

For the attention of Headteachers and Integrus Administratorsin this edition.....Key messages for this spring term.....Integrus updates and more LiteBites.....and a date for our Integrus User Forum...

Spring 2019 (Jan 19) edition 12

Integrus News

An online newsletter for Integrus Users

keeping you up-to-date with latest news and features

Welcome back to the new Spring term.
Some key messages

- **Have you migrated to the new DfE Sign-In gateway (DSI)?** Services such as K2S, S2S including COLLECT that were previously available from the Secure Access (SA) Gateway have been migrated into the new **DfE Sign-In** service. DSI requires only one login account for all services that were previously available through Secure Access. **In order for you to use COLLECT for the census return, you will need to migrate your SA user account.** Follow this [link](#) to migrate your account to Dfe Sign-In.
- The **January School Census** checklist and resources are available from the Support/Essentials link on our website www.cbict.org.uk. **Please note: Although the Spring Census has been enabled, the DfE have delayed the release of the final validation rules (XLST) which determines the School Summary tables for Spring Census. Due to this we have delayed releasing the full update until v3.78 in early January. We would advise not completing any work within the School Census Module pages until then as you may see errors/queries that are not valid.**

Any 'known' issues relating to census errors/queries as they occur will be posted up on the 'known issues' section on the Essentials page so please look there first in case it is an issue you don't need to spend unnecessary time on to correct/resolve. *If you do experience being 'locked out' of the Census module at any time, remember that you can use the List User Locks function to unlock yourself (See LiteBite2).*

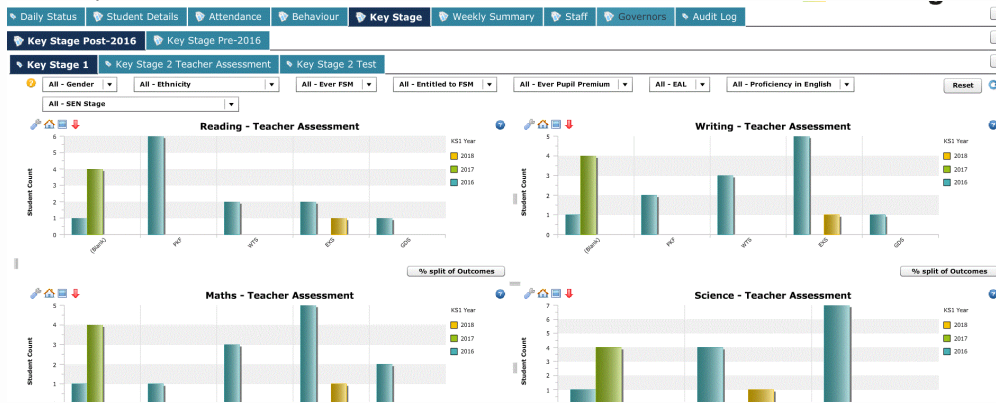
If you are new to this process, please get in touch with us at admin@cbict.org.uk so that we can provide you with the support you need.

- **1st Line Helpdesk Support for Integrus Contract renewals for 2019/20**
RM have started sending out invoices for 2019/20 and have grouped licence and 2nd line support ("with Partner Support") on their invoices. 'Partner Support' means that your 1st line support is with us at CBICT. We will be issuing our invoices in the next few weeks for 1st line helpdesk support from April 19 - March 2020 which will be at 25% less than charge for receiving support direct from RM. RM invoices "with direct Support" means you are receiving support from RM. You can still opt to receive support from CBICT (at 25% less cost). If you want to change to us, **please let us know asap!**
- **Inactive Accounts - administrators please note** that any user account that has not been used to login to Integrus for more that 60 days will automatically be made inactive. If you encounter one of your users with an login issue after a period of absence from the Integrus system, please check your System Management/User Management list of account users - and take out the tick from the Show Active users box. - Show Active User Accounts Only



If the user account is then listed, select it and click the **Make Active** icon to re-activate the user account.

