MUSAC Classic
User Guide

2014.8.20
MUSAC Ltd © 2014

Index

musac

1   Copyright Notice

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About this Document

2 Software Licensing Agreement and Warranty

2.1 MUSAC Limited Software Licensing Agreement

PARTIES

1   MUSAC Limited (hereafter "MUSAC Ltd") ("the Licensor")

2   You ("the Licensee")

BACKGROUND

A   The Licensor is the exclusive owner of the Software.

B   The Licensor has agreed to grant a license to the Licensee to use the Software upon the terms and conditions contained in this Agreement and any schedules attached.

IT IS AGREED:

1   DEFINITIONS

In this agreement unless the context otherwise requires:

"CPU" means the central processing unit for the System.

"Beta Software" means the edition of the Software available for a period of time prior to full release.

"Enhancement" means upgraded, improved or modified versions of the Software and "Enhanced" has the same meaning.

"Institution" means the single school, organisation or entity which will receive the exclusive benefit of the Software licensed by this agreement and the definition specifically excludes organisations.

"License Fee" means the fee advised by the Licensor to the Licensee as being applicable to this License.

"Support Services" means web, email, fax or telephone based support provided by the Licensor in relation to the Software.

"the Software" means the MUSAC Ltd Software being Student Manager, ClassRoom Manager, Absences for Windows, Financial Manager, Library Manager and any other products developed and/or released by MUSAC Ltd.

"the System" means the computer hardware, including the CPU, used to execute the Software.

"use" means utilisation of the Software by copying or transmitting the Software into the System for the processing of the System instructions or statements contained in such Software and copying the Software which is in machine readable form in whole or in part, in printed or machine-readable form for use by the Licensee on the designated System for the limited purpose only of understanding the contents of such machine readable material and for backup on condition that no more than one copy of each item of the Software will be in existence under any license to the Licensee at any one time without the prior written consent of the Licensor, except where such copies are used for the sole purpose of conducting the operational requirements of the Licensee's Institution.

2   **INTERPRETATION**

In this Agreement unless the context otherwise requires:

a   a reference to a person includes any other entity or association recognised by law and vice versa;

b   words include singular and plural numbers;

c   words referring to one gender include every other gender;

d   any reference to any of the parties by their defined terms includes that party's executors, administrators or permitted assigns or both, or being an incorporated company, its successors or permitted assigns or both;

e   every agreement or undertaking expressed or implied by which more persons than one agree or undertake any obligation and derive any benefit under this agreement binds and is for the benefit of such persons jointly and severally;

f   clause headings are for reference purposes only;

g   where any word or phrase is given a defined meaning in this agreement, any other part or speech or other grammatical form in respect of such word or phrase has a corresponding meaning;

h   a reference to a statute includes all regulations under and amendments to that statute and any statute passed in substitution for that statute or incorporating any of its provisions to the extent that they are incorporated;

i   no benefits under the Contracts (Privity) Act 1982 are intended by the parties to be created under this agreement;

j   the calculations of all periods of time or notice exclude the day on which the period or the notice is given and the day on which the period or notice expires;

k   "business day" means a day on which registered trading banks in New Zealand are open for business.

3   LICENCE

3.1   The Licensee acknowledges that the Licensor is the exclusive owner of the Software. Upon acceptance by the Licensee of this agreement the Licensor grants and the Licensee accepts a non-exclusive New Zealand license to use the Software in accordance with the Terms and Conditions of this agreement.

3.2   Subject to the rights of termination contained in this agreement, the term of the license is for one (1) year beginning in January from payment of the License Fee. The License Fee will be pro-rated for Institutions purchasing the License after February in any one year. Upon expiration of the term, a further License Fee must be paid or all Software including any Enhancement must be removed from all systems to which the License applies.

4   LICENCE FEE

4.1   The Licensee agrees to pay the License Fee prior to the installation of the Software.

5   LICENSEE'S UNDERTAKINGS

5.1   The Licensee undertakes with the Licensor:

a   Not to copy (other than for normal System operation and permitted use of the Software), reproduce, sell, rent, lease, translate, distribute, adapt, vary or modify the Software nor to communicate the Software to any third party without the Licensor's prior written consent.

b   To notify the Licensor and pay a further License Fee should the Software be required for an additional Institution.

c   To maintain accurate and up to date records of the number and location of all copies of the Software.

d   To supervise and control use of the Software in accordance with the terms of the license.

e   To reproduce and include the copyright notice of the Licensor on all or any copies, whether in whole or in part, in any form, including partial copies or modifications of the Software.

f   Not to provide or otherwise make available the Software in whole or in part (including but not limited to program listings, object and source program listings, object code or source code), in any form to any person other than to the Licensee's employees engaged in the operation of the System, in respect of which employees the Licensee undertakes to procure the signature by such employees of appropriate confidentiality undertakings in a form approved by the Licensor.

g   The Licensee undertakes with the Licensor that the Licensee will not permit any unauthorised third person to examine, repair or in any way alter the Software without the prior written consent of the Licensor. The Licensee further undertakes for the Licensor that the Licensee will be fully responsible for all Licensor's costs of rectifying the Software should any such unauthorised action take place.

h   The Licensee undertakes with the Licensor that the Licensee will not use any Software tools to disassemble, examine, patch or in any way alter the Software without the prior written consent of the Licensor. The Licensee further undertakes for the Licensor that the Licensee will be fully responsible for all Licensor's costs of rectifying the Software should any such unauthorised action take place.

5.2   Notwithstanding 5.1a above, the Licensor will permit copies of the Software product to be installed on multiple systems within the Licensee's Institution provided that the Software is exclusively used by one Institution.

6   LICENSOR'S UNDERTAKINGS

Upon payment of the License Fee the Licensor undertakes to:

6.1   Make available information and costs of Enhancements to the Software.

6.2   Provide Support Services to the Licensee in respect of the Software during normal business hours.

7   LICENSOR'S LIABILITY

7.1   To the fullest extent permitted by law, it is agreed that the Licensor is not liable to the Licensee for any loss or damage whatsoever or howsoever caused arising directly or indirectly in connection with this license, the Software, its use or other application.

7.2   Notwithstanding the generality of clause 7.1 above the Licensor excludes liability for any consequential loss or damage which may arise in respect of the Software, its use, the System or in respect of any other equipment or property, or for loss of profit, business, revenue, goodwill or anticipated savings.

7.3   The exclusions of liability referred to in clauses 7.1 and 7.2 above apply to liability in contract or in tort (negligence) and any other principle of legal liability. In the event that any limitation or provision contained in this agreement is held to be invalid for any reason and the Licensor becomes liable for loss or damage that would otherwise have been excluded, it is agreed that such liability is limited to one quarter of the amount of the License Fee.

7.4   To the extent permitted by law, it is agreed that the license to use the Software is acquired for business purposes by the Licensee so that the guarantees provided in the Consumer Guarantees Act 1993 do not apply to the Software.

8   INTELLECTUAL PROPERTY RIGHTS

8.1   The Licensee acknowledges that any and all of the trade marks, trade names, copyrights, patents and other intellectual property rights used or embodied in or in connection with the Software are and remain the sole property of the Licensor. The Licensee agrees that it will not during or at any time after the expiry or termination

of this agreement in any way question or dispute the ownership by the Licensor of any such rights.

8.2 In the event that new inventions, designs or processes evolve in the performance of or as a result of this agreement, the Licensee agrees that such rights are the property of the Licensor unless otherwise agreed in writing by the Licensor. The Licensee agrees to transfer (and procure that any person within its control transfers) such rights to the Licensor upon the Licensor's request but at the Licensor's expense.

9 CONFIDENTIAL INFORMATION

9.1 a) All information, data, drawings, specifications, documentation, Software listings, source or object codes which the Licensor may have disclosed or given to or may from time to time disclose or give to the Licensee relating to the Software or the System or both, are proprietary, secret and confidential to the Licensor.
b) The Licensee agrees with the Licensor that it will use such materials solely in accordance with the provisions of this Agreement and that it will not at any time during or after the expiry or termination of this license, disclose those materials whether directly or indirectly to any third party without the Licensor's prior written consent.

9.2 The Licensee further agrees with the Licensor that it will not itself or through any holding, subsidiary or associated company, agent or third party, disassemble, modify, use, enable, vary, enhance, copy, sell, lease, license, sub-license or otherwise deal with the Software or any part or parts or variations, modifications, copies, releases, versions or Enhancements of the Software or have any Software or other program written or developed for itself based on any confidential information supplied to it by the Licensor.

9.3 All information relating to the parties' respective businesses which they may have disclosed or given to or may from time to time disclose or give to the other must be kept strictly confidential by the disclosure. Nothing in this clause prevents the Licensor from exercising any of its rights in respect of the Software which may be permitted or authorised by this agreement.

9.4 All obligations of confidentiality contained in this agreement shall continue and be enforceable against the Licensee at the end or earlier termination of this agreement.

10 TERMINATION

10.1 One party may terminate this Agreement should the relevant party breach this Agreement and such a breach is incapable of being remedied, or, if capable of being remedied, continues unremedied for 10 business days after written notice of such breach has been given to the relevant party by the other party.

10.2 Upon termination of this agreement all Software including any Enhancement must be removed from all systems of the Licensee to which the terminated License applies.

11 ARBITRATION

11.1 If any dispute or difference shall arise between the parties or any of them with respect to this agreement the parties to this dispute shall use their best endeavours to resolve such dispute or difference in the spirit of co-operation and goodwill. If the parties are unable to resolve the matter themselves they will participate in mediation with a mutually acceptable third party appointed if necessary by the chairperson of the New Zealand Chapter of LEADR. Failing

mediation being successful within 21 days after appointment of the mediator the parties to the dispute shall submit to the arbitration of a single arbitrator to be agreed or failing agreement to be appointed by the President for the time being of the New Zealand Law Society and conducted in accordance with the Arbitration Act 1996.

12   **ASSIGNMENT**

12.1   The Licensee shall not assign this License.

2.2   Software Warranty

This warranty covers any physical defect in the software distribution media.

MUSAC Ltd agrees to replace defective DVD/CDROMS by return post, without charge.

MUSAC Ltd is not responsible for problems caused by computer hardware or computer operating systems.

All warranties or merchantability and fitness for a particular purpose are disclaimed and excluded. MUSAC Ltd shall not in any case be liable for special, incidental, consequential, indirect, or other similar damages even if MUSAC Ltd has been advised of the possibility of such damages.

