DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration
End of Year Procedures

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

Macarthur Anglican School
Cobbitty Road
Cobbitty NSW 2570

PO Box 3166
Narellan NSW 2567
Australia

Order of Procedures 1
- Main Menu - Administrative Tasks - End of year 1
- Archive Student Absences 2
- Find Absences 3
- Archive Found Set of Absences 3
- Absence Archive File 3
- Student Details (Archived Absences) 4
- Discipline Records 4
- Archive Discipline Records 5
- Discipline Archive File 5
- Student Details - Discipline Archives 5
- Archive Sport 6
- Archive Sport Team or All Teams 6
- Archive All or Selected Sport 7
- Archive Extra Curricular Activities 7
- Archive Extra Curricular Actives 8
- Archive All or Selected Activity 8
- Viewing Archived Sport/ExtraCurricular Activities 9
- Archive Staff Absences 9
- Archive Staff Absences - Enter Date 10
- View Staff Archived Absences 11
- Move Students that are leaving to Former Students / Alumni 11
- Move selected Students to Alumni 12
- Increment Student's Academic Year 13
- Enrol new students in from Future Students 14
- Enrol Selected Future Students 14
- Update Roll Class / Tutor Group / Homeroom class details 15
- Update Class detail/Timetable 15
- Future Classes 16
- Future Timetable 16
- Next Years Classes function 17
- Next Years Classes (Future Classes) 17
- Next Years Classes (Future Classes) - Add Students 19
- Transfer Next Years Classes 19
- Updating the Current Classes File by Class 20
- Enrolling Students to a different class 21
- Calendar - Add new year in Calendar 21
- Importing Timetables 22
- Adding a New Year 23
- Enter the dates for the school term 23

Order of Procedures

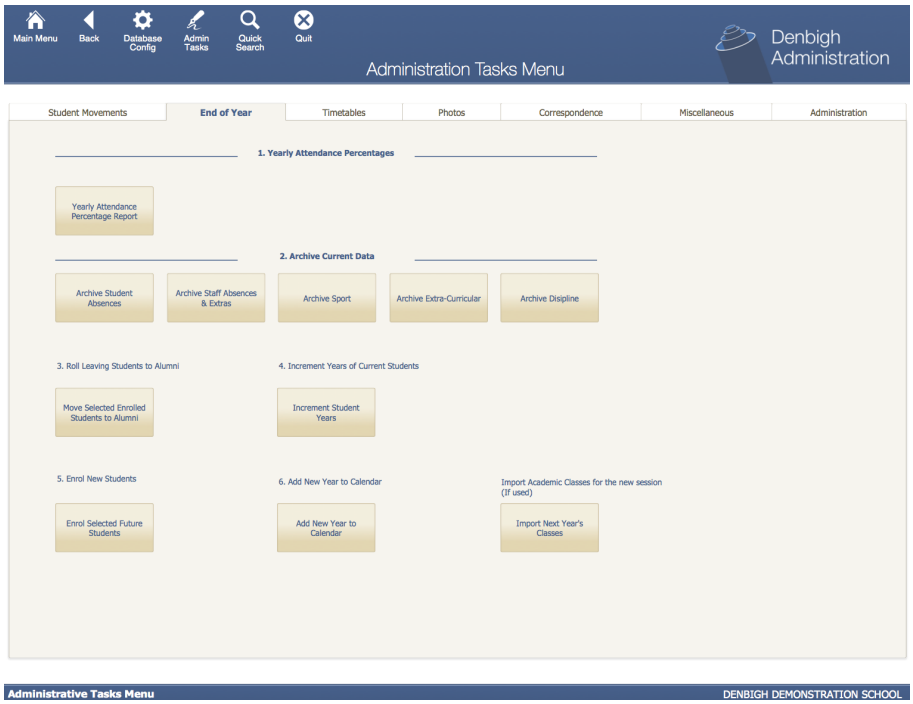
Yearly Attendance Percentage Report
Administrative Tasks - End of Year
Archive Student Absences
Archive Discipline Records
Archive Sport/Extra Curriculum Data (only if year based)
Archive Markbook Tasks/Groups
Archive Staff Absences
Move Students that are leaving to Former Students/Alumni
Increment Student's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

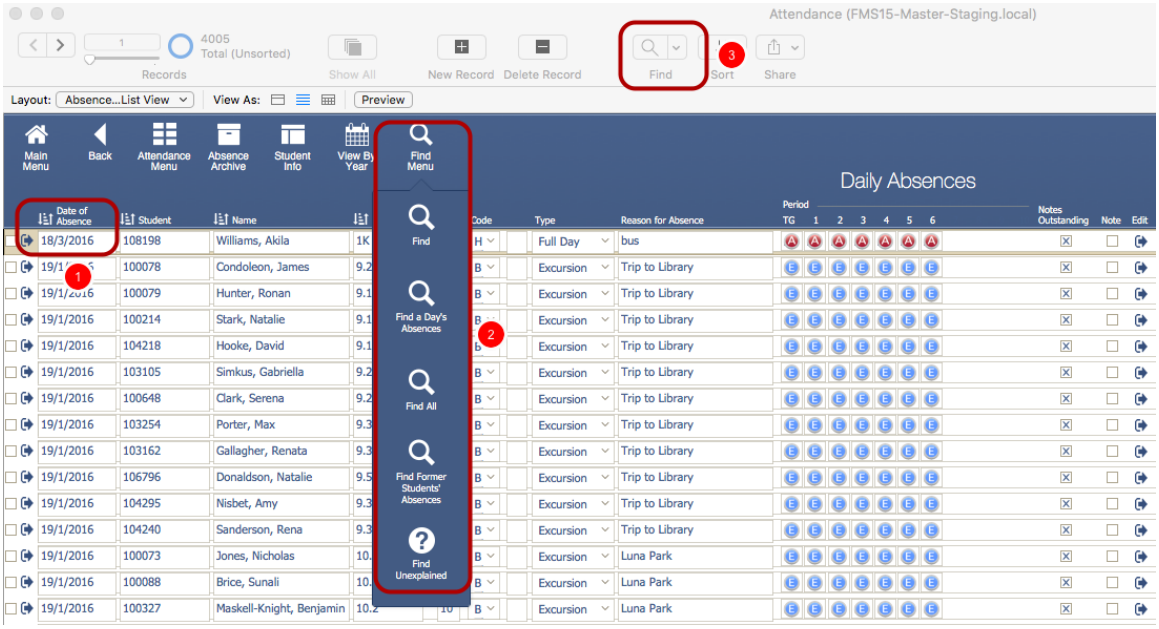


PLEASE NOTE: Do not Import Next Years Classes unless you are currently using this function.

Archive Student Absences

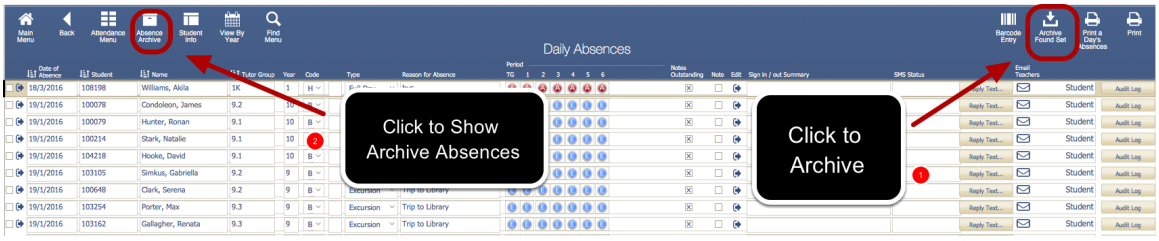
Go to the Student Attendance Menu and choose Absence List

Find Absences



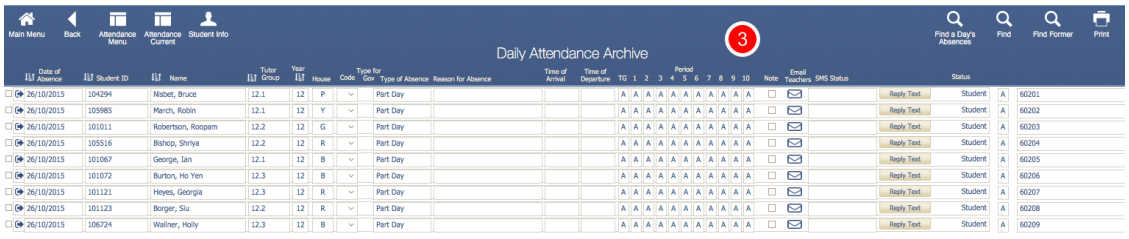
Either choose to "Find all" or choose a date range of the absence to be archived. (Usually the whole year)

Archive Found Set of Absences



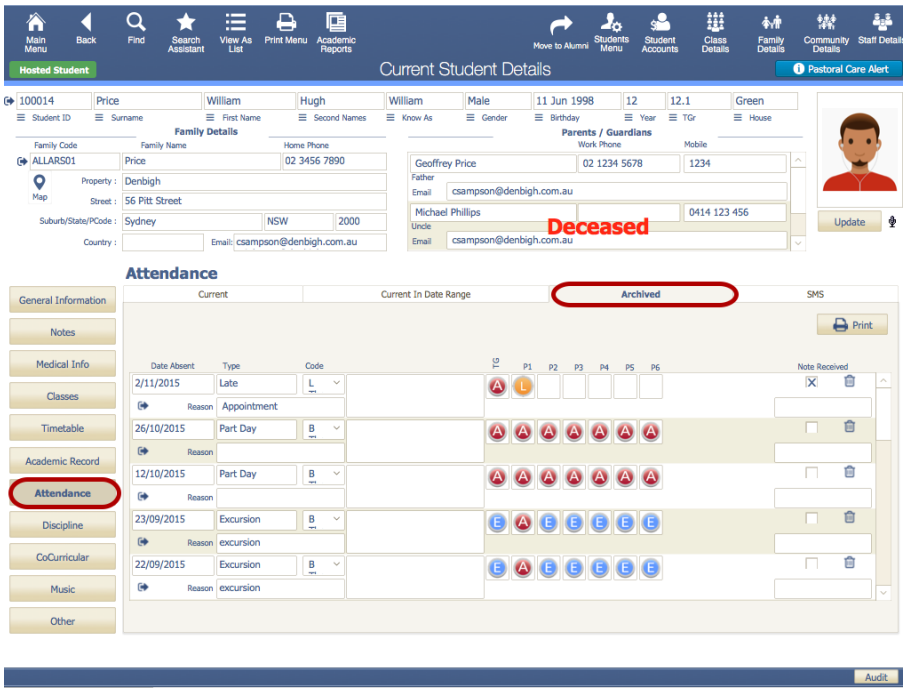
Choose to Archive the Found Set. This will move the current absences to the archive file. Check the file by going to the Archive file.

