



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# DENBIGH ADMINISTRATION

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

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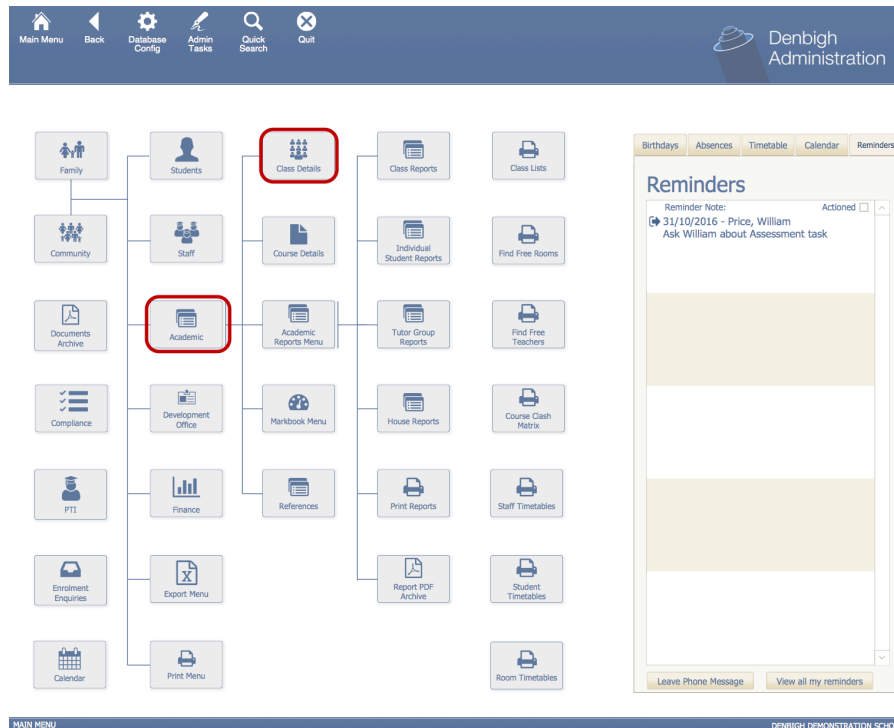
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Instructions for Creating Student Classes, Courses, Lesson Times and creating Student Academic Reports. **Please note** whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control 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 | Subject Name            | Course | Abbreviation | Year | TT Line | Report Order | Units | Teacher Code | Teacher Name | Teacher 2 Code | Teacher 2 Name | Faculty | Key Learning Area | Reported On   | Show on Reports | PTI                                 |                                     |                                     |                |
|------------|-------------------------|--------|--------------|------|---------|--------------|-------|--------------|--------------|----------------|----------------|---------|-------------------|---------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------|
| 08VA7      | Visual Arts             | 08VA   | Vis Art      | 8    | 8       | 1            | 7     | 7            | DENJ         | Update         | Mrs J Denbigh  | DONJ    | Miss J Donald     | Creative Arts |                 | Yes                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Add to Reports |
| 09VI2      | Photography and Digital | 09VI   | VI           | 9    | 9       |              | 14    | 14           | DENJ         | Update         | Mrs J Denbigh  |         |                   | Creative Arts | No              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Add to Reports                      |                |
| 10ENS      | English                 | 10EN   | Eng          | 10   | 10      |              | 1     | 1            | DENJ         | Update         | Mrs J Denbigh  |         |                   | English       | No              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Add to Reports                      |                |
| 11PO1      | Photography             | 11PO   | Photo        | 11   | 11      |              | 8     | 8            | DENJ         | Update         | Mrs J Denbigh  | ADAD    | Mr D Adams        | Creative Arts | Yes             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Add to Reports                      |                |
| 07DTE      | Design and Technology   | 07DT   | D&T          | 7    | 7       |              | 3     | 3            | DENJ         | Update         | Mrs J Denbigh  |         |                   | TAS           | Science         | No                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Add to Reports |

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 | NESA Course Number | Currently Reported | Show On Reports |
|------------|-------------------------------|--------|--------------|------|---------------|---------------------|---------------|--------------|-----|-------------|-------------------------|-------------|-----|--------------------|--------------------|-----------------|
| 08VA7      | Visual Arts                   | 08VA   | Vis Art      | 8    | 7             | 6                   | 7             |              |     |             |                         |             | X   |                    | Yes                | X               |
| 09VI2      | Photography and Digital Media | 09VI   | VI           | 9    | 11            | 8                   | 14            |              |     |             |                         |             | X   |                    | Yes                | X               |
| 10EN5      | English                       | 10EN   | Eng          | 10   | 5             | 10                  | 1             |              |     |             |                         |             | X   |                    | Yes                | X               |
| 11PO1      | Photography                   | 11PO   | Photo        | 11   | 8             | 4                   | 8             |              |     |             |                         |             | X   | 35225              | Yes                | X               |

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 Authority) Course number and whether the class is included in the PTI sessions (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 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 | Teacher | Second Teacher | Second Teacher Code | Second Teacher Name | Faculty       | Key Learning Area | Reported On | 5 of 10 | PTI |
|------------|--------------|--------|--------------|------|---------|--------------|-------|---------|----------------|---------------------|---------------------|---------------|-------------------|-------------|---------|-----|
| 10GDR1     | Drama        | 10GDR  | Dra          | 6    | 6       | 3            | 6     | AMPH    | ADAD           | ADAD                | Mr Damien Adams     | Creative Arts | Drama             | No          | X       | X   |
| 08VA7      | Visual Arts  | 08VA   | Vis Art      | 8    | 8       | 1            | 7     | AMPH    | DONJ           | DONJ                | Miss Julia Donald   | Creative Arts |                   | Yes         | X       | X   |
| 09MU1      | Music        | 09MU   | Mus          | 9    | 9       | 9            | 9     | AMPH    | ALLT           | ALLT                | Mr Trevor Allesch   | Music         |                   | No          | X       | X   |
| 11PO1      | Photography  | 11PO   | Photo        | 11   | 11      | 8            | 8     | AMPH    | ADAD           | ADAD                | Mr Damien Adams     | Creative Arts |                   | Yes         | X       | X   |

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

**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

**Students** (Students in Class = 7)

| 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    |

Buttons: Add Student, E-Mail, Enrol these students in another class, Enrol Tutor Group

Displays the Students in the Class.

## Lesson Times

**Class Details**

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

**Lessons** (Lesson Timeslots = 6)

| Day | Period | Room  | (Alternate Teacher for Lesson) Code | (Alternate Teacher for Lesson) Name | (Second Teacher for Lesson) Code | (Second Teacher for Lesson) 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                       |                                  |                                  |

Buttons: +1, Update Lessons

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

## Different Teacher for a lesson time

The screenshot shows the 'Lesson Timeslots' interface with 'No of Lessons = 3' and 'TTable Line 1'. A dropdown menu is open for the 'Alternate Teacher for Lesson' column, listing teachers such as ADAD Adams Mr D, ALLT Allesch Mr T, AMPH Amponin Jr Ms H, etc. The dropdown is highlighted with a red box.

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

The screenshot shows the 'Lesson Timeslots' interface with 'No of Lessons = 3' and 'TTable Line 1'. A dropdown menu is open for the 'Second Teacher for Lesson' column, listing teachers such as ADAD Adams Mr D, ALLT Allesch Mr T, AMPH Amponin Jr Ms H, etc. The dropdown is highlighted with a red box. The interface also shows a sidebar with options like 'Students', 'Lessons', 'Outcomes', etc.

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

## Timetables

The screenshot displays the 'Family Details' and 'Parents / Guardians' information for student Jarrod Benjamin Johnson. Below this, the 'Timetable' section shows a weekly schedule for Week A and Week B, including subjects like Sci, PE, Geog, and Hist, along with staff names and room numbers. The 'Timetable' button in the left-hand navigation menu is circled in red.

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

## Courses File

The screenshot shows the 'Classes - Teacher Allocations' screen. The top navigation bar includes buttons for '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', and 'Next Yr's Classes'. The 'Course List' button is highlighted with a red circle.

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

The screenshot shows the 'Courses' screen. The top navigation bar includes buttons for 'Main Menu', 'Back', 'Class List', 'Find', 'Current Student', 'Staff Details', 'Current Outcomes', 'Outcome Bank', and 'MarkBook Menu'. The 'Class List' button is highlighted with a red circle. Below the navigation bar is a table of course details.

| Course Code | Subject Name | Abbreviation | Academic Year | Report Order | Units | Faculty       | Key Learning Area | BOS Number |
|-------------|--------------|--------------|---------------|--------------|-------|---------------|-------------------|------------|
| 06DR        | Drama        | Dra          | 6             | 6            | 6     | Creative Arts | Drama             |            |
| 06IL        | Italian      | Ital         | 6             | 4            | 4     | 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  | FRIJ         | 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  | FRIJ         | 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 and Course Description and any documentation.

