



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

End of Year/New Year (Rollover) Procedures

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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 Process

- Yearly Attendance Percentage Report
- Administrative Tasks - End of Year
- Yearly Attendance % report run
- Archive Student Absences
- Archive Discipline Records
- Archive Sport/Extra Curriculum Data (only if year based)
- Archive Markbook Tasks/Groups
- Archive Staff Absences
- Move Students that are leaving to Former Students/Alumni
- Increment Student's Academic Year
- Enroll Future Students
- Update Roll/Tutor/ Homeroom Class
- Update Class details/Timetable
- Add New Calendar Year
- (Only if used) Next Years Classes Function OR Import timetable from timetable program
- Update Timetable settings (if changed)
- Update Attendance settings

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

The screenshot shows the 'Compliance Module' interface for Denbigh Administration. The header includes a 'Main Menu' icon, the text 'Compliance Module', and the 'Denbigh Administration' logo. The main area contains a grid of buttons for various administrative tasks. The 'Yearly Attendance Percentages' button is highlighted with a red border. At the bottom left, there is a checkbox labeled 'SWD_installed' which is checked. The footer of the interface reads 'DENBIGH DEMONSTRATION SCHOOL'.

STATS	Census	Enrolment Summary
Yearly Attendance Percentages	NCCD	Enrolment Summary Export
Daily Enrolment Churn	SES Addresses 2017	NAPLAN Data
School Population Report	Registration Waiting Summary	

SWD_installed

DENBIGH DEMONSTRATION SCHOOL

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

Student Movements **End of Year** Timetables Photos Correspondence Miscellaneous Admi

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 Archive Student Enrolments (Prior to Deleting)

3. Roll Leaving Students to Alumni 4. Increment Years of Current Students

Move Selected Enrolled Students to Alumni Increment Student Years

5. Enrol New Students 6. Add New Year to Calendar

Enrol Selected Future Students Add New Year to Calendar

Import Academic Classes for the new session (if used)

Import Next Year's Classes

Run through all procedures as shown in the menu. **PLEASE NOTE: Do not Import Next Years Classes unless you are currently using this function.**

Archive Student Absences

Denbigh Administration

Attendance Menu

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
- Attendance Archive
- Individual Student Attendance
- Student List displaying Attendance

DENBIGH DEMONSTRATION SCHOOL

Go to the Student Attendance Menu and choose Attendance List

Find Absences

Attendance (FMS15-Master-Staging.local)

Records: 4005 Total (Unsorted)

Layout: Absence...List View | View As: | Preview

Daily Absences

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	9.3	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	Reason	Note Received
21/9/2017	Excursion	B		
6/6/2017	Full Day	L	Wet weather destruction	
6/5/2017	Late	A	Sick Mum rang	
5/5/2017	Full Day	S	Sick Mum rang	
6/6/2016	Full Day	L	Wet weather destruction	
6/5/2016	Late	A	Sick Mum rang	

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: ALLARSD1 | 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 | 0414 123 456 | Email: csampson@denbigh.com.au

Discipline

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

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

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

Merits Archive
 Certificate Count: 0
 1 | 10/11/2014 | 4 Merit awards from faculty: ..English
 Type: Merit Certificate | Staff: DENJ | Issued

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

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

Archive Discipline Records

Discipline Record

Category	Date	Student ID	Student Name	TGr	Year	Type	Sub-Type	Reason	Expiry	Given by
Merit	9/09/2014	100013	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	<input type="checkbox"/>	<input type="checkbox"/>	4/2/2007	Craig McKessar
Detention	5/12/200	Lee, Ross			Detention	Vandalism	<input type="checkbox"/>	<input type="checkbox"/>	3/2/2007	Craig McKessar
Detention	4/12/200	Lee, Ross			Detention	Incorrect uniform	<input type="checkbox"/>	<input type="checkbox"/>	2/2/2007	Craig McKessar
Infringemen	6/8/2006	Lee, Ross			Infringement	Rudeness to staff	<input type="checkbox"/>	<input type="checkbox"/>	5/10/2006	Craig McKessar
Detention	7/12/200	Thomson, Harriet			Detention	Incorrect uniform	<input type="checkbox"/>	<input type="checkbox"/>	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: [blank]
 Email: csampson@denbigh.com.au

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

Discipline

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

Merits Archive

No	Date	Explanation
1	18/09/2014	Good Class work
2	10/11/2014	Outstanding effort in classwork

Demerits Archive

No	Date	Explanation
1	10/11/2014	4 Merit awards from faculty: ..English

View Archived Discipline details in the Student details screen.

