

# Data Extraction Guide

Student Mapping Tool (including CHESS schools)

Version 3.1 | September 2012



#### Published by the Information Technology Division Department of Education and Early Childhood Development

Melbourne September 2012

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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 <u>Department's Information Privacy Policy</u> and <u>ICT Security Policy</u>, and the <u>Code of Conduct for the Victorian Public Sector</u>.

Also view the <u>Privacy Guide</u> 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: <a href="https://www.eduweb.vic.gov.au/edulibrary/Schools/Privacy/Bulletins/">https://www.eduweb.vic.gov.au/edulibrary/Schools/Privacy/Bulletins/</a>

# 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 <u>Student Mapping Tool</u> home page at <u>http://www.education.vic.gov.au/studentmappingtool</u>

#### 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 reestablishing 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

	Microsoft.SqlServer.Management.Sdk.Sfc.dll     Microsoft.SqlServer.Smo.dl     NoImageFound     Dromer/mesq	19/03/2012 10:32 AM 19/03/2012 10:32 AM 21/04/2010 3:57 PM 19/03/2012 10:32 AM	Application Application JPEG image Application
GU ⊕ ↓ eCASES21 □ ↓ EXE	proInjMesg     proMIPSMsg     proMIPSMsg	19/03/2012 10:32 AM 19/03/2012 10:32 AM 11/05/2012 2:46 PM	Application Application
Ceres21PicsLog	ResponseSampleGenerator     SDLSFileMover	17/04/2012 4:30 PM 17/11/2009 11:48 AM	Application Application
Scripts	Seamless	24/04/2012 5:05 PM	Application

- 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**.

CHESS schools do not need to run this process.

How to set up the Data Source connection on your workstation (except CHESS 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.

lser DSN	System DSN File DSN Drivers Tracing Connection P	ooling Abo
System D	)ata Sources:	
Name	Driver	Add
		Remove
		Configure
	An ODBC System data source stores information about how the indicated data provider. A System data source is visible on this machine, including NT services.	/ to connect t e to all users

On the following screen:



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

	Name	^ /
	Microsoft Paradox Driver (*.db )	e
011 0	Microsoft Paradox-Treiber (*.db )	E
	Microsoft Text Driver (*.txt; *.csv)	E
	Microsoft Text-Treiber (*.txt; *.csv)	e
	Microsoft Visual FoxPro Driver	1
	Microsoft Visual FoxPro-Treiber	1 =
	SQL Server	€ +
	<	•

You will see the following screen:

Create a New Data Sour	ce to SQL Server	
	This wizard will help you create an ODBC data source that you can use to connect to SQL Server. What name do you want to use to refer to the data source? Name: How do you want to describe the data source? Description: Which SGL Server do you want to connect to? Server:	]
	Finish Next > Cance Help	]

- 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.

What name do you want to use to	
••••••••••••••••••••••••••••	o refer to the data source?
Name: Seamless	/iew Conncetion
How do you want to describe the	data source?
Description:	
Which SQL Server do you want t	o connect to?
Server: XXXXADB	01 -
XX (XXXX being	XXADB01 your school number)

- 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.

Create a New Data Sourc	e to SQL Server	×
	How should SQL Server verify the authenticity of the login ID?	
5	With Windows NT authentication using the network login ID.	
	With SQL Server authentication using a login ID and password entered by the user.	
	To change the network library used to communicate with SQL Server click Client Configuration.	
	Client Configuration	
	Connect to SQL Server to obtain default settings for the additional configuration options.	
	Login ID: Viewer01	
	Password:	
	< Back Next > Cancel Help	

- 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.

Create a New Data Sou	irce to SQL Server
	Change the default database to: V21019991  Attach database filename:
	<ul> <li>Create temporary stored procedures for prepared SQL statements and drop the stored procedures:</li> <li>Only when you disconnect.</li> <li>When you disconnect and as appropriate while you are connected.</li> <li>Use ANSI quoted identifiers.</li> <li>Use ANSI nulls, paddings and warnings.</li> <li>Use the failover SQL Server if the primary SQL Server is not available.</li> </ul>
	< Back Next > Cancel Help

