



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

End of Year Procedures

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Table of Contents

Denbigh Administration	1
Order Of Process	3
Main Menu - Administrative Tasks - End of year	4
Archive Student Absences	5
Find Absences	5
Archive Found Set of Absences.....	6
Absence Archive File	6
Student Details (Archived Absences).....	6
Discipline Records.....	7
Archive Discipline Records	7
Discipline Archive File	7
Student Details - Discipline Archives	8
Archive Sport	8
Archive Sport Team or All Teams	9
Archive All or Selected Sport	9
Archive Extra Curricular Activities	10
Archive All or Selected Activity.....	11
Viewing Archived Sport/Extra Curricular Activities	11
Archive Staff Absences.....	12
View Staff Archived Absences	13
Move Students that are leaving to Former Students / Alumni.....	14
Move selected Students to Alumni	14
Move selected Students to Alumni	15
Increment Student's Academic Year.....	15
Enroll new students in from Future Students	17
Enroll Selected Future Students	17
Update Roll Class / Tutor Group / Homeroom class details	18
Update Class detail/Timetable.....	19
Future Classes	20
Future Timetable.....	20
Next Years Classes function	21
Next Years Classes (Future Classes)	22
Next Years Classes (Future Classes) - Add Students	23
Transfer Next Years Classes	23
Transfer Next Years Classes	24
Updating the Current Classes File by Class	24
Enrolling Students to a different class	25
Calendar - Add new year in Calendar	25
Adding a New Year	26
Enter the dates for the school term	26
Importing Timetables.....	27

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

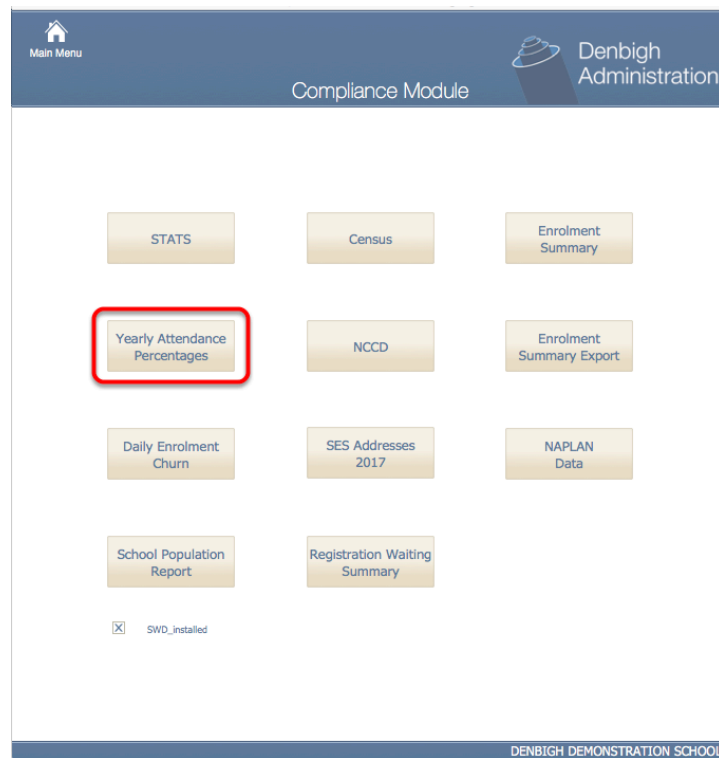
Yearly Attendance Percentage Report
Administrative Tasks - End of Year
Yearly Attendance % report run
Archive Student Absences
Archive Discipline Records
Archive Sport/Extra Curriculum Data (only if year based)
Archive Markbook Tasks/Groups
Archive Staff Absences
Move Students that are leaving to Former 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

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.

