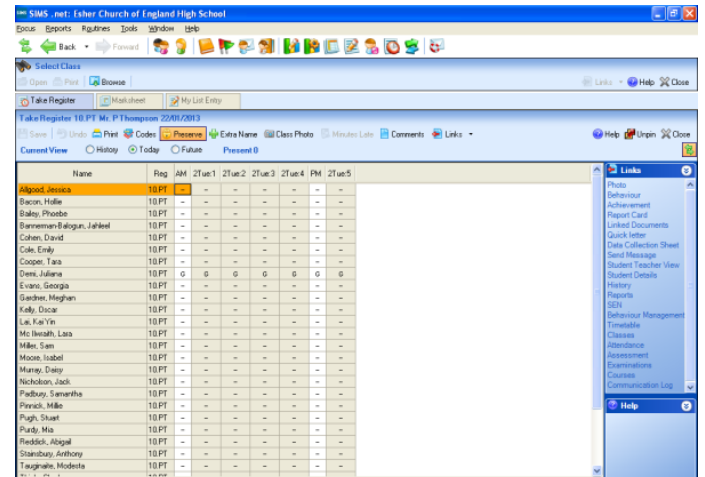


Adding Achievement Points on Sims

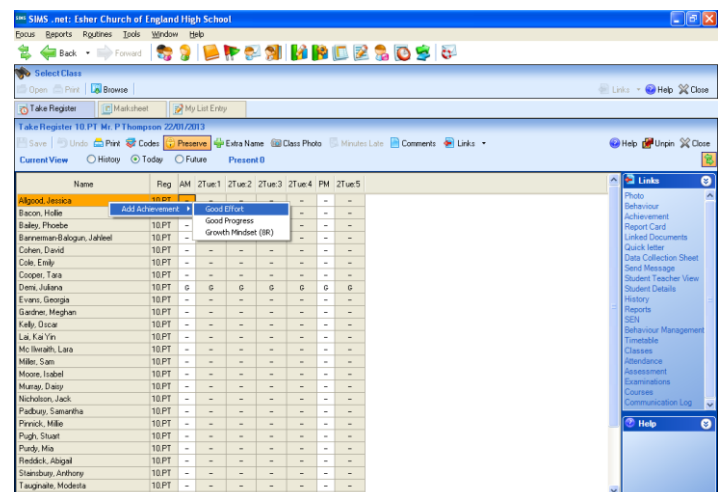
This help sheet will aid you in adding achievement points onto SIMs. You will be shown the quicker way of adding Achievement Points from your register screen and the longer way if more detail is needed.

Adding Individual Achievement Points (On Register Screen)

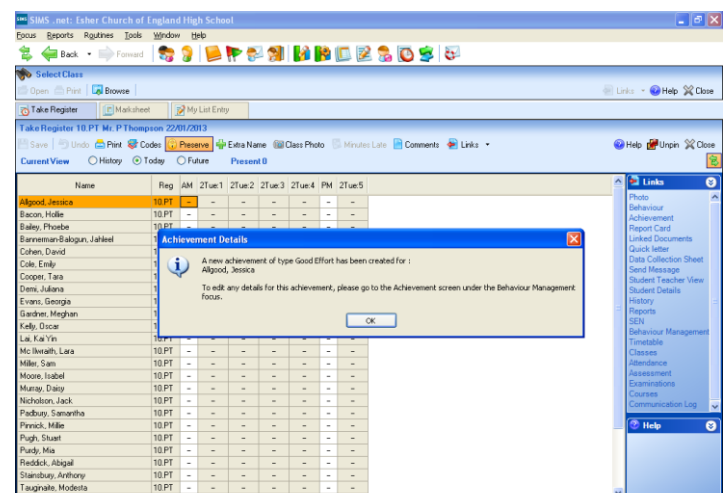
1. Log into SIMs and access required class.



2. Right click on Student you want to give achievement points to. Scroll over the pop up button called 'Add Achievement' and you will be given the 3 Achievement Point Options. Click on the correct achievement criteria.



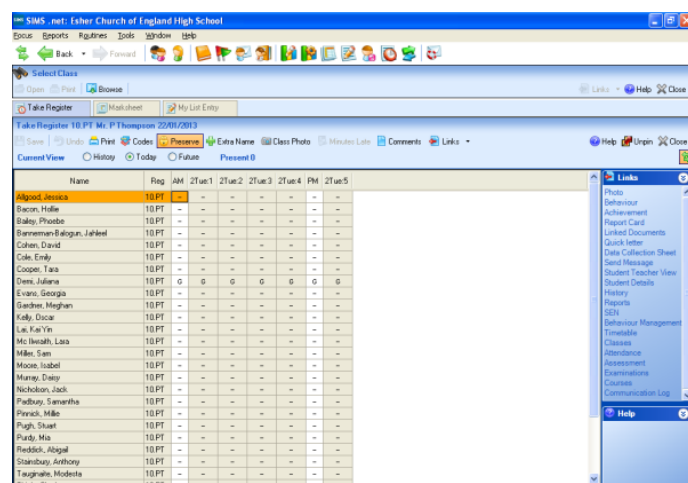
3. You will then be shown a confirmation pop up window indicating you have successfully added an achievement point.



