

# **SIP School Information Portal User Manual**

Victorian School of Languages

VSL ICT Team  
3/5/2010



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## **1 Introduction**

### **1.1 What is SIP?**

The School Information Portal (SIP) is the next stage of development of the VSL's information systems. In line with our own strategy and DEECD's decision to move more of its systems to web based delivery, SIP is a web based system. For the first time it combines the Distance Education and Centre data storage and processing into one program. A further breakthrough is that virtually every VSL Centre will have high speed access once the new DEECD Internet delivery model is rolled out, at no cost to the school.

### **1.2 Access and Security**

Authorised staff can access SIP anywhere there is a reliable internet connection. So if one computer stops you can move to another, whether it's in a VSL office; a host school; or your home and whether it's wired or wireless there's nothing to set up. The only proviso is that the computer you use needs to have Internet Explorer 7 or 8 and up to date virus software.

Each staff member who uses SIP needs to have their own logon and these must not be shared with others. There are strict requirements under Privacy legislation to ensure information is only accessed where there is a demonstrable need and in addition the added security risks associated with the internet require individual logons with strong passwords.

### **1.3 The Menu System**

The Sip Menus are identical for every user. The difference is that depending on your security level some items may have a "padlock" icon next to their description, which means that you are not authorised to access that function. This means that access can be tailored to different user needs.

One Area Manager might decide that they want their Centre Supervisors to be allowed to allocate students to classes. Another might prefer this to be handled only at the Area Office. In future meetings we will explore the possibilities in more detail. As a starting point we have established standard roles for Area Managers, Centre Admin Officers and the Principal Class.

Wherever you see the word "manage" in the menus e.g. Class manage. It means that you can create edit or delete that item (depending on each user's security level).

### **1.4 Transition**

In the creation of SIP every item of data that the school stores has been revisited, its structure and the physical data itself checked. This amounts to millions of individual pieces of information. As with any task this size some errors will have slipped through. The implication for users is that occasionally a student record will not roll over, because last year's data contained something which does not comply with the rules under which SIP accepts data. All you need to do is log these instances with the helpdesk and someone will correct them for you.

### **1.5 About this Manual**

This document is the first release which concentrates on the initial functions available. As additional features are added to SIP, or when significant modifications are made, additional or replacement pages will be issued in PDF form. The complete manual will be available at any time from within SIP by pressing the "Help" button.

## 2 Getting Started

### 2.1 Logging on

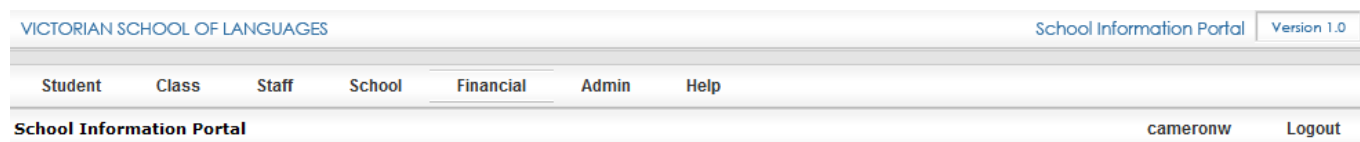
Go to <https://vsl.vic.edu.au/sip/>



Security	
Please log in to access SIP	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	



Enter your SIP username and password which wherever possible will be the same as your VSL computer logon.

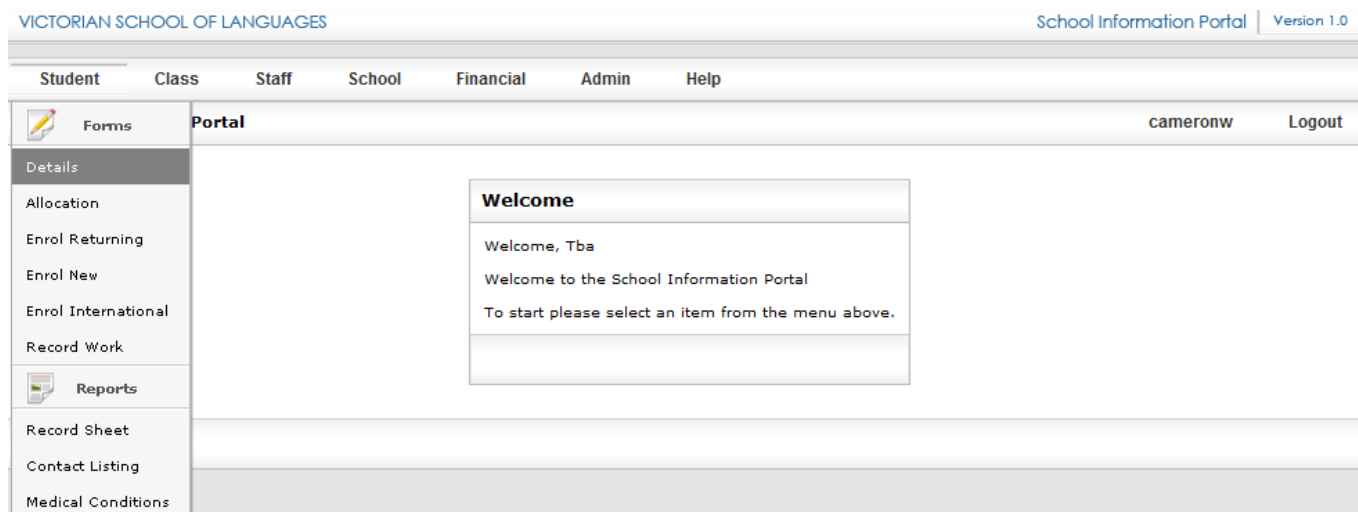


Welcome
Welcome, Tba
Welcome to the School Information Portal
To start please select an item from the menu above.

### 3 Student

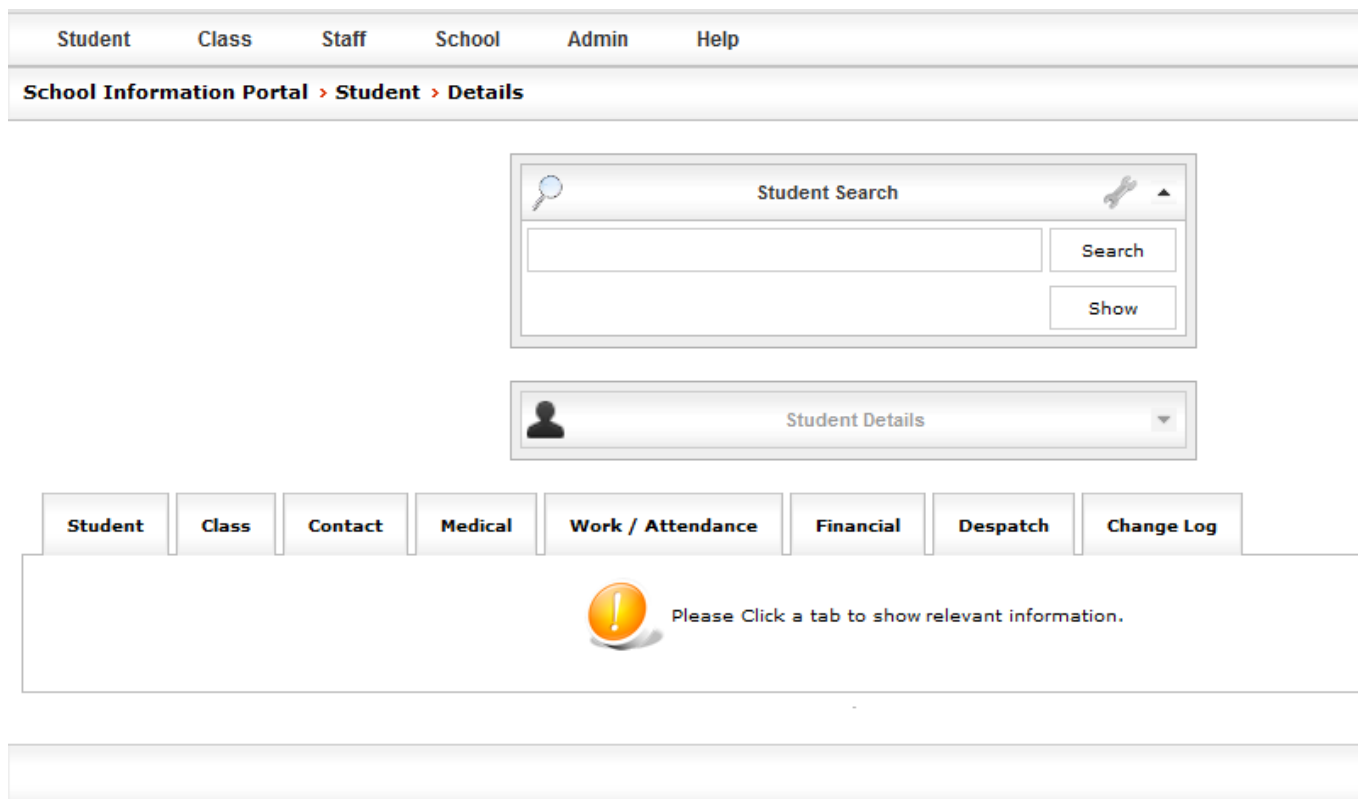
#### 3.1 Details

Roll over **[Student]** and click **[Details]**



This form allows both enquiry and editing of student details.

Firstly type either a student number, or part or all of the student's last name or first name, or the first and last name together, into the box and press **[Search]**



Note: where there are a large number of results they display in pages with a blue, numbered, underlined link. Just click on the link to view another page. In the example above you would be better to type both a first and last name, where that is known e.g. typing first and last name gave only one result.

Now press the **[Select]** button next to the appropriate student and then click **[Show]**

🔍
**Student Search**
⚙️ ▲

StudentId	Student	Select
225616	SMITH, Logan	<input type="button" value="Select"/>

Note that the search bar temporarily "closes"; just click the down arrow icon to the right, to open it up again (only when you need to search again).

🔍
Student Search
▼

👤
**Student Details**
▲

<p><b>Enrolment Info:</b>            First Enrolled: Thursday, March 04, 2010            Enrolment Ends: Friday, December 31, 2010</p> <hr/> <p><b>Latest Data:</b>            Last Despatch: No Despatch            Last Workset: No Work</p>	<p><b>Basic Student Information:</b>            Student: (225616) SMITH, Logan            Category 1: Government School Based            Category 2: VSL            Gender: Male            Birthdate: Wednesday, January 01, 1997</p>
--	--

You'll notice that the top part of the screen displays a summary of this student's details. It is designed to allow us to quickly answer student queries. Below this box are a series of **Tabs**. The only reason you need to click on these is to either look for more detailed information **OR** to **edit** the student details.

