

London Borough of Bexley **Schools' IS Team**

MANAGEMENT & ADMINISTRATION IS TRAINING COURSES

Summer Term 2011 - Spring Term 2012

Training Calendar 2011/2012 - by Module

Course Title	Date
Assessment Manager 7	6 & 7 Jul 2011 18 & 19 Oct 2011 9 & 10 Feb 2012
Attendance 7	20 May 2011 7 Oct 2011 3 Feb 2012
Dinner Money 7	13 May 2011 6 Oct 2011 23 Mar 2012
Exams Organiser 6	12 Oct 2011
Exams Organiser 6 - Results Analysis	6 May 2011
FMS 6 - New Users	5 May 2011 22 Sep 2011 24 Jan 2012
FMS 6 - Consistent Financial Reporting	2 Mar 2012
FMS 6 - Equipment Register	24 Jun 2011 15 Sep 2011 2 Feb 2012
FMS6 - End of Year Closedown	2 Mar 2012
NOVA T6 - Constructing a Timetable	21, 22 Feb & 15, 16 Mar 2012
NOVA T6 - Maintaining the Timetable	23 May 2011 11 Nov 2011 22 Mar 2012
Cover 7	28 Apr 2011 2 Nov 2011

	1 Mar 2012
Course Manager – Post 16 Learning Aims	28 Jun 2011 4 Nov 2011 9 Mar 2012
Personnel 7	11 May 2011 11 Oct 2011 21 Mar 2012
SIMS .net - New Users	3 May 2011 13 Sep 2011 26 Jan 2012
SEN & Exclusions	25 May 2011 9 Nov 2011 7 Feb 2012
Behaviour Management & Exclusions	25 May 2011 9 Nov 2011 7 Feb 2012
SIMS .net End of Year - Primary & Special	21 Jun 2011 22 Jun 2011
SIMS .net End of Year - Secondary	23 Jun 2011
SIMS .net Reporting - Beginners	10 May 2011 20 October 2011 31 Jan 2012
SIMS .net Reporting - Intermediate	18 May 2011 8 Nov 2011 29 Feb 2012
SIMS .net Modular Workshop	Upon Request
SIMS .net System Manager 7	TBA – Scheduled Release Summer 2011

Introduction

Welcome to the Schools' IS Team training brochure, for the financial year 2011/2012. Enclosed are details of the training courses available.

Due to the fact that we are publishing dates and times in advance, there may be alterations to courses. If changes occur, delegates will be notified as soon as possible.

Courses offered by the Schools' IS Team and external consultants, are held at our Hill View offices in Welling, unless otherwise stated. SIMS courses are priced at £75 per delegate per day or £37.50 per delegate per half day for schools with a Bexley LA Service Level Agreement.

	Schools Full Support	Schools No Support	Non School
Half-day course	£37.50	£250	£250 Plus VAT
Full day course	£75	£250	£250 Plus VAT
Statutory issues	Free	£250	£250 Plus VAT

Non-supported schools who wish to attend SIMS Training Courses delivered by either the Schools IS Team or an external consultant will be charged a daily rate of £250 per delegate regardless of whether the course is a full or half day.

Courses will only be booked by the Schools' IS Team upon the receipt of a signed booking form. Light refreshments will be provided throughout the session. Hot and cold meals can be purchased from the onsite canteen.

Training Course Cancellation Policy

Please note if you wish to cancel a course you must return a Training Course Cancellation Form ensuring you receive the receipt of cancellation afterwards. The receipt may be required for proof of cancellation. The following charges apply:

More than 28 calendar days notice	No Charge
14 - 27 calendar days notice	25% of Charge
4 - 13 calendar days notice	50% of Charge
3 calendar days or less notice	Full Charge

If you have any queries regarding any part of the Schools' IS Team training programme, please contact the service desk by telephone (020 3045 3151), fax (020 3045 4262), or online (www.bexley-is.org.uk/servicedesk).

