



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration End of Year Procedures

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Order of Procedures

Yearly Attendance Percentage Report
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

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.

Main Menu - Administrative Tasks - End of Year

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

The screenshot shows the Attendance (FMS15-Master-Staging.local) interface. At the top, there is a search bar with a magnifying glass icon and a red circle around it, labeled 'Find'. Below the search bar, there is a 'Find Menu' overlay with several options: 'Find', 'Find a Day's Absences', 'Find All', 'Find Former Students' Absences', and 'Find Unexplained'. The main table displays a list of absences with columns for Date of Absence, Student, Name, Code, Type, Reason for Absence, Period, and Notes. A red circle highlights the 'Date of Absence' column header, and another red circle highlights the 'Find' button in the Find Menu.

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

The screenshot shows the Attendance interface with the 'Archive Found Set' button highlighted by a red circle and a red arrow. A callout box with the text 'Click to Show Archive Absences' points to the 'Archive Found Set' button. Another callout box with the text 'Click to Archive' points to the 'Archive Found Set' button. The main table displays a list of absences with columns for Date of Absence, Student, Name, Code, Type, Reason for Absence, Period, and Notes.

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

The screenshot shows the Attendance Archive interface. At the top, there is a search bar with a magnifying glass icon and a red circle around it, labeled 'Find'. Below the search bar, there is a 'Find Menu' overlay with several options: 'Find', 'Find a Day's Absences', 'Find Former Students' Absences', and 'Find Unexplained'. The main table displays a list of absences with columns for Date of Absence, Student ID, Name, Tutor Group, Year, House, Code, Type for Gov, Type of Absence, Reason for Absence, Time of Arrival, Time of Departure, Period, Email Teachers, SPS Status, and Status.

Absences are moved to the Archive file.

Student Details (Archived Absences)

The screenshot shows the 'Current Student Details' page for student 100014, William Hugh Price. The 'Attendance' tab is selected and highlighted with a red circle. The 'Attendance' table displays the following data:

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

These are also accessible in the Student Details.

Discipline Records

The screenshot shows the 'Current Student Details' page for student 100014, William Hugh Price. The 'Discipline' tab is selected and highlighted with a red circle. The 'Discipline' table displays the following data:

Merit Count	No	Date	Explanation	Certificate Count	No	Date	Explanation
2	2	10/11/2014	Outstanding effort in classwork	0	1	10/11/2014	4 Merit awards from faculty: ..English
1	1	18/09/2014	Good Class work				

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	10013	Jobson, Alex	12.5	12	Certificate		Outstanding effort in classwork	8/11/2014	Mrs J Denbigh
Non Participation						Disrupting Learning		Action Taken	Further Interventions	
Merit	9/09/2014	100013	Jobson, Alex	12.5	12	Merit		Effort beyond the call of duty	8/11/2014	Mrs J Denbigh
Non Participation						Disrupting Learning		Action Taken	Further Interventions	

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

Discipline Archive File

Discipline Archive

Category	Date	Student Name	TGr	Year	Type	Reason	Dealt With	Current	Expiry	Given By
Merit	6/12/200	Lee, Ross			Merit	Participation in sporting event	<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 Code: ALLARS01, Family Name: Price, Home Phone: 02 3456 7890

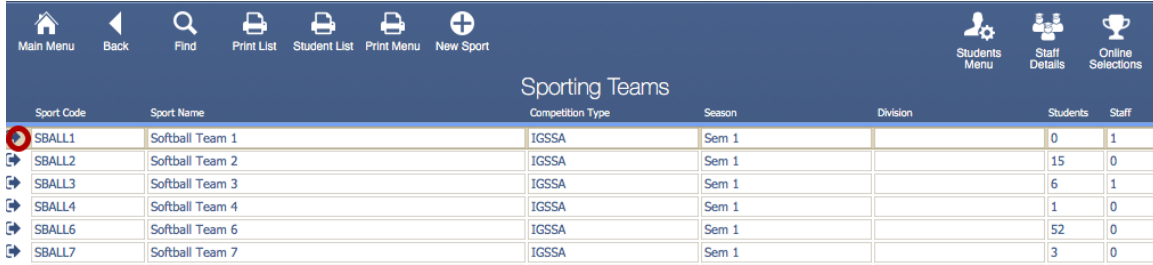
Parents / Guardians: Geoffrey Price (Father), Michael Phillips (Uncle - Deceased)

