

Administration Solutions for Education

DENBIGH ADMINISTRATION

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

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Administration Solutions for Education

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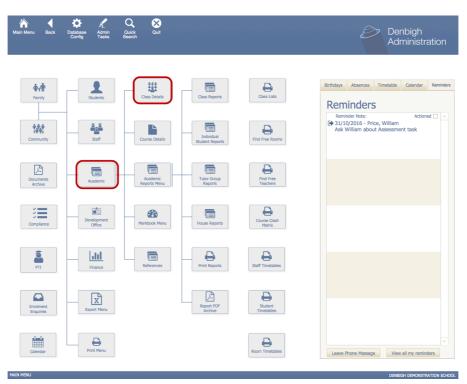
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Managing Classes in a reporting period	
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Instructions for Creating Student Classes, Courses, Lesson Times and creating Student Academic Reports. *Please note* whenever copying any text from another 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

Main M		ak Find	New Class	Course List	Admin Lie	st Print	Pri	nt Mens	J S Di	itaff stalls	Fami Fami		int nts	Alloca	tions	MarkBook Menu	Times	Class Enrolments			leat Yr's Dasses			
	Class Code	Subject Nam	e	Co	urse A	bbreviation	Class	'ear Course		Report Class		Units Class Cours	Teache e <u>J≞</u> Code		Teacher Name	Teacher 2 J≟ Code	Teacher 2		Faculty	Key Learning Are	Reported a On			
•	08VA7	Visual Arts		🕩 081	VA V	ris Art	8	8	1	7	7		DENJ	Update	Mrs J Denbigh	DONJ	Miss J Donald		Creative Arts		Yes	X	X	Add to Reports
	09V12	Photograph	ny and Digital	(+) 09	VI V	а	9	9		14	14		DENJ	Update	Mrs J Denbigh				Creative Arts		No	X	X	Add to Reports
•	10EN5	English		10	EN E	ing	10	10		1	1		DENJ	Update	Mrs J Denbigh				English		No	X	X	Add to Reports
	11PO1	Photograph	ıy	(+) 11	PO P	hoto	11	11		8	8		DENJ	Update	Mrs J Denbigh	ADAD	Mr D Adams		Creative Arts		Yes	X	X	Add to Reports
•	07DTE	Design and	Technology	071	DT D	0&T	7	7		3	3		DENJ	Update	Mrs J Denbigh				TAS	Science	No	X	X	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

Alin Menu	Back Fin	d Course L	st Teacher Allocatio	r Print	Print Menu	Classes -	- Admini	stration L	List						Left Curre Stude		Current Outcomes	Outcome Be	nk MarkBook Menu
나티 Class Co	ode 냐티 Subject N	ame	U)			티 Course	Abbreviation	l≟t year	Student Count	Maximum Lessons Candidature Count	Report Order	Mu: VET Cla	sic Peripate ss Music Cl	tic PGDut ass Area	ty PTI	NESA Course Number	Currently Show Reported Repo	On rts
08VA7	Visual Arts						(+) 08VA	Vis Art	8	7	6	7				X		Yes X	Add to Reports
09VI2	Photography	and Digital M	edia				€ 09VI	VI	9	11	8	14				X		Yes X	Add to Reports
(+) 10EN5	English						(+ 10EN	Eng	10	5	10	1				X		Yes X	Add to Reports
11PO1	Photography						11PO	Photo	11	8	4	8				X	35225	Yes X	Add to Reports

Displays the details for Class types eg VET, Music Class, Peripatetic Music Class, PGDuty Area. Also includes field for Maximum number of students per class, the NESA (NSW Education Standards 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



1 - To change a teacher allocated to a class, choose a teacher from the drop down list, from the teacher code field. This is the main teacher. Different teachers can be allocated to different lessons and second teachers can also be added in the Lesson Times in the class details.

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



Class Details

Main Back Fin Aenu	· · · · · ·	Print Print Menu	Class Details	Currer Outcom	t Current Change	Outcome MarkBo Bank Menu
iss Code Subject Nai 8VA7 Visual A		Subject Abbreviation Course	Year Unit Order Teacher Code	e Teacher Update Mrs J Denbigh	Teacher 2 Code Teacher DONJ Miss J	r 2 V I Donald
				oputte mos beneigh	1100	bonara
Students	Students in Class		Students in Class = 7 No Medical Condition Alerts		Add Student	E-Mail
	Student ID	Student	Year		Hud State It	
Lessons	104671	Barry, William	8			1
	100143	Croker, Srikar	8			Ê
	€ 106556	Dunstall, Elizabeth	8			Û
Outcomes	101064	Gengos, Cassandra	8			Ê
	100705	Margerison, Bradley	8			Û
	106033	McClelland, Sabrina	8			1
escription for Reports	€ 100310	Qui, Samuel	8			Û
Class Tasks						
Course Tasks						
Documents						
Show on Reports 🗙	Enrol these studen	ts in another class	Enrol Tutor Group		Studer	nts in Course = 44

Displays the Students in the Class.

Lesson Times

Menu	l New Class	View as List	n	²rint Ienu	(Class	Details		Ŭ.	aff Details	Cun Outco	omes	Current Students	Change Class Code	Outcome M Bank	Mari M
Code Subject Name /A7 Visual Arts			Subject Abbrevia Vis Art	tion Cou		Unit		icher Code ENB		Teacher Mrs Jane I	Denbig	h	Teacher 2 Co DONJ		er 2 Julia Donald	
Students	Lesson Time	slots			N	o of Les	sons = 6							TTable Line		
		+1			Teacher for Lesson)			Teacher for Le	sson)						Update Lessor	S
Lessons	Day	Period	Room D1.3A	Code	Name		Code DONJ	Name Donald M		~	A	Day	Period	Room	Code	
		1	D1.3A				DONJ	Donald M		Û						
	2	5	D1.3A				DONJ	Donald M		Ê						
Outcomes	3									Û						
	6	1	D1.3A				DONJ	Donald M		Û						
	7	3	D1.3A				DONJ	Donald M		Û						
scription for Reports	8	5	D1.3A				DONJ	Donald M	liss J	Û						
										Û						
Class Tasks																
Course Tasks																
Documents																



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

Different Teacher for a lesson time

Lesson Tim	neslots							No of	f Less	ons = 3								т	Table Line	1		
																				Update Le	ssons	
	+1		ſ				or Lesson)					d Teacher for Les	sson)									
Day	Period	Room		Cod	le	Name	1			Code	Name					Day	Peri	od	Room	Code		
1	1							-						Û	+)	1	1			HARA	Û	
2	3			ADA	AD Ada	ms Mr E)				1			Û	40	3	5				Û	
3	5	1				ch Mr T					1			Û		4						
2	2		-			ponin Jr					1											
						jel Mrs C					_			Û								
			н			diacono																
			t.		ng Arn RS Ayre	nitage M	rG															
			н			ey Mr R																
			н			an Mrs (G															
			н	BER	RP Bern	man Rev	P															
			н	BIR	M Bird	Ms M																
			L	BLU	J) Blum	ner Ms J																
			н			on Mr G																
			П			wd Mr D																
			H			tell Mr A																
			н			wn Ms A																
			н			ion Mr J linson D																
			U	BUR	KM BUI	linson D	r M	_														
				-																		

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

Class Code	Subject Name			Subject Abbrev		Cou		Year	Unit	Order	Teacher Code		Teacher				Teacher 2 Co	de Teach	er 2		VET
08VA7	Visual Arts			Vis Art	(• 08	/A	8]	7	DENJ	Update	Mrs J D	enbig	Jh		DONJ	Miss	J Donald		
Studer	nts	Lesson Time	eslots +1					No	o of Le	ssons								TTable Line	e 1 Update Le	ssons	
Lesso				_			eacher for Le	sson)	1		d Teacher for Less	son)									
Lesso	ins	Day	Period	Room	Cod	e	Name		-	Code	Name		-			Day	Period	Room	Code		
		1	1						-			-	Û	Ê	4]	·	1		HARA	Û	
		2	3								Adams Mr D Allesch Mr T		Ê		40	3	5	J		Û	
Outcon	mes	3	5][Allesch Mr. I Amponin Jr. Ms I	н	Û								
]						+	ARCD	Angel Mrs C Arcidiacono Mr E	D	Û								
Description fo	- Deventer									AYRS	Armitage Mr G Ayre Ms S										
Description ro	or Reports								Т		Bailey Mr R Balean Mrs G										
										BERP	Berman Rev P										
											Bird Ms M Blumer Ms J										
Class Ta	asks										Bolton Mr G										
									-		Bowd Mr D										
											Brettell Mr A Brown Ms A										
Course T	Tasks										Brown Ms A Burdon Mr J										
Course	- doito								-		Burlinson Dr M										
										_											
Docume	ents																				
Show on	Reports X																				

Second teacher for a lesson/class

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



Timetables

100059	John			Jarrod	Benjamin		rrod	Male		Oct 2000	10	10.1		-		
■ Student ID	≡ su	irname		■ First Name	Second Names	≡	Know As	≡ Gender	=	Birthday	≡ Year	≡ то	ar ≡ I	House		
Family Code		Eami	Family ly Name	Details	Home Phone	_				Parents / Gu Work Phon		м	obile			
ALOH01		Johnsor			02 3456 7890		Englasis	k Johnson		02 1234			0414 123 456			
		50111301			02.01007000		Parent1	K JOHNSON		02 1234	010		0414 123 430			- H
Q Map	Property :						Email									
		1 John	St				Sonia Jo	hnson		02 1234	5678		0414 123 456			
Suburb/Stat	te/PCode :	Sydney		٩	ISW 2000		Parent2	1110011		02 125	5070		0111120100			Update
	Country :			Email: support	@denbigh.com.au		Email	support@denb	igh.con	n.au						Jarrod is Present t
		_														Current Period :
		Tim	etable	-												Current
General Inform	nation				Veek A					Week	В					Current
		Before		Monday	Tuesday		We	dnesday		Thursday			Friday		-	
Notes		belore													Re	efresh Timetable
			т	utor Group			Tu	tor Group				т	utor Group		Д	Print Timetable
Medical In	fo	P1	Sci CL S		Clash : 11M21 S2.3 v 10EN7 N1.4	s	Eng D1.4 Ms Harry					E M0.1	ntosh 10SE2		-	
Classes		P2	Ms Halle Sci GYM		Clash : 11M21 N0.5 y	/c	Eng D2.4					r Maci E S2.3			Ema	il ICS file to Student
Classes			Ms Halle		10EN7 D1.4	<u> </u>	Ms Harry						ntosh 10SE2		_	
Timetabl	le)°	PE N0.6 Mr Bolto				SE N1.1 Mr MacIn	tosh 10SE2		N1.18 Hallett 10SC4		lash : 1 OPE6 N	0PE6 D2.3 vs 1.13		Emai	ICS file to found se of students
		/		Recess	Recess			Recess		Recess			Recess			
Academic Re	cord	P4	PE N1.5 Mr Bolto				SE J1.2 Mr MacIn	tosh 10SE2		F1.4 Hallett 10SC4			nd LIT.1 dina 10MN4			
Attendand	oe .	P5	Geog Cl Mr Stank	L ST ovich 10GE5	Hist S0.1 Mr Johnson 10HI5					sh : 11M21 S2.4 T2 N1.7			ch N1.15 10FT2			
Discipline				Lunch	Lunch			Lunch		Lunch			Lunch			
		P6	Geog ST Mr Stank	THL2 ovich 10GE5	Hist F1.5 Mr Johnson 10HI5					sh : 11M21 F3.1 FT2 N1.8			ch M1.2 10FT2			
CoCurricul	ar	P7														
Music			Af	fter School	After School		Af	er School		After School		A	fter School			
Other		After														

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

Courses File

Main	Menu	Back Find	Course List	Print	Print Mer	u Staff D	Details		Students Students Ses - Teachel	Alloca	itions	MarkBook Menu	Lesson Class Times Enrolments	Current Outcomes	Outcome Bank	k Next Yr's Classes
	Class Code	Subject Name	Course	Abbreviation	Ye Class (ar TT Course Line	Report Class		Units Staff Class Course J <u>ii</u> Code		Staff Name	Faculty	Key Learning Area	ତି ଯ Reported & ହ On ୟିନ୍ଦି	PTI	
	06DR1	Drama	06DR	Dra	6	5 3	6	6	AMP	Update	Ms H Amponin Jr	Creative Arts	Drama	Yes X	X Add	d to Reports

