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## Quick Guide

- The first time you do an installation of the SEN Register at your school select the “Full” Installation option, install the front end to a location on your PC (we recommend C:\ SEN Register) and the back end is stored on a **shared, secure, backed-up network location**.

For **ALL** subsequent installations on PCs and laptops, select **Workstation**.

When you first open the database on a PC or laptop after installation you will be prompted to link to the file that contains the data table (SENRegisterDAT.accdb).

- The SEN Register is encrypted and password protected for data protection reasons, you will be prompted for a password whenever you open the SEN Register.

The database password is: **ibits** (this is case sensitive, so please do not use capital letters)

- The System password is different to the database password. You will be prompted for this password whenever you delete or unlock data for editing. This will not affect the password you used when starting the program. **NB: there can be only one password for locking data so people cannot edit data without a genuine reason. On first installation, choose a password, this might be shared with the SENCo or Head Teacher to control editing and deletion of data.**

- When editing SEN data, always make sure you have selected the current academic year from the ‘Ac Yr’ drop down menu. If you do not, you might be editing data from the wrong academic year.
- Before carrying out any kind of Import, Update or Delete operation it is recommended that you back up the data file. You can do this by clicking the Backup button in the Maintenance>Import or Maintenance>Maintain Data screens.
- **SIMS.NET USERS (MOST SCHOOLS) PLEASE NOTE:** To export the data from **SIMS.net** for use with your SEN Register, please see Appendix 1 at the end of this document. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

## 1. [Installation](#)

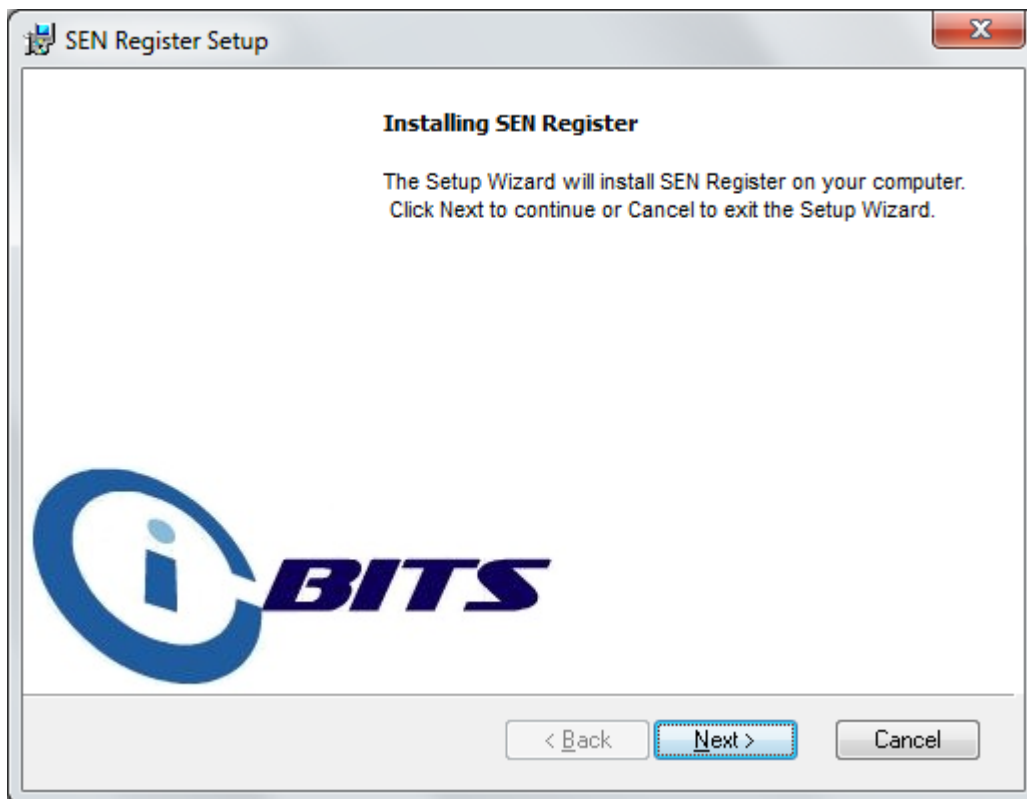
### **Recommends:**

The SEN Register is split into two parts, a ‘front end’ that you will see on your own computer (this contains Forms, Reports and code etc) and a back end that should be stored on your school server (this contains school pupil data).

The first time you do an installation of the SEN Register at your school select the “Full” Installation option, install the front end to a location on your PC (we recommend C:\ SEN Register) and the back end is stored on a **shared, secure, backed-up network location**. This will enable multiple users to access the application simultaneously. All further installations should be “Workstation” installations, so as not to overwrite the pupil data file.

### **Initial Setup**

After downloading the program from our website double click on the ‘senregistersetup.exe’ file and the installation will commence.



