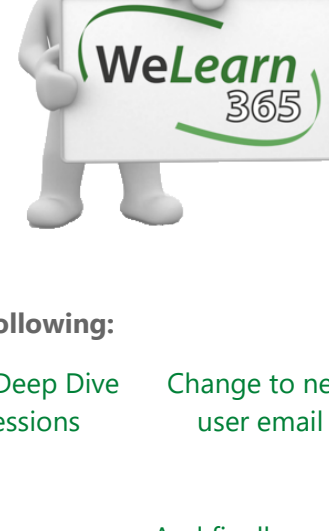


3rd October, 2024 - Vol 39

Welcome

Welcome to our latest newsletter. It will contain important updates and useful information about your ICT provision.



In the rest of this issue we include the following:

- Autumn School Census
- MIDAS Training Videos
- Workforce Census Workshop
- MIS Deep Dive Sessions
- Change to new user email
- Website Update
- Focus on Feedback
- Stats
- And finally ...

Reminder Today is School Census Day

We're sure that you haven't forgotten that today, Thursday 3rd October, is School Census Day.

The census ebook can be found on our new MIDAS Documentation website. Short tutorial videos about how to manage census statutory tables are also available on this site. <https://bit.ly/midasdocumentation>

Secondary schools, please find separate documentation for Post 16 census requirements.

If you are a non we-learn school, please fill in this quick form in order to be given access to the site for all of the team's future documentation: <https://forms.office.com/e/z4jm2L2G84> (note that access will not be immediate, but we'll get to it as quickly as possible!)

~ Heather Tzemis, Senior MIS Support Officer

MIDAS Training Videos Featured topic of the week

Our new online training content is now live and available to all MIDAS subscribers!

This week's featured topic is [SIMS Essentials>Add New User and Reset SIMS Password](#)

These videos will help you to use System Manager to create a new user within SIMS and to reset a user's SIMS password. This is something that we often get calls about on the Service Desk

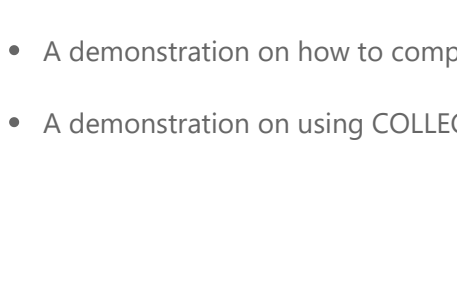
Accessible via the Training Videos button on bit.ly/midasdocumentation all staff in school now have access to video tutorials that can be accessed at a time to suit them. This new format for free training gives you the opportunity to watch particular videos as many times as necessary, skip videos you don't need assistance with or that aren't relevant to your role, revisit content if you haven't covered it for a while, and have more control over the training you need.

If you are a non we-learn school and a MIDAS subscriber, please fill in this quick form in order to be given access to the site for all of the team's future documentation: <https://forms.office.com/e/z4jm2L2G84> (note that access will not be immediate, but we'll get to it as quickly as possible!)

Please note that all paid for courses will currently continue to run in the same way - with online teacher led courses run via Teams, and can be booked at <https://www.ictds.org/sims-training-courses>.

~ Hannah Buist, Team Manager Applications Support

School Workforce Census Workshop Wednesday 9th October at 10am



Wednesday 9th Oct 2024

New users and existing users of SIMS are invited to attend the School Workforce Census workshop which is being held at 10am on Wednesday 9th October. Please see our website to register your place - [SIMS Training \(ictds.org\)](https://forms.office.com/e/z4jm2L2G84)

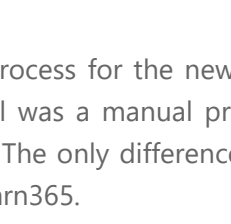
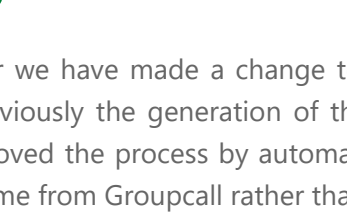
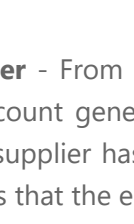
This workshop will be delivered via TEAMS.

