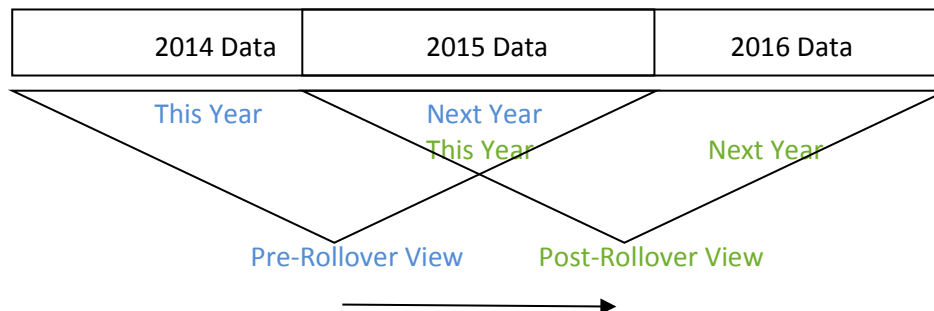


## Student Manager – End of Year Rollover Process

### What is 'Rollover'?

'Rollover' is the process of moving the current view of student data forward in readiness for the new school year.

For example, when rolling from 2014 to 2015 -



Before rollover, the data held for 2014 is considered **This Year's** data and the data held for 2015 is considered **Next Year's** data.

After rollover, the data held for 2015 is considered **This Year's** data and the data held for 2016 is considered **Next Year's** data.

### Data Preparation

- **Leaver Processing**  
Before performing the end of year rollover, click the "Leaver Selection" button and change the status of the final year students in the school from "Full-Time" to "Leaver". This will exclude these students from the Rollover Process and their data will not be setup for the following year when they will no longer be attending your school.
- **School Configuration**  
Before performing the end of year rollover, every student must have a current year level and a current vertical group (e.g. a grouping that can go across more than one year level e.g. House, Tutor Group) as set up from the SM Main Menu >'Configuration' > 'Years and Classes'. This data is required before moving on to the Rollover process and can be entered on the Add/Edit Student screen (the student's Personal document). The Horizontal Group (e.g. Room or Form) and/or Vertical Group may also be entered for the next year but this is not required to proceed.

Click the 'Data Check' button to view a report on the entered data and to check your preparation for the next year.

If duplicate Vertical or Horizontal groups have been set up in 'Configuration', these will be reported and must be corrected before continuing. Duplicates are no-longer permitted.

The Data Check now offers the option of 2 possible reports. The first one allows the user to review all the relevant data entered against the student, while the second reports on missing

required data (Years and Vertical groups for this year) and any other blank data that was selected for inclusion on the report.

**Students for Review - These students have some missing or incorrect data. Please review the data that is missing from this list prior to rollover. The numbers in brackets are the configuration years.**

Student	Class This Year	Class Next Year	Room This Year	Room Next Year	This Year	Next Year	Teacher this year	Teacher Next Year
Adams, Jean	d (2009)	eek (2010)	FC4 (2009)	FC3 (2010)	9	10		
BRAKUS, Stephen		eek (2010)	p2 (2009)	FC3 (2010)	10	11		
CORMIER, Rod		t (2010)	FC3 (2009)	FC3 (2010)	10	11		
DACH, Damon		t (2010)	FC2 (2009)	FC2 (2010)	10	11		
DACH, Odie		c (2010)	p2 (2009)		10	11		
FAVIS, Janick		c (2010)	p2 (2009)	FC1 (2010)	11	12		

Data Review Report

**Data Check - Students with Missing Required Data and Selected Blank Optional Data 03/11/2011**

Selected Options: No next year level, No teacher this and/or next year, No class this year, No class next year, No room next year.

Student	Required Missing Data	Optional Blank Data
Adams, Jean		Teacher for this year is blank
		Teacher for next year is blank
BRAKUS, Stephen		Class for 2009 is blank
		Teacher for this year is blank
		Teacher for next year is blank
CORMIER, Rod		Class for 2009 is blank
		Teacher for this year is blank
		Teacher for next year is blank
DACH, Damon		Class for 2009 is blank
		Teacher for this year is blank
		Teacher for next year is blank
DACH, Odie		Class for 2009 is blank
		Teacher for this year is blank

Missing and Blank Data Check

Changes can be made to the new years' data after rollover if necessary.

## Rollover Settings Selection

There are two choices to be made in this section.

**Change Pre-enrolments to Full Time** – By checking the box, the rollover process can also automatically change the status of pre-enrolled students to Full-time. A single year level can be changed by selecting that year from the drop-down, or “All” can be selected to change all pre-enrolled students regardless of their year level.

**Māori Language Learning Index** – Check this box to automatically clear the Māori Language Learning Index and set it to “Not Learning Māori Language” for all current students during the rollover process.

## Perform Rollover

The rollover can be performed as a Trial and the report checked before continuing on to perform the Rollover in Full.

Trial mode does everything that a Full Rollover does but saves the changes on the Backup database rather than the database in use. A full report showing what changes will occur is produced. The Trial Rollover may be performed as many times as is required.

A Full Rollover is performed on the database in use (the ‘real’ data) and may only be performed once. The report produced can be printed and, if desired, saved as a PDF document for future reference.

A set of ‘rules’, shown below, is followed during the process.

- Leavers are excluded from the process.
- Year Level - The student’s year level will be incremented for the next year. Year level configuration will be updated for next year.
- Vertical Group - If blank for next year, the Vertical Group for this year will be copied to next year. Any Vertical Group already entered for next year will be retained. Vertical Group configuration for the next year will be updated to reflect this.
- Horizontal Group – Horizontal Group for this year will NOT be copied to next year. Any Horizontal Group already entered for next year will be retained while all others are set to blank.
- Pre-enrolled students with the selected year level will be changed to Full-Time and their year level incremented.
- Teacher – If blank for the next year, this year’s teacher will be copied to next year. If a teacher has been entered for next year, the teacher’s name will be retained.

## Backups and Documentation

The rollover process creates a full set of backups and documentation found in the application folder, in a sub folder called ‘EOYBackup’.

## Exit after Rollover

Once you have run the Rollover process, ensure you close Student Manager to complete the procedure.