



IMPORTING ALL KEY STAGE WIZARDS

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

CONTENTS

SIMS Version check	2
Permissions	2
Check SIMS for 2018 Key Stage Wizards	3
Initiating the Automated Import Process	3
Check that all Wizards have been imported correctly.	4
Importing the Key Stage Packs	5
Capita Hosted Schools only	6

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.

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 wizard. If you choose not to import these resources you may find that some features are not available. Please choose the 'yes' option to update your AMPARK 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 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)

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

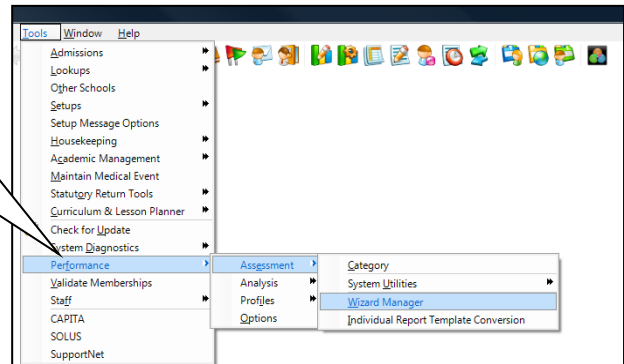
On completion you will receive an Activity log. Use the scroll bar to check that all is imported before clicking **Close**. You can also print and save if necessary.

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.



Select Wizard

Filter: All

Name	Edit Date	Complete
EYFS Profile Wizard 2017	01/10/2016	<input checked="" type="checkbox"/>
EYFS Profile Wizard 2018	01/10/2017	<input checked="" type="checkbox"/>
Key Stage 1 Wizard England 2017	01/10/2016	<input checked="" type="checkbox"/>
Key Stage 1 Wizard England 2018	01/10/2017	<input checked="" type="checkbox"/>
Key Stage 2 Wizard England 2017	01/10/2016	<input checked="" type="checkbox"/>
Key Stage 2 Wizard England 2018	01/10/2017	<input checked="" type="checkbox"/>
Year 1 Phonics Screening Wizard 2017	01/10/2016	<input checked="" type="checkbox"/>
Year 1 Phonics Screening Wizard 2018	01/10/2017	<input checked="" type="checkbox"/>
Year 2 Phonics Screening Wizard 2017	01/10/2016	<input checked="" type="checkbox"/>
Year 2 Phonics Screening Wizard 2018	01/10/2017	<input checked="" type="checkbox"/>

< Back Next > Finish Cancel

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).

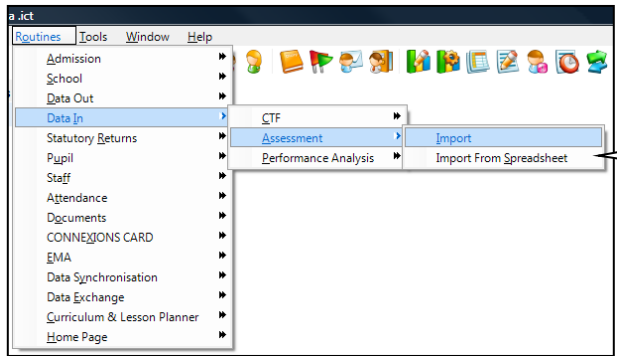
If the 2018 Wizards are present, proceed to each of the relevant End of Key Stage guidance documents supplied.

If the 2018 Wizards are *not* present continue onto the next page **Importing the Key Stage Packs.**

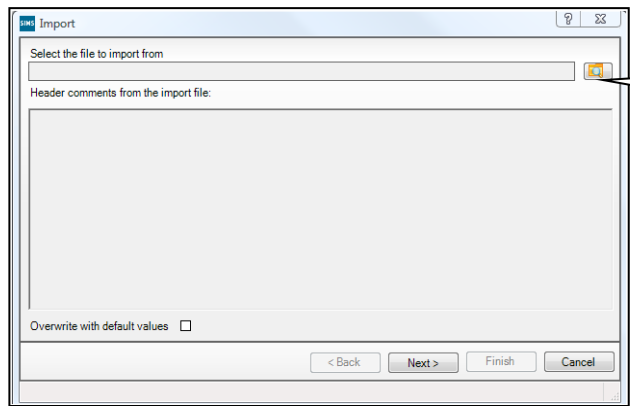
Importing the Key Stage Packs

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.

