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.
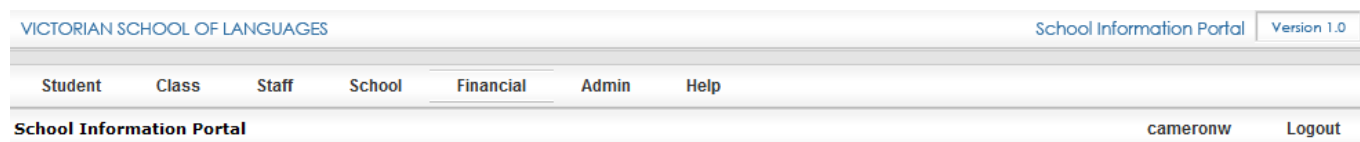
2 Getting Started

2.1 Logging on

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

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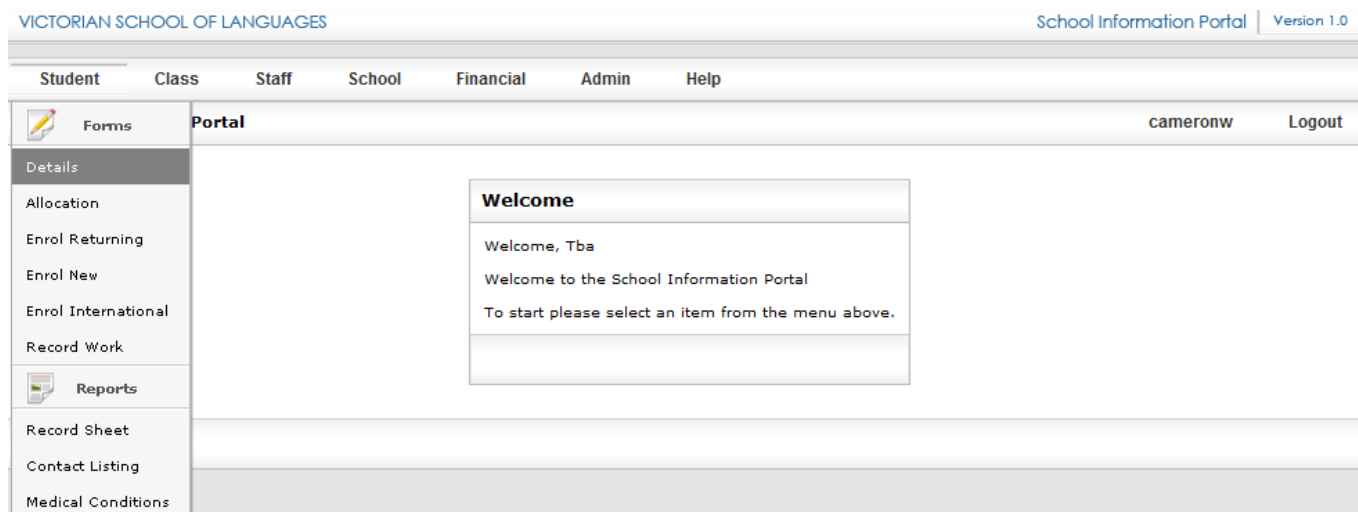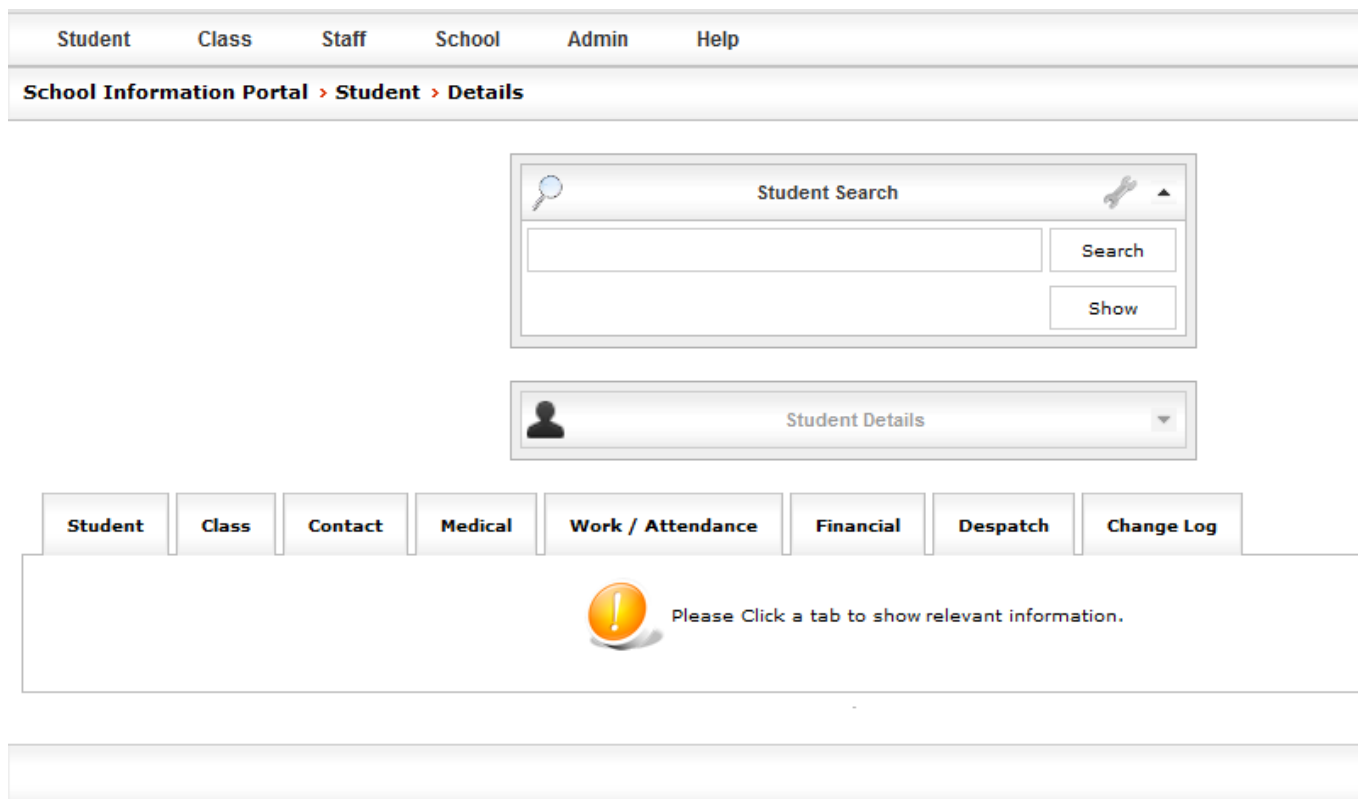
3 Student

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]**

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).

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.

