


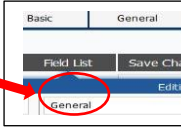
**INDEX**

**Pg1-** Student login and password, set up mark book & course outline, class photos, pastoral issues, Welcome letters.

**Pg2 -**

**Pg3 -**

**1. Student login and password**

- Reporting
- Student list
- Student list custom field
- Click magnifying glass 
- Select class ( Junior class OR tutor ) OR options
- Select class + click continue & then OK
- Field list
- Student email – school
- Change General to Internet 
- Internet - Unique login
- Internet – Password – student
- Apply
- Actions – Select preferred option to save doc.

**2. Print Class photos**

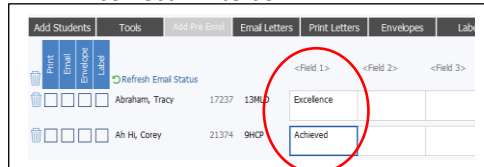
- Reporting
- Classes
- My Classes
- Choose the class
- Go to student list
- Photos and Barcodes
- Actions
- Choose size of photos
- Choose what you want pdf, print etc

**3. Duplicating 2020 letters**

- Calendar – Change to 2020
- Students
- Letters
- Mine OR Common and choose 2020 letter
- Duplicate
- 2021 and Duplicate
- Calendar – Change to 2021

**5. Sending an existing letter**

- Students
- Letters
- Mine OR Common and select letter
- Choose Print
- **Print** - To send letters OR **Compose** – To edit letters OR **Manage** - To make changes Eg: Change the Title
- Add students
- Use magnifying glass
- Options ( Senior class) OR Class ( Juniors)
- Choose your class
- Continue
- Add
- If using < Field 1 > enter personalised information in the correct white box.



- Email letters
- Send Test ( Want to see a test letter in your outlook inbox ). IS OPTIONAL
- Attachment ( Want to attach a doc to the letter) IS OPTIONAL
- Send

**6. Recording pastoral issues for a single student**

- While on attendance page click on the 3<sup>rd</sup> picture.



- New window opens and fill in the box.

**4. Creating a new letter**

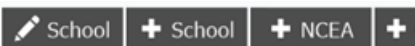
- Students
- Letters
- New letter
- Write your title
- Create
- Compose
- Write your letter
- Use common merge fields ( on the left side ) to auto-populate name ( < First name> etc )
- Use Personalised merge fields ( on the right side ) to personalise letter Eg: absence date or assessment grades Eg: < Field 1 >

**7. Recording pastoral issues for multiple students with same reason -Eg: 5 students late to class (lateness, uniform, MAD )**

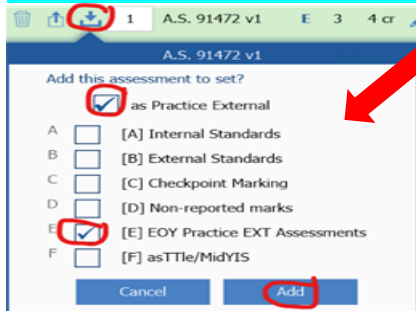
- Students
- Pastoral
- Group
- Create new group
- Fill in the new window: Create a new pastoral group & follow instruction.
- Add students
- Type in the class & choose students

**8. Set up markbook**

- Markbook
- Course set up
- Select your class
- Select the class + Setup
- Add assessment using buttons



**Set A – Internal Set B – External Set E -Exam**



Refer Jen's email dated 28<sup>th</sup> Jan

**9. Set up course outline**

- Course outline
- If assessment do not show up go out of your markbook



- Select – Opportunities, Method, date of assessment

If the assessment is a week long assessment or multiple days, enter the first date, or the date of the Monday. Enter date as **day/month/year** so that it can be picked up by Assay and fill in student calendar.

| Set | Assessment      | Lvl | Cr   | Topic   |
|-----|-----------------|-----|------|---|
| A   | 1 A.S. 91587 v2 | 3   | 3 cr | Mathematics and Statistics 3.15 - Apply systems of simultaneous equations in solving problems |

| Opportunities | Method | Assessment Timeline |
|---------------|--------|---------------------|
| 1             | Test   | 5/03/2021           |