

Using the SIMS Home Page

Introduction

The **Home Page** is displayed automatically each time you log into SIMS and provides an overview of the key content in your SIMS system, such as the **School Diary**, messages and group summary information (attendance, behaviour and assessments).

By default, the **School Bulletin** and **My Classes Today** panels are displayed, and further panels can be added or removed as required.

All panels are user-specific. For example, a Head of Year might display assessment results by registration group, whereas a Head of Department might display assessment results for all Maths groups. For more information on using the **Home Page**, please refer to the *SIMS Home Page* mini guide.

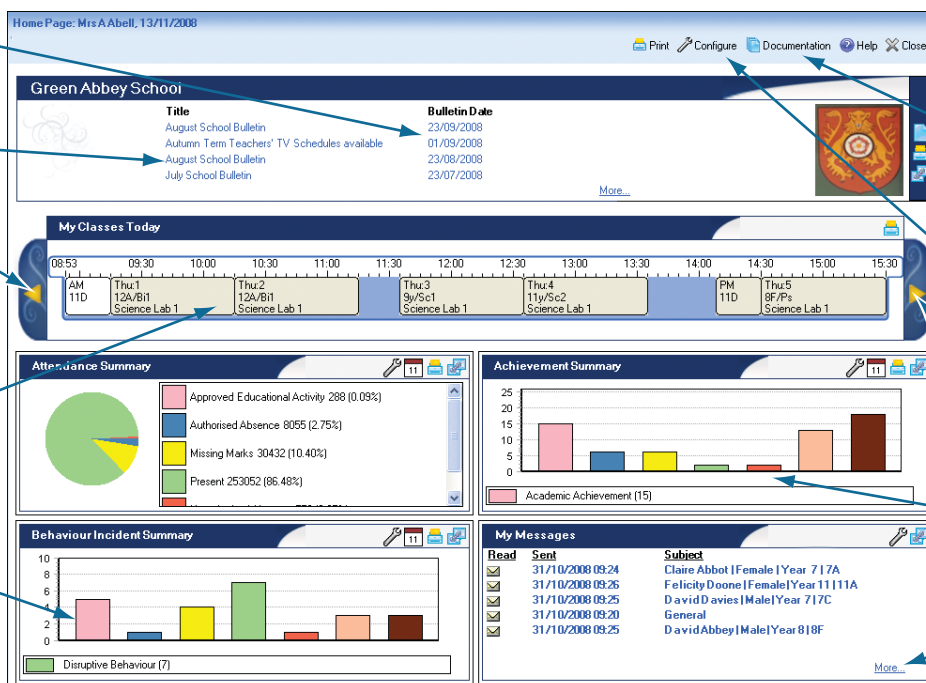
School Bulletin - displays any school bulletins that have been published.

Click item links to display more detail (this also applies to other panels).

Click here to display yesterday's classes.

My Classes Today - displays a timeline for classes you will be teaching today (applicable only to Class Teachers and Teaching Assistants).

Click a section of the bar chart to display the associated pupil/students. From the list, you can access the **Teacher View**. Please refer to the *Pupil (or Student) Teacher View* Quick Reference Sheet.



Most supporting documentation is available from the **Documentation Centre**, accessed by clicking the **Documentation** button.

The **Configure** button enables you to set up the number, layout and order of summary panels on the **Home Page**.

Click here to display tomorrow's classes.

Panels are displayed here. New users of SIMS will not see any content in these panels until they are configured.

The **More...** hyperlink is displayed on panels when more information is available.

Overview of the Panels

My Classes Today

In Primary schools, this panel displays the name of your class on a timeline, organised into AM and PM sessions. In Secondary schools, the timetable for the current user is shown.

This panel is applicable only to Class Teachers and Teaching Assistants in Primary/Secondary schools. Right-click options are available from the timeline.

My Scheduled Reports

The **My Scheduled Reports** panel is used to display any reports that you have scheduled to run automatically.

