



IMPORTING ALL KEY STAGE WIZARDS

**Please ensure you have completed the following routines
prior to starting the Data Collection processes for each Key
Stage.**

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SIMS Version check

The SIMS System must have been upgraded to **7.174** to undertake the tasks within this guidance. This can be checked in SIMS via the route: **Help | About SIMS**.

Permissions

Only Users with **Assessment Co-ordinator** or **Assessment Operator** permissions can use the Wizard Manager.

Check SIMS for 2017 Key Stage Wizards

The 2017 Key Stage resources formed part of the Spring Release. These resources can be imported in bulk using the automated **Import Assessment Manager Resources process**. Before continuing with this process, SIMS should be upgraded to version 7.174 or higher. To check which version is currently installed, select **Help | About SIMS.net** on the menu bar. If the correct version is not being used you will need to contact your local support team.

Initiating the Automated Import Process

The Assessment Manager Resources process screen is initiated when you first enter the assessment area.

Log in to SIMS and select **Focus | Assessment | Marksheet Entry**.

There are new/updated Assessment Manager Resources available for import.

Please note that this may take some time. Do not close SIMS until this import is complete. Using some areas of SIMS during import may cause a system crash.

The New Curriculum Programme of Study screen relies on resources being available for import into SIMS. We therefore strongly recommend updating your AMPARK resources via the CAS Tracking templates and grids and the Programme of Study Tracking Resources (to support the primary curriculum) to manually import the missing files. Please choose the 'yes' option to update the resources.

AMPARK Resources

Tracking Templates and Grids

Programme of Study Tracking Resources

Yes Remind me later

Ensure that at least the AMPARK Resources box is ticked and select **Yes**. This will ensure that the 2017 Wizards and Templates are available for import into SIMS.

NOTE: Please be aware that this may take a considerable time to complete.

You also have the ability to import the CAS Tracking templates and grids and the Programme of Study Tracking Resources (to support the primary curriculum)

Activity Log

Print Save

Activity

Assessment Manager Import from KSM(s)

Date : 22/02/2016 11:58:30

The following Gradeset(s) were successfully imported:

- Gradeset: KS1-ENG-GPM-TT-NE-OutcomeGrade
- Gradeset: KS1-ENG-REA-TA-NC-OutcomeGrade
- Gradeset: KS1-ENG-REM-TT-NE-OutcomeGrade
- Gradeset: KS1-ENG-WRI-TA-NC-OutcomeGrade
- Gradeset: KS1-MAT-MAM-TT-NE-OutcomeGrade
- Gradeset: KS1-MAT-MAT-TA-NC-OutcomeGrade
- Gradeset: KS1-SCI-SCI-TA-NC-OutcomeGrade
- Gradeset: P Scale English and Maths
- Gradeset: P Scale Individual ATs
- Gradeset: P Scale Science

The following Aspect(s) were successfully imported:

- Aspect: EN KS1: GPV Test Mark AWL
- Aspect: EN KS1: GPVS Test Outcome AWL
- Aspect: EN KS1: GPVS Test Scaled Score AWL
- Aspect: EN KS1: GPVS Test Total Mark AWL
- Aspect: EN KS1: Reading TA AWL

