

3sysACADEMIC

Pupil Management Overview Guide



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CONTENTS

CHAPTER 1 Introduction	
About Views	6
Accessing Search Views	7
Adding Search Views	8
Editing Search Views	9
Copying Search Views	9
Deleting Search Views	9
Adding the My Searches Widget to your Home Page	9
About Exporting Data to Excel	11
Exporting Data to Excel	11
CHAPTER 2 Pupils	
About the Pupil Records Module	14
About Pupil Records	15
About Mark Inquiry	16
About Relationships	17
About Personal Documents	18
About Contacts	19
About Accidents	20
About Medical Consents	21
About Events	22
CHAPTER 3 Pupil Groups	
About the Pupil Groups Module	24
About Academic Houses	25
About Boarding Houses	26
About Form Years	27
About Forms	28
About Prospective Pupils	29
About Pupil Custom Groups	30
About Subject Sets	31
CHAPTER 4 SEN	
About the SEN Module	34
About Special Needs	35

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CHAPTER 1

Introduction

Welcome to the 3sysACADEMIC Pupil Management Overview Guide. This Guide summarises the Pupil Management module and the available functions:

- » Pupils module.
- » Pupil Groups module.
- » SEN module.

For details on each area, please refer to the relevant chapter.

This chapter discusses the following:

About Views	6
Accessing Search Views	7
Adding Search Views	8
Editing Search Views	9
Copying Search Views	9
Deleting Search Views	9
Adding the My Searches Widget to your Home Page	9
About Exporting Data to Excel	11
Exporting Data to Excel	11



Note: schoolADMIN refers to non-finance functionality within passFINANCE.

About Views

3sysACADEMIC has a powerful and configurable search feature, called 'Views', that enables your school to configure the criteria available within search screens, and to sort and group the data in different ways.

Wherever a grid of information is presented in 3sysACADEMIC, users can use existing views or create alternative search views to filter, sort and group the data. These search views can be saved for later use, either by the person that created them or other users.

Views are available wherever you see this drop list at the top of a screen. Select a view using this drop list and the page's grid refreshes with the relevant data.

View:  [Add Copy](#)

As a System Administrator, or as a user with the relevant permissions, you are able to set the fields by which users are able to search for specific records. These fields are then included as columns in the search results grid.

Default 'standard' search views are provided. You are unable to alter the standard views, but you can create your own search views or copy and edit the standard search views. These views can be saved for later use, either by the person that created them or other users.

Example: In the **Pupil** function, you could define an 'Allergy' search view, in which you specify all those pupils with a known allergy. You could then make this search view visible for other members of staff, ensuring that they have a quick and easy method of retrieving a list of pupils with known allergies. In the search view, if you include the relevant fields for a range of methods in which pupils are grouped, such as academic houses, boarding houses, forms and years, then staff will be able to filter the list based on these criteria. For example, if a school trip is taking place for a specific form year, one would want to filter the 'Allergy' view

by form year for a complete list of known allergy sufferers.

Edit View : Current Pupil Save Cancel

Enter View Name And Description

View Name:

Description:

Specify Filters

New Filter : Add

Field	Operator	Value
Allergy	<input type="text" value="Equals"/>	<input type="text" value="Yes"/>

✕ Add OR Condition

Select Columns To Display

Available	Selected
Academic house	Name
Academic house code	Form
Academic year	Allergy
Address country	Allergy information
Address telephone	
Admission number	
Adult?	
Allow billing?	
Award 1	
Award 1 code	
Award 2	
Award 2 code	
Award 3	
Award 3 code	
Birth place	

Choose Column To Order By

Order by Column:

Choose Column To Group By

Group by Column:


Operator Value record(s)

Having

Visibility of View

Visible To:

Save Cancel

 **Note:** Once a user has created a new search view, it is possible to embed it into a user's home page using the My Searches Widget.

Accessing Search Views

HOW TO ACCESS A SEARCH VIEW

1. Via the **Mega Menu**, go to the relevant module or function.
2. Use the **View** drop list at the top of the screen to select the search view you want.
The grid beneath refreshes to show the selected search view's results.
3. Enter further criteria to refine your search results.

More details

- a. If not already expanded, click  **Refine Search** to display the fields by which you

can further restrict your search.

- b. Enter filtering criteria in the relevant fields, and click **Search**. The grid is refreshed to display those records that match the selected view and the data entered in the **Refine Search** fields.

