MySchooltraining

Help Guides for Clerks

URL mede-demo.msm.io

Knowledge base Articles

Step by step articles and videos that explain how to use functionality in MySchool.

- Understanding the MySchool interface
- Using the 'MySchedule' calendar
- Searching for users
- Adding new students
- Adding guardian details
- Pupil groups (year groups and classes)
- Managing households
- Attendance
- Creating labels for post
- Email announcements
- Sending an SMS
- User groups
- Grade reports and assessments
- Discipline & Behaviour
- Holiday Management
- User Groups

Cheatsheets

Quick reference PDF guides that will help you get started.

- Simple Overview the MySchool Interface
- Logging in to MySchool & changing password
- Understanding school structure in MySchool
- Searching for users
- Quickly create a new profile
- Quickly create a new class
- Using the calendar in MySchool
- Sending email announcements
- Holiday management
- User Groups
- Attendance Administration
- Attendance for Teachers
- Reports
- Initiate Change request
- Accept Change request
- Class/Course enrolment
- Create Users manually
- Complex requests
- MEDE custom fields

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MySchool training

MySchool
USER INTERFACE
Quick reference guide
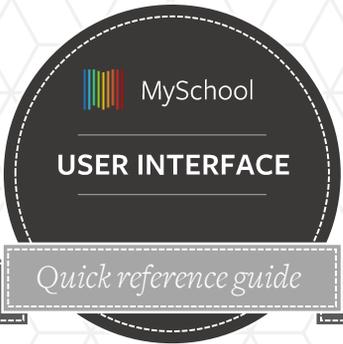
Quick Links
To commonly used functions

Quick add
Announcements, assignments, attendance, etc

Super Search
Search students, staff, classes, courses, and teachers

Help
List of related help articles and a link to the MySchool Knowledge base with guides and videos.

Your MySchool profile
Edit your personal details, link your calendar and manage your password.

User menu
Access to all MySchool functionality. The items in this menu are specific to you. Different people will have access to more or less functions depending on their role.

education.gov.mt

Overview
My files
My schedule
- Administer
- Assignments
- Attendance
  - Take
  - Administrative updates
  - Attendance Audit
- Discipline
- Grade report
- Data Reports
- Mentoring
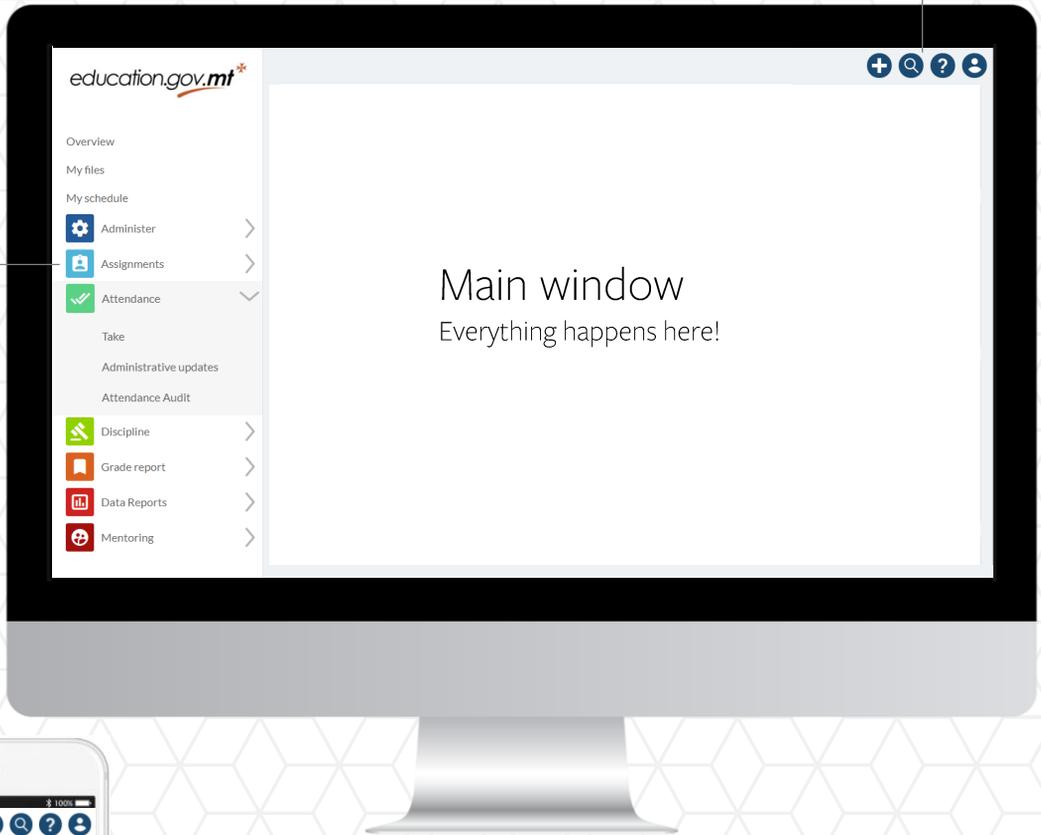
Main window
Everything happens here!

Behavioural event
Category*
Location
Date & time*
22/08/2018 14:06
Student(s)*   add
Reported by*
Event detail*
HELP   CANCEL   SAVE
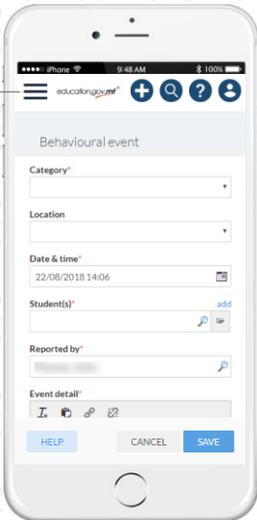
Mobile view
All screens in MySchool work on mobile devices.

User Menu
Tap this to reveal the menu

Quick links
Tap to access these functions

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MySchool training

MySchool login screen

You do not need to create a MySchool accounts, you can log in with your existing ilearn or eID account.

