

# The SIMS Home Page

## Configuring and Using

The SIMS **Home Page** is displayed automatically each time you log into SIMS and provides an overview of the key content in your SIMS system, such as your timeline, the School Diary, your messages and group summary information (attendance, conduct and assessments).

By default, the **My Timeline** and **School Bulletin** widgets (panels) are displayed but further panels can be added or removed as required, depending on whether any locks have been put in place. For more information, please contact your System Manager/Administrator.

Many of the widgets can be configured to display information relevant to your role in school. For example, a Head of Year might choose to display assessment results by registration group, whereas a Head of Department might display assessment results for all Maths groups. For more information on using the SIMS Home Page, please refer to the *Configuring and Using the SIMS Home Page* mini guide.

The **My Timeline** widget displays a timeline for classes you will be teaching over the selected period (applicable only to Class Teachers and Teaching Assistants).

The **Configure** button enables you to set up the number, layout and order of the widgets on the Home Page.

A wide range of user documentation is available from the **Documentation Centre**, accessed by clicking the **Documentation** button.

The pupil/students who make up each of the categories on a chart can be viewed by double-clicking the required segment. For example, double-click the **Unauthorised Absence** segment in the **Attendance Summary** panel to display those who have this mark recorded against them over the specified date range.

Double-click a section of the bar chart to display the associated pupil/students. From the list, you can access the Teacher View. Please refer to the *Pupil (or Student) Teacher View Quick Reference Sheet*.

The screenshot shows the SIMS Home Page interface with several widgets. A 'Configure' button is visible in the top right corner. The 'My Timeline' widget shows a grid of lessons for the current week. The 'School Bulletin' widget displays a list of bulletins. The 'My Messages' widget shows a list of messages with 'Read' and 'Sent' status. The 'Attendance Summary' widget shows a bar chart for Year 7 with segments for Present, Authorised Absence, and Unauthorised Absence. The 'My Scheduled Reports' widget shows a list of reports. The 'Missing Registers Notification' widget shows a list of registers that need to be completed.

The **More...** hyperlink is displayed here on panels when more information is available.

Each widget can be increased to full screen mode, enabling you to view more information, by clicking the **Expand** button. The widget can be reduced to normal size by clicking the **Restore** button.

New users of SIMS will not see any content in some of the widgets until they are configured.

## Overview of the SIMS Home Page Panels

### My Timeline Widget

Applicable to Class Teachers and Teaching Assistants in Primary/Secondary schools only

In Primary schools, the **My Timeline** widget displays the name of your class on a timeline, organised into AM and PM sessions. In Secondary schools, the timetable for the current user is shown. Right-click options are available from the timeline.

### School Bulletins Widget

School bulletins can be published by users with School Administrator or Administrative Assistant permissions. Once published, they can be opened and viewed by all SIMS users.

*NOTE: If the number of published bulletins exceeds the number that can be displayed in the **School Bulletins** widget, the **More** hyperlink enables access to the additional bulletins in full screen mode.*

### Summary Widgets

The **Attendance Summary**, **Assessment Summary** and **Conduct Summary** widgets display information for one or more selected groups over a defined period of time. For attendance and conduct summaries, the view can be toggled between a chart and a data table. Multiple instances of summary panels can be displayed on the Home Page, enabling you to view information for a range of groups and time periods.

### My Scheduled Reports Widget

The **My Scheduled Reports** widget is used to display any reports that you have scheduled to run automatically.

### Favourites Widget

To facilitate navigation in SIMS to areas that you visit most frequently, SIMS monitors and records the most commonly accessed functional areas and provides them as shortcuts via the **Favourites** widget. Shortcuts to menus, reports (marked as **Favourites in Reports | Run Report**), individual pupil/students and marksheets are provided.

### My Detention Sessions Widget

Any detention sessions for which you are the main staff member assigned are displayed in the **My Detention Sessions** widget.

### My Messages Widget

Any messages sent to you by other SIMS users are displayed in the **My Messages** widget. Click anywhere on a message line to display its content in the **Read Message** dialog. Messages can then be printed, deleted or replied to.

### My Reminders Widget

SIMS can be configured to generate a reminder to advise users of forthcoming deadlines, e.g. free school meal eligibility, medical events, SEN reviews, etc.

Each SIMS user can specify the reminders they want to set and the number of days prior to the event occurring that the reminder should be generated and sent to the applicable member(s) of staff. The reminders are displayed in the **My Reminders** widget on the SIMS Home Page. The date the reminder was **Sent**, the **Subject** line and the **Read** status is displayed.

### School Diary Widget

The School Diary is used to record and display any school events that occur during the course of the academic year. These might include school trips, training days, staff meetings, parent consultation evenings, etc.

Any school events are displayed in the **School Diary** widget.

### Missing Registers Notification Widget

Applicable to users with Attendance Manager permissions only

It is possible to display a list of registers that have not been completed within a specified number of minutes after a lesson or session starts. The period of time after which notifications will be displayed is defined as part of the widget configuration process.

It is also possible to access the registers to complete missing marks.

The **Missing Registers Notification** widget displays any registers that have not been completed after a defined period of time (e.g. 10 minutes after a lesson or session starts). Any missing or incomplete register is displayed in this panel. The panel displays details of the registration tutor/class teacher, the session or lesson, the room, date and period.

