

Assessment Webmerge FAQ

Q: Why are results missing for a Specific subject/Assessment type when I web merge my report?

A: This could be a number of situations, below are few scenarios that you can use to see why the report doesn't show the result.

- 1) Make sure that the result appears when you Preview the report instead of pressing Web Merge. If the result doesn't appear, this could be due to the report not looking at the correct Assessment Type/Term/Year Group/Subject
- 2) Result appears in preview but not in the report. This could be due to the Concatenated ID's being incorrect/incorrectly formatted. Please review what the ID in the Document Template to ensure that it's correct

Q: Why is my web merge report taking so long to run?

A: This may be due to your report not using any filters. For the best possible results, please add the report filters mentioned below with the different data that is needed for the report:

- Assessment Type
- Term
- Year Group
- Subject
- Students

If you're including attendance in your report, please make sure that you Attendance interval is set to 'Show for selected date'.

Q: Why am I unable to send the web merge to MCAS/Student Portal?

A: Please make sure that on the final stage of processing your web merge report that you have your 'Focus' set to 'StudentID'. If you don't have this data item to choose from, please add it to your report.

You can find the 'StudentID' data item under the 'Student' within the 'Unique Identifiers' sub tree.

Please ensure your DMS is not full by checking the Disk Usage via My Documents or My Reports.

Q: How do I upload a new word document to my report?

A: Run your web merge report > you will have the option to 'Select Document' > Click 'Browse' > Navigate to your document > Press Next

Q: Do I have to map all of my cells manually?

A: You can map your cells manually if you wish but if you using our Concatenated ID's to map your results please make sure that you add an identifier at the beginning of the ID. For example: <<MatTar:674\$5\$102\$2855>>.

Please also make sure that the identifiers are unique to the subject and column the ID's are for, otherwise this causes data to not appear in your report.

Q: Why is my webmerge report creating a lot more documents than expected?

A: This is probably due to the 'Sort & Page Break by' section not have any data items selected for it, for the best results you can add StudentID to this which will page break by the StudentID. Alternatively you can use a combination of student name data items and 'StudentTutorGroup' which will achieve the same goal.

Q: Why are colours not coming out in my merged document?

A: This is potentially down to the Marksheet not being saved to the database so the results & colours will need to be saved again.

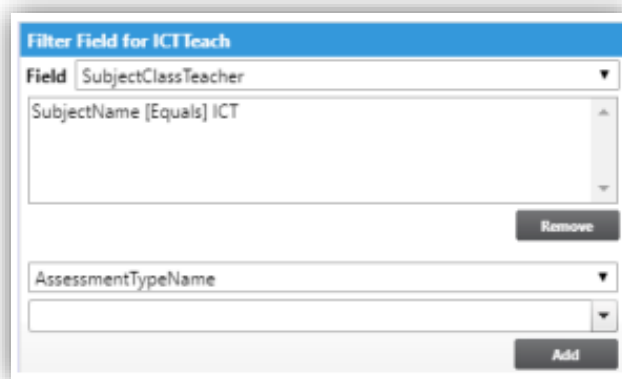
If you have added a Colour Formula Column after the Data was entered, you can use Template Processing in the Assessment Module to re-save the Formula Data in the Marksheets.

Q: Why isn't the subject class teacher name coming out?

A: This may be potentially down to the Mapping on the last stage of the web merge. Below is an example of how I would suggest this would be written in your Word Document:

<<EnTeach>>

For the Manual mapping of the teachers I would suggest having it mapped as per the following screenshot.



Additionally you need to make sure that the student is a member of a teaching class of the relevant subject and the teacher is also a teacher of the subject as well.

Q: How do I replace my header/footer/school logo?

A: To replace your header/footer/School logo, open your word document, remove the old logo. Generally we advise that you don't put the header/footer/school logo into the header or footer of the document to prevent formatting issues.

Q: My tags look correct but nothing is coming through, what's wrong?

A: If you're using a template that you haven't used since SIMS the << / >> tags maybe Objects not Text. Please change the <</>> tags to text, save the template and try your report again