

Lesson Monitor

Accessing the Register and Entering Marks

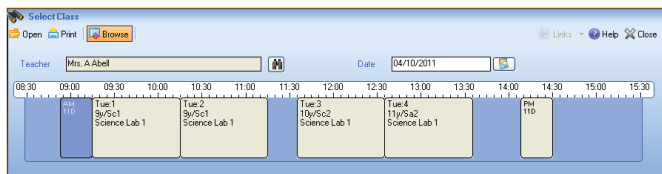
Accessing the Register via the Focus Menu



Select **Focus | Lesson Monitor | Take Register** or click the **Take Register** button to display the **Select Class** browser.

Class Teachers

Ensure that the required **Date** is displayed then double-click the required session/lesson on the timeline to display the associated register.



Clicking the **Browse** button again returns you to the **Select Class** browser.

Staff Covering Lessons

If you are covering for another teacher, e.g. you are an administrator who wishes to view a teacher's classes/lessons:

1. Ensure that the required **Date** is displayed then click the **Search** button adjacent to the **Teacher** field to display the **Browse for Lesson** dialog.
2. Enter all or part of the required name and/or select the period you are covering then click the **Search** button.
3. Double-click the required lesson or highlight it then click the **OK** button to display the associated register.

Accessing the Register via the Home Page

If you have logged in to SIMS as a teacher, your timetable for today is displayed in the **My Classes Today** panel on the SIMS **Home Page**.

1. Double-click the required lesson to display the **Take Register** page.



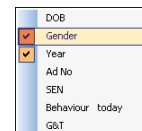
2. The **Select Class** browser, which displays the timeline, is hidden but can be displayed by clicking the **Browse** button. If required, the SIMS **Home Page** can be accessed again via **Focus | Home Page**.

Adding Additional Identification Columns

Additional identification columns, i.e. **Date of Birth**, **Gender**, **Year**, **Admission Number**, **SEN**, **Behaviour today** and **G&T** (Gifted and Talented) can be added/removed from the register, as required.

These settings apply to the current register only.

Right-click the **Name** or **Reg** column heading and select (or deselect) one or more additional columns from the pop-up menu. The register expands (or contracts) according to your selection.



Entering Lesson Registration Marks

Entering a Mark Using the Keyboard

Click in the required cell then enter a mark using the keyboard. As each mark is entered, the highlight moves down automatically ready for you to mark the next student.

Selecting a Mark from a List of Available Codes

Either right-click the cell in which you wish to enter a mark then select **Display Codes** from the pop-up menu or click the **Codes** button to display the **Codes** dialog.

Double-click the required code, which is then displayed in the current cell.

The dialog can be closed at any time by clicking the **Close** button.

Click the **Print** button to display the register in your web browser.

Right-click the **Name** or **Reg** column heading to add additional identification columns.

Students who are on report can be easily recognised, as their name followed by an **R** and their **Reg** group are displayed in red.

Take Register Sy/Sci Mrs. A. Abel 04/10/2011

Save Undo Print Codes Preserve Extra Name Photo Minutes Late Comments Links

Current View History Today Future Present 14

Name	Reg	AM	Mon.1	Mon.2	Mon.3	Mon.4	PM	Mon.5
Addison, Mille	11D	/	/	/	/	/	/	/
Andreassen, Nick R	11D	/	/	/	/	/	/	/
Begit, Max	11E	/	/	/	/	/	/	/
Bikisson, Toby	11D	/	/	/	/	/	/	/
Brown, Jenny	11D	/	/	/	/	/	/	/
Falcon, Aaron	11D	/	/	/	/	/	/	/
Fletcher, Tristan	11D	/	/	/	/	/	/	/
Grant, Fiona	11E	/	/	/	/	/	/	/
Hampton, Stephanie	11D	/	/	/	/	/	/	/
Honeywell, Freddie	11D	/	/	/	/	/	/	/
Hutchinson, Roger	11D	/	/	/	/	/	/	/
Kaur, Samreen	11D	/	/	/	/	/	/	/
Lewis, Frank	11F	/	/	/	/	/	/	/
Macdonald, Alex	11E	/	/	/	/	/	/	/
McKinnon, Ali	11D	/	/	/	/	/	/	/
Peacock, Chris	11D	/	/	/	/	/	/	/
Powell, Hollie	11E	/	/	/	/	/	/	/
Price, David	11D	/	/	/	/	/	/	/
Rainey, Adele	11D	/	/	/	/	/	/	/
Ramsden, Will	11F	/	/	/	/	/	/	/
Ray, Howard	11F	/	/	/	/	/	/	/
Rhodes, May	11D	/	/	/	/	/	/	/
Sahota, Katie	11D	/	/	/	/	/	/	/
Vincent, Katrina	11F	/	/	/	/	/	/	/
Vino, Chris	11F	/	/	/	/	/	/	/
Watkins, Shelley	11D	/	/	/	/	/	/	/
Wood, Ruth	11D	/	/	/	/	/	/	/
Abbot, Claire	10A	/	/	/	/	/	/	/

