



## Refreshing your classes for the new school year: BULK DATA METHOD

Use this method if you are a large school and/or your registration classes are being mixed as they move up. *If you are a smaller school and the classes are not being mixed up, please see our 'Transition' method instructions (found in our [Help Centre](#))*

Please use the below step-by-step instructions or watch this ['HOW TO REFRESH YOUR DATA' VIDEO](#)

### **IMPORTANT – BEFORE YOU START**

**The data file you upload will instantly overwrite your current setup so:**

- **Complete this when you are ready for the new setup to be active (e.g. at the end of the Summer term or at the start of the Autumn term) and your MIS (e.g. SIMS, Arbor, SEEMiS) has rolled the classes over to the new academic year.\***

*\*No UPNs/SEEMiS references for the new intake yet? You can complete the refresh for all other classes, then add the new pupils at a later date. See [here](#) for guidance.*

- **Ensure you include your whole school data (i.e. all staff and pupils, not just new joiners).**
- **MarvellousMe schools use a range of MIS (e.g. SIMS, Arbor) so we have put together this useful [Name Configurator](#) to format the children's names as required for our data file.**

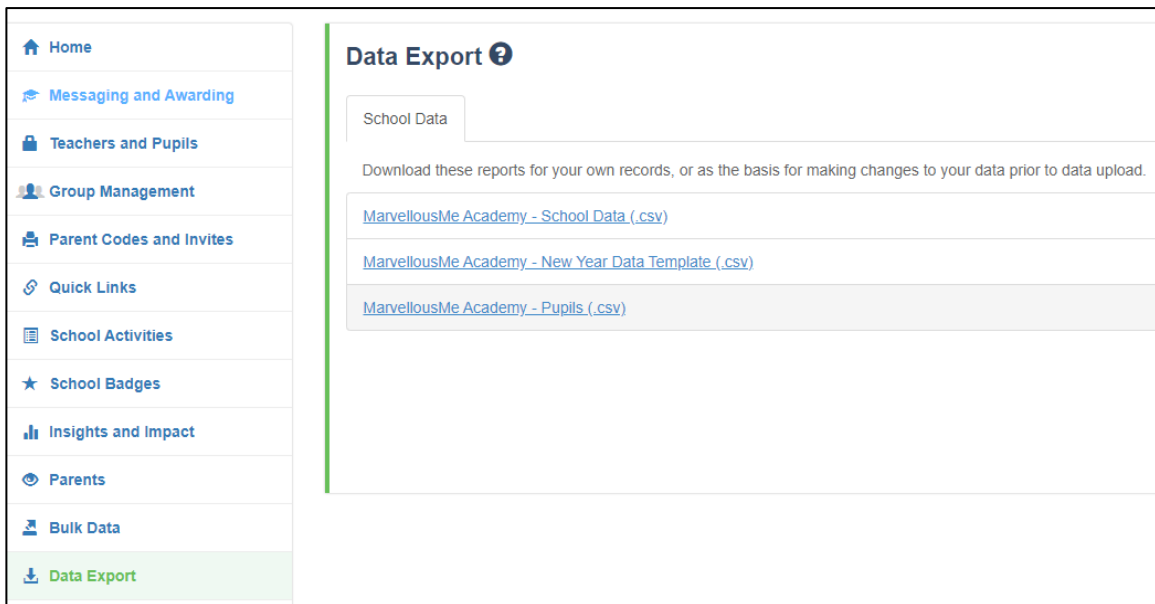
If you have any questions or find the process is taking more than 15-20 minutes, please contact the us on 01273 900 202 or [support.mme@junipereducation.org](mailto:support.mme@junipereducation.org).

## Step-by-Step Instructions: Bulk Data Method

### Step 1: Identify any pupils set up using a fake/temporary UPN (or SEEMiS reference) and update them.

**IMPORTANT** - If you don't correct any fake UPNs prior to completing the import, these children will be removed and re-added to MarvellousMe meaning their parents will need to link to a new join code and any previous history could be lost.

