SIMS helping schools inspire

Attendance
Accessing the Register and Entering Marks

Accessing the Register via the Focus Menu

Select **Focus** | **Attendance** | **Take Register** or click the **Take Register** button to display the **Select Class** browser.

Registration Tutor/Teachers

Ensure that the required **Date** is displayed then double-click the required session on the timeline to display the associated register.

Clicking the **Browse** button again returns you to the **Select Class** browser.

Staff Covering for Registration Tutor/Teachers

If you are covering for a registration tutor/teacher or you are, for example, an administrator who wishes to view registration groups:

1. Ensure that the required **Date** is displayed then click the **Search** button adjacent to the **Teacher** field to display the **Browse for Lesson** dialog.
2. Enter all or part of the required name and/or select the period you are covering then click the **Search** button.
3. Double-click the required session or highlight it then click the **OK** button to display the associated register.

Accessing the Register via the Home Page

If you are a registration tutor/teacher and the system recognised you as such when you logged into SIMS, your timetable for today is displayed in the **My Timeline** panel on the SIMS **Home Page**.

Double-click the required session or right-click the session then select **Take Register** from the pop-up menu to display the **Take Register** page, where registers for the selected day are displayed.

The right-click option also enables you to select the **Student List**, **Marksheets**, **Class Photographs** and **Class List Report**.
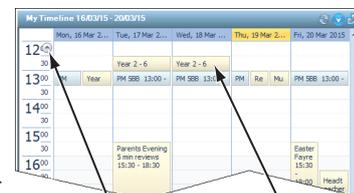
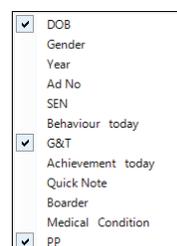Click arrow button to view AM sessions.

Double-click a school event to view the relevant details.

Adding Additional Identification Columns

Additional identification columns can be added and removed from the register, if required. These additional columns apply to the <u>current</u> register only.

Right-click any identification column header, e.g. **Name** or **Reg** then select (or deselect) the required column from the pop-up menu. The register expands (or contracts) automatically.

Only the additional identification columns shown in **Tools** | **Setups** | **Attendance Setup** | **Module Setup** are available for selection.

DOB, Gender, Year, Ad No, SEN, Behaviour today, G&T, Achievement today, Quick Note, Boarder, Medical Condition, PP

Entering Session Registration Marks

Entering a Mark Using the Keyboard

Click the required cell then enter a mark using the keyboard. As each mark is entered, the highlight moves down automatically ready for you to enter a mark for the next pupil/student.

Selecting a Mark from a List of Available Codes

Either right-click the cell in which you wish to enter a mark then select **Display Codes** from the pop-up menu or click the **Codes** button to display the **Codes** dialog.

Double-click the required code, which is then displayed in the current cell. The dialog can be closed at any time by clicking the **Close** button.

Click the **Print** button to display the register in your web browser.

Right-click the **Name** or **Reg** column heading to add additional identification columns, e.g. Pupil Premium (**PP**).

Pupil/students who are on report can be easily recognised by an ® after their name. The ® and the pupil/student's details, e.g. **Name**, **Reg** group, etc, are displayed in red.

A red triangle in the corner of a cell indicates that a comment has been entered. A blue cell indicates that minutes late have been entered.

Hovering the mouse over a cell displays the teacher's name and class. Comments and minutes late are also displayed, if applicable.

Miss B Bates
5BB
10 mins late
Forgot homework again.
Dinner: SM - School Meal

The orange highlight indicates the name of the pupil/student and the selected session. The intersection of these two orange highlights indicate the cell in which the mark will be entered.

I (illness), recorded and saved by the school office (via **Focus** | **Attendance** | **Edit Marks**), is displayed when the register is saved.

Extra names are initially added to the bottom of the list of names then sorted into alphabetical order when the register is saved.