Discipline

Merits			Merits Archive		
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

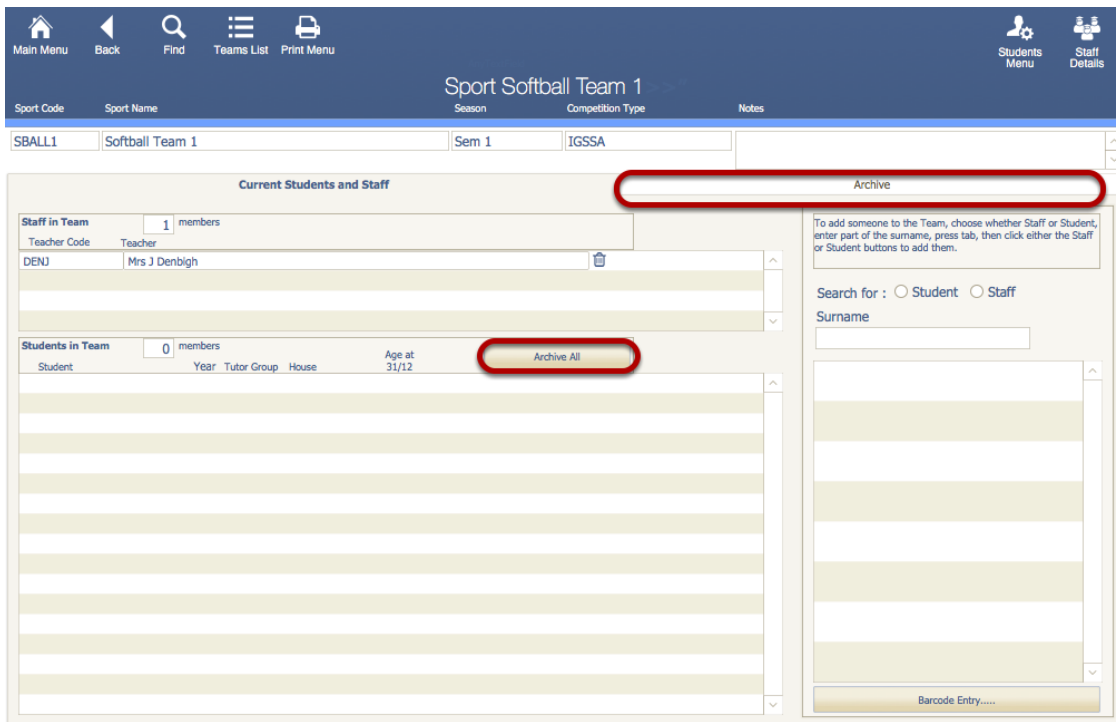


The screenshot shows the 'Sporting Teams' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, Print List, Student List, Print Menu, and New Sport. On the right, there are icons for Students Menu, Staff Details, and Online Selections. Below the navigation bar is a table with the following columns: Sport Code, Sport Name, Competition Type, Season, Division, Students, and Staff. The table contains seven rows of data for Softball 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.

