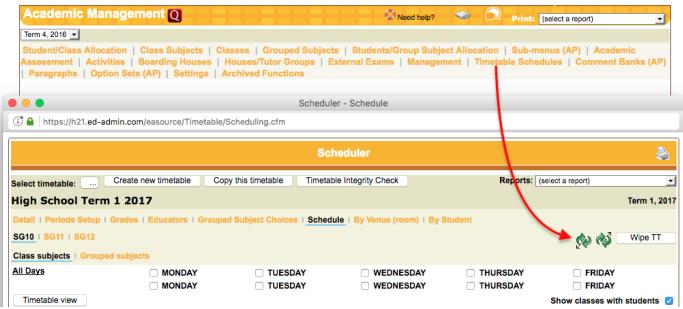


Academic Management - Frequently Asked Questions

1 How do we import timetable data from other timetable software?

Ed-admin timetable can be populated from any other timetable software that can provide an export file. The file is imported using this button:



2 The format required by Ed-admin is attached here:

There can be maximum of 2 teachers per class.

Teacher codes, subject code and class code from the timetabling software must match Ed-admin.

The section can be blank if there are not multiple classes of the same subject in the same grade.

Class column indicates that subject is a class subject and everyone does that subject in all classes. In a way, it is like the concept of sections except in Ed-admin if we have a class subject like English and we have 5 classes (homerooms) and English is mandatory and is streamed per homeroom we use homeroom (8w) to separate them.

[Ed-admin TTS.xls](#)

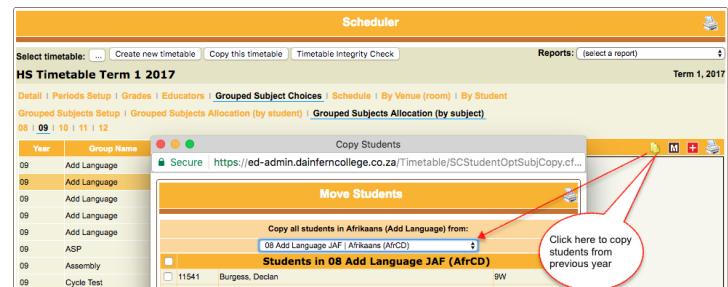
	A	B	C	D	E	F	G	H	I	J
1	Grade*	Class	Teacher Code 1	Teacher Code 2	Subject code*	Subject Section	Day No*	Period No*	Period Len*	Room
2	08	8W	JS1		JNS		1	5	1	R101
3	08	8W	JS1		JNS		2	7	1	R101
4	08	8W	JS1		JNS		3	5	1	R101
5	08	8W	JS1		JNS		4	3	1	R101
6	08	8W	JS1		JNS		5	1	1	R101
7	08	8W	JS1		JNS		6	3	1	R101
8	08	8Z	JS1		JNS		6	7	1	R101
9	08	8Z	JS1		JNS		7	4	1	R101
10	08	8Z	JS1		JNS		8	7	1	R101
11	08	8Z	JS1		JNS		9	8	1	R101
12	NR	8Z	JS1		JNS		10	8	1	R101

3 Example of use of sections is shown here.

Class field is empty when we have sections.

	A	B	C	D	E	F	G	H	I	J
16	08	8X	JS1		JNS		4	4	1	R101
17	08		SP1		JAF	AfrCD	1	8	1	R102
18	08		GM1		JAF	AfrGM	1	8	1	R102
19	08		DS1		JAF	AfrSB	1	8	1	R102
20	08		MH1		JAF	AfrCD	2	4	1	R102

4 Most students in High School are doing same optional subjects each year, in one phase. How may I copy students from the previous year to current year, so that I don't have to select them one by one?

