1   Document Design

A powerful feature of ClassRoom Manager and Student Manager is their reporting capacity and use of documents. Each document doubles as a data-entry and reporting screen.

Documents can be quickly customised to suit your requirements in terms of layout and the data/information presented. Data entered on one document is stored in the database, automatically appearing on related documents. You may wish to add teachers' dossiers to documents created, and can do this more quickly via Other Utilities > Global document management > Attaching documents to Dossiers. This can also be done in CMTeacher > Options > Add Documents.

Examples follow:

From Student Manager:

From ClassRoom Manager:

1.1 Document Design – Getting Started

A document is a collage of elements - text boxes, graphics, lists, etc. Modifying an existing document is the easiest way to create a new one.

- Right click in a blank place on the document and choose 'Edit Document'

- The Design Tools then allow you to place elements onto your document to either enter and/or display the information you require
- From ClassRoom Manager click 'Add Document' for the New Document Wizard to create a document from the beginning. Create a new blank document, click OK.
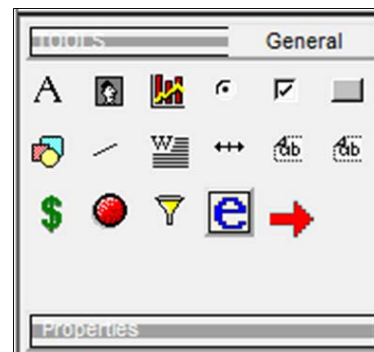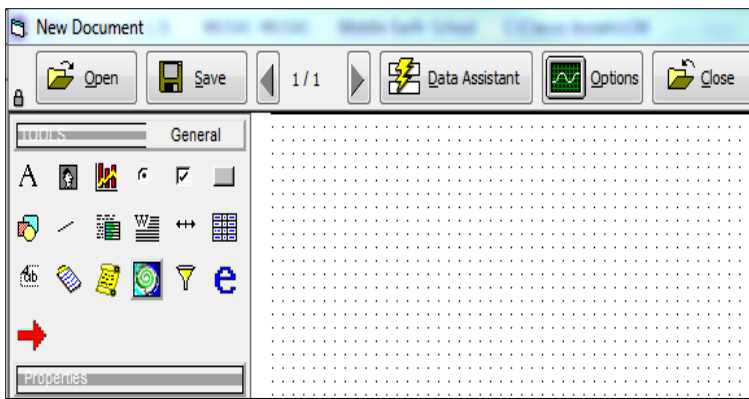
- The Design Tools bar will expand when you hover. Click the small padlock on the top if you wish to keep the tools open.
- Click on the tool, eg. the Word Processor symbol, to see an explanation for each tool as you hover over it, appearing at the bottom of your screen.

