Spacetalk Schools RollMarker

Period Marker
System Administrator v1

(Phase 2)

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Introduction

Rollmarker is a cloud platform student roll marking system designed to cater for a range of schools from those with the simplest timetable and management arrangements to the most complex. The following notes provide general information about the menu functions, database setup and maintenance.

IT Requirements

Rollmarker is designed to work on the most common web browsers (Firefox, Chrome, Safari, Internet Explorer 8+......) with access to the internet. As browser size affects the visual display area, a browser screen no less than that provided on an ipad (or Android equivalent) is recommended. A web view customised for smart phones will be available in July 2012.

Data Storage and Security

All data on the Rollmarker application is stored in a quality certified data centre protected with physical security, data encryption, user authentification and application security.

The only hardware required in the school is a browser for each user and access to a slip printer (student pass) if required.

Period Marker Login

Login details are provided by MGM to the School System Administrator. Login is via the Home page for Rollmarker (www.rollmarker.com).
- Username – defaulted to TT Code
- Password – defaulted to TT Code
- School Name – as provided by MGM & School

Once logged in the System Administrator will load User Details including login details for each user. See User Set Up and User Permissions below.

System Administrator Menu

The System Administrator will be able by default to view all menu items. Specific menu items for the System Administrator are grouped into two categories, Database Setup and Database Maintenance.

1. Database Setup

Focuses on the processes for setting up the initial Rollmarker Database

01. Class SetUp

Population of classes –it is possible in 'Manage Classes' section of class set up, to manually create new classes, allocate timetable sessions and add students using the data entry screens. However, before classes can be created, the school set up, term dates, timetable, room and teacher details need to be put into Rollmarker.

For most schools a faster option is to import data from timetable and class imports (see section on imports). A timetable and class import will auto populate all class details.

Start and End Dates: The default start and end dates are set for the beginning and end dates of each term as set up in Terms/Semesters. It is possible in Terms and Semesters to change the end date for specific year levels (bottom of Terms/Semesters screen).

To Change the start and end dates for individual classes select the box to the left of the relevant Class Code and modifying the start and end date at the bottom of the screen. Select the 'update' box to action the change. It is important that the start date selected equates to any first day in the timetable cycle (ie Day 1), even if the lesson is not scheduled until a later day in the week.

Home Groups may be also created from imported lists of classes by checking the box to the left of the relevant subject codes and clicking on the 'Move to Home Group' button at the bottom of the screen. This means that Home Group rolls can be marked by teachers using the Home Group Class Type in the Mark Roll Screen. Once moved from the Class Set Up, Home Groups will be managed through the Manage Home Group Screen

Changing Class Status Details - If the class is scheduled but does not run (e.g. due to lack of student numbers), it is possible to change the status of the class to inactive by clicking the status button changing it from green to red OR by deleting the class using the delete function (bin symbol in the Action Column). However is it best to update class details by re-importing the timetable and class details.

02. Configurable Attendance Code

Rollmarker has been pre-set with attendance code details for Government Schools for most states in Australia. System administrators can either select the appropriate pre set Code OR create a unique set of absence codes. The codes selected and created should be determined by whether the school intends to export attendance data back into other student management systems. See more detail on how to set up codes in the section on Database Set Up.

03. Image Processing

Allows the import of student photos. Photos must be in JGP format and 'zipped'. Each photo is identified by the Student Code.

04. Import

Rollmarker allows for separate import of Student Details, Teacher Details, Timetable data and Student Class Mapping details. All imports are in csv file format. See section on Import for specific rules.

05. Export

Function is only needed by schools who wish to export attendance data back into a specific student management system (e.g. ONESchool, CASES21, EDSAS, SIMS etc). The export function allows conversion of attendance data from lesson to part of day absence. Alternative means of exporting data from Rollmarker is from specific Lists, Logs and Report menus.

06. Manage Campus

Allows schools to group students by 'campus'. It should only be used where there is a single school timetable. Schools who have different geographically located campuses

with separate staff and separate student timetable structures should have been identified with MGM and will be set up as separate schools for the purpose of Rollmarker.

07. Manage Home Group

Operates the same as Class Set Up. It allows manual creation of home group sessions linked to timetable days, teachers and students. Most schools will find it easier to create home groups through an import of class details and using the migration process outlined in the Class Setup section. Once migration has been made in Class Setup, details will be seen in Manage Home Group.

08. Manage House

Allows manual creation of Houses. Most schools will use the easier option of importing House information with student details.

