

Import of LeCAP Student data from SIMS

LEAMIS for the county or EDISS for the city can supply schools with a standard report facility which will allow your school's SIMS administrator to produce a data file of all students in year 11 or 12. This file can then be imported into LeCAP. This should not be done until after 1st October when last year's student data will have been removed.

The following instructions will help your SIMS administrator.

Loading the LEAMIS LeCAP Report into SIMS.net

- In **SIMS.net** select **Import a report**
- Click on **Open** and navigate to *x:\SIMS\LEA\Inbox\LEAMIS Files* and locate the file **LEAMIS LeCAP Students Ver2.RptDef**
- Select the file and click **Open**
- The report will be listed and selected
- Click the **Import** button in the **Import Report(s)** dialogue box
- The file status will change from **Pending** to **Imported**
- Click on **Close**

Running the LeCAP Report

(Please note this report needs to be run once for Year 11 and, if required, run a second time for Year 12.)

- In **SIMS.net** select **Reports/Run Report**
- Click on + to expand **Focus** and select the **Group** folder
- Select the **LEAMIS LeCAP Students Ver2** report and click **Run**
- Select Year **11** as the Parameter and click **OK**
- This report may take some time to run click **OK** to continue if you receive a message
- Select **Enable Macros** to open the report in **Excel**. (Please be patient as this report will take a few minutes before appearing to the screen)
- Click **File/Save As** and navigate to a suitable folder on your workstation. You will need to locate this file at a later date to upload onto the LeCAP website.
- Change the **Save As Type** to CSV (Comma delimited) (*.csv)
- Name the report (e.g. **LeCAP Students Year 11 2009.csv**) and click **Save**.
- **Close** Excel without saving again, which will return you to SIMS.net Report Browse.

Year 12/13

- **Run** the report again only this time select **Year 12** or **13** in the Parameter, click **OK**.
- Select **Enable Macros** to open the report in **Excel**.
- Click **File/Save As** and navigate to the same area as before.
- Change the **Save As Type** to CSV (Comma delimited) (*.csv)
- Name the report and click **Save**.
- **Close** Excel without saving again.

Importing to LeCAP

- There may be changes you need to make to the data, e.g. the tutors named may not be the ones you intend to oversee the students; or there are students you do not wish to import to LeCAP. If so, make a copy of the file as a back up.
- View the file within **Excel** and make these amendments. Take care when saving to keep the format as **CSV**, not as an Excel sheet.
- In the LeCAP Coordinator's home page menu click **Import new students**
- Click **Browse** to navigate to the saved file (e.g. **LeCAP Students Year 11 2009.csv**) and click **Open**
- Select **Year 11, 12** or **13**
- Click **Import CSV**. A message confirming the import should be displayed.
- Return to the home page. The number of students imported should be added to the 'not yet logged on' line. Their usernames and passwords can be downloaded from '**Print student logons**' or '**Export student logon data**'.
- The tutor's usernames and passwords can be viewed and printed via the '**Edit existing users**' link.