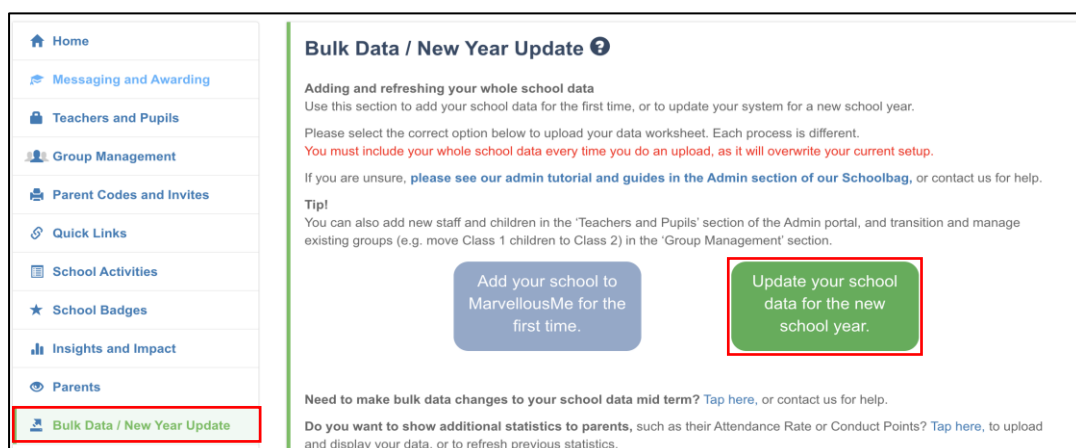
- Go into the **Data Export** section, download and review the **Pupils** file.



- If any child was added to MarvellousMe with a fake UPN (this should be easy to identify), you must change it to the correct UPN.
- Access our Help Centre articles explaining how to
  - [Edit a pupil's account](#)

### Step 2: Download your New Year Data file.

- Go to the **Bulk Data / New Year Update** section and select **Update your school data for the new school year**.



### Step 3: Save the downloaded data file to your desktop, or other folder.

- Resize the column widths so that you can see the column headers properly.

Do not change the column headers.

	A	B	C	D	E	F
1	STAFF NAME	STAFF EMAIL	CHILD NAME	UPN	REG GROUP	MAIN TEACHER EMAIL
2	Mrs Smith	smith@fakeemail.com				
3	Mr Taylor	taylor@fakeemail.com				
4	Miss Anderson	anderson@fakeemail.com				
5	Miss Thomas	thomas@fakeemail.com				
6	Mr Jackson	jackson@fakeemail.com				
7	Mrs White	white@fakeemail.com				
8	Mrs Harris	harris@fakeemail.com				
9	Mrs Martin	martin@fakeemail.com				
10	Miss Thompson	thompson@fakeemail.com				
11	Miss Garcia	garcia@fakeemail.com				
12	Miss Martinez	martinez@fakeemail.com				
13	Mrs Johnson	johnson@fakeemail.com				
14	Mrs Robinson	robinson@fakeemail.com				
15	Mr Williams	williams@fakeemail.com				
16						

### Step 4: Add and delete staff on the datafile

- **Add** new staff - Type the name and email address for any new staff members into columns A and B. Once the file is uploaded, a 'Teacher' account will automatically be created for them.
- **Delete** staff that have left.
- **Edit** staff member's name and/or email address in the **Teachers and Pupils** section.
  - Access our Help Centre articles explaining how to [Edit a teacher's account](#)
  - *If you simply change their details on the datafile, a new Teacher account will be created for them and their historical MarvellousMe data cannot be reported).*

## Step 5: Collate the pupil data from your MIS for all the children you want to be active in MarvellousMe this year.

- Run a report from your MIS (e.g. SIMS, Arbor, SEEMiS) and export it into Excel as follows:
  - Column A = First and last names of the pupils\*.
  - Column B = Their UPN/SEEMiS reference.
  - Column C = Their Reg Group.

If your MIS reports the pupils' names in a different format, please use our [Name Configurator](#) to reformat them correctly for MarvellousMe.

Reminder: If you are still waiting to receive the UPNs for the new cohorts (e.g. Nursery, Reception) please complete the data refresh for all other pupils now. The new pupils can be added as a group at a later date using the [Adding Reception/Nursery pupils](#) video.

