



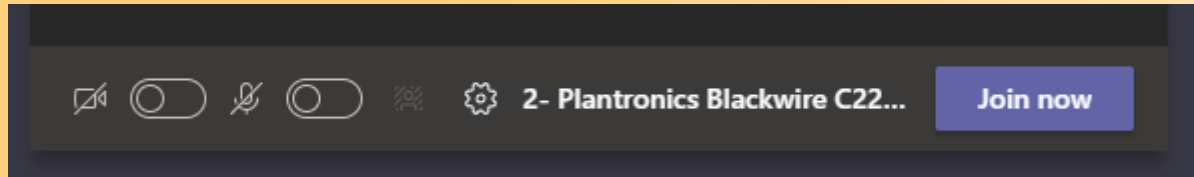
# **ICT Services**

Primary Schools Seminar Autumn 2023

**Cheshire East Council**

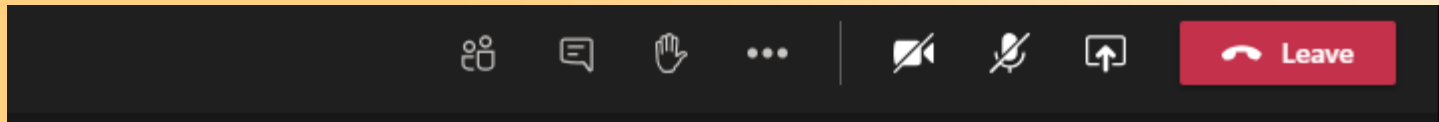
# Forum Etiquette

**Mute your mic**  
**Turn off your camera**



# Forum Etiquette

Should you have a question or wish to comment, please raise your hand.



One of the team will interrupt the discussion and you will have a chance to speak. If you wish you may at that time put your camera on. Once finished please put yourself back on mute.

# Agenda

- **Welcome and Introductions**
- **General Information**
- **Schools Desktop Hints and Tips**
- **SIMS Updates**
- **Barry's what's left of his bits**
- **AOB**

# GENERAL INFORMATION

# Staff Updates

- Lauren has finally passed her driving test
- Joe's got engaged
- Mat ran Ultra marathon 50 miles!

# Value Added Service



## Value Added Service: All included

- Workshops
- Housekeeping/health checks
- New Starter Inductions
- Non SIMS Related (Excel, Teams, Word, Organisation of drives etc)
- Consultancy and School Improvement Sessions
- Classroom – support no hidden charges

# West Orchestra Rollout Update

- Takes an extract of MIS data for Cheshire West
- Installed on 101 schools with SIMS
- 9 SIMS schools not returned Data Sharing Agreement
- Project came to a close end of October



# East Orchestra Rollout

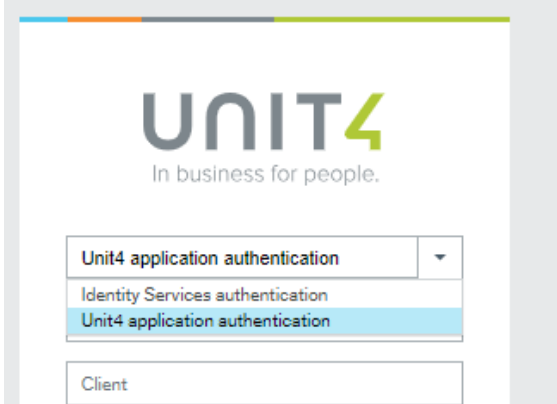
- Unity will be replaced by Orchestra Lite
- Takes an extract of MIS data for Cheshire East
- Installed on 82 school servers
- 11 left to upgrade
- Will contact ICT support for schools
- All schools signed the data agreement a few years back so will need access to your servers

## Unit 4

- New way of accessing unit 4
- Using emails put in unit 4 – needs to be personal account (not admin or head)
- Can be accessed at home
- Won't need to whitelist IP addresses anymore
- Will need to setup 2 factor

# Unit 4

- Things to do in preparation
  - Download Microsoft authenticator
  - Ask your ICT to set you up a person email address
- Email will come from Unit 4 with instructions
- When setup just choose the drop down to login with email account
- Call us if/when you get stuck
- [Unit 4 Login details form](#)



The screenshot shows the Unit4 login interface. At the top, the Unit4 logo is displayed with the tagline "In business for people." Below the logo is a dropdown menu with three options: "Unit4 application authentication", "Identity Services authentication", and "Unit4 application authentication". The second option is currently selected. Below the dropdown is a text input field labeled "Client".

