

# iSams Handbook



## TABLE OF CONTENTS

<b>PUPIL PROFILE .....</b>	<b>1</b>
FINDING PUPILS .....	I
VIEWING PUPILS .....	II
<b>PUPIL MANAGER.....</b>	<b>2</b>
PUPIL SEARCH .....	I
<b>BEHAVIOUR, SANCTIONS &amp; WELLBEING.....</b>	<b>3</b>
<b>ACHIEVEMENTS .....</b>	<b>4</b>
<b>REGISTRATION.....</b>	<b>5</b>
<b>DAILY BULLETIN .....</b>	<b>6</b>
<b>ADDING A CALENDAR EVENT.....</b>	<b>7</b>
<b>CONTACT A PUPIL'S TEACHERS .....</b>	<b>8</b>
<b>GET TIMETABLE .....</b>	<b>9</b>
<b>VIEW SETS .....</b>	<b>10</b>
<b>SCHOOL REPORTS .....</b>	<b>11</b>
<b>ISAMS ONLINE MANUAL .....</b>	<b>12</b>

# Get a Timetable

These are actually split into multiple **wizards** based on what type of **timetable** you are searching for. They are all very similar so will all be covered under this one guide.

Each one of these will produce a full timetable for the objects selected.

1. Launch one of the **Wizards** from the **Wizard bar** in the right hand side of your desktop, under **Timetable** click on one of the following **wizards**:

- **Get Pupil Timetable**
- **Get Teacher Timetable**
- **Get Room Timetable**
- **Get Department Timetable**
- **Get Subject Timetable**
- **Get Teacher Form Timetable**
- **Get Teaching Set Timetable**
- **Get Year Group Timetable**

An example of the **Get Pupil Timetable Wizard** is shown below:

**Pupil Selection**  
Choose the pupil you wish to view, export or email the timetable for.

**Pupil Selection:**

To select a pupils timetable enter the pupils surname in the combo box above.

**Format Options:**

- View the Timetable on Screen - Default Option
- Export Timetable to HTML Format - viewable in Internet Explorer. (.HTML)
- Export Timetable to Microsoft Excel (.XLS)
- Export Timetable to Adobe PDF (.PDF)
- Export Timetable to iCAL Format (.ICS)

Merge multiple lessons within a period into a single lesson to save space

**E-Mail Output - Optional:**

Click here to optionally send the results to an e-mail address as an attachment.

Next Step Cancel

2. First you need to choose the **Pupil, Teacher, Room, Department** etc... that you are interested in. Some of these are simply drop downs. others like the example above allow you to type part of a name and search all results.

3. Next choose what type of format you would like to view the timetable in. The options here are self explanatory and the default of **view the Timetable on Screen** is normally perfect.

4. You can also merge multiple lessons within a period. This can be useful when viewing larger **department** or **subject** timetables

5. If you wish to receive a copy of the results via email then check the box labeled: **Click here to optionally send the results to an e-mail address as an attachments**

6. Click **Next Step** when you are ready to view the results.

An example timetable where **view the timetable on screen** is selected is shown below:

**Timetable Display/Download**  
The formats you selected are displayed below - you can view a printable version by clicking 'Print View' below.

Student Timetable						Miss G Burley-Staffieri
P	Monday	Tuesday	Wednesday	Thursday	Friday	
AM 07:00						
P1 8:45		Ethics, Philosophy & Religion Ms Harris N1				
P2 9:20	Physics Mr Foster L2	Ethics, Philosophy & Religion Ms Harris N1	Government & Politics Mrs Kaye S2	Mathematics Dr RYDER		
P3 10:00	Physics Mr Foster L2		Government & Politics Mrs Kaye S2	Mathematics Dr RYDER		
B 10:35						
P4 10:55	Mathematics Mrs Hughes		Ethics, Philosophy & Religion Mrs Cartman N1	Physics Miss Goldsack L1		
P5 11:35	Mathematics Mrs Hughes		Ethics, Philosophy & Religion Mrs Cartman N1	Physics Miss Goldsack L1		

Print View      Back      Finish

The left hand rows represent the periods in the day and the Columns at the top the days in the timetable.

Each lesson will list the Subject, Teacher and Room

- Click on **Print View** to prepare the timetable for printing, **Back** to change your options from earlier, **Finish** to close the Wizard.
- If you choose to export the timetable as a file you will have a slightly different screen as shown below:

**Timetable Display/Download**  
The formats you selected are displayed below - click to open or download to your computer.

 **Operation Complete**  
The format(s) that you asked for have been generated and are listed below.

 **Download HTML (Web) Timetable** [Student.html]

 **Download Excel Timetable** [Student.xls]

 **Download PDF Timetable** [Student.pdf]

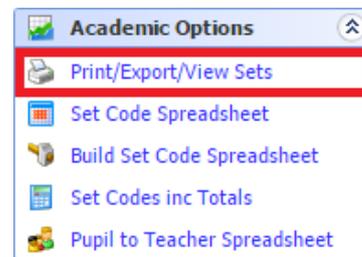
Back      Finish

Click on any of the links to download your chosen file.

# Viewing & Printing Set Lists

This wizard allows you to view and print a full set list of pupils, with timetables and photo's. You can also use it to bulk print many set lists at once by teacher or subject.

1. Click on **Print/Export/View Sets** under **Academic Options** on the right hand side **wizard bar** as shown to the right.



An example of the first page is shown below:

**Set Selection**  
Choose the sets that you want to print or export.

**Subject, Year or Teacher Selection**  
You must first select a subject, year or teacher of the sets you wish to view, export or print.

Choose a Subject:  Show My Sets:  Current:  Build:

Choose a Year Group:

Choose a Teacher:

**You must first select a subject from the list above.**  
Once you have selected a subject, the sets located within that subject will be displayed below.

2. Use the options to filter the **Subject, Year Group** or **Teacher** that you are interested in. Note that you can tick the box **Show My Sets** to quickly view your own teaching sets.

3. Once you have chosen your filter you will see a list of sets in the bottom half of the window similar to those shown below:

<input type="checkbox"/>	Set Name (Code)	Year	INT	Set Size
<input type="checkbox"/>	3/ENG.1 (3/ENG.1)	3	HT	11 Pupils
<input type="checkbox"/>	3/ENG.2 (3/ENG.2)	3	HT	11 Pupils
<input type="checkbox"/>	4/ENG (4/ENG)	4	HT	15 Pupils
<input type="checkbox"/>	10/ENG.2 (10/ENG.2)	10	JST	10 Pupils
<input type="checkbox"/>	10/ENG.3 (10/ENG.3)	10	AM	11 Pupils
<input type="checkbox"/>	10/ENG.4 (10/ENG.4)	10	LA	11 Pupils
<input type="checkbox"/>	11/ENG.1 (11/ENG.1)	11	LGR	12 Pupils
<input type="checkbox"/>	11/ENG.2 (11/ENG.2)	11	1ST	12 Pupils

4. Tick the boxes next to the sets you are interested in and then click **Next Step** to be taken to the **Field Selection** Page:

**Field Selection**  
Select the fields you want to include on your printout or export. You do this by checking the checkbox by the relevant field. An example is shown below each field. The most common fields are selected for you.

**Standard**

<input checked="" type="checkbox"/> <b>Surname</b> Bloggs	<input checked="" type="checkbox"/> <b>Forename (Firstname)</b> Joe	<input type="checkbox"/> <b>Preferred Name</b> Joey	<input checked="" type="checkbox"/> <b>Date of Birth</b> 17-Jun-1992 (12)
<input type="checkbox"/> <b>Form</b> Form 4B	<input type="checkbox"/> <b>Year Group (NC)</b> 9	<input type="checkbox"/> <b>Personal Tutor</b> HHJ	<input type="checkbox"/> <b>Boarding House</b> Nelson
<input checked="" type="checkbox"/> <b>Academic House</b> Golf	<input checked="" type="checkbox"/> <b>Year Group Code</b> FB	<input checked="" type="checkbox"/> <b>House Code</b> K	<input type="checkbox"/> <b>Gender</b> M
<input type="checkbox"/> <b>txtsenflag</b> Severe			

5. Choose the fields that you want to see in the report and click **Next Step** to view the final page of the wizard:

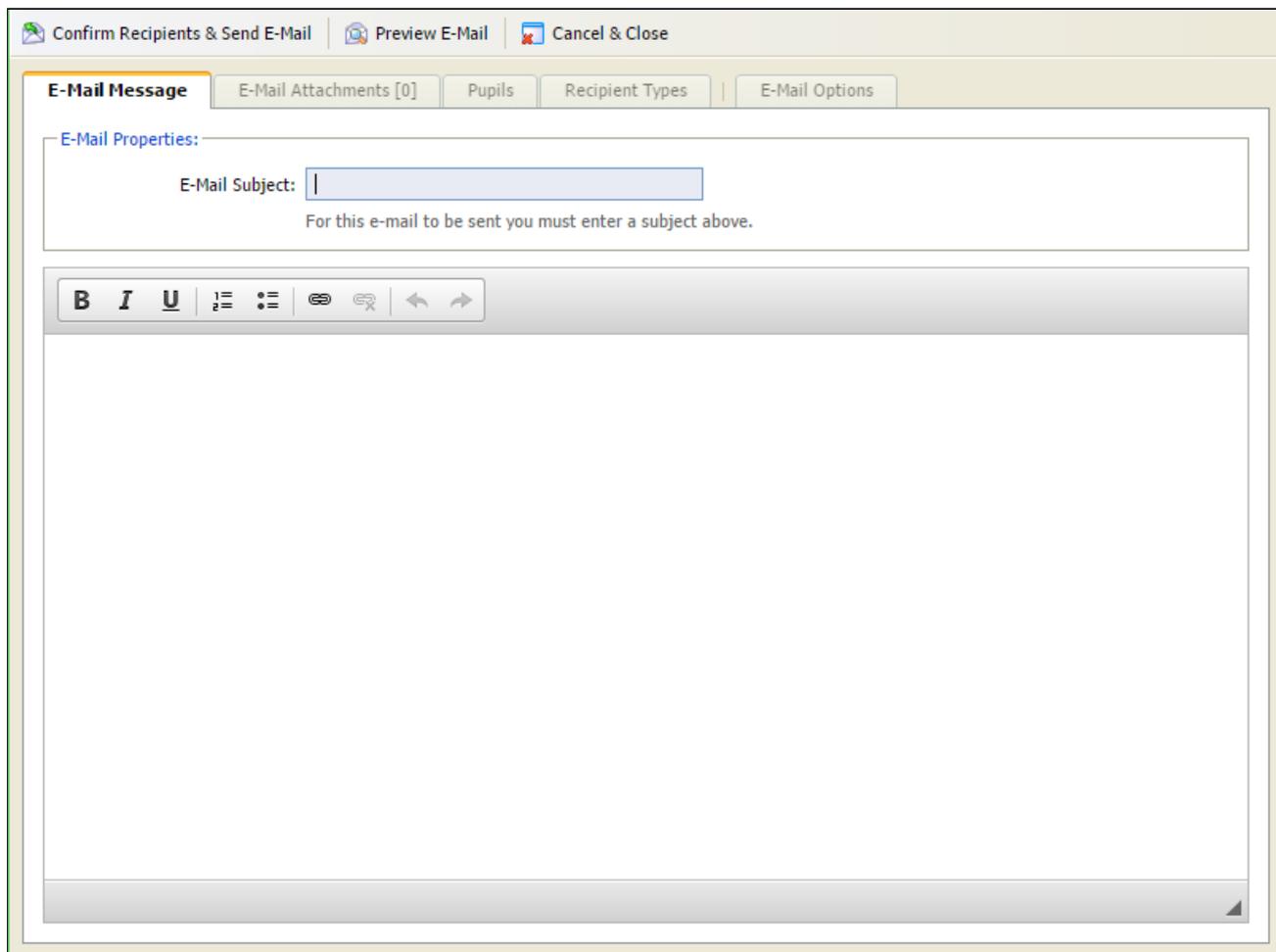


# Contact a Pupil's Teachers

Use this **wizard** to quickly email a group of pupils' Teachers. You have the option to choose which pupils and which associated teachers you would like to email. You can also add attachments and copy others into the email if required.

