## **COLLECT**

USE THESE INSTRUCTIONS TO UPLOAD YOUR CENSUS RETURN TO COLLECT

Log into <u>Dfe Sign In</u> and from	m your list of Serv	rices, click or	n the option for COLLECT
	Analyse school p	erformance	
	Collect		
	Out information .		
	Get information	ADOUT SCHOOLS	
Department for Educati	ON You are logged	d in as gefuracu   Log out	
COLLECT Portal			Make sure that the correct School census is highlighted
Home Page			
MY DATA COLLECTIONS			
Data Collection	User Role	Organisation	
SchoolCensus 2019_Spring SchoolWorkforceCensus2018	Source Source	Burford Primary and Burford Primary and N	I Nursery School
			Select Data Callection ,
What can I do with My Data Upload R Add Ret Subr Exp Laun Dele	Return? eturn from file urn on screen in Return nit Return ort to file ch Reports tte Return		From the list of options, select the first button to <b>Upload your Return</b>
Click on the Browse button			Browse
Name Loaded B921109_SC1_892LL19_002 B922056_SC1_892LL19_002 B922177_SC1_892LL19_001 B922151_SC1_892LL19_001 B922153_SC1_892LL19_001 B923323_SC1_892LL19_001 B923323_SC1_892LL19_001 B923323_SC1_892L19_001 B92332_SC1_892L19_001 B923323_SC1_892L19_001 B92332_SC1_892L19_001 B92332_SC1_892L19_001 B92332_SC1_8020 B92332_SC1_892L19_001 B92332_SC1_892L19_001 B92332_SC1_892	Date modified 22/01/2019 07:3 22/01/2019 14:4 21/01/2019 17:2 21/01/2019 12:3 22/01/2019 06:5 21/01/2019 15:1 22/01/2019 13:4 21/01/2019 16:2		Navigate to the location of you census file (if you need a hint you can look on the census screen in SIMS and check where the Census Folder is) Select the <i>correct XML</i> file from the files in the folder Sometimes it helps to sort by clicking on the words 'Date Modified' to put the files in order
₩ 8923332_SC1_892LL19_001	21/01/2019 16:2	2	
8927035 SC1 892LL19 001	17/01/2019 10:3	(	

When you have selected your file click on the blue Upload button					
C:\Users\debkor\Desktop\Jan 19 census\Submitted by schools\LA\8923323_SC1_892LL19_00	)1.XML Browse				
Upload →					

The screen will change to let you know the file is loading, and then it will change again to advise that it is waiting for validation.

At this point if you are an Academy you can log out and drop an email to school.census@nottinghamcity.gov.uk to let us know your file is on the COLLECT site. If you are an LA maintained school please click on the 'Back Back to Home page Help to Home Page' link at the top of the screen You are logged Log out Make sure that the correct School census is highlighted (again) Data Collection Organisation Burford Primary and Nursery School User Role Source SchoolCensus 2019 Spring SchoolWorkforceCensus2018 Burford Primary and Nursery School Source ſ Click the blue button to Select the Data Collection MY DATA RETURN The status of your return should be Loaded and Validated The status of your data return : Loaded\_and\_Validated Click on the Submit Return button and then log out Upload Return from file... Add Return on screen... Open Return... Submit Return... Export to file... Launch Reports... Delete Return...