

SIMS

Preparing for 2010-11 (Using Nova-T6 and Options to Prepare the Timetable)

November 2009

**Mini
Guide**



CAPITA
CHILDREN'S SERVICES

Revision History

Version	Change Description	Date
1.0	Transferred to new template, dates and graphics updated for 2010	11/11/09

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Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | Preparing the Curriculum

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Setting up Academic Information for Year 2010-11

This document is intended to provide advice for those users who wish to start working on next year's timetable and in particular, the Options process. It does not cover the end of year process – only the initial steps in preparing for the next academic year.

Before starting work in the Options module, there are some setup processes in SIMS and Nova-T6 that need to be carried out. We recommend that the person responsible for Options consults the System Manager, the Pastoral Manager, and the Timetabler for assistance in carrying out the tasks outlined in the first part of this document. You are also strongly advised to take a backup of the SIMS SQL database prior to creating a new academic year.



IMPORTANT NOTE: You must carry out the processes in the order listed in this document. A summary of the steps is provided at the end of this document. This advice is intended only for schools running Nova-T version 6.10 onwards.

Creating a New Academic Year

Check that the pastoral structure for the current academic year is correct and does not need to be modified for 2010-11. This can be achieved by selecting **Focus | School | Pastoral Structure | Current Structure** and should be done before creating a new academic year. If any changes are required, you are strongly advised to make the changes prior to creating the new academic year because next year's pastoral structure is based on this year's structure.

The process of creating a new academic year is very demanding on the SQL Server and should therefore be carried out when a minimal number of users are accessing SIMS, ideally when no users are logged on.

1. In SIMS, select **Routines | School | Academic Year** to display the **Define an Academic Year** wizard.



The wizard guides you through the process of creating a new academic year. For more detailed instructions on this process, please refer to the *Creating an Academic Year* chapter in the *Setting Up and Administering SIMS* handbook.

A wide range of documentation is available from within SIMS via the **Documentation Centre** and can be accessed by clicking the **Documentation** button on the SIMS **Home Page**. The range of documentation includes handbooks, tutorials, help sheets, mini guides and quick reference sheets. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.

References to any other documents mentioned in this handbook can be accessed from the **Documentation Centre** unless otherwise specified.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button. Additional supporting documentation can also be found on our SupportNet website (<http://support.capitaes.co.uk>) by clicking the **Documentation** button on the SupportNet home page.

2. Click the **Next** button to continue.
3. Complete the details on the **Define the school working week** page and click the **Next** button to continue.

School Term	Term Start Date	Term End Date	Term Holiday
Autumn Term	02/09/2010	17/12/2010	Christmas Holiday
Spring Term	05/01/2011	15/04/2011	Easter Holiday
Summer Term	05/05/2011	17/07/2011	Summer Holiday

It is not essential to set the dates for Half Terms, Teacher Training Days or Public holidays at this time, as these can be added or amended later. If incorrect term start and end dates have been entered, they can be edited at a later date, if required.

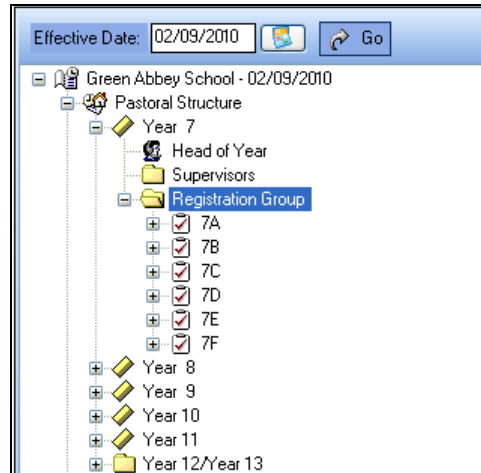
4. Run the SIMS SQL Database Validator, which is accessible from within SIMS. Select **Tools | System Diagnostics | Database Diagnostics** to display the **Diagnostic Results** page.
5. Click the **Run** button on the toolbar. You will be prompted with a message dialog informing you that the process may take some time. Click the **Yes** button to continue.
6. Correct any errors as required then close the window.

