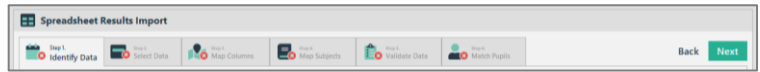


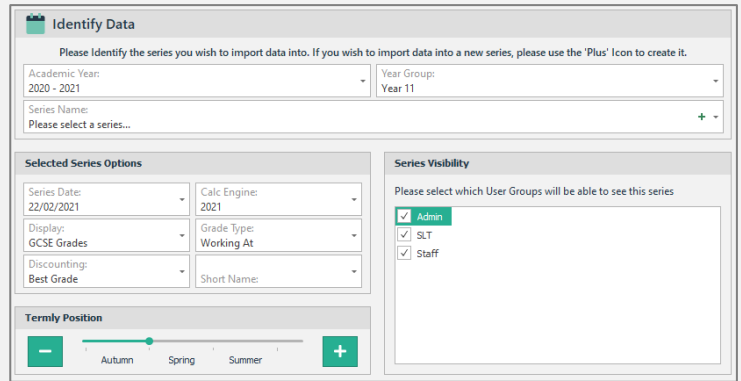
### 4Matrix 3.9.8.0: Use this guide to import student details and results data

Select the **Admin** tab and go to **Spreadsheet > Pupils/Results**.



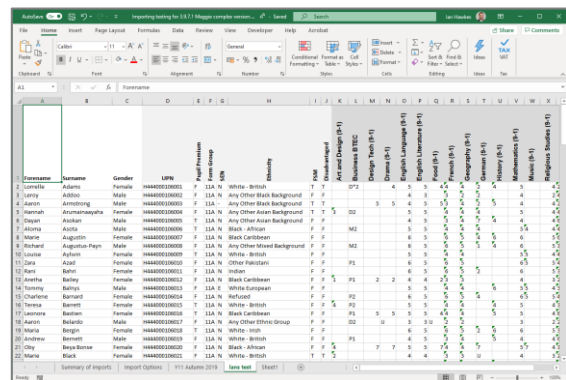
#### Step 1: Identify Data (No Change)

- 1) Select the academic year and year group.
- 2) Create a new series by clicking on +, or an existing series by clicking on the drop-down arrow. If a new series is selected there are a set of pre-defined series names that can be selected, or it can be given a custom name by selecting Other.
- 3) Adjust any Series Options as required.
- 4) Set the Series Visibility – which user groups will have access to the series.
- 3) Click on Next.

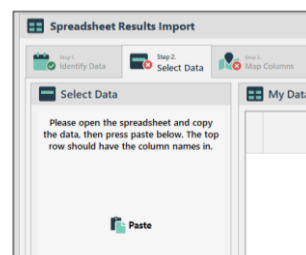


#### Step 2: Select Data (No Change)

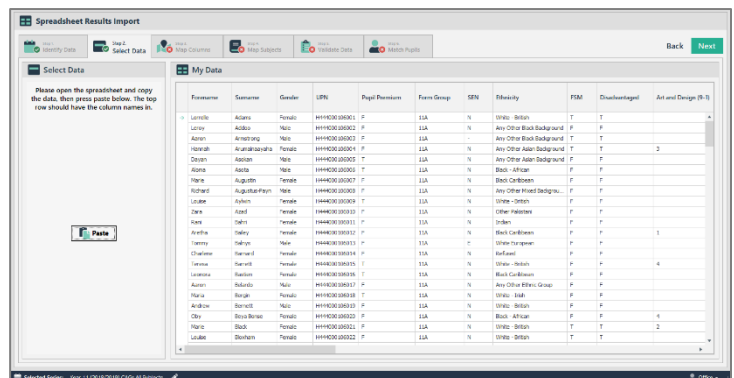
- 1) Before pasting your data into 4Matrix, ensure that you have included Forename, Surname, Gender and UPN in your spreadsheet. Also ensure there are no hidden columns or formatting which could prevent the data from pasting into 4Matrix.



- 2) Copy your spreadsheet.
- 3) In 4Matrix, click Paste.

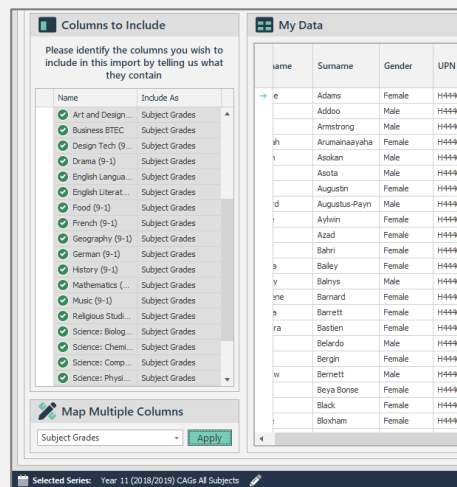
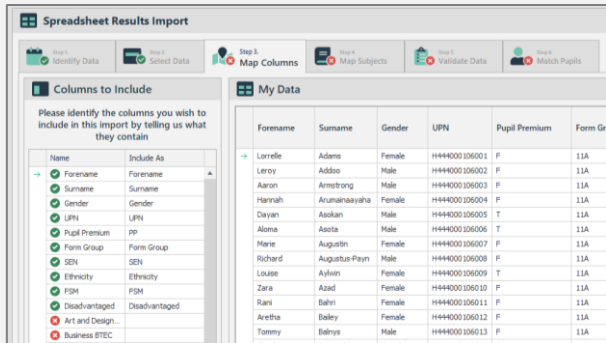


- 4) The data now shows in the My Data panel.
- 5) Click Next.



