

# End of Year Procedure Guide 2024/25 for Secondary Schools



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# Bromcom MIS End of Year Procedure

**THE EXAMPLES AND SCREENSHOTS IN THIS GUIDE ARE FOR ILLUSTRATION PURPOSES ONLY AND MAY DIFFER TO YOUR SCHOOL**

## Basic Guidelines

Make sure that you have the necessary permissions to all the relevant menu items. An **Administrator** will have access by default

This procedure can be undertaken at any point in the current **Academic Year**, but it is best to wait until the information that you are entering is no longer subject to change.

There is no **End of Year** application to be run as such. The **End of Year** procedure consists of creating and configuring the various **Curriculum** and **Calendar** components that make up the forthcoming **Academic School Year**. Follow all the steps appropriate for your system, in sequence.

## Preparing for the End-of-Year

It is recommended that you first **tidy up the current Academic Year**.

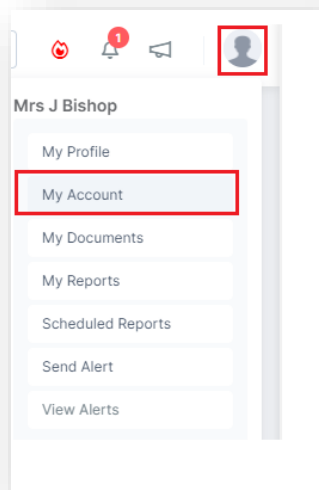
Check with your colleagues what they want to carry through from the current **Academic Year** to the next.

- Will the **Heads of Year** (or their equivalent) and other staff associated with the **Year**, be promoted with their **Year Group**?
- What will this year's **Tutor Groups** be called next year? Will they have the same **House, Staff** and/or **Room** associated with them?
- Have you checked the end dates of your current **Classes** and **Tutor Groups**? All teaching **Classes** must have an end date **before the end of the current academic year**. If you need to edit your **Classes** and group end dates, please read the following guide: [How to bulk edit group end dates](#). If your **Tutor Group** names are changing, then they must have an end date before the start of the next academic year. If they are staying the same and being reused, then there is no need to add end dates to your **Tutor Groups**.

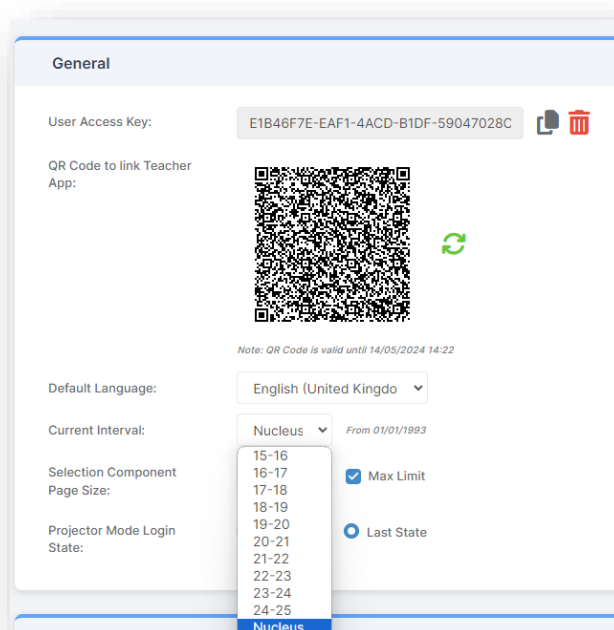
## Interval Setting for the End-of-Year.

Ensure your **Current Interval** on the **My Account** page is set to **Nucleus**, that way you will have access to all **Academic Years** including the new one when you create it.

To change this setting, click on your **Profile Menu** by clicking on the photo on the top right of the screen and then click on **My Account** in the dropdown menu.



In the General panel, if you need to change your interval click on the down arrow for **Current Interval** and select **Nucleus**.

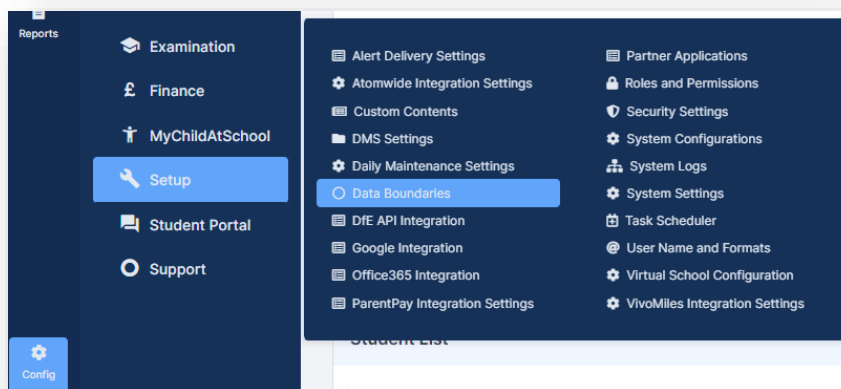


The list of **Current Intervals** you see in the above screenshot are **Data Boundaries**.

## Data Boundaries

You may find using a **Data Boundary** (also known as an **Interval**) helpful during the end of year process as it enables you to work within the date range of the new academic year alone. Therefore, any changes you make will not have an effect on the current academic year. This is particularly useful/important when making changes to areas such as Behaviour and Curriculum.

You can create a **Data Boundary** via **Config>Setup>Data Boundaries**

A screenshot of the 'Data Boundaries Maintenance' form. The form has a top bar with 'New' and 'Delete' buttons. Below this is a table of existing data boundaries. The table has columns for Description, Start Date, and End Date. The row for '24-25' is highlighted. To the right of the table is a 'Details' section. It contains a 'Description\*' field with '24-25' entered. Below this are 'Start Date\*' and 'End Date\*' fields with dates '01/09/2024' and '30/08/2025' respectively. Below these fields is a section titled 'Please select the user role(s) to be assigned to the selected data boundary'. It contains two columns of checkboxes. The first column includes 'Admin - P', 'Administrator' (checked), 'Admissions', 'Analysis', 'Attendance Officer', 'Attendance Wembley', 'Basic', 'Behaviour Administrator', 'Contact', 'Cover', 'Cover - Administrator', 'Cover Admin 2', 'Curriculum', 'DATA manager', 'Demo User', 'DemoAdmin', 'Diary Administrator', 'Dinner Money', and 'Enrollment'. The second column includes 'Office +', 'Office + Census', 'Office - JR', 'Office X SWF', 'Personnel', 'Primary', 'Registration', 'Reporting All Fields', 'Safeguarding', 'Safeguarding Lead', 'Safeguarding User', 'School Admin', 'SMT', 'Staff Test KT', 'Supply Teacher', 'Support Officer', 'Teacher', 'Teacher + Assessment', and 'Teacher + Census'.

For more information see [How to Manage Data Boundaries](#)

Once you have setup the **Data Boundary** for 2024/25, **you must associate this** to your **User account** via **My Account>General>Current Interval**.

Once you have completed your changes to the new academic year, please ensure you remove this data boundary and set your account back to using the **Nucleus** interval to avoid any issues

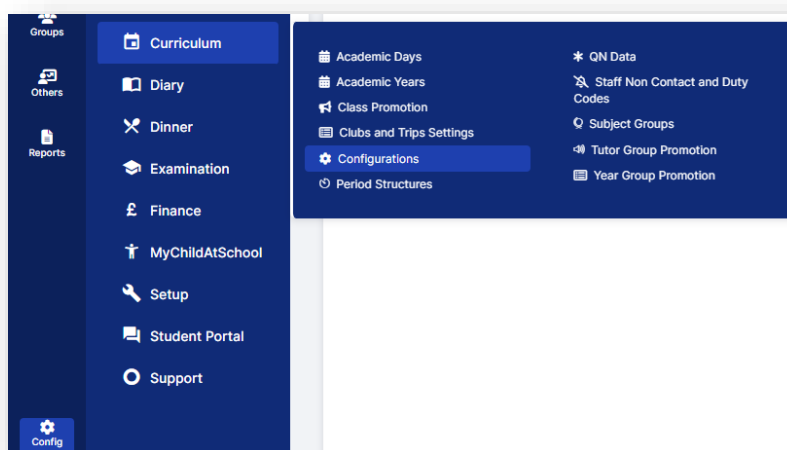
## Creating a New Period Structure

You only need to complete this section if you plan to use a **DIFFERENT Period Structure** next year, for example if you are changing the shape of the school day or moving to a 2-week timetable, etc. Otherwise, you can **skip this step** and continue to **Section 2**.

**IMPORTANT :** If you use detentions and you create a new period structure, you will need to set up the detention scheduling again for the new academic year.

Ensure that you are using a **user account** that has been given the relevant **Roles & Permissions**.

Go to **Config>Curriculum>Configurations**.



This will open the **Defaults for Period Structures** panel. Check these and if necessary, adjust them.

Set the global configurations for : **AM, PM, and Class Periods**

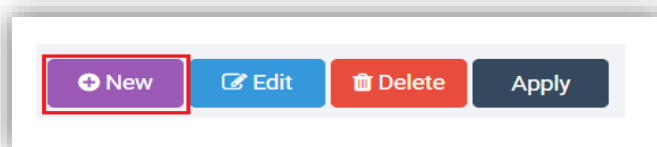
A screenshot of a configuration panel titled 'Defaults for Period Durations'. At the top left is a green 'Save' button. Below the title, there are four input fields arranged in a 2x2 grid. The first row contains 'AM Reg Duration\*' with a value of '20' and 'PM Reg Duration\*' with a value of '12'. The second row contains 'Class Duration\*' with a value of '60' and 'Max Class Duration\*' with a value of '60'. Each input field is followed by the word 'minutes'.

Don't worry - Any changes made on this screen **will not** affect the current year's data.

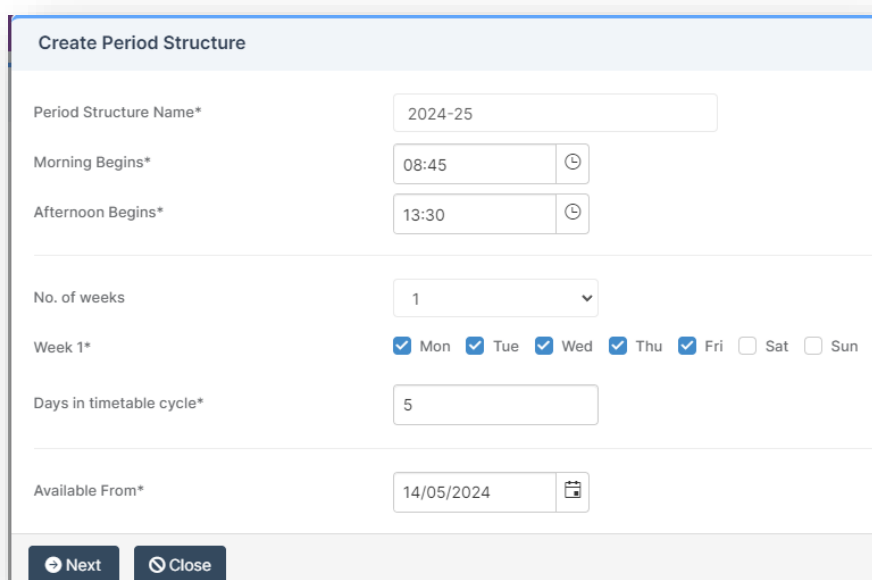
The **Class Duration** refers to the length of the **Period** and the **Max Class Duration** refers to the maximum length a **Period** can be. For example, each **Period** of the day may have a duration of 40 minutes, but the last **Period** on Friday may be 60 minutes. Therefore, the **Class Duration** would be 40 and the **Max Class Duration** 60 allowing for a **Period** up to 60 minutes.

Click on **SAVE** to save any changes.

Then go to **Config>Curriculum>Period Structures** and click on the **New** button.



This will open the **Create Period Structure** page. Below is an **example** of what a **1 week Period Structure** may look like;



- **Period Structure Name\*** : Give your new structure a **name** which must be unique, for example 1 Week 6 Period.
- **Morning Begins\*/Afternoon Begins\***: Set the start time of the **morning and afternoon** sessions; this will be the time the first session of the morning and afternoon begin. This will usually be the **AM** and **PM Registration** sessions.
- **No of weeks**: Set the **number of weeks** (using the drop down choices) that will exist in your **Timetable Cycle** for example, a 10-day timetable cycle that runs Monday-Friday is a **2 week** cycle (Monday to Friday week 1, followed by Monday to Friday week 2).
- **Days of the Week**: Once you have selected the number of **weeks**, you should put a tick in the boxes of the days that are part of the cycle to mark them as **Academic Days**.

Below is an **example** of what a **2 week Period Structure** may look like;

The 'Create Period Structure' form includes the following fields and options:

- Period Structure Name\***: 2024-25
- Morning Begins\***: 08:45
- Afternoon Begins\***: 13:30
- No. of weeks**: 2
- Week 1\***: Mon, Tue, Wed, Thu, Fri (checked); Sat, Sun (unchecked)
- Week 2\***: Mon, Tue, Wed, Thu, Fri (checked); Sat, Sun (unchecked)
- Days in timetable cycle\***: 10
- Available From\***: 14/05/2024
- Buttons**: Next, Close

Enter the number of **Days in Timetable Cycle\***

The **Days in the timetable cycle\*** box should usually contain the number of **Academic Days** in your timetable cycle as defined above (e.g., **10** in the example above). It can sometimes be different so if you are unsure of what to put in this field then please contact the Helpdesk for advice.

**Available From\***: If you are performing your **End of Year** process before the start of your new **Academic Year** then just leave it as today's date (It will not affect the current **Academic Calendar**), as it will allow changes to be made. If a later date is used, you will not be able to see this model until the date entered. Click on the **Next** button.

Once you click on **Next**, this will open the **Create Timetable Day Structure** page where you create the **Period Structure** of the day, including the AM position and duration, number of morning sessions, **PM** position and duration, **Lunches** and **Breaks** etc.

Click the **Add** button to increase the number of available **Periods** – and use the **Period Type** dropdown menu to select the type of **Period**;

The 'Create Timetable Day Structure' form shows a list of days (Day 1 to Day 5) on the left. A red box highlights the 'Add' button. A dropdown menu for 'Period Type' is open, showing options: AM, PM, TP, PS, BR, LU, AS. The main area displays a period structure for Day 1 with a yellow background, AM position, Start Time 08:45, and Duration 20 minutes. A legend at the top indicates AM Register Period (yellow), PM Register Period (orange), and Non-Teaching Time (light blue). Buttons at the bottom include Save, Back, and Close.



- **BR = Break**
- **LU= Lunch**
- **AS = After School**
- **PS = Pre School**
- **AM, PM = Registration**
- **TP = Teaching Period**

**Note:** new **Periods** added will default to **TP (Teaching Period)**. You can edit the duration of each session and the times will adjust but please note that the **times must not overlap**.

