SIMS *helping schools inspire*
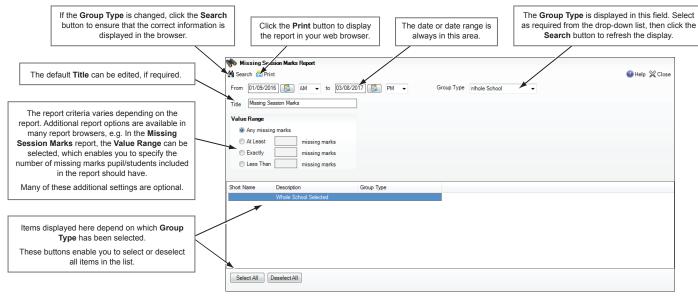
Attendance and Lesson Monitor
Producing Attendance or Lesson Monitor Reports

A wide variety of reports are available from the attendance area of SIMS, including a registration certificate, the official register and a group summary report. All attendance reports are accessed via **Reports | Attendance** (or **Lesson Monitor**) and are divided into the following groups: **Individual Pupil** (or **Student**) **Reports**, **Whole Group Pupil** (or **Student**) **Reports**, **Selected Pupil** (or **Student**) **Reports**, **Group Reports** and **Module Reports**. A report providing details about letters that have been created is also available via **Reports | Attendance** (or **Lesson Monitor**) | **Letters**.

The Report Process

1. Select **Reports | Attendance** (or **Lesson Monitor**) | **<report group>** | **<report name>**, e.g. **Reports | Attendance | Selected Pupil Reports | Missing Session Marks Report** to display the associated browser where the report criteria can be specified.

If the **Group Type** is changed, click the **Search** button to ensure that the correct information is displayed in the browser.

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

The date or date range is always in this area.

The **Group Type** is displayed in this field. Select as required from the drop-down list, then click the **Search** button to refresh the display.

The default **Title** can be edited, if required.

The report criteria varies depending on the report. Additional report options are available in many report browsers, e.g. In the **Missing Session Marks** report, the **Value Range** can be selected, which enables you to specify the number of missing marks pupil/students included in the report should have.

Many of these additional settings are optional.

Items displayed here depend on which **Group Type** has been selected.

These buttons enable you to select or deselect all items in the list.

2. A default date or date range is displayed. This can be changed by entering the date(s) in the appropriate field(s) or by clicking the **Calendar** button(s) and selecting the required date(s).

   Calendar button

   An option to specify **AM** or **PM** is available in some reports by selecting from the applicable drop-down lists.

3. A default **Group Type** is displayed, which can be changed by selecting from the drop-down list, if required.

   If the **Group Type** is changed, you <u>must</u> click the **Search** button to refresh the display.

   The group list, located in the bottom section of the browser, reflects the **Group Type** selected.

4. A default **Title** is displayed but can be edited, if required.

5. Select/deselect any additional options that are available for the report.

   Your custom settings are <u>not</u> retained for the future. The next time the report browser is opened, the default settings are displayed again.

6. Double-click the required group **Name**/**Description**, e.g. **Whole School Selected**, or highlight the group **Name** then click the **Print** button, to display the **Run a Screen Based Report** dialog.

   For more information, please see overleaf.

Term Dates and Closures Report

A predefined report detailing specific dates in the attendance year is also available. The report includes the start and end dates for each term and half-term, and any planned occasional closure dates within the term dates.

1. Select **Reports | Run Report** to display the **Report** browser.

2. Select **Focus | Diary** from the navigation tree.

3. Double-click **SEF A29** – **Term Dates and closures** from the right-hand list.

Removing Items from Headers and Footers

Applicable to Windows® Internet Explorer users only

Some reports, e.g. for an individual pupil/student report that is being sent home, may require the page numbers removed from the report header. You may also wish to remove the file name from report footers.

1. Select the required report and report criteria then click the **Print** button to display the **Run a Screen Based Report** dialog.

2. Ensure that the **Output to a web browser** radio button is selected. Please see overleaf for details.

3. Click the **OK** button to display the generated report in Internet Explorer.

4. Select **File | Page setup** to display the **Page Setup** dialog.

5. In the **Header and Footer** panel, select **–Empty–** from the applicable drop-down list then click the **OK** button.

6. Select **File | Print** to print the report.

Numbers or Percentages?

Some reports include an option enabling you to show the report data as either Numbers or Percentages. If you choose to show values as percentages, the data is displayed as a percentage of the possible total for that row.

Although the data for some reports can only be produced as numbers, many of these reports also have a column showing percentage attendance.

