SIMS

Using Progress Grids

applicable to 7.142 onwards

Revision History

Version	Change Description	Date
7.142 - 1.0	Initial Release	14/09/2011

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Capita Doc Ref: SIMSAPProgress7142/HBK/140911/SB

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

CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedfordshire MK44 3JZ
Tel: 01234 838080 Fax: 01234 832036 Email: sales@capita.co.uk Web: www.capita-cs.co.uk

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Introduction

This guide has been produced to assist Assessment Co-ordinators, School Administrators and Class Teachers in Primary and Secondary schools in using SIMS to assess pupil progress based on the National Strategies guidelines.

The progress grid functionality is designed to replace the paper-based National Strategies Assessing Pupil Progress (APP) grids. A set of Assessing Pupil Progress resources (SIMS Assessment templates and marksheets) is provided for English (Reading, Writing, Speaking & Listening), Maths, Science and ICT.

Following upgrade to this release, a user with Assessment Co-ordinator or School Administrator permissions can import these resources into SIMS Assessment or create new progress grid templates based on their own requirements. The imported resources will be linked to SIMS Tracking Progress Marksheets. LAs and schools that have developed their own aspects can link these to imported progress grid templates.

How is this Guide Structured?

The majority of the functionality in this handbook is applicable to Assessment Co-ordinators and School Administrators, who will be responsible for setting up progress grid templates to enable other users (such as class teachers) to enter results. The following list briefly describes which roles will be responsible for which tasks.

Assessment Co-ordinators and School Administrators

Assessment Co-ordinators and School Administrators will be responsible for setting up either their own progress grid resources or for creating progress grid templates supplied by Capita.

- Importing and exporting pupil progress resources.
- Assigning pupil progress resources to a new SIMS Assessment category named Pupil Progress. This must be done to enable the aspects to be added to progress grid templates.

- Creating the progress grid templates that are the base for the progress grids used by class teachers.
- Cloning a progress grid template. It is possible to clone progress grid templates, so that alterations can be made to an existing template and saved as a new template.
- Deleting progress grid templates.

Class Teachers

Class teachers are likely to be responsible for entering results into progress grids based on progress grid templates created by the Assessment Co-ordinator or School Administrator. Class teachers should, therefore, understand how to enter assessment data into a progress grid (please see *Entering and Reviewing Pupil/Student Progress Data* on page *27*). If you are new to SIMS Assessment, you may also wish to read a brief introduction to assessment (please see *Overview of SIMS Assessment* on page *3*).

Setting Permissions

Head Teacher

Head teachers will need to be able to create, edit and view all progress grids assessments.

Head of Department / Head of House / Head of Year

These roles will need to be able to edit and view the progress grids relevant to their supervision.

Assessment Co-ordinator

The assessment co-ordinator will be able to create grid templates and associated aspects and assessments. They will be able to edit, print, delete and export all grids regardless of supervisory status.

Class Teacher

The class teacher will be able to input individual assessments for pupil/students based on the progress grid template. They will also be able to update the results of assessments, add comments and export grids which pertain to their supervisory rights.

Teaching Assistant

Teaching Assistants will have the same rights as class teachers to use progress grids.

Where to Get More Information

A wide range of documentation is available from within SIMS via the **Documentation Centre** and can be accessed by clicking the **Documentation** button on the SIMS **Home Page**. The range of documentation includes handbooks, tutorials, help sheets, mini guides and quick reference sheets. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.

References to any other documents mentioned in this handbook can be accessed from the **Documentation Centre** unless otherwise specified.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

Additional supporting documentation can also be found on our SupportNet website (http://support.capitaes.co.uk/) by clicking the **Documentation** button on the SupportNet home page.

Overview of SIMS Assessment

This section provides a brief overview of SIMS Assessment. For more detailed information, please refer to the *Getting Started* chapter of the *Assessment in SIMS* handbook.

SIMS Assessment provides a means for pupil/student attainment to be recorded, tracked and analysed through all key stages. As it forms part of the SIMS system, it provides central storage and access to any information recorded about individual pupil/students, including attendance, behaviour and achievements, as well as core pupil/student details such as date of birth, ethnicity and SEN.

The data recorded can be used to analyse progress on both an individual and a group basis and can also be used to inform judgements about how to allocate resources most effectively for school improvement.

SIMS Assessment also allows you to:

- implement and monitor the outcomes of a school-wide assessment policy.
- identify and define the assessments to be made and enable the recording of progress using definable criteria.
- record assessments for pupil/students as Marks, Ages, Grades or Comments.
- maintain a historical record of individual assessments.
- review group performance.

There is no limit to the types of assessment that can be carried out and recorded, provided the result can be expressed in terms of a Mark, Grade, Age or Comment. Records can therefore be stored based on effort, conduct, reading age, the number of times an activity takes place and so on.

What is a Marksheet?

Data can be entered and reviewed in SIMS Assessment using marksheets. A marksheet is a grid, similar to a spreadsheet, where pupil/students are listed in rows and the areas of assessment (called aspects) are listed in columns. A marksheet can be likened to a teacher's mark or record book.

What is a Template?

A template is the definition of the set of columns that appear in a marksheet. Marksheets can then be created from the same template for any pre-defined group of pupil/students.

What Assessing Pupil Progress Resources are Available?

Assessing Pupil Progress templates that include the DfE National Strategies APP criteria have been prepared by Capita to help Primary and Secondary schools and are stored within the AMPA folder (`C:\Program Files\SIMS\SIMS .net\AMPA`).

> ***IMPORTANT NOTE:*** *The following resources must be imported as they are not included in the auto-import routine. Once installed, they can be used as provided or cloned and customised according to your requirements.*

The following resources are provided:

- Grid Templates for Primary and Secondary schools.
- Marksheet Templates for English (Reading, Writing, Speaking & Listening), Maths, Science and ICT.

More Information:
Importing Progress Grid Marksheet Templates from an XML File on page *53*
Importing Progress Grid Templates from an XML File on page *46*

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Introduction

A progress grid enables you to enter pupil/student attainment levels against a predefined set of results. The structure of a progress grid is taken from its corresponding progress grid template. Once the template structure has been defined, it can be used to create a progress grid.

Progress grid templates can also be cloned, so that alterations can be made to an existing template and saved as a new template. This reduces the need to create progress grid templates from scratch. For example you might create a progress grid template for pupil/students in Years 5 and 6, but would also like to use the same template design for pupils in Years 3 and 4. By cloning the progress grid template, you can preserve the text of the progress grid templates but add your own resources such as gradesets and aspects.

Capita provide a set of standard progress grid templates. These specific progress grids are called Assessing Pupil Progress (APP) grids and replicate the paper-based National Strategies assessing pupil progress grids. Any school, regardless of region or type, can use the APP resources, but they must be imported from the `England Primary` or `England Secondary` folders in the `C:\Program Files\SIMS\SIMS .net\AMPA` folder.

Permissions

You will need to be a member of one or more of the following System Manager user groups to ensure you have the permissions required to use the functionality outlined in this chapter.

- Assessment Coordinator
- Assessment Operator
- Senior Management Team.

Making Progress Grid Aspects Visible

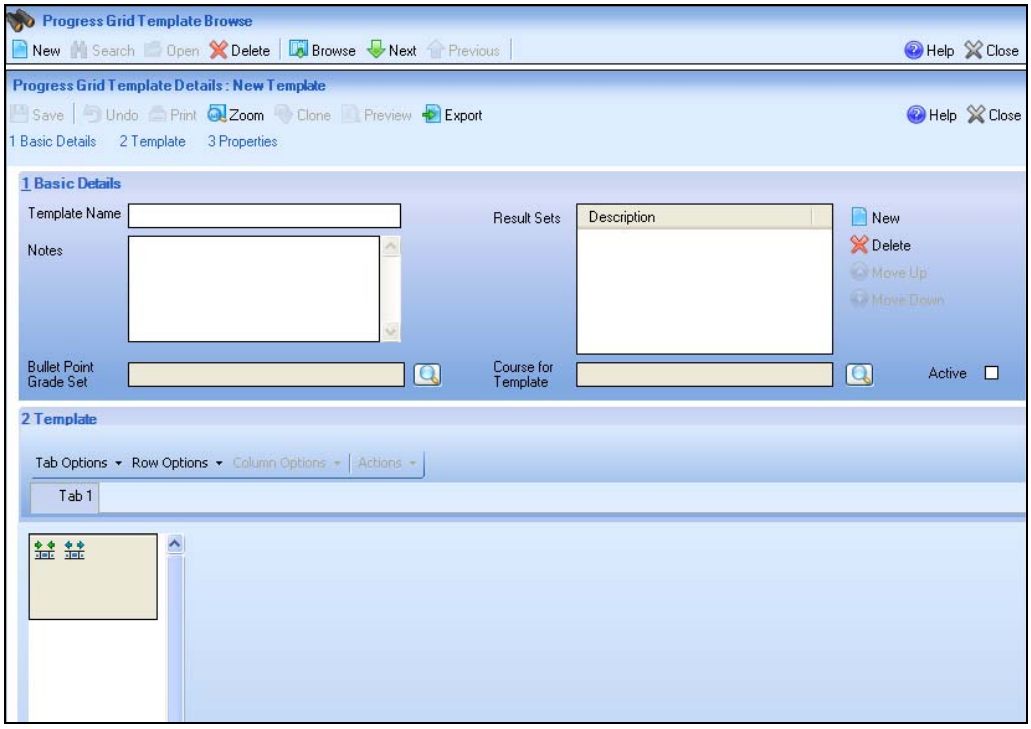
Before you start creating progress grid templates, you should ensure that the progress grid aspects are visible within SIMS. Select **Tools | Performance | Options** then select the **View Progress Grid Aspects** check box.

Creating Progress Grid Templates

Users with the appropriate permissions can create new progress grid templates.

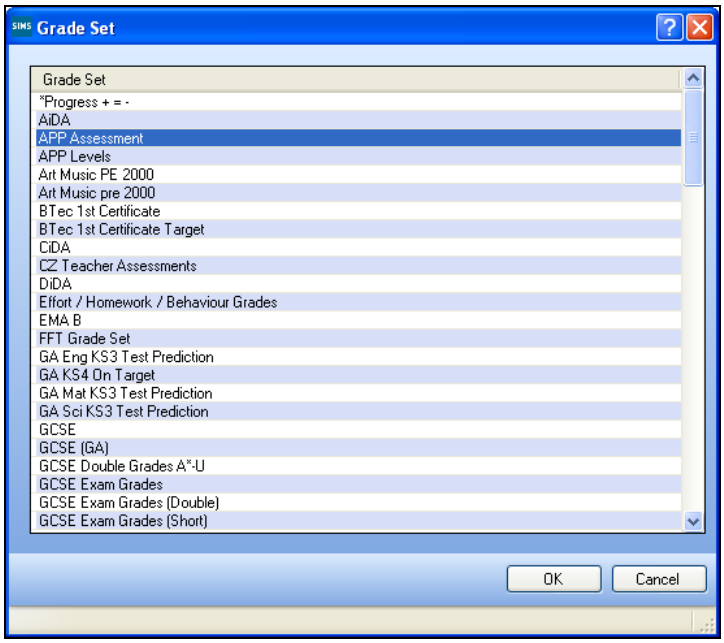
1. Select **Focus | Assessment | Progress Grid Template** to display the **Progress Grid Template Browse** browser.
2. Click the **New** button to display the **Progress Grid Template Details: New Template** page.

New button



3. Enter a **Template Name**.
4. Enter any notes that you wish to be associated with the template in the **Notes** field.

5. Click the **Bullet Point Grade Set** field browser button to display the **Grade Set** dialog.



6. Highlight **APP Assessment** then click the **OK** button to return to the **Progress Grid Template** details page. The selected grade set name is displayed.

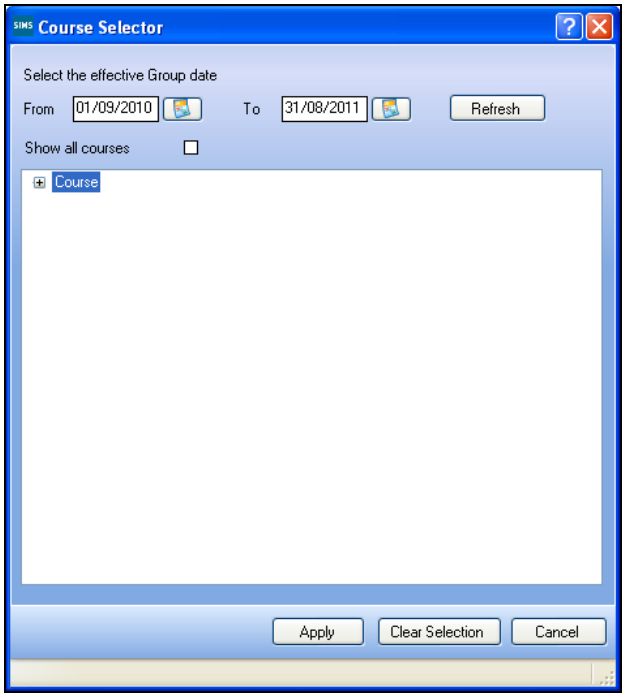
7. Click the **New** button next to the **Result Sets** field to display the **Select Result Set** dialog.

8. Select the check box for each result set you wish to associate with the template or click the **Select All** button to select all the visible result sets.

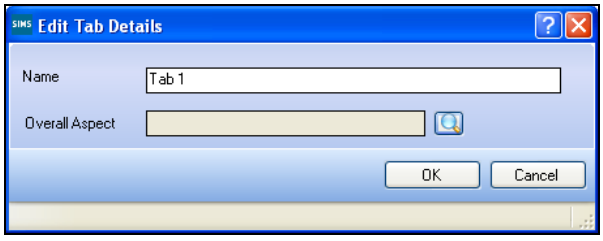
   Limit the number of visible result sets by entering search criteria in the **Search for** field.

9. When all the required result sets are selected, click the **Select** button to close the dialog and populate the **Result Sets** list.

10. Click the **Course for Template** field browser button to display the **Course Selector** dialog.

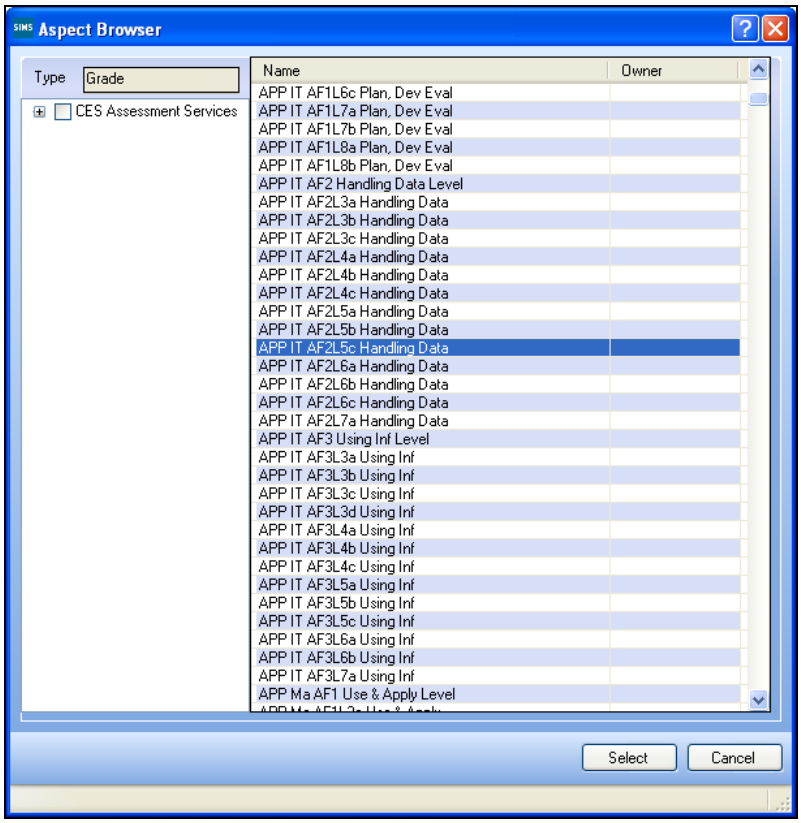


11. Click the **+** button to expand the list of available courses.
12. Highlight the course that you wish to link to the template. For primary schools this will generally be the Pastoral Overview course. For secondary schools, the template will have to be linked to a specific academic course.
13. Click the **Apply** button to attach the course and close the dialog.
14. In the **Template** panel, select **Tab Options | Edit Tab Details** to display the **Edit Tab Details** dialog.