09. Manage Room

Allows manual creation of rooms. Many schools will use the easier option of importing room details as part of the timetable import. Additional rooms may be added via the Manage Room screen.

10. Manage Timetable

It is essential to set up Timetable early in the process of establishing Rollmarker. A timetable must be created prior to importing timetable information (see details on timetable set up in the timetable section of Database Set Up instructions below.

11. Manage Timetable/TimeOut

Is only required if schools elect the timeout option in School Set Up. Creating a timeout timetable can only be carried out once term/semester, timetable, staff and room details have been entered into Rollmarker.

12. Others

Allows creating of specific lists of users or persons added to the data base. Function still being developed. To create lists of students which are different from the standard home group, year level or class use the Student Group function in the database maintenance section of system administrator. Examples of student groups could be SRC or other student organizational groups. Schools wanting to mark roll for large numbers of student groups such as sport should obtain the Rollmarker – Co-Curricula module.

13. School Setup

Provides options for:

- Teacher notification (standard notification is via the dashboard = do nothing setting). Schools wanting to notify the teacher by other means will need to discuss email and text message options with the MGM Help Desk.
- Multiple Campus set up. This option only applies where there is more than one campus using the same timetable. If using this setting, include campus name details in Manage Campus, or import campus details with timetable import.
- Mark Roll Limitation – should be checked if the school wishes to prevent teachers and leaders marking rolls in advance of the current day. This rule does not apply to Attendance Administrators marking students absent for a day.

- System Set Up – enables option of setting up a timeout timetable and also a Kiosk User. Kiosks may be set up to enable students to check themselves in and out from a stand alone browser (provides view only of student passes).
- Check the boxes for enabling timeout and kiosk users as required.
- School details section shows those details held by MGM Wireless for the school. Please contact the MGM Help desk of any changes.

14. Student Passes Reason Option

Allows creation of pass types. There are 2 types:
- One Way – is pass out or pass in.
- Two Way – pass out and pass back in.

When creating passes, ensure selection of the appropriate attendance code.
For internal student movement, select a school activity code (ie student is not absent from school, but absent from a lesson – in Rollmarker these are codes linked to the Curriculum Absence Type).

Student movement can be tracked in the Logs section of Rollmarker.
The absence code used in passes will be seen on all student absence records and show in the mark roll screens for all lessons missed.

15. Term Semester.

All timetables are linked to either a term or semester (In timetable set up).

The default start and end dates of classes will for either terms or semesters, depend upon selection. The default Term Dates are those published by the State Government for all schools in the respective state. Schools may use or modify the default or create a New Term or a New Semester. In schools with junior or middle schools operating on a term timetable, with the senior school operating on a semester timetable, create both Term and a Semester set up.

It is also possible to add variations to Year Level end dates. This changes the default end dates for all classes in each year level from the end of term date to that nominated in the Year Level End Dates section. Rollmarker Period defaults to the current year.

It is possible to view data for previous years by changing the term / semester. CAUTION – changing term/semester should only be done when users are not operating Rollmarker (otherwise they will not see current information)

16. User Permissions.

Set up permissions for accessing screen functions and restricting the attendance codes, which may be used by Teachers and Leaders.

Permissions apply to all staff with the same designated role (as determined in User Set Up). The Rollmarker Absence Codes listed are linked to the school's attendance codes in 'Configurable Attendance Codes' section of Database Setup.

The default mark roll limits teachers to only marking their own scheduled classes (including teaching classes, home group excursions, makeup classes, temporary assignment and timeout).

All teachers can mark roll for Detention, House and Year Group.

It is possible to allocate specific teaching classes to individual staff to mark roll in situations where the teacher has been allocated a relief lesson or 'spare'. This needs to be done in the class set up.

17. User Set Up.

Details of users may be entered manually in the User Set Up OR imported with timetable details OR imported as a separate Teacher import.

Imports will over write any details for staff members already in the system (based on TT code). The default for import should have the same User Name, Password and TTCode.

It is possible to change the password using the 'change password' link next to login / logout.

The default start and end dates will be the term dates. Any changes to user details (e.g. allocation of access type), will require re-insertion of the relevant start and end dates (suggest beginning and end of calendar year or specific dates for staff who arrive or depart at other times.

2. Database Maintenance

Focuses on the processes for changing aspects of the data once set up.

