# EXPORTING TO SIMS

If you have SIMS as your MIS, you can use the Transition Tool to export your data directly into your MIS. This next section explains how to do this! Because someone in the Applicaa team used to be a Data Manager, we've been told we should suggest that you get your Data Manager to help you do this bit as they can be a bit protective about their databases, and they might have some opinions about some of the next steps! (He's also told us that chocolate is often a useful way to get them to help!)

As your data manager knows, information in SIMS is stored in something called 'Aspects', which you can think of as like a column in a spreadsheet. Then these aspects can be added to 'Marksheets' which are spreadsheet-like pages that teachers use to enter and see information about students in the system.

The Transition Tool will help you automatically create the necessary aspects to store your transition data, and will then export the information into SIMS for you. Your Data Manager can then create mark sheets that your Year 7 (or other teachers) can use to easily see the comments that your feeder schools have written about your students.

# DO YOU HAVE THE RIGHT PERMISSIONS?

Before you get started, you'll need to ask whoever maintains your SIMS Database to make sure you have the following 'permissions' in SIMS. "Assessment Co-Ordinator" and "Assessment Operator". (Send them this screenshot – it will make sense to them!)
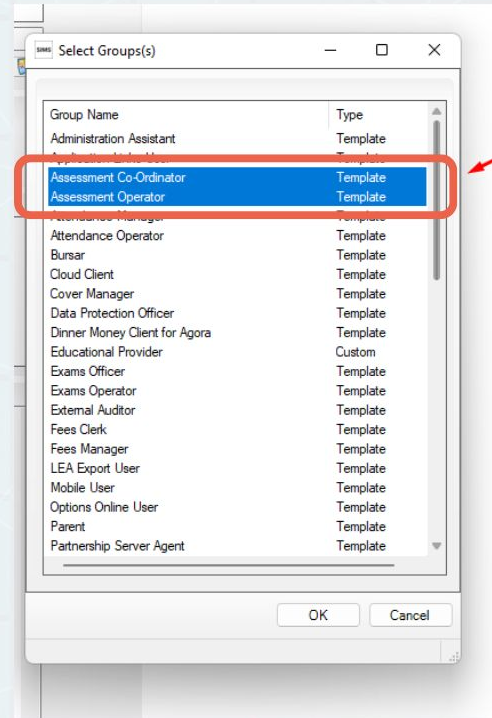
Then to get started, click on an icon on the main transition screen that looks like a page with an arrow coming out of it…(Note: This is only available for systems that have been set up to work with SIMS. If you don't see it but are a SIMS school, contact your Customer Success Manager who can fix this for you.)

**+ Edit Form**

ch:
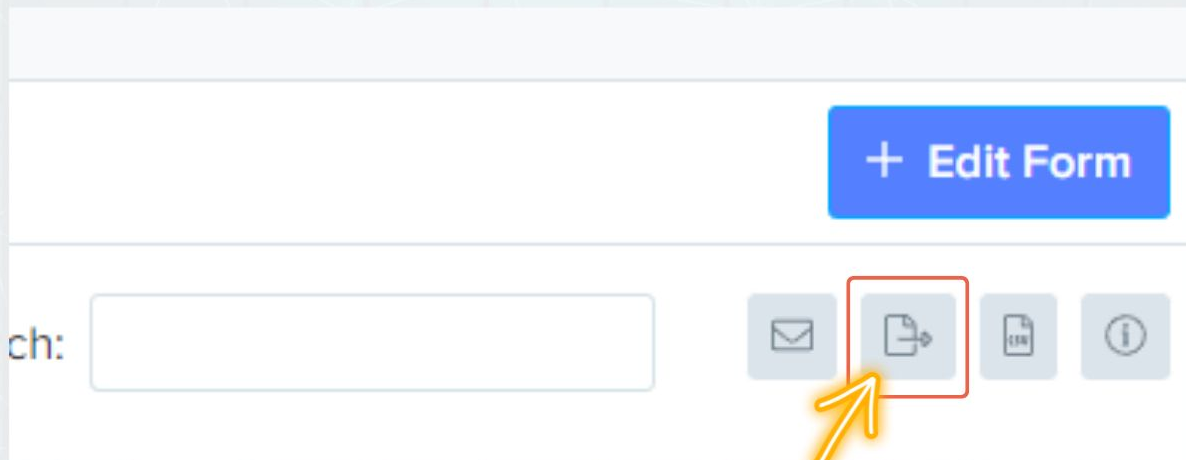
**Export to MIS** ✕

Transferring your transition data to SIMS:

There are three steps you will need to do in order to make your transition data visible in SIMS:

Step 1: You will need to choose aspect names you will use to store transition data in SIMS.