Login

URL mede-demo.msm.io

education.gov.mt*

Log in to MySchool

Guardians >
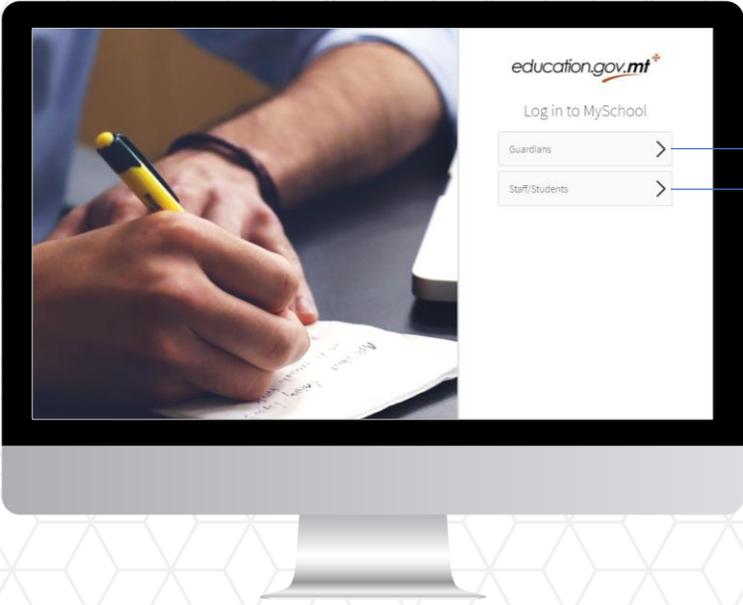
Staff/Students >

Guardians

Click on Guardians to log in with your eID username and password
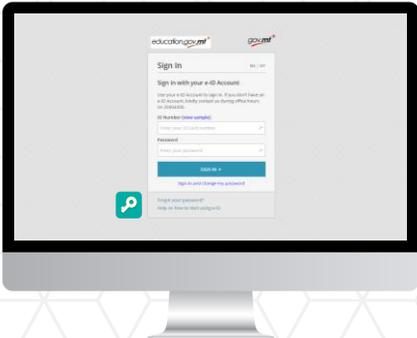
Staff and Students

Click on Staff & students to log in with your ilearn username and password

Changing your password

Resetting your password must be done via ilearn or eID accounts. Click the 'forgotten password' link and follow the instructions.

You are on the Demo Instance

education.gov.mt*

Check your version

The demo version will have real data, but it is not live.

MySchool training

MySchool

SCHOOL STRUCTURE

003

Quick reference guide

Subject
History   Year 7
Geography   Year 7
Physics   Year 7

Course
History   Year 7.A   2018 – 19
History   Year 7.B   2018 – 19

- A course consists of a group of students, a course teacher & a timetable allocation.

- A course is also tied to a subject and unique to a scholastic year.

- User view restriction can be limited to individual student, course, class, class level, or school level

- Staff users can have access to multiple schools.

- To edit or access information then the User must select the school Under their user icon.

SCHOOLS

College
College name

St. Ġorġ Preca College

School
School name

St. Ġorġ Preca College Hamrun

School levels
Primary / Middle / Secondary

St. Ġorġ Preca College Hamrun GP Primary
St. Ġorġ Preca College Hamrun Secondary

Class levels
Form 1, Grade 1 or Year 1

Class
Form 1.A, Grade 1.A or Year 1.A

- A class consists of group of students and may or may not have a class teacher depending on the school environment (e.g. a class teacher is more common in primary school environments)

- A class is unique to a year.

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Links to related knowledge base guides

Create classes   School levels   Managing Subjects

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

MySchool training

MySchool

SEARCHING FOR USERS

004

Quick reference guide

SUPER SEARCH

Active users of all types can be searched for using **Super Search**

education.gov.**mt**

Overview
My Files
My schedule
Administer
Assignments
Attendance
Take
Administrative updates
Attendance Audit
Discipline
Grade report
Data Reports
Mentoring
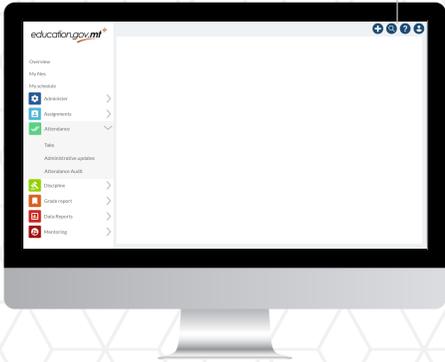
Start typing the name in Quick search and matching users will start to show up in the results bar.

Guardian
Student
Staff

The user type will show up next to the user name.

Click on the user to go to their detail page.

john

Johnston, Darrell Student
Grade 6B

Pitts, Johnny Student
Grade 3.2

Randall, John Student
Grade 8 B

Stevenson, Johnnie Student
Grade 1 Whales

John & Regina Schultz
Donor Guardian

Johnnie & Darlene Rodriguez
Guardian

McEnroe, John Staff
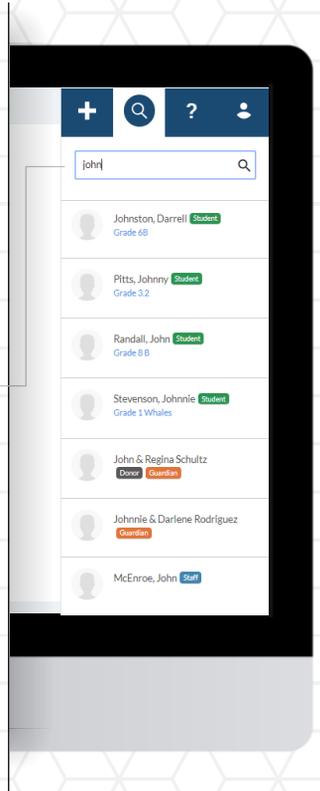
ADVANCED SEARCH

Advanced search can be used to find ALL users stored in the system. (Active, inactive, archived)

By Name / Legal Name		SEARCH
By Email		SEARCH
By Phone number		SEARCH
By User ID		SEARCH
By User Status	Disabled ▼	SEARCH

Advanced search can be found via the main menu.

⚙ Administer > Advanced Options > Advanced Search

Searches can be made using a number of criteria.

Links to related knowledge base guides

Advanced Search

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

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MySchool

CREATING NEW PROFILES

005

Quick reference guide

In the Quick menu

Announcement
Assignment
Attendance
Class
Course
SMS
Staff/Guardian
Student
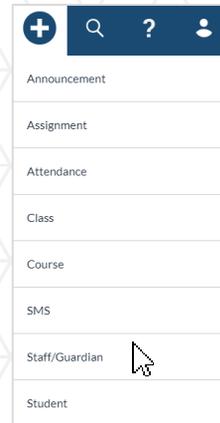
Creating profiles manually

- Create a blank profile (either student or user (adult))

- Particulars Tab – First Name & Surname are mandatory

- Maltese ID card number is mandatory (7 digits + 1 Letter)

- Select gender

- Contact Tab – All users must have a primary email

- Choose between enrolment, employment, teaching & dependant to determine which user group the profile will be attached

Students — **Enrolment**
Guardians — **Dependants**
Staff — **Employment**
Teacher — **Teaching**

GOOD TO KNOW

1. Staff & students must always use the ilearn email address as primary

2. 7 Digits + N = Temp ID for guardians, 7 Digits + E = Temp ID for students.