1. Launch the **Wizard** from the **Wizard** bar in the right hand side of **your desktop**, under **Communication Tools** click **Contact Pupils' Teachers**

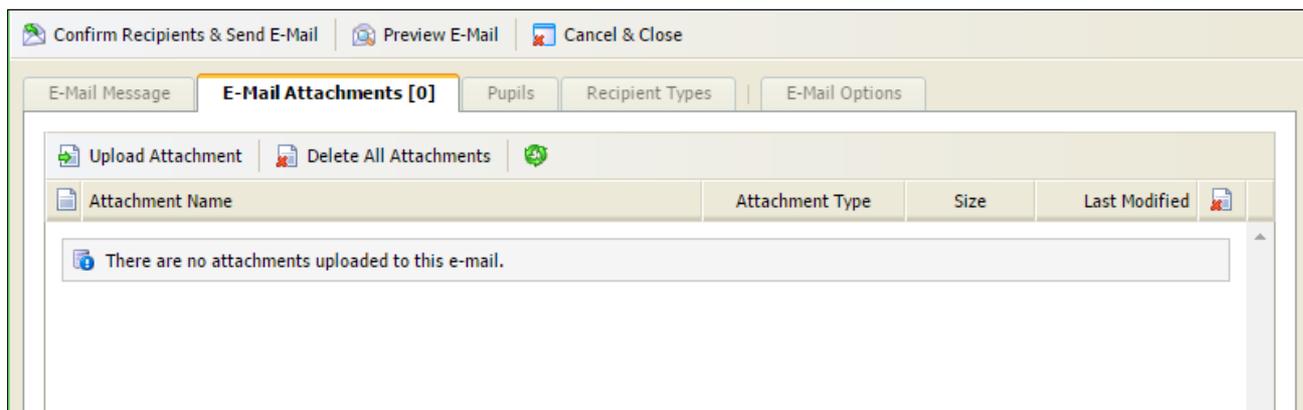
An example of the first window is shown below:



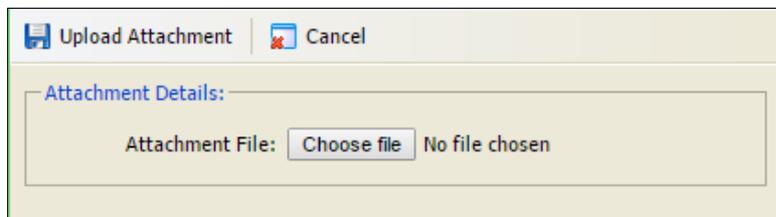
The tabs across the top of the page contain each of the parts needed to complete the email.

2. Enter a subject in the **E-Mail Subject** box
3. Compose your email in the large white box at the bottom of the window.
4. Click on the **E-Mail attachments Tab**

An example of the **E-Mail Attachments Tab** is shown below:

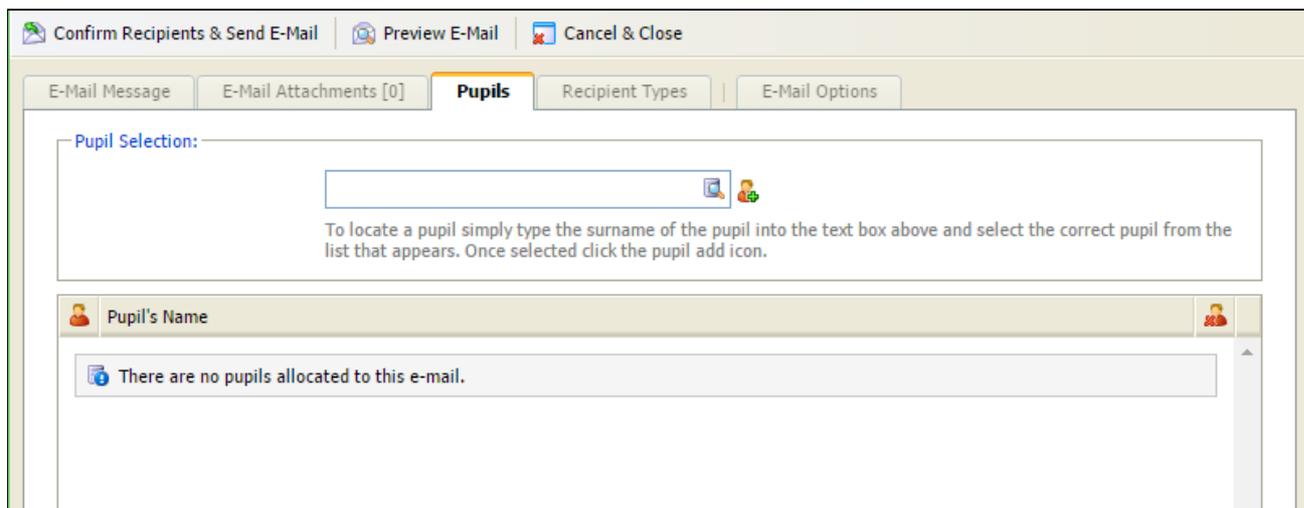


5. Click on **Upload Attachment** if needed. You will see a window like the following:



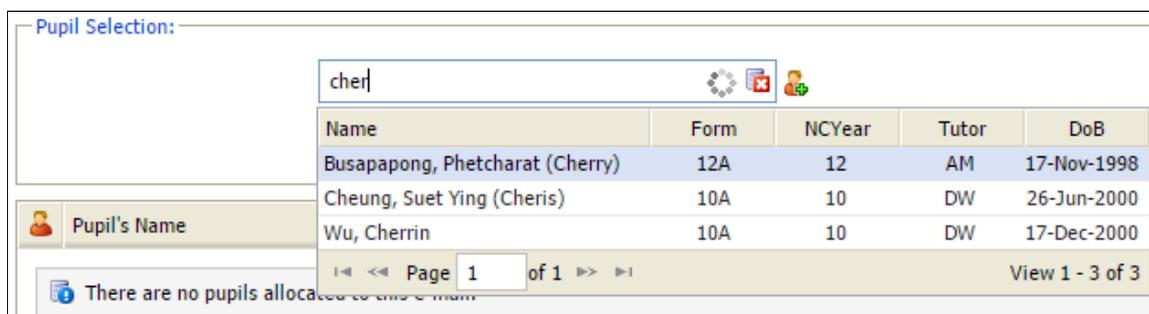
6. Click on **Choose File** to open your computers file browser and select the file you wish to attach.
7. Click **Upload Attachment** to complete the upload
8. Click on the **Pupils Tab** to choose which pupils this email is in relation too.

An example screen shot is shown below



9. Click on the white box under **Pupil Selection** and type part of the name of the **pupil** you are looking for.

A list of pupils will pop up as shown below:



10. Select a pupil from the list and then click on the  icon to the right to add them to the list. You can remove a **pupil** from the list by clicking the  icon next to a **pupil**.
11. Click on **Recipient Types** to view the **Recipient Types Tab** and choose who you would like to receive the email.

An example of the **Recipient Types Tab** is shown below

12. Make sure the correct recipients are ticked for the email you are sending.
13. Click on **E-Mail Options** to view the **E-Mail Options Tab** and finalise the message

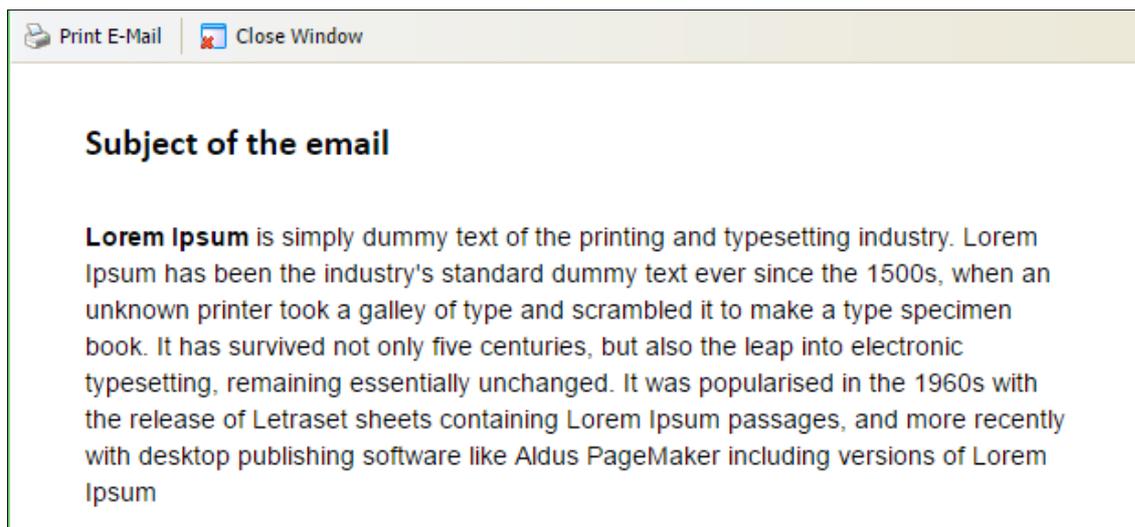
An example of the **E-Mail Options Tab** is shown below

Here you can add any additional Recipients by filling out the **CC Recipients** and **BCC Recipients** boxes

The default **Wizard Options** should be sufficient but it may be worth checking you are happy with the options before sending

14. If you wish you can click on the Preview E-Mail to view a preview of the final email as it will look to the recipients.

An example preview is shown below:



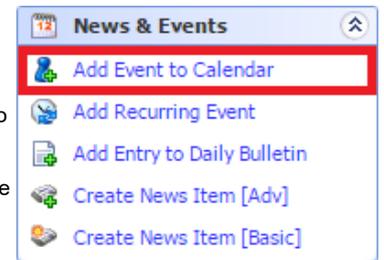
You can click on **Print E-Mail** to print out a copy for your records.

15. Finally once you are happy with all the settings and the content of your email, click on **Confirm Recipients & Send E-Mail** to send the email

# Add Events to Calendar

This **wizard** will allow you to submit an event to the **School Calendar**. Note that all events submitted to the calendar will first of all show up as not authorised until the staff responsible for the calendar approve it (**currently AC and KP**). Once approved events may be visible to **pupils** and **parents** on the public calendars so it is important to use the correct formatting and grammar.

1. Launch the **Wizard** from the **Wizard bar** in the right hand side of **your desktop**, under **News & events** click **Add Events to Calendar**



An example of the first screen is shown below:

A screenshot of a wizard window titled "Add Events To The School Calendar". The window has a light beige background and a yellow star icon in the top right corner. Below the title, there is a note: "Use the options below to specify whether you wish to add a single or multiple events." A blue-bordered box contains the text: "N.B. A Calendar Administrator will authorise any events you add before they will appear in the calendar." Below this, the section "Addition Type" asks the user to "Choose whether you wish to add a single event or add multiple events in one go...". Underneath, there is a section labeled "Entry Type:" with two radio button options: "Add each new event one by one - Single" (which is selected) and "Add multiple events in one go - Multiple". At the bottom left, it says "Step 1 of 3". At the bottom right, there are two buttons: "Next Step" and "Cancel".

You have two separate options on this screen:

- **Add each new event on by one - Single** - Allows you to add a single event
- **Add Multiple events in one go - Multiple** - Allows you to add a large amount of events in one lot.

2. Choose your preferred option and click **Next Step**.

The example of the Single option is shown below:

### Enter Event Details - Single

Use the form below to enter the event details.



**N.B.** A Calendar Administrator will authorise any events you add before they will appear in the calendar.

**Core Event Information:**

Event Date:

All Day Event:  This event is an all day or a non timed event.

Start Time:  End Time:

Event Description:

Event Category:

Location:

Notes:

**Add to Calendars:**

All Calendars

Junior School

Senior School

Step 2 of 3

This form allows you to enter all of the crucial information needed for an event:

- **Event Date** - This is the day that the event is taking place on. If your event is running for multiple days then you will need to submit one event for each day or use the advanced **add recurring event wizard**
- **All Day Event** - Tick this box if the event is taking place the whole day.
- **Start Time / End Time** - If the event has a specific start and end time then enter it here in the format 14:56
- **Event Description** - This is the main headline description of the event as it will be seen on the public calendars. Make sure that it is concise and grammatically correct. Always use proper case where the first letter of each word should be a capital.
- **Event Category** - Choose the most relevant category for your event. The current options are:
- **Location** - If applicable then you can assign the event to a specific room in the School. Please ensure that you have booked the room through the proper channels (Room Booking System, School Office etc...)
- **Notes** - Use this to enter any additional information that provides more depth or detail to the event. This will not normally be visible so do not put anything important here.
- **Add to Calendars** - Use this box to choose which School Calendar you wish to submit the event into.