## Outcomes in a course

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

Outcomes and Profiles are allocated for each course. One Course can have many classes so changing an outcome 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)

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

## Course Description

Usually used for Course Descriptors for Academic Reports.

## Create a new Class

| Class Code | Subject Name | Course | Abbreviation | Year | TT | Report Order | Units | Staff Code | Staff Name      | Faculty       | Key Learning Area | Reported On | Reports | PTI |                |
|------------|--------------|--------|--------------|------|----|--------------|-------|------------|-----------------|---------------|-------------------|-------------|---------|-----|----------------|
| 06DR1      | Drama        | 06DR   | Dra          | 6    | 3  | 6            | 6     | AMPH       | Ms H Amponin Jr | Creative Arts | Drama             | Yes         | X       | X   | Add to Reports |
| 06IL1      | Italian      | 06IL   | Ital         | 6    | 6  | 4            | 4     | LEEK       | Ms K Lee        | Computing     | LOTE              | Yes         | X       | X   | Add to Reports |
| 06IL2      | Italian      | 06IL   | Ital         | 6    | 6  | 4            | 4     | MORC       | Ms C Moran      | Computing     | LOTE              | Yes         | X       | X   | Add to Reports |

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

**New Class**  
New Class Details

1. Add this class to a course. Or

Course:  1

Course Name: 047D  
Year: 06C  
Report Order: 06D  
06DR

2. Enter Class Details

Class Code: 06DRA  
Teacher Code: 06EN  
06HS  
VET: 06IC  
06IL  
06JE  
06JR  
06LS  
06MA

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

**New Class**  
New Class Details

1. Add this class to a course. Or

Course: 06DRA  
Course Name: Drama  
Year: 6  
Report Order:

2. Enter Class Details

Class Code:   
Teacher Code:   
VET:

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

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
- (the other fields can be updated later if not known at this stage)

## Changing Class Codes

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

Students in Class = 7  
No Medical Condition Alerts

| 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    |

Buttons: Add Student, E-Mail, Enrol these students in another class, Enrol Tutor Group

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

Navigation Bar: Main Menu, Back, Find, View as List, Family, Students, Teachers

Select the class whose code you wish to change.

07MA3  
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

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

**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 | TOOJ         | Ms J Toohey | 7                 |
|            |                  |              |             | 0                 |

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

**Select the course whose code you wish to change.**

2COMP  
Current Course Code

**What would you like to change it to?**

New Course Code

Change Done - Return to List View

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

## 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

**Students**

Students in Class = 7  
No Medical Condition Alerts

| 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    |

Buttons: Add Student, E-Mail

Buttons at bottom: Enrol these students in another class, Enrol Tutor Group

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

**Choose Student**

Choose academic Year: 6

|  |     |
|--|-----|
| 101472 - Al-Suweidi, Georgina - 6.3    | Add |
| 106468 - Benjamin, Po - 6.3            | Add |
| 101994 - Brassler, 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 |

Buttons: Cancel, Add

- 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** Code

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

Students

**Lessons**

Lesson Timeslots

No of Lessons = 2 (Second Teacher for Lesson) TTable 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 | IERP | 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 |      |               |      |              |

Outcomes

Description for Reports

Class Tasks

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

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    |

Outcomes

Description for Reports

Class Tasks

Course Tasks

Documents

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.



Enrol the students in this class **06DR1** into:

| 06DR1      |                        | Students in class = 9 |
|------------|------------------------|-----------------------|
| Student ID | Student                |                       |
| 101472     | Al-Suweidi Georgina    |                       |
| 100141     | Croker Angela          |                       |
| 100141     | Croker Angela          |                       |
| 100190     | Gopalakrishnan Shelley |                       |
| 101489     | Kinder Kate            |                       |
| 101471     | Kristidis Sarah        |                       |
| 102142     | Pederick Sophia        |                       |
| 107281     | Podpera Ashleigh       |                       |
| 104545     | Treffers Sirdhorn      |                       |



Enrol

2

12EA1

1

| 12EA1      |         | Students in class = 6 |
|------------|---------|-----------------------|
| Student ID | Student |                       |
| 11ST2      |         |                       |
| 11TVT1     |         |                       |
| 11VA1      |         |                       |
| 11VA2      |         |                       |
| 12AH1      |         |                       |
| 12AH2      | anna    |                       |
| 12BI1      |         |                       |
| 12BI2      |         |                       |
| 12BS1      |         |                       |
| 12BS2      |         |                       |
| 12BU1      |         |                       |
| 12CCtest   |         |                       |
| 12CH2      |         |                       |
| 12CH3      |         |                       |
| 12Cha      |         |                       |
| 12CR1      |         |                       |
| 12CR2      |         |                       |
| 12CR3      |         |                       |

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

Enrol the students in this class **06DR1** into:

| 06DR1      |                        | Students in class = 9 |
|------------|------------------------|-----------------------|
| Student ID | Student                |                       |
| 101472     | Al-Suweidi Georgina    |                       |
| 100141     | Croker Angela          |                       |
| 100141     | Croker Angela          |                       |
| 100190     | Gopalakrishnan Shelley |                       |
| 101489     | Kinder Kate            |                       |
| 101471     | Kristidis Sarah        |                       |
| 102142     | Pederick Sophia        |                       |
| 107281     | Podpera Ashleigh       |                       |
| 104545     | Treffers Sirdhorn      |                       |



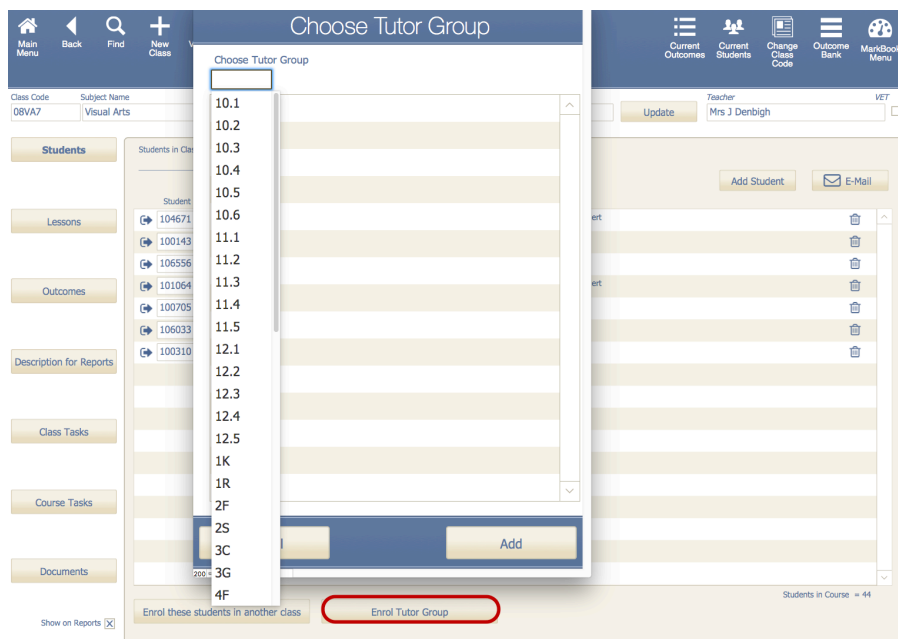
Enrol

12EA1

| 12EA1      |                   | Students in class = 6 |
|------------|-------------------|-----------------------|
| Student ID | Student           |                       |
| 105516     | Bishop Shriya     |                       |
| 100799     | Davies Henry      |                       |
| 100876     | Hammond Nai       |                       |
| 100725     | McCulloch Rosanna |                       |
| 100627     | Meyer Edward      |                       |
| 101214     | Thorne Rachel     |                       |

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

## Adding a Tutor group to a class



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



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

## Adding a class for a student in the Student Details

The screenshot shows the 'Current Student Details' interface for student 100059. The 'Classes' tab is active, displaying a table of current classes. The 'Add Class' button is circled in red. The table lists the following classes:

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

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

## Changing a student's class

The screenshot shows the 'Current Student Details' interface for student 100059. The 'Classes' tab is active, displaying a table of current classes. The 'Change Class' button is circled in red. The table lists the following classes:

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

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

### Choose Class

Choose Course:  Current Class in Course:

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

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

### Choose Class

Choose Course:  Current Class in Course:

|                                |           |
|--------------------------------|-----------|
| 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 |

Click "Change to" to change the new class.