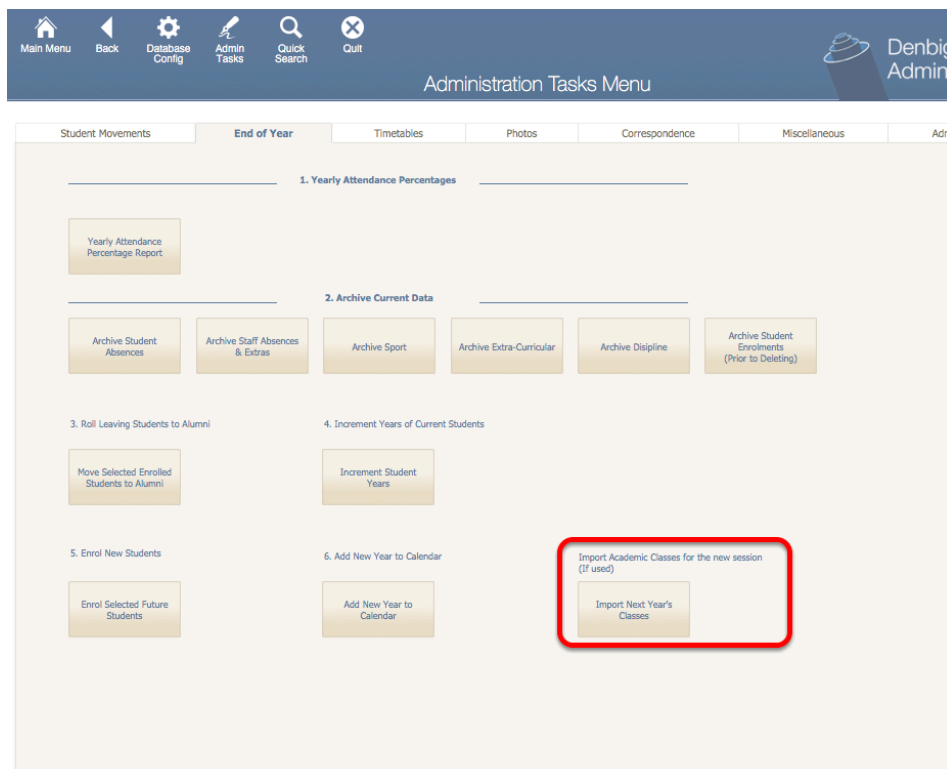
If your school has already moved up any years this will need to be done manually not through this process.

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.



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

Archive Student Absences

The screenshot shows the 'Attendance Menu' interface. At the top, there are navigation icons for 'Main Menu', 'Attendance Setup', and 'Print Menu', along with the 'Denbigh Administration' logo. The menu is organized into several 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 box), Attendance Archive, Individual Student Attendance, Student List displaying Attendance.

At the bottom of the menu, it says 'DENBIGH DEMONSTRATION SCHOOL'.

Go to the Student Attendance Menu and choose Attendance List

Find Absences

The screenshot shows the 'Attendance (FMS15-Master-Staging.local)' application. The interface includes a top navigation bar with 'Main Menu', 'Back', 'Attendance Menu', 'Absence Archive', 'Student Info', and 'View By Year'. Below this is a search and filter area with a search bar, 'Find', 'Sort', and 'Share' buttons. The main area displays a table of 'Daily Absences' with columns for Date of Absence, Student, Name, Code, Type, Reason for Absence, Period (TG, 1-6), Notes Outstanding, Note, and Edit. A search sidebar is visible on the left, with 'Find Menu' and 'Find Unexplained' options highlighted with a red box. The table shows several rows of absences, with the first row for Williams, Akila on 18/3/2016.

