



# SIMS Teacher app **Teacher Getting Started Guide**

**Version 1.8**

**Version 1.8****Information use and disclaimer**

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# Introduction

## About the SIMS Teacher app

The SIMS Teacher app provides a secure and easy way to view pupil/students and quickly record attendance, achievement, behaviour and much more straight from a tablet which is automatically linked and updated in real-time with the school's SIMS system.

The SIMS Teacher app enables teachers to have real-time access to pupil/student information and complete key classroom management and administration tasks directly from their tablet device.

## What are the benefits of using the SIMS Teacher app?

At SIMS we believe that great teaching matters and every school can be outstanding. The SIMS Teacher app helps teachers to focus more on what they do best... teaching.

- The SIMS Teacher app has been designed specifically to support teachers in achieving even more by simplifying key classroom activities and reducing time spent on classroom administration.
- With real-time access to timetables and pupil/student information, the SIMS Teacher app helps to accelerate the flow of information through the school to extend improved teaching and learning.
- By making everyday classroom tasks simple for teachers, they can spend more time on teaching and learning – supporting children to achieve their full potential.

# Using the SIMS Teacher app

## Main gestures

When using your Microsoft device, the screen can detect the presence and location of a touch (with finger or hand) within the display area.

The touchscreen interface of a tablet gives a sense of immediate connection with the device and allows direct manipulation of onscreen objects.



The **SIMS Teacher app** works with the following main gestures, used extensively throughout the app:

### Tap



To press or select an item such as a link

### Press & Hold



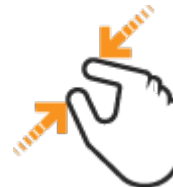
Shows options related to what you are doing  
(like right-clicking with a mouse)

### Pinch Open



To expand an item, e.g. pupil/student timetable

### Pinch Close



To contract an item, e.g. pupil/student timetable

### Swipe right/left



A horizontal gesture, from right to left or vice-versa,  
used to page through content and access functions

### Swipe down/up



To reveal the menu options

# Getting started with the SIMS Teacher app

To get started with the SIMS Teacher app, the following three key steps will need to be completed:

## Step 1: Information you will need to get started

To access the SIMS Teacher app you will need the following information:

1. Your school Teacher app administrator will need to provide the following security activation code(s) for you:
  - **Account activation code** – this is required to authorise your Teacher app account to access the school's SIMS information.
  - **Device association code** – this is required to authorise your Windows tablet for use with the SIMS Teacher app if your school has implemented device registration. Device registration is not mandatory so your school may have chosen not to do this. Some schools that choose to register devices may also choose to carry out device association as part of the setup process, so you may not be required to carry out this step even if your school registers devices.
2. You will need to enter your **Date of Birth** as recorded in the school's SIMS system. This is a one-off check for activation and is only needed for security.
3. You will need either a valid **Google, Microsoft, Office 365** or **Apple** account to access the SIMS Teacher app. This will be used as your username and password to access the App.

You can use an existing Google, Microsoft, Office 365 or Apple account for the Teacher app, or register your school email address and use your own password to create a new Microsoft or Google account. These are free and quick to setup.

## Step 2: Download the SIMS Teacher app

You will need to download the Teacher app from the App Store onto your Windows tablet.

Please search for '**SIMS Teacher**' in the **App Store** and download - the App is free to download.

## Step 3: Activate your Teacher app account and associate your Windows tablet

When you first access the SIMS Teacher app you will need to activate your Teacher app account and, if your school requires it, associate your Windows tablet.



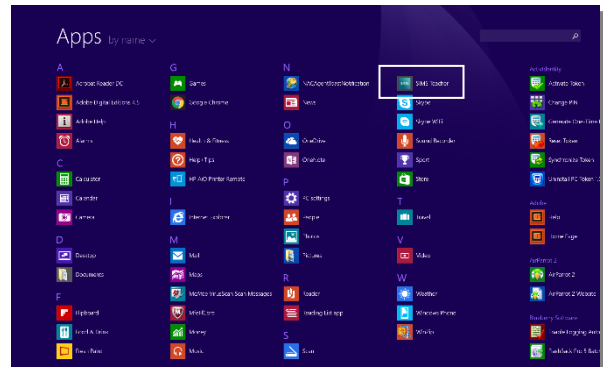
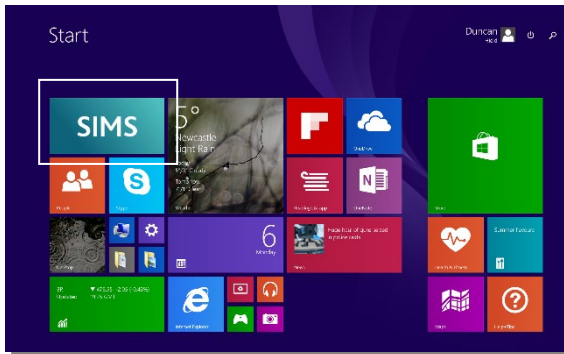
**IMPORTANT NOTE:** Before your device and App can be used, you need to complete the following actions:

1. Teacher activation – mandatory – this requires a **Unique Activation Code** to be entered along with your **Date of Birth** as recorded in the school's SIMS system.
2. Device association – this requires a unique **Association Code** to be entered to authorise the device for use by the school if your school has implemented device registration and has not carried this out as part of the device setup process. Device association is elective, not mandatory. Your school may choose not to do this.

**The Teacher app can only be accessed if activation (and association, if required) have successfully been completed.**

## Running the SIMS Teacher app for the first time

1. Open the SIMS Teacher app by tapping the icon on the Windows tablet screen. This can be found either on your home screen or from the list of apps on your tablet:

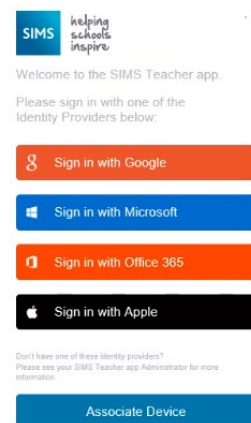


2. Tap the **Sign In** link.

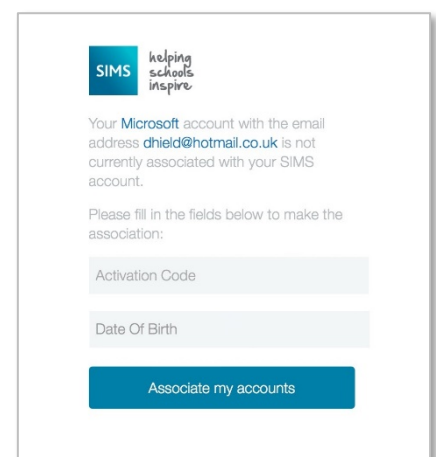
### Activating your SIMS Teacher app account

3. Sign-in with an identity provider (either a Google, Microsoft, Office 365 or Apple account). Tap the appropriate sign in option to proceed.

*NOTE: You can use an existing Google, Microsoft, Office 365 or Apple account or create a new one (subject to school policy). This will serve as your login details for the SIMS Teacher app from this point onwards.*



4. Enter the **Activation Code** provided by the school's Teacher app administrator and your **Date of Birth** as recorded in the school's SIMS system in the format yyyy-mm-dd.





Once the correct details have been entered into the activation check, one of two things happens:

- If your school has not set up device registration or has set up device registration and has registered the device already on your behalf, SIMS Teacher app opens and is available to use. Proceed to Setting up your PIN.
- If your school has set up device registration and has not registered the device on your behalf, you will have received an access code. You now need to use this to register your Windows tablet. Proceed to Associating your Windows tablet.

### Troubleshooting - Activation details not recognised?

If you see an error message when entering the activation code or date of birth, please check the following:

- Double-check the information that you are entering. The activation code is not case sensitive.
- Check with your SIMS Teacher app administrator that the activation code is correct and re-enter it.
- Check with your SIMS administrator that the date of birth recorded in your school's SIMS system is correct and matches the date you are entering.
- Check that the date of birth is entered in the correct format: yyyy-mm-dd.

### Associating your Windows tablet



**IMPORTANT NOTE:** You will only be asked to associate your Windows tablet if your school has chosen to register devices. If you have not been given a device association code, you will not see the association screens.

5. Enter the **Association Code** that has been provided to you by your school administrator, then tap the **Associate this device** button.

6. Once the association code has been entered, a confirmation message is displayed. You can now proceed to activating your teacher account. Proceed to Setting up your PIN.