## Course Outcomes

The screenshot shows the 'Course Details' page for course 08VA. The 'Outcome Bank' menu item is circled in red. The 'Outcomes' section is highlighted with a red box and contains the following table:

| Code | Sort Order | Type  | Subheading | Outcome Text  |
|------|------------|---|------------|---|
| VA1  | 1          | <input checked="" type="radio"/> Outcome<br><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<br><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

The screenshot shows the 'Outcome Bank' page with a table of outcomes. The table has columns for Code, Type, Courses, Outcome, and Subheading. The following table represents the data shown:

| Code | Type  | Courses                      | Outcome                      | Subheading   |
|------|---|------------------------------|------------------------------|--|
| ENH1 | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile | 06EN<br>07EN<br>061C<br>1FNG | 5ENG<br>4ENG<br>3ENG<br>1FNG | Expresses ideas with clarity and fluency in oral communication.  |
| ENH2 | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile | 06C<br>08DR<br>3ENG          | 5ENG<br>1ENG<br>4ENG<br>5FNG | Shows an understanding and interpretation of texts.  |
| ENH3 | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile | 06C<br>08DR<br>3ENG<br>1FNG  | 5ENG<br>1ENG<br>4ENG<br>5FNG | Shows an understanding of literary features.   |
| ENH4 | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile | 061L<br>061C<br>06DR<br>08DR | 5ENG<br>1ENG<br>3ENG<br>1FNG | Uses register and structure appropriately in written texts, from a variety of cultures, such as essays and written commentaries. |
| CAS1 | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile | 07DT                         | 061C<br>06MA                 | Demonstrates autonomy in pursuing activities that involve physical action.   |
| CAS2 | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile | 07VA                         |                              | Demonstrates autonomy in pursuing activities that involve creative ability.  |

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<br><input checked="" type="radio"/> Profile |         | Actively engages in her own learning.   | Work Practices |
| <input checked="" type="checkbox"/> In Use |   |         |   |                |
| PP2  | <input type="radio"/> Outcome<br><input checked="" type="radio"/> Profile |         | Plans and manages her work effectively.   | Work Practices |
| <input checked="" type="checkbox"/> In Use |   |         |   |                |
| PP3  | <input type="radio"/> Outcome<br><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<br><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<br><input checked="" type="radio"/> Profile |         | Contributes positively to a harmonious atmosphere.                                      |                |
| <input type="checkbox"/> In Use            |   |         |   |                |
| 9PC2                                       | <input type="radio"/> Outcome<br><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         | Update Ms Hilary Amponin Jr | ADAD           | Mr Damien Adams | <input type="checkbox"/> |

| Code  | Sort Order | Type  | Subheading    | Outcome  |
|-------|------------|---|---------------|--|
| 6DD2  | 1          | <input checked="" type="radio"/> Outcome<br><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<br><input type="radio"/> Profile | Drama / Dance | Develops a range of roles using characterisation techniques.   |
| 6DD4  | 3          | <input checked="" type="radio"/> Outcome<br><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<br><input type="radio"/> Profile | Drama / Dance | Evaluates own work and that of others with insight and imagination.  |
| 9DR12 | 5          | <input checked="" type="radio"/> Outcome<br><input type="radio"/> Profile |               | Applies acting and performance techniques expressively and collaboratively to communicate dramatic meaning |

- 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

| Course Code | Subject Name     | Abbreviation | Academic Year | Report Order | Units | Faculty       | Key Learning Area | NESA Course Number |
|-------------|------------------|--------------|---------------|--------------|-------|---------------|-------------------|--------------------|
| 06DR        | Drama            | Dra          | 6             | 6            |       | Creative Arts | Drama             |                    |
| 06IL        | Italian          | Ital         | 6             | 4            |       | Computing     |                   |                    |
| 06LS        | Learning Service | LS           | 6             |              |       | Special Needs |                   |                    |
| 06MA        | Mathematics      | Maths        | 6             | 2            |       | 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 etc. 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. If a report is not printing for a student, this could be the cause if the number is missing.

## Creating timetables for Next Year (Next Years Classes)

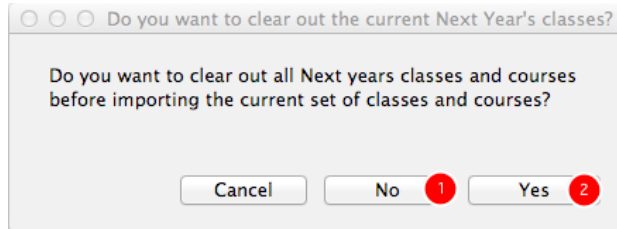
| Class Code | Subject Name     | Course | Abbreviation | Year | Class | Course | Report Order | Units | Staff Code | Staff Name       | Faculty       | Key Learning Area | Reported On | PTT |
|------------|------------------|--------|--------------|------|-------|--------|--------------|-------|------------|------------------|---------------|-------------------|-------------|-----|
| 06DR1      | Drama            | 06DR   | Dra          | 6    | 6     | 3      | 6            | 6     | AMPH       | Ms H Amponin Jr  | Creative Arts | Drama             | Yes         | X   |
| 06L1       | Italian          | 06IL   | Ital         | 6    | 6     | 4      | 4            | 4     | LEEK       | Ms K Lee         | Computing     | LOTE              | Yes         | X   |
| 06L2       | Italian          | 06IL   | Ital         | 6    | 6     | 4      | 4            | 4     | MORC       | Ms C Moran       | Computing     | LOTE              | Yes         | X   |
| 06L3       | Italian          | 06IL   | Ital         | 6    | 6     | 4      | 4            | 4     | MORC       | Ms C Moran       | Computing     | LOTE              | Yes         | X   |
| 06L4       | Italian          | 06IC   | Ital         | 6    | 6     | 4      | 4            | 4     | LEEH       | Ms H Lee         | Junior School | LOTE              | Yes         | X   |
| 06LS1      | Learning Service | 06LS   | LS           | 6    | 6     |        |              |       | PATR       | Ms R Patterson   | Special Needs | English           | Yes         | X   |
| 06LS2      | Learning Service | 06LS   | LS           | 6    | 6     |        |              |       | PETL       | Mrs L Petersons- | Special Needs | English           | Yes         | X   |
| 06LS3      | Learning Service | 06LS   | LS           | 6    | 6     |        |              |       | PETL       | Mrs L Petersons- | Special Needs | English           | Yes         | X   |
| 06LS4      | Learning Service | 06LS   | LS           | 6    | 6     |        |              |       | PETL       | Mrs L Petersons- | Special Needs | English           | Yes         | X   |

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

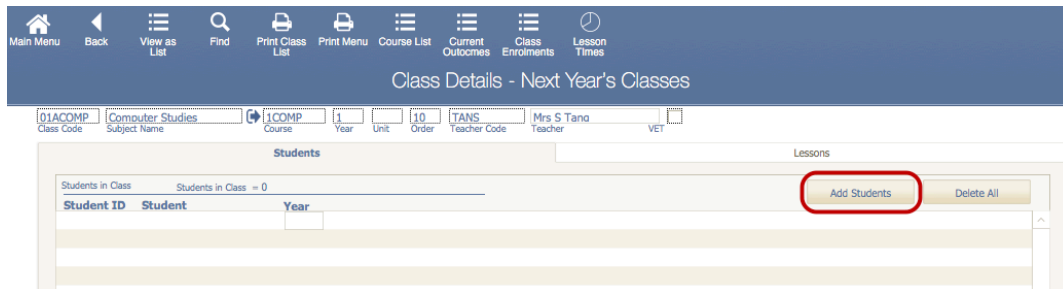
| Class Code | Subject Name                      | Course | Abbreviation | Year | TT Line | Report Order | Units | Students in Class | Staff Code    | Staff Name    | Faculty | Key Learning Area |
|------------|-----------------------------------|--------|--------------|------|---------|--------------|-------|-------------------|---------------|---------------|---------|-------------------|
| 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.