To view the Courses Click on the Course List button

Course details



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

м	ain Ba enu	ack Class List	Q Find			Cou	rses		Current Student	Staff Details	Current Outcomes	Outcome Bank	MarkBook Menu
	[늘† Course Co	de 내티 Subject Name		[1] Abbreviation	Academic 11 Year	Report	Show of Show of Reports Ouits	Faculty		Key Learnir	ng Area	BOS Number	
C	6DR	Drama		Dra	6	6	X	Creative Arts		Drama			
	06IL	Italian		Ital	6	4	X	Computing					

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



Classes in a course

rse Code Subject Name Abbreviation Academic Yr Report Order Units Faculty Key Learning Area (A Visual Arts Vis Art 8 7 Creative Arts Classes Classes Current Reporting Period : Semester Two 2017 Students in Course : 44 Class Code Subject Name Teacher Code Teacher Students in Class Current Reporting Period : Semester Two 2017 Students in Course : 44 Class Code Subject Name Teacher Code Teacher Students in Class Outcomes Outcomes Outcomes Outcomes Outcomes						Cours	e Details				
A Visual Arts Vis Art B 7 Creative Arts Classes Current Reporting Period : Senester Two 2017 Students in Course : 44 E-Mail Outcomes Case Code Subject Name Teacher Code Teacher Students in Class Outcomes © 08VA1 Visual Arts FRLJ Ms Jo Fricker 4 1 © 08VA3 Visual Arts HICA Mrs Anne Hicks 7 © 08VA4 Visual Arts HICA Mrs Anne Hicks 4 © 08VA5 Visual Arts FRLJ Ms Jo Fricker 9 © 08VA5 Visual Arts FRLJ Ms Jo Fricker 9 © 08VA5 Visual Arts FRLJ Ms Jo Fricker 9 © 08VA5 Visual Arts DENB Mrs Jane Denbigh 7 © 08VA5 Visual Arts DENB Mrs Jane Denbigh 7 © 08VA8 Visual Arts DENB Mrs Jane Hicks 9 © 08VA8 Visual Arts DENB Mrs Jane Hicks 9	urse Code	Subject Name			Abbreviation			Units	Faculty	Key Learning Are	3
Classes Current Reporting Period : Semester Two 2017 Students in Course : 44 E-Mail Outcomes Subject Name Teacher Code Teacher Students in Cass Outcomes Subject Name Teacher Code Teacher Students in Cass Outcomes Image: Subject Name Teacher Code Teacher Students in Cass Outcomes Image: Subject Name Teacher Code Teacher Students in Cass Outcomes Image: Subject Name Teacher Students in Cass Teacher Outcomes Image: Subject Name Teacher Students in Cass Teacher Outcomes Image: Subject Name Visual Arts HICA Mrs Anne Hicks Teacher Image: Subject Name Visual Arts Image: Subject Name Visual Arts Image: Subject Name Teacher Image: Subject Name Visual Arts Image: Subject Name Visual Arts Image: Subject Name Teacher Image: Subject Name Visual Arts Image: Subject Name Image: Subject Name Teacher Teacher Image: Subject Name Visual Arts Image: Subject Name Teacher Teacher Teach	VA	-									
Students in Course : 44 Class Code Subject Name Teacher Code Teacher Code Teacher Code Students in Caus Outcomes Outcomes Visual Arts FR1J Ms Jo Fricker 4 © 08VA1 Visual Arts HICA Mrs Anne Hicks 7 © 08VA5 Visual Arts HICA Mrs Anne Hicks 4 © 08VA5 Visual Arts FRIJ Ms Jo Fricker 9 © 08VA5 Visual Arts FRIJ Ms Jo Fricker 9 © 08VA7 Visual Arts DENB Mrs Jane Denbligh 7 © 08VA7 Visual Arts DENB Mrs Jane Denbligh 7 © 08VA8 Visual Arts HICA Mrs Anne Hicks 9 © 08VA8 Visual Arts DENB Mrs Jane Denbligh 7 © 08VA8 Visual Arts ILCA Mrs Anne Hicks 9		Clas	sses								
Outcomes Visual Arts FRIJ Ms Jo Fricker 4 Outcomes Visual Arts HICA Mrs Anne Hicks 7 © 08VA1 Visual Arts ARCD Mr Douglas Arcidiacono 4 © 08VA5 Visual Arts HICA Mrs Anne Hicks 4 © 08VA5 Visual Arts FRIJ Ms Jo Fricker 9 © 08VA5 Visual Arts DENB Mrs Jane Denbigh 7 © 08VA8 Visual Arts HICA Mrs Anne Hicks 9 © 08VA8 Visual Arts DENB Mrs Anne Hicks 9	Classes	Cu			7					E-Ma	iil
Outcomes Image: Constraint of the second		(Class Code	e Subject Name	2		Teacher (ode 1	Teacher	Students in Cla	iss
Outcomes Image: Constraint of the second			08VA1	Visual Arts			FRIJ	1	Ms Jo Fricker	4	
Seessment Tasks OBVA5 Visual Arts HICA Mrs Anne Hicks 4 © 0BVA5 Visual Arts FRIJ Ms Jo Fricker 9 © 0BVA5 Visual Arts DENB Mrs Jane Denbigh 7 © 0BVA5 Visual Arts HICA Mrs Anne Hicks 9 © 0BVA5 Visual Arts HICA Mrs Anne Hicks 9 © 0BVA5 Visual Arts HICA Mrs Anne Hicks 9	Outcomes		08VA3	Visual Arts			HICA	1	Mrs Anne Hicks	7	
ssessment Tasks for Reports			08VA4	Visual Arts			ARCD	1	Mr Douglas Arcidiacono	4	
seessment Tasks for Reports DBVA7 Visual Arts DENB Mrs Jane Denbigh 7 08VA8 Visual Arts HICA Mrs Anne Hicks 9 0 0			08VA5	Visual Arts			HICA	1	Mrs Anne Hicks	4	
for Reports for Reports HICA Mrs Anne Hicks 9			08VA6	Visual Arts			FRIJ	1	Ms Jo Fricker	9	
Image: Wisual Arts HICA Mrs Anne Hicks 9	Assessment Tasks		(+ 08VA7	Visual Arts			DENB	1	Mrs Jane Denbigh	7	
	for Reports	- (08VA8	Visual Arts			HICA	Ĩ	Mrs Anne Hicks	9	
			•							0	
				Visual Arts			HICA		Mrs Anne Hicks		
	Documents										

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

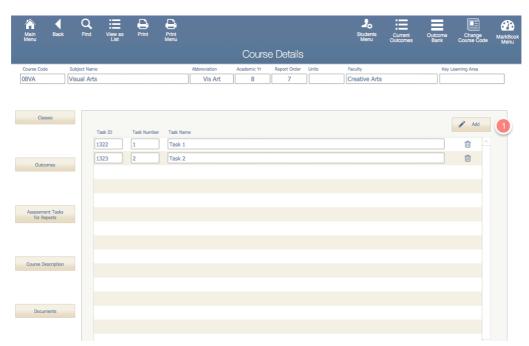
						Cour	se Details					
ourse Code	Subject N	ame			Abbreviation	Academic Yr	Report Order	Units	Faculty	Key Lea	arning Area	
8DR	Drama				Drama	8	5		Creative Arts			
	0	utcom	es			Current R	eporting Period : Ser	nester Two 2016				
Classes		Code	Sort Order	Туре	Subheading	0	utcome Text			🔒 Print	🖍 Add	1
		ENH2	1	Outcome Profile				nding and inte	rpretation of texts.		Û	
		ENH3	2	Outcome Profile		S	hows an understa	nding of literar	y features.		Û	
Outcomes		ENH4	3	Outcome Profile		U	ses register and sultures, such as e	tructure appro ssays and writt	priately in written texts, f en commentaries.	from a variety of	Û	
		pp1	4	OutcomeProfile	Work Practices	A	ctively engages ir	her own learn	ing.		Û	
		pp2	5	 Outcome Profile 	Work Practices	s P	lans and manage	s her work effe	ctively.		Û	
Course Description		ррЗ	6	 Outcome Profile 	Work Practices	s C	ooperates with he	er teacher and	other students.		Û	
Documents												

Outcomes in a course



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

						Course	e Details						
ourse Code	Subject Name				Abbreviation	Academic Yr	Report Order	Units	Faculty		Key	Learning Area	
8VA	Visual Arts				Vis Art	8	7		Creative Arts				
	-	_											
	Cou	rse Des	criptio	n									
Classes													
	(Course Descripti											
		Students h	nave been i urists Evor	nvolved in	art making progr and Pop Art. Stu	am that cente	ers on their ex	periences at L	una Park. Stud	lents examine	key art mov	vements such	
		experience	e at Luna Pi	ark. Stude	ints will complete	an assessable	e task based o	on their critical	and historical	study of key a	rt movemen	nts.	
Outcomes													
Gutternes													
Assessment Tasks													
Assessment Tasks for Reports													
for Reports													
for Reports													
for Reports													
for Reports													
for Reports													
for Reports													

Usually used for Course Descriptors for Academic Reports.



Create a new Class

Main M	lenu Back	New Class Find	Course List Admin			nt Menu	SI De	taff tails	∳n _{Fam} Clas		Current Students - Teac	cher /	Allocat	ions	MarkBook Menu	Lesson Times	Class Enrolments	Currer Outcom	nt	Outcome	Bank Next Yr's Classes
	Class Code	Subject Name	Course	Abbreviation		'ear Course		Report Class		Unli Class		Staff Code		Staff Name	Faculty		Key Learning Area	Reported On	Show on Reports	PTI	
□ 🗭	06DR1	Drama	🕩 06DR	Dra	6	6	3	6	6			AMPH	Update	Ms H Amponin Jr	Creative Arts		Drama	Yes	X	X	Add to Reports
•	06IL1	Italian	🕞 06IL	Ital	6	6		4	4			LEEK	Update	Ms K Lee	Computing		LOTE	Yes	X	X	Add to Reports
□ 🗭	06IL2	Italian	C ● 061L	Ital	6	6		4	4			MORC	Update	Ms C Moran	Computing		LOTE	Yes	X	X	Add to Reports

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

	1	New Clas	S		
	New	Class	Details	3	
1. Add this class to	a course.		Or	New Course	
Course					
Course Name	047D				
Year	06C				
Report Order	06D				
2. Enter Cla	06DR				
2. Enter Ci	06DRA				
Class Code	06EN				
Teacher Code	06HS				
VET	06IC				
	06IL				
	06JE				
	06JR				
	06LS	Car	ncel	Continue	
	06MA				

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

	New Class
	New Class Details
1. Add this class to Course Course Name Year Report Order 2. Enter Cl Class Code Teacher Code VET	
	Cancel Continue

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

1	New Course Details
	Enter Course Details
Course Code	1
Subject Name	2
Abbreviation	3
Academic Yr	4
Report Order	
Units	
Faculty	
Key Learning Area	
	Cancel Continue 5

1. Enter the new Course Code (Use letters and numbers with no spaces or symbols for course codes)

- 2. Enter the Subject name
 3. Abbreviation (the abbreviation field is used to appear on timetables)
- 4. Academic Year

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



Changing Class Codes

Main Menu	Back	Q Find	Ne Cia		Print	Print Menu			С	lass	Det	ails			Current Outcomes	Let. Current Student	Change Class Code	utcom Bank	ie Ma	rkBoo Menu
Class Code 08VA7		t Name al Arts			Subject A Vis Art	bbreviation	Course		Year 8		Order 7	Teacher Code DENJ	Undete	Teacher Mrs J Den	hiah	Teacher 2 DONJ	Code Teac	her 2 s J Donald		VE
00747	VISU	di Arts			VIS AIL		USVA		0		/	DEND	Update	MIS J Del	IDIGIT	DONS	Plis	s o Donaiu		
Stu	udents		Studer	ts in Class							nts in Cla dical Cor	ss = 7 dition Alerts				Add	Student		E-Mail	
				Student ID	Stude	nt						Year								
Le	essons		•	04671	Barry	, William						8							Û	
			•	.00143	Croke	r, Srikar						8							Û	
			•	06556	Dunst	all, Elizat	eth					8							Û	
Out	tcomes		•	01064	Geng	os, Cassa	ndra					8							Û	
			•	00705	Marge	erison, Br	adley					8							Û	
			•	.06033	McCle	lland, Sa	brina					8							Û	
Descriptio	on for Repor	rte	•	00310	Qui, S	Samuel						8							Û	
Class	ss Tasks																			
Cours	se Tasks																			
Doc	cuments																			
Show	w on Reports	×	Enro	l these studen	ts in anoth	er class		Enrol T	Tutor G	roup							Stu	dents in Cour:	se = 44	