Take Register 5BB Miss B Bates 19/03/15

Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links

Current View ○ History ● Today ○ Future Present 25 Meals Recorded 4

Name	Reg	DOB	G&T	PP	AM	PM
Adams, Adam	5BB	31/08/2005		•	I	/
Charles, Harry	5BB	23/10/2004		•	/	
Evans, Benny	5BB	10/10/2004			/	
Evans, Frankie	5BB	10/10/2004		•	/	
Flanny, Sam	5BB	01/07/2005			/	
Giant, Nicole	5BB	01/01/2005	•		/	
Hill, Hillary	5BB	16/09/2004			/	
Jack, Jessica	5BB	01/09/2004			/	
Justin, James ®	5BB	30/09/2004			/	
Justin, Janice	5BB	30/09/2004			/	
Justin, Jim	5BB	30/09/2004			/	
Lewis, Nicolas	5BB	30/10/2004			/	
Ling, Xing	5BB	30/12/2004	•		/	
Malice, Dwight	5BB	04/12/2004			/	
Malik, Yanik	5BB	08/08/2005		•	/	
Noble, Sophie	5BB	09/02/2005			/	
North, Colin	5BB	03/05/2005			/	\
Park, Henrietta	5BB	31/01/2005			/	\
Patel, Nakita	5BB	13/11/2004			/	\
Rain, Victoria	5BB	08/06/2005			/	\
Rovoski, Vlad	5BB	13/05/2005			/	\
Smith, Alex	5BB	12/05/2005			/	\
Smith, Laura	5BB	19/02/2005			U	U
Sole, Sam	5BB	28/09/2004			/	\
Timothy, Christian	5BB	30/03/2005			I	I
Uy, Shana	5BB	12/01/2005			/	\
Zinkin, Harold	5BB	01/09/2005			/	\
Danny, Abbey	5DT	01/09/2004			/	\

TIP: To enter mark(s) using the keyboard while the **Codes** dialog is open, click the register where the next mark is to be entered (this returns the focus to the register) then enter the required mark via the keyboard.

Entering the Same Code for All Pupil/Students

1. Click the column heading for the current period. The cells within the column are highlighted.
2. Using the keyboard, press **/** or **** to flood fill the entire column.
3. Individual marks can be edited by clicking the applicable cell then entering the required mark using the keyboard or **Codes** dialog.

Entering the Same Code for a Block of Pupil/Students

1. To select pupil/students who are listed sequentially, click the first cell in which you want to enter the mark. Hold down the **Shift** key then click the last cell in which you wish to enter the same mark. The selected cells are highlighted.
2. Enter the required mark using the keyboard or **Codes** dialog.

Editing or Deleting a Mark before Saving

Ensure that the cell displaying the mark you wish to change is highlighted, then enter the correct code using the keyboard or **Codes** dialog.

Alternatively, press the **Delete** key to display a dash (**-**), representing a missing mark. Pupil/students with missing marks are marked as unexplained absence (**N**) when the register is saved unless you choose not to proceed. You are then returned to the register, where missing marks can be entered before the register is saved.

Editing or Deleting a Mark after Saving

Ensure that the **Preserve/Overwrite** toggle button displays **Overwrite**.

Preserve Overwrite   Preserve/Overwrite toggle button

Adding Extra Names to the Current Register

1. Click the **Extra Name** button to display the **Add Extra Names** dialog then **Search** for the required pupil/student.
2. Highlight the required name then click the **OK** button. Alternatively, double-click the name to return to the **Take Register** page.
3. Confirm that you wish to add the pupil/student to the registration group/class for this session only.

   The extra name is added to the bottom of the list and is marked as present. When the register is saved, the list of names is sorted into alphabetical order.
4. Additional names can be added by repeating this process, if required.

Attendance
Using the Register's Additional Features

## Recording Behaviour Incidents and Achievements

Creating a Basic Record (quick method)

Creating a record using the following method takes very little time, enabling the registration tutor/teacher time to concentrate on the current situation. The newly created record is not visible from the register but can be viewed and edited later via **Focus | Behaviour Management**.

1. Select the names of the pupil/students involved in the event. Multiple pupil/students can be selected by holding down the **Ctrl** key then clicking the individual names. Selected names are highlighted in orange.

   NOTE: Pupil/students cannot be selected by clicking the body of the register where the marks are entered.