Where to Find More Information

The following handbooks can be accessed via the **Documentation Centre**. Click the **Documentation** button, located on the top right-hand side of the SIMS **Home Page**, select the required category and then select the required document.

- *Producing Attendance Reports*
- *Producing Lesson Monitor Reports*
- *Managing Pupil/Student Attendance*
- *Monitoring Session and Lesson Attendance*
- *Pre-Defined Reports Catalogue.*

The above documents along with the following additional supporting documentation can be found using the **Search** facility in **My Account** (http://myaccount.capita-cs.co.uk).

- *Attendance Reports Specifications*
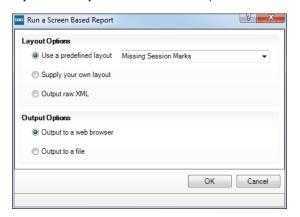- *Lesson Monitor Reports Specifications.*

Running a Screen Based Report

1. Click the **Print** button on the report browser to display the **Run a Screen Based Report** dialog. By default, the **Use a predefined layout** and **Output to a web browser** options are selected.

2. Specify the preferred layout option by selecting the applicable radio button.

Use a predefined layout

By default, the name of the report is displayed in this field and cannot be edited. This is different to other SIMS routines, e.g. the Display Marks routine, where a drop-down list might be available from which your preferred layout can be selected.

Supply your own layout

This option is available for schools that prefer a report layout that is different to the default layout available in SIMS. Before selecting this option, an XSL (eXtensible Stylesheet Language) file, recommended for the production of a printed output from XML, must have been created. Enter the location of the XSL file in the associated field.

Alternatively, click the **Browser** button to display the **Select a layout file** dialog. Navigate to, then highlight the layout file and click the **Open** button to return to the **Run a Screen Based Report** dialog.

Output raw XML

This option outputs data that is stored in the SIMS database as raw XML data. This can then be imported into another application, e.g. Microsoft® Excel, and formatted to your individual school's requirements.

3. Specify the preferred output option by selecting the applicable radio button.

Output to a web browser

The default option produces a report in HTML format and displays it in your default web browser.

Output to a file

This option produces a report in XML format to the location specified. Enter the location where the .XML file should be saved.
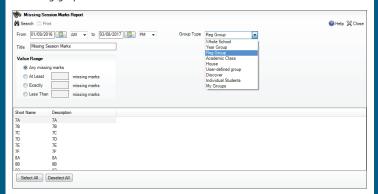

Alternatively, click the **Browser** button to display the **Save As** dialog. Navigate to the required location and enter a **File name**. Click the **Save** button to return to the **Run a Screen Based Report** dialog.

4. Click the **OK** button to display the report in your web browser.

Selecting a Group Type

Many attendance reports provide the option to specify the **Group Type**. A default group type, based on the most typically used group for that report, is always displayed. However, the option can be changed by selecting from the **Group Type** drop-down list. For example, if **Reg Group** is selected, a list of registration groups is displayed in the browser, as shown in the following graphic.

*IMPORTANT NOTE: If the **Group Type** is changed, you __must__ click the **Search** button to refresh the display.*

The following options are available:

Whole School - **Whole School Selected** is displayed in the **Description** column in the browser. When the report is run, data is returned for the whole school.

Year Group - The **Short Name** and **Description** of each year group are displayed in the browser. When the report is run, data is returned for the selected year group(s).

Reg Group - The **Short Name** and **Description** of each registration group are displayed in the browser. When the report is run, data is returned for the selected registration group(s).

Academic Class - The national curriculum year, **Class Name**, **Class Description**, **Main Teacher**, **Subject** of each academic class, **Year Group** and **NC Year** are displayed in the browser. When the report is run, data is returned for the selected academic class(es).

House - The **Short Name** and **Description** of each house are displayed in the browser. When the report is run, data is returned for the selected House(s).

User-defined group - A **Short Name** and **Description** of groups created via **Focus | Groups | User Defined Groups** are displayed in the browser. When the report is run, data is returned for the selected user-defined group(s).

Individual Students - The **Name**, **Year Group**, **Reg Group**, **House**, **Gender** and **Admission Number** of each on-roll pupil/student are displayed in the browser. When the report is run, data is returned for the selected pupil/student(s).

My Groups - The **Short Name**, **Description** and **Group Type** of any registration group, year group or academic class to which the user has been assigned are displayed in the browser. Any user-defined groups for which the user is a Supervisor are also displayed. When the report is run, data is returned for the selected group(s).

CAPITA

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