



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

End of Year Procedures for Rollover

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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. This prevents any unknown characters being copied into Denbigh Administration.

Order of Procedures

1. **Yearly Attendance Percentage Report**
2. **Administrative Tasks - End of Year**
3. **Archive Student Absences**
4. **Archive Discipline Records**
5. **Archive Sport/Extra Curriculum Data (only if year based)**
6. **Archive Markbook Tasks/Groups**
7. **Archive Staff Absences**
8. **Move Students that are leaving to Former Students/Alumni**
9. **Increment Student's Academic Year**
10. **Enroll Future Students**
11. **Update Roll/Tutor/ Homeroom Class**
12. **Update Class details/Timetable**
13. **Add New Calendar Year**
14. **(Only if used) Next Years Classes Function OR Import timetable from timetable program**

Step through each of these functions to run the end of year procedures. For more detailed instructions follow below or for older systems that do not have this function.

If your school has already moved up any years this will need to be done manually not through this process.

Below are the steps if you do not use these buttons to run the process manually.

Main Menu - Administrative Tasks - End of year

Ensure that the Yearly Attendance Percentage report is run and saved for next years upload to the my schools website.

The screenshot shows the 'Administration Tasks Menu' for 'End of Year' in the Denbigh Administration system. The interface includes a top navigation bar with icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The main content area is organized into sections:

- 1. Yearly Attendance Percentages:** Contains a button for 'Yearly Attendance Percentage Report'.
- 2. Archive Current Data:** Contains five buttons: 'Archive Student Absences', 'Archive Staff Absences & Extras', 'Archive Sport', 'Archive Extra-Curricular', and 'Archive Discipline'.
- 3. Roll Leaving Students to Alumni:** Contains a button for 'Move Selected Enrolled Students to Alumni'.
- 4. Increment Years of Current Students:** Contains a button for 'Increment Student Years'.
- 5. Enrol New Students:** Contains a button for 'Enrol Selected Future Students'.
- 6. Add New Year to Calendar:** Contains a button for 'Add New Year to Calendar'.
- Import Academic Classes for the new session (if used):** Contains a button for 'Import Next Year's Classes'.

The footer of the screenshot shows 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

PLEASE NOTE: Do not Import Next Years Classes unless you are currently using this function.

Archive Student Absences

The Attendance Menu interface includes the following sections:

- Teacher Entry Options:** Tutor Group Attendance Entry, Class Attendance Entry
- Bulk Entry Options:** Barcode Entry Absences, Bulk Absence Entry, Barcode Entry Lates Departures
- Late Arrivals / Early Departures:** Front Counter Processing, Front Counter File (For Students)
- SMS Functions:** Send SMS Absence Notifications, Manage SMS Messages and Replies
- Print Functions:** Print Absence & Lateness Summary, Print Absence Only Summary, Print Lateness Only Summary, Print Daily Absentee Contact
- Admin Functions:** Find Students with 3 Consecutive Absences, Find Absences Lates within Date Range, Tutor Group Attendance Entry Logging, Class Attendance Entry Logging
- Data Tables:** Attendance List (highlighted with a red circle), Attendance Archive, Individual Student Attendance, Student List displaying Attendance

DENBIGH DEMONSTRATION SCHOOL

Go to the Student Attendance Menu and choose Absence List

Find Absences

The 'Daily Absences' application interface shows a search bar at the top with a 'Find' button highlighted by a red circle. Below the search bar, a 'Find Menu' is visible with options: 'Find', 'Find a Day's Absences', 'Find All', 'Find Former Students' Absences', and 'Find Unexplained'. The main table displays student absences with columns for Date of Absence, Student, Name, Code, Type, Reason for Absence, Period (TG 1-6), and Notes. A red circle highlights the 'Date of Absence' column header, and another red circle highlights the first row of data.

Date of Absence	Student	Name	Code	Type	Reason for Absence	Period	Notes Outstanding	Note	Edit
18/3/2016	108198	Williams, Akila	1K	H	Full Day	bus			
19/1/2016	100078	Condoleon, James	9.2	B	Excursion	Trip to Library			
19/1/2016	100079	Hunter, Ronan	9.1	B	Excursion	Trip to Library			
19/1/2016	100214	Stark, Natalie	9.1	B	Excursion	Trip to Library			
19/1/2016	104218	Hooke, David	9.1	B	Excursion	Trip to Library			
19/1/2016	103105	Simkus, Gabriella	9.2	B	Excursion	Trip to Library			
19/1/2016	100648	Clark, Serena	9.2	B	Excursion	Trip to Library			
19/1/2016	103254	Porter, Max	9.3	B	Excursion	Trip to Library			
19/1/2016	103162	Gallagher, Renata	9.3	B	Excursion	Trip to Library			
19/1/2016	106796	Donaldson, Natalie	9.5	B	Excursion	Trip to Library			
19/1/2016	104295	Nisbet, Amy	9.3	B	Excursion	Trip to Library			
19/1/2016	104240	Sanderson, Rena	9.3	B	Excursion	Trip to Library			
19/1/2016	100073	Jones, Nicholas	10.2	B	Excursion	Luna Park			
19/1/2016	100088	Brice, Sunali	10.2	B	Excursion	Luna Park			
19/1/2016	100327	Maskell-Knight, Benjamin	10.2	B	Excursion	Luna Park			

Either choose to "Find all" or choose a date range of the absence to be archived. (Usually the whole year)

Archive Found Set of Absences

Choose to Archive the Found Set. This will move the current absences to the archive file, check the file by going to the Archive file.

Absence Archive File

Absences are moved to the Archive file.

Student Details (Archived Absences)

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	Note Received
2/11/2015	Late	L	A	L					
26/10/2015	Part Day	B	A	A	A	A	A	A	
12/10/2015	Part Day	B	A	A	A	A	A	A	
23/09/2015	Excursion	B	E	A	E	E	E	E	
22/09/2015	Excursion	B	E	A	E	E	E	E	

These are also accessed in the Student Details.

Discipline Records

Current Student Details

100014 | Price | William | Hugh | William | Male | 11 Jun 1998 | 12 | 12.1 | Green

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

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

Discipline

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

Discipline Summary | Print Menu | **Discipline File** | Active Students

Merit Count: 2 | Certificate Count: 0

Merit 2: 10/11/2014 | Outstanding effort in classwork | Type: Merit | Staff: DENJ | Current

Merit 1: 18/09/2014 | Good Class work | Type: | Staff: DENJ | Current

Certificate 1: 10/11/2014 | 4 Merit awards from faculty: ..English | Type: Merit Certificate | Staff: DENJ | Issued

Go to the Discipline file, through the Students Details, Discipline, Discipline File.