MUSAC Ltd is not responsible for any costs incurred as a result of lost profits or revenue, loss of use of the software, loss of data, cost of recreating lost data, the cost of any substitute program, claims by any other party other than the Licensee, or for other similar costs. MUSAC Ltd's aggregate liability arising from or relating to this Agreement or the software or the documentation is limited to the license price paid by the Licensee.

The agents, distributors, and dealers of MUSAC Ltd software may not modify the Limited Warranty nor make additional warranties binding on MUSAC Ltd.

2.3   Conventions used

These notes refer to primary schools and secondary schools. For our purposes intermediates are included with primary schools.

Example	Description
<Enter>	Means 'Press the Enter key'
<Ctrl>	Refers to the Control key, usually displayed as Ctrl on your keyboard
<Alt>	Refers to the Alt key next to the space bar on your keyboard
<Ctrl>+F	Hold down the Ctrl key and press the F key then release both keys ('Find')
Click **Next**	Click on the screen button labelled **Next**
Double-click	Press the left mouse button twice in rapid succession

Type this	You are required to type or locate exactly as it is written Mono font also used to display files names and paths
Select or Highlight	Click at the end of text or to one side of an object and hold the left mouse button down while dragging back across the text or object.
MUSAC SM, CM, AB6	Refers to MUSAC Classic existing product suite Student Manager, ClassRoom Manager, Absences for Windows AB6, OneScreen, Timetable Suite
Start, Proceed	Colour used to draw attention to text
	Indicates compliance with Ministry of Education requirements
	To indicate a school's MUSAC Administrator tasks

Information within this document may contain data from a school. Where this has occurred the identities have been rearranged and any visual data has been purposely distorted.

2.4   MUSAC Website Registration

The MUSAC Classic installation contains all necessary files. Future update files are available for downloading by registered users of our MUSAC Ltd website. You will need to visit http://www.musac.co.nz to log in, and register for downloads, except where you're updating a product licence and no password is required.

Figure 1: The MUSAC website

1   If you are not registered: 'Don't have an account?'

2   Complete all the required fields.

3   Click **Register**

3   Installation

It is essential that the latest version of MUSAC Ltd's 32 bit System files (available from our Downloads page) www.musac.co.nz is installed onto each workstation which uses MUSAC Ltd software.

MUSAC highly recommends initial staff training, so that staff can receive the full benefit of the extensive features. Please contact your local MUSAC Ltd product specialist for training – see MUSAC and Agent Contact Details.

3.1   Requirements

Please consider your school's future needs before acquiring new hardware. Although the software may run on lesser systems, specifications to provide a desirable level of performance for your school – and advice on your network, including infrastructure auditing, please contact MUSAC Ltd Software Support on telephone 0800 600 159.

Our MUSAC Ltd product specialists will be happy to provide information and training for MUSAC Classic, and our more simplistic online student management system, *edge*.

3.2   Typical Network Configuration

Most schools install MUSAC Ltd software on a network. Key teacher-centric functions of MUSAC Classic are available online accessible through any browser (including smartphones and tablets) - enabling marking attendance from a multitude of locations, and writing report comments from home, via web portals.

For further information please contact the MUSAC Software Support team on 0800 600 159.

3.3   Installation

Log into our Downloads page www.musac.co.nz to access our licensed software. Select from Classic, or alternative modules required.

Alternatively you may be able to install from a CD drive.
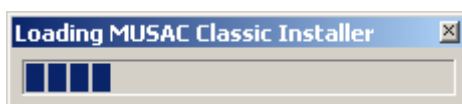
This installer will install or upgrade all of the following MUSAC Classic Products:
- Student Manager
- ClassRoom Manager
- ClassRoom Manager Teacher
- AB6
- OneScreen

- Staff Manager
- Timetable Suite

The following products may be installed and managed separately if you are not already using these for your finances and library with MUSAC Classic or **edge**:   Financial Manager (Accounts/Assets), Library Manager.

The initial screen displays the version details of the MUSAC Classic modules included in the installer.

Avoid Installation Problems

All MUSAC products must be installed with the same parent folder. The installer will install the products in the directories listed below. Each of these directories must have the same parent folder. If the products have not previously been installed in this way, the installer will not detect the products.

	Directory	Product(s)
Parentfolder\	CM	ClassRoom Manager, Student Manager Staff Manager
Parentfolder\	TTSM	Timetable
Parentfolder\	AB	Absences Version 6

Folder names should be changed to match the directory structure in this table. Most schools use the default settings, so this will not be a common issue. You may need to okay MUSAC making changes, to install the software.
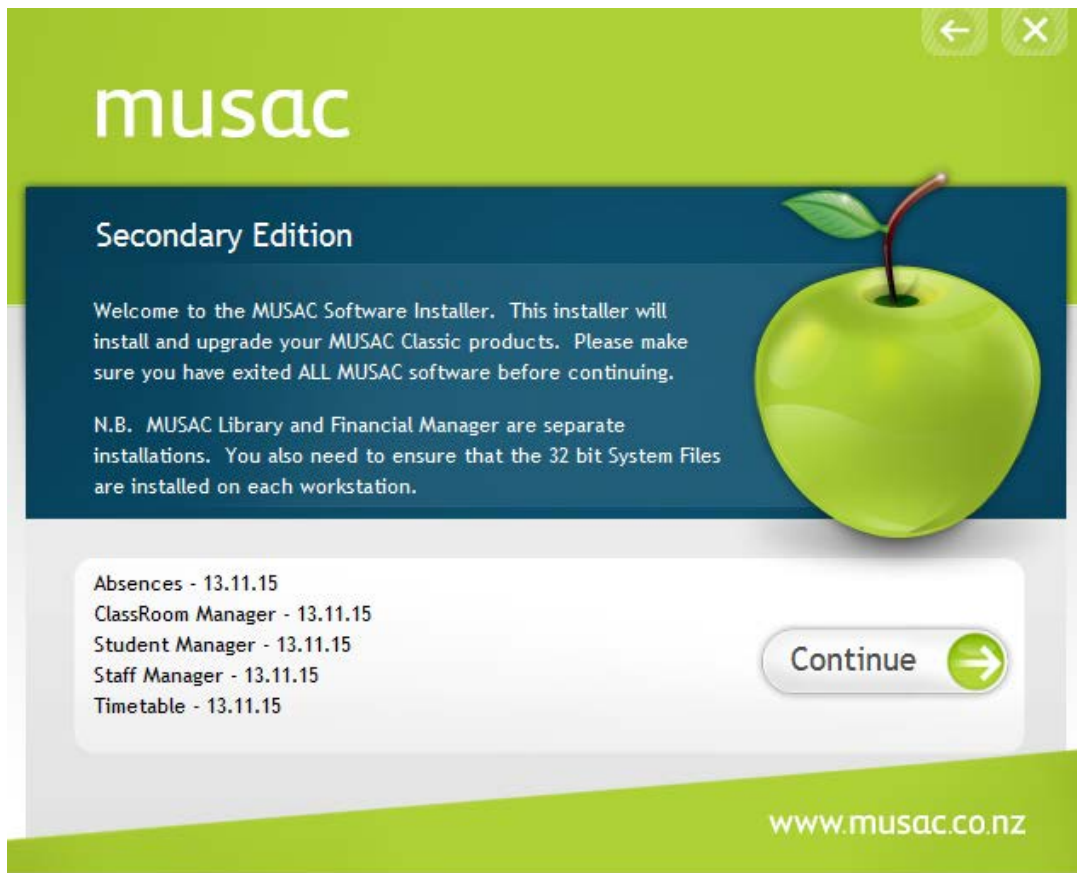
Figure 2: Mega Installer initial screen

Click **Continue**, and read the release notes; click **Continue** again before confirming the location for your software installation. The location of any MUSAC product previously installed on this machine will be detected, and the default MUSAC directory names have been used. Please refer to your technician if the previous installation directory has not been detected correctly.
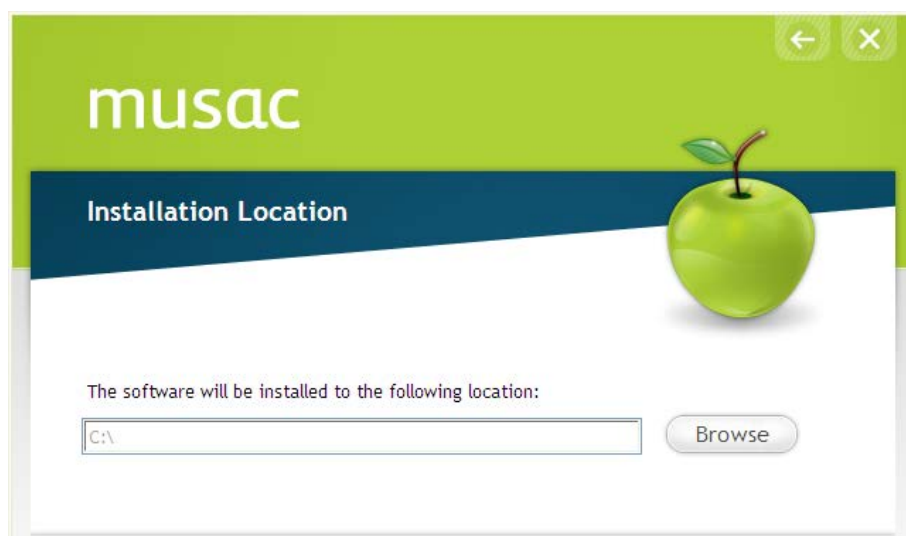

Figure 3: Installation Location screen

If the correct MUSAC directory path is not shown, click the **Browse** button to change the location.

NOTE: The directory is NOT the CM\AB etc folder but the MUSAC directory or drive which contains those modules.