Booking & Cancellation Forms are available to download from www.bexley-is.org.uk

Delegates are expected to have basic computer operating skills for attendance on all courses

Contents

Introduction

	Assessment Suite	
SIMS .net Assessment Manager 7		Page 7
	Attendance	
SIMS .net Attendance 7		Page 8
	Dinner Money	
SIMS Dinner Money 7		Page 9
	Exams	
SIMS Exams Organiser		Page 10
SIMS Exams Organiser - Results Analysis		Page 11
	FMS 6	
FMS 6 - New Users		Page 12
FMS 6 - Consistent Financial Reporting		Page 13
FMS 6 - Equipment Register		Page 14
FMS 6 - End of Year Closedown		Page 15
	NOVA and Curriculum	
NOVA T6 - Constructing a Timetable		Page 16
NOVA T6 - Maintaining the Timetable		Page 17
SIMS .net Cover 7		Page 18
SIMS .net Course Manager – Post 16 Learning Aims		Page 19
	Personnel	
SIMS .net Personnel 7		Page 20
	SIMS .net	
SIMS .net New Users		Page 21
SIMS .net SEN & Exclusions		Page 22
SIMS .net Behaviour Management & Exclusions		Page 23
SIMS .net End of Year - Primary & Special		Page 24
SIMS .net End of Year – Secondary		Page 25
SIMS .net Reporting - Basic		Page 26
SIMS .net Reporting - Intermediate		Page 27
SIMS .net Modular Workshop		Page 28
SIMS .net System Manager 7		Page 29
Chargeable Services		Page 30
VENUE		
Hill View		Page 31

SIMS .net Assessment Manager 7

Aimed at

Assessment Co-ordinators & staff with responsibility of administrating Assessment with in a school

Objectives

- ❑ To be able to create aspects, grade sets & result sets
- ❑ To be able to create templates & marksheets
- ❑ To be able to use formulae within templates including colour formatting (Traffic Lights)

Knowledge required

Knowledge of SIMS .net would be an advantage

Duration

2 Days

Delegates **MUST** be available to attend for the full duration of the course i.e. from 9:30 - 16:00

Cost

£150 per delegate for schools with a Service Level Agreement

Course Outline

This course is a 2 day course which will give delegates a good understanding, including -

- Creating aspects, grade sets & results sets
- Creating templates & marksheets
- Creating & assigning categories
- Understand how formulae, including colour formatting can be used in marksheets
- Managing data stored within the system ensuring it is set up to be easy for teaching staff to access & use

Suggested Follow Up Courses

- SIMS .net AM7 Reporting Home and Tracking

Date	Time	Venue	Course Code
6 th & 7 th July 2011	9:30 - 16:00	Hill View Room 115	AM7-01
18 th & 19 th October 2011	9:30 - 16:00	Hill View Room 115	AM7-02
8 th & 9 th February 2012	9:30 - 16:00	Hill View Room 115	AM7-03

SIMS .net Attendance 7

Aimed at

Staff who are responsible for recording pupil attendance

Objectives

- ❑ Be able to produce registers & absence sheets
- ❑ Be able to enter & edit marks
- ❑ Be able to create reports & letters

Knowledge required

None

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Course Outline

This course is designed for staff who are responsible for recording and managing pupil attendance.

This course consists of:

- Module setup
- Producing registers & absence sheets
- Entering & editing marks
- Dealing with unexplained absences & missing marks
- Creating reports & letters
- A brief introduction on electronic classroom registration

Date	Time	Venue	Course Code
20 th May 2011	9:30 - 16:00	Hill View Room 115	ATN7-01
7 th October 2011	9:30 - 16:00	Hill View Room 115	ATN7-02
3 rd February 2012	9:30 - 16:00	Hill View Room 115	ATN7-03

SIMS Dinner Money 7

Aimed at

Staff in primary schools who are responsible for Dinner Money

Course Outline

This training course is designed for staff who are responsible for Dinner Money in their school

Objectives

- ❑ Be able to produce staff & pupil registers
- ❑ Be able to record pupil & staff meals
- ❑ Be able to record payments & complete the banking process

This course consists of:

- Recording pupils default meal patterns
- Recording pupil meals
- Recording pupil payments
- Completing the banking process
- Producing reports & letters

Knowledge required

Basic knowledge of SIMS .net would be an advantage, but not essential.

