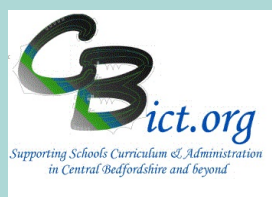


For the attention of Headteachers and G2 Administratorsin this edition.....important reminders about our GDPR workshop coing soonRM Insights workshop free event.....latest features in RM Integris



Autumn 2017 (Sept 17) edition 6

RM Integris News

An online newsletter for RM Integris Users
keeping you up-to-date with latest news and features

Important message for new admistrators and users to Rm Integris

If you are new to RM Integris, please get in touch with us to arrange support and training for you (email us at admin@cbict.org.uk).

It is really important that you know about census data requirements, how to check for data accuracy and produce an accurate and complete October census return for the school as this will impact on pupil funding. Don't hesitate in contacting us if you need support.

Support documents for enhanced packages - we have issued passwords needed to access the help docsuments for this year. If you are expecting these, but have not received them, then we have not received an order from you. Our flyer/order form is avialabe from the home page on www.cbict.org.uk.

Reminder about our GDPR workshop this term!

GDPR Workshop - Monday 25th September 2017 @ Rufus Centre, Flitwick 9.30am - 3.30pm

There are still a few places left!

The **General Data Protection Regulations** will replace the current Data Protection Act from next May 2018. These new regulations will place greater responsibility on organisations (including schools) on the safety and security of data.

The workshop will focus on helping schools gain a better understanding of the changes in legislation, the implications if the regulations have not been followed, what schools have to do to be compliant and how to go about it. A number of practical resources will be included as part of the course.

Fee is £100 per school (max of 2 delegates per school) which includes lunch.

AGENDA

- Data Protection now, GDPR soon
- Rights, roles & principles
- Main changes under GDPR



REMINDER about a new event

CBICT and RM are jointly hosting an **Insights Meetup** for Integris users in Bedfordshire on **Thursday 30th November** in the Grange Suite at The Forest Centre in Marston.

It starts at 8.30am with coffee on arrival and finishes at 12.30pm. This is a free event.

Invest in some time away from school to focus on learning to use Integris to make your life easier, discover latest features, find out practical top tips and ask questions specific to your needs.

Make your bookings [HERE](#)












Latest features in RM Integris

Following the latest upgrade, here's a reminder of the most useful features.....

In our last issue this term, we alerted you to the significant changes in how Pupil Premium can be recorded and searched for - if you haven't read about this or received our first Newsletter for the year, you can access all our newsletters from the RMIntegris Home/Newsletters menu link on our website www.cbict.org.uk.






















Adjust the automatic Logout timings ... following many requests to change the automatic time out facility, administrators can now change the length of time before users are logged out of RM Integris from the current default of 45 minutes. All it requires is for the Administrator to go to System Management > Preferences > Security tab > Edit > enter the number of minutes (to a maximum of 120) and click OK. This auto logout time will apply to all users who logon after the change is made. Note: please advise users who make changes to data to keep saving on a regular basis regardless of auto logout times.

Visible register indicatorsthis is particularly relevant for schools where teachers are taking registers in the classroom. 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. These icons will be visible to all users in a school when activated. If class teachers display registers on whiteboards to pupils, then visible indicators may not be appropriate.

	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			

We would like your views!

Complete this [short survey](#) and tell us what you think about the newsletter

A message from CBICT.....

Dear colleagues,

Now that summer holidays are beginning to be a distant memory as we get back into the swing of a new Autumn term, we hope you are starting to use our support materials and trying out something new.

We welcome new Headteachers and administrators to RM Integris. Please get in touch with us if you need training and/or an overview of the system to help you get the most out of it. Training is charged at £48 per hour regardless of numbers and overviews for Headteachers are free sessions.

Regards

Cathy & Neil

CBICT Ltd

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Our mailing address is:

admin@cbict.org.uk

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