	A	B	C	D	E	F
1	STAFF NAME	STAFF EMAIL	CHILD NAME	UPN	REG GROUP	MAIN TEACHER EMAIL
2	Mrs Smith	smith@fakeemail.com	Aiden Brace	Fakeupn001	Reception	
3	Mr Taylor	taylor@fakeemail.com	Amy Andrews	Fakeupn002	Reception	
4	Miss Anderson	anderson@fakeemail.com	Ava Allemandy	Fakeupn003	Reception	
5	Miss Thomas	thomas@fakeemail.com	Cara Cook	Fakeupn004	Reception	
6	Mr Jackson	jackson@fakeemail.com	Ellie Joshua	Fakeupn005	Reception	
7	Mrs White	white@fakeemail.com	Elliott Marsh	Fakeupn006	Reception	
8	Mrs Harris	harris@fakeemail.com	Gabriel Balaam	Fakeupn007	Reception	
9	Mrs Martin	martin@fakeemail.com	Harrison Gibbs	Fakeupn008	Reception	
10	Miss Thompson	thompson@fakeemail.com	Harry Jardine	Fakeupn009	Reception	
11	Miss Garcia	garcia@fakeemail.com	Henry Knapp	Fakeupn010	Reception	
12	Miss Martinez	martinez@fakeemail.com	Alexandra Gardner	Fakeupn011	Year 1	
13	Mrs Johnson	johnson@fakeemail.com	Alexandra Grace-Gibbs	Fakeupn012	Year 1	
14	Mrs Robinson	robinson@fakeemail.com	Cecilia Cunneen	Fakeupn013	Year 1	
15	Mr Williams	williams@fakeemail.com	Ciara Gilbey	Fakeupn014	Year 1	
16			Ellie Jardine	Fakeupn015	Year 1	
17			Emma Roberts	Fakeupn016	Year 1	
18			Erin Southgate	Fakeupn017	Year 1	
19			Ethan Oliver	Fakeupn018	Year 1	
20			George Cook	Fakeupn019	Year 1	
21			Harrison Gibbs	Fakeupn020	Year 1	
22			Amelia Hall	Fakeupn021	Year 2	
23			Anna Noah	Fakeupn022	Year 2	
24			Archie Wharfe	Fakeupn023	Year 2	
25			Charlotte Costa	Fakeupn024	Year 2	
26			Christopher Freeman	Fakeupn025	Year 2	
27			Emily Edgar	Fakeupn026	Year 2	
28			Ethan Knight	Fakeupn027	Year 2	
29			Gareth Brett	Fakeupn028	Year 2	
30			Harry Healey	Fakeupn029	Year 2	
31			Harry Jones	Fakeupn030	Year 2	
32			Arabella Shone	Fakeupn031	Year 3	
33			Chloe Elliott	Fakeupn032	Year 3	
34			David Gough	Fakeupn033	Year 3	
35			Elizabeth Hall	Fakeupn034	Year 3	
36			Erin Skinner	Fakeupn035	Year 3	
37			Eva Sexton	Fakeupn036	Year 3	
38			Erin Southgate	Fakeupn037	Year 3	

- Sort your report by Reg Group, either in the MIS system or in your output file.
- Copy and paste all the details into columns **C, D and E** of your saved **New School Year data** file.
- Save your file, keeping it as a **.csv file type**.

## Step 6: Assign the main teacher for each class (Column F)

- Copy the **email address** of just the main class teacher, in column B, and paste it into column F next to the name of their appropriate Reg. group.
- Click and drag to copy this down the list until the end of the group.
- You can assign additional staff (the second teacher in a job share, school leaders etc) to the same group as part of the Final Actions once the data file has been uploaded.