Date of Absence	Student	Name	Code	Type	Reason for Absence	Period	Notes Outstanding	Note	Edit
18/3/2016	108198	Williams, Akila	H	Full Day	bus	TG 1 2 3 4 5 6			
19/1/2016	100078	Condoleon, James	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	100079	Hunter, Ronan	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	100214	Stark, Natalie	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	104218	Hooke, David	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	103105	Simkus, Gabriella	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	100648	Clark, Serena	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	103254	Porter, Max	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	103162	Gallagher, Renata	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	106796	Donaldson, Natalie	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	104295	Nisbet, Amy	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	104240	Sanderson, Rena	B	Excursion	Trip to Library	TG 1 2 3 4 5 6			
19/1/2016	100073	Jones, Nicholas	B	Excursion	Luna Park	TG 1 2 3 4 5 6			
19/1/2016	100088	Brice, Sunali	B	Excursion	Luna Park	TG 1 2 3 4 5 6			
19/1/2016	100327	Maskell-Knight, Benjamin	B	Excursion	Luna Park	TG 1 2 3 4 5 6			

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)

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

Demerits Archive

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

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

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 displays the 'Sport Softball Team 1' management interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, Teams List, and Print Menu. The main header shows the team name and details: Sport Code (SBALL1), Sport Name (Softball Team 1), Season (Sem 1), and Competition Type (IGSSA). Below this, there are sections for 'Current Students and Staff'. The 'Staff in Team' section shows 1 member (Mrs J Denbigh). The 'Students in Team' section shows 0 members and an 'Archive All' button. A red circle highlights the 'Archive' tab at the top right of the main content area. Another red circle highlights the 'Archive All' button in the 'Students in Team' section.

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'. It 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?'. There are two buttons: 'Found' and 'Current'.

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 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"/>
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"/>
PERCJUS	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.

Main Menu
Back
Find
View as List
Print Menu
Print Student List
New Activity
Students Menu
Staff Details

Brass Ensemble

Activity Code: BRASS
Activity Name: Brass Ensemble
Semester: 1
Type: 2
Level:
Music:
Appear on School Involvement:
Report as Special Role:

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/Extra Curricular 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: ExtraCurricular Current, ExtraCurricular Previous, Sport Current, Sport Previous, Awards

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

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

Archive Staff Absences

Staff Details

Code: ALLT | Surname: Allesch | First Name: Trevor | Middle Names: | Known As: | Position: Careers | Community ID: IS0003

General Information

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

Receives Timetable Junior School
 Pastoral Care Team Middle School
 Casual Teacher Senior School

Faculty
 Silent Number
 WWCC Status
 Clear
 Email PT/Interviews As Parents Make Them

Email Type: Work | Email Address: 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.

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	Incurison
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	Incurison

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.

Enter date

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

Date

1/01/2010

Enter the applicable date.

View Staff Archived Absences

Staff Details

ALLT

Absences and Extras Cover

General Information **Absences and Extras** Classes Timetable Tutor Group CoCurricular Groups Professional Correspondence Notes Confidential

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

Audit

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 + Medical Alert - Life Threatening

103334 | Yusef | Portia | Ashley | Portia | Female | 14 Sep 2005 | 7 | 7.2 | Puce

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

Parents / Guardians
 George Vuong (Father (Parent)) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: support@denbigh.com.au
 Wayne Jobson (Step-father (Parent)) | Work Phone: 02 1234 5678 | Mobile: 0413582908 | Email: support@denbigh.com.au

General Information

Personal Details
 Country of Birth: Australia | Religion: Uniting | Church Attended: Yes No
 eMail Address: support@denbigh.com.au | Mobile Phone: 0414 123 456
 Cohort: 2023 | Previous School: Jannali East PS | Lives with: Boarder
 Sibling No: 1 | Calculate Sibling Number Across Joined Families: (you will need to do this for each student in each family) | Ms L Davies (Tutor)

School Details
 Abstudy: | Austudy: | USI: | LUJ: | VET Student: | Exchange Student: | NESA No.: | IB: | Prep Days:

Overseas Information
 Passport Number: | Passport Expiry: | Exchange Student:
 Citizenship: | Visa: | Visa Expiry: | FFPQS:

Enrolment Info
 Reg Date: 7 | Ac. Yr: 2/2/2023 | Dept Date: | 3 Starter: 3yo 4yo | Cohort Current: 2023

Emergency Contacts (2)
 1 Grandmother Jennifer Yusef...
 2 Uncle Peter Jones...

