

SIMS Assessment Manager Best Practice

This document has been compiled to give an overview of the ways in which you can simplify the transfer of data from SIMS to Sisra Analytics.

Table of Contents

Before you Begin!	2
Creating a New Template	4
<i>Adding Aspects</i>	4
<i>Choosing a Result Set</i>	5
<i>Adding Student IDs</i>	5
<i>Amending Column Headings</i>	5
Creating from an Existing Template (Cloning)	7
Creating Marksheets.....	8
Exporting and Preparing Data for Upload	8
Naming Conventions.....	9

Before you Begin!

The best way to export your data from Assessment Manager is by setting up a template containing qualification aspects, with a whole Year Group marksheet attached. When exported this will allow you to view the data in a format with Student Names on the left and a list of subjects along the top (broadsheet).

- 1. Create or find a list of all the qualifications running in the year group you're working with!** We recommend creating this list at the start of every academic year, as it can be used as a checklist each time you upload data to Analytics, and also as a handy reference when chasing assessments from teaching staff.

Class Code	Qualification	Teacher	Faculty	Awarding Body/Spec	QN Code
11a/Tg1	GCSE Graphic Products	EJD	Technology	AQA 4550	50044965
11b/Ge2	GCSE Geography	FRT	Humanities	Edexcel 1GA0	60181345
11b/Hi1	GCSE History	EK	Humanities	Edexcel 1HI0	60180924



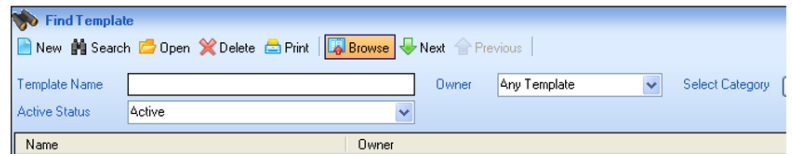
Some schools choose a colour for each year group and use coloured paper to help you identify / organise information relating to each. Using folders/files and printing lists and important information on coloured paper can make your noticeboard easier

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Year 13

- 2. Ensure that you know which aspects the grades are entered into.** For example, Y11 Art Prediction or KS4 Predicted Grade - Art
- 3. Ensure that you know which result set the grades are entered into.** For example, Y11 Autumn.

Creating a New Template

- Go to Focus > Assessment > Template
- Click 'New'
- Give your Template a name (e.g. SISRA Y11 Autumn Assessments)



Use the wildcard '%' to search for Templates containing a word or string of characters. For example, to see all Art templates, type %Art in the Search box to return any Template with the word Art in the title.

Adding Aspects

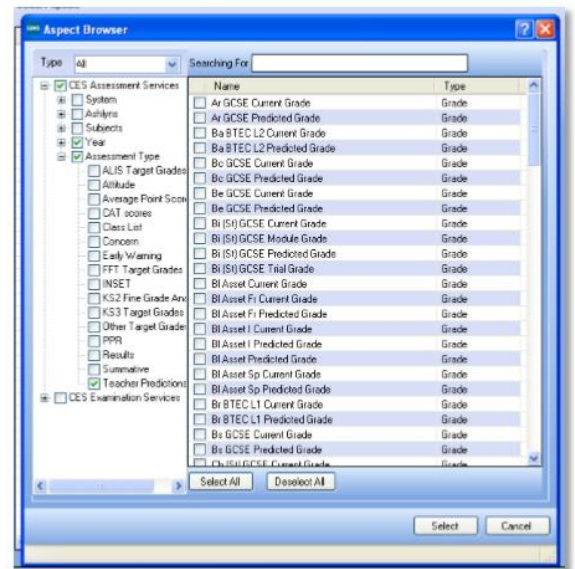
- In 'Section 2/Template Columns', click 'New'.

Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
Ar GCSE Predicted..	Ar GCSE Predicted..	Y11 Interi..						<input type="checkbox"/>
Ba BTEC L2 Predict..	Ba BTEC L2 Predict..	Y11 Interi..						<input type="checkbox"/>
Be GCSE Predicted..	Be GCSE Predicted..	Y11 Interi..						<input type="checkbox"/>
Bi (SI) GCSE Predic..	Bi (SI) GCSE Predic..	Y11 Interi..						<input type="checkbox"/>

- Select 'Add columns for Data Review' from the list.
- The Aspect Selection screen will appear.
- Click on the magnifying glass at the top right corner to open the Aspect Browser.
- Find your aspects using one of these methods:

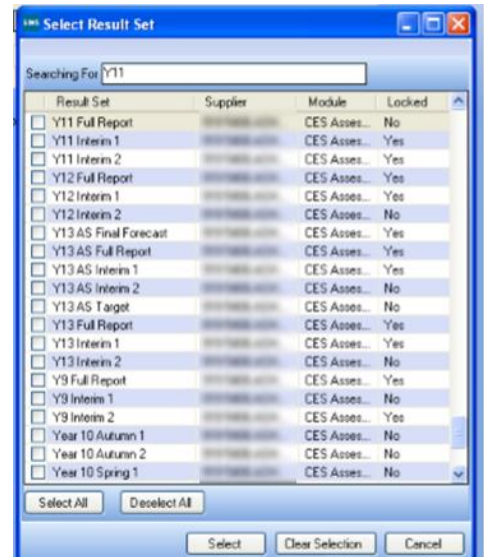
- If you have allocated categories to your aspects, select the relevant category from the dropdown lists in the left-hand column.
- If your aspects all begin with the same letters (e.g. Y11... or GCSE...) you can search by typing this in the box at the top
- Or scroll down to find the relevant aspects from the list.

- Tick all the relevant aspects, making sure you cover all the subjects studied by the year group. Use your checklist!
- Click 'Select', then 'Next'.



Choosing a Result Set

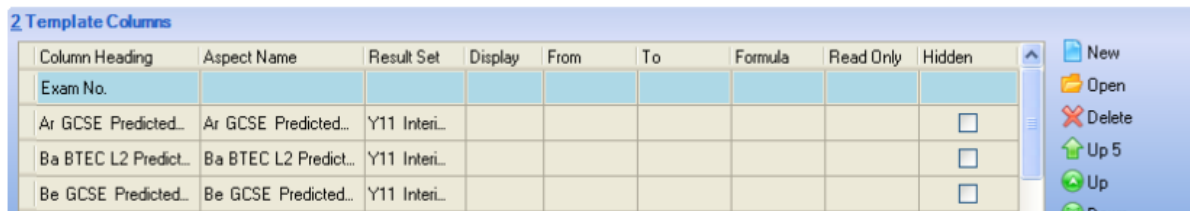
- Click on the radio button by 'Result Set', and then click on the magnifying glass to open the Result Set browser.
- Tick the relevant result set and click 'Finish'.
- If you do not have a result set attached to your aspects, leave the radio button 'No filter' selected, and it will use the most recent grade entered.
- Save your new template.



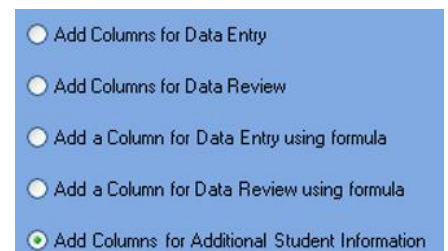
Adding Student IDs

For more information about which student ID to use, see our SIMS Report Definition Help Guide which is available from Analytics by clicking HELP > Guides > Getting Started & Setup (ADMINS) > Extracting Data from your MIS.

- In 'Section 2/Template Columns', click 'New'.



- Select 'Add columns for Additional Student Information' from the list.
- Select the relevant student ID.



