

The Student Sorting Kit

Manual Adjustments to Students' Classes

On all slides, click the mouse to go on

Press Esc to end

Checking for Problems

After the Kit has assigned students to classes:

- You will see the class numbers of the students in the green “Class” column
- You may also see some entries in the “Ignored Links” column

N	O	P	Q	R	S	T	U	V
Keep-Aways				Restriction	Restriction	CLASS	Ignored	
Anti	Anti	Anti	Anti	Element 1	Element 2		Links	
						4	F	
						3		
						4		
						2		
						6		
H Bhudia						1		
						5		
						4		
						6	E	
Z Khan	A Malik					8		
						6		
						7		
						5		
L Biddle						5	F	
						8		
M Johnson						7		
						8		
						6		
						7		
						7		
						7	F	
						2		
						3	FF	

Ignored Links Indicators

Entries in the “Ignored Links” column mean:

CELL	MEANING
F	<i>Has not been placed in the same class as one named friend</i>
FF	<i>Has not been placed with two named friends</i>
E	<i>Has been placed with one named keep-away</i>
EE	<i>Has been placed with two named keep-aways</i>
FFFE	<i>Not with three friends but is with one keep-away</i>
Blue Cell	<i>Warning! Not with these friends but is in a friendship group</i>
Red Cell	<i>Warning! Not with any of these friends nor any others</i>

Causes of Problems

Indicators in the “Any Problems” column can be the result of:

- Breaking up friendship groups in order to satisfy the maximum size limit chosen at the beginning of the Assign Routine
- A group of friends being formed when one student is a keep-away to another. The Kit will always place more importance on friendship than keep-away requirements.
- Restrictions being in operation making it impossible for two students (with different restrictions) to be assigned to the same class
- Restrictions being in operation making it impossible to keep two students away from each other

Friendship Groups

As you scroll down the Friends sheet you may notice:

- Lone students whom you would like to place with at least one friend
- Groups of students in the same class when you would prefer them to be in different classes
- Groupings you didn't intend when you specified friends on the *List* sheet

1	Group																
2	Number	Name1	Name2	Name3	Name4	Class	Members	Gender M	Gender F	Gender Other	Ethnicity Pakistani	Ethnicity Indian	Ethnicity White UK	Ethnicity White Other	Ethnicity Black	Ethnicity Africa	
3	1	D Vyas	T Solanki	B Malhi	A Ikriel	1	4	4	0	0	1	1	1	1	0	0	
4	2	H Diggall	H Devgun	M Clarke	A Din	2	4	4	0	0	0	0	2	0	1	0	
5	3	A Lion	K Kan	R Justine	R Jones	3	4	1	3	0	0	3	0	0	0	0	
6	4	M Handinc	S Jarrett	M Johnson		4	3	2	1	0	0	0	2	0	0	0	
7	5	E Schacte	R Massay	N Green		5	3	0	3	0	0	0	1	1	0	0	
8	6	S Malik	N Fletcher	P Enverready		6	3	2	1	0	1	1	0	0	0	0	
9	7	A Chaudry	N Booker	H Cimonon		7	3	2	1	0	1	1	1	0	0	0	
10	8	Z Simpson	C Curzon	D Martin		8	3	1	2	0	0	0	1	1	0	0	
11	9	M Shirley	B Woodwa	A Simpsoneto		4	3	2	1	0	0	1	2	0	0	0	
12	10	V Sharma	K Essien	A Hussain		5	3	2	1	0	1	1	1	0	0	0	
13	11	M Halai	S Lopez	L Kinghorn		2	3	0	3	0	0	2	1	0	0	0	
14	12	S Levene	C White	C Roney		6	3	0	3	0	0	0	2	0	1	0	
15	13	J Ng	N Domend	M Iqbal		8	3	1	2	0	0	2	1	0	0	0	
16	14	R Vitosa	G Sidhu	R Dale		7	3	1	2	0	0	0	3	0	0	0	
17	15	B Dole	L Biddle			1	2	1	1	0	0	0	1	0	0	0	
18	16	E Dune	R Ford			4	2	2	0	0	1	1	0	0	0	0	
19	17	C Elke	J Gargan			1	2	0	2	0	0	1	1	0	0	0	
20	18	D Lezer	J Lezer			3	2	1	1	0	0	0	2	0	0	0	
21	19	S McDona	D Benchford			5	2	0	2	0	0	2	0	0	0	0	
22	20	S Osbourn	T Yusuf			8	2	2	0	0	0	1	0	0	0	0	
23	21	I Stylianou	A Phillips			6	2	0	2	0	0	0	1	1	0	0	
24	22	R Barji	S Kaur			2	2	0	2	0	0	1	1	0	0	0	
25	23	H Abriel	T Tokarno			3	2	2	0	0	0	0	2	0	0	0	
26	24	A Domend	S Sehra			7	2	0	2	0	0	1	0	0	1	0	
27	25	Z Domend	R Zygote			6	2	2	0	0	0	1	1	0	0	0	
28	26	O Duztic	S Rolle			5	2	0	2	0	0	1	0	0	0	0	
29	27	A Farook	U Farooq			6	2	2	0	0	0	1	0	0	0	1	
30	28	A Abram	S Atwalli			7	2	1	1	0	0	1	1	0	0	0	
31	29	J Flanagan	J Rosenthal			3	2	2	0	0	1	0	1	0	0	0	
32	30	S Blunkell	A Kumar			4	2	0	2	0	0	1	0	1	0	0	
33	31	M Bactava	H Deol			2	2	1	1	0	1	0	0	0	0	0	