Privacy / Info Release
 Permission to use: Photo on website Photo in print

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

Denbigh Administration

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

Admin Tasks (highlighted)

Birthdays

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

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	Willsaillen, Shreshtha	18
Fri	6	R	Benjamin, Po	12
Sat	7	P	Gupta, Damian	13

Staff Birthdays
 Mon Mackie Mrs T
 Sun Robertson Mrs K

Go to the Administration Tasks in the Main Menu.

Move selected Students to Alumni

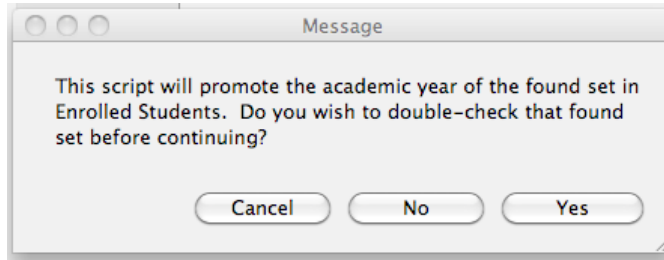
The screenshot shows the 'Administration Tasks Menu' interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'Database Config', 'Admin Tasks', 'Quick Search', and 'Quit'. The 'Denbigh Administration' logo is on the right. Below the navigation bar, there are several tabs: 'Student Movements' (highlighted with a red circle), 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'Student Movements' tab is active, showing a grid of buttons for moving students between categories: 'Future Students', 'Current Students', and 'Former Students'. The button 'Move Selected Current Students to Former' is highlighted with a red box. 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 footer bar contains 'Administrative Tasks Menu' and 'DENBIGH DEMONSTRATION SCHOOL'.

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 when Students File.

Increment Student's Academic Year

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, there are several tabs: 'Student Movements', 'End of Year' (highlighted), 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'End of Year' tab is active, showing a grid of buttons for end-of-year procedures. The button 'Increment Student Years' is highlighted with a red box. Other buttons include 'Yearly Attendance Percentage Report', 'Archive Student Absences', 'Archive Staff Absences & Extras', 'Archive Sport', 'Archive Extra-Curricular', 'Archive Discipline', 'Move Selected Enrolled Students to Alumni', 'Add New Year to Calendar', 'Import Academic Classes for the new session (If used)', 'Enrol Selected Future Students', and 'Import Next Year's Classes'. A footer bar contains 'Administrative Tasks Menu' and 'DENBIGH DEMONSTRATION SCHOOL'.

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



This will increment the whole school year.

Database Configuration Menu

DENBIGH DEMONSTRATION SCHOOL

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	HJND	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	Lejjak 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	BERU	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	Lejjak 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.

Enroll new students in from Future Students

Future Student - Details

1015111 Thomas Sophia Chexin Sophia Female 5/10/1998 12 2019 Waiting

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

Personal Details
 Country of Birth Religion Nationality Current School
 Lives With
 House Campus Boarder Boarding House
 Deposit Date Deposit Amount Deposit Receipt # Enrolment Fee Date Enrolment Amount
 Clergy Staff
 Clergy Staff

Enrolment Options

Reg Date	Ac. Yr	Enrol Date	Depart Date	Term	Status	Boarder	Boarding Hse
2/10/01	12	30/01/18			Waiting	<input type="checkbox"/>	

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

Enroll Selected Future Students

Administration Tasks Menu

Student Movements End of Year Timetables Photos Correspondence Miscellaneous Administration

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. Enroll New Students
 Enroll 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

Click to Enroll selected Future Students.