Adding Search Views

HOW TO ADD A SEARCH VIEW

1. Via the **Mega Menu**, go to the relevant module or function, e.g. **Pupils**.
2. Click **Add** next to the **View** drop list at the top of the screen.
The relevant **Create View** screen appears.
3. Complete the **View Name** and **Description** fields.
4. Specify how the search view should filter the records.

More details...

- » **Select a Field(s)** - Use the **New Filter** drop list to select the field you would like to filter by and click **Add**. Repeat as required.
- » **Select an Operator** - Select an option from the **Operator** drop list to describe the contents of the selected field in the records you would like to view. For example, 'equals' means that the field contains the value specified, 'contains' means that the field includes the value you set plus other content and 'Greater Than' means the field contains a number higher than the value you search for.
- » **Select a Value** - Complete the **Value** field with what the software should look for in the selected field. You may be able to select this from a drop list or simply type the relevant value.



Note: Operators such as 'Is Blank', 'Is Not Blank' and 'Is My Academic House' do not require values to be set.

- » **Select an 'Or' Condition** - (Optional) If you would like to search for records with different values in the same field, click **Add OR Condition** after adding the first filter line. This allows you specify a second operator and value for the same field, meaning that the software looks for both and presents records containing either of them in the search view. For example, if you select the 'Allergy Information' field and add a line stating 'Allergy Information' 'Contains' 'Peanuts', click **Add OR Condition** and specify 'Allergy Information' 'Contains' 'Milk', then your search view will contain records of pupils with allergies to peanuts, allergies to milk or allergies to both.

5. Select the columns to display.





More details...

- a. In the **Available** list, click on the name of the column you want to highlight.



Note: To select multiple options, hold the CTRL button down on your keyboard as you click on each column name. To select consecutive columns, hold the SHIFT button down on your keyboard and click on the first and last item you want to highlight.

- b. Click to move the highlighted column name(s) to the **Selected** list.
- c. (Optional) Use the icons to navigate the lists.

- » Click  or  to scroll up or down the list.
 - » Click  or  to go to the top or bottom of the list.
6. Use the **Order by Column** drop lists to select which field to sort the data by and whether it should be 'Ascending' or 'Descending'.
 7. (Optional) Use the **Group by Column** drop list to select which field the results should be grouped by, e.g. form, and whether the list should be ascending or descending.
 8. Set who can see this search view using the **Visible To** drop list.
 9. Click **Save**.

Editing Search Views

HOW TO EDIT A SEARCH VIEW

1. Via the **Mega Menu**, go to the relevant module or function, e.g. **Pupils**.
2. Select the search view you would like to edit using the **View** drop list.



Note: You CANNOT edit the **Standard** view. To change it, copy the view first and edit the copy.

3. Edit the search view settings, as required.
4. Click **Save**.

Copying Search Views

HOW TO COPY A SEARCH VIEW

1. Via the **Mega Menu**, go to the relevant module or function, e.g. **Pupils**.
2. Select the search view you want to copy from the **View** drop list and click **Copy**.
The relevant **Copy View** screen appears.
3. Enter a new name and view description.
4. Amend the search view settings, as required.
5. Click **Save**.

Deleting Search Views

HOW TO DELETE A SEARCH VIEW

1. Via the **Mega Menu**, go to the relevant module or function, e.g. **Pupils**.
2. Select the search view you want to delete from the **View** drop list.
3. Click **Delete**.
The **Confirm Delete** pop up appears.
4. If you are sure that you want to delete the search view, click **Delete**.

Adding the My Searches Widget to your Home Page

HOW TO ADD THE MY SEARCHES WIDGET TO YOUR HOME PAGE

1. Go to **Setup > Desktop Management > Home Pages**.
2. Find the home page you would like to update.

More details...

- a. Go to **Setup > Desktop Management > Home Pages**.

The **Home Page Search** screen appears showing a complete list of home pages.



Note: You can re-order a grid by single-clicking on fields in the header row. If is displayed, the list is ordered from lowest to highest. If appears, the list is ordered highest to lowest.

- b. Enter all or part of the home page name into the **Name** field at the top of the screen, and click **Search**. Your search results populate the grid.
- c. (Optional) Use the icons beneath the grid to navigate between pages of records.

- » Click or or on the numbers underneath the grid on the left-hand side to move between pages.
- » Click to go to the first page or to go to the last page.
- » Use the **Records Per Page** drop list to see more records on each page.

Records Per Page ▾

- » Click in the **Page** field and type the number of the page you want.

Page of 1

3. Click **Edit** next to the relevant home page.

The **Home Page Designer** screen appears.

