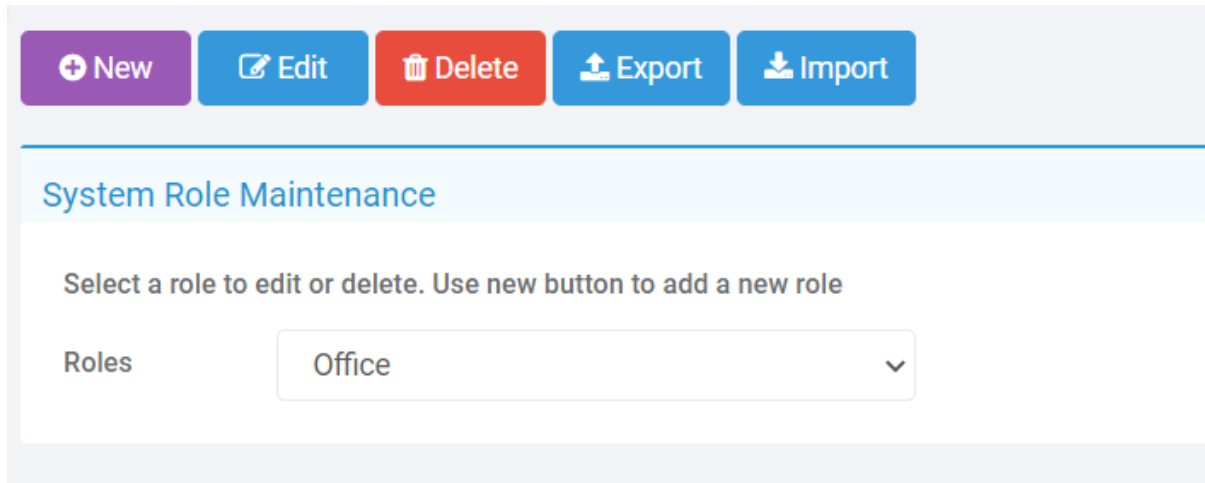


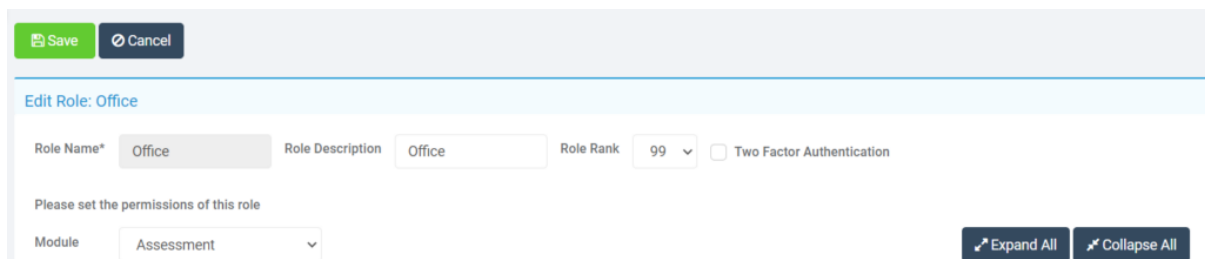
Bromcom EYFS Profile Return

Setup access to the Assessment Sheet List

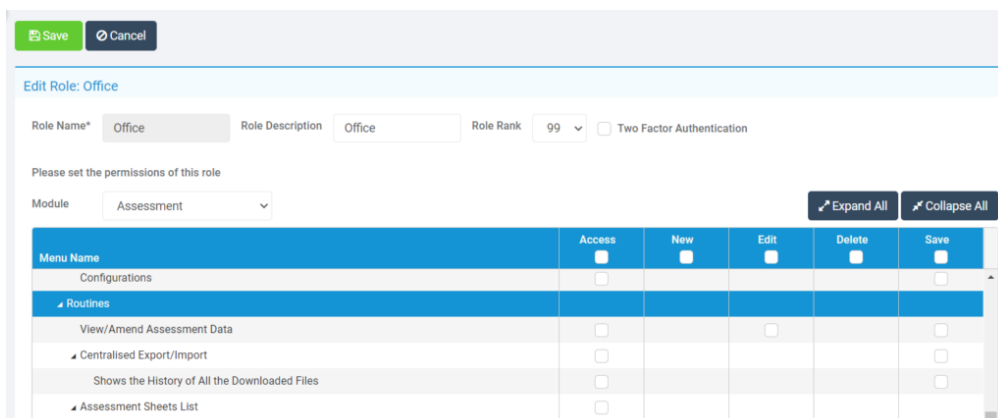
To set **Permissions** for access to the **Assessment Sheets List** where the **Stage Assessment Sheets** are located, from the left hand menu go to **Config** then **Set Up** and **Role and Permissions**.