15. Enter a **Name** for the tab.

16. Click the **Overall Aspect** field browser button to display the **Aspect Browser** dialog.



> ***IMPORTANT NOTES:*** *In order to see and select progress grid aspects, you must ensure that the aspect has both the* ***Active*** *and* ***Progress Grid*** *check boxes selected. You must also ensure that the* ***View Progress Grid Aspects*** *check box is selected in the* ***Options*** *panel, accessible via* ***Tools | Performance | Options****.*
>
> *When creating aspects/grade sets for the overall aspect, you should make the grade descriptions in the grade set unique. This is because it is the grade set description that is displayed in the progress grid and not the code.*

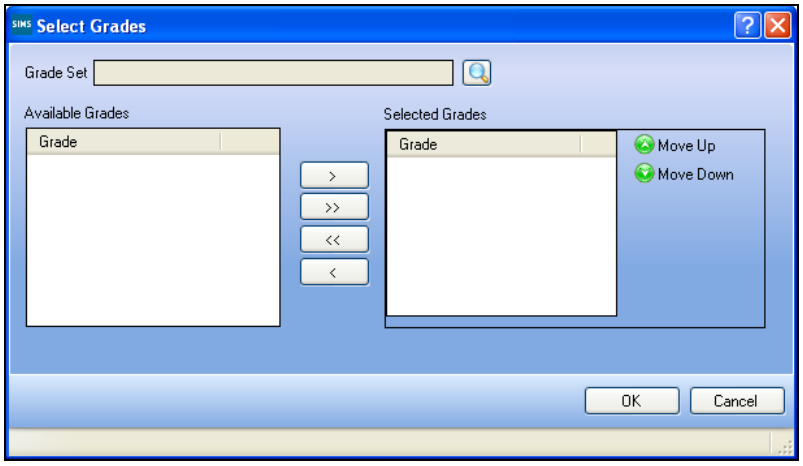
17. Highlight the aspect you wish to associate with the tab.

    Limit the number of visible aspects by selecting the required category in the left-hand column.

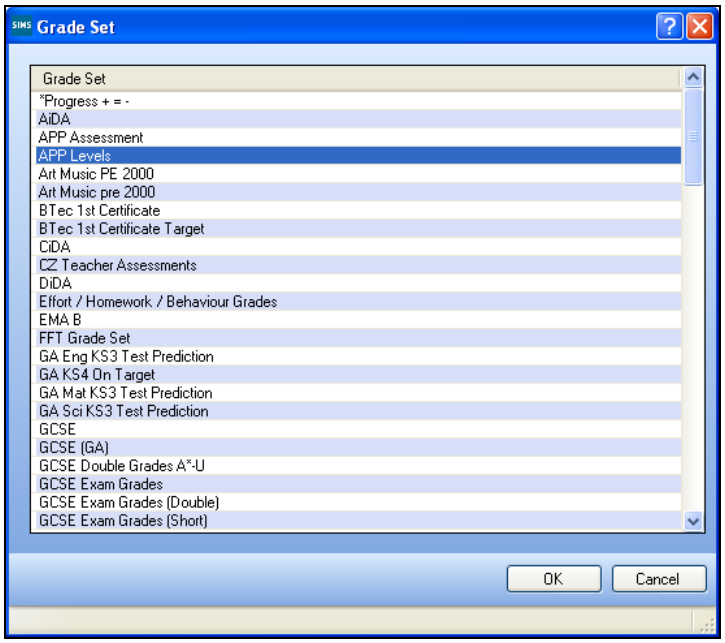
18. Click the **Select** button to attach the aspect and close the **Aspect Browser** dialog.

19. Click the **OK** button to close the **Edit Tab Details** dialog.

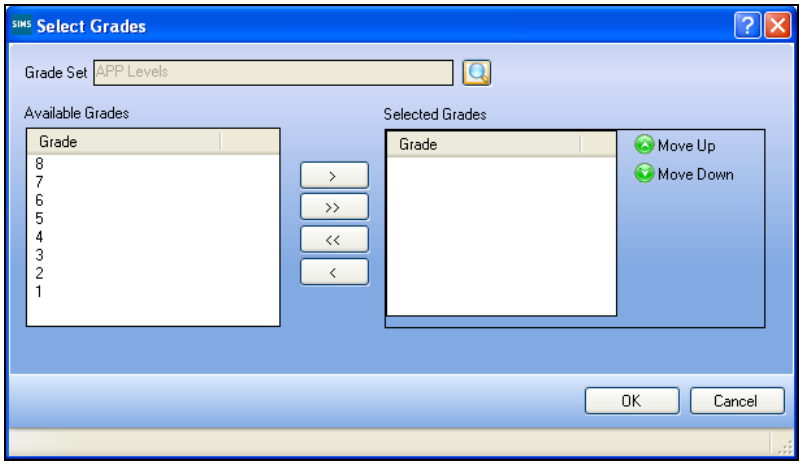
20. To create the rows that represent grades, select **Row Options | Add/Remove Rows (Grades)** to display the **Select Grades** dialog.



21. Click the **Grade Set** field browser button to display the **Grade Set** dialog.



22. Highlight **APP Levels** from the list then click the **OK** button to close the dialog and return to the **Select Grades** dialog.



23. Move the required levels from the **Available Grades** list to the **Selected Grades** list by clicking the chevron buttons.

    Single Chevron button

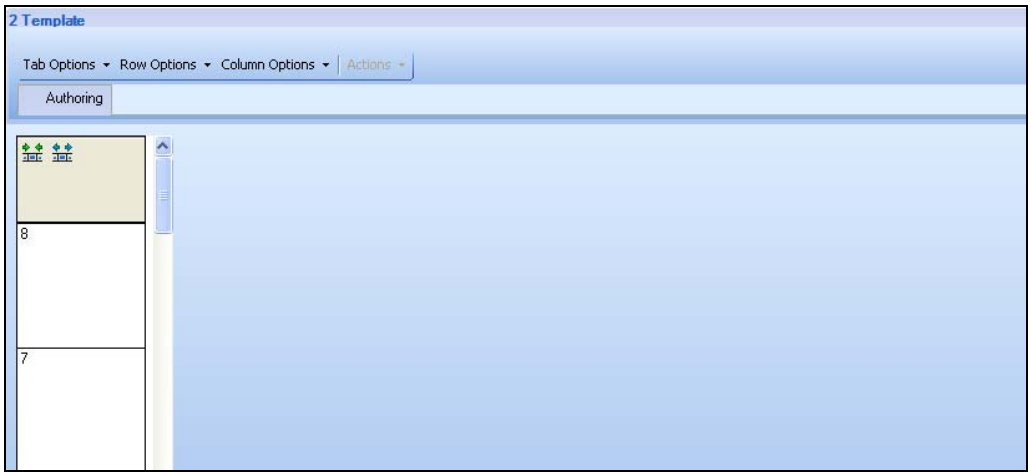
    Double Chevron button

    To move individual levels from the **Available Grades** list to the **Selected Grades** list, highlight the required levels, holding down the **Ctrl** key to select multiple levels then click the single chevron button.

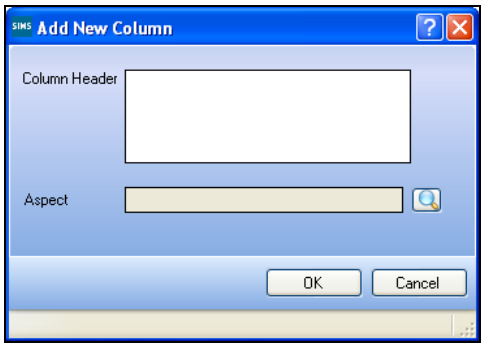
    To move all the levels from the **Available Grades** list to the **Selected Grades** list, click the double chevron button.

24. If required, you can move a level up or down by highlighting the value and clicking the **Move Up** or **Move Down** button.

25. After all the required grades have been moved to the **Selected Grades** list, click the **OK** button to close the dialog and populate the left side of the **Template** panel with the grade levels.

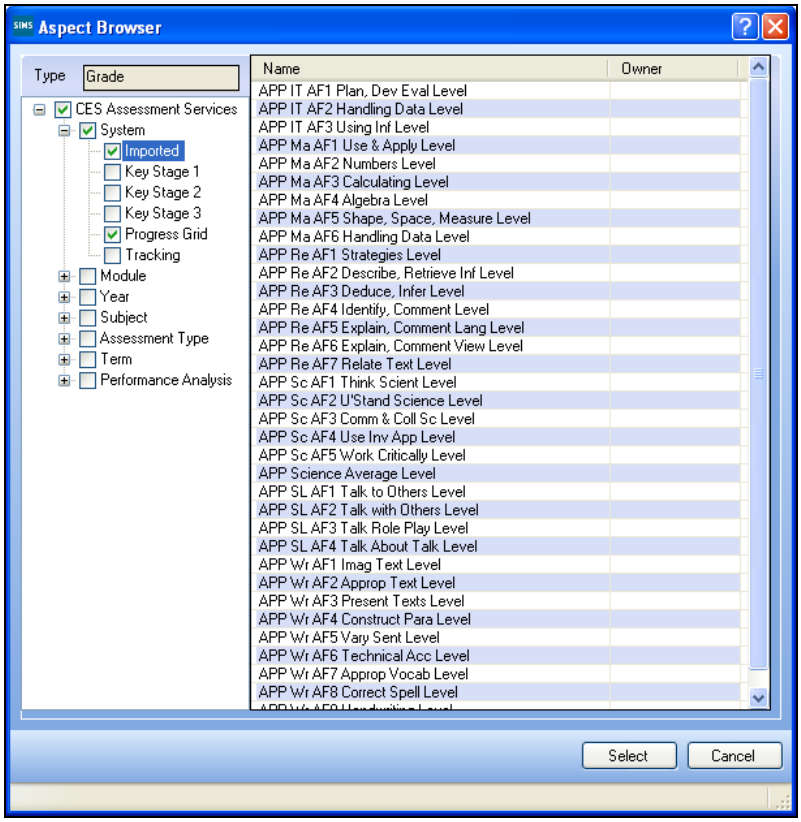


26. To add a column to the grid, select **Column Options | Add Column** to display the **Add New Column** dialog.



27. Enter a **Column Header** name.

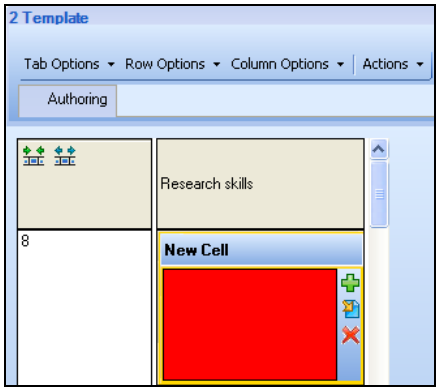
28. Click the **Aspect** field browser button to display the **Aspect Browser** dialog.



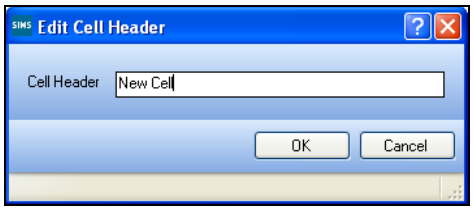
Limit the number of visible aspects by selecting the required category in the left-hand column.

29. Highlight the required aspect then click the **Select** button to close the dialog and return to the **Add New Column** dialog.

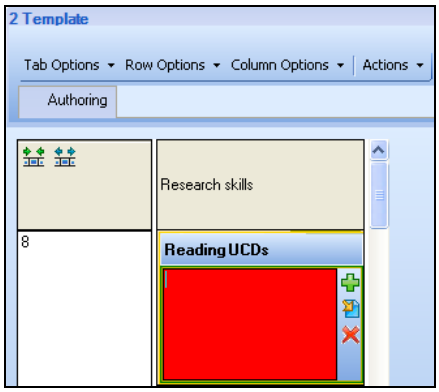
30. Click the **OK** button to close the dialog and return to the **Template** panel.



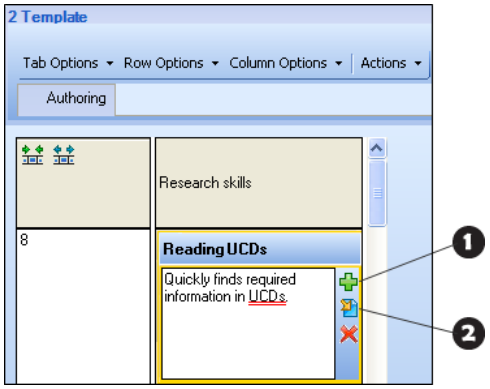
31. To enter a cell title, right-click the **New Cell** title and select **Edit Cell Header** from the pop-up menu to display the **Edit Cell Header** dialog.



32. Enter a title in the **Cell Header** field then click the **OK** button to return to the **Template** panel.



33. Type the desired bullet point text into the cell or paste content copied from another application into the cell. Any words that are misspelt will be underlined in red.



1	**Create New Aspect** button
2	**Assign Existing Aspect** button

34. You should associate each bullet point with an aspect. You can create a new aspect by clicking the **Create New Aspect** button (please see *Creating a New Aspect to Associate with a Bullet Point* on page *15*) or associate the bullet point with an already existing aspect by clicking the **Assign Existing Aspect** button (please see *Associating an Already Existing Aspect to a Bullet Point* on page *16*).

> *NOTE: You do not have to associate every bullet point with an aspect. However, if you do not associate a bullet point with an aspect, when you save or verify the progress grid template, you will receive a warning message.*
>
> *You can associate the same aspect with more than one bullet point, but the verify routine will give a warning message.*

35. To add additional bullet points to the grid, right-click the title of the cell to which you wish to add the bullet point then select **Add Bullet Point** from the pop-menu.

36. If necessary, use the **Narrow Column** and **Widen Column** buttons to adjust the column width.

Narrow Column button

Widen Column button

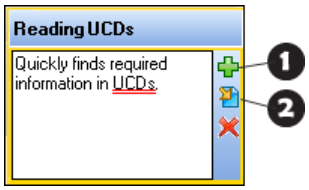
37. Complete the rest of grid template by adding additional columns and bullet points as described in steps 26 through 35.

38. Associate the **Strengths** and **Next Steps** fields with aspects (please see *Linking Strengths and Next Steps Aspects* on page *16*).

39. If necessary, associate a **Guidance Note Link** (please see *Adding a Guidance Note Link* on page *16*).
40. After the grid is complete, select the **Activate** check box in the **Basic Details** panel to make the template available to other users.
41. Click the **Save** button to save the template. If there are any issues with the template, a validation screen will be displayed (please see *Validating Tabs* on page *17*).

Associating Aspects with Bullet Points

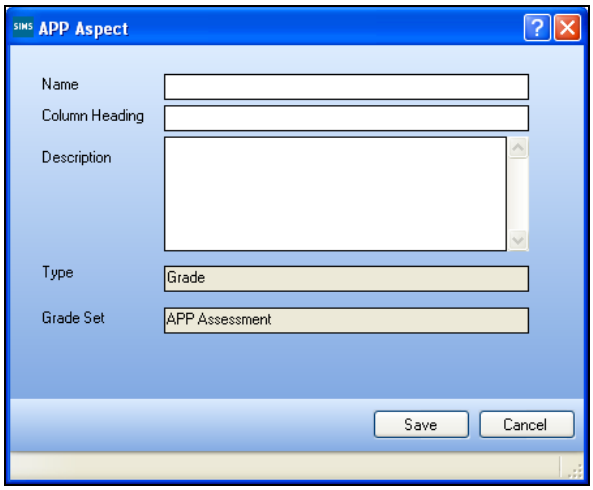
Although not required, each bullet point in a progress grid template should be associated with an aspect. If you do not associate each bullet point with an aspect, the template is saved but you will receive a query message advising you of which bullet points do not have an associated aspect.



1	**Create New Aspect** button
2	**Assign Existing Aspect** button

Creating a New Aspect to Associate with a Bullet Point

1. Click the **Create New Aspect** button to display the **APP Aspect** dialog.



2. Enter a **Name**, **Column Heading** and **Description** for the new aspect.
3. Click the **Save** button to associate the new aspect with the bullet point.

Associating an Already Existing Aspect to a Bullet Point

1. Click the **Assign Existing Aspect** button to display the **Aspect Browser** dialog.
2. Highlight the desired aspect then click the **Select** button to link the aspect to the bullet point.

Linking Strengths and Next Steps Aspects

Each tab in the template should be linked to a strengths and next steps aspect. This enables users entering pupil/student assessment information to enter additional comments about their overall performance.

1. Select **Tab Options | Link Strengths Aspect** (or **Link Next Steps Aspect**) to display the **Aspects Browser** dialog.
2. Highlight the aspect you wish to link to the **Strengths** field (or the **Next Steps** field).
3. Click the **Select** button to associate the aspect with the field.