Archive Discipline Records

Discipline Record

Find (1) | Student | Print | Classes | Staff | Demerits | Merits | Settings | Archive (3) | Archive Found Set (4)

Category	Date	Student ID	Student Name	TGr	Year	Type	Sub-Type	Reason	Expiry	Given by
Merit	9/09/2014 (2)	10013	Jobson, Alex	12.5	12	Certificate		Outstanding effort in classwork	8/11/2014	Mrs J Denbigh
Non Participation							Disrupting Learning	Action Taken	Further Interventions	
Merit	9/09/2014	100013	Jobson, Alex	12.5	12	Merit		Effort beyond the call of duty	8/11/2014	Mrs J Denbigh
Non Participation							Disrupting Learning	Action Taken	Further Interventions	

Enter the date range or find all, then press to Archive Found Set. To view and check the Archived File, Click on Discipline Archive.

Discipline Archive File

Discipline Archive

Category	Date	Student Name	TGr	Year	Type	Reason	Dealt With	Current	Expiry	Given By
Merit	6/12/200	Lee, Ross			Merit	Participation in sporting event			4/2/2007	Craig McKessar
Detention	5/12/200	Lee, Ross			Detention	Vandalism			3/2/2007	Craig McKessar
Detention	4/12/200	Lee, Ross			Detention	Incorrect uniform			2/2/2007	Craig McKessar
Infringemen	6/8/2006	Lee, Ross			Infringement	Rudeness to staff			5/10/2006	Craig McKessar
Detention	7/12/200	Thomson, Harriet			Detention	Incorrect uniform			5/2/2007	Craig McKessar

All Merit/Demerits/Certificates/Infringements or Detentions moved to the Discipline Archive File.

Student Details - Discipline Archives

Current Student Details

100014 Price William Hugh William Male 11 Jun 1998 12 12.1 Green

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

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

Discipline

Merits			Demerits			Merits Archive			Demerits Archive		
No	Date	Explanation	No	Date	Explanation	No	Date	Explanation	No	Date	Explanation
1	18/09/2014	Good Class work				1	10/11/2014	4 Merit awards from faculty: ..English			
2	10/11/2014	Outstanding effort in classwork									

View Archived Discipline details in the Student details screen.

Archive Sport

Sport Code	Sport Name	Competition Type	Season	Division	Students	Staff
SBALL1	Softball Team 1	IGSSA	Sem 1		0	1
SBALL2	Softball Team 2	IGSSA	Sem 1		15	0
SBALL3	Softball Team 3	IGSSA	Sem 1		6	1
SBALL4	Softball Team 4	IGSSA	Sem 1		1	0
SBALL6	Softball Team 6	IGSSA	Sem 1		52	0
SBALL7	Softball Team 7	IGSSA	Sem 1		3	0

Go to the Sport menu, find the teams that need to be archived. Click the jump button to show a team/sport.

Archive Extra Curricular Activities

Activity Code	Activity Name	Semester	Type	Level	Students	Staff	Appear on School Involvement	Report as Special Role	Music
BRASS	Brass Ensemble	1	2		25	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAMCHOIR	Chamber Choir	1	2		505	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CHAMORCH	Chamber Orchestra	1	2		10	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHOIR	Choir	1	2		504	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLARENS	Clarinet Ensemble	1	2		499	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CONBAND1	Concert Band 1	1	2		16	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CROSSTUT	Cross Age Tutoring	1	2		503	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCDEBATE	Social Debating	1	2		0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DOE	Duke of Edinburgh's Award Scheme	1	2		11	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXCEL	Excelsior Team	1	2		1	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FLUTENS	Flute Ensemble	1	2		501	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INTERACT	Interact	1	2		0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFEDRAW	Life Drawing	1	2		0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOCKTRIAL	Mock Trial	1	2		0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEPAL	Nepal Project	1	2		0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORCH	Orchestra	1	2		20	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MIDCHCHR	Middle School Chamber Choir	1	2		14	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERCUS	Percussion Ensemble	1	2		2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUBSPEAK	Public Speaking	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RAG	Research Advisory Group	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAXQTJNR	Junior Saxophone Quartet	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHPLAY	School Play	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHAKESP	Regional Globe Shakespeare Festival	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPEECHDR	Speech and Drama	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SRC	Student Representative Council	1	2		0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Find the activities to be archived, or find all. Click the jump to button to view an Activity.

Archive Extra Curricular Actives

Activity Code	Activity Name	Semester	Type	Level	Music	Appear on School Involvement	Report as Special Role
BRASS	Brass Ensemble	1	2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Current Students and Staff Archive

Staff in Activity Count Staff 0

Teacher Code	Teacher

Students in Activity 25 Members Archive All

Student	Ac Yr	TGr	House		
Anderson, Ruwangi	11	11.2	Magenta	Medic Alert	Move to Archive
Anderson, Thuc	4	4R	Yellow		Move to Archive
Bowler, Justine	4	4F	Blue		Move to Archive
Clark, Bonnie	4	4R	Puce		Move to Archive
Connors, Jonathan	4	4R	Magenta		Move to Archive
Ethell, Blanca	4	4F	Blue		Move to Archive
Forster, Amelia	8	8.4	Puce		Move to Archive
Harpley, Grace	4	4F	Puce		Move to Archive
Hyland, Andrew	4	4F	Blue		Move to Archive
Johnson, Stephanie	4	4F	Blue		Move to Archive
Jones, Alexander	4	4F	Blue		Move to Archive
Kahn, Samantha	4	4R	Yellow		Move to Archive
Kalokerinos, Sophie	4	4R	Blue		Move to Archive
Lochhead, Georgina	4	4F	Magenta		Move to Archive
McCarthy, Brinley	4	4F	Yellow		Move to Archive
Mearns, Benjamin	4	4R	Magenta		Move to Archive
Mitchell, Gordon	4	4R	Magenta		Move to Archive
Nazer, Erin	4	4F	Yellow		Move to Archive

To add someone to the Activity, choose whether Staff or Student, enter part of the surname, press tab, then click the add button.

