



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Classes, Courses, Student
Enrolments, Lesson Times and
Creating Academic Reports

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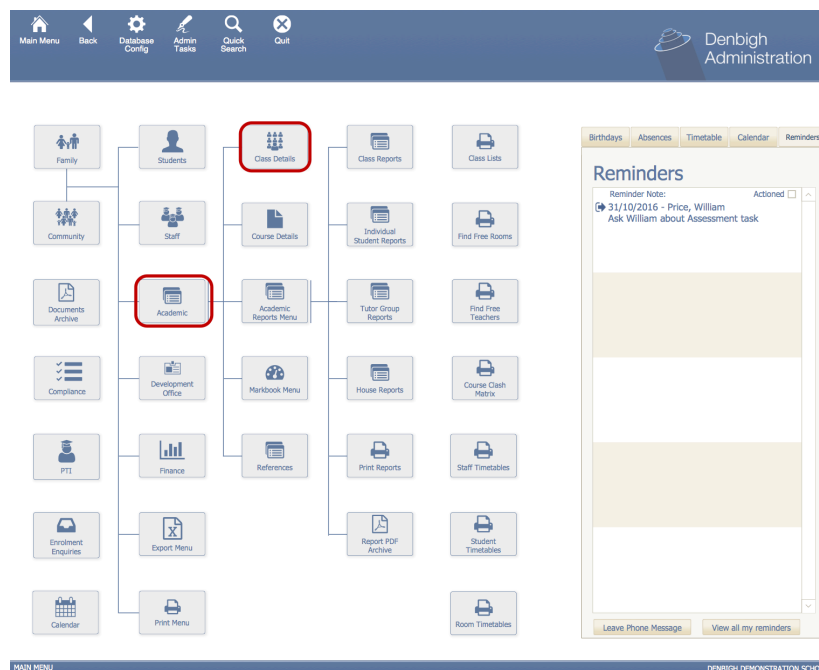
Table of Contents

Main Menu to the Classes File.....	4
Classes File	4
Classes File - Admin List.....	5
Course and Class Codes.....	5
Teacher Code	5
Class Details.....	6
Lesson Times	6
Different Teacher for a lesson time	7
Second teacher for a lesson/class.....	7
Timetables	8
Courses File.....	8
Course details	8
Classes in a course	9
Outcomes in a course	9
Assessment Task for a Course (to be allocated to Academic reports).....	10
Course Description	10
Create a new Class	11
Create new Course	12
Changing Class Codes.....	13
Change Course Code.....	14
Adding Students to a Class.....	15
Add lesson times	16
Adding Students of one Class to another	16
Adding a Tutor group to a class.....	18
Adding a class for a student in the Student Details	19
Changing a student's class	19
Course Outcomes	21
Outcome Bank.....	21
Report Order	23
Creating timetables for Next Year (Next Years Classes).....	23
Next Years Classes File	23
Adding Students to Next Years Classes	24
Future Classes - Current Students/Future Students	25
Future Timetable.....	25
Future Classes - Future Students	26
Transfer Next Years Classes	26
Transfer Next Years Classes	27
Creating Academic Reports - Checklist	28
Show on reports check box	28
Creating a Reporting Period	29
Closing off a reporting period.....	30
Continue to Create a new reporting period.....	31
Outcome and Profile value lists	31
Reporting Period Detail example	32
Student & Class Profiles	33

Year Group Class Profiles	33
Allow Entry Check	34
Reporting Period Creation Progress	35
Report Period Creation - Process Complete	35
Academic Reports Menu - Teacher Entry	35
Individual Student Report (Full or Semester) teacher entry.....	36
Individual Student Report - Student Involvement Entry.....	38
Class Report Entry.....	38
Print Class Proof	40
Classes added after Reports are created	40
Student and Classes added after reports have been created	41
Adding the Student to Reports after the reporting period is set	41
Ranking Students for different Academic Years for a Course....	42
Comment Bank.....	42
Fields for comment bank.....	42
Setting Absences for Reports	44
Setting a Date Range for the Absences for Reports	45
Printing Reports.....	45
PDF Report Archive file	47
Closing off a Reporting Period.....	47
Adding or Deleting an Outcome after the reporting period has been created	48
Adding/deleting Students or Classes in Reporting Period	49
FAQ	50

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.

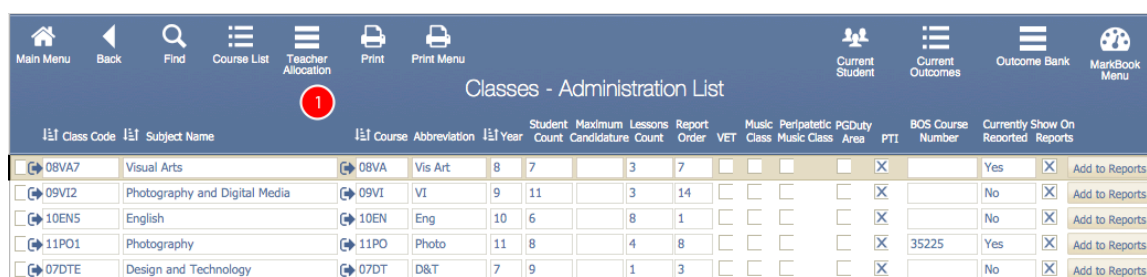
Classes File

Classes - Teacher Allocations														
Class Code	Subject Name	Course	Abbreviation	Year	Course	TT	Report	Units	Teacher	Teacher	Teacher	Teacher	Faculty	Key Learning Area
				Class	Class	Line	Order	Class	Code	Name	2	Code		
08VA7	Visual Arts	08VA	Vis Art	8	8	1	7	7	DENJ	Mrs J Denbigh	DONJ	Miss J Donald	Creative Arts	Yes
09VI2	Photography and Digital	09VI	VI	9	9		14	14	DENJ	Mrs J Denbigh			Creative Arts	No
10EN5	English	10EN	Eng	10	10		1	1	DENJ	Mrs J Denbigh			English	No
11PO1	Photography	11PO	Photo	11	11		8	8	DENJ	Mrs J Denbigh	ADAD	Mr D Adams	Creative Arts	Yes
07DTE	Design and Technology	07DT	D&T	7	7		3	3	DENJ	Mrs J Denbigh			TAS	Science

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, Show on reports and PTI check boxes.

1 - Click to view the Admin list.

Classes File - Admin List

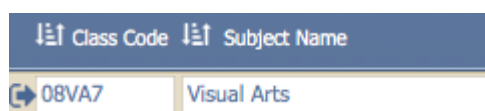


Class Code	Subject Name	Course	Abbreviation	Year	Student Count	Maximum Candidature	Lessons Count	Report Order	VET	Music Class	Peripatetic Music Class	PGDuty Area	PTI	BOS Course Number	Currently Show On Reports	Reports
08VA7	Visual Arts	08VA	Vis Art	8	7		3	7					X		Yes	X Add to Reports
09VI2	Photography and Digital Media	09VI	VI	9	11		3	14					X		No	X Add to Reports
10EN5	English	10EN	Eng	10	6		8	1					X		No	X Add to Reports
11PO1	Photography	11PO	Photo	11	8		4	8					X	35225	Yes	X Add to Reports
07DTE	Design and Technology	07DT	D&T	7	9		1	3					X		No	X Add to Reports

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 NESA (NSW Education Standards Association) Course number and whether the class is included in the PTI (Parent Teacher Interview) sessions.

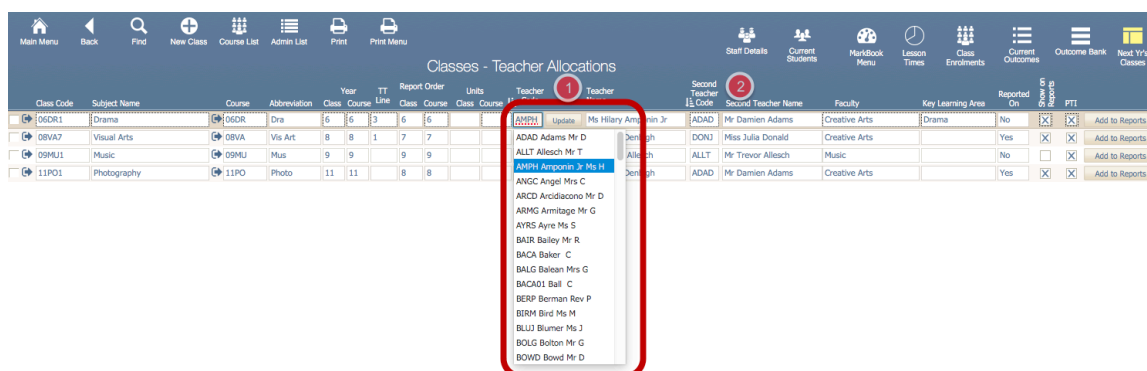
1 - Click the Teacher Allocation button to toggle back to teacher allocation list.

Course and Class Codes



The Course and Class code is usually made up from the year Eg 00 Kindergarten, 01 Year 1, 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	Teacher	Second Teacher	Second Teacher Name	Faculty	Key Learning Area	Reported On	Reported On	PTI
06DR1	Drama	06DR	Dra	6	6	3	6	6					No	X	X Add to Reports
08VA7	Visual Arts	08VA	Vis Art	8	8	1	7	7					Yes	X	X Add to Reports
09MU1	Music	09MU	Mus	9	9		9	9					No	X	X Add to Reports
11PO1	Photography	11PO	Photo	11	11		8	8					Yes	X	X Add to Reports

1 - To change a teacher allocated to a class, 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 in the Lesson Times in the class details.

2 - Also add a second teacher to a class, mainly used for Primary classes that are not timetabled. This is also used to display 2 teachers on a class for Academic Reports.

Class Details

Main Menu

Back

Find

New Class

View as List

Print

Print Menu

Current Outcomes

Current Students

Change Class Code

Outcome Bank

MarkBook Menu

Class Details

Class Code

Subject Name

Subject Abbreviation

Course

Year

Unit

Order

Teacher Code

Teacher

Teacher 2 Code

Teacher 2

VET

08VA7

Visual Arts

Vis Art

08VA

8

7

DENJ

Update

Mrs J Denbigh

DONJ

Miss J Donald

☐

Students

Students in Class

Students in Class = 7

No Medical Condition Alerts

Add Student

E-Mail

Student ID	Student	Year
104671	Barry, William	8
100143	Croker, Srikar	8
106556	Dunstall, Elizabeth	8
101064	Gengos, Cassandra	8
100705	Margerison, Bradley	8
106033	McClelland, Sabrina	8
100310	Qui, Samuel	8

Enrol these students in another class

Enrol Tutor Group

Students in Course = 44

Lessons

Outcomes

Description for Reports

Class Tasks

Course Tasks

Documents

Show on Reports ☒

Displays the Students in the Class.