A red triangle in the corner of a cell indicates that a comment has been entered. A blue cell indicates that minutes late have been entered.

Hovering the mouse over a cell displays the teacher's name and class. Comments and minutes late are also displayed, if applicable.

The orange highlight indicates the name of the student and the period for which the mark is about to be entered in the green cell.

I (illness), recorded and saved by the school office (via **Focus | Lesson Monitor | Edit Marks**), is displayed when the register is saved.

Extra names are initially added to the bottom of the list of names then sorted into alphabetical order when the register is saved.

TIP: To enter mark(s) using the keyboard while the **Codes** dialog is open, click in the register where the next mark is to be entered (this returns the focus to the register) then enter the required mark via the keyboard.

Entering the Same Code for All Students

1. Click the column heading for the current period. The background colour of the selected cells changes to cyan.
2. Enter **/** or **** as appropriate to flood fill the entire column.
3. Individual marks can be edited by clicking the applicable cell then entering the required mark using the keyboard or **Codes** dialog.

Entering the Same Code for a Block of Students

1. To select students who are listed sequentially, click the first cell in which you want to enter the mark. Hold down the **Shift** key then click the last cell in which you wish to enter the same mark. The background colour of the selected cells changes to cyan.
2. Enter the required mark using the keyboard or **Codes** dialog.

Editing or Deleting a Mark before Saving

Ensure that the cyan highlight is on the cell displaying the mark you wish to change. Enter the correct code using the keyboard or **Codes** dialog.

Alternatively, press the **Delete** key to display a dash (-), representing a missing mark. Students with missing marks are marked as unexplained absence (**N**) when the register is saved unless you choose not to proceed. You are then returned to the register where missing marks can be entered before the register is saved.

Editing or Deleting a Mark after Saving

Ensure that the **Preserve/Overwrite** toggle button displays **Overwrite**.

Preserve/Overwrite toggle button

Adding Extra Names to the Current Register

1. Click the **Extra Name** button to display the **Add Extra Names** dialog then **Search** for the required student.
2. Highlight the required name then click the **OK** button. Alternatively, double-click the name to return to the **Take Register** page.
3. Confirm that you wish to add the student to the registration group/class for this session/lesson only.

The extra name is added to the bottom of the list already marked as present. When the register is saved, the list of names is sorted into alphabetical order.

4. Additional names can be added using the same method.

Recording Behaviour Incidents and Achievements

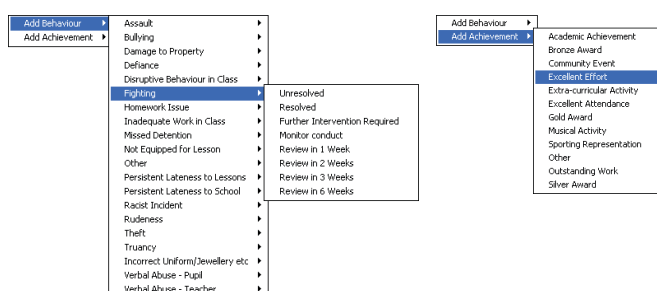
Creating a Basic Record (quick method)

Creating a record using the following method takes very little time, allowing the registration tutor/teacher time to concentrate on the current situation. The newly created record is not visible from the register but can be viewed and edited later via **Focus | Behaviour Management**.