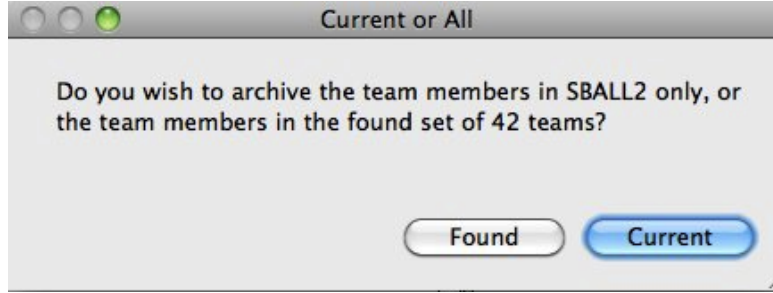
Archive Sport Team or All Teams



The screenshot shows the 'Sport Softball Team 1' interface. 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 is a table with the following columns: Sport Code, Sport Name, Season, Competition Type, and Notes. The table contains one row of data for Softball Team 1. Below the table is a form with two tabs: 'Current Students and Staff' and 'Archive'. The 'Archive' tab is selected and highlighted with a red circle. The 'Archive All' button is also highlighted with a red circle. The form includes a search section with radio buttons for 'Student' and 'Staff', and a text input for 'Surname'. There is also a 'Barcode Entry.....' field at the bottom right.

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

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

Archive Extra Curricular Actives

The screenshot shows the 'Brass Ensemble' activity management page. The 'Students in Activity' table lists 25 members with columns for Student, Ac Yr, TGr, House, and Medic Alert. Each row has a 'Move to Archive' button. The 'Archive All' button is circled in red. The 'Archive' panel on the right contains instructions and search options for adding staff or students.

Student	Ac Yr	TGr	House	Medic Alert	Move to Archive
Anderson, Ruwangi	11	11.2	Magenta	Medic Alert	Move to Archive
Anderson, Thuc	4	4R	Yellow		Move to Archive
Bowler, Justine	4	4F	Blue		Move to Archive
Clark, Bonnie	4	4R	Puce		Move to Archive
Connors, Jonathan	4	4R	Magenta		Move to Archive
Ethell, 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

Click to Archive All.

Archive All or Selected Activity



Click Found to Archive all actives in the found set, or Current for just the current Activity.

Viewing Archived Sport/ExtraCurricular Activities

The screenshot shows the 'Current Student Details' page for student ID 100014. The 'CoCurricular' section is highlighted with a red circle. It contains a table of activities:

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

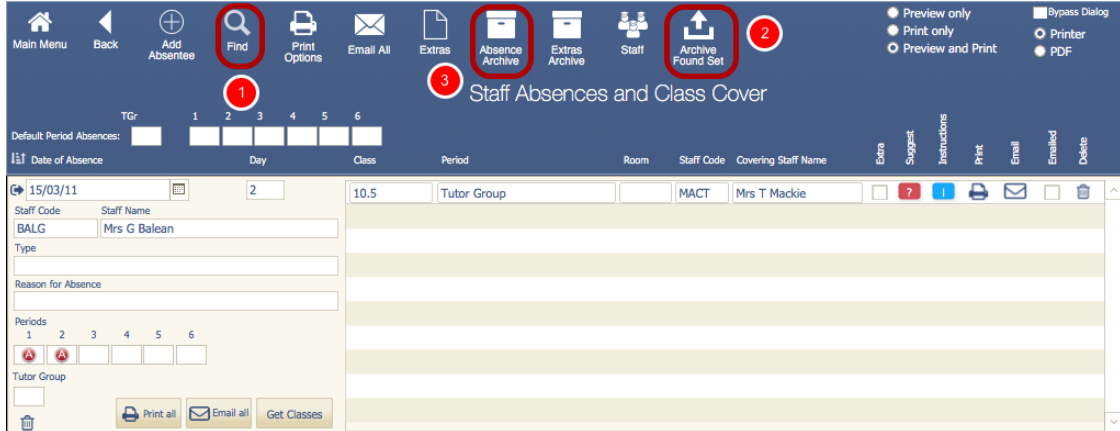
View all archived Sport and Extra Curricular Activities in the Student Details Screen.

Archive Staff Absences

The screenshot shows the 'Staff Details' page for staff member Trevor Allesch. The 'Class Cover Extras' icon on the top menu bar is highlighted with a red circle. The 'General Information' section is visible, showing details for staff member Trevor Allesch, including contact information, residential address, and various checkboxes for roles and qualifications.

