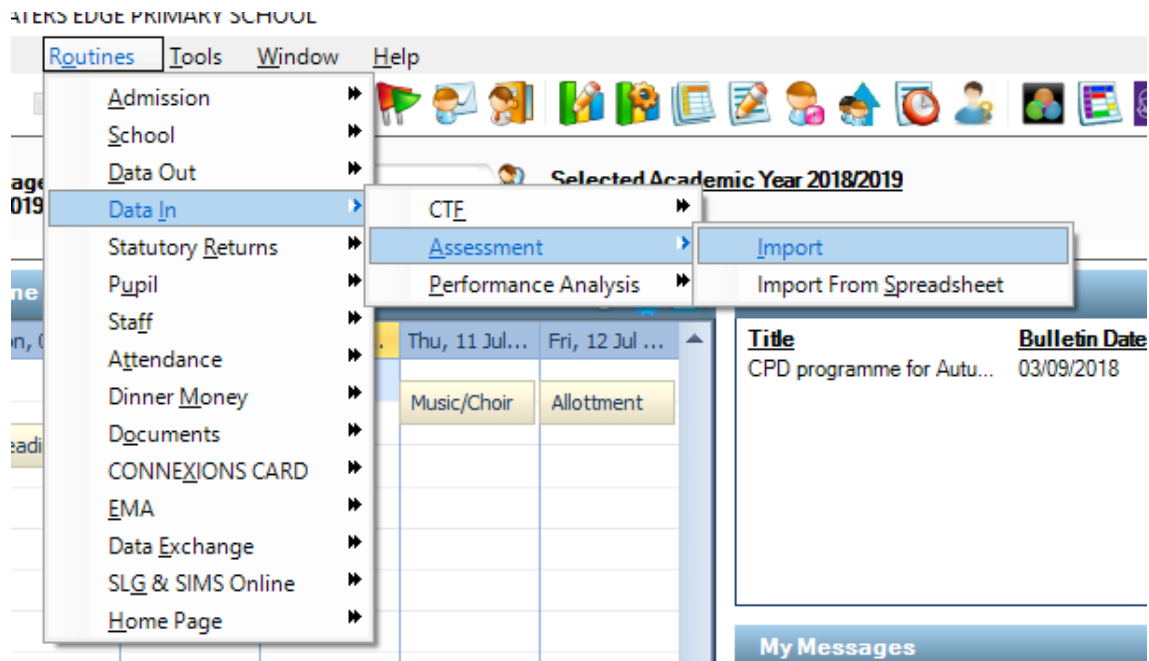



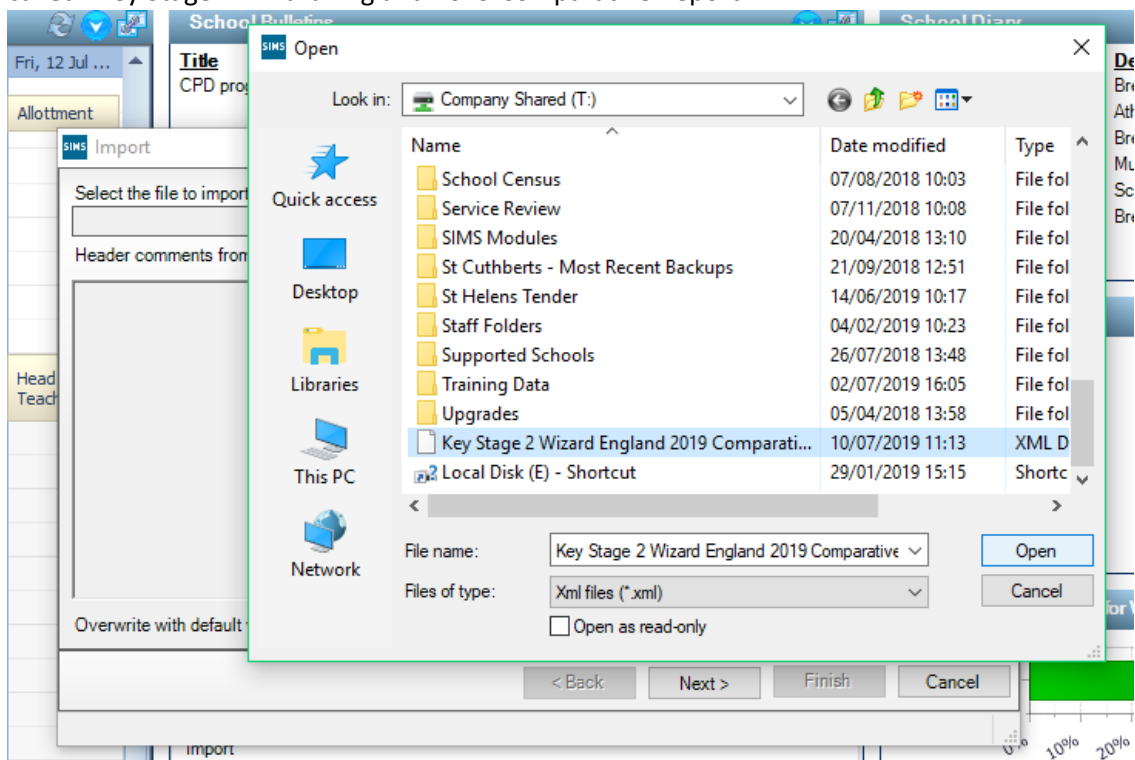
## How to import the updated Key Stage 2 Wizard and Comparative Report

1. Save the