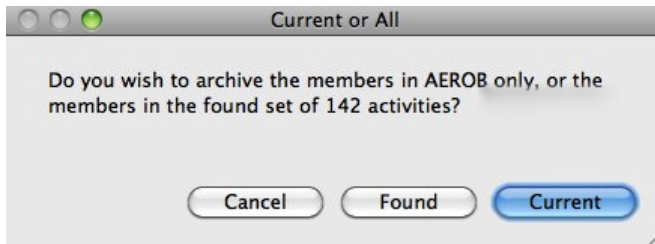
Search for : Student Staff

Surname

Barcode Entry.....

Click to Archive All.

Archive All or Selected Activity



Click Found will Archive all actives or Current for just the current Activity.

Viewing Archived Sport/ExtraCurricular Activities

Current Student Details

100014 Price William Hugh William Male 11 Jun 1998 12 12.1 Green

Family Details: ALLARS01 Price Denbigh 56 Pitt Street Sydney NSW 2000

Parents / Guardians: Geoffrey Price (Father), Michael Phillips (Uncle) - Deceased

CoCurricular

Code	Activity Name
ACKN	Acknowledge Committee
BROAD	Broadway
CHAMCHOIR	Chamber Choir
CHAMMUS	Chamber Music
CHOIR	Choir
CLARENS	Clarinet Ensemble
COMCUP	Commonwealth Cup Debating
CONBAND1	Concert Band 1
CONBAND2	Concert Band 2

ExtraCurricular Activities

View all archived Sport and Extra Curricular Activities in the Student Details Screen.

Archive Staff Absences

Staff Details

ALLT Code: ALLT | Surname: Allesch | First Name: Trevor | Second Names: | Known As: | Position: | Community ID: S00003

General Information

General Information

email: dkalnian@denbigh.com.au
 Title: Mr
 Alternative Title:
 Qualifications:
 Phone Ext: 136
 Tutor Group:
 Tutor Group Room:
 PTI Default Room: Gym

Receives Timetable
 Pastoral Care Team
 Casual Teacher

Residential Address

Property:
 Street: 2 John St
 Suburb/State/PC: Camden NSW 2570
 Address ID: ADID43259

Postal Address

Property:
 Street:
 Suburb/State/PC:
 Address ID:
 Home Phone: 02 1234 5678 Silent Number
 Mobile: 0422986111 Child Protection Certificate
 DOB: 4 Sep 1968
 Spouse/Partner:
 Email Type:
 Email Address: dkalnian@denbigh.com.au

Faculty

Administration Junior School Science
 Co-Curricular LOTE Special Needs
 Computing Mathematics TAS
 Creative Arts Music
 English PDHPE
 History Primary School
 HSIE Religion

Campus

JS SS

Menu Bar: Main Menu, Back, View As List, Find, Find Teachers, Move to Former Staff, Add New, Staff Email Menu, Print Menu, Students Menu, Former Staff, **Class Cover Extras**, PGD Roster, Classes, Staff Absences, Community Details, Meeting Times

Buttons: General Information, Classes, Timetable, Tutor Group, Absences and Extras, CoCurricular, Groups, Professional, Correspondence, Notes, Confidential, Audit

To get to the Staff Absence and Class Cover layout proceed to Staff Details and then click the "Class Cover Extras" on the top menu bar.

Archive Staff Absences

Staff Absences and Class Cover

Menu Bar: Main Menu, Back, Add Absentee, **Find** (1), Print Options, Email All, Extras, **Absence Archive** (3), Extras Archive, Staff, **Archive Found Set** (2)

Preview only, Print only, Preview and Print, Bypass Dialog, Printer, PDF

TGR: 1 2 3 4 5 6

Default Period Absences:
 Date of Absence: 15/03/11 | Day: 2 | Class: 10.5 | Period: Tutor Group | Room: MACT | Staff Code: Mrs T Mackie

Staff Code: BALG | Staff Name: Mrs G Balean
 Type:
 Reason for Absence:
 Periods: 1 2 3 4 5 6
 Tutor Group:
 Print all, Email all, Get Classes

Find Staff Absences for a date range or Find all. Click Archive Found set to move absence to the Archive file. (This function is only available in newer versions of Denbigh Admin). To View the absence click Absence Archive File.

Archive Staff Absences - Enter Date

Enter date

Archive all absence and extras records which are dated earlier than:

Date

1/01/2010

Cancel Archive

Enter the applicable date.

View Staff Archived Absences

Staff Details

ALLT Allesch Trevor S00003

Absences and Extras Cover

Current Archive

Absence Records						Extras			
Date	Duration / Days	Type	Reason	Med Certificate		Date	Lesson	Class	In absence of:
7/09/2007	1					24/07/2006	6-4	11AH1	Mrs J Merchant
19/11/2008	1					3/09/2007	6-4	EN2H1	Mr J Denbigh

Click the Absence/Extras Tab and the Archive tab to view Archived Absence Records.

Move Students that are leaving to Former Students / Alumni

Current Student Details

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

Family Details

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

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

Parents / Guardians

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

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

Notes

Attachment	View	Time Stamp	User
Test. Speak to William about English class	View	27/04/2011 3:17:28	John Denbigh

Leaving Info

Departure Date: [Red Box]

Ensure that the Departure date has been entered. Find all students that are leaving, either find by year group (all year 12) or by departure date field.

Move selected Students to Alumni

The screenshot shows the Denbigh Administration interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Config, Admin Tasks (highlighted with a red circle), Quick Search, and Quit. The Admin Tasks icon is circled in red. Below the navigation bar, the main content area is divided into three sections:

- Left Panel:** A vertical menu with icons for Family, Community, Documents Archive, Compliance, PTI, Enrolment Enquiries, and Calendar. To the right of this menu are icons for Students, Staff, Academic, Development Office, Finance, Export Menu, and Print Menu.
- Center:** A welcome message: "Welcome to Denbigh Administration" and "You are logged in as 'Mrs J Denbigh'". Below this is the Denbigh International Australia logo and a **Privacy reminder** stating: "The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned."
- Right Panel:** A sidebar with tabs for Birthdays, Absences, Timetable, Calendar, and Reminders. The Birthdays tab is active, showing a list of birthdays for today (Monday) and this week. The list includes names, dates, and ages.

At the bottom of the page, there is a footer with "MAIN MENU" on the left and "DENBIGH DEMONSTRATION SCHOOL" on the right.

Go to the Administration Tasks in the Main Menu.

