

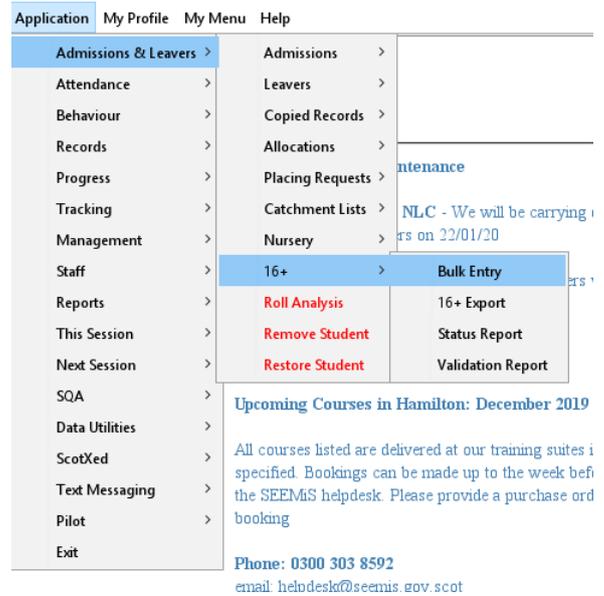
16+ Planning – SEEMiS Guide for Bulk Entry

1. Load up Click + go

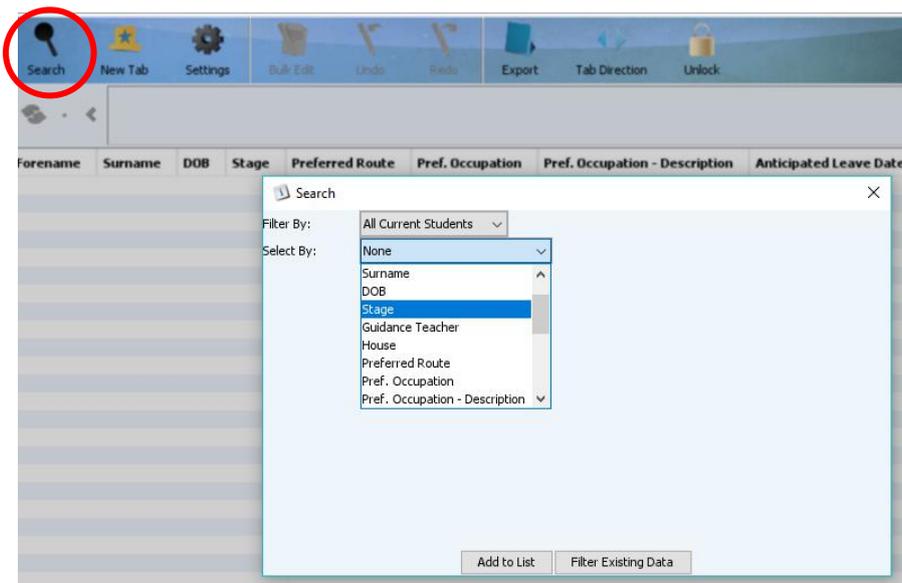
Select the Application tab:

- Admissions and leavers
- 16+
- Bulk entry

(You may need to provide access rights to access this option)



2. The 16+ Bulk Entry page has similar headings to the risk matrix page, however by selecting the search function you can extract lists of pupils by differing characteristics, such as stage (year group), Guidance Teacher, Preferred Route, Preferred Occupation etc.



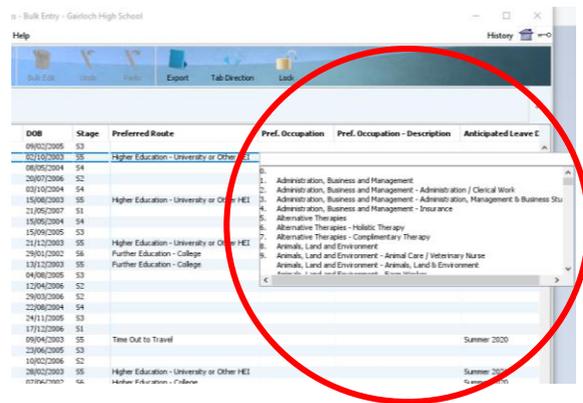
3. If you require a full school list click 'add to list'.

4. You can also create a new sheet by selecting 'new tab' (next to search icon) . This can be helpful if you are wanting to work on different year groups / Guidance groups etc.

5. To make any changes or to add information you will need to select 'Unlock'. You can also sort lists by column heading, eg to put surnames into alphabetical order click in the column heading.



- Once you have unlocked the sheet, 16+ options can be added via the dropdown menu that tally with the 16+ planning form options on Form A.



- If you scroll to the very right-hand side of the sheet there is the option to add '16+ Notes'. This is useful to record information such as College applications, job applications and if there are any action points from 16+ meetings. It is best to add a date to any text as it isn't date-stamped by SEEMIS.

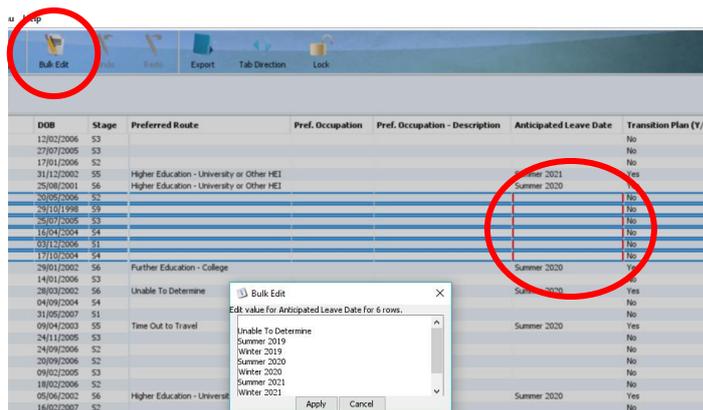


- Final tips – when you are bulk entering the icon marked 'tab direction' can be altered to fill in either vertical or horizontal direction.



Information can also be exported onto an excel sheet if you want to work further with the data.

To add the same information for a group of pupils – drag and select the boxes, then click on the bulk entry icon. (This icon only highlights once you have selected several cells.) This will then bring up the drop-down box, so you can select the correct option.



Please note that information for all year groups can be input on this page. This could support your DYW agenda by gathering BGE information on Preferred Occupation to support targeted work-related learning interventions according to young people's aspirations.

All templates for 16+ planning and wider guidance can be found here – <https://hi-hope.org/directory/listing/16plus-planning>

If you require the data capture forms as a google form - email ann.gillies3@highland.gov.uk