Lesson Times

Main Menu

Back

Find

New Class

View as List

Print

Print Menu

Staff Details

Current Outcomes

Current Students

Change Class Code

Outcome Bank

MarkBook Menu

Class Details

Class Code

Subject Name

Subject Abbreviation

Course

Year

Unit

Order

Teacher Code

Teacher

Teacher 2 Code

Teacher 2

VET

08VA7

Visual Arts

Vis Art

08VA

8

7

DENB

Update

Mrs Jane Denbigh

DONJ

Miss Julia Donald

☐

Students

Lesson Timetables

No of Lessons = 6

TTable Line 1

Update Lessons

+1

Day	Period	Room	(Alternate Teacher for Lesson) Code Name	(Second Teacher for Lesson) Code Name
1	1	D1.3A	DONJ Donald Miss J	
2	3	D1.3A	DONJ Donald Miss J	
3	5	D1.3A	DONJ Donald Miss J	
6	1	D1.3A	DONJ Donald Miss J	
7	3	D1.3A	DONJ Donald Miss J	
8	5	D1.3A	DONJ Donald Miss J	

All Day Period Room Code

Lessons

Outcomes

Description for Reports

Class Tasks

Course Tasks

Documents

Show on Reports ☒

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

Different Teacher for a lesson time

Lesson Timeslots

No of Lessons = 3

TTable Line

Update Lessons

+1

			(Alternate Teacher for Lesson)	(Second Teacher for Lesson)		
Day	Period	Room	Code Name	Code	Name	
1	1		<input type="text"/> ADAD Adams Mr D			
2	3		ALLT Allesch Mr T			
3	5		AMPH Amponin Jr Ms H			
			ANGC Angel Mrs C			
			ARCD Arcidiacono Mr D			
			ARMG Armitage Mr G			
			AYRS Ayre Ms S			
			BAIR Bailey Mr R			
			BALG Balean Mrs G			
			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			

All Day Period Room Code

1 1 HARA

3 5

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

Second teacher for a lesson/class

Class Code	Subject Name	Subject Abbreviation	Course	Year	Unit	Order	Teacher	Teacher 2 Code	Teacher 2	
08VA7	Visual Arts	Vis Art	08VA	8		7	DENJ	Mrs J Denbigh	DONJ	Miss J Donald

[Update](#)

Students

No of Lessons = 3

TTable Line 1

+1

(Alternate Teacher for Lesson)					(Second Teacher for Lesson)	
Day	Period	Room	Code	Name	Code	Name
1	1					
2	3					
3	5					

Update Lessons

All	Day	Period	Room	Code
<input checked="" type="checkbox"/>	1	1		HARA
<input checked="" type="checkbox"/>	3	5		

Show on Reports

When there are 2 teachers for a lesson or class, choose from the Second teacher from the drop down list.

Timetables

100059 Johnson Jarrod Benjamin Jarrod Male 24 Oct 2000 10 10.1 Blue

Student ID Surname First Name Second Names Know As Gender Birthday Year TGR House

Family Details

Family Code: BALOH01 Family Name: Johnson Home Phone: 02 3456 7890

Property: 1 John St Suburb/State/PCode: Sydney NSW 2000 Country: Email: support@denbigh.com.au

Parents / Guardians

Parent1: Frederick Johnson Work Phone: 02 1234 5678 Mobile: 0414 123 456 Email: Parent2: Sonia Johnson Work Phone: 02 1234 5678 Mobile: 0414 123 456 Email: support@denbigh.com.au

Update Jarrod is Present today Current Period : 12

Timetable

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

Week A

	Monday	Tuesday	Wednesday	Thursday	Friday
Before					
Tutor Group					
P1	Sci CL ST Ms Hallett 10SC4	Clash : 11M21 S2.3 vs 10EN7 N1.4	Eng D1.4 Ms Harrv 10EN7		SE M0.1 Mr MacIntosh 10SE2
P2	Sci GYMS Ms Hallett 10SC4	Clash : 11M21 N0.5 vs 10EN7 D1.4	Eng D2.4 Ms Harrv 10EN7		SE S2.3 Mr MacIntosh 10SE2
P3	PE N0.6 Mr Bolton 10PE6		SE N1.15 Mr MacIntosh 10SE2	Sci N1.18 Ms Hallett 10SC4	Clash : 10PE6 D2.3 vs 10PE6 N1.13
P4	PE N1.5 Mr Bolton 10PE6		SE J1.2 Mr MacIntosh 10SE2	Sci F1.4 Ms Hallett 10SC4	Mus Mand LIT.1 Mrs Hardino 10MN4
P5	Geog CL ST Mr Stankovich 10GE5	Hist S0.1 Mr Johnson 10HIS		Clash : 11M21 S2.4 vs 10FT2 N1.7	Food Tech N1.15 Ms Ford 10FT2
P6	Geog STHL2 Mr Stankovich 10GE5	Hist F1.5 Mr Johnson 10HIS		Clash : 11M21 F3.1 vs 10FT2 N1.8	Food Tech M1.2 Ms Ford 10FT2
P7					
After					

Current Refresh Timetable Print Timetable Email ICS file to Student Email ICS file to found set of students

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

Courses File

Main Menu Back Find **Course List** Admin List Print Print Menu Staff Details Family Current Students MarkBook Menu Lesson Times Class Enrolments Current Outcomes Outcome Bank Next Yr's Classes

Classes - Teacher Allocations

Class Code	Subject Name	Course	Abbreviation	Year	TT	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	6	PTI	Add to Reports
06DR1	Drama	06DR	Dra	6	6	3	6	6	AMPH	Ms H Amponin Jr	Creative Arts	Drama	Yes	X	X

To view the Courses click on the Course List button

Course details

Class Code	Subject Name	Course	Abbreviation
06DR1	Drama	06DR	Dra

Course code updates the subject name Abbreviation and Academic year. There can be many classes in a course and the course name will be the same for all classes

Main Menu Back **Class List** Find

Courses

Course Code	Subject Name	Abbreviation	Academic Year	Report Order	Units	Faculty	Key Learning Area	BOS Number
06DR	Drama	Dra	6	6	X	Creative Arts	Drama	
06IL	Italian	Ital	6	4	X	Computing		

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

Classes in a course

Class Code	Subject Name	Teacher Code	Teacher	Students in Class
08VA1	Visual Arts	FRJ	Ms Jo Fricker	4
08VA3	Visual Arts	HICA	Mrs Anne Hicks	7
08VA4	Visual Arts	ARCD	Mr Douglas Arcidiacono	4
08VA5	Visual Arts	HICA	Mrs Anne Hicks	4
08VA6	Visual Arts	FRJ	Ms Jo Fricker	9
08VA7	Visual Arts	DENB	Mrs Jane Denbigh	7
08VA8	Visual Arts	HICA	Mrs Anne Hicks	9
				0

Viewing the Course shows the classes in the course, the Outcomes allocated, Assessment tasks, Course Description and any documentation.

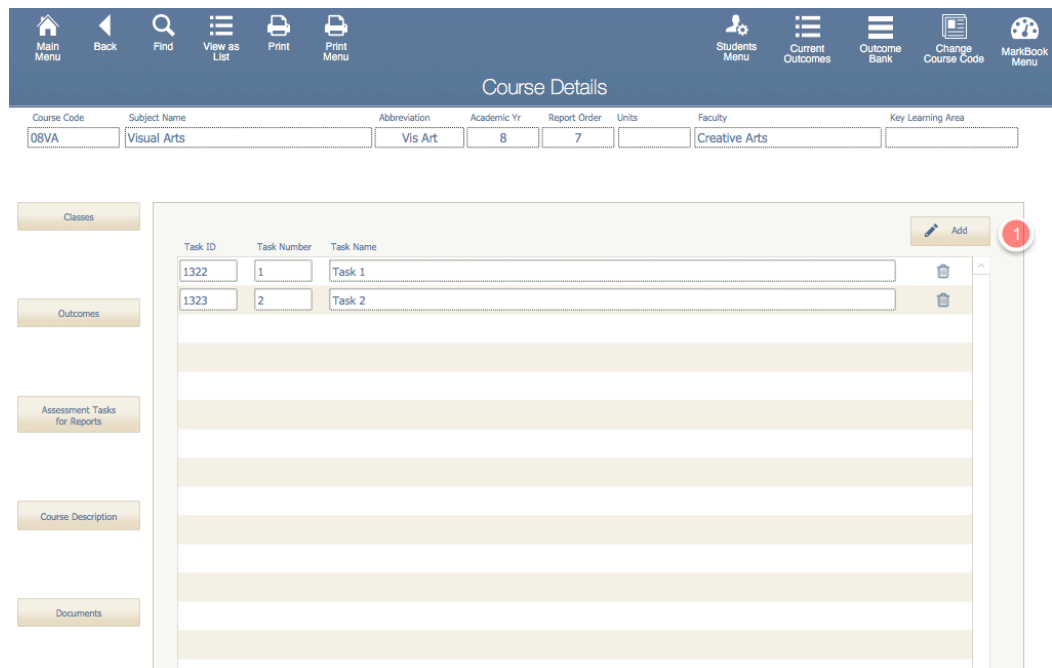
Outcomes in a course

Code	Sort Order	Type	Subheading	Outcome Text
ENH2	1	Outcome		Shows an understanding and interpretation of texts.
ENH3	2	Outcome		Shows an understanding of literary features.
ENH4	3	Outcome		Uses register and structure appropriately in written texts, from a variety of cultures, such as essays and written commentaries.
pp1	4	Outcome	Work Practices	Actively engages in her own learning.
pp2	5	Outcome	Work Practices	Plans and manages her work effectively.
pp3	6	Outcome	Work Practices	Cooperates with her teacher and other students.

Outcomes and Profiles are allocated for each course. One Course can have many classes. When changing an outcome this will change for each class in the course. The same outcomes can be used for different Courses.

1 - Click to add an Outcome or a Profile to a course.

Assessment Task for a Course (to be allocated to Academic reports)



Course Details

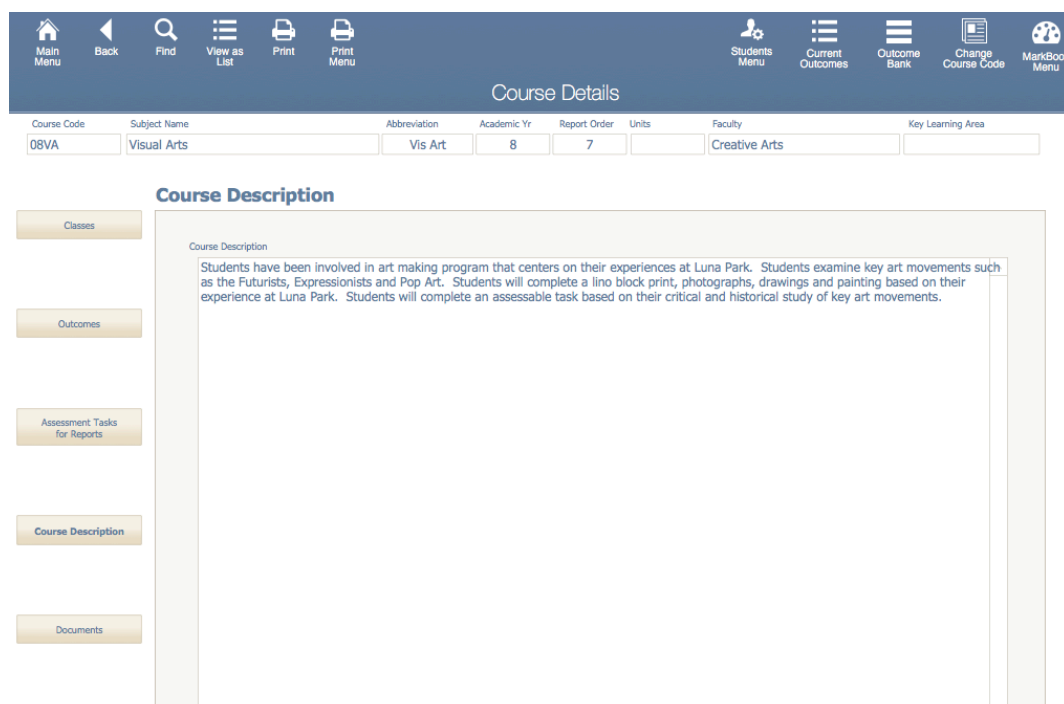
Course Code	Subject Name	Abbreviation	Academic Yr	Report Order	Units	Faculty	Key Learning Area
08VA	Visual Arts	Vis Art	8	7		Creative Arts	

Assessment Tasks for Reports

Task ID	Task Number	Task Name
1322	1	Task 1
1323	2	Task 2

1 - Click to add a task to the Course for Academic Reports. Only tasks for this course will be able to be added.

