OneScreen
Filter User Guide

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1 OneScreen, Filter

1.1 OneScreen

To easily select different students from a filtered list applicable to the different positions within the school, for example; Teachers view students in their own relevant classes, OneScreen provides this.

To ensure this capability OneScreen has a built-in filter Search field at the top of the screen to enable quick selection of the applicable student.
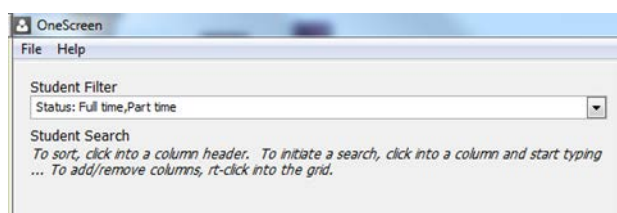
This is available to view on screen, print to PDF, or print to nominated printer.

From the NCEA tab, you can select a student's details for NCEA based on last year; or from the National Standards tab for primary schools, you can select a student's details for National Standards based on the last 3 years.

The student credit summary for literacy/numeracy includes 2014 requirements for UE in the NCEA summary page, and more breakdown details. Check your student filter setting, and see a variety of printing options under Group Printing, and Print Preview. Group printing includes selecting pages, printing to printer or PDF (file rename avoids overwriting existing files).

1.2 Filtering

Student Name

The selected student will be highlighted within the returned filter to easily correlate the selected student with the student details.

The student name incorporated into the OneScreen header ensures that information displayed on screen is at all times linked to the applicable student.

1.3 Apply Filter

By default the filter will be set to Full and Part time students.
The filter screen will display the currently applied filter details on the OneScreen page when you click the 'Filter' button at the foot of the screen.

Select from the possible values for each of the drop-down selection criteria. Filter selection criteria can be cleared by clicking the remove filter icon which appears alongside the drop-down.

The horizontal group may be called 'Form' and the vertical group 'Tutor', but in a primary school these would normally be called 'Class' and 'Room' respectively.

Select 'forms' by clicking them. The **Select all** button allows you to choose all the 'forms' displayed.

Options and Cores are displayed in a tree view. Select the **Options** filter (shown in following screen) and each of your year levels will list. Clicking the **+** alongside each year level will list the Option classes you have configured for that particular year. The following screen shot shows the CMP2 and TOU2 classes have been selected. Click **OK** then **Apply** will filter your students to the selected option classes. Options from differing year levels can be selected if required.
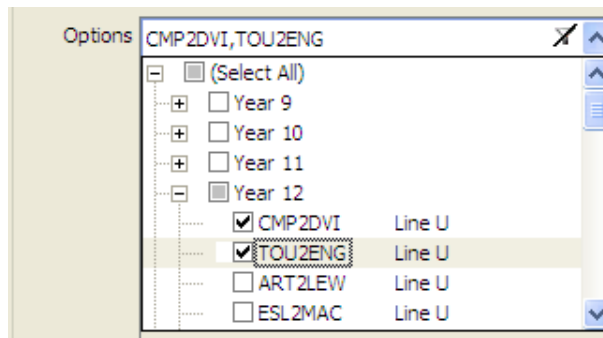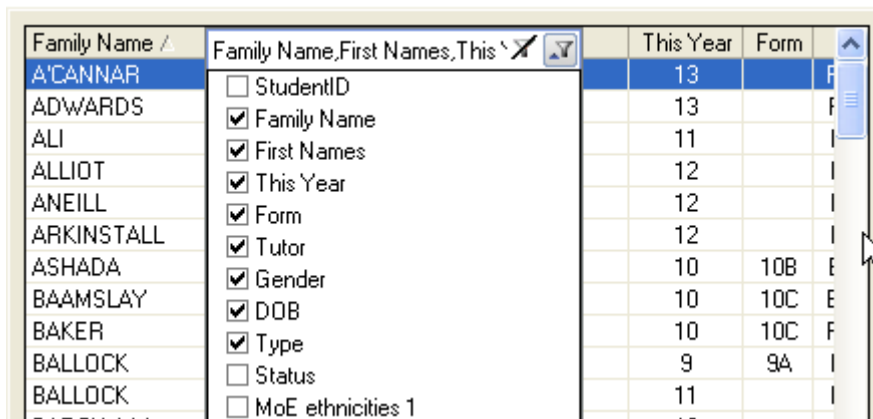

