

Managing Student Data Using ACT Certification System (ACS) October 2014



**Board of Senior Secondary Studies
ACT Certification System (ACS)**

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

Table of Contents

| | |
|--|----|
| User Access Level Edit and Data Sync | 3 |
| Manage Student Screen | 3 |
| Student Details Screen | 5 |
| Editing Existing Student Data..... | 6 |
| When a Student Leaves Your College | 6 |
| Claiming a Student | 7 |
| Adding Data for a New Student..... | 8 |
| Adding New Students Directly into ACS..... | 8 |
| Adding New Students into the School Administration System (SAS)..... | 9 |
| Resolving Duplicate Students | 9 |
| Business Rules..... | 9 |
| Data Sync Colleges ONLY | 9 |
| All Colleges | 9 |
| Deleting Existing Student Data..... | 10 |
| Deleting a Student | 11 |
| Fixing Enrolment Dates..... | 12 |

User Access Level Edit and Data Sync

All processes detailed in this section pertain to user access level 'Edit' and above ('Transfer' and 'User Control').

Many of the processes here vary on whether the school connects to ACS via the Data Sync system or not. Differences will be noted in the different sections.

Manage Student Screen

Under the **Students** menu select **Manage Student** and the following screen will appear

The screenshot shows the 'Search Student' interface. At the top, there are search filters for Home, School Code, Student ID, Year, Attendance, Surname, and Given Names. Below the filters is a table with the following columns: Home, School Code, Student ID, Year, Attendance, Surname, and Given Names. The table contains several rows of student data. At the bottom of the screen, there is a pagination bar showing 'Page 1 of 5 (47 items)' and a 'Records per page' dropdown menu set to 10.

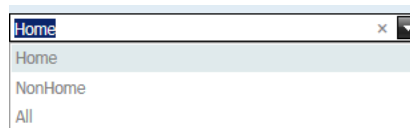
This screen is used throughout the application to find an individual student for reports, data entry of personal details, course, units, VET competencies etc.

Functionality: The group, sort, filter and field chooser functions are available in this screen.

Group: Drag the column header to the top to group by that field (all fields)

Filter:

- Type in the white text boxes in the filter section to filter by Studentid, Surname, Given names, Home Schoolcode, Group Number, Year level or Attendance
- Use the drop down box next to Home to select Home (default), Non Home (has unit studied records from your college), All (student is in the system).



- Once all criteria have been selected click on **Find** button
- Click the **Clear** button to clear your filter

Sort: Click on the column headings and the arrows will appear. Click on the arrows to change the sort order (all fields)

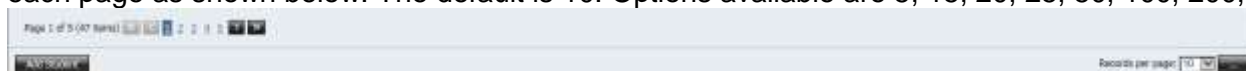
Field Chooser: The fields Date of Birth and Suburb can be added to this screen. Any of the fields can be removed

For more detail on manipulating these types of screens see ACS Tips and Tricks 2011.

NOTE:

Search by All (filter as required) to check for the studentid of the student prior to enrolling any new student.

At the bottom of the **Search by Student** screen you can change the number of records displayed on each page as shown below. The default is 10. Options available are 5, 15, 20, 25, 50, 100, 200, 500



- In a student record click on the word **Units** (hyperlink) and the **Units and Courses** screen appears as shown below (See **4. Managing Units and Courses** for more information)

Units and Courses

Actions: [Edit Course](#) [Add Course](#) [Mark All Units](#) [Change Course Type](#) [Revoke](#) [Refresh Data](#) [Start Record](#)

Student Package: Student ID: [8381002](#) Student Name: [redacted] Home School (SAC): [redacted] Year Level: 12 Total Units: 21.8 Course Area Count: 4

| Course Code | Title | Units | Final Score | Pass | Type |
|---------------------------|-------|-------|-------------|------|--------------|
| ENGL25H | | 7.0 | 81.00 | | Double major |
| DRAMA | | 4.0 | 82.25 | | Major |
| MATHEMATICAL APPLICATIONS | | 3.0 | 46.95 | | Minor |
| PSYCHOLOGY | | 4.0 | 84.14 | | Major |
| COLLEGE PROGRAMS (ALLC) | | 3.0 | 0.00 | | UNKNOWN |