1. Select the names of the students involved in the event. Multiple students can be selected by holding down the **Ctrl** key then clicking the individual names. Selected names are highlighted in orange.

NOTE: Students cannot be selected by clicking the body of the register where the marks are entered.

2. Right-click the highlighted name(s) then select either **Add Behaviour | <behaviour type> | <behaviour status>** or **Add Achievement | <achievement type>** from the pop-up menu.



A message is then displayed confirming that a record of the applicable type has been created automatically for the selected student(s).

3. Click the **OK** button to return to the register.

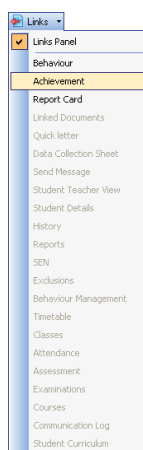
Creating an In-Depth Record

This method of creating a behaviour incident or achievement displays the relevant dialog, enabling you to add and edit the event details.

1. Select the names of the students involved in the event.
2. Click the arrow located on the right-hand side of the **Links** button then select the **Behaviour** or **Achievement** link to display the **Achievement** (or **Behaviour Incident**) **Details** dialog.

*NOTE: Clicking the body of the **Links** button displays the **Student History** page from where an individual's details can be viewed.*

3. Select the event **Type** from the drop-down list (mandatory).
4. Add additional details, if required, then click the **Save** button.



Viewing Student Photographs

Viewing the Class Photograph

The class photograph is a composite display made up of all available individual photographs stored in the SIMS database.

1. Click the **Class Photo** button to display the **Class Photo** dialog.
2. If information about the SIMS Schools Photography Licensed Partners is required, click the **Click for Photographers** link at the bottom left-hand side of the dialog to open the Capita Children's Services Home page. Click the **Capita SIMS** hyperlink then enter photographers in the site **Search** field.



Viewing an Individual's Photograph

Highlight the student's name then click the arrow located on the right-hand side of the **Links** button, then select **Photo** from the drop-down list.

Recording Minutes Late and Comments

Recording Minutes Late

A registration tutor/teacher can record the number of minutes that a student arrived late for registration. Where minutes late have been recorded, the background colour of the cell is cyan.

1. Locate the required student then click the associated cell for the current session/lesson.
2. Enter a late code, i.e. **L** (before registers closed) or **U** (after registers closed), to activate the **Minutes Late** button.
2. Click the **Minutes Late** button to display the **Minutes Late** dialog then enter the number of minutes that the student arrived late.
3. Click the **OK** button to return to the register.
4. To run the Minutes Late report, select **Reports | Lesson Monitor | Selected Student Reports | Minutes Late Report**.

*NOTES: If the **Group Type** is changed, the **Search** button must be clicked to refresh the display. If **Show Lessons** only is selected, specify one or more **Subjects** to be included in the report. The report is displayed in your web browser, from where it can be printed.*

Recording a Brief Comment

Where comments have been added, a red triangle is displayed in the top right-hand corner of the cell.

*NOTE: An in-depth record can be recorded via the **Links** button.*

1. Locate the required student then click the associated cell for the current session/lesson.
2. Click the **Comments** button to display the **Comments** dialog then enter a brief comment, e.g. John forgot his homework again.
3. Click the **OK** button to return to the register.
4. To run the Comments report, select **Reports | Lesson Monitor | Selected Student Reports | Comments Report**.

*NOTES: If the **Group Type** is changed, the **Search** button must be clicked to refresh the display. The report is displayed in your web browser, from where it can be printed, if required.*

Editing Historical and Future Marks

History View

Historical marks for up to ten instances of the selected session or lesson can be viewed and edited. A student's pattern of attendance can be reviewed and any errors on past registers can be corrected.

Select the **History** radio button. The current session or lesson is displayed in the right-hand column and can also be marked in this view.

To return to the register for the selected date and period, select the **Today** radio button.

Future View

The future view enables you to view and edit future marks for up to ten instances of the selected session or lesson. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that interested staff have visibility of forthcoming events.

Select the **Future** radio button. The current session/lesson is displayed in the left-hand column and can continue to be marked in this view.

CAPITA

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