Figure 2: 'Options' selection

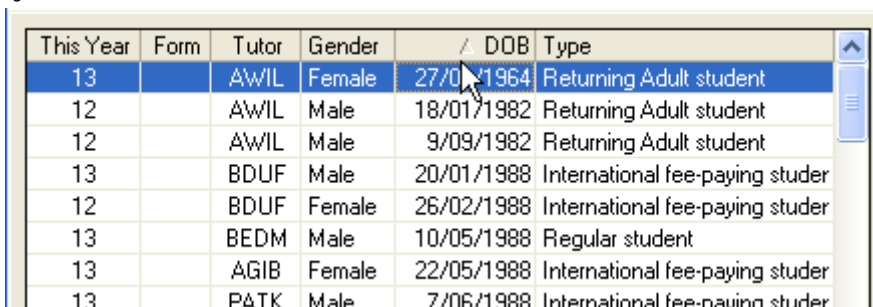**Note**: Options and Markbooks are not applicable to Primary Schools.

1.4 Additional Views

The list of available students returned by the filter can be customised to:

1 View additional fields

2 Sort by each field

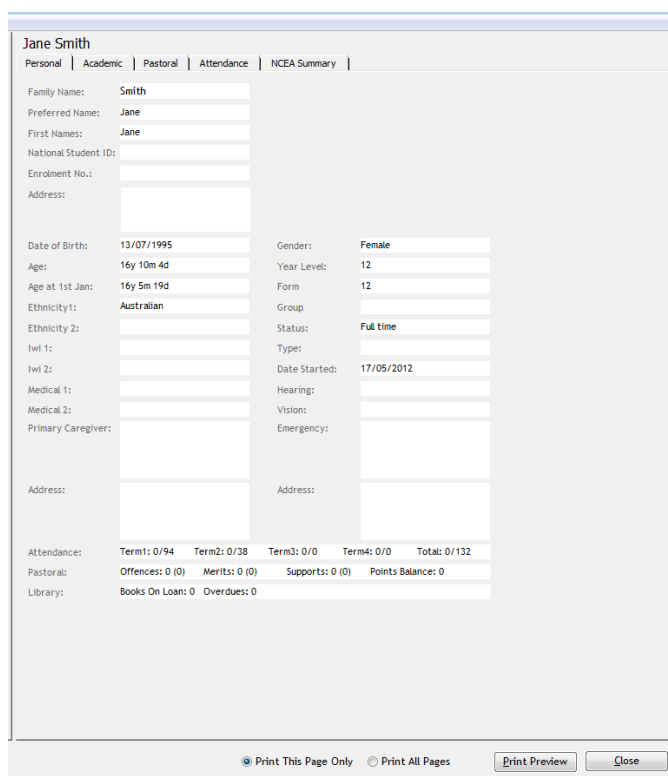3   Type directly into the Student list to find a student.

1.5   Re-sizing the window

Re-sizing the window will expand the filtered list of students only, allowing for the additional selected fields to be viewable. Although able to resize the window whilst using OneScreen, on re-entering the module the altered size is not preserved.   All tabs within the window remain fixed in size.

1.6   Printing options

You can print a page for each tab using the 'Print This page Only' option.

All pages for the selected student can also be printed by choosing the 'Print All Pages' option next to the "Print Preview" button.

In Group printing, all available pages are able to be selected by ticking the relevant checkbox. You may print to the printer, or create PDF documents for each page for each student. This is then saved in the student's folder within the \CM\pdf folder. Note each new re-publishing to PDF will overwrite any previous similarly named document.

The selected pages will be printed for ALL 91 students in the filtered group.

Group Printing

Page Selection

☐ Personal ☐ Academic ☐ Pastoral ☐ Attendance ☐ National Stds ☐ NCEA

Print Options

◉ Print to Preview ○ Publish as Individual PDF documents

2 Summary Information Tabs

2.1   Personal Details Tab

The 'Personal' details screen displays the information relevant to the selected student, including the primary caregiver and emergency contact details.

