1   Absences

Reporting > Analysis

1   By code ? & L – the resultant table is sortable, exportable. Use weekly. View students with 'results of concern' in OneScreen

2   By Half Day rate / Aggregated by year level. Set targets on rates. Use weekly

Edit Attendance

1   Use Display button to highlight specific codes. Excellent for seeing absence patterns

2   Can be printed en masse for archival purposes via Reporting > Standard Reporting > Student Attendance summary

Assign Filtered Groups

Assign groups to specific staff members to monitor/track designated groups of students (Settings > Miscellaneous .. select staff member > Filtered Group .. the groups to select from are created in SM > Set Filter).

2   CMAdmin

Out of the box / Assessment Tool Selector

1   CMAdmin > MUSAC Assessments and Profiles. Tick to turn on.

2   CMAdmin > Assessment Tool Selector. Select the required assessments and settings.

Auto Create Teachers Dossiers

1   CMAdmin > Teachers and Their Dossiers. Add teaching year levels to staff then click the Auto Create Teachers Dossiers button.

3   OneScreen

Use OneScreen to overview individual students including their National Standards and National Assessment results. Look for correlations between Assessment, Attendance and Pastoral entries. Data can be archived as a pdf to the student's Classic folder as per CM/SM docs.

NB: Use the 'Filter' button and 'Student Filter' dropdown to select specific groups of students and tagged filters pre-defined in SM.

4   Staff Manager

Use it to record a wide range of info on all staff in the school including registration expiry dates, PD, duties and responsibilities. Also your Day Relief arrangements are automated, and a file prepared ready to forward to Novopay. (Print Lists > Pre-designed tables).

5   Student Manager

Pastoral > Positive Behaviour for Learning Graphs

1   Use to monitor trends. Requires good data integrity and granular item configuration.