

HELP LINES



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

May / June 2008
Issue 32

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

ICT Service -- Capita Accreditation

Our SIMS support accreditation from Capita is now due for renewal. Capita will be sending a survey directly to schools to seek their opinion of the support provided by Education ICT Service. We would be very grateful if you could find a few minutes to complete this on-line Survey.



- The Survey should only take 10-15 minutes to complete
- There is a prize draw for all schools who complete the survey before the end date. (The prize being a digital camera!)
- Survey will be sent out directly from Capita from Monday 9th June and run for two weeks - a reminder will be sent to those schools who have not returned the survey within the time given (2 weeks)
- The password which schools will need to access the survey and instructions on how to complete it, will be sent via email directly from Capita - Any schools experiencing problems with their password can contact the webmaster via :-
<http://support.capitaes.co.uk/accreditation/>
- Capita can only accept one return from each school



May SIMS .net Upgrade.

The May Upgrade will be released to Schools shortly. Centrally Hosted schools will be upgraded during the next scheduled downtime. Once this upgrade has been completed, your SIMS .net version will be 7.104, database build 3.61.447

This upgrade contains a number of new features, as well as a number of fixes. For full details please read the May Release Upgrade Notes. These open automatically the first time you log into SIMS after an upgrade has been performed, alternatively they can be found on the Solus Planet on the SIMS Home Page on the Portal.

Probably the most exciting feature of the May upgrade is the new Teacher view of pupil details. This is accessed from the link - **Student Teacher View** - from the Take Register or Student Details pages. This new view allows one click access to the areas of SIMS of importance to teaching staff.

For Secondary Schools the base release of **Cover 7** in SIMS .net - for Training dates please see the Key Dates overleaf.

The May upgrade has also brought all the **Attendance 6 Reports into SIMS .net**. These can be accessed from Reports | Attendance Reports.

Assessment Manager - fantastic new filters are available within marksheets which match those on RaiseOnline

After an upgrade AM7 users with Assessment Co-ordinator rights will see a pop up when they next access Assessment, this will notify users that updated templates are available for import. Caution should be exercised allowing updated templates to be imported, particularly for schools that use TOPPS. We would recommend that users decline this prompt and just import templates as and when they are required.

Please note the Key Stage 2 and 3 Wizards have updated Reading and Writing Level Grade Sets. Please would all schools using these Wizards re-import them after the May upgrade has been performed.

N.B. It has come to light that some workstations are unable to access SIMS .net after the May upgrade. All workstations require Microsoft .NET framework 2.0 for SIMS to run. Schools were requested to upgrade their .net framework before their migration to SQL 2005 (an installation CD was sent out to all schools), any machines that were omitted will now need upgrading. The CD that was issued to schools can be used, alternatively visit the Microsoft download site [Http://download.microsoft.com](http://download.microsoft.com) Select option 4 from the Popular Downloads - .Net Framework version 2.0 re-distributable package.

Click on download and follow the instructions.

FMS - Check spending

To enable schools to spend in 2008 without having put a budget on FMS, they were told to take the 'Check Spending Against CC' tick off. Once budgets have been allocated within FMS it is important this tick is put back as follows:

Tools/Define Financial year/Define/edit years. Within the top box highlight year 2008. Click on the edit pencil on the right hand side. Click in the box next to 'Check spending against CC'. The tick should then appear. Click on save and save again.



FMS - Locked File Issue

Since Migration many FMS6 users are reporting error – Lock files have grown too large. There is a work-around which has been posted on the Finance Planet of the Portal.

Main Contact List for FMS Users

An updated contact list has been posted on the Finance Planet on the Portal.

End of Key Stage Assessments

Deadlines for End of Key Stage Assessment data to be uploaded:—

Foundation Stage Profiles - 4th July data to be uploaded to the **Collect Website**

KS1 Teacher Assessments - 4th July data to be uploaded to the **Collect Website**

KS2 Teacher Assessments - 11th July data to be uploaded to the **NAA**

KS3 Teacher Assessments - 11th July data to be uploaded to the **NAA**

Please note, these dates are the deadlines for data to be uploaded, it can be uploaded as soon as it is complete. Copies of the Assessment and Reporting Arrangement booklets are available from the ISSIS homepage of the Portal.

AM7 users, please import your KS1, KS2 and/or KS3 wizards as soon as possible. Non AM7 schools may also find importing these wizards useful, when you import a new pupil by CTF file any end of key stage assessment data contained will be automatically imported into SIMS .net. Notes on importing and using the Key Stage Wizards are available for download from the SIMS Home Page on the Portal. Hands-on training sessions are also available see below for dates.

End of Key Stage Wizards

All Assessment Manager 7 users should know that the Statutory End of Key Stage Wizards were available with the March Release and hopefully will already have imported them. CAPITA have released updated versions of the KS2 and KS3 templates, as an error has been identified in the English Grade Set for some of the **Test** aspects. We would therefore advise schools that use these wizards, to re-import them after carrying out the May SIMS upgrade. This issue concerns **Test** aspects only, and therefore will NOT prevent Statutory End of Key Stage Teacher Assessment data being entered and uploaded to the NAA.