Attendance, Pastoral and Library information (for the current year to date) is displayed.
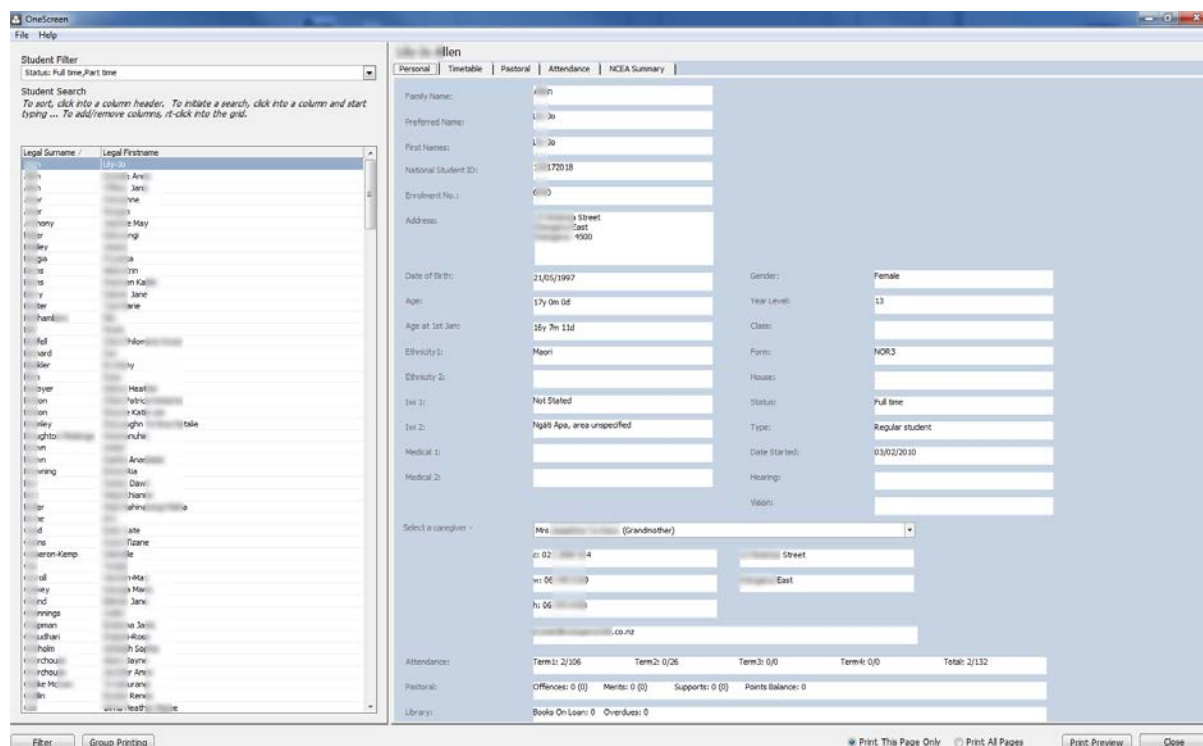
Figure 3: Personal details tab view when student name selected

2.2   Tabs for Secondary Schools

The 'NCEA Summary' tab displays results for the current year with graphs showing progress towards credits, and a breakdown for the Literacy and Numeracy requirements, together with a credit summary table by year and all years.

The timetable tab by default display a five day timetable for the current week.

Attendance information is displayed in summary form along with options and credit information. For schools with students in Years 7–13, a National Standards tab will be available.

2.3   Pastoral tab

The Pastoral details tab will show any Offenses, Merits and Supports the student has incurred for the current year. Additional fields to support PB4L (Positive Behaviour for Learning) for entering transaction details, are included in Student Manager.

You can extend the transaction date to display all, or a selected date range.

Figure 4: Pastoral Tab details

Where no transactions exist to report on, note the summary at the bottom of the screen:

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2.4   Attendance Tab

The Attendance tab shows in graph form the attendance and absence information against period, timetable day (day of the week), attendance code, and subject.