- **Integris User Forum** - an early notification that our popular and free annual event is planned for **Friday 17th May 9- 1pm**. Please put this date in your diary! More news about this event will be released later this term.
- **2018 KS1 & KS2 data in Intelligence!** If you recorded end of KS1 and KS2 (Y6) data in Integris for the Summer 2018 returns, then you will be able to view your 2018 data on the Key Stage screens in Intelligence with just a few clicks! For KS1, 2018 results can be compared with 2017 and 2016 (if also recorded in Integris). For KS2, test results as well as TA results can be compared with 2017. Pupil data can be viewed by individual groups such as FSM, EAL, SEN etc. by using the filter menus at the top of the screen and chart can be drilled down to view the pupil names. Simply go to **Reports > RMIntelligence > click the Key Stage tab> KS Post 2016 > Key Stage 1 (and/or Key Stage 2 tests)**.
An example of a KS1 screen



- **GDPR support continues** for schools that have subscribed to our GDPR advice and support service for 2018/19, you will receive a GDPR update newsletter in the next few days highlighting key information, updates and useful resources. CBICT have added a **Staff AUP template** and a **Good Practice with Passwords** document to the suite of resources available on the **Data Governance Framework** page for our subscriber schools. A general update for all schools can be found on our GDPR News page on <https://www.cbict.org.uk/gdpr>. We do respond to requests for GDPR advisory visits and audits on an ad-hoc basis - simply email admin@cbict.org.uk if you want further details.

More LiteBites this term.....

New! LiteBite23 - Using the Family Mail Marker indicator to manage use of parent/guardians names and addresses when creating labels and letters. This is particularly useful when parents/guardians are separated.

Are you aware of other LiteBites added recently?

LiteBite 15 - recording and searching for Pupil Premium pupils introduces the new '**School-defined Pupil Premium**' field. Using this field helps schools group together all the different types of PP pupils so that when using reports, they can all be included in one hit! Have a read if you have missed important new feature!

LiteBite 17 - Using Cover for recording Staff absences - doing it this way opens up opportunities for reporting on staff absence and viewing absence data in Intelligence. This all links to the SWF Absence module too!

LiteBite 18 - In Year Admissions and importing CTFs - with student mobility on the rise, it is important for schools to ensure CTFs are created for leavers and imported for new starters to obtain all the pupil's historical information from their previous school. LiteBite18 covers the steps you need to follow when you import a CTF and checking for the information you have imported.

LiteBite 19 - Custom Registers - setting up your own registers for you own specified groups of staff or pupils

The following **LiteBite 20 - Subject Access Requests; LiteBite 21- Deleting Records; LiteBite 22 - Recording Parental Consent** all support good data management practice in line with GDPR.

You can find our list of LiteBites on the Integris Home menu on our www.cbict.org.uk website. Have you looked at them lately?

We are on our 12th edition of the newsletter!


Our aim with the newsletter is to quickly update you on key features to help you improve and develop working practices. Please tell us what you think!

Complete this [short survey](#) and let us know how we can improve it!












Integris software enhancements.....

Registration Notes

When adding Notes to the Registration Screens (for lesson and session attendance), the Notes icon has been changed from black to solid green. This is to make it easier to see that a Note has been added and was a popular request through User Voice.

Week 18		Thursday 03 Jan		
Student Name	Notes	AM	PM	
audley, alexander	 		*	C
Bartram, Henry		*	*	
Roston, Iarnh		*	*	

As more schools are recording attendance in the classroom now, you may be interested in learning about the **Visible register indicators**whereby the registration screen can now display by a show of icons various indicators (e.g. SEN, PP, FSM etc.) next to the pupil names.

Week 2		Thursday 14 Sep		
Student Name	Notes	AM	PM	
Allison, Jen	    		*	*
Archibold, Liam	 		*	*
Archibold, Liam			*	*

Administrators need to activate the icons they wish to display and the style of the icon preferred. For example, you may wish to display the Pupil Premium pupils, but not those with Safeguarding Alerts.

Go to **Modules > Attendance > Settings > Register Indicators tab > Edit** > select the indicators you wish to show on the registers and select the style preferred (as below) and click OK. Please note: these icons will be visible to all users in a school when activated. If class teachers display registers on whiteboards to pupils, then easily identifiable indicators may not be appropriate.

Users can select from three different icon types to display:

	icons	initials	shapes
Entitled to Free School Meals			
School-defined Pupil Premium			
Ever Pupil Premium			
Medical Alert			
Safeguarding Alert			
Special Education Needs			
English as an Additional Language			

A message from CBICT.....

Dear colleagues,

A warm welcome back to the new term - we hope you have rested well after a hectic autumn term.

We continue to offer GDPR support as before and are starting to plan for our annual Integris user event in May.

With best wishes for a happy new year.

Cathy & Neil

CBICT Ltd

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admin@cbict.org.uk

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