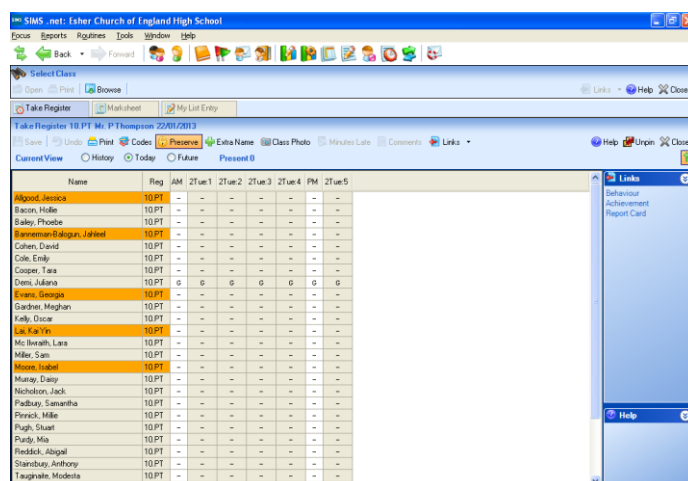
Adding Multiple Achievement Points (On Register Screen)

ONLY WORKS IF THE ACHIEVEMENT IS THE SAME E.G. GOOD EFFORT OR GOOD PROGRESS OR GROWTH MINDSET

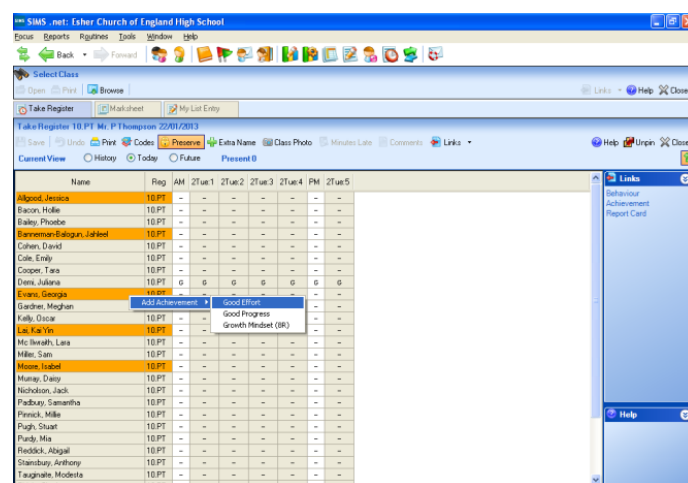
1. Log into SIMs and access required class.



2. Hold down the CTRL button on your keyboard and click on multiple students.



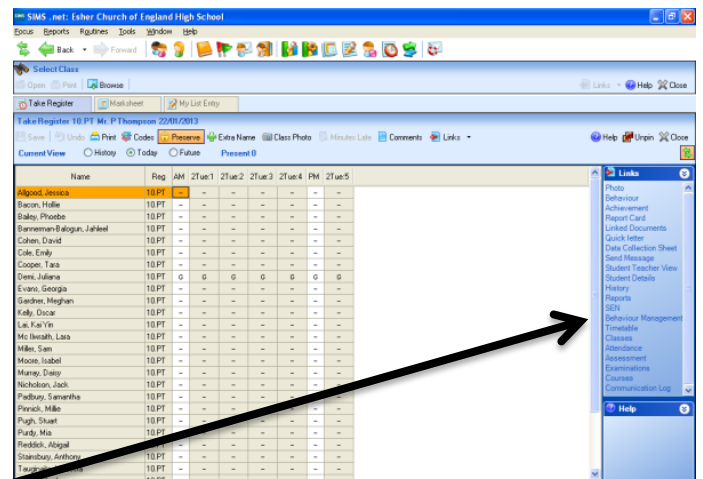
3. Right click on any student you have selected. Scroll over the pop up button called 'Add Achievement' and you will be given the 3 Achievement Point Options. Click on the correct achievement criteria.



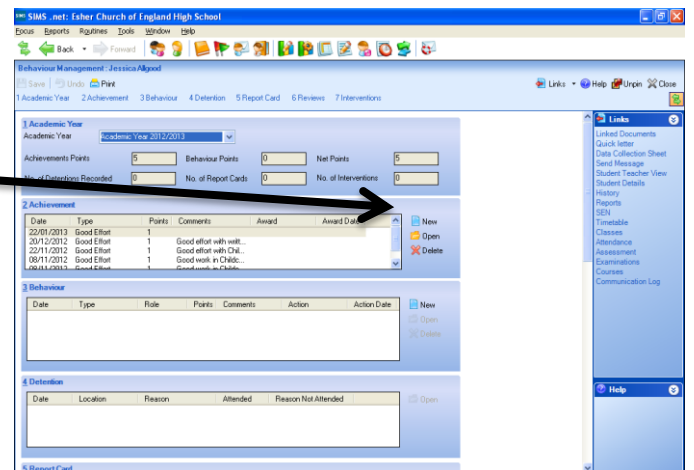
4. You will then see the confirmation pop up window confirming achievement points added.

Add Achievement Points (In Detail)

1. Log into SIMS and access required class. Click on Student you want to give achievement points to.



2. On the right hand 'Links' Panel, Click on Behaviour Management. You will then see a new pop up window. To input Achievement Points, click on 'New'



3. This will open a new pop up window.
 - You must select the type of achievement.
 - Select the Activity Type
 - Insert Comments (required)
 - Insert number of Points
 - Finish by saving and closing the window.

