SIMS
helping schools inspire

Configuring and Using the Pupil (or Student) Teacher View

Applicable to 7.162 onwards

Mini Guide

Revision History

Version	Change Description	Date
7.162 - 1.0	Initial release.	30/01/2015
7.162 - 1.1	Updated after review.	30/10/2015

Capita Doc Ref: TeacherView7162/HBK/301015/DB

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

publications@capita.co.uk

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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*01 /*Using the Pupil (or Student) Teacher View

Introduction

The Pupil (or Student) Teacher View provides a summary of the following pupil/student information in read-only format using *widgets*, which function in a similar way to those found on the SIMS **Home Page**:

- Basic details
- Timetable
- Achievements
- Behaviour incidents
- Assessment key indicators
- Attendance
- Attendance interventions
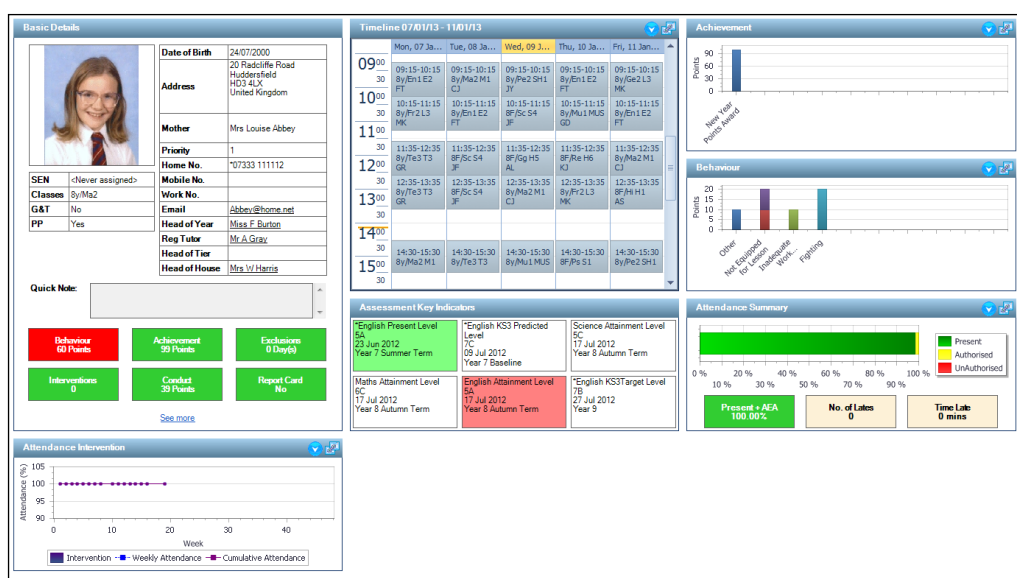
Widgets are displayed on the Pupil (or Student) Teacher View by filling any available space on-screen to the right of an existing widget. Where there is no available space on the right-hand side of the screen, the widget is placed in the next available space on the following row. The display of the Pupil (or Student) Teacher View is scalable, therefore reducing the amount of 'white space' on-screen, i.e. reducing the size of the SIMS window alters the layout and re-places the individual widgets accordingly. If a widget is removed from display, the other widgets are re-placed so best use is made of the screen space available.

Some of the widgets enable additional functionality or provide links to other areas of SIMS. The functionality and links are described in the following sections.

The content and layout of the Pupil (or Student) Teacher View is determined partly by your System Manager/Administrator (please see *Configuring the Pupil (or Student) Teacher View* on page *25*) and partly by each SIMS user, providing you have sufficient permissions (please see *Accessing Additional Widget Options* on page *6*).

To use the Pupil (or Student) Teacher View, you must be a member of one or more of the following user groups in SIMS System Manager:

- Assessment Co-ordinator
- Class Teacher
- Curricular Manager
- Pastoral Manager
- Registration Tutor
- SEN Co-ordinator
- Senior Management Team.

More Information:
Viewing Achievement Information on page *16*
Viewing Assessment Key Indicators on page *18*
Viewing the Attendance Summary on page *19*
Viewing Attendance/Conduct Intervention Information on page *21*
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What's New in This Release?

Pupil Premium Indicator Added to the Student Teacher View

Focus | Pupil (or Student) | Pupil (or Student) Teacher View

Applicable to Maintained schools in England

To facilitate the analysis of pupil/student learning needs, the Pupil Premium indicator is now displayed in the **Basic Details** widget on the Pupil (or Student) Teacher View.

More Information:
Viewing Basic Pupil/Student Details on page *7*

Setting the Purpose of the Pupil/Student Button on the Quick Launch Toolbar

The default behaviour of the left-hand icon on the SIMS **Home Page** quick launch toolbar depends on the type of user:

Pupil (or Student) icon / Pupil (or Student) Teacher View icon

- When a Class Teacher clicks this icon, the **Pupil** (or **Student**) **Teacher View** page is displayed <u>by default</u>.
- When any other user clicks this icon, the **Pupil** (or **Student**) **Details** page is displayed <u>by default</u>.

However, the default behaviour of this button can be toggled between the **Pupil** (or **Student**) **Teacher View** page and the **Pupil** (or **Student**) **Details** page.

> *NOTE: This setting works on a per user basis, so the definition of the default behaviour of this button affects <u>only</u> the user who makes the change.*

1. If you wish to change the default behaviour of the icon, either select or deselect the **Open Teacher View screen by default** check box in the **Teacher View Defaults** panel.

1 Teacher View Defaults
Open Teacher View screen by default ☑

2. Click the **Save** button.

3. Restart SIMS to affect the change of behaviour of this icon.

   When you hover over the icon, its label changes to either **Pupil** (or **Student**) **Details** or **Pupil** (or **Student**) **Teacher View**, depending on the option selected.

Opening the Pupil (or Student) Teacher View

1. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Teacher View** to display the **Find Student** browser.

2. Enter either all or part of the pupil/student **Surname** and/or **Forename**, or enter their **Admission Number**.

3. Select applicable values from the various drop-down lists to further restrict the list of pupil/students returned.

   By default, pupil/students with the **Status** of **Current** are listed but this can be changed by selecting from the drop-down list.

