

London Borough of Bexley **Information Systems Team**

# MANAGEMENT & ADMINISTRATION SIMS .NET & FMS TRAINING COURSES

Summer Term 2012 - Spring Term 2013

## Training Calendar 2012/2013 - by Module

Course Title	Date
Assessment Manager	12 & 13 Jul 2012 17 & 18 Oct 2012 6 & 7 Feb 2013
Attendance	17 May 2012 3 Oct 2012 8 Feb 2013
Dinner Money	10 May 2012 4 Oct 2012 21 Mar 2013
Exams Organiser	11 Oct 2012
Exams Organiser - Results Analysis	4 May 2012
FMS - New Users	2 May 2012 20 Sep 2012 24 Jan 2013
FMS - Consistent Financial Reporting	5 Mar 2013
FMS - Equipment Register	12 Jun 2012 19 Sep 2012 19 Feb 2013
FMS - End of Year Closedown	5 Mar 2013
NOVA T6 - Constructing a Timetable	20,21 Feb & 13,14 Mar 2013
NOVA T6 - Maintaining the Timetable	23 May 2012 9 Oct 2012 20 Mar 2013
Cover Management	26 Apr 2012 1 Nov 2012

	7 Mar 2013
Course Manager – Post 16 Learning Aims	12 Mar 2013
Personnel	9 May 2012 10 Oct 2012 19 Mar 2013
SIMS .net - New Users	3 May 2012 13 Sep 2012 22 Jan 2013
SEN & Exclusions	24 May 2012 14 Nov 2012 13 Feb 2013
Behaviour Management & Exclusions	24 May 2012 14 Nov 2012 13 Feb 2013
SIMS .net End of Year - Primary & Special	19 Jun 2012 20 Jun 2012
SIMS .net End of Year - Secondary	21 Jun 2012
SIMS .net Reporting - Beginners	15 May 2012 16 Oct 2012 31 Jan 2013
SIMS .net Reporting – Further Reporting	16 May 2012 16 Nov 2012 28 Feb 2013
Modular Workshop	Upon Request
System Manager	Available upon request

# Introduction

Welcome to the Information Systems Team training brochure, for the financial year 2012/2013. 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 Information Systems Team and external consultants, are held at our Hill View offices in Welling, unless otherwise stated. SIMS courses are priced at £90 per delegate per day or £45.00 per delegate per half day for schools with a Bexley LA Service Level Agreement.

	Schools Full Support	Schools No Support	Non Bexley School/Academy
Half-day course	£45.00	£250	£250 Plus VAT
Full day course	£90	£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.

Schools must use the BSSN website to book training courses. Light refreshments will be provided throughout the session. Hot and cold meals can be purchased from the onsite canteen.

## Training Course Cancellation Policy

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 Information Systems Team training programme, please contact the service desk by telephone (020 3045 5700) or online ([www.bexley-is.org.uk/servicedesk](http://www.bexley-is.org.uk/servicedesk)).

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

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# Assessment Manager

## Aimed at

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

## Objectives

- Create aspects, grade sets & result sets
- Create templates & marksheets
- 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

£180 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 of AM7, 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

Date	Time	Venue	Course Code
13 <sup>th</sup> & 14 <sup>th</sup> July 2012	9:30 - 16:00	Hill View Room 115	AM7-01
17 <sup>th</sup> & 18 <sup>th</sup> October 2012	9:30 - 16:00	Hill View Room 115	AM7-02
6 <sup>th</sup> & 7 <sup>th</sup> February 2013	9:30 - 16:00	Hill View Room 115	AM7-03

# Attendance

## Aimed at

Staff who are responsible or have an interest in 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

£90 per delegate for schools with a Service Level Agreement

## Course Outline.

- 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
17 <sup>th</sup> May 2012	9:30 - 16:00	Hill View Room 115	ATN7-01
3 <sup>rd</sup> October 2012	9:30 - 16:00	Hill View Room 115	ATN7-02
8th February 2013	9:30 - 16:00	Hill View Room 115	ATN7-03

# Dinner Money

## Aimed at

Staff in primary schools who are responsible for Dinner Money

## Objectives

- Produce staff & pupil registers
- Record pupil & staff meals
- Record payments & complete the banking process

