



Import Guide

How to automatically import medal tests from previous sessions



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Introduction

By now you will have used MedalTest Organiser to help with your first exam session. You will have entered all your candidate information and set up the session test by test. You can create your subsequent sessions test by test in exactly the same way, or you can make use of the powerful 'Import Exams' function.

This Guide explains how to import all, or any, exams from any previous session that you have in the system, meaning that you do not have to add each medal test into the new session one by one.

In practice you will probably use a combination of importing examinations and entering some manually. The guide contains useful tips to get the most out of the import function and help save you hours of work.

The Import Exams Button

Firstly, if not already done, create your new Exam Session, entering the session date, description and examiner (if known) in exactly the same way you created your previous session(s). Enter the session details screen by clicking the *Session Exam Details* button. [See sections 4a and 4b of the Quick Start Guide for detailed instructions].

List of Tests by Exam Session							
Session		10 Jul 2009					
Examiner		N/A					
Add New Test	Search	Import Exams	Generate Exam Numbers	Enter Results	Manage Payments	Print Letters	Summary Report
Selections: select all unselect all locked <input type="checkbox"/>				show 10 show 25 show 50 show 100 (of 0)			
Update	Delete	Candidate Previous Exams					
Select	Branch	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
No entries found on EXAM							
«FIRST <PREV (Page 0 of 0) NEXT> LAST»							
						RESET	CLOSE

- Click the *Import Exams* button, which is found on the main examinations screen, as shown above.

The Import Selection Screen

You will now see the Import Selection screen. This screen allows you to decide which exams will be imported from which sessions. You do not have to import all the medals from a previous session, nor are you limited to importing medals from a single previous session. You may choose to import some medals from one examination session and others from a different examination session.

Import Selection	
* From Session	<input type="text"/>
Award Type	<input type="text"/>
Branch	<input type="text"/>
Grade	>>
Age Group	<input type="text"/>
Candidate	<input type="text"/>
Auto Increment Grades?	<input type="checkbox"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>	

From Session

The 'From Session' is the only field that you MUST enter on this screen.

- Using the 'From Session' drop down choose the previous session from where you wish to import exams. All your previous sessions will be listed in date order.

Selection Items

The next five items on the screen (Award Type, Branch, Grade, Age Group and Candidate) are the Selection Items that are optionally used to determine which exams are imported from the session you have chosen.

Any, or all, of these items may be left blank. Any items that you do not leave blank will be used to select the exams to import. The Selection Items can be used singly, or in combination.

Examples

The following table gives some examples of how the Selection Items may be used in combination to identify the tests that you wish to import.

Selection Items	Result
Branch = Ballroom Other Items = blank	All Ballroom tests will be imported
Branch = Latin Age Group = Junior Other items = blank	Latin tests for Juniors only will be imported
Candidate = 'Joe Soap' Other items = blank	All tests for candidate Joe Soap will be imported, regardless of branch or grade etc.
Award Type = Medals Other items = blank	All medal type exams (i.e. <u>not</u> Rosettes, Stardance or SDA awards) will be imported
All Items = blank	<u>Every</u> test will be imported from the session

➡ Enter the combination of Selection Items you require

Auto Increment Grades

This option is a tick box.

Unticked: The exams selected from the previous session will be imported as an exact duplicate. You will then make any required changes to the grade manually.

Ticked: The exams selected from the previous session will be upgraded from their current grade to the next grade in sequence. For example, a 1st Gold Bar will be upgraded to a 2nd Gold Bar. All other information on the exam will remain unchanged. The upgrade sequence follows the standard IDTA medal test progression.

See the section on Excluding Grades if you wish to prevent any grades from being automatically upgraded during this process.

➡ Tick the Auto Increment Grades selection, if required

Submit

- ➔ Press the *SUBMIT* button to commence the import process

The import process will take a few seconds to complete, after which you will see all the exams listed in your session. A message at the bottom of the screen will confirm how many exams have been imported.