   Leaving all fields as they are will display all current students.
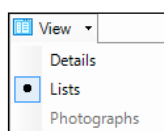
   If you prefer to search for **Lists** of pupil/students or would like to view pupil/students who have a **Photograph** attached to their details, select either of these options from the **View** drop-down list. The default search option is set to display **Details**.

4. Click the **Search** button to list all pupil/students who match the search criteria specified.

5. Highlight the required pupil/student then click the **Open** button to display the **Pupil (or Student) Teacher View** page. The pupil/student's name is displayed in the header of the page, together with the name of their class or registration group.
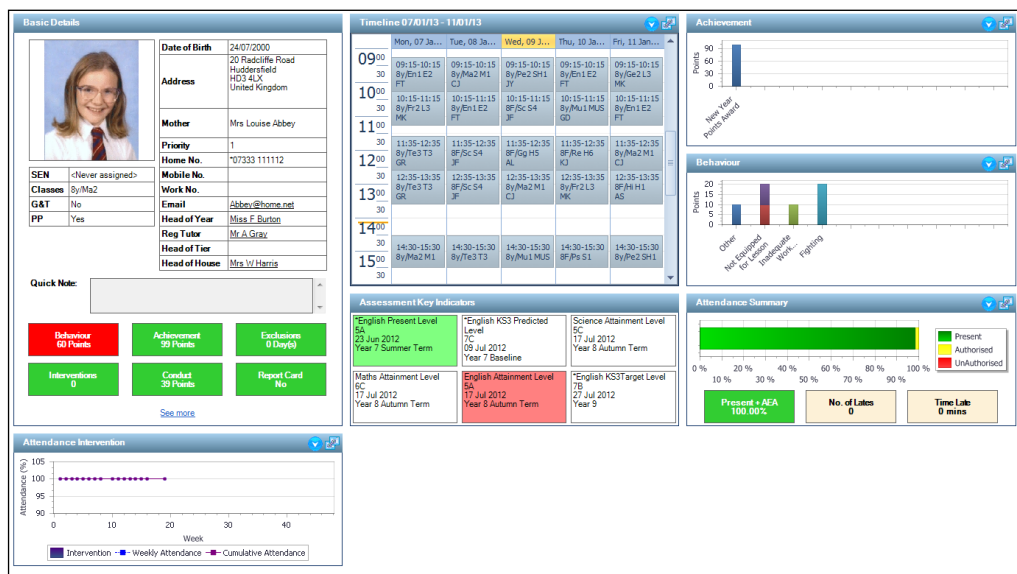
General Functions Available on the Pupil (or Student) Teacher View

A number of options are available for the majority of widgets on the **Pupil (or Student) Teacher View**. These are described in the following sections.

Toggling Between Minimised and Full Screen View of a Widget

Many of the widgets on the **Pupil (or Student) Teacher View** can be expanded to display its content in full screen mode. This is particularly useful if a widget contains a lot of information, which may be difficult to read in the default view.

Click the **Expand** button to maximise the required widget to full screen mode.

Once maximised, the widget can be reduced to its original size by clicking the **Restore** button.

 Expand button

 Restore button

If a widget is expanded when you exit SIMS, it will be restored to its original size the next time you log into SIMS.

The following widgets can be expanded to full screen view:

- Timeline
- Achievement
- Behaviour
- Attendance Summary

- Attendance Intervention/Conduct Intervention (when expanded, conduct and attendance are plotted on the same graph. Conduct can be monitored using the y1 axis and attendance can be monitored using the y2 axis).

Accessing Additional Widget Options

Many of the widgets on the Pupil (or Student) Teacher View can be configured on a per user basis.

Click the **Options** button to display a pop-up menu.

 Options button

The options available depend on the nature of the widget.

The following widgets have additional options:

- Timeline
- Achievement
- Behaviour
- Attendance Summary
- Attendance Intervention.

More Information:
Viewing a Pupil/Student's Timeline on page *11*
Viewing Achievement Information on page *16*
Viewing Behaviour Information on page *17*
Viewing the Attendance Summary on page *19*
Viewing Attendance/Conduct Intervention Information on page *21*

Viewing Basic Pupil/Student Details

The **Basic Details** widget on the Pupil (or Student) Teacher View displays a range of information about the selected pupil/student.

If a photograph of the pupil/student is stored in SIMS, it is displayed in the top left-hand corner of the widget.

SEN, **Classes** (the class or lesson they are currently attending) and gifted and talented (**G&T**) summary information is displayed beneath the pupil/student's photograph. Clicking one of these headings opens the area in SIMS where this information is recorded, enabling you to edit the content.

Hyperlink	SIMS Functionality
SEN	**Student SEN details** page (also available via **Focus	Pupil** (or **Student**) **	Special Educational Needs**)
Classes	**Classes for Student** page (also available via **Focus	Pupil** (or **Student**) **| Pupil** (or **Student**) **Details	Links** panel **| Classes**)
G&T	**Student SEN details** page (also available via **Focus	Pupil** (or **Student**) **	Special Educational Needs**)

To facilitate the analysis of pupil/student learning needs, the Pupil Premium indicator (**PP**) is displayed. This functionality is available to Maintained schools in England only.

Pupil/student personal details are displayed on the right-hand side of the widget, together with contact details for the person with Priority 1 status.

> *NOTE: If more than one person has been assigned as the Priority 1 contact, the person who was first recorded as being the Priority 1 contact is displayed. A Primary telephone number (if recorded) is indicated by an asterisk (*). If a Primary telephone number is not recorded, the Main number is displayed.*

Sending a SIMS Internal Message to Linked Staff

SIMS Internal messages can be sent to any of the people named on the Pupil (or Student) Teacher View.

1. Click the name of any of the following types of pupil/student contact to display the **Send Message** dialog.

   - **Head of Year**
   - **Reg Tutor**
   - **Head of Tier**
   - **Head of House**

The **Pupil** (or **Student**) panel displays basic details about the selected pupil/student. The **Recipient** panel displays the name of the person to whom the message will be sent (**Recipient Name**).

2. To record additional recipients of this message, click the **Add** button to display the **Select Recipients** dialog.

