

Using Take Register & Dinner Money in the Classroom

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Introduction

Where schools have had SIMS .net installed on computers in the classroom, it is possible for class teachers to take the attendance register and enter marks directly into SIMS .net using the Take Register screen.

This has several advantages:

- It reduces the duplication of work as there is no longer the need for teachers to fill out paper registers and then have the attendance officer copy these marks back into SIMS .net later.
- Data is kept immediately up to date.
- Dinner Registers can be populated, further reducing the number of tasks to be carried out.

The following document works through how a classroom teacher can access SIMS .net, open their registers and fill them in.

Opening SIMS .net

You should have been given your own **username and password** with which to log into SIMS .net.

It is important that you log in using your own credentials as these are linked to your class and registers.

To open SIMS .net, **double-click** on the **SIMS .net icon** on your computer Desktop (if the icon is available)



If you cannot see a SIMS .net icon, from the Desktop screen click the **Start** or **Windows** button.

Select All Programs | SIMS Applications | SIMS .net.



Enter your login details and click OK.

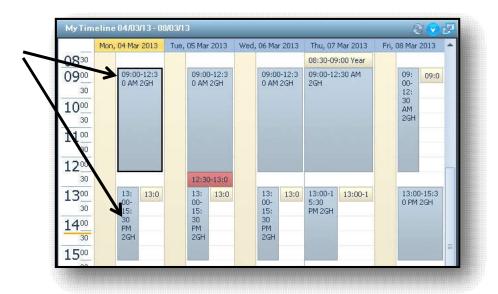
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Cancel	
	3

Opening the Register

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My Tim	eline 23/09/13 - 27		Wed, 25 Sep 2013	Thu 70 Can 2012	C 📿 🔀	School Bulletins	Bulletin Date	Attachments	20
07 ³⁰ 08 ⁰⁰ 30 09 ⁰⁰	AM 3TO 09:00 -	AM 3TO 09:00 -	AM 3TO	Music AM 3TO 09100 -	AM Who	CPD programme for the autumn ter		1	
$ \begin{array}{r} 30 \\ 10 \\ \overline{30} \\ 11 \\ \underline{30} \\ 12 \\ \overline{30} \\ \end{array} $	12:30	12:30	09: 00 - 12: 30	12:30	09: 00 - 12: 30	School Diary Date 24/09/2013 12:15 - 12:45 24/09/2013 12:45 - 13:15	Description Y1;Y2 - Football Club Y4;Y5;Y6 Football Club	Category Club Club	S 오 🗗
12^{-1}_{30} 13^{00}_{30} 14^{00}_{30}	Reading PM 3TO 13:00 - 15:30	Y1,Y2 - Y4,Y5,Y PM 3TO 13:00 - 15:30	Y1,Y Y4, DM 3TO 13:0 0 - 15:3	PM 3TO 13:00 - 15:30	PM 3TO 13:00 - 15:30	25/09/2013 - 27/09/2013 25/09/2013 12:15 - 12:45 25/09/2013 12:45 - 13:15 26/09/2013 08:30 - 09:00	Year 6 Graffham Waters Residential Y1,Y2,Y3 Netball Club Y4,Y5,Y6 Netball Club Music Club/Choir Club	Pupils Out Club Club Club	More
15^{00}_{30} 16^{00}_{30} 17^{00}				Head Teacher		My Messages <u>Read Sent</u>	<u>Subject</u>		R 오 🔀
30 18 <u>00</u> 30									

Once SIMS .net has opened, the **Homepage** will be displayed.

Within the Homepage a **My Timeline** panel should be visible. This is a calendar showing the teacher's classes (in blue) for that week as well as other diary events.



An **AM** block covering the morning and a **PM** block covering the afternoon will be displayed for each day.

The name of your class should be displayed in each block e.g. 2GH.

To open the morning register, **double-click** into the **AM block**. To open the afternoon register, **double- click** into the **PM block** for the day that the register is being taken.

Alternatively, if you can't see the My Timeline panel, click the **Take Register icon** at the top of the screen.



This will open up a **timeline for today** containing an AM and PM panel.

Double-click on either the AM or PM block to open the corresponding register.

eacher Ms. T Orton	M	Date 26/09/2013			🖷 Links 🔻 🥹 Help 💥 Clo
00 09:30 10:00 AM 3TO	10:30 11:00	11:30 12:00	12:30 13:00	13:30 14:00 14:	10 15:00 15:30

Opening the Register for a class that is not your own

There may be occasions where you need to access the registers for a class that is not your own, for instance when covering someone else's class.

