



# SIMS Training

**2017 – 2018**

[atomwide.com/SIMS](https://atomwide.com/SIMS)



**ATOMWIDE**  
**MANAGED SERVICES**

Part of the AdEPT Group

Terms & Conditions .....	4
Course Summaries .....	5
SIMS: Essentials .....	8
SIMS: Enhancing Office Procedures .....	9
SIMS: Reports .....	10
SIMS: Analysing your Data .....	11
SIMS: Data Cleansing Workshop .....	12
SIMS: Importing & Exporting Data .....	13
SIMS: Behaviour Monitoring.....	14
SIMS: Special Educational Needs & Disabilities .....	15
SIMS: End of Year Procedures.....	16
SIMS: End of Year Procedures – Recap .....	17
SIMS: Processing the School Census .....	18
SIMS: Processing the School Census – Recap .....	19
SIMS: Maintaining System Access to SIMS & FMS .....	20
SIMS Attendance: Monitoring Pupil Presence.....	21
Assessment: Building your Assessment Data .....	22
Assessment: Statutory Returns .....	23
Assessment: Analysing & Tracking Progress .....	24
Assessment: Reporting & Profiles.....	25
Staff: Personnel Essentials.....	26
Staff: Processing the School Workforce Census .....	27
Staff: Performance & Appraisal.....	28
Finance: Dinner Money .....	29
Finance: Daily Financials .....	30

Finance: End of Year .....	31
Finance: End of Year – Recap.....	32
Finance: Recording School Equipment .....	33
Finance: Accounts Receivable .....	34
Secondary: Tracking Student Attendance .....	35
Secondary: Constructing your Timetable .....	36
Secondary: Organising Academic Classes .....	37
Secondary: Maintaining the Timetable .....	38
Secondary: Academic end of Year .....	39
Secondary: Cover .....	40
Secondary: Options .....	41
Secondary: Exams .....	42

# Terms & Conditions

The booking of training courses will be taken as an indication of your agreement to adhere to the following conditions...

Course attendance will take place on the agreed date at the following training location (unless otherwise specified): Atomwide Ltd, Unit 3 Ravensquay Business Centre, Cray Avenue, Orpington BR5 4BQ. Alternative training locations (including on-site) can be discussed and agreed individually.

The delegate should aim to arrive no later than 10 minutes before the start of the course. If a delegate is running late we would be grateful if they could inform us; typically the training will go ahead as planned at the scheduled start time so not to delay the training for other delegates. The training centre will be open 30 minutes before the course starts when refreshments will be made available to all delegates.

The course will be charged accordingly by the specific cost or deduction of training course credits if your school subscribes to a SIMS Services contract which includes them. Costs are displayed on the details of each course. For non-subscribers with credit account facilities, Atomwide will accept a public sector educational establishment Purchase Order, or alternatively, on receipt of cleared funds (typically via BACS or credit card). Places booked are not guaranteed until they have been approved by the registered approver and a payment method has been established.

Should the candidate fail to attend on the day booked, arrive late or leave before the end of the course, the course will still be charged for as above in full.

If the delegate needs to cancel, this should be done as far in advance of the course date as possible bearing in mind the following cancellation charge brackets:

	<b>SIMS Training Service Subscribers</b>	<b>Non-Training Service Subscribers</b>
Less than 10 working days	Full Charge	Full Charge
Between 10 & 15 working days	No Charge	50% Charge
More than 15 working days	No Charge	25% Charge

Should the original delegate be unable to attend on the agreed date, a different delegate from the school may be substituted right up to the actual start of the course with no penalty incurred.

Atomwide reserve the right to cancel or change the date of an existing course should circumstances require. Such changes may occur up to 5 working days before the course is due to take place.

