



**DENBIGH**  
INTERNATIONAL

# **Denbigh Administration**

## **Denbigh End of Year Procedures**

## Table of Contents

Denbigh Administration.....	1
<b>Denbigh End of Year Procedures .....</b>	<b>1</b>
<b>Main Menu - Administrative Tasks - End of Year.....</b>	<b>5</b>
Archive Student Absences .....	6
Find Absences .....	6
Archive Found Set of Absences.....	7
Absence Archive File .....	7
Student Details (Archived Absences) .....	8
Discipline Records.....	8
Archive Discipline Records .....	9
Discipline Archive File .....	9
Student Details - Discipline Archives .....	9
Archive Sport .....	10
Archive Sport Team or All Teams.....	10
Archive All or Selected Sport .....	10
Archive Extra Curricular Activities.....	11
Archive Extra Curricular Actives .....	11
Archive All or Selected Activity.....	11
Viewing Archived Sport/ExtraCurricular Activities .....	12
Archive Markbook Tasks/Groups.....	12
Move Markbook data to Archives .....	13
Markbook - Send to Archive .....	13
Archive Staff Absences.....	14
Archive Staff Absences - Enter Date .....	14
View Staff Archived Absences .....	15
Move Students that are leaving to Former Students / Alumni .....	15
Move selected Students to Alumni.....	16
Move selected Students to Alumni.....	16
Increment Student's Academic Year.....	17
Increment Student's Academic year.....	17
Enrol new students in from Future Students .....	18
Enrol Selected Future Students .....	18
Update Roll Class / Tutor Group / Homeroom class details .....	19
Update Class detail/Timetable .....	19
Future Classes.....	20
Future Timetable.....	20
Next Years Classes function .....	21
Next Years Classes (Future Classes) .....	21
Next Years Classes (Future Classes) .....	22
Next Years Classes (Future Classes) .....	22
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..... 26**  
**Enter the dates for the school term ..... 27**

## Order of Procedures

Administrative Tasks - End of Year  
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  
Enrol 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

## Main Menu - Administrative Tasks - End of Year

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.

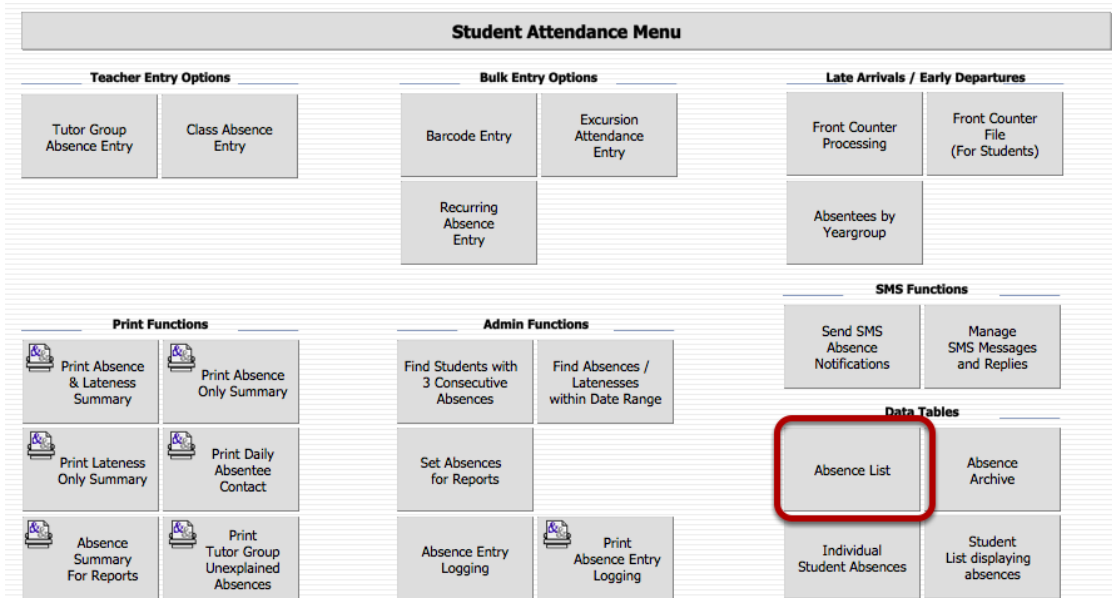
The screenshot displays the 'Administrative Tasks Menu' for 'End of Year' procedures. The interface includes a top navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. The Denbigh Administration logo is in the top right. The main content area is titled 'End of Year' and contains several sections of buttons:

- 1. Archive Current Data**: Archive Student Absences, Archive Staff Absences & Extras, Archive Sport, Archive Extra-Curricular, Archive Discipline.
- 2. Roll leaving students to Alumni**: Move Selected Enrolled students to Alumni.
- 3. Increment Years of current Students**: Increment Student Years.
- 4. Enrol new students**: Enrol Selected Future Students.
- 5. 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 footer of the screenshot shows 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

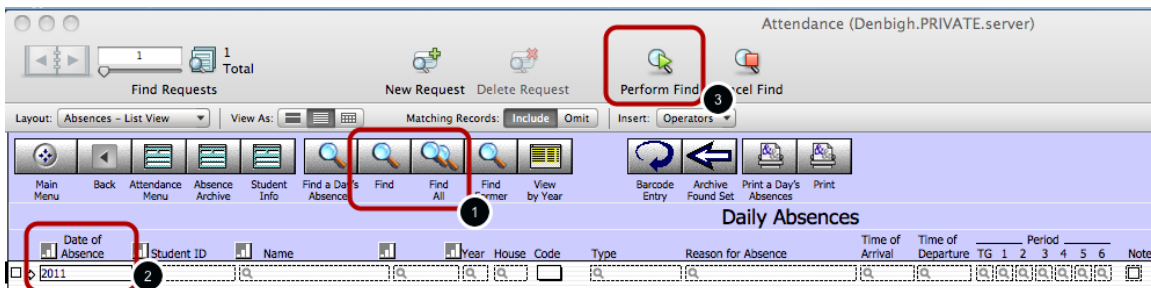
**PLEASE NOTE:** Do not Import Next Years Classes unless you are currently using this function.