Absence Archive File



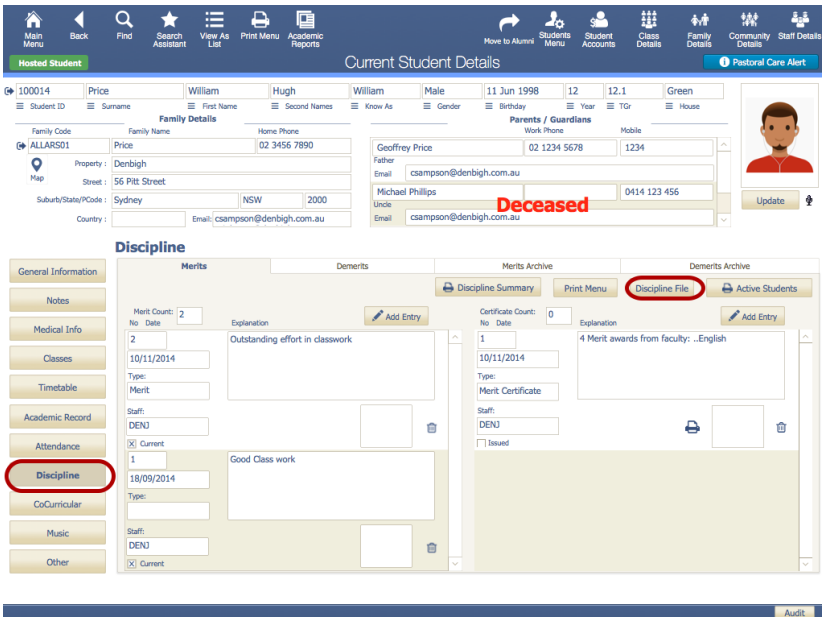
Absences are moved to the Archive file.

Student Details (Archived Absences)



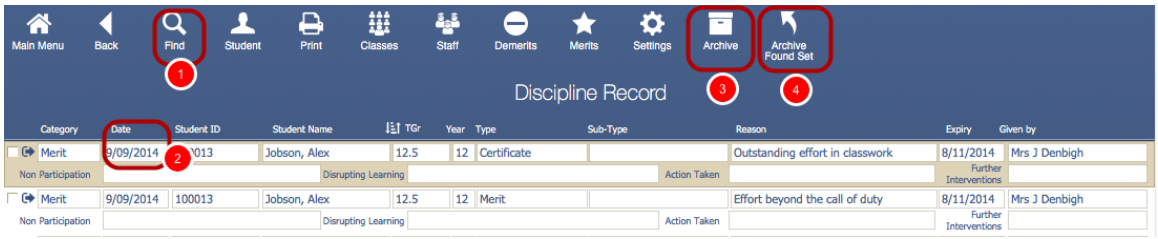
These are also accessible in the Student Details.

Discipline Records



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

Archive Discipline Records

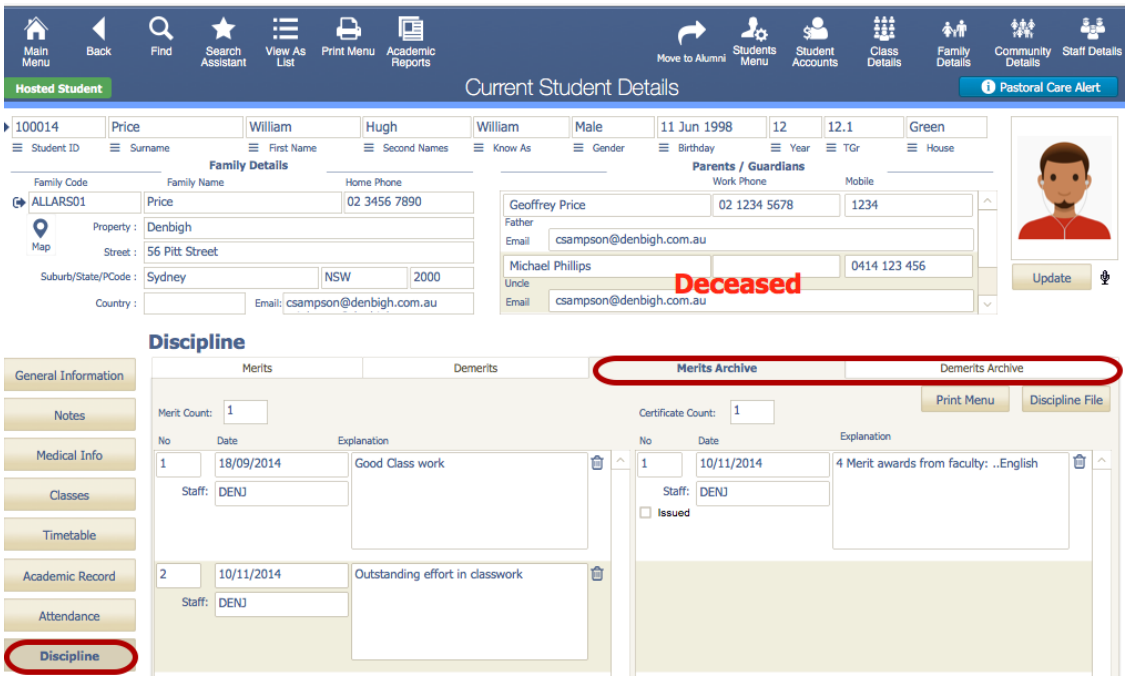


Enter the date range or find all, then press to Archive Found Set. To view and check the Archived File, Click on Discipline Archive.

Discipline Archive File

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

Student Details - Discipline Archives

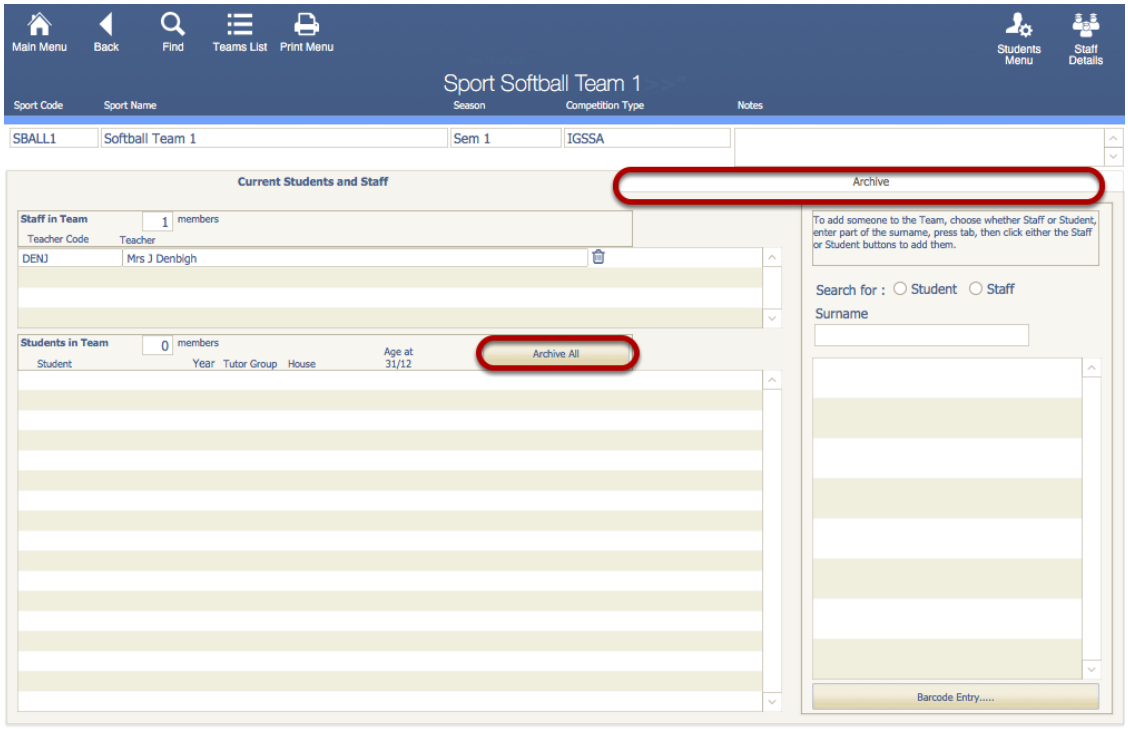


View Archived Discipline details in the Student details screen.

Archive Sport

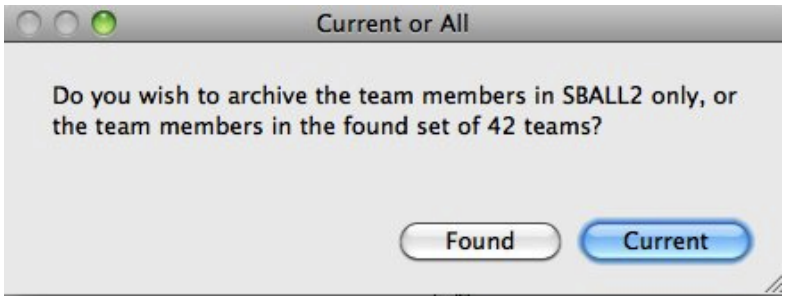
Go to the Sport menu, find the teams that need to be archived. Click the jump button to show a team/sport.

