Teacher Instructions Phase Two

Paper/ Excel Data Entry

1. Documents are in the Key Stage area of the website.

2. Download the Questionnaire from the Phase Two documents page on the website
www.censusatschool.ntu.ac.uk/phasetwodocs.asp

3. To save documents either right click then 'Save Target As' and save locally on your computer or double click to open it then either print a copy or save the file (🖫) in your computer.

4. Make copies for every pupil.

5. Conduct CensusAtSchool following the Teachers Notes about the questions available from the website
www.censusatschool.ntu.ac.uk/phasetwodocs.asp

6. Download the Excel Summary Sheet from the website. Either right click then 'Save Target As' and save locally on your computer or double click to open it then go to top left, click on File – 'Save As', then rename using your LEA ref number.

7. Remember to just use the LEA/School numbers at the beginning, no hyphens or gaps e.g. 9352319yr4 and save on your computer.

8. Transfer the Data to the Spreadsheet. Each questionnaire becomes 1 line of data running across the spreadsheet. Two examples are given at the top. The best way to do this is to nominate a couple of pupils as enumerators for each class to collect, collate and fill in the sheet on the computer. This will enhance their understanding of the process although it can be a tedious, time consuming exercise!

9. Please only use Sheet 1of each completed class spreadsheet.

10. SEND A COPY OF EACH CLASS SPREADSHEET BACK TO censusatschool@ntu.ac.uk as an e-mail attachment.

Web form entry

1. Documents are in the Key Stage area of the website.

2. Go to the web form entry page of the website by clicking on the icon 📝 in the Phase Two documents page or by going directly to: www.censusatschool.ntu.ac.uk/phasetwo/phase2-login.asp

3. Enter your schools' LEA and School identifier codes plus your name in the boxes provided. The computer will then tell you which school you are. (If this information is not correct please contact us immediately.) This will enable us to ensure we can return your data to you at your school. You will only need to do this once for each computer your pupils use to enter data.

4. Pupils may now enter their answers on screen, drop down menus will help them and they will also find they are unable to enter invalid data. Each form is on three pages and pupils will be asked to check their answers before moving onto further questions. On the third page is the **Finish** button to mark the end of one pupil's answers. Please try to ensure that pupils only hit the **Finish** button once each, as we need to ensure that we do not get duplicate data. Once this button has been hit a choice of a new blank questionnaire for the next pupil to fill in, or to finish completely will be given.

5. We will check your data here and send you a file containing all data submitted from your school for you to use.

If you need any help at any stage please either e-mail or phone 0115 8488408