

HELP LINES



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

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Issue 33

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 June edition of *Helplines* to: ict.helpline@cambridgeshire.gov.uk



SIMS Accreditation



Thank you to all the schools that took the time to complete the on-line Capita questionnaire about the SIMS support we have provided. We are pleased to announce that our Accreditation has been renewed for another two years. This does not mean we rest on our laurels, but will continue to look for ways in which we can improve and extend the services we provide. The online survey draw for the camera was won by Fridaybridge school - our congratulations go to them.

We hope you will all have a good summer break, which will allow you to re-charge your batteries to that you can return in the autumn refreshed and ready to take on all the challenges that the next Academic year will bring with it. The Helpline will continue to be staffed throughout the summer. From time to time the number of staff answering the phones will be reduced to allow us to undergo staff training. If you should get diverted to the answering machine, please do leave a message, we will return your call as soon as possible. Alternatively your query can be e-mailed to us on ict.helpline@cambridgeshire.gov.uk. Please also visit our blog which has up to the minute news <http://helplines.blogspot.com/>



NovaT-6 / NovaT-4 Shortcuts



In the Sims .net May release there are now separate shortcuts to NovaT-6 and NovaT-4 which unfortunately has allowed non timetablers direct access to NovaT-6. We have been informed that this problem should be resolved in the August upgrade.



Year End Procedures in SIMS .net

Guidance Notes for carrying out the procedures required in SIMS .net to move smoothly from 2007/08 to 2008/09, are available for download from the Portal.

Experienced (Primary, Nursery and Special School) users should find the "End of Year Procedures in SIMS .net 2008" written by the Helpline, that have been posted on the Sims .net and the Primary Planets, sufficient. We have, however, also posted the Capita notes which go into much greater detail (these also include guidance on Academic Management (Primary Curriculum), SIMS Learning Gateway should any schools require this information).

For Secondary users Summary and Detailed notes have been uploaded to the SIMS .net and the Secondary Planets on the Portal.

Don't leave it until the last minute to start working on these procedures. Remember the next academic year must have been created, the promotion routine run and students allocated to their new classes before the first day of the next academic year. Failure to do so will result in no access to SIMS .net in September.



FMS6 - Preparing the Month End reports for the BCR Toolkit

Many schools ring the ICT Helpline with month end queries regarding the BCR Toolkit.

If you have problems creating the reports from within FMS6 then you should be contacting the ICT Service.

If you encounter problems directly related to [the figures or reports within](#) the BCR Toolkit, then these calls must be directed to the School Corporate Team.



ICT Training 2008/2008

A hard copy of the ICT Service Training Calendar for the next academic year should be arriving in schools during week commencing 14th July. The full brochure will be available in September. Details of all courses can also be seen by visiting the ICT Training pages on the Portal.

Cover 7 - Secondary Schools

The **Cover 7** licence has now been released to all secondary schools to be installed through **Solus**. You will need to ensure that your Cover Officer is given **Cover Manager** rights in **System Manager**. If you are interested in Cover 7 training please contact the Helpline for further information.

Exams Organiser - Results Day Survival Kit

Capita have confirmed that they will be publishing a Results Day Survival Kit again this year. We know how useful Exams Officers have found this guide in previous years and will upload it to the Exams Planet of the SIMS Home Page on the Portal as soon as it is released.

Importing Foundation Stage Profiles Results into AM7

Schools using e-Profiles and Assessment Manager 7 can import the FSP results directly into SIMS by importing a CTF File generated by e-Profiles. **Before proceeding, first import the FSP Wizard into AM7**, then in e-Profiles create a **Data File for your MIS**. This can then be imported using CTF Import routine in SIMS .net.



Dinner Money Year End

Please remember pupils leaving your school in July will not appear in Dinner Money in September so any debits or credits for these pupils must be handled now. The Dinner Money year end notes are available on the Dinner Money Planet on the Portal. There are two sets of notes - one for schools who are centrally hosted and one for schools who are not. The actual closing down of Dinner Money takes only a few minutes and should be done before 31st August - ideally on the last day of term after you have completed all your transactions and created your cat form. Also on the Dinner Money planet are two text files - one for the 2008/09 term dates and one for the new meal charges. Please do use these files when setting up your dinner money in September. Schools who do not import these files and type the information in by hand often subsequently encounter date-related errors.



Service Pack 3 for XP



Service Pack 3 for XP is NOT supported by Capita. If schools apply this update and subsequently experience problems with SIMS, then it will not be possible to refer their problem to Capita. Centrally hosted schools should note that if SP3 is on their computer it will not affect their access to SIMS.

News for Centrally Hosted Schools

The scheduled downtimes over the summer to allow for any upgrades and improvements to be applied:-

Saturday 26 July 2008 & Saturday 30 August 2008

New Features:

We now support use of Centrally Hosted MIS remotely from Apple Mac computers. Users will notice a new icon within SSL Explorer named "Centrally Hosted MIS (Mac Users)". This service is provided with two conditions: We are unable to provide or support Printing for Mac users. We are also unable to provide or support access to local drives for Mac Users.



Key Dates....

- ♦ ICT Service Staff Day - 25th July - The Helpline will be closed from 10 a.m. until 3 p.m.
- ♦ Results Day A and AS Levels - 14th Aug
- ♦ Results Day GCSE - 21st Aug
- ♦ 10th & 16th Sept - Managing Student Data - SIMS .net for New Users
- ♦ 11th, 15, 19th Sept - e-Profiles, Getting Started
- ♦ 17th & 18th Sept - FMS for New Users (Waterbeach)
- ♦ 18th, 25th Sept, 2nd Oct - ToPP Aut & Dec Marksheets & Analysis
- ♦ 25th Sept, 23rd Oct - Target Tracking and ToPP using Primary TT
- ♦ 18th Sept, 16th Oct - RAISEonline, Question Level Analysis
- ♦ 23rd Sept, 14th Oct - FMS Budget Adjusting and Profiling
- ♦ School Autumn Census Day - Thursday 2nd October
- ♦ 7th Oct - Self Evaluation Workshop
- ♦ 9th Oct - SIMS .net Reporting for Primary Schools
- ♦ 14th Oct - Analysing Assessment Data in SIMS
- ♦ 21st Oct - RAISEonline, data Management
- ♦ 22nd Oct - SIMS .net Intermediate Reporting
- ♦ 22nd Oct - ToPP Reporting Home to Parents

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.