Student Search

**Student Details**

<p><b>Enrolment Info:</b>                  First Enrolled: Thursday, March 04, 2010                  Enrolment Ends: Friday, December 31, 2010</p> <p><b>Latest Data:</b>                  Last Despatch: No Despatch                  Last Workset: No Work                  Last Attended: N/A</p> <p><b>Payment:</b>                  Paid: \$0.00</p> <p><b>School:</b>                  School: Vsl Distance Education                  Address: 315 CLARENDON STREET                  THORBURY VIC 3071</p> <p><b>Enrolment Contact:</b>                  Name: JOHN SMITHERS                  Phone: 98876676                  Mobile: [No Mobile]                  Email: JOHNSMITHERS@VSL.VIC.EDU.AU</p> <p><b>Emergency Contact:</b>                  Name: [No Emergency Contact]                  Phone: 96876875</p>	<p><b>Basic Student Information:</b>                  Student: (225616) SMITH, Logan                  Category 1: Government School Based                  Category 2: VSL                  Gender: Male                  Birthdate: Wednesday, January 01, 1997</p> <p><b>Issues:</b>                  Medical: True                  Custody: False</p> <p><b>Contact:</b>                  Home Address: 72 FLORANCE PL                  WEST FOOTSCRAY VICTORIA 3012                  Phone: 96876875 or</p> <p><b>Login Information:</b>                  Email: logans@vsl.vic.edu.au                  Password: 12345678</p> <p><b>Class:</b>                  Distance Education German Year 8 A (ENDRODY, Tibor) Enrolment Error 04/03/2010 - 31/12/2010</p>
---	---

- [Student](#)
[Class](#)
[Contact](#)
[Medical](#)
[Work / Attendance](#)
[Financial](#)
[Despatch](#)
[Change Log](#)

### 3.1.1 Student Despatch

Here you can check the status of student coursework that has been sent to despatch.

**Student Details**

<p><b>Enrolment Info:</b>                  First Enrolled: Thursday, March 04, 2010                  Enrolment Ends: Friday, December 31, 2010</p> <p><b>Latest Data:</b>                  Last Despatch: No Despatch                  Last Workset: No Work                  Last Attended: N/A</p> <p><b>Payment:</b>                  Paid: \$0.00</p> <p><b>School:</b>                  School: Vsl Distance Education                  Address: 315 CLARENDON STREET                  THORBURY VIC 3071</p> <p><b>Enrolment Contact:</b>                  Name: JOHN SMITHERS                  Phone: 98876676                  Mobile: [No Mobile]                  Email: JOHNSMITHERS@VSL.VIC.EDU.AU</p> <p><b>Emergency Contact:</b>                  Name: [No Emergency Contact]                  Phone: 96876875</p>	<p><b>Basic Student Information:</b>                  Student: (225616) SMITH, Logan                  Category 1: Government School Based                  Category 2: VSL                  Gender: Male                  Birthdate: Wednesday, January 01, 1997</p> <p><b>Issues:</b>                  Medical: True                  Custody: False</p> <p><b>Contact:</b>                  Home Address: 72 FLORANCE PL                  WEST FOOTSCRAY VICTORIA 3012                  Phone: 96876875 or</p> <p><b>Login Information:</b>                  Email: logans@vsl.vic.edu.au                  Password: 12345678</p> <p><b>Class:</b>                  Distance Education German Year 8 A (ENDRODY, Tibor) Enrolment Error 04/03/2010 - 31/12/2010</p>
---	---

[Student](#)
[Class](#)
[Contact](#)
[Medical](#)
[Work / Attendance](#)
[Financial](#)
[Despatch](#)
[Change Log](#)


Material	Status	Despatched Date
INDONESIAN - UNIT 3 WORKBOOK 1	Sent	2/16/2010



### 3.2 Editing Student Details

Click on the appropriate **Tab** at the bottom of Student Details. E.g. Student

> <b>Student</b> <	<b>Class</b>	<b>Contact</b>	<b>Medical</b>	<b>Work / Attendance</b>	<b>Financial</b>	<b>Despatch</b>	<b>Change Log</b>
--------------------	--------------	----------------	----------------	--------------------------	------------------	-----------------	-------------------

 **Edit**

**Category:**

1). Government School Based  
 2). VSL

---

**Name:**

First Name: LOGAN  
 Middle Name:  
 Last Name: SMITH  
 Preferred Name:

---

**Personal:**

Gender: M  
 Birthdate: 1/1/1997

---

**School:**

School: Vsl Distance Education  
 School Level: Year 8

---

**Misc:**

VCAA:  
 Password: 12345678  
 Siblings:  
 Custody Issues:   
 Nationality: \* Not Selected  
 International Student Id:  
 Use Images / Results

If you wish to edit the information press the **[Edit]** button, or simply select a different tab or another student (by opening the search box).

If you press **[Edit]** the following screen will appear.

> <b>Student</b> <	<b>Class</b>	<b>Contact</b>	<b>Medical</b>	<b>Work / Attendance</b>	<b>Financial</b>	<b>Despatch</b>	<b>Change Log</b>
--------------------	--------------	----------------	----------------	--------------------------	------------------	-----------------	-------------------

✖ **Exit**
✔ **Save**

**Category:**

1).

2).

---

**Name:**

First Name:

Middle Name:

Last Name:

Preferred Name:

The Items which you are allowed to change will now be available for you. Remember to click the **[Save]** icon or **[Exit]** to return to the previous menu.

✖ Exit
 ✔ Save

### Class Details

Student Details
Class Details
Contact Details

Language / Level: Albanian ▼ Grade 2 ▼

For: 2010 ▼ Semester 1 ▼

At: Brunswick ▼ Saturday ▼

Pathway: Pathway 1 ▼

✖ Exit
 ✔ Save

## 3.3 Allocation

Roll your mouse over the Student tab and select **[Student Allocation]**

VICTORIAN SCHOOL OF LANGUAGES
School Information Portal
Version 1.0

Student
Class
Staff
School
Financial
Admin
Help

Forms

Portal

cameronw
Logout

Details
Allocation
Enrol Returning
Enrol New
Enrol International
Record Work

**Welcome**

Welcome, Tba

Welcome to the School Information Portal

To start please select an item from the menu above.

The following page will be displayed.

VICTORIAN SCHOOL OF LANGUAGES
School Information Portal
Version 1.0

Student
Class
Staff
School
Admin
Help

School Information Portal > Student > Allocation

fredh
Logout

**Student Allocation**

Area: Central 1 (608) ▼

Centre: Brunswick (254) ▼

Day: Saturday (254) ▼

Language: Albanian (3) ▼

Level: Grade 1 (1) ▼

Class:  ▼

2 Students to update

Classes Approved: 1

Classes Allocated: 0

Remaining: 1

Payment Updated: 1/25/2010

Action	StudentId	Student	Paid	VSLLevel	Status

To change **Centre**, **Language**, **Level** or **Class** simply choose the appropriate option from the dropdown menu.

Note the button on the right hand side of the screen. This will appear whenever new students enrol over the web or if you key in a new or returning enrolment. It tells you how many have applied to enrol since you last pressed it. When you press it 2 things occur, firstly it adds these students to the allocation pool and then it vanishes and is replaced by the words "Data is up to date".

Below the button is information of how many authorised classes you have at that centre and how many you have already created.

Finally the "Payment updated" date appears. This is the last day that Val downloaded payments from BPAY and Australia Post and will be at least one day behind the day the amounts were paid, due to the vagaries of the Banking industry.

2 Students to update

Classes Approved: 1

Classes Allocated: 0

Remaining: 1

---

Payment Updated: 1/25/2010

Choose the class and/or level for allocation from the drop down options.

School Information Portal > Student > Allocation angelan Logout

---

**Student Allocation**

Area: South East (547)

Centre: Dandenong (395)

Day: Saturday (395)

Language: Chinese - Mandarin SL (123)

Level: Grade 1 (4)

Class: Grade 1 (4)  
Grade 2 (10)  
Grade 3 (6)  
Grade 4 (16)  
Grade 5 (12)  
Grade 6 (27)  
Year 7 (9)  
**Year 8 (7)**  
Year 9 (10)  
Year 10 (6)  
Year 11 (7)  
Year 12 (9)

Action	Paid	VSLLevel	Status
 Edit Approve	\$65.00	Grade 1	Awaiting Allocation
 Edit Approve	\$65.00	Grade 1	Awaiting Allocation
 Edit Approve	\$65.00	Grade 1	Awaiting Allocation

Data is up to date.

Classes Approved: 6

Classes Allocated: 1

Remaining: 5

---

Payment Updated: 1/21/2010

The students that are displayed in the list will be all those in the VSL Year level you have chosen. Here you can find out whether a student has paid; their VSL level and the status of their enrolment.

VICTORIAN SCHOOL OF LANGUAGES School Information Portal Version 1.0

Student   Class   Staff   School   Admin   Help

School Information Portal > Student > Allocation angelan   Logout

**Student Allocation**

Area:  Data is up to date.








Centre:  Classes Approved: 6

Day:  Classes Allocated: 1


Language:  Remaining: 5

Level:  Payment Updated: 1/21/2010

Class:

Action	StudentId	Student	Paid	VSLLevel	Status
 <input checked="" type="checkbox"/> <input type="checkbox"/>	29585	FENG, John	\$0.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation
 <input checked="" type="checkbox"/> <input type="checkbox"/>	29375	FISHER, Hayley	\$65.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation
 <input checked="" type="checkbox"/> <input type="checkbox"/>	186139	JONG, Michael	\$65.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation
 <input checked="" type="checkbox"/> <input type="checkbox"/>	186139	JONG, Michael	\$65.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation
 <input checked="" type="checkbox"/> <input type="checkbox"/>	47280	NHEU, Danica	\$65.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation
 <input checked="" type="checkbox"/> <input type="checkbox"/>	47255	REN, Qiang	\$65.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation
 <input checked="" type="checkbox"/> <input type="checkbox"/>	29575	WU, Xin Lei	\$65.00	Year 8	<input checked="" type="checkbox"/> Awaiting Allocation



To approve a student simply click the **Approve** button  next to their name. After they have been approved their name will no longer be visible in this list, as they have moved into their class and any further access will be through the Student Details menu item.

### 3.3.1 Editing Student Details (Before Allocation)

Any changes to student details can be entered before that student is allocated to a class. To do this, roll your mouse over **[Student]** and then click **[Student Allocation]** click the **[Edit]** button next to the student's name.

There are three Tabs in which you can enter and edit their details: Below is the **Student Details** page, **Class Details** and **Contact Details**. After having entered information in any of these three tabs click save. Once you have completed your editing click on **[Exit]**.