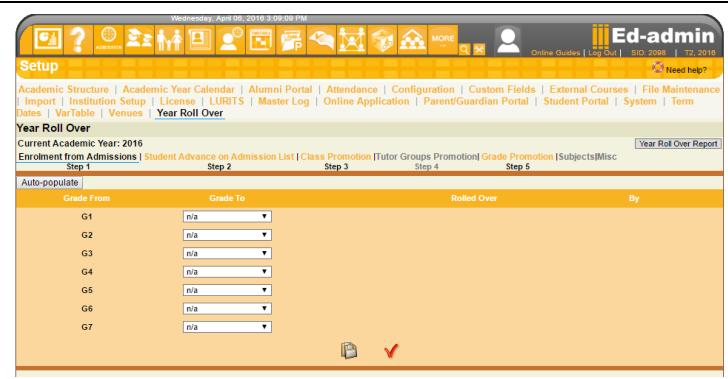


5 When should you copy your timetable?

To start a new term, you must copy your timetable from the previous term to complete your rollover process. The only exception to this is in term 1, where it is possible to create a completely new timetable.

At the end of an academic year, you may only copy your schedule following the completion of the year-end rollover.

When copying the Timetable, you can select which elements you would like to copy. The previous term's structure will be copied into the new term. Once the copy has been completed, you may make any edits

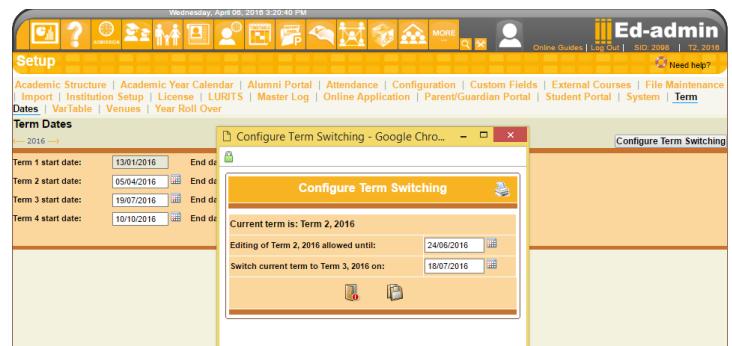


you deem necessary.

6 The schedule copy needs to be performed before the next term starts or immediately as the term starts.

Before the schedule is copied your term rollover will not be complete. If you have not copied the schedule from the previous term, you will notice that you lack academic structure for the new term.

The term switch process is set up here to indicate when the system will default to the new term.



7 Academic Management

In the Academic Management module, click on the scheduling button. This will open the schedule.



8 Before you begin to work, ensure that you have opened the correct schedule. To switch schedules, please click on the button highlighted in the image.

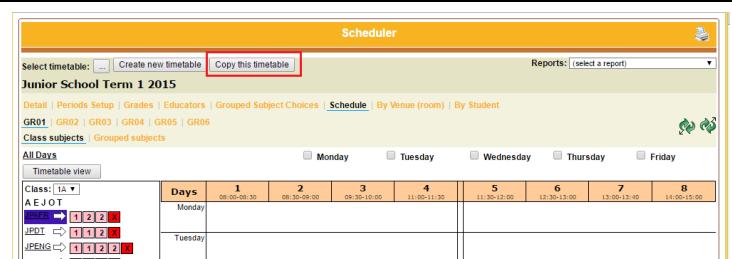


9 You will be presented with the list of timetables in your system. Select the one that you would like to work with by clicking on it within this interface.

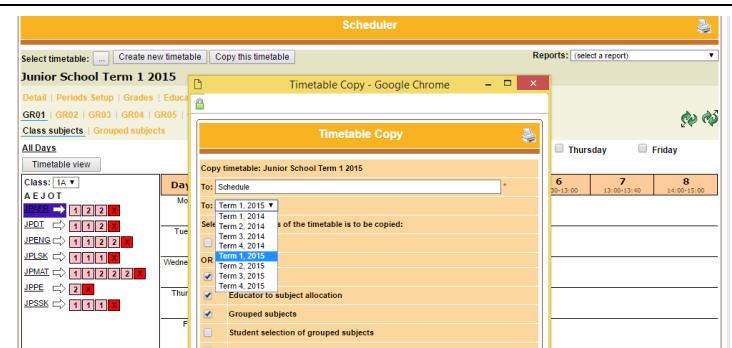
Once you have selected the correct schedule, you may begin the copy process.