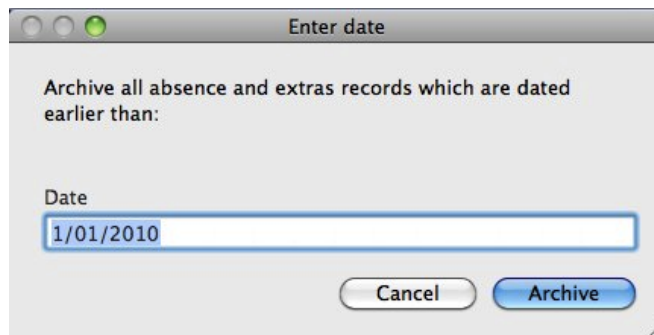
To get to the Staff Absence and Class Cover layout, proceed to Staff Details and then click the "Class Cover Extras" on the top menu bar.

Archive Staff Absences



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 Denbig Admin). To View the absence, click Absence Archive File.

Archive Staff Absences - Enter Date



Enter the applicable date.

View Staff Archived Absences

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

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

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

Move Students that are leaving to Former Students / Alumni

The screenshot shows the 'Current Student Details' page for student William Price. The 'Notes' tab is highlighted with a red box. The 'Leaving Info' section contains a 'Departure Date' field, which is also highlighted with a red box. A 'Deceased' status is visible in red text.

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

Parents / Guardians:
 Geoffrey Price, Work Phone: 02 1234 5678, Mobile: 1234
 Michael Phillips, Work Phone: 0414 123 456
 Status: Deceased

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

Leaving Info:
 Departure Date: [Redacted]

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

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.

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	Willisallen, Shreshta	18
Fri	6	R	Benjamin, Po	12
Sat	7	P	Gupta, Damian	13

Go to the Administration Tasks in the Main Menu.

Move selected Students to Alumni

Administration Tasks Menu

Student Movements	End of Year	Timetables	Photos	Correspondence	Miscellaneous	Administration
Promote Students Academic Year	Import Classes from Next Yrs					
Enrol Selected Future Students	Move Selected Enrolled Students to Alumni					
Move Selected Enrolled Students Back to Futures	Re-Enrol Selected Former Students					

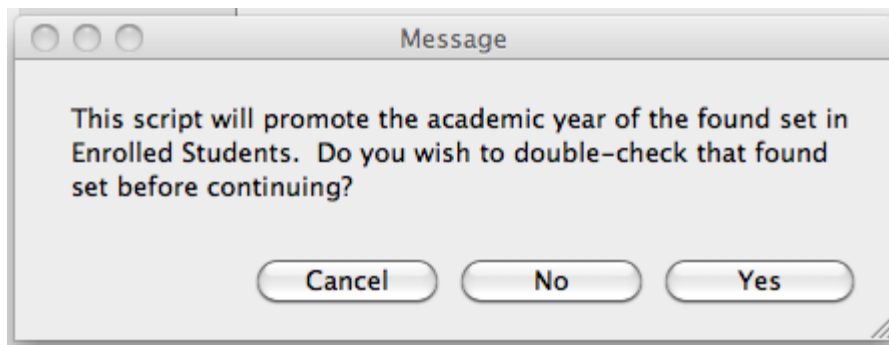
Go to Administration Tasks from the Main Menu and Choose "Move Selected Enrolled Students to Alumni" from the Student Movements tab or the End of Year. This will move the selected to Students to the Former Students File.

Increment Student's Academic Year

The screenshot shows the 'Administration Tasks Menu' for Denbigh Administration. The 'End of Year' tab is selected, displaying a grid of administrative tasks. The 'Increment Student Years' button is highlighted with a red border. The tasks are 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); 5. Enrol New Students (Enrol Selected Future Students); 6. Add New Year to Calendar (Add New Year to Calendar); and 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.

