

Creating SIMS Elements in Bulk

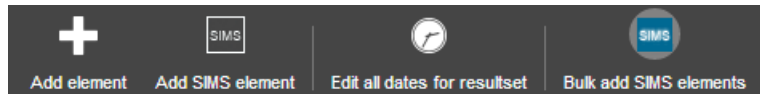
Before you start, you need to decide what grades you want teachers to see. We do not flood fill ASM grades into PARS simply because there are so many you won't use in ASM that automatically linking them will cause more issues and teachers will have a cumbersome grade entry screen.

You also need to have a list of dates enabling you to define when you want teachers to enter the grades i.e. Year 7 grades to be entered 3 times a year during October, February and May.

As Schools configure grades in many ways via SIMS, this is a basic guide as to what you need to do – if you have specific requirements, please check with support desk on 01902 824281.

To get started, go to:

PARS main menu > Grading > Configure > Configure Grading Elements



Click the “Bulk add SIMS elements” button to begin.

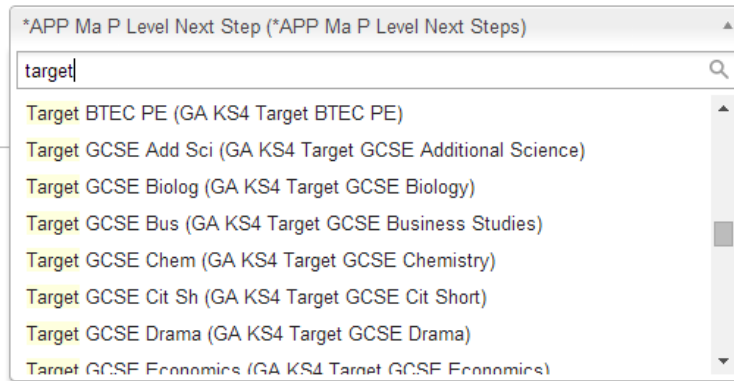
A new page will open that has five different tabs. Each of the tabs will be explained in order in this guide.

Aspects

The aspects tab is where you choose which aspects are going to be pulled into PARS as SIMS elements. First click the “Aspects” drop-down. This will show you a list of all the aspects that you have in SIMS.

At the top of the drop-down that allows you to filter the list of aspects.

Aspects:



*APP Ma P Level Next Step (*APP Ma P Level Next Steps)

target

- Target BTEC PE (GA KS4 Target BTEC PE)
- Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)
- Target GCSE Biolog (GA KS4 Target GCSE Biology)
- Target GCSE Bus (GA KS4 Target GCSE Business Studies)
- Target GCSE Chem (GA KS4 Target GCSE Chemistry)
- Target GCSE Cit Sh (GA KS4 Target GCSE Cit Short)
- Target GCSE Drama (GA KS4 Target GCSE Drama)
- Target GCSE Economics (GA KS4 Target GCSE Economics)

Type a word or phrase into the search bar, such as “target”.

The list will then only show aspects that contain your word or phrase.

To add an aspect, simply click on it. The aspect will then appear on the page:

Aspects:

Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)

Del	Aspect	Code	Description	RO	Priority	Years
<input checked="" type="checkbox"/>	Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text"/>

If you want to remove the aspect from this list, click the cross button to the right.

The aspect “Target GCSE Add Sci” is ready to be added. Keep repeating this until you have several aspects in the list, such as all containing the word “Target”.

Aspects:

Target GCSE Sci (GA KS4 Target GCSE Science) ▼

Del	Aspect	Code	Description	RO	Priority	Years
<input checked="" type="checkbox"/>	Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Biolog (GA KS4 Target GCSE Biology)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Bus (GA KS4 Target GCSE Business Studies)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Chem (GA KS4 Target GCSE Chemistry)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Drama (GA KS4 Target GCSE Drama)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Eng (GA KS4 Target GCSE English)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE French (GA KS4 Target GCSE French)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Geography (GA KS4 Target GCSE Geography)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE German (GA KS4 Target GCSE German)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE History (GA KS4 Target GCSE History)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE ICT (GA KS4 Target GCSE ICT)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Maths (GA KS4 Target GCSE Maths)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE PE (GA KS4 Target GCSE PE)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Phys (GA KS4 Target GCSE Physics)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE RE (GA KS4 Target GCSE RE)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>
<input checked="" type="checkbox"/>	Target GCSE Sci (GA KS4 Target GCSE Science)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	<input type="text"/>

Once you have a list of aspects, you need to fill information into the columns.

