

Processing CTF Files

1. Logging On to S2S Website

When the transfer files have been generated and are ready to upload to the S2S website, a Username and Password will be needed.
(If you do not know what they are, you will need to contact your LEA, who will issue them to you.)

Log on to www.teachernet.gov.uk

At the bottom of the webpage will be an S2S symbol.



Selecting it will open another webpage. At the top of the screen the icon below will be displayed.

**School to School
(s2s)**



Enter the Username and Password

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Login

Please enter your username and password
in the boxes below and press Submit

Username:

Password:











School Users:

Should you not know your password, please phone 01325 392626.

You will see the homepage, where any messages from the LEA, Dcsf or any other professional body will be displayed.

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-  Home
-  Upload
-  Download
-  View / Remove CTF Files
-  Reports
-  Messages
-  Message Templates
-  Message Address Groups
-  School Details
-  Contacts
-  Logoff

St Agnes House Cresswell Park
Blackheath Village London SE3 9RD
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www.wautonsamuel.co.uk

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Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8



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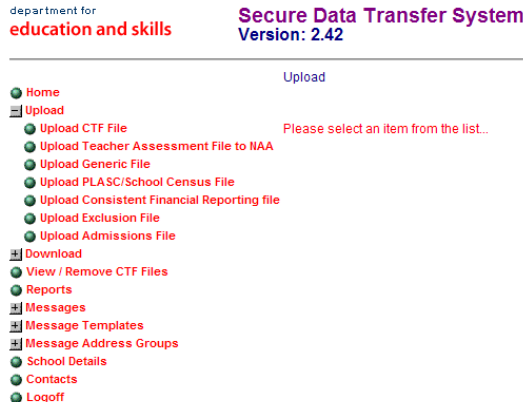
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Business Ambassador
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2. Uploading CTF Files

To upload your file click on Upload, from the several options select Upload CTF



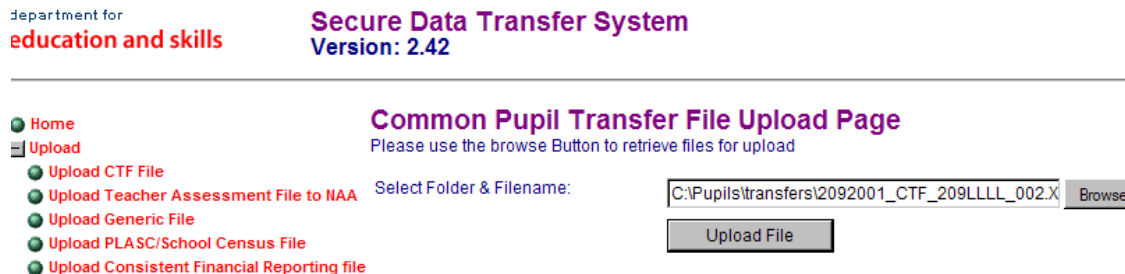
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Upload

- Home
- Upload
 - Upload CTF File Please select an item from the list...
 - Upload Teacher Assessment File to NAA
 - Upload Generic File
 - Upload PLASC/School Census File
 - Upload Consistent Financial Reporting file
 - Upload Exclusion File
 - Upload Admissions File
- Download
- View / Remove CTF Files
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On Selecting upload CTF, click on Browse. The file is located in the folder specified in the earlier Wauton Samuel messages, or in the 'To Upload' folder created by your self.



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Common Pupil Transfer File Upload Page
Please use the browse Button to retrieve files for upload

- Home
- Upload
 - Upload CTF File
 - Upload Teacher Assessment File to NAA
 - Upload Generic File
 - Upload PLASC/School Census File
 - Upload Consistent Financial Reporting file

Select Folder & Filename:

When the file has been selected, click on upload, a message will be issued that it may take a while, then another when upload complete. If there is more than one file to upload they will need to be done one by one, but messages will inform you of files being uploaded more than once.

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Importing CTF Files

1. Downloading files

Checking if there are files to download and import into Wauton Samuel, can be done by clicking on Download CTF.

If there are files, they will be listed in the box, Clicking on the file will give you the information of the pupil(s) contained in the file.

