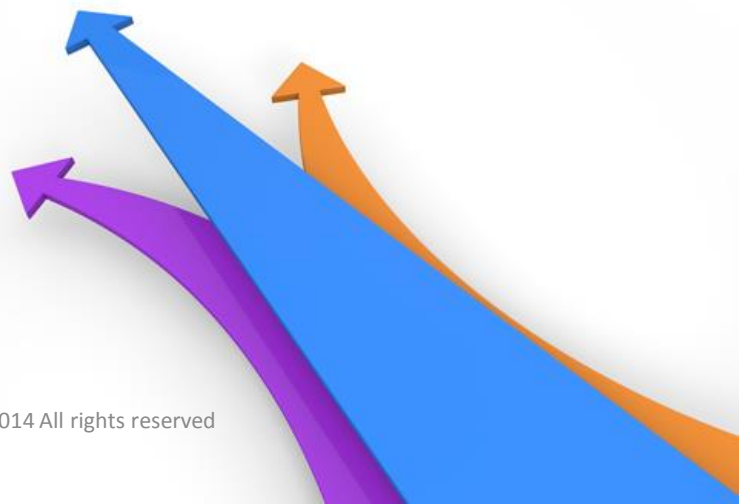# SISRA Conversion Tool for Report Generator Applications

User Guide

SISRA Conversion Tool for Report Generator Applications User Guide
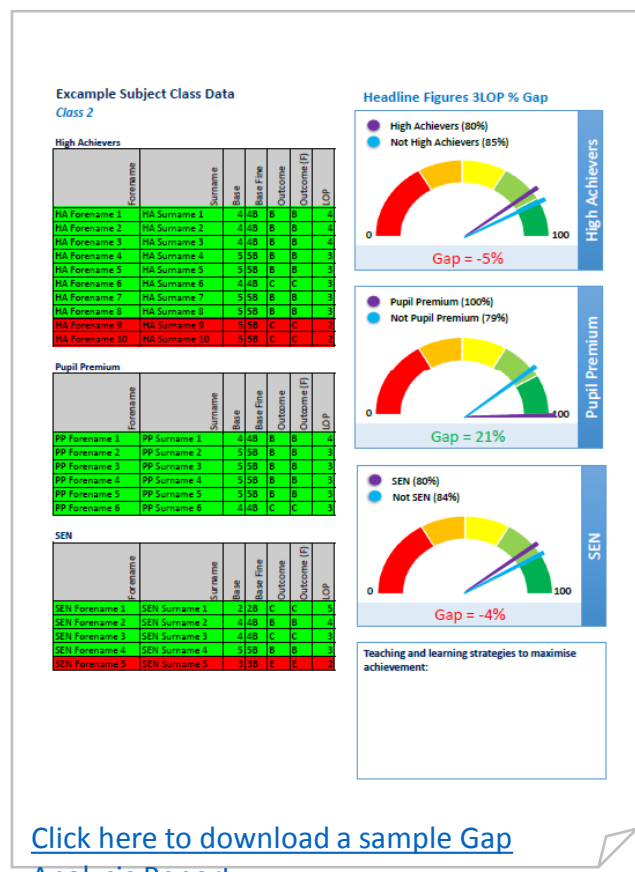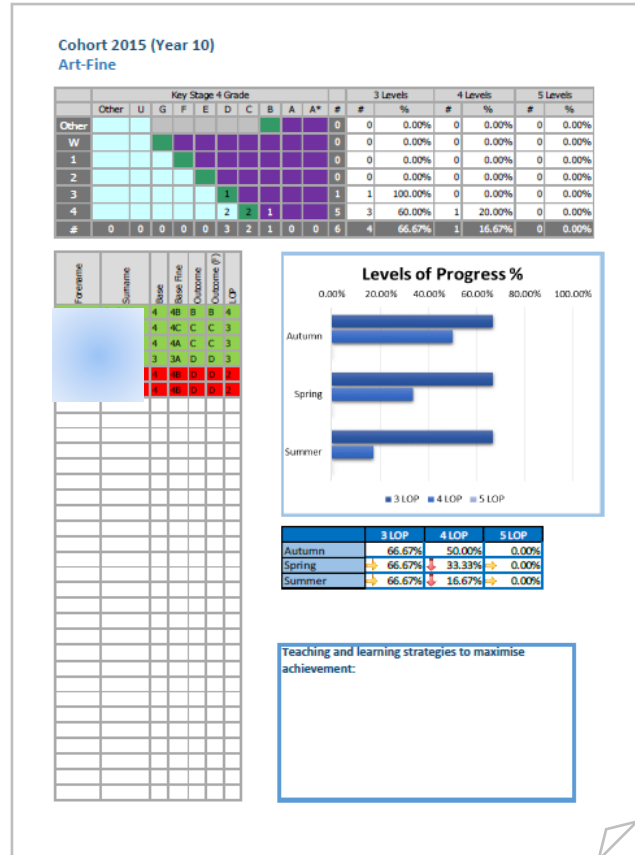
1.0 Overview

The SISRA Conversion Tool for Report Generator Applications enables the user to convert various data exports from SISRA and utilise them to generate reports using the following report generator applications:

Transition Matrices Report Generator (see user guide) which presents data that allows schools to compare the performance of different subjects, groups or classes. The format of the report includes:

- a graphical overview of the termly progression of students achieving the expected three levels of progress for each research group, subject or class.