3. Staff can be employed by multiple schools at the same time.

4. Staff who have dependants have one profile, but can change views

5. All profiles must be set as **active** if users want to access MySchool

6. CDR create will populate some profile fields automatically. Complete the teaching tab and contact details manually.

7. For students requiring a temp ID, then contact SIS (sis@ilearn.edu.mt)

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Links to related knowledge base guides

Adding a student   Advanced Search

Adding a guardian   Shared Household

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

MySchool training

WHERE IS IT?

In the main menu

⚙ **Administer** > Classes & Students

Create a Class

1. Click **CREATE NEW CLASS**

2. Choose 'Academic Year', 'Class Level' and 'Class Name'.

> When creating new classes the new class name inherits the class level name, you do not need to repeat it.

Add students & teachers to a Class

1. Find your new class in the classes list.*

2. Choose the 'Participants' tab.

3. Click 'Edit'.

4. Use the 'Pick Teachers' and 'Pick Students' buttons to populate your class.

> *Choose the correct year in 'Filters' (on the left) if you don't see your class at first*

GOOD TO KNOW

1. When asked to pick teachers, then the list of 'is staff' users will appear. Staff members become teachers when attached to a class.

2. Classes cannot be scheduled (only courses can be scheduled).

3. When new students are admitted into the system they can be found in new registered or accepted.

4. They will only be enrolled into a class when a start date is set. Students who are withdrawn during the year move into the withdrawn class.

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Links to related knowledge base guides

Class management   Creating a new class

MySchool training

MY SCHEDULE

007

Quick reference guide

My Schedule is a timetable tool for courses, appointments, events and holidays.

Find it in the main menu.

Overview

My files

My schedule

⚙ Administer ⟩

👤 Assignments ⟩

✅ Attendance ⟩

⬥ Discipline ⟩

🔖 Grade report ⟩

📊 Data Reports ⟩

🎯 Mentoring ⟩

Create a 'My Schedule' appointment

Click directly on a calendar time slot to create an appointment

1. Add a Description.

2. Choose an Event Type. 'Block room' will block the room from being scheduled by other users.

3. Set a Date & time (and repeat if required).

4. Choose people or groups to add to the appointment via the people picker.

5. Check 'send email' to notify users you've added them to the appointment.

6. select a room if appropriate.

GOOD TO KNOW

1. Appointments can be set by Administrators for other users.

2. Teachers can also access key features from their schedules. Clicking on the period block brings up an additional window. They can create assignments from here, Create events, and take attendance for the course.

3. Staff and Teachers can set appointments for themselves, within their calendar.

4. Teachers can set appointments for their classes.

Links to related knowledge base guides

My Schedule   Timetable configuration   People Picker

If this guide is printed out, you can find these articles by searching for the above titles at support.msm.io

MySchool training

MySchool
ANNOUNCEMENTS
008
Quick reference guide

You can see announcements sent to you at the top of the Overview page.

To manage & create, go to the main menu

⚙ **Administer** > Announcements
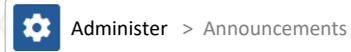
Create a new announcement

Announcements are sent by email and appear in the overview page of MySchool recipient users.

1. Click 'New Announcement'.

2. Write a subject line.

3. Choose recipients in 'Audience' via the people picker.

4. Choose to send by email only or for the message to also appear in the MySchool portal.

5. Choose an expiry date for the message to disappear from the portal. (it will be archived).

6. Write your message & attach files if required.

7. Press 'Send & Save' to send your email immediately or 'Save as Draft' to edit and send later.

GOOD TO KNOW

1. Once an announcement is sent by email it cannot be retrieved or stopped. Check the accuracy of your message carefully if you are sending to multiple users.

2. There are 3 status tabs for announcements. *Active*, *Expired*, or *Draft*.

3. Expiry date is not mandatory if saved to draft.

4. There is a maximum file size of 128Mb.

5. Administrators can see all announcements. Teachers, Students, and Guardians will only see announcements if they were selected in the Audience.

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Links to related knowledge base guides

Announcements   People Picker

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MySchool training

In the main menu or the quick menu

✔✔ **Attendance** > Administrative update

As a school clerk you can:

- Administer student attendance
- Run completion audit report
- Run student attendance reports

Taking attendance

The Attendance Administration function enables updates to be made for a single student on multiple days, or multiple students on a single day.

1. Check the Timetable for roll call periods.

2. Ensure your attendance status labels are clear on the reports.

3. Multi update allows you to set and lock attendance statuses for students.

4. You can edit past and future statuses, if they have not been locked.

5. The maximum length of the update cannot be more than **one week** (Past/Future).

6. Audit attendance taking to avoid data gaps

7. Certain attendance statuses can trigger SMS messages to students and guardians.

8. Reports and stats for attendance can be viewed via the *Overview, Attendance menu, Students' Profile*, and *PSR, SWE07,* and *Quick reports*.

⚙ **Administer** > **Adv Options** > Term management / Administer timetables

GOOD TO KNOW

✔✔ Attendance ⌄

Administrative updates

Take

Attendance: History

Report: Audit

1. Teachers will **TAKE** attendance for one day.

2. Administrators can update attendance in mass.

3. Audit attendance on a weekly basis.

Links to Attendance knowledge base guides

📄 Introduction to Attendance

📄 Attendance Administration

📄 Taking Student Attendance

📄 Attendance Report

📄 Auditing Attendance

*If this guide is printed, you can find these articles by searching for the above titles at support.msm.io*

MySchool training

MySchool

ATTENDANCE
CLASS / COURSE TEACHER
010

Quick reference guide

In the main menu, quick menu or via MySchedule
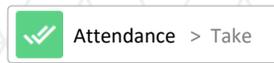
Attendance > Take

As a class teacher you can:
- Can take attendance for classes
- Run student attendance reports

As a course teacher you can:
- Can take attendance for courses
- Access attendance from My Schedule

Taking attendance

1. Click ➕ from the quick menu and choose 'attendance'.

2. Default status is set to 'present'.

3. Change the status for students who are absent

4. Click Other for the full list of Attendance statuses.

5. If a student is locked (Greyed out), Teachers cannot override this.

6. Enter a comment, and Save Update

GOOD TO KNOW

1. Statuses are configurable, but can trigger communications when selected.

2. You cannot take attendance on days that are holidays, or outside of the scholastic week set in Timetables.

3. Attendance data is shown live on Student and Guardian portals. An overview of stats can be seen on the Student Profile.

