



Scheduled Maintenance from Thursday February 3rd, 2022


The SIMON Team will be performing scheduled maintenance **from Thursday, February 3rd** outside of school teaching hours. All SIMON schools will experience a brief outage of SIMON services during this time.

Thank you for your patience and understanding as we maintain support for your SIMON services.

Release 3.20.0.0



Update Overview



**Major Student Notes
Update**



**Victorian
Curriculum EAL
5 Point Scale**



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Lesson Plans**



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Contacts
Update**



**General
Optimisations &
Improvements**


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Major Student Notes Update

The new academic year sees the exciting release of the majorly updated Student Notes with all new functionality! Please see the new SIMON TV Playlist below and this email to learn how Student Notes can further assist your teaching, learning and pastoral workflows.


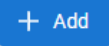












Emma Adams (1003) 

Year Level: **11**, Homeroom: **11G**, House: **Magenta**
Homeroom Teacher: Mrs Donna Kneale-Little



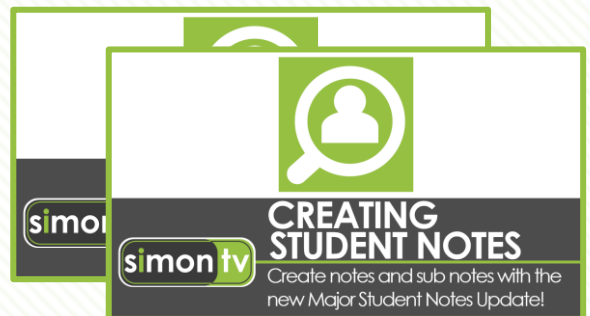
Student Notes Dashboard

 Export 

 1 All Important Notes View List 	 1 Broken / Damaged Laptop Record View List 	 2 Formal Communication View List 
 5 General View List 	 5 Wellbeing View List 	

NEW PLAYLIST!

[Click here to play now](#)



Read on to learn more...

 [Add New Student Note Interface](#)

 [Add New Student Sub Note](#)

 [Add New Student Note Interface Feature Descriptions](#)

 [Allow Notes to be Private](#)

 [Creating/Editing a Student Note Category](#)

 [Export Student Notes](#)



Add New Student Note Interface

Add New Student Note

Use expiry date

B *i* ☰ ☰ ☰ 🔗 ↶ ↷

Click here to start adding content

Characters : 0

Pasted images in note details may not be included in the student notes export.

Important Note
(Display in attendance rollmark)

NCCD Related

Anniversary Note

DOCUMENTS
+ Add

Document Name ^	Document Size
No data available	

NOTIFICATIONS
^

ROLES

Role

Deputy Principal

+

No data available

STAFF

Staff

Brodie, Kevin

+

No data available

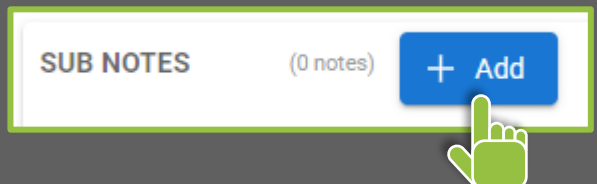
Close

Save



Add New Student Sub Note

For existing student notes that a user has unlocked access to (modify or remove access) it is possible to add additional sub notes. This is a great way of staying organised as new information and files that can be considered part of an ongoing subject matter can be seamlessly added to the original student note. Use the 'Add' option located at the bottom of an existing student note.





Add New Student Note Interface Feature Descriptions

- **Category:** Choose which category group the note is to be allocated to. This is configured by navigating to Student Profiles > Maintenance > Student Notes > Note Categories.
- **Access Type:** Create as a General Note or one as Pastoral Chain (Restricted).
- **Title:** The name of the note.
- **Entry Date:** Enter the date when the note is made visible.
- **Use Expiry Date:** Choose a date when the note is removed.
- **Content Entry:** Enter information using the interface that allows for formatting, hyperlinking and image input.
- **Important Note:** When enabled, this will flag the note and display on the Attendance Rollmark for the student.
- **NCCD Related:** If applied, this note will be flagged as part of the NCCD workflows.
- **Anniversary Note:** When utilised, the note will generate a recurring alert inside SIMON via the notification bell ahead of time for relevant viewers. The amount of days an alert is displayed ahead of an anniversary note can be configured by navigating to Student Profiles > Maintenance > Student Notes > Configuration.
- **Documents:** Using the 'Add' option, files can be uploaded and attached to the note.
- **Notifications:** Specific Roles and individual Staff can be notified of the existence of the newly created note. This allows for notes to not solely rely on the Pastoral Chain and specific Access Type categories to be viewable by required staff.



Allow Notes to be Private

It is possible to allow for private notes to be created, in which the note can only be viewed and edited by the note creator themselves. This option can be enabled by navigating to Student Profiles > Maintenance > Student Notes > Note Categories.