2. Right-click the highlighted name(s) then select either **Add Behaviour |** <**behaviour type**> | <**behaviour status**> or **Add Achievement |** <**achievement type**> from the pop-up menu.
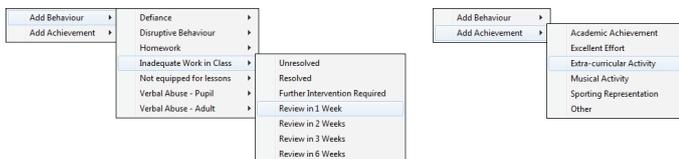
   A message is then displayed, confirming that a record of the applicable type has been created for the selected pupil/student(s).

3. Click the **OK** button to return to the register.

Creating an In-Depth Record

This method of creating a behaviour incident or achievement displays the relevant dialog, enabling you to add and edit the event details.

1. Select the names of the pupil/students involved in the event.

2. Click the **Links** button down arrow then select **Behaviour** (or **Achievement**) from the drop-down list to display the **Behaviour Incident** (or **Achievement**) **Details** dialog.

   *NOTE: Clicking the body of the **Links** button displays the **Pupil History** page, from where an individual's details can be viewed.*

3. Select the event **Type** from the drop-down list (mandatory).

4. Add additional details, if required, then click the **Save** button.

   To view/edit the record, select **Focus | Behaviour Management | Maintain Behaviour Incidents** (or **Achievements**).
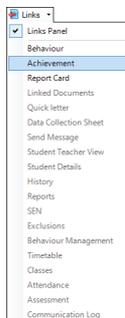
Viewing Pupil/Student Photographs

Viewing and Printing the Class Photograph

The class photograph is a composite display of individual photographs stored in the SIMS database.

1. Click the **Class Photo** button to display the **Class Photo** dialog.

2. If information about the SIMS Schools Photography Licensed Partners is required, click the **Click for photographers** link at the bottom left-hand side of the dialog to display the Capita SIMS web page, which provides information about accredited school photographers.

3. A hard copy of the class photo can be produced by clicking the **Print** button. Ensure that your printer settings are correct before continuing.

Viewing an Individual's Photograph

On the register, highlight the pupil/student's name then select **Photo** from the **Links** drop-down list or **Links** panel, if shown.

To close the **Student Photo** dialog, click the **OK** button.

Recording Minutes Late and Comments

Recording Minutes Late

A registration tutor/teacher can record the number of minutes that a pupil/student arrived late for registration. Where minutes late have been recorded, the background colour of the cell is cyan.

1. Locate the required pupil/student then click the associated cell for the current session.

2. Enter a late code, i.e. **L** (before registers closed) or **U** (after registers closed) then click the **Save** button to activate the **Minutes Late** button.

3. Click the **Minutes Late** button to display the **Minutes Late** dialog then enter the number of minutes that the pupil/student arrived late.

4. Click the **OK** button to return to the register.

5. To run the Minutes Late report, select **Reports | Attendance | Selected Pupil Reports | Minutes Late Report** then select the required report criteria.

   *NOTES: If the **Group Type** is changed, the **Search** button must be clicked to refresh the display.*

   Click the **Print** button, select the report options then click **OK**. The report is displayed in your web browser, from where it can be printed.

Recording a Brief Comment

Where comments have been added, a red triangle is displayed in the top right-hand corner of the cell.

1. Locate the required pupil/student then click the associated cell for the current session.

2. Click the **Comments** button to display the **Comments** dialog then enter a brief comment, e.g. `John forgot his homework again.`

3. Click the **OK** button to return to the register.

4. To run the Comments report, select **Reports | Attendance | Selected Pupil Reports | Comments Report** then select the required report criteria.

   *NOTES: If the **Group Type** is changed, the **Search** button must be clicked to refresh the display.*

   Click the **Print** button, select the report options then click **OK**. The report is displayed in your web browser, from where it can be printed.

Editing Historical and Future Marks

History View

Historical marks for up to ten instances of the selected session can be viewed and edited. A pupil/student's pattern of attendance can be reviewed and any errors on past registers can be corrected.

Select the **History** radio button. The current session is displayed in the right-hand column, where marks can be edited, if required.

To return to the register for the selected date and period, select the **Today** radio button.

Future View

The future view enables you to view and edit future marks for up to ten instances of the selected session. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that interested staff have visibility of forthcoming events.

Select the **Future** radio button. The current session is displayed in the left-hand column and can continue to be marked in this view.

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