3.1.1 Student Despatch

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

3.2 Editing Student Details

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

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

🔧 **Edit**

Category:
1).   Government School Based
2).   VSL

Name:
First Name: LOGAN
Middle Name:
Last Name: SMITH
Preffered 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.

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

❌ **Exit**   ✅ **Save**

Category:
1).   Government School Based   ▼
2).   VSL   ▼

Name:

First Name: LOGAN
Middle Name:
Last Name: SMITH
Preffered 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.

Class Details

3.3 Allocation

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

The following page will be displayed.

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.

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.

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

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.

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

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]**
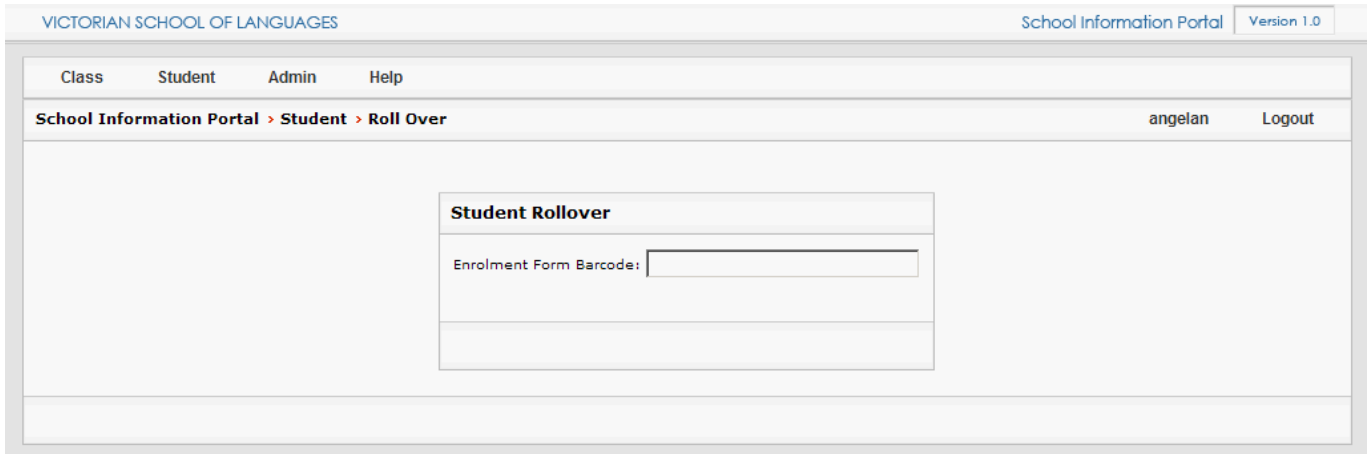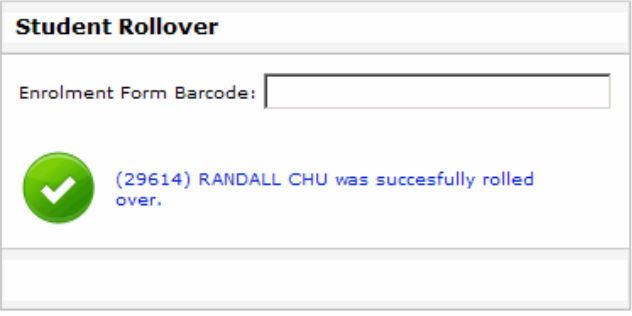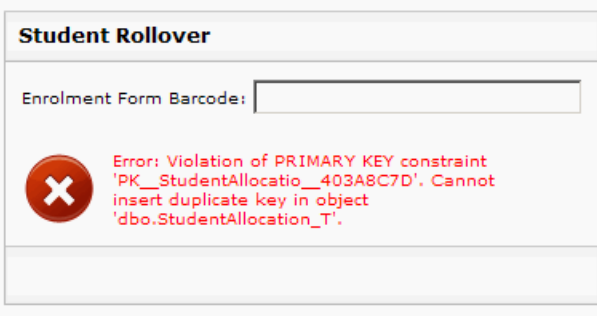
Click your cursor in the Barcode Field to begin scanning or manually enter the enrolment number.
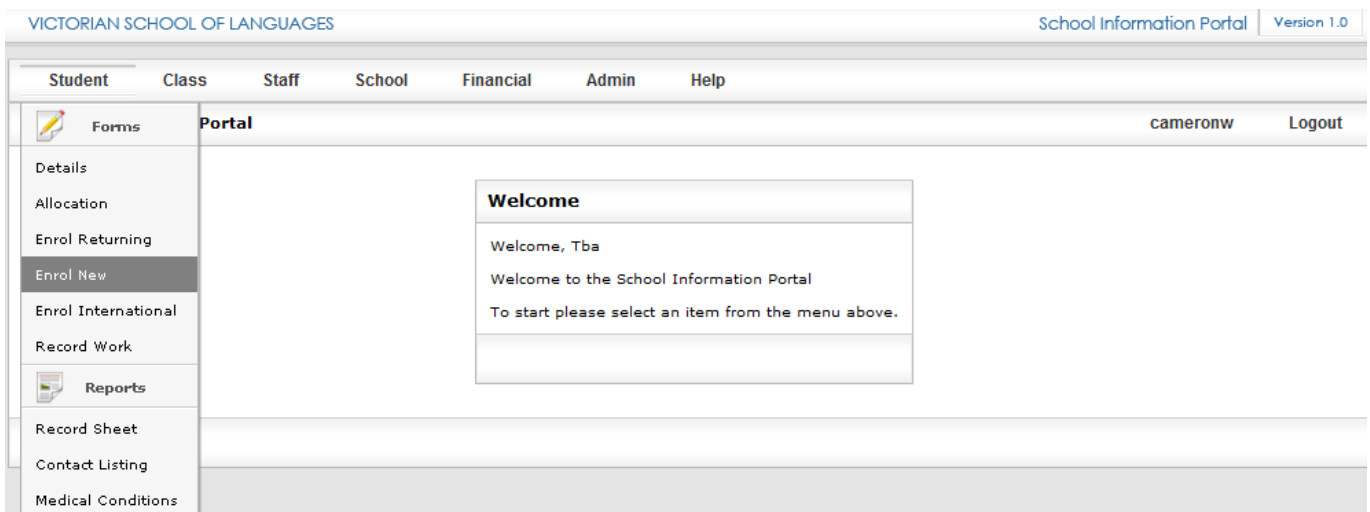
After the enrolment form has been scanned, the student with be placed into the Allocation pool.