What is the workshop for?

- To prepare schools for the DfE statutory School Workforce Census on 7th November 2024.
- To explain which staff members are in scope
- To demonstrate which data items will be collected
- A demonstration on how to complete the fields in SIMS .net
- A demonstration on using COLLECT website to upload your file

~ Yvonne Callaghan, Senior MIS Support Officer

MIS Deep Dive Sessions



If you are a MIDAS SIMS subscriber you will have received an email from us on Monday 23rd September containing full details of the forthcoming MIS Deep Dive Sessions that will be hosted by the three established MIS providers that we currently work with - ESS, Arbor and Bromcom. If you have not received this email please let us know by emailing us at ictdsnews@welearn365.com.

With a significant number of Warwickshire schools in the final year of a contract with ESS, providers of SIMS, we recommend that schools spend some time researching the options for the procurement of an MIS system, in line with public procurement regulations and these sessions will help you with that.

With most MIS providers moving to deliver their software from a cloud platform, it is important for schools to start considering the options for future MIS provision. This is particularly important if you are nearing the end of your existing contract. If you have a number of years left to run on your contract, allowing adequate time to research the options available will support you to make an informed decision about your future MIS provision.

~ Hannah Buist, Team Manager Applications Support

Reminder Change to new user email

Reminder - From 1st October we have made a change to the process for the new user email generation. Previously the generation of the email was a manual process but our supplier has now improved the process by automating it. The only difference you will see is that the email will come from Groupcall rather than welearn365.

You will still access the spreadsheets as before as you do now.. The password is the 4-digit dfe number as before. Please see below an example of the email that will be sent:

From: Groupcall Xporter on Demand <xodlive@groupcallalert.com>
Sent: 07 August 2024 12:56
Subject: Credentials for new users
Body: Newly created user credentials for (School Name) - Welearn365AD

~ Sunny Assi, Cloud Application Support Officer

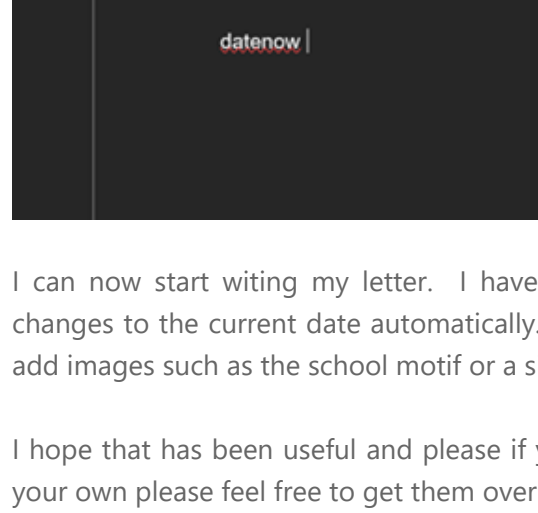
ICTDS Website Update

Work is still progressing on giving the [ICTDS website](https://www.ictds.org) a much-needed refresh and we will share another update once we have it.

As the site is for schools, we would really appreciate some input on what you would like to see - any ideas and suggestions would be most welcome. [Please email us with your suggestions.](mailto:ictds@welearn365.com)

