



SIMS 2011 Spring Release (Secondary Schools)

The SIMS 2011 Spring Release (7.138) includes the following new functionality:

- **Admissions**

Enhancements have been made to the areas used by Own Admissions Authority (OAA) schools in the process of ranking applicants. Enhancements have also been made to the **Import ADT File** and **Import ATF File** wizards.

- **Alternative Curriculum**

The ability to create alternative activities in order to provide individual timetables for each pupil/student has been added.

- **Assessment**

This release contains functionality to support Assessing Pupil Progress. LAs and schools can now define progress grids for any purpose, e.g. for SEN or EAL assessment.

- **Discover**

This release includes the launch of SIMS Discover. Discover will be released as a download shortly after the SIMS 2011 Spring Release and can be applied separately to this release.

This powerful visual tool uses an intuitive graphical interface, enabling you to analyse data quickly and easily.

- **InTouch**

New features include international call warning, school event reminders and auditing reports. For Behaviour, Attendance and Achievement, there is now a facility to select parameters to search the database and to send a message to the linked adults of a pupil/student who meet the entered and selected criteria.

- **Nova-T6**

Several enhancements and fixes have been made to Nova-T6, in addition to the modifications made to Nova-T6 to accommodate Alternative Curriculum.

- **Personnel**

Modifications have been made to the manner in which Pay Related Service Terms can be exchanged between SIMS Support teams and schools. The consequence is that Service Term(s) can be imported into the SIMS 2011 Spring Release, only if they have been exported from a SIMS 2011 Spring database.



- **STAR**

- **Behaviour and Achievements** – Electronic and printed report cards will now display ticks instead of crosses to indicate the achievement of a target when printing. **Awarded By** has been added to the Reporting Dictionary for Achievements. A detention, exclusion or report card can now be added from a behaviour incident without having to re-open the page.

A new Aggregated Student Conduct Summary report has been provided, which details the achievement and behaviour points for individual pupil/students in a given period. This is intended for use as a template report to resolve issues with duplication when reporting on behaviour incidents and achievements together.

- **Pupil (or Student) Teacher View** – the content of the **Quick Notes** box is now available as a tooltip. The **Pupil (or Student) Teacher View** page now includes the date of birth on the **Basic Details** tab.
- **Home Page** – a **Scheduled Detentions** panel is now available. You can now perform a quick search for all contacts in SIMS.
- Child Protection Plan replaces the Child Protection Register (CPR) label on the **Application** and **Student Details** pages and the Admissions and Student Report Dictionary (now called the Child Protection Plan Dictionary).

Statutory Returns Included with this Release

This release provides you with the functionality required to run the following returns:

- **Attendance Collection 2011**

Includes the functionality to produce the Attendance Collection 2011 for Primary and Secondary schools in Wales.

For more information, please see *Attendance Collection 2011 (Wales)* on page 18.

- **Post 16 Summer 2011 Return**

Includes the functionality to produce the Post 16 Wales Summer Return.

For more information, please see *Post 16 Summer 2011 Return* on page 31.

- **School Census Summer 2011 Return**

Includes the functionality to produce the School Census Summer 2011 Return. Enhancements have been made to the **Learning Aims** panel, enabling you to edit the Learning Aims fields.

For more information, please see *School Census Summer 2011 Return* on page 32.

Important Information



From the SIMS 2011 Spring Release onwards, both SIMS and FMS are supported on Windows 7 and Microsoft Office 2010 (32-bit only) and SQL Server 2008 R2.

Important Information for Microsoft® Office 2010 Users Regarding SIMS Reports

A number of reports provided by SIMS (via **Reports | Run Report**) provide their output in Microsoft® Excel format. If you are using Microsoft® Office 2010, some of these reports are displayed in read-only format and therefore the buttons are disabled, even when you select the **Enable Content** option.

Two Excel spreadsheets are displayed on the Taskbar at the bottom of the screen. Closing the read-only Excel spreadsheet (where the buttons are disabled) enables the second spreadsheet to be displayed.



IMPORTANT NOTE: *This issue affects Microsoft® Office 2010 users only. All other supported versions of Microsoft® Office are not affected by this issue.*

For more information on resolving this issue, please refer to KB107530 on Web Support.

Information for Microsoft® Office 2010 (64-bit Edition) Users Regarding Quick Letters

There is currently an issue regarding the use of Quick Letter functionality in SIMS if you are using Microsoft® Office Word 2010 (64-bit Edition only).

If you attempt to produce a Quick Letter in SIMS (for example, by clicking the **Quick letter** hyperlink in the **Links** panel on the **Pupil** (or **Student Details**) page), the following error message will be displayed:

**Microsoft Visual Basic Applications
Compile Error**

The code in this project must be updated for use in 64-bit.

To resolve this issue, a replacement Quick Letter template must be used. Many schools choose to refine the original `QuickLetterTemplate.doc` file so that it better suits their needs, e.g. the school logo may be added to the header, etc.

To preserve any changes that a school may have made to their Quick Letter template, we have provided another template named `QuickLetterTemplate-Office2010.doc`. Typically, this template can be found in the `\Program Files\SIMS\SIMS .net` folder on a SIMS workstation.

To enable the new template when creating Quick Letters in SIMS:

1. Rename the original template (QuickLetterTemplate.doc) to QuickLetterTemplate_OLD.doc, for example, or move it to an alternative location.
2. Update the Microsoft® Office 2010 compatible template (QuickLetterTemplate-Office2010.doc) with any changes you have made in the past to the original QuickLetterTemplate.doc template, to ensure that the new template has the identical look and feel.
3. Close Microsoft® Word.
4. Rename the edited, Office 2010 compatible template (QuickLetterTemplate-Office2010.doc) to QuickLetterTemplate.doc so that SIMS accesses this file when a Quick Letter is produced.
5. Copy the Office 2010 compatible template (now called QuickLetterTemplate.doc) to the \Program Files\SIMS\SIMS .net folder on any SIMS workstations from which Quick Letters may be produced, to ensure that every user produces similarly styled letters.