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

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

Enrolment Details:

Enrolment Number: [_____] *

[Next]

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:

Family Name: [_____] *

Given Name(s): [_____] *

Preferred Name: [_____]

Home Address: [_____]

State: [VIC ▾] *

Suburb: [_____]

Postcode: [_____]

Date of Birth: [1 ▾] [January ▾] [2010 ▾] *

Gender: [Please select ▾] *

Student Phone: [_____]

Student Mobile: [_____]

Student Email: [_____]

Authorisation to use images/results/work: [Yes ▾] *

Parent / Carer Information

Family Name: [_____]

Given Name(s): [_____]

Mobile: [_____]

Phone: [_____]

Email: [_____]

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

3.4.3 International Student Enrolment

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

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

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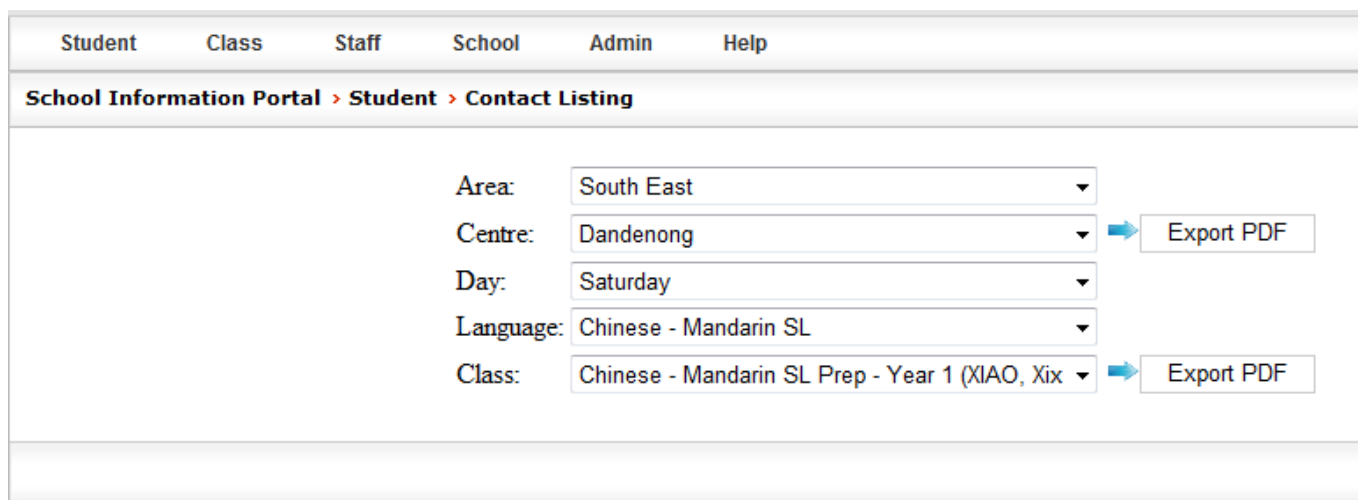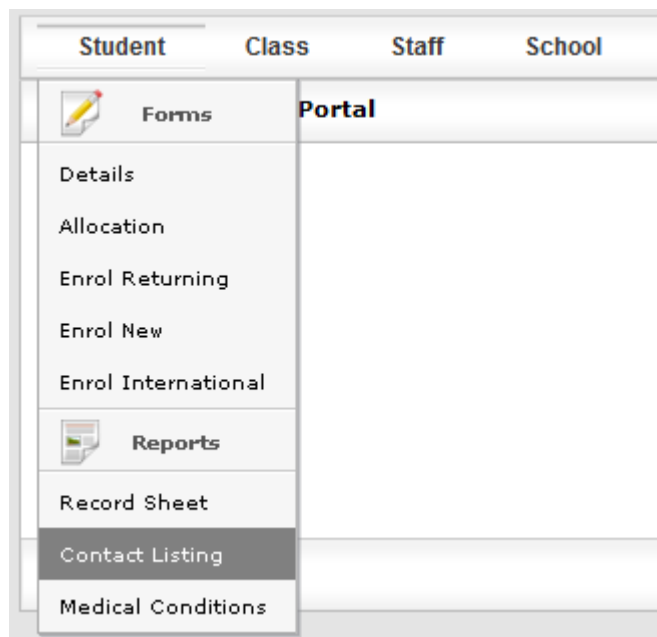
Here you can select the Area, Centre, Day, Language and Class.
Once the appropriate selections have been made you will notice the 2 export PDF buttons light up.

