Suffolk County Council

# Schools' IT Newsletter

APRIL 2023

Included in this month's issue:

- **Course Manager and Post 16 Learning Aims**

- **SIMS – Reports Updates**

- **Cyber Tools for UK Schools**

- **O365 Mail Service**

- **Contact Details**

CYBER TOOLS FOR UK SCHOOLS:

The NCSC's free Web Check and Mail Check services can help protect schools from Cyber attacks.

Please see below for the full article on how to access further information.
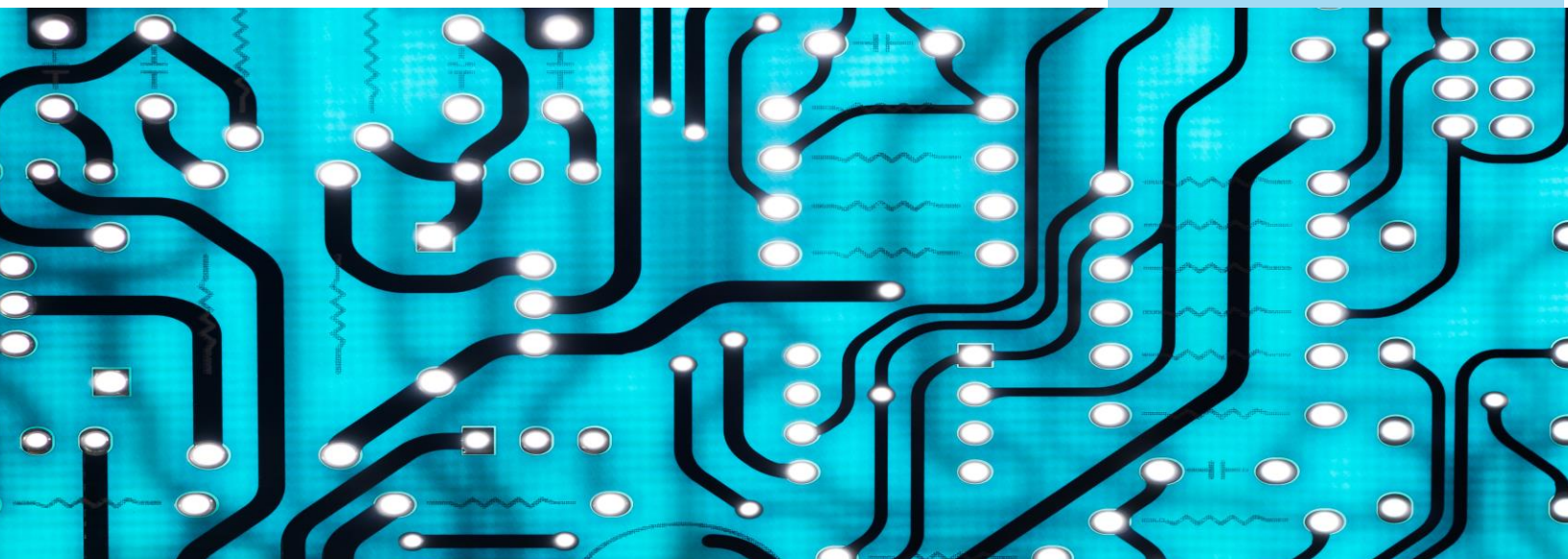
Course Manager & Post-16 Learning Aims

This course explores how the Course Manager functionality of SIMS links areas such as Nova-T, academic management, and Examinations Organiser, including procedures for supporting the maintenance of post-16 learning aims data to ensure the appropriate funding for the school.

This course is not suitable for delegates from independent schools.

When: Wednesday 12th July & Thursday 13th July 9.30am-12pm

Where: Both sessions will be held online and can be booked using the following link (if you experience any issues in booking the course please contact Catherine Hudson on Catherine.hudson@suffolk.gov.uk) :

Online Booking Search

What you will learn:
- Understand when a course is created.
- Understand the relationship between Course Manager and other areas of SIMS.
- Manage the student memberships of courses.
- Understand the link between examination awards and courses of study.
- Import and assign QWS QAN codes.
- Manage the post-16 learning aims processes.

Who is it for?