Course Description



Course Details

Course Code	Subject Name	Abbreviation	Academic Yr	Report Order	Units	Faculty	Key Learning Area
08VA	Visual Arts	Vis Art	8	7		Creative Arts	

Course Description

Course Description

Students have been involved in art making program that centers on their experiences at Luna Park. Students examine key art movements such as the Futurists, Expressionists and Pop Art. Students will complete a lino block print, photographs, drawings and painting based on their experience at Luna Park. Students will complete an assessable task based on their critical and historical study of key art movements.

Usually used for Course Descriptors for Academic Reports.

Create a new Class

<div> Main Menu Back New Class Find Course List Admin List Print Print Menu Staff Details Family Current Students MarkBook Menu Lesson Times Class Enrolments Current Outcomes Outcome Bank Next Yr's Classes </div>									
Classes - Teacher Allocations									
Class Code	Subject Name	Course	Abbreviation	Class	Year	TT Line	Report Order	Units	Staff Code
06DR1	Drama	06DR	Dra	6	6	3	6	6	AMPH
06IL1	Italian	06IL	Ital	6	6	4	4	4	LEEK
06IL2	Italian	06IL	Ital	6	6	4	4	4	MORC

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

1 - Choose the course to be associated with the class.

2 - Enter the new Class Code (Use letters and numbers with no spaces or symbols for course codes) and teacher code. If it is a new Course click New Course button

Create new Course

New Course Details

Enter Course Details

Course Code

1

Subject Name

2

Abbreviation

3

Academic Yr

4

Report Order

Units

Faculty

Key Learning Area

Cancel

Continue

5

- 1 - Enter the new Course Code (Use letters and numbers with no spaces or symbols for course codes)
 - 2 - Enter the Subject name
 - 3 - Abbreviation (the abbreviation field is used to appear on timetables)
 - 4 - Academic Year
- (other fields can be updated later if not known at this stage)

Changing Class Codes

The screenshot shows the 'Class Details' page. The top navigation bar includes buttons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. On the right, there are buttons for Current Outcomes, Current Student, **Change Class Code** (highlighted with a red circle), Outcome Bank, and MarkBook Menu. Below the navigation bar, the 'Class Details' section shows fields for Class Code (08VA7), Subject Name (Visual Arts), Subject Abbreviation (Vis Art), Course (08VA), Year (8), Unit (7), Order (7), Teacher Code (DENJ), Teacher (Mrs J Denbigh), Teacher 2 Code (DONJ), Teacher 2 (Miss J Donald), and a VET checkbox. Below this, there is a 'Students' section with a table of students in the class. The table has columns for Student ID, Student, and Year. The students listed are Barry, William (104671), Croker, Srikar (100143), Dunstall, Elizabeth (106556), Gengos, Cassandra (101064), Margerison, Bradley (100705), McClelland, Sabrina (106033), and Qui, Samuel (100310). There are buttons for 'Add Student' and 'E-Mail'. At the bottom, there are buttons for 'Enrol these students in another class' and 'Enrol Tutor Group'. The 'Show on Reports' checkbox is checked.

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

The screenshot shows the 'Change Class Code' form. The top navigation bar includes buttons for Main Menu, Back, Find, View as List, Family, Students, and Teachers. Below the navigation bar, the form has a section titled 'Select the class whose code you wish to change.' with a text input field containing '07MA3' and the label 'Current Class Code'. Below this is a section titled 'What would you like to change it to?' with a text input field containing '07MA3' and the label 'New Class Code' (highlighted with a red circle). At the bottom, there are two buttons: 'Change' and 'Done - Return to List View'.

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

Main Menu	Back	Find	View as List	Print	Print Menu	Students Menu	Current Outcomes	Outcome Bank	Change Course Code	MarkBook Menu
-----------	------	------	--------------	-------	------------	---------------	------------------	--------------	--------------------	---------------

Course Details

Course Code	Subject Name	Abbreviation	Academic Yr	Report Order	Units	Faculty	Key Learning Area
2COMP	Computer Studies	COMP	2	10		Junior School	

Classes

Current Reporting Period : Semester Two 2016
Students in Course : 14

Class Code	Subject Name	Teacher Code	Teacher	Students in Class
02CCOMP	Computer Studies	MORB	Ms B Morris	7
02MCOMP	Computer Studies	TQOJ	Ms J Toohey	7
				0

E-Mail


Classes


 Outcomes


 Course Description


 Documents


Show on Reports ☒


 Main Menu


 Back

 Find

 View as List

 Family

 Students

 Teachers

Select the course whose code you wish to change.

Current Course Code

What would you like to change it to?

New Course Code

Change

Done - Return to List View



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Adding Students to a Class

Class Details

Class Code: OBVA7 Subject Name: Visual Arts Subject Abbreviation: Vis Art Course: OBVA Year: 8 Unit: 7 Order: DENJ Teacher: Mrs J Denbigh Teacher 2 Code: DONJ Teacher 2: Miss J Donald VET

Students in Class

Students in Class = 7
No Medical Condition Alerts

Add Student (highlighted with a red circle) E-Mail

Student ID	Student	Year
104671	Barry, William	8
100143	Croker, Srikar	8
106556	Dunstall, Elizabeth	8
101064	Gengos, Cassandra	8
100705	Margerison, Bradley	8
106033	McClelland, Sabrina	8
100310	Qui, Samuel	8

Enrol these students in another class Enrol Tutor Group

Students in Course = 44

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

Choose Student

Choose academic Year: 6 (1)

101472 - Al-Suweidi, Georgina - 6.3	Add
106468 - Benjamin, Po - 6.3	Add
101994 - Brasser, Akina - 6.3	Add
108401 - Bros, Priyanka - 6.2	Add
100446 - Burge, Seentinie - 6.3	Add
100919 - Connors, Stephanie - 6.3	Add
101427 - Constable, Rachael - 6.2	Add
108129 - Cowan, Mikaela - 6.2	Add
100118 - Dean, Jessica - 6.1	Add
105895 - Gibson, Zoe - 6.3	Add
100866 - Glenn, Seryung - 6.3	Add
100190 - Gopalakrishnan, Shelley - 6.2	Add
101494 - Haridemos, Albert - 6.2	Add
100359 - Harpley, Joe - 6.4	Add
106183 - Johnson, Simon - 6.1	Add

Cancel Add (3)

- 1 - It will default to the academic year of the class, change the academic year if necessary.
- 2 - Click on the Add button to add students to the class.
- 3 - Click the Add button.

Add lesson times

Class Details

Class Code: 06DR1 Subject Name: Drama Subject Abbreviation: Dra Course: 06DR Year: 6 Unit: 6 Order: 6 Teacher Code: AMPH Teacher: Ms H Amponin Jr VET

Students

Lessons

Outcomes

Description for Reports

Class Tasks

Lesson Timeslots

No of Lessons = 2 (Second Teacher for Lesson)

TTTable Line: 3

Update Lessons

Day	Period	Room	Code	Name	Code	Name
1	1	D1.3	CARG	Carvalho Mr G	CLIP	Clinch Mrs P
2	3	CL ST	ERP	Berman Rev P	BOWD	Bowd Mr D
		D0.1				
		D0.2				
		D0.3				
		D0.4				
		D1.1				
		D1.2				
		D1.3				
		D1.3A				
		D1.4				
		D1.4A				
		D2.1				
		D2.2				
		D2.3				
		D2.3A				

Add the day, period and room for each lesson.

Adding Students of one Class to another

Class Details

Class Code: 08VA7 Subject Name: Visual Arts Subject Abbreviation: Vis Art Course: 08VA Year: 8 Unit: 7 Order: DENJ Teacher: Mrs J Denbigh Teacher 2 Code: DONJ Teacher 2: Miss J Donald VET

Students

Lessons

Outcomes

Description for Reports

Class Tasks

Course Tasks

Documents

Students in Class

Students in Class = 7 No Medical Condition Alerts

Add Student E-Mail

Student ID	Student	Year
104671	Barry, William	8
100143	Crocker, Srikar	8
106556	Dunstall, Elizabeth	8
101064	Gengos, Cassandra	8
100705	Margerison, Bradley	8
106033	McClelland, Sabrina	8
100310	Qui, Samuel	8

Show on Reports ☒ Enrol these students in another class Enrol Tutor Group

Students in Course = 44

Click to enroll this group of students to another class.

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

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

Adding a Tutor group to a class

The screenshot shows the 'Choose Tutor Group' dialog box. The list of tutor groups includes: 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 11.1, 11.2, 11.3, 11.4, 11.5, 12.1, 12.2, 12.3, 12.4, 12.5, 1K, 1R, 2F, 2S, 3C, 3G, and 4F. The 'Enrol Tutor Group' button at the bottom is highlighted with a red circle.

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

The screenshot shows the 'Choose Tutor Group' dialog box with '10.2' selected in the dropdown. The list of students for 10.2 is displayed:

Student ID	Student Name	Tutor Group
100073	Jones, Nicholas	10.2
100088	Brice, Sunali	10.2
100311	Qui, Sarah	10.2
100327	Maskell-Knight, Benjamin	10.2
101742	Goodall, Jessica	10.2
101865	Mansfield, Alexander	10.2
100574	Letts, Samuel	10.2
106828	Chen, Hai	10.2
104407	Desmond, Sonia	10.2
102120	Notaras, Sarah	10.2
102863	Beckett, Claire	10.2
100791	Ware, Alistair	10.2
100814	Tidball, Ian	10.2
102446	Madin, Timothy	10.2
102816	Bain-Smith, Georgia	10.2

The 'Add' button at the bottom right is highlighted with a red circle.

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

Adding a class for a student in the Student Details

Current Student Details

Student ID: 100059 | Surname: Johnson | First Name: Jarrod | Second Names: Benjamin | Know As: Jarrod | Gender: Male | Birthday: 24 Oct 2000 | Year: 10 | TGr: 10.1 | House: Blue

Family Details

Family Code: BALOH01 | Family Name: Johnson | Home Phone: 02 3456 7890

Property: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: pwindle@denbigh.com.au

Parents / Guardians

Frederick Johnson (Father) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: pwindle@denbigh.com.au

Sonia Johnson (Mother) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: pwindle@denbigh.com.au

Classes

Accelerated Student: ☒ | Email Teachers: ☐ | No of Classes: 10 | Number of Units: | Add Class (circled in red) | Change Class

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Show on Reports	Import into current reporting period
10EN7	10EN	English			Ms J Harry	Yes	<input checked="" type="checkbox"/>	Import
10FT2	10FT	Food Technology			Ms K Ford	Yes	<input checked="" type="checkbox"/>	Import
10GE5	10GE	Geography			Mr J Stankovich	Yes	<input checked="" type="checkbox"/>	Import
10HI5	10HI	History			Mr P Johnson	Yes	<input checked="" type="checkbox"/>	Import
11M21	11M2	Mathematics			Mr K Hodgman	Yes	<input checked="" type="checkbox"/>	Import
10MN4	10MN	Music Mandatory			Mrs A Harding	Yes	<input checked="" type="checkbox"/>	Import
10PE6	10PE	PD/Health/PE			Mr G Bolton	Yes	<input checked="" type="checkbox"/>	Import
10SE2	10SE	Physical Activity & Sport			Mr W MacIntosh	Yes	<input checked="" type="checkbox"/>	Import
10SC4	10SC	Science			Ms R Hallett	Yes	<input checked="" type="checkbox"/>	Import
08VA7	08VA	Visual Arts	1		Mrs J Denbigh	No	<input checked="" type="checkbox"/>	Import