3. Search for, then highlight the required recipient(s). Multiple recipients can be selected using **Ctrl + click** (to select multiple individuals) and **Shift + click** (to select a block of recipients).

4. Click the **Add** button to add them as a recipient.

5. Click the **OK** button to return to the **Send Message** dialog. The people selected are displayed in the **Recipient Detail** table. People can be removed from the list of recipients by highlighting their name then clicking the **Remove** button.

    The **Message** panel enables you to define the content of the message.

6. Select the message **Type** from the drop-down list. This defaults to **Student General Message**.

7. Select the **Priority** of the message from the drop-down list. If the intended recipient has enabled this functionality, notification of the receipt of a **High** priority message is displayed in a pop-up window on the bottom right-hand corner of the SIMS screen. The notification for high priority messages can be enabled via **Tools | Setup Message Options**.

    The **Date** field is populated automatically.

    The **Subject** field is populated automatically with the pupil/student's name, gender, year group and registration group/class but can be edited.

8. Enter the required **Message** text.

9. Click the **Send** button.

    The message is sent to the intended recipients and can be viewed via the **My Messages** panel on their SIMS **Home Page**. All sent messages are retained and can be accessed via **Focus | Alerts | General Messages**.

Viewing the Quick Note

Providing you have sufficient permissions, any important notes that have been recorded as a **Quick Note** are available to view.

Viewing Behaviour, Achievement and Exclusion Details

The bottom section of the **Basic Details** widget provides a summary of the pupil/student's behaviour, achievement and exclusion records for the current academic year. The boxes are colour coded green (indicating generally good behaviour, good level of achievement, etc.) and red (indicating generally poor behaviour, conduct, etc.). The colour of the boxes depends on the range of values entered during the Pupil (or Student) Teacher View setup process (please see *Setting Up the Key Indicators* on page *27*).

You can display the area in SIMS where the data is recorded by clicking in the appropriate box.

Hyperlink Name	SIMS Functionality Displayed
Behaviour	**Behaviour Management** page (also available via **Focus	Behaviour Management	Pupil** (or **Student**) **Behaviour	Behaviour** panel)
Achievement	**Behaviour Management** page (also available via **Focus	Behaviour Management	Pupil** (or **Student**) **Behaviour	Achievement** panel)
Exclusions	**Exclusion Details** page (also available via **Focus	Pupil** (or **Student**) **	Exclusions**)
Interventions	**Behaviour Management** page (also available via **Focus	Behaviour Management	Pupil** (or **Student**) **Behaviour	Interventions** panel)
Conduct	**Behaviour Management** page (also available via **Focus	Behaviour Management	Pupil** (or **Student**) **Behaviour	Net Points** in the **Academic Year** panel)
Report Card	**Behaviour Management** page (also available via **Focus	Behaviour Management	Pupil** (or **Student**) **Behaviour	Report Card** panel)

More Information:
Setting Up the Key Indicators on page *27*

Viewing Emergency Contact Details for the Selected Pupil/Student

Click the **See more** hyperlink at the bottom of the **Basic Details** widget to display the **Pupil** (or **Student**) **Emergency contacts** dialog.

Any contact with a Priority 1 or 2 setting is displayed. A Primary telephone number (if recorded) is indicated by an asterisk (*****). If a Primary telephone number is not recorded, the Main number is displayed. If an email address has been recorded for this contact, an email can be sent by clicking the address in the **Email** field to open a blank but addressed message in your default email client.

Click the **Cancel** button to return to the Pupil (or Student) Teacher View.

Viewing a Pupil/Student's Timeline

The pupil/student's timetable is displayed in the **Timeline** widget on the Pupil (or Student) Teacher View.

By default, the selected pupil/student's timetable is displayed for the current working week. Today's date is indicated on the timeline by a yellow highlight on the date in the heading row. In the previous graphic, today's date is Monday 21 January 2013. The scope of the view is displayed in the panel header. In the previous graphic, the timetable for the period Monday 21 January 2013 to Friday 25 January 2013 is displayed.

> *NOTE: The current time can be deduced by viewing the intersection of the highlighted date in the column header and the highlighted time bar displayed in the row header.*

A pupil/student's lessons, scheduled detention sessions and SEN reviews are displayed over the selected timeframe. Detention sessions that a pupil/student is scheduled to attend are displayed with a red background and SEN reviews are displayed with an amber background, as displayed in the following graphic.

In the previous graphic, a detention session has been scheduled for 15:30-16:00 on Tuesday 26 February 2013. Additionally, a SEN review has been scheduled for 12:30-13:30 on the same date. Only one box per class is displayed, regardless of how many teachers are associated with the group.

The range of options available on the **Timeline** widget are discussed in the following sections.

> **More Information:**
> *Changing the Displayed Date of the Timeline* on page *12*
> *Changing the Timeline View* on page *13*
> *Printing the Content of the Timeline Widget* on page *14*
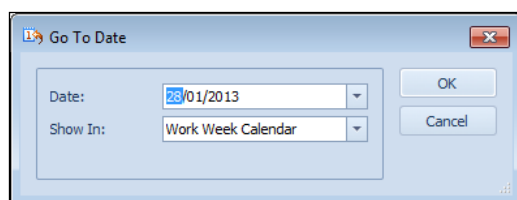> *Sending a Message to Staff* on page *16*

Changing the Displayed Date of the Timeline

By default, the selected pupil/student's timetable is displayed for the current working week. This can be changed using right-click functionality in the date bar at the top of the **Timeline** widget. This can be used in conjunction with the **View** options (please see *Changing the Timeline View* on page *13*) to present the required display.

Right-click a date in the heading row at the top of the **Timeline** widget to display a pop-up menu.

| Mon, 21 Jan 2... | Tue, 22 Jan 2... | Wed, 23 Jan 2... | Thu, 24 Jan 2... | Fri, 25 Jan 2013 |
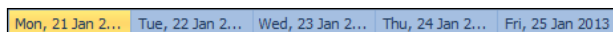
- To go to a specific date, select **Go to Date** to display the **Go To Date** dialog.

a. Enter the required **Date** or select a date from the drop-down list.

b. Select the required timeline view from the **Show In** drop-down list. The options are **Day Calendar**, **Work Week Calendar**, **Week Calendar**, **Month Calendar**.

c. Click the **OK** button to return to the Timeline widget.