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

Aain Menu	Back	Q Find	View as List	أياًي Family	Students	Teachers	
			ass whos	e code y	ou wish	to change.	
		nt Class Code					
		Class Code	you like to				
		Change			Done - Retur	n to List View	

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



Change Course Code

urse Code Subi			Course Detai	10			
	ect Name	Abbreviation	Academic Yr Report Ord	er Units	Faculty	Key Learning Area	
COMP	nputer Studies	COMP	2 10		Junior School		
	Classes						
	Classes						
Classes	Current Reporting Period : Students in Course					E-Mail	
	Class Code	Subject Name	Teach	er Code Teacher		Students in Class	s
	€ 02CCOMP	Computer Studies	MOR		orris	7	
	€ 02MCOMP	Computer Studies	тоо	J Ms J To	ohey	7	
	•					0	
Outcomes							
ourse Description							
ourse Description							
Documents							

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

n Menu	Back	Q Find	View as List	ani ly	Students	Teachers	
			ourse who	ose code	you wis	h to change.	
	2COM Curre	1P ent Course	Code				
	Wha	it would	you like	to chang	je it to?		
	New	Course Co	de				
		Change		-	Done - Retur	n to List View	

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



Adding Students to a Class

Main Ba Menu	Aack Find		ew View as ass List	Print	Print Menu			С	lass D	etails				Current Outcome:	Left Current Students	Change Class Code	Outcome Bank	MarkBe Men	look
lass Code)8VA7	Subject Name Visual Arts			Subject Ab		Course		Year 8	Unit Ord	ler Teacher DENJ	Code	Undato	Teacher Mrs J Den	aich	Teacher 2 DONJ	Code Teache	r 2 J Donald		VET
Stude			ents in Class	Via Ait				0	Students in			opuace		, yu	DOIND	19133	5 Donald		
									No Medical	Condition Ale	rts				Add 9	Student	- E-	Mail	
			Student ID	Studen	t					Year									
Lesso	ons	۲	104671	Barry,	William					8							ť		
		۲	100143	Croker	, Srikar					8							ť)	
		۲	106556	Dunsta	all, Elizabo	eth				8							ť	Ŭ.	
Outcor	mes	۲	101064	Gengo	s, Cassan	dra				8							ť)	
		۲	100705	Marge	rison, Bra	dley				8							ť)	
		۲	106033	McClel	land, Sab	rina				8							ť)	
eccription fr	for Reports	۲	100310	Qui, Si	amuel					8							ť)	
Class T	Tasks																		
Course	Tasks																		
Docum	nents																		
Show or	n Reports 🔀	Enr	ol these studen	ts in anothe	r class		Enrol Tr	utor Gr	oup							Stude	ents in Course	= 44	

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

	Choose S	Student	
Choose academic Year			
101472 - Al-Suweidi, Georgina - 6.3	Add	101472 - Al-Suweidi, Georgina - 6.3	<u>ش</u>
106468 - Benjamin, Po - 6.3	Add		
101994 - Brasser, Akina - 6.3	Add		
108401 - Bros, Priyanka - 6.2	Add		
100446 - Burge, Seentinie - 6.3	Add		
100919 - Connors, Stephanie - 6.3	Add		
101427 - Constable, Rachael - 6.2	Add		
108129 - Cowan, Mikaela - 6.2	Add		
100118 - Dean, Jessica - 6.1	Add		
105895 - Gibson, Zoe - 6.3	Add		
100866 - Glenn, Seryung - 6.3	Add		
100190 - Gopalakrishnan, Shelley - 6.2	Add		
101494 - Haridemos, Albert - 6.2	Add		
100359 - Harpley, Joe - 6.4	Add		
106183 - Johnson, Simon - 6.1	Add		~
Cancel			Add 3

1 - It will default to the academic year of the class, change the academic year if necessary.

- 2 Click on the Add button to add students to the class.
- 3 Click the Add button.



Add lesson times

							Clas	ss Det	ails						Cod	e	
Class Code	Subject Name			Subject Abbreviat		Course	Year	Unit	Order	Teacher Code				Teacher			VET
06DR1	Drama			Dra	C	06DR	6		6	AMPH		Upda	te	Ms H An	nponin Jr		
Stud	lents	Lesson Ti	imeslots												TTable	Line 3	
							No of I	essons	= 2						TTUDIC		
							(Second	Teacher for	Lesson)							Update	Locconc
			+1													opuate	Lessons
Less	sons	Day	Period	Room	Code	Name		Code		ame	1		All D		od Roo	m Code	
		1	1	D1.3	CARG	Carvalho Mr G		CLIP	C	linch Mrs P	面		4	4			<u> </u>
		2	3	CL ST	IERP	Berman Rev P		BOWE	B	owd Mr D	面						
		[/ L	D0.1													
Outco	omes	L		D0.2							Ŵ						
				D0.3													
				D0.4													
				D1.1													
escription	for Reports			D1.2 D1.3													
obeription	ion nuporus			D1.3A													
				D1.4													
				D1.4A													
-				D2.1													
Class	Tasks			D2.2													
				D2.3													
				D2.3A													

Add the day, period and room for each lesson.

Adding Students of one Class to another

Main Bac Menu	k Find	Ne Cla		Print	Print Menu			Class	s Deta	ails			Current Outcomes	Left Current Students	Change Class Code	Outcome Bank	MarkBoo Menu
Class Code 08VA7	Subject Name Visual Arts			Subject Ab Vis Art	breviation	Course	Ye 8	ar Unit	Order 7	Teacher Code DENJ	Update	Teacher Mrs J Denb	iah	Teacher 2 C	ode <i>Teache</i>	r 2 I Donald	VE
Studen			nts in Class						ents in Cla		oputt				tudent		
			Student ID	Studen	t					Year				Add 3	tudent		Mail
Lesson	s	۲	104671	Barry,	William					8						t) ^
		•	100143	Croker	r, Srikar					8						t	Ì
		•	106556	Dunst	all, Elizab	eth				8						t	ĩ
Outcom	es	•	101064	Gengo	s, Cassar	ndra				8						1	Ĩ
		•	100705	Marge	rison, Bra	idley				8						t	Ĩ
		•	106033	McCle	land, Sab	rina				8						1	Ĩ
Description for	Reports	•	100310	Qui, S	amuel					8						t	ĩ
Class Ta:	sks																
Course Ta	asks																
Docume	nts																~
Show on F	Reports 🗶	Enro	I these student	s in anothe	er class)	Enrol Tuto	or Group							Stude	nts in Course	= 44

Click to enroll this group of students to another class.



in Menu	Back	Q Find	View as List	ትብ Family	Students	Teachers			
nrol th	e stude	nts in th	nis class	06DR1	into:		12EA1	1	
06DR1	Stud	lents in class	= 9				11ST2	ts in class $= 6$	
Student I	D Student						11TVT1		_
101472	Al-Suweid	Georgina			<u>ش</u> ^		11VA1		
100141	Croker An	gela			创	-	11VA2		
100141	Croker An	gela			匬	Enrol	12AH1		
100190	Gopalakris	hnan Shelley			匬	LING	12AH2	anna	
101489	Kinder Ka	e			ŵ	2	12BI1		
101471	Kristidis S	arah			匬		12BI2		
102142	Pederick S	ophia			匬		12BS1		
L07281	Podpera A				一回		12BS1		
104545	Treffers S	ridhorn			匬				
							12BU1		
							12CCtest		
							12CH2		
							12CH3		
							12Cha		
							12CR1		
							12CR2		
							12CR3		

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

ain Menu	Back	Q Find	View as List	∳∖ ¶ Family	Students	Teachers			
Enrol th	e stude	nts in th	nis class	06DR1	into:		12EA1		
06DR1	Stu	dents in class	= 9				12EA1	Students in class = 6	
Student I	D Studen	:					Student 1	ID Student	
101472	Al-Suweid	i Georgina			<u>ش</u> ^		105516	Bishop Shriya	Ē
100141	Croker An	gela			匬	-	100799	Davies Henry	1
100141	Croker An	gela			匬	Enrol	100876	Hammond Nai	1
100190	Gopalakri	shnan Shelley			匬	LING	100725	McCulloch Rosanna	til i
101489	Kinder Ka	te			匬		100627	Meyer Edward	1
101471	Kristidis S	arah			Ē		101214	Thorne Rachel	Ē
102142	Pederick S	Sophia			匬				
	Podpera /	shleigh			Ē				
107281	. oupoid i				凬				

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



Adding a Tutor group to a class

Main Back Find	+		Choose	e Tutor	Group								
Main Back Find Menu	New V Class	Choose Tutor Gr	oup						Curre Outco	ent Current mes Students	Change Class Code	Outcome Bank	MarkBook Menu
Class Code Subject Nam		10.1					~			Teacher			VET
08VA7 Visual Art	5	10.2							Update	Mrs J Denbi	gn		
Students	Students in Clas	10.3											
		10.4											
	Student	10.5								Add St	udent	E-M	lail
Lessons	(+ 104671	10.6						ert				Û	
2000110	(→ 100143	11.1										Û	
	€ 106556	11.2										Û	
Outcomes	(101064	11.3						ert				Û	
Outcomes	€ 100705	11.4										Û	
	(106033	11.5										Û	
Description for Description	€ 100310	12.1										Û	
Description for Reports		12.2											
		12.3											
		12.4											
Class Tasks		12.5											
		1K											
		1R											
Course Tasks		2F											
		2S	_										
		3C	-			Add							
Documents	200	3G											
		4F			_	`					Studen	ts in Course =	44
Show on Reports 🗙	Enrol these stu	idents in another cla	55	Enrol Tutor G	iroup								

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

	Choose Tutor Group	
Maiı Men	Choose Tutor Group 10.2	lass Details
Class C	100073 - Jones, Nicholas - 10.2	r Unit Order Teache
08VA	100088 - Brice, Sunali - 10.2	7 DENJ
	100311 - Qui, Sarah - 10.2	
	100327 - Maskell-Knight, Benjamin - 10.2	Students in Class = 25 7 Medical Condition A
	101742 - Goodall, Jessica - 10.2	Year
	101865 - Mansfield, Alexander - 10.2	8
	100574 - Letts, Samuel - 10.2	10
		10
	106828 - Chen, Hai - 10.2	8
	104407 - Desmond, Sonia - 10.2	10
	102120 - Notaras, Sarah - 10.2	8
Desc	102863 - Beckett, Claire - 10.2	10
	100791 - Ware, Alistair - 10.2	10
		8
	100814 - Tidball, Ian - 10.2	10
	102446 - Madin, Timothy - 10.2	10
	102816 - Bain-Smith, Georgia - 10.2	10
		10
		10
	Cancel Add	10
200	e 🖗 🗆 Browse ocuments 🕞 102991 Mahe, Robert	10
S	Enrol these students in another class Enrol Tutor C	Group