If enabled, the ability to choose a Private Note will be then selectable via the 'Access Type' dropdown menu when creating a new student note.

Student Note Configuration

Allow Notes To Be Private
(Allows private notes to be created which can then only be viewed / edited by the note creator)

Anniversary notes warning limit (...)
21

(Anniversary notes will be displayed as an alert this many days prior to the actual anniversary date)

Save



Creating/Editing a Student Note Category

A Student Note Category can be created or edited by navigating to Student Profiles > Maintenance > Student Notes > Note Categories. Use the 'Add' option or the 'Actions > Edit' selection to view the available options for a Student Note Category.

Edit

Description
 Academic or Subject Information

Enabled
 Is Welfare Category

Notifications ^

Email Class Teachers

Role

+ Add

No data available

Staff

+ Add

No data available

Pastoral Access ^

Allow Class Teacher To View Override Pastoral Access With Below Roles / Staff

!
Any specific role or staff access entered below will be in addition to the standard pastoral chain access.

Role Edit View

+ Add

No data available

Staff Edit View

+ Add

No data available

Cancel
Save

- **Description:** The name of the category.
- **Enabled:** Selectable as an active category.
- **Is Welfare Category:** Please note that only the staff assigned the **Student Welfare Coordinator** staff role will be notified for 'Eyes Only' notes. **When enabled, all other notification roles/staff specified above will be ignored for 'Eyes Only' notes.**
- **Notifications:** Email the current class teachers and selected roles/staff.
- **Pastoral Access:** Along with the ability to **Allow Class Teacher To View** notes within this category, it is possible to select **Override Pastoral Access With Below Roles/Staff**. Depending on the selection, any specific role or staff entered will either be **in addition to** or **replace** the standard pastoral chain access.



Export Student Notes

To export the notes attached to a student as a .zip file, navigate to the student’s profile and select ‘Student Notes’ from the side menu. At the Student Notes Dashboard, select the ‘Export’ option. It is important to note that any notes exported will adhere to the level of access and permissions to view of the user exporting.

Emma Adams (1003)

Year Level: **11**, Homeroom: **11G**, House: **Magenta**
 Homeroom Teacher: Mrs Donna Kneale-Little

Student Notes Dashboard Export + Add

- 1** All Important Notes View List
- 1** Broken / Damaged Laptop Record View List
- 2** Formal Communication View List
- 5** General View List
- 5** Wellbeing View List

Export Student Notes

CATEGORIES

- Broken / Damaged Laptop Record
- Formal Communication
- General
- Wellbeing

Date From: 18/01/2021 📅 Date To: 01/04/2022 📅

- Include sub-notes
- Include documents
- Include expired

Close Export

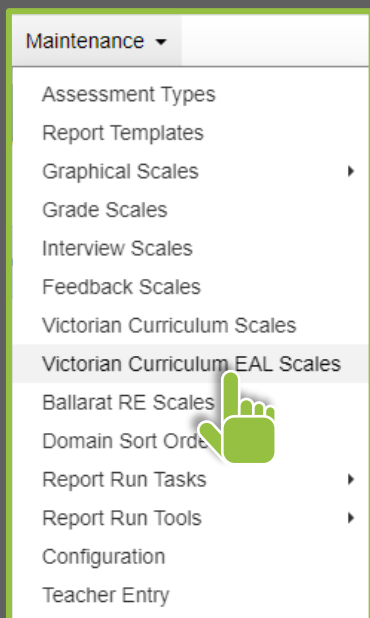
- **Categories:** Select the specific categories for notes to be exported from.
- **Date From/To:** Specify a date range to export notes from.
- **Include Sub Notes:** Export all sub notes attached for each student note.
- **Include Documents:** Include all attached documents/files for each student note.
- **Include Expired:** Include student notes that have since expired and no longer visible.

Victorian Curriculum EAL 5 Point Scale

As per the latest Victorian Curriculum Assessment and Reporting specifications, Victorian Curriculum English as an Additional Language report configurations now support the 5 point grade scale.

You can access the configuration of the scale by navigating to the **Main Menu > Student Assessment > Maintenance > Victorian Curriculum EAL Scales**.

Please note that in order to be able to Edit a Victorian Curriculum EAL Scale, one must be included in the selected Report Run.



Edit Existing Descriptive Scale

Scale Description

Well Above Standard	<input type="button" value="Edit"/>		<input type="button" value="Move Down"/>
Above Standard	<input type="button" value="Edit"/>	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>
At Standard	<input type="button" value="Edit"/>	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>
Below Standard	<input type="button" value="Edit"/>	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>
Well Below Standard	<input type="button" value="Edit"/>	<input type="button" value="Move Up"/>	

Access Type Update for Lesson Plans

When working with Lesson Plans, the type of access available for each Section is now more clearly defined.

