

Syncing Data with Arbor MIS

This guide shows you how to synchronize pupil data from your establishment's MIS

1 Synchronising existing pupil data

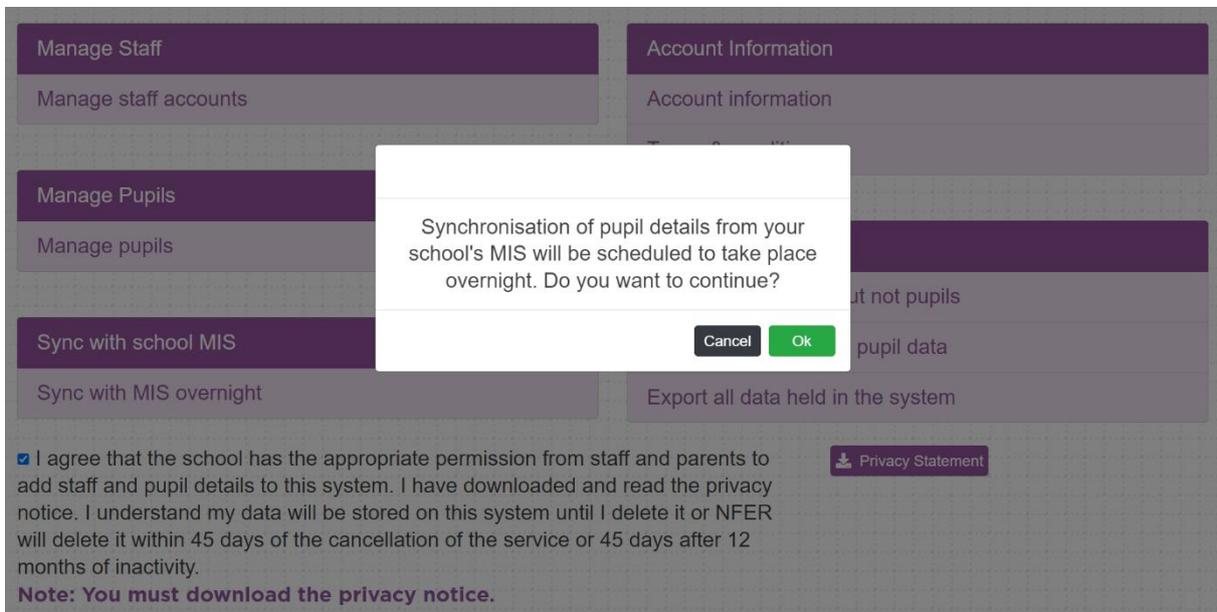
1. Login to **NFER Tests Analysis Tool system** using a user with **School Admin** or **School Admin/Teacher** permission.
2. Select the '**Administration**' tab and this will open the administration page where all data management is carried out.

On this page you will see a new option '**Sync with school MIS**'.



3. Select '**Sync with MIS overnight**' to initiate the sync with your establishment's MIS.

A message will appear to reconfirm your selection.