1.2   Document Design - Data Entry Fields

- Data entry fields are used in documents to enter information into the database
- Click 'Data Assistant' to add Data Entry fields en masse
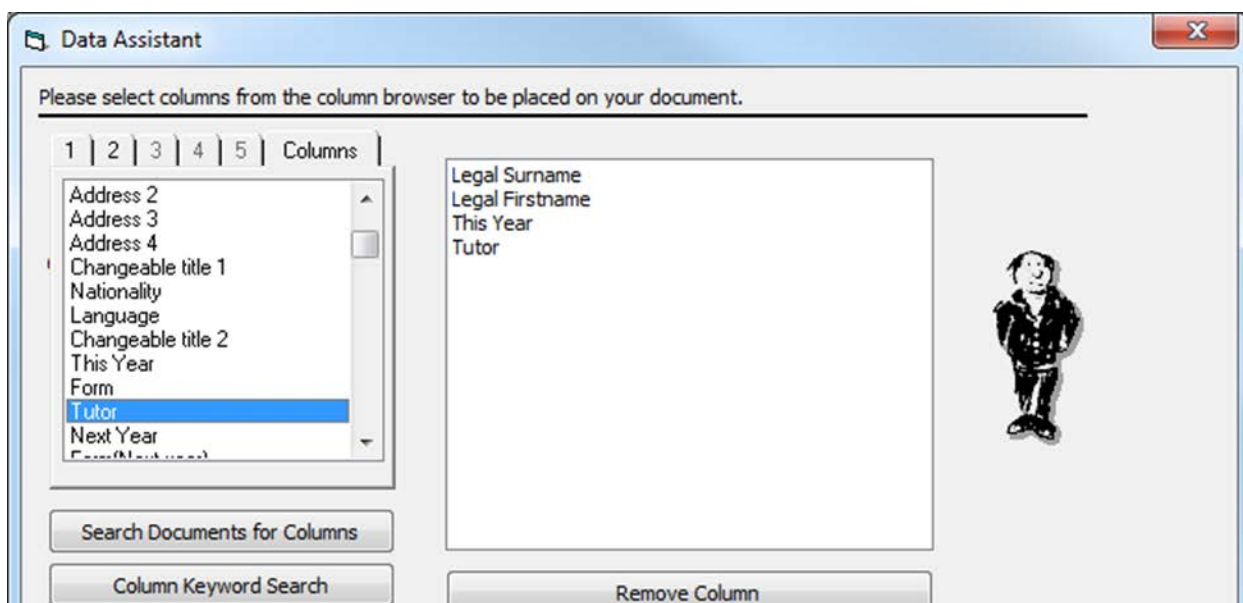