Archive Sport Team or All Teams



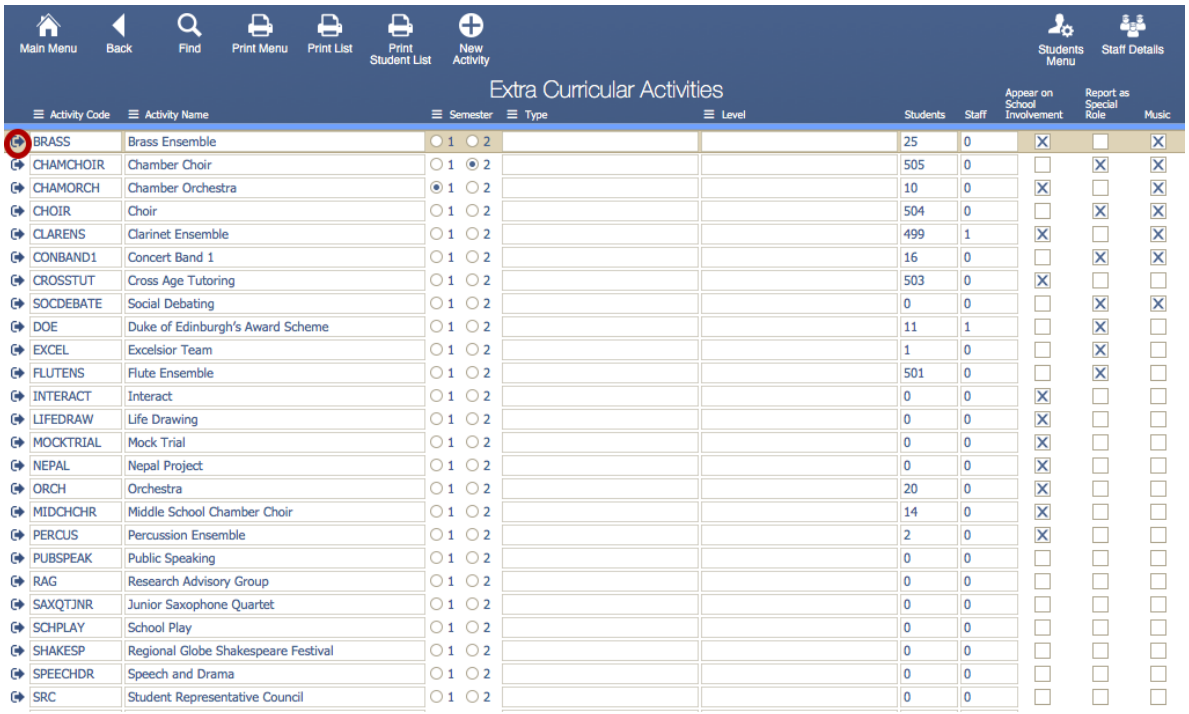
Click the Archive All button to archive teams/sport. To view the archived files, click the Archive tab. ('Move to Previous' in older systems)

Archive All or Selected Sport



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

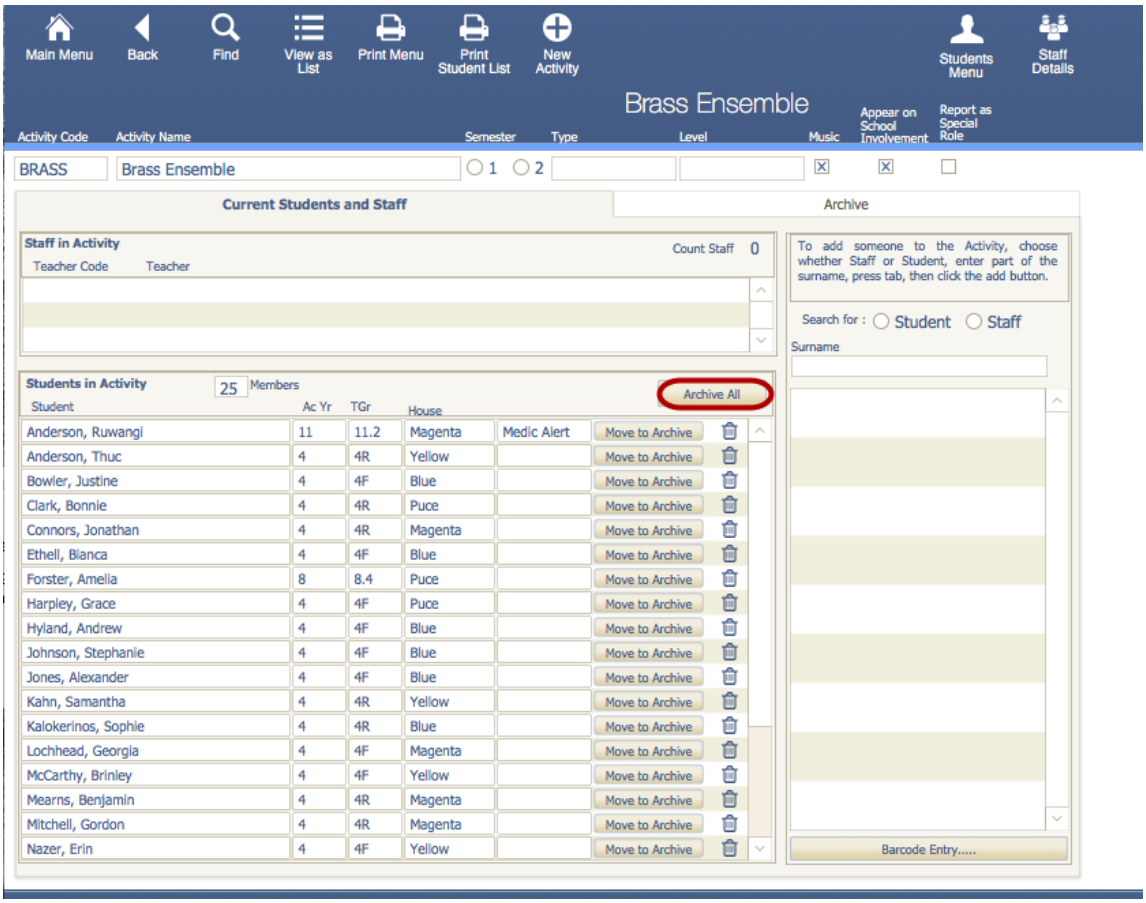
Archive Extra Curricular Activities



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

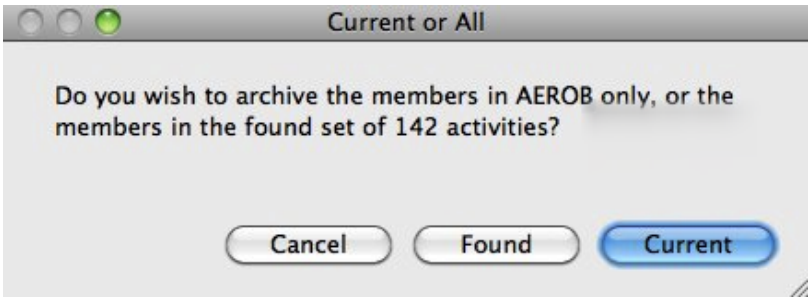
Find the activities to be archived, or find all. Click the jump button to view an Activity.

Archive Extra Curricular Actives



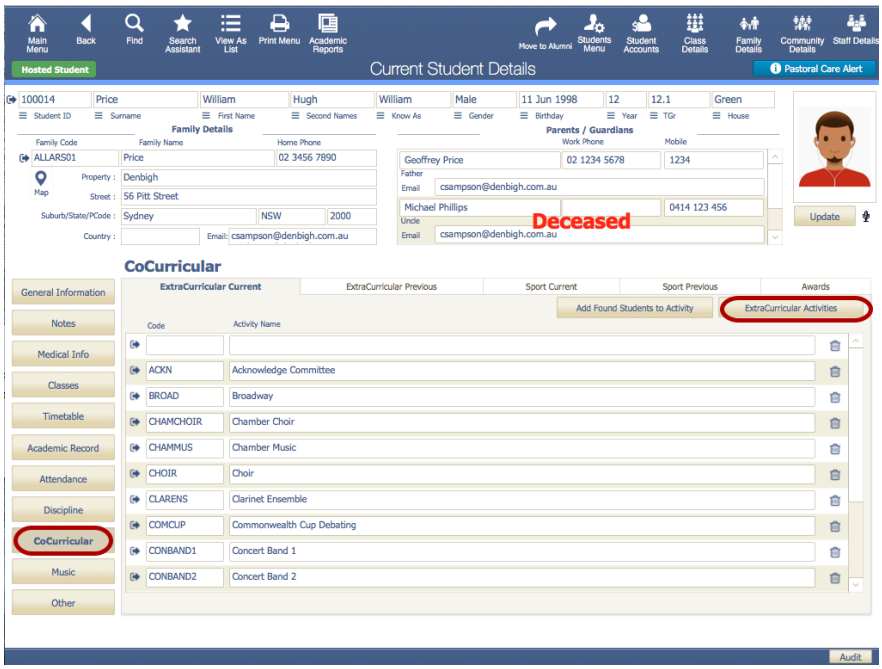
Click to Archive All.

Archive All or Selected Activity



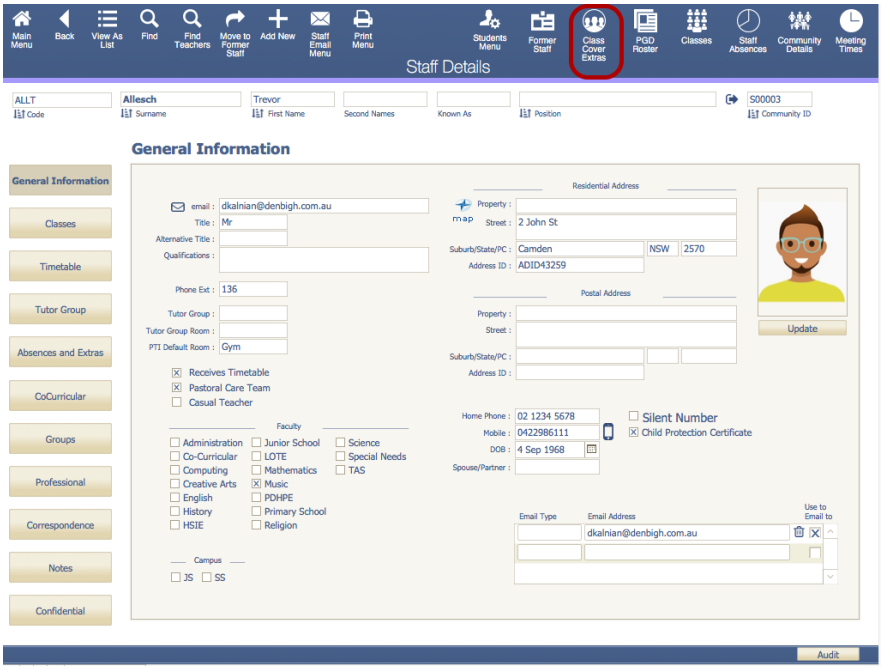
Click Found to Archive all actives in the found set, or Current for just the current Activity.