#### Student Details

**Student Allocation**

Area:	Central 1 (45)	Data is up to date.
Centre:	Brunswick (3)	Classes Approved: 1
Day:	Saturday (3)	Classes Allocated: 1
Language:	Albanian (2)	Remaining: 0
Level:	Grade 2 (2)	Payment Updated: 2/19/2010

**Allocate Students to:**

Albanian Year 1 - 12 (AHERN, Majlinda) (11)

Action	Student Id	Student	Code	Birthdate	Applied	Paid	School Level	VSL Level	Status	Method
 Edit	218769	ISARAJ, Albina	GSB - N/A	8/30/2001	2/21/2010	\$0.00	Grade 2	Grade 2	 Awaiting Allocation	WEBNEW

Student Details
Class Details
Contact Details

Category: Government School Based / VSL

International Student Id:

Nationality: \* Not Selected

Given Name(s): Albina

Last Name: Isaraj

Middle Name(s):

Preferred Name(s):

Gender: Female

Birthdate: August 30 2001

VCAA: N/A

Password: albina01

School: Plenty Parklands Primary School

School Level: Grade 2

Asthma  
  Anaphylaxis  
  Allergies  
 Permission to give medical attention

Medical:

Custody Issues:

Use Images / Results:

Siblings: GLEND ISARAJ

Experience: 1

Experience Years: SINCE BIRTH

Experience School: LEARNED AT HOME WITH PARENTS AND SIBLIN

Experience Background: PARENTS BORN IN ALBANIA.

Vce School:

Enrolment Comments:

✗ Exit
✓ Save

### 3.3.2 Allocating Students

To add a student to a class, first make sure you have created the class you wish to allocate them to. See **4.2.1 Adding New Classes** for more details.

Select the class you wish to allocate students to by using the drop down menu where you can choose from the classes you have already created.

**Student Allocation**

Area: South East (272)  
 Centre: Dandenong (188)  
 Day: Saturday (188)  
 Language: Chinese - Mandarin SL (53)  
 Class: Chinese - Mandarin SL Year 8 -

Classes Approved: 6  
 Classes Allocated: 2  
 Remaining: 4  
 Payment Updated: 12/17/2009

Action	StudentId	Student	Paid	VSLLevel	Status
Edit  Approve  Remove	185872	GRAY, Megan	\$65.00	Grade 1	Awaiting Allocation
Edit  Approve  Remove	215057	NGOV, Angelique	\$0.00	Grade 1	Awaiting Allocation
Edit  Approve  Remove	185871	GRAY, Kaytlan (KAYT)	\$65.00	Grade 2	Awaiting Allocation
Edit  Approve  Remove	185870	TRAN, Bill	\$65.00	Grade 2	Awaiting Allocation

After selecting the appropriate class click on the Approve button Approve next to the student's name you wish to allocate.

Class Student Admin Help

School Information Portal > Student > Allocation

angelan

Logout

**Student Allocation**

Area:

Centre:

Day:

Language:

Class:

Classes Approved: 6  
Classes Allocated: 1  
Remaining: 5

Payment Updated: 12/17/2009

Action	StudentId	Student	Paid	VSLLevel	Status
 Edit Approve Remove	185872	GRAY, Megan	\$65.00	Grade 1	Awaiting Allocation
 Edit Approve Remove	215057	NGOV, Angelique	\$0.00	Grade 1	Awaiting Allocation
 Edit Approve Remove	185871	GRAY, Kaytlan (KAYT)	\$65.00	Grade 2	Awaiting Allocation
 Edit Approve Remove	185870	TRAN, Bill	\$65.00	Grade 2	Awaiting Allocation
 Edit Approve Remove	185892	WONG, Matthew	\$65.00	Grade 2	Awaiting Allocation
 Edit Approve Remove	185882	YANG, Danny	\$65.00	Grade 2	Awaiting Allocation
 Edit Approve Remove	197039	SI, Wendy	\$65.00	Grade 3	Awaiting Allocation

### 3.4 Enrolling Students

#### 3.4.1 Enrolling Returning Students

Roll your mouse over the Student tab in the top left hand corner and select **[Enrol Returning]**

Student Class Staff School Admin Help

fredh

Logout

- Forms
- Details
- Allocation
- Enrol Returning**
- Enrol New
- Reports
- Record Sheet
- Contact Listing
- Medical Conditions

**Welcome**

Good Evening, Fred

Welcome to the School Information Portal

To start please select an item from the menu above.

**News**

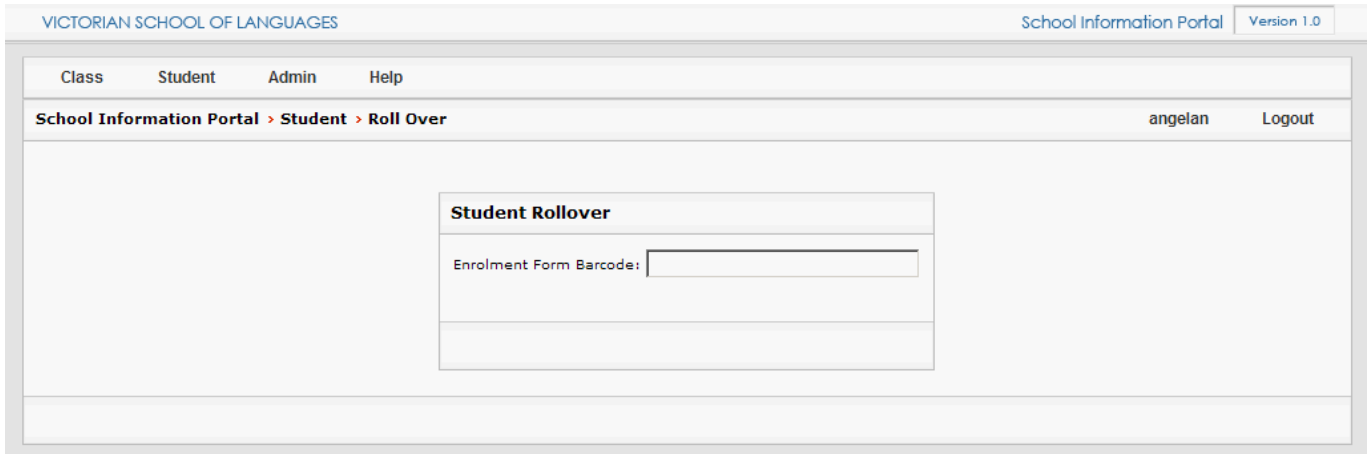
20/11/2009

The edit button has changed to fit the new SIP Layout.

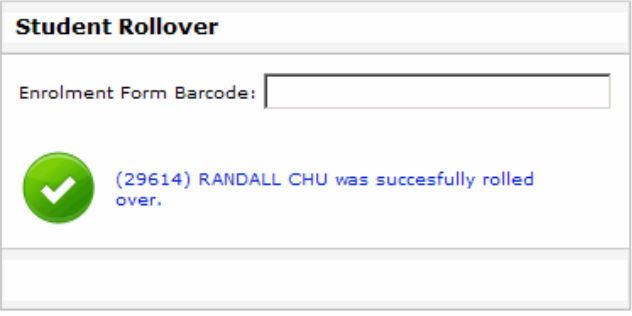
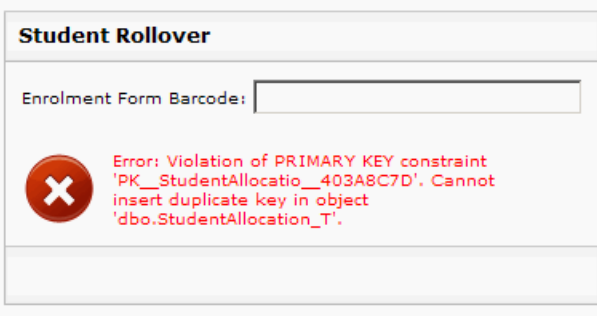
From:

To:

Click your cursor in the Barcode Field to begin scanning or manually enter the enrolment number.

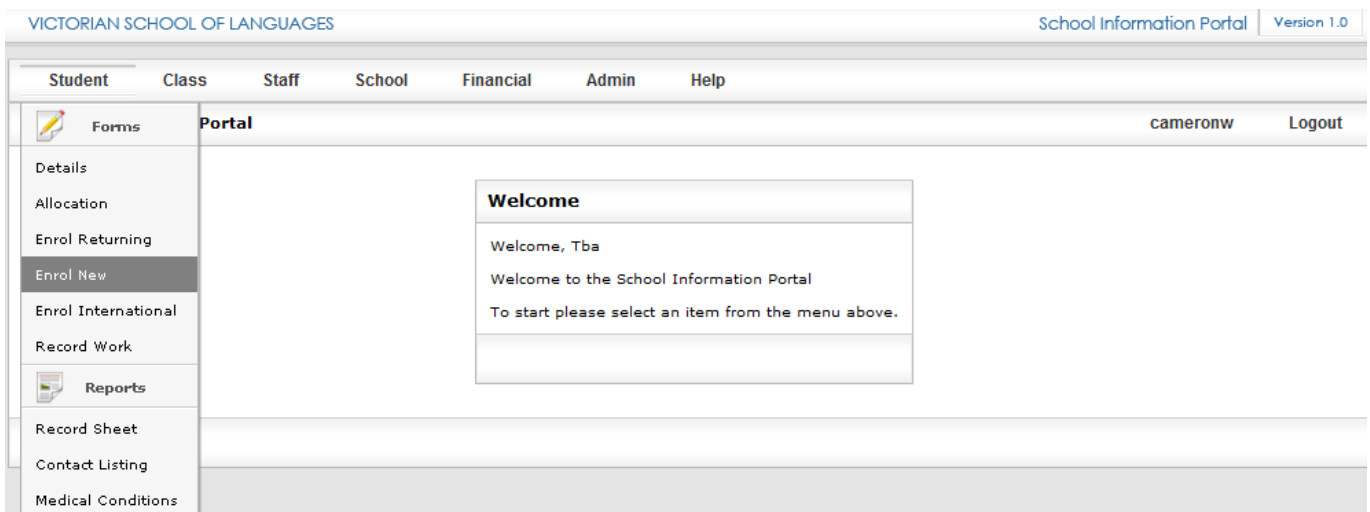


After the enrolment form has been scanned, the student will be placed into the Allocation pool.

	
<p>If the student has been successfully rolled over, this message will be displayed</p>	<p>If the student has already been entered, this message will be displayed</p>

### 3.4.2 Entering Enrolment Forms by hand (New Students)

Roll your mouse over **[Student]** and select **[Enrol New]**





Scan or manually enter the enrolment form number

Student Information Portal ▶ Student ▶ Enrol Return to SIP

**Enrolment Details:**

Enrolment Number:  \*

The enrolment form appears in the same order online as it does in printed form, so simply enter the details from the form. Click **[Next]** to continue to the next page and back to return to the previous page.