From the dropdown list select the required **Role** and **Edit**. From the **Module** dropdown choose **Assessment**.



Scroll down to **Routines** and ensure **Assessment Sheets List** is ticked as **Access**.



Configure the Stage Assessment Sheets

From the **Menu** on the left go to **Config** and then **Assessment and Configurations**, or use the **Global Search Tool**.

Tick **Enable Sheet Users** and you will see the config box:

Stage Assessment Sheet Configuration

If you select staff in this section, then only the indicated staff will be able to access and enter data on the Stage Assessment Tracking templates.

Enable Sheet Users

Head of School Head of Year Tutor

Deputy Head of School Deputy Head of Year

Generate Templates for National Curriculum Year Groups

Selection List

1 staff selected

Andrew Wheeler

Stage Assessment Sheet Configuration

Select the relevant parameters:

- **Enable Sheet Users** – selecting this option will only allow the selected **Roles** and selected **Staff** in the **Selection List** to access and input data in the **Stage Assessment Sheets**.
- Select individual users – use the blue magnifying glass to open the **Staff** selector page and select more than one member of **Staff** who are **not defined in the Roles** who also need access to the **Stage Assessment Sheets**. Alternatively type the **Staff** name into the box, if

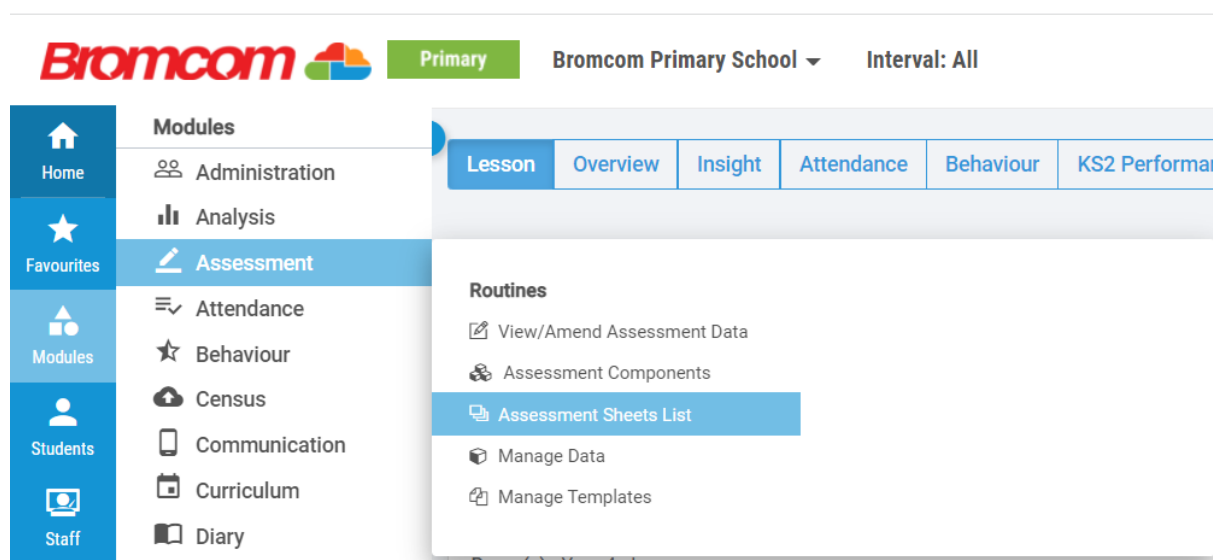
selecting a single member of **Staff**. The selected **Staff** will appear in the **Selection List**.