Amending Column Headings

- You should avoid using aspect names within Sisra Analytics as they will cause mismatches across your different data sets (you can't compare an assessment called 'KS4 Assessment - Art' to a target called 'KS4 Target - Art' for example).
- You should ideally edit the column headings on your Sisra templates to reflect the qualification names you'd like to see in the Analytics reports.
- You can also amend the heading within Excel after exporting your data from SIMS, but making the changes within the template will mean you won't have to do this editing every time you export data.

- For GCSE subjects, you should use simple names such as:

- English Language
- Maths
- MFL French
- MFL Spanish
- DT Textiles
- DT Food Technology
- Science Biology
- Science Combined, etc.

i Using the same text at the start of each Qualification Name will group them together in the Reports and also on the Matching page, which may reduce the potential for mistake when Matching your qualifications. You can see examples of this here with MFL, DT and Science qualifications.

- For non-GCSE subjects, we recommend using a naming convention which shows the type of qualification first, then the subject name, then the size of the qualification. So use names like:

- BTEC Business Single
- OCR ICT Single
- CNAT ICT Double, etc.

- It's best to avoid using qualification names such as 'BTEC Extended Certificate' as terminology can change from year to year. For example, ICT CIDA is now a single award but used to be a double.

- To make these changes, in 'Section 2/Template Columns' double click a row, or select it and click 'Open'.

Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
Ar GCSE Predicted...	Ar GCSE Predicted...	Y11 Interi...						<input type="checkbox"/>
Ba BTEC L2 Predict...	Ba BTEC L2 Predict...	Y11 Interi...						<input type="checkbox"/>
Be GCSE Predicted...	Be GCSE Predicted...	Y11 Interi...						<input checked="" type="checkbox"/>
Bi (St) GCSE Predic...	Bi (St) GCSE Predic...	Y11 Interi...						<input type="checkbox"/>

- Amend the title in the 'Column Heading' box. This will not change the aspect name or affect any other templates!

- Click 'Update'.

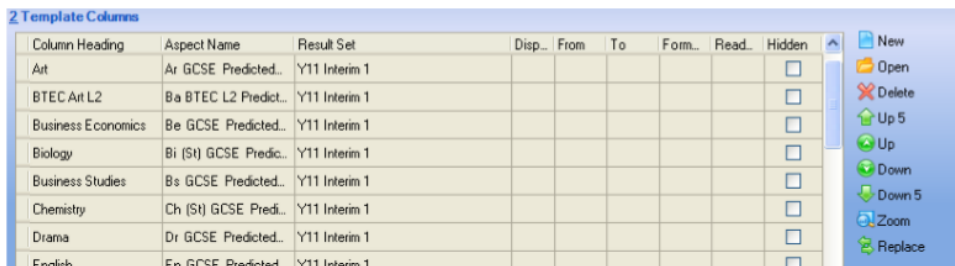
- Repeat for other column headings.

Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
Exam No.								
Art	Ar GCSE Predicted...	Y11 Interi...						<input type="checkbox"/>
BTEC Art L2	Ba BTEC L2 Predict...	Y11 Interi...						<input type="checkbox"/>
Business Economics	Be GCSE Predicted...	Y11 Interi...						<input type="checkbox"/>
Biology	Bi (St) GCSE Predic...	Y11 Interi...						<input type="checkbox"/>
Bs GCSE Predicted...	Bs GCSE Predicted...	Y11 Interi...						<input type="checkbox"/>

Creating from an Existing Template (Cloning)

There is an easy way of cloning your template for future assessment points.

- Open the original template.
- Highlight and copy the Template Name
- Directly underneath Template Details, click 'Clone'.
- Paste the original name into the Template Name and then update it e.g. change Interim 1 to Interim 2 and click on save.
- On the right-hand side you will see a 'Replace' button. Click it...