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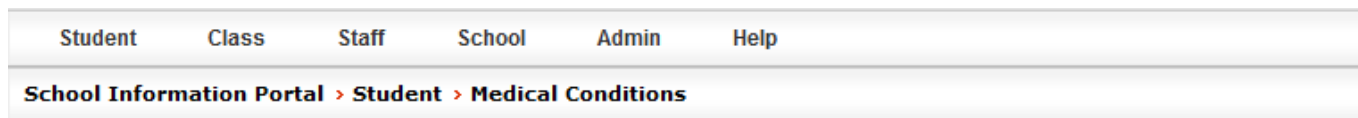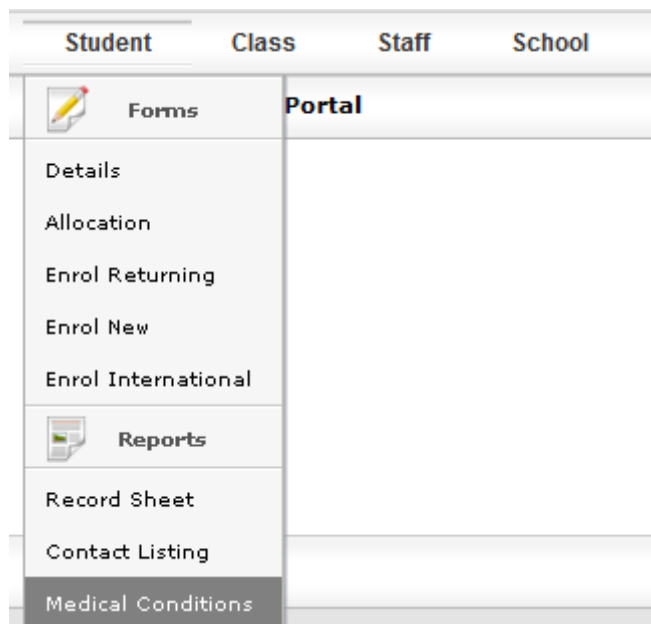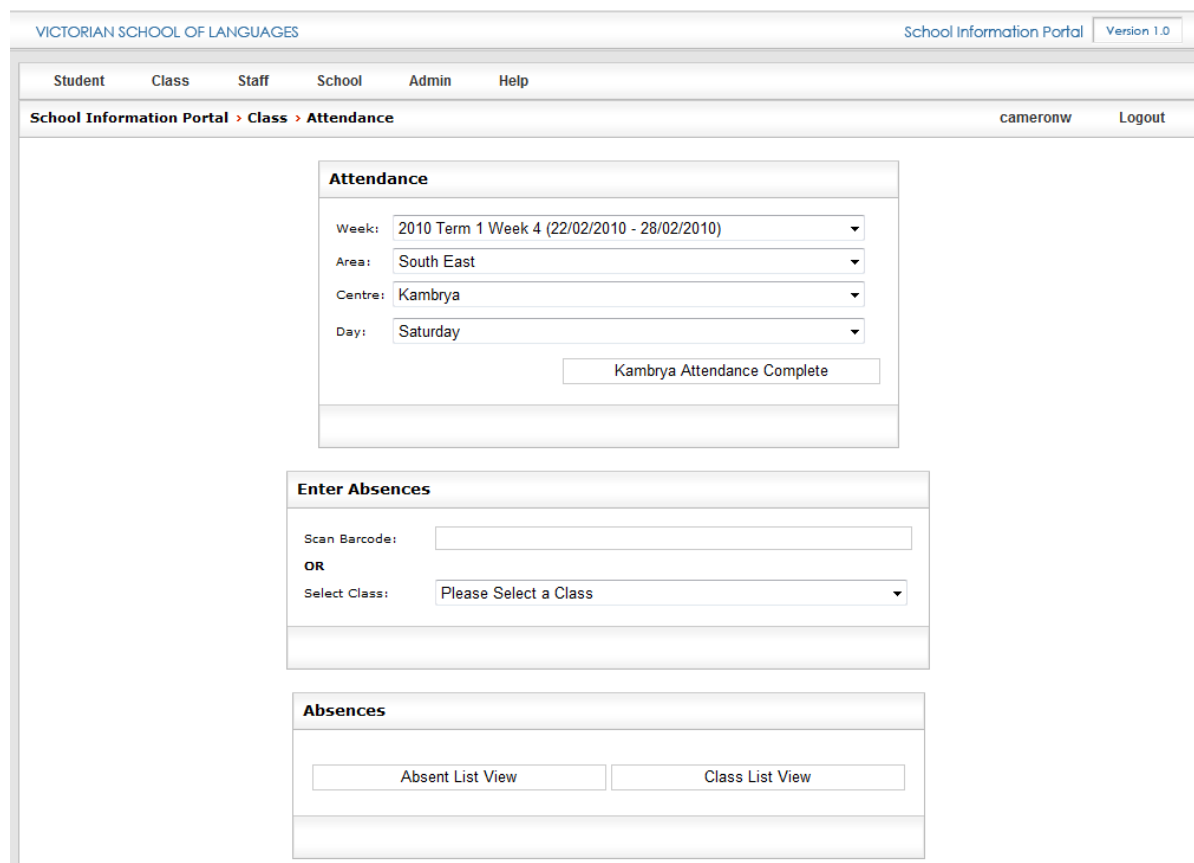
The Centre **[Export PDF]** Button will allow you to print a list of Student Medical Conditions from all classes in the selected centres.

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.
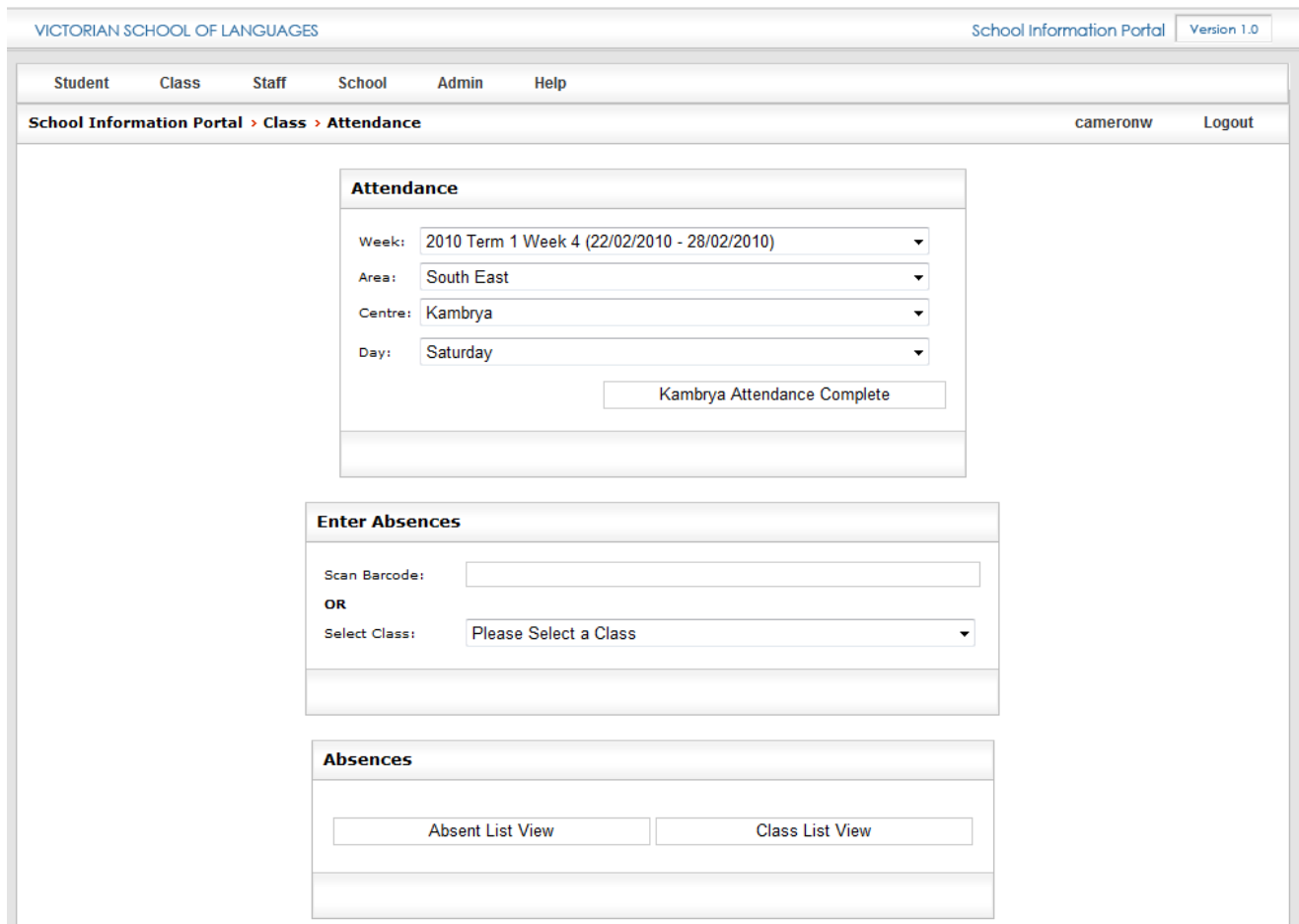
4.1.1 Absentee entry methods.

