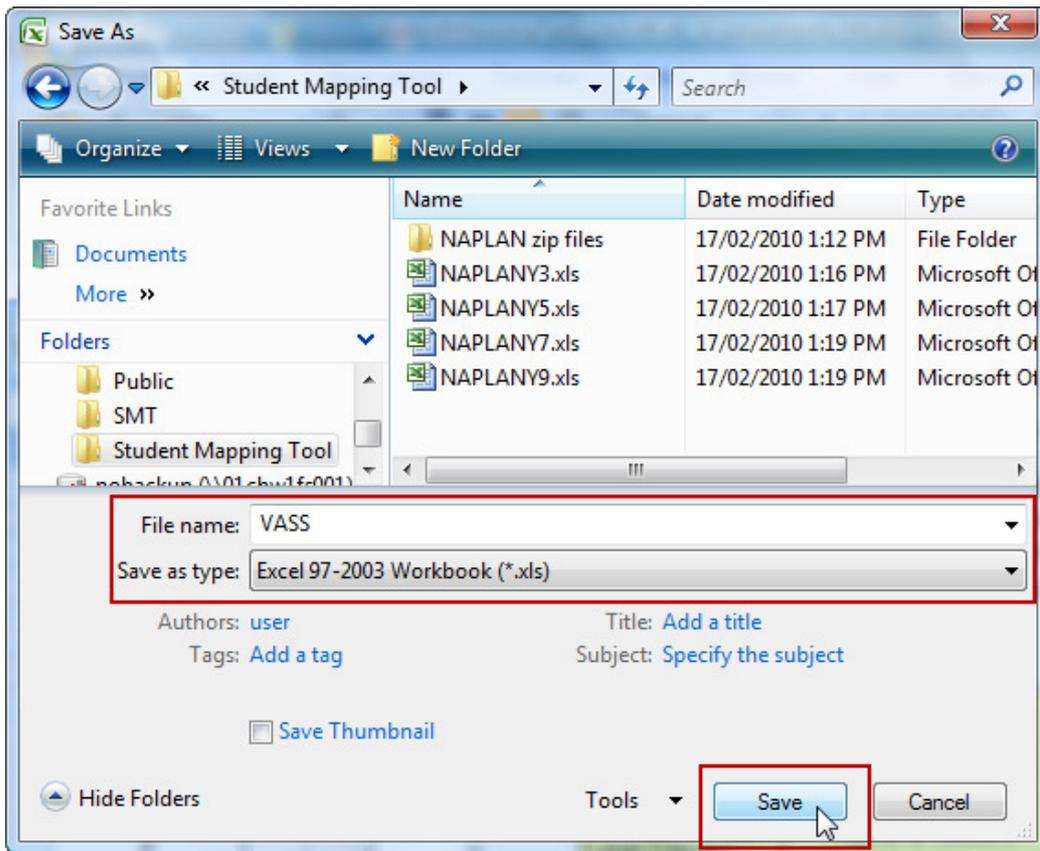
- The file will be opened into an Excel format as shown below.



- Save the file in the Student Mapping Tool folder. The Save as type can be: **Excel 97-2003 Workbook (\*.xls)** or as **Excel workbook (\*.xlsx)**. Saving as an Excel Workbook (\*.xls or \*.xlsx) will auto add .xls or .xlsx to the File name.
- **Note:** Version 3.1 of the Student Mapping Tool is compatible with both **Excel 2010** and **Excel 1997-2003** – the previous version was not compatible with Excel 2010.



- Type **File name** as **VASS**, and select **Save**.



**The file location must be the same location as Student Mapping Tool on the U: drive**

**Note:** Each time a school performs a new download to update their VASS data; they must follow the instructions outlined above, delete the old files and replace the old files with the new one.

## 9. CHESS Schools ONLY

Student Mapping Tool data for CHESS schools is refreshed every Saturday and is stored in a temporary file called SMT\_VRisk\_Data.xls, which is kept in the CHESS P:\Student-Mapping folder.

You must copy the file SMT\_VRisk\_Data.xls from your P:\ drive and paste it into the same folder as your Student Mapping Tool. This will allow the Student Mapping Tool to read the new data (Note: this is the same process used for NAPLAN and VASS data). When you've copied the SMT\_VRisk\_Data.xls file into the same folder as your Student Mapping Tool, you can populate the Student Mapping Tool with the refreshed data.

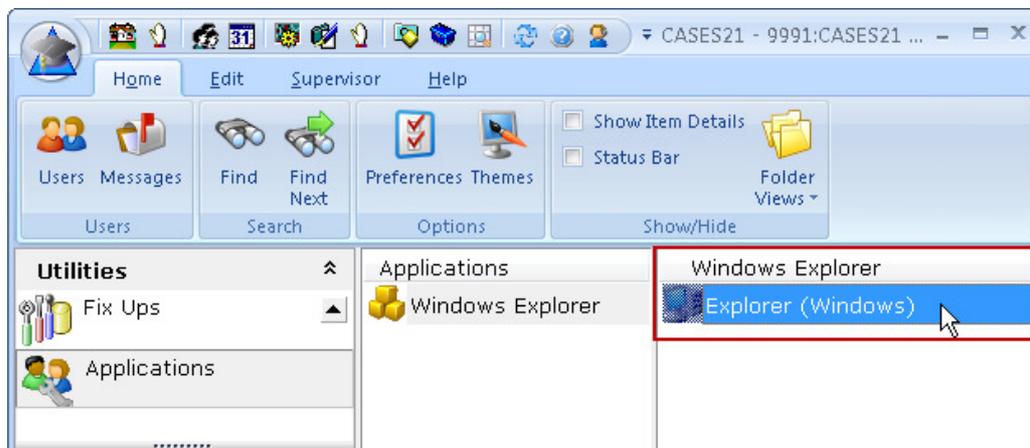
The instructions are below on how to complete this.

**IMPORTANT NOTE:** only CHESS Schools need to complete this step. You would only need to complete the steps below when you are going to use the Student Mapping Tool.