Setting up Promotion Paths

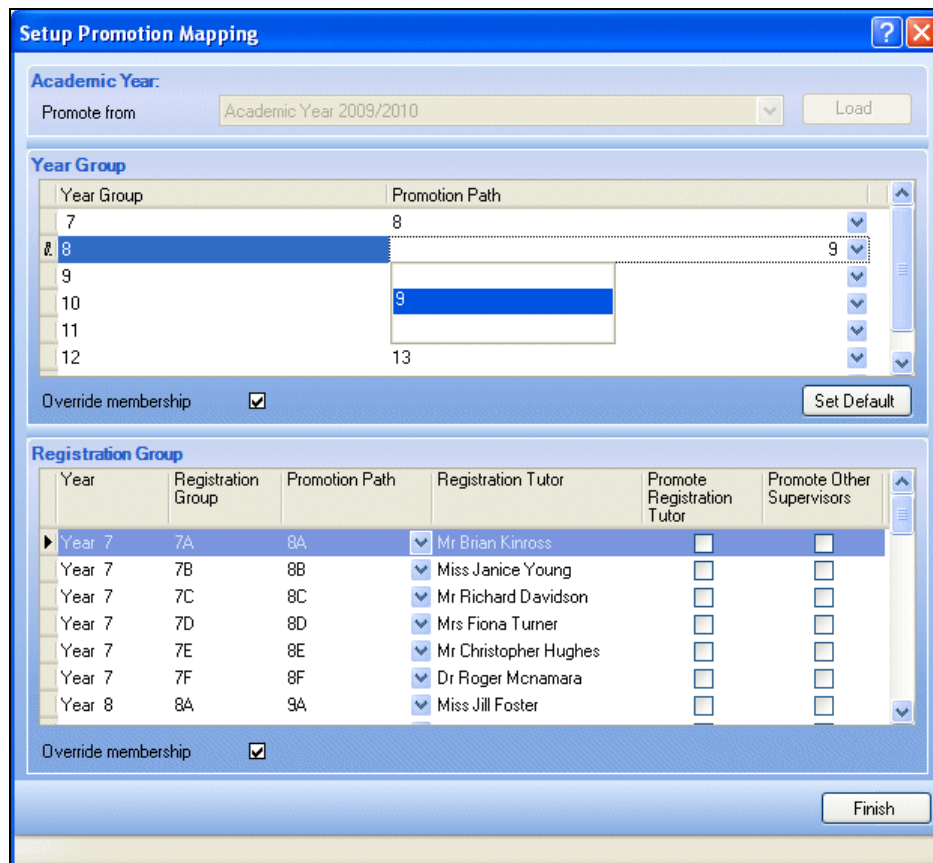
Before proceeding with this process, we recommend that the Pastoral Manager does the following:

1. Check that the pastoral structure for the current academic year is correct and does not need to be modified for 2010-11. This can be achieved by selecting **Focus | School | Pastoral Structure | Current Structure**.
2. Run the SIMS SQL Database Validator (if this has not already been run). This is achieved by selecting **Tools | System Diagnostics | Database Diagnostics** and clicking the **Run** button on the toolbar.

- Check that the pastoral structure for the next academic year has been set up with the correct promotion paths for National Curriculum Years (it is not essential for next year's Registration Groups to be known at this stage). This can be achieved by selecting **Focus | School | Pastoral Structure | Next Academic Year Structure** to display the following page:



- To set up the promotion path mapping, select **Routines | School | Promotion** to display the **Setup Promotion Mapping** dialog.
- Click the **Load** button to populate the **Setup Promotion Mapping** dialog.



- This dialog enables you to map *current* year Registration Groups to the *next* year Registration Groups.

i NOTE: This can be done later if necessary.

- Ensure that the 2009-10 academic year is selected from the **Promote from** drop-down list.
- Ensure that both of the **Override Membership** check boxes are selected. If they are not selected, the promotion will not function correctly, as Year 9 will remain as Year 9, Year 10 will remain as Year 10, etc.
- Click the **Finish** button to display the following screen.

Name	Unusual	Current Year Group	Next Year Group	Current Registration Group	Next Registration Group
Current Year Group: 9					
Abbot, Ben	<input checked="" type="checkbox"/>	9	10	9B	10B
Adam, Briony	<input type="checkbox"/>	9	10	9C	10C
Aguilera, Christopher	<input type="checkbox"/>	9	10	9E	10E
Ahlman, Victor	<input type="checkbox"/>	9	10	9C	10C
Aleen, Mina	<input type="checkbox"/>	9	10	9A	10A
Arnold, Matthew	<input type="checkbox"/>	9	10	9C	10C
Ashbury, Jon	<input type="checkbox"/>	9	10	9B	10B
Auden, Harry	<input type="checkbox"/>	9	10	9D	10D
Austin, Cassi	<input type="checkbox"/>	9	10	9B	10B
Barclay-Davies, Edie	<input type="checkbox"/>	9	10	9C	10C

If required, individual student changes can be made in this screen. Registration Groups can be edited at a later date, as they are not needed for Options.

For Options to operate successfully, it is only necessary to make sure that students are correctly promoted into years for which Options will be used, e.g. make sure that the current Year 9 are correctly promoted to Year 10. The allocation of Registration Groups can be tidied up later.

- Click the **Save** button to save any changes.

Creating a Data Set for Next Year in Nova-T6

- Run Nova-T6.
- Load a data set containing the current timetable (i.e. for academic year 2009-10).

i NOTE: It is important that this is not a maintenance data set or a frozen data set.

- A block and its classes can be copied, together with their teachers (and rooms, if any). Click twice on a cell. Clicking a cell places a tick, a second click adds a 'face' and a further click removes everything from the cell.