Viewing Archived Sport/ExtraCurricular Activities



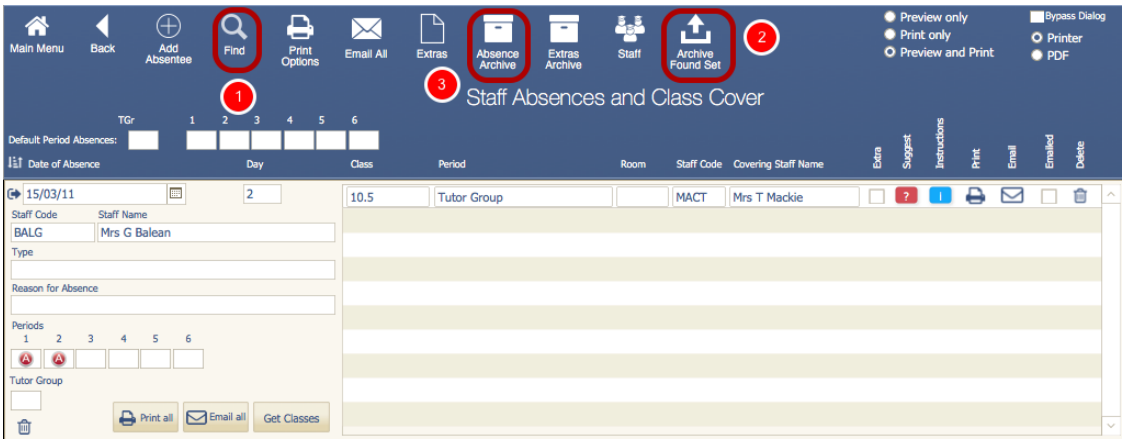
View all archived Sport and Extra Curricular Activities in the Student Details Screen.

Archive Staff Absences



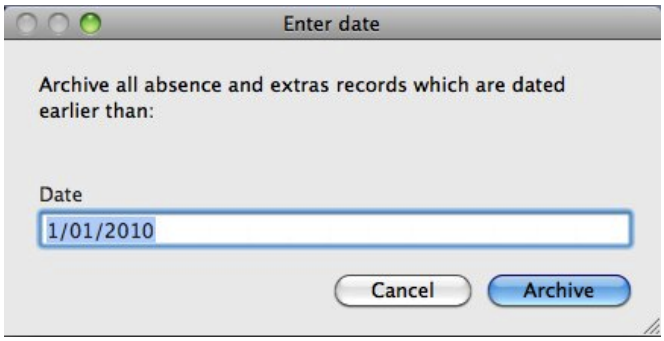
To get to the Staff Absence and Class Cover layout, proceed to Staff Details and then click the "Class Cover Extras" on the top menu bar.

Archive Staff Absences



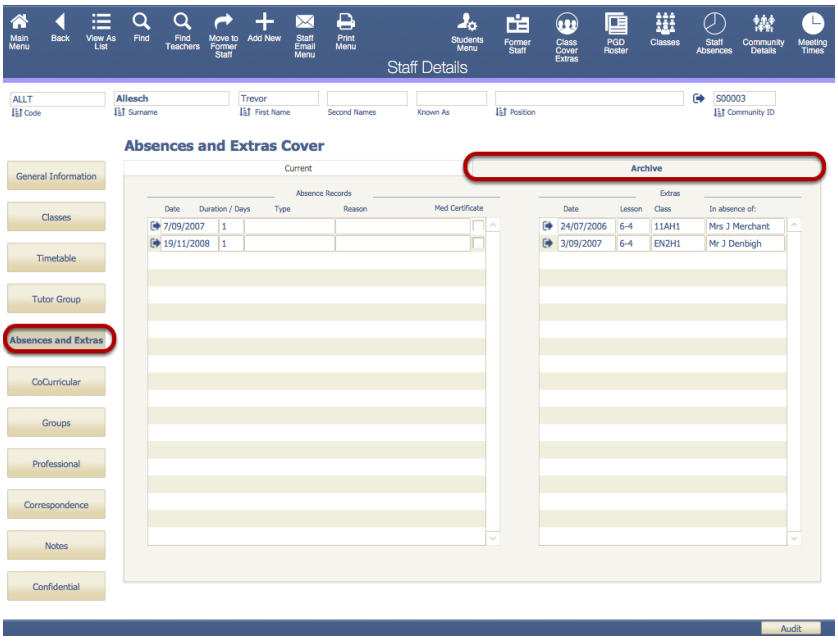
Find Staff Absences for a date range or Find all. Click Archive Found set to move absence to the Archive file. (This function is only available in newer versions of Denbigh Admin). To View the absence, click Absence Archive File.

Archive Staff Absences - Enter Date



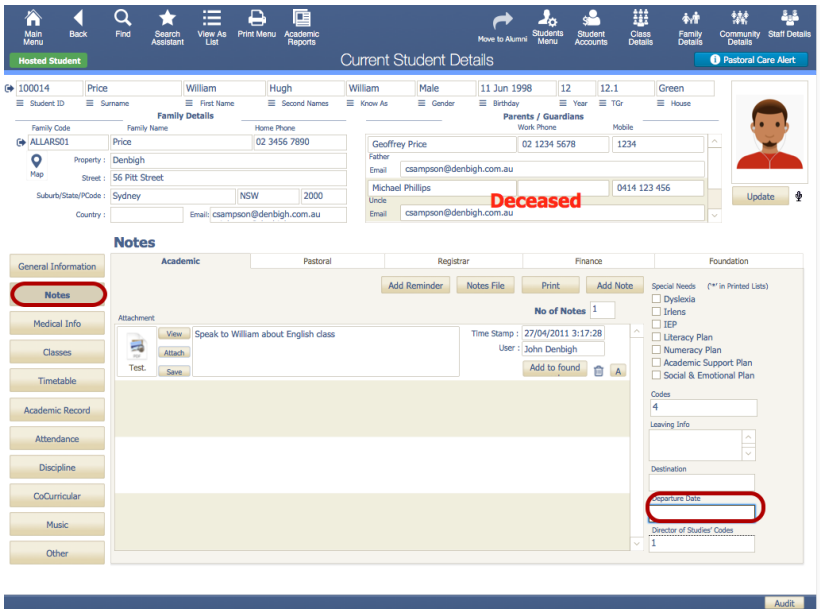
Enter the applicable date.

View Staff Archived Absences



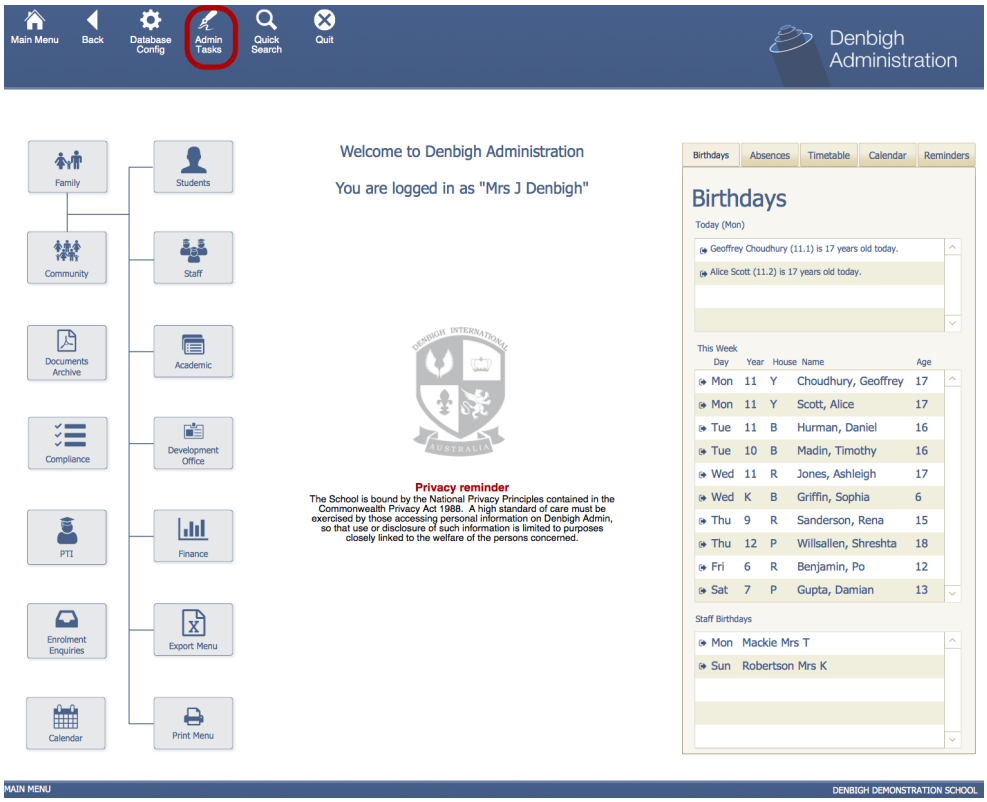
Click the Absence/Extras Tab and the Archive tab to view Archived Absence Records.

