

# v5.2020 Update 5.1 – Release Notes



# Contents

<b>Introduction</b> .....	<b>1</b>
<b>New Features</b> .....	<b>2</b>
<i>Administration</i> .....	2
Pre-Admissions Group page updated.....	2
<i>Analysis</i> .....	3
KS4 Performance Dashboard added.....	3
New KS4 Headline Figure Dataset page added.....	5
Primary Tracker EYFS Formative Statements updated .....	7
<i>Assessment</i> .....	8
New page Manage Templates added .....	8
Record Evidence updated.....	10
<i>Attendance</i> .....	11
Registration page for Secondary School updated.....	11
Manage Attendance Filter option updated.....	15
Manage Attendance General updates .....	15
<i>Behaviour</i> .....	16
Behaviour Event Records updated .....	16
<i>Dashboard</i> .....	18
Profile Dashboard Renamed and updated.....	18
Insight Dashboard updated .....	19
<i>Dinner</i> .....	21
New page Dinner Menus added .....	21
Selecting Student Menus from the Student List.....	24
Kitchen Statistics Report updated .....	25
Selecting Student Menus from MCAS.....	26
<i>Examinations</i> .....	26
New page Manage Submission added .....	26
<i>Framework</i> .....	27
Send SMS and Emails option updated.....	27
External Staff page updated .....	28
General Standardisation of Common Icons .....	29
Running Balance updated.....	29
Bulk Update Dates option added to Actions.....	30
Staff Import/Export updated .....	30
<i>Reports</i> .....	31
Move option added to Actions.....	31
Advanced Mode option added to Quick Report.....	31
Quick Report Footer updated .....	35
General Quick Report updates.....	35
General Report updates .....	35
<i>Student Portal [Admin, User &amp; Student]</i> .....	36
Homework Module Setting updated.....	36
Homework Page Updated .....	37
New option Differentiated Homework added .....	39
Homework Alert added .....	41
Student Homework view.....	42
Marking Student Homework .....	45
Quiz Page Updated .....	47
Student Quizzes view .....	52
Reviewing the Quiz .....	53
Lesson Plan Page Updated.....	54
Learning Resources updated .....	55
<i>Vision</i> .....	55

Vision User Interface updated.....	55
Homepage.....	55
Overview Cards.....	56
Overview Settings.....	56
Students Enrolment.....	57
Student Cards.....	57
Student Enrolment Settings.....	58
Additional options added to the Transfer Settings page.....	58
Covid-19 option added.....	59
School Performance Logs Delete option added.....	61
Schools List Page.....	61
Students List Page.....	62
Staff List Page.....	63
<b>Resolved Issues.....</b>	<b>64</b>
Administration.....	64
Analysis.....	64
Assessment.....	64
Attendance.....	64
Behaviour.....	65
Communication.....	65
Dashboard.....	65
Exams.....	65
Framework.....	65
Groups.....	65
MCAS [Admin].....	66
Reports.....	66
Student List.....	66
Student Portal [Admin].....	67
Student Portal [Student].....	67
Vision.....	67

## Introduction

This document contains an **End User** version of the **Release Notes** for the **Bromcom MIS Software** for **Version 5**. The **Release Notes** contain details of the latest updates, fixes and new features that have been implemented in this release.

An enhancement is either an improvement we have added or a new feature. Some of these are user requested, but most are enhancements we make to improve the software.

This document contains the **Release Notes for v5.2020 Update 5.1** for **July 2020**.

### What is an Update?

When an enhancement is requested or an issue is found, the details are sent to the Development Team. Once they have made the enhancement or fixed the issue an update is created. This update can contain one or many fixes, for one or many modules, it is then tested by the Testing team and released either to be included into the next Build, (if there is one imminent), or it is passed as an Update to be deployed by the Support Team who will contact you and arrange a mutually agreeable time to apply the Update. Each of the issues listed here has been fixed with the latest Update.

1. Server side Installers:
  - a. MIS v5.2020.5.1
  
2. Client side Installers:
  - a. Alerts Application v5.2020.3.30507
  - b. Timetable v1.15.67.26568
  - c. Behaviour Pathways v5.2020.3.2
  - d. Excel Add-In v52020.3.25200

**Please Note:** The **Minimum Screen Resolution** that we support is **1280 x 1024**.

We support the following Browsers:

- Google
- Edge
- Safari
- Firefox

We always support the latest version of these Browsers and recommend our Users should always use the latest versions as well.

# New Features

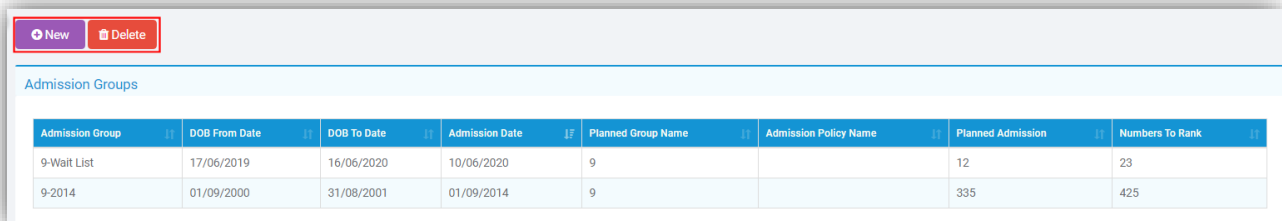
Note: All routes are based on the New Bromcom Menu

## Administration

### Pre-Admissions Group page updated

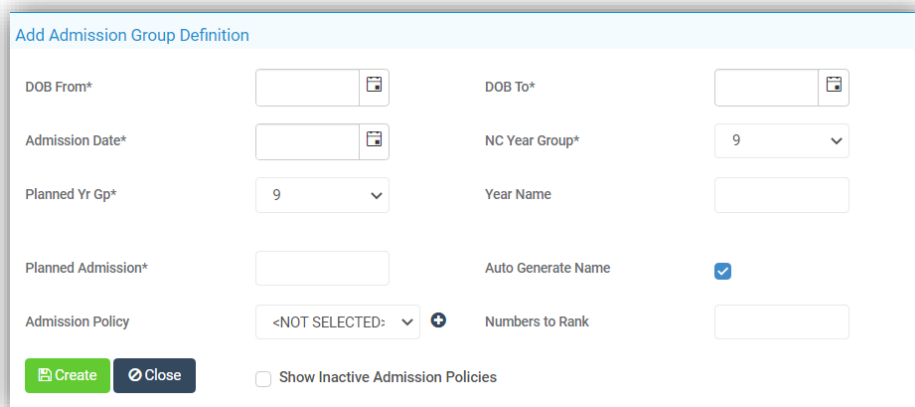
Modules > Administration > Admissions > Pre-Admission Groups

The **Pre-Admissions** page has been updated to keep in-line with the new UI look. Instead of being in a dropdown list the **Pre-Admissions** are now displayed in an easy to read table, with button options for **New** and **Delete**.



Admission Group	DOB From Date	DOB To Date	Admission Date	Planned Group Name	Admission Policy Name	Planned Admission	Numbers To Rank
9-Wait List	17/06/2019	16/06/2020	10/06/2020	9		12	23
9-2014	01/09/2000	31/08/2001	01/09/2014	9		335	425

To add a new **Pre-Admission Group** click on the **New** button, with the exception of a new tick box option to **Show Inactive Admission Policies**, the functionality of the page remains the same.



**Add Admission Group Definition**

DOB From\*        DOB To\*

Admission Date\*        NC Year Group\*

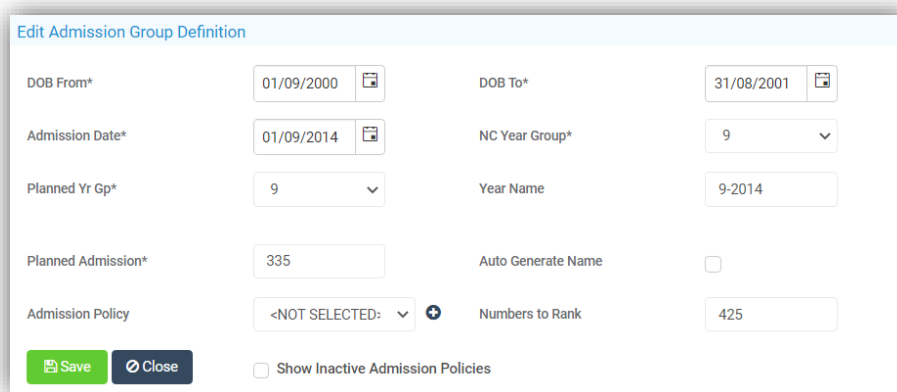
Planned Yr Gp\*       Year Name

Planned Admission\*       Auto Generate Name

Admission Policy        Numbers to Rank

      Show Inactive Admission Policies

To **Delete** a **Pre-Admission Group** click on the row to highlight the **Group**, then on the **Delete** button, a **Confirmation** will be given, select **Cancel** or **Proceed**. To **Edit** a **Group** double click on the row, once again with the exception of a new tick box option to **Show Inactive Admission Policies**, the functionality of the page remains the same.



**Edit Admission Group Definition**

DOB From\*        DOB To\*

Admission Date\*        NC Year Group\*

Planned Yr Gp\*       Year Name

Planned Admission\*       Auto Generate Name

Admission Policy        Numbers to Rank

      Show Inactive Admission Policies

# Analysis

## KS4 Performance Dashboard added

### Dashboard > KS4

A new option **KS4 Performance** has been added, for use on the **KS4 Performance Dashboard**, displaying for all **KS4 Headline Figures** performance indicators **by Cohort**, including **Custom Groups for Progress 8, Attainment 8, EBacc** and **Diminish the Difference**. A **Snapshot** of data is required before the **KS4 Performance Dashboard** can be used (see **Headline Figures Datasets** below). Clicking on a chart will enable a drilldown option displaying **Points** and additional columns. A **Results Broadsheet** is available as a download from the **Cohort Information** heading and clicking a **Band** in the **Pupil Progress** panel will pop out an additional table of included **students**. An additional **Quick Measures** table can be found beneath the charts, summarising some additional measures not found elsewhere in the charts.



Quick Measures

Grid actions Copy Excel CSV

Last Name	First Name	Admission Number	Year Group	Tutor Group	Gender	Att. %	Disadvantaged	SEN Status	KS2 Fine Score	Attainment Level	Exam Number			
Ainsworth	Emily	00008525	11	11P	F	92.98	Yes		5	H	4123	32.00	-1.72	
Amin	M	00008442	11	11Y	F	82.46	Yes		5.1	H	4102	29.00	-2.31	

English  
English  
Maths  
English & Maths  
Ebacc Summary  
Progress Summary

Different views of the charts can be displayed by selecting from the dropdown menu top right and there is also the option to expand chart size.

Attainment 8

Open Attainment

- Attainment 8
- English Attainment
- Maths Attainment
- Ebacc Attainment
- Open Attainment

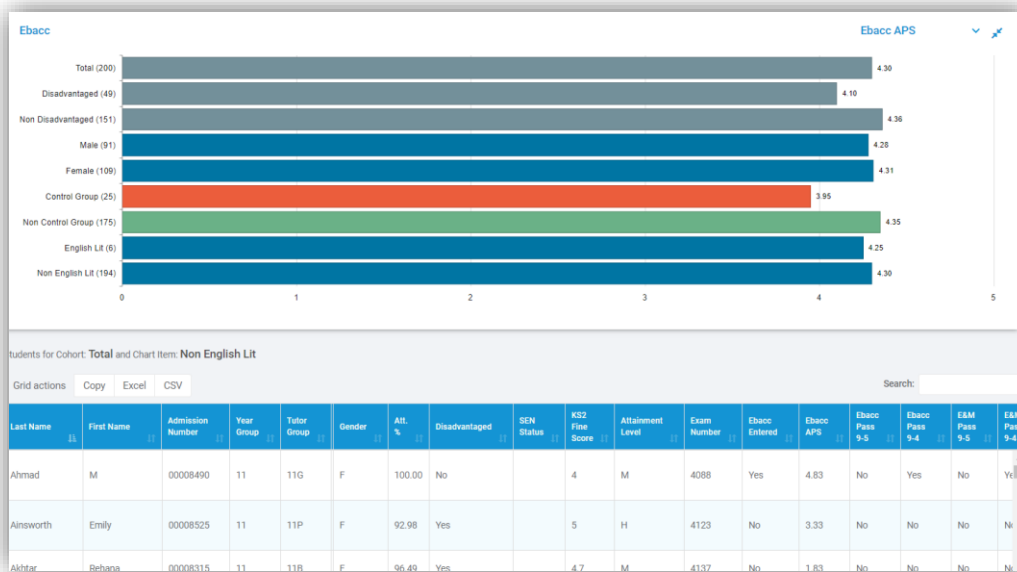
The **EBacc APS** and **EBacc Entry** information is also included on this page with different chart views displayed by selecting from the dropdown menu top right and there is also the option to expand chart size.

Ebacc

Ebacc APS

- Ebacc APS
- Science Progress
- Humanities Progress
- Language Progress
- Ebacc Entry
- Ebacc 5+
- Ebacc 4+
- English & Maths 5+
- English & Maths 4+

The **KS4 Dashboard** enables drilldown to a **Student Individual Profile** for reviewing **Progress** across all **Subjects** based on the **Dataset** selected. Double click on a bar from within a chart to expand that chart and open a list of **Students**.



Click on a **Student** from the list to continue the drilldown.

Individual Profile of Ainsworth, Emily from Snapshot: Year 11 2020 Exam Results

A8: 32.00      P8: -1.72      KS2 FS: 5      Att %: 92.98

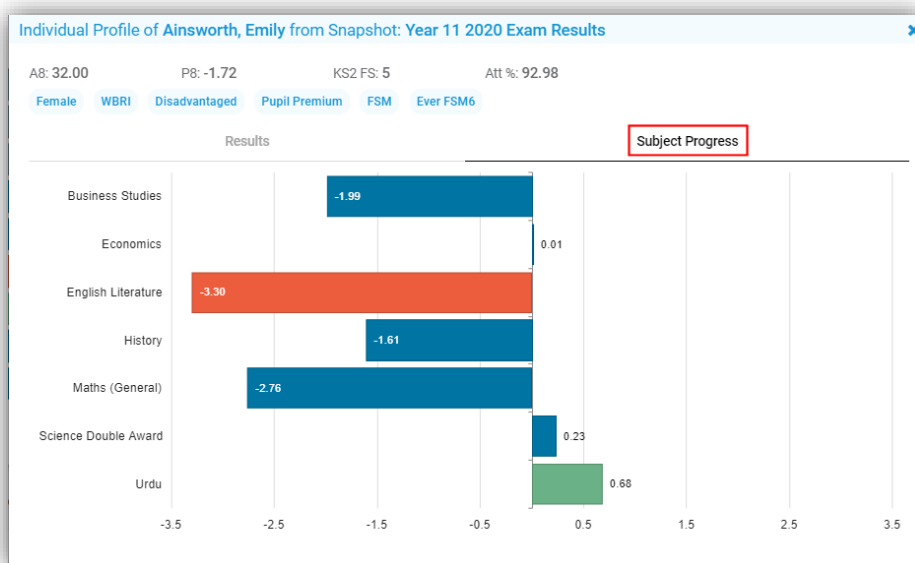
Female   WBRI   Disadvantaged   Pupil Premium   FSM   Ever FSM6

**Results**      Subject Progress

Grid actions: Copy   Excel   CSV   PDF

Subject	Class	Att %	Grade	Points	Progress	Incl. in A8
Business Studies			3	3	-1.99	Yes
Economics	11/1/Ec		5	5	0.01	Yes
English Literature			2	2	-3.3	Yes
History	11/1/Hi/3	90.32	3	3	-1.61	Yes
Maths (General)	11/B/Ma/2	91.49	2	2	-2.76	Yes
Science Double Award	11/B/Sc/2	97.56	55	5	0.23	Yes
Urdu	11/1/Ur		5	5	0.68	Yes

This drilldown has two tabs **Results** and **Subject Progress**.



## New KS4 Headline Figure Dataset page added

**Modules > Analysis > Routines > Headline Figure Datasets**

A new page **Headline Figure Datasets** has been added allowing a snapshot of the data to be taken.

New   Edit   Delete   Actions    Show Only Enabled Datasets

Headline Figures Datasets

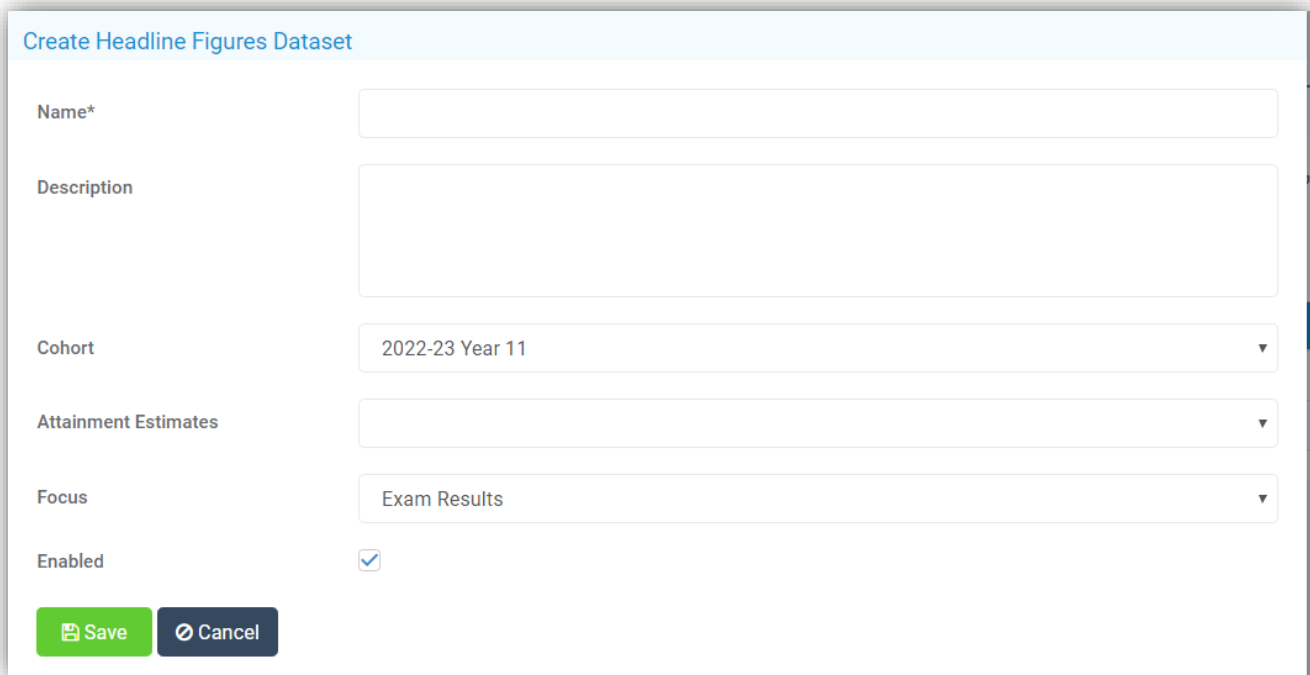
Before creating datasets, it is recommended that you review Headline Figures Cohorts, Attainment Estimates and Assessment Components Exclusion settings. A dataset can be updated with the latest cohort by selecting Refresh. This process will overwrite existing data. To create a new version of a dataset using an existing dataset, use Clone option.

Grid actions: Copy   Excel   CSV   PDF   Print

Name	Cohort	Assessment Type	Term	Estimates	Enabled
No data available in table					



Click **New** to create a **Dataset** and enter the information, when selecting a **Cohort** the **Attainment Estimates** will populate automatically, but can still be changed manually.



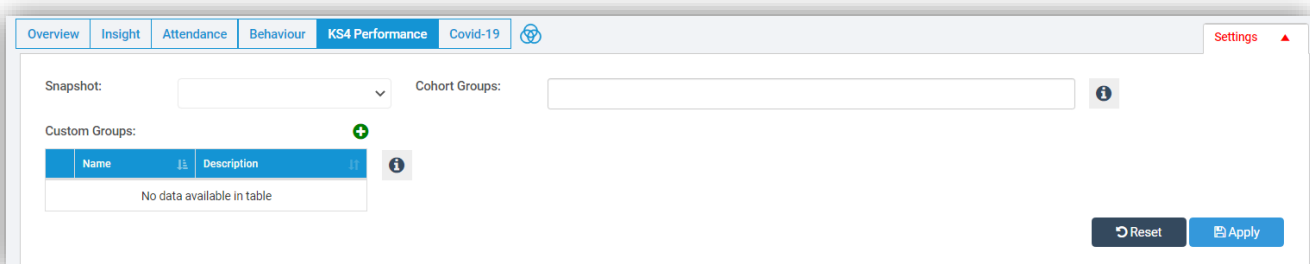
The screenshot shows a form titled "Create Headline Figures Dataset". It contains the following fields and controls:

- Name\***: A text input field.
- Description**: A larger text input area.
- Cohort**: A dropdown menu with "2022-23 Year 11" selected.
- Attainment Estimates**: A dropdown menu.
- Focus**: A dropdown menu with "Exam Results" selected.
- Enabled**: A checked checkbox.
- At the bottom, there are two buttons: a green "Save" button and a dark blue "Cancel" button.

To **Edit** or **Delete** a **Dataset** select the **Dataset** and click on the **Edit** or **Delete** button. When **Deleting** a **Dataset** a **Confirmation** message will be given, select **Cancel** or **Proceed**.

The **Actions** button gives the option to **Copy**, **Enable**, **Disable** or **Refresh**. Selecting the **Copy** option will allow a **Dataset** to be copied, for instance a **Dataset** created for the **Spring Term** can be copied and changed to **Summer** instead of starting from scratch. Select one or more **Datasets** and select the **Enable** or **Disable** options to make them live or not. When changes have been made to a **Dataset** select the **Refresh** button to update all of the information.

**Enabled Datasets** will be available to select via the **KS4 Performance Dashboard** found on the **Homepage** under the **Settings** option. These will display in the **Snapshot** dropdown list.



The screenshot shows the "KS4 Performance" dashboard with the "Settings" option selected. It features the following elements:

- Navigation tabs: Overview, Insight, Attendance, Behaviour, **KS4 Performance**, Covid-19.
- Snapshot: A dropdown menu.
- Cohort Groups: A text input field with an information icon.
- Custom Groups: A section with a green plus icon and a table.
- Table: A table with columns "Name" and "Description". The table is currently empty, displaying "No data available in table".
- Buttons: "Reset" and "Apply" buttons at the bottom right.
- Settings: A red "Settings" button with a dropdown arrow in the top right corner.

## Primary Tracker EYFS Formative Statements updated

Modules > Analysis > Primary Tracker

Config > Assessment > Early Years Assessment Sheets

**Age Bands** have been added to the beginning of **Statements** in brackets in months showing as 0-11, 8-20, 16-26, 22-36, 30-50 and 40-60+, with **Birth** displaying as 0. **Statements** have also been grouped together for specific **Age Bands**, for example if you select 22-36, 30-50 and 40-60+, **Statements** for 22-36 will appear together followed by 30-50 **Statements** and finally 40-60+ **Statements**

In the **Depth of Knowledge** report when run for **Early Years Assessment**, the statement screen will now also include the **Age Bands** at the beginning of each of the **Statements**, in the same format as described above.

Early Years Assessment Sheets - Code/ Grade Setup

Use the table below to set up your Early Years codes and grades. You should set up a grade set for both Formative and Summative Early Years judgements. You can assign each code a colour and point value.

Formative Grade Set  Enable Formative Assessment for EYFS

	Code	Code Description	Point Value	Colour		
	N	No	1.12			
	Y	Yes	1.13			

Showing 1 to 2 of 2 entries

Summative Grade Set

	Code	Code Description	Point Value	Colour		
	B	Beginning	1.56			
	D	Developing	2			
	S	Secure	3			
	Z	Astounding	4			

Showing 1 to 4 of 4 entries

Combine the gradeset with age bands when making entering summative judgements to the marksheets

Restrict the available age bands to match the formative statements that are displayed

Age Band Selection

Select which age bands you will be catering for. Statements related to those age bands you select will appear when doing formative EYFS assessment

0-11

8-20

16-26

22-36

30-50

40-60+

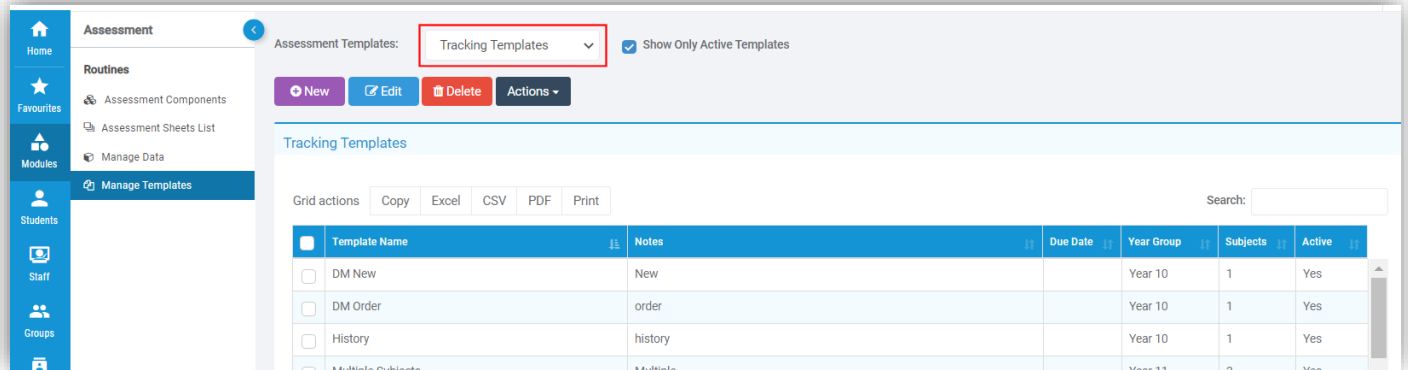
In the **Early Years Assessment Wizard**, on the first page, a new tick box has been added **Combine the gradeset with age bands when entering summative judgements to the marksheets**, if this option is selected then the **Restrict the available age bands to match the formative statements as displayed** option will also become active. Selecting the first option means the **Gradebox** used in completing the **Marksheets** will display with all of the **Age Bands** on the left and **Grades** on the right. Selecting the second option as well will display the **Gradebox** with only the selected **Age Bands** and **Grades**.

