

# Student Manager eRoll Returns User Guide

2014.12.23  
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## Copyright Notice

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Prepared by MUSAC Ltd, October 2014

### MUSAC eROLL RETURNS

The MUSAC eRoll Returns (Electronic Roll Returns) module is used to send your .moe file electronically to the Ministry of Education. This must be done in conjunction with sending the paper tables, and both are used by the MoE.

#### Best Practice

If you are running Windows 7 and installing Classic, you may be unable to select a **mapped** drive as it is not visible as an installation location. This has been traced to the requirement of Windows 7 for an installer to be run as an Administrator. Mapped drives are associated at the profile level and if the Administrator profile does not have the MUSAC drive mapped, then the user is unable to see it.

School technicians must ensure that the MUSAC drive is mapped for the Administrator. It can be (temporarily) achieved by:

- running cmd as Administrator (right mouse click, run as...)

- entering the following command (where "x" is the correct mapped drive letter and \\FileServer\MUSAC is the full UNC path to the MUSAC folder):

**Net use x: \\Fileserver\MUSAC**

- running the setup from the command window by entering the following commands (where c:\installer location is the full path to the folder that contains the installer):

**Cd c:\installer location**

**Classic14.1**

## The MUSAC eRoll Returns Module

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### 1.1 The MUSAC eRoll Returns Module

Before using the MUSAC eRoll Returns utility, complete the normal returns process using Student Manager. Take a note of the last five digits of the checksum which is printed on the bottom right of the tables as this will be required during the submission process. In order to ensure the electronic file exactly matches the paper tables, the Ministry requires the paper tables to have been signed and posted prior to submitting the .moe file.

### 1.2 Requirements

- 1 Installation of the Electronic Roll Returns Wrapper version 3 requires installation of the Microsoft .Net Framework 3.5 Service pack 1. This is conveniently available to registered users of [MUSAC's website](#) via the [Downloads > Supplementary Files](#) page
- 2 A PDF file viewer such as Acrobat PDF Reader will be required, eg. from [www.adobe.com](http://www.adobe.com).

### 1.3 MoE Roll Returns Process

The Ministry of Education has stipulated "Official Roll Returns" periods for each year. See [http://www.educationcounts.govt.nz/technical\\_info/guidelines/school\\_roll\\_return\\_guidelines](http://www.educationcounts.govt.nz/technical_info/guidelines/school_roll_return_guidelines) for current roll return dates and guidelines. Outside of these periods any .moe files created will be prefaced with the word 'DRAFT', eg. DRAFT123M08.moe, and any tables printed from such files will have the word 'DRAFT' printed across them as a background watermark. Files cannot be sent to the MoE outside the official periods stipulated for your school type.

The Ministry specifies that various reminders and confirmations be included in the Roll Returns process, eg. once a valid .moe file has been produced and aggregate tables have been printed from it, the system displays a reminder to any user with Roll Return privileges that: "The moe file needs to be sent to the Ministry of Education but only after the paper tables have been signed and posted."

For further information or queries:

Data Collection Unit, Ministry of Education: [school.returns@minedu.govt.nz](mailto:school.returns@minedu.govt.nz)  
Audit requirements, Manager, Monitoring: [philippa.richards@minedu.govt.nz](mailto:philippa.richards@minedu.govt.nz)

### 1.4 Changes for MoE Roll Returns 2015

Changes have been made in the following areas in addition to updating all code sets including Eligibility criteria, Verification document type, iwi, country, ethnic, and school name and number codes:

#### 1 New fields added to the .moe file footer

Grouped into 15 new rows, 249 new fields have been added to the .moe file footer. These are equivalent to the content of Tables M3, E3, J3, S3, M4, E4, J7 and S4, to allow for introduction of the electronic sign-off.

For June and September MoE Returns:

Figure 1: New 'Approver' electronic sign-off field on the June and September file footers

**2 Changes to the business rules relating to FIRST SCHOOLING, Funding Year Level and Age**

The purpose is to allow students coming from overseas to have the same FYL as other students the same age, regardless of their FIRST SCHOOLING day.

**3 New Exchange Programme Organisation**

- 18 – New Zealand Switzerland Exchange

**4 Zoning rules**

- It is encouraged to give a value of INZN or OUTZ to all students who started after introduction of an Enrolment Scheme, regardless of their Student Type. But NAPP will still be an accepted value for Student Types not funded
- It is also encouraged to give the value of INZN to adult students who reside in zone
- When reporting zoning status data in Table M6, the students' zoning statuses will default to correct values eg. adults will default to OUTZ even if they reside INZN

**5 New subjects**

- Environmental Sustainability
- Equestrian
- Defence

**6 New STP code**

- 98 – STP Pilot Programme (Note this code is treated the same as Other (Code 99))