List of Tests by Exam Session

Session 10 Jul 2009
Examiner N/A

Add New Test Search Import Exams Generate Exam Numbers Enter Results Manage Payments Print Letters

Summary Report

Selections: [select all](#) | [unselect all](#) | locked
[show 10](#) | [show 25](#) | [show 50](#) | show 100 (of 42)

Update Delete Candidate Previous Exams

Select	Branch [*]	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
<input type="checkbox"/>	All Round Efficiency	G	Annie Hall				
<input type="checkbox"/>	All Round Efficiency	1PA	Dot Apostrophe				
<input type="checkbox"/>	Argentine Tango	2GB	Annie Hall	Argentine Tango			
<input type="checkbox"/>	Argentine Tango	1PA	Dot Apostrophe	Argentine Tango			
<input type="checkbox"/>	Ballroom	B	Julie Andrews	Tango			
<input type="checkbox"/>	Ballroom	B	Robert Bruce	Quickstep			
<input type="checkbox"/>	Ballroom	B	Holly Ivy	Tango			
<input type="checkbox"/>	Ballroom	B	Beatrix Potter	Tango			
<input type="checkbox"/>	Ballroom	ST3	Rose Bush	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	ST3	Stewart Little	Waltz	Quickstep	Foxtrot	Tango

42 records were inserted into EXAM

«FIRST <PREV (Page 1 2 3 4 5 of 5) >NEXT >LAST»

RESET CLOSE

Exams are imported exactly as they were in the previous session (apart from the grade if Auto Increment was ticked), so should be checked for accuracy. For example, the screen above shows four Ballroom tests that have been imported and upgraded from One Dance to Bronze. The dance shown still refers to the old exam and would need to be manually changed to the two new dances required.

- ➔ Check, then Update or Delete exams as required

The Import process may be repeated any number of times to bring in additional tests from the same, or different, previous sessions.

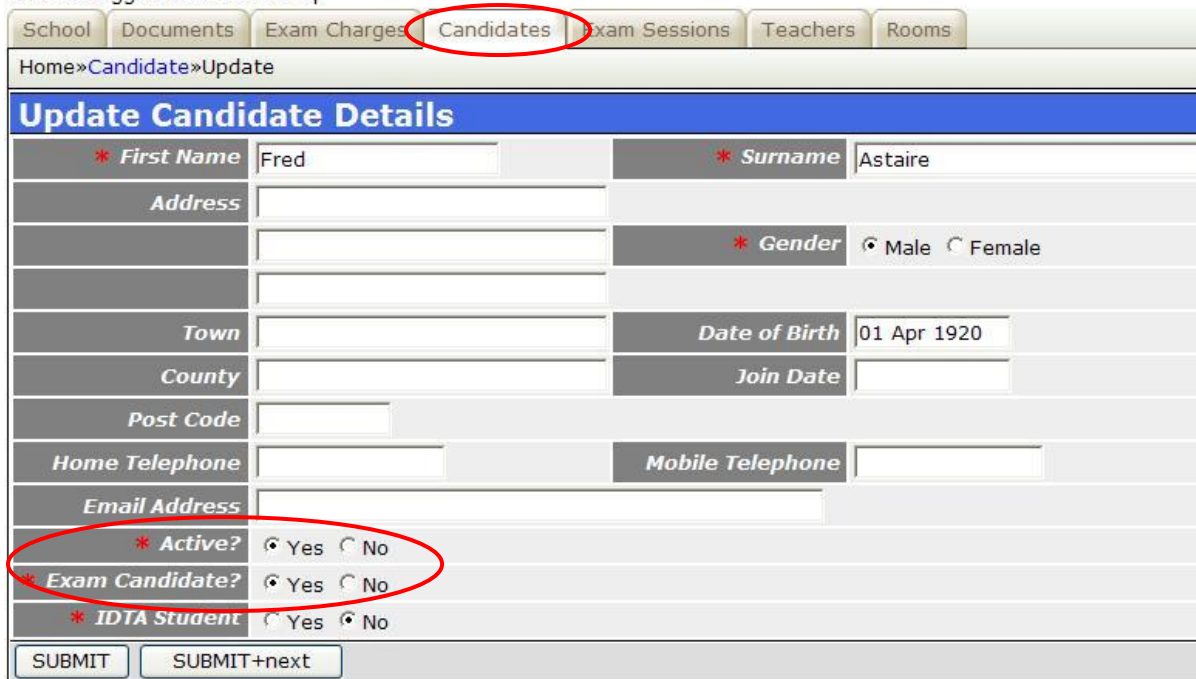
Tests may also be added manually using the normal *Add New Test* button, as normal.

