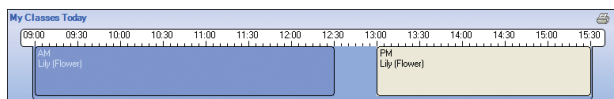


SIMS for Primary Class Teachers

Accessing the Register

Via the Home Page



To access a register, double-click the **AM** or **PM** session to display the **Take Register** page.

NOTE: Right-clicking a session provides access to the register, class list, marksheets, profile list entry and class photos.

Via the Focus Menu

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



Take Register button

Ensure that the required date is displayed, then double-click the **AM** or **PM** session on the timeline to display the associated register. The current session is highlighted by default.

Taking the Class Register

For more detailed information about the recording and monitoring of statutory session attendance and punctuality, please refer to the *Attendance in SIMS* handbook.

Displaying Additional Identification Columns

Right-click the **Name** or **Reg** column heading then select **DOB** (Date of Birth), **Gender**, **Year**, **Admission Number**, **SEN**, **Behaviour today** or **G&T** (gifted and talented) from the pop-up menu.

Add a basic achievement or behaviour incident record by right-clicking a pupil's name and selecting the required option. For more information, please see the *Recording Behaviour and Achievements* section (below).

Right-clicking a cell provides you with shortcuts to commonly used functionality.

Codes Button

Displays a list of attendance codes. Double-click the required code to enter the mark in the current cell.

Extra Name Button

Adds a pupil to the registration group/class for this session only.

Class Photo Button

Displays a class photograph that consists of individual photos, if they are stored in the SIMS database. To view an individual photo, click the pupil's name on the register then select **Photo** from the **Links** drop-down list.

Take Register Lily (Flower) Mr. Davies 14/09/2010

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

Current View History Today Future Present 20

Name	Reg	DOB	AM	PM
Brown, Jacqui	Lily	02/09/2003	/	-
Cadman, Eysk	Lily	09/02/2005	/	-
Ellis, Neys	Lily	31/01/2005	/	-
Emmanuel, Daisy	Lily	08/06/2005	/	-
Evans, Martin	Lily	31/08/2005	/	-
Jones, Rebecca	Lily	28/11/2003	/	-
Llewellyn, Holly	Lily	01/04/2004	/	-
Ruddock, Nimue	Lily	14/02/2004	/	-
Tyrno'i, Rhosyn	Lily	23/10/2004	/	-
Williams, Morgana	Lily	28/04/2004	/	-
Godam, Emr	Lily	10/10/2004	/	-
Harris, Dafyd	Lily	10/10/2004	/	-
Herbert, Arawn	Lily	01/07/2005	/	-
Hullin, Glyn	Lily	01/04/2005	/	-
Jasper, Roman	Lily	16/09/2004	/	-
Jones, Sean	Lily	01/09/2004	/	-
O'Hara, Ryan	Lily	10/10/2003	/	-
Owen, Michael	Lily	15/02/2004	/	-
Thomas, Evan	Lily	30/09/2004	/	-
Young, Cain	Lily	30/09/2004	/	-

Display Codes
Enter Comments
Enter Minutes Late
Report Card Details

Links Panel
Photo
Behaviour
Achievement
Report Card
Linked Documents
Quick Letter
Data Collection Sheet
Send Message
Student Details
History
Reports
SEN
Behaviour Management
Timetable
Classes
Attendance
Assessment

Links Button (1)

The **Links** button drop-down list provides direct access to other areas of SIMS, e.g. Behaviour, Achievement, Assessment, etc.

Links Button (2)

To view a pupil's historic information, e.g. address, telephone number, medical details, etc. highlight the pupil's name on the register then click the **Links** button to display the **Pupil History** page. Selecting an **Effective Date** and clicking the **Refresh** button displays the data (in read-only format) as it would have appeared on that date.

Minutes Late

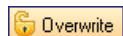
To enter minutes late, right-click in the cell and select **Enter Minutes Late** from the pop-up menu or click the **Minutes Late** button. Cells with a cyan coloured background indicate that minutes late have been recorded.

Comments

To enter a comment, right-click in the cell and select **Enter Comments** from the pop-up menu or click the **Comments** button. A red triangle in the top right-hand corner of a cell indicates that a comment has been recorded.

