

# **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.

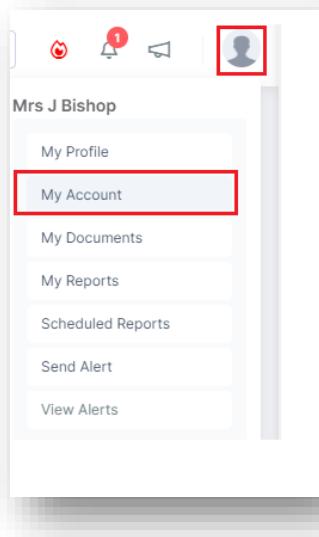
- Will the **Heads of Year** (or their equivalent) and other staff associated with the **Year**, be promoted with their **Year Group**?
- What will this year's **Tutor Groups** be called next year? Will they have the same **House**, **Staff** and/or **Room** associated with them?
- Have you checked the 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**.



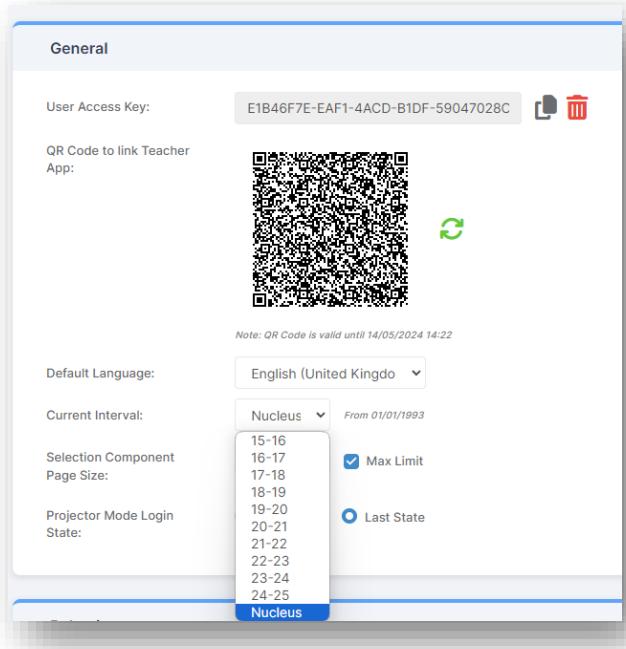
## Interval Setting for the End-of-Year.

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**.

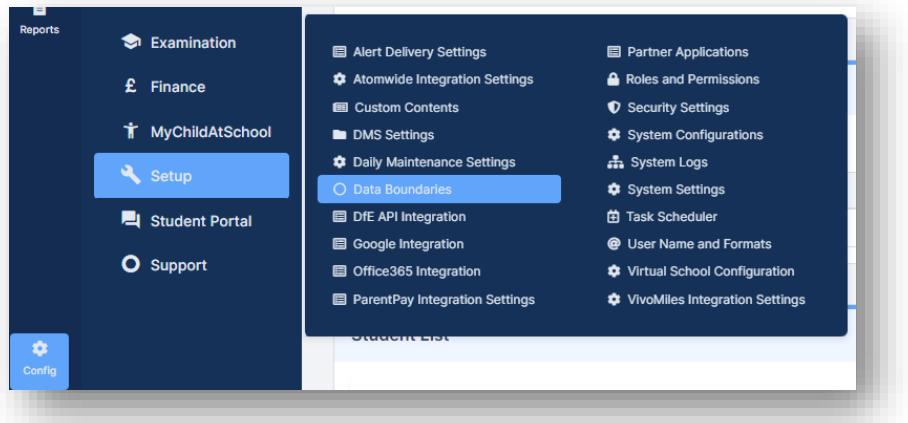


The list of **Current Intervals** you see in the above screenshot are **Data Boundaries**.

## 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 showing two windows. The left window is titled 'Data Boundaries Maintenance' and contains a grid of data boundaries with columns for Description, Start Date, and End Date. The '24-25' row is selected. The right window is a 'Details' form with fields for 'Description\*' (set to '24-25'), 'Start Date\*' (set to '01/09/2024'), 'End Date' (set to '30/08/2025'), and a list of user roles to be assigned. The 'Administrator' role is checked. A note at the bottom says 'Please select the user role(s) to be assigned to the selected data boundary'.

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

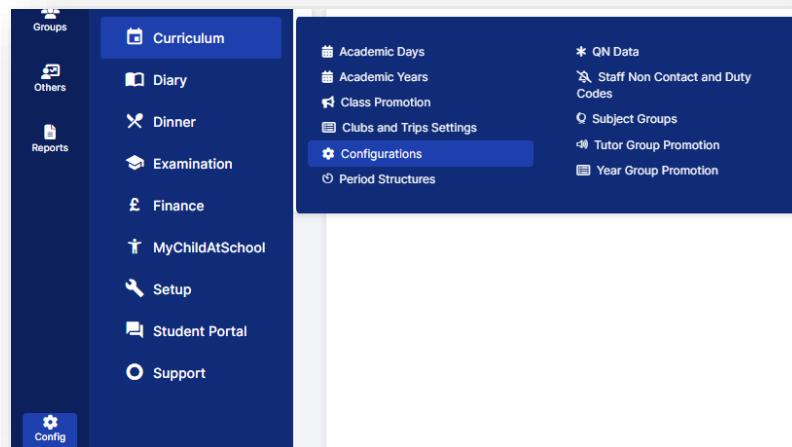
## Creating a New Period Structure

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**

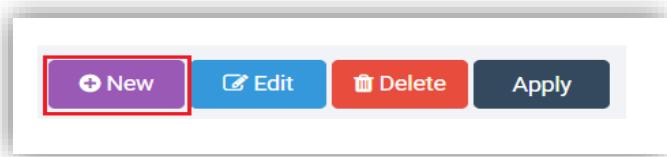
Defaults for Period Durations	
AM Reg Duration*	20 minutes
PM Reg Duration*	12 minutes
Class Duration*	60 minutes
Max Class Duration*	60 minutes

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.

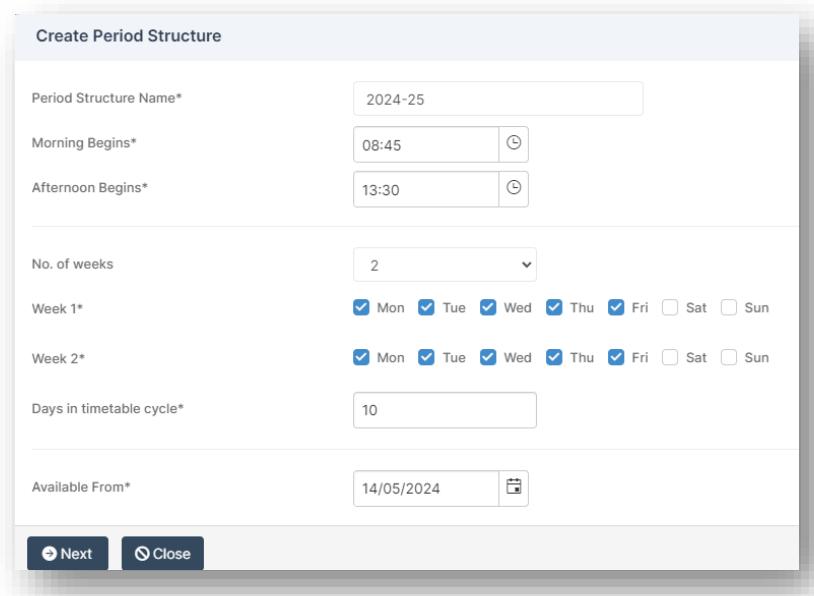


This will open the **Create Period Structure** page. Below is an **example** of what a **1 week Period Structure** may look like;

Create Period Structure	
Period Structure Name*	2024-25
Morning Begins*	08:45
Afternoon Begins*	13:30
No. of weeks	1
Week 1*	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Days in timetable cycle*	5
Available From*	14/05/2024

- **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;



Period Structure Name\*

Morning Begins\*

Afternoon Begins\*

No. of weeks

Week 1\*  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Week 2\*  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Days in timetable cycle\*

Available From\*

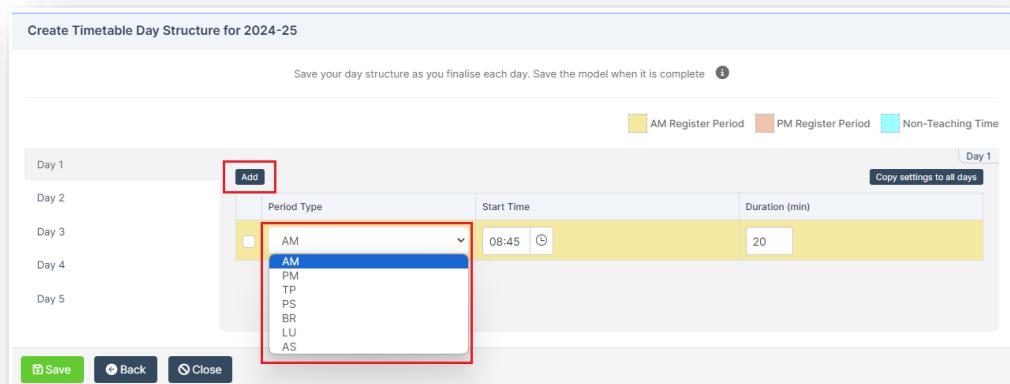
Enter the number of **Days in Timetable Cycle\***

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**:



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	Period Type	Start Time	Duration (min)
Day 2		AM	08:45 <input type="button" value=""/>	20
Day 3		AM		
Day 4		AM		
Day 5		AM		

- **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 [i](#)

	AM Register Period	PM Register Period	Non-Teaching Time
Day 1			
	<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Day 1</a>
Day 2	Period Type	Start Time	Duration (min)
Day 3	<input type="checkbox"/> AM	08:45 <input type="button" value=""/>	20
Day 4	<input type="checkbox"/> TP	09:05 <input type="button" value=""/>	60
Day 5	AM PM TP PS BR LU AS		

[Copy settings to all days](#)

[Save](#) [Back](#) [Close](#)



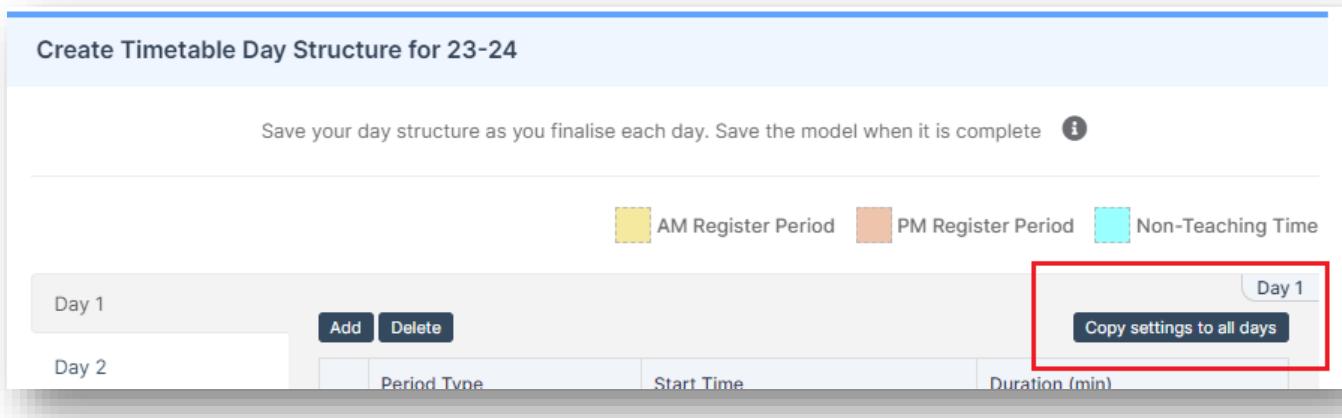
## RECOMMENDED!

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**.



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

AM Register Period PM Register Period Non-Teaching Time

Day 1	Day 2	Period Type	Start Time	Duration (min)

Add Delete

Day 1

Copy settings to all days

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**.