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

Classes | Future Classes | Enrolment Log | Markbook Tasks | Markbook Groups

Classes

Accelerated Student: ☒ | Email Teachers: ☐ | No of Classes: 10 | Number of Units: | Add Class | Change Class (circled in red)

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Show on Reports	Import into current reporting period
10EN7	10EN	English			Ms J Harry	Yes	<input checked="" type="checkbox"/>	Import
10FT2	10FT	Food Technology			Ms K Ford	Yes	<input checked="" type="checkbox"/>	Import
10GE5	10GE	Geography			Mr J Stankovich	Yes	<input checked="" type="checkbox"/>	Import
10HI5	10HI	History			Mr P Johnson	Yes	<input checked="" type="checkbox"/>	Import
11M21	11M2	Mathematics			Mr K Hodgman	Yes	<input checked="" type="checkbox"/>	Import
10MN4	10MN	Music Mandatory			Mrs A Harding	Yes	<input checked="" type="checkbox"/>	Import
10PE6	10PE	PD/Health/PE			Mr G Bolton	Yes	<input checked="" type="checkbox"/>	Import
10SE2	10SE	Physical Activity & Sport			Mr W MacIntosh	Yes	<input checked="" type="checkbox"/>	Import
10SC4	10SC	Science			Ms R Hallett	Yes	<input checked="" type="checkbox"/>	Import
08VA7	08VA	Visual Arts	1		Mrs J Denbigh	No	<input checked="" type="checkbox"/>	Import

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

Classes | Future Classes | Enrolment Log | Markbook Tasks | Markbook Groups

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

Changing a student's class

Current Student Details

Student ID: 100059 | Surname: Johnson | First Name: Jarrod | Second Names: Benjamin | Know As: Jarrod | Gender: Male | Birthday: 24 Oct 2000 | Year: 10 | TGr: 10.1 | House: Blue

Family Details

Family Code: BALOH01 | Family Name: Johnson | Home Phone: 02 3456 7890

Property: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: pwindle@denbigh.com.au

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Frederick Johnson (Father) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: pwindle@denbigh.com.au

Sonia Johnson (Mother) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: pwindle@denbigh.com.au

Classes

Accelerated Student: ☒ | Email Teachers: ☐ | No of Classes: 10 | Number of Units: | Add Class | Change Class (circled in red)

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Show on Reports	Import into current reporting period
10EN7	10EN	English			Ms J Harry	Yes	<input checked="" type="checkbox"/>	Import
10FT2	10FT	Food Technology			Ms K Ford	Yes	<input checked="" type="checkbox"/>	Import
10GE5	10GE	Geography			Mr J Stankovich	Yes	<input checked="" type="checkbox"/>	Import
10HI5	10HI	History			Mr P Johnson	Yes	<input checked="" type="checkbox"/>	Import
11M21	11M2	Mathematics			Mr K Hodgman	Yes	<input checked="" type="checkbox"/>	Import
10MN4	10MN	Music Mandatory			Mrs A Harding	Yes	<input checked="" type="checkbox"/>	Import
10PE6	10PE	PD/Health/PE			Mr G Bolton	Yes	<input checked="" type="checkbox"/>	Import
10SE2	10SE	Physical Activity & Sport			Mr W MacIntosh	Yes	<input checked="" type="checkbox"/>	Import
10SC4	10SC	Science			Ms R Hallett	Yes	<input checked="" type="checkbox"/>	Import
08VA7	08VA	Visual Arts	1		Mrs J Denbigh	No	<input checked="" type="checkbox"/>	Import

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

Classes | Future Classes | Enrolment Log | Markbook Tasks | Markbook Groups

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

Choose Class

Choose Course

10EN

- 10 08VA Visual Arts
- 10 10EN English
- 10 10FT Food Technology
- 10 10GE Geography
- 10 10HI History
- 10 10MN Music Mandatory
- 10 10PE PD/Healthy/PE
- 10 10SC Science
- 10 10SE Physical Activity & Sport Studies
- 10 11M2 Mathematics

Current Class in Course

10EN7

Change To

Change To

Change To

Change To

Change To

Change To

Change To

Cancel

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

Choose Class

Choose Course

10EN

Current Class in Course

10EN7

10EN - 10EN1 - Mrs A Holmes	Change To
10EN - 10EN2 - Mrs J Grunberg	Change To
10EN - 10EN3 - Ms O Richardson	Change To
10EN - 10EN4 - Ms V Grierson	Change To
10EN - 10EN5 - Mrs J Denbigh	Change To
10EN - 10EN6 - Ms J Skrbinek	Change To
10EN - 10EN7 - Ms J Harry	Change To

Cancel

Click "Change to" to change the new class.

Course Outcomes

Course Details

Course Code: 08VA Subject Name: Visual Arts Abbreviation: Vis Art Academic Yr: 8 Report Order: 7 Units: 7 Faculty: Creative Arts Key Learning Area:

Outcomes

Current Reporting Period : Semester Two 2016

Code	Sort Order	Type	Subheading	Outcome Text
VA1	1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Applies her understanding of Visual Arts to the construction of a body of work.
VA1	2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Applies her understanding of Visual Arts to the appearance of a body of work.

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

Outcome Bank

Outcome Bank

Code	Type	Courses	Outcome	Subheading
ENH1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	06EN 07EN 06IC 1FNG	Expresses ideas with clarity and fluency in oral communication.	
<input checked="" type="checkbox"/> In Use				
ENH2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	06C 08DR 3ENG	Shows an understanding and interpretation of texts.	
<input checked="" type="checkbox"/> In Use				
ENH3	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	06C 08DR 3ENG 1FNG	Shows an understanding of literary features.	
<input checked="" type="checkbox"/> In Use				
ENH4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	06IL 06IC 06DR 08DR	Uses register and structure appropriately in written texts, from a variety of cultures, such as essays and written commentaries.	
<input checked="" type="checkbox"/> In Use				
CAS1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	07DT	Demonstrates autonomy in pursuing activities that involve physical action.	
<input type="checkbox"/> In Use				
CAS2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	07VA	Demonstrates autonomy in pursuing activities that involve creative ability.	
<input type="checkbox"/> In Use				

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

Code	Type	Courses	Outcome	Subheading
PP1	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Actively engages in her own learning.	Work Practices
<input checked="" type="checkbox"/> In Use				
PP2	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Plans and manages her work effectively.	Work Practices
<input checked="" type="checkbox"/> In Use				
PP3	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Cooperates with her teacher and other students.	Work Practices
<input checked="" type="checkbox"/> In Use				
PP4	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Reflects on a wide range of activities displaying evidence of learning and development.	Work Practices
<input type="checkbox"/> In Use				
9PC1	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Contributes positively to a harmonious atmosphere.	
<input type="checkbox"/> In Use				
9PC2	<input type="radio"/> Outcome <input checked="" type="radio"/> Profile		Works collaboratively with others to ensure day to day tasks are completed.	
<input type="checkbox"/> In Use				

Profiles are also added to classes for Academic reports Student Profiles per class. If they are the same for every class for a year group then they are added when creating the reporting Period, not in the classes file.

Class Code	Subject Name	Subject Abbreviation	Course	Year	Unit	Order	Teacher Code	Teacher	Teacher 2 Code	Teacher 2	VET
06DR1	Drama	Dra	06DR	6		6	AMPH	Ms Hilary Amponin Jr	ADAD	Mr Damien Adams	<input type="checkbox"/>

Update

Students

Lessons

Outcomes

Description for Reports

Class Tasks

Course Tasks

Documents

Show on Reports ☒

Course Outcomes = 5

Code	Sort Order	Type	Subheading	Outcome
6DD2	1	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	Drama / Dance	Explores how to communicate meaning to an audience through the use of movement and voice skills.
6DD3	2	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	Drama / Dance	Develops a range of roles using characterisation techniques.
6DD4	3	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	Drama / Dance	Explores the metaphorical meanings of "Building Bridges" in the processes of Drama and Dance.
6DD5	4	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile	Drama / Dance	Evaluates own work and that of others with insight and imagination.
9DR12	5	<input checked="" type="radio"/> Outcome <input type="radio"/> Profile		Applies acting and performance techniques expressively and collaboratively to communicate dramatic meaning

3 2 1

Print Add All Add

- 1 - Click to add the outcome or profiles to the course. (This should all be completed prior to creating a reporting period)
- 2 - Click to add all outcomes from the Outcome Bank for this course.
- 3 - Print this courses outcomes.

Report Order

Courses									
Course Code	Subject Name	Abbreviation	Academic Year	Report Order	Units	Faculty	Key Learning Area	NESA Course Number	
06DR	Drama	Dra	6	6	X	Creative Arts	Drama		
06IL	Italian	Ital	6	4	X	Computing			
06LS	Learning Service	LS	6		X	Special Needs			
06MA	Mathematics	Maths	6	2	X	Mathematics			

All classes that will be included in a reporting period must have a report order number. This is the order that the reports will print. Eg English 1, Mathematics 2, Science 3 – If there is a need to change the order you can add 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.

Creating timetables for Next Year (Next Years Classes)

Main Menu

Back

Find

New Class

Course List

Admin List

Print

Print Menu

Staff Details

Family

Current Students

MarkBook Menu

Lesson Times



















Class Enrolments

Current Outcomes

Outcome Bank

Next Yr's Classes

Classes - Teacher Allocations

Class Code	Subject Name	Course	Abbreviation	Class	Year	TT Line	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	Reports	PTI
 06DR1	Drama	 06DR	Dra	6	6	3	6	6	AMPH	Update Ms H Amponin Jr	Creative Arts	Drama	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06IL1	Italian	 06IL	Ital	6	6		4	4	LEEK	Update Ms K Lee	Computing	LOTE	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06IL2	Italian	 06IL	Ital	6	6		4	4	MORC	Update Ms C Moran	Computing	LOTE	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06IL3	Italian	 06IL	Ital	6	6		4	4	MORC	Update Ms C Moran	Computing	LOTE	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06IL4	Italian	 06IC	Ital	6	6		4	4	LEEH	Update Ms H Lee	Junior School	LOTE	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06LS1	Learning Service	 06LS	LS	6	6				PATR	Update Ms R Patterson	Special Needs	English	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06LS2	Learning Service	 06LS	LS	6	6				PETL	Update Mrs L Petersons-	Special Needs	English	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06LS3	Learning Service	 06LS	LS	6	6				PETL	Update Mrs L Petersons-	Special Needs	English	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports
 06LS4	Learning Service	 06LS	LS	6	6				PETL	Update Mrs L Petersons-	Special Needs	English	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add to Reports

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

Next Years Classes File

Main Menu
 Back
 Find
 Print
 Print Menu
 Family
 Current Classes
 Current Students
 Staff
 Next Year Course List
 Next Year Class Enrolments
 Next Year Lesson Times
 Transfer Current to Next Year
 Transfer Next Year To Current

Classes for Next Year

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP	COMP	1		10		0	TANS	Mrs S Tang	Junior School	
01ACST	Christian Studies	1CST	CST	1		7		4	TANS	Mrs S Tang	Junior School	
01AENG	English	1ENG	English	1		1		0	TANS	Mrs S Tang	Junior School	
01AFRE	French	1FRE	FRE	1		11		0	TANS	Mrs S Tang	Junior School	
01AHSIE	Human Society and its Environment	1HSIE	HSIE	1		4		0	TANS	Mrs S Tang	Junior School	
01ALIB	Library	1LIB	LIB	1		12		0	TANS	Mrs S Tang	Junior School	
01aMAT	Mathematics	1MAT	Maths	1		2		0	STAA	Ms A Starling	Junior School	
01AMUS	Music	1MUS	MUS	1		8		0	TANS	Mrs S Tang	Junior School	
01APDH	Personal Development and Health	1PDH	PDH	1		5		0	TANS	Mrs S Tang	Junior School	

Classes can be created for next year's classes either manually or by transferring all classes from the current year. Click the "Transfer Current to Next Year", to transfer all the current class codes to next year class file.

