



DENBIGH
ADMINISTRATION

DENBIGH ADMINISTRATION

Academic Reports, Classes,
Courses, Student Enrolments and
Timetables

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Instructions for Creating Student Classes, Courses, Lesson Times (Timetables) and Creating Student Academic Reports. **Please note** whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows.

Main Menu to the Classes File

All the data that is required for creation of timetables and Academic reports, other than the Student's details, is derived from the Classes/Courses File.

Classes File

Class Code	Course	Course	Abbreviation	Year	TT	Report Order	Units	Staff	Staff	Faculty	Key Learning Area	Reported
				Class	Line	Class	Class	Code	Name			On
06VA2	Visual Arts	06VA	Vis Art	6	6	4	7	DENJ	Mr J Denbigh	Creative Arts		No
08MA2	Mathematics	08MA	Maths	8	8	5	2	DENJ	Mr J Denbigh	Mathematics		Yes
08VA7	Visual Arts	08VA	Vis Art	8	8	1	7	DENJ	Mr J Denbigh	Creative Arts		Yes
09V11	Photography and Digital Media	09VI	VI	9	9		7	DENJ	Mr J Denbigh	Creative Arts		No
09V12	Photography and Digital Media	09VI	VI	9	9		7	DENJ	Mr J Denbigh	Creative Arts		No
10ENS	English	10EN	Eng	10	10		1	DENJ	Mr J Denbigh	English		Yes
11PO1	Photography	11PO	Photo	11	11		8	DENJ	Mr J Denbigh	Creative Arts		No
06ENZ	English	06EN	Eng	6	6		1	DENJ	Mr J Denbigh	Co-Curricular		No
06LS6	Learning Service	06LS	LS	6	6			DENJ	Mr J Denbigh	Special Needs		Yes
07DTA	Design and Technology	07DTech	D&T	7	7			DENJ	Mr J Denbigh	TAS		No
06DR5	Drama	06DR	Dra	6	6		6	DENJ	Mr J Denbigh	Creative Arts	Drama	Yes
PP001	Prep For School	PPAA1		-1	-1			DENJ	Mr J Denbigh	Primary School		No
06TEST	Testing Course	06TEST	TC	6	6		1	DENJ	Mr J Denbigh	TAS		No
06DR6	Drama	06DR	Dra	6	6		6	DENJ	Mr J Denbigh	Creative Arts	Drama	No
06DRE2	Drama	06DR	Dra	6	6		6	DENJ	Mr J Denbigh	Creative Arts	Drama	No
10.1	Tutor Group	10PC	House Grps	10	10		12	DENJ	Mr J Denbigh	Abbeysthorpe		No

Displays the Class Code (unique code), course code (unique code), Subject Name (from the Course file), Year (Course and Class), Report order (required for printing Academic Reports), Staff code,

Update button to update change of staff code, Staff Name linked from the staff code and Faculty. Click to view the Admin list.

Classes File - Admin List

Class Code	Subject Name	Course	Abbreviation	Year	Student Count	Maximum Candidature	Lessons Count	Report Order	VET	Music Class	Peripatetic Music Class	PGDuty Area	PTI	BOS Course Number	Currently Reported
06VA1	Visual Arts	06VA	Vis Art	6	21		14	7							Yes
08VA7	Visual Arts	08VA	Vis Art	8	9		3	7							Yes
09VI2	Photography and Digital Media	09VI	VI	9	16		3	1						No	
10EN5	English	10EN	Eng	10	6		4	1							Yes
11PO1	Photography	11PO	Photo	11	9		2	8						35225	Yes
06ENZ	English	06EN	Eng	6	2		0	1							Yes
06LS6	Learning Service	06LS	LS	6			0								Yes
07DTA	Design and Technology	07DTech	D&T	7	2		0	6							Yes
06DR5	Drama	06DR	Dra	6			0	6							Yes
PP001	Prep For School	PPAA1		-1	10		0								No
06TEST	Testing Course	06TEST	TC	6	3		0	1							Yes
06DRE	Drama	06DR	Dra	6			0	6							Yes
06DRE2	Drama	06DR	Dra	6			0	6							Yes
10.1	Tutor Group	10PC	House Grps	10	6		4	12							Yes
07DTE	Design and Technology	07DT	D&T	7	16		1	3							Yes
08ML1	Main Lesson	08ML	MAINL	8	5		0	1							Yes

Displays the details for Class types eg VET, Music Class, Peripatetic Music Class, PGDuty Area. Also includes field for Maximum number of students per class, the BOS (NSW Board of Studies) Course number and whether the class is included in the PTI sessions (Parent Teacher Interview sessions). Click the Teacher Allocation button to toggle back to teacher allocation list.

Course and Class Codes

Class Code	Subject Name
00Eng1	English

The Course and Class code is usually made up from the year Eg 00 Kindergarten, 01 Grade 1. Then the subject Eg ENG English, MAT Mathematics. The subject name is then populated from the Course Field. (Do not use spaces or symbols in the class or course codes)

Teacher Code

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Staff Code	Staff Name
06VA2	Visual Arts	06VA	Vis Art	6	4	7		DENJ	Mr J Denbigh
08VA7	Visual Arts	08VA	Vis Art	8	1	7		ARMG	Armitage Mr G
09VI1	Photography and Digital Media	09VI	VI	9		7		NYPS	Mr G
09VI2	Photography and Digital Media	09VI	VI	9		7		BAIR	Bailey Mr R
10EN5	English	10EN	Eng	10		1		BALG	Balean Mrs G
11PO1	Photography	11PO	Photo	11		8		BERP	Berman Rev P
06ENZ	English	06EN	Eng	6		1		BERJ	Berzins Ms J
06LS6	Learning Service	06LS	LS	6				BIRM	Bird Ms M
07DTA	Design and Technology	07DTech	D&T	7				BLUJ	Blumer Ms J
06DR5	Drama	06DR	Dra	6				BOLG	Bolton Mr G
								BOWD	Bowd Mr D
								BREA	Brettell Mr A
								BROA	Brown Ms A
								BURJ	Burdon Mr J
								BURM	Burlinson Dr M
								CAMK	Cameron Ms K
								CARG	Carvalho Mr G
								CLEJ	Cleverdon Miss J
								CLIP	Clinch Mrs P
								CROM	Croker Ms M
								CUNK	Cunningham Ms K
								DAVL	Davies Ms L
								DENJ	Denbigh Mr J

Every class has a teacher assigned. Choose a teacher from the drop down list, from the teacher code field. This is the main teacher, different teachers can be allocated to different lessons and second teachers can also be added.

Class Details

Class Details = Relookup

06VA2 Visual Arts Vis Art 06VA 6 7 DENJ Mr J Denbigh

Class Code Subject Name Subject Abbreviation Course Year Unit Order Teacher Code Teacher

Students Lessons Outcomes Description for Reports Class Tasks Course Tasks Documents

Students in Class Students in Class = 16 1 Medical Condition Alert(s) Add Student eMail

Student ID	Student	Year	
106468	Benjamin, Teresa	6	Medic Alert
108401	Bros, Priyanka	6	
100446	Burge, Seentinie	6	
100919	Connors, Stephy	6	
108129	Cowan, Mikaela	6	
100118	Dean, Jessica	6	
100866	Glenn, Seryung	6	
106183	Johnson, Simon	6	
108394	Kah, Grant	6	
102727	McGrath, Louisa	6	
106479	Mearns, Boyd	6	
107281	Podpera, Ashleigh	6	
101282	Rainger, Kristen	6	
101657	Skepev, Hasmeera	6	
102916	Thomas, Salina	6	
101489	Winder, Kate	6	

Enrol these students into another class Students in Course = 39

Displays the Students in the Class.

Lesson Times

Class Details = Relookup

06IL4 Italian Ital 06IC 6 4 MORC Ms C Moran

Class Code Subject Name Subject Abbreviation Course Year Unit Order Teacher Code Teacher

Lessons Students Outcomes Description for Reports Class Tasks Course Tasks Documents

Lesson Times Lessons = 4 Update Lessons TTable Line

Day	Period	Room	(Different Teacher for Lesson) Code Name	(Second Teacher for Lesson) Code Name
3	4	D1.5		
5	2	M0.1		
8	4	GYM2		
10	2	D1.4		

The Lesson Times determine the data that will appear on all timetables

Different Teacher for a lesson time

Class Details

07EN1 English Eng 07EN 7 1 BERP
 Class Code Subject Name Subject Abbreviation Course Year Unit Order Teacher Code

Students Lessons Outcomes Description for Reports Class Tasks

Lesson Timeslots No of Lessons = 8 Update Lessons

Day	Period	Room	(Different Teacher for Lesson)		(Second Teacher for Lesson)	
			Code	Name	Code	Name
1	3	S4.1				
1	4	N1.18		ADAD Adams Mr D		
4	1	F3.1		ALLT Allesch Mr T		
4	2	N0.6		AMPH Amponin Jr Ms H		
4	2	N0.6		ANGC Angel Mrs C		
6	3	GYM1		ARCD Arcidiacono Mr D		
6	4	N1.5		ARMG Armitage Mr G		
				AYRS Ayre Ms S		
9	1	N1.14		BAIR Bailey Mr R		
9	2	J1.8		BALG Balean Mrs G		
				BERJ Berzins Ms J		
				BERP Berman Rev P		
				BIRM Bird Ms M		
				BLUJ Blumer Ms J		
				BOLG Bolton Mr G		
				BOWD Bowd Mr D		
				BREA Brettell Mr A		
				BROA Brown Ms A		
				BURJ Burdon Mr J		
				BURM Burlinson Dr M		
				CAMK Cameron Ms K		
				CARG Carvalho Mr G		
				CLEJ Cleverdon Miss J		

Within the class you can choose a different teacher for different lessons. Choose a teacher from the drop down list.

Timetables

General Info Notes Medical Info Classes Timetable Academic Record Attendance Discipline CoCurricular Music Other

TimeTable Alex is Present today,

	Week A			Week B		Current
	Monday	Tuesday	Wednesday	Thursday	Friday	
P1	Anc Hist N1.3 Ms Grierson 12AH1	Chem IB S J1.7 Dr Burlinson CH2S1		Econ N1.1 Ms Lee 12EC1		Refresh Timetable Print Timetable Email subscription URL to this student Email subscription URL to Found Set
P2	Anc Hist F3.4 Ms Grierson 12AH1	Chem IB S D1.1 Dr Burlinson CH2S1	TOK S3.3 Mrs Lam TOK23	Econ D0.3 Ms Lee 12EC1		
P3	Econ F1.5 Ms Lee 12EC1		Maths Stud M0.2 Ms Berzins MS2S1	Anc Hist F1.3 Ms Grierson 12AH1		
	Recess	Recess	Recess	Recess	Recess	
P4	Econ N0.5 Ms Lee 12EC1		Maths Stud N1.11 Ms Berzins MS2S1	Clash : 12AH1 M1.5 vs 12CR1 Q2.1	Faith S2.4 Rev Koning 12CR3	
P5		Maths Stud Q1.3 Ms Berzins MS2S1		Chem IB S F3.2 Dr Burlinson CH2S1	TOK D2.7 Mrs Lam TOK23	
	Lunch	Lunch	Lunch	Lunch	Lunch	
P6				Chem IB S TLT Dr Burlinson CH2S1	CAS D2.5 Mrs Holmes CAS22	
P7						
	After School	After School	After School	After School	After School	

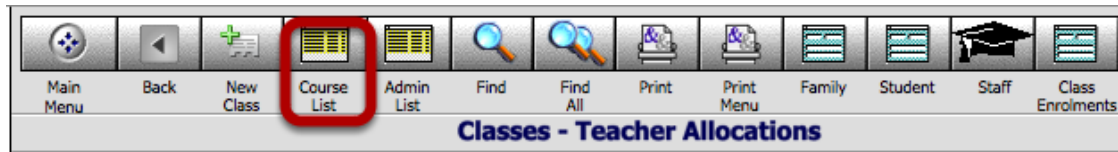
All data entered into the classes file will then display through the timetables.

Course Code

Class Code	Course	Course	Abbreviation	Year	
				Class	Course
<input type="checkbox"/> ⇄ 06DR1	Drama	⇄ 06DR	Dra	6	6

Course code updates the subject name Abbreviation and Academic year

Courses File



To view the Courses Click on the Course List button

View Course File

Course Code	Subject Name	Abbreviation	Academic Yr	Report Order	Units	Faculty	Key Learning Area
<input type="checkbox"/> ⇄ 06DR	Drama	Dra	6	6		Creative Arts	Drama
<input type="checkbox"/> ⇄ 06IL	Italian	Ital	6	4		LOTE	
<input type="checkbox"/> ⇄ 06LS	Learning Service	LS	6			Special Needs	
<input type="checkbox"/> ⇄ 06MA	Mathematics	Maths	6	2		Mathematics	
<input type="checkbox"/> ⇄ 06MU	Music	Mus	6	6		Music	
<input type="checkbox"/> ⇄ 06PE	PD/Health/PE	PE	6	5		PDHPE	
<input type="checkbox"/> ⇄ 06VA	Visual Arts	Vis Art	6	7		Creative Arts	

To go back to Classes List, click the Class List button. To view the detail of a Course, click the Jump button, to view the record.

Course Details

The screenshot shows the 'Course Details' page for course 'Drama'. At the top, there is a navigation bar with icons for Main Menu, Back, View as List, Find, Find All, Print, Print Menu, Student, Staff, Next Yr's Classes, Class Enrolments, Lesson Times, Outcome Bank, MarkBook Menu, Set Course Outcomes, and Change Course code. Below this, the course details are displayed: Course Code (06DR), Subject Name (Drama), Abbreviation (Dra), Academic Yr (6), Report Order (6), Units, Faculty (Creative Arts), and Key Learning Area (Drama). The main content area has tabs for Classes, Outcomes, Course Description, and Documents. Under the 'Classes' tab, it shows 'Students in Course = 32' and 'Current Reporting Period : test'. A table lists the classes with columns for Class Code, Class Name, Teacher Code, Teacher, and Students in Class. The first row, 06DR1 Drama, is highlighted with a red circle.

