Year One Phonics User Manual



Year One Phonics User Manual 2012



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Assessment Manager

Please note that you will have to have at least version **7.144** to carry out this return. To check this you need to complete the following steps **Help** / **About SIMS.net**. If you do not have this version your SIMS will need to be upgraded.

1. User Defined Groups

You have pupils who are not of 'normal' Year 1 age who are eligible for Year 1 Phonics.

OR

If you have pupils who left your school after they took the Phonics Screening Check – all pupils who take the screening check in your school must have their results submitted.

If the previous two points do not apply to you continue to Section 2. – Downloading the Year 1 Phonics Wizard. Otherwise, please follow the guidance below.

Go to Focus / Groups / User Defined Groups and the following screen should appear

Click on the New button

SIMS .net: WATERS EDGE PRIMARY SCHOOL		
<u>Focus R</u> eports R <u>o</u> utines <u>T</u> ools <u>Win</u> dow <u>H</u> elp		
😫 🥪 Back 🔹 🛶 Forward 🎇 🍃 📁 🥐 💱 🗐 🚺 🎼 🖾 🌌 🖏 🔯 🗳	💐 💭 🖓	
💖 Maintain User Defined Groups		
New M Search Sopen X Delete Print Browse Vext Previous		
Gro Add a new item (Ctrl+N) Short Name		
Active State <a>Any>		
Description Short Name Active State Include in Discover		
1		
1 Group Details		
Group Description Vr1 Phonics 2012 Active State Active		
		a relevant
	Grou	p Description &
Notes Pupils eligible for Yr1 Phonics 2012	Shor	t Name.
	Make	sure the Active
		Is Active.
Include in Discover		
2 Membership	If you	u wish, add a brief
Effective Date Range 01/09/2011 - 31/08/2012 C Academic Year Academic Year 2011/2012	note.	
Cursor Day Sunday	-	
Cursor Date 22/07/2012		click on the Action n and click Add
	Mem	
CZoom Action		
Member Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug	^	
	-	

Change the **Group Type** filter to National Curriculum Year, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group.

Select all the relevant Year 1 pupils by clicking on them while holding down the CTRL key.

If you have a pupil(s) leave who also need to be reported please click on **Action / Add Member** button again. This will return you to the Select Members screen. From here click on the Group Type filer and select **All** then **Search**. Find the relevant pupil(s) and highlight, then click on **OK**. You will now be returned to the Membership screen where all chosen pupils will be displayed.

The membership panel should now be completed with your current Year 1 pupils and any other pupil selected within the previous step.

2 Membership	
Effective Date Range	01/09/2011 - 31/08/2012 Academic Year Academic Year 2011/2012
Cursor Day	Monday
Cursor Date	01/01/0001
Zoom 🖏 Action	
Member	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug
Formichella, Rosetta -	1ASH
Mario, Luigi - 1ELM	
Panktar, Henna - 10AK	(
Pill, Gus - 1PINE	

Click on the **Save** button near the top of the screen and close.

2. Downloading the Year 1 Phonics Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.144 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 672779 (if you have a current support contract)

3. Importing the Year 1 Phonics Wizard into Assessment Manager

Go to Routines / Data in / Assessment / Import and the following screen should appear

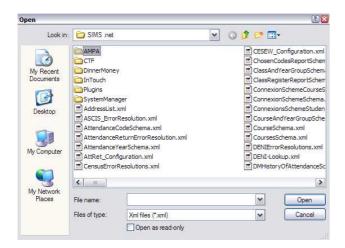
Import				? 💴
Select the file to import from				
Header comments from the import file:				
reader comments from the import file.				
Overwrite with default values				
	< Back	Next >	Finish	Cancel
				.::

Please Note

If the screen below appears please select how you see fit. If you have any problems please contact EIS on 01622 672779 or by emailing eis.support@medway.gov.uk

There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ? Please note that this may take some time. Do not close SIMS will this import process is complete. Using some areas of SIMS during import may cause a system crash AMPARK Resources Tracking Templates and Grids Yes No. Remind me later	Import Assessment Manager Resources	Ŷ
Do not close SIMS until this import process is complete. Using some areas of SIMS during import may cause a system crash AMPARK Resources Tracking Templates and Grids		
Tracking Templates and Grids	Do not close SIMS until this import process is comple	
	AMPARK Resources	
Vec No Remind me later	Tracking Templates and Grids	
	Yes No Rem	ind me later

Select the magnifying glass and the following screen should appear

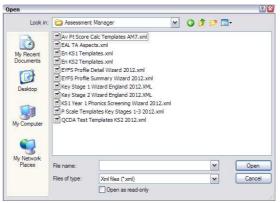


The system should default to SIMS.net.

