End of Year 2023 05

Curriculum and Timetable Routines

For Secondary School Staff

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Warwickshire County Council

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PICTURES DEPICTED MAY NOT NECESSARILY BE IN CORRILATION TO THE ACADEMIC YEAR YOU ARE CREATING. THEY ARE FOR INFORMATION ONLY. YOU WILL NEED TO CHECK THE DATES ARE CORRECT.

THE ACADEMIC YEAR FOR 2023/2024 DATES ARE 04/09/23 – 19/07/24.

Export and Update Next Year's Curriculum Plan

This section will allow you to send the new timetable and curriculum into SIMS from Nova-T6 in order to be able to allocate students to next year's curriculum classes before September.

Note:

- **The following routines can be run at any time after classes have been created in Nova-T6. The creation of classes and timetable scheduling does not need to be complete before a transfer can take place.**

- **The transfer can be repeated as often as required before September if changes are made in Nova-T6.**

- **It is extremely important that before you make the final transfer from Nova-T6 to SIMS.net, prior to the start of the new academic year in September, you have ensured that all classes have the correct levels assigned in Nova-T6.**

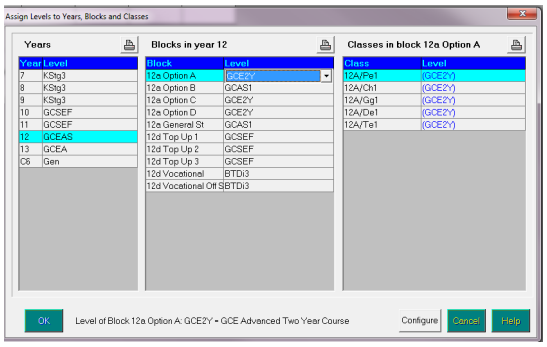
- **Much of this work may have already been completed. See document 'Preparing for the New Curriculum Year in SIMS (2023/2024)', this was emailed to the school timetabler earlier in the year.**

Ensure all classes have correct levels allocated

(This should be carried out in conjunction with the Timetabler and Exams Officer)

In Nova-T6, ensure that you are in next year's construction dataset by checking the information area in the top right-hand corner of your screen:

1. Follow route **Tools / Assign Levels**.



2. Ensure that all classes have the correct level by selecting the years and blocks sections to see each class Level.

3. If you are not sure how to change class levels, your Timetabler has full details on how to carry out this process.

   Please ensure all classes have the correct level assigned prior to the final export before the start of the new academic year (September). These levels link to courses created in Course Manager and impact on Post 16 Census, Assessment Manager and Examinations Organiser. If these levels are incorrect they cannot be amended in SIMS.net after the start of the Academic Year, instead a new course would need to be created in Course Manager manually.

NB: Any NEW levels will need to be imported from SIMS. In Nova, go to Data / Refresh Basedata from SQL and tick the Levels box and work through the wizard as appropriate prior to assigning them in Tools / Assign Levels.

Export the curriculum and timetable

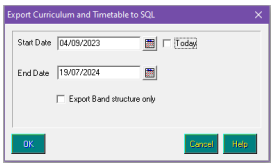
(This stage should be carried out by the Timetabler)

This transfer can take place as many times as is required prior to the start of the new Academic Year.

If you have changed the cycle (days and periods in a week), then you will need to transfer the new Cycle first. Further advice, if you need it, is available from the school timetabler or the ICTDS Service Desk.

1. Go to Nova T6 and check that you are in the correct **Dataset** for next year by checking dates in the top right-hand corner.

2. Follow route **Data / Export Curriculum and Timetable to SQL…**
   The following dialog will display:

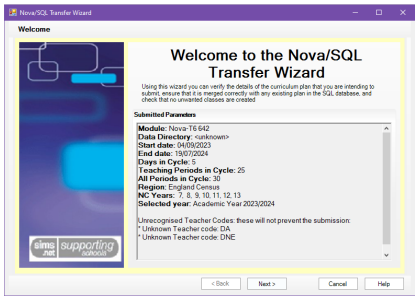


3. Check that the dates are for your **Working Academic Year** (i.e. from the first day that the **students** attend in September through to the final day of the summer term).