Update Roll Class / Tutor Group / Homeroom class details

The screenshot shows the 'Preferences' window in Denbigh Administration. The 'Database Config' button in the top navigation bar is highlighted with a red box. Below it, the 'Tutor Groups' tab is also highlighted with a red box. The main content area is divided into two sections: 'Tutor Group Names and Teachers' and 'Customised Names'.

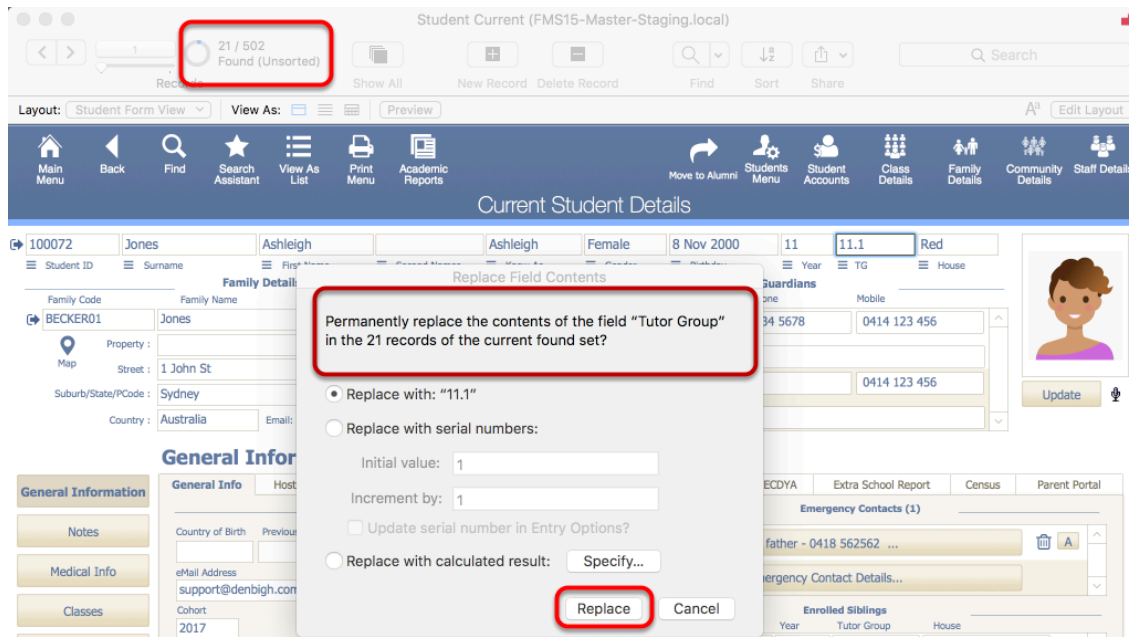
Tutor Group Names	Abbr	Ac Yr	Room	Staff Code	Staff Name	Staff Code	Staff Name
KG	KG	0	D1.2	RUMK	Rumsey-Merlan Mrs K		
KY	KY	0	D0.2	GRID	Grierson Mrs J		
1K	1K	1	D0.1	AYRS	Ayre Ms S		
1R	1R	1	D1.4A	BERP	Berman Rev P		
2F	2F	2	F1.1	FAUJ	Faulks Mrs J		
2S	2S	2	D1.3A	SANR	Sanderson Mr R		
3C	3C	3	D0.1	HIRL	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		
5GM	5GM	5	D2.4	HUOL	Hudspith Mrs L	MACT	Mackie Mrs T
5LH	5LH	5	F1.3	LAML	Lam Mrs L	HAMS	Hammer Mr S
5LM	5LM	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		

The 'Customised Names' section on the right allows for customizing names used for Roll Class, Tutor groups and Home Rooms. It includes fields for Name of Roll Call Class, Tutor Group, Title of Roll Call Teacher, and Tutor, each with a corresponding Abbreviation field.

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 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 highlighted with a red box. The background shows a student record form for 'Jones, Ashleigh' with various fields like Family Code, Family Name, Home Phone, and Address.

