

HELP LINES



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

May 2007
Issue 21

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

School Secretary/Administrator

Headteacher

Attendance Operator

Exams Officer

ICT Technician

Timetabler

Assessment Co-ordinator

SENCO

Welcome to this edition of *Helplines*. Please e-mail any requests for items to be included in the June edition of *Helplines* to: ict.helpline@cambridgeshire.gov.uk

Have you visited the Helpline Blog yet? All the information contained in *Helplines* and more, available at the click of a button. Visit <http://helplines.blogspot.com/> *Helpline Team*

FMS 6 Bank Account Schools - Who Should you Contact for Help?

Schools Corporate Team - Can assist schools to provide advice on finance queries, for example issues with bank reconciliation and month end processes, funding statement queries.

For technical support and advice on operating FMS6 contact the ICT Helpdesk .

Funding and Return dates - Provisional dates for 2007-08 funding and returns due to the LA were published in the March Finance and Performance (OCYPS) Newsletter and will be confirmed by the end of May. Schools are not required to submit a return for the April period.

WARNING - Do not give out the school's bank account details by e-mail . There is a scam - e-mails purporting to come from your bank requesting this information, Banks would not request this information by e-mail!



E-Procurement in FMS6

Schools will soon receive a leaflet from ESPO regarding use of E-Procurement for processing and exporting of purchase orders from within FMS.

E-Procurement is an electronic method used to raise, export and process purchase orders created using the ESPO on-line catalogue. It involves registering with the ESPO site and having a designated e-mail profile set up for receiving the 'xml' format e-mail order confirmations from ESPO. These are then automatically imported into the FMS6 module, where they are authorised - thereby streamlining the process.

Schools looking to use this functionality are asked, in the first instance, to register their interest with the Helpline. A unique 'E-Procurement' e-mail address will be provided to the school, which will enable them to register and use ESPO on-line, together with guidance on how to set up an on-line login account with ESPO.



Solus 2 - May Upgrade

The next main release is scheduled for May, this upgrade should bring in a number of new features. A "What's New" document will be launched the first time a user logs onto Sims after a successful upgrade.

Attendance 7 will be introduced, i.e. **Attendance will become a part of Sims .net and no longer have to be accessed from the Link in the Sims Shortcuts panel** (N.B. manual registers still have to be printed from Attendance 6).

Lesson Monitor 7 - a number of new reports will become available, these reports can also be accessed through Sims.net reporting. (Route Reports / Lesson Monitor)

Staff/Student/Room Timetables can now be run from Sims .net Reporting. (Route Reports / Timetable)

Electronic version of a Report Card available from Lesson Monitor

Profiles 7 - a number of fixes and improvements.

Course Manager - modifications to assist with Post 16 returns.

School Autumn Census - upgrades necessary to run this return. Additions for the Post 16

Learning aims data collection.

Full details are available from the Solus Planet on the Portal.



Examination Organiser

The May 2007 Sims .net release will see the introduction of Special Seating arrangements. All reports will reflect the extra time which will now be in minutes rather than as a percentage. Extra time can also be manually entered. The August release should include optimising to speed up submissions.

Changes to the Sims Database Setup

Over the summer and during the Autumn Term, there will be changes to the SIMS database setup. There will also be some additional software to install on most computers that use SIMS. It is most unlikely these changes will require an equipment upgrade. We are expecting details of the installation process from Capita later this term and will advise schools accordingly when we have tested the routines.

Religion Codes in Sims .net

Most schools are still using the old codes for Religions in Sims .net. Please could you move over to the new codes as soon as possible. The old codes had two letters the new codes have three. Go to **Tools - Lookups - Maintain**. Locate and open the **Home Religion Lookups**. Open each Religion in turn. Deactivate old two letter codes by removing the tick from **Active**. Activate the DfES approved three letter codes by selecting the appropriate category from the drop down list and ticking the **Active Box**.

QCA Templates AM7 - 2007.

QCA Templates are now available for download from the 'Assessment' Planet. QCA Test Templates Y04, Y05 and Y06 have been updated for 2007. Y04 Reading Test Aspect has been updated to include Levels 4a, 4b and 4c. The AM6 and AM7 Y04 Data Entry Templates have been updated to reflect this change. Please note that this file must be unzipped to x: Program Files\Sims\Sims.net.

For all enquiries relating to these Templates, please log a call with the ICT Helpline.

End of Key Stage Assessments

Have you imported the end of Key Stage Wizards into AM7? Don't leave it until you want to start entering data to import the Wizards. Guidance on importing and using the Wizards are available from the Assessment Planet on the Sims Home Page of the Portal. Deadline for submission of Teacher Assessments:-

Foundation Stage Profile - 4th July to the LA via S2S

KS1 Teacher Assessments - 4th July to the LA via S2S

KS2 Teacher Assessment s - 11th July to the NAA

KS3 Teacher Assessments, Core and Non-Core - 11th July to the NAA



Year End Procedures

Guidance notes on Year End Procedures will be posted on the Sims Home Page shortly. Dates for training courses are given below, details on the Training Planet or by contacting ICT Courses Admin Staff On 01480 376670. Alternatively, some schools may prefer one-to-one guidance in-school on carrying out the procedures required in Sims .net to ensure a smooth move from this academic year to the next. A visit by one of the Helpline team can be arranged by calling the usual Helpline number or by e-mail.. Visits are charged as per the Pay As You Use rates in the SLA.



CAMBRIDGESHIRE EDUCATION



Helpline - During School Holidays

To minimise disruption to schools the Helpline schedules most of its Inset during the holidays. This may mean there will be occasional periods when there is a skeleton staff manning the telephones. If you get through to voicemail please do leave a message, or e-mail your problem to ict.helpline@cambridgeshire.gov.uk. Training is rarely more than an hour or two and we respond to new queries immediately on our return. Training is crucial to enable the team to keep abreast of the additions and improvements to the MIS software.



Key Dates.....

- ◆ AM7 End of Key Stage Wizard (Half day) - 23rd May (G)
- 8th June (ML) - 22nd May 12th June (CPDC)
- ◆ Year End Procedures - 14, 15, 19, 22, 27 & 29th June
3, 4, 8, 11, 13th July
- ◆ SENCO - 5th June
- ◆ Personnel 7 - 7th, 20th 21st June
- ◆ FSP Conversion to AM7 (Half day) 21st June (G) 11th July (ML)
- ◆ FMS6 Advanced Course — 27th June
- ◆ FMS6 Reporting — 28th June
- ◆ Sims Assessment Manager for New Users - 5th & 7th July

G = Godmanchester, ML = March Library, B = Buckden
CPDC = Cambridge Professional Development Centre

For booking and availability of *all* courses listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

(Unless otherwise stated, all courses are in Godmanchester).

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.

