Warwickshire Education Services



# Appendix 1

## Creating User Defined Groups - Assessment

Warwickshire County Council

In Support of Learning

Wes

ICT Development Service

# Creating User Defined Groups in SIMS

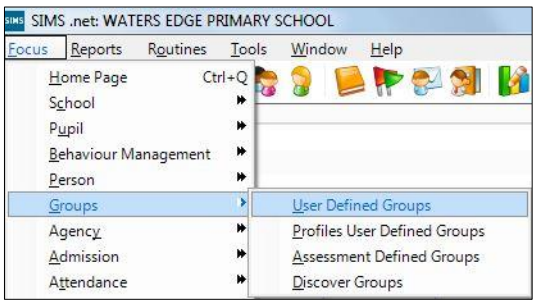
NOTE: Schools may need to create one for each – EYFS 2023, Yr1 Phon 2023, Yr2 Phon (resits) 2023 and KS1 and KS2 2023.

SIMS holds many different groups of pupils for example, year groups, registration groups and houses. It may be useful to group pupils together based on criteria that are not already held in SIMS such as pupils who are doing their PhonicsYear 2 Resits. Or pupils who are out of year but are eligible for Key Stage and you wish to exclude/include them.

Once defined and pupils allocated, reports can be produced and the group can be available to software modules such as Attendance or Assessment.

## Step by Step – Creating a User Defined Group

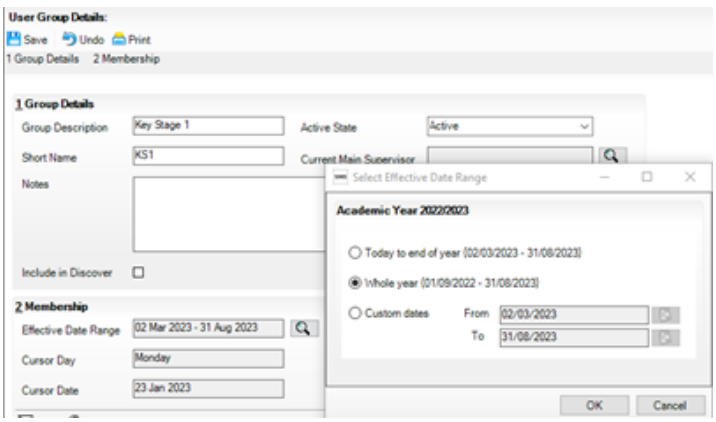
1. Select **Focus | Groups | User Defined Groups**.

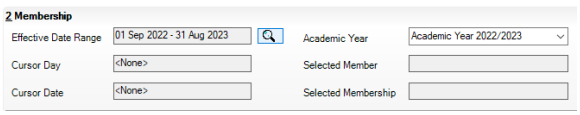



2. Click **New** to create a new group.
3. Type an appropriate description in the **Group Description** field. For example, **Key Stage 1**
4. Type an appropriate short name in the **Short Name** For example, KS1 field and make the group **Active**.

**NB:** The default date range is from the date the group is created until the end of the academic year. This date will need to be changed to the beginning of the academic year so that reports may be run successfully.

5. To change the date, click on the magnifying glass next to **Effective Date Range**
6. Click into the **Whole year (01/09/22 – 31/09/2023)**

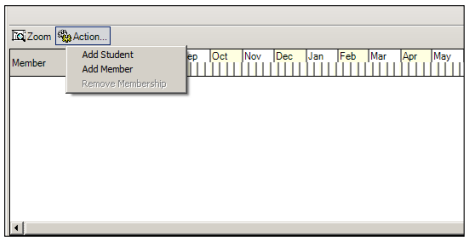


# A1 – Creating User Defined Groups

Panel **2: Membership** is where the pupils who are members of the group are allocated..

7. Click on **Action, Add Student**

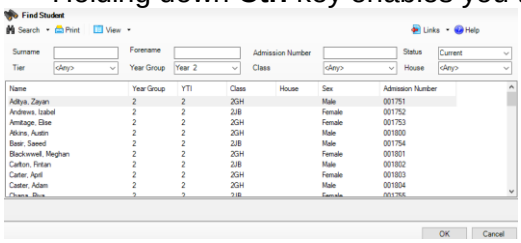



You can use the filters to make your selection. Or just click **Search**: All the pupils will be displayed in the panel below. Click on **Year Group** column heading This puts all the pupils in year group order for you to make your selection.

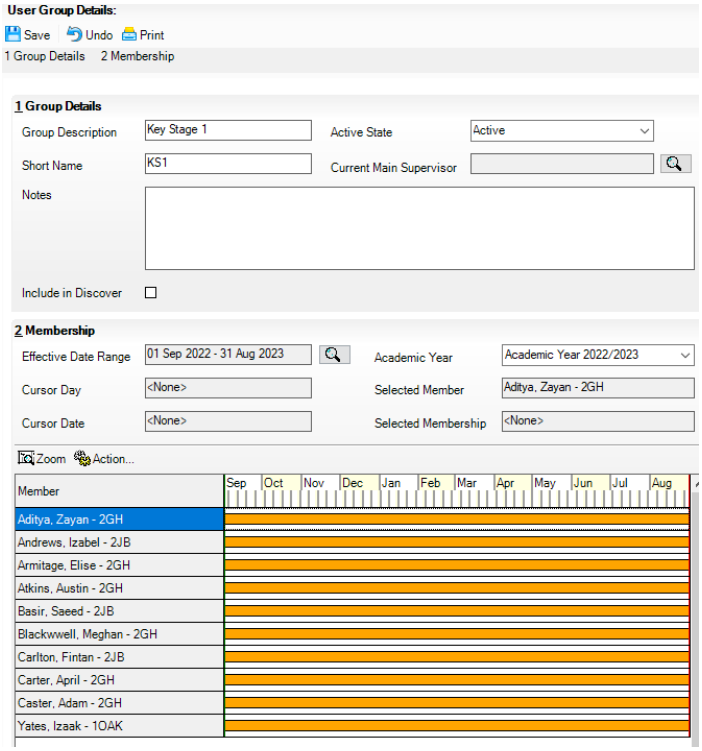
Our example shows using the **Year Group** filter and selecting **Year 2**

Click **Search** and all the year 2 pupils are displayed in the panel below.

- Holding down **Shift** key and clicking enables you to select a block of pupils
- Holding down **Ctrl** key enables you to select non-contiguous pupils.




8. To block select pupils, highlight the first pupil on the list
9. Using the scroll bar to the right of the panel, scroll down to the bottom of the list
10. Hold down the shift key and select the last pupil on the list.
11. Once highlighted, click the **OK** button at the bottom of the screen. This will take you back to the previous screen, where you will be able to see the members of the group.




Don't worry if you have added a pupil/s to the group that shouldn't be included, just right click on the orange bar alongside the pupil you wish to remove and select **Remove Membership.**

Equally, if you have missed a pupil off the group, simply click on the **Action** button again and find the pupil/s you wish to include. Click **OK** once you have made your selection and then they will appear in this screen here.