SIMS Training Courses

Academic Year 2015 – 2016
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## Course Dates & Times

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Please see Course Outline for start and end times.

There will be a 15 minute registration period at the start of the Course with Tea/Coffee available.

* These courses are included as part of your SLA at no extra cost, up to a maximum of 3 half days.

**SMART Marksheets**
For schools with an annual subscription to 3BM SMART
- No Charge (up to 3 places, per school, per year)
Please note that, once a booking has been received, the full cost will be charged unless notification of cancellation is received at least 10 school days in advance of the course date. If booked under your SLA entitlement, the session will be considered as used and your remaining entitlement adjusted accordingly.

Briefings/overviews are free of charge. However, if you have booked on a session, a £50 fee will be charged for non-attendance unless notification of cancellation is received at least 10 school days in advance of the briefing/overview.

Course Outlines

SIMS Core – Individual Pupil Core Data

Target Audience:
Staff who are new users or have limited knowledge of SIMS and have responsibility for using and maintaining pupil records.

Duration: Full Day (9.15am to 3.30pm)

Course Outline:

- Searching the database and locating pupil records
- Editing existing pupil records
- Entering new pupil records, including addresses and contacts
- Using links to other data areas, including Attendance, Assessment and SEN
- Running Pre-Defined Reports

Course Requirements:
No previous knowledge of SIMS is necessary, however an experience of using a computer and windows is desirable.

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**Post 16 Census Briefing**

**Target Audience:**
School staff responsible for preparing the Post-16 Census in 11-18 Secondary and PRU Schools.

**Duration:** Briefing (1.45pm to 3.30pm, including 15 mins for coffee and registration)

Please note that this Briefing is not designed to be an introduction to the functionality in Course Manager for Planned Hours. This is dealt with in the “Course Manager/ Post-16 Learning Aims” course on 15/09/15.

**Outline:**
- An overview of the October 2014 School Census (Autumn)
- To highlight and discuss the changes from last year including Retakes and Planned hours
- Question and Answer session

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**Personnel Briefing – Service Terms**

**Target Audience:** SIMS Personnel users who add and amend contract information

**Duration:** Briefing (9.45am to 11.30am, including 15 mins for coffee and registration)

**Course Outline:**
- Contracts and their dependency on Service Terms
- Overview of the areas in Service Terms
- Adding and amending Service Terms
- How Service terms feed through to contracts
- Salary Ranges and new Service Terms

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What’s New in Course Manager/Post 16 Learning Aims

Target Audience:
Academic Administrators and staff responsible for the Post 16 Learning Aims component of the Autumn School Census.

Duration: ½ Day (9.15am to 12.30pm)

Course Outline:
- To refresh a delegate’s knowledge of: the relationship between Course Manager and other areas of SIMS, the Maintain Course routine, the link between Examination Awards and Courses and the import and assigning of QAN codes
- To understand the implications of the new Post-16 funding arrangements
- To manage the Post 16 Learning Aims process
- To deal with the new Programme of Study routines including the changes to inclusion of Retakes

Course Requirements:
Previous use of course manager and an understanding of the curriculum structures and procedures used in the school would be helpful

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SIMS User Groups Termly Sessions

As part of your 3BM Support SLA we invite you to attend our Termly User Groups. These are held at various locations for your convenience. These sessions are important for SIMS users to attend so that they keep up to date with all new aspects of SIMS. It is also a good way to network with other local schools SIMS users. The User Groups do not replace training but will inform SIMS users of new functionality, hints and tips and provide a forum to gain and share best practice.

Target Audience:
This Briefing is aimed at day to day users of SIMS.