## Archive Student Absences



Go to the Student Attendance Menu and choose Absence List

## Find Absences



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

Date of Absence	Student ID	Name	TGroup	Year	House	Type	Reason for Absence	Time of Arrival	Time of Departure	TG
19/3/2010	101124	Banjac, Michael	10.1	10	B	Full Day				A
22/3/2010	103139	Cooper, Harjwanjot	10.1	10	P	Full Day				A
31/3/2010	103123	Crisp, Belinda	10.1	10	G	Full Day				A
31/3/2010	102837	Fisher, Michael	10.1	10	R	Full Day				A
31/3/2010	103042	Gardner, Simon	10.1	10	B	Full Day				A
2/6/2010	106183	Johnson, Simon	6.1	6	P	Lesson				A
7/9/2010	103139	Cooper, Harjwanjot	10.1	10	P	Early Departure		1:12 PM	10:00 AM	L
7/9/2010	103123	Crisp, Belinda	10.1	10	G	Full Day				A
7/9/2010	106183	Johnson, Simon	6.1	6	P	Lesson				A
7/9/2010	100700	Anorov, Michael	11.2	11	P	Lesson				A
23/9/2010	100025	Deak, Ryan	12.2	12	M	Part Day		11:45 AM		A

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

Date of Absence	Name	TGroup	Year	Type	Reason for Absence	Time of Arrival	Time of Departure	Absent from Lesson	Note
22/6/2004	Nguyen, Sean	11LR	11						
26/7/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
27/7/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
28/7/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
29/7/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
30/7/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
2/8/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
3/8/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
4/8/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
5/8/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
6/8/2004	Bedi, Stephanie	08MT4	8		Student Exchange - Cairns - Anglican				
2/8/2004	Martin, Grantley	08MT4	8		Student Exchange - Ballarat Grammar				
3/8/2004	Martin, Grantley	08MT4	8		Student Exchange - Ballarat Grammar				
4/8/2004	Martin, Grantley	08MT4	8		Student Exchange - Ballarat Grammar				
5/8/2004	Martin, Grantley	08MT4	8		Student Exchange - Ballarat Grammar				
6/8/2004	Martin, Grantley	08MT4	8		Student Exchange - Ballarat Grammar				
9/8/2004	Martin, Grantley	08MT4	8		Student Exchange - Ballarat Grammar				

Absences are moved to the Archive file.

## Student Details (Archived Absences)

The screenshot shows the 'Student Details' page for student 103139 Cooper, Harjiwanjot. The 'Attendance' tab is selected and highlighted with a red box. Below the tabs, the 'Archived' section is also highlighted with a red box. A table lists the following absences:

Date Absent	Type	Reason	Arrived	Departed	P1	P2	P3	P4	P5	P6	Note Received
8/2/2006	Excursion	geography									
14/11/2005		Dr's cert headache - SWIMMING CARNIVAL									
9/11/2005		Illness									

These are also accessed in the Student Details.

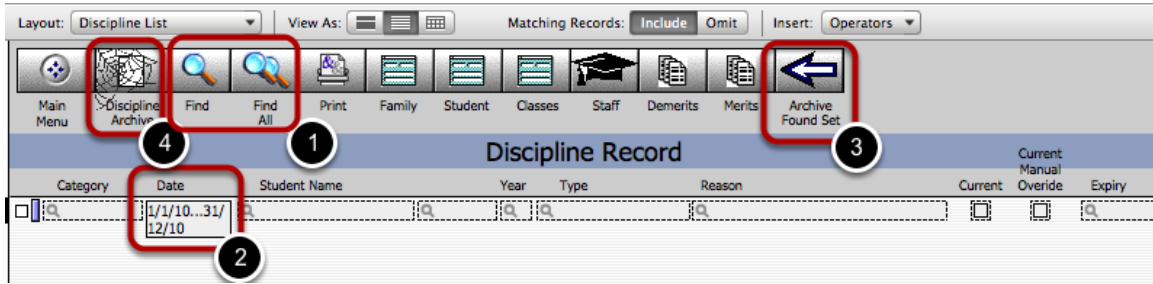
## Discipline Records

The screenshot shows the 'Student Details' page for student 103139 Cooper, Harjiwanjot. The 'Discipline' tab is selected and highlighted with a red box. Below the tabs, the 'Discipline File' button is also highlighted with a red box. The page displays sections for Merits, Demerits, Merits Archive, and Demerits Archive, each with an 'Add Entry' button.

