

**SIMS**



# **SIMS Teacher app**

# **Teacher Getting Started Guide**

**iOS Version**  
**3.12**

**Version 3.12****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 for the school?

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.

## What devices can the school use for the SIMS Teacher app?

Please refer to this article on the [support portal](#).

## Is the data access through the Teacher app secure?

Yes. The SIMS Teacher app is a securely hosted web delivered service via the web using standard HTTPS TCP/IP protocols, with 256-bit Secure Socket Layer (SSL) point-to-point encryption.

Data stored on the teacher's authorised device is encrypted using the international industry standard AES 256-bit encryption (Advance Encryption Standard).

All information accessed by the SIMS Teacher app is secure and only accessible by completing several security steps and automated checks.

# Using the SIMS Teacher app

## Main gestures

When using your iPad 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

### Double Tap



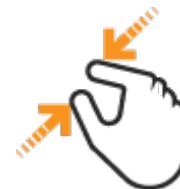
Allows you to drill-down into more information on the pupil/student image – to view the pupil/student's details

### Pinch Open



To expand a pupil/student timetable

### Pinch Close



To contract a 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 teacher timetable into a week view

# 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 iPad 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. More information about Microsoft and Google accounts is [provided within this document >>](#)

## Step 2: Download the SIMS Teacher app

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

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 iPad

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 iPad.



**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

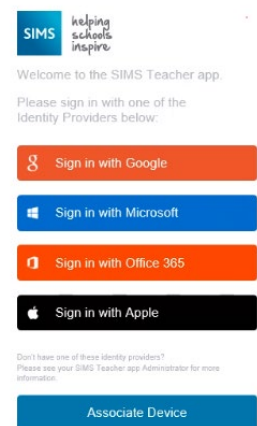
1. Download the SIMS Teacher app from the AppStore. Once downloaded, open it on your device. You will need to complete the following initial setup and verification. This is a security step to ensure secure access:
2. Tap the **Sign In** link.



## Activating your SIMS Teacher app account

3. Sign-in with an identity provider (either a Google, Microsoft, Office 365 or Apple account).

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 Teacher app from this point onwards.



4. Enter the **Unique Activation Code** provided by the school's Teacher app administrator, plus your **Date of Birth as** recorded in the school's SIMS system. Both of these pieces of data must match to access the App.

Enter the **Activation Code** provided into this field.

Enter your **Date of Birth** (as recorded in the school's SIMS system).



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 iPad. Proceed to Associating your iPad.

## Activation details not recognised?

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

- *Carefully check the information you are entering – the activation code is not case sensitive.*
- *Check with your SIMS Teacher app administrator to check that the activation code is correct for you 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.*

## Associating your iPad



**IMPORTANT NOTE:** You will only be asked to associate your iPad 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 relevant **Association Code** that has been provided to you by your school administrator, then tap the **Associate this device** button.

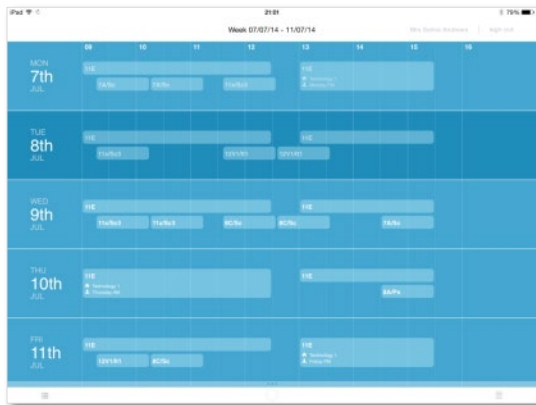
6. Once the association code has been entered, you will see a confirmation message on-screen. SIMS Teacher app opens and is available to use. Proceed to Setting up your PIN.

## Setting up your PIN

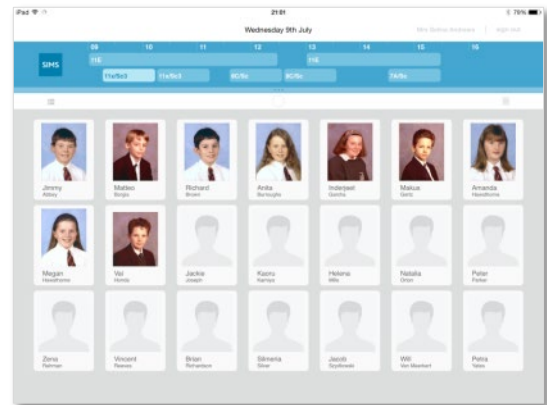
Once logged into the Teacher app you need to **set your own 4-digit PIN passcode**. This will be used each time you access the Teacher app.

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 Teacher app automatically displays your timetable and lessons. Outside of lesson time it displays your **expanded timetable** for the week. During lesson time, the app displays your **current class**.



**Expanded Timetable view**

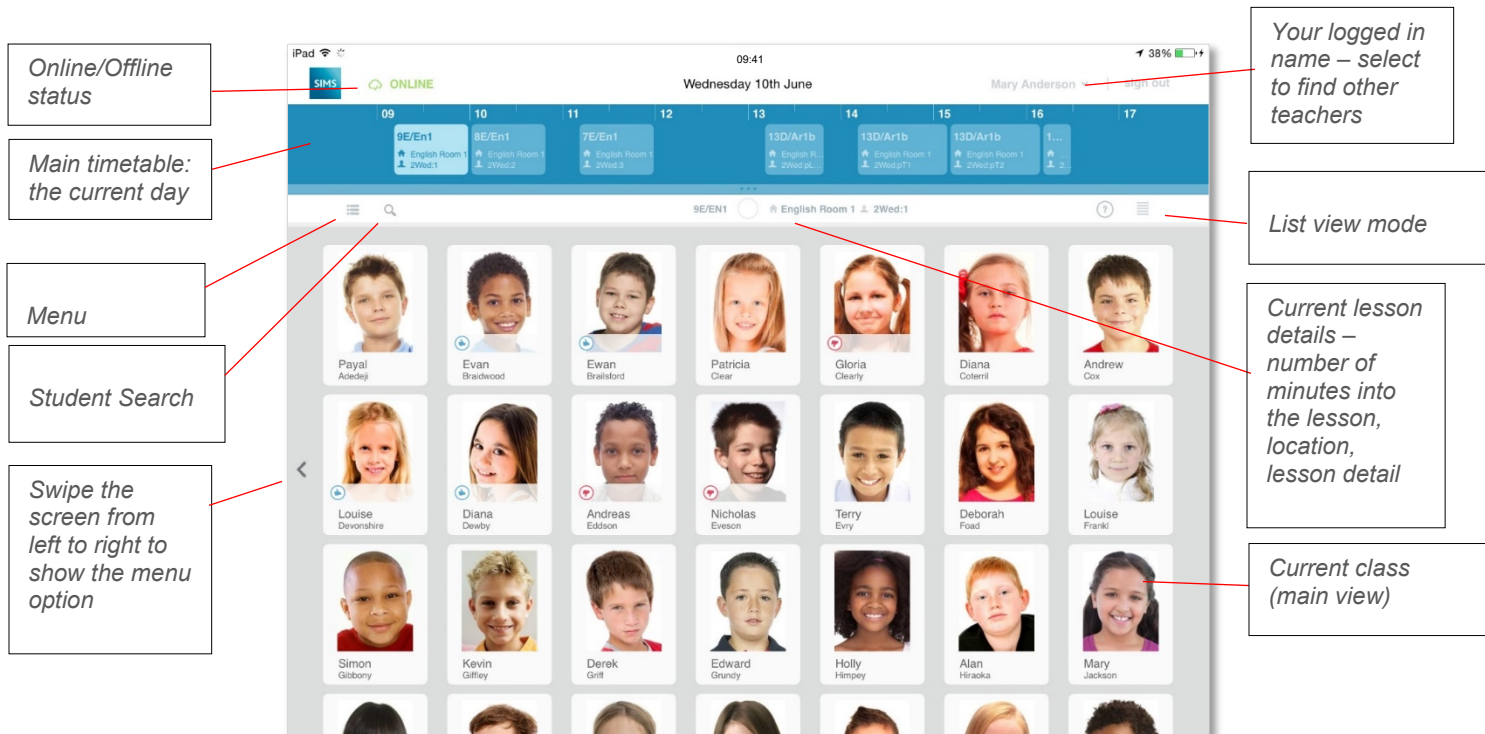


**Current Class view**

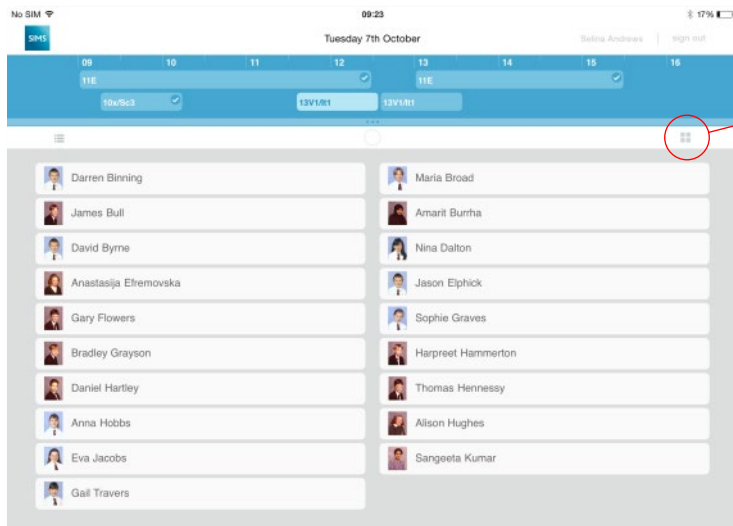
## The SIMS Teacher app – general layout and navigation

The SIMS Teacher app has been designed with a simple easy-to-use interface, providing quick access to key information and class-based administration actions, including viewing pupil/student details, taking attendance, plus recording achievement and behaviour information.