4. Click on the **My Searches** widget in the **Available** list and drag it to your preferred location on the **Page Layout** template on the right-hand side of the screen.

The **Options** pop up appears.

5. Edit the widget's settings.

More details...


- a. State a fixed height for the widget on your home page OR check **Auto** for the size to adjust according to the content.
- b. Select the **Hide when empty** check box to remove the widget from the home page when there is no relevant data to show.
- c. Select a coloured square to colour code the widget.
- d. Use the **Function** and **View** drop lists to select which search view the widget should link to.
- e. Click **OK**.

6. Click **Save**.




Note: You can add as many **My Searches** widgets to your home page as you like, each representing a different search view.

About Exporting Data to Excel

You have the option to export a variety of data from 3sysACADEMIC into MS Excel spreadsheets. This option is available when you see  above a grid of data.

Exporting Data to Excel

HOW TO EXPORT DATA TO EXCEL

- a. Click .
- b. Do ONE of the following:
 - » Click **Open** to open the spreadsheet.
 - » Click **Save** to save the file to your computer and **Open** to see it once it has been downloaded.
 - » Click and **Save as** to save the spreadsheet in your preferred location.
 - » Click and **Save and open** to save and automatically open the file.
 - » Click **Cancel** or to abort the export.

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CHAPTER 2

Pupils

This chapter discusses the following:

About the Pupil Records Module	14
About Pupil Records	15
About Mark Inquiry	16
About Relationships	17
About Personal Documents	18
About Contacts	19
About Accidents	20
About Medical Consents	21
About Events	22

About the Pupil Records Module

The 3sysACADEMIC **Pupil Records** module allows you to complete tasks relating to :

- » Pupil records, covering essential data held about each individual, including photographs.
- » Pupil relationships.
- » Personal documents, such as passports and visas.
- » Contact information.
- » Accident records.
- » Medical information and consents.



Note: The options you see depend upon the permissions set by your System Administrator.

For details about each function within 3sysACADEMIC **Pupils**, see:

- » "About Pupil Records" on the facing page.
- » "About Mark Inquiry" on page 16.
- » "About Relationships" on page 17.
- » "About Personal Documents" on page 18.
- » "About Contacts" on page 19.
- » "About Accidents" on page 20.
- » "About Medical Consents" on page 21.
- » "About Events" on page 22.

HOW TO ACCESS THE PUPILS MODULE AND FUNCTIONS

- » Go to **Pupil Management > Pupil** and click on the relevant function.

About Pupil Records

The **Pupil Records** function enables you to add new pupil records, and to search, view and edit existing pupil records. Depending upon permission settings, you can view, edit and complete a range of tasks via the **Pupils** screen, including the ability to:

- » Add new pupil records.
- » Add an event against a pupil record, or multiple pupil records simultaneously, such as a detention or granting house points.
- » Create Pupil Custom Groups and add pupils to Pupil Custom Groups. For details, see "About Pupil Custom Groups" on page 30.
- » Email a pupil or multiple pupils simultaneously. (You can also email this to the relevant staff and contacts at the same time.)
- » Add documents to single or multiple pupil records. For example, you may wish to maintain a record of sick notes received from parents against the relevant pupil record.

HOW TO ACCESS THE PUPIL FUNCTION

- » Go to [Pupil Management > Pupil Records](#).

About Mark Inquiry

Mark Inquiry enables you to view your markbook data, as entered using **Mark Entry** or imported using **Markbook Generic Import** or **Import Baselines**. You can search for markbook records using a wide range of search criteria, such as 'Subject Set', 'Subject', 'Form' or 'Academic House', in addition to using the search views to filter your records.

Once you have displayed the markbook records you require, you can:

- » Enter marks for these pupil records.
- » Analyse the markbook data using various methods, including:
 - » Displaying marks as percentages or as grades, if applicable.
 - » Creating calculated columns, which perform analysis on the markbook data, such as ranking, normalisation, median and progress calculations.
 - » Displaying summary columns, which provide summaries of the markbook data, such as minimum and maximum marks for the task and for the group.
 - » Assessing pupils' progress using the colour coded red, amber and green traffic light system (RAG).
- » Use Academic Profiles to retrieve the required pupil groups and associated markbook tasks. These include profiles generated automatically by the **Markbook Group Calculation** function.
- » Export the markbook records displayed to Excel.

HOW TO ACCESS MARK INQUIRY

- » Go to [Academic Management > Markbooks > Mark Inquiry](#) OR [Pupil Management > Pupil > Mark Inquiry](#).