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



## Archive Discipline Records



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

Category	Date	Student Name	TGroup	Year	Type	Reason	Dealt With	Current	Expiry	Given By
Merit	16/09/200	Lee, Ross	12.2	12	Merit Award	Outstanding effort in classwork	<input type="checkbox"/>	<input type="checkbox"/>	15/11/200	mbenn
Demerit	16/09/2006	Lee, Ross	12.2	12	Demerit	Repeated failure to complete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31/12/200	mbenn
Merit	4/12/2006	Lee, Ross	12.2	12	Merit Certificate	Outstanding effort in classwork	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31/12/200	Craig McKessar
Merit	6/12/2006	Lee, Ross	12.2	12	Merit Certificate	Effort beyond the call of duty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31/12/200	Craig McKessar
Merit	6/12/2006	Lee, Ross	12.2	12	Merit	Participation in sporting event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31/12/200	Craig McKessar
Detention	5/12/2006	Lee, Ross	12.2	12	Detention	Vandalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/2/2007	Craig McKessar
Detention	4/12/2006	Lee, Ross	12.2	12	Detention	Incorrect uniform	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/2/2007	Craig McKessar

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

## Student Details - Discipline Archives

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		1	0	
⇅ SBALL2	Softball Team 2	IGSSA	Sem 1		18	0	
⇅ SBALL3	Softball Team 3	IGSSA	Sem 1		6	1	
⇅ SBALL4	Softball Team 4	IGSSA	Sem 1		7	0	
⇅ SBALL6	Softball Team 6	IGSSA	Sem 1		52	0	
⇅ SBALL7	Softball Team 7	IGSSA	Sem 1		4	0	

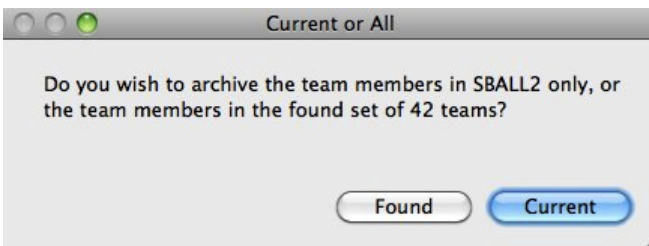
Go to the Sport menu, find the teams that need to be archived. Click the jump button to show a team/sport.

## Archive Sport Team or All Teams

The screenshot shows the 'Sport: "Softball Team 2"' interface. At the top, there is a header with 'Sport Code', 'Sport Name', 'Season', 'Competition Type', and 'Notes'. Below this, the details for 'SBALL2', 'Softball Team 2', 'Sem 1', and 'IGSSA' are displayed. The main area is divided into 'Current Students and Staff' and 'Archive' sections. The 'Archive' section is highlighted with a red box and a circled '2'. Below the 'Archive' section, there is a 'Staff in Team' section with a 'Staff 0' count. The 'Students in Team' section shows 18 members with columns for Student, Year, Tutor Group, House, and Age at 31/12. The 'Archive All' button is highlighted with a red box and a circled '1'. To the right of the 'Archive All' button, there is a search form with 'Search for : Student Staff' and a 'Surname' field.

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



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	School Involvement	Special Role	Music
<input checked="" type="checkbox"/> AEROB	Aerobics	<input type="radio"/> 1 <input type="radio"/> 2			2	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> ATH	Athletics	<input type="radio"/> 1 <input type="radio"/> 2			1	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BADMIN	Badminton	<input type="radio"/> 1 <input type="radio"/> 2			37	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BASKTBL	Basketball	<input type="radio"/> 1 <input type="radio"/> 2			45	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BRASS	Brass Ensemble	<input type="radio"/> 1 <input type="radio"/> 2			24	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CHAMCHOI	Chamber Choir	<input type="radio"/> 1 <input type="radio"/> 2			18	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> CHAMORCH	Chamber Orchestra	<input type="radio"/> 1 <input type="radio"/> 2			10	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> CHOIR	Choir	<input type="radio"/> 1 <input type="radio"/> 2			60	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> CLARENS	Clarinet Ensemble	<input type="radio"/> 1 <input type="radio"/> 2			1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> CONBAND1	Concert Band 1	<input type="radio"/> 1 <input type="radio"/> 2			16	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

## Archive Extra Curricular Activities

Activity Code	Activity Name	Semester	Type	Level	Music	School Involvement	Special Role
AEROB	Aerobics	<input type="radio"/> 1 <input type="radio"/> 2			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Current Students and Staff**

**Staff in Activity** Count Staff 2

Teacher Code	Teacher
ANGC	Mrs C Angel
TINL	Mrs L Tindell-Jones

**Students in Activity** 2 Members

Student	Ac Yr	TGroup	House
Smith, Gabriella	8	8.4	Blue
Jones, Chris	7	7.3	Magenta

**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

Click to Archive All.

## Archive All or Selected Activity

Current or All

Do you wish to archive the members in AEROB only, or the members in the found set of 142 activities?

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

## Viewing Archived Sport/ExtraCurricular Activities

The screenshot shows the 'Student Details' interface for a student named Hannah Jessica Thomson. The interface includes fields for personal information, family details, and parents/guardians. At the bottom, there is a navigation bar with tabs for 'ExtraCurricular Current', 'ExtraCurricular Previous', 'Sport Current', 'Sport Previous', 'Music', and 'Awards'. The 'ExtraCurricular Previous' and 'Sport Previous' tabs are highlighted with red boxes. Below the tabs is a table with columns for 'Code' and 'Activity Name'.