Duration

Half Day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
13 th May 2011	9:30 – 13:00	Hill View Room 115	DN-MNY7-01
6 th October 2011	9:30 – 13:00	Hill View Room 115	DN-MNY7-02
23rd March 2012	9:30 - 13:00	Hill View Room 115	DN-MNY7-03

SIMS Exams Organiser 6

Aimed at

Exams Officers and staff responsible for entering exam data

Course Outline

This training course is designed for staff who are responsible for administering examinations for pupils in their school

Objectives

- ❑ Be able to define seasons & season patterns
- ❑ Be able to import base data
- ❑ Be able to create marksheets & record exam entries

This course consists of:

- Module setup
- Defining Season Patterns
- Defining Seasons
- Importing & managing base data
- Creating marksheets & recording exam entries
- Using the seating plan

Knowledge required

No previous knowledge of SIMS is required but a reasonable knowledge of the examination process is preferable

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
12 th October 2011	9:30 - 16:00	Hill View Room 115	EXAMS-OR-01

SIMS Exams Organiser 6 - Results Analysis

Aimed at

Examination Officers

Course Outline

This course will assist you in analysing examination results

Objectives

- ❑ Be able to Import & export exam results
- ❑ Be able to view results in Examinations Organiser
- ❑ Be able to analyse your school's exams results

This course consists of:

- Importing exam results
- Exporting exam results
- Viewing results
- Analysing results

Knowledge required

Knowledge of the examination process would be an advantage

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
6 th May 2011	9:30 - 16:00	Hill View Room 115	EXAMS-AN-01

FMS 6 - New Users

Aimed at

Staff who are responsible for processing day to day financial transactions

Course Outline

This training course is ideal for staff who are new to using the FMS 6 module

Objectives

- ❑ Be able to use accounts payable
- ❑ Be able to complete bank reconciliations
- ❑ Be able to use petty Cash

This course consists of:

- Managing supplier details
- Purchase order processing
- Invoicing
- Cheque processing
- Non invoiced income
- Bank reconciliations
- Petty cash

Knowledge required

Finance knowledge would be an advantage

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
5 th May 2011	9:30 - 16:00	Hill View Room 115	FMS6-NU-01
22 nd September 2011	9:30 - 16:00	Hill View Room 115	FMS6-NU-02
24 th January 2012	9:30 - 16:00	Hill View Room 115	FMS6-NU-03

FMS 6 - Equipment Register

Aimed at

Staff who are responsible for maintaining the school inventory

Course Outline

This course is designed for staff responsible for maintaining the school inventory

Objectives

- ❑ Be able to enter items of equipment
- ❑ Be able to dispose of, move & delete equipment
- ❑ Be able to organise Inspections & Stock Takes

This course consists of:

- Importing data from various sources e.g. FMS 6 module, Excel etc
- Entering Items directly into the module
- Grouping items of equipment into categories
- Moving items of equipment between rooms & members of staff
- Recording Stock Takes, Inspections & Insurance details
- Producing reports

Knowledge required

Basic knowledge of FMS 6 would be an advantage

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
24 th June 2011	9:30 - 16:00	Hill View Room 115	FMS6-ER-01
15 th September 2011	9:30 - 16:00	Hill View Room 115	FMS6-ER-02
2 nd February 2012	9:30 - 16:00	Hill View Room 115	FMS6-ER-03

FMS 6 - End of Year Closedown

Aimed at

Finance Staff who are responsible for performing the financial end of year closedown

Course Outline

This half day training course is designed to assist schools in performing the financial end of year closedown

Outcomes

- ❑ Be able to create the new financial year
- ❑ Be able to process outstanding transactions
- ❑ Be able to close the old financial Year

This course consists of:

- Creating the new financial year
- Performing system checks & producing reports
- Preparation & closure of the old financial year
- Dealing with Debtors and Creditors