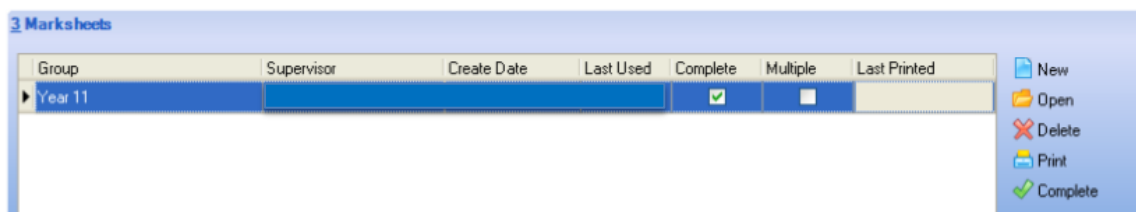


Column Heading	Aspect Name	Result Set	Disp...	From	To	Form...	Read...	Hidden
Art	Ar GCSE Predicted...	Y11 Interim 1						<input type="checkbox"/>
BTEC Art L2	Ba BTEC L2 Predict...	Y11 Interim 1						<input type="checkbox"/>
Business Economics	Be GCSE Predicted...	Y11 Interim 1						<input type="checkbox"/>
Biology	Bi (St) GCSE Predic...	Y11 Interim 1						<input type="checkbox"/>
Business Studies	Bs GCSE Predicted...	Y11 Interim 1						<input type="checkbox"/>
Chemistry	Ch (St) GCSE Predi...	Y11 Interim 1						<input type="checkbox"/>
Drama	Dr GCSE Predicted...	Y11 Interim 1						<input type="checkbox"/>
Finnish	Fn GCSE Predicted...	Y11 Interim 1						<input type="checkbox"/>

- In the box 'Result set to be replaced' choose the result set of the original template, e.g. Y11 Autumn.
- In the box 'Result set replaced by' choose the result set you want to create a template for e.g. Y11 Spring.
- Click 'Update' and re-save your template.

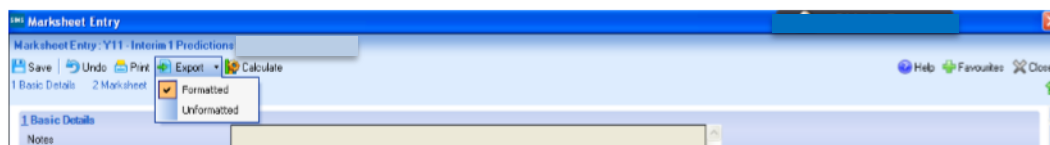
Creating Marksheets

- In 'Section 3/marksheets' click on 'New' to right-hand side.
- Click on the + sign next to 'National curriculum year' or 'Year Group', select the year group you want and click 'Apply'.
- Save the template.



Exporting and Preparing Data for Upload

- On the top menu, select Export/Unformatted
- Note – whilst we recommend **not** using UPN, and using a less sensitive identifier, if using UPN as your SISRA ID currently, this marksheet can be exported as a formatted marksheet, unprotected (there is no password) and the UPN is hidden in column A. You may need to copy and paste everything into a new spreadsheet without xml mappings.



- If you did not do so in step 7, amend your column headings to reflect your Analytics naming convention (don't be tempted to use two letter acronyms i.e. Gg, Ph etc otherwise staff will not know what these relate to).
- If you did amend the columns headings you will probably still need to remove the Result Set. Copy the result set text from within one of the qualification title cells (ensuring you also pick up the space after the qualification name), select the row, and use 'Find and Replace all' to remove the unwanted text.

Naming Conventions

Data Type	Some Suggested Naming Conventions
Aspects in SIMS	<p>KS – Data Set – Qualification – Qualification Level</p> <p>Example: KS4 Attainment GCSE English, KS4 Target BTEC Construction</p> <p>OR</p> <p>KS – Data Set – Qualification – Qualification Level</p> <p>KS4 Attainment English GCSE KS4 Prediction Science BTEC</p>
Qualifications in Analytics	<p>Simple names for GCSE qualifications.</p> <p>For Vocational or other, we recommend:</p> <p>QUAL TYPE – Subject – Size</p> <p>Example: BTEC Business Double</p>

Thanks for reading.