

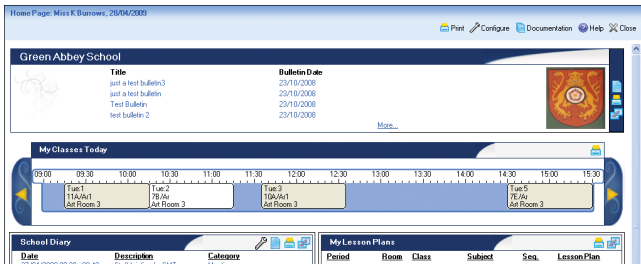
Using Lesson Monitor in SIMS



Accessing the Register via the Home Page

If you have logged in to SIMS as a teacher, your timetable for today is displayed in the **My Classes Today** panel on the **Home Page**.

1. Double-click the required lesson to display the **Take Register** page.



2. The **Select Class** browser, which displays the timeline, is hidden but can be displayed by clicking the **Browse** button. If required, the SIMS Home Page can be accessed again via **Focus | Home Page**.

Adding Additional Identification Columns

Additional identification columns, i.e. **Date of Birth**, **Gender**, **Year** and **Admission Number**, can be added and removed as required but apply only to the current register.

Right-click the **Name** or **Reg** column heading and select one or more additional columns from the pop-up menu.

The register expands to accommodate the additional columns, which can be removed if required by right-clicking the **Name**, **Reg**, or any of the additional column headings and deselecting the unwanted column(s) from the pop-up menu.

Accessing the Register via the Focus Menu

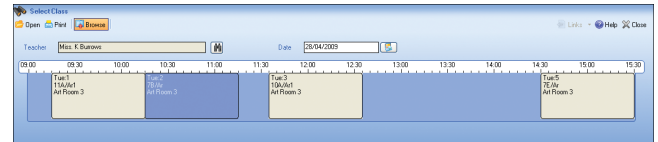
Select **Focus | Lesson Monitor | Take Register** to display the **Select Class** browser. Alternatively, click the **Take Register** button located on the SIMS Focus Bar.



Take Register icon

Class Teachers

1. Ensure that the required date is displayed.



2. Double-click the required class on the timeline to display the associated register.

Staff Covering Lessons

If you are covering for another teacher, e.g. an administrator who wishes to view a teacher's classes/lessons:

1. Ensure that the required date is displayed.
2. Click the **Search** button adjacent to the **Teacher** field to display the **Browse for Lessons** dialog.
3. Enter all or part of the name and/or select the period you are teaching and then click the **Search** button.
4. Double-click the required lesson or highlight and click the **OK** button to display the register for the selected lesson.

To view the timeline, click the **Browse** button to return to the **Select Class** browser.

Taking the Register

The orange highlight indicates the name of the student and the period for which the mark is about to be entered.

Right-click the **Name** or **Reg** column heading to add additional identification columns.

Hovering over a cell displays the teacher's name and class. Comments and minutes late are also displayed if they have been entered.

Extra names are initially added to the bottom of the list then sorted into alphabetical order when saved.

Name	Reg	AM	Fri.1	Fri.2	Fri.3	Fri.4	PM	Fri.5
Allbright, Franchester	10B	/	/	/	/	-	-	-
Burbank, Amber	10B	/	/	/	/	-	-	-
Chapman, Tom	10B	/	/	/	/	-	-	-
Dickinson, Mila	10B	/	/	/	/	-	-	-
Diganeio, Raphael	10B	/	/	/	/	-	-	-
Gravett, Callum	10B	/	/	/	/	-	-	-
Hayter, Joel	10B	H	H	H	H	H	H	H
Haywood, Leon	10B	/	/	/	/	-	-	-
Heath, Tyler	10B	/	/	/	/	-	-	-
Helicke, Saabig	10B	/	/	/	/	-	-	-
Jackman, Daniel	10B	/	/	/	/	-	-	-
Maulle, Archie	10B	/	/	/	/	-	-	-
McGinnis, Milly	10B	/	U	/	/	-	-	-
Morey, Dominic	10B	/	/	/	/	-	-	-
Nolan, Ann	10B	/	/	/	/	-	-	-
Pappaniannou, Dinuthios	10B	/	/	My R. Davidson	10 mins late	-	-	-
Pendle, Hamiot	10B	/	/	10 mins late	Milly forgot her homework again.	-	-	-
Starsmore, Elliot	10B	/	/	/	/	-	-	-
Tall, Susan	10B	X	X	X	X	X	X	X
Thorne, Ellie	10B	/	/	/	/	-	-	-
Willis, Bethany	10B	/	/	/	/	-	-	-
Abdekoder, Mohamed	10C	-	-	-	/	-	-	-