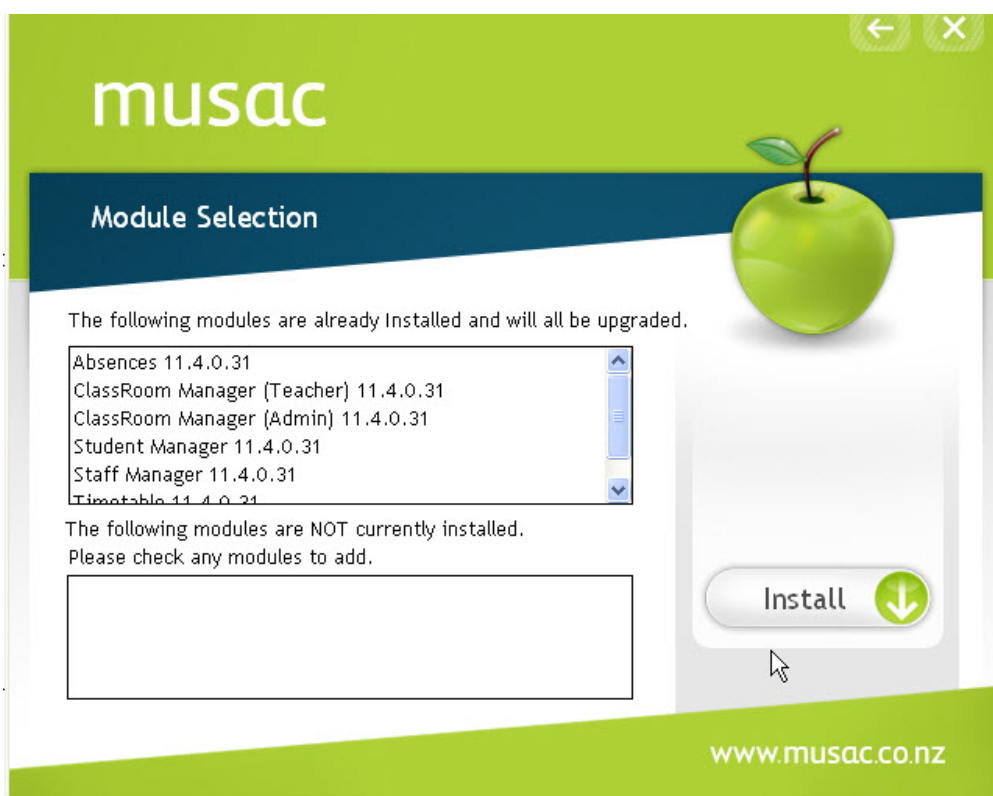Click **Continue** to select the modules required.

Figure 4: Modules Selection screen

The top part of the screen displays modules already installed on your system. These will be upgraded to the new versions included in the installer. If this is a new installation, there will be nothing listed in the 'Modules to Upgrade' box at the top of the screen.

In the lower box, check any additional modules to be installed.

Click **Install** to install or update the modules.

The display will be updated as the installation proceeds.
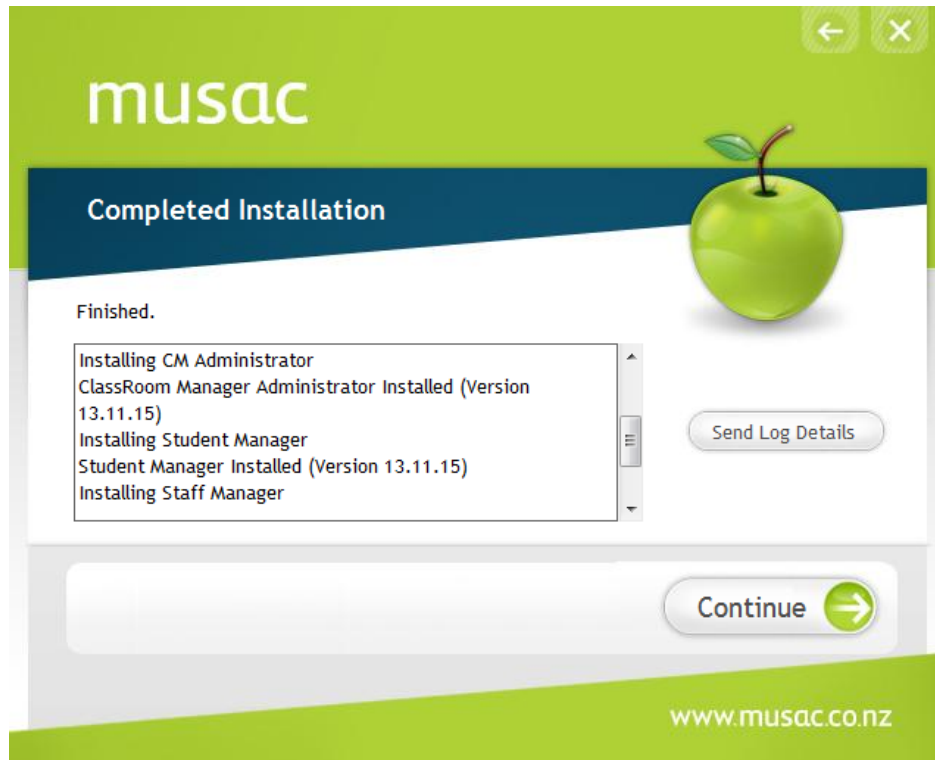

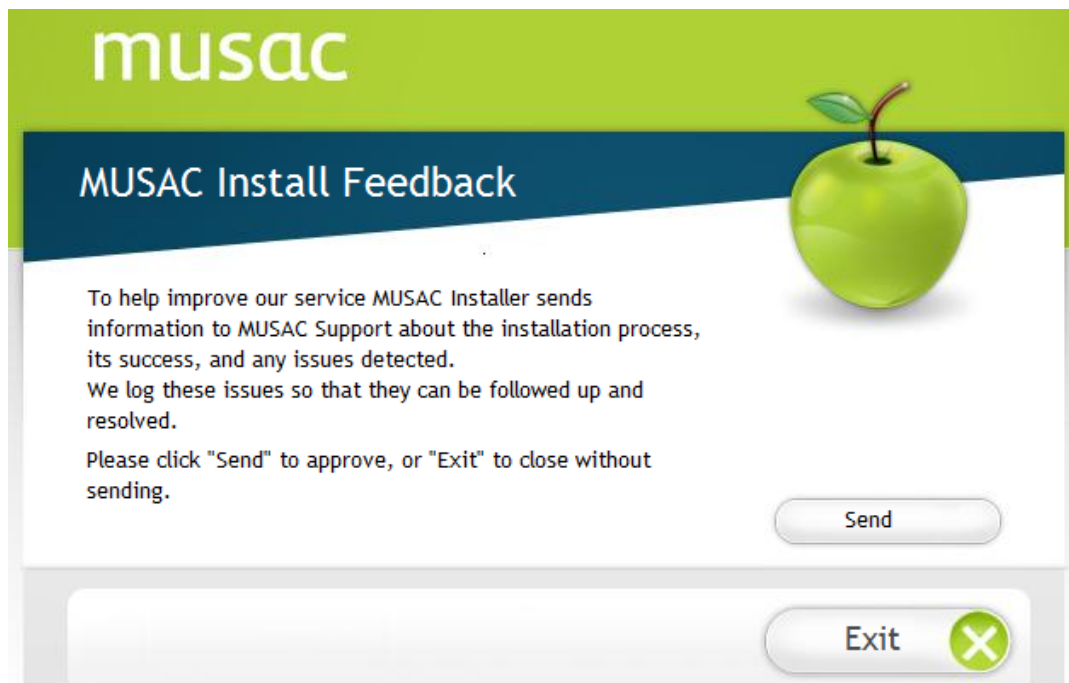Figure 5: Installation progress screen

Figure 6: Installation completes with option for feedback to MUSAC

Click **Send** is recommended to approve feedback to MUSAC, this will allow feedback on your database to be logged by MUSAC Support and if there are any anomalies noted you will be contacted. Click **Exit** when the installation process is complete.
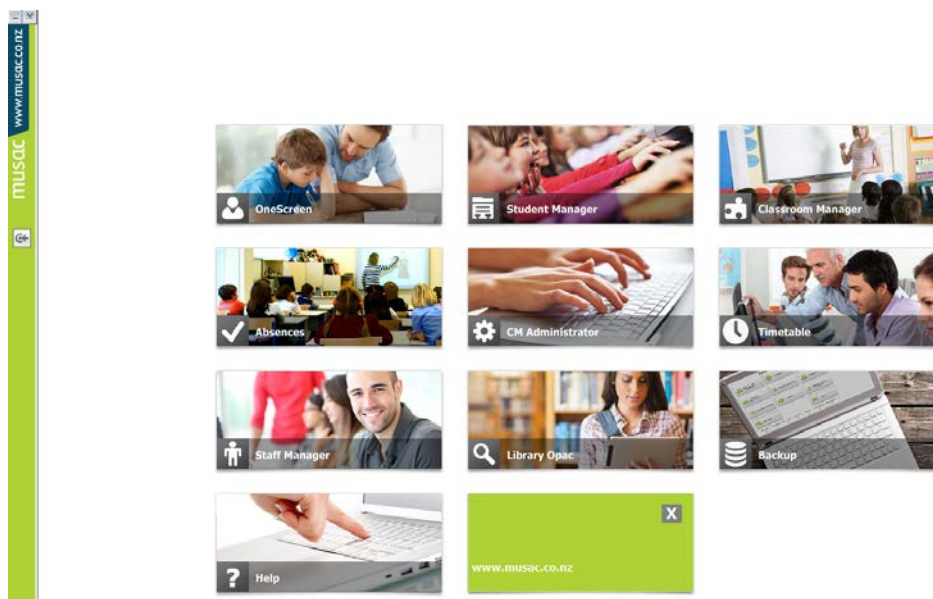
4   MUSAC Classic Release

Figure 7: MUSAC Classic graphic menu

4.1   Features and changes

MUSAC Ltd's installer updates versions of the MUSAC Classic modules. The MUSAC Shell checks for database components during startup, and if they are not found to be the required version, a warning will be displayed. Once completed, you will see a green MUSAC icon on your desktop to launch MUSAC Classic. Open the modules you have access to by clicking the graphic, or click from the sidebar.