Archive Sport

Sporting Teams

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 Sport Team or All Teams

The screenshot shows a web interface for 'Sport Softball Team 1'. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'Find', 'Teams List', and 'Print Menu'. On the right, there are icons for 'Students Menu' and 'Staff Details'. Below the navigation bar, the team details are displayed: 'Sport Code: SBALL1', 'Sport Name: Softball Team 1', 'Season: Sem 1', and 'Competition Type: IGSSA'. The main content area is titled 'Current Students and Staff' and contains two sections: 'Staff in Team' (1 member) and 'Students in Team' (0 members). The 'Staff in Team' section shows a table with columns for 'Teacher Code' and 'Teacher', with one entry: 'DENJ Mrs J Denbigh'. The 'Students in Team' section shows a table with columns for 'Student', 'Year', 'Tutor Group', 'House', and 'Age at 31/12'. An 'Archive All' button is located at the bottom right of the 'Students in Team' table. To the right of the main content area, there is an 'Archive' tab and a search form with radio buttons for 'Student' and 'Staff', and a 'Surname' input field. A 'Barcode Entry.....' field is at the bottom of the search form.

Click the Archive All button and to archive teams/sport. To view the archived files click the Archive tab. ('Move to Previous' in older systems)

Archive All or Selected Sport

The dialog box is titled 'Current or All' and contains the text: 'Do you wish to archive the team members in SBALL2 only, or the team members in the found set of 42 teams?'. At the bottom, there are two buttons: 'Found' and 'Current'. The 'Current' button is highlighted with a blue border.

Click Current to archive just the selected Sport or Found to Archive all the team members in found set.

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 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"/>
CROSSSTUT	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"/>
PERCUSJ	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

Staff in Activity Count Staff 0

Teacher Code	Teacher

Students in Activity 25 Members

Student	Ac Yr	TGr	House	Medic Alert	Move to Archive	Archive All
Anderson, Ruwangi	11	11.2	Magenta	Medic Alert	Move to Archive	Archive All
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, Bianca	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, Georgia	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	

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

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

Staff Details WWCC Alert

ALLT Code Allesch Surname Trevor First Name Middle Names Known As Careers Position S00003 Community ID

General Information

General Information

Classes

Timetable

Roll Call Group

Absences and Extras

CoCurricular Textbooks

Groups

Professional

Correspondence and Email

Notes

Confidential

email: support@denbigh.com.au

Title: Mr

Post Nominal Titles: Dip Ed

Qualifications:

Phone Ext: 136 Phone:

Roll Call Group: Head of House: Blue

Roll Call Group Room: House: Whitley

PTI Default Room: Gym

Receives Timetable Junior School

Pastoral Care Team Middle School

Casual Teacher Senior School

Faculty

Administration Music

Co-Curricular PDHPE

Computing Primary School

Creative Arts Religion

English Science

History Special Needs

HSIE TAS

Junior School

LOTE

Mathematics

Residential Address

Address Line1: The big house

Address Line2: 77 Browser Road

Suburb/State/PC: Artarmon NSW 2064

Postal Address

Address Line1: Po Box 47

Address Line2:

Suburb/State/PC: Artarmon NSW 2064

Home Phone: Silent Number

Mobile: 0422986111 WWCC Status

DOB: 4 Sep 1968 Cleared

Spouse/Partner: Email PTInterviews As Parents Make Them

Email Type Email Address Use to Send Emails

Work support@denbigh.com.au

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

Date of Absence	Code	Name	Type	Reason for Absence
Wed, 28 Feb 2018	AYRS	Ms Siobhan Ayre	Annual Leave	Holidays
Thu, 1 Mar 2018	JOHL	Ms Lisa Johnson	Sick Leave	Sick
Thu, 1 Mar 2018	ADAD	Mr Damien Adams	In School	Excursion
Mon, 5 Mar 2018	GRUJ	Mrs Janice Grunberg	Annual Leave	LSL
Tue, 6 Mar 2018	GRUJ	Mrs Janice Grunberg	Annual Leave	LSL
Wed, 7 Mar 2018	GRUJ	Mrs Janice Grunberg	Annual Leave	LSL
Thu, 8 Mar 2018	GRUJ	Mrs Janice Grunberg	Annual Leave	LSL
Fri, 9 Mar 2018	GRUJ	Mrs Janice Grunberg	Annual Leave	LSL
Mon, 5 Mar 2018	BERP	Rev Punam Berman	Annual Leave	LSL
Tue, 6 Mar 2018	BERP	Rev Punam Berman	Annual Leave	LSL
Wed, 7 Mar 2018	BERP	Rev Punam Berman	Annual Leave	LSL
Thu, 8 Mar 2018	BERP	Rev Punam Berman	Annual Leave	LSL
Fri, 9 Mar 2018	BERP	Rev Punam Berman	Annual Leave	LSL
Thu, 1 Mar 2018			TPL	
Thu, 1 Mar 2018	AMPH	Ms Hilary Amponin Jr	In School	Incursion
Thu, 1 Mar 2018				
Thu, 1 Mar 2018	AMPH	Ms Hilary Amponin Jr	Sick Leave	
Thu, 5 Apr 2018				
Thu, 5 Apr 2018	ADAD	Mr Damien Adams	Sick Leave	Excursion
Mon, 16 Apr 2018	ADAD	Mr Damien Adams	Annual Leave	Holidays
Tue, 17 Apr 2018	ADAD	Mr Damien Adams	Sick Leave	Excursion
Tue, 17 Apr 2018	AYRS	Ms Siobhan Ayre	Sick Leave	LSL
Thu, 17 May 2018	ARMG	Mr Greg Armitage	Sick Leave	Sick
Wed, 30 May 2018	KOSS	Mr Steven Kossak	Sick Leave	Sick
Fri, 15 Jun 2018	SHAM	Mrs Mary Shaw	Sick Leave	Not feeling well
Wed, 18 Jul 2018	ANGC	Mrs Caroline Angel	Annual Leave	Holidays
Tue, 11 Sep 2018	BROA	Ms Anne Brown	Annual Leave	Incursion

