

Create a CSV file for WBC Report Writer

This document explains how to create a CSV data file for entering statistical data into WBC Report Writer – Do not use this for adding curriculum subjects and curriculum comments.

To create a data file for importing into WBC Report Writer you need to have some data in a spreadsheet. This data can be taken from your school management system.

Firstly you need to decide what data you require in your reports

Firstname, Surname and Gender are required by the program and these should be the first three columns, they cannot be deleted. All the other columns are optional.

Other columns can be added as required. You will need to follow some naming rules for your columns.

Column labels must not contain spaces or punctuation.

Use these characters

(A-Z, a-z, _, 0-9)

eg.

Govts_Latest_GreatIdeaToRaiseStandardsLevel

not

Govts Latest Great Idea -To Raise Standards Level

Gender has to be indicated so the program knows how to write the comments. The Gender column can **only** be indicated with either **M** or **F** (capitals). All other column data can be in any format you choose (eg. Level 5, 4c, Year6).

When you have decided on the data you require you can delete any unnecessary columns within WBC Report Writer.

Delete Columns in WBC Report Writer

1. On the Menu page select **Enter and Edit Pupil Data**.
2. Click the Column heading you wish to delete
3. Click **Remove Column**

Add Columns in WBC Report Writer

4. On the Menu page select **Enter and Edit Pupil Data**.
5. Click the **Add Column** button.
6. Type in the new column heading.
7. Click **Save Column**.

IMPORTANT

To ensure your data imports into the correct columns eg First Name in the Firstname column the order of the columns is very important.

Your data columns have to be in exactly the same order as the columns in the data entry table in WBC Report Writer. Go to the main Menu, select Enter and Edit pupil detail and this table dictates how your data should be structured.

ID	Firstname	Surname	Gender	Class	Teacher	DOB	SENStage	PupilNo	Attendance	MathsLevel	English

Enter and Edit pupil detail table

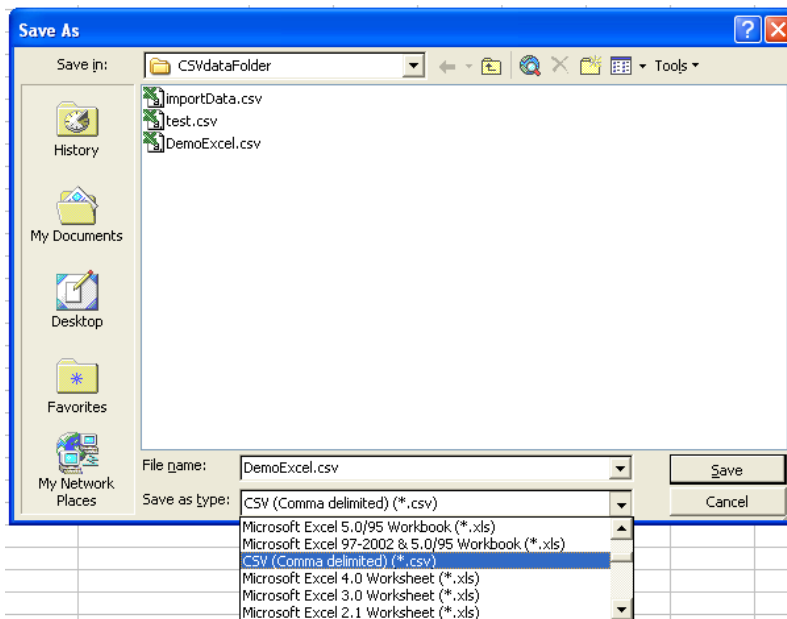
Please omit the ID column from your spreadsheet data. See image below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Firstname	Surname	Gender	Class	Teacher	DOB	SENStage	PupilNo	Attendance	MathsLeve	EnglishLev	ScienceLe	ReadingLe	WritingLev	Speakinga	NumberLev	ShapeSpa	UsingApply
2	Bart	Simpson	M	6G	Mr Bean	28/11/1991 00:00	1	2	3	4	5	6	7	8	9	10	11	12
3	Charles	Clarke	M	6G	Mr Bean	02/10/1991 00:00	1	2	3	4	5	6	7	8	9	10	11	12
4	Chris	Woodhead	M	6G	Mr Bean	05/01/1992 00:00	1	2	3	4	5	6	7	8	9	10	11	12
5	David	Blunket	M	6G	Mr Bean	29/02/1992 00:00	3	1	2	3	4	5	6	7	8	9	10	11
6	Estelle	Morris	F	6G	Mr Bean	03/08/1991 00:00	1	2	3	4	5	6	7	8	9	10	11	12
7	Homer	Simpson	M	6G														
8	Kenneth	Baker	M	6G	Mr Bean	29/02/1992 00:00	1	2	3	4	5	6	7	8	9	10	11	12
9	Marge	Simpson	F	6G	Mr Bean	15/08/1992 00:00	1	2	3	4	5	6	7	8	9	10	11	12
10																		

