Preparing for 2012 – ERN and OASIS

With the implementation of ERN the tasks associated in 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, 2011 to prepare for 2012.

- **ERN**
  - **Preparing for Students who are leaving.**
    Students leaving at the end of Term 4 who fall into the following categories do not require any admin attention as this will be handled automatically.
    - 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 set to Left on 16/12/2011.
    - 30 days prior to these leaving dates, the Year 6 and 10 students will be set to Enrolled (Leaving) automatically in ERN.

  - **Year 12 Students 2012**
    As per Memorandum DN/11/00128: “The last day of enrolment for Year 12 students is to be determined at the discretion of the principal. Many students will complete final leaving procedures before or at the conclusion of the Higher School Certificate on Friday 11 November while others if involved in ongoing school activities will sign out later”.

    *It is suggested that when Year 12 students sign-out of the school as leaving, schools formally mark the students as left for that date.*

    **Please note** that Year 12 students undertaking a Life Skills pattern of study and not sitting formal Board of Studies NSW Higher School Certificate examinations should continue to attend school until the last day of Term 4.

    All Year 12 students who have not currently been marked as Left would have a leaving date set as 16/12/2011.

  - For information on how to mark students other than Years 6, 10 and 12 as Left refer to the following QRG.

    **QRG - How to Change Status of Student**
o Setting up Roll Classes for 2012
   There are 2 options in ERN to setup a Roll Class –
   • Clone an existing roll class,
   • create a new roll class

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

o Setting up Curriculum Offers for 2012
   There are 2 options in ERN to setup Curriculum Offers –
   • Clone an existing curriculum offer,
   • Create new curriculum offers.

   There are also 2 types of Curriculum Offers -
   • School created Curriculum Offers with school created learning areas and
   • DET created Curriculum Offers with Board of Studies based learning areas.

   Curriculum offer for HS

o Setting up Course Classes for 2012
   There are 2 options in ERN to setup Course Classes –
   • Clone an existing Course Class or
   • 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

o Preparation for Orientation days in 2011 for 2012
Many high schools hold an Orientation day for perspective Year 7 students.

**PLEASE NOT : A student's enrolment status MUST be set to Applied to Enrol (Risk Assessed) before they can be invoiced.**

*ORG - How to complete the Principal's Declaration*

- **Day 1 Term 1 2012**
  Students will need to be marked as In Attendance once they have attended the school.

  *ORG – How do I set Enrolled in Attendance in Bulk*

- **OASIS Admin Rollover**

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

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

*The OASIS rollover will be commenced on the 5th of January 2012 and it's expected to be completed by the week ending 15th January 2012, however if the process runs without any issues OASIS may be available at an earlier date.*

*Please check on the News section of the Citrix page for updated information.*

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 related student information as 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 Administration Rollover. These reports will include:-

- A Printed copy of 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 will remain unaltered.