# Assessment

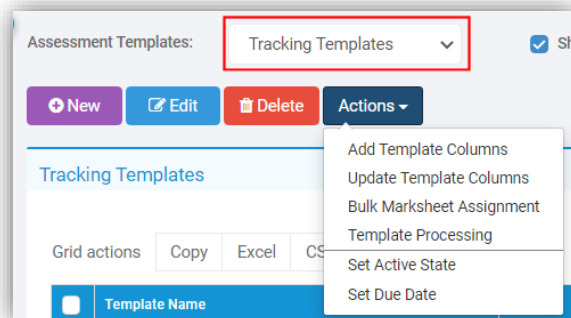
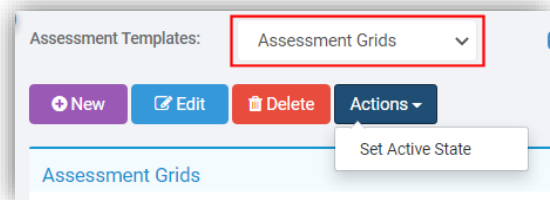
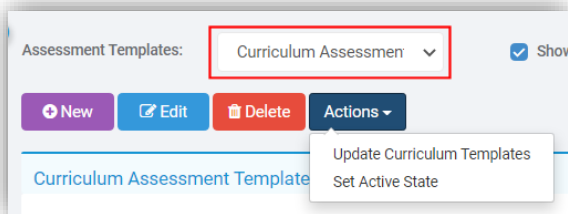
## New page Manage Templates added

### Modules > Assessment > Routines > Manage Templates

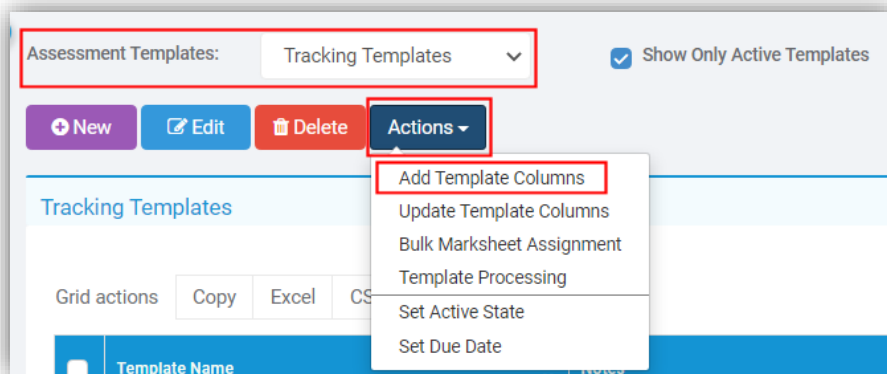
The **Manage Templates** page has merged some of the existing pages and put them onto one place for easy use and practicality. By default the page opens with **Tracking Templates** as the **Assessment Template**, this can be changed in the dropdown list to **Assessment Grids** or **Curriculum Assessment**.



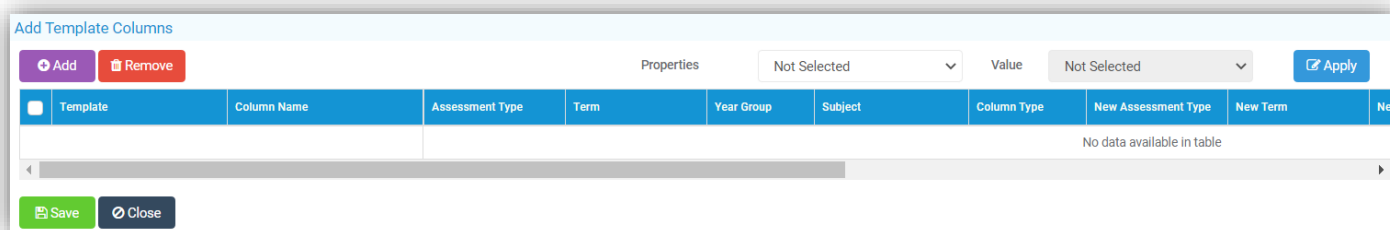
When changing between **Templates** the options under the **Action** button will change to match the **Templates**.



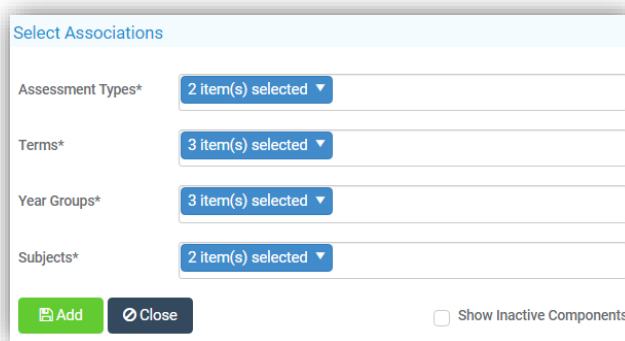
The **Add Template Column Definitions** previously under **Modules > Assessment > Housekeeping > Add Column Definitions** can now be found with the **Tracking Templates** option selected by clicking on a **Template** from the table to select it then from the **Actions** button selecting **Add Template Columns**.



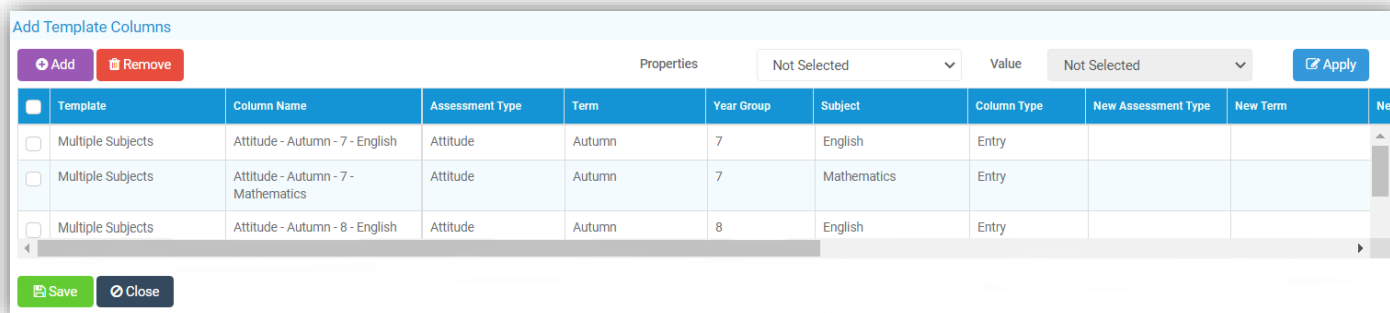
This will open the **Add Template Columns** page, click on the **Add** button.



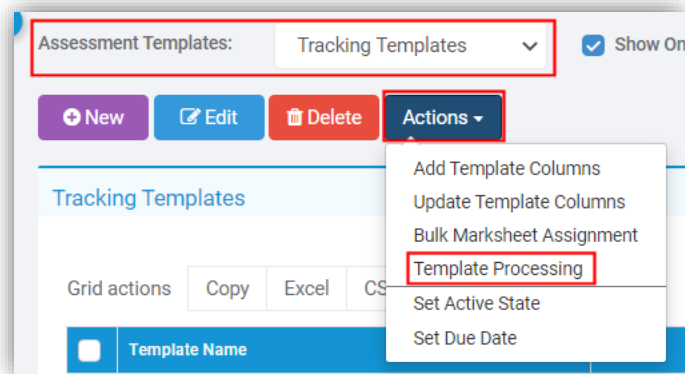
This will open the **Select Associations** pop-up, click in each box and select from the given list, more than one selection can be made, when complete click on the **Add** button.



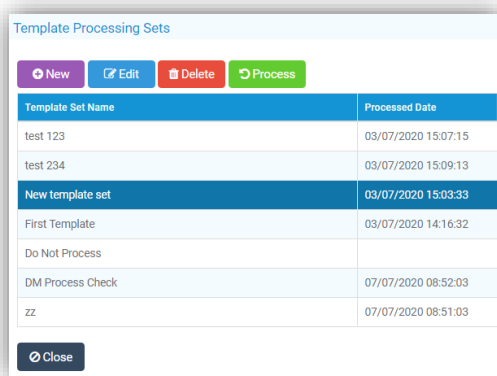
These selections can be amend using the **Properties** and **Value** dropdowns or just click the **Save** button to close and update the **Templates**. The **Update Templates** works in the same manner.



The **Template Processing** option previously under **Modules > Assessment > Housekeeping > Template Processing** can now be found with the **Tracking Templates** option, selected by clicking on a **Template** from the table to select it then from the **Actions** button selecting **Template**.



The functionality remains the same.

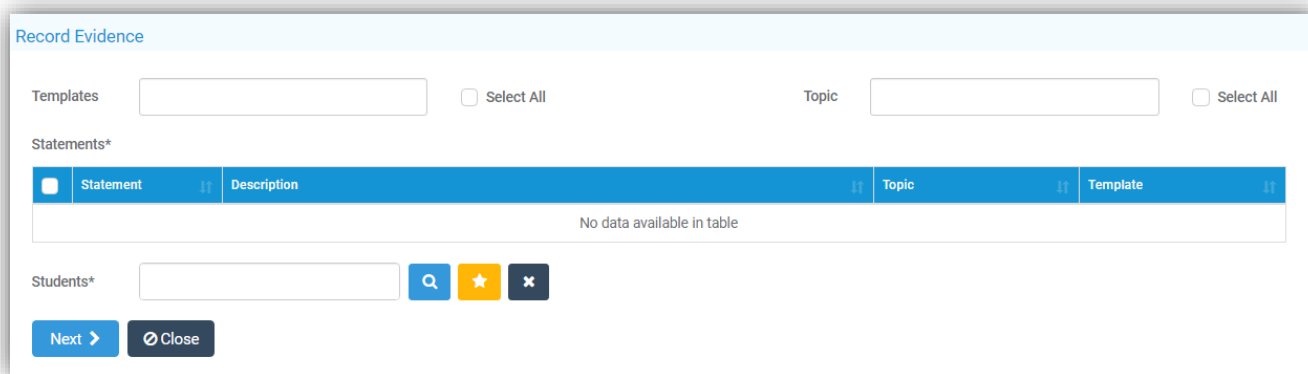


The **Update Template Columns** and **Bulk Marksheet Assignment** options remain unchanged.

### Record Evidence updated

#### Modules > Assessment > Routines > Assessment Sheets List

The **Record Evidence** option is now a pop-up instead of a page and will show **Statements** from **Curriculum Assessment** sheets and **Primary Tracker Formative** and **Early Years**, the functionality however remains the same.



# Attendance

## Registration page for Secondary School updated

### Registration

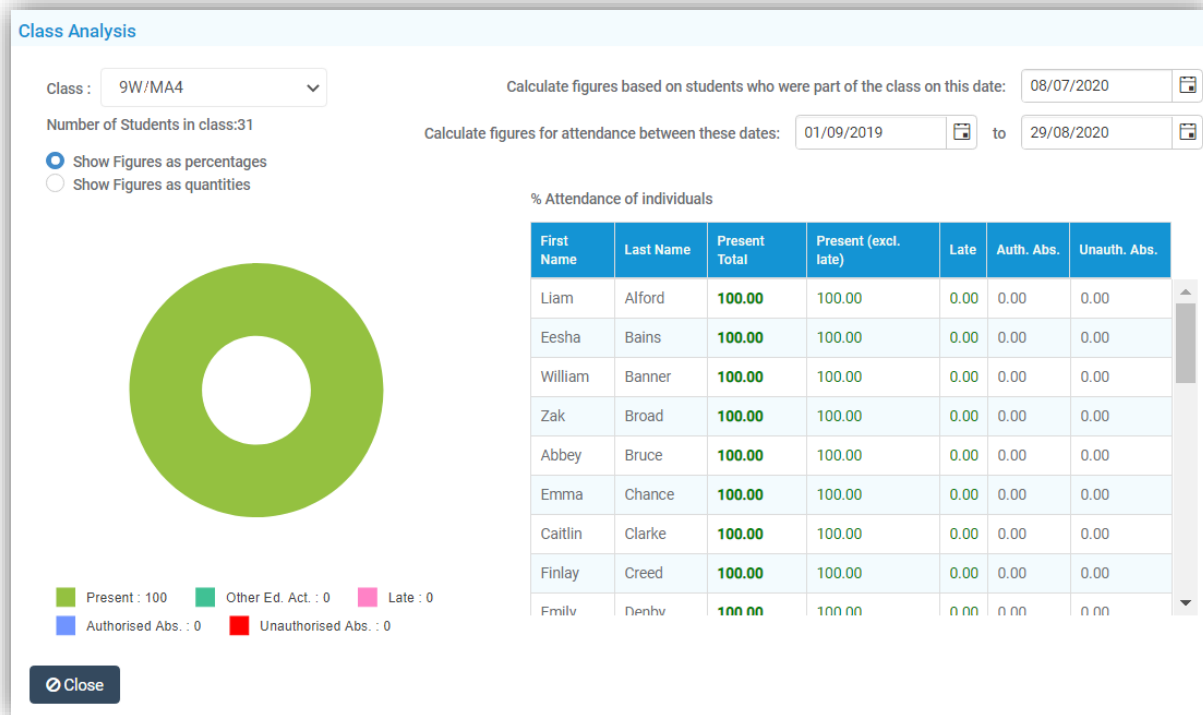
There have been updates made to the **Secondary Registration** page, the marking area and the **Student Information** remain the same, the changes are to the options and buttons at the top of the page.

The screenshot shows the Secondary Registration page interface. At the top, there are buttons for 'Save', 'Cancel', 'Undo', and 'Actions'. Below these are navigation tabs for 'Dinner', 'Add Note', 'Comment', 'Assessment', 'Behaviour', 'Seating', and 'Protect Marks'. The main area is a grid with columns for days of the week (TLT, 24, We 24 5, Th 25 4, Mo 29 6, Tu 30 6, We 1 1, Fr 3 3, Tu 7 3, We 8 AM, We 8 1, We 8 2, We 8 3, We 8 4, We 8 PM, We 8 5, We 8 6, Th 9 4) and rows for student names. The 'Actions' button is highlighted in yellow. On the right, the 'Student Information' sidebar shows a profile for Emma Chance, including her name, date of birth (09/11/2005), ID number (9-9CR-00046677), target grade, and attendance statistics (All: 100%, Class: 0%, AM/PM: 100%).

The **Save**, **Cancel** and **Undo** buttons remain the same and a new **Actions** button has been added. The **UA** options for **Student** and **Register**, the **Cursor Movement**, **Print** and **Statistics** options are all now under this button.

This close-up shows the 'Actions' dropdown menu. The menu items are: 'UA Student', 'UA Register', 'Today', 'Move Down', 'Move Right', 'Stay', 'Skip', 'Print a simple attendance register', 'Print a register with attendance history', 'Print blank register', and 'Statistics'. The 'UA Student' and 'UA Register' options are highlighted in yellow.

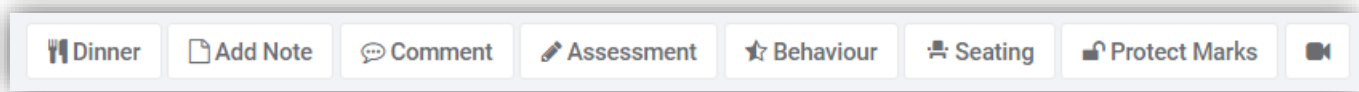
The layout of the **Statistics** pop-up has been updated, the information given remains the same.



The **Register Information, Day, Date, Period, Class/Group Name** and number of **Students** marked **Present**, has been brought together and moved to the just above the **Register**.

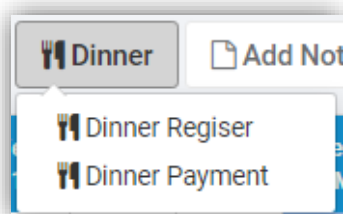


The buttons have also been changed.



The **Statistics** option has been moved and is now under the **Actions** button and the **Protect Marks** and **Projector Mode** options have been added as buttons.

Selecting the **Dinner** button will give two options **Dinner Register** or **Dinner Payment**.



Selecting the **Dinner Register** will open that page. The layout has been updated now displaying the **Grid Actions**, the number of **Absents** and how many **Present** for **School Meal**, a **Dietary** column and the **Comment** icon changed to a blue **Speech Bubble**, the remaining functionality remains the same.

**Dinner Register**

Meal Type: <NOT SELECTED> Apply to Selected 08/07/2020

Absent: 1, School Meal: 30

Grid actions Copy Excel CSV PDF Print

	Last Name	First Name	Ad. No	Year	FSM	Dietary	Meal Type	
<input type="checkbox"/>	Alford	Liam	00046808	9	No	CHECK, ASTM	Absent	
<input type="checkbox"/>	Bains	Eesha	00046637	9	Yes	NUT	School Meal	
<input type="checkbox"/>	Banner	William	00046809	9	No		School Meal	
<input type="checkbox"/>	Broad	Zak	00047320	9	No	CHECK	School Meal	
<input type="checkbox"/>	Bruce	Abbey	00046824	9	No	CHECK, CHECK, CHECK	School Meal	
<input type="checkbox"/>	Chance	Emma	00046677	9	No		School Meal	
<input type="checkbox"/>	Clarke	Caitlin	00047321	9	No		School Meal	
<input type="checkbox"/>	Creed	Finlay	00046933	9	No		School Meal	
<input type="checkbox"/>	Denby	Emily	00046673	9	No	CHECK, CHECK, ASTM, CHECK, CHECK	School Meal	

Save Save & Close Cancel

Selecting the **Dinner Payment** will open that page. The layout has been updated now displaying the **Grid Actions** and the **Comment** icon changed to a blue **Speech Bubble**, the remaining functionality remains the same.

**Dinner Payments**

Payment Method: <NOT SELECTED> Amount: 0.00 Apply to Selected 08/07/2020

Grid actions Copy Excel CSV PDF Print

	Last Name	First Name	Ad. No	FSM	Balance	Payment Method	Amount	
<input type="checkbox"/>	Alford	Liam	00046808	No	£ 7.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Bains	Eesha	00046637	Yes	£ 6.98	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Banner	William	00046809	No	£ 0.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Broad	Zak	00047320	No	£ 0.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Bruce	Abbey	00046824	No	£ 5.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Chance	Emma	00046677	No	£ 0.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Clarke	Caitlin	00047321	No	£ 0.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Creed	Finlay	00046933	No	£ 0.00	<NOT SELECTED>	0.00	
<input type="checkbox"/>	Denby	Emily	00046673	No	£ 0.00	<NOT SELECTED>	0.00	

Save Save & Close Cancel



The **Add a Note** option remains the same with an updated look, removing the yellow post it note style.

Sticky Notes for BAINS, Eesha

Expire: 13/07/2020

Student: BAINS, Eesha  
Teacher: B User | 08/07/2020 11:38

Note\*

(Maximum 1000 Characters Allowed)

Close Save

The **Comment** option remains the same with an updated look.

Add / Update Comment

OK Close

The **Assessment** option will open a **Marksheet** if one is assigned to the **Class/Group**, the **Behaviour** option will open the **Add Behaviour Entry** page as before and the **Seating Plan** remains the same as does the **Protect Marks** and **Projector Mode** options.

The **Behaviour** page has been updated, the **Register Information, Day, Date, Period, Class/Group Name** and number of **Students** marked **Present** is now displayed at the top of the page and the **Selection** buttons are now text and on the top right. The **Flags** and **Information** display is based in the **Projector Mode** setting.

	Last 10 Events	Th 2 4	Th 9 3
ASPLAND, Millie	🚩 📄		<input type="checkbox"/>
BENFORD, Laura	🚩 📄		<input type="checkbox"/>
BOURNE-HOBBS, Zoe	🚩 📄 🌟 🌟 🌟 🌟 🌟 🌟 🌟 🌟		<input type="checkbox"/>
CHAUHAN, Sebastian	🚩 📄		<input type="checkbox"/>

Select the **Student/s** to be given a **Behaviour Event** and click on the **Add** button.

For more information on how to enter the **Event** please see the **Behaviour Event Records** page updates section under **Behaviour**.

## Manage Attendance Filter option updated

### Modules > Attendance > Registers > Manage Attendance

When selecting **Week** and **Students** from the **Settings** option the only option available from the **Periods** list was **All**, this has been updated to include **AM, PM, AM/PM** or **Classes**.

The screenshot shows the 'Select Student Attendance' interface. At the top right is a 'Settings' link. Below it are controls for 'Date Range' (Specific Date, Week, Exam Register), 'View By' (Group, Student), and 'Mark Type' (Meaning, Code). There are also search, star, and close icons. A 'Mark Meanings' dropdown is set to '<NOT SELECTED>'. At the bottom right are 'Apply', 'Reset', and 'Save as Default' buttons. The 'Periods' dropdown is highlighted with a red box and is open, showing the following options: All, AM, PM, AM-PM, and Class.

## Manage Attendance General updates

### Modules > Attendance > Registers > Manage Attendance

There have been minor tweaks to the pages:

- When **All Periods** are displayed the **Tutor Period** name will truncate to the first letter, **A** for **AM**
- When the page was reduced the **Search** option was being cut off
- When clicking the **Save as Default** button the message has been changed from **Attendance Preferences Saved successfully** to **Attendance settings saved successfully**
- The **Attendance Marks** heading has been extended to show your selection
- The **Contact** pop-up from the **Telephone** was obscuring the selected **Student Name**, now displays the **Student Name** as part of the pop-up
- When a **Group** or **Students** are loaded the first **Attendance Mark** in the table is no longer auto selected

The screenshot shows the 'Attendance Marks - For 10 students' table. At the top are buttons for 'Save', 'Cancel', 'Add Comment', 'Next', and a download icon. There are also status indicators for 'Timetable Clash', 'Selected', and 'Changed', and a search box. The table has columns for dates (08/06, 09/06, 10/06, 11/06, 12/06) and rows for students. The first row for James Aconley shows marks for 08/06 (A, 1, 2, 3, P, 4, 5). A red box highlights the 'A' mark and the 'View Contact Details' button.

- When displaying **AM, PM** or **AM/PM**, the **Period** columns have been made wider

The screenshot shows the 'Attendance Marks - For 10 students' table. At the top are buttons for 'Save', 'Cancel', 'Add Comment', 'Next', and a download icon. There are also status indicators for 'Timetable Clash', 'Selected', and 'Changed', and a search box. The table has columns for dates (08/06, 09/06, 10/06, 11/06, 12/06) and rows for students. The first row for James Aconley shows marks for 08/06 (AM, PM). A red box highlights the 'AM' and 'PM' columns.

- The **Filters** have been moved into a **Settings** option that can be minimised
- The **Periods** selector has been moved under the **Group** selector
- New **Radio** buttons have been added for **Mark Type**, giving the option to view the **Marks** by **Meaning** or **Code**

Select the **Settings** and click the **Apply** button to use those **Settings**, the **Save as Default** button to keep these as your default **Settings** or **Reset** to go back to the **System Default**. When a **Setting** includes the current day, the date heading in the **Attendance Mark** section will show in green. When you select only a **Two Week Period** in **Settings** and pick the **AM/PM, AM** or **PM Period** view, **Two Weeks** will show on the one page, in all other selections it will be one **Week** per page. For very low resolutions when applying the **Settings** the left hand menu will automatically close if opened and the padding around the cells have been reduced.

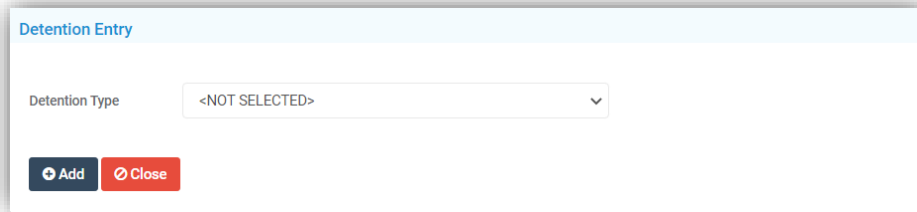
## Behaviour

### Behaviour Event Records updated

#### Modules > Behaviour > Behaviour > Event Records

The **Event Records** page has been updated and now includes a **Generate Detention** option. When a **Negative Event** is added a **Generate Detention** button is displayed.