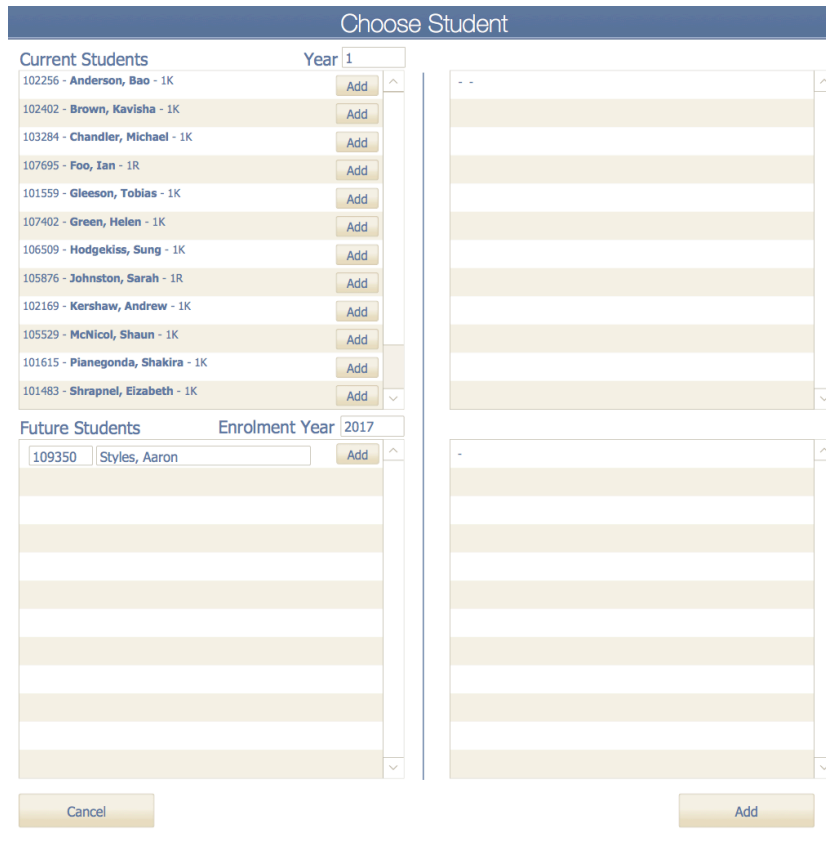


- 1 - **No** will leave all the data and add all current classes to this file.
- 2 - **Yes** will clear out all data (classes and courses) in this file, before importing the current set of classes and courses into the file.

## Adding Students to Next Years Classes



Click the “Add Students” button.



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**

Student ID: 100014 | Name: Price, William | Birthdate: 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: Australia | Email: csampson@denbigh.com.au

**Parents / Guardians**  
 Geoffrey Price (Father): Work Phone: 02 1234 5678, Mobile: 1234, Email: csampson@denbigh.com.au  
 Michael Phillips (Uncle): Work Phone: 0414 123 456, Email: csampson@denbigh.com.au  
 Status: **Deceased**

**Classes**  
 No of Classes: 0  
 Table columns: Class Code, Course Code, Class, Units, TT Line, Teacher

Student Details - Classes - Future Classes tab.

## Future Timetable

**Future Timetable**

|        | Week A       |              |              |              |              | Week B |         |           |          |        |
|--------|--------------|--------------|--------------|--------------|--------------|--------|---------|-----------|----------|--------|
|        | Monday       | Tuesday      | Wednesday    | Thursday     | Friday       | Monday | Tuesday | Wednesday | Thursday | Friday |
| Before |              |              |              |              |              |        |         |           |          |        |
| P1     | Tutor Group  |              | Tutor Group  |              | Tutor Group  |        |         |           |          |        |
| 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 |        |         |           |          |        |

Buttons: **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  
 Street: 1 John St  
 Suburb/Sats/PCode: Sydney NSW 2000

**Parents / Guardians**  
 Gregory Kite | 02 1234 5678 | 0414 123 456  
 Email: pgort@denbigh.com.au  
 Allyson Kite | 02 1234 5678 | 0414 123 456  
 Email: pwindle@denbigh.com.au

**Future Classes**  
 No of Classes: 17 | Number of Units:   
 Add Class

| Class Code | Course Code | Class               | Units | TT Line | Teacher               |
|------------|-------------|---------------------|-------|---------|-----------------------|
| 11AH2      | 11AH        | Ancient History     |       |         | Ms V Grierson         |
| 11B12      | 11BI        | Biology             |       |         | Ms D Gibbons          |
| 11B2       | 11BS        | Business Studies    |       |         | Mr M Matthews         |
| 11CH2      | 11CH        | Chemistry           |       |         | Dr M Burlinson        |
| 11BU1      | 11BUS       | Business Services   |       |         | Mr J Stankovich       |
| 11B2       | 11BS        | Business Studies    |       |         | Mr M Matthews         |
| 11PE1      | 11PE        | PD/Health/PE        |       |         | Mr W Gorrige          |
| 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     | 0                 | TANS Mrs S Tang | Junior School |                   |
| 01ACST     | Christian Studies                 | 1CST                | CST     | 1       | 7            | 4     | 4                 | TANS Mrs S Tang | Junior School |                   |
| 01AENG     | English                           | 1ENG                | English | 1       | 1            | 0     | 0                 | TANS Mrs S Tang | Junior School |                   |
| 01AFRE     | French                            | 1FRE                | FRE     | 1       | 11           | 0     | 0                 | TANS Mrs S Tang | Junior School |                   |
| 01AHSIE    | Human Society and its Environment | 1HSIE               | HSIE    | 1       | 4            | 0     | 0                 | TANS Mrs S Tang | Junior School |                   |
| 01ALIB     | Library                           | 1LIB                | LIB     | 1       | 12           | 0     | 0                 | TANS Mrs S Tang | Junior School |                   |

Classes can be transferred from Next year's classes to Current Classes. To transfer the classes click "Transfer Next Year's Classes" to transfer all details from Next years classes to this Current classes.

**Classes for Next Year**

Message

Delete Existing Classes or Merge with Existing?

Cancel Merge Delete

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 the Denbigh Administration software interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The Denbigh Administration logo is on the right. Below the navigation bar is a large menu structure. The 'Academic' menu item is highlighted with a red box, and the 'Academic Reports Menu' item is also highlighted with a red box. To the right of the menu is a 'Birthdays' report window. The report shows a list of birthdays for today (Tue) and this week. The 'This Week' section contains a table of birthdays.

| Day | Year | House | Name                | Age |
|-----|------|-------|---------------------|-----|
| Sun | 8    | Y     | Sherborne, Eugenia  | 14  |
| Sun | 1    | G     | Foo, Ian            | 7   |
| Tue | 8    | R     | McClelland, Sabrina | 14  |
| Wed | 8    | G     | McCulloch, John     | 14  |
| Wed | 7    | B     | Crisp, James        | 13  |
| Wed | 6    | M     | Cowan, Mikaela      | 12  |
| Thu | 6    | P     | Pederick, Sophia    | 12  |
| Thu | 8    | R     | Risby, Lucy Yun     | 14  |
| Thu | K    | M     | Brown, Thomas       | 6   |
| Fri | 6    | B     | Glenn, Seryung      | 12  |

Below the table, there is a 'Staff Birthdays' section showing a birthday for Monday: Kossak Mr S.

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 updated - 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
- Show on Reports checked for classes to be reported on this Semester
- Outcomes, Profiles and Course Descriptions added for each course

## Show on reports check box

| Class Code | Subject Name  | Course | Abbreviation | Year | FTI | Report Order | Units | Staff Code | Staff Name         | Faculty     | Key Learning Area | Report On                           | PTI |
|------------|---------------|--------|--------------|------|-----|--------------|-------|------------|--------------------|-------------|-------------------|-------------------------------------|-----|
| DBN11      | Mathematics   | DBNA   | Maths        | 8    | 8   | 4            | 2     | WELN       | Mrs N Weatherstone | Mathematics | No                | <input checked="" type="checkbox"/> | X   |
| DBN13      | Mathematics   | DBNA   | Maths        | 8    | 8   | 5            | 2     | ARNG       | Mr G Armitage      | Mathematics | No                | <input checked="" type="checkbox"/> | X   |
| DBN14      | Mathematics   | DBNA   | Maths        | 8    | 8   | 3            | 2     | RDWA       | Ms L Rowbotham     | Mathematics | No                | <input checked="" type="checkbox"/> | X   |
| DBN15      | Mathematics   | DBNA   | Maths        | 8    | 8   | 5            | 2     | ARNG       | Mr G Armitage      | Mathematics | No                | <input checked="" type="checkbox"/> | X   |
| DBN13      | Music         | DBNJ   | Mus          | 8    | 8   | 5            | 8     | FRSX       | Mrs K Prasadharan  | Music       | No                | <input checked="" type="checkbox"/> | X   |
| DBN12      | Music         | DBNJ   | Mus          | 8    | 8   | 1            | 8     | HDVC       | Mr C Hohnen        | Music       | No                | <input type="checkbox"/>            |     |
| DBN13      | Music         | DBNJ   | Mus          | 8    | 8   | 0            | 8     | KDVG       | Mr J Kovats        | Music       | No                | <input type="checkbox"/>            |     |
| DBN14      | Music         | DBNJ   | Mus          | 8    | 8   | 3            | 8     | KDVG       | Mr J Kovats        | Music       | No                | <input type="checkbox"/>            |     |
| DBN15      | Music         | DBNJ   | Mus          | 8    | 8   | 2            | 8     | HAMA       | Mrs A Harding      | Music       | No                | <input type="checkbox"/>            |     |
| DBP1       | PD/Healthy/PE | DBPE   | PE           | 8    | 8   | 4            | 6     | GRDH       | Ms H Groux         | PD/PE       | No                | <input checked="" type="checkbox"/> | X   |
| DBP2       | PD/Healthy/PE | DBPE   | PE           | 8    | 8   | 4            | 6     | BDLG       | Mr G Bullen        | PD/PE       | No                | <input checked="" type="checkbox"/> | X   |