Click Next >

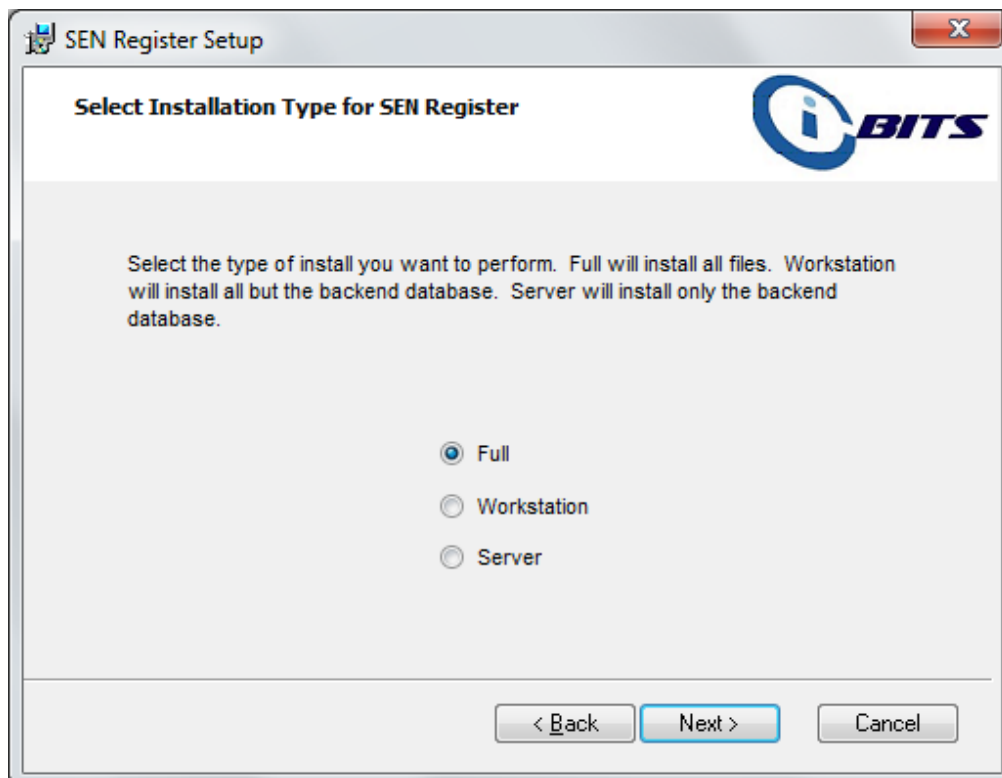


Check the box to accept the License Agreement and click Next >

### 1.1 [Installation](#)

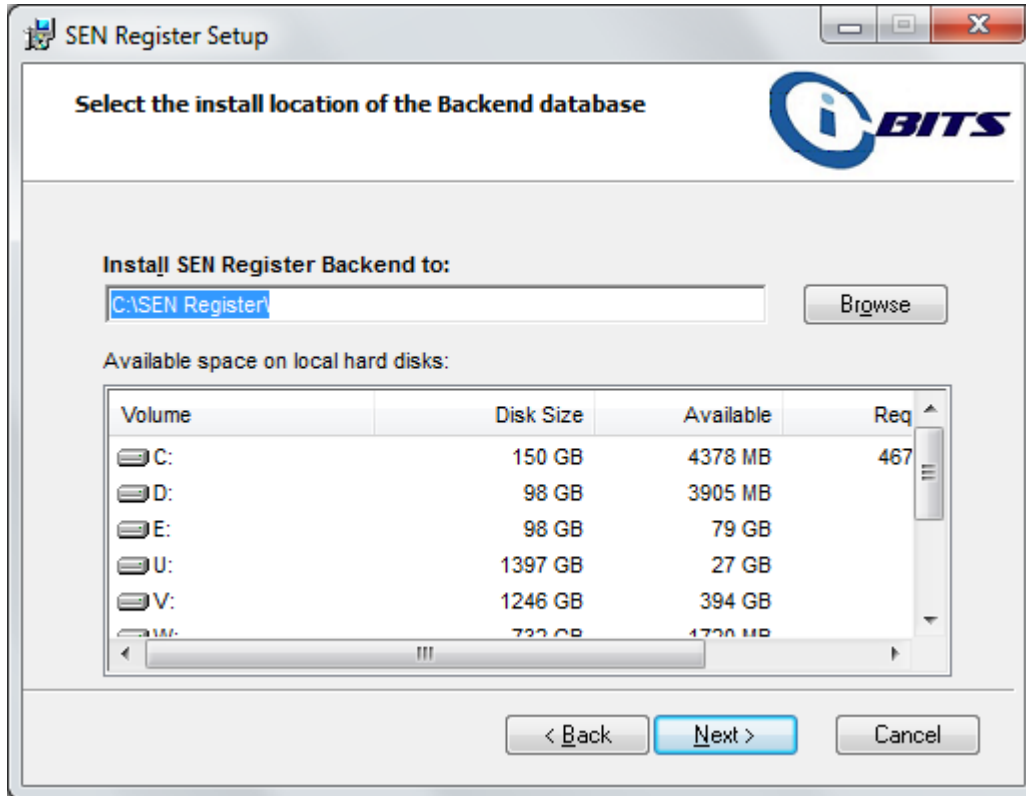
For the **first installation** in your school select **Full** and click Next >

For **ALL** subsequent installations on PCs and laptops, select **Workstation** and click Next >

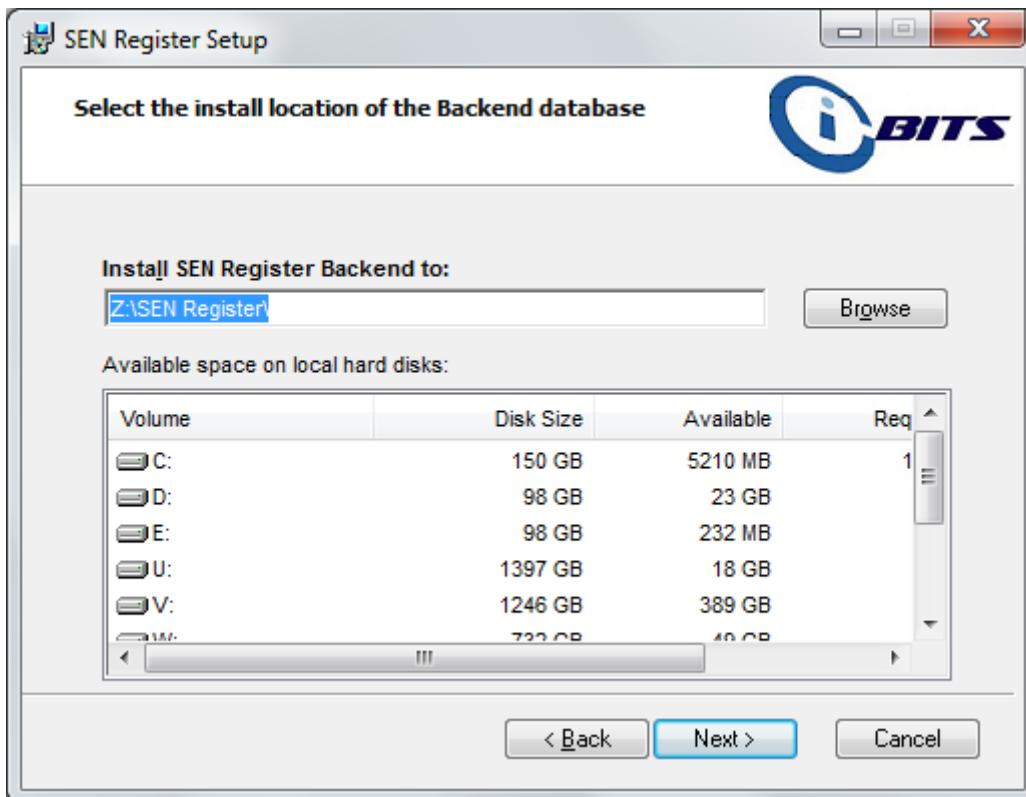


Select installation type and click Next >

 **Recommends:** Although you can install the SEN Register anywhere, we recommend using the default installation location C:\SEN Register\

