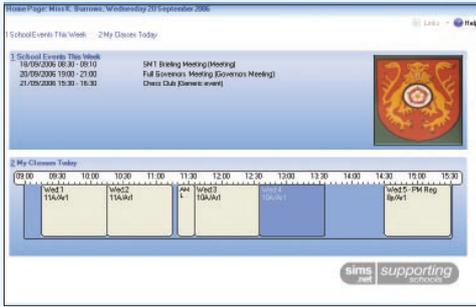


# Lesson Monitor in SIMS .net

## Accessing the Register via the Home Page

Teachers will see their timetable for today displayed in the My Classes Today panel on the Home Page.

1. Double-click the required lesson to display the Take Register page.



2. The Select Class browser, which displays the timeline, is hidden but can be displayed by clicking the

Browse button. If required, the SIMS .net Home Page can be accessed again via Focus | Home Page.

## Adding Additional Identification Columns

Additional identification columns, i.e. Date of Birth, Gender, Year and Admission Number, can be added and removed as required but apply only to the current register.

Right-click the Name or Reg column heading and select one or more additional columns from the pop-up menu.

The register expands to accommodate the additional columns, which can be removed if required by right-clicking the Name, Reg, or any of the additional column headings and deselecting the unwanted column(s) from the pop-up menu.

## Accessing the Register via the Focus Menu

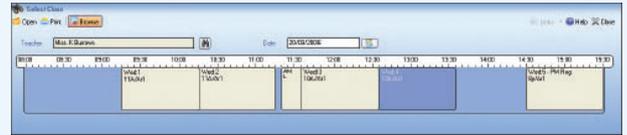
Select Focus | Lesson Monitor | Take Register to display the Select Class browser. Alternatively, click the Take Register button located on the SIMS .net Focus Bar.



Take Register icon

### Class Teachers

1. Ensure that the required date is displayed.



2. Double-click the required class on the timeline to display the associated register.

### Staff covering lessons

If you are covering for another teacher or you are, for example, an administrator who wishes to view a teacher's classes/lessons:

1. Ensure that the required date is displayed.
2. Click the Search button adjacent to the Teacher field to open the Browse for Lessons dialog.
3. Enter all or part of the name and/or select the period you are teaching and then click the Search button.
4. Double-click the required lesson or highlight and click OK to display the register for the selected lesson.

To view the timeline, click the Browse button to return to the Select Class browser.

## Taking the Register

Take Register 8y/Ari Miss. K Burrows 05/09/2006

Save Undo Print Codes Preserve Extra Name Class Photo Minutes Late Comments Links

Current View History Today Future Present 0

Name	Reg	Thu:1 AM	Thu:2	Thu:3	Thu:4 PM	Thu:5
Anderson, Dylan	80	/	/	/	/	/
Barton, Oily	80	/	/	/	/	/
Bendall, Nathan	80	/	/	/	/	/
Christian, Morgan	80	/	/	/	/	/
Dixon, Madison	80	/	/	/	/	/
Fry, Cam	80	H	H	H	H	H
Godberg, Micheal	80	/	/	/	/	/
Gravett, Callum	80	/	/	/	/	/
Griffiths, Finn	80	/	/	/	/	/
Gunning, Patrick	80	/	/	/	/	/
Halvig, Kian	80	/	/	/	/	/
Helicke, Saabiq	80	/	/	/	/	/
Khan, Kushan	80	/	/	/	/	/
Long, Aimee	80	/	/	/	/	/
Malton, Grace	80	/	/	/	/	/
Maule, Archie	80	/	/	/	/	/
Mist, Conor	80	/	/	/	/	/
O'Connor, Luisa	80	/	/	/	/	/
Parker, Logan	80	/	/	/	/	/
Peters, Brandon	80	/	/	/	/	/
Powell, Corey	80	/	/	/	/	/
Sankofa, Keisha	80	/	/	/	/	/
Saunders, Heather	80	/	/	/	/	/
Tall, Susan	80	/	/	/	/	/
Tan Cheng, Shona	80	/	/	/	/	/
Hatwell, Lucy	80	/	/	/	/	/

The orange highlight indicates the name of the pupil/student and the period for which the mark is about to be entered.

Right-click the Name or Reg column heading to add additional identification columns.

Hovering over a cell displays the teacher's name and class. Comments and minutes late are also displayed if they have been entered.

Extra names will initially be added to the bottom of the list.

### Enter the same code for ALL pupil/students

1. Click the column heading for the current period. The background colour of the selected cells changes to cyan.
2. Enter / or \ as appropriate to flood fill the entire column.
3. Where the present mark is not applicable, individual marks can be edited by clicking in the appropriate cell and entering the correct mark using the keyboard or Codes dialog.

### Enter the same code for a block of pupil/students

1. To select pupil/students who are listed sequentially, click in the first cell in which you wish to enter the mark. Hold down the Shift key and click the last cell in which you wish to enter the same mark. The background colour of the selected cells changes to cyan.
2. Enter a mark using the keyboard or Codes dialog.

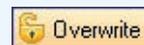
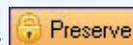
### Editing/deleting a mark

If you wish to edit or delete a mark before it is saved, ensure that the highlight is on the cell displaying the required mark. Enter the correct code using the keyboard or Codes dialog, or press the Delete key, as appropriate. A dash (-) is displayed in the cell where a mark has been deleted.