4. Select the 'OK' button.

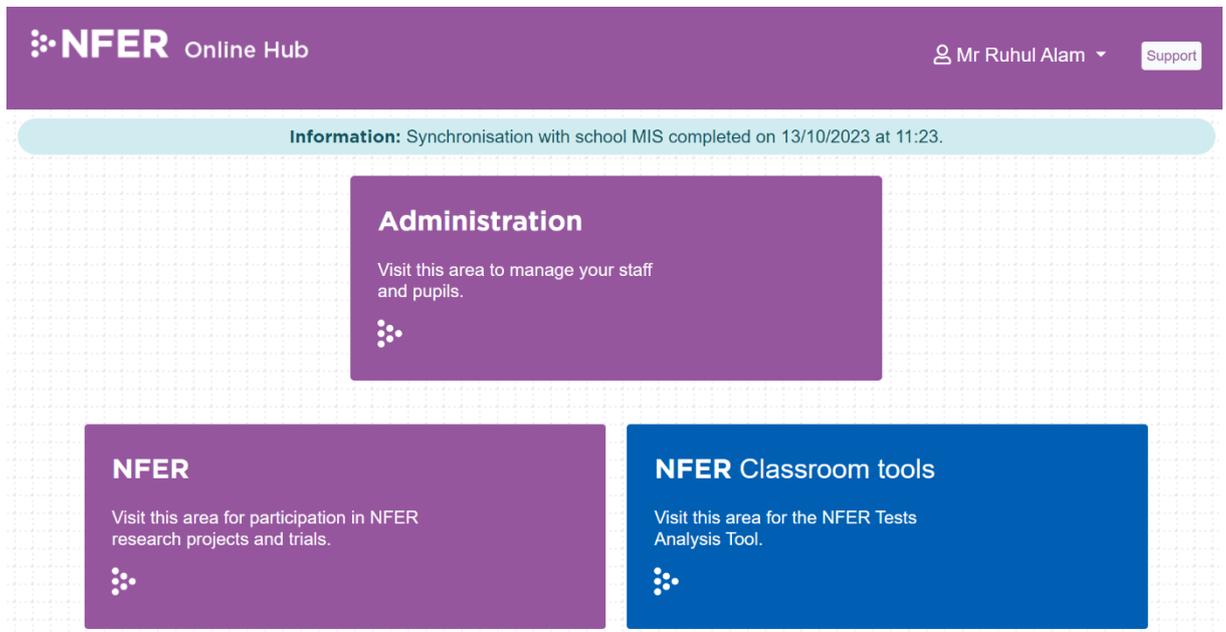
A banner notification will appear at the top of the screen which provides the date and time the sync will take place.

The sync will update existing learner records with the information from the establishment's MIS.

Information: Sync with MIS scheduled for 29/09/2023 at 02:00.

5. If the sync is successful at the scheduled date and time, a banner will appear on the home page to confirm this has taken place.

The sync will update existing pupil records in the NFER Test Analysis Tool with the information from your establishment's MIS.