file that's attached to the email somewhere you will be able to find it again.

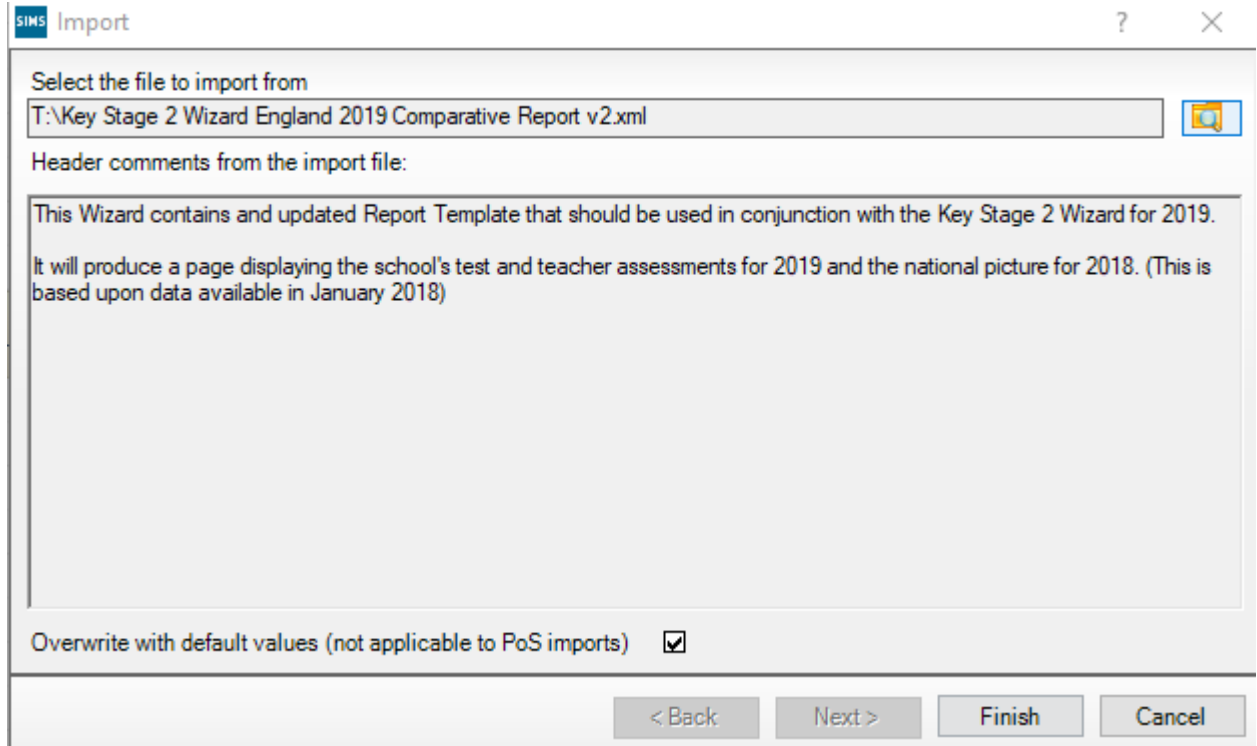
### 2. Routines | Data In | Assessment | Import