Create Timetable Day Structure for 2024-25

Save your day structure as you finalise each day. Save the model when it is complete

AM Register Period PM Register Period Non-Teaching Time

Day 1

Day 2

Day 3

Day 4

Day 5

Add Delete Copy settings to all days

Period Type	Start Time	Duration (min)
AM	08:45	20
TP	09:05	60

AM  
PM  
TP  
PS  
BR  
LU  
AS

Save Back Close



#### RECOMMENDED!

Please define your **Breaks (BR)**, **Lunch (LU)**, **Pre-School (PS)** and **After School Sessions (AS)**. You will need them if you want to schedule detentions outside of normal teaching periods (e.g., after school) or you if want to timetable a teacher to do lunchtime duty.

Please remember to adhere to the **Period** durations set in the configurations earlier on, as well as the morning and afternoon begin times.

You **must have an AM and PM session for each day within your period structure**, even if students don't attend morning and/or afternoon registration. If you are unsure about this, please contact the **Bromcom Helpdesk**.

The checkbox to **Copy settings to all days** of the Timetable Cycle is to save you having to set this up for each day where it is the same as **Day 1**. Tick this box and then the completed day is then copied to all the days in your **Timetable Cycle**.

Create Timetable Day Structure for 23-24

Save your day structure as you finalise each day. Save the model when it is complete ⓘ

AM Register Period PM Register Period Non-Teaching Time

Day 1

Add Delete

Copy settings to all days

Day 2

Period Type	Start Time	Duration (min)
-------------	------------	----------------

If one day of the cycle is different e.g., you finish early on a Friday for Staff Meetings, then amend the appropriate days (Days 5 and 10 in this case as we have a 2 Week Timetable).

Once you have completed building your Period Structure, click the **Save** button if the settings are correct.

You will then be automatically returned to the **Period Structures Page**, where you can then edit the new **Period Structure** to re-name the **Periods** if required.

If you have made changes to the period structure, then please check to ensure all the parameters under **Config>Attendance>Register Update Parameters** are still valid. For instance, it would be difficult to update the PM register from Period 5 if your structure has changed such that there is no longer a Period 5.

For more information see [How to Create a New Period Structure](#).

## Creating a New Academic Year

Your current **Academic Year** will expire on or around the end of August or beginning of September. To ensure that the system continues to run smoothly as you enter the new **Academic Year**, it is important that you define the new **Academic Year**.

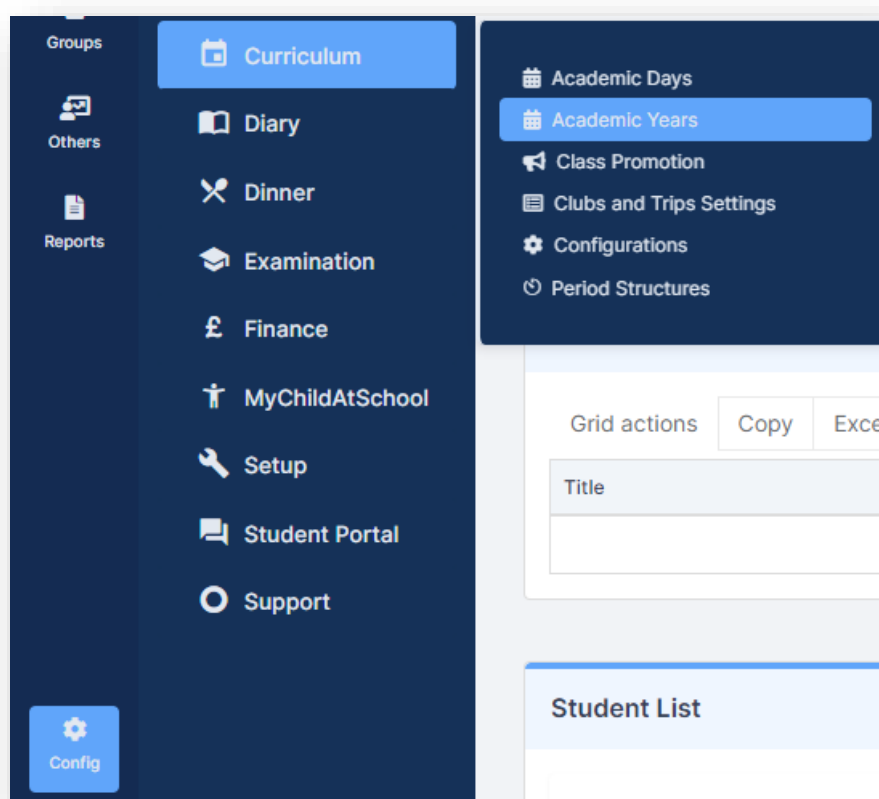
The system will automatically check for the end date on the current year and will automatically set the start date of the forthcoming year to **the day immediately following this date**. This is correct and don't worry if your first academic day is sometime after this as you will be able to set that later.

The **End Date** of the current academic year may need changing. All Bromcom calendar weeks need to begin on a Sunday and end on a Saturday. This year the last Saturday in August is the 31<sup>st</sup> August 2024

To change the forthcoming year's, **Start Date** you need to edit the current Academic Year **End Date**

**Note** – When amending the end date of the current Academic Year, it can take a while to save.

Go to **Config>Curriculum>Academic Years**.



Ensure the current Academic Year is selected from the academic year drop down.

Curriculum

ACADEMIC CALENDAR

- Academic Days
- Academic Years
- Period Structures

MAINTENANCE

+ New

Select Academic Year

Academic Year

<NOT SELECTED>

<NOT SELECTED>

23/24

23/24

Curriculum

ACADEMIC CALENDAR

- Academic Days
- Academic Years
- Period Structures

MAINTENANCE

Class Promotion

Clubs And Trips Settings

Configurations

QN Data

Staff Non Contact And Duty Codes

Subject Groups

Tutor Group Promotion

Year Group Promotion

Save Cancel

Edit Academic Year

Start Date\* 27/08/2023

End Date\* 31/08/2024

Number of Terms\* 3

Terms	Name*	Start Date*	End Date*
1	Autumn	27/08/2023	30/12/2023
2	Spring	31/12/2023	30/03/2024
3	Summer	31/03/2024	31/08/2024

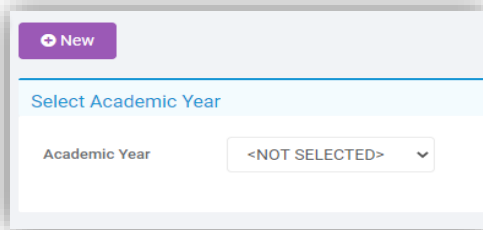
Following "Save" you are advised to check the status and timetable applied to any new academic days

The **End Date\*** **must be a Saturday**.

For example, if the new academic year starts on **Sunday 1<sup>st</sup> September 2024**, then the **End Date** of the previous year can be no later than **Saturday 31st August 2024**.

If you need to make an amendment, choose the relevant date from the calendar picker then click **Save**, top left.

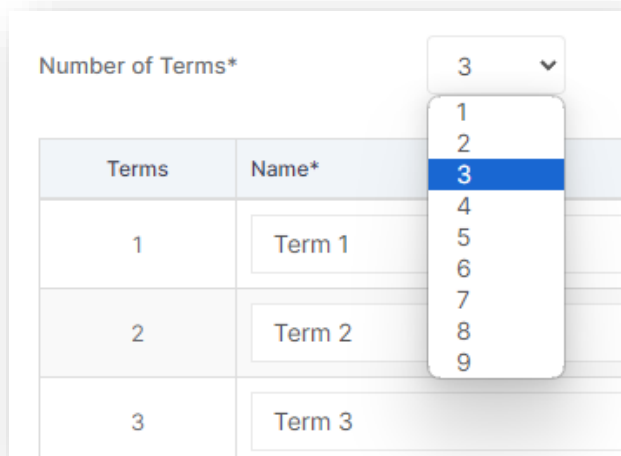
To set up the **New Academic Year**, go to **Config>Curriculum>Academic Years**.



Click on the **New** button.

Now check the **New Academic Year End Date\*** and change if necessary. This **MUST** be a Saturday.

Select the **Number of Terms\*** from the dropdown list.





Terms	Name*
1	Term 1
2	Term 2
3	Term 3

We **highly** recommend that you include the different holidays in your terms and use the **Academic Days** page to mark those holidays as the relevant day status.







For each term fill in the **Term Name\***, **Start Date\*** and **End Date\***. These **must follow** the logic of:  
**Sunday = Start Date** and **Saturday = End Date**


Please see below for an example of how the **New 2024/25 Academic year** could look

**New Academic Year**

Start Date\* 01/09/2024 End Date\* 30/08/2025  

Number of Terms\* 3 ▼


Terms	Name*	Start Date*	End Date*
1	Autumn	01/09/2024 	21/12/2024 
2	Spring	22/12/2024 	05/04/2025 
3	Summer	06/04/2025 	30/08/2025 

Period Structure Current ▼ Colour Code  ▼

Timetable Day for first week day of Term 1 1 ▼ TT Week N/A

Do not worry if your first **Academic Day** (the date the students start) or end of terms do not adhere to these dates completely, you will get the chance to **Edit Academic Days** in the next stages.

Now select the **Period Structure** that you are using from the dropdown list. If you have defined a new **Period Structure** in **Step 1** of the **End of Year process**, then select this here, otherwise you can choose the structure from the current year. In this example we have chosen the 'Current' **Period Structure**.

Period Structure Current ▼ Colour Code  ▼

Timetable Day for first week day of Term 1 1 ▼ TT Week N/A

You can (if you wish) change the colour associated with the **Academic Year**, which will change the text colour on the **Academic Days** screen, by selecting the **Colour Code** button.

Finally, when picking the **Timetable day for first weekday of Term 1** always select **1** as this value determines what day in the week the **Day 1** will be, for example if **2** is selected here Tuesday will be **Day 1**.

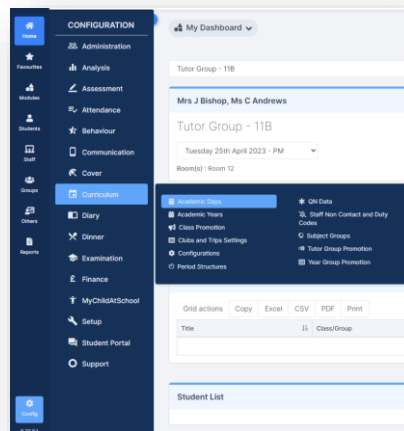
Review your settings and then click on the **Create** button.

The process may take a few minutes to create all the calendar entries.

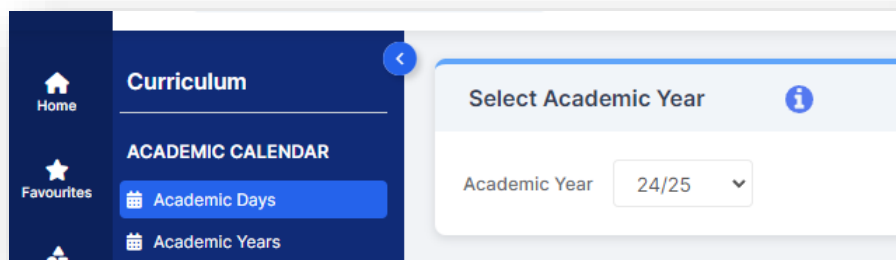
**You have now created the New Academic Year.**

## Edit Academic Days

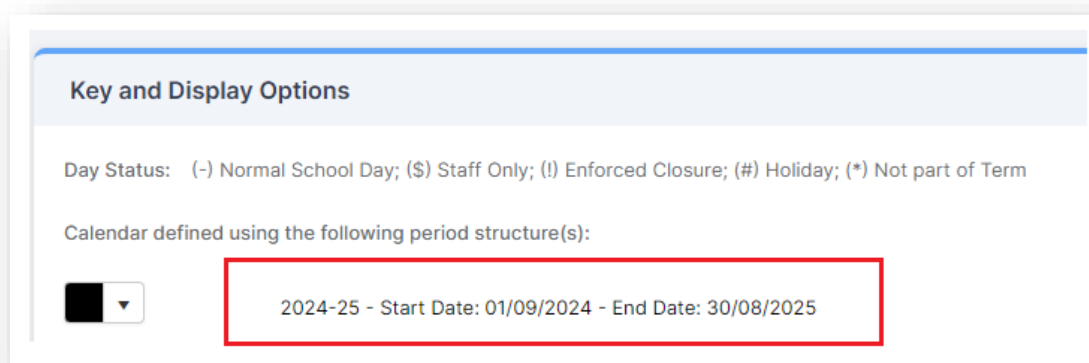
Go to **Config>Curriculum>Academic Days** to now begin editing the days within your new academic year to include holidays, inset days and staff only days.



From the **Academic Year** drop down choose **24/25**



The **Period Structure** you have chosen for **2024/25** will be displayed as per the below image highlighted within the red box



Click on the drop down **Arrow** in each **Term** to expand the individual weeks in that **Term**

Autumn 24/25

01/09/2024 to 21/12/2024

▼

Spring 24/25

22/12/2024 to 05/04/2025

▼

Summer 24/25

06/04/2025 to 30/08/2025

▼

Then click the **Edit** button on the **right of the screen**.

Autumn 24/2501/09/2024 to 21/12/2024

Week	From Date	To Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Edit
1	01/09/2024	07/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
2	08/09/2024	14/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	15/09/2024	21/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	22/09/2024	28/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	29/09/2024	05/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
6	06/10/2024	12/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
7	13/10/2024	19/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
8	20/10/2024	26/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
9	27/10/2024	02/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
10	03/11/2024	09/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
11	10/11/2024	16/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
12	17/11/2024	23/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

Set the **individual day's** details in the selected **Week**. This includes staff only days, school holidays and public holidays

Week 1, Autumn 24/25

Day Status:  
(-) Normal School Day; (\$) Staff Only; (I) Enforced Closure; (#) Holiday; (\*) Not part of Term

Day	Date	AM	PM	TT Day	Lock
Sun	01/09/2024	<div>*</div>	<div>*</div>	<div>-</div>	<input type="checkbox"/>
Mon	02/09/2024	<div>-</div>	<div>-</div>	<div>1</div>	<input type="checkbox"/>
Tue	03/09/2024	<div>-</div>	<div>-</div>	<div>2</div>	<input type="checkbox"/>
Wed	04/09/2024	<div>-</div>	<div>-</div>	<div>3</div>	<input type="checkbox"/>
Thu	05/09/2024	<div>-</div>	<div>-</div>	<div>4</div>	<input type="checkbox"/>
Fri	06/09/2024	<div>-</div>	<div>-</div>	<div>5</div>	<input type="checkbox"/>
Sat	07/09/2024	<div>*</div>	<div>*</div>	<div>-</div>	<input type="checkbox"/>

☐ Cascade Timetable on Save

☐ Cascade changes only within this term

☐ Cascade changes in this term and all subsequent terms

☐ Treat designated Holidays, Staff Only Days etc as part of the timetable sequence

☐ Skip Non-Academic Weeks

Save

Close



In some Local Authorities the attendance teams are no longer accepting \$ (our 'Staff Only' symbol) in Student Attendance Certificates. If you are unsure which code to use, consult with your Local Authority.

