SIMS 2018 Spring Release Note

7.180 Combined Edition - version 0.1

Welcome to the SIMS 2018 Spring Release

Please read these notes carefully before installing or upgrading your software. Do not attempt any installation or upgrade without first making a fully restorable backup of your SIMS system. For instructions on how to do this, please go to the SIMS backup section of our website (http://www.capita-sims.co.uk/backupsims).

We publish highlights of the changes and benefits of each release on our blog (http://www.capita-sims.co.uk/resources/blog). The blog is available shortly after the release date.

Capita SIMS has made this release note available in PDF and Word formats. To take full advantage of the functionality available in this release note (e.g. links to handbooks and video tutorials), you must use the PDF version. Capita SIMS cannot be held responsible for any changes, errors or omissions resulting from subsequent editing of the supplied document.

Important Information – please read before upgrading

If you are performing a SIMS upgrade spanning more than one release, it is essential that you read the release note associated with each version.

Important Information for Schools in England

At the time this release note was produced, we had not yet received the validation and summary report files from the DfE for School Census Summer 2018. Recent experience suggests that the DfE will not provide these files before the SIMS 2018 Spring Release is made available so we have provided text in the Census application that explains the position and makes it clear that schools should not provide their Return file to the DfE until they have imported a fileset that includes the DfE validation and summary report files.

Upgrading using SOLUS

The SIMS Online Update Service (SOLUS) enables you to download and run SIMS releases and patches via the Internet. This is achieved using SOLUS3.

For instructions on carrying out an upgrade with SOLUS3, please refer to the *SOLUS3 for Schools* or the *SOLUS3 for Local Authorities* handbook.

Support for SQL Server

SIMS, FMS, Discover, SLG, Partnership Xchange, SOLUS and InTouch run on SQL Server 2012, SQL Server 2014 and SQL Server 2016. If you are running these products on SQL Server 2016, you are strongly advised to run SQL Server 2016 in 2012 compatibility mode. For more information on support for SQL Server and Windows environments, please refer to the *SIMS Technical Roadmap* on My Account (https://myaccount.capita-cs.co.uk).

B2B

If you use B2B, and you want the SQL Server service to be configured to run as a Domain account instead of the built-in LocalSystem account on Windows 2008 R2 or Windows 2012 Server, a separate patch can be run to enable this functionality. This patch is available from your Local Support Unit (Patch 20419) and it must be applied to your SIMS database by a user with System Administrator permissions.

SQL 2014 and SQL 2016 Migration

We support SIMS, FMS, Discover, SLG, Partnership Xchange, SOLUS and InTouch on SQL 2014 and SQL 2016. If you are running these products on SQL Server 2016, you are strongly advised to run SQL Server 2016 in 2012 compatibility mode.

To facilitate server migration, SQL Migration Tools are available for both platforms.

Please note:

- You must be running the SIMS 2014 Autumn Release or later before running the SQL 2014 Migration Tool.

- You must be running the SIMS 2017 Spring Release or later before running the SQL 2016 Migration Tool.

The Migration Tools assist with the migration of the SQL databases for SIMS, FMS and Discover.

- The SQL 2014 Migration Tool enables you to install a SQL Server 2014 Express Edition Instance and migrate the SIMS, FMS and Discover databases to the new database server.

- Currently, we are unable to incorporate an installer for a SQL Server 2016 Express Edition into the SQL 2016 Migration Tool. If you intend to migrate to SQL 2016, you should download SQL Server 2016 Express Edition (https://www.microsoft.com/en-us/sql-server/sql-server-editions-express), install this onto your new database server and create a new Instance. Once installed, you should use the SQL 2016 Migration Tool to migrate the SIMS, FMS and Discover databases to the new database server.

Before migration, you are strongly advised to read the appropriate mini guide:

- *Migrating SIMS, FMS and Discover to SQL 2014* mini guide; or

- *Migrating SIMS, FMS and Discover to SQL 2016* mini guide.

These mini guides will be available from My Account (https://myaccount.capita-cs.co.uk) on product release. They are also included as part of the Migration Tools.

For information on obtaining the Migration Tools, please contact your Local Support Team.

If you use both SIMS and FMS, both systems must be running on the same version of SQL Server, i.e. SQL Server 2012, SQL Server 2014 or SQL Server 2016.

For more information on support for SQL Server, please refer to the *SIMS Technical Roadmap*, which is available from My Account (https://myaccount.capita-cs.co.uk).

General

If your school uses both Fees Billing and FMS, then SIMS and FMS must be upgraded at the same time.

Important Information for Windows 8 and Windows Server 2012 Users

If you are running SIMS on a Windows 8 or Windows Server 2012 workstation, you may encounter difficulties when attempting to open PDF files in SIMS. This is caused by Windows Reader being the default program used to open PDF files.

To resolve this issue, you must first ensure that Adobe Reader 10 or later is installed.

Next, you will need to associate Adobe Reader with all PDF files. From the Taskbar, click File Explorer, click Computer in the panel on the left-hand side of the page then from the Menu Bar, select Computer | Open Control Panel. Click Programs | Default Programs | Associate a file type or protocol with a program. In the Extensions list, scroll down to and click the .pdf item then click the Change program button. Click Adobe Reader then click the Close button.