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

## Creating a Reporting Period

Denbigh Administration

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      Report PDF Password Settings

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

---

Report Entry
Report Finalisation
**Administration**

To Reported Classes
To Reported Class Enrolments
To Reported Courses
Manage Students & Classes Population

Allocated Outcomes
Set New Reporting Period...
To Reporting Period List

Set New Reporting Period

| Previous reporting periods | Current?                            |
|----------------------------|-------------------------------------|
| Reporting Period           |                                     |
| Semester Two 2016          | <input checked="" type="checkbox"/> |
| Semester One 2016          | <input type="checkbox"/>            |
|                            |                                     |
|                            |                                     |
|                            |                                     |
|                            |                                     |
|                            |                                     |
|                            |                                     |

1) Please choose an Academic Year 8

2) Please choose a Semester 1

3) Please choose a Term 2

4) Please choose a Reporting Period Type Interim

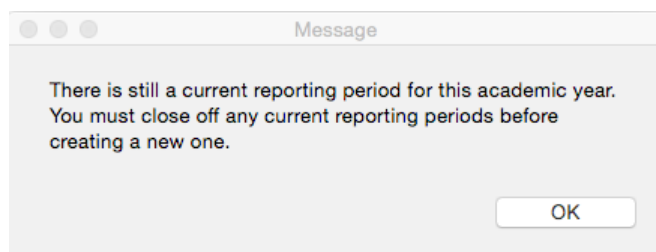
5) Please enter a name for this reporting period

Cancel
Create Reporting Period

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

Report Entry      Report Finalisation      **Administration**

To Reported Classes      To Reported Class Enrolments      To Reported Courses      Manage Students & Classes Population

Allocated Outcomes      Set New Reporting Period...      **To Reporting Period List**

Comment Bank      Outcome Bank      Set Outcomes...

Report Archives      Report PDF Archive      Report PDF Password Settings

| 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 OXPULU 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 W7XF VTAHB UBGXU COLKD  |
| ↳ 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 | 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 0U8GU K1RBE  |
| ↳ Semester Two 2016 | 8       | 2016     | Semester    | Semester Two 2016 | 2        | 3    | 171  | 0     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 7H OXPULU 8A1C2 XXT55 GY39A |

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

## Continue to Create a new reporting period

Confirm Report Period Creation

Creating a new reporting period for this academic year will set all current Year 8 reports to non-current. Are you sure you want to continue?

Click "Yes".

## Outcome and Profile value lists

The screenshot shows a table titled "Reporting Periods" with columns: Reporting Period, Ac Year, Cal Year, Report Type, Report Title, Semester, Term, Sort, Prev#, Current, Allow Entry, and a code. The table lists three reporting periods: Semester One 2016, Semester Two 2016, and Interim One 2017. The "Interim One 2017" row is highlighted in yellow. A dialog box titled "Value Lists and Profiles" is overlaid on the table, asking: "Would you like to copy the Value Lists and Profiles from the previous reporting period?" with "Yes" and "No" buttons.

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

## Reporting Period Detail example

The screenshot shows the "Reporting Period Detail" form. The form is divided into several sections: Preferences, Signatories, Class Profile Grades, Outcome Grades, Student Profile Grades, and Absences Date Range. Red circles with numbers 1 through 10 point to specific fields and checkboxes. 1 points to the Report Type dropdown (set to Semester). 2 points to the Reporting Period Title dropdown (set to Semester One 2017). 3 points to the Current checkbox (checked) and the Allow Entry checkbox (unchecked). 4 points to the Issue Date field (24/10/2016). 5 points to the Term dropdown (set to 1). 6 points to the Maximum Comment Length field (500). 7 points to the Signatory 2 Title field (Deputy Principal). 8 points to the Calculate Class Ranks checkbox (checked). 9 points to the Absences Date Range fields (Start Date: 30/1/2017, End Date: 6/4/2017). 10 points to the Outcome Grades list (set to 5: Needs Improvement).

- 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 # 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' interface. At the top, there are navigation 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 these are input fields for Reporting Period (Semester One 2015), Academic Year (7), Report Type (Semester), and Report Title (Semester One 2015). There are also checkboxes for 'Current' and 'Allow Entry'. The main content area is divided into three tabs: 'Preferences', 'Student & Class Profiles' (which is highlighted with a red circle), 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 list of profiles with three items: '1 ... Brings equipment to Class', '2 ... Completes all Class Work', and '3 ... Completes all Homework'. Each item has a trash icon to its right. 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.' Below this text box is a 'Reset Student Profiles' button. At the bottom of the 'Year Group Class Profiles' section, there is a note: '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/class specific.)



## Year Group Class Profiles

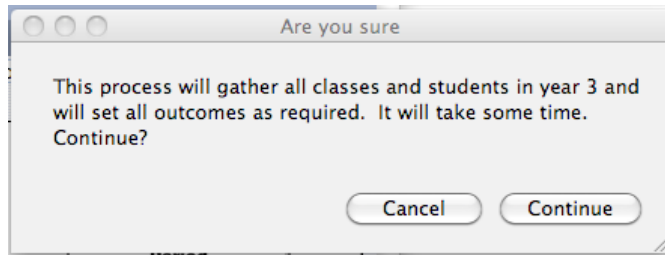
The screenshot shows the 'Reporting Period Detail' interface. At the top, there are navigation icons for Reports Menu, Back, Find, and View As List. On the right, there are icons for Reported Classes, Comment Bank, Class Reports, and Reported Students. Below these are fields for Reporting Period (Semester One 2015), Academic Year (7), Report Type (Semester), and Report Title (Semester One 2015). There are also 'Current' and 'Allow Entry' buttons. The main content area is 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 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.' At the bottom right, there is a 'Reset StudentProfiles' button.

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

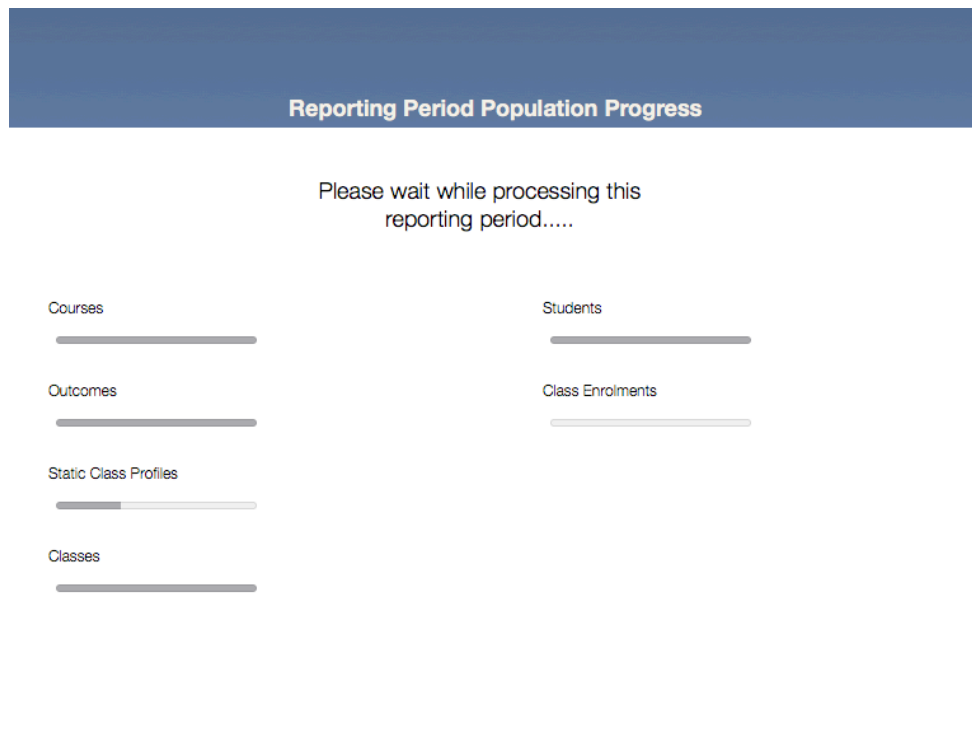
The screenshot shows the 'Reporting Period Detail' interface, specifically the 'Functions / Settings' tab. The 'Allow Entry' checkbox is highlighted with a red circle. Below it, the 'Populate Reporting Period' button is also highlighted with a red circle. The text next to the checkbox reads: 'Allow or disallow teacher access to the reports. This will prevent further modification by teachers, but still allows administrators access to complete entry.' The text next to the 'Populate Reporting Period' button reads: '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.' There is also a 'Close Reporting Period' button at the bottom.