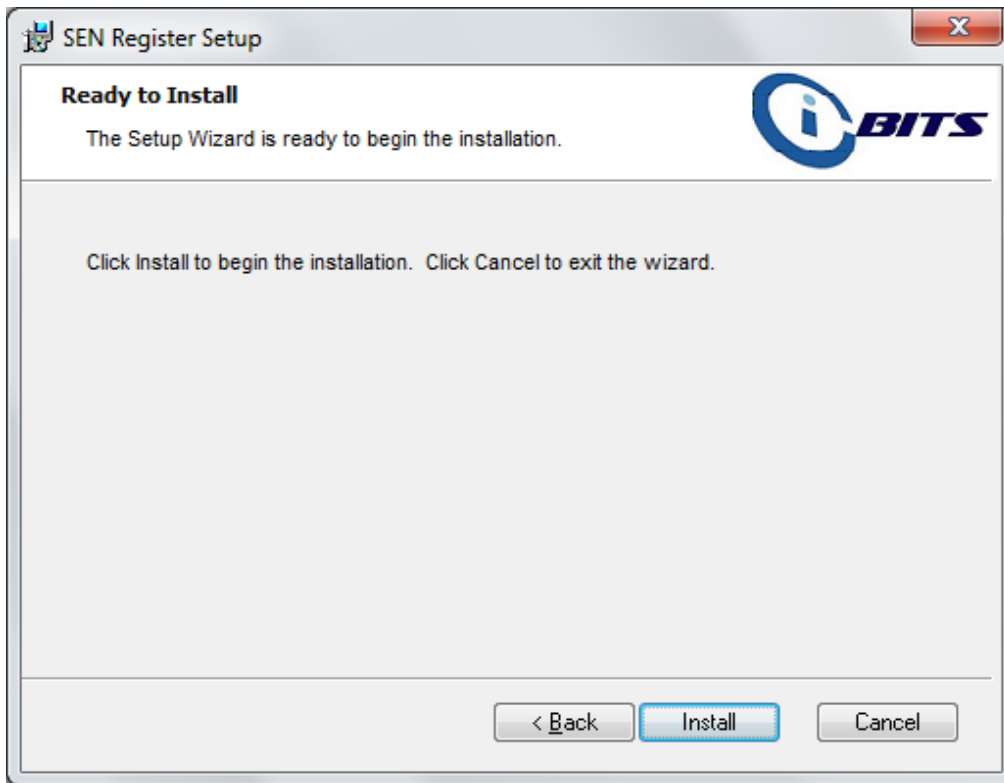


Ensure the above window shows **C:\SEN Register\** as location for the front end and click Next >.

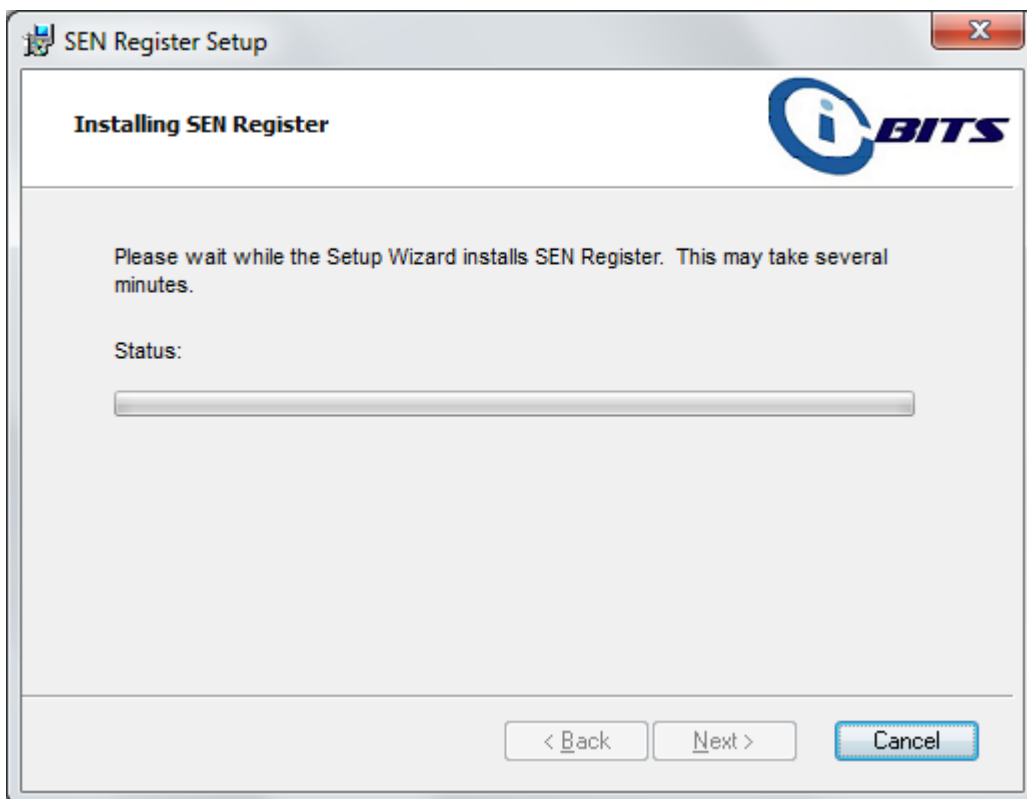


Browse to a preferred installation location for the back end (data file) and click Next >.

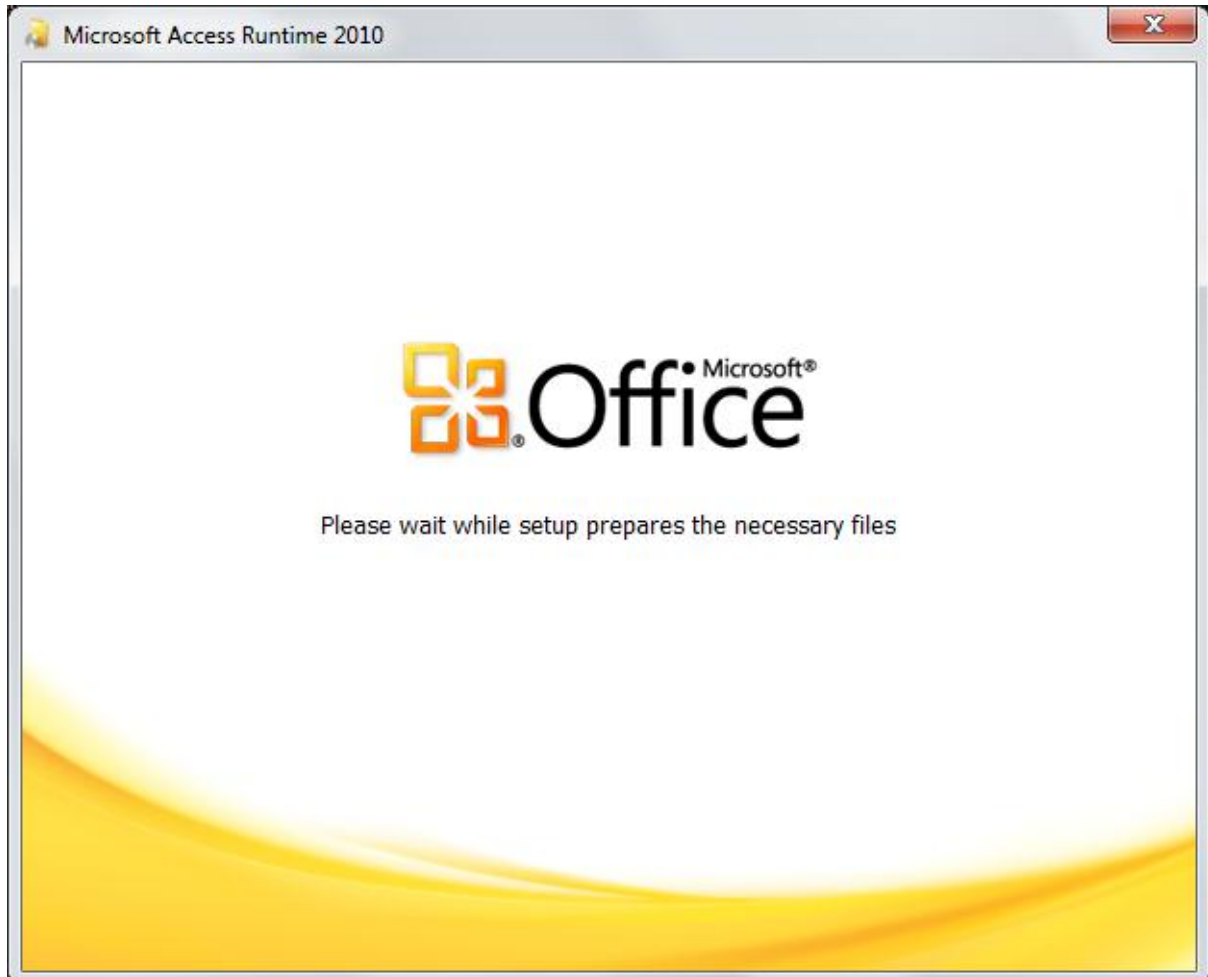
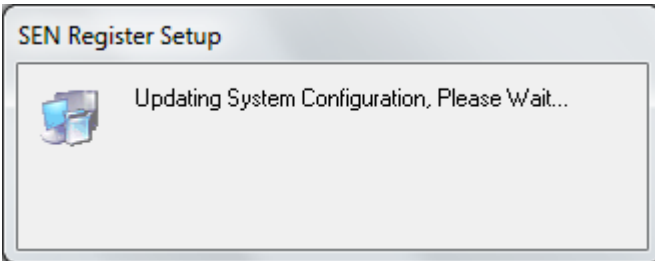
**Recommends:** Install the back end to a shared (so other users can access it), secure, backed-up network location.

