Warwickshire Education Services



Applicable from upgrade 7.210 onwards

Book 02 -

Importing Key Stage Wizards Tidying the Wizard Screen



In Support of



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.

			50101101	1.0	
Import Assessment Manager Resources	?	\times	ses Activity Log	?	\times
There are new/updated Assessment Manager Resources available for import. Do you wish to update y	our system ?		📥 Print 💾 Save		
······································			Activity		
A Please note that this may take some time. Do not close SIMS until this import process is complet Using some areas of SIMS during import may cause a system crash.	e.		Assessment Manager Auto Import of Resource(s) Date : 06/05/2022 18:13:57		Â
The New Curriculum Programme of Study screen relies on resources being present in the local we therefore strongly recommend updating your. AMPARK resources via this sub import frushine choose not to import these resources you may find that some features are not present and you to manually import the mising files. Prese choose the year option to automatically update AMPA	SIMS System, . If you vill subsequently ha .RK resources.	ive	Template File Name : EYFTR Tracking Templates.xml		
AMPARK Resources In English			The following Gradeset(s) were successfully imported: Gradeset:EYES: Profile GLD Grade Set		
☑ Tracking Templates and Grids			Gradeset:EYF3: Profile Grade Set Gradeset:EYFTR Outcomes Gradeset:EYFTR Program		
PoS Resources In English			Cidueset. LTTTTTOgress		
			The following Aspect(s) were successfully imported:		
			Aspect:EYF Expected in all 17 ELGs		
			Aspect:EYF GLD Com & Lang Achieved		
Yes	Remind me la	iter	Aspect:EYF GLD Com & Lang Pts		
			Aspect:EYF GLD LIT Achieved		
					~
				Cl	ose

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 <u>not</u> 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

eader comments from the import file:	

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

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



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

Import	?	×	
Select the file to import from [C:Program Files (x8)/SIMS/SIMS net/AMPA/England Primary (and Middle Deemed Primary)/Assessment Manage	er\E'		SIMS.net
Heaster commenta from the import tile: Reveed Early Years Foundation Stage Profile Wizard 2023 This watard should be used by all schools for the recording of the revised Early Years Foundation Stage Profile result Once the import is complete, select the Wizard Manager from the Tools Performance Assessment' menu option an Wizard, "ErrS Revised Profile Wizard 2023". Resea cick, "Print" to complete the most process.	ts from nd run	2023. this	Are you sure you want to proceed?
			Yes No
I Overwrite with default values (not applicable to PoS imports)			
< Back Next > Finish	Can	cel	

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.*

9. Click Close at the bottom of the screen

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

sms Activity Log	?	×
📥 Print 💾 Save		
Activity		
Assessment Manager Import from KSM(s) Date : 3/24/2023 3:03:06 PM		^
The following Gradeset(s) were successfully imported: Gradeset: EYFS: Profile GLD Grade Set Gradeset: EYFS: Profile Grade Set		
The following Aspect(s) were successfully imported: Aspect: EYF: Being Imaginative and Expressive		
Aspect: EYF: Comprehension		
Aspect: EYF: Creating with Materials Aspect: EYF: Fine Motor Skills		
Aspect: EYF: Gross Motor Skills Aspect: EYF: Listening Attention & Understanding		
Aspect: EYF: Managing Self		
Aspect: EYF: Number Aspect: EYF: Numerical Patterns		
Aspect: EYF: Past and Present		
Aspect: EYF: People, Culture and Communities		
Aspect: ETF: Serr-Regulation		~
	Clo	se
	CIO	

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

ins Wizard	d - EYFS Profile Wizard	2017	? ×
Select Wizard			
Filter All 🗸			
Name	Edit Date	∇ Complete	1
Key Stage 2 Wizard England 2016	20/01/2016		
Year 2 Phonics Screening Wizard 2015	10/03/2015		
EYFS Profile Wizard 2017	01/10/2016		
Key Stage 1 Wizard England 2017	01/10/2016		
Key Stage 2 Wizard England 2017	01/10/2016		
Year 1 Phonics Screening Wizard 2017	01/10/2016		
Year 2 Phonics Screening Wizard 2017	01/10/2016		
EYFS Profile Wizard 2016	01/01/2016		2
Key Stage 1 Wizard England 2016	01/01/2016		
Year 1 Phonics Screening Wizard 2016	01/01/2016		
Year 2 Phonics Screening Wizard 2016	01/01/2016	5	
EYFS Profile Wizard 2015	01/01/2015	5	
Key Stage 1 Wizard England 2015	01/01/2015		
in on our life is loose	010010015	-	

- 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,
- 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

Select W	fizard		SIMS .net		
Filter Incomplete		-	The 'Complete' status has been changed. Do you wish to save your changes?		
	Incomplete				
Name	Complete				
EYFS Pr	rc All		<u>Y</u> es <u>N</u> o		

Click **Yes** to save your changes

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

see Wizard			? X
Select Wizard			
Filter Incomplete ~			
Name	Edit Date	Complete	
EYFS Revised Profile Wizard 2023	9/1/2022		
Key Stage 1 Wizard England 2023	9/1/2022		
Key Stage 2 MTC Wizard 2023	9/1/2022		
Key Stage 2 Wizard England 2023	9/1/2022		
Year 1 Phonics Screening Wizard 2023	9/1/2022		
Year 2 Phonics Screening Wizard 2023	9/1/2022		
	< Back	Next > Finish	Cancel