- To revert to today's date, select **Go to Today**.

> *NOTES: The date selected will show the* ***Timeline*** *for that date in the selected view (please see* Changing the Timeline View *on page* 13*).*
>
> *The display settings are reset the next time you open the Pupil (or Student) Teacher View.*

Changing the Timeline View

The display can be amended to show a pupil/student's timetable in one of the following formats:

Timeline View	What is Displayed?
Day View	Displays the pupil/student's timetable for today only.
Work Week View	Displays the pupil/student's timetable for the current working week. This is the default view.
Week View	Displays only events for which the pupil/student is timetabled for the whole week (including weekends).
Month View	Displays only events for which the pupil/student is timetabled for the whole month (including weekends).

Right-click a date in the column heading at the top of the **Timeline** widget to display a pop-up menu. Alternatively, right-click a time in the row headings to access the same functionality.

| Mon, 21 Jan 2... | Tue, 22 Jan 2... | Wed, 23 Jan 2... | Thu, 24 Jan 2... | Fri, 25 Jan 2013 |

Select **Change View To** then one of the following options to achieve the required view:

- Day View
- Work Week View (default)
- Week View
- Month View.

> *NOTES: The view selected will show the **Timeline** for the selected timeframe (please see* Changing the Displayed Date of the Timeline *on page* 12*).*
>
> *The display settings are reset the next time you open the Pupil (or Student) Teacher View.*

Changing the Interval of the Timeline Widget

The time interval can be amended to show the content of the **Timeline** widget in greater detail.

Right-click a date in the row heading on the **Timeline** widget to display a pop-up menu.

The previous graphic shows a 30 minute time interval.

Select one of the following options to achieve the required view:

- 60 Minutes
- 30 Minutes
- 15 Minutes
- 10 Minutes
- 6 Minutes
- 5 Minutes.

NOTES: The current selection is indicated by a tick in the pop-up menu.

*The more regular the interval, the more detailed the view on the **Timeline** widget.*

The display settings are reset the next time you open the Pupil (or Student) Teacher View.

Printing the Content of the Timeline Widget

The content of the **Timeline** widget can be printed. This is the only widget that can be printed independently of the other widgets.

The printed output produces the view of the Timeline displayed on-screen at the time of printing. Therefore, you must prepare the **Timeline** (i.e. select the required timeframe, the view and the interval) prior to printing.

1. Click the **Options** button then select **Print** from the pop-up menu to display the **Preview** page.

 Options button

Green Abbey School
Grenetta Abbey [8F]

February 2013

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	**20**	**21**	**22**	23	24
25	**26**	**27**	**28**			

March 2013

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	**8**	9	10
11	**12**	**13**	**14**	**15**	16	17
18	**19**	**20**	**21**	**22**	23	24
25	26	27	28	29	30	31

25 February – 01 March 2013

	25 February	26 February	27 February	28 February	01 March
09:00	09:15-10:15 8y/En1 E2 FT	09:15-10:15 8y/Ma2 M1 CJ	09:15-10:15 8y/Pe2 SH1 JY	09:15-10:15 8y/En1 E2 FT	09:15-10:15 8y/Ge2 L3 MK
10:00	10:15-11:15 8y/Fr2 L3 MK	10:15-11:15 8y/En1 E2 FT	10:15-11:15 8F/Sc S4 JF	10:15-11:15 8y/Mu1 MUS GD	10:15-11:15 8y/En1 E2 FT
11:00	11:35-12:35 8y/Te3 T3 GR	11:35-12:35 8F/Sc S4 JF	11:35-12:35 8F/Gg H5 AL	11:35-12:35 8F/Re H6 KJ	11:35-12:35 8y/Ma2 M1 CJ
12:00	12:35-13:35 8y/Te3 T3 GR	12:35-13:35 8F/Sc S4 JF	12:35-13:35 8y/Ma2 M1 CJ	12:35-13:35 8y/Fr2 L3 MK	12:35-13:35 8F/Hi H1 AS
13:00					
14:00	14:30-15:30 8y/Ma2 M1 CJ	14:30-15:30 8y/Te3 T3 GR	14:30-15:30 8y/Mu1 MUS GD	14:30-15:30 8F/Ps S1 AA	14:30-15:30 8y/Pe2 SH1 JY
15:00					

Abell Anita   1/1   26/02/2013 11:03:22

The preview displays your school name and the pupil/student to whom the timeline relates. The timeframe of the timeline is also displayed, as are minimised calendars for the current and following month. On the minimised calendars, the days that contain a scheduled lesson, detention session or SEN review are displayed in bold.

2. Click the **Print** button to print the pupil/student's timetable

Alternatively, the entire content of the Pupil (or Student) Teacher View can be printed (please see *Printing the Pupil (or Student) Teacher View* on page *23*).

More Information:
Changing the Displayed Date of the Timeline on page *12*
Changing the Timeline View on page *13*
Changing the Interval of the Timeline Widget on page *14*

Sending a Message to Staff

The **Timeline** widget provides the facility to send a General Message to the pupil/student's class teachers.

To send a message to all staff referenced on the pupil/student's **Timeline**, click the **Options** button then select **Message All Staff** from the pop-up menu to display the **Send Message** dialog.

  Options button

To send a message to the main teacher of a specific class, either double-click the required class on the **Timeline** widget or right-click the class then select **Send Message** from the pop-up menu to display the **Send Message** dialog.

Follow the instructions earlier in this handbook (please see *Sending a SIMS Internal Message to Linked Staff* on page *8*) to send the message to the required recipients. When reading the instructions, please note that the **Recipient** panel is populated automatically with the appropriate member(s) of staff.
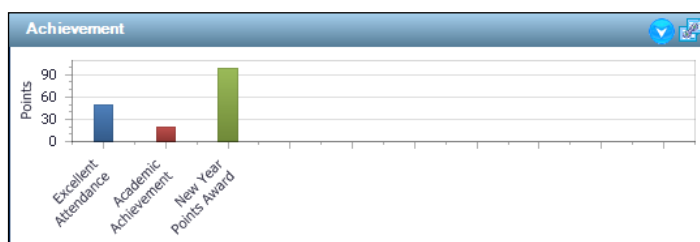
More Information:
Sending a SIMS Internal Message to Linked Staff on page *8*

Viewing Achievement Information

A summary of a pupil/student's achievements can be displayed on the Pupil (or Student) Teacher View, enabling the monitoring of their progress.