IMPORTANT NOTE: *These instructions apply also to the QuickLetter-Template-Enquiry.doc template, for which a 2010 compatible version (QuickLetterTemplate-Enquiry_2010) has also been provided.*

Generic Reporting

The content of the report output generated by clicking the **Print** button on any browser or detail page in SIMS displays only the information that is visible on-screen.

For example, from the **Detention Details** page (**Focus | Behaviour Management | Maintain Detentions**), clicking the **Print** button produces a report containing only the information displayed on this screen.

B2B – Compatibility Between One and SIMS

As part of the SIMS 2011 Spring Release, we have undertaken full testing of both B2B: Student and B2B: Personnel to ensure compatibility with One.

The following table indicates the compatibility between SIMS and One from the SIMS 2010 Autumn Release to present.

One Release Version		
3.41 (Autumn 2010)	3.42 (December 2010)	3.43 (March 2011)

SIMS Release Version	7.136 (Autumn 2010)	✓	✓	x
	7.138 (Spring 2011)	x	✓	✓

Version Support for FMS

The FMS support arrangements depend on the supported versions of SIMS where Personnel Links is being used. Support for FMS SQL Server is detailed in the following table.

Release	SIMS Version	FMS Version	FMS with Personnel Links	FMS without Personnel Links
Current version	7.138	6.138	6.138	6.138
Minimum version	7.136	6.128	6.136	6.128

SLG Compatibility

SLG is guaranteed to support the previous two releases of SIMS, inclusive of any release it is shipped with.

Supported SIMS Versions with SLG Spring Release

The SIMS Learning Gateway Spring Release can be used alongside the following versions of SIMS:

- SIMS 2011 Spring Release (SIMS 7.138)
- SIMS 2010 Autumn Release (SIMS 7.136)



IMPORTANT NOTE: *If you install the SIMS 2011 Spring Release (SIMS 7.138) and continue to run an older release of SLG, this is not guaranteed to work and is therefore not supported.*

Supported SIMS Versions with PX Autumn Release

The SIMS PX Agent should be upgraded to the PX 2011 Spring Release immediately after, or in conjunction with, upgrading to the SIMS 2011 Spring Release.



IMPORTANT NOTE: *If you install the SIMS 2011 Spring Release (SIMS 7.138) and continue to run an older release of the PX Agent, this is not guaranteed to work and is therefore not supported.*

Acrobat Reader 8 and the SIMS 2011 Summer Release

Adobe® Reader version 8 or above must be installed before you can read any of the user documentation.



NOTE: If you already have Adobe Reader version 8 or above installed, it is not necessary to upgrade to a later version in order to read the user documentation.

Included in this Release

This release includes new features, fixes and enhancements in the following areas:

- Academic Management
- Admissions
- Alternative Curriculum
- Assessment
- Attendance
- B2B
- Course Manager
- Cover 7
- Curriculum Reports
- Discover
- Examinations Organiser
- InTouch
- Lesson Monitor
- Nova-T6
- Personnel
- Post 16 Summer 2011 Return
- Profiles
- Reporting
- School Census Summer 2011 Return
- SIMS Learning Gateway
- SOLUS³ Phase 3
- STAR 7
- Technical



Academic Management

New Features

This release includes the following new feature:

- In Curriculum Assignment by Student, the new **Add Activity** button enables an Alternative Curriculum activity to be added to a pupil/student's curriculum. SIMS indicates the time frame when this activity is available and you can select specific periods for the individual pupil/student to attend. The resolution of simple timetable clashes and the withdrawal from normal lessons is carried out automatically. Other areas of SIMS have also been modified to incorporate the inclusion of classes that are not linked to a specific National Curriculum Year.

For more information, please refer to the *Alternative Curriculum* handbook.

Admissions

New Features

This release includes the following new features:

OAA Basic Licence

- **Resizing the Import ADT File Wizard and the Import ATF File Wizard**
Routines | Admission | Import ADT File and **Routines | Admission | Import ATF File**

The **Import ADT File** and **Import ATF File** wizards can be resized by clicking and dragging any edge or corner of the wizard, enabling more information to be displayed on-screen.

- **Printing Contact Details in the Import ADT File Wizard and the Import ATF File Wizard**

Routines | Admission | Import ADT File and **Routines | Admission | Import ATF File**

Contact details can now be printed from the **Import ADT File** and **Import ATF File** wizards.

- **Printing the Application Criteria for Applicants**

Routines | Admission | ASL Data Entry

It is now possible to print the application criteria for applicants displayed when using Basic ASL Entry.

- **Display of Distance from School Information from Basic ASL Entry Routines | Admission | ASL Data Entry**

Distance from School information is now displayed when viewing application details in Basic ASL Entry.

For more information, please refer to the *Creating Intake and Admission Groups and Importing ADT Files* and the *Accepting and Admitting Applicants* chapters of the *SIMS Admissions Code of Practice Own Admissions Authority Basic Licence* handbook.

OAA Full Licence

- **Resizing the Import ADT File Wizard and the Import ATF File Wizard Routines | Admission | Import ADT File and Routines | Admission | Import ATF File**

The **Import ADT File** and **Import ATF File** wizards can be resized by clicking and dragging any edge or corner of the wizard, enabling more information to be displayed on-screen.

- **Printing Contact Details in the Import ADT File Wizard and the Import ATF File Wizard**

Routines | Admission | Import ADT File and **Routines | Admission | Import ATF File**

Contact details can now be printed from the **Import ADT File** and **Import ATF File** wizards.

For more information, please refer to the *Creating Intake and Admission Groups and Importing ADT Files* chapter in the *SIMS Admissions Code of Practice Own Admissions Authority Full Licence* handbook.

- **Display of Distance from School Information when Recording Application Criteria**

Routines | Admission | Record Application Criteria

Distance from School information is now displayed when viewing application details.

