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PLEASE PASS THIS ON IMMEDIATELY

Assessment Manager 6 Training.

Dear Assessment Coordinator and Head of Administration,

Assessment Manager is moving from version 5 (the current version) to version 6.

Version 6 is very different and has various advantages over the previous version 5. Advantages include being able to import mark sheets and run reports from the mark sheets themselves, more valid entries on an aspect, easier export to Excel, easier to perform calculations.

Training will be required to move over to this new version.

Sandra Banks (The assessment coordinator for the LEA) has been trained by Capita in the use of Assessment Manager 6 and will be the trainer for the course.

To aid the move over to the new SQL SIMS upgrades the ICT training section will be inviting schools to attend in the groups they attend(ed) during the Attendance for Windows training.

The ICT training section will contact schools individually with the date for their training.

When the ICT training section contact your school please provide the name(s) of those attending and the cost code.

The course will be held at the Education Centre, room 14. The duration is for 1 day from 9.00 to 4.00. Refreshments and a two course meal will be provided.

It is suggested that 2 people from each school attend.

Course costs are the usual costs per day for primary schools for one day.

If you wish to discuss the training aspect then please contact the ICT Training and Security Officer