

Covid-19 Attendance Report

Contents

Sample Report	2
Why use User Defined Fields in SIMS?	3
How to set up a Social Worker as a User Defined field in SIMS	3
Maintaining data within User Defined Fields	5
Bulk Update routine	5
Pupil/Student Record for Individual data entry	6
Importing, Modifying and Running the Covid - 19 Attendance Report	7
Importing the report	7
Modifying the Report	8
Completing the attendance register	11
Running the report	11
Making User Defined Fields inactive/deletion	12

For the latest version of the documentation and SIMS Reports please check out

<https://www.scomis.org/scomis-covid-19-attendance-report/>

Process Outline

1. Some of the information required by DfE is not usually recorded in SIMS you will need to create a User Defined fields and record the information in SIMS for 'Social Worker'

NB. There is a bulk update routine that speeds up this process

If you have previously set up a Social Worker Field this set can be skipped. You may have done this for the Covid report we released in the summer term of 2020.

2. Import the **Covid-19** SIMS report and tailor according to your school's requirements.

This guide provides step-by-step instructions. Once attendance data has been entered into SIMS the report will provide the information required to complete the student section of the DfE online form.

This document is based on a material provided by Capita SIMS

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Why use User Defined Fields in SIMS?

If you have previously set up UDF's for the Scomis Covid report for the summer term of 2020 you can move to the section *Importing, Modifying and Running the Covid - 19 Attendance Report*

Non-statutory data can be recorded and maintained in SIMS, for example an indicator to identify and record children with a Social Worker is easy to maintain and update. Fields can be selected to show within the group registration screens

- Fields and data can be easily removed when no longer required
- The fields are fully reportable

How to set up a Social Worker as a User Defined field in SIMS

Click on Tools | Setups | User Defined Fields Select 'New' to add a new value



Enter a Description, Field Type, and Data Domain

1. In the Description field type '**Social Worker**' and for the field type select '**True/False**'
2. This field type is easy to update through **SIMS | Routines | Student | Bulk Update**
NB: Other field types are available, but they will not display in the Bulk Update functionality
3. You can choose where the UDF will appear in SIMS.

The Data Domain and Data Area fields determine where the new User Defined Field (UDF) will be visible within SIMS.

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If you wish the UDF to appear in Section 13 of the main student record then select '**Person**' for the Data Domain and '**Student Details**' for the Data Area(s)

If you wish the UDF to appear in Section 12 of the Special Needs area of SIMS then select '**Person**' for the Data Domain and '**SEN Details**' for the Data Area(s)

UDF Field Details: Social Worker

Save Undo Print

1 Basic Field Details

1 Basic Field Details

Description: Social Worker

Field Type: True/False

Data Domain: Person

Data Area(s)	Page	Panel
<input type="checkbox"/>	Contact Details	
<input type="checkbox"/>	Student Details	
<input type="checkbox"/>	Applicant Details	
<input checked="" type="checkbox"/>	SEN Student Details	User Defined Fields
<input type="checkbox"/>	Employee Details	

Active Apply to Assessment Manager Filters

Before saving, ensure that the 'Active' check box is selected. Click **Save**

NB: For the field to display in the SIMS Reporting Dictionary please close and re-start SIMS

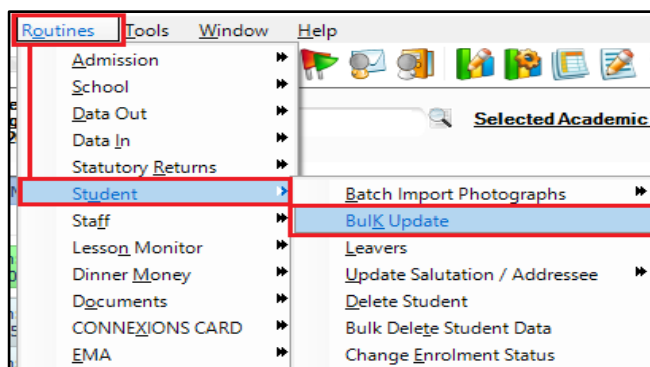
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Maintaining data within User Defined Fields

