

Administration Solutions for Education

Denbigh Administration End of Year Procedures

www.denbigh.com.au

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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

Administration Tasks Monu Administration Student Movements End of Year Timetables Photos Correspondence Miscelaneous Administration	Menu Back Database Config	Admin Quick Tasks Search	Quit			Ð	Denbigh Administratior
. Yearly Attendance Percentages . Yearly Attendance Percentages . Yearly Attendance Percentages . Archive Staff Abaences . Archive Current Data . Archive Staff Abaences Increment Years of Current Students Increment Years of Current Students Increment Years Increment Years Increment Years			Adr	ninistration la	sks Menu		
Yearly Attendance Percentage Report Archive Student Students to Alumni Students to Alumni Students to Alumni Students Archive Students Students to Alumni Toront New Students Add New Year to Incort New Year to	Student Movements	End of Year	Timetables	Photos	Correspondence	Miscellaneous	Administration
Percentage Report Archive Student Archive Student Archive Student Bateries Archive Sport Archive Extra-Curricular Archive Student S. Boil Leaving Students to Alumni S. Broil New Students S. Enrol New Students S. Enrol New Students S. Enrol New Students Archive Student S. Enrol New Students Archive View to Calendar Import Academic Classes for the new session (If user)		1.	Yearly Attendance Percentages				
Archive Student: Archive Staff Alsenness Archive Sport Archive Extra-Ounicular Archive Displine 3. Roll Leaving Students to Alumni 4. Increment Years of Current Students Archive Extra-Ounicular Archive Displine More Selected Enrolled Increment Student Increment Student Increment Student S. Enrol New Students 6. Add New Year to Calendar Import Academic Classes for the new session (ff.used) Enrol Selected Future Add New Year to Import Academic Classes for the new session (ff.used)	Yearly Attendance Percentage Report						
Absences 8. Extras Active Sort Active Extra-Luncular Active Lappine 3. Roll Leaving Students to Alumni 4. Increment Yoars of Current Students More Selected Envalued Increment Student S. Emol New Students 6. Add New Year to Calendar Import Academic Classes for the new session (If used) Import Academic Classes for the new session (If used)			2. Archive Current Data				
More Selected Encaled Sudents to Alumni Incement Student Years S. Errol New Students 6. Add New Year to Calendar Import Academic Classes for the new session (If used) Errol Selected Future Add New Year to			Archive Sport	Archive Extra-Curricular	Archive Disipline		
Error Selected Future Add New Year to Intool New Year's	Move Selected Enrolled	mni	Increment Student	tudents			
Enrol Selected Foture Students Calendar	5. Enrol New Students		6. Add New Year to Calendar		Import Academic Classes for the r (If used)	ew session	
	Enrol Selected Future Students		Add New Year to Calendar		Import Next Year's Classes		

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

Archive Student Absences

Main Menu Attendance Print Menu		Attendar	nce Menu	Ę	Denbigh Administration
Teacher Entr	ry Options	Bulk Entry	Options	Late Arrivals / E	arly Departures
Tutor Group Attendance Entry	Class Attendance Entry	Barcode Entry Absences	Bulk Absence Entry	Front Counter Processing	Front Counter File (For Students)
		Barcode Entry Lates Departures			
				SMS Fu	inctions
				Send SMS Absence Notifications	Manage SMS Messages and Replies
Print Fur	nctions	Admin Fu	inctions	Data 1	Tables
Print Absence & Lateness Summary	Print Absence Only Summary	Find Students with 3 Consecutive Absences	Find Absences Lates within Date Range	Attendance List	Attendance Archive
Print Lateness Only Summary	Print Daily Absentee Contact	Tutor Group Attendance Entry Logging	Class Attendance Entry Logging	Individual Student Attendance	Student List displaying Attendance
				DENI	BIGH DEMONSTRATION SCHOOL

Go to the Student Attendance Menu and choose Absence List

Find Absences

								\frown	Attendan	nce (FMS1	15-M	aster-Staging.l	ocal)		
<	>	1	4005 Total (Unsorted)													
		Records		ow All	New R	ecord D	elete Record	Find Sort	Share							
ayo	ut: Absence.	List View 🗸	View As: 🖂 🗮 📟	Pre	view											
4	* 4		-	*** (Q)										
Ma	ain Back		Absence Student V	iew By Year	Find											
Me	mu	wenu	Archive Into	rear	Menu					D	aily	Ab	sences			
6	Date of Lat Absence]는] Student	L트T Name	Jät	Q	Code		Reason for Absence	Period — TG 1					Notes Outstanding	Note	
	121 Absence 18/3/2016	12 Student 108198	Williams, Akila	1K	Find	code	Type Full Day	bus					0	Outstanding	Note	_
	19/1/5	100078	Condoleon, James	9.2		B ~	Excursion ~	Trip to Library	8.8	8		B (X		-
•	19/1/2016	100079	Hunter, Ronan	9.1	Q	B ~	Excursion ~	Trip to Library	88	0	6	B (0	X		
		100214	Stark, Natalie	9.1	Find a Day's	B	Excursion ~	Trip to Library	88	8	8	B (0	×		
•	19/1/2016	104218	Hooke, David	9.1	Absences	2	Excursion ~	Trip to Library	88	6	0	B (0	×		
•	19/1/2016	103105	Simkus, Gabriella	9.2	\sim	B ~	Excursion ~	Trip to Library	88	6	6	8 6	0	X		(
•	19/1/2016	100648	Clark, Serena	9.2	Q Find All	B ~	Excursion ~	Trip to Library	88	6	6	BC	0	X		(
•	19/1/2016	103254	Porter, Max	9.3	Ping All	B ~	Excursion ~	Trip to Library	88	8	8	BC) ()	×		0
•	19/1/2016	103162	Gallagher, Renata	9.3	Q	B ~	Excursion ~	Trip to Library	88	8	8	8 6) ()	×		0
•	19/1/2016	106796	Donaldson, Natalie	9.5	Find Former	B ~	Excursion ~	Trip to Library	88	8	8	B () ()	X		0
•	19/1/2016	104295	Nisbet, Amy	9.3	Students' Absences	B ~	Excursion ~	Trip to Library	88	8	8	BC	0	X		(
•	19/1/2016	104240	Sanderson, Rena	9.3	0	B ~	Excursion ~	Trip to Library	88	6	8	BC	0	X		(
•	19/1/2016	100073	Jones, Nicholas	10.	? Find	B ~	Excursion ~	Luna Park	88	0	8	BC	0	X		0
•	19/1/2016	100088	Brice, Sunali	10.	Unexplained	в ~	Excursion ~	Luna Park	88	8	8	BC	0	X		(
10	19/1/2016	100327	Maskell-Knight, Benjamin	10.2	10	B ~	Excursion ~	Luna Park	66	G	6	8 6	0	×		0