01. Add Student within a Term

In this version of Rollmarker changes to student status (ie made left or who arrive early) needs to be changed manually through this function. Select the 'add students' and either Class or Home Group to identify student classes. Change the start and end date to coincide with dates of enrolment or departure and Default to start or end of a term as relevant (ie if departing mid term, start date is left as start of term and end date is specific to date of departure.

If arriving mid term, start date = date of arrival and end date should be end of term(4). Use this same function to change start and end dates for student's changed enrolment in a particular subject (class).

02. Cancel Classes

Should only be used when the absence code for that class needs to be changed due to contingencies such as year 12 teacher not available or industrial action etc.

Cancel classes should not be used when classes are no longer viable (e.g. due to lack of numbers). In these situations either change the end date of the class OR if the class has no records, delete or make the class inactive in Class Set Up.

03. Student Group

It is possible to create groups of students (e.g. SRC or Student Committees). Student Groups may be printed by using Lists or a roll marked in 'mark roll' (next version)

04. Copy Student ID to Other ID and Other ID to Student ID

These functions allow changing the student ID in the event that the imported ID is now no longer applicable (e.g. in situations where a State Government changes policies re: student identifiers).

05. Reallocate Teacher to Class.

This function is used for rollmarking purposes only. It allows System Administrator to reallocate a class to a relieving (supply) teacher.

The Relief Teacher will see the reallocated mark roll for the class on their Dashboard and also in the mark roll screens accessed from the main menu (mark roll). View Reallocated Classes provides a view of all classes reallocate.

Only 1 class can be reallocated at a time. The relief teacher will only see that class in single day view – ie they cannot access previous instances of the class.

06. Roll Over to New Year

Used to roll over student details to the next year. The rollover will relate to a new calendar year and will be automatically linked to that calendar year. Timetables need to be created and timetable data imported or entered for the new calendar year.

07. Time Table – Change Timetable Day

Will be used for mark roll purposes, if the school decides to change reschedule classes on another day of the week to achieve a more equitable time allocation for classes which fall consistently on public holidays. The process involves cancelling existing scheduled lessons and reallocating classes.
This function is not available in Rollmarker Phase 2

Database Set Up Tasks

1. User Rights

In Rollmarker there are 5 types of User, each with different rights to access and edit information.

01. System Administrator

The functions of the System Administrator include

- Database Setup, which primarily involves data input and configuration of system management settings.
- Data Base Maintenance, which includes ongoing changes to the data, export and import of data between Rollmarker and other student management systems.

02. Attendance Administrator

The Attendance Administrator is automatically given rights to Create Excursions and camps, mark any user roll, enter in advance known student absences, amend student attendance records, record medication given to students, issue student passes, create temporary classes, manage assignments, record found or confiscated items which may have been handed in and issue uniform violations. The Attendance Administrator will have automatic access to all student details (including editing), Teacher details, Lists and Logs and the capacity to run all reports.

03. Leaders

Leaders can be given permission to carry out all functions relating to Attendance Administrators, except the management of creating and recording assignments, managing medication and recording lost or confiscated items. Leaders may be given permission to use all or a restricted range of absence codes when marking the roll.

04. Teacher

Teachers may be given the same permissions rights as Leaders. However, many schools will restrict teacher data access and editing rights.

05. Student Kiosk

Schools may set up 'kiosks' which allow students to sign in and out of the school and be issued with a relevant student pass. The Student Kiosk function only allows students to enter their identity number and print a pass. To deter students logging on using another students ID, it is recommended that schools using this function, set up a browser in a location which can be supervised by a staff member. It possible for the browser to be connected to a separate screen, which can be viewed by supervising staff.

2. Sequence of Set Up

01. Importing Data

Recommended Sequence of Set Up Tasks for schools importing data;

1. Go to Set Up School and complete campus, mark roll limitation, timeout and kiosk options.
2. Go to Set up Terms or Semesters and select relevant Term from list. Default is the Term for the State in which the school resides. If necessary create a new term semester. Select timetable cycle (default is 5 day) and ensure that the correct start day (1,2, 3,4 or 5) coincides with the relevant term start date. If required, also enter Year Level End Dates (bottom RHS) of screen. This will automatically set the end dates for term 4 or semester 2.
3. Manage Timetable – In this section lesson times are entered and schedules linked to the term / semester structure above. Create a separate timetable for each day of the timetable cycle. Create a separate timetable or any year levels(s) which have different lesson start and end times. It is critical that the lesson start and end times coincide EXACTLY with timetable data which needs to be imported.
4. Enter special school holidays (not included in term breaks). Only enter holidays which the State Education system specifies as student free days. All holiday dates entered will prevent rollmarking on those days.
5. Modify Attendance codes, including consideration of Student Pass absence codes.
6. Set up Student Pass Reason Options
7. Import Student Details from SIS (or enter directly) – MGM will negotiate auto updating of this data with the school.
8. Import Timetable details from SIS (including staff users and classes – depending upon timetable system being used) – MGM will negotiate auto updating of this data with school
9. Import Student Classes (if not included in timetable import) – NOTE, it is best to import classes for ACTIVE students only
10. Import Student Photographs – from Image Processing Screen (must be JPG and zipped).
11. Import Users (if not included in Timetable import).
12. Apply User Permissions
13. Create Time Out Timetable (if using timeout)
14. Validate data in Student Details Views and Teacher views