Friendship Links

Press the “Analyse Current Friendship Links” button after assigning students. The Linkview sheet will be refreshed:

- Students linked as friends in some way will appear in a coloured band together
- Students having no friendship links will appear in a single coloured band
- On the right of the sheet you can tell how friendship groups have been assigned by examining the “Class” column.

The screenshot shows a Microsoft Excel spreadsheet titled 'Linkview Sheet'. The spreadsheet has columns for student details (Surname, Forename, Gender, Factor, Ethnicity, Ability, Behaviour, Learning, Language, Feeder School) and friendship links (Friend, Friend, Friend, Friend, Keep Always, Anti, Anti). The data is organized into rows, with some rows highlighted in yellow and others in light blue, indicating different friendship groups. The 'Class' column on the right shows the assigned class for each student.

1	Linkview Sheet	Factor	Factor	Factor	Factor	Factor	Factor	Feeder	Friendships	Keep Always				
2	Surname	Forename	Gender	Ethnicity	Ability	Behaviour	Learning	School	Friend	Friend	Friend	Friend	Anti	Anti
3	Curzon	Charlotte	F	White Other	7.9			Alkham Road Junior	Z Simps	D Martin	R Ford			
4	Dune	Edward	M	Indian	4			Alkham Road Junior	R Ford					M Quickly
5	Ford	Robert	M	Pakistani	5		2	Alkham Road Junior	E Dune					
6	Martin	David	M	White UK	5.6			Alkham Road Junior						
7	Simpson	Zahara	F	Other	2.2		1	Alkham Road Junior	C Curzon					R Simpson
8	Gopai	Genupaleny	F	Other	Unknown			Lowlands Primary						
9	Graham	Sophie	F	White UK	9.2			Greenhill Junior						
10	Joannou	Lucy	F	Indian	6.9			Greenhill Junior	S Graham					
11	Handinch	Matthew	M	White UK	5.8			Hinchel Junior	S Jarrett	M Johnson				J Lezer
12	Jarrett	Sara	F	White UK	8			Hinchel Junior						
13	Johnson	Martin	M	Other	6.5			Hinchel Junior						
14	Jayanthan	Lithwaite	M	White Other	9.8			Alkham Road Junior						
15	Karunakaran	Predish	M	Indian	7.6			Gandalf's Primary	A Nalliah					
16	Nalliah	Abeeshna	F	White UK	4.6			Gandalf's Primary	P Karunakaran					
17	Kattirtzi	Michael	M	White UK	9.7		1	Alkham Road Junior						
18	Li	Vivienne	F	Other	6.7			1 Potter Colvin Primary	D Marlowe					
19	Marlowe	Daniel	M	White UK	5.4			Potter Colvin Primary	V Li					
20	Lokuaddassur	Dilmi	F	White UK	7.9			Hartley Junior						
21	Mistry	Rikkes	M	Indian	5.9			St Saviours R C Primary						
22	Obeng	Chirag	M	Black African	Abs			Oldham Park Primary						
23	Potts	Benjendatha	M	White UK	3		1	2 Alkham Road Junior	E Radburn					
24	Radburn	Elizabeth	F	Pakistani	3.4			Alkham Road Junior	B Potts					
25	Rank	Sam	M	White UK	3.7			Greenhill Junior						
26	Sappal	Mandip	M	White UK	7.7			Greenhill Junior						
27	Shaif	Hinna	F	White Other	4.5			1 Alkham Road Junior						
28	Sheikh	Umar	M	Pakistani	5.9			Alkham Road Junior						
29	Shirley	Mandeep	F	White UK	3.5			Greenhill Junior	B Wood	A Simpsoneto				
30	Simpsoneto	Anthony	M	Indian	2.9			Greenhill Junior	B Wood	M Shirley				
31	Woodward	Ben	M	White UK	5.5		1	Greenhill Junior	A Simps	M Shirley				
32	Sivalohanatha	Zahid	M	Indian	3.4			Alkham Road Junior						
33	Sobers	Noel	F	White UK	4.2		1	Hinchel Junior						