Knowledge required

Knowledge of FMS and financial processes required

Duration

Half Day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
3 rd March 2012	09:30 - 13:00	Hill View Room 115	FMS6-EOY-01



This course is for staff who have not attended previous FMS 6 EOY courses

FMS 6 - Consistent Financial Reporting (CFR)

Aimed at

Finance staff with financial management responsibility in schools

Objectives

- To understand the CFR structure
- Be able to produce CFR reports
- Be able to allocate funds to CFR headings

Knowledge required

Knowledge of FMS and financial processes required

Duration

Half Day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Course Outline

This half day course is designed for finance staff who are responsible for or wish to gain knowledge of the CFR process in schools

This course consists of:

- Configuring FMS to run CFR reports
- Mapping ledger codes to CFR mappings
- Running the CFR report and dealing with validation errors and queries
- Producing the final CFR report

Date	Time	Venue	Course Code
3 rd March 2012	13:30 - 16:00	Hill View Room 115	FMS6-CFR-01

NOVA T6 - Constructing a Timetable

Aimed at

Senior and Middle Management in secondary schools with responsibility for the curriculum and timetabling

Objectives

A thorough understanding of all aspects of basic data entry, curriculum planning, scheduling, rooming, editing and links to SQL

Knowledge required

Understanding of school timetabling principles

Duration

4 days

Cost

£300 per delegate for schools with a Service Level Agreement

Course Outline

The timetable program NOVA T6 is the successor to NOVA T4. This 4 day course is delivered in two pairs of days with a break period in between. It tackles all aspects of functionality within T6 and its links to SQL. This course is equally suitable for new users and those already familiar with T4.

Those who may feel that 4 days is a considerable investment both in terms of time and finance are assured that attending this course represents the most efficient and cost-effective way of becoming familiar with this sophisticated piece of software.

The course covers all aspects of basic data entry, planning, analysis and scheduling, together with links to SQL.

Date	Time	Venue	Course Code
16 th February 2012 (Day 1 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01
17 th February 2012 (Day 2 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01
15 th March 2012 (Day 3 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01
16 th March 2012 (Day 4 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01

NOVA T6 - Maintaining the Timetable

Aimed at

All school staff with responsibility for day to day maintenance of the timetable

Objectives

Be able to modify Nova T6 to reflect changes in the timetable

Knowledge required

Delegates should have some prior knowledge of timetable principles but prior knowledge of Nova T6 is not required

Duration

1 day

Cost

£75 per delegate for schools with a Service Level Agreement

Course Outline

Nova T6 helps you maintain the timetable throughout the academic year. This course shows you how to change rooms and add a teacher or assistant, amend the system following staff changes, establish teacher and room carousels, implement communication between T6 and SQL, as well as using non class codes. It will specifically cover:

- Changing a room & adding a teacher/assistant
- Changes due to staff leaving
- Teacher/Room Carousels
- Maintaining datasets
- Strategy for communication between T6 & SQL
- Non Class Codes

Date	Time	Venue	Course Code
21 st May 2011	9:30 - 16:00	Hill View Room 115	NOVA-MAN-01
11 th November 2011	9:30 - 16:00	Hill View Room 115	NOVA-MAN-02
22 nd March 2012	9:30 - 16:00	Hill View Room 115	NOVA-MAN-03

SIMS .net Cover 7

Aimed at

Staff responsible for arranging cover

Course Outline

The course covers all aspects of the setup and effective use of Cover 7

Objectives

- ❑ Be able to ensure that staff records are suitable for the use with Cover 7
- ❑ Be able to manage the cover process

- Ensuring that staff records are suitable for use with Cover 7
- Reasons for absence and room closure
- Cover rotas
- Suspending Classes
- Defining staff weightings and offsets
- Managing organisations
- Global settings
- Defining and booking supply staff
- Cover diary (registering absences and arranging cover)
- Printing
- Statistics

Knowledge required

Knowledge of SIMS .net would be an advantage

Duration

1 day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
28 th April 2011	9:30 - 16:00	Hill View Room 115	COVER-01
2 nd November 2011	9:30 - 16:00	Hill View Room 115	COVER-02
2 nd March 2012	9:30 - 16:00	Hill View Room 115	COVER-03

SIMS .net Course Manager & Post 16 Learning Aims

Aimed at

Staff in school that deal with:

Student class memberships; Course Manager (which has implications for Statutory Returns for schools with Post 16 students); Maintaining Exams Organiser; Timetable Changes.

