

Setting Up Post 16 Data

2009 / 2010 Academic Year



In Support of
Learning



**ICT Development
Service**

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This document explains how to prepare **Post 16 data** for the new academic year eg 2009/2010 using either Academic Management or Nova. Our recommended option would be to use Academic Management.

Using Academic Management to:

Create Accurate Course Planned End Dates

In order for students' courses to show correct date ranges for the academic year 2009/2010, preparation tasks can be completed as part of the End of Year procedures.

Overview

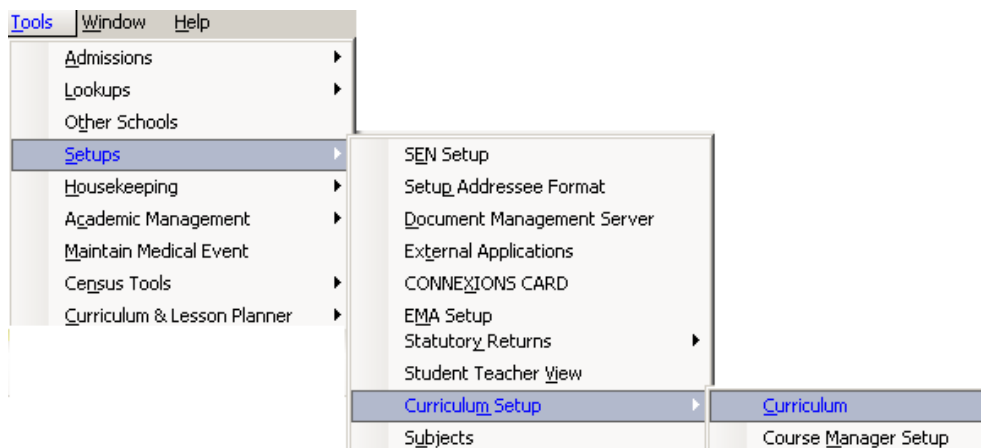
Thought and planning is needed to set up the date ranges for the academic year. The following scenarios need considering:

1. Most courses run from September until May, but some courses may continue until July.
 - All the courses in the school start on the first day of the academic year eg (Sept 2009) but the courses for year 13 students will finish on 28th May 2010, while all other courses continue until 23 July 2010. There may be some year 12 courses which finish in May.
2. Do any of your courses run over **two years** (eg VCE)?
 - If so, do not use this method to manage course memberships, as it will lead to inaccuracies in the Census. If you do have courses which run over two years, use the notes at the end of this booklet for these courses **only**.

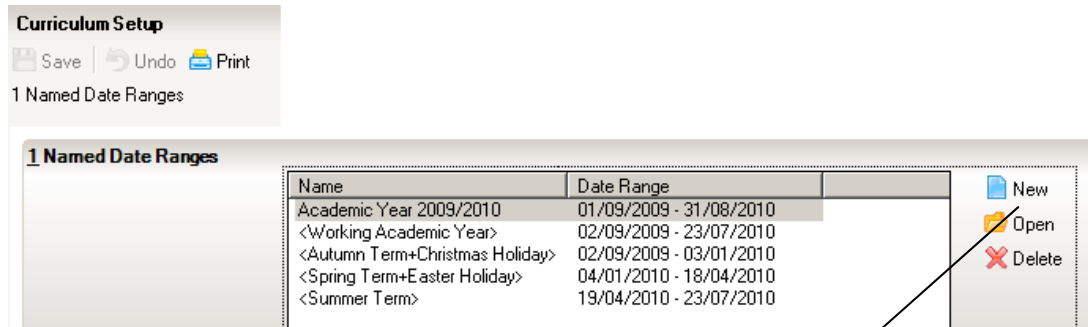
Academic Management will allow creation of more than one date range which can then be applied to the appropriate curriculum class.

Set Up Additional Date Ranges

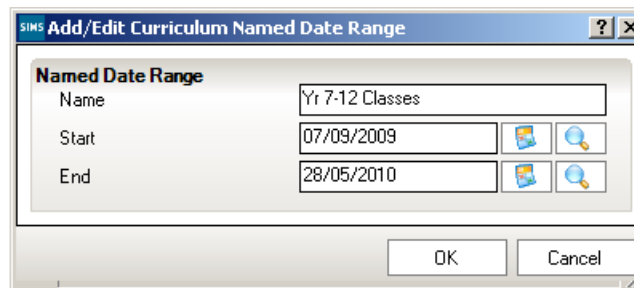
Go to the **Tools** menu, **Setups**, **Curriculum Setup**, **Curriculum**