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.

If using the wand method you will need to

1. Click the Scan Barcode box.

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: Japanese SL Year 1 - 12 (No, Teacher) ▾

Absences

Absent List View	Class List View

StudentId	Student	Study Level	Absent S1 / S2
203049	LAN SONIA	Grade 3	☑ ☑
203048	GAN YIN SHIEN	Grade 5	☑ ☑

(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	☑	☑
216407	HAMZEH SASHA	Grade 1	☑	☑
203128	YACOUB GEORGE	Grade 1	☑	☑
210287	Sellami Adam	Grade 2	☐	☐
203131	Abdu Omar	Grade 3	☐	☐
210286	Sellami Aisha	Grade 3	☐	☐
210285	Sellami Imam	Grade 5	☐	☐
203130	Abdu Weaam	Year 7	☐	☐
203127	AL MASHAT YOUSIF	Year 7	☐	☐
7685	Assaf George	Year 7	☐	☐
		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)

Absences

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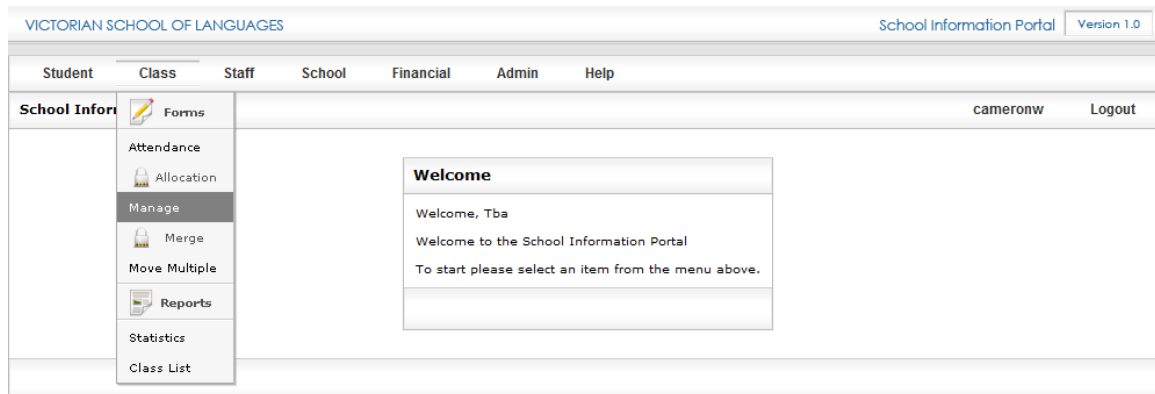
Then choose between clicking on the **[New]** tab to create a new class or the **[Edit]** tab to edit an existing one.
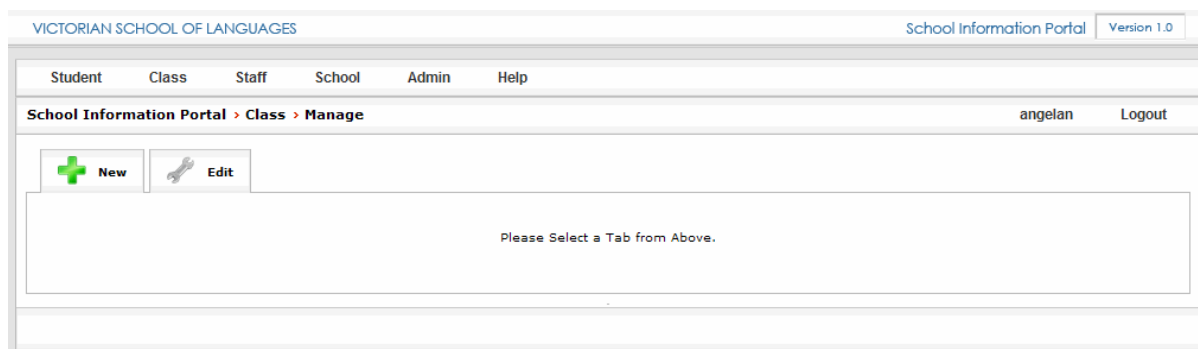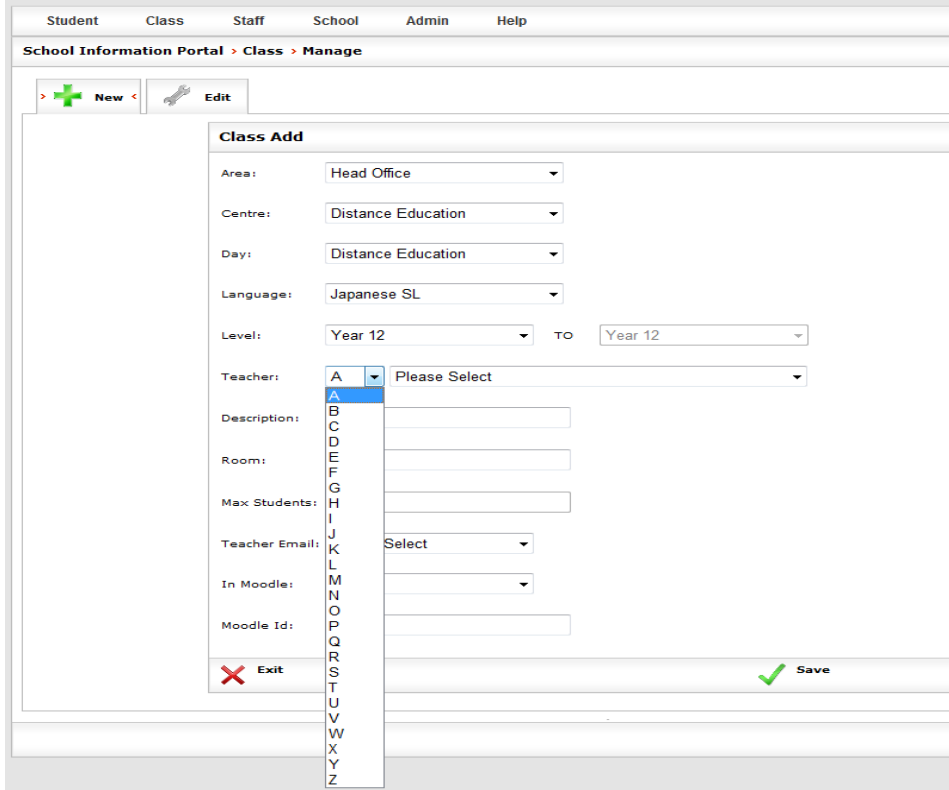
4.2.1 Creating a New Class

