

HELP LINES



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

November 2007
Issue 26

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

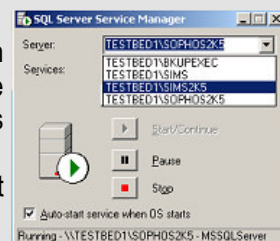
Items in this issue have been colour coded as above such that readers should be able to see at a glance, those items that concern them according to their role in the school. Items are frequently applicable to more than one user group, in which case the main user's colour has been used.

Please e-mail any requests for items to be included in the December edition of *Helplines* to: ict.helpline@cambridgeshire.gov.uk

SQL Migration - New SIMS2K5 Engine

Most schools have now migrated to SQL 2005. Please note the new Engine name SIMS2K5 from the Sql Server Service manager. This is the Engine that will need to be stopped when copies of the sims.ldf and sims.mdf are made. This is also the engine that needs to be checked to see if it is running when users are unable to access SIMS.

You will notice the old nnnnsrv001\SIMS engine is still there. Please do not restart this engine, it will be removed at a later date.



B2B Setup User

The August Upgrade introduced a new user to System Manager of B2BSetup user. After the Migration to SQL 2005 it is only possible to make changes to B2B Tasks when logged in as this user. Please do not delete this user. On logging into SIMS as this user for the first time it is necessary to use the randomly generated password provided by System Manager, when prompted we recommend using the generic password of ISSIS.

Solus 2 - Upgrades

All the main Solus upgrades introduce new functionality within SIMS .net, to keep abreast of these changes please read the Release Notes that accompany each release, these automatically open on screen the first time you log into SIMS after an upgrade or are available on the portal. Up-to-date manuals are available from the Help button in SIMS .net.

The August Upgrade (version 7.96) introduced a number of improvements which included

- * Attendance and Behaviour data are now available in AM7
- * It is possible to add notes to marks on marksheets
- * Links to Assessment from Student Details have been improved.
- * New Lesson Monitor Reports available.
- * A Parental Consent Panel on Student Details, this should remove the need for many User Defined Fields (additional lookups can be added in the usual way).
- * It is possible to configure your SIMS .net Home page (notes available on the Portal)

The November Upgrade will see:-



- * Address Tidy Facility - enabling schools to merge or remove duplicate or incorrect addresses.
- * Improved options when printing marksheets from AM7
- * Edit Lesson Staffing and Rooming - a new route and function will become available to Secondary Schools.
- * Resource Carousel - enabling staff and rooms to be rotated.



N.B. Assessment Manager 6 will disappear after the November Upgrade
Support for Teachers Desktop will end in January 2008

The October School Census has only just been completed but it is not too soon to start preparing for the January return. This return gathers much more information than the summer and autumn returns. **The more work that is done in advance in ensuring that your data is accurate and up to date the less problems will be encountered on Census day.** The DCFS "School Census Preparation and Guidance for 2008" notes have been posted on the Portal. These notes provide guidance on the data the DCSF will be collecting and should be referred to for the Spring, Summer and Autumn Returns for 2008. The software required to run the January Census is part of the November SIMS upgrade (this upgrade will only be released to schools who have successfully carried out the SQL Migration). A series of Seminars have been arranged for the end of November and beginning of December (N.B. some dates have been changed to allow time to look at the upgrade in advance). These seminars are run by representatives from ISSIS and the Helpline and are intended to advise schools on any changes or additions to the census compared with previous years and a quick reminder of the steps involved in preparing your data and advice on avoiding common problems. These are NOT training sessions. The cost of attending these seminars is £25 with dates as follows:-

Primary, Nursery and Special Schools - Preparing for the School Spring Census Seminars

- * Friday 23rd November - 9.30 - 11.30 Godmanchester
- * Friday 30th November - 9.45 - 11.45 March Library
- * Monday 3rd December - 9.30 - 11.30 Godmanchester
- * Thursday 13th December - 9.30 - 11.30 Godmanchester

As this is the third year Secondary Schools have completed the January Census there are no seminars specifically aimed at that audience this year. Please download the relevant notes and keep an eye on *Helplines* for any news or changes relating to this coming January's Census.

Hands on January School Census Training

For new users or anyone who would like hands on training preparing the school's data and creating the census, clearing any errors, authorising and uploading to Collect a series of half day courses have been arranged:-

- * 11th December - Godmanchester 9.30 - 12.30 and 13.15 - 16.15
- * 12th December - March Library 9.45 - 12.45 and 13.30 - 16.30
- * 11th January - CPDC 9.30 - 12.30 and 13.15 - 16.15

Course Manager - Attention All Secondary Schools

The Autumn Census will have highlighted to secondary schools with Sixth Forms the importance of Course Manager in SIMS .net. It is now essential that Course Manager is kept fully up-to-date, whenever students change or drop courses this information needs to be recorded in Course Manager as well as in Academic Management. If this is done, when the Post 16 Learning-aims are collected as part of the Summer Census, many of the problems encountered running the Autumn Census will be avoided.

The value of Course Manager is not limited to these schools. Secondary schools without Sixth Forms who use Course Manager effectively will find that many hours work can be saved by members of staff responsible for Assessment within the school - Assessment Co-ordinators and Operators, Subject Heads, Course Tutors and Admin. Staff.

Early next year seminars are to be arranged on the impact of Course Manager and the beneficial knock on effect for Assessment, Performance, Target Setting etc.

Training Courses on using Course Manager and its impact on Assessment Manager, Performance Analysis, Exams Organiser and Profiles are available at Godmanchester - there is already a waiting list, please register your interest by e-mailing ict.courses@cambridgeshire.gov.uk or telephoning on 01480 376670.

We would strongly urge Secondary School Staff Members responsible for Academic Management and Exams Officers to attend a training course on Course Manager.

Personnel 7 - Service Terms

A file containing Service Terms for Personnel 7 is now available for download from the Portal. This file should be imported using the route Tools / Staff / Pay Related Imports. Guidance notes for this process are also available on the SIMS .net planet on the Portal. Once these lookups have been imported schools that wish to enter staff contracts, absences etc. in Personnel will be able to do so.

A new predefined report for Staff Data Collection is to be included in the November upgrade.

Key Dates....

- ♦ SIMS .net for new users 2 days - 5th & 10th Dec, 9th & 29th Jan
- ♦ SIMS .net Reporting - 22nd Feb
- ♦ Preparing for School Spring Census Primary Seminars - 23rd, 30th (ML) Nov, 3rd, 13th Dec
- ♦ January School Census Training - 11th 12th (ML) Dec, 11th (CPDC) Jan

For booking and availability of *all* courses listed:

Telephone: (01480) 376670

Email: ict.courses@cambridgeshire.gov.uk

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.

There are maps available too!