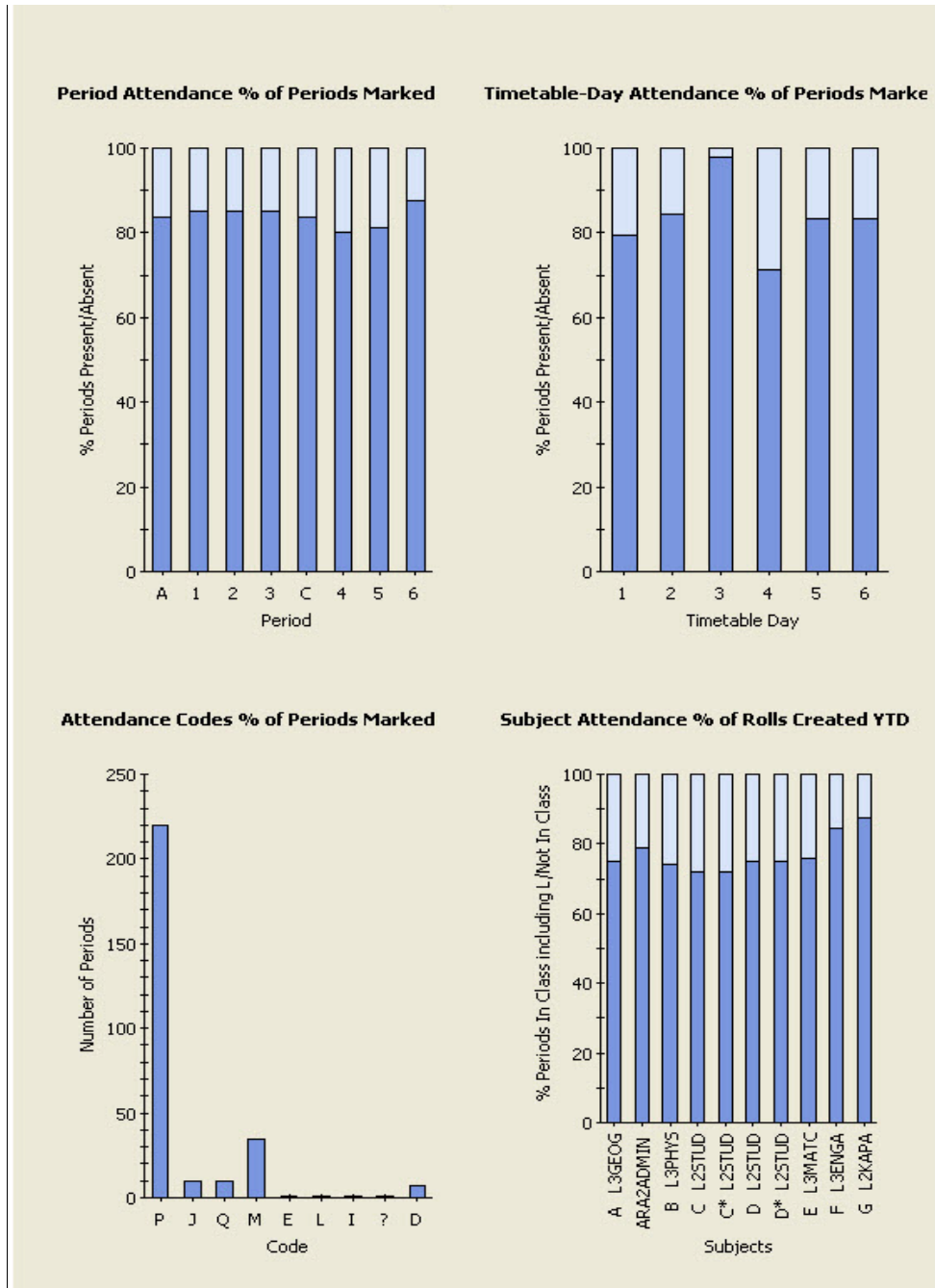The subject graph will only be displayed for secondary schools.

Figure 5: Attendance Tab details

2.5 National Standards for Primary Schools

For National Standards an assessment tab shows OTJ graph and comment. The assessment result for the current students' year levels are displayed. Note that if there is more than one assessment test result for a particular assessment tool eg. PAT Reading Comp, the assessment result with the most recent date sat is displayed.