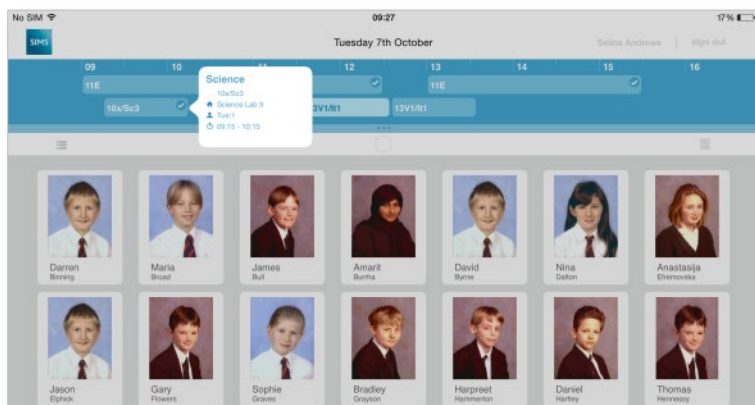
The default view is either your current class or your week timetable.



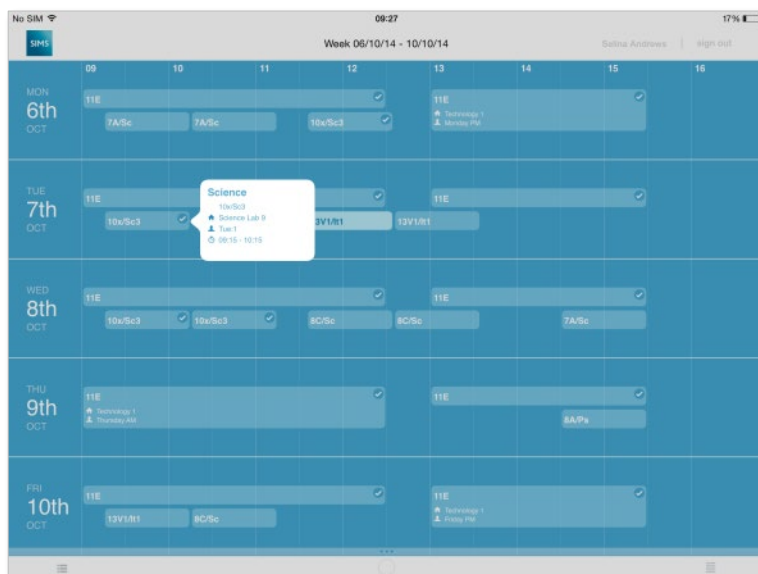
**NOTE:** If no pupil/student images are displayed, your school may not have images available within the SIMS System. The Teacher app will function correctly with or without pupil/student images.



To view pupil/students in a list view mode, tap the view mode option.

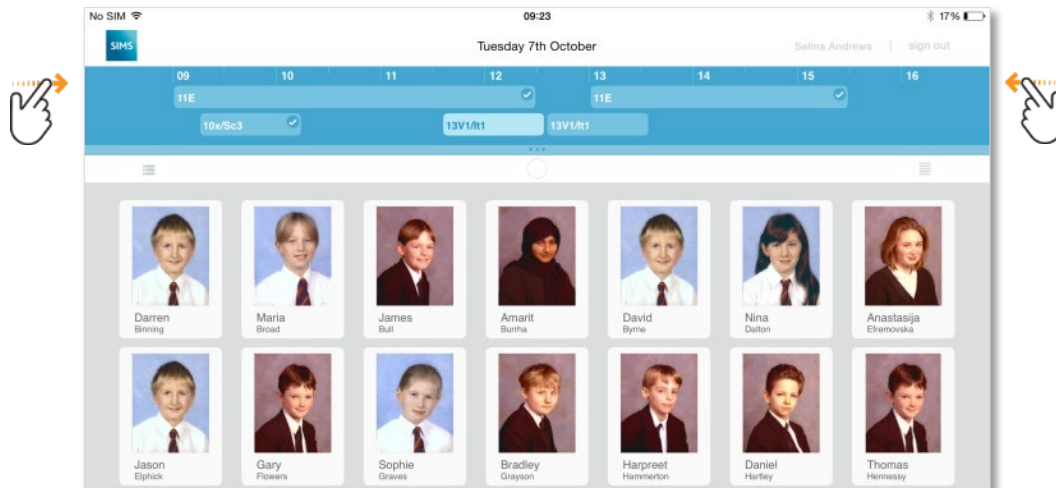


To view a **lesson detail**, tap and hold on the lesson in the timetable. The summary information panel will pop-up, displaying the lesson title, class group, location and time.



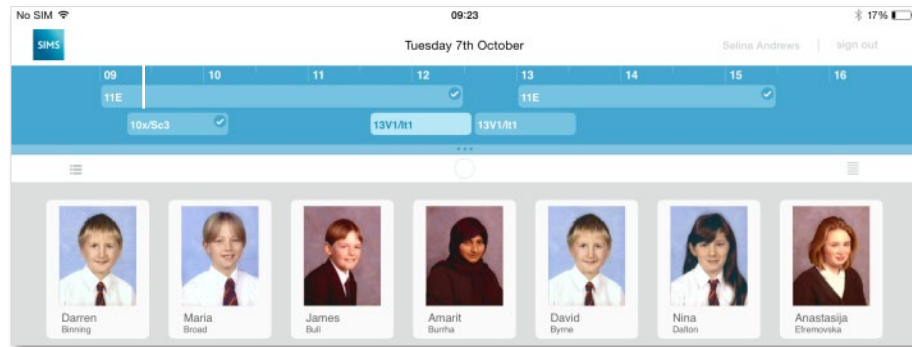
A lesson detail can also be viewed from the **expanded timetable view** by tapping and holding on a lesson. The details will pop up. Tap the pop-up window again to close.

For quick access to view timetables for different days, on the top timetable bar – swipe across from the right to view the next day timetable, or swipe from the left to see the previous day timetable.

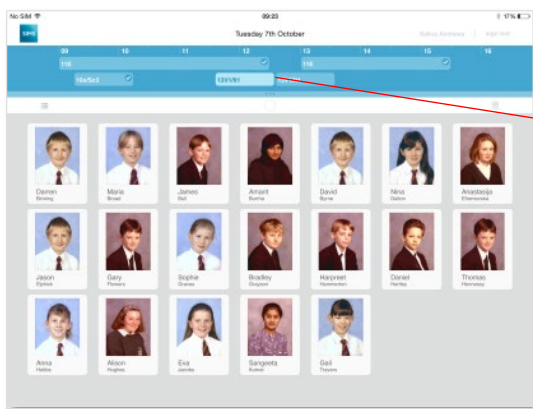


## Viewing Timetables

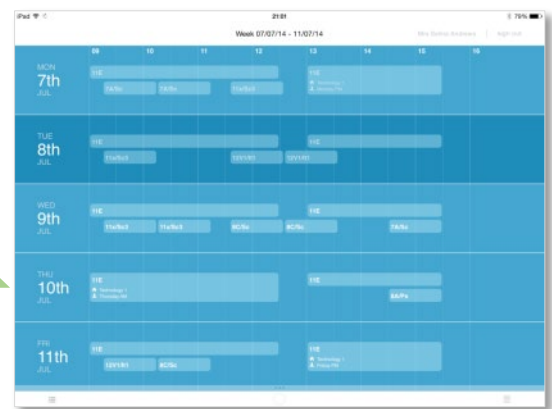
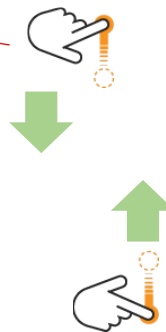
- When you log into the Teacher app, your currently assigned timetable is displayed.
- If you access the Teacher app whilst teaching a lesson the app will automatically display your class, with photographs of the pupil/students displayed in alphabetical order (A-Z).
- The current day timetable is displayed along the top of the screen, with a white vertical line indicating the current time point in the timetable. If you access the Teacher app outside of teaching hours, your expanded timetable view is displayed.



- To display another class during the day, tap the required lesson within the timetable.
- A tick displayed on a lesson indicates that attendance/registration has been taken and submitted.
- To view the timetable for a different day, swipe right on the timetable bar for the next day or swipe left to see the previous day.



Swipe down on the menu bar to see the full week timetable

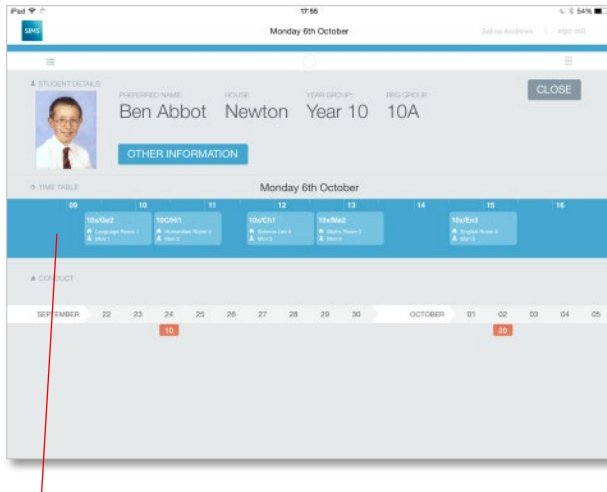


Swipe up to minimise the timetable view

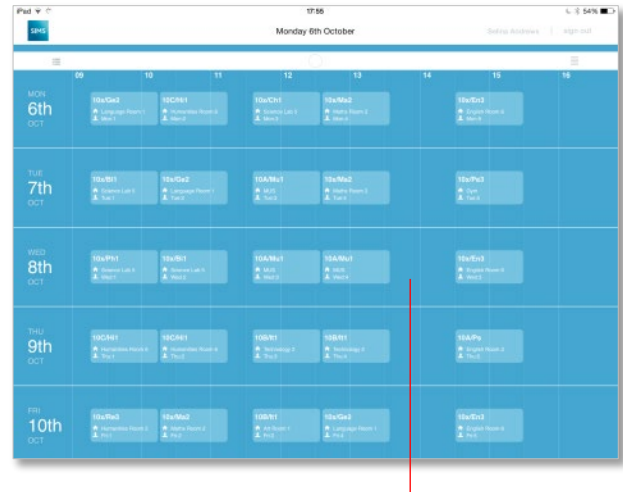
On the timetable view, swipe right to view the next week or left to see the previous week.

