

# HELP LINES



For all assistance / enquiries: Telephone: 08 450 450 973  
Email: [ict.helpline@cambridgeshire.gov.uk](mailto:ict.helpline@cambridgeshire.gov.uk)

April 2010  
Issue 48

Please ensure the following members of staff receive a copy of this newsletter:

School Secretary/Administrator   ICT Technician   Headteacher   Exams Officer   Bursar / Finance Officer   Attendance Operator  
Dinner Money Operator   SENCO   Timetabler   Assessment Co-ordinator

Please e-mail any requests for items to be included in the next edition of *Helplines* to [ict.helpline@cambridgeshire.gov.uk](mailto:ict.helpline@cambridgeshire.gov.uk)

## SIMS Spring Upgrade

The SIMS Spring 2010 Solus Upgrade 7.128 has been released to all schools (Centrally Hosted schools will have been upgraded during the scheduled down time on 17th April). This upgrade is **essential** for all schools and needs to be performed as soon as possible. Included in this upgrade:

- Software required to run the School Summer Census.
- End of Key Stage Wizards for 2010
- New reports aimed at replacing the class reporting available in Nova T4 (**via Reports | Student Lists**) (Guidance Notes available for download from the SIMS Home Page on the Portal)
- For Primaries - new meal list report (available from **Reports | Attendance Selected Student reports**)
- Fixes and enhancements
- Please import the new version of Predefined SIMS .net Reports v7.128

Details of all the new functionality and fixes contained in this upgrade can be found in the Release Notes which can be accessed from the Documentation Centre in SIMS .net (via Documentation at the top of the Home Page in SIMS .net)

### FMS Upgrade 6.128

This upgrade has also been released to all schools - please upgrade to keep your SIMS and FMS at compatible versions. This upgrade includes new functionality for recurring payments.

## Secondary User Groups (SUGS) 25th/26th May

This is an opportunity to catch up on the latest developments in SIMS. Capita will be presenting their new "Discover" data analysis and reporting system first showcased at BETT. This is your opportunity to provide feedback on its development. There are 2 free places for schools with Silver or Gold support in their SLA. Please phone 01480 376670 to book your place.

## Weekly and Monthly Tasks in SIMS .net

Below is a suggested list of tasks that need carrying out on a weekly/monthly or a periodical task we are suggesting is carried out during the coming month that over time will lead to improvements in your school's data quality. Helpline guidance notes for these tasks can be found on the SIMS Home Page of the Portal - the index offers an easy way of identifying the guidance you are looking for.

Print   Configure   Documentation   Help   Close

### Weekly Checks Tick sheet

- Personnel - Record Staff Absence
- Personnel - Review Changes - Send All
- Attendance - Deal with Missing Marks
- Attendance - Deal with 'N' Codes
- Dinner Money - Print Debtors & Creditors list

### This Month's Checks Tick sheet

- Perform **SIMS .net Spring Upgrade**
- Import the latest version of **Predefined SIMS .net Reports**
- Import the **End of Key Stage Wizards**
- Schools running **eyeProfile update** all machines to the latest version
- Start Preparation for **School Summer Census**
- Ensure statutory fields for all new admissions are complete
- Attendance for Spring Term 2010 is complete
- All Exclusions during the Autumn Term 2010 have been recorded in SIMS. Net
- Secondary Schools prepare for reporting on **Post 16 Learning Aims**.

## Producing Student List and Student Analysis Reports in SIMS

The Spring SIMS upgrade (version 7.128) brings additional reporting options into SIMS .net. These reports are aimed at reproducing much of the Nova T4 reporting functionality, providing a new way to quickly generate class lists.

Class teachers can generate these reports simply by right clicking the class on their My Classes Today Timeline on the Home-page of SIMS.

Alternatively, depending on users' permissions, a range of Class Lists and Analysis reports are available from Reports. Columns can be removed and/or additional columns of data added by dragging and dropping from the options to the right of the screen.