Duration: ½ Day (9.30am to 12noon and 1.30pm to 4.00pm)

We will be covering (Primaries and Secondaries)
- A full agenda will be circulated nearer the date

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Secondary Schools

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Introduction to SIMS Attendance: Primary Schools

**Target Audience:**
Staff responsible for the day to day operation and management of Attendance.

**Duration:** ½ Day (12.45pm to 4.00pm)

**Course Outline:**
- Entering and editing Attendance marks
- Dealing with unexplained absences
- Dealing with missing marks
- Attendance letters
- Running reports

**Course Requirements:**
Delegates should have an understanding of the school's Attendance procedures.

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**SMART (SIMS Model for Assessment, Reporting and Tracking)**

**Target Audience:**
This is aimed at Teachers who are new to using the 3BM SMART system.

**Duration:** Twilight Session (4.00pm – 5.30pm)

**Outline:**
- How to use the 3BM Teacher Spreadsheets to use to record assessments for pupils at statement/objective level
- Understanding the SMART 'Phases'
- How to access marksheets
- Entering data into marksheets
- Adding additional pupil information into marksheets
- Adding filters to analyse specific areas of data
- Accessing Tracking Grids

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**Dinner Money**

**Target Audience:**
Day to day users of SIMS with responsibility for dinner money.

**Duration:** ½ Day (12.45pm to 4.00pm)

**Course Outline:**
- Record all types of pupil, staff and visitor meal arrangements including special meals such as Christmas dinner.
- Record all types of pupil, staff and visitor payments including electronic payments.
- Produce a variety of reports for different requirements such as registers, the kitchen, mid-day supervisors, pupil and staff statements.
- Complete the regular financial transactions.
- Produce a weekly catering return.
- Produce mailmerge letters to parents.

**Course Requirements:**
Delegates should be familiar with the day to day use of SIMS, understand the financial requirements necessary for recording purposes and have an understanding of Attendance recording.

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**School Census Workshop – Primary**

**Target Audience:**
School Staff who are responsible for preparing the School Census

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm)

**Workshop details:**
This workshop will enable school staff to work on their own school SIMS data via a remote connection to prepare and check the Autumn School Census, with SIMS staff on hand to assist and answer questions.

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Introduction to FMS

Target Audience: New School Business Managers, Finance Officers or Administrative staff.

Duration: Full Day (9.15am – 3.30pm)

Outline:
- Accounts Payable:
  - Setting up Suppliers
  - Creating Purchase Orders
  - Paying Invoices
  - Cheque Processing
- Bank Reconciliation
- Petty Cash Processing
- Non Invoiced Income
- Journals

Course Requirements:
The course is designed for new users of SIMS FMS.

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SIMS Special Educational Needs

Target Audience: SENCOs.

Duration: Full Day (9.15am to 3.30pm)

Course Outline:
Following changes to the SEN code of practice, this course will cover transferring the existing needs and SEN Codes as appropriate and will also include:

- Navigating Pupil Records
- Viewing and editing pupil SEN details
- Statutory Information
- SEN Reviews, events and provisions
- Recording details of the Statement and new Education and Health Care Plan process for individual pupils
- Linking pupils to outside agencies and staff etc
- Customising SIMS to reflect the SEN activities in your school

Course Requirements:
Suitable for users new to SIMS or existing users, delegates should have an understanding of the SEN code of practice.

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Exam Entries

Target Audience:
School staff responsible for making exam entries using SIMS.

Duration: ½ Day (9.15am to 12.30pm)

Course Outline:
- Setting up exam seasons
- Importing basedata supplied by exam boards
- Making entries using marksheets
- Submissions and amendments
- Seating Organiser
- Reports

Course Requirements:
Suitable for users new to SIMS or existing users wanting to refresh their knowledge.

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School Workforce Census Briefing

Target Audience:
School staff responsible for preparing the School Workforce Census.

Duration: Briefing (1.45pm – 3.30pm, including 15 mins coffee and registration)

Outline:
- The procedures schools need to follow to complete the School Workforce Census in November 2015
- Changes from last year
- How to manage the change to Teacher’s pay to reflect salaries that are different to the standard pay scales.

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<td>13/10/2015</td>
<td>1.45pm – 3.30pm</td>
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</table>
School Workforce Census Workshop

Target Audience:
School Staff who are responsible for preparing the School Workforce Census.