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

## Archive Markbook Tasks/Groups

The screenshot shows the 'MarkBook Menu' interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'Classes', 'Current Students', and 'Staff Details'. The 'DENBIGH ADMINISTRATION' logo is on the right. Below the navigation bar is a 'MarkBook Menu' section with a pie chart icon. The menu contains several buttons: 'MarkBook Tasks', 'MarkBook Groups', 'MarkBook Print Menu', 'New Markbook Task', 'New MarkBook Group', 'Assessment Calendar', 'Import Markbook Tasks from Spreadsheet', 'Archive', and 'Add Tasks to Calendar'. The 'Archive' button is highlighted with a red box. At the bottom, there is a footer with 'Markbook Menu', 'Admin', and 'THE DENBIGH DEMONSTRATION SCHOOL'.

Choose Archive from the Markbook Menu.

## Move Markbook data to Archives

The screenshot shows the Denbigh Administration interface. At the top left is the Denbigh Administration logo. To the right is a navigation bar with icons for Main Menu, Back, MarkBook Menu, Classes, Current Students, and Staff Details. Below this is a section titled 'MarkBook Archive Menu' which contains three buttons: 'Move MarkBook data to Archives' (highlighted with a red box), 'Archived MarkBook Tasks', and 'Archived MarkBook Groups'. The footer of the page contains 'Markbook Menu', 'Admin', and 'THE DENBIGH DEMONSTRATION SCHOOL'.

Click to move Markbook data to Archives.

## Markbook - Send to Archive

The screenshot shows the 'Markbook Archiving' interface. It is divided into two panels: 'Send to Archive' and 'Retrieve from Archive'. The 'Send to Archive' panel has three numbered steps: 1. 'Assesment Years for archiving' with a text box containing '2010'; 2. 'Academic Year for archiving' with a text box containing '10'; 3. An 'Archive' button. The 'Retrieve from Archive' panel has two text boxes for 'Assesment Years for unArchiving' and 'Academic Year for unArchiving', followed by an 'UnArchive' button. Both panels include a note: 'Please specify BOTH an Assessment Year AND an Academic Year to archive. Each academic year must be archived individually.'

Enter the Assessment Year, choose the Academic year then click to Archive. Repeat this for each Academic Year.

## Archive Staff Absences

Date of Absence	Staff Name	Class	Period	Staff Code	Covering Staff Name	Print	Email	Get Classes
11/02/09	Mr R Bailey	LA251	d3p1	S2.3	VLAR Ms R Vlahos			
		6.2	Tutor Group		ADAD Mr D Adams			
		Music	d3 Lunch 1		ADAD Mr D Adams			
		LA151	d3p5	N1.16	MCLL Ms L McLeod			
11/02/09	Mrs G Balean	10.5	Tutor Group					
		Cafe	d9 Recess					
		10MA6	d9p3	J1.7				
		10MA6	d9p4	F3.4				
		11ME1	d9p5	N1.1				
		11ME1	d9p6	QL.4A				

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 John Denbigh. The 'Absences Extras' tab is highlighted with a red box. Below the tabs, the 'Absences and Extras Cover' section is visible, with the 'Archive' tab highlighted with a red box. The 'Absence Records' table shows two entries:

Date	Duration in Days	Type	Reason	Med Certificate
3/09/2007	1	Leave	Sick	<input type="checkbox"/>
29/10/2007	1			<input type="checkbox"/>

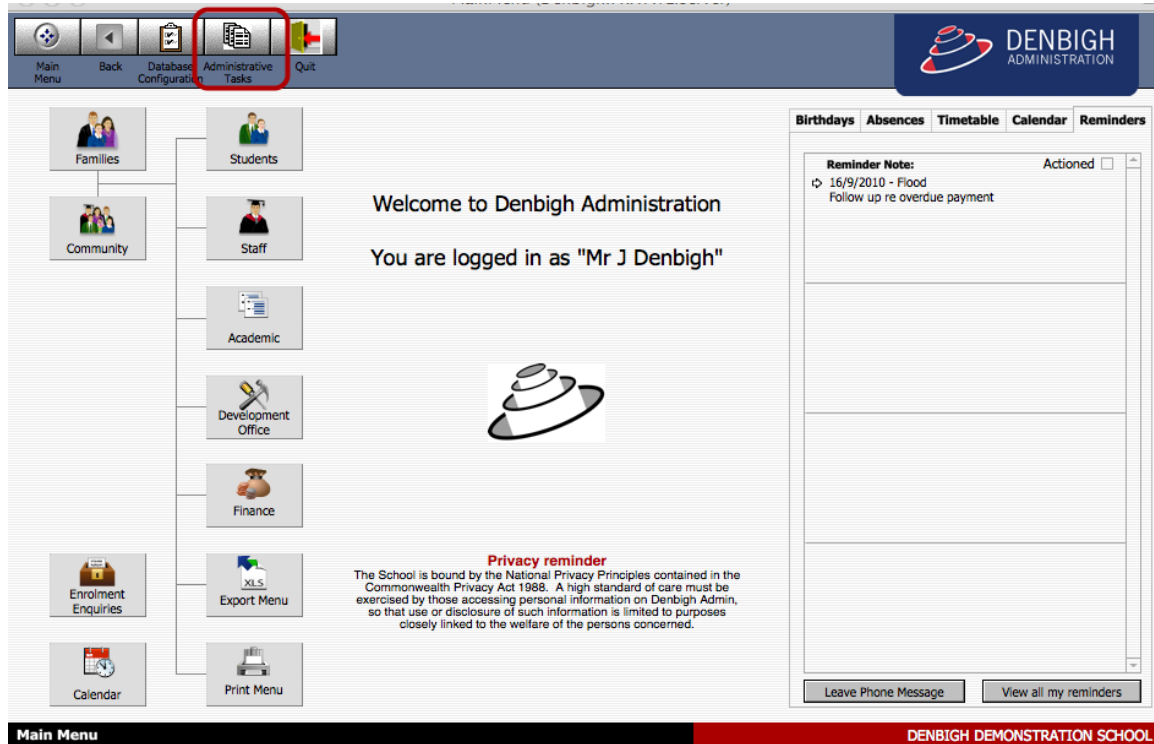
Click the Absence/Extras Tab and the Archive tab to view Archived Absence Records.