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



Adding a class for a student in the Student Details

	son		Jarrod	Benjar	min	Jarrod	M	lale	24 Oct 2	2000	10	10.1	Blue			
≣ Student ID	irname		■ First Nat		and Names	E Know As		Gender	≡ Birthda			≣ TGr	≡ H			-
			y Details						Pa	rents / Gua	rdians				- 6	
Family Code BALOH01	Fan	nily Name		Home Phone 02 3456 7						Work Phone	480	Mobile				•••
Property :	JUIIIISC	<i>/</i> //		02 3430 70	090	Father	erick Johr	nson		02 1234 5	678	0414 1	123 456			Ξ.
	1 John	~				Email										
Street :				10	10	Sonia	Johnsor	ı		02 1234 5	678	0414 1	123 456			
Suburb/State/PCode :	Sydne	Y		NSW	2000	Mother									Upd	late
Country :			Email: pwi	indle@denbigh.con	n.au	Email	pwind	dle@denbigh	n.com.au							
	Cla	sses														
General Information		Classe	s	Future C	lasses		Enroln	nent Log		Mari	book Tasks			Markb	ook Groups	
Scherar Information													-			
Notes	Acc	elerated Stud	ient X					En En	nail Teachers	No	of Classes:	10	Add	Class	Change Cla	ass
Notes	Acc	elerated Stud	ient X					En En	nail Teachers	INO	of Classes: er of Units:	10	Add	G Lass		
Notes Medical Info		elerated Stud	ient 🗴 Course Code	Class		Units	TT Line	Teacher	nail Teachers	INO		10	Currently Reported	2 Q I	Change Cla import into curre reporting period	ent
Medical Info	c			Class English		Units	TT Line			INO			Currently Reported Yes	Show on Reports	import into curre	ent
	c (*	lass Code	Course Code		у	Units	TT Line	Teacher	/	INO			Reported	Show Repor	import into curre	ent
Medical Info	() ()	lass Code LOEN7	Course Code 10EN	English	у	Units	TT Line	Teacher Ms J Harry	/	INO			Reported Yes	K Repor	Import into curre reporting period Import Import	ent
Medical Info		llass Code LOEN7 LOFT2	Course Code 10EN 10FT	English Food Technology	У	Units	TT Line	Teacher Ms J Harry Ms K Ford	Y kovich	INO			Reported Yes Yes	X X Report	import into curre reporting period Import Import Import	ent
Medical Info		lass Code LOEN7 LOFT2 LOGE5 LOHI5	Course Code 10EN 10FT 10GE 10HI	English Food Technology Geography History	y		TT Line	Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John	/ kovich son	INO			Reported Yes Yes Yes Yes	X X X Report	import into curre reporting period Import Import Import Import	ent
Medical Info Classes Timetable Academic Record		llass Code LOEN7 LOFT2 LOGE5 LOHI5 L1M21	Course Code 10EN 10FT 10GE 10HI 11M2	English Food Technology Geography History Mathematics			TT Line	Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John Mr K Hodg	/ kovich son gman	INO			Reported Yes Yes Yes Yes Yes	X X X Report	Import into curre reporting period Import Import Import Import Import	ent
Medical Info Classes Timetable		lass Code LOEN7 LOFT2 LOGE5 LOHI5 L1M21 LOMN4	Course Code 10EN 10FT 10GE 10HI 11M2 10MN	English Food Technology Geography History Mathematics Music Mandatory				Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John Mr K Hodo Mrs A Har	/ kovich son gman ding	INO			Reported Yes Yes Yes Yes Yes	X X X Show	Import into curreporting period Import Import Import Import Import Import	ent
Medical Info Classes Timetable Academic Record		lass Code LOEN7 LOFT2 LOGE5 LOHI5 LIM21 LOMN4 LOPE6	Course Code 10EN 10FT 10GE 10HI 11M2 10MN 10PE	English Food Technology Geography History Mathematics Music Mandatory PD/Health/PE	y		TT Line	Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John Mr K Hodg Mrs A Harr Mr G Bolte	y kovich son gman ding on	INO			Reported Yes Yes Yes Yes Yes Yes Yes	Show we have a straight of the	Import into curreporting period Import Import Import Import Import Import Import Import	ent
Medical Info Classes Timetable Academic Record Attendance Discipline		lass Code LOEN7 LOFT2 LOFT2 LOFT5 LOHI5 LOHI5 LIM21 LOMN4 LOPE6 LOSE2	Course Code 10EN 10FT 10GE 10HI 11M2 10MN 10PE 10SE	English Food Technology Geography History Mathematics Music Mandatory PD/Health/PE Physical Activity	y	Units	TT Line	Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John Mr K Hodg Mr S A Har Mr G Boltz Mr W Mac	y kovich son gman ding on Intosh	INO			Reported Yes Yes Yes Yes Yes Yes Yes Yes	Show Show Show Show Show Show Show Show	import into curring period Import Import Import Import Import Import Import Import	ent
Medical Info Classes Timetable Academic Record Attendance		lass Code LOEN7 LOFT2 LOGE5 LOHI5 LIM21 LOMN4 LOPE6 LOSE2 LOSC4	Course Code 10EN 10FT 10GE 10HI 11M2 10MN 10PE 10SE 10SC	English Food Technology Geography History Mathematics Music Mandatory PD/Health/PE Physical Activity Science	y			Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John Mr K Hodg Mrs A Harr Mr G Bolte	y kovich son gman ding on Intosh	INO			Reported Yes Yes Yes Yes Yes Yes Yes Yes	Show we have a straight of the	Import into curreporting period Import Import Import Import Import Import Import Import	ent
Medical Info Classes Timetable Academic Record Attendance Discipline		lass Code LOEN7 LOFT2 LOFT2 LOFT5 LOHI5 LOHI5 LIM21 LOMN4 LOPE6 LOSE2	Course Code 10EN 10FT 10GE 10HI 11M2 10MN 10PE 10SE	English Food Technology Geography History Mathematics Music Mandatory PD/Health/PE Physical Activity	y	Units	TT Line	Teacher Ms J Harry Ms K Ford Mr J Stank Mr P John Mr K Hodg Mr S A Har Mr G Boltz Mr W Mac	v kovich son gman ding on Intosh ett	INO			Reported Yes Yes Yes Yes Yes Yes Yes Yes	Show Show Show Show Show Show Show Show	import into curring period Import Import Import Import Import Import Import Import	ent

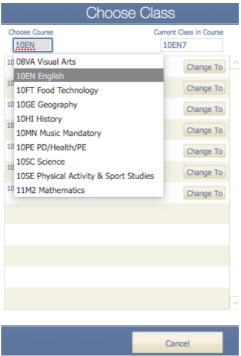
Classes can be added or deleted through the classes tab in the Current Student Details screen.

Changing a student's class

Main Back Menu	Find	Search Assista		Print Menu Academic Reports	Cu	rrent	Stude	ent Deta	Move to Alur	Students mni Menu #		ass talls	Family Details	Community Details	Staff D
00059 John	son		Jarrod	Benjamin	Jar	rod	Ma	ale	24 Oct 2	000 10	10.1	Blue	1		
Student ID = Si			First Nar ly Details	me	=)	Know As	≡	Gender		ents / Guardian		≡ н	ouse		
BALOH01	Johr	· · · · ·		02 3456 7890		Erede	rick John	500		02 1234 5678		123 456			- 1
Property :						Father	IICK JOIIII	5011		02 1234 3070	0414	125 450			2
Map Street :	1.10	hn St				Email									
Suburb/State/PCode :				NSW 2000			Johnson			02 1234 5678	0414	123 456		Upda	ato
Country :	o y u	icy.	Consile musi	ndle@denbigh.com.au		Mother	owind	le@denbiah.	com.au					opu	100
country :			cindin prin	nale grading meaning a											
	Cl	asses													
eneral Information		Classe	s	Future Classes			Enrolm	ent Log		Markbook	Tasks		Markb	ook Groups	
Notes	,	Accelerated Stud	ient 🗙					Ema	ail Teachers	No of Cla	asses: 10	🖋 Add	Class	Change Clas	ss
Medical Info		Class Code	Course Code	Class		Units	TT Line	Teacher		Number of	Units:	Currently Reported	Show on Reports	import into curre eporting period	nt
Classes	0	10EN7	10EN	English				Ms J Harry			Û	Yes	X	Import	
Classes		10FT2	10FT	Food Technology				Ms K Ford			Û	Yes	X	Import	
Timetable		10GE5	10GE	Geography				Mr J Stanko	ovich		Û	Yes	X	Import	
		10HI5	10HI	History				Mr P Johns	on		â	Yes	X	Import	
Academic Record	G	11M21	11M2	Mathematics				Mr K Hodgi	man		Û	Yes	X	Import	
Attendance		10MN4	10MN	Music Mandatory				Mrs A Hard	ing		â	Yes	X	Import	
	(+	10PE6	10PE	PD/Health/PE				Mr G Boltor	1		â	Yes	X	Import	
Discipline		10SE2	10SE	Physical Activity & Sport				Mr W Macī	ntosh		Ê	Yes	x	Import	
CoCurricular		10SC4	105C	Science				Ms R Hallet			<u></u>	Yes	X	Import	
		08VA7	08VA	Visual Arts			1	Mrs J Denb			1	No	x		
Music		JOTH	JOIN	TIGGIN PELS			-	initia o tolento	90			110		Import	

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





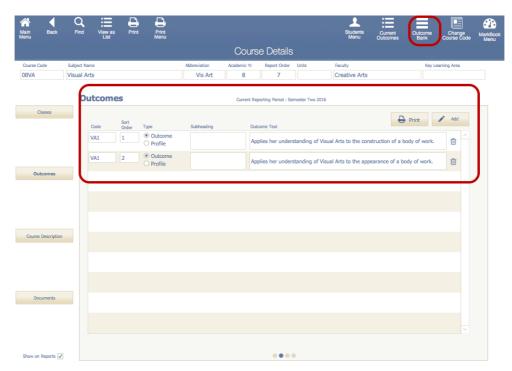
Choose the course and then choose the class to change to.

Choos	e Class
Choose Course	Current Class in Course 10EN7
10EN - 10EN1 - Mrs A Holmes	Change To
10EN - 10EN2 - Mrs J Grunberg	Change To
10EN - 10EN3 - Ms O Richardson	Change To
10EN - 10EN4 - Ms V Grierson	Change To
10EN - 10EN5 - Mrs J Denbigh	Change To
10EN - 10EN6 - Ms J Skrbinsek	Change To
10EN - 10EN7 - Ms J Harry	Change To
	Cancel

Click "Change to" to change the new class.



Course Outcomes



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.

Aain Menu		New Record	Students	Courses Classes Markbook Print Outcome Bank List Bypass Print Dialog Preview and Print
Code	Туре		Courses	Outcome Bank outcome Subheading
ENH1	Outcome Profile	06EN 07EN 06IC 1FNG	5ENG 4ENG 3ENG 1FNG	Expresses ideas with clarity and fluency in oral communication.
ENH2	 Outcome Profile 	06C 08DR 3ENG	5ENG 1ENG 4ENG 5ENG	Shows an understanding and interpretation of texts.
ENH3	 Outcome Profile 	06C 08DR 3ENG 1ENG	5ENG 1ENG 4ENG 5ENG	Shows an understanding of literary features.
ENH4	 Outcome Profile 	06IL 06IC 06DR 08DR	5ENG 1ENG 3ENG 1ENG	Uses register and structure appropriately in written texts, from a variety of cultures, such as essays and written commentaries.
CAS1 In Use	 Outcome Profile 	07DT	06IC 06MA	Demonstrates autonomy in pursuing activities that involve physical action.
CAS2	 Outcome Profile 	07VA		Demonstrates autonomy in pursuing activities that involve creative ability.
	· · · ·	A	0.000	1 II

Outcome Bank

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.



Main Menu	Back New Record	Students C	Courses Classes Markbook Print Outcome Bank List	Bypass Print Dialog Preview and Print
			Outcome Bank	
Code	Туре	Courses	Outcome	Subheading
PP1	 Outcome Profile 		Actively engages in her own learning.	Work Practices
X In Use				
PP2 X In Use	 Outcome Profile 		Plans and manages her work effectively.	Work Practices
PP3	 Outcome Profile 		Cooperates with her teacher and other students.	Work Practices
X In Use				
PP4	 Outcome Profile 		Reflects on a wide range of activities displaying evidence of learning and	Work Practices
In Use			development.	
9PC1	Outcome Profile		Contributes positively to a harmonious atmosphere.	
In Use				
9PC2	Outcome Profile		Works collaboratively with others to ensure day to day tasks are completed.	
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.

lass Code)6DR1	Subject Name Drama			Subject Abbreviation Dra	Course 06DR	Year 6	Unit	Order 6	Teacher Code AMPH	Update	Teacher Ms Hilary Amponin Jr	Teacher 2 Code ADAD	Mr Dami	en Adam	s
Stude	ents	Course Out	comes = 5									3	2		1
		Code	Sort Order	т Туре	Subheading	0	utcome				e P	rint 📃 /	idd All	1	Add
Lesso	ons	6DD2	1	Outcome Profile	Drama / Dance		oice skill		communicate m	eaning to a	an audience through the	use of moveme	ent and	Û	
		6DD3	2	Outcome Profile	Drama / Dance	D	evelops	a range	of roles using	characteris	ation techniques.			Û	
Outco	mes	6DD4	3	Outcome Profile	Drama / Dance		cplores t ance.	he met	aphorical mean	ings of 'Bui	Iding Bridges' in the proc	cesses of Drama	and	Û	
		6DD5	4	Outcome Profile	Drama / Dance	E	/aluates	own w	ork and that of	others with	n insight and imagination			Û	
Description for	for Reports	9DR12	5	Outcome Profile					d performance matic meaning	techniques	expressively and collabo	oratively to		Û	
Class T	Tasks														
Course	Tasks														
Docum	nents														
Show or	n Reports 🗙														

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

r N	Main B Menu	d lack	Class List	Q Find			Cou	irses	:	Current Student	Staff Details	Current Outcomes	Outcome Bank	MarkBook Menu
	[늘] Course Code	e liit Sul	bject Name		LET Abbreviation	Academic J≧t Year	Report 내네 Order	ଟ ଯ ବୁପୁ ସୁଧି Units	Faculty		Key Learnin	ig Area	NESA Course I	Number
•	06DR	Drama	3		Dra	6	6	X	Creative Arts		Drama			
•	06IL	Italian	1		Ital	6	4	X	Computing					
€	06LS	Learni	ing Service		LS	6		X	Special Needs					
€	06MA	Mathe	matics		Maths	6	2	X	Mathematics					

All classes that will be included in a reporting period must have a report order number. This is the order that the reports will print. Eg English -1, Mathematics - 2, Science - 3 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.