Release Notes

Each functional area displays a set of icons, which indicate the school type(s) to which the content relates. Icons that indicate a link to the applicable handbook(s) and New Feature videos are also displayed.

EP	*Content applicable to English Primary and Northern Ireland Primary schools*
ES	*Content applicable to English Secondary and Northern Ireland Secondary schools*
WP	*Content applicable to Welsh Primary schools*
WS	*Content applicable to Welsh Secondary schools*
IN	*Content applicable to Independent schools*
	Link to the applicable handbook(s)
	Link to a New Feature video

If you have any comments or questions regarding any SIMS user documentation, please email us (publications@capita.co.uk).

Backing up SIMS and FMS

Where SIMS Personnel is used to generate Salary Projections in FMS, SIMS and FMS backups should be carried out at the same time. If one of the databases needs to be restored, the other database must be restored to the same point, i.e. if you restore the SIMS database, you must restore the FMS database to the same point and vice versa.

IMPORTANT NOTE: Backups are no longer zipped, because of the number of issues caused by zipping backup files. Recent operating systems now allow the use of compressed folders, which are recommended for automatically compressing backups. Please refer to your operating system documentation for instructions on applying compression to a folder.

Important Information Regarding the Upgrade of SIMS and Discover

IMPORTANT NOTE: You must upgrade to the SIMS 2018 Spring Release <u>before</u> upgrading Discover. If you upgrade Discover before upgrading SIMS, data will not be transferred between the SIMS and Discover databases until SIMS has been upgraded.

Auto-Deployment of SIMS and Discover

If SOLUS3 auto-deployment is enabled for Discover, we recommend that the settings for Discover auto-deployment are set to start later than the SIMS auto-deployment start time plus the timeout.

If the times are not set like this, and the Discover deployment starts before the SIMS deployment, then the data transfer between SIMS and Discover will not work until the SIMS upgrade is completed.

Important Information Regarding SIMS Documentation

The SIMS **Documentation Centre** is accessed by clicking the **Documentation** button on the SIMS **Home Page**. The principal benefit of the SIMS **Documentation Centre** is that resources for SIMS, FMS and Discover can all be accessed from a central repository.

It is possible to search for user documentation by output type (handbook, tutorial, QRS, etc.) and then by functional area. It is also possible to search by role (e.g. Teacher, Administrator, Returns Manager, etc.).

A range of Frequently Asked Questions guides can be accessed from the **FAQs** menu. The **Troubleshooting** section enables you to investigate any issues you may have when accessing the resources available.

> **IMPORTANT NOTE:** You might encounter issues when attempting to open any New Feature videos or Tutorials whereby you are asked to install the required version of Flash Player and/or an on-screen dialog suggests that Online Help content cannot be displayed. For more information, please click the following link (**http://helpx.adobe.com/acrobat/kb/known-issues-acrobat-xi-reader.html**).
>
> These issues can be resolved by downloading the latest version of Flash Player (**https://helpx.adobe.com/flash-player.html**).

A search facility is available in the SIMS, FMS and Discover Documentation Centres. This enables you to locate information across the Documentation Centres or within individual resources (handbooks, release notes, FAQs, etc.). The search facility operates in a similar way to a Google search. To perform a search, enter one or more keywords in the search field (located at the top right-hand side of the Menu Bar) then click the **Search** (magnifying glass) button. You can use ***** and **?** as wildcards. To search for an exact phrase, enclose more than one word in double quotes, e.g. **"debit card"**.

We would welcome any feedback you have on the SIMS **Documentation Centre**. If you have any comments, please email the SIMS Publications team (**publications@capita.co.uk**).

> **IMPORTANT NOTE:** If you are running SIMS on a Windows 8 or Windows Server 2012 workstation, you may encounter difficulties when you first log into SIMS after a SIMS upgrade because the What's New page is displayed automatically and cannot be closed easily. This is caused by Windows Reader being the default program used to open PDF files.
>
> To resolve this issue, you <u>must</u> first ensure that Adobe Reader 10 or later is installed.
>
> Next, you will need to associate Adobe Reader with <u>all</u> PDF files. From the Taskbar, click **File Explorer**, click **Computer** in the panel on the left-hand side of the page then from the Menu Bar, select **Computer | Open Control Panel**. Click **Programs | Default Programs | Associate a file type or protocol with a program**. In the **Extensions** list, scroll down to and click the **.pdf** item then click the **Change program** button. Click **Adobe Reader** then click the **Close** button.
>
> If you require assistance with this or any other issue you encounter when attempting to access user documentation, please contact the SIMS Publications team (**publications@capita.co.uk**).

User documentation that is accessible via the SIMS **Documentation Centre** (by clicking the **Documentation** button on the SIMS **Home Page**) is hosted on the web. This approach to delivering user documentation offers you the following benefits:

- A reduction in the download time of a SIMS release from SOLUS

- We can provide user documentation post-release, so you will always have access to the most up-to-date, accurate information.

As a result, documentation provided in PDF format is <u>not</u> deployed to the **\SIMS\Documentation** folder on your SIMS Server (with the exception of the What's New page, the main **Documentation Centre** navigation page and the Getting Started guide).

> NOTE: If you wish to access the latest user documentation for the SIMS 2018 Spring Release without logging into SIMS, the **Documentation Centre** is accessible using a web link (**http://simspublications.com/242322/index.html**).

