

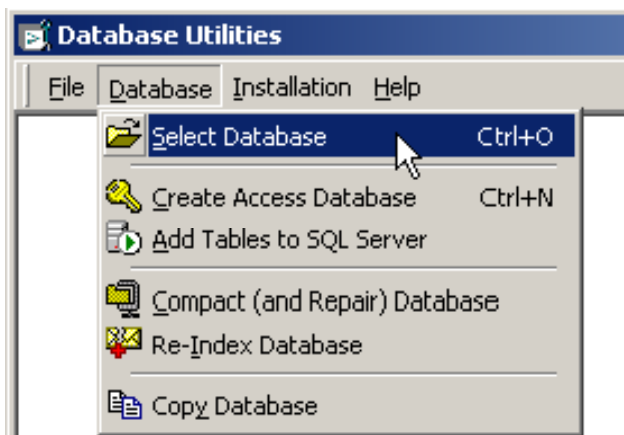
# Teacher Judgment Instruction Manual

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**Important note: At this stage only schools using Quickvic software can export and use the teacher judgment module in SPA. We are working on other software packages and these will be available shortly.**

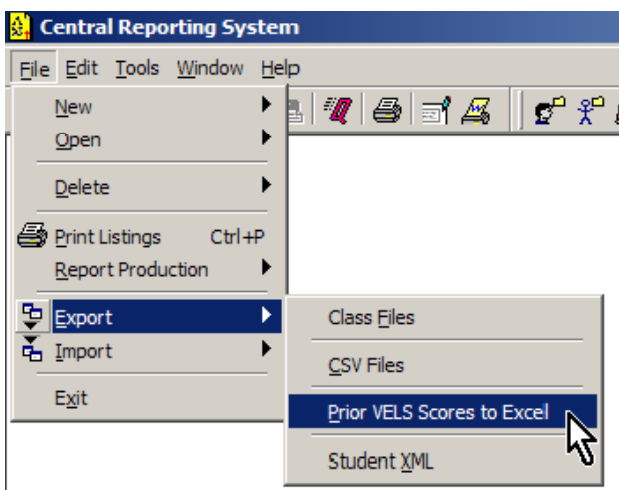
**You will need to create separate Excel spreadsheets for every Semester and year you would like to analyse. For example, Semester 1, 2008, Semester 2, 2008 and again the same thing for every year up to Semester 1 2010.**

**Step 1:** Open Quickvic and select the first database to export.

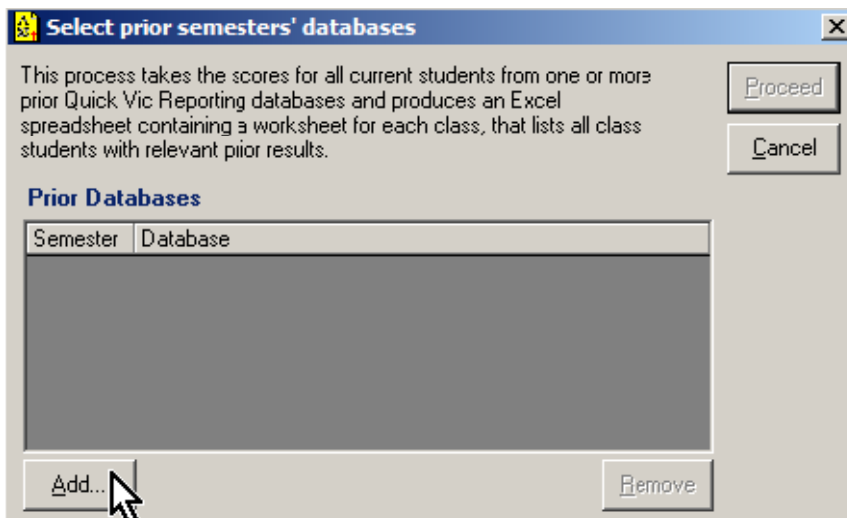


**Step 2:** Run the Central Reporting System and ensure you have selected the correct database by checking the Year and Semester at the bottom right hand corner.