Each achievement recorded for a pupil/student over the course of the current academic year is displayed on a bar chart. The horizontal axis displays each of the achievement types for which an award has been given. The cumulative number of points or number of incidents (as defined during the Pupil (or Student) Teacher View setup process (please see *Setting Up the Key Indicators* on page *27*)) for each of the achievement types is measured using the vertical axis.

Hover the mouse over a bar to display the number of points awarded for the achievement type or the number of incidents.

The data used to build the bar chart can be viewed by clicking the **Options** button then selecting **Toggle** from the drop-down menu.

  Options button

The **Date** of the achievement, the achievement **Type** and the number of **Points** awarded for each achievement is displayed in table format.

This information can be viewed in a variety of display orders. Right-click anywhere in the **Achievement** widget then select **Date**, **Type** or **Points** from the pop-up menu to display the content in the selected order.


Revert to the original display by right-clicking anywhere in the widget then selecting **Hide Groups** from the pop-up menu.

To view the full achievement record, double-click the required achievement to display the **Edit Achievement** dialog. The information is displayed in read-only format.

To revert to the bar chart view, click the **Options** button then select **Toggle** from the pop-up menu.

Viewing Behaviour Information

A summary of a pupil/student's behaviour incidents can be displayed on the Pupil (or Student) Teacher View, enabling the monitoring of their progress.
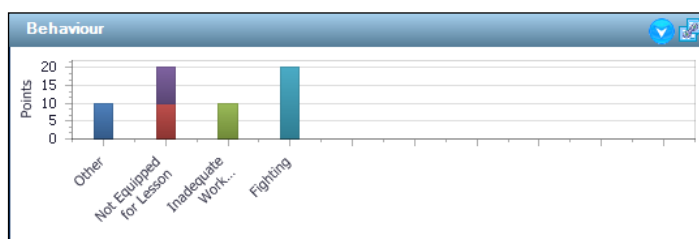
Each behaviour incident recorded for a pupil/student over the course of the current academic year is displayed on a bar chart. The horizontal axis displays each of the behaviour types associated with each of the behaviour incidents recorded against the pupil/student. The cumulative number of points or number of incidents (as defined during the Pupil (or Student) Teacher View setup process (please see *Setting Up the Key Indicators* on page *27*)) for each of the behaviour types is measured using the vertical axis.

Hover the mouse over a bar to display the number of points associated with the behaviour type or the number of incidents.

The data used to build the bar chart can be viewed by clicking the **Options** button then selecting **Toggle** from the drop-down menu.

 Options button

The **Date** of the incident, the behaviour **Type** and the number of **Points** assigned for each incident is displayed in table format.

This information can be viewed in a variety of display orders. Right-click anywhere in the **Behaviour** widget then select **Date**, **Type** or **Points** from the pop-up menu to display the content in the selected order.

Revert to the original display by right-clicking anywhere in the widget then selecting **Hide Groups** from the pop-up menu.

To view the full behaviour record, double-click the required behaviour incident to display the **Edit Behaviour** dialog. The information is displayed in read-only format.

To revert to the bar chart view, click the **Options** button then select **Toggle** from the pop-up menu.

Viewing Assessment Key Indicators

The **Assessment Key Indicators** widget displays up to six definable aspects and their progress.

The previous graphic shows that three aspects have been selected for display during the Pupil (or Student) Teacher View setup process (please see *Setting Up the Key Indicators* on page *27*). The remaining three panels have not been defined and display **Aspect not defined**.

The aspect name, grade, date and result set are displayed. The background colour of a box is determined by the associated marksheet template. If the associated marksheet template contains a grade formula column that incorporates a colour background, the colour associated with the formula outcome is displayed.

Additional Resources:

For more information on setting up marksheet templates, please refer to the *Creating and Maintaining Templates* chapter of the *Creating Assessment Related Components* handbook

Viewing the Attendance Summary

A summary of a pupil/student's attendance record can be displayed on the Pupil (or Student) Teacher View, enabling the monitoring of their progress.
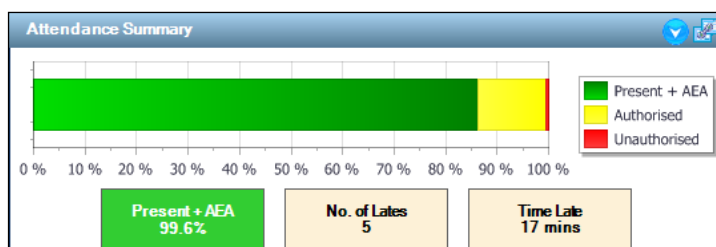
A pupil/student's attendance over the course of the current academic year is displayed on a vertical bar chart. The legend on the right-hand side of the widget displays the scope of the chart, which is the display of all **Present + AEA** (Authorised Educational Activity) marks, together with **Authorised** and **Unauthorised** absences. The horizontal axis displays the cumulative percentage of these marks, starting with a green bar (for present marks), a yellow bar (authorised absences) and a red bar (unauthorised absences).

Hover the mouse over the bar to display the number and percentage of sessions or lessons in each category.

The data used to build the bar chart can be viewed by clicking the **Options** button then selecting **Toggle** from the drop-down menu.
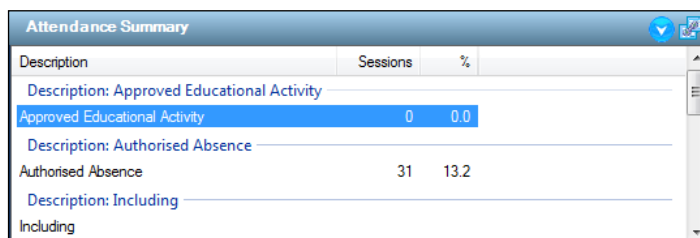
 Options button

The attendance code **Description**, number of **Sessions** and a percentage (**%**) of total attendance for each attendance code is displayed.