**7 New Field: STAR Funding**



MINISTRY OF EDUCATION Te Tākaka o te Mātauranga	
National Student Index	129809950
Status	Full time
Type	Regular student
Full Time Equivalent	1
Secondary Tertiary	Gender
Prog	
STAR Funding	
Country of Citizenship	New Zealand

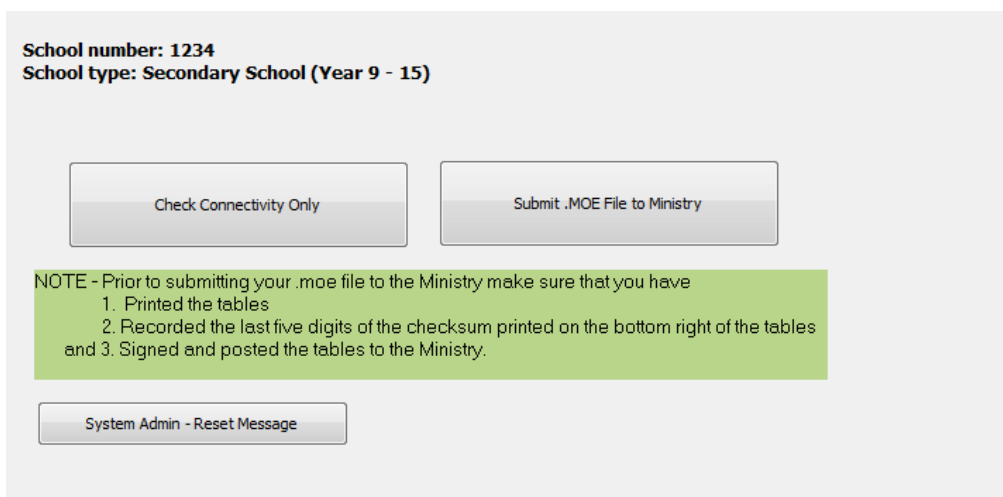
Figure 2: STAR Funding field on student Ministry Details page (Year 9+)

**8 Changes to the specifications for Tables M7 and J11**

Exclude student types AE, FF, SA, NA and SF from the M7 and J11 tables.

**1.5 Accessing MUSAC eRoll Returns from Student Manager**

The MUSAC eRoll Returns module is installed as part of Student Manager, accessed by clicking on **MUSAC Electronic Roll Return** on the left panel of the Student Manager Ministry Returns screen.



School number: 1234  
School type: Secondary School (Year 9 - 15)

Check Connectivity Only      Submit .MOE File to Ministry

**NOTE** - Prior to submitting your .moe file to the Ministry make sure that you have  
 1. Printed the tables  
 2. Recorded the last five digits of the checksum printed on the bottom right of the tables  
 and 3. Signed and posted the tables to the Ministry.

System Admin - Reset Message

Figure 3: Student Manager eRR submission screen

The **Check Connectivity only** button enables schools to test the connectivity without the need for a valid .moe file. A special message is sent to the Ministry server to test and ensure that all security parameters are set up and configured correctly thus any potential problems are highlighted well before the user is ready to submit a valid .moe file.

The button to **Submit .MOE File to Ministry** may only be used once the error-free .moe file has been created, the tables printed and signed and posted to the MoE. This is to ensure that the electronic file exactly matches the paper tables. As required by the Ministry the system will collect

confirmation that this is the case and it will also collect confirmation from the user that this is the finalised roll return information and that they are satisfied that the information can be used to determine the school's funding.

## 1.6 Installation of the eRR MoE Service Wrapper

The Electronic Roll Returns functionality now uses the MoE web services wrapper to communicate with the Ministry Server.

**NOTE:** The wrapper is installed on the machine that the installation is run **from**, NOT the network drive you install the software to. You will therefore want to ensure you run your software update from the machine you wish to run the Roll Submission from.

Note also that the .NET Framework 3.5 needs to be installed to the machine you will be running the Roll returns software from. The .NET Framework is available from the MUSAC software CDROM or from the MUSAC web site (downloads section). You will be notified during installation if you have not already installed the framework.

### 1.6.1 *Performing a manual installation*

Please log in to obtain the installation files from the MUSAC website [Supplementary Files](#) page.

The following information is based on that supplied by the Ministry for user installation of the wrapper service.

## Introduction

The Wrapper application is installed as a service on Windows, Mac OS X and Linux.

To install the Wrapper the following steps must be followed:

- 1 Find and read the readme.txt file on the installation media. This file will contain any important late changing information about the software.
- 2 Read this document.
- 3 Perform pre-installation preparation. A pre installation checklist is included as part of this installation package in order to help you with this step. You will find it on the installation media in the folder named "documents".
- 4 Install the software, as per the instructions document.
- 5 Perform post-installation cleanup. A post installation checklist is included as part of this installation package. You will find it on the installation media in the folder named "documents".



## Installation

Run a virus scan on the installation media. Although the initial media has already been checked, this advice should not be discarded.