~ Pez Demetriou, Team Manager Service Delivery

Technical Handy Hints and Tips Using Auto Correct in Microsoft Word

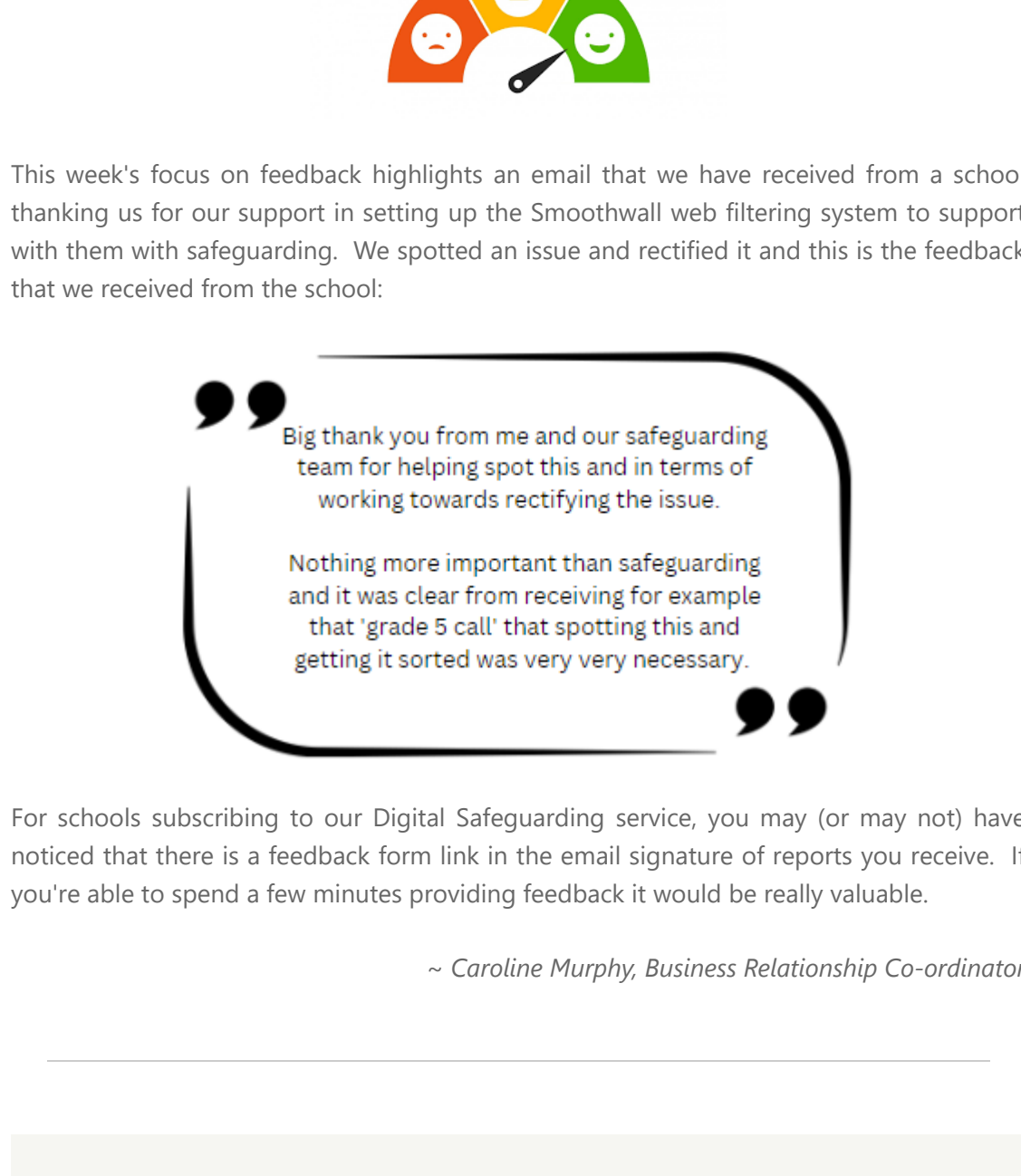


Welcome to the second instalment of our new section in our Newsletter, Technical Handy Hints and Tips. We are hoping that we can share some of our hints and tips to make your devices and network run more smoothly.

We are always open to receiving hints and tips of your own, so please feel free to get them over to us by [sending them via this link.](mailto:ictds@welearn365.com)

