



Contents

Before you start.....	2
Step 1. Download and Import the Marksheet Template	4
Step 2. Making the Marksheets.....	6
Step 3. Opening the Marksheet and Entering Data.....	8
What you could do next.....	10
Filtering groups.....	10
Ordering data.....	11
Housekeeping	12
Deleting old Marksheets	12

Please Note

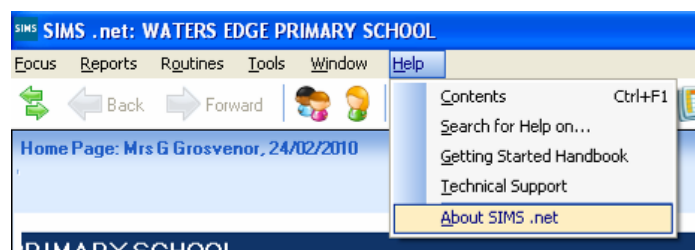
Entry/End of Nursery/Start of Reception data is not collected by the Local Authority

You may however wish to record this information in Assessment Manager for your own data recording and analysis purposes

Before you start

Please make sure you are on the most recent version of SIMS .net - this is the Spring upgrade version 7.128.

- To check that you are on this version of SIMS select **Help | About SIMS .net**



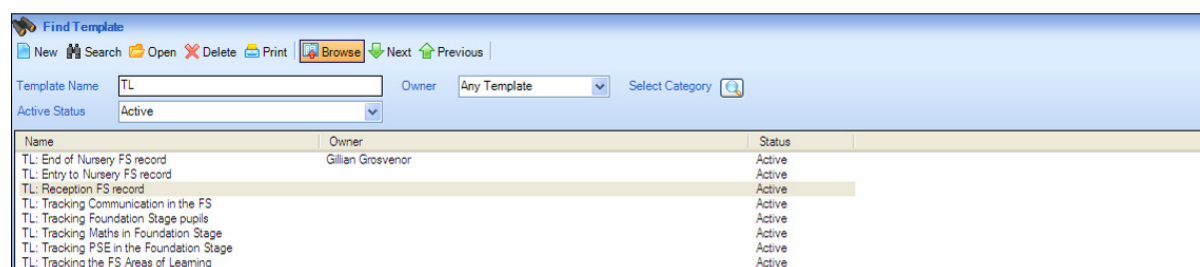
If you aren't on the correct version please contact the Schools Service Desk (0115 8546116)

PLEASE NOTE

If you have recorded Nursery/Reception assessment data within SIMS in previous years you will not need to re-import the templates again.

To check if you have the assessment marksheet templates already in SIMS, go to

- Select **Focus | Assessment | Template**
- Search for **TL**



The Templates are called:

- TL: Entry to Nursery FS Record
- TL: End of Nursery FS Record
- TL: Reception FS Record

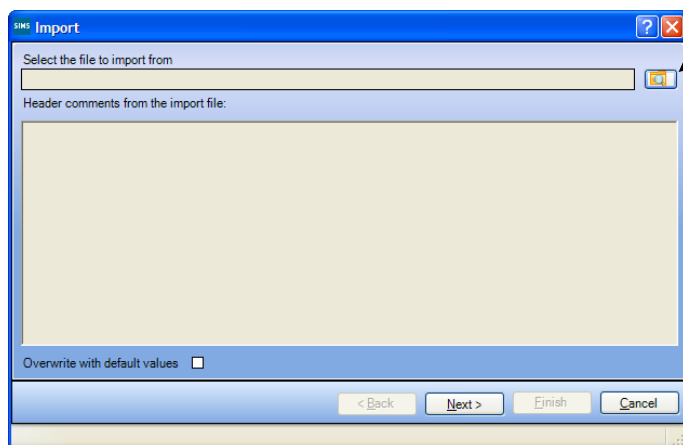
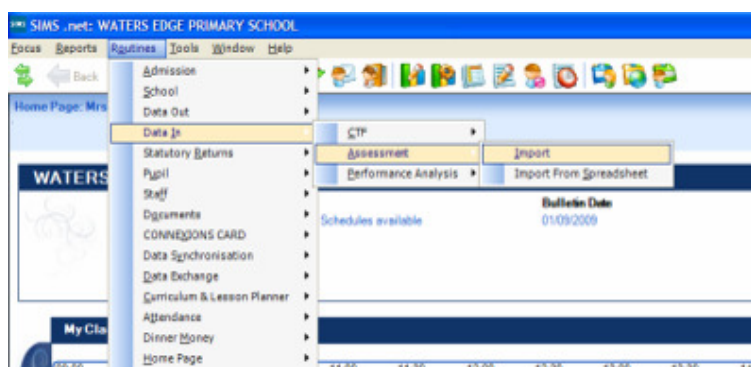
There are no new ones to import and the templates above can be used again.