Editing Saved Marks

The **Preserve / Overwrite** button is a toggle that enables saved marks to be overwritten or preserved as required.



Preserve/Overwrite button

The **Preserve** option is displayed on the button by default. This ensures that existing marks are protected.

Before editing saved marks, ensure that the **Overwrite** option is displayed on the button. Marks can be entered via the keyboard or by selecting from the **Codes** dialog.

Using the Codes Dialog

1. Ensure that the cell in which you want to enter a mark is highlighted.
2. Click the **Codes** button to display the **Codes** dialog.
3. Double-click the required code to populate the highlighted cell. The **Codes** dialog remains open, enabling other marks to be selected.

Entering the Same Mark for All Pupils in the Class

Click either the **AM** or **PM** column heading to select all cells in that column, then enter the required mark.

Recording Behaviour and Achievements

For convenience, you can create a behaviour incident or achievement record for one or more pupils on the fly from the **Take Register** page. A basic record is created with minimal details recorded. This enables you to record an event in a timely fashion, where you may not have time to fully record all the details.

This functionality is available only if behaviour incidents or achievements have been made available for selection on the register, via **Tools | Setups | Achievement Type** and **Tools | Setups | Behaviour Type**, highlighting the required types then clicking the **Register** button.

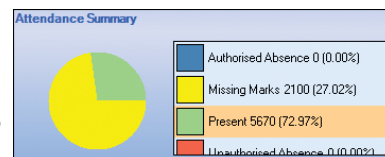
1. Right-click one or more pupil names on the register then select **Add Behaviour** or **Add Achievement** from the pop-up menu.
2. From the sub-menu, select the behaviour or achievement type that the selected pupil(s) was involved in. A message informs you that a record has been created. The record(s) can now be completed in your own time, via **Focus | Behaviour Management**.

For information on creating a full behaviour or achievement record, refer to the *Recording Behaviour and Achievements* Quick Reference Sheet.

Viewing Individual Attendance Records

1. Highlight the pupil's name on the register.
2. Click the **Links** button down arrow and select **Attendance** to display the **Student Marks** page.

NOTE: An **Attendance Summary** for the class can be added to your Home Page using the **Configure** button on the Home Page.



Viewing Individual Assessment Records

1. Highlight the pupil's name on the register.
2. Click the **Links** button down arrow and select **Assessment** to display the **Student Assessment Results Detail** page.
3. Click the **Result Date** column heading twice to view the assessment data in date order, with the most recent at the top.

SIMS for Primary Class Teachers

Selecting and Completing an Assessment Marksheet

Result Date

When entering results, change the **Result Date**, if required, to the date that the results were attained. The results entered are saved with that result date. Changing the result date does not affect existing results.

Group Membership Date

Use this filter to display the pupils belonging to the group on a selected date.

Narrow Button

Narrows the column in order to view more information.

Zoom Button

Expands the marksheet to full screen.

Displaying Additional Columns

Right-click the **Students** column heading, choose **Select Additional Student Columns**, then select the required check boxes in the **Select Columns to Display** dialog.

Pupil Names

Clicking a pupil's name displays their Student Teacher View (read-only).

Worksheet Entry: TP Maths Year 2

Save | Undo | Print | Export | Calculate

1 Basic Details 2 Marksheet

Result Date: 16/10/2010 Group Membership Date: 16/10/2010 Refresh Summary Narrow Zoom

Group Filter:

Students	Maths Actual TP/Year 1 Summer Term	Maths Actual Autumn TP/Year 2 Autumn Term	Maths Target Autumn TP/Year 2 Autumn Term	Maths Diff Autumn TP/Year 2 Autumn Term	Maths Progress Autumn TP/Year 2 Autumn Term	Maths Actual Spring TP/Year 2 Spring Term	Maths Target Spring TP/Year 2 Spring Term	Maths Diff Spring TP/Year 2 Spring Term	Maths Progress Spring TP/Year 2 Spring Term	Maths Actual Summer TP/Year 2 Summer Term
SIMMONS, Daisy	2a	2a	0	-	3b	2a	4	-		
SMITH, Charlotte	2a	2a	0	-	3a	2a	6	-		
TANKERVILLE, Teddy	2b	2a	-2	-	2a	3b	4	-		
THEVARAJHA, Sharmela	2b	2b	0	-	2a	2a	0	-		
TIMMINS, Shula	2b	2a	-2	-	2a	2a	0	-		
WHITTON, Helen	2a	2a	0	-	3b	2a	4	-		
WILKINSON, Robin	2a	2a	0	-	2a	2a	0	-		
YATES, Pat	2b	2b	0	-	2c	2a	4	-		
YOUNG, Kerry	2a	2a	0	-	2a	3b	-	-		
Total		172	149	-4	16	163	161	2	18	
Number of Results		12	9		9	9	9	9		
Mean		14.33	16.56	-0.44	1.78	18.11	17.89	0.22	2.00	
Mean Grade	2c	2b		-	2a	2a				