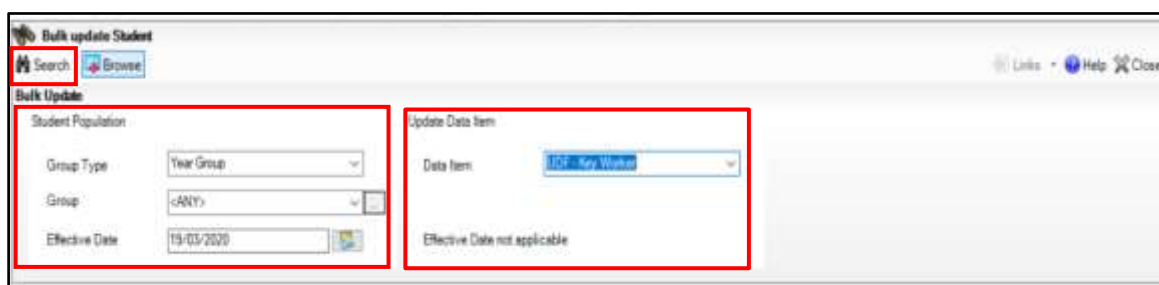
There are two ways to enter-and maintain User Defined Field data within SIMS:

Bulk Update routine

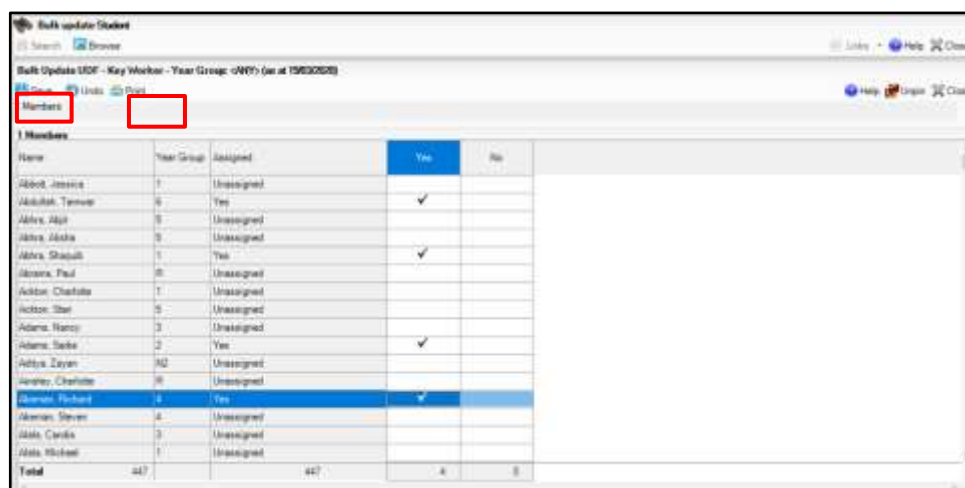
Click on **Routines | Student | Bulk Update** to open.



In the Student Population panel select **'Year Group'** for the Group Type (as shown in the example below). For the Group select **'Any'** (this pulls through the whole school list of pupils when searching). In the Update Data Item panel select an effective date e.g. today's date. Within the Data Item drop down field select the newly created UDF – **Social Worker**



Click on **'Search'** to list the whole school list of pupils/students. Assign pupils to the newly created UDF by clicking in the cell to place a tick. As you insert ticks, the **'Total'** row at the bottom of the grid will indicate how many records have been added. Click on **Save**.