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

The screenshot shows the 'Staff Details' page for a staff member named Trevor Allesch. The 'Absences and Extras Cover' section is active, displaying two tabs: 'Current' and 'Archive'. The 'Archive' tab is highlighted with a red border. The 'Absences and Extras' menu item on the left sidebar is also highlighted with a red border. The 'Current' tab shows two absence records, and the 'Archive' tab shows two extra cover records.

Absence Records					
Date	Duration / Days	Type	Reason	Med Certificate	
7/09/2007	1			<input type="checkbox"/>	
19/11/2008	1			<input type="checkbox"/>	

Extras			
Date	Lesson	Class	In absence of:
24/07/2006	6-4	11AH1	Mrs J Merchant
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

[Main Menu](#) [Back](#) [Find](#) [Search Assistant](#) [View As List](#) [Print Menu](#) [Academic Reports](#)

[Move to Alumni](#) [Students Menu](#) [Student Accounts](#) [Class Details](#) [Family Details](#) [Community Details](#) [Staff Details](#)

Current Student Details

+ Medical Alert - Life Threatening

103334	Yusof	Portia	Ashley	Portia	Female	14 Sep 2005	7	7.2	Puce
<small>Student ID</small>	<small>Surname</small>	<small>First Name</small>	<small>Middle Names</small>	<small>Know As</small>	<small>Gender</small>	<small>Birthdate</small>	<small>Year</small>	<small>RCG</small>	<small>House</small>

Family Details

<small>Family_ID</small>	<small>Family Name</small>	<small>Home Phone</small>
ASHTON03	Yusof	(07) 4972 0557
<small>Address Line 1 :</small> 33 Gralow Court		
<small>Address Line 2 :</small>		
<small>Suburb/State/PCode :</small>	ALEXANDRA	QLD 4740
<small>Country :</small>	Australia	
<small>Email :</small>	support@denbigh.com.au,	

Parents / Guardians

<small>Work Phone</small>	<small>Mobile</small>
George Vuong <small>Father (Parent1)</small>	02 1234 5678 0414 123 456
<small>Email</small> support@denbigh.com.au	
Wayne Jobson <small>Step-father (Parent1)</small>	02 1234 5678 0413582908
<small>Email</small> support@denbigh.com.au	

Portia is Present today

General Information

General Information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">General Info</th> <th style="width: 25%;">Hosts & Guardians</th> <th style="width: 25%;">Correspondence</th> <th style="width: 25%;">Email</th> </tr> <tr> <td colspan="4" style="text-align: center;">Personal Details</td> </tr> <tr> <td><small>Country of Birth</small></td> <td><small>Religion</small></td> <td><small>Affiliation</small></td> <td><small>Church Attended</small></td> </tr> <tr> <td>Australia</td> <td>Uniting</td> <td></td> <td></td> </tr> <tr> <td><small>Active</small></td> <td colspan="3"><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td><small>eMail Address</small></td> <td colspan="3"><small>Mobile Phone</small></td> </tr> <tr> <td>support@denbigh.com.au</td> <td colspan="3">0414 123 456</td> </tr> <tr> <td><small>Cohort</small></td> <td><small>Previous School</small></td> <td><small>Lives with</small></td> <td><small>C OF S</small></td> </tr> <tr> <td>2023</td> <td>Jannali East PS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><small>Sibling No</small></td> <td colspan="2"><small>Calculate Sibling Number Across Joined Families (you will need to do this for each student in each family)</small></td> <td><small>Tutor</small></td> </tr> <tr> <td>1</td> <td colspan="2"><input type="checkbox"/></td> <td>Ms L Davies</td> </tr> <tr> <td colspan="4" style="text-align: center;">School Details</td> </tr> <tr> <td><small>Abstudy</small></td> <td><small>Austudy</small></td> <td><small>USI</small></td> <td><small>LUI</small></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><small>VET Student</small></td> <td><small>Exchange Student</small></td> <td><small>NESA No.</small></td> <td><small>IB</small></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="4"><small>Prep Days</small></td> </tr> <tr> <td colspan="4"><input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">Overseas Information</td> </tr> <tr> <td><small>Passport Number</small></td> <td><small>Passport Expiry</small></td> <td colspan="2"><small>Exchange Student</small></td> </tr> <tr> <td></td> <td></td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td><small>Citizenship</small></td> <td><small>Visa</small></td> <td><small>Visa Expiry</small></td> <td><small>FFPOS</small></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">Privacy / Info Release</td> </tr> <tr> <td colspan="4"><small>Permission to use:</small> <input type="checkbox"/> Photo on website <input type="checkbox"/> Photo in print <small>Finance...</small></td> </tr> </table>	General Info	Hosts & Guardians	Correspondence	Email	Personal Details				<small>Country of Birth</small>	<small>Religion</small>	<small>Affiliation</small>	<small>Church Attended</small>	Australia	Uniting			<small>Active</small>	<input type="radio"/> Yes <input type="radio"/> No			<small>eMail Address</small>	<small>Mobile Phone</small>			support@denbigh.com.au	0414 123 456			<small>Cohort</small>	<small>Previous School</small>	<small>Lives with</small>	<small>C OF S</small>	2023	Jannali East PS	<input type="checkbox"/>	<input type="checkbox"/>	<small>Sibling No</small>	<small>Calculate Sibling Number Across Joined Families (you will need to do this for each student in each family)</small>		<small>Tutor</small>	1	<input type="checkbox"/>		Ms L Davies	School Details				<small>Abstudy</small>	<small>Austudy</small>	<small>USI</small>	<small>LUI</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<small>VET Student</small>	<small>Exchange Student</small>	<small>NESA No.</small>	<small>IB</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<small>Prep Days</small>				<input type="checkbox"/>				Overseas Information				<small>Passport Number</small>	<small>Passport Expiry</small>	<small>Exchange Student</small>				<input type="checkbox"/>		<small>Citizenship</small>	<small>Visa</small>	<small>Visa Expiry</small>	<small>FFPOS</small>				<input type="checkbox"/>	Privacy / Info Release				<small>Permission to use:</small> <input type="checkbox"/> Photo on website <input type="checkbox"/> Photo in print <small>Finance...</small>			
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<input type="checkbox"/> Parent 2																																																																																																					

