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)
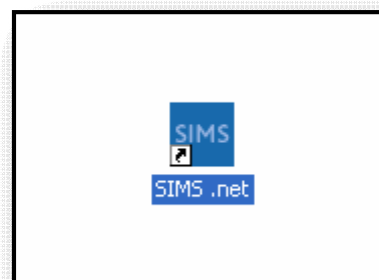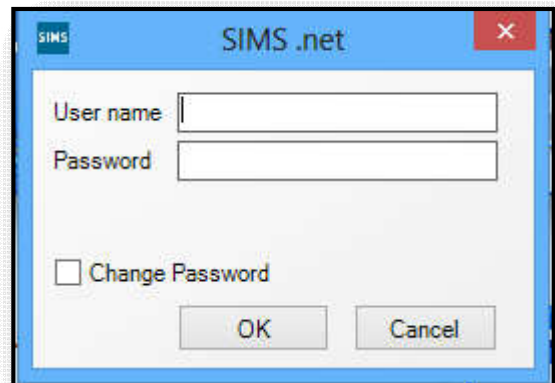

If you cannot see a SIMS .net icon, from the Desktop screen click the **Start** or **Windows** button.

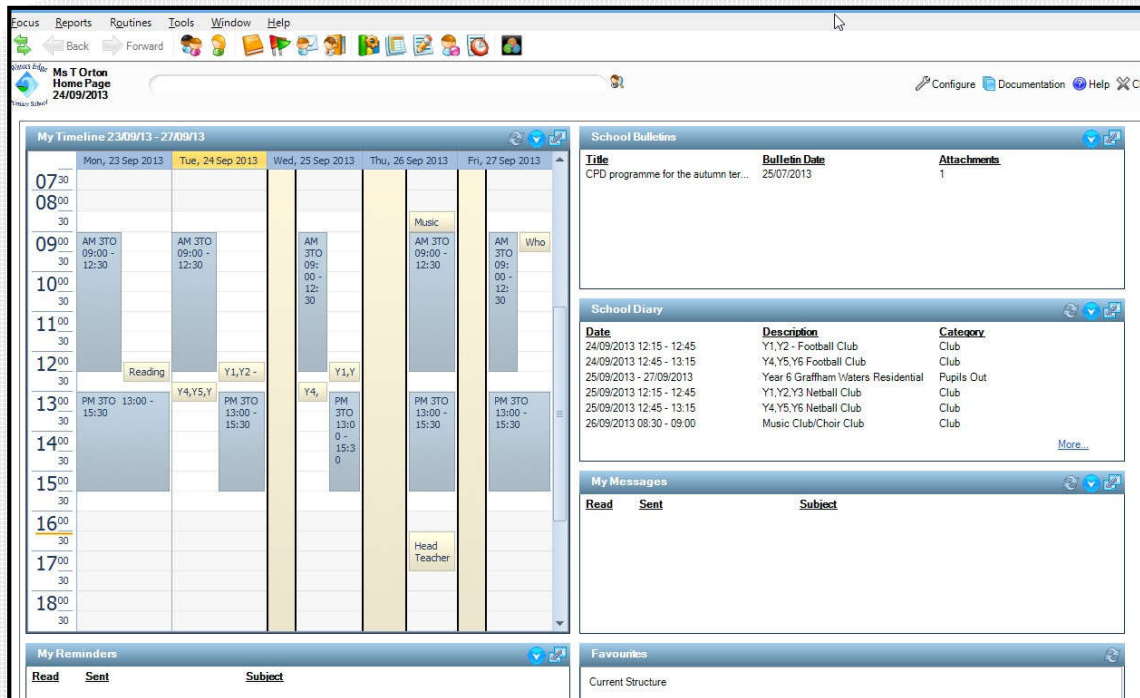Select All Programs | SIMS Applications | SIMS .net.

Enter your **login details** and click **OK**.

Opening the Register

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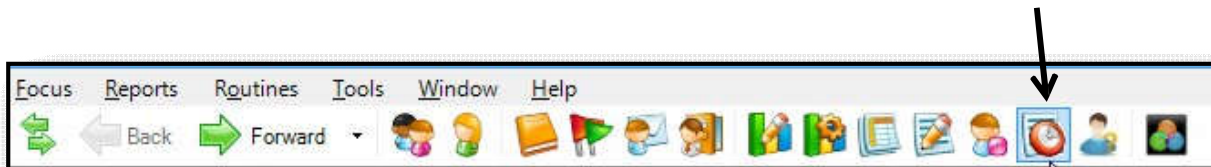
This will open up a **timeline for today** containing an AM and PM panel.