Objectives

- ❑ Be able to allocate curriculum structures
- ❑ Understand how to maintain Course Manager to support Post 16 returns
- ❑ Understand QANs and their influence
- ❑ Manage support for areas in Exams Organiser that tie into Statutory Returns

Knowledge required

An understanding of the curriculum structures and procedures used in the school and knowledge of the school's curriculum policy would be helpful. Whilst an understanding of the operation of the NOVA program would be advantageous it is not essential. An awareness of the implications for Course Memberships in Exams Organiser as Post 16 census returns would be useful

Duration

1 Day

Cost

£75 per delegate for schools with a

Course Outline

This course covers procedures for allocating students to curriculum structures including bands and classes, and for maintaining and making adjustments to class memberships. All of which helps to enforce links for Statutory Returns.

The following areas that relate to Course Manager will be covered:

- Statutory Returns
- Post 16 Learning Aims
- QAN Codes
- Course Memberships
- Assigning Levels in NOVA T6
- Exams Organiser

Date	Time	Venue	Course Code
28 th June 2011	9:30 – 16:00	Hill View Room 115	SNET-CM-01
4 th November 2011	9:30 – 16:00	Hill View Room 115	SNET-CM-02
10 th March 2012	9:30 – 16:00	Hill View Room 115	SNET-CM-03

SIMS .net Personnel 7

Aimed at

New or existing staff with responsibility for updating and managing personal, professional and contractual information

Objectives

- ❑ To be able to input & manage staff details
- ❑ To be able to input & manage staff employment information
- ❑ To have an understanding of pay structures

Knowledge required

Knowledge of SIMS .net would be an advantage

Duration

Half Day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Course Outline

This training course is designed to assist staff in maintaining their school's Personnel information within SIMS .net

This course consists of:

- Adding & editing staff personal details
- Adding staff contract information
- Adding staff absences
- Adding staff training events
- Pay structures
- Dealing with service terms

Date	Time	Venue	Course Code
12 th May 2011	9:30 - 13:00	Hill View Room 115	SNET-PER-01
21 st October 2011	9:30 - 13:00	Hill View Room 115	SNET-PER-02
23 rd March 2012	9:30 - 13:00	Hill View Room 115	SNET-PER-03

SIMS .net New Users

Aimed at

Staff who are new users of SIMS .net & have responsibility for maintaining core pupil/student data

Course Outline

This course is ideal for new users of SIMS .net that are responsible for recording and maintaining pupil/student information

Objectives

- ❑ To be able to search for, edit & maintain existing pupil/student information
- ❑ To be able to use links to other data areas, i.e. Attendance, Assessment etc.
- ❑ To be able to run, edit & create basic reports

This course consists of:

- Adding pupil/student information
- Adding contact information
- Using the Links panel to view other data areas, e.g. SEN, Attendance, Assessment
- Viewing & editing the School Diary
- Creating and dealing with CTF files
- Using the Quick Letter Utility
- Running & editing existing reports
- Creating basic reports
- Homepage configuration

Knowledge required

Basic knowledge of the Windows environment would be an advantage. No previous knowledge of SIMS .net is necessary

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
5 th May 2011	9:30 - 16:00	Hill View Room 115	SNET-NU-01
16 th September 2011	9:30 - 16:00	Hill View Room 115	SNET-NU-02
26 th January 2012	9:30 - 16:00	Hill View Room 115	SNET-NU-03

SIMS .net SEN & Exclusions

Aimed at

Staff who are responsible for the upkeep of student SEN records & exclusions

Course Outline

This course is ideal for staff that are responsible for recording and maintaining pupil/student SEN & exclusion information

Objectives

- ❑ To be able to view & edit existing SEN information
- ❑ To be able to input new SEN information
- ❑ To be able to record & maintain pupil/student exclusion information

