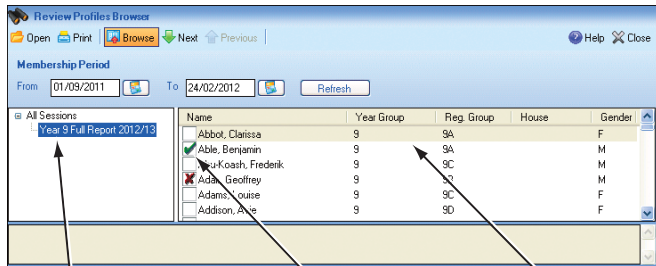


Reviewing the Profiles

To review pupil/student profiles, you must ensure that a reporting session has been created, areas and sections have been created, the appropriate course links have been defined and comments have been selected/entered for each of the pupil/students. Pupil/student profiles can be reviewed only if the status of the corresponding reporting session is set to **Review** in **Session Manager**.

1. Select **Focus | Profiles | Review Profiles** to display the **Review Profiles** browser.



Displays all reporting sessions where their status is **Review**.

Indicates the **Approval Status** summary for each pupil/student profile.

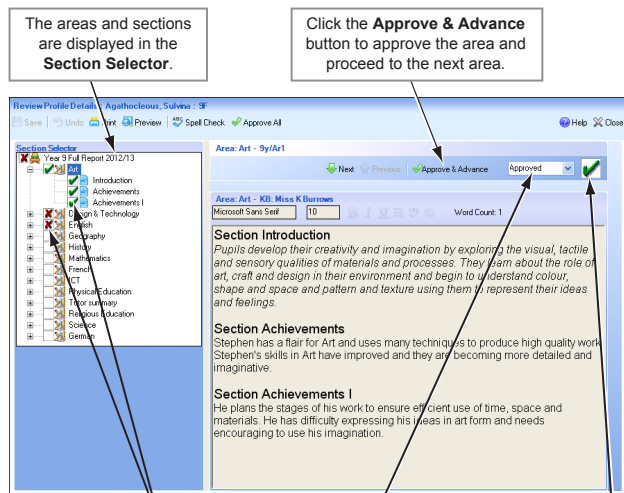
Displays the pupil/students associated with the selected reporting session.

2. In the **All Sessions** navigation tree, click the required reporting session to display all pupil/students who are members of its courses in the panel on the right-hand side of the page.

The right-hand panel gives an indication of the status of each pupil/student's profile.

- All areas and sections approved
- Profile contains areas and/or sections that are unapproved
- Profile has not yet been fully reviewed

3. Double-click the required pupil/student to display the **Review Profile Details** page.



The areas and sections are displayed in the **Section Selector**.

Click the **Approve & Advance** button to approve the area and proceed to the next area.

Indicates the **Approval Status** of the areas and sections for the selected pupil/student in the selected reporting session.

The **Approval Status** drop-down list enables you to select an approval status for the selected area.

For an unreviewed area (icon is blank), click the **Approval Status** icon to toggle through the status options.

The **Section Selector** displays all the areas and sections associated with the selected reporting session.

4. Click an area in the navigation tree that has a status of **Unreviewed** to display its associated sections in the right-hand panel. Text underlined in red indicates spelling mistakes.
5. Review the content of the sections in the selected area:
 - If the content of the entire area is correct, accurate and you do not wish to make any amendments, proceed to step 6.
 - If the content of one or more section comments is incorrect, you can choose to amend the comments now or at a later date.

6. You can approve an entire area using one of the following methods:
 - Select **Approved** from the drop-down list, then click **Save**.
 - Click the **Approval Status** icon to the right of the drop-down list until a green tick is displayed, then click **Save**. Clicking this icon changes the status of the area to **Approved** in the drop-down list.
 - Click the **Approve & Advance** button to save the status of **Approved** for the area before automatically proceeding to the next area.
7. The method of proceeding to the next area for the selected pupil/student differs depending on the method used to approve the current area:
 - If you clicked the **Approval Status** icon or selected **Approved** from the drop-down list, click the **Next** button on the **Review Profile Details** page to proceed to the next area in the reporting session. Clicking the **Previous** button opens the previous area.
 - If you clicked the **Approval Status** icon or selected **Approved** from the drop-down list, click the next area in the **Section Selector** on the **Review Profile Details** page to proceed to the next area in the reporting session.
 - If you clicked the **Approve & Advance** button, the next area is displayed automatically.
8. Repeat steps 4 to 7 to review each of the remaining areas (and sections) for the selected pupil/student.
9. Click the **Browse** button and repeat steps 3 to 8 to review the profiles of each of the remaining pupil/students associated with the selected reporting session.
10. Once all the pupil/student profiles have been reviewed, it is advisable to check which profiles contain areas that have not been approved, and therefore those reports that are not ready to be generated. This process can be carried out by running the Areas Not Approved report (**Reports | Profiles | Areas Not Approved Report**).

Marking an Entire Pupil/Student's Profile as 'Approved'

When reviewing a pupil/student's profile, you might wish to approve an entire profile, rather than approve each individual section or area. This can be achieved using the **Approve All** functionality.

1. Carry out steps 1 to 3 in the *Reviewing the Profiles* section.
2. Mark the entire pupil/student profile as approved by clicking the **Approve All** button on the **Review Profile Details** toolbar.

Marking an Area as 'Not Approved'

When reviewing pupil/student profiles, there may be one or more areas within the profile that you do not wish to approve, perhaps because their content does not accurately represent the achievements of a pupil/student throughout the reporting period. This process enables you to mark an area as **Not Approved**. Marking an area as **Not Approved** indicates that the content might need to change, before being passed back for review.