Formula Columns

Indicated by an *f* symbol in the column heading. To calculate one column at a time, right-click the required column and select **Calculate**, or press **Alt+C**. Clicking the **Save** button may also calculate the marksheet data (if this was pre-defined by the marksheet creator).

Data Entry

Data entry cells have a white background.

Summary Rows

Displays Number of, Total and Mean of results. Click the **Summary** button to switch between showing and hiding these rows.

1. Select **Focus | Assessment | Marksheet Entry** or click the **My Marksheet Entry** button to display the **Find Marksheet** browser.



My Marksheet Entry button

2. Enter the **Template Name** and/or click the **Search** button.
3. To filter the view using groups and/or categories, click the **Select Group** or **Select Category** Browser button, select the check boxes of the required groups or categories, then click the **Apply** button. Click the **Search** button to refresh the display. If you select more than one category or group, only marksheets that belong to all selected categories or groups are displayed.
4. Double-click the required marksheet to display the **Marksheet Entry** page.
5. Change the marksheet display, if required, e.g. column widths, order, show/hide browser, additional pupil detail columns, etc.
6. Enter results as required.

To enter the same grade for every pupil, right-click the required column heading and choose **Select Grade for Column**, then select the required grade and click the **OK** button.

To enter the same value for every pupil, enter a value in a cell, right-click the cell and select **Copy Value**, then right-click the column heading and select **Paste Value into Column**.

7. Click the **Calculate** button to calculate any formula columns.
8. Select the **Data entry for this Marksheet is complete** check box, located in the **Basic Details** panel (not shown), so that the marksheet creator knows that you have finished.
9. Click the **Save** button.

Aspect Types (i.e. Types of Result Entry)

There are five types of aspects (results) that can be entered into a marksheet:

Marks (Decimal) - e.g. 82.5, 56.5, etc.

Marks (Integer) - e.g. 52, 67, 89, etc.

Grades - e.g. 2c, 2b, 2a, etc.

Age - in years/months, e.g. 11/6

Comments - 1000 characters available

The method of entering these results is similar for each type. Ensure that the appropriate result type is entered for the column.

If you are unsure of the type of result expected, right-click the appropriate column heading and select **View Aspect Details** from the pop-up menu to view information applicable to that column.

Click the **Close** button to return to the marksheet and enter the appropriate data in the cells for that column.

For more information, please refer to the *Assessment in SIMS* handbook.

Viewing the School Diary

School events, including term dates, half-term holidays, public holidays and events such as school trips, training days, staff meetings, etc. can be viewed in the **School Diary** panel on the Home Page (**Focus | Home Page**).

The **School Diary** can also be accessed via **Focus | School | School Diary** or by clicking the **School Diary** button.



School Diary button

The view of the School Diary can be altered to show events by **Day**, **Week** or **Month** by clicking the appropriate button.

Click the **Action** button down arrow or right-click anywhere on the **School Diary** to add a new event, e.g. **School Event**, **Public Holiday**.

Click the **Print** button to produce a default report called **Diary Events List**.

The School Diary for any previously defined academic year can be viewed by clicking the **Tree** button. This displays any previous academic years in a tree structure on the left-hand side of the screen. Expand the required year and select the appropriate **Term** to display its diary. A calendar is displayed on the right-hand side of the screen, which displays the current academic year only.

For further information, please refer to the *How to Use the School Diary* Help Sheet.

This guide is based on the version of the software (7.126) in use at the time of publication.

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