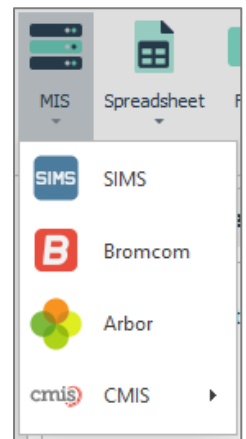


### 5-Minute Video Demonstration

We recommend all 4Matrix Admin users watch our expert 5-minute video overview of the new import: [www.4matrix.com/3980](http://www.4matrix.com/3980)

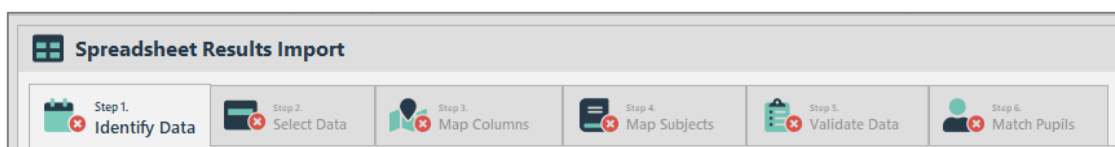
### Summary of Import Changes

- New **MIS import menu** includes options for **Arbor** as well as **SIMS, Bromcom and CMIS**.
- Visually, the import wizard now works through steps from **left to right**, as opposed to top to bottom.
- **Step 3: Map Data** has been split into 2 steps; **Map Columns** for defining column types such as Forename, Surname, Gender, Subject Grades etc. and **Map Subjects** to match subject columns to qualifications.
- It is now possible to import **Attendance data** into default fields.
- Several contextual data fields are now series-specific, an enhancement to enable users to view historical information.
- SEN is no longer a free-text field and will only accept values E, N and K.



**Don't panic! The enhancements to the import routine are more visual than functional and it hasn't changed too drastically. The rationale behind these changes is to make the interface more intuitive.**

### Import Wizard Steps



- **Step 1 – Identify Data: No change**  
*Setup your series with a name and calculation settings.*
- **Step 2 – Select Data: No change**  
*Paste your data in from a spreadsheet or initiate an MIS extract.*
- **Step 3 – Map Columns: New**  
*Set the Column **Type** for your data items e.g. Forename, Surname, Subject Grade, Markbook Result, etc.*
- **Step 4 – Map Subjects: New**  
*Map your subject grade columns to qualifications.*
- **Step 5 – Validate Data: Updated Layout**  
*Check the expected column values e.g. that a GCSE-graded column contains the correct values.*
- **Step 6 – Match Pupils: Updated Layout**  
*Match pupil records to those which already exist in the 4Matrix database.*

### Q&A

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1. When will update 3.9.8.0 be released?

The update is out now and can be applied by launching 4Matrix. If 4Matrix doesn't check for updates or if no updates are found, please check your 4Matrix setup with your IT Dept.

2. How will the update work now I'm working from home?

Please check with your IT Department for information on how 4Matrix updates are normally applied.

3. Where can I find out more about what's included in the update?

We recommend watching the video link at the top of this document. You can also find the changelog on the 4Matrix News Page at [www.4matrix.com/news](http://www.4matrix.com/news) (you'll need to be logged in, otherwise for access within 4Matrix go to **Help > Latest news**).

4. Has the import changed for all key stages and processes?

All import routines will use the new layout, including MIS Extracts, termly assessments, results and other information such as Key To Success imports.

5. What about CDA?

The CDA import options are located within the CDA section and are unchanged.

6. How do I import Attendance data?

This can be imported using a spreadsheet and should be in number format (i.e. 95.00 = 95%). It can be to 2dp. 4Matrix now includes new 'Column Type' options for Attendance, Authorised Absence and Unauthorised Absence when mapping in Step 3 of the import. *It is important to note that this refers to overall attendance and is not subject-specific. Attendance data is series-specific which means it can vary over time for the same pupil.*

7. How is Attendance data used in analysis tools?

Attendance is available in the Pupil Filter. This means, for example, that it is possible to filter the data to pupils with 95.00% attendance or less. 'Attendance' sections can also be added in the KPI and Subject Overview tools using the new fields, and added to most tools using the 'more columns' option.

8. Will the option to import Pastoral information such as ATL and Behaviour be available in the next update?

We hope to develop this area in the future. We are unable to be more specific with dates and timings for this at this stage.

9. Why has it been necessary to split the Map Columns step into two parts?

The old 'Step 3: Map data' part of the import was overloaded with information, especially on smaller screens. The user was forced to carry out several important tasks across multiple dialogues. We have split this into 2 parts and improved the layout to help make it easier to understand and work through.

Which MIS can 4Matrix extract data from?

As of this update (3.9.8.0) 4Matrix can now extract data from Arbor and Cloud School, as well as SIMS and Bromcom.



<https://www.facebook.com/groups/4matrixdata/>

Join our Facebook group - It's a great place for school leaders and Data Managers to discuss secondary performance data, with **over 800 members** to date. We also talk about the latest 4Matrix developments, news, and share useful documents and resources.