Data Managers, Academic administrators, exam officers and staff responsible for the Post 16 Learning Aims return. Basic knowledge of SIMS and census would be ideal

Also Consider:
- Options Online for SIMS
- Curriculum Management Using Nova-T

Sims Spring Upgrade v7.210 Availability

The is a spring upgrade for Sims .Net, FMS and Discover.

Sims v7.210 and FMS v6.210

This can be deployed via Solus3 on the sim's server, you would have to be logged in with administrative privileges; this can be scheduled or deployed immediately.

Those that buy into services with the local authority will be contacted in due course to undertake the upgrade.

There is a consolidation patch to resolve a staff cover functionality issue, this needs to be deployed after the Sims upgrade.

REPORTS UPDATES – PREDEFINED REPORTS

FOR ANYONE WHO PRODUCES REPORTS IN SIMS

The following link is to a catalogue of the reports that were updated in the Spring Upgrade:

[Sims Pre-Defined Reports Catalogue](#)

There is a downloadable PDF which indicates the path in the report's sections of Sims .Net to help locate the report. It also has a brief description of its function and an example of its output. This is helpful to avoid duplication of effort, you can also adapt these reports to create a new more bespoke style or data search for specific data needs.

For those who produce reports for multiple schools, rather than creating the report in both locations. You could export a report you have created and then email it to another school for importing in that location.

If you have a relationship with other schools and they have similar report needs, you could share report builds this way.

CYBER TOOLS FOR UK SCHOOLS
(FOR SCHOOLS' IT TECHNICIANS)

The National Cyber Security Centre's (NCSC) free Web Check and Mail Check services can help protect schools from cyber-attacks.

Two NCSC cyber security services, which are already helping thousands of organisations to protect their websites and email servers from cyber-attacks, are now available to **all UK schools**.

Both tools are available free of charge, are quick to set up, and thereafter run automatically.

For further information, including how to use these services, please visit Cyber tools for UK schools! - NCSC.GOV.UK

CYBERSECURITY

OFFICE 365 MAIL SERVICE FOR SCHOOLS & ACADEMIES

A reminder that O365 mailboxes need to be requested for new starters via our website using the following link *IT services for schools and academies | Suffolk County Council*. This is so that all security checks can be carried out and to ensure that there is no delay in setting up new mailboxes. All sections must be completed and ensure that the school's 3-digit code is included, the payroll number (if applicable) and the date of birth for the new user. This form can be used for all members of staff including governors. You do not need to use a separate form for each user. Once the form has been received it can take up to 3 working days for the request to be processed.

Please note that the email service is no longer connected to staff members contracts and if you do not complete the online form a mailbox will not be set up automatically.

Once the mailbox has been provisioned a notification email with an initial password link is sent to the secure mailbox that we have on record for the school/academy. We would suggest that this is a generic mailbox e.g. *admin@* or *office@* rather than a named person in the school, as this can lead to delays if the named person is unavailable for any reason. Please ensure that the new user is available to access the initial link on the date the mailbox is provisioned, as the links are time limited and will expire.

All requests for permissions to access other mailboxes can be added to the request form and will be actioned once the new mailbox has been provisioned.

N.B. All requests must be sent from either the Headteacher or the Business Manager/Bursar (or equivalent) at the school/academy). New mailboxes cannot be requested by the new user. Similarly, password resets for those users without payroll numbers must also be requested by means of the online form completed by the person/s listed above.

We would also like to emphasise the importance of letting us know about any members of staff that will be leaving their post in order that we can delete their mailbox in a timely manner and to ensure that the school is not charged for these mailboxes at renewal time. Please note that any requests for deletions must come from the person managing the email service within the school/academy. Again these request forms are available on our website and can be accessed using the following link *IT services for schools and academies | Suffolk County Council*

CONTACTING THE IT SERVICE DESK!

Please note that the Schools IT Services mailbox is for sales enquiries and is only monitored periodically. Therefore, if you have a query with regards to a new service, please send an email to schoolsitservices@suffolk.gov.uk.

All standard incidents and service requests **must** be raised via the IT Service Desk on 01473 265555 or via itservicedesk@suffolk.gov.uk otherwise this will result in any responses being delayed.

Our offices are open from 8.30am to 5pm Monday - Friday