Why Manual Adjustments?

After the Kit has assigned students to classes, you may want to make manual adjustments if:

- The Kit has achieved some good balances but you would like to make improvements to the balance of a particular factor
- You are quite happy with most of the placements but would like to make some minor alterations
- You would like to ensure one or two lone students are placed with a friend

Step 1a - Friends Sheet

Before you change a student's class either:

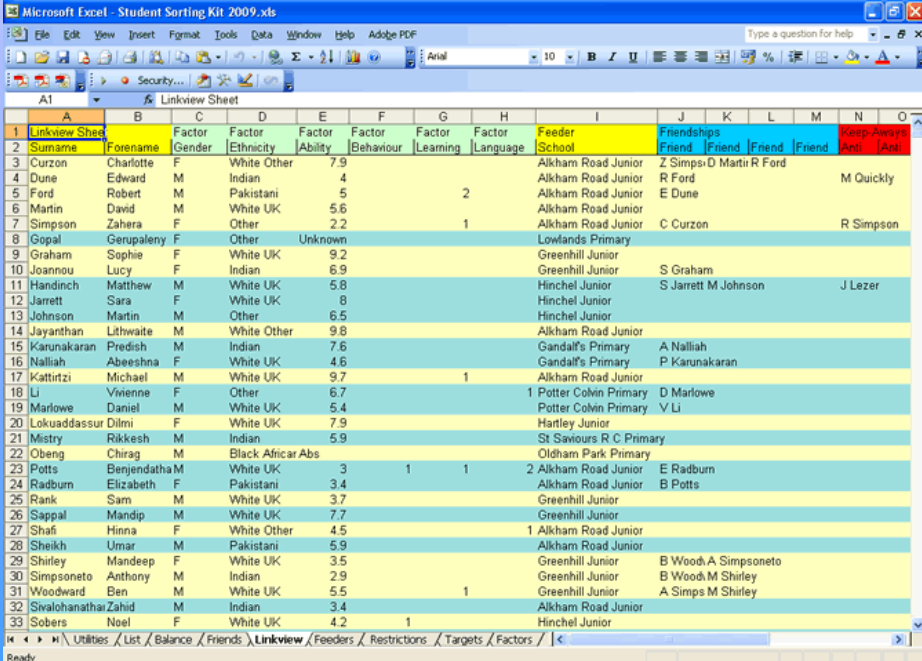
- Find the student on the *Friends* sheet and see if they have been placed with a friend. You may have to change the friend's class as well
- Note that the higher up on the *Friends* sheet they are, the more difficult it may be to change them