3. Once you have checked all the data above, click on the **Next Step** Button to continue and add the event

**4. Once your event has been submitted the calendar moderators will receive an email asking for authorisation. If your event is then approved then you will receive an email confirmation. At this point you will need to fill out and submit the standard events form and follow the usual events procedures.**

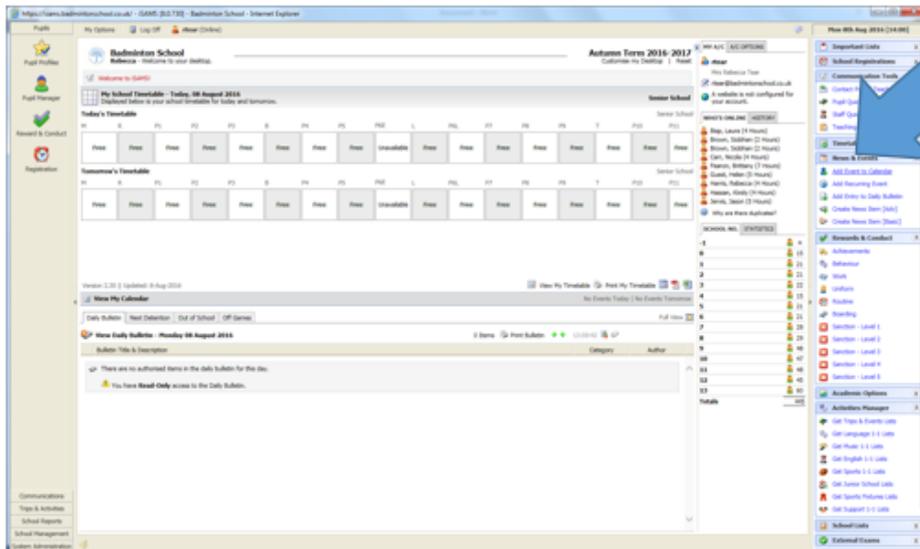
# Submit an entry to the Daily Bulletin

All staff can submit an entry. These entries can be submitted weeks or months in advance and will be checked the day before by the administrator who runs the Bulletin; they may approve, amend or pause the entry.

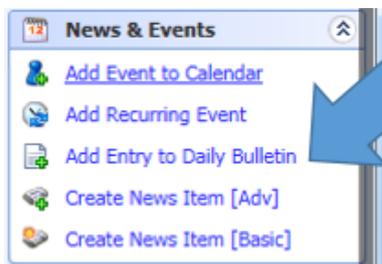
NB – entries must be submitted by 4pm in order to be processed for next day's bulletin.

To create an entry:

1. Go to **News and Events** on Right Hand **Wizard Bar**



2. Click on **Add entry to Daily Bulletin**



3. Add the details of the bulletin message on the screen below

### Title And Bulletin Details

Please choose the bulletin type as well as entering core details about this bulletin item. 

**N.B.** A Bulletin Administrator will authorise any bulletin items you add before it will appear on any bulletins.

**Bulletin Information:**

Bulletin Start Date:

Bulletin End Date:

Bulletin Title:

Bulletin Body:

4. Click Next when done and it will spell check and verify your entry.

After submitting your bulletin entry an Administrator will check your entry, edit and, if approved, categorise it. It will then show up on the home page of iSAMS for all staff on the date that you specified.

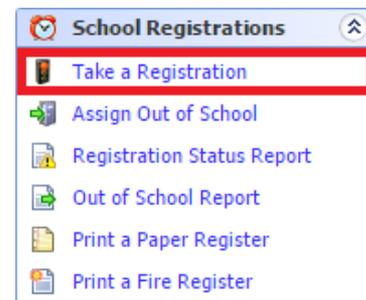
# Pupil Registration

All teaching staff are required to take a register twice a day for whenever they are teaching Pupils.

## Registration Times

### Morning Registration 08:30 - 08:45

- Morning Registration is taken by Form and the register will close promptly at 08:45. After this time staff will not be able to register any pupils.
- Any girl arriving after that time will need to go straight to School Office to be registered in late and sign in.
- Staff will not be able to register pupils late during this register. School Office will deal with lates as above.



### Afternoon Registration 15:20 - 15:40

- Afternoon Registration is taken in Subject lessons.
- Any Girls not in lessons during P9 will need to register in Sixth Form for Sixth formers or School Office for the rest of the School.
- Any girls arriving after 15:30 will need to be registered as late and the correct arrival time logged.
- Any Girls arrive after 15:40 will be unable to be registered by yourself. You will need to ring or send the girl to School Office immediately or to notify them that the Girl has arrived late otherwise they will begin chasing up missing pupils incorrectly.
- All Girls need to be accounted for by 16:00 at the very latest.

## Taking the Register

1. Open the **Take a Registration Wizard** from the **Wizard bar** on the right hand side of iSAMS as shown at the top of this guide.

An example of the School Register screen is shown below:

Pupils Name	Tutor	Year	Form	Registration Status	No	Yes	Late
AGARWAL, Shivana Manoj (Shivana)	-	12	6D	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AHMADU, Safinatu	-	12	6B	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AHMED, Afreena May (Afreena)	-	12	6N	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIBA, Alba	-	12	6B	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BULL, Celia Poppy Laetitia (Celia)	-	12	6A	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BURKE, Ursula Astor (Ursula)	-	12	6B	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHUN, Catherine Yi Si (Catherine)	-	12	6T	Not Yet Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. When you load the register inside of a registration period, it should automatically show you the correct register based on your timetable and Tutor status.

3. Click on the coloured buttons to the right of each girls name to set their registration status. For each Girl either:

- **Present** - Click on **Yes**.
- **Late** - Click on **Late** and record the time that the Girl arrived.
- **Not Present** - Click on **No**, A box will pop up requiring you to enter a absence code, this should default to N for "no reason provided yet" School Office will follow up any absences and mark the official reason later.

4. If the pupil is late or not present then it is encouraged that you enter a note next to the register for that pupil to give School Office a head start in chasing up on the absence. To leave a note simply click on the green plus next to the Late button after marking them as late or not present. A box will appear below where you can enter the note.

5. If applicable you can also use the **All Away** and **All Present** buttons to quickly register all girls at once.

6. whilst taking the register iSAMS will save all progress in the background whilst you work. It is important however when you are finished to make sure that the top left shows "No data currently queued for saving." If not then you need to click the **force save** button in the top right before closing the window.

4. Once you have completed the register click on **Force Save** to manually save the changes.

**N.B.** If it cannot find a register automatically or you need to manually choose another register you can click on **Options** and then show filters to manually choose a different register.

An example is shown below of the filters available:

### School Register

This section of the Registration Module allows you to take a school registration within ISAMS.

Viewing outside of registration time.

School Registration:

Select Registration Date:   The date will be pre-selected to the nearest available date within the next 30 days.

Select Registration Time:   The time will be pre-selected to the nearest available time.

Select Form:

Select Year:

 **Please select an object from the list above.**  
This will filter the list of pupils shown in your registration list.

Choose the correct date, Time and then Form, Year or Set depending on which register you are trying to find.

# Logging an Achievement

All pupil achievements are to be logged in iSAMS. This will allow us to produce detailed reports at the end of the year and also allow staff to be notified when a pupil they teach has gained a new achievement.

This **Wizard** allows you to quickly add an **achievement** for a **pupil**.

Achievements that should be logged in iSAMS include:

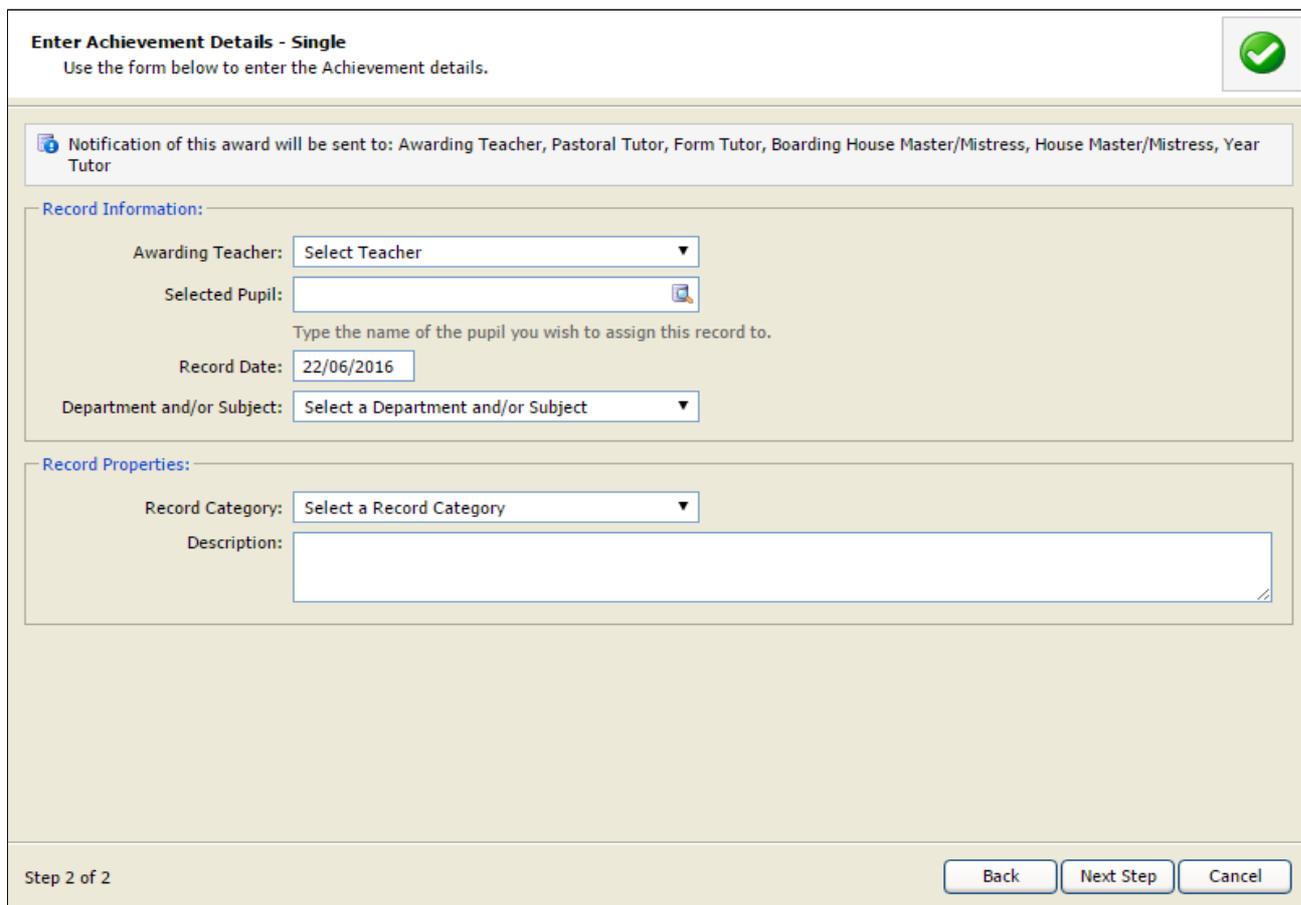
- Musical Exams
- Drama Exams
- Sports & House Captains
- Head Girl etc...
- Art Exhibitions
- Member of School Council, Food Council etc...

Whenever you log an achievement iSAMS will automatically notify the following key staff via email:

- Form Tutor
- Boarding Housemistress
- Pastoral Head

1. Launch the **Wizard** from the **Wizard bar** in the right hand side of **your desktop**, under **Rewards & Conduct** click  **Achievements**

An example of the first screen is shown below:



2. An explanation of the fields is shown below.

Field	Explanation
<b>Awarding Teacher</b>	Choose the <b>teacher</b> responsible for entering the <b>Achievement</b> . If you are filling out achievements on behalf of someone else then put their name instead.
<b>Selected Pupil</b>	The <b>Pupil</b> who has gained the Achievement

<b>Record Date</b>	The <b>Date</b> that the pupil gained the Achievement.
<b>Department and/or Subject</b>	<b>Optional:</b> If applicable you can also attach the achievement to a <b>subject</b> or <b>department</b> , e.g. music, art etc...
<b>Record Category</b>	Choose which category best represents the <b>Achievement</b> you are entering. If you feel a new <b>category</b> is needed then please contact <b>Network Services</b> who will get it added if needed.
<b>Description</b>	This should be a short and concise description of the Achievement. For music and drama exams this should be along the lines of "Achieved Outstanding in Grade 5 Flute Exam" or

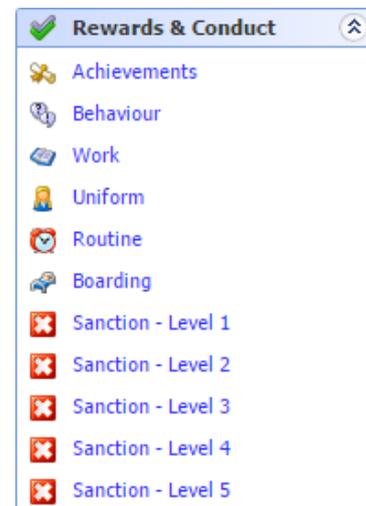
3. Click **Next Step** to save the **Achievement**

**Note that if you make a mistake on an Achievement you will need to contact School Office in order to get it deleted or ammended.**

# Pupil Behaviour, Sanctions and Wellbeing

With the introduction of iSAMS and CPOMS there are now three key places that information on pupils should be entered:

- **iSAMS - Rewards & Conduct**
  - Behaviour incidents
  - Substandard Work
  - Uniform
  - Routine
  - Boarding behaviour and issues
  - Any other general behaviour
  - Welfare - Click only before entering details on CPOMS
- **CPOMS (Child Protection Online Monitoring System)**
  - Anything that concerns pupil safeguarding or wellbeing
    - "Lucy was seen crying at lunch time today"
    - "Sarah and Jessica have had a large argument."
    - "Sam informed me that her parents have been arguing a lot at home etc..."
  - Serious Behaviour issues such as bullying, alcohol, drugs etc... Any other wellbeing or safeguarding concerns
- **iSAMS - Pupil Profile Notes**
  - Communications with parents
  - General Admin



## General Notes and Communications with Parents

All general communications with parents should be entered through pupil profiles under notes unless they are of a sensitive nature. In that case they should go on a concern/incident form as appropriate and this should be emailed to Pastoral Heads and Housemistresses who will liaise with you and follow up.

