

The Student Sorting Kit

Checking Student Information

On all slides, click the mouse to go on

Press Esc to end

Step 1 – List Sheet

Complete your student information:

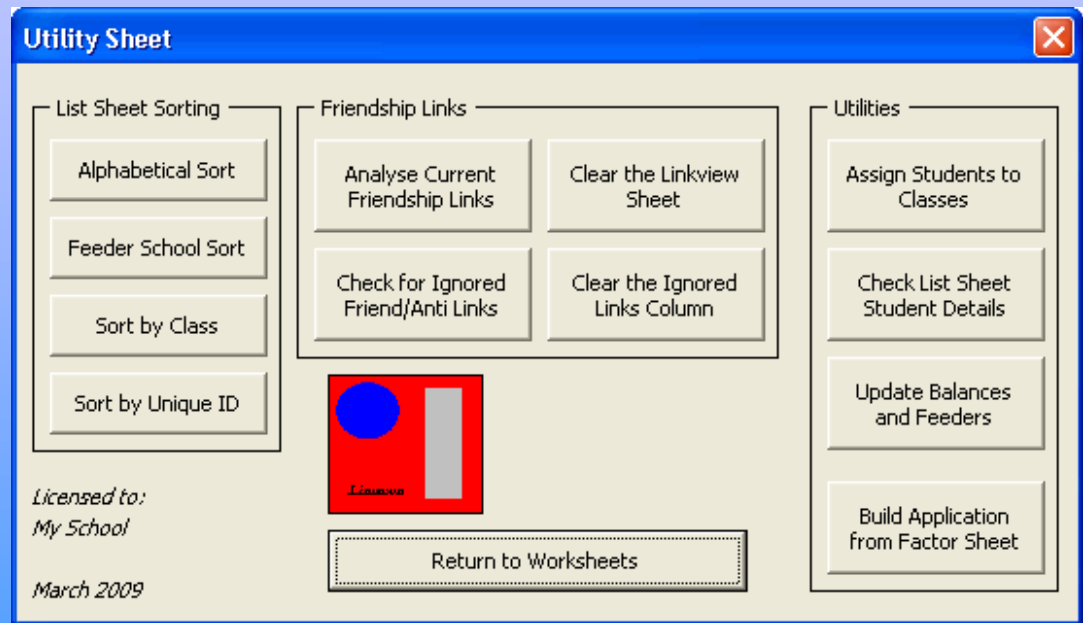
- Don't worry. If you forget something you can always change it

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Factor	Factor	Factor	Factor	Factor	Factor	Feeder	Friendships				Keep	Always
2	Surname	Forename	Gender	Ethnicity	Ability	Behaviour	Learning	Language	School	Friend	Friend	Friend	Friend	Anti	Anti
3	Abram	Achilles	M	White UK	7.2				Alkham Road Junior	T Tokam	S Atwalli				
4	Abriel	Hassan	M	White UK	6.8				Oldham Park Primary	T Tokam					
5	Abwalli	Shranjeet	F	Indian	9				Alkham Road Junior						
6	Bactavatchalam	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	Biddle	Luke	M	White UK	7.3				All Souls Junior						
12	Bleachin	Tejal	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	Haveen	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 Cooper	1				
23	Cooper	Helen	F	White UK	7.6				Tottenham Lower	E Van Lima					
24	Crampon	Mark	M	Bangladesh	4.6			1	Alkham Road Junior	Z Simps	D Martir	R Ford			
25	Curzon	Charlotte	F	White Other	7.9				Alkham Road Junior	G Sidhu	R Vitosa				
26	Dale	Robson	M	White UK	6.4				Waters Primary						
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	Deel	Hematage	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:

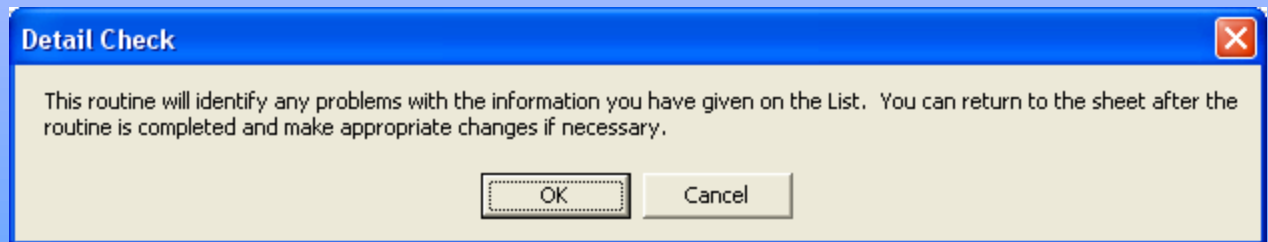
- Click the *Utilities* sheet
- Press the “Check List Sheet Student Details” button



Step 3 – Detail Check

Confirmation:

- Click “OK” to proceed



Step 4 – List Sheet

The Kit will now automatically check the first columns:

- To highlight names that would be considered ambiguous when written in the form Initial SPACE Surname or
- To highlight non-unique number ID's if used