Disable the 'on access' scanning by the anti-virus software. This is not strictly necessary, but if left enabled it can cause extremely lengthy installations.

The installer requires that it be executed under an administrative account. The following screen will display:

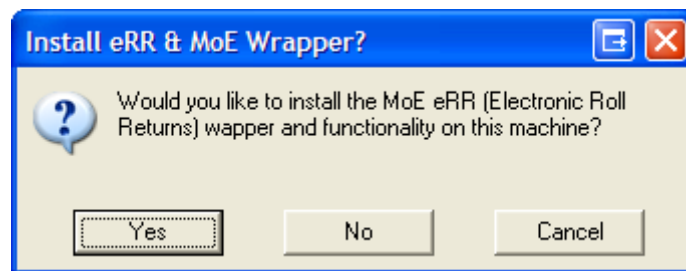


Figure 4: Installation confirmation dialog

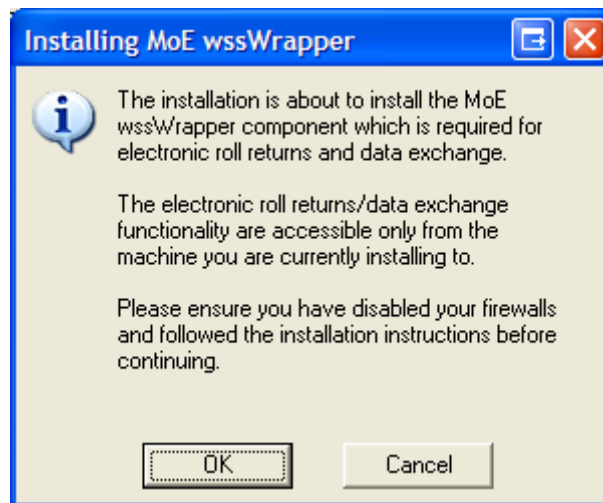


Figure 5: Prompt to disable firewalls

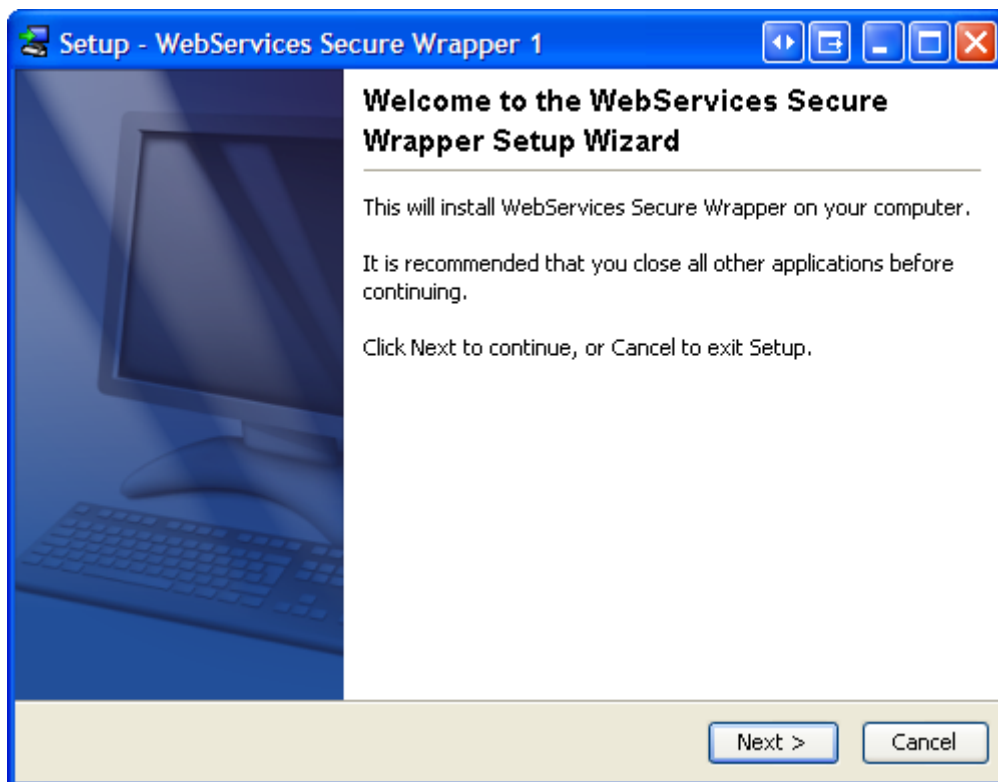


Figure 6: Wrapper Setup Wizard

After showing the welcome screen, the installation will allow you to select the installation directory. **You should leave this as the default setting.**