Class Code	Class Name	Teacher Code	Teacher	Students in Class
06DR1	Drama	KILA	Ms A Kilham	11
06DR2	Drama	KILA	Ms A Kilham	7
06DR3	Drama	KILA	Ms A Kilham	9
06DR4	Drama	KILA	Ms A Kilham	4
06DRAT	Drama	ADAD	Mr D Adams	1
06DR5	Drama	DENJ	Mr J Denbigh	0
06DRE	Drama	DENJ	Mr J Denbigh	0
06DRE2	Drama	DENJ	Mr J Denbigh	0
				0

Viewing the Course, show the classes in the course the Outcomes allocated and Course Description and any documentation.

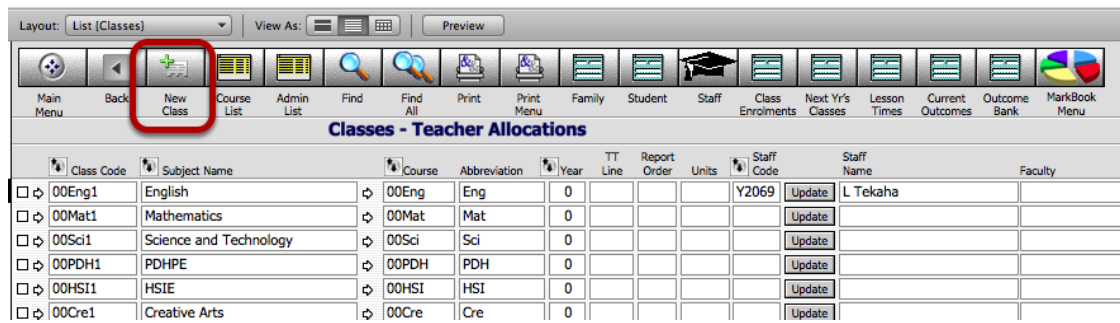
Course Details - Outcomes

The screenshot shows the 'Course Details' page for course 'Italian'. The 'Outcomes' tab is selected. It displays 'Current Reporting Period : test' and a table of outcomes. The table has columns for Code, Sort Order, Type, Subheading, and Outcome Text. Outcomes 06IL1 through 06IL7 are listed, each with a radio button for 'Outcome' (selected) and 'Profile'. Outcome PP1 is listed with radio buttons for 'Outcome' and 'Profile' (selected). A 'Print' button and an 'Add' button are visible at the top right of the table area.

Code	Sort Order	Type	Subheading	Outcome Text
06IL1	1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Identifies key ideas from spoken texts in familiar contexts.
06IL2	2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Identifies key ideas from written texts in familiar contexts.
06IL3	3	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Uses relevant vocabulary when speaking in Italian.
06IL4	4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Interacts with others sharing key points of information in Italian.
06IL5	5	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Uses relevant vocabulary when writing in Italian.
06IL6	6	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Writes texts to present key points of information in Italian in rehearsed contexts.
06IL7	7	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Demonstrates awareness of cross-cultural influences on language and culture.
PP1	8	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	Work Practices	Actively engages in her own learning.

Outcomes are allocated for each course. One Course can have many classes. Outcomes can be used for different Courses.

Create a new Class

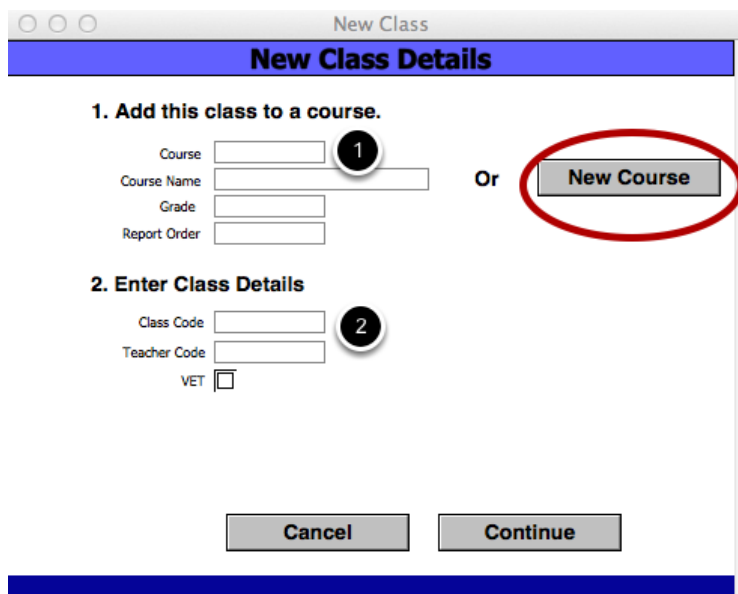


The screenshot shows the 'Classes - Teacher Allocations' window. The top toolbar contains several icons, with the 'New Class' icon (a green plus sign) highlighted by a red square. Below the toolbar is a table of class allocations.

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Staff Code	Staff Name	Faculty
<input type="checkbox"/> 00Eng1	English	00Eng	Eng	0				Y2069	<input type="button" value="Update"/>	L Tekaha
<input type="checkbox"/> 00Mat1	Mathematics	00Mat	Mat	0					<input type="button" value="Update"/>	
<input type="checkbox"/> 00Sci1	Science and Technology	00Sci	Sci	0					<input type="button" value="Update"/>	
<input type="checkbox"/> 00PDH1	PDHPE	00PDH	PDH	0					<input type="button" value="Update"/>	
<input type="checkbox"/> 00HSI1	HSIE	00HSI	HSI	0					<input type="button" value="Update"/>	
<input type="checkbox"/> 00Cre1	Creative Arts	00Cre	Cre	0					<input type="button" value="Update"/>	

To create a new class click on the New Class button.

New Class Details



The 'New Class Details' dialog box is shown. It has a title bar 'New Class' and a header 'New Class Details'. The form is divided into two sections:

1. Add this class to a course.

Course **1**
Course Name
Grade
Report Order

Or

2. Enter Class Details

Class Code **2**
Teacher Code
VET

Enter the course Code, Course Name, Grade and the report order. If it is a new Course click New Course button, then enter the new class code and the teacher code. Use letters and numbers with no spaces or symbols.

Create New Course

New Class

New Course Details

Enter Course Details

Course Code 1

Subject Name 2

Abbreviation 3

Grade 4

Report Order

Units

Faculty

Key Learning Area

5

Enter the new Course Code, enter the Subject name, Abbreviation (the abbreviation field is used to appear on timetables) and Year (the other fields can be updated now or later). Use letters and numbers with no spaces or symbols.

Adding Students to the Class

Class Details

07DTE Design and Technology D&T 07DT 7 3 DENJ Update Mr J Denbigh
Class Code Subject Name Subject Abbreviation Course Year Unit Order Teacher Code Teacher

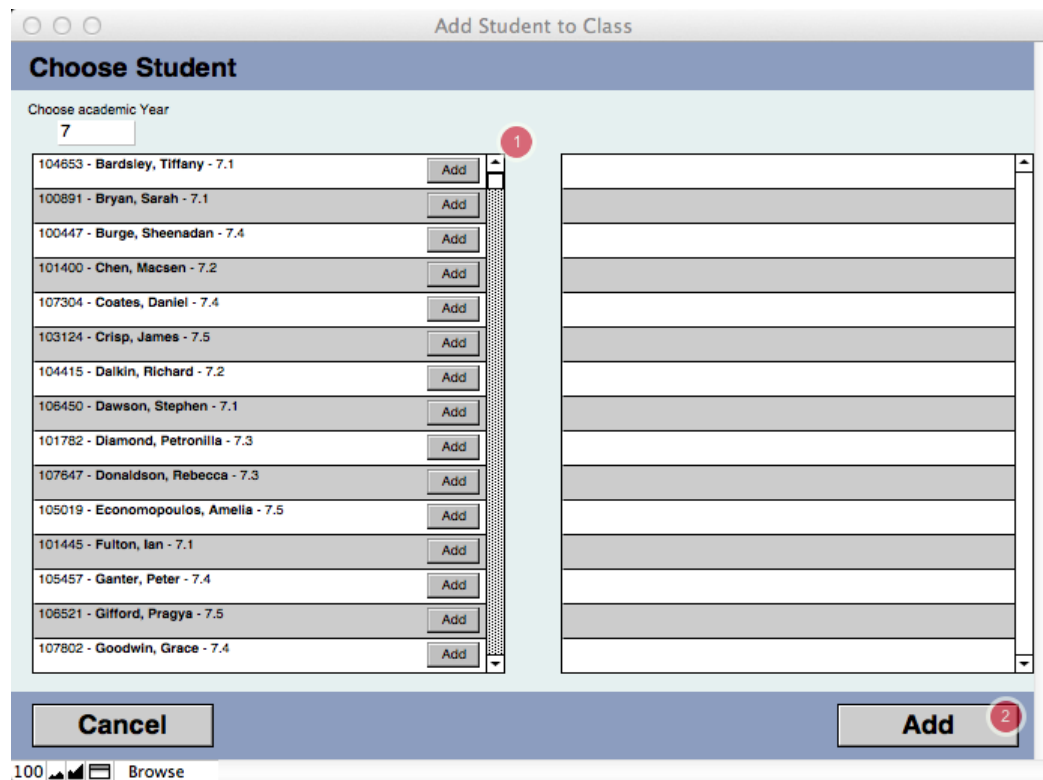
Students Lessons Outcomes Description for Reports Class Tasks Course Tasks Documents

Students in Class Students in Class = No Medical Condition Alerts

Student ID Student Year

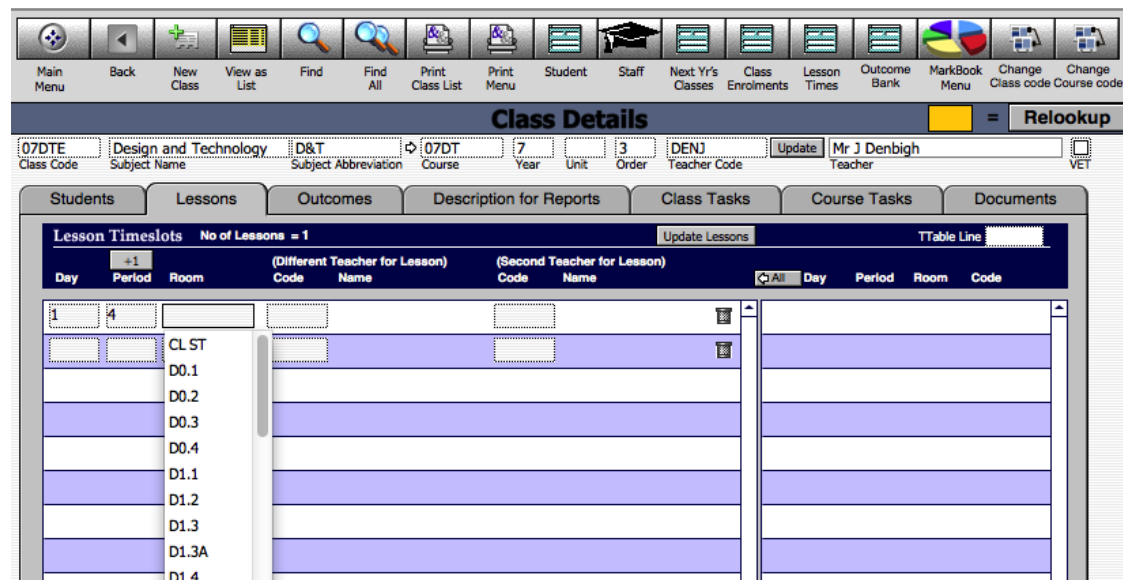
Click the Add Students button to add individual students to the class.

Adding Students



- 1 - Click on the Add button to add students to the class.
- 2 - Once all students have been added click the Add button.

Add lesson times



Add lesson times and rooms.

Adding Lessons and Staff codes

New Class

New Class Lessons

10SCI1 Class Code 10 Science Subject Name 10SCI Course 10 Year Teacher Code Teacher

Lesson Timeslots No of Lessons = 3 Update Lessons TTable Line 1

Day	Period	Room	(Different Teacher for Lesson) Code Name	(Second Teacher for Lesson) Code Name	Day	Period	Room	Code
1	1				1	1		HARA
2	3		1027 Kuipers Mr L		2	3		DENJ
3	5		achy Anthony Dr C		3	5		
			addoelaine Addo Ms E					
			adelsalmanzadeh Salmanzadeh A					
			agius Agius Mr A					
			aimeewockner Wockner Ms A					
			aiseapulini Pulini Mr A					
			alanedwards Edwards Mr A					
			alicehonsa Honsa A					
			allenmargie Allen Ms M					
			ambrosinidean Ambrosini Mr D					
			andrewatters Watters A					
			andrewhislop Hislop Mr A					
			andrewlong Long A					
			andrewssusan Andrews Ms S					
			anglinnaomi Anglin Ms N					
			babinakaigey Kaigey Ms B					
			bachelorpeter Bachelor Mr P					
			bailettisusan Bailetti Ms S					
			baker Baker Mrs V					
			bakeranne Baker Ms A					
			barkerchristine Barker Ms C					

Cancel Continue

Enter the Staff code for the lesson times, if different to the main teacher.