Please download the notes "Producing Student List and Student Analysis Reports in SIMS" which are available for download from the Portal.

**Please ensure ALL SIMS users, particularly teaching staff are made aware of these new reports.**



## eProfile - Essential Upgrade

All schools that use eProfile for recording their Foundation Stage Profiles MUST update all machines with eProfile installed to the latest edition. The upgrade can be carried out quite simply by visiting Suffolk Website:-

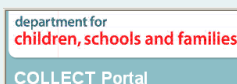
[www.suffolkcpd.co.uk/fsp](http://www.suffolkcpd.co.uk/fsp) and clicking on the Download button (N.B. this web address has changed since the last upgrade). Please repeat on **ALL** machines in your school with eProfile installed.

This upgrade needs to be performed to ensure that the results file created at the end of key stage is in the correct format for uploading to S2S. It is also necessary so that the results file generated for your MIS at the end of the year is in the correct format for importing into SIMS .net.



## Schools Summer Census 2010 - Thursday May 20th

Start preparations for the Summer Census. Ensure all statutory fields for any admissions have been completed. SEN and Gifted and Talented registers are up to date. Attendance for the Spring Term 2009 is complete. Any Exclusions during the Autumn Term 2009 have been recorded in SIMS .net.



Secondary schools with Post 16 students should start preparing for the Post 16 Learning Aims data collection that forms a part of this census. Learning Aims for the period 2/10/09-21/05/10 will be collected. It is also possible to flag any Learning Aims submitted in error as part of the Autumn Return (i.e. for the period 23/5/09-2/10/09)

## End of Key Stage

The Spring SIMS .net upgrade includes the new End of Key Stage Wizards for 2010. Please import the Wizards appropriate to your school stage as soon as possible after the upgrade has been carried out.

Please note, Uploading Procedures for KS2 and KS3 Assessments have changed this year, please refer to the Guidance notes which are available for download from the Portal. There are no free seminars this year to support the End of Key Stage Data Collection process. Instead we are offering Workshops to support the use of eProfile, Early Years Foundation Stage Target Tracker and Primary Target Tracker on **26 April at Waterbeach** and **4 May at Godmanchester** and for SIMS schools **12th May at Godmanchester**. Workshops are available for new users, see Key Dates below, visit the Training link from the SIMS Home Page on the Portal, or telephone our Courses Admin. Team on 01480 376670.

## S2S Unique Learner Number (ULN) Service - Secondary Schools

The S2S ULN Service is a new system to help schools to obtain and verify ULNs for their students. The ULN Service makes it easy to exchange student and ULN data electronically between the school and MIAP. The ULN Service offers two methods for obtaining ULNs:

- **CTF file upload and download**
- **Simple ULN lookup**

Guidance notes are available for download from the Secondary Planet on the SIMS Home Page of the Portal.



## Key Dates....

- 20th & 27th Apr WB - Managing Student Data (SIMS .net, new users)
- 26th April WB - End of Key State Workshops
- 4th May - End of Key Stage Workshops
- 5th May - Cambridgeshire Headteachers ICT Conference, Wyboston
- 10th May - SIMS .net Reporting for Primary Schools
- 12th May - Key Stage Entry Made Easy (SIMS .net) Workshops
- 13th May WB - RAISEonline Snr Leaders and Teachers
- 20th May - eyeProfile Reporting to Parents
- 25th M, 26th CPDC May - Secondary User Groups

For booking and availability of all courses listed:

Telephone: (01480) 376670

Email: [ict.courses@cambridgeshire.gov.uk](mailto:ict.courses@cambridgeshire.gov.uk)

All Courses at Godmanchester unless stated otherwise  
WB = Waterbeach CPDC = CPDC Cambridge M = March Library B = Buckden

For details of ALL ICT Courses please check the [SIMS Home Page](#) and click on the [Training Planet](#); this will allow you to view all of our Administrative and Curriculum Courses available throughout the Academic year.