Create a new class by rolling over **[Class]** and then clicking **[Manage]**. Click **[New]** , follow the prompts and enter details where required.
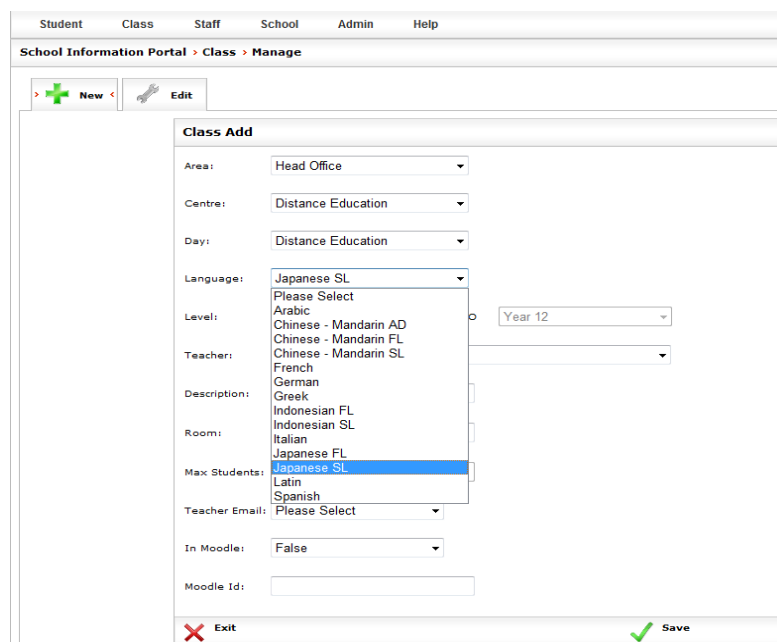
To add a teacher you can select the Surname initial (as shown in the image below) and then scroll through the drop down menu to the right of it to find the teacher's name.

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.
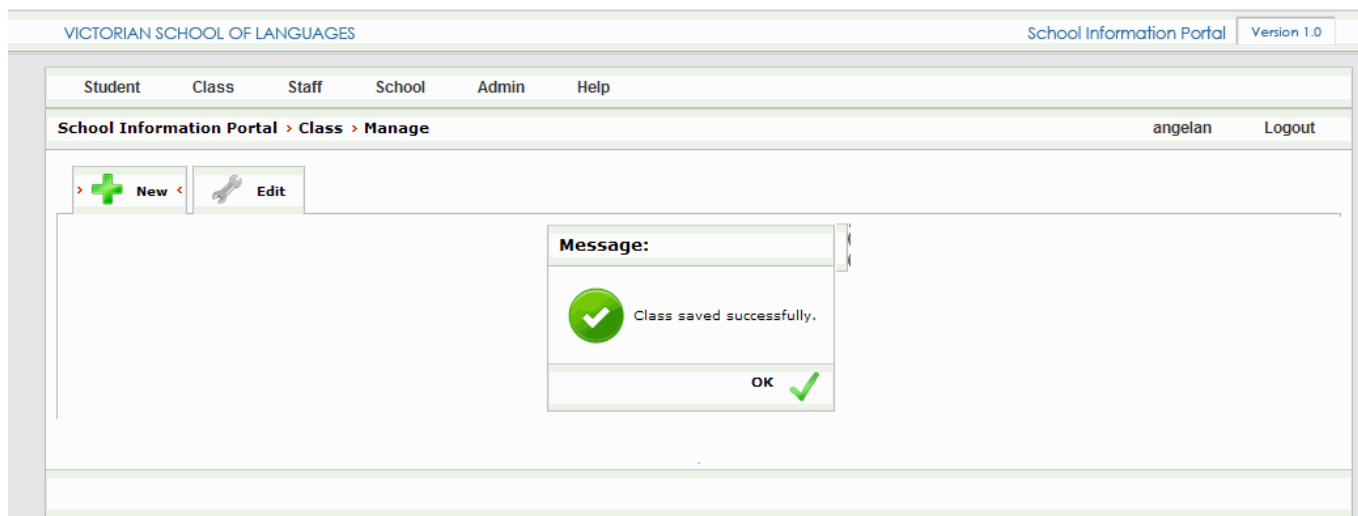
Click on the OK button to proceed.

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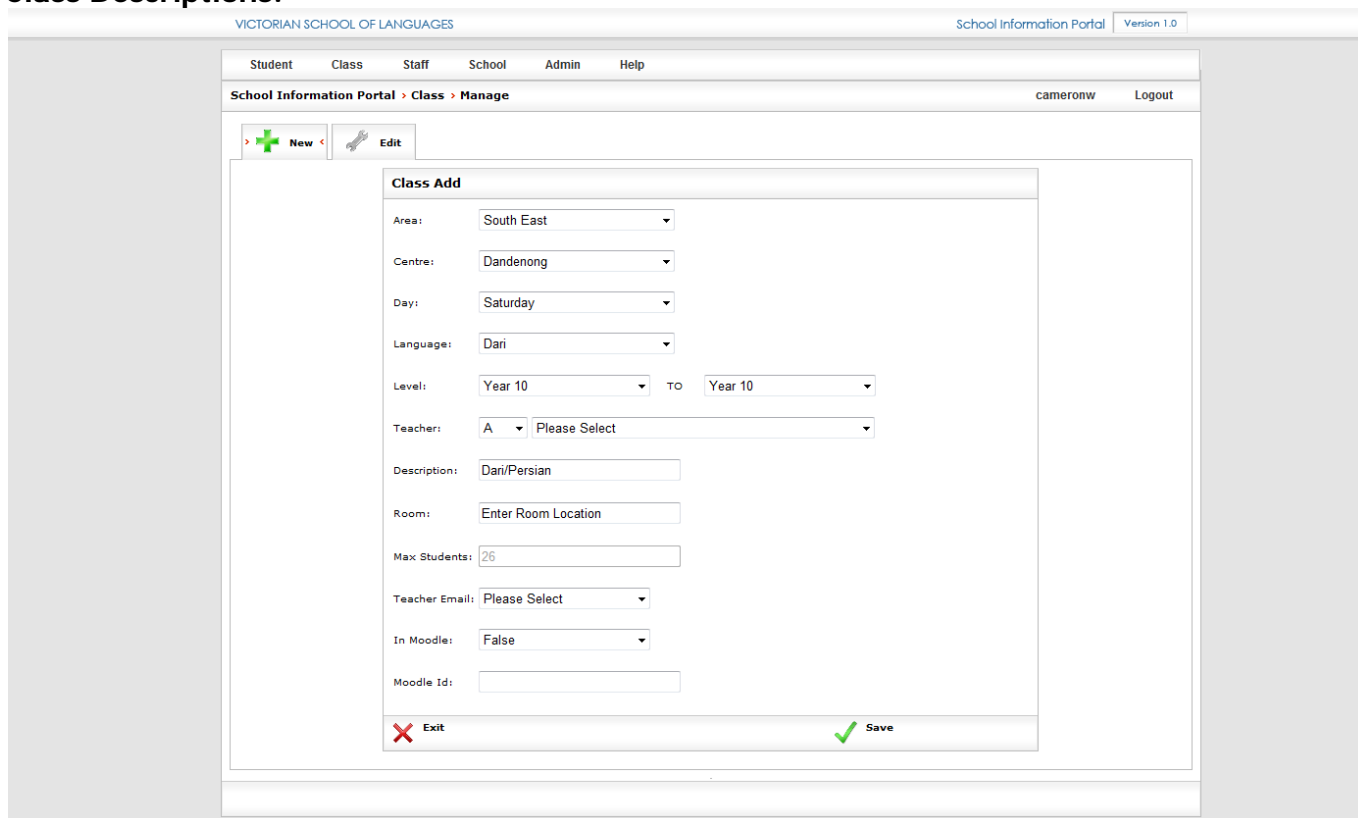
The description field allows you to add your own optional description for each class.