This consists of:

- Recording & maintaining SEN types & specific needs
- Recording & maintaining SEN reviews
- Recording & maintaining SEN events
- Recording & maintaining SEN provisions
- Recording Gifted & Talented pupils/students
- Recording & maintaining pupil/student exclusion information

Knowledge required

Knowledge of SIMS .net would be an advantage

Duration

Half Day

Cost

£37.50 per delegate for Schools with a Service Level Agreement

Date	Time	Venue	Course Code
25 th May 2011	9:30 - 12:30	Hill View Room 115	SNET-SEN-01
9 th November 2011	9:30 - 12:30	Hill View Room 115	SNET-SEN-02
7 th February 2012	9:30 - 12:30	Hill View Room 115	SNET-SEN-03

SIMS .net Behaviour Management & Exclusions

Aimed at

Staff who are responsible for the recording of Behaviour Management & Exclusion records

Objectives

- ❑ To be able to record & maintain individual pupil/student behaviour & achievement information
- ❑ To be able to record & maintain behaviour & achievement information involving a number of pupils/students
- ❑ To be able to record & maintain pupil/student exclusion + detention information

Knowledge required

Knowledge of SIMS .net would be an advantage

Duration

Half Day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Course Outline

This course is ideal for staff that are responsible for recording and maintaining pupil/student behaviour & exclusion information

This consists of recording & maintaining:

- Pupil/student behaviour incidents
- Individual pupil/student achievements
- Behaviour incidents & achievements that involve a number of pupils/students
- Pupil/student exclusion information

The configuration of the Behaviour Panel on the SIMS .net Homepage will also be shown

Date	Time	Venue	Course Code
25 th May 2011	13:00 - 16:00	Hill View Room 115	SNET-SBE-01
9 th November 2011	13:00 - 16:00	Hill View Room 115	SNET-SBE-02
7 th February 2012	13:00 - 16:00	Hill View Room 115	SNET-SBE-03

SIMS .net End of Year - Primary & Special

Aimed at

Staff who are responsible for promoting the system ready for the start of the new academic year

Objectives

- ❑ To be able to create a new academic year & promote the school into the new academic year
- ❑ To be able to create admission groups & assign new admissions to the groups
- ❑ To be able to record leavers

Knowledge required

Knowledge of SIMS .net

Duration

Half day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Course Outline

This half day training course will assist staff in the preparation required at the end of the academic year for promotion of the school into the new academic year

This course consists of:

- Creating the new academic year
- Promoting the school into the new academic year
- Creating admission groups & assigning new admissions to these groups
- Assigning new pupils to registration groups via the pastoral structure

Date	Time	Venue	Course Code
21st June 2011	13:00 - 16:00	Hill View Room 115	SNET-EOYP-01
22nd June 2011	9:30 - 12:30	Hill View Room 115	SNET-EOYP-02

SIMS .net End of Year - Secondary

Aimed at

Staff who are responsible for promoting the system ready for the start of the new academic year

Objectives

- ❑ To be able to create a new academic year & promote the school into the new academic year
- ❑ To be able to create admission groups & assign new admissions to the groups
- ❑ To be able to record leavers

Knowledge required

Knowledge of SIMS .net

Duration

Half day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Course Outline

This half day training course will assist staff in the preparation required at the end of the academic year for promotion of the school into the new academic year

This course consists of:

- Creating the new academic year
- Promoting the school into the new academic year
- Creating admission groups & assigning new admissions to these groups
- Assigning new students to registration groups via the pastoral structure

Date	Time	Venue	Course Code
23rd June 2011	9:30 - 13:00	Hill View Room 115	SNET-EOYS-01

SIMS .net Reporting - Basic

Aimed at

Staff who wish to produce Basic Reports from SIMS .net. It is recommended users who already have some reporting knowledge attend this course before the intermediate course.