Enrol new students in from Future Students

Future Student - Details

LIU-KIM Campbell William James Male 20/01/1999 12 2015 Waiting

Family Details

CHEUNG11 Campbell 02 3456 7890

Property:
 Street: 1 John St
 Suburb/Sate/PCode: Sydney NSW 2000
 Country:

Parents / Guardians

Joannes Campbell 02 1234 5678
 Father Work Phone
 Email
 Allison Campbell
 Mother Work Phone
 Email support@denbigh.com.au

General Information

Personal Details

Australian Catholic
 Country of Birth Nationality Religion Current School 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	Enrol Date	Start Date	dp	Yr	Term	Status
4 Sep 2015	12	04/09/2015					Waiting
8 Feb 2012	11	01/01/1999	01/04/2008				

Future Student Siblings

Current Student Siblings

Former Student Siblings

Audit

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

Enrol 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

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

6. Add New Year to Calendar

Add New Year to Calendar

Import Academic Classes for the new session (If used)

Import Next Year's Classes

Click to Enrol selected Future Students.

Update Roll Class / Tutor Group / Homeroom class details



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

Update Class detail/Timetable

The screenshot shows a software interface titled "Classes - Teacher Allocations". The top navigation bar includes icons for Main Menu, Back, Find, New Class, Course List, Admin List, Print, Print Menu, Staff Details, Family, Current Students, MarkBook Menu, Lesson Times, Class Enrolments, Current Outcomes, Outcome Bank, and Next Yr's Classes (highlighted with a red box). Below the navigation bar is a table with the following columns: Class Code, Subject Name, Course, Abbreviation, Year, TT, Report Order, Units, Staff Code, Staff Name, Faculty, Key Learning Area, Reported On, Show Reports, and PTI. The table contains several rows of class data.

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

Future Classes

The screenshot shows the 'Current Student Details' page for student 100143 Croker, Srikar. The 'Classes' tab is selected, and the 'Future Classes' sub-tab is active. The table below shows the following classes:

No of Classes:	Class Code	Course Code	Class	Units	TT Line	Teacher
5	08PE3	08PE	PD/Healthy/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 100143 Croker, Srikar. The 'Timetable' tab is selected. The 'Future' button is highlighted in a red circle. The timetable grid shows the following schedule for Week A and Week B:

	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/Healthy/PE Mr G Bolton		
P5	PD/Healthy/PE 501 Mr G Bolton				
	Lunch	Lunch	Lunch	Lunch	Lunch
P6					
P7					
	After School	After School	After School	After School	After School
After					

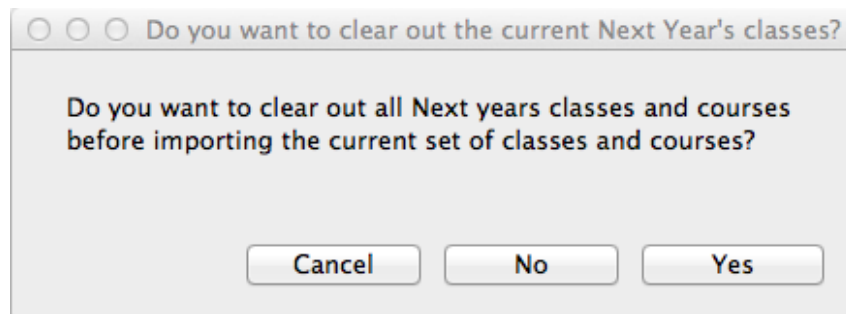
Next years classes can also be displayed under the timetable tab, pressing the Current button will toggle to the Future Timetable.

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	0	TANS	Mrs S Tang	Junior School	
01ACST	Christian Studies	1CST CST	1		7	4	TANS	Mrs S Tang	Junior School	
01AENG	English	1ENG English	1		1	0	TANS	Mrs S Tang	Junior School	
01AFRE	French	1FRE FRE	1		11	0	TANS	Mrs S Tang	Junior School	
01AHSIE	Human Society and its Environment	1HSIE HSIE	1		4	0	TANS	Mrs S Tang	Junior School	
01ALIB	Library	1LIB LIB	1		12	0	TANS	Mrs S Tang	Junior School	
01aMAT	Mathematics	1MAT Maths	1		2	0	STAA	Ms A Starling	Junior School	
01AMUS	Music	1MUS MUS	1		8	0	TANS	Mrs S Tang	Junior School	
01APDH	Personal Development and Health	1PDH PDH	1		5	0	TANS	Mrs S Tang	Junior School	
01APE	Physical Education	1PE PE	1		6	0	TANS	Mrs S Tang	Junior School	
01ASAT	Science and Technology	1SAT Sci&Tech	1		3	0	TANS	Mrs S Tang	Junior School	
01AVIS	Visual Arts	1VIS VIS	1		9	0	TANS	Mrs S Tang	Junior School	

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 menu anytime during the year.