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]**.
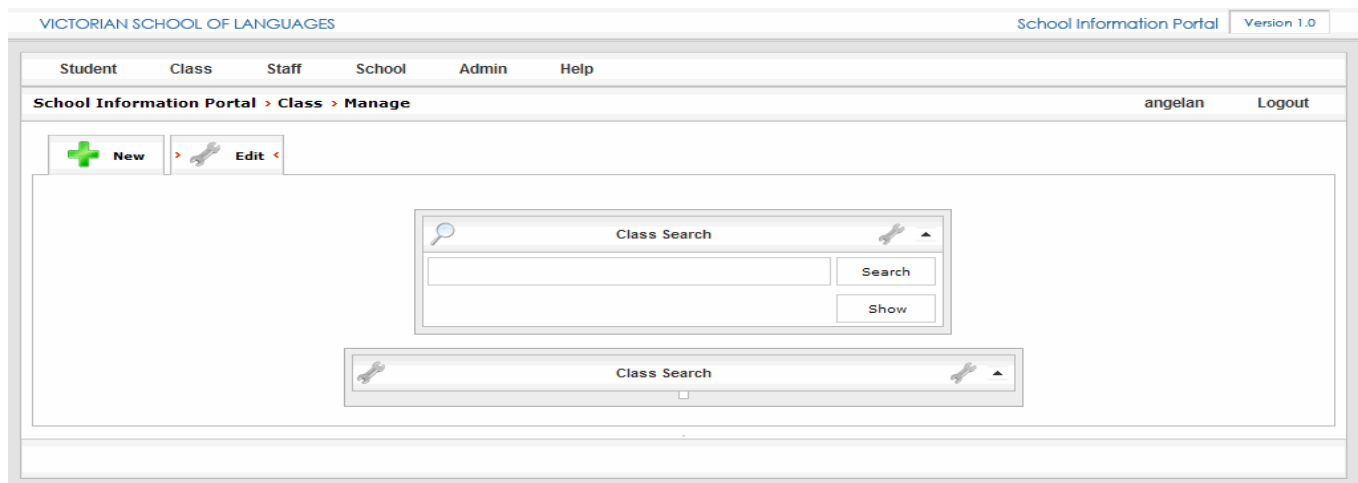
Under the Class Search box, type in the name of the language you are looking for then click **[Search]**
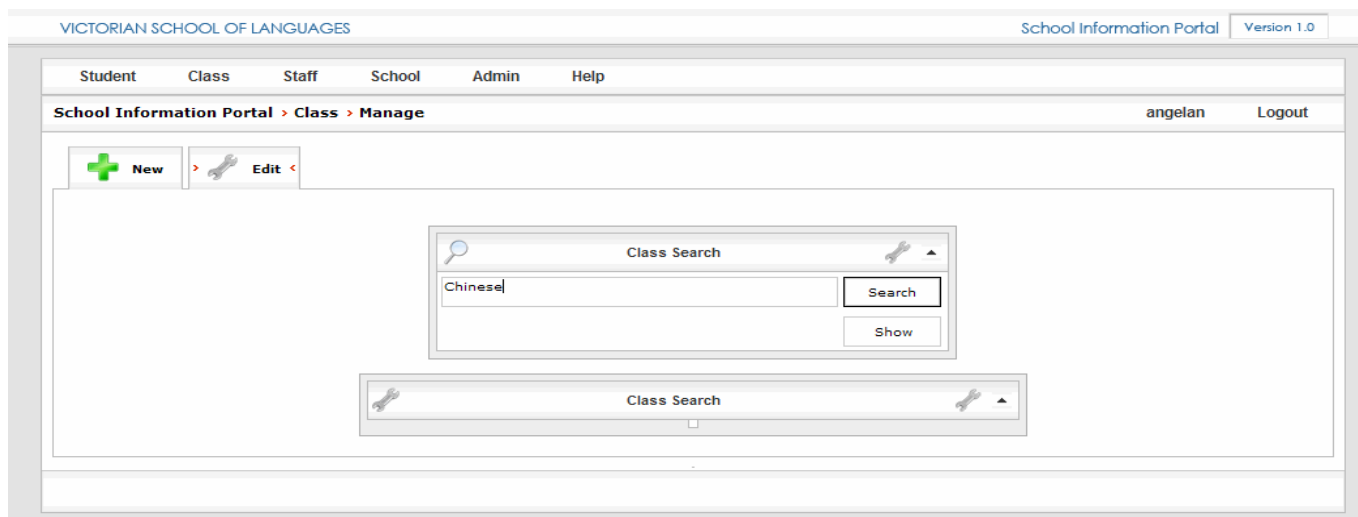
After finding the appropriate class in the list click the Select button that appears beside it.
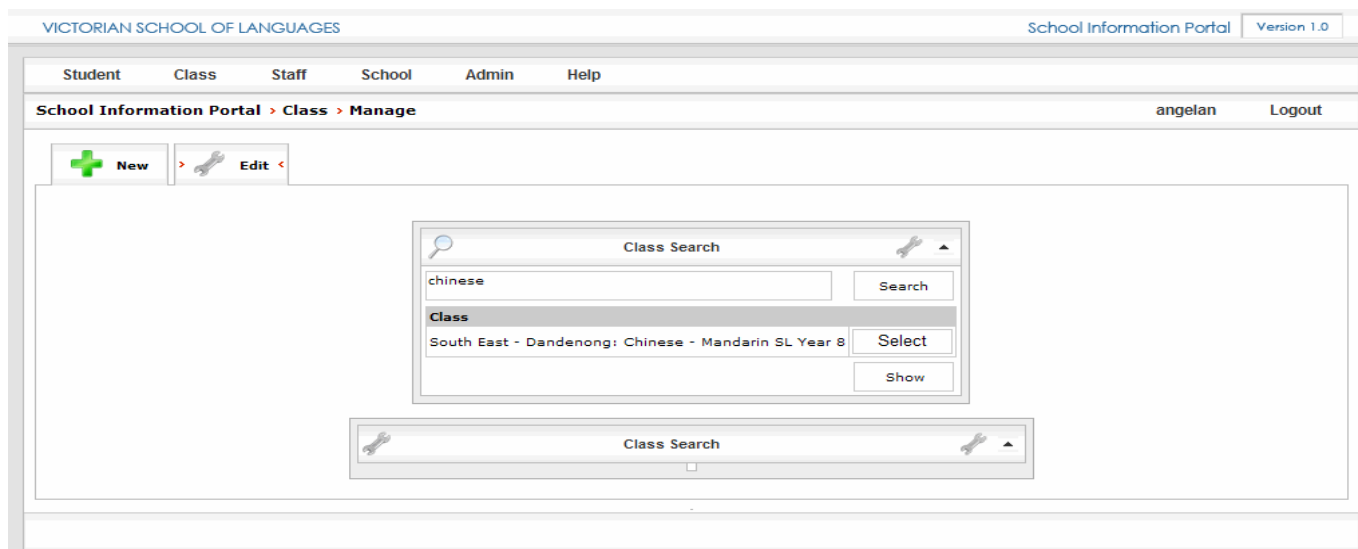
Click on show, then edit the necessary details by using the drop down menus and click Save when finished.