## Viewing a pupil/student's timetable

- To view a pupil/student's timetable, tap twice on a pupil/student image. The selected pupil/student's details are displayed.
- The pupil/student's timetable for the current day is displayed. Swipe left or right to see the previous and next day's lessons for the pupil/student.
- To see the pupil/student's full week timetable tap twice in the timetable bar. This will expand to show a full week's timetable. Tap twice again to minimise this view to show today's timetable.



Double-tap on the timetable bar in the centre of the screen to view the pupil/student's full timetable for the week.



To minimise the expanded timetable view, double-tap in the timetable.



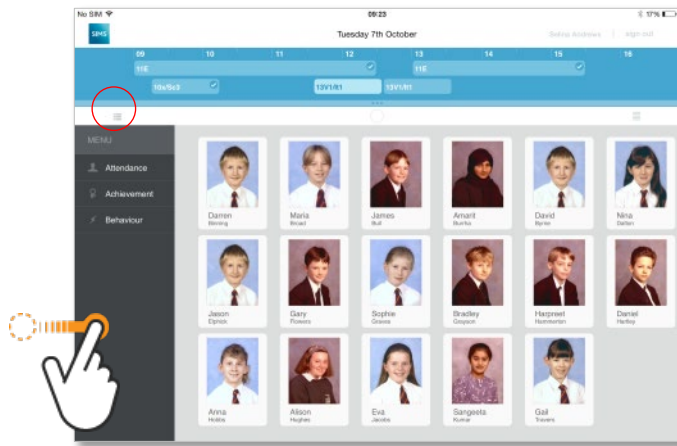
## Recording Attendance/Registration

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

### Take attendance

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 (please refer to the Timetable Overview for details on changing to different sessions via the timetable).

1. To access Attendance, either swipe right on the page or tap the **Menu** button.



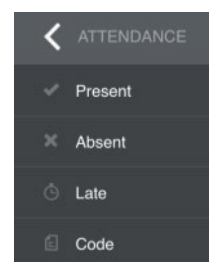
2. Tap **Attendance**.

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.

### Recording pupil/students as present or absent

- To mark all pupil/students present, tap on **Present**.
- 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.

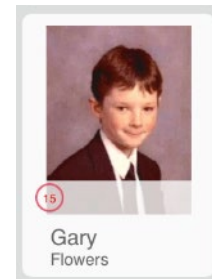
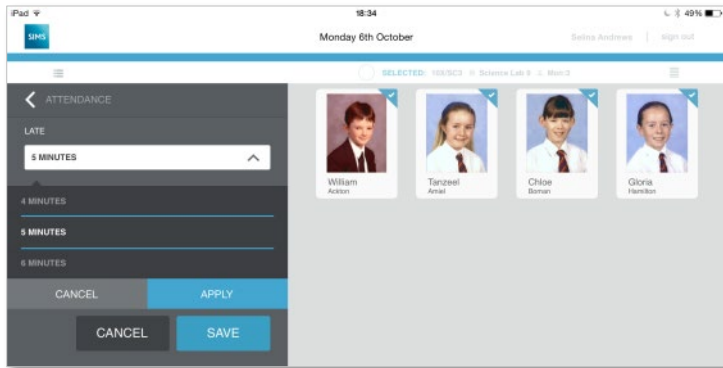
*NOTE: The register will only be saved back to SIMS when you tap the **Save** button. Any pupil/students with missing marks will be recorded as Absent. You can return to the register and amend these codes at a later time, e.g. to record late arrivals.*



## Recording late arrivals

- If any pupil/students 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.



Select the pupil/students on tap the **Late** option – record the number of minutes late then tap **Save**.

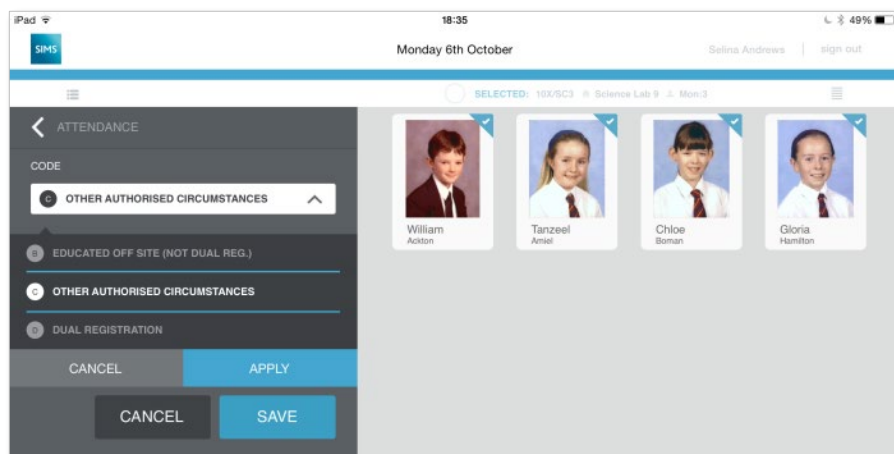
The pupil/student's image will display the recorded number of minutes late in red

- The SIMS Teacher app automatically displays how many minutes late through the current session the pupil/students are arriving. Select the number of minutes late by tapping on the number of minutes box and swiping the displayed list up or down to locate the appropriate number of minutes.
- Tap the number of minutes to select it.
- Tap **Select**.
- The number of minutes late is then displayed in a red circle on the pupil/student's name.
- If any pupil/students are assigned in error, tap their picture and select the correct option.
- Tap **Save** when you have finished recording attendance marks.

**NOTE:** 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.

## Assigning a specific attendance code to a pupil/student

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



- Tap the drop-down arrow and then swipe up or down on the list to locate the required code, e.g. **Illness**.

**NOTE:** All the codes from the school's SIMS system will be displayed.



3. Tap **Apply**.
4. If any pupil/students have been assigned in error, tap their picture and select the correct option.
5. Tap **Save** when you have finished recording attendance marks.

*NOTE: 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.*

### Adding a pupil/student to the session

If a pupil/student does not appear on the register because, for example, they are a new arrival at the school, this routine can be used to record their attendance at the current session only. Adding extra names to the registration list does not alter the group membership.

1. Swipe down the list of pupil/students to reveal the search facility.
2. Search for the pupil/student and tap them to select them.
3. Tap **Add**.
4. To proceed with adding the pupil/student, tap **Yes** on the warning dialog.
5. The pupil/student can then be assigned an attendance mark as normal.
6. Tap **Save** when you have finished recording attendance marks.

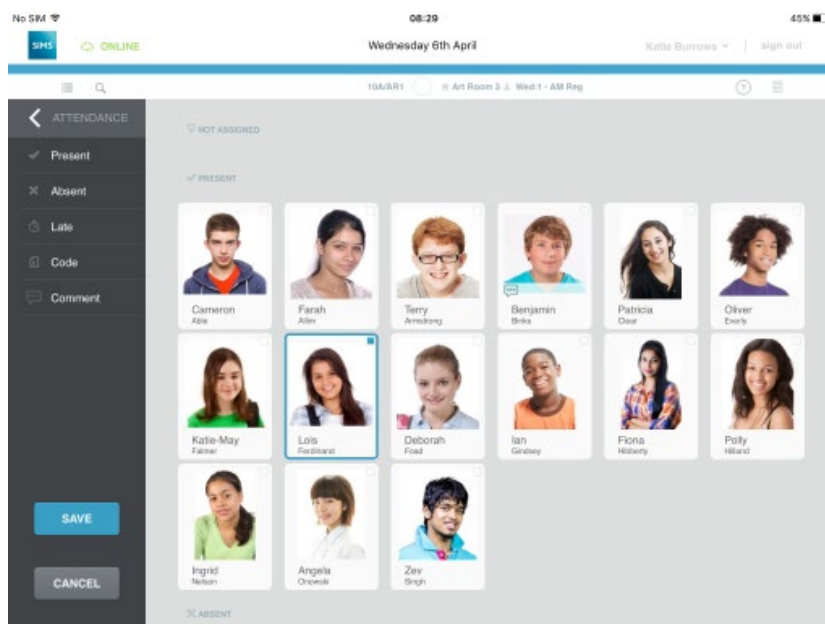
*NOTE: Any pupil/students with missing marks will be recorded as Absent. You can return to the register and amend these codes at a later time, e.g. to record late arrivals.*

### Adding and editing attendance comments

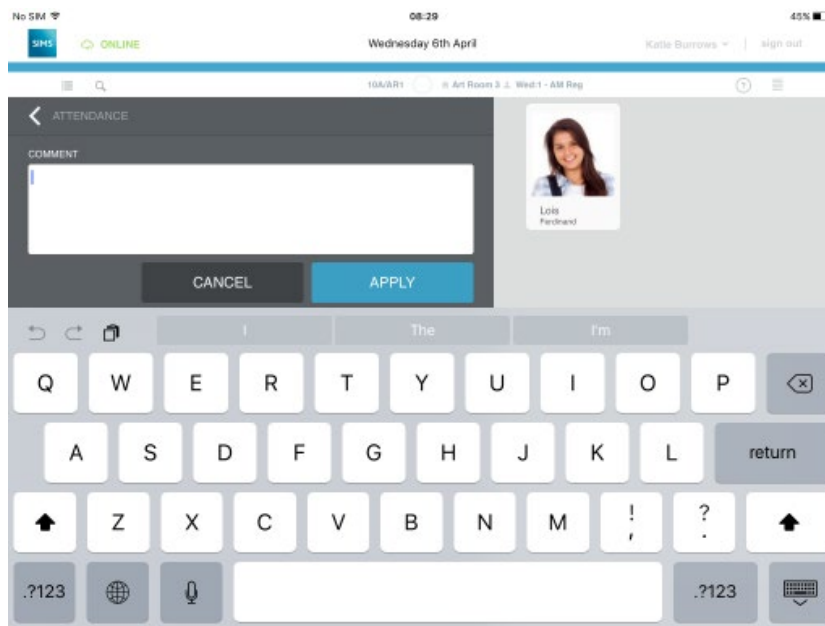
You can view, record and edit an attendance comment for an individual pupil/student within the attendance register.

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

*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 a comment in the **Comment** panel and then tap **Apply** to return to the register.