Student Information Portal ▶ Student ▶ Enrol Return to SIP

**Student Information:**

Family Name:  \*

Given Name(s):  \*

Preferred Name:

Home Address:

State:  \*

Suburb:

Postcode:

Date of Birth:    \*

Gender:  \*

Student Phone:

Student Mobile:

Student Email:

Authorisation to use images/results/work:  \*

---

**Parent / Carer Information**

Family Name:

Given Name(s):

Mobile:

Phone:

Email:

Custody Restrictions:	<input type="text" value="No"/>
Name(s) of relatives at this school:	<input type="text"/>
<input type="button" value="Back"/>	<input type="button" value="Next"/>

Click **[Return to SIP]** on the top right corner of the page to return to the Main menu

Student Information Portal ▶ Student ▶ Enrol Return to SIP

**Student Information:**

Family Name:

### 3.4.3 International Student Enrolment

Roll your mouse over **[Student]** and the select **[Enrol International]**

School Information Portal ▶ Student ▶ Enrol International Student Return to SIP

**Student Information:**

Family Name:  \*

Given Name(s):  \*

Preferred Name:

Date of Birth:    \*

Gender:  \*

Home Address:

City:

State:  \*

Postcode:

Student Phone:

Student Mobile:

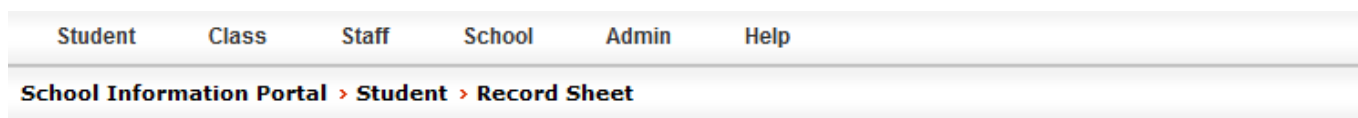
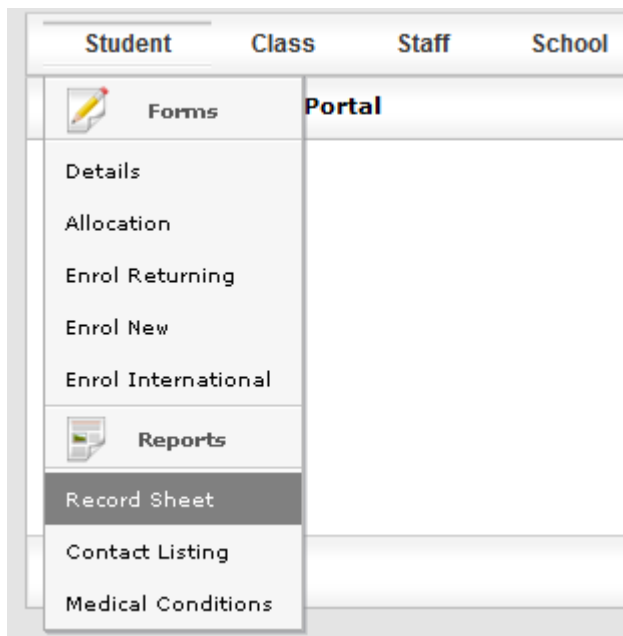
Student Email:

Follow the prompts on screen to complete the enrolment.

### 3.5. Reports

#### 3.5.1 Student Record Sheets

To print a student record sheet; Roll your mouse over the Student Tab and click Record Sheet



Area:	<input type="text" value="Head Office"/>	▼	
Centre:	<input type="text" value="Distance Education"/>	▼	
Day:	<input type="text" value="Distance Education"/>	▼	
Language:	<input type="text" value="Italian"/>	▼	
Class:	<input type="text" value="Italian Accelerated 1 (CALATI, Vincenzo)"/>	▼	<input type="button" value="Export PDF"/>
Student:	<input type="text" value="(217522) ACREMAN, Natalie"/>	▼	<input type="button" value="Export PDF"/>

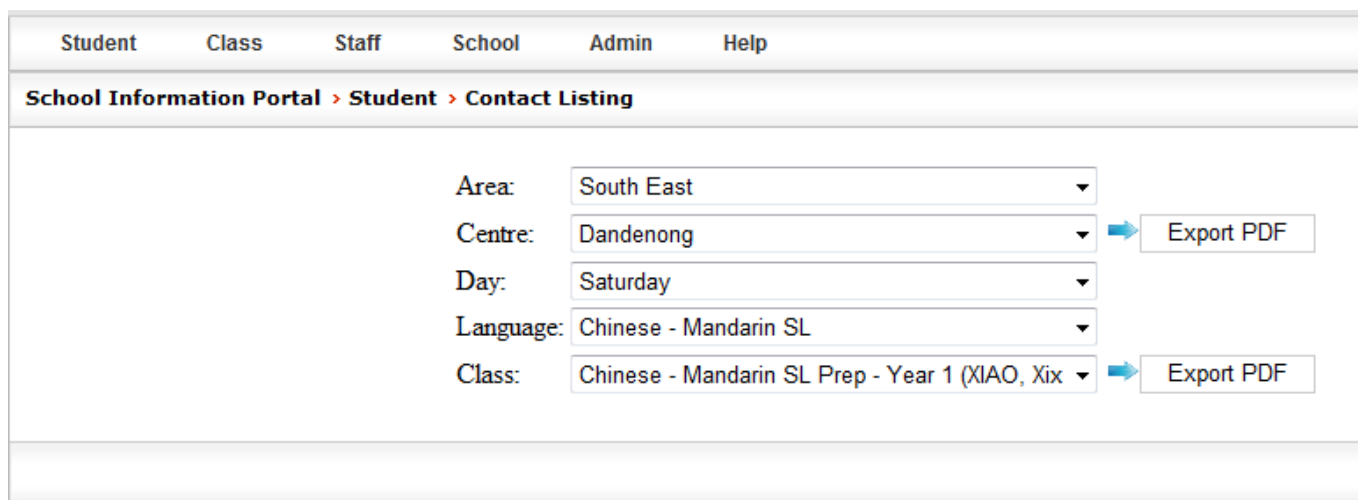
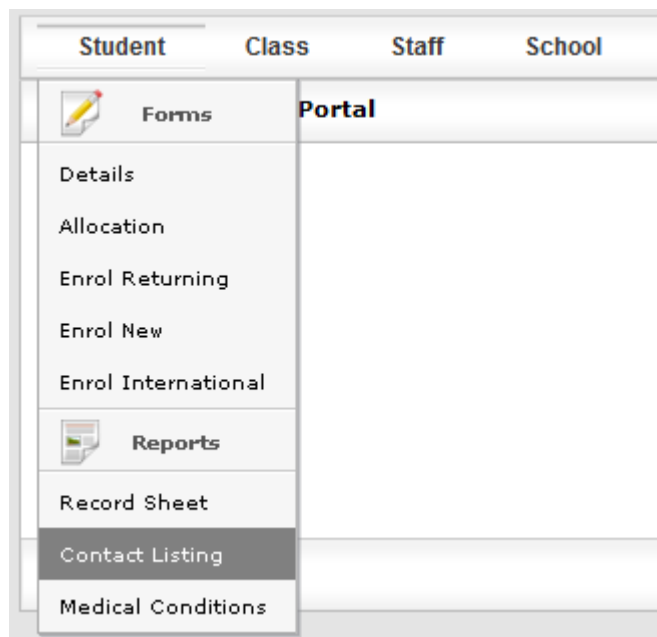
From here you can select the Area, Centre, Day, Language, Class and Student. Once the appropriate selections have been made you will notice the 2 export PDF buttons light up.

The Class **[Export PDF]** button will allow you to print Record sheets for all students within the selected class.

The Student **[Export PDF]** button will allow you to print Record sheets for the individual student.

### 3.5.2 Student Contact Listing

To view student contact listing roll your mouse over Student and then click on Contact Listing.



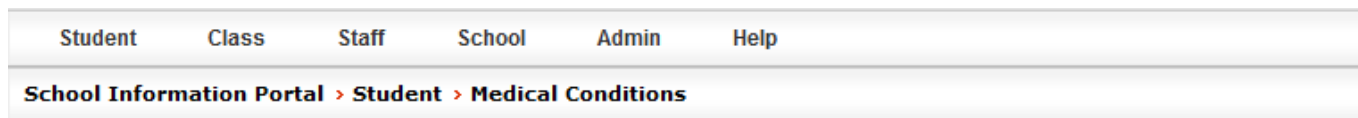
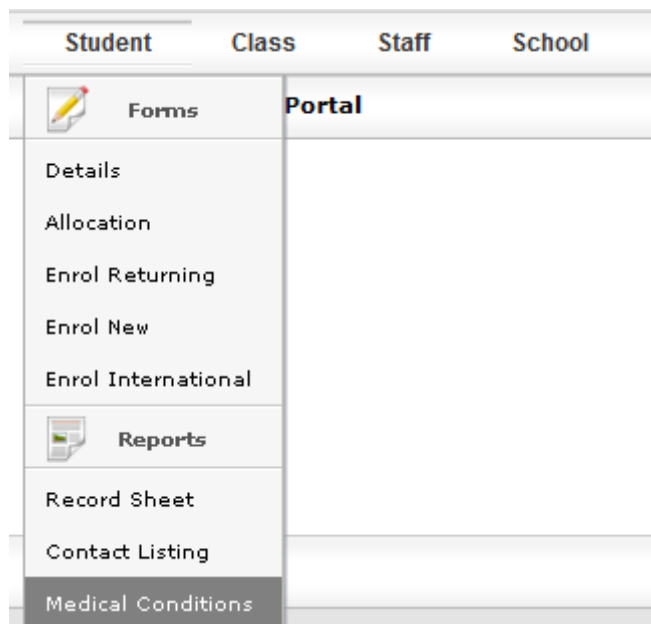
Here you can select the Area, Centre, Day, Language and Class. Once the appropriate selections have been made you will notice the 2 export PDF buttons light up.

The Centre **[Export PDF]** Button will allow you to print Contact lists from all classes in the selected centres.

The Class **[Export PDF]** button will allow you to print Contact Lists for all students within the selected class.

### 3.5.3 Student Medical Conditions

To view student Medical Conditions roll your mouse over Student and then click on Medical Conditions.