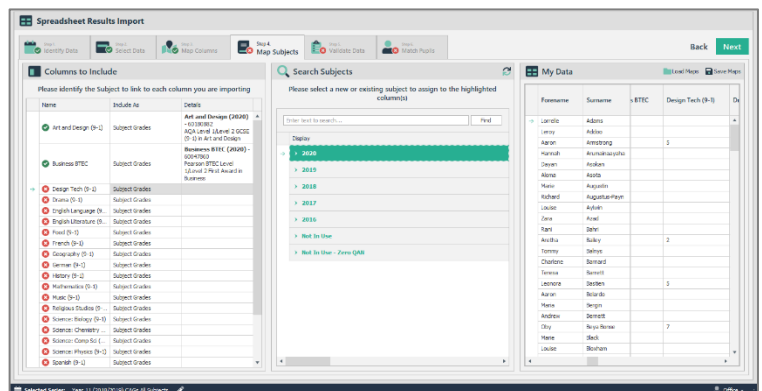
### Step 3: Map Columns \*NEW\*

- 1) The pupil contextual data columns will map automatically (where possible) and show with a green tick on the left – in the Columns to Include panel.
- 2) Un-mapped columns will show with a red cross in the left panel (Columns to Include).
- 3) Each row showing a red cross must be mapped by selecting from a list of pre-defined options in the Include As column.
- 4) Set the correct column type i.e. for subjects set to Subject Grades.
- 5) Select a single row on the left panel or hold CTRL or SHIFT to multi-select.
- 6) When using multi-select, a new 'Map Multiple Columns' option appears in the bottom left and you must click Apply to confirm the selection.
- 7) Save and Load Map files using options in top right.



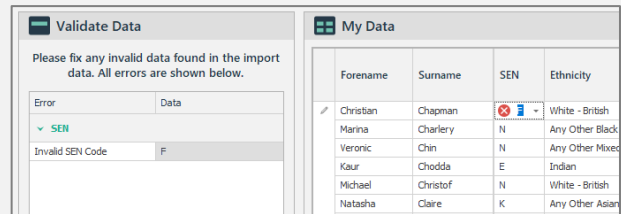
### Step 4: Map Subjects \*NEW\*

- 1) Un-mapped subjects will show with a red cross in the left panel (Columns to Include).
- 2) Select the subject on the left panel.
- 3) Use the Search Subjects in the centre of the screen to map to a qualification.
- 4) Search by title, QAN or browse through existing and unused qualifications.
- 5) Save and Load Map files using options in top right.



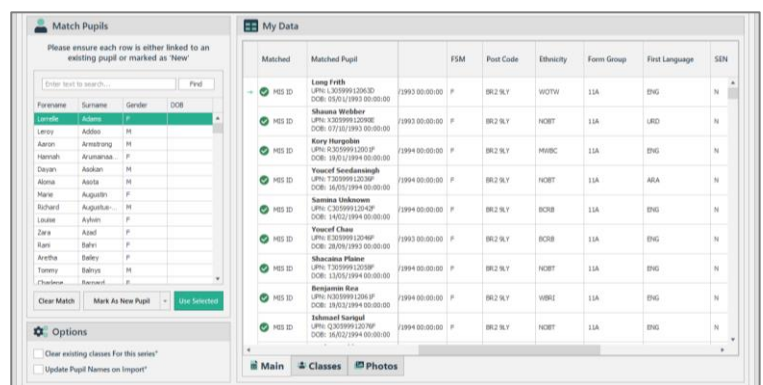
### Step 5: Validate data \*Updated\*

- 1) If there are no red crosses, select Next to skip this step.
- 2) Identify columns with red crosses – this means there is an unrecognised value(s) in that column.
- 3) Review the data entries that do not match.
- 4) It is not possible to proceed until all red crosses are corrected.



### Step 6: Match Data \*Updated\*

- 1) The first time you are importing student records into 4Matrix, this step will not appear, and the import will be completed.
- 2) If you have imported the cohort before, identify any students with red crosses.
- 3) If the student is new to the school/4Matrix, right click and select Mark as New Pupil or All un-Matched Pupils, or use the corresponding options on the left.
- 4) If there is an incorrect match, use the panel on the left to match the correct pupil records (please contact support if help is required).
- 5) It is not possible to proceed until all red crosses are corrected.
- 6) Click on Finish.



### Further Reading and Getting Help

The Help tab in 4Matrix contains links to the full application guides, our support portal and News feed.



4Matrix website: <https://www.4matrix.com>



4Matrix Support Portal: <https://help.4matrix.com>



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

Join our Facebook group - It is 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.