If you have any queries regarding the Atomwide SIMS Training Service, please contact us at [sims@atomwide.com](mailto:sims@atomwide.com)

# Course Summaries

Title	Summary	Duration
SIMS: Essentials	Obtain the key skills required to use SIMS for essential office processes.	Full Day
SIMS: Enhancing Office Procedures	Make day to day SIMS tasks easier to enable more effective & efficient working.	½ Day
SIMS: Reports	Learn how to generate reports on a range of data.	Full Day
SIMS: Analysing your Data	Understand how to analyse a broad range of SIMS data from a statistical perspective.	½ Day
SIMS: Data Cleansing Workshop	Resolve problems with your data & tidy up information in SIMS with this useful workshop.	½ Day
SIMS: Importing & Exporting Data	Learn how to import & export pupil information with SIMS. Understand the routines & how to overcome issues that can occur.	½ Day
SIMS: Behaviour Monitoring	Record, monitor & manage pupil behaviour along with achievements. Look at issuing report cards as well as detentions.	½ Day
SIMS: Special Educational Needs & Disabilities	Support the SEND code of practice by understanding how to record SEND in SIMS for effective data management.	Full Day
SIMS: End of Year Procedures	An essential annual process to configure SIMS for the next academic year (all school phases).	½ Day
SIMS: End of Year Procedures – Recap	A refresher on configuring SIMS for the new school year, setting up the new pastoral structure, dealing with leavers & admissions (all school phases).	½ Day
SIMS: Processing the School Census	Taking delegates through the preliminary preparations for the Census return, including the procedure for creating a return & correcting any validation errors.	½ Day
SIMS: Processing the School Census – Recap	A refresher course recapping preparations for the Census return, including the procedure for	½ Day

creating a return & correcting any validation errors.

SIMS: Maintaining System Access to SIMS & FMS	Grant access to SIMS & FMS along with defining specific permissions for staff within the school.	½ Day
SIMS Attendance: Monitoring Pupil Presence	Learn how to use SIMS Attendance to fulfil the school's attendance monitoring requirements.	½ Day
Assessment: Building your Assessment Data	Understand how to customise SIMS to support the school's individual assessment framework needs.	Full Day
Assessment: Statutory Returns	Ensure you are recording the correct assessment information for statutory obligations along with report generation.	½ Day
Assessment: Analysing & Tracking Progress	Looking at how to track & analyse pupil progress.	Full Day
Assessment: Reporting & Profiles	How to generate end of term reports & individually detailed pupil profiles for parents.	Full Day
Staff: Personnel Essentials	Learn about the maintenance & management of personal, professional & contractual staff data.	Full Day
Staff: Processing the School Workforce CENSUS	Use SIMS to fulfil the statutory DfE requirements of the School Workforce Census.	½ Day
Staff: Performance & Appraisal	Gain an overview & understanding of the staff performance functionality to assist with getting the best out of your team.	½ Day
Finance: Dinner Money	Learn how to streamline your school dinner money processes using SIMS.	½ Day
Finance: Daily Financials	Get the most out of FMS in order to develop efficient financial management processes.	Full Day
Finance: End of Year	Learn how to achieve a smooth closure of the accounts at the end of the financial year & prepare for the next.	½ Day
Finance: End of Year – Recap	A recap for users on how to perform the financial end of year processes & get ready for the next year.	½ Day
Finance: Recording School Equipment	Understand how to store detailed information on school assets, however big or small.	½ Day
Finance: Accounts Receivable	Learn how to record income efficiently from lettings & other income streams within Accounts	½ Day

Receivable.

Secondary: Tracking Student Attendance	Look at how to use Lesson Monitor for attendance monitoring & reporting.	½ Day
Secondary: Constructing your Timetable	Obtain the key skills required to create, optimise & manage a school academic timetable.	4 Days
Secondary: Organising Academic Classes	Ensure your school academic structure is set up correctly & manage curriculum class changes.	½ Day
Secondary: Maintaining the Timetable	Learn how to make timetable changes throughout the academic year.	½ Day
Secondary: Academic End of Year	Configure your academic arrangements for the next school year.	½ Day
Secondary: Cover	Learn how to implement Cover to manage classroom staff absences & room closures.	½ Day
Secondary: Options	Use the SIMS Options module to manage student curriculum choices & optimise the process.	Full Day
Secondary: Exams	Taking delegates through the exam cycle including Entry, Submissions, Seating Plans, Results & Reporting.	Full Day

**Please check [atomwide.com/sims](https://atomwide.com/sims) for the latest scheduled dates and how to book**

# SIMS: Essentials (AWS1.1)

Obtain the key skills required to use SIMS for essential office processes

Features:

- An overview of SIMS
- Pupil Records – Adding new pupils, editing existing and updating key data
- Admissions – Dealing with the admissions process and CTFs
- Generating necessary Reports
- Customising the Home Page for instant information
- How to access Help Guides and quick reference sheets

Target Audience:

New users of SIMS. This course is suitable for office based administrative staff

Pre-requisites:

No previous knowledge of SIMS is needed

Duration:

Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# SIMS: Enhancing Office Procedures (AWS1.2)

Make day to day SIMS tasks easier to enable more effective & efficient working

Features:

- Designing Letter Templates
- Producing Labels
- Personalised Attendance Letters and Certificates
- Mailing Points
- Creating basic Reports
- Bulk updating data
- Format changes

Target Audience:

School office based administrative staff who are already using SIMS and want to learn new skills to streamline their processes

Pre-requisites:

A working knowledge of SIMS and an understanding of Pupil Records

Duration:

1/2 Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# SIMS: Reports (AWS1.3)

Learn how to generate reports on a range of data

Features:

- Utilise pre-defined Reports
- Construct custom Report templates
- Filter and sort information
- Using different presentation outputs
- Further uses of Mail Merge

Target Audience:

Anyone who needs to create pupil or staff reports along with other SIMS information

Pre-requisites:

A working knowledge of SIMS and an understanding of Pupil Records

Duration:

1 Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# SIMS: Analysing your Data (AWS1.4)

Understand how to analyse a broad range of SIMS data from a statistical perspective

Features:	<ul style="list-style-type: none"><li>• Graphical analysis using SIMS Discover</li><li>• Create various chart types</li><li>• Cross analyse data groups</li><li>• Find trends or vulnerable pupils</li></ul>
Target Audience:	Senior Leaders or Office Managers who need to evaluate SIMS data
Pre-requisites:	No previous knowledge of SIMS is needed
Duration:	½ Day
Cost:	1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# SIMS: Data Cleansing Workshop (AWS1.5)

Resolve problems with your data & tidy up information in SIMS with this useful workshop

Features:

- Linking siblings correctly
- Cleaning Duplicated Contacts
- Resolving addresses problems
- Ensuring addresses are valid

Target Audience:

School staff who wish to increase the quality of their data in SIMS

Pre-requisites:

A working knowledge of SIMS and an understanding of Pupil Records

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# SIMS: Importing & Exporting Data (AWS1.6)

Learn how to import & export pupil information with SIMS. Understand the routines & how to overcome issues that can occur

Features:

- Common Transfer Files
- Sending and receiving data
- Process Admissions and Leavers
- Dealing with duplication
- Matching data

Target Audience:

SIMS users who are responsible for sending/receiving CTFs, working with pupil admissions and leavers

Pre-requisites:

A working knowledge of SIMS and an understanding of Pupil Records

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# SIMS: Behaviour Monitoring (AWS1.7)

Record, monitor & manage pupil behaviour along with achievements. Look at issuing report cards as well as detentions

Features:

- Incorporate your behaviour framework
- Record Behaviour Incidents
- Promote Pupil Achievements
- Report Cards and Detentions
- Statistical analysis

Target Audience:

School staff with pastoral or administrative responsibilities for monitoring pupil behaviour

Pre-requisites:

A working knowledge of SIMS and the school's behaviour framework

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# SIMS: Special Educational Needs & Disabilities (AWS1.8)

Support the SEND code of practice by understanding how to record SEND in SIMS for effective data management

Features:

- Designed for SENCOs
- Record detailed SEND information
- Enable alerts for upcoming reviews
- Create reports and letters
- Monitor statistics

Target Audience:

SENCOs and senior staff with responsibility for overseeing special needs provisions. Administrative staff involved in maintaining SEN information may also find this course useful

Pre-requisites:

A working knowledge of SIMS including Pupil Records

Duration:

Full Day

Cost:

2 course credits or £350

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# SIMS: End of Year Procedures (AWS1.9)

An essential annual process to configure SIMS for the next academic year (all school phases)

Features:

- Preparing for the 2016-2017 academic year
- Pupil Leavers and Admissions
- Staff changes
- Dealing with CTFs
- Structuring classes for September

Target Audience:

Staff responsible for preparing the new school year in SIMS but are unfamiliar with the process

Pre-requisites:

A working knowledge of SIMS including Pupil Records

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](http://atomwide.com/sims)

