How to create a Roll Class

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’)

Create a New Roll Class

STEP 1: List the existing roll class in your school

- 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, Enrolment Type, or Staff. Click the Go button. System will list all existing groups.
STEP 2: Create a New Roll Class

- Click **Create** button at the bottom of the page
- **Student Group Offer** window will come up
- Define student and tick appropriate **Supported enrolment types**. Specify **All** or by specifying one or particular types you will constrain this group to only allow students who are registered as that ‘type’. 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**. (enrolment types are different from school to school)
  - Mainstream Enrolment
  - Mainstream (Distance Education)
  - Mainstream (International Students)
  - Opportunity Class
  - Distance Education Centre
  - Intensive English Centre
  - Support Class

- Define students and tick appropriate **Supported scholastic years**. Specify **All** or by specifying one or particular scholastic years you will constrain this group to only allow students who are registered as that ‘year’. 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)
  - Pre-school
  - Kindergarten
  - Year
• The field marked with * are mandatory.
  o Offering name: Roll class name shows in ERN
  o Expected Size: Size of roll class
  o From date: Date roll class commence
  o To date: Date roll class ending
  o OASIS name: Roll class name shows in OASIS system

NOTE 1: OASIS name field can only take up to 10 characters (space are counted).

NOTE 2: **Expected size** MUST be greater than 0

NOTE 3: **From date** and **To date** can be future time

• Make sure your input information is accurate, click **Save** button on the bottom of the page.
• A message may comes up if you input **OASIS Name** is different than the **Offering Name**. Click Ok if names are correct.

• Message comes up when the input information is validated.
A new roll class has created without staff and student. To add staff and student please see ‘QRG-How to Add/Remove Staff and Student’