Audit

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

Main Menu Back Database Config **Admin Tasks** Quick Search Quit

Denbigh Administration

Family Community Documents Archive Compliance PTI Enrolment Enquiries Calendar

Students Staff Academic Development Office Finance Export Menu Print Menu

Welcome to Denbigh Administration
You are logged in as "Mrs J Denbigh"

Privacy reminder
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.

Birthdays Absences Timetable Calendar Reminders

Birthdays

Today (Mon)

- Geoffrey Choudhury (11.1) is 17 years old today.
- Alice Scott (11.2) is 17 years old today.

This Week

Day	Year	House	Name	Age
Mon	11	Y	Choudhury, Geoffrey	17
Mon	11	Y	Scott, Alice	17
Tue	11	B	Hurman, Daniel	16
Tue	10	B	Madin, Timothy	16
Wed	11	R	Jones, Ashleigh	17
Wed	K	B	Griffin, Sophia	6
Thu	9	R	Sanderson, Rena	15
Thu	12	P	Willsallen, Shreshta	18
Fri	6	R	Benjamin, Po	12
Sat	7	P	Gupta, Damian	13

Staff Birthdays

- Mon Mackie Mrs T
- Sun Robertson Mrs K

MAIN MENU DENBIGH DEMONSTRATION SCHOOL

Go to the Administration Tasks in the Main Menu.

Move selected Students to Alumni

The screenshot displays the Denbigh Administration interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The title 'Administration Tasks Menu' is centered, and the Denbigh Administration logo is on the right. Below the navigation bar, a horizontal menu contains several tabs: 'Student Movements' (highlighted with a red circle), 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The main content area is divided into three columns: 'Future Students', 'Current Students', and 'Former Students'. In the 'Current Students' column, the button 'Move Selected Current Students to Former' is highlighted with a red circle. Other buttons include 'Enrol Selected Future Students', 'Promote Students Academic Year', 'Import Classes from Next Yrs', 'Move Selected Current Students Back to Future', 'Move Selected Former Students back to Current', and 'Move Selected Former Students back to Future'. A search box is present next to the highlighted button. At the bottom, a footer bar contains 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

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.

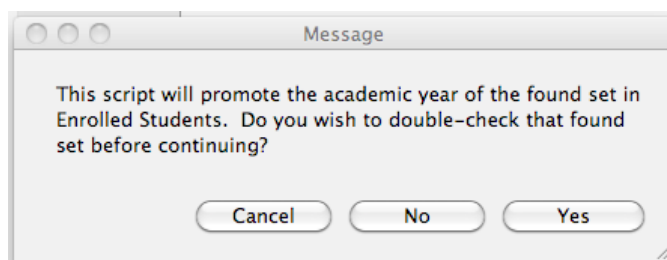
Increment Student's Academic Year

The screenshot shows the 'Administration Tasks Menu' in the Denbigh Administration system. The menu is organized into sections:

- 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** (highlighted with a red box)
- 5. Enrol New Students:** Enrol Selected Future Students
- 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

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](#)
[View Address List](#)
[Print Menu](#)
[Enrol Student\(s\)](#)

[Students Menu](#)
[Students Accounts](#)
[Family Details](#)
[Community](#)
[Staff Details](#)

