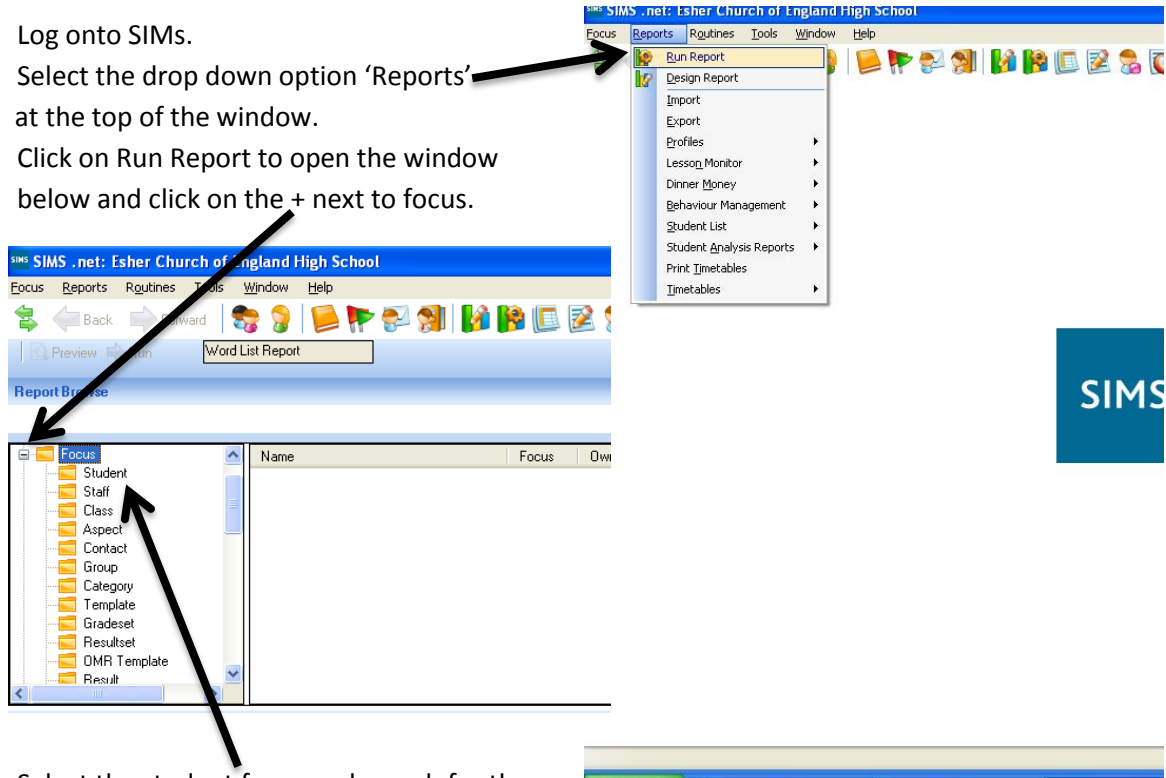


## How to run Achievement Point Reports

You can now access Achievement Point Reports for each Year Group by following this step by step Guide. This will enable you to check Achievement Points on a weekly basis and compare against other tutor groups.

## How to Access Achievement Point Reports

1. Log onto SIMs.
2. Select the drop down option 'Reports' at the top of the window.
3. Click on Run Report to open the window below and click on the + next to focus.



4. Select the student focus and search for the following Reports:
- Achievement Points Year 7
  - Achievement Points Year 8
  - Achievement Points Year 9
  - Achievement Points Year 10
  - Achievement Points Year 11

\*IT MAY BE EASIER TO LOOK FOR THE OWNER (PAUL THOMPSON) AND THEN THE REPORTS.

- Once you have found the reports, right click on them to add to your favourites. You can then access the reports from the Favourites option as shown below.