Figure 7: Select Destination for installation



Figure 8: Completion of Setup Wizard

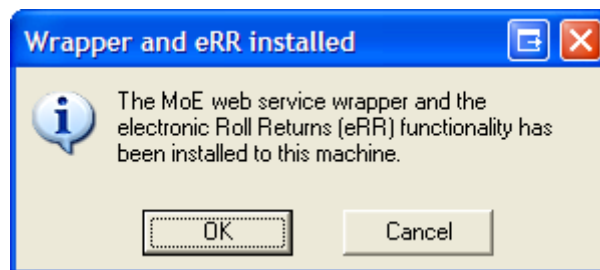


Figure 9: Installation Confirmation dialog

**NOTE:** Re-enable the on access scanning by the anti-virus software!

## 1.7 2015 Official returns dates

### E>Returns Official Timeline

#### Secondary and Composite Schools

Date From	Date To	Mode	Restrictions	Can send .moe files
1 February 2015	1 March 2015	March 15 Draft Mode	Can create <b>DRAFT</b> M15 .moe files Can print <b>DRAFT</b> M15 tables	No
2 March 2015	30 April 2015	March 15 Official Mode	Can create official M15 .moe files Can print official M15 tables	Can send M15 .moe files
1 May 2015	27 May 2015	June 15 Draft Mode	Can create <b>DRAFT</b> E15 .moe files Can print <b>DRAFT</b> E15 tables	No
28 May 2015	20 June 2015	June 15 Official Mode	Can create official E15 .moe files Can print official E15 tables	Can send E15 .moe files
21 June 2015	30 June 2015	July 15 Draft Mode	Can create <b>DRAFT</b> J15 .moe files Can print <b>DRAFT</b> J15 tables	No
1 July 2015	10 August 2015	July 15 Official Mode	Can create official J15 .moe files Can print official J15 tables	Can send J15 .moe files
11 August 2015	31 August 2015	September 15 Draft Mode	Can create <b>DRAFT</b> S15 .moe files Can print <b>DRAFT</b> S15 tables	No
1 September 2015	31 October 2015	September 15 Official Mode	Can create official S15 .moe files Can print official S15 tables	Can send S15 .moe files
1 November 2015	onwards	Draft Mode Note: Period not specified	Can create <b>DRAFT</b> .moe files Can print <b>DRAFT</b> tables	No

#### Primary and Intermediate Schools

Date from	Date to	Mode	Restrictions	Can send .moe files
1 February 2015	1 March 2015	March 15 Draft Mode	Can create <b>DRAFT</b> M15 .moe files Can print <b>DRAFT</b> M15 tables	No
2 March 2015	30 April 2015	March 15 Official Mode	Can create official M15 .moe files Can print official M15 tables	Can send M15 .moe files
1 May 2015	30 June 2015	July 15 Draft Mode	Can create <b>DRAFT</b> J15 .moe files Can print <b>DRAFT</b> J15 tables	No
1 July 2015	1 September 2015	July 15 Official Mode	Can create official J15 .moe files Can print official J15 tables	Can send J15 .moe files
1 September 2015	onwards	Draft Mode Note: Period not specified	Can create <b>DRAFT</b> .moe files Can print <b>DRAFT</b> tables	No

## 1.8 Main Screen for Electronic Roll Returns

From within the Roll returns area of Student Manager, access the electronic roll returns functionality. If you attempt to run this functionality from a machine that you did not install SM from, you will receive an error message indicating that you should use the machine you performed the installation from.

There are two modes under which the eRR functionality operates. The mode used depends on the option selected within the roll returns area of SM.

Menu options within the MUSAC Electronic Roll Return screen:

<b>File</b>	Exit	Exit MUSAC's eRoll Returns
-------------	------	----------------------------

		module
<b>View</b>	PDF Help File	Open the MUSACERR.pdf file to view.
	Log File	View the eRoll Returns module log details
<b>Ministry LeadSpace Portal</b>	Go to the LeadSpace Portal	Open the <a href="#">LeadSpace Portal website</a> using your default browser
	e-Admin Team Contact Details	Display the e-Admin Team's contact details

## 1.9 Communications check-only mode

Only the Test Communications option is available in this mode. This option is used to verify the communication settings after installation and outside the scope of a roll returns submission. The screen will look similar to the following:

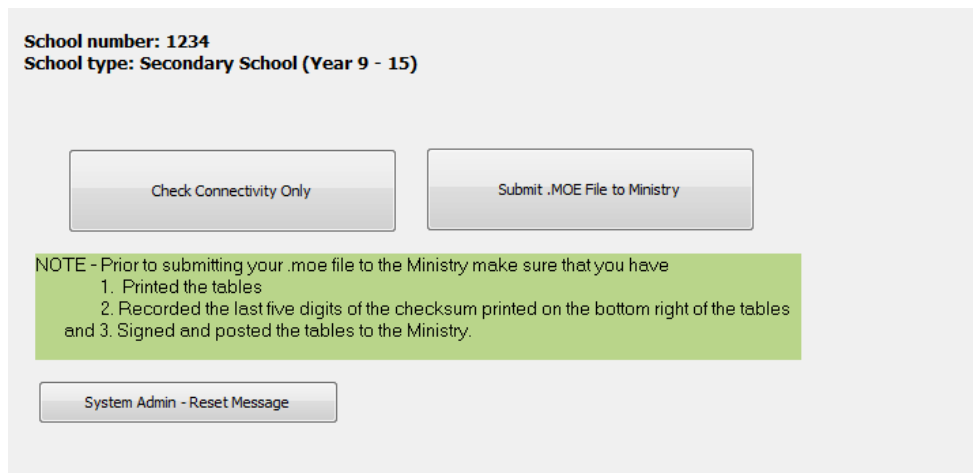


Figure 10: Communications Test Screen

To complete the communications test, click "Check Connectivity Only" - check your settings. Information on the settings screen is located in a later section.