Class Edit

Field	Value
Area:	South East
Centre:	Dandenong
Day:	Saturday
Language:	Chinese - Mandarin SL
Level:	Year 8 TO Year 8
Teacher:	S (004539) SHENG, Li (Already Allocated)
Description:	
Room:	
Max Students:	26
Status:	Active
Teacher Email:	False
In Moodle:	False
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.

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]**

Student	Class	Staff	School	Admin	Help

School Information Portal › Class › Statistics   fredh   Logout

Area: West 2 ▾ → Export PDF
Centre: Brimbank ▾ → Export PDF

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	1	2	3	4	5	6	7	8	9	10	11	12	Acc 1	Acc 2	Acc 3	Cert 1	Cert 2	Cert 3	Total
Arabic	Saturday	5	6	True	True	True	True	True	True	True	True	True	True	True	True	True	True	False	False	False	False	False	False	
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	16
Arabic Year 11 - 12 (HANANIA, Ibrahim)					0	0	0	0	0	0	0	0	0	0	0	2	1	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	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	25
Arabic Year 8 - 10 A (HENIES, Joseph)					0	0	0	0	0	0	0	0	3	3	3	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
Allocation Pool					0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	3
Total					0	6	10	17	5	7	6	12	3	3	4	3	2	0	0	0	0	0	0	78

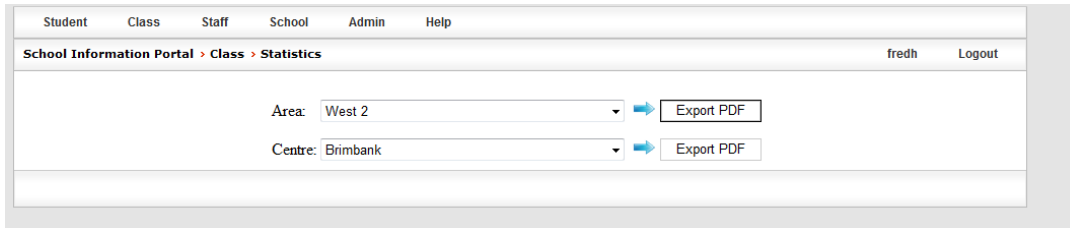| Language	Day	AP	AL	Enrol	Prep	1	2	3	4	5	6	7	8	9	10	11	12	Acc 1	Acc 2	Acc 3	Cert 1	Cert 2	Cert 3	Total
Bosnian	Saturday	5	5	True	True	True	True	True	True	True	True	True	True	True	True	True	True	False	False	False	False	False	False	
Bosnian Year 1 - 4 (PASEVIC, Mubera)					0	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	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	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	14
Bosnian Year 9 - 10 (MURATAGIC, Adisa)					0	0	0	0	0	0	0	0	0	7	4	0	0	0	0	0	0	0	0	11
Allocation Pool					0	0	0	0	0	0	0	0	1	1	1	1	1	0	0	0	0	0	0	5
Total					0	0	0	3	1	7	6	3	14	8	5	1	6	0	0	0	0	0	0	54

Language	Day	AP	AL	Enrol	Prep	1	2	3	4	5	6	7	8	9	10	11	12	Acc 1	Acc 2	Acc 3	Cert 1	Cert 2	Cert 3	Total
Spanish	Saturday	4	4	True	True	True	True	True	True	True	True	True	True	True	True	True	True	False	False	False	False	False	False	
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	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	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	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	13
Allocation Pool					0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	3
Total					0	5	5	5	3	5	4	5	4	4	6	10	9	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.

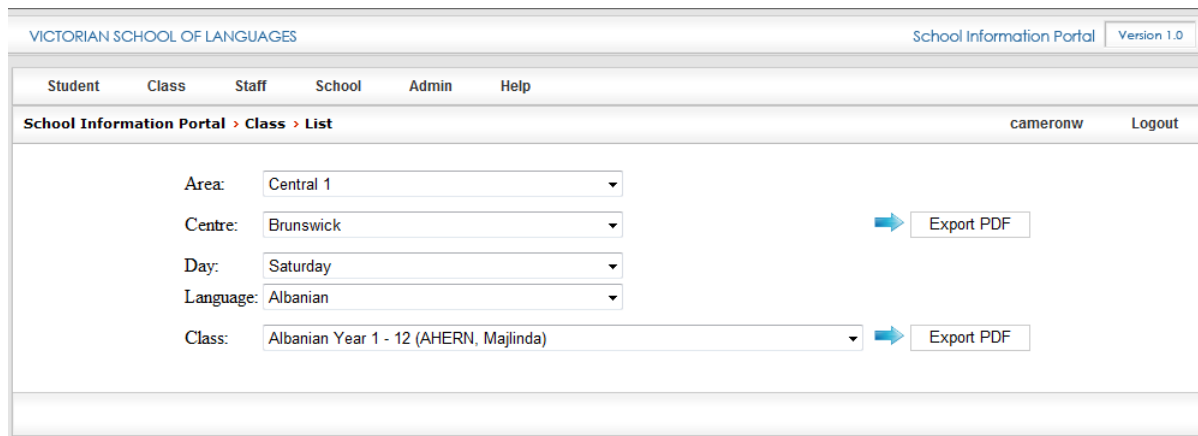**AL:** Number of classes that have been created for this language.

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]**

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.