Main M		Back Find	New Class	Course List	Admin Lis	t Print	Pr	int Men		itaff italis	∳ı _{Fan} Clas	nily	Current Students - Teat	cher /	Allocat	ions	MarkBook Menu	Lesson Times	Class Enrolments	Curre Outcorr	nt nes	Outcome	
	Class Cod	de Subject Nam		Cou	rse At	obreviation		(ear Course			t Order Course	Un Class	its Course I	Staff		Staff Name	Faculty		Key Learning Area	Reported On	Show on Reports	PTI	
□ 🗭	06DR1	Drama		🕩 06D	R D	Ira	6	6	3	6	6			AMPH	Update	Ms H Amponin Jr	Creative Art	s	Drama	Yes	X	X	Add to Reports
•	06IL1	Italian		C 0611	. It	tal	6	6		4	4			LEEK	Update	Ms K Lee	Computing		LOTE	Yes	X	X	Add to Reports
□ 🗭	06IL2	Italian		0611	. It	tal	6	6		4	4			MORC	Update	Ms C Moran	Computing		LOTE	Yes	X	X	Add to Reports
•	06IL3	Italian		C 0611	. It	tal	6	6		4	4			MORC	Update	Ms C Moran	Computing		LOTE	Yes	X	X	Add to Reports
□ 🗭	06IL4	Italian		0610	C It	tal	6	6		4	4			LEEH	Update	Ms H Lee	Junior Schoo	ol	LOTE	Yes	X	X	Add to Reports
•	06LS1	Learning Se	ervice	G 06L	S L	S	6	6						PATR	Update	Ms R Patterson	Special Nee	ds	English	Yes	X	X	Add to Reports
□ 🗭	06LS2	Learning Se	ervice	G 06L	S L	s	6	6						PETL	Update	Mrs L Petersons-	Special Nee	ds	English	Yes	X	X	Add to Reports
•	06LS3	Learning Se	ervice	G 06L	S L	S	6	6						PETL	Update	Mrs L Petersons-	Special Nee	ds	English	Yes	X	X	Add to Reports
□ 🕩	06LS4	Learning S	ervice	🕩 06L	S L	S	6	6						PETL	Update	Mrs L Petersons-	Special Nee	ds	English	Yes	X	X	Add to Reports

Creating timetables for Next Year (Next Years Classes)

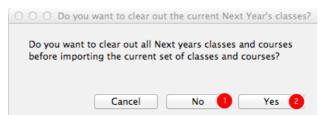
Click to view next years classes file. This function allows the creation of classes for the following years classes and timetable.

Next Years Classes File

Aain Menu	Back	Q Find	Print	Print Menu	Family	Current Classes	Current Students	staff	Ne Cou	ixt Year urse List	Enrolr	Year N ss i nents	ext Year esson Times			Transfer Current to Next Year To Current
<u>↓≟</u> † Clas	ss Code	[1] Subject Nar	ne			나는 Cours	e Abbreviation	<u>↓≟</u> † Year	TT Line	Repor Orde	t _r Units	Students in Class	Sta J <u>≟</u> † Coo	aff Staff de Name	Faculty	Key Learning Area
() 01ACON	MP	Computer Studie	es		C	1COMP	СОМР	1		10		0	TANS	Mrs S Tang	Junior School	
() 01ACST		Christian Studie	s		C	1CST	CST	1		7		4	TANS	Mrs S Tang	Junior School	
(+ 01AENG	G	English			C	1ENG	English	1		1		0	TANS	Mrs S Tang	Junior School	
(+ 01AFRE		French			C	1FRE	FRE	1		11		0	TANS	Mrs S Tang	Junior School	
(+ 01AHSI	E	Human Society	and its Env	rironment	C	1HSIE	HSIE	1		4		0	TANS	Mrs S Tang	Junior School	
🕞 01ALIB		Library			C	1LIB	LIB	1		12		0	TANS	Mrs S Tang	Junior School	
🕩 01aMAT	r I	Mathematics			C	1MAT	Maths	1		2		0	STAA	Ms A Starling	Junior School	
	S	Music			C	1MUS	MUS	1		8		0	TANS	Mrs S Tang	Junior School	
(+ 01APDH	1	Personal Develo	pment and	Health	C	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.





No will leave all the data and add all current classes to this file.
 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

Main Men	u Back	View as List	Q Find	Print Class List	Print Menu	Course List	Current Outocmes	Class Enrolments	Lesson Times			
						Class	Detail	s - Next	Year's	s Classes		
		nputer Studies ect Name		Course	1 Year	Unit Order	TANS Teacher Co		Tano	VET		
				Student	s						Lessons	
	Students in Clas	51001	ents in Class								Add Students Delete All	
	Student ID	Student		Year								

Click the "Add Students" button.

		Cho	OS	ə Stu	ident				
Current Students	Year	1							
102256 - Anderson, Bao - 1K		Add	^	[^
102402 - Brown, Kavisha - 1K		Add							
103284 - Chandler, Michael - 1K		Add							
107695 - Foo, Ian - 1R		Add							
101559 - Gleeson, Tobias - 1K		Add							
107402 - Green, Helen - 1K		Add							
106509 - Hodgekiss, Sung - 1K		Add							
105876 - Johnston, Sarah - 1R		Add							
102169 - Kershaw, Andrew - 1K		Add							
105529 - McNicol, Shaun - 1K		Add							
101615 - Pianegonda, Shakira - 1K		Add							
101483 - Shrapnel, Eizabeth - 1K		Add	~						~
Future Students	Enrolment Year	2017							
109350 Styles, Aaron		Add	^						^
			~						~
Cancel								Add	

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



Future Classes - Current Students/Future Students

Hosted Student				Current	Student De	ataile				Pastor	al Care Alert
				Ounerit						U i ustori	
100014 Prio	е	William	Hugh	William	Male	11 Jun 19		12.1	Green		
≣ Student ID ≡ S	urname Ea mi	First Name Iv Details			∃ Gender	⊟ Birthday ■		≡ TGr	∃ House		
Family Code	Family Name	ly Details	Home Phone				Nork Phone	Mobile			Į• • ₿
ALLARS01	Price		02 3456 7890	Geoffr	ey Price		02 1234 5678	1234			
Property	Denbigh			Father		blab ann an					Y
Map Street	56 Pitt Street			Email	csampson@den!	bign.com.au					
Suburb/State/PCode	Sydney	١	SW 2000	Unde	el Phillips	Do	ceased	0414 1	23 456		Jpdate
Country		Email: csampso	on@denbigh.com.au	Email	csampson@den	bigh.com.au	cascu			~	
	Classes										
General Information	Classe	s	Future Classes		Enrolment Log		Markbook Ta	asks	Mar	kbook Group	S
	No of Classes:	0									
Notes	Class Code	Course Code	Class		Units	TT Line	Teacher				
Medical Info											
Classes											
Timetable											
Timetable											
Academic Record											
Attendance											
Discipline											
Discipline											
Discipline											
CoCurricular											

Student Details - Classes - Future Classes tab.

Future Timetable Family Details 囸 Class Current Student Details 0 € 100014 Price Male 11 Jun 1998 12 12.1 Green Willia Hugh William ∃ Surname ≡ Secon ≡ Gende ≡ First Na ≡ TGr ≡ House Family Details Parents / Guardians Work Phone Family Cod Family ALLARS01 Price 02 3456 7890 Geoffrey Price 02 1234 5678 1234 0 operty : Denbig Father csampson@denbigh.com.au Email Street : 56 Pitt Stree Mich 0414 123 456 ael Phillins /PCode : Sydn NSW 2000 Suburb Update 🌵 Deceased Country : Email: Timetable Future General Information Monday Friday Refresh Timetal Print Timetable Medical Info P1 P2 Clas P3 mic Record P4 P6 P7 CoCurricular Music Audit

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

aWr		000
Family eMail		00
Family eMail		00
Family eMail		
0414 123 456		
K Family eMail		Update
1		
	🖋 Add (Class
1		
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Future Classes can be added to Future Students so that the classes are organised for the New Year.

Transfer Next Years Classes

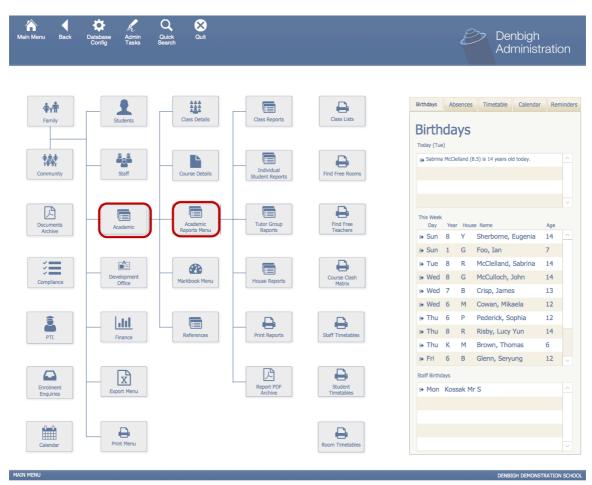
Aain Menu	Back	Q Find	Print	Print Menu	¢∖† Family	Current Classes	Current Students	stati	Ne Co	ext Year urse Lis for N		Year Ne ss L nents	ext Year esson Times			Transfer Current to Next Year
l <u>i</u> t a	ass Code	다. 1월 Subject Na	ame			나는 Cou	se Abbreviatio	n <u>lit</u> Yei	TT Ir Line	Repo Orde	rt 17 Units	Students in Class		aff Staff de Name	Faculty	Key Learning Area
● 01ACC	OMP	Computer Stud	ies		0	1COMP	COMP	1		10		0	TANS	Mrs S Tang	Junior School	
01ACS	T	Christian Studie	es		0	1CST	CST	1		7		4	TANS	Mrs S Tang	Junior School	
01AEN	IG	English			0	1ENG	English	1		1		0	TANS	Mrs S Tang	Junior School	
(+ 01AFR	E	French			0	1FRE	FRE	1		11		0	TANS	Mrs S Tang	Junior School	
(+ 01AHS	SIE	Human Society	and its Env	vironment	0	1HSIE	HSIE	1		4		0	TANS	Mrs S Tang	Junior School	
(+ 01ALI	В	Library			0	♦ 1LIB	LIB	1		12		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.