However if you have not got the templates, please go to Step 1.

Step 1. Download and Import the Marksheet Template

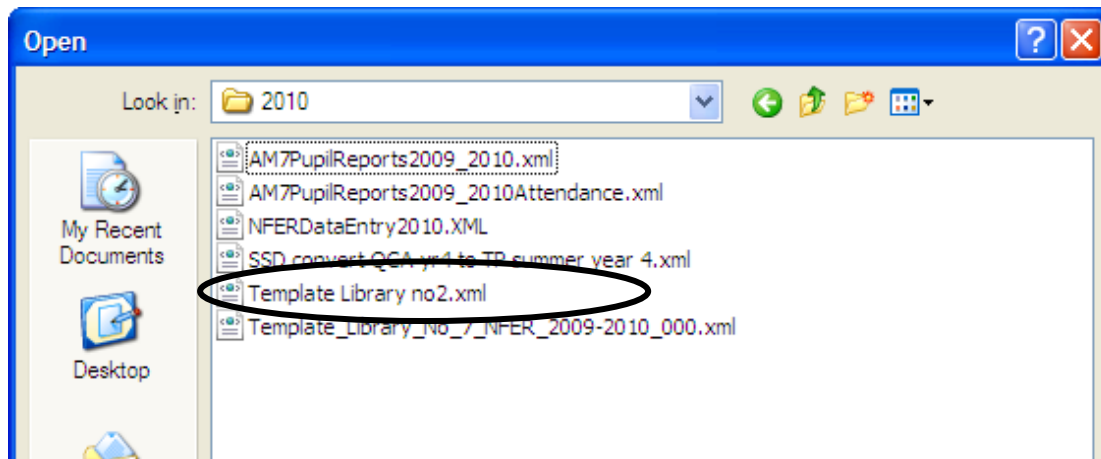
Download SIMS templates from www.nottinghamshire.embc.org.uk/assessment for Entry/End of Nursery Start of Reception.

1. You will see a Templates section, click the link to download the template for **Entry/End of Nursery/Start of Reception** this file contains a number of different templates that you can import into **SIMS**
2. To import the Template into SIMS go to **Routines | Data in | Assessment | Import** and navigate to the file located in **I:\edit\templates\2010** called **Template Library No.2.xml**.



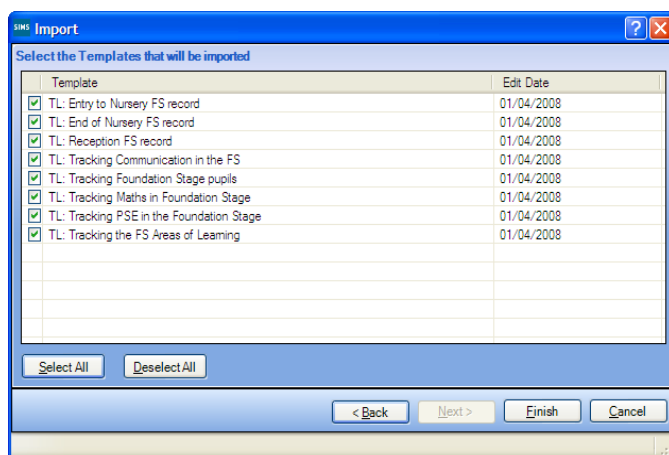
Browse to
I:\edit\templates\2010

2. Use the browser button and navigate to **I:\edit\templates\2010**
Select the file called **Template Library No 2.XML** and click **Open**



NB Make sure the “Overwrite with default values” box is ticked (this should happen by default)