Central Hosted Schools

Tip for Central Hosting Users - News items are posted regularly on the Central Hosting Home Page, please do read these items, they contain helpful and up-to-the minute information. Please also use the **Knowledgebase** - the link is located on the blue panel to the left hand side of the **Home Page** under **Support**, any solutions to known issues are added to this area as soon as they become available

Our Centrally Hosted service in Cambridgeshire has been growing rapidly we now host:-

- 75 Primary Schools
- 2 Early Years Providers
- 1 Special School
- 1 PRU
- 3 Secondary Schools

With a further 8 Primary schools and 1 Special school signed up awaiting migration. For further information on the Central Hosted Service, please log a call with the Helpline.



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, have now been uploaded to 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.

For new SIMS users there are training courses available, see below, or visit the Training Planet of the Portal for dates. Alternatively one-to-one guidance can be provided by a member of the Helpline on a "Pay as You Use" basis, although these visits are largely restricted to the School Holidays. Please telephone the Helpline if you would like to book a visit or would like further information.

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.



The following modules below will not be supported by Capita or ICT Service on the dates given.

Schools should not be using these modules after these dates. Capita will send ICT Service a 'turn off' patch which will be sent out to schools and run at the next upgrade.

If you require training on the new modules please contact the Helpline on 08 450 450 973.

Module Date Support End

Hardware Support

| | |
|-------------------------------|----------------|
| FMS SQL Anywhere | August 2008 |
| Nova-T Timetable Construction | September 2008 |
| Attendance 6 | December 2008 |
| System Manager DOS | December 2008 |
| Nova-T Cover | Feb 2009 |

Capita, and therefore Education ICT Service, will cease to provide support for any Capita MIS products running on Windows 2000 Professional/Server as follows:

| | |
|-----------------------------|---------------|
| Windows 2000 Professional - | February 2008 |
| Windows 2000 Server - | December 2008 |

Please note that we WILL still be providing support for the operating systems themselves until Extended support ends from Microsoft in July 2010; it is just the MIS applications that will NOT be supported.

Exams Organiser

The Results Day Survival Kit will be posted on the Secondary Planet from the Sims Home Page on the Portal as soon as it becomes available, in good time for Results Day.

It will not be necessary to apply the August SIMS upgrade before results day. The PI calculations will provide the information required when your results are received. Schools wishing to carry out more in-depth calculations at a later date, will then need to carry out the August upgrade to facilitate this analysis, however, we would recommend that schools wait until after Results Day(s) before applying this upgrade.

Dinner Money - Year End

Now is a good time to run off your debtors and creditors lists which are found under **Pupils** and then **Balance** in Dinner Money. Ideally all pupils will have a zero balance on the last day of term. With this in mind, effort should be made over the next couple of weeks to reduce any outstanding debts, particularly those belonging to pupils who will be leaving at the end of the school year - not just your top year but also pupils from other years. Similarly over the next couple of weeks, cash refunds should be given to those pupils who have large credit balances, bearing in mind you need to leave sufficient money in their accounts to cover their remaining meals up until the end of term. It is unwise to leave all your refunds till the last week, as you may have insufficient cash in hand to refund all you need. Remember pupils leaving in July will not appear in Dinner Money in September, so any debts or credits should be dealt with before they leave.

Dinner Money Year End Procedure notes have been posted on the **Dinner Money Planet** on the portal.



Address Validation in SIMS .net

Schools need to be aware of additions to the data that will be collected as part of the Spring Census in January 2009. For the first time Validated Address Information will be collected for students, as well as information on all contacts with Parental Responsibility (including their addresses).



To help with the address validation process, within SIMS there is an **Address Tidy and Merge Tool**, and after the May upgrade a **Bulk Address Validation Tool**. These tools both require patches to activate them. Before these patches can be issued to schools, we will be testing them with some volunteer schools to check for any issues that may come to light and the knock-on effect when schools data is transferred to ISSIS as part of the B2B data exchange. These tools should help schools resolve the problem of duplicate addresses. We anticipate releasing the address tools to schools during the autumn term.

Schools must also ensure that Student contact information held in SIMS is accurate i.e. the Parental Responsibility box must **ONLY** be ticked for contacts that do have Parental Responsibility. Ensure that all student siblings are showing in the Family Links box of student details. Ensure you do not have any duplicate contacts.

To minimise any additional work in the future, please take extra care when adding new intakes to ensure their data is entered correctly and, where appropriate, they are attached to contacts and/or addresses already on your system thus avoiding creating duplicates.

Key Dates....

- **SIMS .net Year End Procedures** - 4th, 10th Jul
- **Central Hosting Planned Downtime** - 7th & 28th June (8.00 to 18.00)
- **SIMS SENCO** - 18th Jun
- **Cover 7 (secondary schools)** - 25th Jun, 7th Jul
- **4th July** - Deadline for submission of FSP & KS1 results to Collect
- **11th July** - Deadline for submission of KS2 & KS3 TAs to NAA

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.