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.



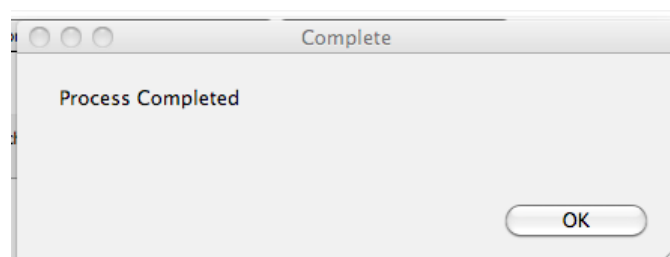
Click "Continue"

## Reporting Period Creation Progress



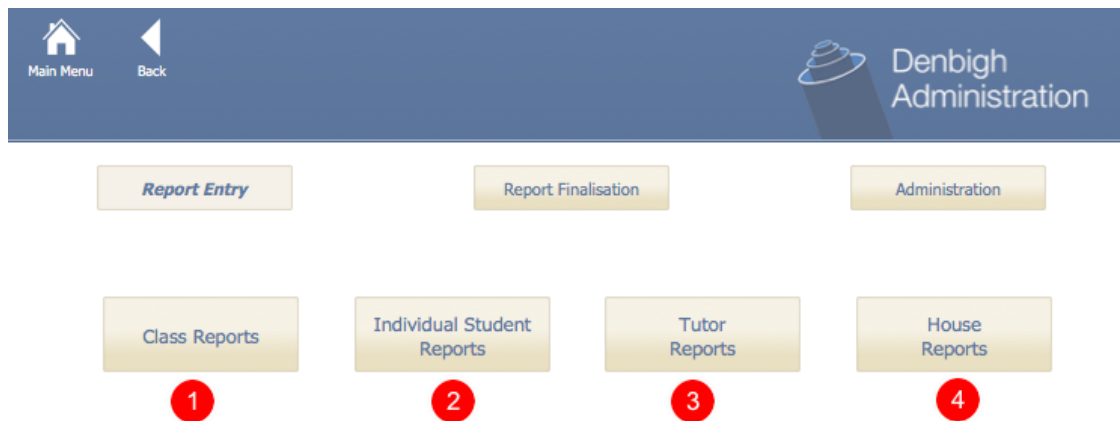
This will now create the reports for the selected year group. This may take some time depending on the amount of students in the year group.

## Report Period Creation - Process Complete



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

## Academic Reports Menu - Teacher Entry



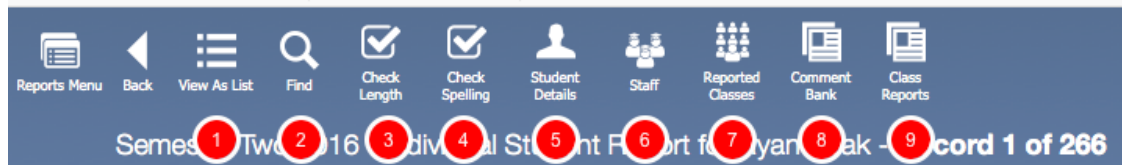
1 - Class reports entry by Class, 2 - Individual Student Report entry per student, 3 - Tutor Group Reports to choose which tutor group to display for individual student entry, 4 - House Reports to choose which house to display for individual student entry.

## Individual Student Report (Full or Semester) teacher entry

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

| 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        |

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

| 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 |

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

Subject Outcomes and Profiles

Profiles

Student Profile

Homework:  (3)

Classwork:

Brings equipment to class:

Class Profiles

| Class Code | Outcome                                 | Grade                    |
|------------|---|--------------------------|
| 12ME1      | Actively engages in her own learning.   | <input type="text"/> (4) |
| 12ME1      | Plans and manages her work effectively. | <input type="text"/>     |

Buttons: 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)

## Student Involvement Entry

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

Student Involvement

School Involvement

Days Absent Explained:

Days Absent Unexplained:

Special Roles

Days Late Explained:

Days Late Unexplained:

Buttons: Set Involvement This Student (1), Set Involvement For Found Set (2), Save, Troubleshooting..., Print...

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

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.

-

1

Choose a class

Select from all

2

Click 'Enter Reports'

Enter Reports

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

Reports Menu Back Select Class Print Class Proof Marks Only Comments Only Outcomes Only Show All Perform Checks Comment Bank Course Outcomes

Semester Two 2016 - Class Reports for 08VA7 - Visual Arts - Mrs J Denbigh - Record 1 of 7

Barry, William

Semester Two 2016

Semester 1 2016

Semester Two 2015

Semester Two 2015

Individual Student Report

Reset Outcomes

| Course Mark | Course Ave | Course Rank | Exam Mark | Exam Ave | Exam Rank | Course Grade |
|-------------|------------|-------------|-----------|----------|-----------|--------------|
| 76          | 68         | 12          | 63        | 70       | 25        | B            |

Learning Outcomes

Applies her understanding of Visual Arts to the construction of a body of work.

Personal Profile

Comments

<Name> needs to be less distracted in class.

Comment # 458

Insert

Final Comments Preview

William needs to be less distracted in class.

45 Characters  
500 Max.

incomplete Report

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 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 but the comment 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 |
| <b>Anorov, Michael</b>  | 48     | 2/6  | 49           | 1/6  |
| <b>Subject Outcomes</b>   |        |      | 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         |      |
| <b>Personal Profiles</b>  |        |      | Grade        |      |
| Actively engages in her own learning.   |        |      | Excellent    |      |
| Plans and manages her work effectively.   |        |      | Very Good    |      |
| Cooperates with her teacher and other students.   |        |      | Excellent    |      |
| <b>Comment:</b> Michael's first place in English Extension 1 reflects his consistent interest and effort in this subject. |        |      |              |      |
| <b>Brown, Benjamin</b>  | 45     | 4/6  | 40           | 6/6  |
| <b>Subject Outcomes</b>   |        |      | 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 |      |
| <b>Personal Profiles</b>  |        |      | 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    |      |
| <b>Comment:</b>   |        |      |              |      |
| <b>Croker, Sarah</b>  | 44     | 5/6  | 43           | 4/6  |
| <b>Subject Outcomes</b>   |        |      | 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         |      |
| <b>Personal Profiles</b>  |        |      | Grade        |      |
| Actively engages in her own learning.   |        |      | Excellent    |      |
| Plans and manages her work effectively.   |        |      | Very Good    |      |
| Cooperates with her teacher and other students.   |        |      | Good         |      |
| <b>Comment:</b>   |        |      |              |      |
| <b>Grieve, Rory</b>   | 46     | 3/6  | 47           | 3/6  |
| <b>Subject Outcomes</b>   |        |      | 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 |      |
| <b>Personal Profiles</b>  |        |      | 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    |      |
| <b>Comment:</b>   |        |      |              |      |

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

## Classes added after Report period is created

| Class Code | Subject Name            | Course | Abbreviation | Year Course | TT Line | Report Order | Units | Staff Code | Staff Name | Faculty       | Key Learning Area | Reported on |
|------------|-------------------------|--------|--------------|-------------|---------|--------------|-------|------------|------------|---------------|-------------------|-------------|
| 09VA7      | Visual Arts             | OBVA   | Vis Art      | 8           | 8       | 1            | 7     | 7          | DENJ       | Mrs J Denbigh | Creative Arts     | No          |
| 09V12      | 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 | Creative Arts     | No          |
| 10.1       | Tutor Group             | 10PC   | House Grps   | 10          | 10      |              | 12    | 12         | DENJ       | Mrs J Denbigh | Administration    | TAS         |
| 07DTE      | Design and Technology   | 07DT   | D&T          | 7           | 7       |              | 3     | 3          | DENJ       | Mrs J Denbigh | TAS               | Science     |

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 display "Yes".

