

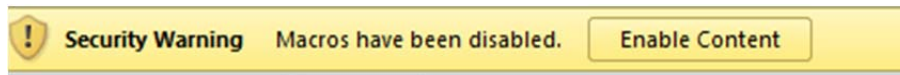
## NEXUS Predicted Outcome Import 2020 csv template guidance

There are four separate tabs in the template, one for each Key Stage

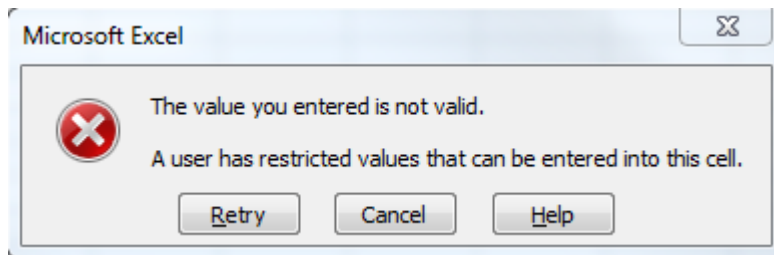
- EYFS
- Phonics
- Key Stage 1
- Key Stage 2

The easiest way to populate the template is to export a list of pupils' forename and surname with their UPNs, date of birth and gender from your school system for each Key Stage, and copy and paste into the relevant sheet.

NB: When you open the file you may be asked to "enable editing" and then "enable content", something similar to below, click the Enable Editing button and then the Enable Content button when they appear.

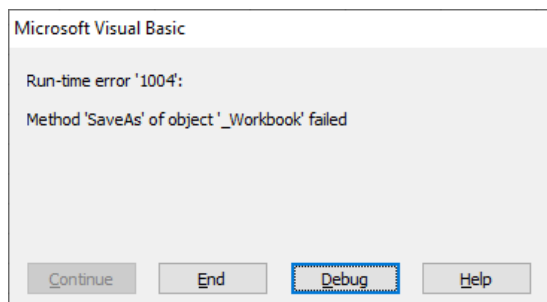


The spreadsheet has dropdown lists containing the valid codes for this year's collection. You can populate the sheets by typing in the codes, or selecting from the list. If any invalid codes are entered, you will see a warning like this. Please refer to the Valid Codes list we have provided for KS1 and KS2 and enter the correct code.



Please complete all Key Stages that you wish to submit before uploading the whole template to Perspective Lite, by following the steps below. If one or more of the key stages does not apply to your school just ignore the tab (do not delete the tab).

NB: If you see the below dialogue in excel, always click end or you will be taken into the macro editing screen.



## Step 1:

Once you have added the assessment data to the key stage datasheets of the 'Nexus Predicted Outcome Import' csv template, enter your school name and four digit establishment number onto the 'Information and Instructions' datasheet.

Please Enter your school details below	
Name of School	
Local Authority Number	831
Establishment Number	

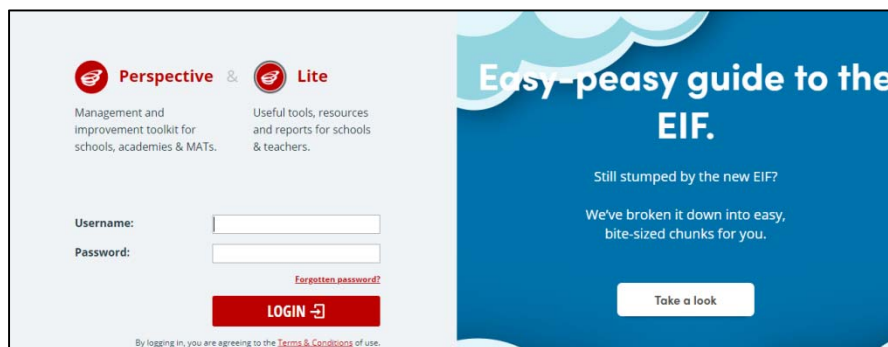
## Step 2:

Save the file in an appropriate location on your computer. **When saving the file, please add the name of your school in the file name.**

## Step 3:

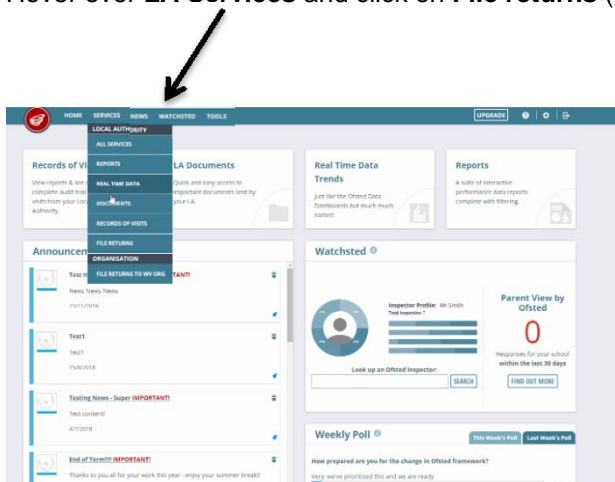
Log onto the Perspective Lite website:

<https://perspective.angelsolutions.co.uk/Perspective/Login.aspx>



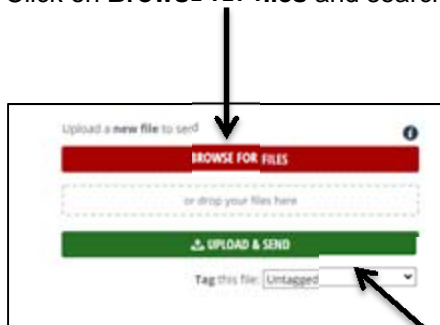
## Step 4:

Hover over **LA Services** and click on **File returns** (or **Send files**)



### Step 5:

Click on **Browse for files** and search for the assessment file you want to upload to the LA.



When you have located the file, click on **Upload & Send**

### Step 6:

We'll load the template into the back end of Perspective to power the Reports/Insight functions available within the system for subscribing schools.