

Entering Comments Using List Entry

To enter comments for individual pupil/students the **Status** of the reporting session must be **Active** and unlocked. These settings can be checked via **Focus | Profiles | Session Manager**.

1. Select **Focus | Profiles | Data Entry | List Entry** to display the **List Entry** browser.
 2. Navigate through **All Sessions** displayed in the navigation tree to locate the required reporting session.
 3. Highlight the group on which you wish to work.
 4. In the right-hand panel, highlight the pupil/student whose profile you wish to edit and click the **Open** button to display the **List Entry Details** page.
 5. Select a comment's check box to add that comment to the pupil/student's profile you are working on.
 6. Enter free text, if required, in the **Comment Editor** panel.
- NOTE: Free text editing of comments in the **Comment Editor** panel is available only if the **Allow Inline editing** option has been selected in **Session Manager**.*
7. To remove a comment from the profile, deselect its check box. To reflect the deletion in the **Comment Editor** panel, click the **Refresh** button.
 8. Repeat this process for the other sections in this and any other area.
 9. Click the **Save** button to save the changes.
 10. Enter comments for another pupil/student in the group by clicking the **Previous** or **Next** buttons, or by clicking the **Browser** button and selecting a different pupil/student from the list.
- NOTE: If a comment contains an embedded result and a valid result does not exist, the embedded link is replaced with a blank. Unless this omission is rectified, the blank is visible in the final report.*

The List Entry Details Page

The name of the pupil/student is displayed in the title bar of the page, along with their class, registration group and teacher.

Section Selector
Reporting Session Name

Section Selector
Area (or 'subject')

Section Selector
Section (or 'comment group')

The pupil/student's photograph is displayed here if present in the SIMS database.

If the **Status** of the reporting session is **Review**, only sections with an **Approval Status of Not Approved** are available for selection.

This enables teachers to make any required changes during the profile review process, whilst maintaining the integrity of any profiles that have already been approved. If a section has an **Approval Status of Unreviewed** or **Approved**, the **Comment Selector** remains blank and the **Comment Editor** read-only.

Select a comment's check box to add to the pupil/student's profile.

List of comments available for selection. Comments linked to results in SIMS Assessment have a dark grey background.

Formatting buttons to format selected comments.

Word count functionality.
If a word count limit has been set in **Session Manager**, any words over the specified limit are displayed in red text.

Selected comments are displayed here and can be edited.

If comments are edited in the **Comment Editor** panel, you must return to the **List Entry Details** page after collecting the results to save any changes.

If the collected results are not saved, only the edited results are displayed in the generated profiles.

The spell check functionality underlines text that is incorrect. Right-click the incorrect word to display spelling suggestions.

IMPORTANT NOTE: Deselecting a comment does not delete it from the profile, so if you select it again, the comment will be duplicated.

Entering Comments Using Grid Entry

1. Select **Focus | Profiles | Data Entry | Grid Entry** to display the **Grid Entry** browser.
2. Locate the required pupil/student (see steps 2 to 4 in the entering *Comments Using List Entry* section).
3. Enter the number of the required comment(s) for each **Section**.
4. Click the **Save** button to save the changes.
 - **Cursor** keys move the cursor around the grid.
 - **Tab** keys move to the next cell.
 - **Shift & Tab** moves the cursor to the previous cell.
 - **Enter** key moves to the first empty cell of the next row.
 - **Section** letter moves to the first empty cell in that Section.
 - **Delete** or **Backspace** keys deletes the content of the cell.

Entering Comments Using an OMR

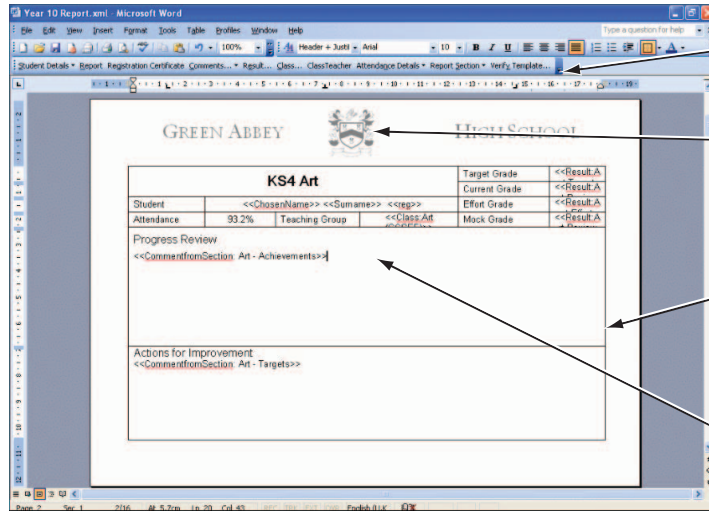
1. Select **Focus | Profiles | Session Manager** to display **Find Session** browser.
2. Open the required session.
3. Select **Data Entry Sheet Printing** from the **Print** drop-down list on the toolbar to display the **Data Entry Sheet Printing** wizard.
4. Complete the wizard and click the **Finish** button on the last page to display the data entry sheets in Microsoft® Word, from where they can be printed.
5. Enter comment codes on the data entry sheets.
6. With the completed OMR data entry sheets to hand, select **Focus | Profiles | Data Entry | OMR Entry** to display the **OMR** wizard. The wizard guides you through the process of entering the data.