- Click on the **studentid** (hyperlink) and the **Student Details** screen will appear, a part of which is shown below

Student Details

[Units and Courses](#) [Reports](#)

*** Required Information**

[Personal Details](#) [School Details](#) [Contact Details](#) [Postal Details](#) [Enrolment Dates](#)

Personal Details

* Student ID:

Unique Student Identifier:

* Surname:

* Given Name(s):

* Preferred Name:

* Date of Birth:

* Sex:

* Res Status:

Birth Country:

Aboriginal: Yes No

Torres Strait Is: Yes No

Linguistically Diverse Background:

Student Details Screen

- Click on the add student button and a blank **Student Details** screen will appear

Student Details

Units and Courses
Reports

* Required Information

[Personal Details](#)
[School Details](#)
[Contact Details](#)
[Postal Details](#)
[Enrolment Dates](#)

Personal Details

* Student ID:

Unique Student Identifier:

* Surname:

* Given Name(s):

* Preferred Name:

* Date of Birth: ▼

* Sex: ▼

* Res Status: ▼

Birth Country:

Aboriginal: Yes No

Torres Strait Is: Yes No

Linguistically Diverse Background:

The **Student Details** screen as shown above has seven sections

- Personal Details
- School Details
- Contact Details
- Postal Details
- Disability Details
- Previous Qualifications Achieved
- Enrolment Dates

Each section can be accessed by scrolling or clicking on the links

The **Student Details** screen as shown above has four action buttons

- Units and Courses** button takes you to this student's **Units and Courses** screen
- Reports** button allows you to print:
 - Academic Record report
 - 'On track' report
 - 'Certificate requirements' report for this student
- Add Student** button takes you to a blank **Student Details** screen
- Select Student** button takes you to the **Search Student** screen

This screen is for the manual data entry of student personal details into the database and to update data for a particular student. However if this data is part of your sweep when the sweep runs it will overwrite the data.

Editing Existing Student Data

Any field that has a red asterisk in front of the name is a required field. Data must be entered for these fields

- Data can be edited on this screen by either
 - Typing in the field
 - Select from the drop down list. If the field has a drop down list then you cannot type data into this field

The Studentid and HomeschoolCode fields **cannot be edited**

School Details

* Home School Code: BBCC

Group Number: GP06

* Year Level: 12

* Time Flag: Full Time

* Attendance Flag: Attends

* Repeat: Yes No

* Intends T: Yes No

- If you change any data on this screen you must press the **Save** button at the bottom of the screen. The following message will appear

Message from webpage

Are you sure you wish to save the student details?

OK Cancel

- Clicking OK a message will appear at the top of the screen as shown below.

The student's details have been updated

When a Student Leaves Your College

When a student leaves your college before the end of year 12 the student must be flagged as 'Left' so that they can be 'Claimed' by another college (see below). Non Data sync colleges flag a student as left by updating the School Details Attendance Flag from 'Attends' to 'Left'. Data Sync colleges should change the flag in their school admin system

School Details

* Home School Code: BBCC

Group Number:

* Year Level: 10

* Time Flag: Full Time

* Attendance Flag: Attends
Left

* Repeat: Yes No

* Intends T: Yes No

Claiming a Student

When a student leaves another college and enrolls at your college, before entering any data in the BSSS database or the school administration system use the **Search Students** screen to see if they exist in the BSSS database. Doing this should reduce the number of duplicate student records. If they exist and they have been marked as left by the previous college you can claim the student. If they have not been marked as left by the previous college contact that college and ask that they update their student data in ACS and/or their school administration system.

- From the **Students** menu select **Manage Student**. The **Search Student** screen appears
- Select the **All** option from the Home pull down menu
- Filter the data eg year level, surname, attendance. You will only be able to claim students if the college have flagged them as **'Left'** and their attendance as **'N'**

The screenshot shows the 'Search Student' window. At the top, there are search filters for Home (set to 'All'), [ID], [Surname], [Given Names], [Home School Code], [Group Number], [Year], and a dropdown set to 'N'. There are 'Find' and 'Clear' buttons. Below the filters is a table with the following data:

| Units | Home School Code | ID | Year | Attendance | Group Number | Surname | Given Names |
|-----------------------|------------------|---------|------|------------|--------------|---------|-------------|
| Units | BASS | 8011033 | 12 | N | NG1 | | |
| Units | BASS | 8010880 | 12 | N | DH2 | | |
| Units | BASS | 0621497 | 11 | N | GG2 | | |
| Units | BASS | 8011107 | 12 | N | GG3 | | |
| Units | BASS | 8060425 | 12 | N | GG2 | | |
| Units | BASS | 8010972 | 12 | N | GB3 | | |
| Units | BASS | 0070829 | 11 | N | NG1 | | |
| Units | BASS | 8100359 | 12 | N | NG3 | | |
| Units | BASS | 0071325 | 12 | N | GB2 | | |
| Units | BASS | 8010537 | 12 | N | GB2 | | |