Do you want to clear out the current Next Year's classes?

Do you want to clear out all Next years classes and courses before importing the current set of classes and courses?

Cancel No **1** Yes **2**

- 1 - **No** will leave all the data and add all current classes to this file.
 2 - **Yes** will clear out all data (classes and courses) in this file, before importing the current set of classes and courses into the file.

Adding Students to Next Years Classes

Class Details - Next Year's Classes

01ACOMP Computer Studies 1COMP 1 Unit 10 TANS Mrs S Tana VET

Students Lessons

Students in Class Students in Class = 0

Student ID Student Year

Add Students Delete All

Click the Add Students button.

Choose Student

Current Students Year 1

102256 - Anderson, Bao - 1K Add

102402 - Brown, Kavisha - 1K Add

103284 - Chandler, Michael - 1K Add

107695 - Foo, Ian - 1R Add

101559 - Gleeson, Tobias - 1K Add

107402 - Green, Helen - 1K Add

106509 - Hodgekiss, Sung - 1K Add

105876 - Johnston, Sarah - 1R Add

102169 - Kershaw, Andrew - 1K Add

105529 - McNicol, Shaun - 1K Add

101615 - Pianegonda, Shakira - 1K Add

101483 - Shrapnel, Elizabeth - 1K Add

Future Students Enrolment Year 2017

109350 Styles, Aaron Add

Cancel 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 - Current Students/Future Students

Current Student Details

Hosted Student: 100014 Price, William, Hugh, William, Male, 11 Jun 1998, 12, 12.1, Green

Family Details

Family Code: ALLARS01, Family Name: Price, Home Phone: 02 3456 7890

Property: Denbigh, Street: 56 Pitt Street, Suburb/State/PCode: Sydney, NSW, 2000, Country: , Email: csampson@denbigh.com.au

Parents / Guardians

Geoffrey Price, Work Phone: 02 1234 5678, Mobile: 1234, Father, Email: csampson@denbigh.com.au

Michael Phillips, Work Phone: 0414 123 456, Uncle, Email: csampson@denbigh.com.au

Classes

No of Classes: 0

Class Code	Course Code	Class	Units	TT Line	Teacher

Timetable

Week A: Monday, Tuesday, Wednesday, Thursday, Friday

Before: Tutor Group, Tutor Group, Tutor Group

P1: , , , ,

P2: , , , ,

P3: , , , ,

P4: Recess, Recess, Recess, Recess, Recess

P5: , , , ,

P6: Lunch, Lunch, Lunch, Lunch, Lunch

P7: , , , ,

After: After School, After School, After School, After School, After School

Future

Refresh Timetable, Print Timetable

Student Details - Classes - Future Classes tab.

Future Timetable

Future Timetable

Week A: Monday, Tuesday, Wednesday, Thursday, Friday

Before: Tutor Group, Tutor Group, Tutor Group

P1: , , , ,

P2: , , , ,

P3: , , , ,

P4: Recess, Recess, Recess, Recess, Recess

P5: , , , ,

P6: Lunch, Lunch, Lunch, Lunch, Lunch

P7: , , , ,

After: After School, After School, After School, After School, After School

Future

Refresh Timetable, Print Timetable

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 Student - Details

101485 Kite Georgia Katherine Female 12/03/1999 11 2016 Accepted

Family Details

Bird01 Kite 02 3456 7890

Family Code: Family Name: Home Phone:

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

Parents / Guardians

Gregory Kite 02 1234 5678 0414 123 456 Father Work Phone Family eMail: pgort@denbigh.com.au

Allyson Kite 02 1234 5678 0414 123 456 Mother Work Phone Family eMail: pwindle@denbigh.com.au

Future Classes

No of Classes: 17 Number of Units:

Class Code	Course Code	Class	Units	TT Line	Teacher
11AH2	11AH	Ancient History			Ms V Grierson
11BI2	11BI	Biology			Ms D Gibbons
11BS2	11BS	Business Studies			Mr M Matthews
11CH2	11CH	Chemistry			Dr M Burlinson
11BU1	11BUS	Business Services			Mr J Stankovich
11BS2	11BS	Business Studies			Mr M Matthews
11PE1	11PE	PD/Health/PE			Mr W Gorringer
11MU1	11MU	Music 2			Mrs K Preeyadarshanan
11MH1	11MH	Modern History			Ms L Pino
11MH1	11MH	Modern History			Ms L Pino
11MG1	11MG	General Mathematics			Mr G Armitage

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

Transfer Next Years Classes

Classes for Next Year

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP	COMP	1		10	0	TANS Mrs S Tang	Junior School	
01ACST	Christian Studies	1CST	CST	1		7	4	TANS Mrs S Tang	Junior School	
01AENG	English	1ENG	English	1		1	0	TANS Mrs S Tang	Junior School	
01AFRE	French	1FRE	FRE	1		11	0	TANS Mrs S Tang	Junior School	
01AHSIE	Human Society and its Environment	1HSIE	HSIE	1		4	0	TANS Mrs S Tang	Junior School	
01ALIB	Library	1LIB	LIB	1		12	0	TANS Mrs S Tang	Junior School	

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.

Main Menu
 Back
 Find
 Print
 Print Menu
 Family
 Current Classes
 Current Students
 Staff
 Next Year Course List
 Next Year Class Enrollments
 Next Year Lesson Times
 Transfer Current to Next Year
 Transfer Next Year To Current

Classes for Next Year

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff	Staff Contact Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP	COMP	1		10	0	TANS	Mrs S Tang	Junior School	
01ACST	Christian Studies	1CST	CST	1		7	4	TANS	Mrs S Tang	Junior School	
01AENG	English									Junior School	
01AFRE	French									Junior School	
01AHSIE	Human Society and its Environment									Junior School	
01ALIB	Library									Junior School	
01AMAT	Mathematics									Junior School	
01AMUS	Music									Junior School	
01APDH	Personal Development and Health									Junior School	
01APE	Physical Education	1PE	PE	1		6	0	TANS	Mrs S Tang	Junior School	

Message

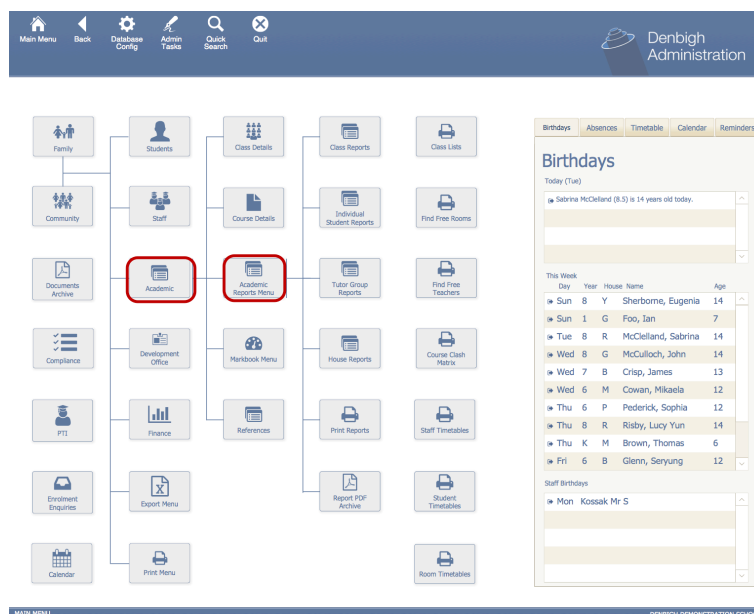
Delete Existing Classes or Merge with Existing?

Cancel

Merge

Delete

Creating Academic Reports - Checklist



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
- Show on Reports checked for classes to be reported on this Semester

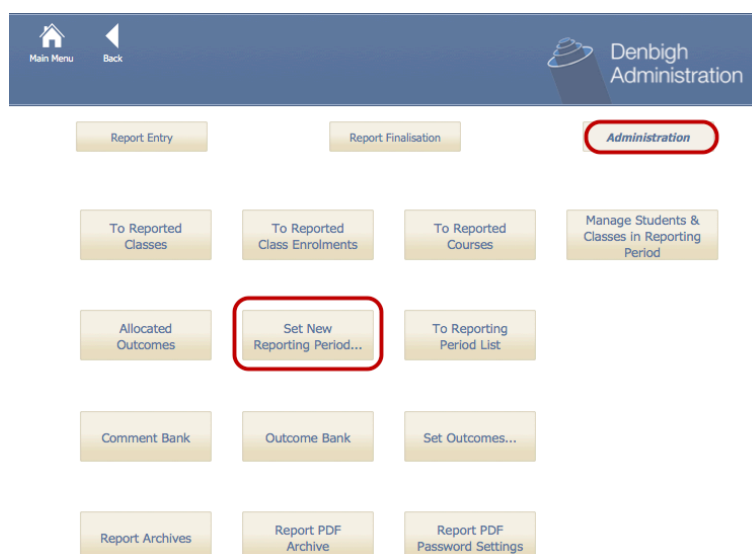
Show on reports check box

The screenshot shows the 'Classes - Teacher Allocations' window. A table lists classes with columns for Class Code, Subject Name, Course, Abbreviation, Year, TT, Report Order, Units, Staff Name, Faculty, Key Learning Area, Report On, and PFI. The 'Report On' column contains checkboxes, and the 'Show on Reports' checkbox is highlighted in red.

Class Code	Subject Name	Course	Abbreviation	Year	TT	Report Order	Units	Staff Name	Faculty	Key Learning Area	Report On	PFI
DBNL1	Learning to Learn	DBNL1	LTL	8	8	1	1	Ms. N. Weatherstone	Mathematics	Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL2	Mathematics	DBNL2	Maths	8	8	2	2	Mr. G. Armitage	Mathematics	Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL3	Mathematics	DBNL3	Maths	8	8	3	3	Ms. L. Rowbotham	Mathematics	Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL4	Mathematics	DBNL4	Maths	8	8	4	4	Mr. G. Armitage	Mathematics	Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL5	Mathematics	DBNL5	Maths	8	8	5	5	Mr. G. Armitage	Mathematics	Mathematics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL6	Music	DBNL6	Plus	8	8	6	6	Mrs. K. Prasadharan	Music	Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL7	Music	DBNL7	Plus	8	8	7	7	Mr. C. Hignett	Music	Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL8	Music	DBNL8	Plus	8	8	8	8	Mr. J. Kovacs	Music	Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL9	Music	DBNL9	Plus	8	8	9	9	Mr. J. Kovacs	Music	Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL10	Music	DBNL10	Plus	8	8	10	10	Mr. A. Harding	Music	Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL11	PE/Healthy PE	DBNL11	PE	8	8	11	11	Mr. H. Grouse	PE/HE	PE/HE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DBNL12	PE/Healthy PE	DBNL12	PE	8	8	12	12	Mr. G. Sutton	PE/HE	PE/HE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ensure that this is checked for all classes that need to be included in reports.

Creating a Reporting Period

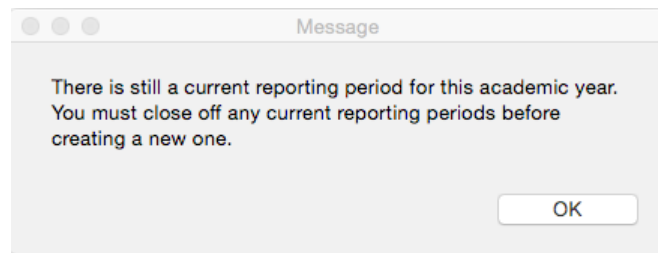


Click the Reporting Period Administration, then Click "Set new Reporting Period".