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

Create a New Data Sour	ce to SQL Server
	<ul> <li>Change the language of SQL Server system messages to:</li> <li>English</li> <li>Use strong encryption for data</li> <li>Perform translation for character data</li> <li>Use regional settings when outputting currency, numbers, dates and times.</li> <li>Save long running queries to the log file:</li> </ul>
	Long query time (milliseconds): 30000
	Log ODBC driver statistics to the log file:
	D:\Users\08580418\AppData\Local\Temp\STATS Browse
	< Back Finish Cancel Help

The following screen will appear:

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

ODBC Microsoft SQL Server Setup	×
A new ODBC data source will be created with the following configuration:	
Microsoft SQL Server ODBC Driver Version 06.01.7601	*
Data Source Name: Seamless View Conncetion Data Source Description: Server: 19991ADB01 Database: V21019991 Language: (Default) Translate Character Data: Yes Log Long Running Queries: No Log Driver Statistics: No Use Regional Settings: No Prepared Statements Option: Drop temporary procedures on disconnect Use Failover Server: No Use ANSI Quoted Identifiers: Yes Use ANSI Null, Paddings and Wamings: Yes Data Encryption: No	
Test Data Source OK Canc	el

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.

👼 ODBC D	ata Source Ad	ministrato	r				×
User DSN	System DSN	File DSN	Drivers	Tracing	Connect	ion Pooling	About
System D	ata Sources:						
Name		Driver				A	dd
Seamle	ss View Connce	tion SQL S	erver			Re	move
						Conf	igure
	An ODBC Sy the indicated on this machi	stem data se data provid ine, includin	ource stor ler. A Sy: g NT serv	res informa stem data rices.	tion about source is v	t how to con visible to all u	nect to users
		ОК		ancel	Арр	bly	Help

*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.

Image: Image
🛃 Save
🔜 Save As
🚰 Open
🚞 Close
Info
Recent
New
New Print
New Print Save & Send
New Print Save & Send Help
New Print Save & Send Help

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 <u>VBA project object model</u> box is ticked

Trust Center		? ×
Trusted Publishers Trusted Locations Trusted Documents Add-ins ActiveX Settings Macro Settings Protected View Message Bar External Content File Block Settings Privacy Options	Macro Settings	
	ОК	Cancel

- 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 <u>Appendix A</u> 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 preformed 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 be 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 NAPLANY3, NAPLANY5 etc files prior to downloading the current year files.

#### To download the data

- Log into the NAPLAN website <a href="https://naplands.vcaa.vic.edu.au/appstartup.aspx">https://naplands.vcaa.vic.edu.au/appstartup.aspx</a>
- 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.





• Select Extract from the Report Parameters screen.

MAPLAN Data Service - V	Vindows Internet Explorer	-	<ul> <li>Septem</li> </ul>	(realized)	Printer and	Transfer of	it masting.)	- 0	x
🖉 https://naplands.vcaa.vi	c.edu.au/ARoW/AIMDSMa	inMenu.asp	x?opener=/	AIMDS					•
VICTORIA COLLEGE		Te	st Paper	Extinact			Help   Clo	se	ŕ
Report Param	eters								
Test: (a) Year 3 (b) Year 5 (c) Year 7 (c) Year 7 (c) Year 7									
Reporting Year: 2	2009 🗸								
Report Name:									
•									+
AIMDSMainMenu.aspx?open	er=AIMDS			🗔 😜 Inte	rnet   Protect	ed Mode: Off	F	<b>a</b> 100%	•

• 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.

Extract - Windows Internet Explorer	and Spinster	A COMPANY OF A DESCRIPTION OF		and the second se	1000	- 0 ×
https://naplands.vcaa.vic.edu.au/Ex	tract.aspx?opener=AIMDS					A ⊠
			Help   Clos	ie		
Year	Test	Study	Groups			
<ul> <li>▲IM 2007 ▼</li> <li>● NAPLAN 2012 ▼</li> </ul>	<ul> <li>Year 3</li> <li>Year 5</li> <li>Year 7</li> <li>Year 9</li> <li>All</li> </ul>	<ul> <li>Reading</li> <li>Writing</li> <li>Spelling</li> <li>Numeracy</li> <li>Grammar &amp; Pi</li> <li>Ø All</li> </ul>	Outcome I     Question L     National D     State Data     School Dat     School File	evel Data evel Data ata ata a a		
Outcome Level Data	Question Level Data	National Data	State Data (i) National Scale	School Data National Scale	School File	
V Student Name	Ouestion Number	Outcome Median	Estimated VELS Equivalent	Estimated VELS Equivalent	Reporting School Name	
Estimated VELS Student Scores	Outcome Name	Percentile Scores	Outcome Mean	Outcome Mean	Like School Group	
Class	Dimension Name	Select All	Outcome Median	Outcome Median	Select All	
📝 Date of Birth	Student Response		Percentile Scores	Percentile Scores		
🔽 Gender	Student Score		Select All	Select All		
LBOTE	Correct Answer					
ATSI	Max Score					
V Home School Name	Class					
Reporting School Name	Cases ID					
Cases ID  Cases ID  Cear  Clear	Select All					
				Internet   Pro	tected Mode: On	√

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** 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.