10 Select copy this schedule.



11 Select the term you will be copying to and which elements you will be copying to the new term.



12 When you are happy with the details of the copy, click the copy button.

13 In the new timetable click on the details tab and check that the details are correct.

Please ensure that the term indicated in the orange box shown in the image is correct before going any further.

Now, tick to sync with assessment and reporting.

It is imperative that the sync is done before you start your term and staff begin performing the gradebook set up.

If you sync your schedule before the commencement of the following term, then please check that the setup in the Academic Management and Assessment modules is correct once the term has started. If you find any issues, then resync. To do this, you will need to untick the sync button and then save. Then, re-tick the sync button.

Note: Late syncing of the timetable can result in assessment detail and data loss. This is why it is imperative that this step is done before any work by staff is undertaken in the assessment modules.

If, later in the term, you discover that the sync was not done, please contact one of our support consultants for advice.

14 Once your copy has been completed, you will see that the student class allocation and group subject setup have been copied into the new term.

15 If you perform the copy but forget to sync, the group subject will not be copied into the new term.

Forgetting this step can lead to **serious** data loss, especially if it is only noticed later in the term. Therefore, it is essential that all teachers login and check the Assessment modules to ensure that they have been allocated all of their classes. This must be done at the beginning of the term.

16 **We have rolled over to term 2, but optional subjects are not showing in Assessment Module. What should we do?**

Please ensure that you have copied the timetable to term 2 with group subjects selected (usually all items should be selected) and that the new Timetable for term 2 is ticked as Synced with Assessment.

17 **I just created a new timetable for the new year in the first term, and somehow it has rolled over the students to the term. Why?**

When a timetable is copied to next year, or even when it is created, it will copy student data to the term the timetable was created for. Timetable does not work without student data; that is why student data is copied. The copy process is the same as the process used when a year end roll over is done, copying student records, except records of those students who have been marked as not being current or have a leaving date in the registration tab.

This means, assuming that you are in term 3, 2015, and you create a timetable for term 1, 2016, then student data will

		<p>get rolled over. Unfortunately, Ed-admin cannot undo this process. So staff using the Timetable module should be aware of implications of their work.</p> <p>Once student data is copied over, timetable is created and even synced, you can still perform the usual year end roll over. Ed-admin knows at this point that student have already been rolled over and will not affect your timetable. The year end roll over performs other year end functions that the Timetable copy or Timetable creation does not do.</p>
18	What is the optimum block arrangement to maximise student choices while considering teacher availability?	<p>Ed-admin experts are working hard to fill this missing component. In the meantime, once you have completed this outside of Ed-admin and have decided who is to take what section, you can return to this module and add the necessary sections.</p>
19	Why do I need to enter a student's choices if I just want to schedule the timetable?	<p>Ed-admin checks for conflicts that cause a student to miss out on their optional choices, so it needs to know what each student's choices are.</p> <p>No action is necessary for Class Subjects as students will already be assigned to them.</p>
20	We are a high school and we don't use homerooms. Why does Ed-admin require that we allocate students to homerooms?	<p>If you do not use homerooms, then please create just one class, G10A for example, and put all students in it. The timetable needs to have a student's class identified. You can interpret that as a grade, but the system needs the class name. So, you will need to create one class per grade and allocate students to it.</p> <p>The class is used to manage subjects or activities, such as assemblies, to be automatically allocated to each student.</p> <p>By homerooms, do we mean here we need to allocate the student to a specific room?</p> <p>No, homeroom in this context means classes. It is simply a logical grouping, and does not have to have a location. G10A is just a group of students. Their homeroom is G10A, but they may not have an allocated room.</p>
21	Why can I edit some of the Class Subjects' teachers, but not others?	<p>If you are using the timetable schedule and have actually scheduled a Class Subject, the teacher to be allocated will be decided on in the Scheduler, not here. You will see that the field is disabled in Class Subjects below.</p>  <p>The only way to make changes here is to use the Timetable Scheduler.</p>
22	We have just copied our timetable from Term 1 to 2 and we would like to start from Day 5 of the timetable because the timetable for Term 1 ended on Day 4, but the timetable for Term 2 is starting from Day 1. What can we do?	<p>For:</p> <p>Quarter 2, 2010</p> <p>Activate on portals: <input checked="" type="checkbox"/></p> <p>Activate in periodic attendance: <input checked="" type="checkbox"/> From Day: <input type="text" value="8"/></p> <p>Holiday Type: <input type="text" value="Normal week day"/></p> <p>Synchronise TT with schedule: <input checked="" type="checkbox"/></p> <p>Enter "5" in the "From Day" field to start the timetable from Day 5.</p>
23	We have changed a student grade to G6, because he was in the wrong grade (G5), but he seems to be in both grades now.	<p>Moving a student out of a class (using the Academic Setup module – Student/Class Allocation) would remove his assessment records from any Class Subjects he may be in. Removing him from the optional subjects will also have the same result. Therefore this process should be handled by staff who understand the repercussions.</p> <p>If you are using Ed-admin Scheduler, you will need to open the timetable (in Academic Setup – Schedule) for that</p>

