How to Clone an Existing Best Start Assessment Class

There are two ways to create a best start assessment class

1. Create a new best start assessment class not based on an existing group (e.g. a kinder group) (Please see ‘QRG- How to create a Best Start Assessment Class’)

2. Create a best start assessment class based on an existing group (e.g. move year K Reading Text best start class to year K Comprehension best start class where the students in the group are the same)

STEP 1: List the existing best start class in your school

- From ERN School Enrolment
- Click Place Management
- Go to the Student Group Offers tab
- Select BST-Best Start Assessment in Activity Type

- Select appropriate Calendar year, Scholastic Year, Offering Status (see notes below), Enrolment Type, Sub Enrolment Type (for SCAS), Activity Type or Staff.
- Click Go to list student groups as per selected criteria.

NOTES ON OFFERING STATUS - DRAFT

- All Student Group Offers (SGOs) are created by default with "Draft" status (unless specifically set to Available by the user on create).
- It is not possible to add students to an SGO with "Draft" status.
- It is possible to modify the Curriculum Offer of a Course Class when the status is set to Draft, but once the status is changed to "Available", it will no longer be possible to do so.
• Once the status of a SGO is changed from "Draft" to "Available", it will no longer be possible to revert it back to "Draft".

NOTES ON OFFERING STATUS - CANCELLED

• When the status of a SGO is changed to "Cancelled", the Current Membership status of all its students will be set to "No" (i.e. all the students are removed), this process cannot be reverted in any way, it is therefore extremely important to be careful when changing the status of the SGO to cancelled.

• The only way to add students to an SGO after it has been set to cancelled is by either adding them back one by one or re-transferring them from another group.

• When a SGO's offering status is set to "Cancelled", the only attribute that can be changed is the Offering Status, and that is back to "Available".

• Instead of trying to fix problems in an existing SGO one by one, it is recommended to "Clone" a SGO then "Cancel" the original.
STEP 2: Clone an Existing Best Start Assessment Class

- Select radio button alongside course class you wish to clone
- Once the selection has been made, Clone button will appear,

- click Clone button, a screen similar to the following will be displayed

- Group name, must be changed
- Make sure the From date, To date and Expected Size are correct for new course class
NOTE 1: **Expected size** MUST be greater than 0

NOTE 2: **From date** and **To date** can be future time

- Tick **Clone all students in the original group** check box. All the student from original group will be copied into new best start assessment class.

  - Check the data input is accurate, click the **Save** button at the bottom Or **Save and Exit**

- The following message will be displayed when the input information has been validated.

  A new best start class has been created with the same staff member/s and student of the one selected to clone from.

To modify staff and student please see ‘QRG- How to Add/Remove Staff and Student’