Click on the **Generate Detention** button and select the **Detention Type** from the dropdown list.

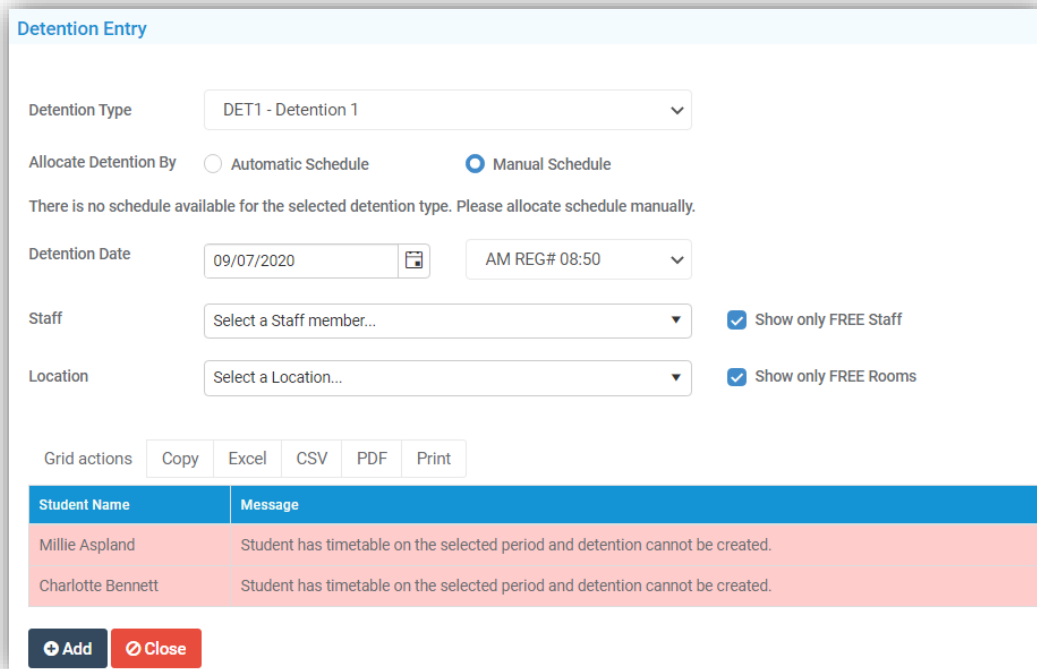


Detention Entry

Detention Type: <NOT SELECTED>

+ Add Close

A message will be displayed if there are any clashes with the **Detention**.



Detention Entry

Detention Type: DET1 - Detention 1

Allocate Detention By:  Automatic Schedule  Manual Schedule

There is no schedule available for the selected detention type. Please allocate schedule manually.

Detention Date: 09/07/2020 AM REG# 08:50

Staff: Select a Staff member...  Show only FREE Staff

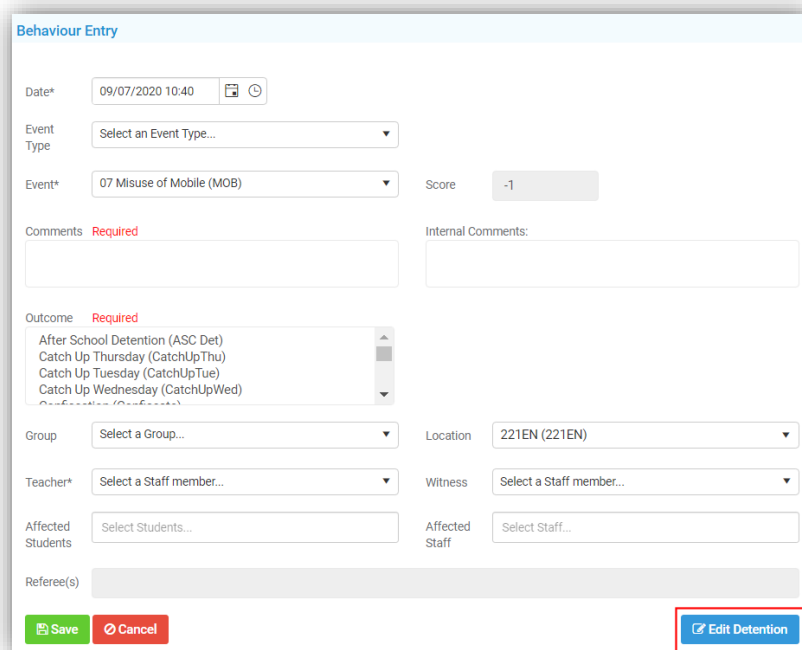
Location: Select a Location...  Show only FREE Rooms

Grid actions: Copy Excel CSV PDF Print

Student Name	Message
Millie Aspland	Student has timetable on the selected period and detention cannot be created.
Charlotte Bennett	Student has timetable on the selected period and detention cannot be created.

+ Add Close

When a **Detention** has been added the button will display **Edit Detention**, click to make changes.



Behaviour Entry

Date\*: 09/07/2020 10:40

Event Type: Select an Event Type...

Event\*: 07 Misuse of Mobile (MOB) Score: -1

Comments: **Required**

Internal Comments:

Outcome: **Required**

- After School Detention (ASC Det)
- Catch Up Thursday (CatchUpThu)
- Catch Up Tuesday (CatchUpTue)
- Catch Up Wednesday (CatchUpWed)
- Catch Up Friday (CatchUpFri)

Group: Select a Group... Location: 221EN (221EN)

Teacher\*: Select a Staff member... Witness: Select a Staff member...

Affected Students: Select Students... Affected Staff: Select Staff...

Referee(s):

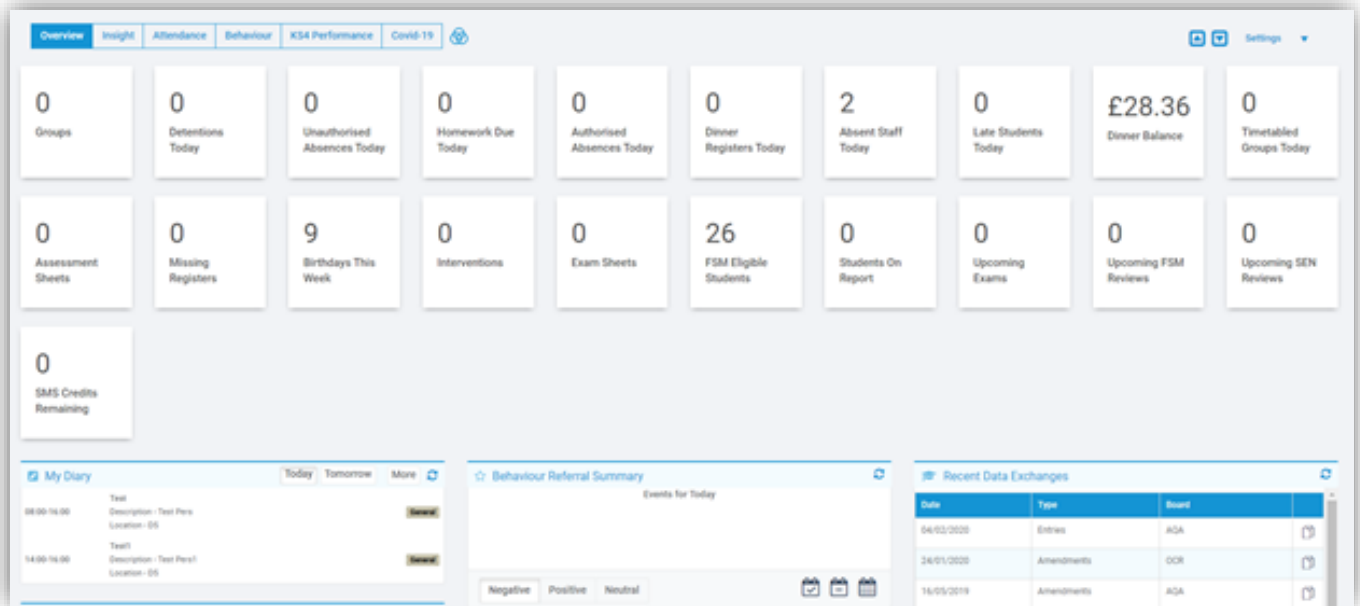
Save Cancel Edit Detention

# Dashboard

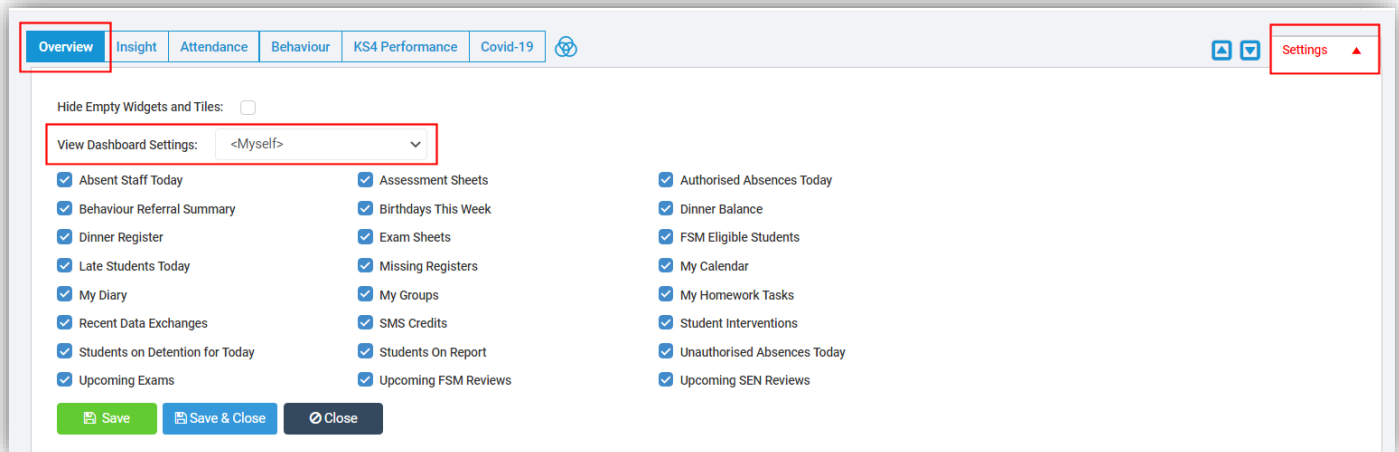
## Profile Dashboard Renamed and updated

### Overview

The **Profile Dashboard** had been renamed to **Overview** and given a new look. The **Collapse all Widgets** and **Expand all Tiles** options have been moved to the right next to the **Settings**, which is no longer an icon.



Clicking on the **Settings** option will open the **Settings** for the selected view only.



Untick the **Widgets** you do **NOT** want to see on your **Overview**.

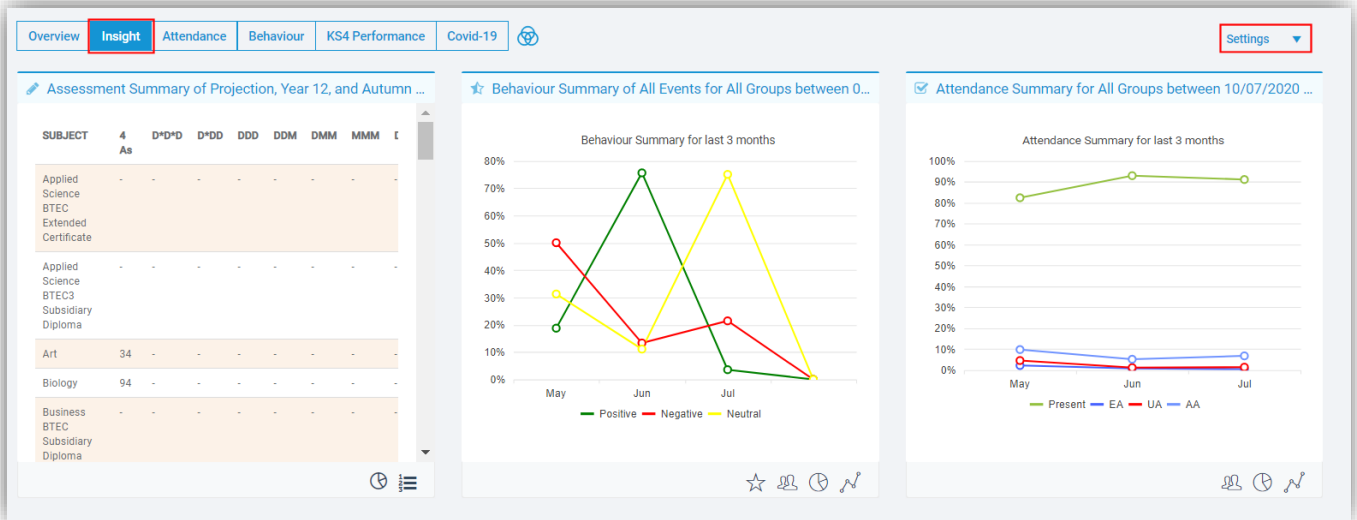
The **View Dashboard Settings** option will only be available to those with **Permission**, using this you will be able to enable the view for other **Roles** changing what they will have access to.

**Note:** The **Overview** will only be displayed to those using the **New User Interface**, if you are still using the **Old User Interface** you will be directed back to the old **Dashboard**.

## Insight Dashboard updated

### Insight

The **Insight Dashboard** has been updated and given a new look. The **Settings** option is now a button instead of an icon at the top right.



Clicking on the **Settings** option will open the **Settings** for the **Insight** view only.

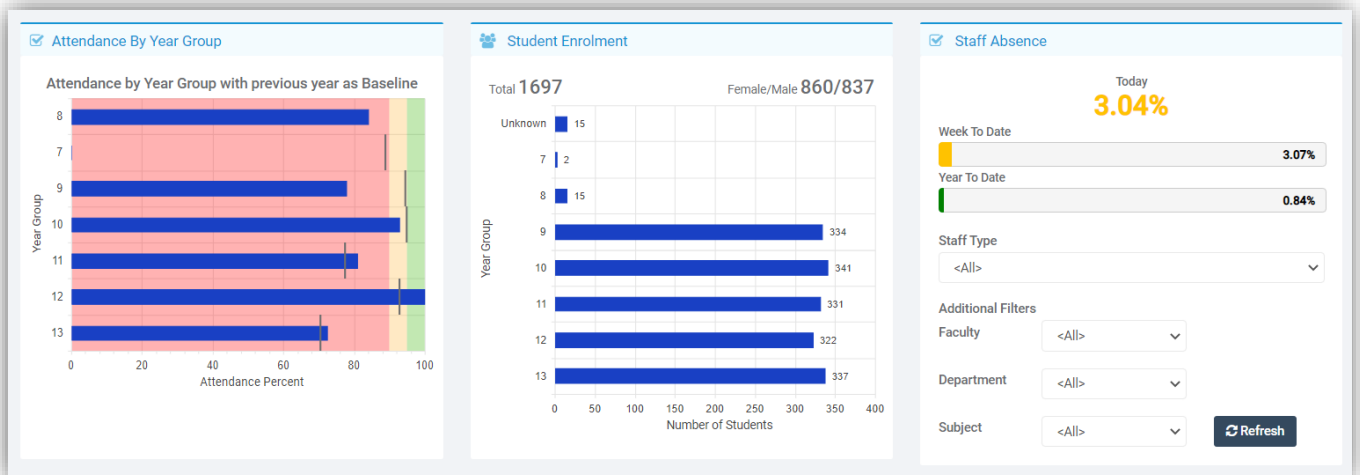
The screenshot shows the Insight Settings dialog box with the following sections:

- View Insight Settings:** A dropdown menu currently set to "<Myself>".
- Options:** A list of checkboxes for various data panels: Attendance Percentage by Year, Behaviour Events by Tutor Group, Current Student Enrolment, Pupil Premium Students, and Staff Absence.
- Buttons:** Save, Save & Close, and Close.
- Insight Panels:** A table listing the panels currently displayed on the dashboard.

Type	Name
Assessment	Assessment Summary of Projection, 12, and Autumn for All Subjects
Attendance	Attendance Summary for All Groups between 10/07/2020 - 10/07/2020
Behaviour	Behaviour Summary of All Events for All Groups between 06/07/2020 - 10/07/2020

The **View Dashboard Settings** option will only be available to those with **Permission**, using this you will be able to enable the view for other **Roles** changing what they will have access to.

Tick any of the options on the left and **Save** to display that panel on the page.



The **Insight Panels** section on the right has three **Types**, **Assessment**, **Attendance** and **Behaviour**, to **Edit** an existing **Panel** double click on the row, make your changes and **Save**.

**Attendance Panel Configurations**

Panel Title: (DynamicTexts: %Groups%, %Monitoring Period%)

Attendance Summary for %Groups% between %Monitorin Default Title

Monitoring Period:

Date  Week  Month  Term  Year

Range: Today

Selected Groups:

Group Type: Department

3D DN  
App Science  
AQABacc  
Art

All Groups

Colour Codes for Attendance Types:

- Present
- Authorised Absence
- UnAuthorised Absence
- Educational Activity

'First Absence Today' Settings:

- C - Other authorised circumstance
- E - Excluded
- F - Extended family holiday
- G - Family holiday (not agreed)
- H - Family holiday (agreed)
- I - Illness

Save Close

To **Delete** click on the red icon on the left of the row, you will be given a **Confirmation Message** select **Cancel** or **Proceed**.

To add a **New Panel** click on the green + icon top right, select **Assessment**, **Attendance** or **Behaviour** from the options, complete the **Panel Configurations** and click **Save**.

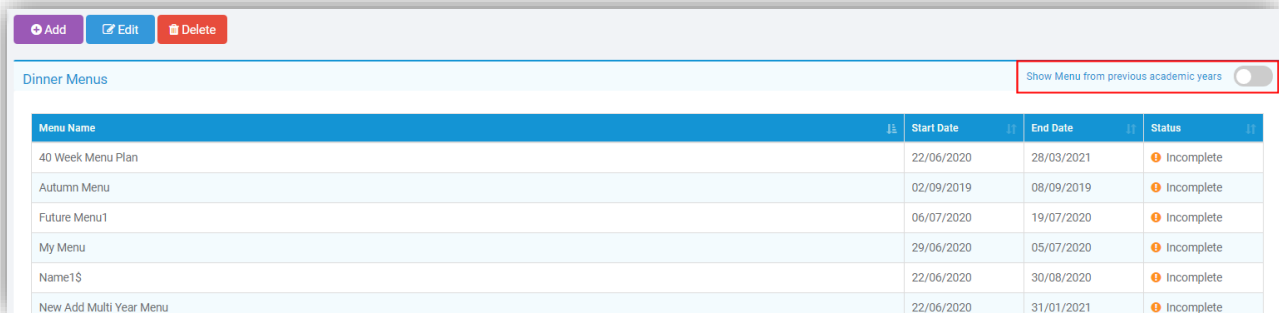
**Note:** The **Insight** updates will only be displayed to those using the **New User Interface**, if you are still using the **Old User Interface** you will not see the changes.

# Dinner

## New page Dinner Menus added

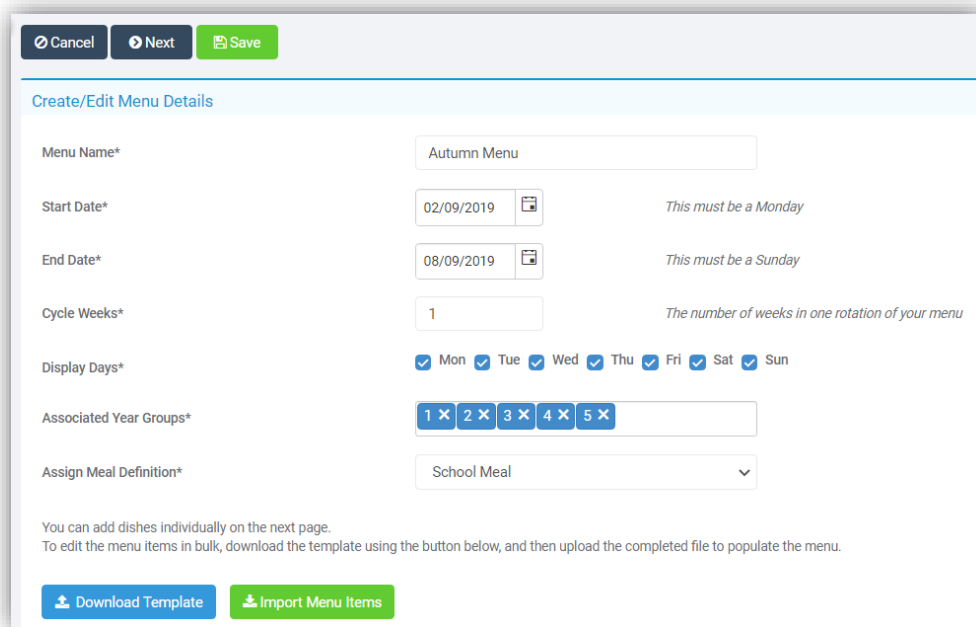
### Config > Dinner > Dinner Menus

A new page has been added for **Dinner Menus**, allowing **Menus** to be created by the school and parents to choose from the meals for their children via **MCAS**. There is a **Toggle** option, **Show Menu from previous academic years**, this option is off by default. The page will show the **Menu Name**, **Start Date**, **End Date** and **Status**.



Menu Name	Start Date	End Date	Status
40 Week Menu Plan	22/06/2020	28/03/2021	Incomplete
Autumn Menu	02/09/2019	08/09/2019	Incomplete
Future Menu1	06/07/2020	19/07/2020	Incomplete
My Menu	29/06/2020	05/07/2020	Incomplete
Name1\$	22/06/2020	30/08/2020	Incomplete
New Add Multi Year Menu	22/06/2020	31/01/2021	Incomplete

To add a new **Menu** click on the **Add** button, this will open a step-by-step **Wizard** to follow.



Cancel Next Save

Create/Edit Menu Details

Menu Name\* Autumn Menu

Start Date\* 02/09/2019 *This must be a Monday*

End Date\* 08/09/2019 *This must be a Sunday*

Cycle Weeks\* 1 *The number of weeks in one rotation of your menu*

Display Days\*  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Associated Year Groups\* 1 x 2 x 3 x 4 x 5 x

Assign Meal Definition\* School Meal

You can add dishes individually on the next page.  
To edit the menu items in bulk, download the template using the button below, and then upload the completed file to populate the menu.

Download Template Import Menu Items

- **Menu Name** – add a **Name** for the **Menu**
- **Start Date** – this **MUST** be a Monday
- **End Date** – this **MUST** be a Sunday
- **Cycle Weeks** – this is the number of weeks to repeat the **Menu Cycle**
  - If a school chose a 3 Week Cycle and create 3 Menus one for each week in the Cycle and have an 8 week date range, the Menu Cycle would be Menu 1, Menu 2, Menu3, Menu 1, Menu 2, Menu 3, Menu 1, Menu 2. If there was a school holiday during this time the Menu weeks would not change. Menu 1, Menu 2, Menu 3, Holiday, Menu 2, Menu 3, Menu 1, Menu 2
- **Associated Year Groups** – The **Year Groups** selected here will also limit what can be displayed for different pupils in the MIS



- **Assign Meal Definition** – select from the dropdown **Menu**
  - **Meal Definitions** will be those defined under the **Meal Definition Lookup Table** under **Config > Administration > Lookup Table**
- **Download Template** – click to download the **Template** to **Edit Menu** items in **Bulk**
- **Import Menu Items** – click to **Import** the previously **Downloaded Template**

Complete the page and click the **Next** button to open the next step of the **Wizard**, you can click the **Previous** button to return to the **Previous** page if required. **Menu Items** can be made **Active** or **Inactive** by selecting the **Menu Items** and then **Active** or **Inactive** from under the **Mark As...** button. Tick the **Show Hidden Items** box to see those marked **Inactive**.

This list shows all your active menu items. If a menu item has already been created in another menu you do not need to recreate it.

Show hidden items

<input type="checkbox"/>	Menu Item Name	Category	Active
<input type="checkbox"/>	Data Current Menu Item	-	Yes
<input type="checkbox"/>	Menu Item 5	Test Category	Yes
<input type="checkbox"/>	Menu Item Only Others are blank	-	Yes
<input type="checkbox"/>	Nom nom lovely lovely nom nom lovely lovely I love my lovely liver curry oh my delicious liver curry	Test Category	Yes
<input type="checkbox"/>	Nutrition 8000	-	Yes
<input type="checkbox"/>	Old UI Choice	Test Category	Yes
<input type="checkbox"/>	Review Menu Item	Test Category	Yes
<input type="checkbox"/>	Test menu item 4	Test Category	Yes

You can now create your **Menu Items** by clicking on the **Add** button.