Code

Each SIMS elements needs a unique code that should be an abbreviation of the Aspect name, as well as the year group(s) and subject(s) it applies to. A code is made of two sections, each with a maximum of 3 characters.

The first part of the code should abbreviate the Aspect name e.g. Effort or Target. The first part of the code should also indicate which year groups the aspect applies to. **When coding your elements, you should try to be consistent.**

Aspect	Code
Maths Target	TG_MA
GCSE Maths Target	TGG_MA
GCSE Maths Effort	EFG_MA
Year 7 Maths Effort	EF7_MA

In the example below, notice that the first part of the code for a general maths target is “TG”, whereas a GCSE maths target is “TGG”. The extra G represents GCSE. You could also use the number 3 or 4 to denote a key stage.

Description

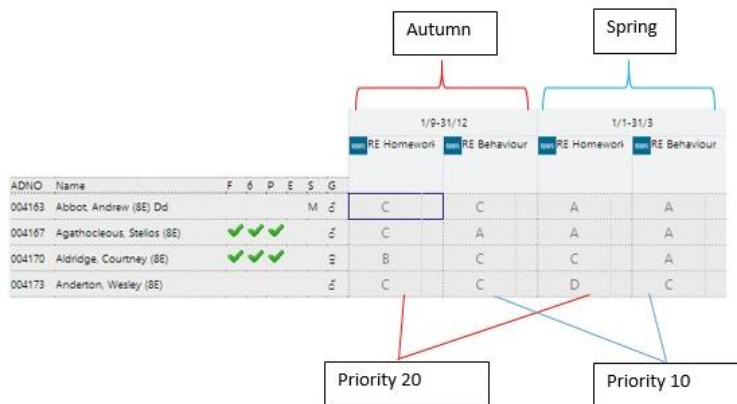
Once you have given all of your elements codes you can give them descriptions. Descriptions are optional so you can skip this if you like. If a SIMS elements has a description, then teachers will see the description instead of the aspect name on their grade entry screen.

RO

This is the read only column. If an aspect is to be read-only, tick this box next to the aspect.

Priority

The priority will affect the element's position on the enter grades page. Elements are grouped by their date ranges first, so all elements being assessed in autumn would appear furthest left, and then all elements assessed in spring next and so on. Within each of those groupings (e.g. autumn) the elements will be ordered based on their priority, with the highest priority appearing furthest left. See below for an example:



		Autumn				Spring					
		1/9-31/12				1/1-31/3					
		RE Homework	RE Behaviour	RE Homework	RE Behaviour	RE Homework	RE Behaviour	RE Homework	RE Behaviour		
ADNO	Name	F	6	P	E	S	G				
004163	Abbot, Andrew (BE) Dd				M	5		C	C	A	A
004167	Agathocleous, Stellos (BE)	✓	✓	✓		5		C	A	A	A
004170	Aldridge, Courtney (BE)	✓	✓	✓		5		B	C	C	A
004173	Anderston, Wesley (BE)					5		C	C	D	C

Therefore if you want your target aspects to appear on the left of the grade entry page, you should give them a high priority. Around 100 would be good for this. If you want the target aspects to appear on the right, you should give them a low priority such as 10.