# SIMS: End of Year Procedures – Recap (AWS1.10)

A refresher on configuring SIMS for the new school year, setting up the new pastoral structure, dealing with leavers & admissions (all school phases)

Features:

- Preparing for the 2016-2017 academic year
- Pupil Leavers and Admissions
- Staff changes
- Structuring classes for September

Target Audience:

Staff responsible for preparing the new school year in SIMS who have previously undertaken the process but would like a reminder

Pre-requisites:

A working knowledge of SIMS including Pupil Records having also run through these procedures before

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](http://atomwide.com/sims)**

# SIMS: Processing the School Census (AWS1.11)

Taking delegates through the preliminary preparations for the Census return, including the procedure for creating a return & correcting any validation errors

Features:

- Meeting DfE requirements
- Collecting essential data
- Resolving errors and queries
- Reporting on your data
- Uploading your Census return

Target Audience:

Staff with responsibility for preparing the statutory Census returns

Pre-requisites:

A working knowledge of SIMS including pupil records

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](http://atomwide.com/sims)**

# SIMS: Processing the School Census – Recap (AWS1.12)

A Refresher Course recapping preparations for the Census return, including the procedure for creating a return & correcting any validation errors

Features:

- Meeting DfE requirements
- Collecting essential data
- Resolving errors and queries
- Reporting on your data
- Uploading your Census return

Target Audience:

Staff with responsibility for preparing the statutory Census returns who have previously undertaken the return but would like a reminder

Pre-requisites:

A working knowledge of SIMS including pupil records having also run through the process before

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# SIMS: Maintaining System Access to SIMS & FMS (AWS1.13)

Grant access to SIMS & FMS along with defining specific permissions for staff within the school

Features:

- Granting specific access
- Revoking accounts
- Password management
- Deploying Homepage configurations

Target Audience:

SIMS Managers, Office Managers and any other staff with overall responsibility for the SIMS system

Pre-requisites:

Delegates should have an understanding of the SIMS software

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# SIMS Attendance: Monitoring Pupil Presence (AWS1.14)

Learn how to use SIMS Attendance to fulfil the school's attendance monitoring requirements

Features:

- Strategy for collecting attendance
- Customising settings
- Monitoring absences
- Weekly and monthly tasks
- Analysing statistics
- Useful reports
- Evacuation Procedures

Target Audience:

School staff with administrative responsibilities for monitoring pupil attendance

Pre-requisites:

Delegates should have an understanding of the school's attendance policy, basic knowledge of the SIMS software would be an advantage but not essential

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# Assessment: Building your Assessment Data (AWS2.1)

Understand how to customise SIMS to support the school's individual assessment framework needs

Features:

- Tailor SIMS Assessment to your school
- Create custom templates combining various assessments
- Generate mark sheets for teachers to populate
- Enable historical progress comparisons

Target Audience:

Assessment co-ordinators or school staff with responsibility for overseeing pupil assessment

Pre-requisites:

A working knowledge of SIMS and the school's assessment framework

Duration:

Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Assessment: Statutory Returns (AWS2.2)

Ensure you are recording the correct assessment information for statutory obligations along with report generation

Features:

- Recording Key Stage and FSP assessments in SIMS
- Using pre-defined wizards
- Producing pupil reports for parents
- Transferring data to relevant bodies
- Include statutory data in other mark sheets

Target Audience:

Primary school assessment coordinators or staff responsible for entering and submitting assessment based statutory returns

Pre-requisites:

A working knowledge of SIMS will be necessary

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](http://atomwide.com/sims)**

# Assessment: Analysing & Tracking Progress (AWS2.3)

## Looking at how to track & analyse pupil progress

Features:

- Using templates
- Create mark sheets for collecting data
- Generate Tracking Grids for analysis
- Colour formatting
- Utilise customisable graphs in Discover

Target Audience:

Assessment co-ordinators or school staff with responsibility for monitoring pupil assessment

Pre-requisites:

Delegates should be existing users of SIMS Assessment Manager and have knowledge of the school's assessment framework

Duration:

Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Assessment: Reporting & Profiles (AWS2.4)

How to generate end of term reports & individually detailed pupil profiles for parents

Features:

- Design custom Pupil Reports
- Reports for end of term/assessment period
- Create detailed Pupil Profiles
- Utilise statements to assist with building personalised Profile Reports

Target Audience:

Assessment coordinators or school staff with responsibility for monitoring pupil assessment

Pre-requisites:

Delegates should be existing users of SIMS Assessment Manager and have knowledge of the school's assessment framework

Duration:

Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Staff: Personnel Essentials (AWS3.1)

Learn about the maintenance & management of staff personal, professional & contractual data

Features:

- Adding and managing staff records
- Maintaining contracts and service agreements
- Recording absences
- Pay related information
- Report generation

Target Audience:

Staff with responsibility for updating and maintaining personnel information

Pre-requisites:

No previous knowledge of SIMS is needed

Duration:

Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Staff: Processing the School Workforce Census (AWS3.2)

Use SIMS to fulfil the statutory DfE requirements of the School Workforce Census

Features:

- Meeting DfE requirements
- Collecting required information
- Resolving errors and queries
- Reporting on your data
- Uploading your return

Target Audience:

Staff responsible for statutory returns and/or for maintaining personnel information

Pre-requisites:

A working knowledge of SIMS Personnel

Duration:

½ Day

Cost:

1 course credit or £250

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# Staff: Performance & Appraisal (AWS3.3)

Gain an overview & an understanding of the staff performance functionality to assist with getting the best out of your staff

Features:

- Enhance your personnel data
- Training and qualification information
- Staff appraisal process
- Report on performance

Target Audience:

Staff with responsibility for monitoring the performance of the school's personnel

Pre-requisites:

A working knowledge of SIMS Personnel

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Finance: Dinner Money (AWS4.1)

Learn how to streamline your school dinner money processes using SIMS

Features:

- Recording meal payments
- Pupil meal patterns
- Kitchen statistics
- Monthly returns
- Financial auditing

Target Audience:

Finance and office staff who are responsible for monitoring pupil meals

Pre-requisites:

A working knowledge of SIMS Attendance and Pupil Records

Duration:

½ Day

Duration:

1/2 Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](http://atomwide.com/sims)**

# Finance: Daily Financials (AWS4.2)

Get the most out of FMS in order to develop efficient financial management processes

Features:

- Perform everyday school financial procedures
- Adding orders and invoices
- Process cheques and BACS payments
- Reporting

Target Audience:

School staff responsible for maintaining school finances

Pre-requisites:

Knowledge of the school's finances would be an advantage; no previous knowledge of FMS is needed

Duration:

Full Day

Cost:

2 course credits or £350

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Finance: End of Year (AWS4.3)

Learn how to achieve a smooth closure of the accounts at the end of the financial year & prepare for the next

Features:

- Financial year end close down
- Review outstanding transactions and reconcile accounts
- Produce end of year reports and perform final closures
- Create the new financial year

Target Audience:

School staff responsible for maintaining school finances

Pre-requisites:

A working knowledge of FMS

Duration:

½ Day

Cost:

1 course credits or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Finance: End of Year – Recap (AWS4.4)

A recap for users on how to perform the financial end of year processes & get ready for the next year

Features:

- Financial year end close down
- Review outstanding transactions and reconcile accounts
- Produce end of year reports and perform final closures
- Create the new financial year

Target Audience:

Staff responsible for maintaining school finances

Pre-requisites:

A working knowledge of FMS and previous experience of financial year end

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Finance: Recording School Equipment (AWS4.5)

Understand how to store detailed information on school assets, however big or small

Features:	<ul style="list-style-type: none"><li>• Utilising the inventory system</li><li>• Populating the register – importing and manual entry</li><li>• Manage equipment relocation or disposal</li><li>• Reports and analysis</li></ul>
Target Audience:	Staff responsible for maintaining details of school assets
Pre-requisites:	A basic working knowledge of FMS
Duration:	½ Day
Cost:	1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Finance: Accounts Receivable (AWS4.6)

Learn how to record income efficiently from lettings & other income streams within Accounts Receivable

Features:

- Record school income
- Defining debtors and products
- Invoices and credit notes
- Recording receipts and paying in slips
- Reporting

Target Audience:

Staff responsible for maintaining school financial income

Pre-requisites:

A working knowledge of FMS along with an understanding of the school's finances

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Secondary: Tracking Student Attendance (AWS5.1)

