

# The Student Sorting Kit

## Assigning Students to Classes

On all slides, click the mouse to go on

Press Esc to end

# Step 1 – List Sheet

Complete your student information:

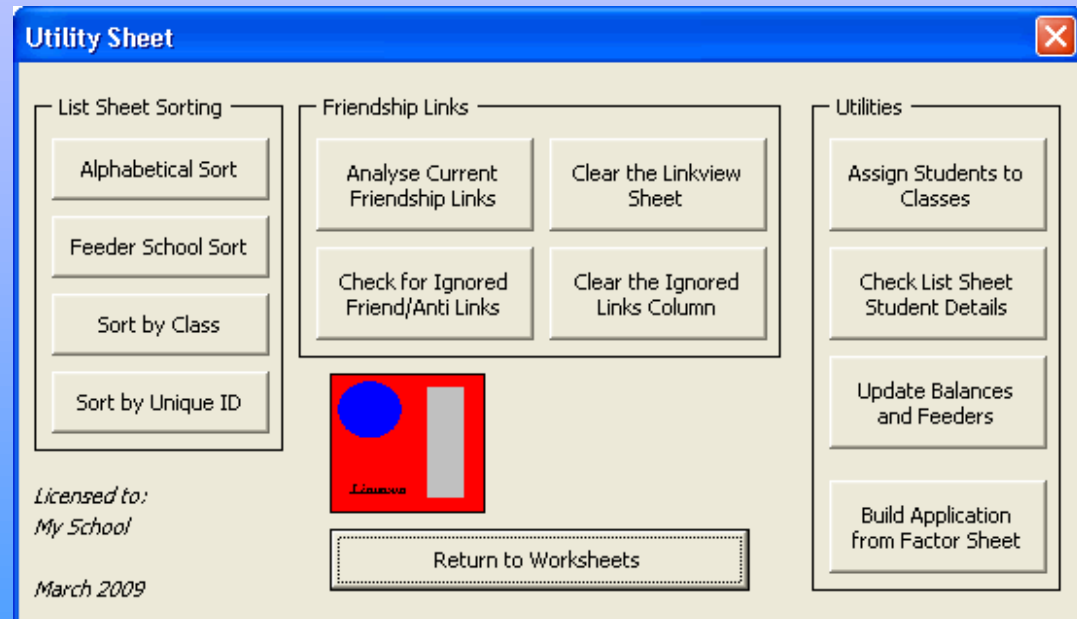
- Don't worry. If you forget something, you can always change it and then run the Assign Routine again.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Surname	Forename	Factor Gender	Factor Ethnicity	Factor Ability	Factor Behaviour	Factor Learning	Factor Language	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep Always Ant	Keep Always Ant
3	Abram	Achilles	M	White UK	7.2				Alkham Road Junior	T Tokam S Atwali					
4	Abriel	Hassan	M	White UK	6.8				Oldham Park Primary	T Tokamo					
5	Abwalli	Shranjeet	F	Indian	9				Alkham Road Junior						
6	Bactavatchala	Mintha	F	Pakistani	5.2				Potter Colvin Primary	H Deel					
7	Barj	Rups	F	White UK	3.8	1	2		Hinchel Junior	S Kaur					
8	Benchford	Deborah	F	Indian	1.1		1		Alkham Road Junior					H Bhudia	
9	Bhudia	Heena	F	White UK	4.5				Alkham Road Junior						
10	Biddle	Laura	F	White UK	8				Greenhill Junior						
11	Biddle1	Luke	M	White UK	7.3				All Souls Junior						
12	Bleachin	Tejpal	M	White UK	9.2	2			Nearham Green Primary					Z Khan A Mal	
13	Blunkell	Sarah	F	White Other	Unknown				Hinchel Junior	A Kumar					
14	Bontasar	Rachel	F	White UK	7.9				Whitehall Primary						
15	Booker	Nilesh	M	Pakistani	9.1				Greenhill Junior						
16	Chaudry	Aujan	M	White UK	4		1		Greenhill Junior	N Booke H Cimonon				L Biddle	
17	Chohan	Razeena	F	White UK	3.3		2		Alkham Road Junior						
18	Chuhan	Flick	M	Other	6.3				Hinchel Junior					M Johnson	
19	Cimonon	Harveen	F	Indian	9			2	Greenhill Junior						
20	Clarkes	Michael	M	Bangladesh	8.5				Alkham Road Junior	A Din					
21	Colliss	Tiguvon	M	Indian	6.8				Oldham Park Primary						
22	Cooper	Harry	M	White UK	Abs				Tottenham Lower	H Cooper1					
23	Cooper1	Helen	F	White UK	7.6				Tottenham Lower	E Van Lima					
24	Crampon	Mark	M	Bangladesh	4.6			1	Alkham Road Junior						
25	Curzon	Charlotte	F	White Other	7.9				Alkham Road Junior	Z Simps D Martir R Ford					
26	Dale	Robson	M	White UK	6.4				Waters Primary	G Sidhu R Vitosa					
27	Delphadi	Olukorede	M	White Other	3.4			1	Alkham Road Junior						
28	Denton	Roney	F	White UK	5.1				St Benedictine's RC Primary						
29	Deol	Hernalage	M	Chinese	2.4				Potter Colvin Primary	M Bactavatchalam					
30	Devgun	Hardip	M	White UK	3.8			2	Alkham Road Junior	A Din					
31	Devguntha	Meena	F	Indian	7.4				Alkham Road Junior						
32	Digpal	Hantha	M	Black African	6.9				Alkham Road Junior	A Din					
33	Dimanche	Courtney	M	White Other	Abs				Greenhill Junior						

