



One to One Tuition Tracker

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Introduction

In order to assess the impact of **Making Good Progress One to One Tuition**, schools will be required to submit individual pupil-level information at three points during the tuition cycle; before the tuition begins, after the tuition has been completed, and at the end of the academic year in which the tuition took place. In order to assist schools with this process, SITSS has created a SIMS .net report which you can download, import and then run to produce the One to One Tuition Tracker spreadsheet, pre-populated with pupil information. There are 3 versions of this report, for tracking Key Stages 2, 3 and 4. The pupils receiving One to One Tuition will need to be added to a User defined group before running the report. Once the spreadsheet has been generated, you will then need to complete the rest of the information manually and finally, return the spreadsheet via Anycomms.

Downloading and Importing the Report

On the AM7 page on our web site at:

http://www.thegrid.org.uk/info/traded/sitss/mis/assessment/pri_manager.shtml

you will find a 3 report files called:

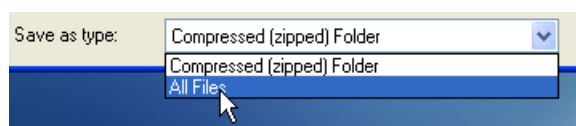
ks2_1_to_1_tuition_tracker.RptDef

ks3_1_to_1_tuition_tracker.RptDef

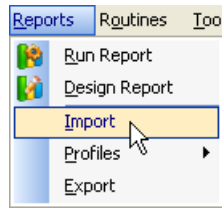
ks4_1_to_1_tuition_tracker.RptDef

Please download and save the file appropriate to the Key Stage you are tracking, and import into SIMS .net as follows.

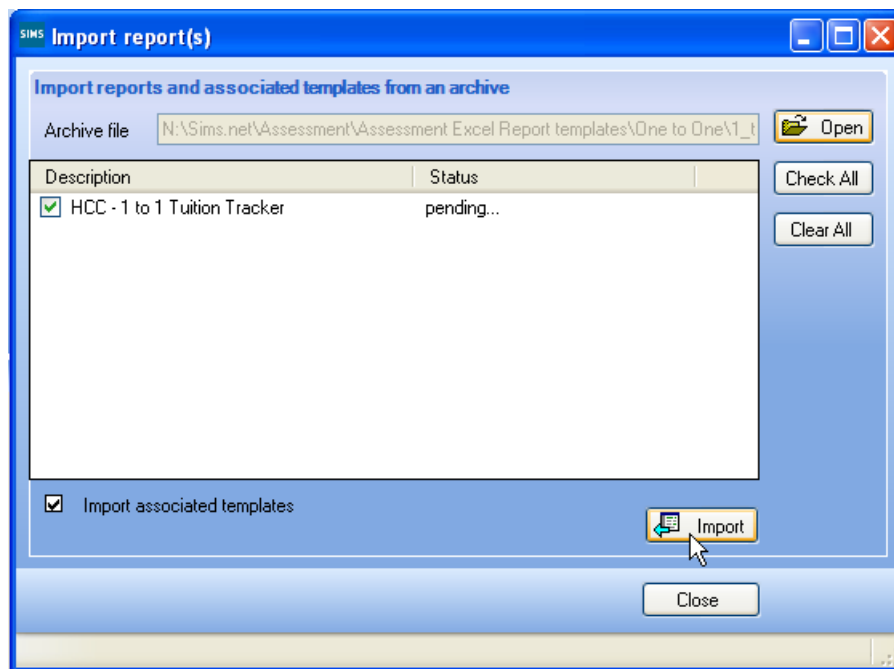
1. Right click on the appropriate file called and choose **Save Target As** from the menu.
2. Choose a location to save the file to (this could be your Desktop or a specific folder). You will then need to change the **Save as type** box so that it reads **All Files** and **NOT WinZip File** or **Compressed Folder/File**.



3. You may then find that the name of the report has an extension of **.zip** at the end. If it does, then click into the **File name** box and delete the **.zip** at the end of the filename and replace with **.rptdef**. The new name should now read **ksx_1_to_1_tuition_tracker.rptdef** (where x is the appropriate Key Stage). Click **Save**.
4. Once the download has completed, open SIMS .net and choose **Reports > Import** from the menu.