3. Click **Next** and **Next** you will be prompted for which templates to import



4. Tick the templates that you want to record data for, or **Select All**

5. Click **Finish**, click **Yes** at the “Are you sure you want to Proceed” prompt

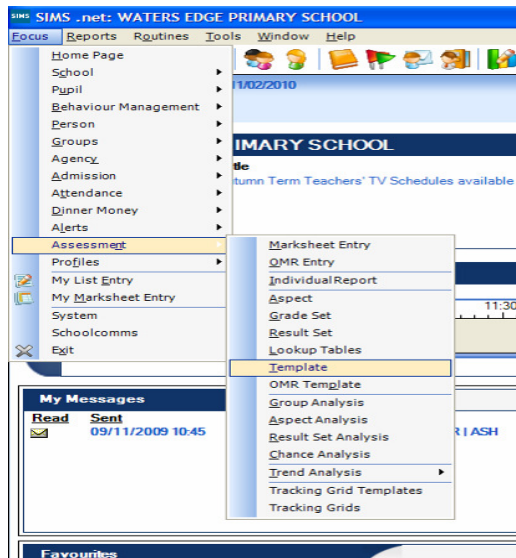
6. When the Activity Log is displayed check through to make sure there are no errors. If there are Save the file and contact the Schools Service Desk (0115 8546116).

You have successfully downloaded and imported the Entry to Nursery/End of Nursery/Start of Reception templates. You now need to make the marksheets using Step 2.

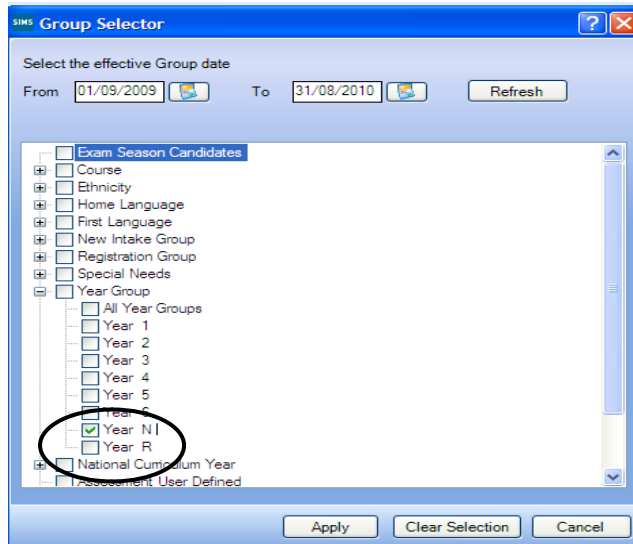
Step 2. Making the Marksheets

Once the template has been imported you need to use this to make a marksheet ready to key in the data.

1. Select **Focus | Assessment | Template**



2. In the template name field search for **TL**, (stands for Template Library) this will show you all templates for Entry/End of Nursery Start of Reception.
3. Double click the template called **TL: Entry to Nursery FS record**
4. Scroll to Panel 3 of the template called **3.Marksheets**
5. Click the **New** button to and select **Year N1** from the Group Selector window, click **Apply**

**TIP:**

If you want to create separate marksheets for separate year N1 classes you can create them here. If you do this, teachers that access the marksheets from within SIMS will see their class marksheet. If you are exporting your marksheets to Excel for teachers to complete this means teachers will only see their pupils listed on the marksheet.

6. Save your template using the **Save** button in the top left of the screen
7. Click the Browse button at the top of the screen and double click the template called **TL: End of Nursery FS Record**
8. Go to Panel 3 and make a marksheet for **Year N2** just as before
9. Save the template, click the browse button and open the template called **TL: Reception FS record** create a marksheet for **Year R**

Optional – Create Marksheets to review data using templates

TL: Tracking Communication in the FS
 TL: Tracking Foundation Stage pupils
 TL: Tracking Maths in Foundation Stage
 TL: Tracking PSE in the Foundation Stage
 TL: Tracking the FS Areas of Learning

You have successfully created marksheets ready for entering data for Entry to Nursery, End of Nursery and Start of Reception

Step 3. Opening the Marksheet and Entering Data

IMPORTANT

Statutory end of Early Years Foundation Stage data is recorded using the EYFSP Wizard. **You should not attempt to use the Wizard or the statutory EYFSP aspects to record Nursery and Start of Foundation assessments.** For recording **EYFSP** assessment data please see the separate, specific ICT Services notes.