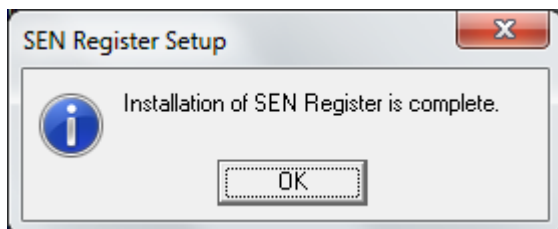
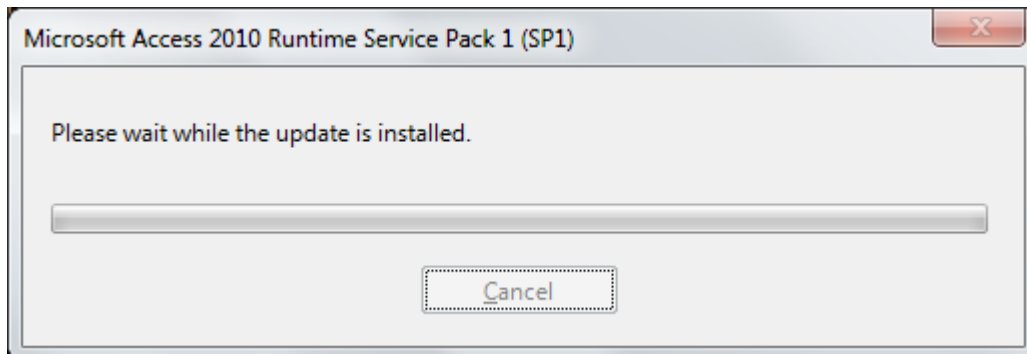
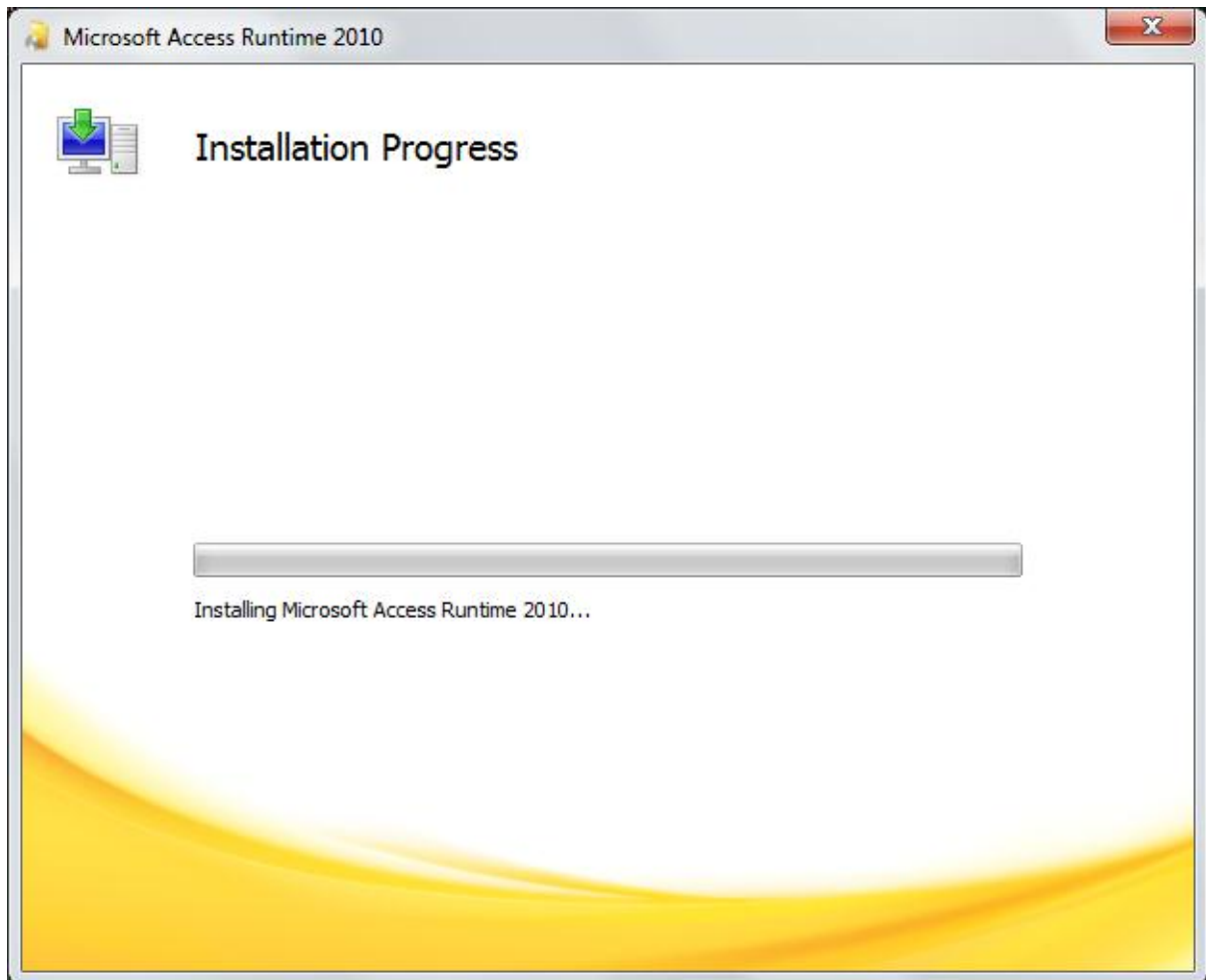


Click Install to continue.