Years

In the “Years” column, you need to type numbers to tell PARS which year groups the aspects apply to. If the aspect applies to more than 1 year group, separate the numbers using commas, e.g:

Who does the aspect apply to?	What to type in the “Years” column
KS3	7,8,9
GCSE	10,11
Everyone	7,8,9,10,11,12,13

Your page in PARS should now look something like this:

Aspects:

Target GCSE Sci (GA KS4 Target GCSE Science)

Del	Aspect	Code	Description	RO	Priority	Years
<input checked="" type="checkbox"/>	Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)	TGG AS	Target Additional Science	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Biolog (GA KS4 Target GCSE Biology)	TGG BI	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Bus (GA KS4 Target GCSE Business Studies)	TGG BS	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Chem (GA KS4 Target GCSE Chemistry)	TGG CH	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Drama (GA KS4 Target GCSE Drama)	TGG DR	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Eng (GA KS4 Target GCSE English)	TGG EN	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE French (GA KS4 Target GCSE French)	TGG FR	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Geography (GA KS4 Target GCSE Geography)	TGG GG	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE German (GA KS4 Target GCSE German)	TGG GE	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE History (GA KS4 Target GCSE History)	TGG HI	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE ICT (GA KS4 Target GCSE ICT)	TGG IT	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Maths (GA KS4 Target GCSE Maths)	TGG MA	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE PE (GA KS4 Target GCSE PE)	TGG PE	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Phys (GA KS4 Target GCSE Physics)	TGG PH	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE RE (GA KS4 Target GCSE RE)	TGG RE	Target	<input type="checkbox"/>	100	10,11
<input checked="" type="checkbox"/>	Target GCSE Sci (GA KS4 Target GCSE Science)	TGG SC	Target Science	<input type="checkbox"/>	100	10,11

Result sets

Here you choose the result sets that are linked to your aspects. Scroll through the list of result sets and select every result set that is linked to at least one of your aspects. If a result set is linked to some of your aspects and not others, you should still select it.

On the right of the page there is a “Years” column. As with the aspects, you should type numbers relating to the year groups that the result sets apply to. If the result sets apply to multiple year groups, separate the numbers with commas.

Selected	Resultset	Always show on active view	No collection dates	Dates	Years
<input type="checkbox"/>	Year 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text"/>
<input checked="" type="checkbox"/>	Year 10 Autumn Term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text" value="10"/>
<input checked="" type="checkbox"/>	Year 10 Spring Term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text" value="10"/>
<input checked="" type="checkbox"/>	Year 10 Summer Term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text" value="10"/>
<input type="checkbox"/>	Year 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text"/>
<input checked="" type="checkbox"/>	Year 11 Autumn Term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text" value="11"/>
<input checked="" type="checkbox"/>	Year 11 Spring Term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 ▾ January ▾ 1 ▾ January ▾	<input type="text" value="11"/>

You can also use this page to set the date ranges for your result sets. However there is a quicker way to do this later on.

Subjects

On this tab you can link your aspects to subjects. All of your aspects will be listed and each has a set of tick boxes for each subject. Choose which subject(s) your first aspect is linked to.

TGG_AS - Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)	
Additional Science	<input checked="" type="checkbox"/>
Art	<input type="checkbox"/>
Basic Skills	<input type="checkbox"/>
Biology	<input type="checkbox"/>
Business Studies	<input type="checkbox"/>
CDT:Des & Com	<input type="checkbox"/>
CDT:Des & Real	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>

Once you have done this, click on the name of the aspect. This will collapse the list of subjects so that you can see all of the aspects more easily.