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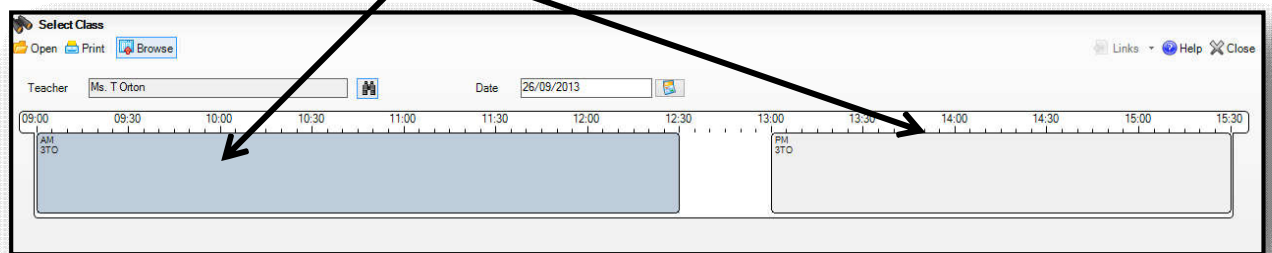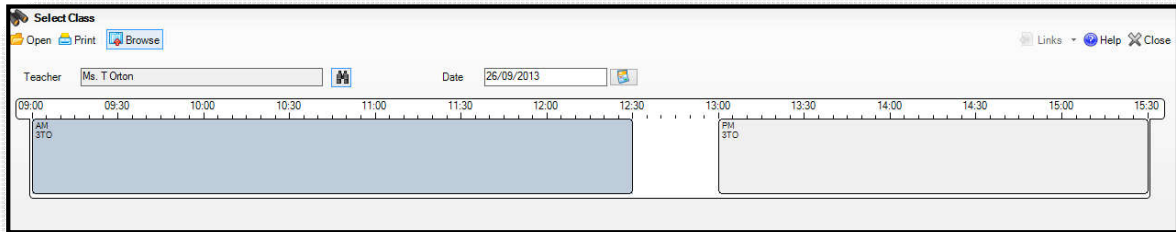

Opening the Register for a class that is not your own

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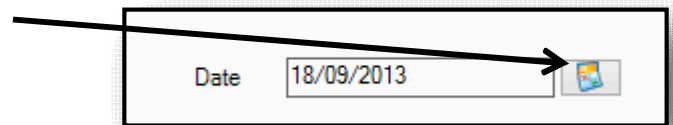
To access the register for this class click the **Take Register icon** at the top of the screen.

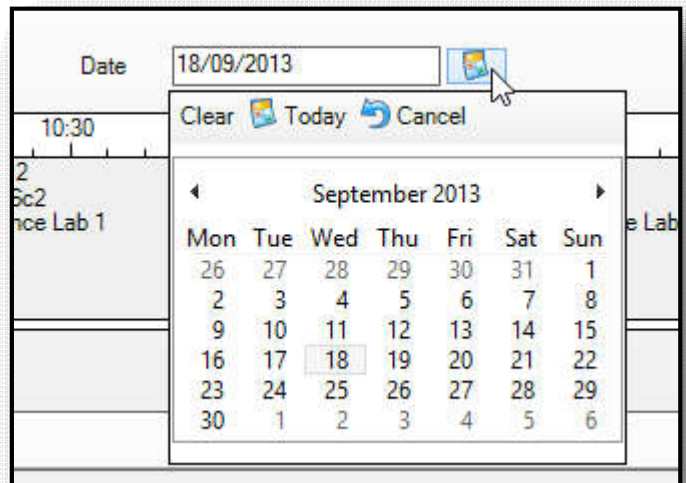Your classes timeline will be displayed.

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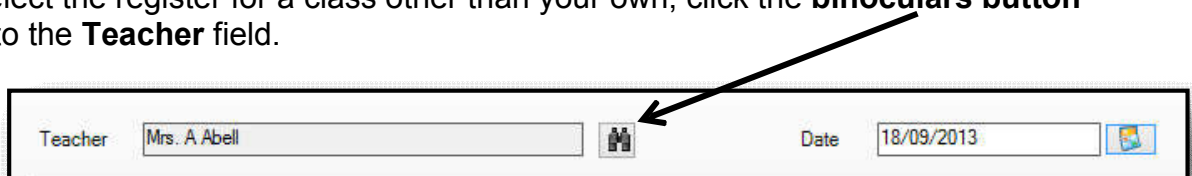

A calendar will be displayed.