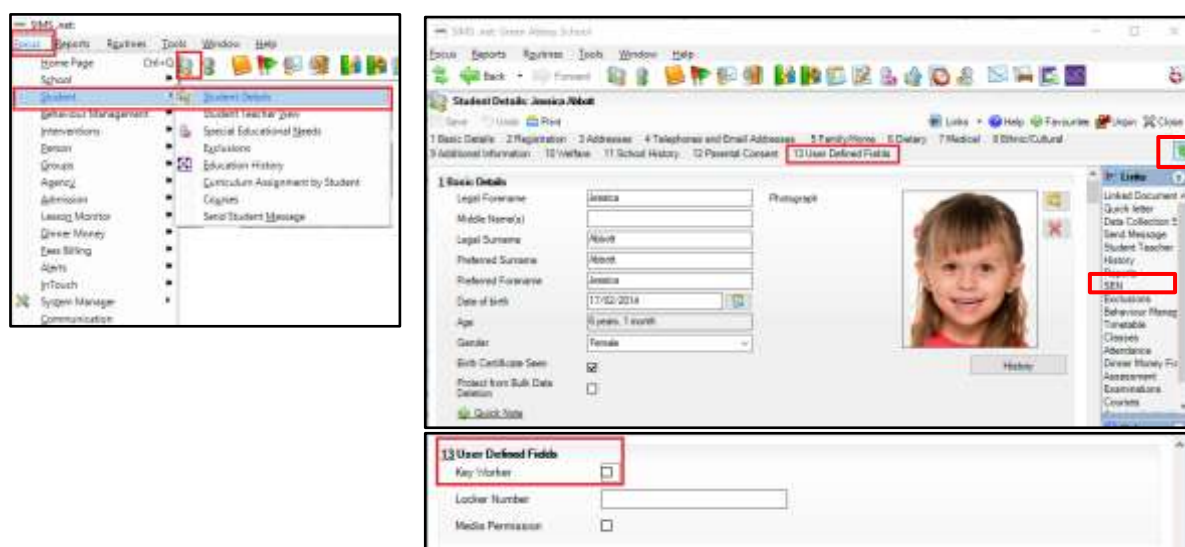


Top Tip: Click on the **'Print'** icon to print details

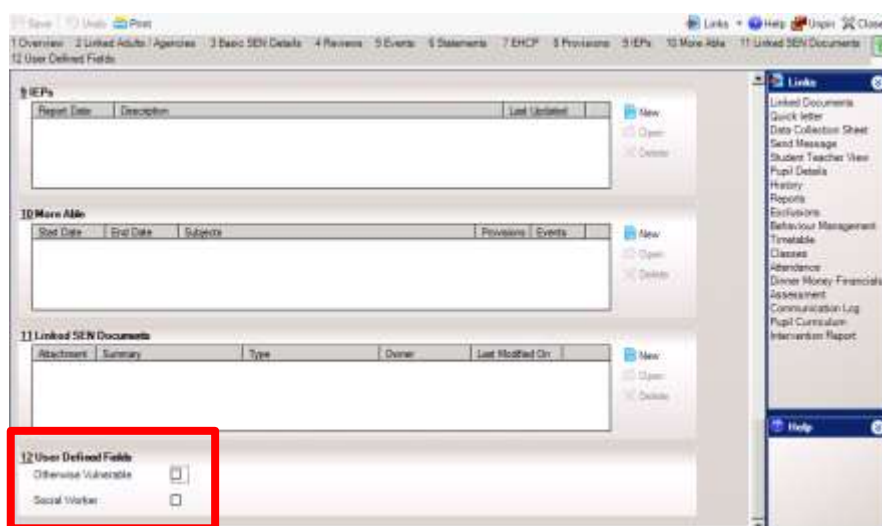
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Pupil/Student Record for Individual data entry

1. Click on **Focus | Pupil/Student | Pupil/Student** Record (or the Pupil/Student Details icon) and select a pupil/student to open their record
2. **If you created the UDF in the main student record** Click on **Section 13. User Defined Field** link at the top of the screen or scroll down to Section 13. Complete the data as relevant and **Save**



3. **If you created the UDF in the SEN** On the **Links Menu** click on **SEN** to open up the SEN Record (if the links menu does not show click on the double green arrow)
4. Click on **Section 12. User Defined Field** link at the top of the screen or scroll down to Section 12. Complete the data as relevant and **Save**