Entering a Mark Using the Keyboard

Click in the cell and enter a mark using the keyboard. As each mark is entered, the highlight automatically moves down to the next student.

Select the Required Code from a List of All Available Codes

Either right-click in the cell in which you wish to enter a mark and select **Display Codes** from the pop-up menu or click the **Codes** button to display the **Codes** dialog.

Double-click the required code which is then displayed in the current cell. The highlight moves down to the next student. The **Codes** dialog can remain open while the register is marked. Continue entering marks as required. Click the **Close** button to close the **Codes** dialog.

TIP: To enter mark(s) using the keyboard while the Codes dialog is open, click in the register where the next mark is to be entered (this returns the focus to the register page) and enter the required mark via the keyboard.

Enter the Same Code for All Students

1. Click the column heading for the current period. The background colour of the selected cells changes to cyan.
2. Enter / or \ as appropriate to flood fill the entire column.
3. Where the present mark is not applicable, individual marks can be edited by clicking in the appropriate cell and entering the correct mark using the keyboard or **Codes** dialog.

Enter the Same Code for a Block of Students

1. To select students who are listed sequentially, click in the first cell in which you want to enter the mark. Hold down the **Shift** key and click the last cell in which you wish to enter the same mark. The background colour of the selected cells changes to cyan.
2. Enter a mark using the keyboard or **Codes** dialog.

Editing/Deleting a Mark

If you want to edit or delete a mark before it is saved, ensure that the highlight is on the cell displaying the required mark. Enter the correct code using the keyboard or **Codes** dialog, or press the **Delete** key, as appropriate. A dash (-) is displayed in the cell where a mark has been deleted.

Saving the Data

Click the **Save** button to save the marks. If there are any students with missing marks, SIMS will offer to mark them as absent using the code **N** (no reason yet provided for absence). If you click the **No** button you will be returned to the **Take Register** page without saving. Missing marks can then be entered manually before the register is saved.

*NOTE: If you want to edit marks after saving, ensure that the **Preserve/Overwrite** toggle button displays **Overwrite**.*



Preserve/Overwrite toggle button

Printing the Register

Click the **Print** button to display a standard Windows® **Print** dialog. Ensure that the printer settings are correct and then click the **OK** button.

Using Lesson Monitor in SIMS



Adding Extra Names

1. Click the **Extra Name** button to display the **Add Extra Names** browser.
2. Search for the required student.
3. Highlight the required name and click the **OK** button. Alternatively, double-click the name to return to the **Take Register** page.
4. A message informs you that you are about to add this student to the class for this lesson only. To confirm the action, click the **Yes** button. The extra name is added to the bottom of the list already marked as present. When the register is saved, the list is sorted into alphabetical order.
5. Additional names can be added using the same method.

Viewing the Class Photograph

The Class Photograph is a composite display made up of all available individual photographs that are stored in the SIMS database.

1. Click the **Class Photo** button to display the **Class Photo** dialog.
2. If information is required about the SIMS Schools Photography Licensed Partners, click the **Click for Photographers** link at the bottom of the dialog to open a Capita web page.



Editing Historical Marks

The historical view enables you to view and edit historical marks for up to ten meetings of the selected class. It can be used to view a student's pattern of attendance and correct any errors with previous marks.

To view previous lessons for the current class, select the **History** radio button. The current lesson is displayed in the right-hand column. You can continue marking the current lesson on this screen.

To return to the **Day View** for the selected date, select the **Today** radio button.