- an analysis page for each group, subject or class depicting the transition matrix, the level of progress of each student by name, and the overall change in progress over time for the given group.
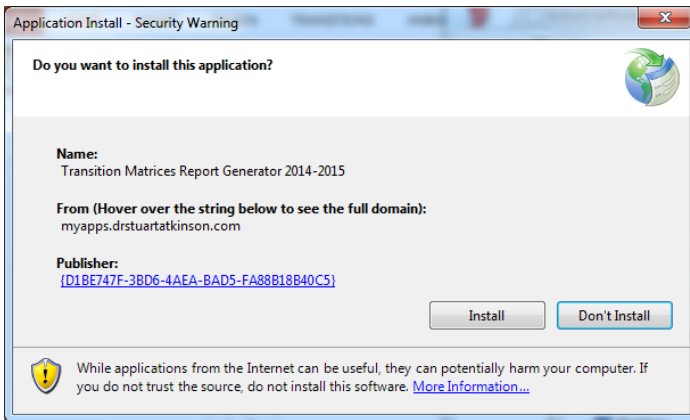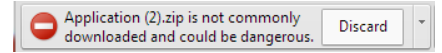
The Gap Analysis Report Generator (see user guide) enables the user to explore and analyse exported data sets from 4Matrix™, providing schools with the ability to compare the performance of different research groups or classes. The format of the report includes:

- an overview of the progress gap between students within a research group (e.g. SEN, High Achievers, Pupil Premium) and the rest of the class/cohort achieving the expected three levels of progress.

- an analysis page for each subject or class depicting fuel gauges comparing research group members to non-research group members.
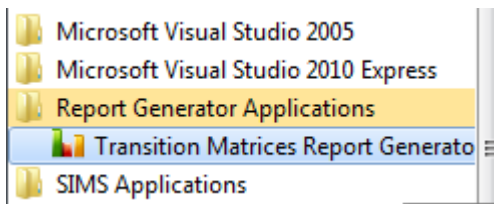
[Click here to download a sample Gap Analysis Report](#)

2.0 Installation/Uninstallation

1. Go to www.drstuartatkinson.com/School-Software/ and select "Download".

2. The Application.zip file will be downloaded (Note: sometimes a warning message appears – this is just a precaution Microsoft takes with small applications downloaded from the web, click on the side arrow and select "keep")

3. Open the downloaded Application.zip file Click on the "Setup" file in the installation folder.

4. This window should now appear. Click install and the program will retrieve the necessary files from the web and install onto your computer.
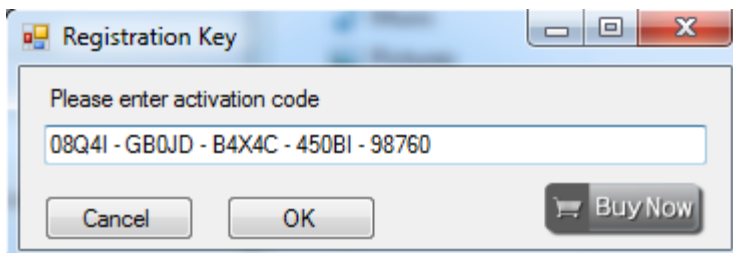
5. Once installed, the program will be available from the desktop and start menu.

6. To uninstall the program, go to **Start – Control Panel – Add/Remove Programs**
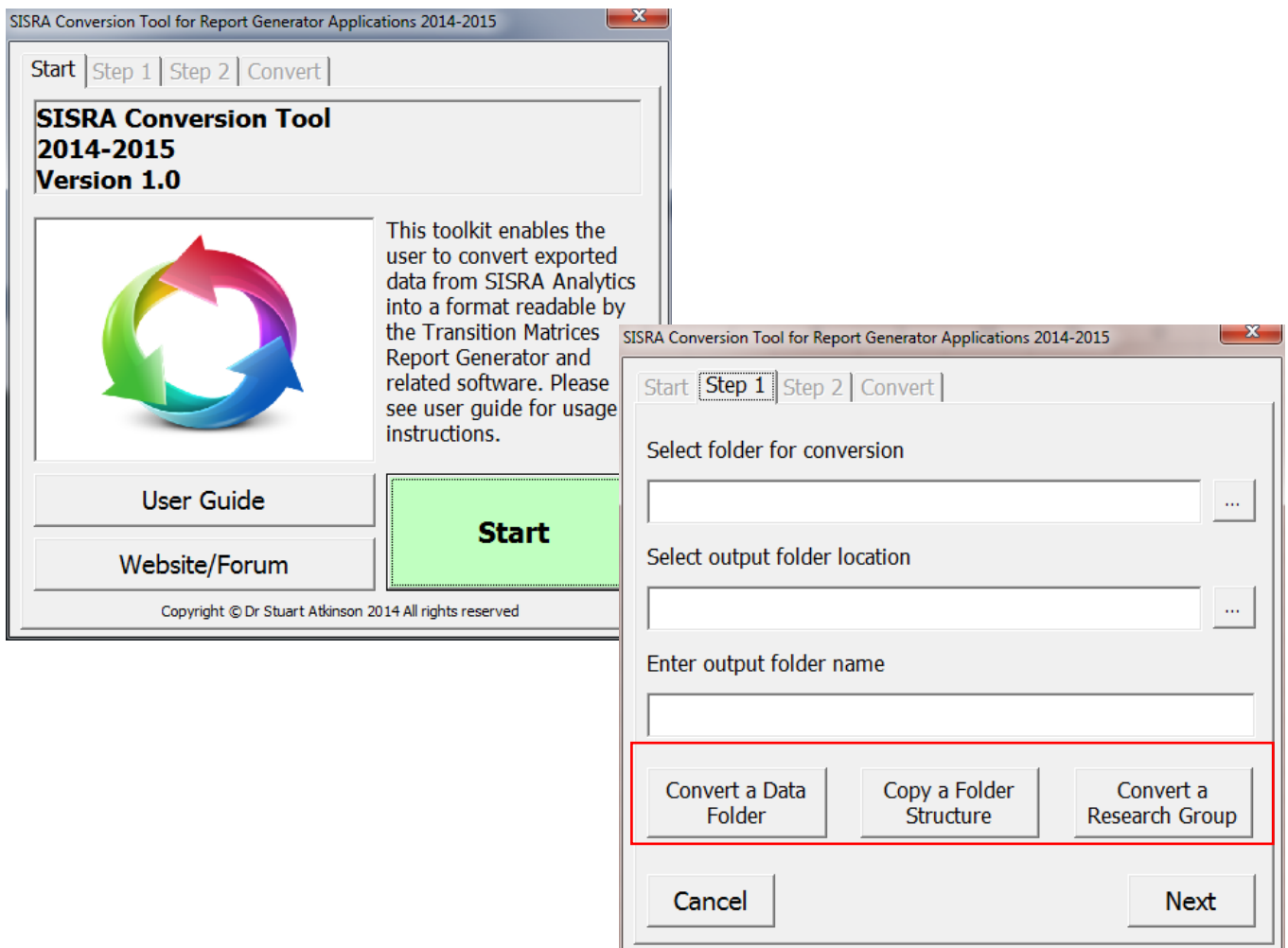
2.1 Registration

