

School ICT Support



SIMS Training Directory
2016 – 2017

SIMS Training 2016-2017

School ICT Support offer a range of training and support services to schools utilising the SIMS MIS platform

Operating under a single service level agreement., the MIS Service is founded on a 'can do' approach where no limits of service or additional expenses are placed upon customers irrespective of their individual needs, ensuring schools have an opportunity to maximise their investment in SIMS and develop the skills and knowledge of their employees without worrying about increasing costs.

Training

With access to **unlimited** training you can increase the knowledge and efficiency of your staff without increasing your costs.

Take advantage of our flexible and responsive training model and to suit your school's specific needs when you need it most.

Consultancy

Would you like your school to make the most of your investment SIMS?

Our **FREE** consultancy service will review your needs, discuss solutions and then support you to develop or customise SIMS to meet your requirements.

Technical

Looking for low cost, **trusted** technical support for your SIMS platform?

Our team has years of experience managing SIMS across a range of environments. We can provide advice on topics such as hardware renewal, 3rd party software integration, and implementing whole school or fully cloud hosted access to SIMS.

For more information or to discuss any aspect of our training, consultancy and technical services, or if you wish to book a place on a course, please call

0191 4338525 (option 1)



Contact us

Telephone : 0191 4338525 (option 1)

Email : mis@gateshead.gov.uk

Visit our website : www.schoolict.org

Follow us on Twitter : [@schoolict_](https://twitter.com/schoolict)

Training - Our Approach

We believe your school should have the opportunity to maximise its long term investment in SIMS, creating efficiency, reducing costs and driving school improvement. Central to this approach is to encourage continual investment in the development of your employees by enabling access to high quality, relevant & timely SIMS training.

However, as we all know, the world of education and ICT is ever changing. With change, comes the need for new skills and new knowledge, placing a financial pressure on your school to maintain its employees' effectiveness.

We don't believe in uncertainty!

Subscribing to our all-inclusive SIMS support service automatically entitles you to receive access to **unlimited** SIMS training. You can now make decisions on increasing the knowledge and efficiency of your employees without worrying about increasing your costs.

New for 2016/2017

Although cost is important, we also understand that centralised, classroom based training is not always the most accessible format for schools. As workloads increase, finding time to attend out-based training sessions becomes more and more difficult.

Increasing accessibility to SIMS training means we need to diversify our methods of delivery.

So, in 2016/2017 we plan to extend our existing classroom based training into the following areas :

- On site training to individuals or groups
- Remote one to one training
- Quick reference video tutorials
- Webinar sessions

Take advantage of our flexible and responsive training model to suit your school's specific needs when you need it most..



Training – Our Venue

Classroom based SIMS training is delivered from our dedicated training facility at the Dryden Centre in Low Fell. The centre offers plenty of free on-site and off-site parking, a café and refectory area, as well as free visitor Wi-Fi.

Sessions are delivered in our spacious, comfortable and well resourced training room where attendees have hands-on access to both primary and secondary SIMS training data or where possible and appropriate, to their own live SIMS data.

Refreshments are freely available throughout each training session with inclusive café lunches or buffets provided for attendees on full day training sessions.

In addition to our own SIMS training sessions, this facility is available for hire on request. Schools and other organisations can make use of the facilities to provide their own IT training or utilise the available meeting space.

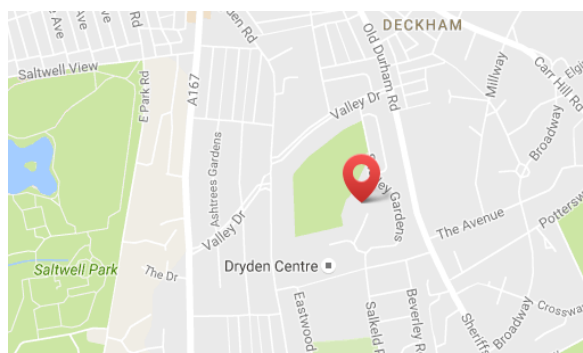


Best of all, our supported schools can hire our training room absolutely **FREE** of charge.