Be sure to include any deviation from the standard timetable day set up. Normally this will be a logical numeric progression (day 1,2,3,4) .

Normally the cycle will be a logical numeric progression (1, 2, 3, 4, etc...) but there may be deviations from this that need to be accounted for. If they exist, then simply select the week containing the adjustment and change the value in the dropdown against that day (you can view **Timetable Days** by clicking the **Display Timetable Days** option).

Generally, Days 1-5 are Week 1, Days 6-10 are Week 2.

If you have a multi-week timetable, it is **critical** to ensure that the **Timetable Week** numberings are correct. This is to ensure your timetable is consistent for the rest of the coming year. Check the timetable days are correct by clicking the appropriate week number after each half term/new term. Please see an example screenshot from last year showing the multi-week timetable;

Term 1 22/23 28/08/2022 to 31/12/2022 ^

Week	From Date	To Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Edit
1	28/08/2022	03/09/2022	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
2	04/09/2022	10/09/2022	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	11/09/2022	17/09/2022	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	18/09/2022	24/09/2022	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

**Cascade Timetable on Save:** would be used in a scenario where you have a two week timetable, and you are updating all days within a week (or multiple) to being set as a holiday. You would select the cascade option to change the timetable week sequence to ensure that you return on the correct timetable week following the holiday and all subsequent weeks throughout the year. For example, if you finish on timetable week 1, you would then wish to return on week 2. If we do not use the cascade option, the system will include the holiday week within the sequence, and you will likely return on the incorrect timetable week.

**Tip:** If you are amending your **Academic Days** or have used **Cascade Timetable on Save**, tick **Display Timetable Days and Display Week Labels** to view/ensure that your **Academic Days** are correct (Days 1-5 are in Week 1 and Days 6-10 are in Week 2).

Autumn 23/24

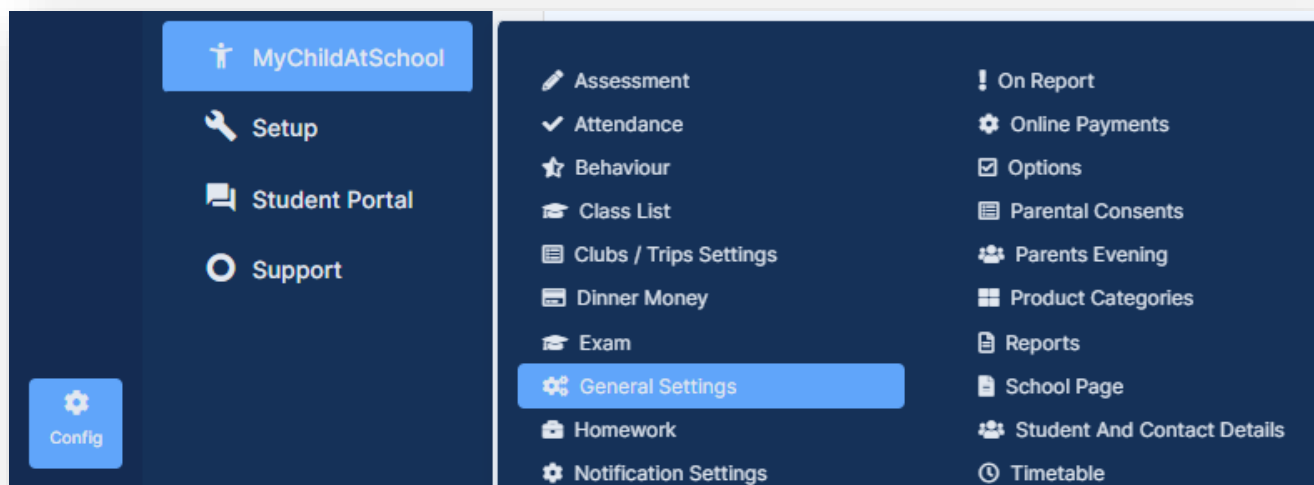
27/08/2023 to 30/12/2023

Week	From Date	To Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Edit					
1	27/08/2023	02/09/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
2	03/09/2023	09/09/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
3	10/09/2023	16/09/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
4	17/09/2023	23/09/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
5	24/09/2023	30/09/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
6	01/10/2023	07/10/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
7	08/10/2023	14/10/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
8	15/10/2023	21/10/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
9	22/10/2023	28/10/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
10	29/10/2023	04/11/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
11	05/11/2023	11/11/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	
12	12/11/2023	18/11/2023	1	*	*	-	-	Day 1	-	-	Day 2	-	-	Day 3	-	-	Day 4	-	-	Day 5	*	*	

Once you have set the specific day details for each term then you have completed the **Academic Year** setup

## MCAS General Settings

If you use **MyChildAtSchool**, go to **Config>MyChildAtSchool>General Settings**.



Once on this page, you need to ensure the new **Academic Year** will be visible to parents.

If you have **All** selected in **Academic Year to display in MCAS**, then you do not need to do anything here.

If you have the **User Defined** option selected, then ensure the new **2024/25 Academic Year** and any previous **Academic Years** that are to be displayed are ticked.

A screenshot of the 'General Settings' page in the application. At the top left, a green 'Save' button is highlighted with a red rectangle. Below it, the 'Head Teacher Title' is set to 'Head Teacher'. The 'Last Update Notification Threshold' is set to '1'. Under the 'Academic year data to display in MCAS' section, the 'User Defined' radio button is selected and highlighted with a red rectangle. Below this, a list of academic years from 12/13 to 24/25 is shown. The '24/25' checkbox is checked and highlighted with a red rectangle. At the bottom, there is a section for 'Days of the week to display in MCAS (Attendance and Timetable)' with checkboxes for Monday through Sunday, all of which are checked.

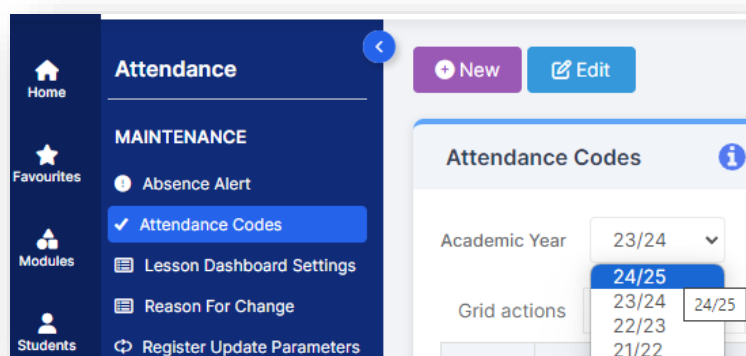
Click on **Save**

## Altering Attendance Codes

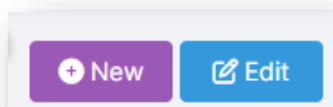


Do not change your Attendance Codes if you are adhering to your Education Authorities approved list of set Attendance Codes

To make any amendments or to create new **Attendance Codes**, go to **Config>Attendance>Attendance Codes** and set the **Academic Year** dropdown to **24/25**



Select the **New** button if you want to create a fresh **Attendance Code**.



Otherwise click the **Edit** icon to make changes to an existing **Code**.

For more information see [How to Create and Manage Attendance Codes](#)

## Setting Registration Update Parameters



This step is required for all schools where students do not attend AM and/or PM registration and therefore need marks from teaching periods to write back into the AM/PM Sessions.

If this step is not completed, none of the expected automatic updates of AM/PM attendance from other periods will occur. **Therefore, it is imperative that it is finished in its entirety.**

Go to **Config>Attendance>Register Update Parameters**.

Change the **Single Date** radio button to the **Multiple Dates** radio button.

Set your **Academic Start\*** to the first Academic day for the new Academic Year and **Academic End\*** to the last academic day of the year.

The screenshot shows the 'Register Update Parameters' form. At the top, there are two buttons: 'Save' (green) and 'Last Available Settings' (blue). Below these is a section titled 'Please enter parameters' with an information icon. The form has two radio buttons: 'Single Date' and 'Multiple Dates'. The 'Multiple Dates' radio button is selected. Below the radio buttons are two date input fields: 'Academic Start\*' with the value '04/09/2024' and 'Academic End\*' with the value '25/07/2025'. Below the date fields are five checkboxes for the days of the week: 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. All five checkboxes are checked. The label 'Week 1' is positioned to the left of the checkboxes.

In the example below a **2-week timetable** is shown by the **Week 1** and **Week 2**.

The screenshot shows the 'Register Update Parameters' form with a 2-week timetable configuration. At the top, there are two buttons: 'Save' (green) and 'Last Available Settings' (blue). Below these is a section titled 'Please enter parameters' with an information icon. The form has two radio buttons: 'Single Date' and 'Multiple Dates'. The 'Multiple Dates' radio button is selected. Below the radio buttons are two date input fields: 'Academic Start\*' with the value '29/08/2022' and 'Academic End\*' with the value '31/07/2023'. Below the date fields are two rows of checkboxes for the days of the week, labeled 'Week 1' and 'Week 2'. For 'Week 1', the checkboxes for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday' are all checked. For 'Week 2', the checkboxes for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday' are also all checked.

Select the relevant options for your **Register Update Parameters**. Below is an example of how this might look.

☒ Use AM Register    ☒ Use PM Register    ☒ Use Period Register

Daily Update Parameters

Update Register Headers: ☒ None    ☐ AM/PM Only    ☐ All

☐ Use Lesson Times to Update    Lesson Times Threshold: 0

☐ Only Update Missing Marks  
☐ Update Unauthorised Marks To Authorised Marks  
☐ Update All Unauthorised Marks  
☐ Update Mirror Marks for All Types of AM/PM  
☒ Update AM Registers from Periods

Min AM Period to Update: 1    Late AM Period Before Reg. Closed: 1  
 Max AM Period to Update: 1    Late AM Period After Reg. Closed: N/A

☐ Mirror AM  
☒ Update PM Registers from Periods

Min PM Period to Update: 4    Late PM Period Before Reg. Closed: 4  
 Max PM Period to Update: 4    Late PM Period After Reg. Closed: N/A

☐ Mirror PM

If your forthcoming year's structure has not changed, simply click on the **Last Available Settings** button at the top left of the screen and then click on **Save**.

Please enter parameters

☐ Single Date    ☒ Multiple Dates

Academic Start\*: 29/08/2022    Academic End\*: 31/07/2023

Week 1: ☒ Monday    ☒ Tuesday    ☒ Wednesday    ☒ Thursday    ☒ Friday

Week 2: ☒ Monday    ☒ Tuesday    ☒ Wednesday    ☒ Thursday    ☒ Friday

If you are changing the **Period/Time Structure** for the new **Academic Year**, then this screen will require careful configuration. To this end it is recommended that you contact the **Helpdesk** to assist you in configuring these additional options. See [How to use Register Update Parameters](#).

If you receive the following warning whilst setting up this page; '**Warning: inconsistent data found in database**', it should disappear once you have completed all appropriate parameters, however please contact the Helpdesk if this is not the case.

Once you are happy with any changes you have made, click on the **Save** button.

**Please contact the Helpdesk if you are unsure of anything at this point.**

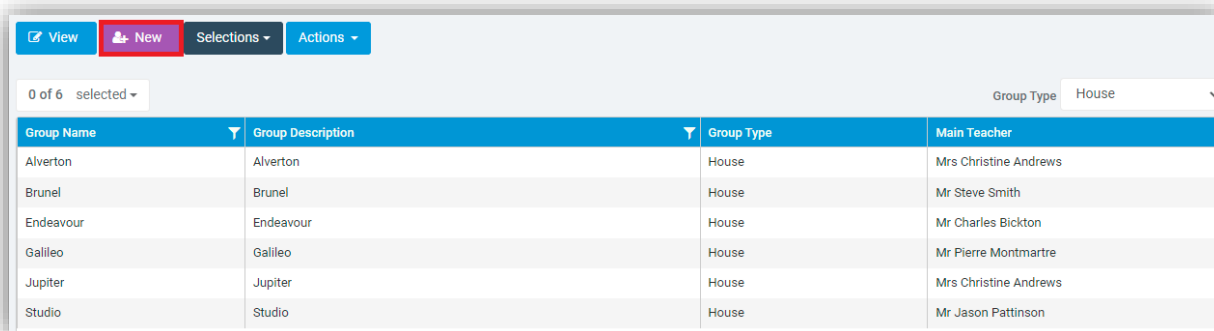
## Maintenance of Curriculum Entities

This is where you would change any setups of your **Curriculum** information such as **Year Groups, Subjects, Departments, Faculties, Houses, Learning Aims** etc.

If you are not making changes to these settings then you can skip to the next section, otherwise please read on.

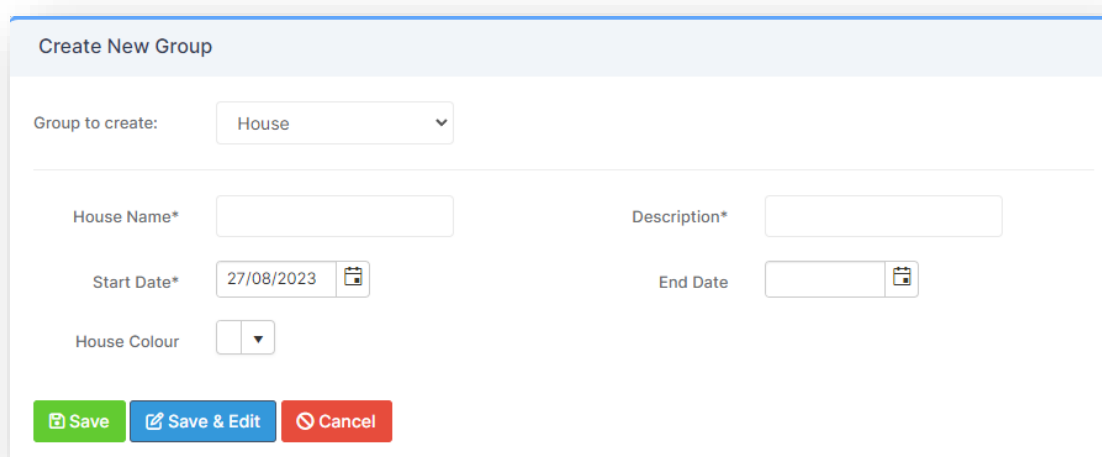
**Houses** – if you are introducing a **House** system or changing the way it is organised, go to **Groups>Group Type>House**.

To create a new **House** with a start date of the beginning of the new **Academic Year** click on the **New** button.



The screenshot shows the 'Groups' management interface. At the top, there are buttons for 'View', 'New', 'Selections', and 'Actions'. Below these is a filter bar with '0 of 6 selected' and a 'Group Type' dropdown set to 'House'. The main table lists existing houses with columns for Group Name, Group Description, Group Type, and Main Teacher.

