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 7.180 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 2018 Key Stage Wizards

The 2018 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 7.180 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** to see the screen below.

Ensure that at least the AMPARK Resources box is ticked and select **Yes**. This will ensure that the 2018 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).

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 2018 Wizard/s are listed. All Primary Phase schools should see:

- EYFS Profile Wizard 2018
- Year 1 Phonics Screening Wizard 2018
- Year 2 Phonics Screening Wizard 2018
- Key Stage 1 Wizard England 2018
- Key Stage 2 Wizard England 2018

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

If the 2018 Wizards are present, proceed to each of the relevant End of Key Stage guidance documents supplied.

If the 2018 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.
Wizard import routine

Capita Hosted Schools only

Proceed to next page.
From the AMPA area, select (by double clicking): England Primary (and Middle Deemed Primary).

Select Assessment Manager, and click Open.

Each of the 2018 Wizards will be displayed (you may also see various other wizards and templates in the list).

Highlight one of the following:
- EYFS Profile Wizard 2018
- Year 1 Phonics Screening Wizard 2018
- Year 2 Phonics Screening Wizard 2018
- Key Stage 1 Wizard England 2018
- Key Stage 2 Wizard England 2018

Select Open to proceed.
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