Move Students that are leaving to Former Students / Alumni



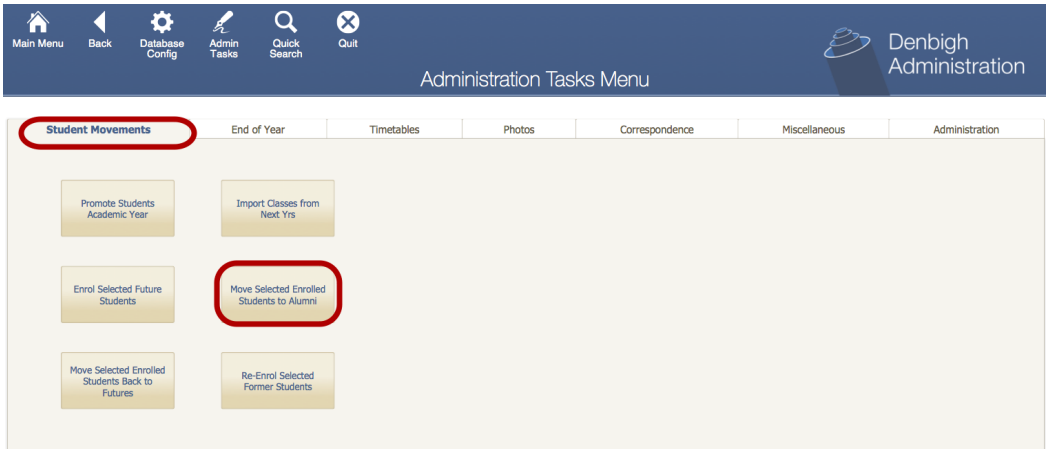
Ensure that the Departure date has been entered. Find all students that are leaving, either find by year group (all year 12) or by departure date field.

Move selected Students to Alumni



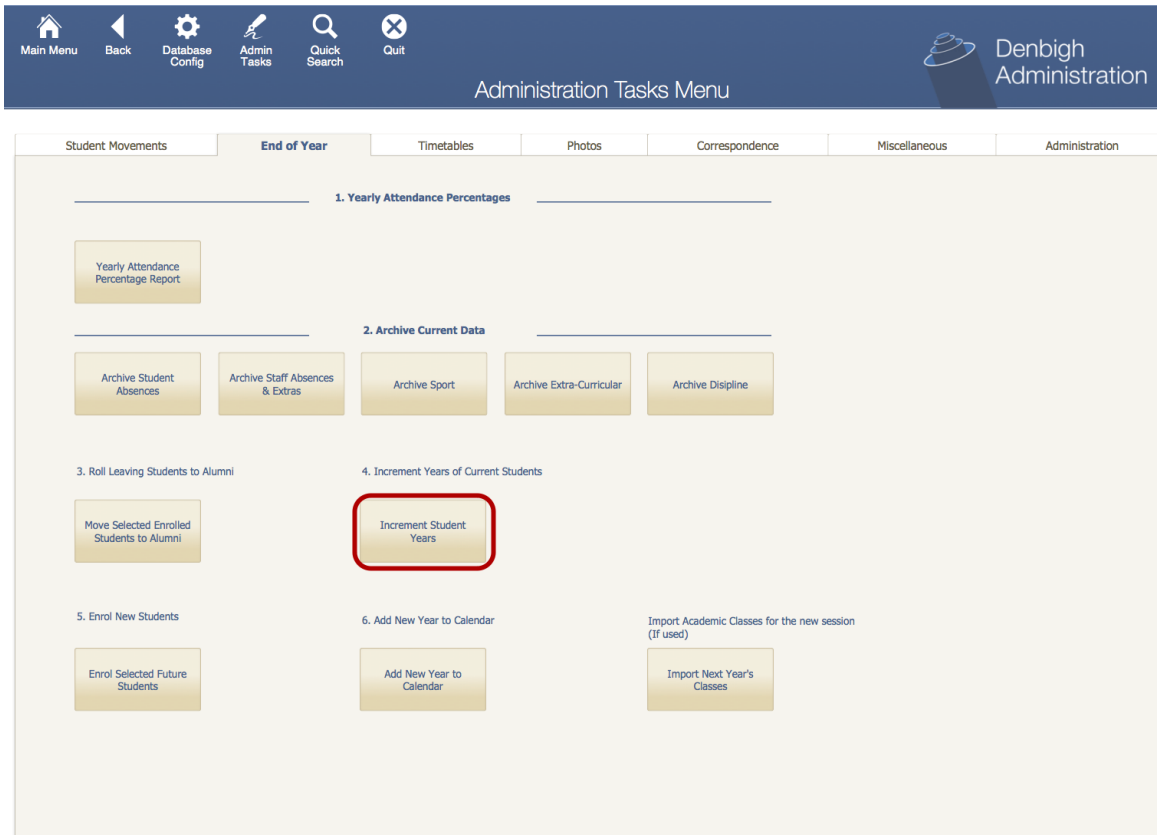
Go to the Administration Tasks in the Main Menu.

Move selected Students to Alumni



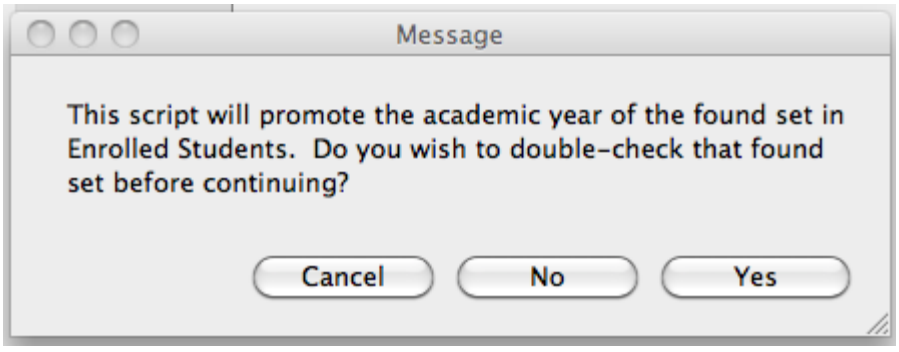
Go to Administration Tasks from the Main Menu and Choose "Move Selected Enrolled Students to Alumni" from the Student Movements tab or the End of Year. This will move the selected to Students to the Former Students File.

Increment Student's Academic Year



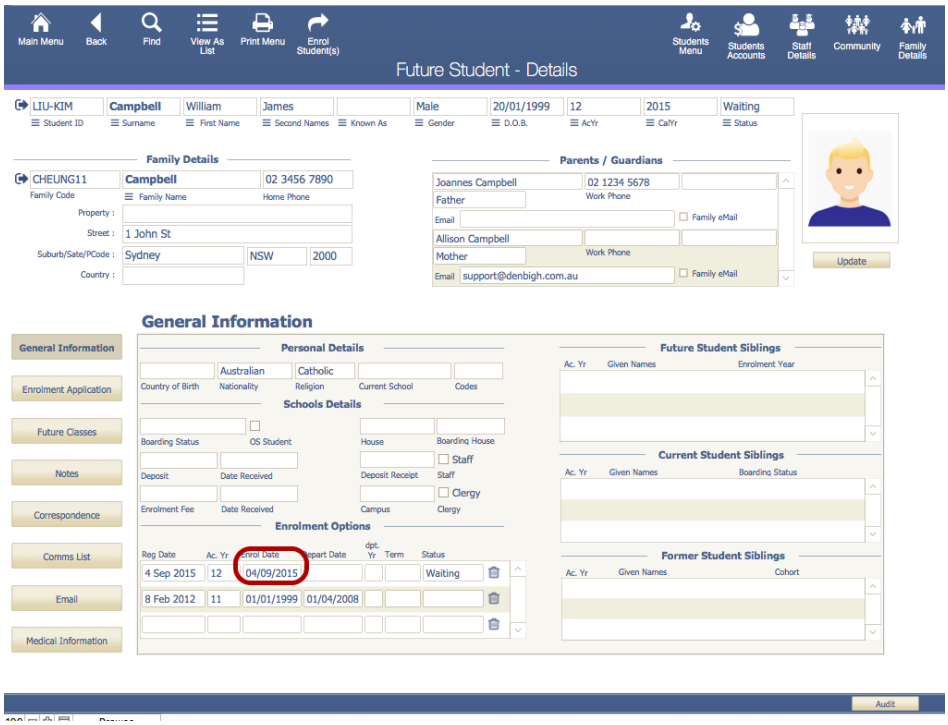
To increment Students Academic year. This will increment all students up one year.

Increment Student's Academic year



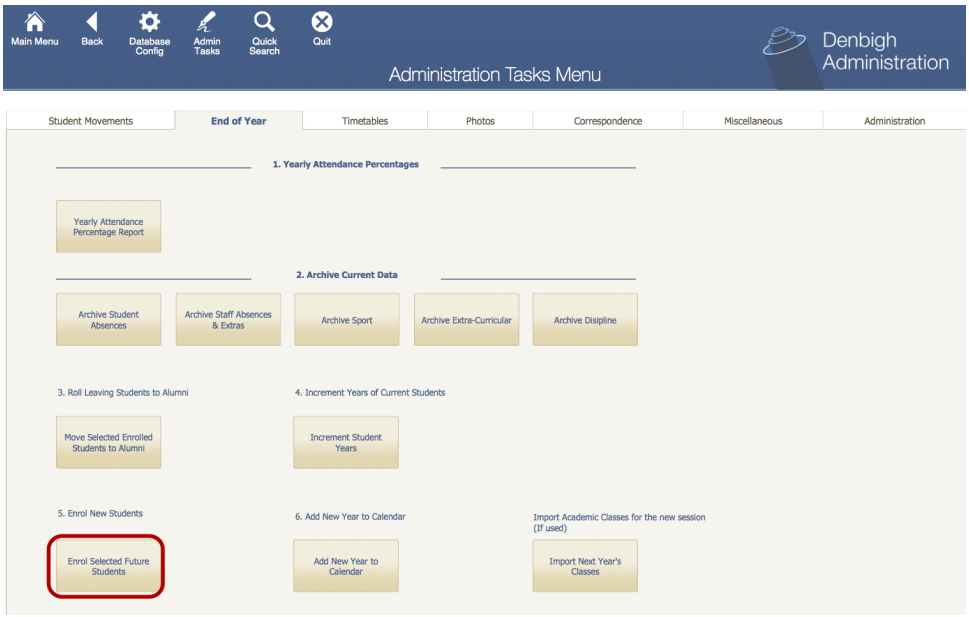
This will increment the whole school year.