### Saving the data

Click the Save button to save the marks. If there are any pupil/students with missing marks, SIMS .net will offer to mark them as absent using the code N (no reason yet provided for absence). If you click the No button you will be returned to the Take Register page without saving. Missing marks can then be entered manually before the register is saved.

NOTE: If you wish to edit marks after saving, ensure that the Preserve/Overwrite toggle button is displaying Overwrite.



Preserve/Overwrite toggle button

### Printing the register

Click the Print button to open a standard Windows® Print dialog. Ensure that the printer settings are correct and then click OK.

### Entering a mark using the keyboard

Click in the cell and enter a mark using the keyboard. As each mark is entered the highlight automatically moves down to the next pupil/student.

### Select the required code from a list of all available codes

Either right-click in the cell in which you wish to enter a mark and select Display Codes from the pop-up menu or click the Codes button to open the Codes dialog.

Double-click the required code which is then displayed in the current cell. The highlight moves down to the next pupil/student. The Codes dialog can remain open while the register is marked. Continue entering marks as required. Click the Close button to close the Codes dialog.

TIP: To enter mark(s) using the keyboard while the Codes dialog is open, click in the register where the next mark is to be entered (this returns the focus to the register page) and enter the required mark via the keyboard.

# Lesson Monitor in SIMS .net

## Adding Extra Names

1. Click the Extra Names button to open the Add Extra Names browser.
2. Search for the required pupil/student.
3. Highlight the required name and click the OK button. Alternatively, double click the name to return to the Take Register page.
4. A message informs you that you are about to add this pupil/student to the class for this lesson only. To confirm the action click the Yes button.  
The extra names added to the bottom of the list already marked as present. The list will be sorted into alphabetical order when the register is saved.
5. Additional names can be added using the same method.

## Viewing the Class Photograph

The Class Photograph is a composite display made up of all available individual photographs that are stored in the SIMS database.

1. Click the Class Photo button to open the Class Photo dialog.



2. If information is required about the SIMS Schools Photography Licensed Partners, click the Click for Photographers link at the bottom of the dialog to open a Capita web page.

## Viewing/Editing Historical Marks

The historical view enables you to view and edit historical marks for up to ten meetings of the selected class. It can be used to view a pupil/student's pattern of attendance and correct any errors with previous marks.

To view previous lessons for the current class, select the History radio button. The current lesson is displayed in the right-hand column. You can continue marking the current lesson on this screen.

To return to the Day View for the selected date, select the Today radio button.

## Viewing/Editing Future Marks

The future view option enables you to view, enter and edit future marks for up to ten instances of the selected lesson. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that interested staff have visibility of these codes.

To view the next ten instances of the selected lessons, select the Future radio button. The current lesson is displayed in the left-hand column.

To return to the register for the selected date and period, select the Today radio button.

## Recording Minutes Late and Comments

The Minutes Late option allows a teacher to record the length of time that a pupil/student was late arriving at class.

The Comments option allows a brief comment to be recorded regarding a pupil/student's behaviour, for example, where a pupil/student consistently forgets their homework or is disruptive during the lesson. An in-depth record of Behaviour can be recorded via the Links button.

1. Locate the required pupil/student and click in the associated cell for the current lesson.
2. Click the Comments or Minutes Late button, as appropriate, to open the associated dialog.
3. Enter your comments or the number of minutes late and click the OK button to return to the Take Register page.  
Where comments have been added, the top right-hand of the cell is red. Where minutes late have been recorded, the background colour of the cell is cyan. Hovering over a cell displays the teacher's

name and class. Minutes late and comments are also displayed, if they have been entered.

4. Click the Save button.

### Producing a Minutes Late Report

1. Select Focus | Lesson Monitor | Lesson Report to display the Late Minutes Report browser.
2. Select a date range.
3. Select the required scope, e.g. Whole School, Year 7, Year 8, etc.
4. A default title is shown as Minutes Late for Lessons but can be edited if required.
5. Specify the Subjects to be included in the report by selecting the appropriate check boxes. One or more subjects can be selected. Alternatively, select the All check box to produce a report that includes all the listed subjects.
6. Click the Search button to generate the report, which is displayed in print preview where the usual options apply.

## Displaying Marks

The Display Marks routine provides a read-only view of the selected pupil/student's marks. It is particularly useful for looking at pupil/students on-roll this year. However, your school will find it has many other uses including looking back at the previous year's attendance records of current pupil/students, and reviewing previous year's attendance record of pupil/students who left last year.

1. Select Focus | Attendance/Lesson Monitor | Display Marks to display the Find Student browser.
2. Select the required pupil/student.
3. Select the Sessions Week or Month View, or the Sessions and Lessons Day or Week View radio button as required.

For more information please refer to the Lesson Monitor in SIMS .net handbook accessed by clicking Other handbooks in the Documentation shortcuts panel in SIMS .net.

This guide is based on the version of the software (7.86) in use at the time of publication. For details of changes to the software, please refer to the associated handbook and online help file.

For further copies of this, or other Quick Reference Sheets, please email [publications@capita.co.uk](mailto:publications@capita.co.uk).

For information on available training courses, please contact Capita Professional Services on 01234 838080 or email [profserv@capita.co.uk](mailto:profserv@capita.co.uk).

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