Transfer Curriculum						
Select Year <All>						
Source blocks		Year groups in new curriculum p				
Year	Block	7	8	9	10	11
7	7xy PSE	✓	✓ 😊	✓		
7	7x Tutor groups	✓				
7	7x Maths	✓	✓			
7	7x PE					
7	7x Technology		✓ 😊			
7	7y Tutor groups	✓				
7	7y Maths	✓	✓			
7	7y PE					
7	7y Technology		✓ 😊			
8	8xy PSE					
8	8x Reg Groups					

Right-clicking a cell removes its contents. The 'tick' indicates that the block is copied. The 'face' indicates that both staff and rooms (attached to classes in the curriculum plan) will also be included. An unlikely example is shown in the previous graphic.



NOTE: The Shift key can be used to mark a continuous series of blocks for transfer.

- When you have set up all the transfers you wish, click the **OK** button. The new data set will at first have the name **<NoName>**, so you should save this data set under an appropriate new name, e.g. **2010-11A**.

Preparing the Curriculum Structures in SIMS

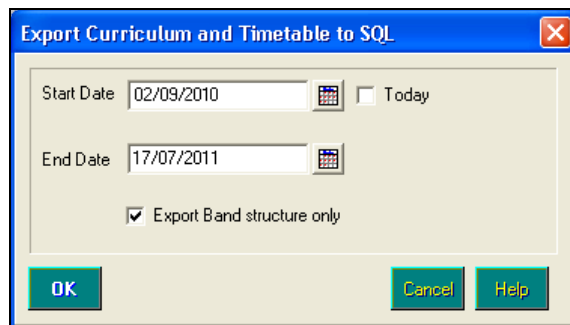
- In Nova-T6, make sure that the band structure for each year as displayed in the **Model** window is what the Timetabler intends. Years will exist only where they have been set up by the Transfer Curriculum process. Typically, these will not include years 10 and 12, and perhaps not others either. You will need to create any 'missing years' in the usual way (in the **Model** window so that you can create their band structure).
- For each year in which you will be using Options (e.g. Year 10), in the **Model** window create empty Options blocks with single-letter identifiers.
- Select **Tools | Set SQL Link Path** and in the dialog enter the **SQL Link Directory** – the path to locate `CommandPulsar.exe`. This will be your SIMS folder – typically `C:\Program Files\SIMS\SIMS .net.`

4. Transfer the band structure to SQL by selecting **Data | Export Curriculum and Timetable to SQL** and if you are preparing to use Options, select the **Export Band structure only** check box. The **Start Date** should be the start date for the working academic year 2010/2011 and the end date should be the end date of the working academic year 2010/2011, i.e. the last day of the Summer term.



*NOTES: Ensure that the Today check box is not selected. If an early transfer to SQL is being performed for the benefit of Options, selecting the **Export Band structure only** check box avoids the transfer of the full curriculum plan when this would be premature.*

The dates selected in the following dialog range from the start of the working academic year to the end of the working academic year.

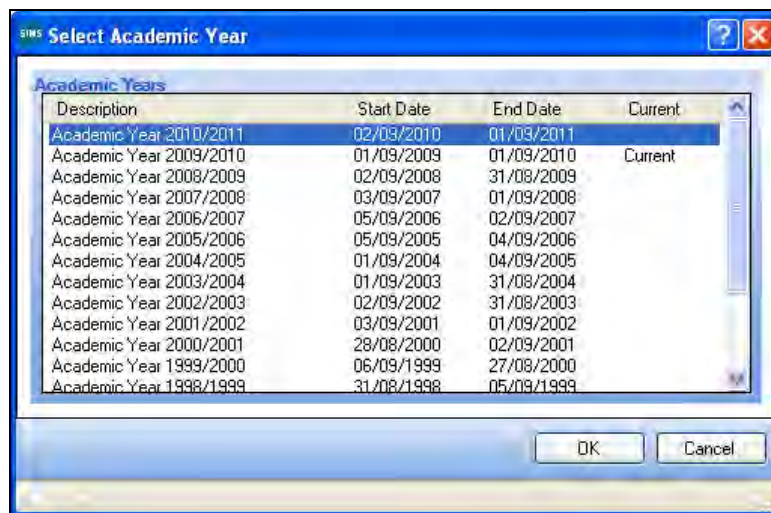


5. Click the **OK** button to display the **Curriculum Matching Wizard**. For information on using this wizard, please refer to the *Curriculum Matching* chapter of the *Nova-T6* handbook.
6. Close Nova-T6 and SIMS.

In SIMS

The next step describes how to assign students to bands for next year.

1. Switch to the next academic year by selecting **Tools | Academic Management | Set Academic Year**.



Notice that the end date of the academic year is calculated as 365 days forward from the start date.

2. Highlight the **Academic Year 2010/2011** and click the **OK** button.
3. Close SIMS and then log back in.



NOTE: Setting an academic year is user specific (regardless of the workstation used), i.e. other users will not be affected. If another user needs to edit the student curriculum for next year, they will also need to set the academic year to 2010/2011. If the user, having changed to 2010/2011, needs to work again on 2009/2010, then the user will need to reset the academic year.