### Locate and copy the CHESS excel data file

Open CASES21

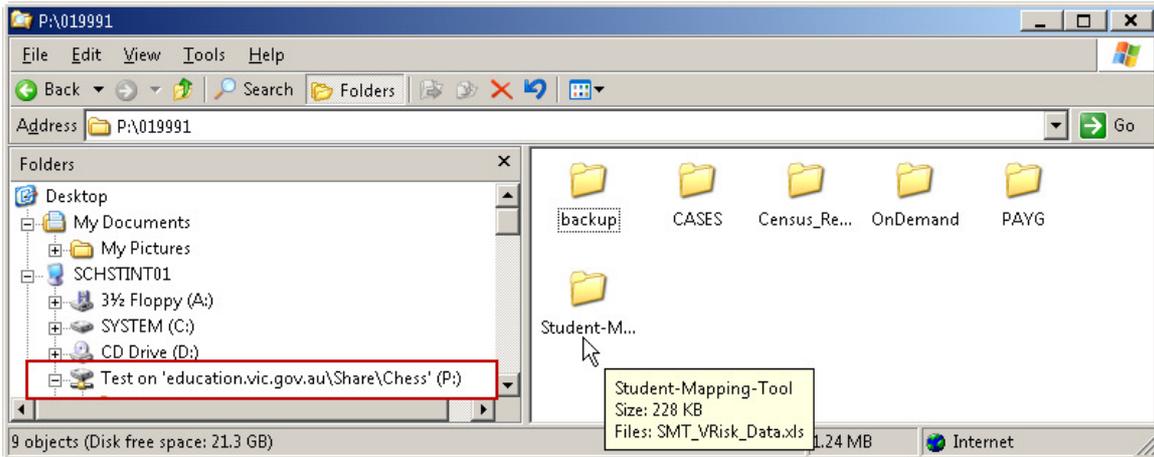
- Open Utilities | Applications | Windows Explorer | Explorer (Windows) format.



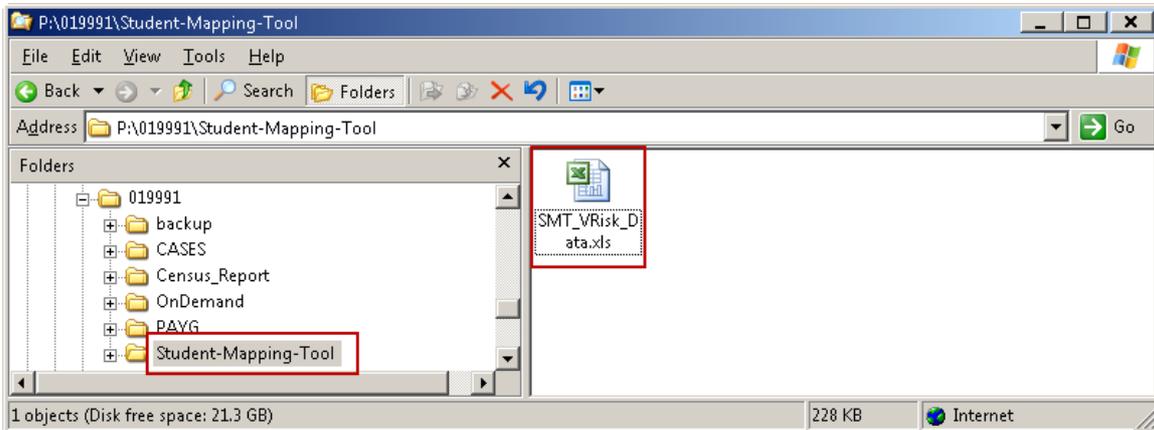
- Locate and click on the (P:) drive.



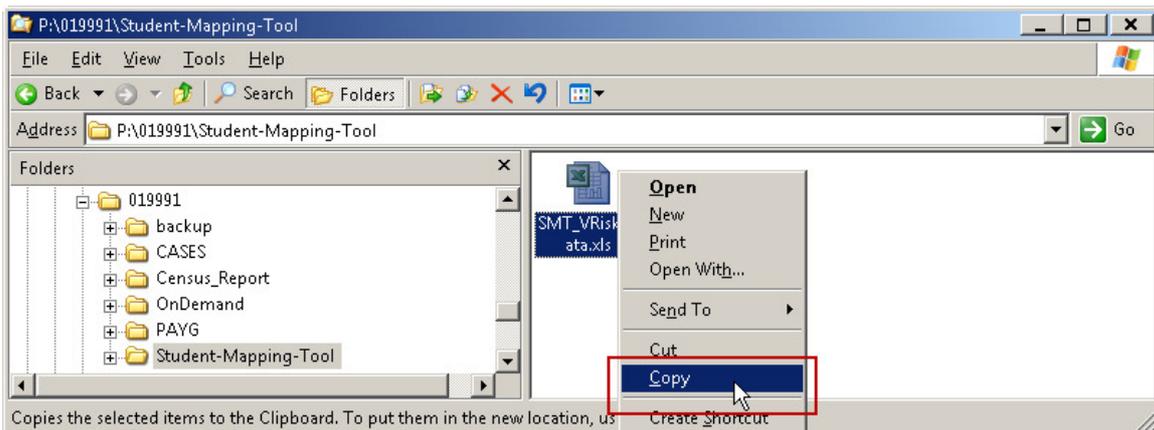
- You should see a folder called Student Mapping Tool that has been created on the (P:) drive.



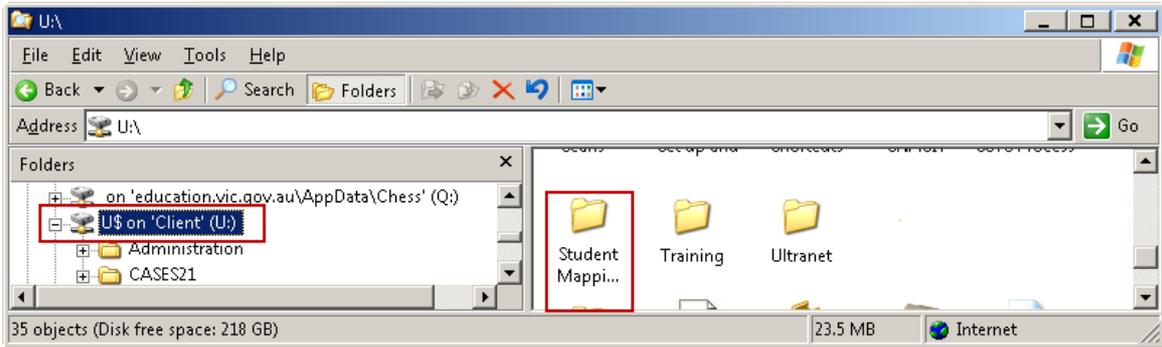
- Open the folder and **highlight** the Excel file **SMT\_VRisk\_Data**.