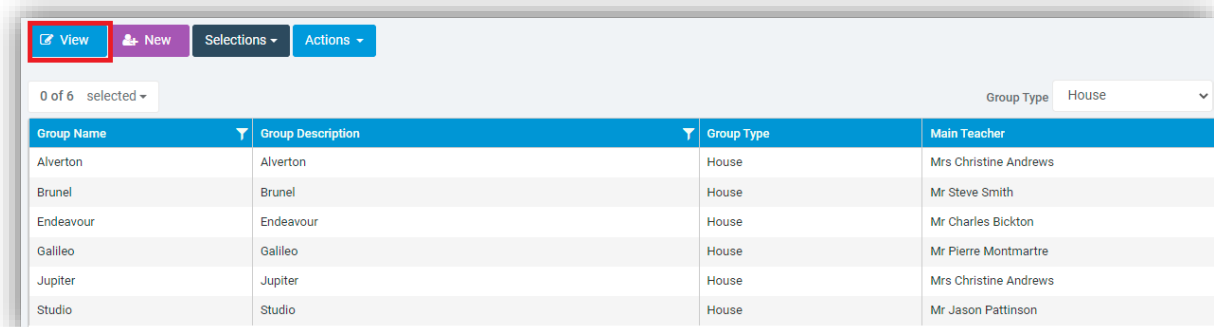
Group Name	Group Description	Group Type	Main Teacher
Alverton	Alverton	House	Mrs Christine Andrews
Brunel	Brunel	House	Mr Steve Smith
Endeavour	Endeavour	House	Mr Charles Bickton
Galileo	Galileo	House	Mr Pierre Montmartre
Jupiter	Jupiter	House	Mrs Christine Andrews
Studio	Studio	House	Mr Jason Pattinson



The screenshot shows the 'Create New Group' form. It has a 'Group to create:' dropdown set to 'House'. Below this are fields for 'House Name\*', 'Description\*', 'Start Date\*' (with a calendar icon), 'End Date' (with a calendar icon), and 'House Colour' (with a color picker). At the bottom are three buttons: 'Save', 'Save & Edit', and 'Cancel'.

Enter the new **House** details and click on the **Save** button.

To edit the existing **Houses**, select the **Houses** and click on the **View** button.



The screenshot shows the 'Groups' management interface, identical to the one above, but with the 'View' button highlighted with a red box. The table of existing houses is the same.

Group Name	Group Description	Group Type	Main Teacher
Alverton	Alverton	House	Mrs Christine Andrews
Brunel	Brunel	House	Mr Steve Smith
Endeavour	Endeavour	House	Mr Charles Bickton
Galileo	Galileo	House	Mr Pierre Montmartre
Jupiter	Jupiter	House	Mrs Christine Andrews
Studio	Studio	House	Mr Jason Pattinson

Save

Cancel

Endeavour

Previous

Next

Membership Display

Current Membership

Panels

All

Basic Group Details

Name\*

Endeavour

Description\*

Endeavour

Start Date\*

30/08/2015

End Date

Additional Group Details

Colour

Associated Staff

Staff Name	Role	Start Date	End Date	Actions
Mr C Chauncey (CC)	Head of House	23/11/2020	<input checked="" type="checkbox"/> Tracks group end date	
Add New Record				

Student Memberships - 6 (Female 3 / Male 3)

If you make any amendments remember to click **Save** in the top left.

**Subjects, Departments and Faculties** will normally continue through from year to year.

If any are not in use for the next year, they can be edited by pressing **View** and entering an **End Date** within the **Basic Details** Panel (see example screenshot below) Memberships of **Staff** and **Subjects** to **Departments**, and **Departments** to **Faculties** can also be amended to reflect the situation for next year otherwise they continue through unchanged so long as there are no end dates applied e.g., if a member of staff leaves and this sets an end date to all their memberships.

Save

Cancel

Bengali

Previous

Next

Basic Group Details

Name\*

Bengali

Description\*

Bengali

Start Date\*

22/06/2020

End Date

31/08/2024



If a group will no longer be continuing into the new academic year, we advise that you **DO NOT DELETE** the group, always **ADD AN END DATE** to make it inactive going forward. This will ensure that you can report back historically if you need to

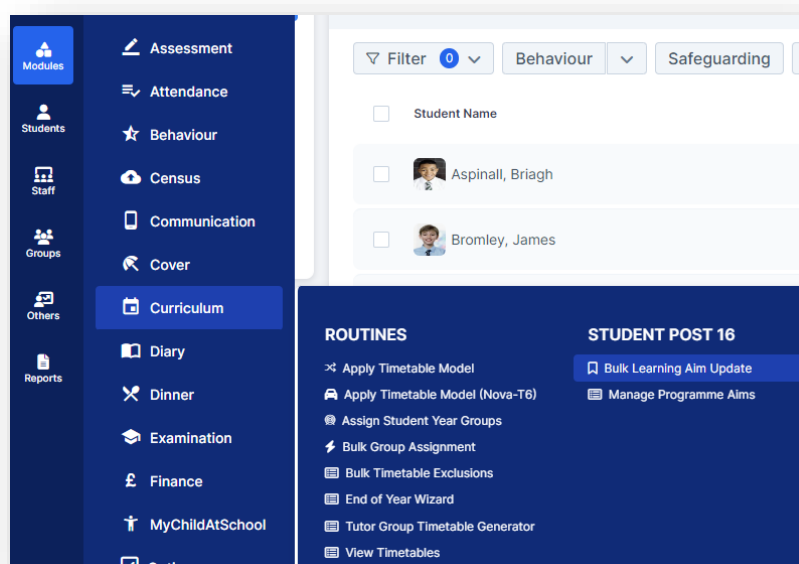
Add any **New** items as required with a start date of the beginning of the new **Academic Year**.

In all instances, please remember to double check any entered **Start** or **End** dates to ensure that they correctly match the appropriate dates from either the **Current Year** (in the case of items being ended) or the forthcoming **Academic Year** (in the case of new items being added).

## Student Learning AIMS – Post 16

For **Student Learning Aims** that are continuing from the **Current Academic Year** to the new **Academic Year** please check the planned end dates go through into the new **Academic Year**.

If a **Course** is ending, then the related **Student Learning Aims** also need to be ended.



This can be done through **Modules>Curriculum>Bulk Learning Aim Update**.  
You can select to update the **Learning Aims** by **Student**, **Class**, or **Learning Aim**.

Once you have made your selection, simply click on the **Apply** button and this will take you to the next stage of the process.

Apply

Clear

Bulk Learning Aim Update Selections

Choose which component you wish to select for administering Learning Aims

☒ Student

☐ Class

☐ Learning Aim

Student Name\*

🔍

✕

☐ Show Only Missing Student Learning Aims

☐ Include Missing Student Learning Aims

Effective Date

07/06/2022

On the next page you will see all the **Students** selected with **All** of their related **Learning Aims**.

Save Back

Add / Remove Columns

### Student Learning Aims

Add Learning Aim Remove

Apply

17/07/2020

Completed

☐
☐
☐
☐

<NOT SELECTED>

<NO

	Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date		Exclude	Protect	Core	Trainee	Withdrawal Reason	Third P
<input type="checkbox"/>	Antonio	Harriett		10019777	01/09/2019		31/07/2020	<div>Completed</div> <div>&lt;NOT SELECTED&gt;</div> <div>Continuing</div> <div>Completed</div> <div>Withdrawn</div> <div>Transferred</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<NO

Please check/amend the relevant end dates/statuses and then click on the **Save** button.

You will need to repeat this process for any **Learning Aims** that need to have a different **Status** or different **End Date** applied. If you have any problems with this process, please contact the Helpdesk.

If you use **Behaviour**, please continue to the next section. Otherwise, please proceed to [Promoting Year Groups](#).

## Behaviour

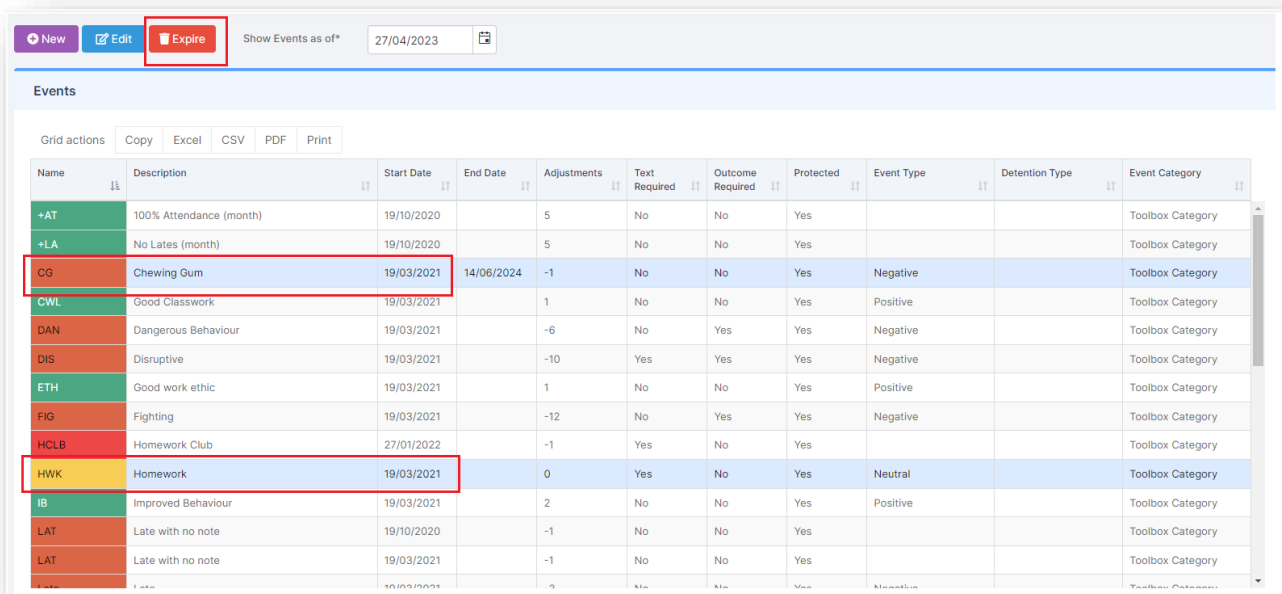
If your **Behaviour** setup requires changing for the forthcoming **Academic Year** or the **Student Point Totals** are to be reset before the start of the new term, then you will need to complete this section.

Reconfiguration of Behaviour is only required if you use Behaviour, and you **ARE** changing your Behaviour setup in the forthcoming year (this includes removing or adding new Events or Actions)

Any **Behaviour Events/Actions** that will not be used in the forthcoming **Academic Year** should be expired.

For **Behaviour Actions** go to **Config>Behaviour>Actions** and for **Events** go to **Config>Behaviour>Events**.

Select the **Actions** or **Events** that are no longer to be used and click the **Expire** button.



Name	Description	Start Date	End Date	Adjustments	Text Required	Outcome Required	Protected	Event Type	Detention Type	Event Category
+AT	100% Attendance (month)	19/10/2020		5	No	No	Yes			Toolbox Category
+LA	No Lates (month)	19/10/2020		5	No	No	Yes			Toolbox Category
CG	Chewing Gum	19/03/2021	14/06/2024	-1	No	No	Yes	Negative		Toolbox Category
CWL	Good Classwork	19/03/2021		1	No	No	Yes	Positive		Toolbox Category
DAN	Dangerous Behaviour	19/03/2021		-6	No	Yes	Yes	Negative		Toolbox Category
DIS	Disruptive	19/03/2021		-10	Yes	Yes	Yes	Negative		Toolbox Category
ETH	Good work ethic	19/03/2021		1	No	No	Yes	Positive		Toolbox Category
FIG	Fighting	19/03/2021		-12	No	Yes	Yes	Negative		Toolbox Category
HCLB	Homework Club	27/01/2022		-1	Yes	No	Yes			Toolbox Category
HWK	Homework	19/03/2021		0	Yes	No	Yes	Neutral		Toolbox Category
IB	Improved Behaviour	19/03/2021		2	No	No	Yes	Positive		Toolbox Category
LAT	Late with no note	19/10/2020		-1	No	No	Yes			Toolbox Category
LAT	Late with no note	19/03/2021		-1	No	No	Yes			Toolbox Category

Expiring an **Event** or **Action** only removes it from the system from **that date onwards**. Historically it will still be available and prior instances where they were used will still be retained.

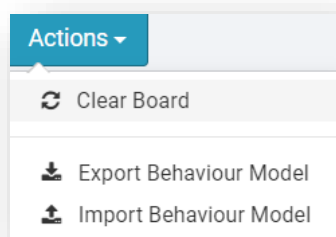
If you want to expire an **Event** for a date in the future, then choose the **Event** click **Edit** and then input the required **End Date** and click Save.

Any new **Events**, **Actions** or **Outcomes** need to be created in the MIS via the **Behaviour** module before you can use them in **Behaviour Pathways**.

If you are setting up a **New Behaviour Model in Pathways** that is different to your current **Model** go to **Config>Behaviour>Pathways**.

**IMPORTANT** : Select the required future **Date** for the new model on the **top of the screen**.

If you are creating a **new Model**, use the **Actions** drop down and choose **Clear Board**.



You will need to do this for each **Category** that requires amending.

After this, simply setup the new **Behaviour Pathways** following the normal instructions.



Starting new points totals is **extremely important**; If not completed, then all of next year's points will simply be added to the current year's points totals

To change the **Student Points Totals**, go to **Modules>Behaviour>Reset Student Actions**.

Select **Start New Points Total** option.

Enter the **Day Start** date to start the new totals from (most likely the first Sunday of the new **Academic Year**).

A screenshot of a web form titled 'Reset Student Actions'. At the top are three buttons: 'Apply', 'Schedule', and 'Tasks'. Below them is a section titled 'Action Details' with an information icon. There are three radio button options: 'Reset Current Points', 'Start New Points Total' (which is selected), and 'Recalculate Points'. To the right of the 'Start New Points Total' option is a 'Day Start' label followed by a date input field containing '01/09/2024' and a calendar icon.

If you want to apply **New Points Totals** to **all Students** and **Actions**, select the **All-Students** option, and click on **Apply**

A screenshot of a selection interface with three radio button options: 'Group', 'Student', and 'All Students'. The 'All Students' option is selected, indicated by a blue dot.

If you **are not** resetting the **Points** Totals for **all Students** and **all Actions**, then do the following:

Select the **Students** you want to start new point totals for by selecting either **Student** or **Group** and select the **Students** or **Groups** you wish to **Start New Points Total** for.

Select the **Actions** you are starting new **Points Totals** for from **Action Name** and check the **Selection List** is correct.

ApplyScheduleTasks

Action Details

☐ Reset Current Points

☒ Start New Points Total

Day Start27/08/2023

☐ Recalculate Points

☐ Group

☐ Student

☒ All Students

Action Name

Selection List

3 action(s) selected

BRZ

GLD

SIL

Click **Apply**. You will get a warning message prompt. Click the **Proceed** button to continue.

!