# Step 2 – Utilities Sheet

Run the Student Detail Check:

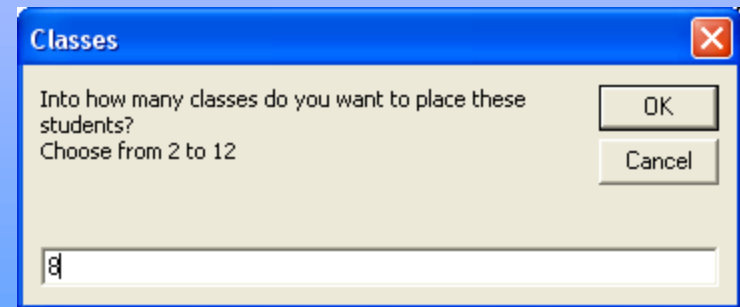
- Click the *Utilities* sheet
- Press the “Assign Students to Classes” button



# Step 3 – Decision 1

Into how many classes?:

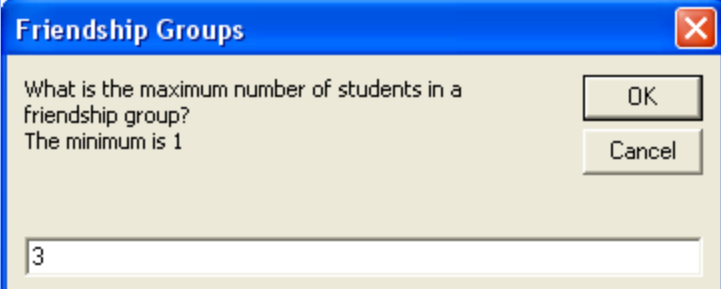
- The Kit will give you the possible range
- The minimum is always 2
- The maximum depends on that specified by you on the *Factors* sheet
- In this example we have selected “8”
- Press OK to continue



# Step 4 – Decision 2

Maximum size of a friendship group?:

- Choosing 1 means that friends will be ignored completely
- Choosing 2 or more will result in students being grouped together in friendship groups of size 2 or more
- In this example we have selected “3”
- Click OK to continue