Pupil Notes on iSAMS are not private! They should only be used for general notes and communications with parents. When entering communications with parents only a summary of the communication should be entered not the whole email.

1. Find the pupil you are entering a note for in the Pupil Profiles Module.
2. Click on the Notes tab at the top right of the pupils profile



An example of the notes screen is shown below:

**Add Pupil Note:**

Note Type:  +

Description:

Note Date:

---

**Previous Pupil Notes (4):**

Note Type	Description	Author	Date	Edit	Del
<b>Admissions</b>		Administrator	21 June 2016 [00:00]		
<b>Communications with Parents</b>		Administrator	26 May 2016 [00:00]		
<b>Communications with Parents</b>		Administrator	03 March 2016 [00:00]		
<b>Admissions</b>		Administrator	29 February 2016 [00:00]		

3. First select the note type from the drop down box labelled Select a note type the following categories are available:

- Communications with Parents
- General Admin

4. Enter an appropriate description for the note. This should not contain any sensitive information and will be visible to most academic staff. When recording communications with parents ensure that a summary of the communications is entered with key staff and details recorded.

You are only permitted to enter a certain amount of text, if you need more space then you will need to enter a second note.

5. Choose the correct date for the note. Usual this will be the current date.

6. Click Update Data

## Regular and Non-Sensitive issues with Behaviour, Work, Uniform or Routine

To be logged on iSAMS within the rewards and conduct modules, Once entered the Form Tutor will be automatically informed and will follow up and liaise with you as appropriate.

In iSAMS there is a specific module dedicated to logging and reporting on pupil behaviour and sanctions. All of the following pupil behaviour incidents should be logged using the appropriate **Wizards** on the right hand side **Wizard bar** in iSAMS:

- **Behaviour**
  - Inappropriate, Rudeness, Unpleasantness, Lack of Consideration, Theft or Borrowing Without Permission, Misuse of Phones or Devices, Bullying, Smoking, Alcohol, Banned Substances.
- **Work**
  - Below Standard
- **Uniform**
  - Poor Standard of Dress, Inappropriate Dress, Inappropriate Hair, Jewellery
- **Routine**
  - Late, Failure to Sign in or Out, Missing
- **Boarding**

- o Inappropriate Behaviour, Rudeness to Staff, Rudeness to Girls, Persistent Lying, False Allegations about Girls, False Allegations about Staff, Failure to Sign in or out, Late or Unplanned Returns, Poor timekeeping on trips, Lack of consideration, Theft or borrowing without permission, misuse of Phones & other electronic devices, Not adhering to bedtimes, misbehaviour after lights out, Inappropriate sexual behaviour.

1. Click on the appropriate incident type on the right hand side **wizard bar** as show at the top of this guide.

The five main incident types are shown above. **It is important that any boarding incidents are only ever logged under boarding, even if they overlap with other incident types.**

An example of the first screen is shown below:

Step 2 - Enter Behaviour Details - Google Chrome

<https://isams.badmintonschool.co.uk/modules/rewardsmanager/wizard/wizard.asp?refresh=&option=3&ty>

**Enter Behaviour Details - Single**  
Use the form below to enter the Behaviour details.

Notification of this award will be sent to: Awarding Teacher, Form Tutor, Boarding House Master/Mistress, Year Tutor

**Record Information:**

Awarding Teacher:

Selected Pupil:

Type the name of the pupil you wish to assign this record to.

Record Date:

Department and/or Subject:

**Record Properties:**

Record Category:

Description:

Step 2 of 2

Back Next Step Cancel

Enter the following information where appropriate:

- **Awarding Teacher** - This is usually yourself and will only need to be changed if you are logging an incident on behalf of another member of staff.
- **Selected Pupil** - Begin typing part of the pupils name and a drop down box will show you any matches. This should always be the pupil involved in the incident.
- **Record Date** - The date that the incident occurred
- **Department and/or Subject** - If applicable you can log the incident against a specific subject or department. This is not required but may be useful for reporting later on.
- **Record Category** - This is the category of the incident as outlined at the top of this guide. You can refer to the School's Sanctions policy for more detailed examples and description of what type of incident falls under which category. **It is very important that incidents are logged under the correct category.**
- **Description** - This is the full description of the incident. Under no circumstances is any sensitive information to be entered here.  
**If the incident is of a very sensitive nature then simply note that something happened, who was involved and who to contact for more information if needed.**

2. Once you have filled out the required information, click Next Step to continue and save the incident.

**Once you have submitted an incident only a member of the Pastoral team or SMT will be able to modify or delete it so it is important that you check all information is correct before submitting.**

## **Serious and Sensitive issues with Behaviour, Work, Uniform or Routine**

1. Fill in incident form, pupil complaint form located S:\Documentation\Forms & Templates\Complaints Forms or parent complain form as appropriate.

2. Email the above to Pastoral Head, Housemistress or Head's EA as appropriate

3. Make a note on iSAMS in Pupil Profile that you have filled out an incident form.

4. If the communication is about a member of staff, email straight to SMT.

## **Sanctions**

NB Only Pastoral Heads, Housemistresses and SMT will need to enter sanctions as appropriate. If you wish to apply a sanction please liaise with the Housemistress or Pastoral Head. Housemistresses, Pastoral Heads and SMT will be able to log a Sanction in exactly the same way as a behaviour incident above. They simply need to choose the appropriate level of sanction and record its details.

## **Serious and Sensitive Issues Regarding Safeguarding & Wellbeing**

Any issue that represents a safeguarding concern should always be logged on CPOMS, see example booklet.

Please liaise with Designated Safeguarding Lead Jennifer Scarfe where necessary or if unsure. A full guide for CPOMS will be available once launched.

Things that should be recording on CPOMS include but are not limited to:

- Bullying.
- A pupil confiding something concerning.
- Unusual behaviour, crying, not eating, angry etc...
- E-Safety incidents
- Concerns from home life

# Pupil Profiles

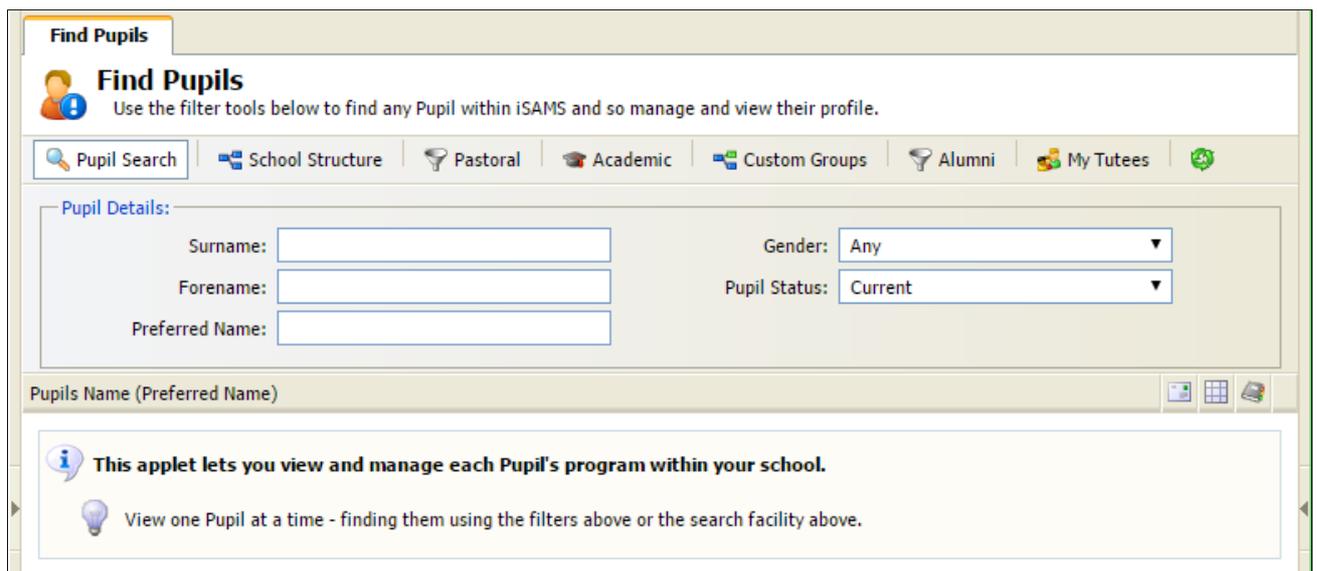
This module allows all staff to lookup and view the following key information about a pupil:

- Basic Information - Year Group, Form, House etc...
- Pupils School email Address
- Non-Sensitive notes
- Registration History
- Activities and Trips
- Subject Sets and Classes
- SEND, EAL & AGT Information
- Rewards & Conduct
- School Reports and Assessment Data
- Exam timetables and Entries
- Pupil tracking Models (not currently in use)

You can start the module by clicking the **Pupil Profiles** icon in the left hand side of iSAMS under **Pupils**:



The main screen of the module is shown below:



# Finding Pupils

When looking for a pupil or group of pupils you have several different options to allow quick and easy access to many different groups of pupils.

1. The options along the top of the Find Pupils Tab are shown below:



**Pupil Search** - Allows you to search for a specific name or based on gender or pupil status

Pupil Details:

Surname:	<input type="text"/>	Gender:	Any
Forename:	<input type="text"/>	Pupil Status:	Current
Preferred Name:	<input type="text"/>		

**School Structure** - Allows you to quickly filter by either: **Year Group**, **Form**, **Boarding House** or **House**

All Years Little Acorns (-1) Acorns Reception (0) Acorns 1 (1) Acorns 2 (2) J3 (3) J4 (4)	All Forms 00 0 0 00 1 01	All Boarding Houses Bartlett House (BART) Berkley (BERK) Lynmouth (LYN) Sanderson (SAN001) Sixth Form Centre (6FC)	All Academic Houses Badock (BADOCK) Baker (BAKER) Blank House (BLA001) Burke (BURKE) Harris (HARRIS) Marsh (MARSH)
---	--	---	--

**Pastoral** - Allows you to view pupils by **Pastoral Tutor**, **Form Tutor** or **Year Tutor**

All Pastoral Tutors A Allen, Amanda B Baker, Rosanna Betterton, Diane Bishop, Nicholas	All Form Tutors A Allen, Amanda B Baker, Rosanna Betterton, Diane Bishop, Nicholas	All Year Tutors C Clothier, Sarah G Goldsack, Alice Victoria P Pender, Benjamin
--	--	---

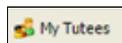
**Academic** - Allows you to find pupils by **Department**, **Subject** or **Set**

All Departments Art Classics Co-Curricular Drama Economics English	All Subjects Art Art Photography Classics Beginners Latin Greek	All Sets Art 10Z/ARTD 10Z/ARTE 11Z/ARTB 11Z/ARTD 11Z/ARTE
--	---	---

**Custom Groups** - Allows you to find pupils by any custom group that has been shared. These will include **School Council Reps**, **Committee members** etc...