To access the register for this class click the **Take Register icon** at the top of the screen.

Focus	<u>R</u> eports	Routines	Tools	Window	<u>H</u> elp				~	
	Back	Forward	-	8		1	1	0	5 0	â 💽

Your classes timeline will be displayed.

Select C pen 📥	Print Browse				💮 Links 🔻 🥹	Help 💥 Close
acher	Ms. T Orton	M	Date 26/09/2013			
0 AM 3TO	99:30 10:00	10:30 11:00	11:30 12:00		14:30 15:00	15:30

If you need to access a register for a date other than today, click the **Calendar** button next to the **Date** field.

A calendar will be displayed.

Double-click on the required date to select it.

30	Clear	🛃 т	oday 🧍	Car	ncel	43		
	•		Septe	mber	2013	5	÷	
ab 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	e La
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
_	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	1	2	3	4	5	6	-

18/09/2013

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Date

The Date field will be updated to reflect this new date.

To select the register for a class other than your own, click the **binoculars button** next to the **Teacher** field.

	CONT SHOULD BE			11 where the restrict of the test of the test	the second states in
acher	Mrs. A Abell	66	Date	18/09/2013	

Click the **Search** button to display a list of registers for the selected date. There should be an AM and PM register listed for each class.

Search 👘 Open	Print				(Help 💥 Close	e
Surname		Forename		Period	<any></any>	*	
lame	Class		Room	Period			^
Aiss. B Bates	5BB			Thursday AM			
Aiss. B Bates	5BB			Thursday PM			
Ars. J Boswell	2JB			Thursday AM			
Irs. J Boswell	2JB			Thursday PM			
Ars. C Brown	3CB			Thursday AM			
Ars. C Brown	3CB			Thursday PM			
Irs. V Chard	6VC	5		Thursday AM			
Irs. V Chard	6VC	10		Thursday PM			
liss. S Fortune	OAK			Thursday AM			
liss, S Fortune	OAK			Thursday PM			
Irs. G Grosvenor	2GH			Thursday AM			
Irs. G Grosvenor	2GH			Thursday PM			-
					OK	Cancel	1

Highlight the required register and click OK.

The register opens for the selected class.

Entering Marks in the Register

The Take Register screen opens, listing the pupils in your class. Two columns are displayed:

One for the AM session and one for the PM session for that day.

The pupil currently selected is highlighted in orange.

In the example below the afternoon register was chosen so the PM cell is highlighted for this student.

				1
Attendance	Dinne	r Regis	ter	
		_		
Name	•	Reg	AM	PM
Beynon, Harvey	/	2GH	1	\mathbb{N}
Carter, Daniel		2GH	1	×.
Cedric-Smith, L	ucie	2GH	1	×.
Cole, Samuel		2GH	1	×.
Danes, Tilly		2GH	N	N
Dexter, Bethany	/	2GH	1	- Λ
DiMonaco, Silv	ana	2GH	1	- Λ
Evans Chelsev	/	2GH	1	N

Use the keys on your keyboard to type in a mark for the highlighted pupil.

As the mark is entered, the highlight moves down the list, ready for a mark to be entered against the next pupil.

Typically teachers will enter:

/ or \ for Present N for Absent

Usually the attendance officer will then change any Ns to the relevant absence code e.g. I for illness, M for Medical Appointment etc. once the reason for the absence has been discovered.

Saving your marks

Once you have finished entering marks for the session, click **Save**.

Save 🕤 Undo 📇	Print 👘 Refre	sh 🟅	Coo	des 🚱 Preserve 🖶
urrest View OHi	story 🖲 Toda	зу		ture Present 29
Attendance Dine	ner Register			
Name	Reg	AM	PM	
Aaron, Sophie	3TO	1	N	
Ackton, Stephen	3TO	1	N	
Ansell, Alfie	3TO	1	N.	
Ansell, Archie	3TO	1	N.	
Barnes, Tommy	3TO	N	N	
Barton, David	3TO	1	N	
Birch, Paige	3TO	1	N.	
Chappling, Martin	3TO	1	N.	
Dickinson, Sally	3TO	1	L	
DiLorenzo, Antonio	3TO	1	N	
Eagle, Ruby	3TO	1	N	
Flija Denise	3TO	1	N	

If you have missed any pupils and not recorded a mark for them, the following prompt will be displayed.

