

HELP LINES



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

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Issue 39

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

Dinner Money - Catering Return Start Date

A reminder to Dinner Money Users (including Centrally Hosted Schools). After you have run off your final CAT form for the Spring Term i.e. week ending Friday 27th March, the Catering Return Start Date for the new financial year needs to be set. Use route Systems Menu | Settings Menu | System Defaults and click on the Catering Returns Tab. The new Start Date should be 30/03/2009.



Foundation Stage Profiles - Early Years Profiles

Attention all schools that use the e-Profile software to record their Foundation Stage Profiles. It is necessary for schools to have upgraded to the new eyeProfile (EYFsp)



in order to be able to make an early years results submission this summer. **Please read the notes on the ToPP page on the Portal before carrying out this upgrade.** The upgrade can be easily carried out by visiting the website <http://schoolportal.suffolkcc.gov.uk/schools/FSP/index.htm> and selecting Version 3 Autumn 2008. This will need to be carried out on ALL machines that use eProfiles.

Please note scores recorded against On Entry will appear as Pre Entry in eyeProfile.

March SIMS .net Upgrade

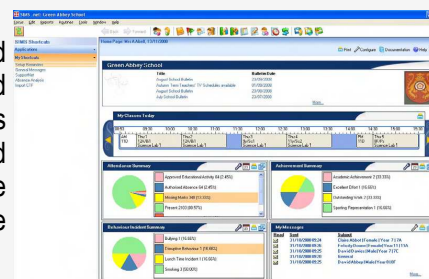
The next SIMS .net upgrade is due to be released by Capita on 20th March (although this date may slip). This is an important upgrade containing updates required by all schools.

- New look Home Page - see below
- Updates necessary to enable schools to run the School Summer Census in May.
- Updates to the AMPA folder containing the End of Key Stage Wizards for 2009
- Update to include Exams in Cover Scope
- A number of fixes for known issues.

This upgrade will be performed on Centrally Hosted databases during the next scheduled downtime (hopefully 28th March, the Capita release date permitting).

New Home Page in SIMS .net

Please note, when you open SIMS for the first time after the next upgrade, you should see a completely different screen, providing lots of new information panels and functionality. The Capita "Mini Guide" has been posted on the Portal but be warned it is 63 pages long. This should also be accessible from the Documentation Link and selecting Mini Guides, once the upgrade has been performed. Each user should be able to customise their home page, thus selecting the panels that are most appropriate to their role in the school.



Service Level Agreement 2009/2010

Please can we ask all schools to complete and return their SLA sign-up form as soon as possible, if this has not already been done. The new Agreement takes effect on 1st April. Support can only be provided to schools that have returned their Sign-up Form, thus indicating their commitment to continue using our services over the coming year and the level of support required. Any queries about the SLA should be addressed to our Customer Services




Team telephone 01480 376655, or e-mail ict.service@cambridgeshire.gov.uk.

Exams Officers - Bulk import of ULNs

Schools with Students entered for Diploma qualifications this year, need to have a ULN for these students. The simplest way of carrying out this procedure is in bulk. Create a CTF containing just Basic Details of Students for whom a ULN is required. Use the Destination LA/Other of Cambridgeshire. This CTF can then be uploaded to the Key 2 Success Website. A replacement CTF containing the ULNs can then be downloaded and imported back into SIMS .net. Members of your Admin. Team will have the usernames and passwords and the appropriate rights in SIMS .net for carrying out this procedure.


Addresses in SIMS

 Since the December SIMS upgrade there have been a few issues with the address search in SIMS .net. When adding an address a post code should be entered, then the Continue button used to search for addresses with this post code. Using the Basic/Advanced toggle switch defines whether the search is restricted to addresses already in your SIMS database (Basic) or to include any addresses with this post code on the Web Address Validator web site (Advanced). Since the December Upgrade, Basic searches also bring up all the addresses on your database with no post code. This can make locating the correct address difficult. Including the house number in the search boxes can limit the number of possible matches. Sorting by post code can also help. Please do take care to search for and use addresses that are already in your database, not doing so will result in duplicates and the probability that family links and parental addressees will not work correctly. This issue will be fixed by a future upgrade.

Contact addresses in the School Census

The ONEVision team have run the contact addresses contained in the School Spring Census through some data checking software. Schools will be issued with a list of suspect addresses. Please do use this list, it provides a very valuable tool for identifying possible data problems in SIMS. This is just one more aid to improving data quality in Cambridgeshire.

Address Tidy and Merge

The Tidy and Merge tool was activated by the December upgrade. Use of this tool can remove duplicate addresses in SIMS which can result in family links and parental addressee etc. not working as they should. Please do not use the tool without reading the Guidance notes which can be found on the SIMS Home Page on the Portal. If you have any queries, please contact the Helpline 

PROPOSED QUESTION LEVEL DATA ENTRY PROJECT 2009

Due to the overwhelming success of the 2008 QLD project, ICT Service are proposing to offer the same service to schools again this year. ICT Service took school results either directly from the completed test papers or from the Teacher Assessment spreadsheets and entered these into downloaded templates from RAISEOnline. Once complete the results were uploaded to RAISEOnline on behalf of the school, thus making the data ready for the school to analyse.

At this early stage we are asking schools to express their interest of intention should the project run.

If your school is interested in taking part in the 2009 project please contact ICT Service by emailing ict.courses@cambridgeshire.gov.uk giving the school name, contact person, contact email address, and telephone number and that you would be happy to share the school's RAISEonline Administrator password with the ICT Service, Godmanchester.

End of Key Stage and School Workforce Census Briefings

End of Key Stage Seminars will take place during April. These are briefing sessions for End of Key Stage assessment reporting for FSP, KS1, KS2, KS3 using EyeProfile, Assessment Manager and Target Tracker Software. There will also be an update on School Workforce Census.

22nd April Over Community Centre	10.00 - 12.00 and 13.00 - 15.00
23rd April Buckden Community Centre	10.00 - 12.00 and 13.00 - 15.00
27th April Oliver Cromwell, March	10.00 - 12.00 and 13.00 - 15.00
29th April CPDC Cambridge	10.00 - 12.00 and 13.00 - 15.00

These sessions are being organised by the ONEVision Team. To book your place, please call 01480 355977. There will **not** be a live demonstration of this process this year, but there will be hands-on training sessions available for new staff to help them through this process. See below for dates.

Key Dates....

- ♦ FMS6 Year End Primary, further dates on request
- ♦ 23rd & 30th Apr G - SIMS .net for new users
- ♦ 1st May G - SIMS .net Reporting for Primary Schools
- ♦ 22nd Ov, 23rd B, 27th OC, 28th CPDC April - End of Key Stage & SWC Briefings - book places with ONEVision Team
- ♦ 15th G, 22nd May WB - End of Key Stage Data Entry Admin
- ♦ 12th G, 13th WB May - Budget Input Session

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

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.