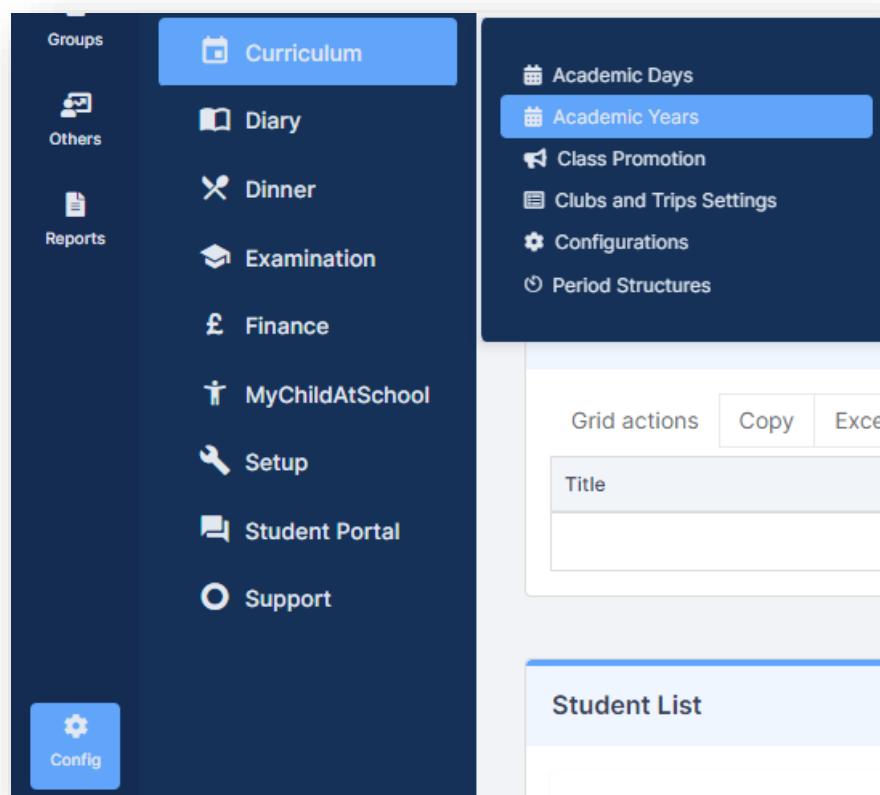
The system will automatically check for the end date on the current year and will automatically set the start date of the forthcoming year to **the day immediately following this date**. This is correct and don't worry if your first academic day is sometime after this as you will be able to set that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

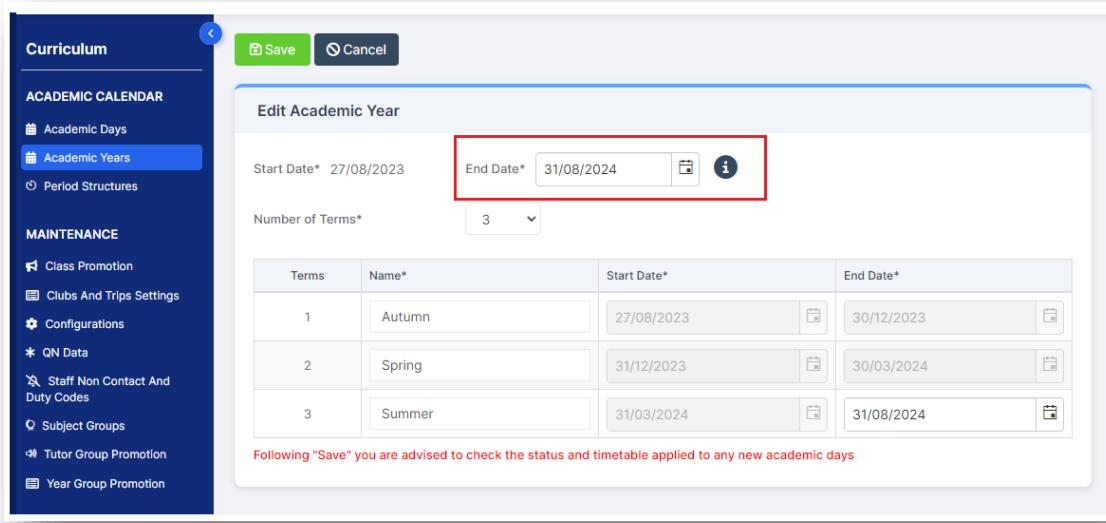
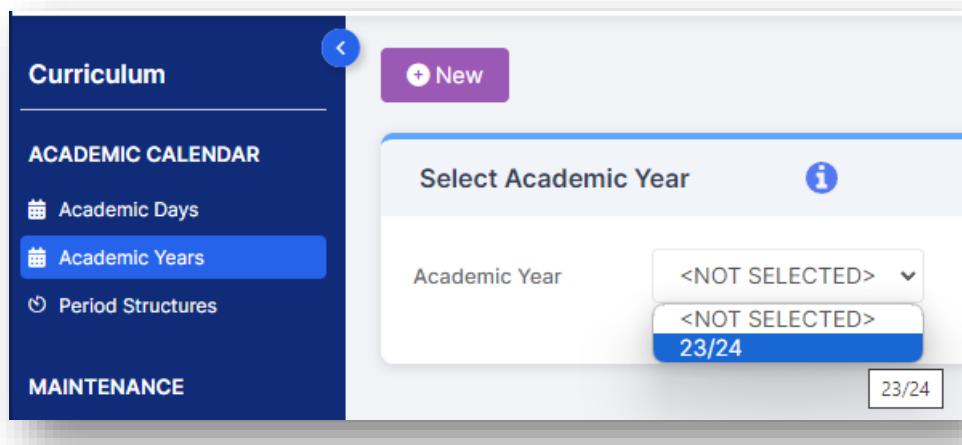
To change the forthcoming year's, **Start Date** you need to edit the current Academic Year **End Date**

**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.

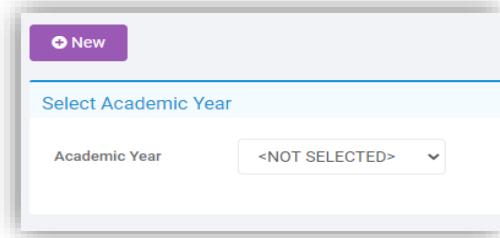


The End Date\* **must be a Saturday**.

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 31<sup>st</sup> August 2024**.

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

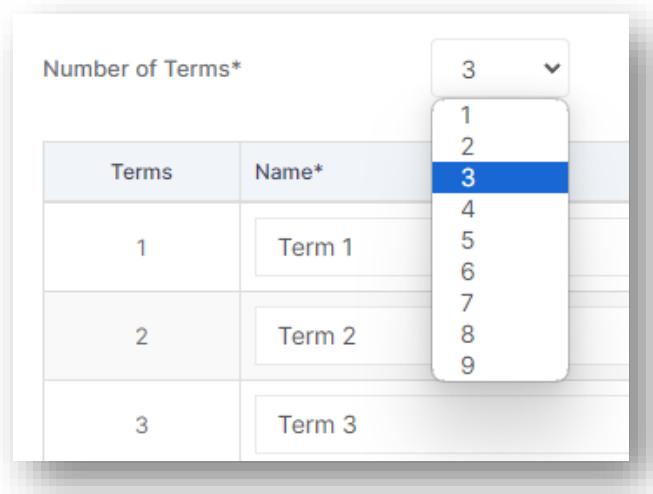
To set up the **New Academic Year**, go to **Config>Curriculum>Academic Years**.



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.



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	<input type="button" value="i"/>
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  Colour Code

Timetable Day for first week day of Term 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  Colour Code

Timetable Day for first week day of Term 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**.

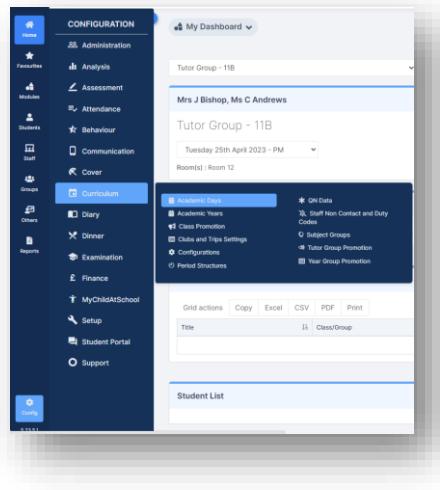
Review your settings and then click on the **Create** button.

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

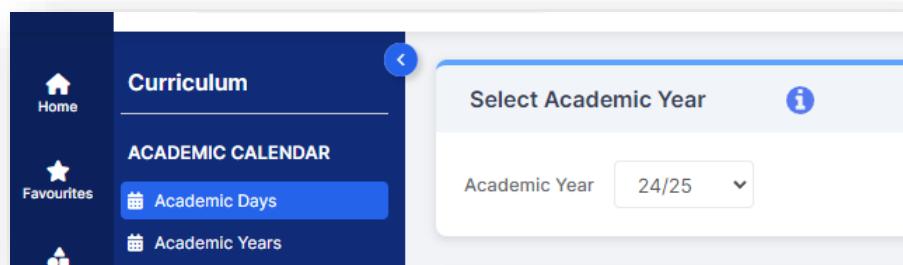
**You have now created the New Academic Year.**

## Edit Academic Days

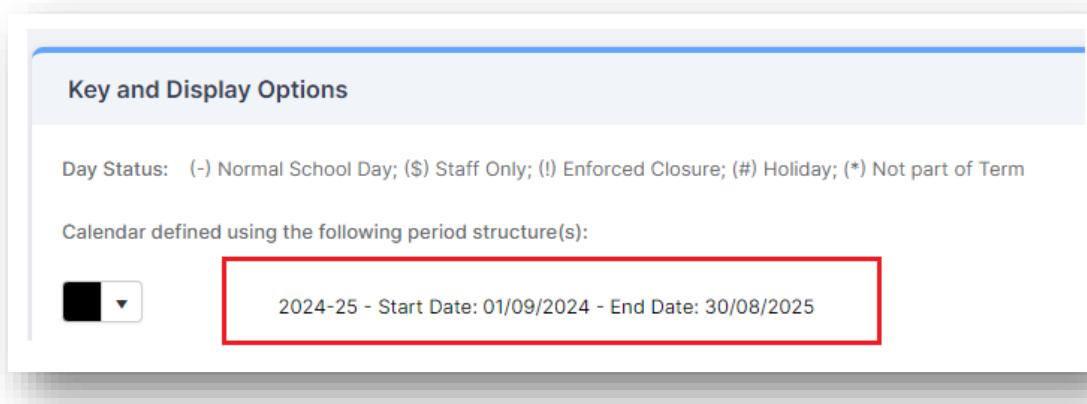
Go to **Config>Curriculum>Academic Days** to now begin editing the days within your new academic year to include holidays, inset days and staff only days.



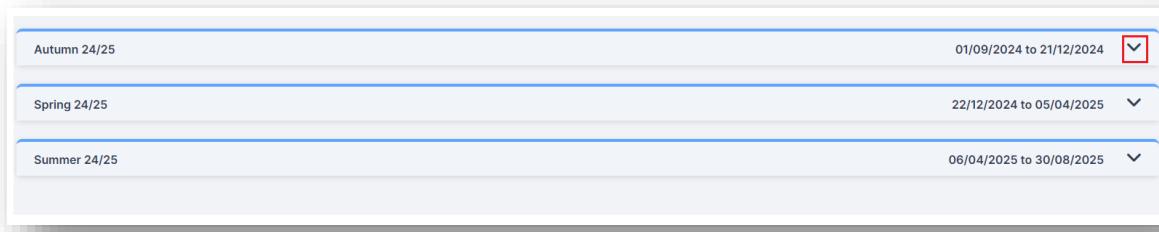
From the **Academic Year** drop down choose **24/25**



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

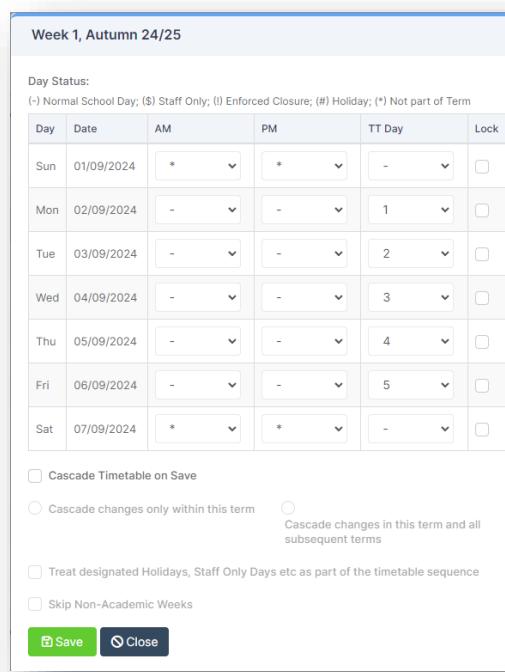
Then click the **Edit** button on the **right of the screen**.



Autumn 24/25 01/09/2024 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	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
2	08/09/2024	14/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
3	15/09/2024	21/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
4	22/09/2024	28/09/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
5	29/09/2024	05/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
6	06/10/2024	12/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
7	13/10/2024	19/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
8	20/10/2024	26/10/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
9	27/10/2024	02/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
10	03/11/2024	09/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
11	10/11/2024	16/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>
12	17/11/2024	23/11/2024	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	<input checked="" type="checkbox"/>

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	*	*	-	<input type="checkbox"/>
Mon	02/09/2024	-	-	1	<input type="checkbox"/>
Tue	03/09/2024	-	-	2	<input type="checkbox"/>
Wed	04/09/2024	-	-	3	<input type="checkbox"/>
Thu	05/09/2024	-	-	4	<input type="checkbox"/>
Fri	06/09/2024	-	-	5	<input type="checkbox"/>
Sat	07/09/2024	*	*	-	<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.

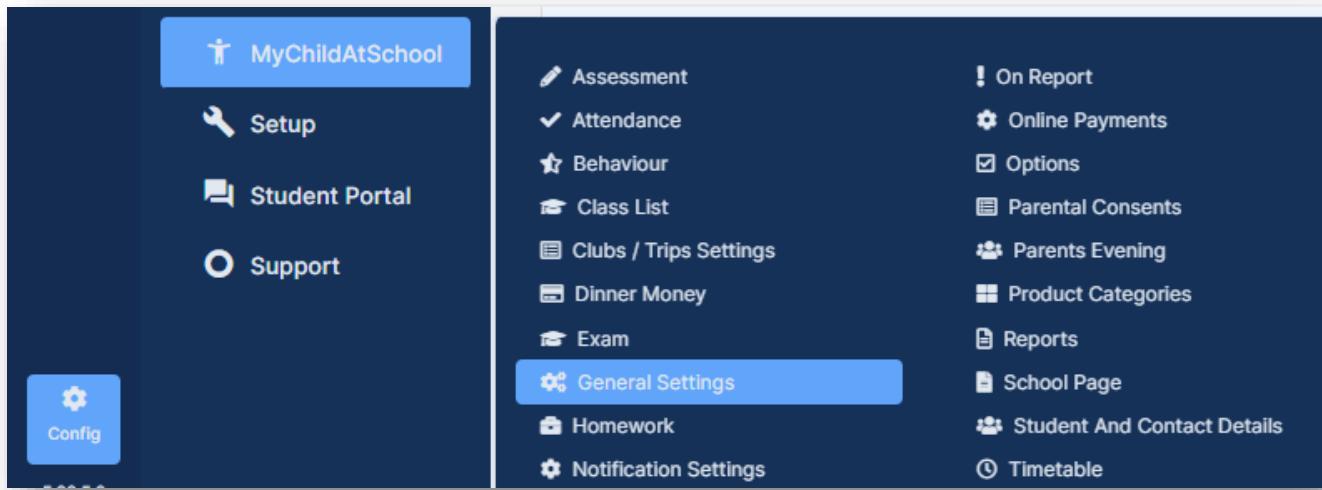
**Tip:** If you are amending your **Academic Days** or have used **Cascade Timetable on Save**, tick **Display Timetable Days and Display Week Labels** to view/ensure that your **Academic Days** are correct (Days 1-5 are in Week 1 and Days 6-10 are in Week 2).