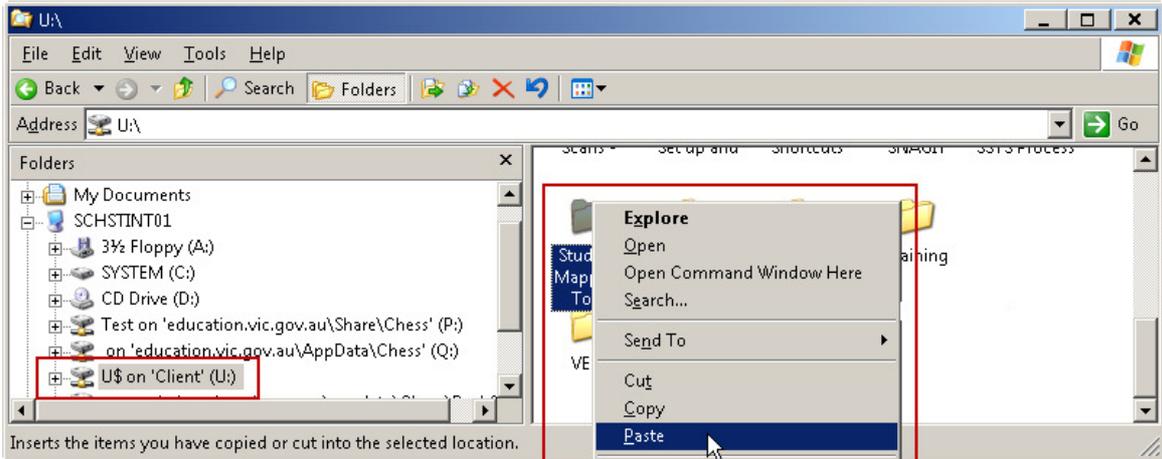
- **Right click** on the file and select **Copy**.



- **Navigate** to the Student Mapping Tool Folder on the schools **U\$ on' Client'** (U:) Drive.



- Select the Student Mapping Tool folder. **Right click** and select **Paste**. **Note:** Check the SMT\_VRisk\_Data file is inside the Student Mapping Tool Folder.



- Once you have pasted the file into the Student Mapping Tool folder on the U\$ on ' Client' (U:) Drive, **close out of CASES21 and the Citrix Server**.

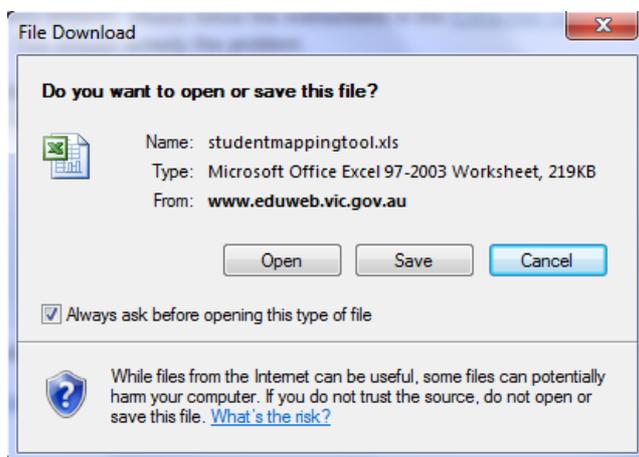
Now continue following the instructions from  
Step 10:  
How to download and use the Student Mapping Tool.

## 10. How to download and use the Student Mapping Tool

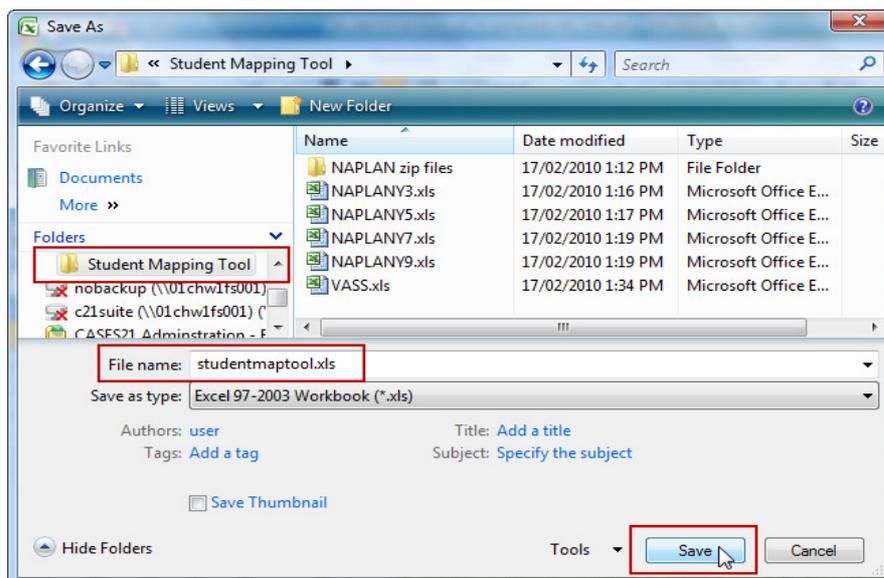
The **Student Mapping Tool** worksheet will need to be saved into the **Student Mapping Tool** folder on your school's administration Users (U:) drive created earlier in this document to work correctly with NAPLAN, VASS and CHES data files.

**Download** the current version of the Student Mapping Tool from the following website:  
<http://www.education.vic.gov.au/sensecyouth/careertrans/smt/lv1data.htm>

- When selecting the Student Mapping Tool V3.1 file, you will be asked if you wish to open or save the file.
- Select **Save**.



- **Navigate to the Users (U:) drive** and locate the **Student Mapping Tool Folder**.
- Leave the File name as the **default: studentmaptool.xls**. Select **Save** as shown below.



The **Student Mapping Tool** worksheet will now be downloaded and saved into your Student Mapping Tool folder.

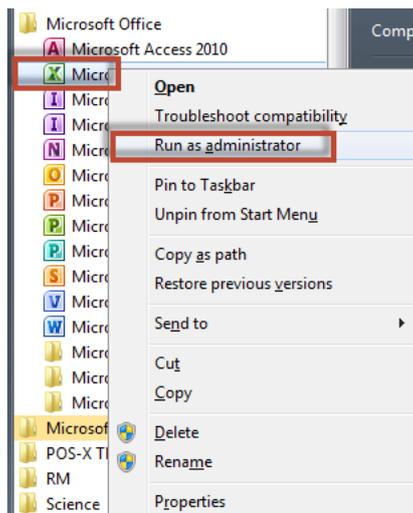
## Microsoft Excel 2010 and the Student Mapping Tool

With the CASES Technical Refresh 2012, The CASES workstations will have Microsoft Excel 2010 installed. You will find there is an added level of security when updating the Student Mapping Tool data from CASES21 and you will need to open Microsoft Excel as an administrator prior to opening the Student Mapping Tool. You will be prompted to enter a user name and password when opening the Student Mapping Tool – see steps below.