Enrol new students in from Future Students



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

Enrol Selected Future Students

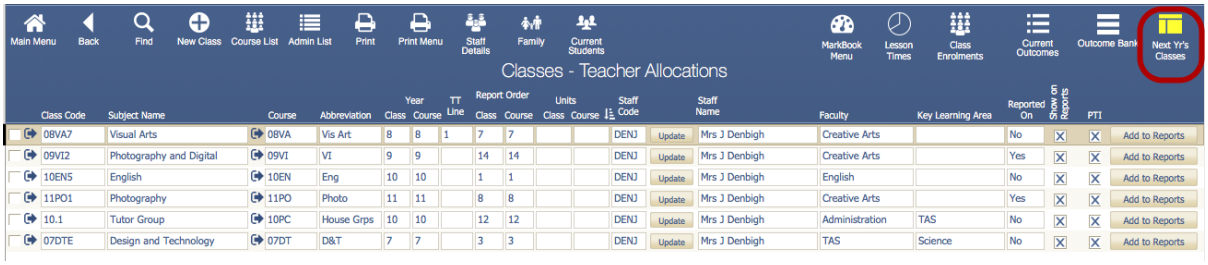


Click to Enrol selected Future Students.

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).

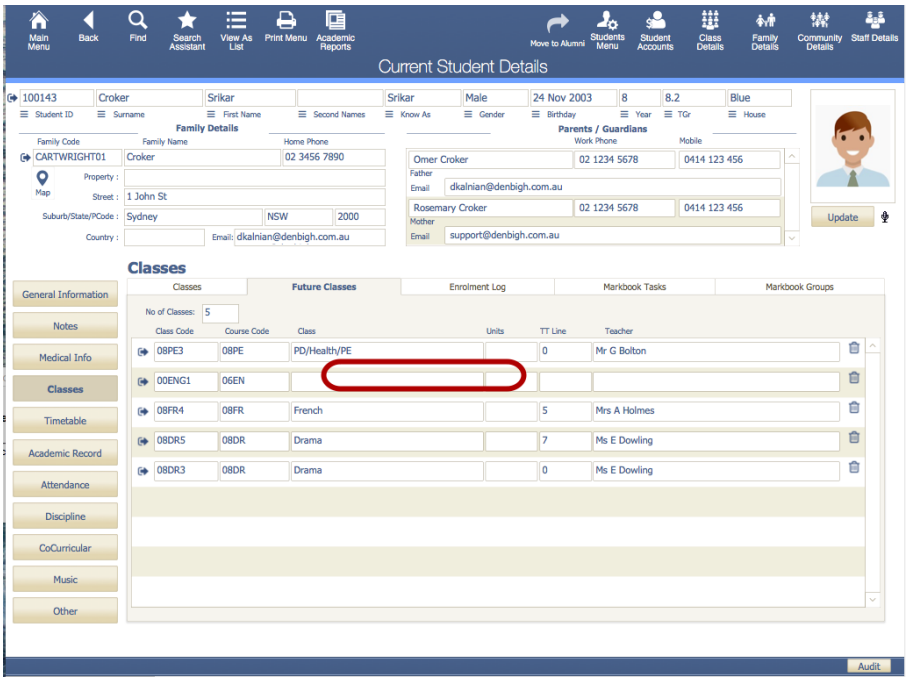
Update Class detail/Timetable



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

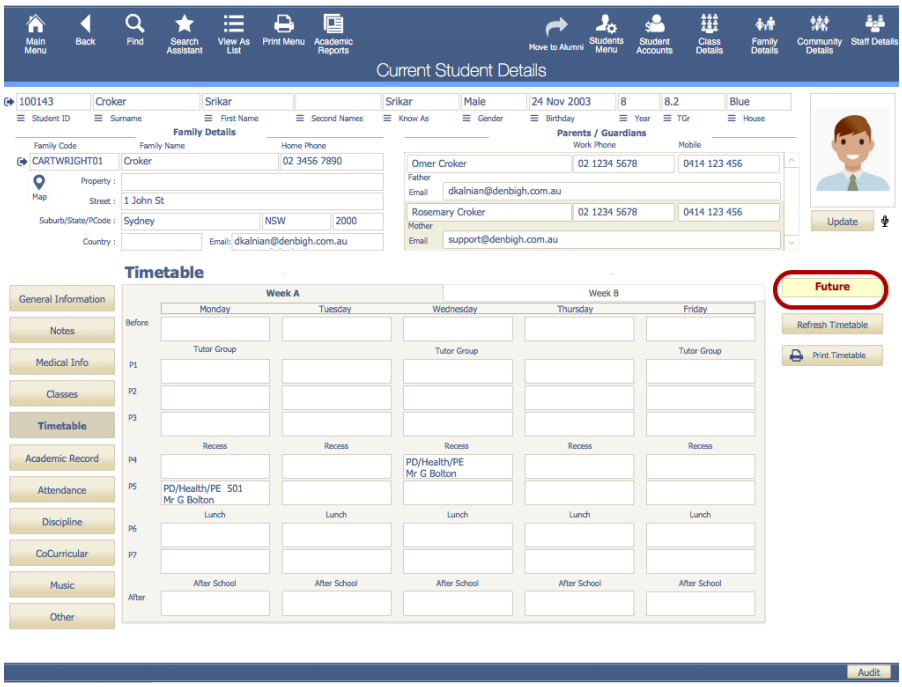
There is no standard way to update these details, it will depend if you are using timetabling software to update. You can use Next Years classes file to update your classes.

Future Classes



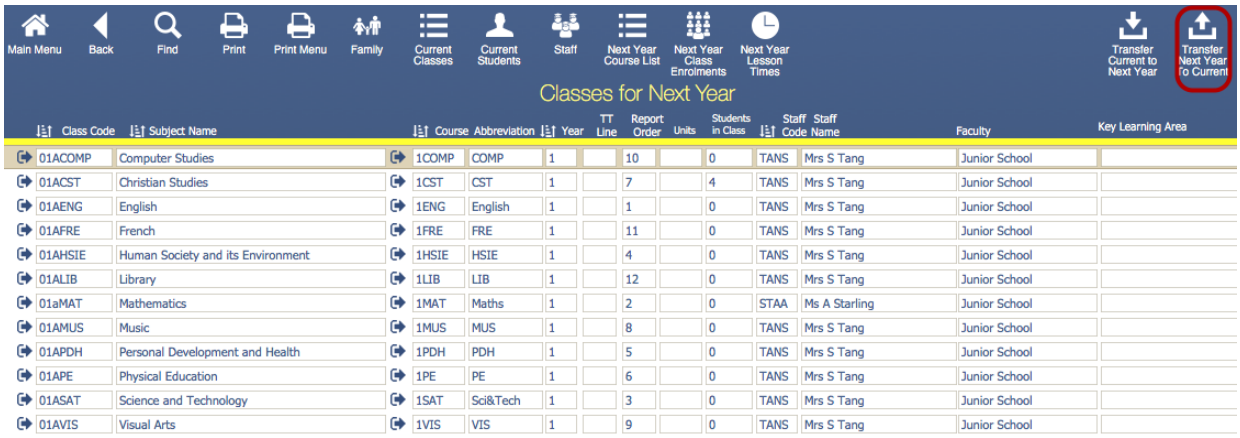
These classes will then display under the Future Classes tab.

Future Timetable



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

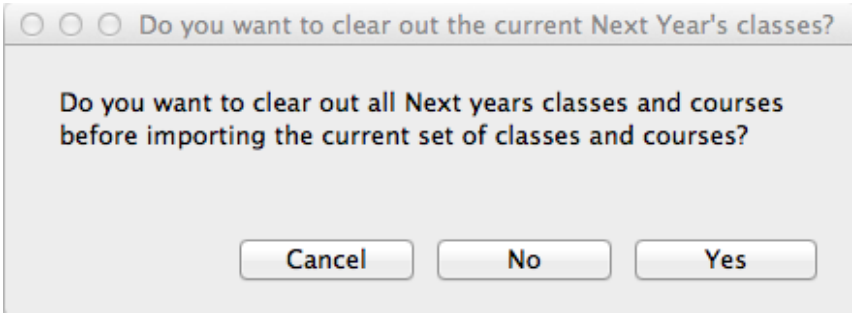
Next Years Classes function



Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Students in Class	Staff Code	Staff Name	Faculty	Key Learning Area
01ACOMP	Computer Studies	1COMP	COMP	1		10		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	

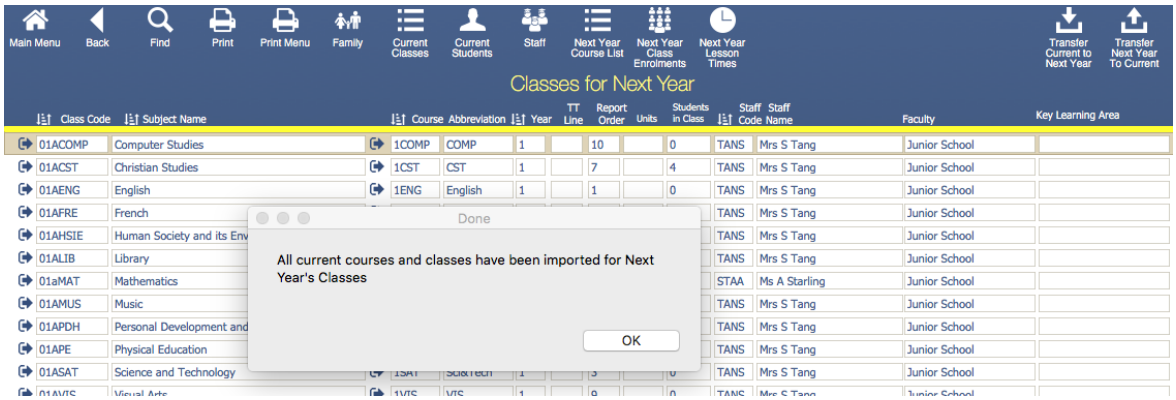
By using "Transfer Current To Next Year", this will copy the classes from the current year into Next Years Classes and you can add the students for next year in the classes anytime during the year.