More Information:
Aspect Linkings for Next Steps and Strengths Comments on page *57*

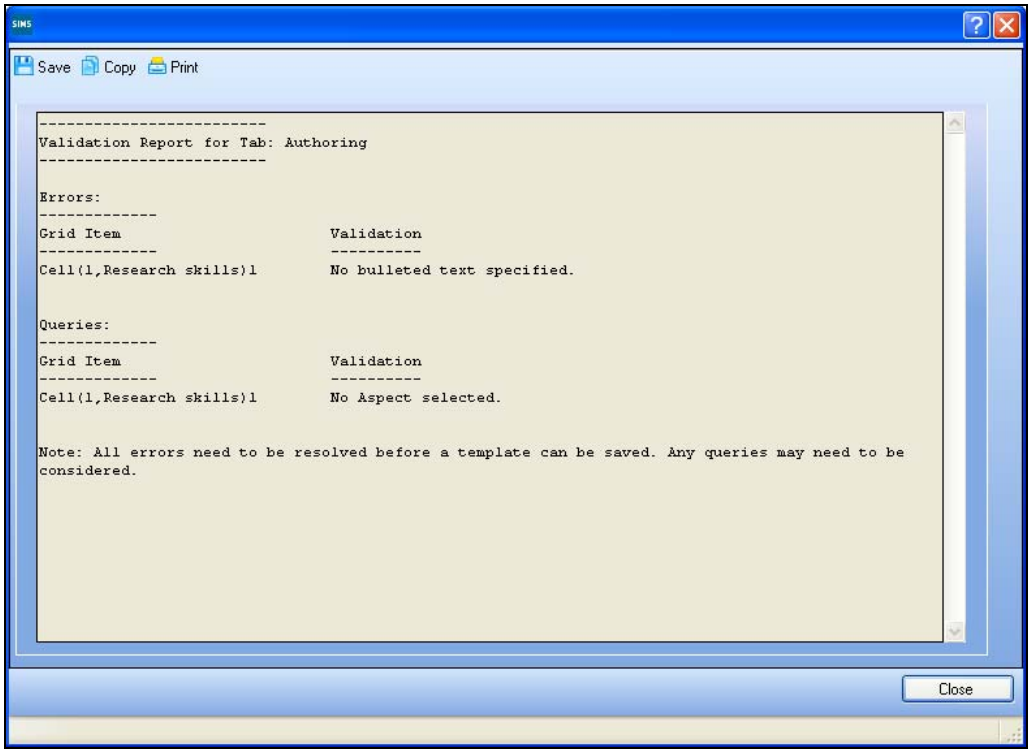
Adding a Guidance Note Link

Each tab can have a hyperlink to further information regarding the content of the grid. Select **Tab Options | Add Guidance Notes Link** to display the **Add Guidance Notes Link** dialog.

1. Enter a properly formatted address, either on an internal or external server, in the **URL** field `http://www.example.com`.
2. Click the **OK** button to save the hyperlink address.

Validating Tabs

To ensure that a progress grid template is formatted properly and all the cells have been properly linked to aspects, you can run a validation test. Select **Tab Options | Validate Tab** to display a validation report. A validation report is also run when you save the progress grid template.

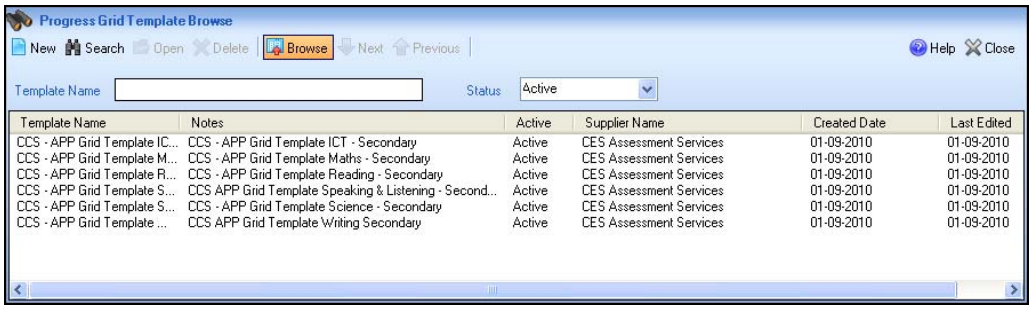


Any items in the **Errors** column must be addressed before the template can be saved. Items in the **Queries** column will not prevent the template from being saved, although the issue should be addressed before the template is activated.

Deleting Progress Grid Templates

It is only possible to delete templates that do not have any progress grids associated with them. In order to delete a progress grid template, you must ensure that all associated progress grids have been deleted.

1. Select **Focus | Assessment | Progress Grid Template** to display the **Progress Grid Template** browser.



2. Highlight the required template. To view inactive templates, select **Inactive** from the **Status** drop-down list.
3. Click the **Delete** button on the Focus Bar to display a confirmation dialog.

Delete button

4. Click the **Yes** button to confirm you wish to delete the template.

Editing Progress Grid Templates

After a progress grid template has been created, most of the content and associated aspects can be edited. However, the gradeset associated with a template cannot be changed if a progress grid has been created using the template.

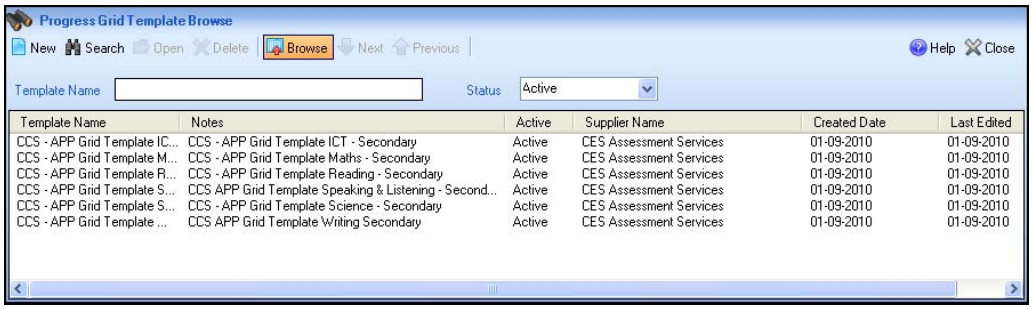
The procedure for editing the properties of a template is the same as creating a new one.

More Information:
Creating Progress Grid Templates on page *5*

Cloning Progress Grid Templates

You can create a new progress grid template by cloning an existing one. Although editable, the notes, result set and aspect(s) are inherited from the original template. However, the list of OMR Sheets is cleared and any associations with categories are removed.

1. Select **Focus | Assessment | Progress Grid Template** to display the **Progress Grid Template** browser.



2. Select the required progress grid template and click the **Open** button to display the grid in the **Template** panel.
3. Click the **Clone** button on the Focus Bar.

Clone button

The copied template is displayed, and the **Template Name** field is highlighted.

4. Enter a new, unique **Template Name**.
5. Click the **Save** button on the Focus Bar to save the new progress grid template.

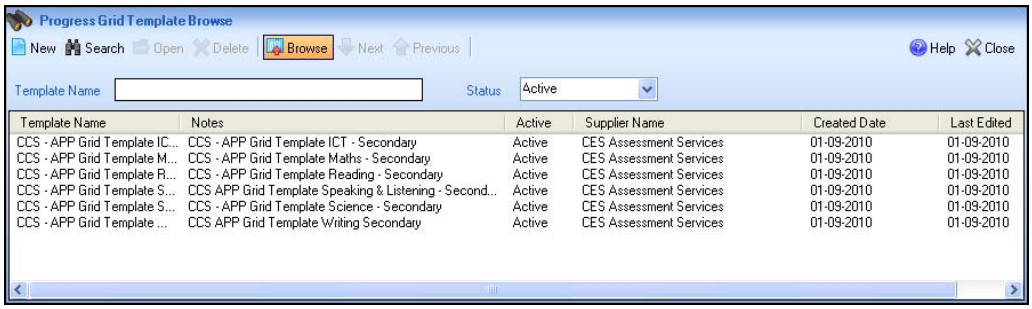
Save button

The new template can now be edited as normal.

Making Progress Grid Templates Inactive

You can make a progress grid template inactive to hide it from the default **Progress Grid Template** browser.

1. Select **Focus | Assessment | Progress Grid Template** to display the **Progress Grid Template** browser.



2. Select the required progress grid template then click the **Open** button to display the grid in the **Template** panel.
3. De-select the **Active** check box in the **Basic Details** panel.
4. Click the **Save** button.

03 | Setting Up Pupil Progress Marksheets

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Creating Marksheets **21**

Associating Assessment Entities with a Category **24**

Introduction

This chapter is provided to assist Assessment Co-ordinators and School Administrators in creating marksheets based on progress grid marksheet templates. Before creating marksheets, you should import the progress grid marksheet templates provided by Capita SIMS.

More Information:
Importing Progress Grid Marksheet Templates from an XML File on page *53*

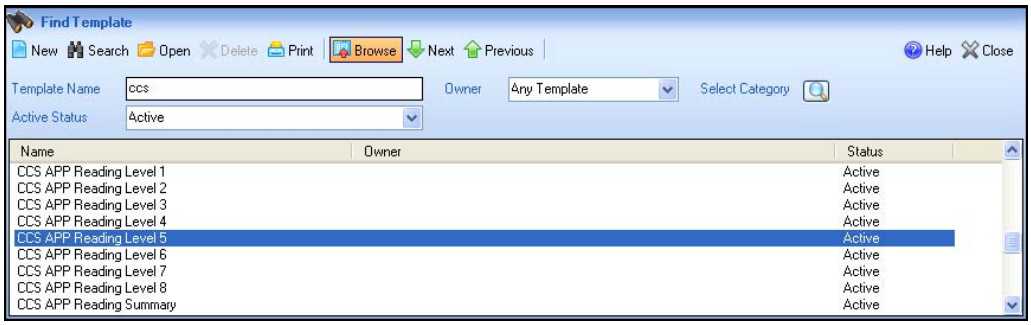
Creating Marksheets

Marksheets are created by associating a previously imported or created template with one or more groups of pupils. Marksheets can be created by anyone who has Assessment Co-ordinator or System Administrator permissions.

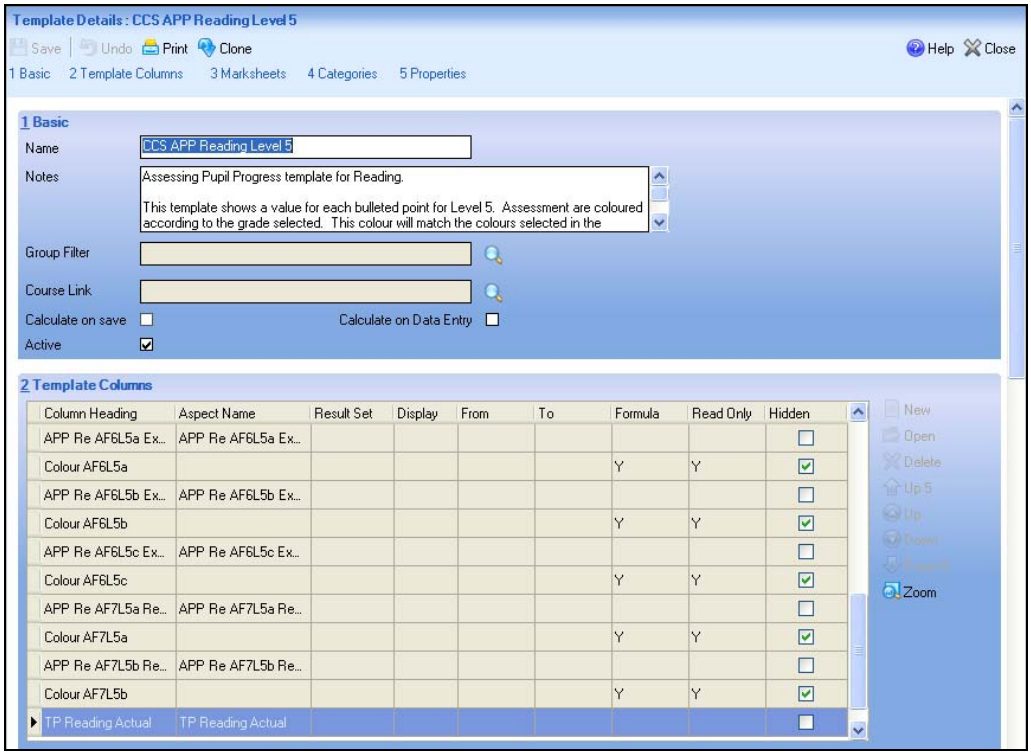
A set of Progress Grid marksheet templates has been provided by Capita SIMS, enabling you to track pupil progress in English, ICT, Maths, Reading, Science, Speaking and Listening, and Writing. If you wish to make use of these marksheet templates, you must first install or import them. They should then be associated with the classes/registration groups relevant to each template.

Marksheets can be created for any number of groups. The following example shows reading assessing pupil progress marksheets created for all registration groups in Year 8. This process should be repeated for all the assessing pupil progress templates that you wish to make use of. The same process can be used to create marksheets from your own assessing pupil progress templates.

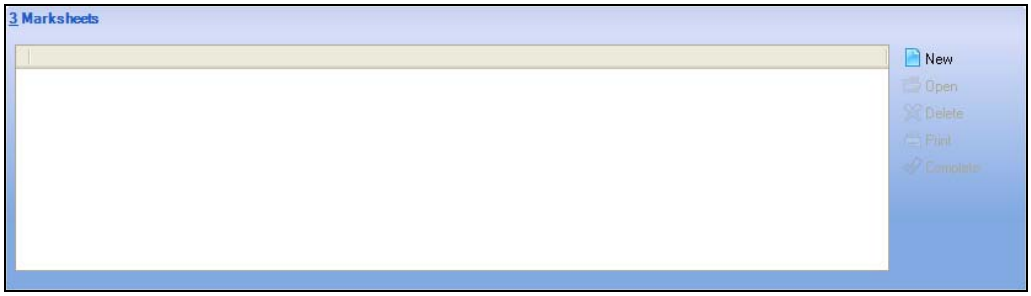
1. Select **Focus | Assessment | Template** to display the **Find Template** browser.



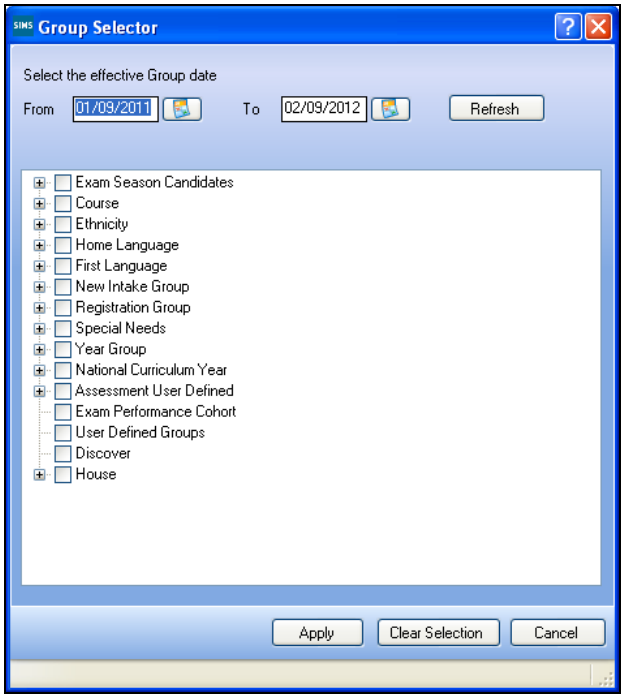
2. Search for, then double-click the required template to display it on the **Template Details** page.



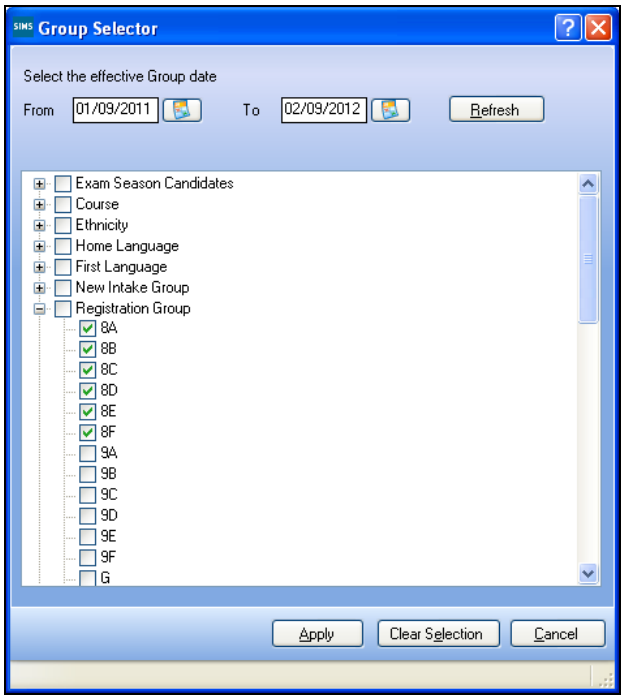
3. Click the **Marksheets** hyperlink to display the **Marksheets** panel.