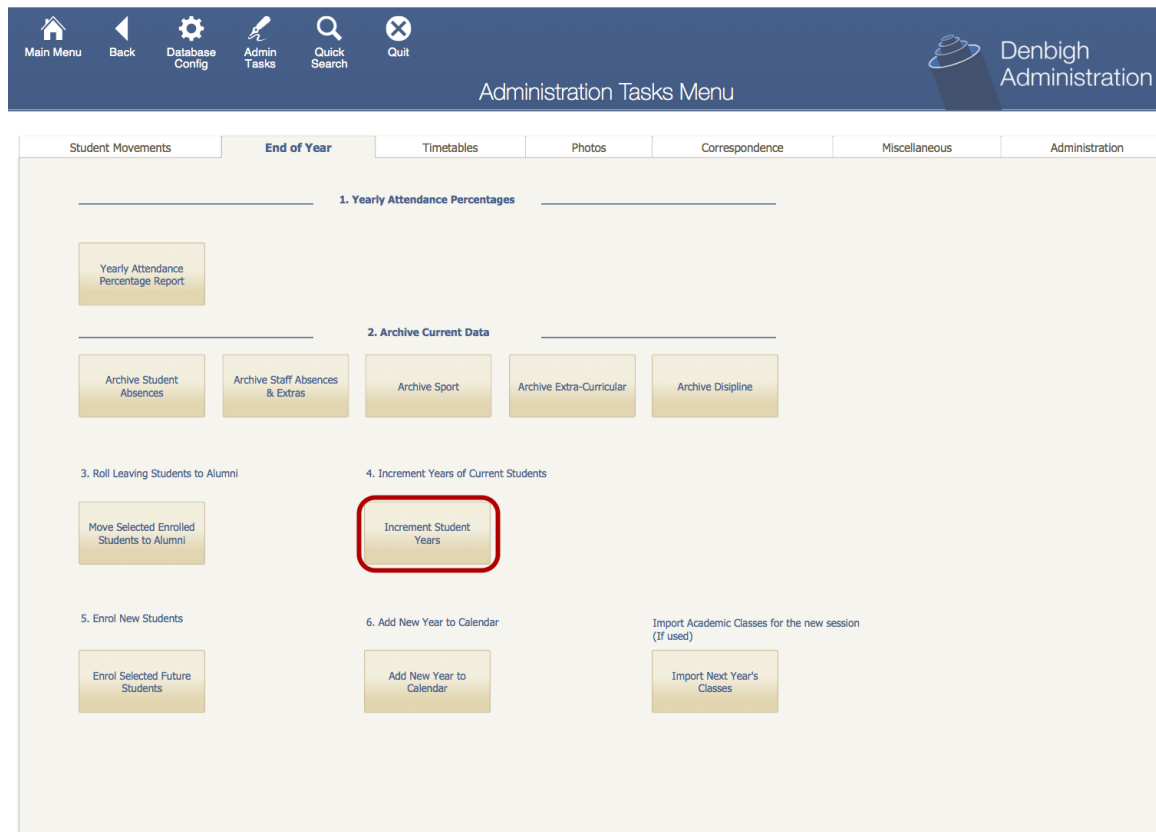
Move selected Students to Alumni

The screenshot shows the Administration Tasks Menu. At the top, there is a navigation bar with icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The Admin Tasks icon is circled in red. Below the navigation bar, the main content area is divided into two sections:

- Top:** A horizontal menu with tabs for Student Movements (highlighted with a red circle), End of Year, Timetables, Photos, Correspondence, Miscellaneous, and Administration.
- Bottom:** A grid of buttons for various tasks. The button "Move Selected Enrolled Students to Alumni" is circled in red.

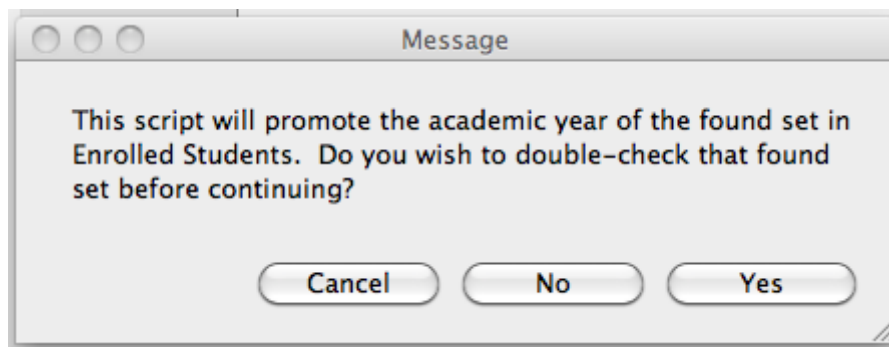
Go to Administration Tasks from the Main Menu and Choose "Move Selected Enrolled Students to Alumni" from the Student Movements tab or the End of Year. This will move the selected to Students to the Former Students File.

Increment Student's Academic Year



To increment Students Academic year. This will increment all students up one year.

Increment Student's Academic year



This will increment the whole school year.

School Details **Yeargroups** Tutor Groups Houses/Faculties Timetable Rooms Calendar Correspondence Discipline Security Other Functions

Academic Yeargroup Prefs and Coordinator's
Enter the yeargroup abbreviations where relevant, and the responsible staffmember / coordinator View List

Academic Year (must be numerical)	Abbreviation	Staff Code	Staff Name	T1 Start Date	T1 End Date	T2 Start Date	T2 End Date	T3 Start Date	T3 End Date	T4 Start Date	T4 End Date
-1	P	BALG	Balean Mrs G	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
0	K	AYRS	Ayre Ms S	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
1	1	HUNJ	Hunter Mrs J	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
2	2	LELB	Lejak Ms B	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
3	3	PEMC	Pembrey Mrs C	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
4	4	ADAD	Adams Mr D	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
5	5	AMPH	Amponin Jr Ms H	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
6	6	BERJ	Berzins Ms J	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
7	7	ADAD	Adams Mr D	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
8	8	SKIP	Skinner Ms P	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
9	9	ANGC	Angel Mrs C	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
10	10	TONM	Tonkin Mr M	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
11	11	LELB	Lejak Ms B	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017
12	12	MORB	Morris Ms B	31/01/2017	07/04/2017	24/04/2017	23/06/2017	10/07/2017	29/09/2017	16/10/2017	15/12/2017

Any change to the year coordinators would need to be updated in the Database Configuration file.