## Knowledge required

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

## Duration

Half Day

## Cost

£45.00 per delegate for schools with a Service Level Agreement

## Course Outline

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

Date	Time	Venue	Course Code
10 <sup>th</sup> May 2012	9:30 – 13:00	Hill View Room 115	DN-MNY7-01
4 <sup>th</sup> October 2012	13:00 – 17:00	Hill View Room 115	DN-MNY7-02
21st March 2013	9:30 - 13:00	Hill View Room 115	DN-MNY7-03

# Exams Organiser

## Aimed at

Exams Officers and staff responsible for entering exam data

## Objectives

- Define seasons & season patterns
- Import base data
- Create marksheets & record exam entries

## Knowledge required

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

## Duration

1 Day

## Cost

£90 per delegate for schools with a Service Level Agreement

## Course Outline

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

Date	Time	Venue	Course Code
11 <sup>th</sup> October 2012	9:30 - 16:00	Hill View Room 115	EXAMS-OR-01

# Exams Organiser - Results Analysis

## Aimed at

Examination Officers

## Course Outline

This course will assist you in the analysis of 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

£90 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
4th May 2012	9:30 - 16:00	Hill View Room 115	EXAMS-AN-01

# FMS - New Users

## Aimed at

Staff who are responsible for processing day to day financial transactions

## Objectives

- Use accounts payable
- Complete bank reconciliations
- Petty Cash

## Knowledge required

Finance knowledge would be an advantage

## Duration

1 Day

## Cost

£90 per delegate for schools with a Service Level Agreement

## Course Outline

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

This course consists of:

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

Date	Time	Venue	Course Code
2nd May 2012	9:30 - 16:00	Hill View Room 115	FMS6-NU-01
20th September 2012	9:30 - 16:00	Hill View Room 115	FMS6-NU-02
24 <sup>th</sup> January 2013	9:30 - 16:00	Hill View Room 115	FMS6-NU-03

# FMS - Equipment Register

## Aimed at

Staff who are responsible for maintaining the school inventory

## Objectives

- Enter items of equipment
- Dispose of, move & delete equipment
- Organise Inspections & Stock Takes

## Knowledge required

Basic knowledge of FMS 6 would be an advantage

## Duration

1 Day

## Cost

£90 per delegate for schools with a Service Level Agreement

## Course Outline

- 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

Date	Time	Venue	Course Code
12 <sup>th</sup> June 2012	9:30 - 16:00	Hill View Room 115	FMS6-ER-01
19 <sup>th</sup> September 2012	9:30 - 16:00	Hill View Room 115	FMS6-ER-02
19 <sup>th</sup> February 2013	9:30 - 16:00	Hill View Room 115	FMS6-ER-03

# FMS - 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

- Create the new financial year
- Process outstanding transactions
- Close the old financial Year

- 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

£45.00 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
5th March 2013	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 - Consistent Financial Reporting (CFR)

### Aimed at

Finance staff with financial management responsibility in schools

### Objectives

- Understand the CFR structure
- Be able to produce CFR reports
- Allocate funds to CFR headings

### Knowledge required

Knowledge of FMS and financial processes required

### Duration

Half Day

### Cost

£45.00 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

- 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
5th March 2013	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
20 <sup>th</sup> February 2013 (Day 1 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01
21 <sup>st</sup> February 2013 (Day 2 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01
13 <sup>th</sup> March 2013 (Day 3 of 4)	9:30 - 16:00	Hill View Room 115	NOVA-T6-01
14 <sup>th</sup> March 2013 (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

£90 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
23rd May 2012	9:30 - 16:00	Hill View Room 115	NOVA-MAN-01
9 <sup>th</sup> October 2012	9:30 - 16:00	Hill View Room 115	NOVA-MAN-02
20 <sup>th</sup> March 2013	9:30 - 16:00	Hill View Room 115	NOVA-MAN-03

# Cover Management

## 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

£90 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
26 <sup>th</sup> April 2012	9:30 - 16:00	Hill View Room 115	COVER-01
1 <sup>st</sup> November 2012	9:30 - 16:00	Hill View Room 115	COVER-02
7 <sup>th</sup> March 2013	9:30 - 16:00	Hill View Room 115	COVER-03