02. Manual Data Entry

Sequence of Tasks for Schools manually entering data:
1. Go to Set Up School and complete the options.
2. Go to Set up Terms or Semesters. Apply either a term or semester timetable structures based on the timetable cycle and variations between year levels.

3. Go to Manage Timetable – In this section the timetable cycle is entered, along with lesson schedules linked to the term / semester structure above. Create a separate timetable for each day of the timetable cycle and where relevant each year level which has a different timetable.
4. Enter special school holidays (not included in term breaks)
5. Modify Attendance codes, including consideration of Student Pass absence codes.
6. Set up Student Pass Reason Options
7. Create Houses (if applicable)
8. Enter Student Details from SIS into Student Details Screen
9. Enter User Details in User Set Up Screen (do not include home groups in this screen)
10. Enter Rooms in Manage Rooms
11. Create Users
12. Create Student Classes
13. Create Home Groups – Manage Home Group screen
14. Import Student Photographs – from Image Processing Screen (must be JPG and zipped).
15. Apply User Permissions
16. Create Timeout Time table if required.
17. Validate data in Student Details Views and Teacher views

3. Configurable Attendance Code Notes

1. Select appropriate Attendance Group by activating the relevant code in the Status Column of Attendance Code Details (Note: can only have ONE attendance Group activated)
2. Customise Attendance Codes for the selected Attendance Group by clicking on "Show Codes" and Creating New Absence codes as required.
3. Schools wishing to export absence data from Rollmarker back to a Student Information System, must ensure they use the standard SIS Codes. The export process will be based on the first letter of the code, thereby allowing the creation of additional Rollmarker absence reasons.
4. The Attendance Code and the Description will show in the mark roll screen – dependent upon permissions given to users.
5. The Rollmarker Reasons are preconfigured. Please contact MGM if there are Rollmarker codes which need to be added to the list.
6. The Absence Type determines whether the absence reason will be counted as an attendance or an absence for reporting purposes.
   - Students are regarded as Present unless marked absent. This will show as a tick in the mark roll screens. The tick will be exported back into SIS systems using the appropriate 'present' code for the respective Attendance Group.
   - Curriculum denotes an absence from a lesson, but counts as present at school.
   - Unexplained denotes absent without explanation
   - Unjustified indicates an absence which may be explained, but not approved (ie unauthorized = truant)

7. **Setting Up and Using Late and Early Departure codes in Rollmarker**
   Late to School / Early Departure
   - In most schools when a student is late to school or class they have arrived within the relevant scheduled class (otherwise they are absent).
   - Schools need to define lateness to school as either an absence type = unexplained or authorized of unauthorized. Definition of lateness will be determined in State Government schools by the respective Government definitions.
   - It is important to define times for late arrival and Early Departure if the data is to be exported back to a Student Management System (See Export) and click on Part of Day to enter whole day, part day , late and early departure times)

     Schools not constrained by Government reporting requirements may treat lateness as a curriculum type of absence (ie a type of present).

<u>Late to Class</u> if used should be assigned a curriculum absence type.   <u>Configuring</u>
<u>Rollmarker to manage lateness</u>

To configure lateness in Rollmarker involves setting the required lateness code in 'configurable attendance code' screen, providing appropriate user permissions for use of lateness codes in the 'User Permissions' screen and creating the appropriate late passes in the 'Student Passes Reason Option' screen.

It is recommended that recording late to school and early departure is managed through Student Passes (not through the mark roll screen). This will enable the time of arrival and departure to be recorded and records produced in the late report and export of student whole day/partial day attendance back to a Student Management System.