- Click to select from the left panel to appear in your document. Click Next.
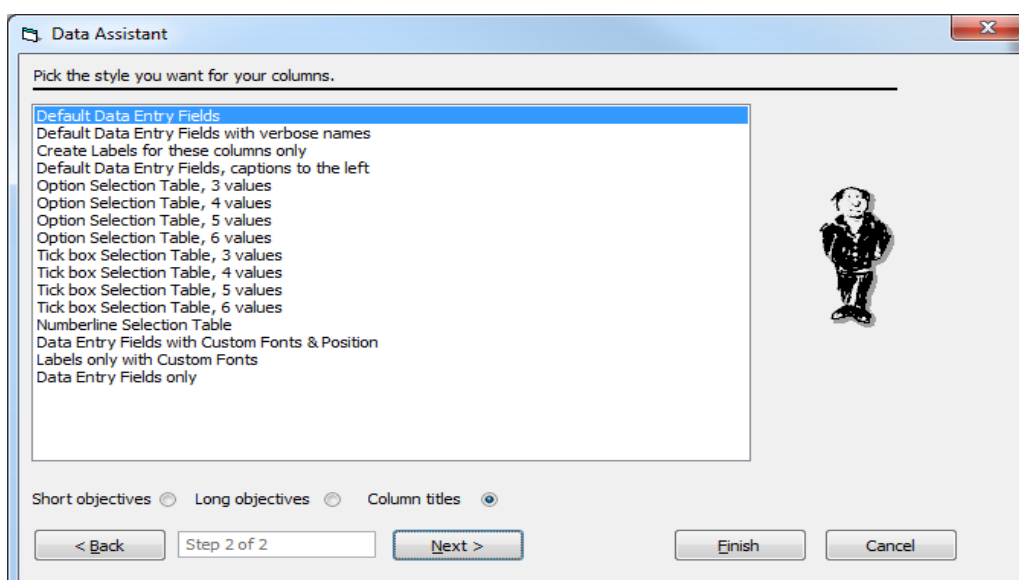
- Make your selection from the default Data Entry Fields (or tick boxes etc) above and when ready, click Next
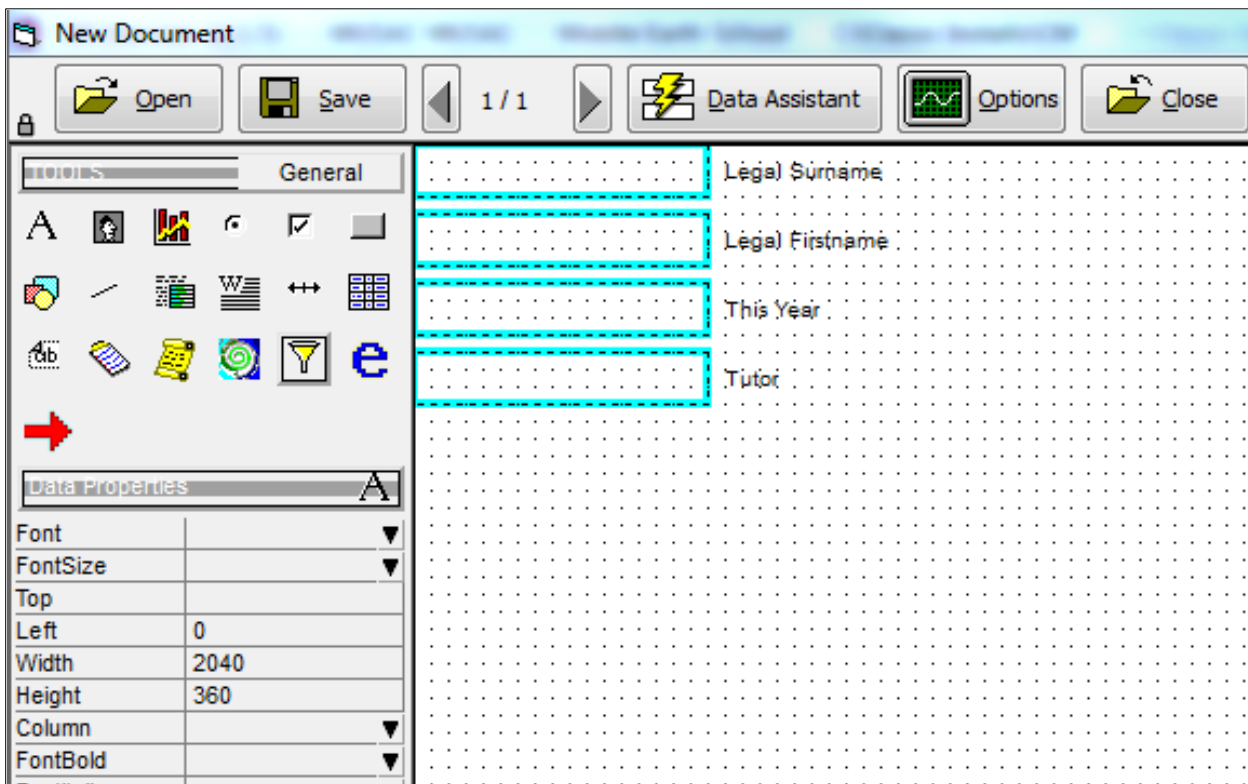
1.3   Document Design – Layout