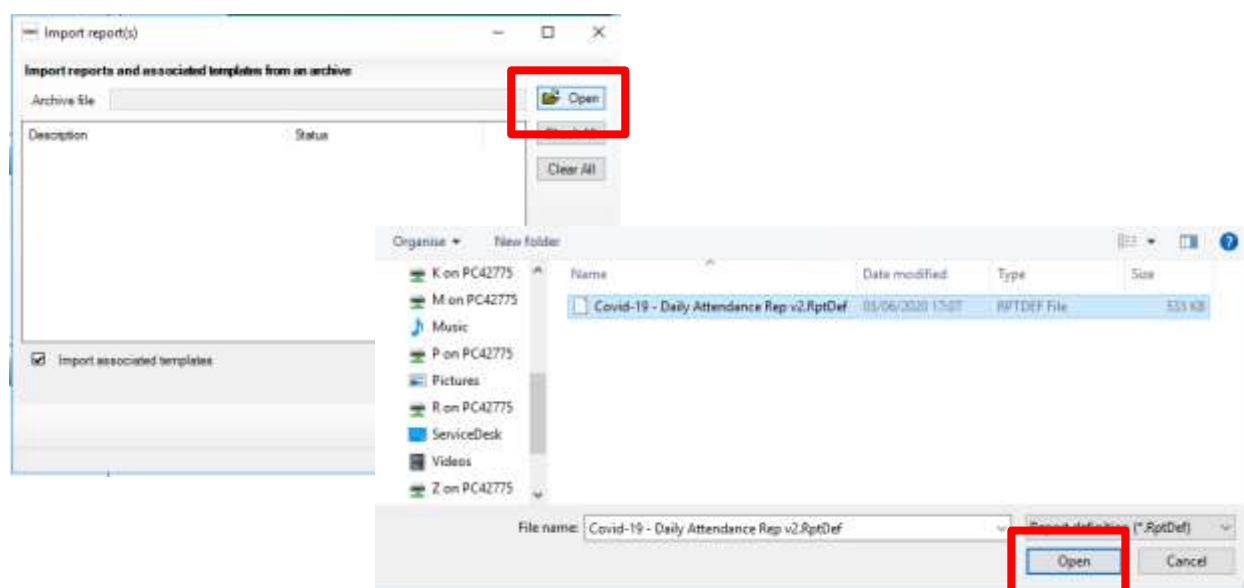
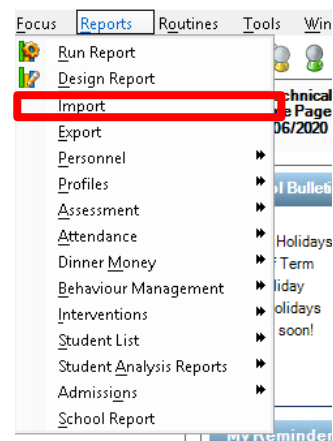
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Importing, Modifying and Running the Covid - 19 Attendance Report

This section of the guide presumes you have set up the User Defined Fields for **Social Worker**

Importing the report

1. Download the file **Covid-19 – DfE Attendance Rep 092020.RptDef** and save it in an area accessible to SIMS. The latest version can be found by following the links from <https://www.scomis.org/scomis-covid-19-attendance-report/>
2. Select **Reports | Import** to display the **Import reports and associated templates from an archive** dialog.



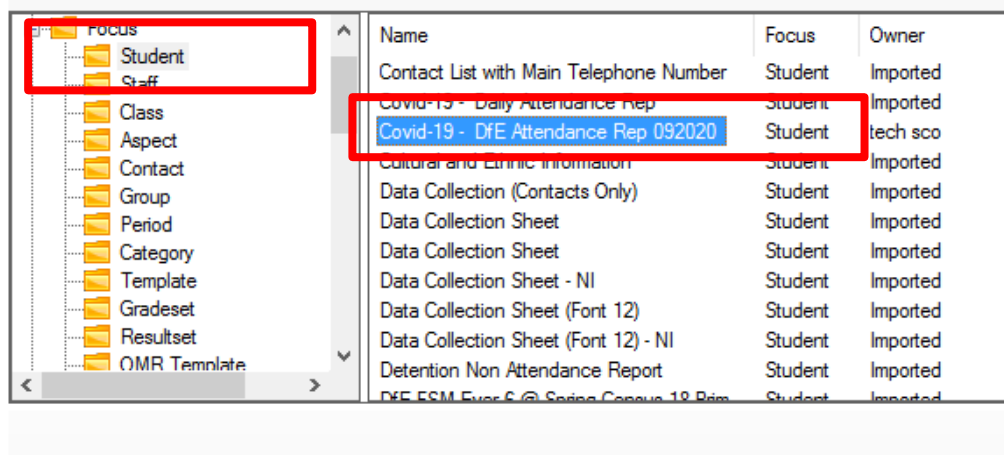
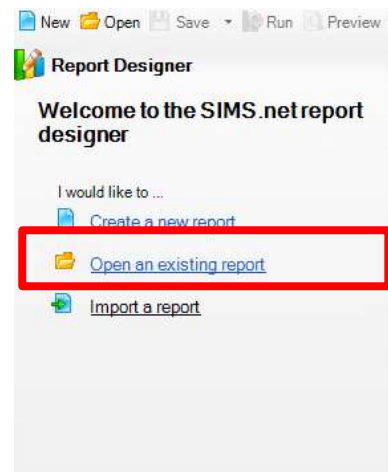
3. Locate the report **Covid-19 – DfE Attendance Rep 092020.RptDef** by navigating to the stored location
4. Click the **Open** button to return to the **Select report file to import** dialog box. The file name and location you have specified will be displayed in the Archive file field.
5. Click the **Import** button. The status of the imported report(s) change(s) to *Imported*
6. Click the **Close** button to complete the process and close the dialog box