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

M		Back				Q Find Menu				Period	Dai	ily Absence						Barcod Entry	e Archive F Found Set Is	rint a Print https: sences
	LET Abser	we l	i Student	IET Name	11 Tutor Gro	oup Ye		ode	Type Reason for Absence	TG 1			Notes Outstand	ling No	te Edit	Sign in / out Summary	SMS Status		imeil Teachers	
•	18/3/20	016	108198	Williams, Akila	1K	1	1	H Y	gat Nacional Anna	00	00	000	×	E	•		10	aply Text	Stude Stude	nt Audit Log
•	19/1/20	16	100078	Condoleon, James	9.2	1	0	~			0		×					Reply Text	Stude	nt Audit Log
•	19/1/20	016	100079	Hunter, Ronan	9.1	1	0 8	в ~	Click to Shov	,	0	000	×					Reply Text	Stude	nt Audit Log
•	19/1/20	16	100214	Stark, Natalie	9.1	1	0	2			0	000	×			Click to		Reply Text	Stude	nt Audit Log
•	19/1/20	016	104218	Hooke, David	9.1	1		B ~	Archive Absen	ces	0	000	×			Arabiya		Reply Text	Stude	nt Audit Log
•	19/1/20	016	103105	Simkus, Gabriella	9.2	9	E	B ~			0	000	×			Archive	1	Reply Text	Stude	nt Audit Log
•	19/1/20	016	100648	Clark, Serena	9.2	9	E	B ~	Excursion Inp to uprary		00	000	×					Reply Text	Stude	nt Audit Log
	19/1/20	16	103254	Porter, Max	9.3	9	E	B ~	Excursion Y Trip to Ubrary	00	00	000	×					Reply Text	Stude	nt Audit Log
•	19/1/20	016	103162	Gallagher, Renata	9.3	9		B ~	Excursion \vee Trip to Library	00	00	000	×		۲			Reply Text	Stude	nt Audit Log

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

Main Menu Baci	k Attendance Menu	Attendance Student Info					Dai		ance Archive)		Q Find a Day's Absences	Q Find	Q 🗖 Find Former Prin
Date of Absence	lål Student ID		Tutor Group	Year 111		Code	ype for Gov Type of Absence Reason for Absence	Time of Arrival	Time of Period Departure TG 1 2 3 4 5 6 7 8 9 10	Email Note Teachers SMS Status				
26/10/2015	104294	Nisbet, Bruce	12.1	12	Р	~	Part Day		A A A A A A A A A A A		Reply Text	Student	Α	60201
26/10/2015	105985	March, Robin	12.1	12	Y	×	Part Day		A A A A A A A A A A A		Reply Text	Student	A	60202
26/10/2015	101011	Robertson, Roopam	12.2	12	G	~	Part Day		A A A A A A A A A A A A		Reply Text	Student	A	60203
26/10/2015	105516	Bishop, Shriya	12.2	12	R	~	Part Day		A A A A A A A A A A A		Reply Text	Student	A	60204
26/10/2015	101067	George, Ian	12.1	12	В	~	Part Day		A A A A A A A A A A A A		Reply Text	Student	A	60205
26/10/2015	101072	Burton, Ho Yen	12.3	12	В	~	Part Day		A A A A A A A A A A A A A A A A A A A		Reply Text	Student	A	60206
26/10/2015	101121	Heyes, Georgia	12.3	12	R	~	Part Day		A A A A A A A A A A A A		Reply Text	Student	A	60207
	101123	Borger, Slu	12.2	12	R	×	Part Day		A A A A A A A A A A A		Reply Text	Student	A	60208
6 26/10/2015	106724	Wallner, Holly	12.3	12	В	~	Part Day		A A A A A A A A A A A A A A A A A A A		Reply Text	Student	Α	60209

Absences are moved to the Archive file.

Student Details (Archived Absences)

osted Sta	udent						Currer	nt St	udent D	etails						i) Pa	istoral Ca	re Alert
00014	Price		W	/illiam	Hug	h	William		Male	11	Jun 19	98	12	12.1	Green			
Student I		urname	=	First Name		econd Names	≡ Know /		⊟ Gender		Birthday		≡ Year	≡ TGr	⊟ House			
Family O	ada .	Family Nam	amily De		Home Pho							nts / Guai /ork Phone	dians	Mobile			5.	7
ALLARS		Price			02 3456		G	offrey	Price			02 1234 5	679	1234				
0		Denbigh					Fath	her				02 1254 5	0/0	1254				
Мар		56 Pitt Street					Ema	ail C	sampson@de	enbigh.co	m.au							
Suburb	/State/PCode :			NSV	u	2000		chael P	hillips		_			0414 1	123 456		Updat	ite
300010				mail: csampson@			Unc		sampson@de	anhiah ca	Dec	eas	ed				Upda	te
	Country :			mail: csampsone	Juenbig	n.com.au	CITA		aumpaonera	anoigineo						Y		
		Attend	ance															
on or all Ter	formation		Curr	ent			Current In	Date Ra	nge			A	rchived			SM	S	
eneral In	Tormacion																-	
Not	tes																- 🖨 P	rint
Medica	al Info	Date Abs	sent	Туре	Cod				2	P1	P2 P3	P4	PS P6				Received	
Clas	1000	2/11/2015		Late	L	~			A	0						X	Û	É
Cida	000		Reason	Appointment														
Timet	table	26/10/201	5	Part Day	B	~			A	A		A					Û	
			Reason			_												
Academic	c Record	12/10/201	5	Part Day	В	~											Û	
Attend	dance	(A) 10/201		Turcouy					۸	(A) (A		A (
Attent	aurice		Reason														-	
Discip	pline	23/09/201	5	Excursion	B	~			E		90	80	90				Û	
			Reason	excursion														
CoCurr	ricular	22/09/201	5	Excursion	B	~			6	A	9 6	80					Û	
Mu	sic		Reason	excursion						•								
Pitte	U.C.																	
	ner																	

These are also accessible in the Student Details.