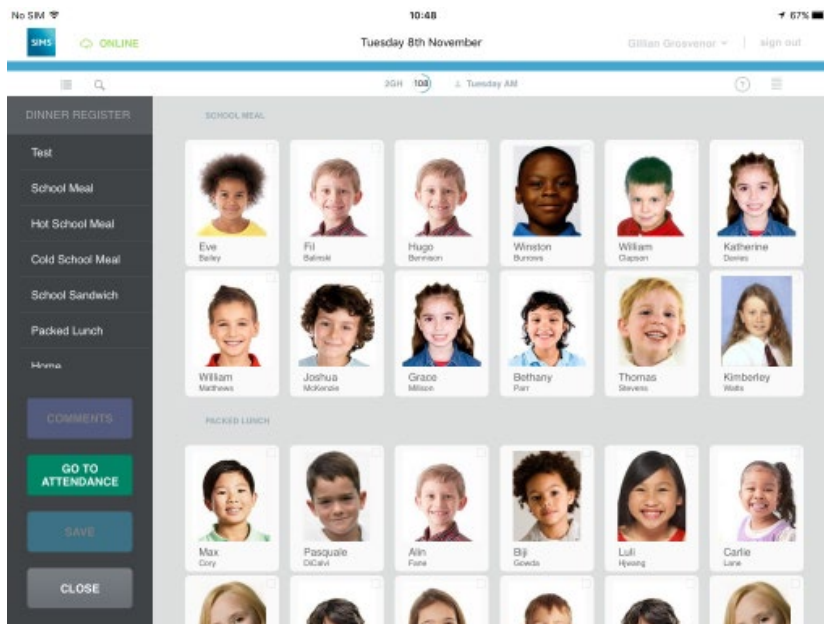


## Taking the Dinner Register

**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 right on the page or tap the **Menu** button.
2. Tap **Attendance**. It is recommended that you take the Attendance Register first and **Save** before tapping **Go To Dinner Register** in the left-hand column.



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 pupil/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 the **Comment** button.

*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 **Apply** to return to the register.

## Recording Behaviour and Achievements

The Achievements area is used to record incidences of positive or commendable behaviour, such as excellent test results, representing a sports team, etc. The Behaviour area is used to record incidences of misbehaviour, such as disruption, bullying, etc. and the outcome of such incidences.

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.

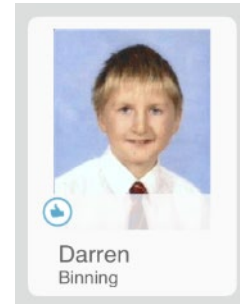
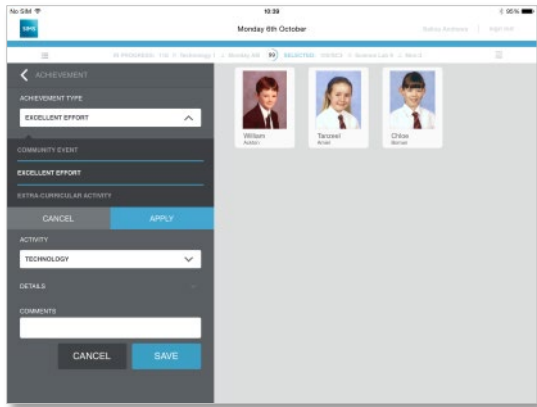
*NOTE: Achievements and behaviour information can only be recorded through the SIMS Teacher app. Please access the school's main SIMS system to amend/update or delete a recorded achievement.*

### 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 or group of pupil/students that you wish to record an achievement for by tapping on their image.
2. To access the Achievement area, either swipe right on the page or tap the **Menu** button and then tap **Achievement**.
3. The selected pupil/students are displayed in the panel on the right. If you need to add additional ones, use the search facility at the top of the panel to select them.
4. On the left-hand panel, tap the **Achievement Type** box to display the list of types. Scroll through the list by swiping up or down until the desired **Achievement Type** is selected and then tap **Apply**.
5. Tap the **Activity** box to display the list of activity options. Scroll through the list to locate the appropriate activity and then tap **Apply**.
6. Details of the **Date of Incident**, **Lesson Info** and **Recorded by** are entered automatically and can be viewed by tapping the **Details** heading. Tap the area again to hide this information.
7. Any comments can be added by tapping the **Comments** field and entering the details.
8. Tap **Save**.

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 Achievement area, either by swiping right on the page or tapping the **Menu** button and then tapping **Achievement**.
2. Use the search facility on the right to select the relevant pupil/student(s).
3. On the left-hand panel, tap the **Achievement Type** box to display the list of types. Scroll through the list by swiping up or down until the desired **Achievement Type** is selected and then tap **Apply**.
4. Tap the **Activity** box to display the list of activity options. Scroll through the list to locate the appropriate activity and then tap **Apply**.
5. Details of the **Date of Incident**, **Lesson Info** and **Recorded by** are entered automatically and can be viewed by tapping the **Details** heading. Tap the area again to hide this information.
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.*

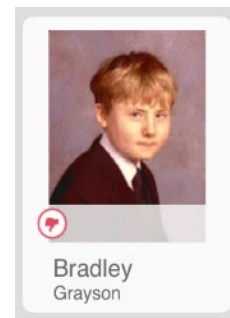
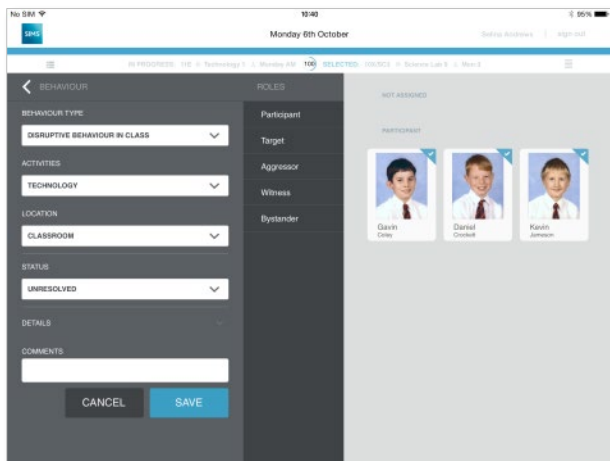
### Recording a behaviour incident in class

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 right on the page or tapping the **Menu** button and then tapping **Behaviour**.
3. The selected pupil/student(s) are displayed in the panel on the right. If you need to add additional ones, use the search facility at the top of the panel to select them.
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. On the left-hand panel, tap the **Behaviour Type** box to display the list of types, e.g. Damage to Property. Scroll through the list by swiping up or down until the required **Behaviour Type** is selected, then tap **Apply**.

6. Some behaviour types have sub-types which become active when that item is selected. For example, if **Bullying** is selected a list of types of bullying may be displayed, e.g. **Cyberbullying**. Scroll through the list until the required sub-type is selected and then tap **Apply**.
7. Tap the **Activities** box to display the list of activity options. Scroll through the list to locate the appropriate activity where the incident took place and then tap **Apply**.
8. Tap the **Location** box and scroll through the list to select the location of the incident and then tap **Apply**.
9. Enter the status of the incident, e.g. **Resolved**, by tapping the **Status** box, scrolling through the list until the required status is selected and then tapping **Apply**.
10. Details of the **Date of Incident**, **Lesson Info** and **Recorded by** are entered automatically and can be viewed by tapping the **Details** heading. Tap the area again to hide this information.
11. Any comments can be added by tapping the **Comments** field and entering the details.
12. Tap **Save**.

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



## Record 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, either by swiping right on the page or tapping the **Menu** button and then tapping **Behaviour**.
2. Use the search facility on the right to select the relevant pupil/student(s).
3. 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**.
4. On the left-hand panel, tap the **Behaviour Type** box to display the list of types, e.g. **Damage to Property**. Scroll through the list by swiping up or down until the required **Behaviour Type** is selected, then tap **Apply**.
5. Some behaviour types have sub-types which become active when that item is selected. For example, if **Bullying** is selected a list of types of bullying may be displayed, e.g. **Cyberbullying**. Scroll through the list until the required sub-type is selected and then tap **Apply**.
6. Tap the **Activities** box to display the list of activity options. Scroll through the list to locate the appropriate activity where the incident took place and then tap **Apply**.
7. Tap the **Location** box and scroll through the list to select the location of the incident and then tap **Apply**.
8. Enter the status of the incident, e.g. **Resolved**, by tapping the **Status** box, scrolling through the list until the required status is selected and then tapping **Apply**.
9. Details of the **Date of Incident**, **Lesson Info** and **Recorded by** are entered automatically and can be viewed by tapping the **Details** heading. Tap the area again to hide this information.
10. Any comments can be added by tapping the **Comments** field and entering the details.
11. 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.*

## Viewing Pupil/Student Details

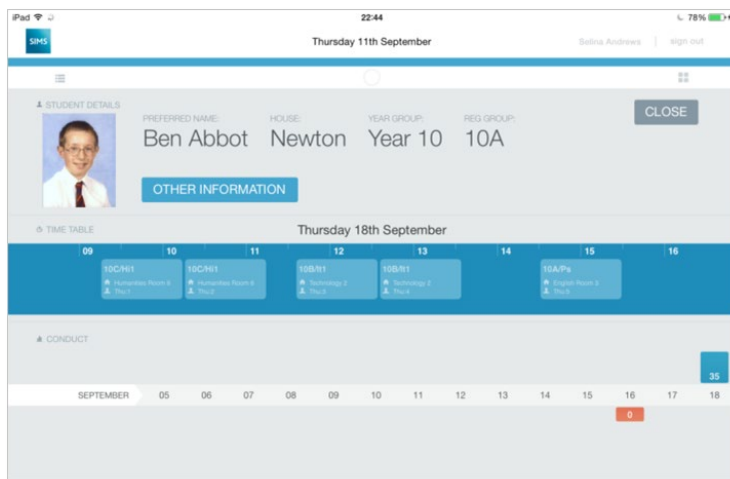
The SIMS Teacher app provides a range of useful information about individual pupil/students.