## Setting up your PIN

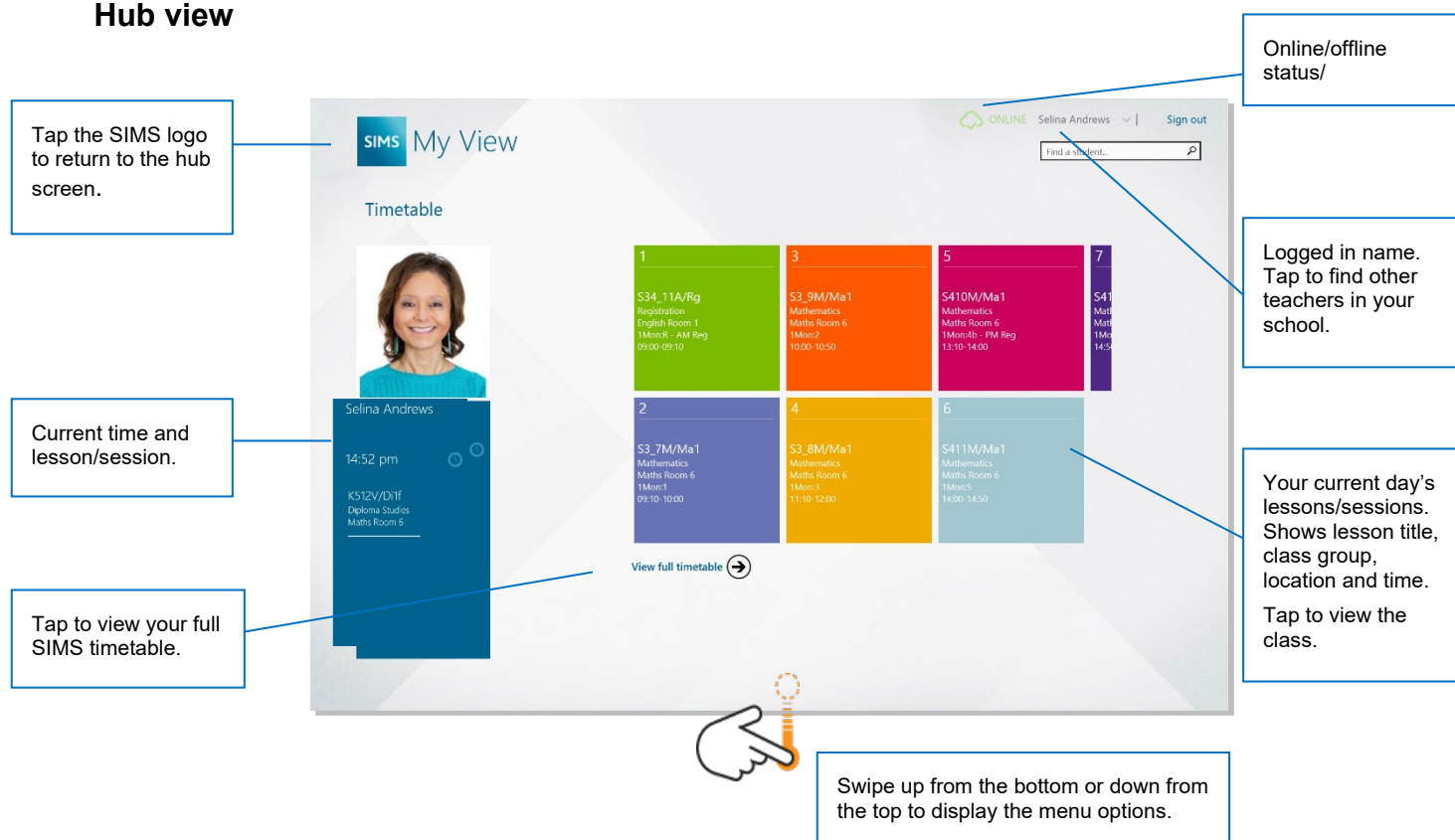
7. Once logged into the SIMS Teacher app, you must set your own 4-digit PIN passcode. This will be used each time you access the SIMS Teacher app:
  - You can use your PIN to access the app for up to 12 hours, as long as you do not force the SIMS Teacher app to close or close down the tablet.
  - After 12 hours you will be required to sign in again using your Google, Microsoft, Office 365 or Apple account details.
  - If you enter the wrong PIN five times you will have to sign in using your Google, Microsoft, Office 365 or Apple account details and any SIMS data stored on the tablet will be wiped.

## General layout and navigation

*NOTE: The Teacher app uses an intelligent-sync to automatically download your lessons in the background. You can still use the app as normal while the data is downloading to take registration, record conduct, view your timetable or view pupil/student details.*

The SIMS Teacher app main Hub screen will show the current sessions/lessons scheduled for you today. You can also access the full timetable from this screen.

### Hub view



Full timetable view

Tap to return to the Hub view.

Tap to select a different member of staff.

Tap to sign out.

←SIMS

Katie Burrows | Sign out

	Monday 6 FEB	Tuesday 7 FEB	Wednesday 8 FEB	Thursday 9 FEB	Friday 10 FEB	Saturday 11 FEB	Sunday 12 FEB
09	S34_7D/Rg	S34_7D/Rg	S34_7D/Rg	S34_7D/Rg	S34_7D/Rg		
10	English English Room 3 S3_9E/En3 1Mon1	English English Room 3 S3_9E/En3 1Tue1	English English Room 3 S3_9E/En3 1Wed1	English English Room 3 S3_9E/En3 1Thu1	English English Room 3 S3_9E/En3 1Fri1		
11	English English Room 3 S3_8E/En3 1Mon2	English English Room 3 S3_8E/En3 1Tue2	English English Room 3 S3_8E/En3 1Wed2	English English Room 3 S3_8E/En3 1Thu2	English English Room 3 S3_8E/En3 1Fri2		
12	English English Room 3 S3_7E/En3 1Mon3	English English Room 3 S3_7E/En3 1Tue3	English English Room 3 S3_7E/En3 1Wed3	English English Room 3 S3_7E/En3 1Thu3	English English Room 3 S3_7E/En3 1Fri3		
13							
14	English English Room 3 S411E/En3 1Mon4b - PM Reg	Art S3_9B/Ar 1Tue4b - PM Reg	English English Room 3 S410E/En3 1Wed4b - PM Reg	English Lit English Room 3 S411E/En3 1Thu4b - PM Reg	English Lit English Room 3 S410E/En3 1Fri4b - PM Reg		
15	Health & Social English Room 3 KS12A/Hs1c 1Monxp11	English English Room 3 S410E/En3 1Tue5	English Lit English Room 3 S411E/En3 1Wed5	English Lit English Room 3 S410E/En3 1Thu5	English English Room 3 S411E/En3 1Fri5		
	Health & Social English Room 3 KS12A/Hs1c	English English Room 3 S410E/En3 1Tue6	English Lit English Room 3 S411E/En3 1Wed6	English Lit English Room 3 S410E/En3 1Thu6	English English Room 3 S411E/En3 1Fri6		

←

→

Yellow line indicates the current time.

Tap a lesson/session to display the class list.

Scroll forwards or backwards through the weeks using the arrows.

Class view

Swipe up from the bottom or down from the top to display the menu options

Double-tap on a pupil/student to view further details.




























Tap to access the required menu option.

Students are displayed in alphabetical order.

Tap to toggle between the list or tile view.

←SIMS

Attendance Achievement Behaviour Marksheets Programme of Study

 Cameron Able	 Delia Carlson	 Annabel Clarkson	 Abigail Derikson	 Eric Estrada	 Stephanie Fenton	 Olivia Hobbsbawn	 April Jones	 India Pratto
 Christopher Baggley	 Deborah Chilbum	 Paula Cio	 Alan Ebney	 Terry Evry	 Louise Frankl	 Alexei Inky	 Rebecca Jonson	 Giovanni Russo
 Leroy Brown	 Olivia Christenson	 Nashkibir Dahl	 Stephanie England	 Katie-May Falmer	 Fiona Hibberty	 Edward Jack	 Jack Newman	 Zev Singh

Select All Undo

List View Help Centre Quick tour

## Viewing pupil/student details

The SIMS Teacher app provides a range of useful information about individual pupil/students.

The information provided within the student details screen is automatically replicated from the school's SIMS system record for the individual pupil/student in real-time:

- The pupil/student's image/photograph
- The pupil/student's preferred name
- House
- Year group
- Registration group
- The pupil/student's timetable
- Behaviour and Achievement information (points) for the previous two weeks
- Emergency consent status
- Dietary needs
- Paramedical support
- Medical conditions
- All contacts associated with the pupil/student

## View a pupil/student's details when in class

1. Double-tap a pupil/student in either view to display their **Pupil/Student Details**.

Tap to view contact details, medical conditions and dietary needs.