ē Class Family Current Student D 12 12.1 Home Phone 02 3456 7890 ALLARSO Price Geoffrey Pric 02 1234 5678 1234 0 Email csa Street : 56 Pitt Str 0414 123 456 Mic Sydney 200 Deceased Uncle Email Discipline ₽ Active Stu nary Print C 🖋 Add Entry 10/11/2014 10/11/2014 Type: Merit Type: Merit Certifie Staff: DENJ Staff: DENJ ₽ Û X Cu Discipline 19/00/201 CoCurri DEN Û X Q

Discipline Records

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

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udit

Archive Discipline Records

Main		Sack	Find	Student Print	Classes	Staff	Demerits	Merits Set	tings Arch	Archive Found Set	
	Category	Date	Student ID	Student Name	J≟† TGr	Year	Туре	Sub-Type		Reason	Expiry Given by
- 🗭	Merit	9/09/2014	2 1013	Jobson, Alex	12.5	12	Certificate			Outstanding effort in classwork	8/11/2014 Mrs J Denbigh
Non	Participation	\sim	-	Dis	rupting 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			Dis	rupting 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

	in Menu	Back	Q Find	Student	Print	Clas			Merits	Settings	To Cur				
								Discipline	e Archiv	е					
	Category	Date	Student	Name	TGr	Year	Type	Reason			Dealt With	Current	Expiry	Given By	
۲	Merit	6/12/200	Lee, Ross				Merit	Participat	ion in sportin	g event			4/2/2007	Craig McKessa	ar
۲	Detention	5/12/200	Lee, Ross	1			Detention	Vandalisr	n				3/2/2007	Craig McKessa	r
۲	Detention	4/12/200	Lee, Ross	1			Detention	Incorrect	uniform				2/2/2007	Craig McKessa	ir
۲	Infringemen	6/8/2006	Lee, Ross	1			Infringement	Rudeness	to staff				5/10/2006	Craig McKessa	ir
۲	Detention	7/12/200	Thomson	, Harriet			Detention	Incorrect	uniform				5/2/2007	Craig McKessa	ir

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

Student Details - Discipline Archives

Main Menu Hosted Student	R ★ Earch Assistant View As	Reports	Current S	Student De	Move to Alumni Menu A	Student Class Accounts Details	Image: Second
Family Code	Irrname 🗮 First Nai Family Details Family Name Price Denbigh 56 Pitt Street Sydney	Hugh me E Second Names Home Phone 02 3456 7890 NSW 2000 mpson@denbigh.com.au	William E Know As Geoffre Email Michael Uncle Email	Male E Gender y Price csampson@denb Phillips csampson@denb	Deceased	ear ≡ TGr ≡ Mobile 1234 0414 123 456	House
General Information Notes Medical Info Classes	Merits Merit Count: 1 No Date 1 18/09/2014 Staff: DENJ	Explanation Good Class work	emerits			Explanation 4 Merit awards f	Print Menu Discipline File
Timetable Academic Record Attendance Discipline	2 10/11/2014 Staff: DENJ	Outstanding effort in	n classwork	<u></u>	Issued		

View Archived Discipline details in the Student details screen.

Archive Sport

Ma	in Menu	Back	Q Find	Print List	Student List	Print Menu	Hew Sport				Students Menu	Staff Details	Online Selections
								Sporting Teams					
	Sport Code		Sport Name					Competition Type	Season	Division		Students	Staff
0	SBALL1		Softball Tea	m 1				IGSSA	Sem 1			0	1
	SBALL2		Softball Tea	m 2				IGSSA	Sem 1			15	0
•	SBALL3		Softball Tea	m 3				IGSSA	Sem 1			6	1
•	SBALL4		Softball Tea	m 4				IGSSA	Sem 1			1	0
•	SBALL6		Softball Tea	m 6				IGSSA	Sem 1			52	0
€	SBALL7		Softball Tea	m 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.

Q Find ns List Print Menu 20 4 Sport Softball Team 1 Competiti Sport Name IGSSA SBALL1 Softball Team 1 Sem 1 **Current Students and Staff** Staff in Team 1 members To add someone to the Team, choose whether Staf enter part of the surname, press tab, then click eith or Student buttons to add them. Teacher Code Teache Û DENJ Mrs J Denbigh Search for : O Student O Staff Surname 0 members Students in Team Age at 31/12 $\overline{}$ Student Year Tutor Group

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.

Main Menu Ba		Print New Activity			Stude Men	nts Staff E	Details
	≡ Activity Name	Extra Curricula ≡ semester ≡ Type	r Activities ≡ Level	Students St	Appear on School aff Involvement	Report as Special Role	Music
BRASS	Brass Ensemble	0102		25 0	X		X
CHAMCHOIR	Chamber Choir	○1 ◎2		505 0		X	X
CHAMORCH	Chamber Orchestra			10 0	X		X
CHOIR	Choir	01 02		504 0		X	X
CLARENS	Clarinet Ensemble	01 02		499 1	×		X
CONBAND1	Concert Band 1	01 02		16 0		×	X
CROSSTUT	Cross Age Tutoring	01 02		503 0	X		
SOCDEBATE	Social Debating	01 02		0 0		×	X
DOE	Duke of Edinburgh's Award Scheme	01 02		11 1		×	
EXCEL	Excelsior Team	01 02		1 0		X	
FLUTENS	Flute Ensemble	01 02		501 0		X	
INTERACT	Interact	01 02		0 0	×		
LIFEDRAW	Life Drawing	01 02		0 0	×		
MOCKTRIAL	Mock Trial	01 02		0 0	X		
NEPAL	Nepal Project	01 02		0 0	X		
ORCH	Orchestra	01 02		20 0	X		
MIDCHCHR	Middle School Chamber Choir	01 02		14 0	X		
PERCUS	Percussion Ensemble	01 02		2 0	X		
PUBSPEAK	Public Speaking	01 02		0 0			
RAG	Research Advisory Group	01 02		0 0			
SAXQTJNR	Junior Saxophone Quartet	01 02		0 0			
SCHPLAY	School Play	01 02		0 0			
SHAKESP	Regional Globe Shakespeare Festival	01 02		0 0			
SPEECHDR	Speech and Drama	01 02		0 0			
SRC	Student Representative Council	0102		0 0			