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. At the top is a 'Save' button. The 'General Settings' section includes fields for 'Head Teacher Title' (Head Teacher) and 'Last Update Notification Threshold' (1). Below is a section for 'Academic year data to display in MCAS'. It says 'Select which years you wish MCAS users to have access to (Default is set to ALL) If Academic Year has not been selected on User Defined section, system will automatically set ALL option'. It shows 'All' (radio button) and 'User Defined' (radio button, selected) with a red box around it. Below are checkboxes for academic years: 12/13, 13/14, 14/15, 15/16, 16/17, 17/18, 18/19, 19/20, 20/21, 21/22, 22/23, 23/24, and 24/25 (selected, with a red box around it). At the bottom is a section for 'Days of the week to display in MCAS (Attendance and Timetable)' with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday, all checked except Saturday and Sunday.

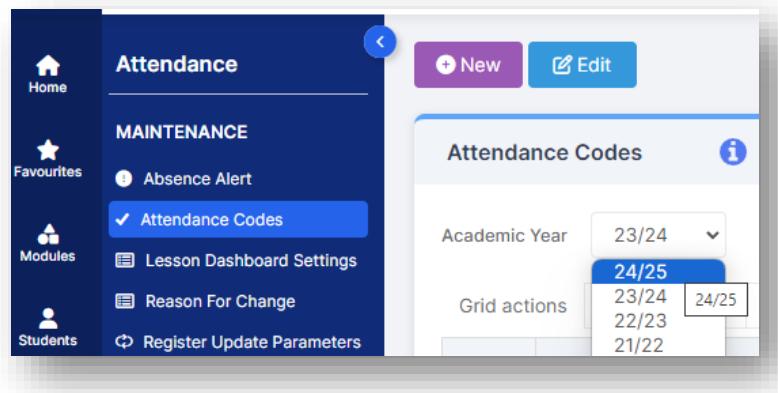
Click on **Save**

## Altering Attendance Codes

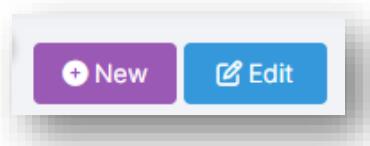


Do not change your Attendance Codes if you are adhering to your Education Authorities approved list of set Attendance Codes

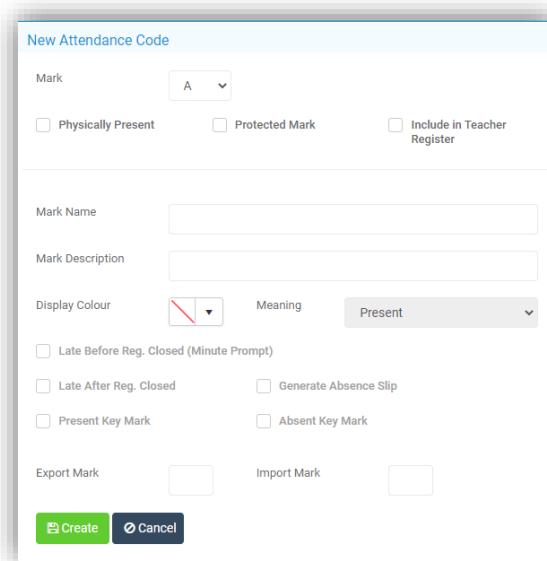
To make any amendments or to create new **Attendance Codes**, go to **Config>Attendance>Attendance Codes** and set the **Academic Year** dropdown to **24/25**



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.

Save   Last Available Settings

Please enter parameters

Single Date    Multiple Dates

Academic Start\* 04/09/2024   Academic End\* 25/07/2025

Week 1    Monday    Tuesday    Wednesday    Thursday    Friday

Week 2    Monday    Tuesday    Wednesday    Thursday    Friday

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

Save   Last Available Settings

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

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

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**.

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.**

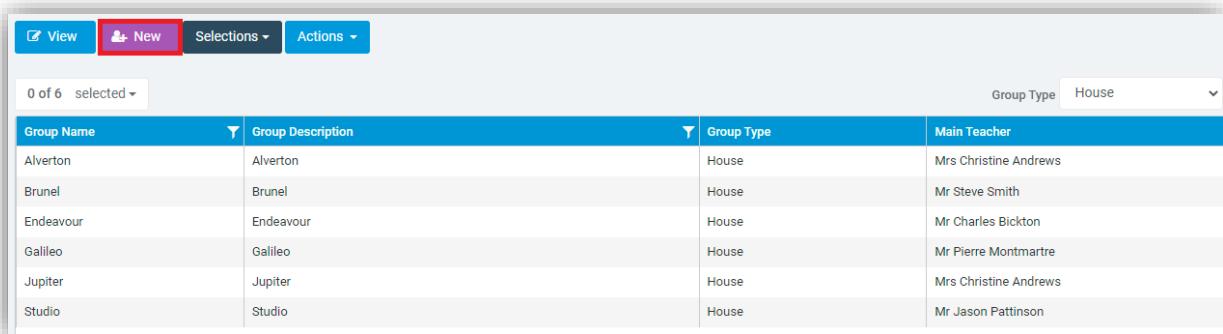
## Maintenance of Curriculum Entities

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

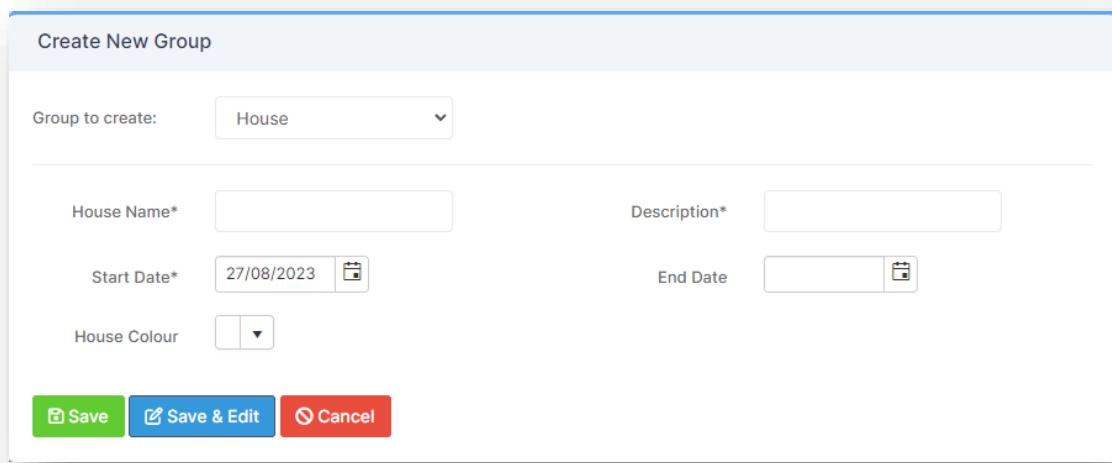
If you are not making changes to these settings then you can skip to the next section, otherwise please read on.

**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.



Groups			
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



Create New Group

Group to create: House

House Name\*

Description\*

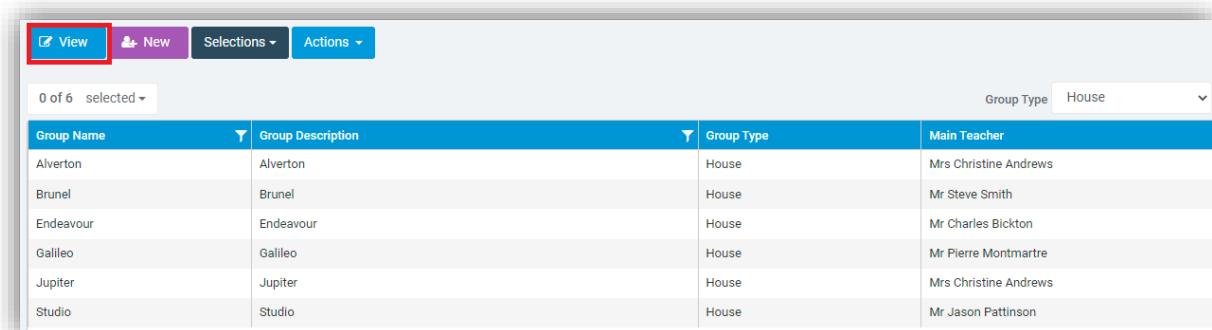
Start Date\* 27/08/2023

End Date

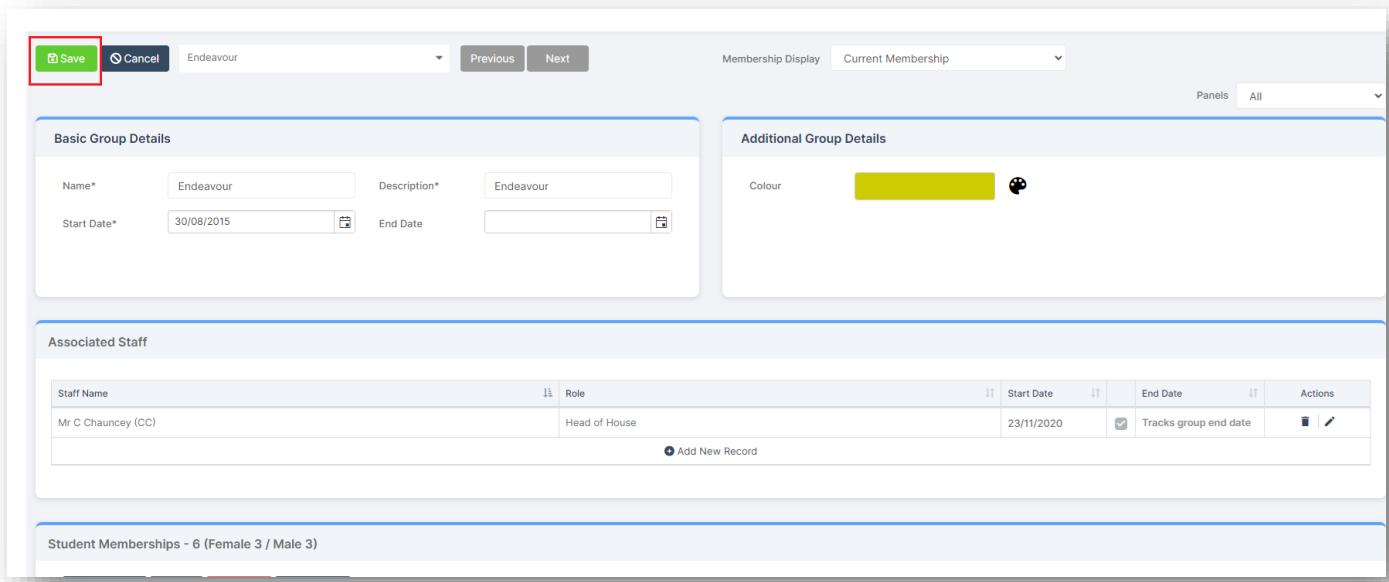
House Colour

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.



Groups			
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



Basic Group Details

Name*	Endeavour	Description*	Endeavour
Start Date*	30/08/2015	End Date	

Additional Group Details

Colour	Yellow	Black
--------	--------	-------

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

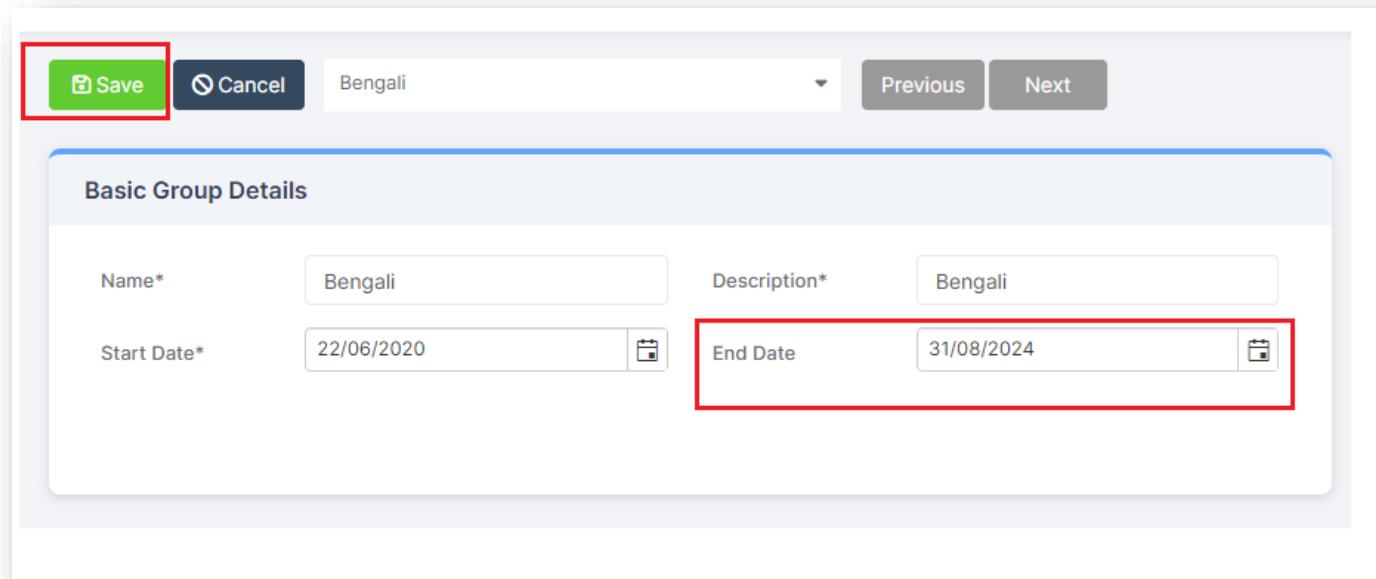
Add New Record

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.