	A	B	C	D	E	F
1	STAFF NAME	STAFF EMAIL	CHILD NAME	UPN	REG GROUP	MAIN TEACHER EMAIL
2	Mrs Smith	smith@fakeemail.com	Aiden Brace	Fakeupn001	Reception	smith@fakeemail.com
3	Mr Taylor	taylor@fakeemail.com	Amy Andrews	Fakeupn002	Reception	smith@fakeemail.com
4	Miss Anderson	anderson@fakeemail.com	Ava Allemandy	Fakeupn003	Reception	smith@fakeemail.com
5	Miss Thomas	thomas@fakeemail.com	Cara Cook	Fakeupn004	Reception	smith@fakeemail.com
6	Mr Jackson	jackson@fakeemail.com	Ellie Joshua	Fakeupn005	Reception	smith@fakeemail.com
7	Mrs White	white@fakeemail.com	Elliott Marsh	Fakeupn006	Reception	smith@fakeemail.com
8	Mrs Harris	harris@fakeemail.com	Gabriel Balaam	Fakeupn007	Reception	smith@fakeemail.com
9	Mrs Martin	martin@fakeemail.com	Harrison Gibbs	Fakeupn008	Reception	smith@fakeemail.com
10	Miss Thompson	thompson@fakeemail.com	Harry Jardine	Fakeupn009	Reception	smith@fakeemail.com
11	Miss Garcia	garcia@fakeemail.com	Henry Knapp	Fakeupn010	Reception	smith@fakeemail.com
12	Miss Martinez	martinez@fakeemail.com	Alexandra Gardner	Fakeupn011	Year 1	white@fakeemail.com
13	Mrs Johnson	johnson@fakeemail.com	Alexandra Grace-Gibbs	Fakeupn012	Year 1	white@fakeemail.com
14	Mrs Robinson	robinson@fakeemail.com	Cecilia Cunneen	Fakeupn013	Year 1	white@fakeemail.com
15	Mr Williams	williams@fakeemail.com	Ciara Gilbey	Fakeupn014	Year 1	white@fakeemail.com
16			Ellie Jardine	Fakeupn015	Year 1	white@fakeemail.com
17			Emma Roberts	Fakeupn016	Year 1	white@fakeemail.com
18			Erin Southgate	Fakeupn017	Year 1	white@fakeemail.com
19			Ethan Oliver	Fakeupn018	Year 1	white@fakeemail.com
20			George Cook	Fakeupn019	Year 1	white@fakeemail.com
21			Harrison Gibbs	Fakeupn020	Year 1	white@fakeemail.com
22			Amelia Hall	Fakeupn021	Year 2	harris@fakeemail.com
23			Anna Noah	Fakeupn022	Year 2	harris@fakeemail.com
24			Amelia White	Fakeupn023	Year 2	harris@fakeemail.com

## Step 7: Checklist

- Have you listed all the staff you want to use MarvellousMe?
- Have you included all the children you want to be active in MarvellousMe this year?
- Have you shown each child's first and last name correctly, both together in column C?
- Does each child have a UPN/SEEMiS reference? If not, they will not be added to MarvellousMe and you will need to do this manually at a later time.
- Have you sorted the data by Reg. Group?
- Have you added only one staff email address in column F? Additional staff will be assigned to the group at a later time.
- Have you left the column headers unchanged?

Once you have completed the checklist, please save your file. Again, keeping it in the .csv file format.

**Please now securely\* send your completed data file to [support.mme@junipereducation.org](mailto:support.mme@junipereducation.org) for us to check and upload for you. We will confirm receipt of your file and notify you when it has been uploaded so you can complete the [Final Actions](#).**

*\*We recommend using [WeTransfer](#), a free service that encrypts your files when they are transferred (TLS) and when they are stored (AES-256). Alternatively, simply save the spreadsheet as an Excel file (not .csv), password protect it and send via email to us. **POTENTIALLY MENTION THIS CHANGE FROM EGRESS IN COVER EMAIL.***

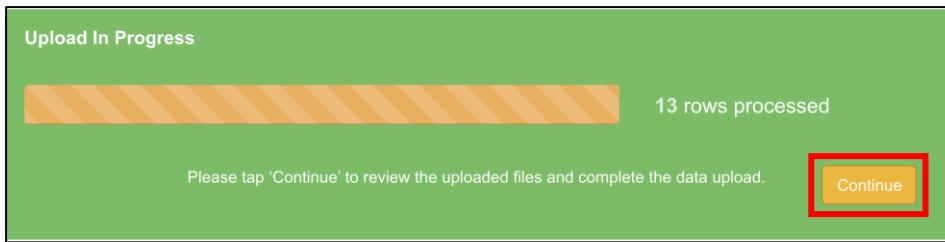
**Alternatively, continue to Step 8 to upload the completed data file to your account yourself.**

## Step 8: Upload your completed data file into your Admin system.

Reminder: When uploaded, the data file will instantly overwrite your current setup and cannot be reversed, so please contact us with any questions or send us your completed data file for us to check over.

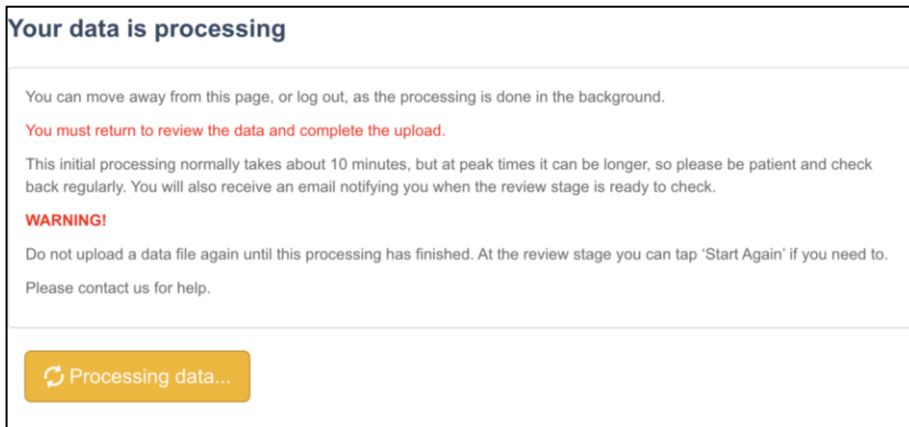
To upload the file:

- Return to the **Bulk Data** section.
- Select **Upload Data File**.
- Select your saved csv data file.
- Wait until you see the below screen, then select **Continue**.



## Step 9: The system will display the below screen whilst it pulls through your data.

You must then return to review the data and complete the upload.



## Step 10: Review your Teachers' and Pupils' details.

In this review section you should see all the staff and pupils you want on your MarvellousMe account this academic year.

### Spot check:

Are the majority of pupils **Updating**? Only the new pupils/teachers should be **Adding**.

**Tip** You can tap the column headers to sort the data and change the number of entries visible.

If you are unsure about anything, tap **Start Again** and check your data file, or contact us for help.

If everything looks correct, tap **Review Groups**.

### School Data

You are here: / 1. Review Teachers and Pupils Start Again

#### 1. Teachers and Pupils

Please review your teachers' and pupils' details. You should see all the people you want active in MarvellousMe for your whole school.

Spot check the names and unique IDs are accurate and in the correct columns. You can tap the column headers to sort the data.

If there is a new unique ID (i.e. staff email or child UPN) for anyone new, or previously setup in MarvellousMe, it will show as 'Adding', others will be 'Updating'.

If you are unsure about anything, tap 'Start Again' and check your data file, or contact us for help.

If everything looks correct, tap 'Review Groups'.

Show  entries Search:

Name	Role	Unique ID	Action
Aaliyah Banks	Pupil	FAKECHILD001	Updating
Aaron Fisher	Pupil	FAKECHILD002	Updating
Abigail Long	Pupil	FAKECHILD003	Updating
Adam Bradley	Pupil	FAKECHILD004	Updating
Addison George	Pupil	FAKECHILD005	Updating
Adeline Norman	Pupil	FAKECHILD006	Updating
Adrian Knight	Pupil	FAKECHILD007	Updating
Aiden Turner	Pupil	FAKECHILD008	Updating
Alexa Stanley	Pupil	FAKECHILD009	Updating
Alexander Hall	Pupil	FAKECHILD010	Updating

Showing 1 to 10 of 163 entries Previous 1 2 3 4 5 ... 17 Next

1. Teachers and Pupils Next: 2. Review Groups



## Step 11: Review your Group details.

You should see all the groups/classes you want in your MarvellousMe account this academic year.

Check the correct staff email address is shown for each group. Remember, if you need to assign other staff to the same group, you can do this after the data is uploaded.

If you are unsure about anything, tap **Start Again** and check your data file, or contact us for help.

If everything looks correct, tap **Review Group Members**.

### School Data

You are here: / 1. Review Teachers and Pupils / 2. Review Groups Start Again

#### 2. Groups

Please review your groups. You should see all the groups you want active in MarvellousMe for your whole school.

Check the correct staff email address is shown for each group.

If you need to assign other staff to the same group, you can do this after the data upload.

If you are unsure about anything, tap 'Start Again' and check your data file, or contact us for help.

If everything looks correct, tap 'Review Group Members'.

Show  entries Search:

Group	Main Teacher ID	Action
Class 1	mark@marvellousme.com	Updating
Class 2	MissClass2@faketeacher.com	Updating
Class 3	MrsClass3@faketeacher.com	Updating
Class 4	MrClass4@faketeacher.com	Updating
Class 5	MissClass5@faketeacher.com	Updating
Class 6	MrsClass6@faketeacher.com	Updating
Nursery	MrsNursery@faketeacher.com	Updating
Reception	Mrsreception@faketeacher.com	Updating

Showing 1 to 8 of 8 entries Previous  Next

**2. Groups** Back | Next: 3. Review Group Members

## Step 12: Review your Group Members (the children in each group).

You should see all the children and their respective groups.

Spot check groups to make sure the correct pupils are showing.

If you are unsure about anything, tap **Start Again** and check your data file, or contact us for help.