If this does not happen you will have to navigate to it by clicking on the drop down arrow.

Within the screen shown above you should see an AMPA folder. Double click on this and then open the following folders **England Primary (and Middle Deemed Primary)** and then **Assessment Manager**.

The following screen should be displayed with the wizards included. Click on **KS1 Year1 Phonics** Screening Wizard 2012



The import screen will now be shown. Please make sure that the **Overwrite with default values box** is ticked and the select **Finish** followed by **Yes** to start the import process and finishing by selecting **Close**.

4. Running the Year 1 Phonics Wizard

Click on Tools / Performance / Assessment / Wizard Manager and the following screen will appear.

electv	Vizard		
Filter	Incomplete		
Name		Edit Date	Complete
EYFS P	rofile Detail Wizard 2010	01/01/2010	
EYFS P	rofile Detail Wizard 2011	01/01/2011	
EYFS P	rofile Summary Wizard 2010	01/01/2010	
Key Sta	ge 1 England 2010	01/01/2010	
Key Sta	ge 1 Wizard England 2011	01/01/2011	
Key Sta	ge 1 Wizard England 2012	01/01/2012	
Key Sta	ge 1 Yr1 Phonics Screening.	01/01/2012	
Key Sta	ge 2 England 2010	01/01/2010	
Key Sta	ge 2 Wizard England 2011	01/01/2011	
Key Sta	ge 2 Wizard England 2012	01/01/2012	

A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**. Click on the **KS1 Yr1 Phonics Screening Wizard 2012** and click on the **Next** button.

A group of pupils will now need to be selected. To do this click on the magnifying glass. If you followed Section 1 - User Defined Groups click on the + symbol next to **User Defined Groups** and select the relevant name e.g. Yr1 Phonic 2012 and then **apply** then **next**.

OR

If you did not create a User Defined Group select the + symbol next to **National Curriculum Year Group** and select **Curriculum Year 1** then **apply** then **next**.

Group Selector				? 🔀
Select the effective Group date From 01/09/2011	То	31/08/2012	Refresh	
National Curriculum Year Curriculum Year 1 Curriculum Year 2 Curriculum Year 3 Curriculum Year 4 Curriculum Year 5				
Curriculum Year 6 Curriculum Year 7 Curriculum Year R Curriculum Year N2 Assessment User Defined Exam Performance Cohort				
User Defined Groups C&L Key Stace One 2012 YiT Phonics 2012 Discover House				
				~
		Apply Clear	Selection Can	cel

You will be returned to the wizard screen where your selected group will now be displayed. Click on the **Next** button.

5. Entering Results on the Marksheet

On the screen below there should be one statutory marksheet available for your completion – **KS1 Y1 Phonics Screening**.

wizan	d - Key Stage 1	Yr1 Phonics Screening V	Vizard		? 🔀
Markshee	ets				
Filter:	Incomplete	Please select a	a Marksheet and click on th	e pencil to enter/edit data.	
Templat	e	Group	Last Used	Complete	
KS1 Y1	Phonics Screen	Yr1 Phonics 2012			
			< Back Next >	Finish Can	cel

Click on the marksheet name and select the green pencil, this will open the marksheet ready of data input and shown on the following page.

Marksheet Entry									
Marksheet Entry : KS1 Y1 Phonics So	reening : Yr1	Phonics 201	12						
💾 Save 🛛 🟐 Undo 📥 Print 👆 Expo	t 🝷 🙀 Calc	ulate							
Basic Details 2 Marksheet									
<u>1</u> Basic Details									
Notes									<u> </u>
									_
									<u>×</u>
Last Used									
Data entry for this Marksheet is compl	ete 🗆								
2 Marksheet				_					
Result Date 04/05/2012 G	roup Members	hip Date	04/05/2012	[[🚺	🗟 Refresh 🤇	Summary	👬 Narrov	v 阈 Zoom	
Group Filter			Q						
	ſ		ſ	ſ	Ĵ		Ĵ	f	Ĵ
						*	×		
		ž	ž		*	chec	chec		
	- Xe	ő	ő		che	å	÷.		
	ð	IIC.	uic.		Be	uics.	IC.		
v)	Olio	ੁਣੈ	, sé	leck	olici	j£	- Pic	leck	
Students	Y1 Phonic Check	Mark for KS1 Y1 Phonics Check	Grade for KS1 Y1 Phonics Check	Data Check	.::Y1 Phonic Re-check :::	Mark for . KS1 Y1 Phonics Re-check	Grade for . KS1 Y1 Phonics Re-check	Data Check	
Ste	À	KS	2X S	Da	À.	Ma KS	RS.	Da	
FORMICHELLA, Rosetta									
MARIO, Luigi									
PANKTAR, Henna PILL, Gus									
1 IEE, 000									