## Student and Classes added after reports have been created

**Current Student Details**

Student ID: 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 (Father) | Work Phone: 02 1234 5678 | Mobile: 1234 | Email: csampson@denbigh.com.au

Michael Phillips (Uncle) | Mobile: 0414 123 456 | Email: csampson@denbigh.com.au

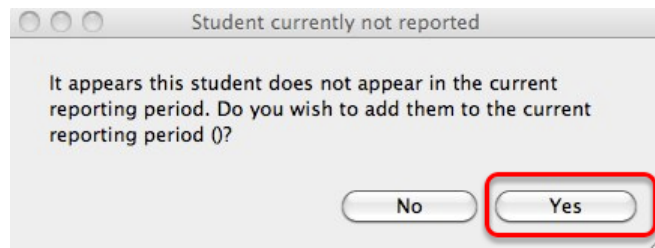
**Classes**

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



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 |
| 11OCM       | 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 |

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

Allnutt, 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. Grade

Uses secondary resources to research a given problem. Grade

Personal Profile Grade

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”.

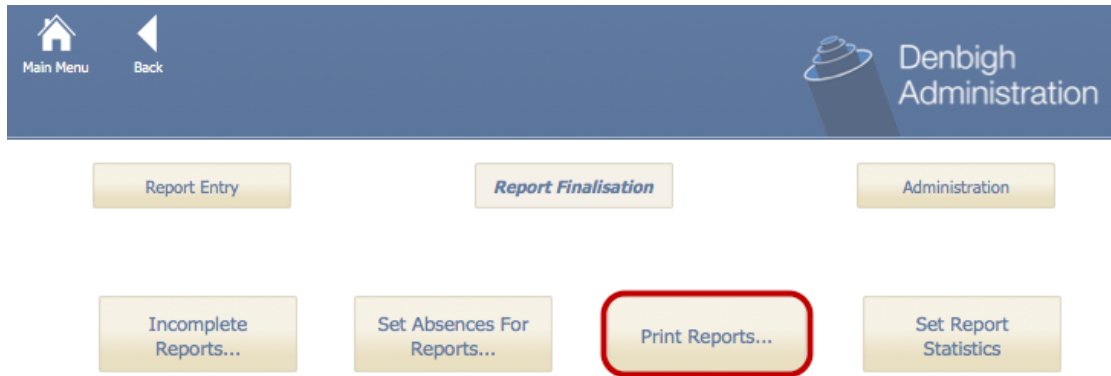
| From              | To         | Year |
|-------------------|------------|------|
| Semester One 2015 |            | 7    |
| Semester One 2015 |            | 12   |
| Semester Two 2015 |            | 7    |
| Semester One 2015 |            | 10   |
| 27/01/2015        | 24/06/2015 | 12   |
| Semester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

Enter the Academic Year, enter the date range for the calculation, and click “Set Absences”.

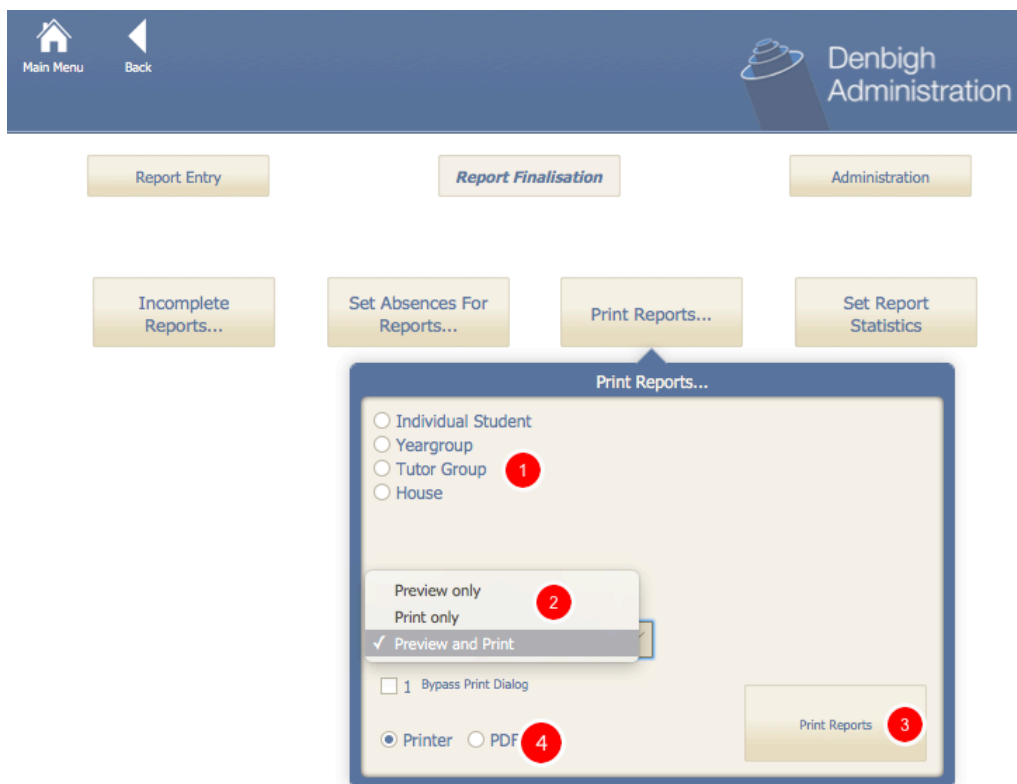
## Printing Reports

| 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 yeargroup. To print or send reports to a PDF file without view the report, click “Bypass Print Dialog”. Click PDF to create a PDF of the report and displays the PDF file under the Report PDF's tab.



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

| Student Name        | Student ID | Family Code | Type   | Calendar Year | Academic Year | Semester | Term | Report Title                                    | Document              |
|---------------------|------------|-------------|--------|---------------|---------------|----------|------|---|-----------------------|
| Bain-Smith, Georgia | 102816     | SMIT07      | Report | 2012          | 10            | 2        | 4    | Bain-Smith_Georgia_102816_Semester_Two_2012.pdf | Export PDF<br>Preview |
| Bain-Smith, Georgia | 102816     | SMIT07      | Report | 2014          | 10            | 1        | 2    | Bain-Smith_Georgia_102816_Semester_One_2014.pdf | Export PDF<br>Preview |
| Banjac, Michael     | 101124     | TSAI04      | Report | 2014          | 10            | 1        | 2    | Banjac_Michael_101124_Semester_One_2014.pdf     | Export PDF<br>Preview |
| Beckett, Claire     | 102863     | MCALPINE01  | Report | 2014          | 10            | 1        | 2    | Beckett_Claire_102863_Semester_One_2014.pdf     | Export PDF<br>Preview |
| Bilton, Nicholas    | 103196     | HON02       | Report | 2014          | 10            | 1        | 2    | Bilton_Nicholas_103196_Semester_One_2014.pdf    | Export PDF<br>Preview |
| Bolton, Sarah       | 100797     | NG07        | Report | 2014          | 10            | 1        | 2    | Bolton_Sarah_100797_Semester_One_2014.pdf       | Export PDF<br>Preview |

## Closing off a Reporting Period

Main Menu Back



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

Report PDF Password Settings

From the Academic Reports menu, Administration tab, go to “Reporting Period List”.

| 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 UBQXJ CQUKD |
| 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 UBJHP 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. Click to uncheck the "current" field for the required year group.

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

The screenshot shows the Denbigh Administration interface. At the top, there are navigation buttons: 'Main Menu' and 'Back'. The 'Administration' tab is highlighted with a red box. Below the navigation, there are several menu items arranged in a grid:

- Report Entry
- Report Finalisation
- Administration** (highlighted)
- To Reported Classes
- To Reported Class Enrolments
- To Reported Courses** (highlighted)
- 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
- Report PDF Password Settings

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 are navigation icons for Reports, Back, Find, and View As. The main header is 'Reported Courses' with 'Academic Year' set to 12. Below this, there are fields for Course Code (12BU), Reporting Period (Semester One 2015), Faculty, and Marks Destination (Class Mark, Course Mark, 12). The main content area is a table with columns for Outcome Code, Sort Order, Type, Subheading, and Outcome. The table contains five rows of outcomes. The 'Add' button in the top right corner and the 'Bin' icon in the bottom right corner of the table are circled in red.

| Outcome Code | Sort Order | Type    | Subheading | Outcome  |
|--------------|------------|---------|------------|--|
| 12BUJ3       | 1          | Outcome |            | Creates and uses a simple database, determines queries, formulae and prints reports.   |
| 12BUJ9       | 2          | Outcome |            | Identifies and solves problems by using manuals and online help.   |
| 12BUJ3       | 3          | Outcome |            | Knowledge and understanding on receiving, distributing incoming mail, collecting and dispatching outgoing mail.  |
| 12BUJ2       | 4          | Outcome |            | Correctly processes financial transactions including petty cash, invoicing and banking in a business environment.  |
| 12BUJ1       | 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 outcome, click the Bin icon. This will apply to all classes and students for this course.