Once installed, the following window will appear. Enter your activation code into the input box and press OK. If you do not have an activation code, follow the "Buy Now" link which takes you to a transaction page. Ensure the correct email address is supplied, as the activation code will be automatically sent to this address.

5.0 Overview of the SISRA Conversion Tool

The Conversion tool has 3 functions highlighted in red in the image below:

I.   the first function is to "Convert a Data Folder" into a file structure compatible with the Transition Matrices Report Generator from the data you have exported from SISRA.

II. the secondary function is to "Copy a Folder Structure," which duplicates an existing SISRA exported data folder with empty folders for exporting a new data-drop from SISRA (this is recommended as it is quicker and will ensure all folder names are consistent)

III. the third function is to "convert a research group" for use with the Gap Analysis Report Generator. You will need both a data folder and a research group in order to use the Gap Analysis Report Generator.
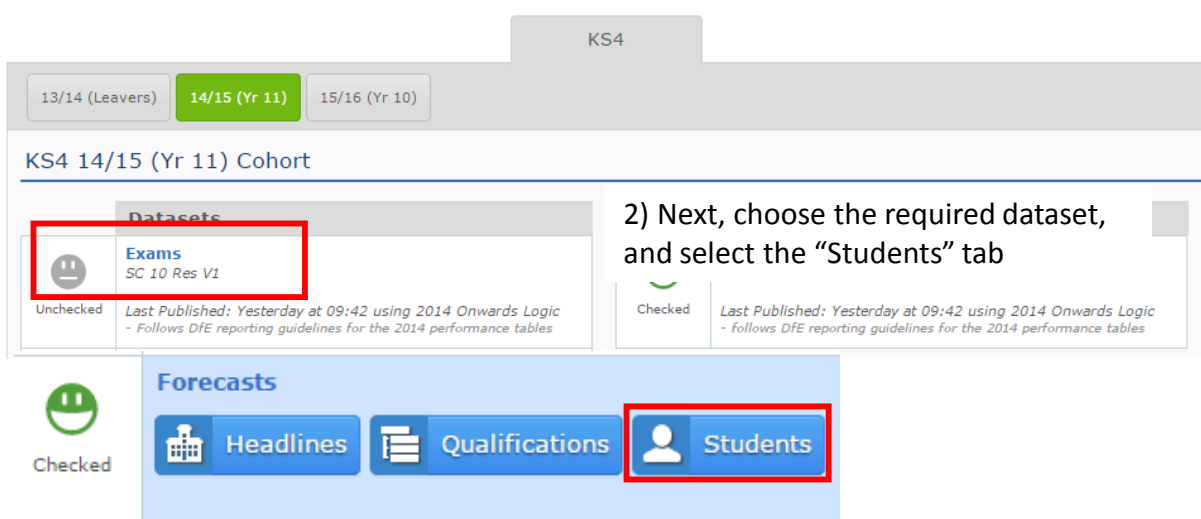
3.0 Exporting whole group data from SISRA Analytics (for Transition Matrices and Gap Analysis Report Generators) using the "Convert a Data Folder" function

The following steps demonstrate how to export the data from SISRA into a format recognisable by the conversion software.
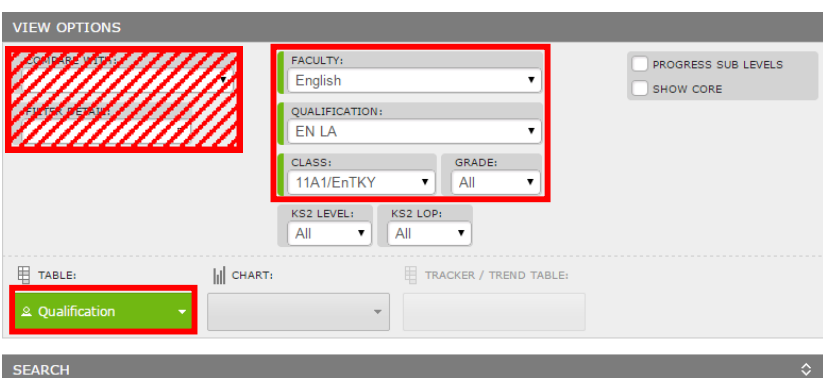
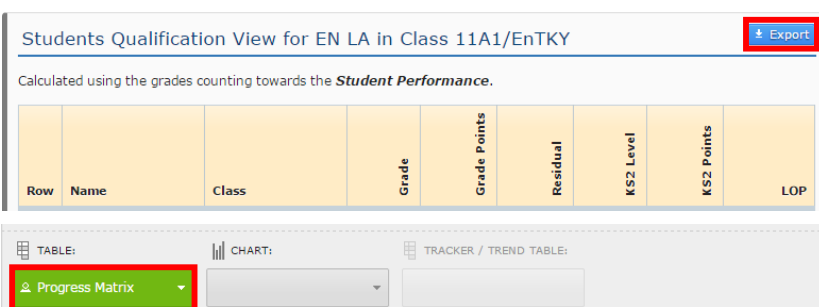1) Login to SISRA Analytics and select Reports Tab

