



Scheduled Maintenance from Thursday February 10th, 2022

The SIMON Team will be performing scheduled maintenance **from Thursday, February 10th** 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 3.20.1.0

Update Overview



New Module! Co-Curricular Activities



General Optimisations & Improvements

Read on to learn more the details
of the new module, including...



Required Staff Roles



Creating Categories



Co-Curricular Activities Dashboard



Creating Activities and Form Description



Filtering



Consent

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visit now



Co-Curricular Activities

The all-new Co-Curricular Activities module allows students to nominate for extra-curricular endeavors such as Cricket, Hockey, Football, Theatre etc. The ability to have parents complete this process through the Parent Access Module or to allow students to complete this themselves through their personal SIMON profile is a powerful new way of organising such activities.

Once the process is closed, lists can be generated to manage the students in their chosen activities. This module will become the key system for schools to collect and maintain Co-Curricular Activities.

NEW PLAYLIST!

Click here to play now



Required Staff Roles

Two new roles have been created in order to grant access to the new Co-Curricular Activities module. Staff members will need to be added into these groups by navigating from the SIMON WorkDesk > Main Menu > Site Admin > System Setup > Staff Roles.

- **Maintainer – Co-Curricular Activities**
- **Maintainer – Co-Curricular Activities (Responses)**

Role Code	Role Description
MGTCCA	Maintainer - Co-Curricular Activities
MGTCCARES	Maintainer - Co-Curricular Activities (Responses)

It is important to note that staff with these new Co-Curricular roles will still be able to update student selections **outside** the parent and student control dates.

To access the Co-Curricular Activities Dashboard, from the SIMON WorkDesk, **navigate to Profiles > Student Profiles > Co-Curricular Activities**.



Creating Categories

In order to start making Co-Curricular Activities, it is required that Categories are created.

To do so, navigate from the SIMON WorkDesk, navigate to Profiles > Student Profiles > Co-Curricular Activities. Choose the Maintenance dropdown menu > Categories.

Select the blue 'Add' option.

Co-Curricular Activity Categories

Inactive

+ Add

Title	Filters
Summer Sport	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;"> v Actions </div>
Winter Sport	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;"> v Actions </div>

Rows per page: 10
1-2 of 2
< >

Enter the Title of the Category.

Enter the details of the Category that conveys to students and parents the information describing the Category.

Select the groups you wish to filter the Category with. Filters allow for only specific groups to be selected - which then in turn only display for those students/parents that are included by those selections. See the 'Filtering' section later in this email for more details.

Title
 Spring Sport

12 / 40

Instructions
 Please select your indication of interest for the Spring Activities.

68 / 500

OVERVIEW
SCHOOLS
CAMPUSES
HOUSES
YEAR LEVELS
HOMEROOMS
GENDERS

Only students who are in one of the ticked groups will be included.

Grade 6

Year 7

Year 8

Year 9

Year 10

Year 11

Year 12

Cancel

Confirm

Co-Curricular Activities Dashboard

Co-Curricular Activities Dashboard

Academic Year: 2021 + Add

1 Forms

1 Active forms

Title	Start Date	End Date	Parent Access	Student Access	Missing Responses	Actions
2022 Co-Curricular Choices	24/01/2022	31/03/2022	View and Complete	View	1264	Actions

Rows per page: 10 1-1 of 1

The Actions Menu for a created Co-Curricular Activity Form

- **Export to Excel:** Generate an Excel file with two sheets containing the names and additional data of all students with completed choices, and those who are yet to respond.
- **Missing Responses:** Generate a list of students that have yet to interact with the form. This list is searchable with additional details about each student.
- **Edit:** Edit the details of the form, including setting the 'Mandatory' categories of the form. Please note that if a category is unselected, it is possible for a participant to select nothing from the category.
- **Duplicate:** Creates a new Activities Form with the data of the cloned form, ready to be edited and saved for forms within the same year.
- **Remove:** Permanently deletes the Co-Curricular Activity.

Actions

- Export to Excel
- Missing Responses
- Edit
- Duplicate
- Remove

Creating Activities and Form Description

To create a new Co-Curricular Activity, navigate from the SIMON WorkDesk to Profiles > Student Profiles > Co-Curricular. From the Co-Curricular Activities Dashboard, select the blue 'Add' option.