Duration: ½ Day (9.15am to 12.30pm)

Workshop details:
This workshop will enable school staff to work on their own school SIMS data via a remote connection to prepare and check the Autumn School Census, with SIMS staff on hand to assist and answer questions.

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Word 2010 – Foundation

Target Audience:
Staff who are required to create and edit simple yet professional looking documents, with limited or no knowledge of Word 2010.

Duration: ½ Day (12.45pm to 4.00pm)

Course Outline:
- Understanding the Word interface and terminology
- Creating and saving basic documents
- Proofing tools such as spelling, grammar, thesaurus and autocorrect
- Viewing and Printing your document
- Move, cut, copy and paste between documents
- Character formatting
- Paragraph formatting such as alignment, indenting, creating tabs, bullets and numbering, watermarks, borders and shading
- Controlling page appearance such as margins, page orientation, page numbering, page breaks and headers and footers
- Styles and Table of Contents

Course Requirements:
Delegates do not need to have any experience of Word, but must have a basic understanding of a PC including use of a keyboard and mouse.

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Excel 2010 – Foundation

**Target Audience:**
School Staff who create, utilise and inherit excel workbooks and have limited or no knowledge of Excel.

**Duration:** ½ Day (12.45pm to 4.00pm)

**Course Outline:**
- Understanding Excel terminology and the screen layout
- Creating, saving, opening and editing workbooks/sheets
- Manipulating and formatting cells, columns and rows
- Creating basic formulae and how to apply them
- Using auto fill for basic data and formulae
- Sorting data
- Printing

**Course Requirements:**
Delegates do not need to have any experience of Excel, but must have a basic understanding of PCs including use of a keyboard and mouse.

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General Pupil Lists and Class Lists in SIMS

**Target Audience:**
Experienced users as well as those with a basic knowledge of SIMS who need to produce quick pupil lists with basic information and who are not yet familiar with these type of reports.

**Duration:** ½ Day (12.45pm to 4.00pm)

**Course Outline:**
- Produce quick student lists and registration group lists – with basic pupil data
- Produce student analysis reports
- Adding columns including blank columns – useful for school visits/trips
- Sort orders and filters
- Exporting reports to other formats e.g. Excel

**Course Requirements:**
Suitable for users new to SIMS or existing users

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</table>
Lesson Monitor

**Target Audience:**
New Attendance Officers and experienced Attendance Officers who need a refresher on all of the functionalities. Teaching staff or Pastoral Leaders who monitor Lesson Attendance.

**Duration:** ½ Day (9.15am to 12.30pm)

**Course Outline:**

Getting the best out of Lesson Monitor:

- Lesson Monitor Set-up.
- How to show your Teaching staff how all of the links work to enable them to work more efficiently.
- How to set up and run Student Electronic Report Cards using Lesson Monitor.
- Going through all of the Lesson Monitor Reports to find out which is the best for you.
- Quick reminder of how to set up an exceptional circumstance.

**Course Requirements:**
Delegates should have a basic understanding of how Lesson Monitor works

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Common Transfer Files (CTFs)

**Target Audience:**
All SIMS users involved in the administration of pupil admissions and leavers and day to day users of SIMS.

**Duration:** ½ Day (9.15am – 12.30pm and 12.45pm to 4.00pm)

**Course Outline:**

- Statutory requirements and the importance of the CTF
- Adding destination schools
- Creating full and partial CTFs
- Importing CTFs
- Uploading and downloading CTFs from the DfE Secure Access site

**Course Requirements:**
Suitable for users new to SIMS or existing users.

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<td>10/05/2016</td>
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SIMS Reporting

Target Audience:
Day to day users of SIMS and users wanting to create specific user defined reports.

Duration: ½ Day (9.15am to 12.30pm)

Course Outline:
- Running pre-defined reports
- Previewing reports
- Modifying existing reports
- Creating reports
- Using the different output formats of Word, RTF and Excel
- Report management

Course Requirements:
Delegates should be familiar with the day to day use of SIMS and understand the range of data which is stored within SIMS. Delegates should have ideally attended the SIMS Core Course.