Archive Extra Curricular Activities

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

Archive Extra Curricular Actives

Main Menu	Back	Q Find	View as List	Print Me	nu Print Student L	New Ist Activity						Students Menu	Staff Details
Activity Code	Activity Name				Seme	ster Type	Brass (emt	Ole _{Music}	Appear on School Involvement	Report as Special Role	
BRASS	Brass Ense	mble			01	0 2				X	X		
		Curren	t Students	and Staff						Arch	live		
Staff in Activ Teacher Code	-						Count	t Staff	0	whether surname,	Staff or Stud press tab, the	the Activity, ent, enter part n click the add I ent O Stal	t of the button.
Students in /	ctivity	25 Mer	nbers Ac Yr	TGr	House		Arc	hive All	>	Sumanie			
Anderson, Ru	wangi		11	11.2	Magenta	Medic Alert	Move to Archive	Û	^				
Anderson, Th	uc		4	4R	Yellow		Move to Archive	Û					
Bowler, Justi	ne		4	4F	Blue		Move to Archive	Û					
Clark, Bonnie			4	4R	Puce		Move to Archive	Û					
Connors, Jon	athan		4	4R	Magenta		Move to Archive	Û					
Ethell, Bianca			4	4F	Blue		Move to Archive	Û					
Forster, Ame			8	8.4	Puce		Move to Archive	Û					
Harpley, Gra			4	4F	Puce		Move to Archive	Û					
Hyland, Andr			4	4F	Blue		Move to Archive	Û					
Johnson, Ste			4	4F	Blue		Move to Archive	Û					
Jones, Alexa			4	4F	Blue		Move to Archive	Û					
Kahn, Samar			4	4R	Yellow		Move to Archive	Û					
Kalokerinos,			4	4R	Blue		Move to Archive	Û					
Lochhead, G	-		4	4F	Magenta		Move to Archive	Û					
McCarthy, Br			4	<u> </u>	Yellow		Move to Archive	Û					
Mearns, Benj			4	4R	Magenta		Move to Archive	Û					
Mitchell, Gor	ion		4	4R	Magenta		Move to Archive	Û					
Nazer, Erin			4	4F	Yellow		Move to Archive	自	\sim		Barcode	Entry	

Click to Archive All.

Archive All or Selected Activity

$\bigcirc \bigcirc \bigcirc \bigcirc$	Current or All
	to archive the members in AEROB only, or the he found set of 142 activities?
	Cancel Found Current

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

Viewing Archived Sport/ExtraCurricular Activities

Main Back Menu osted Student			View As Print Meni List	u Academic Reports	Current Stud	ent Details			Class Details	Family Details	i Pastora	lity Staff E
00014 Price		v	Villiam F	Hugh	William	ale 11 Jun 1	998 1	2 12	1 Gr	reen		
Student ID		=	First Name	E Second Names		Gender		Year 🔳		House		
Family Code		Family D ily Name		2 Phone		Pa	rents / Guard Work Phone		Mobile		- 1	
ALLARS01	Price	ny name		456 7890	Geoffrey Price		02 1234 56		1234			
O Property :	Denbio	h			Father							
Map Street :	56 Pitt	Street			Email Csam	pson@denbigh.com.au					_	
Suburb/State/PCode :	Sydney		NSW	2000	Michael Phillip		cease		0414 123 456	5		Jodate
Country :			Email: csampson@den	bigh.com.au		pson@denbigh.com.au	Cease	: u			~	
	CoC	urricula										
eneral Information	CoC		all ular Current	ExtraC	Curricular Previous	Sport Cu			Sport Previous			ards
eneral Information		ExtraCurric	ular Current	ExtraC	Curricular Previous	Sport Cu		d Students to		Extra	Aw Curricular Act	
eneral Information Notes	0			ExtraC	Curricular Previous	Sport Cu				Extrac		tivities
		ExtraCurric	ular Current	ExtraC	Curricular Previous	Sport Cu				Extra		
Notes Medical Info	•	ExtraCurric	ular Current		Curricular Previous	Sport Cu				Extrac		tivities
Notes	() () ()	ExtraCurric	Activity Name		Curricular Previous	Sport Cu				Extra		tivities
Notes Medical Info	() () () () () ()	ExtraCurric ode ICKN IROAD	Activity Name Activity Name Activity Name Activity Name Activity Name		Curricular Previous	Sport Cu				Extrac		
Notes Medical Info Classes	() () () () () ()	ExtraCurric ode	Activity Name		Curricular Previous	Sport Cu				Extra		tivities
Notes Medical Info Classes Timetable		ExtraCurric ode ICKN IROAD	Activity Name Activity Name Activity Name Activity Name Activity Name	iommittee	Curricular Previous	Sport Cu				Extrat		
Notes Medical Info Classes Timetable Academic Record		ExtraCurric ode ICKN IROAD HAMCHOIR	Activity Name Acknowledge Ci Broadway Chamber Choir	iommittee	Curricular Previous	Sport Cu				Extra		
Notes Medical Info Classes Timetable		ExtraCurric ode CKN IROAD HAMCHOIR HAMMUS HOIR	Activity Name Activity Name Activity Name Activity Name Roadway Chamber Choir Chamber Music Chamber Music	ommittee	Curricular Previous	Sport Cu				Extra		
Notes Medical Info Classes Timetable Academic Record		ExtraCurric ode CCN ROAD HAMCHOIR HAMMUS HOIR LARENS	Activity Name Activity Name Activity Name Activity Name Activity Name Roadway Chamber Choir Chamber Music Chamber Music Chainet Ensem	ommittee :	Curricular Previous	Sport Cu				Extrat		
Notes Medical Info Classes Timetable Academic Record Attendance Discipline		ExtraCurric ode CKN IROAD HAMCHOIR HAMMUS HOIR	Activity Name Activity Name Activity Name Activity Name Roadway Chamber Choir Chamber Music Chamber Music	ommittee :	Curricular Previous	Sport Cu				Extrac		
Notes Medical Info Classes Timetable Academic Record Attendance		ExtraCurric ode CCN ROAD HAMCHOIR HAMMUS HOIR LARENS	Activity Name Activity Name Activity Name Activity Name Activity Name Roadway Chamber Choir Chamber Music Chamber Music Chainet Ensem	ommittee : ble Cup Debating	Curricular Previous	Sport Cu				Extrac		
Notes Medical Info Classes Timetable Academic Record Attendance Discipline		ExtraCurric ode CKN ROAD HAMCHOIR HAIMMUS HOIR LARENS XOMCUP	Activity Name Activity Name Activity Name Acknowledge C Broadway Chamber Cheir Chamber Cheir Chamber Music Charnet Ensemt Commonwealth	ommittee : ble : :	Curricular Previous	Sport Cu				Extrat		