# 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

## Duration

1 Day

## Cost

£90 per delegate for schools with a Service Level Agreement

## 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

## 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
12 <sup>th</sup> March 2013	9:30 – 16:00	Hill View Room 115	SNET-CM-03

# Personnel

## Aimed at

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

## Objectives

- Input & manage staff details
- Input & manage staff employment information
- Understanding of pay structures

## Knowledge required

Knowledge of SIMS .net would be an advantage

## Duration

Half Day

## Cost

£45.00 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

Adding & editing staff personal details

- Adding staff contract information
- Adding staff absences
- Adding staff training events
- Managing Pay structures & Service Terms
- Dealing with service terms

Date	Time	Venue	Course Code
9 <sup>th</sup> May 2012	9:30 - 13:00	Hill View Room 115	SNET-PER-01
10 <sup>th</sup> October 2012	9:30 - 13:00	Hill View Room 115	SNET-PER-02
19 <sup>th</sup> March 2013	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

## 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

## Knowledge required

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

## Duration

1 Day

## Cost

£90 per delegate for schools with a Service Level Agreement

## Course Outline

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

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

Date	Time	Venue	Course Code
3 <sup>rd</sup> May 2012	9:30 - 16:00	Hill View Room 115	SNET-NU-01
13 <sup>th</sup> September 2012	9:30 - 16:00	Hill View Room 115	SNET-NU-02
22 <sup>nd</sup> January 2013	9:30 - 16:00	Hill View Room 115	SNET-NU-03

## SEN & Exclusions

### Aimed at

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

### Objectives

- View & edit existing SEN information
- Input new SEN information
- Record & maintain pupil/student exclusion information

### Knowledge required

Knowledge of SIMS .net would be an advantage

### Duration

Half Day

### Cost

£45.00 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 SEN & 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

Date	Time	Venue	Course Code
22 <sup>nd</sup> May 2012	9:30 - 12:30	Hill View Room 115	SNET-SEN-01
14 <sup>th</sup> November 2012	9:30 - 12:30	Hill View Room 115	SNET-SEN-02
13 <sup>th</sup> February 2013	9:30 - 12:30	Hill View Room 115	SNET-SEN-03

## Behaviour Management & Exclusions

### Aimed at

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

### 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

£45.00 per delegate for schools with a Service Level Agreement

### Course Outline

- Pupil/student behaviour incidents
- Individual pupil/student achievements
- Behaviour incidents & achievements that involve a number of pupils/students
- Pupil/student exclusion information
- Configuration of the Behaviour & achievement panels on the SIMS .net Homepage will also be shown

Date	Time	Venue	Course Code
22 <sup>nd</sup> May 2012	13:00 - 16:00	Hill View Room 115	SNET-SBE-01
14 <sup>th</sup> November 2012	13:00 - 16:00	Hill View Room 115	SNET-SBE-02
13 <sup>th</sup> February 2013	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

## 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

## Objectives

- ❑ Create a new academic year & promote the school into the new academic year
- ❑ Create admission groups & assign new admissions to the groups
- ❑ Record leavers
- 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

## Knowledge required

Knowledge of SIMS .net

## Duration

Half day

## Cost

£45.00 per delegate for schools with a Service Level Agreement

Date	Time	Venue	Course Code
19 <sup>th</sup> June 2012	13:00 - 16:00	Hill View Room 115	SNET-EOYP-01
20 <sup>th</sup> June 2012	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

- ❑ Create a new academic year & promote the school into the new academic year
- ❑ Create admission groups & assign new admissions to the groups
- ❑ Record leavers

## Knowledge required

Knowledge of SIMS .net

## Duration

Half day

## Cost

£45.00 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
21 <sup>st</sup> June 2012	9:30 - 13:00	Hill View Room 115	SNET-EOYS-01

# SIMS .net Reporting - Beginners

## 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 further reporting 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

£45.00 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 – Further Reporting

Date	Time	Venue	Course Code
15 <sup>th</sup> May 2012	9:30 - 13:00	Hill View Room 115	SNET-RB-01
16 <sup>th</sup> October 2012	9:30 - 13:00	Hill View Room 115	SNET-RB-02
31 <sup>st</sup> Jan 2013	9:30 - 13:00	Hill View Room 115	SNET-RB-03