Summary of changes:

2014

Absences

- Partitioned Schools – Unmarked rolls for one partition can now be marked on a day when only the other partition is open
- Primary school calendars will now accept Saturday or Sunday as an open day

2014

ClassRoom Manager

CM

- A check has been included to ensure that the UE Literacy values for standards 90720 (versions 1,2,3), 90726 (versions 1,2,3), 91098 (version 1), and 91099 (version 1) are correct
- The delayed refresh of changes made on documents (in the multi-option report) has been corrected and will now occur immediately

CM Admin

- Import Candidate Results from Other Providers – updated to accommodate small changes in files being imported
- Student Standards Screen
  - When a student who has been globally withdrawn for the current year, has been selected via alt-s, the checkboxes in the W column are now correctly checked

CM
- GloSS 2nd Edition and JAM 2nd Edition have been added
- The new PAT assessment - Punctuation and Grammar has been added
- The NCEA UE Literacy and Numeracy 'Specials' for a Wordprocessor object have been updated

CM Admin
- It's now possible to import NCEA Candidate Results from other providers. A file of results (previously uploaded by another provider), for one or more students who have transferred to your school, can be downloaded from the NZQA website. These results can now be imported into your school's database
- There is now an option to include Emergency Grades for external standards using the normal submission process
- The e-asTTle upload file now includes the current year level of the student (rather than the funding year level)
- Student Standards Screen
    - When printing the list of standards for just one student, the formatting error that at times caused the first standard at the top of the page to appear as a blank line has been corrected
    - In NZQA Utilities > Student Standards, there is now an additional checkbox "No NZQA Enrolment in 2014" that will remove a student's NZQA enrolment via the submission process, where an enrolment has been recreated in error
    - the layering of the list of students in families accessed from the Financial Assistance tab has been corrected
- In Standards Configuration, the Provider List can now contain more than 120 Providers
- School-links Export – the final comma from the end of each record in the export file has been removed, as requested by School-links
- The latest version of the NCEA standards and their mapped codes has been included

UE Literacy and Numeracy

The following changes have been updated to reflect NZQA's requirements in 2014:

CM
- CM Documents – the NCEA Reporting (Format 6) object has been updated. The NCEA UE Literacy and Numeracy 'Specials' for a Word Processor object has not yet been updated

CM Admin
- The table on the right of the Student's Standards page has been updated to reflect the student's progress towards meeting the2014 requirements for Literacy and Numeracy (Level 1 and UE)
- In NZQA Printing Utilities, the NCEA Credit Summary and the Extended Student Summary have both been updated
- The March 2014 NZQA Standards file installs with this version. There is no need to download it separately from our website. Due to changes in the files received from NZQA, this version of the Classic suite is required to import and update standards for 2014. Please ensure that your school's `accredsnnn.txt`file has been placed in the \CM folder and then import/update both Units standards and Achievement standards in the usual way
- A refinement has been made to the date check when determining the year level of Leavers for the Nag2a Report on OTJs
- asTTle and NZCER export – if duplicate Horizontal or Vertical Group names are found, the name of the duplicate will now be included in the message. The group of students selected via the filter will be shown on the screen
- asTTle and NZCER Export – the bug causing error 3464 when creating the export has been fixed
- The preconfigured NZQA Tracking profile documents (as part of MUSAC's out-of-the-box solution) have been updated for 2014

CMAdmin
- Leavers can now be excluded when exporting identity data
- IDE and PACT extract update to PACT-SMS integration version 1.71

Assessments

1   MUSAC Assessments and Profiles (Preconfigured Solution)

Many schools have custom solutions created especially for them by agents. For schools which do not have a selection of documents for entering and analysing assessment data, ClassRoom Manager provides an "out-of-the-box" solution. The MUSAC Administrator ticks a box accessed from CMAdmin > MUSAC Assessments and Profiles to have documents and menus available in ClassRoom Manager. Any existing documents (prepared by product specialists or your school) must have unique names to **prevent being overwritten** by each update which includes these files. The menu contains PAT, e-asTTle, STAR and National Standards. For Secondary schools, Academic Mentoring, and NZQA/NCEA tracking are also available. From the CMAdmin main menu click 'MUSAC Assessments and Profiles'.

Once the documents and menus are then processed to display, they become available in ClassRoom Manager. To view any other documents, click > All Documents on the left near the top, and the panel on the left will be filled.

2   National Standards

Install your latest columns enabling a view of National Standards and Learning Goals forms in the top left tree-view in CMTeacher for schools whose students are year levels 1-8.
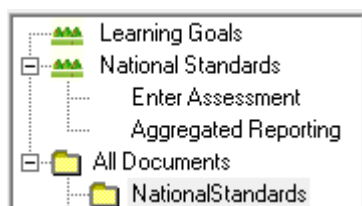
The left-hand navigation is divided into two sections:

1   Click 'Enter Assessment' to enter student OTJ data (incorporating 'Best Fit' model where your School has opted to use this). See http://assessment.tki.org.nz-BestFit for further information on 'Best Fit'. Alternatively the Ministry's points 'Well Below, Below, At, and Above' are used to make the overall teacher judgment for National Standards in each relevant subject area; and
2   'Aggregated Reporting' on OTJ's is included, allowing analysis of student data from two different time points, and considers students' progress, as well as achievement. It enables a "birds-eye view" of student progress and achievement across a diverse group, and identifying areas for further inquiry.

3 Board of Trustees National Standards Reporting Template

The Nag 2A requirement for Schools to report using the aggregated National Standards data export in the template required for the MoE is included in CMAdmin in 'Other Utilities' > National Standards Board Report.

4 NCEA

An NCEA Credit Summary table displays an overview of each student's NCEA progress and results. The table is filterable by a wide range of groups and each column can be sorted and the table printed, exported or saved as a PDF.

The table is designed to enable teachers to track the progress of individuals or groups of students from the initial attachment of standards through to end of year achievements.

3 Course Endorsement

Functionality is available to record course endorsement providing recognition for students who perform exceptionally well in individual courses, this can be gained independently of a qualification. For example, a student may gain a Merit endorsement for their Level 2 Mathematics course without achieving the NCEA Level 2 qualification.

Virtual Courses can also be created to cover two circumstances, both stemming from the need to create a course that was not attached to one particular option;

- Courses derived from learning external to the school such as the Correspondence School, Gateway, etc
- A cross-curricula course within the school

4   Electronic Roll Returns

The eRR (electronic Roll Returns) utility is automatically installed, and accessed from Student Manager > MoE Returns screen. Of the four MoE roll count days for secondary schools, rolls are marked for three days, and ENROL data is mandatory.

OneScreen

MUSAC's read-only module displays everyday student data on a series of tabs, drawing and combining information from several other MUSAC modules.   OneScreen displays a 'one stop shop' for the majority of daily reviewing of students' data including attendance, national Standards and NCEA summary information. A filter is also provided enabling a specific group of students to be quickly listed and viewed as required.

OneScreen has its own Student Search box conveniently at the top of your screen. For secondaries, from the NCEA tab, you can select a student's details for NCEA based on last year. Or for primary schools, from the National Standards tab, you can select a student's details for National Standards based on the last 3 years.

The student credit summary for literacy/numeracy for NCEA, Academic tabs and displayed data has a variety of printing/export options. Group printing includes selecting pages, printing to printer or PDF (file rename avoids overwriting existing files).

2014

OneScreen

- The Literacy and Numeracy table on the NCEA Summary tab has been updated

Web Portals

MUSAC Classic offers schools an option for (*one-off setup fee)* web portals to empower teachers with flexibility, and enable your school to engage with caregivers and students more than ever before. Teacher Classic Web Portals simplify the performance of routine teacher administration tasks accessible through any browser – including smartphones and tablets - so it's possible to take the roll from the sports field or at assembly, and write report comments from the comfort of home. Key teacher-centric functions of MUSAC Classic, available online or through any smart device, includes:

Student personal details	View Student's timetable
Write pastoral comments	Update and/or write report comments
Mark attendance	View NCEA Assessments

The caregiver and student portals give live, read only and secure, access to the student's own data and allows, for example, students to monitor their own NCEA progress; and caregivers to view their students' billing and attendance details.

Summary of [changes]:

2014

Staff Manager

- You're now able to edit basic staff details in grid mode
- Responsibilities have been expanded to include a tab for years 2014 - 2020
- The free text field has been replaced with a drop down on the personal page for the teacher's class, avoiding data entry errors

2014

Student Manager

- The list of schools has been updated
- After editing a Financial Document, the erroneous message indicating that the first document on the list is missing, has now been removed
- Pastoral – a bug causing an error in the printing of pastoral lists has been fixed

Ministry Roll Returns - adjustment
- There was an issue with Foreign Fee Paying students who are boarders; and who have enrolled at the school after the Effective Enrolment Scheme date. Zoning Status for FF students is defaulted automatically by the program to NAPP as required by MoE. However this gave an error 635 since the boarder did not have Zoning Status INZN. MoE have confirmed that these students should be defaulted to NAPP, so Error 635 has been adjusted accordingly

Ministry Roll Returns - summary of changes from 2013
- NSN are mandatory in all roll returns
- Tables M7 and J11 Secondary Tertiary programmes - columns added to collect student numbers by funding year level
- Changes to Secondary Tertiary Programmes code list including how STP codes affect student count - Tables M3, M4, J3, J7, E3, E4, S3, S4. Specifically, where STP = 99, do not count these students in the STP columns
- Subject codes will be NAPP in the .moe file for students at hospital school. These will not be included in Table J10
- TPU students: TPAD students renamed Teen Parent Other Adult Students, and are counted on the TPU form only; TPRAE students renamed Teen Parent Enrolled Continuing Adult Students
- Change to zoning: INZN students remain INZN for the time of their enrolment; where there is a zoning scheme, boarders are always INZN; all TPU students are NAPP; STP students are not counted in the Zoning Table (M6)
- Exchange schemes list: Added new Exchange Programme Organisation (EPO), and several EPOs removed
- New leave reason: "Eligibility Expired", Code "J", with no attached conditions
- Change of country name: "Palestine, State of" replaces "Palestine Territory, Occupied"
- Partnership schools: Like private schools, partnership schools starting in 2014 are not required to provide June and September roll returns

5   Pastoral

Pastoral PB4L (Positive Behaviour for Learning) for data entry and reporting, includes the fields: Time, Location and Possible Motivation. This has been proven valuable for showing in graphical form incidences by location and time – highlighting any physical trouble spots, or common times where changes can be made to better manage students at that time.

musac

Summary of changes:

2014

Enrol/LMS

- The Enrol Leaver Upload now supports leaving reason code 'J' (Eligibility Expired)

5   Login

DOUBLE-click the MUSAC icon.

All Classic applications can be launched from either the opening graphics, or the MUSAC sidebar. After logging in with your **user name and password,** MUSAC Classic graphics are loaded, and on clicking the sidebar the icons display for the modules you have rights to. SINGLE-click to launch the individual module/s required - open OneScreen, Student Manager, ClassRoom Manager, AB6, ClassRoom Manager Administrator ('CMAdmin'), QuickFind (within Timetable Suite), Staff Manager, LibOPAC and Library and the Backup utility. To launch Library Manager and Financial Manager you will need to log on a second time.