## Move Students that are leaving to Former Students / Alumni

The screenshot shows the 'Student Details' page for a student named Hannah Jessica Thomson. The 'Year' field is highlighted with a red box. The 'Parents / Guardians' section shows Philip Thomson (Father) and Daphne Preece (Mother). The 'Leaving Info' section shows the 'Departure Date' field highlighted with a red box, with the value '6/12/2010' entered.

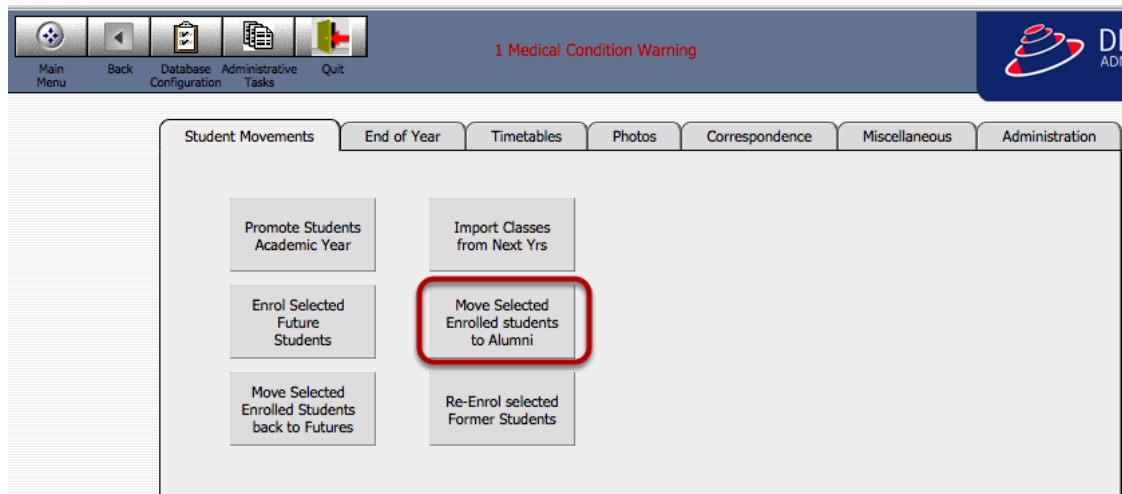
Ensure that the Departure date has been entered. Find all students that are leaving, either find by year group (all year 12) or by departure date field.

## Move selected Students to Alumni



Go to the Administration Tasks in the Main Menu.

