

HELP LINES



For all assistance / enquiries: Telephone: 08 450 450 973
Email: ict.helpline@cambridgeshire.gov.uk

March 2010
Issue 47

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

Migration of SIMS .net and FMS from SQL 2005 to SQL 2008 Non Centrally Hosted Schools Only

Microsoft are ceasing support for SQL 2005, as a result schools will need to migrate to **SQL 2008**.

Non-Centrally Hosted **Primary Schools use the free version of SQL 2005 Express**. They will need to carry out a migration procedure to migrate their data to SQL 2008 Express. Minimum System Specifications must be met before this migration can be performed. A letter detailing these requirements has been sent to schools. The Helpline documentation for the SQL2008 installation and migration procedure are available for download from the Primary Planet of the SIMS Home Page on the Portal.

Secondary Schools require the full SQL 2008, as their databases are too large for the Express Edition. This will need to be purchased along with the necessary licences. (for information on cost, please contact the Procurement Team at Waterbeach).

Capita will provide a tool to facilitate the migration of SIMS and FMS data. Notes for this process will be available for download from the Secondary Planet on the SIMS Homepage of the Portal.

Please contact the Helpline immediately if you have a Windows 2000 File Server.

Centrally Hosted Schools do not need to carry out this migration, their databases have already been migrated.

Financial Processes

Please would all FMS users note that if they receive instructions/guidance from Schools Corporate Team or School Financial Advisors (or other queries on the BCR toolkit) that they are unsure about, these **need to be referred to the originator** of the email and not to the Helpline. Any technical questions **about how to do something in FMS** that are requested by the school by Schools Corporate Team still need to go to Helpline.

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. Alternatively why not use the Documentation Link from the Home Page in SIMS .net . All the SIMS Manuals, Quick Reference Sheets etc. can be accessed from the Documentation Centre.

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

- Add the next Academic Year in SIMS .net
- Create Pre-admission Groups for next Academic Year
- Advise ICT Service of any maintenance/building works planned for your school over the Easter Holiday
- Set up New CAT Year in Dinner Money
- FMS - Check for and clear all outstanding Orders, Invoices and Credit notes
- FMS - Ensure all income banked.
- FMS - Clear un-posted journals and un-reconciled bank transactions.
- Staff Absences - Ensure days lost and end dates have been entered

Dinner Money - New Catering Return for 2010/2011

The end of the financial year is approaching and Dinner Money users will need to create the new Catering Return for 2010/11.

Select **Tools | Dinner Money | Setup**. Add new Catering Return as follows:-

Name: **2010/11** - Frequency: **Weekly** - Repeat Every: **Monday**

SIMS Training

The ICT Service offer a great range of courses covering all aspects of SIMS .net, including courses for beginners (Managing Student Data), Reporting in SIMS .net, Assessment Manager, Year End Procedures, End of Key Stage, SENCO, Attendance, Cover, Timetabling. If you are interested in training but there are no dates published as yet, please contact the ICT Service Admin Team and register your interest. When sufficient numbers of requests have been received additional course dates can be arranged. Alternatively on-site training can be provided at your school, either for groups of users or on a one-to-one basis. Please contact the Helpline if you would like to know more.

Central Hosting - Reminders

Pre-defined SIMS .net Reports after Upgrades

A reminder to Centrally Hosted Schools. After each SIMS .net upgrade it is advisable to check for an updated version of the SIMS .net Pre-defined Reports. Use SIMS .net route **Reports | Import** and open the browser to select the Reports to import. Locate the most recent import file e.g. **PreDefined_Reports_v7.126.RptDef** - the v7.126 will be the same as the SIMS .net version number that can be identified by clicking on Help and About SIMS .net. Open and import.



Knowledgebase

Support
Knowledgebase
Contact Us

The Knowledgebase, which is accessed by the link on the Central Hosting Home page, is a mine of information. If you encounter problems logging into Central Hosting or Printing etc. the solution to your problem can often be found in the knowledgebase.



Data Quality - Address Tidy and Merge Tool

One of the most frequent problems with schools' SIMS data is caused by duplicate addresses. Where members of a family are attached to duplicate addresses family links of siblings will not be picked up, parents will not be picked up when parental addressees are generated automatically and mailing points will not work correctly. Duplicate addresses may not be readily identifiable as they may appear identical. Warning signs are the "little house" symbol not being present in the Contacts box of the Student Details next to parents who live at the same address as a student. Siblings not appearing in the Family links box. Parental Salutation/Addressee not generating automatically. Mailing point not generating correctly automatically.

Guidance notes for using this tool are available for download from the SIMS Home Page on the Portal. If you have any queries, please contact the Helpline on 08450 450 973.

Cambridgeshire Headteachers ICT Conference 2010

This year's **Cambridgeshire Headteachers ICT Conference** will be held on **5th May 2010 at Robinson College, Wyboston**. The conference is aimed at Headteachers. If Headteachers are unable to attend for the afternoon workshops, ICT subject leaders may take their place. Keynote Speakers:-

- Chris Davies teaches MSC in e-learning at the Department of Education, University of Oxford
- Mike Morris is Cisco's European Manager of Business Development for Education and Local Government

All schools with an SLA with Education ICT Service are allocated one free place, further places are available to non-SLA schools at a cost of £75.

Key Dates....

- 23rd CPDC, 24th M, March - PUGs
- 20th & 27th Apr - Managing Student Data (SIMS .net, new users)
- 4th, 5th May - Target Tracker 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, 18th, 20th, 25th May - Budget Input Workshops
- 13th May - RAISEonline Snr Leaders and Teachers
- 20th May - eyeProfile Reporting to Parents

For booking and availability of all courses listed:

Telephone: (01480) 376670

Email: 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.

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