Future Student - Details

101511	Thomas	Sophia	Chexin	Sophia	Female	5/10/1998	12	2019	Waiting
Student ID	Surname	First Name	Middle Names	Known As	Gender	D.O.B.	AcYr	CaYr	Status

Family Details

CAI03	Thomas	(02) 6172 6425
Family Code	Family Name	Home Phone
Line 1 : 16 Frencham Street		
Line 2 :		
Suburb/State/PCode	WALBUNDRIE NSW	2642
Country : Australia		

Parents / Guardians

Zhengli Thomas	02 1234 5678	0414 123 456	
Father	Work Phone	Alumni	Family eMail
Email support@denbigh.com.au			
Min Sohn	02 1234 5678	0414 123 456	
Mother	Work Phone	Alumni	Family eMail
Email support@denbigh.com.au			

General Information

General Information

Enrolment Application

Medical Information

MCEECDYA

Notes

Future Classes

Correspondence

Email

Comms List

Personal Details

Country of Birth	Presbyteria	Chinese	Annandale Nth	Codes
Lives With				

Schools Details

House	Campus	Boarder <input checked="" type="checkbox"/>	Boarding House
Deposit Date	Deposit Amount	Deposit Receipt #	Enrolment Fee Date
Enrolment Amount			

Enrolment Options

<input type="checkbox"/> Clergy	<input type="checkbox"/> Staff
Clergy	Staff

Reg Date	Ac. Yr	Enrol Date	Depart Date	Term	Status	Boarder	Boarding Hse
2/10/01	12	30/01/19			Waiting	<input type="checkbox"/>	

Future Student Siblings

Ac. Yr	Given Names	Enrolment Year	Status

Current Student Siblings

Ac. Yr	Given Names	RCG	House

Former Student Siblings

Ac. Yr	Given Names	Cohort

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

Enrol Selected Future Students

The screenshot displays the 'Administration Tasks Menu' for Denbigh Administration. The top navigation bar includes icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The 'End of Year' tab is selected, showing a list of administrative tasks:

- 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
 - Archive Student Enrolments (Prior to Deleting)
- 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 with a red box)
- 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

The bottom of the page shows the 'Administrative Tasks Menu' and 'DENBIGH DEMONSTRATION SCHOOL'.

Click to Enrol selected Future Students.

Update Roll Class / Tutor Group / Homeroom class details

The screenshot shows the Denbigh Administration interface. In the top navigation bar, the 'Database Config' icon is circled in red. Below this, the 'Tutor Groups' tab is also circled in red. The main content area displays a table titled 'Tutor Group Names and Teachers' with columns for Tutor Group Names, Abbr, Ac Yr, Room, Staff Code, Staff Name, Staff Code, and Staff Name. The table lists various tutor groups from KG to 7.1. To the right of the table is a 'Customised Names' panel with fields for Name of Roll Call Class, Abbreviation, Title of Roll Call Teacher, and Abbreviation.

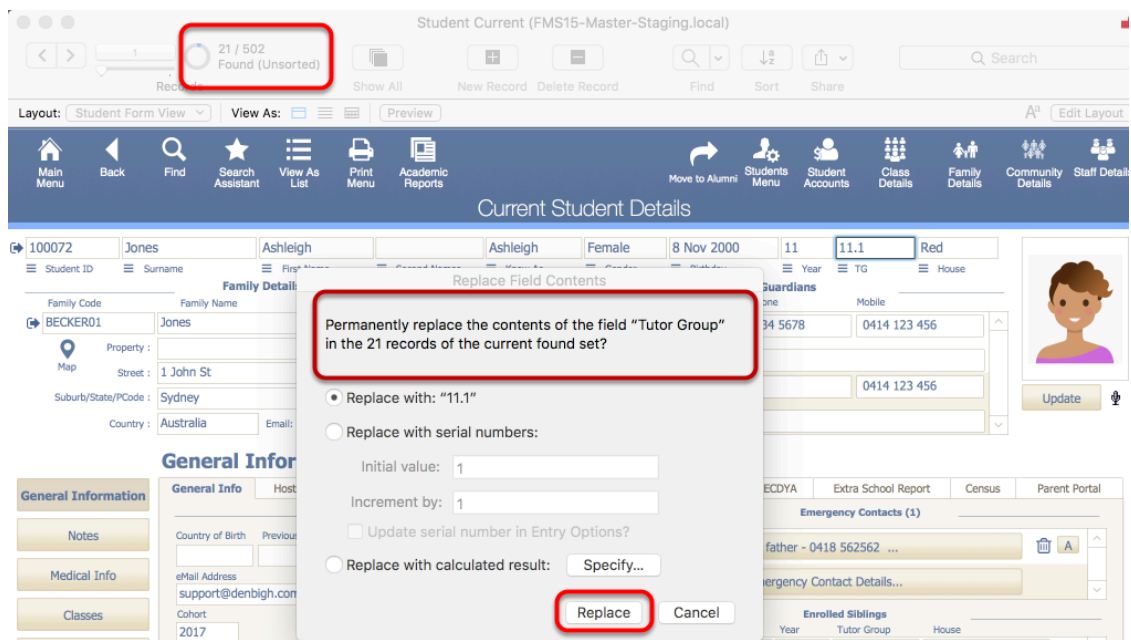
Any Tutor Group/Homerroom/Roll Class teachers would need to be updated in the Database Configuration if they have changed. There is no standard procedure to change the Tutor/Roll/Homerroom class field. This data in Current Students is usually updated manually. One process can be used if a whole class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

The screenshot shows the FileMaker Pro Advanced interface. The 'Records' menu is open, and the 'Replace Field Contents...' option is circled in red. The background shows a form for 'Student Current (F)' with fields for Student ID, Surname, First Name, and Second Names. The form also includes a 'Family Details' section with fields for Family Code, Family Name, Home Phone, Property, Street, Suburb/State/PCode, Country, and Email.