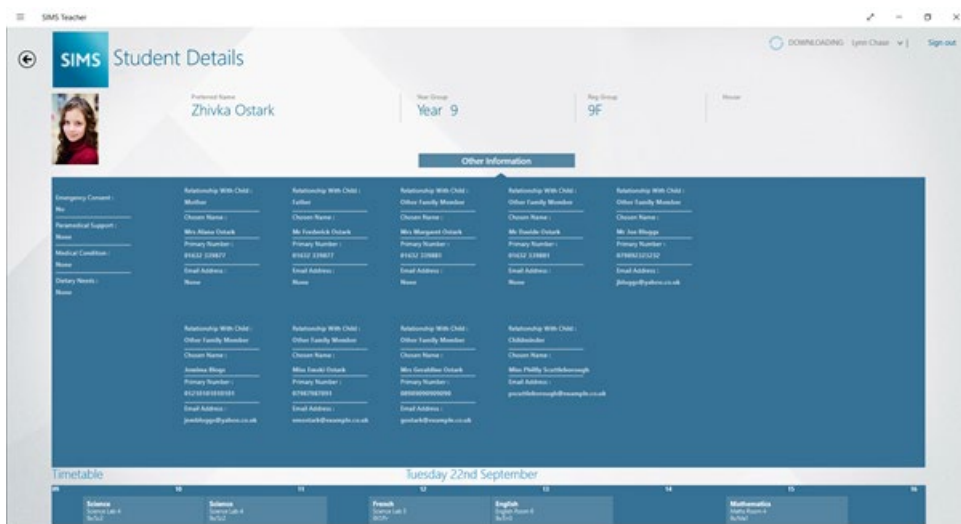
Double-tap to view the expanded timetable.

Any conduct incidents are displayed here.

Swipe left or right on the timetable to view future or previous days.

The main page of information details the pupil/students **Preferred Name**, **House**, **Year Group**, **Reg Group**, **Timetable** and their recent **Conduct** information.

2. Tap **Other Information** to view more information including parents/guardians, dietary needs and medical conditions.



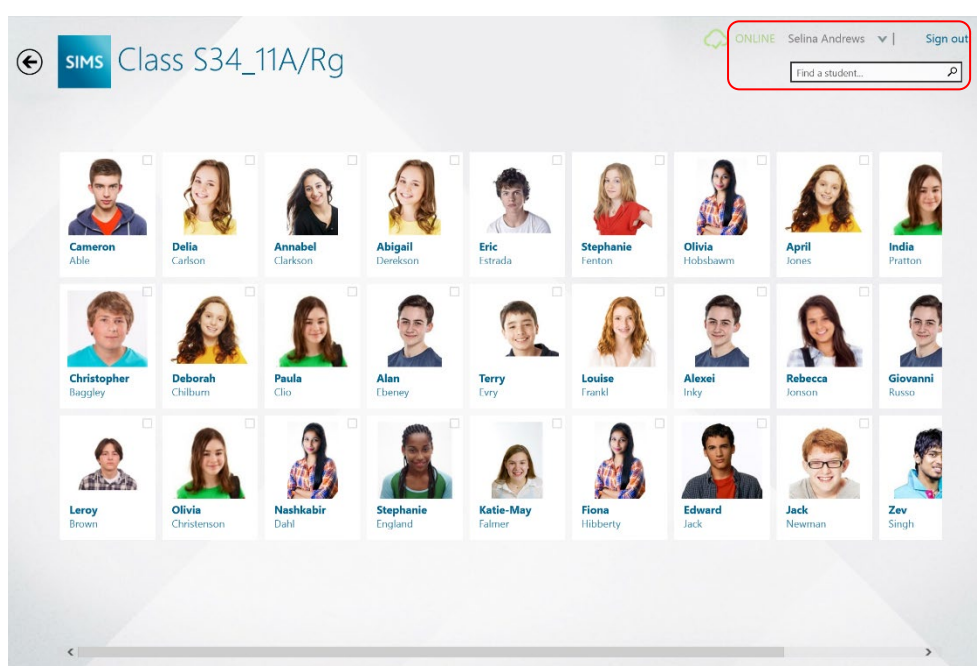
**NOTE:** The contacts are displayed as a scrollable list, in priority order and excluding any contacts with court orders against them.

3. Tap **Other Information** again to close this view.
4. The timetable for the pupil/student for the current day is displayed. To view the full week timetable, double-tap on the timetable. To return to the **Pupil/Student Details** view, double-tap on the timetable. You can scroll forwards or backwards through the timetable by swiping left or right on it.
5. Any Achievements or Conduct issues are displayed on the **Conduct** timeline. Tap an incident to see the details.
6. Tap the back arrow in the top right of the screen to return to the list of pupil/students.

## Search and view a pupil/student details out of class

Student details can be viewed for any pupil/student currently on roll within the school's SIMS system.

1. Enter at least three letters of the pupil/student's name into the **Find a Student** field on the top-right hand side of the screen.



2. Tap the **Search** button. All matching pupil/students are displayed. Double-tap on the pupil/student to view their details.

## Searching for a teacher

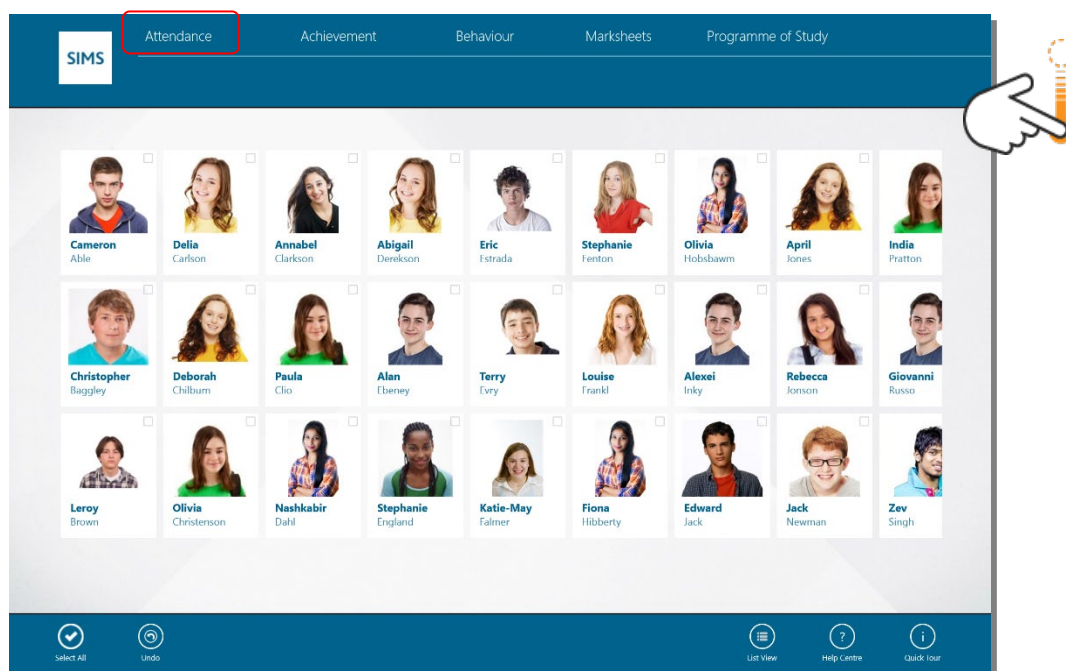
1. Tap on the teacher name at the top of the screen to reveal the teacher list. This displays all the teachers currently listed on the school's SIMS system.
2. To search for a teacher, either manually scroll through the list or enter at least three letters from their name. As the letters are entered the list will begin to display all matching records.

## Recording attendance/registration

Attendance/registration can be taken for current or previous classes. Recording attendance for a future class is not supported within the app.