Adding a Class Group of Students to another Class

The screenshot shows a web application interface for class management. At the top, there is a navigation bar with icons for Main Menu, Back, New Class, View as List, Find, Find All, Print Class List, Print Menu, Student, Staff, Next Yr's Classes, Class Enrolments, Lesson Times, Outcome Bank, MarkBook Menu, and Change Class code. Below this is a 'Class Details' header with a 'Relookup' button. The main content area has tabs for Students, Lessons, Outcomes, Description for Reports, Class Tasks, Course Tasks, and Documents. The 'Students' tab is active, showing a table of students in the class. The table has columns for Student ID, Student, and Year. There are 9 students listed. At the bottom of the table, there is a button labeled 'Enrol these students into another class' which is highlighted with a red box. Other buttons include 'Add Student', 'eMail', and 'Enrol Tutor Group'. The text 'Students in Course = 9' is visible at the bottom right of the table area.

Student ID	Student	Year
101406	Brearley, Richard	5
100816	Choi, Yvonne	5
101232	Excell, Elaine	5
107424	Hayes, Ellen	5
100864	Howe, Matthew	5
100172	Lanigan, Santoni	5
100755	Leiversley, Shivani	5
104495	Loxton, Brigitte	5
103215	Prickett, Angus	5

Click to enroll this group of students to another class.

Adding a Class Group of Students to another Class

The screenshot shows a web-based interface for managing student enrollment. At the top, there is a navigation bar with icons and labels: Main Menu, Back, View As List, Find, Print, Family, Student, Classes, and Next Yr's Classes. Below this, the main content area is titled "Enrol the students in this class **05GENG** into:". On the left, a table lists the students currently in class 05GENG, with 9 students listed. In the center, there is a blue arrow button labeled "Enrol" with a red circle containing the number "2". On the right, a dropdown menu is open, showing a list of class codes. The class code "05MENG" is highlighted in blue, and a red circle with the number "1" is placed above it. The dropdown menu also shows "05MENG" at the bottom, indicating it is the selected option.

Student ID	Student
100172	Lanigan Santoni
103215	Prickett Angus
100755	Leiversley Shivani
100816	Choi Yvonne
100864	Howe Matthew
101232	Excell Elaine
104495	Loxton Brigitte
107424	Hayes Ellen
101406	Brearley Richard

05MENG

04TMUS

04TPDH

04TPE

04TSAT

04TVIS

05aMAT

05bMAT

05cMAT

05GCOMP

05GCST

05GENG

05GFRE

05GHSIE

05GLIB

05GMUS

05GPDH

05GPE

05GSAT

05GVIS

05MCOMP

05MCST

05MENG

1 - Choose the class to enroll the students into, 2 - Click the Enroll button.

Adding a Class Group of Students to another Class

The screenshot shows a software interface with a toolbar at the top containing icons for Main Menu, Back, View As List, Find, Print, Family, Student, Classes, and Next Yr's Classes. Below the toolbar, the interface is split into two main sections. The left section is titled "Enrol the students in this class **05GENG** into:" and contains a table with 9 rows of student data. The right section is titled "**05MENG**" and contains an identical table with 9 rows of student data. Between the two tables is a button with a right-pointing arrow and the word "Enrol" below it. Each row in both tables includes a Student ID, the student's name, and a trash can icon for deletion.

05GENG		Students in class = 9
Student ID	Student	
101406	Brearley Richard	🗑
100816	Choi Yvonne	🗑
101232	Excell Elaine	🗑
107424	Hayes Ellen	🗑
100864	Howe Matthew	🗑
100172	Lanigan Santoni	🗑
100755	Leiversley Shivani	🗑
104495	Loxton Brigitte	🗑
103215	Prickett Angus	🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑

05MENG		Students in class = 9
Student ID	Student	
101406	Brearley Richard	🗑
100816	Choi Yvonne	🗑
101232	Excell Elaine	🗑
107424	Hayes Ellen	🗑
100864	Howe Matthew	🗑
100172	Lanigan Santoni	🗑
100755	Leiversley Shivani	🗑
104495	Loxton Brigitte	🗑
103215	Prickett Angus	🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
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		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑
		🗑

This will enroll the student's to the new class.

Adding a Tutor group to a class

The screenshot shows a software interface with a dialog box titled "Enrol Tutor Group" overlaid on a "Class Details" page. The dialog box has a title bar "Enrol Tutor Group" and a header "Choose Tutor Group". Below the header is a search box and a list of tutor groups: 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 1K, 1R, 2F, and 2S. At the bottom of the dialog are "Cancel" and "Add" buttons. The "Add" button is highlighted with a red box. The background page is titled "Classes" and "Class Details". It has a search bar and a "Relookup" button. Below the search bar are tabs for "Class Tasks", "Course Tasks", and "Documents". The "Class Tasks" tab is active, showing a table with columns for "Year", "Unit", "Order", "Teacher Code", and "Teacher". The table is currently empty. At the bottom of the page, there are buttons for "Enroll these students into another class" and "Enrol Tutor Group", with the latter being highlighted by a red box. The text "Students in Course = 11" is visible at the bottom right.

Click the Enroll Tutor Group, then choose the Tutor Group from the drop down list.

Adding a Tutor Group to a class

The screenshot shows a software interface with two main windows. The foreground window is titled 'Enrol Tutor Group' and contains a 'Choose Tutor Group' dialog. The dialog has a search box with '3C' entered and a list of student names and IDs. The 'Add' button at the bottom of the dialog is highlighted with a red box. The background window is titled 'Classes' and shows 'Class Details' for a class with Year 3, Unit 7, and Order 7. The class details page includes a 'Relookup' button, a 'No Medical Condition Alerts' section, and a list of student records. The bottom of the interface shows 'Enrol these students into another class' and 'Enrol Tutor Group' buttons, along with the text 'Students in Course = 11'.

Click Add. This will add this list of Students to this class.

Student Details - Classes tab

Student Details

100014 **Price** William Hugh Male 12 Jun 1993 12 12.1 Green
Student ID Surname First Name Second Names Known As Gender Birthdate Year TTGroup House

Family Details

ALLARS01 **Price** 02 3456 7890
Family Code Family Name Home Phone
 Property: Denbigh
 Street: 1 John St
 Suburb/State/PCode: Sydney NSW 2000
 Country:

Parents / Guardians

Geoffrey Price 02 1234 5678 0414 123 456
Father Work Phone Mobile
 Julie Price 02 1234 5678 0414 123 456
Mother Work Phone Mobile
 Michael Phillips 0414 123 456
Uncle Work Phone Mobile

General Info
Notes
Medical Info
Classes
Timetable
Academic Record
Attendance
Discipline
CoCurricular
Music
Other

Classes
Future Classes
Enrolment Log
Markbook Tasks
Markbook Groups

No of Classes: 5 Number of Units:

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Import into current reporting period
12BI2	12BI	Biology			Ms K Lang	Yes	<input type="button" value="Import"/>
12DA1	12DA	Dance			Ms A Kilham	Yes	<input type="button" value="Import"/>
12ME1	12ME	Mathematics Extension 1			Ms J Kearsley	Yes	<input type="button" value="Import"/>
12MX1	12MX	Mathematics Extension 2			Ms J Kearsley	Yes	<input type="button" value="Import"/>
12ST2	12ST	Studies of Religion II			Ms A Brown	Yes	<input type="button" value="Import"/>

Classes can be added or deleted through the classes tab in the Student Details screen.

Student Details - Change Class

Student Details

100014 **Price** William Hugh Male 12 Jun 1993 12 12.1 Green
Student ID Surname First Name Second Names Known As Gender Birthdate Year TTGroup House

Family Details

ALLARS01 **Price** 02 3456 7890
Family Code Family Name Home Phone
 Property: Denbigh
 Street: 1 John St
 Suburb/State/PCode: Sydney NSW 2000
 Country:

Parents / Guardians

Geoffrey Price 02 1234 5678 0414 123 456
Father Work Phone Mobile
 Julie Price 02 1234 5678 0414 123 456
Mother Work Phone Mobile
 Michael Phillips 0414 123 456
Uncle Work Phone Mobile

General Info
Notes
Medical Info
Classes
Timetable
Academic Record
Attendance
Discipline
CoCurricular
Music
Other

Classes
Future Classes
Enrolment Log
Markbook Tasks
Markbook Groups

No of Classes: 5 Number of Units:

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Import into current reporting period
12BI2	12BI	Biology			Ms K Lang	Yes	<input type="button" value="Import"/>
12DA1	12DA	Dance			Ms A Kilham	Yes	<input type="button" value="Import"/>
12ME1	12ME	Mathematics Extension 1			Ms J Kearsley	Yes	<input type="button" value="Import"/>
12MX1	12MX	Mathematics Extension 2			Ms J Kearsley	Yes	<input type="button" value="Import"/>
12ST2	12ST	Studies of Religion II			Ms A Brown	Yes	<input type="button" value="Import"/>

To change a class in a course, click the Change Class button.

Student Details - Change Class

The screenshot shows a web browser window titled "Change Class for Student". The main heading is "Choose Class". There are two input fields: "Choose Course" with the value "12ST" and "Current Class in Course" with the value "12ST2". A dropdown menu is open over the "Choose Course" field, listing several options: "12BI Biology", "12DA Dance", "12ME Mathematics Extension 1", "12MX Mathematics Extension 2", and "12ST Studies of Religion II". The "12ST Studies of Religion II" option is highlighted in blue. A "Change To" button is visible to the right of the dropdown. At the bottom of the window is a "Cancel" button. The browser's status bar at the bottom shows "100" and "Browse".

Choose the course and then choose the class to change to.

Student Details - Change Class

The screenshot shows the same "Change Class for Student" window. The "Choose Course" field now contains "12BI" and the "Current Class in Course" field contains "12BI2". The dropdown menu is closed, and the list of classes is visible. The first two items are "12BI - 12BI1 - Mr N Sun" and "12BI - 12BI2 - Ms K Lang". Each item has a "Change To" button to its right. The "Change To" button for the first item is circled in red. A "Cancel" button is at the bottom. The browser's status bar at the bottom shows "100" and "Browse".

Click "Change to" to change the new class.

Outcomes

The screenshot shows a web application interface for course management. At the top, there is a navigation bar with various icons and labels: Main Menu, Back, View as List, Find, Find All, Print, Print Menu, Student, Staff, Next Yr's Classes, Class Enrolments, Lesson Times, Outcome Bank (highlighted with a red circle), MarkBook Menu, Set Course Outcomes, and Change Course code. Below this is a 'Course Details' section with fields for Course Code (06VA), Subject Name (Visual Arts), Abbreviation (Vis Art), Academic Yr (6), Report Order (7), Units, Faculty (Creative Arts), and Key Learning Area. The main content area has tabs for Classes, Outcomes, Course Description, and Documents. Under the 'Outcomes' tab, there is a table of outcomes. A dropdown menu is open, showing a list of outcomes for the selected course. The dropdown menu is highlighted with a red circle. The table below the dropdown menu has the following data:

Code	Order	Type	Subheading	Outcome Text
06VA1	1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Investigates and develops ways that subject matter can be represented.
06VA2		<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Makes artworks that employ a range of materials and techniques.
06VA3		<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Acknowledges differing opinions about the value of artworks and the value of audience interpretation.
06VA4	4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Acknowledges and communicates how subject matter is represented in artworks.
PP1	5	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	Work Practices	Actively engages in her own learning.
PP2	6	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	Work Practices	Plans and manages her work effectively.

Outcomes are stored in the Outcome Bank. When choosing an outcome you will get a drop down list of outcomes allocated to the course.

Outcome Bank

Code	Type	Courses	Outcome	Subheading
12DR7	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	12DR	Values innovation and originality in individual work.	
12MU8	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	12MU	Performs solo and ensemble repertoire with stylistic interpretation.	
12MU9	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	12MU	Performs all aspects of repertoire with musical sensitivity.	
12MU10	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	12MU	Prepares thoroughly for solo recitals.	
12MU11	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	12MU	Incorporates studied concepts into own compositions.	
12MU12	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	12MU	Presents scores with consideration of appropriate notation conventions.	
12MU1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Performs music with stylistic interpretation and intuitive sensitivity.	
12PC1	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	12PC	Positively contributes to group discussion.	
12PC2	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	12PC	Is involved in all group activities.	
12PC3	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	12PC	Is developing an awareness of self through contemporary issues.	
12PC4	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	12PC	Supports and encourages other students within the House.	

Outcomes are stored in the outcome bank and the Code for the outcome is unique. Course codes are allocated to each outcome. There can be multiple courses per outcome. Also Personal Profiles are created in the outcome bank, which can also be used for more than one course.

Outcome Bank - Profiles

The screenshot shows the 'Outcome Bank' interface. At the top, there is a navigation bar with icons for Reports Menu, Back, Add Outcome, Find, Find All, Students, Courses, Classes, MarkBook Menu, and Print Outcomes. A 'Bypass Print Dialog' checkbox and a 'Preview and Print' button are also visible. Below the navigation bar is a table with the following columns: Code, Type, Courses, Outcome, and Subheading.

Code	Type	Courses	Outcome	Subheading
PP1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Actively engages in her own learning.	Work Practices
PP2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Plans and manages her work effectively.	Work Practices
PP3	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Cooperates with her teacher and other students.	Work Practices
PP4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Reflects on a wide range of activities displaying evidence of learning and development.	Work Practices

Profiles are also added to classes for Student Profiles per class on Reports. Unless they are the same for every class then they are added when creating the reporting Period.

Outcome for Courses

The screenshot shows the 'Class Details' interface. At the top, there is a navigation bar with a 'Relookup' button. Below the navigation bar is a form with fields for Class Code (09VI1), Subject Name (Photography and Digital), Subject Abbreviation (VI), Course (09VI), Year (9), Unit (7), Order (7), Teacher Code (DENJ), and Teacher (Mr J Denbigh). Below the form is a table with the following columns: Students, Lessons, Outcomes, Description for Reports, Class Tasks, Course Tasks, and Documents. The 'Outcomes' column is expanded to show a list of course outcomes with radio buttons for Outcome and Profile. The 'Add' button is highlighted with a red box.