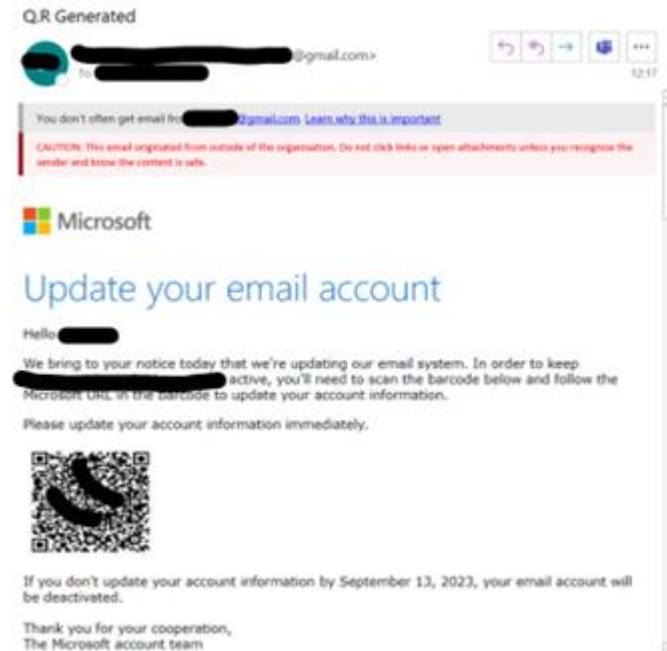
# SCHOOLS DESKTOP

# Emails not being delivered

- Seems to affecting gmail email addresses if using BCC
- Changed their rules on junk/phishing email
- Can change setting to look more genuine
- DMARC and DKIM (ask your IT)

# Phishing Scams

- Using QR Codes
  - Looks genuine but phishing attempt
  - Do not scan the QR code with your mobile phone
  - Only open attachments from sources you are expecting
  - Do not click on any links or open any attachments from unknown sources
- 
- Always take the time to check that the sender of an email is credible before clicking on a link or attachment



# Phishing Scams

- Check Email are genuine
- School was sent an email by a member of staff asking to change bank detail on wages
- Email account had been compromised but when sent used signature etc and so it looks completely genuine
- Was only discovered when wages were not paid

# Phishing Scams

- Add Multifactor authentication to important email accounts
- Works ok still in Outlook and pc you login to regularly
- Talk to you IT about setting it up



# Microsoft Licencing

- When added to M365 need to be a Global Administrator
- Usually admin@
- Setting up a new account so it can be used and more secure
- Don't want admin@ to be a Global admin

# Desktop Tips

- Drag a pdf into word “blank document” then it becomes editable
- Snipping tool – can copy part of page
- New version of Teams
- 2 apps on 1 screen can drag to one side and see both
- Windows Key
  - Windows key+Up – maximises screen
  - Windows Key+Down – in a window
  - Windows Key+Right – RHS of screen
  - Windows Key+H – can dictate (Inc. punctuation under cog)

# DFE Requirements

- Monitoring of Internet use
- School Broadband have monitoring and reporting included
- Other work in conjunction with other Safeguarding companies
- May want to ask you ISP about the monitoring

# School Broadband Monitoring

- Offer a monitoring solution in cost of Broadband
- Access to a portal
- Can send emails if inappropriate search of url
- Can send instant message if configured
- Will send link to demo

# School Broadband Monitoring

- Have to sign up individually
- Can give email of safeguarding lead/portal user
- Fill in form and we will send detail to SBB and they will send the form to sign up
- [School Broadband Form](#)
- Portal can show other

# School Broadband Portal

- Can show other areas too
  - Support calls
  - Internet usage
  - Line drops etc
- Can arrange a demo for a number of schools if it would be useful
- We will have an overview of all schools
- <https://www.schoolsbroadband.co.uk/kcsie2023/>

# Safeguarding app

- Senso £3.50 per device per year
- Maybe just buy for pupil devices (doesn't work well with iPads)
- Shows what pupils have typed not just what was searched for on web
- Buy through Gtech
- Bit like securus/smoothwall

# Meraki MDM

- Manages your iPads
- Charging from Feb
- If had a free account in past no longer from Feb for new devices (less than 100 in past)
- Looking into how it will be affected eg pay for new devices or all