Area:	Central 1	▼	
Centre:	Brunswick	▼	➡ Export PDF
Day:	Saturday	▼	
Language:	Indonesian SL	▼	
Class:	Indonesian SL Year 11 - 12 (BOSS, Michael)	▼	➡ Export PDF

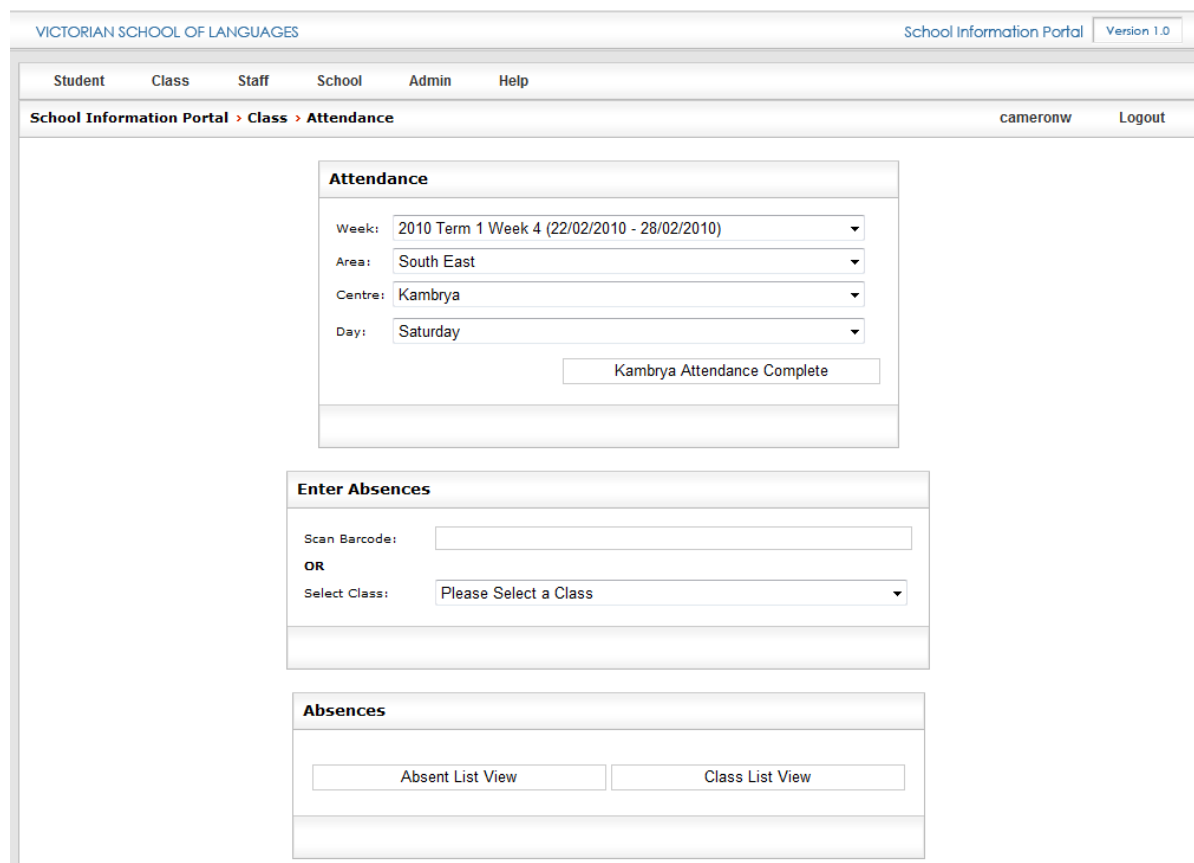
The Centre **[Export PDF]** Button will allow you to print a list of Student Medical Conditions from all classes in the selected centres.

The Class **[Export PDF]** button will allow you to print a list of Student Medical Conditions for all students within the selected class.

## 4. Classes

### 4.1 Attendance

Click on Class and then Attendance; this will bring you to the page below.



The class attendance scanning options box has several fields within it. I will now explain how each of these fields work.

**Week:** The week the class ran.

**Area:** The area in which your centres are located.

**Centre:** The Centre for which you wish to enter absence data

**Day:** The day the class is held.

**Centre attendance complete:** This button will remain hidden until you have selected all of your details in regards to your area.

This button allows you to mark the centre in question as completed once you have finished entering the absence data for each class.

If this button is greyed out it means that all classes for that centre are complete.

If you believe that a mistake has been made you can still go back and edit that classes attendance list (This can be done by following the same steps that are used in the manual entry method.)

**NOTE: Before beginning absentee entry you will need the class rolls for your centre which have been marked according to the procedures detailed in the VSL staff handbook.**

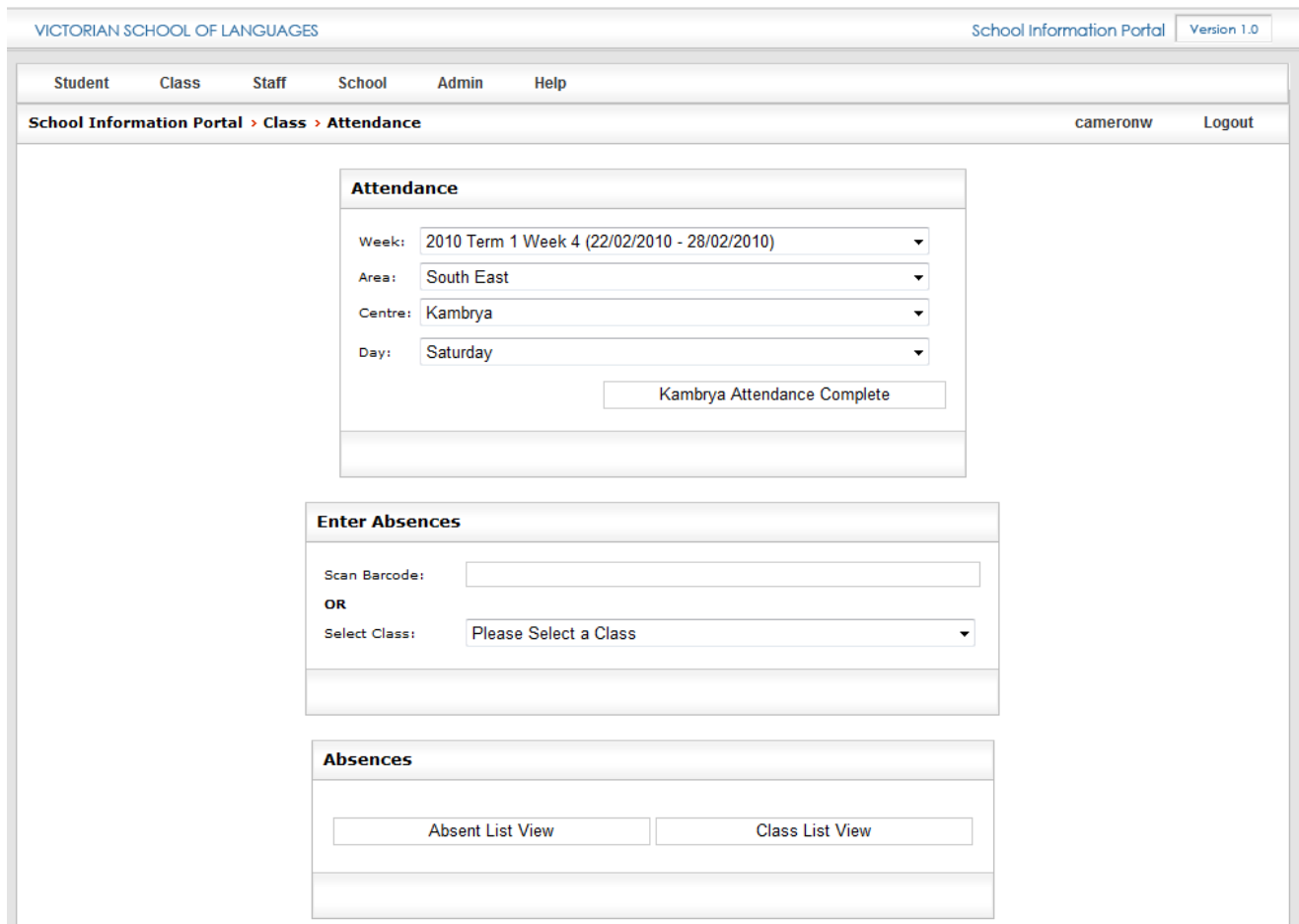
### 4.1.1 Absentee entry methods.

There are two methods of absentee entry:

- Wand Method (Where you can scan the barcode of an absent student) and
- Manual Entry Method.

**Before any student attendance data can be entered you must first follow these steps regardless of the method that you are using.**

1. Firstly Select the week the class ran
2. Then select the area.
3. Select the centre
4. Select the day of the class.



The screenshot shows the 'Attendance' section of the VSL School Information Portal. At the top, there are navigation tabs: Student, Class, Staff, School, Admin, and Help. Below the navigation is a breadcrumb trail: School Information Portal > Class > Attendance. The user's name 'cameronw' and a 'Logout' link are visible in the top right corner. The main content area is titled 'Attendance' and contains four dropdown menus: 'Week: 2010 Term 1 Week 4 (22/02/2010 - 28/02/2010)', 'Area: South East', 'Centre: Kambrya', and 'Day: Saturday'. Below these menus is a button labeled 'Kambrya Attendance Complete'. Underneath is the 'Enter Absences' section, which has a 'Scan Barcode:' text box, the word 'OR', and a 'Select Class:' dropdown menu currently showing 'Please Select a Class'. At the bottom of the form is the 'Absences' section, which contains two buttons: 'Absent List View' and 'Class List View'.

**If using the wand method you will need to**

1. Click the Scan Barcode box.



This is a close-up of the 'Enter Absences' section from the screenshot. It features a header 'Enter Absences' and a single text input field labeled 'Scan Barcode:'.

2. You can now begin scanning the barcodes for absent students.

3. After all absent students for a class have been scanned, we have to deal with students who were present for one of the two sessions that day. Notice that all absent students have both the S1 and S2 boxes ticked (After scanning).

**Enter Absences**

Scan Barcode:

**OR**

Select Class:

**Absences**

StudentId	Student	Study Level	Absent S1 / S2
203049	LAN SONIA	Grade 3	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
203048	GAN YIN SHIEN	Grade 5	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

(S1 Means session 1 and S2 means session 2)

Un-tick the S1 box if a student was present for the first session

Un-tick the S2 box if the student was present for the second session



4. Once all students have been scanned click the **[Save and Mark as Complete]** button.

**Absences**

Absent List View
Class List View

StudentId	Student	Study Level	Absent S1 / S2
203129	YACOUB ANTHONY	Prep	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
216407	HAMZEH SASHA	Grade 1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
203128	YACOUB GEORGE	Grade 1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
210287	Sellami Adam	Grade 2	<input type="checkbox"/> <input type="checkbox"/>
203131	Abdu Omar	Grade 3	<input type="checkbox"/> <input type="checkbox"/>
210286	Sellami Aisha	Grade 3	<input type="checkbox"/> <input type="checkbox"/>
210285	Sellami Imam	Grade 5	<input type="checkbox"/> <input type="checkbox"/>
203130	Abdu Weaam	Year 7	<input type="checkbox"/> <input type="checkbox"/>
203127	AL MASHAT YOUSIF	Year 7	<input type="checkbox"/> <input type="checkbox"/>
7685	Assaf George	Year 7	<input type="checkbox"/> <input type="checkbox"/>
		Absent: 3 Attending: 7 Total: 10	

Save and Mark as Complete

5. Once all the students for that centre have been entered click the **[Centre attendance complete]** button to save your absences.

