

Course Title: SIMS Office User

Duration:

1 Day

Times:

9.30am – 4.00pm

Course Aims:

By the end of the course you will have the skills necessary to use SIMS in a School Office environment

Course Objectives:

* finding your way around SIMS
* looking up pupil information
* making day to day adjustments to pupil details
* extending pupil details (attaching individual photos, entering traveller status, recording nationality and passport information)
* managing historical records
* adding agents and linking them to agencies
* responding to information received about pupils and contacts
* dealing with leavers
* dealing with new arrivals
* how to record exclusions
* sending a letter home
* running basic reports from SIMS.

Target Audience:

New Users to Sims.net

Requirements:

No previous knowledge of SIMS is required. It would also be useful for administrative staff/data managers with responsibility for maintaining pupil information.