Placing Students in Bands

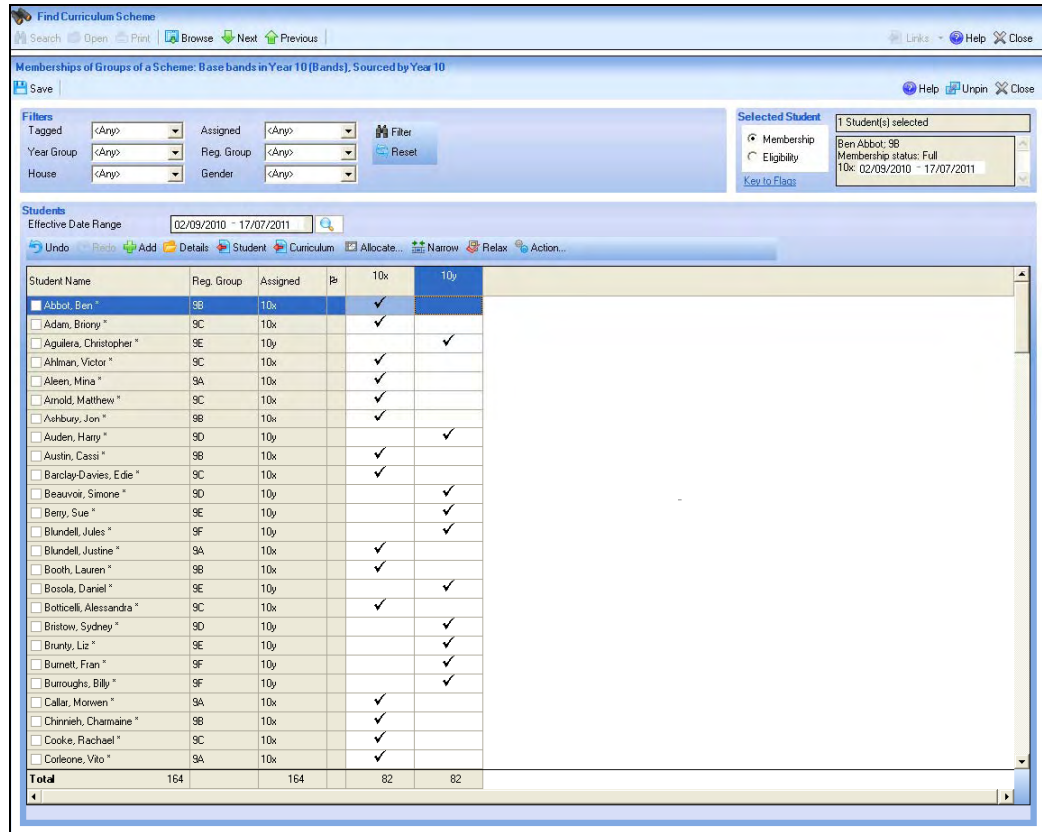
1. Select **Focus | School | Academic Structure | Curriculum Assignment by Scheme** to display the **Find Curriculum Scheme** browser.
2. Click the **Search** button to display the curriculum structure that you have just transferred from Nova-T6. Select **Base Bands in Year 10**. The **Select Effective Date Range** dialog is displayed.



NOTE: If you previously transferred bands only from Nova-T6 as part of the SQL Transfer, only the base band Schemes will be displayed in the browser. This is normal behaviour.

Name	Date Range
Academic Year 2010/2011	02/09/2010 - 01/09/2011
<Working Academic Year>	02/09/2010 - 01/09/2011
<Autumn Term+Christmas Holiday>	02/09/2010 - 04/01/2011
<Spring Term+Easter Holiday>	05/01/2011 - 04/05/2011
<Summer Term+Summer Holiday>	05/05/2011 - 01/09/2011

3. Select the working academic year as the Effective Date Range and click the **OK** button to display the **Memberships of Groups of a Scheme** page. Make a note of the date range as you will need to enter it in Options later.



The students in Year 10 (for example) and their **current** registration groups (i.e. in **Year 9**) will be displayed in a grid with columns for each of the bands.

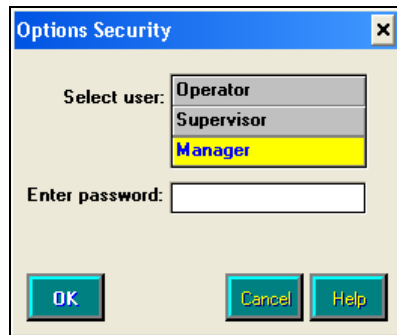
4. All potential students for Year 10 (for example) must be assigned to a band by ticking the grid – even if Option Blocks are not band specific.