About Relationships

The **Relationship** function enables you to search for pupils and to view details of people with whom pupils have an association, such as parents, siblings, doctors and carers. These relationships are configured in passFINANCE/schoolADMIN.

HOW TO ACCESS RELATIONSHIPS

- » Go to [Pupil Management](#) > [Pupil](#) > [Relationships](#).


About Personal Documents

The **Personal Documents** function enables you to view and search for personal documents stored against pupil records, for example passports and visas. This function tends to have a high level of security to restrict access to sensitive information, such as medical forms or details regarding suspensions. Personal documents are added to pupil records using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS PERSONAL DOCUMENTS

- » Go to **Pupil Management > Pupil > Personal Documents**.


About Contacts

The **Contacts** function enables you to view and search for contact details, as well as add notes and contact documents to existing contact records. Contact records are added to the database using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS CONTACTS

- » Go to [Pupil Management > Pupil > Contacts](#).


About Accidents

The **Accidents** function enables you to view and search for details of accidents, as well as add notes to existing accident records. This function tends to have a high level of security to restrict access to sensitive information. Accident records are added to the database using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS ACCIDENTS

- » Go to **Pupil Management > Pupil > Accidents**.


About Medical Consents

The **Medical Consents** function enables you to search for and view records of medical consents. This function tends to have a high level of security to restrict access to sensitive medical information. Medical consent records are added to the database using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS MEDICAL CONSENTS

» Go to **Pupil Management > Pupil > Medical Consents**.



Note: You are only able to access **Medical Consents** if you have been granted the relevant permissions by your System Administrator.

About Events

The **Events** function enables you to add new **Pupil Events** records, and to search, view and edit existing **Pupil Events** records. In this context, events include sanctions, rewards, house points, detentions and more. Each pupil event is made up of an event type and a series of event categories. These will have been set up by your System Administrator to meet the school's requirements.

Each event type can have slight variations of data recording requirements. However, the entry method for accessing the function and recording the event are the same regardless of the slight variations in recorded data.


When you add or edit a **Pupil Events** record, you can :

- » Assign the **Pupil Events** record to single or multiple pupils.
- » Enter or update various event related information, such as the event type, category, the staff member to whom the event relates, and notes regarding the event.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS EVENTS

- » Go to **Pupil Management > Pupil > Events**.

CHAPTER 3

Pupil Groups

This chapter discusses the following:

About the Pupil Groups Module	24
About Academic Houses	25
About Boarding Houses	26
About Form Years	27
About Forms	28
About Prospective Pupils	29
About Pupil Custom Groups	30
About Subject Sets	31

About the Pupil Groups Module

You can use 3sysACADEMIC to view the groups of pupils that have been configured in passFINANCE/schoolADMIN, such as pupils grouped by academic houses, boarding houses, form years, forms, subject sets, prospective pupils and customised groups. These groups can be applied as search filters across the system as well as being used for grouping pupils for **School Report** entries, **Emails** and **Attendance**.



Note: The types of groups configured will vary depending upon your school's structure.

From within each function in the **Pupil Groups** module, you are able to access a range of tasks. For details, see:

- » "About Academic Houses" on the facing page.
- » "About Boarding Houses" on page 26.
- » "About Form Years" on page 27.
- » "About Forms" on page 28.
- » "About Prospective Pupils" on page 29.
- » "About Pupil Custom Groups" on page 30.
- » "About Subject Sets" on page 31.

HOW TO ACCESS PUPIL GROUPS FUNCTIONS

- » Go to **Pupil Management > Pupil Groups** and click on the relevant function.

About Academic Houses

In 3sysACADEMIC, the **Academic Houses** function enables you to search for and view comprehensive details about existing academic houses, and the pupils and staff assigned to them. Depending upon permission settings, you can view and complete a range of tasks against a specific academic house or pupils within an academic house using the **Academic House** screen:

- » Adding notes against academic houses.
- » Creating a markbook task for the selected academic house. (The **Create Task** function appears displaying a list of the pupils for the selected academic house, ready for you to specify the details of the markbook task for that group of pupils.)
- » Entering markbook data for the selected academic house. (The **Mark Entry** function appears displaying a list of the pupils for the selected academic house, ready for you to enter markbook data.)
- » Undertaking markbook inquiries for the selected academic house. (The **Mark Inquiry** function appears displaying a list of the pupils for the selected academic house, ready for you to perform calculations against.)
- » Creating a pupil custom group based on the selected pupils within an academic house.
- » Emailing pupils within a academic house. (You can select the pupils to receive the email.)
- » Adding pupil documents for the selected pupil(s) within the academic house.
- » Adding an event against selected pupils within an academic house. (The **New Event** screen appears, enabling you to create a new event, such as a detention or house points, for the selected group of pupils.)