Useful Tips

Active Medal Candidates

The system will only import exams for candidates who are Active in the school, and who are marked as taking exams. These indicators are on the Candidate Update screen within the Candidates section.

You are logged in as: Joe Soap



Home»Candidate»Update

Update Candidate Details

* First Name	Fred	* Surname	Astaire
Address			
		* Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Town		Date of Birth	01 Apr 1920
County		Join Date	
Post Code			
Home Telephone		Mobile Telephone	
Email Address			
* Active?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
* Exam Candidate?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
* IDTA Student	<input type="radio"/> Yes <input checked="" type="radio"/> No		

SUBMIT SUBMIT+next

- Set the 'Active' indicator to 'No' for any candidates who have left the school
- Set the 'Exam Candidate' indicator to 'No' for any candidates who are still at the school but who no longer take exams

Any exams for these candidates will now be ignored by the Import process and so will not appear in your new exam session.

Rosette and Stardance Exams

The Import Exams Auto Increment function will treat Rosette and Stardance exams in exactly the same way as other exams, following the colour and dance sequences in the IDTA syllabus.

If your candidates are not progressing in the same sequence order, you may find it easier not to use the Auto Upgrade function for these tests, but choose the grade manually.

Many schools enter candidates for more than one Rosette or Stardance Award in the same session. The Auto Upgrade function will **not** determine if a candidate has already taken a particular grade so may result in a grade being repeated. For example, in the sequence Red, Yellow, Green a candidate taking Red and Yellow in one session, would be upgraded to Yellow and Green in the next, resulting in a second Yellow test.

Check carefully when using Import Exams with these tests.

Grade Sequence

When using the Auto Increment Grades function upgrades follow the standard IDTA sequence. The first eight grades are shown in the table.

Sequence	Grade
1	One Dance
2	Bronze
3	Double Bronze
4	Silver
5	Double Silver
6	Gold
7	1 st Gold Bar
8	2 nd Gold Bar

If no grade preferences are set in the system a candidate exam will follow this sequence automatically, in the order shown, when the Auto Increment Grades function is used.

It is possible to modify this sequence, within IDTA rules, if required. Typical modifications may be around the One Dance, Double Bronze and Double Silver tests.

For example, rather than upgrading immediately from One Dance to Bronze, you may require your candidates to take several One Dance tests before moving on to Bronze medal.

You may decide not to use Double Bronze or Double Silver, instead going from Bronze to Silver to Gold directly.

This is achieved by excluding grades from the Auto Increment function. The sequence order itself may not be changed.

Exclude Grades

The Exclude Grades screen is found within the School section.

- ➡ Select your school name
- ➡ Click the *Exclude Grades* button



You are logged in as: Joe Soap [logout](#) | [print](#) | [help](#)

School Documents Exam Charges Candidates Exam Sessions Teachers Rooms

Home»School

School

Show Update

Selections: [select all](#) | [unselect all](#) | locked show 10 | show 25 | show 50 | show 100 (of 1)

[Exclude Grades](#) Preferences

Select	Name
<input checked="" type="checkbox"/>	The Test Dance Centre

«FIRST <PREV (Page 1 of 1) NEXT» LAST»

CLOSE

You will see the Exclude Grades screen.

Select Grades to Exclude

School Name The Test Dance Centre

Selections: [select all](#) | [unselect all](#) | locked | [show 10](#) | [show 25](#) | [show 50](#) | [show 100](#) (of 88)

Exclude	Grade
<input checked="" type="checkbox"/>	One Dance
<input type="checkbox"/>	Bronze
<input checked="" type="checkbox"/>	Double Bronze
<input type="checkbox"/>	Silver
<input checked="" type="checkbox"/>	Double Silver
<input type="checkbox"/>	Gold
<input type="checkbox"/>	1st Gold Bar
<input type="checkbox"/>	2nd Gold Bar
<input type="checkbox"/>	3rd Gold Bar
<input type="checkbox"/>	Star 1

<<FIRST <PREV (Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) of 9) NEXT> LAST>>
SUBMIT
CANCEL

- Use the paging options to move to the page showing the grades you wish to exclude
- Select the Grades you wish to exclude
- Click the *SUBMIT* button

Note: Selecting grades to be excluded in this way excludes them from the Auto Increment function only. It does not exclude you from using the grades manually in your session. Additionally, any tests already on these grades will be imported normally and remain on the same grade.