**Attendance**

Week: 2010 Term 1 Week 1 (01/02/2010 - 07/02/2010) ▼

Area: West 1 ▼

Centre: Altona North ▼

Day: Saturday ▼

Altona North Attendance Complete

**If using the Manual Entry Method (for centres without a barcode wand) you will need to**

1. Firstly select the class to mark from the drop down box.

**Enter Absences**

Scan Barcode:

**OR**

Select Class: Please Select a Class ▼

Please Select a Class

Arabic Year 1 - 2 (EL-GAWLY, Mervat)

Arabic Year 11 - 12 (HANANIA, Ibrahim)

Arabic Year 3 - 4 (MIKHAIL, Manal)

Arabic Year 5 - 6 (No, Teacher)

Arabic Year 8 - 10 A (HENIES, Joseph)

Arabic Year 8 - 10 B (HENIES, Joseph)

Bosnian Year 1 - 4 (PASEVIC, Mubera)

2. Then Click the **[Class List View]** button to see all enrolled students.
3. Now begin ticking the absent students.

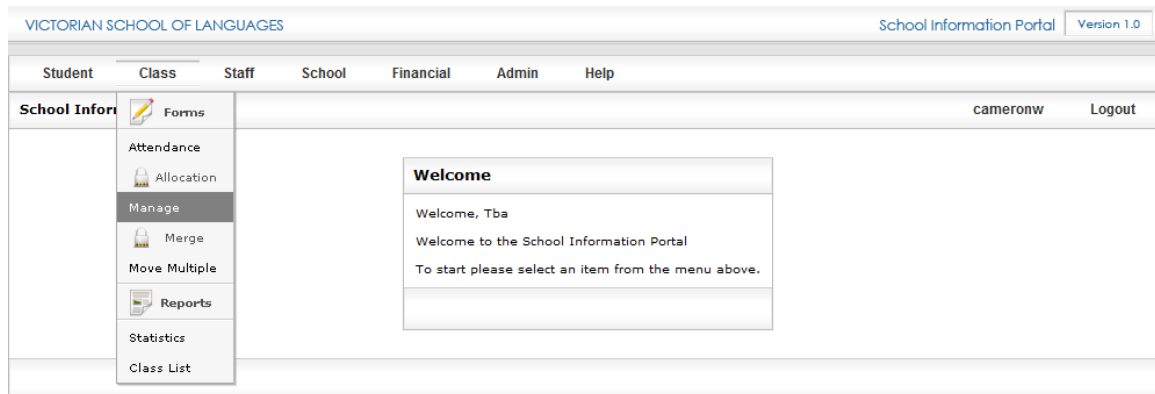
(Note: By default ticking one box will tick both S1 and S2 boxes for that student; for example, if a student was only absent half the day, un-tick the session that was attended).

Once all data has been checked click the **[Save and Mark as Complete]** button.

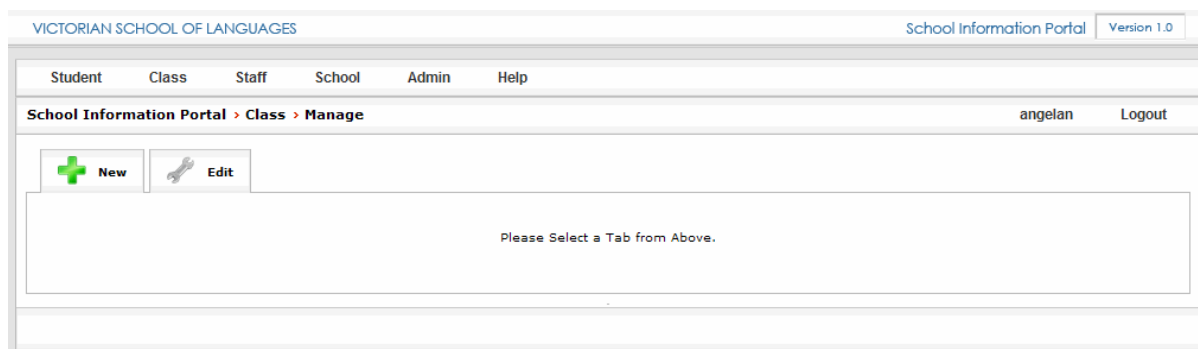
If you move to another class or section within SIP without pressing the **[Save and Mark as complete button]** you will lose the data for the current class you are working on.

## 4.2 Manage Classes

Roll your mouse over the Class Tab and click **[Manage]**.

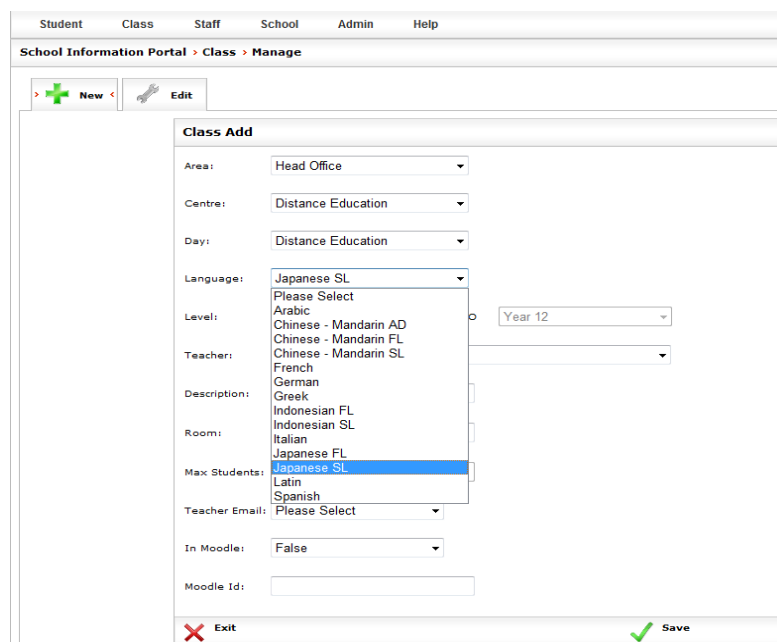


Then choose between clicking on the **[New]** tab to create a new class or the **[Edit]** tab to edit an existing one.

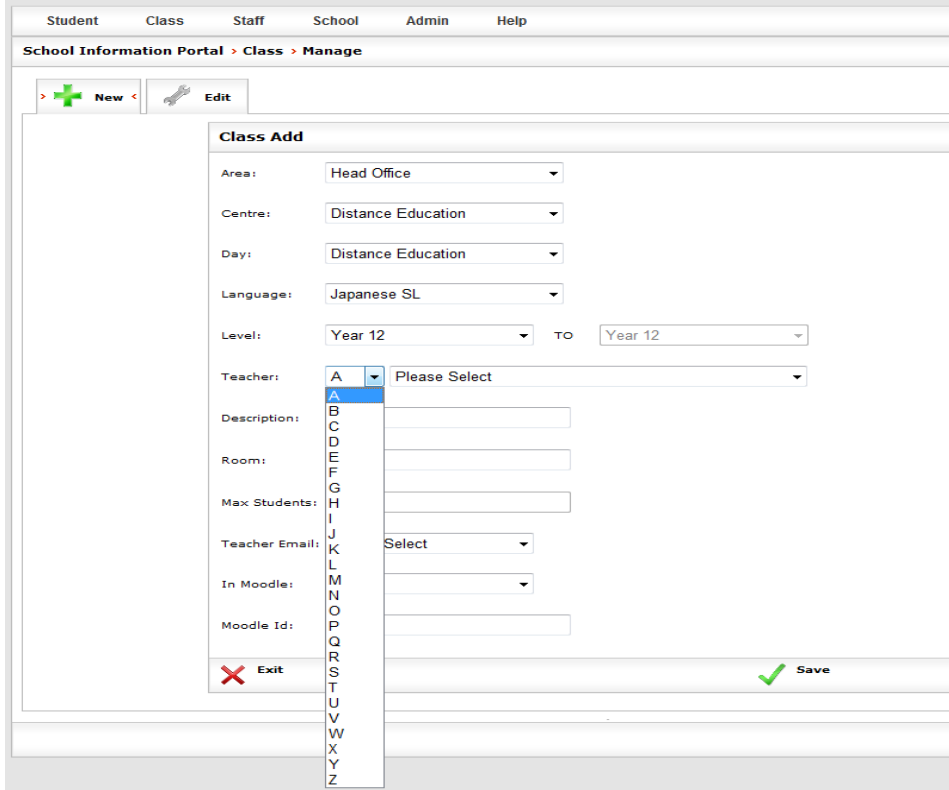


### 4.2.1 Creating a New Class

Create a new class by rolling over **[Class]** and then clicking **[Manage]**. Click **[New]**, follow the prompts and enter details where required.



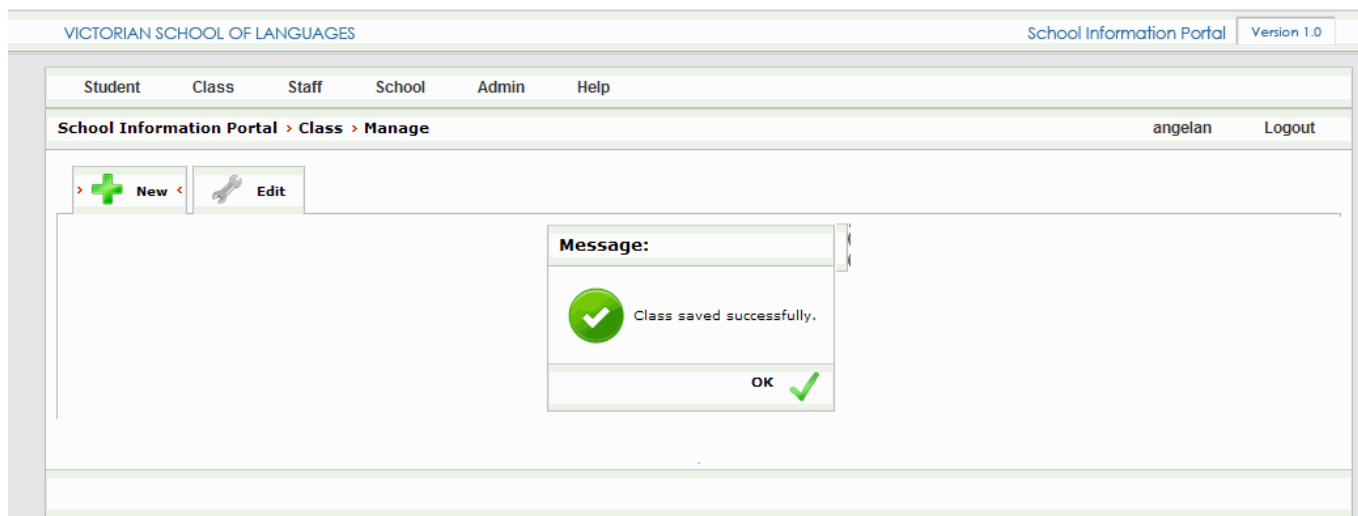
To add a teacher you can select the Surname initial (as shown in the image below) and then scroll through the drop down menu to the right of it to find the teacher's name.