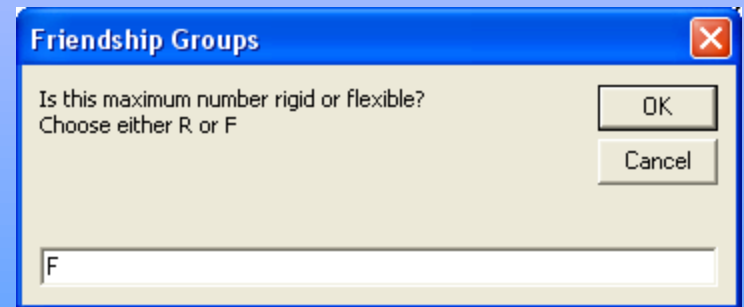


The screenshot shows a standard Windows-style dialog box titled "Friendship Groups". The text inside the dialog reads: "What is the maximum number of students in a friendship group?" followed by "The minimum is 1". Below the text is a text input field containing the number "3". To the right of the input field are two buttons: "OK" and "Cancel". The dialog box has a blue title bar and a red close button in the top right corner.

# Step 5 – Decision 3

Is this maximum number rigid or flexible?:

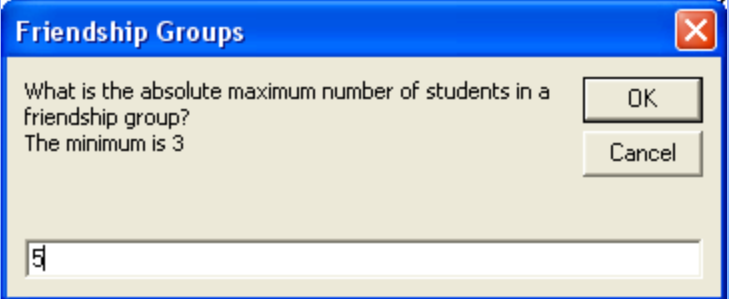
- If “Rigid”, no friendship group above the maximum number will be allowed
- If “Flexible” the Kit will try to keep to the maximum number but will increase it if a student with a named friend is being left alone
- In this example we have selected “F”
- Press OK to continue



# Step 6 – Decision 3a

So what is the absolute maximum you will allow?:

- This question will only be asked if you chose “F” on the last question
- It sets the absolute maximum you are prepared to allow
- In this example we choose “5”
- This means that the Kit will try to keep to maximum size 3 but will go up to 5 to avoid students with named friends being left alone



Friendship Groups

What is the absolute maximum number of students in a friendship group?  
The minimum is 3

OK

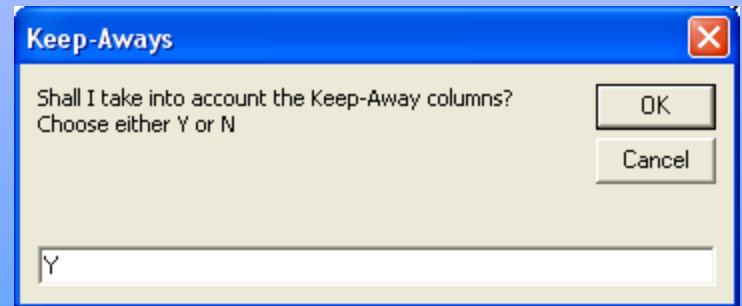
Cancel

5

# Step 7 – Decision 4

Take into account the Keep-Away students?:

- Sometimes, in a particular sort, you may wish to ignore the Keep-Aways
- Answer “Y” to try to separate enemies
- Answer “N” to ignore Keep-Aways
- In this example we have chosen “Y”
- Press OK to continue

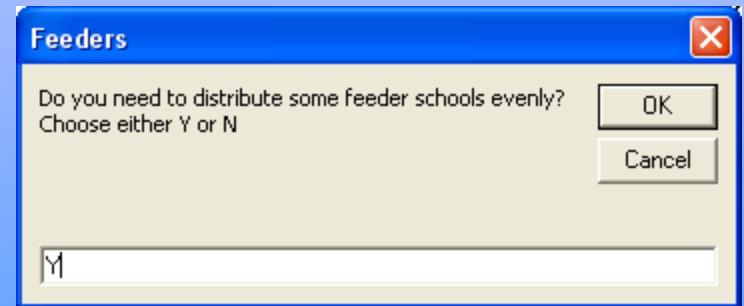




# Step 8 – Decision 5

Balance the distribution of some feeders?:

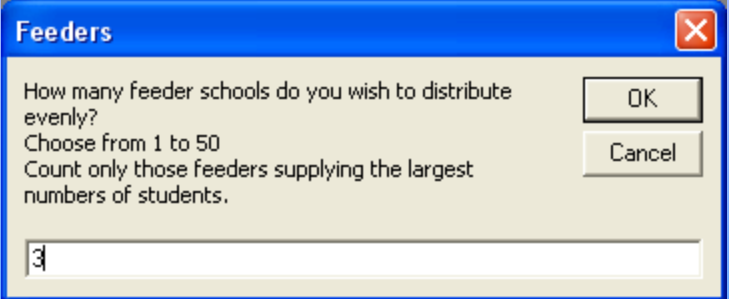
- If you have certain feeders supplying the majority of students, you may want to distribute them evenly
- Answer “Y” if you wish to do this
- Answer “N” if you do not wish to do this
- In this example we have chosen “Y”
- Press OK to continue



# Step 9 – Decision 5a

How many feeders to balance?:

- This question will only be asked if you answered “Y” to the last question
- The Kit will count the number of feeders you have and make this its maximum
- Only choose the number of main feeders
- In this example we have chosen “3”
- Press OK to continue



Feeders

How many feeder schools do you wish to distribute evenly?  
Choose from 1 to 50  
Count only those feeders supplying the largest numbers of students.

OK

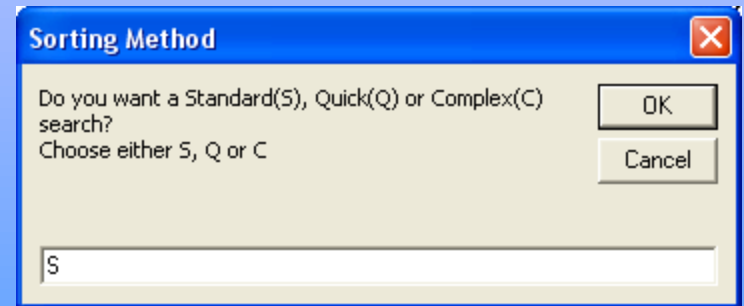
Cancel

3

# Step 10 – Decision 6

## Sorting Method?:

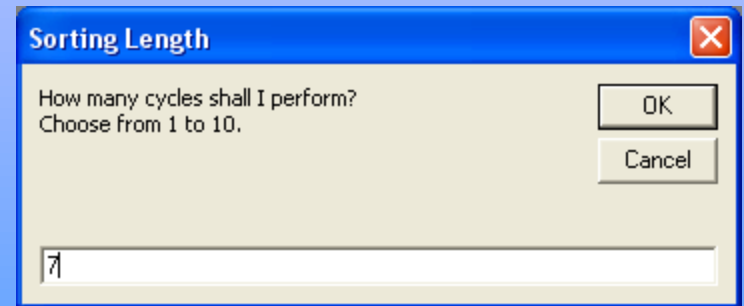
- This specifies the type of sort to be carried out
- “S” – The Standard sort for most populations. It is of medium speed and will achieve good results in most cases
- “Q” – The Quick sort will be fast but is not usually as good. However, it may do better when tight restrictions have been set
- “C” – The Complex sort is slow but may achieve better results when there are many or large friendship groups
- In this example we have chosen “S”



# Step 11 – Decision 7

How many cycles?:

- This sets the number of times the Kit will cycle through its sorting routine
- After a number of cycles, depending on your student population, the results will not improve
- 4 to 7 cycles is usually enough to reach its best result
- In this example we have chosen 7



# Step 12 – Off we go

Wait for the Kit to run its routine:

- Information about progress is given in the bottom left corner of the screen
- In this example the routine is on the fifth cycle