Once objects have been added to the document, they can be arranged (dragged) and resized (click on a box then drag the handles) on your page
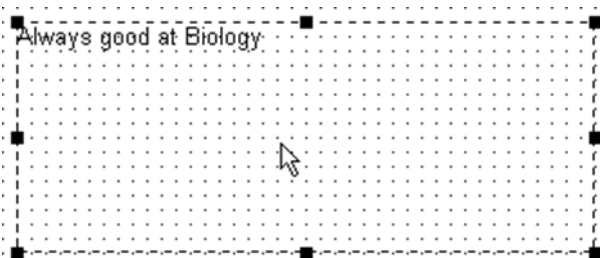
Each object has different properties which can be edited by clicking on the object and altering the properties listed under the Design Tools on the left.
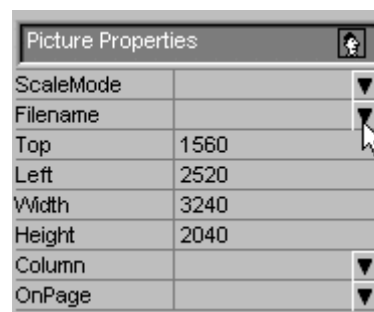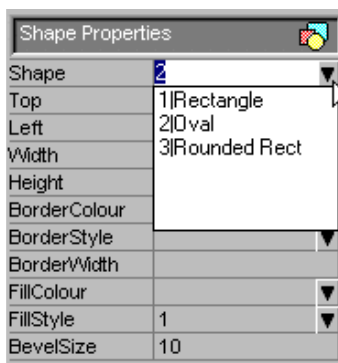
1.4   Document Design – Rich Text (word processor)