File name:	90e5a05a-1c78-4710-94c2-65a541f63160~ExtractData_2_10_2012.zip
Save as type:	ZIP Archive File
Aide Folders	Save

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

🥭 htt	<b>ps</b> ://naplands.v	/caa. <b>vic.edu.au</b> /Ex	tract.aspx?opener=AIMDS		
					Help Close
Y	'ear		Test	Study	Groups
	O AIM	2007 <del>•</del> 2012 •	Vear 3	© Reading © Writing	Outcome Level Data     Question Level 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:

WAPLAN > 90e5a05a-1c78-4710-94c2-65a541f63160~ExtractData\_2\_10\_2012

- 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.

```
90e5a05a-1c78-4710-94c2-65a541f63160~ExtractData_2_10_2012
90e5a05a-1c78-4710-94c2-65a541f63160~ExtractData_2_10_2012.zip
```

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

Name
🗐 90e5a05a-1c78-4710-94c2-65a541f63160~OutcomeLevelData_VR3P_2_oct_2012.csv
🚇 90e5a05a-1c78-4710-94c2-65a541f63160~OutcomeLevelData_YR5P_2_oct_2012.csv
الله 90e5a05a-1c78-4710-94c2-65a541f63160∼OutcomeLevelData_YR7P_2_oct_2012.csv الله 90e5a05a-1c78-4710-94c2
🐴 90e5a05a-1c78-4710-94c2-65a541f63160~OutcomeLevelData_YR9P_2_oct_2012.csv