Code	Sort Order	Type	Subheading	Outcome
9VI1	1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Constructs video work that is informed by a knowledge of history and criticism of film and video.
9VI2	2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Constructs works that demonstrate a meaningful understanding of the videography and digital media.
9VI3	3	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Works towards producing sophisticated and technically adept video work.
9VI4	4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Effectively interprets films and videos in a meaningful manner.
9VI5	5	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Demonstrates a knowledge of art history and criticism to provide meaningful accounts of videography and cinematography.
PP1	6	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	Work Practices	Actively engages in her own learning.
PP2	7	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	Work Practices	Plans and manages her work effectively.
PP3	8	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile	Work Practices	Cooperates with her teacher and other students.

Click Add to add the outcome and profiles to the course.

Report Order

Courses									
Course Code	Subject Name	Abbreviation	Academic Yr	Report Order	Units	Faculty	Key Learning Area	BOS Number	
06DR	Drama	Dra	6	6		Creative Arts	Drama		
06IL	Italian	Ital	6	4		LOTE			
06LS	Learning Service	LS	6			Special Needs			
06MA	Mathematics	Maths	6	2		Mathematics			
06MU	Music	Mus	6	6		Music			
06PE	PD/Health/PE	PE	6	5		PDHPE			
06VA	Visual Arts	Vis Art	6	7		Creative Arts			
07DT	Design and Technology	D&T	7	3		TAS			
07EN	English	Eng	7	1		English			
07FR	French	Fren	7	4		LOTE			
07GE	Geography	Geog	7			HSIE			
07GM	German	Germ	7	4		LOTE			
07HI	History	Hist	7			History			
07JA	Japanese	Jap	7	4		LOTE			

All classes that require a report must have a report order number. This is the order that the reports will print. Eg English -1, Mathematics -2, Social Science - 3. If you need to change the order you can add to them eg 1.1 or 2.1 rather than changing every class. Note: If a class is not required to print in the reporting period it can be deleted once the reports have been created.

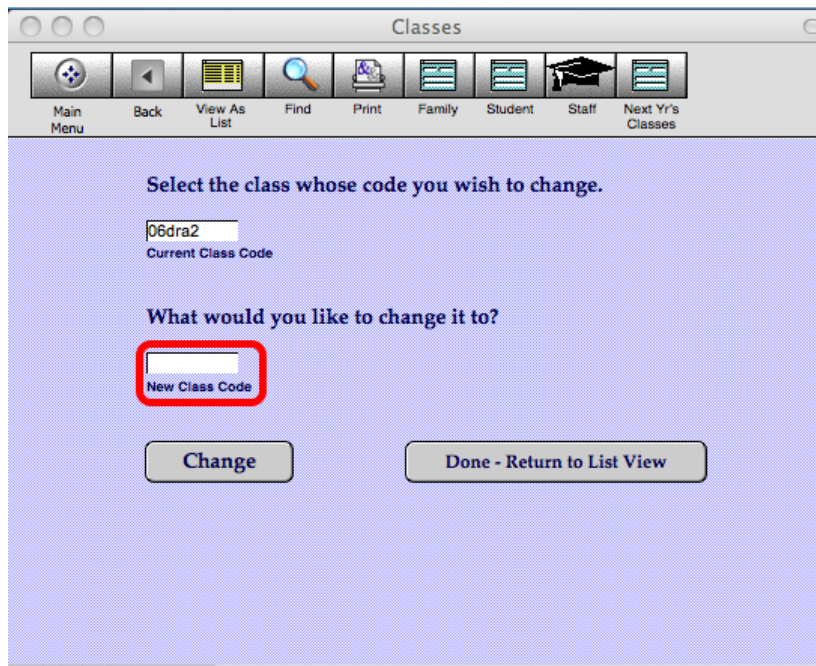
Changing Class Codes

The screenshot shows a software interface for managing classes. At the top, there's a 'Classes' window with a search bar and navigation buttons. Below that is a toolbar with various icons, including 'Change Class Code' which is highlighted with a red circle. The main area is titled 'Class Details' and shows fields for Class Code (06VA2), Subject Name (Visual Arts), Subject Abbreviation (Vis Art), Course (06VA), Year (6), Unit (7), Order (DENJ), and Teacher (Mr J Denbigh). Below this is a table of 'Students in Class' with 15 students listed. At the bottom, there's a button 'Enrol these students into another class' and a status 'Students in Course = 38'.

Student ID	Student	Year
108401	Bros, Priyanka	6
100446	Burge, Seentinie	6
100919	Connors, Stephy	6
108129	Cowan, Mikaela	6
100118	Dean, Jessica	6
100866	Glenn, Seryung	6
106183	Johnson, Simon	6
108394	Kah, Grant	6
102727	McGrath, Louisa	6
106479	Mearns, Boyd	6
107281	Podpera, Ashleigh	6
101282	Rainger, Kristen	6
101657	Skepev, Hasmeera	6
102916	Thomas, Salina	6
101489	Winder, Kate	6

To change a class code always use the "Change Class Code" Button in the Classes File.

Change Class Code



The screenshot shows a web browser window titled "Classes". The toolbar includes icons for Main Menu, Back, View As List, Find, Print, Family, Student, Staff, and Next Yr's Classes. The main content area has a light blue background and contains the following text and form elements:

Select the class whose code you wish to change.

Current Class Code

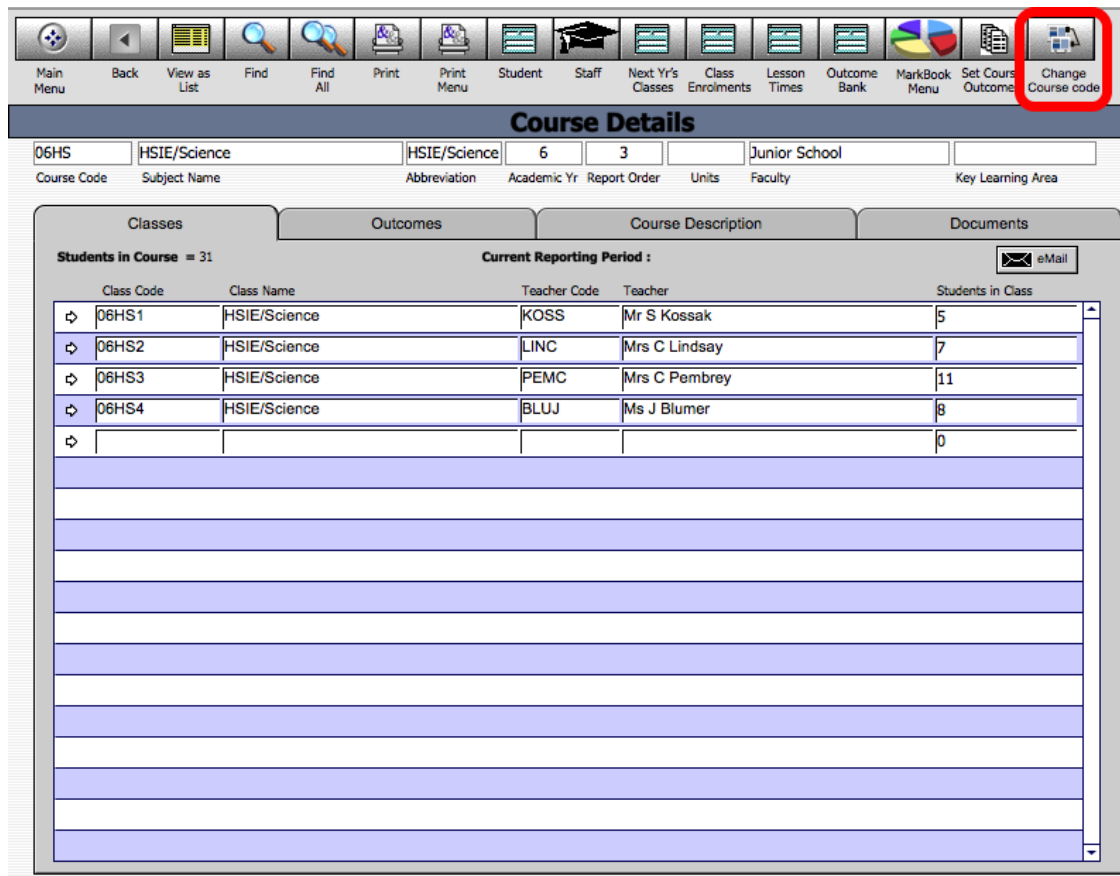
What would you like to change it to?

New Class Code

Change Done - Return to List View

Enter the new class code and Click Change. When complete click "Done - Return to List View".

Change Course Code



The screenshot shows a web browser window titled "Course Details". The toolbar includes icons for Main Menu, Back, View as List, Find, Find All, Print, Print Menu, Student, Staff, Next Yr's Classes, Class Enrolments, Lesson Times, Outcome Bank, MarkBook Menu, Set Course Outcome, and Change Course code (highlighted with a red box). The main content area has a dark blue header and contains the following text and form elements:

Course Code: 06HS Subject Name: HSIE/Science Abbreviation: HSIE/Science Academic Yr: 6 Report Order: 3 Units: Junior School Faculty: Key Learning Area

Classes Outcomes Course Description Documents

Students in Course = 31 Current Reporting Period : eMail

Class Code	Class Name	Teacher Code	Teacher	Students in Class
06HS1	HSIE/Science	KOSS	Mr S Kossak	5
06HS2	HSIE/Science	LINC	Mrs C Lindsay	7
06HS3	HSIE/Science	PEMC	Mrs C Pembrey	11
06HS4	HSIE/Science	BLUJ	Ms J Blumer	8
				0

Click the Change Course Code button to change a current Course code but not have any classes then attached to the new course.

Change Course Code

Enter the new Course Code and click Change. When complete click "Done - Return to List View".

Next Years Classes (Future Classes)

Class Code	Course	Course Abbreviation	Year Class	Course	TT Line	Report Order Class	Report Order Course	Units Class	Units Course	Staff Code	Update	Staff Name
06VA2	Visual Arts	06VA	6	6	4	7	7			DENJ	Update	Mr J Denbigh
08VA7	Visual Arts	08VA	8	8	1	7	7			DENJ	Update	Mr J Denbigh

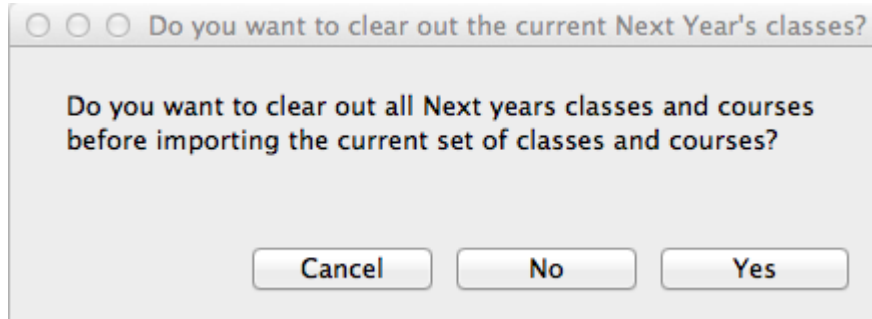
Click to View next years classes file. This function allows the creation of classes for the following years classes and timetable.

Next Years Classes (Future Classes)

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name	Faculty
01ACOMP	Computer Studies	1COMP	1		10		6			Junior School
01ACST	Christian Studies	1CST	1		7		0			Junior School
01AENG	English	1ENG	1		1		0			Junior School
01AFRE	French	1FRE	1		11		0			Junior School
01AHSIE	Human Society and its Environment	1HSIE	1		4		0			Junior School
01ALIB	Library	1LIB	1		12		0			Junior School
01aMAT	Mathematics	1MAT	1		2		0			Junior School
01AMUS	Music	1MUS	1		8		0			Junior School
01APDH	Personal Development and Health	1PDH	1		5		0			Junior School
01APE	Physical Education	1PE	1		6		0			Junior School

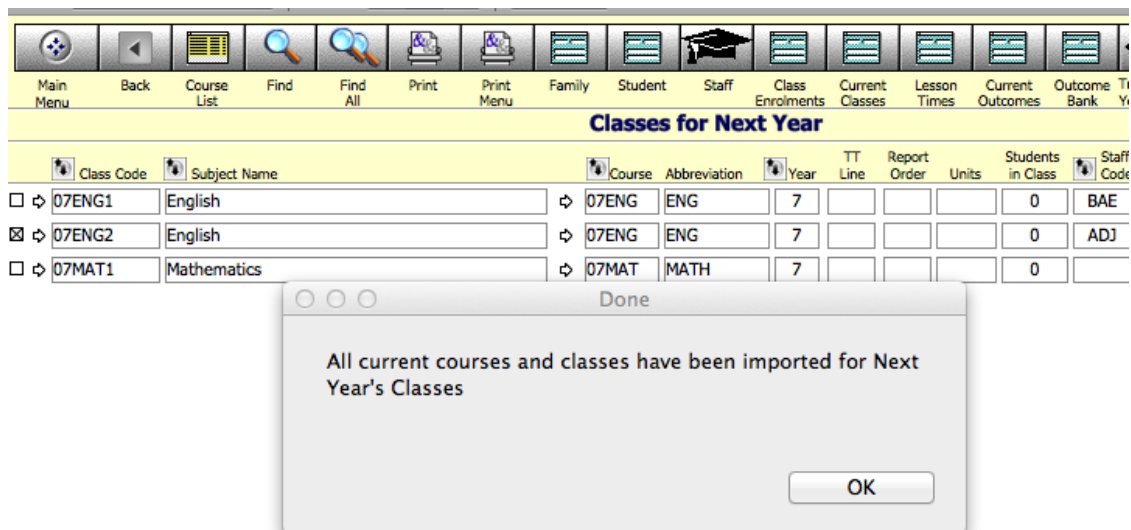
Classes can be created for Next Years classes (Future Classes). Click the "Transfer Current to Next Year", to transfer all the current class codes to next year class file.