Rich text objects can be used in documents as headings, captions or text, or to merge in existing data. Add to your document through Word Processor boxes then right click on it and choose Edit Object
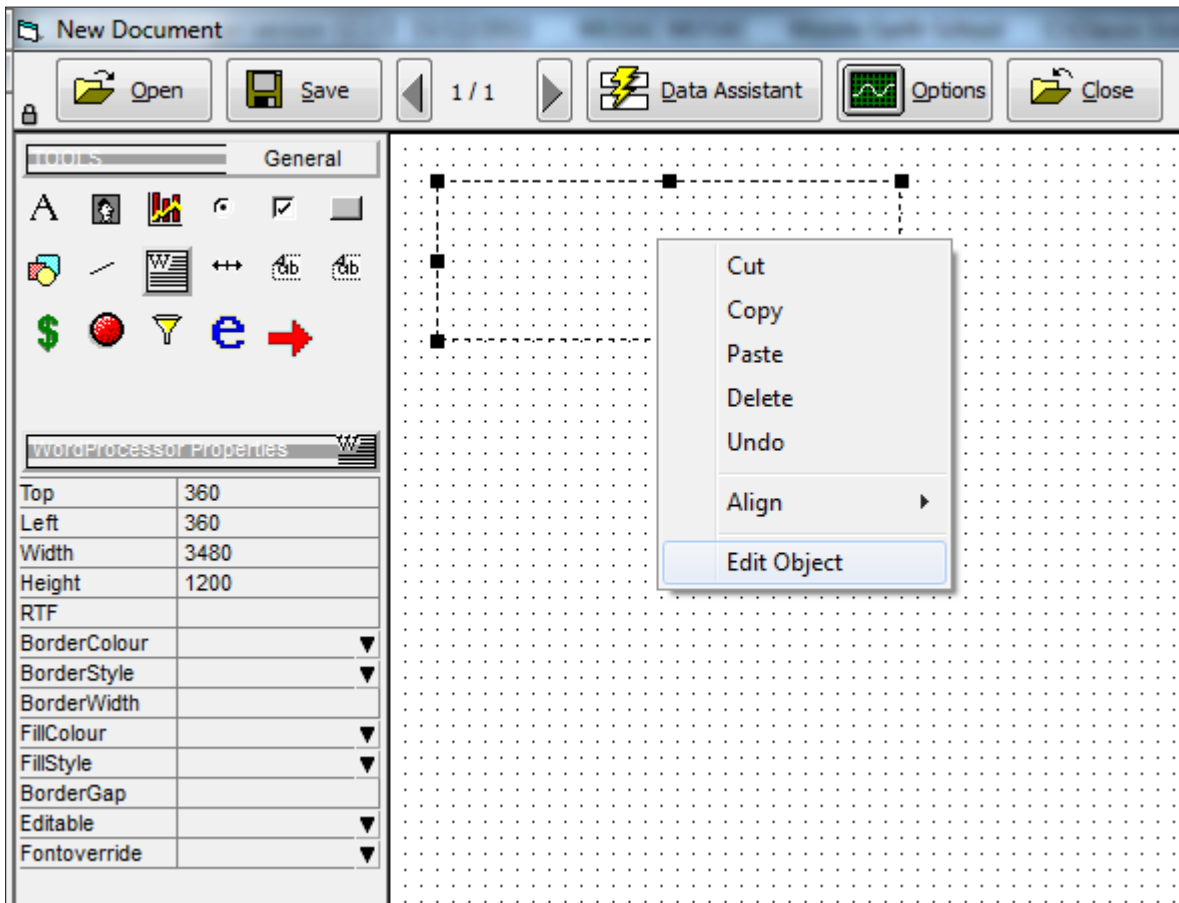
Ensure that the comment box Fontoverried property is set to Enabled, to achieve one consistent font for the report comments. On the Print options page, select the font and size you wish to set in the Emergency font override fields.
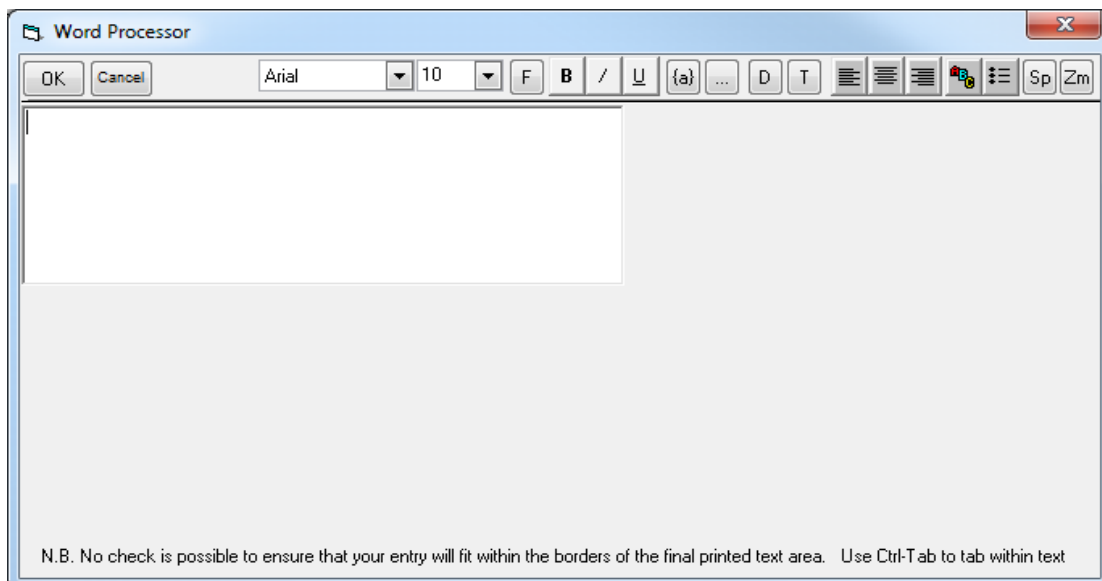
Begin typing and note the instructions on your screen regarding formatting.