Next Years Classes (Future Classes)



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

Next Years Classes (Future Classes) - Add Students

Choose Student

Current Students Year 1

102256 - Anderson, Bao - 1K	0
102402 - Brown, Kavisha - 1K	1
103284 - Chandler, Michael - 1K	2
107695 - Foo, Ian - 1R	3
101559 - Gleeson, Tobias - 1K	4
107402 - Green, Helen - 1K	5
106509 - Hodgekiss, Sung - 1K	6
105876 - Johnston, Sarah - 1R	7
102169 - Kershaw, Andrew - 1K	8
105529 - McNicol, Shaun - 1K	9
101615 - Pianegonda, Shakira - 1K	10
101483 - Shrapnel, Elizabeth - 1K	11
	12

Future Students Enrolment Year 2017

109350	Styles, Aaron	Add

Cancel Add

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

Transfer Next Years Classes

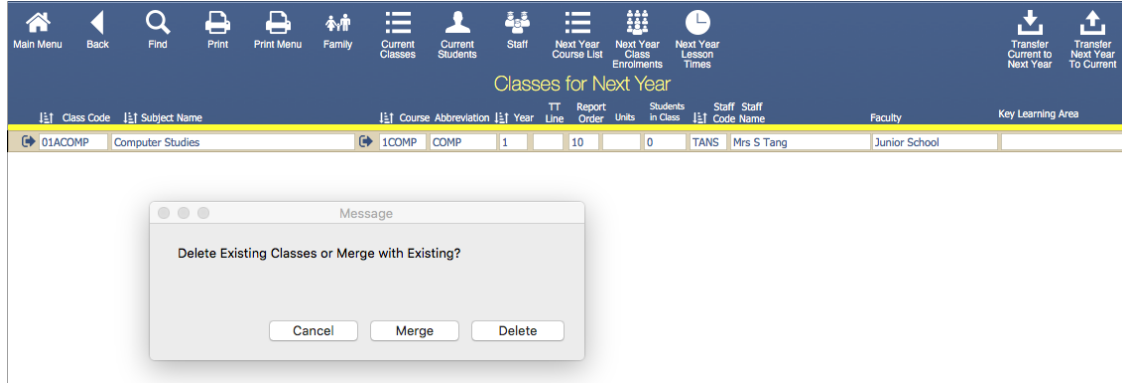
Main Menu Back Find Print Print Menu Family Current Classes Current Students Staff Next Year Course List Next Year Class Enrolments Next Year Lesson Times