2) Next, choose the required dataset, and select the "Students" tab

3) Identify the group, subject or class to report. *Ensure that "Compare With" and "Filter Detail" are blank.*

4) Select the "Qualification" option under the TABLE menu

5) Select the "Export" option

6) Change to the "Progress Matrix" option in the TABLE menu, and export again.

7) Save the two exported files into the folder format described on the next page. Repeat for each group/subject/class that is to be reported.
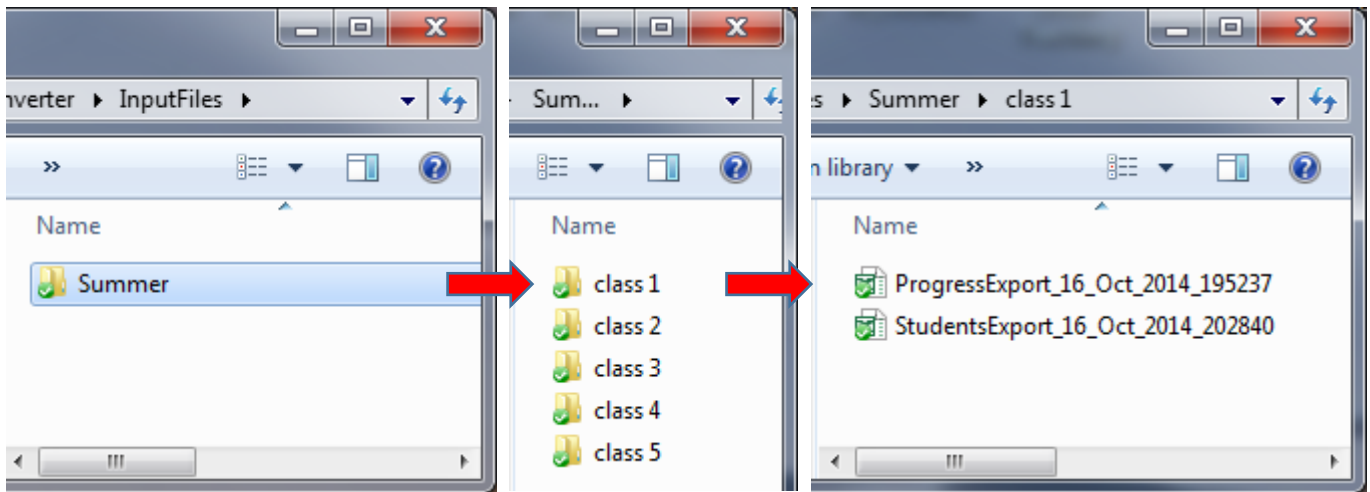
3.1 Folder Structure Requirements for "Converting a Data Folder" function

The converter requires 2 Excel files for each class/group/subject – the exported data relating to the "Qualification" and the "Progress Matrix." The following file structure should be used in order to create a consistent dataset.

1) A folder labelled with the data drop period containing (2)

2) A folder for each class, group or subject to be reported, each containing (3)

3) The two excel files exported from SISRA (see previous page)

Note 1: The folder name for each class, group or subject will appear in the final report, so please check for spelling!

Note 2: These folder names must remain exactly consistent between different data drops or the software will not work – see note 3

Note 3: Once you have set up a folder structure, if you wish to duplicate later for a new data drop, the software has an option to do this automatically (see Section X).

!! Click here to download a sample folder structure for the conversion process !!

4.0 Exporting *research* group data from SISRA Analytics (for Gap Analysis Report Generator) using the "Convert a Research Group" function
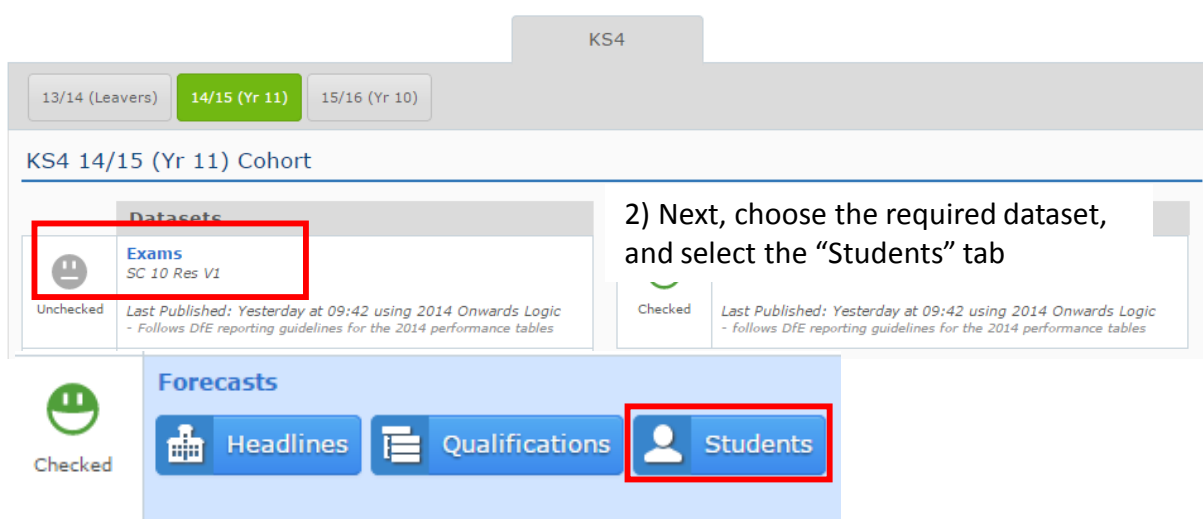
The Gap Analysis Report Generator requires a *whole group data folder (see Section 3)* and a research group data folder containing members of each research group (SEN, Pupil Premium, High Achievers etc.).