The information provided within the pupil/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 2 weeks
- Emergency consent status
- Dietary needs
- Paramedical support
- Medical conditions
- All contacts associated with the pupil/student

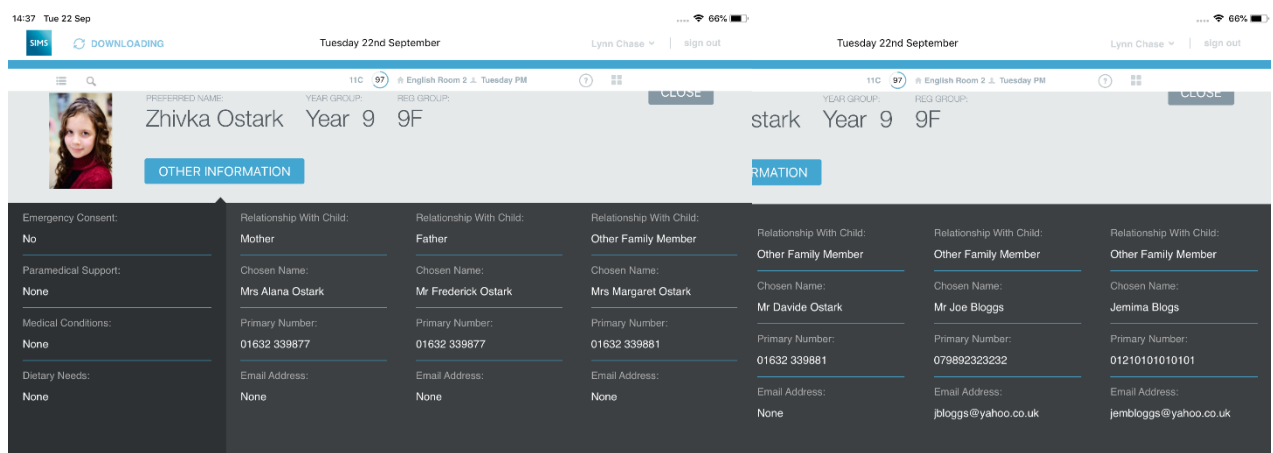
### View a pupil/student's details when in class

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



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. Tap **Other Information** again to close this view.



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



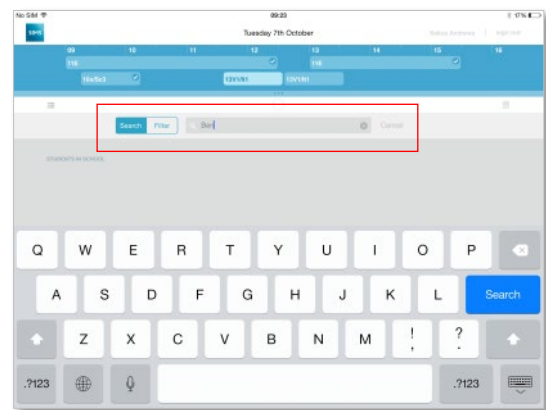
3. The timetable for the pupil/student for the current day is displayed. To view the full week timetable, double tap on the timetable. To return to the **Pupil/Student Details** view, double tap on the timetable. You can scroll forwards or backwards through the timetable by swiping left or right on the timetable.
4. Any Achievements or Conduct issues are displayed on the **Conduct** timeline. Tap an incident to see the details.
5. Tap **Close** to return to the list of pupil/students.

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

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

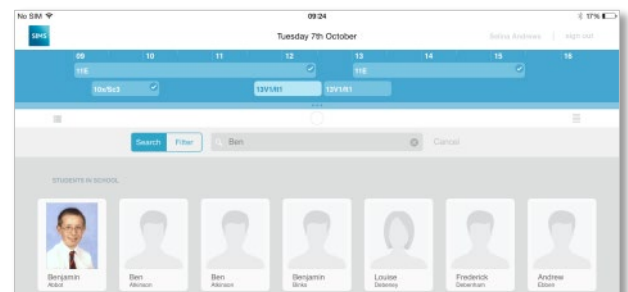


Swipe the top menu bar down to reveal the search bar.



Enter at least three letters of the pupil/student's name and then tap **Search**

The search results will be displayed on screen. Double-tap the pupil/student image to view their details



## Searching for a Pupil/Student through the Teacher app

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

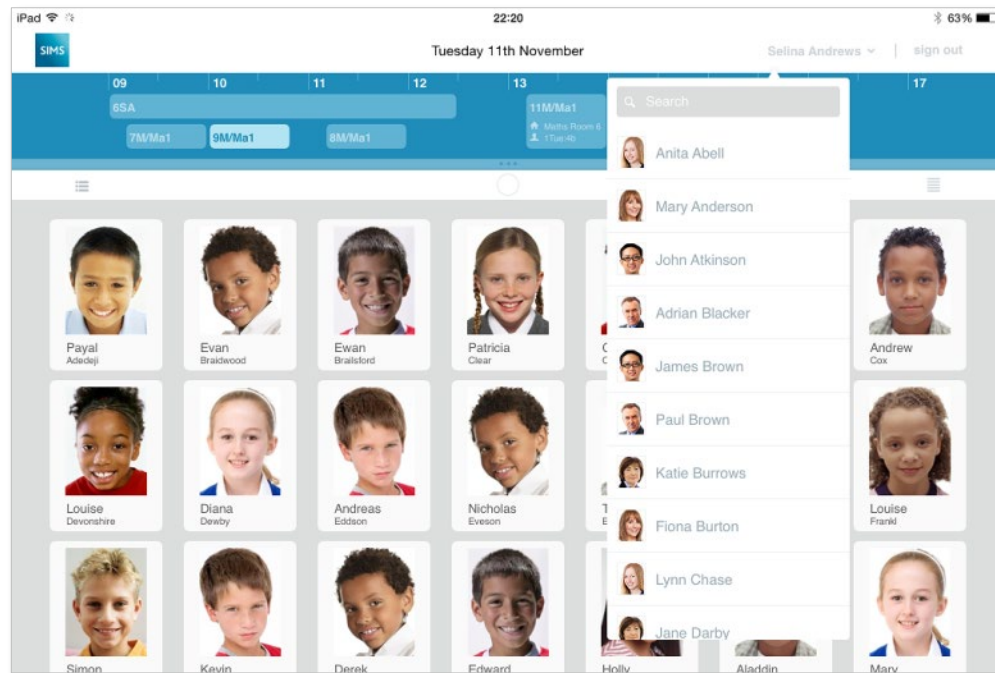
1. To search for a pupil/student not displayed, swipe down on the pupil/student list. The search facility will be displayed above the current list.

*NOTE: The search will not display matching pupil/students already displayed on the current list.*

2. Tap **Search** if it is not already selected (indicated by a blue background).
3. Tap the **Search SIMS** field and enter three or more characters from the pupil/student's forename or surname and then tap **Search**. The more characters entered, the more refined the search results.

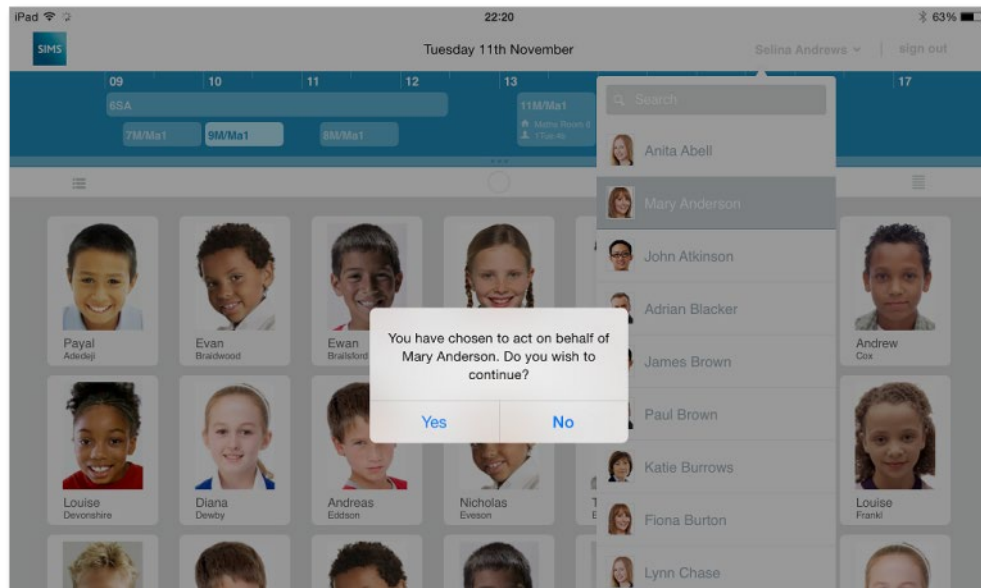
*NOTE: The Search facility will display all pupil/students whose names include the characters entered in that order. This could be the start, middle or end of the name. For example, entering 'man' would display Samantha, Coleman and Amanda.*

4. All the pupil/students matching the search criteria will be displayed.
5. Double-tap a pupil/student to display their details.
6. Tap **Cancel** to close the search.