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Common Transfer Files ready for download
(click on column headings to change sort order)

File	Date Uploaded	Source School
<i>There are no files waiting to be downloaded.</i>		

- Home
- Upload
- Download
 - Download CTF File
 - Previously Downloaded CTF Files
 - Download Generic Files
 - Re-Download Generic Files
 - Download NCT Results File
 - Re-Download NCT Results File
 - Download Admissions File
 - Re-Download Admissions Files
- View / Remove CTF Files
- Reports
- Messages
- Message Templates

If you don't wish to download the files, for example old information, you can remove them.

When downloading a file it will need to be placed in a folder that you can use later to process the files from. A good way organising and storing these are to create a 'To Import' folder in your main WSDData folder on your server.

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2. Importing files into Wauton Samuel

To import downloaded files go to 'Pupils' – 'Class Changes and Transfers' – 'Import Transfer Forms', the system will ask if you want to create a back-up this is optional but we advise that you do so you have a copy of your database before you make any changes.

The screen below will be displayed. Browse to where you placed your file.

12-Aug-09	Import Data	09:47
Enter the name and location of the file containing the data: <input type="text"/> <input type="button" value="Browse"/>		
Enter the name and location of the header file (if such exists): <input type="text"/> <input type="button" value="Browse"/>		
<input checked="" type="checkbox"/> Text <input type="checkbox"/> Excel <input type="checkbox"/> XML		
Comments: <input type="text"/>		
<input type="button" value="Copy Text File into Database"/>		

Click on 'Copy Text File into Database' and the information will be imported.

You will be asked what class, LEA of Residence and Religion the pupil is. Update this using the drop down box then 'Exit' If the pupil is already on roll this screen will not appear.

12-Aug-09	Transfer form from Wauton Samuel					13:05
Last Name	First Name	Date Of Birth	Class	LEA of Residence	Religion	
James	Davies	05/06/1997	<input type="text"/>	<input type="text"/>	<input type="text"/>	

You will see the pupil(s) that can be imported. If the system has found any errors they will be displayed when you click on U.

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12-Aug-09	Transfer form from Wauton Samuel					13:07
Assessments <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>	Background <input checked="" type="checkbox"/>	Contacts <input checked="" type="checkbox"/>	Previous Schools <input checked="" type="checkbox"/>	SEN <input checked="" type="checkbox"/>	
Last Name	First Name	Date Of Birth	UPN		Update	Import
James	Davies	05/06/1997	D210225501651	Errors Found	U	I

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You will be shown the pupils information. Errors will be described in the box at the top of the screen. Any details that need to be updated can be done in this screen.

30-Apr-07	PUPIL IMPORT DETAILS: John Samuel		12:32
99: Invalid ethnicity code or one which is not used in this LEA			
First Name:	John	Last Name:	Samuel
Known As:		Known As:	
Middle Names:		Former LastName:	
Address:	214 Astra House New Cross	UPN:	L209234902033
		Former UPN:	
		Gender:	F
		Date Of Birth:	11/09/1999
		Transferred From:	Wauton Samuel
Post Code:	SE14 6EB	School ID:	2001
		LEA:	209
NCYEAR:		FSM Eligible?	0
First Language:	OTH	FSM Review Date:	
Ethnicity:	99	In Care?	0
Ethnicity Source:		Care Authority:	
Attendance		Previous Schools	SEN History
			Exit

Change any of the information that is invalid to valid values. In the example above you will need to allocate the correct code for the pupils Ethnicity then click 'Exit' followed by the Import button 'I'.

If this is a new pupil to the school and there is no existing information on the system you will see the message below.

Generic Input : Form

Please enter the date in the format 'DD/MM/YYYY' from which any new children will be enrolled

OK

If the pupil is already on the system, you may want to use the tick boxes to include/exclude particular areas i.e. your background information that is on the system will be more up to date than the one on the CTF file.



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30-Apr-07	Transfer form from Wauton Samuel	12:26
Assessments <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>	Background <input checked="" type="checkbox"/>
Contacts <input checked="" type="checkbox"/>	Previous Schools <input checked="" type="checkbox"/>	SEN <input checked="" type="checkbox"/>

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