### Opening Microsoft Excel 2010 as an Administrator, in preparation for opening the Student Mapping Tool.

- Click on the Start button 
- Select **All Programs**
- Select **Microsoft Office**
- When you can see **Microsoft Excel 2010** on the menu
  - **Hold the Shift key, right click on Excel 2010** and select the option:

#### Run as administrator



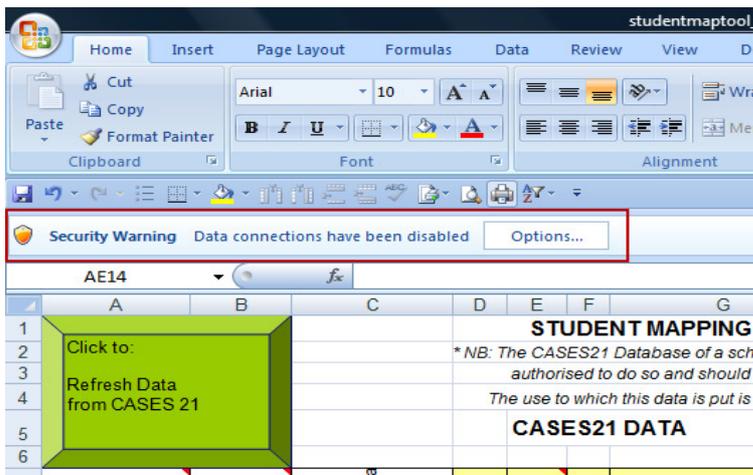
- Excel 2010 will now open
- Select **File > Open**
- Navigate to your Student Mapping Tool folder and select your Student Mapping Tool file to open.

The Mapping Tool will open as shown below with no student information in the worksheet if you have followed the correct process in setting up Seamless Views on the previous pages (except CHESS schools).

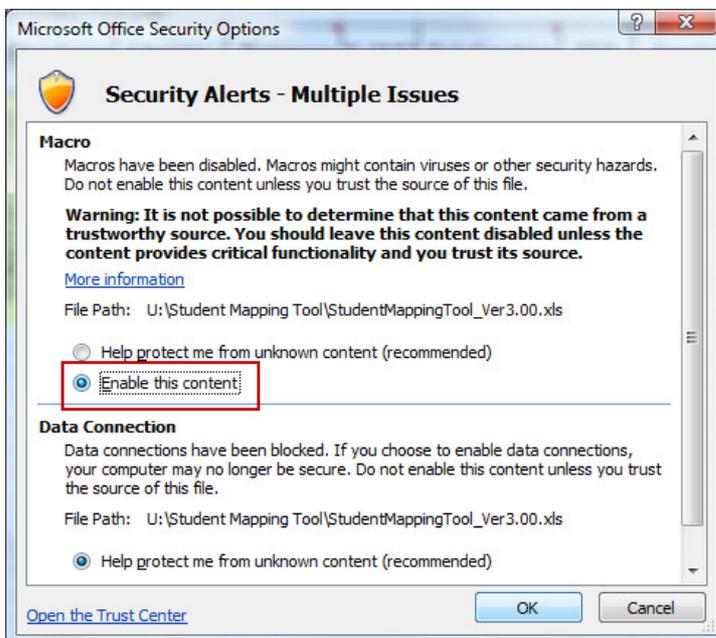
**CHESS** schools need to make sure they have copied the SMT\_VRisk\_Data.xls file to the Student Mapping Tool Folder.

Note: a Security Warning may appear as shown below, particularly if you haven't completed the 'Check Microsoft Excel Security Settings' step earlier in this document.

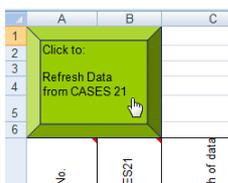
- Click on **Options...**



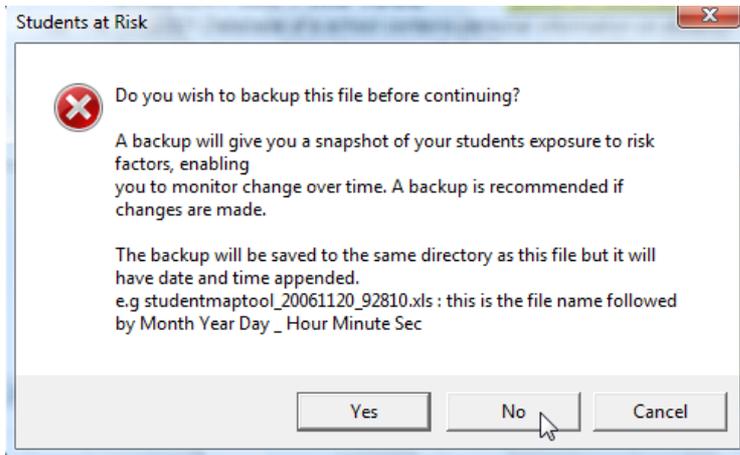
- Select the radio button **Enable this content.**



- **Click** on the large green box in the top left corner **Click to: Refresh Data from CASES21.**



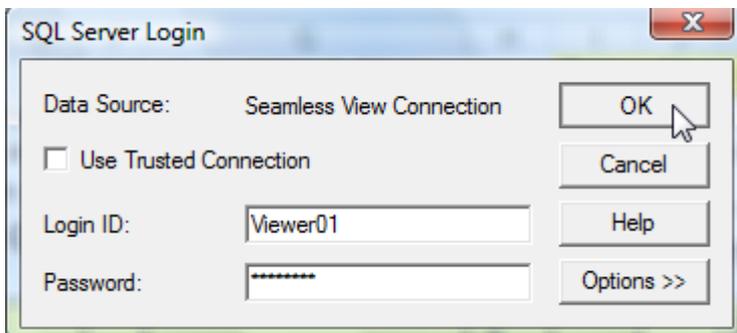
- **Before** downloading your school's data, you will be asked if you want to **backup the file.**
- If this is the **first time you have used the tool**, click – **No**
- If you have **used the Tool before** and data is visible in the spreadsheet, click – **Yes**



**The Tool will be automatically named, dated and saved to the folder that the spreadsheet is in. This will enable you to compare students' progress over time, and keep a record of the support your school has provided to students.**

The next screen asks for your **password** (CHESS schools do not need to enter a Login ID or Password).