In this marksheet the column headed **Mark for KS1 Y1 Phonics Check** is the only column that will need completing for each pupil. Valid entries are 0 - 40.

Once all pupils have a mark within the **Mark from KS1 Y1 Phonics Check** column you are ready to click the calculate button. This will calculate the **Grade for KS1 Y1 Phonics Check** column and validate the data.

Please make sure that all pupils have **OK** in the first **Data Check** column. Once all data entered is complete and correct click the **Save** and **Close**.

6. Creating an XML (CTF) in SIMS.net

From the SIMS.net main page; go to Tools / Setups /	CTF . The following CTF defaults page will appear:
---	---

SIMS.net: WATERS EDGE PRIMARY SCHOOL Focus Reports Routines Iools Window Help Reports Routines Iools Window Help Report Reports Report Repo		13 13 19 19 19 19 19 19 19 19 19 19 19 19 19	Make a note of these two file
Configure CTF Defaults			paths here, as
💾 Save 🛛 🏐 Undo			
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default	4 Alternative Destinations		you will need to know what they
1 Directory Details		This report contains sensitive information.	are later on in
CTF import directory C:\SIMS\CTF\CTF IN	Security Message		the process.
CTF export directory C:\SIMS\CTF\CTF OUT	Default Message		
CTF Import Directory			
· · · · · ·			
CTF Export Directory			

If the boxes are blank you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS.net directory is.

e.g. Program Files\SIMS\SIMS.net\CTFIN

The third section on the page is entitled Data to be Exported by Default.

2 Data to be Imported by Del	fault				
Student Basic Details	2	Student Address		Student Contacts	
SEN Information		Assessment Data	¥	School History	
Attendance Summary		Looked After		FSM History	

Once the data on this screen is correct, select the Save / Close. The CTF now needs to be created.

Go to Routines / Data Out / CTF / Export CTF. The following screen will appear.

	s <u>T</u> ools <u>W</u> indow Forward States States	Help 戶 🏲 🜮 	🚺 🥦	E 🛛 🔒	0	🔁 🔛 🖓				Firstly, make sure the view is for
port CTF ata to be Exported 2	Student Options 3 St	udents 4 Exception Log						_	e 1	Current and Leavers this year
Data to be Exported										Tick the Include
Student Basic Details	V	Student Address		Student Contact	ts					
SEN Information		Assessment Data Include KS1 Tasks/Tests		School History						Students already
Attendance Summary		Looked After		FSM History						exported box.
free text e.g. Update to which will appear in the header. Student Options Effective Date 04,		ICDA hin the CTF	this year 💌	Include students already exported	, ⊻ (₫	Refresh Students	-	-	_	Click the Refresh Students. Now click on the
Students				•					1.00	Year Group arrow
UPN	Preferred Surname	Preferred Forename	Reg G	Year Grp 💌 Y	rear Taught	Previous Destination	Destination LA/Other	⊤ Destination	n School	
Q823200110036	Formichella	Rosetta	ASH	1	1			~		and select Year 1.
D820200109046	Mario	Luigi	ELM	1	1				=	
F823200110001	Panktar	Henna	OAK	1	1					

The Year 1 Pupils will now be filtered as shown below.