**Create/Edit Meal Choice**

Menu Item Name\*

Menu Item Description

Nutritional Info

Active

Category

Image

- **Menu Item Name** – is the **Name** of the **Item**
- **Menu Item Description** – **Description** of the **Item** [optional]
- **Nutritional Info** – **Nutritional Info** [optional]
- **Active** - - tick to make this Item **Active**
- **Category** – select from dropdown **Menu** [optional]
- **Image** – click to **Upload** or **Remove** an Image

When complete click on the **Next** button to **Create** your **Menu Choices**. The **Menu Summary** will show the number of **Weeks** in your **Menu Cycle** and the dates it will be **Active** from until, the **Weeks** each menu will be available. The **Menu Choices** and **Set Items** are a key for the table.

To add your **Menu** click on the **+Add Choice** option, this will add **Choice 1**, click in the box and select the items for your **Menu**. Click the **+ Add Choice** option again to add a second **Choice**. Up to **3 Choices** can be added. To add a **Set Menu Click** in the **Set Menu Item(s)** box and select the **Menu**. Click **Save** when complete.

The **Menus** will now be visible in the table, complete the other cells in the same way. To **Edit** or **Delete** double click on the cell. When finished tick the **Mark Menu as Complete** box and to display on **MCAS** tick the **Publish Menu on MCAS** box. There is no additional **Save** button changes to this page save automatically.

When finished the saved **Menu** will be displayed with one of four **Status** descriptions:

- **Published** – the **Menu** is available on **MCAS** for parents to start using
- **Complete** - the **Menu** is available in the **MIS** but not on **MCAS**
- **Incomplete** – the **Menu** is not available for viewing or selection
- **Expired** – the **Menu's End Date** has passed

If a **User** edits an **Expired Menu**, the **Published** and **Complete** tick boxes will be disabled. The **User** must update the **Start** and **End** dates of the **Menu** to be either in the future or where the **Date** span could make this **Menu** eligible to be **Active**, only if one of these conditions is met can the **Expired** menu be changed to **Published** or **Complete**.

## Selecting Student Menus from the Student List

### Students > Actions > Dinner Meal Selection

A new option **Dinner Meal Selection** has been added under the **Actions** button on the **Students List**. Select one or more **Students** and then select the **Dinner Meal Selection** option. The **Dinner Meal Selection** pop-up will be displayed, where a **Meal** has been added it will be displayed in the cell, an **Empty** cell is where a **Meal** can be added, if there is no **Menu** available for a day the cell will show a **No menus available message**.

Dinner Meal Selection

Select Week: 13/07/2020 - 19/07/2020

Grid actions: Copy Excel CSV PDF Print

Last Name	First Name	TG	Mon 13/07/2020	Tue 14/07/2020	Wed 15/07/2020	Thu 16/07/2020	Fri 17/07/2020	Sat 18/07/2020	Sun 19/07/2020
Abrahall	George	11DX	Jacket Potatoes, Mexican Salad (), Rice, Strawberry Cheesecake, Ice Cream				No menus available	No menus available	No menus available
Adamson	Cameron	9CD					No menus available	No menus available	No menus available
Adey	Hope	9AJ					No menus available	No menus available	No menus available

Click on a cell to add a **Menu** and from the **Make Selection** page click on the available **Choices**, this will depend on the **Menus** you have created as to the **Choices** available this is just an example.

Make Selection

Menu: Future Menu All

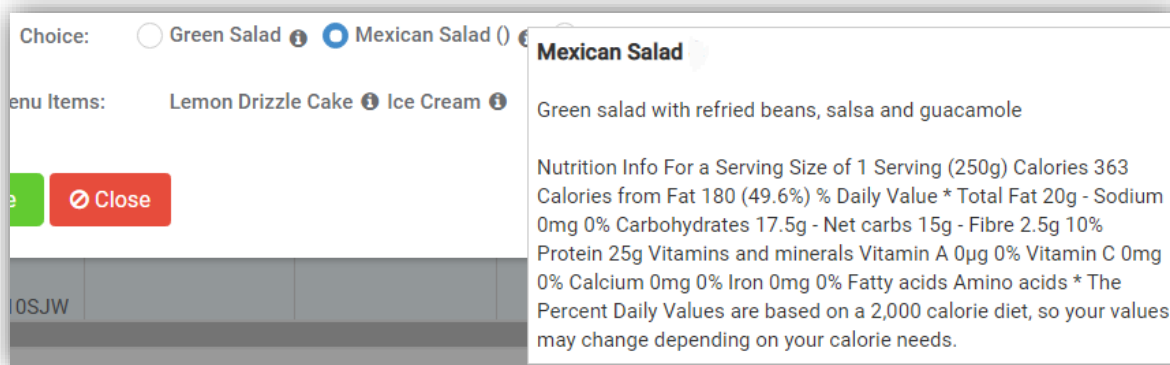
Choice:  Beef Casserole  Liver Curry  Green Salad

Choice:  Jacket Potatoes  Potatoes  Rice

Choice:  Green Salad  Mexican Salad ()  Potatoes

Set Menu Items: Lemon Drizzle Cake Ice Cream

If when creating the menu the **Nutrition Info** section was completed this will be available to view by clicking on the **i Information** icon to the right of the **Choice**.



Once added the **Menu** will show on the table, to delete a **Menu** or change it click on the cell again and reselect or click on the **Delete** button.

Dinner Meal Selection

Select Week: 13/07/2020 - 19/07/2020

Grid actions: Copy, Excel, CSV, PDF, Print

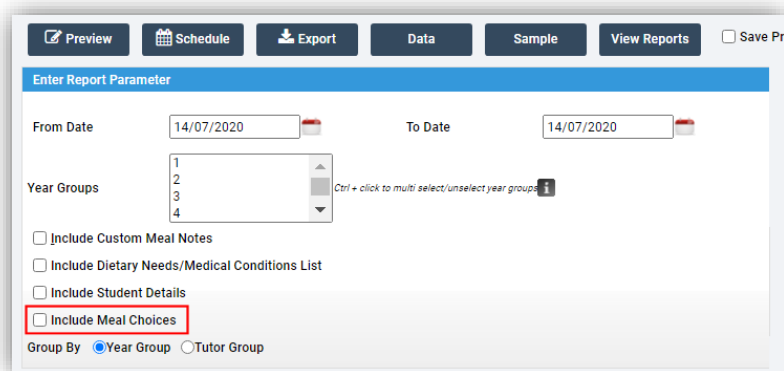
Last Name	First Name	TG	Mon 13/07/2020	Tue 14/07/2020	Wed 15/07/2020	Thu 16/07/2020	Fri 17/07/2020	Sat 18/07/2020	Sun 19/07/2020
Abrahall	George	11DX	Jacket Potatoes, Mexican Salad (), Rice, Strawberry Cheesecake, Ice Cream					No menus available	No menus available
Adamson	Cameron	9CD			Green Salad, Potatoes, Mexican Salad (), Lemon Drizzle Cake, Ice Cream			No menus available	No menus available

**Note:** Selections made from the **Student > Actions** list and from **MCAS** will create **Confirmed Dinner Registers**.

## Kitchen Statistics Report updated

### Reports > Dinners > Kitchen Statistics

A new option to include the **Meal Choices** made from the **Menus** has been added to the report, which also includes future dates.



## Selecting Student Menus from MCAS

### MCAS > Dinners

Parents can pre select **Dinners** from menus available on **MCAS**, by selecting the **Dinner** option, then the **Week** using the **Previous Week** or **Next Week** buttons or selecting the **Week** from the dropdown list.

The screenshot shows the 'Dinners' page with navigation buttons for '< Previous Week' and 'Next Week >', and a dropdown for the week '20/07/2020 - 26/07/2020'. The main content is a table with columns for each day of the week:

Monday 20/07/2020	Tuesday 21/07/2020	Wednesday 22/07/2020	Thursday 23/07/2020	Friday 24/07/2020	Saturday 25/07/2020	Sunday 26/07/2020
<b>Opt 1:</b> Jacket Potatoes or Green Salad	<b>Opt 1:</b> Beef Casserole or Chocolate Cake <b>Set Items:</b> Green Apple	<b>Set Items:</b> Mexican Salad	<b>Opt 1:</b> Liver Curry or Lemon Drizzle Cake <b>Set Items:</b> Data Current Menu Item	<b>Opt 1:</b> Chocolate Cake or Green Apple <b>Opt 2:</b> Nutrition 8000 or Orange <b>Set Items:</b> Salmon en Croute and Rice Pulav		

Click on the **Menu** for the day and from the pop-up make your selections and click the **Select** button. The selection will display on the **Dinners** page as green. The selection can be changed or **Deleted**.

The 'Meal Selection' dialog shows a choice between 'Beef Casserole' (selected) and 'Liver Curry'. Below, 'Set Menu Items' are listed as 'Apple' and 'Banana'. Buttons for 'Select', 'Delete', and 'Close' are at the bottom.

## Examinations

### New page Manage Submission added

#### Modules > Examination > Routines > Manage Submissions

The **Submissions** page has been moved from **Modules > Examination > Exams > Submissions** and is now under the **Manage Submissions** option. The functionality remains the same.

The screenshot shows the 'Manage Submissions' page for the 'Summer new 2019' season. It is divided into two panels:

- Outstanding Submissions:** A table with columns for Series Code, Series Name, and Submission Type. One entry is visible: Series Code 6A19\_70, Series Name 6A19\_70 AQA Summer new 2019, Submission Type Amendments. A 'Create' button is at the bottom right.
- Existing Submissions:** A table with columns for File Name, Series, Type, Created, Status, and actions. It lists four entries with statuses like 'Not Submitted' and 'Submitted'.

## Framework

### Send SMS and Emails option updated

**Students > Actions > Send SMS/Email**

**Staff > Actions > Send SMS/Email**

**Groups > Actions > Send SMS/Email**

The content of the pop-up page has been rearranged to make it easier to use.

Send SMS and Emails

Message Type: Email - Plain Text

Recipient: Contact

Templates: AMB PT Email

From: bromcom@hummersknott.org.uk

Subject: AMB PT Email

Message: To [RecipientFullName] ref. [StudentFullName] keep typing

Attachments: PrintPage.pdf x

Upload

141 character(s)

Dynamic Fields: <NOT SELECTED>

Send push notification for mobile app users

Consolidate multiple messages

Send Parental Responsibility contacts only

Copy sent/received messages to student communication log

Communication messages will be sent to contacts priorities indicated below:

All Priorities

1  2  3  4  5

Send Recipients Add Recipients Tasks Schedule Cancel

Reload data from last message

DOB
13/06/2008
13/01/2007
02/04/2007
06/03/2004
08/05/2006
07/06/2008
15/06/2004
10/12/2007
05/02/2008
20/01/2005
17/10/2007
26/12/2004
05/11/2003
02/11/2004
05/06/2005
01/08/2008
02/04/2004
08/01/2005
01/09/2006
31/05/2006

The option to **Upload** an **Attachment** instead of just browsing for one has been added making it easier and quicker to reload that **Attachment** when sending to different groups of people, the **Data** from the last **Message** can also be added again by clicking on the first of the top right icons, **Reload Data from last message**.

An **Add Recipients** button has also been added, making it easier to add or remove **Recipients** from the list. Either click on **Recipients** to see your list then on the **Add Recipients** button or directly on the **Add Recipients** button on the main pop-up page. This will take you back to the **List** page select or deselect the **Recipients** then go back to **Actions > Send SMS/Email**. If you check the **Recipients List** again you will see it has been updated with your latest changes. Mouseover the **Person** icon top right to see a list of **Students Associated** with the **Recipients**.

Send SMS and Emails - Recipients

Grid actions: Copy Excel CSV PDF Print

Recipient Name	Admission No	First Name	Last Name	Tutor Group	Message Type	Destination
<input type="checkbox"/> Elena Adams	00037151	Elena	Adams		EMAIL	<missing>
<input checked="" type="checkbox"/> Ethan Adams	115111	Ethan	Adams	11GT	EMAIL	youremail@bromcom.com
<input type="checkbox"/> Grace Adams	00043637	Grace	Adams	10ETN	EMAIL	<missing>

0 SMS (0 credit(s) in total), 0 Push Notification(s), 1 E-mail(s) will be sent to 1 out of 3 recipient(s)

Send Add Recipients Back

## External Staff page updated

### Others > External Staff

The **External Staff** page has been updated to match the new **User Interface**.

Save Close

---

#### Personal Details

Title	Mrs	Gender*	<NOT SELECTED>
First Name	Nelle	Last Name*	Pledge
Middle Name(s)		Former Last Name	
National Insurance No.		Declared Disability	<NOT SELECTED>
Date Of Birth	01/01/1950	Ethnicity	Not Yet Obtained
Staff code*		Display In Cover	<input checked="" type="checkbox"/>
External Agency	<NOT SELECTED>	Contract Type*	Temporary / Open end
Assignment Start Date*		Assignment End Date	
Teacher Status	<NOT SELECTED>		
Job Title			

---

#### Availability Details

<input checked="" type="checkbox"/>	Mon	Tue	Wed	Thu	Fri
AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

---

#### DBS Details

Barred List Check Completed		Disclosure Type	<NOT SELECTED>
Disclosure Certificate Reference		DBS Clearance Issued	
DBS Clearance Given			

---

#### Staff Vetting and ID Verification Details

Evidence By	Select Staff...	Date*	
<input type="checkbox"/> Written Confirmation of Procedures Received?			
Evidence By	Select Staff...	Date*	
<input type="checkbox"/> ID Type Checked			

---

#### Training and Policies

Safeguarding Training Date		Notes	
Policies Read and Signed Date		Notes	

Once the basic details have been saved the **Contact Details** and **Subjects** sections will become available and can be added.

Communication Details

**+ Address**

Address	Copy
No data available in table	

**+ Telephones**

Priority	Telephone Number	Available	Type	Notes	Copy
No data available in table					

**+ Emails**

Priority	Email Address	Type	Notes	Copy
No data available in table				

Subjects Offered

Grid actions: Copy Excel Print

Search:

Subject	KS1	KS2	KS3	KS4	KS5	UKN
No data available in table						

## General Standardisation of Common Icons

### All Modules

We have standardised the common icons throughout the **MIS**, with either matching icons or size changes, these include the **Maximise** and **Minimise** icons, **Student Contact** icons and the **+** icon

## Running Balance updated

### Groups > Club

When creating a **Club** with a **Running Balance** the **End Date** is no longer auto-filled. If left blank a **Terminate Club** button will be added, when selected the system will check and make sure there are no members with an outstanding balance. If there are none a **Confirmation** will be given select **Cancel** or **Proceed**.

Basic Group Details

Name\* Darts Description\* Darts

Start Date\* 01/09/2019

End Date  **Terminate Club**

Payment Type\* Running Balance **Not End Date**

If a **Date** is added a **Reinitiate Club** button will be added, when selected a **Confirmation** will be given select **Cancel** or **Proceed** and the **Club End Date** will be set to empty.

Basic Group Details

Name\* Darts Description\* Darts

Start Date\* 01/09/2019

End Date 24/07/2020 **Reinitiate Club**

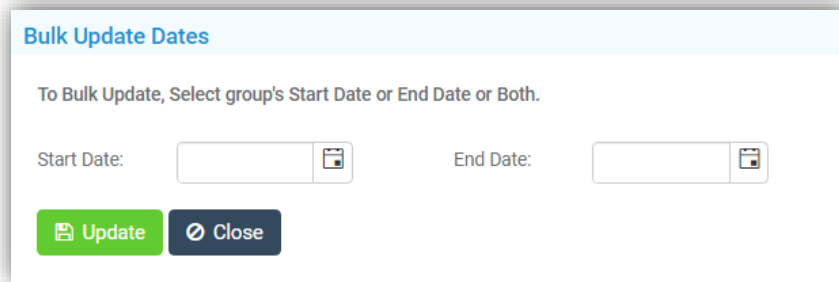
Payment Type\* Running Balance **Not End Date**



## Bulk Update Dates option added to Actions

### Groups

A new option **Bulk Update Dates** has been added to the **Actions** button under **Groups**. This can be used to **Bulk Update** the **Start** and **End Dates** for **Report Groups** and **Teaching Classes**,

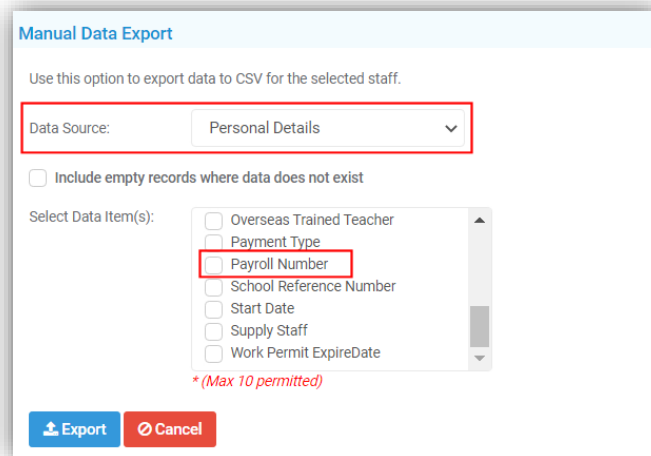


The screenshot shows a dialog box titled "Bulk Update Dates". It contains the instruction: "To Bulk Update, Select group's Start Date or End Date or Both." Below this, there are two date input fields: "Start Date:" and "End Date:". Each field has a text box and a calendar icon. At the bottom of the dialog, there are two buttons: a green "Update" button and a dark blue "Close" button.

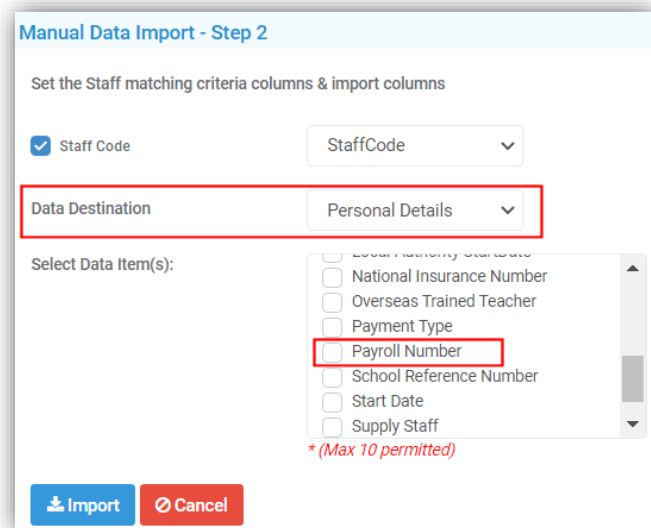
## Staff Import/Export updated

### Staff > Actions > Manual Data Export – Manual Data Import

The option to **Export** or **Import** the **Staff Payroll Number** has been added, this option is available when selecting the **Personal Details Data Source**.



The screenshot shows the "Manual Data Export" dialog box. It starts with the instruction: "Use this option to export data to CSV for the selected staff." Below this, there is a "Data Source:" dropdown menu set to "Personal Details". A checkbox for "Include empty records where data does not exist" is present and unchecked. Under "Select Data Item(s):", there is a list of items with checkboxes: "Overseas Trained Teacher", "Payment Type", "Payroll Number", "School Reference Number", "Start Date", "Supply Staff", and "Work Permit ExpireDate". The "Payroll Number" item is highlighted with a red box. A red note below the list says "\* (Max 10 permitted)". At the bottom, there are "Export" and "Cancel" buttons.



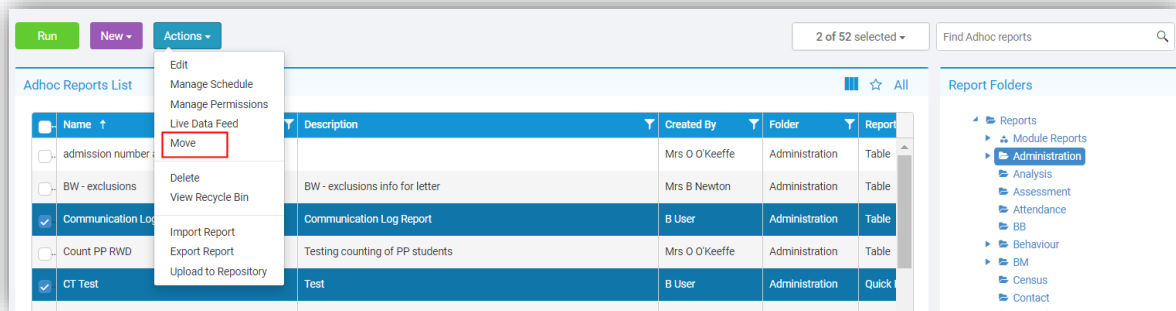
The screenshot shows the "Manual Data Import - Step 2" dialog box. It starts with the instruction: "Set the Staff matching criteria columns & import columns". Below this, there is a "Staff Code" dropdown menu set to "StaffCode". A "Data Destination" dropdown menu is set to "Personal Details". Under "Select Data Item(s):", there is a list of items with checkboxes: "National Insurance Number", "Overseas Trained Teacher", "Payment Type", "Payroll Number", "School Reference Number", "Start Date", and "Supply Staff". The "Payroll Number" item is highlighted with a red box. A red note below the list says "\* (Max 10 permitted)". At the bottom, there are "Import" and "Cancel" buttons.

# Reports

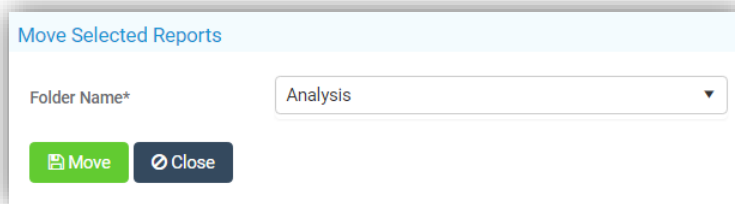
## Move option added to Actions

### Reports > Adhoc > Adhoc Reports > View All Reports

A new option has been added to make moving **Reports** easier. Simply click on the **Reports** to be moved, which will show highlighted with a ticked box on the left, click on the **Actions** button and select the **Move** option.



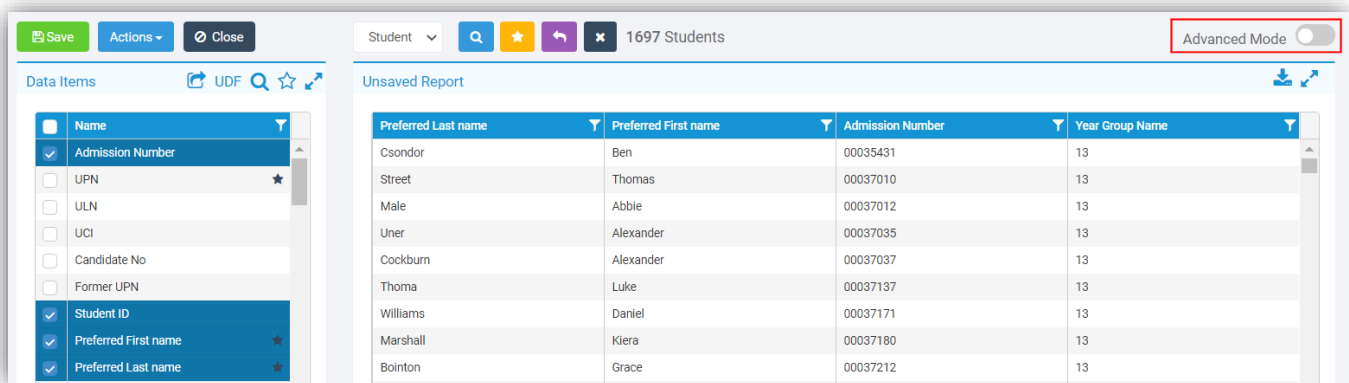
This will open a pop-up, select the **Folder** the **Reports** are to be moved into and click the **Move** button.



## Advanced Mode option added to Quick Report

### Reports > Adhoc > Create New Report > Quick Report

A new **Advanced Mode** toggle option has been added, which is off by default.



Toggle to on and the page changes to show a wider **Data Items** section and an extra option a + icon.

Save Actions Close Advanced Mode

Data Items UDF Q ☆

Name	Description	Tag	Most Use
<input checked="" type="checkbox"/> Admission Number	Student's Admission Number	Unique Identifier	12
<input type="checkbox"/> UPN	Unique Pupil Number	Unique Identifier	5
<input type="checkbox"/> ULN	Unique Learner Number	Unique Identifier	2
<input type="checkbox"/> UCI	Unique Candidate Identifier	Unique Identifier	3
<input type="checkbox"/> Candidate No	Centre's exam candidate number	Unique Identifier	1
<input type="checkbox"/> Former UPN	Former Unique Pupil Number	Unique Identifier	1
<input checked="" type="checkbox"/> Student ID	Student ID	Unique Identifier	4
<input checked="" type="checkbox"/> Preferred First name	Preferred First name	Name	14
<input checked="" type="checkbox"/> Preferred Last name	Preferred Last name	Name	13
<input type="checkbox"/> Preferred Full name	Preferred Full name	Name	0
<input type="checkbox"/> Legal First name	Legal First name	Name	0
<input type="checkbox"/> Middle name	Middle name	Name	0

Unsaved Report + ↗

Selected Data Items

- Student ID
- Preferred Last name
- Preferred First name
- Admission Number
- Year Group Name

Click on the + icon for 4 more options.