4. Ensure that **Export Band Structure only** is **not** ticked.

5. Click **OK** to log into the SQL database using your SIMS username and password.

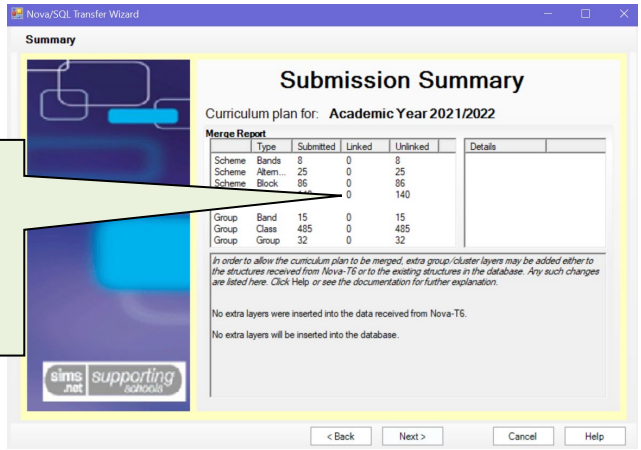
   A dialog will appear stating that the system is **Sending Schedule to SQL Database**. You will be taken into the Nova-SQL transfer wizard.



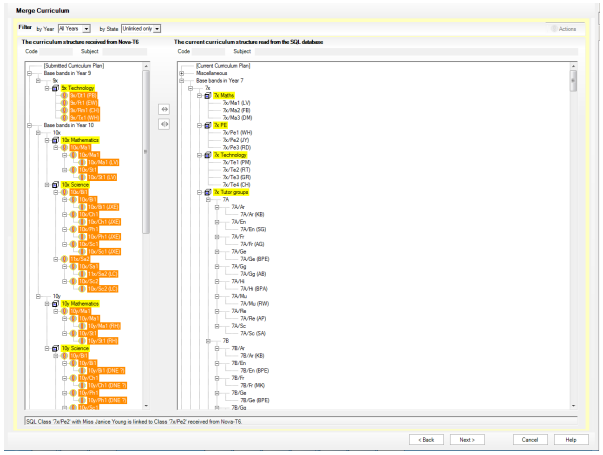
6. Check the **Start** and **End dates** are correct, and the **Selected Year** is set to **2023/2024**.

7. You may see some unrecognised Teacher errors. Unrecognised Teachers Codes will not prevent you completing the transfer, but any classes to which these teachers have been allocated in Nova-T6 will not show a teacher in SIMS. Please see page 7 for information on how to resolve these issues.

During the initial submission, most of the **Linked** column will be **0**. Those schools who have run the Options process will find that there are two rows with numbers in them.

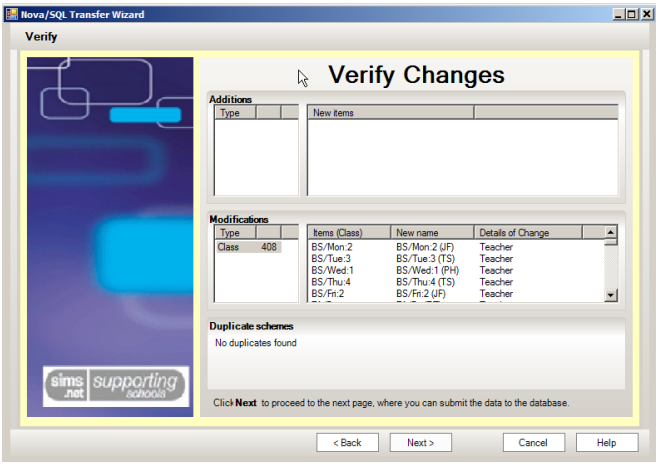


The second page of the wizard displays the Submission Summary



The third page shows the **Merge Curriculum** dialog. Only items used for Options should show as linked (because they have previously been transferred to SIMS).