5. Click the **Open** button and select **Desktop** or the folder where you saved the file from the **Look in box**.
6. Select the **Report** file and click **Open**. The name of the report to be imported will be shown. This will be **HCC – 1 to 1 Tuition Tracker KSx** (where x is the appropriate Key Stage).



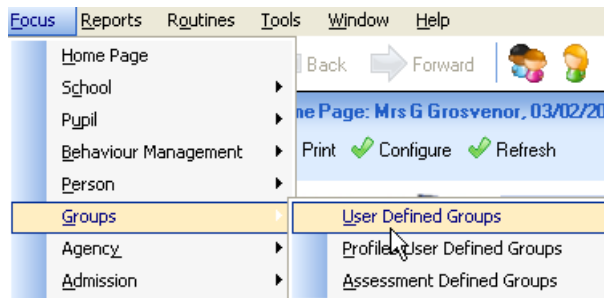
7. Click the **Import** button to import the report, and then click **Close**.

Creating the User Defined Groups

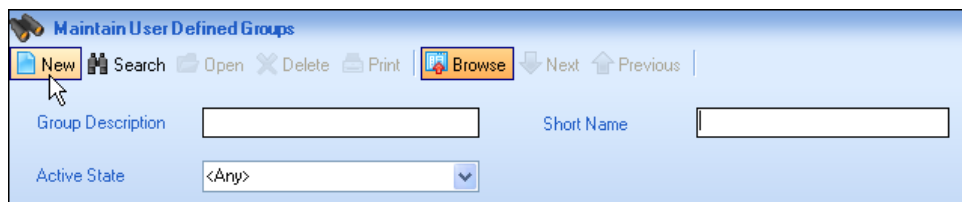
In order to identify the pupils receiving tuition, we ask you to create 2 user defined groups of pupils for each Key Stage involved, one for English and one for Mathematics. When the report is run it will then pick up the pupils in these groups.

Primary Schools that are already using Assessment Manager 7 (AM7) with the HCC Templates will then also have the added benefit of being able to filter marksheets and tracking grids to look at progress for those pupils in these groups. Middle and Secondary schools using their own templates in AM7 will also be able to filter marksheets by these groups.

1. In SIMS .net, go to **Focus > Groups > User Defined Groups** from the menu.



2. The **Maintain User Defined Groups Browse** will open.



3. Click the **New** button  at the top of the Browse.



4. Enter a **Group Description** and a **Short Name** as appropriate, from the following table:

Tuition Area	Group Description	Short Name
KS2 English	1 to 1 English	1 to 1 En
KS2 Maths	1 to 1 Maths	1 to 1 Ma
KS3 English	KS3 1 to 1 English	KS31to1En
KS3 Maths	KS3 1 to 1 Maths	KS31to1Ma
KS4 English	KS4 1 to 1 Maths	KS41to1Ma
KS4 English	KS4 1 to 1 Maths	KS41to1Ma

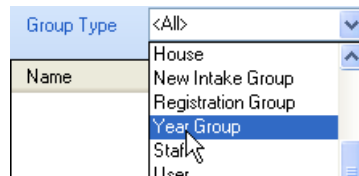
Note: there are no spaces in these 4 short names

Please ensure that you type the description and short name exactly as above. The short names for the KS3 and KS4 groups should NOT contain any spaces.

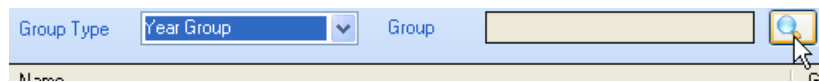
5. Click on the **Action** button in the bottom half of the screen and choose **Add Member**.



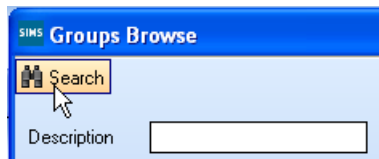
6. The **Select Members** box is displayed. Change the **Group Type** to **Year Group**.