SIMS .net: WATERS	EDGE PRIMARY SCHO	IOL							
Focus Reports Routine	es <u>T</u> ools <u>W</u> indow	Help							
😫 🤙 Back 🔹 🛒	Forward 🛛 🎭 💈		1 📝 隆 (🗖 📝 🐉	0	يچ 😂 🙋			
Export CTF									ا
1 Data to be Exported 2	Student Options 3 Stu	udents 4 Exception Log							
1 Data to be Exported									
Student Basic Details		Student Address	V	Student Conta	cts	3			
SEN Information		Assessment Data Include KS1 Tasks/Tests	₽ □	School History	/				
Attendance Summary		Looked After		FSM History					
Optional Data Descrip free text e.g. Update to which will appear in the header.	tor for a partial CTF - Ple KS2 assessments for G e DataDescriptor tag wit	ease enter QCDA, thin the CTF							
2 Student Options		20		Include student					
Effective Date 04	/05/2012	View Current and Leaven	s this year 💌	already exporte		Refresh Students			
3 Students									
UPN	Preferred Surname	Preferred Forename	Reg G	Year Grp 💌	Year Taught	Previous Destination	Destination LA/Other	T Destination School	~
Q823200110036	Formichella	Rosetta	ASH	1	1			~	
D820200109046	Mario	Luigi	ELM	1	1				=
F823200110001	Panktar	Henna	OAK	1	1				
Y820200108003	Pill	Gus	PINE	1	1				
						ST 10			

7. To transfer results to Management Information

Left-click once in the Destination LA box for the first pupil.

Right-click in the same box and choose Select All. The grid will now be outlined in blue.

Click on the down arrow in the **Destination LA** box for the first pupil

Scroll down the list of LA's until you find **Medway** (the list should be in alphabetical order).

Click on **Medway** and all pupils will now have this destination. The Destination School column does not need to be completed.

Check that all pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen have been assigned a different destination or no destination at all.

To do this, left-click once on the **Destination LA / Other** heading. This will sort the column into Ascending order (an up arrow will appear next to the header). Any pupils who have not been assigned to an LA will now be at the top.

Click on the down arrow for each blank pupil and select **Medway** manually.

Now, left-click once, again on the **Destination LA / Other** heading. This will now sort the column into Descending order (a down arrow will now be displayed next to the header). Any pupils who have been assigned to an incorrect LA will now be at the top.

Again, click on the down arrow for each incorrect pupil and select Medway manually.

SIMS .net: WATERS	EDGE PRIMARY SCHO)L							_
ocus <u>R</u> eports R <u>o</u> utine	es <u>T</u> ools <u>W</u> indow !	<u>H</u> elp							
😫 🝦 Back 🔹 🛁	Forward 🛛 🌅	1	1 🚺 隆	🗖 🖻 💈	0 0	💐 🔛			
Export CTF									
Data to be Exported 2	Student Options 3 Stu	dents 4 Exception Log							\
1 Data to be Exported									
Student Basic Details	v s	tudent Address		Student Contac	cts [2			
SEN Information		ssessment Data iclude KS1 Tasks/Tests		School History	. [2			
Attendance Summary	🗆 L	ooked After		FSM History	[
free text e.g. Update to	tor for a partial CTF - Ple KS2 assessments for Q e DataDescriptor tag with	CDA							
2 Student Options									
Effective Date 04	/05/2012	fiew Current and Leavers	this year 🔽	Include student already exporte		Refresh Students			
3 Students									
UPN	Preferred Surname	Preferred Forename	Reg G.	🗹 Year Grp 💌	Year Taught 💧	Previous Destination	Destination LA/Other	C Destination School	~
Q823200110036	Formichella	Rosetta	ASH	1	1		Medway	~	
D820200109046	Mario	Luigi	ELM	1	1		Medway		=
F823200110001	Panktar	Henna	OAK	1	1		Medway		
Y820200108003	Pill	Gus	PINE	1	1		Medway		_

If you have had pupils leaving your school during or after the May half term, you must also return these assessments to us. A destination will now need to be added to these pupils too.

When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.

A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed.

This will export the CTF to your chosen file location and may take a few seconds. Once the file has been created the following screen will appear. Please make a note of the file name as you will need this later and then click on **OK**.

Export complete. CTF file(s) created:	$\overline{\otimes}$
8235001_CTF_887LLLL_002.xml	
ОК	

CTF _____

The Exceptions Log will now appear. Please check that within this screen the **Number of students in file** matches the **Number of students processed** and that it is what you expect. **Number of students not exported** should be **zero**.

All errors relating to UPNs or KS1 teacher assessment must be corrected within your MIS and a new file created. If there are any errors relating to EYFS they can be ignored and you can process to the next step.

You will now need to encrypt this data using a zip file. To obtain the relevant software and help on adding the XML (CTF) file to the zip file you will need to contact your schools ICT support.

The zip file will need to be sent to Management Information via <u>maninfo@medway.gov.uk</u> by no later than **4 July 2012** with a second email containing the password to extract the data.

If you experience any problems or would like further advice please call Management Information on 01634 331047, 331048 or 331068.