Next Years Classes (Future Classes)



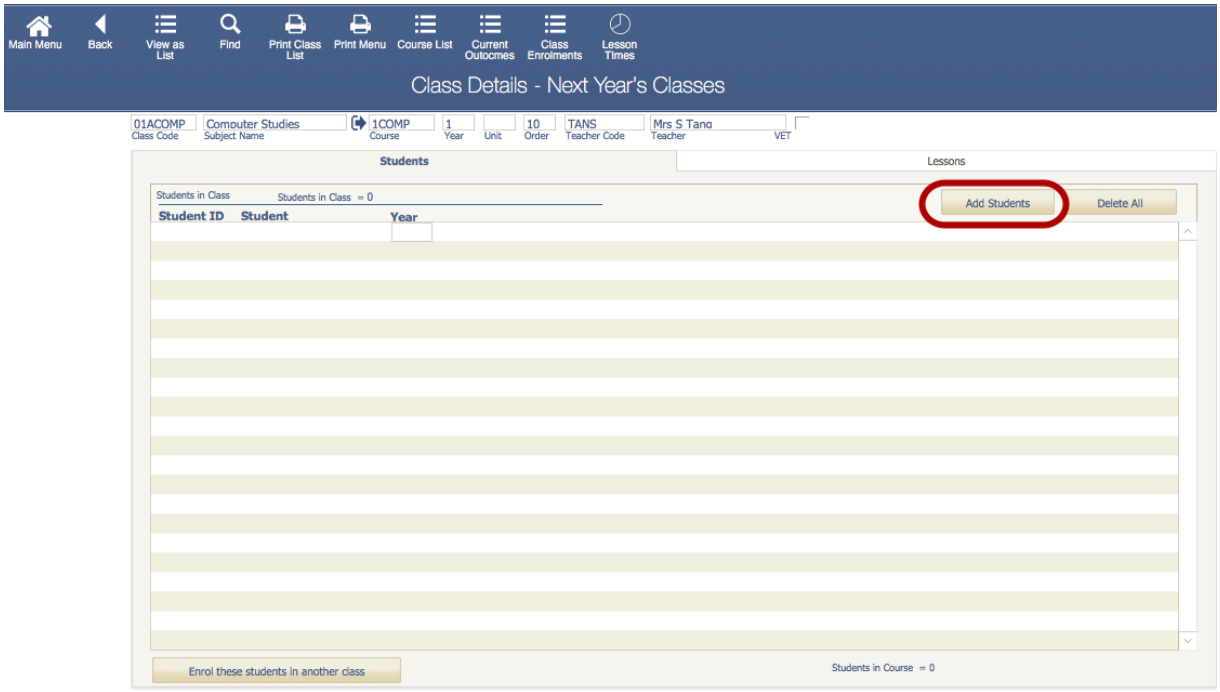
This will clear out all Next years' classes and courses (if there are any) before importing the current set of classes and courses into the file.

Next Years Classes (Future Classes)



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

Next Years Classes (Future Classes)

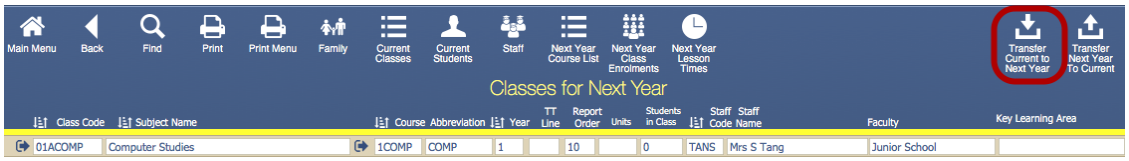


Click the Add Students button to add students.

Next Years Classes (Future Classes) - Add Students

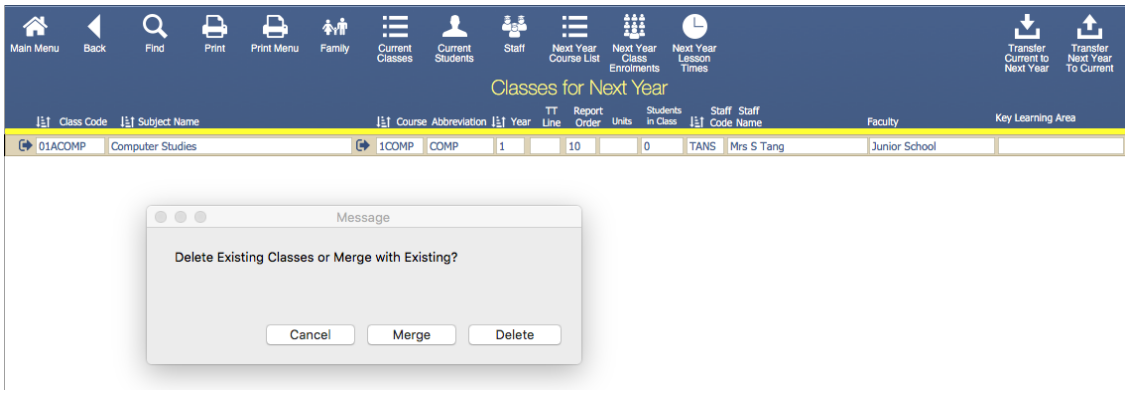
Choose the Academic year of the student to be added. For next year's year 7 choose year 6. Click to add students and also add any future students to the class.

Transfer Next Years Classes



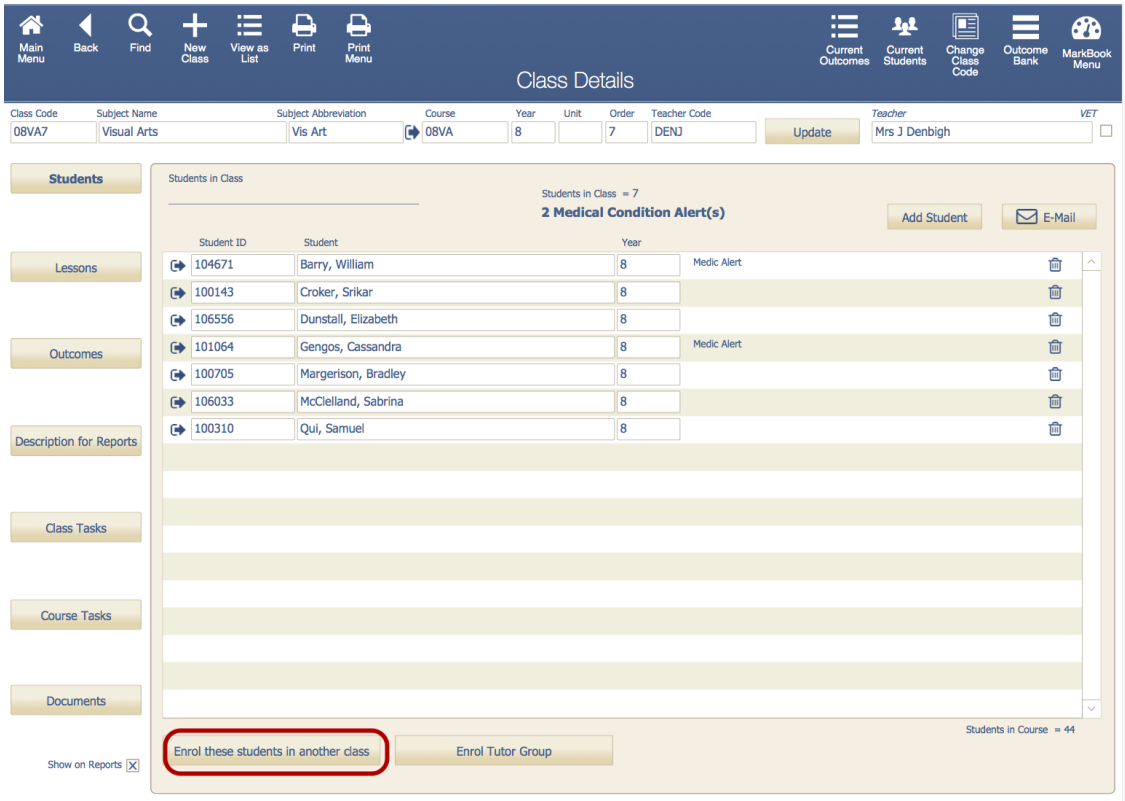
Classes can be transferred from Next years classes to Current Classes. Click "Transfer Next Year's Classes" to transfer all details from Next years classes to this years classes.

Transfer Next Years Classes



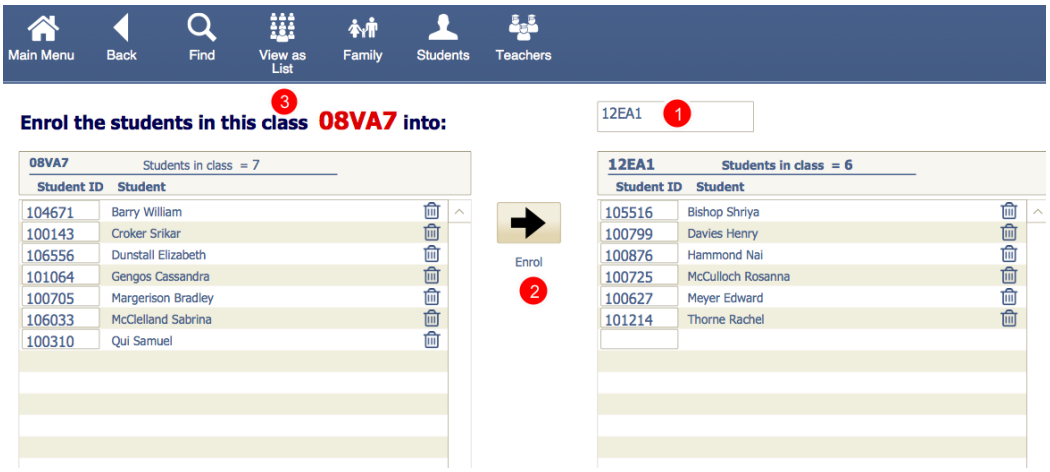
Choose to Delete Existing Classes and replace with next year classes or Merge with Existing Classes. Only use Merge with Existing if all the class codes are different for the current year's classes.