If you make further submissions, then you will see fewer unlinked items as well as any changes that have been made.



The final page of the wizard confirms the changes. Again, if you make further submissions, then any changes will show in the Modifications area of the screen.

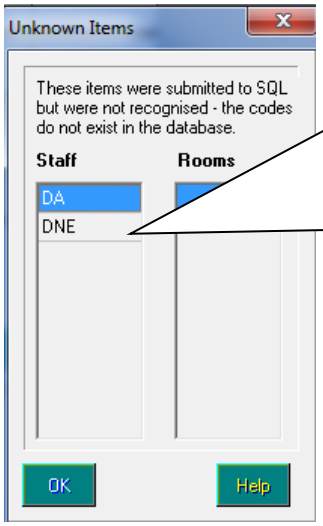
8. Click **Next** to go to the Submission screen.

9. Click **Submit** when you are ready.

   Once the submission has been completed, the final screen of the wizard will display:

10. Click **Finish** to complete the wizard.

    If any Staff or Rooms are not recognised in SQL, you will see a message similar to the following:



To resolve unmatched teachers, check the following:

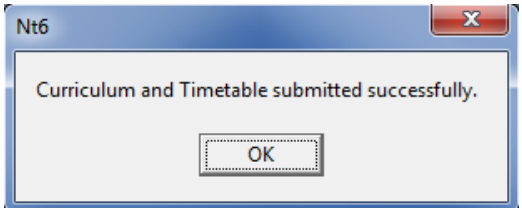
- The teacher has been added to SIMS.net and ticked as a teacher
- Ensure that the teacher has a staff code in Manage Classroom Staff and has the role of Teacher
- The teacher code used in Nova-T6 is the same as that given to the teacher in Manage Classroom Staff.

To resolve unmatched rooms:

- Ensure that the room has been added to **Focus|School|Rooms** in SIMS.net and has the same code.

Once you have clicked OK on the Unknown Items dialog, the dataset will be saved.

11. Click **OK** and you will see the following message.



12. Click **OK** to complete the submission. The curriculum plan and all classes will now be available in SIMS. You do not need to exit from SIMS to see the new data.

Apply the Timetable for next academic year (2023/2024)

NB: For schools using Lesson Monitor, please go to Tools / Setups / Lesson Monitor Options / Lesson Monitor Setup and take a screen shot of the screen. You will need this to check/input these settings once the timetable has been applied.

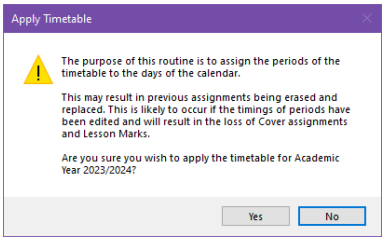
All secondary schools will need to **Apply the Timetable** for the next academic year in order for the areas of SIMS.net that need to know which timetable day is in use on a given date, such as Attendance, Lesson Monitor and Cover will function correctly. **The Timetable should only be applied at the start of the school day otherwise lesson marks may be lost.**

NB: Schools that use a two week cycle will need to take particular care with this routine. You should ensure that you carry this routine out after the half term breaks have been created to ensure that the right pattern of week numbers is implemented.

1. In SIMS, ensure that you are in Academic Year **2023/2024** by going to **Tools / Academic Management / Set Academic Year or clicking on the academic year at the top of your Homepage**.

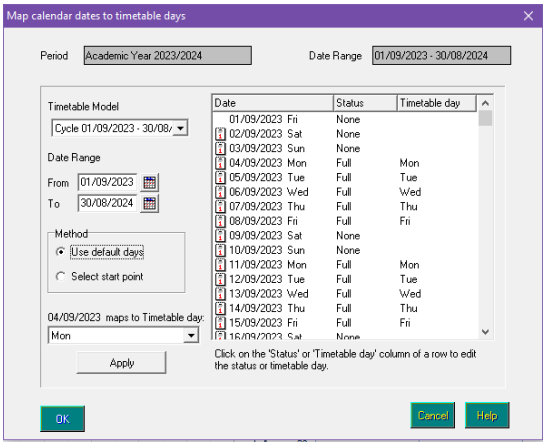
2. Follow route **Tools / Academic Management / Apply Timetable**.

