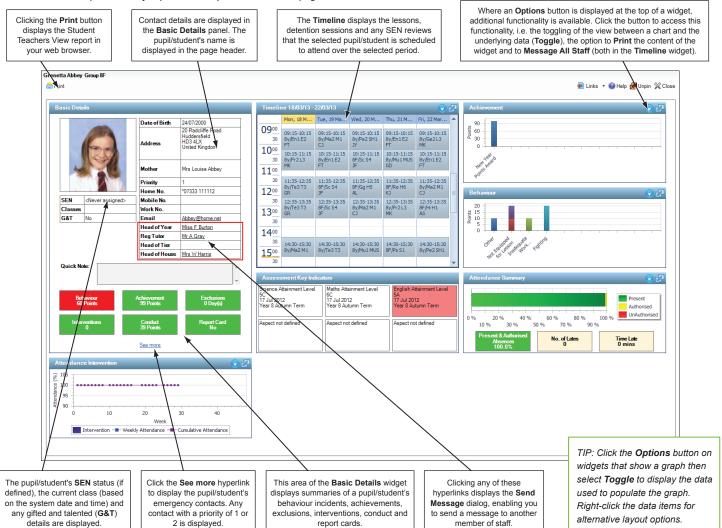# Pupil (or Student) Teacher View
Viewing and Configuring

The **Pupil** (or **Student**) **Teacher View** page provides class teachers with a summary of the key information relating to any pupil/student in their registration group or class in the current academic year.

1. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Teacher View** to display the **Find Student** browser.

2. Search for then select the required pupil/student to display the **Pupil** (or **Student**) **Teacher View** page.

*NOTE: All the information displayed on this page is read-only. To change any of the information, you must access the appropriate area of SIMS, amend the details then re-open the **Pupil** (or **Student**) **Teacher View** page.*

Clicking the **Print** button displays the Student Teachers View report in your web browser.

Contact details are displayed in the **Basic Details** panel. The pupil/student's name is displayed in the page header.

The **Timeline** displays the lessons, detention sessions and any SEN reviews that the selected pupil/student is scheduled to attend over the selected period.

Where an **Options** button is displayed at the top of a widget, additional functionality is available. Click the button to access this functionality, i.e. the toggling of the view between a chart and the underlying data (**Toggle**), the option to **Print** the content of the widget and to **Message All Staff** (both in the **Timeline** widget).

The pupil/student's **SEN** status (if defined), the current class (based on the system date and time) and any gifted and talented (**G&T**) details are displayed.

Click the **See more** hyperlink to display the pupil/student's emergency contacts. Any contact with a priority of 1 or 2 is displayed.

This area of the **Basic Details** widget displays summaries of a pupil/student's behaviour incidents, achievements, exclusions, interventions, conduct and report cards.

Clicking any of these hyperlinks displays the **Send Message** dialog, enabling you to send a message to another member of staff.

*TIP: Click the **Options** button on widgets that show a graph then select **Toggle** to display the data used to populate the graph. Right-click the data items for alternative layout options.*

Basic Details Widget

The selected pupil/student's **Basic Details** are displayed. If they have been assigned a **SEN** status, this is displayed as is their current class (in the **Classes** field, based on the system date and time) and any gifted and talented (**G&T**) details.

Details of key members of staff are also displayed. Send an internal message to a member of staff by clicking their hyperlinked name. Send a message to a home contact by clicking their **Email** address.

The **Quick Note** field displays any notes recorded in the pupil/student record. If the note is lengthy, use the up and down arrows to view all the text.

Colour coded and hyperlinked key indicators are displayed, which provide a summary of a pupil/student's behaviour incidents, achievements, exclusions and interventions. Their aggregated conduct points (achievement points minus behaviour points) are also displayed, together with an indication as to whether they have an active report card.

Click a hyperlink to navigate to the area in SIMS where you can view and edit the details. For example, clicking the **Behaviour** hyperlink displays the **Behaviour Management** page.

The totals are coloured based on the settings defined in **Tools | Setups | Pupil** (or **Student**) **Teacher View**. Please see *Configuring the Pupil (or Student) Teacher View* for more information.

Values displayed in red indicate an area of concern that should be closely monitored. Values displayed in green indicate areas that are satisfactory or good. Values displayed in amber indicate that this particular area could be a cause for concern for the selected pupil/student.