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

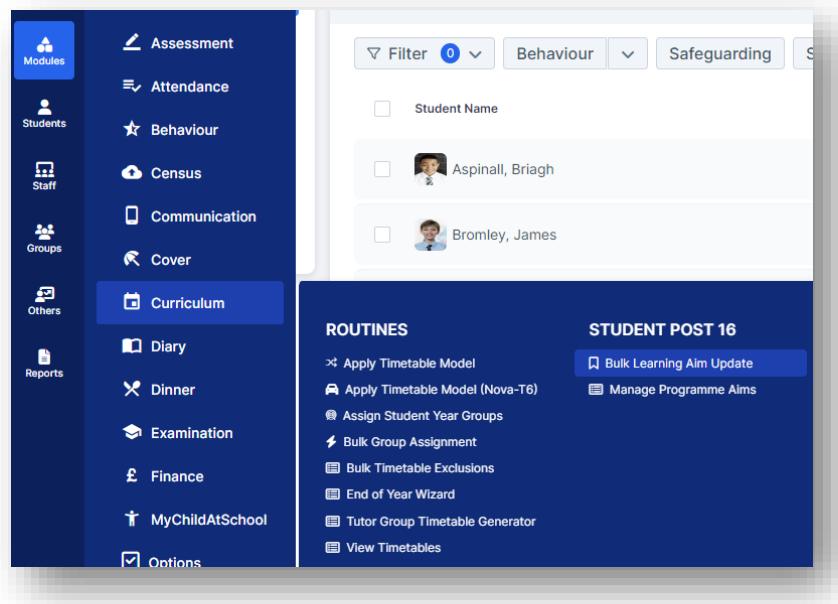
Add any **New** items as required with a start date of the beginning of the new **Academic Year**.

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\*  **Search** **X**

Show Only Missing Student Learning Aims  
 Include Missing Student Learning Aims

Effective Date  **Calendar**

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**

	<b>Add Learning Aim</b>	<b>Remove</b>	<b>Apply</b>	<input type="text"/> <span><b>17/07/2020</b></span> <span><b>Calendar</b></span>	<input type="text"/> <span><b>31/07/2020</b></span> <span><b>Calendar</b></span>	<input type="text"/> <span><b>Planned End Date</b></span> <span><b>Calendar</b></span>	<input type="text"/> <span><b>Completed</b></span> <span><b>&lt;NOT SELECTED&gt;</b></span>	<input type="checkbox"/> <b>Exclude</b>	<input type="checkbox"/> <b>Protect</b>	<input type="checkbox"/> <b>Core</b>	<input type="checkbox"/> <b>Trainee</b>	<input type="checkbox"/> <b>Withdrawn</b>	<input type="checkbox"/> <b>Transferred</b>	<b>&lt;NOT SELECTED&gt;</b> <span><b>&lt;NO</b></span>	
<input type="checkbox"/>	Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date	Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>&lt;NO</b>
<input type="checkbox"/>	Antonio	Harriett		10019777	01/09/2019		31/07/2020	Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>&lt;NO</b>

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

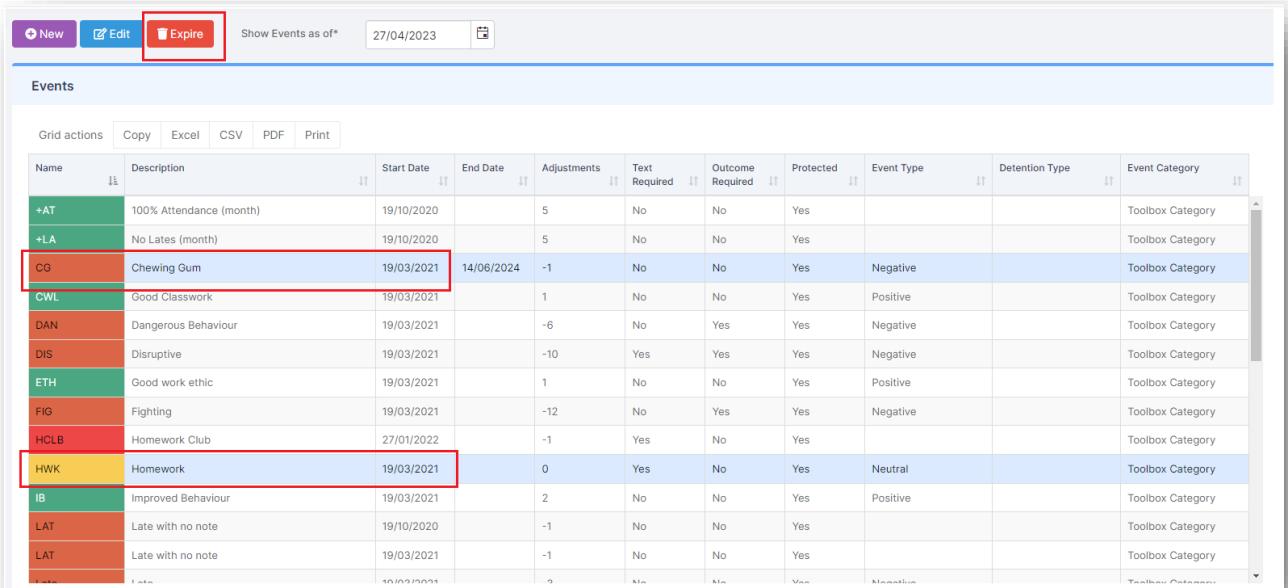
If your **Behaviour** setup requires changing for the forthcoming **Academic Year** or the **Student Point Totals** are to be reset before the start of the new term, then you will need to complete this section.

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.



Events											
Grid actions		Copy	Excel	CSV	PDF	Print	Event Details				
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	

Epiring 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**.

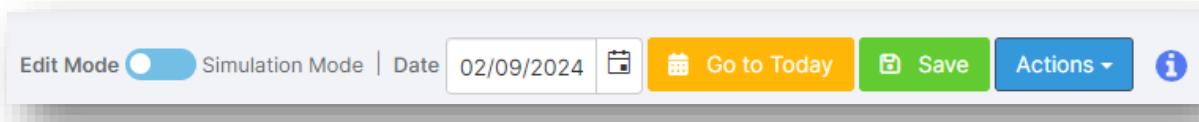
Edit Event Details - Homework Club

Event Details	Referral Recipients	Linked Outcomes	Linked Classifications	Linked Actions
Name * <input type="text" value="HCLB"/>		Adjustment Points <input type="text" value="-1"/>		<input checked="" type="checkbox"/> Read only (protected)
Description <input type="text" value="Homework Club"/>		Colour 		
Start Date * <input type="text" value="27/01/2022"/> 	End Date <input type="text" value="Select date"/> 		Detention Type <input type="text" value="Select Detention Type"/>	
Event Type <input type="text" value="Select Event Type"/>		Required Event Record Fields <input checked="" type="checkbox"/> Comments <input type="checkbox"/> Outcome <input type="checkbox"/> Classification <input type="checkbox"/> Group <input type="checkbox"/> Location	Other Event Options <input type="checkbox"/> Behaviour Admin Only <input type="checkbox"/> Exclude from Report Totals <input type="checkbox"/> Require Record Review	
Event Group <input type="text" value="Select a group"/>				<input type="button" value="Close"/> <input type="button" value="Save as"/> <input checked="" type="button" value="Save"/>
Event Category <input type="text" value="Toolbox Category"/>				

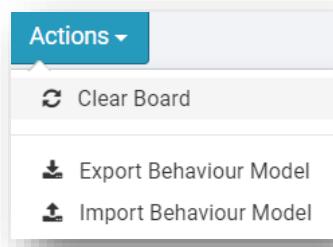
Any new **Events, Actions or Outcomes** need to be created in the MIS via the **Behaviour** module before you can use them in **Behaviour Pathways**.

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.

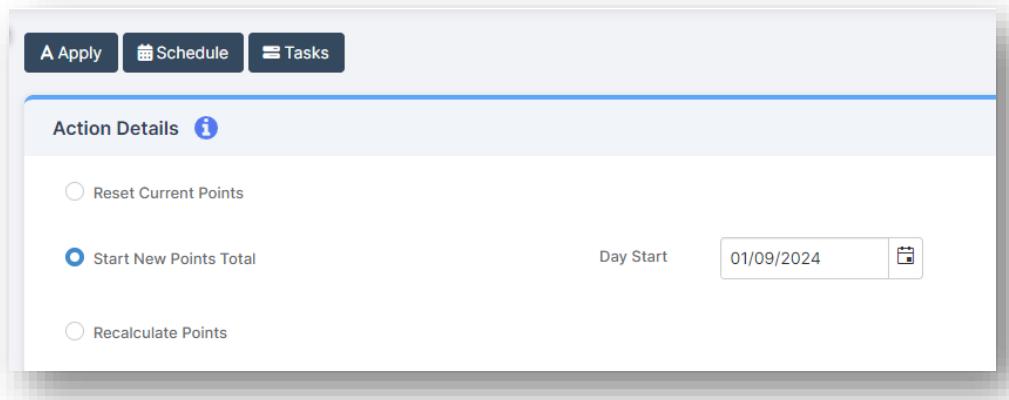


Starting new points totals is **extremely important**; If not completed, then all of next year's points will simply be added to the current year's points totals

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**).



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



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.

Apply   Schedule   Tasks

Action Details

Reset Current Points

Start New Points Total   Day Start   27/08/2023

Recalculate Points

Group

Student

All Students

Action Name

Selection List

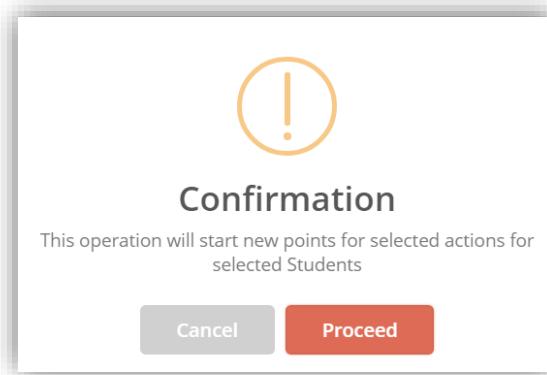
3 action(s) selected

BRZ  

GLD  

SIL  

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



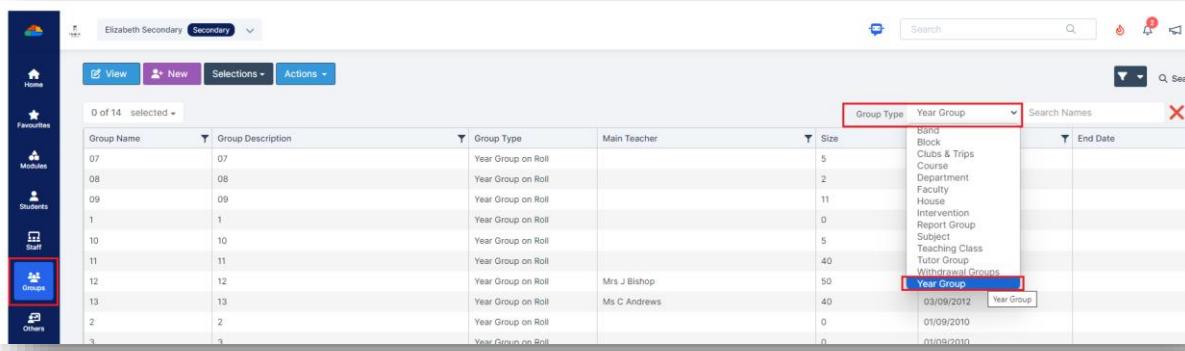
We recommend that you also review/update your **Detention Schedules** for each of your **Detention Types**, especially if you have changed your **Period Structure** for the new Academic Year.

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

## Promoting Year Groups

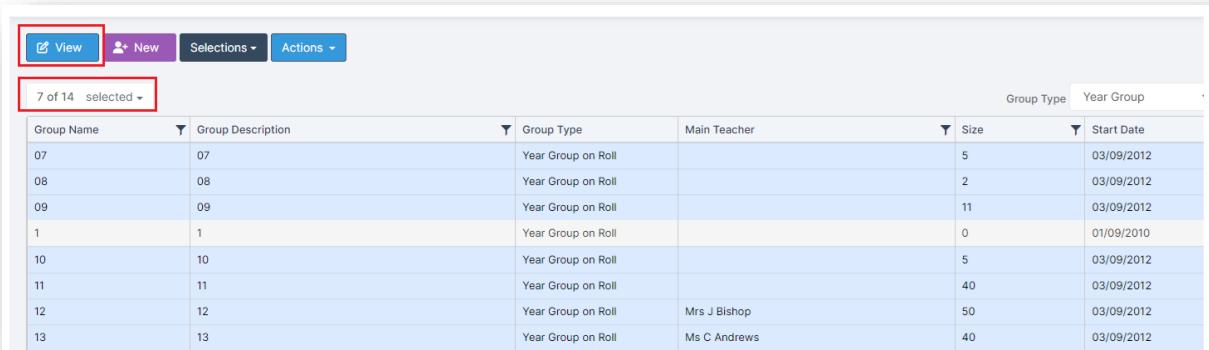
Before we do any form of **Promotion** for the **Year Groups**, we need to ensure that each **Year Group** has a **Next Year Group** linked to it.