### Take register

1. To access Attendance, swipe up or down on the screen.

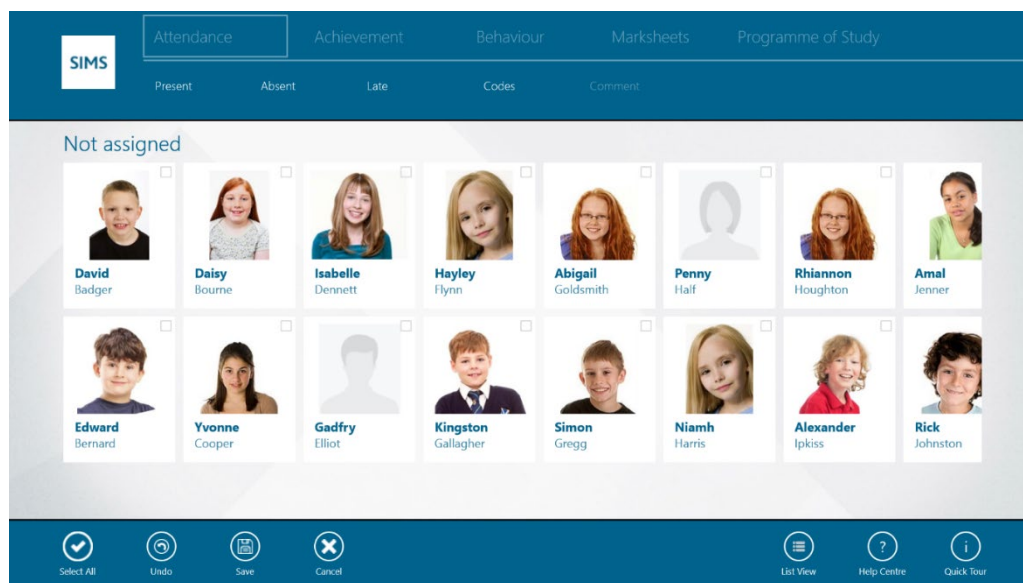


2. Tap **Attendance**.

When the attendance option is selected, the SIMS Teacher app automatically communicates with the school's SIMS system to get the latest update on the pupil/students in the class. This check updates the class with any information already recorded in SIMS for each pupil/student, such as authorised holiday, medical/dental appointments, approved sporting activity or other category recorded by the school.



## Marking present or absent



- To mark all pupil/students present, tap on **Select All** on the lower menu bar and then select **Present** in the upper menu bar.
- To mark an individual or group of pupil/students as present or absent, first tap on the pupil/student image(s) and then tap on either **Present** or **Absent** to assign that status.

*NOTE: A tick is displayed on the top right of the pupil/student image to indicate that a pupil/student is selected.*

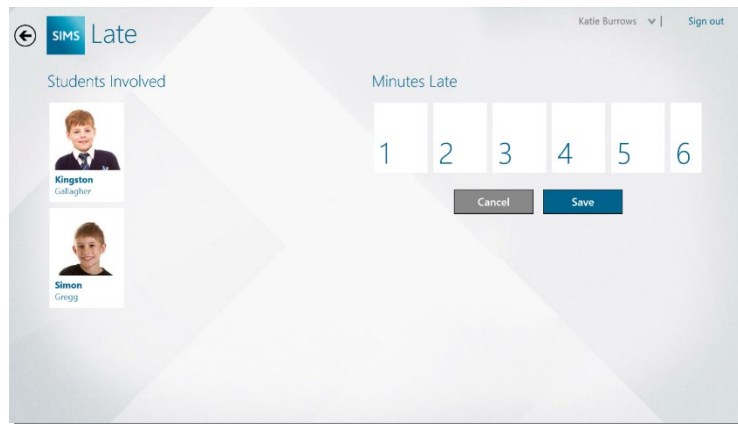
- Once assigned, the pupil/students will automatically be placed into the relevant groups on screen.
- If any pupil/students have been assigned in error, tap their picture and select the correct option.
- Tap **Save** when you have finished recording attendance marks.

*NOTE: The register will only be saved back to SIMS when you tap the **Save** button. Any pupil/students with missing marks will be recorded as Absent. You can return to the register and amend these codes at a later time, e.g. to record late arrivals.*

## Marking late arrivals

1. If any pupil/student(s) have arrived late, tap the pupil/student(s) to select them and then tap **Late**.

**NOTE:** If you tap multiple pupil/students, you will assign the same number of minutes late to all of them. To assign different numbers of minutes late, select pupil/students individually.

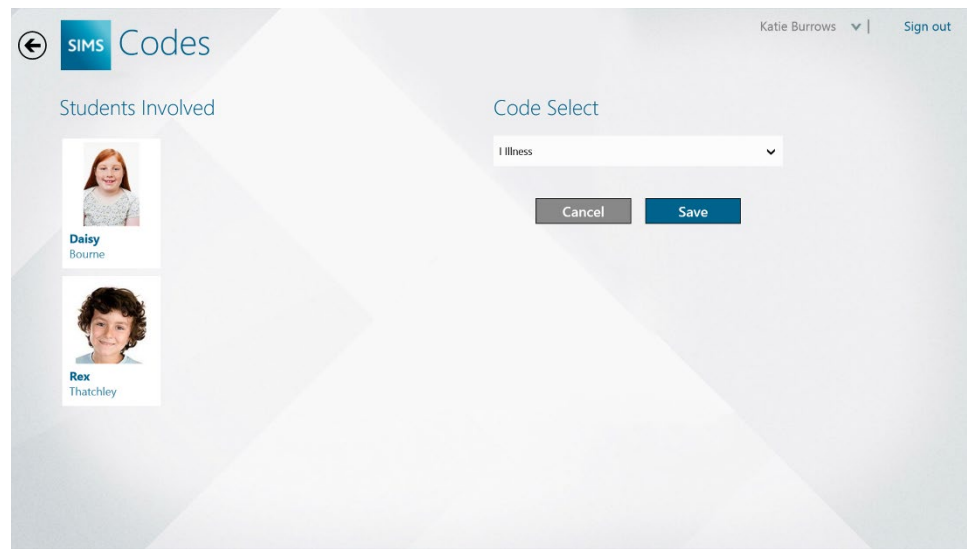


The pupil/student's image will display the recorded number of minutes late in red

2. The SIMS Teacher app automatically displays how many minutes late through the current session that the pupil/students are arriving. Select the number of minutes late by swiping left or right to locate the correct number, tapping it and then tapping **Save**.
3. The number of minutes late is then displayed in a red circle on the pupil/students name.
4. If any pupil/students are assigned in error, tap their picture and select the correct option.

## Assigning a specific attendance code

1. If a different code to absent, present or late is required, select the pupil/student and then tap **Code**.



2. Tap the drop-down arrow and then swipe up or down on the list to locate the required code, e.g. **I Illness**.  
**NOTE:** All the codes from the school's SIMS system will be displayed.
3. Tap **Save**.
4. If any pupil/students have been assigned in error, tap their picture and select the correct option.

