

Applicable from upgrade 7.210 onwards

Book 02 -

Importing Key Stage Wizards Tidying the Wizard Screen



In Support of
Learning



ICT Development
Service

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Introduction

The Assessment Manager and Performance Analysis Resource Kit (AMPA) provide the required Key Stage Wizards for the End of Key Stage process in Assessment. Assessment Manager is updated as part of the SIMS upgrade. Schools will need to import these resources into Assessment. If the DfE make any changes, it will be the Assessment Unit's responsibility to notify schools of these changes.

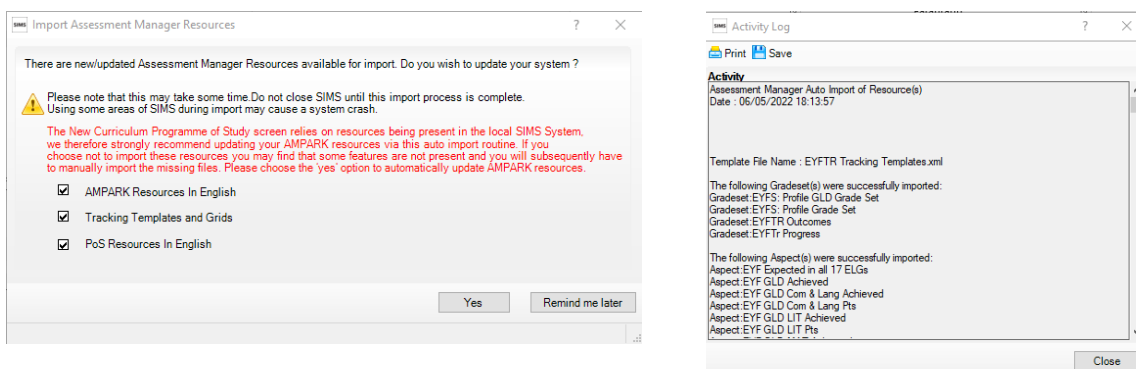
For schools to be able to facilitate Key Stage Data entry, all schools will have had the latest upgrade to their SIMS system, currently **7.210**.

Use route **Tools/Performance/Assessment/Wizard Manager**

When using Assessment, a screen may pop up prompting to Import the **latest Assessment Manager Resources**, click **Yes**. (**do not click on Remind me later**). This will import all Key Stage Wizards.

This may take some time to complete.

Once the update has completed, **Close** the activity log which will return to SIMS Home Page.



NB: Once the Assessment Manager Resources have been imported, the Key Stage Wizards should appear under **Tools / Performance / Assessment / Wizard Manager**. Check here first. If they do not appear, use the following guidance to import the wizards.

Importing Key Stage Wizards

Should the latest Key Stage Wizards **not** appear under **Tools / Performance / Assessment / Wizard Manager**, the following notes will guide schools through the process of importing them into SIMS

Schools will need to import all appropriate Wizards for their school type:

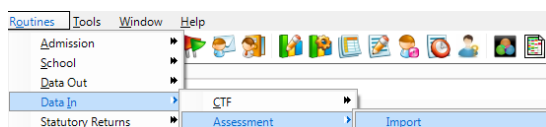
Wizards applicable are as follows:


Infant Schools: EYFS Revised Profile Wizard 2023
Year 1 Phonics Screening Wizard 2023
Year 2 Phonics Screening Wizard 2023 (Resits)
Key Stage 1 Wizard 2023

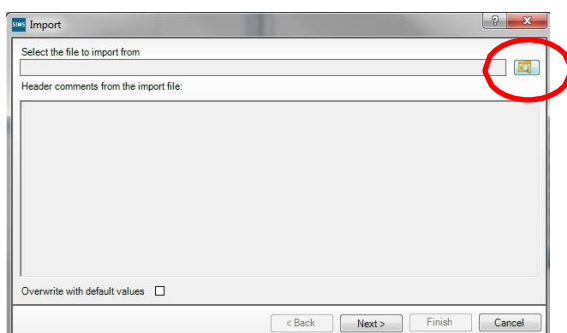
Junior Schools: Key Stage 2 Wizard 2023
Key Stage 1 Wizard 2023 (to view year 3 KS1 results – optional)
Year 2 Phonics (to view results - optional)

Primary Schools: All of the above wizards will need importing into SIMS

1. Select **Routines /Data In /Assessment /Import** to display the first page of the **Import** wizard.



2. Select the file to import by clicking the  button



3. Select the following path

C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager.

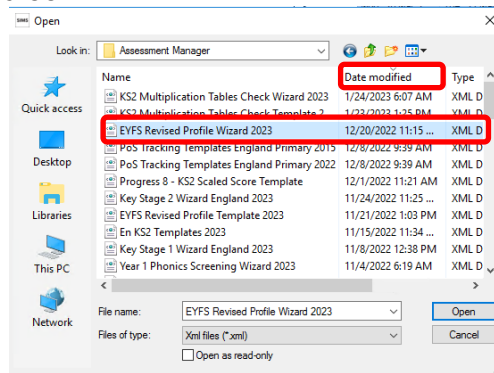
If the necessary files under C:\Program Files, are not displayed, try

C:\Program Files (x86)\SIMS\SIMS .net\AMPA\ENGLAND Primary (and Middle Deemed)\Assessment Manager.