During the installation process a number of windows will appear. The SEN Register is powered by Microsoft Access Runtime 2010, so if this is not already installed on your PC the installer will install this for you.





When the installation is complete click OK.



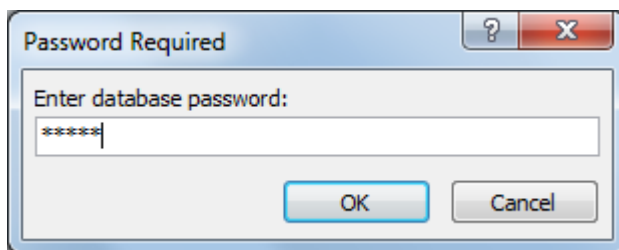
## 2. [Setup SEN Register](#)

After Installation a shortcut should be added to the Start Menu and Desktop. To start the SEN Register, select it from the Start Menu or double click on the icon on the desktop.



### 2.1 [First run for your organisation](#)

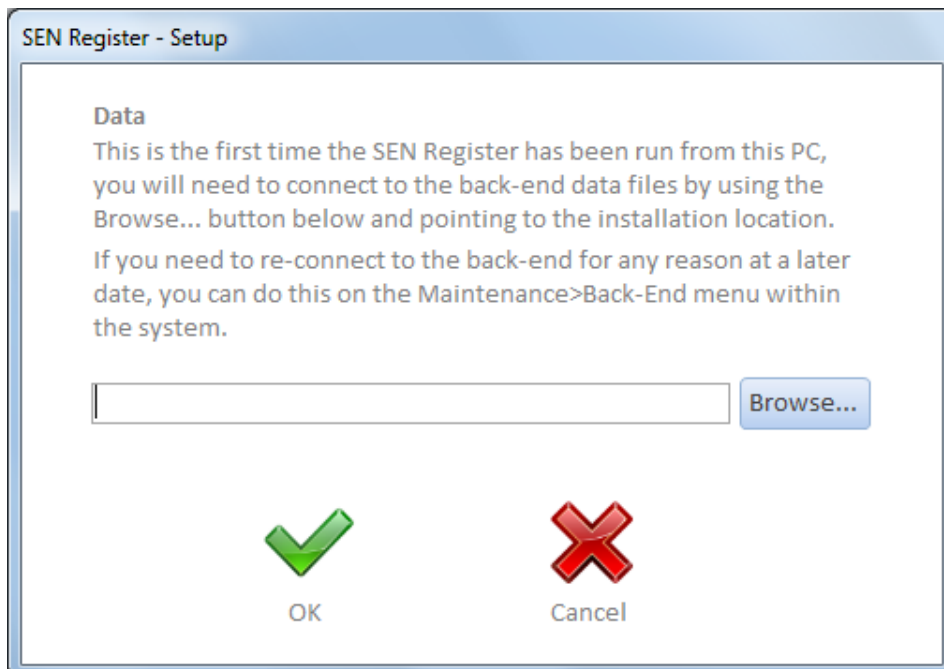
The SEN Register is encrypted and password protected for data protection reasons, you will be prompted for a password whenever you open the SEN Register.



The database password is: **ibits** (this is case sensitive, so please do not use capital letters)


Enter the password and click OK.

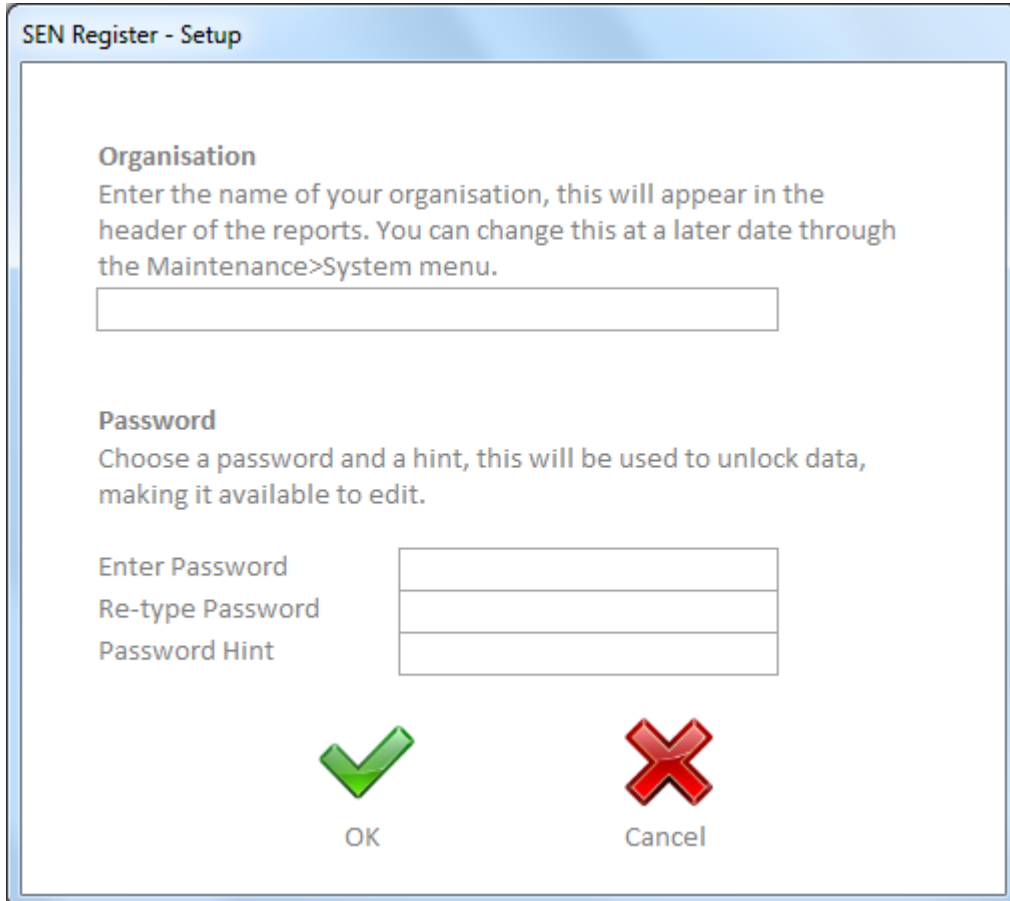
If the system detects that the SEN Register is being run for the first time from a particular PC you will be asked to link to the back end data tables as shown below.



## Data

The SEN Register application is split into a front end and a back end. The back end contains the pupil data tables, the front end that opens on your PC will need linking to these tables whenever it is first run from a PC, browse to the file location where the back end of the SEN Register was installed (See page 5) and select the SENRegisterDAT.accdb file and click Open.