- Where lateness = an authorized, unexplained or unjustified absence, the student will be marked late for school from the beginning of the day until the time of arrival. All class rolls will be over written with the late to school absence code and data exports back to SIS will be shown as absence type = late.
- Where lateness = a curriculum absence type, the student for the purpose of reporting will be regarded as present from the time when they were due at school until the time they arrive.
- In all cases it is recommended that if students have not arrived at school when the roll is marked for the first roll marking period, they are recorded as being absent (either authorized or unexplained).
- When students arrive at school late, use the student pass option to record the times when the students was scheduled to be present and the actual arrival time.
- Issuing a late to school pass will over write any absence codes already recorded from the start of the day until the time of arrival.
- If wanting to record late to class, create a late to class code in the configurable attendance screen and give teachers permission to use this code in the 'permissions screen'. This will mean teachers will to enter this code in the mark roll screen, rather than use the student pass option.

The same rules above apply to Early Departure.

Configuration of Management Function Notes

1. Time Out

It is possible to set up time out in one of 3 ways.

01. Using the Time Out Mark Roll Option:
- The System Administrator must go into System Set Up and tick the Time Out Option where the Time Out mark roll is to be used.
- Ensure there is a TO code in the 'Configurable Attendance Code' screen. The timeout code should be linked to a 'present' or 'curriculum' code.
- In the 'User Permissions' screen ensure that teachers and leaders DO NOT have permission to use the TO code in the mark roll screen. Timeout should be allocated using the 'Assign Timeout' screen in the Teacher menu (not the mark roll codes in the mark roll screen).
- In 'Manage Rooms' screen allocate a time out room.
- Go to 'Manage Timetable/TimeOut' and allocate teachers and rooms for each session in each timetable day where timeout is to be scheduled. Rollmarker will automatically indicate If a teacher has already been scheduled for a lesson.
- Students may be sent by teachers from their scheduled timetabled lessons for any period of time using the 'Assign timeout' screen in the 'Teacher' menu.
- When assigned timeout, a code of TO will be allocated in all mark roll screens of any other scheduled lessons missed by that student whilst they are in timeout.
- The teacher responsible for supervising Time Out will use the TimeOut Mark Roll screen to mark the roll.

- The TimeOut mark roll will appear in the relevant teacher's Dashboard OR may be accessed from the mark roll screen list.
- If a student fails to report to timeout, the supervising teacher will mark the student absent (unexplained). This new absence code will then automatically be recorded in the student's absence record and also in the mark roll screen(s) in all classes where the student was identified as having been sent to timeout.
- The scheduled class teacher would then normally be expected to follow up students who were originally recorded as being sent to timeout, but failed to attend.

02. Using Option for teachers to mark Time Out from their Mark Roll Screen:

This option may be used if there is no requirement to mark an electronic roll for Time Out and no requirement to validate student movement within the school. The process for setting up includes:

- Ensuring the timeout option is not checked in School Set Up
- Ensuring there is a TO code in the 'Configurable Attendance Codes'
- Enabling Teacher access to the TO absence code in 'Teacher Permissions'
- To send students to timeout, teachers would select the TO code in their normal mark roll screen. This will account for removal of the student from class, but will not create a timeout roll and therefore will not provide any electronic means of validating student attendance at Timeout.

03. Using Student Pass Option to Manage Timeout

This option may be used if there is not requirement to create a timeout roll but the school wishes to validate student movement in and out of classes. The process for setting up includes:

- Ensuring the timeout option is not checked in School Set Up
- Ensuring there is a TO code in 'Configurable Attendance Codes'
- Creating a 'Pass Reason Type' called Timeout in 'Student Passes Reason   Option'
- Providing Teacher or Leader Access to Student Passes (dependent upon who is authorized to issue the pass).
- Do NOT provide Leaders or Teachers with access to the attendance code TO (use the Rollmarker 'Out of Class Pass'

To send students to timeout, Teachers will need to have access to the Student Pass feature (and a printer if using the printed pass option). They do NOT mark student as TO in the mark roll screen. The TO code will automatically appear once the student pass has been issued. Students may then report to timeout with the issued pass.
There will be no mark roll for timeout if this option is used.

Ensure that the time out of class and the time the student is expected to return to class matches the correct lessons.

2. Excursions / Camps Configuration Notes

Schools can determine which persons in the school are authorized to set up excursions and camps. The default is to provide this function to an Attendance Administrator. However, it is possible to allow leaders or teachers to do this via the User Permissions section in Rollmarker. For the sake of uniformity, schools should define the code format for setting up Excursion Codes and provide guidelines for detail required in the Excursion Description.