Student module does not automatically remove him from classes and subjects. This separation of task is by design.

particular term and remove the student from G5 optional subjects and put him in G6 optional subjects.

24 We need to move a student from one class to another. What should we do?

You can use the Academic Setup module - Student/Class allocation and delete the student from one class and allocate him to another class.

Warning: Removing a student from a class, removes him from all his class subjects (mandatory ones) and therefore his assessment will be lost. You will receive a warning for this. So before you remove him, it is best to go to each grade book and either print or capture screen his results. The structure of the grade book may be different, so the teacher of the destination class will need to decide how to transfer his assessment to the new grade books.

25 The easiest way to keep the information is to print the grade book for each class subject or the optional subjects the student is moving out of.

26 We would like to change student options in the Academic Setup module using Students/Grouped Subjects Allocation, but there is no edit access. We can only view it. Why is this so?

If Students/Grouped Subjects Allocation does not allow you to make any changes, it is because you are using Ed-admin Scheduler. You must make the changes to Grouped Subjects using the Scheduler.

27 I have copied the timetable from Semester 1 to Semester 2, but it still says Semester 1 on top.

28 You will need to rename the timetable using the Detail tab.

<p>29 A student is showing in the Assessment and Reporting module, but I cannot see her in the Timetable Schedule. Why is this?</p> <p>There can be two reasons:</p> <p>A - The timetable may not be synchronised with the Academic setup. Please check here.</p> <p>Warning: if this is not ticked and you tick it, it will reset all Assessment setup and data, grades, etc. because this schedule becomes the master. It is possible that when you copied the timetable you did not tick this.</p> <p>Please do a backup before you tick this option.</p>	 <p>B - Student status in the Student module has been changed to Past Student, Deleted, etc. before you took students out of their allocated classes.</p> <p>You need to ensure you make removals and adjustments to the Timetable before you change the status of the student. You can just put the student status back to Current and perform changes to the timetable, then change her status back to whatever it is meant to be, such as Past student, etc.</p>
<p>30 It seems any changes I make to the Timetable are not reflecting in the Assessment and Reporting module:</p> <p>There can be two reasons for this:</p> <p>A - You are looking at the wrong timetable.</p> <p>B - The timetable may not be synchronised with the Academic setup. Please check here.</p> <p>Warning: if this is not ticked and you tick it, it will reset all Assessment setup and data, grades, etc. because this schedule becomes the master. It is possible that when you copied the timetable you did not tick this.</p> <p>Please do a backup before you tick this option.</p>	
<p>31 We are in the middle of the term and want to adjust the timetable by one day. For example, it is supposed to be Day 4 on Monday, but we want it to be Day 5. What can we do?</p> <p>It is actually quite difficult to do this. Because the timetable is at the core of the Assessment and Reporting module, including periodic attendance, the database has replicated itself to a number of places and now to adjust the timetable schedule by a day or more can be quite difficult to synchronise, especially when it relates to attendance.</p>	<p>If you are using periodic attendance, the only way to do this is to remove all periodic data for the current term. Then change the "From Day" to be one day higher.</p> <p>Untick "Activate in periodic attendance", then click on "Save".</p> <p>Then tick "Activate in periodic attendance" and click on "Save" again.</p> <p>For:</p> <p>Quarter 2, 2010</p> <p>Activate on portals: <input checked="" type="checkbox"/></p> <p>Activate in periodic attendance: <input checked="" type="checkbox"/> From Day: 8</p> <p>Holiday Type: Normal week day</p> <p>Synchronise TT with schedule: <input checked="" type="checkbox"/></p> <p>This may not be practical to do because of extensive data entry work required. You can request the Ed-admin development team to this for you at database level at a charge.</p>
<p>32 We are on a 10-day TT cycle and our TT is set up as Weekday holiday type. We use alternating W1, W2. We have had a week's break just after a W2, but now we notice that we are back on W2 again. How do we fix this?</p>	<p>There are two modes for Timetable as described above: Timetable cycle: Applies to Education Institutions that use a non-weekday cycle. If there is a holiday, the timetable skips that day and continues on without missing a day on the timetable.</p> <p>Normal weekday: Applies to Education Institutions that use a traditional weekly or biweekly cycle using days of the week. In this mode, Monday will always be Monday irrespective of holidays. The timetable basically ticks forward on holidays just like any other day.</p> <p>In this case, unfortunately there is no solution because you have selected weekly type TTS. Holidays do not impact the pace of the TTS. The only way around this is to convert your TT to cyclic and ensure no holidays are scheduled for the rest of the term, so Mondays will remain Monday. This is not a</p>