## 1.10 MoE file submission mode

As each step is completed, a green tick will appear beside the button to indicate that section has been completed successfully. When there is a tick beside each of the first three buttons, the **Submit** button will become enabled and you can proceed to submit your .moe file.

The MUSAC electronic submission process can be bypassed by using the Ministry of Education's LeadSpace Portal to submit the .moe file. For more information please refer to the LeadSpace Portal website:

[https://web.minedu.govt.nz/leadspace/SIA\\_login.asp](https://web.minedu.govt.nz/leadspace/SIA_login.asp).

For all assistance using the LeadSpace Portal, please contact the Ministry of Education's e-Admin Programme team on 04 463 8383.

The following screen will appear once you have chosen to submit your file within Student Manager:

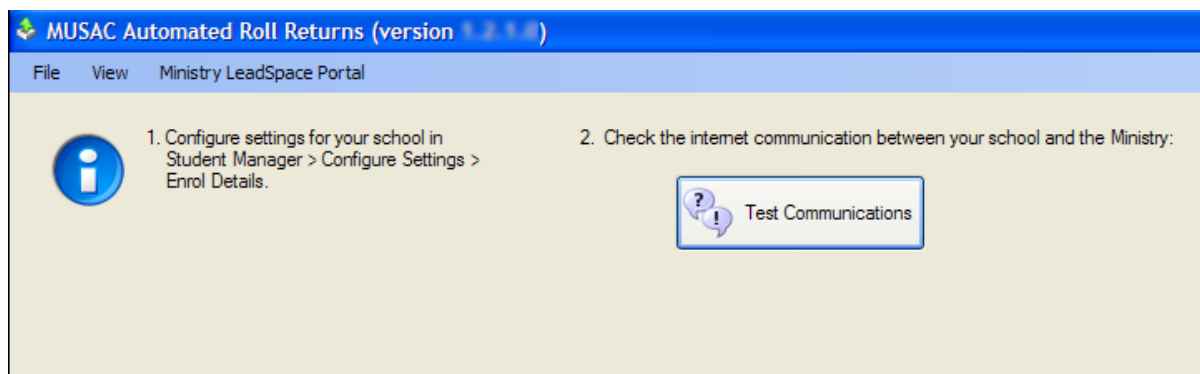


Figure 11: .moe file submission screen

To complete your file submission, you need to do the following:

- 1 Check/verify your settings.
- 2 Successfully run the communications test.
- 3 Enter the last five digits of your MoE returns hash code. This information is displayed on your printed copy of the returns.

Once you have completed these steps, the full hash code is displayed. This is the code that should appear at the bottom of your printed returns. Check that the full hash code above is an exact match for the one on your print out. THIS IS VERY IMPORTANT.

The period for which the returns applies will be displayed on screen. You cannot modify this information as it comes from the returns file.

If you have successfully completed the above steps, the **Submit** button will appear. Click this button to submit your .moe file to the Ministry server.

A confirmation message will appear at the bottom of the screen.

You can only submit one .moe file for your school per returns period ie. one for March, one for July (June, September), etc. If you open the eRoll Returns module after submission, it will not allow you to send another file.

If you have successfully submitted a .moe file to the Ministry and for some reason you wish to submit another file, please contact the MoE to discuss your options and follow their required process. In the unlikely event that you wish to resubmit a prior .moe file, please contact MUSAC Software Support on 0800 600 159 for instructions.

If for some reason you are unable to submit your file electronically, please get your school's System Administrator to Reset the Logon Reminder message via the button in the MoE Electronic Roll Return Submission Screen of Student Manager. A System Administrator password will be required which can be obtained from MUSAC Software Support.