Close

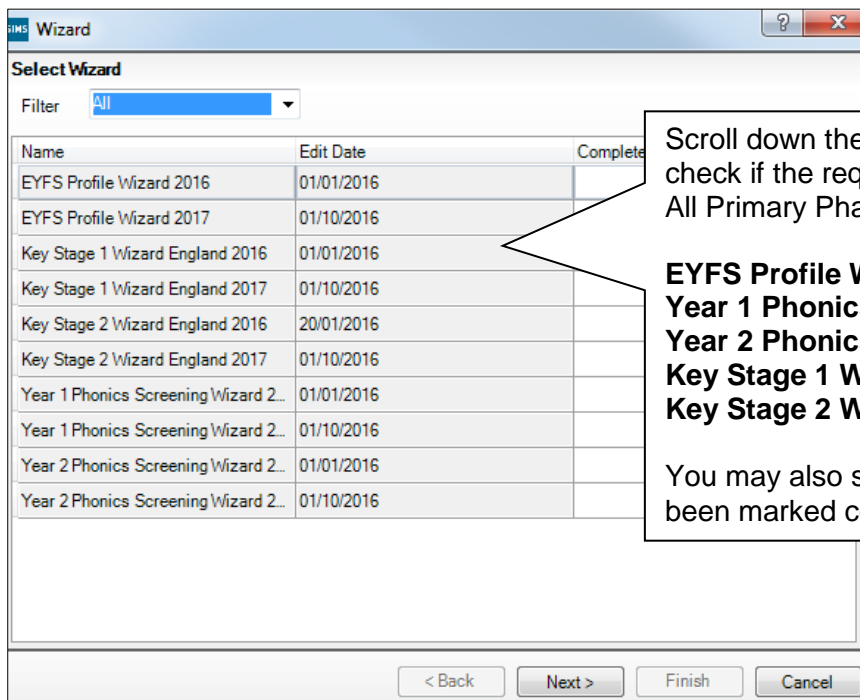
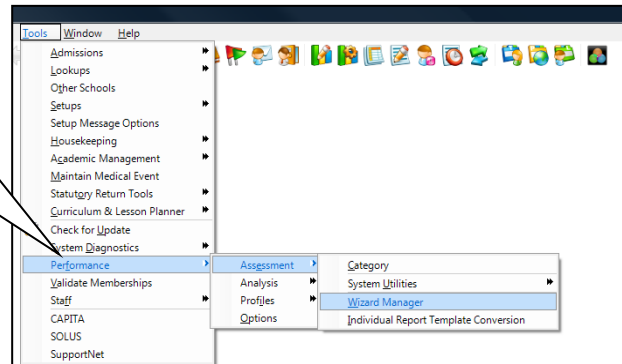
On completion you will receive an Activity log. Use the scroll bar to check that all is imported before clicking **Close**. You can also print and save if necessary.

Close down the marksheet screen.

Check that all Wizards have been imported correctly.

From the Home Page of SIMS select the route:

Tools | Performance | Assessment | Wizard Manager.



Scroll down the list of imported Wizards and check if the required 2017 Wizard/s are listed. All Primary Phase schools should see:-

EYFS Profile Wizard 2017
Year 1 Phonics Screening Wizard 2017
Year 2 Phonics Screening Wizard 2017
Key Stage 1 Wizard England 2017
Key Stage 2 Wizard England 2017

You may also see any wizards that have not been marked complete (last years).

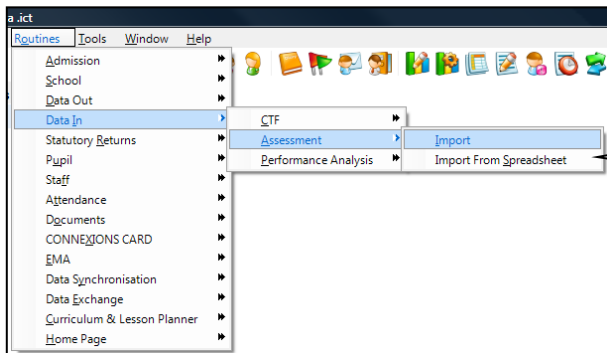
If the 2017 Wizards are present, proceed to each of the relevant End of Key Stage guidance documents supplied.

If the 2017 Wizards are **not** present continue onto the next page **Importing the Key Stage Packs.**

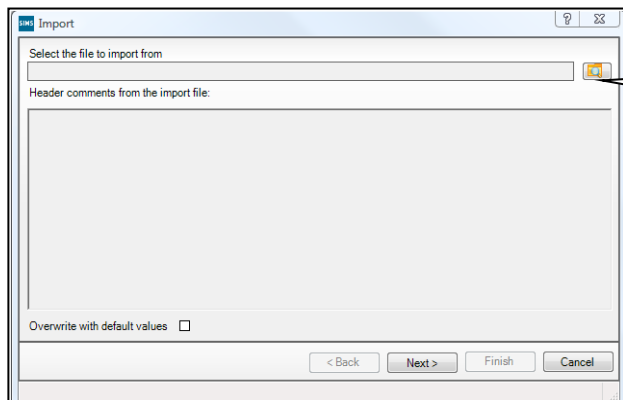
Importing the Key Stage Packs

If the Wizards have not automatically imported as part of the upgrade they will need to be imported into Assessment Manager manually – one at a time. The files will contain the Aspects, Grade Sets, Result Sets, Templates and Reports that you need to complete all Key Stage returns.

