

QUICK START GUIDE FOR SEEMIS CLICK + GO

This document guides you how to set up SchoolCloud with your school data from SEEMiS. Please feel free to contact support if you have any questions by emailing support@schoolcloud.co.uk or calling 0333 344 3403.

Overview

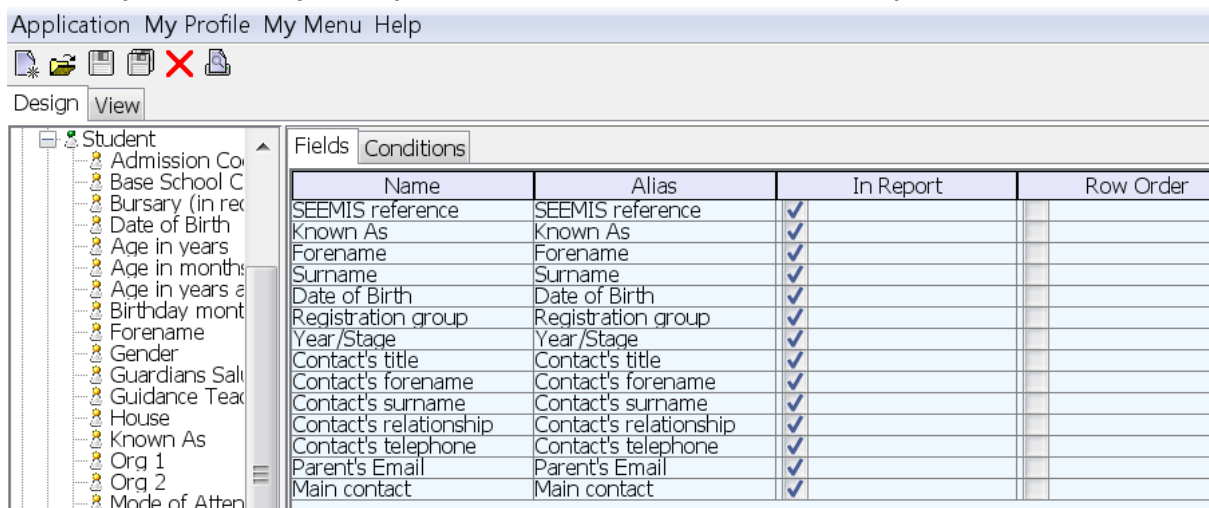
Parents log into the system by entering their name and their child's details, select a parents' evening and then book appointments with their child's teachers. Therefore the system needs to know all the students and their contacts, the teachers and the class lists. This guide takes you through creating the two export files from SEEMiS Click + Go and then importing both files.

Exporting Students & Parents

When a parent accesses the system, by default they are authenticated based on their title & surname plus their child's name and date of birth. This step shows you how to create the export from SEEMiS, ready to be imported into the system.

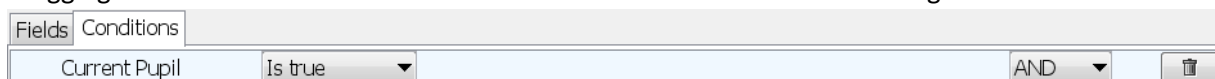
1.1) Go to **Application -> Reports -> Custom Reports**. Select the fields as shown in the below screenshot.

Note: the first SEEMIS reference field is under the Student section on the left and the order doesn't matter.




Name	Alias	In Report	Row Order
SEEMIS reference	SEEMIS reference	<input checked="" type="checkbox"/>	
Known As	Known As	<input checked="" type="checkbox"/>	
Forename	Forename	<input checked="" type="checkbox"/>	
Surname	Surname	<input checked="" type="checkbox"/>	
Date of Birth	Date of Birth	<input checked="" type="checkbox"/>	
Registration group	Registration group	<input checked="" type="checkbox"/>	
Year/Stage	Year/Stage	<input checked="" type="checkbox"/>	
Contact's title	Contact's title	<input checked="" type="checkbox"/>	
Contact's forename	Contact's forename	<input checked="" type="checkbox"/>	
Contact's surname	Contact's surname	<input checked="" type="checkbox"/>	
Contact's relationship	Contact's relationship	<input checked="" type="checkbox"/>	
Contact's telephone	Contact's telephone	<input checked="" type="checkbox"/>	
Parent's Email	Parent's Email	<input checked="" type="checkbox"/>	
Main contact	Main contact	<input checked="" type="checkbox"/>	

1.2) Click the **Conditions** tab at the top of the report and add in a condition to include current pupils only by dragging the field from the left hand side into the conditions section on the right.