Editing Future Marks

The future view option enables you to view, enter and edit future marks for up to ten instances of the selected lesson. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that interested staff have visibility of these codes.

To view the next ten instances of the selected lessons, select the **Future** radio button. The current lesson is displayed in the left-hand column.

To return to the register for the selected date and period, select the **Today** radio button.

Recording Minutes Late and Comments

The **Minutes Late** option allows a teacher to record the length of time that a student arrived late for registration.

The **Comments** option enables a brief comment to be recorded regarding a student's behaviour, for example, where a student consistently forgets their homework or is disruptive during the lesson. An in-depth record of **Behaviour** can be recorded via the **Links** button.

1. Locate the required student then click the associated cell for the current lesson.
2. Click the **Comments** or **Minutes Late** button, as appropriate, to display the associated dialog.
3. Enter your comments or the number of minutes late and click the **OK** button to return to the **Take Register** page.

Where comments have been added, the top right-hand of the cell is red. Where minutes late have been recorded, the background colour of the cell is cyan.

Hovering over a cell displays the teacher's name and class. Minutes late and comments are also displayed, if they have previously been entered.

Producing a Minutes Late Report

1. Select **Reports | Lesson Monitor | Selected Student Reports | Minutes Late Report**, then select a date range.
2. Select the required **Group Type** then click the **Search** button to refresh the display.
3. The default **Title** can be edited, if required.
4. Select the **Show Lessons** or **Show Sessions** check box, as required.
5. Specify the **Subjects** to be included in the report by selecting the required check box(es). One or more subjects can be selected.
6. Click the **Print** button to display the report in your web browser.

Producing a Comments Report

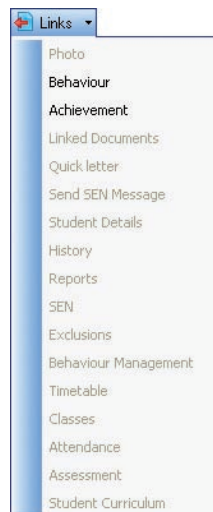
1. Select **Reports | Lesson Monitor | Selected Student Reports | Comments Report**, then select a date range.
2. Select a **Group Type** as above.
3. Select the teacher whose comments you want to be included in the report.
4. Select the **Sessions** or **Sessions and Lessons** check box, as required.
5. Click the **Print** button to display the report in your web browser.

Recording Behaviour Incidents and Achievement

1. Select the names of the students involved in the event. Multiple students can be selected by holding down the **Ctrl** key and clicking the individual names.
2. Click the **Links** button drop-down arrow and select either **Behaviour** or **Achievement** from the drop-down menu, to display the corresponding dialog. The dialogs for recording behaviour and achievement are similar. Behaviour is documented here.
3. Several details are already displayed in the dialog. Enter the additional information required in the **Details** panel, selecting from the drop-down lists where applicable.
4. If you wish to add another member of staff who was also involved in the incident, e.g. Head of Year, click the **New** button adjacent to the existing name(s) to display the **New Behaviour Staff Link** dialog.
5. If you wish to add an additional student to the list of those involved in the event, click the **Students Involved New** button to display the **New Behaviour Student Link** dialog.

Relevant notes or documents can be attached to the record via the **New Behaviour Student Link** dialog, if required.

6. Click the **Save** button to save the details. For detailed instructions, please refer to the *Lesson Monitor in SIMS* or the *Managing Pupil/Students in SIMS* handbooks.



Display Marks

This routine provides a read-only view of the selected student's marks. It is particularly useful for looking at students on-roll this year but it has many other uses including looking back at the previous years' attendance records of current students, and reviewing previous years' attendance record of students who left last year.

1. Select **Focus | Lesson Monitor | Display Marks** to display the **Find Student** browser.
2. Select the required student.
3. Select the **Sessions Week View** or **Month View**, or the **Sessions and Lessons Day View** or **Week View** radio button, as required.

For more information, please refer to the *Lesson Monitor in SIMS* handbook. All handbooks can be accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS.

This guide is based on the version of the software (7.118) in use at the time of publication.

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