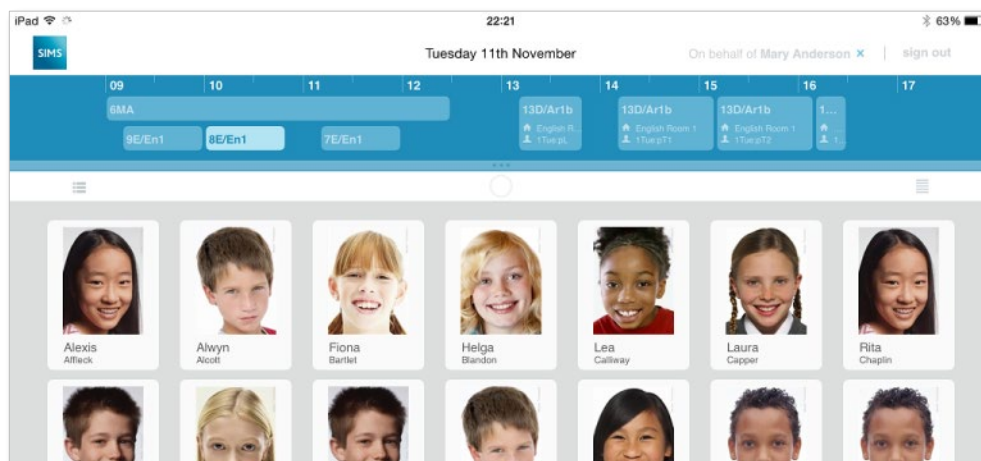
## Taking emergency cover through the Teacher app

1. From the teacher search view, 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 **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

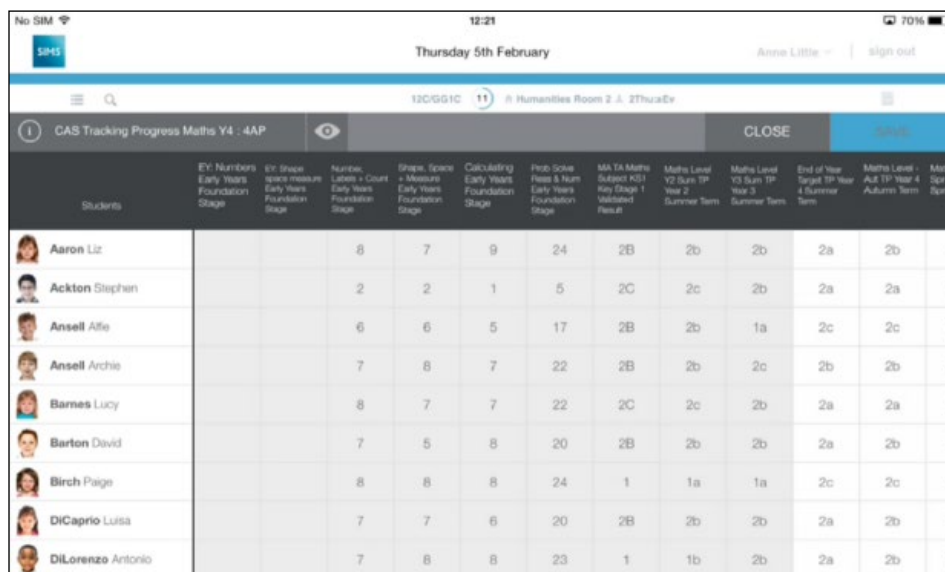
The assessment marksheets feature within the SIMS Teacher app allows the recording of assessment marks, grades and comments for any SIMS marksheet the teacher has permissions to edit. The data is recorded and, when saved, is submitted to the school's SIMS system in real-time.

The assessment marksheets feature has been developed with schools directly, and is designed to allow teachers to award appropriate marks and supporting information for pupil/students' work on the go, whether they're in the classroom, drama room or out on the sports field.

### Accessing and editing the Assessment Marksheets

1. Access the Marksheets area, either by swiping right on the page or tapping the **Menu** button 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 the **Search** button.
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).



Students	EY Numbers Early Years Foundation Stage	EY Shape space measure Early Years Foundation Stage	Number Labels + Count Early Years Foundation Stage	Shape, Space + Measure Early Years Foundation Stage	Calculating Early Years Foundation Stage	Problem Solving Early Years Foundation Stage	Maths Level Subject MS Key Stage 1 National Result	Maths Level Y2 Sum TP Year 2 Summer Term	Maths Level Y3 Sum TP Year 3 Summer Term	End of Year Target TP Year 4 Summer Term	Maths Level Aut 1P Year 4 Autumn Term	Maths Sep 1a Spring
Aaron Liz			8	7	9	24	2B	2b	2b	2a	2b	
Ackton Stephen			2	2	1	5	2C	2c	2b	2a	2a	
Ansell Alfie			6	6	5	17	2B	2b	1a	2c	2c	
Ansell Archie			7	8	7	22	2B	2b	2c	2b	2b	
Barnes Lucy			8	7	7	22	2C	2c	2b	2a	2a	
Barton David			7	5	8	20	2B	2b	2b	2a	2b	
Birch Paige			8	8	8	24	1	1a	1a	2c	2c	
DiCaprio Luisa			7	7	6	20	2B	2b	2b	2a	2b	
DiLorenzo Antonio			7	8	8	23	1	1b	2b	2a	2b	

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

Students	EY: Numbers Early Years Foundation Stage	EY: Shapes Space Measures Early Years Foundation Stage	Number, Letters & Count Early Years Foundation Stage	Shape, Space & Measures Early Years Foundation Stage	Calculating Early Years Foundation Stage	Prob Solve Area & Sum Early Years Foundation Stage	MA TA Maths Subject KS1 Key Stage 1 Validated Result	Maths Level Y2 Sum TP Year 2 Summer Term	Maths Level Y3 Sum TP Year 3 Summer Term	End of Year Target TP Year 4 Summer Term	Maths Level - Aut 1P Year 4 Autumn Term	Maths Spr 1P Spring
Aaron Liz			8	7	9	24	2B	2b	2b	2a	2b	
Ackton Stephen			2	2	1	5	2C	2c	2b	2a	2a	
Ansell Alfie			6	6	5	17	2B	2b	1a	2c	2c	
Ansell Archie			7	8	7	22	2B	2b	2c	2b	2b	
Barnes Lucy			8	7	7	22	2C	2c	2b	2a	2a	
Barton David			7	5	8	20	2B	2b	2b	2a	2b	
Birch Paige			8	8	8	24	1	1a	1a	2c	2c	
DiCaprio Luisa			7	7	6	20	2B	2b	2b	2a	2b	
Total			184	178	190	552	388	394	394	446	424	
Number of Results			28	28	28	28	28	28	28	28	28	
Mean			6.57	6.36	6.79	19.71	13.86	14.07	14.07	15.93	15.14	
Median			7.00	7.00	7.00	20.00	15.00	15.00	15.00	16.00	15.00	
Mean Grade							2C	2c	2c	2b	2b	
Median Grade							2B	2b	2b	2b	2b	

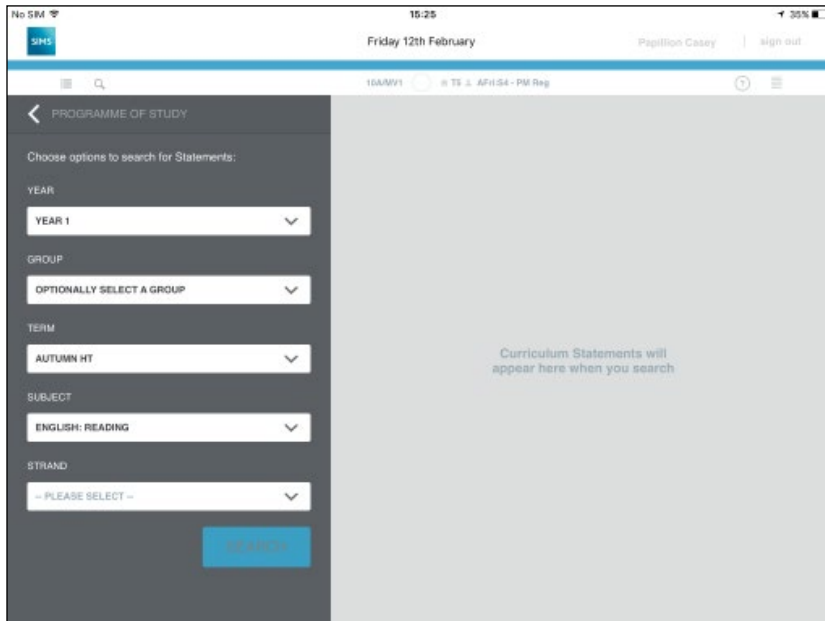
The summary rows update in real-time as the marksheet is updated.

7. To add marks, grades or comments, tap the appropriate cell. The relevant input information is displayed.  
This panel can be dragged to a different part of the screen, as required.
8. Depending on the options displayed, select the appropriate grade or add the correct mark and tap **Enter**.
9. You can scroll up or down the column by tapping the **Up** or **Down** buttons.
10. Tap the **Close** button to close the dialog.
11. When you have finished editing the marksheet, tap the **Close** button.

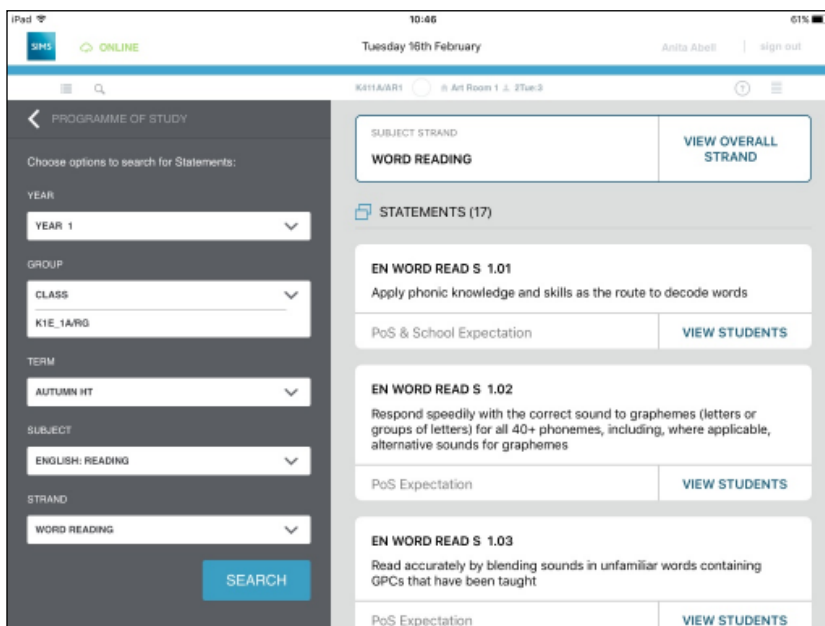
## Programmes of Study

### Searching for and opening a Curriculum Statement

1. To access the Programme of Study area, either swipe right on the page or tap the **Menu** button and then tap **Programme of Study** in the **Assessment** area.



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 to the required option and then tap **Select**. 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 **Select**.
4. Tap **Search** to display a list of matching statements.