Modules which are installed, but for which you have no access rights will not appear in the MUSAC Ltd sidebar.

By default the sidebar is very thin, but can be dragged wider to give a full application description. Click on the bar to make it active, then clicking on the icon will give the full description of the module selected and Help PDF files available by clicking the question mark.

MUSACBackup can be started from the MUSAC side bar. However it can also be started from the CM folder if required.

The OneScreen application provides a quick read-only view of everyday student data on a series of tabs, drawing and combining information from several other MUSAC modules. A National Standards tab displays OTJ and comment, depending on school type; other than for schools with years 9-13. An NCEA Summary tab draws together a comprehensive summary report showing progress and attainment towards NCEA.

5.1 Shutting down

The modules are opened from the MUSAC side bar icons or graphics. When closing the side bar you will get a message to close any open individual modules.

5.2 Licensing

The modules are licensed and can be updated at any time (providing the school's payment has been processed) using the MUSAC Help icon on the MUSAC sidebar 'Install or Update Licence'. A reminder message will display asking for the licence to be updated.
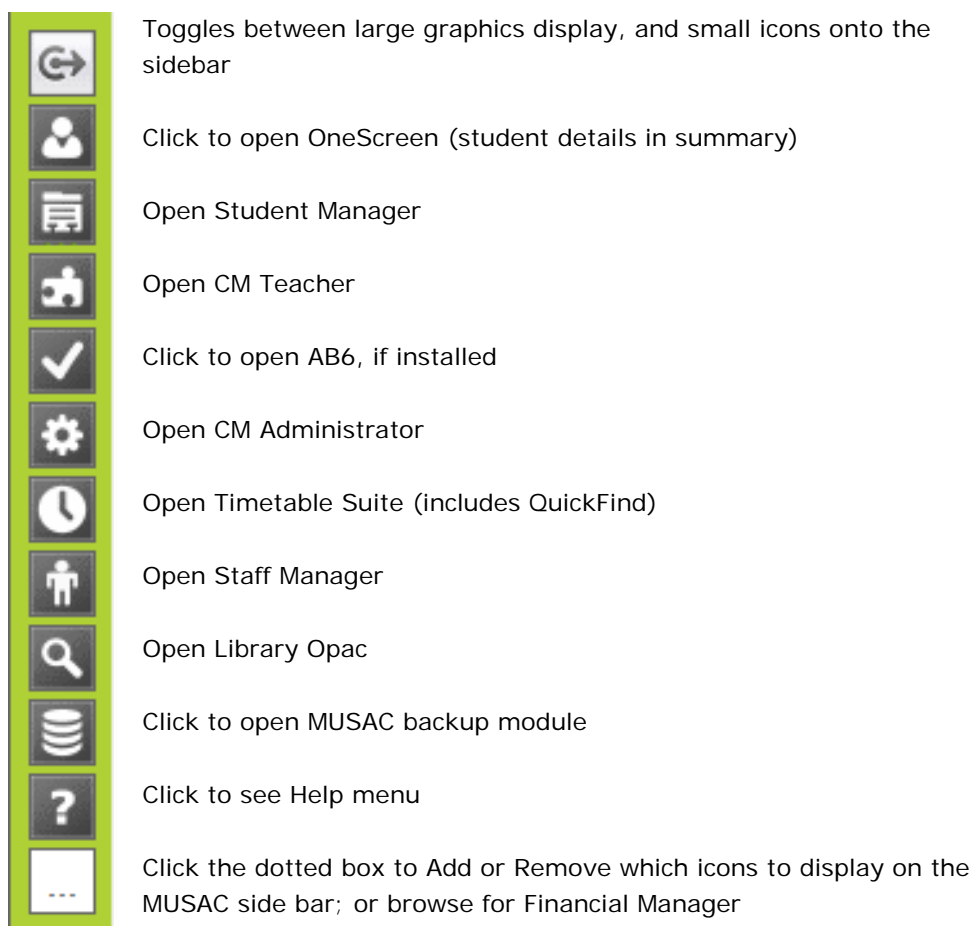
5.3 Configuration

The side bar has a configuration form which can be used to show or hide individual modules. By default LibOPAC, Lib Search and Financial Manager are hidden even if installed. To add or remove modules visible on the side bar, click on the side bar to ensure it is the active window, then click the bottom arrow for ' …' > 'Add or Remove Modules' - tick or untick from the boxes shown, and OK.

5.4 Appearance

MUSAC Ltd's system files will have been installed on each computer and these govern the layout of many forms etc.

The icons displayed here will vary according to access rights configured for the person logging in.

Icon	Description
	Toggles between large graphics display, and small icons onto the sidebar
	Click to open OneScreen (student details in summary)
	Open Student Manager
	Open CM Teacher
	Click to open AB6, if installed
	Open CM Administrator
	Open Timetable Suite (includes QuickFind)
	Open Staff Manager
	Open Library Opac
	Click to open MUSAC backup module
	Click to see Help menu
	Click the dotted box to Add or Remove which icons to display on the MUSAC side bar; or browse for Financial Manager

It should be noted that while, for example, the CM Admin icon is available, the teacher's rights in terms of access will remain the same, and could allow access to parts of CM Admin where certain tasks have been allocated rights.

6   OneScreen
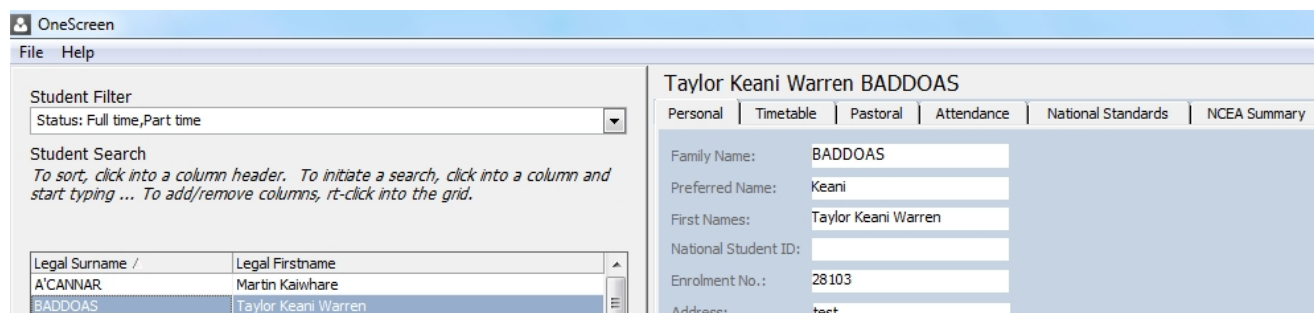
6.1   OneScreen

For the convenience of pulling together data at your fingertips, depending on your school type and/or which MUSAC Classic modules your school is using, OneScreen displays student information in tabs.

Primary:

1   Personal

Individual and caregiver contact data, a summary of the students' Attendance and Pastoral information, the number of library books they have issued along with any overdues.

2   Pastoral

Lists the pastoral transactions for that student over the date range selected.

3   Attendance

From attendance data recorded in AB6 on the student, a break-down is shown by attendance code, subjects and timetable day.

4   National Standards

The National Standards tab shows OTJ graph and comment. The assessment result for the current students' year level are displayed. Note that if there is more than one assessment test result for a particular assessment tool eg. PAT Reading Comp, the assessment result (including Running Records) with the most recent date sat is displayed. The student's Reading, Writing and Maths are displayed in graphical form.

Secondary:

5   Personal

(see above)

6   Timetable (Only available for schools using MUSAC TTSM software)

Displays the student's timetable along with period by period attendance, listing their option classes, again with attendance details.

7   Pastoral

Lists the pastoral transactions for that student over the date range selected.

8   Attendance

From attendance data recorded in AB6 on the student, a break-down is shown by attendance code, subjects and timetable day.

9   NCEA Summary

Provides a comprehensive overview including graphics, of an individual student's NCEA progress and achievement in summary.

6.2 Filtering

Student Name

The selected student is highlighted within the returned filter to easily correlate the selected student with the student details.
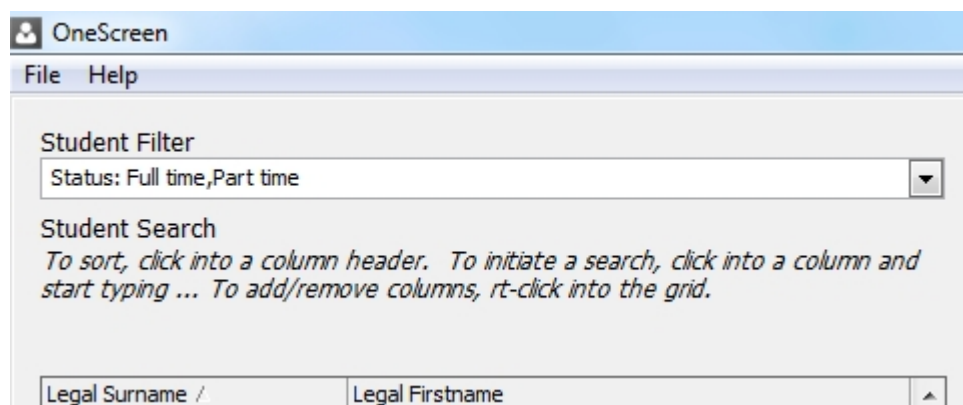
Figure 8: Filter display

To enable you to easily select different students from a filtered list applicable to your teaching or administration position within the school, OneScreen has a built in filter to allow quick selection of the required students. For example, teachers may view students in their relevant class(es). Where there is a student photo this will be displayed.

The student name is incorporated into the OneScreen header to ensure that information displayed on screen is at all times linked to the applicable student. Header is: "**OneScreen – First Name Surname**":

6.3 Apply Filter

By default the filter is set to Full and Part time students. The currently applied filter will be displayed at the base of the filter:

By right-clicking on the filter in OneScreen we can add other fields to the display, eg. Year level

The filter screen displays with the currently applied filter details. You can make changes to the filter by selecting the applicable values from within the drop down options.