Note: Academic house records and their associated pupils and staff are added to the database using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS ACADEMIC HOUSES

- » Go to **Pupil Management > Pupil Groups > Academic Houses**.

About Boarding Houses

In 3sysACADEMIC, the **Boarding Houses** function enables you to search for and view comprehensive details about existing boarding houses, and the pupils and staff assigned to them. Depending upon permission settings, you can view and complete a range of tasks against a specific boarding house or pupils within a boarding house using the **Boarding House** screen:

- » Adding notes against boarding houses.
- » Creating a markbook task for the selected boarding house. (The **Create Task** function appears displaying a list of the pupils for the selected boarding house, ready for you to specify the details of the markbook task for that group of pupils.)
- » Entering markbook data for the selected boarding house. (The **Mark Entry** function appears displaying a list of the pupils for the selected boarding house, ready for you to enter markbook data.)
- » Undertaking markbook inquiries for the selected boarding house. (The **Mark Inquiry** function appears displaying a list of the pupils for the selected boarding house, ready for you to perform calculations against.)
- » Creating a pupil custom group based on the selected pupils within the boarding house.
- » Emailing pupils within a boarding house. (You can select the pupils to receive the email.)
- » Adding pupil documents for the selected pupil(s) within the boarding house. For example, a check list of equipment expected to be supplied by parents for pupils of a specific boarding house.
- » Adding an event against selected pupils within a boarding house. (The **New Event** screen appears, enabling you to create a new event, such as a detention or house points, for the selected group of pupils.)




Note: Boarding House records and their associated pupils and staff are added to the database using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .


HOW TO ACCESS BOARDING HOUSES


- » Go to **Pupil Management > Pupil Groups > Boarding Houses**.



About Form Years

The **Form Years** function enables you to view a list of years in the school, access details about each form year, and to perform the following tasks against a specific form year:

- » Create a markbook task for the selected form year. (The **Create Task** function appears displaying a list of the pupils for the selected form year, ready for you to specify the details of the markbook task for that group of pupils.)
- » Enter markbook data for the selected form year. (The **Mark Entry** function appears displaying a list of the pupils for the selected form year, ready for you to enter markbook data.)
- » Undertake markbook inquiries for the selected form year. (The **Mark Inquiry** function appears displaying a list of the pupils for the selected form year, ready for you to perform calculations against.)

 **Note:** Form year records are added to the database using passFINANCE/schoolADMIN.

 **Note:** As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.

 **Note:** You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS FORM YEARS

- » Go to [Pupil Management > Pupil Groups > Form Years](#).

About Forms

The **Forms** function enables you to view a list of forms in the school, access details about each form, such as the pupils within each form, the maximum number of pupils within a form and the location of the fire safety point. Depending upon permission settings, you can view and complete a range of tasks from the **Form** screen, including the following:

- » Adding a note regarding the form.
- » Creating a markbook task for the selected form. (The **Create Task** function appears displaying a list of the pupils for the selected form, ready for you to specify the details of the markbook task for that group of pupils.)
- » Entering markbook data for the selected form. (The **Mark Entry** function appears displaying a list of the pupils for the selected form, ready for you to enter markbook data.)
- » Undertaking markbook inquiries for the selected form year. (The **Mark Inquiry** function appears displaying a list of the pupils for the selected form, ready for you to perform calculations against.)
- » Creating a pupil custom group based on the selected pupils within a form.
- » Emailing pupils within a form. (You can select the pupils to receive the email.)
- » Adding a pupil document for the selected pupil(s) within a form.
- » Adding an event against selected pupils within a form. (The **New Event** screen appears, enabling you to create a new event, such as a detention or house points, for the selected group of pupils.)




Note: Form records and their associated pupils and staff are added to the database using passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS FORMS

- » Go to [Pupil Management](#) > [Pupil Groups](#) > [Forms](#).

About Prospective Pupils


The **Prospective Pupils** function displays information about children who have been logged as 'prospective' in the **Admissions** module in passFINANCE/schoolADMIN. Depending on permissions, you are able to undertake the following tasks:

- » Viewing details about individual children.
- » Adding notes to selected prospective pupils.
- » Adding prospective pupil documents to selected prospective pupils.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS PROSPECTIVE PUPILS

- » Go to [Pupil Management](#) > [Pupil Groups](#) > [Prospective Pupils](#).