# **SIMS UPDATES**

# Sims .net Autumn 2023 Release



## Latest Sims Autumn Upgrade

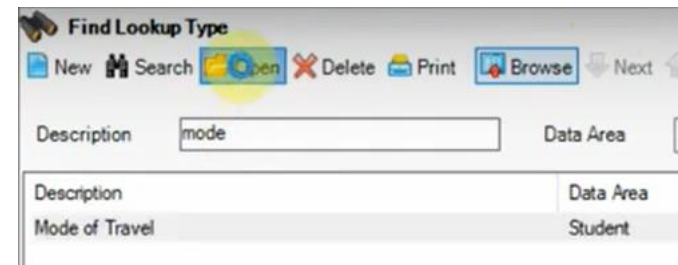
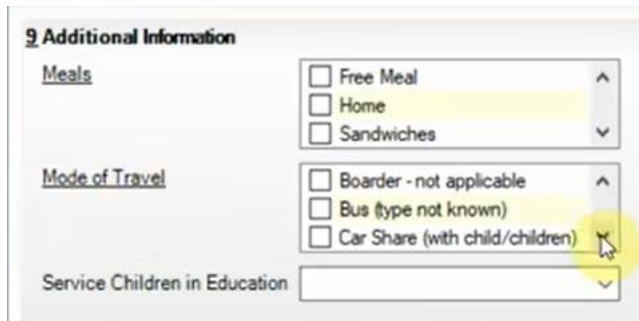
- Email sent out from [schoolsictservicedesk@cheshireeast.gov.uk](mailto:schoolsictservicedesk@cheshireeast.gov.uk) with instructions w/c 06/11/23
- Gold/Silver schools – To be actioned by SIMS team
- Bronze schools – To be actioned by your IT

# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Editing/Updating Student Modes of Travel

- Tools, Lookups, Maintain



Description	Data Area
Mode of Travel	Student

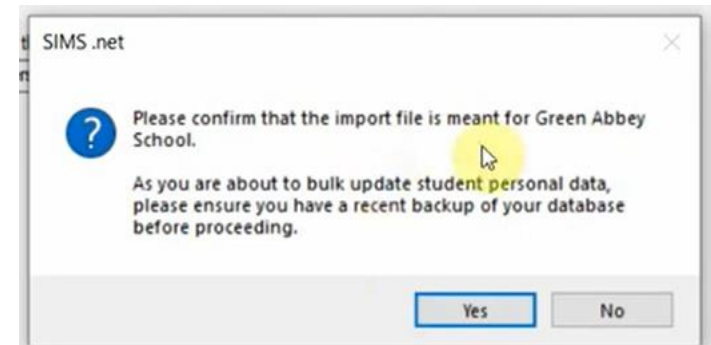
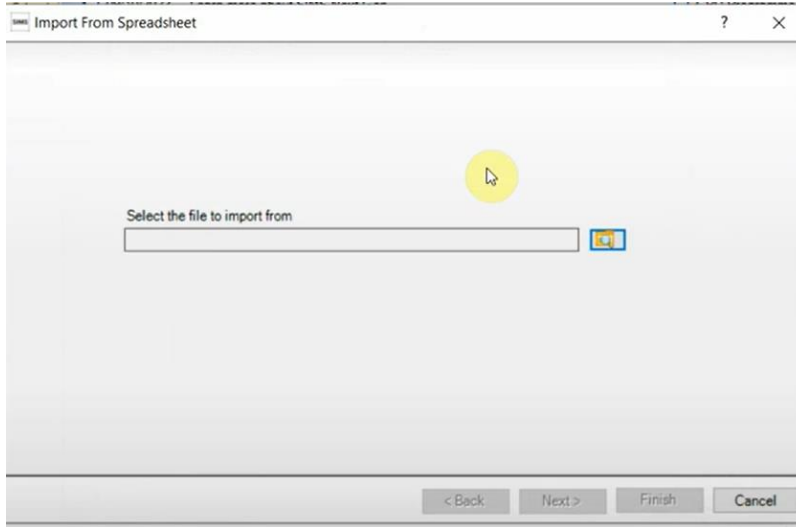


# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Importing Student Defined Field Data into SIMS