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

		- 100	_	_	_	_	_	_		ea1061	43-8211-469	4-8941-90854	6355150-Outcom	eLevelData_YR3	P_18_sep_20	12.csv - MH	crosoft Ex	cel	
E	Home In:	ert Pag	e Layout	Formulas	Data R	eview Vie	w Add	-Ins											
ľ	Cut	Calibri	- 1	11 * A A		- *	Wrap	p Text	General		-		Normal	Bad		Good		Neutral	Calculation
Pat	te Ecopy	BI	u - I 🖽 -	A		III ()# ()#	A Mer	ge & Center	5 - 9	6 . 26	8 4% Cor	ditional Fo	mat Check Co	ell Explo	natory	Input		Linked Cell	Note
	Clinhoard		Foot			15000	tree t				For	natting * as I	able			tudes.			
	cipuoard in	6	£		08.1	Pargin				GINAL						10101			
	AI	• •	JA APS	srear						1.00									1
1	A B	C	D	E	F	G	н	1	J	K	L	M	N	O P	Q	R	S	т	UV
1	APS Year Reportin	g First Nar	n Second N	4 Surname	READING_	WRITING_S	PELLING	NUMERACO	RAMMAI	READING	SPELLING	NUMERAC	GRAMMAI Class	s Date of	Bi Gender	LBOTE	ATSI	Home S	ch Reporting Cases II
2	2012 YR3P	ALVERA	NATAUE	SPIRIDIS	477.5	465.5	384.6	388.1	448	2.95	1.96	1.57	2.55 03A		# Female	No	No	99995-\	IC 99995-VIC X9031
3	2012 YR3P	ANGELIN	MIKAELA	SAIID	409.9	415.3	394.2	355.6	398.7	2.23	2.08	1.16	1.92 O3J	*******	M Female	No	No	99995-\	IC 99995-VIC X565
4	2012 YR3P	ARAN		GARRIOCE	399.7	453.3	433.2	344.7	448	2.12	2.55	1.02	2.55 038	*******	# Male	No	Yes	99995-\	IC 99995-VIC X10701
5	2012 YR3P	ASHLIE	ABBY	BAXTER	465	388	354.3	333.7	382.8	2.82	1.50	0.95	1.77 03A	<i>HWMHMMM</i>	# Female	No	No	99995-	IC 99995-VIC X33634
6	2012 YR3P	BETHAN	Y INDYANN	N. CARVALHO	504.9	489	466.6	433.2	465.5	3.11	3.03	2.11	2.78 O3B	********	M Female	Yes	No	99995-	IC 99995-VIC X8176
7	2012 YR3P	BRYCE	PATRICK	ANDERSO	465	428.3	394.2	366.4	414.8	2.82	2.08	1.3	2.09 03A	nnnnnn	# Male	No	Yes	99995-	IC 99995-VIC X61893
8	2012 YR3P	CALLUM		VAN DE BI	389.6	343.6	403.8	457.6	262.3	2.02	2.21	2.34	0.86 03A	<i>mannana</i>	m Male	No	No	99995-	IC 99995-VIC X92762
9	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	99995-	IC 99995-VIC X47056
10	2012 YR3P	CHLOE	DARSHIK	AMELMOTH	441.8	402	364.8	366.4	366.9	2.57	1.7	1.3	1.63 O3J	<i>mannan</i>	# Female	No	Yes	99995-	IC 99995-VIC X37383
11	2012 YR3P	CHRISTO	PHER	JANSZ	399.7	388	384.6	366.4	414.8	2.12	1.90	1.3	2.09 038		# Male	Yes	No	99995-\	IC 99995-VIC X54568
12	2012 YR3P	CRAIG		PEKIN	359.8	343.6	354.3	377.2	334.4	1.68	1.56	1.43	1.33 O3J	and and a state of the state of	m Male	No	Yes	99995-\	IC 99995-VIC X15739
13	2012 YR3P	DARRIN	HAYDEN	но	477.5		394.2		350.8	2.95	2.08		1.48 O3J	*******	# Male	No	No	99995-\	IC 99995-VIC X2700
14	2012 YR3P	DAVID		YAN	441.8	358.5	302.7	344.7	334.4	2.57	0.88	1.02	1.33 038	annan ann ann ann ann ann ann ann ann a	Male Male	No	Yes	99995-\	IC 99995-VIC X37560
15	2012 YR3P	DURETI		GIBSON	399.7	440.9	423.2	433.2	504.6	2.12	2.40	2.11	3.23 O3J	*******	# Female	Yes	No	99995-\	IC 99995-VIC X57664
16	2012 YR3P	EMILIE	SHANNE	NSUTTON	537.4	440.9	433.2	470.6	465.5	3.26	2.59	2.46	2.78 03A	******	M Female	No	No	99995-\	IC 99995-VIC X60464
17	2012 YR3P	ERYN	DESLEY	POWELL		270.9		410.2				1.86	03A	******	# Female	No	No	99995-\	IC 99995-VIC X10188
18	2012 YR3P	GLEN	JACK	SAUNDER:	409.9	256.6	479.4	388.1	465.5	2.23	3.21	1.57	2.78 03A	******	# Male	No	No	99995-\	IC 99995-VIC X76881
19	2012 YR3P	GULAY		LINDSAY-1	339.7	388	343.2		300	1.45	1.41		1.02 03A	*******	# Female	No	No	99995-\	IC 99995-VIC X26785
20	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	99995-\	IC 99995-VIC X63659
21	2012 YR3P	HARRY	HARRISO	IN CLARK		94.5		433.2				2.11	03A	******	# Male	No	No	99995-\	IC 99995-VIC X20691
22	2012 YR3P	HAYDN	CHRISTO	P PELL	580	440.9	454.8	484.1	484.3	3.47	2.88	2.58	3.03 03J	******	# Male	No	No	99995-\	IC 99995-VIC X5211
23	2012 YR3P	JAMES		HAMILTON	453.2	415.3	443.7	433.2	448	2.69	2.73	2.11	2.55 038	******	# Male	No	No	99995-\	IC 99995-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.

X   , 1) × (1 ×   ∓				vixhwxuujigy5f0fptx5lknb	~OutcomeLevelData_6_aug_2012.csv - Microsoft Excel
File Home In	sert Page Layout	Formulas Data	Review View	Add-Ins	
Save Save As	Informatic U:\Student Mapp	on about vixhw ing Tool/Naplan zip files/	/XUUJIGY5f0fp Naplan Yr3 2012\vixh	0tx51knb~OutcomeL wxuujigy5f0fptx51knb~OutcomeLev	
Close	Protect	Permissions Anyone can open, cop	y, and change any pa	rt of this workbook.	

