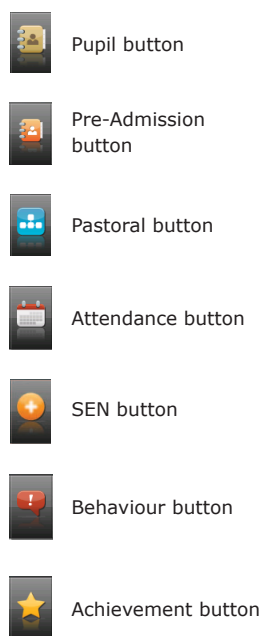


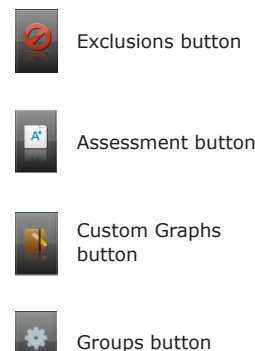


Discover has been developed to enable schools to analyse their SIMS data and to display the results in a variety of graphical formats, e.g. bar graphs, progression line graphs, pie charts and Venn diagrams. The predefined graphs are accessible from a series of category specific **Catalogue** buttons on the Discover Application Bar.



Clicking the **Help** button launches the Documentation Centre providing access to the Discover user documentation.

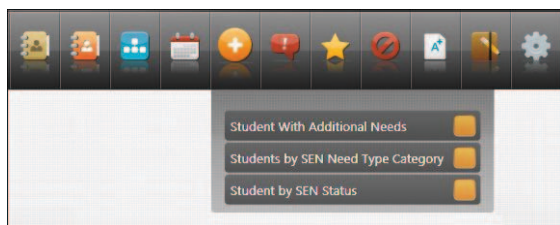
Clicking the **Information** button displays the date and time that the last successful Transfer process was run between SIMS and Discover.



Click one of the **Category** buttons on the Discover Application Bar. A drop-down list of pre-defined graphs that relate to the selected category is displayed.

Using Graphs

Click one of the graph names and drag the graph name or the associated orange box onto the Discover canvas.



Release the mouse button to compile the data as a graphical output. Most of the predefined graphs open as bar graphs but you can change the graphical display to a different format by selecting the appropriate button located at the bottom of the graph to change the default bar graph.

The graph can be exported to a .CSV file by selecting the **Export** button, also located at the bottom of the graph.

Moving a Graph Around the Canvas

Once a graph has been created, it is possible to move it around the canvas to maximise the space available. This enables you to drag and drop multiple graphs onto the canvas at the same time. Click into the title area of the graph and drag it around the canvas. Release the mouse button to position the graph in the required location.

If the graph is positioned so that you cannot see the **Close** button or the graph title, click onto the Discover canvas and move the mouse to drag the canvas and view the graph.

Resizing a Graph

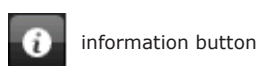
Once a graph is compiled on the canvas, it can be stretched to maximise its size. Click a border or a corner of the graph until the two-way arrow cursor is displayed. Drag the cursor in the required direction to increase or decrease the size of the graph on the canvas.

IMPORTANT NOTE: There is a limit to the size that the graph can be reduced to whilst still displaying the data in a readable form.

Viewing the Reverse Side of a Graph

Graphs can be rotated to display the reverse side which summarises a breakdown of the data details, e.g. the names, date of birth, admission numbers of the pupil/students and their memberships of the various data items that are included in the graph. This is displayed in a tabular format. If a photograph is associated with the pupil/student's record, this is also visible.

Click the **information** button on the front of the graph that you are viewing. The graph rotates by 180 degrees and the underlying data is displayed.



Forename	Surname	DOB	Registration Group	Enrolment Status	Admission Number	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Total
Michael	Yarwood	01/11/1997	BA	On Roll	003715								
Petra	Yates	12/11/1997	BB	On Roll	003758								
William	Yates	09/10/1992	N	On Roll	002896								
						161	160	164	167	167	103	109	1031

To enable you to view all the information, the reverse side of the graph can be resized so that all the column headings are visible. View the entire list of pupil/students by moving the slider up and down on the right-hand side of the graph.

You may wish to export the data details from the reverse side of a graph to a spreadsheet so that you can further analyse or monitor trends.

Click the **Export** button on the reverse side of the graph to display the **Save As** dialog.



Browse to a suitable storage location and enter an appropriate **File name** for the data details. Click the **Save** button to load the data details into a comma separated file in Microsoft® Excel.



Using the Workspace

Configuring Discover

Undo button

Used to reverse any unsaved changes.

Transfer button

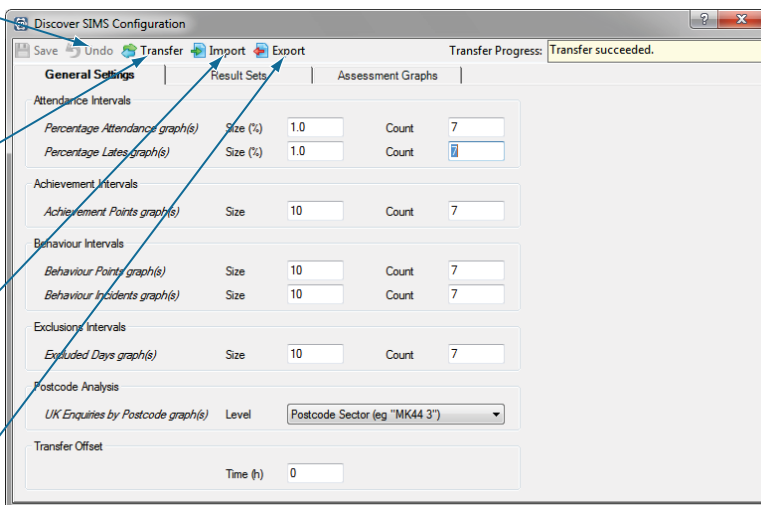
Initiates a data transfer with SIMS. Ensure that no other users will be affected before continuing.