- 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 entered.**

**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 to save your changes.**

**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.**

EN WORD READ S 1.01		Grade
Andrews Josef	S	S
Balinski Cyla	U	U
Balinski Iwa	M	M
Bennison Hugo	M	M
Burrows Winston	D	D
Clapson William	S	S
Cory Max	E	E
Davies Katherine	D	D
Dicalvi Pasquale	M	M
Ebi Danesh	D	D
Fane Alin	M	M
Ferdinandez Biagio	M	M
Gowda Biji	E	E

**SELECT GRADE** **CLEAR** **X**

- Mastered
- Secure
- Developing
- Emerging
- Unable to assess

**PoS & School Expectation**

Mastered  
Secure  
Developing  
Emerging  
Unable to assess

**Total Percent**

	Total	Percent
Number of Pupils:	30	-
Number of Results:	30	-
Pupils Achieving Skill:	12	40.00%
Pupils NOT Achieving Skill:	18	60.00%
Pupils Mastering Skill:	6	20.00%

**< PREVIOUS** **1 of 17** **NEXT >**

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.

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.

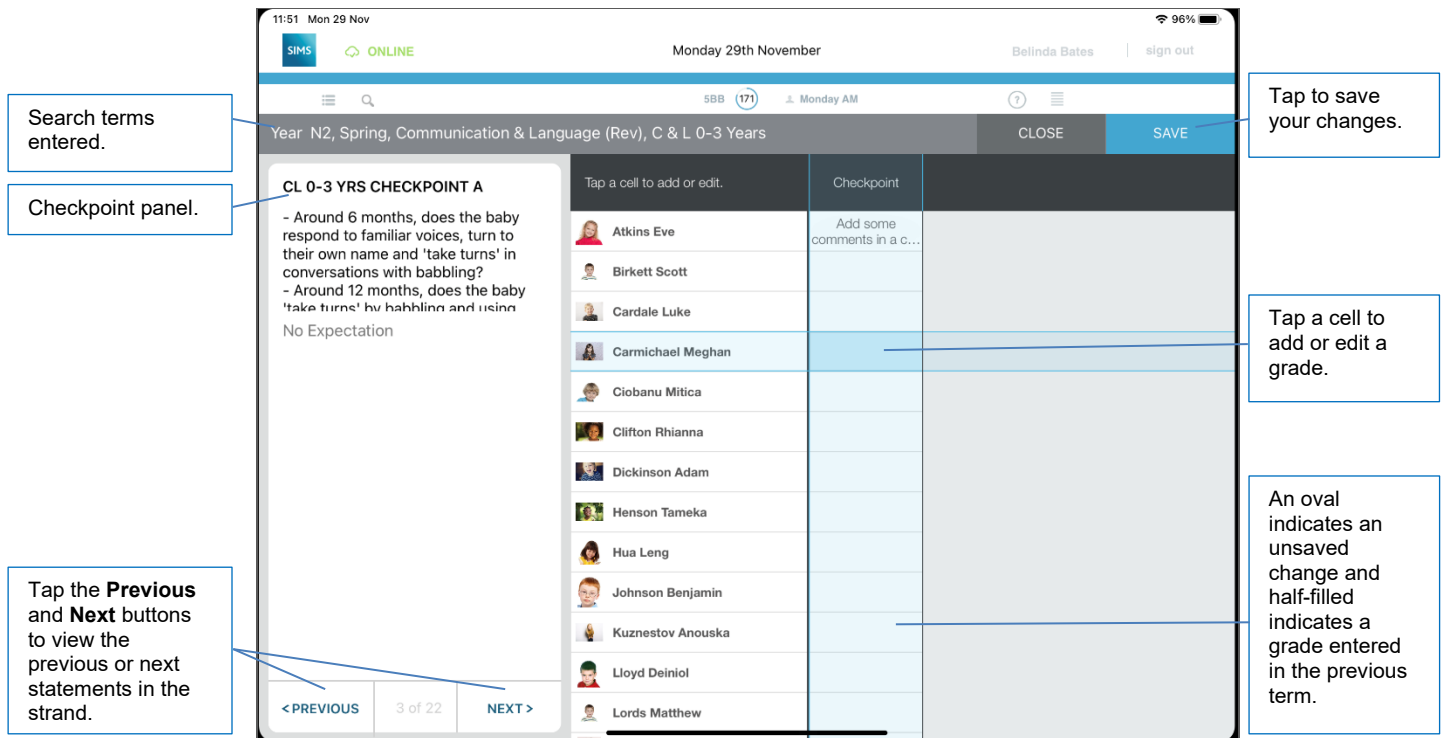
3. Tap **Save** to save the entries.
4. Tap **Close** to return to the **Statements** list and **Search** facility.
5. You can scroll to the previous or next statements by tapping the **Next** or **Previous** buttons on the bottom left-hand side of the screen.



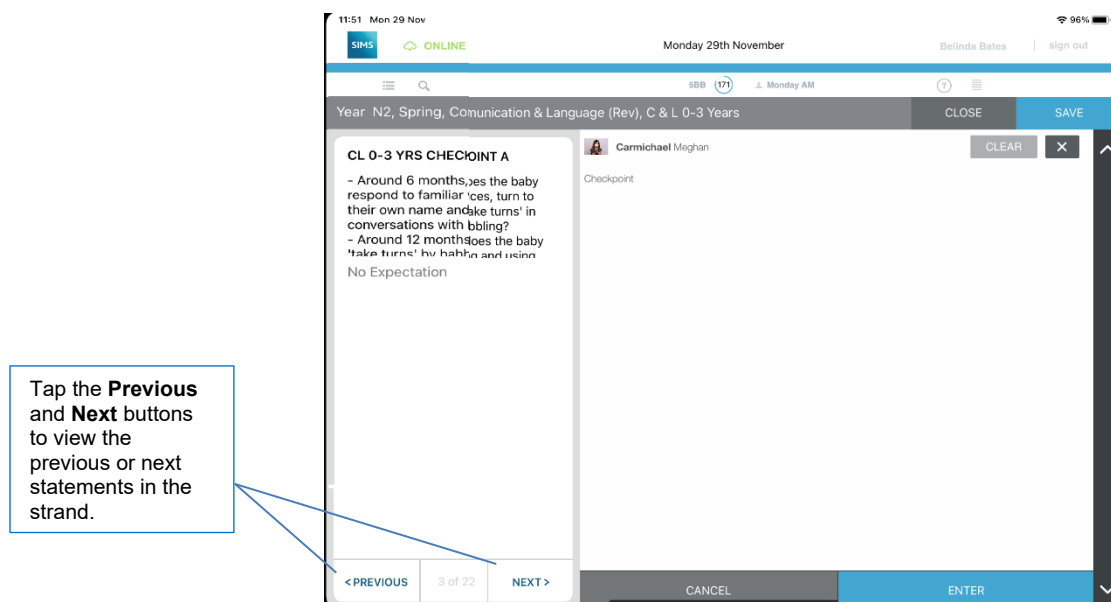
## Entering a checkpoint comment within a Curriculum Statement (applicable to early years)

Once a statement has been opened you can enter checkpoint comments for early years pupil/students.

**NOTE:** Grades are not awarded for early years pupil/students, instead you can enter a checkpoint comment.



1. To add or edit comments, tap the appropriate cell.
2. Enter a comment in the **Checkpoint** box. 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. 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 comment entered in the previous term.



3. Tap **ENTER** to return to the Curriculum Statement.
4. 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:

**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 to edit Overall Grade, add or view Strengths and Next Steps.**

**Tap a cell in the relevant column to enter or edit an Overall Grade, Strength or Next Steps.**

**Tap to save your changes.**

**A pink triangle indicates a grade entered in the previous term.**

Overall Grade	Strengths	Next Steps
4E		
4E		
4D	Improved through reading non fiction	
4S	Depth of understanding in	
4E		
4E		
4D	Phonics blending improving	More one to one
4D		
4D		
4D		
4D		
4D		
4D		
4D		
4M		Start reading newspapers

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.

**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.**

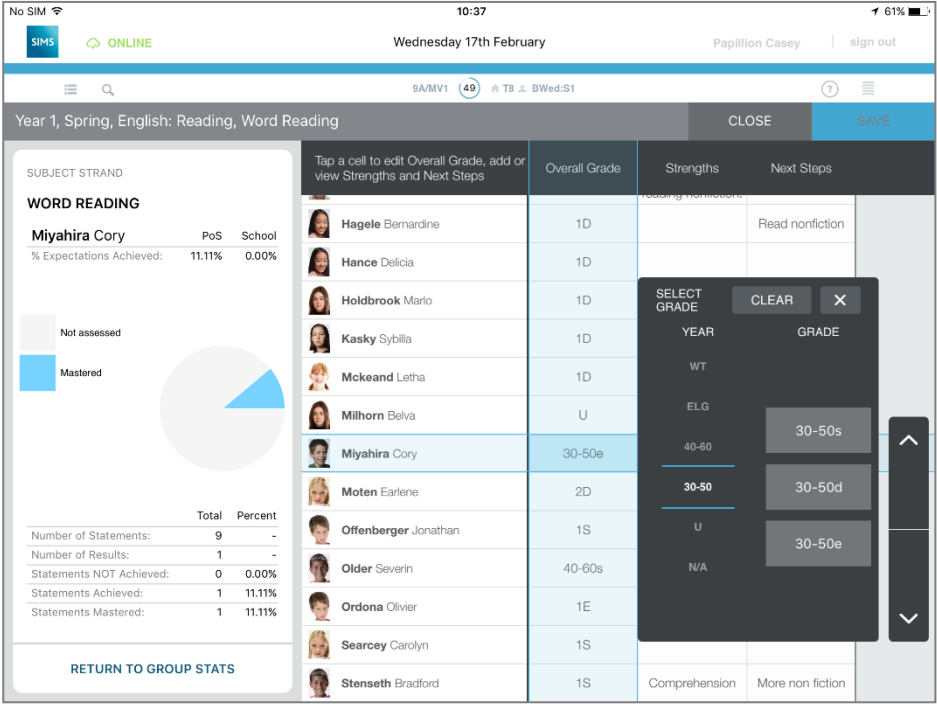
**Tap to save your changes.**

**A pink triangle indicates a grade entered in the previous term.**

Overall Grade	Strengths	Next Steps
4E		
4E		
4D	Improved through reading non fiction	
4S	Depth of understanding in	
4E		
4E		
4D	Phonics blending improving	More one to one
4D		
4D		
4D		
4D		
4D		
4D		
4D		
4M		Start reading newspapers

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.



