

If you wish to attend any of the following SIMS courses, please send an email to [support@simsforschools.com](mailto:support@simsforschools.com) including attendee name and school

Course Title	Course Summary	Target Audience	Key Features
Academic Management	The course will enable delegates to explore procedures for allocating students to curriculum structures, including bands and maintaining class memberships.	Staff with responsibility for student class memberships and an understanding of the school's curriculum structures and procedures.	Some of the areas covered in the course include: <ul style="list-style-type: none"> <li>• allocating students to classes and bands</li> <li>• export and import of student membership</li> <li>• individual student curriculum</li> <li>• whole curriculum assignment</li> <li>• printing class lists from SIMS</li> <li>• allocating students and alternative curriculum</li> </ul>
Assessment Manager Part 1 (Primary & Secondary)	Provides the ability to record and view a full range of your pupils' assessment data by quickly and easily tracking your pupils' progress centrally. You will be able to monitor individuals and groups more effectively, share more information across the school and provide more information to parents and other interested organisations.	Assessment Co-ordinators with responsibility for assessment procedures who are new to, or have limited knowledge of, Assessment Manager software. Office administrators may attend but only if accompanied by an Assessment Co-ordinator.	This course provides an introduction to the Assessment module and will explain the terminology used.  Main topics covered are: Aspects, Marksheets and Tracking Grids
Assessment Manager Part 2 (Primary)	Assessment Manager provides the ability to record and view a full range of your pupils' assessment data by quickly and easily tracking your pupils' progress centrally. You will be able to monitor individuals and groups more effectively, share more information across the school and provide more information to parents and other interested organisations.	Assessment Co-ordinators with responsibility for assessment procedures who are new to, or have limited knowledge, of Assessment Manager software. Office administrators may attend but only if accompanied by an Assessment Co-ordinator.	This course follows on from Assessment Manager Part 1 and covers the following: <ul style="list-style-type: none"> <li>• Recap the terminologies of Aspect, Result Set, Grade Set and Grade Aspect introduced in initial course</li> <li>• Importing template, adding formula and traffic lights to template</li> <li>• Create a review template</li> <li>• Create the individual reports</li> <li>• Using System Utilities in Assessment</li> <li>• Demonstration of Tracking Grids</li> </ul>

Course Title	Course Summary	Target Audience	Key Features
Assessment Manager Part 2 (Secondary)	Assessment Manager provides the ability to record and view a full range of your pupils' assessment data by quickly and easily tracking your pupils' progress centrally. You will be able to monitor individuals and groups more effectively, share more information across the school and provide more information to parents and other interested organisations.	Assessment Co-ordinators with responsibility for assessment procedures who are new to, or have limited knowledge, of Assessment Manager software. Office administrators may attend but only if accompanied by an Assessment Co-ordinator.	<p>This course follows on from Assessment Manager Part 1 and covers the following:</p> <ul style="list-style-type: none"> <li>• Recap the terminologies of Aspect, Result Set, Grade Set and Grade Aspect introduced in initial course</li> <li>• Importing template, adding formula and traffic lights to template</li> <li>• Create a review template</li> <li>• Create the individual reports</li> <li>• Using System Utilities in Assessment</li> <li>• Demonstration of Tracking Grids</li> </ul>
Course Manager	This course explores how the Course Manager functionality of SIMS links areas such as Nova-T6, Academic Management and Examinations Organiser, including procedures for supporting the maintenance of Post 16 learning aims.	<p>The course is aimed at academic administrators, examination officers and staff responsible for the Post 16 learning aims return.</p> <p>An understanding of the curriculum structures and procedures used in the school and knowledge of the school's curriculum policy would be helpful. An understanding of the operation of Nova-T6, Examinations Organiser and basedata structure would be useful but not essential.</p> <p>You may wish to send two delegates incorporating different areas of responsibility within school.</p>	<p>Routines included in the course include:</p> <ul style="list-style-type: none"> <li>• understanding how and when a course is created</li> <li>• manage student membership of courses</li> <li>• understand the relationship between Course Manager and other areas of SIMS</li> <li>• have a greater understanding of examination awards and courses of study</li> <li>• importing and assigning QWS QAN codes</li> <li>• managing the Post 16 learning aims processes.</li> </ul>