Step 2: You will use the SIMS App to automatically create the required aspects and to move the data from A+ to SIMS.

Step 3: You will need to create marksheets in SIMS that show your data to your teachers.

Click this hyperlink to see a useful video explaining how this process works....

Cancel      Edit Sims Aspects      Start The SIMS App

The next screen lets you know that you'll need to edit your aspect names before you can export into SIMS. Click on the 'Edit SIMS Aspects' button to go to the next step:

## Edit Your Sims Aspects

| Question | Sims Column Heading | Sims Aspect Name | A+ Property Code |
|---|---|---|---|
| Please describe this student's progress in Science | Prior Science Progress | applicaa.prog.scienes | applicaa.prog.science |
| Please describe this student's progress in Reading update | Prior Reading Progress | applicaa.prog.reading.update | applicaa.prog.reading |
| Please describe this student's progress in Spelling, Punctuation & Grammar | Prior SPG Progress | applicaa.prog.spg | applicaa.prog.spg |
| Are there any other students joining us from your school that this student works particularly well with, and that you think we should try to keep together when choosing classes? | Pair With | applicaa.pairs | applicaa.pairs |
| Are there any other students joining us from your school that you think we should try to avoid grouping this student with? | Avoid | applicaa.avoids | applicaa.avoids |

In the table above, the first column shows the questions in your questionnaire.

The second column shows how that column will be labelled in SIMS Marksheets. Choose something relatively short (there's a character limit in SIMS), but something that will make sense to teachers as they read it. We've taken a guess as to what you might want them to say, but you can change it to something you'd prefer here if you want.
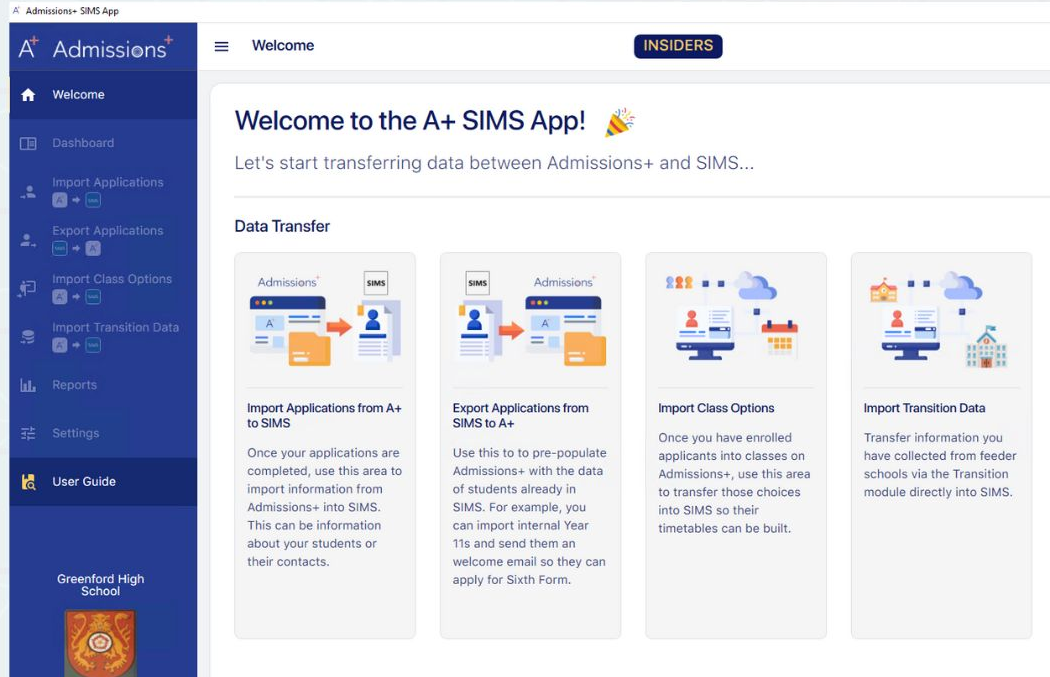
The third column is where you will determine what the names of your aspects will be. This is probably the bit your Data Manager cares the most about, because aspect names need to make sense to them. To make it easier to find the aspects Admissions+ creates, we've taken the liberty of prefixing the aspect names with "applicaa." This will make it easier to find them when the marksheets you'll need are created later on in the process, and it should help your DM know that these are aspects we've made...

The last column just shows how Admissions+ refers to the question. You can ignore it.

Once you (and your full-of-chocolate Data Manager) are happy with the column headings and the aspect names, close this pop-up window, and you'll be taken back to the window that says 'Export to MIS'.