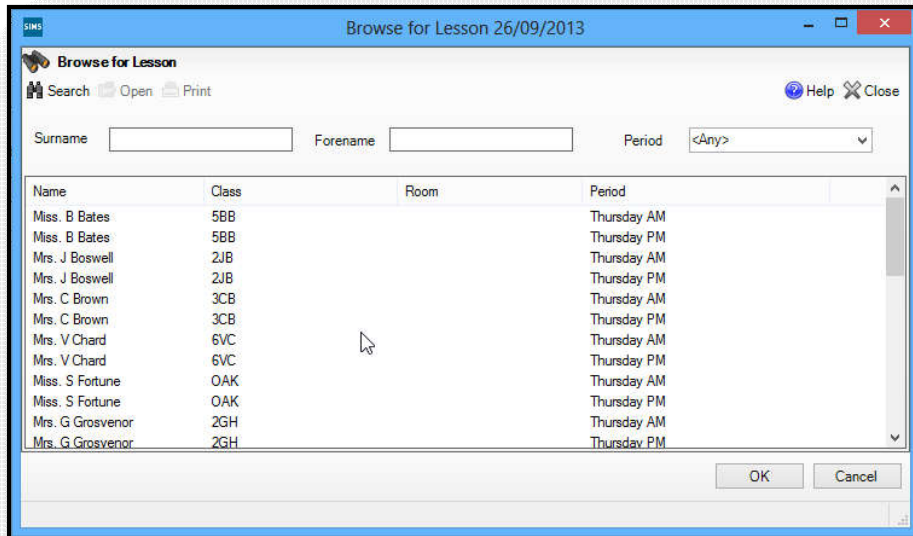**Double-click** on the required date to select it.

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.

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.

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.

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**.

If you have missed any pupils and not recorded a mark for them, the following prompt will be displayed.
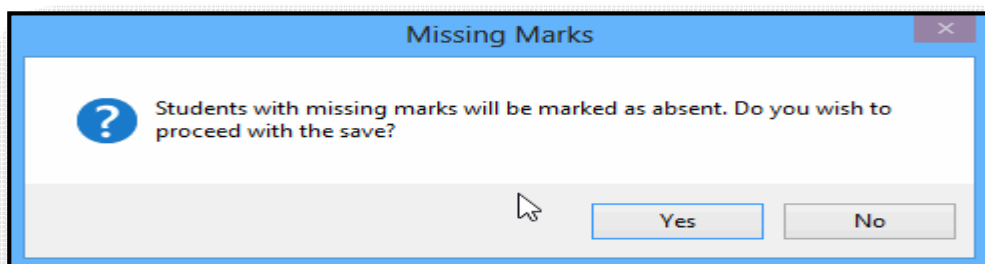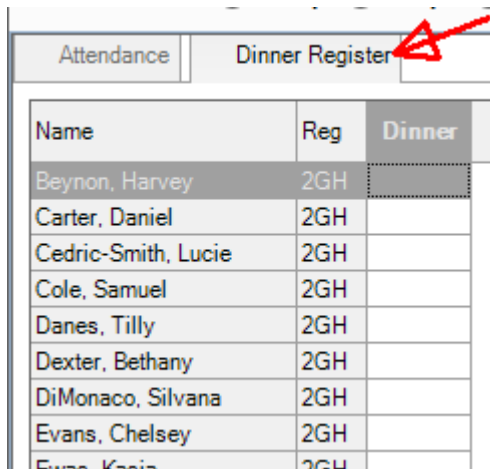
Click **No** to return to the register and enter the missing marks.