Student	Class	Staff	School
<p>VICTORIAN SCHOOL OF LANGUAGES</p> <p>School Information Portal &gt; Class &gt; Manage</p> <p>+ New Edit</p> <p><b>Class Add</b></p> <p>Area: North Centre: Lalor Day: Saturday Language: Arabic Level: Year 1 Teacher: A Please Select</p>			
(000049)		AKDENIZ, Aysin	
(000088)		AGARWAL, Madhu	
(000092)		ARDONO, Lukas	
(000118)		AGRAWAL, Narendra (Already Allocated)	
(000122)		ANASTASOPOULOS, Maria (Already Allocated)	
(000176)		ALEXIOU, Theodora	
(000197)		ARTEAGA-BARRERA, Marianela	
(000202)		AVSAR, Mustafa	
(000212)		ALLERY, Alina	
(000218)		ARIAS-LAZO, Bernadita (Already Allocated)	
(000219)		ABED, Maria-Francisc	
(000225)		AKIN, Ayhan	
(000279)		ALEXEEV, Leonilla	
(000295)		ABDEL-MALEK, Nevene	
(000306)		ADDISON, Bishnu	
(000316)		ABDALLA, Alfons	
(000334)		ARDLEY, Sonja	
(000406)		ANTONOPOULOS, Stavroula (Already Allocated)	
(000410)		AMANATIDES, Constantina	
(000435)		AYDIN, Meral	
(000443)		AMOS, Raymond Leslie	
(000522)		ANDOVSKA, Mirjana (Already Allocated)	
(000532)		AYGUN, Askin	
(000539)		ADAY, Ayse	
(000567)		ASIK, Oya	
(000578)		AKYILDIZ, Huriye	

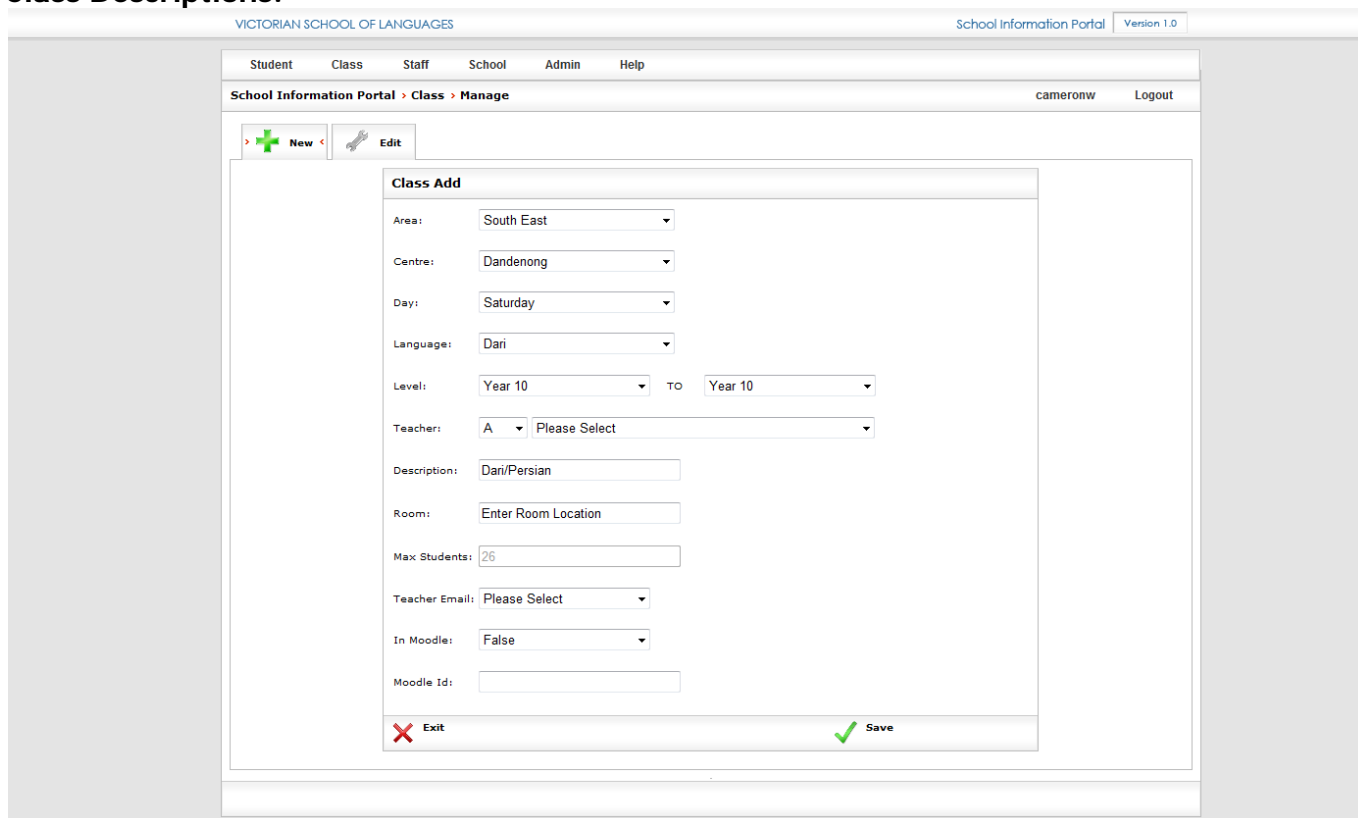
Note: This list of staff members is taken from the Payroll system. Any staff that have not yet been entered into our payroll system will not be shown here. They will need to be added to appear here.

If you have successfully created your class the following screen will be shown.



Click on the OK button to proceed.

### Class Descriptions:



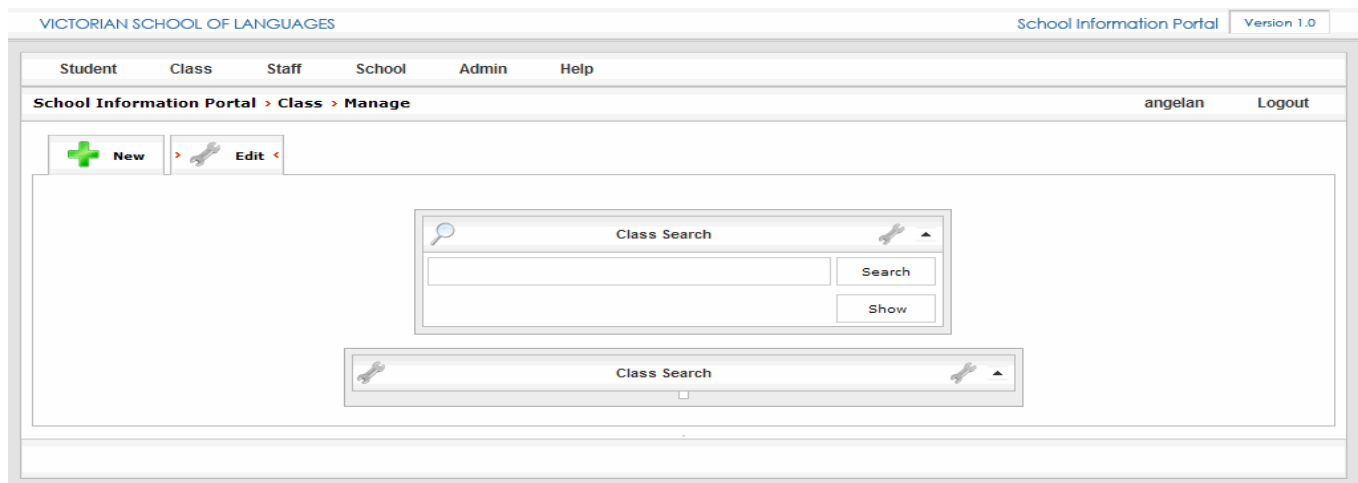
The description field allows you to add your own optional description for each class.

This allows you to differentiate classes in your own way. E.g. above you'll see Dari/Persian in the description field, or you could use it for your own letters e.g. German year 7 B,C,D – by putting just B or C or D in the description field of the appropriate class.

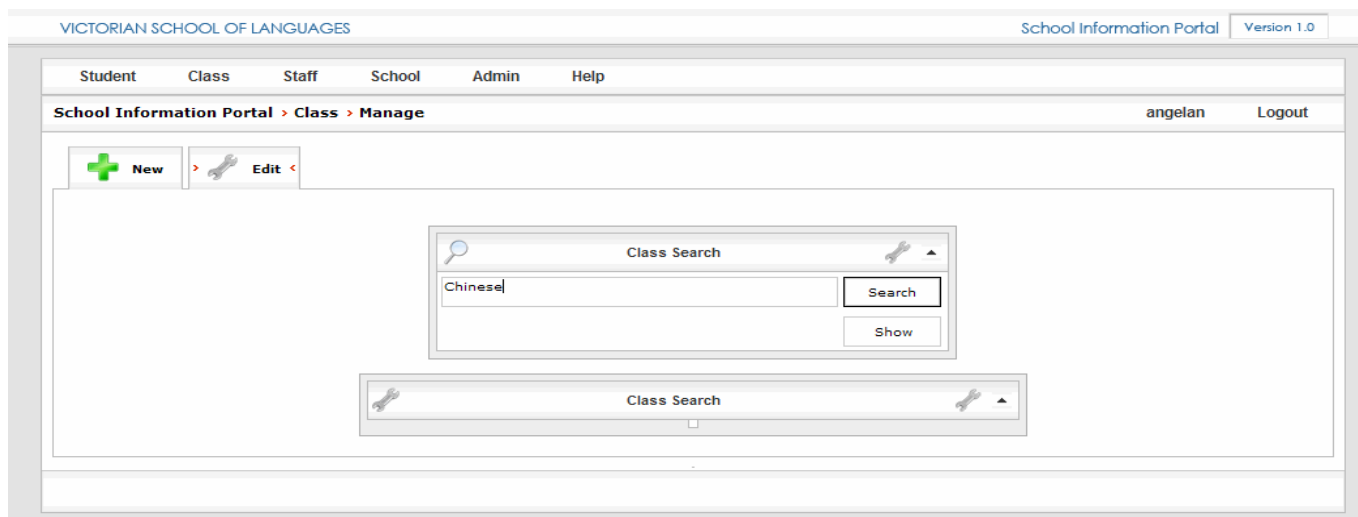
Your description will be added to the end of the appropriate class name at the top of the class list.