1	Group																	
2	Number	Name1	Name2	Name3	Class	Members	Gender M	Gender F	Gender Other	Ethnicity Pakistani	Ethnicity Indian	Ethnicity White UK	Ethnicity White Other	Ethnicity Africa	Ethnicity Other			
3	1	T Solanka	B Malhi	A Ikiel	6	3	3	0	0	1	1	1	0	0	0			
4	2	M Handinc	S Jarrett	M Johnsor	1	3	2	1	0	0	0	2	0	0	1			
5	3	S Malik	N Fletcher	P Evveres	2	3	2	1	0	1	1	0	0	0	1			
6	4	E Schachte	R Massey	N Green	3	3	0	3	0	0	0	1	1	0	1			
7	5	A Chaudry	N Booker	H Cimonor	4	3	2	1	0	1	1	1	0	0	0			
8	6	H Deygun	M Clarkes	A Din	5	3	3	0	0	0	0	2	0	0	1			
9	7	Z Simpson	C Curzon	D Martin	7	3	1	2	0	0	0	1	1	0	1			
10	8	K Kan	R Justine	R Jones	8	3	1	2	0	0	2	0	0	0	1			
11	9	M Shirley	B Woodwe	A Simpsor	1	3	2	1	0	0	1	2	0	0	0			
12	10	V Sharma	K Essien	A Hussain	3	3	2	1	0	1	1	1	0	0	0			
13	11	M Halai	S Lopez	L Kinghorn	5	3	0	3	0	0	2	1	0	0	0			
14	12	S Levene	C White	C Roney	6	3	0	3	0	0	0	2	0	1	0			
15	13	J Ng	N Domend	M Iqbal	2	3	1	2	0	0	2	1	0	0	0			
16	14	R Vitosa	G Sidhu	R Dale	4	3	1	2	0	0	0	3	0	0	0			
17	15	B Dole	L Biddle		7	2	1	1	0	0	0	1	0	0	1			
18	16	E Dune	R Ford		1	2	2	0	0	1	1	0	0	0	0			
19	17	C Elke	J Gargan		8	2	0	2	0	0	1	1	0	0	0			
20	18	D Lezer	J Lezer		8	2	1	1	0	0	0	2	0	0	0			
21	19	S McDona	D Benchford		6	2	0	2	0	0	2	0	0	0	0			
22	20	S Osbourn	T Yusuf		3	2	2	0	0	0	1	0	0	0	1			
23	21	I Stylianou	A Phillips		2	2	0	2	0	0	0	1	1	0	0			
24	22	A Domend	S Sehra		5	2	0	2	0	1	0	0	1	0	0			
25	23	Z Domend	P Zygote		7	2	2	0	0	0	1	1	0	0	0			
26	24	O Duztic	S Rolle		4	2	0	2	0	0	1	0	0	0	1			
27	25	A Farook	U Farooq		2	2	2	0	0	0	1	0	0	0	1			
28	26	J Flanagan	J Rosenthal		8	2	2	0	0	1	0	1	0	0	0			
29	27	S Blankell	A Kumar		7	2	0	2	0	0	1	0	1	0	0			
30	28	H Abriel	T Tokama		6	2	2	0	0	0	0	2	0	0	0			
31	29	L Joannou	S Graham		1	2	0	2	0	0	1	1	0	0	0			
32	30	P Karunak	A Nalliah		1	2	1	1	0	0	1	1	0	0	0			
33	31	Y Leung	C Markatis		8	2	0	2	0	0	0	1	0	0	1			

Step 1b - Linkview Sheet

or:

- Find the student on the *Linkview* sheet and see if they have been linked with a friend. It may be that the student is linked correctly but some other factor such as restrictions or “maximum sized friendship group” has prevented the linking