Help files are delivered to the **\Program Files\SIMS\SIMS .net** folder on each SIMS workstation.

IMPORTANT NOTES: If Google Chrome is your default Web browser, you must download PDF files instead of opening them in Chrome to ensure that PDF files display correctly. This is achieved by entering chrome://settings in the Address Bar then pressing Enter. Scroll to the bottom of the page and click Advanced. In the Privacy and security section, click Content settings. Scroll towards the bottom of the list, click PDF documents and move the Download PDF files instead of automatically opening them in Chrome slider to the on position.

If you experience a problem when attempting to open a page in the Documentation Centre, please contact your System Administrator who can enable access to www.simspublications.com.

Advice is provided if you enter simspublications.com in the Address Bar of your Web browser. The Documentation Centre location changes with each release, indicated by a six-digit identifier. To ensure that you access the Documentation Centre relating to the version of SIMS installed at your establishment, you are strongly advised to access it from the SIMS Home Page (via Focus | Home Page), by clicking the Documentation button.

If you require assistance with this or any other issue you encounter when attempting to access user documentation, please contact the SIMS Publications team (publications@capita.co.uk).

We provide SIMS Documentation Centres and What's New pages for specific school phases, so that user documentation relevant only to your school phase is provided. When you click the Documentation button on the SIMS Home Page, SIMS interrogates the SIMS SQL database and displays the Documentation Centre relevant to your school phase. When a user logs into SIMS for the first time following an upgrade, a What's New page relevant to your school phase is provided.

For schools in Wales, the following key documents are provided in the Welsh language:

- What's New page

- The Pre-release note

- Release note – Welsh Primary schools

- Release note – Welsh Secondary schools

- SIMS 2018 Product Roadmap

- End of Key Stage Data Processing (Wales) handbook

We would welcome any feedback you have on the school phase-specific SIMS Documentation Centres and What's New pages. If you have any comments, please email the SIMS Publications team (publications@capita.co.uk).

Update of the SIMS Documentation Centre in line with the SIMS Software

Some customers have informed us that the SIMS Documentation Centre is not being updated in line with the SIMS software; clicking the Documentation button on the SIMS Home Page following an upgrade displays content from the previous release.

If you encounter this issue, then the part of the SIMS upgrade that deals with the update of the SIMS Documentation Centre (SIMSApplicationSetup.exe) has failed.

This is caused by the incorrect configuration of the SIMS File Server settings in SOLUS3; it is likely that the File Server has been pointed to the network SIMS drive rather than the local SIMS drive. To resolve this issue, please complete the following steps.

1. In SOLUS3, navigate to Environment | Targets – Services tab.

2. Highlight the SIMS File Server service and then click the Edit button.

3. Ensure that the Server name is the name of the server that hosts the mapped SIMS drive.

4. Change the Installation path to the true name of the mapped drive (e.g. D:\Admin Data\SIMS) - do not use a mapped drive letter.

5. After correcting the Installation path setting, re-deploy the upgrade (via Upgrades | Deployment History | <select the update> - Redeploy button), choosing only the SIMS File Server from the list of available TARGETS, and then run the upgrade manually.

Where to Find More Information?

Via SIMS...

For the software handbook, navigate to the SIMS **Home Page**, click the **Documentation** button to display the **Documentation Centre**, click the **Handbooks** button then click the required handbook title.

Via My Account...

Documentation is also available from the My Account website (**https://myaccount.capita-cs.co.uk**).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.

2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

NOTE: You no longer need to use **+** / **-** / **""** when searching.

- Reduce the number of words you enter in the search field and use only key words, e.g. instead of entering **student showing as a contact**, search for the word **contact**.

- Use the **Product Type** filter to refine results further.

- Use the advanced filters located on the left-hand side of the **Search results** page.

If you are unable to obtain the required handbook using any of these methods, please email us (**publications@capita.co.uk**) and we will be pleased to email a copy to you.

Permissions

The permissions spreadsheet, which lists all permissions relating to SIMS 7.180, is available from the **Documentation Centre**. To access the SIMS **Documentation Centre**, click the **Documentation** button on the SIMS **Home Page**.

In My Account, select **Knowledge Base**, **SIMS Publications** (located in the **Popular Searches** list), enter **7.180 SIMS Permissions Spreadsheet** in the **Search for** field then click the **Find** button. Alternatively, use the search facility on the Home Page to display a list of all **Documents** containing the search criteria.

Compatibility between One and SIMS

To be confirmed.

Version Support for FMS

The FMS support arrangements depend on the supported versions of SIMS where Personnel Links is being used. Support for FMS is detailed in the following table.

Release	SIMS Version	FMS Version	FMS with Personnel Links/Equipment Register	FMS without Personnel Links/Equipment Register
Spring 2018	7.180	6.180	Supported	Supported
Autumn 2017	7.178	6.178	Supported	Supported
Summer 2017	7.176	6.176	Not supported	Supported
Spring 2017	7.174	6.174	Not supported	Supported

NOTE: FMS 6.180 has been tested against SQL Server 2012, 2014 and 2016.

SLG Compatibility

SLG is guaranteed to support the previous two releases of SIMS, inclusive of any release with which it is shipped.

Supported SIMS Versions with SLG Spring Release

The SIMS Learning Gateway Spring Release can be used alongside the following versions of SIMS:

- SIMS 2018 Spring Release (SIMS 7.180)
- SIMS 2017 Autumn Release (SIMS 7.178).