Click the **See more** hyperlink to display emergency contact details, where hyperlinks are available on recorded email addresses to facilitate the sending of an email.

Timeline Widget

The pupil/student's timetable is displayed in the **Timeline** widget. By default, the selected pupil/student's timetable is displayed for the current working week. Today's date is indicated on the timeline by a yellow highlight on the date in the heading row. The current time can be deduced by viewing the intersection of the highlighted date in the column header and the highlighted time bar displayed in the row header.

Detention sessions that a pupil/student is scheduled to attend are displayed with a red background and SEN reviews are displayed with an amber background.

*TIP: Many of the widgets can be expanded to display its content in full screen mode. Click the **Expand** button to maximise the required widget to full screen mode. Once maximised, the widget can be reduced to its original size by clicking the **Restore** button.*

Configuring the Pupil (or Student) Teacher View

School administrators can specify the default settings for the **Pupil** (or **Student**) **Teacher View** page, to correspond with the school's behaviour policy and the assessment and attendance monitoring procedures.

Select **Tools | Setups | Pupil** (or **Student**) **Teacher View** to display the **Pupil** (or **Student**) **Teacher View Setup** page. Alternatively, click the **Pupil/Student Teacher View** button.

Pupil/Student Teacher View button

Setting the Teacher View Defaults

Selecting the **Open Teacher View screen by default** check box changes the functionality of the left-hand icon on the quick launch toolbar to display the **Pupil** (or **Student**) **Teacher View** page. This setting affects only the current user. Click the **Save** button then restart SIMS to affect the change.

Specifying Key Indicators Colours

The **Attendance**, **Achievement** and **Conduct** information are shown as **Positive Key Indicators** on the **Pupil** (or **Student**) **Teacher View** page because the higher the percentage displayed, the better their attendance.

Behaviour, **Exclusion** and **Intervention** information are shown as a **Negative Key Indicators** because a high value shown in these areas suggests there is concern about the behaviour of the selected pupil/student.

1. In the **Positive Key Indicators** panel, click in the **Display as Green if greater than** cell adjacent to the applicable row heading then enter an appropriate percentage, e.g. **95%**.

2. Click the associated **Display as Red if less than** cell then enter an appropriate percentage, e.g. **85%**.

3. Repeat steps 1 and 2 for all **Positive Key Indicators**.

4. In the **Negative Key Indicators** panel, click in the **Display as Green if less than** cell adjacent to the applicable row header then enter an appropriate value, e.g. 2. If this indicator displays as green on the Pupil (or Student) Teacher View, this suggests that there are no ongoing behavioural problems to address.

5. Click the associated **Display as Red if greater than** cell then enter an appropriate value, e.g. **3**.

6. Repeat steps 3 and 4 for all **Negative Key Indicators** then click the **Save** button.

Specifying the Assessments to be Displayed

Appropriate Key Stage levels of attainment can be displayed as part of the **Assessment Key Indicators** summary on the **Pupil** (or **Student**) **Teacher View** page.

1. In the **Assessment Key Indicators** panel, highlight the required **Curriculum Year**.

2. Click the **Add** button in the **Aspects for the selected NC Year** section to display the **Aspect Browser** dialog.

   NOTE: A maximum of six aspects can be selected. If six aspects are already displayed, delete one from the list before adding another.

3. Click the **+** or **−** symbols to expand or contract the list then select the check box adjacent to each required category to filter the list. Click anywhere on the **Name** row then click the **Select** button to save the selection. Repeat this process for each aspect you wish to select.

   The selected aspects are displayed in the **Aspects for the selected NC Year** panel.

4. Click the **Save** button.

Selecting the Widgets to Display

You can define the range of widgets displayed on the Pupil (or Student) Teacher View and the order in which they are displayed. It is also possible to toggle the display of the **Timeline** widget.

1. In the **Widgets** panel, select the **Show Timeline** check box, if required.

2. Select the check box of the other widget(s) you wish to display.

3. Set the widget display order by clicking a widget then clicking either the **Move Up** or **Move Down** button.

TIP: The **Basic Details** widget is always displayed as the first widget. If selected, the **Timeline** widget is always displayed as the second widget.

The display order of the widgets in this panel represents the order in which they will be dispayed on the Pupil (or Student) Teacher View.

CAPITA

This guide is based on the version of the software (7.150) in use at the time of publication.