Import button

Enables you to import graph definitions created by other users.

Export button

Enables you to create an .XML file of your own graphs for the benefit of other users.



The **Discover SIMS Configuration** utility enables you to customise different areas within Discover. These areas concern interval ranges of specific graphs. It is also possible to specify the offset timeframe for the Transfer routine. Schools with a typical installation of Discover can also use the **Discover SIMS Configuration** utility to specify the information to be included in the creation of their own Assessment graphs.

Click the **Start** button then select **All Programs | SIMS Applications | Discover Configuration**. Use your SIMS **Login** to access the **Discover SIMS Configuration** utility.

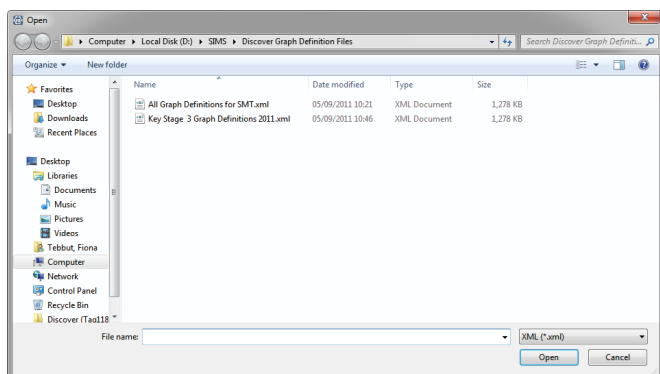
The **General Settings** are specified before using Discover but can be changed at any time if the graphs are not displaying the data in the manner required.

If any data has been changed in SIMS, click the **Transfer** button to update the data in Discover.

Importing and Exporting User Defined Graph Definitions

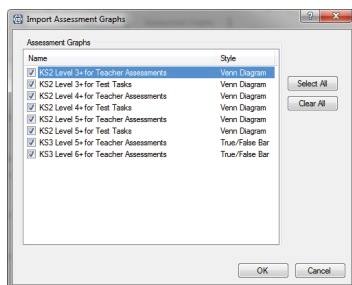
It is possible to import an .XML file containing graph definitions created by other users.

1. Click the **Import** button on the **Discover SIMS Configuration** utility to display the **Open** dialog.



2. Select the file name of the graph definitions .XML file and click the **Open** button to display the **Import Assessment Graphs** dialog.

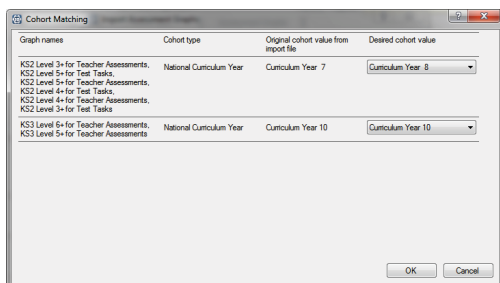
3. Select the check box(es) adjacent to the graph **Names** that you want to import. Alternatively, click the **Select All** button to choose all the graphs. If you make a mistake, click the **Clear All** button and begin your selection again.



4. Click the **OK** button to display the **Cohort Matching** dialog.

The **Graph names** that you have selected to import are listed together with the **Cohort type**, the **Original cohort value from import file** and the **Desired cohort value**.

You can select an alternative **Desired cohort value** from the drop-down list for each graph definition, if required.



5. Click the **OK** button to begin the import.

If one of the graph definitions being imported is already present in the Discover database, the graph definition is not imported again.

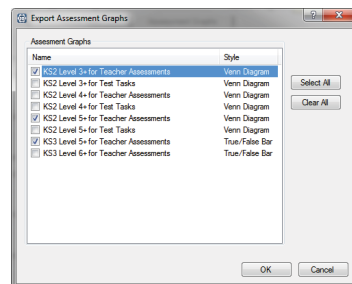
Creating an XML File of Graph Definitions for Export

It is possible to create an .XML file of your own graph definitions. This file can then be imported into Discover by other users to enable them to share the benefit of your user defined graphs without them having to create the graph definitions themselves.

1. Click the **Export** button on the **Discover SIMS Configuration** utility to display the **Export Assessment Graphs** dialog.
2. Select the check box(es) adjacent to the **Names** of the graph definitions that you want to export.

Alternatively, click the **Select All** button to include all the graph definitions that have been defined.

If you make a mistake, click the **Clear All** button and begin your selection again.



3. Click the **OK** button to display the **Save As** dialog.
4. Navigate to a suitable storage location, specify a **File Name** and click the **Save** button to create the .XML file.
5. Click the **OK** button on the **Export complete** dialog.

Once created, the .XML file of graph definitions can be shared amongst other members of staff, governors and members of the Senior Management Leadership Team.

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This guide is based on the version of the software (7.144) in use at the time of publication.