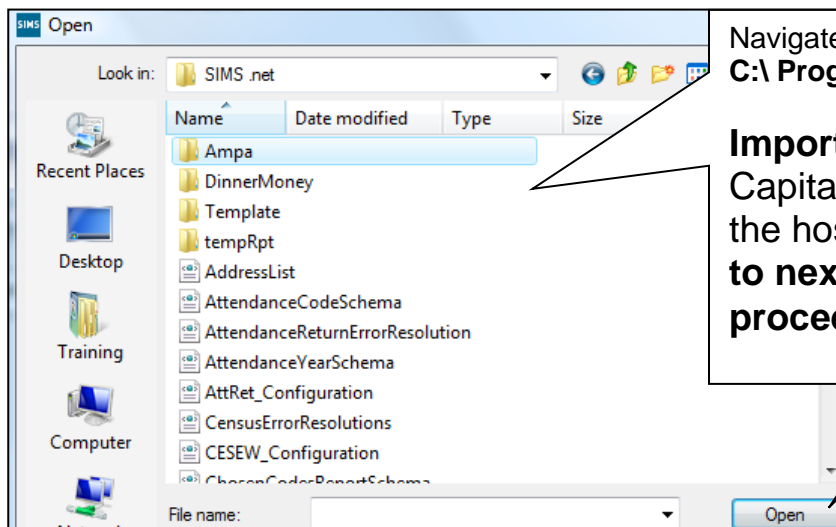
Open SIMS and log in with the appropriate access level.



Select - **Routines | Data In | Assessment | Import.**



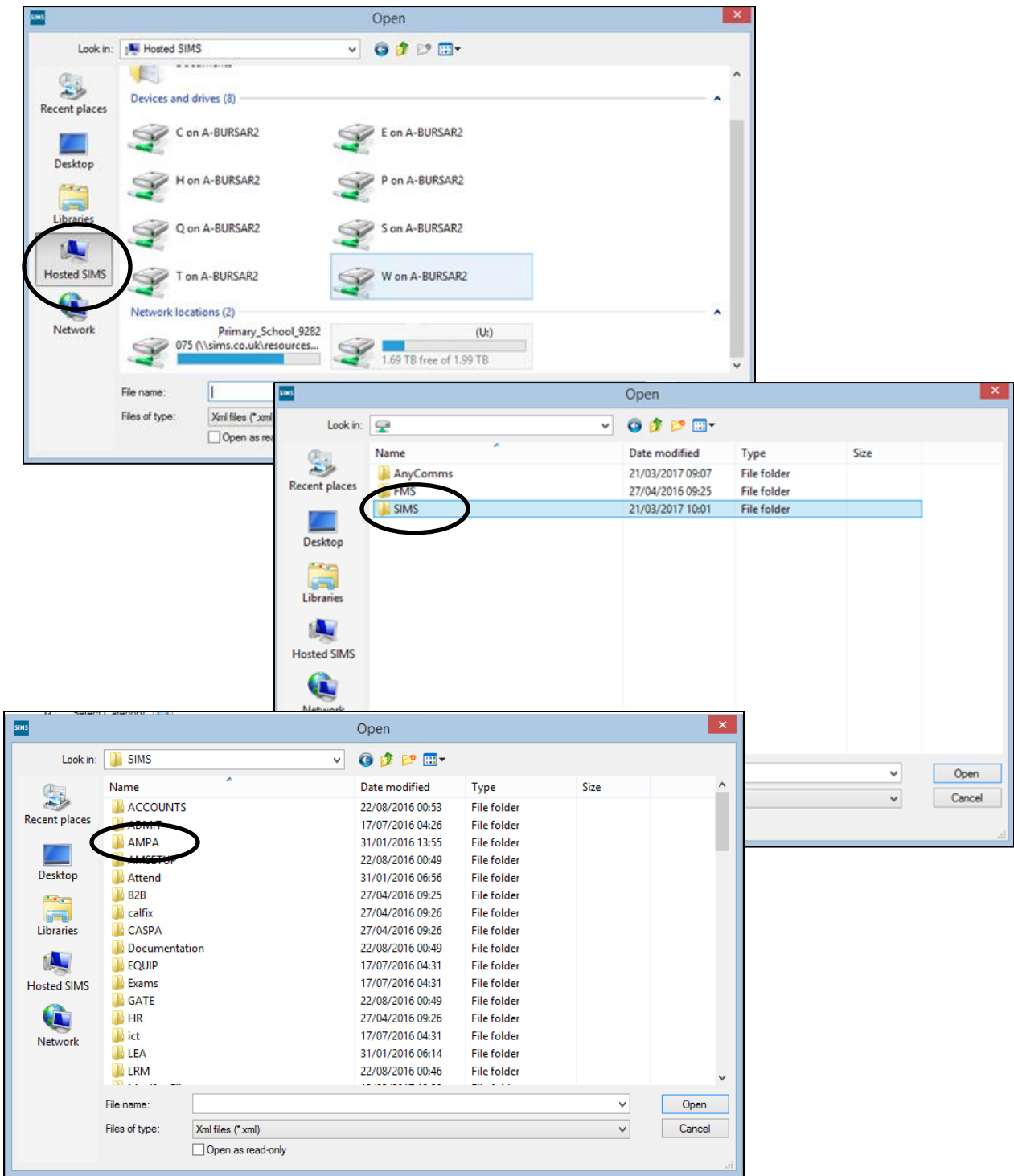
Select the file browser button.