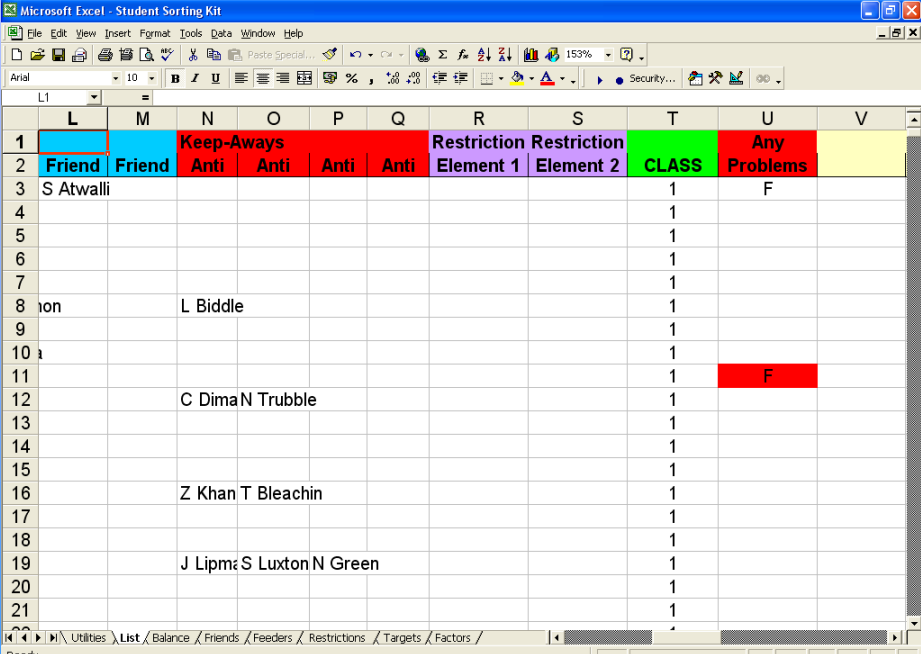
The screenshot shows a Microsoft Excel spreadsheet titled 'Student Sorting Kit 2009.xls'. The active sheet is 'Linkview Sheet'. The spreadsheet contains a list of students with columns for Surname, Forename, Gender, Factor Ethnicity, Factor Ability, Factor Behaviour, Factor Learning, Factor Language, Feeder School, Friendships (Friend, Friend, Friend, Friend), and Keep/Always (Keep, Always, Keep, Always). The data is as follows:

1	Linkview Sheet		Factor	Factor	Factor	Factor	Factor	Factor	Feeder	Friendships	Keep	Always			
2	Surname	Forename	Gender	Ethnicity	Ability	Behaviour	Learning	Language	School	Friend	Friend	Friend	Friend	Keep	Always
3	Curzon	Charlotte	F	White Other	7.9				Alkham Road Junior	Z Simps	D Marti	R Ford			
4	Dune	Edward	M	Indian	4				Alkham Road Junior	R Ford				M Quickly	
5	Ford	Robert	M	Pakistani	5			2	Alkham Road Junior	E Dune					
6	Martin	David	M	White UK	5.6				Alkham Road Junior						
7	Simpson	Zahara	F	Other	2.2			1	Alkham Road Junior	C Curzon					R Simpson
8	Gopal	Genupaleny	F	Other	Unknown				Lowlands Primary						
9	Graham	Sophie	F	White UK	9.2				Greenhill Junior						
10	Joannou	Lucy	F	Indian	6.9				Greenhill Junior	S Graham					
11	Handinch	Matthew	M	White UK	5.8				Hinchel Junior	S Jarrett	M Johnson				J Lezer
12	Jarrett	Sara	F	White UK	8				Hinchel Junior						
13	Johnson	Martin	M	Other	6.5				Hinchel Junior						
14	Jayanthan	Lithwaite	M	White Other	9.8				Alkham Road Junior						
15	Karunakaran	Predish	M	Indian	7.6				Gandalf's Primary	A Nalliah					
16	Nalliah	Abeeshna	F	White UK	4.6				Gandalf's Primary	P Karunakaran					
17	Kattirtzi	Michael	M	White UK	9.7			1	Alkham Road Junior						
18	Li	Vivienne	F	Other	6.7				1 Potter Colvin Primary	D Marlowe					
19	Marlowe	Daniel	M	White UK	5.4				Potter Colvin Primary	V Li					
20	Lokuaddassur	Dilmi	F	White UK	7.9				Hartley Junior						
21	Mistry	Rikkesh	M	Indian	5.9				St Saviours R C Primary						
22	Obeng	Chirag	M	Black African Abs					Oldham Park Primary						
23	Potts	Benjendatha	M	White UK	3			1	2 Alkham Road Junior	E Radburn					
24	Radburn	Elizabeth	F	Pakistani	3.4				Alkham Road Junior	B Potts					
25	Rank	Sam	M	White UK	3.7				Greenhill Junior						
26	Sappal	Mandip	M	White UK	7.7				Greenhill Junior						
27	Shafi	Hinna	F	White Other	4.5				1 Alkham Road Junior						
28	Sheikh	Umar	M	Pakistani	5.9				Alkham Road Junior						
29	Shirley	Mandeep	F	White UK	3.5				Greenhill Junior						
30	Simpsoneto	Anthony	M	Indian	2.9				Greenhill Junior	B Wood	A Simpsoneto				
31	Woodward	Ben	M	White UK	5.5			1	Greenhill Junior	A Simps	M Shirley				
32	Sivalohanatha	Zahid	M	Indian	3.4				Greenhill Junior						
33	Sobers	Noel	F	White UK	4.2			1	Hinchel Junior						