This information can be viewed in a variety of display orders. Right-click anywhere in the **Attendance Summary** widget then select **Description**, **Sessions** or **%** from the pop-up menu to display the content in the selected order.

Revert to the original display by right-clicking anywhere in the widget then selecting **Hide Groups** from the pop-up menu.

To revert to the bar chart view, click the **Options** button then select **Toggle** from the pop-up menu.

Additional information regarding the pupil/student's attendance is available below the graph. The number of lates (**No. of Lates**) and the cumulative number of minutes for all sessions or lessons with a late mark (**Time Late**) are displayed.

A pupil/student's total **Present & AEA** percentage is also displayed. This box is colour coded green (indicating a generally good, positive attendance record) or red (indicating a generally poor attendance record). The colour of the box depends on the range of values entered during the Pupil (or Student) Teacher View setup process (via **Tools | Setups | Pupil** (or **Student**) **Teacher View**).

The percentage attendance figure is calculated as follows:

Percentage Attendance = <number of present marks> plus <number of approved educational absence marks> divided by <number of possible marks>

To view a pupil/student's full attendance record, click the **Present & AEA** hyperlink to display the **Pupil** (or **Student**) **Marks** page. The information is displayed in read-only format.

IMPORTANT NOTES: Authorised Educational Activity marks are treated as a present mark on the Pupil (or Student) Teacher View.

If a mark is entered in Take Register for a future session or lesson, this is included in the figures on the Pupil (or Student) Teacher View.

Viewing Attendance/Conduct Intervention Information

A summary of a pupil/student's attendance and conduct records can be displayed on the Pupil (or Student) Teacher View, together with pupil/student intervention dates, enabling the monitoring of their progress.

The view can be toggled between **Attendance Intervention** and **Conduct Intervention** by clicking the **Options** button then selecting **Toggle** from the drop-down menu. The **Attendance Intervention** widget is displayed by default.
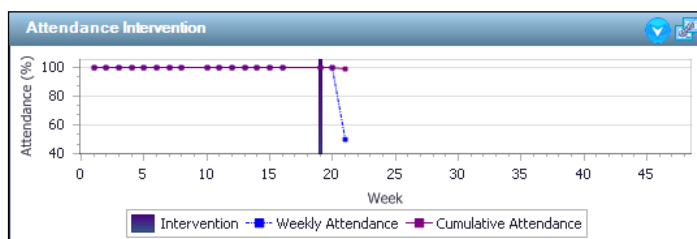
A pupil/student's session (<u>not</u> lesson) attendance over the course of the current academic year is displayed on a line graph on the **Attendance Intervention** widget. The x-axis (horizontal) represents the working week of the academic year for which attendance can be recorded, i.e. attendance is not recorded during school holidays so these weeks (if they are complete working weeks) are not plotted on the graph. If a school holiday ends on one day of a working week and a new term starts on the next day of a working week, these partial working weeks <u>are</u> displayed on the graph. The attendance percentage values are displayed on the y-axis (vertical). Two sets of values are plotted on the line graph - the cumulative attendance percentage over the course of the current academic year and a separate weekly attendance percentage. In the previous graphic, the cumulative attendance percentage remained at 100% until week 21, when the pupil/student was present for only 33% of their sessions, indicated by the dotted blue line. This caused the cumulative attendance percentage (the dotted purple line) to be reduced to 99% in week 21.

The percentage attendance figure is calculated as follows:

Percentage Attendance = <number of present marks> plus <number of approved educational absence marks> divided by <number of possible marks>

Hover the mouse over any of the dots on the line graph. The following information is displayed:

- Week commencing date
- Cumulative attendance percentage or weekly attendance percentage (depending on the line over which you hover, displayed to two decimal places)
- Number of present marks (**Present + AEA**)
- Number of authorised absence marks
- Number of unauthorised absence marks.

If an intervention record has been recorded against a pupil/student's behaviour record, this is indicated by a vertical purple line in the corresponding week. The intervention(s) displayed on the Attendance Intervention graph may not relate specifically to attendance. However they are displayed to provide an indication of whether (and subsequently how) a pupil/student's attendance or behaviour has changed since the intervention measures were introduced. Hover the mouse over the intervention line to display the week commencing date, the date on which the intervention was made and the intervention type.

A pupil/student's conduct, behaviour and achievement details over the course of the current academic year are displayed on a line graph on the **Conduct Intervention** widget. The x-axis (horizontal) represents the working week of the academic year for which these details can be recorded, i.e. conduct, behaviour and achievement are not recorded during school holidays so these weeks (if they are complete working weeks) are not plotted on the graph. If a school holiday ends on one day of a working week and a new term starts on the next day of a working week, these partial working weeks are displayed on the graph. The conduct point values are displayed on the y-axis (vertical). Three sets of values are plotted on the line graph - conduct (yellow line), achievement (green line) and behaviour points (red line) over the course of the current academic year. In the previous graphic, achievement points (also viewed as a positive) were recorded in week one and behaviour points (viewed as a negative) were recorded in week two. Conduct points (an aggregate of achievement and behaviour points) were therefore recorded in weeks one and two.

Hover the mouse over any of the dots on the line graph. The following information is displayed:

- Week commencing date
- Date on which conduct, achievement or behaviour points were recorded (depending on the line over which you hover)
- Achievement type or behaviour type recorded

If an intervention record has been recorded against a pupil/student's behaviour record, this is indicated by a vertical purple line in the corresponding week. Hover the mouse over the intervention line to display the week commencing date, the date on which the intervention was made and the intervention type.

Printing the Pupil (or Student) Teacher View

The content of the **Pupil (or Student) Teacher View** can be printed by clicking the **Print** button at the top of the page.

The **Pupil (or Student) Teacher View** is displayed in your web browser, from where it can be printed. The printed output is displayed in single column format. The **Basic Details** are printed as the first item on the output, followed by the **Timeline** (if you have elected to display it) then any of the additional widgets you have elected to display. The content of the additional widgets is printed in the order defined on the **Pupil** (or **Student**) **Teacher View Setup** page (via **Tools | Setups | Pupil** (or **Student**) **Teacher View**).