At the bottom of the table, it says 'Page 1 of 2 (12 items)'. There are navigation buttons and a 'Records per page: 10' dropdown. At the very bottom, there are 'Add Student', 'Ok', and 'Cancel' buttons.

- Once you have found the student click on the studentid which takes you to the **Student Details** screen
- Scroll to the bottom of the screen and click on the **Claim Student** button



- The Homeschool for this student is now your college. Once you have added your college units to their package you should be able to see all their unit studied records

NOTE:

You cannot print an academic record for the student until they have unit studied records at your college.

Adding Data for a New Student

Before you add a new student to ACS **make sure the student does not already exist in ACS**. Do this by searching for the student with 'All' selected to search all students in ACS. If you find the student already exists in ACS do not add them again, rather '**Claim**' them as explained in the previous section.

There are two ways new students can be added to ACS:

- **Added directly to ACS.**
If the student does not already exist in ACS the student data can be added directly as explained below. For non Data Sync colleges, the unit and course data is added directly to ACS. For Data Sync colleges unit studied records should sync in from school administration systems (SAS) once the student is attending your college.
- **Added to the School Administration System (SAS).**
If the student does not already exist in ACS the student data can be added to the SAS and brought in via Data Sync along with all of their course and unit data.

Adding New Students Directly into ACS

- To add a new student, from the **Students** menu select
 - Manage Student or
 - Details
- The **Add Student** button is on the bottom of the **Search Student** screen (accessed via menu **Manage Student**) or at the top of the **Student Details** screen. Both are linked to the following screen
- Type in the details for the student.
Add a unique (unused) student ID number from the bank of numbers allocated to your college.

If you do not enter data for a required field then when you move to the next field a warning is shown as below. You will not be able to save this record until the error is fixed

- When entering the date of birth for a student who is younger than 14 and older than 19 you will get a warning message. This is not an error message and you can continue
- Once all details are entered press **Save**
- After saving you are returned to the **Search Student** screen. A message at the top of the screen will tell you that the student details have been saved

NOTE:

If you use an ID that already exists, when you press save the following message will appear.

Student Id already exists, cannot save student.

Adding New Students into the School Administration System (SAS)

All of the student data required by ACS must be added to the SAS.

Add a unique (unused) student ID number from the bank of numbers allocated to your college.

The student data will then be swept into ACS via Data Sync.

Resolving Duplicate Students

If a student that already exists in ACS is added again with another studentID number then this student is known as a **'duplicate student'**.

Business Rules

- The ideal situation is that a student should have the same ID from the time that they enter the ACT school system until they exit
- The unique identifier in the BSSS Certification System is the studentid. (This is not the case in most school administration systems)
- Students **must** have the same ID throughout senior secondary education
- If a student enrolls at your college after they have started senior secondary education in the ACT you must use the ID from the previous college, otherwise the student will have their unit, course and vocational competencies spread over two ids.
- International students must use the ID issued by the International Education Section
- Particular care should be taken with students who have received vocational certificates in year 10. Their details can be found in the database
- If a student has the incorrect ID, it must be changed by the end of May, so that the file that goes to UAC is correct. **Once the file goes to UAC, Year 12 ID's should NOT be changed**

Data Sync Colleges ONLY

- Change the ID in your school administration system
- This new ID will sweep through to BSSS system

All Colleges

- In BSSS database there will now be:
 - Unit and course records against the wrong ID
 - Unit and course records against the correct ID

NOTE: The correct ID is defined to be the ID that has the earliest VET competencies or unit studied records.

- The student ID which has the earliest unit studied or VET data recorded against it in ACS is the number that must be retained.
- Any unit studied or VET data recorded against the second student ID must be transferred to the first student ID. This process is explained in the *'How to'* document **Managing Students' Units and Courses**.

