

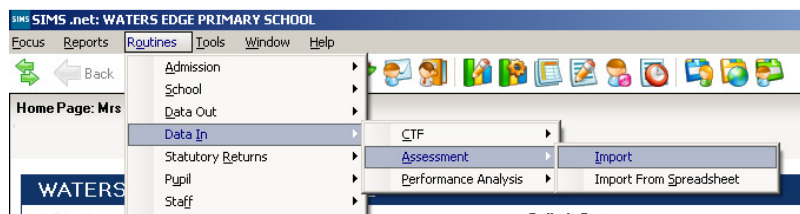
The Schools Service Desk and the Schools Improvement team have worked together to adapt the Capita tracking marksheets and grids in SIMS .net to give Primary schools a comprehensive tracking system within SIMS .net.


If you currently use the Tracking grids provided by Capita (these are called CES Tracking Progress Maths Y3 for example) you may find the new templates useful as they contain updated formulas for calculating expected progress and also each mark sheet will show more past data rather than just the previous term.

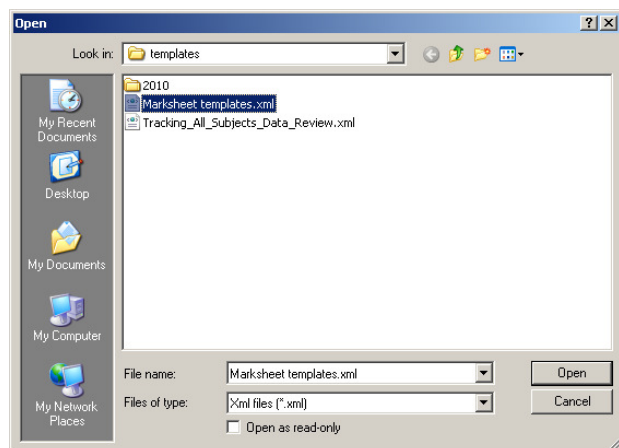
If you have had an onsite assessment consultancy then the marksheets you currently use will be suited to your school and these new NottsCC will **not** be appropriate.

Instructions for importing the NottsCC tracking templates

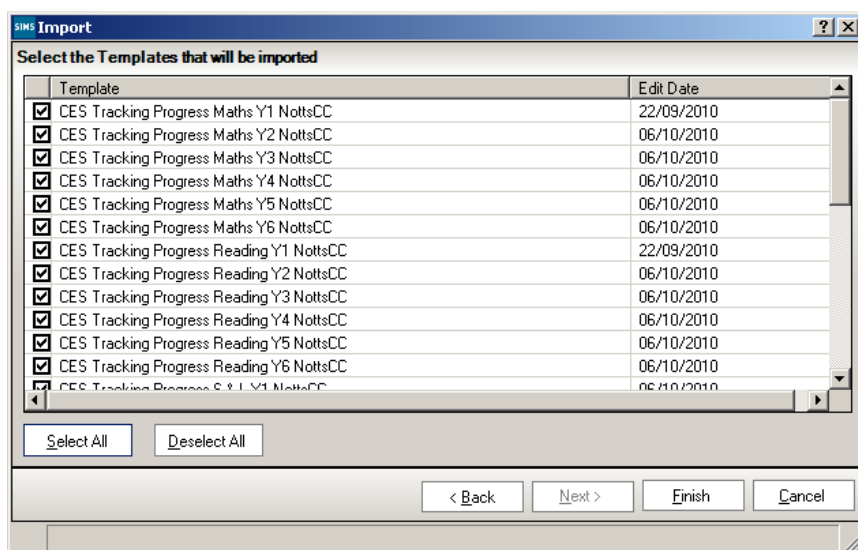
1. Click on the link on the website www.ictservices.org.uk/assessment
2. Navigate to the section for Tracking Pupils and click the link to download the **NottsCC Assessment Manager Tracking Templates**
3. Click **Run** and **Run** again, this will save the templates in **I:\edit\templates**
4. Log onto SIMS .net and navigate to **Routines | Data In | Assessment | Import**



