

HELP LINES



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

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Issue 41

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

Year End Procedures in SIMS .net

Schools should have started preparations for the next school year in SIMS .net. It is **essential** that the next academic year has been added, any changes to registration groups made and the promotion process run before the end of this academic year (usually 31/8/09). Once these procedures have been carried out, on the first day of the new academic year students will be moved automatically into their new Year Groups, Registration Groups and Classes.

Pre-admission Groups should have been set up with details of students due to start in September. Guidance notes on these processes are available for download from the SIMS Home Page on the Portal. Following these procedures should ensure a smooth transition from 2008/9 to 2009/10. Secondary Schools have additional procedures to follow in preparing for the new academic year, e.g. Timetable, Personnel, Manage Classroom Staff, Cover and Academic Management. To avoid data problems at the beginning of the new academic year, it is essential that users follow the end of year procedure notes available on the Portal as it is very difficult to resolve problems if this process has not been carried out correctly. It is also important that the correct Levels are assigned in NovaT-6 and sent to SQL before the beginning of the new academic year.

End of Key Stage - Key Dates

Have you imported your End of Key Stage Wizards for 2009? If not, please do so as soon as possible, if you do encounter any problems performing the import, there will be sufficient time to resolve these before the deadline for data to be submitted. Even if you do not use Assessment Manager, importing these Wizards can be useful, any assessment data contained in CTFs imported into your SIMS will automatically be attached to the Student Details.

Deadline for **Foundation Stage Profile Results** to be Uploaded via **S2S** - **Tuesday 7th July**

Deadline for **Key Stage 1 Teacher Assessments** to be Uploaded via **S2S** - **Tuesday 7th July**

Deadline for **Key Stage 2 & 3 Teacher Assessments** to be Uploaded via **QCA (NAA) Website**. - **Friday 10th July**

Dinner Money .net

As you will have probably heard at our recent PUGS and SUGS briefings, Dinner Money .net is on its way! All new, and fully integrated into SIMS .net. Schools will never have to *Update Pupil Details* and wave *Magic Wands* ever again! We are looking to begin the 'roll out' of this product in September 09.



Training dates will be published shortly. Initially we will be contacting *all* schools who currently use the Dinner Money 1.40 system. Your school will be offered a specific date and training venue. If for whatever reason you cannot make the allocated date, please let us know as soon as possible. (*Please be aware that due to the numbers of schools involved we may not be able to give you an alternative until very much later in the 09/10 academic year*).

We are aware that CAPITA has contacted schools with a mail shot promoting this product. Please ignore this literature and if at all unsure contact the Helpline.

On-Line Reporting to Parents - Sims Learning Gateway

The DCSF target to give parents online access on their child's progress is September 2010 for Secondary Schools and September 2012 for Primaries. The ICT Service is evaluating Sims Learning Gateway to enable schools to meet this target. The Sims Learning Gateway solution is centrally hosted by the Council and works for both centrally hosted and self-hosted schools. The Education ICT Service hope to commence implementation early in the next academic year (2009/2010). Licence costs to schools will be funded. There will be an annual charge for maintenance, costs being dependent on negotiations.

We will be writing to all schools later in the term with more information about the service we will offer.

eyeProfile

As some of you will be aware, there have been some issues using the published version of eyeProfile (Version 3.0 Autumn 2008) when creating the end of year report to parents. Version 3.06C, which resolves these issues, is available for download from the Portal - search for ToPP.

If you are using eyeProfile to create a report to parents this year, we would recommend that you download and install this latest version (3.06C) to all machines in your school on which you use eyeProfile.

If you are not using eyeProfile to report to parents, then the version you have from the Suffolk website (as long as it is at least 3.0) will be adequate for your needs.

Behaviour Management using SIMS .net

A number of schools expressed interest in using SIMS .net for Behaviour Management after seeing how other schools were using it at the recent PUGS and SUGS meetings. A training course has been arranged for Wednesday 17th June, Telephone 01480 376670 or e-mail ict.courses@cambridgeshire.gov.uk.

New SIMS .net Home Page Training

Would you like to find out how to make the most of the new Home Page in SIMS .net? If so, then why not book yourself on the half day course on Tuesday 7th July.

School Summer Census

Well done everybody. We have been advised by the ONEVision Team that all but 20 schools had managed to successfully upload a return to the Collect Website before half term. This was a wonderful effort. The phased access to Collect seems to have helped, particularly as Cambridgeshire was granted the first slot, uploading the returns, particularly on Thursday morning, was much easier this time.



Attention Centrally Hosted Schools

Please **DO NOT** save files into the Centrally Hosted SIMS .net folder unless specifically asked to do so. The Home Folders, Office/Staff Share areas are available for you to save to. The Sims .net folder should only contain application files and folders. Any personal data saved to this folder will be lost should your SIMS .net folder ever need to be replaced and may interfere with the smooth running of SIMS applications.



Schools Workforce Census

There has been a delay in our programme for activating B2B personnel and importing staff contract data into SIMS .net in readiness for the School Workforce Census. The OneVision Team have now received the EPM data and once it has been checked and processed into ONE we will begin our programme in earnest. Your school will be contacted to arrange a date for your contract import to take place. If you are planning to be in school at any time during the Summer Holidays, your import could be moved to that date should you prefer.



Attention Schools using the ToPP Templates

Updated Templates are now available for download from the ToPP page of the Portal. Schools using ToPP for Performance Analysis and Assessment Manager will need to import these templates, which allow zero entries to be made where assessments have not been possible.

FMS6 Database Size - non Centrally Hosted Schools

The FMS database file can increase in size to such an extent that it can have a severe impact on its operation. The database can be reduced in size by asking your System Administrator to make a backup using the dbAttach tool specific to FMSSQL. You will require your sa username and password. Notes on this procedure will be posted to the Finance Planet on the Portal. (Centrally Hosted schools **DO NOT** need to carry out this procedure). Your FMS data should also be backed up regularly. This can be done from within FMS by using the Route Tools | FMS Transactions Backup.

Key Dates....

- ♦ 5th G 11th WB June - ToPP Summer Marksheets and Analysis
- ♦ 9th June - Personnel 7
- ♦ 10th WB, 16th WB June - Equipment Register
- ♦ 11th June -- Fischer Family Trust - Secondary
- ♦ 16th June -- Fischer Family Trust - Primary
- ♦ 16th June - SENCO Training
- ♦ 17th June - Behaviour Management using SIMS .net
- ♦ 18th WB June - FMS6 Refresher Workshop
- ♦ 23rd WB, 25th June - End of Year Analysis of Performance data using Primary Target Tracker
- ♦ 2nd, 9th WB, 16th WB July - Managing Student Data 3 (Year End Procedures in SIMS .net)
- ♦ 7th July - New Home Page in SIMS .net (half day)

For booking and availability of *all* courses

listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

G = Godmanchester. B = Buckden, WB = Waterbeach

OV = Over Community Centre. OC = Oliver Cromwell March



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service

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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