Next Years Classes (Future Classes)



This will clear out all Next years classes and courses (if there are any) before importing the current set of classes and courses into the file.

Next Years Classes (Future Classes)



This will copy all classes and course into next year's classes. Click OK.

Next Years Classes (Future Classes)

Class Details - Next Year's Classes

<input type="text" value="07DTB"/> Class Code	<input type="text" value="Design and Technology"/> Subject Name	<input type="text" value="07DTech"/> Course	<input type="text" value="7"/> Year	<input type="text"/> Unit	<input type="text"/> Order	<input type="text" value="BERP"/> Teacher Code	<input type="text" value="Rev P Berman"/> Teacher	<input type="checkbox"/>	VET
--	--	--	--	------------------------------	-------------------------------	---	--	--------------------------	-----

Students	Lessons			
Students in Class			Students in Class = 0	
Student ID	Student	Year	Add Students	Delete All

Enrol these students into another class	Students in Course = 0
---	------------------------

Click the Add Students button to add students.

Next Years Classes (Future Classes) - Add Students

Add Student to Class

Choose Student

Current Students Year: **6**

Student ID - Name - Grade	Year
106468 - Benjamin, Teresa - 6.3	-1
101994 - Brassler, Akina - 6.3	0
108401 - Bros, Priyanka - 6.2	1
100446 - Burge, Seentinie - 6.3	2
100919 - Connors, Stephy - 6.3	3
108129 - Cowan, Mikaela - 6.2	4
100141 - Croker, Angela - 5GM	6
100118 - Dean, Jessica - 6.2	7
105895 - Gibson, Zoe - 6.3	8
100866 - Glenn, Seryung - 6.3	9
100190 - Gopalakrishnan, Shelley - 6.4	10
101494 - Haridemos, Albert - 3G	11
	12

Future Students

100447 - -	<input type="button" value="Add"/>
108394 - -	<input type="button" value="Add"/>
101472 - Al-Suweidi, Georgina -	<input type="button" value="Add"/>
103081 - Anderson, Sorata -	<input type="button" value="Add"/>
102746 - Barker, Jim -	<input type="button" value="Add"/>
102397 - Bennison, David -	<input type="button" value="Add"/>
106187 - Bennison, Nicholas -	<input type="button" value="Add"/>
101588 - Campbell, William -	<input type="button" value="Add"/>
104662 - Carlin, Francis -	<input type="button" value="Add"/>
107190 - Carlin, Gemma -	<input type="button" value="Add"/>
104581 - Carpenter, James -	<input type="button" value="Add"/>
101427 - Constable, Rachael -	<input type="button" value="Add"/>

Choose the Academic year of the student to be added. For next year's year 7 choose year 6. Click to add students and also add any future students to the class.

Future Classes

The screenshot shows the 'Student Details' page for Bianca Nikolovski. The 'Future Classes' tab is selected, displaying a table of classes. The table has columns for Class Code, Course Code, Class, Units, TT Line, and Teacher. There are 11 classes listed.

Class Code	Course Code	Class	Units	TT Line	Teacher
06DR3	06DR	Drama			Ms A Kilham
06EN3	06EN	English			Mrs C Pembrey
06HS3	06HS	HSIE/Science			Mrs C Pembrey
06IL3	06IL				
06JE1	06JE				Mrs C Pembrey
06LS3	06LS	Learning Service			Mrs L Petersons-Rusmanis
06MA2	06MA	Mathematics			Mr D Adams
06MU4	06MU	Music		1	Mrs A Harding
06PE3	06PE	PD/Health/PE			Ms M Groux
06VA3	06VA	Visual Arts			Mrs A Hicks
06IL1		Italian			Ms C Moran

Student Details - Classes - Future Classes tab.

Future Timetable

The screenshot shows the 'Future Timetable' page for Bianca Nikolovski. The page displays a grid for Week A and Week B, with columns for Monday through Friday and rows for P1 through P7. A 'Future' button is highlighted in a red box. On the right side, there are buttons for 'Refresh Timetable', 'Print Timetable', and two 'Email subscription URL' links.

If the lesson times and teachers information has been add to the future classes file, the timetable will be visible by clicking on the current button (toggles to future).

Future Classes - Future Students

Future Classes can be added to Future Students so that the classes are organised for the new year.

Transfer Next Years Classes

Classes can be transferred from Next year's classes to Current Classes. Click "Transfer Next Year's Classes" to transfer all details from Next years classes to this years classes. **Note:** that this will transfer all Next years classes to current classes and delete all the current classes.

Transfer Next Years Classes

The screenshot shows a software interface with a menu bar at the top containing icons for Main Menu, Back, Course List, Find, Find All, Print, Print Menu, Family, Student, Staff, Class Enrolments, Current Classes, Lesson Times, Current Outcomes, Outcome Bank, Transfer Next Years Classes, and Transfer Current To Next Year. Below the menu bar is a table titled 'Classes for Next Year' with columns for Class Code, Subject Name, Course, Abbreviation, Year, TT Line, Report Order, Units, Students in Class, Staff Code, and Staff Name. The table contains three rows: 07ENG1 English, 07ENG2 English, and 07MAT1 Mathematics. A 'Message' dialog box is overlaid on the table, asking 'Delete Existing Classes or Merge with Existing?' with buttons for 'Cancel', 'Merge', and 'Delete'.

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name
<input type="checkbox"/> 07ENG1	English	07ENG	ENG	7				0	BAE	E Baring
<input checked="" type="checkbox"/> 07ENG2	English	07ENG	ENG	7				0	ADJ	J Adolphus
<input type="checkbox"/> 07MAT1	Mathematics	07MAT	MATH	7				0		

Choose to Delete existing classes and replace with next year classes or Merge with existing Classes. Only use Merge with Existing if all the class codes are different for the current years classes.

Creating Academic Reports - Checklist

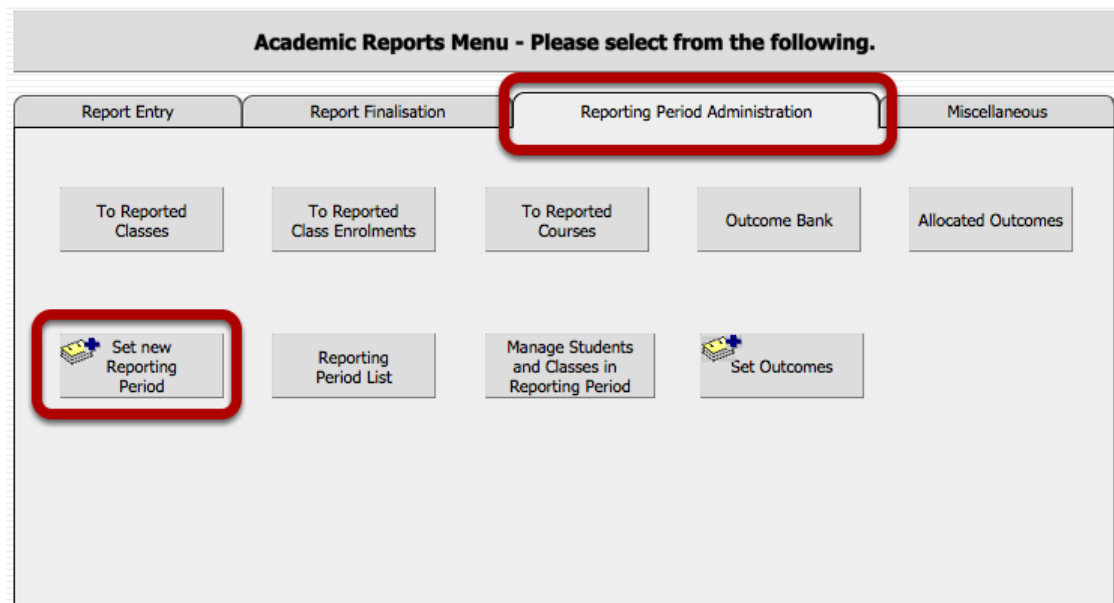
The screenshot shows a software interface with a menu bar at the top containing icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. Below the menu bar is a grid of icons representing various system functions. The 'Academic' and 'Academic Reports Menu' icons are highlighted with red boxes. The grid includes icons for Families, Community, Students, Staff, Academic, Development Office, Finance, Enrolment Enquiries, Calendar, Class Details, Course Details, Academic Reports Menu, Markbook Menu, References, Parent Teacher Interviews, Print Menu, Class Reports, Individual Student Reports, Homeroom Reports, House Reports, Print Reports, Report PDF Archive, Class Lists, Find Free Rooms, Find Free Teachers, Course Clash Matrix, Staff Timetables, Student Timetables, and Room Timetables.

From the Main Menu - Go to the Academic Reports Menu
Before creating a new reporting period

Checklist for creating a reporting Period

Classes file is complete - Codes correct with no spaces or symbols
Academic Year field populated for classes that require reports
Students in Classes
Teacher allocated to classes
Report order entered
Outcomes, Profiles and Course Descriptions added for each course

Setting the Reporting Period



Click the Reporting Period Administration, then Click "Set new Reporting Period".

Setting the Reporting Period

Please select an academic year: Semester: Term:

Please enter a name for this reporting period:

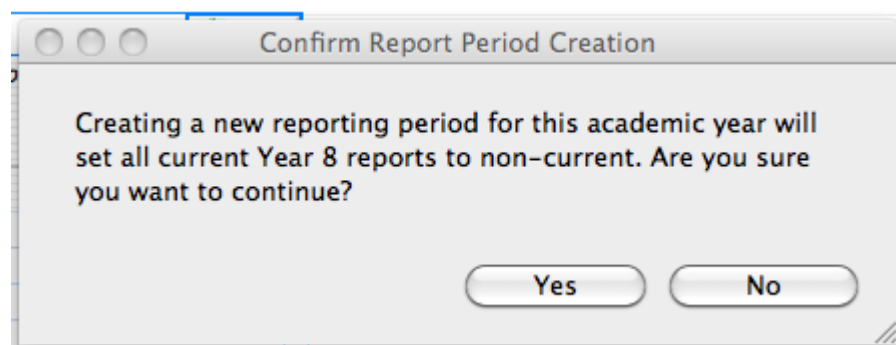
(Note that each reporting period is required to have a unique name, and should not contain punctuation and/or symbols)

Previous reporting periods

Reporting Period	Current?

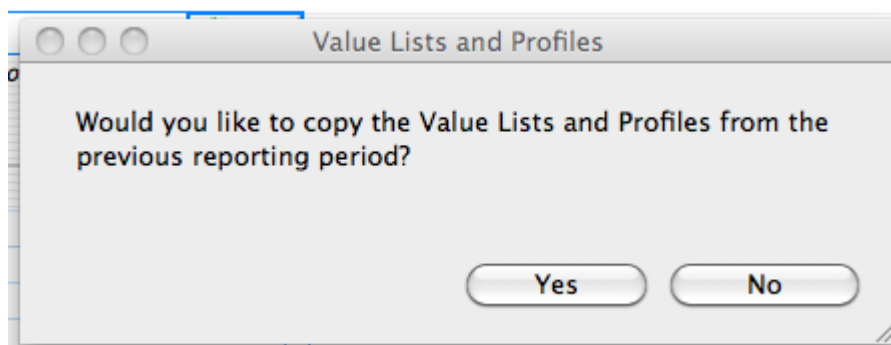
Choose the Academic Year, Enter the Semester and Term. Enter the Reporting Period name ensuring that the text used eg "**Semester Two 2014**" is **identical** for each year group and then Click "+ New" (It may be necessary to close off a previous reporting period before creating a new reporting period, see below for details)

Confirm Report Period Creation



Click Yes

Value and Profile Lists



This will copy the previous semesters Profiles (primary Personal Attributes) and Value Lists (Always, Usually, Sometimes and A,B,C,D,E).

Reporting Period Detail

The screenshot shows the 'Reporting Period Detail' form with the following fields and options:

- Reporting Period:** Semester Two 2011
- Academic Year:** 12
- Report Type:** Full (1)
- Report Title:** Semester Two 2011 (2)
- Current:** (3)
- Allow Entry:** (3)
- Issue Date:** 5/09/2011 (4)
- Calendar Year:** 2006 (5)
- Semester:** 2
- Term:** 3
- Sort Order:** 86
- Maximum Comment Length:** 600 (6)
- Signatory 1 Title:** Headmaster
- Signatory 1 Name:** Mr John Smith (7)
- Signatory 2 Title:**
- Signatory 2 Name:**
- Rankings:**
 - Calculate Class Ranks (8)
 - Calculate Course Ranks
- Absences Date Range:**
 - Start Date:**
 - End Date:** (9)
- Value list Grades:**
 - Class Profile Grades:**
 - 1 Excellent
 - 2 Good
 - 3 Needs attention
 - 4 Average
 - Outcome Grades:** (10)
 - 1 Excellent
 - 2 High
 - 3 Substantial
 - 4 Satisfactory
 - 5 Elementary
 - Student Profile Grades:**
 - 1 Consistently
 - 2 Usually
 - 3 Seldom

- 1 - Enter the Report Type (Interim, Progress, Semester, Full) **
- 2 - Enter the title that will print on the report **
- 3 - Ensure that the current box is checked and the Allow entry is unchecked (note that this is not checked until after creating the reporting period and it has been thoroughly checked. It will allow entry but any entries will not be saved) *
- 4 - Issue date (usually the date the reports are due, some schools print this on their reports)**

- 5 - Update the Calendar Year, Semester, Term (do not change the sort order)*
 - 6 - Enter a Maximum Comment length as a guide. If a comment is entered that is longer than the example of 600 characters it will have a warning, but the comment is still acceptable.**
 - 7 - Enter the Signatory details. **
 - 8 - Rankings, for class and courses that need to be ranked**
 - 9 - Absences date range - Enter the dates that you require to be calculated for absences. (this will set the date but not the absences, see below for setting absences).**
 - 10 - Enter the Class Profile Grades (profiles that are the same per year group per class), Outcome Grades and Student Profile Grades (profiles that are per student) - All profiles will update automatically if used in a previous reporting period for the same academic year.**
- Required fields*
- Required if using**

Student & Class Profiles

The screenshot shows the 'Reporting Period Detail' interface. At the top, there is a navigation bar with icons for Reports Menu, Back, View As List, Find, Reported Classes, Comment Bank, and Class Reports. Below this is the 'Reporting Period Detail' header. The main area is divided into three tabs: 'Preferences', 'Student & Class Profiles' (which is highlighted with a red box), and 'Functions / Settings'. Under the 'Student & Class Profiles' tab, there are two sub-sections: 'Student Profiles' and 'Year Group Class Profiles'. The 'Student Profiles' section contains a table with three rows of profiles: '1 Brings equipment to class', '2 Completes Homework', and '3 Is willing to help others'. The 'Year Group Class Profiles' section contains a text box explaining that student profiles are only required when a cover page or final page on a report includes profiles on the student which are NOT subject specific. At the bottom right of the 'Year Group Class Profiles' section, there is a 'Reset Student Profiles' button and a warning: 'Resetting Student Profiles will delete all existing profiles and grades before assigning the profiles on the left.'