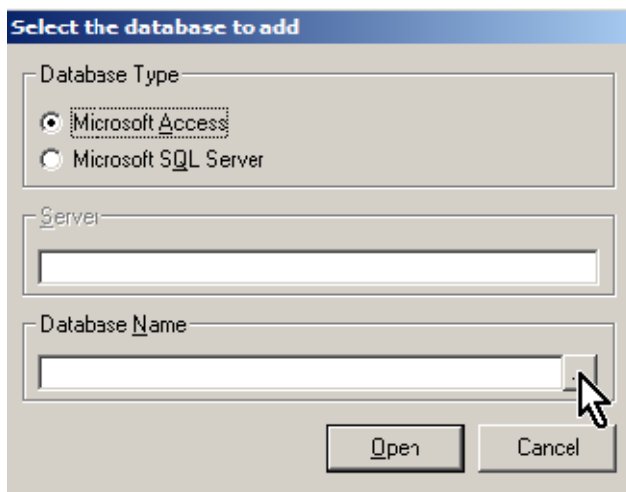
**Step 3:** Click on "File" in the menu and scroll down to Export and select "Prior VELS Scores to Excel"



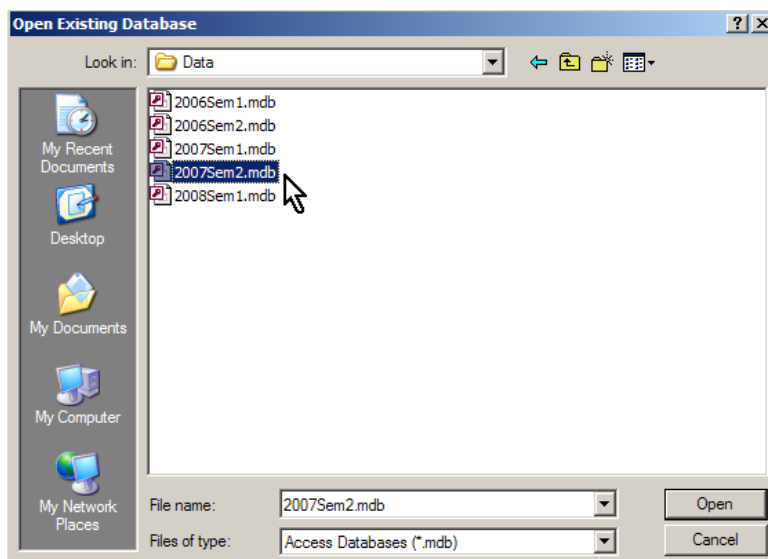
**Step 4:** Add the database to be exported to your excel spreadsheet.



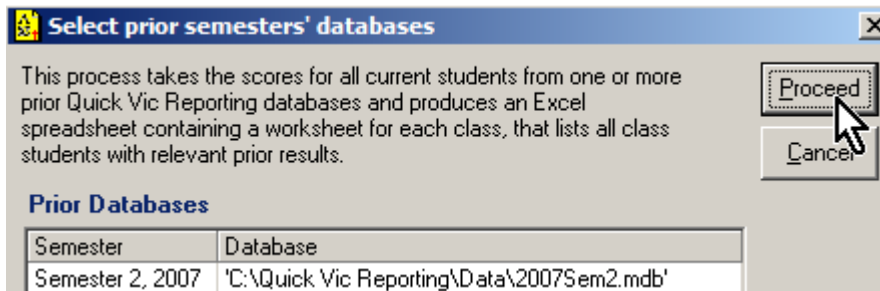
When the selection window appears, click on the Browse button at the end of the database field.



When the "Open Existing Database" window opens, click on the database to be exported and then click "Open".



**Step 5:** Once you have selected the correct database, Click on the “Proceed” Button



**Step 6:** Once Quickvic has processed the database it will open up the file in Microsoft Excel.

Save the file into a folder on your computer where you will be able to find it, so you can upload it to the SPA software.

**IMPORTANT: You must save the files as an Excel 97-2003 workbook, or the software will not be able to read your data.**

**Step 7:** Repeat all the steps until you have exported all the Years and Semesters you would like to see in the Teacher Judgment module of SPA.

**Step 8:** You will now need to upload all the files to SPA. Please refer to the “Uploading Your Data Manual” that can be found at the following link

<http://www.studentperformanceanalyser.com.au/?q=manuals>