Objectives

- ❑ Be able to run & edit reports
- ❑ Be able to create reports from new
- ❑ Be able to use mail merge

Knowledge required

Knowledge of SIMS .net. Delegates must also have basic knowledge of Microsoft Office packages e.g. Word, Excel

Duration

Half Day

Cost

£37.50 per delegate for schools with a Service Level Agreement

Course Outline

This training course is ideal for new users & also users that have not had any formal reporting training

This course consists of:

- Managing reports
- Running reports
- Creating reports from new
- Basic mail merge

Suggested Follow Up Courses

SIMS .net Reporting - Intermediate

SIMS .net Reporting - Advanced

Date	Time	Venue	Course Code
Tuesday 10 th May 2011	9:30 - 13:00	Hill View Room 115	SNET-RB-01
Tuesday 19 th October 2011	9:30 - 13:00	Hill View Room 115	SNET-RB-02
Tuesday 1 st February 2012	9:30 - 13:00	Hill View Room 115	SNET-RB-03

SIMS .net Reporting - Intermediate

Aimed at

School staff who wish to further expand their knowledge of reports in SIMS .net

Objectives

- Adding filters
- Using different outputs
- Creating sub reports

Knowledge required

Knowledge of SIMS .net & reporting. It is recommended that the Reporting - Basic course is completed before this course. Delegates must also have basic knowledge of Microsoft Office packages e.g. Word, Excel

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Course Outline

This training course is designed for users that already have experience of SIMS .net reports and are confident with creating/editing reports

This consists of:

- Working with filters
- Utilising sort orders
- Using different outputs e.g. Excel, Word
- Creating sub reports

Suggested Follow Up Course

SIMS .net Reporting - Advanced

Date	Time	Venue	Course Code
18 th May 2011	9:30 - 16:00	Hill View Room 115	SNET-RIN-01
8 th November 2011	9:30 - 16:00	Hill View Room 115	SNET-RIN-02
28 th Feb 2012	9:30 - 16:00	Hill View Room 115	SNET-RIN-03

SIMS .net Modular Workshop

Aimed at

Staff who would like to increase their knowledge of SIMS

Duration

1 Hour

Cost

Free for schools with a Service Level Agreement

Delegates

Places are limited to **2** delegates per session and **must** be pre-booked

Location

Hill View Offices

Course Outline

This is an informal workshop that gives staff the opportunity to meet with a SIMS consultant to discuss any SIMS queries that they may have

Content will be tailored to meet delegates' requirements

Queries may include -

- SIMS .net
- SIMS .net Reporting & advanced Reporting
- Attendance
- Exams Organiser
- Assessment
- Common Transfer Files (CTF)
- Any other SIMS data areas
- Dinner Money
- FMS

 To book a modular workshop please contact the Schools' IS Team (020 3045 3151) or log a call via our online service desk - www.bexley-is.org.uk/servicedesk to arrange a suitable date and time, and to discuss your requirements.

SIMS .net System Manager 7

Aimed at

Staff who are managers of the SIMS system responsible for co-ordinating user access rights

Course Outline

System Manager 7 is due for release in 2011. This will replace System Manager 6.

Objectives

- Be able to add new users to the SIMS system
- Be able to manage roles, permissions & access areas
- Be able to manage the SIMS SQL system

This course consists of:

- Adding new users to the system
- Assigning users to groups
- Adding & deleting groups
- Assigning roles to a group
- Assigning permissions to a group
- Backing up the SQL data
- Tidying backups
- (Additional Features TBC)

Knowledge required

No previous experience of the system Manager module is required but an understanding of the operation of SIMS .net would be an advantage

Duration

1 Day

Cost

£75 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
TBA Spring 2011	TBA	Hill View Room 115	SM-01

i System Manager 6 workshops are available in the mean time before the arrival of System Manager 7. To book a workshop please contact the Schools' IS Team (020 8836 8200 or log a call via our online service desk - www.bexley-is.org.uk/servicedesk) to arrange a suitable date and time.

Chargeable Services

Aim

The Schools IS Team offers additional products that schools may purchase as a value added service.

Cost

Cost will vary on the services required. Consultancy is priced at £500 - full day, £250 – half day, £75 per hour.