Enter the Student Profiles (Note Student profiles are only required where a cover page or final page on a report includes profiles on the student which are not subject specific.)

Year Group Class Profiles

The screenshot shows a software interface for managing reporting periods. At the top, there is a navigation bar with icons for Reports Menu, Back, View As List, Find, Reported Classes, Comment Bank, and Class Reports. Below this is the 'Reporting Period Detail' section, which includes fields for Reporting Period (Semester One 2013), Academic Year (11), Report Type (Semester), and Report Title (Semester One 2013). There are also checkboxes for 'Current' and 'Allow Entry'. The main content area is divided into three tabs: Preferences, Student & Class Profiles, and Functions / Settings. The 'Student & Class Profiles' tab is active, showing a sub-tab for 'Static Class Profiles'. This sub-tab contains a table with columns for Sort order, Code, and Profile. The table lists three profiles: PP1 (Bring Equipment to Class), PP2 (Completes Homework), and PP3 (Is willing to help others). To the right of the table is a section for 'Year Group Class Profiles' with explanatory text and a 'Reset Class Profiles' button. The text states: 'Static Class Profiles are profiles that are the same across every subject for this year group. Ensure these are entered before populating the reporting period. Alternatively you can reset them afterwards.' Below this text, it says: 'Resetting Class Profiles will delete all existing profiles and grades before assigning the profiles on the left.'

Sort order	Code	Profile
1	PP1	Bring Equipment to Class
2	PP2	Completes Homework
3	PP3	Is willing to help others

Year Group Class Profiles

Static Class Profiles are profiles that are the same across every subject for this year group. Ensure these are entered before populating the reporting period. Alternatively you can reset them afterwards

Resetting Class Profiles will delete all existing profiles and grades before assigning the profiles on the left.

Reset Class Profiles

Year Group Class Profiles are Static Profiles that are the same for every student in that academic year.

Create the Reports

Reporting Period Detail

Semester One 2013 | 11 | Semester | Semester One 2013

Reporting Period | Academic Year | Report Type | Report Title

Current | Allow Entry

Preferences | Student & Class Profiles | Functions / Settings

- When preferences have been set for the Reporting Period, 'Populate Reporting Period' will gather all classes, students, outcomes etc relating to the specified yeargroup, and configure the reporting period ready for teacher entry. Note: It may take some time to complete. *Send Pushover notification. "Reporting Period is open for entry"*
- Allow or disallow teacher access to the reports. This will prevent further modification by teachers, but still allows administrators access to complete entry. *Send Pushover notification. "Reporting Period is closed for entry"*
- Close the Reporting Period. This process should be run at the completion of reports, after all reports have been printed and sent home. You may wish to allow a few weeks after issuing to allow easy access by administrators to amend reports if changes are required. This process MUST be run before a new reporting period is created for this cohort.

Optional - proceed with caution

- If it becomes necessary to re-open a reporting period after it is closed, or there are anomalies in the flags to indicate whether a report is 'current' or otherwise, you may reset the 'currency' of a reporting period by clicking this button. It will set the data related to this reporting period to whatever value the 'Current' checkbox contains.

Populate Reporting Period

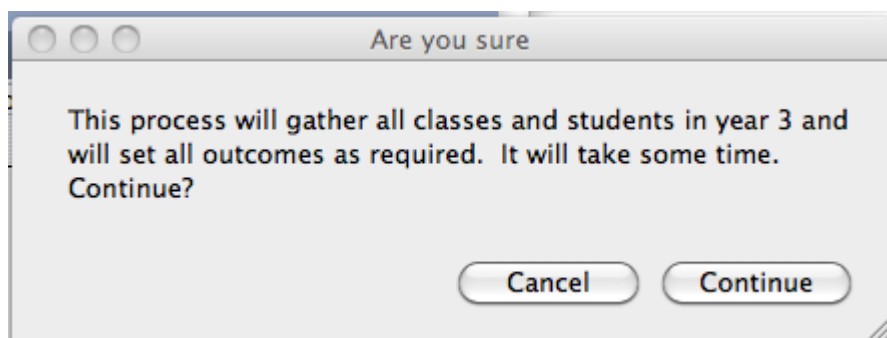
Enable Teacher Access

Close off this Reporting Period

Propagate 'Current' Setting to all records

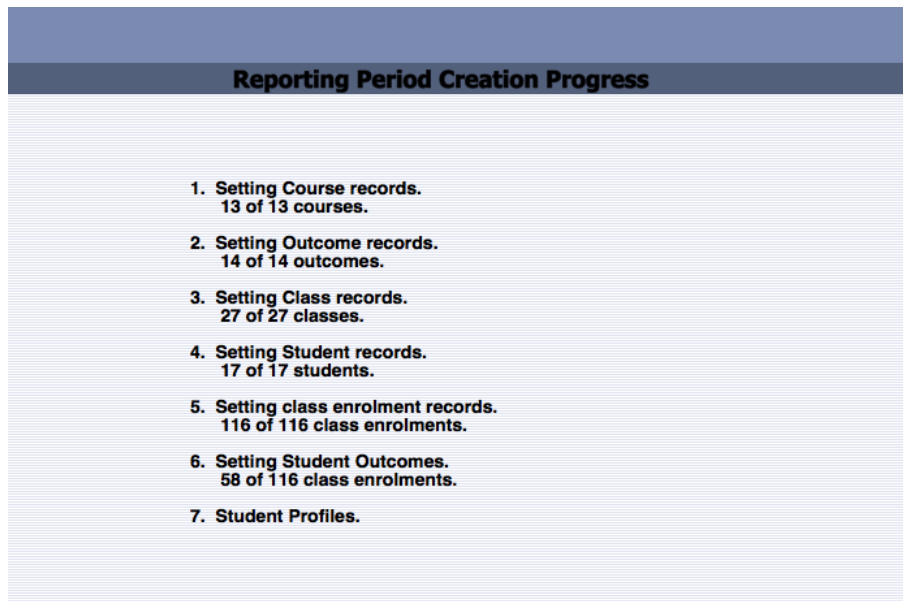
Click to Populate the Report Period. Always leave the Allow Entry box unchecked till after creating the reports. The reports will need to be checked before allowing staff to enter their reports.

Create the Reports - Check Box



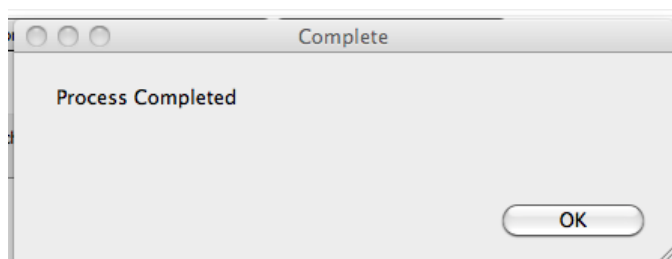
Click to Continue

Reporting Period Creation Progress



This will now create the reports for the selected year group. This may take some time depending on the amount of students in this year group.

Report Period Creation - Process Complete



A Message will appear once the process is complete - Click OK.

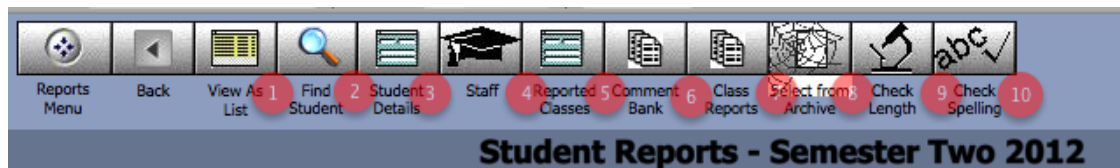
Academic Reports Menu

1 - Class reports entry by Class, 2 - Individual Student Report entry per student, 3 - Tutor Group Reports to choose which tutor group to display for individual student entry, 4 - House Reports to choose which house to display for individual student entry.

Individual Student Report

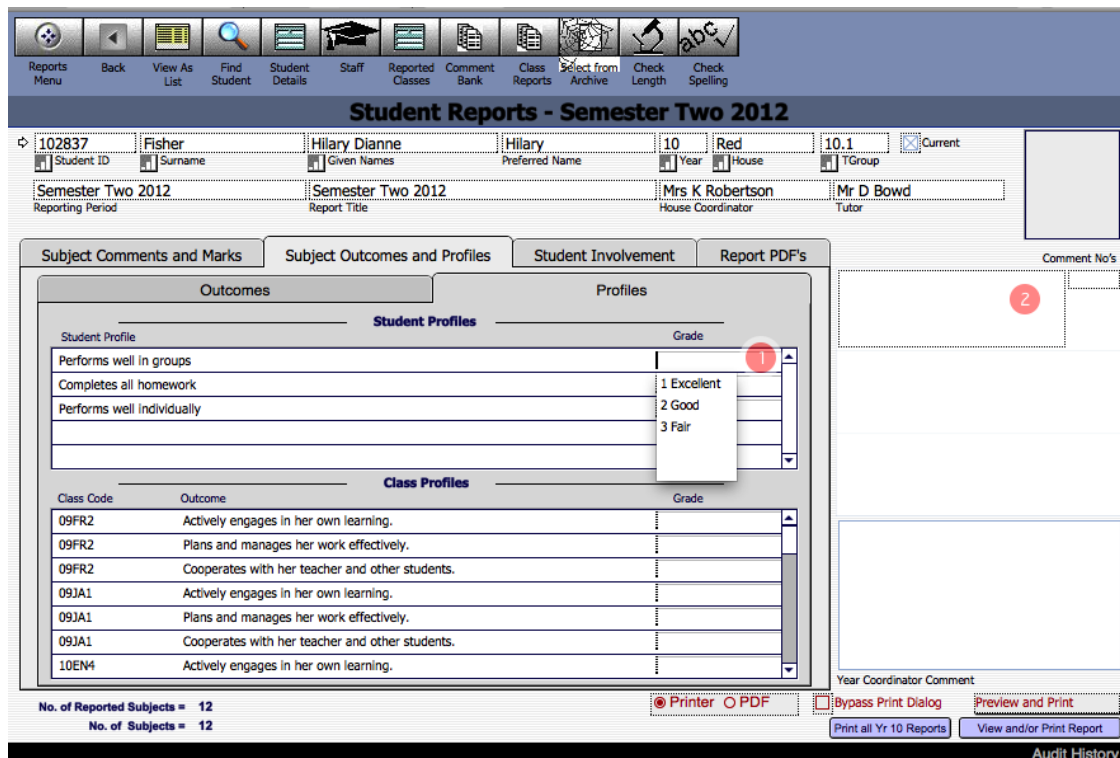
A report will be generated for each student in that reporting period. The bar beside the class will jump to the class report.

Individual Student Report



- 1 - View list of student reports for the current reporting period
- 2 - Find mode, to search for a student, tutor group, year or house etc
- 3 - Goes to the current students details
- 4 - Go to the staff file
- 5 - Go to the current reported classes
- 6 - View comment bank
- 7 - Go to Select a class for report entry
- 8 - Go to a previous reporting period
- 9 - Check the length of comments against the maximum comment length suggested
- 10 - Checks spelling

Individual Student Report - Student Year Profiles & Comment



- 1 - Choose a grade from the list for the Student Class Profiles (These profiles are per student)
- 2 - Enter the Year coordinator /Homeroom/Roll Call Teacher Comment

Individual Student Report - Student Involvement

Student Reports - Semester Two 2012

102837 Fisher Hilary Dianne Hilary 10 Red 10.1 Current
 Student ID Surname Given Names Preferred Name Year House TGroup
 Semester Two 2012 Semester Two 2012 Mrs K Robertson Mr D Bowd
 Reporting Period Report Title House Coordinator Tutor

Subject Comments and Marks Subject Outcomes and Profiles **Student Involvement** Report PDF's

School Involvement
 Rock Eisteddfod Crew, Choir, , Commonwealth Cup Debating

1 Set Involvement This Student 2 Set Involvement For Found Set

No. of Reported Subjects = 12
 No. of Subjects = 12

Printer PDF Bypass Print Dialog Preview and Print
 Print all Yr 10 Reports View and/or Print Report

Audit History

Student Involvement is the cocurricular and sport activities that are current for the student.

- 1 - Set Involvement for the current student
- 2 - set Involvement for the found set of students.

Class Reports

Select Class For Report Entry

You are logged in as Jane Denbigh. Select the class for which you wish to enter reports. Click 'Select from All' to see all classes in the current reporting period if required.