If everything looks correct, tap **Review Errors**.

### School Data

You are here: / [1. Review Teachers and Pupils](#) / [2. Review Groups](#) / [3. Review Members](#) Start Again

#### 3. Group Members (Children)

Please review the children in each group.  
Spot check groups to make sure the correct pupils are showing.  
If you are unsure about anything, tap 'Start Again' and check your data file, or contact us for help.  
If everything looks correct, tap 'Review Errors'.

Show  entries Search:

Group	Child Name	Action
Class 1	Tristan Parsons	Updating
Class 1	William Brown	Updating
Class 1	Skylar Todd	Updating
Class 1	Sarah Clayton	Updating
Class 1	Valentina Preston	Updating
Class 1	Wyatt Harrison	Updating
Class 1	Sophia Sharp	Updating
Class 1	Vincent Hudson	Updating
Class 1	Sawyer Perry	Updating
Class 1	Zachary Lowe	Updating

Showing 1 to 10 of 210 entries Previous 1 2 3 4 5 ... 21 Next

[3. Group Members \(Children\)](#) Back | Next: [4. Review Errors](#)

## Step 13: Check for any errors.

If you are unsure about anything, tap **Start Again** and check your data file, or contact us for help.

If everything looks correct, tap **Final Validation**.

### School Data

You are here: / 1. Review Teachers and Pupils / 2. Review Group / 3. Review Members / 4. Review Errors Start Again

#### 4. Errors

Please check for any errors.  
If you are unsure about anything, tap 'Start Again' and check your data file, or contact us for help.  
If everything looks correct, tap 'Final Validation'.

Show **10** entries Search:

Teacher Name	Email	Pupil Name	UPN	Group Name	Error
Well done! No errors spotted.					
Teacher Name	Email	Pupil Name	UPN	Group Name	Error

Showing 0 to 0 of 0 entries Previous Next

4. Errors Back | Next: 5. Final Validation

## Step 14: Check the final summary of how many staff, children and groups will be active in MarvellousMe after this upload.

Please check and go back through the review stages if necessary.

If you are unsure about anything, tap **Start Again** and check your data file, or contact us for help.

If everything looks correct, tap **Finish Upload**. **This cannot be undone so only do it when you want your new data to become active.**

### School Data

You are here: / 1. Review Teachers and Pupils / 2. Review Groups / 3. Review Members / 4. Review Errors / 5. Final Validation Start Again

#### School Data Validation Report

Here is a final summary of how many staff, children and groups will be active in MarvellousMe after this upload.  
Please check and go back through the review stages if necessary.  
If you are unsure about anything, tap 'Start Again' and check your data file, or contact us for help.  
If everything looks correct, tap 'Finish Upload'. **This can't be undone, so only do it when you want your new data to become active.**

##### Current Data

13 Teachers	180 Pupils	8 Groups	240 Child Members
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##### With This Upload

13 Teachers	150 Pupils	8 Groups	210 Child Members
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5. Proceed & Overwrite Current Data Back | Finish Upload

## Step 15: You will see the below pop-up screen confirming that you have completed the data review.


The upload will now be processed behind the scenes. You can move away from this page or log out however **you must not make any further changes to staff, children or groups in the Admin system until the processing has finished.** If you do, they will be overwritten by this upload.

Please also **do not upload a data file again.**

This final processing stage normally takes about 30 minutes, but at peak times it can be over an hour, so please be patient and check back regularly.

You will also receive an email notifying you when the upload is complete. You may find this goes into your junk mail inbox.

Nearly there!



Nearly there! The final stage of your data upload is being processed.

**Do not make any further changes to staff, children or groups in the Admin system until this processing has finished. If you do, they will be overwritten by this upload.**

**Do not upload a data file again until this processing has finished.**

You can move away from this page, or log out, as the processing is done in the background.

This final processing normally takes about 30 minutes, but at peak times it can be over an hour, so please be patient and check back regularly.

You will also receive an email notifying you when the upload is complete. This will include the username and password for any new staff added to MarvellousMe, to pass on to them. Please also check your junk email.

After the upload, you will be able to assign staff to other groups, and print the parent join code letters for parents still to join up to MarvellousMe.

[See our detailed instructions and post upload checklist in the Admin section of our Schoolbag.](#)

[Click here to return to the dashboard](#)

**Once your data has pulled through to your account, please click here to complete a few important [Final Admin Actions](#) to conclude your data refresh.**