Main Menu Ba	ck Find Print Print Menu	本 情 Family	Current Classes	Current Students	staff Class	Next Ye Course I	ar Next Ye	Lesson ts Times				Transfer Current to Next Year
[날] Class Ci	ide 👫 Subject Name		나는 Cours	e Abbreviatio	n <u>l≟</u> † Year	TT Rej Line Or	oort s der Units i	tudents S n Class J≟† C	taff Staff ode Name		Faculty	Key Learning Area
(+ 01ACOMP	Computer Studies		1COMP	COMP	1	10	0	TANS	Mrs S Tar	g	Junior School	
(01ACST	Christian Studies		1CST	CST	1	7	4	TANS	Mrs S Tar	g	Junior School	
(+ 01AENG	English					Message				1	Junior School	
(+ 01AFRE	French							•		1	Junior School	
(01AHSIE	Human Society and its Environment		Delete	Existing CI	asses or	Merge w	th Existing	2		3	Junior School	
(+ 01ALIB	Library									1	Junior School	
🕩 01aMAT	Mathematics									ng	Junior School	
(> 01AMUS	Music				Cancel		Merge	Del	ete	1	Junior School	
(+ 01APDH	Personal Development and Health									3	Junior School	
(01APE	Physical Education		1PE	PE	1	6	0	TANS	Mrs S Tar	g	Junior School	

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

From the Main Menu - Go to the Academic Reports Menu Before creating a new reporting period **Checklist for creating a reporting Period**

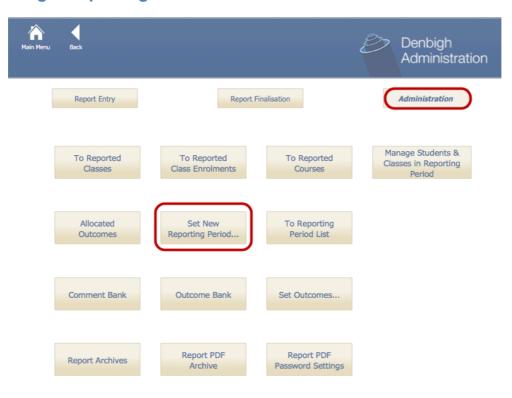
- Classes file is updated Codes correct with no spaces or symbols
- Academic Year field populated for classes that require reports
- Students in Classes
- Teacher allocated to classes
- Report order entered
- Show on Reports checked for classes to be reported on this Semester
- Outcomes, Profiles and Course Descriptions added for each course



Show on reports check box

1		•	đ	New Case				€	Piet	~ ,	ž	-		₩ £255 - Teach	er A	Jocat	ions		Casa Eventeers	:::			n Therin Namet Trip Concern
	Circle (200	Subject Name			ane	Abreat	w 0e	Ner a Cov			Course		ina si course il co	1		Soff None	Realty	Key Learning Area	Inger Of	11	-	
	3051		manual in a	12/1		ACT.	CIC.	14	14	14		1	1	0.	A. 1	Update .	PER CONVER	Theorem Annual	1	194	U.,	1.1	Add to Reports
- (+	DEMA	3	Mathematics		(0)	XEMA.	Mathe	8	8	4	2	2		We have	UW	Update	His N Weatherstone	Nathematics		50	×	×	Add to Reports
- (+	08%	3	Methometics		(0 (AM8.	Mathe		8	6	2	2		AR	UMG	Update .	HE G Annitage	Hathematics		50	×	×	Add to Reports
- (+	08%	4	Nethernetics		(* (AP49.	Motos			3	2	2		RC	MA.	Update .	Hs L Rowbotham	Hebenatics		80	×	×	Add to Reports
. (+	00%	5	Hebenetics		(* (AP16	Methe			6	2	2		A	UMG	Update.	Hr G Armitage	Hebenetics		80	X	X	Add to Reports
()	0014	1	Music		(*)	UMB	Mat	0		6			1	19	dK	Update	His K Prekyedarshanan	Husic		84			Add to Reports
6	0040	2	Music		(* (UMA	Mus			3			1	HO	ж	Update	Mr C Hohnen	Husic		80		-	Add to Reports
- (4	0040	0	Music		(0.0	UMB	Mus			0				10	10	Update	NF 3 Kovets	Nusic		80		-	Add to Reports
	0840	4	Music		(0.0	UPIN UPIN	Mus			3				10	10	Update	MP 3 Kovets	Music		10			Add to Reports
- (+	00%	5	Music		(0.0	UMB	Mas			2				144	MA I	Undate	Mis A Harding	Music		24	0	-	Add to Reports
	DEPES		PO/Health/PE		(* (219	R			4	6	6		OF	OH I	Update	He H Groux	PEHPE		14	×	×	Add to Reports
- 64	08762	2	PO/Health/H		(0.0	NPC .	PK.			4	6	6		00	2.6	Lindate	H+ G Bolton	POHPE		1.0	12	1	Add to Reports
	nones				Ga /	une .	-			1.0	14	14		-				anune .		-	<u> </u>	2	

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



Creating a Reporting Period

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



Report Entry		Report Finalisation	Administration
To Reported Classes	To Repo Class Enro		Manage Students a Classes Population
Allocated Outcomes	Set Ne Reporting F		
	Set New	Reporting Period	
Previous reporting periods Reporting Period	Current?	1) Please choose an Academic Year	8 ~
Semester Two 2016 Semester One 2016		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	
		Interim One 2017	
	~	Cancel Crea	ate 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.

Message	
current reporting period for this off any current reporting perio one.	
	ОК

Click "Ok".



Closing off a reporting period

Report Entry	Report Fir	nalisation	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	

Reports	_ \ \	View As Form			Reporting P	eriods						Reported Classes	Comment Bank	Class Reports
	Reporting Period	Ac Year	r Cal Year	Report Type	Report Title			Sort	Previl	Current	Allow Entry	,		
•	Semester One 2015	0		Semester	Semester One 2015	1	2	123		×		7H OXPUU 0R765 2K53W HIUW9		
•	Semester Two 2016	12	2016	Semester	Semester Two 2016	2	3	151	0	×	X	12E VV7XF VTAHB UBGXU COUKD		
•	Semester Two 2016	11	2016	Semester	Semester Two 2016	2	3	152	0	×	×	12E W7XF VTAHB UBI7S 5FX2B		
•	Semester Two 2016	0	2016	Semester	Semester Two 2016	2	4	158	0	×	×	9B OV4HA ABSRU 0U4N1 3SL5F		
•	Semester Two 2016	1	2016	Semester	Semester Two 2016	2	4	159	0	×	×	9B OV4HA ABSRU 0U5WY X7N8O		
€	Semester Two 2016	2	2016	Semester	Semester Two 2016	2	4	160	0	×	×	9B OV4HA ABSRU 0U76W QMPB1		
•	Semester Two 2016	3	2016	Semester	Semester Two 2016	2	4	161	0	X	×	9B OV4HA ABSRU 0U8GU K1RBE		
•	Semester Two 2016	8	2016	Semester	Semester Two 2016	2	3	171	•	×		7H OXPUU 8A1C2 XXT55 GY39A		

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

Continue to Create a new reporting period

	Confirm Rep	ort Period Creation	
		riod for this academi non-current. Are you	
to continue	e?	-	Ĩ
		Yes	No

Click "Yes".



Outcome and Profile value lists

Semester One 2016 8 2016 Semester One 2016 1 1 170 0 7H Cl Semester Two 2016 8 2016 Semester Two 2016 2 3 171 0 1 7H Cl		Reporting Period	Ac Year	Cal Year	r Report Type	Report Title	Semeste	r Term	Sort	Preval	Current	Allow Ent	
Interim One 2017 8 2016 Interim One 2017 1 2 172 0 Image: The control of the con	•	Semester One 2016	8	2016	Semester	Semester One 2016	1	1	170	0			7H OX
Value Lists and Profiles Would you like to copy the Value Lists and Profiles from the previous reporting period?	•	Semester Two 2016	8	2016	Semester	Semester Two 2016	2	з	171	0			7H OX
Would you like to copy the Value Lists and Profiles from the previous reporting period?	•	Interim One 2017	8	2016	Interim	Interim One 2017	1	2	172	0	×		7H ()
previous reporting period?													
						Value Lists and Profiles							
			w	ould y		copy the Value Lists and period?	Profiles						
			w	ould y		copy the Value Lists and period?	Profiles						
			w	ould y		copy the Value Lists and period?	Profiles						

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

ts Menu Back Find	View As List				Reported Comment Classes Bank	Class Report
	Re	porting Period Detail				
Reporting Period	Academic Year Repo	t Type Report Title		Current Allow Entry		
mester One 2017	12 Sem	ester Semester One 201	7	×	7H OXPUU 8A1C2 XXWYZ 5QRU1	
Preference	es	2 Student & C	lass Profiles	3	Functions / Settings	
Reporting I	Period Details		lignatories		Class Profile Grades	
Issue Date		Staff ID	Staff ID	6	1 Very Good	i
	4				2 Good	ŵ
Calendar Year Semester	Term Sort Order 5	Signatory 1 Title	Signatory 2 Title		3 Satisfactory	ŵ
2017 1	2 26	Principal	Deputy Principal			ŵ
Maximum Comment Length		Signatory 1 Name	Signatory 2 Name			~
500	6	Mrs J Denbigh	Mr D Adams		Outcome Grades	
		Signatory 1 Graphic	Signatory 2 Graphic		Sort order Value	1
		10			1 Excellent	🛍 🚬
		Fulli	1		2 Very Good	🛍
		Fullbig	~		3 Good	
		· · ·			4 Satisfactory	
					5 Needs Improvement	
					Student Profile Grade	s
					Sort order Value	
					1 Very Good	
					2 Good	
Rankings		ences Date Range			3 Satisfactory	
X Calculate Class Ranks	8 Start Date	End Date	9			
X Calculate Course Ranks	30/1/2017	6/4/2017	-			×

Reporting Period Detail example

- 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

	nd View As List	D		Classes Bank Reports Stud
Reporting Period	Academic Vaa	r Report Type	Orting Period Report Title	
Semester One 2015	7	Semester	Semester One 2	
Preferences	C	Studer	nt & Class Profiles	Functions / Settings
	Student Profiles			Year Group Class Profiles
	Student Profiles			
1 Brings equipmer	nt to Class		🛍 🔶	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.
2 Completes all Cl	ass Work		D	
3 Completes all He	omework		Ē	
			Ē	
				Resetting Student Profiles will delete all existing profiles
				and grades before assigning the profiles on the left.
				Reset StudentProfiles
			~	

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



Year Group Class Profiles

				riod Detail				
Reporting Period	Academic Year	Report Type	Report Title	One 2015		irrent Al	low Entry	
	/							
Preferences		Student	& Class Prof	iles		Functions	/ Settings	
Stu	ident Profiles				Year Group Class Pro	ofiles		
	Student Profiles							
1Brings equipment to (Class		D		Student profiles are final page on a rep which i	port includes		
2 Completes all Class V	Vork		ŵ			101101 000	guar aproxima.	
Completes all Homew	vork		D					
			Ê					
			·····					
					Resetting Student	Due filme and its	delete ell'eviction	
					and grades befor	Profiles will (re assigning	the profiles on t) profiles he left.

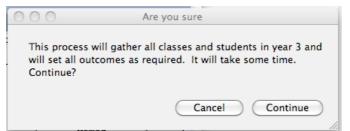
Year Group Class Profiles are static profiles that are the same for every student in that academic year per class. (subject specific)

Allow Entry Check

Reports Menu Back Find	View As List			Reported Classes	Comment Bank	Class Reports	Reported Students
		Rep	orting Period Detail				
Reporting Period	Academic Year	r Report Type	Report Title	Current	Allow Entry		
Semester One 2015	7	Semester	Semester One 2015	X			
Preferences		Stude	nt & Class Profiles	Functio	ons / Settings		
 When preferences have b gather all classes, student the reporting period rea 	ts, outcomes etc relati	ng to the specified	yeargroup, and configure	Populate Reporting Period			
 Allow or disallow teache teachers, bu 	ar access to the reports it still allows administra			Enable Teacher Access.			
 Close the Reporting Peri al reports have been pr issuing to allow easy acc This process MUST b 	rinted and sent home.	You may wish to a to amend reports i	allow a few weeks after f changes are required.	Close Reporting Period			

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

Reportin	g Period Population Progress
Please	wait while processing this reporting period
Courses	Students
Outcomes	Class Enrolments
Static Class Profiles	
Classes	

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

000	Complete	
Process Completed		
		ОК

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



Academic Reports Menu - Teacher Entry

Aain Menu	Back				Ð	Denbigh Administration
	Report Entry		Report Fina	lisation		Administration
	Class Reports	Individual St Reports		Tutor Reports		House Reports
	1	2		3		4

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

Reports				heck ngth	Check Spelling	Student Details	staff Repor	a	xorted (asses Williar	Comment Bank	Class Reports	ecoro	d 1 of 506
Ji	1 Student	ID lit Suma	ame	l <u>i</u> t g	ven Names		Prefer	red Nan	ne	лат та	Group		•>
R	100014 leporting Pe Semester ⁻	Price riod Two 2016		Willian Year 12	m Hugh House	• •	Willian House Moth			12.1 Tutor Ms M G		Curren	t
5	Semester	Two 2016	Semester 1 2	016	Semeste	er One 201	5			(Grade Po Average		Report PDFs
Ē	Subje	ect Comments	and Marks		Subject (Outcomes an	d Profiles		Stu	dent Invo	lvement		Learning Support
		Class Code Cla	ass Name			Teacher		Cours Grade		e Exam Mark			
ſ		2ME1 M	athematics Exte	nsion 1)(Ms J Kea	rsley)(c	56	72			Year Coordinator
	Villiam approaches this subject in a conscientious manner and satisfactorily ompletes set tasks. In lessons, he is focussed and involved. Unfortunately, is diligent efforts throughout the semester are not reflected in his examinati							ely,	Edit)		Comments	
		12MX1 (M	athematics Exte	nsion 2	!)(Ms J Kea	rsley) C	55	60			Principal Comments
		completing h	nues to apply a his Major Design If-motivation. Wi	Projec	t and folio	to a high s	standard	hrough	hard (Edit)		Comments
		12BI1) Bi	ology			Mr N Sun		A	86	68			House Comment
	+	William is a c	diligent student v	vho is p	proficient i	n many are	as of this	subjec	x.	Edit)		
		12ST2 St	udies of Religior	n II		Ms A Bro	wn	В	77	95			Tutor Comment
		willing to be	nues to develop a part of group a close group of f	activitie	s. He wea	ars his unifo	rm well a	nd has	: (Edit)	~	
	S	save	Trou	iblesho	oting								Print
						T							•>