7. Click on the **Browse** button  at the end of the **Group** box.



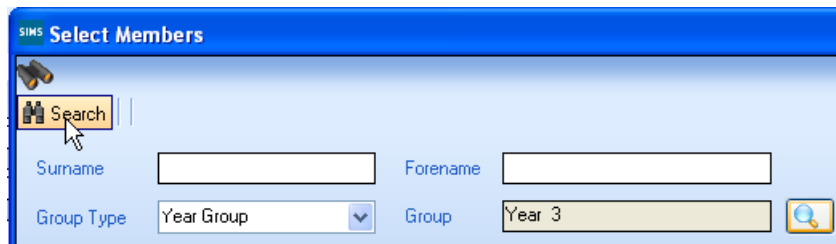
8. The **Groups Browse** box is displayed. Click the **Search** button.




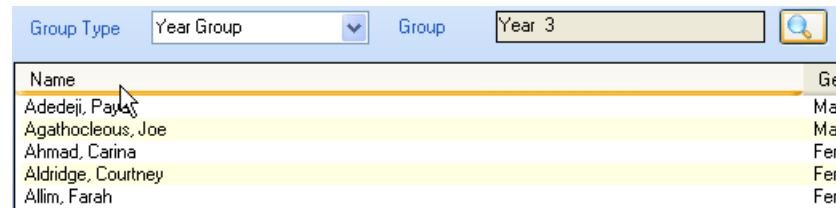
9. A list of year groups will be displayed.

Short Name	Description
N2	Year N2
R	Year R
1	Year 1
2	Year 2
3	Year 3
4	Year 4
5	Year 5
6	Year 6

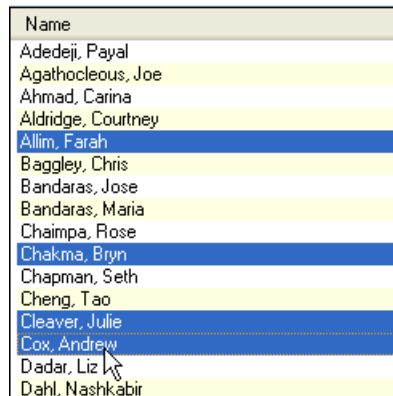
10. Double click on a year group and you will be returned to the **Select Members** box.



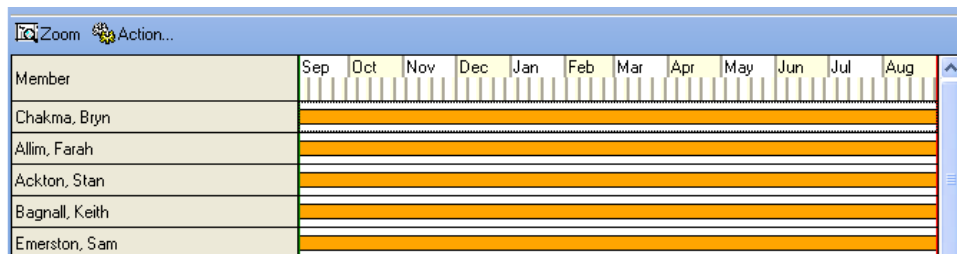
11. Click **Search**  to see the pupils in that year group. The list is not initially in alphabetical order: to sort it, click on the **Name** heading.




12. You can now select the pupils to be added to the group. If only one pupil from that year is required, select their name and click **OK**. If more than one pupil is required, hold down the Ctrl key on the keyboard and click on each name to highlight them.

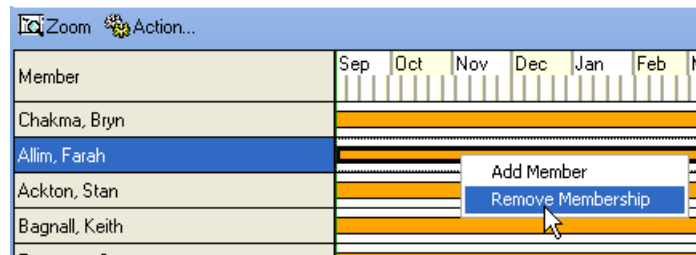



13. Click **OK**.
14. The names of the pupils added so far are listed.



15. Click the **Save** button .
16. To add more pupils from other years, repeat steps 5 to 15, choosing a different year group at step 10.


17. If you make a mistake and need to remove a pupil from the group, right click on the orange bar alongside their name and choose **Remove Membership** from the menu.

