



SIMS Support

Training Courses

Summer 2020

SIMS Support Team
Schools Technology Support Centre, Graiseley

SIMS

Complete your Census or Year End procedures remotely from our training suite.

Would you welcome the opportunity to complete your census or year-end procedures uninterrupted in a quiet environment with help at hand?

We are offering several sessions for you to work remotely from our training room. You will be able to work on your schools SIMS system with a member of the SIMS Team available for any questions or concerns. You can part complete or undertake the full process to suit your school needs.

The sessions will take place on the following dates and you can turn up at any time:

COMPLETE YOUR CENSUS or YEAR END PROCEDURES DROP IN SESSIONS	
CENSUS	YEAR END
5 th May	25 th June
13 th May	8 th July
20 th May	20 th July

To book a place on one of the sessions email SIMS.Support@wolverhampton.gov.uk or call 551468

<p>Would you like us to review how you are using your SIMS system?</p> <p>We can make suggestions on how you can do things quicker, share our knowledge, and offer best practice advice from our team and the schools we work with.</p>	<p>SIMS User Group</p> <p>The next meeting of the SIMS User Group will take place on Wednesday 29th April 9.00am Primary and 1.00pm Secondary.</p>
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Did you know we offer free on-site training? Please call a member of the team to arrange a session

BASIC OFFICE USERS		
Details	A basic introduction to SIMS.net for new users of the system.	This course is 2 x half day sessions 23rd April 9.30 am & 30th April 9.30 am
Objectives	By the end of the course the delegate will have the skills necessary to use SIMS in a school office environment including: <ul style="list-style-type: none"> • Finding their way around SIMS. • Looking up pupil information. • Making day to day adjustments to Pupil Details. • Sending a letter home. • Responding to information received about pupils and contacts. • Dealing with leavers. • Dealing with new arrivals. • Run basic reports from SIMS. 	
Target Audience	New Users of SIMS.	

SIMS OFFICE USER – TOP TIPS & TECHNIQUES		
Details	This course covers useful housekeeping tips regarding processes users may not carry out every day, some that may have been forgotten and some that should make school life easier.	14th May 9.30 am
Objectives	By the end of the course delegates will have an understanding of: <ul style="list-style-type: none"> • contact management • customising correspondence • user defined groups • user defined fields • an introduction to behaviour • alerts, notifications and communication • merging agents and agencies • quick reports • changes to data - bulk update. 	
Target Audience	A basic knowledge of SIMS including reporting is required.	

END OF YEAR PROCEDURES – NEW STARTERS		
Details	Training for colleagues who will be completing the promotion of the academic year and associated year end procedures in SIMS	11th June 9.30 pm
Objectives	<ul style="list-style-type: none"> • Preparing for year end • Creation of the new academic year • Adding and removing of registration groups • Promotion of students to new classes • Admission Groups • Associated year end tasks 	
Target Audience	New SIMS users who have not completed year end procedures previously	

END OF YEAR PROCEDURES – REFRESHER (PRIMARY)

Details	Training for colleagues who will be completing the promotion of the academic year and associated year end procedures in SIMS	9th June 9.30 am or 1.00 pm
Objectives	<ul style="list-style-type: none"> • Preparing for year end • Creation of the new academic year • Adding and removing of registration groups • Promotion of students to new classes • Admission Groups • Associated year end tasks 	
Target Audience	Existing SIMS users who have previously completed year end procedures	

END OF YEAR PROCEDURES – SECONDARY PASTORAL & ACADEMIC

Details	Training for colleagues who will be completing the promotion of the academic year and associated year end procedures in SIMS	19th May 1.00 pm
Objectives	<ul style="list-style-type: none"> • Preparing for year end • Creation of the new academic year • Adding and removing of registration groups • Promotion of students to new classes • Admission Groups • Associated Academic year end tasks 	
Target Audience	SIMS users who will be completing year end procedures	

EXAMS RESULTS DAY

Details	This course covers all aspects of the examination result process including importing results into SIMS and analysing results on results day.	2nd July 1:00 pm
Objectives	<ul style="list-style-type: none"> • To enable exams officers to successfully import the exam results and produce headline reports within SIMS. 	
Target Audience	Exams Officers	

EXAMS ANALYSIS ADVANCED

Details	Details to Follow	Contact for further information
Objectives	<ul style="list-style-type: none"> • To allow users to complete more in-depth analysis on results using a full range of reporting techniques from SIMS 	
Target Audience	Exams Officers / Data Officers	