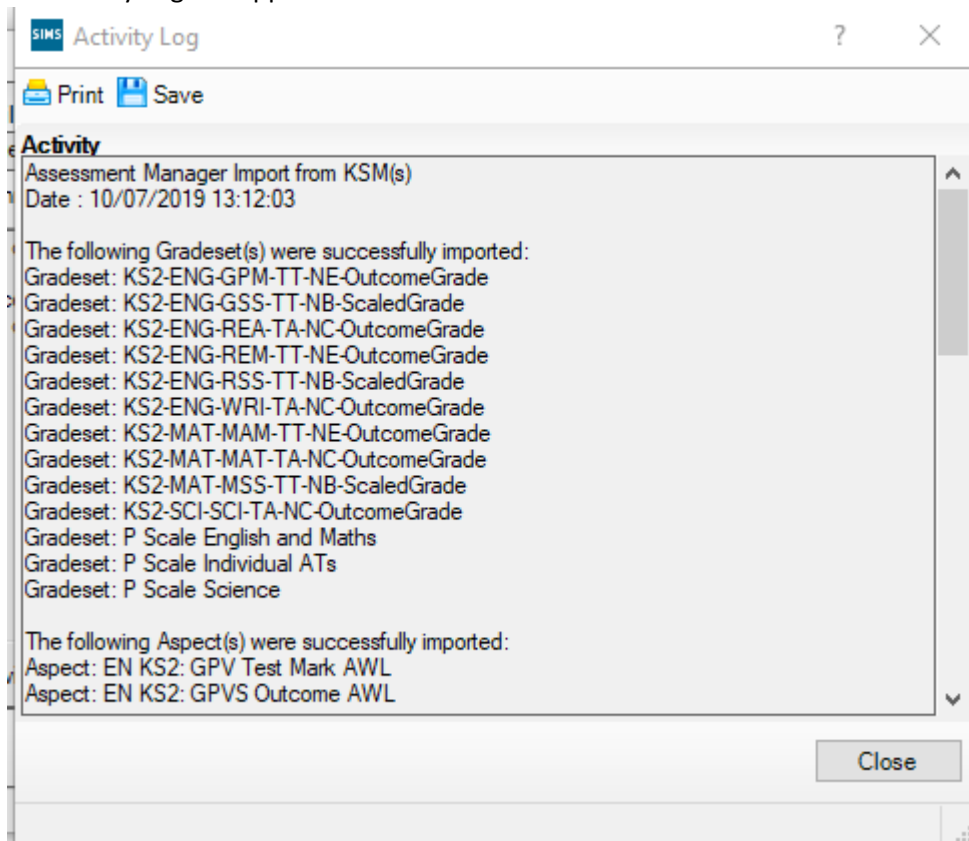
3. On the import window, press the yellow folder icon  and search for the file you have just saved. It is called "Key Stage 2 Wizard England 2019 Comparative Report v2".



4. Press Open. The following details should now appear within the import box:



5. Press Finish. Are you sure you want to proceed? Yes.
6. An Activity Log will appear. Press Close.



7. Go back to **Tools | Performance | Assessment | Wizard Manager**.
8. Find "Key Stage 2 Wizard England 2019 CompRpt2" with an edit date of 10/07/2019.
9. Keep pressing Next until you get to the reports section. The correct report is shown.

If you require any further assistance, please give us a call (01482) 238700