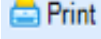
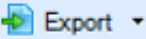
1. Select **Focus | Assessment | Marksheet Entry**
2. Search for the template starting with **TL**
3. Double click the marksheet you want to enter data into
 - a. TL: Entry to Nursery FS Record – Year N1
 - b. TL: End of Nursery FS Record – Year N2
 - c. TL: Reception FS Record – Year R

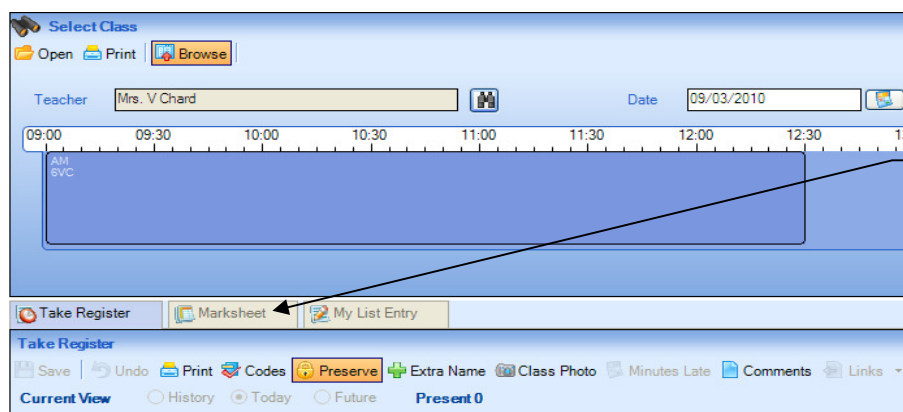
Enter the date of assessment

Before entering any results make sure you enter the correct result date

3. Enter results into the correct columns on the marksheet, click **Save** at any time and come back to the marksheet to complete. Click **Calculate** after all data has been input – to populate the total columns.

NOTE:

- You can print out this marksheet using the print button 
- You can export this marksheet to excel 
- You do not have to enter all results at this point. You can save the marksheet and return to it later.
- If teachers log into SIMS to take the register then the marksheet for their class will show as a tab



Teachers View, showing Marksheet Tab

Note

If you export marksheets to Excel it is important that the correct result date is entered into the spreadsheet before it is imported into SIMS

	B	C	D	E	F	G	H	I	J
5	Result Date:	01/05/2010	01/05/2010	01/05/2010	01/05/2010	01/05/2010	01/05/2010		
6	KS2 B. Minimum Subject TAs 2010 : Year 6	Export Date : 02/03/2010							
		tem Key result	Stage 2	Stage 2	ect Key result	at Key result	ect Key result		

The result date needs to be entered in a format DD/MM/YYYY

You have successfully used the marksheet to enter the Nursery & Reception assessments

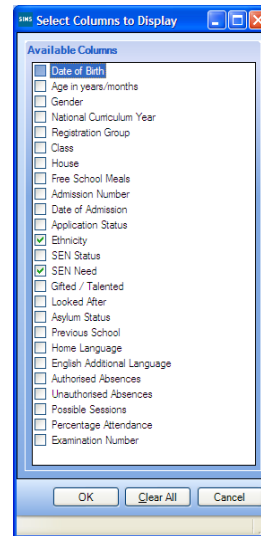
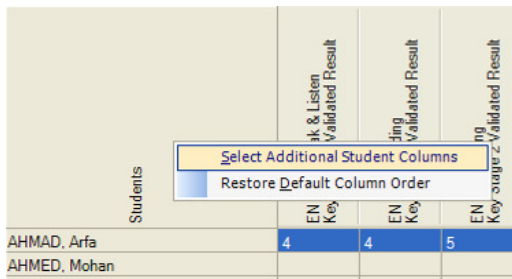
What you could do next.....