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

Main Back View As Menu List	Pind Find Find Teachers	Move to Former Staff	Print	Students Staff Details	Former Staff	PGD Roster Classes	s Staff Community Meet Absences Details Tim
	Allesch	Trevor	Second Names	Known As	指 Position		S00003
	General Inf	ormation					
General Information					Residential	Address	
Classes	Alternative Title :	dkalnian@denbigh.com.ai	1	Property : map Street :	2 John St		
Timetable	Qualifications :			Suburb/State/PC : Address ID :	Camden ADID43259	NSW 2570	
Tutor Group	Phone Ext : Tutor Group :	136		Property :	Postal Ac	ldress	
Absences and Extras	Tutor Group Room : PTI Default Room :	Gym		Street : Suburb/State/PC :			Update
CoCurricular	Receive: Pastoral Casual 1	Care Team		Address ID :			
Groups	Administr	Tation Faculty Junior School ular LOTE	Science Special Need	Mobile : DOB :	02 1234 5678 0422986111 4 Sep 1968	Silent Number	
Professional	Computin Creative		TAS	Spouse/Partner :			
Correspondence	History	Primary School Religion			Email Type Email / dkalni	lddress an@denbiqh.com.au	Use to Email to
Notes	Campus						
Confidential							
							Audit

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

Maln Menu B	ack Add Absentee	Q Find	Print Options	Email All	Extras 3 Staff Absence		Archive Found Set) over		🕽 Prin	view on t only view an	ıly ıd Print		Bypa O Prin O PDF	
Default Period Absen		2 3 Day	4 5	6 Class	Period	Room		Covering Staff Name	Extra	Suggest	Instructions	Print	Email	Emailed	Delete
	Staff Name Mrs G Balean	2		10.5	Tutor Group		MACT	Mrs T Mackie		?		₽			
Reason for Absence Periods 1 2 3 Control Contr	4 5 6)Email all G	iet Classes												

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

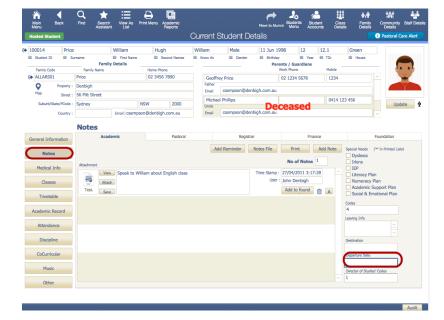
$\odot \Theta$	Enter date
Archive all abse earlier than:	ence and extras records which are dated
Date	
Date 1/01/2010	

Enter the applicable date.

View Staff Archived Absences

	LET Surname	151	First Name	Second Names	Known As	Jàt Pos	sition				S00003	
	Absences a	nd Ext	ras Cover									
General Information			Current		(Arc	hive		
			Absence							Extras		
Classes	Date D.	uration / Days	Туре	Reason	Med Certifica	te	64	Date 24/07/2006	Lesson 6-4	Class 11AH1	In absence of: Mrs J Merchant	
	19/11/200				'	-		3/09/2007	6-4	EN2H1	Mr J Denbigh	
Tutor Group sences and Extras CoCurricular Groups												
Professional												
Correspondence												

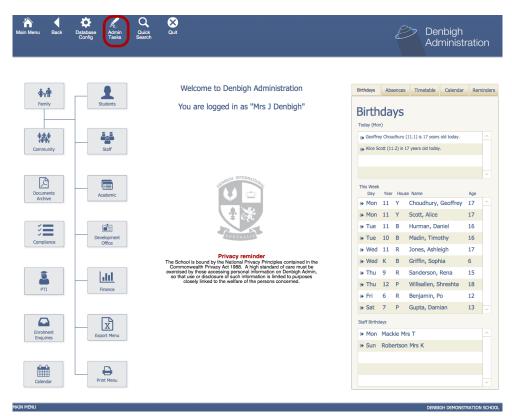
Click the Absence/Extras Tab and the Archive tab to view Archived Absence Records.



Move Students that are leaving to Former Students / Alumni

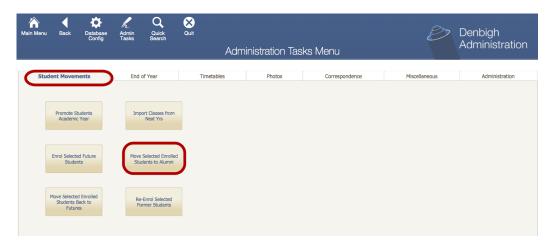
Ensure that the Departure date has been entered. Find all students that are leaving, either find by year group (all year 12) or by departure date field.

Move selected Students to Alumni



Go to the Administration Tasks in the Main Menu.

Move selected Students to Alumni



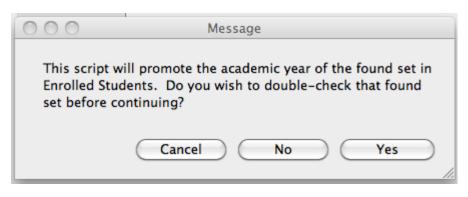
Go to Administration Tasks from the Main Menu and Choose "Move Selected Enrolled Students to Alumni" from the Student Movements tab or the End of Year. This will move the selected to Students to the Former Students File.

Increment Student's Academic Year

Main Menu Back Database Config	Admin Quick Tasks Search	Quit Adr	ministration Tas	sks Menu	Ð	Denbigh Administration
Student Movements	End of Year	Timetables	Photos	Correspondence	e Miscellaneous	Administration
Yearly Attendance Percentage Report		rly Attendance Percentages				
	2	2. Archive Current Data				
Archive Student Absences	Archive Staff Absences & Extras	Archive Sport	Archive Extra-Curricular	Archive Disipline		
3. Roll Leaving Students to Alur Move Selected Enrolled Students to Alumni	nni 4	Increment Years of Current S Increment Student Years	tudents			
5. Errol New Students Errol Selected Future Students	6	Add New Year to Calendar		Import Academic Classes fr (If used) Import Next Year's Classes	or the new session	

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.