1.5   Document Design – Merging data into your text above

- The Merge Field button {a} accesses the RTF code selection screen

- Note that to create a document for staff to view, without allowing editing, use only merge fields from the Word Processor rather than data boxes.
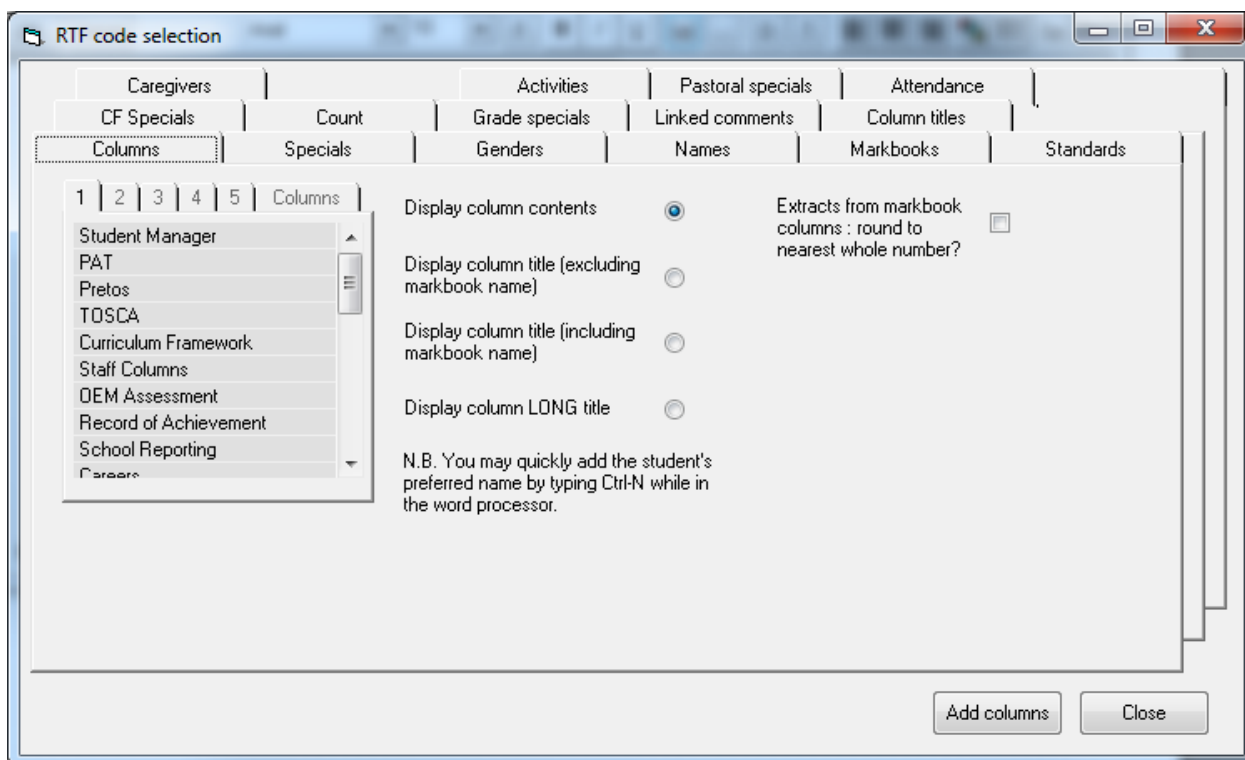
- The Merge facility allows data stored and 'calculated' in the Classic database to appear on a document. A variety of tabs provides access to different data for merging into your document.
- Note that to have the House field on a report with the relevant teacher listed, in CMAdmin > Teachers and their dossiers ensure the house codes in the Class field on the relevant teachers is accurate.
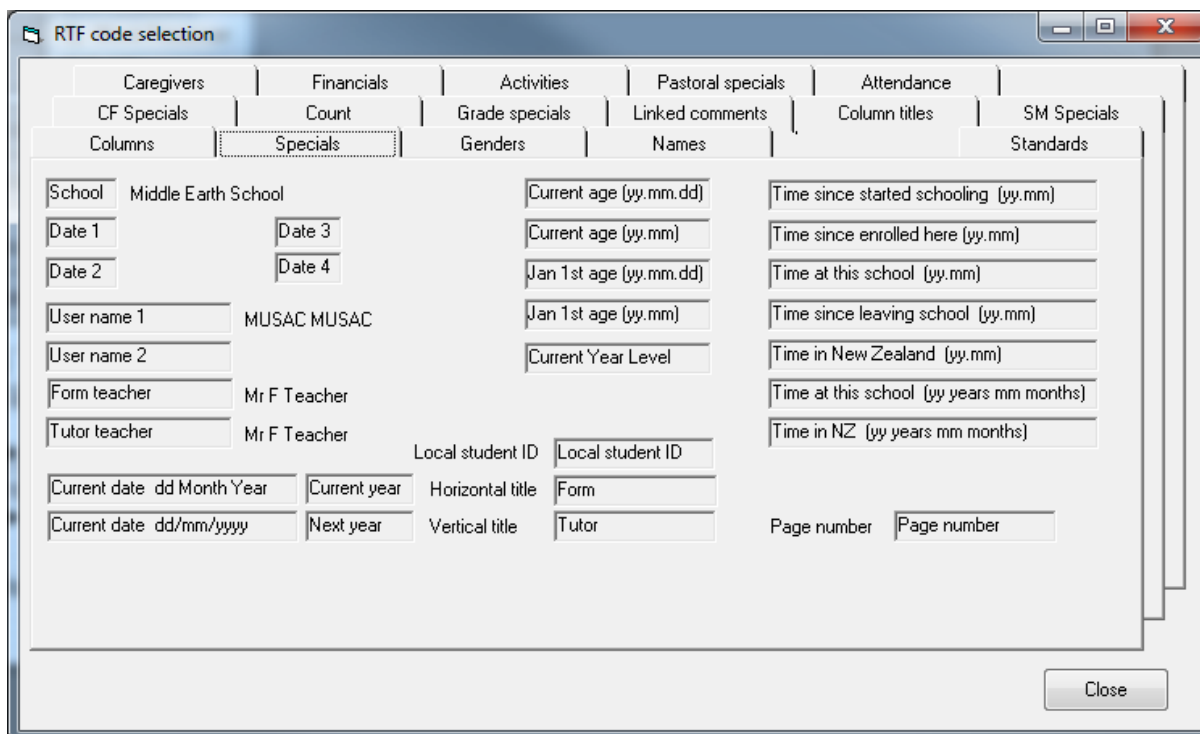
- To include attendance information from Absences in the report, from the CMAdmin menu > Install Supplied Components (Standard Columns and select school type) click on 'Absence Summary Columns' for the year must first have been installed. Click Proceed.