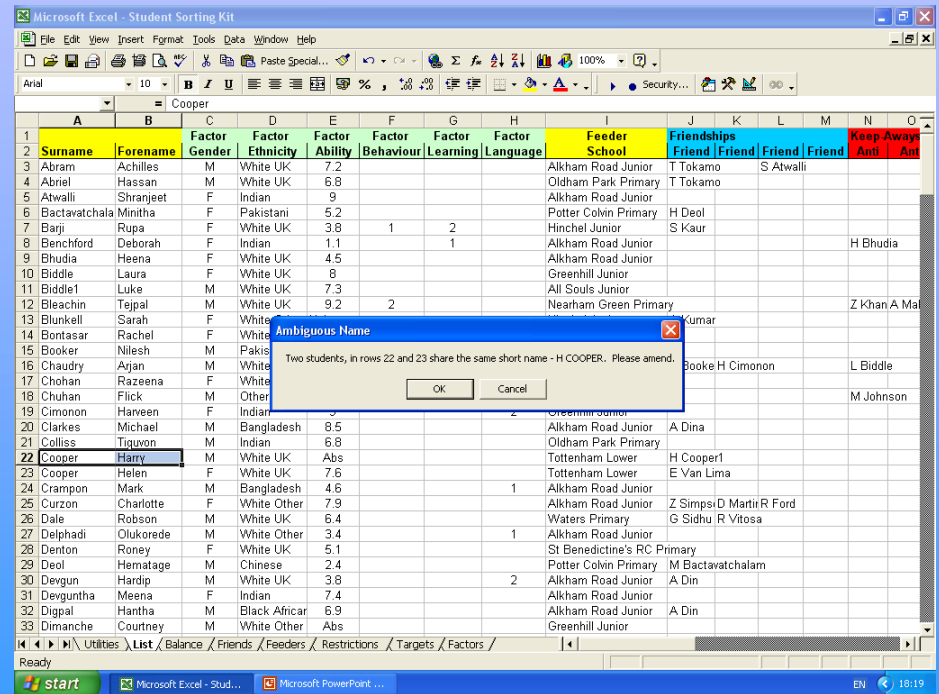
The screenshot shows a Microsoft Excel spreadsheet titled 'Student Sorting Kit D1'. The spreadsheet contains a list of students with the following columns: Surname, Forename, Gender, Ability, Behaviour, Ethnic, Feeder School, Friendships, Friend, Friend, Friend, and Keep Aways (Anti, Anti, Anti). The 'Keep Aways' column is highlighted in red. The 'Friendships' column is highlighted in blue. The 'Feeder School' column is highlighted in yellow. The 'Friend' columns are highlighted in light blue. The 'Friendships' column contains values like 'T Tokamo', 'T Tokamo', 'H Deol', 'S Kaur', 'A Kumar', 'N Booker', 'H Cimonon', 'E Van Lima', 'Z Simpson', 'D Martin', 'R Ford', 'G Sidhu', 'R Vitosa', 'M Bactavatchalam', 'A Din', 'A Din', 'A Din'. The 'Friend' columns contain values like 'S Atwalli', 'H Bhudia', 'Z Khan', 'A Malik', 'L Biddle', 'M Johnson'. The 'Keep Aways' columns are empty.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Surname	Forename	Factor Gender	Factor Ability	Factor Behaviour	Factor Ethnic	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep Aways Anti	Keep Aways Anti	Keep Aways Anti
3	Abram	Achilles	M	B		White	Alkham Road Junior	T Tokamo			S Atwalli			
4	Abriel	Hassan	M	B		White	Oldham Park Primary	T Tokamo						
5	Akwali	Shranjeet	F	A		Asian	Alkham Road Junior							
6	Bactavatchala	Minittha	F	B		Asian	Potter Colvin Primary	H Deol						
7	Barji	Rups	F	C	1	White	Hinchel Junior	S Kaur						
8	Benchford	Deborah	F	C		Asian	Alkham Road Junior					H Bhudia		
9	Bhudia	Heena	F	B		White	Alkham Road Junior							
10	Biddle	Laura	F	B		White	Greenhill Junior							
11	Biddle	Luke	M	B		White	All Souls Junior							
12	Bleachin	Tejpal	M	A	2	White	Nearham Green Primary					Z Khan	A Malik	
13	Blunkell	Sarah	F	U		Black	Hinchel Junior	A Kumar						
14	Bontasar	Rachel	F	A		White	Whitehall Primary							
15	Booker	Nilesh	M	A		Asian	Greenhill Junior							
16	Chaudry	Arjan	M	C		White	Greenhill Junior	N Booker	H Cimonon			L Biddle		
17	Chohan	Razeena	F	C		White	Alkham Road Junior							
18	Chuhan	Flick	M	B		Other	Hinchel Junior						M Johnson	
19	Cimonon	Haveen	F	A		Asian	Greenhill Junior							
20	Clarkes	Michael	M	A		Black	Alkham Road Junior	A Din						
21	Colliss	Tiguvon	M	B		Asian	Oldham Park Primary							
22	Cooper	Harry	M	B		White	Tottenham Lower	H Cooper1						
23	Cooper1	Helen	F	B		White	Tottenham Lower	E Van Lima						
24	Crampon	Mark	M	B		Black	Alkham Road Junior							
25	Curzon	Charlotte	F	B		Black	Alkham Road Junior	Z Simpson	D Martin	R Ford				
26	Date	Robson	M	B		White	Waters Primary							
27	Delphadi	Olukorede	M	A		Black	Alkham Road Junior							
28	Denton	Roney	F	A		White	St Benedictine's RC Primary							
29	Deol	Hematage	M	A		Chinese	Potter Colvin Primary							
30	Devgun	Hardip	M	B		White	Alkham Road Junior	M Bactavatchalam						
31	Devguntha	Meena	F	A		Asian	Alkham Road Junior	A Din						
32	Digpal	Hantha	M	U		Black	Alkham Road Junior	A Din						
33	Dimanche	Courtney	M	B		Black	Greenhill Junior							

Step 4a – List Sheet

The Kit will:

- Check for names that would be considered ambiguous when written in the form Initial SPACE Surname or
- Check for non-unique number ID's if used
- If an error is found a message will appear with details and the problem will be highlighted
- Click OK to go on
- Click Cancel to stop the check