Look at how to use Lesson Monitor for attendance monitoring & reporting

Features:

- Methods for register collection
- Session and Lesson setup
- Timetable integration
- Monitoring absences
- Analysing statistics
- Useful reports
- Evacuation procedures

Target Audience:

School staff with administrative responsibilities for monitoring student attendance

Pre-requisites:

Delegates should have an understanding of the school's attendance policy, basic knowledge of the SIMS software would be an advantage but not essential

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Secondary: Constructing your Timetable (AWS5.2)

Obtain the key skills required to create, optimise & manage a school academic timetable

Features:

- Subjects, teachers and rooms
- Timetable cycle and sessions
- Bands, blocks and classes
- Staff and resource allocation to classes
- Feasibility checks
- Manual and Automatic Scheduling
- Balancing timetable distribution
- Manging staff
- Exporting and applying the timetable

Target Audience:

Staff responsible for constructing the timetable in secondary schools

Pre-requisites:

An understanding of school curriculum and timetable structures. Basic knowledge of SIMS .net Academic Management would be an advantage

Duration:

4 Days

Cost:

8 course credits or £1400

---

For course dates and bookings please visit [atomwide.com/sims](http://atomwide.com/sims)

# Secondary: Organising Academic Classes (AWS5.3)

Ensure your school academic structure is set up correctly & manage curriculum class changes

Features:

- Curriculum class arrangements
- Set changes
- Carousel rotations
- Alternative Curriculum setup
- Producing academic class lists
- Student timetable print outs

Target Audience:

Curriculum managers or staff with responsibility maintaining academic class memberships

Pre-requisites:

A working knowledge of SIMS along with an understanding of school curriculum structures

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Secondary: Maintaining the Timetable (AWS5.4)

Learn how to make timetable changes throughout the academic year

Features:

- Teacher changes
- Room changes
- Carousel rotation for staff
- Timetable transfers from NOVA to SIMS
- Utilising Non-Class Codes
- Alternative curriculum setup

Target Audience:

Staff in schools which are responsible for making timetable changes throughout the academic year

Pre-requisites:

A working knowledge of SIMS along with an understanding of school timetable structures

Duration:

½ Day

Cost:

1 course credit or £200

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# Secondary: Academic end of Year (AWS5.5)

Configure your academic arrangements for the next school year

Features:

- Academic class promotions
- Allocating students to their curriculum choices
- Producing class lists
- Timetable print outs

Target Audience:

Curriculum managers or staff with responsibility for maintaining academic class memberships

Pre-requisites:

A working knowledge of SIMS along with an understanding of school curriculum structures

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Secondary: Cover (AWS5.6)

Learn how to implement Cover to manage classroom staff absences & room closures

Features:

- Declaring teacher absences
- Links to Personnel
- Supply teacher cover
- Room closures
- Prioritising staff
- Printing cover arrangements
- Statistics and impact summaries

Target Audience:

Staff responsible for organising cover for teacher absences

Pre-requisites:

A working knowledge of SIMS along with an understanding of school cover procedures

Duration:

½ Day

Cost:

1 course credit or £200

---

For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)

# Secondary: Options (AWS5.7)

Use the SIMS Options module to manage student curriculum choices & optimise the process

Features:

- Creating block structures and classes
- Entry and analysis of student choices
- Student option allocation
- Editing the structure
- Producing Reports
- Exports to SIMS

Target Audience:

Curriculum managers or staff with responsibility for facilitating the student curriculum options process

Pre-requisites:

A working knowledge of SIMS along with an understanding of the students curriculum choices

Duration:

Full Day

Cost:

2 course credits or £350

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**

# Secondary: Exams (AWS5.8)

Taking delegates through the exam cycle including Entry, Submissions, Seating plans, Results & Reporting

Features:

- Defining Exam Seasons
- Base data management
- Setting candidate information and entries
- Creating Mark Sheets
- Reporting

Target Audience:

Examinations Officers from secondary schools

Pre-requisites:

A working knowledge of SIMS along with an understanding of the school's exam processes

Duration:

Full Day

Cost:

2 course credits or £350

---

**For course dates and bookings please visit [atomwide.com/sims](https://atomwide.com/sims)**