Click OK 



**SEN Register - Setup**



**Organisation**  
Enter the name of your organisation, this will appear in the header of the reports. You can change this at a later date through the Maintenance>System menu.

**Password**  
Choose a password and a hint, this will be used to unlock data, making it available to edit.

Enter Password

Re-type Password

Password Hint

 OK  Cancel


You will then be prompted to enter further information.

### Organisation

Type in your organisation/school name in full, this will be displayed on the reports that are run.

### Password

Type in a password and password hint (in case you forget the password). You will be prompted for this password whenever you delete or unlock data for editing. This will not affect the password you used when starting the program. **NB: there can be only one password for locking data so people cannot edit data without a genuine reason. On first installation, choose a password, this might be shared with the SENCo or Head Teacher to control editing and deletion of data.**

Click OK 

The system will start up at the Home screen.

### 3 [SEN Register](#)

#### 3.1 [Maintenance](#)

The maintenance screen is split into 5 sections, on these screens you can import/delete data and change system settings.

##### 3.1.1 [Import Data](#)



**SIMS.NET USERS (MOST SCHOOLS) PLEASE NOTE:** To export the data from **SIMS.net** for use with your SEN Register, please see [Appendix 1](#) at the end of this document. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

To import core pupil data into the system, the data file must be in a comma separated format with the following column headings:

Order	Column Name	Data Type	Field Length	Example Text	Description
1	UPN	Text	15	"A123412345678"	Unique Pupil Number
2	Forename	Text	255	"John"	Forename
3	Surname	Text	255	"Smith"	Surname
4	Gender	Text	255	"M" or "F"	Gender
5	SEN Status	Text	255	"No Special Educational Need"	SEN Status
6	Eligible for free meals	Text	255	"T" or "F"	Free School Meals
7	DOA	Text	255	"1 January 2011"	Start Date
8	Leaving Date	Text	255	"31 December 2012"	Leaving Date
9	First Language	Text	255	"English"	First Language
10	Ethnicity	Text	255	"White – British"	Ethnicity
11	Year	Text	255	"Year 1"	Year Group
12	Reg	Text	255	"1"	Registration Group

If you are **not using SIMS.net** then the file you create must be in the format shown in the table above, the fields must be separated with commas, field entries must be enclosed in quotation marks (") and saved with a .txt file extension.

Create the report in your pupil data software, and import the data into the SEN Register as shown below.

To import the file into the SEN Register click the Browse button, navigate to your data file, select the .txt file to be imported and then click open.

Select File

Browse...

Select the academic year in which to import the data to

Academic Year  eg. 20\*\*/\*\*

Select the preceding academic year to transfer end data to starting data

Previous Ac Year  ▼

Enter an academic year to import the data into.

**IMPORTANT:** If this is the start of a new school year, you can carry over the SEN data from a previous academic year. To do this, select an academic year in the Previous Ac Year drop down box. Naturally, if this is the first use of the software, you will not have a previous year's data in there to carry forward, so leave this field blank.

Click the **Import Data** button



After the import is complete you will be presented with a summary of the records that have been added to the system. Only records that don't already exist in the system for a specific academic year will be added, for example if UPN A123412345678 already exists for academic year 2012/13 then this record will not be added as this would create a duplicate record.

This process adds core pupil data into the system, to add SEN specific data to these records go to the Enter SEN Data screen.

### **Updating Data**



To update the existing data in the system to correlate to that in your school MIS system, use the same type of structured file as explained in the Importing data section and click the Update Data button

**IMPORTANT:** Before carrying out any kind of Import or Update operation it is recommended that you back up the data file. You can do this by clicking the Backup button. This will create a copy of the data file in the same folder as the original, appended with a time and date stamp.



**NOTE: Updating will overwrite any changes made to the core data in the system except for SEN Status, all Nature of Difficulty data will remain unchanged.**



**BITS** Recommends:

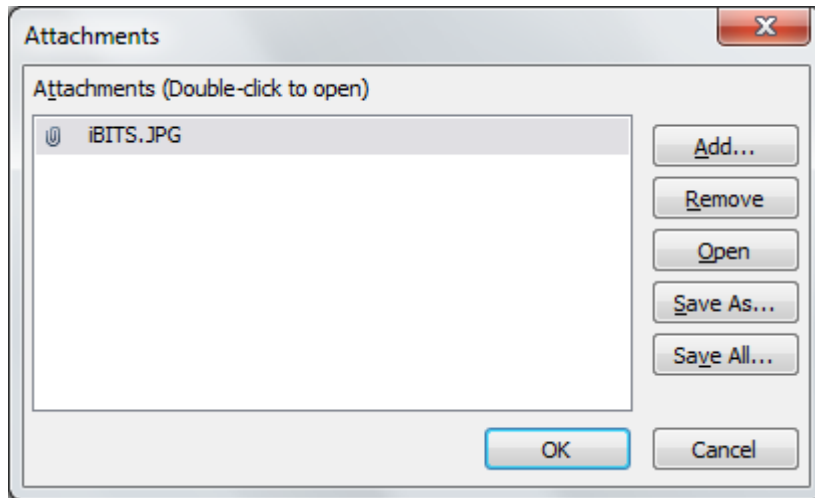
Although there is backup functionality within the SEN Register this is not intended to be a full back up solution. It is recommended that the 'SENRegisterDAT.accdb' data file is stored in a network location that is backed up as a matter of course by your IT provider.

### 3.1.2 [Add School Logo](#)



To add your school's logo into the system, double click the area where the existing iBits logo is, roughly half way down the screen.

Click Add... and point to the location of your logo and click Open.



Although you can store multiple logos within the system only the logo appearing at the top of the list will be used, files are stored in alphabetical order. You may want to remove the iBits logo from this box by selecting it and clicking the Remove Button

The logo you have chosen will be used in report headers and on the Home screen.

### 3.1.3 [Link Tables](#)




If the SENRegisterDAT.accdb data file is moved for any reason you will need to re-link the database tables to where ever this file has been copied to.

The Current Location box shows where the SEN Register is currently looking for the data file, to change this click Browse and navigate to where ever the SENRegisterDAT.accdb file has been moved to and click Open.

Current Location	<input type="text" value="C:\SEN Register\SENRegisterDAT.accdb"/>
New Location	<input type="text"/> <input type="button" value="Browse..."/>



If you move the data file (SENRegisterDAT.accdb) away from the location that it was installed to you will need to re-link to the back-end data tables. Do this by browsing to the new file location and then click the Link button.

Click  to link the data tables to the new file location.

### 3.1.4 [Settings](#)

#### Organisation Name

You can change the organisation name the system uses on the home screen and for report headers on this screen, type in a new organisation name and click Update Organisation.

#### Password (For locking/unlocking data)

You can change the system password at any time on this screen; you are prompted for this password whenever you unlock data for editing or delete data sets.