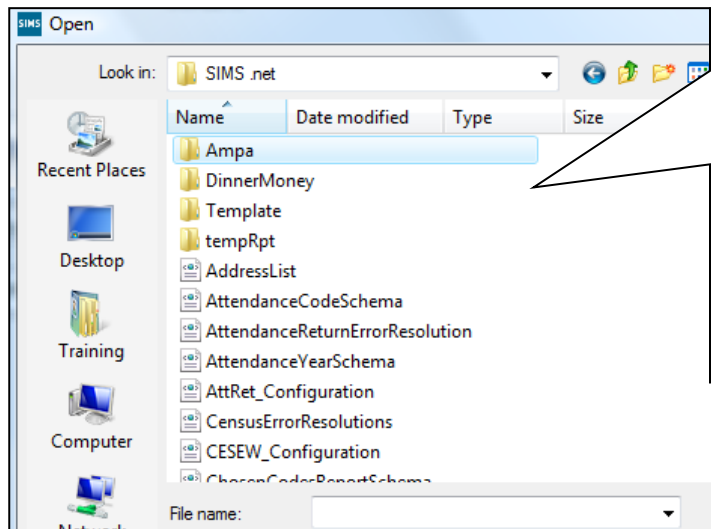
Open SIMS and log in with the appropriate access level.



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



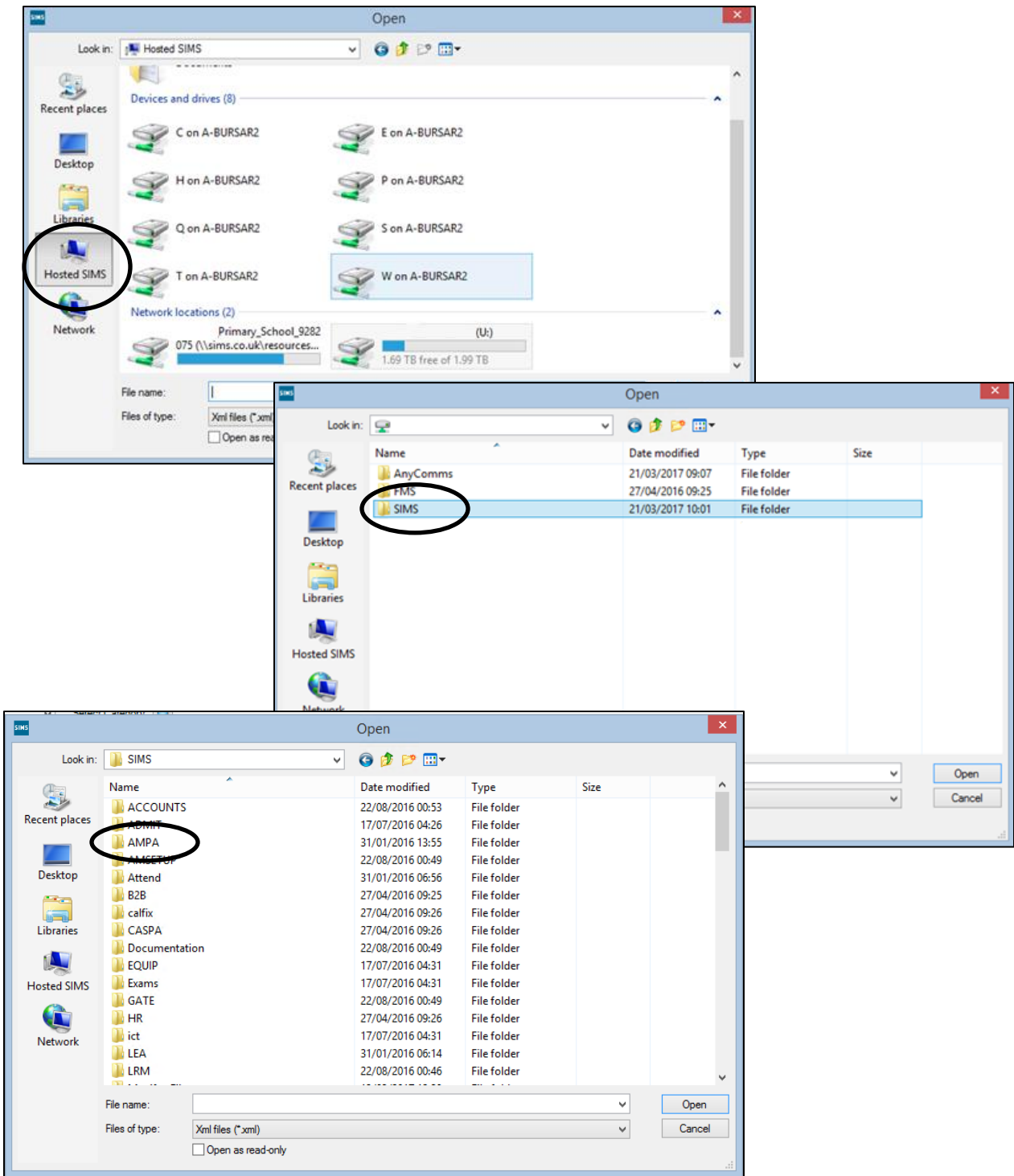
Select the file browser button.