> *NOTE: It is not possible to print individually the content of a widget, with the exception of the* ***Timeline*** *widget (please see* Printing the Content of the Timeline Widget *on page* 14*).*

More Information:
Selecting the Widgets to Display on page *30*

02/ Configuring the Pupil (or Student) Teacher View

Introduction

The **Pupil** (or **Student**) **Teacher View** page enables you to view a summary of pupil/student information. Before using the Pupil (or Student) Teacher View, the School Administrator must define default settings, which determine the scope of information displayed in line with your school's behaviour policy and assessment monitoring procedures.

Select **Tools | Setups | Pupil** (or **Student**) **Teacher View** to display the **Pupil** (or **Student**) **Teacher View Setup** page.

More Information:
Using the Pupil (or Student) Teacher View on page *1*

Setting the Purpose of the Pupil/Student Button on the Quick Launch Toolbar

The default behaviour of the left-hand icon on the SIMS **Home Page** quick launch toolbar depends on the type of user:

  Pupil (or Student) icon / Pupil (or Student) Teacher View icon

- When a Class Teacher clicks this icon, the **Pupil** (or **Student**) **Teacher View** page is displayed by default.
- When any other user clicks this icon, the **Pupil** (or **Student**) **Details** page is displayed by default.

However, the default behaviour of this button can be toggled between the **Pupil** (or **Student**) **Teacher View** page and the **Pupil** (or **Student**) **Details** page.

NOTE: This setting works on a per user basis, so the definition of the default behaviour of this button affects <u>only</u> the user who makes the change.

1. If you wish to change the default behaviour of the icon, either select or deselect the **Open Teacher View screen by default** check box in the **Teacher View Defaults** panel.

2. Click the **Save** button.
3. Restart SIMS to affect the change of behaviour of this icon.

    When you hover over the icon, its label changes to either **Pupil** (or **Student**) **Details** or **Pupil** (or **Student**) **Teacher View**, depending on the option selected.

Setting Up the Key Indicators

The **Pupil (or Student) Teacher View** page displays a range of positive and negative key indicators (via a range of colours) for each pupil/student in the **Basic Details** widget, providing a high level summary throughout the academic year. The Pupil (or Student) Teacher View can be configured to display information in green if a pupil/student attains greater than 10 **Achievement** points and to display information in red if their **Attendance** drops below 80%.

The points value for each of the following factors can be defined and in turn, the colour coding is implemented on the Pupil (or Student) Teacher View.

For **Positive Key Indicators**, **Display as Green if greater than** and **Display as Red if less than** figures can be entered:

-   Attendance
-   Achievement
-   Conduct

For **Negative Key Indicators**, **Display as Green if less than** and **Display as Red if greater than** figures can be entered:

- Behaviour
- Exclusion
- Intervention

> *NOTE: If a value falls between the defined range of red and green values, it is displayed in amber.*

1. In the **Positive Key Indicators** panel, click in the **Display as Green if greater than** cell of the required key indicator and enter a value. For example, clicking in the **Attendance** cell and entering 95 displays the pupil/student's attendance information in green if they achieve greater than 95% attendance over the course of the current academic year.

2. Click in the **Display as Red if less than** cell of the same key indicator and enter a value. For example, clicking in the **Attendance** cell and entering 80 displays the pupil/student's attendance information in red if they achieve less than 80% attendance over the course of the current academic year.

3. Repeat Steps 1 and 2 for the remaining **Positive Key Indicators**.

> *NOTE: Attendance data is categorised as a Positive Key Indicator because the higher the percentage figure, the better their attendance record.*

4. Repeat Steps 1 to 3 for the **Negative Key Indicators**, noting that the column headers are named **Display as Green if less than** and **Display as Red if greater than**.

5. Click the **Save** button.

Setting Up the Assessment Key Indicators

Key Stage levels of attainment can be displayed on the Pupil (or Student) Teacher View.

> *NOTE: A maximum of six Assessment Key Indicators can be displayed on the **Pupil (or Student) Teacher View** page at a time.*

1. In the **Assessment Key Indicators** panel, click the **Curriculum Year** for which you wish to select aspects to display on the Pupil (or Student) Teacher View.
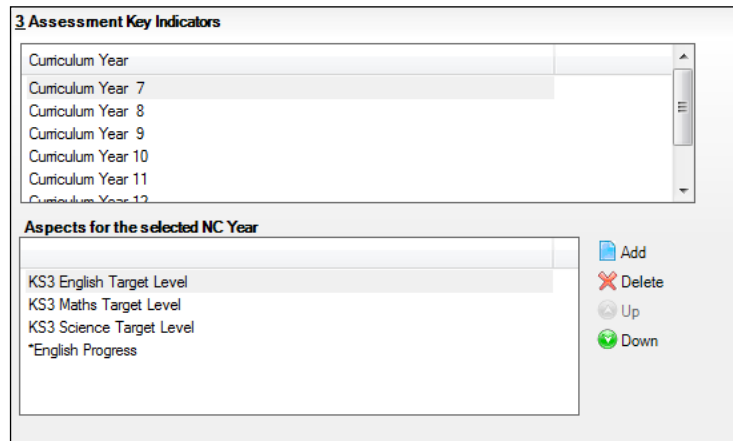
Any aspects that are already selected for the **Curriculum Year** are displayed in the **Aspects for the selected NC Year** panel.