### 1.11 The communication settings screen

Student Manager > Configure Settings > ENROL Configuration

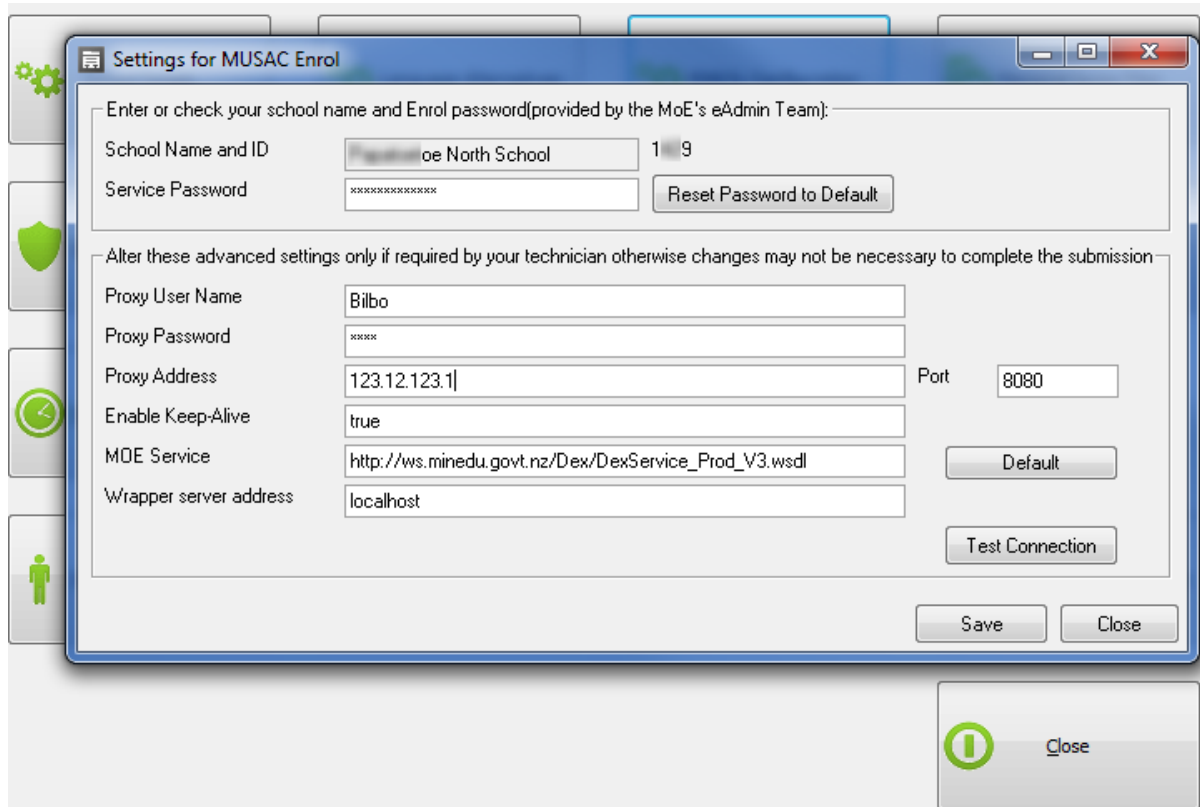


Figure 12: Communication Settings screen

**School Name and ID:** This information is populated automatically if the eRR utility is aware of your school details. If your school name and ID do not display then you may need to obtain a service password from the Ministry directly.

**Service Password:** Usually this field will be blank and the eRR system will use the appropriate password for your school. If you have been instructed to use another password by the Ministry, please enter it here.

### 1.12 Advanced options

You should only change these options after consultation with your network administrator or contacting MUSAC Software Support.

**Proxy User Name:** This is your local proxy user name as supplied by your network administrator.

**Proxy Password:** This is the corresponding local proxy password as supplied by your network administrator.

**Proxy Address and Port:** This is the address and port for your local proxy server as supplied by your network administrator.

**Enable keep-alive:** This setting should only be modified under instruction from MUSAC.

**MOE Service:** This URL should not be changed unless instructed to do so by the Ministry of Education.

**Wrapper Service Address:** Usually this field will be set to localhost (the current machine). If you have installed the MoE wrapper service on another server, then you should specify the server address here.



## Appendix – MoE Communications Wrapper

### 1.13 Manual Installation of the MoE communications wrapper

If you experience problems with the communications test, you may not have the MoE communications wrapper installed correctly. Usually this wrapper is installed on the machine where the Student Manager installation is run.

If you need to install the wrapper manually, please follow the steps in this section to verify the installation or to perform a manual installation.

#### 1.13.1 Verifying the wrapper installation:

Go to **Start > Control Panel > Administrative Tools** and select **Services**. A window similar to the following will appear:

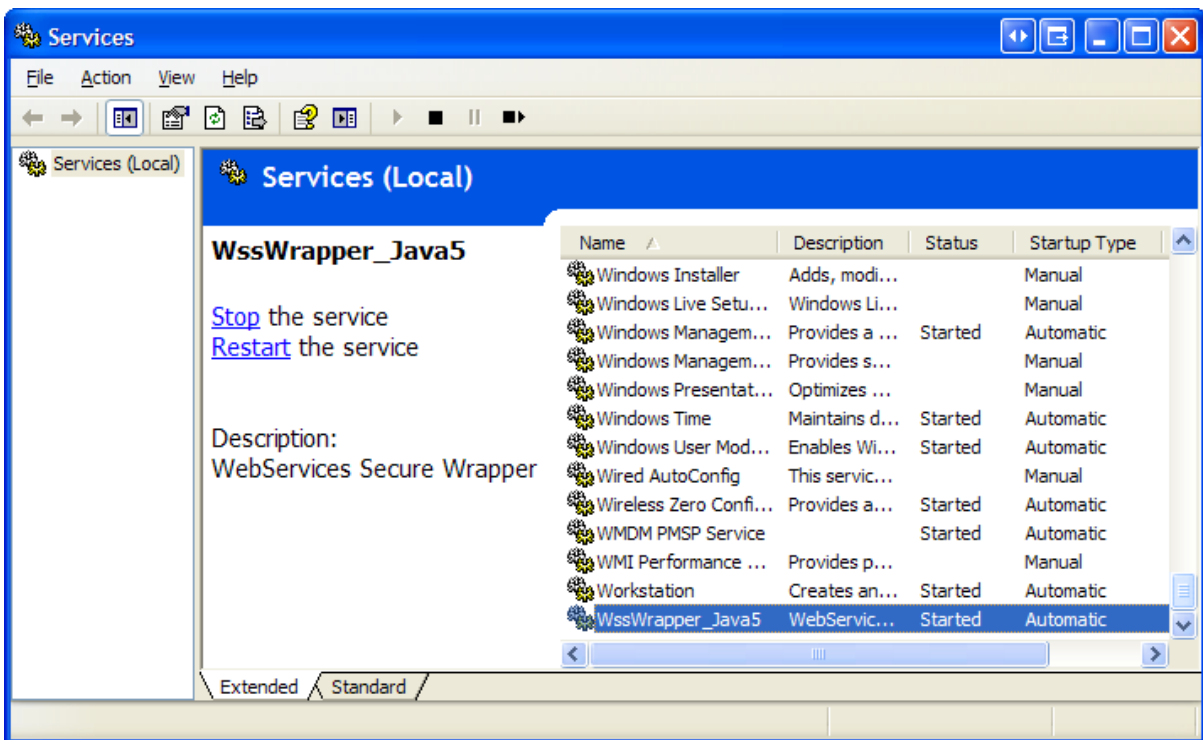


Figure 13: Shows wrapper installed

Check that the WssWrapper\_Java5 entry appears and that the Status column reads "Started". If the service is not running or will not start, you will need to perform a manual installation of the wrapper.

### Testing the installation

To test the installation, point your web browser to: <http://localhost:7123/cert>  
If all went well the following page should be displayed:

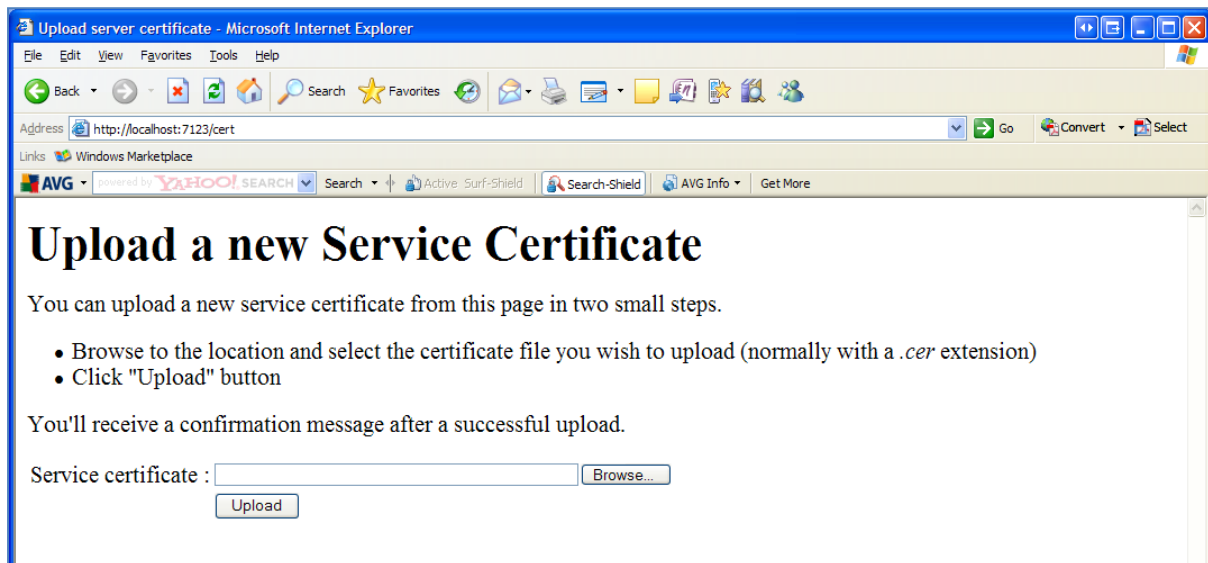


Figure 14: Certificate for new Service Upload

## System Requirements

The installation package is only deployable on computers that run:

- Microsoft Windows (Intel Architecture, 32 bit)
- Linux (Intel Architecture, 32 bit)
- Mac OS X

For Windows and Linux machines the installation package contains all files that are needed. But the Windows and Linux machines must satisfy the requirements laid out by Sun at the URL:

<http://java.sun.com/j2se/1.5.0/system-configurations.html>.