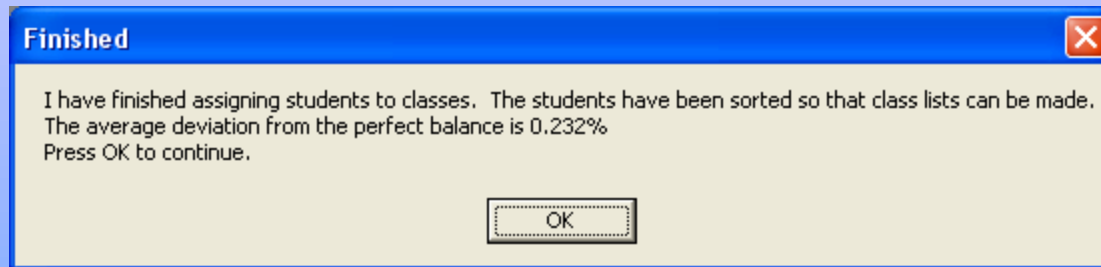
29	Solanki	Thomas	M	Indian	3.4	
30	Tailor	Chris	M	Indian	2	
31	Thiara	Zahid	F	Bangladesh	6	
32	Vyas	Dipak	M	White Other	7.4	
33	Wilson	Jade	F	Indian	2.4	

⏪ ⏩ \ Utilities \ **List** / Balance / Friends / Feeders / Restrictions /

Assigning students to classes. Please wait. Cycle=5

# Step 13 – Completed

When it is finished you will see:



- The average deviation from a perfect balance is given at the end of this message
- A perfect balance would give a deviation of 0.00%
- If you wish, you could try running the routine again to improve your score!

# Completed List Sheet

The routine has now rearranged your students:

- Firstly, don't worry. You can always run the Assign Routine again (and again). No changes have been made to your student information
- The students have been assigned to classes and placed in class lists

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Surname	Forename	Factor	Gender	Ethnicity	Ability	Factor Behaviour	Factor Learning	Factor Language	Feeder School	Friendships	Friend	Friend	Friend	Keep Aways
3	Biddle	Laura	F		White UK	6				Greenhill Junior					
4	Biddlet	Luke	M		White UK	7.3				All Souls Junior					
5	Dole	Bob	M		Other	5.8	2	1		Greenhill Junior	L Biddle				C Xour S Phi
6	Drummond	Henry	M		Indian	4.8				St Benedictine's RC Primary					
7	Elke	Callahan	F		White UK	5.9				Hinchel Junior	J Gargan				
8	Gargan	Jackie	F		Indian	7.4				Hinchel Junior					
9	Graham	Sophie	F		White UK	9.2				Greenhill Junior					
10	Ikiel	Adam	M		Pakistani	7.7				Alkham Road Junior					A Mila I Vasi
11	Jingua	Safraz	M		Pakistani	7.9				Synbourne Junior					
12	Joannou	Lucy	F		Indian	6.9				Greenhill Junior	S Graham				
13	Johnson-Atala	Richard	M		White Other	4.6				Greenhill Junior					
14	Khan	Zayn	M		Pakistani	5.3				Nearham Green Primary					T BleacA Ma
15	Lai	Hung	F		White UK	Unknown				Winsor Primary					
16	Leung	Yannie	F		Black Caribb	6.6				Oakwood Junior	C Markatis				
17	Mahboob	Zaheer	M		White UK	7.8				Alkham Road Junior					
18	Mahoney	Charlotte	F		White UK	6.5			2	Greenhill Junior					
19	Malhi	Bhupinder	M		White UK	7.9				Alkham Road Junior	A Ikiel				
20	Markatis	Christina	F		White UK	0.6				Oakwood Junior	Y Leung				
21	Marwah	Hardeep	M		White UK	5.3				Hinchel Junior					
22	Nightingale	Billy	M		White UK	3.6				Alkham Road Junior					J Lipm: S Lux
23	O'Donovan	Naimin	F		Indian	6.6				St Benedictine's RC Primary					
24	Poole	Ricky	M		White UK	5.2				Alkham Road Junior					
25	Riesel	Alex	M		White UK	8.4				Hinchel Junior					
26	Seker	Merve	F		Other	8.8				Underhill Primary					
27	Simpson	Rashida	F		Black Caribb	3.4				Alkham Road Junior					
28	Smekeace	Alper	M		Black Other	4.3				Greenhill Junior					L Grimes
29	Solanki	Thomas	M		Indian	3.4	1	1		Alkham Road Junior	A Ikiel				
30	Taylor	Chris	M		Indian	2				Lowlands Primary					
31	Thiara	Zahid	F		Bangladesh	6				Hinchel Junior					
32	Vyas	Dipak	M		White Other	7.4				Alkham Road Junior	A Ikiel				
33	Wilson	Jade	F		Indian	2.4				Hinchel Junior					