- **Generate Templates for National Curriculum Year Groups** – select the relevant **Year Group** or **Year Groups** you need to generate **Stage Assessment Sheets** for.

When you're done, click **Save**.

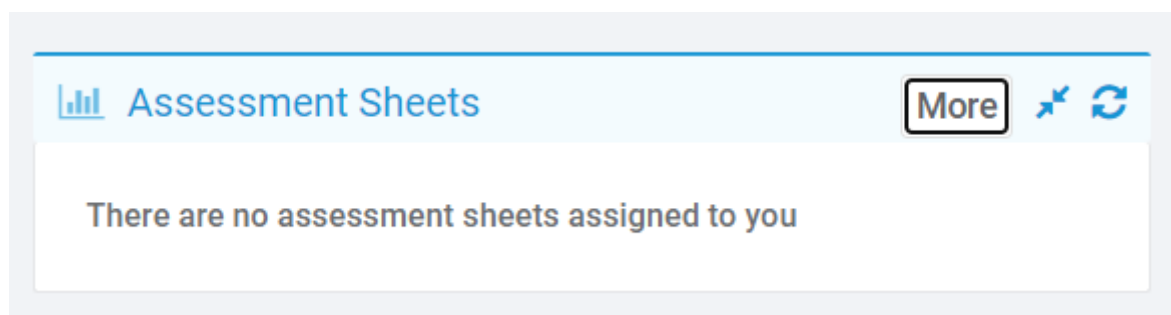
Access the Stage Assessment Sheets as a Teacher or Administrator

From the **Menu** on the left go to **Modules > Assessment > Assessment Sheets List**



Assessment Sheets Lists Pathway

Or from the **Overview** Tab click **More** on the **Assessment Sheets** Widget to access the Assessment Sheets List.



Assessment Sheets Widgit

- **User Access** – if the user has more than one **Role** allocated to them select the required **Role**.
- **Marksheet type** – filter to show **Stage Assessment**.
- **High Level Filter** – this is used to filter by the **current register** or **today's register**. Leave this box empty as we are setting the date back to the previous academic year.
- Select the **Year Group Stage Assessment Marksheet** you require and **Double Click** to open the sheet.

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)	Created	Last Modified	Modified By	Sheet Type
EYF-2022-R	R						Stage Assessment Marksheet
EYF-2022-RA	RA		Mrs Z Smith				Stage Assessment Marksheet
EYF-2022-RB	RB		Miss C Ashurst				Stage Assessment Marksheet
EYF-2022-RS	RS		Miss S Matthews				Stage Assessment Marksheet

Assessment Sheets Lists

Input Student Data into the Stage Assessment Sheets

The **DfE** requires that the school record an assessment score for each of the 17 early learning goals E01 to E17, either;

1 for Emerging

2 for Expected

A for unable to assess/exemption applies.

Last Name	First Name	UDF	TG	Year	EYF-COM-E01-FA-FD	EYF-COM-E02-FA-FD	EYF-PSE-E03-FA-FD	EYF-PSE-E04-FA-FD	EYF-PSE-E05-FA-FD	EYF-PHY-E06-FA-FD	EYF-PHY-E07-FA-FD	EYF-LIT-E08-FA-FD	EYF-LIT-E09-FA-FD
Armstrong			RA	R									
Arva	Abdul		RA	R									
Bateri	Joshua		RA	R									
Bhikha	Celia		RA	R									
Bhola	Levi		RA	R									
Booth	Afsana		RA	R									
Clare	Janet		RA	R									
Cook	Ayesha		RA	R									
Coop-Zidonis	Faiza		RA	R									
Everette	Stewart		RA	R									
Hendry	Darcie		RA	R									
Hodkinson			RA	R									
Intwala	Kamieshbhai		RA	R									
Jenkins	Hallie		RA	R									
Jones	Phoenix		RA	R									

