

# SIMS Training

## SIMS Training for New Staff

### New Headteachers or Senior Leadership

One hour remote overview of their SIMS system. Outlining the areas they use and the areas they could make more use of.

### New Administrators

An introduction to SIMS Remote  
SIMS Office User  
SIMS Office User Further Skills  
School Workforce Census for New Users  
School Census for New Users  
Standard Reporting  
Extended Reporting  
SIMS Discover Standard Analysis  
Academic Management (Secondary)  
Management of Behaviour and Achievement  
Parent App Lite  
Preparing for a New School Year (Academic) (Secondary)  
Preparing for a New School Year (Pastoral) (Secondary)  
Preparing for a New School Year (Primary)

### Attendance Officers

Attendance  
Reporting on Attendance  
Lesson Monitor (Secondary)  
Lesson Monitor Reporting (Secondary)  
3BM Attendance Reporting

*"Thank you for delivering such a good course; I have found it very helpful and am looking forward to putting it all into practice."*



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## Contact Us

For further information on any of our I.C.T. Services for Schools and Academies

**Tel: 01323 463133**

**Email: [itd@orbis.services](mailto:itd@orbis.services)**

**[www.orbispartnership.co.uk](http://www.orbispartnership.co.uk)**



# SIMS Training

## **Bursars /Business Managers**

Personnel User  
Personnel and Links to FMS  
Staff Performance  
SIMS Office User  
SIMS Office User Further Skills  
School Workforce Census for New Users  
School Census for New Users  
Standard Reporting  
Extended Reporting  
SIMS Discover Standard Analysis  
Parent App Lite

## **SENCO**

SIMS SEN User  
Reporting on SEN  
SIMS Interventions

## **Inclusion Managers**

Attendance  
Attendance Reporting and Discover  
3BM Attendance Reporting  
SIMS Interventions  
Management of Behaviour and Achievement

## **Class Teachers**

Attendance in the classroom

## **Timetabler**

Curriculum Management using Nova-T  
Academic Management

## **Course Manager | Timetabler | Exams Manager**

Course Manager  
Course Manager & Post 16 Learning Aims

## **Exams Manager**

Examinations Organiser  
Options Online for SIMS  
Domestic Exams  
Analyse Exam Results Using SIMS  
Managing Results Day

## **Cover Manager | Administrator**

Cover