For the below example, one section has been made available for students, parents and staff, while the other section has 'staff only' visibility.

Edit Classroom Lesson Plan Details Return

General Sections (2) Checkpoints (0) Criteria (0) Students (26) Extensions (0) Adjustments (0) Tasks (0)

Resources (2)

Show Section Content

Section Heading

Instructions

Teacher Notes (Staff Access Only)

Access
Students, Parents & Staff Remove
Staff Only Remove

Medical Contacts Update

Via the Student Profile, it is now possible to add additional medical contacts for a student. This function is available when selecting the 'Edit Details' option on the student's 'Medical Profile' page.

An 'Add contact' option will then appear. Selecting this option will allow entry for different types of contacts, which are then alphabetically ordered for display.

Medical Profile Details

- GENERAL
- CONTACTS
- MEDICAL CONDITIONS
- ALLERGIES
- MENTAL HEALTH
- PHYSICAL DISABILITY
- DEVELOPMENT DISORDER
- SURGICAL HISTORY
- MEDICATIONS
- CONSENT
- IMMUNISATION
- MEDICAL HISTORY
- OTHER
- UPDATE RECORD

BACK TO TOP ^

ADD Close Add

Contact Type: Please select

Name or Relationship:

Phone Numbers (at least one)

Home Phone:

Home Mobile:

Work Phone:

Work Mobile:

Name: Aunt Mae Phone: 5555555555555555

Close Add + Add contact



General Optimisations & Improvements

As work continues on new and exciting features, the SIMON Team are now ready to implement a number of general optimisations and consolidation measures based on the fantastic feedback from the SIMON Community. Thank you to each and everyone who got in contact to contribute their time and expertise!



Teacher Judgements Against Standards Export

- Data export now available via the interface for use with Melbourne Archdiocese Catholic Schools. As such, this export is only visible for MACS schools and found by navigating to Main Menu > Student Assessment > Data Import/Export > Export > Standards Achievement > TJAS Export.



PTI Notes on the NCCD Dashboard in a Student's Profile

- Staff with appropriate SIMON access are now able to view Parent Teacher Interview Notes from all runs where the student has featured. PTI Notes are present via the NCCD side-menu in a Student's Profile.
- Please note that a child must be flagged as NCCD via the Connect fields for this side menu item to be visible. Staff Category Access defines the availability of this page to staff. Depending on your schools Staff Category setup, access to non-teaching categories may need to be adjusted if required.

The screenshot displays the SIMON interface with a green sidebar on the left containing navigation options: Connect Fields, Co-Curricular, Communication, Social Behaviour, Student Notes, Attendance, Personal Learning Plan, Assessment Reports, NAPLAN, and NCCD. The main content area is divided into sections: Lesson Plans (Accelerated: 0, Adjusted: 1, Extended Activities: 0), PTI Notes (Parent/Student/Teacher Conferences [2021]: 4, Parent/Student/Teacher Conferences for all year levels over two nights - Wednesday 25th March & Wednesday 15th April [2020]: 2), History, and Cognitive (ended: 2nd Dec 2021). A green box highlights the PTI Notes section, and a green hand icon points to the '2' next to the second item.



Additional Student Digest Options

- Extending the options already available in the Student Digest, it is now possible to include 'Class Attendance percentage for semester' and 'Letters sent during digest period' for Student Attendance and Student Letters areas, respectively.

Digest Options: ?

Student Attendance

- Overall Attendance for semester
- Parent Notified Absences during digest period *
- Late to School Absences during digest period
- Leave Pass Absences during digest period
- Sick Pass Absences during digest period *
- Class Attendance percentage for semester



Student Letters

- Letters sent during digest period *



NCCD link for students in Rollmark

- An NCCD icon is now present for applicable students, linking to their Student Profile page.

	Present	Absent	Late to Class	Class	Today
Bayard, Kendra				88.71% (85.48% Complete)	1-U-U-U-U-U-U
8:50 AM - 8:59 AM	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>		

The interface shows a toolbar with icons for home, list, user, C, I, D, info, and NCCD. A hand cursor points to the NCCD icon in the toolbar and a larger version of the NCCD icon below it.



Default Activity Consent

- It is now possible to set a default consent entry for the creation of new School Activities. Please note that this default entry can be overridden when selecting an existing Activity Template.

School Activity Settings

Default Activity Attendance

Present

Post Approval Options

- Creators cannot edit or delete their own activities after approval.
- Creators can only edit their activity students after approval.
- Allow creators to edit and delete their activities after approval.

Default Activity Consent (can be overridden in Activity Template defaults):

B *I*

- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.
- I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Chars remaining: 1418

Save Configuration

Note: Ensure post approval options are correctly configured as intended. Editing of existing school activities can be achieved by users with appropriate staff roles or configured access.