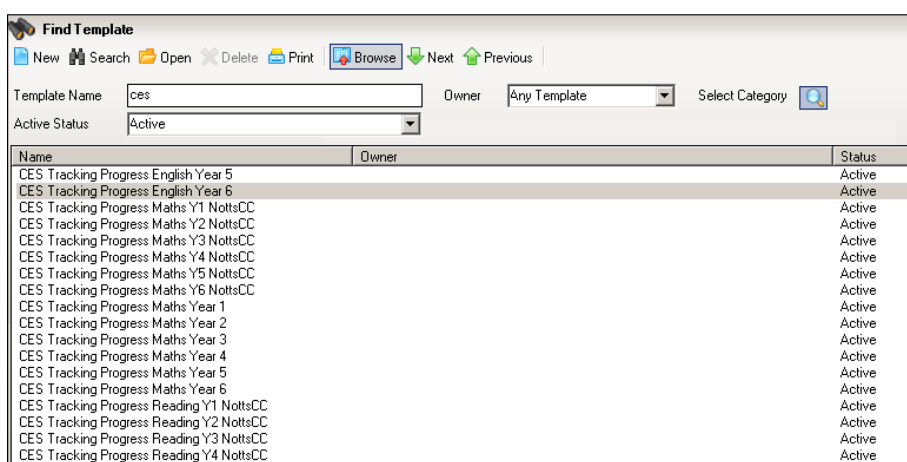
5. Click the folder icon  to browse for the file to import
6. Navigate to **I:\Edit\Templates** and select the file called **Marksheet Templates**



7. Click **Open**, then **Next** and **Next** again
8. Click **Select all** at the next window (Alternatively just select the templates you want to import)



9. Click **Finish**
10. Click **Close** at the Activity Log screen
11. Within SIMS net navigate to **Focus | Assessment | Templates**
12. Enter **CES** into the template name and click **Search**



13. You'll see a new copy of each template but 'branded' with **NottsCC**
14. Make your marksheets in the usual way. Open each template, go to panel 3 and create marksheet for your group of pupils.

NB Remember to delete any marksheet that you no longer need from the old templates.

The New marksheets will contain all of your old data, plus they will display additional columns for Example the **Y6 Maths Tracking Marksheet NottsCC** shows the following:

Students	Prob Solve Reas & Num Early Years Foundation Stage	TP Maths Actual Y1 TP Year 1 Summer Term	TP Maths Actual Y2 TP Year 2 Summer Term	TP Maths Actual Y3 TP Year 3 Summer Term	TP Maths Actual Y4 TP Year 4 Summer Term	TP Maths Actual Y5 TP Year 5 Summer Term	TP Maths Expected TP Year 6 Summer Term	EstD KS2 Level - Ma	TP Maths Target TP Year 6 Summer Term	TP Maths Actual Aut TP Year 6 Autumn Term	Difference Autumn	TP Maths Actual Spr TP Year 6 Spring Term	Difference Spring	TP Maths Actual Sum TP Year 6 Summer Term	Difference Summer	TP Maths Progress TP Year 6 Summer Term	TP Maths Comment TP Year 6
ACKTON, William		2b	3b	2a	4a	5a	6c		6c	5a		6c		6c		=	
AMIEL, Tanzeel		2b	2a	3c	3b	4a	5c		5c	4a		4b		5b		+	
ARAUJO, Hitesh		2b	2a	3c	3b	4b	4a		4a	4b		4a		4a		=	
BASRA, Jill		W	W	Wb	Wa	1b	1a		1a	1b		1a		1a		=	
BOMAN, Chloe		2a	2a	2a	3b	4c	4b		4b	4c		4a		4b		=	

Column 1 - EYFS data

Column 2 - Summer of Year 1

Column 3 - Summer of Year 2

Column 4 - Summer of Year 3

Column 5 - Summer of Year 4

Column 6 - Summer of Year 5

Column 7 - An expected level based on 12 points progress from year 2 (Y3 will add 4 points to Y2, Y4 will add 6 points to Y2, Y5 will add 10 points to Y2)

Column 8 - Left free for your FFT data (enter this as a grade)