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School Census Briefing

Target Audience:
Primary school staff who are responsible for preparing the School Census.

Duration: 1 hour 45 minutes (including 15 mins for coffee and registration)

Outline:
- An overview of the January 2016 School Census (Spring)
- To highlight and discuss the changes from last year
- Question and Answer session

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Student Options

Target Audience:
This one-day course is aimed to enable those members of staff involved in Options to manage the whole process. It is particularly relevant for staff from schools that operate a system where Option Blocks are created, to some degree, on the basis of students’ subject choices but it is still useful even where students simply make their choices from pre-determined blocks.

Duration: Full Day (9.15am to 3.30pm)

Course Outline:
The course explores how the SIMS Options module can be used to manage the student options process. It is designed to enable delegates to:-

- Create a new options implementation and import both the curriculum from Nova-T6 and the students from SIMS
- Enter and analyse student choices
- Create classes and place them into a blocking structure
- Allocate students to classes, modifying the structure as appropriate
- Transfer the final solution to Nova-T6 and to SIMS
- Print the final solution and produce reports.

Course Requirements:
Ideally delegates will have an understanding of the relationship of Options to the timetabling process although this is not a requirement.

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Excel 2010 – Intermediate

Target Audience:
Staff who wish to build on their basic knowledge of Excel and wish to analyse data, improve their formatting skills and create charts.

Duration: ½ Day (12.45pm to 4.00pm)

Course Outline:
- A brief review of Excel essentials
- Freezing and unfreezing panes
- Advanced formatting and editing such as conditional formatting, cell style and paste special.
- Writing formulas to Count, Sum and Average cells
- Filtering data and generating Subtotals
- Create, modify and format charts

Course Requirements:
Delegates must have attended Excel Foundation or have equivalent knowledge

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Behaviour Management Overview

Target Audience:
Senior Leadership Teams (it may be useful for Administrative Staff to attend alongside a member of SLT)

Duration: PM Overview (1.45am – 3.30pm, including 15 mins coffee and registration)

Outline:
- Recording behaviour incidents and/or achievements for pupils
- Report cards
- Detentions
- Reports and letters
- Lookup tables for recording behaviour and achievement

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SIMS Reporting - Advanced

Target Audience:
Expert users of SIMS Reporting, wanting to extend their knowledge

Duration: Full Day (9.15am to 3.30pm)

Course Outline:
- Sub-reports
- Creating report templates
- Mailmerge labels and letters
- Using RTF Output to create letters and forms
- Analysis

Course Requirements
Delegates should be familiar with the day to day use of SIMS and understand the range of data which is stored within SIMS. Delegates will have attended the SIMS Reporting - Introduction course or have a good understanding of the SIMS Reporting programme.

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SIMS Housekeeping Routines Workshop

Target Audience:
School staff who are responsible for using and maintaining the pupil database

Duration: ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm)

Workshop details:
This workshop is an opportunity for schools to have a good “tidy-up” of their existing data and to learn some useful routines for helping to maintain accurate information.

School staff can work on their own school SIMS data via a remote connection to check, amend and update various pupil data in SIMS.

- Checking contact details are correctly linked to Pupils
- Making sure addresses are correctly linked so the “little house” appears where it should
- Updating Parental Salutation and Addressee fields
- Address tidying routines
- Updating Parental Mailing Points
- Adding “Favourite Reports” to your Home Page

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SIMS Personnel

Target Audience:
This Course is aimed at new users and day to day users of SIMS Personnel

Duration: ½ Day (12.45pm – 4.00pm)

Course Outline:

- Add new and edit existing personnel records
- Add pay and contractual related data
- Maintain personnel data including absences
- Produce standard reports in Personnel
- Overview of contracts

Course Requirements:
This course is aimed at staff in school with responsibility for updating and maintaining personnel records in SIMS with Personnel Officer permissions. Knowledge of SIMS and school personnel procedures is desirable.