IMPORTANT NOTE: If you install the SIMS 2018 Spring Release (SIMS 7.180) and continue to run an older release of SLG, this is not guaranteed to work and is therefore not supported.

Supported SIMS Versions with PX Spring Release

The SIMS PX Agent should be upgraded to the PX 2018 Spring Release immediately after, or in conjunction with, upgrading to the SIMS 2018 Spring Release.

IMPORTANT NOTE: If you install the SIMS 2018 Spring Release (SIMS 7.180) and continue to run an older release of the PX Agent, this is not guaranteed to work and is therefore not supported.

Agora

SIMS Agora does not form part of the SIMS 2018 Spring Release.

For information on the latest release of Agora, please refer to the Agora release note, which is available from the My Account website (**https://myaccount.capita-cs.co.uk**).

AMPARK

New Features

`EP` `ES` `WP` `WS` `IN`

Enhancements for the SIMS 2018 Spring Release

The Assessment Manager and Performance Analysis Resource Kit (AMPARK) provides a set of resources for use with SIMS Assessment. This kit has been updated for the SIMS 2018 Spring Release.

For more information, please refer to the *Assessment Manager and Performance Analysis Resource Kit* release note, available from the My Account website (**https://myaccount.capita-cs.co.uk**).

Assessment

New Features

`EP` `ES` `WP` `WS` `IN`

Annual Updates to Early Years Foundation Stage Profiles for 2018

Applicable to schools in England only

Routines | Data In | Assessment | Import

The following resources have been updated for 2018 and are available from the **AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager** folder:

- EYFS Baseline Assessment Template CEM 2018.xml
- EYFS Baseline Assessment Template EE 2018.xml
- EYFS Baseline Assessment Template NFER 2018.xml
- EYFS Profile Template 2018.xml
- EYFS Profile Wizard 2018.xml.

Annual Updates to Phonics Resources for 2018

Applicable to schools in England only

Routines | Data In | Assessment | Import

The following resources have been updated for 2018 and are available from the **AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager** folder:

- Phonics Screening Templates 2018.xml
- Year 1 Phonics Screening Wizard 2018.xml

- Year 2 Phonics Screening Wizard 2018.xml.

Annual Updates for Key Stages 1 and 2 for 2018

Applicable to schools in England only

Routines | Data In | Assessment | Import

To address the statutory responsibilities for schools to report end of Key Stage information, Key Stage wizards have been provided to align with official government guidance and assessment reporting arrangements for 2018. These resources are available from the **AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager** folder:

- Key Stage 1 Wizard England 2018.xml
- Key Stage 2 Wizard England 2018.xml
- EN KS1 Templates 2018.xml
- EN KS2 Templates 2018.xml.

Annual Updates to Foundation Phase Outcome Resources for 2018

Applicable to schools in Wales only

Routines | Data In | Assessment | Import

Updated resources that enable the collection of Foundation Phase Outcomes in both the Welsh and English languages have been provided. These resources are available from the **AMPA\Wales Primary\Assessment Manager** folder.

Wizards

- FP Outcomes Wizard 2018 Cy.xml
- FP Outcomes Wizard 2018 En.xml
- FP Baseline Assessment Wizard 2018 Cy.xml
- FP Baseline Assessment Wizard 2018 En.xml.

Templates

- FP Outcomes Template 2018 Cy.xml
- FP Outcomes Template 2018 En.xml
- FP Baseline Assessment Template 2018 Cy.xml
- FP Baseline Assessment Template 2018 En.xml.

Annual Updates to the Key Stage 2 and Key Stage 3 Resources for 2018

Applicable to schools in Wales only

Routines | Data In | Assessment | Import

To address the statutory responsibilities for schools to report end of Key Stage information, the existing Key Stage wizards have been updated to align with official government guidance and assessment reporting arrangements for 2018.

Wizards

- Key Stage 2 Wizard Wales 2018 Cy.xml
- Key Stage 2 Wizard Wales 2018 En.xml
- Key Stage 3 Wizard Wales 2018 Cy.xml
- Key Stage 3 Wizard Wales 2018 En.xml.

Templates

- Key Stage 2 Templates 2018 Cy.xml
- Key Stage 2 Templates 2018 En.xml
- Key Stage 3 Templates 2018 Cy.xml
- Key Stage 3 Templates 2018 En.xml.

Annual Updates to the NNT and NRT Resources for 2018

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Applicable to schools in Wales only

Routines | Data In | Assessment | Import

To address the statutory responsibilities of schools, the existing National Numeracy resources have been updated to align with official government guidance and assessment reporting arrangements for 2018.

Primary

- NNT Wizard Year 02-06 2018 Cy.xml
- NNT Wizard Year 02-06 2018 En.xml
- NNT Primary Templates 2018 Cy.xml
- NNT Primary Templates 2018 En.xml
- NRT Wizard Year 02-06 2018 Cy.xml
- NRT Wizard Year 02-06 2018 En.xml
- NRT Primary Templates 2018 Cy.xml
- NRT Primary Templates 2018 En.xml.