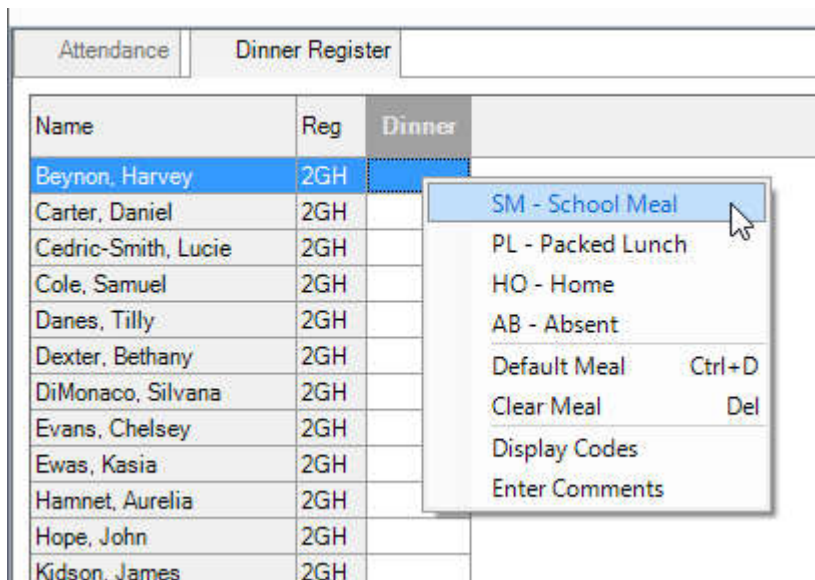Alternatively, click **Yes** and **N for absent** will be recorded against each of the missing marks.

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:

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

Another way to quickly enter the meals is to click on the Codes button at the top of the register:
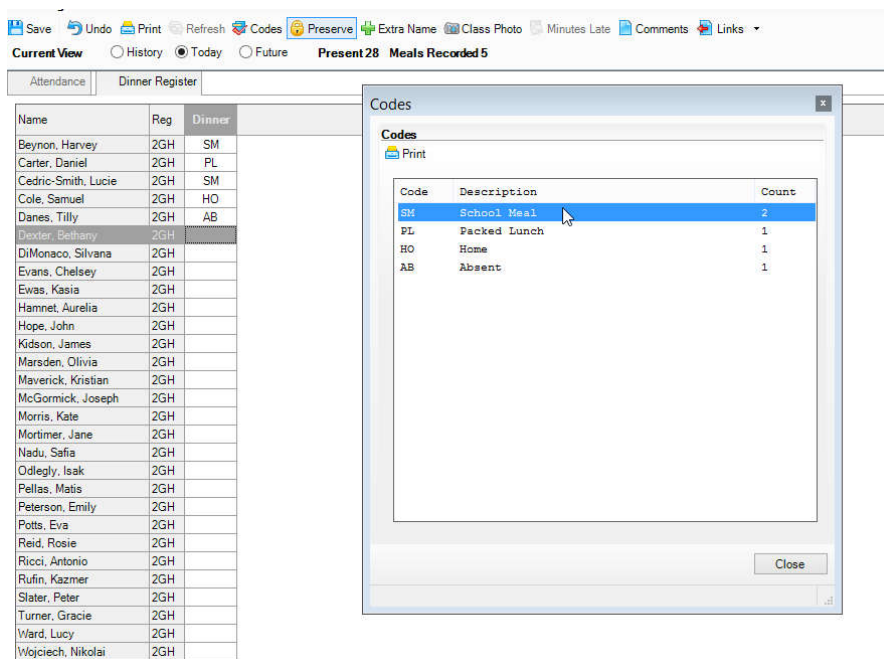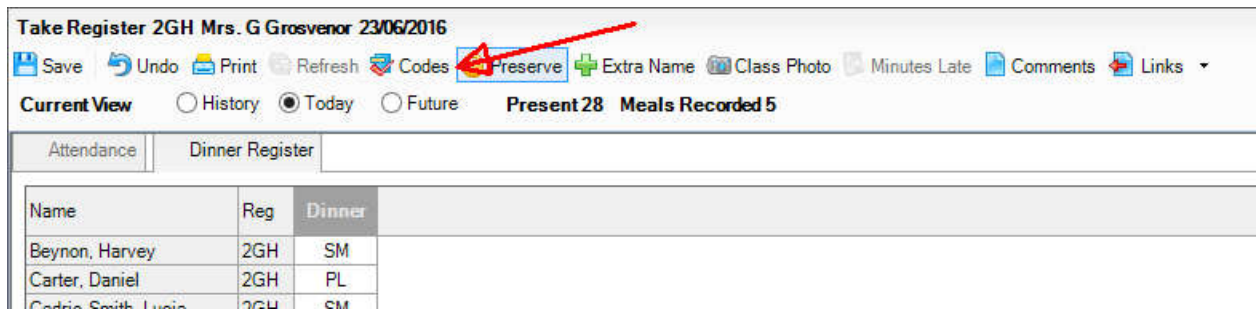
This will bring up a list of the meal codes and you can double-click on the meal code to enter it for that pupil, and it will automatically move down to the next pupil on the list.

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