You'll want to start the SIMS App for the next bit. You can probably do that by clicking on the button that says 'Start the SIMS App', (but if you are at a school that has a special SIMS setup you might need to start the SIMS app the way you normally do.)

# USING THE SIMS APP TO TRANSFER YOUR TRANSITION DATA INTO SIMS

Now we're ready to actually send the data into SIMS. To do this, go open the SIMS App, and on the main menu screen, click on the ''Import Transition Data' option:

You'll then be prompted to choose the group you want to import (we call it a 'form', because these are the students linked to a particular application form for a particular year group).

**Application forms**

| Year 7 Admissions... | ⭘ |
| --- | --- |
| Awaiting reference: | 3 |
| Completed applicants: | 135 |
| Completed and Enrolled applicants: | 132 |

Admission years:
- 2021/2022
- 2022/2023

| Sixth Form Admissions... | ⭘ |
| --- | --- |
| Awaiting reference: | 0 |
| Completed applicants: | 198 |
| Completed and Enrolled applicants: | 10 |

Admission years:
- 2022/2023

Please select an Application form before importing transition data!

Next you'll get to a screen that will do an important check: To see if you've already exported anything about the students yet, because we can't export transition data about your students in SIMS if you've never actually told SIMS about the students at all!So before we attempt to export the transition data, this screen will warn you about students that haven't yet been created in SIMS... It's there are any, (like the columns shown below in red) it's best to pause the export of transition data and export those students using the normal 'export applications' route first!

Import Transition Data

INSIDERS

| 1 | 2 | 3 |
| Forms | Transition Data | Import & Summary |

**Application forms**

**Applicants**

Year 7 Admissions... ✓

Awaiting reference: 3
Completed applicants: 135
Completed and Enrolled applicants: 132

Admission years:
• 2021/2022
• 2022/2023
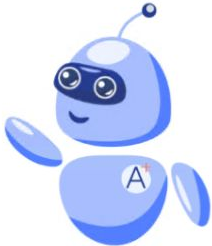
Sixth Form Admissions... ○

Awaiting reference: 0
Completed applicants: 198
Completed and Enrolled applicants: 10

Admission years:
• 2022/2023

Andy ○

Awaiting reference: 1
Completed applicants: 5
Completed and Enrolled

Select all

🔍 Search applicants

| Select | Photo | Forename | Surname | Birthday | Gender | App Status | Current School | Imported on | Transition data imported on |
|--------|-------|----------|---------|----------|--------|-----------|----------------|-------------|------------------------------|
| ☐ | 👤 | Ggg | Ssss | 27-09-2021 | ♀ | Incomplete | Carr Manor Community School, Specialist Sports College | Not yet imported | Not yet imported |
| ☐ | 👤 | Zayn | Western | 31-12-2007 | ♂ | Incomplete | Demo School | Not yet imported | Not yet imported |
| ☐ | 👤 | Test Tristian | Test Ondricka | 27-02-2012 | ♀ | Incomplete | Harrow College | Not yet imported | Not yet imported |
| ☐ | 👤 | Test Melyna | Test Kemmer | 25-01-2014 | ♀ | Completed | Hawes Down Primary School | Not yet imported | Not yet imported |
| ☐ | 👤 | Test 1 | Student 1 | 31-12-2006 | ♀ | Incomplete | Demo School | Not yet imported | Not yet imported |
| ☐ | 👤 | Test | Student | 17-07-2008 | ♂ | Completed | Poulton-le-Fylde Carr Head Primary School | Not yet imported | Not yet imported |
| ☐ | | Student 2 | Onah | 20-04-2006 | ♂ | Incomplete | Ysgol Cymerau | Not yet imported | Not yet imported |
| ☐ | 👤 | Melina | Trump | 03-03-2011 | ♀ | Incomplete | Greenford High School | Not yet imported | Not yet imported |
| ☐ | 👤 | Mark | Terren | 03-03-2011 | ♀ | Incomplete | Greenford High School | Not yet imported | Not yet imported |

Total: 79

Selected: 0

Once you've cleared the column labelled "Imported on" so there's no more red, you're ready to export the transition data... Tick the students who you wish to export, (or choose the 'select all' button if appropriate...) and then click the blue 'next' button at the bottom-right of the screen.

