

Pupil (or Student) Teacher View

Viewing and Configuring

The **Pupil (or Student) Teacher View** page provides class teachers with an at-a-glance view of the key information relating to any pupil/student in their registration group or class in the current academic year.

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Teacher View** to display the **Find Student** browser.
2. Search for then select the required pupil/student to display the **Pupil (or Student) Teacher View** page.

NOTE: All the information displayed on this page is read-only. To change any of the information, you must access the appropriate area of SIMS, amend the details then re-open the **Pupil (or Student) Teacher View** page.

TIP: Hover over other information in the **Basic Details** panel to display the field names accessed to extract this information.

Emergency Contacts
Any contact with a **Priority** of 1 or 2 is displayed.

Timetable Timeline
Secondary schools only
Displays the lessons that the selected student is scheduled to attend today.

TIP: Right-click to view additional options. For example right-clicking the **Attendance** panel displays alternative layout options.

Clicking the **Print** button displays the **Student Teacher View Report** in your web browser.

Pupil/student's name, date of birth, home address and home telephone number.

SEN Status
Displays a code, if a SEN Status has been identified.

TIP: If you are unsure of the meaning of a special educational needs code, hover the mouse over the code to display a tooltip that displays the code definition.

Pie Chart hyperlink
Click this hyperlink to change the display of the **Attendance** panel.
Click the **List** hyperlink to revert to the original format.

Jimmy Abbey Group 8A

Basic Details
Jimmy Abbey
17/04/1998
9 Blue Vase Road
Luton
LU4 4XZ
01578 5564564
Never Assigned

Emergency Contacts
Father Mr David Abbey
Priority 1
Home No. 015785564564
Mobile No. 07979458214
Work No.

Key Indicators
Attendance 44 %
Behaviour 1
Exclusions 0 Day(s)
Achievements 0
Assessment Science Attainment Level
Current Class 8x/Ma2
Reg Tutor Miss J Foster
Head of Year 8
Report Card English Room 4
Miss F Burton

Quick Note Jimmy must take his medication with food at morning break and again at afternoon break.

Attendance
Description Sessions %
Present 140 44
Authorised Absence 0 0
Unauthorised Absence 0 0
Possible Exclusions 318 0
Approved Educational Ac... 0 0
Late before re-opened 0 0

Behaviour
Date Type Points
27/10/2010 Fighting 1

Achievements
Date Type Points
08/10/2010 Extra-curricular Ac... 1

Assessment
Aspect Result Date R
English Attainme... 4A 01/09/2010 Yr
Maths Attainment... 4B 01/09/2010 Yr
Science Attainme... 3A 01/09/2010 Yr

SEN Needs
Ranking Need Type Description
1 Dyslexic

Classes
Description Supervisor
8A/Gg Mr A Pinkney
8A/Hi Mr K Jacobs
8A/Ps Mrs S Andrews
8A/Re Miss H Green

Labelled as **Class Teacher** in Primary schools.

Labelled as **School Office** in Primary schools.

Clicking either of these hyperlinks displays the **Send Message** dialog enabling you to send a message to another member of staff.

These six panels display a summary of a pupil/student's Attendance, Behaviour, Achievements, Assessment, SEN Needs and Classes.

Basic Details Panel

The selected pupil/student's **Basic Details** are displayed. If they have been assigned a **SEN Status**, the relevant code is displayed at the bottom of this panel. Hover your mouse over the code to display the tooltip, e.g. **School/Early Years Action +**.

Emergency Contacts Panel

The **Emergency Contacts** information is taken from the **Family/Home** panel on the **Pupil (or Student) Details** page.

It is important to keep accurate and up-to-date records. Parent/guardians with a **Priority** of 1 or 2 are displayed, together with their emergency contact numbers.

Quick Note Panel

Quick Note Jimmy must take his medication with food at morning break and again at afternoon break.

This panel displays any notes recorded in the **Basic Details** panel of the **Pupil (or Student) Details** page.

If the note is quite lengthy, use the up and down arrows or hover over the **Quick Note** text field to view all the text.

Key Indicators Panel

Attendance	Behaviour	Exclusions	Achievements
44 %	1	0 Day(s)	0
Assessment	Current Class	Reg Tutor	Head of Year
Science Attainment Level	8x/Ma2	Miss J Foster	8
Maths Attainment Level	Mrs D Mumford	English Room 4	No
English Attainment Level			

The **Key Indicators** panel provides a summary of a pupil/student's attendance, any behaviour incidents, exclusions, achievements and any report cards that have been issued.

Additionally, the pupil/student's **Current Class**, **Reg Tutor** and **Head of Year** are also displayed.

Messages can be sent via the **Key Indicators**

panel by clicking either the **Class Teachers** or **School Office** hyperlink (Primary schools), or the **Reg Tutor** or **Head of Year** hyperlink (Secondary schools), enabling you to enter the message text in the usual way.

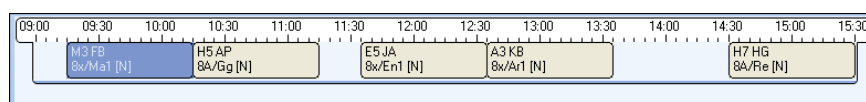
The totals and percentages in the **Key Indicators** panel are coloured, based on the settings defined in **Tools | Setups | Pupil (or Student) Teacher View**. Please see *Configuring the Pupil (or Student) Teacher View* for more information.

Values displayed in red indicate an area of concern that should be closely monitored.

Values displayed in green indicate areas that are satisfactory or good.

Values displayed in amber indicate that this particular area could be a cause for concern for the selected pupil/student.

The Timetable Timeline



Secondary schools can view a timeline of the classes that the selected pupil/student is scheduled to attend today.