The following steps demonstrate how to export the data from SISRA into a format recognisable by the conversion software.
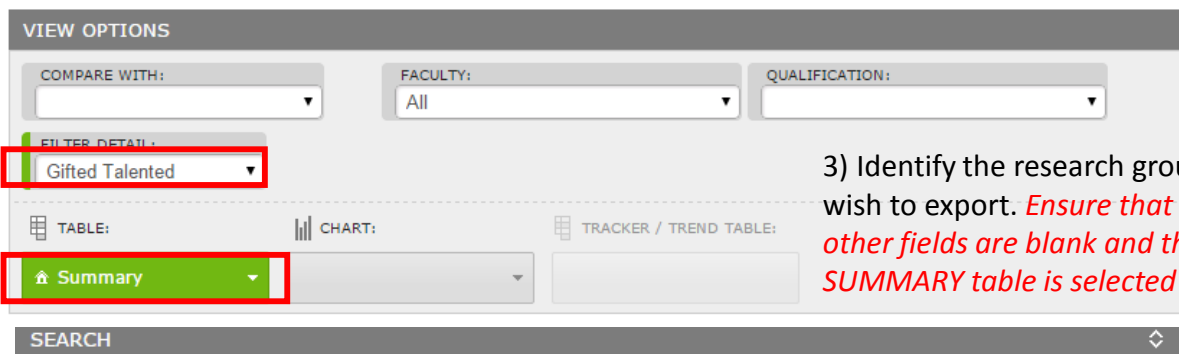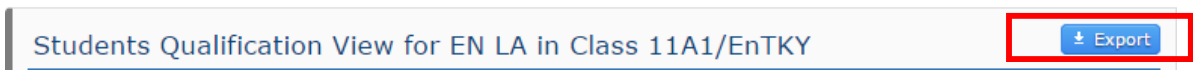

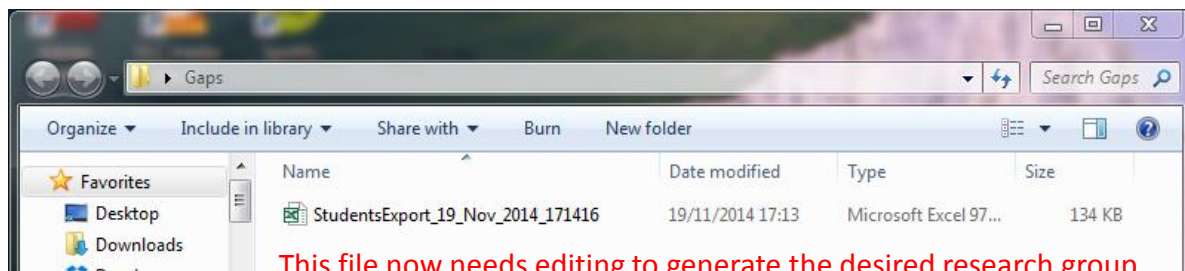1) Login to SISRA Analytics and select Reports Tab