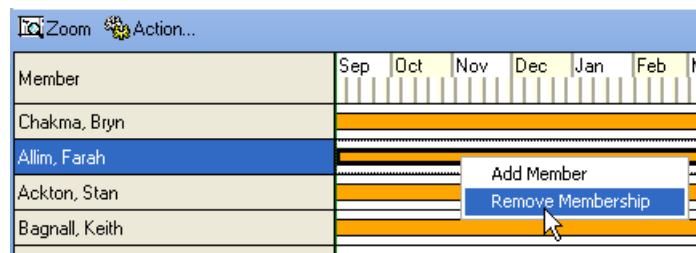



18. Click **Save**  .
19. Now repeat these steps for a second group with a **Group Description** of '1 to 1 Maths' and a **Short Name** of '1 to 1 Ma'.
20. Click **Close** to exit the **Maintain User Defined Groups** screen.

Removing Pupils from a User Defined Group


Once the pupils have completed their 1 to 1 Tuition, you can remove them from the user defined groups, and add more pupils.

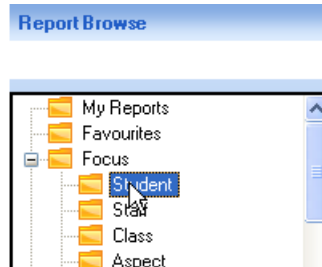
1. Choose **Focus > Groups > User Defined Groups** from the menu.
2. Click **Search**  to display the list of groups, then double click on the name of the required group to open it.
3. Right click on the orange bar alongside the name of the pupil to be removed and choose **Remove Membership** from the menu.



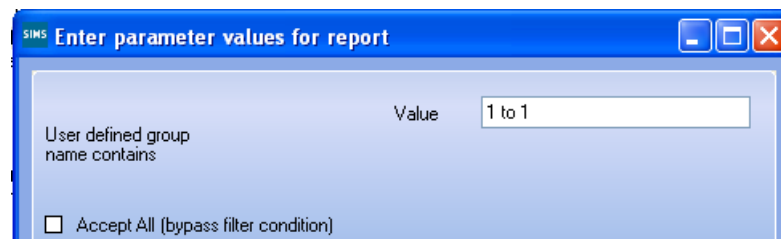
4. Repeat for other pupils to removed, then click **Save**  .
5. To add pupils, follow from step 5 on page 4.
6. Close the **User Defined Groups** screen.

Running the Report

1. Go to **Reports > Run Report** or click the **Run Report** button  on the **Focus Bar**.
2. Click on the **+** next to **Focus** and highlight the **Student Focus**.



3. On the right, scroll down the list of reports and select the report called **HCC - 1 to 1 Tuition Tracker KSx** (where x is the appropriate Key Stage). Double click on the report name to run it.
4. You will be prompted to enter part of the user defined group name.



5. A value of '**1 to 1**', '**KS31to1**' or '**KS41to1**' will have already been entered, depending on which report has been run; you should not need to change this, **provided that you correctly named your user defined groups when creating them**. This value ensures that the members of BOTH English and Maths groups will be included in the report. Click **OK**.
6. An Excel spreadsheet will be generated. If a macro prompt appears, please click **Enable Macros**.
7. On the first sheet of the spreadsheet please enter your school details and the numbers of pupils taking part in the 1 to 1 Tuition programme.

Hertfordshire One to One Pupil Information Tracker

School Name	Waters Edge Primary School
School Number	123
Term and Year	Spring Term 2009

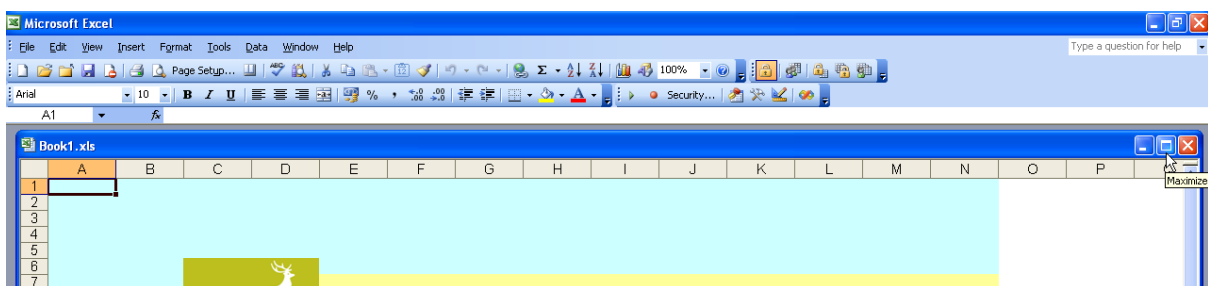
Total number of pupils identified for English tuition only	6
Total number of pupils identified for mathematics tuition only	7
Total number of pupils identified for English and mathematics tuition	13