Apply the selected choices by clicking
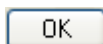
Alternatively revert to the previous filter settings by clicking
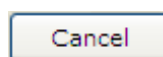
Clear an applied filter by clicking

You can then apply the filter by clicking
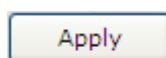
-OR- return to the previous student list by clicking
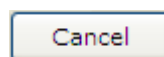
NOTE: Primary schools do not have Options and markbooks available from within the filter.

6.4 Additional Views

The list of available students returned by the filter can be customised to view additional fields, by right-clicking the mouse on filter.
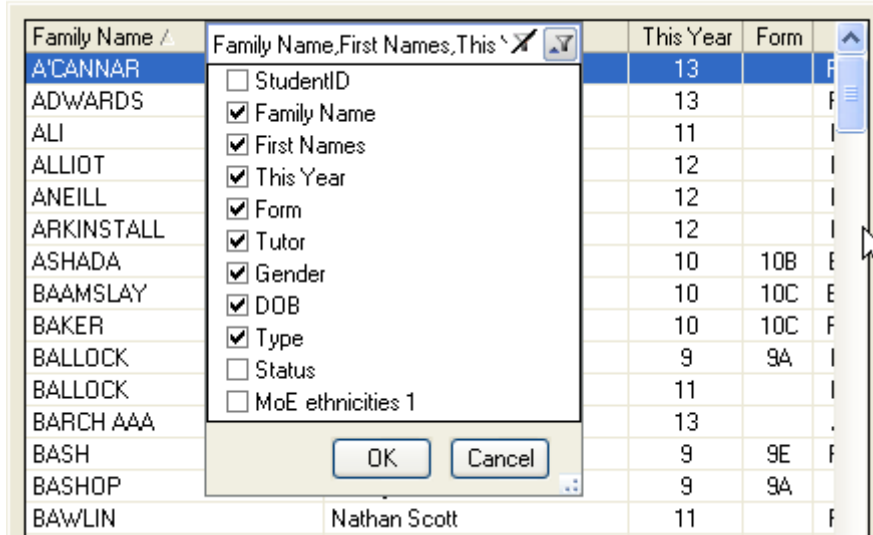
Figure 9: Customising Additional Fields

and sorted by each field.
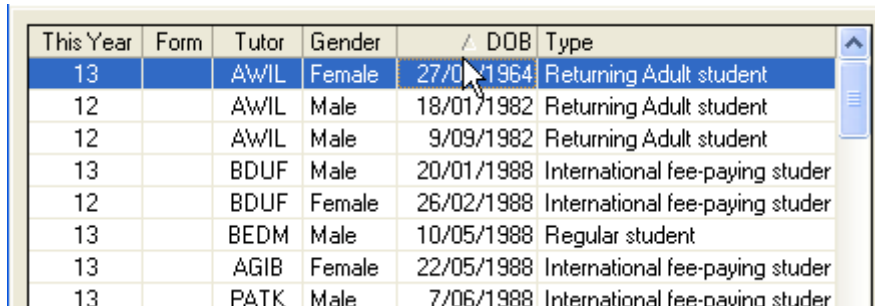
To find a student type directly into the Student list.

6.5 Re-sizing the window

Re-sizing the window will expand the filtered list of students only, allowing for the additional selected fields to be viewable.

All Tabs within the window remain fixed in size.

6.6 Personal Details Tab

The Personal details tab displays the information relevant to the selected student, including the primary caregiver and emergency contact details. A summary of Attendance, Pastoral and Library information (for the current year to date) is displayed.

Figure 10: Personal Details Tab View

6.7   Timetable Tab for Secondary Schools

This tab will be only displayed for secondary schools, and by default display a five day timetable for the current week. Schools (including primaries) without Timetable Suite will not be able to see this tab.

Attendance information for each period will be displayed along with options and credit information. Note for schools with students in Years 7–13 a National Standards tab will be available.

Figure 11: Timetable Tab details

6.8   Pastoral Tab

The Pastoral details tab will show any Offences, Merits and Supports the student has incurred for the current year. Additional fields for entering transaction details are included in Student Manager. Pastoral 'Action' fields and graphs for comparisons are available in Student Manager.

You can extend the transaction date to display all, or a selected date range.

Figure 12: Pastoral Tab details

6.9 Attendance tab

The Attendance tab shows graphs of attendance and absence information against period, timetable day (day of the week), attendance code, and subject.

The subject graph will only be displayed for secondary schools.
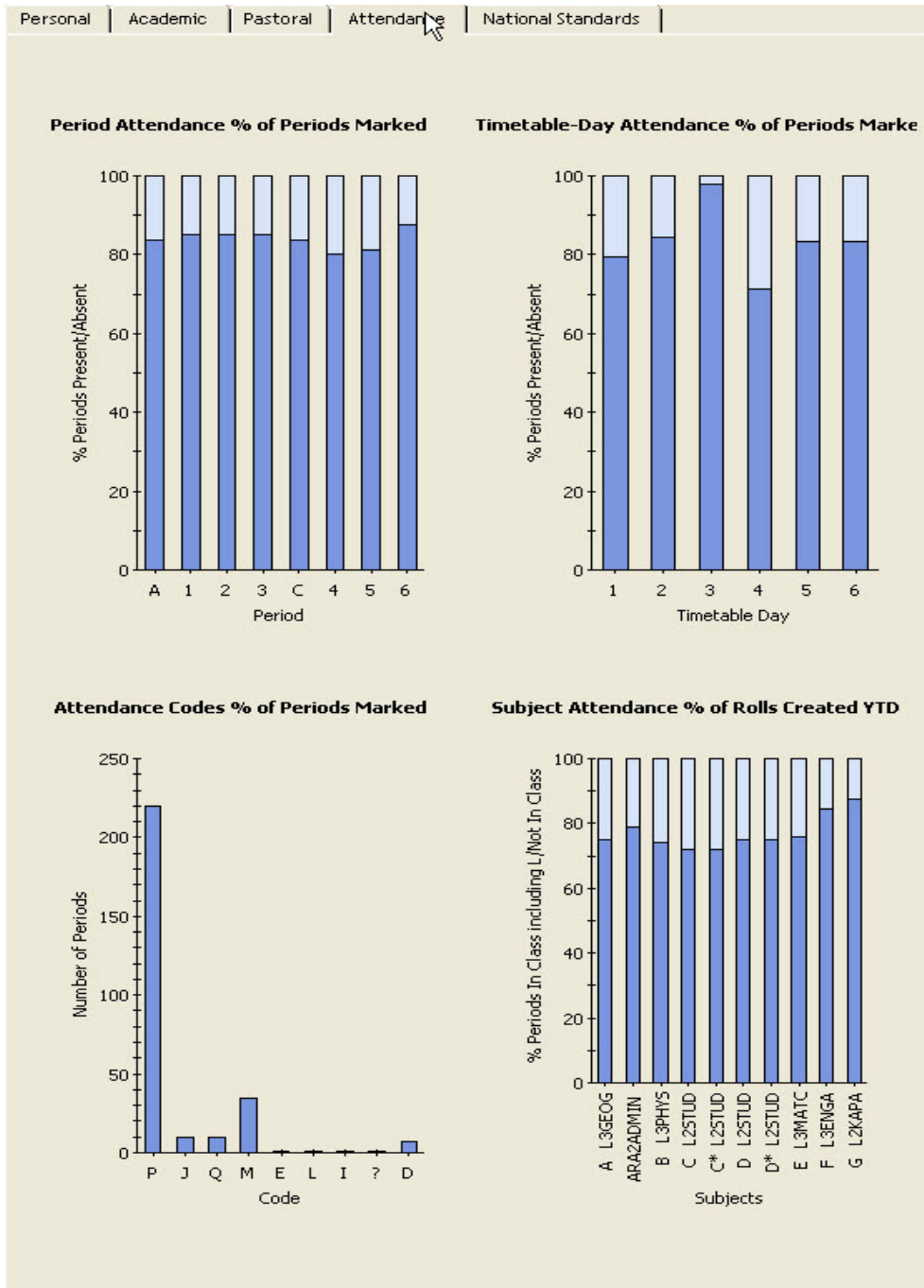

Figure 13: Attendance Tab details

6.10   NCEA Summary tab

The NCEA tab shows an extended summary report providing an overview including graphics, of an individual student's NCEA progress and achievement.

This tab will only be displayed for secondary schools. The middle buttons at the top vary the view, and the printer button brings the printing dialogue options.

Standards and Credit totals for the year; Course Endorsements, credit summaries for all years plus NCEA results overall summary; Literacy and Numeracy results, and year to date credit progress are presented providing a comprehensive overview. A NCEA results summary grid in ClassRoom Manager is available in NZQA Utilities > Printing Utilities. This grid, also available in CMTeacher > NZQA, aids identification of students lacking sufficient credits on their course, or within literacy or numeracy. Conversely, students excelling in individual subjects or across the board can also be recognised – this grid can be sorted and printed.
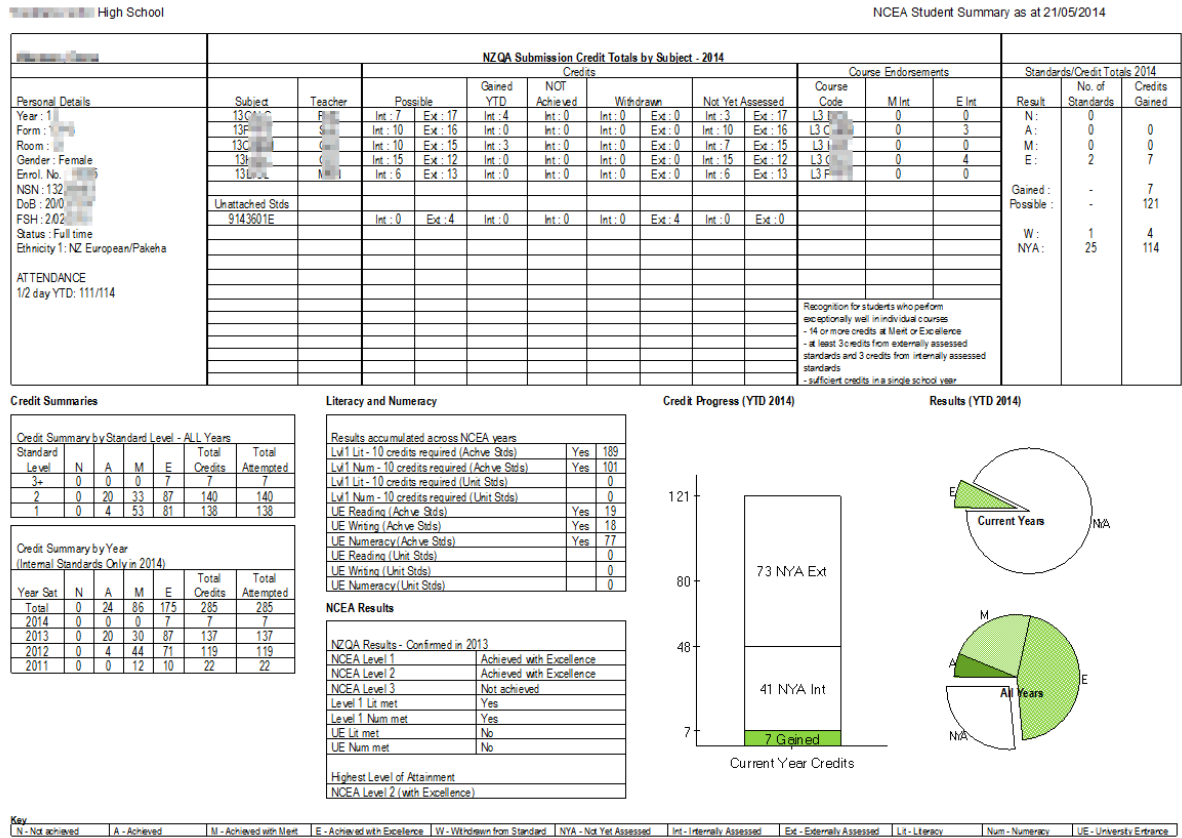