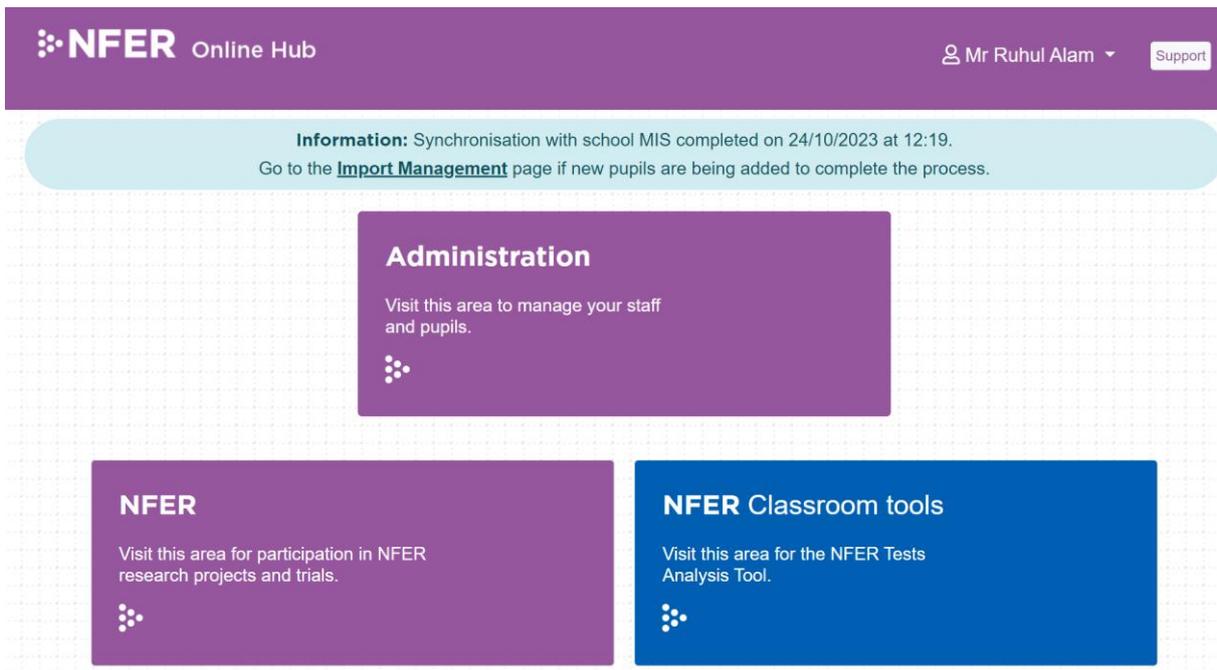


The screenshot shows the NFER Online Hub interface. At the top, there is a purple header with the NFER logo and 'Online Hub' text on the left, and a user profile 'Mr Ruhul Alam' with a dropdown arrow and a 'Support' button on the right. Below the header is a light blue notification banner that reads: 'Information: Synchronisation with school MIS completed on 13/10/2023 at 11:23.' The main content area features three cards: 1. 'Administration' (purple card) with the text 'Visit this area to manage your staff and pupils.' and a small NFER logo icon. 2. 'NFER' (purple card) with the text 'Visit this area for participation in NFER research projects and trials.' and a small NFER logo icon. 3. 'NFER Classroom tools' (blue card) with the text 'Visit this area for the NFER Tests Analysis Tool.' and a small NFER logo icon.

2 Importing New Pupil Data

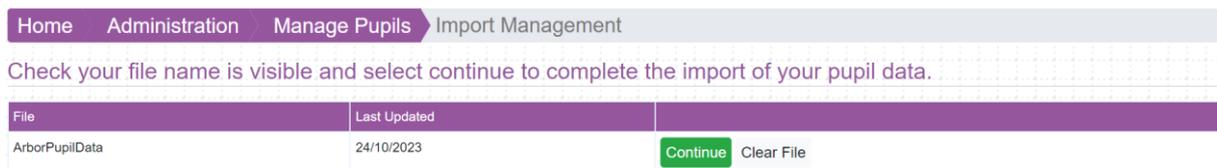
If the sync detects that new pupil data is required to be imported from your establishment's MIS, the system will ask a user with **School Admin** or **School Admin/Teacher** permissions to complete the process.

1. Select the link in the banner to go directly to the **Import Management** page to complete the data import.



The screenshot shows the NFER Online Hub interface. At the top, there is a purple header with the NFER logo and 'Online Hub' on the left, and a user profile 'Mr Ruhul Alam' with a 'Support' button on the right. Below the header is a light blue information banner stating: 'Information: Synchronisation with school MIS completed on 24/10/2023 at 12:19. Go to the [Import Management](#) page if new pupils are being added to complete the process.' The main content area features three large colored boxes: a purple 'Administration' box with the text 'Visit this area to manage your staff and pupils.', a purple 'NFER' box with the text 'Visit this area for participation in NFER research projects and trials.', and a blue 'NFER Classroom tools' box with the text 'Visit this area for the NFER Tests Analysis Tool.'

2. On the Import Management page, pupil data from your establishment can be imported. Check the filename is displayed as ArborPupilData and the date is correct and then select the '**Continue**' button:



The screenshot shows the 'Import Management' page. At the top, there is a breadcrumb navigation: 'Home > Administration > Manage Pupils > Import Management'. Below this is a purple banner with the text: 'Check your file name is visible and select continue to complete the import of your pupil data.' Below the banner is a table with the following data:

File	Last Updated	
ArborPupilData	24/10/2023	Continue Clear File

3. On the Pupil Data Import Check page, select the 'Continue' button.

Home Administration Manage Pupils Import Management Pupil Data Import Check

Pupil Data Import Check

Please confirm that this information is correct before continuing.