If you would like to book the venue or would like further details on what we can offer, please get in touch and we will be happy to help.

Venue Address

Room 26
The Dryden Centre
Low Fell
Gateshead
NE9 5UR





SIMS Courses

This section provides an outline of the standard SIMS training courses provided throughout a standard academic year. The courses included are by no means an exhaustive list of the training we can provide, with new and revised sessions regularly being added to our directory in response to software developments, educational changes and feedback/requests from customers.

If you can't find the course you are looking for, just get in touch and we will be happy to discuss your requirements.

<h2 style="margin: 0;">Managing Pupil Data (Part 1)</h2>	Primary Secondary
	Duration: 1 day

An introduction to SIMS, and a comprehensive guide to managing the Pupil Details page

Who is it for?

Staff who have a responsibility for maintaining pupil and contact details records. Ideally suited to new starters.

Why attend this course:

Maintaining accurate pupil data is essential for both the management of the school and the Pupil Census.

What you will learn:

- how your MIS support team can
- assist you throughout your time
- at school
- navigation around SMS
- familiarity with the homepage
- comprehensive knowledge of
- the pupil details page
- how to add new pupils to the
- database
- importing & exporting CTF files

Scheduled during:		
Autumn ✓	Spring ✓	Summer ✓

Managing Pupil Data (Part 2)

Primary
Secondary

The essential tools and routines required to manage pupil data on a daily basis

Duration:
half day

Who is it for?

Staff who have a responsibility for maintaining pupil details records. Ideally suited to new starters who have attended the Managing Pupil Data Part One course.

Why attend this course:

Many aspects of managing pupil data requires routines to be run elsewhere in SIMS.

What you will learn:

- how to maintain drop-down menus (Lookup Tables)
- how to manage registration and group membership history
- how the pastoral structure works
- how to use the school diary with attendance
- how to use the bulk update routine to maintain pupil data

Scheduled during:

Autumn✓

Spring✓

Summer✓

Attendance

Primary
Secondary

Learn how to use SIMS Attendance to fulfil day-to-day statutory attendance monitoring requirements

Duration:
half day

Who is it for?

Staff with responsibility for maintaining attendance records who have an understanding of attendance procedures and are familiar with SIMS.

Why attend this course:

Strong attendance has a direct impact on achievement. Learn how to make the best use of SIMS attendance for effective attendance monitoring.

Note: SIMS Lesson Monitor functionality is not covered in this course..

What you will learn:

- customising SIMS Attendance to meet the particular needs of your school
- understanding the links with other functionality in SIMS
- identifying the most efficient way of collecting attendance data
- understanding how to maintain attendance data effectively
- reporting attendance data to help monitor attendance

Scheduled during:

Autumn✓

Spring✓

Summer✓

Dinner Money

Primary

A thorough introduction to recording dinner information within SIMS

Duration:
half day

Who is it for?

Staff who are responsible for administering school dinner money.

Why attend this course:

Learn how to streamline your school dinner money processes using SIMS.

What you will learn:

- installation and setup of SIMS Dinner Money
- populating SIMS Dinner Money with appropriate data
- creating opening balances
- registers, payments and banking
- maintaining dinner money
- reports, letters and statements

Scheduled during:

Autumn✓

Spring✓

Summer✓

Design a report

Primary
Secondary

A comprehensive hands-on introduction to the report designing process

Duration:
1 day

Who is it for?

Staff responsible for responding to requests for information. You should have attended a 'Managing Pupil Data' course or have a good understanding of SIMS.

Why attend this course:

To be able to respond to requests for information efficiently, including reports, making your school processes more streamlined.