EYFS Stage Assessment Sheet

Either click in an individual cell for an individual student and select the appropriate score

EYF-COM-E01-FA-FD	EYF-COM-E02-FA-FD	EYF-PSE-E03-FA-FD	EYF-PSE-E04-FA-FD	EYF-PSE-E05-FA-FD
	Select Grade (Armstrong, - EYF-COM-E01-FA-FD) ✕			
	1			
	2			
	A			
	Skip			

Select the Assessment Score

Or right click on the column heading to **flood fill** the column with the same score for all students.

EYF-COM-E01-FA-FD	EYF-COM-E02-FA-FD	EYF-PSE-E03-FA-FD

Filter
Flood Fill
Column Details

EYF-COM-E01-FA-FD
Select Grade (EYF-COM-E01-FA-FD) ✕
1
2
A

Select the Assessment Score for the whole column

The inputted data will **save automatically** as the data is inputted.

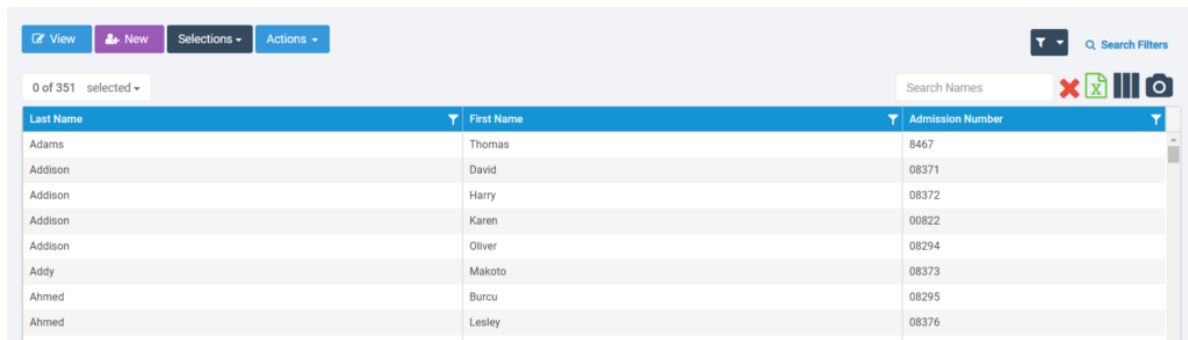
Select **Export** to **Export the Stage Assessment Sheet** in csv Format which will be saved locally.



Create an EYFS CTF to upload to Collect

From the **Menu** on the left go to **Students** to open the **Students List Page**. There are three selection options, individually, by group, or select all:

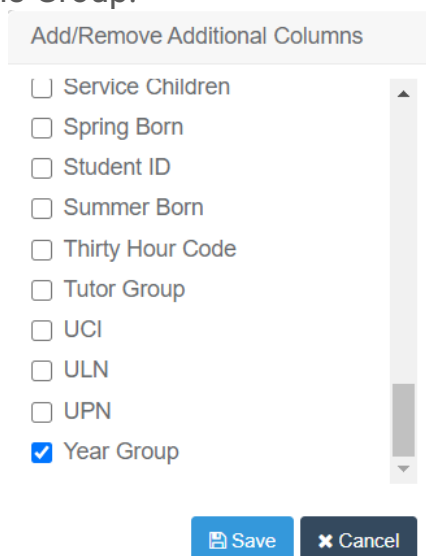
- Select individual **Students**: Select the **Students** that you are producing an **EYFS CTF** for by clicking on each individual **Student** record; or



The screenshot shows a web interface for a 'Students List Page'. At the top, there are buttons for 'View', 'New', 'Selections', and 'Actions'. A search bar is on the right with 'Search Filters' and icons for search, export, list, and camera. Below the toolbar, it says '0 of 351 selected'. The main part of the page is a table with columns for 'Last Name', 'First Name', and 'Admission Number'. The table contains several rows of student data.