For more information, please refer to the *Importing ADT Files, Ranking Applications and Exporting ASL Files* chapter and the *Importing ATF Files, Accepting and Admitting Applicants* chapter of the *SIMS Admissions Code of Practice Own Admissions Authority Full Licence* handbook.

Fixes

This release includes a fix in the following area:

- For Independent Schools only, a document with a **Type** of **Letter** can now be attached and recorded correctly using the **Attached Documents** panel on the **Enquiry Details** page (via **Focus | Admission | Enquiry**).

Alternative Curriculum

The SIMS Spring 2011 Release introduces Alternative Curriculum functionality, which enables you to create Alternative Curriculum activities on the timetable and assists with the assignment of the activities to the chosen lessons on the pupil/student's timetable.

The implementation of Alternative Curriculum has an impact on various areas of SIMS and Nova-T6 so schools that want to use this new functionality are strongly advised to refer to the *Alternative Curriculum in SIMS* handbook. To ensure that its introduction is managed appropriately, a period of consultation in your school is recommended.

Alternative Curriculum activities are not part of a pupil/student's normal curriculum and tend to be scheduled on a different basis from normal classes. They are populated by pupil/students on a lesson by lesson basis within a specific lesson date range.

In Nova-T6, Alternative Curriculum schemes are scheduled without an associated National Curriculum year. Staff and rooms can be assigned within Nova-T6 but if the activity needs to be flexible, e.g. for a study period, this is not necessary.

In SIMS, you can assign the Alternative Activities to pupil/students via Curriculum Assignment by Student. The timetable reflects that the pupil/student is attending these activities instead of their normal curriculum lesson.

The new Alternative Curriculum schemes are accessible to all year groups and are created with an alternative course, subject and a level, which gives them a structure that enables them to be used in a flexible way in SIMS.



IMPORTANT NOTE: *Users of Maintenance Datasets should be aware that Alternative Curriculum schemes are treated in the same way as other new schemes when a Maintenance Dataset is created, i.e. if Alternative Curriculum schemes are not present in the SQL data at the beginning of the maintenance dataset date range, they will not be loaded. If this dataset is subsequently exported to SQL, the Alternative Curriculum schemes that start later than its start date will be deleted.*

For more information, please refer to the *Alternative Curriculum in SIMS* handbook.

Assessment

New Features

- **Assessing Pupil Progress (APP) and Pupil Progress Grids**

Pre-defined Progress Grid templates are provided for Assessing Pupil Progress in all subjects at Key Stages 1 – 3 for which National Strategies guidelines are available (namely ICT, Maths, Science, Reading, Writing and Speaking & Listening). These are primarily intended for English schools. However, the templates may also be used in Wales or Northern Ireland, either as they stand or as an example demonstrating the functionality of the Progress Grids.

The APP grid templates are not provided automatically. Instead, they are available from the AMPA folder or from AMPARK because not all schools are following the APP process and some schools may already have resources in place. They can be imported into SIMS via **Routines | Data In | Assessment | Import**.

Alongside the new APP grid templates, Capita SIMS has also provided APP marksheet templates, which enable group assessment of the APP criteria and provide an overview of group progress. The APP marksheet templates will update automatically from the APP grids or vice versa, as both rely on assessment aspects, result sets and grade sets.

Additional changes to SIMS Assessment to support the new Progress Grid functionality include:

- **Aspects New Progress Grid Flag** – only designated Progress Grid aspects can be linked to bullet points in Progress Grids. They will be designated automatically if they have been created via the Progress Grid template.
- **Grade Sets** – a new colour attribute can be attached to grades. This can be used only with Progress Grid aspects for bullet points within Progress Grids. The colour will not link to marksheets or individual reports, to avoid clashes with existing Assessment functionality.

- The CES Assessment Services System Category **Progress Grid** enables you to filter for these aspects in the **Find Aspect** browser.
- Changes have been made to the rules regarding the deletion of result sets, grade sets and aspects.
- The **Mark a selection of Aspects as Progress Grid Aspects** option (via **Tools | Performance | Assessment | System Utilities | Aspects**) can be used if schools or LAs have already created aspects and wish to use them with the new Progress Grid functionality.
- Two additional options are available via **Tools | Performance | Options**. **View Progress Grid Aspects** enables Progress Grid aspects to be hidden in the **Find Aspect** browser and the **Student Assessment Results Detail** page. **Export in V7** accommodates the import and export of templates at different SIMS versions.
- Changes to the export and import routines, enabling the export of the new aspect flag in Assessment and PX Schema.

AMPA Structure

The following has been revised on the AMPA Structure:

- **England Primary (and Middle Deemed Primary) | Assessing Pupil Progress | Grid Templates**

This contains one file (`CCS APP Grid Template - Primary`), in which each of the subjects are contained in separate tabs.

- **England Primary (and Middle Deemed Primary) | Assessing Pupil Progress | Marksheet Templates**

This contains CCS APP marksheet templates for ICT, Maths – Primary, Reading, Science, Speaking & Listening and Writing.

- **England Secondary (and Middle Deemed Secondary) | Assessing Pupil Progress | Grid Templates**

This contains one file (`CCS APP Grid Templates - Secondary`), which contains separate APP templates for each of the above subjects.

- **England Secondary (and Middle Deemed Secondary) | Assessing Pupil Progress | Marksheet Templates**

This contains CCS APP marksheet templates for ICT, Maths – Secondary, Reading, Science, Speaking & Listening and Writing.

Fixes

This release includes fixes in the following areas:

- When a pupil/student is a member of multiple classes of the same course, the **Class** column in the Marksheet now displays the correct class (via **Focus | Assessment | Template**).
- It is now possible to select an aspect that you wish to associate with a marksheet template without a degradation in system performance (via **Focus | Assessment | Template**).
- The correct values are now retrieved for grade sets containing multiple grades of the same value (via **Focus | Assessment | Marksheet Entry**).
- The addition of a note to a cell in a marksheet no longer has an adverse effect on results entered elsewhere in the marksheet (via **Focus | Assessment | Marksheet Entry**).
- If meal information is displayed on a marksheet, the correct detail is now included in marksheets exported using System Utilities (via **Tools | Performance | Assessment | System Utilities | Marksheets**).
- The correct year groups are now displayed for pupil/students when hovering over their name in a tracking grid (via **Focus | Assessment | Tracking Grids**).
- The first grade in the list is no longer obscured by text when printing grade sets (via **Focus | Assessment | Grade Set**).