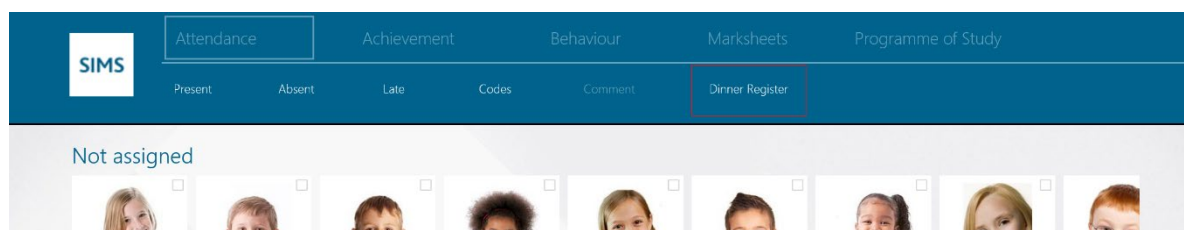


## Taking the Dinner Register

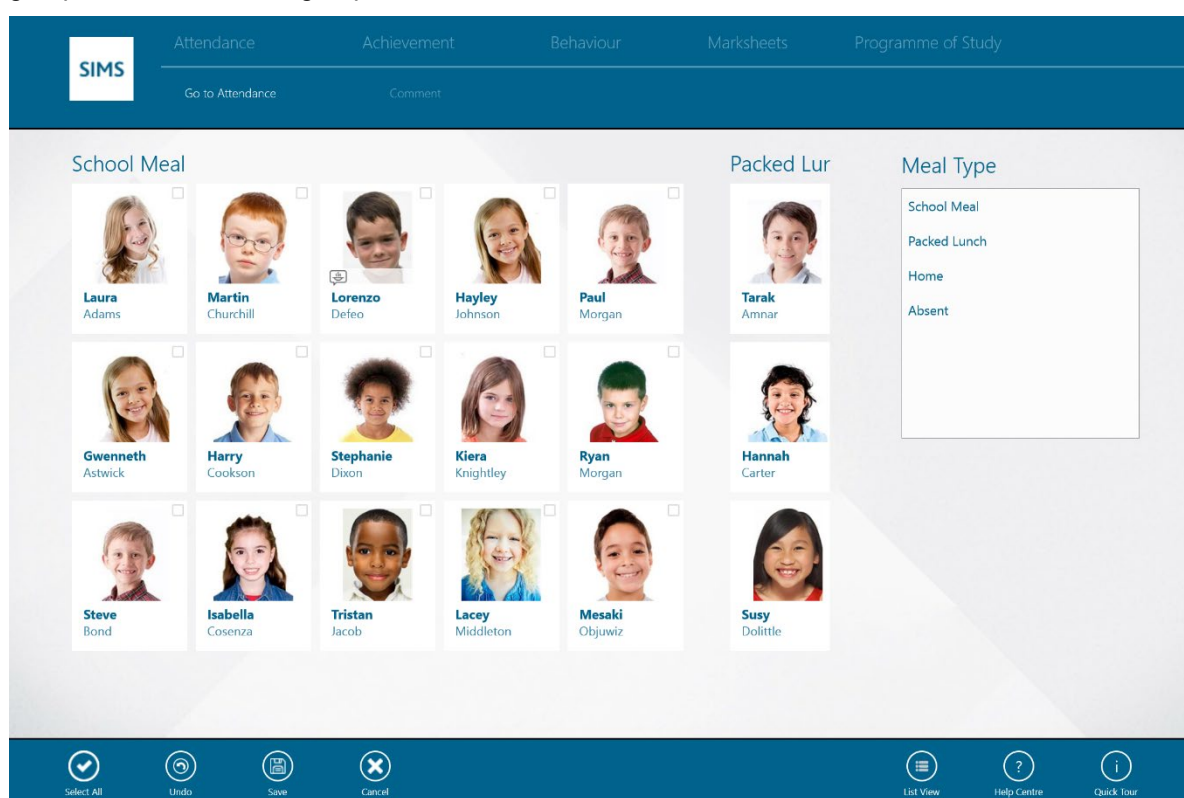
**IMPORTANT NOTE:** The Dinner Register is only available if the SIMS Dinner Money licence has been applied to the school's SIMS system.

When you log into the SIMS Teacher app, your timetable is displayed. If you access the app whilst teaching a lesson or during a registration session, the app will display pictures of the pupil/students in the class.

1. To access Attendance, either swipe up or down on the screen.
2. Tap **Attendance**. It is recommended that you take the Attendance Register first and **Save** before tapping **Dinner Register** in the options under Attendance.



Pupil/students are grouped by their meal pattern. Any pupil/students recorded as absent in Attendance will be grouped into an **Absent** group.



3. To change the pupil/student's meal, tap the pupil/student(s) to select them and then tap the meal choice in the left-hand column, e.g. School Meal.

Pupil/students will be re-sorted into the appropriate group.

4. Comments can be added or edited, as required.

*NOTE: Attendance comments cannot be edited within the Dinner Money register and vice versa.*

5. Tap **Save** to record the changes to the Dinner Register.

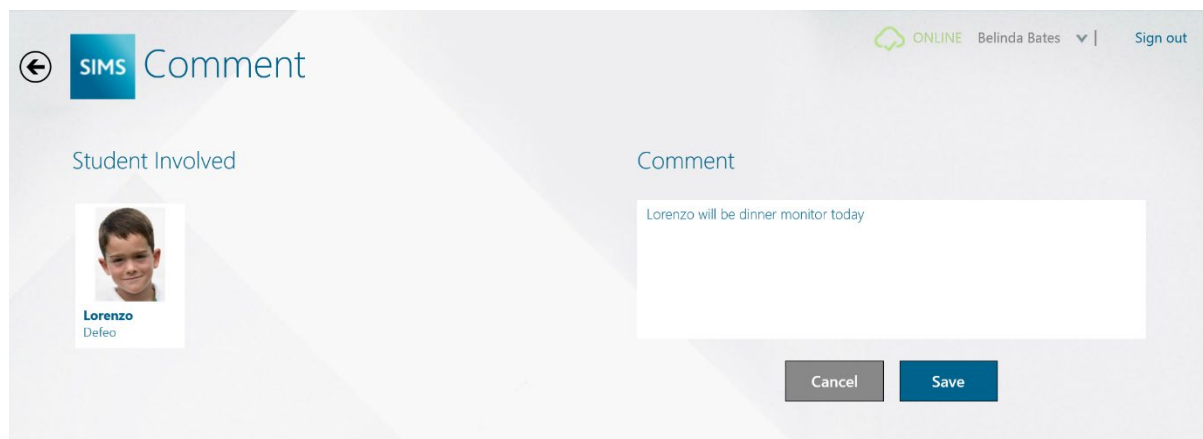
## Adding/editing Dinner Register comments

You can view, record and edit a comment for an individual student within the Dinner Register.

*NOTE: Attendance comments cannot be edited within the Dinner Register and vice versa.*

1. To add, view or edit a comment, tap on a pupil/student and tap **Comment**.

*NOTE: Comments can be added to individual pupil/students only. The **Comment** option is disabled if multiple pupil/students are selected.*



2. Enter or edit the comment in the **Comment** panel and then tap **Save** to return to the register.

## Recording achievements

The Achievements area is used to record incidences of positive or commendable behaviour, such as excellent test results, representing a sports team, etc.

Each achievement or behaviour incident can be allocated a number of points. Points are recorded against the pupil/student across their time at your school and a cumulative points total is available. This enables schools to monitor and compare points for behaviour and achievements. A net points total, which is the result of subtracting the number of behaviour points from the number of achievement points, provides a useful overview of a pupil/student's conduct in your school.

*NOTE: Achievements can be recorded but not edited or deleted through the SIMS Teacher app. Please access the school's main SIMS system to update or delete a record.*

### Recording achievements in class

An achievement can be recorded for an individual or multiple pupil/students at the same time and can be recorded for the current, or previous days.

1. Select the pupil/student(s) that you wish to record an achievement for by tapping on their image(s).
2. Access the menu by swiping up or down on the screen and then tapping **Achievement**.
3. The selected pupil/students are displayed in the panel on the left. If you need to add additional ones, use the search facility at the top of the panel to select them.
4. On the right-hand panel, tap the **Type** box to display the list of types. Scroll through the list and tap the appropriate achievement type.
5. If appropriate, tap the **Activity** box to display the list of activity options. Scroll through the list and tap the appropriate activity.
6. Details of the **Date**, **Location**, **Lesson Info** and **Recorded by** are entered automatically.
7. Any comments can be added by tapping the **Comments** field and entering the details.
8. Tap **Save**.

The screenshot shows the 'SIMS Achievement' interface. On the left, under 'Students Involved', is a card for Isabelle Dennett. The main 'Details' section contains a form with the following data: Date: 15-Feb-2017, Type: Bronze Award, Location: S34\_7D/Rg, Activity: None, Lesson: Registration, and Recorded By: Katie Burrows. At the bottom right are 'Cancel' and 'Save' buttons.



The pupil/student's image will display a green 'thumbs up' symbol for the full day to indicate an achievement has been recorded.

## Recording an achievement outside of class

An achievement can be recorded for an individual or multiple pupil/students at the same time and can be recorded for the current, or previous days.

1. Access the menu by swiping up or down on the screen and then tap **Achievement**.
2. Use the search facility (please see *Search and view a pupil/student details out of class* on page 12) to select the relevant pupil/student(s).
3. On the right-hand panel, tap the **Type** box to display the list of achievement types. Scroll through the list tap the appropriate type.
4. Tap the **Activity** box and scroll through the list to locate the appropriate activity and then tap to select it.
5. Details of the **Date**, **Location**, **Lesson Info** and **Recorded by** are entered automatically.
6. Any comments can be added by tapping the **Comments** field and entering the details.
7. Tap **Save**.

*NOTE: Achievement information can only be recorded through the SIMS Teacher app. The school's main SIMS system must be used to amend/update or delete a recorded achievement.*

## Recording behaviour

The Behaviour area is used to record incidences of misbehaviour, such as disruption, bullying, etc. and the outcome of such incidents.

*NOTE: Behaviour information can be recorded but not edited or deleted through the SIMS Teacher app. Please access the school's main SIMS system to update or delete a record.*

## Recording a behaviour incident in class

A behaviour incident can be recorded for an individual or multiple pupil/students at the same time.

