

iCT4 are pleased to introduce our new “SIMS with JJ” bitesize training sessions.

These sessions will cover a range of topics and will be aimed at small groups of no more than 10 delegates, to allow attendees to gain an overview of the subject.

All sessions will last for 2 hours and will be held at our newly launched conference venue, Trevenson House located in Pool. It is hoped that these sessions will give users a short insight into key areas of SIMS and provide useful top tips and the skills to benefit them in the day to day use of SIMS when back in school. It is also hoped these sessions will promote discussion amongst colleagues to aid best practice.

Sessions are charged at £30.00 per person. Book 3 sessions and get a 4th free of charge. Refreshments will be provided.

The following sessions are currently available: -

SIMS Overview

A whistle-stop tour of SIMS. This will give an overview of SIMS, demonstrating the various areas within SIMS and the functionality each of these offers. We'll also look at finding your way around SIMS, making day to day amendments to data, looking up and reporting on data held and top tips for getting the most out of SIMS.

Target Audience – New SIMS Office Users and Existing SIMS Users wanting an increased knowledge of the functionality available.

Session Dates

4 th December 2018	10.00 – 12.00	29 th January 2019	10.00 – 12:00
21 st February 2019	1.00 – 3.00	20 th March 2019	1.00 – 3.00

Standard Reporting

This session will look at the various reporting options within SIMS, focussing mainly on how to run the predefined reports within SIMS, how to modify reports and how to create new reports. We will also look at the different reporting formats available and the General Student List reporting area.

Target Audience – All SIMS Users

Session Dates

4 th December 2018	1.00 – 3.00	29 th January 2019	1.00 – 3.00
21 st February 2019	10.00 – 12.00	20 th March 2019	10.00 – 12.00



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Attendance

This session will cover the main functionality within SIMS Attendance. Focussing on the day to day processes, effective data management, reporting (including Attendance Letters), customisation to meet specific needs of the school and best practice recommendations.

Target Audience – New SIMS Users responsible for maintaining Pupil Attendance Records. Existing SIMS Users wanting increased knowledge of this area.

Session Dates

6 th December 2018	10.00 – 12.00	31 st January 2019	10.00 – 12.00
19 th February 2019	10.00 – 12.00	21 st March 2019	10.00 – 12.00

Data Management and Housekeeping

A session covering the management of school data within SIMS, demonstrating the most effective techniques for data entry, housekeeping, managing and updating your data and best practice for ensuring the data held is of the highest quality.

Target Audience – SIMS Users responsible for maintaining Pupil Records and SIMS Data.

Session Dates

6 th December 2018	1.00 – 3.00	31 st January 2019	1.00 – 3.00
19 th February 2019	1.00 – 3.00	21 st March 2019	1.00 – 3.00

SIMS Discover

SIMS Discover is a graphical data analysis tool covering the main data areas within SIMS. This session will demonstrate the range and formats of reporting this tool offers, how to run predefined graphs, combine graphs, create new graphs and how the creation of Discover groups can be used within SIMS

Target Audience – SIMS Users responsible for providing Reports and analysing data.

Session Dates

11th December 2018	10.00 – 12.00	23rd January 2019	1.00 – 3.00
14th February 2019	1.00 – 3.00	14th March 2019	10.00 – 12.00

Making SIMS “fit” your School

Various areas within SIMS can be configured to better suit individual schools, this session will focus on what changes can be made and how they're made. We will look at module settings, Maintaining Lookups and the Creation of User Defined Fields.

Target Audience - SIMS Users responsible for maintaining Pupil Records and SIMS Data.

Session Dates

11th December 2018	1.00 – 3.00	23rd January 2019	10.00 – 12.00
14th February 2019	10.00 – 12.00	14th March 2019	1.00 – 3.00

Implementing Behaviour and Achievement

Improving Behaviour in schools is a key government target and SIMS offers functionality in this area. So, avoid spending on 3rd party products and keep all your data in one place. This session will demonstrate the key functionality of SIMS Behaviour and Achievement, show how it can be configured to suit your school requirements, how it is used on a day to day basis and the reporting options it offers.

Target Audience – All SIMS Users

Session Dates

13th December 2018	10.00 – 12.00	24rd January 2019	1.00 – 3.00
12th February 2019	1.00 – 3.00	12th March 2019	10.00 – 12.00

For further details and to book your places please contact Sims@ict4.co.uk stating which session, date and time you'd like to join. Full joining instructions will follow.

If there are additional subjects you'd like covered please let us know.



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