The screenshot shows the 'Set New Reporting Period' dialog box. On the left, there's a list of 'Previous reporting periods' with columns for 'Reporting Period' and 'Current?'. The list includes 'Semester Two 2016' (marked as current) and 'Semester One 2016'. On the right, there's a form with five steps: 1) Please choose an Academic Year (dropdown with '8' selected), 2) Please choose a Semester (dropdown with '1' selected), 3) Please choose a Term (dropdown with '2' selected), 4) Please choose a Reporting Period Type (dropdown with 'Interim' selected), and 5) Please enter a name for this reporting period (text field with 'Interim One 2017' entered). At the bottom, there are 'Cancel' and 'Create Reporting Period' buttons. The 'Create Reporting Period' button is highlighted.

- 1 - Choose the Academic Year
 - 2 - Enter the Semester
 - 3 - Enter the Term
 - 4 - Enter the report type eg, Semester, Interim, Primary
 - 5 - Enter the Reporting Period name ensuring that the text used eg **"Semester Two 2018"**
- Click "Create Reporting Period"

If there is a current reporting period you will see the message as below.



Click Ok.

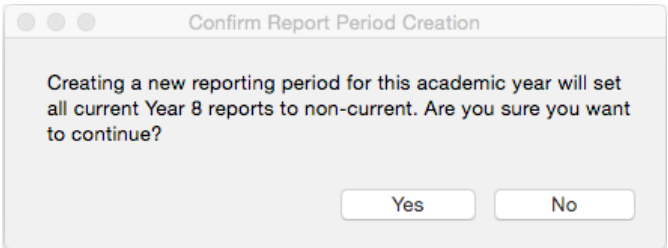
Closing off a reporting period



Reporting Periods											
Reporting Period	Ac Year	Cal Year	Report Type	Report Title	Semester	Term	Sort	Prev#	Current	Allow Entry	
Semester One 2015	0	2015	Semester	Semester One 2015	1	2	123	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7H OXPUU 0R765 2K53W HIUW9
Semester Two 2016	12	2016	Semester	Semester Two 2016	2	3	151	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12E VV7XF VTAHB UBQXU COUKD
Semester Two 2016	11	2016	Semester	Semester Two 2016	2	3	152	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12E VV7XF VTAHB UBI7S SFX2B
Semester Two 2016	0	2016	Semester	Semester Two 2016	2	4	158	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9B OV4HA ABSRU 0U4N1 3SL5F
Semester Two 2016	1	2016	Semester	Semester Two 2016	2	4	159	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9B OV4HA ABSRU 0U5WY X7N8O
Semester Two 2016	2	2016	Semester	Semester Two 2016	2	4	160	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9B OV4HA ABSRU 0U76W QMPB1
Semester Two 2016	3	2016	Semester	Semester Two 2016	2	4	161	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9B OV4HA ABSRU 0U8QU K1RBE
Semester Two 2016	8	2016	Semester	Semester Two 2016	2	3	171	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7H OXPUU 8A1C2 30KT55 GY39A

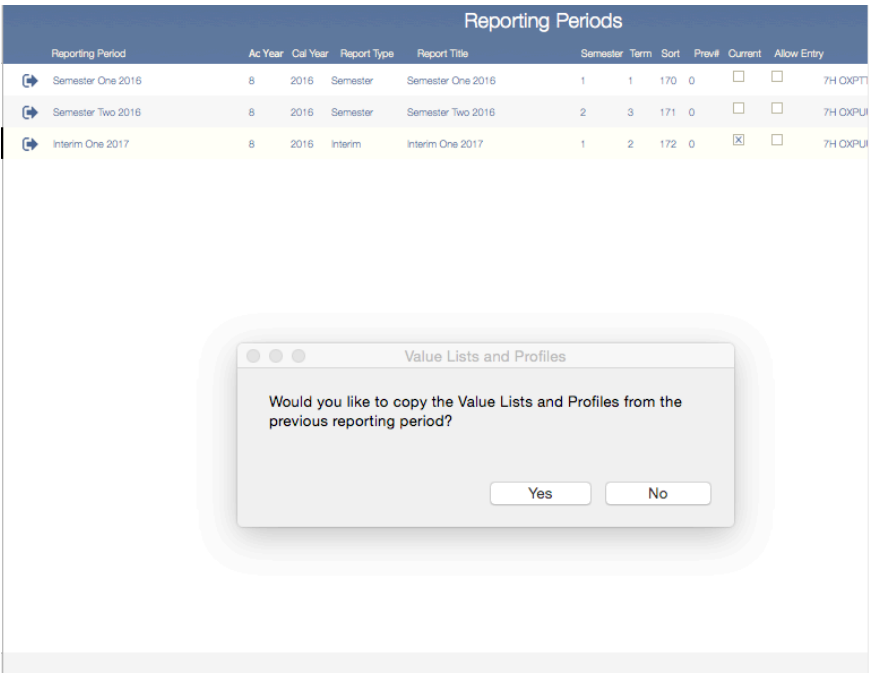
To set the reporting period to not current, just uncheck the Current box.

Continue to Create a new reporting period



Click Yes

Outcome and Profile value lists



This will copy the previous semesters Value lists for Profiles and Outcomes. (Eg. Always, Usually, Sometimes or A,B,C,D,E).

Reporting Period Detail example

The screenshot shows the 'Reporting Period Detail' form. At the top, there's a navigation bar with icons for Reports Menu, Back, Find, and View As List. On the right, there are icons for Reported Classes, Comment Bank, Class Reports, and Reported Students. Below the navigation bar, the form title 'Reporting Period Detail' is centered. The form is divided into several sections: 'Reporting Period' (Semester One 2017, Academic Year 12, Report Type Semester, Report Title Semester One 2017), 'Current' (checked), and 'Allow Entry' (unchecked). The 'Preferences' section includes 'Issue Date' (24/10/2016), 'Calendar Year' (2017), 'Semester' (1), 'Term' (2), 'Sort Order' (26), and 'Maximum Comment Length' (500). The 'Signatories' section has fields for Staff ID, Signatory 1 Title (Principal), Signatory 1 Name (Mrs J Denbigh), Signatory 1 Graphic (handwritten signature), Signatory 2 Title (Deputy Principal), Signatory 2 Name (Mr D Adams), and Signatory 2 Graphic. The 'Class Profile Grades' section shows a list of grades: 1 Very Good, 2 Good, 3 Satisfactory. The 'Outcome Grades' section shows a list of grades: 1 Excellent, 2 Very Good, 3 Good, 4 Satisfactory, 5 Needs Improvement. The 'Student Profile Grades' section shows a list of grades: 1 Very Good, 2 Good, 3 Satisfactory. The 'Rankings' section has checkboxes for 'Calculate Class Ranks' and 'Calculate Course Ranks'. The 'Absences Date Range' section has fields for Start Date (30/1/2017) and End Date (6/4/2017). Red numbered callouts 1-10 point to specific fields: 1 (Report Type), 2 (Reporting Period Title), 3 (Current/Allow Entry), 4 (Issue Date), 5 (Calendar Year/Semester/Term/Sort Order), 6 (Maximum Comment Length), 7 (Signatory 1 Name), 8 (Rankings checkboxes), 9 (Absences Date Range), and 10 (Class Profile Grades).

- 1 - Report Type (Interim, Progress, Semester, Full) **
 - 2 - Reporting Period Title*
 - 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 - Signatory details. **
 - 8 - Rankings, for class and courses that need to be ranked**
(**Note** where students of different year groups are in the same course see page 41 for further instructions)
 - 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 - 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**

Please note that this may differ for schools depending on the report layout customisations.

Student & Class Profiles

The screenshot shows the 'Reporting Period Detail' form. The 'Student & Class Profiles' tab is selected and highlighted with a red circle. The form includes fields for 'Reporting Period' (Semester One 2015), 'Academic Year' (7), 'Report Type' (Semester), and 'Report Title' (Semester One 2015). Below these fields are tabs for 'Preferences', 'Student & Class Profiles', and 'Functions / Settings'. The 'Student & Class Profiles' tab is further divided into 'Student Profiles' and 'Year Group Class Profiles'. The 'Student Profiles' section contains a list of three items: '1. Brings equipment to Class', '2. Completes all Class Work', and '3. Completes all Homework'. The 'Year Group Class Profiles' section contains a text box stating: '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.' and a button labeled 'Reset StudentProfiles'.

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/class specific.)

Year Group Class Profiles

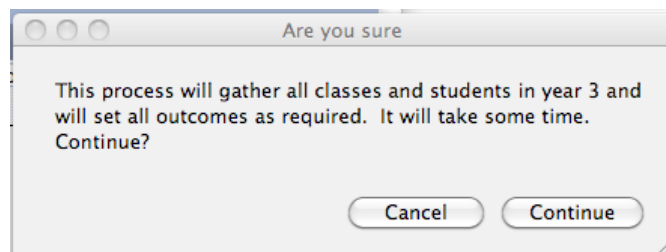
The screenshot shows the 'Reporting Period Detail' form. The 'Year Group Class Profiles' tab is selected. The form includes fields for 'Reporting Period' (Semester One 2015), 'Academic Year' (7), 'Report Type' (Semester), and 'Report Title' (Semester One 2015). Below these fields are tabs for 'Preferences', 'Student & Class Profiles', and 'Functions / Settings'. The 'Student & Class Profiles' tab is further divided into 'Student Profiles' and 'Year Group Class Profiles'. The 'Year Group Class Profiles' section contains a text box stating: '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.' and a button labeled 'Reset StudentProfiles'.

Year Group Class Profiles are static profiles that are the same for every student in that academic year per class. (subject specific)

Allow Entry Check

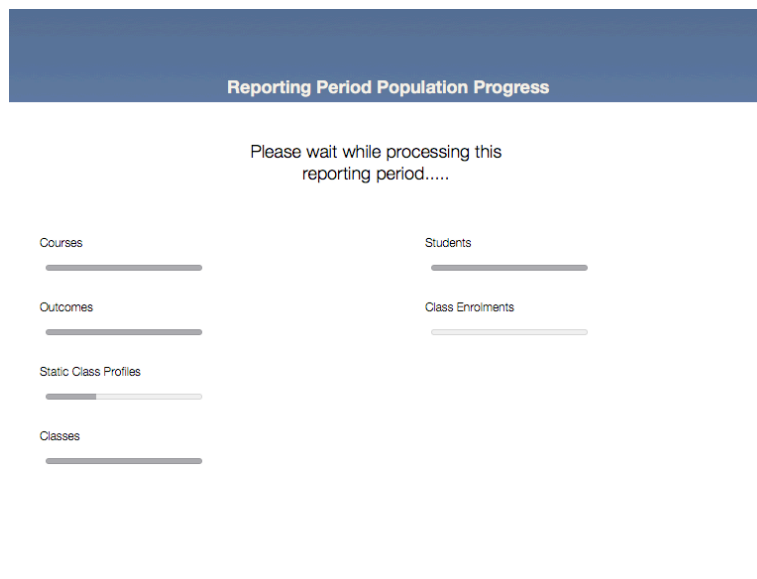
The screenshot shows the 'Reporting Period Detail' interface. At the top, there is a navigation bar with icons for Reports Menu, Back, Find, and View As List. On the right, there are icons for Reported Classes, Comment Bank, Class Reports, and Reported Students. Below the navigation bar, the title 'Reporting Period Detail' is centered. Underneath, there are input fields for Reporting Period (Semester One 2015), Academic Year (7), Report Type (Semester), and Report Title (Semester One 2015). To the right of these fields is a 'Current' checkbox and an 'Allow Entry' checkbox, which is highlighted with a red box. Below the input fields, there are three tabs: Preferences, Student & Class Profiles, and Functions / Settings. The Functions / Settings tab is active, showing three numbered instructions. Instruction 1 is followed by a 'Populate Reporting Period' button, which is also highlighted with a red box. Instruction 2 is followed by an 'Allow Entry' checkbox (highlighted with a red box) and an 'Enable Teacher Access...' button. Instruction 3 is followed by a 'Close Reporting Period' button.