# The SIMS Home Page

## Configuring and Using

### Configuring the SIMS Home Page

The SIMS **Home Page** can be configured to display information relevant to your role.

Working from left to right, panels (widgets) are added in the next available space on the Home Page. Where no space exists to the right, it is placed in the next space available on the next available row.

The content of the **Grid** can be configured. For example, a Head of Year may wish to display conduct information by registration group, whereas a Head Teacher may wish to display it by year group.

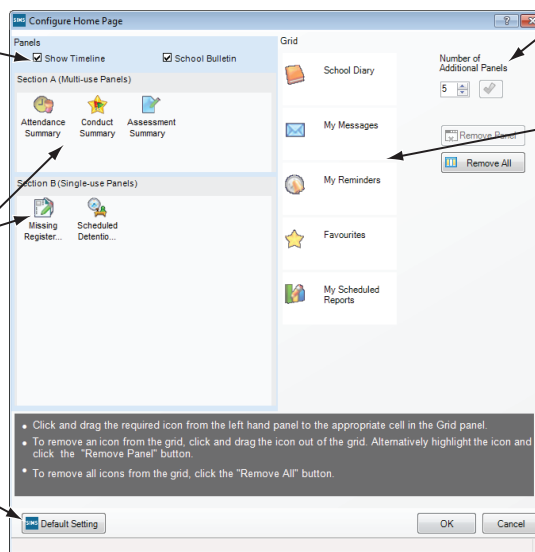
#### Did you know?

- Your Home Page widget configuration is retained when your SIMS system is upgraded.
- Changes to your Home Page widget configuration do not affect the Home Page display of other users.
- Widgets can be removed by clicking and dragging them out of the **Grid**.

Add or remove the **My Timeline** or **School Bulletins** widgets here.

These are the widgets that can be added to the SIMS **Home Page**. More than one instance of a multi-use panel can be added, enabling you to monitor more than one group at a time.

You can revert to the widget layout defined by your Home Page group by clicking the **Default Setting** button. Before using this functionality, please contact your System Manager/Administrator.



Adjust the size of the **Grid** here.

The **Grid** shows the widgets that will be displayed on the Home Page when the configuration is saved. Drag additional widgets into the **Grid**.

Home Page groups enable you to define a pre-defined widget layout for a group of SIMS users, e.g. Class Teachers, Heads of Year, etc.

The panels assigned to each Home Page group can be locked to ensure that users cannot remove them from their Home Page. This functionality can also be used to prevent users from displaying additional panels on their Home Page. If you cannot add or remove panels, please contact your System Manager/Administrator.

### Configuring the Grid Panel

- Click the **Configure** button at the top of the SIMS **Home Page** to display the **Configure Home Page** dialog.
- To adjust the **Grid** size, click the up or down arrows in the **Number of Additional Panels** section.
- To effect the change, click the **Configure layout** button.

Reducing the number of panels to less than the number that has been selected for display causes a confirmation message to be displayed. Click the **Yes** button to confirm.



Configure layout button

- Click the **OK** button to save the changes and return to the SIMS **Home Page**.

### Adding Panels to the Home Page

- Click and drag the required panel in one of the left-hand panels into the required position on the **Grid**. For multi-use panels, repeat this as many times as necessary.
- Repeat step 1 until all of the required panels are displayed in the **Grid**.
- Click the **OK** button to save the changes and return to the SIMS **Home Page**.

### Removing Panels from the Home Page

- Click the required panel in the **Grid** then click the **Remove Panel** button.
- Repeat step 1 until only the required widgets are displayed in the **Grid**. To remove all widgets, click the **Remove All** button.
- Click the **OK** button to save the changes and return to the SIMS **Home Page**.

### Increasing the Size of Panels on the Home Page

Many of the panels on the Home Page can be maximised so that they are displayed as a separate page, providing a larger viewing area and access to more items in a list.

- Click the **Maximise** button in the top right-hand corner of a panel to enlarge the panel to a full screen display.
- Click the **Restore** button on the expanded page to minimise the page back to a panel.



Maximise button



Restore button

### Returning to the Home Page Defaults

You can revert to the preset widgets and widget order by clicking the **Default Setting** button on the **Configure Home Page** dialog then clicking the **OK** button.

### Changing the Panel Order

With the exception of **My Timeline** and **School Bulletins**, widgets can be re-arranged, enabling you to position those deemed the most important, or most used, at the top of the Home Page.

Click and drag the panel you want to move into the new **Grid** location, causing the panels to swap position. Repeat as necessary then click the **OK** button.

### Setting Panel Refresh Rates

The panels on the Home Page refresh automatically, updating the information after a set period of time. Each panel refreshes individually, and this is indicated by a rotating **Refresh** icon.



Refresh button

Some of the panels refresh at a fixed rate, while the refresh rate of other panels can be set individually.

- Click the **Options** button on the required panel then select **Configure** from the pop-up menu.
- Enter the required **Refresh rate** then click the **OK** button to confirm the setting. The amended refresh setting comes into effect immediately.

**WARNING:** Careful consideration should be given when adding panels to the Home Page. A number of these panels have frequent refresh rates, so a large number of panels displaying on several workstations could lead to performance issues. All areas of SIMS may show a reduction in performance as a consequence.

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