Old Password Hint	<input type="text" value="password"/>
Enter Old Password	<input type="password"/>
Enter New Password	<input type="password"/>
Re-type New Password	<input type="password"/>
New Password Hint	<input type="text"/>

[Change Password](#)

A Password is required to delete data and unlock data for editing

To update the password type in the existing password in the old password box then fill in the new password details, you can also add a hint to the password that can help you to remember what the password is.

Click Change Password to update the system password.


**Note:** This will not change the database password, which will always remain: **ibits**

### 3.1.5 [Maintain Data](#)

Here you can lock, unlock and delete data for a selected academic year. Select the academic year from the drop down box that you wish to action and then click on the action you wish to execute.



If you elect to unlock data (for editing) you will be prompted for a password, this will be the password that you chose on the initial installation.

Before deleting a data set it is recommended that you first backup the data file by clicking the Backup Data button 

Although there is backup functionality within the SEN Register this is not intended to be a full back up solution. It is recommended that the 'SENRegisterDAT.accdb' data file is stored in a network location that is backed up as a matter of course by your IT provider.

### 3.2 [Enter SEN Data](#)



On this screen you can add SEN specific data to the core pupil records that have been imported into the system and add, edit or delete a complete record.

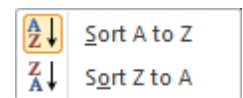
To make entering data easier there are a number of filters at the top of the screen. Using these filters will limit the data that appears on the screen, so for example if you only wanted to enter data for a specific Reg Group you could filter the records using the Reg Group drop down box.



**N.B. WHEN EDITING SEN DATA, ALWAYS MAKE SURE YOU HAVE SELECTED THE CURRENT ACADEMIC YEAR FROM THE 'AC YR' DROP DOWN MENU. IF YOU DO NOT, YOU MIGHT BE EDITING DATA FROM THE WRONG ACADEMIC YEAR.**

Once you have completed an academic year, lock the data so it cannot be altered in error and you will always maintain a true record of that cohort.

In the Enter SEN Data screen, you can sort the pupil records into alphabetical order by right clicking in a selected column and select the ascending or descending options.



Click Reset Filters  to show all records.

To add SEN specific data to a pupil record simply click on the check box  under the particular nature of difficulty for each pupil. The data is saved into that child's record immediately.

**For your information:** If you do not select a nature of difficulty for a child (i.e. he/she has no special educational need) the system will automatically alert you and put a tick in the No SEN box when you exit the window.

No SEN	PMLD	SLD	MLD	SpLD	Sp/Lang/Comm	ASD	Visual	Hearing	MSI	EBSD	Physical	Other
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3.2.1 [Add Record](#)




#### **Recommends:**

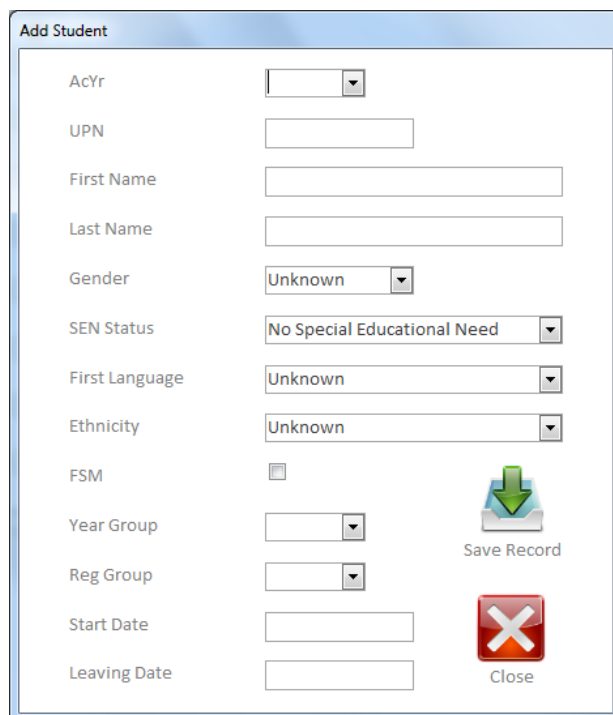
When adding new pupils in to the SEN Register, these **changes should be made by running the iBits SIMS report** and importing it into the SEN Register system as per the instructions in **Appendix 1** at the end of this document. This will add in any new pupils at your school since the last import. If you manually enter data you may not get all the information SIMS will provide in a data export and the SEN Register will not be accurate.



However, to manually add a pupil record click on the Add Record button, the 'Add Student' screen will open.





Fill in the details and click Save Record  , the record will be added to the system enabling you to add SEN specific data to the pupil record.

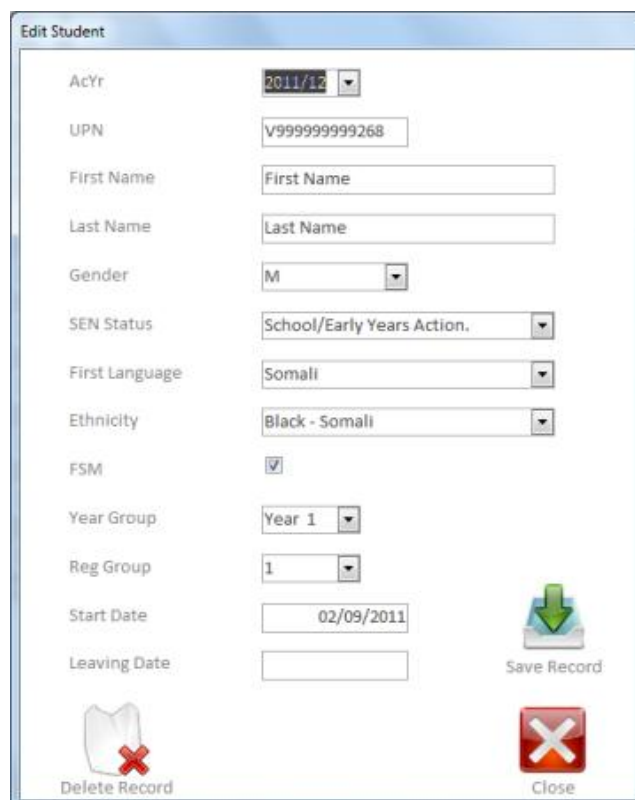


### 3.2.2 [Edit or Delete Record](#)

When in the Enter SEN Data screen, double clicking on a record's details will open the Edit Student screen. (It may need unlocking first).

To edit the record, make the necessary changes then click Save Record 

To permanently delete a record click Delete Record this will delete the pupil record and all related SEN specific data. 



### 3.2.3 [Locking and Unlocking Records](#)

The SEN Register application allows you to lock and unlock data for editing in a variety of ways; you can do this on the Maintain Data maintenance screen covered earlier in this document or on the Enter SEN Data screen.





Lock /  
Unlock



You can lock and unlock a record on an individual basis by click the check box for the relevant student under the Lock/Unlock column.

On unlocking a record you will be prompted for the system password that you chose on the initial installation.