4. Attendance is connected to class and course enrolment.

5. Timetables can be reduced to show only roll call lessons.

Links to Attendance knowledge base guides

- 📄 Introduction to Attendance
- 📄 Auditing Attendance
- 📄 Taking Student Attendance
- 📄 Attendance Report

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MySchool training

MySchool

Holiday Management

011

Quick reference guide

To access Holiday Management:

⚙ **Administer** > Advanced Options > Holiday Management

Create a holiday or non school day in MySchool

Manage your schools bank holidays, term holidays, and inset days. Clerks can input holidays into all MySchool users schedules.

1. Go to Holiday management in Administer > advanced options.

2. To add holidays to your schools calendar, then click 'create event'

3. There three mandatory fields required : Title, Date start/End, and School level

4. If you wish to cancel attendance then select 'Scheduled courses' - Cancel

5. The description will appear on users My Schedules, if made publicly available.

24	25
Christmas Holidays	Christmas Holidays

GOOD TO KNOW

1. Select the **start date** as the first missed school day of the holidays

2. The end date is the last school day of the holidays (i.e. Friday)

3. Weekends in the range will be included, but do not affect attendance data.

4. Summer holidays should **not** be entered (July – Sept)

5. Holidays are full days. For half days or early finishes then it is not necessary for Kinder & Primary Schools to enter these days.

6. Holidays once saved are deleted with the red cross X in the list page

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Events

Primary Middle Secondary

Description	Date
Description 🔍	Date
Christmas Holidays	12/22/2018 ✗

MySchool training

To access User Groups :

⚙ **Administer** > Advanced Options > User Groups

User Groups

1. User groups control access to modules, and levels. The three main groups are Students, Guardians, and Teachers. Other groups can be donors, alumni, staff and MySchool administrators.

2. Students need to be enrolled in a class, Teachers need to be attached to a class or a course, Users become Guardians when they are attached to a student profile.

3. 'Staff' means that the user is set as an active employee in the employment tab of their profile. Teachers need to be staff members.

4. User groups can be for Security (**Access**), and/or Distribution (**Communication**)

5. Admins control the permission level to classes or school levels.

GOOD TO KNOW

1. Users can be members of multiple groups
2. Some roles are mandatory and cannot be omitted
3. Some User groups will be hidden
4. The security tab will show a users current membership to the different groups
5. Users can check their group in their account settings whilst editing their MySchool user account
6. Admin must be in Edit mode to see user group membership when checking profiles

Group Memberships

- ▷ 📄 Administrator
- ▷ 📄 Admissions Team
- ☑ 📄 *Art club*
- ☐ 📄 Disciplinary Email Recipients
- ▷ 📄 Headteacher
- ▷ 📄 ICT Support Team
- ☐ 📄 Kitchen helpers
- ▷ 📄 Mentor
- ☐ 📄 Parent board
- ▷ 📄 School Nurse
- ☐ 📄 Sports club
- ▷ 📄 Super administrators
- ▷ 📄 Test user

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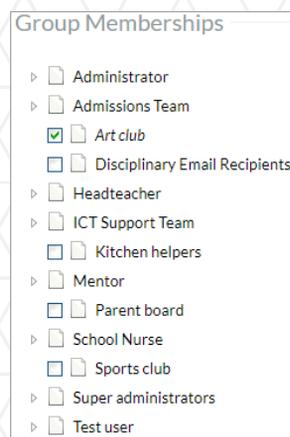
Membership **4 groups**

User ID 1055

MySchool training

Running reports

1. Open **Data Reports**, and access custom MEDE reports

2. From the sub list, select the report required

3. Follow on screen prompts to select target audience

4. Export is either on screen, via excel, or PDF

5. Some details maybe restricted depending on user access levels (Reports are classed as Public/Private)

Quick Reports

Quickly create custom reports, from student or user data.

1. Go to **Data Reports** and choose **Quick Reports**

2. Choose between filtering *User* or *Student data*

3. Check the appropriate filters to be applied. Modify these in the selection pane.

4. Press **Apply Filters**

5. Move to Export Tab

6. Choose the details to be exported from the target data (name, address etc)

7. Export to Excel or to Address labels

8. Check the boxes next to the filtered audience, and send a targeted announcement

Student data ▼

User data ▼

- ▷ 📁 Particulars
- ▷ 📁 Class allocation
- ▷ 📁 Demography
- ▷ 📁 Health
- ▷ 📁 Course
- ▷ 📁 Qualifications
- ▷ 📁 Other

- ▷ 📁 Particulars
- ▷ 📁 Qualifications
- ▷ 📁 Dependants
- ▷ 📁 Security
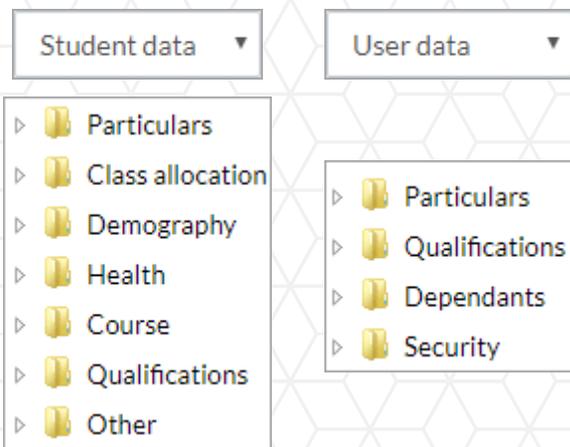
Data Reports – Public

Data Reports - Private

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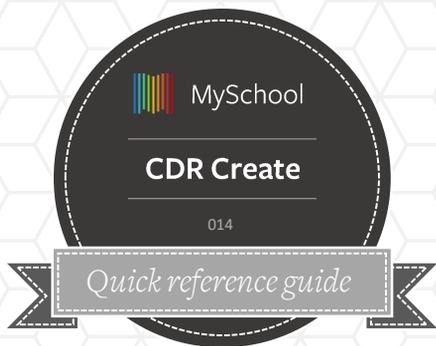
Record Type*	
STUDENT	*STAFF/GUARDIAN*

Creating profiles using CDR

1. Open CDR create via the quick links bar.

2. Enter Maltese ID and DoB (DD/MM/YYYY)

3. Select student or user (Staff/Guardian)

4. Choose the class into which the student will be enrolled. This is mandatory.

5. Set relationship and access for guardians

6. If the profile exists, then follow the change request instructions

Profile management

CDR create searches internally to check whether the ID/Dob are used anywhere else.