All Custom Groups  
Student Reps  
Food Reps (2 Pupils)

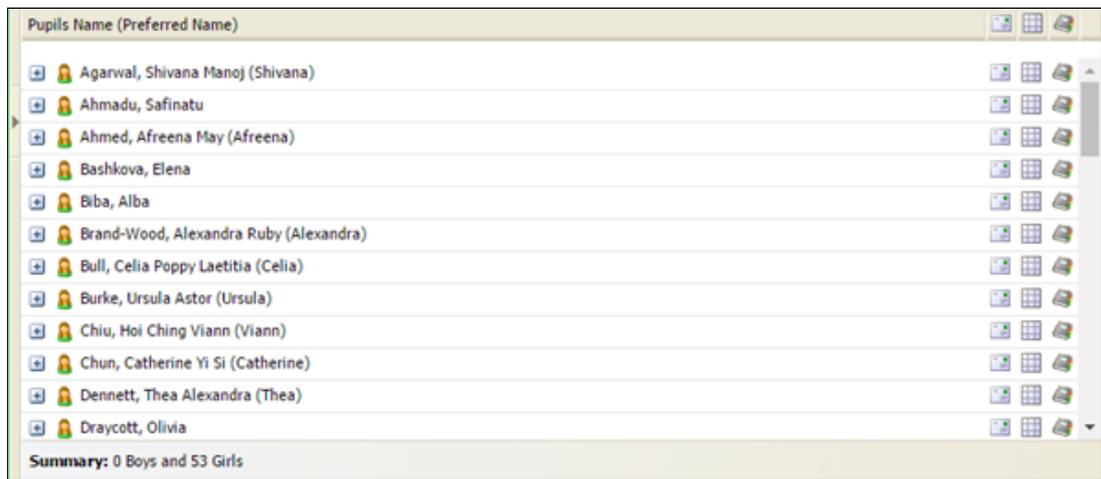
3. **My Tutees** is a toggle button that allows you to quickly filter all results to only those pupils that you are a **tutor** for



4. Many of these filters can be applied at the same time to narrow down results. If you are not seeing any pupils in the list below then it may be worth resetting your filter by using the button shown below:



5. Once you have applied your filters you will see a list of pupils in the bottom half of the module as shown below:



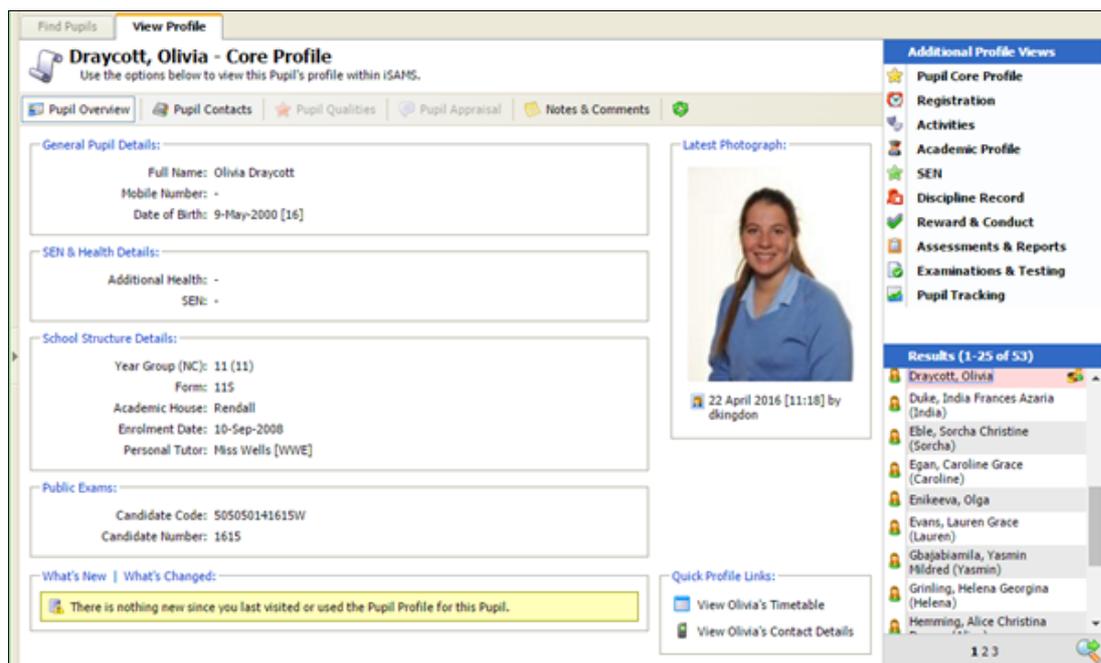
The icons next to each pupil allow you to perform the following tasks:

Icon	Explanation
	Quickly view the <b>pupils contacts</b> such as <b>parents</b> and <b>guardians</b>
	Send an <b>email</b> to the <b>pupil</b> using <b>Outlook</b>
	View the <b>Pupils Timetable</b>
	View a <b>pupils</b> basic contacts information: <b>Email</b> and <b>Mobile Number</b>

6. Click on the **pupils** name to be taken to their **Profile**

# Viewing a Pupil

Once you have found a pupil in the first part of the Pupil Profiles Module you will be presented with a screen similar to the one below:



From this first page you can view all the basic overview information for a pupil including her Photo and, Contacts and Timeable.

2. On the top of the page you have the option to click through **Pupil Overview**, **Pupil Contacts**, **Notes & Comments**. Each one of these will give you access to basic information in each section.
3. On the top right you have a list of other information that you can pull up for this Pupil under the heading **Additional Profile Views**:

Additional Profile Views	Description
<b>Pupil Core Profile</b>	The page we are currently Viewing with <b>basic information</b> , <b>contacts</b> and <b>notes</b> .
<b>Registration</b>	View recent <b>Registration</b> status and <b>Out of School</b> and <b>Off Games</b> Information
<b>Activities</b>	List all <b>Activites</b> , <b>Trips</b> and <b>Additional Lessons</b> that the <b>Pupil</b> has taken part in currently and in the past or future.
<b>Academic Profile</b>	View all <b>Subject Sets</b> that the <b>Pupil</b> is currently a member of and their <b>teachers</b> and <b>Forms</b> . Additionally you can also view any set changes that have occured for that pupil.
<b>SEN</b>	View all <b>SEND</b> , <b>AGT</b> and <b>EAL</b> information held for this pupil. This includes basic information and exam requirements, additional lessons and their SEND Profile if applicable
<b>Reward &amp; Conduct</b>	View all <b>achievements</b> , <b>conduct</b> and <b>sanctions</b> against this pupil.
<b>Assessments &amp; Reports</b>	View all <b>School Reports</b> data including grades, comments and baseline data where applicable.
<b>Examinations &amp; Testing</b>	View any upcoming <b>exam entries</b> , <b>timetables</b> and <b>results</b>
<b>Pupil Tracking</b>	Not Yet in Use - Will show any <b>tracking models</b> that this <b>Pupil</b> is a member of.

4. In the bottom right under **Results** you can still view the list of pupils that you filtered by in the **Find pupils** Tab. This allows you to continue viewing different pupils information without having to restart your search.

# Pupil Profiles

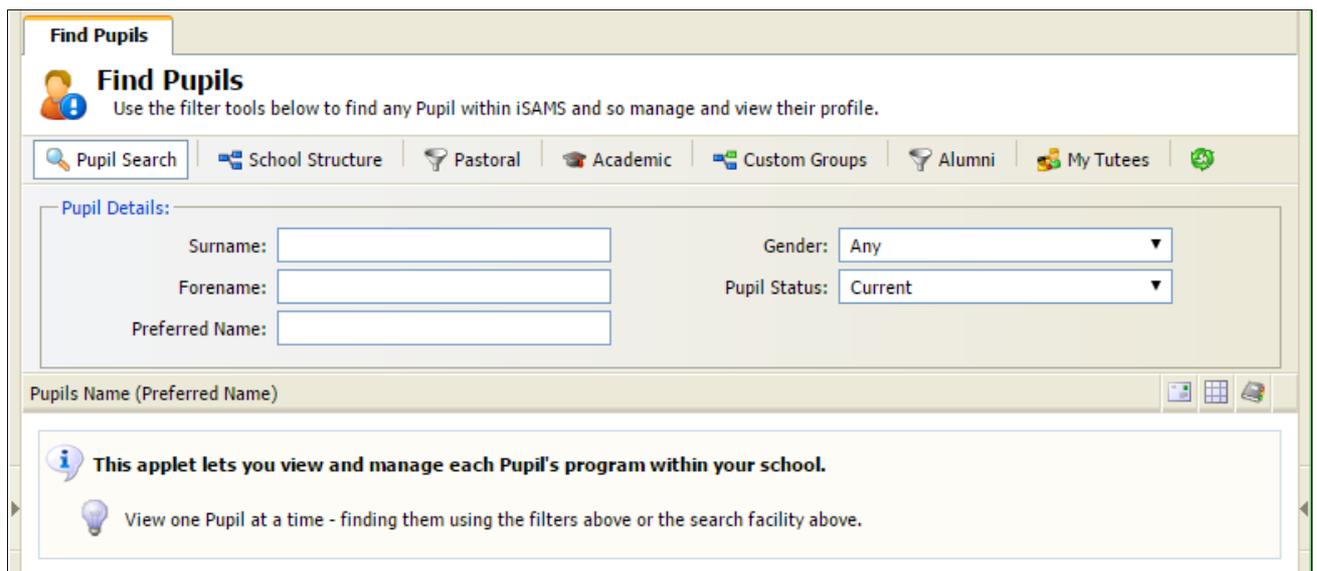
This module allows all staff to lookup and view the following key information about a pupil:

- Basic Information - Year Group, Form, House etc...
- Pupils School email Address
- Non-Sensitive notes
- Registration History
- Activities and Trips
- Subject Sets and Classes
- SEND, EAL & AGT Information
- Rewards & Conduct
- School Reports and Assessment Data
- Exam timetables and Entries
- Pupil tracking Models (not currently in use)

You can start the module by clicking the **Pupil Profiles** icon in the left hand side of iSAMS under **Pupils**:



The main screen of the module is shown below:



# Finding Pupils

When looking for a pupil or group of pupils you have several different options to allow quick and easy access to many different groups of pupils.

1. The options along the top of the Find Pupils Tab are shown below:



**Pupil Search** - Allows you to search for a specific name or based on gender or pupil status

Pupil Details:

Surname:	<input type="text"/>	Gender:	Any
Forename:	<input type="text"/>	Pupil Status:	Current
Preferred Name:	<input type="text"/>		

**School Structure** - Allows you to quickly filter by either: **Year Group**, **Form**, **Boarding House** or **House**

All Years Little Acorns (-1) Acorns Reception (0) Acorns 1 (1) Acorns 2 (2) J3 (3) J4 (4)	All Forms 00 0 0 00 1 01	All Boarding Houses Bartlett House (BART) Berkley (BERK) Lynmouth (LYN) Sanderson (SAN001) Sixth Form Centre (6FC)	All Academic Houses Badock (BADOCK) Baker (BAKER) Blank House (BLA001) Burke (BURKE) Harris (HARRIS) Marsh (MARSH)
---	--	---	--

**Pastoral** - Allows you to view pupils by **Pastoral Tutor**, **Form Tutor** or **Year Tutor**

All Pastoral Tutors A Allen, Amanda B Baker, Rosanna Betterton, Diane Bishop, Nicholas	All Form Tutors A Allen, Amanda B Baker, Rosanna Betterton, Diane Bishop, Nicholas	All Year Tutors C Clothier, Sarah G Goldsack, Alice Victoria P Pender, Benjamin
--	--	---

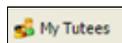
**Academic** - Allows you to find pupils by **Department**, **Subject** or **Set**

All Departments Art Classics Co-Curricular Drama Economics English	All Subjects Art Art Photography Classics Beginners Latin Greek	All Sets Art 10Z/ARTD 10Z/ARTE 11Z/ARTB 11Z/ARTD 11Z/ARTE
--	---	---

**Custom Groups** - Allows you to find pupils by any custom group that has been shared. These will include **School Council Reps**, **Committee members** etc...