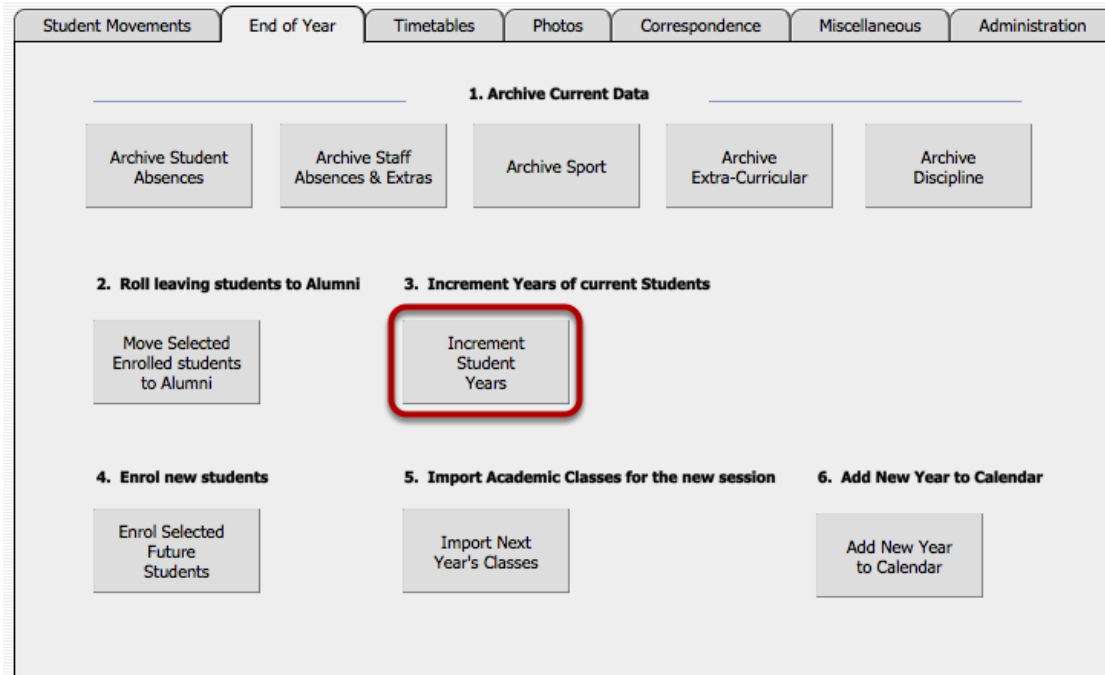
## Move selected Students to Alumni



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

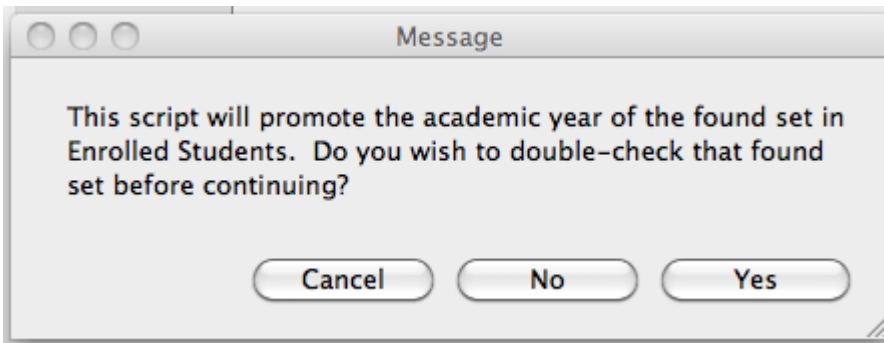


## Increment Student's Academic Year



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

## Increment Student's Academic year



This will increment the whole school year.

## Enrol new students in from Future Students

### Future Student Details

105104	Hannan	Ying	Qi	Angel	Female	26/03/2002	5	2008	Waiting
<small>Student ID</small>	<small>Surname</small>	<small>First Name</small>	<small>Second Names</small>	<small>Known As</small>	<small>Gender</small>	<small>D.O.B.</small>	<small>AcYr</small>	<small>EnYr</small>	<small>Status</small>

#### Family Details

Family Code: 100396  
 Family Name: Hannan  
 Home Phone: 02 3456 7890

Property: \_\_\_\_\_  
 Street: 1 John St  
 Suburb/State/PCode: Sydney NSW 2000  
 Country: \_\_\_\_\_

#### Parents / Guardians

Father: De Hu Hannan Work Phone: 0414 123 456  
 Email: \_\_\_\_\_ Family eMail: \_\_\_\_\_

Mother: Yan Ling Goodwin Work Phone: 0414 123 456  
 Email: ygoodwi@denbighdemo.com.au Family eMail: \_\_\_\_\_

General Information	Enrolment Application	Future Classes	Notes	Correspondence	Email	Medical information
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#### Personal Details

Country of Birth: Chinese Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Current School: Drummoyne PS Codes: \_\_\_\_\_

#### Schools Details

Boarding Status: \_\_\_\_\_ OS Student: \_\_\_\_\_ House: \_\_\_\_\_ Boarding House: \_\_\_\_\_  
 Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_ Deposit Receipt: \_\_\_\_\_ Staff: \_\_\_\_\_  
 Enrolment Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Campus: \_\_\_\_\_ Clergy: \_\_\_\_\_

#### Enrolment Options

Reg Date	Ac. Yr	Enrolment	Enrol Date	Term	Status
23 Oct 2003	5	2008	29/1/11		Waiting

#### Future Student Siblings

Ac. Yr	Given Names	Enrolment Year
8	Yi Qi	2009

#### Enrolled Siblings

Ac. Yr	Given Names	Boarding Status

#### 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

Student Movements	End of Year	Timetables	Photos	Correspondence	Miscellaneous	Administration
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#### 1. Archive Current Data

Archive Student Absences

Archive Staff Absences & Extras

Archive Sport

Archive Extra-Curricular

Archive Discipline

#### 2. Roll leaving students to Alumni

Move Selected Enrolled students to Alumni

#### 3. Increment Years of current Students

Increment Student Years

#### 4. Enrol new students

Enrol Selected Future Students

#### 5. Import Academic Classes for the new session

Import Next Year's Classes

#### 6. Add New Year to Calendar

Add New Year to Calendar

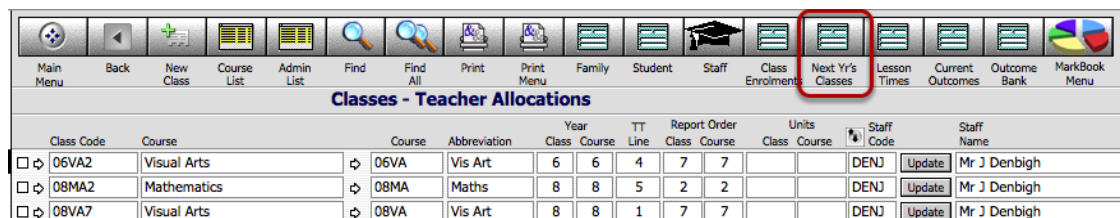
Click to Enrol selected Future Students.

## Update Roll Class / Tutor Group / Homeroom class details



There is no standard procedure to change the Tutor/Roll/Homeroom class field. But if a whole class is to be change the Replace Field Contents function can be used. (Records menu, Replace Field Contents).

## Update Class detail/Timetable



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.