- **You** will need to check the **login ID** says **Viewer01**
- Type the **password** (this is the same password you used if you set up Seamless Views on your workstation).
- If you do not already have the password, you're Principal / Business Manager needs to email the DEECD Service Desk using the school's email account and request the Student Mapping Tool password.
- Click **OK**



Your data should now appear. For an explanation of what this data represents, see the [Data Categories That Appear in the Spreadsheet](#) further in the chapter.

### **Next time you open or refresh the Student Mapping Tool**

In future, unless you are informed that another version of the Student Mapping Tool has been released, you should simply go straight to the folder **on your Users drive** and open the **latest backup copy** of the Tool.

**CHESS** schools will need to copy the SMT\_VRisk\_Data.xls file from the P:\ drive to the Student Mapping Tool folder on the U:\ drive and then refresh.

Whenever you **refresh the data in future** you will have an opportunity to automatically save a backup copy to this folder. The title of the backup copy will automatically include the date on which it is saved.

Your school's data will appear as it appears in CASES21.

**Note:** Some schools that took part in the trial of the Tool found that their data was not comprehensive or correct, and needed to review and re-enter data into CASES21 in order to use the Tool most effectively. Schools may need to follow up information not received on Student Enrolment Forms regarding Parent Occupations.

You are now ready to sort, analyse and add to the data to make it really useful. See *Using the Student Mapping Tool* (accessible from the *Student Mapping Tool home page*) for great ideas about how to use the data.

Please refer to [Appendix B](#) when saving and transferring data to a new, blank version of the Student Mapping Tool.

When you **refresh the data**, you will not lose any information in the **Mapping Individual Support Programs** columns for particular students that you have inserted in the **right-hand side** of the master spreadsheet (example columns shown below).

W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
<b>MAPPING INDIVIDUAL SUPPORT PROGRAMS</b>													
	<b>Mainstream</b>		<b>Selective Programs:</b>						<b>Case Management</b>			<b>FINALLY</b>	
<b>RISK LEVEL</b>	Voc Ed/alternative programs	MIPs/ Individual Learning Plans	Administrative procedures	Literacy programs	Maths programme.g. after school help, family maths..	Behaviour Management programs	Student Wellbeing programs	Special Assistance.g. Speech Pathology,Integration	External program/s	External agencies	Formal Support Group	LGA Family Services involved	Agency/support on leaving school

**Note:** It is **NOT** recommended to create separate worksheets as the data on those worksheets will not be refreshed automatically.

All students at the school will appear in your **refreshed master spreadsheet**, even if you had deleted them previously. This is important as some students may have begun to display or experience risk factors since you last downloaded the data.

If you wish to rapidly find or sort those students you had already identified as being at risk of early school leaving, you should use the Risk Level column to mark these students before refreshing the data.

## 11. Getting help

**Before seeking help, please go back to the start of this Guide and go through the process once more.**

If you have carefully followed the instructions through twice and have not successfully downloaded the data, you can call or email the DEECD Service Desk. This should be done by a Business Manager, Education Support Officer or any other person with authority to enter and view data on CASES21.

Prior to logging a call, please ensure you have the school location number, and other information such as:

- your staff record number
- relevant passwords
- a copy of this Guide in front of you, and
- a clear way to describe the nature of the problem.

### **Your contact details**

When you log a service call on the Service Gateway your contact information comes from the Edumail Global Address List, so it's very important that you ensure your school / campus, phone number and job title details are correct.

You can update your details through the **EduMail Support webpage** at <https://www.edumail.vic.gov.au/edumailonline/>. Click **My Tools** (located on the left-hand menu), then click the **Update My Details** button. If you have problems with this, contact your school's EduMail administrator or specialist technician.

Instructions for logging a Service Call are available from the CASES21 page under *Links to Support & Assistance* on eduGate at [https://edugate.eduweb.vic.gov.au/sbp/sys\\_case21/default.aspx](https://edugate.eduweb.vic.gov.au/sbp/sys_case21/default.aspx)

### **For support please contact the relevant area below:**

**Service Desk** for CASES21 and the Student Mapping Tool phone **1800 641 943**  
OR Log a service call on the **Service Gateway** at <http://servicedesk.education.vic.gov.au>.

For assistance with **NAPLAN** passwords and website access please call **1800 648 637** or email [vcaa.naplan.help@edumail.vic.gov.au](mailto:vcaa.naplan.help@edumail.vic.gov.au)

For assistance with **VASS** passwords and website access please call **1800 827 721** or email [vass.support@edumail.vic.gov.au](mailto:vass.support@edumail.vic.gov.au)

## 12. Data categories that appear in the Student Mapping Tool spreadsheet

Field	Data that appears in the left-hand side of your spreadsheet is as follows:
<b>Registration No.</b>	Registration number automatically allocated to student upon enrolment
<b>ST Key - CASES21</b>	CASES21 student file location number
<b>Date of last refresh of data</b>	Date of last time data was refreshed
<b>Year Level</b>	The current year level
<b>Home Group</b>	The current home group
<b>M/F</b>	Male or Female
<b>Name of student</b>	Surname followed by First Name
<b>Attendance</b>	
Unapproved absences (flag if skipping classes)	The number of days lost through unapproved absences (codes 208, 300 and 500)
Attendance Rate %	The percentage attendance rate. This is derived from the number of days for which attendance has been recorded for this student and the number of days for which the student has been absent for any reason excluding curriculum absences for things like excursions.

<b>Literacy English</b>	
Reading NAP- most recent	Data is taken from the appropriate NAPLAN file eg. NAPLANY3.xls in the Student Mapping Tool folder on U: drive
Reading ENG REA – most recent	The student's most recent VELs result for the dimension English Reading = ENGRE
<b>Numeracy Maths</b>	
Maths -NAP- most recent	Data is taken from the appropriate NAPLAN file eg. NAPLANY3.xls in the Student Mapping Tool folder on U: drive
Number MAT – most recent	The student's most recent VELs result for the dimension Mathematics Number = MATNU
<b>Yr 11/12 Risk</b>	
Progress 'at risk' summary	Data is taken from the VASS.xls file in the Student Mapping Tool folder on U: drive
<b>Relationships Suspensions</b>	
Number of days -Internal	The number of times that the student has been suspended within the school, e.g. removed from class but not sent home. Data uses absence code 400.
Number of days- External	The number of days the student has been absent with code 401 = Suspension
<b>SFO Parents</b>	
Occupation code – Alert to N and D, and query U	The prime family occupation code. If there are two adults then the higher ranking is used.