Filtering groups

Using the Students Cloumn

Within any marksheet you have the functionality to filter the pupils you see

1. Right click the students column heading and choose **Select Additional Student Columns**

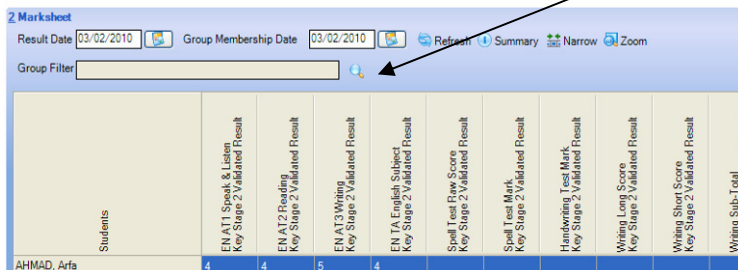


2. Select any additional information you would like to see

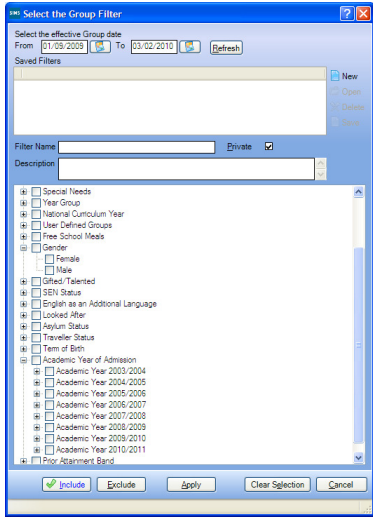
Using the Group Filter

You can use the Group Filter functionality to analyse groups of pupils.

3. Click the browser next the Group Filter box



Click on the Browse icon to see the selection



4. Selecting filter criteria from this window will allow further analysis of the data
5. Remember to remove the filter before you close the marksheet.

Sorting data – Ascending or Descending

You can order the data by right clicking any column heading and selecting **Order Rows | Ascending** or **Descending**

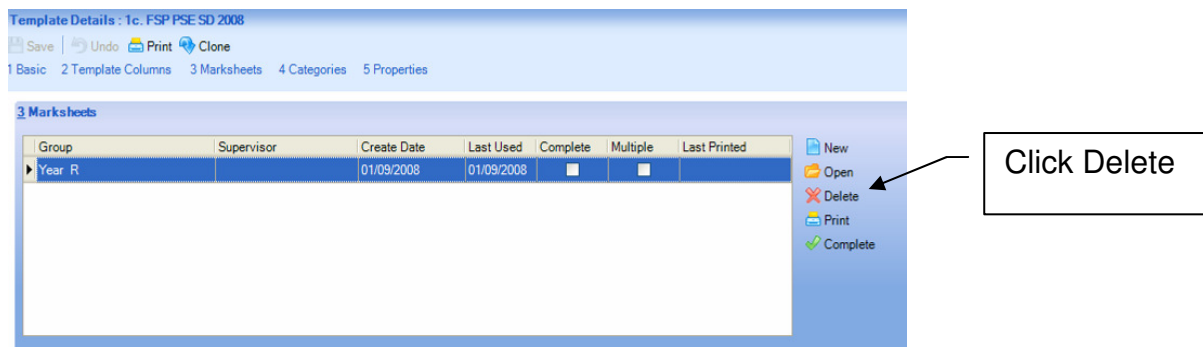
Students	English Test Level Rep Stage 2: National Result	Maths Test Level Rep Stage 2: National Result	Science Rep Stage	Average Rep Stage
BOND, Emma	4	3	3	23
BHAB, Afs				
SHMED, Mubhan				
ANDERSON, Jacob				
ANSELL, Richard				

Housekeeping

Deleting old Marksheets

In previous years you may have created marksheets that you no longer need. It is perfectly safe to remove old marksheets, the results you have entered will remain in SIMS attached to the student record. You may wish to remove some of these marksheets.

1. Select Focus | Assessment | Marksheet Entry
2. Search for all Marksheets and identify ones which you no longer require, make a note of the name
3. Select **Focus | Assessment | Template**
4. Search for the name of the template that the marksheet was using
5. Double click it
6. Go to **Panel 3 Marksheets** and select the marksheet to remove



7. Click **Delete**
8. You will see a prompt checking that you want to remove the marksheet, click **Yes**
9. **Save** the template



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