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 are correct and matches the found set.

Step 5 - click Replace.

Update Class detail/Timetable

The screenshot shows the 'Classes - Teacher Allocations' interface. The top navigation bar includes icons for menu, back, find, new class, course list, admin list, print, print menu, staff details, family, current students, handbook menu, lesson times, class enrolments, current outcomes, outcome bank, and 'Next Year's Classes', which is highlighted with a red box. Below the navigation bar is a table with columns for Class Code, Subject Name, Course, Abbreviation, Class, Course, TT Line, Report Order, Units, Staff Code, Staff Name, Faculty, Key Learning Area, Reported On, and PTI. The table contains several rows of class data, including Visual Arts, Photography and Digital, English, Photography, Tutor Group, and Design and Technology.

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

100143 Croker Srikar Srikar Male 24 Nov 2003 8 8.2 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): 02 1234 5678, 0414 123 456, dkalnian@denbigh.com.au
 Rosemary Croker (Mother): 02 1234 5678, 0414 123 456, support@denbigh.com.au

Classes

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

100143 Croker Srikar Srikar Male 24 Nov 2003 8 8.2 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): 02 1234 5678, 0414 123 456, dkalnian@denbigh.com.au
 Rosemary Croker (Mother): 02 1234 5678, 0414 123 456, support@denbigh.com.au

Timetable

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

Future
 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

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

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)

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

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

Cancel No Yes

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)

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP	COMP	1		10	0	TANS	Mrs S Tang	Junior School	
01ACST	Christian Studies	1CST	CST	1		7	4	TANS	Mrs S Tang	Junior School	
01AENG	English	1ENG	English	1		1	0	TANS	Mrs S Tang	Junior School	
01AFRE	French							TANS	Mrs S Tang	Junior School	
01AHSIE	Human Society and its Env							TANS	Mrs S Tang	Junior School	
01ALIB	Library							TANS	Mrs S Tang	Junior School	
01aMAT	Mathematics							STAA	Ms A Starling	Junior School	
01AMUS	Music							TANS	Mrs S Tang	Junior School	
01APDH	Personal Development and							TANS	Mrs S Tang	Junior School	
01APE	Physical Education							TANS	Mrs S Tang	Junior School	
01ASAT	Science and Technology							TANS	Mrs S Tang	Junior School	
01AVIS	Visual Arts							TANS	Mrs S Tang	Junior School	

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)

01ACOMP Class Code Computer Studies Subject Name 1COMP Course 1 Year 10 Order TANS Teacher Code Mrs S Tano Teacher VET

Students

Students in Class Students in Class = 0

Student ID Student Year

Add Students Delete All

Enrol these students in another class Students in Course = 0

Click the Add Students button to add students.

Next Years Classes (Future Classes) - Add Students

Choose Student

<div style="border-bottom: 1px solid #ccc; padding: 5px 0;"> Current Students Year <input type="text" value="0"/> </div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">105277 - Boag Taylor, Emily - KG Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">104486 - Bornholt, Andrew - KY Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109896 - Boutcher, Clint - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109903 - Boutcher, Lucia - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109859 - Brown, Ellie - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109836 - Brown, Isabelle - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109860 - Brown, Jane - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109837 - Brown, Lucia - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109838 - Brown, Sylvia - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109858 - Brown, Tayla - Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">106603 - Brown, Thomas - KY Add</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">109704 - Chu, Peter - Add</td></tr> </table>	105277 - Boag Taylor, Emily - KG Add	104486 - Bornholt, Andrew - KY Add	109896 - Boutcher, Clint - Add	109903 - Boutcher, Lucia - Add	109859 - Brown, Ellie - Add	109836 - Brown, Isabelle - Add	109860 - Brown, Jane - Add	109837 - Brown, Lucia - Add	109838 - Brown, Sylvia - Add	109858 - Brown, Tayla - Add	106603 - Brown, Thomas - KY Add	109704 - Chu, Peter - Add	<div style="border-bottom: 1px solid #ccc; padding: 5px 0;"> Class 01aMAT - Mathematics </div> <table style="width: 100%; border-collapse: collapse; height: 150px;"> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> <tr><td style="border-bottom: 1px solid #ccc;"> </td></tr> </table>															
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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.