Guidance for schools. Please enter the required information on this opening page and then complete the information on the next sheet 'Individual pupil information'. If a child is receiving tutoring for both English and mathematics please ensure there is a separate entry for each subject. The light green sections need to be completed prior to tuition starting and the tan boxes should be completed once tuition has taken place. Please save this file with the following name: "1 to 1 tuition School Number". This spreadsheet should then be sent via Anycomms.

- On the second sheet, called **Individual pupil information**, you will find the pupils from both user defined groups, along with their details. If their previous Key Stage data is not showing, then you can enter it manually into the spreadsheet using the drop down options.

Hertfordshire		Pupil Characteristics										Subject Information				
School Number	Unique Pupil Number	Name of Pupil	Year Group	DOB	Gender	FSM	SEN	Child Looked After	EAL	Ethnicity	Traveller Status	Subject	Key Stage 1 Level			Pre-tuition Entry Level
													R	W	Ma	
123	MB20200105001	Stan Ackton	Year 2	18/12/2001	M	N		N	No	WBRI						
123	NB20200105077	Farah Allim	Year 3	27/12/2000	N	N		N	Yes	ABAN			3	3	3	
123	PB20200105068	Chris Baggley	Year 3	31/08/2001	M	N	A	N		WIRI	Traveller (Other)		2A	2B	2A	
123	EB20200105004	Keith Bagnall	Year 2	19/05/2002	M	N		N	No	WBRI						
123	PB20200104009	Bryn Chakma	Year 3	01/12/2000	M	N		N		AIND			2A	2A	2B	
123	HB20200105064	Nashkibir Dahl	Year 3	30/06/2001	N	N		N		AIND			3	3	3	
123	AB20200105009	Sam Emerston	Year 2	09/01/2002	M	N		N	No	WBRI						

- If you cannot see the names of the individual sheets at the bottom of the Excel window, then you will need to maximise the sheet window. You must use the lower of the two **Maximise** buttons to do this.



- Any child who will be receiving tuition for **BOTH** Maths and English will only appear once in the spreadsheet, even though they were a member of both groups. Therefore, you will need to copy and paste their row of information so that they can be entered twice.
- Right click on the **number of the row** to be copied and choose **Copy** from the shortcut menu.

5	123	N820200105077	Farah Allim
6	123	N820200105068	Chris Baggle
7		004	Keith Bagnall
8		009	Bryn Chakma
9		064	Nashkabr Dahl
10		009	Sam Emerston

12. Right click on the **same row number** and choose **Insert Copied Cells** from the menu.

4	123	N820200105001	Stan Ackton
5	123	N820200105077	Farah Allim
6	123	N820200105068	Chris Baggle
7		04	Keith Bagnall
8		09	Bryn Chakma
9		64	Nashkabr Dahl
10		09	Sam Emerston
11		48	Emma Harvey
12		2	Mariko Ishida
13			
14			

13. Repeat for other pupils as required.
14. You will then need to manually fill in the rest of the spreadsheet as applicable and save to a known location with a file name of '**1to1 xxx KS2/3/4 ddmmyy pre.xls**' where xxx is your school number, the relevant key stage and date is included, plus the stage of tuition e.g.

1to1 123 ks2 010709 pre.xls

School no 123, for KS2 created on 01/07/09 for pre tuition info

PLEASE MAKE A NOTE OF WHERE YOU HAVE SAVED THIS FILE, AS WHEN YOU NEED TO ENTER THE POST TUITION AND END OF YEAR DETAILS, YOU WILL NEED TO OPEN THIS SAME FILE, FILL IN THE NEW INFORMATION, RENAME IT THEN SEND THE FILE AGAIN.

PLEASE CHECK THAT YOU HAVE CORRECTLY NAMED THE FILE BEFORE PROCEEDING.