1. Clerks will be asked to create a change request, when the profile is held in another school.

2. Users with multiple school accounts will be prompted to access the profile directly. If it exists.

3. Attached guardians can be shared between schools for siblings.

4. Duplicate guardian records will not be created when importing students

5. When creating staff/guardian profiles, users still need to confirm employment, teaching or dependant relationship.
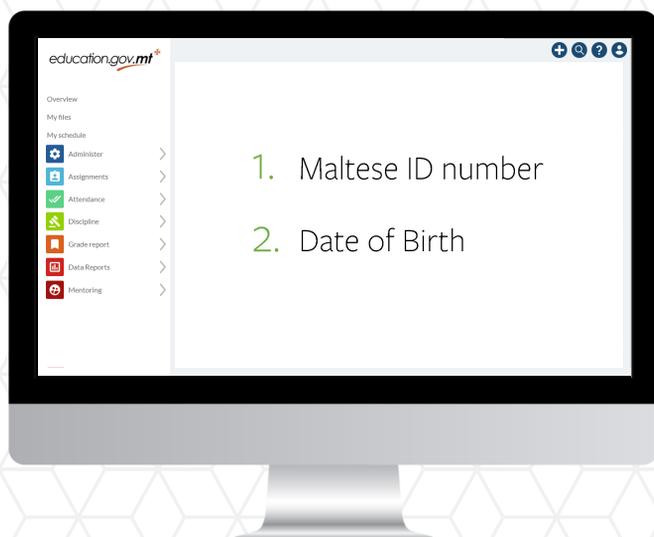
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Overview
My files
My schedule
Administer
Assignments
Attendance
Discipline
Grade report
Data Reports
Mentoring

1. Maltese ID number

2. Date of Birth

MySchool training

⚙ **Administer** > Change request

Access requests			⤢
Type	For	Requester	Time
Staff	ClerkSangwann, Test	ClerkSliema, Test	20/11/2018

Initiating the change request

1. Use the **create user**, or the **CDR create** to initiate an access request.

2. Enter ID card into user profile, or enter ID & DoB

3. If user profile is held elsewhere, then follow the on screen prompt to initiate.

4. Choose between **Student** or **Staff/Guardian** profile to confirm

5. Staff transfer, confirm access to school level (Kinder/Primary/Secondary)

6. Confirm to which school level to send the request.

7. Student transfers are initiated by creating a new student profile, and entering the ID card number

8. On screen prompt will initiate the request

9. Select the class from the dropdown into which the student will be transferred.

10. Start/End Dates are set as the full scholastic year, alter the *start date* if this is during the year.

11. Guardians attached to the student profile will be transferred as well.
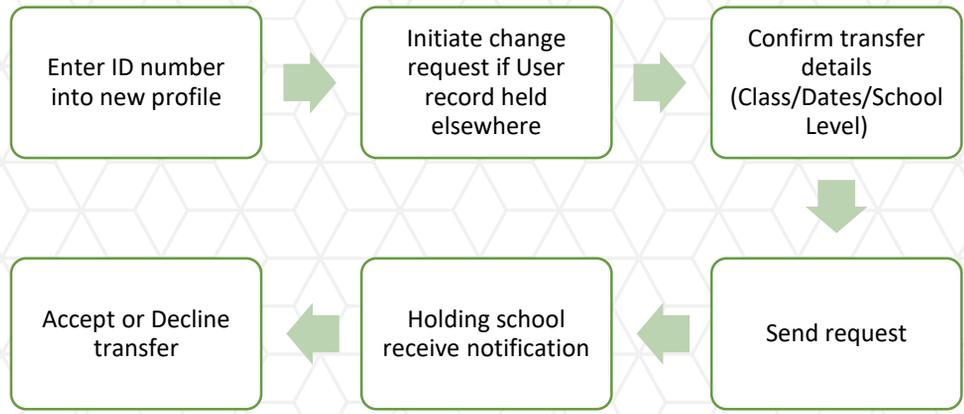
Enter ID number into new profile → Initiate change request if User record held elsewhere → Confirm transfer details (Class/Dates/School Level)

↓

Accept or Decline transfer ← Holding school receive notification ← Send request

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MySchool

Accept Change request

016

Quick reference guide

Administer > Change request

Access requests

Type	For	Requester	Time
Staff	ClerkSangwann, Test	ClerkSliema, Test	20/11/2018

Accepting the change request

1. Notified of **change request** in the overview panel. Open Change Request.

2. For staff transfers, select to end employment at previous school, or leave unchecked to allow access to both schools

3. For student transfers, check box to end the classes/courses of the holding school on a certain date.

4. Enter comments if needed, and Save

Receive notification of transfer → Select whether to end employment or end class dates

Accept transfer ← Enter comments to confirm transfer
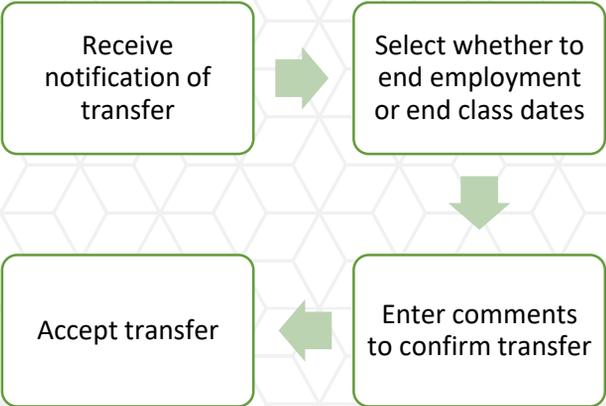
GOOD TO KNOW

1. Staff profiles can be shared between different schools.
2. Student profiles are attached to class transfers and school year dates.
3. Add student courses after Transfer accepted.
4. Guardians profiles are transferred with student

5. If guardians have other dependents in another school then their profile will be visible in both schools accordingly..
6. If students are enrolled in a class for 1 day, then they will appear on reports, attendance, and lists.
7. Always check enrolment/Teaching tabs to confirm dates

Accepting school initiates request for transfer

Profile holding school confirms request

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MySchool training

MySchool

Course / Class Enrolment

017

Quick reference guide

Teacher → **Teaching**

Students → **Enrolment**

Teacher Profile

1. Access a Teacher profile and go to the *Teaching tab.*

2. Add classes by selecting **ADD CLASS**, and searching for class in school level

3. Add courses by selecting **ADD** COURSES, and search by *class, class level,* or *subject*

4. Transfer classes/courses is from the Active teacher -> New Teacher. Find them by name, check boxes & confirm transfer

Student Profile

1. Access Student Profile, and go to Enrolment

2. Class enrolment dates are set for the scholastic year

3. Course dates can be edited in bulk by checking the box next to them.

4. Select **Edit course dates,** to set the start/end date

5. *Do not* use start date, nor end date to manage enrolment.

