

1 Absences

Reporting > Analysis

- 1 By code ? & L – the resultant table is sortable, exportable. Use weekly. View students with 'results of concern' in OneScreen
- 2 By Half Day rate / Aggregated by year level. Set targets on rates. Use weekly

Edit Attendance

- 1 Use Display button to highlight specific codes. Excellent for seeing absence patterns
- 2 Can be printed en masse for archival purposes via Reporting > Standard Reporting > Student Attendance summary

Assign Filtered Groups

Assign groups to specific staff members to monitor/track designated groups of students (Settings > Miscellaneous .. select staff member > Filtered Group .. the groups to select from are created in SM > Set Filter).

2 CMAdmin

NCEA Credit Summary. One stop NCEA tracking shop

- 1 All staff can use through either NZQA Utilities > Printing utilities or CMTeacher > NZQA button
 - Filter then sort columns, pdf, print and export
 - Based on filtering and column sorting individuals can then be viewed in more detail using oneScreen and also in CMAdmin>NZQA utilities> Students Standards and CMTeacher>NCEA docs
 - Extended Student Summary also useful, can add other columns, GPA can also be configured

3 Quickfind

- 1 Selecting, Viewing, Listing and Printing student details and lists. Viewing PDF's attached to students

4 OneScreen

Use OneScreen to overview individual students including their National Standards and National Assessment results. Look for correlations between Assessment, Attendance and Pastoral entries. Data can be archived as a pdf to the student's Classic folder as per CM/SM docs.

NB: Use the 'Filter' button and 'Student Filter' dropdown to select specific groups of students and tagged filters pre-defined in SM.

5 Staff Manager

Use it to record a wide range of info on all staff in the school including registration expiry dates, PD, duties and responsibilities. As well Staff Manager automates your Day Relief arrangements, integrates with your timetable, and outputs a file ready to forward to Novopay. (Print Lists > Pre-designed tables).

6 Student Manager

Pastoral > Positive Behaviour for Learning Graphs

- 1 Use to monitor trends. Requires good data integrity and granular item configuration.

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