2. Add an aspect for the **Curriculum Year** by clicking the **Add** button to display the **Aspect** browser.
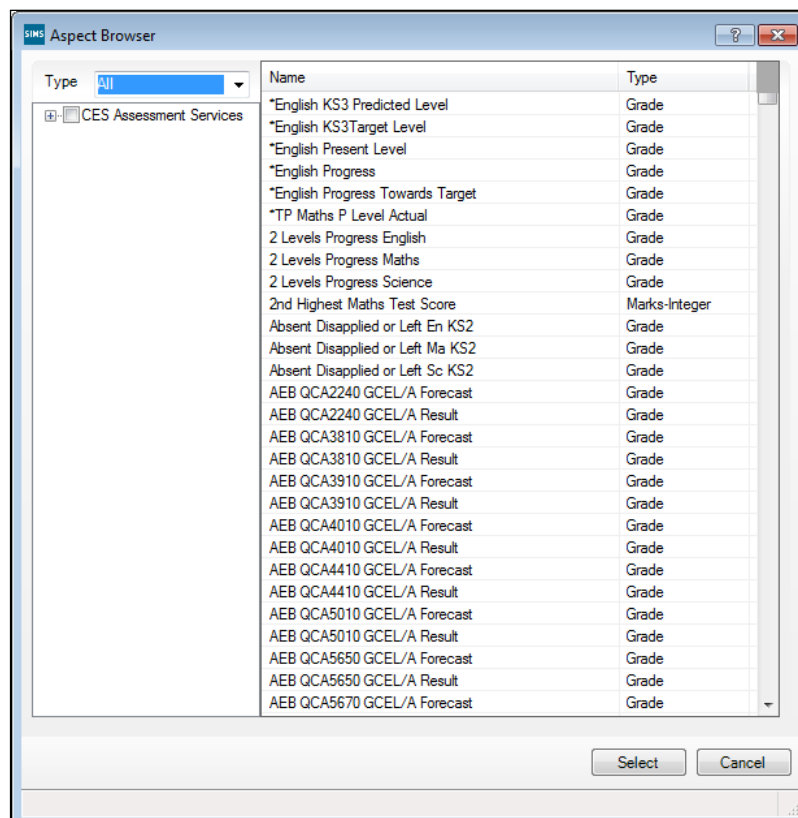
The **Type** of aspect defaults to **All** but can be amended by selecting from the drop-down list.

3. To filter the list of aspects displayed in the **Aspect** browser, navigate through the tree structure in the left-hand panel using the **+** and **−** buttons then select the category or categories with which the required aspect is associated.

4. Select its check box to display, in the right-hand panel, the aspects that belong to the selected category.

5. To include an aspect on the Pupil (or Student) Teacher View for the selected Curriculum Year, highlight it then click the **Select** button to return to the **Pupil** (or **Student**) **Teacher View Setup** page.

6. Repeat this process to add further assessment key indicators to the Pupil (or Student) Teacher View, up to a maximum of six.

7. An aspect can be removed by highlighting it in the **Aspects for the selected NC Year** panel then clicking the **Delete** button.

8. The display order of the aspects can be changed by highlighting an aspect then clicking either the **Up** or **Down** button.

9. Click the **Save** button.

Selecting the Widgets to Display

You can define the range of widgets displayed on the Pupil (or Student) Teacher View and the order in which they are displayed. It is also possible to toggle the display of the **Timeline** widget on or off.

1. If you want to display the **Timeline** widget on the Pupil (or Student) Teacher View, select the **Show Timeline** check box in the **Widgets** panel.

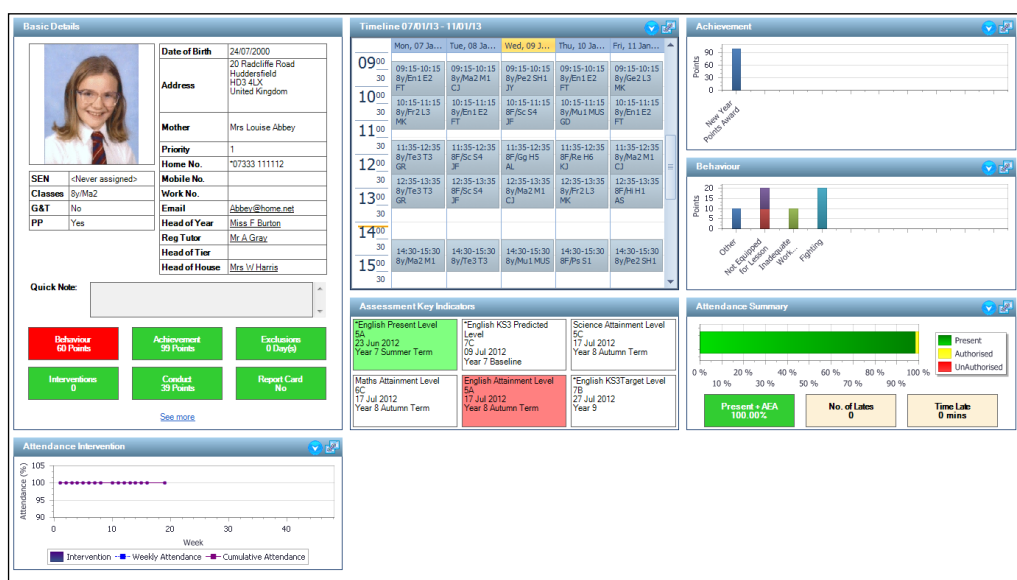> *NOTE: This option is selected by default for Secondary schools and deselected for Primary schools.*

2. To determine whether conduct widgets displayed on the Pupil (or Student) Teacher View show the number of **Points** or the number of **Incidents**, select the appropriate **Show Conduct By** radio button.

3. Define the additional widgets that you wish to display on the Pupil (or Student) Teacher View by selecting or deselecting the following check boxes:

    - Achievement
    - Behaviour
    - Assessment Key Indicators
    - Attendance Summary
    - Intervention Tracker.

4. Select the order in which you want the widgets to display on the Pupil (or Student) Teacher View by clicking the name of a widget then clicking either the **Move Up** or **Move Down** button. Repeat this process until the widgets are displayed in the required order.

5. Click the **Save** button.

   Widgets are added to the Pupil (or Student) Teacher View by filling any available space on-screen to the right of any existing widget. Where there is no available space on the right-hand side of the screen, the widget is placed in the next available space on the following row.

   In the following graphic of the Pupil (or Student) Teacher View, the widgets have been placed in the order described in Step 1 (where the **Achievement** widget is first in the list and the **Intervention Tracker** is last).

   The **Basic Details** widget is always displayed as the first widget and the **Timeline** widget is also displayed because the **Show Timeline** check box is selected; if displayed on the Pupil (or Student) Teacher View, the **Timeline** is always displayed as the second widget. The remaining five widgets that have been selected are displayed on the Pupil (or Student) Teacher View in the prescribed order ensuring that, as far as possible, all available space is used.

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