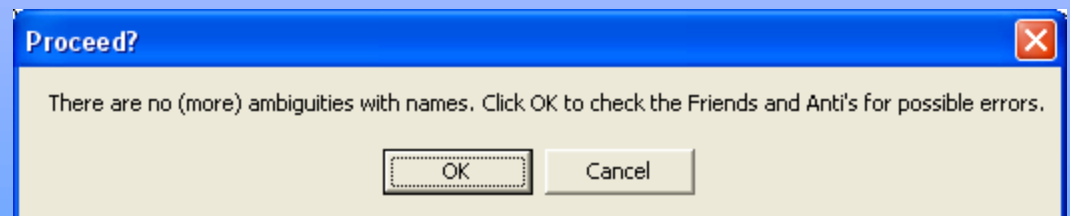


When using the Initial SPACE Surname method, it is illegal to have two students with names such as Harry Cooper and Helen Cooper as they would both be known as H Cooper. Therefore you could change Helen to Helen Cooper1

Step 4b – Detail Check

When there are no remaining problems of this type:

- The first check is complete
- Click “OK” to proceed
- Click “Cancel” to stop the check



Step 4c – List Sheet

The Kit will now check the Friends and Keep-Aways:

- It will check that all Friends are correctly spelt
- It will check that all Keep-Aways are correctly spelt

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Student Sorting Kit D1". The spreadsheet contains a list of students with various attributes. The columns are: A1, B, C, D, E, F, G, H, I, J, K, L, M, N. The rows are numbered 1 to 33. The data is as follows:

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Surname	Forename	Factor Gender	Factor Ability	Factor Behaviour	Factor Ethnic	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep-Aways Anti	Anti	Anti
3	Abram	Achilles	M	B		White	Alkham Road Junior	T Tokamo			S Atwall			
4	Abriel	Hassan	M	B		White	Oldham Park Primary	T Tokamo						
5	Atwall	Shranjeet	F	A		Asian	Alkham Road Junior							
6	Bactavatchala	Minittha	F	B		Asian	Potter Colvin Primary	H Deol						
7	Barji	Rups	F	C	1	White	Hinchel Junior	S Kaur						
8	Benchford	Deborah	F	C		Asian	Alkham Road Junior					H Bhudia		
9	Bhudia	Heena	F	B		White	Alkham Road Junior							
10	Biddle	Laura	F	B		White	Greenhill Junior							
11	Biddlel	Luke	M	B		White	All Souls Junior							
12	Bleachin	Tejpal	M	A	2	White	Nearham Green Primary					Z Khan	A Malik	
13	Blunkell	Sarah	F	U		Black	Hinchel Junior	A Kumar						
14	Bontasar	Rachel	F	A		White	Whitehall Primary							
15	Booker	Nilesh	M	A		Asian	Greenhill Junior							
16	Chaudry	Arjan	M	C		White	Greenhill Junior	N Booker	H Cimonon			L Biddle		
17	Chohan	Razeena	F	C		White	Alkham Road Junior							
18	Chuhan	Flick	M	B		Other	Hinchel Junior						M Johnson	
19	Cimonon	Haveen	F	A		Asian	Greenhill Junior							
20	Clarkes	Michael	M	A		Black	Alkham Road Junior	A Din						
21	Colliss	Tiguvon	M	B		Asian	Oldham Park Primary							
22	Cooper	Harry	M	B		White	Tottenham Lower	H Cooper1						
23	Cooper1	Helen	F	B		White	Tottenham Lower	E Van Lima						
24	Crampon	Mark	M	B		Black	Alkham Road Junior							
25	Curzon	Charlotte	F	B		Black	Alkham Road Junior	Z Simpson	D Martin	R Ford				
26	Date	Robson	M	B		White	Waters Primary							
27	Delphadi	Olukorede	M	A		Black	Alkham Road Junior	G Sidhu	R Vitosa					
28	Denton	Roney	F	A		White	St Benedictine's RC Primary							
29	Deol	Hematage	M	A		Chinese	Potter Colvin Primary	M Bactavatchalam						
30	Devgun	Hardip	M	B		White	Alkham Road Junior	A Din						
31	Devguntha	Meena	F	A		Asian	Alkham Road Junior							
32	Digpal	Hantha	M	U		Black	Alkham Road Junior	A Din						
33	Dimanche	Courtney	M	B		Black	Greenhill Junior							