If band memberships depend on Registration Groups, it is much quicker to use the filter to select the students of a Registration Group, then:

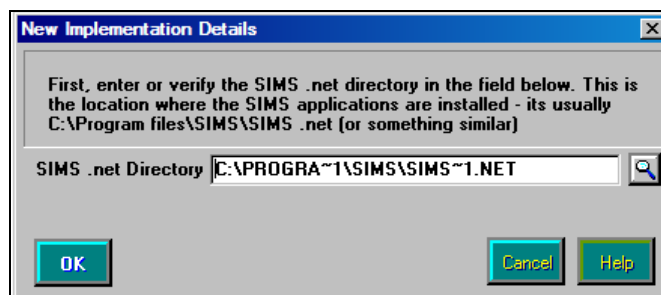
- click the required **Band** column heading, e.g. **10x**
 - right-click anywhere in the table and select **Select All Students** from the pop-up menu
 - right-click the required band column, e.g. **10x** and select **Tick Selected Cell(s)** from the pop-up menu.
5. Click the **Save** button on the toolbar to save your changes.

Setting up a New Implementation in Options

In order to use Options, ensure that you have been assigned to the Timetabler and the Curriculum Manager Groups in System Manager. Click the **Options** icon in the **SIMS Shortcuts** panel in SIMS to open the **Options Security** dialog.



1. Select **Manager** as the user. The password should be left blank when you first access Options (if required, set a password by selecting **System | Passwords**). Click the **OK** button.
2. Create a new Implementation by selecting **Tools | Implementation Manager** to display the **Implementation Manager** dialog.
3. Click the **Create New** button to display the **New Implementation Details** dialog.
4. Click the **Field Browser** button and navigate to the location of the **SIMS .net Directory**.



5. Click the **OK** button to display the **Create New Implementation** dialog.

Once the location of the **SIMS .net Directory** is confirmed, the **Gateway** field specifies **SQL** and the **Nova Year Directory** field specifies **(Nova-T6)**, and this information cannot be changed.

The screenshot shows a dialog box titled "Create New Implementation" with three tabs: "1. Basic", "2. Default Values", and "3. Further Information". The "Basic" tab is active. The fields and their values are as follows:

Field	Value
Description	Options Yr 10 10/11
Gateway	SQL
Use sub-divisions (Y/N)	N
Nova Year Directory	(Nova-T6)
SIMS .net Directory	C:\PROGRA~1\SIMS\SIMS~3.NET\SIMS~1.NET
Effective Date	02/09/2010
Membership End Date	22/07/2011

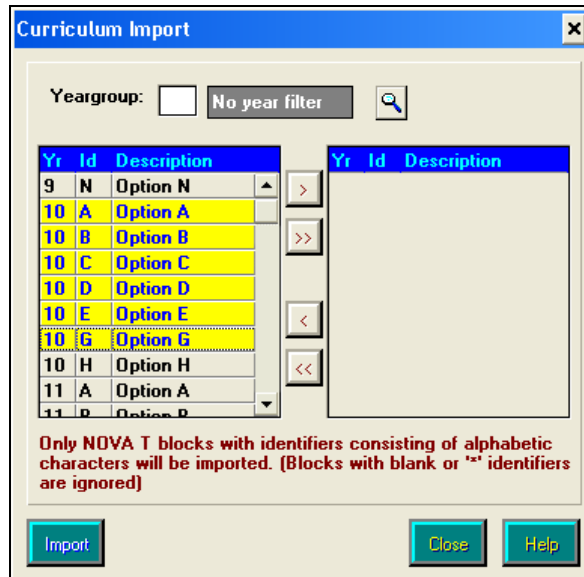
At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

6. On the **Basic** tab, enter a **Description**.
7. The **Effective Date** must match the start date of the student memberships of Base Bands in Year 10 and should be the start of the working academic year.
8. The **Membership End Date** should be the end of the working academic year.
9. Click the **OK** button.
10. In Implementation Manager, click the **Select** button.

Importing Curriculum Data from Nova-T6 into Options

1. In Nova-T6, create a transfer XPL file by selecting **Data | Export to Nova-T4 / Options**.
2. In Options, read this file by selecting **Tools | Transfers | Import Curriculum from Nova-T6**.

The only blocks available are those with explicit block identifiers (not those without an identifier, or those with an asterisk.)



You can highlight the blocks to be used in your Options implementation, and click the single-arrow button to select them for import.

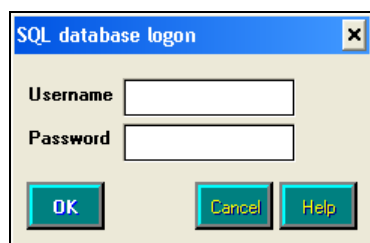
To facilitate selection, you might wish to select the **Yeargroup** as specified on the **Default Values** tab, so that only the blocks associated with the required year group are displayed.