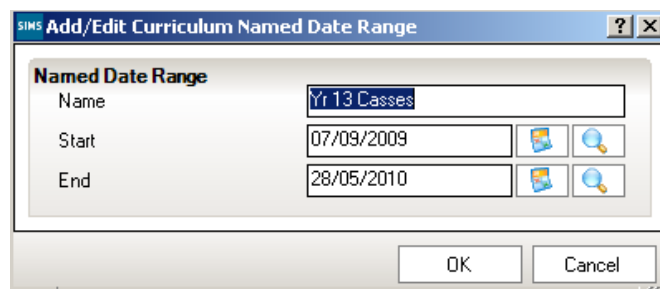
1. Click on the **New** button to add a new date range. (You will need to add more than one)



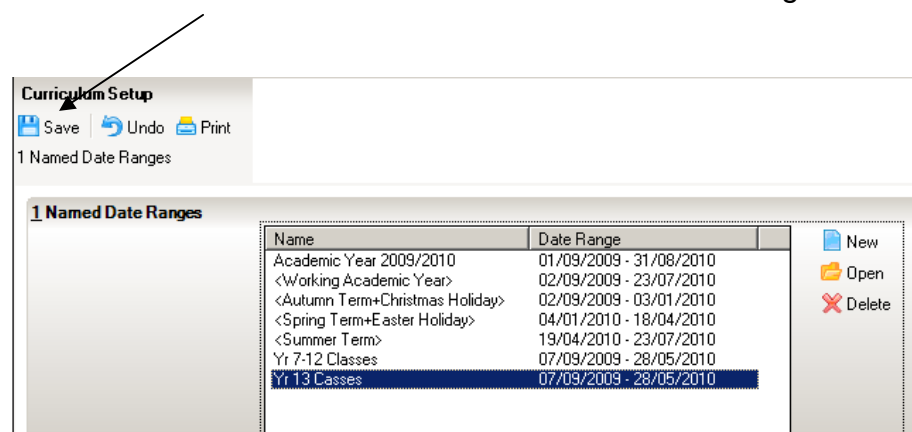
2. Enter a helpful name for the date range.



3. In this example the normal range is the same for year 7 to 12 classes.
4. Enter the start and end dates for the Year 7 to 12 classes (see example above)
5. Click **OK** to use this information
6. Repeat steps 1 - 5 selecting Yr 13 Classes as a name. The Start date will be the same as the one above but the End date should show when your Year 13 students leave school for example **28/05/2010**



Click on the **Save** icon to save these two new date ranges



Use **Curriculum Assignment by Scheme** to select the appropriate date range for the Year 13 (and Year 12 classes if appropriate).

How to deal with two year courses

For the 1st year of a two year course - enter the correct end date eg May 2011 in **Maintain Course**.

Deselect **Auto Update Membership** tick box

After completing the **Summer Census** eg May 2010 - reselect Auto Update Membership checkbox, run **Update Course Memberships**.

When you now transfer the classes from Nova-T for the next year, the routines should create a two year membership.

Using Nova-T to:

Create Accurate Course Planned End Dates

In order for students' courses to show correct date ranges for the academic year 2009/2010, preparation tasks can be completed as part of the End of Year procedures.

Overview

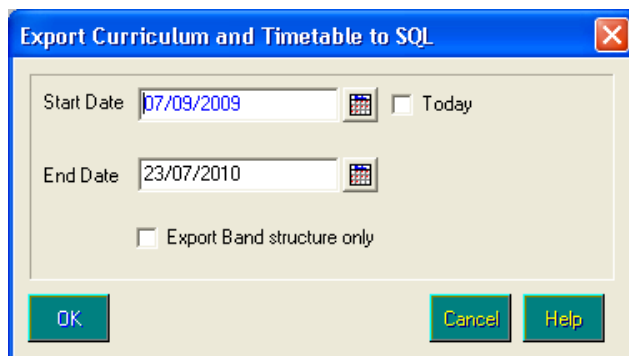
Thought and planning is needed to set up the date ranges for the academic year. The following scenarios need considering:

3. Most courses run from September until May, but some courses may continue until July.
 - All the courses in the school start on the first day of the academic year eg (Sept 2009) but the courses for year 13 students will finish on 28th May 2010, while all other courses continue until 23 July 2010. There may be some year 12 courses which finish in May.
4. Do any of your courses run over **two years** (eg VCE)?
 - If so, you will need to use Academic Management to manage end dates correctly

To create accurate end dates

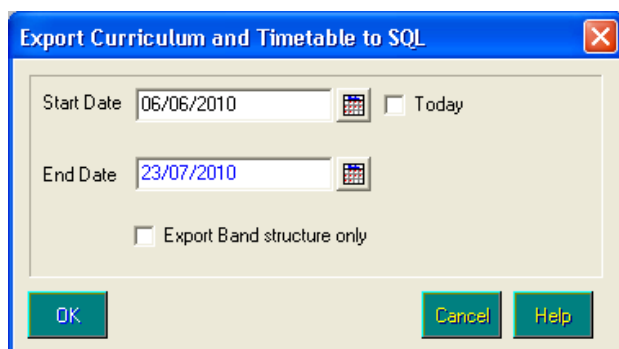
NB: the Timetabler should carry out these processes.