Advanced Mode +

- Add Attendance Summary
- Add Assessment Results
- Add Calculated Column
- Add If Then Else Column

Select the **Add Attendance Summary** option to add an **Attendance Summary** column.

Add Attendance Summary

Column Label\*

Attendance Result  Meaning  Mark

Att. Meaning\*

Period Type\*

Display Result  Percentage  Count

Interval

Relative Year

Date Range\*

Add Close

Select the **Add Assessment Results** option to add an **Assessment Results** column, this can be **Tracker Assessment** or **Stage Assessment**, select the tab for the one you want to use.

**Add Assessment Result**

Column Label Automatically generated

**Tracker Assessment** Stage Assessment

---

Assessment Type\*

Term\*

Year Group\*

Subject\*

---

Assessment Attribute\* Result

Insert Order  By Assessment Type  By Subject

**Add Assessment Result**

Column Label Automatically generated

Tracker Assessment **Stage Assessment**

---

Stage\* AFL

Subject\*

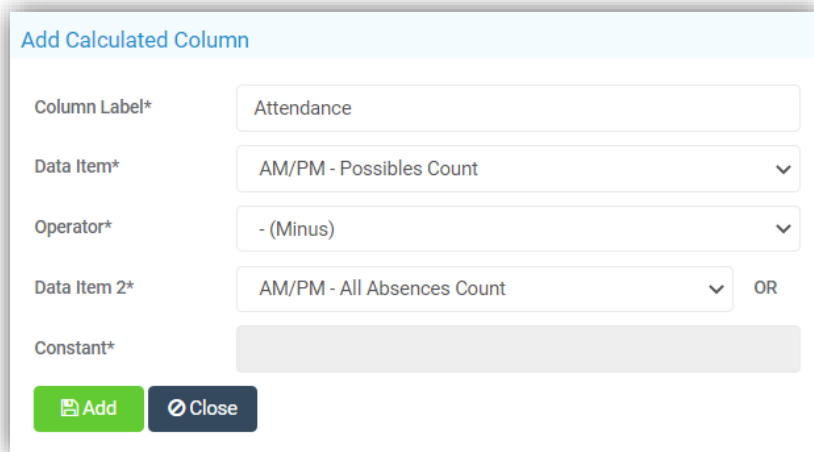
Method

Res Qual

---

Component\*

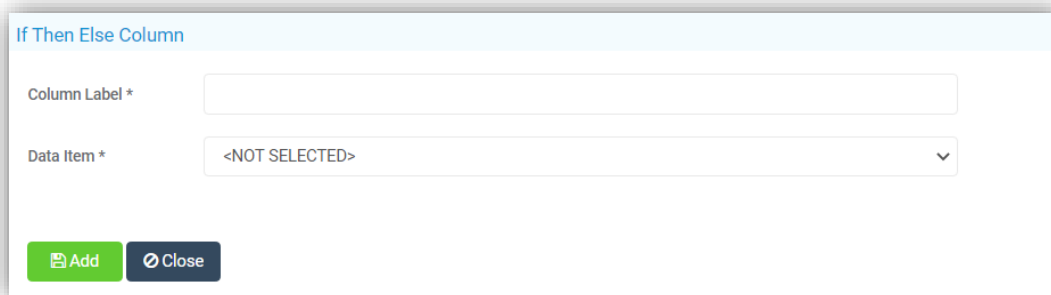
Select the **Add Calculated Column** option to add a **Calculated** column.



Enter the details for your column:

- **Column Label** – is the **Name** given to your column
- **Data Item** – is **Data Item** that you have already selected for your report
- **Operator** – is the type of calculation you want to make, + **Plus**, - **Minus**, \* **Multiply**, / **Divide** or **&& Combine Data Items**
  - The **&& Combine Data Items** will be the only option if the selected **Data Item** is text or a date
- **Data Item 2** – is the second **Data Item** that you have already selected for your report used for the calculation
- **Constant** – is a manually added parameter used if the **Data Item 2** option is not used

The **And if Then Else Column** option can be used to categorise data. Give the **Column** a **Label** then select a **Data Item** from your **Report**.



The pop-up will now open up to allow the **If** option to be used, a **Colour** can be added if required, if there is no colour selected a red \ will be displayed in the picker box. To **Add** or **Remove** the **If** options click on the blue + or – icons.

**If Then Else Column**

Column Label \*

Data Item \*

IF result

THEN

Else IF result

THEN

ELSE

Click **Add** when finished to **Add** that column to your **Report** with your **If** results.

Unsaved Report

Preferred First name	Admission Number	Year Group Name	Assessments - English R...	English Assessment
Alexander	00020088	13		B
Ben	00035431	13		B
Harry	00036984	13		B
Owen	00036993	13		B
Sita	00036998	13		B

### Quick Report Footer updated

**Reports > Adhoc > Create New Report > Quick Report**

The **Footer** has been updated and if the column information is not a **Count**, **Sum** or **Average** will show blank.

### General Quick Report updates

**Reports > Adhoc Reports > Create New Report > Quick Report**

The length of the **Favourites Title** has been increased. The **Hollow Star** icon will only display when the mouse is moved over the **Data Items** and the mouseover text has changed to **Click to add to your favourites list**. An **Export** icon has been added top right of the **Unsaved Report**. There cannot be more than 65,000 **Data Items** in a report. Columns in the report will have a background colour in the **Data Items** panel. Columns can be renamed. For **Student** and **Staff** both the **Student ID** and **Staff ID** are added by default and they are hidden, they cannot be removed.

### General Report updates

**Reports > Adhoc Reports > View All Reports**

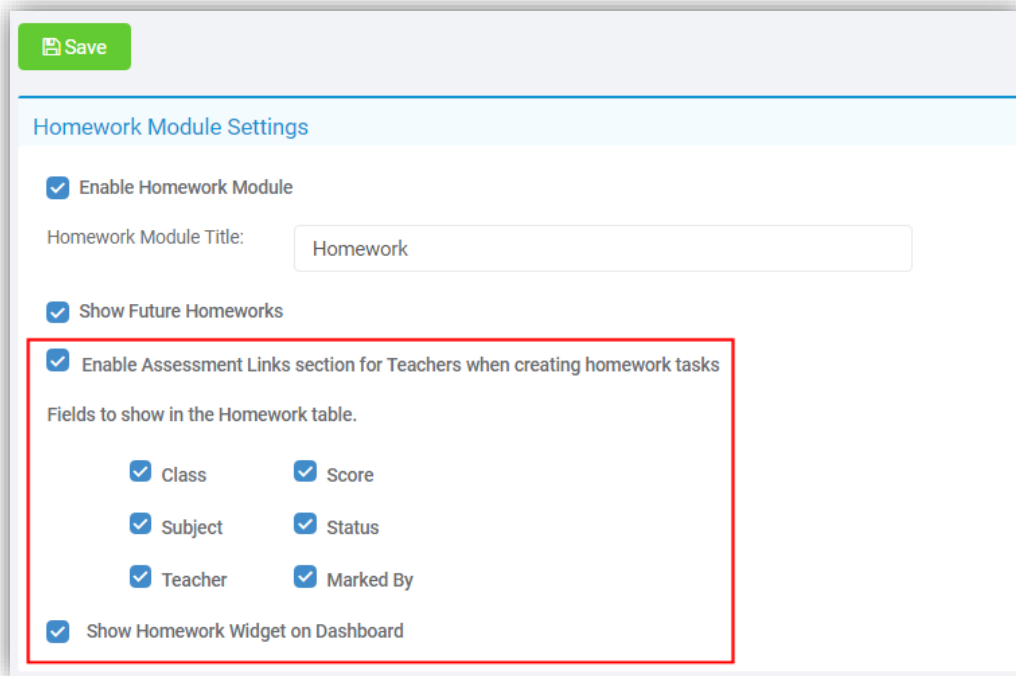
The **Advanced** button has been removed and a **View Advanced Report** selection added to the **Adhoc Menu** and an **Advanced Report** option added under the **Create New Report Menu**

# Student Portal [Admin, User & Student]

## Homework Module Setting updated

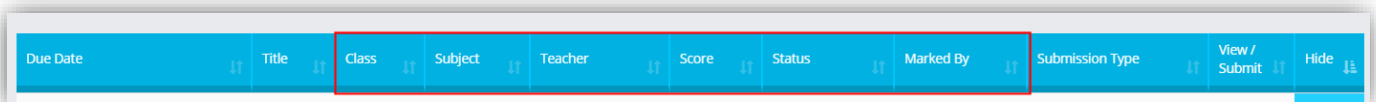
### Config > Student Portal > Homework

There have been some updates made on the **Homework Module Settings** page. The option to **Enable Assessment Links selection for Teachers when creating Homework tasks** has been added, which will display under a tab, when creating **Homework**.



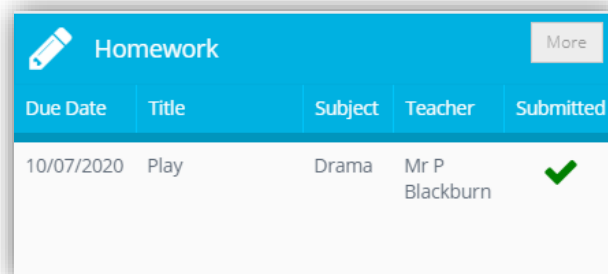
The screenshot shows the 'Homework Module Settings' configuration page. A red box highlights the 'Enable Assessment Links section for Teachers when creating homework tasks' checkbox, which is checked. Below this, there is a section titled 'Fields to show in the Homework table.' containing six checkboxes: Class, Subject, Teacher, Score, Status, and Marked By, all of which are checked. At the bottom of the highlighted area is the 'Show Homework Widget on Dashboard' checkbox, which is also checked. Other visible settings include 'Enable Homework Module' (checked), 'Homework Module Title' (set to 'Homework'), and 'Show Future Homeworks' (checked). A 'Save' button is located at the top left of the settings panel.

The option to add or remove columns displayed on the **Homework** view for a **Student** has been added, just tick or untick the **Column Headers**.



The screenshot shows the column headers for the Homework view. A red box highlights the columns: Class, Subject, Teacher, Score, Status, and Marked By. Other visible columns include Due Date, Title, Submission Type, View / Submit, and Hide.

The option to **Show Homework Widget on Dashboard** has also been added for the **Student** view. Clicking on the **More** option will open the **Homework** page to the same view as selecting it from the left **Menu**.



The screenshot shows a 'Homework' widget on a dashboard. It has a 'More' button in the top right corner. The widget displays a table with the following data:

Due Date	Title	Subject	Teacher	Submitted
10/07/2020	Play	Drama	Mr P Blackburn	✓

## Homework Page Updated

Modules > Student Portal > Administration > Learning Resources

Lesson Dashboard > Homework Widget

Selecting the **Homework** option from the **Create New** dropdown list now opens a pop-up with tabs along the top for the options defaulting to the **Basic Details**.

The screenshot shows a pop-up window titled "Add / Edit Homework" with a close button in the top right corner. The window features a tabbed interface with five tabs: "Basic Details" (which is selected and highlighted with a red border), "Resources", "Assigned Classes (0)", "Assigned Students (0)", and "Assessment Links". The "Basic Details" tab contains the following fields and controls:

- Title\***: A text input field.
- Description\***: A text area.
- Maximum Score**: An input field with the value "0".
- Available From\***: A date and time picker showing "30/06/2020 00:00".
- Due Date\***: A date and time picker showing "07/07/2020 23:59".
- Share a copy in Learning Resources**: A checked checkbox.
- Subject\***: A dropdown menu with the selected option "<NOT SELECTED>".
- Set By\***: A dropdown menu with the selected option "Select a Staff member...".
- Markset**: A dropdown menu with the selected option "No Mark required".
- Submission Type**: A dropdown menu with the selected option "Submit a file online".

At the bottom right of the window are two buttons: "Close" and "Save".

Enter the **Homework** details:

- **Title** – Name of **Homework**
- **Description** – Description of **Homework**
- **Maximum Score** – this option is no longer a **Required Field**
- **Available From Date** - will by default be the current day
- **Due Date** - will default to the current day + one week
- **Share a copy in Learning Resources** – will share the **Homework** under the **Learning Resources** for other **Staff** to use
- **Set By** – a **Required Field** select the member of **Staff** who created the **Homework** from the dropdown list
- **Markset** – by default **No Mark Required** this allows a **Markset** to be selected from the dropdown list or for a **Maximum Score** for marking this **Homework** to be entered manually
- **Submission Type** – is the method the **Homework** is to be **Submitted by**

The tabs replace the old view, with **Resources**, **Assigned Classes**, displaying the number assigned, **Assigned Students**, displaying the number assigned and the **Assessment Links**.



The **Resources** tab shows the **Added Resources** in the table at the top, these are added by clicking on the **Browse** button and uploading the **Resources**.

To **Add a Link** enter the **URL** in the **Add a Link** box then click on the **Add** button to the right, once added the link will display in the **Related Links** area below.

Add / Edit Homework

Basic Details **Resources** Assigned Classes (0) Assigned Students (0) Assessment Links

Resources Grid actions Copy Excel CSV PDF Print Search:

Resource Name
No data available in table

[Browse](#)

Add a link  [Add](#)

Related links

[Close](#) [Save](#)

The **Assigned Classes** tab remains the same as before listing the added **Classes** in the table. Select the **Class** from the **Class** dropdown list and click the **Add** button.

Add / Edit Homework

Basic Details Resources **Assigned Classes (0)** Assigned Students (0) Assessment Links

Class\*  Available from\* 30/06/2020 00:00 Due Date\* 07/07/2020 23:59 [Add](#)

Classes Grid actions Copy Excel CSV PDF Print Search:

Class Name	Available From	Due Date
No data available in table		

[Close](#) [Save](#)

The **Assigned Students** tab now allows **Students** to be added or removed individually. Select the **Student** from the **Students** dropdown list and click the **Add** button.

Add / Edit Homework

Basic Details Resources Assigned Classes (0) **Assigned Students (0)** Assessment Links

Use the selector below to add specific students to this homework.

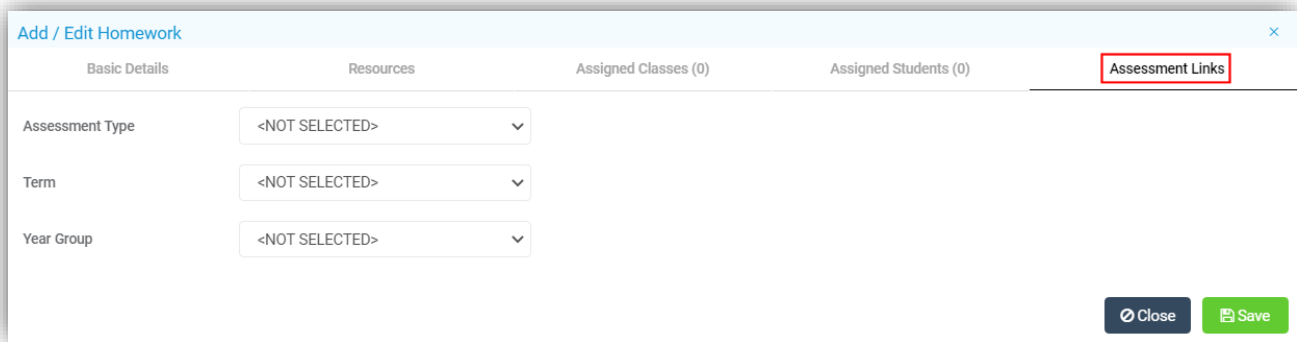
Students  Available from\* 30/06/2020 00:00 Due Date\* 07/07/2020 23:59 [Add](#)

Grid actions Copy Excel CSV PDF Print Search:

Last Name	First Name	Tutor Group	Year Group	Available From	Due Date
No data available in table					

[Close](#) [Save](#)

The **Assessment Link** options remain the same and will only be visible if enabled from **Config > Student Portal > Homework**.



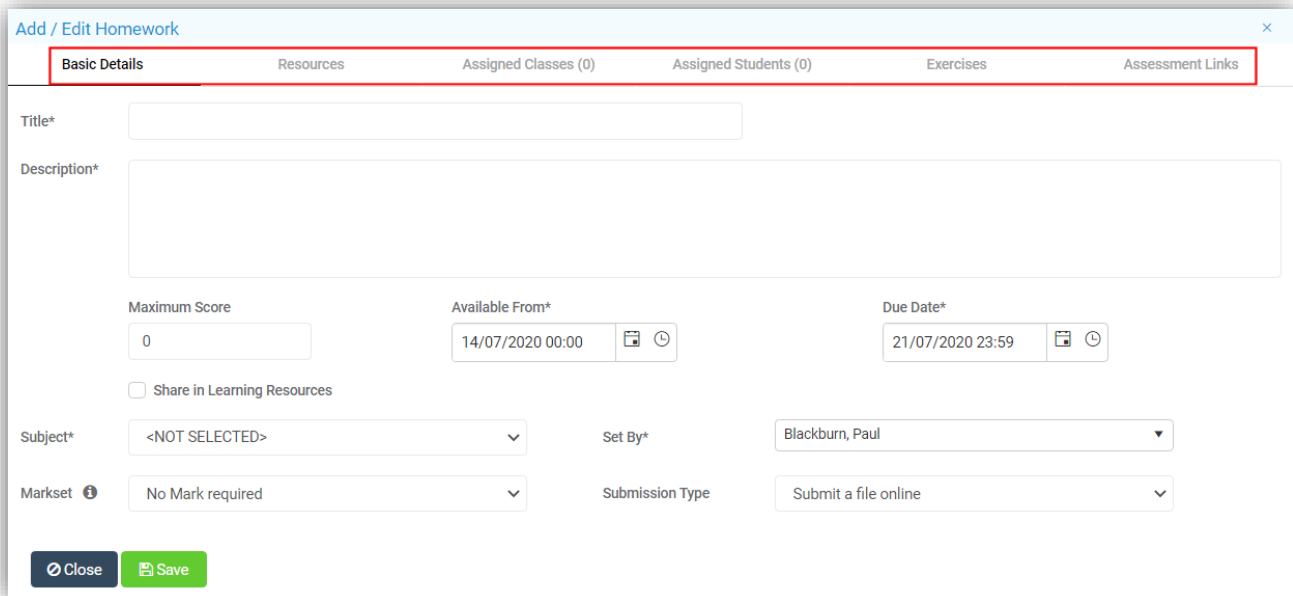
The screenshot shows the 'Add / Edit Homework' form with the 'Assessment Links' tab highlighted in red. The form has a header with the title 'Add / Edit Homework' and a close button. Below the header are five tabs: 'Basic Details', 'Resources', 'Assigned Classes (0)', 'Assigned Students (0)', and 'Assessment Links'. The 'Assessment Links' tab is active. The form contains three dropdown menus: 'Assessment Type', 'Term', and 'Year Group', all currently set to '<NOT SELECTED>'. At the bottom right, there are 'Close' and 'Save' buttons.

## New option Differentiated Homework added

**Modules > Student Portal > Administration > Learning Resources**

**Lesson Dashboard > Homework Widget**

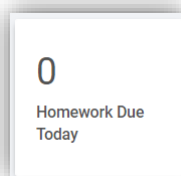
**Differentiated Homework** is commonly seen as best practice when setting **Homework** for a **Class**. It involves setting multiple different tasks and either assigning them to **Students** or letting them pick. Allowing you to create different levels of difficulty or split your **Class** up into teams for example. To add **Homework** click on the **Create New** button and select **Differentiated Homework**. This option has one more tab than the ordinary **Homework, Exercises**.



The screenshot shows the 'Add / Edit Homework' form with the 'Basic Details' tab highlighted in red. The form has a header with the title 'Add / Edit Homework' and a close button. Below the header are six tabs: 'Basic Details', 'Resources', 'Assigned Classes (0)', 'Assigned Students (0)', 'Exercises', and 'Assessment Links'. The 'Basic Details' tab is active. The form contains several fields: 'Title\*' (text input), 'Description\*' (text area), 'Maximum Score' (input with value '0'), 'Available From\*' (calendar icon, date '14/07/2020 00:00', and clock icon), 'Due Date\*' (calendar icon, date '21/07/2020 23:59', and clock icon), 'Share in Learning Resources' (checkbox), 'Subject\*' (dropdown menu with '<NOT SELECTED>'), 'Set By\*' (dropdown menu with 'Blackburn, Paul'), 'Markset' (dropdown menu with 'No Mark required'), and 'Submission Type' (dropdown menu with 'Submit a file online'). At the bottom left, there are 'Close' and 'Save' buttons.

The **Exercises** tab allows up to 5 **Exercises** to be added. Click on the **Exercise 1** tab, enter a **Description**, select the **Student/s** who will be doing this **Exercise**, then repeat with the next **Exercise** tab until you have finished and click **Save**.

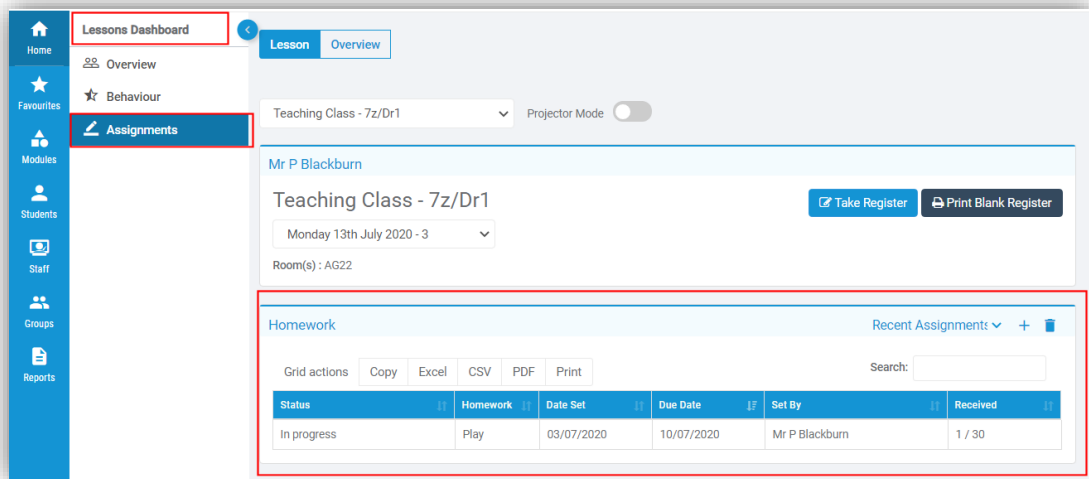
To open and edit an existing **Homework** from the **Overview Dashboard**, double click on the **Homework Widget** to **Expand** it.



Then click on the **Homework** from those listed.

My Homework Tasks			
Title	Group	Due Date	Submissions
Creative careers home learning project	9z/Dr2	12/03/2019	0/2
Play	7z/Dr1	10/07/2020	1/30

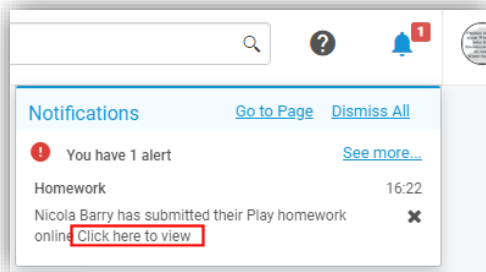
The **Homework** can also be edited from the **Lesson Dashboard** from the **Assignments** option by double clicking on the **Homework Widget** and selecting **Assignments**.



## Homework Alert added

### Alerts

Now when **Homework** has been submitted by a **Student** an **Alert** is automatically sent to the **Teacher** who set the **Homework** and any **Teacher** related to that **Class**. The **Alert** will give a **Message**, the **Student Name** and the name of the **Homework**.



Click on the **Click here to view** option to open the **Marking** pop-up to view and mark the **Homework**.

**Marking** ✕

Students < Barry, Nicola >

Submission Date\* 06/07/2020 14:35 Markset (-200 - 100)\* 0

Submitted File Write a Play.docx

Submitted as a hard copy

Student Comments My homework is completed

Teacher Comments

Valid Homework (Please select if homework is valid but not be given a score)

Close
Save

## Student Homework view

### Student Portal [Students] > Homework

Either clicking on the **Homework Widget** or the **Homework** option from the left menu, will open the **Homework** page listing any current **Homework**. There are tick box options to **Show Past Homework** and **Show Hidden Homework**, a **Subject** dropdown list to select specific **Subjects** and a **Search** box.

The screenshot shows the Homework page interface. At the top, there is a header with a pencil icon and the text 'Homework'. On the right, it says 'YOU ARE HERE: Home > Homework'. Below the header, there are filters: a 'Subject' dropdown menu set to 'All Subjects', two checkboxes for 'Show Past Homework' and 'Show Hidden Homework (0)', and a 'Search' input field. Below the filters is a table with columns: Due Date, Title, Class, Subject, Teacher, Score, Status, Marked By, Submission Type, View / Submit, and Hide. The table contains one row with the following data: Due Date: 10/07/2020, Title: Play, Class: 7z/Dr1, Subject: Drama, Teacher: Mr P Blackburn, Score: 0.0, Status: Submitted, Marked By: N/A, Submission Type: Submit a file online, View / Submit: (pencil icon), Hide: (checkbox). At the bottom left, it says 'Showing 1 to 1 of 1 entries'.