- 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.

The fight of	NAPLANY3			
Save as type	CSV (Comma delimited) (*-csv)			
Author	Excel Workbook (*.xlsx)			
	Excel Macro-Enabled Workbook (* Excel Binary Workbook (* alsb)	"Jdsm)		
Hide Folders	Excel 97-2003 Workbook (*.sls) XML Data (*.sml) Single File Web Page (*.mht,*.mht Web Page (*.tmht,*.mht	tml)		
19 2012 YR3P	Excel Template (".xlb.)			
2012 YR3P	Excel Macro-Enabled Template (*.) Excel 97, 2003 Template (*.)(*)	xitm)		
2012 YR3P	Text (Tab delimited) (*.bxt)			
2012 YR3P	Unicode Text (".bd)			
23 2012 YR3P	Microsoft Excel 5.0/95 Workbook (	(abc*)		
2012 YK3P	CSV (Comma delimited) (*.csv)			
S		-	0	
U:) V Student Ma	pping Tool 🕨 👻	++ Search		
👻 🚔 Print 🔮	Burn		_	_
<ul> <li>Print @</li> <li>Name</li> </ul>	Date modified	Туре	Size	_
Name	Date modified iles 17/02/2010 1:12 PM	Type File Folder	Size	
Name	Date modified           files         17/02/2010 1:12 PM           fix         17/02/2010 1:16 PM	Type File Folder Microsoft Office E	Size 28 KB	1
Name NAPLAN zip NAPLAN Y3.x	Burn           Date modified           files         17/02/2010 1:12 PM           Isx         17/02/2010 1:16 PM	Type File Folder Microsoft Office E	Size 28 KB	]

- 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:

Folders	~	Name	Date modified	Туре	Size
08409267		NAPLAN zip files	17/02/2010 1:12 PM	File Folder	
Administrator		MAPLANV3.xlsx	7/08/2012 1:15 PM	Microsoft Office E	28 KB
🛛 🎍 Default	100	NAPLANY5.xlsx	7/08/2012 1:15 PM	Microsoft Office E	28 KB
B EDUSUPPORT		NAPLANY7.xisx	7/08/2012 1:15 PM	Microsoft Office E	31 KB
Public		NAPLANY9.xlsx	7/08/2012 1:15 PM	Microsoft Office E	29 KB
SMT					
Student Mapping Tool	-				

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.

# 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)
- 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

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).

Text Import Wizard - Step 1 of 3	₽ X
The Text Wizard has determined that your data is Delimited.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data:	
Delimited - Characters such as commas or tabs separate each field.	
Fixed width - Fields are aligned in columns with spaces between each field.	
Start import at row: 1 File grigin: MS-DOS (PC-8)	•
Preview of file C: \Users \08409267 \Desktop \StudentsAtRisk.vass.	
1 Year Level   Student Number   First Name   Second Name   Family Name   D	ate of Birt *
1 Year Level Student Number First Name Second Name Family Name D 2 10   87140131X SIMPSON  BART 01/01/1991  VCE Y N	ate of Birt *
1 Year Level   Student Number   First Name   Second Name   Family Name   D. 2 10   87140131X   SIMPSON     BART   01/01/1991     VCE   Y   N 3 10   88158174W   ALISON   JANE   EVANS-BROWN   13/01/1989   EVA0050   VCE   N   N 4 10   88120976X   ADAM   GREGORY   JAMES   10/05/1989   JOH0052   VCE   N   N	ate of Bir
1         Year Level Student Number First Name Second Name Family Name D.           2         10187140131X SIMPSON  BART 01/01/1991  VCE Y N           3         10188158174W ALISON JANE EVANS-BROWN 13/01/1989 EVA0050 VCE N N           4         10188120976X ADAM GREGORY JAMES 10/05/1989 JOH0052 VCE N N           5         10188136949F ADAM  JAMES 09/07/1989 FUL0050 VCE N N	ate of Birt *
1         Year Level Student Number First Name Second Name Family Name D.           2         10187140131X SIMPSON  BART 01/01/1991  VCE Y N           3         10188158174W ALISON JANE EVANS-BROWN 13/01/1989 EVA0050 VCE N N           4         10188120976X ADAM GREGORY JAMES 10/05/1989 JOH0052 VCE N N           5         10188136949F ADAM  JAMES 09/07/1989 FUL0050 VCE N N	ate of Birt A
1         Year Level Student Number First Name Second Name Family Name D           2         10 87140131X SIMPSON  BART 01/01/1991  VCE Y N           3         10 88158174W ALISON JANE EVANS-BROWN 13/01/1989 EVA0050 VCE N N           4         10 88120976X ADAM GREGORY JAMES 10/05/1989 JOH0052 VCE N N           5         10 88136949F ADAM  JAMES 09/07/1989 FUL0050 VCE N N	ate of Birt

