



# Scheduled Maintenance from Thursday February 10<sup>th</sup>, 2022

The SIMON Team will be performing scheduled maintenance **from Thursday**, **February 10**<sup>th</sup> 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



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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# 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.









## **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.

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				
Q Search		Inactive	+ Add	
Title	Filters		C	
Summer Sport			→ Actions	
Winter Sport			→ Actions	
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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.

Spring Sport			12 / 40						
- Instructions									
Please select your	r indication of interes	st for the Spring Activ	rities.						
						68 / 500			
						08 / 300			
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	No.	or 9	Year 9				
Grade 6	~	Year /	Yea	ar 8	Year 9				
Year 10		Year 11	☐ Yea	ar 12					
Cancel						Confirm			
Cancer						Confirm			

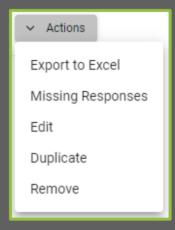


# Co-Curricular Activities Dashboard



### 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.

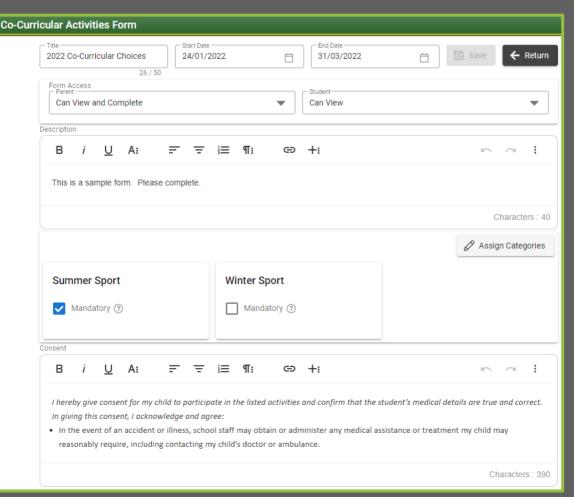




## **Creating Activities and Form Description**

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.

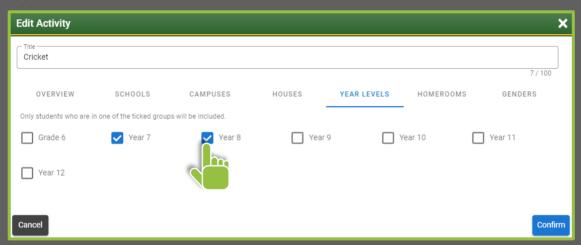




An important aspect of Co-Curricular Activities is the **Filters** for both the over-arching **Categories** and the **Activities** they are apart of. Filters allow for only specific groups to be selected - which then in turn only display for those students/parents that are included by those selections.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

#### Selections include:

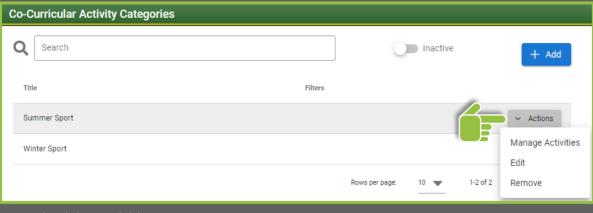
- Schools
- Campuses
- Houses
- Year Levels
- Homerooms
- Genders



#### 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



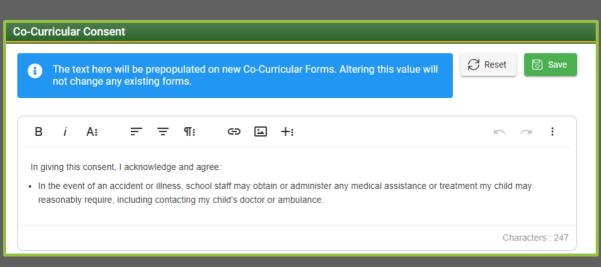
## **Maintaining Activities**





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.





# **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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