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Modifying the Report

Once you have successfully imported a report you need to log out of SIMS and log back in again before the newly imported reports will be available for use

1. Select **Reports | Design Report**
2. Select **Open an Existing Report**



1. **Expand the Focus folder** to view all the different report folders
2. Double Click on the **Student Folder**.
3. Locate the report **Covid-19 – DfE Attendance Rep 092020**
4. **Double-click** to display the Report Summary dialog

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Select Data Fields

Here you can choose which items of information you want to be displayed as columns in your report

You must select at least one field to include in your report

Load from an existing report

<< Back Next >> Finish

Report Summary

Report Name: Covid-19 - DfE Attendance Rep 092020
 effective on: 10/09/2020

- Data area: Student - Population: On roll
- Data Fields:** Name & Reg, Year taught in Code, SEN Status Code, On roll; for attendance marks of each student where mark date is 12 Jun 2020 and Statistical meaning is Present, Approved Educational Activity, Authorised Absence, Unauthorised Absence, Attendance not required or No mark and AM/PM is AM: Mark, Mark description, Mark date, Statistical meaning
- Filter Students
- Use the default sort order: Surname, Legal Forename
- Default Output: Excel
Report Title:

Select fields to be included in the report

Focus Student

Find Full list

Caption On roll

[Student]

- Name & Reg [Student]
- Year taught in Code
- SEN Status Code**
- On roll
- Attendance marks (filtered)
 - Mark
 - Mark description
 - Mark date
 - Statistical meaning

1. Click on the **Data Fields** to show the fields included in the report
2. Click on **SEN Status Code** in the right-hand window

Find Full list

Sen User Defined Fields

- Otherwise Vulnerable
- Social Worker**

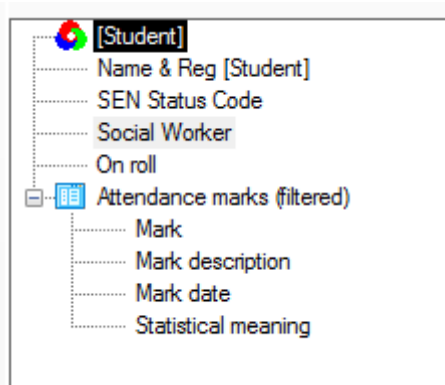
Caption SEN Status Code

[Student]

- Name & Reg [Student]
- Year taught in Code
- SEN Status Code**
- On roll
- Attendance marks (filtered)
 - Mark
 - Mark description
 - Mark date

Updated 03/09/2020

3. If you set up the Social Worker UDF in the main Student record open up **UDF**, and double click on **Social Worker**.
4. If you set up the Social Worker UDF in the SEN Record open up **SEN User Defined Fields** and double click on **Social Worker**



5. Your list should look like this. **The order is important**

If the list is not in the correct order, click on the item you wish to move and use the green up and down arrows on the right-hand side