Please telephone the Schools Information systems team for further information.

Services

- SIMS .net backup quality assurance
- Onsite consultancy or training (Day, Half day, Hourly)
- SIMS .net new server installation
- Assessment Manager returns, Data entry & marksheet setup
- School Census return Completion
- School Workforce Census return completion
- Dinner Money setup
- SIMS In The Classroom – managing the project
- FMS setup for new academy's
- Other services that schools require can be accommodated.

All services are subject to availability, first come first served etc

Venue

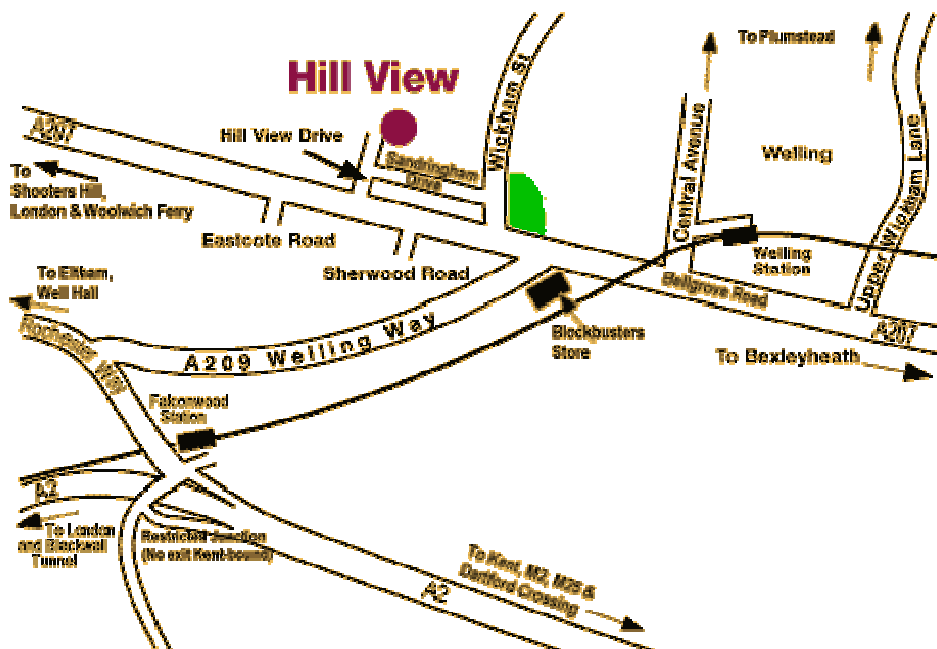
Hill View

Hill View Drive, Welling, Kent DA16 3RY ☎0208 303 7777 (Main Switchboard)

By Road

From the M25, turn onto the A2 at junction 2 (South Orbital Roundabout) and follow towards London. Take the Falconwood exit (where the A2 carriageway reduces from 3 lanes to 2). Turn right at the top of the slip road and follow round to the left into Rochester Way. At the first traffic lights, turn right into Welling Way and, at the end, turn left onto the A207 at a further set of lights. Turn right into Hill View Drive in about 300 yards and turn right at the very end into the Council Offices.

From London and the Blackwall Tunnel From the "Sun in the Sands round-about" intersection of the A2 and A102(M) Blackwall tunnel approach, take the A207 Shooter's Hill Road towards Welling. follow this across the A205 South Circular Road and over Shooter's Hill. At the bottom of the hill, on the far side, turn left into Hill View Drive. Turn right at the very end to find the Council Offices



By Rail

The nearest station is Welling, served from London termini and from Medway and Kent coast towns. The station is 20-25 minutes walk or a few stops on the 89 or 486 buses.

By Bus

The 89 and 486 buses stop near the end of Hill View Drive, within 5 minutes' walk of Hill View. The Mobility bus 854 serves Wickham Street.

Further Public Transport information is available on <http://www.tfl.gov.uk>

i On arrival at Hill View, please go to the main Reception (9am – 5pm) at the front of the building, they will direct you to wait in the canteen. Your course tutor will collect you from here at the course start time stated on your confirmation letter.