Attendance

New Features

This release includes the following new features:

- **Selecting Group Types**

Many routines, e.g. editing marks, dealing with missing marks, running reports, etc. include the option to select a group type. Two new options are available from the **Group Type** drop-down list – **Alternative Curriculum** and **Discover**.

User-defined groups can be created in Discover for use in SIMS. These groups are available by selecting **Discover** from the **Group Type** drop-down list.

For more information, please refer to the *Additional Information* chapter in the *Attendance in SIMS* handbook.



Fixes

This release includes fixes in the following areas:

- Inset days are now displayed correctly when viewing OMR Registration Sheets (via **Routines | Attendance | OMR Entry | Read OMR Registration Sheet**).
- Registration groups that do not have a registration tutor now display correctly in Take Register (via **Focus | Attendance | Take Register**).
- The correct number of possible attendances are now displayed for classes with multiple teachers and/or rooms (via **Focus | Attendance | Display Marks**).
- N codes that are entered in Take Register are now displayed for all pupil/students in Edit Marks (via **Focus | Attendance | Edit Marks**).
- The permissions for an Administration Assistant have been corrected in the Attendance area.
- For schools in Wales, following the application of the new Welsh Attendance Code changes, the **X** code can now be entered via Take Register and Edit Marks. It is no longer possible to enter the **Z** code via these routes (via **Focus | Attendance | Take Register** and **Focus | Attendance | Edit Marks**).

B2B

Fixes

This release includes a fix in the following area:

- Duplicate records are no longer returned for pupil/students and it is therefore possible to carry out suspense processing (via **Routines | Data Exchange | B2B Student | Suspense Processing**).

Course Manager

New Features

This release includes the following new feature:

- **Automatic Update to Course Memberships**

A change has been made to the way student course memberships are updated in Curriculum Assignment by Student (via **Focus | School | Academic Structure | Curriculum Assignment by Student**). On saving a membership change for standard or alternative curriculum courses, SIMS updates the membership of the course linked to the class automatically. However this is for the particular student only and relates only to the specific scheme that is being edited. This was introduced as part of changes for Alternative Curriculum to ensure that the alternative courses are available in the SIMS Performance area.

For more information, please refer to the *Managing Courses* chapter in the *Managing Courses in SIMS* handbook.

Fixes

This release includes a fix in the following area:

- For schools in Wales, the **ULN** column is now visible in the **Members** panel of the **Course Details** page for schools in Wales (via **Tools | Academic Management | Course Manager | Maintain Course**).

Cover 7

Enhancements

This release includes enhancements in the following areas:

- The Classes Impacted by Absence Analysis report enables the selection of groups based on Alternative Curriculum schemes.

For more information, please refer to the *Creating Outputs and Reports* chapter in the *Cover 7 in SIMS* handbook.

- The **Declare Suspension Rules** page displays the corresponding elements for Alternative Curriculum groups.

For more information, please refer to the *Setting up Reasons, Rules, Rotas and Other Settings* chapter in the *Cover 7 in SIMS* handbook.

- The **Cover Diary** displays scheduled Alternative Curriculum classes that require the allocation of either a staff member or a room.

For more information, please refer to the *Understanding the Cover Diary* chapter in the *Cover 7 in SIMS* handbook.

- Alternative Curriculum subjects can be selected and assigned to staff members in the **Classroom Information** panel of the **Classroom Staff Details** page.

For more information, please refer to the *Setting up Staff, Organisations and Working Patterns* chapter in the *Cover 7 in SIMS* handbook.

Fixes

This release includes fixes in the following areas:

- The Classes Impacted by Absence report now displays the correct number of covers (via **Tools | Cover | Impact Summaries | Classes Impacted by Absence**).
- The correct room details are now displayed on the Cover Arrangements HTML report (via **Focus | School | Arrange Cover**).
- When a class has been suspended, a teacher is no longer displayed as available for cover (via **Focus | School | Arrange Cover**).
- Unassigned supply staff no longer display as inactive (via **Tools | Cover | Organisations and Bookings | Manage Organisations**).
- When running the Detect Timetable Changes routine, the notification message now displays the correct spelling of the word *amendments* (via **Tools | Cover | Detect Timetable Changes**).
- It is now possible to edit the start time of an absence and save the details (via **Focus | Person | Staff**).

Curriculum Reports

Fixes

This release includes fixes in the following areas:

- When viewing the Staff Timetable report, page numbers are now displayed correctly when you elect to view two timetables to a page (via **Reports | Timetables | Staff Timetable(s)**).
- If you elect to view two timetables to a page, this setting is retained and selected by default the next time a timetable report is run (via **Reports | Timetables**).
- Non-class codes scheduled for non-teaching periods can now be viewed on the Non-class code Timetable report (via **Reports | Timetables | Non-class code Timetable(s)**).
- When the Effective Date is changed on the Class List report, the correct information is now displayed in any additional columns you have chosen to display (via **Reports | Student List | Class List**).
- All Student List reports now display the Preferred Surname rather than the Legal Surname (via **Reports | Student List**).
- Periods are no longer duplicated on timetables where there is a two week timetable cycle (via **Reports | Timetables | Student Timetable(s)**).

Discover

SIMS Discover enable schools to analyse the data held in their SIMS database and to display the results in a variety of graphical formats, e.g. bar graphs, progression line graphs, pie charts, Venn diagrams, etc.