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Cover	On this course users will learn how to manage classroom staff absence using SIMS Cover.	Staff involved in the cover process. Knowledge of your school's cover policy would be useful.	Routines included in the course include: <ul style="list-style-type: none"> <li>• the global settings available to customise the module</li> <li>• links to SIMS Personnel</li> <li>• managing supply staff cover</li> <li>• declaring teaching absence and arranging cover</li> <li>• managing room closures due to examinations</li> <li>• printing out the cover arrangements</li> </ul>
Discover Overview	This course will provide an overview of how to use the innovative analysis tool, SIMS Discover, to analyse your school's data effectively.	Users of SIMS who wish to explore the pre-defined reporting functionality of SIMS Discover.	The following areas are covered on the course: <ul style="list-style-type: none"> <li>• the relationship between SIMS Discover and SIMS</li> <li>• the SIMS Discover interface</li> <li>• the range and scope of the predefined SIMS Discover graphs</li> <li>• how to manipulate the predefined SIMS Discover graphs</li> <li>• how to generate a Venn analysis</li> <li>• configuring dynamic groups and automatic membership alerts.</li> </ul>
Equipment Register	This course will provide you with the ability to record the equipment purchased, along with any security marks/serial numbers and track its location, condition and so on. It will also show you the various routines you can run such as stock checks and inspections.	It is important that you have an understanding of FMS basics such as order processing, but this is not essential.	The following areas are covered on the course: <ul style="list-style-type: none"> <li>• setting up Equipment Register including users and system parameters</li> <li>• populating the register via excel, FMS or manual entry</li> <li>• locating and relocating equipment</li> <li>• allocating staff responsible and changing responsibilities</li> <li>• setting up and running equipment inspections</li> <li>• setting up and running a stock take</li> <li>• recording the disposal of equipment</li> <li>• analysing the equipment using the various reports available</li> </ul>

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Programmes of Study (Primary)	This course will enable users to gain a practical insight into the new SIMS Assessment functionality relating to the Programmes of Study.	Teaching staff, assessment co-ordinators and data managers.	<p>The course covers:</p> <ul style="list-style-type: none"> <li>• how to record data against the National Curriculum Programmes of Study</li> <li>• evaluating progress based on expectations</li> <li>• generating reports for parents and carers based on pupil attainment and progress linked to the Programmes of Study</li> <li>• how to customise the Programmes of Study statements</li> </ul>
SEN	This course provides a detailed overview of the SIMS software for managing the SEN process in school in accordance with the SEN Code of Practice.	Users with an understanding of SEN and how it is managed in school as well as basic Sims skills.	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> <li>• navigating through SIMS</li> <li>• managing and recording details of SEN reviews, events and provisions</li> <li>• managing student records with EHC Plans</li> <li>• producing SEN reports</li> <li>• editing SEN look up tables</li> <li>• adding linked adults, agents and agencies</li> <li>• sending, receiving and viewing messages relating to SEN pupils</li> <li>• configuring the SIMS Home Page to help monitor SEN processes</li> </ul>
Sims in the Classroom	This course provides users with guidance for taking class registers and recording pupil behaviour/achievement data on Sims.	Class teachers, Cover supervisors, Teaching Assistants	<p>Topics covered include:</p> <ul style="list-style-type: none"> <li>• Use of the Student /Teacher view which provides all the student information in one place</li> <li>• Taking the register electronically</li> <li>• Recording Behaviour and Achievement</li> <li>• Running some basic SIMS reports</li> </ul>
Sims Options	This course explores how the Sims Options module can be used to manage the student options process.	This course requires users to have a basic knowledge of reporting in Sims.	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> <li>• entry and analysis of student choices</li> <li>• creating block structures and classes</li> <li>• allocating options</li> <li>• editing the structure</li> <li>• producing reports</li> <li>• exporting the finished information to Sims and Nova-T</li> </ul>

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Sims .net Reporting Mail Merge	The course is aimed at enabling users to produce a variety of mail merge reports including letter and label production.	This course requires users to have a basic knowledge of reporting in SIMS	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> <li>• editing reports with attached mail merge documents</li> <li>• creating a mail merge letter</li> <li>• creating mail merge labels</li> <li>• editing the quick letter template</li> <li>• using RTF (Rich Text Format)</li> </ul>
System Manager – Primary & Secondary	The course is aimed at enabling users to create new user accounts, altering permissions and assigning passwords. You will be made aware of data security and the responsibilities you have relating to sensitive data and learnt the skills needed to manage users of a SIMS system.	Users are required to have a basic knowledge of Sims.	<p>The course covers the following areas:</p> <ul style="list-style-type: none"> <li>• overview of System Manager</li> <li>• creating new user accounts</li> <li>• altering permissions and assigning passwords</li> <li>• managing user groups</li> <li>• creating a system backup</li> <li>• viewing the access log</li> </ul>