Confirmation

This operation will start new points for selected actions for selected Students

Cancel

Proceed

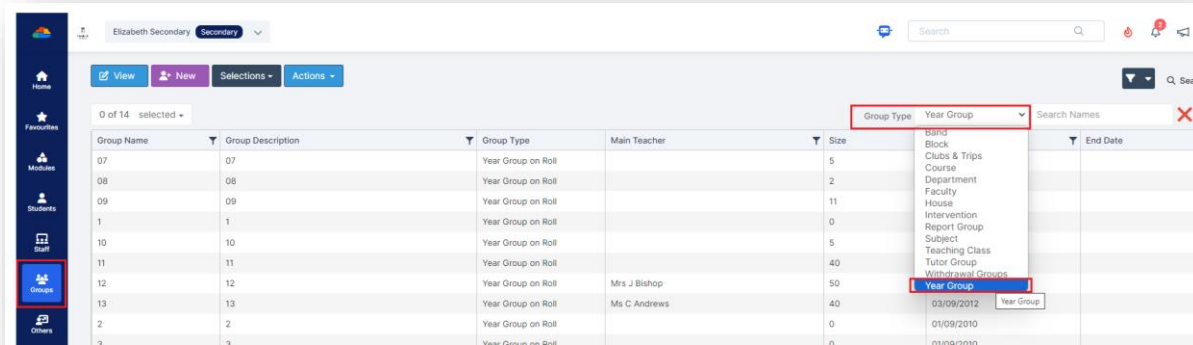
We recommend that you also review/update your **Detention Schedules** for each of your **Detention Types**, especially if you have changed your **Period Structure** for the new Academic Year.

For more information see [How to Create a Detention Schedule](#)

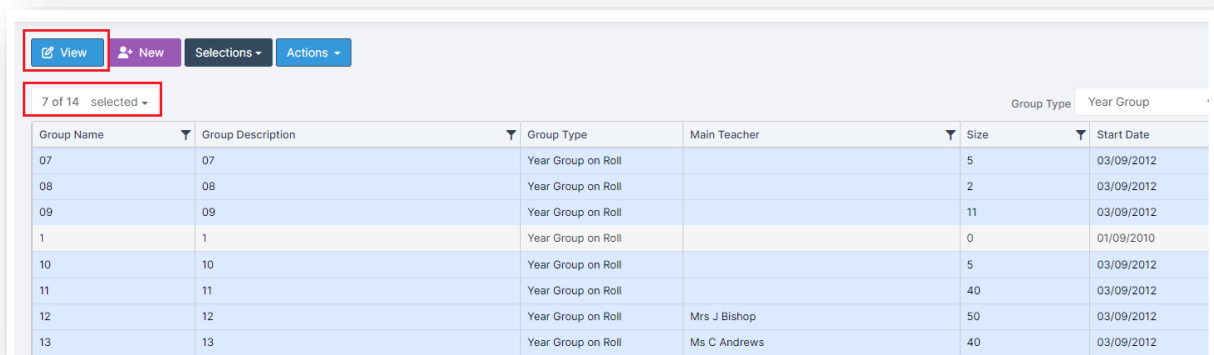
## Promoting Year Groups

Before we do any form of **Promotion** for the **Year Groups**, we need to ensure that each **Year Group** has a **Next Year Group** linked to it.

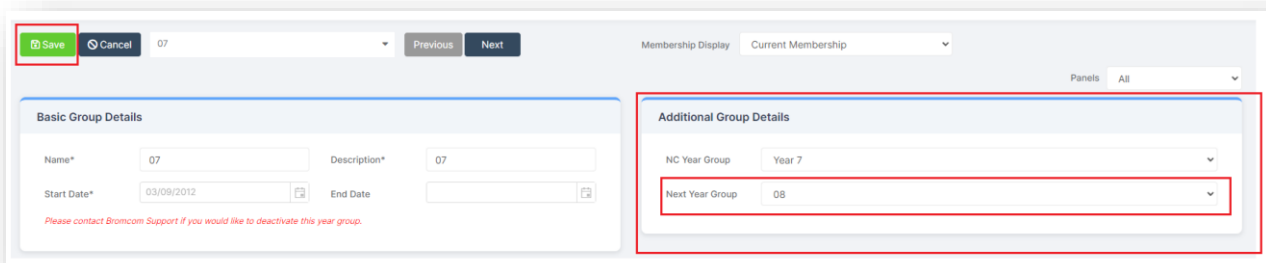
This can be done by going to **Groups>Group Type=Year Group>select your Year Groups** (you can select more than one)



Then **click View**.



Look in the **Additional Group Details** section and make sure that the **Next Year Group** drop down has the correct **Year Group** selected. Once you have entered the next **Year Group** you will be able to press **Save** and then click on the **Next** button to take you to the next **Year Group** if you have selected more than one **Year Group**



If your **Year Groups** already have the next **Year Group** entered, please skip this stage.

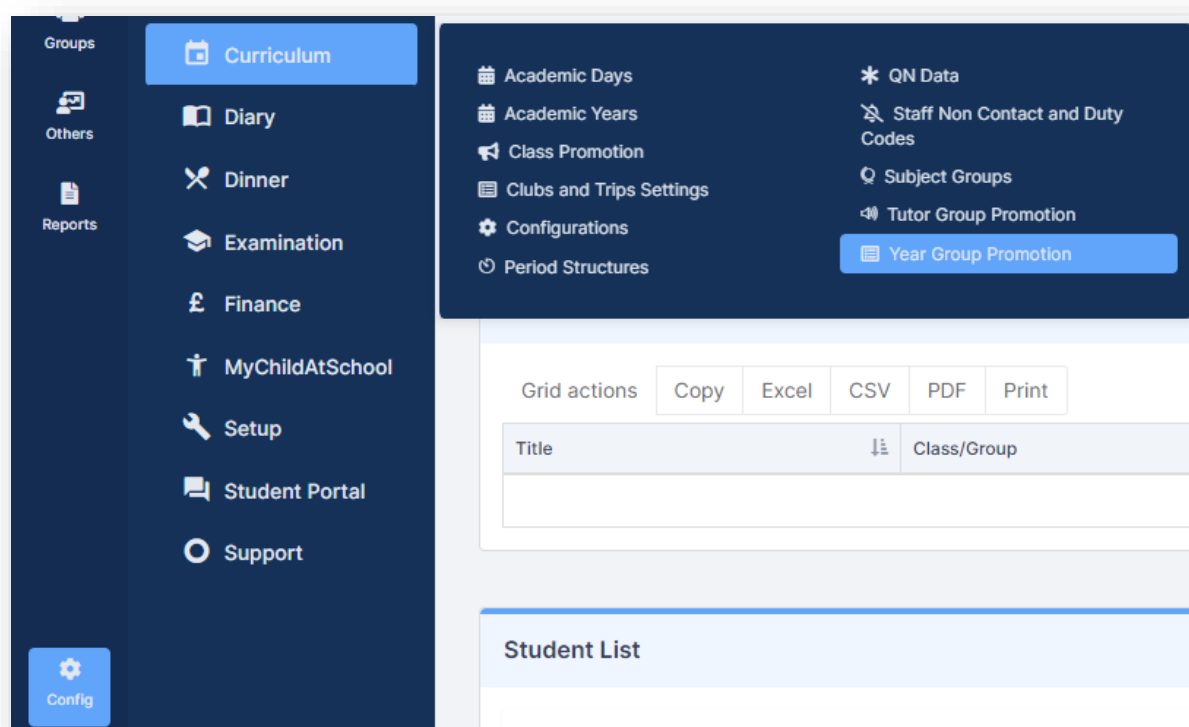
Year Groups continue so don't worry about the start and end dates. Note: It is not possible to amend the start and end dates for Year Groups

Please see the table below for guidance on how to set your **Current** and **Next Year Groups**. If you have **Year Groups** outside of this list and are not sure what the **Next Year Group** should be, please contact [Bromcom Support Desk](#).

**PLEASE DO NOT MAKE NEW YEAR GROUPS**, please contact [Bromcom Support Desk](#) if you have any queries

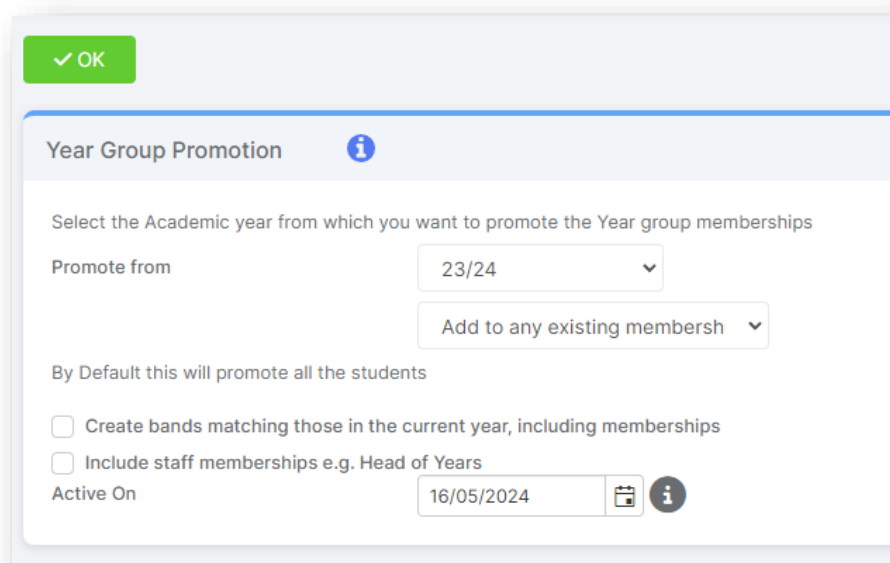
Current NC year	Current NC Year Name	Next Year Group
7	Year 7	8
8	Year 8	9
9	Year 9	10
10	Year 10	11
11	Year 11	12
12	Year 12	13
13	Year 13	13 (13 must have a Next Year Group in secondary schools)
?	<NOT SELECTED>	?

When you are ready to **Promote** all your **Year Groups**, go to **Config>Curriculum>Year Group Promotion**.





The **Year Group Promotion** page will then be displayed.



**Promote from** will be set to the **current year by default**, or last year if you are doing this in September. There are **two options** on the following dropdown menu:

- **Add to any existing Memberships** preserves any memberships that may have been added to the next year's **Year Group** by another means for example a new student that has been added to the system manually with a future start date in September.
- **Overwrite all existing memberships** will delete and existing memberships in the year group or next year and replace with those being promoted.

There are two additional checkboxes tick these to:

- **Create Bands** matching those in the **Current Year**, including **Memberships**, generally not used in **Primary Schools**.
- **Include staff memberships e.g., Head of Years**, where **Head of Years** are moving up with the **Year Group**. Otherwise, their association with the **Year Group** ends at the end of the **Academic Year**.

Finally, the **Active On** selector allows you to pick the date that **Year Group** memberships will be taken and promoted from.

**It is CRUCIAL that this is set to a Date in the CURRENT Academic Year before September**, when the Students are still in their **CURRENT Year Groups**.

This allows the **Students** to be Promoted in to the correct/next **Year Groups** in the new **Academic Year**. **Promoting from a Date in the new Academic Year will not work**, the **Active On Date** must in the **23/24 Academic Year**.

Clicking on the top left **OK** button will **Promote ALL** of your **Year Groups**.

**Important:** For a further in depth look at **Year Group** and **Tutor Group Promotion** please refer to the following guide [How to Approach Year Group and Tutor Group Promotion](#)

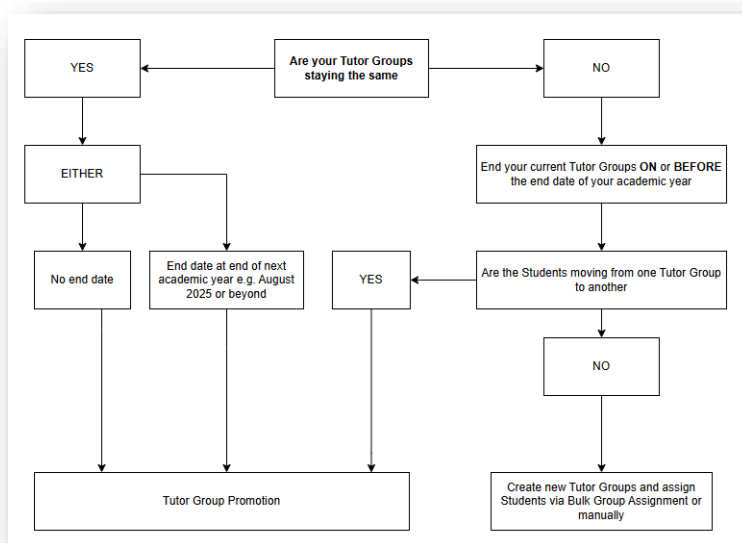
## Promoting Tutor Groups

**Note:** You do not need to promote **Mixed/Vertical Tutor Groups**, the Groups can remain unchanged without an End Date.

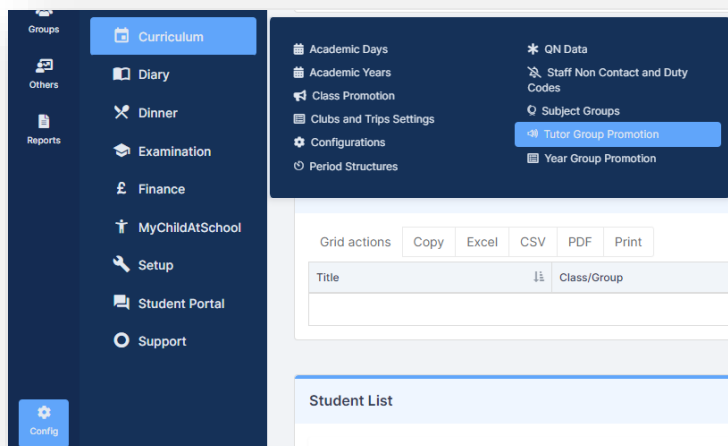
You would just need to amend the Student Memberships within the Groups by viewing the Tutor Group on the **Groups Page**, going to the Student Memberships panel and end dating the current 23/24 Student Memberships before using **Add Multiple** to add the new 24/25 Student Memberships.

**IF your current 23/24 Tutor Groups are ending, and you are not going to continue using the SAME groups next year** then **please ensure** that they have an **End Date** that is **BEFORE** the **Start Date** of the New **Academic Year** and that these Dates do not overlap

See the flowchart below for more information on **Promoting Tutor Groups**.



To **Promote Tutor Groups**, go to **Config>Curriculum>Tutor Group Promotion**



Click the **blue spy glass**, this will open the **Group Selector** list where you can select the **Tutor Groups** you wish to **Promote**.

Go

Select Tutor Group(s)

Tutor Group\*

Q

↶

✕

Click on the **Tutor Groups** you wish to **Promote** in the **Group Selector** list and click **Done**.

Group Selector

Group Name

Group Type

Main Teacher

Subject

Year Group

House

Active Date Filter

Attributes

10 results found | 8 items selected

Find

Clear

Select All

Select Last

Done

Group Name	Group Type	Main Teacher	Subject	Year Group	Band	Group Size
07A	Tutor Group	Mr J Bradley		07		7
10A	Tutor Group	Mrs K de Matos		10		5
11A	Tutor Group	Mr J Pattinson		11		20
11B	Tutor Group	Mr C Tallor		11		19
12A	Tutor Group	Mr J Bowles		12		25
12B	Tutor Group	Mrs J Bishop		12		25
13A	Tutor Group	Mr S Duffy		13		21
13B	Tutor Group	Mr S Mehmet		13		19
8A	Tutor Group			08		0
9A	Tutor Group	Mr B Cox		09		11

Then click **Go**.