SIMS Discover draws the data from a data warehouse, which is an extract of the SIMS SQL database. The Discover data warehouse is designed to manage a high level of data traffic so that several graphs can be created and viewed at the same time for the purposes of data comparison. It is possible to drag and drop various data items from one graph on to another to create a compilation graph, such as a Venn diagram.

For more information, please refer to the *Discover Technical* handbook, the *Discover Installation Guide* and the *Discover User Guide*.

Examinations Organiser

Fixes

This release includes fixes in the following areas:

- The figures in the exported Performance Tables report are now calculated correctly and match those in the printed output (via **Reports | Results | Performance Tables**).
- The performance of the PI Data Collation routine has been optimised (via **Focus | PI Values | PI Data Collation**).
- An arithmetic overflow message is no longer displayed when the PI Data Collation routine is running, you click out of the screen then click back in (via **Focus | PI Values | PI Data Collation**).
- The performance of the Element/Component Results report has been optimised (via **Reports | Results | Element/Component Results**).
- An error no longer occurs when exporting examination results (via **Reports | Results | Export Results**).
- An error no longer occurs when running the Element/Component Results report (via **Reports | Results | Element/Component Results**).
- The default JC M Result grade set has been attached to levels L1, L2 and L3 for the NVQ qualification so that NVQ is now listed as a level when entering external examination results (via **Tools | External Results | Manual Entry**).
- BTEC Level 2 awards are now worth 46 points and a whole GCSE at A*-C (via **Focus | PI Values | Edit PI Data**).
- All imported examination results are now visible via the **Student Examination Results Detail** page (via **Focus | Pupil (or Student) | Pupil (or Student) Details | Examinations**).
- Unit elements for dimorphs now import correctly (via **Tools | Import Results & Enrolments**).

InTouch

New Features

This release includes the following new features:

- **Failed Outbound Messages Report**

Reports | InTouch | Failed Outbound Messages

The Failed Outbound Messages report provides information on any messages sent to external sources (SMS or email) that have failed to send or are pending transmission (i.e. they are currently in a queue).

For more information, please refer to the *Producing Reports in SIMS InTouch* chapter in the *SIMS InTouch* handbook.

- **Message Report**

Reports | InTouch | Messaging Audit

The Messaging Audit report provides details of all messages sent to, and received by, SIMS. A number of report filters are provided, enabling you to determine the communication methods on which you wish to report, the users who sent messages, etc.

For more information, please refer to the *Producing Reports in SIMS InTouch* chapter in the *SIMS InTouch* handbook.

- **Producing a Hyperlink or an Image into a Message Template or Message**

Hyperlinks and images can now be inserted into a message template or a message.

For more information, please refer to the *Sending General Messages* chapter in the *SIMS InTouch* handbook.

- **Sending School Event Message Reminders**

Focus | School | School Diary

A message can be sent regarding a school event recorded in the School Diary. If a reminder has been added to the school event, a message will be displayed in the **My Reminders** panel on the SIMS **Home Page**.

For more information, please refer to the *Managing System Generated Messages* chapter in the *SIMS InTouch* handbook.

- **Sending a Percentage Attendance Notification Message**

Focus | Attendance (or Lesson Monitor) | Send Percentage Attendance Notifications (InTouch)

Messages can be sent to parental contacts and other interested contacts regarding a pupil/student's school attendance. This enables your school to increase awareness among parental contacts of their child's attendance.

For more information, please refer to the *Managing System Generated Messages* chapter in the *SIMS InTouch* handbook.

- **Sending an Achievement Notification Message**

Focus | Behaviour Management | Achievement Notifications (InTouch)

Messages can be sent to parental contacts and other interested contacts when a pupil/student has been commended with an achievement award. This enables your school to increase awareness among parental contacts of their child's conduct.

For more information, please refer to the *Managing System Generated Messages* chapter in the *SIMS InTouch* handbook.

- **Sending an Applicant Message**

An Applicant Message can be created from a number of areas in SIMS and is therefore linked automatically to the selected pupil/student's record.

For more information, please refer to the *Sending General Messages* chapter in the *SIMS InTouch* handbook.

Lesson Monitor

New Features

This release includes the following new features:

- **Selecting Group Types**

Many routines, e.g. editing marks, dealing with missing marks, running reports, etc. include the option to select a group type. Two new options are available from the **Group Type** drop-down list – **Alternative Curriculum** and **Discover**.

User-defined groups can be created in Discover for use in SIMS. These groups are available by selecting **Discover** from the **Group Type** drop-down list.

For more information, please refer to the *Additional Information* chapter in the *Lesson Monitor in SIMS* handbook.

Fixes

This release includes fixes in the following areas:

- The correct number of possible attendances are now displayed for classes with multiple teachers and/or rooms (via **Focus | Lesson Monitor | Display Marks**).

- N codes that are entered in Take Register are now displayed for all pupil/students in Edit Marks (via **Focus | Attendance | Edit Marks**).
- Marks are now copied across multiple periods if the class name, teacher and room are the same (via **Focus | Lesson Monitor | Take Register**).
- The permissions for an Administration Assistant have been corrected in the Lesson Monitor area.
- For schools in Wales, following the application of the new Welsh Attendance Code changes, the **X** code can now be entered via Take Register and Edit Marks. It is no longer possible to enter the **Z** code via these routes (via **Focus | Lesson Monitor | Take Register** and **Focus | Lesson Monitor | Edit Marks**).

Nova-T6

New Features

This release includes the following new feature:

- **Alternative Curriculum Groups**
A new **Alternative Curriculum Groups** dialog has been provided in Nova-T6 to enable the definition and scheduling of non-year group related structures. The blocks have a single class that lasts for a single period and they are not seen on the Curriculum Model, or on the normal scheduling screens. Although they only last for one period, a series of blocks can be scheduled at a range of periods, and Nova- T6 recognises that the series relates to a single activity, e.g. Extra English.