Navigate to;
C:\Program Files\SIMS\SIMS.net \AMPA.

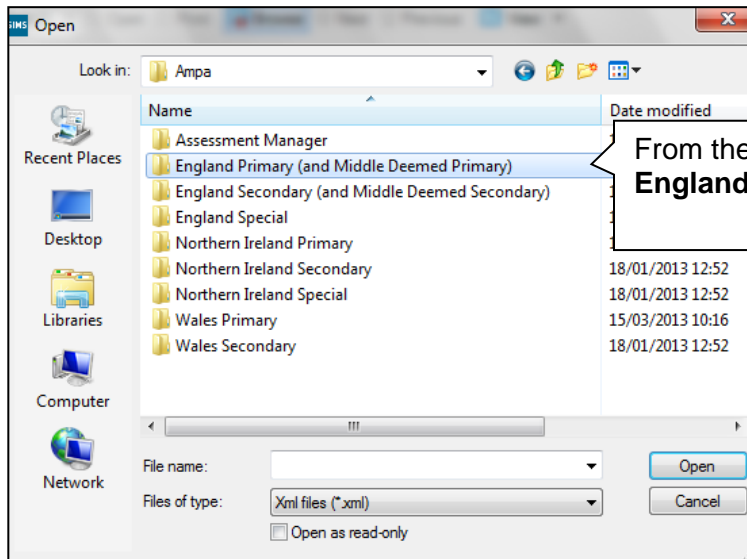
Important Note: Schools who are Capita Hosted will need to navigate to the hosted SIMS drive. **Please refer to next page. All other schools proceed to page 7.**

Capita Hosted Schools only

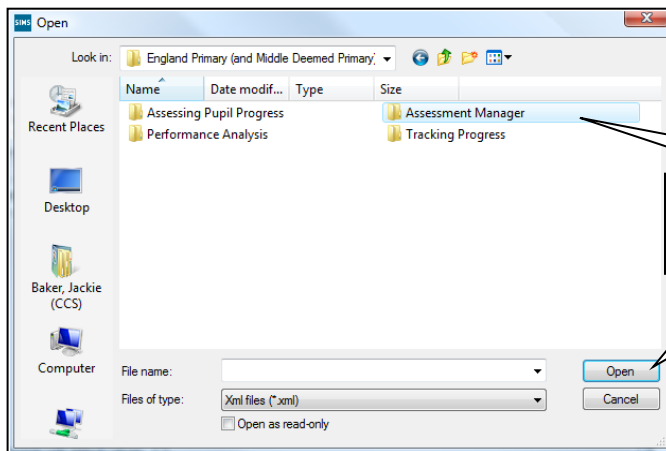


Proceed to next page.