- 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.

ext Import Wiza his screen lets y	ard - Step 2 of 3 ou set the delimiters y	our data contair	ns. You can see h	iow your text is at	ffected in the preview
Delimiters          Iab         Iab         Semicolon         Comma         Space         Other:         Iab	Treat conse Text gualifier:	ecutive delimiters	s as one t the Pipe syr Pipe symbol c keyt bove the bac	nbol   as delir an be found c poard :k slash symbo	niters. on the ol
Year Level 10 10 10 10	Student Number 87140131X 88158174W 88120976X 88136949F	First Name SIMPSON ALISON ADAM ADAM	Second Name JANE GREGORY	Family Name BART EVANS-BROWN JAMES JAMES	Date of Birth 01/01/1991 13/01/1989 10/05/1989 09/07/1989
•					+
		Car	ncel < E	Back Next	xt > Einish

· Select Finish.

ext Import Wiz	ard - Step 3 of 3				8	x
This screen lets y Column data for <u>G</u> eneral <u>T</u> ext <u>D</u> ate: DM Do not impo	rou select each column rmat 'Ge rei 1Y vrt column (skip)	and set the Dat eneral' converts maining values to	a Format. numeric values to o text.	vanced	alues to dates, and a	11
General	General	General	General	General	General	
Year Level	Student Number	First Name	Second Name	Family Name	Date of Birth	
10	87140131X	SIMPSON		BART	01/01/1991	
10	88158174W	ALISON	JANE	EVANS-BROWN	13/01/1989	
10	88120976X	ADAM	GREGORY	JAMES	10/05/1989	
	000000000	ADAM	09/07/1999			
10	881369491			OMPLES	03/07/1303	Ŧ
10	88136949£			PRIES	4	Ŧ

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

0								S	tudentMappi	ngTool.vass	- Microsoft Ex	kcel
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1	Year Leve	Student N	First Nam	Second N	Family Na	Date of Bi	External I	l Course	NA or 0 Ta	N Program	n Componen	t result?
2	10	87140131	SIMPSON		BART	******		VCE	Y	N		
3	10	88158174	ALISON	JANE	EVANS-BR	******	EVA0050	VCE	N	N		
4	10	88120976>	ADAM	GREGORY	JAMES	*****	JOH0052	VCE	N	N		
5	10	88136949F	ADAM		JAMES	*****	PUL0050	VCE	N	N		
6	10	88111785	ALI F	FURKAN	JAMES	*****	RUS0050	VCE	N	N		
7	10	88169676\	ANDREW	NITIN	JAMES	****	SHA0051	VCE	N	N		

- 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.

Save As	-	and the second second second	A CONTRACTOR OF THE OWNER	X
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🌗 Organize 👻 📗	Views 👻 📘	👔 New Folder		0
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More »		NAPLANY5.xls	17/02/2010 1:17 PM	Microsoft Of
Folders	~	NAPLANY7.xls	17/02/2010 1:19 PM	Microsoft Of
Public	Public 🔺		17/02/2010 1:19 PM	Microsoft Of
🚺 Student Map	ping Tool	٠ III		•
File name	VASS			•
Save as type	Excel 97-2003	Workbook (* xls)		
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### 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.

峰 P:\019991	
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Address 🛅 P:\019991	💌 🏓 Go
Folders       ×         Image: Second sec	backup CASES Census_Re OnDemand PAYG
9 objects (Disk free space: 21.3 GB)	J SIZE: 220 NB Files: SMT_VRisk_Data.xls 1.24 MB 🔮 Internet

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



• Right click on the file and select Copy.