Enhancements

This release includes enhancements in the following areas:

- The **Subject rooms** dialog (via **Plan | Subject Rooms**) has now been replaced by a chooser to enable the selection of multiple rooms.
- It is now possible to add three characters in the **HOD** column of the **Add/Edit Subject** dialog (via **Plan | Subjects**).
- It is now possible for the One-Per-Day settings of a block to be carried forward to a new dataset (via **Data | Transfer Curriculum**).
- It is now possible for block and class levels to be carried forward to a new dataset (via **Data | Transfer Curriculum**).
- The **Facilities** timetable now includes a **Total** column, indicating the number of facilities remaining (via **Timetable | New | Facilities Timetable**).
- By default, non-teaching periods are no longer displayed on a timetable (except on non-class code timetables). Non-teaching periods can be displayed by clicking the **Show/Hide** button on the timetable.

- When an unscheduled unit is dragged from the row heading of the Build Grid on the **Block** page, the Timetable cells show potential facility clashes with a red Square (in a white cell). Similarly, if a Cluster session is dragged from the Build or Pending Grid, the Build cell shows potential facility clashes (in a white cell) with a red square.
- The **Select Subjects** dialog has been added (via **Tools | Allocate Rooms**), enabling you to make a selection from the list of active subjects for which classes already exist. This dialog is also available via **Tools | New (or Recent) | Classes without Rooms**, by clicking the **Subject Filter** button.
- If two classes have been given the same PX GUID then the Duplicate GUID is displayed on the **Duplicate Class Names** report (via **Reports | Duplicate Curriculum Names**) and submission of the dataset is prevented until the duplicate GUID is rectified.
- For users with a two week cycle, there is now an option to display week two below week one (if the number of days in the cycle is an even number of eight or more) by selecting **Bands | Week 2 Under Week 1**.
- It is now possible to calculate the departmental allocations from the plan and retrospectively set the departmental totals accordingly (via **Plan | Teacher Departments**).
- When printing from the **Model** page, it is now possible (via the **Print** dialog) to split the Model diagram across two pages or more, as required. The diagram can also be copied to the clipboard.
- When loading a local dataset (via **Data | Load Dataset**) the **Dataset** column can now accommodate longer file names.
- The following enhancements have been made to the Group schedule (via **Block | Group Mode**):
 - A **Clash** list is now displayed between **Pending Sessions** and **Timetable** to indicate that the teacher of the session is in use with one of the other groups in the same block.
 - Scheduled blocks are outlined by a blue border.
 - A thick black border indicates where other sessions of the same class have been scheduled.
 - As sessions are scheduled, they are moved from the **Pending Sessions** list. A **Show All Sessions** check box enables you to see the details of these scheduled sessions.
 - If you click and hold the mouse on any pending or scheduled session, the bottom of each timetable cell shows the timetable commitment of the main teacher allocated to the session. This functionality may be deactivated by deselecting the **Show Staff Clashes in Cells** check box, if required.

- If you click and hold the mouse on any empty timetable cell, then the timetable commitment of the main teacher allocated on each pending and scheduled sessions is shown in an additional **Clash** column.
- Potential and actual overloading of a facility is displayed by a red background and the text **FACL** in the **Clash** column (when clicking and holding on a timetable cell) and in the timetable cells, by a small red square (when clicking and holding on a pending or scheduled session).
- It is possible to display a teacher timetable by selecting Ctrl + click on a teacher's code in either the **Scheduled Sessions** list or a **Timetable** cell.

Fixes

This release includes fixes in the following areas:

- You can now delete a period on the **Cycle** page that contains a single group assigned to a single all day session.
- When a year group is the source year for two separate derived years, the figures on the **Model** page now display as an overflow if the allocations exceed the maximum allowed.
- The **Selection Timetable** dialog (via **Timetable | New | Selection**) now displays the period numbers in place of period names.
- The List of classes for subject(s) report now displays the correct figures where a cluster is split into two classes of the same subject, each with its own teacher.
- Any selection made in the **Upd** column in the **Edit Staff** dialog is now retained.
- When editing a timetable, the focus now remains in the edited cell.
- When using dual monitors (configured via **Timetable | Settings**), the timetable **Print Preview** now displays correctly.
- The **Title** field on the timetable **Print Preview** page is now populated with a default title and can be edited, if required. A new **Undo** button has also been included to enable you to return to the default text.

Personnel

Enhancements

This release includes an enhancement in the following area:

- Additional characters can now be entered in the **Apartment** field in the **Address** panel, enable the details to be transferred via B2B Personnel.

Fixes

This release includes a fix in the following area:

- Where a staff member's address includes an invalid character (e.g. £) in the **Apartment** field, it is now possible to edit this character (via **Focus | Person | Staff**).

Profiles

Fixes

This release includes a fix in the following area:

- When Microsoft® Word is closed once a Profiles template has been saved and cloned, the message displayed has been changed to **Processing** (via **Focus | Profiles | Session Manager**).

Reporting

Enhancements

This release includes an enhancement in the following area:

- The **Conduct** area has been added to the Reporting Dictionary, preventing a range of behaviour reports from timing out. It also allows for a total points reporting function and is located under **Focus | Student | Conduct** (via **Reports | Design Report**).

Fixes

This release includes fixes in the following areas:

- Visits can now be included in reports where the date of the visit is other than today's date (via **Reports | Run Report**).
- The SEF B2.10 – Nature of learning difficulties report now displays information relating to pupil/students with a SEN Status of **School/Early Years Action +** and **Statement** (via **Reports | Run Report**).
- Users assigned to the Class Teacher group in System Manager can no longer view staff car details presented in reports (via **Reports | Run Report**).
- It is now possible to report on a pupil/student's previous name by selecting the Previous Name sub-report in the **Student | Basic Details** structure (via **Reports | Design Report**).
- If a member of staff has more than one contact recorded in the **Next of Kin** panel of the **Employee Details** page, and each of the contacts has a telephone number recorded against them, the contact details are now presented correctly in reports when the Staff Contacts and Telephone Numbers sub-reports have been selected (via **Reports | Design Report**).
- It is now possible to report on prospective pupil/students and applicants who are attending an interview or a visit (via **Reports | Run Report**).