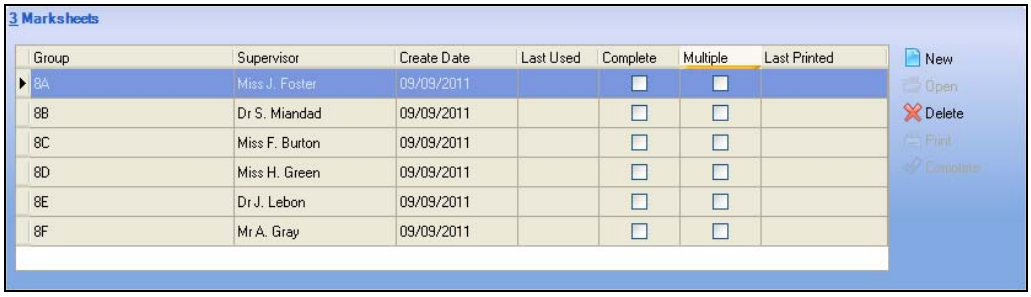
4. Click the **New** button to display the **Group Selector** dialog.



5. Select the required group(s) by clicking the **+** symbol to expand the list, e.g. click the **+** symbol adjacent to **Registration Group** to display all available registration groups.



6. Select the check box adjacent to the required groups then click the **Apply** button to select them. The selected groups are displayed in the **Marksheets** panel.



7. Click the **Save** button on the toolbar to create the marksheets. A marksheet is created for each Supervisor of the selected group(s). The marksheets are named with the name of the template, followed by a colon and the group name, e.g. **CCS APP Reading Level 5: 8A**.

8. Click the **Close** button to close the **Template Details** page.

Associating Assessment Entities with a Category

A category is available (entitled Progress Grid) that enables you to categorise all the resources relating to pupil progress (templates, marksheets, aspects, progress grid templates, progress grids, etc.). Assigning system entities to one or more categories is particularly useful when you are searching for a marksheet, for example, because you can select a category as a search parameter.

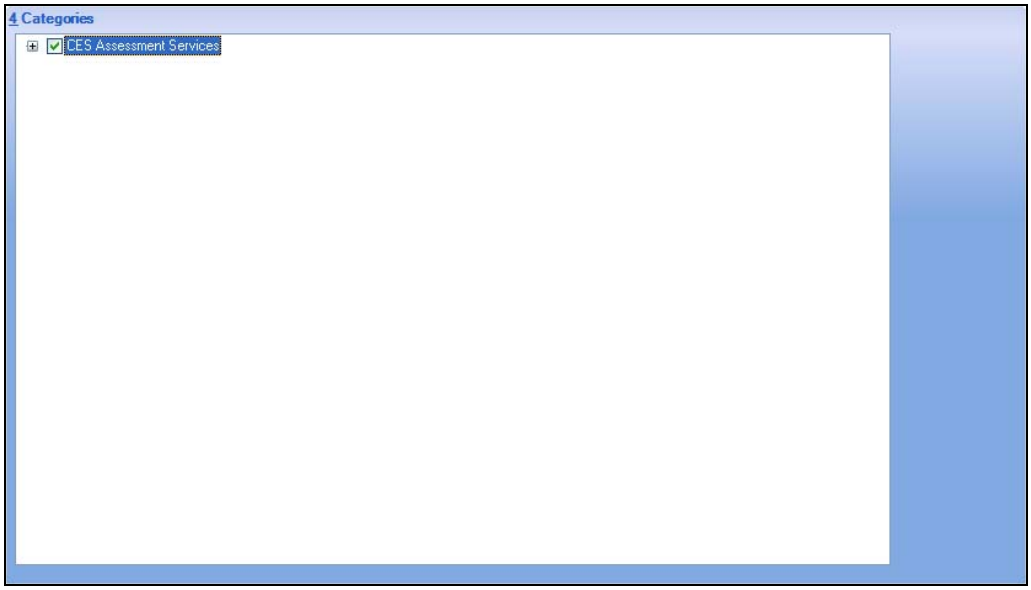
Associating Templates and Marksheets with a Category

This section describes how to assign a template to the **Progress Grid** category. Any marksheets created using that template will be assigned automatically to the same category.

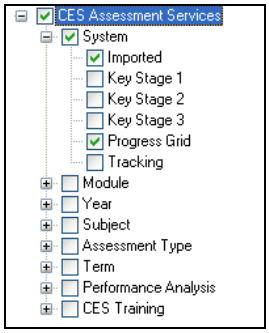
1. Select **Focus | Assessment | Templates** to display the **Find Template** browser.

2. Search for, then double-click the required template to display the **Template Details** page.

3. Click the **Categories** hyperlink to display the **Categories** panel.



4. Click the **+** icon to expand the **CES Assessment Services** and **System** categories, then select the **Progress Grid** check box.



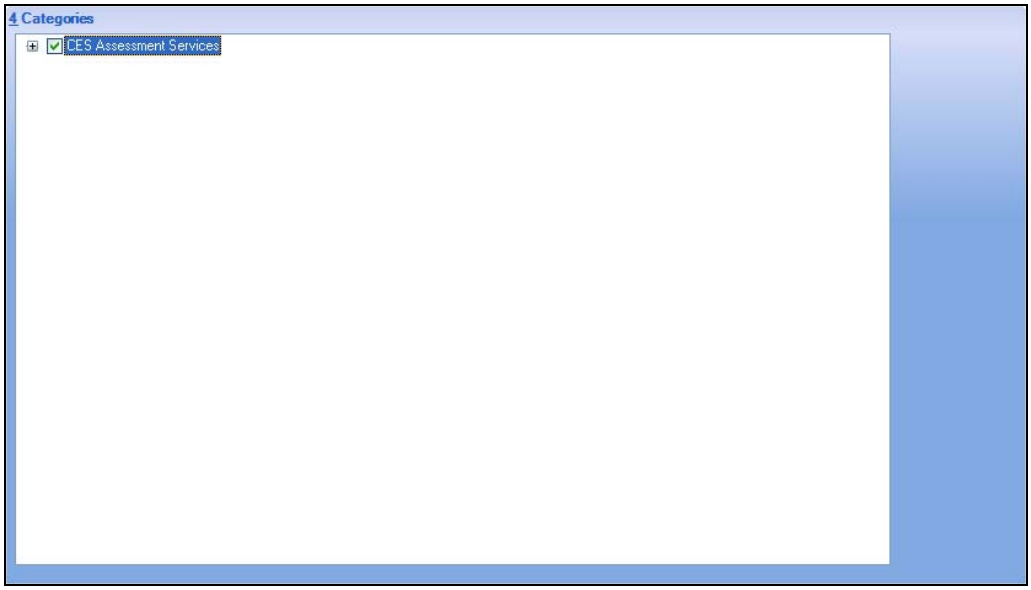
5. Click the **Save** button on the toolbar to apply the category to the template.
6. Repeat for all the templates and resulting marksheets to assign to the **Progress Grid** category.

Associating Progress Grid Templates and Progress Grids with a Category

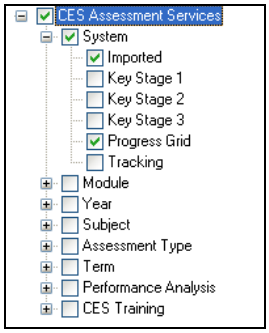
This section describes how to assign a progress grid template to the **Progress Grid** category. Any progress grids created using that progress grid template will be assigned automatically to the same category.

1. Select **Focus | Assessment | Progress Grid Templates** to display the **Progress Grid Templates** browser.
2. Search for, then double-click the required progress grid template to display the **Progress Grid Template** page.

3. Click the **Categories** hyperlink to display the **Categories** panel.



4. Click the **+** icon to expand the **CES Assessment Services** and **System** categories, then select the **Progress Grid** check box.



5. Click the **Save** button on the toolbar to apply the category to the template.
6. Repeat for all the progress grid templates and resulting progress grids to assign to the **Progress Grid** category.

04 | Entering and Reviewing Pupil/Student Progress Data

Introduction 27
Selecting a Progress Grid 30
Entering Data into the Progress Grid 31
Editing Progress Grids 34
Viewing/Editing the Result History 34
Deleting Results 34
Exporting Progress Grids 35
Deleting Progress Grids 35
Filtering the pupil/students Displayed in the Progress Grid 36

Introduction

This chapter is provided for class teachers or any other staff member who will be responsible for entering or reviewing pupil/student progress data. It is assumed that the progress grid templates have been previously created by the Assessment Co-ordinator.

More Information:
Creating Progress Grid Templates on page *5*

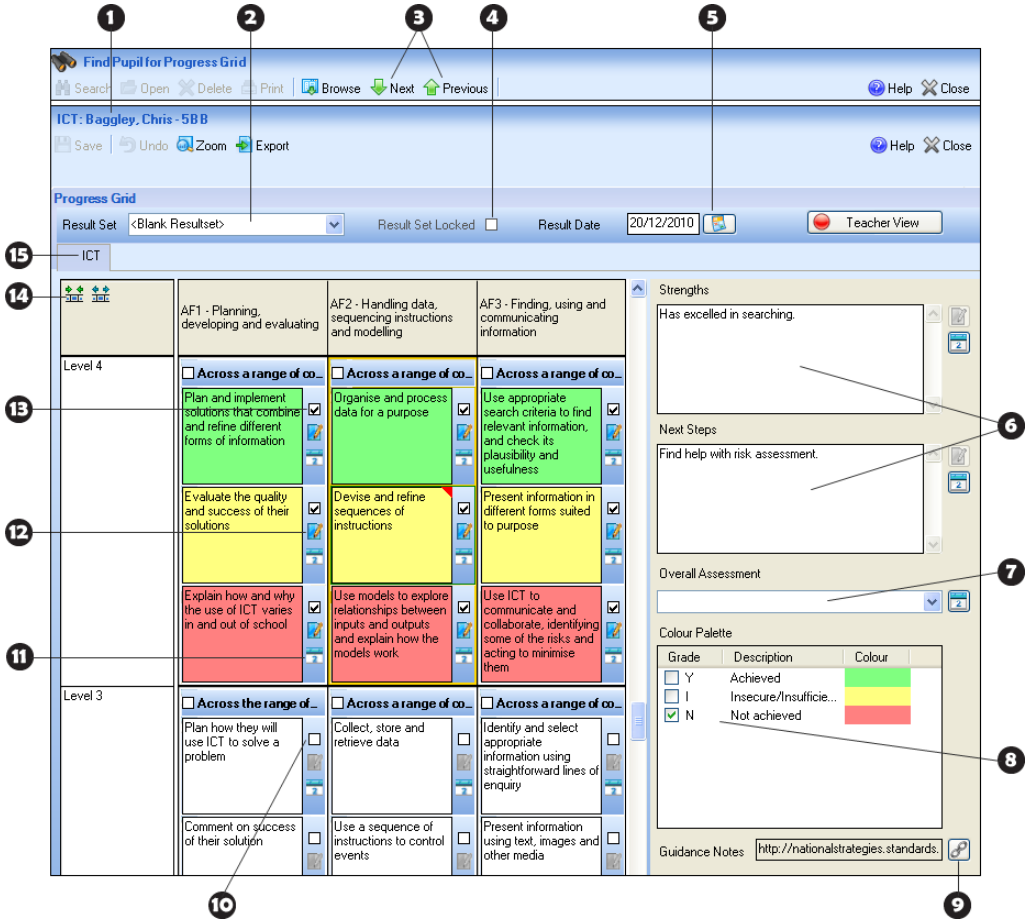
Permissions

You will need to be a member of one or more of the following System Manager user groups to ensure you have the permissions required to use the functionality outlined in this chapter.

- Assessment Co-ordinator
- Assessment Operator
- Class Teacher
- Curricular Manager
- Exams Officer
- Exams Operator
- Head of Department (must also be a member of the Course Co-ordinator group in Course Manager and Curriculum Manager group in System Manager)

- Head of House (must also be a member of the Head of House group in Pastoral Structure and Pastoral Manager group in System Manager)
- Head of Year (must also be a member of the Head of Year group in Pastoral Structure and Pastoral Manager group in System Manager)
- Pastoral Manager
- Registrations Tutor
- Senior Management Team
- Teaching Assistant.

Progress Grid Screen Overview



1	Name of template on which the progress grid is based and the name of the pupil/student currently being assessed.
2	Select or change the **Result Set**.
3	Use the **Next** and **Previous** buttons to change the pupil/student you are marking.
4	Select the **Result Set Locked** check box to prevent the result set from updating.

❺	Select a different **Result Date**.
❻	Enter related **Strengths** and **Next Steps**.
❼	Select an **Overall Assessment** for the subject.
❽	Select a **Grade** to apply to a bullet point.
❾	Click the **Link** button to open the relevant guidance notes on the National Strategies web page.
❿	Select this check box to apply an overall Achieved grade to all the bullet points in this assessment focus.
⓫	Click the **View/Edit result history** button to display and edit previous results for the bullet point.
⓬	After applying a grade, click the **View/Edit Notes** button to add a comment.
⓭	Select a grade from the **Colour Palette** then select the check box for the desired bullet point to apply the grade.
⓮	Adjust column width.
⓯	Name of subject currently being assessed.

Next Steps and Strengths Comments

The **Next Steps** and **Strengths** comments are linked to specific aspects. These aspects can be used in SIMS assessment just like other aspects.

Additional Resources:

Assessment handbook

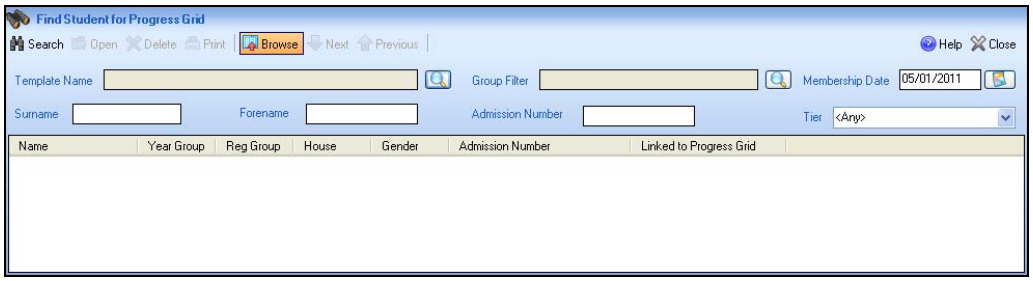
More Information:

Linking Strengths and Next Steps Aspects on page *16*
Aspect Linkings for Next Steps and Strengths Comments on page *57*

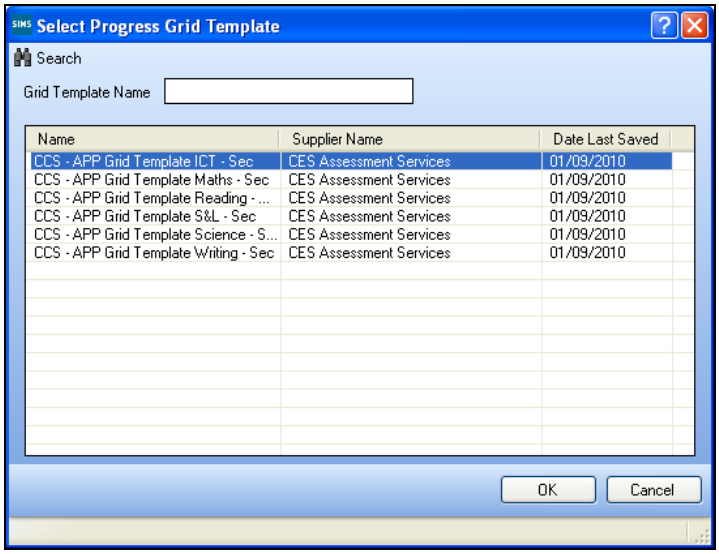
Selecting a Progress Grid

Once progress grids have been created, they can be accessed from the **Find Pupil (or Student) for Progress Grid** browser and used to enter and review pupil/student progress data.

1. Select **Focus | Assessment | Progress Grid Entry** to display the **Find Pupil (or Student) for Progress Grid** browser.

