

CMIS Report Definition Help

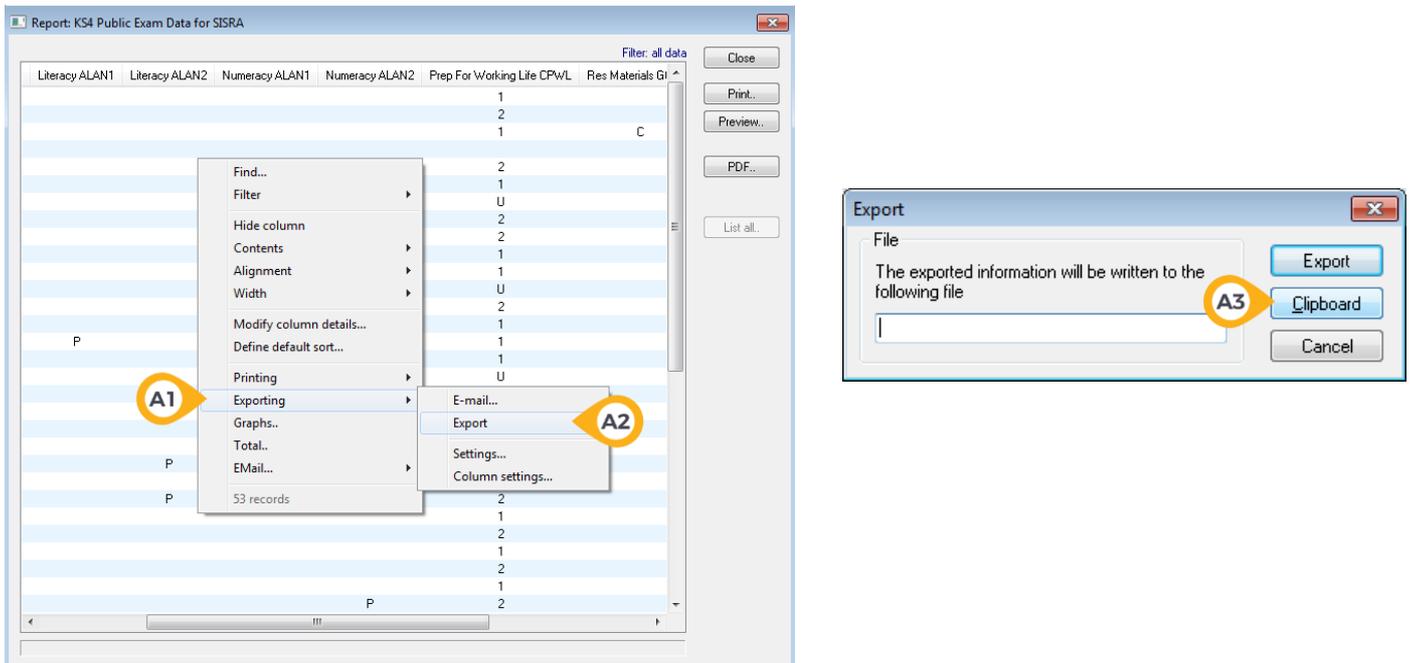
Please import the CMIS Report Definition file into CMIS and run it against your data to produce the student data file required for upload into SISRA Analytics.

You should also note that the report will pull out the CMIS student ID, so you can use the identifier when running this through the SISRA Analytics Excel Add-In. If you like, you can also change this to extract another identifier column if you wish to use a different student 'key'.

If you upload student data and use student ID to identify each student, you **MUST** ensure that student ID is also present in the (Exam/Mock/Target) results files that you upload. Some schools have recently been choosing Exam Number as an alternative because they find that it is easier to extract into their results files, however please feel free to use whichever ID your school prefers.

Please save the resulting report in a format that can be opened by Excel (i.e. xls, csv etc)

Once the report has generated, right click within the report window and click Exporting (A1) > Export (A2). Click 'Clipboard' (A3) to save the data into the clipboard.



Open Excel and paste the data from the clipboard.

Unfortunately if you experience problems, it may be worthwhile contacting your MIS support as we're unable to provide comprehensive support for CMIS.



IMPORTANT: Whatever identifier you decide to use **MUST** be consistent in ALL files that you upload. Analytics uses the student identifier to match student detail (Gender/Ethnicity etc.) to Exam results.

SISRA Exports.rp contains the following Reports:

- **Internal Assessment Data for SISRA** – *Student Result* object type report to be used with the *[results]* filter under *scope of report*. Specify the appropriate Assessment criteria name (for example Aut, Spr, Sum or Target), then choose the relevant key stage year and internal Exam names (for example Year11 or KS4Target) to include in the report.
- **KS2 Results for SISRA** – *Students* object type report. Specify the relevant Key Stage year to include in the report.
- **KS4 Public Exam Data for SISRA** – *Student Result* object type report to be used with the *[results]* filter under *scope of report*. Specify the relevant key stage year and public exam names (for example BTEC or GCSE) to include in the report.
- **SISRA Analytics Student Data Export (Standard)** – *Students* object type report. Specify the relevant key stage year to include in the report.
- **SISRA Analytics Student Data Export (Customised)** – *Students* object type report. Specify the StartDate and EndDate for the report to analyse attendance across along with the relevant Key Stage year to include in the report. Please feel free to make further customisations to the report or get in touch for further information.

To import the reports open CMIS and go to Reports > Reports... on the right hand side of the reports window click the button Advanced.v > Import. Respond No to the question '*Do you want to import reports to the current folder?*' and browse to the location of your SISRA Exports.rp file. Highlight and open the file. This will create a new folder called SISRA Exports in the route of your CMIS reports folder and it will contain the reports described above.

If you have any questions regarding this document, please email consultants@sisra.com.

Thanks for reading.