3. You will see the following message:



Ensure that the message refers to **Academic Year 2023/2024** and click **Yes**.

The **Map** Calendar **dates to timetable day's** box will appear.



4. Check that the **Date Range** is correct for the Academic Year **2023/2024**. This will be the full date range for the year.

5. Under the **Method** box, select **Select start point.**

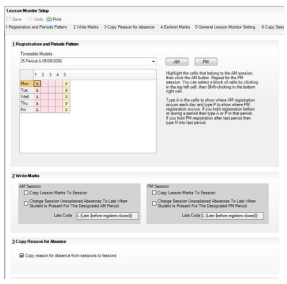
6. In the area below Method, you need to choose the correct start day for your working academic year.

   The date displayed here **should not** include any teacher training days at the beginning of the year. If you have a two week timetable the drop down box will offer you week one and week two.

7. Check that the information has mapped correctly i.e. the day in the date column matches that of the Timetable day. Again, if you have a two week timetable, you should scroll down the list and check that the appropriate week is chosen after the holidays.

8. Click **Apply**. A message will display – 'Applying Timetable'. This may take a few minutes to complete. Once complete, click **OK**.

9. **<u>PLEASE DON'T FORGET</u>** to go to **Tools / Setups / Lesson Monitor Options / Lesson Monitor Setup** and using the screen shot taken at the start of this section, check that all settings have been retained. If not, enter settings as appropriate.



If you require further assistance with setting up this page, please log a call with the ICTDS Service Desk on 01926 414100.

Allocating Students to Classes for 2023/2024

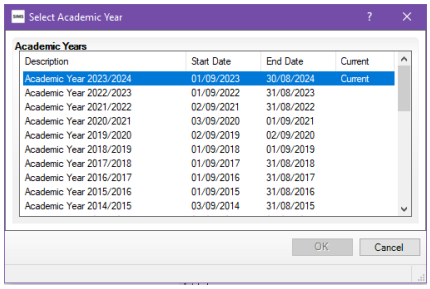
You can allocate students to classes using any of the Academic Management Routines (Curriculum Assignment by Scheme, Curriculum Assignment by Student, Whole Curriculum Assignment) or by using Academic Promotion.

NB: The timetable does not need to be fully completed for students to be allocated to next year's classes. It is only necessary for classes to exist in Nova-T6 and have been transferred to SIMS.net.

Changing the Academic Year

1. Follow route **Tools / Academic Management / Set Academic Year** or click on Academic Year at the top of the SIMS Homepage.

2. Select Academic Year **2023/2024** and click **OK**.



You will see a message that 2023/2024 is now your selected Academic Year. This change is user specific and will not affect other SIMS users.

You can change between Academic Years as often as you need, but in September, you must ensure that **all** SIMS users have changed to the new academic year.

Running Curriculum Promotion for students using Academic Management

In order to run the promotion of your academic class memberships, you will need to have completed:

- The creation of Academic Year 2023/2024
- The export of your curriculum structure from Nova-T6.
- Run the National Curriculum year Promotion from **Routines / School / Promotion**

The Process

1. **Set Promotion Rules** – this allows you to choose the classes for promoting student memberships of academic classes – for example year 7 band memberships to year 8 band memberships or year 10 Option class memberships to year 11 Option class memberships. This can all be done as soon as the curriculum is ready and can be repeated as updates are made to the curriculum and transferred to SIMS.

2. **Run the Curriculum promotion Wizard** – this routine uses the rules created above to transfer the academic group memberships from one year to another at student level. Not all the rules need to be used and again the process can be repeated.