Step 2 – Changing the Class

You can change a student's class by:

- Selecting the *List* sheet
- Finding the student and changing the number in the Class column to the one you want



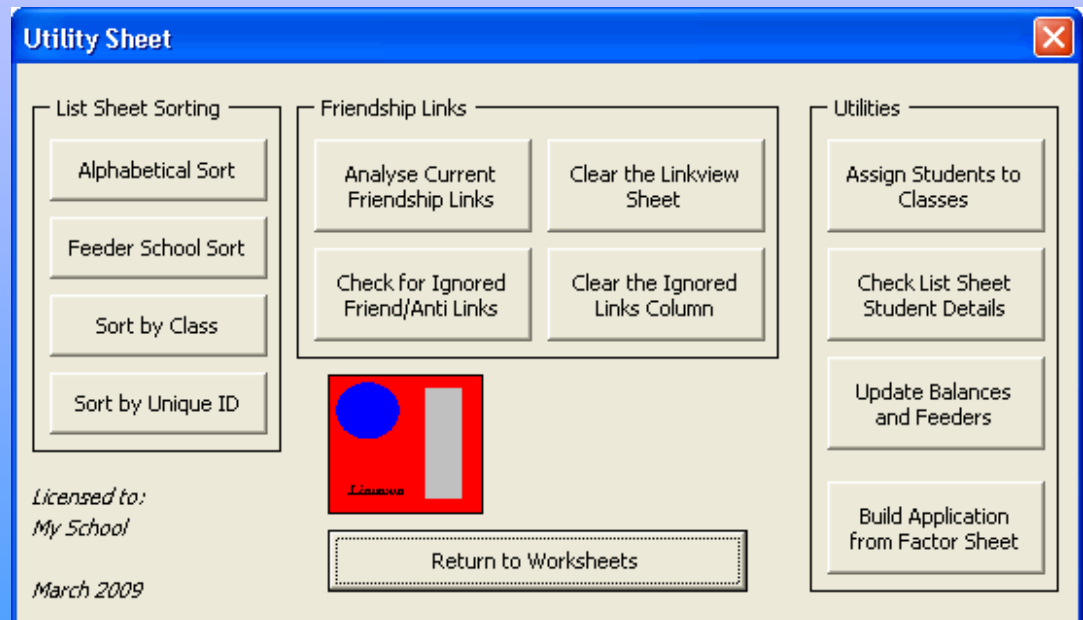
The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Student Sorting Kit". The spreadsheet has columns labeled L through V. The data is organized as follows:

	L	M	N	O	P	Q	R	S	T	U	V
1			Keep-Aways				Restriction	Restriction		Any	
2	Friend	Friend	Anti	Anti	Anti	Anti	Element 1	Element 2	CLASS	Problems	
3	S Atwalli								1	F	
4									1		
5									1		
6									1		
7									1		
8	ion		L Biddle						1		
9									1		
10									1		
11									1	F	
12			C Dima N Trubble						1		
13									1		
14									1		
15									1		
16			Z Khan T Bleachin						1		
17									1		
18									1		
19			J Lipm S Luxton N Green						1		
20									1		
21									1		

Step 3 – Updating Balances

Changing a class changes the balance so:

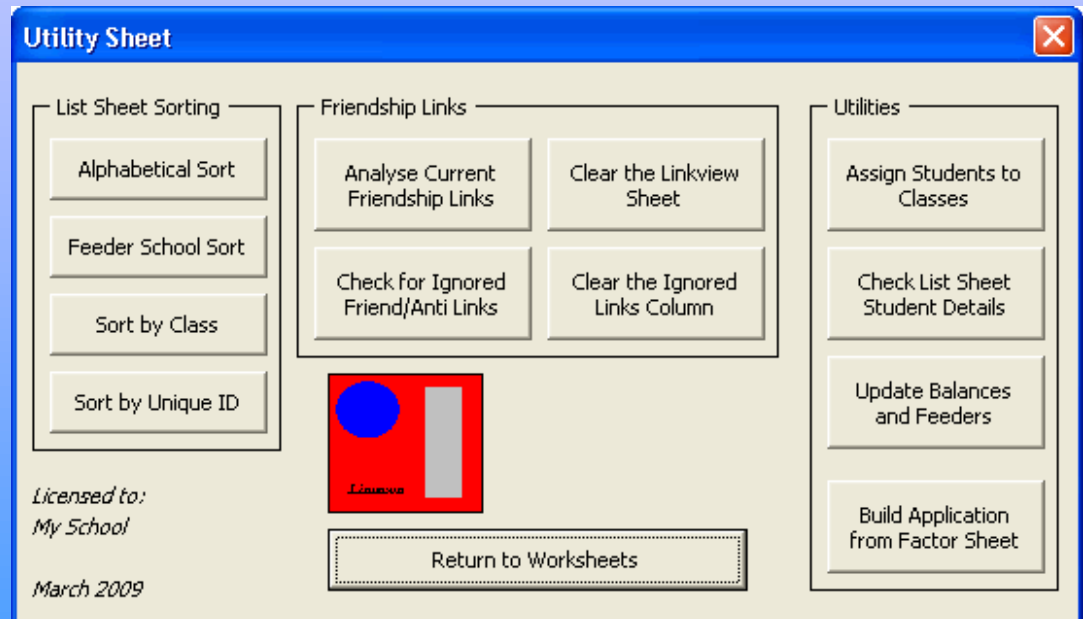
- Select the *Utilities* sheet
- Press the “Update Balances and Feeders” button



Step 5 – Checking for Problems

Changing a class may affect friendships so:

- Select the *Utilities* sheet
- Press the “Check for Problems” button



Step 6 – New Problems

If you now look at the “Ignored Links” column:

- You will see any effects your changes have had on the friends and keep-aways

N	O	P	Q	R	S	T	U	V
Keep-Aways Anti	Anti	Anti	Anti	Restriction Element 1	Restriction Element 2	CLASS	Ignored Links	
						4	F	
						3		
						4		
						2		
						6		
H Bhudia						1		
						5		
						4		
						6	E	
Z Khan,A Malik						8		
						6		
						7		
						5		
L Biddle						5	F	
						8		
M Johnson						7		
						8		
						6		
						7		
						7		
						7	F	
						2		
						3	FF	

Final Note

Making manual adjustments is time-consuming so:

- It is recommended that you only make minor alterations
- After you have run an assign routine you can always make a few changes to the *List* sheet's Friends, Keep-Aways or restrictions and then run the routine again
- Remember that you can use the restrictions to “pin” students to classes, so you can maintain the placements you like and then run the routine to assign the others differently

Backup Now

If you like what you have created:

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

BACK IT UP!