What you will learn:

- running predefined reports modifying and creating reports to produce lists
- creating reports to produce mail merge documents and labels
- the use of different output formats i.e. Word and Excel
- using analysis output
- exporting, importing and using the My Favourite Reports panel on the Home Page
- modifying templates to adjust the appearance of reports including incorporating headed paper

Scheduled during:

Autumn✓

Spring✓

Summer✓

Management of Behaviour & Achievement

Primary
Secondary

Learn how to use SIMS to record, monitor and manage pupils' behaviour and achievements, including detentions and the use of report cards

Duration:
half day

Who is it for?

Staff with pastoral or administrative responsibilities for monitoring pupil behaviour and achievement and who have a basic knowledge of SIMS.

Why attend this course:

Behaviour has a direct impact on a pupil's attainment. Understand how to make the best use of SIMS Behaviour Management.

What you will learn:

- setup and configuration of the Behaviour Management area
- detention criteria and report card templates
- editing of relevant lookup tables
- adding behaviour and achievement details from the class register
- using conduct recording routines for both individuals and pupil groups
- administering detentions including letters to parents
- creation of report cards recording exclusions

Available during:

Autumn✓

Spring✓

Summer✓

System Manager 7

Secondary

Learn the skills required to manage users of the SIMS system, data security and responsibilities around sensitive data

Duration:
half day

Who is it for?

Staff who are responsible for managing and maintaining the SIMS system.

Why attend this course:

To gain a thorough understanding of how to create and manage SIMS users, their permissions, assigning passwords and managing your school's data.

What you will learn:

- how to manage, add and remove users
- assigning and removing permissions
- enabling single sign on
- managing permissions and groups
- maintaining user groups
- exporting and importing groups
- an understanding of System Manager settings
- reviewing log files
- reporting on users' permission history.

Available during:

Autumn✓

Spring✓

Summer✓

SIMS SEN User

Primary
Secondary

Explore the functionality of SEN in SIMS to enable you to use it effectively and efficiently in relation to the SEN Code of Practice

Duration:
half day

Who is it for?

SENCOs and staff with responsibility for overseeing or maintaining special needs provision.

Why attend this course:

To understand how to make best use of the functionality relating to SEN in SIMS.

What you will learn:

- managing and recording details of reviews, events and provisions
- managing pupils with statements and Education and Health Care Plans (EHC)
- producing the SEN reports provided in SIMS
- editing SEN related look up tables to provide school customisation
- adding linked adults, agents and agencies
- sending, receiving and viewing messages relating to SEN pupils
- configuring panels on the SIMS Home Page to help monitor SEN processes

Available during:

Autumn✓

Spring✓

Summer✓

Assessment Essential Skills

Primary

Explore the potential of SIMS Assessment and how the software can be used to create a customised tracking system

Duration:
half day

Who is it for?

Staff with responsibility for the assessment process who have a basic knowledge of SIMS.

Why attend this course:

Raising attainment across your school is key and SIMS Assessment is an efficient way of keeping track of all your pupils' progress.

What you will learn:

- how to record and view pupils' assessment data
- how to track pupil progress
- monitoring individuals and groups effectively
- sharing information across the school and with parents

Available during:

Autumn✓

Spring✓

Summer✓

SIMS Discover: Standard Analysis

Primary
Secondary

Learn how to use the analysis tool, SIMS Discover, to analyse your school's data effectively. This hands-on course provides a useful overview of the software

Duration:
half day

Who is it for?

Staff wishing to enhance their data analysis skills by using the powerful graphical analysis tool, SIMS Discover. A basic understanding of SIMS is advantageous.

Why attend this course:

To learn how to use a range of graphs and create new ones to enhance the school's analysis of data for improved performance.

What you will learn:

- creating Venn diagrams and filtering by year, key pastoral factors, attendance, behaviour and end of key stage assessments
- working with data from previous academic years
- creating and using Discover groups
- defining and setting up dynamic group alerts to track pupils e.g. persistent absenteeism
- using SIMS user defined groups in SIMS Discover

Scheduled during:

Autumn✓

Spring✓

Summer✓

Staff Details

Primary
Secondary

Learn about the maintenance and management of personal, professional and contractual staff data. There will be a focus on data collected by the School Workforce Census

Duration:
1 day

Who is it for?