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



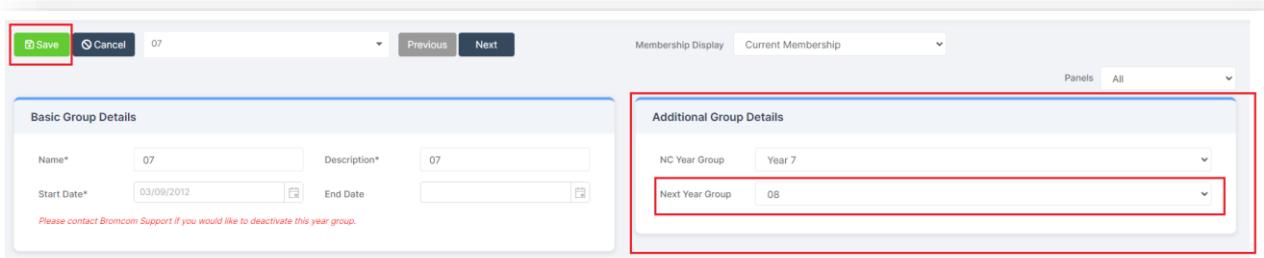
The screenshot shows the 'Groups' list page for 'Elizabeth Secondary' in 'Secondary' mode. The 'Groups' icon in the sidebar is highlighted with a red box. The main table lists various groups, and a dropdown menu for 'Group Type' is open, with 'Year Group' selected and highlighted in red. The table includes columns for Group Name, Group Description, Group Type, Main Teacher, Size, and End Date.

Then **click View**.



The screenshot shows the 'Groups' list page with 7 of 14 groups selected, as indicated by the red box around the 'Selected' dropdown. The table displays the same columns as the previous screenshot, showing the selected groups.

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**



The screenshot shows the 'Edit Group' form. The 'Basic Group Details' section on the left includes fields for Name (07), Description (07), Start Date (03/09/2012), and End Date (empty). The 'Additional Group Details' section on the right includes fields for NC Year Group (Year 7) and Next Year Group (08). The 'Save' button is highlighted with a red box.

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

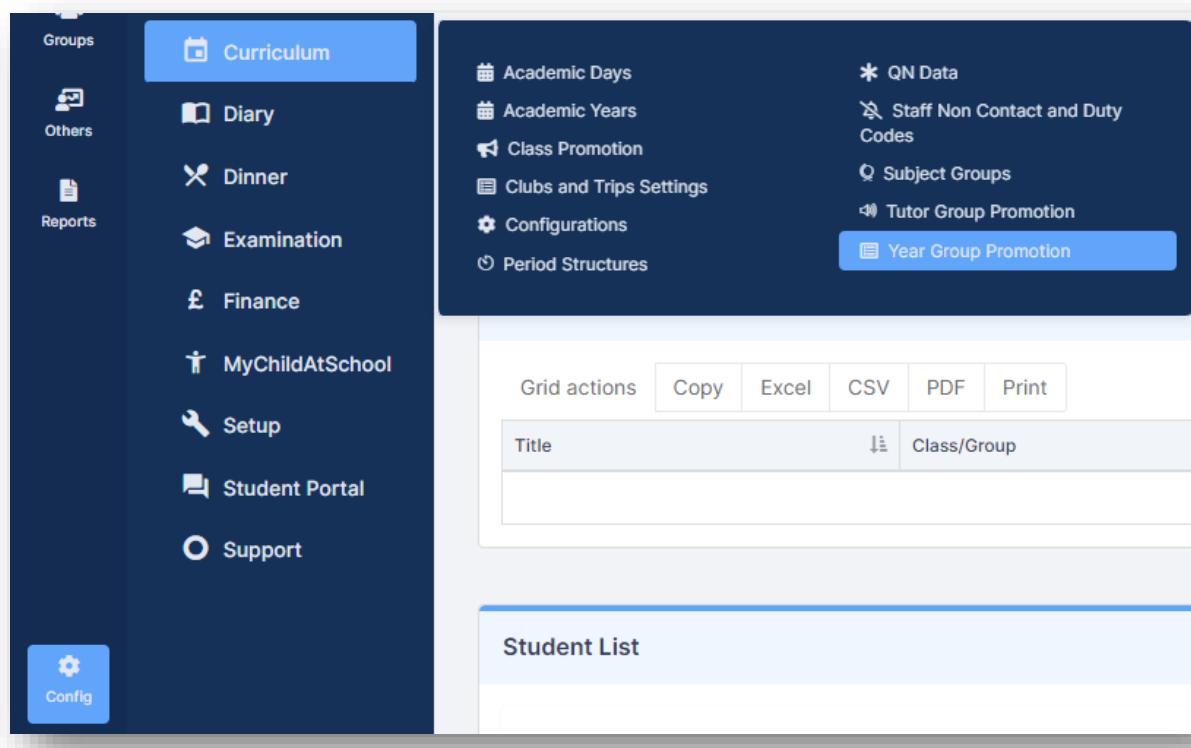
Year Groups continue so don't worry about the start and end dates. Note: It is not possible to amend the start and end dates for Year Groups

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](#).

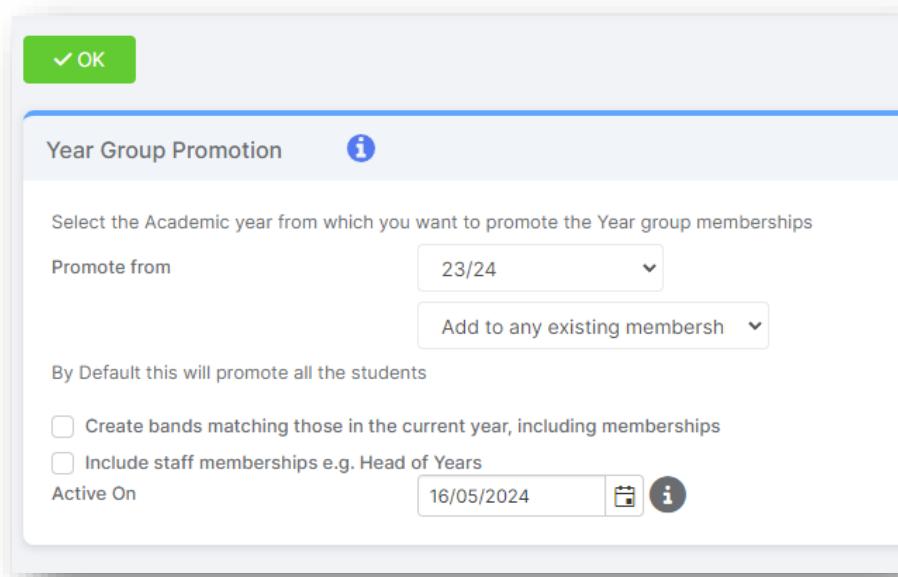
**PLEASE DO NOT MAKE NEW YEAR GROUPS**, please contact [Bromcom Support Desk](#) if you have any queries

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 any 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](#)

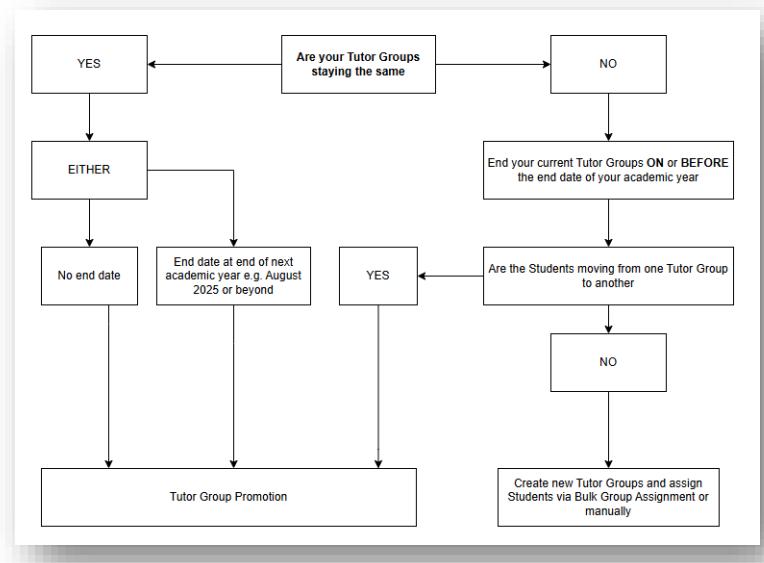
## Promoting Tutor Groups

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

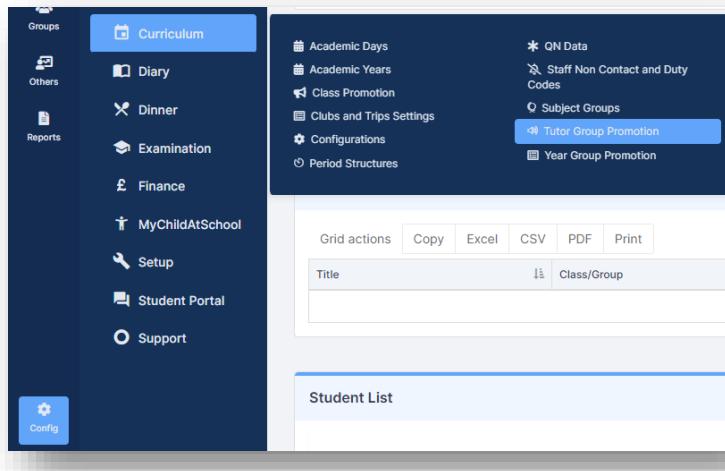
You would just need to amend the Student Memberships within the Groups by viewing the Tutor Group on the **Groups Page**, going to the Student Memberships panel and end dating the current 23/24 Student Memberships before using **Add Multiple** to add the new 24/25 Student Memberships.

**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**

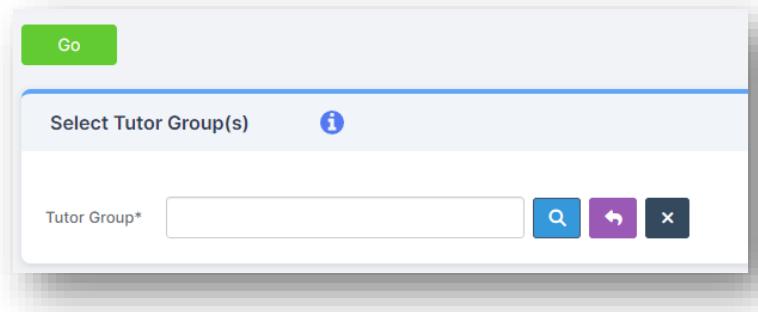
See the flowchart below for more information on **Promoting Tutor Groups**.



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



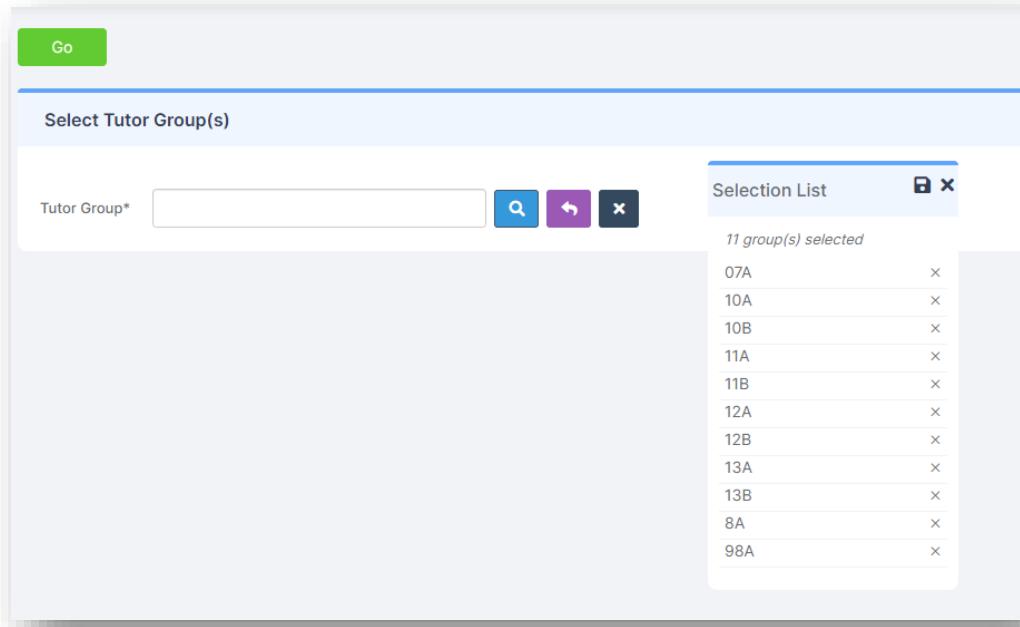
Click the **blue spy glass**, this will open the **Group Selector** list where you can select the **Tutor Groups** you wish to **Promote**.