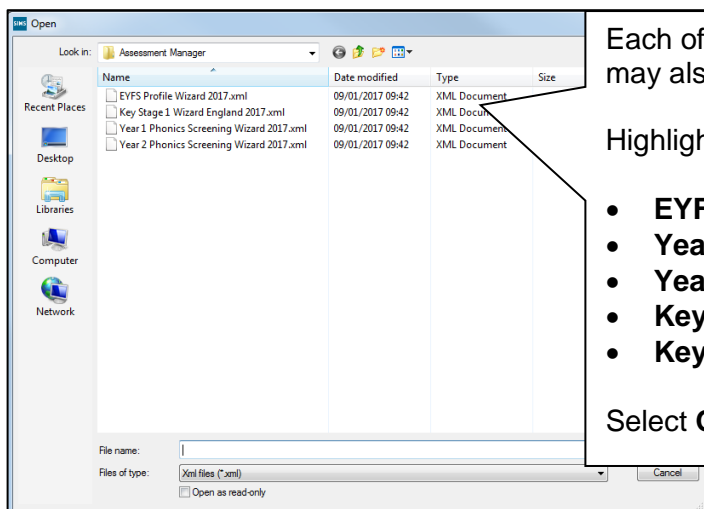
Wizard import routine



From the AMPA area, select (by double clicking); **England Primary (and Middle Deemed Primary).**



Select **Assessment Manager**, and click **Open**.

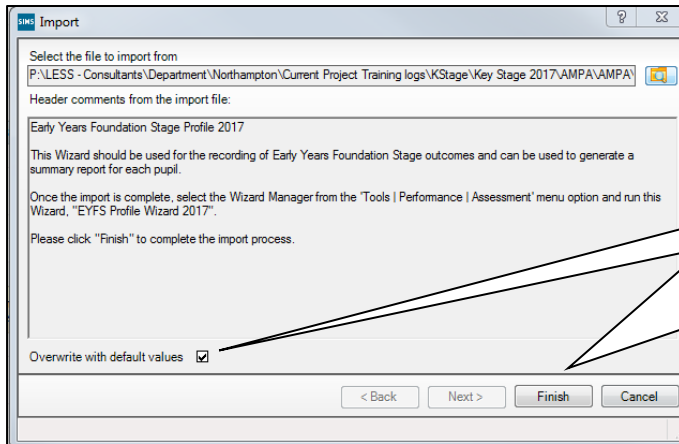


Each of the 2017 Wizards will be displayed (you may also see various other wizards on the list).

Highlight one of the following:-

- **EYFS Profile Wizard 2017**
- **Year 1 Phonics Screening Wizard 2017**
- **Year 2 Phonics Screening Wizard 2017**
- **Key Stage 1 Wizard England 2017**
- **Key Stage 2 Wizard England 2017**

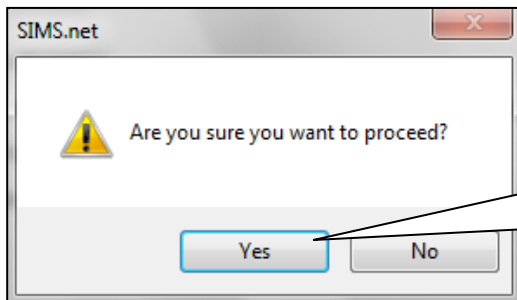
Select **Open** to proceed.



Ensure you have the **Overwrite with Default Values** box checked.

Select **Finish**.
Then **Yes** to proceed with the import

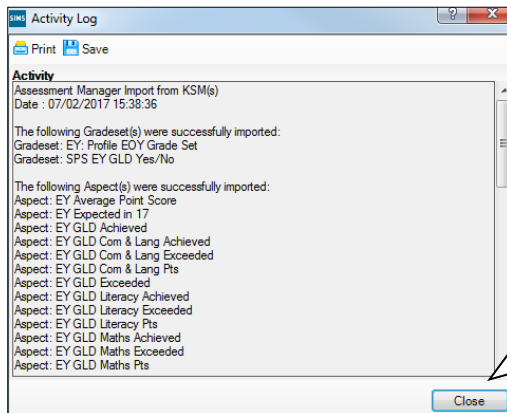
This process may take a few minutes to complete.



You will be asked to confirm that you want to proceed?

Select **Yes**.

The import will commence, this may take some time – please be patient....



When the wizard has been imported an Activity Log will be displayed.

Scroll down and check that this has all been imported correctly and if so, select **Close**.

The first Wizard has now been imported into SIMS.

IMPORTANT

Repeat the above process from page 5 – 8 until all relevant Key Stage packs have been imported to SIMS.

On completion of the above processes proceed to each relevant End of Key Stage guidance document supplied on the Capita website

www.capitaess.co.uk