All Custom Groups  
Student Reps  
Food Reps (2 Pupils)

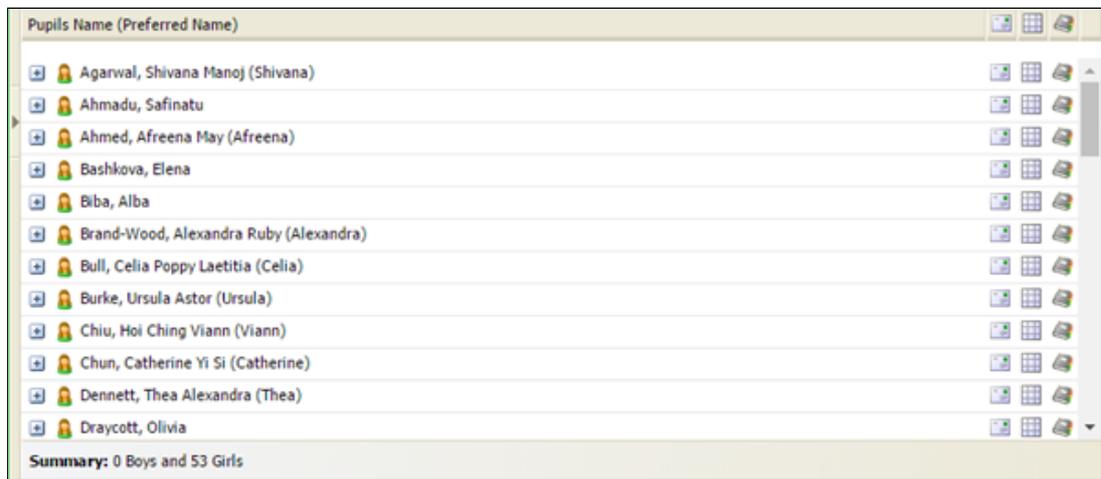
3. **My Tutees** is a toggle button that allows you to quickly filter all results to only those pupils that you are a **tutor** for



4. Many of these filters can be applied at the same time to narrow down results. If you are not seeing any pupils in the list below then it may be worth resetting your filter by using the button shown below:



5. Once you have applied your filters you will see a list of pupils in the bottom half of the module as shown below:



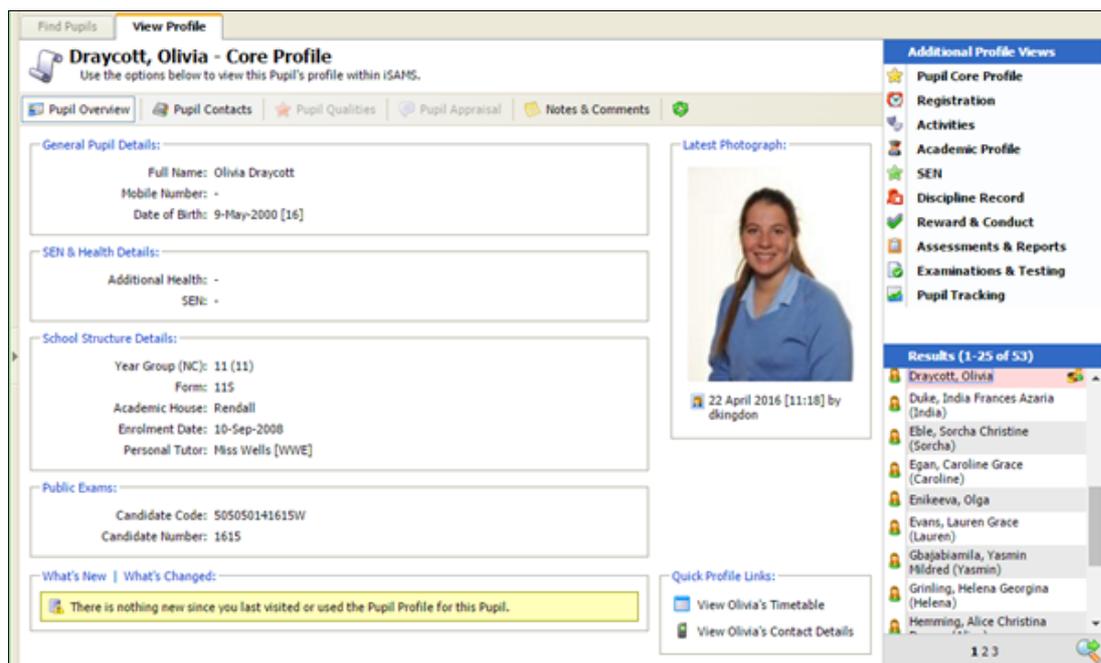
The icons next to each pupil allow you to perform the following tasks:

Icon	Explanation
	Quickly view the <b>pupils contacts</b> such as <b>parents</b> and <b>guardians</b>
	Send an <b>email</b> to the <b>pupil</b> using <b>Outlook</b>
	View the <b>Pupils Timetable</b>
	View a <b>pupils</b> basic contacts information: <b>Email</b> and <b>Mobile Number</b>

6. Click on the **pupils** name to be taken to their **Profile**

# Viewing a Pupil

Once you have found a pupil in the first part of the Pupil Profiles Module you will be presented with a screen similar to the one below:



From this first page you can view all the basic overview information for a pupil including her Photo and, Contacts and Timeable.

2. On the top of the page you have the option to click through **Pupil Overview**, **Pupil Contacts**, **Notes & Comments**. Each one of these will give you access to basic information in each section.
3. On the top right you have a list of other information that you can pull up for this Pupil under the heading **Additional Profile Views**:

Additional Profile Views	Description
<b>Pupil Core Profile</b>	The page we are currently Viewing with <b>basic information</b> , <b>contacts</b> and <b>notes</b> .
<b>Registration</b>	View recent <b>Registration</b> status and <b>Out of School</b> and <b>Off Games</b> Information
<b>Activities</b>	List all <b>Activites</b> , <b>Trips</b> and <b>Additional Lessons</b> that the <b>Pupil</b> has taken part in currently and in the past or future.
<b>Academic Profile</b>	View all <b>Subject Sets</b> that the <b>Pupil</b> is currently a member of and their <b>teachers</b> and <b>Forms</b> . Additionally you can also view any set changes that have ocured for that pupil.
<b>SEN</b>	View all <b>SEND</b> , <b>AGT</b> and <b>EAL</b> information held for this pupil. This includes basic information and exam requirements, additional lessons and their SEND Profile if applicable
<b>Reward &amp; Conduct</b>	View all <b>achievements</b> , <b>conduct</b> and <b>sanctions</b> against this pupil.
<b>Assessments &amp; Reports</b>	View all <b>School Reports</b> data including grades, comments and baseline data where applicable.
<b>Examinations &amp; Testing</b>	View any upcoming <b>exam entries</b> , <b>timetables</b> and <b>results</b>
<b>Pupil Tracking</b>	Not Yet in Use - Will show any <b>tracking models</b> that this <b>Pupil</b> is a member of.

4. In the bottom right under **Results** you can still view the list of pupils that you filtered by in the **Find pupils** Tab. This allows you to continue viewing different pupils information without having to restart your search.

# Pupil Manager

This is the big brother to Pupil Profiles. It allows a large amount of management and editing of Pupil information but has much less focus on Academic information. Most notably you can:

- Perform **Bulk tasks** on a group of pupils such as **emailing**, **exporting** reports, **printing labels** and performing **mail merges**.
- Perform more **advance filtering** and searches
- **Edit pupil** information and contacts
- View **scholarships** and **Census Data**
- View **Documents & Files**

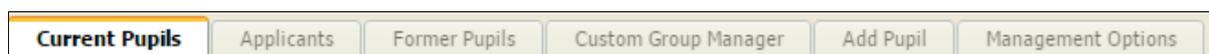
Open the module using the module bar on the left hand side of iSAMS



The opening screen is shown below:

The screenshot shows the 'Pupil Manager' application window. At the top, there are tabs for 'Current Pupils', 'Applicants', 'Former Pupils', 'Custom Group Manager', 'Add Pupil', and 'Management Options'. Below these are search filters for 'Surname', 'Year Group', 'House', 'Reports', 'Templates', and 'Statistics'. The main area is titled 'Pupil Search' and contains several sections of search criteria: 'General Details' (Forename, Surname, Preferred Name), 'Contact Information' (Forename, Surname, Address, Town/County, Postcode, Country), 'Miscellaneous Search Options' (Previous School, School Code, SEN Register), 'Specific Pupil Details' (School ID, Gender, Birth), 'School Information' (Admission Year, Year Group, Boarding House, Academic House, Form, School Status), and 'Further School Information' (Pastoral Tutor, School Division).

The top tabs of this page allow you to browse through other parts of the Pupil Manager modules but for now all you need to be interested in is the **Current Pupils Tab**



The other tabs will be covered in future guides

# Pupil Search

The **Pupil Search** in **Pupil Manager** is very powerful. You can search and group pupils by any criteria you can think of. The downside of this is that there is a lot to take in at first so we will start with just the basics and from there you will have to play around with the more advanced features.

## Custom Search



This is the default search when you load the module. It has a lot of advanced options and allows you to filter pupils based on many different criteria.

1. Basic Search - Simply fill out any of the fields that you want to search by, for example you can enter a surname, address, year group, pastoral tutor etc...

The screenshot shows the 'Pupil Search' interface with the following sections:

- Basic** (selected tab), Academic, Activities, Custom Groups, Multiple View, Custom View, Query Builder, Saved
- Pupil Search** (title) with a subtitle: "Displayed below are various search criteria available to find pupils."
- General Details:**
  - Forename: [text input]
  - Surname: [text input]
  - Preferred Name: [text input]
- Specific Pupil Details:**
  - School ID: [text input]
  - Gender:  Male  Female
  - Birth: [text input] Month [dropdown] [text input]
- Contact Information:**
  - Forename: [text input]
  - Surname: [text input]
  - Address 1/2/3: [text input]
  - Town/Country: [text input]
  - Postcode: [text input]
  - Country: [text input]
- School Information:**
  - Admission Year: [dropdown: Select School Year]
  - Year Group: [dropdown: Select Year Group]
  - Boarding House: [dropdown: Select a Boarding House]
  - Academic House: [dropdown: Select an Academic House]
  - Form: [dropdown: Select a Form]
  - School Status: [dropdown: Select a School Status]
- Miscellaneous Search Options:**
  - Previous School: [text input]
  - School Code: [text input]
  - SEN Register:
- Further School Information:**
  - Pastoral Tutor: [dropdown: Select a Tutor]
  - School Division: [dropdown: Select a Division]
- Search Options:**
  - Include Applicants  Include Past Pupils
  - [Reload Form button]
- Search Buttons:**
  - [Save & Search button]
  - [Search button]

2. Click on **Search** to view the pupils related to your query.
3. If you wish to experiment more you can make your way through the tabs at the top to familiarise yourself with the advanced options.

## Quick Searches



Quick Searches allow you to quickly view all pupils by Surname Initial, Year Group or House.

1. Click on the type of quick Search you want to perform

**Surname**

### iSAMS Pupil Search Options - Surname

Below are displayed all the search option results available to you to find students. Just click on the object name or the icon by the search object.

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		

**Year Group**

### iSAMS Pupil Search Options - Year Group

Below are displayed all the search option results available to you to find students. Just click on the object name or the icon by the search object.

Little Acorns (-1)	Acorns Reception (0)	Acorns 1 (1)	Acorns 2 (2)	J3 (3)	J4 (4)	J5 (5)
J6 (6)	Year 7 (7)	Year 8 (8)	Year 9 (9)	Year 10 (10)	Year 11 (11)	Lower Sixth (12)
Upper Sixth (13)						

**Boarding House**

### iSAMS Pupil Search Options - Boarding House

Below are displayed all the search option results available to you to find students. Just click on the object name or the icon by the search object.

Bartlett House (BART)	Berkley (BERK)	Lynmouth (LYN)	Sanderson (SAN001)
Sixth Form Centre (6FC)			

2. Click on the **Letter**, **Year** or **Boarding house** that you are interested in.

## Search Results

Once you have your search results you will have a screen similar to the one below:

Back to Criteria | P/S - 25 | Group by | 437 Results - Page: 1 of 18. | Selected Pupils

| <input type="checkbox"/> Pupil's Name (Pre Name)                                      | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Acharya, Dhaara Lakshmi Mehoal (Dhaara)                      | <input type="checkbox"/> |
| <input type="checkbox"/> Acharya, Kaajal Devi (Kaajal)                                | <input type="checkbox"/> |
| <input type="checkbox"/> Adetola, Tia Olwafolakemi Oluwatamilore Telemabo Aduke (Tia) | <input type="checkbox"/> |
| <input type="checkbox"/> Adetola, Titilayo Toni Tarila Temiloluwa Tiwalola (Titilayo) | <input type="checkbox"/> |
| <input type="checkbox"/> Agarwal, Shivana Manoj (Shivana)                             | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmadu, Aisha  | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmadu, Safinatu   | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmed, Afreena May (Afreena)                                 | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmed, Inaaya Mir (Inaaya)                                   | <input type="checkbox"/> |
| <input type="checkbox"/> Akum Lum Santo, Zoe Marie Christianne (Zoe)                  | <input type="checkbox"/> |
| <input type="checkbox"/> Al-Jibouri, Sarah Francine Stocker (Sarah)                   | <input type="checkbox"/> |
| <input type="checkbox"/> Allan, Christina Ellen (Christina)                           | <input type="checkbox"/> |
| <input type="checkbox"/> Allan, Sarina Valsala (Sarina)                               | <input type="checkbox"/> |
| <input type="checkbox"/> Allen, Georgia Charlotte Lily (Georgia)                      | <input type="checkbox"/> |
| <input type="checkbox"/> Ambrose, Beatrice Cecily Grace (Beatrice)                    | <input type="checkbox"/> |
| <input type="checkbox"/> Ambrose, Elizabeth Flora Helen (Elizabeth)                   | <input type="checkbox"/> |
| <input type="checkbox"/> Ames, Piala Meta (Piala)                                     | <input type="checkbox"/> |
| <input type="checkbox"/> Amirfeyz, Heeva  | <input type="checkbox"/> |
| <input type="checkbox"/> Amirfeyz, Nikki  | <input type="checkbox"/> |
| <input type="checkbox"/> Ankunda, Michelle  | <input type="checkbox"/> |
| <input type="checkbox"/> Awosika, Oyindamola Ayobolanle (Oyinda)                      | <input type="checkbox"/> |
| <input type="checkbox"/> Bahl, Anisha   | <input type="checkbox"/> |
| <input type="checkbox"/> Bahl, Riana  | <input type="checkbox"/> |
| <input type="checkbox"/> Bailey, Maia Catherine (Maia)                                | <input type="checkbox"/> |
| <input type="checkbox"/> Baldwin, Victoria Isabel (Victoria)                          | <input type="checkbox"/> |

Filters | Jump: 1 2 3 4 | Back | 1 to 25 of 437 [18 Pages] | Next

The icons next to each pupil allow you to view or perform the following tasks:

Icon	Explanation
	See the <b>pupils nationality</b>
	Quickly view the <b>pupils contacts</b> such as <b>parents</b> and <b>guardians</b>
	The pupil has a <b>medical flag</b> . Hover over to view <b>basic Medical Notes</b>
	The pupil has an <b>SEND, AGT</b> or <b>EAL Flag</b> . Click to view more details.
	Send an <b>email</b> to the <b>pupil</b> using <b>Outlook</b>
	View the <b>Pupils Timetable</b>
	View a pupils basic contacts information: <b>Email</b> and <b>Mobile Number</b>
	View the Pupils <b>Family Tree</b>

Click on a pupil to view their full profile.