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



The screenshot shows a table titled 'Tutor Group Linkages' with the following columns: Year Group, Band, Tutor Group Name, Next Tutor Group, and Next Band. The rows list tutor groups from Year Group 07 to 09, with their corresponding bands and proposed next groups and bands. The 'Generate' button is visible at the top of the table.

Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
07		07A	8A	<NOT SELECTED>
10		10A	11A	<NOT SELECTED>
10		10B	11B	<NOT SELECTED>
11		11A	12A	<NOT SELECTED>
11		11B	12B	<NOT SELECTED>
12		12A	13A	<NOT SELECTED>
12		12B	13B	<NOT SELECTED>
13		13A	13A	<NOT SELECTED>
13		13B	13B	<NOT SELECTED>
08		8A	9A	<NOT SELECTED>
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.

The screenshot shows a table titled 'Tutor Group Promotion' with the following columns: Year Group, Band, Tutor Group Name, Next Tutor Group, and Next Band. The rows list tutor groups from Year Group 07 to 09, with their corresponding bands and proposed next groups and bands. Red circular markers are placed next to the first four rows (Year Groups 07, 10, 11, 12) to indicate they are selected for promotion.

Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
07		07A	8A	
10		10A	11A	
11		11A	12A	
11		11B	12B	
12		12A	13A	
12		12B	13B	
08		8A	9A	
09		9A	10A	

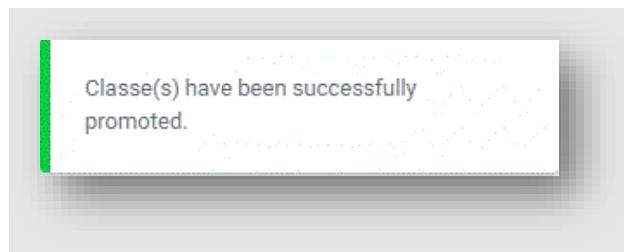
Select the **Academic Year** you will **Promote in to** from the dropdown list and set the appropriate **Start** and **End Dates** you wish to give your **Student Memberships** for the next Academic Year.

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	Senior 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.

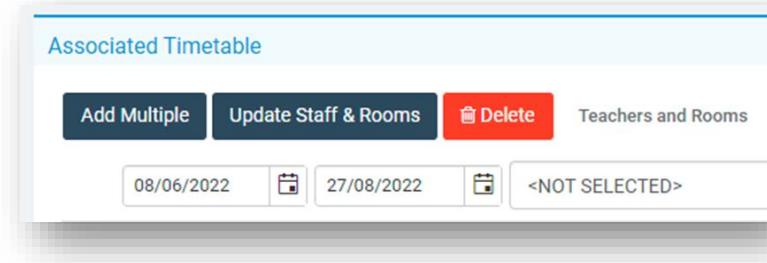
To add a new member of staff click **Add New Record** in Associated Staff.

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			
<a href="#">Add New Record</a>						
Associated Room						
Location Name	Capacity	Description	Start Date	End Date	Actions	
12A	35	Room 12	20/10/2021	<input type="checkbox"/> 27/08/2022		
<a href="#">Add New Record</a>						

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.

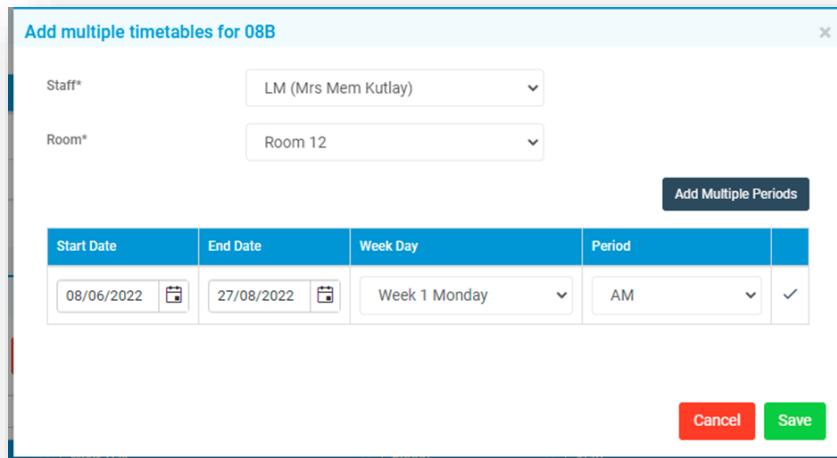
To **Add a Member of Staff to Multiple Sessions** in the Associated Timetable Panel click **Add Multiple**, which allows you to add a staff member to multiple periods in one process.



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

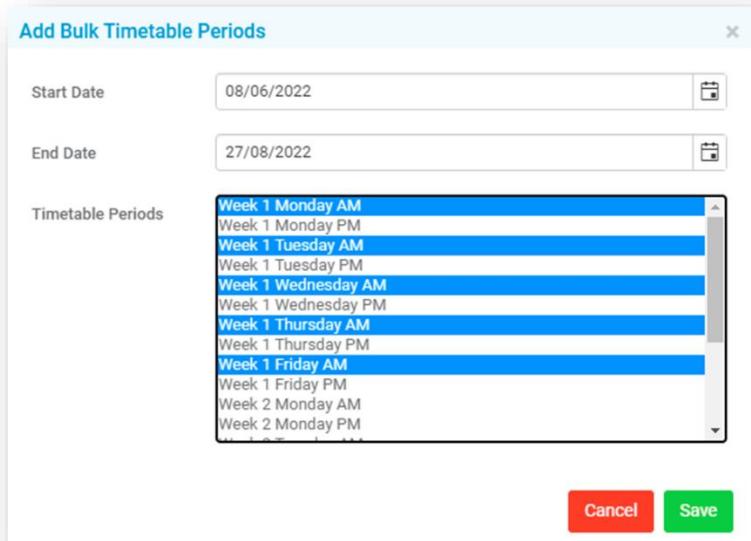
Select the **Staff\*** and **Room\*** that you wish to add periods for, you can now either use the **table at the bottom of the screen** to add individual periods, or press **Add Multiple Periods**.

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



**Add Multiple 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 multiple timetables for 08B

Staff*	LM (Mrs Mem Kutlay)			
Room*	Room 12			
<b>Add Multiple Periods</b>				
Start Date	End Date	Week Day	Period	
08/06/2022	27/08/2022	Week 1 Monday	AM	<input checked="" type="checkbox"/>
08/06/2022	27/08/2022	Week 1 Tuesday	AM	<input checked="" type="checkbox"/>
08/06/2022	27/08/2022	Week 1 Wednesday	AM	<input checked="" type="checkbox"/>
08/06/2022	27/08/2022	Week 1 Thursday	AM	<input checked="" type="checkbox"/>
<input type="text" value="08/06/2022"/>	<input type="text" value="27/08/2022"/>	<input type="text"/>	<input type="text" value="AM"/>	<input checked="" type="checkbox"/>

**Cancel** **Save**

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.

**Go**

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.

**Promote**
**Save**
**Back**

**Class Linkages**

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

**Generate**
**Clear**
<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>

**Go**
**Reset**

**Class Promotion**

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

Promote To	24/25 <b>&gt;</b>
Start Date*	01/09/2024 <b>&gt;</b>
End Date	30/08/2025 <b>&gt;</b>

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)

<input checked="" type="checkbox"/>	Year Group	Band	Class Name	Next Class	Next Band
<span style="color: red;">-</span>	10		10EN/A1	11EN/A1	
<span style="color: red;">-</span>	10		10EN/B1	11EN/B1	
<span style="color: red;">-</span>	10		10FR/B1	11FR/B1	
<span style="color: red;">-</span>	10		10MA/A1	11MA/A1	
<span style="color: red;">-</span>	10		10MA/B1	11MA/B1	
<span style="color: red;">-</span>	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**

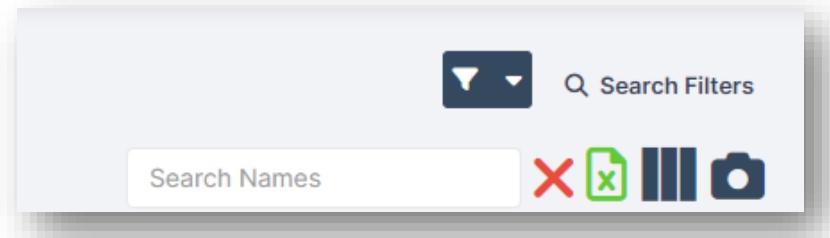
## Adding New Students

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

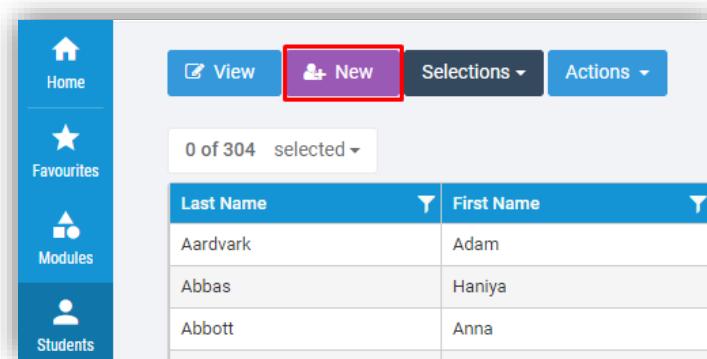
### Add a Student Manually;

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 **todays date**, amend if required.

**Create New Student**

Legal First Name*	<input type="text"/>	Legal Last Name*	<input type="text"/>
Middle Name(s)	<input type="text"/>	Former Last Name	<input type="text"/>
Pref. First Name	<input type="text"/>	Pref. Last Name	<input type="text"/>
Gender*	<input type="button" value="NOT SELECTED"/>	Date Of Birth*	<input type="text"/>
Birth Certificate	<input type="checkbox"/> Seen	Age	
Student Type*	<input checked="" type="radio"/> On Roll	<input type="radio"/> Pre-Admission	
Entry Date*	<input type="text" value="07/06/2022"/>		
Enrolment Status*	<input type="button" value="Current(Single Registrant)"/>	Admission No*	<input type="text" value="S0358A"/>
Attend Mode*	<input type="button" value="All Day"/>	Sessions per week*	10
Chronological YG		Curriculum Year Gp*	<input type="button" value="NOT SELECTED"/>
Group Name	<input type="text"/>	<input type="button" value=""/>	<input type="button" value=""/>
House	<input type="button" value="NOT SELECTED"/>		
<input checked="" type="checkbox"/> Data processing consent has been granted			
<input type="button" value="Save"/>		<input type="button" value="Save &amp; Add Siblings"/>	<input type="button" value="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.

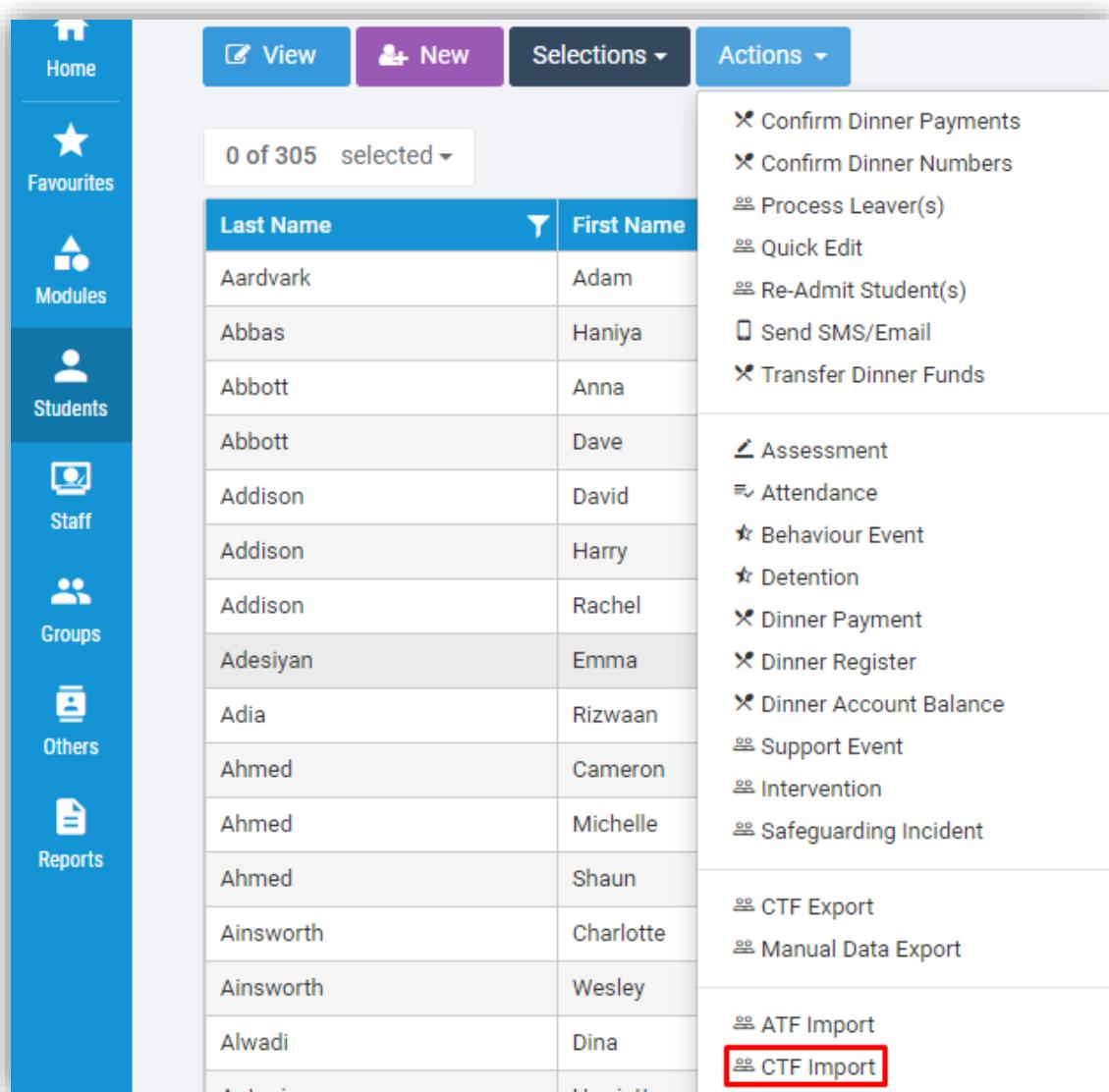
Remember that you can also specify the **student's Tutor Group** and House for the **next Academic Year**.