good solution, but the only one available. So if you do have a holiday coming up, you need to leave it blank on the Attendance module. But if your report card reports attendance in the format:

Absent: 4 out of 45

Then the 45 would be incorrect because the system will count the day that is blank as a school day. You can request your report cards to be modified to count the total ticks and absences as total number of days to skip any blank columns in attendance.

33 We have copied the timetable from one academic year to the next and have selected:

Student selection of grouped subjects

But after the copy process is complete, the optional subjects do not have any students in them. What can we do?

Timetable Copy

Copyst timetable: Prep School Term 3 2014

To: *

To: Term 1, 2015

Select what elements of the timetable is to be copied:

All elements

OR

Period setup

Educator to subject allocation

Grouped subjects

Student selection of grouped subjects

Schedule

34 There are some conditions for a successful copy of student enrolments from one year to the next.

Let's assume we have a timetable copy of SG10, SG11, SG12 from 2014 to 2015.

So we take an example that the students of SG10 will be continuing with Arts and Culture from SG10 in 2014 to SG11 in 2015.

A - Subject code should be the same one used for the SG10 and SG11 Arts and Culture subject (as per the subject master list to be the same).

B - Optional group name to be the same for SG10 and SG11 in the 2014 timetable. (This is in 2014, not 2015.)

C - Section names are the same for SG10 and SG11 classes in 2014. This means if we have two Arts and Culture classes in each of SG10 and SG11, then both grades use the same section names.

SG10 SG11 SG12 Note						
Grouped Subjects						
Year	Subject Group Name	Min Subj	Max Subj	Note	Code	Subject
SG10	Line 3	1	1		FAFR	Afrikaans 1st Additional Language (A)
SG10	Line 2	1	1	AND	FAFR	Afrikaans 1st Additional Language (B)

SG10 SG11 SG12 Note						
Grouped Subjects						
Year	Subject Group Name	Min Subj	Max Subj	Note	Code	Subject
SG11	Line 2	1	1		FAFR	Afrikaans 1st Additional Language (A)
SG11	Line 3	1	1	AND	FAFR	Afrikaans 1st Additional Language (B)

35 If the copy of student selection of grouped subjects is not complete, you can use the manual copy function shown here:

Students	Students in Add Language JAF (GM)			
15	11199	Baker, Nicholas	9X	
17	11358	Fairweather, Sean	9Z	
17	11537	Govender, Elisa	9X	
0	11172	Jetten, Georgia	9Y	