Using Auto Correct in Microsoft Word

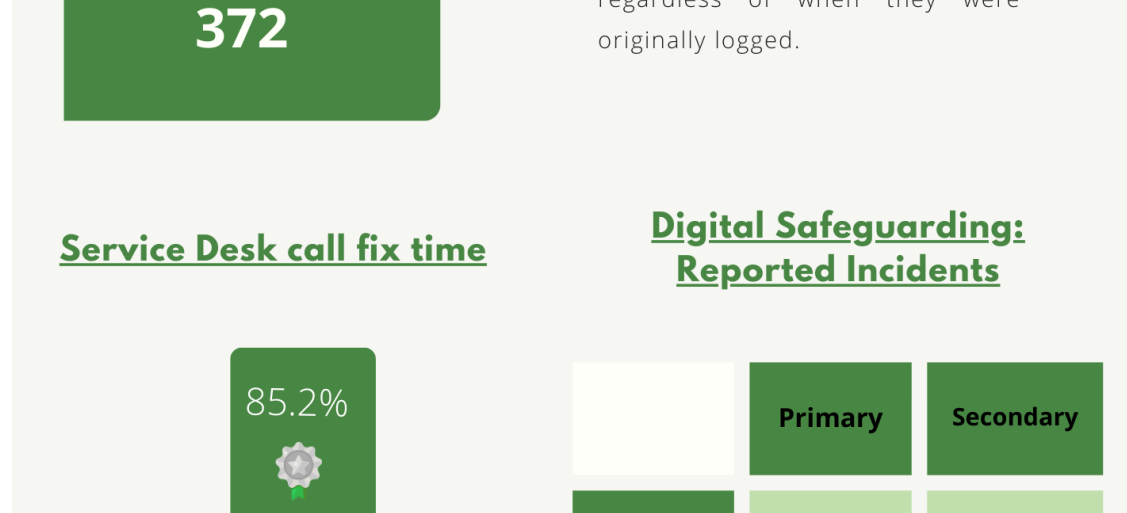
If you regularly use Word, there is an amazing feature that can save plenty of time when creating regular documents. Auto Correct can be used to create whole letters if you need it to. All you do is to open Auto Correct Menu in Word (Press Alt + T and then A), you should then see this:



From there you are limited only by what can be copy and pasted.

I use the Warwickshire County Council Letterhead from time to time, so I have an AutoCorrect for it.

I copied the contents of a blank letterhead that was previously created and added an entry called WCC_letterhead to the Autocorrect. Instead of needing to locate the template I simply type WCC_letterhead and the letterhead appears:

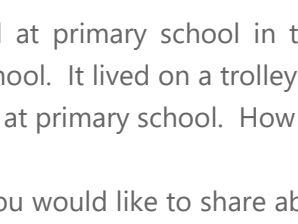


I can now start writing my letter. I have created an autocorrect what you can do, you can add images such as the school motif or a signature.

I hope that has been useful and please if you do have great time saving hints and tips of your own please feel free to get them over to us by [sending them via this link.](mailto:ictds@welearn365.com)

~ Pez Demetriou, Team Manager Service Delivery

Focus on Feedback



This week's focus on feedback highlights an email that we have received from a school thanking us for our support in setting up the Smoothwall web filtering system to support with them with safeguarding. We spotted an issue and rectified it and this is the feedback that we received from the school:

Big thank you from me and our safeguarding team for helping spot this and in terms of working towards rectifying the issue.

Nothing more important than safeguarding and it was clear from receiving for example that 'grade 5 call' that spotting this and getting it sorted was very necessary.

For schools subscribing to our Digital Safeguarding service, you may (or may not) have noticed that there is a feedback form link in the email signature of reports you receive. If you're able to spend a few minutes providing feedback it would be really valuable.

~ Caroline Murphy, Business Relationship Co-ordinator

Follow us on LinkedIn

YOUR FEEDBACK

We're really keen to hear about how you think we can improve our service. What could we do better? What do we not offer that you would like to see? If you have any comments or suggestions, please email ictdsfeedback@welearn365.com

To unsubscribe from our newsletter, click [here](#).



Computers were first used in schools in the late 1970's and early 1980's.

The government at the time introduced an initiative where they paid half the cost for a computer if the school paid the other half.

I remember when I was a child at primary school in the late 1970's, we had one BBC computer between the whole school. It lived on a trolley in the corridor and I got to go on it once the whole time that I was at primary school. How times have changed.

If you have any memories that you would like to share about the early use of computers in schools or examples of good practice in how you are now making use of ICT in the classroom I would be very pleased to hear from you. Please email me at ictdsnews@warwickshire.gov.uk.

~ Caroline Murphy, Business Relationship Co-ordinator