0 -

1 Choose a desired Class. 2 Enter Reports

Select From All Enter Reports

06DR5
 06LS6
 08VA7
 10.1
 10ENS
 11PO1

Choose from the drop down list of classes (these will default to the classes taught by the currently logged in teacher).

Class Reports

The screenshot shows a web-based interface for generating class reports. At the top, there is a navigation bar with icons for Reports Menu, Back, Select Class, Print Class Proof, Hide Photos, Marks Only, Comments Only, Outcomes Only, Show All, Show Previous, Perform Checks, Comment Bank, and Course Outcomes. Below this is a header for 'Class Reports for 12BS2 - Business Studies - Mr J Denbigh'. The main content area displays the student's name 'Allnutt, Andrea' and a list of learning outcomes. A dropdown menu for 'Grade' is open, showing options from 1 (Excellent) to 6 (Not yet competent). A comment section contains a pre-filled text block with placeholder tags like <Name> and <his>. A red box highlights a 'Check Length' button next to a character count of 993 out of a 600 maximum. The interface also includes an 'Audit History' section at the bottom right.

The class report will have the outcomes with a drop down list to choose the Grade. The bar beside the student's name will jump to the students full report. Check length will appear if a comment is longer than set in the reports schedule. (The comment will still print, this is only a warning).

Class Reports

This screenshot shows the navigation bar from the Class Reports interface. The icons are numbered as follows: 1 (Reports Menu), 2 (Print Class Proof), 3 (Hide Photos), 4 (Marks Only), 5 (Comments Only), 6 (Outcomes Only), 7 (Show All), 8 (Show Previous), 9 (Perform Checks), 10 (Comment Bank), and 11 (Course Outcomes).

- 1 - To go to another class reports
- 2 - Print Class Proof (see below)
- 3 - Hide photos or Show photos
- 4 - Displays Marks only entry screen
- 5 - Displays Comments only for entry
- 6 - Outcomes only entry
- 7 - Displays all entry areas
- 8 - Show previous reports for the current student
- 9 - Spelling, comment length and duplicate name checks
- 10 - Display comment bank
- 11 - Display current course outcomes

Print Class Proof

Semester One 2013				
Yr 11 English Extension 1 – Ms J Harry				
	Course		Exam	
	Mark	Rank	Mark	Rank
Anorov, Michael	48	2/6	49	1/6
Subject Outcomes			Grade	
Demonstrates understanding of how and why the set and related texts are valued in and appropriated			Good	
Composes a variety of sustained critical, interpretive and imaginative texts.			Good	
Personal Profiles			Grade	
Actively engages in her own learning.			Excellent	
Plans and manages her work effectively.			Very Good	
Cooperates with her teacher and other students.			Excellent	
Comment: Michael's first place in English Extension 1 reflects his consistent interest and effort in this subject.				
Brown, Benjamin	45	4/6	40	6/6
Subject Outcomes			Grade	
Demonstrates understanding of how and why the set and related texts are valued in and appropriated			Satisfactory	
Composes a variety of sustained critical, interpretive and imaginative texts.			Satisfactory	
Personal Profiles			Grade	
Actively engages in her own learning.			Excellent	
Plans and manages her work effectively.			Very Good	
Cooperates with her teacher and other students.			Very Good	
Comment:				
Croker, Sarah	44	5/6	43	4/6
Subject Outcomes			Grade	
Demonstrates understanding of how and why the set and related texts are valued in and appropriated			Good	
Composes a variety of sustained critical, interpretive and imaginative texts.			Good	
Personal Profiles			Grade	
Actively engages in her own learning.			Excellent	
Plans and manages her work effectively.			Very Good	
Cooperates with her teacher and other students.			Good	
Comment:				
Grieve, Rory	46	3/6	47	3/6
Subject Outcomes			Grade	
Demonstrates understanding of how and why the set and related texts are valued in and appropriated			Good	
Composes a variety of sustained critical, interpretive and imaginative texts.			Satisfactory	
Personal Profiles			Grade	
Actively engages in her own learning.			Good	
Plans and manages her work effectively.			Very Good	
Cooperates with her teacher and other students.			Very Good	
Comment:				

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Designed to use as a checking tool for data entry checks to give to other teachers to peer check. (not the final print layout)

Classes added after Reports are created

Class Code	Course	Course	Abbreviation	Year Class	Course	TT Line	Report Order Class	Course	Units Class	Course	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	
<input type="checkbox"/> 06VA1	Visual Arts	06VA	Vis Art	6	6	4	7	7			DENJ	Mrs J Denbigh	Creative Arts		No	Add to Reports
<input type="checkbox"/> 08VA7	Visual Arts	08VA	Vis Art	8	8	1	7	7			DENJ	Mrs J Denbigh	Creative Arts		No	Add to Reports
<input type="checkbox"/> 09VI2	Photography and Digital Media	09VI	VI	9	9		1	1			DENJ	Mrs J Denbigh	Creative Arts		No	Add to Reports
<input type="checkbox"/> 10ENS	English	10EN	Eng	10	10		1	1			DENJ	Mrs J Denbigh	English		No	Add to Reports
<input type="checkbox"/> 11PO1	Photography	11PO	Photo	11	11		8	8			DENJ	Mrs J Denbigh	Creative Arts		Yes	Add to Reports

To add a class that was not created at the time reporting period, click the import button to import an individual class to reports.

Student and Classes added after reports have been created

Student Details

100014 Price William Hugh Male 12 Jun 1993 12 12.1 Green

Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

Family Details

ALLARS01 Price 02 3456 7890 Geoffrey Price 02 1234 5678 0414 123 456
Family Code Family Name Home Phone Father Work Phone Mobile

Property: 1 John St
Street: 1 John St
Suburb/State/PCode: Sydney NSW 2000
Country:

Julie Price 02 1234 5678 0414 123 456
Mother Work Phone Mobile

Update

Classes | Timetable | Academic Record | Attendance | Discipline | CoCurricular | Music | Other

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Import into current reporting period
12ME1	12ME	Mathematics Extension 1			Ms J Kearsley	Yes	Import
12MX1	12MX	Mathematics Extension 2			Ms J Kearsley	No	Import
12ST2	12ST	Studies of Religion II			Ms A Brown	No	Import

If a student is not in a class at the time the reports are set, they can be added in the student details file in the Classes tab. Click the import button to import an individual class to reports.

Adding the Student to Reports after the reporting period is set

Student currently not reported

It appears this student does not appear in the current reporting period. Do you wish to add them to the current reporting period ()?

No Yes

This will add the students to the reports and the class.

Comment Bank

Code	Subject	Type	Comment
817	Indonesian		Writing skills can be improved through vocabulary revision and by reproducing appropriate phrases learnt in class.
818	Indonesian		<He> demonstrates good speaking skills and an ability to remember and use appropriate phrases.
819	Indonesian		<His> course mark could be improved through submission of all assignment work.
820	Indonesian		Better results could be achieved through regular revision of vocabulary.
821	Indonesian		Regular revision of vocabulary is necessary in order to achieve in this course.
822	Indonesian		<He> is easily distracted from <his> work.
823	Indonesian		Increased concentration in class will improve these results.
1000	Biblical Studies	E1	<Names> first place in <Subject> reflects <his> consistent interest and effort in this subject.
1001	Biblical Studies	E1	<Names> outstanding attitude in class work and the examination have seen <him> gain first place in Biblical Studies this semester.
1002	Biblical Studies	E1	<Name> is an interested and conscientious student who attempts to understand the issues involved in the work.

Comment bank can be used to store and use commonly used comments. Tag fields are used to replace students names, he/she, subject or his/her within the comment.

Comment Bank – Fields

Substitution Table for Report Comments

- <Name> Student Name
- <Names> Student name with Ownership
- <He> for He or She, <he> for he or she
- <Him> for Him or Her <him> for him or her
- <His> for His or Her <his> for his or her
- <man> for man or lady
- <subject> for the course/subject

Available Fields eg <Name> will display the current student's name, <he> will display either He or She depending on the gender of the current student. If himself or herself is required, <him>self with replace per gender

Class Reports for 12BI1 - Biology - Mr N Sun

Name: **Bishop, Shriya**

Course Mark: [] Exam Mark: []

Grade: []

Personal Profile: []

Comments:

Comment #: 1000

<Names> first place in <Subject> reflects <his> consistent interest and effort in this subject.

Shriya's first place in Biology reflects her consistent interest and effort in this subject.

92 Characters 600 Max.

Reset outcomes for this student this class

Incomplete Report

Enter the Comment number and the comment will be entered. The comment, as it will appear on the report, will show in the Final Comment Field.

Class Reports for 12BI1 - Biology - Mr N Sun

Name: **Bishop, Shriya**

Course Mark: [] Exam Mark: []

Grade: []

Personal Profile: []

Comments:

Comment #: 1000

<Names> first place in <Subject> reflects <his> consistent interest and effort in this subject.

Writing skills can be improved through vocabulary revision and Shriya can reproducing appropriate phrases learnt in class.

Shriya's first place in Biology reflects her consistent interest and effort in this subject. Writing skills can be improved through vocabulary revision and Shriya can reproducing appropriate phrases learnt in class.

215 Characters 600 Max.

Reset outcomes for this student this class

Incomplete Report

To insert the students name within a comment click the Insert Name Button. This will insert the students name at the current cursor position.

Setting Absences for Reports

Academic Reports Menu - Please select from the following.

Report Entry | **Report Finalisation** | Reporting Period Administration | Miscellaneous

Find Incomplete Reports | **Set Absences for Reports** | Print Reports | Set Report Statistics

Academic Reports Menu DENBIGH DEMONSTRATION SCHOOL

For Schools that display the Students Absences on the Reports. In the Academic Reports Menu, Click the Report Finalisation Tab, Click Set Absences for Reports.

Setting a Date Range for the Absences for Reports

Previous Absent Date Ranges Used

Start	End	Year	Reporting Period
01/01/2009	to 22/05/2009	11	Semester Two 2011
	to	12	Semester One 2011
01/01/2009	to 22/05/2009	11	Semester One 2006
	to	9	Semester One 2006
	to	12	Semester One 2006
	to	10	Semester One 2006
	to	7	Semester One 2006
	to	8	Semester One 2006
	to	12	Semester Two 2005
	to	12	Semester Two 2004
	to	12	Semester Two 2003
	to	12	Semester One-2004
	to	12	Semester One 2005
	to	11	Semester Two 2005
	to	11	Semester Two 2004
	to	11	Semester Two 2003
	to	11	Semester One-2004
	to	11	Semester One 2005

Step 1 - Choose Academic Year for which to set absences.

Step 2 - Specify the date range to be included in the calculations. Dates are inclusive.

7/6/2011 (Start Date) | 21/6/2011 (End Date) | 14 (Total Days)

Step 3 - Set Absences

Set Attendances DENBIGH DEMONSTRATION SCHOOL

Enter the Academic Year, enter the date range for the calculation, click Set Absences. If the dates were entered on the Reporting Period details screen they must be exactly the same dates entered here.

Printing Reports

Either print an individual student report or Print all a year group. Click Bypass Print Dialog when printing will not display the print dialog before printing. Click PDF to create a PDF of the report and displays the PDF file under the Report PDF's tab.

Printing Reports

Also in the Report Finalisation tab - Print Reports button.

Printing Reports

The screenshot shows the 'MainMenu (Denbigh.PRIVATE.server)' window. The top navigation bar includes 'Main Menu', 'Back', 'Database Configuration', 'Administrative Tasks', and 'Quit'. The Denbigh Administration logo is in the top right. The main content area contains three numbered instructions:

1. Select the group for whom you wish to print reports.
 Individual Student Yeargroup Tutor Group House
2. You must make a selection from the fields below corresponding to your choice in step 1.
(e.g. If you have selected Student, you must make a selection in the Student field below)

Below the instructions are four dropdown menus labeled 'Student', 'Year', 'Tutor Group', and 'House'. Instruction 3 reads: 'Select Print Options and Click the 'Print Reports' button'.

Two inset images are shown: 'Print Options' with 'Preview and Print' selected, and 'Print Reports' with 'PDF' selected.

At the bottom, a black bar contains 'Academic Report Print Options' and a red bar contains 'DENBIGH DEMONSTRATION SCHOOL'.

1 - Make your selection, 2 - choose from the drop down list corresponding to your selection, 3 - Choose the print option.

Report PDF Archives

The screenshot shows the 'Academic Reports Menu - Please select from the following.' window. The top navigation bar is identical to the previous screenshot. The main content area has four tabs: 'Report Entry', 'Report Finalisation', 'Reporting Period Administration', and 'Miscellaneous'. Under the 'Reporting Period Administration' tab, there are three buttons: 'MarkBook Menu', 'Report Archives', and 'Report PDF Archives'. The 'Report PDF Archives' button is highlighted with a red rounded rectangle.

At the bottom, a black bar contains 'Academic Reports Menu' and a red bar contains 'DENBIGH DEMONSTRATION SCHOOL'.

To view report PDF's.