1. Select the pupil/student or group of pupil/students that you wish to record an achievement for by tapping on their image.
2. Access the Behaviour area either by swiping up or down on the screen and then tapping **Behaviour**.
3. The selected pupil/student(s) are displayed in the panel on the left. If you need to add additional ones, use the search facility at the top of the panel to select them.
4. Select the **Behaviour Type**, **Activities**, **Location** and **Status** by tapping in the boxes, scrolling through the lists and tapping on the relevant items.
5. Pupil/students can be assigned to their relevant roles in the incident by tapping the appropriate pupil/student(s) and then tapping the relevant **Role** in the centre panel of the page, e.g. **Witness**.
6. Details of the **Date of Incident**, **Lesson Info** and **Recorded by** are entered automatically.
7. Any comments can be added by tapping the **Comments** field and entering the details.

## 8. Tap **Save**.

The screenshot shows the 'Behaviour' app interface. At the top, it says 'SIMS Behaviour'. Below this, there's a 'Students Involved' section with a student profile for Alexander Ipikiss. To the right, there's a 'Details' section with several dropdown menus: 'Behaviour Type' (set to 'S1-Homework Issue'), 'Activities' (set to 'Mathematics'), 'Location' (set to 'Classroom'), 'Status' (set to 'Resolved'), and 'Roles'. On the far right, there's a 'Details' panel with fields for 'Date of Incident' (15-Feb-2017), 'Lesson Info' (Registration / S34\_7D/Rg), 'Recorded By' (Katie Burrows), and a 'Comments' field. At the bottom right of the form are 'Cancel' and 'Save' buttons. The top right corner shows the user 'Katie Burrows' and a 'Sign out' link.



The pupil/student(s) image will display a red 'thumbs down' icon for the day.

## Recording a behaviour incident outside of a class

A behaviour incident can be recorded for an individual or multiple pupil/students at the same time.

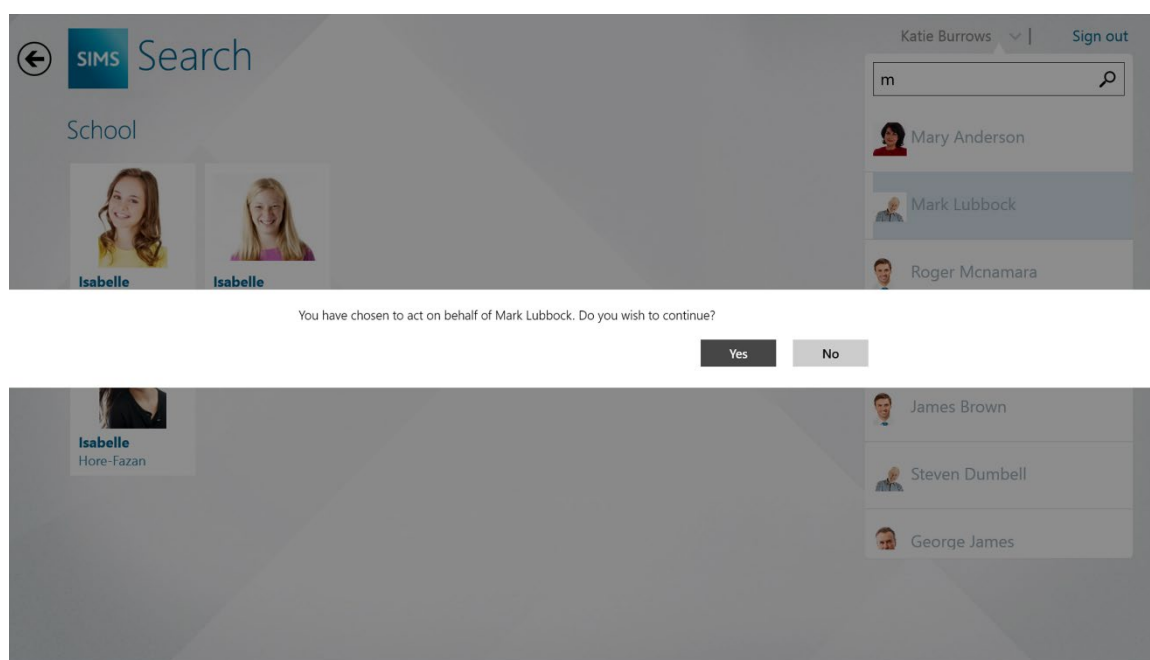
1. Access the Behaviour area by swiping up or down on the screen and then tapping **Behaviour**.
2. Use the search facility (please see *Search and view a pupil/student details out of class* on page 12) to select the relevant pupil/student(s).
3. Select the **Behaviour Type**, **Activities**, **Location** and **Status** by tapping in the boxes, scrolling through the lists and tapping on the relevant items.
4. Pupil/students can be assigned to their relevant roles in the incident by tapping the appropriate pupil/student(s) and then tapping the relevant **Role** in the centre panel of the page, e.g. **Witness**.
5. Details of the **Date of Incident**, **Lesson Info** and **Recorded by** are entered automatically.
6. Any comments can be added by tapping the **Comments** field and entering the details.
7. Tap **Save**.

The pupil/student(s) image will display a red 'thumbs down' icon for the day.

*NOTE: Behaviour information can only be recorded through the SIMS Teacher app. You will need to access the school's main SIMS system to amend/update or delete the recorded behaviour information.*

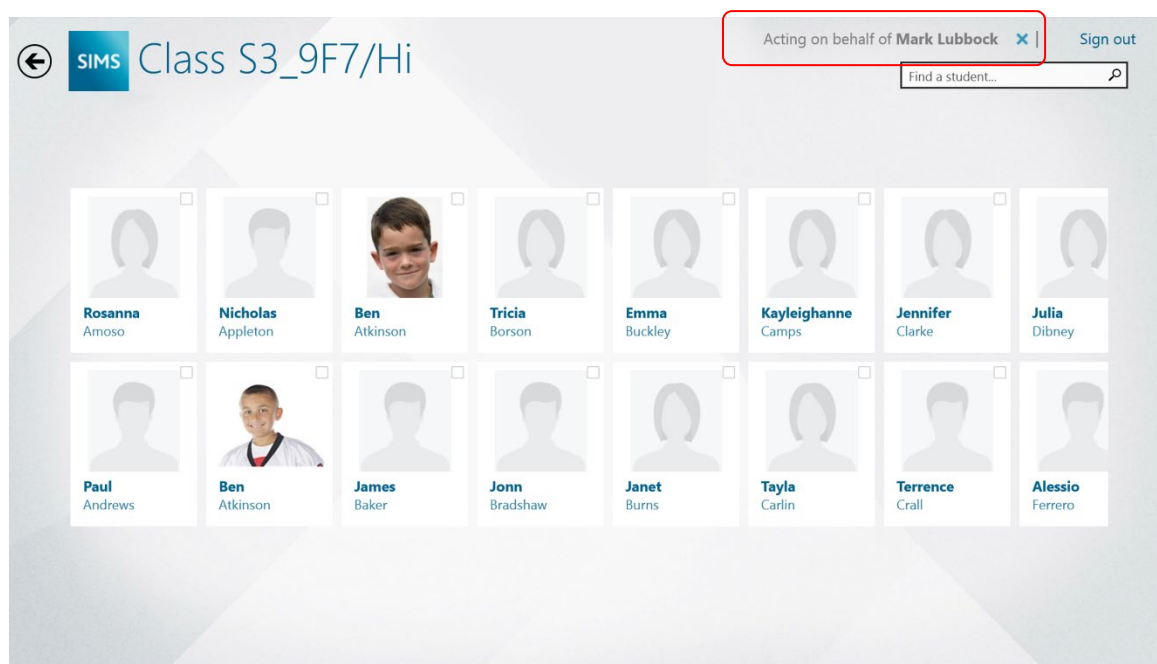
## Taking emergency cover through the SIMS Teacher app

1. From the teacher search view, search for and tap on a teacher name to view their timetable. A message is displayed asking if you wish to act on behalf of the selected teacher. Tap **Yes** if you wish to view their timetable.



2. The SIMS Teacher app displays the selected teacher's class/timetable where you will be able to take registration and record achievement or behaviour information.