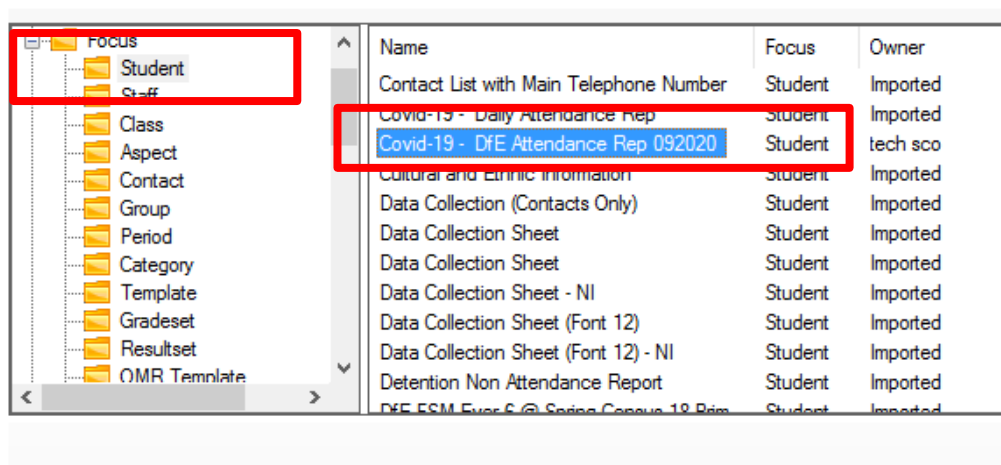
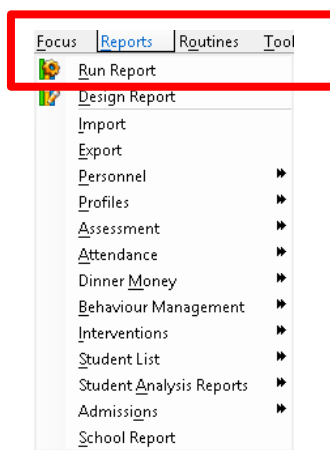
Save the report. You may be asked to save it under a different name

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Completing the attendance register

Running the report

1. Select **Reports | Run Report**



Expand the Focus folder to view all the different report folders

2. Double Click on the **Student Folder**
3. Locate the report **Covid-19 – DfE Attendance Rep 092020**

Tip: At this point if you click on hold the report and drag it to the favourites folder it will appear on you Home Page in the Favourites panel if this has been configured

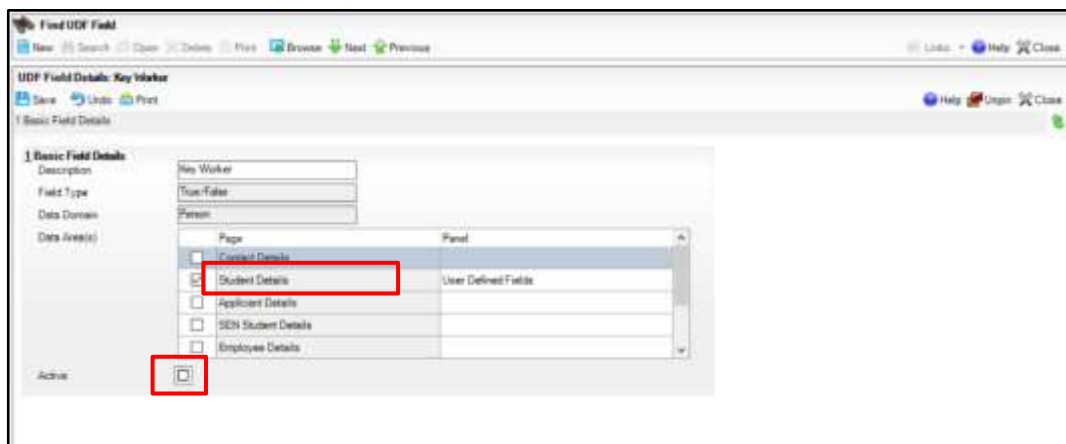
4. **Double-click** to display the Enter Parameter values for Report dialogue
5. **Enter the date** –and click OK
6. The report will now run

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Making User Defined Fields inactive/deletion

User Defined Fields can be made **inactive** so that they can no longer be selected for recording data however you can still run reports on the data

Click on **Tools | Setups | User Defined Fields** and select the required field(s), remove the tick from the 'Active' box and click on **Save**



To delete a User Defined Field click on **Tools | Setups | User Defined Fields**, select the UDF to highlight and then click on the 'Delete' button (see below). You will be prompted to confirm your selection choice for deletion. Click on **Yes** to confirm.



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