2) Next, choose the required dataset, and select the "Students" tab

3) Identify the research group you wish to export. *Ensure that all other fields are blank and that SUMMARY table is selected*
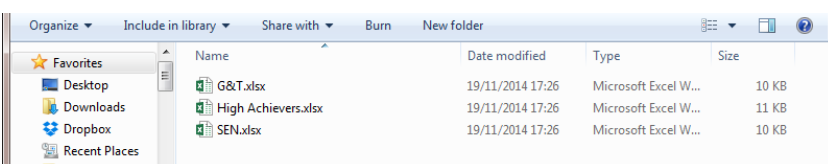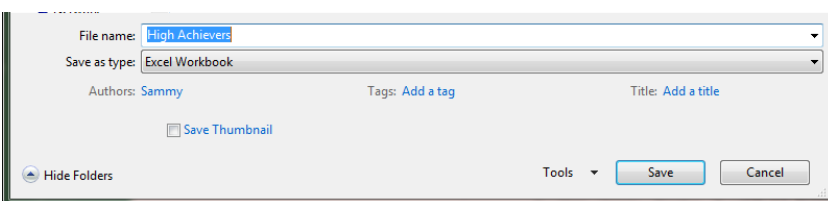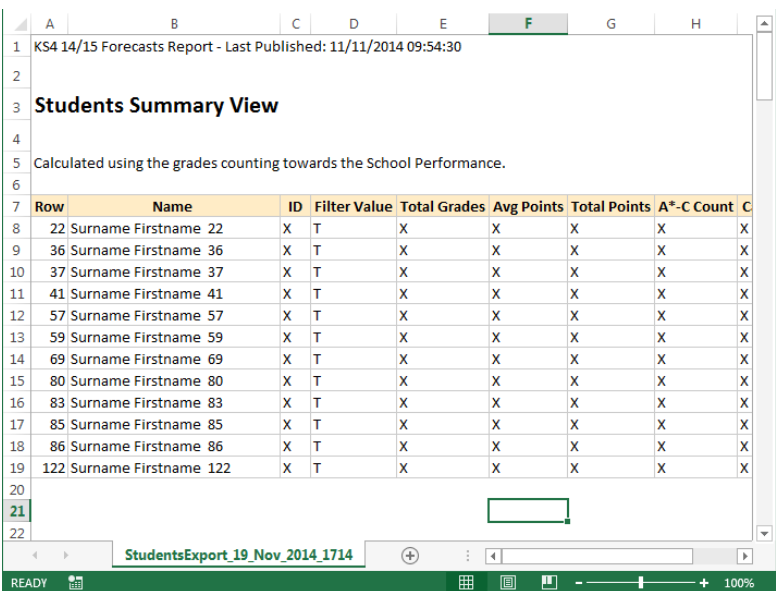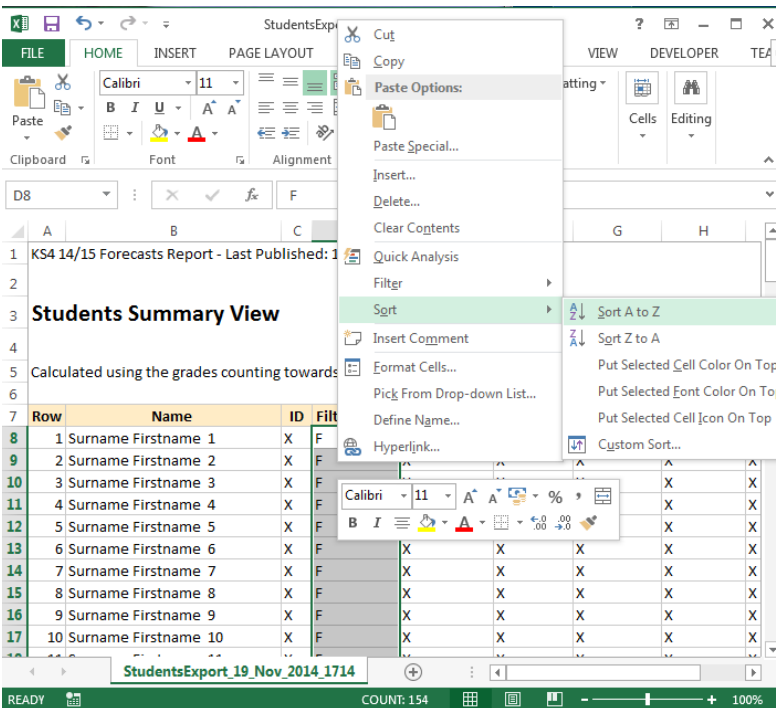

Export the data and save into an easy to find location.

This file now needs editing to generate the desired research group

4.1 _Editing_ _research_ group data from SISRA Analytics (for Gap Analysis Report Generator) using the "Convert a Research Group" function

1) You next need to open up the exported file.

2) The data exported from SISRA will contain all student names for the cohort, but will have a column labelled filter value. Select **all** filtered cells, right click and "Sort A-Z." This orders the Filter Values, allowing you to remove sub-groups easily.

3) Remove all of the rows containing students that are not in the desired group (e.g. if you are making a G&T group, remove all students that have a "F" – False, leaving those which are "T"). Different exports have different acronyms in this box, and it as your discretion which members form a group. _Ensure you remove any headings that appear below row 7._

4) You should be left with a research group file that looks similar to the file on the left. (Only students with a Filter Value T remain)

5) Finally, select "Save As" and resave your edited group file with the research group name e.g. "High Achievers." Important – ensure the "Save As Type" is set to EXCEL WORKBOOK – it seems to default as Webpage

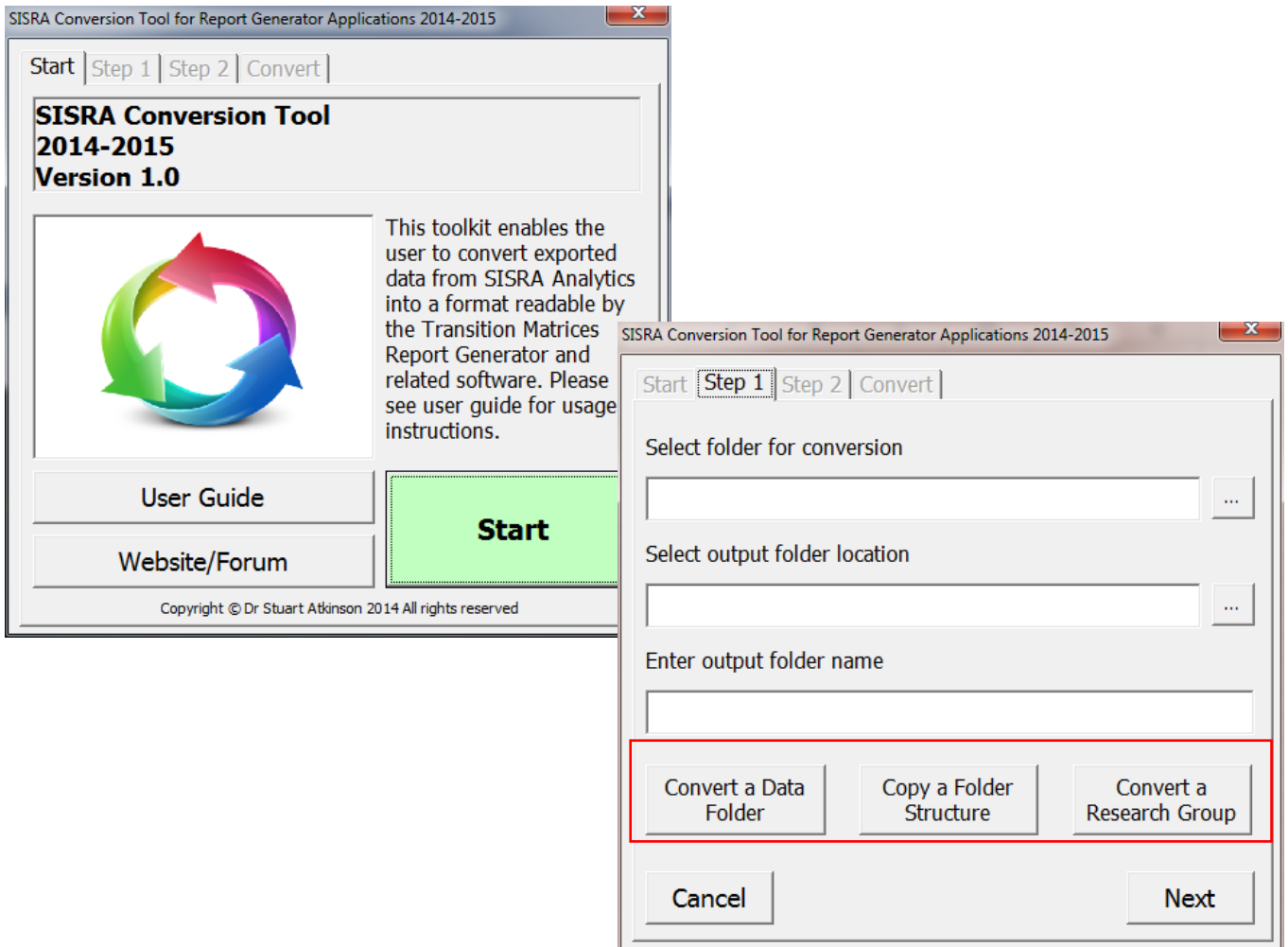6. _Remove the original exported file from the folder. Repeat for other research groups until you have a folder containing all research groups._