Set Promotion Rules

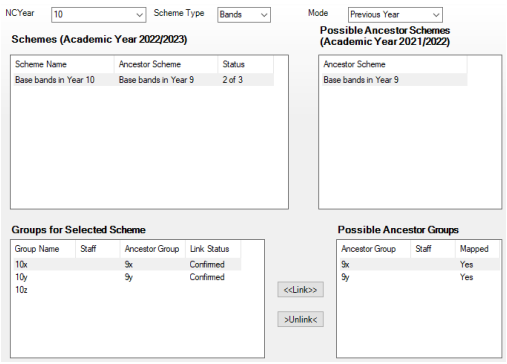
1. Log into SIMS.

2. Follow Route **Routines / School / Academic Promotion Rules**.

3. Select **Academic Year 2023/2024**.

4. Click **OK**.

   The **Academic Promotion Rules** window will appear:



5. Choose the NC year you wish to promote to (e.g. Year 11 from Year 10).

6. Choose whether you wish to set rules for **bands**, **blocks** or **clusters** by clicking the drop-down menu.

7. Leave the mode as **Previous Year**.

In the above example (NC Year **11**, Scheme Type **Bands**), the only Ancestor Scheme available is **Base Bands in Year 10**. Other schemes such as blocks will show a list of all the available blocks in the previous year (e.g. for a 2023/2024 Year 11 block, all the 2018/2019 year 10 blocks will show). You may only wish to run these routines for Year 11 from Year 10 and Year 13 from Year 12.

You should first promote all band memberships that are required then move onto Blocks and clusters only if required.

Highlighting items in the Possible Ancestor Schemes list will display a list of the groups within that scheme in the Possible Ancestor Groups list. (Ancestor Schemes and Groups are current academic structures which you are likely to wish to promote to next year).

The next stage is to define the rules for the promotion.

Once selections have been made, the system will suggest possible mappings in the Groups for Selected Scheme section (e.g. the suggestion for the ancestor scheme for group 11x is group 10x, or for an English class 11x/En1 the suggested ancestor may be 10x/En1).

8. Highlight the scheme you wish to link to in the **Ancestor Scheme** browse.

9. A list of the groups it is possible to link will appear in the **Possible Ancestor Groups** list.

10. Click **Confirm and Save** if the suggestions are acceptable in all instances shown on the screen.

    The link state column for these columns will change to **Confirmed**.

    If no suggestions have been made or you wish to make changes, use the **<<Link>>** and **>Unlink<** buttons after highlighting the schemes in both lists.

    If you try to move onto a different scheme without saving, you will be given a confirmation message.

    The screen does not close when you confirm and save an action, so you can change your scheme selection to work on the next scheme.

Note: As you confirm each of the Groups in the bottom section of the screen, the **Ancestor Scheme** column will be populated.

Note: The **Status** column will indicate if all the groups in a block have been linked (Full), or if not the number of groups which have been linked.

Work through all the year groups and blocks as necessary. You do not have to have all links completed. You can also make links that you do not wish to use when you run the actual academic promotion.

Running the Curriculum Promotion Wizard

NB: Students can be allocated to their new classes before the timetable is complete and fully scheduled.

Once the academic promotion rules have been created, you can use the curriculum promotion wizard to allocate group memberships for next year. The Wizard is only available for those schemes which have promotion rules applied.

1. Follow route **Focus / School / Academic Structure / Curriculum Assignment by Scheme**, to allocate Student memberships. Check the Academic Year at the top of the screen. If it is not **2023/2024**, then change it by going to **Tools / Academic Management / Set Academic Year.**

2. Click **Search**.

   Those schemes for which you can run the Curriculum Promotion wizard will show as Promotable in the final column.

   It is possible to filter to show only promotable classes using the **Promotable** drop-down box.