Step 4d – List Sheet

- A message will appear if a Friend or Keep-Away can't be identified, or
- If an error is found a message will appear with details and the problem will be highlighted
- Click “OK” to go on
- Click “Cancel” to stop the check

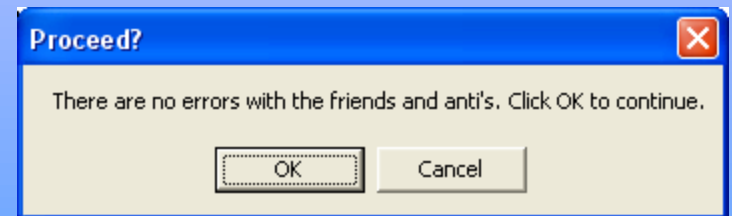
The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Student Sorting Kit". The spreadsheet contains a list of students with columns for Surname, Forename, Gender, Ethnicity, Ability, Behaviour, Learning, Language, Feeder School, Friend, and Keep Away. An error dialog box titled "Unrecognised Name" is displayed over the spreadsheet, stating: "This student, A Dina, can't be matched with anyone in the student list. Please amend." The dialog box has "OK" and "Cancel" buttons. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Surname	Forename	Gender	Ethnicity	Factor Ability	Factor Behaviour	Factor Learning	Factor Language	Feeder School	Friend	Friend	Friend	Friend	Keep Away	Keep Away
2	Abram	Achilles	M	White UK	7.2				Alkham Road Junior	T Tokamo		S Atwall			
3	Abrial	Hassan	M	White UK	6.8				Oldham Park Primary	T Tokamo					
4	Akwali	Shranjeet	F	Indian	9				Alkham Road Junior						
5	Bactavatchala	Minitha	F	Pakistani	5.2				Potter Colvin Primary	H Deol					
6	Barji	Rups	F	White UK	3.8	1	2		Hinchel Junior	S Kaur					
7	Benchford	Deborah	F	Indian	1.1			1	Alkham Road Junior					H Bhudia	
8	Bhudia	Heena	F	White UK	4.5				Alkham Road Junior						
9	Biddle	Laura	F	White UK	8				Greenhill Junior						
10	Biddle	Luke	M	White UK	7.3				All Souls Junior						
11	Bleachin	Tejpal	M	White UK	9.2	2			Nearham Green Primary					Z Khan A Ma	
12	Blunkell	Sarah	F	White UK	6.8									Kumar	
13	Bontasar	Rachel	F	White UK	6.8										
14	Booker	Nilesh	M	Pakistani	6.8										
15	Chaudry	Arjan	M	White UK	6.8									Booke H Cimonon	
16	Chohan	Razeena	F	White UK	6.8										L Biddle
17	Chuhan	Flick	M	Other	6.8										M Johnson
18	Cimonon	Haveen	F	Indian	6.8										
19	Clarkes	Michael	M	Bangladesh	8.5				Greenhill Junior					A Dina	
20	Colliss	Tiguvon	M	Indian	6.8				Alkham Road Junior						
21	Cooper	Harry	M	White UK	Abs				Oldham Park Primary						
22	Cooper	Helen	F	White UK	7.6				Tottenham Lower	H Cooper1					
23	Cooper	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	Dalphadi	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	Hematage	M	Chinese	2.4				Potter Colvin Primary	M Bactavatchalam					
30	Devgunth	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 4e – Detail Check

When there are no remaining problems of this type:

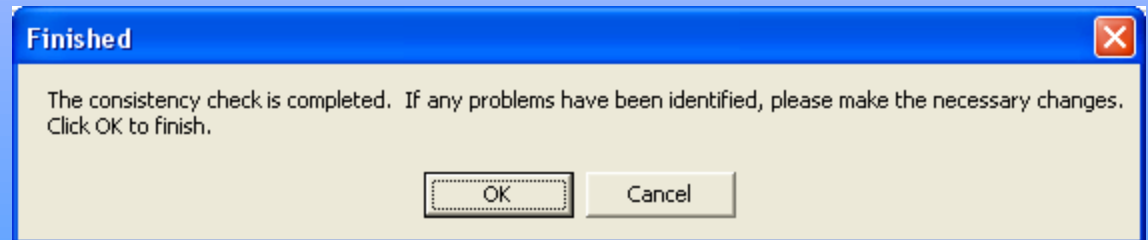
- The second check is complete
- Click “OK” to proceed
- Click “Cancel” to stop the check



Step 4f – Detail Check

The final message:

- The check is complete
- Click “OK” or “Cancel” to finish



Check Complete

When the Student Detail Check has run without errors:

- You are ready to assign your students to classes

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Surname	Forename	Factor Gender	Factor Ability	Factor Behaviour	Factor Ethnic	Feeder School	Friendships Friend	Friend	Friend	Friend	Keep Aways Anti	Anti	Anti
3	Abram	Achilles	M	B		White	Alkham Road Junior	T Tokamo			S Atwall			
4	Abrial	Hassan	M	B		White	Oldham Park Primary	T Tokamo						
5	Akwali	Shranjeet	F	A		Asian	Alkham Road Junior							
6	Bactavatchala	Minittha	F	B		Asian	Potter Colvin Primary	H Deol						
7	Barji	Rupa	F	C	1	White	Hinchel Junior	S Kaur						
8	Benchford	Deborah	F	C		Asian	Alkham Road Junior					H Bhudia		
9	Bhudia	Heena	F	B		White	Alkham Road Junior							
10	Biddle	Laura	F	B		White	Greenhill Junior							
11	Biddle	Luke	M	B		White	All Souls Junior							
12	Bleachin	Tejpal	M	A	2	White	Nearham Green Primary					Z Khan	A Malik	
13	Blunkell	Sarah	F	U		Black	Hinchel Junior	A Kumar						
14	Bontasar	Rachel	F	A		White	Whitehall Primary							
15	Booker	Nilesh	M	A		Asian	Greenhill Junior							
16	Chaudry	Arjan	M	C		White	Greenhill Junior	N Booker	H Cimonon			L Biddle		
17	Chohan	Razeena	F	C		White	Alkham Road Junior							
18	Chuhan	Flick	M	B		Other	Hinchel Junior						M Johnson	
19	Cimonon	Haveen	F	A		Asian	Greenhill Junior							
20	Clarkes	Michael	M	A		Black	Alkham Road Junior	A Din						
21	Colliss	Tiguvon	M	B		Asian	Oldham Park Primary							
22	Cooper	Harry	M	B		White	Tottenham Lower	H Cooper1						
23	Cooper1	Helen	F	B		White	Tottenham Lower	E Van Lima						
24	Crampon	Mark	M	B		Black	Alkham Road Junior							
25	Curzon	Charlotte	F	B		Black	Alkham Road Junior	Z Simpson	D Martin	R Ford				
26	Date	Robson	M	B		White	Waters Primary	G Sidhu	R Vitosa					
27	Delphadi	Olukorede	M	A		Black	Alkham Road Junior							
28	Denton	Roney	F	A		White	St Benedictine's RC Primary							
29	Deol	Hematage	M	A		Chinese	Potter Colvin Primary	M Bactavatchalam						
30	Devgun	Hardip	M	B		White	Alkham Road Junior	A Din						
31	Devguntha	Meena	F	A		Asian	Alkham Road Junior							
32	Digpal	Hantha	M	U		Black	Alkham Road Junior	A Din						
33	Dimanche	Courtney	M	B		Black	Greenhill Junior							

Backup Now

Your student information is now complete and error free:

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

BACK IT UP!