Figure 14: NCEA Tab details

6.11   National Standards tab

The National Standards tab shows an individual student's National Standards progress and achievement, displayed for schools with students up to year 8. The OTJ comment and test results are presented here. Aggregated data is available in ClassRoom Manager (including required export).

Figure 15: National Standards Tab details

7   Error Reporting

7.1   MUSAC Classic Error Reporting

If an error occurs within the software, a message similar to the following will appear:

Figure 16: New error message reporting

After a few seconds this disappears allowing you to continue using the software.
The error details will have been recorded.

If you wish to get more details on the error or would like to forward the error to MUSAC Ltd, please click the popup message (see 'Error Admin Tool' which follows).

If a number of errors occur in a row, the software will display the full error details of the most recent error:
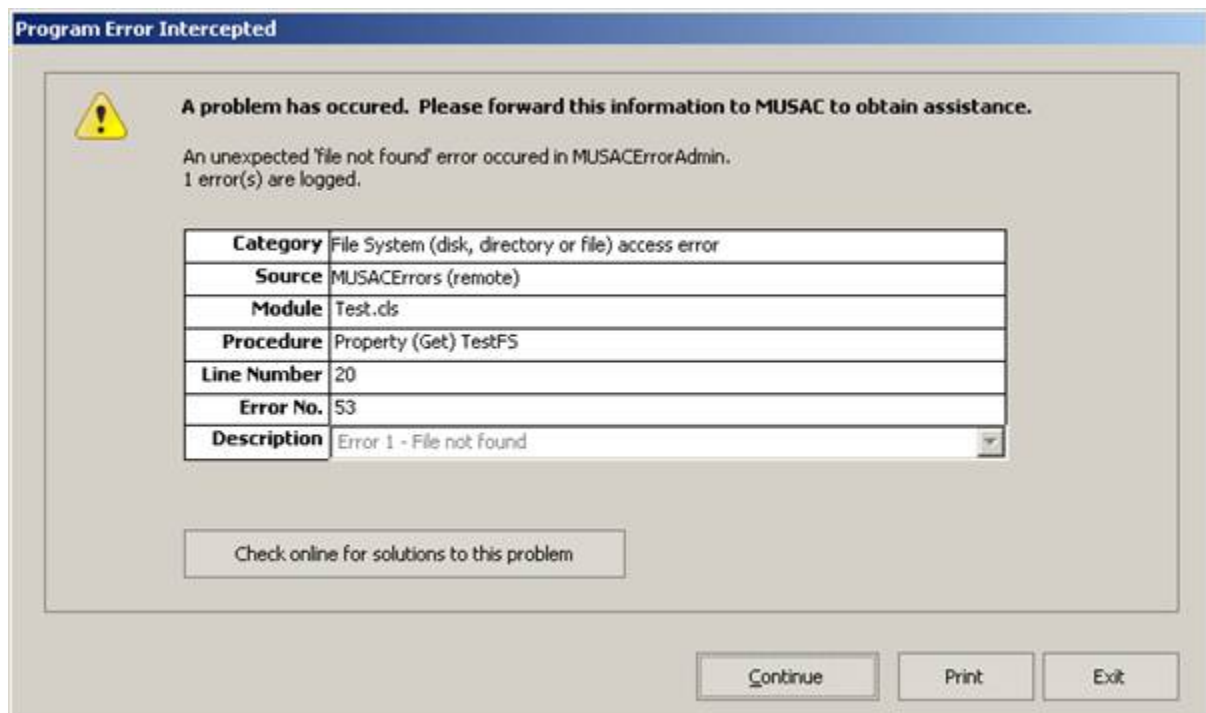
Figure 17: Error details message

At this point you can choose to print out error details or report the error online. To do this click **Check online for solutions to this problem**.

Choosing to report the error online will provide you with additional information if MUSAC Ltd is already aware of the error generated.
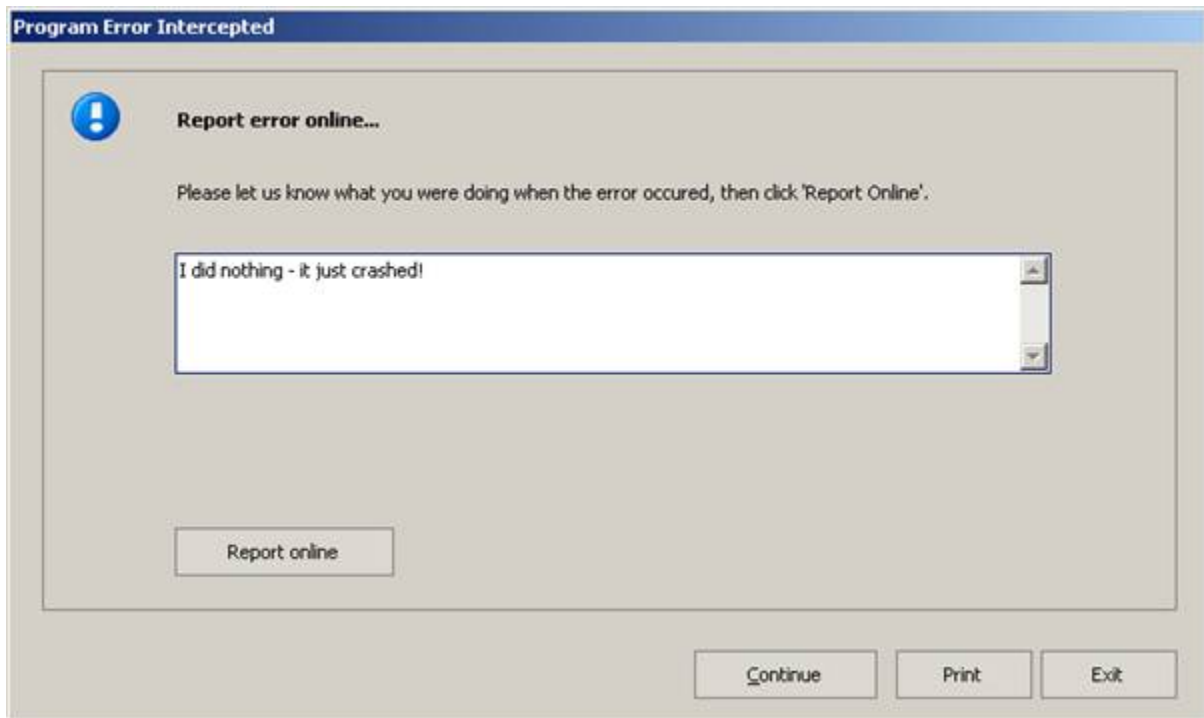
Figure 18: Online reporting screen

Please provide some brief details including what you were doing when the error occurred, and click **Report Online**.

A message similar to the following will be provided by the MUSAC Ltd error reporting service. If the error is known, information on how to resolve the problem may be provided.

Where there is no match for your error, further information will be provided on screen – or where there is a critical issue, please telephone Software Support on 0800 600 159.
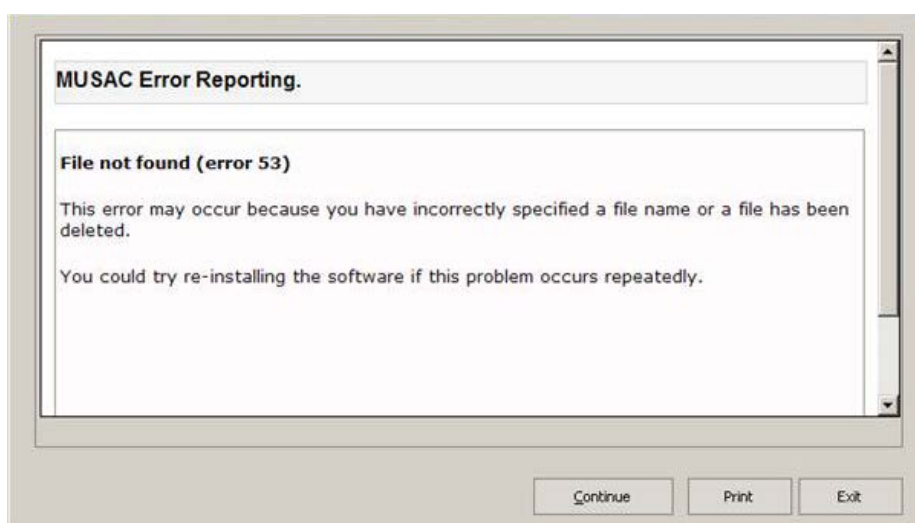
Figure 19: Error reporting solution example