Transfer Next Years Classes

Main Menu Back Find Print Print Menu Family Current Classes Current Students Staff Next Year Course List Next Year Class Enrolments Next Year Lesson Times Transfer Current to Next Year Transfer Next Year To Current																						
Classes for Next Year																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid #ccc;">Class Code</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Subject Name</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Course Abbreviation</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Year</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">TT Line</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Report Order</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Units</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Students in Class</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Staff Code Name</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Faculty</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Key Learning Area</th> </tr> <tr> <td>01ACOMP</td> <td>Computer Studies</td> <td>1COMP</td> <td>COMP</td> <td>1</td> <td></td> <td>10</td> <td>0</td> <td>TANS</td> <td>Mrs S Tang</td> <td>Junior School</td> </tr> </table>	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
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Classes can be transferred from Next year's classes to Current Classes. Click "Transfer Next Year's Classes" to transfer all details from Next years classes to this years classes.

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 message dialog box with the text 'Delete Existing Classes or Merge with Existing?' and 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 for class 08VA7. The top navigation bar includes icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. The main content area displays the class details, including the class code, subject name, subject abbreviation, course, year, unit, order, teacher code, and teacher name. Below this is a table of students in the class, with columns for Student ID, Student Name, and Year. The table shows 7 students, with 2 having a 'Medical Condition Alert(s)'. At the bottom of the table, there is a red box highlighting the 'Enroll these students in another class' button.

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

Enrol the students in this class **08VA7 into:**

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

Enrol

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

Preferences

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

Period Times: Select a Year: [] View List

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"/>

Duplicate for a new year group

Database Configuration Menu DENBIGH DEMONSTRATION SCHOOL

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

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.

Please list the Public Holiday Dates for 2018

2018

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

Public Holiday dates

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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).

Importing Timetables

The screenshot displays 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 'Denbig Administration' logo is on the right. Below this is a horizontal menu with tabs for 'Student Movements', 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'Timetables' tab is selected and highlighted. The main content area contains five buttons: 'Import Timetabler Data', 'Import Timetable Data from First Class', 'Import TimeChart Data', 'Import Edval Data', and 'Add Lessons to Calendar for all Calendar Rooms'. At the bottom, a footer bar contains 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

There are various timetabling solutions, Denbig 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 data is imported into a temporary file then imported into the classes file. Please see "Importing Timetables Manual" for more information.

Timetable Setup (only if changed)

The screenshot shows the 'Preferences' window for 'Timetable' setup. It is divided into three tabs: 'Setup - General', 'Setup - Staff', and 'Setup - Student'. The 'Setup - General' tab is active and contains several sections:

- Timetable Settings (1):** Includes 'Timetable Structure' (set to '10 Day'), '# Timetable Days' (set to '10'), and '# Timetable Periods' (set to '6').
- Student Timetable Email (2):** Includes 'Subject Line' (set to 'Student Timetable URL') and a 'Body' section with instructions on how to use the URL for iCalendar, Outlook, or Windows Calendar.
- Staff Timetable Print Orientation (3):** Includes radio buttons for 'Landscape' (selected) and 'Portrait'.

The 'Setup - Staff' tab contains:

- Timetable Lines (4):** A table with columns for 'Line', 'Day', and 'Period'.

The 'Setup - Student' tab contains:

- Grounds Duties (5):** A table with columns for 'Period' and 'Description'. The table lists: 11 Before School, 12 Recess, 13 Lunch 1, 14 Lunch 2, 15 After School, and 20 Luminary Group.
- Period Sort orders (6):** A table with columns for 'Period', 'Description', and 'Sort'. The table lists: 11 Before School PGD (Sort 1), 20 Luminary Group (Sort 2), 1 Period 1 (Sort 3), 2 Period 2 (Sort 4), 12 Recess (Sort 5), 3 Period 3 (Sort 6), 4 Period 4 (Sort 7), 13 Lunch 1 (Sort 8), 14 Lunch 2 (Sort 9), 5 Period 5 (Sort 10), and 6 Period 6 (Sort 11).

At the bottom of the interface, there is a 'Database Configuration Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

- 1 - Basic TimeTable setup for days, 5 or 10, periods per day etc
- 2 - Student Timetable URL (set default text for subscribing to the student calendar)
- 3 - Set Staff Print Orientation (Landscape or Portrait)
- 4 - Timetable Lines for Senior timetables
- 5 - Staff Ground Duties (usually allocated to periods 11 to 15 and 20 is for Tutor Group/Homeroom/Roll Call group)
- 6 - Period Sort order

Timetable Setup - Staff

Enter the period set up for Staff.

Slot	Literal Text	Day	Period	Format	Display
1	Before School	1	0	<input checked="" type="checkbox"/> Bold <input checked="" type="checkbox"/> Italic	<input checked="" type="checkbox"/> Red <input type="checkbox"/> Green <input checked="" type="checkbox"/> Blue

Click into a slot enter the slot number, Period number, Text if required, Day, Period. This data can then be formatted and check to display on timetables or not.