GOOD TO KNOW

1. Students are grouped in a class for the scholastic year. If students are enrolled in a wrong class in the same school, then add correct class details, and edit dates.

2. If a student has not attended any class/course and the entry was a mistake, then DELETE **Class/Course** enrolment

3. If student leaves the education system, then set class/course dates accordingly. MySchool will transfer the student to the withdrawn class

4. If the student/Teacher record is held in another school, then initiate a **change request** for access, set the appropriate dates *DURING* the change request

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MySchool training

MySchool

Creating User profile

018

Quick reference guide

Announcement

Assignment

Attendance

Class

Course

SMS

Staff/Guardian

Student
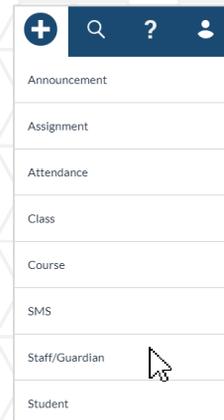
Create Users manually

1. Select **Staff/Guardian** to open new User profile

2. *Particulars* enter Surname, First Name, Gender, Maltese ID card number, also DoB if known

3. *Contact* use ilearn email as primary, enter address for Guardian profiles, then SHARE with Student relation.

4. Add dependant if applicable , and set access levels for Guardian

5. *Security* tab needs to be set to Active if the User is to access MySchool.

6. *Employment* set to school level, add start date for new starters, set to past employee for staff leaving the education system.

7. *Teaching* tab enrols the user into class Teacher, or course Teacher

* Means mandatory

Follow screen prompts

Students — **Enrolment**

Guardians — **Dependants**

Staff — **Employment**

Teacher — **Teaching**
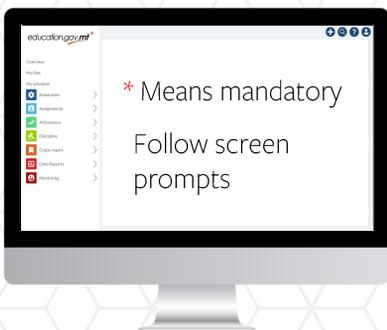
Mandatory fields
Name, Id, Gender
Email for active users
Assign a role

Links to User Profile knowledge base guides

- User profile
- Add new Guardians
- Creating Staff members

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

MySchool training

MySchool

Profile problems

019

Quick reference guide

Check Knowledge Base support.msm.io → Check main fields on Profile → Confirm enrolment, active status → Contact SIS

Students

Users

- Student has been enrolled into a school, class, and courses, but has never attended

  - *Due to record error, or No Show if the student is not active anywhere in the system then the profile can be flagged for delete.*

- Student has been enrolled into a school, class, and courses, but will leave the Public education system at Mid term

  - *If there are entries on the student record, then set the class / course date to end on the last day of their active schooling. Student will move to Withdrawn class of that that school year*

- New Students in the Intake class (Not processed), will have a start date, and should move automatically to the their class on that date.

  - *Check class enrolment to ensure students are active and dates match actual start dates.*

- Teachers has been transferred to a new class, but has no connection to the courses

  - *In the primary system then courses are attached to classes. They must be attached to the new Teacher*

- Guardian does not have a Maltese ID card, unable to validate profile.

  - *Use temp ID card ending E, and 7 digits. This will allow the system to validate the record.*

- Guardian does not have the same address as student.

  - *Do not share the address as a Household. The student will have their own individual address*

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MySchool training

WHERE IS IT?

Other Tab information

Other

E1 LocalId

|2807163|

E1 UPN

|N001050615006|

Former ID

Refugee

▼

Asylum Seeker

▼

Collective Worship

▼

ReligiousEducation

No ▼

Benefits
Full time one-to-one
Monitoring
Shared
Shared in the same class

- E1 identifiers cannot be edited nor searched

- If the student had a Temp ID (N) then enter this here

- Select from the dropdown options

- *Note* this is not consent, which is found under the *Legal tab*

SEN Pupils

- On any new or existing Student profile, there is the Tab **SEN**

- This tab is used for students who need to have an LSE attached to their profiles.

- First enter the name of the LSE, if they are located in the same school. If not then initiate a **change request**

- The select the category from the list. Select as many as appropriate

- After chose one option from the Assistance field

Links to related knowledge base guides

Adding a student   User groups

Medical reports

MySchool training

MySchool

GUARDIAN DETAILS

021

Quick reference guide

Guardian details can be accessed via the student profile.

🔍 **Super search** a profile using Name, or ID number

Guardian
Student
Staff

Guardian details

1. Open a student profile, and go to the *Contacts* tab

2. In the relationships, you can find the Guardian profiles attached to the student.

3. The access rights are set here. The information button, gives the contact details of the guardian.

Info
ⓘ

4. Students can have separate addresses or shared with another user. Press EDIT on the contact tab, and type the first few letters of the user into the search field. Then share the address

5. Permission are default, Main will receive communications, have access, and be filtered as such. A student can have multiple main guardians.

GOOD TO KNOW

Inv.	Main	Emer.	Per.	Pick
⚪	✔	✔	✔	✔

Email opt-in
- ✔ Can receive essentials
- ✔ Can receive non-essentials

- Set on Guardian profile

- Essential mails means that the user will receive direct mails addressed to them.

- **Emergency** is filtered into Medical contacts, and lists

- **Permission** gives access to the online MySchool instance

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MySchool training

WHERE IS IT?