# SIMS .net Reporting – Further Reporting

## 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
- ❑ Confidence in the use of Sims .net reporting

## 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

Half Day

## Cost

£45.00 per delegate for schools with a Service Level Agreement

## Course Outline

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

## Suggested Follow Up Course

SIMS .net Reporting - Advanced

Date	Time	Venue	Course Code
15 <sup>th</sup> May 2012	9:30 - 16:00	Hill View Room 115	SNET-RIN-01
16 <sup>th</sup> November 2012	9:30 - 16:00	Hill View Room 115	SNET-RIN-02
28 <sup>th</sup> Feb 2013	9:30 - 16:00	Hill View Room 115	SNET-RIN-03

# 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 delegate requirements

Queries may include -

- SIMS .net Advanced Reporting
- Attendance
- Exams Organiser
- Assessment
- Common Transfer Files (CTF)
- Dinner Money
- FMS
- SIMS Discover

 To book a modular workshop please contact the Information Systems Team (020 3045 4200 or log a call via our online service desk - [www.bexley-is.org.uk/servicedesk](http://www.bexley-is.org.uk/servicedesk)) to arrange a suitable date and time, and to discuss your requirements.

# System Manager

## Aimed at

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

## Objectives

- Add new users to the SIMS system
- Manage roles, permissions & access areas
- Managing the SIMS SQL system

## 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

## Course Outline

System Manager 7 is due for release in 2012. This will replace System Manager 6.

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)

Date	Time	Venue	Course Code
Workshop Upon Request	TBA	Hill View Room 115	SM-01

Take out below

**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 Information SystemsTeam (020 8836 8200 or log a call via our online service desk - [www.bexley-is.org.uk/servicedesk](http://www.bexley-is.org.uk/servicedesk)) to arrange a suitable date and time.

## Chargeable Services

### Aim

The Information System Team offers additional products that schools may purchase as a value added service.

### Cost

Cost will vary on the services required. Consultancy prices are:

£500 - full day

£250 – half day

£75 per hourly basis.

Please telephone the 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.
- FRONTER EOY Process

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

# Venue

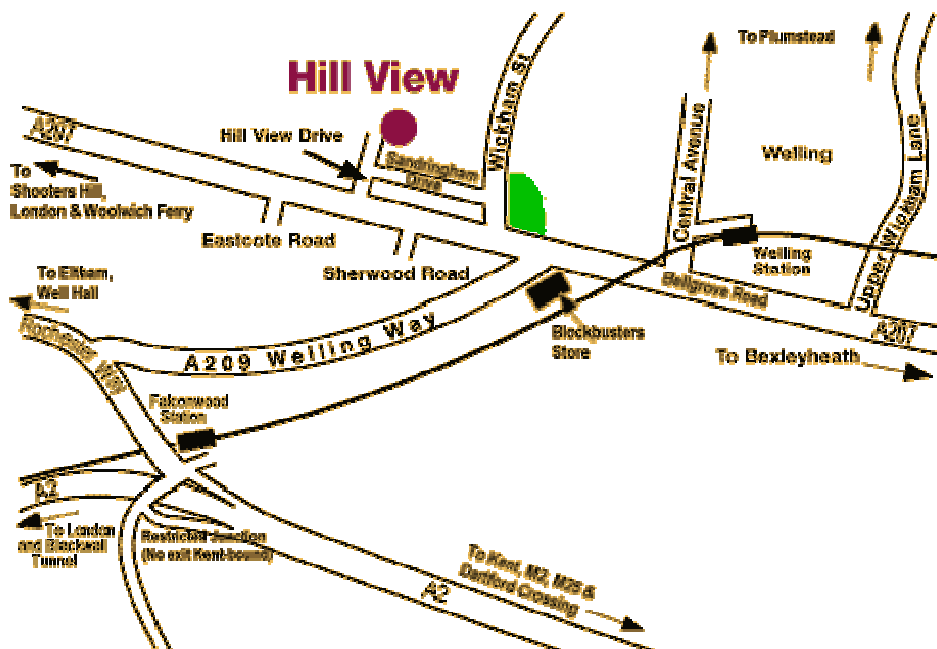
## Hill View

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.