Enrol new students in from Future Students

Main Menu
Back
Find
View As List
Print Menu
Enrol Student(s)
Students Menu
Students Accounts
Staff Details
Community
Family Details

Future Student - Details


LIU-KIM Campbell William James Male 20/01/1999 12 2015 Waiting
Student ID Surname First Name Second Names Known As Gender D.O.B. AcYr CalYr Status

Family Details

CHEUNG11 Campbell 02 3456 7890
Family Code Family Name Home Phone
 Property:
 Street:
 Suburb/State/PCode:
 Country:

Parents / Guardians

Joannes Campbell
Father Work Phone
 Email: Family eMail
 Allison Campbell
Mother Work Phone
 Email: Family eMail



General Information

General Information

Enrolment Application

Future Classes

Notes

Correspondence

Comms List

Email

Medical Information

Personal Details									
Country of Birth	Australian	Nationality	Catholic	Religion	Current School	Codes			
Schools Details									
Boarding Status	<input type="checkbox"/>	OS Student	House	Boarding House	Deposit	Date Received	Deposit Receipt	Staff	<input type="checkbox"/>
Enrolment Fee	Date Received	Campus	Clergy	Clergy					
Enrolment Options									
Reg Date	Ac. Yr	Enrol Date	Depart Date	dpt. Yr	Term	Status			
4 Sep 2015	12	04/09/2015				Waiting			
8 Feb 2012	11	01/01/1999	01/04/2008						

Ensure that the Enrol Date field is complete. Find all Future Students Starting in the new calendar year.

Enrol Selected Future Students

The screenshot shows the 'Administration Tasks Menu' with the following navigation options: Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The 'End of Year' tab is selected, showing a grid of buttons for various tasks. The 'Enrol Selected Future Students' button is highlighted with a red box.

1. Yearly Attendance Percentages

- Yearly Attendance Percentage Report

2. Archive Current Data

- Archive Student Absences
- Archive Staff Absences & Extras
- Archive Sport
- Archive Extra-Curricular
- Archive Discipline

3. Roll Leaving Students to Alumni

- Move Selected Enrolled Students to Alumni

4. Increment Years of Current Students

- Increment Student Years

5. Enrol New Students

- Enrol Selected Future Students** (highlighted)

6. Add New Year to Calendar

- Add New Year to Calendar

Import Academic Classes for the new session (If used)

- Import Next Year's Classes

Click to Enrol selected Future Students.

Update Roll Class / Tutor Group / Homeroom class details

The screenshot shows the 'Preferences' screen with the 'Database Config' button highlighted in the navigation bar. The 'Tutor Groups' tab is selected and highlighted with a red box. The main content area displays a table of Tutor Group Names and Teachers, and a 'Customised Names' section.

Tutor Group Names and Teachers

Insert the names of each of the Homeroom and the responsible teachers

Tutor Group Names	Abbr	Ac Yr	Room	Staff Code	Staff Name	Staff Code	Staff Name
KG	KG	0	D1.2	RUMK	Rumsey-Merlan Mrs K		
KY	KY	0	D0.2	GRJ	Grierson Mrs J		
1K	1K	1	D0.1	AYRS	Ayre Ms S		
1R	1R	1	D1.4A	BERP	Berman Rev P		
2F	2F	2	F1.1	FAUJ	Faulks Mrs J		
2S	2S	2	D1.3A	SANR	Sanderson Mr R		
3C	3C	3	D0.1	HIRL	Hirst Mrs L		
3G	3G	3	CL ST	GIBD	Gibbons Ms D		
4F	4F	4	D1.3	BOWD	Bowd Mr D		
4R	4R	4	FB2.2	RICO	Richardson Ms O		
5G	5G	5	D2.1	GROM	Groux Ms M		
SGM	SGM	5	D2.4	HUDL	Hudspth Mrs L	MACT	Mackie Mrs T
SLH	SLH	5	F1.3	LAML	Lam Mrs L	HAMS	Hammer Mr S
SLM	SLM	5	D2.3	BERJ	Berzins Ms J	SOWA	Sowell Mrs E
6.1	6.1	6	F2.6	ADAD	Adams Mr D		
6.2	6.2	6	J1.2	BAIR	Bailey Mr R		
6.3	6.3	6	J1.7	CAMK	Cameron Ms K		
6.4	6.4	6	F2.5	SHAM	Shaw Mrs M		
7.1	7.1	7	S0.2	SCHG	Schmidt Mr G		

Customised Names

Customise the names used for Roll Class, Tutor groups and Home Rooms

Name of Roll Call Class: Abbreviation:

Tutor Group: TG

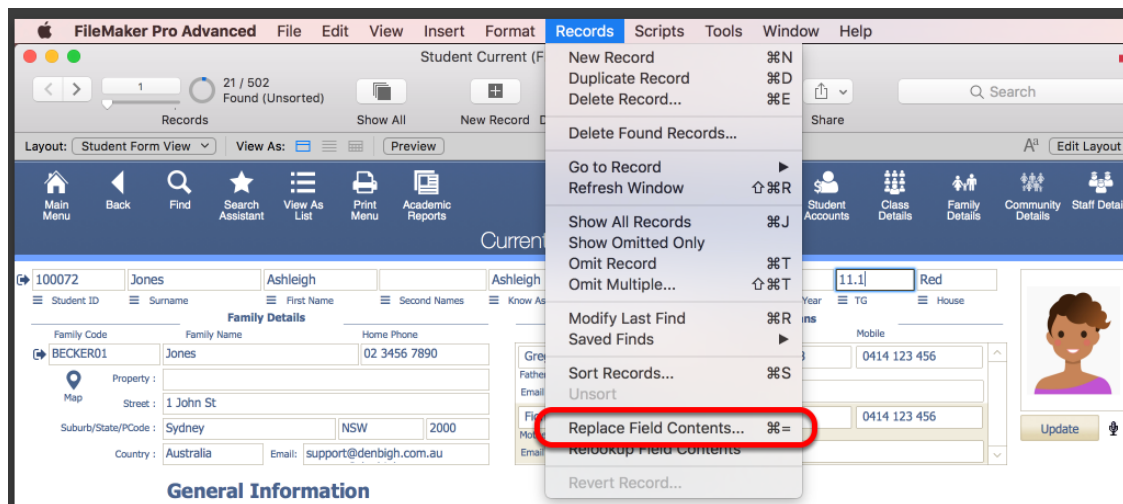
Title of Roll Call Teacher: Abbreviation:

Tutor: Tr

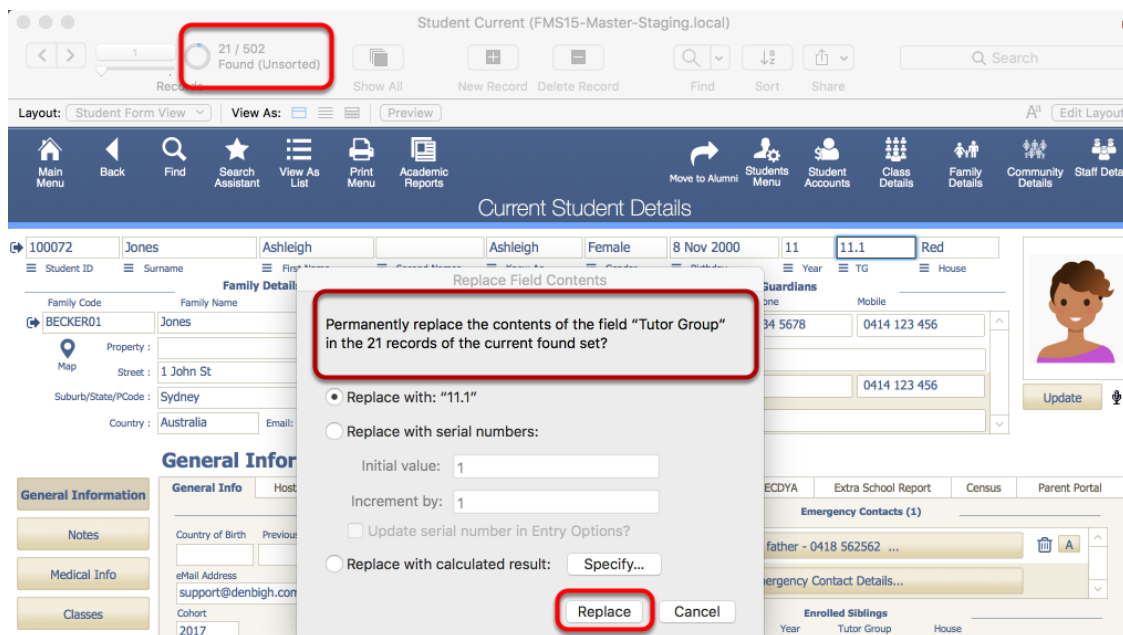
Any Tutor Group/Homeroom/Roll Class teachers would need to be updated in the Database Configuration if they have changed. There is no standard procedure to change the Tutor/Roll/Homeroom class field. This field is usually updated manually. One process can be used is if a whole class eg 1B will all be changing to 2B then you can use the replace data function. A

Step 1 - find the group of students to update.

Step 2 - change the first record, leaving the cursor in that field



Step 3 - Records menu - Choose Replace Field Contents...



Step 4 - Ensure that the correct field and number of records to be changed is correct and matches the found set.

Step 5 - click Replace.

Update Class detail/Timetable

Class Code	Subject Name	Course	Abbreviation	Year	Class	TT Line	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	PTI		
08VA7	Visual Arts	08VA	Vis Art	8	8	1	7	7	DEND	Mrs J Denbigh	Creative Arts		No	X	X	Add to Reports
09VI2	Photography and Digital	09VI	VI	9	9		14	14	DEND	Mrs J Denbigh	Creative Arts		Yes	X	X	Add to Reports
10EN5	English	10EN	Eng	10	10		1	1	DEND	Mrs J Denbigh	English		No	X	X	Add to Reports
11PO1	Photography	11PO	Photo	11	11		8	8	DEND	Mrs J Denbigh	Creative Arts		Yes	X	X	Add to Reports
10.1	Tutor Group	10PC	House Grps	10	10		12	12	DEND	Mrs J Denbigh	Administration	TAS	No	X	X	Add to Reports
07DTE	Design and Technology	07DT	D&T	7	7		3	3	DEND	Mrs J Denbigh	TAS	Science	No	X	X	Add to Reports

There is no standard way to update these details it will depend if you are using timetabling software to update. You can use Next Years classes file to update your classes. (see below for details)

Future Classes

Current Student Details

Student ID: 100143 | Surname: Croker | First Name: Srikar | Second Names: Srikar | Gender: Male | Birthday: 24 Nov 2003 | Year: 8 | TGR: 8.2 | House: Blue

Family Details

Family Code: CARTWRIGHT01 | Family Name: Croker | Home Phone: 02 3456 7890

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

Parents / Guardians

Omer Croker (Father): Work Phone: 02 1234 5678, Mobile: 0414 123 456, Email: dkalnian@denbigh.com.au
 Rosemary Croker (Mother): Work Phone: 02 1234 5678, Mobile: 0414 123 456, Email: support@denbigh.com.au

Classes

Classes: **Future Classes** (circled in red) | Enrolment Log | Markbook Tasks | Markbook Groups

No of Classes: 5

Class Code	Course Code	Class	Units	TT Line	Teacher
08PE3	08PE	PD/Health/PE		0	Mr G Bolton
00ENG1	06EN				
08FR4	08FR	French		5	Mrs A Holmes
08DR5	08DR	Drama		7	Ms E Dowling
08DR3	08DR	Drama		0	Ms E Dowling

These classes will then display under the Future Classes tab.

Future Timetable

Current Student Details

Student ID: 100143 | Surname: Croker | First Name: Srikar | Second Names: Srikar | Gender: Male | Birthday: 24 Nov 2003 | Year: 8 | TGR: 8.2 | House: Blue

Family Details
 Family Code: CARTWRIGHT01 | Family Name: Croker | Home Phone: 02 3456 7890
 Street: 1 John St | Suburb/State/PCode: Sydney NSW 2000
 Email: dkalnian@denbigh.com.au

Parents / Guardians
 Omer Croker (Father) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: dkalnian@denbigh.com.au
 Rosemary Croker (Mother) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: support@denbigh.com.au

Timetable

	Week A			Week B	
	Monday	Tuesday	Wednesday	Thursday	Friday
Before	Tutor Group		Tutor Group		Tutor Group
P1					
P2					
P3					
P4	Recess	Recess	Recess	Recess	Recess
P5	PD/Healthy/PE 501 Mr G Bolton		PD/Healthy/PE Mr G Bolton		
P6	Lunch	Lunch	Lunch	Lunch	Lunch
P7					
After	After School	After School	After School	After School	After School

Future (highlighted in red circle)

Refresh Timetable | Print Timetable

Next years classes can also be displayed under the timetable tab, pressing the Current button will toggle to the Future Timetable.