Classes for Next Year

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

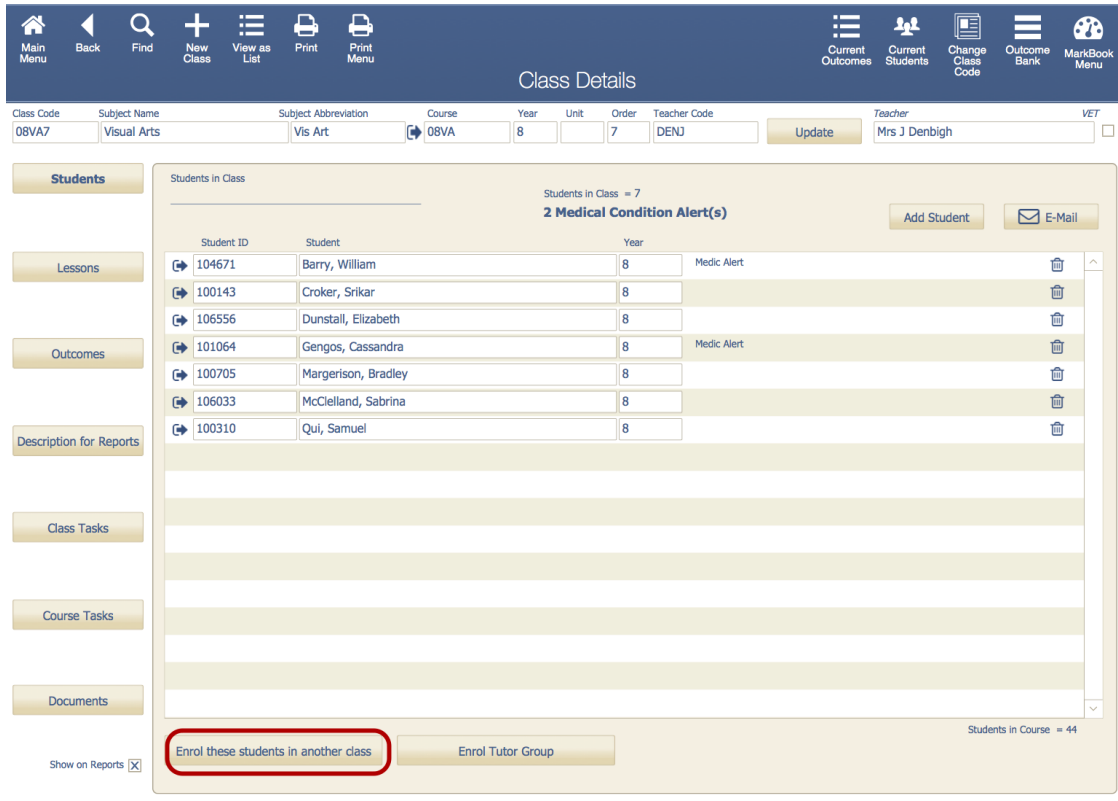
Classes can be transferred from Next years classes to Current Classes. Click "Transfer Next Year's Classes" to transfer all details from Next years classes to this years classes.

Transfer Next Years Classes



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 year's classes.

Updating the Current Classes File by Class



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

Enrolling Students to a different class

The screenshot shows a navigation bar at the top with icons for Main Menu, Back, Find, View as List, Family, Students, and Teachers. Below the navigation bar, the text reads "Enrol the students in this class **08VA7** into:". To the left is a table for class 08VA7 with 7 students. To the right is a dropdown menu with "12EA1" selected. Below the dropdown is a table for class 12EA1 with 6 students. An "Enrol" button with a right-pointing arrow is positioned between the two tables. Red circles with numbers 1, 2, and 3 highlight the dropdown, the Enrol button, and the "Enrol the students in this class" text respectively.

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

Student ID	Student
105516	Bishop Shriya
100799	Davies Henry
100876	Hammond Nai
100725	McCulloch Rosanna
100627	Meyer Edward
101214	Thorne Rachel

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

Calendar - Add new year in Calendar

The screenshot shows the "Preferences" window with a navigation bar at the top. The "Calendar" tab is selected and circled in red. Below the navigation bar, there are two panels. The left panel is "Period Times" and the right panel is "Calendar Dates and Prefs". In the "Calendar Dates and Prefs" panel, the "Add New Year" button is circled in red. The "Calendar Dates and Prefs" panel shows a table with columns for Date, Day Name, Term, Day of Cycle, Week of Term, and Public Hol. The table lists dates from 1/01/2016 to 15/01/2016 with corresponding day names and public holiday indicators.

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

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

Importing Timetables

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

The screenshot 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 this is a horizontal menu with tabs for 'Student Movements', 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'Timetables' tab is active, showing three buttons: 'Import Timetabler Data', 'Import Timetable Data from First Class', and 'Add Lessons to Calendar for Selected Rooms'. At the bottom, a footer bar contains 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

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

Adding a New Year

Add New Year

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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

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

2018

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

Please list the Public Holiday Dates for 2018

Public Holiday dates

	✖
	✖
	✖
	✖
	✖
	✖
	✖
	✖
	✖
	✖

Next -->

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