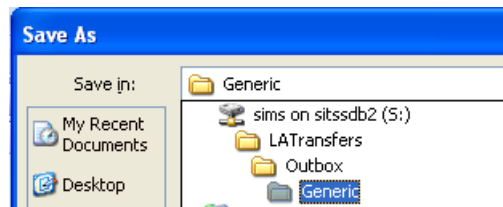
Returning the File via Anycomms

The file will need to be saved to the **Generic** folder under **S:\LATransfers\Outbox** before running Anycomms.

1. With the completed spreadsheet open in Excel, choose **File > Save As** from the menu.
2. Check that the file name is in the format '**1to1 xxx KS2/3/4 ddmmyy pre/post/end.xls**'.

IF THE FILE IS INCORRECTLY NAMED, PLEASE CHANGE THE NAME BEFORE PROCEEDING.

3. In the **Save in** box, select the **S Drive**. (*Select the **C Drive** if you have a standalone installation of SIMS.*) Double click on the **LATransfers** folder, then the **Outbox** folder and finally the **Generic** folder.



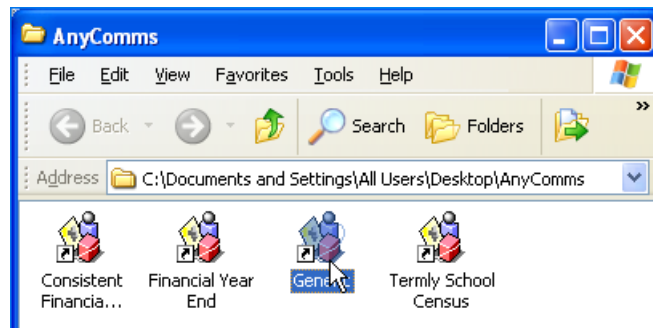
4. Click **Save**. Close Excel.

PLEASE ENSURE YOU HAVE CLOSED THE SPREADSHEET BEFORE CONTINUING.

5. Double click on the **Anycomms** icon on your desktop.

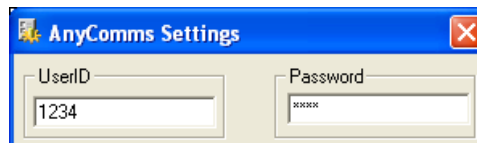


6. A window will open with four icons.

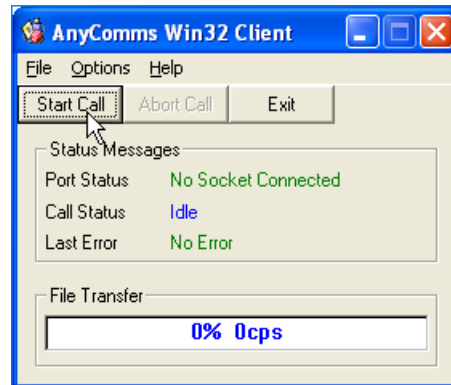


7. Double click on the **Generic** icon to open the **Anycomms Win32 Client**.

8. Choose **Options > Anycomms** and check that your 4 digit DfES number is showing in the **UserID** field. *(If not, remove any text in the **UserID** and **Password** fields and type in your 4 digit DfES number in **both** fields.)*



9. Click **OK** to close the **Settings** window, and then click **Start Call**.



10. You may notice that a sequence of messages appear in the **Port Status** and **Call Status** fields in this window. When the files have been uploaded a window will open to advise you that your files have been uploaded successfully. You may wish to print this as confirmation.

If you have problems with any of the above procedures, please log a call with the SITSS MIS Service Desk on 01438 844777.

Post and End Tuition Details

To fill in the **post tuition** details, you will need to open the spreadsheet saved on page 9 and complete the required information in the orange columns. Please then save the file with a new name of '**1to1 xxx KS2/3/4 ddmmyy post.xls**' e.g.

1to1 123 ks2 210709 post.xls School no 123, for KS2 created on 21/07/09 for post tuition info

The file can then be sent via Anycomms as detailed on page 10.

To fill in the **end tuition** details, you will need to open the spreadsheet saved above and complete the required information in the yellow columns. Please then save the file with a new name of '**1to1 xxx KS2/3/4 ddmmyy end.xls**' e.g.

1to1 999 ks3 210709 end.xls School no 999, for KS3 created on 21/07/09 for end tuition info

The file can then be sent via Anycomms as detailed on page 10.