≡ Student ID ≡	Surname	mo E Cocco		N	fale	20/01/1999	12	2015		Waiting			
		me 🔤 secon	d Names	own As 🔳	Gender	≡ D.O.B.	≡ AcYr	≡ Cal	Yr	≡ Status			
							Parents	/ Guardians					
CHEUNG11	Campbell	02 345	56 7890		Joannes Ca	amphell		1234 5678				•••	
Family Code	Family Name	Home Ph	one		Father	anpoen		k Phone					
Property :					Email				Family (:Mail			
Street :	1 John St				Allison Can	nobell							•
Suburb/Sate/PCode :	Sydney	NSW	2000		Mother	inge de dans	Wo	k Phone				Update	
Country :					Email SUDD	ort@denbigh.co	m.au		Family (Mail		opuate	
	AL		catholic				Ac. Yr	Given Names	iture Stud	ent Sibling Enrolment			
		1.01	sonal Details				A - 14-		ture Stud	-			
Enrolment Application		ustralian	Catholic	S Current School	Codes		Ac. Yr		iture Stud	-		^	
Enrolment Application		ustralian ationality	Catholic	Current School	Codes		Ac. Yr		iture Stud	-		^	
Enrolment Application	Country of Birth Nat	ustralian ationality I Scl	Catholic Religion C hools Details	Durrent School			Ac. Yr		iture Stud	-		^	
		ustralian ationality I Scl	Catholic Religion C hools Details	Current School	Boarding Hou	156	Ac. Yr	Given Names		Enrolment	Year	^ 	
Future Classes	Country of Birth Nat Boarding Status	ustralian itionality f	Catholic Religion C hools Details	Current School	Boarding Hou	ISE	Ac. Yr	Given Names		-	Year	× ×	
	Country of Birth Nat Boarding Status	ustralian ationality I Scl	Catholic Religion C hools Details	Durrent School	Boarding Hou	150		Given Names		Enrolment	Year	×	
Future Classes Notes	Country of Birth Nat Boarding Status Deposit Da	ustralian itionality f	Catholic Religion C hools Details	Current School	Boarding Hou	152		Given Names		Enrolment	Year	×	
Future Classes	Country of Birth Nat Boarding Status Deposit Da	ustralian Sci dionality I OS Student ate Received ate Received	Catholic Religion C hools Details	Lurrent School House Deposit Receipt Campus	Boarding Hou Boarding Hou Staff Staff Clergy	158		Given Names		Enrolment	Year	×	
Future Casses Notes Correspondence	Country of Birth Na Boarding Status Deposit Da Enrolment Pee Da	ustralian () tionality () Sci OS Student ate Received ate Received Enro	Catholic [Religion C hools Details	House Deposit Receipt Campus dpt.	Boarding Hou Staff Staff Clergy Clergy	158		Given Names Cu Given Names	irrent Stud	Enrolment dent Sibling Boarding	Year 35 Status	× ×	
Future Classes Notes	Country of Birth Na Boarding Status Deposit Da Enrolment Fee Da Reg Date Ac. Yr	ustralian Sci Sci OS Student ate Received Enro	Catholic Cat	House Deposit Receipt Campus dpt.	Boarding Hou Boarding Hou Staff Staff Clergy Clergy Status			Given Names Cu Given Names	irrent Stud	Enrolment dent Sibling Boarding dent Sibling	Year 35 Status	× ×	
Future Classes Notes Correspondence Comms List	Country of Birth Na Boarding Status Deposit De Enrolment Fee Da Reg Date Ac. Yr 4 Sep 2015 12	ustralian tionality I Scl OS Student ate Received Enror Chrol Date 04/09/2015	Catholic Religion C Religion C Religion C C Religion C C C Religion C C C C C C C C C C C C C C C C C C C	House Deposit Receipt Campus dpt.	Boarding Hou Staff Staff Clergy Clergy		Ac. Yr	Given Names CL Given Names Fe	irrent Stud	Enrolment dent Sibling Boarding dent Sibling	Year 35	*	
Future Casses Notes Correspondence	Country of Birth Na Boarding Status Deposit Da Enrolment Fee Da Reg Date Ac. Yr	ustralian tionality I Scl OS Student ate Received Enror Chrol Date 04/09/2015	Catholic Cat	House Deposit Receipt Campus dpt.	Boarding Hou Boarding Hou Staff Staff Clergy Clergy Status		Ac. Yr	Given Names CL Given Names Fe	irrent Stud	Enrolment dent Sibling Boarding dent Sibling	Year 35		

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

Menu	Back	Database Config	Admin Tasks	Q Quick Search	Quit Quit	ministration Tas	sks Menu	č	Denbigh Administratio
Stu	dent Moveme	nts	End	of Year	Timetables	Photos	Correspondence	Miscellaneo	ous Administration
_				1. Ye	arly Attendance Percentag	es			
	Yearly Atten Percentage I	idance Report			2. Archive Current Data				
	Archive St. Absence		Archive Staff & Ext		Archive Sport	Archive Extra-Curricular	Archive Disipline		
3.	. Roll Leaving S	Students to Alu	ımni		4. Increment Years of Current	Students			
	Move Selected Students to a				Increment Student Years				
5.	. Enrol New Stu	udents			6. Add New Year to Calendar		Import Academic Classes for (If used)	the new session	
ſ	Enrol Selected Student				Add New Year to Calendar		Import Next Year's Classes		

Click to Enrol selected Future Students.

Update Roll Class / Tutor Group / Homeroom class details

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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

Main N		k Find r	Hew Class	Course Lis	st Admin I		Pr	int Men		italf etalls	Fam Clas	ly	Current Students		Allocat	tions	MarkBook Menu	Lesson Times	Class Enrolments	Curr Outco	ent mes	Outcome	Bank Next Yr's Classes
	Class Code	Subject Name		c	ourse	Abbreviation		Year Cours			Order Course	Uni Class		Staff		Staff Name	Faculty		Key Learning Area	Reporte On	Show or Reports	PTI	
- 🗭	08VA7	Visual Arts		🕞 0	8VA	Vis Art	8	8	1	7	7			DENJ	Update	Mrs J Denbigh	Creative Arts			No	X	X	Add to Reports
	09VI2	Photography an	d Digital	() 0	9VI	VI	9	9		14	14			DENJ	Update	Mrs J Denbigh	Creative Arts			Yes	X	X	Add to Reports
	10EN5	English		🕞 1	0EN	Eng	10	10		1	1			DENJ	Update	Mrs J Denbigh	English			No	X	X	Add to Reports
	11PO1	Photography		€ 1	1PO	Photo	11	11		8	8			DENJ	Update	Mrs J Denbigh	Creative Arts			Yes	X	X	Add to Reports
□ 🗭	10.1	Tutor Group		(*) 1	OPC	House Grps	10	10		12	12			DENJ	Update	Mrs J Denbigh	Administratio	n	TAS	No	X	X	Add to Reports
- 🗭	07DTE	Design and Tec	hnology	0 🔁	7DT	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