- Routines, Data In, Student Data, Import from Spreadsheet

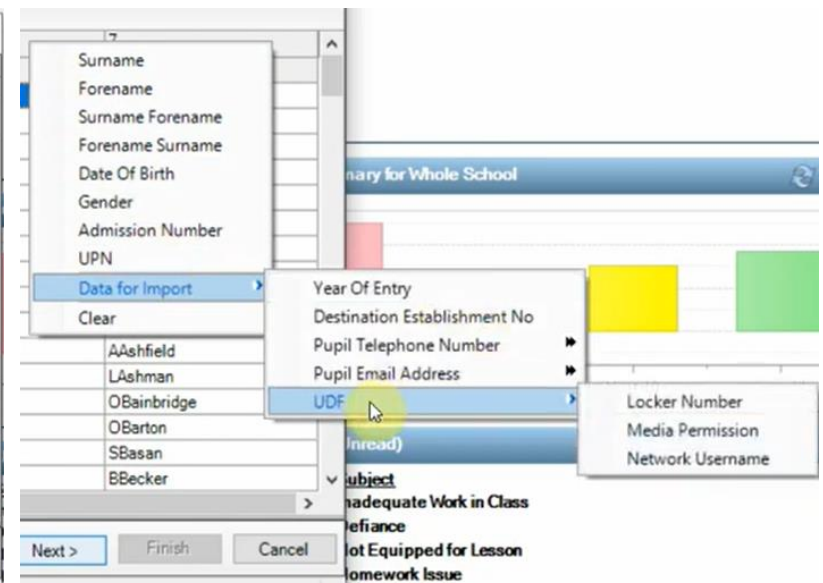
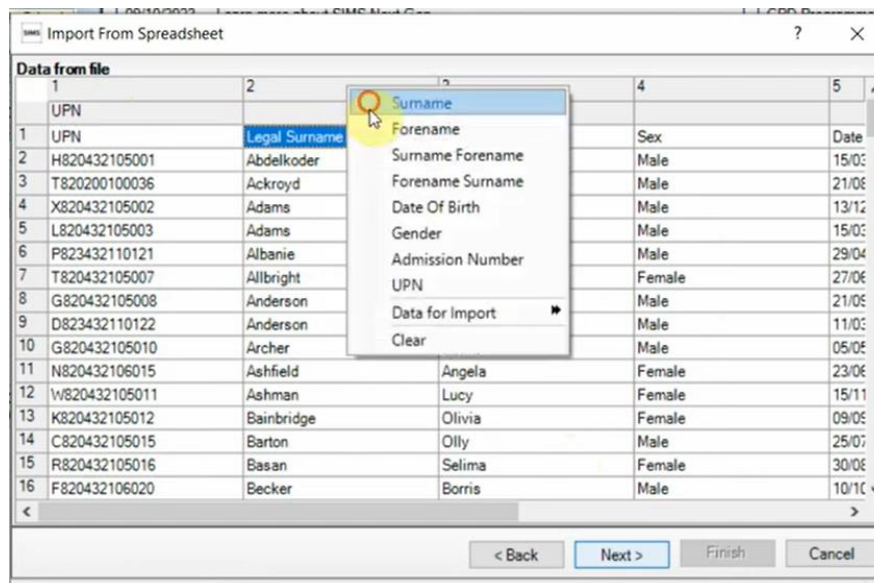


# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Importing Student Defined Field Data into SIMS

- Routines, Data In, Student Data, Import from Spreadsheet (Right click over headings and select relevant fields)



# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Importing Student Defined Field Data into SIMS

- Routines, Data In, Student Data, Import from Spreadsheet

Import From Spreadsheet

Students from the input file				Students from database		
UPN	Surname	Forename	Date c	Student Name	Admission No.	UPN
H820432105001	Legal Su...	Preferred...	15/03	Tashiwa-Pinnock Luc...	006099	W8204321051
T820200100036	Ackroyd	Marcus	21/08	Tench Mel	006100	A8204321061
X820432105002	Adams	James	13/12	Thomas Dennis	006101	E8234321101
L820432105003	Adams	Owen	15/03	Thompson Terri	006103	D8204321061
P823432110121	Albanie	David	29/04	Thompson Terri	006102	P8204321061
T820432105007	Allbright	Frankie	27/06	Thome Ellie	006104	K8204321051
G820432105008	Anderson	Dylan	21/09	Torro Rhys	006105	W8204321051
D823432110122	Anderson	Harvey	11/03	Torro Sophie	006106	K8204321051
G820432105010	Archer	Patrik	05/05	Torro Stephen	006107	Z8204321051
N820432106015	Ashfield	Angela	23/06	Trueman Philip	006108	N8204321051
W820432105011	Ashman	Lucy	15/11	Tsang Ling	006109	C8204321051
K820432105012	Bainbridge	Olivia	09/09	Turner Rachael	006110	T8202001991
C820432105015	Barton	Oily	25/07	Tyler Rebecca	006111	T8204321061
R820432105016	Basan	Selima	30/08	Umpton William	006112	H8234321101
F820432106020	Becker	Boris	10/10	Wallison Paul	006113	P8234321101
				Walsh Erin	006114	F8204321051

< Back   Next >   Finish   Cancel

SIMS .net

 The file you are about to import may change the UDF values of the pupil(s). Are you sure you wish to proceed?