3. Click the **Import** button.

Importing Students from SQL into Options

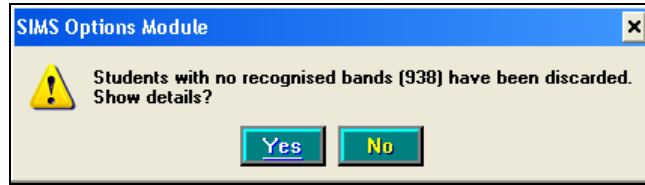
The students to be imported from SQL will include all students with appropriate band memberships. This will include Guest students in addition to students currently on-roll.

1. In Options, select **Tools | Transfers | Import Students** to display the **SQL database logon** dialog.



2. Enter the **Username** and **Password** of a Timetabler or Curricular Manager.
3. Click the **OK** button.

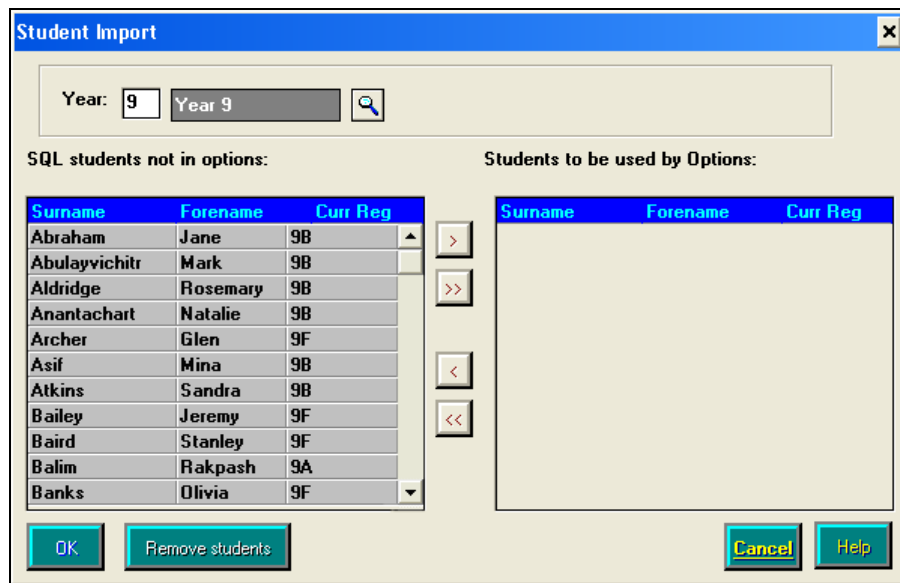
A message is displayed reminding you that only students who have been assigned to a band will be displayed.



4. Click the **No** button to proceed to the **Student Import** chooser, or click the **Yes** button to view a list of students with no recognised bands.

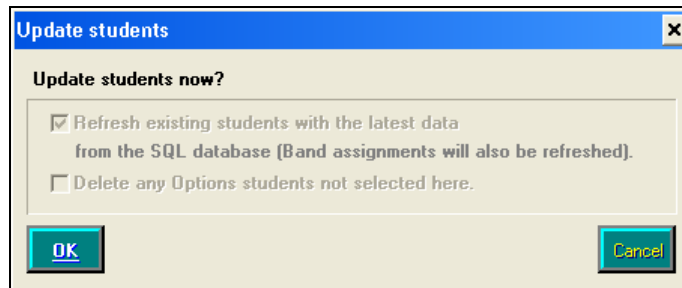
i *NOTE: You are strongly advised to click the **Yes** button to view the report to confirm that students involved in the Options process have not been discarded, particularly if the number of students in the previous graphic appears to be too high.*

5. Click the **Yes** button to display the **Student Import** chooser.



6. Use the **Year** filter to identify students of the required years (e.g. current Year 9) by clicking the **Field Browser** button adjacent to the **Year** field and selecting from the drop-down list.

- Having selected the required students to be used in Options (using the buttons in the centre of the chooser), click the **OK** button to confirm. The **Update Students** dialog will be displayed.



- Click the **OK** button to complete the process.

You can now work on your Implementation in the same way as in previous years. For more detailed instructions, please refer to the *Options* handbook.

Exporting Newly Created Classes from Options to Nova-T6

This process will transfer the newly created classes from Options into corresponding Option Blocks in Nova-T6.



IMPORTANT NOTE: Always make a backup in Nova-T6 before exporting the curriculum.

- Select **Tools | Transfers | Export MOD File to Nova-T6**.
You will be invited to select a year for export, and then to indicate where the MOD file should be saved. A filename will be suggested but you can alter this as you wish.
- On the **Model** window in Nova-T6, click the **Recall** button and select to merge the MOD file in.

Updating the Curriculum Structure in SQL

The classes that were created in Options and transferred to Nova-T6 now or later need to be transferred to SIMS. This will enable the student allocations to be matched to the classes in SIMS.