	Missing Marks	×
8	Students with missing marks will be marked as absent. Do you wish to proceed with the save?	
	Ves No	

Click **No** to return to the register and enter the missing marks.

Alternatively, click **Yes** and **N for absent** will be recorded against each of the missing marks.

Entering School Dinners

When you have saved your attendance marks, to input the meals for the pupils you click on the Dinner Register tab that is next to the attendance tab on your register:

	-		-
Attendance	Dinne	r Regis	ter
Name		Reg	Dinner
Beynon, Harvey		2GH	
Carter, Daniel		2GH	
Cedric-Smith, Lu	cie	2GH	
Cole, Samuel		2GH	
Danes, Tilly		2GH	
Dexter, Bethany		2GH	
DiMonaco, Silva	na	2GH	
Evans, Chelsey		2GH	
Ewae Kaeia		2GH	

You can then right-click on the empty Dinner Cell and enter the meal type for that pupil:

Attendance E)inner Regist	er	
Name	Reg	Dinner	
Beynon, Harvey	2GH		Managana ang sa
Carter, Daniel	2GH		SM - School Meal
Cedric-Smith, Lucie	2GH		PL - Packed Lunch
Cole, Samuel	2GH		HO - Home
Danes, Tilly	2GH		AB - Absent
Dexter, Bethany	2GH		Default Meal Ctrl+D
DiMonaco, Silvana	2GH		Clear Meal Del
Evans, Chelsey	2GH		
Ewas, Kasia	2GH		Display Codes
Hamnet, Aurelia	2GH		Enter Comments
Hope, John	2GH		
Kidson, James	2GH		

Another way to quickly enter the meals is to click on the Codes button at the top of the register:

T ake Register 2GH M i Bave 🎒 Undo 🚘				Preserve 🖶	xtra Name 🔞 Class	s Photo 🗍 Min	utes Late	Comments	Links
		Today 🔿	Sector Sector		Meals Recorded 5				
Attendance Dinr	ier Regis	iter							
Name	Reg	Dinner							
Beynon, Harvey	2GH	SM							
Carter, Daniel	2GH	PL							
Cadria Smith Lucia	200	CM							

Attendance Din	ner Regis	ter			
Name	D S S	DESCRIPTION	Codes		×
Name	Reg	Dinner	Codes		
Beynon, Harvey	2GH	SM	Print		
Carter, Daniel	2GH	PL			
Cedric-Smith, Lucie	2GH	SM			
Cole, Samuel	2GH	HO	Code	Description	Count
Danes, Tilly	2GH	AB	SM	School Meal	2
			PL	Packed Lunch	1
DiMonaco, Silvana	2GH		HO	Home	1
Evans, Chelsey	2GH		AB	Absent	1
Ewas, Kasia	2GH				
Hamnet, Aurelia	2GH				
Hope, John	2GH				
Kidson, James	2GH				
Marsden, Olivia	2GH				
Maverick, Kristian	2GH				
McGormick, Joseph	2GH				
Morris, Kate	2GH				
Mortimer, Jane	2GH				
Nadu, Safia	2GH				
Odlegly, Isak	2GH				
Pellas, Matis	2GH				
Peterson, Emily	2GH				
Potts, Eva	2GH		L		
Reid, Rosie	2GH				
Ricci, Antonio	2GH				Close
Rufin, Kazmer	2GH				
Slater, Peter	2GH				
Turner, Gracie	2GH				
Ward, Lucy	2GH				
Wojciech, Nikolai	2GH				

This will bring up a list of the meal codes and you can double-click on the meal code to enter it for that pupil, and it will automatically move down to the next pupil on the list.

Once you have entered all your meals don't forget to click the Save button at the top of the register.

Take Register 2	1000	And the second second second			
Save Current View		istory (Pre
Attendance	Din	ner Regis	ter		
Name	-	Reg	Dinn	er	
Beynon, Harvey	2GH	SM			
Carter, Daniel	2GH	PL			
Cedric-Smith, Lu	2GH	SM			
Cole, Samuel		2GH	HO		
Danes, Tilly	2GH	AB			