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

Repo	rts Menu Back	View As List Find	Check Check Length Spelling	Student Details	Staff Ca		nment Class lank Reports				
	Semest	er One 2017 -	Individual S	Student Re	port for F	Rahul Bh	nargava - F	Recor	d 1 of 340		
	Student ID	Student ID Surname		Given Names		ame	TGroup		• >		
۲	106745	Bhargava		Rahul George Year Bank House		ul 12.3		Current			
	Reporting Period Semester One	Reporting Period Semester One 2017		k House	Tutor Mrs K Robertson		n				
	Semester One 2017 Semester Two 2016			Semester One 2016				Point Report PD			
	Subject C	Comments and Marks	Subjec	t Outcomes and I	Profiles	Stude	Student Involvement		Learning Support		
		Outcomes		Profiles			Boarding/Student Profiles				
	Class Code	Class Code Outcome						Grade			
	12AH2	12AH2 Communicates through an oral presentation in order to explain and analyse historical information. 12AH2 Identifies factors that contribute to change and continuity in the Roman Republic. 12AH2 Communicate in a balanced and sustained written presentation to argue, discuss, analyse and evaluate historical information. 12AH2 Describe and analyse in depth the main elements of content. 12AH2 Uses historical terms and concepts appropriately.						3 Good			
	12AH2										
	12AH2										
	12AH2										
	12AH2							1 Excellent			
	12AH2	12AH2 Locates, selects and organises relevant information from a variety of sources.							1 Excellent		
	Sav	/е Т	roubleshooting						Print		

1 - Outcomes per class



liif Student ID liif Surname	L Given Names	Preferred Name	LLT TGroup	C
100014 Price	William Hugh	William	12.1 X Our	ant
Reporting Period Semester Two 2016	Year House	House Mother	Tutor Ms M Groux	
Semester Two 2016 Semester	1 2016 Semester One	2015	Grade Point Average	Report PDF
Subject Comments and Marks	Subject Outcom	es and Profiles	Student Involvement	Learning Support
Outcomes	Profiles	2	Boarding/Student Pro	files
Student Profile		Student Profiles		Grade
			Homework	3
			Classwork	
		Bring	gs equipment to class	
		Class Profiles		
Class Code Outcome				Grade
12ME1		Actively engage	s in her own learning.	4
12ME1		Plans and manage	s her work effectively.	

- 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

-					_	_				_	_			
ſ			Q		5		<u>+</u>			멸				
Repo	rts Menu Back	View As L	ist Find	Che Lenx			Student Details	Staff	Reported Classes	Commer Bank	nt Class Reports			
	Com	ootor T						lonart					1 -6 506	
	Serrie	esteri	w0 20	10 - 11	IUIVIU	iuai Siu		report	IOF VVII	liam Pr	ice - nec	cora	1 of 506	
	Laf Student ID	lit Surr	ame		LT Giver	n Names		Preferred	I Name	15t	TGroup			• >
•	100014	Price	unic		William H			William	Hume	12.1		Current	_	
	Reporting Period				Year	House	Ho	use Mother		Tutor		Contern		$\overline{}$
	Semester Two				12					Ms N	I Groux			Y.
											Grade Point	t		-
	Semester Two	0 2016	Semest	er i 20		Semester C	Jne 2015				Average		Report PD	JFS
	Subject	Comment	s and Marks		9	Subject Outc	omes and l	Profiles	C	Student In	volvement	5	Learning Suppo	rt
									_					
	School In	volveme	ent											
										Davs	Absent Exp	lained		
														_
										Days A	bsent Unex	plaine	α	
	Special R	oles								Days	s Late Expla	ained		
										Davs I	Late Unexpl	lained		
										Duyo		anou		
	Set	Involvem	ent This St	udent	1	S	et Involver	ment For	Found Se	2				
	0.0												Duringt	
	Sa	ve		Troub	leshootii	ng							Print	
														1

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.
0 -
Choose a class Choose a

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 Prior Class Marks Comments Outcomes Show Perform Comment Course Bank Outcomes	
Liat Semester Two 2016 - Class Reports for 08VA7 - Visual Arts - Mrs J Denbigh - Record 1 Barry, William	of 7
Semester Two 2016 Semester 1 2016 Semester Two 2015 Semester Two 2015 Individual Student Report	•••
Course Mark Course Ave Course Rank Exam Mark Exam Ave Exam Rank Course Grade 76 68 12 63 70 25 B Learning Outcomes Grade Course Course Course Course	
Applies her understanding of Visual Arts to the construction of a body of work.	Reset Outcomes
Personal Profile 2 Very High 3 High 4 Substational	ncomplete
5 Needs Improveme	Devent
Comments Comment #	
<name> needs to be less distracted in class.</name>	45 Characters
	500 Max.
Final Comments Preview	
William needs to be less distracted in class.	
	•>

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 prin. This is only a warning but the comment may be cut off on the printed layout).





- 1 To change class reports2 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

	Co	urse	Exa	m
	Mark	Rank	Mark	Rank
Anorov, Michael	48	2/6	49	1/6
Subject Outcomes			Grade	
Demonstrates understanding of how and why the set and related texts are v	alued in and approp	riated	Good	
Composes a variety of sustained critical, interpretive and imaginative texts.			Good	
Personal Profiles			Grade	
Actively engages in her own learning.			Excellen	
Plans and manages her work effectively.			Very Goo	
Cooperates with her teacher and other students.			Excellen	t
Comment: Michael's first place in English Extension 1 reflects his co	onsistent interest a	nd effort in	this subject.	
Brown, Benjamin	45	4/6	40	6/6
Subject Outcomes			Grade	
Demonstrates understanding of how and why the set and related texts are v	alued in and approp	riated	Satisfacto	ry
Composes a variety of sustained critical, interpretive and imaginative texts.			Satisfacto	ry
Personal Profiles			Grade	
Actively engages in her own learning.			Excellen	t
Plans and manages her work effectively.			Very Goo	d
Cooperates with her teacher and other students.			Very God	d
			10,9000	
Comment:	44	5/6	43	4/6
Comment: Croker, Sarah Subject Outcomes			43 Grade	4/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v			43 Grade Good	4/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v			43 Grade	4/6
Comment: Croker, Sarah			43 Grade Good	4/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles			43 Grade Good Good	
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts.			43 Grade Good Good Grade	t
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning.			43 Grade Good Good Grade Excellen	t
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students.			43 Grade Good Grade Excellen Very Goo	t
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment:			43 Grade Good Grade Excellen Very Goo	t
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grieve, Rory Subject Outcomes	alued in and approp	riated 3/6	43 Grade Good Good Grade Excellen Very Goo Good 47 Grade	t
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grieve, Rory	alued in and approp	riated 3/6	43 Grade Good Grade Excellen Very Goo Good 47	t
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grieve, Rory Subject Outcomes Demonstrates understanding of how and why the set and related texts are v	alued in and approp	riated 3/6	43 Grade Good Good Grade Excellen Very Goo Good 47 Grade	t d 3/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grieve, Rory Subject Outcomes	alued in and approp	riated 3/6	43 Grade Good Good Grade Excellen Very Goo Good 47 Grade Good	t d 3/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grieve, Rory Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts.	alued in and approp	riated 3/6	43 Grade Good Grade Excellen Very Goo Good 47 Grade Good Satisfacto	t d 3/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grieve, Rory Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles	alued in and approp	riated 3/6	43 Grade Good Grade Excellen Very Goo Good 47 Grade Good Satisfacto Grade	t d 3/6
Comment: Croker, Sarah Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning. Plans and manages her work effectively. Cooperates with her teacher and other students. Comment: Grave, Rory Subject Outcomes Demonstrates understanding of how and why the set and related texts are v Composes a variety of sustained critical, interpretive and imaginative texts. Personal Profiles Actively engages in her own learning.	alued in and approp	riated 3/6	43 Grade Good Good Grade Excellen Very Goo Good 47 Grade Good Satisfacto Grade Good	t d 3/6 ry

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

Main M		Back	Q Find	Hew Class	Course List	Admin Li	st Print	Pr	int Men	u 8	itaff etails	Farr Clas	illy	Current Students	cher /	Allocat	tions	MarkBook Menu	Lesson Times	Class Enroiments	Curre Outcon	nt nes	Outcome	Bank Next Yr's Classes
	Class Coc	de S	Subject Name		Cou	irse A	bbreviation		'ear Cours			t Order Course	Uni Class		Staff		Staff Name	Faculty		Key Learning Area	Reported	tow on		
- •	08VA7	1	Visual Arts		(* 08)	/A \	/is Art	8	8	1	7	7			DENJ	Update	Mrs J Denbigh	Creative Art	ts		No	X	X	Add to Reports
•	09VI2		Photography ar	nd Digital	(09\	/1 \	л	9	9		14	14			DENJ	Update	Mrs J Denbigh	Creative Art	ts		-		x	
- €	10EN5	1	English		10E	EN E	Eng	10	10		1	1			DENJ	Update	Mrs J Denbigh	English			No	X	X	Add to Reports
- •	11PO1		Photography		🕞 11P	PO F	Photo	11	11		8	8			DENJ	Update	Mrs J Denbigh	Creative Art	ts		No	X	X	Add to Reports
┌ (•)	10.1	1	Tutor Group		🕩 10F	PC F	House Grps	10	10		12	12			DENJ	Update	Mrs J Denbigh	Administrati	ion	TAS	No	X	X	Add to Reports
•	07DTE		Design and Tec	chnology	6 070	от (D&T	7	7		3	3			DENJ	Update	Mrs J Denbigh	TAS		Science	Yes	X	X	Add to Reports

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

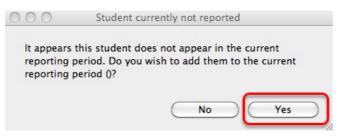
losted Student						Curre	ni Si	uuei	nt Detai	15						U Past	oral Care	Alerc
.00014 Price	9		William	Hug	h	William		Male	1	l1 Jun 1		12	12.1	Gree				
Student ID = S	urname		First Nam y Details	e ≡ S	econd Names		As	≡ Ge	ender =	E Birthday	/ ents / Gua	∃ Year	≡ TGr	≡ н	ouse			
Family Code		Family Name	y Decans	Home Pho	ne						Work Phone	ruians	Mobile			_	•	• 5
ALLARS01	Price	8		02 3456	7890		eoffrey	Price			02 1234	678	1234			<u>^</u>	-	
Property :		-				Fat		csampso	n@denbigh.	.com.au						1	Υ	
Map Street		itt Street					ichael F						0414	123 456				
Suburb/State/PCode :	Sydi	ney		NSW	2000	Un	de				ceas	ed					Update	4
Country :			Email: csan	npson@denbig	n.com.au	Em	ail (csampso	n@denbigh.	.com.au								
	CI	asses																
General Information		Classe	s	Future	e Classes		E	Enrolment	t Log		Mar	kbook Tas	ks		Mar	kbook Gro	ups	
									Email	Teachers			5	🖋 Add	Class	Chan	ge Class	
Notes	-	Accelerated Stud	ient									of Classes					5	
Medical Info											Numi	er of Units		Currently Reported	Show on Reports	Import int reporting	to current	
Theatean Anio	-	Class Code 12BI1	Course Code 12BI	Class Biology		Units	ΠI		eacher Ir N Sun				Ê	Yes	N R			
Classes	6		12D1	Dance					ls A Kilham				Ê	Yes	X	\sim	port	
Timetable		120A1	120A	Mathematics I	intension 1			-	Is J Kearsley	,			i i	Yes	X		port	
Timetable		12MX1	12MX	Mathematics I					Is J Kearsley				_	Yes	X		port	
Academic Record		125T2	125T	Studies of Rel				-	Is A Brown	Ŷ			Ê	Yes	X		port	
Attendance		12512	1251	Studies of Rel	Igion II				IS A Drown				Û	Tes	X	Im	port	
Attendance																		
Discipline																		
CoCurricular																		
Cocurricular																		
Music																		
011																		
Other																		