Monday			Tuesday			Wednesday		
1	0	Before School	1	0	Before School	1	0	Before School
2	20		2	20		2	20	
3	1	Period 1	3	1	Period 1	3	1	Period 1
4	2	Period 2	4	2	Period 2	4	2	Period 2
5	12	Recess	5	12	Recess	5	12	Recess
6	3	Period 3	6	3	Period 3	6	3	Period 3
7	4	Period 4	7	4	Period 4	7	4	Period 4
8	13	Lunch1	8	13	Lunch1	8	13	Lunch1
9	14	Lunch2	9	14	Lunch2	9	14	Lunch2
10	5	Period 5	10	5	Period 5	10	5	Period 5
11	6	Period 6	11	6	Period 6	11	6	Period 6
12	7	After School	12	7	After School	12	7	After School
13	8	After School Class	13	8	After School Class	13	8	After School Class
14			14			14		
15			15			15		
16			16			16		
17			17			17		
18			18			18		
19			19			19		
20			20			20		
Populate Subsequent Days with this detail			Populate Subsequent Days with this detail			Populate Subsequent Days with this detail		

Once the first day's data, use the "Populate Subsequent Days with this detail" if the days are the same.

Timetable Setup - Student

The screenshot shows the 'Timetable' setup for 'Student' in the 'Preferences' section. The interface is divided into 'Setup - General', 'Setup - Staff', and 'Setup - Student'. The 'Setup - Student' section displays a grid for Academic Year -1, covering Days 01 - 05 (Monday to Friday). The grid has columns for days and rows for periods (P1 to P8). Each cell contains a label and a student current ID. A modal window is open over the P1 slot on Monday, showing fields for Label, Literal Text, Day, Period, and Format options (Bold, Red, Green, Blue, Italic).

This screenshot is identical to the one above, but with a modal window open over the P1 slot on Monday. The modal window is titled 'Label Literal Text Day Period Format' and contains fields for Label, Literal Text, Day, and Period, along with checkboxes for Bold, Red, Green, Blue, and Italic. The 'Visible' checkbox is checked.

Click into a slot enter the slot number, Period number, Text if required, Day, Period. This data can then be formatted and check to display on timetables or not.

Attendance period setup

The screenshot shows the 'Student Attendance Preferences' window. The 'Roll Marking Defaults' tab is active. At the top, there are navigation links for 'Main Menu' and 'Attendance Menu'. The main area is divided into two sections. The left section contains a table with columns for 'Acad. Year', 'Day', 'Main Roll Marking Period', and 'Part Day Absence after Period'. The right section contains a 'Buttons' area with six colored buttons: 'P' (Present), 'A' (Absent), 'L' (Late), 'E' (Excursion), 'SL' (Study Leave), and 'SB' (Sick Bay). Below the buttons is a section titled 'Reason Codes used by government' with a table of codes and reasons.

Code	Reason	Count in reports
A	The student's absence is unexplained or unjustified.	<input checked="" type="checkbox"/>
B	The student is absent from the school on work experience, school sport	<input type="checkbox"/>
E	The student was suspended from school.	<input checked="" type="checkbox"/>
F	Senior student participating in flexible timetable not present because they	<input type="checkbox"/>
H	The student is attending another educational institution. (shared	<input type="checkbox"/>
L	The student's absence is for leave accepted by the principal.	<input checked="" type="checkbox"/>
M	The student was exempted from attending school.	<input type="checkbox"/>

Attendance Menu - Attendance Setup - Roll Marking Defaults

The screenshot shows the 'Attendance Setup - Roll Marking Defaults' window. The 'Roll Marking Defaults' tab is active. At the top, there are navigation links for 'Preferences', 'Roll Marking Defaults', 'Roll Marking Exceptions', and 'Period Setups'. The main area contains a table with columns for 'Acad. Year', 'Day', 'Main Roll Marking Period', and 'Part Day Absence after Period'. Above the table, there are input fields for 'Calendar Year' (2019), 'Academic Year' (-1), 'Main Roll Marking Period' (20), and 'Part Day Absence after Period' (1). There are also buttons for 'Filter', 'Clear ALL', and 'Add Year'. Red circles 1 through 5 highlight the input fields for 'Calendar Year', 'Academic Year', 'Main Roll Marking Period', 'Part Day Absence after Period', and the 'Add Year' button respectively.

- 1 - Entry the Calendar year
- 2 - Choose the Academic Year
- 3 - Choose the Main Roll Marking period (this will make a "Full Day" Entry for this period)

4 - Choose the period that the student will be marked part day for DEEWR (If the student is late after period set they will be marked part day otherwise just set as late)

5 - Click Add Year

Repeat this process for each Academic Year.

Attendance Setup - Roll Marking Exception

Preferences Roll Marking Defaults **Roll Marking Exceptions** Period Setup

Date: 22/3/2019 Academic Year: 12 Main Roll Marking Period: 3

Filter: 22/3/2019 Academic Year: 12 Main Roll Marking Period: 3 Clear ALL Add Exception

Acad. Year	Date	Day of Cycle	Main Roll Marking Period

1 - Enter the date

2 - Enter the Academic Year

3 - Enter the Main Roll Marking period (different to the defaults)

4 - Add Exception