Yes   No

Activity Log

Export   Save

Activity Log : UDF

Number of records imported successfully: 340

Number of records not imported : 0

Date : 16/10/2023 12:26:02

Actioned by: Blacker Adrian

Import file: Year 7 User Defined Field Import.csv

Surname	Forename	DOB	Gender	Admission...	UDF Field N...	UDF Field V...	Import Status
Abdelkoder	Mohamed	15/03/2012	Male		Locker Num...	1	Successful...
Abdelkoder	Mohamed	15/03/2012	Male		Network Us...	MAbdelkoder	Successful...
Ackroyd	Marcus	21/08/2012	Male		Locker Num...	2	Successful...
Ackroyd	Marcus	21/08/2012	Male		Network Us...	MAckroyd	Successful...

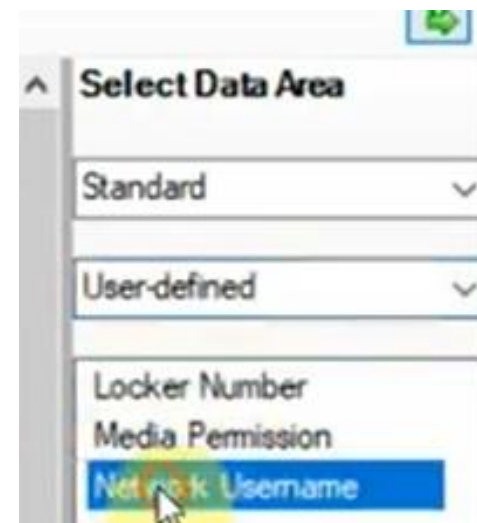
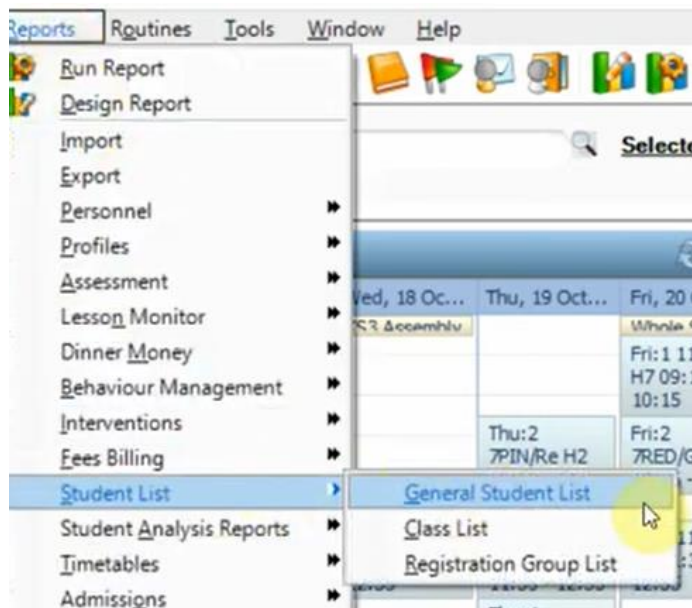
# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Importing Student Defined Field Data into SIMS

To verify that CSV has imported into SIMS:

- Routines, Student List, General Student List



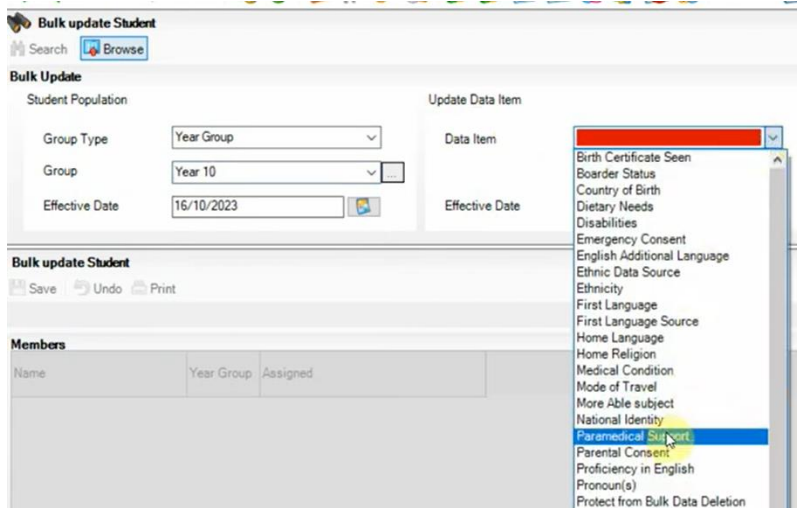


# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Bulk Updating Student Paramedical Support Information

- Routines, Student, Bulk Update New Data Item Added

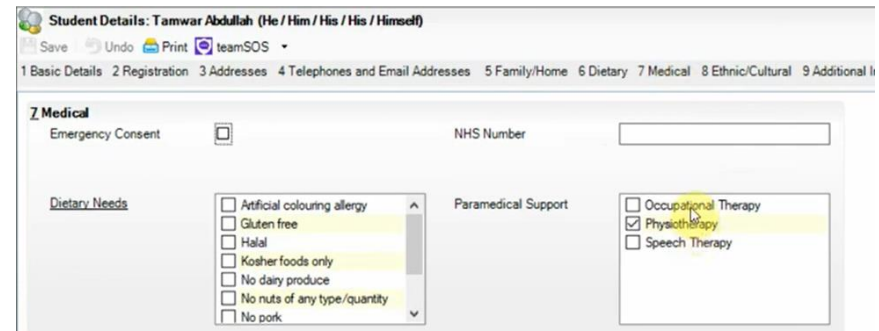


**Bulk Update Paramedical Support (as from 16/10/2023) - Year Group: Year 10 (as at 16/10/2023)**

Save Undo Print

1 Members

Name	Year Group	Assigned	Occupational Therapy	Physiotherapy	Speech Therapy
Abdullah, Tamwar	10	Physiotherapy		✓	
Adeyemi, Abegunde	10	Unassigned			
Allen, Bathany	10	Unassigned			
Allen, Elsie	10	Unassigned			
Allen, Louie	10	Unassigned			
Alsop, Sophia	10	Unassigned			
Andersen, Mia	10	Unassigned			
Anderson, Sara	10	Speech Therapy			✓
Andrews, Ewan	10	Unassigned			
Bagri, Noor	10	Unassigned			
Barker, Nicolas	10	Unassigned			
Bevnon, Harvev	10	Unassigned			





# Sims .net Autumn 2023 Release – What’s New



## Product Enhancements

### Bulk Updating Student Paramedical Support Information

- Routines, Admissions, Bulk Update Applications

#### New Data Items Added – Paramedical Support and Dietary Needs

**Bulk update Applicant**

Search

**Bulk Update**

Applicant Population

Group Type: Intake Group

Group: 2022/2023 - Autumn Year 10

Application Status: <Current>

Update Data Item

Data Item: **Dietary Needs**

**Bulk update Applicant**

Save Undo Print

**Members**

Name	Year Group	Assigned

**Bulk update Applicant**

Search

**Bulk Update Paramedical Support - Intake Group: 2022/2023 - Autumn Year 10**

Save Undo Print

1 Members

**1 Members**

Name	Year Group	Assigned	Occupational Therapy	Physiotherapy	Speech Therapy
Heyes, Christopher	10	Unassigned			
Heyes, Georgia	10	Physiotherapy		✓	
Heyes, Joseph	10	Unassigned			

**Bulk Update Dietary Needs - Intake Group: 2022/2023 - Autumn Year 10**

Save Undo Print

1 Members

**1 Members**

Name	Year Group	Assigned	Artificial colouring allergy	Gluten free	Halal	Kosher foods only	No dairy produce	No nuts of any type/quantity	No pork	Seafood allergy	Vegetarian
Heyes, Christopher	10	No dairy produce					✓				
Heyes, Georgia	10	Unassigned									
Heyes, Joseph	10	Unassigned									

# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Bulk Updating Student Paramedical Support Information