Student and Classes added after reports have been created

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

Reports Menu	Back Find				To Reported Classes	Student Reports	Staff Details	Curren	
			Reported Courses		CidSSES			Outcom	es Dalik
Course	Code Subject Name	Reporting Period	Faculty	Marks Destinatio	n	Academi Year		Show on Repo	rt
🕩 09EN	English	Semester Two 2017		Class Mark	Course Mar	rk 9	×	X Rani	k Across Years
🕩 09FR	French	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
🕩 09FT	Food Technology	Semester Two 2017		Class Mark	O Course Mar	rk 9	×	X Rani	k Across Years
🕩 09GE	Geography	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
🕩 09НІ	History	Semester Two 2017		Class Mark	O Course Mar	rk 9	×	X Rani	k Across Years
🕩 09IT	Italian	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
🗭 09JA	Japanese	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Ran	k Across Years
🕩 09LA	Latin	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Ran	k Across Years
🕩 09MA	Mathematics	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
09PE	PD/Health/PE	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Ran	k Across Years
🕩 09RE	Religion	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
🕩 09SC	Science	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
09SE	Physical Activity & Sport	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
🕞 09ТD	Textile & Design	Semester Two 2017		Class Mark	O Course Mar	rk 9	X	X Rani	k Across Years
🕩 09VA	Visual Arts	Semester Two 2017			Include when calcu	ulating ranks in	this course	Rani	k Across Years
IVe0	Photography and Digital	Semester Two 2017						Rani	k Across Years
(→ 10CM	Commerce	Semester Two 2017		. □ 12 × 9 □ 7				Rani	k Across Years
🗭 10DR	Drama	Semester Two 2017				6		Rani	k Across Years
🔁 10DT	Design & Technology	Semester Two 2017					OK	Rani	k Across Years
GA 10MA	Mathematics	Competer Two 2017						- Dec	. A

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

Reports Menu	Back Find Print	Print for a	Adi annext
Code	Subject	Туре	Comment
400	PD/H/PE	Excellent	<name> is a kind and courteous student.</name>
401	PD/H/PE	Excellent	<name> is diligent and always willing to help.</name>
402	PD/H/PE	Excellent	<name> is a co-operative and capable student.</name>
403	PD/H/PE	Excellent	<name> is a talented and enthusiastic student.</name>
404	PD/H/PE	Very Good	<name> is a pleasant and polite student.</name>
405	PD/H/PE	Very Good	<name> is a skilful and proficient athlete.</name>

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.

Reports Menu Back Select Prior Class Marks Comments Outcomes Show Perform Comment Course Bank Outcomes Bank Outcomes	
List 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 Grade Orade Individual Student	Reset Outcomes
Uses secondary resources to research a given problem.	
Personal Profile Grade	Incomplete Report
Comments Comment #	
<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 Insert Insert</he></his></his></name>	343 Characters 500 Max.
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.	
	•>

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.



ports Menu Back Select Print Class Marks Comments Outcomes Show Perform Comment Course Class Proof Only Only Only All Checks Bank Outcomes	
Let 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 72 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Ţ
Performs an experiment, analyses results and relates results to biological theory.	Reset Outcomes
Personal Profile Grade	Incomplete Report
<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 Andrea Insert</he></his></his></name>	343 Characters 500 Max.
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.	

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

Aain Menu	Back	Ð	P Denbigh Administration
	Report Entry	Report Finalisation	Administration
	Incomplete Reports	Set Absences For Reports	Set Report Statistics

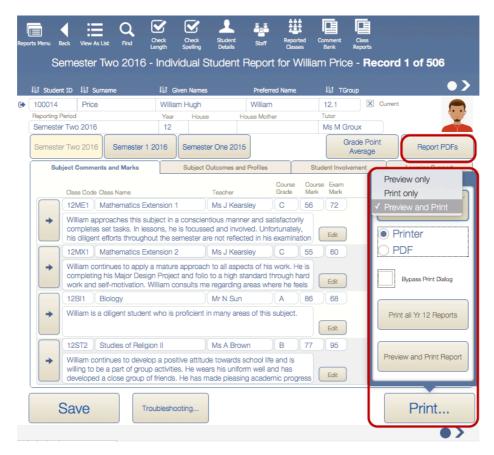
For Schools that display the Students Absences on the Reports. In the Academic Reports Menu, Click the "Report Finalisation" tab, click "Set Absences for Reports".



Incomplet Reports.		et Absences Reports	For	Print Reports
	Set Al	osences For	Reports	;
From Semester One	To	Year 7		Year -1
Semester One		12		Start
Semester Two	2015	7		21/10/2015
Semester One	2015	10		End 8/10/2015
27/01/2015 Semester Two	24/06/2015 2015	12		
Semester One	2015	11	v	Set Absences

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

Printing Reports



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.



Aain Menu	Back	Ð	Denbigh Administration
	Report Entry	Report Finalisation	Administration
	Incomplete Reports	Set Absences For Reports	Set Report Statistics

In the Report Finalisation tab – "Print Reports" button.

Aain Menu	Back		Denbigh Administration
	Report Entry	Report Finalisation	Administration
	Incomplete Reports	Set Absences For Reports	Set Report Statistics
		Print Reports Individual Student Yeargroup Tutor Group House	
		Preview only 2 Print only 2 ✓ Preview and Print □ 1 Bypass Print Dialog ④ Printer ○ PDF 4	Print Reports 3

- 1 Make your selection
- 2 Choose from the drop down list corresponding to your selection
- 3 Choose the print option4 To print the reports to PDF to add to the Report Archive File



PDF Report Archive file



Closing off a Reporting Period



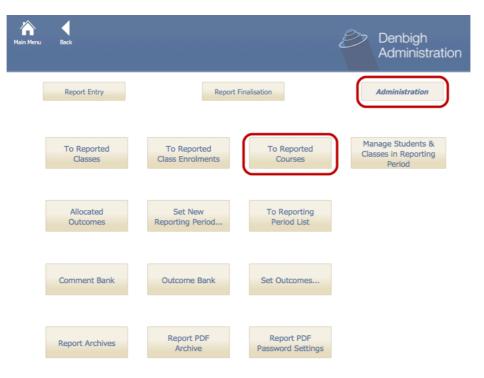
From the Academic Reports menu, Administration tab, go to "Reporting Period List".



Reports	_	- lack	Q Find	View As Form			Reporting Pe	eriods						Reported Oasses	Comment Bank	Class Reports
	Reporting P	eriod		Ac Year	Cal Year	Report Type	Report Title	Semester	r Term	Sort	Previl	Current	Allow Entry			
۲	Semester T	wo 2016		12	2016	Semester	Semester Two 2016	2	3	151	0	×	×	12E W7XF VTAHB UBGXU COUKD		
•	Semester T	wo 2016		11	2016	Semester	Semester Two 2016	2	3	152	0	×	X	12E W7XF VTAHB UBI7S 5FX2B		
	Semester T	wo 2016		10	2016	Semester	Semester Two 2016	2	3	153	0	×	X	12E W7XF VTAHB UBJHP YUZEN		
•	Semester T	wo 2016		9	2016	Semester	Semester Two 2016	2	3	154	0	×	×	12E VV7XF VTAHB UBKRN SA3E0		

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



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



12BU Course Code	Semester Reporting Pr	r One 2015 priod		Faculty	Class Mark Cou Marks Destination	rse Mark 12	
		Classes			Outcomes	Course Desc	riptions
Outcome Code	Sort Order	Туре	Subheading	Outcor	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Add
128U3	1	Outcome Profile		Creat	tes and uses a simple database, deten	nines queries, formulae and prints reports.	8
128U9	2	Outcome Profile		Ident	tifies and solves problems by using ma	nuals and online help.	8
128U13	3	Outcome Profile		Know mail.		, distributing incoming mail, collecting and di	spatching outgoing
128U2	4	Outcome Profile			ectly processes financial transactions in onment.	cluding petty cash, invoicing and banking in	a business
128U11	5	Outcome Profile				and software applications, ensures that techn ts to promote a safe work environment.	ology is used efficien

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

Report Entry	Report F	inalisation	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

Select Academic Year		Manage Students and Class	es	
• 0 • 4 • 7	· O 12 🚺	Semester One Term 1 2019		
:	Students	Classes	Student Class Enrolm	ents
Filter		2 Currently Reported On O Yes O Filter to "Accelerated Students" Only	3	
Current Students Student ID	4 Name	# Reportable Subjects Reported On		46
105277	Boag Taylor, Emily	7 Yes		ŵ 7
104486	Bornholt, Andrew	7 Yes		ŵ
109903	Boutcher, Lucia	6 Yes		ŵ
109859	Brown, Ellie	7 No	+ 6	
109836	Brown, Isabelle	0 No		
Reported Students Student ID	5	# Reported Subjects		26
102246	Anderson, Quyng	5 Accelerated Student, Quyng is	i in year -1	
103313	Baker, Sarah	6 Accelerated Student, Sarah is	in year -1	ŵ
105277	Boag Taylor, Emily	6		
104486	Bornholt, Andrew	6		1
109896	Boutcher, Clint	7 Accelerated Student, Clint is in	n year -1	ŵ

- 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

Select Academic Year		lanage Students ar Current Report				
● 0 ○ 4 ○	7 0 12	Semester C	Dne Term 1 2019			
	Students	Classes		Student	Class Enrolments	
Filter	1	Currently Reporte	ed On OYes ONo	2		
Class Code	Name	# Students		Reported On		38
OKSCST	Christian Studies	9 (4)	X Show On Reports	5 No 6	+ 7	
OKTCST	Christian Studies	17	X Show On Reports	No	+	
OKWCST	Christian Studies	0	X Show On Reports	No		
OKSCOMP	Computer Studies	7	Show On Reports	No		
OKTCOMP	Computer Studies	9	Show On Reports	No		
0KWCOMP	Computer Studies	0	Show On Reports	No		
OKSENG	English	9	X Show On Reports	Yes		Û
OKTENG	English	16	X Show On Reports	Yes		ê 🔮
OKWENG	English	0	X Show On Reports	No		
OKSFRE	French	9	X Show On Reports	Yes		ŵ
OKTFRE	French	17	X Show On Reports	Yes		ŵ
OKWFRE	French	0	X Show On Reports	No		
OKSHSIE	Human Society and its Environment	10	X Show On Reports	Yes		ŵ

- 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

Select Academic	Year	Manage Students and Cla Current Reporting Period	ISSES
• 0 • 4 (Semester One Term	1 2019
	Students	Classes	Student Class Enrolments
Filter			
Filter			
Reported S	tudents		
Student ID	Name	26	
102246	Anderson, Quyng	Show Classes	
103313	Baker, Sarah	Show Classes	
105277	Boag Taylor, Emily	Show Classes	
104486	Bornholt, Andrew	Show Classes	
109896	Boutcher, Clint	Show Classes	
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	
	Hampstead, Ashna	Show Classes	

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



Select Academic Year Classes								
● 0 ○ 4 (7 0 12	Semes	Semester One Term 1 2019					
	Students	Cla	ISSES	Student Class Enrolm	ients			
Filter			Filter					
Filter			Filter					
			Filter to "Show On Reports" Only					
Reported S Student ID	Name	Clear 2 26	Displaying Clas		Show On Reports 13			
102246	Anderson, Quyng	Show Classes	OKSCST	Christian Studies	× +			
103313	Baker, Sarah	Show Classes	OKSCOMP	Computer Studies				
105277	Boag Taylor, Emily	Show Classes	OKSENG	English	X			
104486	Bornholt, Andrew	Show Classes	OKSFRE	French	X			
109896	Boutcher, Clint	Deselect 3	OKSHSIE	Human Society and its Environment	X			
109903	Boutcher, Lucia	Show Classes						
106603	Brown, Thomas	Show Classes	Displaying Repo	orted Classes for: Boutcher Clint	6			
101644	Carolan, Sophia	Show Classes	OKSENG	English	Û			
108053	Fleming, Sabrina	Show Classes	OKSFRE	French	Û			
107694	Foo, Edmundo	Show Classes	OKSHSIE	Human Society and its Environment	Û			
105557	Griffin, Sophia	Show Classes	OKSMAT	Mathematics	Û			

- 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

