



ClassCharts

Quick start guide

Getting started with SIMS Writeback

What is SIMS Writeback?

If enabled by your school, SIMS writeback allows behaviour points in Class Charts to be **written back** to your SIMS database.

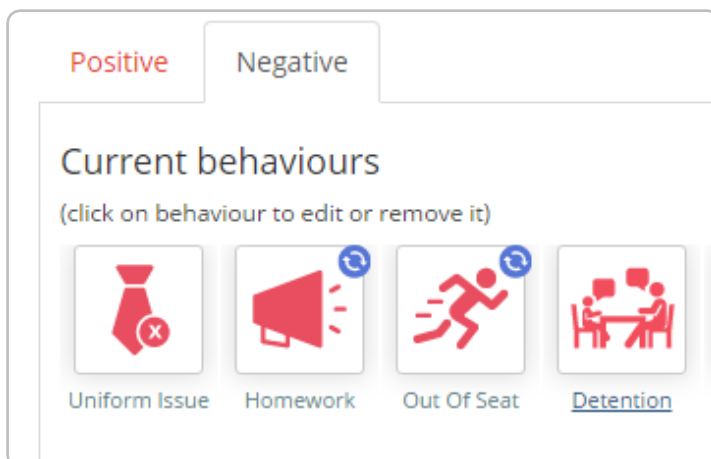
Points **do not** write back to SIMS instantly. When a behaviour point is awarded in Class Charts, the point becomes **queued** for write back after **15 minutes**. This allows you time to add a comment, add an outcome, or even remove the point if awarded by mistake. The queued points will then begin syncing into **SIMS**.



Does deleting a point remove it from SIMS?

Deleting a behaviour point in Class Charts does not delete the respective point in SIMS. To delete a point outright, you must delete it in both Class Charts and SIMS.

If enabled by your school, we are able to sync behavioural deletes from SIMS. This means that deleting a point in SIMS will delete the respective point in Class Charts.



Am I writing back?

By default, a Class Charts behaviour will not write back to SIMS.

You can find out which behaviours write back to SIMS in the **Behaviours** menu. Behaviours which write back are indicated by the **blue sync icon**.

Edit behaviour

Choose a name for behaviour:
Uniform Issue

Points:
-1

Require a note:
No

Require outcome:
No

Detention:
No

Outcome:
None

Use for influences:
No

SIMS behaviour:
None

Delete Close Save

Enabling Behaviour writeback

For a Class Charts behaviour to write back to SIMS. It needs to be linked with a SIMS behaviour. To do this, simply click on the behaviour in the **Behaviours** menu. This brings up the **edit behaviour** menu shown on the left.

You can then select a SIMS behaviour to associate the behaviour with from the **SIMS behaviour** drop down menu.

Once you have selected a SIMS behaviour, you will see additional options for **SIMS status** and **student role**.

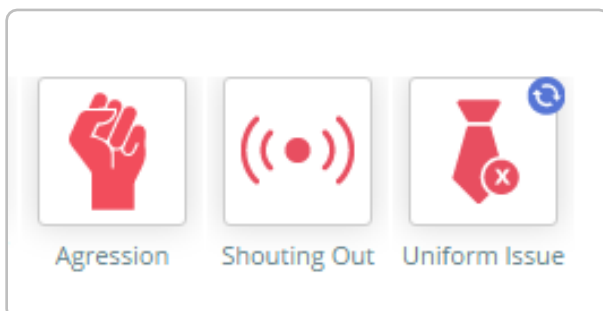
These options will also be written back to SIMS.

SIMS behaviour:
Uniform/Jewellery etc

SIMS status:
Unresolved

SIMS student role:
Aggressor

Delete Close Save



Click **save**. You will now see that your behaviour displays the blue sync icon. If you award this point to a pupil, it will now write back to your SIMS database.

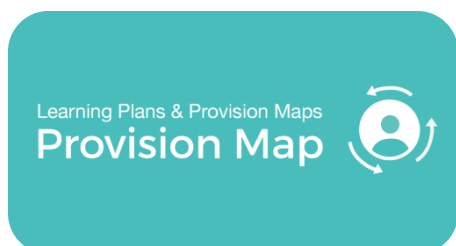
What gets written back to SIMS?

- Behaviour
- Points
- Date
- Recorded on
- Recorded by
- Status
- Role
- Action Taken
- Note

Further support

Please do not hesitate to get in touch if you need more support or training. support@classcharts.com

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