Pupil (or Student) Teacher View

Viewing and Configuring

The panels at the bottom of the **Pupil (or Student) Teacher View** page display underlined headings, which are hyperlinks that can be clicked to view full details in the corresponding area of SIMS. Users with sufficient permissions can add, view or amend details on these pages.

Attendance			Behaviour			Achievements		
Description	Sessions	%	Date	Type	Points	Date	Type	Points
Present	140	44	27/10/2010	Fighting	1	08/10/2010	Extra-curricular Ac...	1
Authorised Absence	0	0						
Unauthorised Absence	0	0						
Possible Attendances	318	0						
Approved Educational Ac...	0	0						
Late before reg closed	0	0						

Assessment			SEN Needs			Classes		
Aspect	Result	Date	Ranking	Need Type	Description	Description	Supervisor	
English Attainme...	4A	01/09/2010	1	Dyslexic		8A/Gg	Mr A Pinkney	
Maths Attainme...	4B	01/09/2010				8A/Hi	Mr K Jacobs	
Science Attainme...	3A	01/09/2010				8A/Ps	Mrs S Andrews	
						8A/Re	Miss H Green	

Attendance

Click the **Attendance** hyperlink to display the **Student Marks** page, which displays an analysis of marks and attendance codes. Alternatively, click the **Pie Chart** hyperlink to view the data in pie chart format.

Behaviour and Achievements

The total number of **Behaviour** incidents in which the selected pupil/student

has been involved, together with the number of **Achievements** attained, are displayed.

Click the **Behaviour** or **Achievements** hyperlink to display the **Behaviour Management** page, which displays any existing **Achievements**, **Behaviour** incidents, **Detentions**, **Report Card** and **Reviews**. Click the **Save** button before returning to the **Pupil (or Student) Teacher View** page.

Assessment

Click the **Assessment** hyperlink to display the **Student Assessment Results Detail** page. This page will be empty if there are no **Assessment** results on the **Pupil (or Student) Teacher View** page.

SEN Needs

Click the **SEN Needs** hyperlink to display the **Student SEN details** page. Amend the pupil/student's SEN record.

Classes

Click the **Classes** hyperlink to display the **Classes for Student** page, which displays all the classes that the selected pupil/student is scheduled to attend. Highlight the required **Class** then click the **Open** button to view all members of the selected class.

Configuring the Pupil (or Student) Teacher View

School administrators can specify the default settings for the **Pupil (or Student) Teacher View** page, to correspond with the school's behaviour policy and the assessment and attendance monitoring procedures.

Select **Tools | Setups | Pupil (or Student) Teacher View** to display the **Pupil (or Student) Teacher View Setup** page.

Setting the Teacher View Defaults  Pupil/Student Teacher View button / Pupil/Student Details button

Selecting the **Open Teacher View screen by default** check box changes the functionality of the left-hand icon on the quick launch toolbar to display the **Pupil (or Student) Teacher View** page. This setting affects only the current user. Click the **Save** button then restart SIMS to effect the change.

Specifying Key Indicators Colours

The **Attendance** information is shown as a **Positive Key Indicator** on the **Pupil (or Student) Teacher View** page because the higher the percentage displayed in the attendance summary, the better their attendance.

Behaviour and **Exclusion** information is shown as a **Negative Key Indicator** because a high value shown in these areas indicates that the selected pupil/student has behavioural issues.

1. In the **Positive Key Indicators** panel, click in the **Display as Green if greater than** cell adjacent to the **Attendance** heading then enter an appropriate percentage, e.g. **95 %**.
2. Click in the **Display as Red if less than** cell then enter an appropriate percentage, e.g. **85 %**.
3. In the **Negative Key Indicators** panel, click in the **Display as Green if less than** cell adjacent to the **Behaviour** row header then enter an appropriate value, e.g. **2**. If this indicator displays as green on the **Pupil (or Student) Teacher View**, this suggests that there are no ongoing behavioural problems to address.
4. Click in the **Display as Red if greater than** cell then enter an appropriate value, e.g. **3**.
5. Repeat this process for the **Exclusions** row then click the **Save** button.

Specifying the Assessments to be Displayed

Appropriate **Key Stage** levels of attainment can be displayed as part of the **Assessment Key Indicators** summary on the **Pupil (or Student) Teacher View** page.

1. In the **Assessment Key Indicators** panel, highlight the required **Curriculum Year**.
2. Click the **Add** button in the **Aspects for the selected NC Year** section to display the **Aspect Browser** dialog.

NOTE: A maximum of three aspects can be selected. If three aspects are already displayed, delete one from the list before adding another.

3. Click the **+** or **-** symbols to expand or contract the list then select the check box adjacent to each required category to filter the list. Click anywhere on the **Name** row then click the **Select** button to save the selection. Repeat this process for each aspect you wish to select. The selected aspects are displayed in the **Aspects for the selected NC Year** panel below.
4. Click the **Save** button.

1 Teacher View Defaults
Open Teacher View screen by default ☒

2 Key Indicators
Positive Key Indicators

Description	Display as Green if greater than	Display as Red if less than
Attendance	95	80

Negative Key Indicators

Description	Display as Green if less than	Display as Red if greater than
Behaviour	2	3
Exclusion	2	3

* If value is between the Red and Green range, it will be displayed in Amber

3 Assessment Key Indicators

Curriculum Year
Curriculum Year 7
Curriculum Year 8
Curriculum Year 9
Curriculum Year 10
Curriculum Year 11
Curriculum Year 12
Curriculum Year 13

Aspects for the selected NC Year

*English Progress Towards Target		
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This guide is based on the version of the software (7.140) in use at the time of publication.