100143 Croke	r	Sr	ikar		S	rikar	Male	2	24 Nov 2	003	8	8.2	Blue			
≡ Student ID ≡ Su		Family De		≡ Secon	nd Names	Know As	≡ 0	iender		ents / Gua		≡ TGr Mobile	≡ House			
Family Code CARTWRIGHT01	Family Croker	Name		Home Phone 02 3456 78	90	Omer	Croker			02 1234	5679	0414 1	22.456		U	
Property :						Father	Croker			02 1234	5078	04141	23 430		-	
	1 John S					Email	dkalniar	@denbigh	.com.au							
Suburb/State/PCode :			NSV	M	2000		ary Croke	r		02 1234	5678	0414 1	23 456	Lle	date	
Country :	Sydney		mail: dkalnian@e			Mother	cupport	@denbigh						op	uate	-
Country :			mail: ukainian@k	uenbign.con	n.du	cinali	aupport	eracinoign	connuu					×		
	Class	ies														
Seneral Information		Classes		Future Cl	asses		Enrolmer	nt Log		Mar	kbook Tasks		Mark	book Groups		
	No of	Classes: 5														
Notes		ss Code	Course Code	Class				Units	TT Line	Теа	cher					
	(OE	3PE3	08PE	PD/Healt	h/PE				0	Mr G	Bolton				Û	
Medical Info				1	_											
Classes	00 🔿	ENG1	06EN		_										Û	
	(OE	BFR4	08FR	French					5	Mrs 4	Holmes				Û	
Timetable			ount	manan							(Thomas					
	(*) 08	BDR5	08DR	Drama					7	Ms E	Dowling				Û	
Academic Record	(+ OE	BDR3	08DR	Drama					0	Me E	Dowling				Û	
Attendance		JUK3	UDDK	Liana						PIS E	Downing					
Discipline																
CoCurricular																
CoCumcular																
Music																

These classes will then display under the Future Classes tab.

Class Details Family Details A Main Menu 鯲 **Back** Current Student Details 24 Nov 2003 Blue ≡ Ho Male ≡ Ge ≡ s Parents / Guardians Home Phone 02 3456 7890 CARTWRIGHT01 Croker Omer Croker Father Email dkalr 02 1234 5678 0414 123 456 0 dkalnian@denbigh.com.au Street : 1 John St 02 1234 5678 0414 123 456 Ros ary Croker PCode : Sydney NSW 2000 othe Timetable Future Refresh Timet Print Timetable P: p PD/Health/PE Mr G Bolton PD/Health/PE 501 Mr G Bolton Lunch Lunch Lunch Lunch Lunch Audit

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

Aain Menu	Back	Q Find	Print	Print Menu	¢n Family	Current Classes	Current Students	Staff	Ne Co	ext Year urse Lis	t Clar Enroln	, rear N ss I nents	ext Year Lesson Times			Transfer Current to Next Year o Current
j <u>≞t</u> c	Class Code	北 Subject Nar	ne			[11] Cours	e Abbreviation	<u>↓≟†</u> Yea	TT Ir Line	Repo Orde	rt 1 [.] Units	Students in Class		aff Staff de Name	Faculty	Key Learning Area
(→ 01AC)	OMP	Computer Studie	es		•	1COMP	COMP	1		10		0	TANS	Mrs S Tang	Junior School	
01AC	ST	Christian Studies	s		•	1CST	CST	1		7		4	TANS	Mrs S Tang	Junior School	
01AE	NG	English			•	1ENG	English	1		1		0	TANS	Mrs S Tang	Junior School	
🕩 01AFI	RE	French			•	1FRE	FRE	1		11		0	TANS	Mrs S Tang	Junior School	
🕩 01AH	ISIE	Human Society a	and its Env	vironment	0	1HSIE	HSIE	1		4		0	TANS	Mrs S Tang	Junior School	
🕩 01ALI	IB	Library			0	1LIB	LIB	1		12		0	TANS	Mrs S Tang	Junior School	
🕩 01aM	IAT	Mathematics			•	1MAT	Maths	1		2		0	STAA	Ms A Starling	Junior School	
🕩 01AM	IUS	Music			•	1MUS	MUS	1		8		0	TANS	Mrs S Tang	Junior School	
01API	DH	Personal Develo	pment and	l Health	0	1PDH	PDH	1		5		0	TANS	Mrs S Tang	Junior School	
🕩 01API	E	Physical Educati	on		0	1PE	PE	1		6		0	TANS	Mrs S Tang	Junior School	
🕩 01AS	AT	Science and Tec	hnology		•	1SAT	Sci&Tech	1		3		0	TANS	Mrs S Tang	Junior School	
🕩 01AV	IS	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)

○ ○ ○ Do you want to clear out the current Next Year's classes?
Do you want to clear out all Next years classes and courses before importing the current set of classes and courses?
Cancel No Yes

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

Next Years Classes (Future Classes)

r alan Menu II	Back	Q Find	Print	Print Menu	केली Family	Current Classes	Current Students	Staff	N Co	ext Year ourse Lis	t Cla Enrolr	Year N ISS ments	lext Year Lesson Times			Transfer Current to Next Year
<u>↓≟</u> † Class	Code	11 Subject Nam	ne			나는 Cour	rse Abbreviation		π	Repo	Vext` rt ^{yr Units}	Student	s Sta J <u>≞</u> † Co	aff Staff de Name	Faculty	Key Learning Area
(+ 01ACOMP	2	Computer Studie	s		0	1COMP	COMP	1		10		0	TANS	Mrs S Tang	Junior School	
01ACST		Christian Studies			0	1CST	CST	1		7		4	TANS	Mrs S Tang	Junior School	
01AENG		English			0	1ENG	English	1		1		0	TANS	Mrs S Tang	Junior School	
O1AFRE		French	(Done		-			1	TANS	Mrs S Tang	Junior School	
O1AHSIE		Human Society a	ind its Env										TANS	Mrs S Tang	Junior School	
🕩 01ALIB		Library		All curr	ent cour	ses and c	lasses have	e been i	mport	ted for	Next		TANS	Mrs S Tang	Junior School	
🕩 01aMAT		Mathematics		Year's (Classes								STAA	Ms A Starling	Junior School	
O1AMUS		Music											TANS	Mrs S Tang	Junior School	
O1APDH		Personal Develop	oment and									_	TANS	Mrs S Tang	Junior School	
O1APE		Physical Education	on								ОК		TANS	Mrs S Tang	Junior School	
• 01ASAT		Science and Tech	hnology			15A1	Sciocrech	1		3		-F	TANS	Mrs S Tang	Junior School	
	1	Vieual Arte			6	11/10	VIC	1		0		0	TANC	Mrc C Tano	Junior School	

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

Next Years Classes (Future Classes)

Main Menu	Back	View as List	Q Find	Print Class List	Print Menu	Course List	Current Outocmes	Class Enrolments	() Lesson Times								
						Class	s Details	s - Next	Year's	s Classes							
		01ACOMP Class Code	Computer S Subject Name	tudies	Course	MP 1 Yea	ar Unit	10 TAN Order Teach	IS her Code	Mrs S Tang Teacher	VET						
					Stu	dents							Lessons	5			
		Students	in Class nt ID Stud	Students in C ent		'ear			_				C	Add Students)	Delete All	
																	~
		E	nrol these stud	ents in anothe	er class							Students in Co	urse = 0				