Secondary

- NNT Wizard Year 07-09 2018 Cy.xml
- NNT Wizard Year 07-09 2018 En.xml
- NNT Secondary Templates 2018 Cy.xml
- NNT Secondary Templates 2018 En.xml
- NRT Wizard Year 07-09 2018 Cy.xml
- NRT Wizard Year 07-09 2018 En.xml
- NRT Secondary Templates 2018 Cy.xml
- NRT Secondary Templates 2018 En.xml.

Attendance

New Features

`EP` `ES` `WP` `WS` `IN` 📕

Highest Priority Contact Rank Added to the Registration Certificate Report

Reports | Attendance | Individual Pupil (or Student) Reports | Registration Certificate Report

The **Personal Details** section of the Registration Certificate report now displays the pupil/student's **Highest Priority Contact (Rank)**.

Attendance Collection (Wales)

New Features

`WP` `WS` 📕

Attendance Collection 2018 Key Dates

Routines | Statutory Returns | Attendance Collection

Primary school phase:

- Submission Date: 21/09/2018
- Attendance data period: the entire academic year or 01/09/2017 to 24/07/2018
- Data is only collected for pupils aged five and over at 31/08/2017.

Secondary school phase:

- Submission Date: 15/06/2018
- Attendance data period: 01/09/2017 to 25/05/2018
- Data is only collected for students aged 15 or less at 31/08/2017.

Course Manager

New Features

ES WS IN 📕

Sorting Results in the Select Class Dialog

Tools | Academic Management | Course Manager | Maintain Course

When adding classes to a course, it is now possible to sort the results displayed in the **Select Class** dialog by clicking any of the column headings.

Identification of Selected Class Members in Maintain Courses

Tools | Academic Management | Course Manager | Maintain Course

After highlighting multiple students in the **Memberships and Results** panel, they are now clearly identifiable by a blue outline.

Enhancement to the Find Course Browser

Tools | Academic Management | Course Manager | Maintain Course

When entering a **Description** in the **Find Course** browser, results are now displayed for all course descriptions that contain the search criteria. Previously, only course details that matched the search criteria exactly were displayed.

Classification Codeset Renamed from DELLS to WG

Applicable to schools in Wales only

Tools | Academic Management | Course Manager | Maintain Course Classification

The classification codesets previously prefixed with **DELLS** have been renamed with the prefix **WG** (Welsh Government). The affected classification codesets are:

- WG Learning Activity
- WG Learning Provider
- WG Learning Medium
- WG Disability Status.

Enhancements to the Maintain Post-16 Programmes of Study Page

Applicable to schools in Wales only

Tools | Academic Management | Course Manager | Post-16 Programmes of Study

- The **Length** and **Year** columns now display **Programme Length** and **Programme Year** hover help to clarify the nature of the data required.
- The default data in the **Length** and **Year** columns is now displayed as **1** instead of **0.**
- From the 2017/2018 academic year onwards, it is possible to indicate that a course length may be **3** years by selecting from the **Year** drop-down list.
- The **Expected End** date now defaults to **31/07/2018** instead of **31/08/2018**.
- It is now possible to select the options of **Transferred - same provider** and **Transferred - different provider** from the **Completion Status** column. These new options reflect changes to the Transfer Programme process.
- When you click the **Calculate Programmes of Study** button, QWAD data is now calculated instead of Learning Activity information.

Dinner Money

EP WP 📕

Menus Integration for SIMS Agora

Applicable to Agora users only

Focus | Dinner Money | Record Pupil Meals
Focus | Attendance | Take Register - Dinner Register tab

For SIMS Agora users, the school dinner menu options available from the **Dinner Register** tab in Take Register are the menu options available on that day. Menu selections made by parents in SIMS Agora are displayed here.

Discover

`EP` `ES` `WP` `WS` `IN` 📕

Amendment to the KS4 Grade Distribution Graph

The **KS4 Grade Distribution** graph definition has been amended to display the distribution of new 9-1 GCSE grades for Maths, English Literature and English Language for 2018. This graph definition is available from the **Exams** category button on the **Discover Application Bar**.

Examinations Organiser

New Features

`ES` `WS` `IN` 📕

Adding User-Defined QNs

Applicable to schools in England only

Tools | Examinations | Manage Performance Indicator

It is now possible for schools (predominantly Secondary and Independent schools in England) to record previously unknown QNs in SIMS. These QNs are likely to be iGCSE qualifications that are often missing from the QWS file, although the International GCSE is still offered for study by many Independent schools. Schools should be aware that point values accumulated for iGCSE qualifications are not included in the PI tables.

Cloning QNs for 2018

Applicable to schools in England only

Tools | Examinations | PI Setup

All QNs used in the previous exams season can now be cloned for use in the forthcoming exams season for 2018.

Level 2 Tech Qualifications for 16-18

Applicable to schools in England only

Tools | Examinations | Manage Performance Indicator

A **Qualification Type** of **L2TechCert** can now be selected the from the **Key Stage 4** section of the **Performance Indicators** panel on the **Manage Performance Indicator Details** page.

An additional check box has been provided for **Level 2 Technical Certificate** qualifications in the **Counts in the following categories** list in the **16-18** section of the **Performance Indicators** panel.

It is possible to report on these qualifications from Summer 2018.

New Grade Set Provided for use with New Points Values

Applicable to schools in England only

The KS4 and KS5 point values have been updated for schools in England. The new point values will be available on upgrade to the SIMS 2018 Spring Release.