Next Years Classes function

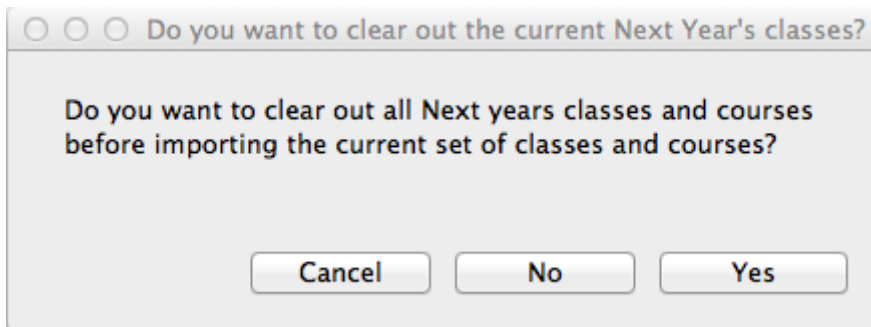
Classes for Next Year

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP COMP	1			10	0	TANS Mrs S Tang	Junior School	
01ACST	Christian Studies	1CST CST	1			7	4	TANS Mrs S Tang	Junior School	
01AENG	English	1ENG English	1			1	0	TANS Mrs S Tang	Junior School	
01AFRE	French	1FRE FRE	1			11	0	TANS Mrs S Tang	Junior School	
01AHSIE	Human Society and its Environment	1HSIE HSIE	1			4	0	TANS Mrs S Tang	Junior School	
01ALIB	Library	1LIB LIB	1			12	0	TANS Mrs S Tang	Junior School	
01aMAT	Mathematics	1MAT Maths	1			2	0	STAA Ms A Starling	Junior School	
01AMUS	Music	1MUS MUS	1			8	0	TANS Mrs S Tang	Junior School	
01APDH	Personal Development and Health	1PDH PDH	1			5	0	TANS Mrs S Tang	Junior School	
01APE	Physical Education	1PE PE	1			6	0	TANS Mrs S Tang	Junior School	
01ASAT	Science and Technology	1SAT Sci&Tech	1			3	0	TANS Mrs S Tang	Junior School	
01AVIS	Visual Arts	1VIS VIS	1			9	0	TANS Mrs S Tang	Junior School	

Transfer Current to Next Year (highlighted in red circle) | **Transfer Next Year to Current** (highlighted in red circle)

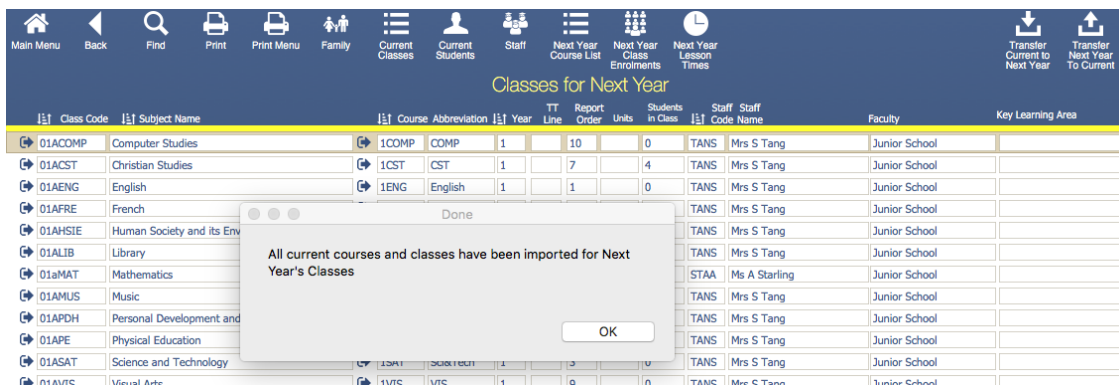
By using "Transfer Current To Next Year", this will copy the classes from the current year into Next Years Classes and you can add the students for next year in the classes anytime during the year.

Next Years Classes (Future Classes)



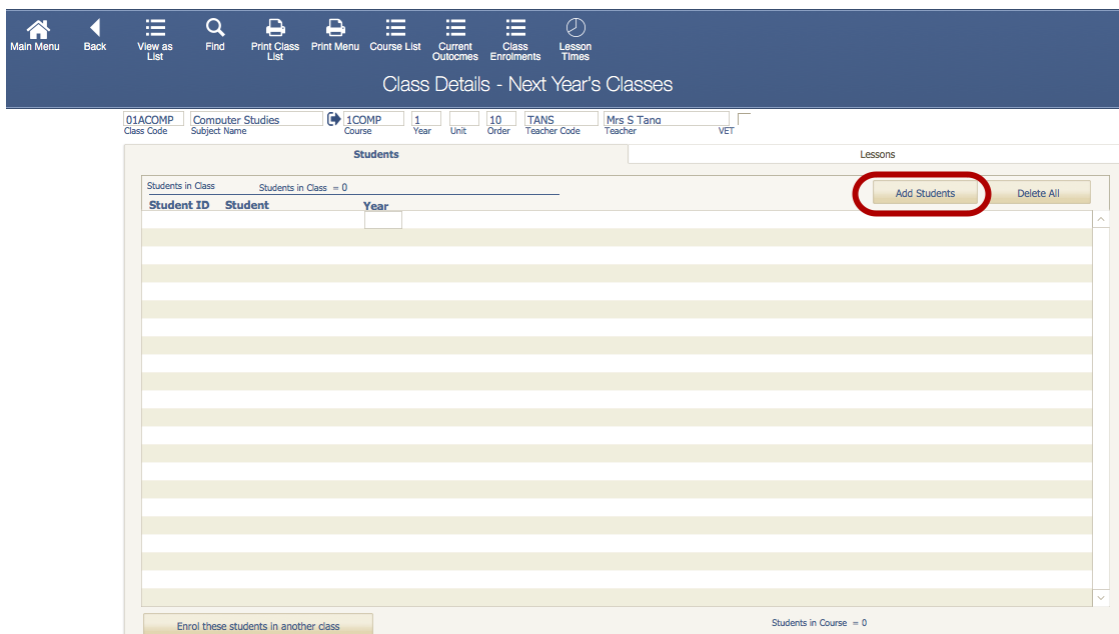
This will clear out all Next years classes and courses (if there are any) before importing the current set of classes and courses into the file.

Next Years Classes (Future Classes)



This will copy all classes and course into next year's classes. Click OK. (Students do not get moved over)

Next Years Classes (Future Classes)



Click the Add Students button to add students.