The app displays that you are 'acting on behalf' of the selected teacher, as illustrated in the following graphic:



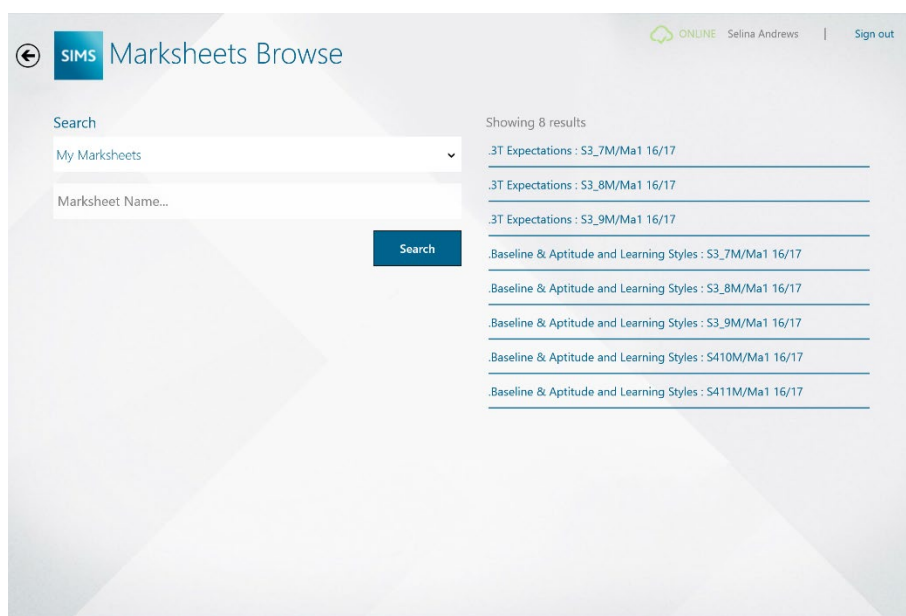
3. To cancel viewing another teacher's class/timetable, tap the are **Acting on behalf of** the selected teacher part of the screen as highlighted in the graphic above. Tap **Yes** to confirm that you wish to stop acting on behalf of the selected teacher. The display will return to your timetable/class view.

## Assessment marksheets

The assessment marksheets feature within the SIMS Teacher app allows the recording of assessment marks, grades and comments for any SIMS marksheet the teacher has permissions to edit. The data is recorded and, when saved, is submitted to the school's SIMS system in real-time. The marksheets have been designed to enable teachers to award appropriate marks and supporting information for pupil/students' work on the go, whether they are in the classroom, drama room or out on the sports field.

## Accessing the Assessment Marksheets

1. Access the Marksheets area by swiping up or down on the screen and then tapping **Marksheets**.
2. In the **Marksheet Browse**, tap the **Search** drop-down. You can select to search **All Marksheets**, **My Marksheets** or a specific person's marksheets.
3. Tap **Select**.
4. Enter an appropriate term to narrow down the search then tap **Search**.



5. Tap the required marksheet to display it.

When a marksheet is selected, the screen will display a list of pupil/students associated with the marksheet, along with the relevant aspects (columns). Navigate around the marksheet by tapping and holding in the data cell area.

Students	<==Enter En Attain Y8 Aut_Yr08 C1 AutT1	Target Y8 Aut_Yr08 C1 AutT1	<==Enter En Attain Y8 Spr_Yr08 C3 SprT1	Target Y8 Spr_Yr08 C3 SprT1	<==Enter En Attain Y8 Sum_Yr08 C5 SumT1	Target Y8 Sum_Yr08 C5 SumT1
Ballinger Eden		5c		5b		5a
Cameron Archer		5c		5b		5a
Carter Eleanor		5c		5b		5a
Chapman Susan		5c		5b		5a
Crawford Natalie		5c		5b		5a
Davenport Dana		5c		5b		5a
Davies Megan		5c		5b		5a
Ellis Pauline		5c		5b		5a
Freewater John		5c		5b		5a
Gallini Cara		5c		5b		5a
Gilbert Thomasina		5c		5b		5a
Grant Evelyn		5c		5b		5a
Harris Christian		5c		5b		5a
Hinchins Edward		5c		5b		5a

6. To display summary rows at the base of the page, tap the **Summary** button.



Students	<=Enter En Attain Y8 Aut_Yr08 C1 AutT1	Target Y8 Aut_Yr08 C1 AutT1	<=Enter En Attain Y8 Spr_Yr08 C3 SprT1	Target Y8 Spr_Yr08 C3 SprT1	<=Enter En Attain Y8 Sum_Yr08 C5 SumT1	Target Y8 Sum_Yr08 C5 SumT1
Ballinger Eden		5c		5b		5a
Cameron Archer		5c		5b		5a
Carter Eleanor		5c		5b		5a
Chapman Susan		5c		5b		5a
Crawford Natalie		5c		5b		5a
Davenport Dana		5c		5b		5a
Davies Megan		5c		5b		5a
Ellis Pauline		5c		5b		5a
Total		775		825		875
Number of Results		25		25		25
Mean		31.00		33.00		35.00
Median		31.00		33.00		35.00
Mean Grade		5c		5b		5a
Median Grade		5c		5b		5a

The summary rows update in real-time as the marksheet is updated.

- To add marks, grades or comments, tap the appropriate cell. The relevant input information is displayed.

Students	Apt - Verbal % Year / Baseline	Apt - Numerical % Year / Baseline	Apt - Perceptual % Year / Baseline	Style - Auditory % Year / Baseline	Style - Kinesthetic % Year / Baseline	Style - Visual % Year / Baseline	Reading Age Year / Baseline	English Test Level KS2 Key Stage 2 Validated Result	Maths Test Level KS2 Key Stage 2 Validated Result	Science Test Level KS2 Key Stage 2 Validated Result
Adams Adam					45	85	3/1	N	3	5
Bellie Nico					69		3/1	4	3	5
Cadilla Celia					5	57		5	3	5
Charles Larry	5						7/11	6	3	5
Daskalos Carl		66						4	2	5
Digiagamo Giovanna	9	56						4	2	5
Evans Frankie	2							3	4	L
Flanny Sam								4	3	5
Frank David								4	3	5
Giant Nicole								4	3	5
Hackett Charlie								4	3	5
Hardy Emily								4	3	5
Instog Nick								4	3	5
Jones Martin								4	3	5
Justin Janice								4	3	5
Kerr Hannah								4	3	5
Lancashire Sonya								4	3	5
Ling Xing								4	3	5
Malice Dwight								4	3	5

SELECT GRADE

CLEAR X

6

5

4

3

CANCEL ENTER

This panel can be dragged to a different part of the screen, as required.

- Depending on the options displayed, select the appropriate grade or add the correct mark and tap **Enter**.
- You can scroll up or down the column by tapping the **Up** or **Down** buttons.
- Tap the **Close** button to close the dialog.
- To save your changes, swipe upwards from the bottom of the screen and tap **Save**.
- When you have finished editing the marksheet, tap the **Back** button.

## Programmes of Study

### Searching for and opening a Curriculum Statement

1. To access the Programme of Study area swipe up or down on the screen and then tap **Programme of Study**.

**SIMS Programme of Study** Katie Burrows | Sign out

Choose options to search for Statements:

Year  
Year 1

Group  
Optionally Select a Group

Term  
Autumn HT

Subject  
English: Reading

Strand

Search

Curriculum Statements will appear here when you search

2. The **Year**, **Group**, **Term** and **Subject** drop-downs default to your current lesson. To change any selection, tap in the field, swipe up or down and tap the required item. Depending on the option selected you may also need to further refine the selection, e.g. when selecting a Group type of **Class**, a further list of class names is provided to select from.
3. Tap in the **Strand** drop-down, swipe up or down to the required option and then tap it to select.
4. Tap **Search** to display a list of matching statements.

**SIMS Programme of Study** Katie Burrows | Sign out

Choose options to search for Statements:

Year  
Year 1

Group  
Optionally Select a Group

Term  
Autumn HT

Subject  
English: Reading

Strand  
Word Reading

Search

Subject Strand  
**WORD READING** [VIEW OVERALL STRAND](#)

STATEMENTS (18)

**EN WORD READ S 1.01**  
Apply phonic knowledge and skills as the route to decode words  
PoS Expectation [VIEW STUDENTS](#)

**EN WORD READ S 1.02**  
Respond speedily with the correct sound to graphemes (letters or groups of letters) for all 40+ phonemes, including, where applicable, alternative sounds for graphemes  
PoS Expectation [VIEW STUDENTS](#)

- The **Subject Strand** is at the top. Tap to view the overall strand.
- The **Statements** are listed underneath. The number of matching statements is displayed in brackets next to the title and you can swipe down the screen to view all of them. Tap a statement to view the pupil/students.



## Awarding a grade within a Curriculum Statement (not applicable to early years)

Once a statement has been opened you can enter the appropriate grades.