The Profile Template

When the profile template is previewed in Microsoft® Word, the Profiles toolbar is displayed.

Data can be inserted into the template by positioning the cursor where the tag is required and selecting one of the following options from the Profiles toolbar:

- Student Details
- Report
- Registration Certificate
- Comments
- Result
- Class
- Class Teacher
- Attendance Details
- Report Section
- Verify Template - this will ensure that all the tags that have been inserted are still valid.



The Profiles toolbar.

Add your School's logo (in .GIF format) into the header.

Create a table to define the layout of the text. Lines can be white, if required.

Lock the cell to prevent the table and contents spilling over onto the next page.

Insert tags (shown opposite) as required.

Selecting Profiles to Generate, View, Print or Export

1. Select **Focus | Profiles | Student Profiles** to display the **Find Session** browser, then enter the required search parameters. Alternatively, click the **Search** button or press **Enter** without entering any search parameters to display a list of available reporting sessions.
2. Highlight the required reporting session then click the **Open** button to display the **Student Profile Detail** page.
3. Select the **Membership Period** by clicking the appropriate **Calendar** buttons and selecting the dates.

*NOTE: Membership dates cannot be edited when the **Students with comment selections** check box is selected.*

4. For printing only, select the **Order** in which the selected profiles will be printed from the drop-down list.
5. Indicate the appropriate **Year Group, Registration Group, Course** or **House** by expanding the navigation tree then selecting the appropriate check box(es). Alternatively, select the **Students with comment selections** check box to view all pupil/students with recorded comments.
6. Select the required pupil/student(s) from the list.

*NOTE: If the **Refresh List** button is inadvertently clicked when the **Students with comment selections** check box is selected, all pupil/student selections are cleared. To repopulate the lower panel, deselect the check box and select it again.*

7. Click the **Generate, Print, Edit, View** or **Export** button, as required. The procedure now differs depending on the button clicked.

Generating Profiles

Generation must be performed first.

The profiles for the selected pupil/students are generated immediately. Click the **Cancel** button to stop the process, if required. When the process is complete, the **Student Profile Detail** page is displayed. The profiles can now be printed, edited, viewed or exported, as required.

Printing Profiles

The profiles for the selected pupil/students are printed immediately. If required, click the **Cancel** button to stop the process.

Viewing Profiles

The first of the selected pupil/student's profiles is opened in Microsoft® Word. If required, click the **Cancel** button to stop the process.

Exporting Profiles

1. Navigate to the location to which you wish to export, or click the **Make New Folder** button then enter a folder name and press **Enter**.
2. Click the **OK** button. The **Export Details** log is displayed when the export is complete. Click the **Close** button to return to the **Student Profile Detail** page.

Design Tips

- The **Template** design dictates the **Comment Bank** design. The **Comment Bank** provides the tags to use in the template.
- The first group of comments in a section should include the **Forename** field.
- Deselect the **Allow Formatting** check box in Session Manager if you do not want staff to change the font, etc.
- Select the **Force Spell Check** check box to force a spell check on saving of **List Entry Details**.
- Select the **Ignore courses with no entries** check box to remove from the report any sections where there are no comments.
- If you enter a reference for a comment that has not yet been defined, you are warned that the comment does not exist in the comment bank. You are then given the opportunity to retain the entry.
- Use the **Word Count** feature to specify the maximum length of a comment. Excess words are displayed in red (but not printed).

- Enter any additional text to personalise profiles.
- Select **Warn if Unapproved sections exist** to display a warning when profiles are printed, if any of the areas associated with the reporting session have not been approved.

CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedfordshire MK44 3JZ
Tel: 01234 838080 Fax: 01234 832036 Email: sales@capita.co.uk Web: www.capita-cs.co.uk

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