About Pupil Custom Groups

The **Pupil Custom Groups** function enables you to create custom groups, add pupils to these groups and then manage the groups. **Pupil** and **Staff Custom Groups** are identical in principle, but one is for groups of pupils only and one is for groups of staff only. These custom groups enable you to set up groups of pupils or staff for specific events or set of events.

Example: If your school is putting on a summer theatre production, e.g. 'A Midsummer Night's Dream', and some pupils from all years are involved, you may wish to create a 'Midsummer Night's Dream' pupil group. This will enable you to easily email the relevant pupils and their parents regarding rehearsals and costumes, for example. In addition, you could set up markbook tasks specific to the play, such as 'Team work' and 'Acting capability', and record and assess the pupils' progress.

You can use **Pupil Custom Groups** to:

- » Add pupil custom groups, via both the **Setup** and **Pupil** modules.
- » View existing pupil custom groups.
- » Export lists or details of pupil custom groups to MS Excel.
- » Edit pupil custom groups.
- » Add individual pupils to custom groups, via either the **Setup** or **Pupil** modules.

HOW TO ACCESS PUPIL CUSTOM GROUPS

- » Go to **Pupil Management > Pupil Groups > Pupil Custom Groups** OR **Setup > Group Management > Pupil Custom Groups**.

About Subject Sets

The **Subject Sets** function enables you to create new subject sets and to view and edit existing subject sets, depending on permissions. From within this function there are links to create and review marks, add pupil events and view individual pupil records.

When you add a new subject set, you can undertake the following (permissions allowing):

- » Create new subject sets and add pupils to subject sets by form. (The list of subjects available will have been set up by your System Administrator in passFINANCE/schoolADMIN.)
- » Import a timetable for each new or existing subject set. You can import timetables from third party providers, such as 'TimeTabler' and 'gp_Untis'.
- » Set the room in which the subject set will take place.
- » Specify the date range for the subject set, i.e. for an academic year or between specific dates.
- » Specify the teacher responsible for delivering this subject set.
- » Flag the subject set for use in school reports. (This subject set will subsequently appear as a section in the school report for the teacher to complete.)

When you edit an existing subject set you can undertake the following (permissions allowing):

- » Subject set level:
 - » Undertake Markbook actions for the selected subject set, such as creating Markbook tasks, entering marks, making Markbook inquiries, and creating Markbook Group Calculations.
 - » Add notes against the subject set.
 - » View photographs of the pupils within the subject set.
 - » Email the subject set tutors.
 - » View a list of pupils and add or remove pupils from the subject set.
- » Pupil level:
 - » Create Pupil Custom Groups.
 - » Email the selected pupils.
 - » Add pupil documents against the selected pupils.
 - » Add pupil events for the selected pupils.
 - » View individual pupil records.

HOW TO ACCESS SUBJECT SETS

- » Go to [Pupil Management > Pupil Groups > Subject Sets](#).

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SEN

This chapter discusses the following:

About the SEN Module	34
About Special Needs	35

CHAPTER 4

About the SEN Module

3sysACADEMIC has a specific **SEN** (Special Educational Needs) module, which permits users to complete a range of tasks, including:

- » Viewing, monitoring and maintaining SEN statements for pupils.
- » Viewing, editing and maintaining SEN requirements.

For details about each function of the **SEN** module, see:

- » About Special Need Reviews.
- » "About Special Needs" on the facing page.

HOW TO ACCESS SEN

- » Go to **Pupil Management > SEN** and click on the relevant function.

About Special Needs

In 3sysACADEMIC, the **Special Needs** function enables you to search, view and edit existing special needs records. Depending upon permission settings, you can view, edit and complete a range of tasks via the **Special Needs** screen, including the ability to:

- » Add new special need records.
- » Edit existing special need records, such as adding notes, altering the level and rank, and specifying whether or not the record should be included in a statement.
- » Delete special needs records, depending on permissions.




Note: If you wish to create special need records, you need to use passFINANCE/schoolADMIN.



Note: As with many search screens within 3sysACADEMIC, you are able to utilise views to filter, sort and group the data in different ways.



Note: You are also able to export the search results displayed in the grid to Excel, by clicking .

HOW TO ACCESS SPECIAL NEEDS

- » Go to [Pupil Management](#) > [SEN](#) > [Special Needs](#).

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