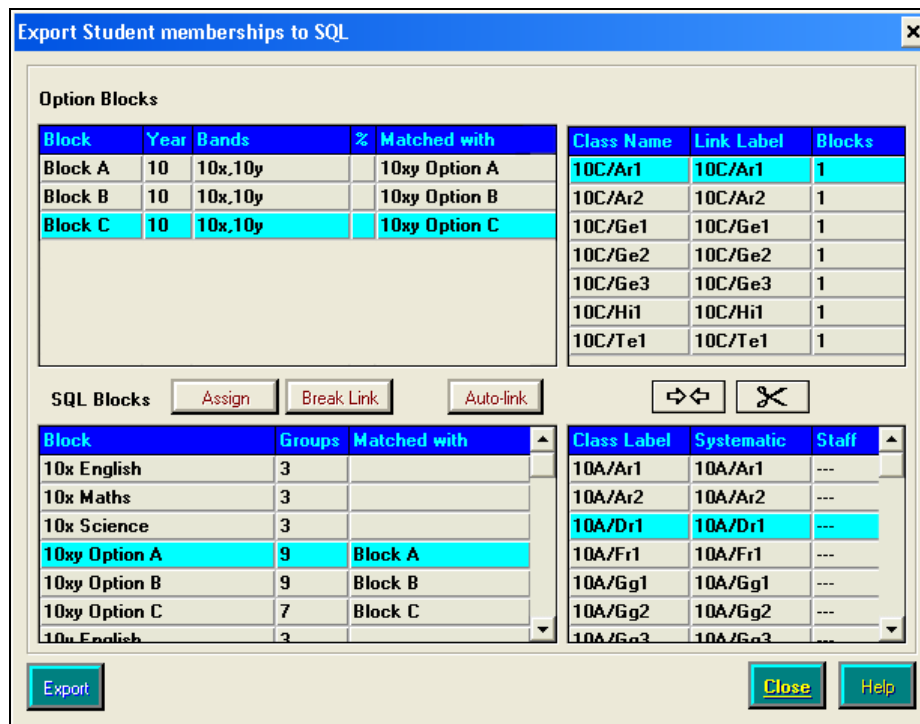
- Open Nova-T6 and load the 2010-11 dataset.
- Select **Data | Export Curriculum and Timetable to SQL**.
- Make sure that the **Start Date** and **End Date** are those for the working academic year for 2010/11, and that the **Today** and **Export Band structure only** check boxes are not selected.
- Click the **OK** button to display the **Curriculum Matching Wizard**. For information on using this wizard, please refer to the *Curriculum Matching* chapter of the *Nova-T6* handbook.

5. Close SIMS.
6. Open SIMS and set the academic year to 2010/11 by selecting **Tools | Academic Management | Set Academic Year**. View the changes.

Exporting Student Data to SQL

1. In Options, select **Tools | Transfers | Export Student Allocations** to display the **SQL database logon** dialog.
2. Enter your user name and password and click the **OK** button.

The **Export Student memberships to SQL** dialog is displayed, although this will initially be disabled whilst class information is retrieved from the SQL database.

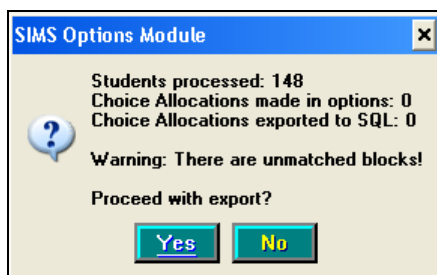


- To enable Options to attempt to link corresponding blocks automatically, click the **Auto-link** button. This is the recommended option. The other options are required if Auto Link fails.
- To link corresponding blocks, select the required **Options Block** from the top half of the dialog, then the corresponding **SQL Block** from the lower half of the dialog, then click the **Assign** button.
- To break the link between corresponding blocks, repeat the process above, but click the **Break Link** button.

-
- i** *NOTE: An Option block can only be linked to one SQL block at a time, and vice versa. Attempts to associate a block that is already linked with a new block will break the previous link. If the date range defined for the Options implementation lies outside the date range of the classes that were exported from Nova-T6 to SQL, the blocks will not match and the export will not run.*
-

When you are satisfied with the associations made between the blocks in Options and the blocks in SQL, continue as follows:

3. Click the **Export** button to display the **SIMS Options Module** dialog, which displays information about the number of students being processed and possibly, a warning if there are any unlinked blocks.



4. Click the **Yes** button to proceed with the export. If you click the **No** button, you will be returned to the **Export Student Membership** dialog, where you can link any unlinked blocks before running the export procedure again.

-
- i** *NOTE: If the **Effective Date** and **Membership End Date** used in the implementation do not lie within the same academic year, an error message will be displayed, informing you that the date ranges do not match.*
-

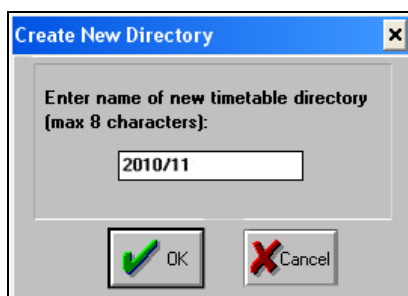
Links with Nova-T4

The SIMS Service Desk no longer supports the use of Nova-T4 for anything other than the use of the reporting facilities. Where reporting is still in use, a new directory should be set up in Nova-T4 so that data can be transferred from SIMS to Nova-T4 at the appropriate time.