The processes for setting up excursions;

1. Go to 'Create an Excursion'
2. Enter date details

3. Enter time details
4. Enter an excursion code
5. Enter Description
6. Enter Teacher code
7. All excursions and camps should be given an attendance code type = curriculum.
8. Add students to the excursion.
9. When students are allocated to an excursion or camp, Rollmarker will auto populate all class rolls with the camp/excursion code and generate a Mark Roll Screen and log for that excursion. This code will over write the 'tick symbol" and be seen in all normal scheduled class rolls for those students attending the excursion.
10. Teachers responsible for excursions will mark the roll from the Mark Roll Screen and changes made to the students absence record if the students are absent from the excursion.
11. It would be expected that if teachers of scheduled classes missed by students attending excursions see that the student did not attend the excursion, they will follow up absence with the student.
12. A list of all excursions is recorded in Logs. By clicking on the student symbol of any listed excursion in logs a list of students will be displayed. This list may be printed or exported to CSV.
13. Another method of creating a hard copy list of students attending an excursion is to go to Lists / Student Lists and then select the relevant excursion date, the excursion for that date and then check the required student details wanted in the printed list. This process allows printing of details such as medical alerts, Home Group, Classes etc. The list may be printed or exported to a CSV file.

3. Student Passes Configuration Notes

Sequence of set up tasks:

1. Go to Database Set Up / Configurable Attendance Code and if necessary add codes which can distinguish internal student movement from movement in or out of the school. For internal movement it is possible to create a sub category of an 'activity' or other 'present' code. For external movement schools may want to also create sub codes to distinguish between explained and unexplained absence (e.g. late arrival explained and late arrival unexplained would require 2 codes). Follow rules for setting up attendance codes to ensure data can be exported in the required format.
2. Go to Database Set Up / Student Passes Reason Option
3. Create Pass Types:
   • Pass Type = One Way OR Two Way
   • Pass Direction = In or Out. - Note: a pass out is movement out of the scheduled class, a pass in is movement into or back to the scheduled class.
   • Allocate an attendance code from the drop down list of codes. This code will populate all student attendance records when a pass is issued.
   • If two way passes is selected, enter the pass out and the pass in name
   • Check active box and create.
4. Create Pass Reasons. Note: passes cannot be issued without a pass reason. The same pass reasons are allocated to pass in as pass out when selecting two way passes.
5. Set up pass printer access via the print options on the browser. The pass has been designed to be printed on a standard slip or receipt printer. Schools may wish to investigate options for sticky label passes.

Passes may be issued by default by System Administrator and Attendance Administrators. Teachers or Leaders may be given access to issue passes via the Database Setup / User Permissions section.

4. Data Import Configuration Notes

Import process will depend upon the source of the import data. Please talk to MGM Help Desk regarding import data format options and import scheduling.

Importing Files – all Rollmarker import files need to be in csv format (unless MGM has written a custom import process). Please check that the data was saved to csv and NOT to EXCEL. Saving to EXCEL may alter the data format. For the same reason, do not save a csv file once opened. Please be aware that the data needs to be matched to Rollmarker fields in the correct format. Files which have blank records as a data line will not import.

01. Student Details

Data is matched on ID and date of birth (to avoid duplication when re- importing updated data. Students will be Active if they are checked active in the import file. They will remain active until they are manually made inactive or upon rollover if they are made a left student. Imported student details will check the active status and automatically change this in Rollmarker. Student records will remain active for the period when the student was active (ie date based). The level of detail in the student record will be based on that provided in the import. Student Home Group details are not used in Rollmarker to populate the student details screen (this is done through the timetable import). Houses included in the student data will auto populate House information in Rollmarker.

02. Timetable

Match imported TT Start date/day (e.g. day e.g. 1 or 2 or 3 etc = set start date for timetable, and this is matched against imported day/dates). The Period data matched against the time start and time end of periods. Teacher data matched against Class Codes for each period and also populates User information.

03. Teachers (Users)

Teachers are matched on TT Code. Rollmarker will auto default the TT Code to the Username and password. The password may be subsequently changed. Subsequent teacher imports are based on a Date from and Date to (this allows older records to be retained and changes to teacher details for existing or active teachers to be updated). Teachers are considered Active between the Date From and Date To period.

04. Classes

Data is matched on subject code and student ID (check which ID is being used in the import and match to correct ID in Rollmarker, as there are 3 ID's possible)