- Focus, Student, Application or select the icon along the top



**Find Application**

New Search **Green** Delete Print Browse Next Previous

Surname:  Forename:  Application Status: <<Currer

Intake Group: <Any> Admission Group: <Any>

Tier: <Any> House: <Any>

Name	Date Of Birth	Sex	Application Status	Intake	Admission Group	House
Heyes, Christopher	10/11/2007	Male	Offered	2022/2023 - Autumn Year 10	2022/2023 - Autumn Year 10 (A)	
Heyes, Georgia	01/01/2008	Female	Applied	2022/2023 - Autumn Year 10	2022/2023 - Autumn Year 10 (A)	
Heyes, Joseph	31/08/2008	Male	Applied	2022/2023 - Autumn Year 10	2022/2023 - Autumn Year 10 (A)	
Willoughby, Molly	05/10/2006	Female	Applied	2018/2019 - Spring Year 7	2018/2019 - Mid-Term Year 7	

**Medical Details**

Emergency Consent  NHS Number

**Dietary Needs**

- Artificial colouring allergy
- Gluten free
- Halal
- Kosher foods only
- No dairy produce
- No nuts of any type/quantity

**Paramedical Support**

- Occupational Therapy
- Physiotherapy
- Speech Therapy

**Medical Practice**

Medical Practice:  Address:  Telephone No.:

**Medical Notes**

Attachment:  Summary:  Owner:  Last Modified On:

New Open Delete

# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Bulk Deleting Application Records

- Tools, Housekeeping, Delete Admission Applications

**Find Application**

Search  Browse

Surname  Forename  Application Status

Admission Year  Intake Group  Tier

---

**Delete Application Details**

**Background Delete Status:** Not Started

**Deleting multiple Admission Applications may be time-consuming. You may wish to run this routine outside school hours.**

Number of Applications available: 159 Number of Applications selected: 159

Name	Date of Birth	Current Age	Sex	Application Status	Intake Group	Admission Year	Pupil Admitted
<input checked="" type="checkbox"/> Ackton, Stanley	18/12/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Adrianson, Robert	10/09/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Affley, Brian	09/09/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Affleck, Alexis	20/07/2002	21	Female	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Alcott, Alwyn	11/11/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Alfrey, Trista	27/02/2002	22	Female	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Aloia, Paolo	20/07/2002	21	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Arkwrightson, Robert	13/12/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Ashford, Tobias	11/12/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Bagnall, Keith	19/05/2002	21	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Bams, Dean	25/09/2001	22	Male	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes
<input checked="" type="checkbox"/> Barr, Wendy	17/04/2002	22	Female	Admitted	2013/2014 - Autumn Year 7	2013/2014	Yes

SIMS .net

**!** You are about to permanently delete 5 application record(s).

**WARNING:** This includes:  
5 application(s) for admitted pupils.  
Note: Their student data will NOT be deleted.

All data will be removed for Enquirers, Prospective Pupils, Contacts and Applicants who do not hold additional roles.

The Bulk Deletion process will run in the background and you can continue to use other areas of SIMS.

Bulk Data Deletion Agreement

As the Data Controller, it is the responsibility of the School to demonstrate compliance with the current Data Protection Legislation description of 'lawful Basis for Processing'.

ESS cannot be held responsible for the data you choose to delete.

Please note that where data is deleted, this may impact the accuracy of historic data reporting.

You are advised to take a backup of your data prior to deleting it from SIMS.

If you have any questions regarding your responsibilities in relation to the General Data Protection Regulations (GDPR) then you are best advised to review the information on the ICO website:  
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing>

Please read the above statement fully and tick to confirm you agree in order to continue.