😂 P:\019991\Student-Mapping-Tool		×
<u>File E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp		2
😮 Back 🔻 🕥 🔻 🏂 🔎 Search 🍞 Folders 🔯 🏕 🗙 🎾 📰 🗸		
Address 🛅 P:\019991\Student-Mapping-Tool	•	> Go
Folders       X         Image: Construction of the selected items to the Clipboard. To put them in the new location, us	Open       New       Print       Open With       Send To       Cut       Copy       Create Shortcut	

• 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.

🔄 UA		×
<u>File E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp		2
😋 Back 🔻 🕤 👻 🏂 🔎 Search 🌔 Folders 🕞 🎯 🗙	9∣⊞-	
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• 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 CHESS data files.

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

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

File Down	nload				
Do уо	u want to open or save this file?				
	Name: studentmappingtool.xls Type: Microsoft Office Excel 97-2003 Worksheet, 219KB From: <b>www.eduweb.vic.gov.au</b>				
📝 Alwa	Open Save Cancel				
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?					

- 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.

Save As				x					
Coo Villet Mapping Tool > Villet Search									
🌗 Organize 👻 🏢 Views 👻	📲 Organize 👻 🏢 Views 💌 📑 New Folder 🤇								
Favorite Links	Name	Date modified	Туре	Size					
Documents More »	NAPLAN zip files NAPLANY3.xls NAPLANY5.xls	17/02/2010 1:12 PM 17/02/2010 1:16 PM 17/02/2010 1:17 PM	File Folder Microsoft Office E Microsoft Office E						
Folders Student Mapping Tool R nobackup (\\01chw1ts001)	图 NAPLANY7.xls 에 NAPLANY9.xls 에 VASS.xls	17/02/2010 1:19 PM 17/02/2010 1:19 PM 17/02/2010 1:34 PM	Microsoft Office E Microsoft Office E Microsoft Office E						
CASES21 Administration - F	•	m		F					
File name: studentmapt	pol.xls			•					
Save as type: Excel 97-2003	Workbook (*.xls)			•					
Authors: user Tags: Add a tag	Title: Add a title Subject: Specify the subject								
🔲 Save Thum	bnail								
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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:



- 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...

										3	studentn	naptool_2
C	)	Home	Ins	ert Pa	ge Layout	For	mulas	Da	ta	Review	View	/ De
Pa	ste	∦ Cut ⊑⊇ Copy ∛ Forma Clipboard	at Pain	ter	<i>I</i> <u>U</u> → Fo	• 10	• A	A* 			≫~ ≇∎ ≇≡ Alignm	ent
	5	- (* - 13		• 🕭 • 🛛	h m =		<u> 8</u> - 1	۵.	AT-	Ŧ	_	
0	Sec	curity Warr	ning	Data conne	ections hav	e been	disabled		Option	IS		
		AE14		<b>-</b> (9	$f_x$							
-		А		В	6	С		D	Е	F		G
1									ST	UDEN	T MAP	PING
2		Click to:					* ^	IB: Th	e CAS	SES21 D	atabase	of a scho
3	3 Defrech Dete							author	ised to a	lo so and	should c	
4	4 from CASES 21					The	e use t	o which t	this data i	is put is e		
5	5							CAS	ES21	DATA		
C				-								

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

SQL Server Login	A	X			
Data Source:	Seamless View Connection	ОК			
Use Trusted (	Use Trusted Connection				
Login ID:	Viewer01	Help			
Password:		Options >>			

Your data should now appear. For an explanation of what this data represents, see the <u>Data</u> <u>Categories That Appear in the Spreadsheet</u> 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 <u>Appendix B</u> 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	Х	Y	Ζ	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
	MAR			חועור		elid		TDD	000	<b>7 W V</b>	e ,		
	MAF	FINC	> 114L	טוייו	UAL	305	FUR		UGr	<b>CAIVI</b>	3		
	Mains	tream		Selec	tive P	rogra	ms:			Case	Mana	gement	FINALL
RISK LEVEL	Voc Ed/alternative programs	MIPs/ Individual Learning	Administrative procedures	<ul> <li>Literacy programs</li> </ul>	Maths programse.g. after <ul> <li>school help, family maths</li> </ul>	Behaviour Management	Student Wellbeing	Special Assistancee.g.	External program/s	<ul> <li>External agencies</li> </ul>	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 <u>https://www.edumail.vic.gov.au/edumailonline/</u>. 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

### 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 <u>http://servicedesk.education.vic.gov.au</u>.

For assistance with **NAPLAN** passwords and website access please call **1800 648 637** or email <u>vcaa.naplan.help@edumail.vic.gov.au</u>

For assistance with VASS passwords and website access please call 1800 827 721 or email 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:
Registration No.	Registration number automatically allocated to student upon enrolment
ST Key - CASES21	CASES21 student file location number
Date of last refresh of data	Date of last time data was refreshed
Year Level	The current year level
Home Group	The current home group
M/F	Male or Female
Name of student	Surname followed by First Name
Attendance	
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.