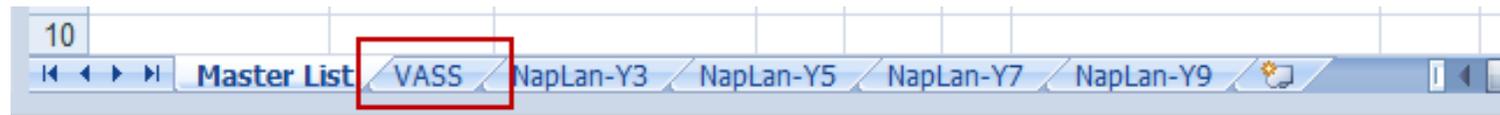
<b>Special Alerts:</b>	A sequence of flags indicating various one character status values. In order they show the status for:
Living arrangements	<b>B:</b> at home with BOTH parents <b>O:</b> at home with ONE parent/guardian <b>A:</b> arranged by the state <b>H:</b> homeless <b>I:</b> independent living
Koorie	K: K, T, B, N
Refugee	A student must meet <b>two</b> criteria: belong to the ESL cohort and has either a visa subclass or specific designated country of birth. This covers a much wider range of refugees than in the previous version.
Disability	Y or N
Integration	Y or N
Youth allowance	Y or N
Access	Y or N
Risk	Y or N
Medical	Y or N
MIPs Tracking Section	
<b>Date of Exit</b>	Y or N
Destination on Exit – at 0 months	As recorded in CASES21

## Mapping Individual Support Programs

These columns are designed to encourage schools to enter intervention/support programs

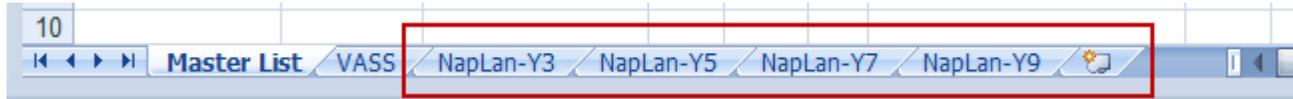
MAPPING INDIVIDUAL SUPPORT PROGRAMS																
	Mainstream	Selective Programs:					Case Management:	FINALLY								
<b>RISK LEVEL</b>	Voc Ed/alternative programs	MIPs/ Individual Learning Plans	Administrative procedures	Literacy programs	Maths programs e.g. after school help, family maths...	Behaviour Management programs	Student Wellbeing programs	Special Assistance e.g. speech Pathology, integration	External program/s	External agencies	Formal Support Group	LGA Family Services involved	Agency/support on leaving school			

## VASS



Once the VASS Data has been extracted, the file created and the Student Mapping Tool refreshed your schools data should appear in the data categories under **Yr 11/12 Risk** - Progress 'at risk' summary column.

## NAPLAN worksheets



Once the NAPLAN Data has been extracted, the file created and the Student Mapping Tool refreshed your schools data should appear in the data categories under Reading NAP and Maths –NAP.

### A guide to your NAPLAN scores

Each student is given a score between 1 - 1000 based on a set standard. To simplify interpretation the scores are grouped into bands (as measurement cannot be so precise). Our example below is from the NAPLAN-Y3 worksheet.

It is expected that a student's score will increase over time at school.

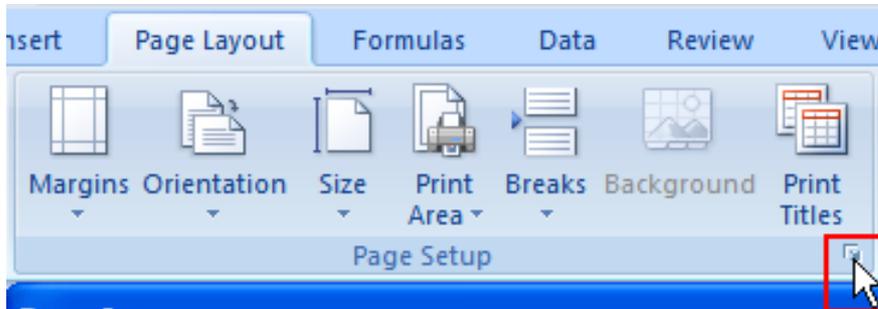
Each school's report shows a report for each year level, and at each level students are shown in 5 bands in relation to the level of expected performance at that year level.

KEY: Colour coding (see below) is used to show where a student ranks in relation to the performance expected at his/her year level.

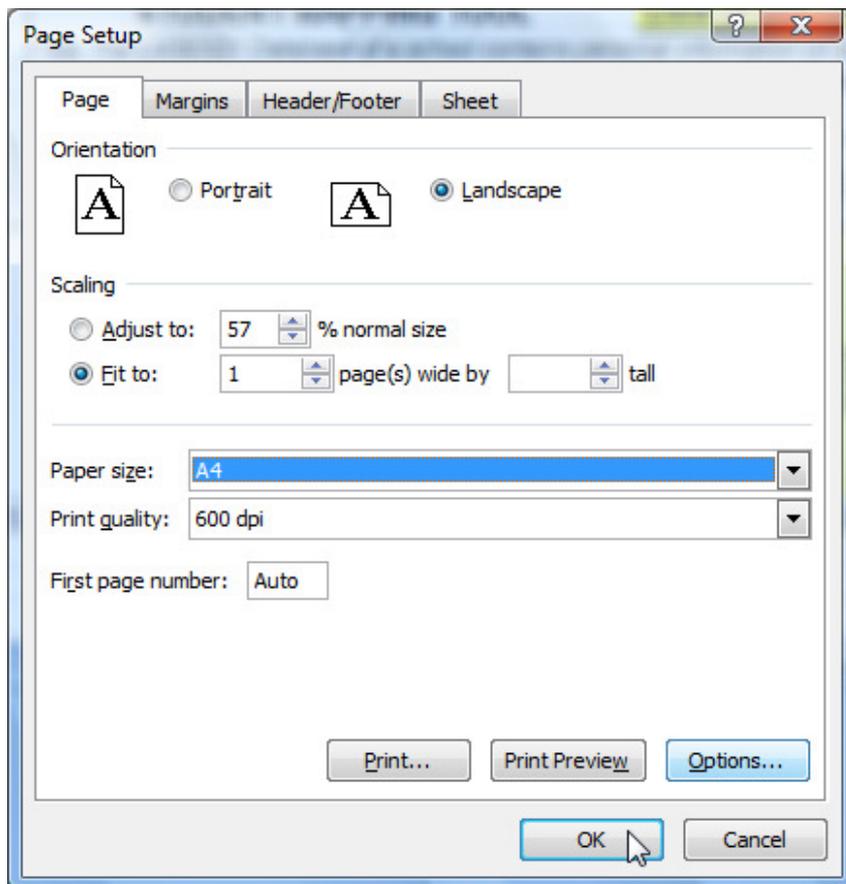
	<i>well below the expected level</i>					<i>below the level expected</i>			
			<i>performing at the expected level</i>					<i>well above the expected level</i>	
	<i>above the expected level</i>								
NAPLAN	Score range	Year 3	Year 5	Year 7	Year 9				
Band 10	686 >								
Band 9	634 - 685.9								
Band 8	582 - 633.9								
Band 7	530 - 581.9								
Band 6	478 - 529.9								
Band 5	426 - 477.9								
Band 4	374 - 425.9								
Band 3	322 - 373.9								
Band 2	270 - 321.9								
Band 1	< 270								
SCHOOL NAPLAN DATA									

