How to create a Roll Class in Secondary Schools

There are two ways to create a roll class

1. Create a new roll class not based on an existing group (e.g. a kinder group)
2. Create a roll class based on an existing group (e.g. move year 3 to year 4 roll class where majority of the students are same) (Please see QRG - How to Clone an Existing Roll Class for more information)

STEP 1: List the existing roll class in your school

- From ERN School Management
- Click Place Management
- Go to the Student Group Offers tab
- Select ROL-Roll Class 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. It will 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.
- 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: Create a New Roll Class

- Click Create button at the bottom of the page
- Student Group Offers window will be displayed
- Select appropriate Supported enrolment types criteria. This can be done by specifying All or by specifying one or particular type, meaning only those students who are registered as the selected ‘type’ will be displayed. For example a group with only International Students ‘ticked’ will only allow Registrations of Enrolment Type ‘International’ to be added to the group. Multiple selections are permitted. If not sure, tick All. (Please be aware that enrolment types are different from school to school)
  o Mainstream Enrolment
  o Mainstream (Distance Education)
  o Mainstream (International Students)
  o Opportunity Class
  o Distance Education Centre
  o Intensive English Centre
  o Support Class

- Select appropriate Supported scholastic years. This can be done by specifying All or by specifying one or particular scholastic year, meaning only those students who are registered as the selected ‘scholastic year/s’ will be displayed. For example a group with only Year 1 and Year 2 ‘ticked’ will only allow students registered in Year 1 or 2 to be added. Multiple selections are permitted. If not sure, tick All. (scholastic years are different from school to school)
  o Pre-school
  o Kindergarten
  o Year
The fields marked with an * are mandatory.
  - Group name: Roll class name shown in ERN
  - Expected Size: Size of roll class
  - Calendar Year: The year the roll class will be set up for.

- Click the check box to select Supported enrolment types.
- Click the check box to select supported scholastic years. For example, “Year 11 and 12”
- Enter Offering name. For example, “11/12RC”.
- Change the Calendar Year to 2009
NOTE 1: **Expected size** MUST be greater than 0
NOTE 2: **Calendar Year** can be future time
NOTE 3: **Offering ends in Calendar Year 2009?** If ticked, the roll class will expire end of the year. Otherwise, it is a vertical roll class.

- The Cross-reference Info Table displays as follows when is selected;

  ![Cross-reference Info Table]

  **OASIS Cross-reference Info**

  *OASIS name: 11/12RC 0/10

- OASIS Name: Is the name to be displayed in OASIS.
- Check the data input is accurate, REMEMBER to change to **Offering Status** to **Available**
- Click the **Save or Save and Exit** button at the bottom
- The Staff Participation table will be displayed as follows;

  ![Staff Participation Table]

  **Staff Participation**

  Add staff

- To add staff click on the Add Staff button and follow **QRG - How to Add Remove Staff and Student**
• When all fields have been entered with correct information click SAVE.

• This finalises the class creation

A new roll class has been created without staff members or students.