Scheme Name	Type	Sourced by	Destination Groups	<False>
Base bands in Year 11	Bands	Year 11	Band 11x, 11y	Promotable
11xy PSE	Block	Band 11x, 11y	Class 11A/Ps, 11B/Ps, 11C/Ps, 11D/Ps, 11E/Ps, 11...	Promotable
11x English	Block	Band 11x	Class 11x/En1, 11x/En2, 11x/En3	Promotable
11x Humanities	Block	Band 11x	Class 11x/Hi1, 11x/Hi2, 11x/Gg1	Promotable
11x Languages	Block	Band 11x	Class 11x/Fr2, 11x/Ge2; Group 11x/Fr1	Promotable
11x Mathematics	Block	Band 11x	Class 11x/Ma2, 11x/Ma3; Group 11x/Ma1	Promotable
11x PE	Block	Band 11x	Class 11x/Pe1, 11x/Pe2, 11x/Pe3	Promotable
11x Science	Block	Band 11x	Class 11x/Sc1, 11x/Sc2, 11x/Sc3	Promotable
11xy Option A	Block	Band 11x, 11y	Class 11A/Dr1, 11A/Mu1, 11A/Re1, 11A/Fr1, 11A/G...	Promotable
11xy Tech (T)	Block	Band 11x, 11y	Class 11T/Ar1, 11T/He1, 11T/He2, 11T/Te1, 11T/T...	

   Students should be allocated to bands before attempting to allocate them to classes; otherwise the students will not be available for allocation.

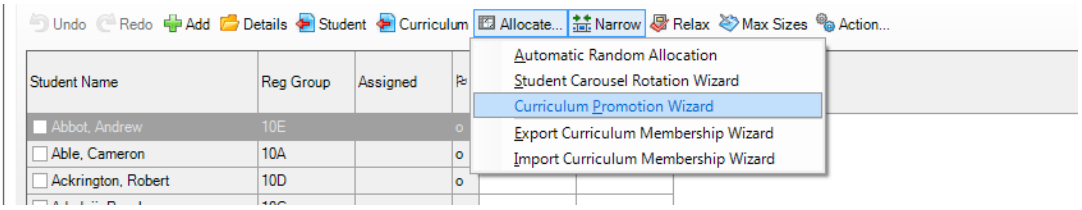
3. Locate the Scheme for which you wish to allocate memberships.

4. In the Effective Date Range Screen which appears, ensure that you select the **Working Academic Year** (this should reflect the dates the students are in school).

5. If you are going to promote a number of groups, tick the box **Don't ask me again (this session or until manually changed)**

   You should see a list of pupils on screen, available for allocation and the available groups.

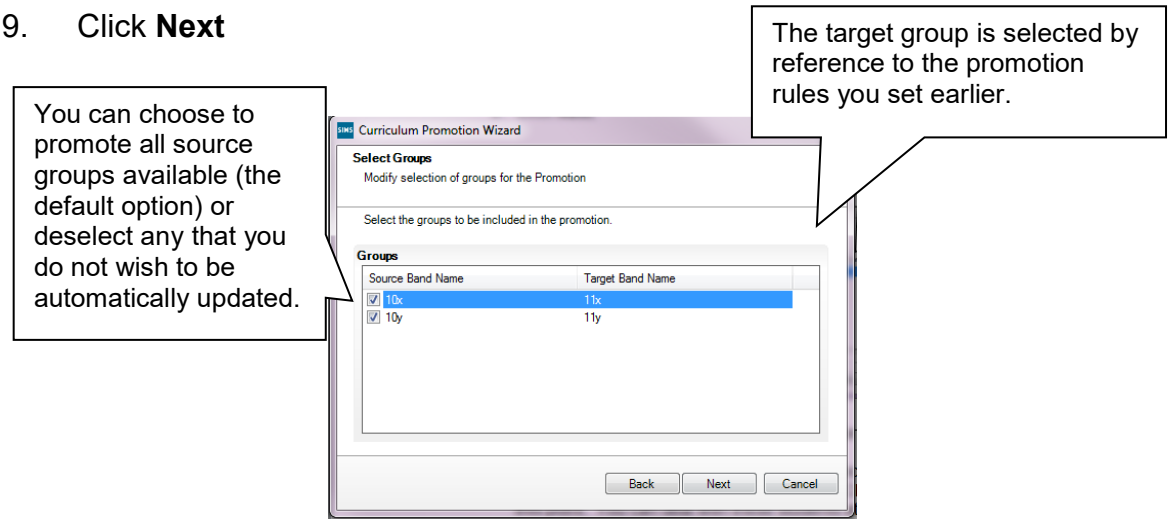
6. Click **Allocate / Curriculum Promotion Wizard**.