You can bulk lock/unlock by clicking on either of the lock buttons  , this will effect only the records that are filtered on the screen. On clicking Unlock you will be prompted for the system password.

When you exit the Enter SEN Data screen the system runs a check to see whether each record has data entered against it, if a record has no nature of difficulty selected the “No SEN” field will automatically be set to “True” on exiting the screen.

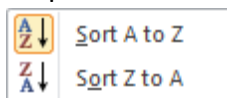
### 3.3 [Summary](#)

The results of the data that has been entered into the system are summarised on this screen


You can filter the data that is displayed on the screen using the filter boxes at the top of the screen, any reports that are run from this screen will have the data restricted by the filters that are selected.


Academic Year	All	Gender	All	Ethnicity	All	FSM	All	EAL	All
Year Group	All	Reg Group	All	1st Language	All	SEN	All		
Student	All	Difficulty	All						


You can also sort the records into alphabetical order by right clicking in a selected column and select ascending or descending



Click Reset Filters  to show all records.

Clicking Export to Excel  will export the selected filtered records to an Excel 97 – 2003 .xls spread sheet for further external analysis. You will be prompted to select the saving location.

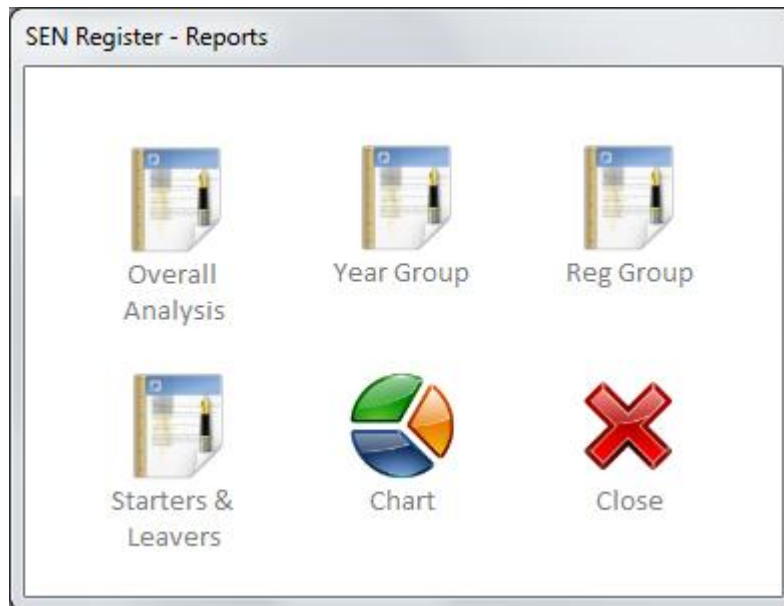
Click on Expand  to show more information for the filtered dataset, this will show all data stored in the system for each pupil.

Click on Collapse  to return to the summarised version of the screen.

### 3.3.1 [Reports](#)



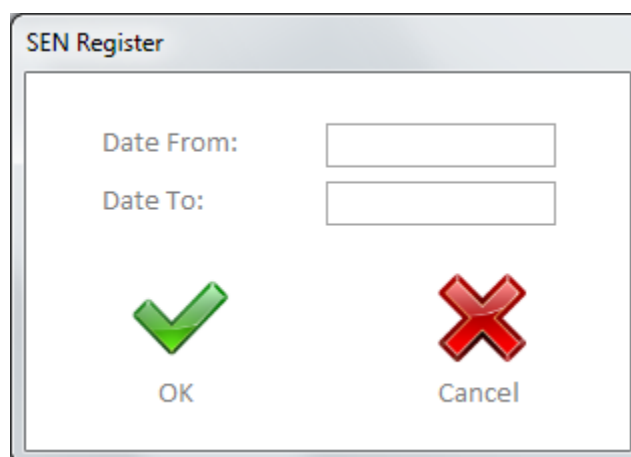
The SEN Register has a number of built in analysis reports, clicking the Reports button brings up a screen for you to select a report to run.



All of the reports are filtered by the selections made from the Summary screen drop down boxes.


- The Overall Analysis report shows a report separating classes that have split year groups in them.
- The Year Group report shows SEN analysis just by year group.
- The Reg Group report shows SEN analysis just by Reg Group.


When running the Starters & Leavers report you will be prompted for a date range for which to run the report





The dates filtered are those that are imported in the "DOA" and "Leaving Date" fields.

When the reports open on screen click Print  to select a printer to print the report to.

Click Export to PDF  to export the file as a .pdf formatted file, viewable with [Adobe Acrobat Reader](#). You will be prompted to save the file to a location, select your preferred location and click OK.

Click on Chart  to see a graphical representation of the data in pie chart form.

Depending on the analysis of your data the pie chart may not fit onto the page correctly with section headings, you are able to rotate the chart though to enable the chart to show all the data labels. Click on  or  to rotate the pie chart in 10 degree increments.

If you have any suggestions for improvements to this application for future updates then please do not hesitate to contact us at iBits at this address; [senregister@ib-its.com](mailto:senregister@ib-its.com)

## [Appendix 1](#)

### Using SIMS.net to create an export file for use with the SEN Register

If you are using SIMS.net in your school, we have provided you with a report that you can import into SIMS.net to extract the data in the format required by the SEN Register.

>Log into SIMS.net

>Click Reports (drop down menu at the top of the Sims.net screen)

>Import

>Navigate to C:\SEN Register\, open the folder and select the file named 'SEN Register Pupil List Report iBits.RptDef'

>Click import. Once the window in SIMS shows it has imported correctly you can use the report to extract your pupil data. To run the report...

>Click Reports

>Run Report

>Scroll down the list of reports available until you find 'SEN Register Pupil List Report iBits'

>Double click the report

> A window will open with various date ranges on. Set these dates to the start date and end date of the **current school year** (to make sure it only gathers data from the current year. These dates can be altered in future years).

The screenshot shows a dialog box titled "Enter parameter values for report" with the following fields:

- Reg Group Active during:** Value 1: 30 August 2012, Value 2: 12 July 2013.  Accept All (bypass filter condition)
- Year Group Active during:** Value 1: 30 August 2012, Value 2: 12 July 2013.  Accept All (bypass filter condition)
- Ethnicity Active during:** Value 1: 30 August 2012, Value 2: 12 July 2013.  Accept All (bypass filter condition)
- First Language Active during:** Value 1: 30 August 2012, Value 2: 12 July 2013.  Accept All (bypass filter condition)
- Admission date is between:** Value 1: 30 August 2012, Value 2: 12 July 2013.  Accept All (bypass filter condition)

Buttons: OK, Cancel

**IMPORTANT: Make sure there is a tick in the check box 'Accept All (bypass filter condition)' for Admission Date Is Between, as shown above. If you do not check this box, the report will only include pupils you have admitted this school year and not the full cohort you need to import.**

When you run the report in SIMS the following window will appear.



The SIMS report will automatically export the data to your PC's C:\ Drive and it will be called C:\SENiBits.txt. This is the file you import into the SEN Register.