Preparing For 2011 – ERN and OASIS

Following the implementation of ERN, the tasks associated with preparing for the next calendar year can be undertaken well in advance of the end of the year. For example, setting up roll classes and academic classes can be commenced at any time.

This guide covers some of the operations and process that schools need to undertake during Term 4, 2010 in order to prepare for 2011.

ERN

Preparing For Students Who Are Leaving

- Students leaving at the end of Term 4, 2010 who fall into the following categories DO NOT require any administration attention as this will be undertaken automatically. These include:
  - Year 6 students in primary schools
  - Year 10 students in junior high schools, where Year 10 is the highest scholastic year

Year 6 and Year 10 students will be automatically set to “Left” with a leaving date of 17 December 2010. This process will be undertaken during the week beginning 20 December 2010.

- Year 12 Students 2010

As the leaving date for Year 12 students can vary from school to school and vary with a student’s circumstances, there is no official leaving date across DET for Year 12 students.

Schools should mark Year 12 students who are leaving prior to the end of the year (17 December 2010) by doing a bulk change of status for all (or selected) Year 12 students from “Enrolled In Attendance” to “Enrolled Leaving” and setting the leaving date as the appropriate date for the school. For example, if Year 12 students are leaving on the last day of the HSC (18 November 2010), the leaving date should be set to 18 November 2010.

Any Year 12 student who is still marked as “Enrolled In Attendance” on 17 December 2010 will have their status changed to “Left” with a leaving date of 17 December 2010. This will be automatically undertaken during the week beginning 20 December 2010.

For information on how to mark students other than Years 6, 10 and 12 as “Left”, refer to the following quick reference guide (QRG):

**QRG - How to Change Status of Student**
• Setting Up Roll Classes For 2011

There are two options in ERN to setup a roll class:
- Clone an existing roll class
- Create a new roll class

The QRGs relating to roll class cloning and creation are:

Roll Classes For Primary Schools
QRG - How to Add Remove Staff and Student
QRG - How to create a Roll Class in Primary Schools
QRG - How to Clone an Existing Roll Class
QRG - How to transfer a student to another group

Roll Classes For High Schools
QRG - How to Add Remove Staff and Student
QRG - How to create a Roll Class in Secondary Schools
QRG - How to Clone an Existing Roll Class
QRG - How to transfer a student to another group

• Setting up Curriculum Offers for 2011

There are two options in ERN to setup curriculum offers:
- Clone an existing curriculum offer
- Create new curriculum offers

There are also two types of curriculum offers:
- School-created curriculum offers with school-created learning areas
- DET-created curriculum offers with Board of Studies-based learning areas

Information relating to curriculum offers for high schools can be found at:

• Setting Up Course Classes for 2011

There are two options in ERN to setup course classes:

▪ Clone an existing course class
▪ Create a new course class

QRG - How to create a Course Class
QRG - How to Clone an Existing Course Class
QRG - How to create a Composite Course Class
QRG - How to Clone an Existing Composite Course Class
QRG - How to transfer a student to another group
QRG - Student Group Offering Status - what do they mean
QRG - How to Bulk Clone Existing Course Classes

• Preparation For Orientation Days in 2010 for 2011

Many high schools hold an orientation day for prospective Year 7 students.

NOTE: A student’s enrolment status MUST be set to “Applied to Enrol (Risk Assessed)” before they can be invoiced in OASIS Finance.

QRG - How to complete the Principal’s Declaration

• Day 1 Term 1, 2011

Students will need to be marked as “Enrolled (In Attendance)” once they have attended school for the first day in 2011.

QRG – How do I set Enrolled in Attendance in Bulk

❖ OASIS Admin Rollover

Following the implementation of ERN, the tasks associated with the transition to a new school year occur in both ERN and OASIS. The Administration Rollover in OASIS is dependent on the above tasks that need to be completed in ERN before the end of Term 4, 2010.
OASIS Administration Rollover

The OASIS Administration Rollover is fully automated so that each school is no longer required to go through the process of rolling their OASIS data over for a new school year. This will happen in the background in early January of each new school year.

The OASIS Administration Rollover will be completed during the week ending 14 January 2011.

The new automated administration rollover process in OASIS will implement the following tasks:

- Copy all the current related information for students to the historical files. The information copied is:
  - student absences
  - student academic class information
  - student sports groups information
  - student special activities information
- Remove the current student-related information listed above.
- Process all the students that have left the school in the previous year and archive all the historical information for a student to the student archive file. A student with enrolment status in ERN as “Left” will be marked as a leaver in OASIS.
- Update the existing family and student information in OASIS from ERN including roll class and scholastic year.
- Update OASIS with all new enrolments for the new school year.
- On accessing OASIS after the Administration Rollover, the school will be able to run a number of reports associated with the rollover. These reports will include:
  - A printed copy of the student information that was copied to the historical file (if required).
  - A list of all the students that where processed as leavers to the archive file.

The option to review historical information on students and the ability to restore an archive file and view the information remain unaltered.