7. Click **Next**, on the Welcome Screen.

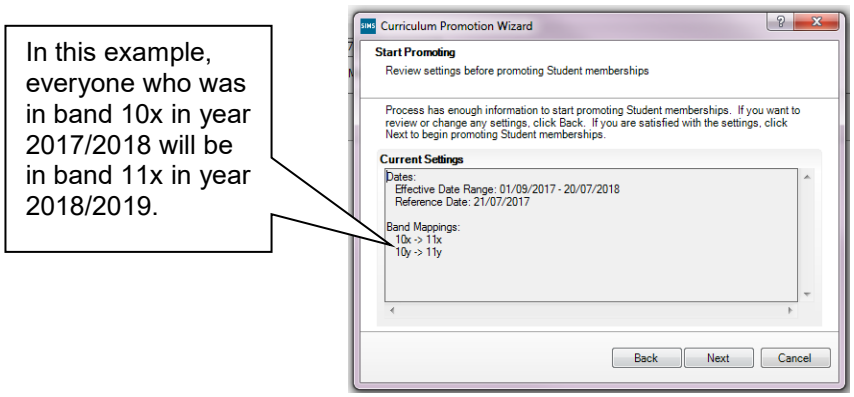
8. On the **Confirm Dates** screen, you should not have to make any changes:
   - The Effective Date Range is the date range for which students will be allocated membership of the group.
   - The Reference Date is the last date on which the students were members of the group from which they are being promoted (e.g. for band 8y, the date they were members of 7y).

9. Click **Next**



10. Click **Next**, to progress to the final confirmation screen.

    You may see messages about students associated with the tick grid but do not have promotable memberships. Click Yes to continue at this point. You can deal with these students at the end.



You will see any students who cannot have memberships promoted listed at the bottom of this screen.

11. Click **Next** to run the promotion of academic memberships.

Note: If you wish to abandon this promotion, click **Cancel** or **Back** to amend any settings.

You will see a final screen which says SIMS Wizard has completed successfully.

12. Click **Finish**.

You will be returned to the student list but now with allocations.

Student Name	Reg Group	Assigned	⚑	11x	11y
Abbey, Grenetta *	10F	11y			✓
Abbot, Ben *	10A	11x		✓	
Abrahams, Jacqui *	10B	11x		✓	
Ackton, Bill *	10A	11x		✓	
Ahmed, Ackmar *	10E	11y			✓
Akmal, Mohammed *	10D	11y			✓
Amiel, Tanzeel *	10B	11x		✓	
Araujo, Hitesh *	10E	11y			✓

Any students who have not been allocated to a group will be flagged. You should allocate these students to a group before continuing.

13. Click **Save** before moving onto the next group to be promoted.

You do not need to run all the promotions at once. If necessary, you can amend the promotion rules and then run the routine again before September.

Printing Timetables from SIMS

You should use SIMS to print individual timetables for students and staff.

These instructions describe how to print timetables for a group of students.

1. Follow route **Reports / Timetables**.

2. Choose the type of timetable you wish to print from either staff or students.

3. Ensure the Effective Date lies within the new academic year.

4. Select the appropriate group of students/staff required.

5. Click **OK**.

6. Both the layout and/or cell setting can be modified to suit requirements. If you require any assistance with this please contact the ICT Service Desk on 01926 414100.

Printing Class Lists

Class lists and general student lists can be printed from SIMS by going to **Reports / Student List / Class List**.

If you require any assistance please contact the ICTDS Service Desk on 01926 414100.