Deleting Existing Student Data

- To mark a student for deletion use the **Student Details** screen
- Students are marked for deletion by either
 - changing the year level to 99. The **Attendance Flag** field is automatically changed to Left and the field is greyed out as shown below

School Details

* Home School Code: BASS

Group Number: GB3

* Year Level: 99

* Time Flag: Full Time

* Attendance Flag: Left

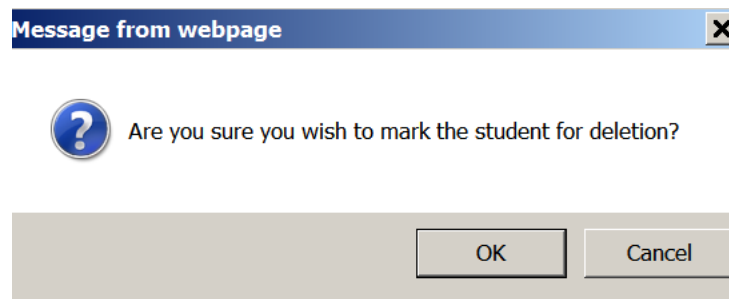
* Repeat: Yes No

* Intends T: Yes No

- or click on the delete button at the bottom of the screen as shown below



- Click OK to the message



- You are returned to the **Search Student** screen and the message at the top of the screen will tell you that the student has been updated.



Deleting a Student

This will permanently remove the student and their unit studied records and VET competencies from the database.

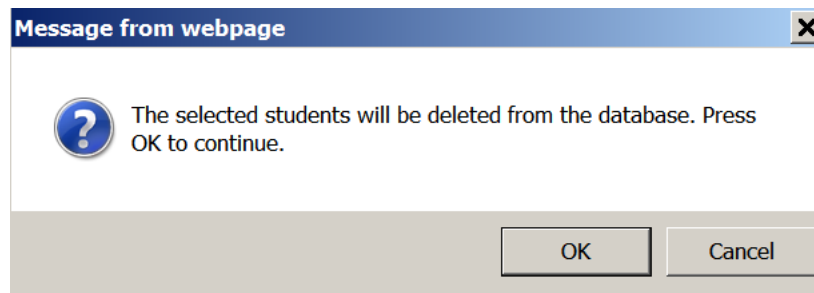
- From the **Students** menu select **Delete Students**. The following screen appears



- Select the students to delete by ticking in the check boxes next to their name and press the **Delete Selected** button



- Click on the OK button



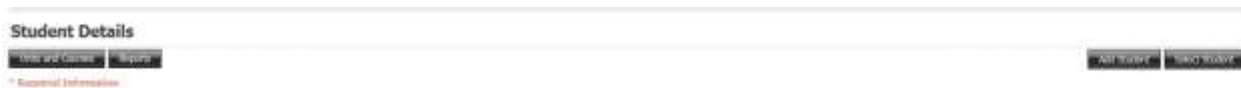
- The following message will appear at the top of the screen

The students and all their associated information has been deleted from the database. 

Fixing Enrolment Dates

The enrolment dates for a student come from the unit_studied records. The start date is set from the date the term commenced for the student's earliest assessment period from the unit_studied records. The end date is set from the last date in the term for the student's latest assessment period from the unit_studied records. These are known as the Default dates. The enrolment dates are incorrect when students start/leave a few days later/earlier or when you award R (Recognition) grades for studies completed elsewhere. The enrolment dates need to reflect the period of time the student was enrolled in your college.

- From the **Students** menu select **Details** and the **Search Student** screen appears
- Click on the **studentid** (hyperlink) and the **Student Details** screen will appear
- Click on the link to **Enrolment Dates**



- The following screen will appear

| # | School | Enrolment Date | Departure Date | Fixed |
|----------------------|--------|----------------|----------------|--------------------------|
| Edit | COPC | 4/02/2011 | 21/12/2012 | <input type="checkbox"/> |
| New | | | | |

- Click on **New** and the following screen will appear

Edit Enrolment Dates ✖

| | |
|---|-------------------------------------|
| School <input type="text"/> | Fixed <input type="checkbox"/> |
| Enrolment Date <input type="text"/> | Departure Date <input type="text"/> |
| Default | Default |
| Update Cancel | |

- To edit the Enrolment Date/Departure Date click on the drop down box and select the date. The fixed box will tick automatically
- To reset the dates to the Default date click on the **Default** button
- Press on the **Update** link to save the changes
- Press save button at the bottom of the page