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</table>
**SIMS Admission Groups and Applications**

**Target Audience:**
Day to day users of SIMS responsible for new pupils/admissions and users responsible for preparing the new academic year in SIMS

**Duration:** ½ Day (9.15am to 12.30pm)

**Course Outline:**
- Creating Admission Groups
- Entering Applications
- Managing offers and accepted places
- Generating Application Lists
- Generating Letters
- Admitting pupils

**Course Requirements:**
Delegates should be familiar with the day to day use of SIMS and understand the range of data which is stored within SIMS

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**Word 2010 – Intermediate**

**Target Audience:**
Staff who are familiar with creating, saving, formatting and printing basic Word documents and who would like to extend their knowledge

**Duration:** ½ Day (12.45pm to 4.00pm)

**Course Outline:**
- Apply and customise Styles, Headings and Themes
- Creating a table of contents
- Adding columns to your document
- Working with tables
- Inserting and working with images
- Page Numbering
- Insert Page and Section breaks
- Controlling page appearance such as margins, page numbering, page and section breaks, headers and footers
- Paragraph formatting such as alignment, indenting, creating tabs, bullets and numbering, watermarks, borders and shading
- Character formatting
- Mail Merge

**Course Requirements:**
Delegates are required to be able to create, save and print a basic word document.

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**SIMS Attendance Analysis and Letters**

**Target Audience:**
Attendance Officers, staff who need to produce attendance letters to parents and produce pupil level and analysis data relating to attendance

**Duration:** Full Day (9.15am to 3.30pm)

**Course Outline:**
- Individual Pupil Reports
- Whole group Pupil Reports
- Attendance Analysis of groups of Pupils
- Selected Pupil Reports
- User-defined groups of Pupils
- Attendance Letters and Certificates
- Displaying Attendance summary information on the Home Page
- 3BM Attendance Report

**Course Requirements:**
Users should have a basic understanding of procedures for recording attendance in Schools.

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**SIMS Assessment, Primary Statutory Data Collections – Briefing**

**Covering:** Key Stage 1 and 2, Phonics for Year 1 and Year 2, EYFS Profile

**Target Audience:**
Assessment Co-ordinators and all staff involved in the collection of Teacher Assessments. Staff, new to the process are welcome and staff familiar with the process will also find it useful as it will include updates from last year.

**Duration:** 1 hour 45 minutes (including 15mins coffee and registration)

**Outline:**
- Importing and setting up the Wizard Manager
- Entering Assessments into Marksheets
- Sending the data to the LA
- Reports

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</table>
Excel 2010 – Advanced

Target Audience:
Staff with a good grounding in Excel that wish to further their knowledge of formulae and Pivot tables.

Duration: ½ Day (12.45pm to 4.00pm)

Course Outline:
• Working with multiple sheets and workbooks, linking cells and formulae
• Absolute cell referencing and naming cells
• Pivot tables and Charts
• Advanced Formulas to check and reference a variety of criteria
• Using Formulas to combine or reformat cells and text
• Protecting/Locking Sheets and Workbooks

Course Requirements:
Delegates need to have a good understanding of Excel functionality and be able to write basic formulas. It is advisable to attend the Intermediate course prior to the advanced, as it will prepare you for the in-depth content.

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Nova-T6 Workshop

Target Audience:
This Workshop is suitable for new or experienced Timetablers.

Duration: All Day (9.15am to 3.30pm)

Staff will be available to assist you throughout the day. There is no formal structure to the day although features of Nova-T6 can be demonstrated as required.

Lunch will be provided and tea/coffee will be available all day.

Workshop details:
This Workshop allows you to work on your own partially written School Timetable with experts on hand to support you and answer any questions.

Schools will need to bring a copy of their timetable that can be loaded onto the training machines.

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**SIMS Assessment, Primary Statutory Data Collections - Workshop**

**Covering:** Key Stage 1 and 2, Phonics for Year 1 and Year 2, EYFS Profile.

**Target Audience:**
Assessment Co-ordinators and all staff involved in the collection of Statutory Assessments.

**Duration:** ½ Day (9.15am to 12.30pm)

**Workshop details:**
This workshop is an opportunity for school staff to prepare their Assessment data returns on their own SIMS system via a remote connection, with experts on-hand to assist and answer any questions. You will also be able to generate Individual pupil reports and school level reports.