- **Title:** Name of the Co-Curricular Activity.
- **Start/End Date:** Period of time that form is open for selections and entry before the form closes.
- **Form Access**
 - **Parent:** Via the Parent Access Module, the Co-Curricular Activity can either be set to 'Can View' or 'Can View and Complete' for parent interaction.
 - **Student:** Via the 'Co-Curricular' menu selection in the 'Student Profile', the Co-Curricular Activity can either be set to 'Can View' or 'Can View and Complete' for student interaction.
- **Description:** A rich-text enabled environment to enter text, images, links and other content.
- **Assign Categories:** Select existing Categories to appear in the form.
- **Consent:** A rich-text enabled environment 'footer' to standardise consent information.

Co-Curricular Activities Form

Title 2022 Co-Curricular Choices	Start Date 24/01/2022	End Date 31/03/2022	Save	Return
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26 / 50

Form Access Parent Can View and Complete	Student Can View
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Description

B *i* U **A:** [List] [Text] [Link] [Image]

This is a sample form. Please complete.

Characters : 40

Assign Categories

Summer Sport <input checked="" type="checkbox"/> Mandatory ?	Winter Sport <input type="checkbox"/> Mandatory ?
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Consent

B *i* U **A:** [List] [Text] [Link] [Image]

I hereby give consent for my child to participate in the listed activities and confirm that the student's medical details are true and correct. In giving this consent, I acknowledge and agree:

- 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.

Characters : 390



Filtering

An important aspect of Co-Curricular Activities is the **Filters** for both the over-arching **Categories** and the **Activities** they are apart of. Filters allow for only specific groups to be selected - which then in turn only display for those students/parents that are included by those selections. Most often filters will only need to be applied at the activity level.

Selections include;

- **Schools**
- **Campuses**
- **Houses**
- **Year Levels**
- **Homerooms**
- **Genders**

Edit Activity ✕

Title
 Cricket 7 / 100

OVERVIEW
SCHOOLS
CAMPUSES
HOUSES
YEAR LEVELS
HOMEROOMS
GENDERS

Only students who are in one of the ticked groups will be included.

Grade 6

 Year 12

Year 7

Year 8

Year 9

Year 10

Year 11

Cancel
Confirm

To access the filter selections;

- **Categories:** Navigate from the SIMON WorkDesk to Profiles > Student Profiles > Co-Curricular. From the Co-Curricular Activities Dashboard, select Maintenance > Categories.

Select the corresponding 'Actions' option for a category and select 'Edit' in order to view the enabled filters via the 'Overview' tab.

- **Activities:** Navigate from the SIMON WorkDesk to Profiles > Student Profiles > Co-Curricular. From the Co-Curricular Activities Dashboard, select Maintenance > Categories.

Select the corresponding 'Actions' option for a category and select 'Manage Activities'. Lastly, select corresponding 'Actions' option and select 'Edit' in order to view the enabled filters via the 'Overview' tab.

Maintaining Activity Categories

Co-Curricular Activity Categories

Search Inactive + Add

Title	Filters	Actions
Summer Sport		Manage Activities Edit Remove
Winter Sport		

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Maintaining Activities

Co-Curricular Activities - Summer Sport

← Return Search Inactive + Add

Title	Filters	Actions
Junior Boys Cricket	Year Levels: Year 7, Year 8 or Year 9 Genders: Male or Other	Edit Remove
Senior Boys Cricket	Year Levels: Year 10, Year 11 or Year 12 Genders: Male or Other	
Girls Cricket	Genders: Female	

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Consent

To edit the default consent information on all new Co-Curricular Activity Forms, please navigate from the WorkDesk to Profiles > Student Profiles > Co-Curricular > Maintenance > Consent.

Please note that altering the content will not change any existing forms.

Co-Curricular Consent

i The text here will be prepopulated on new Co-Curricular Forms. Altering this value will not change any existing forms.

↺ Reset

💾 Save

B *i* **A:**

↶ ↷ ⋮

In giving this consent, I acknowledge and agree:

- 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.

Characters : 247



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!

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