# Completed Friends Sheet

Your friendship groups are displayed here:

- Friendship groups are listed in order of immovability – the topmost being the most difficult to move manually
- Other information is provided detailing the characteristics of each group and into which class it has been placed

Group	Name1	Name2	Name3	Class	Members	Gender M	Gender F	Gender Other	Ethnicity Pakistani	Ethnicity Indian	Ethnicity White UK	Ethnicity White Other	Ethnicity Black Africa	Ethnicity Other
1	T Solanki	B Malhi	A Ikiel	6	3	3	0	0	1	1	1	0	0	0
2	M Handinc	S Jarrett	M Johnson	1	3	2	1	0	0	2	0	0	0	1
3	S Malik	N Fletcher	P Ervemes	2	3	2	1	0	1	1	0	0	0	1
4	E Schacte	R Massey	N Green	3	3	0	3	0	0	0	1	1	0	1
5	A Chaudry	N Booker	H Cimonor	4	3	2	1	0	1	1	1	0	0	0
6	H Devgun	M Clarkes	A Din	5	3	3	0	0	0	0	2	0	0	1
7	Z Simpson	C Curzon	D Martin	7	3	1	2	0	0	0	1	1	0	1
8	K Kan	R Justine	R Jones	8	3	1	2	0	0	2	0	0	0	1
9	M Shirley	B Woodwe	A Simpsor	1	3	2	1	0	0	1	2	0	0	0
10	V Sharma	K Essien	A Hussain	3	3	2	1	0	1	1	1	0	0	0
11	M Halai	S Lopez	L Kinghorn	5	3	0	3	0	0	2	1	0	0	0
12	S Levene	C White	C Roney	6	3	0	3	0	0	0	2	0	1	0
13	J Ng	N Domend	M Iqbal	2	3	1	2	0	0	2	1	0	0	0
14	R Vitosa	G Sidhu	R Dale	4	3	1	2	0	0	0	3	0	0	0
15	B Dole	L Biddle		7	2	1	1	0	0	0	1	0	0	1
16	E Dune	R Ford		1	2	2	0	0	1	1	0	0	0	0
17	C Elke	J Gargan		8	2	0	2	0	0	1	1	0	0	0
18	D Lezer	J Lezer		8	2	1	1	0	0	0	2	0	0	0
19	S McDona	D Benchford		6	2	0	2	0	0	2	0	0	0	0
20	S Osbourn	T Yusuf		3	2	2	0	0	0	1	0	0	0	1
21	I Stylianou	A Phillips		2	2	0	2	0	0	0	1	1	0	0
22	A Domend	S Sehra		5	2	0	2	0	1	0	0	1	0	0
23	Z Domend	P Zygot		7	2	2	0	0	0	1	1	0	0	0
24	O Duztic	S Rolle		4	2	0	2	0	0	1	0	0	0	1
25	A Farook	U Farooq		2	2	2	0	0	0	1	0	0	1	0
26	J Flanagan	J Rosenthal		8	2	2	0	0	1	0	1	0	0	0
27	S Blunkell	A Kumar		7	2	0	2	0	0	1	0	1	0	0
28	H Abriel	T Tokama		6	2	2	0	0	0	0	2	0	0	0
29	L Joannou	S Graham		1	2	0	2	0	0	1	1	0	0	0
30	P Karunak	A Nalliah		1	2	1	1	0	0	1	1	0	0	0
31	Y Leung	C Markatis		8	2	0	2	0	0	0	1	0	0	1



# Backup Now

If you like what you see then save your work:

- Use “Save As” to back it up
- Choose a new name for it
- Every time you make changes....

**BACK IT UP!**