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.



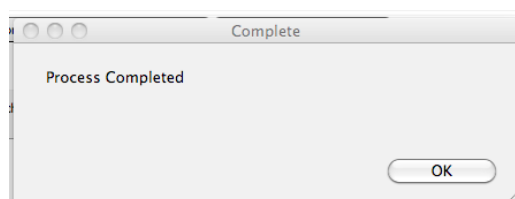
Click to Continue

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 the year group.

Report Period Creation - Process Complete



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

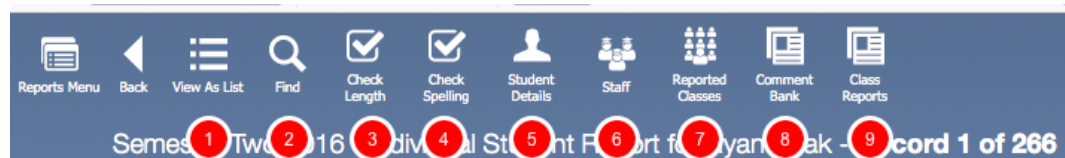
Academic Reports Menu - Teacher Entry



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

Individual Student Report (Full or Semester) teacher entry

A report will be generated for each student in that reporting period. Click the arrow to go to a class.



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

Semester One 2017 - Individual Student Report for Rahul Bhargava - Record 1 of 340

Student ID: 106745 Surname: Bhargava Given Names: Rahul George Preferred Name: Rahul TGroup: 12.3

Reporting Period: Semester One 2017 Year: 12 Rank: 10 House: Puce Tutor: Mrs K Robertson

Semester One 2017 Semester Two 2016 Semester One 2016 Grade Point Average Report PDFs

Subject Comments and Marks Subject Outcomes and Profiles Student Involvement Learning Support

Outcomes 1

Class Code	Outcome	Grade
12AH2	Communicates through an oral presentation in order to explain and analyse historical information.	1 Excellent
12AH2	Identifies factors that contribute to change and continuity in the Roman Republic.	3 Good
12AH2	Communicate in a balanced and sustained written presentation to argue, discuss, analyse and evaluate historical information.	2 Very Good
12AH2	Describe and analyse in depth the main elements of content.	3 Good
12AH2	Uses historical terms and concepts appropriately.	1 Excellent
12AH2	Locates, selects and organises relevant information from a variety of sources.	1 Excellent

Save Troubleshooting... Print...

1 - Outcomes per class

Semester Two 2016 - Individual Student Report for William Price - Record 1 of 506

Student ID: 100014 Surname: Price Given Names: William Hugh Preferred Name: William TGroup: 12.1

Reporting Period: Semester Two 2016 Year: 12 House: House Mother: Ms M Groux Tutor: Ms M Groux

Semester Two 2016 Semester 1 2016 Semester One 2015 Grade Point Average Report PDFs

Subject Comments and Marks Subject Outcomes and Profiles Student Involvement Learning Support

Profiles 2

Student Profile 3

Student Profile	Grade
Homework	3
Classwork	
Brings equipment to class	

Class Profiles 4

Class Code	Outcome	Grade
12ME1	Actively engages in her own learning.	4
12ME1	Plans and manages her work effectively.	

Save Troubleshooting... Print...

2 - Profiles

3 - Student Profile (usually on the first last page of a report)

4 - Student Class Profiles (per class per student)

Individual Student Report - Student Involvement Entry

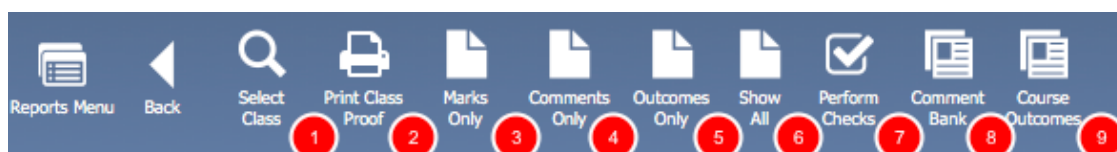
Student Involvement can be brought in from the co-curricular and sport activities that are current for the student.

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

Class Report Entry

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

The class report will have the outcomes with a drop down list to choose the Grade. The "Individual Student Report" Button will allow you to jump to the student's full report. Check length will appear if a comment is longer than set in the reports schedule. (The comment will still print as this is only a warning but may be cut off on the printed layout).



- 1 - To change class reports
- 2 - Print Class Proof (see below)
- 3 - Displays Marks only entry screen
- 4 - Displays Comments only for entry
- 5 - Outcomes only entry
- 6 - Displays all entry areas
- 7 - Spelling, comment length and duplicate name checks
- 8 - Go to comment bank
- 9 - Go to 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:				

Printed on 30/08/2013 Page 1

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

Classes - Teacher Allocations														
Class Code	Subject Name	Course	Abbreviation	Year	Course	TT Line	Report Order	Class	Course	Units	Course	Staff Code	Staff Name	Faculty
08VA7	Visual Arts	08VA	Vis Art	8	8	1	7	7				DEND	Mrs J Denbigh	Creative Arts
09V12	Photography and Digital	09VI	VI	9	9		14	14				DEND	Mrs J Denbigh	Creative Arts
10EN5	English	10EN	Eng	10	10		1	1				DEND	Mrs J Denbigh	English
11PO1	Photography	11PO	Photo	11	11		8	8				DEND	Mrs J Denbigh	Creative Arts
10.1	Tutor Group	10PC	House Grps	10	10		12	12				DEND	Mrs J Denbigh	Administration
07DTE	Design and Technology	07DT	D&T	7	7		3	3				DEND	Mrs J Denbigh	TAS
														Key Learning Area
														Reported on
														No
														X
														X
														Add to Reports

To add a class that was not created at the time reporting period. Go to the Classes File, find the class, click the "Add to reports" button to import an individual class to reports. Note that the field "Reported on" should say No, once added it will say "Yes".

Student and Classes added after reports have been created

Current Student Details

Student ID: 100014 | Surname: Price | First Name: William | Second Names: Hugh | Know As: William | Gender: Male | Birthday: 11 Jun 1998 | Year: 12 | TGR: 12.1 | House: Green

Family Details

Family Code: ALLARS01 | Family Name: Price | Home Phone: 02 3456 7890 | Property: Denbigh | Street: 56 Pitt Street | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: csampson@denbigh.com.au

Parents / Guardians

Geoffrey Price | Work Phone: 02 1234 5678 | Mobile: 1234 | Father | Email: csampson@denbigh.com.au

Michael Phillips | Work Phone: 0414 123 456 | Uncle | Email: csampson@denbigh.com.au

Classes

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Import into current reporting period
12BI1	12BI	Biology			Mr N Sun	Yes	Import
12DA1	12DA	Dance			Ms A Kilham	Yes	Import
12ME1	12ME	Mathematics Extension 1			Ms J Kearsley	Yes	Import
12MX1	12MX	Mathematics Extension 2			Ms J Kearsley	Yes	Import
12ST2	12ST	Studies of Religion II			Ms A Brown	Yes	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.

Ranking Students for different Academic Years for a Course

Course Code	Subject Name	Reporting Period	Faculty	Marks Destination	Academic Year	Current	Show on Report
09EN	English	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09FR	French	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09FT	Food Technology	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09GE	Geography	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09HI	History	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09IT	Italian	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09JA	Japanese	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09LA	Latin	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09MA	Mathematics	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09PE	PD/Health/PE	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09RE	Religion	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09SC	Science	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09SE	Physical Activity & Sport	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09TD	Textile & Design	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09VA	Visual Arts	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
09VI	Photography and Digital	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
10CM	Commerce	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
10DR	Drama	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
10DT	Design & Technology	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...
10MA	Mathematics	Semester Two 2017		<input checked="" type="radio"/> Class Mark <input type="radio"/> Course Mark	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Rank Across Years...

Academic Years to Include when calculating ranks in this course

☐ 11 ☐ 8

☒ 12 ☒ 9

☐ 7

OK

Go to the Reported Courses list. Find the Course/s required. Click the "Rank across Course" button.
Check the year to be included in the rankings.

Comment Bank

Code	Subject	Type	Comment
400	PD/H/PE	Excellent	<Name> is a kind and courteous student.
401	PD/H/PE	Excellent	<Name> is diligent and always willing to help.
402	PD/H/PE	Excellent	<Name> is a co-operative and capable student.
403	PD/H/PE	Excellent	<Name> is a talented and enthusiastic student.
404	PD/H/PE	Very Good	<Name> is a pleasant and polite student.
405	PD/H/PE	Very Good	<Name> is a skilful and proficient athlete.

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.

Fields for comment bank

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 as per gender.

Semester Two 2016 - Class Reports for 12BI1 - Biology - Mr N Sun - Record 1 of 11

Alinutt, Andrea

Semester Two 2016 Semester 1 2016 Semester One 2015 Individual Student Report

Course Mark	Course Ave	Course Rank	Exam Mark	Exam Ave	Exam Rank	Course Grade
94	77		85	72		A

Learning Outcomes

Performs an experiment, analyses results and relates results to biological theory.

Uses secondary resources to research a given problem.

Personal Profile

Comments

<Name> is a co-operative student who displays a positive attitude to most activities in <his>. Whilst <his> academic progress has been satisfactory this semester <he> has clearly the potential

Comment # 608

Insert

Insert

Final Comments Preview

Andrea is a co-operative student who displays a positive attitude to most activities in her. Whilst her academic progress has been satisfactory this semester she has clearly the potential for improvement. Her frequent absences have hindered her progress. Consistency in class and with home study will be necessary for better results in Year 9.

Reset Outcomes

Incomplete Report

343 Characters
500 Max.

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.