Go

Select Tutor Group(s)

Tutor Group\*

Q

↶

✕

Selection List

11 group(s) selected

07A

✕

10A

✕

10B

✕

11A

✕

11B

✕

12A

✕

12B

✕

13A

✕

13B

✕

8A

✕

98A

✕

Promote
Save
Back

### Tutor Group Linkages

You can use Generate button to get an assumption for the next collection name

Generate
Clear
<NOT SELECTED>

<input type="checkbox"/>	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input type="checkbox"/>	07		07A	8A	<NOT SELECTED>
<input type="checkbox"/>	10		10A	11A	<NOT SELECTED>
<input type="checkbox"/>	10		10B	11B	<NOT SELECTED>
<input type="checkbox"/>	11		11A	12A	<NOT SELECTED>
<input type="checkbox"/>	11		11B	12B	<NOT SELECTED>
<input type="checkbox"/>	12		12A	13A	<NOT SELECTED>
<input type="checkbox"/>	12		12B	13B	<NOT SELECTED>
<input type="checkbox"/>	13		13A	13A	<NOT SELECTED>
<input type="checkbox"/>	13		13B	13B	<NOT SELECTED>
<input type="checkbox"/>	08		8A	9A	<NOT SELECTED>
<input type="checkbox"/>	09		9A	10A	<NOT SELECTED>

In **Tutor Group Linkages** click the Tutor Groups you wish to **Promote** (they will colour blue) and either click on the **Generate** button for the system to suggest a name for the **Next Tutor Group** OR alternatively type in the **Next Tutor Group** name yourself. Please keep in mind that this process will create brand new tutor groups if it cannot find an existing group with the same name. Therefore, if your tutor group names are remaining unchanged with no end date, please ensure that the names added into the next tutor group field match exactly

The changes can either be saved by clicking on the **Save** button and promoted later, allowing changes to be made first or move straight to the next step and click **Promote** to continue.

In the next screenshot you can choose to exclude any of the **Groups** by deleting them from the list using the **Red Delete** button.

### Tutor Group Promotion

Select the Academic year which you want to promote the Tutor Groups to and the date they should start

Promote To: 24/25

Start Date\*: 01/09/2024 End Date: 30/08/2025

The latest membership of each group will be promoted to the corresponding new group.  
This will transfer the current membership, where the group is still in use, or the membership as it stood on the group's end date, where the group is no longer active in the system

☒ Add to any existing memberships
☐ Overwrite all existing memberships

Student memberships are included by default, select others as required below:

☐ Maintain House Memberships linked to former Tutor Group  
☐ Include Staff Memberships e.g. Main Teacher and any Assistants  
☐ Include Room(s)

	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input type="checkbox"/>	07		07A	8A	
<input type="checkbox"/>	10		10A	11A	
<input type="checkbox"/>	11		11A	12A	
<input type="checkbox"/>	11		11B	12B	
<input type="checkbox"/>	12		12A	13A	
<input type="checkbox"/>	12		12B	13B	
<input type="checkbox"/>	08		8A	9A	
<input type="checkbox"/>	09		9A	10A	

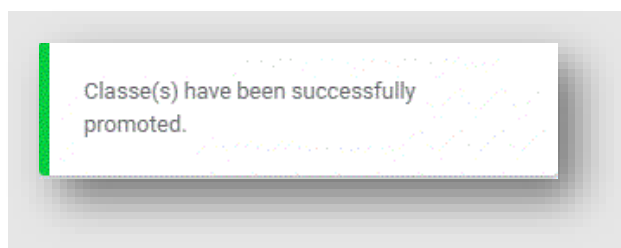
Select the **Academic Year** you will **Promote in to** from the dropdown list and set the appropriate **Start** and **End Dates** you wish to give your **Student Memberships** for the next **Academic Year**.

As with **Year Groups** you can **add to existing memberships** (default for safety) or **overwrite** (if promoting to pre-existing **Tutor Groups** please be aware that the overwrite feature will remove all current memberships that exist within the date range set above).

Other memberships can be passed on as well:

- **Houses** (ticked by default)
- **Staff** (not ticked by default)
- **Rooms** (not ticked by default)

Clicking on the **Go** button will create new group memberships based on the groups they were being promoted from and the old memberships will be given an end date at the end of the current academic year if they did not already have one.



**Hint:** If you want to **merge two Tutor Groups e.g., 11A1 and 11A2 become 12A** you cannot promote both to the same new group name initially (for safety reasons duplicate names are not allowed in the same promotion round). Promote one group first and then add the other group to the same new Tutor Group name a second time around.

**Important:** For a further in depth look at **Year Group Promotion** and **Tutor Group Promotion**, please refer to the following guide – [How to approach Year Group and Tutor Group Promotion](#)

## Adding Tutors to Tutor Groups

In this section, you will be shown how to add **Tutors** to **Tutor Groups** as **Associated Staff** and then assign them to the **Tutor** Timetable in **Associated Timetable**.

Once they are assigned in the **Associated Timetable** this will create the **Lessons Dashboard** view for the assigned **Tutor** and **Tutor Group**.

From the **left Menu** go to **Groups** and change the **Group Type** to **Tutor Group** (in a **Primary School** this will default to **Tutor Group**, in a **Secondary School** this will default to **Teaching Class**.)

Group Name	Group Description	Group Type	Main Teacher	Size	Seating Plans
07A	07A	Tutor Group	Mr Jason Pattinson	2	1
07B	07B	Tutor Group	Wayne Middleton	0	2
08A	08A	Tutor Group	Mr Martin Baker	2	3
08B	08B	Tutor Group	Wayne Middleton	49	1
09A	09A	Tutor Group	Senor Lydia Hesp	25	1
09B	09B	Tutor Group	Ms Ruth Middleton	23	1
10A	10A	Tutor Group	Mr John Condon	28	2

Next, select a **Tutor Group** so it is highlighted blue and then click on the **View** button, you can choose more than one **Tutor Group** and click **Next** to move through several groups.

Group Name	Group Description	Group Type
07A	07A	Tutor Group
07B	07B	Tutor Group
08A	08A	Tutor Group
08B	08B	Tutor Group
09A	09A	Tutor Group
09B	09B	Tutor Group
10A	10A	Tutor Group

If you are adding a **Tutor to a Tutor Group**, you need to **first** ensure that the required staff are visible in the **Associated Staff** panel.

To add a new member of staff click **Add New Record** in **Associated Staff**.

Staff Name	Role	Start Date	End Date	Actions
Mrs Mem Kutlay (LM)	Additional Tutor	29/08/2021	<input checked="" type="checkbox"/> Tracks group end date	

[Add New Record](#)

Location Name	Capacity	Description	Start Date	End Date	Actions
12A	35	Room 12	28/10/2021	<input type="checkbox"/> 27/08/2022	

[Add New Record](#)

Once all the required **Staff** have been added, scroll down to find the **Associated Timetable** panel.

This panel shows which **Staff** are assigned on which dates for which sessions, this in effect creates the Lessons Dashboard for the staff.

To **Add a Member of Staff to Multiple Sessions** in the Associated Timetable Panel click **Add Multiple**, which allows you to add a staff member to multiple periods in one process.

Associated Timetable

Add Multiple
Update Staff & Rooms
Delete
Teachers and Rooms

08/06/2022
27/08/2022
<NOT SELECTED>

Pressing **Add Multiple** opens the following pop out window.

Select the **Staff\*** and **Room\*** that you wish to add periods for, you can now either use the **table at the bottom of the screen** to add individual periods, or press **Add Multiple Periods**.

**Note:** Only **Staff** and **Rooms** that are already **Associated** with the **Tutor Group** will be available here.

Add multiple timetables for 08B

Staff\*
LM (Mrs Mem Kutlay)
Room\*
Room 12
Add Multiple Periods

Start Date	End Date	Week Day	Period	
08/06/2022	27/08/2022	Week 1 Monday	AM	✓

Cancel
Save

**Add Multiple Periods** opens another pop out window where you can select all the periods you would like to add for the required **Start/End Date**.

**Note:** You need to press **shift** or **control** on your keyboard while you click on periods to select more than one. Pressing **Save** takes you back to the original pop out window.

Add Bulk Timetable Periods

Start Date
08/06/2022
End Date
27/08/2022

Timetable Periods

Week 1 Monday AM
Week 1 Monday PM
Week 1 Tuesday AM
Week 1 Tuesday PM
Week 1 Wednesday AM
Week 1 Wednesday PM
Week 1 Thursday AM
Week 1 Thursday PM
Week 1 Friday AM
Week 1 Friday PM
Week 2 Monday AM
Week 2 Monday PM

Cancel
Save

**Add multiple timetables for 08B**

Staff\*

Room\*

Start Date	End Date	Week Day	Period	
08/06/2022	27/08/2022	Week 1 Monday	AM	<input type="button" value="X"/>
08/06/2022	27/08/2022	Week 1 Tuesday	AM	<input type="button" value="X"/>
08/06/2022	27/08/2022	Week 1 Wednesday	AM	<input type="button" value="X"/>
08/06/2022	27/08/2022	Week 1 Thursday	AM	<input type="button" value="X"/>
<input type="text" value="08/06/2022"/> <input type="button" value="Calendar"/>	<input type="text" value="27/08/2022"/> <input type="button" value="Calendar"/>	<input type="text"/>	<input type="text" value="AM"/>	<input type="button" value="X"/>

You can now see all the chosen periods and if you are happy with them, press **Save**

Once you have added your Tutors to your Tutor Groups you can then generate the AM/PM Timetable . See [How to use the Tutor Group Timetable Generator](#)

## Promoting Classes

**Class Promotion** isn't required if assigning your Students to Groups with **Bulk Group Assignment** see [How to Use Bulk Group Assignment](#) .

**Class Promotion** and **Bulk Group Assignment** are an **EITHER/OR** process

**Choose from ONE of the following processes.**

1. Import new Timetable with new groups for next year then use **Bulk Group Assignment** to assign the Students to the new Classes
2. Import your new Timetable with new groups for next year then use **Class Promotion** to assign the students **being very careful to ensure Class Names match EXACTLY**
3. Use **Class Promotion** to create your classes and assign students to the new classes.

Go to **Config>Curriculum>Class Promotion**, click the blue find icon to select the **Classes** to be **Promoted** and click on the **Go** button.

Select Class(es)

Group Name\*

6 group(s) selected

- 10EN/A1
- 10EN/B1
- 10MA/B1
- 10FR/B1
- 10MA/A1
- 10Sc/A1



Select **the classes in the list** and click on the **Generate** button for the system to suggest a name for the next **Class**, alternatively type in the new name. The changes can either be saved by clicking on the **Save** button and promoted later, allowing changes to be made first or move straight to the next step and click **Promote** to continue.

PromoteSaveBack

Class Linkages

You can use Generate button to get an assumption for the next collection name

GenerateClear<NOT SELECTED>

<input checked="" type="checkbox"/>	Year Group	Band	Class Name	Next Class	Next Band
	10		10EN/A1	11EN/A1	<NOT SELECTED>
	10		10EN/B1	11EN/B1	<NOT SELECTED>
	10		10FR/B1	11FR/B1	<NOT SELECTED>
	10		10MA/A1	11MA/A1	<NOT SELECTED>
	10		10MA/B1	11MA/B1	<NOT SELECTED>
	10		10Sc/A1	11Sc/A1	<NOT SELECTED>

GoReset

Class Promotion

Select the Academic year which you want to promote the Classes to and the date they should start

Promote To24/25

Start Date\*01/09/2024End Date30/08/2025

The latest membership of each group will be promoted to the corresponding new group.

This will transfer the current membership, where the group is still in use, or the membership as it stood on the group's end date, where the group is no longer active in the system

☒ Add to any existing memberships

☐ Overwrite all existing memberships

Student memberships are included by default, select others as required below:

☐ Include Staff Memberships e.g. Main Teacher and any Assistants

☐ Include Room(s)

	Year Group	Band	Class Name	Next Class	Next Band
<input checked="" type="checkbox"/>	10		10EN/A1	11EN/A1	
<input checked="" type="checkbox"/>	10		10EN/B1	11EN/B1	
<input checked="" type="checkbox"/>	10		10FR/B1	11FR/B1	
<input checked="" type="checkbox"/>	10		10MA/A1	11MA/A1	
<input checked="" type="checkbox"/>	10		10MA/B1	11MA/B1	
<input checked="" type="checkbox"/>	10		10Sc/A1	11Sc/A1	

**Important:** If you have imported a timetable, it is crucial to **enter the new class names exactly as they appear in the timetable**. This ensures that the wizard promotes the students into the classes that have already been created by the timetable, rather than creating more classes and promoting students into them incorrectly .

**Please contact the Helpdesk if you need any assistance with this process**

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Secondary End of Year 2024-2025 Guide

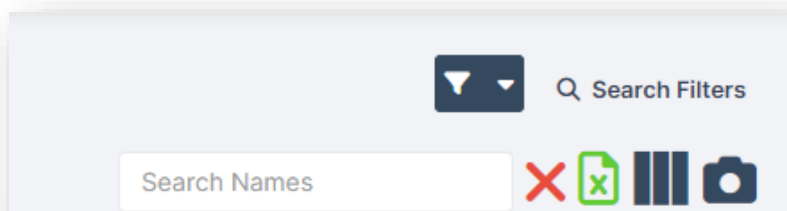
## Adding New Students

These can be added by any or all the options below:

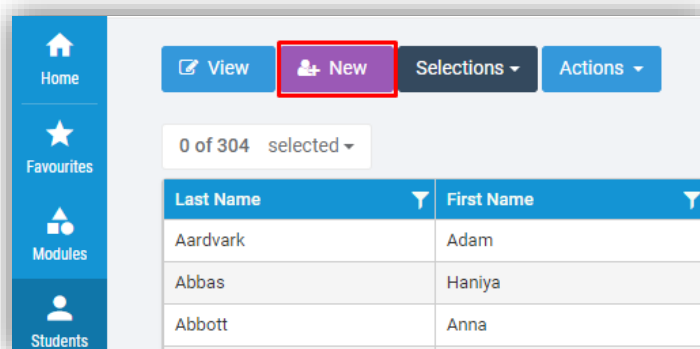
### Add a Student Manually;

Go to **Students** by clicking Students in the left hand vertical menu.

Tip: Best practice is to check the **Student doesn't** already exist in the database by typing their name into the top right **Search Names** box



Once you've checked the **Student** doesn't exist click the top left **New** button



This will open a form to enter in the new **Students** information. **Note:** The **Entry Date** defaults to **today's date**, amend if required.