### 4.2.2 Editing existing classes

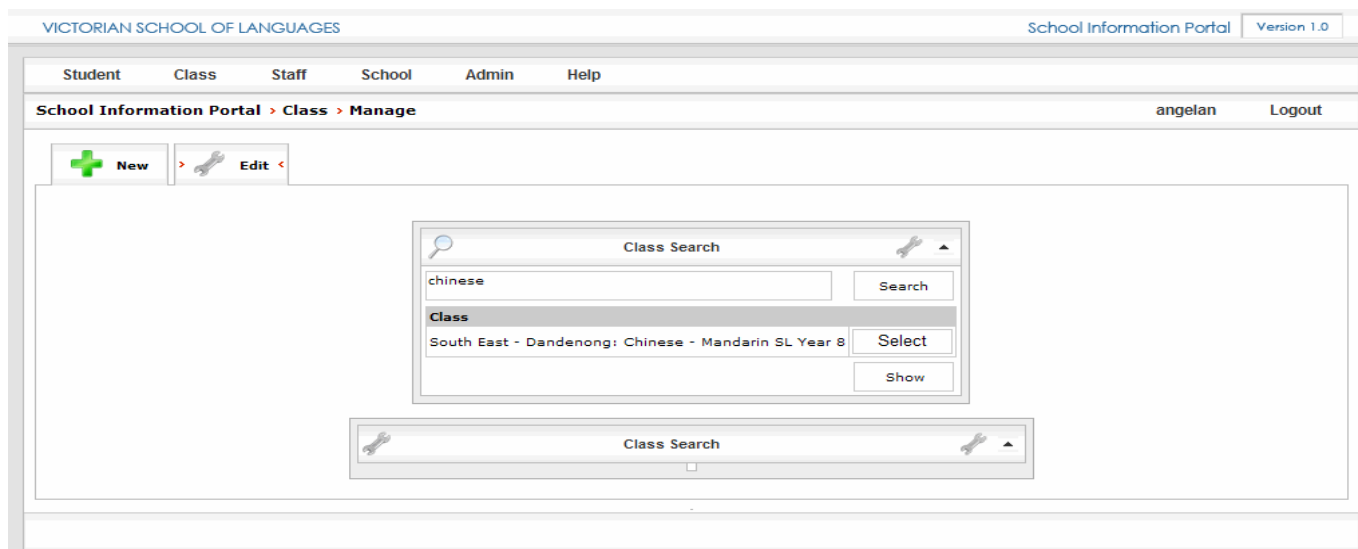
To edit an existing class click **[Class]** and then **[Manage]**. Once you are at the class management screen click **[Edit]**.



Under the Class Search box, type in the name of the language you are looking for then click **[Search]**



After finding the appropriate class in the list click the Select button that appears beside it.



Click on show, then edit the necessary details by using the drop down menus and click Save when finished.

Class Edit

---

### Class Edit

Area:

Centre:

Day:

Language:

Level:  TO

Teacher:

Description:

Room:



Max Students:

Status:

Teacher Email:

In Moodle:





Moodle Id:

 **Cancel**  **Save**

### 4.3 Move Multiple Students

Click **[Class]** then **[Move Multiple]**

*This feature allows you to move multiple students from one class to another.*

Student	Class	Staff	School	Financial	Admin	Help
School Information Portal > Class > Move Multiple						Cameronw Logout
Area:	Central 1					▼
Centre:	Brunswick					▼
Day:	Saturday					▼
Language:	Albanian					▼
Class:	Albanian Year 1 - 12 (AHERN, Majlinda)					▼
New Class:	Albanian Year 1 - 12 (AHERN, Majlinda)					▼
Action	Student Id	Student	VSL Level	School Level		
 Move	216333	ASANI, Eldi	Grade 1	Grade 1		
 Move	215337	HYSOLLI, Malvina	Year 12	Year 12		
 Move	218769	ISARAJ, Albina	Grade 2	Grade 2		
 Move	179292	ISARAJ, Glend	Year 7	Year 7		

On this screen you need to choose your centre, the day of the class, the language and the class.

Once you have selected the above fields you will see there is a new class field.

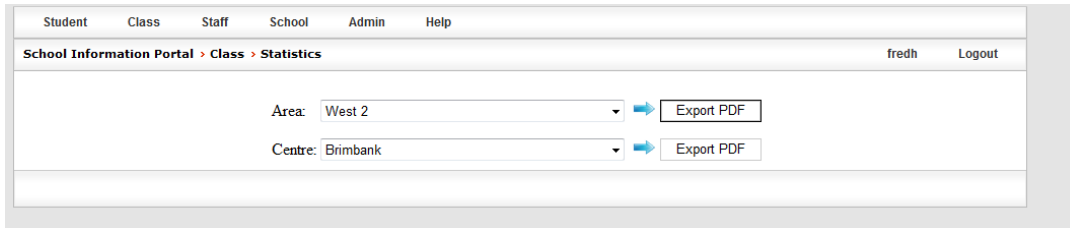
This is the class that you wish to move students to from the original class.

To move one or more students simply click on the blue arrows for the students that you wish to move to another class.



### 4.4 Class Statistics

Click **[Class]** then **[Statistics]**



Select the area and click **[Export PDF]** to get the class statistics for all centres within that area.

Alternatively if you need only one centre simply select the correct centre and click the second **[Export PDF]** button.

This will open a pop up window that will display the PDF for checking on screen or printing.

West 2  
Brimbank

Language	Day	AP	AL	Enrol	Prep	Year												Accelerated			Certificate			Total		
						1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	1	2	3			
Arabic	Saturday	5	6	True	True	True	True	True	True	True	True	True	True	True	True	True	True	True	True	False	False	False	False	False	False	16
Arabic Year 1 - 2 (EL-GAWLY, Mervat)					0	6	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16
Arabic Year 11 - 12 (HANANIA, Ibrahim)					0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	3
Arabic Year 3 - 4 (MIKHAIL, Manal)					0	0	0	17	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22
Arabic Year 5 - 6 (No, Teacher)					0	0	0	0	0	7	6	12	0	0	0	0	0	0	0	0	0	0	0	0	0	25
Arabic Year 8 - 10 A (HENIES, Joseph)					0	0	0	0	0	0	0	0	0	3	3	3	0	0	0	0	0	0	0	0	0	9
Arabic Year 8 - 10 B (HENIES, Joseph)					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Allocation Pool					0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	3
<b>Total</b>					0	6	10	17	5	7	6	12	3	3	4	3	2	0	0	0	0	0	0	0	0	78

Language	Day	AP	AL	Enrol	Prep	Year												Accelerated			Certificate			Total		
						1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	1	2	3			
Bosnian	Saturday	5	5	True	True	True	True	True	True	True	True	True	True	True	True	True	True	True	False	False	False	False	False	False	4	
Bosnian Year 1 - 4 (PASEVIC, Mubera)					0	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Bosnian Year 11 - 12 (No, Teacher)					0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	5
Bosnian Year 5 - 7 (IBRANOVIC, Amira)					0	0	0	0	0	7	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	15
Bosnian Year 7 - 8 (No, Teacher)					0	0	0	0	0	0	0	1	13	0	0	0	0	0	0	0	0	0	0	0	0	14
Bosnian Year 9 - 10 (MURATAGIC, Adisa)					0	0	0	0	0	0	0	0	0	0	7	4	0	0	0	0	0	0	0	0	0	11
Allocation Pool					0	0	0	0	0	0	0	0	1	1	1	1	1	1	0	0	0	0	0	0	0	5
<b>Total</b>					0	0	0	3	1	7	6	3	14	8	5	1	6	0	0	0	0	0	0	0	0	54

Language	Day	AP	AL	Enrol	Prep	Year												Accelerated			Certificate			Total		
						1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	1	2	3			
Spanish	Saturday	4	4	True	True	True	True	True	True	True	True	True	True	True	True	True	True	True	False	False	False	False	False	False	18	
Spanish Year 1 - 4 (ARANEDA, Cecilia)					0	5	5	5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
Spanish Year 11 - 12 (OQUELI, Ana Virginia)					0	0	0	0	0	0	0	0	0	0	0	9	8	0	0	0	0	0	0	0	0	17
Spanish Year 5 - 7 (OQUELI, Romulo)					0	0	0	0	0	5	4	5	0	0	0	0	0	0	0	0	0	0	0	0	0	14
Spanish Year 8 - 10 (BON, Judith)					0	0	0	0	0	0	0	0	4	4	5	0	0	0	0	0	0	0	0	0	0	13
Allocation Pool					0	0	0	0	0	0	0	0	0	0	1	1	1	1	0	0	0	0	0	0	0	3
<b>Total</b>					0	5	5	5	3	5	4	5	4	4	6	10	9	0	0	0	0	0	0	0	0	65

There are a few things that need to be explained about the table above and interpreting the information contained within it.

**Language:** The languages of the class.

**Day:** The day of the class.

**AP:** Approved classes for that language at this centre.

**AL:** Number of classes that have been created for this language.

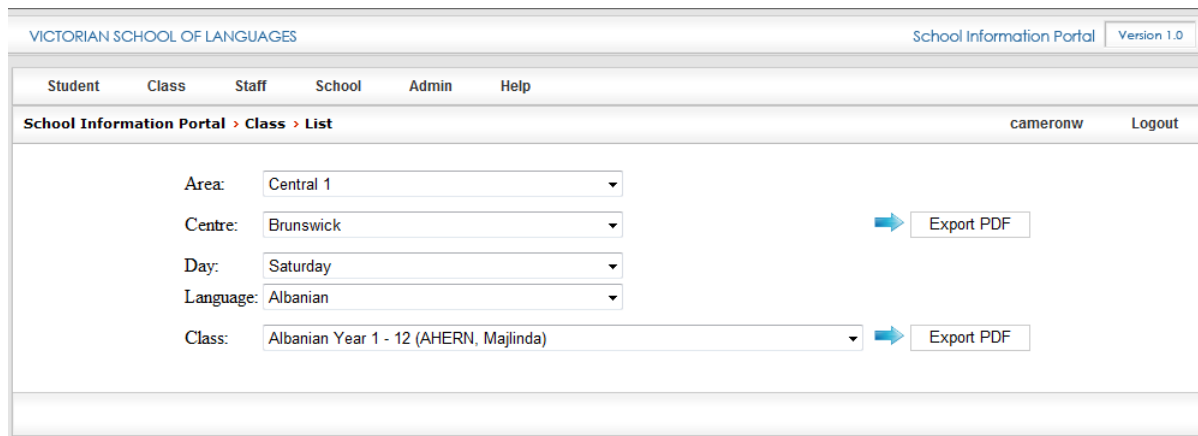
**Enrol:** True; this means that the class is accepting enrolments.

**Year levels:** If the year level for the class is set to, True then that year level is offered at that centre.

**Total:** The total number of students in each class.

## 4.5 Class lists

Click **[Class]** and then click **[Class List]**



The screenshot shows the 'Class List' page in the School Information Portal. At the top, there are navigation tabs: Student, Class, Staff, School, Admin, and Help. Below the tabs, the page title is 'School Information Portal > Class > List'. On the right side, there is a user name 'cameronw' and a 'Logout' link. The main content area contains several dropdown menus for filtering: 'Area' (set to 'Central 1'), 'Centre' (set to 'Brunswick'), 'Day' (set to 'Saturday'), 'Language' (set to 'Albanian'), and 'Class' (set to 'Albanian Year 1 - 12 (AHERN, Majlinda)'). To the right of the 'Centre' dropdown is a blue arrow pointing to an 'Export PDF' button. Similarly, to the right of the 'Class' dropdown is another blue arrow pointing to an 'Export PDF' button.

Select the correct details for your Area, Centre, Day, Languages and class; then click the Export PDF button.

- The **[Export PDF]** button for centres will allow you to print out all class lists for all classes within that centre.
- The **[Export PDF]** button for classes will allow you to print out individual class lists.