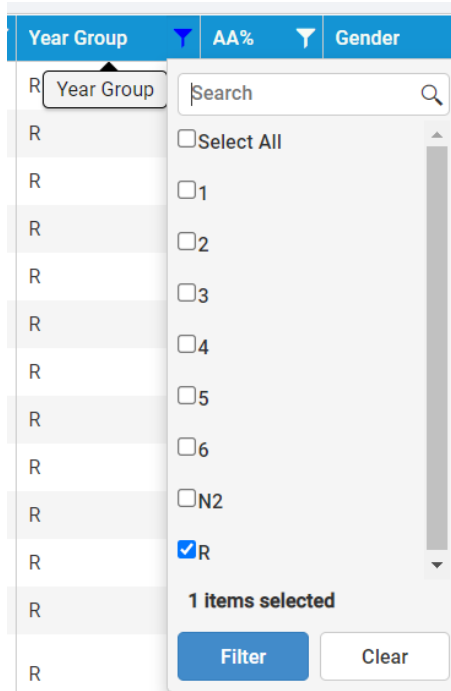
Last Name	First Name	Admission Number
Adams	Thomas	8467
Addison	David	08371
Addison	Harry	08372
Addison	Karen	00822
Addison	Oliver	08294
Addy	Makoto	08373
Ahmed	Burcu	08295
Ahmed	Lesley	08376

- Select by **Groups**: to filter the list by a specific **Year Group** click on the 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page**. Now you can filter by this Group.



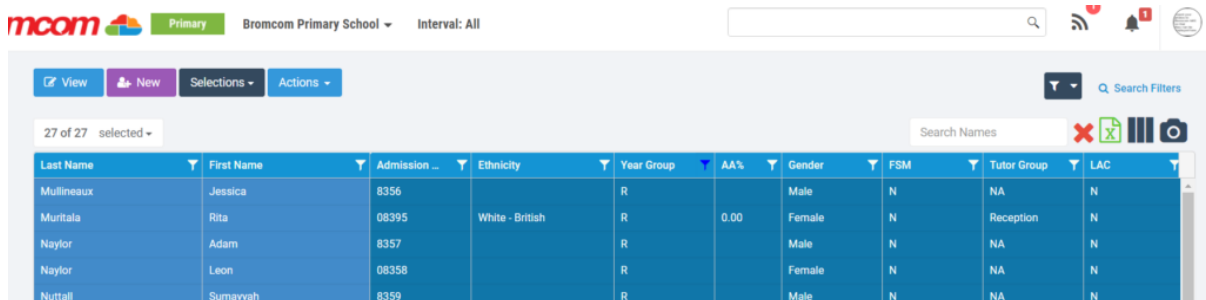
The screenshot shows a dialog box titled 'Add/Remove Additional Columns'. It contains a list of checkboxes for various columns. The 'Year Group' checkbox is checked. At the bottom, there are 'Save' and 'Cancel' buttons.

Column Name	Selected
Service Children	<input type="checkbox"/>
Spring Born	<input type="checkbox"/>
Student ID	<input type="checkbox"/>
Summer Born	<input type="checkbox"/>
Thirty Hour Code	<input type="checkbox"/>
Tutor Group	<input type="checkbox"/>
UCI	<input type="checkbox"/>
ULN	<input type="checkbox"/>
UPN	<input type="checkbox"/>
Year Group	<input checked="" type="checkbox"/>



Year Group Filter

Select all: To select all the **Students** from the **Selections** dropdown **Select All**.



Select All

Once you have selected the required **Students** from the **Actions** dropdown scroll down and select **CTF Export**. Change the **Export Type** to **EYFS Return**.

Note: Select **LA Return** if you are sending it to your LA.

CTF Export

Use this option to export data via CTF for the selected student(s).

Export Type:

LA Return

Local Authority:

Export Type

Export to complete the process.