My Favourite Reports

The **My Favourite Reports** panel is used to display any reports that you have saved in the **Favourites** folder located in the reporting area of SIMS.

Missing Registers Notification

If you are a member of the Attendance Manager user group in System Manager, any register that does not have marks against **all** pupil/students after a predefined period of time (e.g. 10 minutes after a lesson/session starts) is displayed in this panel.

This panel displays details of the Reg Tutor/Class Teacher, Register, Room, Date, and the Session/Lesson associated with the missing register. This enables a Head of Year (with Attendance Manager permissions) to identify any registration groups or lessons that have not had their registration taken within the required time period and send a message to the selected members of staff who have not yet completed the register.

Summary Panels

These panels display a summary of data (be it attendance, assessment or behaviour incidents and achievements) for a selected group (e.g. specific registration or year groups) over a selected time period (e.g. a week or a term). The data view can be toggled between a chart and a data table. Multiple instances of these panels can be displayed, enabling you to view information for a range of groups and time periods.

Linking to Pupil/Student Information from the Home Page

The pupil/students who make up each of the categories on a chart can be viewed by clicking the required segment. For example, click the **Unauthorised Absence** segment on the **Attendance Summary** pie chart to display those who have this mark recorded against them during the specified date range.

My Reminders

Reminders can be generated by SIMS to advise you of impending deadlines before they occur, e.g. free school meal eligibility, SEN reviews, etc.

Reminders are grouped into subjects, such as **Part Time Attendance Period**, **Free School Meal Eligibility**, etc. for each day.

The dialog displayed when you click an item in the **My Reminders** panel of the **Home Page** depends on the type of reminder selected, e.g. the **Edit Personal Task** dialog enables you to edit its details but system-defined reminders display their details in read-only format via the **Read Reminder** dialog.

My Favourites

The **Favourites** panel can be used as a quick method of launching the areas in SIMS you use most often. SIMS monitors the most frequently used areas and adds them as shortcuts to the **Favourites** panel.

My Messages

Any messages sent to you by other SIMS users are displayed in the **My Messages** panel. Click anywhere on a message line to display its content in the **Read Message** dialog. Messages can then be printed, deleted or replied to.

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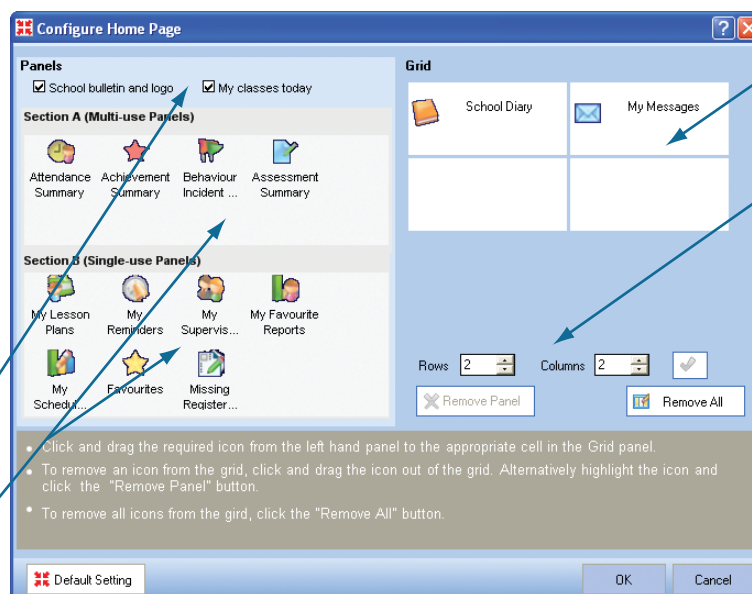
Configuring the Home Page

The **Home Page** can be configured to display information according to user preferences. Except for the **School Bulletin** and **My Classes Today** panels, the information on the **Home Page** is arranged as a grid.