Staff with responsibility for updating and maintaining personal, professional and contractual information of staff.

Why attend this course:

To learn how to manage staff information, including School Workforce Census data.

What you will learn:

- the SIMS Staff Details record
- how to add new staff to SIMS
- understanding contracts
- managing staff leavers
- how to deal with promotions
- maintaining staff qualifications,
- absence details
- running the Schools Workforce Census

Scheduled during:

Autumn✓

Spring

Summer

School Census

Primary
Secondary

You will be taken through the procedure for creating a return and correcting any outstanding validation errors

Duration:
half day

Who is it for?

Staff with responsibility for preparing the statutory census return and who have a working knowledge of SIMS.

Why attend this course:

To learn how to prepare for the census return.

What you will learn:

How to start a census return including:

- creating and validating a return
- correcting any validation errors by editing individual pupil records or by using bulk update
- preparing data for the return
- authorising the return

Scheduled during:

Autumn✓

Spring✓

Summer✓

Key Stage Entry

Primary

You will be guided through the steps for Key Stage Entry returns, including the processes for data checks, data entry and producing reports

Duration:
half day

Who is it for?

Staff who have responsibility for producing the Key Stage Return and who have a working knowledge of SIMS.

Why attend this course:

To learn how to produce accurate Key Stage Entry returns.

This course addresses Key Stages 1 and 2, the years 1 and 2 phonics screening checks and the Early Years Foundation Stage.

What you will learn:

- preliminary data checking
- importing wizard templates
- data entry, checking, editing and correcting data
- printing marksheets and reports
- extended use of SIMS to use other features including user defined groups

Scheduled during:

Autumn

Spring✓

Summer

End of Year Procedures (Pastoral)

Primary
Secondary

Learn how to configure SIMS for the new school year including setting up the new pastoral structure and dealing with admissions

Duration:
half day

Who is it for?

Staff with responsibility for preparing SIMS for the new school year who are new to the role.

Why attend this course:

To gain an overview and understanding of the requirements of the new school year, including dealing with the new school year admissions and leavers.

What you will learn:

- how to create a new academic year and set up the school diary
- recording changes to teaching staff
- making pastoral structure adjustments including creating new class groups
- how to undertake pastoral promotion routines to update year and class group memberships for the new school year and print class lists
- creating new intake and pre admission groups (import of data from the LA ATF and CTFs)
- processing leavers

Scheduled during:

Autumn

Spring

Summer ✓

End of Year Procedures (Academic)

Secondary

Explore academic arrangements for the school year, including the assignment of students to classes and producing student timetables. This academic course complements the pastoral course

Duration:
half day

Who is it for?

Staff with responsibility for preparing SIMS for the new academic year who have a basic knowledge of SIMS.

Why attend this course:

Dealing with the new school year can be a complex process. Gain an overview of the requirements of the new school year, including assigning students to classes.

What you will learn:

- setting the academic year
- how to use CTF or ATF to import new pupil data
- defining the academic promotion rules
- allocating students to bands and classes
- printing timetables

Scheduled during:

Autumn

Spring

Summer ✓

Course Manager and Post 16 Learning Aims

Secondary

Explore how the Course Manager functionality of SIMS links areas such as Nova-T, academic management and Examinations Organiser, including procedures for supporting the maintenance of Post 16 Learning Aims

Duration:
1 day

Who is it for?

Academic administrators, exam officers and staff responsible for the Post 16 Learning Aims return.

Why attend this course:

To learn how to link SIMS Course Manager functionality with other areas of SIMS to support maintenance of Post 16 Learning Aims.

What you will learn:

- when a course is created
- the relationship between Course Manager and other areas of SIMS
- an understanding of examination awards and courses of study
- linking examination awards to courses of study
- managing the Post 16 Learning Aims processes.