Name	Value
CTF Version	0.0
File Generation Date/Time	24/10/2023 12:18:33
Description	ArborPupilData
LA Number	
DfE Establishment Number	
Establishment Unique Reference Number	
Name of School	
Academic Year	2023

Cancel Continue

4. Select 'Finish' to complete the import.

Home Administration Manage Pupils Import Management Pupil Data Import Check

Pupil Data Import Check

Please confirm that this information is correct before continuing. Note that this will overwrite existing data fields, including any previously entered manually.

Information: Check for any highlighted information. Any red cells are critical and must be corrected in your MIS and the process restarted. Click Finish if you are happy with the data and there are no red boxes.

Year	UPN	Forename	Surname	DoB	Gender	SEN Provision	FSM	Ethnicity	Y2 SATS Reading Teacher Assessment	Y2 SATS Writing Teacher Assessment	Y2 SATS Maths Teacher Assessment	Y2 SATS Reading Scaled Score	Y2 SATS Maths Scaled Score
6	A207000018299	Blank	Blank	19/07/2013	M	N	N	APKN					

Cancel Finish

Please Note:

During the import, cells may be highlighted as below. In this case, the import cannot be completed, and the following next steps should be followed:

Home Administration Manage Pupils Import Management Pupil Data Import Check

Pupil Data Import Check

Please confirm that this information is correct before continuing. Note that this will overwrite existing data fields, including any previously entered manually.

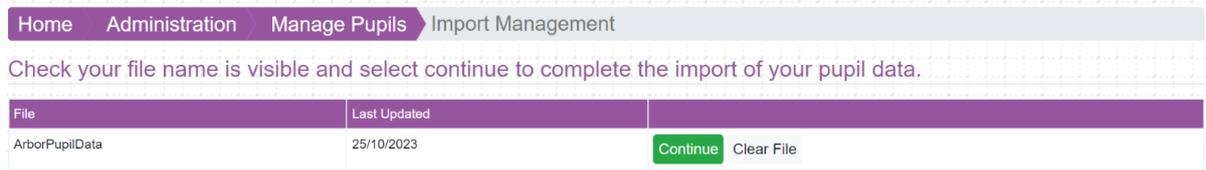
Information: Check for any highlighted information. Any red cells are critical and must be corrected in your MIS and the process restarted. Click Finish if you are happy with the data and there are no red boxes.

Year	UPN	Forename	Surname	DoB	Gender	SEN Provision	FSM	Ethnicity	Y2 SATS Reading Teacher Assessment	Y2 SATS Writing Teacher Assessment	Y2 SATS Maths Teacher Assessment	Y2 SATS Reading Scaled Score	Y2 SATS Maths Scaled Score
6	A207000018299	Blank	Blank	19/07/2013	M	N	N	APKN					

Cancel Finish

1. Select the **'Cancel'** button on the Pupil Data Import Check page.

This will then redirect to the Import Management page.



Home Administration Manage Pupils Import Management

Check your file name is visible and select continue to complete the import of your pupil data.

File	Last Updated	
ArborPupilData	25/10/2023	Continue Clear File

2. Clear the file by selecting the **'Clear File'** button.

The data records can now be amended in your establishment's MIS and the sync can be reinitiated.

A Note on Performance Data Shown in Arbor MIS

When comparing the average performance of subgroups of pupils according to specific characteristics, such as ethnicity or SEND status, it is important to be aware of the number of pupils in the subgroup. Care should always be taken when interpreting statistics based on small numbers. To avoid inaccurate inferences being made about differences in performance, NFER's advice is that average performance should only be compared for subgroups that consist of at least 10 or more pupils. In addition, the colour highlighting in these reports is based on the direct comparison of average scores and not on whether they indicate meaningful differences between groups of pupils.