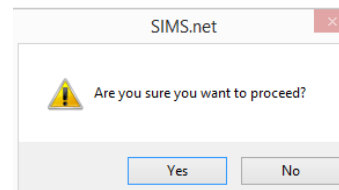
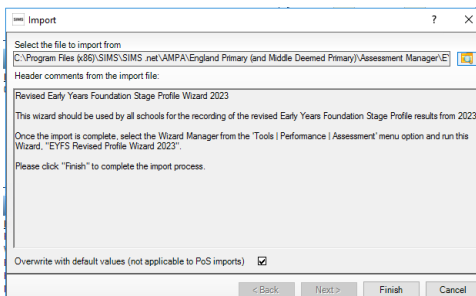
Wizards from previous years will also appear in the list. **Only import Wizards dated 2023.** Select **EYFS Revised Profile Wizard 2023.xml**. (and **not** eg, EYFS Profile Template 2023.xml)

Importing Key Stage 2023 Wizards

- Clicking on **Date modified** header, will bring the latest Wizards and Templates to the top of the screen.



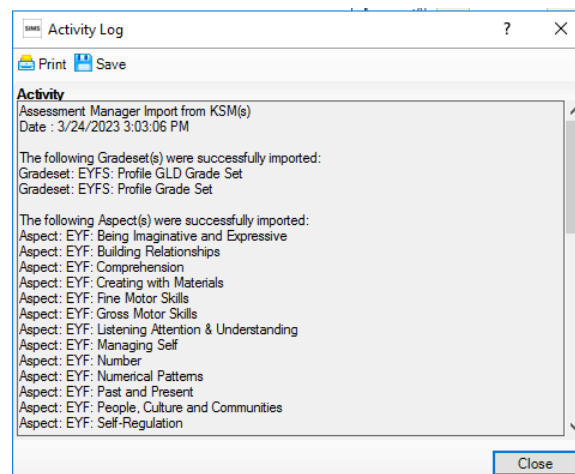
- Highlight the appropriate Wizard
- Click **Open** button to display the following screen. Our example shows **EYFS Revised Wizard England2023.xml**
- Click **Finish**
- Click **Yes** button when asked 'Are you sure you want to proceed?'



An **Activity Log** shows what has been imported. *If any errors are displayed, please save the log to a convenient location and log a call with the Service Desk.*

- Click **Close** at the bottom of the screen

Using the above instructions, continue to import the other wizards appropriate to your school.

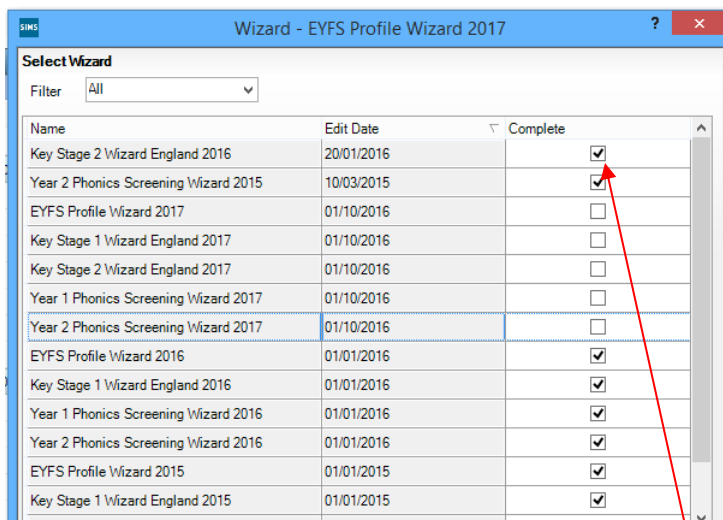


Tidying up the Wizard Manager screen (Optional)

The Wizard Manager screen may be tidied, so that only current Key Stage Wizards appear in the list. This can be done by marking all other wizards as complete.

1. Use route - **Tools/Performance/Assessment/Wizard Manager**

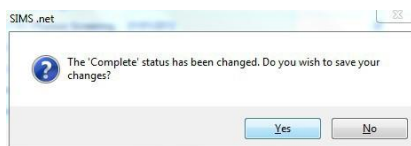
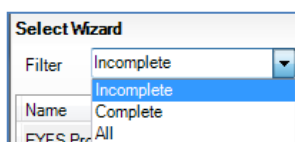
The following screen will appear



2. Enter a tick into all pre2023 Wizards under the **Complete** column
3. Click on the drop-down menu next to the **Filter** box and select **Complete**
4. Click **Yes** to save changes

When all the old Wizards have been ticked,

5. Click on the filter drop down menu and select **Incomplete** to ensure all old Wizards have been cleared and that only the current 2023 Wizards are appearing



Click **Yes** to save your changes

Only the latest Key Stage Wizards appropriate to the school should appear in the panel.

