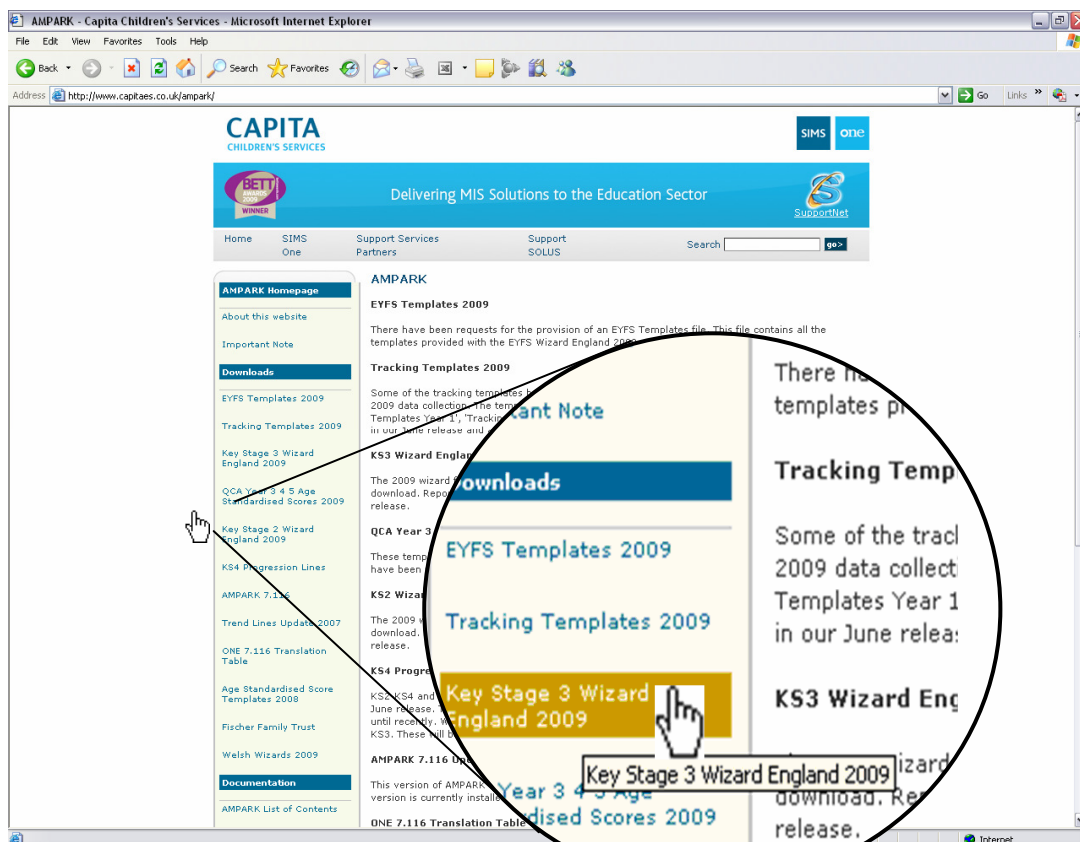


Updating the Key Stage 3 Wizard

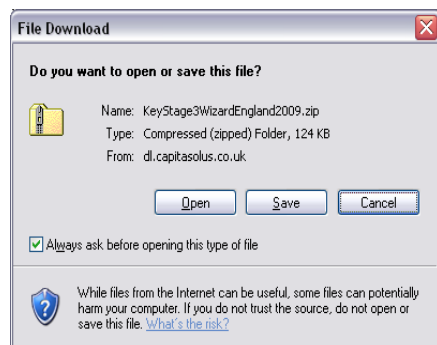
The Key Stage 3 Wizard currently imported into your system, following the March Upgrade, did not contain the comparative national data within the reports. An updated version of the wizard is now available from Capita's AMPARK website and can be downloaded and imported into Sims. The following instructions will help you import the wizard:

Downloading the Key Stage 3 Wizard

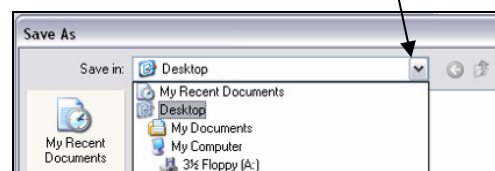
1. Open your internet web browser and type in the following address:
http://www.capitaes.co.uk/ampark/
2. The webpage, below, will appear on the screen.