### 1.13.2 Wrapper FAQ

**Q:** When I install the application, the installation seems to hang for a very long time. Why is this?

**A:** Some virus checking software performs in memory scans of all new files being written to your file system. As the application may require that a lot of files be installed, this in memory scanning can make the installation appear to hang. Rather scan the installation media first, and then switch off the on access scanning by the virus checking software. Do not forget to re-enable the on access scanning once the installation is complete!

**Q:** When I uninstall the application, the uninstallation seems to hang for a very long time. Why is this?

**A:** The uninstaller attempts to stop a running instance of the Wrapper service before commencing the uninstall. The uninstaller will do this by attempting to communicate with the Wrapper service. If the Wrapper service is not running then it cannot respond to the uninstaller's attempt at dialog. So the uninstaller will appear to hang. However, after a delay the uninstaller will realise that the Wrapper service is not running and re-commence the uninstall.

**Q:** When I uninstall the Wrapper I get told that the uninstaller could not delete the installation directory. Why is this?

**A:** The software which uninstalls the application has been instructed to only remove files that were installed. During the lifetime of the Wrapper it may have created log files and other such output and placed these into the Wrapper directory. This message is lets you know that these files are present. If you do not need or want these files, simply find and delete the installation directory.

## Additional Reporting

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### 1.14 Youth Services Initiative

For secondary and area schools only in terms of Ministry Returns, an extract for Youth Services Initiative is included in the .moe file. This data is sent by default unless the 'Withhold Contact Details for Youth Services' checkbox is completed in the student PersonalDetails.dmt provided by MUSAC.

If you create your own Personal.dmt, you will need to edit the document and insert the new column 'Withhold Contact Details for Youth Services'.

**Schools are obliged to inform students and caregivers** of the following additional details being forwarded to the Ministry for the purposes of the Youth Services Initiative, unless instructed to withhold the contact details:

- Home phone number
- Student's cell phone number
- Alternative phone number
- Student's email address
- Surname of the first contact person
- First name of the first contact person

### 1.15 NSN - ENROL

All student records must have an NSN in the .moe file. Exceptions are for students who have left school, and for Student Types EM and NF. Student Manager incorporates capability to automatically retrieve National Student Numbers from the Ministry's ENROL web server. A link is stored in Column 795 for each student. All log files are contained in the enrol subfolder within the cm folder.

### 1.16 STAR Funding

For secondary and area schools only in terms of Ministry Returns, to enable the Ministry to differentiate between those students who have participated in STAR Funded courses and those who have not, a new enrolment field has been added for students in year 9 and above. This indicates whether or not the student has had STAR funding or has been on a STAR course in the previous year (March return) or during the current year (June, July and September returns):

- Students who participated in a STAR funded course in the previous school year (March roll return)
- Student who participated in a STAR funded course any time during the current school year (June, July and September roll returns)
- On 1 April each year the STAR funding records are automatically reset to default blank. Your enrolment officer needs to add to those student records who are participating in STAR courses, and when – which is reported in the .moe file

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## MUSAC Support and Agent Contact Details

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### MUSAC Nationwide

Telephone: (06) 350 9254                      Email: support@musac.co.nz  
Fax: 0800 500 159                              Web: musac.co.nz

**Software Support** (software errors)                      **Tel: 0800 600 159**

Postal: MUSAC PN912, Private Bag 11 222, Manawatu Mail Centre,  
Palmerston North 4442  
Delivery: Room T1:21, Te Ara, Centennial Drive, Hokowhitu, Palmerston North 4410

### Product Specialists                      Sales and Training                      North Island

Email: [training@musac.co.nz](mailto:training@musac.co.nz)                      Web: [musac.co.nz](http://musac.co.nz)  
Phone: Bruce Graves on 0800 600 159 option 2

Postal and Delivery – see MUSAC as above

### Solutions & Services                      Sales and Training, Financial Manager Support                      South Island

Telephone: (03) 331 6210                      Email: admin@solutionsandservices.co.nz  
Fax: (03) 331 6217                              Web: solutionsandservices.co.nz

#### **Financial and Asset Manager Support - nationwide**

[fmsupport@solutionsandservices.co.nz](mailto:fmsupport@solutionsandservices.co.nz)

Tel: 0800 600 159 (option 4)  
(03) 331 6213                      Fax: (03) 331 6217

Postal: PO Box 33357, Barrington Mall, Christchurch 8244  
Delivery: 99 Rose Street, Somerfield, Christchurch