Literacy English	
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
Numeracy Maths	
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
Yr 11/12 Risk	
Progress 'at risk' summary	Data is taken from the VASS.xls file in the Student Mapping Tool folder on U: drive
Relationships Suspensions	
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
SFO Parents	
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.

Special Alerts:	A sequence of flags indicating various one character status values. In order they show the status for:
Living arrangements	<ul> <li>B: at home with BOTH parents</li> <li>O: at home with ONE parent/guardian</li> <li>A: arranged by the state</li> <li>H: homeless</li> <li>I: independent living</li> </ul>
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	
Date of Exit	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

	MA	PPIN	g in	DIVI	DUA	L S	SU	PP	OR'	TF	RO	GRA	MS `		
	Main	stream		Sele	ctive	Prog	Irar	ns:				Case	Mana	gement:	FINALLY
RISK LEVEL	Voc Ed/alternative programs	MIPs/ Individual Learning	Aministrative procedures	Literacy programs	M aths programs e.g. after	Behaviour Management	programs	Student Wellbeing	Special Assistance e.g.	<ul> <li>beech Patholgy;Integration</li> </ul>	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**

10		
10		
Master List / VASS	/ NapLan-Y3 / NapLan-Y5 / NapLan-Y7 / NapLan-Y9 / 💱 /	I 4 🛌

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 (se	ee below) is used to sh	now where a	student rar	ks in relatio	on to the pe	rformance e	expected at	his/her yea	r level.
well below					below the l	evel expect	ed		
		performing	at the expe	cted level					
above the e	expected level					well above	the expecte	d level	
NAPLAN	Score rang	ge	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 DA	ATA								

# 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.

nsert	Page Layout	Fo	rmulas	Data	Review	View
		$\square$				
Margin	s Orientation	Size	Print Area *	Breaks	Background	Print Titles
		Pag	ge Setup			R
						M

- 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.

Page	Margins	Header/Foote	r Sheet			
Orientati	on					
A	O Port	ait A	Lan	dscape		
		6a0				
Scaling	-	1				
<u>A</u> dj	ust to: 5	7 🚖 % norm	al size	Local I		
Eit	to: 1	≑ page(	s) wide by	🌲 ta	1	
Paper siz	e: A4					•
Paper si <u>z</u> Print <u>q</u> ua	e: A4	lpi				•
Paper si <u>a</u> Print <u>g</u> ua First pag	e: A4 lity: 600 d	lpi Auto				•
Paper si <u>a</u> Print <u>q</u> ua Fi <u>r</u> st pag	e number:	lpi Auto				•
Paper si <u>z</u> Print <u>q</u> ua Fi <u>r</u> st pag	e: A4 lity: 600 c e number:	lpi Auto				•
Paper si <u>a</u> Print <u>q</u> ua Fi <u>r</u> st pag	e: A4 lity: 600 d e number:	lpi Auto				<b>•</b>
Paper si <u>a</u> Print <u>q</u> ua Fi <u>r</u> st pag	e: A4 dity: 600 c	lpi Auto	nt ) [	Print Preview	Option	• •
Paper si <u>a</u> Print <u>q</u> ua Fi <u>r</u> st pag	e: A4	lpi Auto	nt ) [	Print Previe <u>w</u>	Option	▼ ▼ 15

- · 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.

Print <u>a</u> rea: D:A Print titles <u>R</u> ows to repeat <u>C</u> olumns to rep	J t at top:			1
<u>R</u> ows to repeat <u>C</u> olumns to rep	t at top:	12012		
	eat at left:	\$7:\$7		
Print Gridlines Black and w Draft gualit Row and co	hite y Jumn heading	Co <u>m</u> ments: Cell <u>e</u> rrors as: gs	(None) displayed	•
Page order O <u>v</u> er, then O <u>v</u> er, then	over down			
		Print	Print Previe <u>w</u> Opt	ions

- 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.



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- 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