Your spreadsheet data

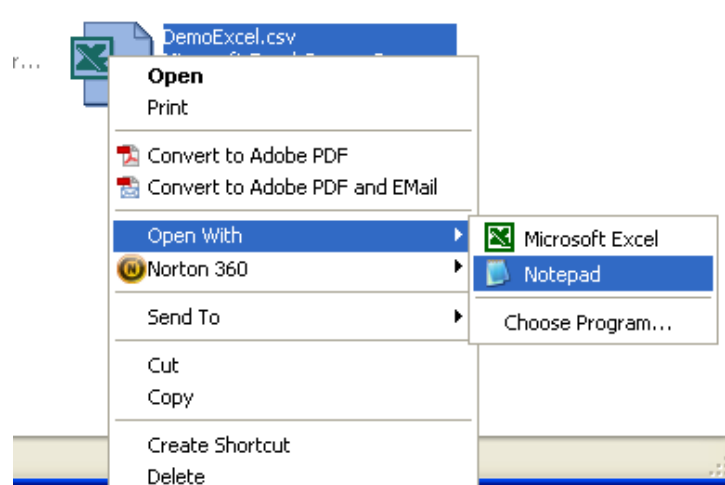
Save your data as a CSV file

1. In your spreadsheet select **File – Save As**.
2. In the window that opens Select **Save as type** and choose **CSV(Comma delimited)(*.csv)**.
3. Click Save.
- 4.



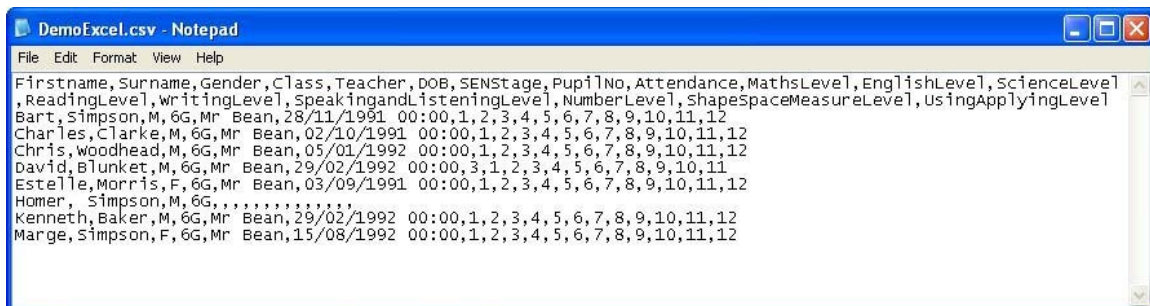
5. Close down your spreadsheet and browse to the file you have just saved.
6. Right click with your mouse on the file and select **Open With**.

7. In the sub-menu that opens select **Notepad** – If it is not visible select **Choose Program** and locate notepad.



Add your Data into WBC Report Writer

If all goes well your data should look something like this.



1. Select the data and Copy it to the clipboard
2. In WBC Report Writer from the Menu page select the **Import Comments** button and paste the data into the main box.
3. If you then press the **Load CSV Data** button this will enter the data into a data grid for you to view.
4. If all the data are in the correct columns you then press the **Import Data** button which will add the pupils into the program.

If for some reason you are not happy with the data entered you can delete all the pupils.

Navigate to the Menu page and select **Enter and Edit Pupil Data**. You can then select **Remove All Pupils**.