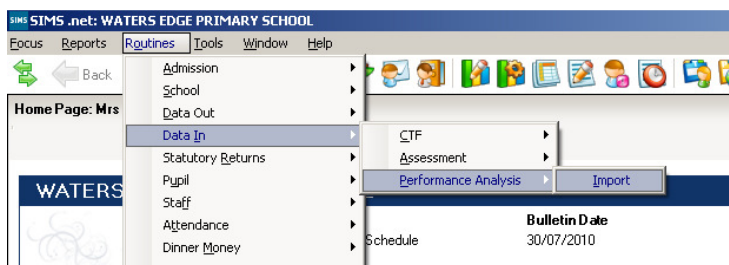
Column 9 - Target set by the teacher

Followed by the termly assessments as usual

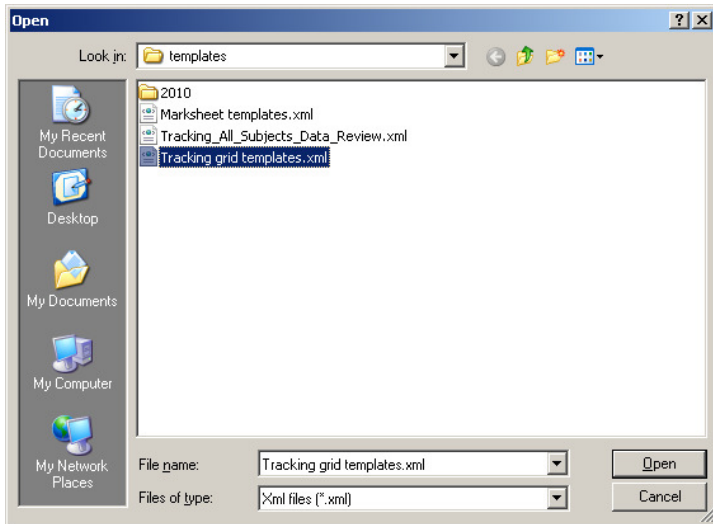
Instructions for importing the NottsCC tracking templates

If you wish to use the NottsCC Tracking Grids (rather than the standard issue Capita ones)

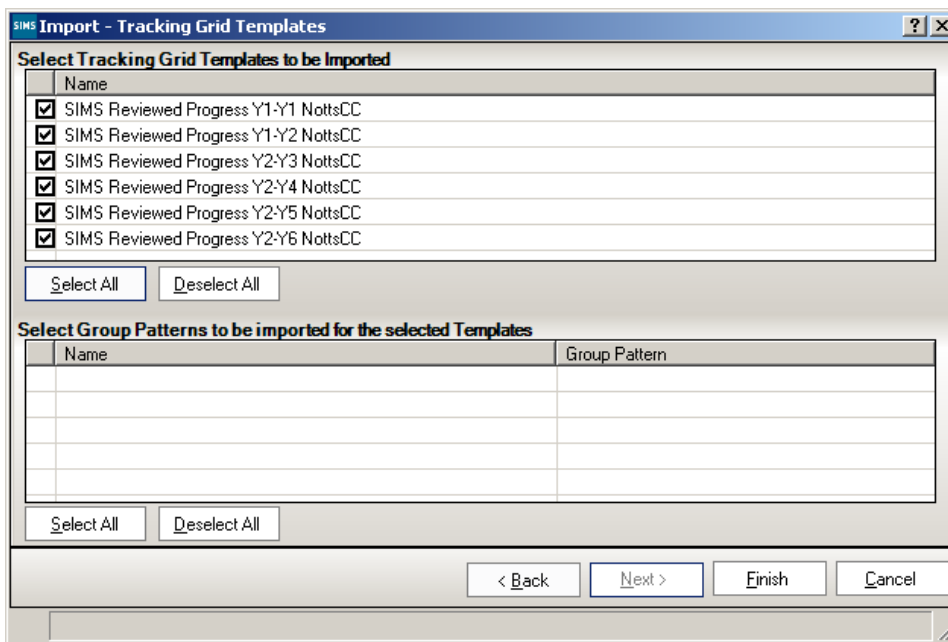
1. Navigate to www.ictservices.org.uk/assessment
2. Click the link to download the **NottsCC Performance Analysis Tracking Grids**
3. Click **Run** and **Run** this will save the grids into I:\edit\templates
4. In SIMS .net navigate to **Routines | Data in | Performance Analysis | Import**



