MUSAC Classic
End and Start of Year Setup

musac

Data integrity (secondary schools)

Past experience has shown where schools potentially trip up with maintaining data integrity between SM/CM; Timetable/Options, Markbooks/NCEA Standards; and reporting and NZQA submissions. The following is our recommendations for retention over the summer period, and successful data manipulation into the new academic year. Plan ahead, since once a code is used in the core area it should not be shifted to the option lines, or vice versa.

- Option/Core codes
It is imperative that your Core subject codes differ from your Option class codes. Do not have the 9ENG code in both your core (compulsory) subjects and your option lines. Doing so will result in CM getting confused over how to handle this subject, and data is likely to disappear.

- Further, the definition of a **Core subject** is one which is taken by **all** students at a particular level and generally for the whole year. Problems have arisen when, for example, a 10MTH core is set up at the start of the year then later on one class is streamed off to enter NCEA work. They might be given a separate option code but as 10MTH is a core, the students also still appear in the 10MTH markbook.
- The solution is to ensure that any subject likely to be multileveled or split in some way **cannot** be a core subject. Instead, appropriate codes must be sorted ahead of time and placed in the option lines - **not** core.

- Data loss is likely following a shift after the year has started, as CM handles core and options quite differently.

- Finally, it's critical that the staff involved with SM, TTSM and CM communicate with each other. Alterations to SM/TTSM configurations have downstream effects on CM - so communication and co-operation is vital between all interested parties – to avoid these problems.

Why you need to back up your Data

You can never have too many backups.
1. Backup regularly to at least two different destinations and take one of these off site every night.
2. Restore a backup to a different location from the main database at least once a month to ensure the backup process is working correctly.
3. Always backup just prior to a major data change or manipulation, or holidays.
4. Keep sequential backups, ie. don't write over the previous one.
5. Regularly print and archive paper lists such as student options, students and their standards, etc.

MUSAC receives calls from schools where their main server suddenly died - and the one backup the school has either did not work, or was too old to be of use.

Automated tape backup systems are fine, but avoid relying on this as the only backup you need. DVD burners and flash drives are cheap, quick, reliable and convenient. All MUSAC users should press their school administration to have ready access to at least one of these media so that every night data can be quickly backed up and taken off site.

Absences

- As has been done each term, print at least two complete sets of registers and store them in two secure places - having one of them offsite is a good idea.
- Print at least two copies of the 'Half Day' and 'Attendance Code' reports from the Reporting > Analysis area, and store them in two secure places. Set the 'Date Range' to all year and 'Include Selected Students' to Regardless of attendance.

Student Manager

- As should be done on a monthly basis, print a copy of each relevant table from Printing\Tables, then store in a secure place.
- From the Printing\Special Lists area print the 'Principal's list' and 'Who was enrolled at …?' lists - again these should be also done on a regular basis and stored in case they are needed.
- A full school Picture Report from Printing\Special Lists may also be useful to archive on occasions - especially if you have a colour printer - otherwise print to PDF so any PC with Acrobat Reader loaded can view the files

ClassRoom Manager – End of Year

- From NZQA Utilities\Printing Utilities, print the Extended Student Summary for all NCEA level students. Use the 'Print to PDF' option so the output is stored in each student's folder - see the 'Printing Reports to PDF' tipsheet in our Document Library
- Option Class sheets from the same area would also be a good archive to have

All Classic Modules

- Burn each of the following folders (and subfolders) to a CD (2 copies preferably) and store in a secure and optimum environment, ie. CDs do not like excessive heat, cold or sunlight.
  The relevant folders are:
    - CM   ClassRoom, Student and Staff Manager
    - AB   Absences 6
    - TTSM   Timetable Suite
    - MUSACACC   Financial and Asset Manager
    - MLM   Library Manager

ClassRoom Manager – Start of Year

As both **Achievement and Unit Standards** have a range of versions, it is important to attach the correct ones to your subjects right from the start of the year - or credit values and rejection by NZQA is at stake.