Updating the Current Classes File by Class



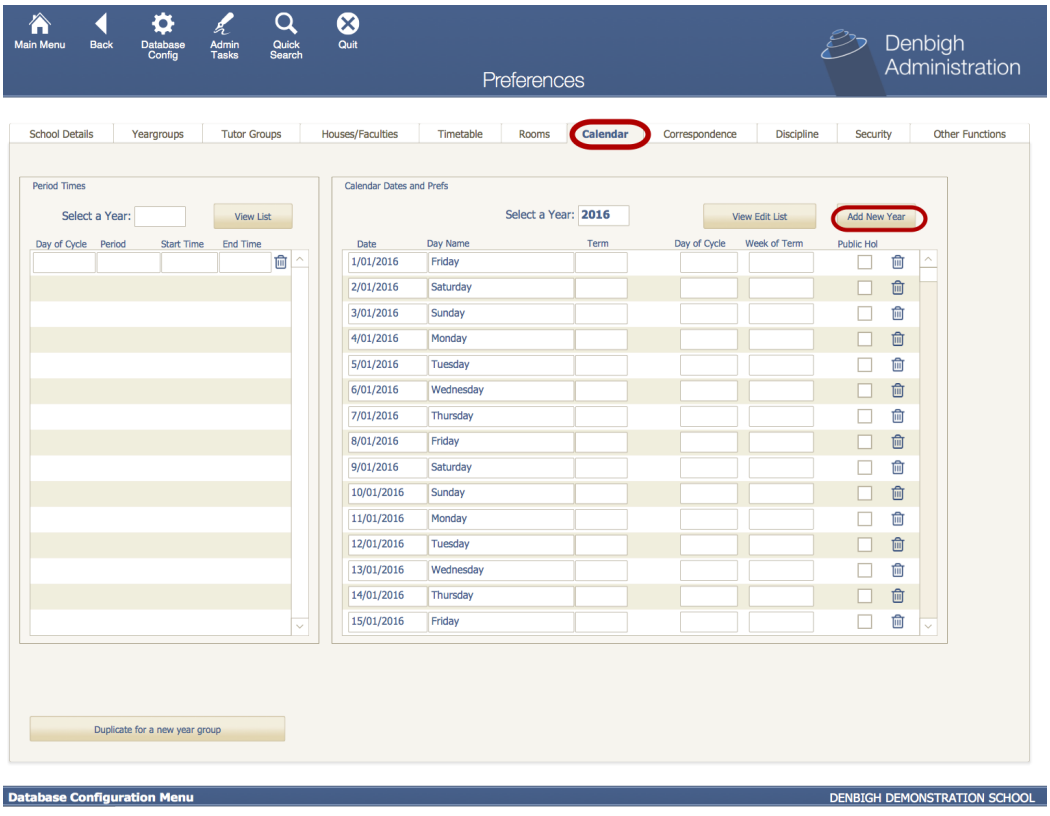
Students can be moved up a year by using the "Enrol these students into another class" button. Start by adding students to the year 12 class and work down the classes, 11 to 12, 10 to 11, 9 to 10, 8 to 9 and 7 to 8 etc.

Enrolling Students to a different class



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.

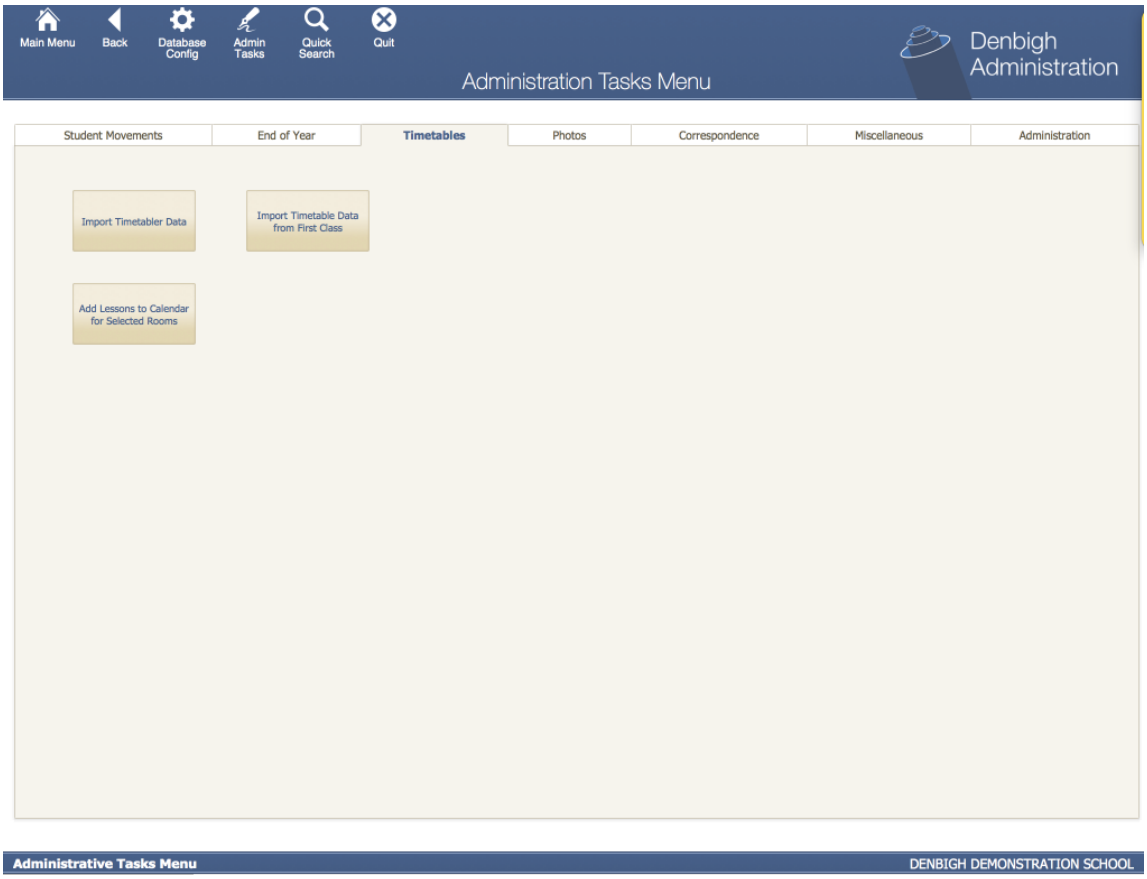
Calendar - Add new year in Calendar



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

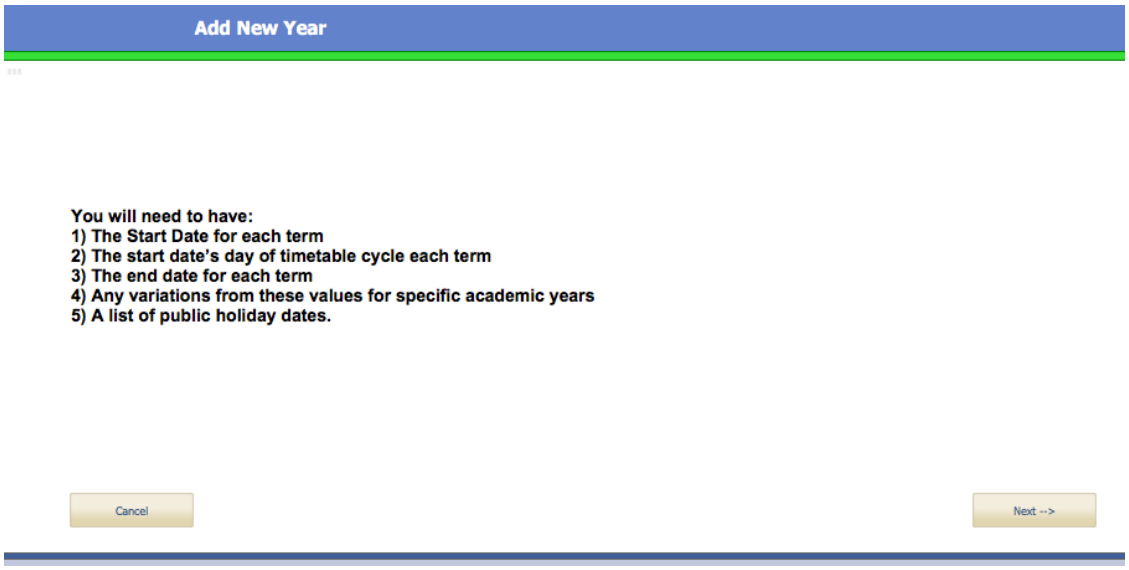
Importing Timetables

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.



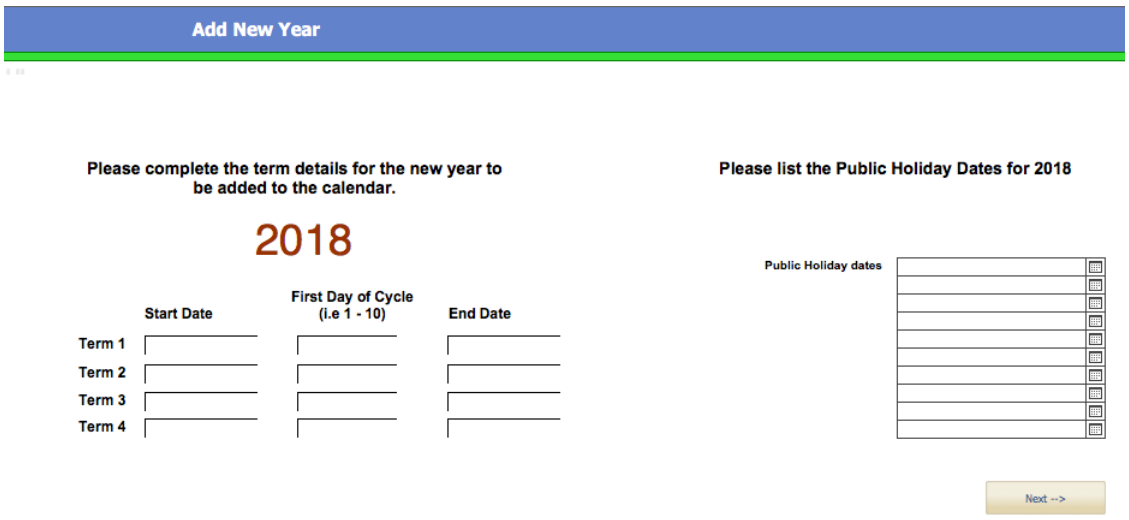
The data is imported into a temporary file then imported into the Classes file. Please see "Importing Timetables Manual" for more information.

Adding a New Year



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



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