## Transition Data

Search

| Question | Column Heading | Aspect Name |
|---|---|---|
| Please describe this student's progress in Science | Prior Science Progress | applicaa.prog.scienes |
| Please describe this student's progress in Reading update | Prior Reading Progress | applicaa.prog.reading.update |
| Please describe this student's progress in Spelling, Punctuation & Grammar | Prior SPG Progress | applicaa.prog.spg |
| Are there any other students joining us from your school that this student works particularly well with, and that you think we should try to keep together when choosing classes? | Pair With | applicaa.pairs |
| Are there any other students joining us from your school that you think we should try to avoid grouping this student with? | Avoid | applicaa.avoids |
| Is there any additional information we should know about this student? | Prior Misc Comments | applicaa.prior.comments |
| year7 question | year12 question | applicaa.year_question |

Total: 9

BACK    NEXT

The next screen simply confirms the 'headings' and 'aspect names' for the questions that are about to be exported. (You set these up in a previous step). Click 'next' to continue...

Another screen will appear to just confirm how many students' data are about to be exported, and the number of questions (aspects) that will be exported. You can hit one of the 'review' buttons to go back and check these again, but at this point you probably just want to hit the 'import' button!

**Preview & Import**

**Students**



■ Selected students     1.27%     1

■ Skip students     98.73%     78

👁 Review students

**Transition data**



■ Transition data     100.00%     9

👁 Review transition data

BACK     IMPORT

# IMPORT TRANSITION DATA REPORT

Some of the records have warnings (⚠️). Please review them on the report below.

| NO. | FULL NAME | MESSAGE | STATUS |
|---|---|---|---|
| 1 | Jordan Acton | Import student data SUCCESS with 9 warnings. | Success ⚠️ |

Finally, at the end of the process you'll see a report. Please review it to see if there were any 'errors' in reporting your data. If there are, please don't hesitate to contact technical support or your Customer Success Manager for help!

# MAKING MARKSHEETS

Your Data Manager (or whoever does assessment at your school) will be very familiar with marking mark sheets, but as a handy reminder, in SIMS to start the process you can click on:

Focus / Assessment / Template

Then click on 'new' to make a new Template...

Give your template a name that makes sense to you, and you can add notes here to remind you of what the template is for (see the example):

In the 'Template Columns' section, choose 'new' and then add in the aspect names that start with 'applicaa.' (if you kept those names, or use the ones you named yourself if you prefer.)

When asked for a 'result set' leave this blank. (We didn't add a 'result set' for this data when we imported it, because your students will hopefully only transition once into your school!)

Now in the 'marksheets' area, you can choose which marksheets you'll need. We recommend creating one for each of your Year 7 classes by clicking on 'new', and then choosing the 'courses' tickbox, and then drill down into the (KStg3) courses for each of the subjects you teach in Year 7 (assuming this is for your Year 7 cohort).

It's not widely known, but if you create marksheets for classes this way, the marksheet will then appear on the same screen as the one where the teacher takes the register (it appears as a 'tab' behind the register screen, which the teacher can then view to see the data for their students!)
They can also of course view this under the 'my marksheets' icon in SIMS.

This does however require your Data Manager to have correctly linked up your Year 7 classes in SIMS 'Course Manager' area to the correct KS3 courses. (If it's not linked up, you might want to bring an entire box of chocolates when asking them to fix it, because it's not a small task.)
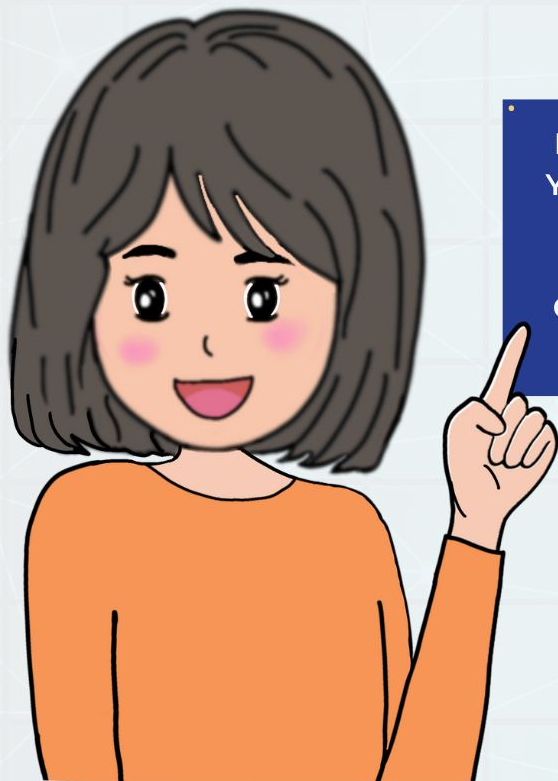
Remember you can also create marksheets for Year Groups as well, so your Head of Year might want to view the information as well, and this can of course also be exported from SIMS into CSVs as well. Your DM will know lots of ways in which to share this info as appropriate!