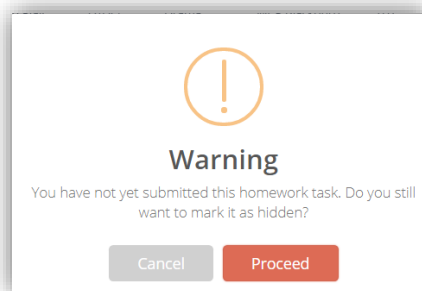
Click the **Show Past Homework** box to see previous **Homework**, this will not show **Hidden Homework**.

The screenshot shows the Homework page with the 'Show Past Homework' checkbox checked. The table now contains two rows: 1) Due Date: 10/07/2020, Title: Play, Class: 7z/Dr1, Subject: Drama, Teacher: Mr P Blackburn, Score: 90.00, Status: Marked, Marked By: Mr P Blackburn, Submission Type: Submit a file online, View / Submit: (pencil icon), Hide: (checkbox). 2) Due Date: 21/07/2020, Title: Good and Bad Play, Class: 7z/Dr1, Subject: Drama, Teacher: Mr P Blackburn, Score: 0.0, Status: Late, Marked By: N/A, Submission Type: Submit a file online, View / Submit: (pencil icon), Hide: (checkbox).

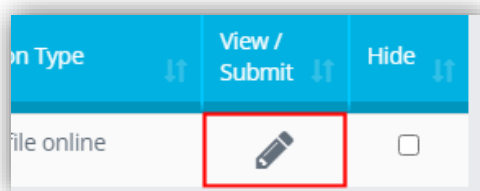
Click the **Hide** box to the right of the **Homework** row to **Hide** it from view. The number to the right of the **Show Hidden Homework** option shows the number of **Homework** rows that have been hidden. To see the **Hidden Homework**, tick the **Show Hidden Homework** box to the left. To remove **Homework** from hidden status untick the box on the right of the row.

The screenshot shows the Homework page with the 'Show Hidden Homework (1)' checkbox checked. The table now contains two rows: 1) Due Date: 10/07/2020, Title: Play, Class: 7z/Dr1, Subject: Drama, Teacher: Mr P Blackburn, Score: 90.00, Status: Marked, Marked By: Mr P Blackburn, Submission Type: Submit a file online, View / Submit: (pencil icon), Hide: (checkbox). 2) Due Date: 21/07/2020, Title: Good and Bad Play, Class: 7z/Dr1, Subject: Drama, Teacher: Mr P Blackburn, Score: 0.0, Status: Late, Marked By: N/A, Submission Type: Submit a file online, View / Submit: (pencil icon), Hide: (checkbox checked).

If you select a **Homework** to hide that has not been submitted a warning message will be given that the **Homework** has not been submitted with **Cancel** or **Proceed** options.



When clicking on the **Submit/View** icon from the **Student Portal Homework** page, a pop-up will display with the **Homework** details.

A screenshot of a homework submission pop-up window titled 'Homework - Drama - Mr P Blackburn'. The window contains the following information:

- Play** (subject)
- Set - July 03, 2020** (grey background)
- Due - July 10, 2020** (green background)
- Status: Submitted** with a checkmark icon
- Description:** Shakespeare for a day Write a play
- Submission Type:** Submit a file online
- Finished your homework? Save your work and then upload it using the 'Browse' button below. You can also add a message for your teacher, which they'll receive with your submitted file.
- Submit File:** A blue 'Browse' button and a link 'Write a Play.docx' with a document icon.
- Comment:** A text input box containing 'My homework is completed'.
- At the bottom right, there are 'Submit' (green) and 'Close' (red) buttons.

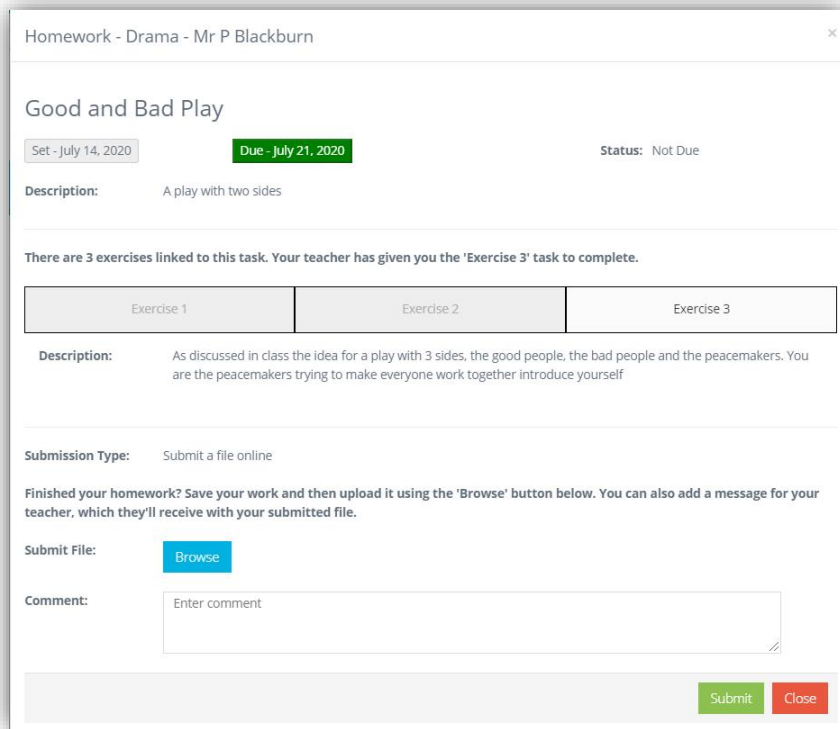
The **Subject** and who it was set by will display at the top, followed by the **Name** of the **Homework** with the **Set Date** with a grey background and the **Due Date** with a green background and the current **Status** and a **Description** of the **Homework**.

If there are any uploaded **Resources** or **Links** they will be displayed next if there are none this section will remain blank.

The **Submission Type** will display next:

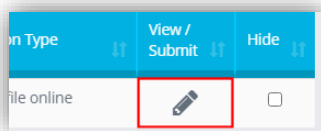
- **Offline Submission** – there will be no **File Submission** option, but **Students** will have text telling them to hand in the **Homework** offline. **Homework** will disappear from the **Students** list when the **Homework** due date is in the past
- **No Submission Required** - there will be no **File Submission** option. **Homework** will disappear from the **Students** list when the **Homework** due date is in the past
- **Online Submission** – there will be a message with uploading **Homework** instructions, a **Browse** button to add the file and a **Comments** box for the **Student** to enter a message
- **No file Required** - **Input/Comment box** only

The page will be slightly different if this was **Differentiated Homework**, as the **Exercises** would be displayed.

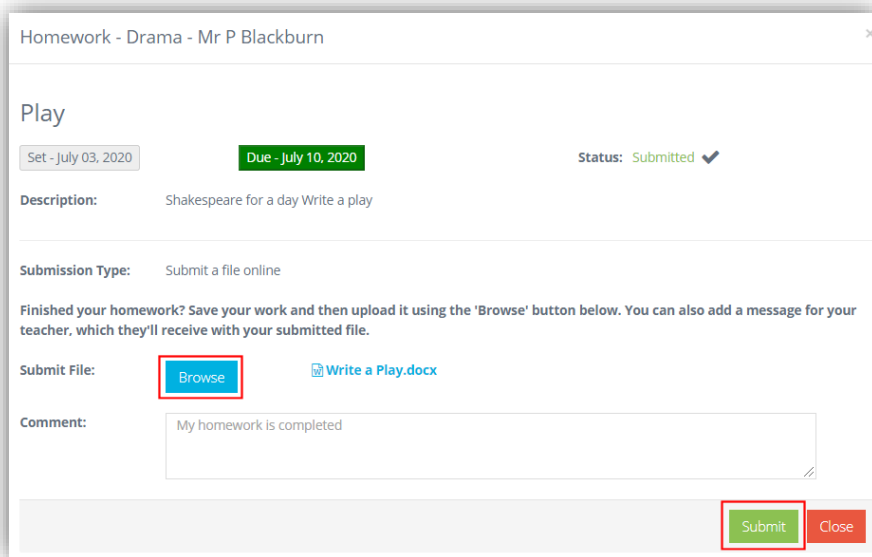


Once the **Student** has completed the **Homework**, if it is an **Online Submission** they would save their work ready for **Submission** and click the **Upload** button to upload the saved file.

Go back to the **Homework** page and click on the **View/Submit** option.



Click on the **Browse** button and select your file, then click on the **Submit** button to **Submit** the **Homework**. An **Alert** will be sent to the **Teacher** who will then be able to mark the **Homework**.



The **Homework Status** will now show as **Submitted**.

When the **Homework** has been **Marked**, the **Score**, if there is one, the **Status** and the **Marked By** columns will all be updated to reflect the **Mark**.

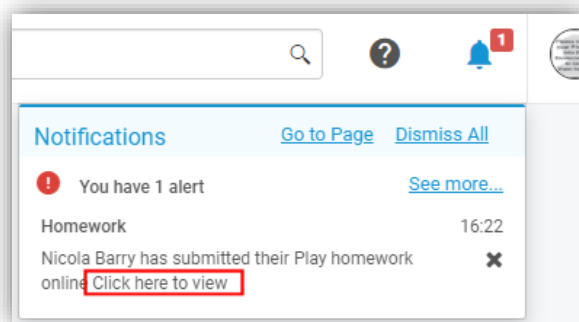
Due Date	Title	Class	Subject	Teacher	Score	Status	Marked By	Submission Type	View / Submit	Hide
10/07/2020	Play	7z/Dr1	Drama	Mr P Blackburn	90.00	Marked	Mr P Blackburn	Submit a file online		<input type="checkbox"/>

## Marking Student Homework

**My Profile > Alerts**

**Lesson Dashboard > Assignments > Homework**

The **Homework** can be marked directly from the **Alert Notification**.



Click on the **Click here to view** option to open the **Marking** pop-up to view and mark the **Homework**.

**Marking**

Students < Barry, Nicola >

Submission Date\* 06/07/2020 14:35 Markset (-200 - 100)\* 0

Submitted File Write a Play.docx

Submitted as a hard copy

Student Comments My homework is completed

Teacher Comments

Valid Homework (Please select if homework is valid but not be given a score)

Close Save



It can also be marked from the **Lesson Dashboard** allowing more than 1 **Student** to be marked. Click on the **Homework** to be marked. This will now display a list of the **Students** who were given this **Homework**, the **Status** column will show **Pending** or **Received**.

The screenshot shows the 'Lessons Dashboard' with a sidebar containing 'Overview', 'Behaviour', and 'Assignments'. The main content area is divided into two sections: 'Homework' and 'Student List'.

**Homework Section:**

- Grid actions: Copy, Excel, CSV, PDF, Print
- Search: [ ]
- Table:
 

Status	Homework	Date Set	Due Date	Set By	Received
In progress	Play	03/07/2020	10/07/2020	Mr P Blackburn	1 / 30

**Student List Section:**

- Grid actions: Copy, Excel, CSV, PDF, Print
- Search: [ ]
- Table:
 

	Last Name	First Name	Days Late	Score	Status
<input type="checkbox"/>	Bailey	Jessica	0		Pending
<input type="checkbox"/>	Barry	Nicola	0	90	Received
<input type="checkbox"/>	Caunt	Adam	0		Pending

Select one or more **Students** and from the **Actions** button select **Individual Marking** or **Bulk Marking**.

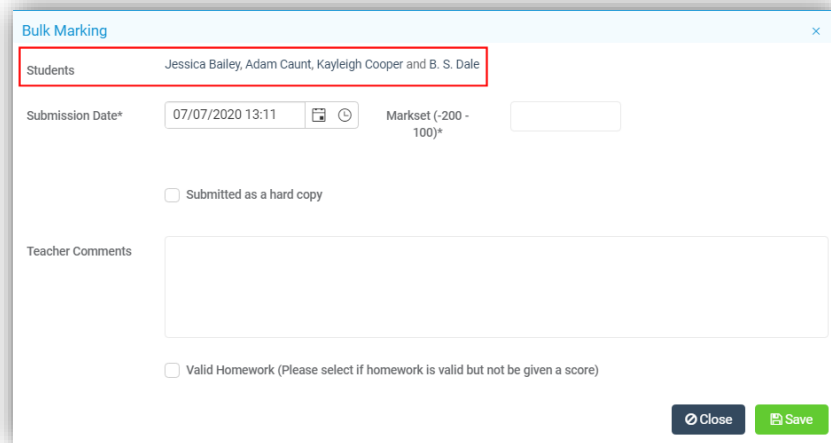
This screenshot shows the 'Student List' table with the 'Action' dropdown menu open. The 'Bailey' and 'Barry' rows are selected with checkmarks. The dropdown menu contains three options: 'Individual Marking', 'Bulk Marking', and 'Raise Behaviour Event'. 'Individual Marking' and 'Bulk Marking' are highlighted with a red box.

**Individual** will allow you to **Mark** the selected **Students**, use the left, right scroll options or select from the dropdown list, **Mark** and **Save** each one.

The 'Marking' dialog box is shown with the following details:

- Students:** A dropdown menu showing 'Barry, Nicola' is highlighted with a red box.
- Submission Date\*:** 07/07/2020 12:07
- Markset (-200 - 100)\*:** 90
- Submitted File:** Write a Play.docx
- Submitted as a hard copy
- Student Comments:** My homework is completed
- Teacher Comments:** [Empty text area]
- Valid Homework (Please select if homework is valid but not be given a score)
- Buttons: Close, Save

**Bulk** will list the selected **Students** and allow you to add the same **Mark** in bulk to these **Students** and **Save**.

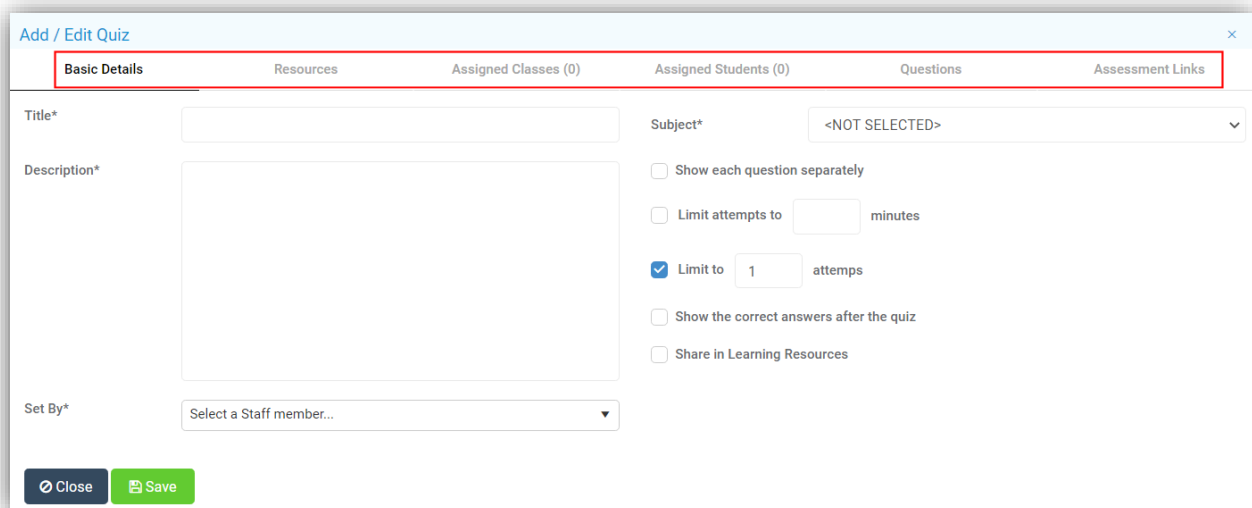


## Quiz Page Updated

**Modules > Student Portal > Administration > Learning Resources**

**Lesson Dashboard > Homework Widget**

Selecting the **Quiz** option from the **Create New** dropdown list now opens a pop-up with tabs along the top for the options defaulting to the **Basic Details**.



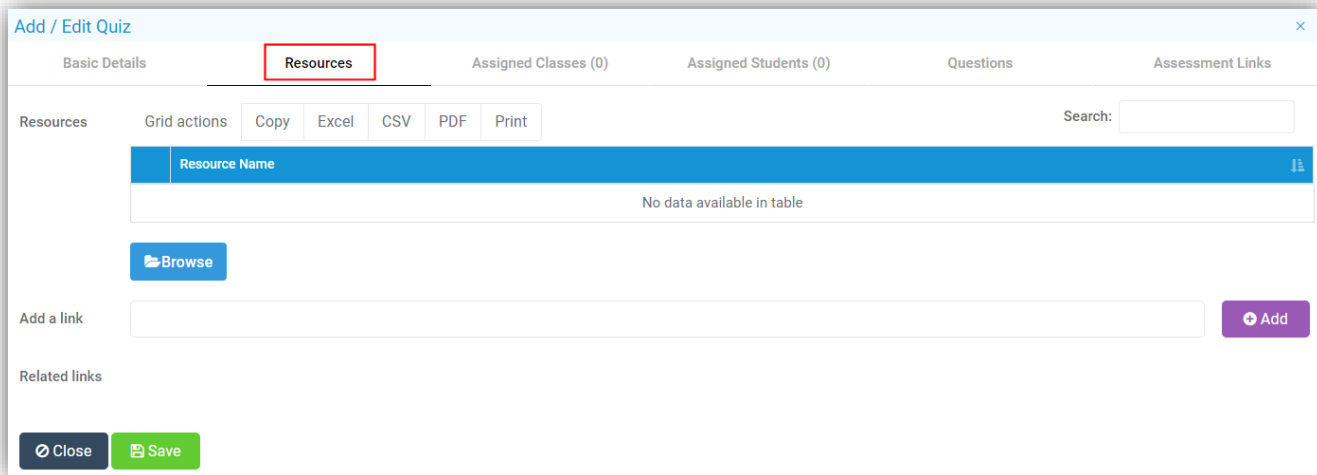
Enter the **Quiz** details:

- **Title** – Name of **Quiz**
- **Description** – Description of **Quiz**
- **Subject** – Select the **Subject** from the dropdown list if required
- **Show each Question Separately** - will show the **Questions** one by one
- **Limit attempts to** - will limit the time taken to answer all of the **Questions**
- **Limit to** – will limit the number of attempts made to answer the **Questions**
- **Show the correct answers after the Quiz** – will show all of the answers once the **Quiz** has been completed
- **Share in Learning Resources** – will allow other **Users** to use this **Quiz**
- **Set by** – select the member of **Staff** from the dropdown list

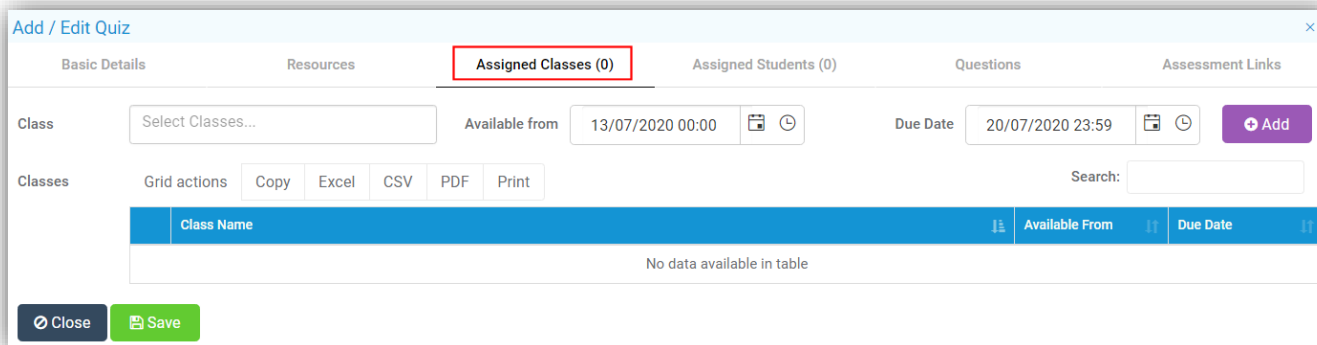
The tabs replace the old view, with **Resources**, **Assigned Classes**, displaying the number assigned, **Assigned Students**, displaying the number assigned, **Questions** and the **Assessment Links**.

The **Resources** tab shows the **Added Resources** in the table at the top, these are added by clicking on the **Browse** button and uploading the **Resources**.

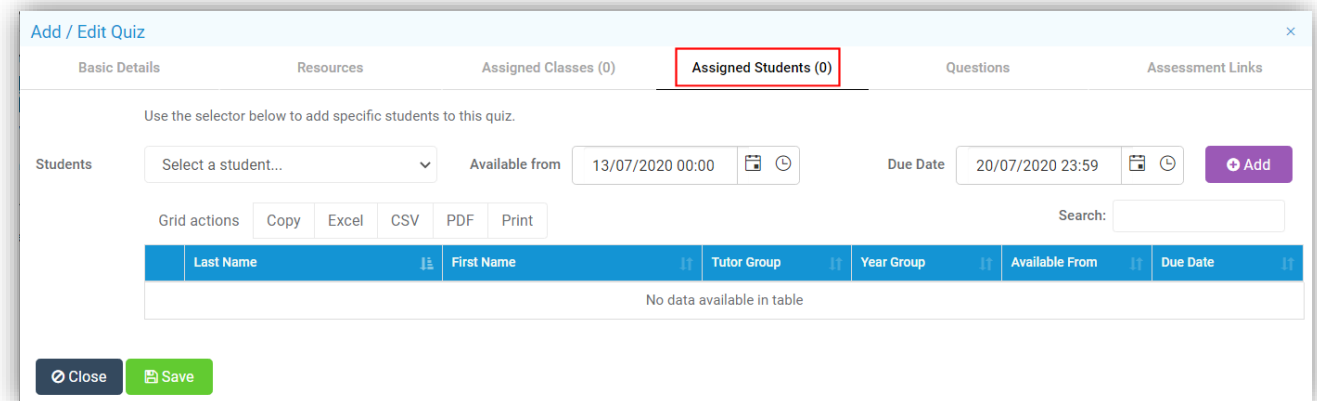
To **Add a Link** enter the **URL** in the **Add a Link** box then click on the **Add** button to the right, once added the link will display in the **Related Links** area below.



The **Assigned Classes** tab remains the same as before listing the added **Classes** in the table.



The **Assigned Students** tab now allows **Students** to be added or removed individually.



The **Questions** page has been updated but most of the functionality remains the same, the **Resources** option has been added and an **Add Question to Quiz** button.

Basic Details Resources Assigned Classes (0) Assigned Students (0) **Questions** Assessment Links

Move Up Move Down Remove

Question title No data available in table

Question Type\* Multiple Choice

Question Title\* (This is a reference only teachers will see)

Question Description\* (This is a text that the students sees)

Add Choice

Choice 1 Answer Score 0

Choice 2 Answer Score 0

Answer Explanation (Shows at end of quiz)

Resources

Resource Name No data available in table

Add a link Add

Related links Add Question to Quiz

Save Close

Select from **Multiple Choice**, **Fill in the Blanks**, **Multiple Answers** or **Single Answer**, select **Add Choice** to add additional **Answers**, tick the correct **Answer** and add a **Score**, use the **Add** button to add **Resources**, the **Add Question to Quiz** to add that **Question** and **Save** when finished. You will then be able to **Edit**, moving the **Questions** up or down, adding **Resources** or making a **Clone**, which will **Create** a **Copy** of the **Quiz**.

Basic Details Resources Assigned Classes (0) Assigned Students (4) **Questions** Assessment Links

Move Up Move Down Remove Update Cancel

Question title Canaletto Van Gogh Rodin Mona Lisa

Question Type\* Multiple Choice

Question Title\* (This is a reference only teachers will see) Canaletto

Question Description\* (This is a text that the students sees) In which city was Italian artist Canaletto born?

Add Choice

Choice 1 Answer Score 0

Choice 2 Answer Score 25

Choice 3 Answer Score 0

Choice 4 Answer Score 0

Answer Explanation (Shows at end of quiz) Born in 1697

Resources

Resource Name No data available in table

Add a link Add

Related links

Clone Close

**Note:** The **Clone** option only appears if you open and **Edit** someone else's **Homework** task. If you open your own **Quiz**, this option is not available.

As well as adding general Resources to the Resources page, an individual Resources can be added to an individual question, for instance when adding a picture Quiz.

The screenshot shows the 'Add / Edit Quiz - Art Quiz' interface with the 'Questions' tab selected. The 'Resources' section is highlighted with a red box. It contains a table with one resource:

Resources	Resource Name	Remove
	Quiz Painting.png	

Below the table is an 'Add a link' field and an 'Add' button. The 'Related links' section shows a URL: <https://www.bocadolobo.com/blog/art/famous-artists-time/>.

Click on the green + icon to add a new **Resource** for instance an image, to add a link as well enter the **URL** in the **Add a Link** box and click the **Add** button. These **Resource** options will only be displayed when the **Student** looks at that **Question**.