A screenshot of the 'Create New Student' form. The form is divided into two columns of input fields. The left column includes: 'Legal First Name\*', 'Middle Name(s)', 'Pref. First Name', 'Gender\*' (with a dropdown menu showing '<NOT SELECTED>'), 'Birth Certificate' (with a checkbox for 'Seen'), 'Student Type\*' (with radio buttons for 'On Roll' and 'Pre-Admission'), 'Entry Date\*' (with a date picker showing '07/06/2022'), 'Enrolment Status\*' (with a dropdown menu showing 'Current(Single Registra...)', 'Attend Mode\*' (with a dropdown menu showing 'All Day'), 'Chronological YG', 'Group Name' (with a search icon), and 'House' (with a dropdown menu showing '<NOT SELECTED>'). The right column includes: 'Legal Last Name\*', 'Former Last Name', 'Pref. Last Name', 'Date Of Birth\*' (with a date picker), 'Age', 'Admission No\*' (with a text input showing 'S0358A'), 'Sessions per week\*' (with a text input showing '10'), and 'Curriculum Year Gp\*' (with a dropdown menu showing '<NOT SELECTED>'). At the bottom, there is a checkbox for 'Data processing consent has been granted' and three buttons: 'Save', 'Save & Add Siblings', and 'Cancel'.

Fill in the details and click on the **Save** button, this will now open the **Student Details** page on the **Profile Tab** option where additional information can be added. All fields marked \* must be completed.

Remember that you can also specify the **student's Tutor Group** and House for the **next Academic Year**.

## CTF Import

**Note:** You will need a valid **CTF file** to carry out this process

Click on **Students** in the left hand menu to open the **Student List** page.

Then from the **Actions** drop down click **CTF Import**, you do not need to select any **Students** in the **Student List** page

The screenshot shows the 'Student List' page interface. On the left is a blue sidebar menu with icons and labels for Home, Favourites, Modules, Students (highlighted), Staff, Groups, Others, and Reports. The main content area has a top bar with 'View', 'New', 'Selections', and 'Actions' buttons. Below this is a table with columns 'Last Name' and 'First Name'. The table contains 20 rows of student data. Above the table, it says '0 of 305 selected'. To the right of the table, the 'Actions' dropdown menu is open, displaying a list of actions. The 'CTF Import' option at the bottom of the menu is highlighted with a red rectangular box.

Last Name	First Name
Aardvark	Adam
Abbas	Haniya
Abbott	Anna
Abbott	Dave
Addison	David
Addison	Harry
Addison	Rachel
Adesiyan	Emma
Adia	Rizwaan
Ahmed	Cameron
Ahmed	Michelle
Ahmed	Shaun
Ainsworth	Charlotte
Ainsworth	Wesley
Alwadi	Dina
Antonia	Harriett

- Confirm Dinner Payments
- Confirm Dinner Numbers
- Process Leaver(s)
- Quick Edit
- Re-Admit Student(s)
- Send SMS/Email
- Transfer Dinner Funds
- Assessment
- Attendance
- Behaviour Event
- Detention
- Dinner Payment
- Dinner Register
- Dinner Account Balance
- Support Event
- Intervention
- Safeguarding Incident
- CTF Export
- Manual Data Export
- ATF Import
- CTF Import**

This will open the **CTF Import** page.

CTF Import

Select the file that you want to import from and then complete the choices below

**Browse** Choose a file

☒ Student Basic Details ☒ Student Contacts ☒ Student Addresses

☒ SEN Information ☒ Looked After ☒ School History

☒ Student Optional Identifiers ☒ FSM History

☒ Assessment Data ☒ Y1 Phonics Check Data ☒ Key Stage 3

☒ Early Years Foundation Stage ☒ Key Stage 2

☒ Key Stage 1

In case of existing students, use CTF to: Complete Missing Data

Select the text format to apply to names: Use Initial Capital Letters for all

If the file contains new students (i.e. any that are not already recorded in the database), should they be placed into: On Roll

Enter Admission Date 01/09/2022

If the file contains LEAVER students (ie. any that are already in system with a date of leaving) should they be: Excluded from import

Data relating to existing students will automatically be applied as appropriate.

**Next >** **Cancel**

Click on the top left **Browse** button to navigate to the **CTF Import file in your PC**, select it, and click on the **Open** button.

For the **Complete Missing Data/Overwrite** drop down choices. **Overwriting** will replace the data that is present for that **Student** in the system with the data included in the **CTF** where the information is different, so should be approached carefully. While **Complete Missing Data** will use the **CTF** data to complete any missing parts of the **Student's** record.

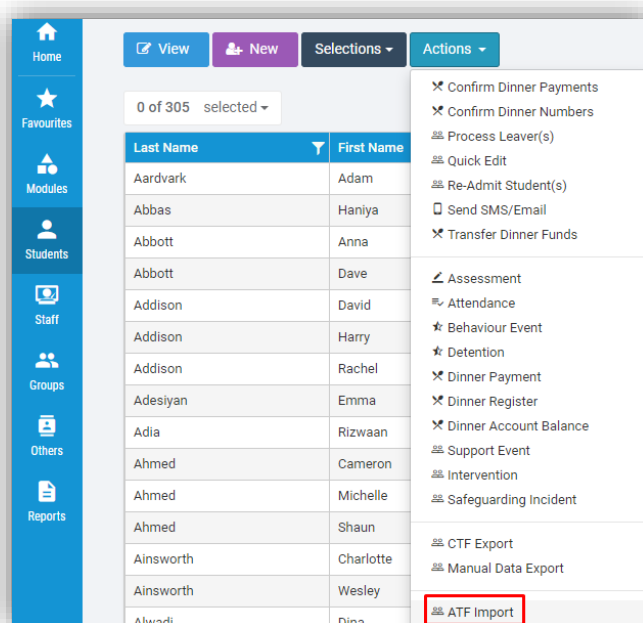
Then enter in the date for **Enter Admission Date\*** for when the new **Student(s)** will be starting. This will **default to today's date**.

Normally this would be the first day of the first term of the new **Academic Year**.

Once you are happy, click on the **Next** button, check the data, and then click on the **Import** button to Import the **Students** into the system. For more information see [How to Add/Update Students with a CTF Import](#)

## ATF Import

Go to **Students List** page and from the **Actions** dropdown click on the **ATF Import** button.



This will open the **ATF Import** page.

A screenshot of the 'ATF Import' page. At the top, it says 'Select the file that you want to import from and then complete the choices below'. There is a 'Browse' button and a text input 'Choose a file'. Below this are three columns of checkboxes for data to import: 'Student Basic Details', 'SEN Information', 'Student Optional Identifiers', 'Early Years Foundation Stage', 'Key Stage 1', 'Student Contacts', 'Looked After', 'FSM History', 'Y1 Phonics Check Data', 'Key Stage 2', 'Student Addresses', 'School History', and 'Key Stage 3'. Below the checkboxes, there are two dropdown menus: 'In case of existing students, use ATF to:' with 'Complete Missing Data' selected, and 'Select the text format to apply to names:' with 'Use Initial Capital Letters for all' selected. There is also a 'Pre-Admission Groups\*' dropdown with '<NOT SELECTED>' and a refresh button. Below that is an 'Enter Admission Date' field with a date picker showing '01/09/2022'. At the bottom are 'Import' and 'Cancel' buttons.

Click on the top left **Browse** button to navigate to the **ATF Import** file on your PC, select it, and click on the **Open** button.

Next, select the **Pre-Admission Group\*** you wish to import students in to, this will remove the **Enter Admission Date** box as the **Admission Date** will be coming from the **Admission Date** defined in the **Pre-Admission Group**.

Once you are happy, click on the **Import** button to **Import** the **Students** into the system.

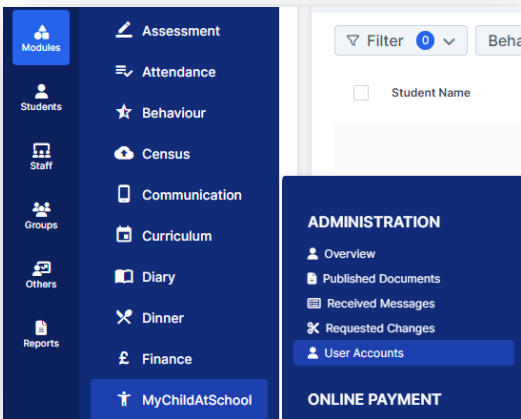
For more information see [How to Add Pre Admissions Students using ATF and CTF Imports](#)

If you have any questions on making **Students Leavers**, please see the following **Guide**: [How to Process a Leaver](#)

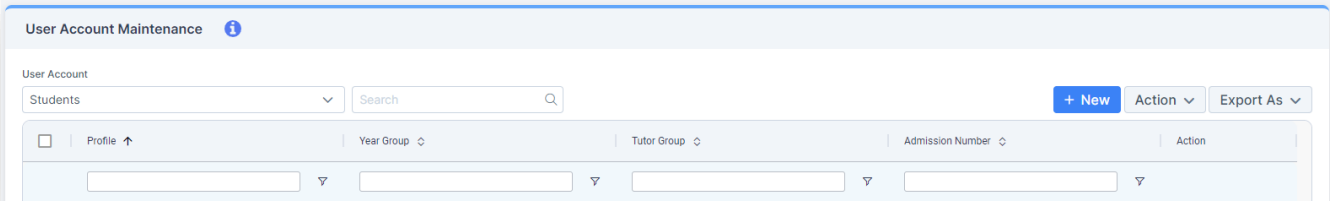
If you use **MyChildAtSchool**, proceed to the next section, otherwise move to [Data Archiving and DMS Storage](#) in this guide.

# Creating New MyChildAtSchool

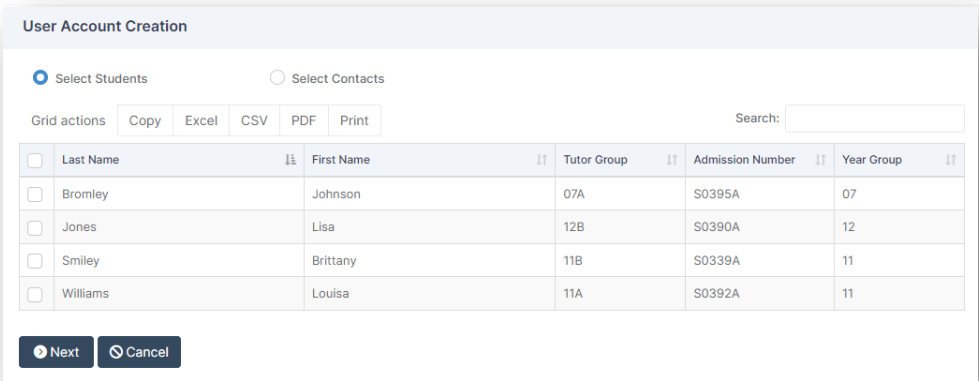
If you use **MyChildAtSchool**, go to **Modules>MyChildAtSchool>User Accounts**.



From **User Account Maintenance** page click **New** to get to the **User Account Creation** popup.



Choose **Select Students** to see a list of the **Students** that **are not** linked to an MCAS Account



Select the required **Students** and click **Next**.

**User Account Creation**

☒ Select Students ☐ Select Contacts

Grid actions: Copy Excel CSV PDF Print Search:

Access	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input checked="" type="checkbox"/>	Ahmad	Richard	09B	00030	09
<input checked="" type="checkbox"/>	Ahmed	Charlotte	09A	00046	09
<input checked="" type="checkbox"/>	Ahmed	Lesley	09B	00002	09
<input type="checkbox"/>	Alex	Makoto	09A	00003	09
<input type="checkbox"/>	Alexander	Susan	09B	00033	09
<input type="checkbox"/>	Alpha	Johnny	09A	00035	09
<input type="checkbox"/>	Amato	Amelia	09B	00038	09
<input type="checkbox"/>	Arkowski	Andrzej	09B	00004	09
<input type="checkbox"/>	Asvani	Angela	09A	00027	09
<input type="checkbox"/>	Atkinson	Adam	09B	00001	09
<input type="checkbox"/>	Rahh	Inhn	09A	00028	09

**Important : Manual or Auto:** If you are creating several **Accounts** at the same time, select the **Auto** radio button. If you want to create **Accounts** for only one **Student** select **Manual**.

**User Account Creation**

☐ Manual (Ideal for creating individual accounts)

☒ Auto (Ideal for creating new accounts en masse, meeting the criteria set below)

Contact priority level and Parental Responsibility

☒ Parental Responsibility (Note that any contacts with a Court Order will be ignored and need to be manually dealt with to set up an account)

Contact Priority ☒ All ☒ 1

Access	Contact Name	Student First Name	Student Last Name	Relation	Admission No	Tutor Group	Year Group	Priority	Parental Responsibility	Court Order Restriction	Show Stude Detail
<input checked="" type="checkbox"/>	Miss E Allison	Jack	Wade	Mother	00024994	7JL	7	1	Yes	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Miss E Allison	Noah	Bell	Mother	00024996	7JL	7	1	Yes	No	<input checked="" type="checkbox"/>

Once you press **Generate**, you will receive a **success notification** and you will see a list of the **Contacts** who now have an **MCAS Account**, click **Send Generate Password Email**.

**User Account Creation**

Grid actions: Copy Excel CSV PDF Print

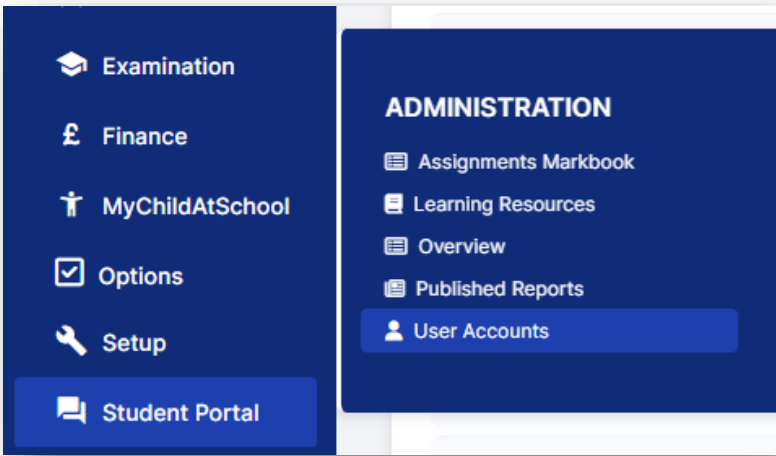
Contact Name	Is Active	Students	Email Address
Miss E Allison	Enabled	Jack Wade, Noah Bell	E5113186274@bromcomcloud.com

For more information see [How to Create New MCAS Accounts](#).

# Creating New Student Portal Accounts

## Without Single Sign-On

Go to **Modules>Student Portal>User Accounts**



Once this page loads, any existing **Student Portal User Accounts** will show on the page as seen on the example below;

A screenshot of a web application interface titled 'User Account Maintenance'. At the top are buttons for 'New', 'Edit', 'Delete', 'Import', and 'Action'. Below the title are tabs for 'Grid actions', 'Copy', 'Excel', 'CSV', 'PDF', and 'Print', along with a search bar. The main part of the interface is a table with 13 columns: Admission Number, Last Name, First Name, Tutor Group, Year Group, Username, Windows Account Name, Recovery Email, Email Verified, Invitation Code, Active, and Status. The table contains 10 rows of data for various users.