Next Years Classes (Future Classes) - Add Students

The screenshot shows a 'Choose Student' window. It is divided into two main sections: 'Current Students' and 'Future Students'.
- **Current Students:** A list of students with their IDs and names (e.g., 102256 - Anderson, Bao - 1K). To the right of the list is a 'Year' dropdown menu currently set to 1. Below the list is an 'Add' button.
- **Future Students:** A section for adding new students. It includes an 'Enrolment Year' dropdown menu set to 2017 and an 'Add' button.
- **Buttons:** A 'Cancel' button is located at the bottom left, and an 'Add' button is at the bottom right.

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.

Transfer Next Years Classes

The screenshot shows a software interface with a toolbar at the top. The 'Transfer Current to Next Year' icon is circled in red. Below the toolbar is a table with the following data:

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP COMP	1		10	0	TANS	Mrs S Tang	Junior School	

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

Transfer Next Years Classes

The screenshot shows the 'Classes for Next Year' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, Print, Print Menu, Family, Current Classes, Current Students, Staff, Next Year Course List, Next Year Class Enrolments, and Next Year Lesson Times. Below this is a search bar with fields for Class Code, Subject Name, Course Abbreviation, Year, TT Line, Report Order, Units, Students in Class, Staff Code Name, Faculty, and Key Learning Area. The main content area displays a table with columns for Class Code, Subject Name, Course Abbreviation, Year, TT Line, Report Order, Units, Students in Class, Staff Code Name, Faculty, and Key Learning Area. A message dialog box is overlaid on the screen, asking 'Delete Existing Classes or Merge with Existing?' with three buttons: Cancel, Merge, and Delete.

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

Updating the Current Classes File by Class

The screenshot shows the 'Class Details' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. Below this is a search bar with fields for Class Code, Subject Name, Subject Abbreviation, Course, Year, Unit, Order, Teacher Code, and Teacher. The main content area displays a table with columns for Student ID, Student, and Year. The table lists 7 students in the class, with 2 students having a 'Medic Alert'. A button labeled 'Enroll these students in another class' is highlighted with a red box. Other buttons include 'Add Student', 'E-Mail', and 'Enrol Tutor Group'. The bottom right corner shows 'Students in Course = 44'.

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

Students can be moved up a year by using the "Enroll these students into another class". Start by adding students to the year 12 class and work down the classes, 11 to 12, 10 to 11, 9 to 10, 8 to 9 and 7 to 8 etc.

Enrolling Students to a different class

The screenshot shows a navigation bar with icons for Main Menu, Back, Find, View as List, Family, Students, and Teachers. Below the navigation bar, the text reads "Enrol the students in this class **08VA7** into:" followed by a dropdown menu showing "12EA1". A red circle with the number "1" is next to the dropdown. Below the dropdown are two tables of students. The first table, for class 08VA7, has 7 students. The second table, for class 12EA1, has 6 students. A red circle with the number "2" is next to an "Enrol" button with a right-pointing arrow. A red circle with the number "3" is next to the text "Enrol the students in this class 08VA7 into:".

08VA7		Students in class = 7	
Student ID	Student		
104671	Barry William		
100143	Croker Srikar		
106556	Dunstall Elizabeth		
101064	Gengos Cassandra		
100705	Margerison Bradley		
106033	McClelland Sabrina		
100310	Qui Samuel		

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

Choose the class code from the drop down list, then click the Enrol button to move the student to the chosen class. Click View as list to return to the classes list.

Calendar - Add new year in Calendar

The screenshot shows the Denbigh Administration Preferences menu. The navigation bar includes icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The "Calendar" tab is selected and circled in red. Below the navigation bar, there are two main sections: "Period Times" and "Calendar Dates and Prefs". The "Calendar Dates and Prefs" section has a "Select a Year:" dropdown set to "2016" and an "Add New Year" button circled in red. Below this is a table of dates for the year 2016.

Date	Day Name	Term	Day of Cycle	Week of Term	Public Hol
1/01/2016	Friday				<input type="checkbox"/>
2/01/2016	Saturday				<input type="checkbox"/>
3/01/2016	Sunday				<input type="checkbox"/>
4/01/2016	Monday				<input type="checkbox"/>
5/01/2016	Tuesday				<input type="checkbox"/>
6/01/2016	Wednesday				<input type="checkbox"/>
7/01/2016	Thursday				<input type="checkbox"/>
8/01/2016	Friday				<input type="checkbox"/>
9/01/2016	Saturday				<input type="checkbox"/>
10/01/2016	Sunday				<input type="checkbox"/>
11/01/2016	Monday				<input type="checkbox"/>
12/01/2016	Tuesday				<input type="checkbox"/>
13/01/2016	Wednesday				<input type="checkbox"/>
14/01/2016	Thursday				<input type="checkbox"/>
15/01/2016	Friday				<input type="checkbox"/>

In the Preference menu click the Calendar tab, Click to Add new year.

Importing Timetables

There are various timetabling solutions, Denbigh Administration can import directly from Timetabler and First Class. Also any data exported from other solutions can also be imported into the Classes File.

The screenshot shows the 'Administration Tasks Menu' interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'Database Config', 'Admin Tasks', 'Quick Search', and 'Quit'. The 'Denbigh Administration' logo is on the right. Below the navigation bar, the 'Administration Tasks Menu' is displayed with several tabs: 'Student Movements', 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'Timetables' tab is active, showing three buttons: 'Import Timetabler Data', 'Import Timetable Data from First Class', and 'Add Lessons to Calendar for Selected Rooms'.

Administrative Tasks Menu

DENBIGH DEMONSTRATION SCHOOL

The data is imported into a temporary file then imported into the classes file. Please see "Importing Timetables Manual" for more information.

Adding a New Year

Add New Year

You will need to have:

- 1) The Start Date for each term
- 2) The start date's day of timetable cycle each term
- 3) The end date for each term
- 4) Any variations from these values for specific academic years
- 5) A list of public holiday dates.

Cancel

Next -->

Before entering a "New Year" ensure that you have the following:
 Start Date for each term.
 Start Date of the timetable cycle
 End of each term
 Variations from these values for specific academic years
 List of public holiday dates

Enter the dates for the school term

Add New Year

Please complete the term details for the new year to be added to the calendar.

2018

	Start Date	First Day of Cycle (i.e 1 - 10)	End Date
Term 1	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Term 2	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Term 3	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Term 4	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Please list the Public Holiday Dates for 2018

Public Holiday dates

	☰
	☰
	☰
	☰
	☰
	☰
	☰
	☰
	☰
	☰

[Next -->](#)

Enter the school dates and the day of cycle (the example above shows that the first term starts on day 6 or week B).