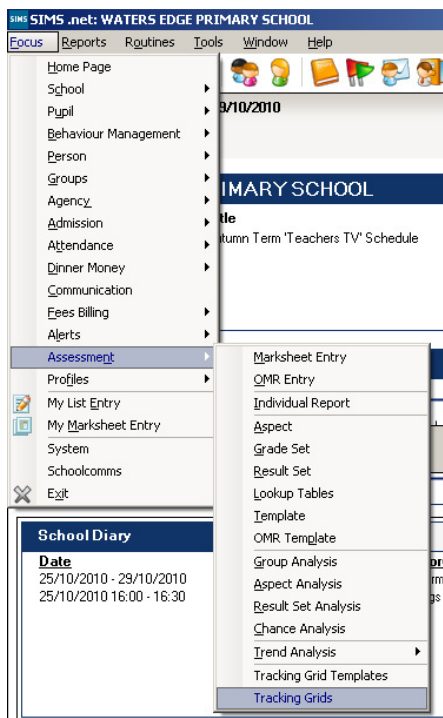
5. Click the folder icon  and browse for I:\edit\templates



6. Select the file called **Tracking grid templates**
7. Click **Open** and **Next**
8. Select the grids to import



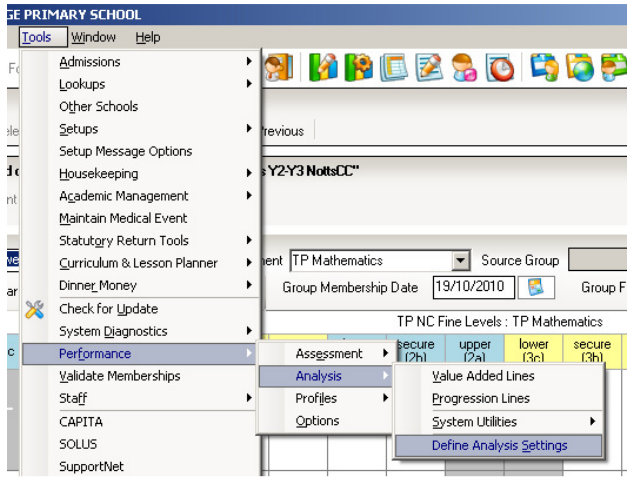
9. Click **Finish** and **Yes** to proceed
10. Select **Focus | Assessment | Tracking grids** and the new grids should be listed



11. Use these grids in the same way as you previously used the tracking grids within SIMS. The main difference is that the age expectation is plotted on the same grid as the prior attainment targets.

		TP NC Fine Levels : TP Mathematics : TP Year 3 Summer Term								
		lower (2c)	secure (2b)	upper (2a)	lower (3c)	secure (3b)	upper (3a)	Below Target	On Target	Above Target
TP NC Fine Levels W:3a : TP Mathematics : TP Year 2 Summer Term	upper (1a)	T								
	lower (2c)	Stephanie A T	Krystal B Kayleighanne C David D Chantelle H Keenan K	Ben A					86%	14%
	secure (2b)		Paris V T	Paul A Harry A Christina B Carly C Alessio F Lilly F Gemma G Elizabeth G Jasmin K Amelia K Thomas L	Jonn B Elaine F	Sally D Hayley J			75%	25%
	(2a)		S B	Rosanna A Paul F Preey P T	Sily A Emma B Matthew B Tayla C Pedro C Jennifer C			6%	94%	

To change the colour of you Target cells select **Tools | Performance | Analysis | Define Analysis Settings** and change the grey colour to one of your choice!



If you require any further training or consultancy on tracking your pupils within SIMS .net please contact the Training team on 0115 8546116 option 1 or email ict.training@nottscc.gov.uk.