Available during:

Autumn

Spring✓

Summer✓

Examinations Organiser

Secondary

Explore all aspects of managing external examinations using SIMS Examinations Organiser

Duration:
2 days

Who is it for?

Exam officers and administrative staff with responsibility for external examination entry and organisation.

Why attend this course:

To streamline your examinations process, saving you administration time while ensuring your data is accurate.

What you will learn:

- setting up the Examinations Organiser module
- entering candidates for examinations and coursework marks
- submitting data to examination boards
- using seating organiser
- dealing with clashes.

Available during:

Autumn

Spring✓

Summer✓

Exam Results Analysis

Secondary

Uncover all aspects of the examination results process including importing results into the software and analysing them to produce headline analyses on results day

Duration:
1 day

Who is it for?

Staff with responsibility for handling external examination results.

Why attend this course:

To help your school's results day run efficiently.

What you will learn:

- importing results files
- calculating PI information
- running standard reports and analyses
- exporting results to Excel
- creating and using results marksheets
- editing results.

Available during:

Autumn

Spring

Summer✓

Cover

Secondary

Understand how to set up and implement Cover to manage all aspects of classroom staff absence and to explore the dynamic links of the module to other areas of SIMS such as SIMS Personnel and SIMS Examinations Organiser

Duration:
half day

Who is it for?

Staff involved in the cover process. Knowledge of your school's cover policy will be useful.

Why attend this course:

Covering staff absence can cause headaches for senior leaders. Learn how to manage your cover effectively while keeping your staff records up-to-date.

What you will learn:

- global settings available to customise the module
- links to SIMS Personnel
- managing supply staff cover
- declaring teaching absence and arranging cover
- managing room closures due to examinations
- printing of the cover arrangements
- cover statistics and impact summaries.

Available during:

Autumn✓

Spring✓

Summer✓

Academic Management

Secondary

Explore procedures for allocating students to curriculum structures, including bands and classes and maintaining class memberships

Duration:
half day

Who is it for?

Staff with responsibility for student class memberships and who have an understanding of the school's curriculum structures and procedures.

Why attend this course:

To learn how to allocate students within the curriculum and to produce curriculum analysis reports.

What you will learn:

- allocating students to classes and bands
- export and import of student memberships
- student carousel rotations
- individual student curriculum
- whole curriculum assignment
- printing class lists from SIMS
- curriculum analysis routines in SIMS
- allocating students an alternative curriculum

Available during:

Autumn

Spring✓

Summer✓

Course Manager (without 6th Form)

Secondary

Designed to support schools without Post 16 provision, this course explores how the Course Management functionality of SIMS links the areas of Nova-T, academic management and Examinations Organiser

Duration:
half day

Who is it for?

Academic administrators and exam officers with an understanding of the school's curriculum structures and procedures. This course does not cover Post 16 provision or the Post 16 Learning Aims return.

Why attend this course:

To understand how the Course Management functionality of SIMS links the areas of Nova-T, academic management and Examinations Organiser.

What you will learn:

- how and when a course is created
- how to manage the student memberships of courses
- the relationship between course manager and other areas of SIMS
- a greater understanding of the link between examination awards and courses of study

Available during:

Autumn

Spring✓

Summer

How to book...



Telephone: 0191 4338525 (option 1)

Speak to a member of our dedicated MIS support team to check availability or discuss any aspect of our SIMS training offer.



Online: www.schoolict.org/training-and-events

Take a look at our scheduled training courses and complete the online contact form to register your place. You will be sent an email confirming your place within 24 hours.



Email: mis@gateshead.gov.uk

Send us an email confirming the course, your school name, the number of places and if known, your preferred dates. A member of the team will contact you within 24 hours to discuss your request.

Remember...

Subscribe to our annual SIMS support contract
and all of our SIMS training is fully inclusive

UNLIMITED PLACES

NO EXTRA COSTS



School ICT Support, The Dryden Centre,
Low Fell, Gateshead, NE9 5UR

Tel 0191 433 8525 (option 1)
www.schoolict.org