PDF Report Archive file

Denbigh PDF Report Archive									
Student Name	Student ID	Family Code	Reporting Period	Report Type	Calendar Year	Academic Year	Sem	Term	
Worrell, Cameron	100023	AN01	Semester Two 2011	Report	2011	12	2	3	
Bilton, Nicholas	103196	HON02	Semester Two 2012	Report	2012	10	2	4	
Bain-Smith, Georgia	102816	WEST03	Semester One 2013	Report	2013	10	1	2	
Banjac, Michael	101124	TSAI04	Semester One 2013	Report	2013	10	1	2	
Beckett, Claire	102863	MCALPINE01	Semester One 2013	Report	2013	10	1	2	
Bilton, Nicholas	103196	HON02	Semester One 2013	Report	2013	10	1	2	
Bolton, Sarah	100797	NG07	Semester One 2013	Report	2013	10	1	2	
Brice, Sunali	100088	BHANDULA01	Semester One 2013	Report	2013	10	1	2	
Campbell, Jay	101757	GARLING01	Semester One 2013	Report	2013	10	1	2	
Carvalho, Gray	100860	PARK02	Semester One 2013	Report	2013	10	1	2	
Chen, Tyna	106828	100871	Semester One 2013	Report	2013	10	1	2	
Cooper, Harjiwanjot	103139	KAUR03	Semester One 2013	Report	2013	10	1	2	
Crisp, Belinda	103123	CARIO01	Semester One 2013	Report	2013	10	1	2	
Day, Anne	102899	COSTAN01	Semester One 2013	Report	2013	10	1	2	
Desmond, Sonia	104407	100207	Semester One 2013	Report	2013	10	1	2	
Dutch, Rebecca	100870	PASSLOW01	Semester One 2013	Report	2013	10	1	2	
Edgerley, Saad	102832	ELZEIN01	Semester One 2013	Report	2013	10	1	2	
Field, Sinthu	101017	SIVATHAS01	Semester One 2013	Report	2013	10	1	2	
Fisher, Hilary	102837	STARR01	Semester One 2013	Report	2013	10	1	2	
Foo, Lucy	102950	WANG15	Semester One 2013	Report	2013	10	1	2	
Fourhman, Susan	101248	WORRALL	Semester One 2013	Report	2013	10	1	2	
Gardner, Sophie	103042	KINTOMINAS	Semester One 2013	Report	2013	10	1	2	
Garnock, Sophie	100868	PARSONS01	Semester One 2013	Report	2013	10	1	2	
Goodall, Jessica	101742	FRAWLEY01	Semester One 2013	Report	2013	10	1	2	
Hewson, Yomi	100087	BERRYM01	Semester One 2013	Report	2013	10	1	2	
Hincksman, Matthew	102942	RIPLEY01	Semester One 2013	Report	2013	10	1	2	
Hoad, Lydia	100629	LEE17	Semester One 2013	Report	2013	10	1	2	
Hopton, Samantha	102805	CRAWFORD01	Semester One 2013	Report	2013	10	1	2	
Hu, Aarthi	102826	SUBRAM01	Semester One 2013	Report	2013	10	1	2	
Johnson, Jarrod	100059	BALOH01	Semester One 2013	Report	2013	10	1	2	

Closing off a Reporting Period

Academic Reports Menu - Please select from the following.

Report Entry | Report Finalisation | **Reporting Period Administration** | Miscellaneous

To Reported Classes | To Reported Class Enrolments | To Reported Courses | Outcome Bank | Allocated Outcomes

Set new Reporting Period | **Reporting Period List** | Manage Students and Classes in Reporting Period | Set Outcomes

Academic Reports Menu | DENBIGH DEMONSTRATION SCHOOL

From the Academic Reports menu, go to Reporting Period List.

Closing off a Reporting Period

The screenshot shows the 'Reporting Periods' interface. At the top, there is a navigation bar with icons for Reports Menu, Back, View As Form, Find Student, Find All, Reported Classes, Comment Bank, and Class Reports. Below this is a header for 'Reporting Periods' with a button 'Push settings to related records for found set'. The main area contains a table with columns: Reporting Period, Ac Year, Cal Year, Report Type, Report Title, Semester, Term, Sort, Prev#, Current, and Allow Entry. The table lists several 'Semester One 2006' entries and one 'Semester One 2011' entry. To the right of the table, there is a vertical list of buttons, each labeled 'Close off this Reporting Period'. The top button in this list is highlighted with a red circle.

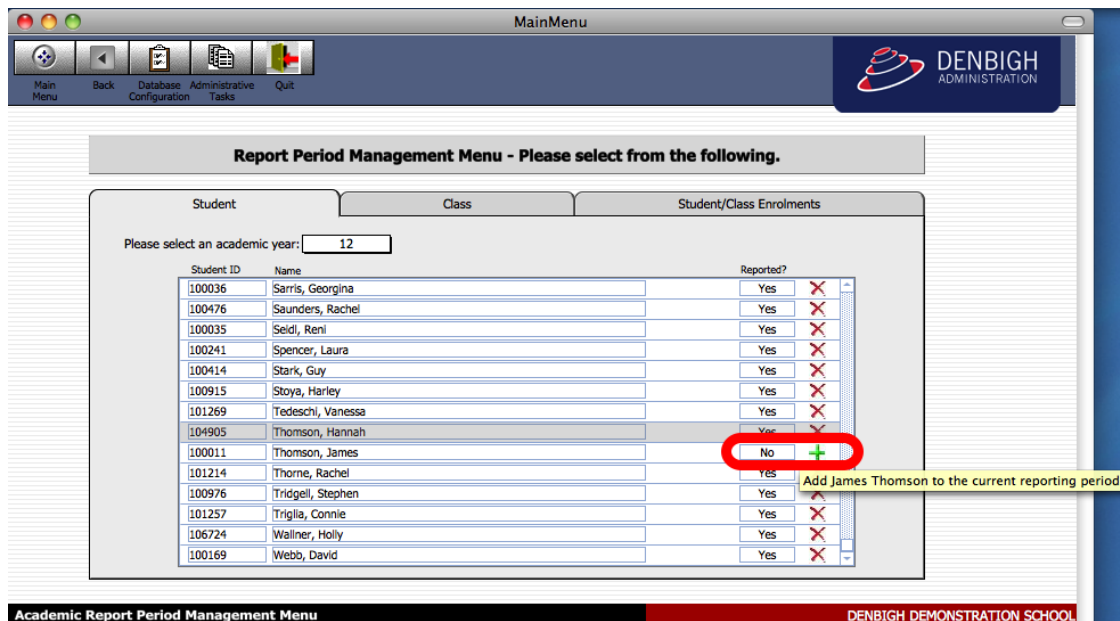
When a new reporting period needs to be created for the following semester, the previous reporting period needs to be closed off. Click "Close off the Reporting Period" button for the required Year Group.

Manage Students and Classes in Reporting Period

The screenshot shows the 'Academic Reports Menu - Please select from the following.' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. The Denbigh Administration logo is visible in the top right. The main area is divided into four tabs: Report Entry, Report Finalisation, Reporting Period Administration (selected and highlighted with a red circle), and Miscellaneous. Below the tabs, there are several buttons: To Reported Classes, To Reported Class Enrolments, To Reported Courses, Outcome Bank, Allocated Outcomes, Set new Reporting Period, Reporting Period List, Manage Students and Classes in Reporting Period (highlighted with a red circle), and Set Outcomes. At the bottom, there is a footer with 'Academic Reports Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

If there are any changes to students in classes/Courses or new students that now require a report.

Adding a Student to Reports after Reporting Period has been created

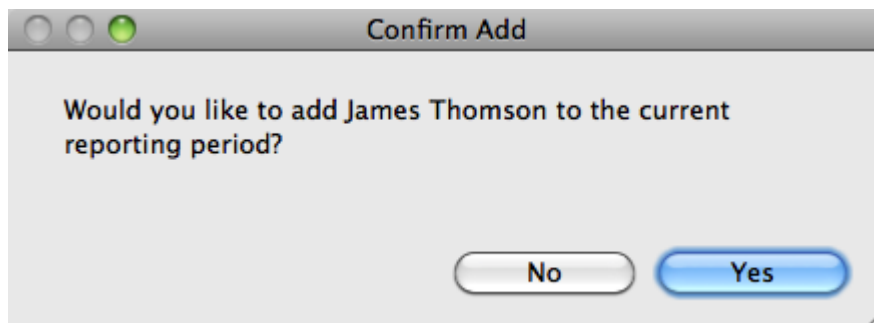


The screenshot shows the 'Report Period Management Menu' in the Denbigh Administration software. The interface includes a menu bar with options like 'Main Menu', 'Back', 'Database Configuration', 'Administrative Tasks', and 'Quit'. The main content area is titled 'Report Period Management Menu - Please select from the following.' and contains a table of students. The table has columns for 'Student ID', 'Name', and 'Reported?'. The 'Reported?' column contains 'Yes' or 'No' with a '+' button next to 'No'. James Thomson is highlighted with a red circle around the 'No' and '+' button. A tooltip points to the '+' button with the text 'Add James Thomson to the current reporting period.' The bottom of the window shows 'Academic Report Period Management Menu' and 'DENBIGH DEMONSTRATION SCHOOL'.

Student ID	Name	Reported?
100036	Sarris, Georgina	Yes
100476	Saunders, Rachel	Yes
100035	Seid, Reni	Yes
100241	Spencer, Laura	Yes
100414	Stark, Guy	Yes
100915	Stoya, Harley	Yes
101269	Tedeschl, Vanessa	Yes
104905	Thomson, Hannah	Yes
100011	Thomson, James	No +
101214	Thorne, Rachel	Yes
100976	Tridgell, Stephen	Yes
101257	Triglia, Connie	Yes
106724	Wallner, Holly	Yes
100169	Webb, David	Yes

If a student was not included in the reporting period they will display with a "NO" in the Reports column. To add them click the + button.

Adding a Student to Reports after the Reporting Period has been created



The screenshot shows a 'Confirm Add' dialog box. The text inside the dialog asks 'Would you like to add James Thomson to the current reporting period?'. There are two buttons: 'No' and 'Yes'.

This will import the student and their classes into the Reports.

Adding a Student's Class after the Reporting Period has been created

Report Period Management Menu - Please select from the following.

The screenshot shows a web interface with three tabs: 'Student', 'Class', and 'Student/Class Enrolments'. The 'Student/Class Enrolments' tab is active. Below the tabs, there is a dropdown menu for 'Please select an academic year' with '12' selected. To the left is a list of students with columns for 'Student ID' and 'Name'. 'Thomson, James' is highlighted. To the right is a list of classes for 'James Thomson' with columns for 'Class Code' and 'Class'. 'Dance' is highlighted. A red box highlights the 'Student/Class Enrolments' tab, the '12' dropdown, the 'Thomson, James' student, the arrow button, and the 'Dance' class. Circled numbers 1 through 4 indicate the sequence of actions.

Click Student/Class Enrolments 1 - select the year group of the student 2 - Click onto the student 3 - Click the Arrow to display the student classes 4- Click the class to be added to reports

Adding or Deleting an Outcome after the reporting period has been created

The screenshot shows a web interface with a navigation bar at the top containing icons for 'Main Menu', 'Back', 'Database Configuration', 'Administrative Tasks', and 'Quit'. The 'DENBIGH ADMINISTRATION' logo is on the right. Below the navigation bar is a menu titled 'Academic Reports Menu - Please select from the following.' with four tabs: 'Report Entry', 'Report Finalisation', 'Reporting Period Administration', and 'Miscellaneous'. The 'Reporting Period Administration' tab is active. It contains several buttons: 'To Reported Classes', 'To Reported Class Enrolments', 'To Reported Courses' (highlighted with a red box), 'Outcome Bank', 'Allocated Outcomes', 'Set new Reporting Period', 'Reporting Period List', 'Manage Students and Classes in Reporting Period', and 'Set Outcomes'.

On the Reporting Period Administration tab, choose "To Reported Courses". Find the course to change.

Adding or deleting Outcome after reporting period has been created

The screenshot shows the 'Reported Courses' interface. At the top, there are navigation buttons: Reports Menu, Back, Find, and View As List. Below this is a header for 'Reported Courses' with search filters for Course Code (10MA), Reporting Period (Semester Two 2011), Faculty, and Marks Destination (Class Mark selected, Course Mark unselected).

The main content area is divided into three tabs: Classes, Outcomes, and Course Descriptions. The 'Outcomes' tab is active, displaying a table of outcomes. The table has columns for Outcome Code, Sort Order, Type, Subheading, and Outcome. The 'Add' button in the top right corner of the table is circled in red. The 'Bin' button in the bottom right corner of the table is also circled in red.

Outcome Code	Sort Order	Type	Subheading	Outcome
10MA1	1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Solves problems using Congruency, Similarity and Deductive Geometry at levels 5.1/5.2.
10MA2	2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Solves problems using Congruency, Similarity and Deductive Geometry at levels 5.2/5.3
10MA3	3	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Selects and applies appropriate formulae and techniques related to coordinate Geometry at levels 5.1/5.2
10MA4	4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Selects and applies appropriate formulae and techniques related to coordinate Geometry at levels 5.2/5.3
10MA5	5	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Determines and graphs solutions of inequations 5.1/5.2
10MA6	6	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Determines and graphs solutions of inequations 5.2/5.3
10PC1	1	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Identifies and discusses effective leadership qualities of themselves and others.

To add an additional outcome click the Add button. To remove an unwanted outcome click the Bin. This will affect all students for this course.

Update Reports for missing Report Order

The screenshot displays the Denbigh Administration software interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. A notification in the center reads "3 Medical Condition Warnings". The Denbigh Administration logo is on the right. Below the navigation bar, there are tabs for Student Movements, End of Year, Timetables, Photos, Correspondence, Miscellaneous, and Administration. The Administration tab is active, showing a grid of buttons. The "Reports Update" button is highlighted with a red circle. Other buttons include "View Log File", "View Email File", "Access IT Library Student record sync", "Access IT Library Staff record sync", "Update from ODBC Data Source", "View Web File", "To SMS Management", "Denbigh HelpDesk", "Go To Audit Records", "Re-login as another user", "Denbigh Admin Local Accounts Setup", "Change Sysadmin Password", "ReLookup All Areas", "Community Update", "Student Re-Lookup", and "Update Audit Schema". A section titled "Database Maintenance Options" is also visible.

If the report order was missing or incorrect, after making the change in the classes file, use the Update Report button in the Administration Tasks from the Main Menu. This will update or relookup all students and their classes, including report order. It will not remove any comments, marks or grades.