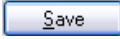


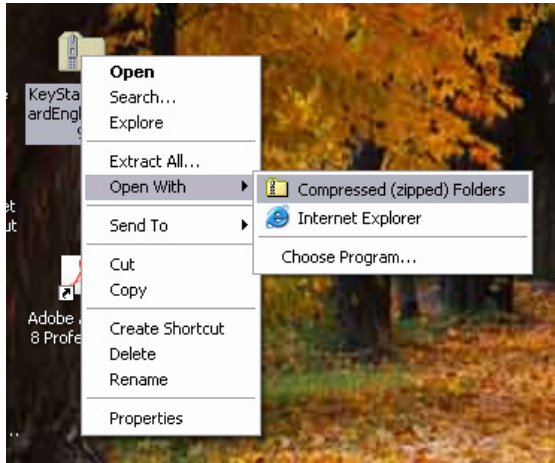
3. Move your mouse pointer to the 'Key Stage 3 Wizard England 2009' link. Your mouse pointer will change into the hand symbol (☞).
4. Click onto the link and the 'File Download' dialogue box appears.



5. Click onto the **Save** button and the computer will bring up the 'Save As' box.
6. Select the drop down button next to the Save In box and select the location you want the file to be saved to.

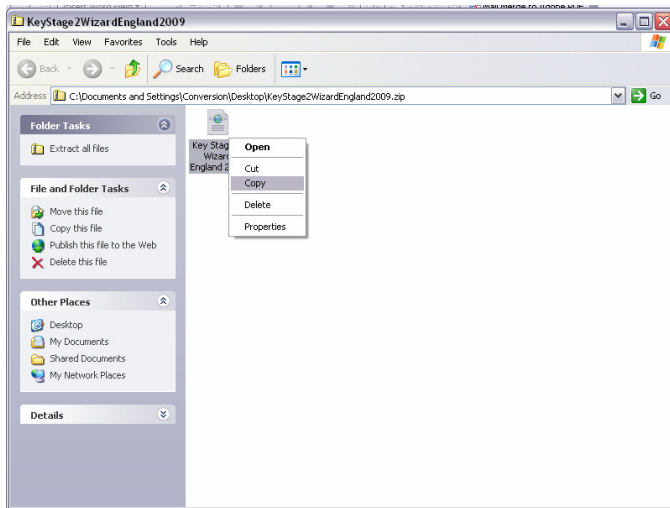


- Click onto the  button. A zip file containing the Key Stage 2 Wizard has now been saved to the location you selected.
- To copy the file from the Zip folder move your mouse pointer over the zip file you saved earlier and click onto your right mouse button.




- A shortcut menu appears from which you should select the '**Open With**' option.
- From the new menu that appears select the '**Compressed (zipped) Folders**' option.
- This opens the zip folder and allows you to copy the file it contains. Right click onto the file that appears in zip folder called:

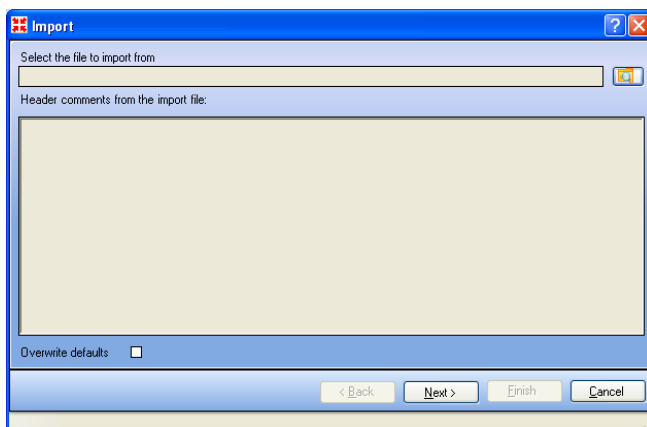
Key Stage 3 Wizard England 2009




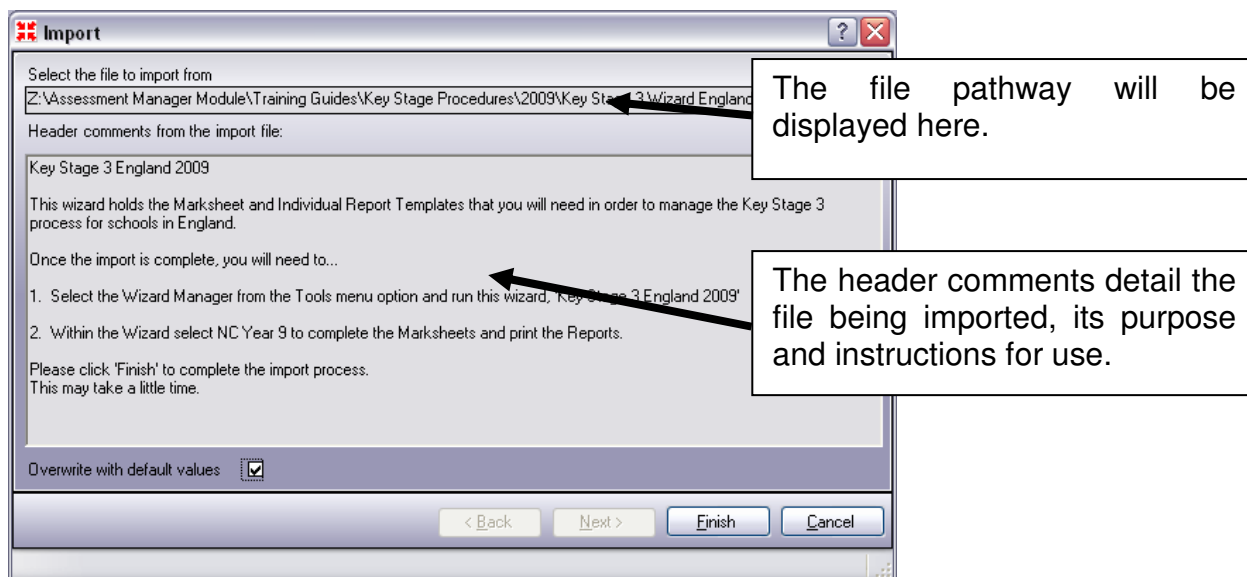
- Paste the file into a folder of your choice. The wizard will be imported from that location.
- Follow the import instructions for Key Stage 3

Importing the Key Stage 3 Wizard

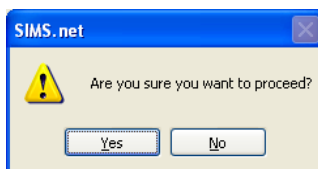
- Select **Routines | Data In | Assessment Manager | Import**.
- Click onto the file browser () and navigate to the folder in which you saved the Key Stage 3 Wizard file.



- Select the **Key Stage 3 Wizard England 2009** and click onto the  button. This returns you to the import window.



- Click onto the button and a warning message appears asking you if you are sure you want to proceed.



- Click onto the button and the Wizard will import the Key Stage 3 Wizard and after a short while you will get an Activity Log that shows what has been imported. Check that everything has successfully been imported and then close the log.
- Return back to The AM7 Wizard by selecting **Tools | Performance | Assessment | Wizard Manager**
 Select the appropriate Key Stage for 2009 and select next, next & next
 You will now be able to select and then run the KS3 Comparative England 2009 report