**Search terms.**

**Statement panel.**

**Pie chart and key.** Swipe up and down the key to view hidden codes.

**Statistical breakdown of the statement.**

**Tap the **Previous** and **Next** buttons to view the previous or next statements in the strand.**

**Tap a cell to add or edit Grades.**

**Grade**

Pupil	Grade
Akeman Richard	S
Akeman Steven	S
Alamilla Sofia	D
Balik Karolina	D
Banin Valeriya	E
Banks Chloe	M
Barrick Molly	M
Browne Miss	U
Cain William	D
Carter Ryan	M
Castagno Luca	S

**Tap a cell to add or edit a grade.**

**An oval indicates an unsaved change and half-filled Indicates a grade entered in the previous term.**

1. To add or edit grades, tap the appropriate cell.
2. The appropriate grade set in use is displayed. Tap the required grade or tap **Clear** to clear the field. The focus will then move automatically to the next line, but you can move up or down the list using the arrow keys on the grade panel.
3. Initially the grades will be displayed in a coloured oval. This will change to a completely-filled cell once the record has been saved. A half-filled cell indicates a grade entered in the previous term.
4. Swipe upwards from the bottom of the screen and tap **Save** to save the entries.
5. Tap **Close** to return to the **Statements** list and **Search** facility.
6. You can scroll to the previous or next statements by tapping the **Next** or **Previous** buttons on the bottom left-hand side of the screen.



## Viewing a subject strand

Once a statement search has been run, tap the **Subject Strand** to view it:

**SIMS Programme of Study**

Year 1, Autumn HT, English: Reading, Word Reading

Subject Strand: **WORD READING**

Overall group stats: Year 1

**Pie Chart Legend:**

- Curriculum Year 1 Mastered
- Curriculum Year 1 Secure
- Curriculum Year 1 Developing
- Curriculum Year 1 Emerging
- Not assessed

Tap a cell to edit Overall Grade, add or view Strengths and Next Steps	Overall Grade	Strengths	Next Steps
Akeman Steven	1M		
Alamilia Sofia	1S		
Balik Karolina	1D		
Barin Valeriya	1E	Improved through reading no...	
Banks Chloe	1E		More one to one
Barrick Moly	1S		
Browne Miss	1M		
Carter Ryan	1S	Has great understanding	
Castagno Luca	1E		
Clarke Emma	1D		
Davies Tamson	1D		
Dawes Connie	1S		
Domain Hubert	1M		
Edwards David	1M		
Elliott Michael	1D		
Elliott Sophie	1E		
Ellis Alex	1E		

**Statistical Breakdown:**

	Total	Percent
Total Number of Pupils:	50	-
Total Number of Results:	35	-

Tip: Simply tap a student to view individual status

**Annotations:**

- Search terms entered.
- Subject Strand summary panel.
- Pie chart and key. Swipe up and down the key to view hidden codes.
- Statistical breakdown of the statement.
- Tap a pupil/student to view their individual statistics.
- Tap a cell in the relevant column to enter or edit an **Overall Grade, Strength or Next Steps**.
- A pink triangle indicates a grade entered in the previous term.

1. To add or edit an **Overall Grade**, tap in the appropriate column for the relevant pupil/student and select the grade by tapping it.
2. **Strengths** and **Next Steps** can be added or edited by tapping the appropriate cell and entering the required text.

# Programme of Study

Year 1, Autumn HT, English: Reading, Word Reading

Subject Strand

## WORD READING

**Cain William** PoS School

% Expectations Achieved: 55.56% 0.00%

	Total	Percent
Number of Statements:	9	-
Number of Results:	7	-
Statements NOT Achieved:	2	22.22%
Statements Achieved:	5	55.56%
Statements Mastered:	2	22.22%

RETURN TO GROUP STATS

**Cain William** CLEAR X

Strengths

CANCEL ENTER

	<b>Browne Miss</b>	1S		
	<b>Cain William</b>	1S		
	<b>Carter Ryan</b>	1S		
	<b>Castagno Luca</b>	1D		
	<b>Caster Evia</b>	1E		
	<b>Cichy Viktor</b>	1E		
	<b>Clarke Emma</b>	1M		
	<b>Davies Harrison</b>	1E		
	<b>Dawes Connie</b>	1S		
	<b>DeEn Elana</b>	1S		

3. Tap **Enter** to return to the **Subject Strand** view. The entered text is then displayed in the cell.
4. Tap a pupil/student name to view their individual statistics.

**Programme of Study**  
Year 1, Autumn HT, English: Reading, Word Reading

**Subject Strand**  
**WORD READING**  
Castagno Luca  
% Expectations Achieved: 22.22% 0.00%

**Secure**  
**Developing**  
**Emerging**

	Total	Percent
Number of Statements:	9	-
Number of Results:	5	-
Statements NOT Achieved:	3	33.33%
Statements Achieved:	2	22.22%
Statements Mastered:	0	0.00%

**RETURN TO GROUP STATS**

Tap a cell to edit Overall Grade, add or view Strengths and Next Steps	Overall Grade	Strengths	Next Steps
Barrick Molly	1M	Read	
Browne Miss	1S		
Cain William	1D		
Carter Ryan	1E		
Castagno Luca	1E		
Caster Evia	1E		
Cichy Viktor	1E		
Clarke Emma	1E		
Davies Iamson	1E		
Dawes Connie	1E		
DeFeo Elena	1E		
Domain Hubert	1M		

**SELECT GRADE** CLEAR X

YEAR	GRADE
5	1M
4	1S
3	1D
2	1E
1	1E

5. **Overall Grade** can be added or edited and **Strengths** and **Next Steps** added or edited in the same way as described above.
6. To return to the previous view, tap **Return to Group Stats**.
7. Tap **Save** to save the entries.
8. Tap **Close** to return to the Statements list and **Search** facility.

## Using the SIMS Teacher app offline

**IMPORTANT NOTE:** Your school Teacher app administrator will need to enable your account for offline access.

- The SIMS Teacher app allows you to download your day's lessons and access these where no internet connection is available; for example on the games field, walking between buildings or on a school day trip.
- You can take registration, record achievement and behaviour, view pupil/student details and your own timetable when offline. Any changes made are automatically synchronised back to SIMS when you go back online with the SIMS Teacher app.
- The SIMS Teacher app uses a unique intelligent-sync to automatically download your lessons for today in the background, whilst letting you get on and use the app as normal with your class.
- Downloaded data is securely stored on your device until you go back online.

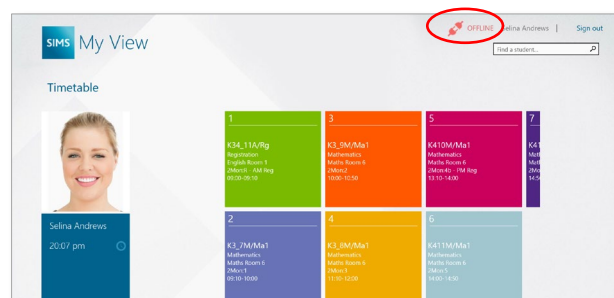
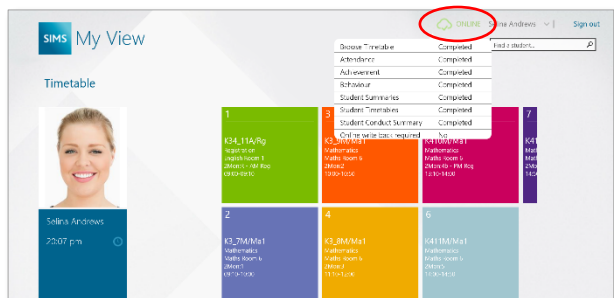
### What you can do in Offline mode:

- View lessons for today
- Registration/attendance for today's lessons
- View your own timetable
- Search and view pupil/student details (students in your current day's lessons only)
- Record behaviour and achievement

### What is not available:

- Assessment marksheets
- View other teacher's timetables
- Emergency cover
- Search any pupil/student outside of your current day's lessons
- View other lessons outside of the current day

When Offline working is enabled for you, the app always shows if you are in either **ONLINE** or **OFFLINE** mode.



If any updates have been made in offline mode, these are stored securely and then automatically synchronised back to SIMS when you go back online with the app.

The SIMS Teacher app shows if any items need to be updated back to your SIMS system.

## How to close and exit the SIMS Teacher app

### Signing out of the SIMS Teacher app

To sign out of the SIMS Teacher app tap on the **sign out** option at the top right of the screen

### Closing the SIMS Teacher app

To close the SIMS Teacher app drag your finger from the top of the screen (the window will minimise) and drag the app to the bottom of the screen until it flips over.

**IMPORTANT NOTES:** For security, the SIMS Teacher app will automatically log the teacher out of the app when it is closed.