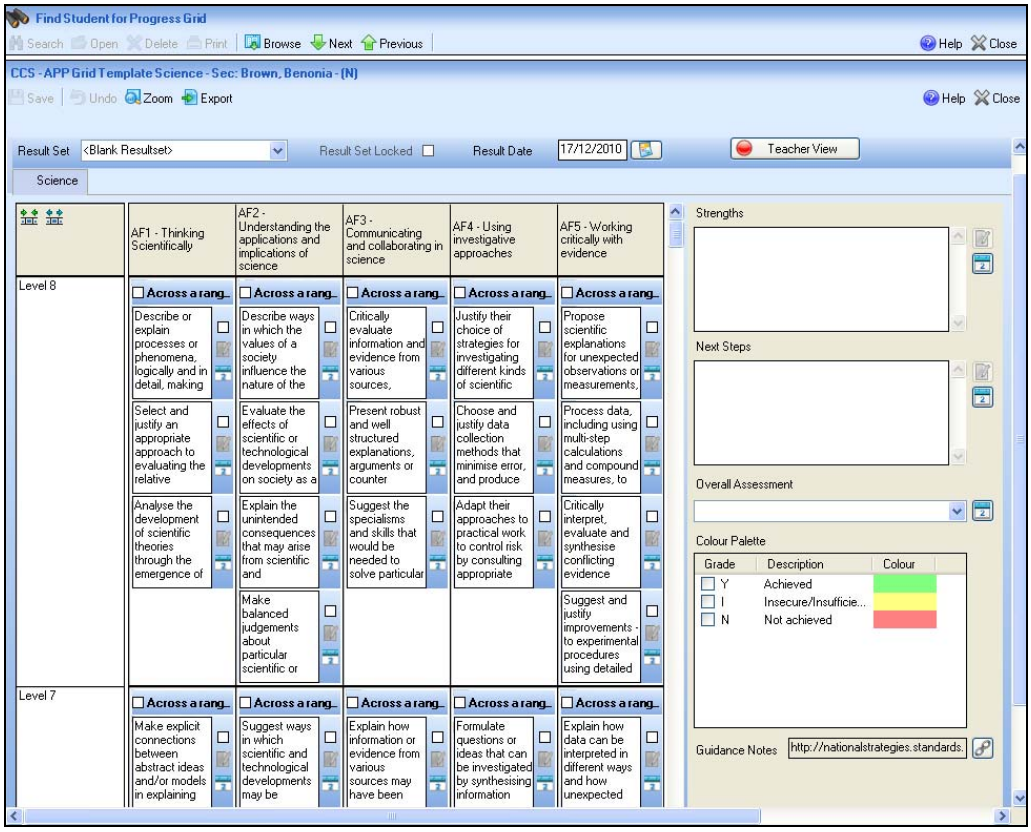


2. Click the **Template Name** field browser button to display the **Select Progress Grid Template** dialog.



3. Highlight the required template then click the **OK** button to close the dialog.
4. Use the other filters to find the pupil/students or group of pupil/students who you wish to assess (please see *Filtering the pupil/students Displayed in the Progress Grid* on page *36*) then click the **Search** button to populate the pupil/student list.
5. Double click the name of the pupil/student you wish to assess to display their details in the **Progress Grid** panel.

After entering the information into the grid, you can use the **Previous** and **Next** buttons to select a different pupil/student from the filtered list for which you wish to enter grades.



Entering Data into the Progress Grid

Once the required progress grid has been selected, you can begin entering/reviewing progress data.

1. Select the required progress grid (please see *Selecting a Progress Grid* on page *30*).
2. If you require an overall assessment grade, select the **Result Set** against which you wish to record the grade. If you will only be grading individual bullet points, no result set is necessary.
3. If required, enter a new **Result Date** or select a new date from the calendar.

> *NOTE: If you select a different **Result Date** for which there are no grades entered, the colours displayed for each bullet point will reflect the most recently entered grades, but the check boxes for the bullet points will not be selected. If you select a **Result Date** for which there are grades recorded, the grades for the selected date will be displayed and the check boxes will be selected.*

4. To make columns easier to read, use the **Narrow Column** and **Widen Column** buttons to adjust column width.

   Narrow Column button

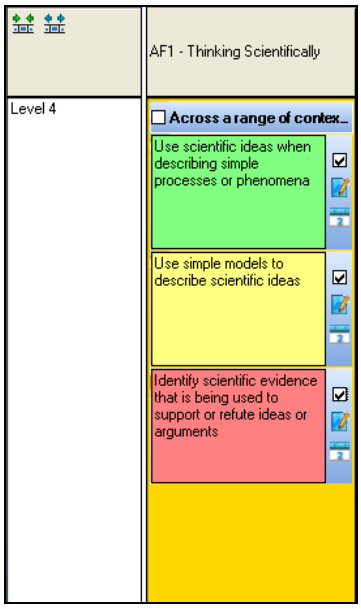
   Widen Column button

5. To view any additional information about a particular bullet point, hold the cursor over the required bullet point text to display a yellow **Exemplification Notes** box.

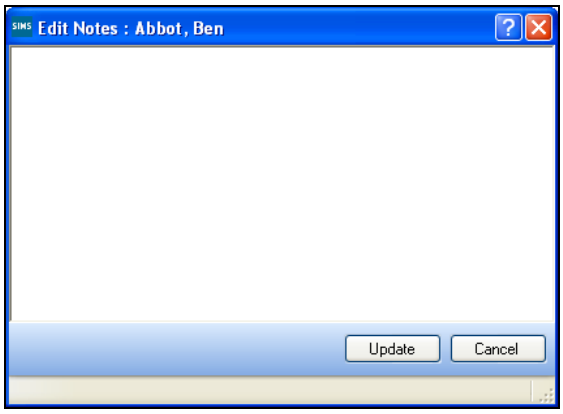
6. From the **Colour Palette** section, select the check box for the grade you wish to apply to the first bullet point.

7. Select the check box for the bullet-point you wish to apply the grade.

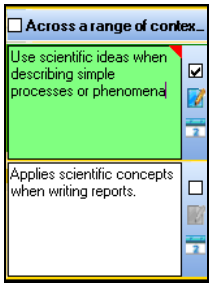
   The progress grid will display the most recent results recorded for a bullet point, unless you change the **Result Date**. To change the grade for a bullet point, select the check box for the new grade then click the check box for the bullet point. You will be prompted to confirm that you wish to update the result, click the **Yes** button to change the result.



8. To enter comments regarding a particular bullet point, click the **View/Edit Notes** button next to the bullet point to display the **Edit Notes** dialog.



Enter your comments then click the **Update** button to return to the grid. After a comment is entered, a red flag is displayed in the top right corner of the bullet point.



9. To apply an overall Achieved grade for an assessment focus (all the bullet points in a specific row and column), select the check box in the cell header.

> *NOTE: An overall grade for an assessment focus is independent of the individual bullet points, and the individual bullet points do not need to be selected for the overall grade to be applied.*

10. If required, enter any **Strengths** and **Next Steps** on the right-hand side of the page.
11. If required, select an **Overall Assessment** from the drop-down list. If you have not already selected a **Result Set**, you will be prompted to.
12. Click the **Save** button to record the assessment.
13. Use the **Next** and **Previous** buttons to change the pupil/student you wish to assess. Click the **Browse** button to display the list of available students.

Editing Progress Grids

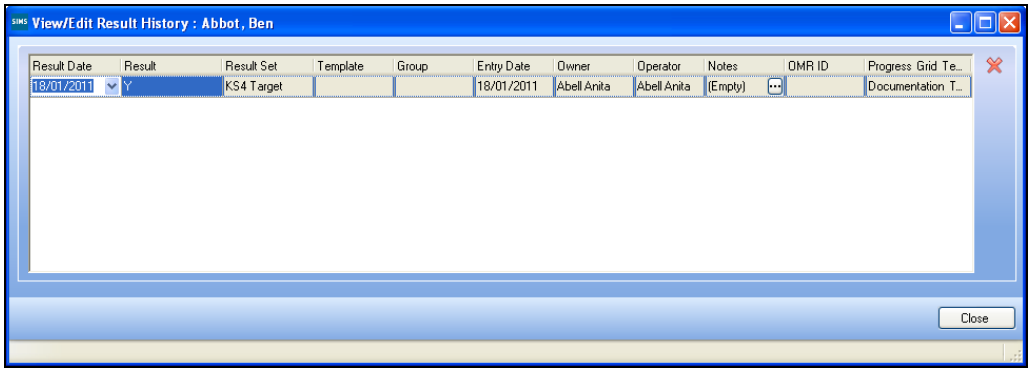
Teachers can edit progress grids to reflect a students changing level of achievement. The procedures for updating a progress grid are the same as those for entering data in the to progress grid.

More Information:
Entering Data into the Progress Grid on page *31*

Viewing/Editing the Result History

Teachers can view and edit the result histories for each bullet point, **Strengths**, **Next Steps**, and **Overall Assessment**.

1. Select the required progress grid (please see *Selecting a Progress Grid* on page *30*).
2. Click the **View/Edit Result History** button for the required bullet point, **Strengths**, **Next Steps** or **Overall Assessment** to display the **View/Edit Result History** dialog.



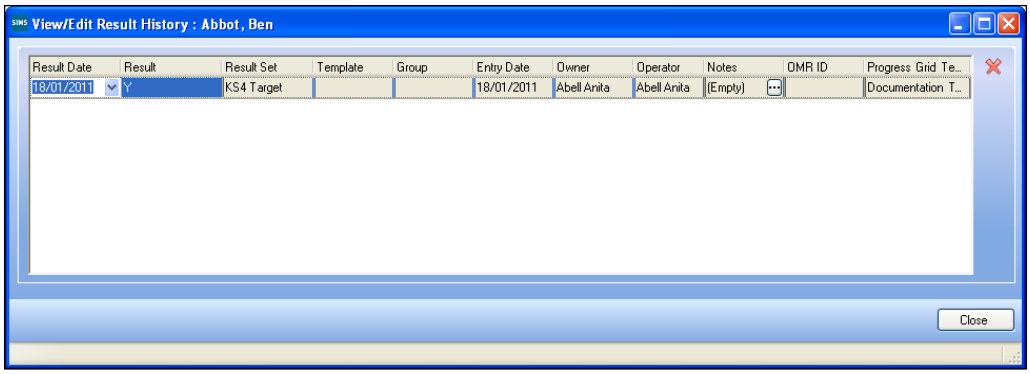
3. Change the date the result was awarded by clicking the **Result Date** down arrow and selecting the required date from the calendar.
4. Edit the result by double-clicking the required **Result** cell then entering the new result.
5. Press the **Tab** key to move off the **Result** cell to ensure that the newly entered result is valid (the cell will revert to the previous mark if an invalid result has been entered).
6. Click the **Close** button to save the amended result.

Deleting Results

Teachers can view and edit the result histories for each bullet point, **Strengths**, **Next Steps**, and **Overall Assessment**.

1. Select the required progress grid (please see *Selecting a Progress Grid* on page *30*).

2. Click the **View/Edit Result History** button for the required bullet point, **Strengths**, **Next Steps** or **Overall Assessment** to display the **View/Edit Result History** dialog.



3. Click the row containing the result you wish to delete.
4. Click the **Delete** button to display a confirmation dialog.
5. Click the **Yes** button to confirm that you wish to delete the result.

Exporting Progress Grids

Users cannot print progress grids directly from within SIMS; they must first export them to a Microsoft Excel spreadsheet file and then use Excel to print the grid.

1. Select the required pupil/student and progress grid (please see *Selecting a Progress Grid* on page *30*).
2. After the pupil/student's details are displayed in the **Progress Grid** panel, click the **Export** button to display the progress grid in a Microsoft Excel spreadsheet.

Export button

3. In Excel, select **File | Print** to display the **Print** dialog.
4. Change any printing properties as required, e.g. number of copies then click the **OK** button.

Deleting Progress Grids

Users can delete progress grids that have been created for individual students.

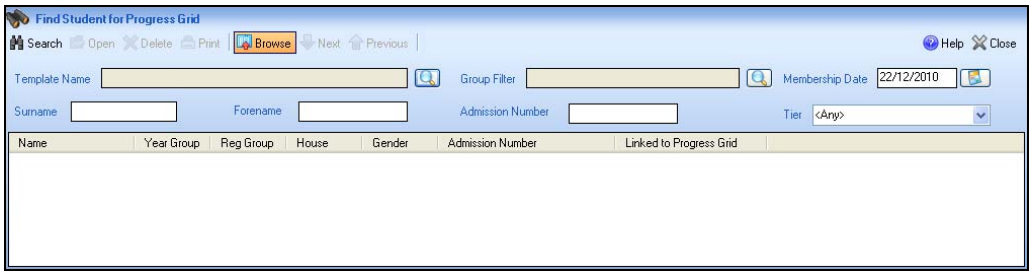
1. Select the required pupil/student and progress grid (please see *Selecting a Progress Grid* on page *30*).
2. In the **Find Pupil (or Student) for Progress Grid** browser, click the **Delete** button to display a confirmation dialog.
3. Click the **Yes** button to confirm deletion of the progress grid for the selected pupil/student.

Filtering the pupil/students Displayed in the Progress Grid

When browsing for students to associate with a progress grid, the list of available students is based on the user's permissions. For example, a class teacher will be able to browse only their own students. However, it is possible to view a subset of pupil/students displayed in the **Find Pupil (or Student) for Progress Grid** panel by applying a group filter. For example, you can filter on gender, SEN status, traveller status, etc.

In addition, it is possible to save a group filter for use with any other progress grid or marksheet. This is useful if you want to focus on particular pupil/student groups.

NOTE: Assessment Co-ordinators can save and create their own filter groups, and also make filter groups available to other SIMS Assessment users.

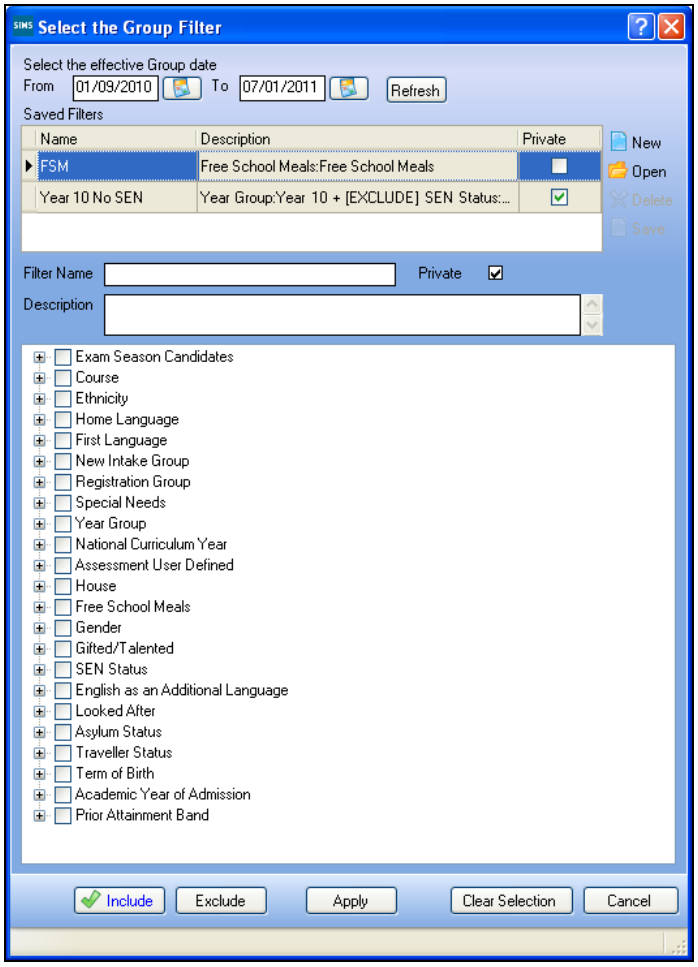


Click the **Browser** button adjacent to the **Group Filter** field to display the **Select the Group Filter** dialog.

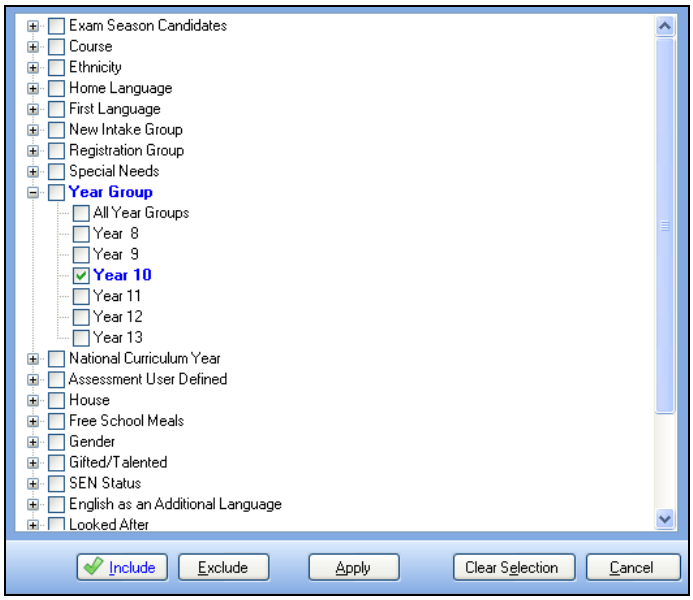
Applying a Filter to a Progress Grid

This process describes how a group filter can be applied to a progress grid.

1. Click the **Group Filter** field browser button to display the **Select the Group Filter** dialog.

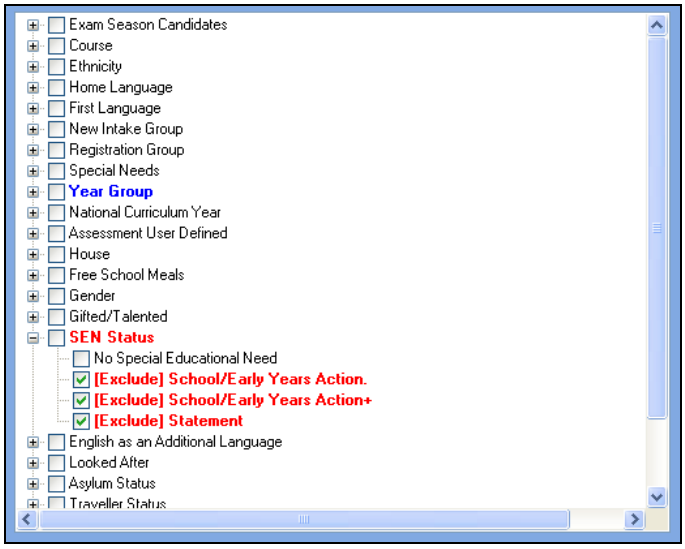


2. Click the **+** icon to expand the required group then select the check box adjacent to the required item.



3. The pupil/student group will then appear in blue to indicate that pupil/students belonging to the selected group will be visible in the list of students in the **Find Pupil (or Student) for Progress Grid**. Repeat for any other pupil/student groups you want to include in the list.

