
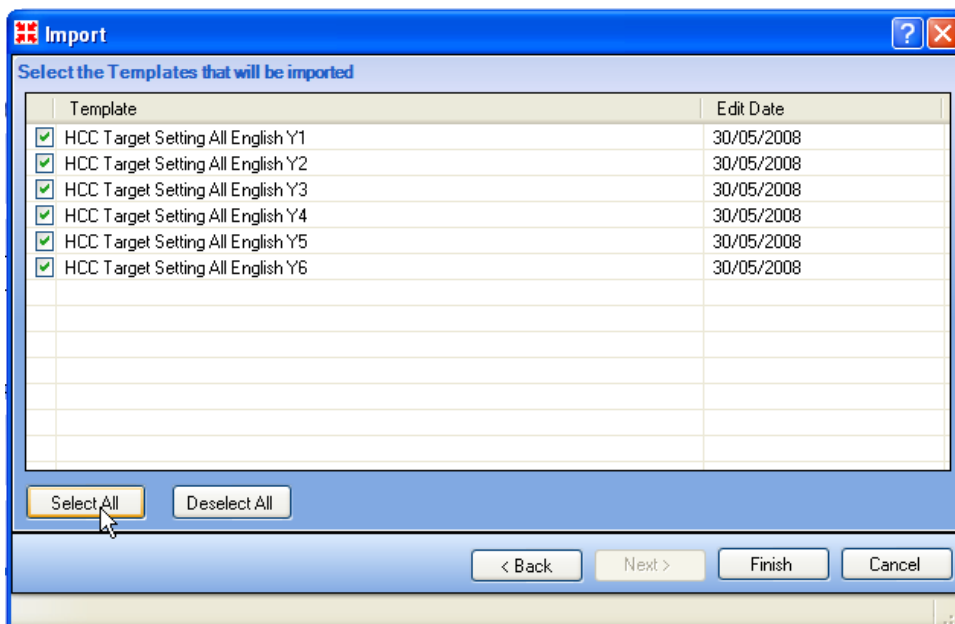


Downloading and Importing the Templates

1. Right click on the template file and choose **Save Target As** from the menu.
2. Choose a location to save the file to – this could be your desktop, or a folder of your choice. Click **Save**.
3. In Sims .net, go to **Routines > Data In > Assessment > Import** to open the **Import** wizard.
4. Click the **Browse** button  at the end of the **Select file to import data from** box and find the file you saved. Double click on its name to open.
5. Click **Next** in the **Import** wizard, then click **Next** again to display the list of templates being imported.



6. If you are a **Primary** school, click the **Select All** button to put a tick against all the templates. If you are a **Junior**, **First** or **Infant** school, then please just tick the years applicable to your school phase.
7. Click **Finish** and then **Yes** to the prompt. An **Activity Log** will be displayed at the end of the process. Close the log.


Using the Templates

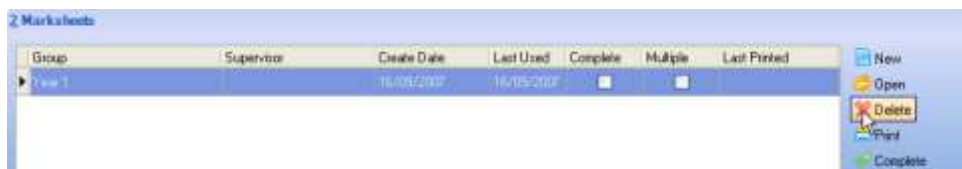
Creating Marksheets

You will need to attach marksheets to each of the templates you are planning to use.

1. Go to **Focus > Assessment > Templates** and type HCC into the Template name box and click **Search**.
2. Scroll down the list until you find the templates called '**HCC Target Setting All English Y**' and double click to open one.
3. Click the **Marksheets** hyperlink at the top of the screen and then click the **New** button to the right of the **Marksheets** panel. Click the + sign next to **Year Group** and then put a tick into the required **Year** – this **MUST** match the year specified in the template name.
4. Click **Apply**, then click the **Save** button.
5. Repeat this for any other templates you wish to use.
6. You may wish to delete the marksheets from the previous English target setting templates.

Deleting a marksheet DOES NOT delete any results entered.

7. Open the template e.g. HCC Target Setting English READING Y1 and click the **Marksheets** hyperlink at the top of the screen. Select a marksheet in the panel and click the **Delete** button  to the right of the panel.



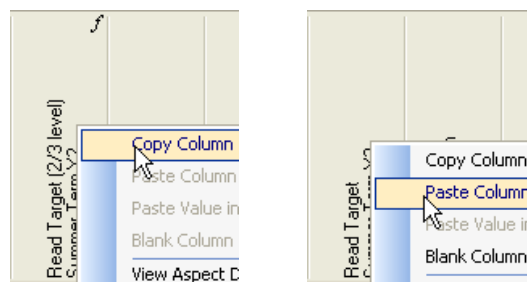
8. Click **Yes** to the warning prompt. Repeat for all the marksheets in the panel, then click the **Save** button.
9. Repeat for all the other target setting templates i.e. all Reading, Writing, Speaking & Listening and English Subject level.
10. Close the **Templates** browse and go to **Focus > Assessment > Marksheet Entry**. Type HCC in the **Template Name** box and click **Search**.
11. You will now see the marksheets for HCC Target Setting All English, and the marksheets for the separate English targets should have disappeared.

Using the Marksheets

- From the marksheet browse, open one of the marksheets beginning **HCC Target Setting All English**. Click the **Zoom** button in order to see the whole marksheet more easily.

Students	TA Read Summer Term Y1	Read Target (2/3 level) Summer Term Y2	Read Target Summer Term Y2	TA Speak & Listen Summer Term Y1	S & L Target (2/3 level) Summer Term Y2	Speak & Listen Target Summer Term Y2	TA Write Summer Term Y1	Write Target (2/3 Level) Summer Term Y2	Writing Target Summer Term Y2	ENG SubL Target (2/3) Summer Term Y2	ENGLISH SubL Target Summer Term Y2
ACKTON, Stan	1B			1A			1A				
AFFLECK, Alexis	1C			1C			1C				
ALDIA, Paolo	1B			1B			1C				
BAGNALL, Keith	1C			1C			1C				

- Click **Calculate** in order to generate the end of year targets for **Reading**, **Writing** and **Speaking & Listening**, which are 2/3 level higher than the previous year’s Summer Term assessments (provided that these have been entered).
- Right click on the heading of the grey **Read Target (2/3 level)** column and choose **Copy Column** from the menu, then right click on the heading of the **Read Target** column and choose **Paste Column** from the menu.



- You can now amend any of the targets as required by typing a different grade into any of the cells.
- Repeat for the **Speaking & Listening** and **Writing** columns. If you do not plan to assess **Speaking & Listening** for that year group, you do not need to carry out the copy and paste, and can leave the target column blank. Click **Save**.
- Once you are happy with the targets set for the strands, click **Calculate** again to generate the **English SubL Target (2/3)** column and then copy and paste this into the final column. Again, these targets can be adjusted if necessary.
- Click **Save** to save all the targets.
- If you need to go back to the marksheet later and change any of the targets for any of the strands, you must remember to recalculate the subject level again and change the value in the final column to match.