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.

## 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

1. To close the SIMS Teacher app press the **Home** button on the iPad twice; this will minimise the Teacher app.
2. To close the Teacher app drag the app up on the screen to close/exit.
3. Press the **Home** button again on the iPad to return to the normal view of the iPad home screen.



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

The security time-out in the SIMS Teacher app is automatically set to four hours. The teacher will be required to sign in to the SIMS Teacher app to regain access.

## Using your SIMS Teacher app offline

- 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 – then any changes made are automatically synchronised back to SIMS when you go back online with the 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.

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

### What you can do in Offline mode:

- View lessons for today.
- Take registration/attendance for today's lessons. Users who have been offline for over 24 hours can still view attendance but can only record attendance for the day that the device was last online.
- View your own timetable for the week in which the device was last synchronised and the following week.
- Search for and view key information and parent/carer contact details for any pupil/student in the school's SIMS system currently on roll, even if no lessons are assigned.
- Record behaviour and achievement for any pupil/student currently on roll, even if you have been offline for over 24 hours.

**NOTE:** The information held in the offline version will be correct as of the last time it was connected online and will be accessible as described above until the app is next connected to the internet. All changes made in offline mode are updated to SIMS when the user is next online.

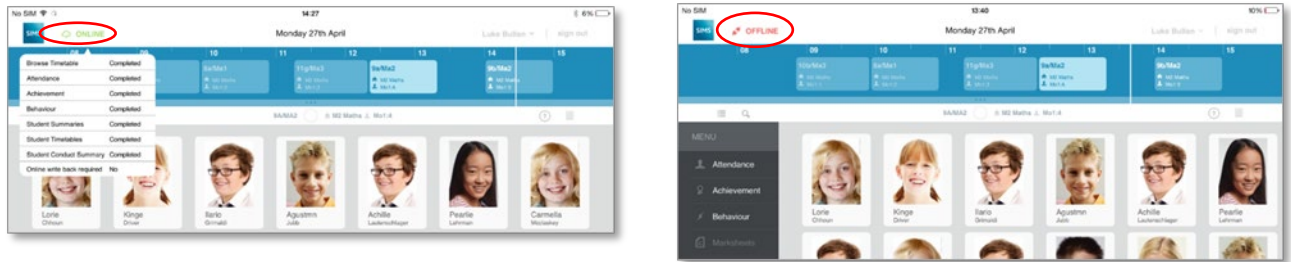
### What is not available:

- Assessment marksheets
- Viewing other teacher's timetables
- Emergency cover
- View other lessons outside of the current day

The Teacher app uses an intelligent-sync to automatically download your lessons for today 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.



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

# Registering your school email address to create a Microsoft or Google account

If a teacher or administrator already has a valid Microsoft or Google account, their account can be used to access the SIMS Teacher app using the same username and password.

## Why do teachers need a Google, Microsoft, Office 365 or Apple account to access the SIMS Teacher app?

When teachers first access the SIMS Teacher app, they will be required to choose either a Microsoft, Google or Apple account to authenticate their Teacher app account with. Once this has been done the teacher will be required to enter an activation code supplied by the school administrator plus a secondary piece of data from SIMS.

Once the successful activation has been completed, each time the teacher logs into the Teacher app, they will be required to sign in with their selected Microsoft, Google or Apple details.

We have chosen to use these accounts, as many teachers will already have one of these accounts. This has the added advantage that teachers don't have to remember different usernames and passwords and they are always in control of your own access details.

The SIMS Teacher app uses these account for safety and to provide secure authentication when you log in to the App – we do not require any additional information from your account, only what is needed for authentication.

## Can teachers register their existing school email address for a Microsoft/Office 365/Google/Apple account?

Yes – when creating one of these account teachers can use their own school email address and use their own password.

Teachers who already have Google, Microsoft or Apple accounts can use their existing access details for the Teacher app.

## About the SIMS Teacher app and Office 365 Integration

Many schools are now using Office 365 and with the SIMS Teacher app teachers can use their Office 365 account details to login to the app. This means that teachers don't need to remember multiple usernames or passwords; for example login details to their email and office applications and separate login information for the Teacher app. This saves time, frustration and allows for a more seamless user experience and easier user account management for the school.

The SIMS Teacher app allows the school to associate their Office 365 Active Directory with the Teacher app via the Azure Active Directory Synchronization Services. This integration allows teachers who are provisioned and active within the school's Office 365 Active Directory to login to the Teacher app using their existing Office 365 username and password.

**Please contact your school's SIMS Teacher app administrator for more information about the Office 365 integration with the Teacher app.**

## Two-factor (2-FA) authentication for Administrator and Teacher Access

Education Software Solutions (ESS) recommend that schools enable two-factor (2-FA) authentication for their SIMS Teacher app administrator and teacher access account (Microsoft, Google or Apple) as an extra layer of security.

Two-factor authentication provides an increased level of security for Microsoft, Google or Apple accounts as additional information will be required to access an associated account.

Two-factor authentication is enabled within the Microsoft, Google or Apple account (not within the SIMS Teacher app) and when setup, each time the user accesses the SIMS Teacher app they will be asked for two pieces of information in addition to their username. The user will be asked to enter their password plus a security code and they will only gain access to the system with these details.

Microsoft, Google or Apple will send a unique access code to the user's designated mobile phone via SMS, to a Microsoft, Google or Apple app, or via email. This code will provide secure access to the SIMS Teacher app system.

**Important Note:** Two-factor verification is a great tool to help protect a Microsoft, Google or Apple account, but it does require the user to keep their account up to date and ensure all login details are kept securely. If the user's security information changes (phone or alternative email), it's important to update their Microsoft, Google or Apple account before they discard of any old information.

If the user knows their password but lose access to their secondary security proof, neither ESS, Microsoft, Google nor Apple customer support cannot update it for them. The user's only option is to go through a recovery process that enforces a 30 day wait before they regain access to their account – this is to ensure someone malicious hasn't used this as a way to take over their account.

If the user loses access to their password AND all OTHER security information, they will not be able to regain access to their account – this is a security measure. A new teacher app account will need to be setup in the management console and the teacher will need to re-authenticate with a different Microsoft, Google or Apple account.

More information on how to enable two-factor (2-FA) authentication for Microsoft accounts is available from the [Microsoft website](#).

More information on how to enable two-factor (2-FA) authentication for Google accounts is available from the [Google website](#).

More information on how to enable two-factor (2-FA) authentication for Apple accounts is available from the [Apple website](#).

For information on how to keep information protected please also see <http://www.getsafeonline.org/>

# Automatic updates of the SIMS Teacher app

The SIMS Teacher app has an on-going development programme, with new features, enhancements, fixes and optimisation part of a rolling programme.

SIMS will be releasing further updates to the SIMS teacher app throughout the year. To ensure teachers receive the latest version of the SIMS Teacher app, it is recommended that the devices in use are configured to allow automatic downloads. If the school is using a Mobile Device Management (MDM) solution, it is recommended that the MDM solution is configured can receive automatic updates where this is applicable.

## Enable Automatic Downloads on your iPad

### Requirements for Automatic Downloads

To turn on Automatic Downloads, you need:

- An iTunes Store account in a country that support iTunes in the Cloud.
- iTunes 10.3.3. or later.
- iOS 4.3.3 or later.
- To sign in to both your computer and your iOS device with the same Apple ID.

### Enable Automatic Downloads

- Tap **Settings > iTunes & App Store**
- If prompted, sign in with your Apple ID
- Tap the content that you want to automatically download > **Apps**

You can turn Automatic Downloads on or off over your cellular network on an iPhone or iPad Wi-Fi + 3G. Go to Settings > Store and turn Cellular Data on or off. Cellular Data downloads are limited to a file size of 50 MB or smaller.

### Further information about automatic downloads

Please see further information from Apple about using Automatic Downloads:

<http://support.apple.com/kb/TS3688>



# SIMS Teacher app Data Sharing update

This section provides an update about the SIMS Teacher app data sharing, including the safeguarding and security of data used within the Teacher app service. This update will form part of a Data Sharing Agreement (DSA), which should be understood by all establishments using the SIMS Teacher app service.

## SIMS Teacher app Data Movement Overview

The SIMS Teacher app service operates with the SIMS system and interfaces data through the SIMS Services manager. Selected school information is transferred to the Teacher application on the authorised device through SIMS data service. The data from the device is wirelessly synchronised with the school's SIMS system with the Teacher app and supporting service ensuring the data is updated in real-time, including timetables, attendance information, pupil/student details and other related information used within the Teacher app.

## SIMS Teacher app Transfer and Use of Personal Information

The SIMS Teacher app does not cache personal information on the app. The following information lists the maximum available data that can be accessed using the SIMS Teacher app:

<b>Pupil/Students</b>	<b>Staff</b>
<ul style="list-style-type: none"> <li>▪ Forename</li> <li>▪ Surname</li> <li>▪ Preferred name</li> <li>▪ Date of birth</li> <li>▪ Family/Home contact details for each pupil/student, specifically:               <ul style="list-style-type: none"> <li>○ Contact Name</li> <li>○ Contact Address</li> <li>○ Contact telephone number</li> <li>○ Contact email address</li> </ul> </li> <li>▪ Medical information</li> <li>▪ Dietary information</li> <li>▪ Achievement data</li> <li>▪ Behaviour data</li> <li>▪ Timetable</li> <li>▪ Pupil/student photograph</li> <li>▪ Pupil/student's academic house, year group and registration group</li> </ul>	<ul style="list-style-type: none"> <li>Forename</li> <li>Surname</li> <li>Timetable</li> <li>Teacher photograph</li> </ul>

SIMS takes data protection and the safety and security of data in the SIMS Teacher app very seriously, and takes all reasonable measures to ensure the safety and security of data in the SIMS Teacher app, including personal information to maintain compliance with relevant parts of the 1998 Data Protection Act.

## Notes