This process can also be carried out to mark a comment previously marked as **Reviewed** to **Not Approved**.

Comments can also be edited at this point directly from the **Review Profile Details** page, if the **Allow Inline editing** check box is selected in **Session Manager**.

1. Carry out steps 1 to 3 in the *Reviewing the Profiles* section.
2. Mark as unapproved an entire area using one of the following methods:
 - Select **Not Approved** from the drop-down list, then click the **Save** button.
 - Click the icon to the right of the drop-down list until a red cross is displayed then click the **Save** button.

Marking a Section as 'Approved' or 'Not Approved'

When reviewing pupil/student profiles, you might encounter one or more sections within the profile that you do not wish to approve, perhaps because their content does not accurately represent the achievements of a pupil/student throughout the reporting period.

1. Select **Focus | Profiles | Review Profiles** to display the **Review Profiles** browser.
2. In the **All Sessions** navigation tree, click the required reporting session to display all pupil/students who are members of its courses in the right-hand panel.
3. Double-click the required pupil/student to display the **Review Profile Details** page.
4. Expand the area in the navigation tree to display all of its associated sections in edit mode in the right-hand panel.
5. Mark a section as approved or not approved using one of the following methods:
 - Select **Approved** from the drop-down list, then click **Save**. 
 - Click the icon to the right of the drop-down list in the appropriate **Comment Editor** panel to cycle through the status options until a green tick is displayed, then click the **Save** button.
 -  Approval Status icon (Approved)
 - Select **Not Approved** from the drop-down list, then click the **Save** button.
 -  Approval Status icon (not Approved)
6. Run the **Areas Not Approved** report (**Reports | Profiles | Areas Not Approved Report**) to check which profiles contain areas that have not been approved.

The Ability to Send Messages when Reviewing Pupil/Student Profiles

If a section is marked as **Not Approved** when reviewing the comments in a pupil/student's Profile Details, a message can be sent to alert the teacher involved that their comment needs correcting. Once the message has been sent, it is visible in the staff member's **My Messages** panel on their SIMS Home Page.

Editing Comments for an Individual Pupil/Student

When reviewing the comments entered for a pupil/student's profile, you can add or edit the comments yourself or ask the appropriate person to make the changes and inform you when the changes are complete.

If you wish to ask another member of staff to edit the comments, you can set the **Approval Status** for the area or section to **Not Approved** then ask the appropriate person to make the changes. Once the changes have been made, you can carry out the review process again before marking the area or section as **Approved**.

IMPORTANT NOTE: Comments can be edited only if the **Approval Status** of the required section is set to **Unreviewed** or **Not Approved** and the **Allow Inline editing** check box is selected in **Session Manager**. It is not possible to edit comments on the **Review Profile Details** page if its **Approval Status** is set to **Approved**. Selecting the **Allow Inline editing** check box also enables the editing of comments in **List Entry** or **Grid Entry**.

1. Select **Focus | Profiles | Review Profiles** to display the **Review Profiles** browser.
2. In the **All Sessions** navigation tree, click the required reporting session to display all associated pupil/students in the right-hand panel.
3. Double-click the required pupil/student to display the **Review Profile Details** page.
4. Expand the area in the navigation tree that contains the section you wish to edit to display the associated sections in the right-hand panel.

5. Locate the required section and edit as required.

*NOTE: Text can be formatted only if the **Allow Formatting** check box is selected in **Session Manager**.*

6. Click the **Save** button to save your changes.

*NOTE: When you click the **Save** button, the comment text is spell checked only if the **Force Spell Check** check box is selected in **Session Manager**.*

Refreshing the Content of the Comment

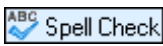
If you have entered comments or edited existing comments in the **Comment Editor** panel on the **Review Profile Details** page, these edits can be undone, regardless of whether they have been saved or not.

Click the **Refresh Comments** button in the required **Comment Editor** panel to restore the comments to those defined in **Focus | Profiles | Data Entry**, therefore removing any comments entered manually.

Checking the Spelling of a Pupil/Student Profile

It is possible to check the spelling of pupil/student profiles on an individual basis, whilst carrying out a review.

To check the spelling of an entire pupil/student profile, click the **Spell Check** button on the **Review Profile Details** toolbar.

 Individual Pupil/Student Spell Check button (Review Profile Details toolbar)

To check the spelling of an individual section, select the required section then click the **Spell Check** button in the **Comment Editor** panel.

 Spell Check button (**Comment Editor** panel)

Previewing a Pupil/Student's Profile

Prior to generating profiles for all pupil/students in the reporting session, you might wish to preview a sample report to check the display, the formatting, etc.

1. Carry out steps 1 to 3 in the *Reviewing the Profiles* section to display the required pupil/student's profile.
2. Click the **Preview** button to generate that pupil/student's profile and display it in Microsoft® Word.
3. If you are happy with the layout of the profile, you can proceed to generating and printing all pupil/student profiles in the selected reporting session.

Printing the Content of the Review Profile details Page

To assist you in the review of pupil/student profiles, you may wish to print the content of the **Review Profile Details** page, perhaps to show to another member of staff to explain the changes that need to be made.

1. Carry out steps 1 to 3 of the *Editing Comments for an Individual Pupil/Student* section to display either the area or list of sections you want to print.
2. Click the **Print** button on the **Review Profile Details** toolbar.

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