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

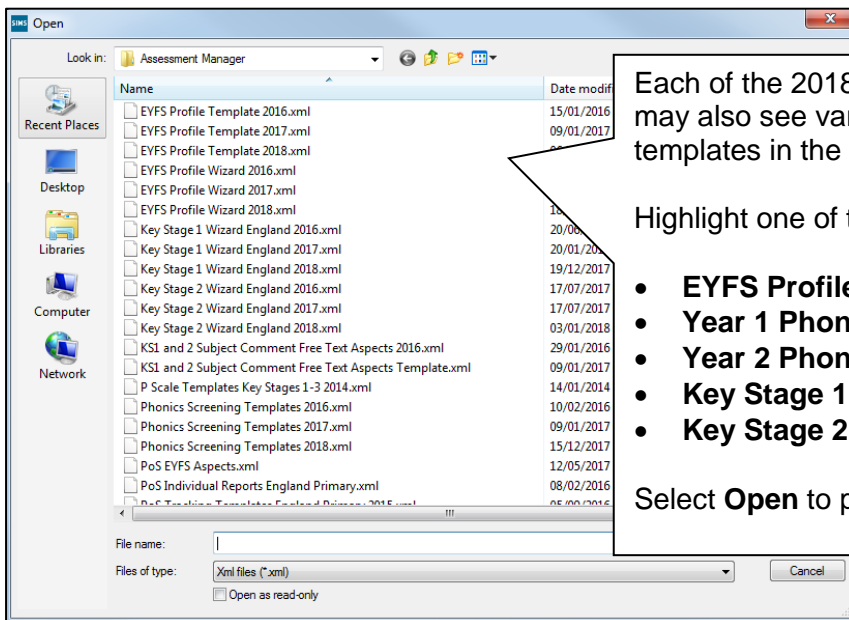
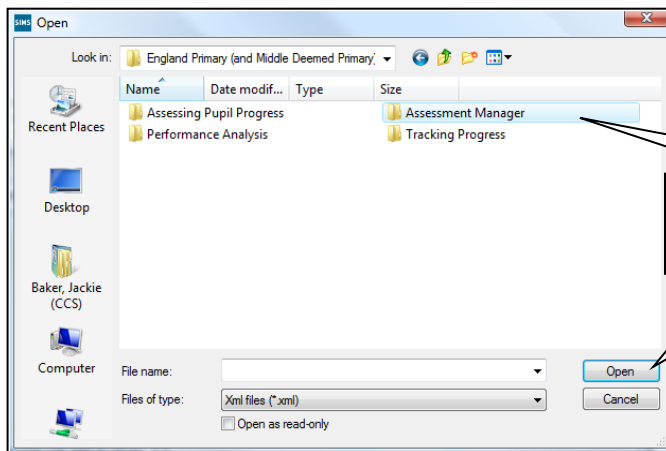
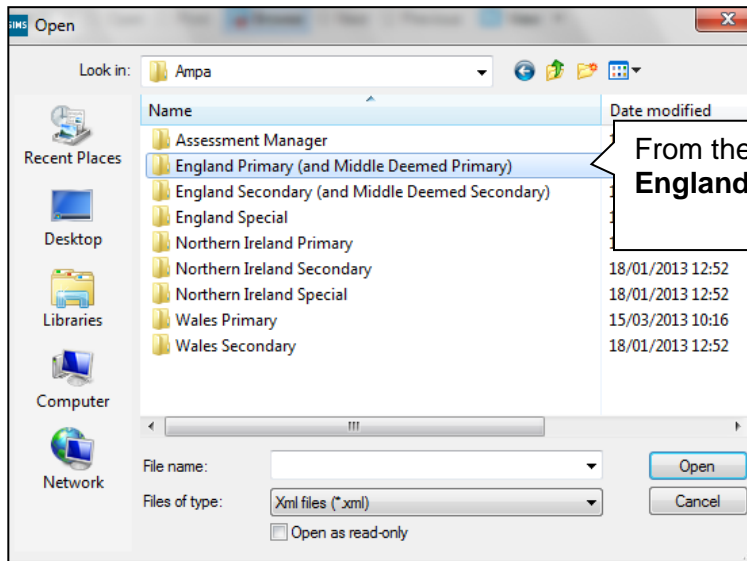
Important Note: Schools who are Capita Hosted will need to navigate to the hosted SIMS drive. **Please refer to next page. All other schools proceed to page 7.**