Note: This step cannot be automated because different groups have different filter values (e.g. SEN has N, A, P, S; Banding had Low Middle and High Achievers etc). However, due to the detail of sub-groups, you can easily produce an array of comparative gap analysis reports.
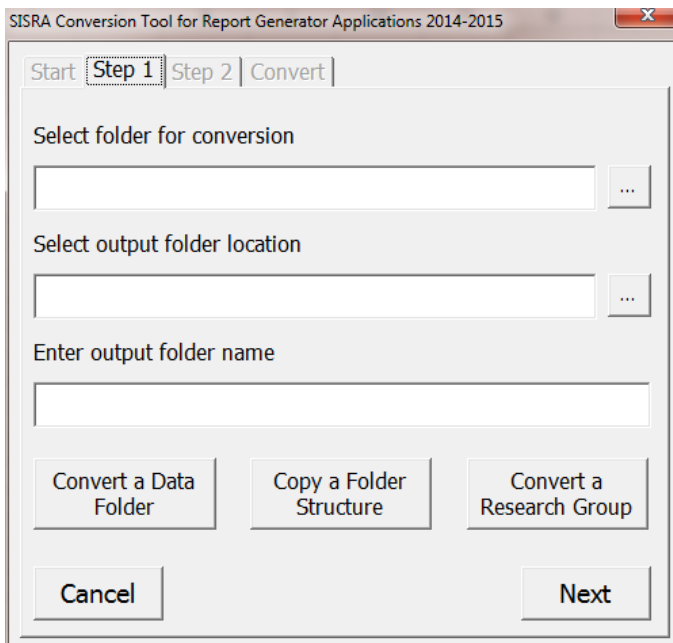
5.0 Running the SISRA Conversion Tool

1) Install the SISRA Conversion Tool (see Section 2)

2) Make sure you have exported all the necessary data from SISRA and it is in the folder structure described in Section 3/4.

3) Open the conversion tool via the desktop or start menu and click "Start"

4) Depending on which option you select will govern how you need to use the tool:

- Section 5.1 explains how to complete step 1 for all options.

- Section 5.2 explains how to use the "Convert a Data Folder" Function. Ensure that you have previously exported data from SISRA and stored it in the required folder structure detailed in Section 3.

- Section 5.3 explains how to use the "Convert a Research Group" Function. Ensure that you have previously exported data from SISRA and stored it in the required folder structure detailed in Section 4.
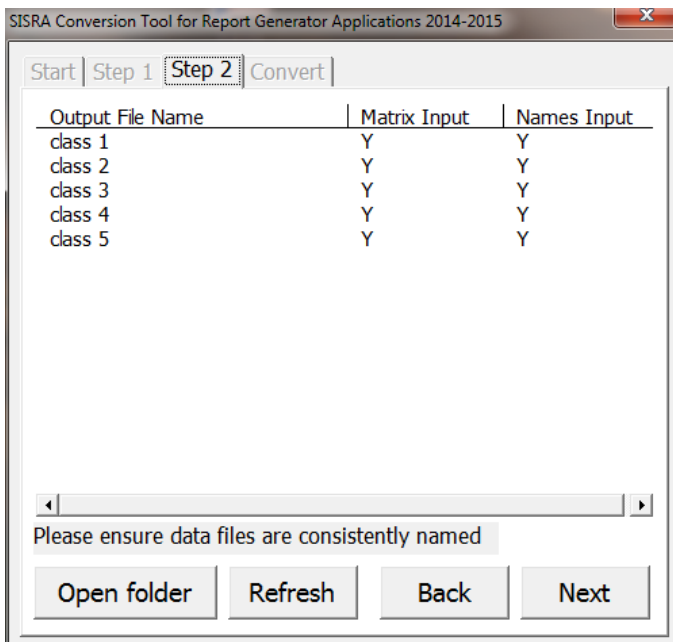
5.1 Running the SISRA Conversion Tool

Whichever option you select, the program requires the user to select a folder for conversion, this should be the

1) Select a folder for conversion – this is the folder containing all of the subject/class sub-folders, or the folder containing the research groups if you have chosen the last option.