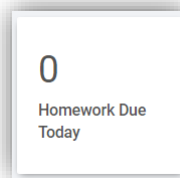
The **Assessment Link** options remain the same and will only be visible is enabled from **Config > Student Portal > Quiz**.

The screenshot shows the 'Add / Edit Quiz' interface with the 'Assessment Links' tab selected. The 'Assessment Links' tab is highlighted with a red box. The form contains three dropdown menus:

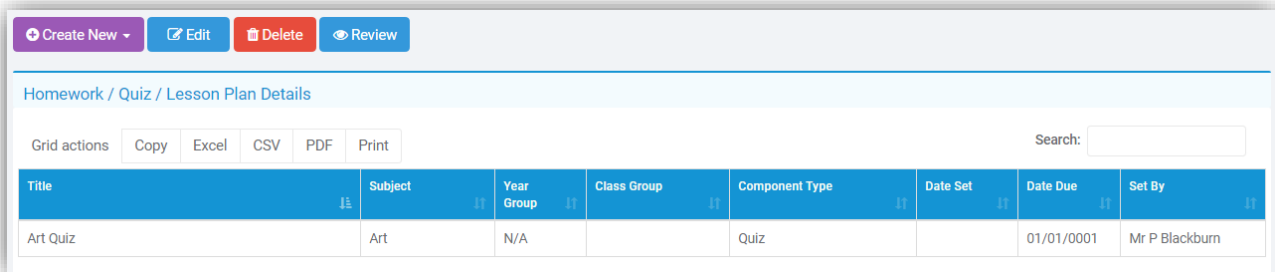
- Assessment Type: <NOT SELECTED>
- Term: <NOT SELECTED>
- Year Group: <NOT SELECTED>

There are 'Close' and 'Save' buttons at the bottom.

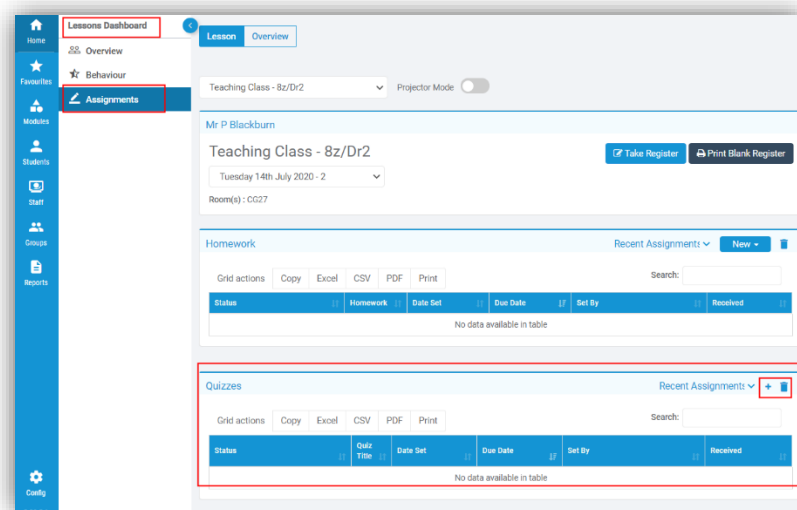
To open and edit an existing **Quiz** from the **Overview Dashboard**, double click on the **Homework Widget** to **Expand** it.



Select the **Quiz** from those listed and click on the **Edit** button.



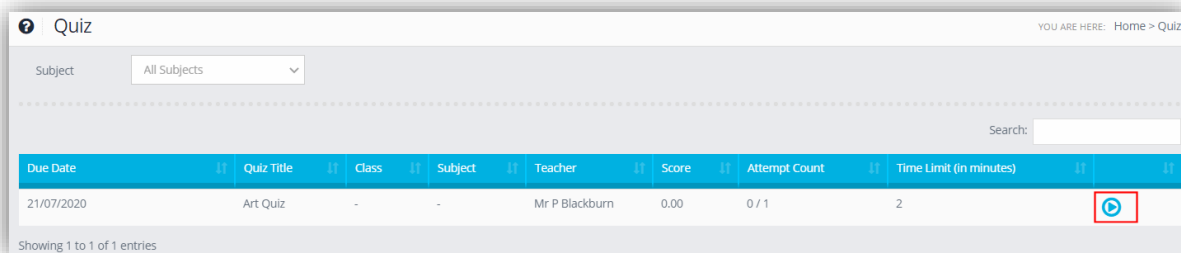
The **Quiz** can also be edited from the **Lesson Dashboard** from the **Assignments** option by double clicking on the **Homework Widget** and selecting **Assignments**. A new **Quiz** can be added or a previous one **Deleted** here as well using the **+** and **Bin** icons.



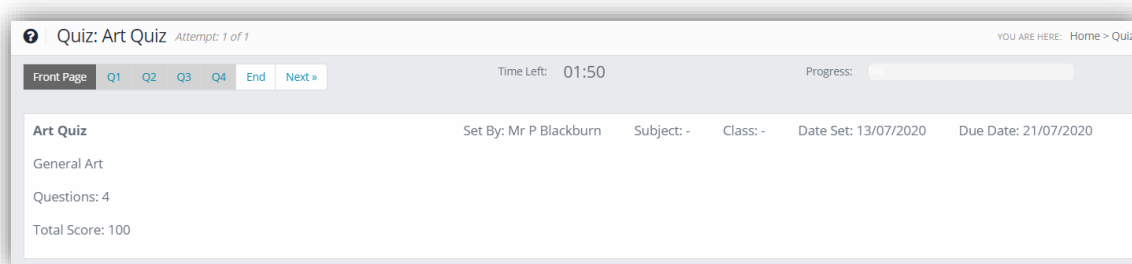
## Student Quizzes view

### Student Portal [Students] > Quizzes

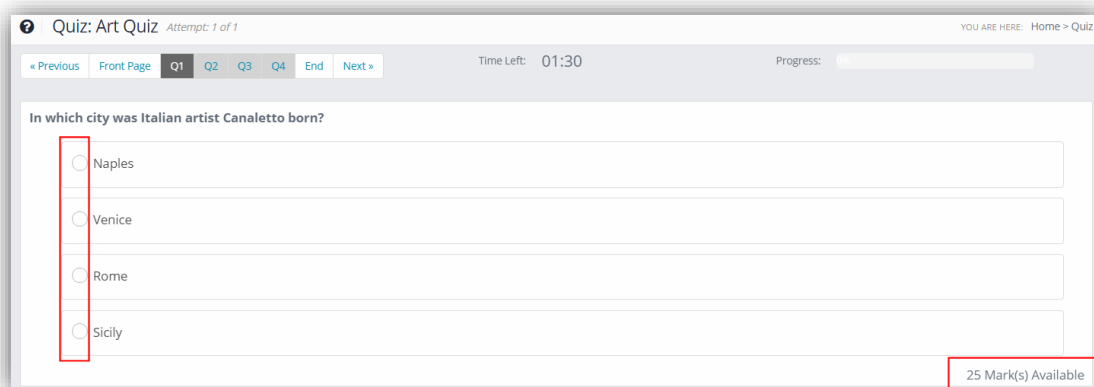
The **Quiz** will be listed under the **Recent Activities Widget**, clicking on the **Quiz** option from the left menu, will open the **Quiz** page listing any current **Quizzes**. There is a **Subject** dropdown list to select specific **Subjects** and a **Search** box. All the information for the **Quiz** is displayed, clicking the far right **Arrow** icon will open the **Quiz**.



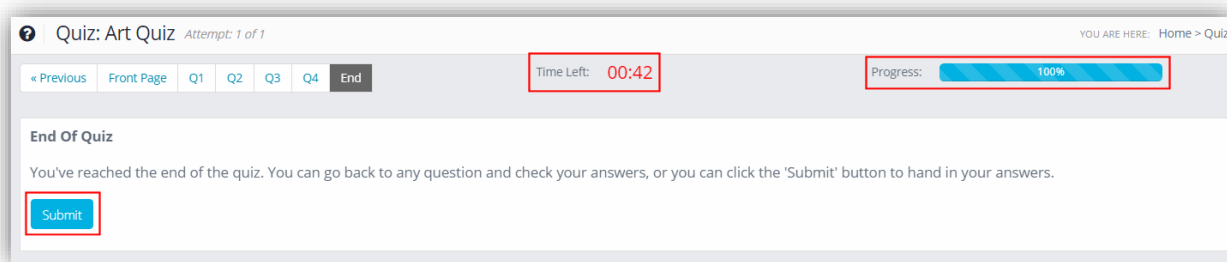
This will now show the information for the **Quiz**, this example was to display a single **Question** at a time the **Questions** are listed along the top, with the **Time Limit**.



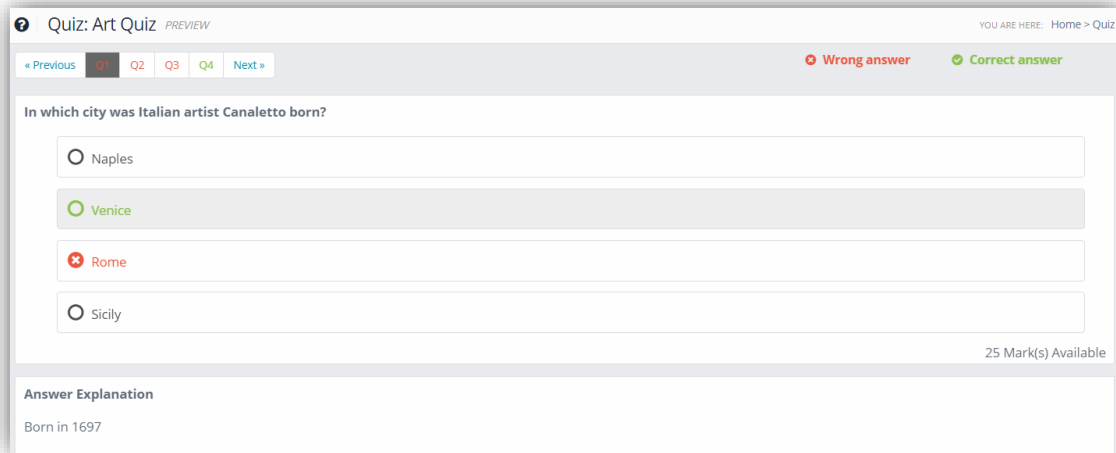
Click on the **Question** to open it or click **Next** and answer the **Question** by clicking beside the answer.



When complete the **Progress** bar will show 100%, if there is time left they will be able to go back and check the answers or just click the **Submit** button to send the **Quiz** in.



The **Results** of the **Quiz** can be seen by clicking on the **Questions** which now also show green or red.

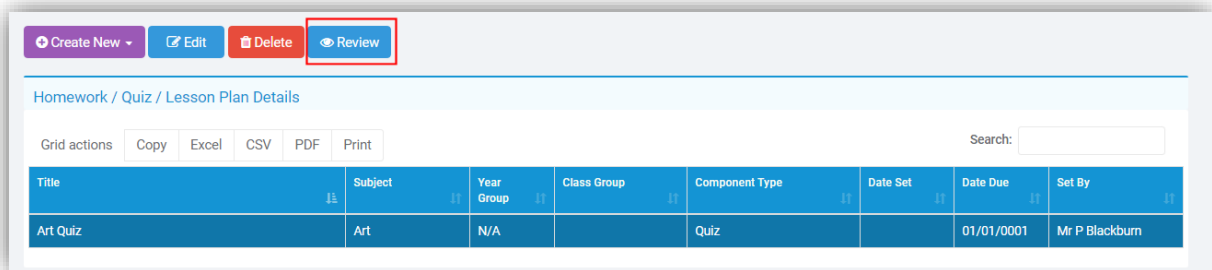


## Reviewing the Quiz

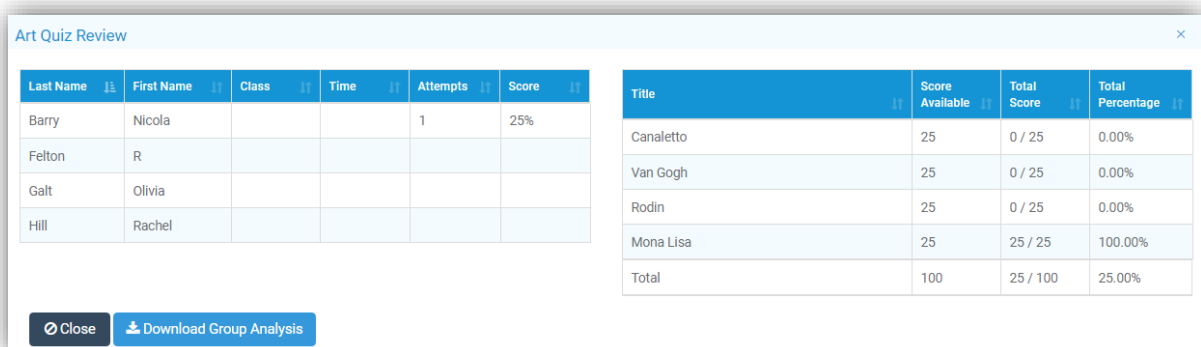
**Modules > Student Portal > Administration > Learning Resources**

**Lesson Dashboard > Assignments > Quizzes**

Select the **Quiz** and click on the **Review** button.



The **Results** will be displayed, click on the **Student Name** to see their **Results**.



Click the **Download Group Analysis** button to download a **Group Analysis** of the **Quiz Results** to Excel.



## Lesson Plan Page Updated

### Modules > Student Portal > Administration > Learning Resources

Selecting the **Lesson Plan** option from the **Create New** dropdown list now opens a pop-up with tabs along the top for the options defaulting to the **Details**.

Add / Edit Lesson Plan

Details Content Class Assignments

Title\*

Description\*

The dropdowns below will only categorise this Lesson Plan in the Learning Resources area. They will NOT define which students see this Lesson Plan.

Subject <NOT SELECTED> Year Group <NOT SELECTED>  Share a copy in Learning Resources

Save Close

Enter the **Lesson Plan** details:

- **Title** – Name of **Lesson Plan**
- **Description** – Description of **Lesson Plan**
- **Subject** – Select the **Subject** from the dropdown list if required
- **Year Group** - Select the **Year Group** from the dropdown list if required
- **Share a Copy in Learning Resources** – will allow other **Users** to use this **Lesson Plan**

The tabs replace the old view, with **Content** and **Class Assignments**.

The **Content** tab shows any **Added Resources** in the table on the left. These are added by clicking on the **New** button, the functionality remains the same.

Add / Edit Lesson Plan

Details Content Class Assignments

New Move Up Move Down Remove

Contents

No data available in table

Save Close

The **Class Assignments** tab remains the same as before listing the added **Classes** in the table.

Add / Edit Lesson Plan

Details Content Class Assignments

Class\* Select Classes... Available from\* 14/07/2020 10:56 Due Date\* 14/07/2020 10:56 Add

Classes Grid actions Copy Excel CSV PDF Print Search:

Class Name Available From Available To

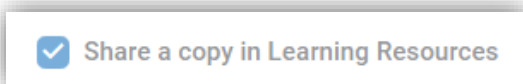
No data available in table

Save Close

## Learning Resources updated

### Modules > Student Portal > Administration > Learning Resources

There have been some small changes the **Share with Others** tick box has been renamed to **Save a copy in Learning Resources** and will be ticked by default.



If you save the **Resource** with the **Save a Copy** box ticked the original version is not overwritten, a new version is created. **Users** can only **Delete a Resource** they have **Created**.

## Vision

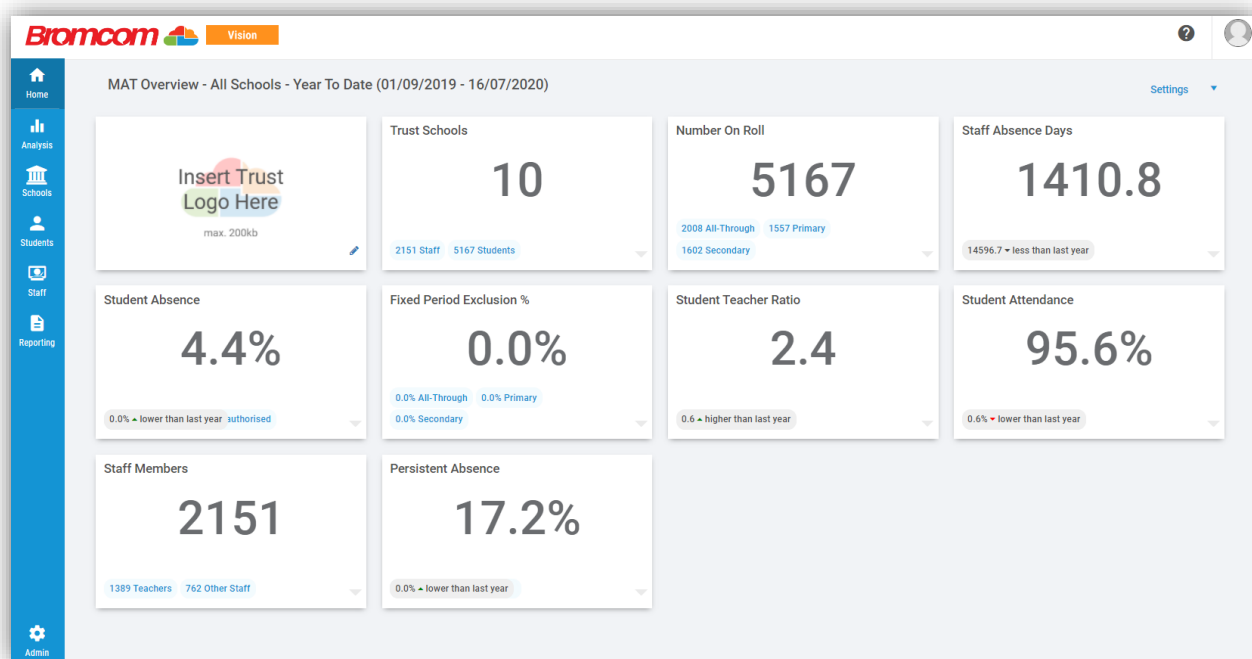
### Vision User Interface updated

#### Vision

There have been general changes and additions to the **Vision** module, including the removal from the Bromcom MIS of the **Vision Agent Configuration** page.

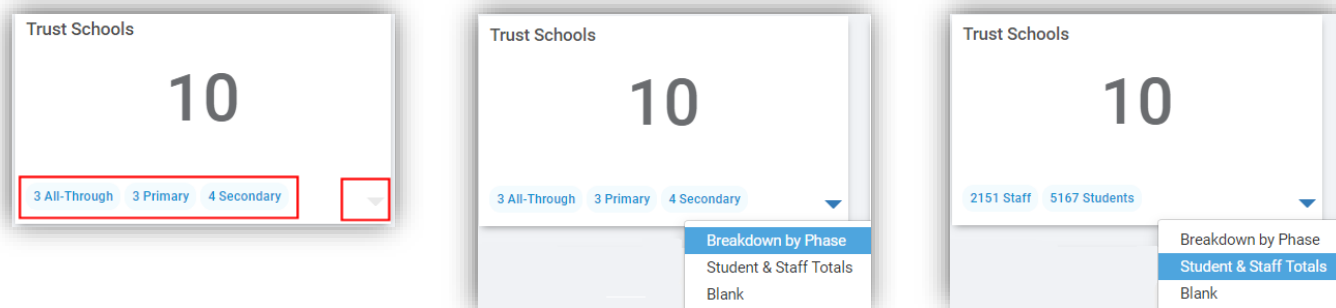
### Homepage

The **Widgets** on the **Homepage** have been updated with **Cards** which display more detail, they can be dragged and dropped into your preferred order. One displays the **Trust Logo**, which can be edited by clicking on the **Pencil** icon bottom right, the image must be a png, jpg, jpeg, gif or bmp and no larger than 200kb, and another the **Trust Schools** showing the number of **Schools** in the **Trust**. The rest contain information, based on the **Settings** and the selection made from that **Card**. The **MAT Overview** at the top left shows we are looking at **All Schools** and the **Date Range**.



## Overview Cards

The information displayed on the **Overview Cards** can be changed using the dropdown list at the bottom right.

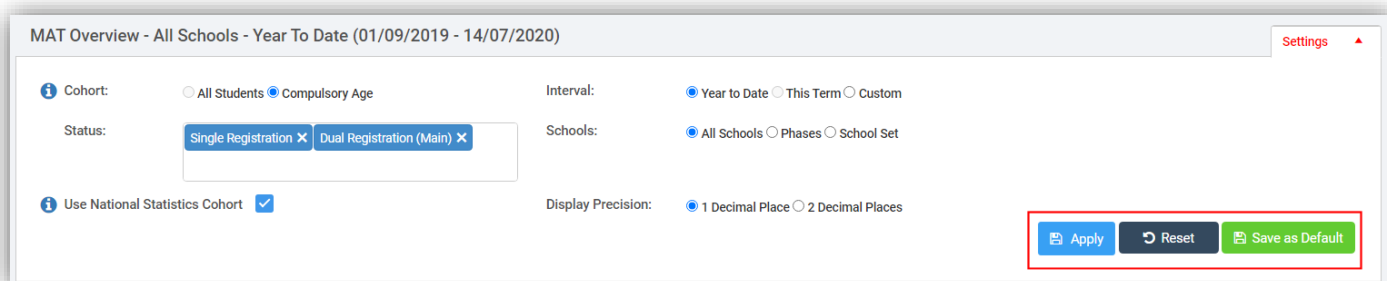


They are currently:

- **Fixed Period Exclusion %** - Breakdown by Phase, Compare to Last Year, Compare to National Figures or Blank
- **Number on Roll** – Breakdown by Phase, Breakdown by Gender, Compare to Last Year or Blank
- **Persistent Absence** – Breakdown by FSM, Breakdown by SEN, Compare to Last Year, Compare to National Figures or Blank
- **Staff Absence Days** – Breakdown by Absence Type, Compare to Last Year or Blank
- **Staff Members** – Breakdown by Staff Type, Compare to Last Year or Blank
- **Student Absence** – Breakdown by Absence Meaning, Compare to Last Year, Compare to National Figures or Blank
- **Student Attendance** – Compare to Last Year, Compare to National Figures or Blank
- **Student Teacher Ratio** – Breakdown by Phase, Compare to Last Year, Compare to National Figures or Blank
- **Trust Schools** – Breakdown by Phase, Student or Staff Totals or Blank

## Overview Settings

Clicking on the **Settings** option top right will give you the option to change the **Overall Settings**.



Select the **Settings** and click the **Apply** button to use those **Settings**, the **Save as Default** button to keep these as your default **Settings** or **Reset** to go back to the **System Default**.

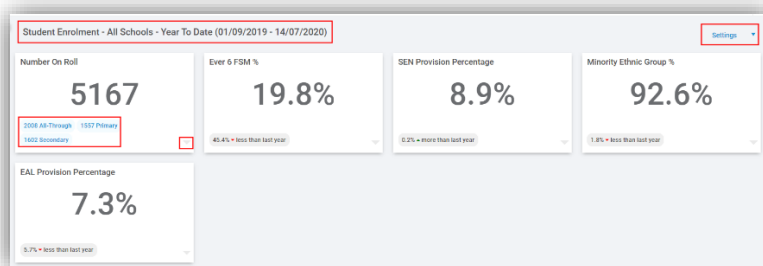
- **Cohort** – select either **All Students** (all ages) or **Compulsory Age Students** only
  - Click on the Information **i** for details:
    - This option limits attendance marks to compulsory age pupils. Compulsory age begins on the 31 December, 31 March or 31 August following a pupil's fifth birthday. Compulsory age ends on the last Friday in June if the pupil will be 16 by the end of the summer holidays

- **Status** – by default is set to **Single Registration** and **Dual Registration (Main)**
- **Use National Statistics Cohort** - sets the parameters to match the DfE National Attendance Reporting Guidelines
  - Click on the Information **i** for details:
    - This option limits attendance marks to the main cohorts published in the National Statistics. These are pupils aged between five and fifteen as of the start of the academic year (31st August). Attendance marks for the second half of the summer term for Y11 pupils will also be excluded as this data is not published in any National Statistics
- **Interval** – this can be **Year to Date**, **This Term** or **Custom**, which will allow you to enter a **Date Range**
- **Schools** – is the type of school you want to view information for
  - **All Schools** - will display all of the schools
  - **Phases** - will give you the option to select the **Phases** for example **Primary** or **Secondary**, more than one can be selected
  - **School Sets** - will give you the option to select the **School Sets**, more than one can be selected
- **Display Precision** – will give you the option to change the number of **Decimal Places** the **Homepage** figure are rounded to

## Students Enrolment

### Analysis > Dashboards > Dashboard > Students

A new option **Student Enrolment** has been added this option will display the **Student Enrolment** figures.



## Student Cards

The information displayed on the **Student Cards** can be changed using the dropdown list at the bottom right.