4. To exclude any pupil/student groups, click the **Exclude** button then select the check box(es) adjacent to the required group(s).



5. The pupil/student group will then appear in red to indicate that pupil/students belonging to the selected group will be excluded from the list. Repeat for any other pupil/student groups you want to exclude from the list.

*NOTES: You can switch between **Include** and **Exclude** at any time by clicking the appropriate button. Before selecting a check box, ensure that the correct button has been clicked.*

*The filter can be cleared by clicking the **Clear Selection** button, which closes the **Select the Group Filter** dialog. To create another group filter, click the **Group Filter** field browser button and click the **No** button when asked if you wish to save any changes.*

6. Click the **Apply** button to display the **Find Pupil (or Student) for Progress Grid** browser.

   The name of the selected filter is displayed in the **Group Filter** field. The students in the list changes automatically according to the filters set.

7. Once you have finished using the filter, click the **Group Filter** field browse button to display the **Select the Group Filter** dialog and click the **Clear Selection** button to return to the **Find Pupil (or Student) for Progress Grid** browser with the filter removed.

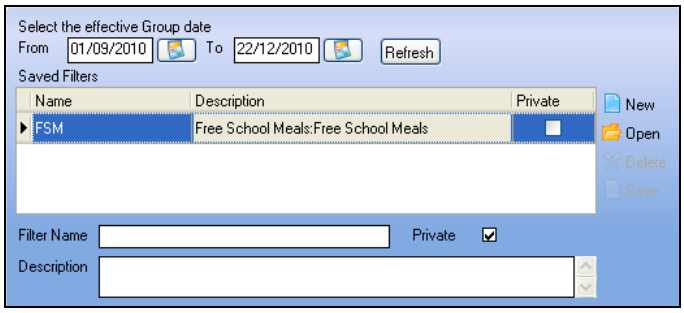
More Information:
Creating a New Group Filter on page *39*

Creating a New Group Filter

The following example shows a group filter that has been created, which includes all Year 10 female pupil/students, but excludes any pupil/students with an SEN Status or any who are travellers.

***IMPORTANT NOTE:** Ensure that the appropriate filter button is selected (**Include** or **Exclude**) prior to setting each filter as this will affect the output of the filter.*

1. Click the **New** button adjacent to the **Saved Filters** panel.



2. Enter a name for the filter group in the **Filter Name** field. The name needs to be as succinct as possible, whilst making it easy to search for.

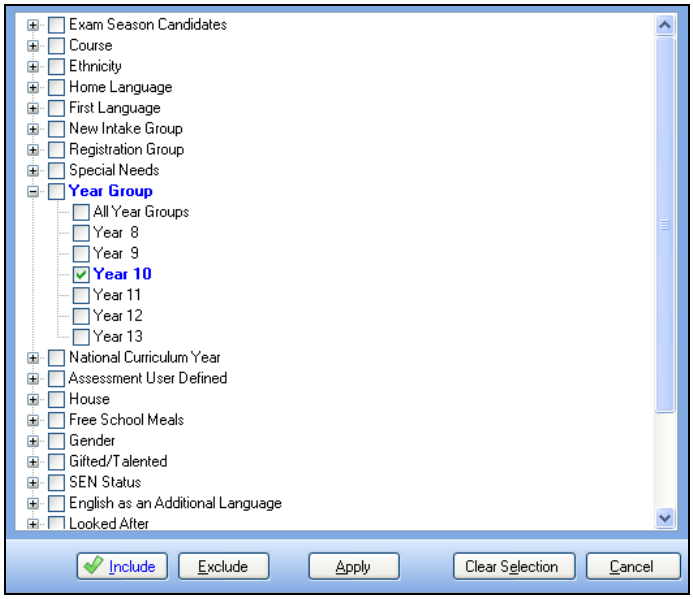
NOTE: If you do not enter a name for the filter, a default name will be created automatically when the group filter is saved.

3. Assessment Co-ordinators wishing to create group filters for other users should ensure that the **Private** check box is not selected.

> *NOTE: The **Private** check box is visible only to users with Assessment Co-ordinator permissions.*

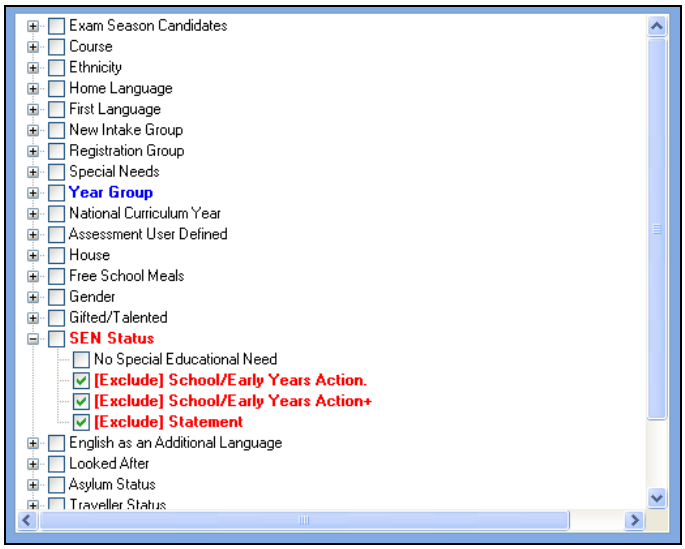
4. Click the **Include** button (if it is not yet selected).

5. Click the **+** icon to expand the required group then select the check box adjacent to the required item.



6. The pupil/student group appears in blue to indicate that pupil/students belonging to the selected group will be included in the list in the **Find Pupil (or Student) for Progress Grid** browser. Repeat for any other pupil/student groups you want to include in the marksheet.

7. To exclude any pupil/student groups, click the **Exclude** button then select the check box(es) adjacent to the required group(s).

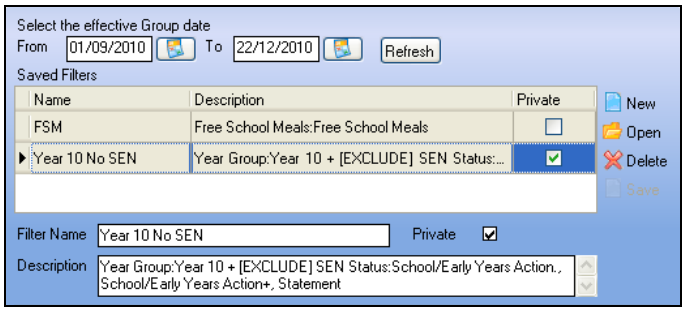


8. The pupil/student group appears in red to indicate that pupil/students belonging to the selected group will be excluded from the list in the **Find Pupil (or Student) for Progress Grid** panel. Repeat for any other pupil/student groups you want to exclude from the list.

> *NOTE: You can switch between **Include** and **Exclude** at any time by clicking the appropriate button. Before selecting a check box, ensure that the correct button has been clicked.*

9. Click the **Save** button adjacent to the **Saved Filters** panel. The **Description** is populated automatically with the components of the group filter. Both the **Filter Name** and **Description** are then displayed in the **Saved Filters** list.

   If you marked the filter as private, the **Private** check box in the **Saved Filters** section will be selected to indicate that only the current user can view or apply this filter.



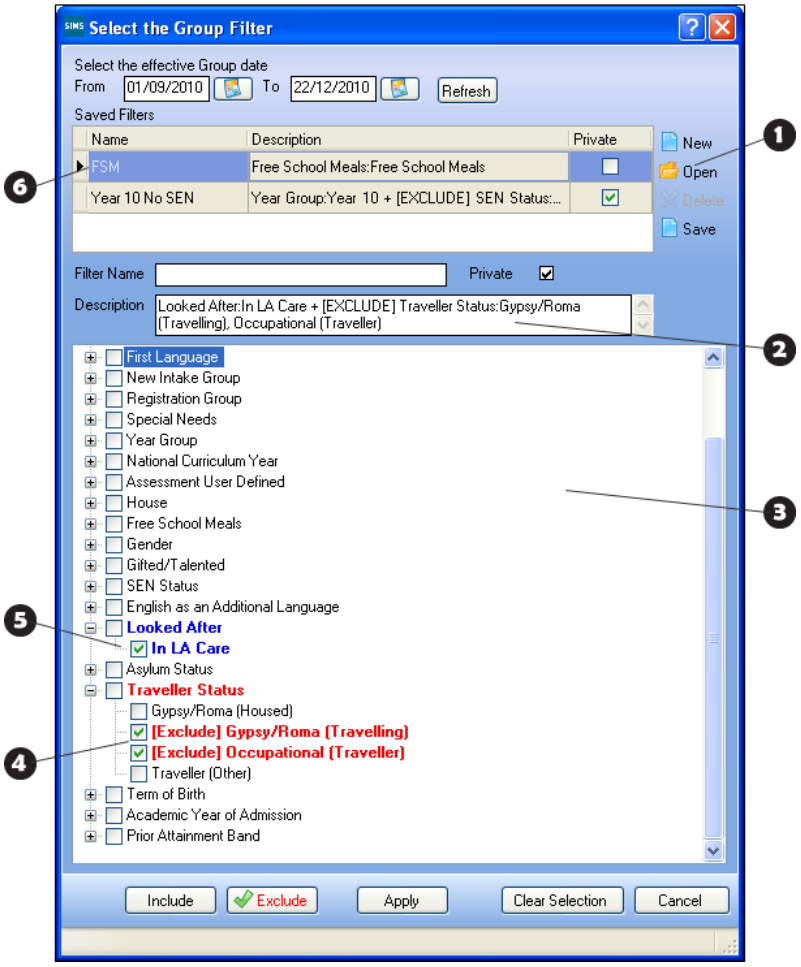
> ***IMPORTANT NOTE:** When editing existing group filters, there is no 'save as' function. If you edit a group filter and edit the **Filter Name**, the original group filter is overwritten.*

10. Click the **Apply** button to confirm the selected filters and return to the **Find Pupil (or Student) for Progress Grid** browser.

    The name of the selected filter is displayed in the **Group Filter** field. The data in the list changes automatically according to the filters set.

Applying a Previously Saved Group Filter

Any previously created group filters are displayed in the **Saved Filters** list.



1	Highlight the required group filter then click the **Open** button to select it.
2	Displays information on the components of the group filter.
3	The groups with any selected filters are displayed in the lower panel.
4	A filter displayed in red indicates a group that will be excluded from the marksheet.
5	A filter displayed in blue indicates a group that will be included in the marksheet.
6	Displays any previously saved group filters.

If the required group filter has already been created, highlight the filter in the **Saved Filters**, click the **Open** button then click the **Apply** button to display the **Marksheet Entry** page.

> *NOTE: If you are unsure of the group filter content, click the **Open** button to display the selected group filter in the lower section of the dialog.*

The name of the selected filter is displayed in the **Group Filter** field. The data in the marksheet changes automatically according to the filters set.

More Information:
Creating a New Group Filter on page *39*

05| Importing and Exporting Progress Grid and Marksheet Templates

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Importing Progress Grid Marksheet Templates from an XML File... 53

Introduction

Importing and Exporting is a key feature of progress grids. LAs may wish to support their schools by providing aspects and templates from which progress grids can be created. They may also want to receive results from their schools to use for analysis. Schools may want to share information with other schools and departments, as well as transferring data when pupil/students change schools.

Extensible Markup Language (XML), is used to classify data that can then be transferred as an XML file. XML is the standard used for transferring appropriate data between all establishments/organisations and across all platforms in the education sector.

LAs may generate templates to be transferred to schools, which can then use them to create their own progress grid templates and progress grids.

Full definitions of aspects and result sets will be included in the template transfer file.

Importing and Exporting Permissions

You must have the permissions associated with either the Assessment Co-ordinator role or the Assessment Operator role to be able to import and export data.

Important Information about XML Schema Formats

The SIMS 2011 Spring Release (SIMS 7.138) introduced an updated schema for the V7 XML format that is used to import and export progress grid templates and other assessment related resources. Exporting in the new V7 schema is enabled by default to ensure full support for progress grid templates.

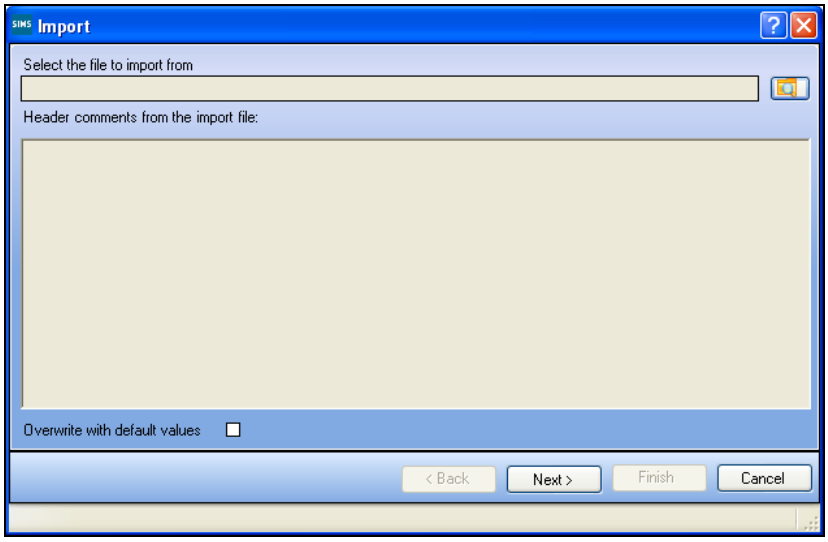
You can choose to export in the older V7 schema by selecting **Tools | Performance | Options** then selecting the **Export in V7 Mode** check box. You will be asked to confirm that you want to use the older V7 format. If you select this option, then any progress grid associations and grade colour settings will be lost for any aspects and gradesets used in the progress grid templates you are exporting. Users that import progress grid templates exported using the older V7 schema will have to recreate any progress grid associations and grade colour settings.

Importing Progress Grid Templates from an XML File

Full definitions of referenced aspects are included in the template transfer file, as are the definitions of any result sets to which reference is made.

IMPORTANT NOTE: *If you try to import progress grid template XML files that were exported in the older V7 XML schema, you will receive a warning message when importing the XML files. However, the message is for informational purposes only, and the files will import as normal (please see* Important Information about XML Schema Formats *on page* 45*).*

1. Select **Routines | Data In | Assessment | Import** to display the first page of the **Import** wizard.

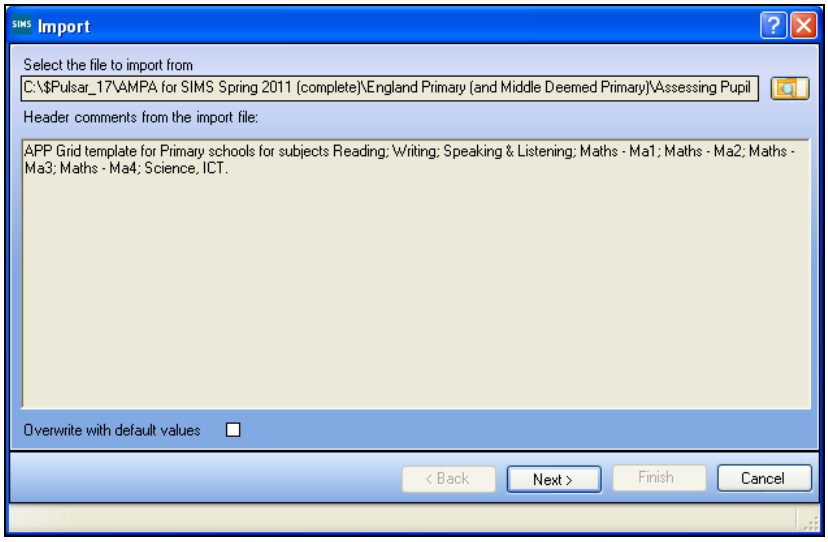


2. Select the file to import by clicking the **Field Browser** button to display the **Open** dialog.

Field Browser button

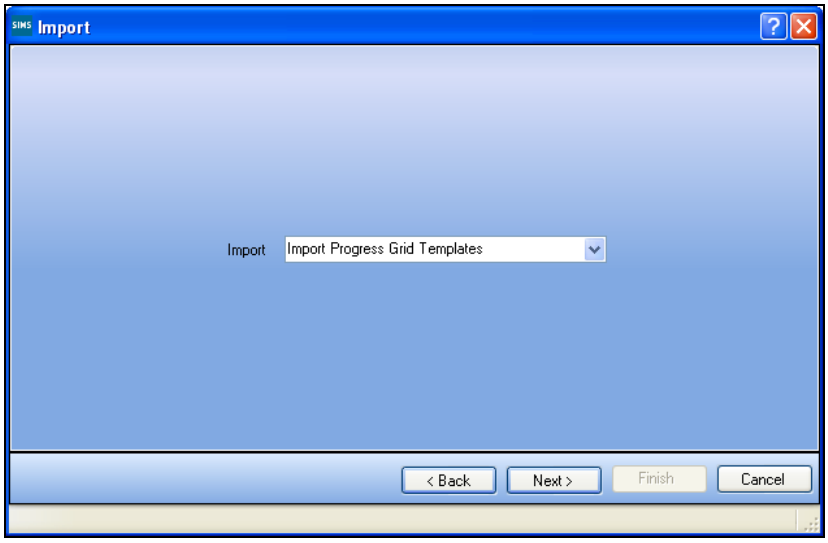
3. Highlight the file you wish to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.