The content of the grid can be configured. For example, a Head of Year may wish to display behaviour incident information by registration group, whereas a Head Teacher may wish to display it by year group.

Add or remove the **School Bulletin** or **My Classes Today** panels here.

Select the single-use or multi-use panels here.



The **Grid** shows the panels currently set to display on the **Home Page**. Drag additional panels into the **Grid** to add them.

Adjust the size of the **Grid** here, enabling you to amend the layout of the panels on the **Home Page**.

Home Page Tips

- Your **Home Page** panel configuration from the previous version of SIMS is retained until you change it.
- Changes to your **Home Page** panel configuration do not affect the **Home Page** display for other users.
- Panels can be removed by clicking and dragging them out of the **Grid**.

Configuring the Panel Grid

- Click the **Configure** button at the top of the **Home Page** to display the **Configure Home Page** dialog.
- To adjust the grid size or orientation, click the up or down arrows adjacent to the **Rows** and **Columns** fields.
- To effect the change, click the **Configure Layout** button.



Configure Layout button

Reducing the number of panels to less than the number that have been selected for display, causes a message to be displayed asking if you wish to remove these panels. Click the **Yes** button to confirm.

- To save the changes, click the **OK** button and the **Yes** button to confirm the changes.

Adding Panels to the Home Page

- Click and drag the required panel name in one of the left-hand panels into the required position on the **Grid** in the right-hand panel. For multi-use panels, repeat this as many times as necessary.
- Repeat step 1 until all required panels are displayed in the **Grid**.
- Click the **OK** button to save the changes and return to the **Home Page**.

Removing Panels from the Home Page

- Click the required panel name in the **Grid** then click the **Remove Panel** button.
- Repeat step 1 until only the required panels are displayed in the **Grid** then click the **OK** button.
- To remove all panels, click the **Remove All** button.

Increasing the Size of Panels on the Home Page

Many of the panels on the **Home Page** can be maximised so that they are displayed as a separate page, providing a larger viewing area.

- Click the **Maximise** button in the top right-hand corner of a panel to enlarge the panel to a full screen display.



Maximise button

- Click the **Restore** button on the named page tab to minimise the page back to a panel.



Restore button

Returning to the Home Page Defaults

The preset panels and panel order can be returned to at any point by clicking the **Default Setting** button on the **Configure Home Page** dialog then clicking the **OK** button.

Changing the Panel Order

With the exception of **School Bulletin** and **My Classes Today**, panels can be re-arranged, enabling you to position those deemed the most important, or most used, at the top of the **Home Page**.

Click and drag the panel you want to move into the new **Grid** location, causing the panels to swap position. Repeat as necessary then click the **OK** button. This can also be achieved on the **Home Page** by clicking the title bar of a panel and dragging to the new location.

Changing the Panel Label

- Panel labels can be edited by right-clicking anywhere on the required panel and selecting **Customise Text** to display the **Edit Control Text** dialog.
- Enter the new panel label in the **Text** field then click the **OK** button.
- To revert to the default value, delete the text from the **Text** field and click the **OK** button.

Setting Panel Refresh Rates

The panels on the **Home Page** refresh automatically, updating the information after a set period of time. Each panel refreshes individually, and this is indicated by a rotating **Refresh** icon.



Refresh icon

Many of the panels refresh at a fixed rate. The refresh rate of the **My Messages** and **School Diary** panels can be set manually.

- Click the **Configure** button on the required panel to display the **Configure Refresh Rate** dialog.
- Enter the required refresh frequency, then click the **OK** button to confirm the setting.

The amended refresh setting comes into effect immediately.

WARNING: Careful consideration should be given when adding panels to the **Home Page**. A number of these panels have frequent refresh rates, so a large number of panels displaying on several workstations could lead to performance issues. All areas of SIMS may show a reduction in performance as a consequence.

This guide is based on the version of the software (7.120) in use at the time of publication.

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