A spreadsheet containing the updated point values called **Gradesets.xlsx** will be posted to My Account once the release has shipped.

New QN Correlation Report for Missing QNs

Applicable to schools in England only

Tools | Examinations | QN Correlation Report

An additional report that enables the identification of missing qualifications for which there are examination entries on the **Manage Performance Indicator Details** page has been provided. Running and analysing this report ensures that any missing QNs for which an entry has been made can be entered retrospectively into SIMS.

Update to the Performance Measures Message

Applicable to schools in England only

Tools | Examinations | Edit PI Data

When opening the **Edit PI Data** page, the message text has been updated to read **Please confirm that your QWS QN Catalogue and Performance Measures are up to date**. The specific reference to the Performance Measures file has been removed.

Updating Grade Details for Similar QNs

Applicable to schools in England only

Tools | Examinations | Manage Performance Indicator

If you have updated some of the GCSEs qualifications to reflect the new point values and equivalences but now want to update the remaining GCSE qualifications, it is possible to identify a GCSE with the new point values and equivalences and collectively update the grade details for a number of similar qualifications.

Northern Ireland Discount Codes for 2018

Applicable to schools in Northern Ireland only

Tools | Examinations | Import Qualification Data

The **NIEFQAN.xml** file has been updated to incorporate the changes for 2018.

FMS

For information on the new features, enhancements and fixes included in FMS 6.180, please refer to the *FMS 6.180* Release Note.

InTouch

New Features

`EP` `ES` `WP` `WS` `IN` 📕

Changes to the Communication Log when Sending a Message via InTouch

When a school employee sends a message and elects to record its content in the Communication Log, the new **Communicator** field is populated automatically with their name.

Lesson Monitor

New Features

`ES` `WS` `IN` 📕

Highest Priority Contact Rank Added to the Registration Certificate Report

Reports | Lesson Monitor | Individual Student Reports | Registration Certificate Report

The **Personal Details** section of the Registration Certificate report now displays the pupil/student's **Highest Priority Contact (Rank)**.

Options Online

`ES` `WS` `IN`

Options Online does not form part of the SIMS 2018 Spring Release.

For information on the latest release of Options Online, please refer to the Options Online Newsfeed notification, which is available from the My Account website (**https://myaccount.capita-cs.co.uk/Notifications/new-feature-options-online/**).

Personnel

New Features

`EP` `ES` `WP` `WS` `IN` 📕

Bulk Updating the Completed Status of a Training Course

Tools | Staff | Training

The **Completed** status of a training course can now be updated for more than one member of staff at a time.

Reporting

New Features

`EP` `ES` `WP` `WS` `IN`

Enhancements to the Reporting Dictionary

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Reports | Design Report

The **Enrolment Status Changes** sub-report has been added to the reporting dictionary (under **Student | History**).

The **Qualification Type** field has been added to the **Exams** sub-report (under **Student**) (applicable to Secondary schools only).

The **Address Note** field has been added to the reporting dictionary (under **Student | Family home**).

The **Communicator** field has been added to the reporting dictionary (under **Communication**).

The **School Objective** field in the **Objectives** sub-report has been renamed **School Objective Detail**. The **School Objective Summary** field has been added to the **Objectives** sub-report. These amendments enable the reporting on objectives for members of staff (under **Staff | Objective Details**).

Name fields (under **Student | Basic Details**) have been split into **Chosen Names** and **Legal Names** groups.

- The following **Chosen Names** can now be added to a report:
  - Surname Initial
  - Forename & Surname Initial.
- The following **Legal Names** can now be added to a report:
  - Initials
  - Legal Surname Initial
  - Initial & Legal Surname
  - Legal Forename & Legal Surname
  - Legal Forename & Legal Surname Initial
  - Legal Surname & Initial.

Update to the Person Data Output

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Routines | Data Out | Person Data Output

With the appropriate permissions, it is now possible to generate the Person Data Output for contacts and members of staff. This provides an output of the specified data held within SIMS 7 of a specified contact or member of staff and can be used in conjunction with other reports and outputs to assist in the completion of SARs (Subject Access Requests).

The following changes have been made to the **Person Data Output** dialog:

- It is now possible to export the file for members of staff in XML format using the **Generate xml Output** button. To avoid confusion, the existing **Generate** button has been renamed **Generate Word Output**.
- The save location of the output is remembered the next time an output is generated.
- The role of the person is now included in the output file name.
- People with multiple roles are displayed as separate rows in the **Matched People** panel, with one row per role.

- The Date of Birth column has been added to the Matched People panel.

Reports now include:

- a pupil/student's Enrolment Status history in the Registration Details section of a pupil/student report.

- Communicator information in Communication Details sections.

The following changes have been made to the Person Data Output Log page:

- The Role column has been added.

- The audit log can now be exported to Microsoft Excel by clicking the Export button.

Fields Added to Student List Reports

Reports | Student List | General Student List
Reports | Student List | Class List
Reports | Student List | Registration Group List

The following fields can now be added to a Student List report:

- Standard | Basic Details | Registration Tutor

- Standard | Basic Details | Quick Note

- Standard | Registration Details | Head of House

- Standard | Registration Details | Date of Leaving

- Standard | Family Home | Address Block

- Standard | Family Home | Contact (now includes contact's email address)

- Standard | Family Home | Parental Salutation

- Standard | Parental Consent | Parental Consent

- Standard | Additional Information | Telephone Numbers

- Standard | Additional Information | Email Address

- Standard | Medical | Medical Conditions (all)

- Standard | Medical | Medical Notes Summary

- Standard | Ethnic/Cultural | Country of Birth

- Standard | Ethnic/Cultural | Nationality

- Standard | Ethnic/Cultural | Proficiency in English (not applicable to Independent schools).

