

Adding custom aspects from SIMS

Adding custom aspects to IEP & Provision Map Writer

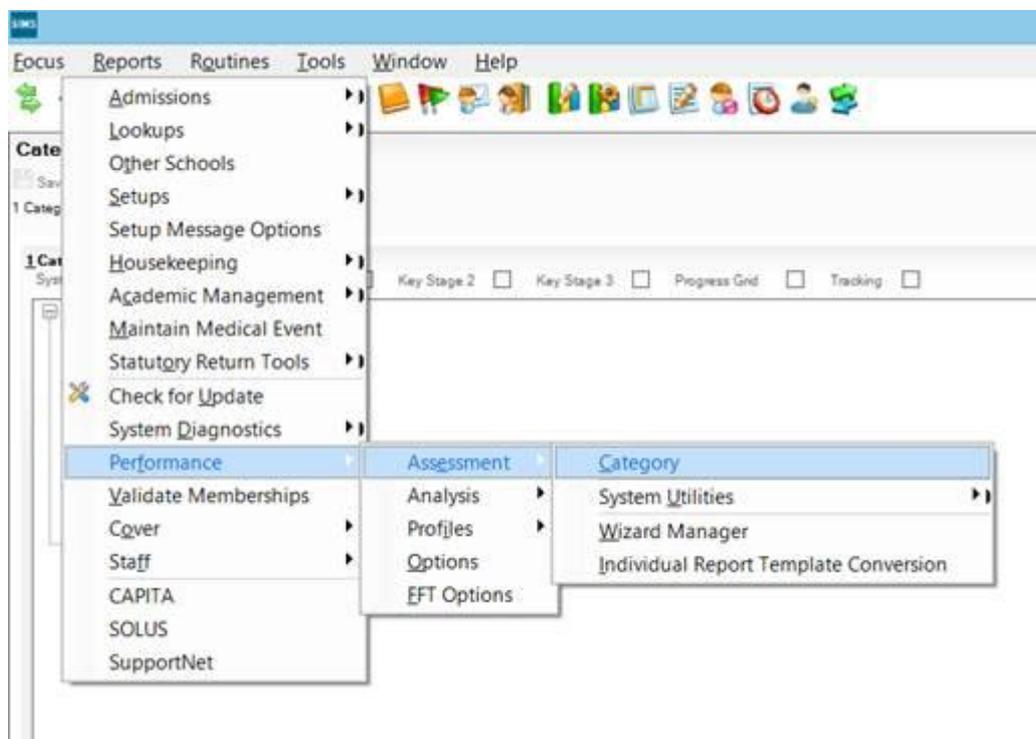
IEP & Provision Map Writer will pull through all Capita’s standard SIMS aspects as default but if you wish to include custom aspects which your school has created then they need to be member of a sub category called Edukey (with Xporter as the main category).

Main Category = Xporter

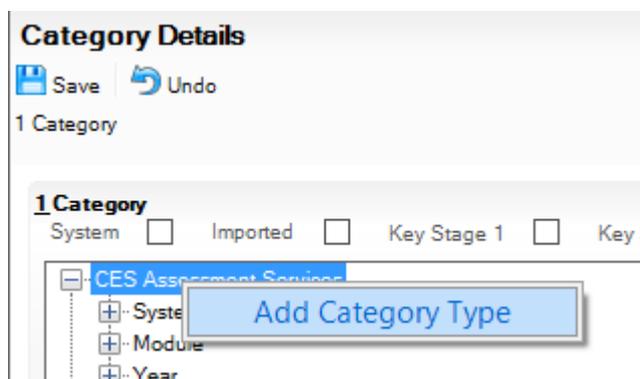
Sub Category = Edukey

This document leads you through how to create an Xporter category & Edukey sub category and how to add aspects to these categories.

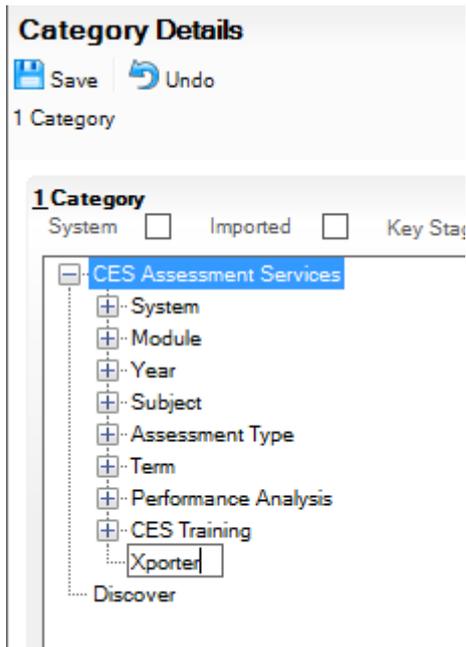
How to set Categories: (categories only need to be added once).