2) Chose an output folder location, and enter a name for this folder, this should normally relate to the data-drop period and cohort e.g. "SummerCohort2014."
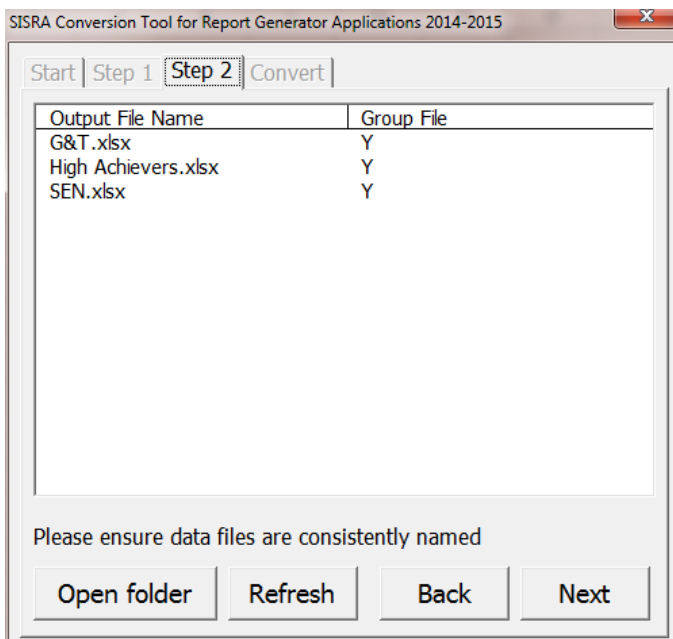
5.2 Running the SISRA Conversion Tool…Convert Data Folder

1) If you select the "Convert Data Folder" tab, the program will check that each class/subject folder contains two exported Excel files, and verifies that their contents are consistent.

2) A "Y" indicates the file has been found in the folder, while a "N" means that it has not been found, or that there are too many files in the folder, while "Fm" means that it is incorrectly formatted.

3) If there are any issues, you may wish to use the **Open Folder** button to navigate to the file to check for problems, and click **Refresh** to re check.

4) Click **Next** to continue – if there are any unresolved "N"s or "Fm"s, the system will omit these folders during conversion.

5.3 Running the SISRA Conversion Tool…Convert a Research Group

If you select the "Convert a Research Group" option, the program will check that each group file contains valid Excel files, and verifies that their contents are consistent.

Again, If there are any issues, you may wish to use the **Open Folder** button to navigate to the file to check for problems, and click **Refresh** to re check.
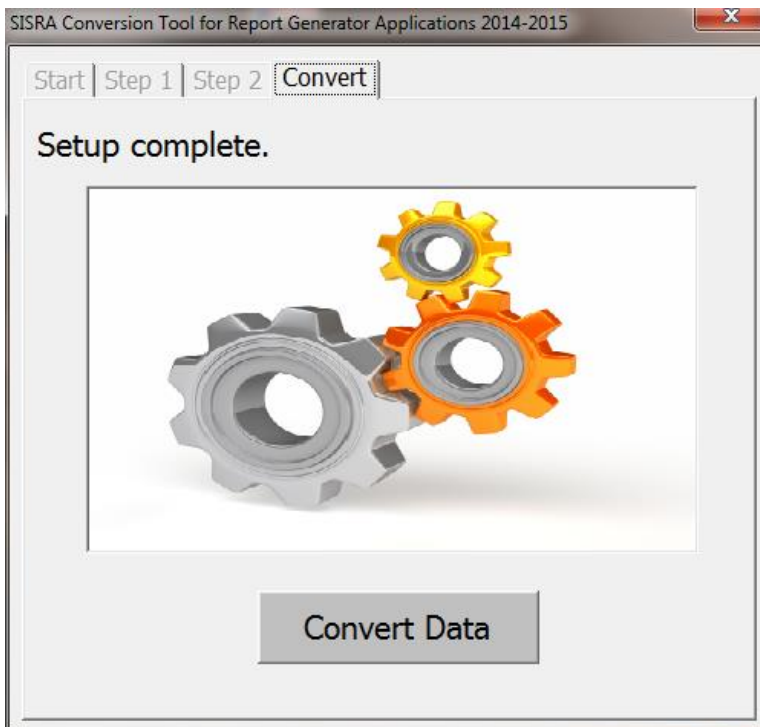
5.4 Running the SISRA Conversion Tool…continued

5) Click **Convert Data**. The program will run, and then exit. Your converted data folder will now appear in the designated location.

6) You are now ready to use the Transition Matrices Report Generator and/or the Gap Analysis Report Generator with the generated data folder, or add an additional folder into the same location from a different data drop.

Note: You can use the data exported for the Transition Matrices Report Generator with the Gap Analysis Report Generator – no need to convert multiple times!

6.0 TROUBLESHOOTING

When starting the program or clicking the "run trial" option, the program does not load…

Some operating systems open the report generator behind all open windows. Check that the window has not appeared at the back of all of your other open windows by minimising all other screens.

The program needs to write a temporary file to your C:/ drive. If you do not have user permissions to write to this, the program will not work. In the event that the program does not install:

1) Refer your IT administrators to the following installation instructions document

2) Alternatively. send me an email and I will send you a simplified version of the program (however this does not benefit from updates). Email: enquiries@drstuartatkinson.com

If you have any comments or queries relating to the use of this software, or suggestions for future developments, please sign up to the web forum here.