Class Filter Added to the Student Timetable Report

Not applicable to Primary schools

Reports | Timetables | Student Timetable(s)

The Class(es) filter has been added to the Student Timetable(s) report. This facilitates the selection of students by class when producing individual student timetables.

Enhancements to the ISC Exam Analysis Report

Independent Schools only

Reports | Run Report - Focus | Student

The ISC Exam Analysis report, which facilitates the collation of exam data and upload to the ISC portal, has been updated for 2018 in line with ISC requirements.

School Census Summer 2018 Return

New Features

School Census Summer 2018 Key Dates

Routines | Statutory Return | School Census

Census date 17/05/2018

Attendance collected from 01/01/2018 to 01/04/2018

Exclusions collected from 01/09/2017 to 31/12/2017

Free School Meal Eligibility collected from 19/01/2018 to 17/05/2018

Learner Support collected from 01/08/2017 to 17/05/2018.

Early Years Data

Applicable to schools that record Early Years data only

The following dates apply to pupils who are on-roll on census day and have early years data:

- All two year olds at 31/03/2018 who were born between 01/04/2015 and 31/03/2016 (Hours at setting and Funded Hours only)

- All three year olds at 31/08/2017 or at 31/03/2018 who were born between 01/09/2013 and 31/03/2015

- All four year olds at 31/08/2017 who were born between 01/09/2012 and 31/08/2013 with Year Taught In (YTI) E1, E2, N1 or N2 (including Nursery phase).

Unique Reference Number

Routines | Statutory Returns | School Census

The school's Unique Reference Number (URN) is now displayed in the School Information panel.

Changing the Provider Status

Applicable to Pupil Referral Units only

Tools | Statutory Return Tools | Update Provider Status

Any changes made to the provider status on the School Census Update Provider Status page now updates the pupil/student Enrolment Status automatically.

SIMS Activities does not form part of the SIMS 2018 Spring Release.

For information on the latest release of SIMS Activities, please refer to the SIMS Activities Newsfeed notification, which is available from the My Account website (https://myaccount.capita-cs.co.uk/Notifications/sims-activities-newsfeed-su/).

SIMS Core

New Features

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Changes to Enrolment Status Functionality

Focus | Pupil (or Student) | Pupil (or Student) Details
Routines | Pupil (or Student) | Change Enrolment Status

The Enrolment Status field in the Registration panel on the pupil/student record is now read-only (unless a new record is being created).

It is now possible to make changes to the Enrolment Status on the Change Enrolment Status page only, where the Student Date of Change and Notes fields have been added to the Registration panel.

The enrolment status changes can now be viewed on the pupil/student record by clicking the adjacent Browser button to display the Enrolment Status Changes dialog.

For Pupil Referral Units in England, the FE College and Other Provider options have also been added to various Enrolment Status drop-down lists.

Addition of the Communicator Field

Focus | Pupil (or Student) | Pupil (or Student) Details - Communication Log link in the Links panel The Communication Log is not applicable to schools in Northern Ireland
Focus | Admission | Application - Communications panel
Focus | Communication - Basic Details panel
Reports | Design Reports - Focus | Communication

The **Communicator** field has been added to various areas of SIMS, enabling schools to record which members of staff have dealt with communications. This field has also been added to the reporting dictionary.

Re-Allocating a UPN

Focus | Pupil (or Student) | Pupil (or Student) Details
Focus | Admission | Application

It is now possible to re-allocate a UPN from within the pupil/student and applicant records. This functionality was previously available only on request.

Identification of Obsolete and Invalid Lookups

Focus | Pupil (or Student) | Pupil (or Student) Details
Focus | Admission | Application
Tools | Setups | User Options

Lookup values that have been marked as inactive are now displayed in the colour selected as the **Unusual Value Text Colour** on the **Customisation Options** page when viewing the pupil/student and applicant records.

Enhancements to School Options

Tools | Setups | School Options

It is now possible to hide the **National Identity** field displayed in the **Ethnic/Cultural** panel of the pupil/student and applicant records using the **Hide National Identity** check box on the **School Options** page.

It is also possible to hide the warning message that is displayed when saving the pupil/student record using the **Display DOL warning** check box, if the **Date of Leaving** is recorded as more than 14 days in the past. The default number of 14 days in the past can be changed in the **Number of days** field.

Enhancement to CTF Import

Applicable to schools in Northern Ireland only

Routines | Data In | CTF | Import CTF

Pupil/students who are imported in a CTF without ethnicity information are now assigned the ethnicity code **UNC** (No Ethnicity Recorded) by default instead of **NOBT** (Information Not Obtained).

Enhancements to Lookups

Tools | Lookups | Maintain

It is now possible to record and maintain **Document Type** lookups.

For Pupil Referral Units in England, the **F** (Further Education) and **O** (Other) lookups have been added to the **Enrolment Status** lookup.