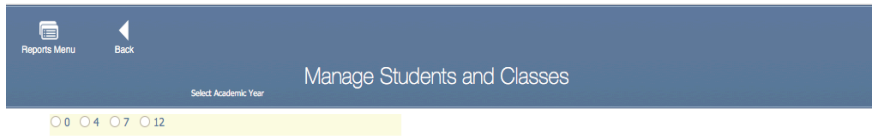
### Adding/deleting Students or Classes in Reporting Period

The screenshot shows a grid of buttons for report management. The 'Administration' button at the top right and the 'Manage Students & Classes in Reporting Period' button in the second row, fourth column are circled in red.

|                     |                              |                              |   |
|---------------------|------------------------------|------------------------------|---|
| 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           | Report PDF Password Settings |   |

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





Only Academic Years that have a current reporting period will display.

## Managing Students in a Reporting Period

**Students** | Classes | Student Class Enrolments

Filter:  2 | Currently Reported On:  Yes  No 3  
 Filter to "Accelerated Students" Only:  3

**Current Students** 4 | # Reportable Subjects | Reported On | 46

| Student ID | Name               | # Reportable Subjects | Reported On |   |
|------------|--------------------|-----------------------|-------------|---|
| 105277     | Boag Taylor, Emily | 7                     | Yes         | <input type="checkbox"/> <span>7</span>   |
| 104486     | Bornholt, Andrew   | 7                     | Yes         | <input type="checkbox"/>                  |
| 109903     | Boutcher, Lucia    | 6                     | Yes         | <input type="checkbox"/>                  |
| 109859     | Brown, Ellie       | 7                     | No          | <input type="checkbox"/> + <span>6</span> |
| 109836     | Brown, Isabelle    | 0                     | No          | <input type="checkbox"/>                  |

**Reported Students** 5 | # Reported Subjects | 26

| Student ID | Name               | # Reported Subjects | Notes                                     |                          |
|------------|--------------------|---------------------|---|--------------------------|
| 102246     | Anderson, Quying   | 5                   | Accelerated Student, Quying is in year -1 | <input type="checkbox"/> |
| 103313     | Baker, Sarah       | 6                   | Accelerated Student, Sarah is in year -1  | <input type="checkbox"/> |
| 105277     | Boag Taylor, Emily | 6                   |   | <input type="checkbox"/> |
| 104486     | Bornholt, Andrew   | 6                   |   | <input type="checkbox"/> |
| 109896     | Boutcher, Clint    | 7                   | Accelerated Student, Clint is in year -1  | <input type="checkbox"/> |

1 - Select the academic year

2 - Enter data to filter for student's id, name, tutor group or tutor

3 - Click to filter for Student's that are "Currently Reported On" and/ or for "Accelerated Students"

If a student was not included in the reporting period they will display with a "No" in the "Reported On" column

The usual reason for a student not being in the current reporting period is because they do not have any reportable classes (see Adding Students to a Class page # and #)

4 - All Currents Students in selected Academic Year.

5 - Only Students that are in the current Reporting period for the selected Academic Year. (This will display any accelerated students and the academic year that they are in)

6 - To add a student to the current reporting period click the plus button

7 - To Remove a student from a current reporting period click the bin button

## Managing Classes in a reporting period

The screenshot shows the 'Manage Students and Classes' interface for 'Semester One Term 1 2019'. It features three tabs: 'Students', 'Classes', and 'Student Class Enrolments'. The 'Classes' tab is active, displaying a table of classes with columns for Class Code, Name, # Students, and Reported On. The table is filtered to show 38 classes. Red callouts 1 through 8 highlight specific features: 1 (Filter input), 2 (Currently Reported On radio buttons), 3 (Filter to 'Show On Reports' Only checkbox), 4 (# Students column), 5 (Show On Reports button), 6 (Reported On column), 7 (Add class button), and 8 (Remove class button).

| Class Code | Name                              | # Students | Reported On |
|------------|-----------------------------------|------------|-------------|
| OKSCST     | Christian Studies                 | 9          | No          |
| OKTCST     | Christian Studies                 | 17         | No          |
| OKWCST     | Christian Studies                 | 0          | No          |
| OKSCOMP    | Computer Studies                  | 7          | No          |
| OKTCOMP    | Computer Studies                  | 9          | No          |
| OKWCOMP    | Computer Studies                  | 0          | No          |
| OKSENG     | English                           | 9          | Yes         |
| OKTENG     | English                           | 16         | Yes         |
| OKWENG     | English                           | 0          | No          |
| OKSFRE     | French                            | 9          | Yes         |
| OKTFRE     | French                            | 17         | Yes         |
| OKWFRE     | French                            | 0          | No          |
| OKSHSIE    | Human Society and Its Environment | 10         | Yes         |

- 1 - Filter for Class code, Course code and subject name
- 2 - Click to filter for Currently reported on
- 3 - Click to filter for "show on reports" only
- 4 - Number of Students in the Class
- 5 - Click to change Show on Reports
- 6 - Displays if it is Reported On
- 7 - Click the plus button add the class to the current reporting period
- 8 - Click the bin to remove the class from the current reporting period

## Manage Students in Classes

The screenshot shows the 'Manage Students and Classes' interface for 'Semester One Term 1 2019'. The 'Students' tab is active, displaying a list of 'Reported Students'. The list has columns for Student ID and Name. A red callout 1 highlights the 'Show Classes' button next to the first student, Anderson, Quying.

| Student ID | Name               |
|------------|--------------------|
| 102246     | Anderson, Quying   |
| 103313     | Baker, Sarah       |
| 105277     | Boag Taylor, Emily |
| 104486     | Bornholt, Andrew   |
| 109896     | Boutcher, Clint    |
| 109903     | Boutcher, Lucia    |
| 106603     | Brown, Thomas      |
| 101644     | Carolan, Sophia    |
| 108053     | Fleming, Sabrina   |
| 107694     | Foo, Edmundo       |
| 105557     | Griffin, Sophia    |
| 101925     | Hampstead, Ashna   |

- 1 - Filter for Class code, Course code and subject name
- 2 - Click to select a student. This will then display the classes for the selected Student

Reports Menu Back

Select Academic Year

## Manage Students and Classes

Current Reporting Period

Clear 0 4 7 12 **Semester One Term 1 2019**

Students Classes Student Class Enrolments

Filter Filter Filter

Filter to "Show On Reports" Only

**Reported Students**

Clear 26

| Student ID | Name               | Action       |
|------------|--------------------|--------------|
| 102246     | Anderson, Quynh    | Show Classes |
| 103313     | Baker, Sarah       | Show Classes |
| 105277     | Boag Taylor, Emily | Show Classes |
| 104486     | Bornholt, Andrew   | Show Classes |
| 109896     | Boutcher, Clint    | Deselect 3   |
| 109903     | Boutcher, Lucia    | Show Classes |
| 106603     | Brown, Thomas      | Show Classes |
| 101644     | Carolan, Sophia    | Show Classes |
| 108053     | Fleming, Sabrina   | Show Classes |
| 107694     | Foo, Edmundo       | Show Classes |
| 105557     | Griffin, Sophia    | Show Classes |
| 101925     | Hampstead, Ashna   | Show Classes |

Displaying Classes for: Boutcher Clint Show On Reports 13

| Class Code | Class Name                        | Action |
|------------|-----------------------------------|--------|
| OKSCST     | Christian Studies                 | X + 4  |
| OKSCOMP    | Computer Studies                  |        |
| OKSENG     | English                           | X      |
| OKSFRE     | French                            | X      |
| OKSHSIE    | Human Society and its Environment | X      |

Displaying Reported Classes for: Boutcher Clint 6

| Class Code | Class Name                        | Action |
|------------|-----------------------------------|--------|
| OKSENG     | English                           | 5      |
| OKSFRE     | French                            |        |
| OKSHSIE    | Human Society and its Environment |        |
| OKSMAT     | Mathematics                       |        |
| OKSMUS     | Music                             |        |

- 1 - Filter for Class Code, Course Code or Subject
- 2 - Click Clear to deselect a Student
- 3 - Click the Deselect
- 4 - Click the plus button to add this class for this student
- 5 - Click the bin to remove this class for this student

## 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 27
- 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 47
- How do I create the report PDF's – Page 45