Fields	Conditions
Current Pupil	Is true

AND 

1.3) Add in other conditions to decide which parents are exported from SEEMiS and hence able to login and book an appointment. We recommend both parents/guardians are included so either the mother or father can book an appointment.

Recommended Conditions

We recommend including any parent, so to exclude other contacts (such as doctors) use a condition on the contact relationship similar to the below. Be sure to set the AND/OR drop down menus as shown.

Fields	Conditions			
Current Pupil	Is true		AND	
Contact's relationship	Is	Parent	OR	
Contact's relationship	Is	Guardian		

Alternative Conditions

You could include the main contact only, however ensure parents are made aware only the main contact will be able to login.

Fields	Conditions			
Current Pupil	Is true		AND	
Main contact	Is true			

- 1.4) Save the report by clicking on the Save icon and call it something like **Parents Evening Students/Contacts** so you can quickly run the report again without having to create it from scratch.
- 1.5) Click the **View** tab on the left hand side. You should now see the data on screen.
- 1.6) Copy the output and paste into a new Excel spreadsheet.
If you're not familiar how to do this, then right click on any cell and choose the **Copy All** option. Open a new Excel spreadsheet and right click in cell A1 and choose **Paste**.
- 1.7) Save the spreadsheet as a CSV file by going to **File -> Save As** and in the *Save as type* drop down choose **CSV (Comma delimited)**. Save this in a folder where you can easily find it later and call it something like *Parents Evening Students and Contacts*.

File name:	Parents Evening Students and Contacts
Save as type:	CSV (Comma delimited) (*.csv)

Exporting Teachers & Classes

After parents login and pick the parents' evenings, a list of their child's teachers will appear automatically. This step shows you how to create the export from SEEMiS which lists the teachers for each student.

- 2.1) Go to **Application -> Reports -> Custom Reports (Curriculum)**. Add the fields to the bottom sections as shown in the below screenshot.

Stage Secondary 6

Last date joined	Column
Last exclusion circumstance	Abbreviation
Late to date (Openings)	Subject Level
Length of last exclusion	SG Presentation Level
Looked after	
Main contact's forename	
Main contact's gender	
Main contact's locality	
Main contact's mobile telephone	
Main contact's postcode	
Main contact's property	
Main contact's relationship	
Main contact's street	
Main contact's surname	

SEEMIS reference	Title
Known as	Teacher's first name
Surname	Teacher's Surname
Registration group	Subject name
	Section

- Save the report by clicking on the **Save** button at the bottom left and call it something like **Parents Evening Classes** so you can quickly run the report again without having to create it from scratch.
- Run the report by choosing a **Stage** at the top which the parents' evening is for and pressing **Next** at the bottom. Copy the output into a new Excel spreadsheet. The process is the same as Step 1– right click and choose **Copy All**, then **Paste** into cell A1 in Excel.

	A	B	C	D	E	F	G	H	I
1	SEEMIS reference	Known as	Surname	Registration group	Title	Teacher's first name	Teacher's Surname	Subject name	Section
2	05A01705BB130_	Susan	Smith		6 Miss	G.	Fields	Biology	Bi3/GF
3	05A01705BB130_	Susan	Smith		6 Mrs	G.	Beattie	Chemistry	Ch4/GB
4	05A01705BB130_	Susan	Smith		6 Mr	E.	Muir	English	En5/EM
5	05A01705BB130_	Susan	Smith		6 Mrs	K.	Anderson	Geography	Ge1/KA

You now have an Excel spreadsheet which lists the teachers for each student in the year/stage chosen. If your parents' evening is for one year/stage only (for example an S4 parents' evening) then skip the next step and move on to Step 2.5.

- Follow this step if your parents' evening is for multiple years/stages, such as a whole school primary parents' evening or if you have an S5/S6 parents' evening. Otherwise skip to Step 2.5.