## 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 'Students' section of a school management system. The left sidebar has icons for Home, Favourites, Modules, Students (selected), Staff, Groups, Others, and Reports. The main area shows a table of student names with '0 of 305 selected'. The 'Actions' dropdown menu on the right lists various student management tasks, with 'CTF Import' highlighted with a red 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
Antonio	Lorrainett

- View
- New
- Selections
- Actions
- 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.

The screenshot shows the 'CTF Import' page with the following interface elements:

- File Selection:** A 'Browse' button with a 'Choose a file' label and a file input field.
- Import Options:** A grid of checkboxes for selecting data to import:
  - Row 1: Student Basic Details, SEN Information, Student Optional Identifiers, Assessment Data, Early Years Foundation Stage, Key Stage 1; Student Contacts, Looked After, FSM History.
  - Row 2: Y1 Phonics Check Data, Key Stage 2; Student Addresses, School History.
  - Row 3: Key Stage 3.
- Existing Student Handling:** A dropdown menu 'In case of existing students, use CTF to:' with options 'Complete Missing Data' and 'Overwrite'.
- Name Format:** A dropdown menu 'Select the text format to apply to names:' with options 'Use Initial Capital Letters for all' and 'Use Full Capital Letters for all'.
- New Student Placement:** A dropdown menu 'If the file contains new students (i.e. any that are not already recorded in the database), should they be placed into:' with options 'On Roll' and 'Not On Roll'.
- Admission Date:** A 'Enter Admission Date' field showing '01/09/2022' with a calendar icon.
- Leaver Students:** A dropdown menu 'If the file contains LEAVER students (i.e. any that are already in system with a date of leaving) should they be:' with options 'Excluded from import' and 'Included'.
- Other Notes:** A note 'Data relating to existing students will automatically be applied as appropriate.'
- Buttons:** 'Next >' and 'Cancel' buttons at the bottom.

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.

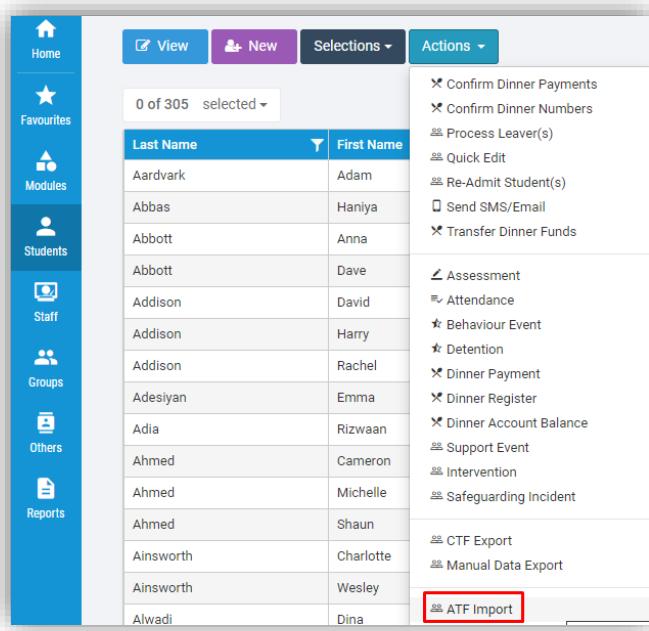
Then enter in the date for **Enter Admission Date\*** for when the new **Student(s)** will be starting. This will **default to today's date**.

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](#)

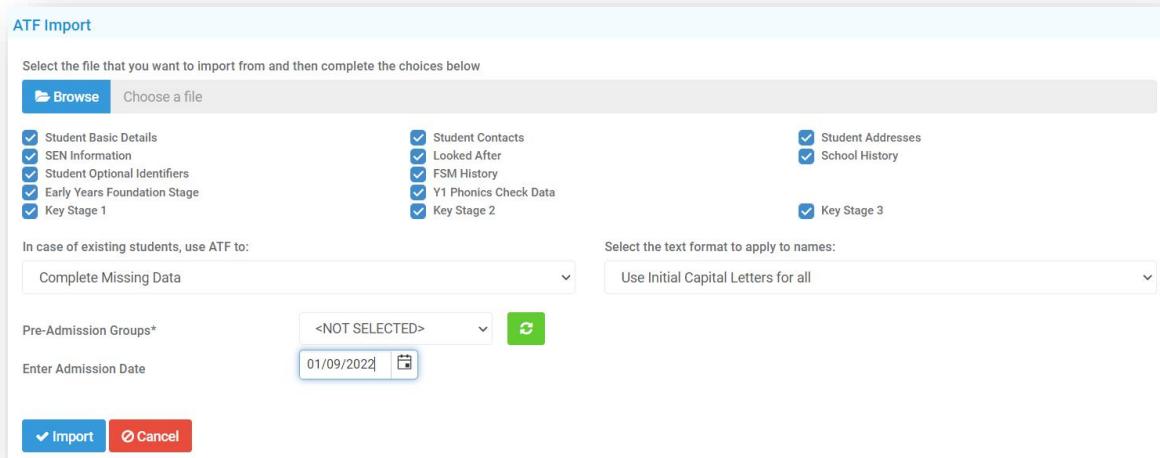
## ATF Import

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



The screenshot shows the 'Students' section of a software interface. On the left is a vertical navigation bar with icons for Home, Favourites, Modules, Students (selected), Staff, Groups, Others, and Reports. At the top, there are buttons for View, New, Selections, and Actions. The Actions dropdown menu is open, showing a list of options. The 'ATF Import' option is located at the bottom of this list, highlighted with a red rectangular box.

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



The screenshot shows the 'ATF Import' page. It includes a 'Browse' button to choose a file, a list of data types 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, Key Stage 3), and dropdowns for handling existing students (Complete Missing Data) and text format (Use Initial Capital Letters for all). It also shows fields for Pre-Admission Groups (set to 'NOT SELECTED') and Admission Date (set to 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.

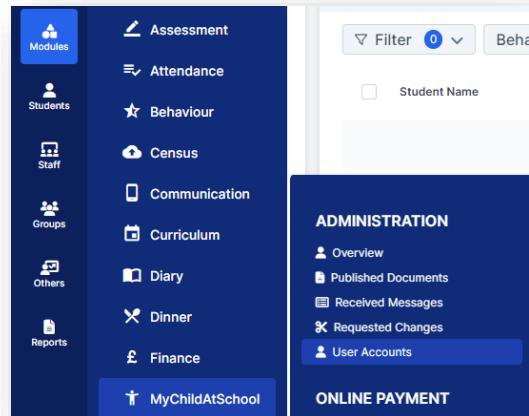
For more information see [How to Add Pre Admissions Students using ATF and CTF Imports](#)

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

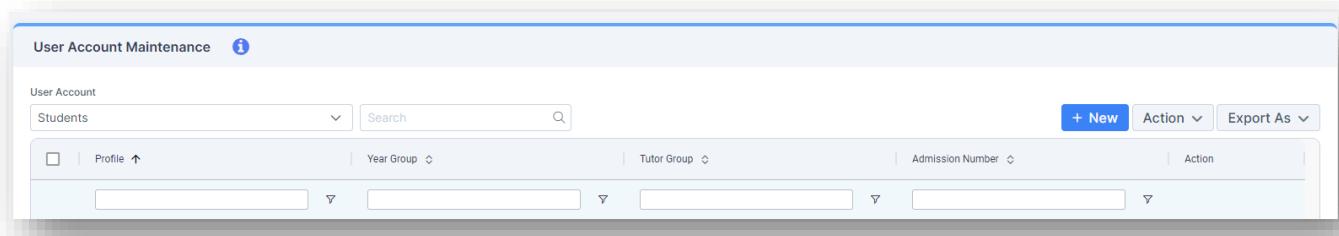
If you use **MyChildAtSchool**, proceed to the next section, otherwise move to [Data Archiving and DMS Storage](#) in this guide.

## Creating New MyChildAtSchool

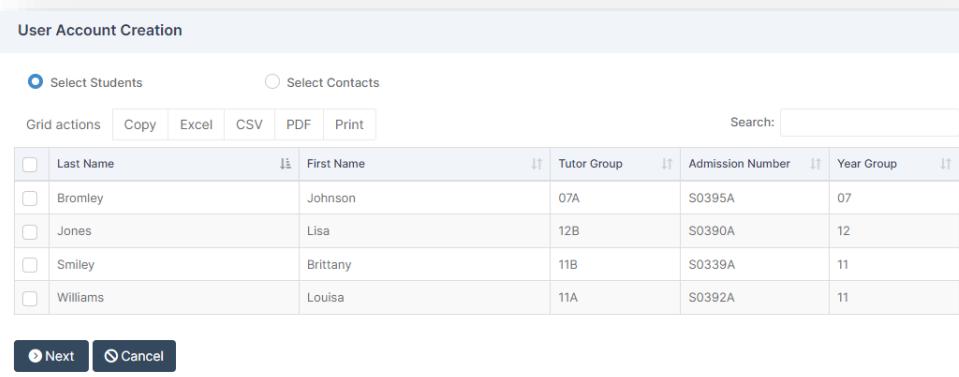
If you use **MyChildAtSchool**, go to **Modules>MyChildAtSchool>User Accounts**.



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:

	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"/>	Rahm	Innn	09A	00008	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 Student 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

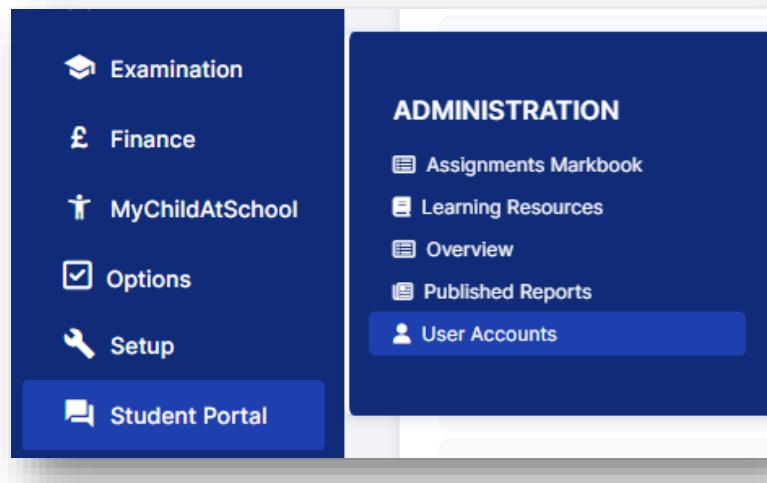
Contact Name	Is Active	Students	Email Address
Miss E Allison	Enabled	Jack Wade, Noah Bell	E5113186274@bromcomcloud.com

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 'User Account Maintenance' grid. At the top, there are buttons for 'New', 'Edit', 'Delete', 'Import', and 'Action'. Below that is a toolbar with 'Grid actions' (Copy, Excel, CSV, PDF, Print) and a 'Search' field. The main area is a table with 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 11 rows of data, each with a checkbox in the first column and various student names and account details.

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 a 'User Account Maintenance' grid. At the top, there are buttons for 'New', 'Edit', 'Delete', 'Import', and 'Action'. Below that is a toolbar with 'Grid actions' (Copy, Excel, CSV, PDF, Print) and a 'Search' field. The main area is a table with 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 has a single row at the bottom with the message '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.

User Account Creation

Current  Leaver  Future  Select All

Grid actions: Copy, Excel, CSV, PDF, Print. Search:

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

**Next** **Cancel**

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**.

User Account Creation

Current  Leaver  Future  Select All

Grid actions: Copy, Excel, CSV, PDF, Print. Search:

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

**Next** **Cancel**

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.

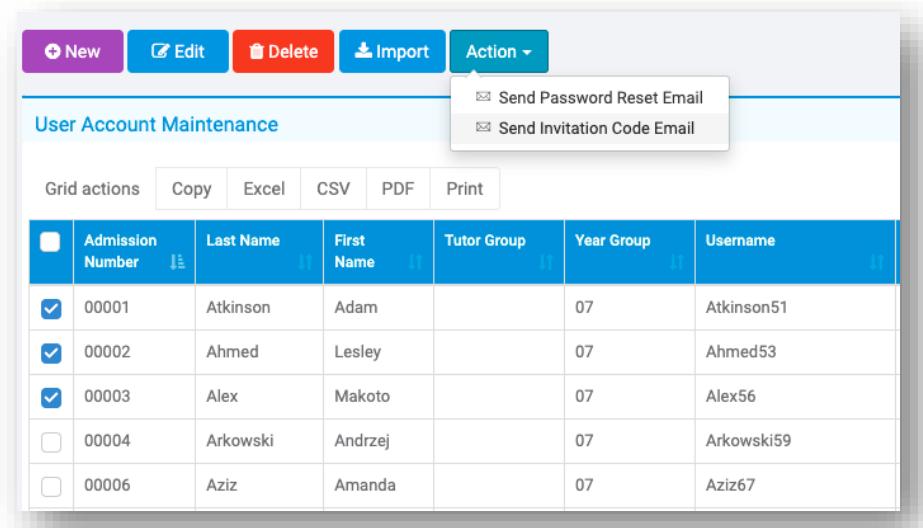
User Account Creation

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**

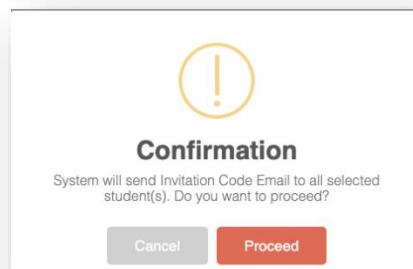
When you return to **Modules>Student Portal>User Accounts**, all of your Students with User Accounts will now be visible.