- Gather all Option/Standard info from HoD's - see sample below. Once entered use the printouts available on the 'Connect Standards to Subjects' screen to return Option/Standard sheets to HoD's for signed off verification.

- CM is updated approximately four times annually in terms of the standards file, but keep an eye on the website between MUSAC updates. Once you have updated CM you can update the standards file through the 'Manage Achievement Standards' screen.

  - There are issues when two subjects have the same standard attached. The last mark entered will be the one submitted. Multiple Subject/Standard connections can be checked for using the printouts available on the 'Connect Standards to Subjects' screen.

  - By default CM shows only the most current standards in the 'Connect Standards to Subjects' screen. Use the 'Display all Versions' button to show all.

  - Unit Standards can be imported one at a time into your database through the 'Manage Unit Standards' screen or in multiples by using the 'Add all standards from the ACCREDSXXXX.txt' then using CTRL click to select the ones you want. This ACCREDS file is available from the NZQA website using your school login.

  - MUSAC recommends installing the latest versions of our software as soon as released, containing any updates and changes forwarded by the MoE and NZQA as well as additional features requested by schools. Software releases are scheduled for March, July, September and December. Release notes give a list of added features and bug fixes.

NCEA Option/Standards Sheet **Please list all details**			HoD _____		Subject _____ **Option code _____**		
Standard No.	**Standard Name**	**Title**		**Level**	**Version**	**Credits**	**Int/Ext**

Setting up Steps

1. Create your timetable and option lines (see Timetable setup documentation on www.musac.co.nz)
2. Creating Columns to hold your Options
3. Connecting Columns to your Options
4. Connecting it all together
5. Importing Achievement and Unit Standards
6. Connecting Standards to Subjects
7. Setting up Markbooks
8. Adding Standards to Columns
9. Connecting Students to Markbooks
10. Teachers and their Dossiers

CM - Start of Year Procedures

Preparing your ClassRoom Manager software for the New Year is a relatively straight forward process but should always be preceded by a full **backup** in case undesirable choices are made along the way.

Before you begin the process, please ensure that:

1   you have backed up your data then updated to the latest version of MUSAC Classic - the update ensures you have all the latest NZQA file and data formats.

2   your Student Manager data has been rolled over SM > Utilities > End of Year Data Rollover

3   your option structure has been finalised for at least the first part of the new year.

Creating Columns to hold your Options

1   This is done in Student Manager>Configure Settings>Timetable Option details

2   Click Column Creation, Ensure the year is correct then enter the total number of sets you are likely to have this year; and click Ok

3   Next click Create option columns for [next year]. Sets will appear in the right hand window.

4   If you are using core subjects, click Create columns for core subjects.

Connecting Columns to your Options

1   Click Connecting Columns to Sets

2   Click on Set 1 (under option column set ...), then on the name of your current option lines from the right hand window. This tells CM which set of its columns are associated with which set of option lines. For the moment its status will be listed as Inactive.

Connecting it all together

1   Click Adjust Option Sets

2   The option set you have just connected in the step above will appear in the top window - and once an appropriate year level is selected from the drop down, you will see your current option structure in the bottom window.

3   At the bottom of the window click 'Make default set'. This tells CM/SM which options to use as default throughout the module.

4   Finally click 'Save and Close'.

5   The process of connecting your option lines to a set of columns then setting them as default, should occur at each option rotation.

CAUTION

- Option codes should be in capitals - *less likely to be confused*.
- Option codes should never be duplicated between option lines and core - *data can potentially be lost*.
- Subjects should not be swapped between option lines and core part way through the year - *data can potentially be lost*.
- If a core class must be moved into the option lines after the year has begun then a new code should be created for it - *otherwise data can potentially be lost*.
- If in doubt (ie. a class by change to multi-levelling later in the year) timetable a subject into options rather than core.