School Census Summer 2011 Return

The dates for the School Census Summer 2011 Return are:

- **Census Day** – 19/05/2011
- **Age at Date** – 31/08/2010

This release incorporates a number of major changes to the Post 16 Learning Aims part of the return, which give schools greater control over the information included in the return.

Enhancements

This release includes enhancements in the following areas:

- **Maintain Course**
 - The browser in **Tools | Academic Management | Course Manager | Maintain Course** has been extended to include a column for **Discount Code**.
- **Reconcile Post-16 Course & Exam Results**
 - The tables produced via **Tools | Statutory Return Tools | Reconcile Post-16 Course & Exam Results** have been extended to include the **Completion_status** column. The QAN column has been extended to include the Discount Code.
 - The inclusion of the **Completion_status** column simplifies the filtering out of Withdrawn/Transferred/Resits as necessary when viewed in a spreadsheet.
 - **LA QAN** has been renamed to **Course_QAN** and **LA Title** has been renamed to **Course_Title**, which should help to avoid confusion.
- **Reconcile Post-16 Course & Exams Entries**
 - **Tools | Statutory Return Tools | Reconcile Post-16 Course & Exam Entries** has been added to provide the same facilities as the Reconcile Post-16 Course & Exam Results routine, but based on Exam Entries rather than Exam Results. The **Completion_status** column has also been provided for these tables and the QAN column includes the Discount Code.

Census Panels

- **Attendance Panel**
 - The missing mark message has been extended to include the menu route for dealing with missing marks (**Focus | Lesson Monitor | Deal with Missing Marks**).
- **Update Learning Aims Panel**

- The changes we have made mean that Course Manager is still a very important input for Post 16 Learning Aims, but it is no longer the only input. The previous Census is now a very important input for Planned End Date and direct entry into this panel is now a very important input for Completion Status.
- The **Mark Autumn Post 16 Errors** panel has been replaced by the **Update Learning Aims** panel.
- Learning Aims submitted in error ticks are added automatically by comparing current course information to what was included in the Authorised Autumn Return.
- The Compare with Autumn Report has been added to compare the information in the table with what was returned for the Autumn Census.
- The Compare with Course Manager Report has been added to compare the information in the table with what is held in Course Manager.
- The display order in the columns has been swapped around so that information from the earlier Census is to the left of the information for the current Census.
- The table now includes rows for Learning Aims that are new for this Census as well as rows for those that were included for the Autumn Census.
- Cells in the **Planned End Date** and **Completion Status** columns for Summer are now editable where appropriate.
- Where the **Planned End Date** in Course Manager is different to that returned in the Autumn Census, the **Planned End Date** returned in the Autumn Census will become the default **Planned End Date** unless that date is in August or is before the **Actual End Date**. The **Planned End Date** can then be edited to any date unless that date is before the **Actual End Date**.
- Where a **Planned End Date** has been defaulted to a date other than that in Course Manager, the cell is shown in bright yellow. If the **Planned End Date** is entered or edited by the user it is shown in pale yellow.
- Once the information in the panel is saved it is used as the source for Learning Aims for the Return file.
- The **Recalculate** button has been provided and operates in exactly the same way as **Calculate All**, except that it acts only on this panel. A warning is displayed to indicate that all manual edits will be lost.
- The **Update from Course Manager** button has been provided and is similar to the **Recalculate** button, except that it leaves all manual edits in place. However, the **Error** column is not updated when this button is clicked.

- The table has quite extensive and flexible filtering available, as well as sorting by key columns.
- Hover help is provided for all areas of the panel.
- **Subject** and **Level** columns have replaced the **Description** column.

Census Authorise

- A warning message is displayed if missing marks exist.
- A message recommends running and checking reports before going ahead with authorisation.
- A new dialog has been added to ensure that the return is not authorised until the head teacher is satisfied with the content.

Validation

- Where a school is not making use of SIMS Attendance and has instead entered attendance information directly in the **Attendance** panel, validation will provide dynamic links to that panel rather than to SIMS Attendance.
- Now that Learning Aim information can be edited within the **Update Learning Aims** panel, dynamic links are provided from the validation display to that panel, rather than the Student Courses functionality. However, dynamic links have also been provided from the **Update Learning Aims** panel to the Student Course functionality.

XML Return File

- The following school level tags have been removed:
 - School Location
 - Special School Items
- The following pupil/student level tags have been removed:
 - Ethnicity Code
 - Source of Ethnicity
 - Source of Service Children
 - In Care Indicator (not removed from exclusions)
 - In Care Caring Authority Code
 - In Care While at Current School Indicator
 - Parental Contact information
 - Pupil address information

Detail Report

- Columns have been added to the Leavers Detail report to indicate if the leaver has been included because they have attendance information and/or exclusion information which is collected
- Contact Detail report has been removed
- Address Detail report has been removed
- The following columns have been removed from the Pupil Basic Detail Report
 - Disability
 - Mode of Travel
 - Ethnicity Source
- The following changes have been made to the Leavers Detail Report
 - Criteria text for Primary and Special schools has been improved
 - A UPN column has been added

Duplicate QAN Report

- Expiry Date column has been added
- Active Status column has been added

Report Dictionary

- QAN Expiry Date has been added

Data Collection Sheet

- The following fields have been added
 - Disability
 - First Language
 - Home Language

SIMS Learning Gateway

For information on the new version of SIMS Learning Gateway, please refer to the release notes that will be made available from our SOLUS website (<http://www.capita-cs.co.uk/solus>) on product release.

SOLUS³ Phase 3

You can now download and apply SOLUS³ Phase 3.

SOLUS³ facilitates the upgrade or installation of SIMS on multiple workstations within a school or Local Authority network and consists of two software components that operate on existing network infrastructure:

- **Deployment Service**

A user interface for pre-configuring and deploying the SOLUS³ agents onto remote SIMS workstations within a Windows domain.