7.2   Error Administration Tool

This utility is located in the CM directory and is called ErrorAdmin.exe. The utility displays details of all errors which have occurred in MUSAC Classic Software on your network:
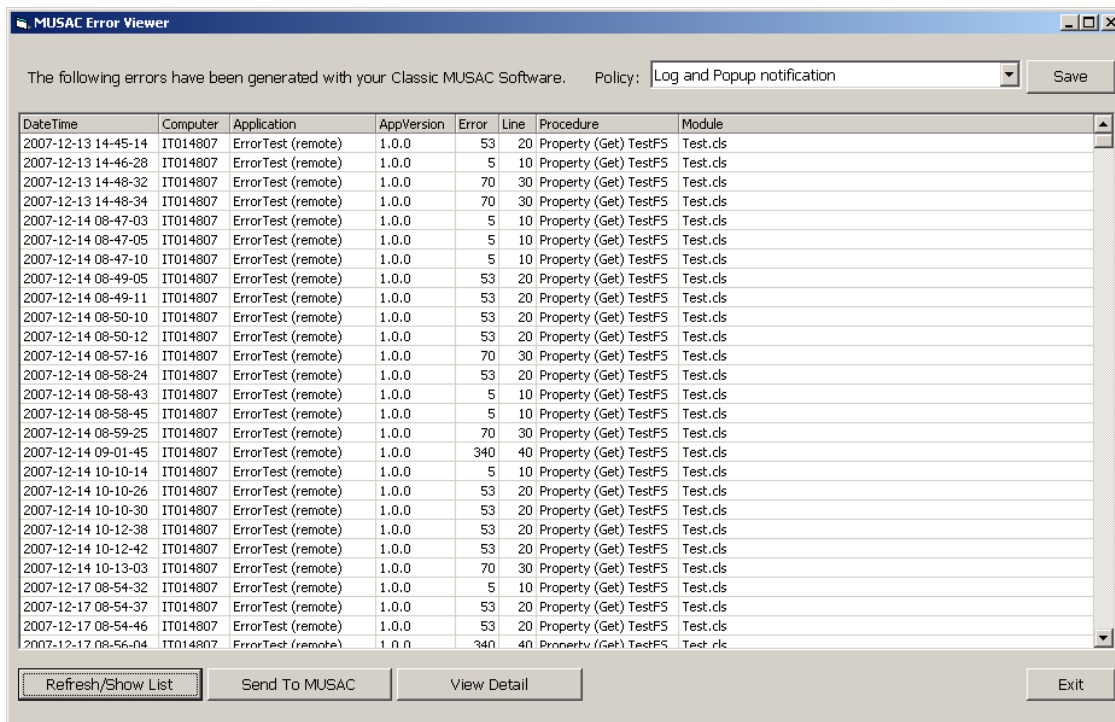
Figure 20: Error Viewer Log

You can use this tool to change the error reporting policy to be used. For example if you would always like the software to stop when an error occurs, you can change the policy to 'Log and Notify'. The default behaviour is 'Log and Popup notification'.

8   QuickFind (TTSM)

In QuickFind, Student Manager data is able to be viewed (read only), including timetable (teacher, room and class) information. QuickFind allows you to customise timetables, to add those 'extras' eg. show Rachel's Monday period 5 guitar lesson, or the jazz dance group who are withdrawn on Friday afternoon or the ESOL students who are withdrawn from some classes to follow a special programme. You can also restrict which data users are able to view. Selecting (filtering) students in QuickFind gives a wide range of choices, and other features include the ability to list free rooms and teachers, show day relief lists, show 'whereabouts' lists, create student tagged lists etc.

Please note the buttons labelled 'Tutor Information' and 'Group Information' will vary from school to school. These labels are user-definable in Student Manager.

8.1   Student Information

Personal
This shows basic name, address, class and date of birth information plus an enlarged version of the student's photo should it exist.

Caregivers
This gives access to the details for up to 5 caregivers for the student.

Ministry
This shows New Zealand Ministry of Education information.

Medical
This shows a student's medical conditions and their doctor and dentist information.

Renamables
The categories shown here are those defined by the user in Student Manager. It also included the student's ethnicity.

User
This contains further User defined information.

Historical
This may contains up to 2 pages of historical subject and class information.

Other
This shows sibling information, also attendance and leaving data.

Absences
This shows the half day absences information as displayed in Student Manager. You can access 'period by period' details from the MUSAC Absences module by pressing the yellow button displayed. This 'period by period' data can be printed for the current student OR the current selection.

Sensitive

This may contain extra information about a student that you may not wish your general staff members to see.

Subjects

This shows the students' current set of subjects. You may however view other subject sets for this student held in Student Manager. You can also show the class sizes for the subjects they take and by pressing the **Show Combinations** button you can see other ways this student could put their course together. You can also produce class rolls for any subject the student takes by right clicking the subject with the mouse.

Financial

This shows any financial data that has been entered via Student Manager for this student. This page can also be printed.

Timetable

This shows a student's timetable. You can also view different timetables and subject sets. This page can also be printed.

- Customising
  The Timetable page offers the ability to customise any period in the current timetable. For example the current student may come out of their normal Monday Period 3 class and take a clarinet lesson. You can also attach students to different form classes eg. Mary might be in the WHANAU group but does her classes with 10KY. You can also turn customising off to see what the student would be doing if they were not customised.

  Within customising area you can:
  - set a password. This can then restrict access to other users.
  - list all customised entries. Individual entries can then be deleted via the Delete button or by right clicking.
  - delete an entry.

Pastoral

This allows you to view a student's Student Manager pastoral record for any given year.

Record Info

This page shows file and record information which relates to the current student.

8.2   Button commands

Select

This allows you to select students using a variety of criteria eg. by Horizontal form class, by subject etc. Selections can be linked by AND, OR commands to provide complex solutions.

List

This places you in the Student List area where you can view several students simultaneously listed vertically on the screen with their subjects.

Contacts

This allows you to see the caregiver contact information for the current student.

Subjects

This allows you to see the subjects taken by the current student in the currently selected subject set.

Print

This allows you to print out student lists, photos and timetables as well as other choices.

Tag

This allows you to mark students in order that you can select any given group. These selections can then be saved via File > Save Selection.

Where?

This allows you to electronically find any group of students for any given period.

Notes

This allows you to record notes about the current student. These notes can be passworded.

Close

Takes you back to the Main Menu.

8.3   Teacher Information

This area allows you to choose a teacher whose timetable you wish to view.

Navigation Bar

This allows you to move to the:
* First teacher
* Previous teacher
* Find a teacher
* Next teacher
* Last teacher

List

This allows you to print information about any selection of teachers.
You have control over:
* the information displayed about each teacher
* the order they are printed
* the font size
* the number of boxes to be added to each teacher as well as the width of these boxes.

Summary

This allows you to see quickly the classes the current teacher has and the number of periods for each.

Print

This has 3 choices

1   Print the current timetable
2   Print a selection of timetables
3   Show the full print menu

Rolls

This provides a quick way to print rolls for the current teacher or any selection of teachers. There is a wide range of formats available.

Email

This allows you to email rolls to the relevant teachers.

Right-Click rolls

If you right click on any class in a teacher's timetable you have the option to display and print the roll for this class in both a list and photo format. Please note that student photos can only be uploaded into QL5 via a network upload.

Teacher Photos

These reside in the \TT5\STAFF folder. They are stored as JPG or BMP files using the teacher code to distinguish them (eg. TBC.JPG).

8.4   Form Information

This allows you to display and print junior form class timetables. The options are very similar to those available in the Teacher Timetable area. The title 'Form' may vary from school to school. This allows you to display and print junior form class timetables – '**horizontal** class' information.

8.5   Tutor Information

The title 'Tutor' may also vary from school to school, and is defined within Student Manager. This allows you to display and print '**vertical** class' information.

8.6   Availability

This allows you to display the teachers and rooms which are free for any given period(s) during the week.

8.7   Full Timetables

This area allows you to display timetables of various types in both a full and individual format. The FULL format is like a summary display showing all the selected teachers/classes/rooms etc in one big table. It is the printout often displayed on the wall in the staff room, there are various format options available.

- by Teacher
- by Room
- by Tutor
- by Year

8.8   List Menu

Student Lists
This allows you to display all the students in your database down the screen along with their subjects. There are a wide range of selection criteria. You can then print lists, display contact information, make notes about students etc.

Teacher Lists
This allows you to print information about any selection of teachers.
You have control over:
- the information displayed about each teacher
- the order they are printed
- the font size
- the number of boxes to be added to each teacher as well as the width of these boxes.

Statistics
This shows 3 tables summarizing your school by year level, horizontal and vertical classes. The entries in each table can be 'right-clicked' to display instant rolls.

Option Lines
This shows your current option line details for each year level. The entries in each table can also be 'right-clicked' to display instant rolls. You can also view option class numbers.

Option Class Rolls
This allows a quick way to print option rolls lists for each selected option class.

8.9   Utility Menu

Set Timetable Number
This allows you to change the viewed timetable from the default set in Student Manager.

Set the Passwords
This allows you to edit the passwords for:
- The program paths
- The Utilities Menu
- Notes

Customise Groups

This allows you to add an entry onto the timetables of any group of students. It is much more efficient than individually customising the timetables of each individual student.

You can customise timetables for all students in a particular:

- year level eg. all year 13 students have Assembly on Monday period 2.
- horizontal class eg. all students in form 10KY have a library period on Tuesday period 3.
- subject group eg. all students in 12HIS in line E go to the Hall on Wednesday period 4.
- vertical group eg. all students in RED house have a house meeting on Thursday period 5.
- selection eg. all students in the CRICKET selection have coaching on Friday period 6.

Subject Level Mask

This allows you to teach QuickFind how to determine the year level of each of your subject/class codes.

Department Editor

This allows you to create departments and allocate subject codes to them. For example you could create a COMMERCE department and allocate ECO (Economics) and ACC (Accounting) to it.

Maximum Class Sizes

This allows you to state your preferred maximum class sizes for each year level.

Set Temporary Timetable

This allows you to use a timetable other than the default timetable in Student Manager.

8.10   Subject Information Menu

Subject Numbers

This table shows the total number of students taking each subject in your school.

Subject Placement

This table lists each subject for the selected year levels and the option lines in which they are running.

Subject Rolls

This allows a quick way to print subject lists for each selected subject.

Subjects with teachers

This table lists each subject for the selected year levels and the teachers taking them.

Subjects without teachers

This table lists each subject found in the option lines that have not yet been staffed.

Option Class Rolls

This table lists each option class you are running and allows you to select the ones you wish to print rolls for.

Option Lines

Clicking this button allows you to view the option lines you have set.

9   Table of Figures

musac

10   MUSAC and Agent Contact Details

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