# Pupil Manager

This is the big brother to Pupil Profiles. It allows a large amount of management and editing of Pupil information but has much less focus on Academic information. Most notably you can:

- Perform **Bulk tasks** on a group of pupils such as **emailing**, **exporting** reports, **printing labels** and performing **mail merges**.
- Perform more **advance filtering** and searches
- **Edit pupil** information and contacts
- View **scholarships** and **Census Data**
- View **Documents & Files**

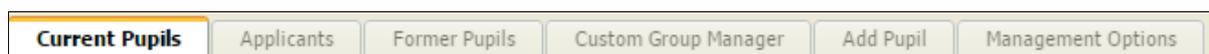
Open the module using the module bar on the left hand side of iSAMS



The opening screen is shown below:

The screenshot shows the Pupil Manager software interface. At the top, there's a title bar 'Pupil Manager' with standard window controls. Below it is a navigation bar with tabs: 'Current Pupils' (highlighted), 'Applicants', 'Former Pupils', 'Custom Group Manager', 'Add Pupil', and 'Management Options'. Underneath is a search bar with 'Custom Search' and a magnifying glass icon, followed by filters for 'Surname', 'Year Group', 'House', 'Reports', 'Templates', and 'Statistics'. A 'New Search' button is also present. The main content area has a 'Basic' tab selected, with other tabs like 'Academic', 'Activities', 'Custom Groups', 'Multiple View', 'Custom View', 'Query Builder', and 'Saved'. The 'Pupil Search' section is active, displaying a message: 'Displayed below are various search criteria available to find pupils.' The search criteria are organized into several sections: 'General Details' (Forename, Surname, Preferred Name), 'Contact Information' (Forename, Surname, Address 1/2/3, Town/County, Postcode, Country), 'Miscellaneous Search Options' (Previous School, School Code, SEN Register), 'Specific Pupil Details' (School ID, Gender, Birth), 'School Information' (Admission Year, Year Group, Boarding House, Academic House, Form, School Status), and 'Further School Information' (Pastoral Tutor, School Division). Each field is represented by a text input box or a dropdown menu.

The top tabs of this page allow you to browse through other parts of the Pupil Manager modules but for now all you need to be interested in is the **Current Pupils Tab**



The other tabs will be covered in future guides

# Pupil Search

The **Pupil Search** in **Pupil Manager** is very powerful. You can search and group pupils by any criteria you can think of. The downside of this is that there is a lot to take in at first so we will start with just the basics and from there you will have to play around with the more advanced features.

## Custom Search



This is the default search when you load the module. It has a lot of advanced options and allows you to filter pupils based on many different criteria.

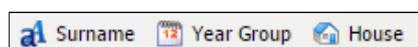
1. Basic Search - Simply fill out any of the fields that you want to search by, for example you can enter a surname, address, year group, pastoral tutor etc...

The screenshot shows the 'Pupil Search' interface with the following sections:

- Basic** (selected tab), Academic, Activities, Custom Groups, Multiple View, Custom View, Query Builder, Saved
- Pupil Search** (title) with a subtitle: "Displayed below are various search criteria available to find pupils."
- General Details:**
  - Forename: [text input]
  - Surname: [text input]
  - Preferred Name: [text input]
- Specific Pupil Details:**
  - School ID: [text input]
  - Gender:  Male  Female
  - Birth: [text input] Month [dropdown] [text input]
- Contact Information:**
  - Forename: [text input]
  - Surname: [text input]
  - Address 1/2/3: [text input]
  - Town/Country: [text input]
  - Postcode: [text input]
  - Country: [text input]
- School Information:**
  - Admission Year: [dropdown: Select School Year]
  - Year Group: [dropdown: Select Year Group]
  - Boarding House: [dropdown: Select a Boarding House]
  - Academic House: [dropdown: Select an Academic House]
  - Form: [dropdown: Select a Form]
  - School Status: [dropdown: Select a School Status]
- Miscellaneous Search Options:**
  - Previous School: [text input]
  - School Code: [text input]
  - SEN Register:
- Further School Information:**
  - Pastoral Tutor: [dropdown: Select a Tutor]
  - School Division: [dropdown: Select a Division]
- Search Options:**
  - Include Applicants  Include Past Pupils
  - [Reload Form button]
- Search Buttons:**
  - [Save & Search button]
  - [Search button]

2. Click on **Search** to view the pupils related to your query.
3. If you wish to experiment more you can make your way through the tabs at the top to familiarise yourself with the advanced options.

## Quick Searches



Quick Searches allow you to quickly view all pupils by Surname Initial, Year Group or House.

1. Click on the type of quick Search you want to perform

**Surname**

### iSAMS Pupil Search Options - Surname

Below are displayed all the search option results available to you to find students. Just click on the object name or the icon by the search object.

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		

**Year Group**

### iSAMS Pupil Search Options - Year Group

Below are displayed all the search option results available to you to find students. Just click on the object name or the icon by the search object.

Little Acorns (-1)	Acorns Reception (0)	Acorns 1 (1)	Acorns 2 (2)	J3 (3)	J4 (4)	J5 (5)
J6 (6)	Year 7 (7)	Year 8 (8)	Year 9 (9)	Year 10 (10)	Year 11 (11)	Lower Sixth (12)
Upper Sixth (13)						

**Boarding House**

### iSAMS Pupil Search Options - Boarding House

Below are displayed all the search option results available to you to find students. Just click on the object name or the icon by the search object.

Bartlett House (BART)	Berkley (BERK)	Lynmouth (LYN)	Sanderson (SAN001)
Sixth Form Centre (6FC)			

2. Click on the **Letter**, **Year** or **Boarding house** that you are interested in.

## Search Results

Once you have your search results you will have a screen simaler to the one below:

Back to Criteria | P/S - 25 | Group by | 437 Results - Page: 1 of 18. | Selected Pupils

| <input type="checkbox"/> Pupil's Name (Pre Name)                                      | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Acharya, Dhaara Lakshmi Mehoor (Dhaara)                      | <input type="checkbox"/> |
| <input type="checkbox"/> Acharya, Kaajal Devi (Kaajal)                                | <input type="checkbox"/> |
| <input type="checkbox"/> Adetola, Tia Olwafolakemi Oluwatamilore Telemabo Aduke (Tia) | <input type="checkbox"/> |
| <input type="checkbox"/> Adetola, Titilayo Toni Tarila Temiloluwa Tiwalola (Titilayo) | <input type="checkbox"/> |
| <input type="checkbox"/> Agarwal, Shivana Manoj (Shivana)                             | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmadu, Aisha  | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmadu, Safinatu   | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmed, Afreena May (Afreena)                                 | <input type="checkbox"/> |
| <input type="checkbox"/> Ahmed, Inaaya Mir (Inaaya)                                   | <input type="checkbox"/> |
| <input type="checkbox"/> Akum Lum Santo, Zoe Marie Christianne (Zoe)                  | <input type="checkbox"/> |
| <input type="checkbox"/> Al-Jibouri, Sarah Francine Stocker (Sarah)                   | <input type="checkbox"/> |
| <input type="checkbox"/> Allan, Christina Ellen (Christina)                           | <input type="checkbox"/> |
| <input type="checkbox"/> Allan, Sarina Valsala (Sarina)                               | <input type="checkbox"/> |
| <input type="checkbox"/> Allen, Georgia Charlotte Lily (Georgia)                      | <input type="checkbox"/> |
| <input type="checkbox"/> Ambrose, Beatrice Cecily Grace (Beatrice)                    | <input type="checkbox"/> |
| <input type="checkbox"/> Ambrose, Elizabeth Flora Helen (Elizabeth)                   | <input type="checkbox"/> |
| <input type="checkbox"/> Ames, Piala Meta (Piala)                                     | <input type="checkbox"/> |
| <input type="checkbox"/> Amirfeyz, Heeva  | <input type="checkbox"/> |
| <input type="checkbox"/> Amirfeyz, Nikki  | <input type="checkbox"/> |
| <input type="checkbox"/> Ankunda, Michelle  | <input type="checkbox"/> |
| <input type="checkbox"/> Awosika, Oyindamola Ayobolanle (Oyinda)                      | <input type="checkbox"/> |
| <input type="checkbox"/> Bahl, Anisha   | <input type="checkbox"/> |
| <input type="checkbox"/> Bahl, Riana  | <input type="checkbox"/> |
| <input type="checkbox"/> Bailey, Maia Catherine (Maia)                                | <input type="checkbox"/> |
| <input type="checkbox"/> Baldwin, Victoria Isabel (Victoria)                          | <input type="checkbox"/> |

Filters | Jump: 1 2 3 4 | Back | 1 to 25 of 437 [18 Pages] | Next

The icons next to each pupil allow you to view or perform the following tasks:

Icon	Explanation
	See the <b>pupils nationality</b>
	Quickly view the <b>pupils contacts</b> such as <b>parents</b> and <b>guardians</b>
	The pupil has a <b>medical flag</b> . Hover over to view <b>basic Medical Notes</b>
	The pupil has an <b>SEND, AGT</b> or <b>EAL Flag</b> . Click to view more details.
	Send an <b>email</b> to the <b>pupil</b> using <b>Outlook</b>
	View the <b>Pupils Timetable</b>
	View a pupils basic contacts information: <b>Email</b> and <b>Mobile Number</b>
	View the Pupils <b>Family Tree</b>

Click on a pupil to view their full profile.

# School Reports - Entry

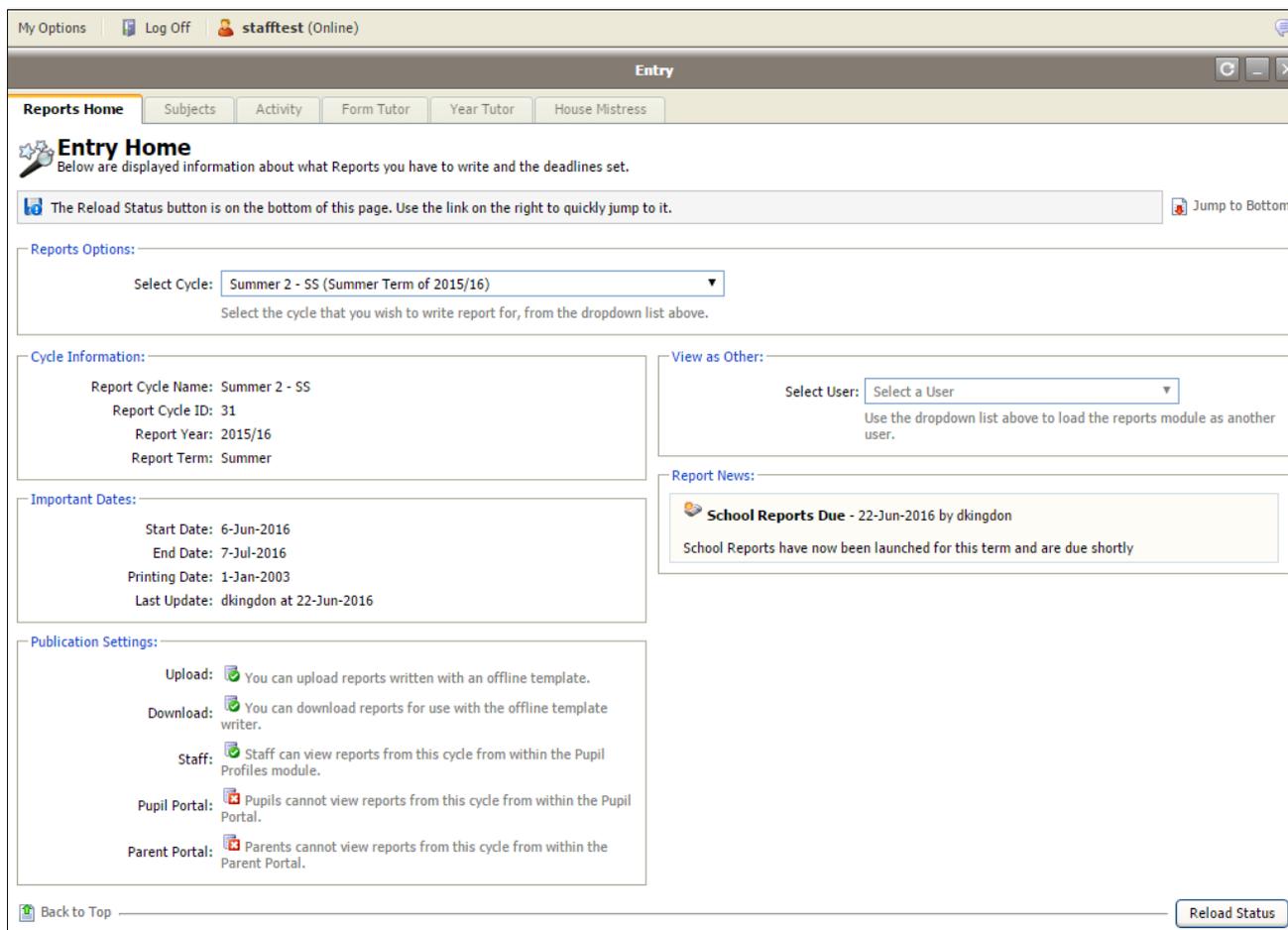
The **School Reports Entry** module allows staff to enter and review all **School Reports** data required for producing academic reports.