So far the teachers & classes for one year/stage have been exported from SEEMiS. Now repeat Step 2.3 with a small change - choose a different **Stage** and append to the Excel spreadsheet. To append to the Excel spreadsheet, paste into the row immediately after the last row with data.

Note: duplicate header rows are ok, however you can remove the duplicate header row if you prefer.

Repeat for all stages to create one large Excel spreadsheet with contains the classes for all year/stages.

750	05A01705BB130_	Susan	Smith		6	Mr	E.	Muir	English	En1/EM
751	05A01705BB130_	Susan	Smith		6	Mrs	K.	Anderson	Geography	Ge2/KA
752	SEEMIS reference	Known as	Surname	Registration group	Title	Teacher's first name	Teacher's Surname	Subject name	Section	
753	01U03508AE011	Michael	Green		2	Mr	G.	Roff	French	Fr4/GR
754	01U03508AE012	Michael	Green		2	Mrs	G.	Taylor	Statistics	St5/GT
755	01U03508AE013	Michael	Green		2	Mr	E.	Watt	Drama	Dr1/EW
756	01U03508AE014	Michael	Green		2	Mrs	G.	Beattie	Chemistry	Ch2/GB

- 2.5) Make any adjustments to the class lists if you wish parents to see teachers other than those listed on the timetable for students. There's no need to remove a whole subject as when setting up a parents' evening on the system you can exclude whole subjects.

It's worth noting SEEMIS only exports one teacher per class, even if the class is shared between two or more details. We recommend checking any shared class to check which teacher has been assigned.

Tip: the Sort & Filter options in Excel make it quick to find and locate classes.

To change the teacher assigned to a student, update the **Title**, **Teacher's first name** and **Teacher's Surname** columns. If updating a whole class, repeat for every student in the class.

Note: the format and spelling of these fields must be the same as the rest of the spreadsheet. SEEMIS tends to output the Teacher's first name as their initial and a full stop.

- 2.6) Save the spreadsheet as a CSV file by going to **File** -> **Save As** and in the *Save as type* drop down choose **CSV (Comma delimited)**. Save this in a folder where you can easily find it later and call it something like *Parents Evening Classes*.

File name:	Parents Evening Classes	▼
Save as type:	CSV (Comma delimited) (*.csv)	▼

Importing the Data files

Now import the files you've created from SEEMIS. Import the Students & Parents first before importing Teachers & Classes.

3.1) If using the system for the first time, you'll see the *Getting Started* wizard which includes selecting the school management system you will be using. After selecting SEEMiS Click+Go you will see the screen below.

Getting Started

SEEMiS Click+Go


Data is easily imported from SEEMiS by running two custom reports. You can also enable single sign-on if required.

Importing Data from SEEMiS
 Download and save the [SEEMiS Click+Go Quick Start Guide](#) to somewhere on your computer. This shows you how to export data from SEEMiS to the Parents Evening System.


Please follow the guide after you've completed the Getting Started wizard.
 Click Next below to continue.





Single Sign-on with Glow
 To enable single sign-on from Glow for teachers, ask your school's Glow Administrator to install the 'Parents Evening System' app from 'School Cloud Systems' in the Glow App Library.

The app tile should look like this once it's activated:



3.2) Once you have completed the wizard (or if your system is already up and running) click on Data in the navigation bar on the left hand side. In the dashboard that appears, use the Imports section to import (or update) your data – remembering to import Students & Parents before importing Teachers & Classes:



-  Home
-  Parents' Evenings
-  Clubs & Events
-  Data
- Dashboard
- Data Warnings
- Students
- Parents
- Teachers

Data Dashboard

Import Details

Parents Evening System easily imports all students, parents, teachers and classes from SEEMiS.

Download and follow the [SEEMiS Click+Go Quick Start Guide](#) which shows you how to export data from SEEMiS to Parents Evening System.

Imports

Import SEEMiS Student & Parent

Import SEEMiS Class & Teacher

To bulk update teacher email addresses or add teachers not on SEEMiS, use the below import option:

Import Teachers

Looking to delete data in bulk? Go to the [Clear Data](#) page.

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