Before the start of the Academic Year, eg in August, ensure that all classes are represented in Nova-T and submit this information to SIMS .net with a start date of 07/09/2009 and an end date of 16/07/2010.



Then use Academic Management to enter and maintain class memberships as usual.

Following this submission of all classes and before the Autumn Census, eg September, remove the classes in Nova-T that finish in May and submit this information to SIMS .net with a start date of 23/05/2010 and an end date of 16/07/2010

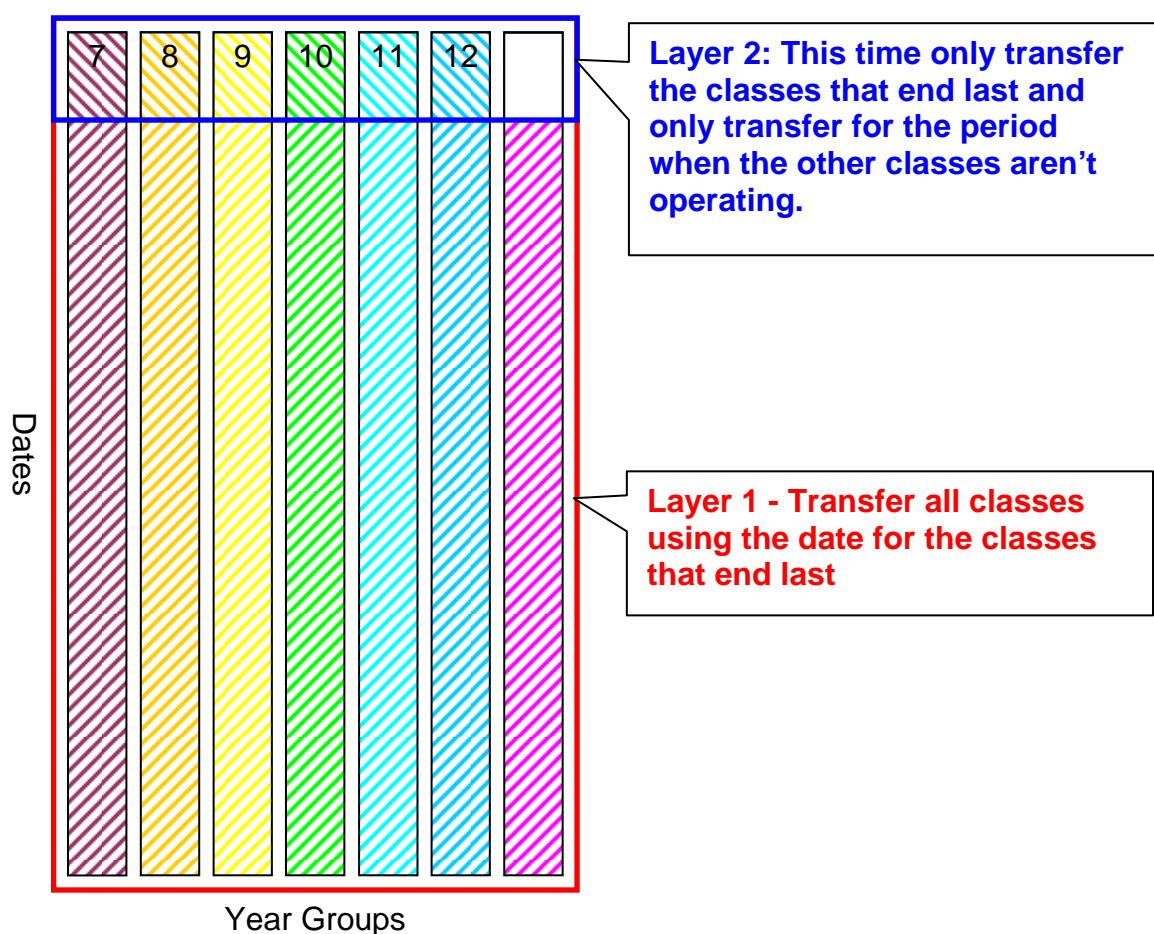


You can continue to maintain class memberships through Academic Management throughout the year, but this will enable you to have the correct data.

NB: If you use this method, each time you make a change to the timetable, you will need to resubmit both for the normal date range and then remove year 13 classes and submit for the second date range.

It is important to keep a copy of the timetable with all classes present, as you may want this information when you make other timetable adjustments from Nova-T.

The net result, after running Update Course Membership, is that the year 13 classes have memberships and corresponding course memberships that start on 02/09/2009 and finish on 22/05/2010 while all other class memberships and their corresponding course memberships start on 02/09/2010 and finish on 16/07/2010.



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