Capita Hosted Schools only

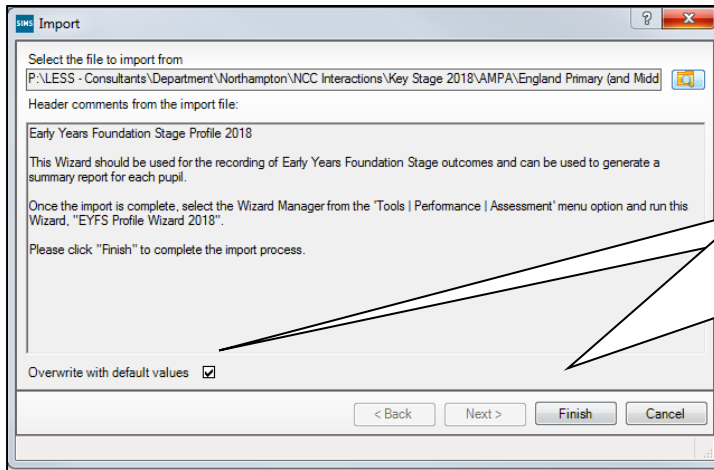


Proceed to next page.

Wizard import routine



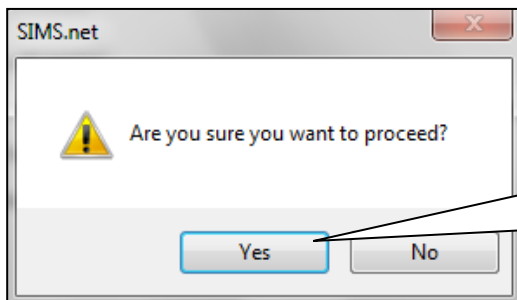
Wizard import routine



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

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

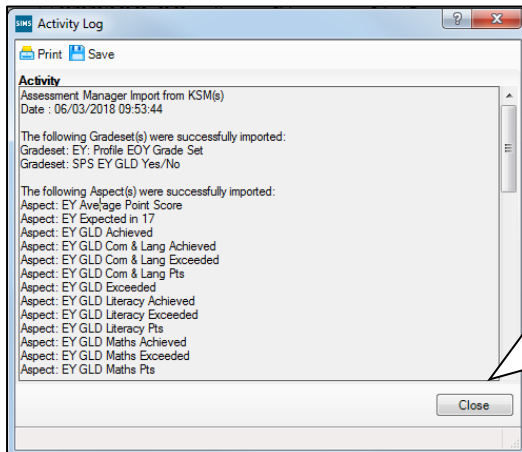
This process may take a few minutes to complete.



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