Figure 6: National Standards Tab details

2.6 NCEA Summary tab

The NCEA tab shows an extended summary report providing an overview including graphics, of an individual student's NCEA progress and achievement.

This tab will only be displayed for secondary schools. The middle buttons at the top vary the view, and the printer button brings the printing dialogue options.

Standards and Credit totals for the year; Course Endorsements, credit summaries for all years plus NCEA results overall summary; Literacy and Numeracy results, and year to date credit progress are presented providing a comprehensive overview. A NCEA results summary grid in ClassRoom Manager is available in NZQA Utilities > Printing Utilities. This grid, also available in CMTeacher > NZQA, aids identification of students lacking sufficient credits on their course, or within literacy or numeracy. Conversely, students excelling in individual subjects or across the board can also be recognised – this grid can be sorted and printed.
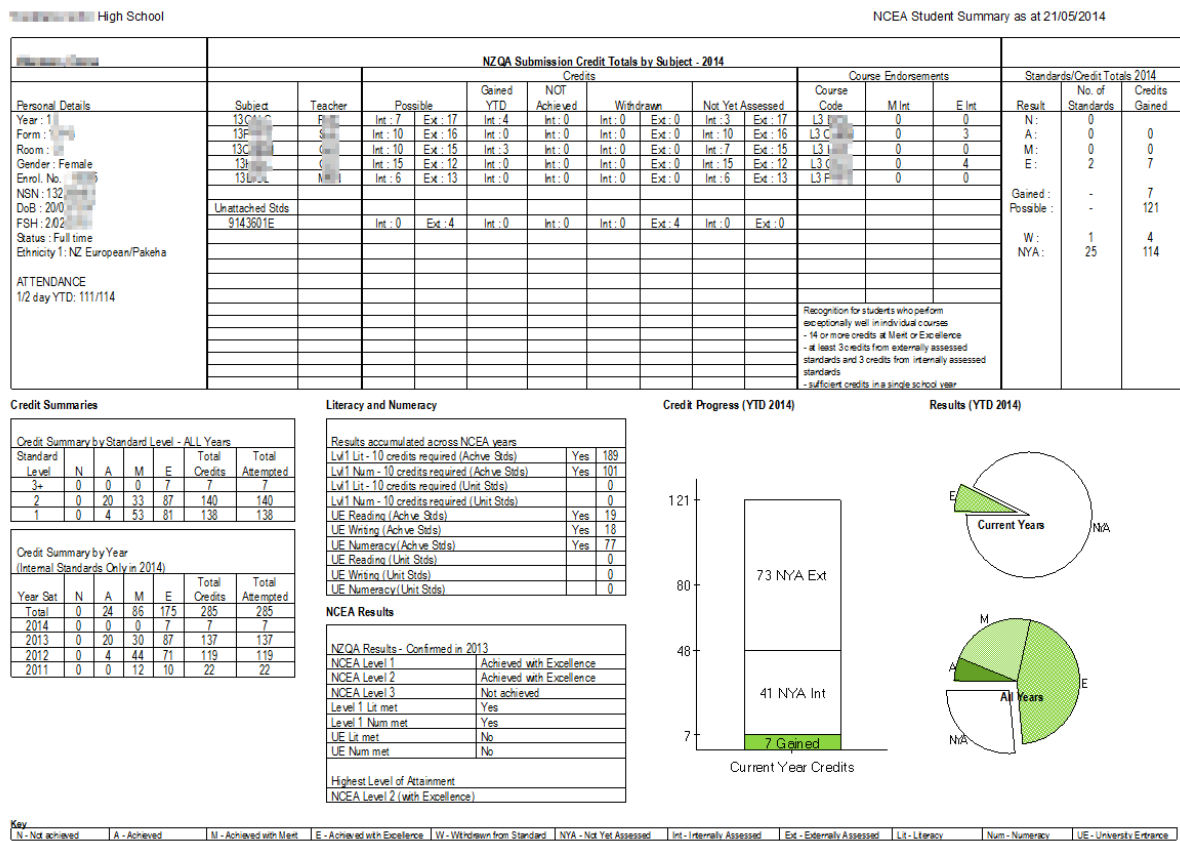

Figure 7: NCEA Tab details

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3 MUSAC Ltd and Agent Contact Details

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