## Future Classes

The screenshot shows a student information system interface. At the top, there is a navigation bar with icons for Main Menu, Back, View As List, Find Student, Search Assistant, Print Menu, Move to Alumni, Academic Report, Student Accounts, Classes Detail, Future Students, Former Students, Family Details, Community Details, and Staff Details. Below this is a header with 'Medic Alert', 'Student Details', and 'PC Alert: See Mr Smith'. The main area displays student details for Alex Jobson, including family and guardian information. A red box highlights the 'Future Classes' tab in the 'Classes' section. Below the tabs, a table lists the student's classes:

Class Code	Course Code	Class	Units	TT Line	Teacher
CAS21	CAS2	Creativity, Action, Service			Ms B Lejjak
CH2S1	CH2S	Chemistry Standard			Dr M Burlinson
EN2H1	EN2H				
MS2S1	MS2S	Mathematics Studies			Ms J Berzins
TOK23	TOK2	Theory of Knowledge			Mrs R Lam

These classes will then display under the Future Classes tab.

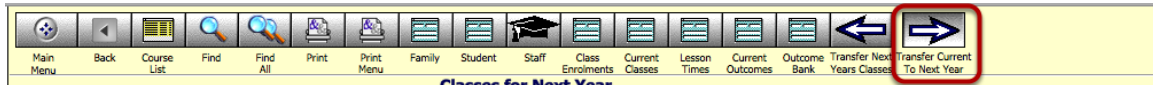
## Future Timetable

The screenshot shows the 'TimeTable' view for Alex Jobson. The interface displays a grid for Week A and Week B. A red box highlights the 'Future' button on the right side of the timetable. The timetable grid shows the following classes:

	Monday	Tuesday	Wednesday	Thursday	Friday
P1			Creativity, Action, Service		Chemistry Standard Dr M Burlinson
P2		Mathematics Studies Ms J Berzins			Chemistry Standard Dr M Burlinson
P3	Creativity, Action, Service				
	Recess	Recess	Recess	Recess	Recess
P4					
P5	Mathematics Studies Ms J Berzins				
	Lunch	Lunch	Lunch	Lunch	Lunch
P6	Chemistry Standard Dr M Burlinson				
P7					
	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



The screenshot shows a software interface with a menu bar at the top. The 'Transfer Current To Next Year' button is highlighted with a red box. Below the menu bar is a table titled 'Classes for Next Year'.

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

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)

The screenshot shows the 'Classes for Next Year' interface. At the top is a navigation bar with icons and labels: Main Menu, Back, Course List, Find, Find All, Print, Print Menu, Family, Student, Staff, Class Enrolments, Current Classes, Lesson Times, Current Outcomes, and Outcome Bank. Below this is a table with columns: Class Code, Subject Name, Course, Abbreviation, Year, TT Line, Report Order, Units, Students in Class, and Staff Code. The table contains three rows:

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code
<input type="checkbox"/> 07ENG1	English	07ENG	ENG	7				0	BAE
<input checked="" type="checkbox"/> 07ENG2	English	07ENG	ENG	7				0	ADJ
<input type="checkbox"/> 07MAT1	Mathematics	07MAT	MATH	7				0	

A dialog box titled 'Done' is overlaid on the table, containing the text: 'All current courses and classes have been imported for Next Year's Classes' and an 'OK' button.

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)

The screenshot shows the 'Class Details - Next Year's Classes' interface. At the top, there are input fields for Class Code (07DTB), Subject Name (Design and Technology), Course (07DTech), Year (7), Unit, Order, Teacher Code (BERP), and Teacher (Rev P Berman). Below this is a tabbed interface with 'Students' and 'Lessons' tabs. The 'Students' tab is active, showing a table with columns 'Student ID', 'Student', and 'Year'. The table is currently empty, and the text 'Students in Class = 0' is displayed. A red box highlights the 'Add Students' button in the top right corner of the table area. At the bottom of the interface, there is a button labeled 'Enrol these students into another class' and the text 'Students in Course = 0'.

Click the Add Students button to add students.

## Next Years Classes (Future Classes) - Add Students

**Add Student to Class**

**Choose Student**

**Current Students**      Year: 6

106468 - Benjamin, Teresa - 6.3	-1	
101994 - Brassler, Akina - 6.3	0	
108401 - Bros, Priyanka - 6.2	1	
100446 - Burge, Seentinie - 6.3	2	
100919 - Connors, Stephy - 6.3	3	
108129 - Cowan, Mikaela - 6.2	4	
100141 - Croker, Angela - 5GM	5	
100118 - Dean, Jessica - 6.2	6	
105895 - Gibson, Zoe - 6.3	7	
100866 - Glenn, Seryung - 6.3	8	
100190 - Gopalakrishnan, Shelley - 6.4	9	
101494 - Haridemos, Albert - 3G	10	
	11	
	12	

**Future Students**

100447 - -	Add	
108394 - -	Add	
101472 - Al-Suweidi, Georgina -	Add	
103081 - Anderson, Sorata -	Add	
102746 - Barker, Jim -	Add	
102397 - Bennison, David -	Add	
106187 - Bennison, Nicholas -	Add	
101588 - Campbell, William -	Add	
104662 - Carlin, Francis -	Add	
107190 - Carlin, Gemma -	Add	
104581 - Carpenter, James -	Add	
101427 - Constable, Rachael -	Add	

**Cancel**      **Add**

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

## Transfer Next Years Classes

**Classes for Next Year**

Class Code	Subject Name	Course Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name
04bMAT	Mathematics	4MAT	1	2	0	0			