- **SOLUS³ Agent**

A Windows service running on each SIMS workstation that monitors the pre-configured network location for installation or upgrade files. When it detects the presence of relevant upgrades, it downloads and installs them silently, without user interaction.

SOLUS³ Phase 3 includes the following new functionality:

- **Installing Discover**

Deployment Managers can use SOLUS³ to install Discover on both servers and clients.

- **Enhancements to Installing SOLUS³ Agents Manually**

Deployment Managers can use SOLUS³ to export customised SOLUS³ Agent installers for use manually installing the agent manually.

For more information, please refer to the *SOLUS³ Phase 3 for System Administrators* handbook.

STAR 7

New Features

This release includes the following new features:

- **Pupil (or Student) Teacher View** – The **Basic Details** panel of the Pupil/Student Teacher View now displays the selected pupil/student's date of birth beneath their name. The **Basic Details** panel also now displays hover help, indicating the pupil/student's name, date of birth, address and SEN status. The **Quick Note** panel also displays hover help.
- **Home Page** – A panel that displays scheduled detentions can now be displayed on the SIMS **Home Page**. This panel can be configured to show all detentions over a defined period or all currently scheduled detentions. It is now possible to search for and select a person using the **Quick Search** field at the top of the SIMS **Home Page**. Double-clicking the required person's name displays their associated details in the appropriate area of SIMS.
- The Child Protection Plan replaces the Child Protection Register (CPR) label on the **Application** and **Student Details** pages, as well as the Admissions and Student Report Dictionary (now called the Child Protection Plan Dictionary).

- For schools in Northern Ireland, the database script `School_Tidy_Report_NI_only` now enables you to delete unused schools and remove the Authority ID of any school recorded as being outside Northern Ireland (via **Focus | School | School Details**).
- A new pre-defined report (Aggregated Student Conduct Summary) has been provided. This report fixes a number of issues relating to date range chosen, blank lines and conduct information being displayed for pupil/students with either behaviour incident or achievement information recorded. This report can be accessed via **Reports | Run Report | Focus | Student**.
- It is now possible to produce a summary of a behaviour incident displayed on the **Behaviour Incident** page by clicking the **Print** button.
- It is now possible to produce a summary of a behaviour review meeting by clicking the **Print** button on the **Add/Edit Behaviour Review** dialog.
- **Awarded By** has been added to the **Achievement Student Involved** area of the SIMS Reporting Dictionary.
- Multiple review meeting attendees can now be selected to indicate their attendance when recording follow up details for a behaviour incident.

Enhancements

- Pupil/student names are now highlighted in blue in the **Students Involved** panel if follow up details for a behaviour incident have been recorded.
- The achievement of a target on a report card is now indicated by a tick rather than a cross when printing.
- **Yesterday** is now available as a date option on the **Attendance Summary, Achievement Summary, Behaviour Summary** and **Scheduled Detention Sessions** panels on the **SIMS Home Page**.
- It is now possible to save an individual pupil/student's behaviour incident record and add a detention, exclusion or report card without having to re-open the page (via **Focus | Behaviour Management | Student Behaviour**). This functionality has been changed to ensure consistency with SIMS InTouch. It also ensures that the data is retained by SIMS and that all information relating to a behaviour incident can be recorded at the same time.
- The **Conduct** area has been added to the Reporting Dictionary, preventing a range of behaviour reports from timing out. It also allows for a total points reporting function and is located under **Focus | Student | Conduct** (via **Reports | Design Report**).

Fixes

This release includes fixes in the following areas:

- Right-clicking a class on the timeline on the **SIMS Home Page** timeline and selecting **Take Register** now displays the register for the correct class (via **Focus | Home Page**).

- The **School Diary** panel on the SIMS **Home Page** now displays descriptions correctly for staff training days added via the School Diary (via **Focus | Home Page**).
- The description for ethnic code WOTW in the Ethnicity (Student) lookup has changed to **WHITE OTHER** for schools in England only (via **Tools | Lookups | Maintain**).
- Inactive ethnicity code descriptions are no longer displayed in the **Ethnic/Culture** panel of the **Pupil (or Student) Details** page (via **Focus | Pupil (or Student) | Pupil (or Student) Details** page).
- An error no longer occurs when you save changes to a pupil/student's registration history (via **Focus | Pupil (or Student) | Pupil (or Student) Details**).
- A pupil/student's **Enrolment Status** is now displayed correctly in the **Registration** panel of the **Pupil (or Student) History** page (via **Focus | Pupil (or Student) | Pupil (or Student) Details | History**).
- Only active groups are now displayed in the **Groups** browser when selecting members of a group (via **Focus | Groups | User Defined Groups**).
- It is now possible for users with Administration Assistant, Admissions Officer, Bursar, Receipt Clerk or School Administrator permissions to edit the **Start Date** and **End Date** for free school meal eligibility using the **Dietary** panel on the **Pupil (or Student) Details** page (via **Focus | Pupil (or Student) | Pupil (or Student) Details**).
- It is now possible to carry out multiple searches on year groups when identifying the pupil/students for whom you wish to record an achievement (via **Focus | Behaviour Management | Maintain Achievements**).
- All unlinked contacts are now available for selection when running Delete Unlinked Contacts (via **Tools | Housekeeping | Delete Unlinked Contacts**).
- When running Validate Memberships, you are now informed that the process may take some time to complete. An option to cancel the process has also been implemented (via **Tools | Validate Memberships**).
- If a person is a Bill Payer but not a contact, they will not be available for selection when running Delete Unlinked Contacts (via **Tools | Housekeeping | Delete Unlinked Contacts**).
- Inactive behaviour types are no longer available for selection when adding a behaviour incident in Take Register (via **Focus | Attendance (or Lesson Monitor) | Take Register**).
- When amending the number of behaviour points for the participants of a behaviour incident, the correct number of points are now displayed (via **Focus | Behaviour Management | Maintain Behaviour Incidents**).