Student, Y6.1   Contacts   NEW CONTACT

Link Guardians via Student profile

1. Open student contact tab, and select **New Contact**

2. Enter *Name*, *Surname*, and *Gender*

3. *Id Card* must be 7 digits + letter (N is temp ID letter)

4. Contact tab shows email address for communications and access.

5. Enter contact number for emergencies

6. Share address with attached student, by searching in the *lives at* field

7. Press **SAVE** on the guardian profile window, and set the relationship to the student from the drop down menu

8. **SAVE** the student profile

Common
Father
Mother
Parents

GOOD TO KNOW

- If the guardian does <u>not</u> have an email address, then set profile to disabled in their security tab. Now save the guardian profile

- Guardian dependents tab can be used for attaching siblings.

- Guardian profiles can be shared across schools. Edits made on one profile are shared across schools.

Guardian

Staff

User can have multiple types. Both Guardian and Staff. Switch between the different views after login

Links to User Profile knowledge base guides

📄 User profile   📄 Add new Guardians

📄 Creating Staff members

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MySchool training

MySchool
## Distribution Groups
023
Quick reference guide
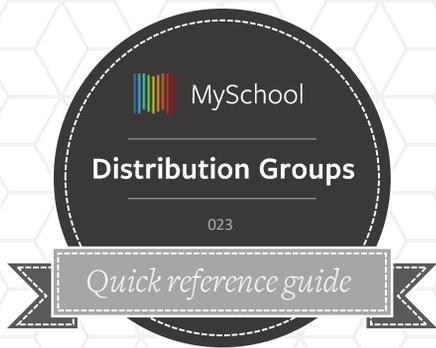
To access User Groups :

⚙ **Administer** > Advanced Options > User Groups

User Groups

1. Go to **User groups** in **Administer/Adv Options**

2. Open **CREATE NEW GROUP**

3. Enter a *Name*. Names <u>must be unique</u> for the entire system, so add your *school name* and *level*

4. User selection is set to *Fixed members* only, meaning that you can manually determine membership

5. Go to Members tab and search and add members within your school

6. Save by pressing **CREATE**
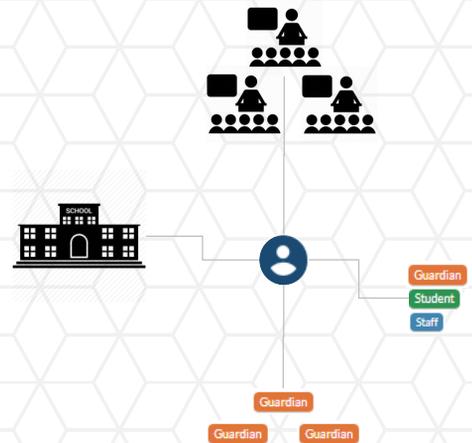
Distribution groups do not affect access levels. They are only used in communications

GOOD TO KNOW

- Distribution groups show in the security tab of the user, if they are not visible then uncheck restricted view from their configuration page

- Distribution groups are used in the People picker for announcements

- Different user types can be grouped in one distribution group (students with Teachers for example)

- Remove members from their security tab directly by pressing X

- **Names must be unique for the system**

Links to User Profile knowledge base guides

User groups

Announcements

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

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MySchool training

MySchool

Admin Update
SCHOOL CLERK

024

Quick reference guide

In the main menu or the quick menu
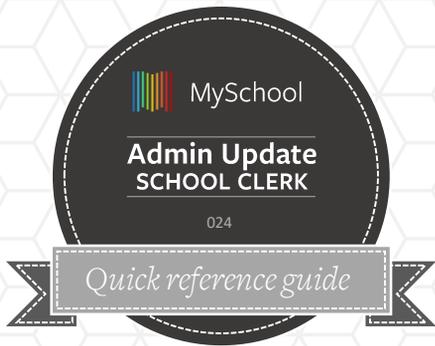
☑ **Attendance** > Administrative update

As a school clerk you can:

- Administer student attendance
- Run completion audit report
- Run student attendance reports

Taking attendance

The Attendance Administration function enables updates to be made for a single student on multiple days, or multiple students on a single day.

1. Select **Admin Update** from Attendance menu.

2. Select *single student* or *multiple*.

3. Enter a date range or start/end date. Maximum of 1 week periods.

4. Fetch the results, and check all the dates and periods that need to be changed

5. Use **mass update** to change attendance status for all selected

6. Locking the status will prevent users from changing this when using Take attendance

7. Enter comment to support

8. Save the update

GOOD TO KNOW

Certain statuses trigger reports and flags. Notifications are sent to main guardians. Leave comments if unsure

There is no school on the 12/20/2018 (Christmas party)
There is no school on the 12/21/2018 (Christmas party)

Use Holiday Management to block dates from attendance roster.

Present
Late
Absent
Absent with Medical Certificate
In School
Left/leaving early with justification
Late but excused
Excused with note or phone call
School Trip

Links to Attendance knowledge base guides

- Introduction to Attendance
- Attendance Administration
- Taking Student Attendance
- Attendance Report
- Auditing Attendance

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

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MySchool training

Data Reports > Quick Reports / Address labels

## Address labels report

Filters   Export

1. Open **Data reports** menu

2. Select **Address Labels** from the list

3. Enter recipients into the field with the folder, find the target users with the People picker

4. Select format of labels (*2x10 is default*)

5. Choose type of export (name or name & address)

6. Choose to include student name in label and it's position

7. Decide to include pre text or post text in the label.

8. Check the capitalise box to apply this to the label format

9. Determine to include the country field on the address label

Quick report labels

1. Open **Data reports** menu

2. Select **Quick report** from the list

3. Determine between student or user data (*Guardians* are classed as *users*)

4. Start to filter the population (Default selection is the entire school)

5. Then switch tabs to export

6. Choose label sheet instead of excel

7. Now determine what details you would like to export from the *filtered* dataset

8. Export to the standard 2x10 label sheet

GOOD TO KNOW

Create Main guardian address labels

Open quick reports	→	Filter User data with Dependents/ is main	→	Export set to label format	→	Select particulars Full name