They are currently:

- **EAL Provision %** - Compare to Last Year, Compare to National Figure or Blank
- **Ever 6 FSM %** – Compare to Last Year, Compare to National Figure or Blank
- **Minority Ethnic Group %** – Compare to Last Year, Compare to National Figure or Blank
- **Number on Roll** – Breakdown by Phase, Breakdown by Gender, Compare to Last Year or Blank
- **SEN Provision %** – Compare to Last Year, Compare to National Figure or Blank

## Student Enrolment Settings

This page does have a **Settings** option that is independent from the **Overall Settings** option on the **Homepage**. Select the **Settings** and click the **Apply** button to use those **Settings**, the **Save as Default** button to keep these as your default **Settings** or **Reset** to go back to the **System Default**.

- **Cohort** – select either **All Students** (all ages) or **Compulsory Age Students** only
  - Click on the Information **i** for details:
    - This option limits attendance marks to compulsory age pupils. Compulsory age begins on the 31 December, 31 March or 31 August following a pupil's fifth birthday. Compulsory age ends on the last Friday in June if the pupil will be 16 by the end of the summer holidays
- **Status** – by default is set to **Single Registration** and **Dual Registration (Main)**
- **Interval** – this can be **Year to Date** or **Custom**, which will allow you to enter a **Date Range**
- **Schools** – is the type of school you want to view information for
  - **All Schools** - will display all of the schools
  - **Phases** - will give you the option to select the **Phases** for example **Primary** or **Secondary**, more than one can be selected
  - **School Sets** - will give you the option to select the **School Sets**, more than one can be selected
- **Display Precision** – will give you the option to change the number of **Decimal Places** the **Dashboard Figures** are rounded to

## Additional options added to the Transfer Settings page

### Admin > Transfer Settings

New options have been added to the **Transfer Setting** page allowing **Addresses**, **Emails** and **Telephone** data to be extracted from **Schools** and included in the **Transfer**.

## Covid-19 option added

### Analysis > Live > Covid-19

A **Covid-19** option has been added to help with the current lockdown. This takes **Live** data from the **Schools** in your system and provides the information required by the **School** and the **DfE**. From the top of the page you can select the **Attendance Date** and the **School** you wish to view from the dropdown lists, then click the **Refresh** button and wait for the **Progress Bar** to move to 100% or tick the **All Schools** box to view them all.

The screenshot shows a web interface for a Covid-19 dashboard. At the top, there is a progress bar at 100% and a 'Refresh' button. To the right, there are dropdown menus for 'Attendance Date' (16/07/2020) and 'School' (711171 Primary Acad), along with an 'All Schools' checkbox. The main content area is titled 'Covid Dashboard' and contains a list of 20 metrics. The first row, 'Number of eligible children : 325', is highlighted with a red box. Each row has a printer icon on the right. Below the list, there are several colored bars (red, orange, green, blue) representing different categories.

Metric	Value
Number of eligible children	325
Number of eligible nursery children	42
Number of eligible reception children	50
Number of eligible year 1 children	120
Number of eligible year 6 children	112
Number of children in attendance	0
Number of nursery children in attendance	0
Number of reception children in attendance	0
Number of year 1 children in attendance	0
Number of year 6 children in attendance	0
Number of children in attendance with an EHCP	0
Number of children in attendance with a social worker	0
Number of vulnerable children in attendance	0
Number of children of critical workers in attendance	0
Number of children in attendance with an EHCP in nursery, reception, year 1 and year 6	0
Number of children in attendance with a social worker in nursery, reception, year 1 and year 6	0
Number of vulnerable children in attendance in nursery, reception, year 1 and year 6	0
Number of children of critical workers in attendance in nursery, reception, year 1 and year 6	0
Number of children expected to attend but are ill, self-isolating or shielding	0
Number of nursery children expected to attend but are ill, self-isolating or shielding	0
Number of reception children expected to attend but are ill, self-isolating or shielding	0
Number of year 1 children expected to attend but are ill, self-isolating or shielding	0
Number of year 6 children expected to attend but are ill, self-isolating or shielding	0
Number of children absent due to being ill with Covid-19	0
Number of children absent due to being ill (NOT Covid-19)	0
Number of children absent due to being shielding	0
Number of children absent due to being self-isolating	0

There are several options available from the **Covid Dashboard**.

This is a close-up view of the top part of the Covid Dashboard. It shows the 'Covid Dashboard' title, a printer icon, and a copy icon. The first three rows of the list are visible: 'Number of eligible children : 325', 'Number of eligible nursery children : 42', and 'Number of eligible reception children : 50'. The first row is highlighted with a red box.

Metric	Value
Number of eligible children	325
Number of eligible nursery children	42
Number of eligible reception children	50

- Clicking on the **Printer** icon top right will **Export** this List as a PDF for **Printing**
- Clicking on the **Copy** icon to the right of each row will copy the number on that row for pasting
- Clicking on a row will open a pop-up with the details for that row, which can be filtered by column.

Number of eligible year 6 children : 112

School	Last Name	First Name	UPN	Year Group	Tutor Group	Mark
711171	190302	190302	G350336819000	6		
711171	Akhtar	Victoria	G350336819000	6	6P	
711171	Allen	Mary	G350336819000	6	6J	
711171	Anderton	Fatima	G350336819000	6		
711171	Baker	Marjorie	G350336819000	6	6P	
711171	Bashir	A	G350336819000	6		
711171	Bendik	Lesley	G350336819000	6	6P	
711171	Blowden	Leonie	G350336819000	6	6C	
711171	Bowker	Keegan	G350336819000	6	6P	
711171	Brooks	Debra	G350336819000	6	6C	
711171	Buckmaster	Megan	G350336819000	6		
711171	Burke	Kathleen	G350336819000	6	6P	
711171	Callaghan	Michelle	G350336819000	6	6C	
711171	Carney	Abdul Malik	G350336819000	6	6P	
711171	Cleary	Zahra	G350336819000	6	6C	

Showing 112 data items

Beneath the **Covid Dashboard** is the **Student List**, which can be filtered by column or **Exported** to Excel by clicking the top right **Download** icon.

Student List - 726

School	Last Name	First Name	UPN	Year Group	Tutor Group	Mark	Key Worker	EHCP	Vulnerable	Social Worker
711171	00	00	V35033681901A	2	2A		No	No	No	No
711171	000	000	G350336819000	2	2A		No	No	No	No
711171	001	001	G350336819000	2	2A		No	No	No	No
711171	003	003	G350336819000	2	2A		No	No	No	No
711171	004987	004987	H35033681902A	4	2A		No	No	No	No
711171	004988	004988	G350336819000	2	2A		No	No	No	No

Beneath the **Student List** is the **Staff Absence List**, which can be filtered by column or **Exported** to Excel by clicking the top right **Download** icon.

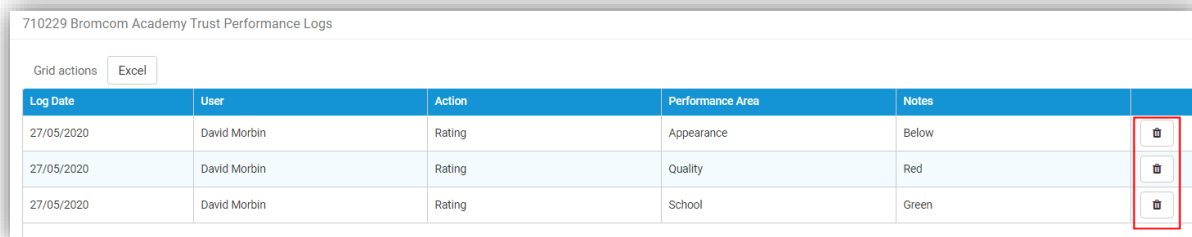
Absent Staff List - 5

School	Last Name	First Name	Staff Code	Staff Type	Absence Code	Absence Code Description
711171	Andrews	Harry	STAsup	Classroom Support	EXT. MTG.	External Meeting
711171	Arnold	Daniel	DASupply	Classroom Support	EXT. MTG.	External Meeting
711171	Banks	Anne	AMBSupply	Classroom Support	PHASED	Phased return after illness
711171	Barratt	Marc	MBT	Other	ILL	Illness
711171	Biltekin	Bilgin	STF00001		ILL	Illness

## School Performance Logs Delete option added




### Analysis > School Performance

An option to **Delete School Performance Logs** has been added.



710229 Bromcom Academy Trust Performance Logs

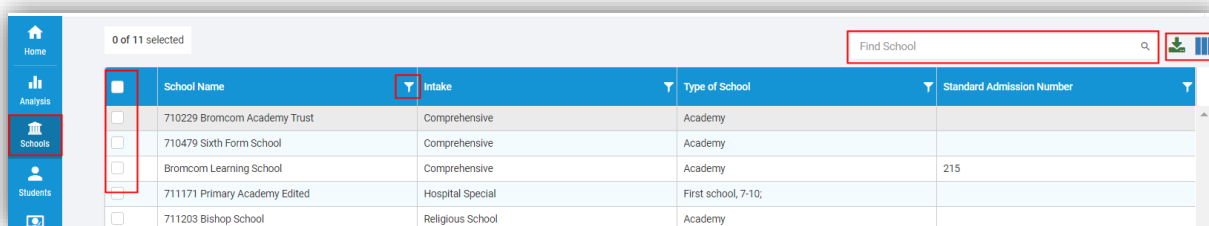
Grid actions

Log Date	User	Action	Performance Area	Notes	
27/05/2020	David Morbin	Rating	Appearance	Below	
27/05/2020	David Morbin	Rating	Quality	Red	
27/05/2020	David Morbin	Rating	School	Green	

To **Delete a School Performance Log** click on the **Bin** icon on the right, you will be given a **Warning Message**, click **Cancel** or **Delete**.

## Schools List Page

A new option **Schools** has been added to the left **Menu**, when selecting this option a full **Schools List** will be displayed.



0 of 11 selected

Find School

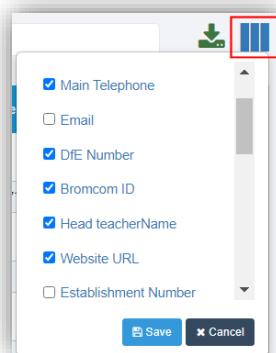
<input type="checkbox"/>	School Name	Intake	Type of School	Standard Admission Number
<input type="checkbox"/>	710229 Bromcom Academy Trust	Comprehensive	Academy	
<input type="checkbox"/>	710479 Sixth Form School	Comprehensive	Academy	
<input type="checkbox"/>	Bromcom Learning School	Comprehensive	Academy	215
<input type="checkbox"/>	711171 Primary Academy Edited	Hospital Special	First school, 7-10;	
<input type="checkbox"/>	711203 Bishop School	Religious School	Academy	

**Schools** can be filtered using the **Filter** option at the right top of each column and selected by clicking on the **Schools** or in the tick box to the left of the **School**, all of the **Schools** can be selected or unselected by clicking on the top left tick box.

To find a specific **School** type their name in the **Find School** box and click on the **Magnifying Glass** icon or click **Enter**.

Click on the **Download** icon top right to download the contents of the table, if a table has been filtered only those contents will be downloaded.

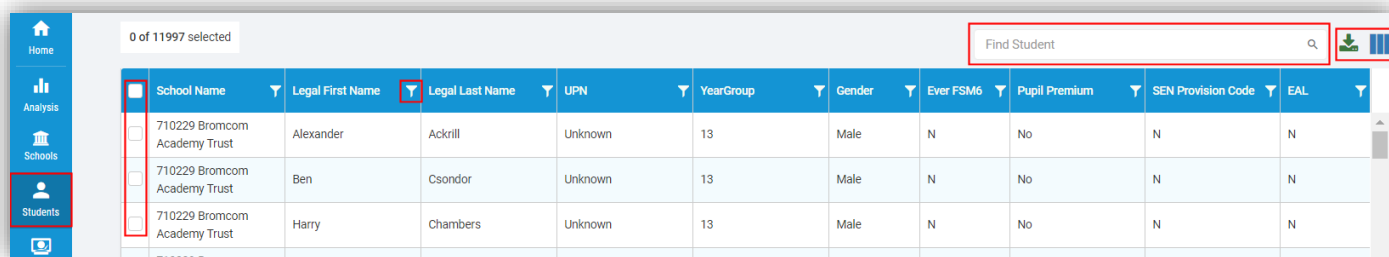
Click on the **Add/Remove Columns** icon top right to **Add** more columns from the dropdown list or **Remove** current columns.





## Students List Page

A new option **Students** has been added to the left **Menu**, when selecting this option a full **Student List** will be displayed.



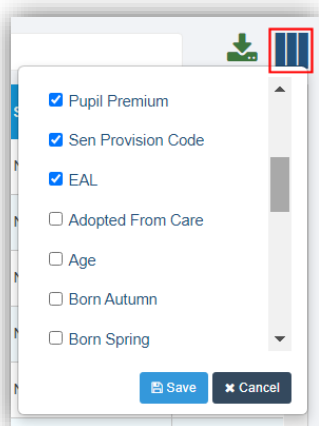
School Name	Legal First Name	Legal Last Name	UPN	YearGroup	Gender	Ever FSM6	Pupil Premium	SEN Provision Code	EAL
710229 Bromcom Academy Trust	Alexander	Ackrill	Unknown	13	Male	N	No	N	N
710229 Bromcom Academy Trust	Ben	Csondor	Unknown	13	Male	N	No	N	N
710229 Bromcom Academy Trust	Harry	Chambers	Unknown	13	Male	N	No	N	N

The **Students** can be filtered using the **Filter** option at the right top of each column and selected by clicking on the **Student** or in the tick box to the left of the **Student**, all of the **Students** can be selected or unselected by clicking on the top left tick box.

To find a specific **Student** type their name in the **Find Student** box and click on the **Magnifying Glass** icon or click **Enter**.

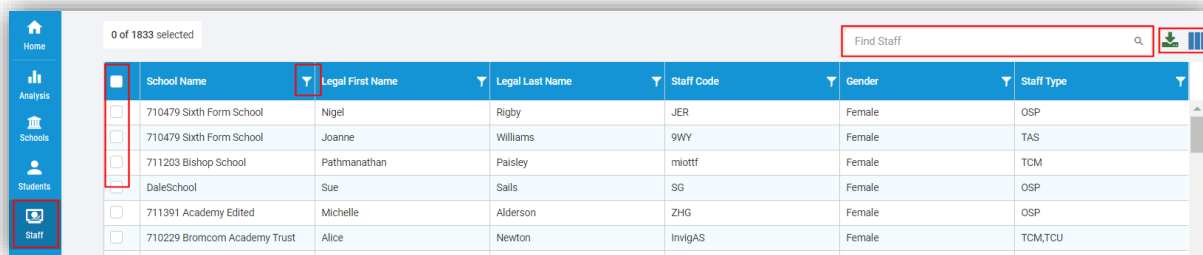
Click on the **Download** icon top right to download the contents of the table, if a table has been filtered only those contents will be downloaded.

Click on the **Add/Remove Columns** icon top right to **Add** more columns from the dropdown list or **Remove** current columns, once saved this selection will be kept for future logins.



## Staff List Page

A new option **Staff** has been added to the left **Menu**, when selecting this option a full **Staff List** will be displayed.



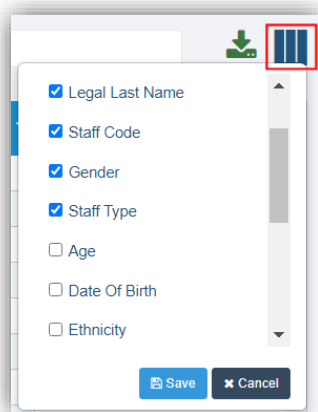
<input type="checkbox"/>	School Name	Legal First Name	Legal Last Name	Staff Code	Gender	Staff Type
<input type="checkbox"/>	710479 Sixth Form School	Nigel	Rigby	JER	Female	OSP
<input type="checkbox"/>	710479 Sixth Form School	Joanne	Williams	9WY	Female	TAS
<input type="checkbox"/>	711203 Bishop School	Pathmanathan	Paisley	miottf	Female	TCM
<input type="checkbox"/>	DaleSchool	Sue	Salls	SG	Female	OSP
<input type="checkbox"/>	711391 Academy Edited	Michelle	Alderson	ZHG	Female	OSP
<input type="checkbox"/>	710229 Bromcom Academy Trust	Alice	Newton	InvigAS	Female	TCM.TCU

**Staff** can be filtered using the **Filter** option at the right top of each column and selected by clicking on the member of **Staff** or in the tick box to the left of the member of **Staff**, all of the **Staff** can be selected or unselected by clicking on the top left tick box.

To find a specific member of **Staff** type their name in the **Find Staff** box and click on the **Magnifying Glass** icon or click **Enter**.

Click on the **Download** icon top right to download the contents of the table, if a table has been filtered only those contents will be downloaded.

Click on the **Add/Remove Columns** icon top right to **Add** more columns from the dropdown list or **Remove** current columns, once saved this selection will be kept for future logins.



# Resolved Issues

## Administration

Reference(s)	Affected Area(s)	Issue Description
CAS-131103-K3L3J5 CAS-129195-T3S7W7	Config > Administration > User Defined Flags	On the new UI it was displaying as a flag and not the selected shape or letter
CAS-129310-D8P2T9	Config > Administration > User Defined Flags	Spelling mistake Ethnicity corrected to Ethnicity
CAS-127853-T7B3R9	Modules > Administration > Pre-Administration Groups	If a student contact gender field was empty the student record gave an error
CAS-128954-X0H9R0	Reports > Administration > Administration > School Summary Report	Was not returning Dual Subsidiary students
CAS-128931-R5L2N1 CAS-130618-F0B9J4 CAS-129723-V5M7J1	Config > Administration > Doctors Surgeries	Incorrect e-mail address was being displayed

## Analysis

Reference(s)	Affected Area(s)	Issue Description
CAS-119651-D6G2N9	Modules > Analysis > Assessment	Variance not displaying correctly in Student Grade Analysis by Subject templates

## Assessment

Reference(s)	Affected Area(s)	Issue Description
CAS-129167-R2P1Z2	Modules > Assessment > Formative Assessment Sheets List	Formative Assessment Sheet was not displaying pupil data or statements

## Attendance

Reference(s)	Affected Area(s)	Issue Description
CAS-130180-N2J0R3	Modules > Attendance > Manage Attendance	If a student had more than one membership in a group that existed in the same week, it was causing the page to display an additional Attendance mark
CAS-129260-H1V6H5	Modules > Attendance > Registers > User Timetable	Was displaying the incorrect period times
CAS-129348-K9M1F4	Registers	If the / code is the only protected mark the register was not loading giving an error
CAS-129044-Q4V6Y9 CAS-131582-B5Y9Z8	Registers [Primary]	Close button on the teachers register was redirecting to Groups instead of closing tab
CAS-130064-C3N6C3 CAS-129474-L4V3T2 CAS-130305-K2F3K7	Modules > Attendance > Routines > Amend Reason for Change	The start date dropdown was blank
CAS-130891-R3Y9S0	Modules > Attendance > Manage Attendance	Selecting the Period column header was not selecting the whole column

## Behaviour

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-127109-M1Y1M3</b>	Modules > Behaviour > Behaviour > Event Entry	Was not able to complete an Event requiring a review as no review fields were visible
<b>CAS-130092-Z8K9G9</b>	Students > Select a Student > View > Behaviour	The Event Records page was not filtering to students in the selected Year Groups for the selected dates

## Communication

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-126804-L6G9S9</b>	Config > Communication > Configurations	Copy sent/received messages to Communication Logs, was unticked but was still ticked in the Communication Logs

## Dashboard

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-130691-M7H9G5</b> <b>CAS-128503-Y6Z6L7</b>	Lesson Dashboard	Was not loading for a user who associated to a Teaching Class
<b>CAS-120959-C5V7Z3</b>	Attendance Dashboard	Was not including students in Withdrawal groups

## Exams

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-116952-W5S1J5</b>	Modules > Examination > Routines > View Edit Basedata	Same Exam option was linking to two different Qualifications
<b>CAS-126045-B5Q7D4</b> <b>CAS-129582-W0N4W0</b>	Modules > Examinations > Manage Candidates > New > Internal Candidates > Add New Candidates > Select All	Clicking Select All when adding new candidates to a season or Managing Entries was returning the User to the previous step

## Framework

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-130288-Q3C2R1</b> <b>CAS-128395-P0Y4Z6</b> <b>CAS-126050-F9S6J4</b> <b>CAS-125026-Q9X2R1</b>	Students/ Staff/Groups Lists > Actions > Send SMS/Email	System was hanging when sending e-mails to the whole school
<b>CAS-129441-S7J6Z5</b>	MIS Login	Was giving an error when a newly created User was trying to login
<b>CAS-131934-S6L3K8</b> <b>CAS-131413-X6M0B2</b>	My Documents > Send Document	When sending a document to a student with 2 e-mail addresses, the address defaulted to priority 1 even though the priority 2 address had been selected

## Groups

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-131692-X3X9M6</b>	Groups > Tutor Group	Transferring Staff Memberships and Staff timetables with Track Group End date was causing an error
<b>CAS-131874-V7P1K7</b> <b>CAS-131724-Z3T2R7</b> <b>CAS-131956-Z7H0Y5</b>	Groups > Teaching Class > Actions > Quick Edit	There was an error on Quick edit when updating subjects of a future date

CAS-132111-W3X0D3 CAS-132444-Q6P3X1 CAS-131869-R0Z1W3		
CAS-130623-T8R4F5	Groups > Tutor Group	Was showing multiple groups when only one was selected
CAS-126794-B3G9W2 CAS-129929-H4P7N6 CAS-129589-J6Z0C2	Groups > Clubs	Schedule page was not displaying unless the Memberships tab was clicked first then Schedule
CAS-129632-N6T1J5 CAS-129335-B0W6P9	Groups > Tutor Group or \Period > Actions > Attendance	When a student had been marked and saved opening again to add a comment was not being saved
CAS-130413-F7Q8S6	Groups > Tutor Group	Was not able to add a new teacher to a tutor group with a blank end date
CAS-132444-Q6P3X1		

## MCAS [Admin]

Reference(s)	Affected Area(s)	Issue Description
CAS-127177-G3H5W4 CAS-128350-G0M4N0 CAS-129369-G6V2S9 CAS-129695-D0V3M1	Config > MyChildAtSchool > Configuration	Outstanding Payments Menu was displaying in MCAS Parent Portal when it had not been enabled

## Reports

Reference(s)	Affected Area(s)	Issue Description
CAS-71470-D6B7K0	Reports > Adhoc > Create New Reports > Matrix	Changing the style of the report was not carried over when printing
CAS-126313-F0B0F9	Reports > Adhoc	There was no button to go to the Advanced Report Builder page
CAS-114476-H4S9V3	Reports > Adhoc > Create New Report > Matrix Report	Was not able to adjust the width of the columns

## Student List

Reference(s)	Affected Area(s)	Issue Description
CAS-66923-S0P5D2	Students > Actions > Confirm Dinner Payments	Was very slow to load page
CAS-127212-K4G8S4 CAS-128056-W6B5P4	Students > Select a student > View > Profile	The Locality and Administrative Area was not displaying in the Student's address
CAS-127427-J6K7H4	Students > Select a Student > View > Profile	Was not able to save a new telephone number, gave message Invalid telephone format
CAS-127013-X2T4B9 CAS-127437-S4P7H4 CAS-128000-L5H6F4 CAS-129468-C5M2R5	Students > Select a student > View > Profile	Locality and Town were in the wrong order
CAS-126720-Z0Q8N2	Students > Select a Student > View > Profile	Student former last name not pulling into new student UI
CAS-127778-Z0V3T5	Students > Select a student > View > Profile	If the User does not have edit permissions some of the Key Data information was not visible
CAS-128056-W6B5P4 CAS-129103-Y0D2K0 CAS-128354-X7F6G7 CAS-130622-D2H1T5	Students > Select a Student > View > Profile > Contacts > Linked Students	The Correspondence flags were incorrect R for reports was highlighting when Correspondence had been added and C for Correspondence when Reports had been added

<b>CAS-129570-Y6P3N4</b> <b>CAS-129425-T3H9Z8</b> <b>CAS-130877-R5Y9Y4</b> <b>CAS-131068-W1S5Q6</b>	Students > Actions > Send SMS/Email	When sent as plain text to a contact an attachment with a comma in was not being sent
<b>CAS-129614-Z1T6N6</b> <b>CAS-129543-B7K0R1</b>	Students > Select a student > View > Profile	Preferred Name was not displaying correctly
<b>CAS-130994-B3G3W8</b> <b>CAS-128981-X7T3D9</b>	Students > Select a student > View > Profile	Non UK Address Changes were not saving

### Student Portal [Admin]

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-130632-P4F6F1</b>	Modules > Student Portal > Administration > Overview	Logged in Users were being displayed in numeric order instead of date & time

### Student Portal [Student]

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-130310-Z4S0Y9</b> <b>CAS-130959-L8F1X8</b> <b>CAS-131680-L4B7C4</b>	Login > Forgotten Password	Validation e-mail was not being sent, so account password could not be reset
<b>CAS-128488-C7R0P9</b>	Homework	Added resources with a special character in the name were causing the page to error

### Vision

Reference(s)	Affected Area(s)	Issue Description
<b>CAS-129258-Q9W0G0</b>	Admin > Transfer Settings	The scheduled imports were not always running at the correct time