SIMS .net

**i** The background delete task has been completed.

5 Application record(s) have been successfully deleted.

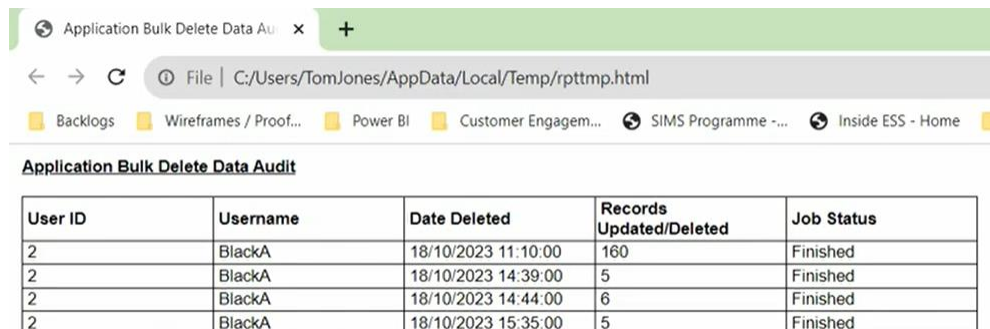
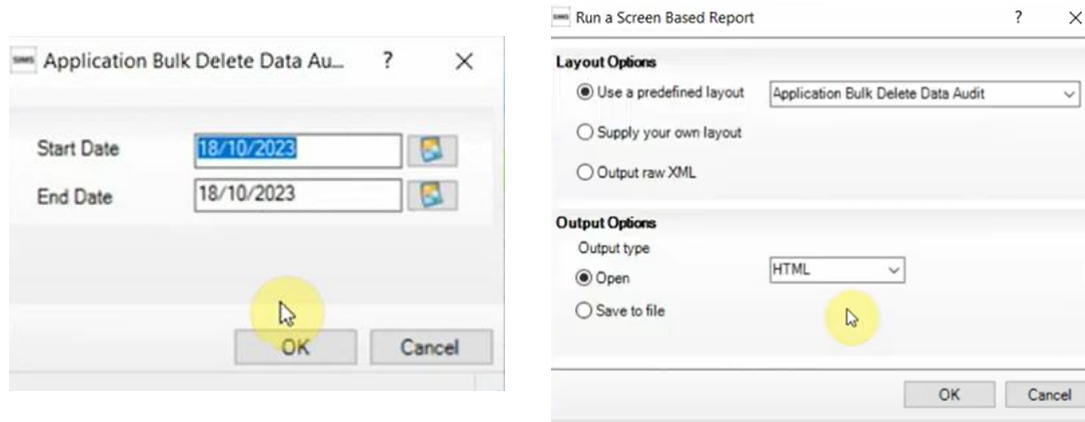
Note: Personal data will be retained where Applications hold additional roles, e.g. Student.

# Sims .net Autumn 2023 Release – What's New

## Product Enhancements

### Bulk Deleting Application Records

- Reports, Admissions, Application Bulk Delete Data Audit



User ID	Username	Date Deleted	Records Updated/Deleted	Job Status
2	BlackA	18/10/2023 11:10:00	160	Finished
2	BlackA	18/10/2023 14:39:00	5	Finished
2	BlackA	18/10/2023 14:44:00	6	Finished
2	BlackA	18/10/2023 15:35:00	5	Finished

Wed 18 Oct 2023, 15:35

# Sims .net Autumn 2023 Release – What's New



ESS SIMS YouTube Channel

All the videos in this presentation can be found on the ESS Sims YouTube channel.

[ESS SIMS – YouTube](#)

On the site you can find information videos on updates, reports etc.

[SIMS - SIMS Next Gen Release Notes \(All Schools\) \(support-ess.com\)](#)

Next Gen Updates

# ESS SIMS Ideas Portal

Raise any new ideas or enhancements to the existing functionality you may have.

Take the opportunity to view, vote and promote ideas that you feel would make the most difference to your experience in SIMS.

URL to access ideas portal

[https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0043869](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0043869)

*You must log in to the support portal to access the ideas portal.*

# ESS SIMS - Satisfaction Survey



The SIMS 7 Satisfaction Survey is your direct opportunity to feed back to the product team on your experiences and views of the software.

Its a short questionnaire that gives you the chance to detail your thoughts on the modules, rate the user experience and evaluate the latest additions.

You can access the satisfaction survey:

- in SIMS 7, via Tools | SIMS Satisfaction Survey.
- via <https://www.ess-sims.co.uk/user-survey>
- via the support portal ([https://customer.supportess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0049142](https://customer.supportess.com/csm?id=kb_article_view&sysparm_article=KB0049142)).

**You do not need to log in to the support portal to access the satisfaction survey.**

# **BARRY'S LOST BITS**

**HE'S FINALLY LOST HIS MIND...DON'T  
BOTHER TO RETURN IT**



# Barry's Old Bits



## Sims:

**A look back at some classics...**

**Pupils Readmit or New.**

**CTF Out.**

**Sibling Links**

**Mail Merge**

**5 ways to produce School reports.**

## Excel:

**Time permitting, a few time saving Excel Tips**

# Contact Information

**ICT Service Desk**

**0300 123 5121, Option 1**

**Online Portal:** [Halo](#)

[Schoolsictservicesdesk@cheshireeast.gov.uk](mailto:Schoolsictservicesdesk@cheshireeast.gov.uk)

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

**AOB**