

# Code Green Training Courses



## SIMS Office User Training

### What the course covers:

- Familiarisation with SIMS
- Finding a Pupil's Details
- Creating a New Pupil's Record
- Managing the School Population including CTF Import/Export
- Adding and Modifying Pupil Details
- Investigating the Links Menu
- Changes to Registration Tutors during the Year
- Agencies
- Exclusion Management
- Running Basics SIMS Reports
- Configuring the SIMS Homepage
- Managing the School Diary and Personal Tasks

## SIMS Basic

## Reporting Training

### What the course covers:

- Running Existing (Pre-defined) Reports
- List Reports
- Modifying Existing SIMS Reports
- Creating New Reports
- Previewing Reports
- Creating Word Mail Merge Letters
- Creating Labels with Mail Merge
- Excel Outputs
- Basic Analysis
- Working with Reports

## Monitoring Attendance Training

### What the Course covers:

- Configuring the SIMS Homepage
- Display Marks
- Attendance Reports
- Letter Templates
- Weekly Attendance Marksheet Setup
- Discover

## SIMS Cover Training

### What the course covers:

- An Initial Look at the Cover Diary
- Personnel Issues
- Reason for Absence and Room Closure
- Supply Staff
- Cover On-Call and Cover Protection Rotas
- Suspension Rules
- Staff Weightings, Offsets and Cover Limits
- Non-Class Codes Settings
- Global Settings
- Revisiting the Cover Diary
- Printing Arrangements
- Statistics

## SIMS SEN/Intervention Training

### What the course covers:

- Managing Pupil/Students with Special Educational Needs
- Managing Pupil/Students with Statements, EHCPs and IEPs
- Recording Gifted and Talented Pupil/Students
- Adding Interventions
- Viewing and Running Interventions
- Reporting on Interventions
- Intervention Links to Other Areas of Sims
- Intervention Links to SIMS Discover
- Intervention Housekeeping

## Personnel Training

### What the Course Covers:

- Reviewing Personnel Data
- Adding/Editing Staff Records
- Further Editing of Staff
- Pay Related Setup
- Maintaining Lookups
- Personnel Reports
- Linking to FMS (If Necessary)
- Pay Related Import

# Code Green Training Courses



## Behaviour Management Training

### What the Course Covers:

- The SIMS Home Page
- Pupil Teacher View
- Setting Up Behaviour Management
- Managing Behaviour in a Classroom
- Adding a Behaviour Incident to a Pupil Record
- Maintaining Behaviour Incidents for a Group of Pupils
- Adding an Achievement to a Pupil Record
- Maintaining Achievements for a Group of Pupils
- Maintaining Detentions
- Report Card
- Recording Initiatives
- Recording Exclusions
- Running Reports
- Discover

## CodeGreen School Census Training

### What the Course Covers:

- Access Rights and Checks
- Carrying Out a Dry Run
- Editing School Details and Using Statutory Return Tools
- Classes and Pupil Reconciliation (Spring Census Only)
- Attendance and Other Details
- Completing the Return
- Example Reports
- Data Content

## School Workforce Census Training

### What the Course Covers:

- School Workforce Census Background Information
- SWC Initial Preparation
- Reviewing/Editing SWC Key Fields
- Producing the Return

## End of Year Procedures Training

### What the Course Covers:

- Setting Permissions
- Recording Changes to Teaching Staff in Personnel
- Adding New Teachers to Personnel
- Creating the New Academic Year
- Defining the School Working Week
- Defining School Terms
- Adding Additional School Terms
- Defining Half Term Holidays
- Defining Teacher Training Days
- Defining Public Holidays
- Creating the New Academic Year
- Setting up the New Academic Year's Pastoral Structure
- Opening the Structure of the New Academic Year
- Checking National Curriculum Years
- Adding New Year Groups
- Adding Classes (Registration Groups)
- Important Note on Editing Class Names
- Changing Year Group Horizontal/Vertical Structures
- Saving the Amended Pastoral Structure
- Adding Intake/Admission Groups
- Adding One or More Admission Groups
- Adding an Admission Group (Multiple Groups Not Enabled)
- Importing Admissions and Transfer Files (ATF)
- Importing Common Transfer Files (CTFs)
- Checking Dates for Part-Time Pupil/Students
- Recording Leavers
- Exporting Common Transfer Files (CTFs)
- Setting up the Promotion Mapping for the New Academic Year
- Viewing/Setting the Promotion Path for Individual Pupil/Students
- Checking the Registration Tutors Assigned
- Changing the Status of Applications to Offered or Accepted