Click the Add Students button to 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	4		
101559 - Gleeson, Tobias - 1K	5		
107402 - Green, Helen - 1K	6		
106509 - Hodgekiss, Sung - 1K	7		
105876 - Johnston, Sarah - 1R	89		
102169 - Kershaw, Andrew - 1K	10		
105529 - McNicol, Shaun - 1K	11		
101615 - Pianegonda, Shakira - 1K	12		
101483 - Shrapnel, Eizabeth - 1K	Add		
Future Students Enro	Iment Year 2017		
109350 Styles, Aaron	Add ^	-	
	~		

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

Aain Menu	Back	Q Find	Print	Print Menu	říľ Family	Current Classes	Current Students	Staff	Ne	ext Year urse List	Next Y Clas Enrolm	'ear N	ext Year Lesson Times		Transfer Current to Next Year	Transfer Next Yea To Curren
								Clas	ses	for N	lext Y	'ear				
<u>lit</u> a	ass Code	11 Subject Na	ime			<u>J≟</u> † Cour	se Abbreviation	n <u>li≞</u> † Yea	TT I Line	Repor Order	t Units	Students in Class	s Staff Staff ↓≟† Code Name	Faculty	Key Learning	Area
01ACO	MP	Computer Stud	ies		C	1COMP	COMP	1		10		0	TANS Mrs S Tang	Junior School		
		D		ting Classe	Mess s or Merg		disting?									
					ncel	Mer		Delet								

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.

Aain Menu	Back F	- A ind	New Class	v View as s List	Print	Print Menu			Cla	ss De	etails			Current Outcome	Current s Students	Change Class Code	Outcome Bank	MarkBo Menu
ass Code 8VA7	Subject N Visual				Subject Abb		Course		Year 8	Unit	Order 7	Teach DEN	er Code J	Update	Teacher Mrs J Dent	bigh		VET
Stu	idents	s 		s in Class						itudents in 2 Medic		ition /	Alert(s)		Add S	itudent	E-	Mail
				tudent ID 04671	Stude	nt , William					Year 8		Medic Alert				*	
Les	ssons			00143		r, Srikar					8							
				06556		all, Elizabet	h				8							
)1064		os, Cassand					8		Medic Alert) Ì
Out	comes			0705		erison, Brad					8							ີຫຼ
				06033		elland, Sabri					8							
	n for Reports			00310	Qui, S	Samuel					8							- D
	s Tasks se Tasks																	
	uments		Enrol	these studen	ts in anoth	er class		Enrol Tuta	or Grou	p						Stude	nts in Course	= 44

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

ain Menu	Back	Q Find	View as List	ר הייי Family	Students	Teachers			
			3 IIS Class	08VA7	into:			1	
08VA7 Student I		dents in class	= 7	_			12EA1 Student J	Students in class = 6	-
104671	Barry Will				俞 ^		105516	Bishop Shriya	Ū
100143	Croker Sr				<u>ش</u>		100799	Davies Henry	1
106556	Dunstall E	lizabeth			⑪	Enrol	100876	Hammond Nai	Ū
101064	Gengos C	assandra			副		100725	McCulloch Rosanna	til
100705	Margeriso	n Bradley			匬	2	100627	Meyer Edward	Ū
106033	McClellan	d Sabrina			圃		101214	Thorne Rachel	Ū.
100310	Qui Samu	el			匬				

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.

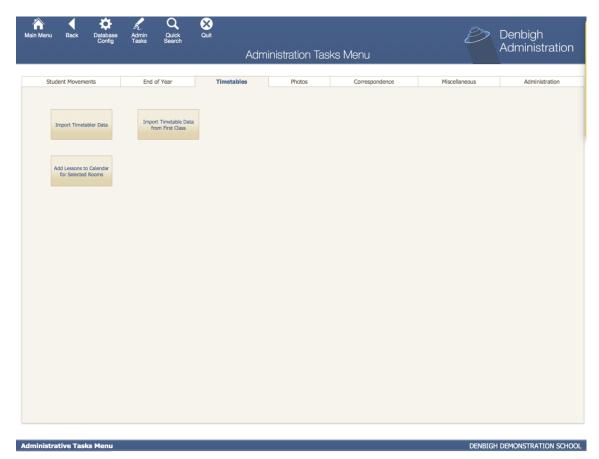
Calendar - Add new year in Calendar

					Pi	referenc	es				Denb Admi	nistra
ool Details	Yeargroups	Tutor Grou	ips	Houses/Faculties	Timetable	Rooms	Calendar	Correspondence	Discipline	Securi	ity (Other Funct
od Times				Calendar Dates	and Prefs							
Select a Year:		View Lis	t			Select a Ye	ar: 2016	Vie	w Edit List	Add New	v Year	
of Cycle Period	Start Time	End Time		Date	Day Name		Term	Day of Cycle	Week of Term	Public Hol		
			d ^	1/01/2016	Friday						i	
				2/01/2016	Saturday						ŵ	
				3/01/2016	Sunday						ŵ	
				4/01/2016	Monday						ŵ	
				5/01/2016	Tuesday						ŵ	
				6/01/2016	Wednesday						ŵ	
				7/01/2016	Thursday						ŵ	
				8/01/2016	Friday						ŵ	
				9/01/2016	Saturday						ŵ	
				10/01/2016	Sunday						ŵ	
				11/01/2016	Monday						ŵ	
				12/01/2016	Tuesday						ŵ	
				13/01/2016	Wednesday						ŵ	
				14/01/2016	Thursday						ŵ	
			~	15/01/2016	Friday						1	
Durlinste	for a new year gr	oup										

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

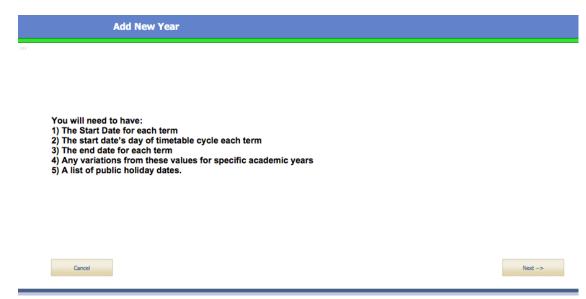
Importing Timetables

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

Add N	ew Year			
	e term details for the ne ed to the calendar.	ew year to	Please list the Public I	Holiday Dates for 2018
	2018			
			Public Holiday dates	
Start Date	First Day of Cycle (i.e 1 - 10)	End Date		
Term 1	-			
Term 2	-			
Term 3				
Term 4	-			
				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).