	Admission Number	Last Name	First Name	Tutor Group	Year Group	Username	Windows Account Name	Recovery Email	Email Verified	Invitation Code	Active	Status
<input type="checkbox"/>	00001	Atkinson	Adam		07	Atkinson51			No	SF5D6F824B	Yes	
<input type="checkbox"/>	00002	Ahmed	Lesley		07	Ahmed53			No	EE65E4B143	Yes	
<input type="checkbox"/>	00006	Aziz	Amanda		07	Aziz67			No	F92176004B	Yes	
<input type="checkbox"/>	00021	Ryan	Chris		07	s01			No	3394453F45	Yes	
<input type="checkbox"/>	00028	Babb	John		07	Babb139			No	FDC6681D4D	Yes	
<input type="checkbox"/>	00030	Ahmad	Richard		07	Ahmad147			No	DC3135E040	Yes	
<input type="checkbox"/>	00031	Abioye	Bettina		07	Abioye150			No	09E9922F4C	Yes	
<input type="checkbox"/>	00032	Addison	David		07	David			No	10EAA5FB45	Yes	
<input type="checkbox"/>	00033	Alexander	Susan		07	susan			No	C7EFB15944	Yes	

In this example, we have started with a blank setup so that the full process can be shown, and a first time set up for **Student Portal User Accounts** is displayed.

A screenshot of the same 'User Account Maintenance' interface as above, but the table is empty. Below the table header, the text 'No data available in table' is displayed.

	Admission Number	Last Name	First Name	Tutor Group	Year Group	Username	Windows Account Name	Recovery Email	Email Verified	Invitation Code	Active	Status
No data available in table												



Once the **User Accounts** page loads, it will be blank because there are no existing **User Accounts** yet. From here, press **New**.

Once you press **New**, this will open a new section where all of the Students without **User Accounts** are displayed, and you have the following options:

- **Current** - This option refers to Students who are currently on Roll.
- **Leaver** - This option refers to Students who have been processed as Leavers.
- **Future** - This option refers to Students who have a future start date/will be joining.

Set this to **Current** and it will provide you with all of the on roll Students without accounts yet.

The screenshot shows the 'User Account Creation' form. At the top, there are three radio buttons: 'Current' (selected), 'Leaver', and 'Future'. To the right of these is a checkbox labeled 'Select All'. Below the radio buttons is a 'Grid actions' bar with buttons for 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. To the right of this bar is a 'Search:' input field. Below these elements is a table with five columns: 'Last Name', 'First Name', 'Tutor Group', 'Adm. No.', and 'Year Group'. The table contains ten rows of student data. At the bottom of the form are two buttons: 'Next' and 'Cancel'.

Last Name	First Name	Tutor Group	Adm. No.	Year Group
Abbott	Dave	10B	S0041A	10
Addison	David	07B	00032	07
Addison	Harry	08A	S0303A	08
Addison	Rachel	10B	S0193A	10
Adia	Rizwaan	08A	S0304A	08
Ahmad	Richard	07A	00030	07
Ahmed	Cameron	10B	S0123A	10
Ahmed	Charlotte	07B	00046	07
Ahmed	Lesley	07A	00002	07

From here, you can either use the **Select All** option, or individually click on the specific Students you want to create **User Accounts** for and press **Next**.

This screenshot shows the 'User Account Creation' form with the 'Future' radio button selected. The 'Select All' checkbox is checked and highlighted with a red box. The 'Next' button is also highlighted with a red box. The table of student data is identical to the one in the previous screenshot.

Last Name	First Name	Tutor Group	Adm. No.	Year Group
Abbott	Dave	10B	S0041A	10
Addison	David	07B	00032	07
Addison	Harry	08A	S0303A	08
Addison	Rachel	10B	S0193A	10
Adia	Rizwaan	08A	S0304A	08
Ahmad	Richard	07A	00030	07
Ahmed	Cameron	10B	S0123A	10
Ahmed	Charlotte	07B	00046	07
Ahmed	Lesley	07A	00002	07

Once you press **Next**, this will take you to the account generation page where you can select to **Auto** or **Manually** Generate the Accounts.

It is recommended here to use **Auto**, especially if you are doing this in bulk. This means that the format of the User Accounts is consistent, and the process is more efficient.

When you are ready press **Save**.

User Account Creation

☐ Manual

(Ideal for creating individual accounts)

☒ Auto

(Ideal for creating new accounts en masse, this option will Auto Generate the User Name and password for each student, meeting the criteria set below)

Based on your selection, students below will have user accounts.

Admission No	Student Last Name	Student First Name	Tutor Group	Year Group
S0041A	Abbott	Dave	10B	10
00032	Addison	David	07B	07
S0303A	Addison	Harry	08A	08
S0193A	Addison	Rachel	10B	10
S0304A	Adia	Rizwaan	08A	08
00030	Ahmad	Richard	07A	07
S0123A	Ahmed	Cameron	10B	10
00046	Ahmed	Charlotte	07B	07
00002	Ahmed	Lesley	07A	07

Back

Save

Cancel

Pressing **Save** takes you to the final step where the Accounts have been created.

You can choose to **Send the Invitation Code Emails** at this point or press **Close** and send the Emails in your own time.

User Account Creation

Student Name	Login Name	Invitation Code	Is Active
Abbott Dave	Abbott498	E6DC109448	Yes
Addison David	Addison152	CC059D1B4C	Yes
Addison David	Addison152	CC059D1B4C	Yes
Addison Rachel	Addison2456	20F468A045	Yes
Addison Harry	Addison2924	988029DB48	Yes
Adia Rizwaan	Adia2925	BB2A454F4C	Yes
Ahmad Richard	Ahmad147	6BDD90EB43	Yes
Ahmed Charlotte	Ahmed192	A0EB0BEE4B	Yes
Ahmed Michelle	Ahmed2010	8164DDA148	Yes

Close

Send Invitation Code Emails

When you return to **Modules>Student Portal>User Accounts**, all of your Students with User Accounts will now be visible.

If you did not send the **Invitation Code Emails** in the last step of the process, you can now send the Emails from **Modules>Student Portal>User Accounts Page** under **Action** as seen below;

New

Edit

Delete

Import

Action

User Account Maintenance

Grid actions

Copy

Excel

CSV

PDF

Print

	Admission Number	Last Name	First Name	Tutor Group	Year Group	Username
<input checked="" type="checkbox"/>	00001	Atkinson	Adam		07	Atkinson51
<input checked="" type="checkbox"/>	00002	Ahmed	Lesley		07	Ahmed53
<input checked="" type="checkbox"/>	00003	Alex	Makoto		07	Alex56
<input type="checkbox"/>	00004	Arkowski	Andrzej		07	Arkowski59
<input type="checkbox"/>	00006	Aziz	Amanda		07	Aziz67

!

Confirmation

System will send Invitation Code Email to all selected student(s). Do you want to proceed?

Cancel

Proceed

You will now also see that when you open a Student's Record, the **Graduation Cap** on the top right of their record is now **Green**.

Previously this will have been **Grey** before a **User Account** was created for them.

Student **without** a User Account

Abbott, Dave

Previous

Next

CTF Export

Quick Letter

Abbott Dave

Gender

Date of Birth

Year Group

Admission No.

House

Tutor Group

UPN

Male

23/12/2005

10

S0041A

Brunel

10B

R204639814020

email1270@bromcomcloud.com

07722853955

Churchill Court, Westmoreland Road, Bromley, BR1 1DP

Solar Urticaria

Graduation Cap

Bus

All

When it is **Green**, you can click on this to preview the Student's **Student Portal** account.

Student **with** a User Account

Abbott, Dave

Previous

Next

CTF Export

Quick Letter

Abbott Dave

Gender

Date of Birth

Year Group

Admission No.

House

Tutor Group

UPN

Male

23/12/2005

10

S0041A

Brunel

10B

R204639814020

email1270@bromcomcloud.com

07722853955

Churchill Court, Westmoreland Road, Bromley, BR1 1DP

Solar Urticaria

With Single Sign-on

If you are creating Student Portal **User Accounts** and you have enabled the option for **Single Sign-On Providers** within **Config>Student Portal>General Settings**, then the process is a little different to the method where it is not enabled.

Save

General Settings

Student Portal Page Title

Hi %StudentName%. Welcome Back!

Hint: You can add student name into title by including %StudentName% into your text.

☒ Enable Messaging

☒ Enable Single Sign-On Providers

When you are on **Modules>Student Portal>User Accounts**, you will **ONLY** be able to **Import** new **User Accounts** not create them manually.

Edit

Delete

Import

User Account Maintenance

Grid actions

Copy

Excel

CSV

PDF

Print

	Admission Number	Last Name	First Name
<input type="checkbox"/>	00001	Atkinson	Adam
<input type="checkbox"/>	00002	Ahmed	Lesley
<input type="checkbox"/>	00006	Aziz	Amanda
<input type="checkbox"/>	00021	Ryan	Chris
<input type="checkbox"/>	00028	Babb	John

50

Secondary End of Year 2024-2025 Guide

To obtain the correct template which allows you to **Import User Accounts**, use the **CSV** Button highlighted below.

User Account Maintenance <span></span>			
Grid actions			
Copy Excel <b>CSV</b> PDF Print			
<input type="checkbox"/>	Admission Number	Last Name	First Name
<input type="checkbox"/>	00001	Atkinson	Adam
<input type="checkbox"/>	00002	Ahmed	Lesley
<input type="checkbox"/>	00021	Ryan	Chris
<input type="checkbox"/>	00028	Babb	John

This will export the existing list of User Accounts to your PC as a CSV Download.

It is crucial that you do not amend the Headings within the file otherwise the Import will not work.

A1									
A	B	C	D	E	F	G	H	I	J
1	Admission Number	Last Name	First Name	Tutor Group	Year Group	Single Sign-On	Active	Status	
2	1	Atkinson	Adam	08B	8	bradley.h	Yes	Current	
3									
4									

Leave the Headings as they are and populate the fields below them correctly for each Student and save the file.

Once the data has been entered, you will be able to **Import** the CSV File on the **User Accounts** page, which will create the User Accounts for you.

**Note:** New **User Accounts** need to be linked to an Office365 or Google Email Address to use Single Sign-On.

## Data Archiving and DMS Storage

This section will assist you with **Archiving** the oldest **Academic Year** in your MIS system and how to manage the **DMS Storage** linked to your MIS system.

### Data Archiving



Please note that this process is **IRREVERSIBLE** so ensure you have reviewed the process carefully before completing.

Please call the Helpdesk on 020 8290 7177 if you have any questions.

To see the previous **Academic Years** that have been archived on your system, go to **Modules>Setup>Data Archiving**. It may show nothing if this is the first time you are performing this process.

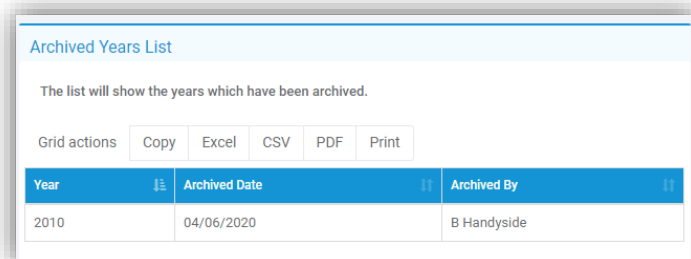
Archived Years List		
The list will show the years which have been archived.		
Grid actions	Copy	Excel
	CSV	PDF
	Print	
Year	Archived Date	Archived By
No data available in table		

The **Archiving** process and which **Academic Year** will be processed will be displayed on the **Data Archive Configuration** page. From here you can also review exactly what will be archived and what will be **permanently deleted** from your MIS system.

Archive Oldest Academic Year
This process will archive oldest academic year in the system: 2012
The following data will be transferred to archive tables and removed from the system:
<ul style="list-style-type: none"><li>• Attendances (AM/PM &amp; Class)</li><li>• Assessment Results</li><li>• Behaviour Events</li><li>• Exam Results</li></ul>
The following data and their links will be deleted from system permanently for selected academic year:
<ul style="list-style-type: none"><li>• Groups, Memberships and Timetables (inc. Classes &amp; Tutor Groups)</li><li>• Cover Data</li><li>• Exams Data</li><li>• Detentions</li><li>• Academic Year Calendar</li><li>• Attendance Comments</li><li>• Student's Planning Learning Hours</li><li>• Support Timetables</li></ul>
Data transferred into archive tables can be accessed and reported via Reporting module's ARCHIVE section.
This process is IRREVERSIBLE! Please enter your password below and click the "Archive Now" button to start the archiving process!
<input type="password"/>
<button>Archive Now</button>

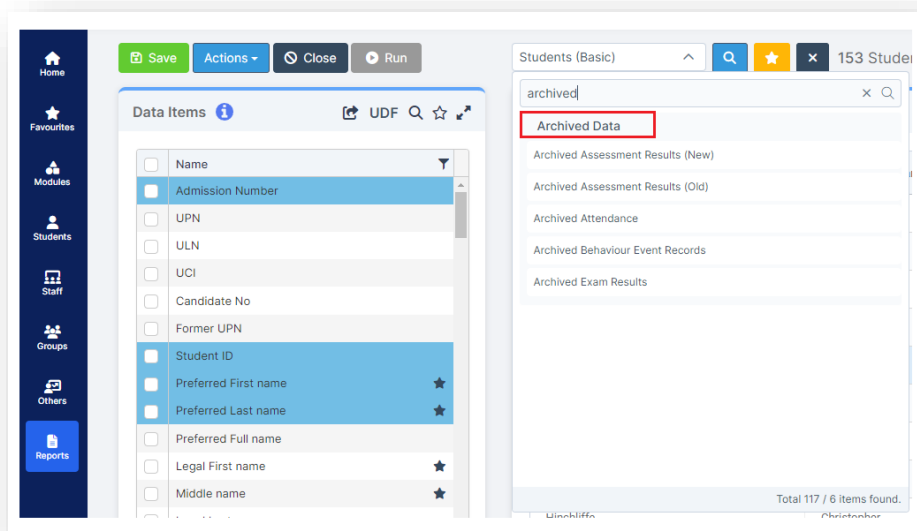
Once you have reviewed and are happy to proceed, you will need to enter your **MIS Account Password** before clicking on the **Archive Now** button.

The process will run and take you back to the previous screen with a confirmation message at the top of the page to indicate the process completed successfully and now you should see the **Academic Year** you have just archived in the **Archive Years** list.



The list will show the years which have been archived.		
Grid actions: Copy Excel CSV PDF Print		
Year	Archived Date	Archived By
2010	04/06/2020	B Handyside

You can also access report on **Archived Data** from **Reports> Quick Reports** and select the **Archived Data** domain



## DMS Storage

You should also review your **DMS Storage** and remove any reports/documents that are no longer needed. Please refer to the **Managing the DMS** guide that is available in the **Documentation Centre**: [How to Manage the DMS](#).

This is the end of the **End of Year Guide for Secondary School 2024-2025**

If you have any issues or queries, please do not hesitate in contacting the Helpdesk on **020 8290 7177**.

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