1.6   Document Design – Other Tools

- Pictures – eg. school logo, student photo or image
  Save your logo into the CM folder as a .jpg or .bmp file then edit the report and use the picture tool to add a box where you wish the logo to appear. Now in the Properties for the picture, click on the filename dropdown and select your logo. Depending on your logo size you may also have to edit the Sale mode property to get the correct appearance.

- Lines – can be used to separate sections of a document or to form tables and to create more complex designs within a document

- Shapes - can be added to a document to act as containers for other objects or to provide background shading

- Labels – used to add labels to a document – including rotated text

- Lists – a multi-purpose tool for listing financial items, pastoral transactions, NCEA standards, etc

- NCEA reports - Secondary Schools – in several configurable formats

- Multi-Option report - Secondary Schools – Create a report linked to markbook columns

For printing reports in Booklet form, open the CM User Guide from the MUSAC sidebar using the ? symbol, and when the PDF opens use Ctrl+F to quickly search for 'booklet'. Press Enter for details around printing booklet reports.

1.7   Printing Reports to pdf   (archiving)

To set up - for archiving just before printing to pdf, from CMAdmin go to Other Utilities > PDF Setup
- Step 1. Choose your preferred name format. The same format should be used each time you use this screen
- Step 2. Enter the @ symbol as a default entry
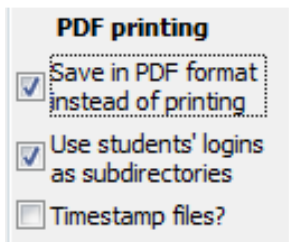- Click Generate

A window will pop up asking you where to save the `induct.csv` file. The CM folder is ok as the file is not used again. Overwrite if asked and click Save.