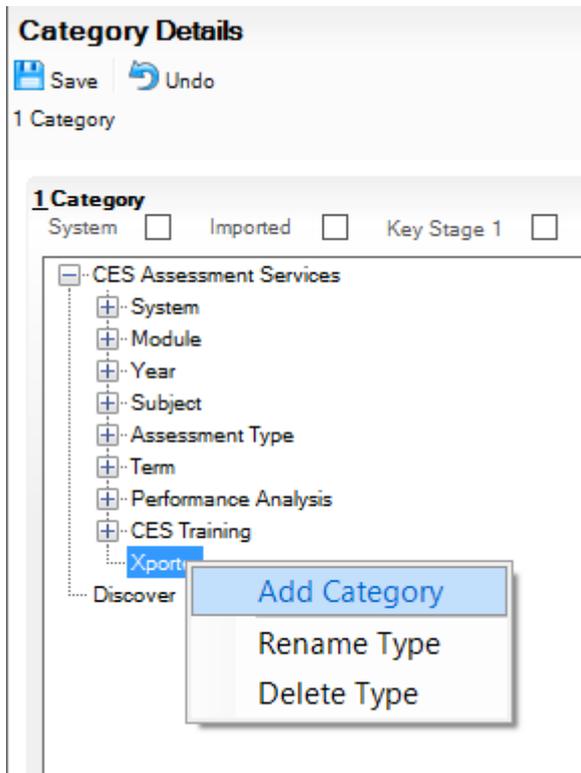
Right click:



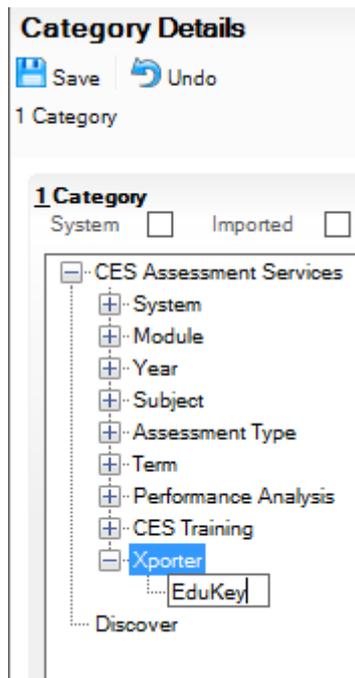
Enter Xporter as Category Type:



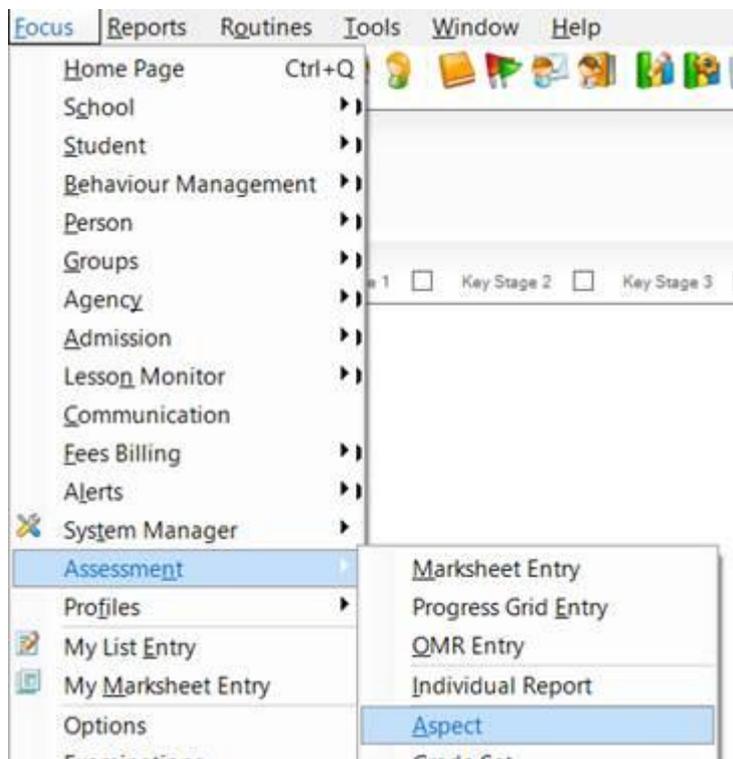
Right click your new type:



Name your category 'EduKey':



Now you need to add the aspects to your category:



Search for your aspect and double click on it:

Focus Reports Routines Tools Window Help

Back Forward

Find Aspect

New Search Open Delete Print Browse Next Previous

Aspect Name: test Column Heading: [] Select

Type: <Any> Owner: Any Aspect

Active Status: Active Grade Set: []

Name	Column Heading	Type	Owner
Testaspect	Testaspect	Grade	Adrian Blacke

Find the EduKey category and tick it, then click Save (You must have something in the description field also):

Please note that the newly added aspects will not appear until the next Xporter job run (nightly around 1am)

Find Aspect

New Search Open Delete Print Browse Next Previous

Aspect Details: Testaspect

Save Undo Print Clone

1 Basic 2 Grade 3 Categories 4 Properties

Description: AspectDescription

Type: Grade Active Progress Grid []

2 Grade

Grade Set: GCSE

Version:

Start Date	End Date
01/09/1990	

Grades:

Grade	Description	Value
A*		58.00
A		52.00
B		46.00
C		40.00
D		34.00
E		28.00
F		22.00

3 Categories

- CES Assessment Services
 - System
 - Module
 - Year
 - Subject
 - Assessment Type
 - Term
 - Performance Analysis
 - CES Training
 - Xporter
 - EduKey