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;



The screenshot shows a grid of student records with columns for Admission Number, Last Name, First Name, Tutor Group, Year Group, and Username. Rows 00001 through 00006 are listed. An action menu is open at the top right, showing options: 'Send Password Reset Email' and 'Send Invitation Code Email'.

Admission Number	Last Name	First Name	Tutor Group	Year Group	Username
00001	Atkinson	Adam		07	Atkinson51
00002	Ahmed	Lesley		07	Ahmed53
00003	Alex	Makoto		07	Alex56
00004	Arkowski	Andrzej		07	Arkowski59
00006	Aziz	Amanda		07	Aziz67

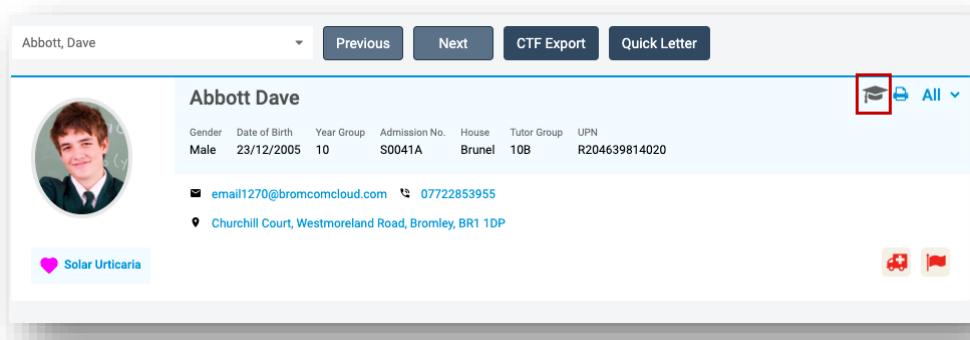
  


A confirmation dialog box is displayed, containing a large exclamation mark icon, the word 'Confirmation', and the text 'System will send Invitation Code Email to all selected student(s). Do you want to proceed?'. It has 'Cancel' and 'Proceed' buttons.

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.

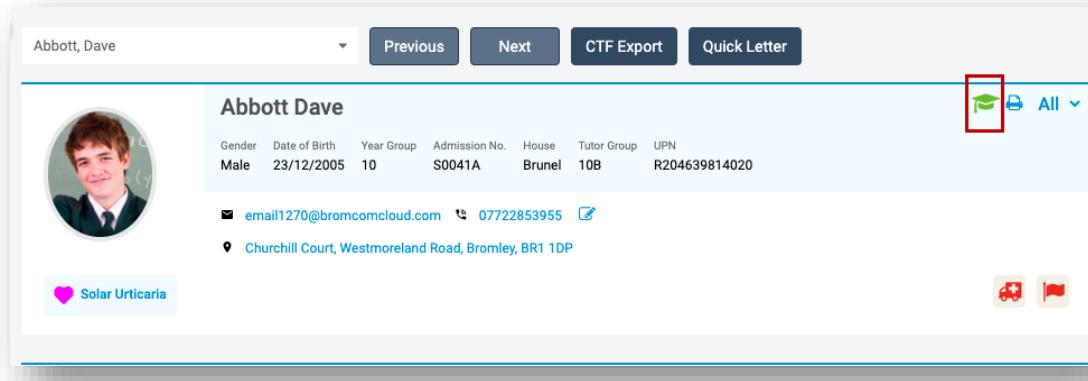
**Student without** a User Account



A student record card for Abbott, Dave. It shows a grey graduation cap icon in the top right corner. The card includes a photo, basic information (Gender: Male, Date of Birth: 23/12/2005, Year Group: 10, Admission No: S0041A, House: Brunel, Tutor Group: 10B, UPN: R204639814020), contact details (email: email1270@bromcomcloud.com, phone: 07722853955), and an address (Churchill Court, Westmoreland Road, Bromley, BR1 1DP). There is also a note about Solar Urticaria.

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

## Student with a User Account



Abbott, Dave

Abbott Dave

Gender: Male Date of Birth: 23/12/2005 Year Group: 10 Admission No.: S0041A House: Brunel Tutor Group: 10B UPN: R204639814020

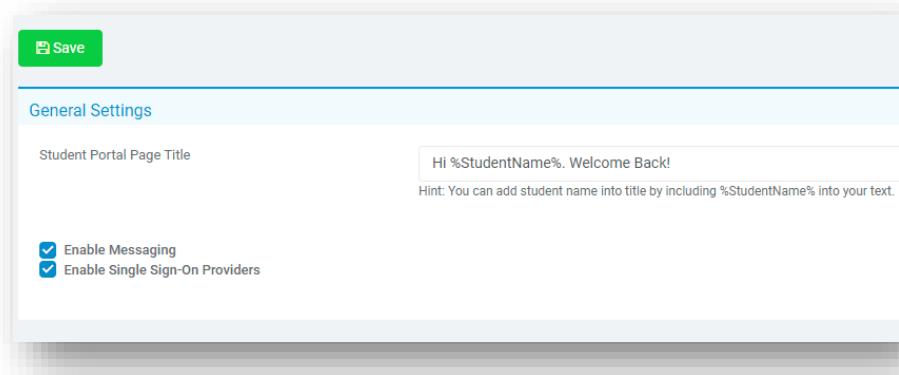
✉️ email1270@bromcomcloud.com ☎️ 07722853955 📲

📍 Churchill Court, Westmoreland Road, Bromley, BR1 1DP

Heart icon: 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

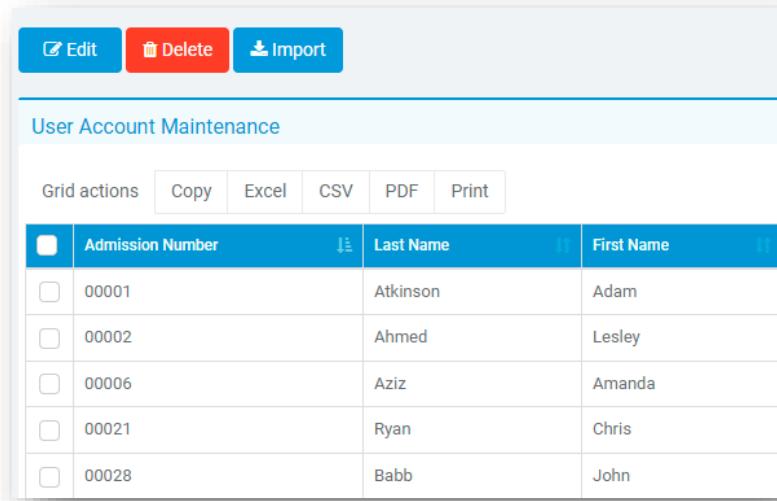
### General Settings

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.



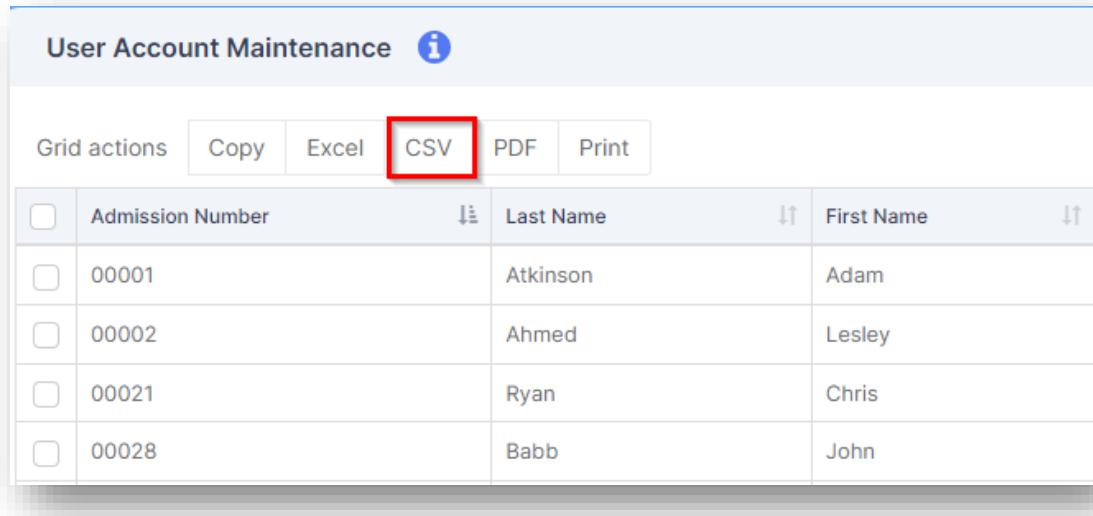
Edit Delete Import

### 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

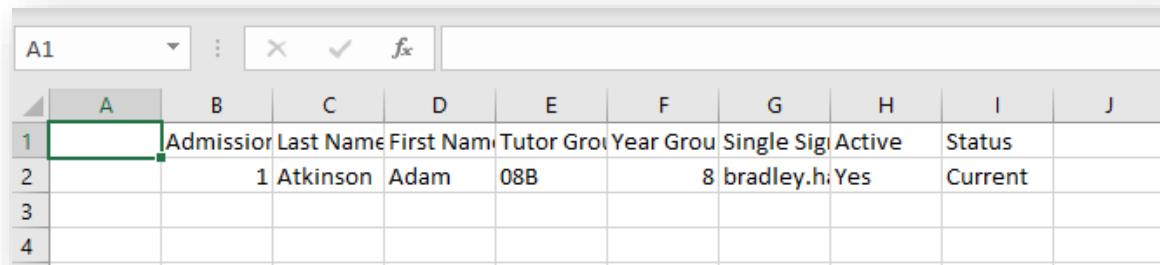
To obtain the correct template which allows you to **Import User Accounts**, use the **CSV** Button highlighted below.



User Account Maintenance					
Grid actions		Copy	Excel	CSV	PDF
	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	B	C	D	E	F	G	H	I	J
1	Admission	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:

- Attendances (AM/PM & Class)
- Assessment Results
- Behaviour Events
- Exam Results

The following data and their links will be deleted from system permanently for selected academic year:

- Groups, Memberships and Timetables (inc. Classes & Tutor Groups)
- Cover Data
- Exams Data
- Detentions
- Academic Year Calendar
- Attendance Comments
- Student's Planning Learning Hours
- Support Timetables

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!

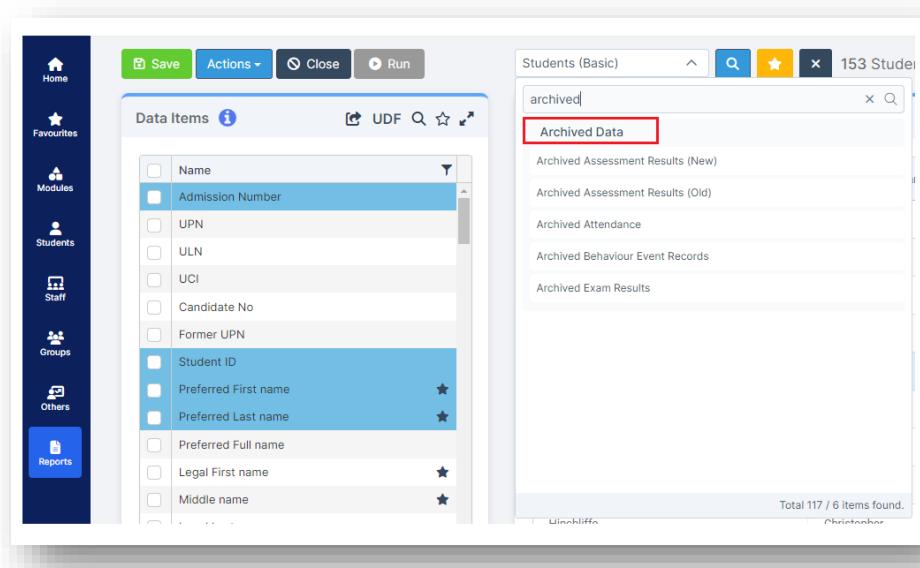
**Archive Now**

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.

Archived Years List		
The list will show the years which have been archived.		
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



The screenshot shows the MIS system's reporting interface. On the left is a vertical sidebar with icons for Home, Favourites, Modules, Students, Staff, Groups, and Reports. The 'Reports' icon is highlighted. The main window has a toolbar with Save, Actions, Close, and Run buttons. Below the toolbar is a 'Data Items' list with various student identifiers like Name, Admission Number, UPN, ULN, UCI, Candidate No, Former UPN, Student ID, Preferred First name, Preferred Last name, Preferred Full name, Legal First name, and Middle name. The 'Admission Number' and 'Preferred First name' items are currently selected. To the right of the data items is a search bar with the text 'archived' and a dropdown menu showing 'Archived Data' as the selected domain. The dropdown also lists other options: Archived Assessment Results (New), Archived Assessment Results (Old), Archived Attendance, Archived Behaviour Event Records, and Archived Exam Results. At the bottom of the search area, it says 'Total 117 / 6 items found.'

## 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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