The **Header comments from the import file** frame displays information about the files you are importing. This may include the file name, the date on which the file was created, the purpose of the file, etc.

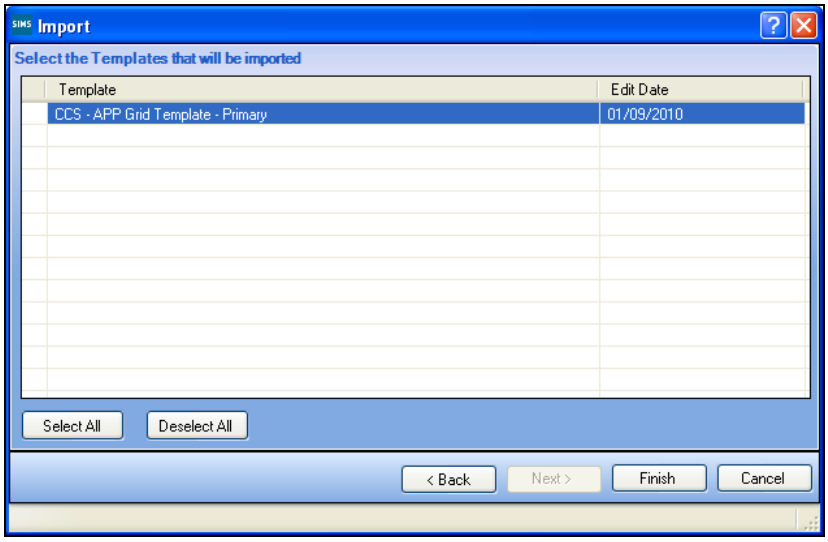


If you have previously imported a file and subsequently changed its name, column headings or description, you can reset these to the defaults by selecting the **Overwrite with default values** check box.

4. Click the **Next** button to continue. Ensure that the **Import Progress Grid Templates** option is selected in the **Import** drop-down list.

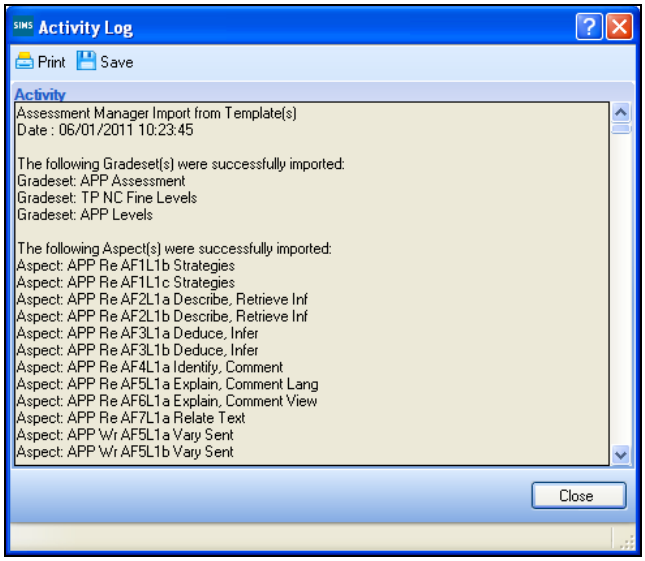


5. Click the **Next** button to display a list of templates that can be imported.



6. Choose the templates you wish to import by selecting the checkbox next to the template name. Use **Shift** & **Click** and **Ctrl** & **Click** for block and multiple selections respectively. The **Select All** and **Deselect All** buttons can also be used.
7. Click the **Finish** button when you have made your selection.
8. A message dialog will ask you to confirm that you wish to proceed with the import. Click the **Yes** button to start the import process.

   An **Activity Log** is displayed when the import is complete. The imported templates are now available for use.



Imported templates are displayed in the **Progress Grid Templates** browser under **Active** status, and will be associated with the **System | Progress Grid** category.

Additional Resources:

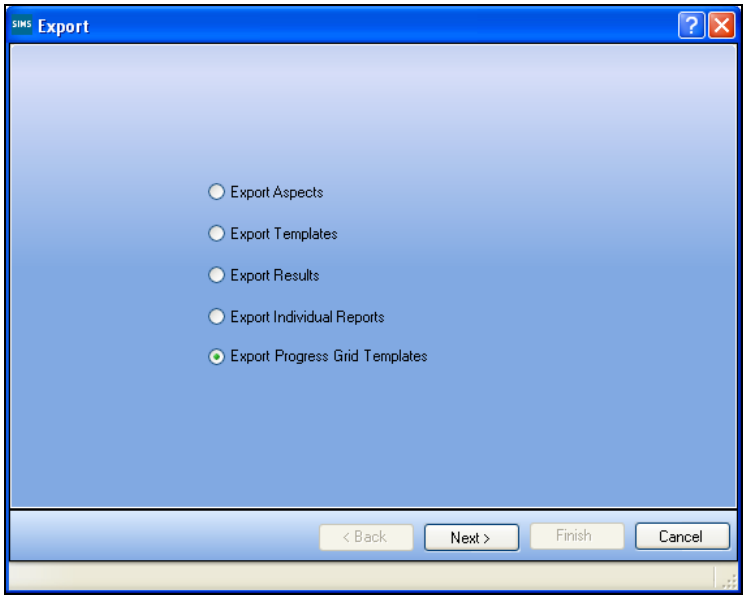
Creating and Maintaining Categories chapter of the *Assessment in SIMS* handbook

Exporting Progress Grid Templates to an XML File

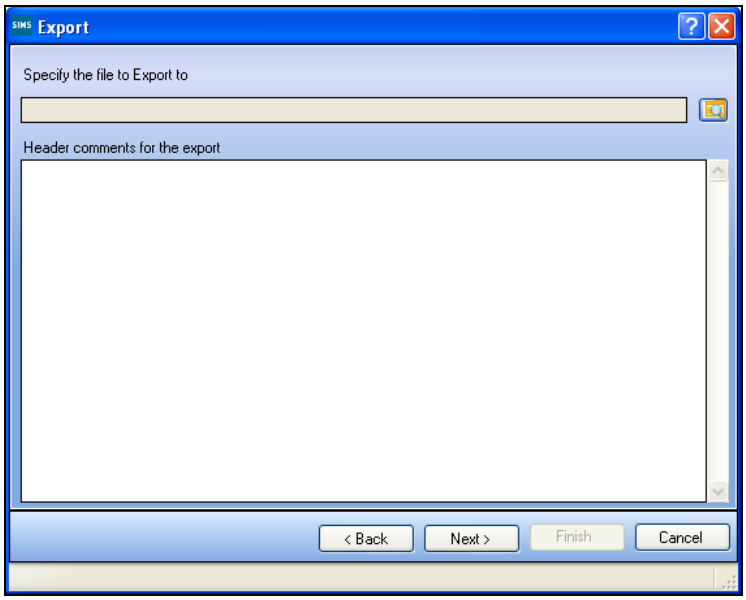
The definition of referenced aspects and any associated result set will be included in the transfer of templates.

IMPORTANT NOTE: *If you have chosen to export progress grid templates using the older V7 XML schema via* ***Tools | Performance | Options****, certain information will be lost upon export (please see* Important Information about XML Schema Formats *on page* 45*).*

1. Select **Routines | Data Out | Assessment | Export** to display the first page of the **Export** wizard.



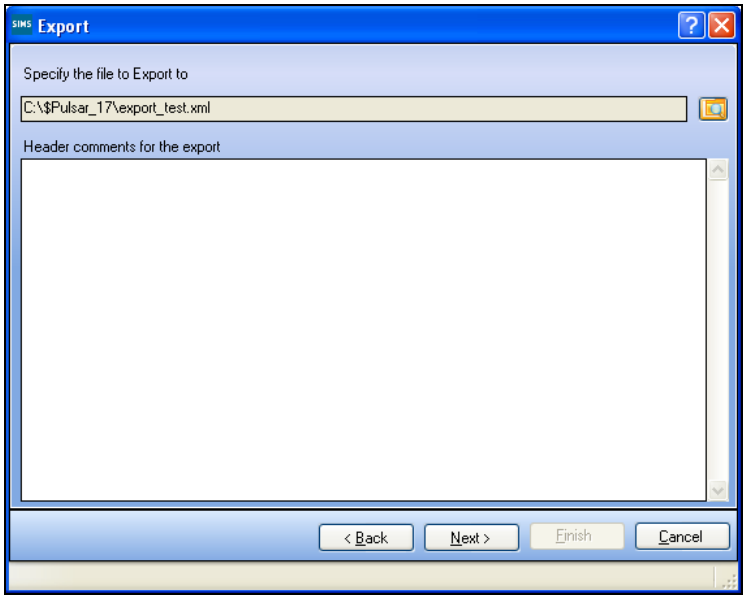
2. Select the **Export Progress Grid Templates** radio button, and then click the **Next** button to continue.



3. Click the **Field Browser** button to display the **Save As** dialog. Select the folder in which you wish to save the export file. Then enter a name for the Export file in the **File Name** field. Alternatively, you can select an existing file. If you choose to do this you will receive a warning message, as the new export file will overwrite the contents of this file.

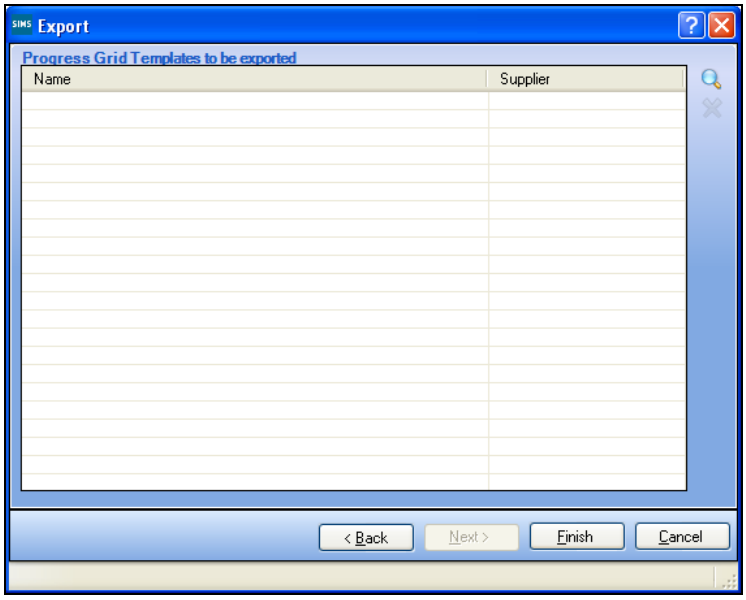
Field Browser button

4. When you have entered a file name click the **Save** button to return to the wizard. The file name will now be displayed in the **Specify the file to Export to** field.

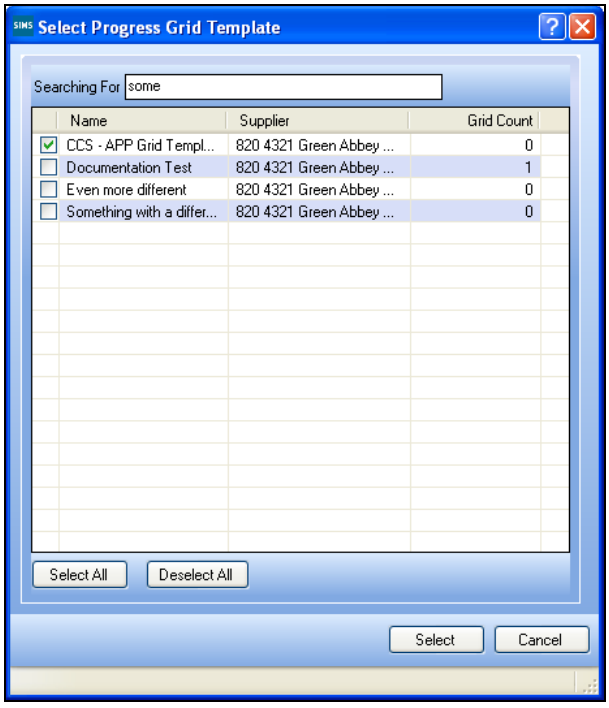


5. If required, enter text in the **Header comments for the export** field. These comments will be displayed during the corresponding import of this file.

6. Click the **Next** button to continue.



7. Click the field browser button to display the **Select Progress Grid Template** dialog.



You can filter your view of templates by selecting entering text into the **Searching For** field.

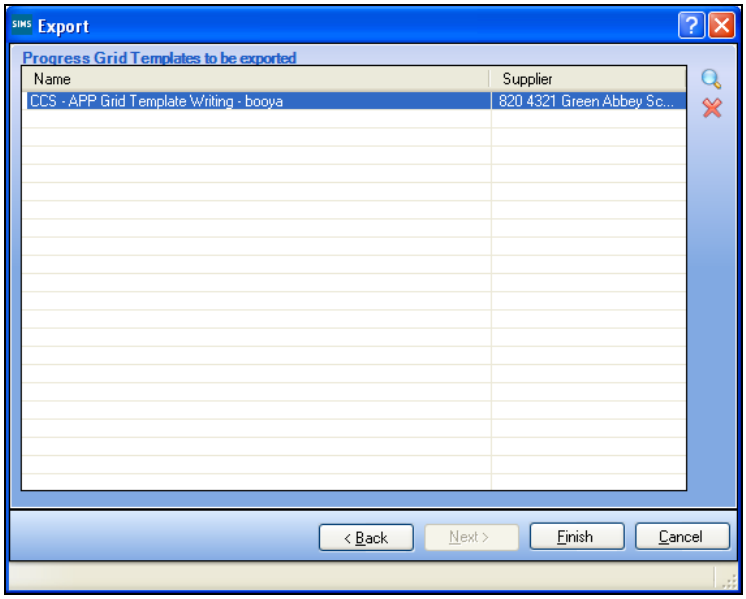
8. Select the templates you wish to include in the export file. Use **Shift** & **Click** and **Ctrl** & **Click** for block and multiple selections respectively. The **Select All** and **Deselect All** buttons can also be used.

9. When you have made your selection, click the **Select** button to return to the wizard.

10. The templates selected for the export file are displayed. You can, if necessary, remove templates from your selection by highlighting and clicking the **Delete Item** button.

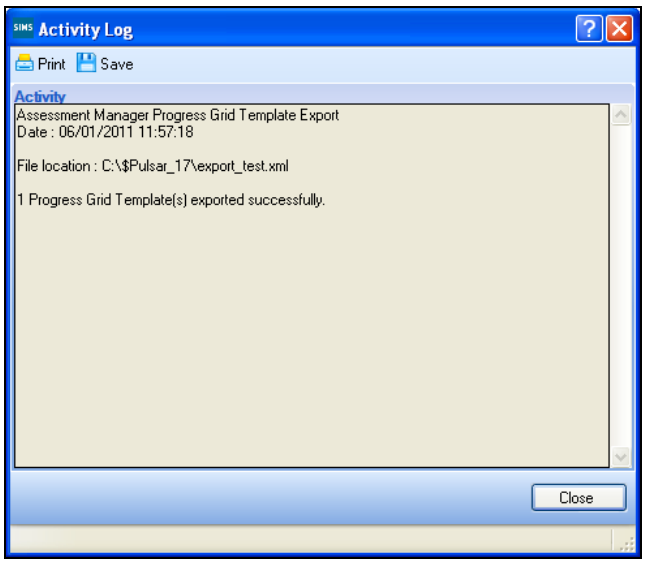
    Delete Item button

    You can also, if necessary, click the **Field Browser** button and return to the **Select Templates** dialog to select further templates.



11. Click the **Finish** button to confirm your selection.

12. A message dialog will ask you to confirm that you wish to proceed. Click the **Yes** button to create the export file and display the **Activity Log**.