Note - by definition Core means all students at that level are taking that subject all year.

Importing Achievement and Unit Standards

- The latest NZQA standards file can be downloaded from the Downloads page on our website then unzipped into your CM folder.
- To import this file open CMAdmin then click NZQA Utilities>Manage Achievement Standards.
- Once there click Import/Update standards to update your list of Achievement Standards.
- To update Unit Standards close the Achievement Standards screen and click Manage Unit Standards.
- At the bottom of the screen click Add New Standards.
- To add single Unit Standards enter the details - including the version - and click Search the NZQA file for this standard.
- To add multiple standards click Add all standards from … and select the Unit Standards you wish to add. The file this button imports from is available from the NZQA website. Use your school login then save the file into your CM folder.

Connecting Standards to Subjects

- Exit the Manage Unit Standards screen and click Connect Standards to Subjects on the NZQA Utilities screen - This screen replicates the Subject Details screen found in Student Manager.
- Any standards you had attached last year will still be there, however versions may have been updated or in some cases a standard may no longer be in use.
- We have provided global routines to ensure only current standards are attached (Global Attachment of Standards to Options and Remove all Achievement Standard Connections). You can choose to use these routines or carefully remove and attach standards manually.
- To add new standards manually, select the subject from the left hand column, an option from the middle column then the appropriate standard/s from the right hand window. To remove standards click on that standard under the standards column.

Setting up Markbooks

- From the NZQA Utilities screen click Specify Markbook Details.
- The window on the left of this screen may be blank or could contain a list of your [current year] markbooks. To hide these click Make just [next year] markbooks current and put the tick into Display only current markbooks if it is not there.
- The next step is to create your new markbooks based on your [next year] option structure. Click Create a year's markbooks.
- On this next screen change Step 1 to [next year], then pick a year level in Step 2. This will list your options at that level in the Step 3 window.
- Next click Select all unconnected books.
- You then have a choice to make. If you wish your [next year]   markbooks to have a totally blank structure then leave (Either …) in your Step 3 choice selected. If however you wish to copy your [current year] markbook structures to your [next year] markbooks, then select (Or) in Step 3.
- Click Proceed. - if Proceed is not highlighted reclick any items on the screen to refresh it.
- You now need to repeat from 4 through to here for each of your year levels. Once you run the Connect routines your student data will then populate the relevant markbooks.

Adding Standards to Columns

- To make reporting as simple as possible, you MUST use the SAME columns in each markbook to hold the results of students' standards.
- From the main Specify Markbook Details screen select a range of markbooks then click Set standard columns.
- The next screen will list the markbooks you selected down the left hand side as well as the number of standards attached to each one.
- Select the markbooks from the left hand column - or use the global Select all - then type in the column numbers you wish these standards to be in under the MBk column heading. You need to enter a column number for every standard number listed (scrolling down if necessary), then click Proceed.

Connecting Students to Markbooks

- From the main Specify Markbook Details screen click Attach to subject markbooks.
- If you are using Core classes click Core Markbook Attachments. If necessary use the Alter timetable link button to select your current timetable number, then click Proceed to (re)attach ALL students.
- Next click Option Markbook Attachments, then click Search for connections. If the software finds unattached options it will prompt you to click the Attach unattached to button at the top of the screen.

Teachers and their Dossiers

- Teacher information is accessed from the main CMAdmin screen by clicking Teachers and their dossiers.
- From this screen you can edit any teacher's data. Usually this involves adding new staff members and deleting those who are leaving.
- Your final CM setup task is to create teacher dossiers. This can be done manually in Teachers and their Dossiers, but is far more efficient done in Specify Markbook Details and use the Create Teachers Dossiers routine.
- On this screen select a range of markbooks then click Create teachers dossiers.
- Carefully read the instructions and choices you have before clicking Proceed.
- Once all your dossiers have been created, teachers will be able to log in and begin entering data (assuming you copied last year's structures). Of course these dossiers will only contain the relevant markbooks at this stage, but documents can be very easily added to multiple dossiers through Other Utilities>Global Document Management.