## 13. Printing Your Spreadsheet

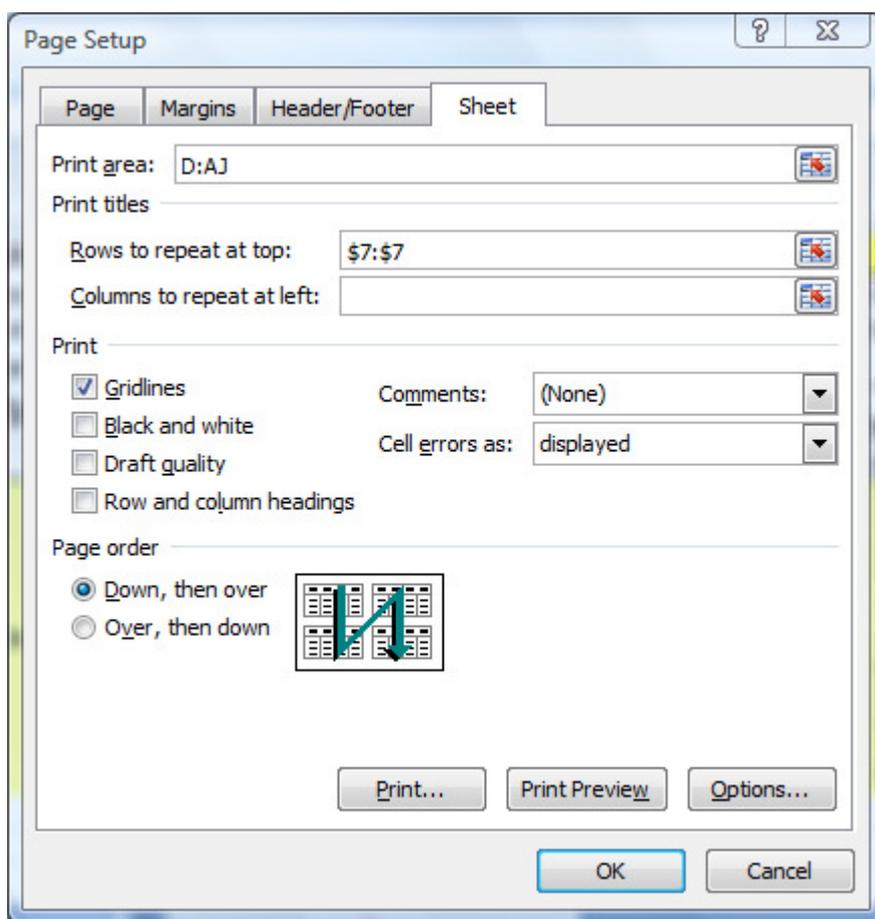
- With the Student Mapping tool open.
- Select the **Page Layout** tab.
- On the Page Layout tab click on the arrow in the **bottom right hand corner**. The Page Setup box will appear.



- Select the **Page** tab.
- Check the Orientation is set to **Landscape**.
- Select Fit to: 1 page(s) wide by (0) pages tall depending on how many students there are on your list.
- Select A4 or A3 in the Paper size field. The spreadsheet is most easily viewed when printed onto A3 paper, or printed onto A4 paper and photocopied up to A3 size.



- Select the **Sheet** tab
- In the Print area field: **currently the default** on the worksheet is D:AJ. You may **need to update** this to reflect the number of records (rows) you wish to print.
- In Print titles **leave the Rows to repeat at top:** as the default.
- In the Print area, **a tick** has been placed in the **Gridlines box**. Light grey lines will print between columns and rows on your worksheet.
- Click on **Print Preview**: it is recommended you use **Print Preview** to ensure your data is a good fit on the page before you print. If the print does not use the full width of the page, increase the number of 'pages tall' until it does. The spreadsheet is most easily viewed when printed onto A3 paper, or printed onto A4 paper and photocopied up to A3 size.
- When finished select **OK**.



- Now that you are back in the spreadsheet, please **hide** any columns that you do not want to print.
- **Select the print area:** the easiest way is to do this is to click and hold in the bottom right-hand cell of your data and drag up to the top left-hand cell.
- Select **Office Button**.
- Click on **Print**.
- Click on **Print Preview again** to check the print area selected is correct.
- Click on **Print** to print the Student Mapping Tool.

## Appendix A: Creating a Folder

A folder **must** be created on the U: drive (Users drive) to store the Student Mapping Tool worksheet, NAPLAN files, VASS files, CHESS data and subsequent backup files. This means that all files will be in the same location. By having the files on U: drive, these files will be included on the normal automated tape backup performed overnight and will be accessible from all CASES21 workstations.

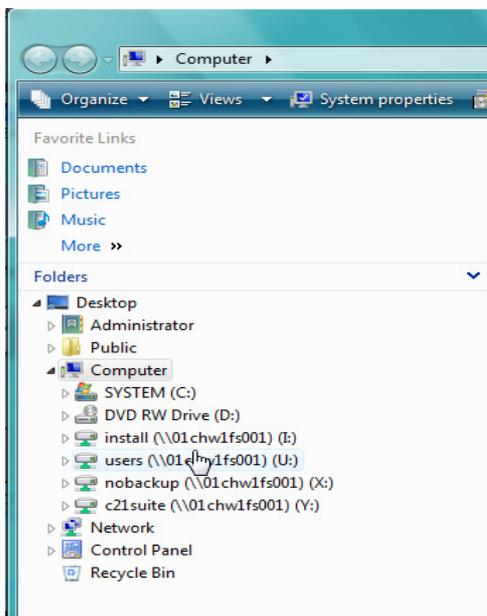
**Note:** The U:\ on a workstation maps to the G:\ on the file server.