- 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	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	DENJ	Mrs J Denbigh	Creative Arts		No	X
09VI2	Photography and Digital	09VI	VI	9	9		14	DENJ	Mrs J Denbigh	Creative Arts		Yes	X
10EN5	English	10EN	Eng	10	10		1	DENJ	Mrs J Denbigh	English		No	X
11PO1	Photography	11PO	Photo	11	11		8	DENJ	Mrs J Denbigh	Creative Arts		Yes	X
10.1	Tutor Group	10PC	House Grps	10	10		12	DENJ	Mrs J Denbigh	Administration	TAS	No	X
07DTE	Design and Technology	07DT	D&T	7	7		3	DENJ	Mrs J Denbigh	TAS	Science	No	X

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

The screenshot shows the 'Current Student Details' page for student Srikar Croker. The 'Future Classes' tab is highlighted with a red circle. Below the tab, a table lists the following 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

The screenshot shows the 'Current Student Details' page for student Srikar Croker. The 'Future Timetable' tab is highlighted with a red circle. The timetable shows the following schedule for Week A:

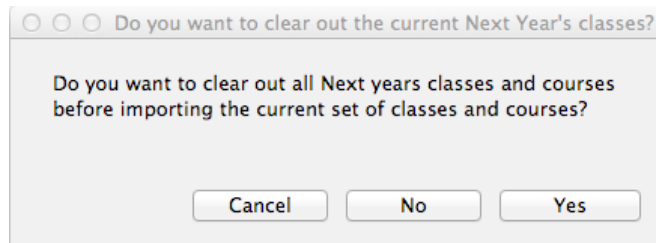
	Monday	Tuesday	Wednesday	Thursday	Friday
Before					
P1	Tutor Group		Tutor Group		Tutor Group
P2					
P3					
P4	Recess	Recess	Recess	Recess	Recess
P5	PD/Health/PE S01 Mr G Bolton		PD/Health/PE Mr G Bolton		
P6	Lunch	Lunch	Lunch	Lunch	Lunch
P7					
After	After School	After School	After School	After School	After School

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 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.



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.

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)

Class Details - Next Year's Classes

01ACOMP Computer Studies 1CCOMP 1 Year 10 Order TANS Mrs S Tano VET

Students

Students in Class Students in Class = 0 Add Students Delete All

Student ID	Student	Year
------------	---------	------

Enroll 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

Current Students Year

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

Class 01aMAT - Mathematics

Future Students Enrolment Year

106956 - Allan, David	Add
105032 - Bak, Rachelle	Add
109132 - Bennett, David	Add
103304 - Biffin, Feras	Add
106633 - Blomley, Amna	Add
108296 - Carolan, Sarah	Add
109119 - Croker, Rosanna	Add
107760 - Dierman, Trinity	Add
103092 - Garfit-Mottram, Roger	Add
105720 - Gargiulo, Phillip	Add
107692 - Gleeson, Thomas	Add
105666 - Green, Stephanie	Add

CancelAdd

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 navigation bar with various icons. The 'Transfer Next Year To Current' icon, which depicts a downward arrow, is circled in red. Below the navigation bar, a table titled 'Classes for Next Year' is visible, showing details for a class: 01ACOMP Computer Studies, 1COMP COMP, Year 1, 10 units, 0 students in class, staff Mrs S Tang, and Junior School as the key learning area.

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 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 for 08VA7, including the subject name 'Visual Arts', subject abbreviation 'Vis Art', course '08VA', year '8', unit '7', and teacher 'Mrs J Denbigh'. 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 student list, there is a button labeled 'Enroll these students in another class' which is highlighted with a red circle.

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 'Denbigh Administration' logo is on the right. Below the navigation bar, a horizontal menu contains tabs for 'Student Movements', 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'Timetables' tab is selected. 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'. The footer of the interface shows 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

There are various timetabling solutions, Denbigh Administration can import directly from Timetabler, First Class and Edval. 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.