You will need to bring along the following information:

- Your School’s Year 2 KS1 TAs
- Your School’s Year 6 KS2 TAs
- Your School’s Reception End of Foundation Stage results

You will have access to your school network so this info can be accessed from a shared drive. Help will also be given to prepare for the Year 1 Phonics and Year 2 Phonics re-test data entry.

**Course Requirements:**
Suitable for Assessment Co-ordinators and all school staff with responsibility for preparing and submitting Assessment data collections.

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SIMS End of Year Procedures - Workshop

Target Audience:
School staff responsible for carrying out the SIMS Year End processes. NB This workshop is suitable for users familiar with the Year End process only.

Duration: ½ Day (9.15am - 12.30pm and 12.45pm to 4.00pm)

Workshop details:
This workshop is an opportunity for school staff to prepare the new Academic Year on their own SIMS system via a remote connection, with experts on-hand to assist and answer any questions.

You will need to bring along the following information:
• Your School’s 2016/2017 Term Dates
• Your School’s 2016/2017 pastoral structure e.g.
  o Names of new Registration Groups
  o Names of Class Teachers to be assigned to Registration Groups (including details of any new staff)
  o Details relating to Vertical and Horizontal grouping
• Year 6 Leavers’ destinations
• Promotion details e.g.
  o 2016/2017 Pupil Lists
• New intake details e.g.
  o Dates of admission
  o New Pupils

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SIMS Exam Results

Target Audience:
School staff involved in the download and analysis of exam results. Staff new to the process are welcome and existing users may find it useful as a refresher.

Duration: ½ Day (12.45pm to 4.00pm)

Course Outline:
• Importing result files
• Adding non EDI results
• Creating and utilising results mark sheets
• Editing results
• Calculating PI information
• Running standard reports and analyses
• Exporting results to Excel
• Producing Candidate Statement of Results

Course Requirements:
Suitable for users new to Exam Results day or existing users.

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Course Bookings

All course bookings should be made through:

Tricia Joyce (3BM)  020 7605 8321  training@3bm.co.uk

Contact for further information (course content):

Jackie Dillon (3BM)  020 7605 8322  jackie.dillon@3bm.co.uk

Venue Details

3BM:  3BM Training Room
See attached address & map

Please note that the easiest way to travel to this venue is by public transport as the traffic is busy and parking is short-stay and expensive. There are lots of stations and buses close to the venue, please contact a member of 3BM support team (020 7605 8322) if you’d like any further advice on the best way to get there.

Holy Trinity CE Primary School, RBKC (HTPS):
See attached address and link

Little Ealing Primary School, Ealing (LEPS):
See attached address and link
3BM

3BM Training Room
Addison Primary School Annexe
Addison Gardens
LONDON W14 0DT
Tel: 020 7605 8322

Buses: 220, 295, 72, 283

Parking: Please note that parking is not available at the school, surrounding streets are Pay & Display

Tube: Hammersmith (Piccadilly, District and Hammersmith & City Lines)
Shepherd’s Bush (Central Line)
Goldhawk Road (Hammersmith & City Line)

Rail: Shepherd’s Bush or Olympia

Note: There is a pedestrian walkway from Holland Park Roundabout onto Richmond Way.
Holy Trinity CE Primary School
Sedding Street
London
SW1X 9DE
020 7881 9860

http://www.streetmap.co.uk/map.srf?x=528066&y=178760&z=0&sv=SW1X+9DE&st=2&pc=SW1X+9DE&mapp=map.srf&searchp=ids.srf

Little Ealing Primary School
Weymouth Avenue
Ealing
W5 4EA
020 8567 2135

http://www.streetmap.co.uk/map.srf?x=517527&y=179037&z=0&sv=W5+4EA&st=2&pc=W5+4EA&mapp=map.srf&searchp=ids.srf