Addition of a Warning Message when Editing the Admission Date

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Focus | Pupil (or Student) | Pupil (or Student) Details

To help avoid re-admission procedures being carried out inadvertently via the incorrect menu route, a warning message is now displayed when saving the pupil/student record if the **Admission Date** in the **Registration** panel is changed.

Enhancements to Bulk Update

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Routines | Pupil (or Student) | Bulk Update

It is now possible to bulk update User Defined Fields that are **True/False** or **Lookup** (as defined in **Tools | Setups | User Defined Fields**) by selecting from the **Data Item** drop-down list. User Defined Fields are listed as **UDF - <UDF name>**.

It is now possible to export the **Bulk Update** table to Microsoft. Excel using the **Print** button.

The **Effective Date** field is now disabled for non-dated data items (e.g. **Birth Certificate Seen**, **Country of Birth**, etc.).

Addition of a Warning Message when Adding or Editing the Date of Leaving

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Focus | Pupil (or Student) | Pupil (or Student) Details
Routines | Pupil (or Student) | Leavers

By default, a warning message is now displayed on saving if the **Date of Leaving** is changed to more than 14 days in the past. It is possible to hide the message or edit the default number of 14 days via **Tools | Setups | School Options**.

Addition of a Confirmation Message when Adding a Contact

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Focus | Pupil (or Student) | Pupil (or Student) Details
Focus | Admission | Application

A confirmation message is now displayed when attempting to record the selected pupil/student as their own contact in the **Family/Home** panel.

SIMS ID

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SIMS ID enables a single login point for multiple pieces of software. It works by synchronising key user data between SIMS and SIMS ID, enabling a Single Sign On (SSO) experience for pupil/students, staff and parents. Accounts, groups and timetable data are synchronised between SIMS and SIMS ID, with both administrators and users accessing SIMS ID as their go to point entry for local and online services.

- **SIMS ID Light** manages users in Cloud Services such as Hosted SIMS, Office 365 and Google.

- **SIMS ID Standard** manages users in Local Services such as Active Directory, as well as Cloud Services where required.

SIMS ID does not form part of the SIMS 2018 Spring Release. For more information, please visit the SIMS ID product page on the Capita SIMS website (**http://www.capita-sims.co.uk/simsid**).

SIMS Services Manager

EP **ES** **WP** **WS** **IN**

The SIMS 2018 Spring Release does <u>not</u> include an update to SIMS Services Manager and it does <u>not</u> provide the facility to install the product.

If SSM is not currently installed, the latest version is available from *SIMS Release Download Links and Product Information* in the **Notifications** area on My Account (**https://myaccount.capita-cs.co.uk/Notifications/SIMS-Release-Download-Links/**).

The current version ensures compatibility between SIMS and SSM, as well as products that make use of SSM.

For customers that centrally host SSM, please refer to the most recent manual SSM update, which is available from *SIMS Release Download Links and Product Information* in the Notifications area on My Account (https://myaccount.capita-cs.co.uk/Notifications/SIMS-Release-Download-Links/).

Staff Performance

New Features

EP ES WP WS IN 📕

Highlighting All Instances of a Member of Staff on the Line Management Structure

Tools | Staff | Staff Performance | Line Management Structure

To facilitate the identification of members of staff in the Line Management Structure, when the name of a member of staff is selected, each instance of their name is highlighted in yellow. This is particularly useful if you are the appraiser of a number of staff, and when planning the re-allocation of staff if a member of staff leaves or moves position.

Transferring Relationships on the Line Management Structure

Tools | Staff | Staff Performance | Line Management Structure

It is now possible to transfer all the relationships on the Line Management Structure from one member of staff to another in a single process. This is particularly useful when somebody leaves or moves position within the school. Previously, each relationship had to be resolved manually.

Recording Self Evaluation Details

Focus | Person | Staff - *Appraisals*

In preparation for their review, it is now possible for appraisees to complete a self-evaluation against set objectives and standards.

Adding Staff Review Comments

Focus | Person | Staff - *Appraisals*

It is now possible for appraisees to record their own review comments. Once recorded, these comments can be reviewed by appraisers.

Enhancements to the Appraisal Print Output

Focus | Person | Staff - *Appraisals*

When printing the details of an appraisal, the output has been enhanced so that the headings now align appropriately and the details of the review are displayed within the main print area.

Provision of the SP Administrator Permissions Group

Focus | System Manager

A new permissions group named SP Administrator has been provided. It is envisaged that members of this group will be staff who have responsibility for reporting on staff performance and for recording information on behalf of the Senior Management Team.

Members can view and edit all of the Staff Performance details (with the exception of review details) of all members of staff in the Line Management Structure hierarchy, even if they are not represented on the Line Management Structure themselves.

Teacher app

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SIMS Teacher app Compatibility

The SIMS Teacher app is guaranteed to support the previous two releases of SIMS, inclusive of any release with which it is shipped.

The SIMS Teacher app can be used alongside the following versions of SIMS:

- SIMS 2018 Spring Release (SIMS 7.180)

- SIMS 2017 Autumn Release (SIMS 7.178).

Please note that the Teacher app does <u>not</u> form part of the SIMS 2018 Spring Release. For information on new features and enhancements, please refer to the **What's New** section of the SIMS Teacher app **Help Centre**, which is available by clicking the **Help Centre** button in the app.