1.8   Printing Reports to pdf

You can now print any of your CM/SM documents to PDF using the normal print routine, but ticking a couple of extra boxes on the final print screen

- When you are ready to print to PDF tick 'Save in PDF format instead of printing'
- Also tick 'Use students' logins as subdirectories' as this will save each student's document into a folder with their name on it. Ensure that new PDF folders are created to capture all new students.
- When you click 'Print' you will be asked where to save the PDF's to. Choose the same location each time so each student's reports will accumulate into the one folder
- These could then all be archived onto a pendrive at regular intervals for backup, and easy retrieval

2   Primaries: National Standards Reporting

Ready to use report templates covering all year levels and fields are available; five different report templates with eight year levels per template. The reports are installed into a new National Standards folder within the CM\Documents folder and can be added to any new or existing dossiers using the Dossier Maintenance wizard (CMAdmin>Teachers and their dossiers). If you have the 'All Documents' right, the folder can also be accessed by clicking the + symbol to the left of 'All documents' in CMTeacher. All of the document names begin with 'NS' followed by a template number, whether it's an OTJ or Interim report, followed by the year level for which it is designed.

Templates 1 to 3 are for OTJ's and their related comments, with template 1 being a single page report. Templates 2 and 3 are multipage. Templates 4 and 5 are for interim reports being single page, and 5 multi page.

All of these templates can be used as is, or edited to suit your school's needs, including adding your own school logo. When you edit the design of a report, it must be saved with a different name, otherwise the next Classic update will reinstall the original report template – which is avoidable.

Data can be entered directly into these reports either in single student or grid mode, but it's important to attach the correct report to the correct dossier, ie. that the year level of the report matches the year level of your student. To make this data entry process more seamless, there are two entry forms to ClassRoom Manager which should alleviate this potential problem – see below.

All 'OTJ' reports have an 'Assessment results' field where the assessment types used to arrive at the OTJ can be listed.

2.1   Forms for teachers to enter OTJ's, Learning Goals and related comments
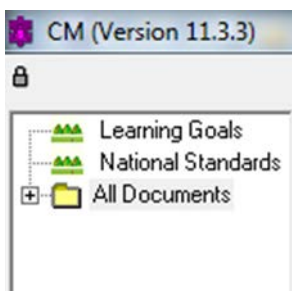
To assist teachers with entering OTJ's, Interim report, Learning Goals and related comment entry, new forms have been added to ClassRoom Manager. These can be accessed by clicking the relevant heading in the dossier window (upper left hand corner) within ClassRoom Managers main screen. Once data has been entered it will appear on the relevant students' year level report. ie. on the supplied report templates or the schools own reports that are linked to the new National Standard columns.

Once opened, these forms will auto filter to the teacher's own class – based on their login and a relevant room entry in the teacher's 'Class' field in 'Teachers and their dossiers' (CMAdmin) or 'Staff and their dossiers' (Student Manager). The entry in this field must match the 'Room' data on their students, eg. R1, Rm01 (case and space sensitive).

If the person logging in has the 'All Documents' right they will have access to all rooms and students.

Within the National Standards form teachers can select which student they wish to enter a comment on, and then whether the data is for an interim or final report – the software works out which year the comment relates to. Once selected, there are separate tabs for entering Reading, Writing and Maths comments. The 'Final' form has a drop down for selecting the relevant OTJ.

The Learning Goals form is similar to the National Standards one, but has comment fields for; Learning Goal, Progress Towards, Next Learning Steps, Home assist and School Support.

3   Secondaries: NCEA reporting

See full details in the NZQA Utilities Guide for incorporating NCEA data into reports. This is available in Classic from:
- the MUSAC sidebar question mark > CMAdmin > NZQA Utilities,
- Help from the MUSAC Classic graphic menu, or
- NZQA Utilities PDF file in the CM folder.

From page 183 the process is described for placing an NCEA object on the document and setting the properties etc.

4   Use of AutoJeCT

To maintain a healthy database there are notes giving an overview and installation instructions for MUSAC's AutoJeCT Compacting Tool on our website to help protect your data. Using AutoJeCT can assist with automating scheduled database maintenance for the Microsoft Access database Classic uses. Your School IT support person can set this up to compact and restore your database increasing reliability and performance.

5   Classic Web Portals

If you have Classic Web Portals, you can use the PDF printing tool for your report printing. More information about our Classic Web Portals giving you online access to MUSAC Classic is available in our Document Library.