Other Processes – Clearing this year's data

- To assist schools with getting a clean start to their [next year] processes there are several Global 'zaps' in the NZQA Utilities>Global processes area. The 'zaps' on this page can be used to clear various items from ALL students [current year] data. Backup before proceeding.
- Removing all [current year] NZQA Financial Assistance ID's must be done before adding Financial Assistance data for [next year].

A selection of global zaps

This utility allows you to apply global processes to all (qualifying) students

1. Set all fees information (Paid amount, Amount owing etc) to zero on all students

   [Set NZQA Fees Information to Zero]

2. Set 'Withdrawn from NZQA' flags to 'No' for all students

   [Remove all 'Withdrawn from NZQA' Settings]

3. Remove NZQA Benefits information from all students

   [Remove all Benefits Information]

4. Set all Leavers to 'Withdrawn from NZQA'

   [Set Leavers to 'Withdrawn from NZQA']

5. Remove all existing Application IDs (for financial assistance)

   [Remove NZQA Financial Assistance ID's]

Changing Providers

- To add or change the Provider of a Standard, go to the Manage Unit Standards area.
- Select the Standard from the Standards currently available column on the left of the screen.
- Choose the Provider from the drop down. If it is not listed click the three dots to choose the name from the list provided or you can add the name and number manually.
- The above process only changes the provider on any future addition of that standard to students. To change the standard on students who already have that standard listed, read on.
- From the main CMAdmin page click NZQA Utilities>Students Standards.
- Use ALT S to search for a student with the standard you wish to change.
- Highlight the standard and click the Group tab. Click Select all.
- Click the Provider field to drop down the Provider choices. This will change the Provider on all the selected students.

Submitting results to NZQA

- To create the file to send, click NZQA Utilities then click Submit results to NZQA.
- Select your file creation choices, including ticking 4. Exclude internal standards with no results, then click Proceed.
- Students with details of their standards are listed with errors highlighted. Any errors can be printed and critical ones must be fixed before the submission file is created by re-running the above process. By default the file is saved into the \cm\nzqa\submissions folder, but can also be copied to an external drive by following the on-screen prompts.

Print Financial Applications

- The Print Financial Applications button (NZQA Utilities>Global Processes) prints a blank NZQA Financial Application form with a unique Application Id at the top. This can then be given to caregivers who need to make a direct application to NZQA.

- To assist with the NCEA billing process use the No billing - just print fee summary available under Printout Selection in Student billing. This gives an overview of each student's fee plus overall totals.

- Note: a $0.00 amount against a student with standards is probably due to their NZQA fee being locked from last year. Go to the NZQA financial document and clear the Fee lock column.

- Importing your Results File

- Your previous years NCEA results file can be downloaded from the NZQA secure website then unzipped into the CM folder. To import it go to NZQA Utilities>Imports from NZQA>Import NZQA Results, then click one of the Import buttons, All or Just Import Highest Attainments.

Removing Standards from Students

- Care needs to be taken when standards are removed from students, ie. When they change options. The removal should be done in the following order to ensure the student retains any standards/results from the old option, and the standards don't end up in limbo, ie. Unattached.

    1   Change of option notification received

    2   In the relevant markbook in CMTeacher X (withdraw) any unwanted standards leaving any that have (or are about to get) a result.

    3   In Student Manager or TAS, change the student's option.

    4   In Student Manager or CMAdmin run the "Attach to Subject Markbooks" routine to attach the student to their new option - if several students are being processed, this could be done after all their options have been changed.

Please contact our Product Specialists (North Island), or Solutions and Services trainers (South Island), to book more detailed and individualised assistance on any aspect of ClassRoom Manager.

Product Specialists	www.musac.co.nz	www.solutionsandservices.co.nz
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