

HELP LINES



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

October 2009
Issue 44

School Secretary/Administrator ICT Technician Headteacher Exams Officer Bursar / Finance Officer Attendance Operator
Dinner Money Operator SENCO Timetabler Assessment Co-ordinator

Congratulations to Donna Flynn of the Helpline for completing the Great Eastern Half Marathon in a wonderful 2 hours 22 minutes.

Central Hosting - Major Maintenance Work

During November, the ICT Service has to carry out a major database upgrade that also involves commissioning new equipment. We have looked at a variety of ways of minimising disruption to services, but it will involve loss of service on two weekends: 14/15 November and 21/22 November. There will be no access to central hosting on the Saturday and a part of Sunday on those dates, though we hope to restore service as soon as possible on the Sunday. The Central Hosting Portal (which will still be available) will provide more information on the actual weekends. The ICT Service apologises for the length of these planned works, but these are the shortest times we can manage outside of normal school hours.



ICT Helpline

The Helpline is now available from 8.00 a.m. to 5.00 p.m. Monday to Thursday and 8.00 a.m. to 4.30 p.m. on Fridays. Please be aware that during the Half Term holiday we will be having a new telephone system installed. We are not anticipating any major disruption to our service. Should you encounter any difficulties reaching us by telephone, please e-mail your queries to ict.helpline@cambridgeshire.gov.uk alternatively log them directly into Ambercat. We do also use school holidays for Inset, should the Helpline be unavailable please do leave a message on our voicemail and we will respond as soon as possible.

Impulse Conferences



Impulse Conferences 2009

Tuesday 17th November — Buckden Millennium Centre 9.30 - 3.00

Wednesday 18th November - Oliver Cromwell Hotel, March 9.30 - 3.00

Wednesday 25th November - Cambridge Professional Development Centre 9.30 - 3.00



There are two free places available for every school, including lunch. We would strongly recommend all schools attend one of these conferences, which are our opportunity to inform you on a range of topics that will affect all schools. Subjects covered will include On-line Reporting to Parents, Schools Workforce Census, RAISEonline, FFTlive and Managing Identified Groups.

Full details of the programme can be found on the Fliers recently sent out to all schools and on the Portal.

Early Years Foundation Stage Profile

Import Last Year's EYFSP Results into Assessment Manager

Primary Schools, don't forget to transfer your EYFSP results for last year's Reception Pupils from eyeProfile into SIMS .net. This is quite a straight forward process, inside eyeProfile Create a Results file for your MIS. This creates a CTF file that can be imported into SIMS .net. Import the FSP Summary Wizard into SIMS .net in the same way as the KS1 and KS2 Wizards were imported, then import the results CTF in the usual way.



Early Years Foundation Stage Profile (EYFSP) - Autumn A Return

The ONEvision Team will be collecting EYFSP for this year's Reception pupils again this year, due week commencing 2nd November 2009. Pupil details should be imported into eyeProfile using a CTF generated in SIMS .net with Basic Details and Address information. The current version of eyeProfile can be downloaded from the Portal - Search for TOPP and click on the TOPP Primary from the Primary Quick Links.

Archiving Historical Attendance Data in SIMS .net

The facility to archive previous years' attendance data is now available within SIMS .net. We would strongly recommend that schools make use of this facility as it can greatly improve operating speeds within SIMS.

Take a full backup of SIMS before proceeding. In SIMS .net go to Tools | Housekeeping | Archive Attendance Marks - this then runs a wizard that allows you to select the years you wish to archive.

Bear in mind that this may take a while to run, so it may be an idea to run this process outside of normal school hours. Please do not attempt to archive this year or last year's data. Once data has been archived it can no longer be edited but reports can still be run off against it.



School Workforce Census - B2B Personnel

As many schools may be aware we have encountered a number of problems with B2B Personnel and import of the EPM Data into ONE, which has had a knock on effect on our project to activate all schools. Thank you for your patience and continued support. We will resume arranging dates for B2B to be activated in those schools that have not yet been contacted, as soon as we can. We would be very grateful if you would do all you can to assist us, as we still have a large number of schools to process which all need to be in place for the first Live return in January 2010.

For schools that have already had B2B activated, a replacement Export file from ONE should be released in the near future.



Central Hosting

A plea to schools to ensure **all users log out of applications in the correct way**. Many people do not appear to be aware that closing out of programs using the **X** does not close the programmes down correctly. This can cause many problems for other users and yourself the next time you try to access applications such as Central Hosting, FMS, Internet explorer. Please make sure



ALL USERS KNOW TO LOG OUT OF CENTRAL HOSTING BY CLICKING START | LOG OFF

(having closed out of all applications correctly first).

Users who close out of FMS6 using the X at the top right hand corner are not closing the program correctly, the next user may not be able to access areas within FMS6 that are locked out as still in use by the first user.

Always close out of FMS using Focus | Exit.

Dinner Money 7

Training for Dinner Money 7 began in earnest on 24th September 09. To date (as of 9th October 09); 25 Schools have been successfully trained. Feedback so far has been extremely positive with many schools opting to use the new module in the afternoon (following the morning of training)! Many are now choosing to use it electronically in the classroom.

If you have not heard from us yet, please do not panic; we have a 'roll out' scheme in place. You will be contacted by e-mail and requested to attend training. We strongly recommend that you accept your proposed date, if you are unable to accept the date offered you may have to move to the end of the queue as we have approximately 200 schools to train. If you have any questions please do not hesitate to contact Helpline.



CTF Alternative Destinations

There have been changes to the Alternative destination codes required when uploading CTF files to S2S. For students that have moved overseas the MMMMMMMM alternative destination should be used instead of the XXXXXXXX which should be reserved for Lost Pupils.



It is recommended that schools edit the descriptions of these alternative destinations to reflect these changes. In SIMS .net use route Tools | Setups | CTF. On the Alternative Destination Panel edit open Destination XXXXXXXX and edit the description to read Lost Pupils. Repeat for Destination MMMMMMMM and edit the description to Overseas or Independent Schools.

Key Dates....

- 5th Nov W - Fischer Family Trust (Primary)
- 17th B, 18th OC, 25th C Nov Impulse Conferences
- 2nd Nov - Central Hosting Workshop
- 4th Nov & 25th W - FMS6 for New Users 2 x half days
- 12th Nov G - TOPP Assessment & SIMS Home Page
- 26th Nov W, 10th Dec G - RAISEonline for Senior Leaders & Teachers

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, C = CPDC

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

CAMBRIDGESHIRE EDUCATION