- ▶ TGG_AS - Target GCSE Add Sci (GA KS4 Target GCSE Additional Science)
- ▶ TGG_BI - Target GCSE Biolog (GA KS4 Target GCSE Biology)
- ▶ TGG_BS - Target GCSE Bus (GA KS4 Target GCSE Business Studies)
- ▶ TGG_CH - Target GCSE Chem (GA KS4 Target GCSE Chemistry)
- ▶ TGG_DR - Target GCSE Drama (GA KS4 Target GCSE Drama)
- ▶ TGG_EN - Target GCSE Eng (GA KS4 Target GCSE English)
- ▶ TGG_FR - Target GCSE French (GA KS4 Target GCSE French)
- ▶ TGG_GG - Target GCSE Geography (GA KS4 Target GCSE Geography)
- ▶ TGG_GE - Target GCSE German (GA KS4 Target GCSE German)
- ▶ TGG_HI - Target GCSE History (GA KS4 Target GCSE History)
- ▶ TGG_IT - Target GCSE ICT (GA KS4 Target GCSE ICT)
- ▶ TGG_MA - Target GCSE Maths (GA KS4 Target GCSE Maths)
- ▶ TGG_MU - Target GCSE Music (GA KS4 Target GCSE Music)
- ▶ TGG_PE - Target GCSE PE (GA KS4 Target GCSE PE)
- ▶ TGG_PH - Target GCSE Phys (GA KS4 Target GCSE Physics)
- ▶ TGG_RE - Target GCSE RE (GA KS4 Target GCSE RE)
- ▶ TGG_SC - Target GCSE Sci (GA KS4 Target GCSE Science)

Click on the name of the next aspect to see the list of subjects. Again, select the subject(s) that the aspect is to be linked to.

Repeat these steps until all of your aspects have been linked to the correct subjects.

Classes

This tab gives you an opportunity to see how your SIMS elements are going to be created and make any adjustments that might be necessary.

You will be able to see which classes the SIMS elements are going to be linked to.

Target GCSE Add Sci	
Year 10 Autumn Term	
Additional Science	
10x/Sa2	<input checked="" type="checkbox"/>
10y/Sa2	<input checked="" type="checkbox"/>
Year 10 Spring Term	
Additional Science	
10x/Sa2	<input checked="" type="checkbox"/>
10y/Sa2	<input checked="" type="checkbox"/>
Year 10 Summer Term	
Additional Science	
10x/Sa2	<input checked="" type="checkbox"/>
10y/Sa2	<input checked="" type="checkbox"/>
Year 11 Autumn Term	
Additional Science	
11x/Sa2	<input checked="" type="checkbox"/>
11y/Sa2	<input checked="" type="checkbox"/>
Year 11 Spring Term	
Additional Science	
11x/Sa2	<input checked="" type="checkbox"/>
11y/Sa2	<input checked="" type="checkbox"/>

You can click on the name of an aspect to collapse it any more easily see the other aspects, as with the result sets tab (previous).

For each aspect, you will see the list of result sets it is linked to.

For each result set, you will be able to see which classes are linked to it. You can unlink classes from result sets using the tick boxes.

Summary

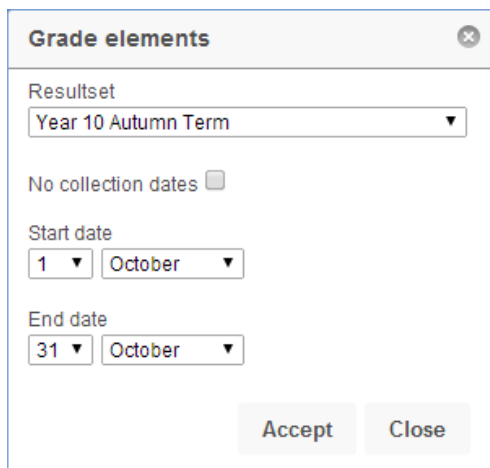
The final tab is the Summary. This simply shows you which elements are going to be created and which classes they will be linked to. You should browse through this page and make sure that everything looks correct.

Once you are satisfied, click the “Save” button at the top right of the page. This will take you back to the Configure Grading Elements page.

Date Ranges

In PARS, elements are given date ranges. Staff can enter grades during this date range, but not outside of it. This means you do not need to lock result sets or aspects to prevent staff from entering data outside of the data entry period.

To set date range for your elements, click the “Edit all dates for result sets” button from the top toolbar.



Select the result set that you want to give a date range to, then select the start and end date for data entry.

This date range will be applied to every element that uses this result set, but not any you create in the future. Therefore you only need to do this step once after you have created all of your elements.

Once done, click “Accept” and your SIMS elements will be completed with date ranges!