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 is a toolbar with icons for Main Menu, Back, Course List, Find, Find All, Print, Print Menu, Family, Student, Staff, Class Enrolments, Current Classes, Lesson Times, Current Outcomes, Outcome Bank, Transfer Next Years Classes, and Transfer Current To Next Year. Below the toolbar is a table with columns: Class Code, Subject Name, Course, Abbreviation, Year, TT Line, Report Order, Units, Students in Class, Staff Code, and Staff Name. The table contains three rows:

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name
<input type="checkbox"/> 07ENG1	English	07ENG	ENG	7				0	BAE	E Baring
<input checked="" type="checkbox"/> 07ENG2	English	07ENG	ENG	7				0	ADJ	J Adolphus
<input type="checkbox"/> 07MAT1	Mathematics	07MAT	MATH	7				0		

A 'Message' dialog box is overlaid on the table, containing 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 11AH1. The toolbar includes icons for Main Menu, Back, New Class, View as List, Find, Find All, Print Class List, Print Menu, Student, Staff, Next Yr's Classes, Class Enrolments, Lesson Times, Outcome Bank, MarkBook Menu, Change Class code, and Change Course. The class details are as follows:

Class Code: 11AH1, Subject Name: Ancient History, Subject Abbreviation: Anc Hist, Course: 11AH, Year: 11, Unit: 6, Order: 6, Teacher Code: MERJ, Teacher: Mrs J Merchant.

The 'Students' tab is selected, showing a list of 12 students in the class. A red box highlights the 'Enrol these students into another class' button at the bottom left of the student list.

Student ID	Student	Year
100700	Anorov, Michael	11
101046	Archinal, Toby	11
102816	Bain-Smith, Georgia	10
100186	Daroesman, Gary	11
101042	Gibson, Anusha	11
101883	Grieve, Rory	11
100858	Hedley, Mitchell	11
101222	Manning, Breanna	11
101053	Morrison, Johnathon	11
100494	Peters, Aimee	11
104458	Pounartzis, Christina	11
100992	Randall, Christopher	11

Students can be moved up a year by using the "Enrol these students into another class". Start by adding students to the year 12 class and



work down the classes, 11 to 12, 10 to 11, 9 to 10, 8 to 9 and 7 to 8 etc.

## Enrolling Students to a different class

The screenshot shows a software interface for enrolling students. At the top, there is a navigation bar with icons and labels: Main Menu, Back, View List (with a circled '3'), Find, Print, Family, Student, Classes, and Next Yr's Classes. Below this, the main area is titled "Enrol the students in this class **11AH1** into:".

On the left, there is a table for class **11AH1** with the heading "Students in class = 12". The table has two columns: "Student ID" and "Student".

Student ID	Student
100186	Daroesman Gary
100494	Peters Aimee
100700	Anorov Michael
100858	Hedley Mitchell
100992	Randall Christopher
101042	Gibson Anusha
101046	Archinal Toby
101053	Morrison Johnathon
101222	Manning Breanna
101883	Grieve Rory
104458	Pounartzis Christina
102816	Bain-Smith Georgia

On the right, there is a table for class **12AH1** with the heading "Students in class =". The table has two columns: "Student ID" and "Student".

In the center, there is an "Enroll" button with a right-pointing arrow and a circled '2'. Above the 12AH1 table, there is a dropdown menu showing "12AH1" with a circled '1'.

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

1 Medical Condition Warning

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

**Period Times**

Day of Cycle	Period	Start Time	End Time
1	1	9:10	9:59
1	2	10:02	10:51
1	3	11:11	12:00
1	4	12:03	12:52
1	5	13:44	14:33
1	6	14:36	15:25
2	1	9:00	9:37
2	2	9:40	10:40
2	3	11:00	11:50
2	4	11:53	12:44
2	5	13:36	14:29
2	6	14:32	15:25
3	1	9:10	9:59
3	2	10:02	10:51
3	3	11:11	12:00
3	4	12:03	12:52
3	5	13:44	14:33
3	6	14:36	15:25
4	1	9:10	9:59
4	2	10:02	10:51

**Calendar Dates and Prefs**

Select a Year: **2010** View List Add New Year

Date	Day Name	Term	Day of Cycle	Week of Term
1/01/2010	Friday			
2/01/2010	Saturday			
3/01/2010	Sunday			
4/01/2010	Monday			
5/01/2010	Tuesday			
6/01/2010	Wednesday			
7/01/2010	Thursday			
8/01/2010	Friday			
9/01/2010	Saturday			
10/01/2010	Sunday			
11/01/2010	Monday			
12/01/2010	Tuesday			
13/01/2010	Wednesday			
14/01/2010	Thursday			
15/01/2010	Friday			
16/01/2010	Saturday			
17/01/2010	Sunday			
18/01/2010	Monday			
19/01/2010	Tuesday			
20/01/2010	Wednesday			

**iCalendar Settings**

FileMaker Server  
Advanced address:  
10.5.6.214

XSLT path:  
(Advanced. Leave blank to use default of "/fmi/xsl/vcal/")

iCalendar Timezone:  
Australia/Sydney

Publish/Update Timetable

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

## Enter the dates for the school term

	Start Date	End Date	First Day of Cycle (i.e 1 - 10)
Term 1	31/01/2011	8/04/2011	6
Term 2	27/04/2011	24/06/2011	8
Term 3	18/07/2011	23/09/2011	1
Term 4	10/10/2011	7/12/2011	1

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