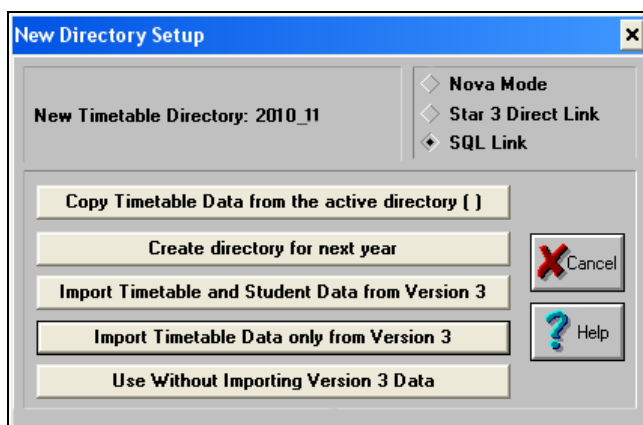
1. If required, in Nova-T4 create a directory for next year by selecting **File | Directory** to display the **Directory Management** dialog.



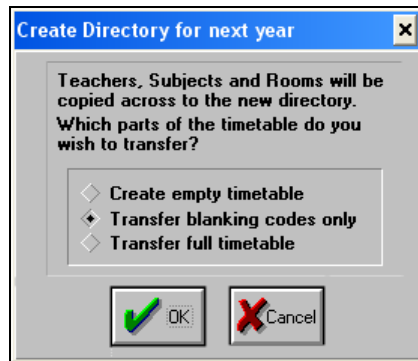
2. Click the **Create new timetable directory** button to display the **Create New Directory** dialog.



3. Enter a name for next year's directory, e.g. **2010_11**.
4. Click the **OK** button to display the **New Directory Setup** dialog.



5. Ensure that the **SQL Link** radio button is selected then click the **Create directory for next year** button to display the **Create Directory for next year** dialog.



6. Accept the default (**Transfer blanking codes only** radio button selected) in this dialog if the days of part-time staff are not likely to change. If they are likely to change, select the **Create empty timetable** radio button. Either of these options will transfer the existing year's curriculum plan to the next year in SQL (but not the timetable).
7. Click the **OK** button to complete the process.

02 | Summary of Processes

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Summary of Processes Check List

This section provides a summary of all the previous processes listed in this document.

In SIMS:

- Back up the SIMS SQL database.
- Check that the pastoral structure for the current academic year is correct.
- Create a new academic year for 2010/11 (**Routines | School | Academic Year**).
- Run the SIMS Database Validator via SIMS (**Tools | System Diagnostics | Database Diagnostics**).
- Check that the pastoral structure for next year has been correctly defined (**Focus | School | Pastoral Structure | Next Academic Year Structure**).
- Set the promotion paths (**Routines | School | Promotion**).

In Nova-T4:

- Create a directory for the next year 2010_11 (**File | Directory**).

In Nova-T6:

- Transfer elements of a 2009_10 data set into a new 2010_11 directory (**Data | Transfer Curriculum**).
- Save the new data set, create any 'missing' year groups and make sure that the Bands in Year 10 are as intended and the Block Identifiers for the Option Blocks are single letters (**not** numbers, asterisks or blank).
- Send the Curriculum and Timetable to SQL using the **Nova/SQL Transfer** wizard, remembering to use an appropriate date range (the start date must be the start date for the working academic year and the end date should be the date of the last day of the summer term). Send 'bands only' if all you want to do at this stage is to prepare to use Options.
- Close down Nova-T6.

In SIMS:

- Close down SIMS and restart.
- Change to the next academic year. (**Tools | Academic Management | Set Academic Year**).
- Select a scheme, e.g. **Base bands in Year 10 (Focus | School | Academic Structure | Curriculum Assignment by Scheme)**.
- Select the working academic year as the Effective Date Range.
- Place the current students (e.g. those in Year 9) in their appropriate band for the required year (e.g. Year10). Remember to **Save** the banding changes.

In Options:

- Create a new implementation using the **SQL** gateway (**Tools | Implementation Manager**).
- Select the new implementation in order to start using it.
- Import the Curriculum into Options (**Tools | Transfers | Import Curriculum from Nova-T6**).
- Import Students from SQL into Options (**Tools | Transfers | Import Students**).
- Export the newly created classes from Options to Nova-T6 (**Tools | Transfers | Export MOD File to Nova-T6**).

In Nova-T6:

- Update the Curriculum Structure in SQL (select **Data | Export Curriculum and Timetable to SQL**) and complete the **Nova/SQL Transfer** wizard.

In Options:

- Export the student data to SQL (**Tools | Transfers | Export Student Allocations**).