This guide will cover the basics needed to find, enter and review school reports.

1. Launch the module from the **Modules bar** in the left hand side of **your desktop** under the heading **School Reports**:



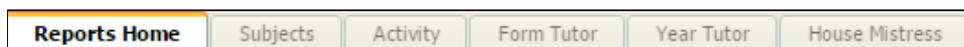
An example of the first screen is shown below:



Most of the information on this page is fairly self explanatory. You can view the important dates for the **Selected Cycle** and any **Report News** will be shown on the right hand side.

2. Make sure you have the correct cycle selected under **Select Cycle**. This should always default to the current report cycle and there will normally be only one option.

3. Click on one of the tabs at the top to view any reports that you are required to fill for that roll:



- **Subjects** - Reports for which you are a subject teacher
- **Activity** - Reports for any activities, trips & peripatetic lessons that you may teach.
- **Form Tutor** - Reports for you Form
- **Year Tutor** - Reports required as a pastoral head/head of year.
- **Housemistress** - reports from housemistress's

Once you have clicked on a tab you will see a screen like the one shown below:

Reports Home **Subjects** Activity Form Tutor Year Tutor House Mistress

## Subjects Reports (2 Subjects) - Summer 2 - SS

Below are listed all of the Subjects that you are a registered teacher for. Simply click on the Subject Name to load the Form and Sets where you are their allocated Teacher.

Overview **Physics** Science Download Upload

Click on the **Subject Name** below or use the tabs above to load the Form or Sets within that Subject.

<b>Physics</b>	0	<div style="width: 0%; border: 1px solid black; height: 15px;"></div>	37
		37	
<b>Science</b>	0	<div style="width: 0%; border: 1px solid black; height: 15px;"></div>	31
		31	

The bars show your current progress through the reports required in that area. As you mark reports as complete the bars will fill up. The numbers to the right indicate how many reports you have left to do and that number underneath is the total number of reports.

4. Click on a subject to view the sets for that subject:

Reports Home **Subjects** Activity Form Tutor Year Tutor House Mistress

## Subject Sets & Forms - Summer 2 - SS

Below are displayed all of the sets and forms for this subject where you are the registered teacher.

Overview **Physics** Science

### Physics Sets & Forms

Below are listed all of the sets and forms available for this subject.

Click on the **Set/Form Name** below to load pupils registered for this Form or Set.

<b>Physics Set - 9 - (9Y/PHY)</b>	0	<div style="width: 0%; border: 1px solid black; height: 15px;"></div>	15
		15	
<b>Physics Set - 10 - (10C/PHYR)</b>	0	<div style="width: 0%; border: 1px solid black; height: 15px;"></div>	12
		12	
<b>Physics Set - 12 - (12C/PHYD)</b>	0	<div style="width: 0%; border: 1px solid black; height: 15px;"></div>	10
		10	

5. Click on a Set to view that sets reports:

Overview		Physics		9Y/PHY		10C/PHYR		12C/PHYD			
To write a report simply click on the <b>Pupil's Name</b> , in bold or double click on the Pupils row.										Load Print Preview of All	
Pupil's Name (Pre Name)	★	Stage			Form	Tutor	Academic House	Boarding House	Year	DOB (Age)	
BATALOVIC, Sofia Zoe (Sofia) - <b>Incomplete (V1)</b>	-				09Y	FW	Rendall	-	9 (9)	18-Mar-2002 (14)	
CANELA, Maria de las Mercedes (Meme) - <b>Complete (Printable) (V1)</b>					09Y	FW	Rendall	Lynmouth	9 (9)	17-Oct-2002 (13)	
DEASY, Alice Rose (Alice)	-				09Y	FW	Murray	Berkley	9 (9)	20-Nov-2001 (14)	
EBLE, Nadine Elizabeth (Nadine)	-				09Y	FW	Webb-Johnson	Lynmouth	9 (9)	16-May-2002 (14)	
FINCH, Daisy Alice (Daisy)	-				09Y	FW	Burke	-	9 (9)	16-Feb-2002 (14)	
MITRI, Charlotte Adele (Charlotte)	-				09Y	FW	Murray	-	9 (9)	8-Mar-2002 (14)	
OGBOGBO, Ijeoma	★				09Y	FW	Murray	-	9 (9)	28-Nov-2001 (14)	
PEPWORTH, Freya Rose (Freya)	-				09Y	FW	Rendall	-	9 (9)	1-May-2002 (14)	
PETERS, Darcie Gabrielle (Darcie)	-				09Y	FW	Burke	-	9 (9)	20-Jun-2002 (14)	
TONG, Yuen Man	-				09Y	FW	Murray	Berkley	9 (9)	26-Apr-2002 (14)	
WERHAHN, Rebecca Caroline Elena Maide (Rebecca)	-				09Y	FW	Webb-Johnson	Berkley	9 (9)	12-Mar-2002 (14)	
WONG, Sze Ching (Jasmine)	-				09Y	FW	Rendall	Berkley	9 (9)	6-Jul-2002 (13)	
YAKOVITSEVA, Olivia Olegovna (Olivia)	-				09Y	FW	Rendall	Berkley	9 (9)	3-May-2001 (15)	
YU, Wing Ching Bridget (Bridget)	-				09Y	FW	Burke	Lynmouth	9 (9)	5-Jul-2001 (14)	
ZAKHAROVA, Anna	-				09Y	FW	Baker	Lynmouth	9 (9)	20-Feb-2001 (15)	

0%  100% New (Not Started) Incomplete Complete

Each report can be in one of three stages:

Stage	Explanation
 <b>New</b>	A new report that has not yet had any information entered.
 <b>Incomplete</b>	A report that has been started but is not ready finalised and ready for printing/publishing
 <b>Complete</b>	A report that is ready to be printed/published

You can click on the  Previous Reports icon to load a page with the pupils previous report data.

The bottom of the page shows your current progress with this set of reports.

6. Click on a pupil to open that report. An example is shown below:

Save & Close Save & Back Save & Next Close Window a1 Statement Bank Spell Check

## Write Report for DEASY, Alice Rose (Alice)

Use the form and options below to write a Report for DEASY, Alice Rose (Alice).

**Grading Options - (2)**

Effort:  Attainment:

**Results Options - (2)**

Exam %:  Exam Paper Avg %:

**Comment Options - (1)**

Teachers Comments:

This comment has a **recommendation** of 550 characters. You have typed: 0 characters. Do **NOT** put your Initials or Name as this is done automatically. **expand**

Incomplete  Complete

7. Enter the required information for this report. The three main inputs required from staff are as follows:

- **Grading Options** - Any grading elements that are required for this report. Some options may have defaults already set.
- **Results Options** - Any exam results or averages where required.
- **Comment Options** - The main report text. Note that the text boxes will have different limits or recommendations of how many characters are required for this report.

8. Once you have finished entering your report. Choose the appropriate status at the bottom of the page. **DO NOT** Mark as complete unless you are absolutely sure it is ready for review by the rest of the reporting process

Incomplete  Complete

9. Click on either of the following to save or cancel the report:

- **Save & Close** - Save the report and go back to the class/set list view.
- **Save & Back** - Save the report and go back to the previous report.
- **Save & Next** - Save the report and go to the next report.
- **Close Window** - Discard any changes and go back to the class/set list view.

10. When saving a report as complete iSAMS will automatically launch the built in spell checker if it finds any errors as shown below:

Not Found in Dictionary:

**asdasd**

Ignore Once

Ignore All

Add to Dictionary

Suggestions:

- asides
- acids
- acid's
- assets
- azotised

Dictionary language: English (UK)

Check grammar

Options... Undo Done

11. Once the spell check is complete the report will now be marked as **complete**.

## Reviewing Reports

If you are lucky enough to be a Form Tutor, Pastoral Head or Housemistress then you will also be required to review reports made by other teachers before you.

The process is the same as entering reports but you will also see the rest of a Pupils reports when entering in your own. An example is shown below:

Save & Close Save & Back Save & Next Close Window Statement Bank Spell Check

**Write Report for BROWN, Maddison Hope (Maddison)** - Template: SS - Review - Comments 500

Use the form and options below to write a Report for **BROWN, Maddison Hope (Maddison)**.

**BROWN, Maddison Hope (Maddison) Report - Term** 1 Report(s)

SCIENCE (8A/SCI) Effort: 0  
 By: vgold sack Attainment: A  
 22 Jun '16 [13:24] Exam %: 23  
 Exam Paper Avg %: 23  
 Teachers Comments: sdfsd

Un-Flag Edit

Previous Comments 0 Cycles

Current Comments

Comment Options - (1)

Comments:

This Comment is **Required** and is **limited** to 500 characters. You have typed: 0 characters. Do **NOT** put your Initials or Name as this is done automatically. expand

Incomplete Complete

As you can see at the top of the report we can view other teachers grades and comments that have already been entered. To make a correction click on the **Edit** button to change any of the text in the report.

Comment Options:

Teachers Comments: sdfsd

This comment has a **recommendation** of 550 characters. You have typed: 8 characters. **expand** 



Once you have made the necessary amendments and entered in your own comments (if required) you can mark the report as complete and save.

# iSAMS Online Manual (Frog)

The screenshot shows the iSAMS Online Manual interface. At the top, the title 'ISAMS ONLINE MANUAL' is displayed in white on a blue background. Below the title are five navigation tabs: 'Getting Started', 'Wizards', 'Modules', 'Procedures', and 'FAQ'. On the left side, there is a vertical sidebar with a list of links: 'What is iSAMS?', 'How to Log on', 'How To Log Off', 'Your Desktop', 'Panel Bar', 'Top Toolbar', 'My School Timetable', and 'My Calendar'. The main content area is titled 'Introduction' and contains the following text: 'Welcome to the online iSAMS Manual. This guide will contain as much information as possible to allow Staff to get the most out of the new system and provide detailed instructions on more complex procedures.' Below this, it says: 'Use the links at the top to browse through the various sections and the links on the left for each subsection. Remember to visit the **Coming from PASS** section if you are used to using PASS as it will guide you through how to do things differently now we have iSAMS.' To the right of the 'Introduction' text, there is a red button labeled 'Launch iSAMS' with the URL 'isams.badmintonschool.co.uk'. Below the button, there is a section titled 'Training' with the text: 'Custom training is available for anyone who would like it. We can offer group workshops, 1-1's. Please email Network Services if you wish'. In the top right corner of the page, there is a circular logo with a tree and the Latin motto 'PRO OMNIBUS QUISQUE'.

Everything in this guide and much more is available online.

You can access the manual through the frog homepage, a shortcut that will be on staff desktops soon, or by using the following url: <https://frog.badmintonschool.co.uk/frogos/isams> (<https://frog.badmintonschool.co.uk/frogos/isams>)

The manual contains the following sections:

## **Getting Started**

Guides related to users who are new to iSAMS and need help with the basic interface and concepts

## **Wizards**

Guides on each of the Wizards in the wizard bar on the right hand side of iSAMS

## **Modules**

Guides and explanations of each of the important modules in iSAMS. This is still a work in progress and many modules have not yet been populated with guides.

## **Procedures**

This section will document each of the important procedures that interact with iSAMS and link to the relevant guides elsewhere. Still a work in progress as we finalise things.

## **FAQ**

Standard FAQ with links to appropriate guides