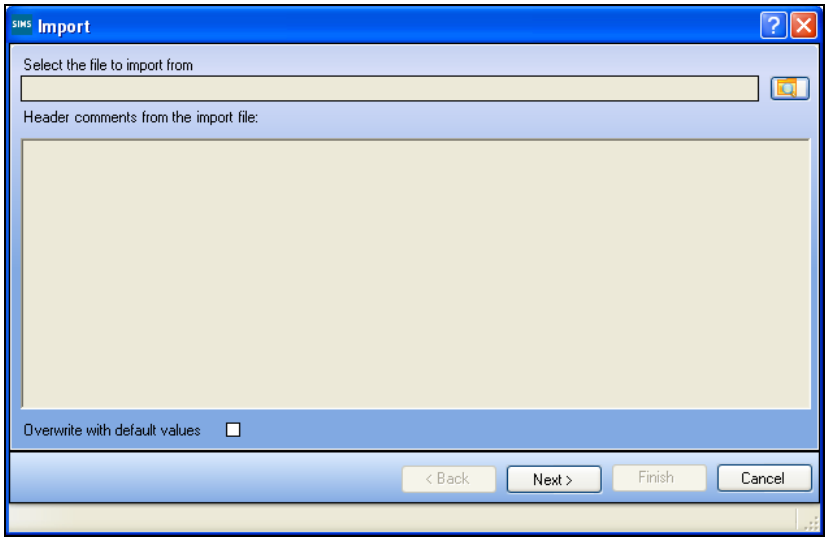


Importing Progress Grid Marksheet Templates from an XML File

To create progress grid marksheets, you must first import the progress grid marksheet templates from the the the appropriate location. For English primary schools, the location is `C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessing Pupil Progress\Marksheet Templates`.

> *NOTE: For English secondary schools, the location is `C:\Program Files\SIMS\SIMS .net\AMPA\England Secondary (and Middle Deemed Secondary)\Assessing Pupil Progress\Marksheet Templates`. A full list of available progress grid marksheet template resources is available in the appendix (please see* Progress Grid Marksheet Template Contents - England Primary (and Middle Deemed Primary) *on page* 59*, and* Progress Grid Marksheet Template Contents - England Secondary (and Middle Deemed Secondary) *on page* 62*).*

1. Select **Routines | Data In | Assessment | Import** to display the first page of the **Import** wizard.

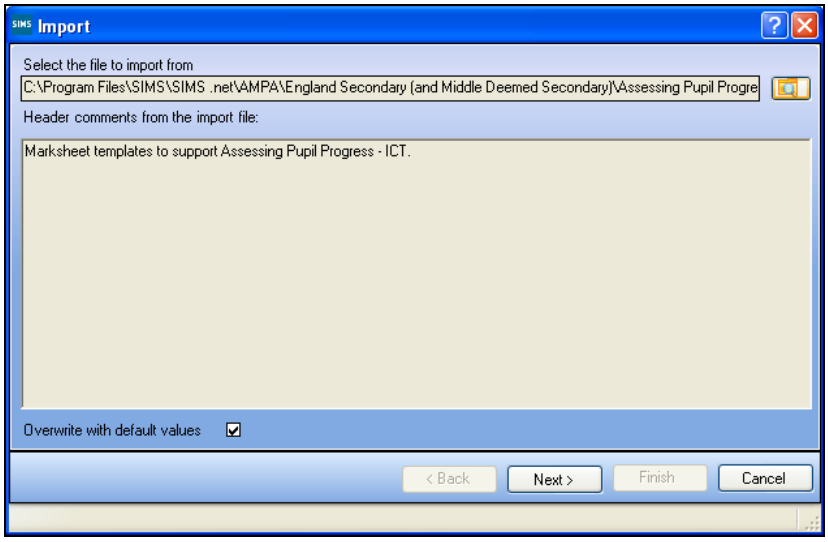


2. Select the file to import by clicking the **Field Browser** button to display the **Open** dialog.

Field Browser button

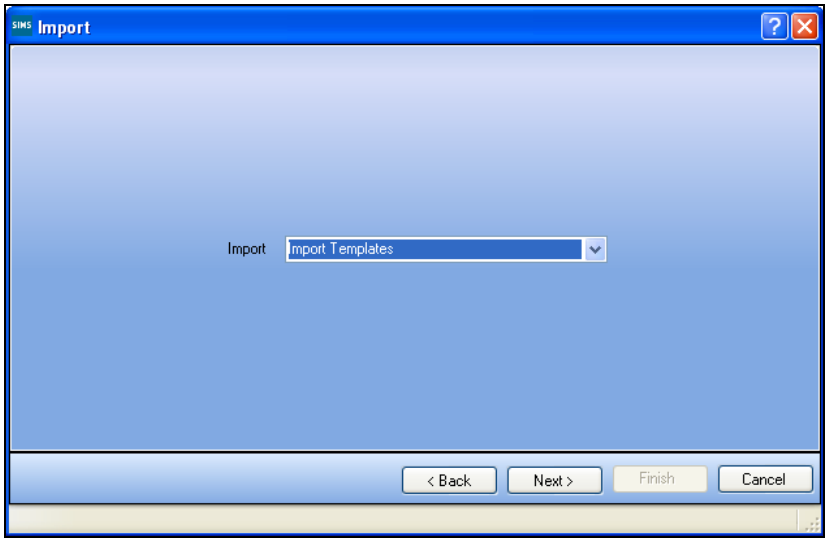
3. Highlight the file you wish to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.

The **Header comments from the import file** frame displays information about the files you are importing. This may include the file name, the date on which the file was created, the purpose of the file, etc.

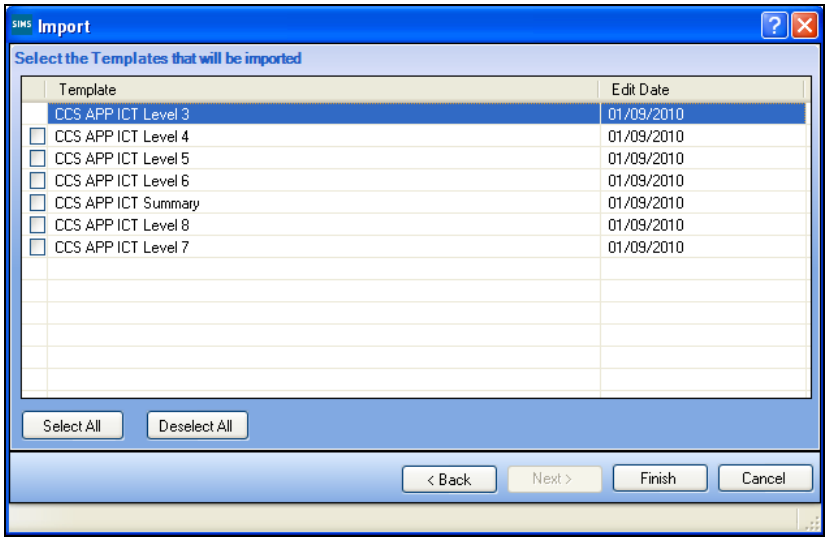


If you have previously imported a file and subsequently changed its name, column headings or description, you can reset these to the defaults by selecting the **Overwrite with default values** check box.

4. Click the **Next** button to continue. Ensure that the **Import Templates** option is selected in the **Import** drop-down list.



5. Click the **Next** button to display a list of templates that can be imported.

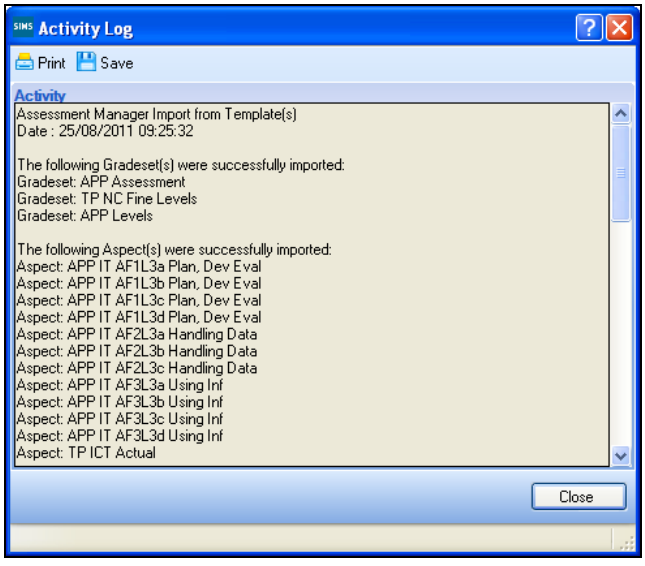


6. Choose the templates you wish to import by selecting the check box next to the template name. The **Select All** and **Deselect All** buttons can also be used.

7. Click the **Finish** button when you have made your selection.

8. A message dialog will ask you to confirm that you wish to proceed with the import. Click the **Yes** button to start the import process.

   An **Activity Log** is displayed when the import is complete. The imported templates are now available for use.



Imported templates are displayed in the **Find Templates** browser under **Active** status, and will be associated with the **System | Imported** category. You can also associate the templates with the Progress Grid category.

9. Repeat the process for each set of progress grid marksheet templates you wish to import.

06 | Appendix

Aspect Linkings for Next Steps and Strengths Comments 57

Progress Grid Marksheet Template Contents - England Primary (and Middle Deemed Primary) 59

Progress Grid Marksheet Template Contents - England Secondary (and Middle Deemed Secondary) 62

Aspect Linkings for Next Steps and Strengths Comments

The **Strengths** and **Next Steps** comments are attached to specific aspects depending on which progress grid you are using. The table below displays the aspects associated with each of these comments in their respective templates.

Progress Grid Template Name	Associated Comment Aspects
Primary	
CCS - APP Grid Template - Primary	**Reading** Tab - APP Reading Next Steps APP Reading Strengths **Writing** Tab - APP Writing Next Steps APP Writing Strengths **Speaking and Listening** Tab APP Speaking & Listening Next Steps APP Speaking & Listening Strengths **Maths - Ma1** Tab - APP Ma1 Next Steps APP Ma1 Strengths **Maths - Ma2** Tab - APP Ma2 Next Steps APP Ma2 Strengths **Maths - Ma3** Tab - APP Ma3 Next Steps APP Ma3 Strengths **Maths - Ma4** Tab - APP Ma4 Next Steps APP Ma4 Strengths **Science** Tab - APP Science Next Steps APP Science Strengths **ICT** Tab - APP ICT Next Steps APP ICT Strengths

Progress Grid Template Name	Associated Comment Aspects
Secondary	
CCS - APP Grid Template ICT - Sec	APP ICT Next Steps APP ICT Strengths
CCS - APP Grid Template Maths - Sec	APP Maths Next Steps APP Maths Strengths
CCS - APP Grid Template Reading - Sec	APP Reading Next Steps APP Reading Strengths
CCS - APP Grid Template S&L - Sec	APP Speaking & Listening Next Steps APP Speaking & Listening Strengths
CCS - APP Grid Template Science - Sec	APP Science Next Steps APP Science Strengths
CCS - APP Grid Template Writing - Sec	APP Writing Next Steps APP Writing Strengths

Progress Grid Marksheet Template Contents - England Primary (and Middle Deemed Primary)

Template files	Templates installed	Description
CCS APP Marksheet Templates - Speaking & Listening	CCS APP Speaking & Listening Level 1 CCS APP Speaking & Listening Level 2 CCS APP Speaking & Listening Level 3 CCS APP Speaking & Listening Level 4 CCS APP Speaking & Listening Level 5 CCS APP Speaking & Listening Level 6 CCS APP Speaking & Listening Level 7 CCS APP Speaking & Listening Level 8 CCS APP Speaking & Listening Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Speaking & Listening subject.
CCS APP Marksheet Templates - ICT	CCS APP ICT Level 3 CCS APP ICT Level 4 CCS APP ICT Level 5 CCS APP ICT Level 6 CCS APP ICT Level 7 CCS APP ICT Level 8 CCS APP ICT Summary	These templates show a value for each bulleted point for the designated levels (3-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the ICT subject.

Template files	Templates installed	Description
CCS APP Marksheet Templates - Maths - Primary	CCS APP Maths Level 1 - Ma1 - Primary CCS APP Maths Level 1 - Ma2 - Primary CCS APP Maths Level 1 - Ma3 - Primary CCS APP Maths Level 1 - Ma4 - Primary CCS APP Maths Level 2 - Ma1 - Primary CCS APP Maths Level 2 - Ma2 - Primary CCS APP Maths Level 2 - Ma3 - Primary CCS APP Maths Level 2 - Ma4 - Primary CCS APP Maths Level 3 - Ma1 - Primary CCS APP Maths Level 3 - Ma2 - Primary CCS APP Maths Level 3 - Ma3 - Primary CCS APP Maths Level 3 - Ma4 - Primary CCS APP Maths Level 4 - Ma1 - Primary CCS APP Maths Level 4 - Ma2 - Primary CCS APP Maths Level 4 - Ma3 - Primary CCS APP Maths Level 4 - Ma4 - Primary CCS APP Maths Level 5 - Ma1 - Primary CCS APP Maths Level 5 - Ma2 - Primary CCS APP Maths Level 5 - Ma3 - Primary CCS APP Maths Level 5 - Ma4 - Primary CCS APP Maths Summary- Primary	These templates show a value for each bulleted point for the designated levels (1-5 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Maths subject.
CCS APP Marksheet Templates - Reading	CCS APP Reading Level 1 CCS APP Reading Level 2 CCS APP Reading Level 3 CCS APP Reading Level 4 CCS APP Reading Level 5 CCS APP Reading Level 6 CCS APP Reading Level 7 CCS APP Reading Level 8 CCS APP Reading Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Reading subject.

Template files	Templates installed	Description
CCS APP Marksheet Templates - Science	CCS APP Science Level 1 CCS APP Science Level 2 CCS APP Science Level 3 CCS APP Science Level 4 CCS APP Science Level 5 CCS APP Science Level 6 CCS APP Science Level 7 CCS APP Science Level 8 CCS APP Science Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for Science subject.
CCS APP Marksheet Templates - Writing	CCS APP Writing Level 1 CCS APP Writing Level 2 CCS APP Writing Level 3 CCS APP Writing Level 4 CCS APP Writing Level 5 CCS APP Writing Level 6 CCS APP Writing Level 7 CCS APP Writing Level 8 CCS APP Writing Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for Writing subject.

Progress Grid Marksheet Template Contents - England Secondary (and Middle Deemed Secondary)

Template files	Templates installed	Description
CCS APP Marksheet Templates - Speaking & Listening	CCS APP Speaking & Listening Level 1 CCS APP Speaking & Listening Level 2 CCS APP Speaking & Listening Level 3 CCS APP Speaking & Listening Level 4 CCS APP Speaking & Listening Level 5 CCS APP Speaking & Listening Level 6 CCS APP Speaking & Listening Level 7 CCS APP Speaking & Listening Level 8 CCS APP Speaking & Listening Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Speaking & Listening subject.
CCS APP Marksheet Templates - ICT	CCS APP ICT Level 3 CCS APP ICT Level 4 CCS APP ICT Level 5 CCS APP ICT Level 6 CCS APP ICT Level 7 CCS APP ICT Level 8 CCS APP ICT Summary	These templates show a value for each bulleted point for the designated levels (3-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the ICT subject.

Template files	Templates installed	Description
CCS APP Marksheet Templates - Maths - Secondary	CCS APP Maths Level 2 - Secondary CCS APP Maths Level 3 - Secondary CCS APP Maths Level 4 - Secondary CCS APP Maths Level 5 - Secondary CCS APP Maths Level 6 - Secondary CCS APP Maths Level 7 - Secondary CCS APP Maths Level 8 - Secondary CCS APP Maths Summary- Secondary	These templates show a value for each bulleted point for the designated levels (2-7 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Maths subject.
CCS APP Marksheet Templates - Reading	CCS APP Reading Level 1 CCS APP Reading Level 2 CCS APP Reading Level 3 CCS APP Reading Level 4 CCS APP Reading Level 5 CCS APP Reading Level 6 CCS APP Reading Level 7 CCS APP Reading Level 8 CCS APP Reading Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Reading subject.
CCS APP Marksheet Templates - Science	CCS APP Science Level 1 CCS APP Science Level 2 CCS APP Science Level 3 CCS APP Science Level 4 CCS APP Science Level 5 CCS APP Science Level 6 CCS APP Science Level 7 CCS APP Science Level 8 CCS APP Science Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Science subject.

Template files	Templates installed	Description
CCS APP Marksheet Templates - Writing	CCS APP Writing Level 1 CCS APP Writing Level 2 CCS APP Writing Level 3 CCS APP Writing Level 4 CCS APP Writing Level 5 CCS APP Writing Level 6 CCS APP Writing Level 7 CCS APP Writing Level 8 CCS APP Writing Summary	These templates show a value for each bulleted point for the designated levels (1-8 and Summary). Assessments are coloured according to the grade selected. This colour will match the colours selected in the corresponding APP grid assessments. The template also allows entry of an overall level for the Writing subject.

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