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

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

From	To	Year
Semester One 2015		7
		12
Semester One 2015		7
		10
Semester Two 2015		10
		12
27/01/2015	24/06/2015	12
Semester Two 2015		11
		11
Semester One 2015		11

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

Semester Two 2016 - Individual Student Report for William Price - Record 1 of 506

Student ID: 100014, Surname: Price, Given Names: William Hugh, Preferred Name: William, TGroup: 12.1

Reporting Period: Semester Two 2016, Year: 12, House: , House Mother: Ms M Groux, Tutor: Ms M Groux

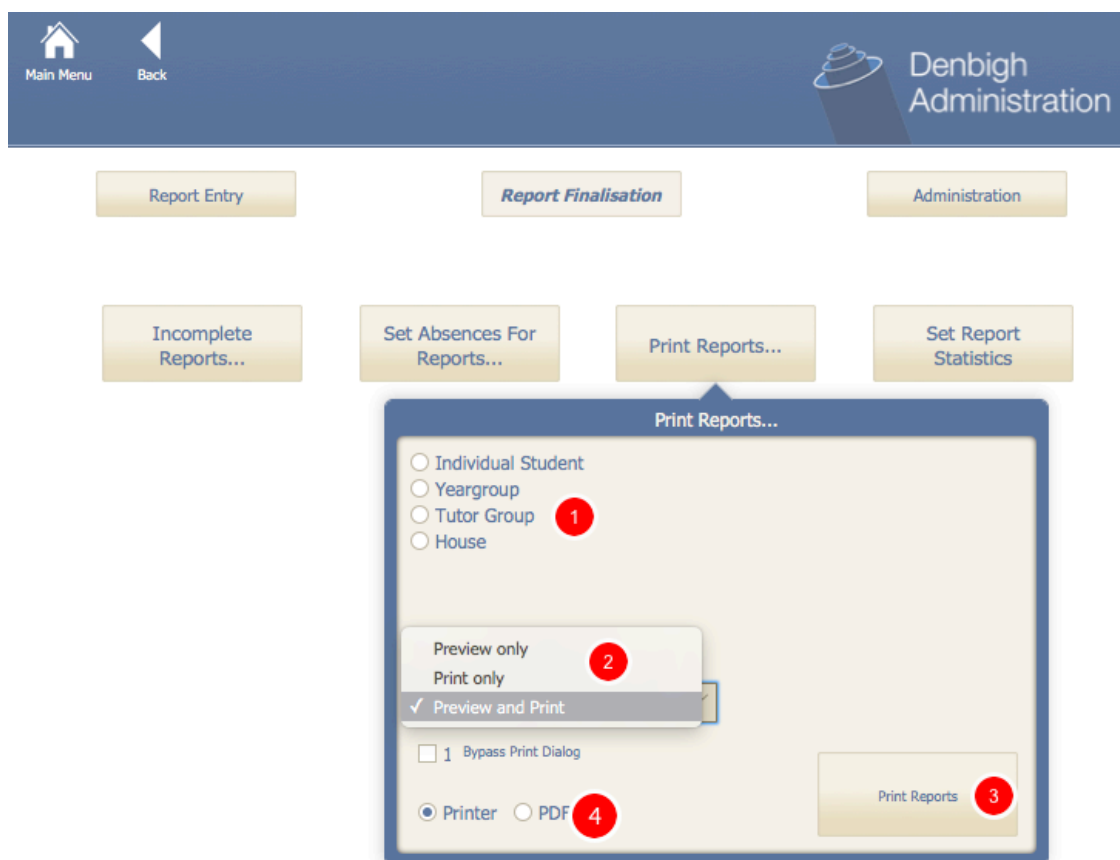
Subject Comments and Marks:

Class Code	Class Name	Teacher	Course Grade	Course Mark	Exam Mark
12ME1	Mathematics Extension 1	Ms J Kearsley	C	56	72
12MX1	Mathematics Extension 2	Ms J Kearsley	C	55	60
12BI1	Biology	Mr N Sun	A	86	68
12ST2	Studies of Religion II	Ms A Brown	B	77	95

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.



Also in the Report Finalisation tab - Print Reports button.



- 1 - Make your selection
- 2 - choose from the drop down list corresponding to your selection
- 3 - Choose the print option
- 4 - To print the reports to PDF to add to the Report Archive File

PDF Report Archive file

The screenshot displays the 'PDF Report Archive' interface. At the top, there are navigation links: Main Menu, Back, Report Viewer, and Preferences. A search bar is present with the placeholder text 'Test Email Address (leave empty to email parents)'. To the right are icons for 'Export Found Set', 'Sync Found Set', and 'Email Found Set'. The main area is a table with columns: Student Name, Student ID, Family Code, Type, Calendar Year, Academic Year, Semester, Term, Report Title, and Document. The table lists six student records, each with a 'Report File Name' and a 'Created' timestamp. For each record, there are buttons for 'Export PDF', 'Preview', and 'Email Log'. The first record is for 'Bain-Smith, Georgia' with Student ID 102816, Family Code SMIT07, Report Type Report, Calendar Year 2012, Academic Year 10, Semester 2, Term 4, Report Title 'Bain-Smith_Georgia_102816_Semester_Two_2012.pdf', and Document 'Bain-Smith_Georgia_102816_Semester_Two_2012.pdf'. The last record is for 'Bolton, Sarah' with Student ID 100797, Family Code NG07, Report Type Report, Calendar Year 2014, Academic Year 10, Semester 1, Term 2, Report Title 'Bolton_Sarah_100797_Semester_One_2014.pdf', and Document 'Bolton_Sarah_100797_Semester_One_2014.pdf'.

Closing off a Reporting Period

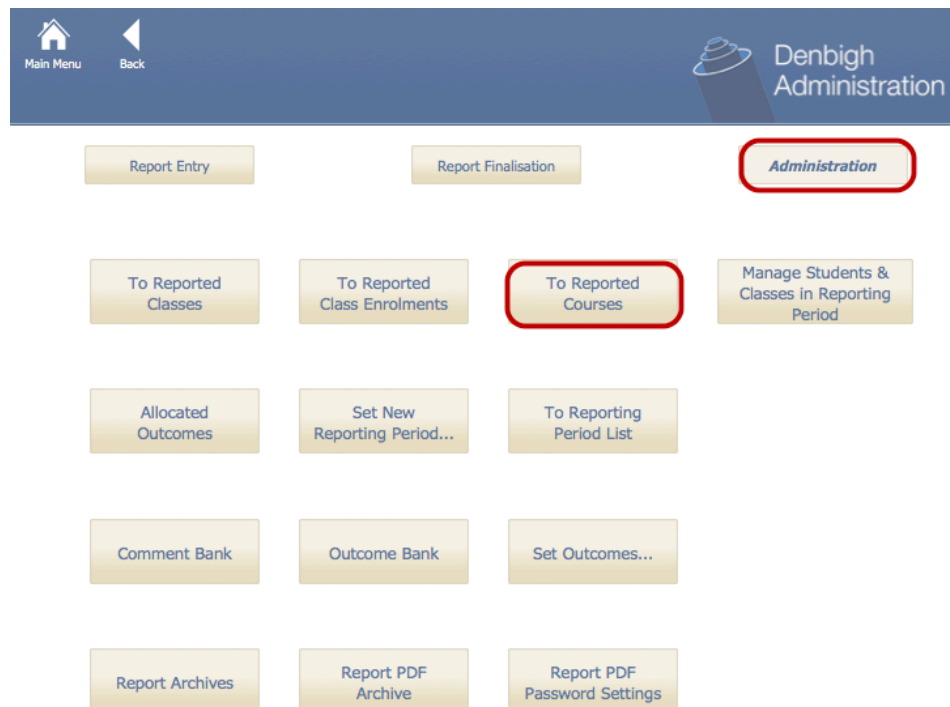
The screenshot shows the 'Denbigh Administration' interface. At the top, there are navigation links: Main Menu and Back. The main area is a grid of buttons. The 'Administration' button is highlighted with a red border. Below it, the 'To Reporting Period List' button is also highlighted with a red border. The grid includes buttons for 'Report Entry', 'Report Finalisation', 'Administration', 'To Reported Classes', 'To Reported Class Enrolments', 'To Reported Courses', 'Manage Students & Classes in Reporting Period', 'Allocated Outcomes', 'Set New Reporting Period...', 'To Reporting Period List', 'Comment Bank', 'Outcome Bank', 'Set Outcomes...', 'Report Archives', 'Report PDF Archive', and 'Report PDF Password Settings'.

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

Reporting Periods											
Reporting Period	Ac Year	Cal Year	Report Type	Report Title	Semester	Term	Sort	Prev	Current	Allow Entry	
Semester Two 2016	12	2016	Semester	Semester Two 2016	2	3	151	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12E W7XF VTAHB UBQXU COUKD
Semester Two 2016	11	2016	Semester	Semester Two 2016	2	3	152	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12E W7XF VTAHB UB7S 5FX2B
Semester Two 2016	10	2016	Semester	Semester Two 2016	2	3	153	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12E W7XF VTAHB UB7HP YUZEN
Semester Two 2016	9	2016	Semester	Semester Two 2016	2	3	154	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12E W7XF VTAHB UBKRN SA3EO

When a new reporting period needs to be created for the following semester, the previous reporting period needs to be closed off. Uncheck the "current" field for the required year, will close off the reporting period.

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



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

The screenshot shows the 'Reported Courses' interface. At the top, there's a navigation bar with 'Reports', 'Back', 'Find', and 'View As' buttons. Below this, a header section displays 'Reported Courses' and 'Academic Year'. A form area contains fields for '12BU Course Code', 'Semester One 2015 Reporting Period', 'Faculty', 'Class Mark', 'Course Mark', and 'Marks Destination'. The main content area is a table with columns: Outcome Code, Sort Order, Type, Subheading, and Outcome. It lists five outcomes with codes 12BUJ3, 12BU9, 12BU13, 12BU2, and 12BU11. To the right of the table, there are two buttons: 'Add' (highlighted with a red circle) and 'Bin' (also highlighted with a red circle).

Outcome Code	Sort Order	Type	Subheading	Outcome
12BUJ3	1	Outcome		Creates and uses a simple database, determines queries, formulae and prints reports.
12BU9	2	Outcome		Identifies and solves problems by using manuals and online help.
12BU13	3	Outcome		Knowledge and understanding on receiving, distributing incoming mail, collecting and dispatching outgoing mail.
12BU2	4	Outcome		Correctly processes financial transactions including petty cash, invoicing and banking in a business environment.
12BU11	5	Outcome		Identifies appropriate business technology and software applications, ensures that technology is used efficiently and according to organisational requirements to promote a safe work environment.

To add an additional outcome, click the Add button. To remove an unwanted outcome, click the Bin. This will apply to all classes and students for this course.

Adding/deleting Students or Classes in Reporting Period

The screenshot shows the 'Administration' menu. At the top, there are three buttons: 'Report Entry', 'Report Finalisation', and 'Administration' (highlighted with a red circle). Below these, there are several other buttons arranged in a grid. The button 'Manage Students & Classes in Reporting Period' is highlighted with a red circle. Other buttons include 'To Reported Classes', 'To Reported Class Enrolments', 'To Reported Courses', 'Allocated Outcomes', 'Set New Reporting Period...', 'To Reporting Period List', 'Comment Bank', 'Outcome Bank', 'Set Outcomes...', 'Report Archives', 'Report PDF Archive', and 'Report PDF Password Settings'.

For any changes to classes/students in a current set of reports

Manage Students and Classes

Reports Menu Back

Select Academic Year: 12 Current Reporting Period: Semester Two 2016

Student Class Student/Class Enrolment

Filter Filter

Student ID	Name	Reported?	
100241	Spencer, Laura	Yes	
100414	Stark, Guy	Yes	
100915	Stoya, Harley	Yes	
101269	Tedeschi, Vanessa	Yes	
104905	Thomson, Hannah	Yes	
100011	Thomson, James	Yes	
101214	Thorne, Rachel	Yes	
100976	Tridgell, Stephen	Yes	
101257	Triglia, Connie	Yes	
106724	Wallner, Holly	Yes	
100207	Ward, Edward	Yes	
100169	Webb, David	Yes	
103267	Willisallen, Shreshtha	Yes	
100023	Worrell, Cameron	No	+

1 - Choose the academic year.

2 - Enter data to search for students. If a student was not included in the reporting period they will display with a "NO" in the Reports column. To add, click the + button.

FAQ

How do I change a class code – Page 13

How do I change a course code – Page 14

Changing a teacher for a class – Page 7

Adding a second teacher to a class – Page 7

What do I have to do before creating a reporting period – Page 28

How do I create the report PDF's – Page 45

Adding a class to a reporting period – Pages 40/49

Adding a student and classes to a reporting period – Page 40/49

Ranking Students of different years in a Course – Page 40

Class not printing on a student's report – Page 23

Created a reporting period but there are no classes – Page 28

How do I close off a reporting period - Page 46