### How to create a folder

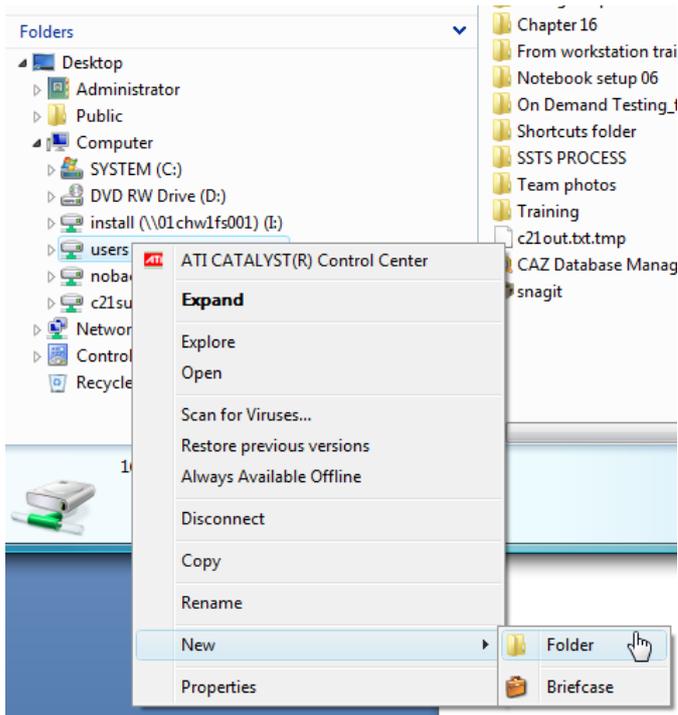
- On a workstation's desktop, **LEFT** mouse click on the VISTA Orb (Start button) in the bottom left hand corner.
- Select **Computer** from the right hand side of the menu as shown in the diagram below.



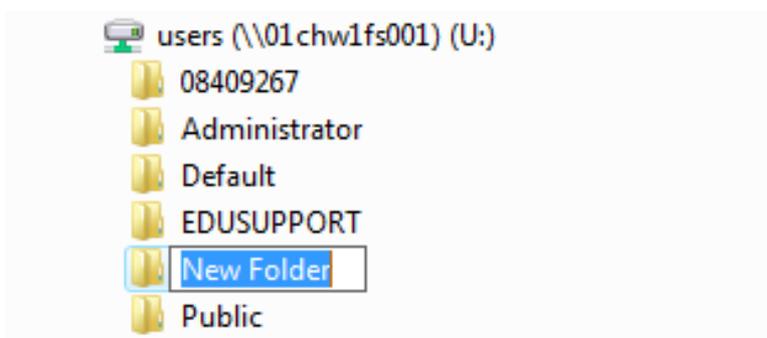
- Folders will be displayed on the left hand side of the screen under computer.
- Highlight the users (U :) drive as shown in the diagram below.



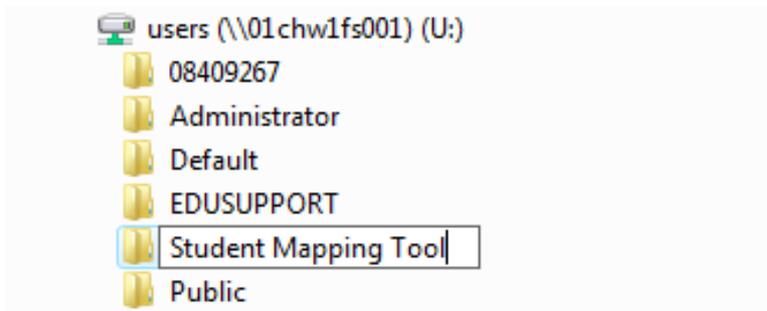
- **Right** mouse click on the users (U :) drive as shown in the diagram below.
- Select **New**, then **Folder**.



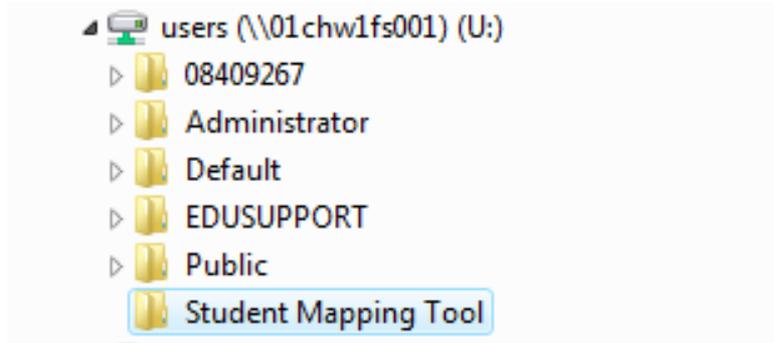
- A New Folder will be created on the left hand side of the screen as shown below under the users (U :) drive.



- Rename the New Folder **Student Mapping Tool** as shown in the diagram below. **Note:** You may need to RIGHT click on the New Folder icon and select Rename from the options available if the box is not available to type into.



A folder called **Student Mapping Tool** has now been created on the left hand side of the screen under the users (U:) drive as shown in the diagram below.



You have now **successfully** created a folder in Users (U :) drive to store your Student Mapping Tool and associated files.

## Appendix B: Transferring interventions into a new version of the Student Mapping Tool

When copying from an existing Student Mapping Tool into the New Student Mapping Tool, care should be taken to ensure the data is pasted into the correct columns, i.e. if a school has created an additional program in their current Student Mapping Tool, it should also be added to the New Student Mapping Tool.

- **Open** the existing version of the Student Mapping Tool

**Highlight ALL entries** in the Tool (from column A, row 8 across the page) for ALL students. You will have to **unprotect the worksheet** to do this. Then use the shortcut (Ctrl + Shift + down arrow key) and, after ensuring ALL data has been highlighted.

- **Copy** (Ctrl + C).
- **Open a new**, blank copy of the Student Mapping Tool. **Reminder:** make sure any columns added to the existing version are added to the new version. You will have to **unprotect the worksheet** to do this.
- **Paste** (Ctrl + V) copied information into **cell A8**. All the old data should now be in the new copy or version of the Student Mapping Tool.

To update the data, add new students and delete exited students if in a new calendar year, click on the large green box in the top left corner of the Student Mapping Tool to refresh data from CASES21 into the Student Mapping Tool.

## Appendix C: Multi-campus schools and extracting NAPLAN data

- NAPLAN data should be kept in **one file** only in the Student Mapping Tool folder on U: drive
- This one file should contain the relevant NAPLAN data from all campuses of the school (e.g. NAPLANY3.xls = Year 3 data from campus A + Year 3 data from campus B)
- The information in each downloaded campus file needs to be copied and pasted into the NAPLANY3.xls file