Decide format and font size to print	←	Export	←	Contact info Address formatted

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MySchool training

MySchool

Mass Edit

026

Quick reference guide
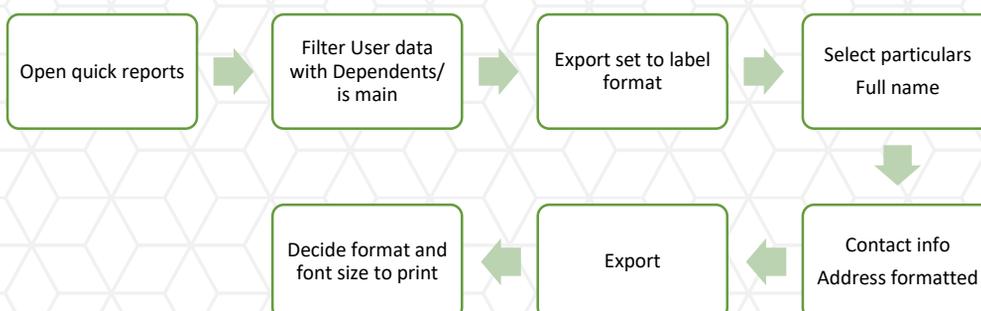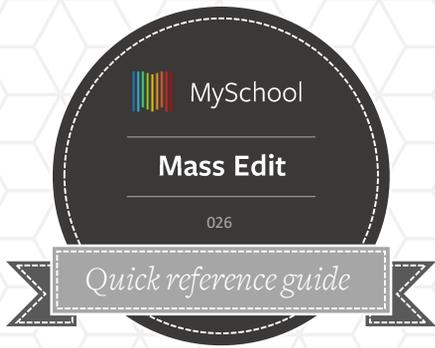
In the Advanced options for School Clerks

⚙ **Administer** > Adv Options > Mass edit

As a school clerk you can edit :

- Student data fields such as consent, and ID cards
- Edit the attached guardians contact details and access rights
- Set staff particulars and contact information

Mass editing profile data

1. Open the MASS EDIT tool

2. Choose whether you want to Edit student/guardian or Staff data

3. Build the target audience with the folder icon

4. Select the data field to be completed or edited

5. The profile line will change colour when the details have been entered

6. Press SAVE to update all profiles listed with the changes

Record Type*

| STUDENT | STAFF |

GOOD TO KNOW

- Select from different school levels, classes, and courses with the People Picker

- You can only edit fields for students, or for guardians. Fields cannot be mixed from both

- The fields parameters are still valid in the mass edit function

- Edit each record, then press save to update all in once go

- Guardians are attached to the students profiles

Guardian Details

- ☐ Guardian ID
- ☐ Guardian Address Line 3
- ☐ Guardian User Status
- ☐ Guardian Pickup

Links to Profile management knowledge base guides

- 📄 People Picker
- 📄 Student Profile
- 📄 User Profile
- 📄 Family member access

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MySchool training

MySchool
Course management
027

Quick reference guide

To access Courses:

Administer > Courses

☐	Biology 9.1
☐	Biology 9.2
☐	Chemistry 10
☐	Chemistry 9
☐	Chemistry 9.1

Course information

1. Either create new or open an existing course from the list within your access levels

2. Check the name course or add a name to the subject stem. Select whether or not the course should be included in reports or not. Verify the scholastic year and dates.

3. The participants tab is used to **add Teachers**, and **Pick students**. These will then be attached/enrolled in the course

4. Schedule tab shows the weekly rotation of the lessons. The timetable is set for class levels and for the year.

5. You can add a Teacher to the lesson, and a room if they are listed within your school.

GOOD TO KNOW

1. There must be subject for a course to be created
2. There can be multiple courses attached to a subject.
3. The courses must be applied to terms within the active school Year
4. Course promotion can be mapped at year end. i.e. Maths 1.1 -> Maths 2.1

5. Teachers are attached to course with no start or end date
6. Students are enrolled for a scholastic year
7. Schedules are created on a week rotation
8. Double periods need to be entered twice.
9. Abnormal week setups are accommodated in the timetable configuration
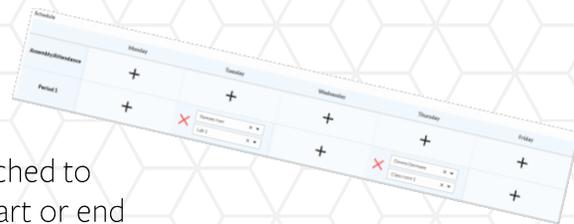
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MySchool training

To access Room Management:

⚙ **Administer** > Adv Options > Room Management

Room Management

1. Create new rooms in the Advanced Options/Room management so that they can be used in My Schedule and Timetabling.

2. Leave a comment in the room config. e.g. opening instructions or specific codes needed to unlock computers

3. Create a comprehensive equipment list, and attach them to rooms. This helps others understand what equipment/Learning support is available

4. Save and then apply default rooms in the [course management](#) screen

5. Use building lists if appropriate to classify the rooms to buildings

Computer Lab 2

General   Timetable   Appointments

Room label Computer Lab 2	**Building** Main Building
Capacity 15	**Equipment** Computer *15 Interactive White Board
Description Door code combination lock available from reception upon request. Call 98989898 or mail test.clerk@msm.io	

GOOD TO KNOW

1. Rooms will be imported, but you may wish to change labels. Simply access the list and edit the label

2. Room labels will be available to students and guardians via their portals. Make the labels understandable

3. Don't include removable equipment in the list. Just those that are a permanent installation the room

4. Use the seating capacity to allow users to choose the best fit for their needs.

5. Check the schedule for clashes in usage for the rooms

6. Events(meetings) can be booked for any time block. Whereas lessons can only be scheduled during periods.

MySchool training

Data Reports > Quick Reports

Student data ▼   APPLY FILTER
Student data
User data
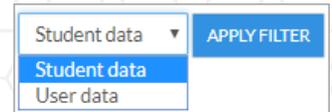
How to create quick reports

1. Open **quick reports**

2. Select either *student* or *data* profiles

3. Choose the filters you wish to apply to the population (Class, Course, Consent etc).

4. Modify the filters as appropriate, then APPLY FILTER

5. Now switch to the export and select the details you wish to export from the filtered population. (e.g. Name, contact details, guardian permissions)

6. Drag and reorder the list for export to excel.

7. **Export** to excel or labels

Filters   **Export**

▸ 📁 Particulars
▸ 📁 Class allocation
▸ 📁 Demography
▸ 📁 Health
▾ 📁 Contacts
   ☐ Export all guardians
   ☐ Export main guardians
   ☐ Student Email
   ☐ Student's all phone no.
   ☐ Household address
   ☐ Household address (formatted)
   ☐ Household address (tabular)
   ☐ Student address
   ☐ Student address (formatted)
   ☐ Student address (tabular)
   ☐ Household phone
▸ 📁 Father Info
▸ 📁 Mother Info
▸ 📁 Emergency Info
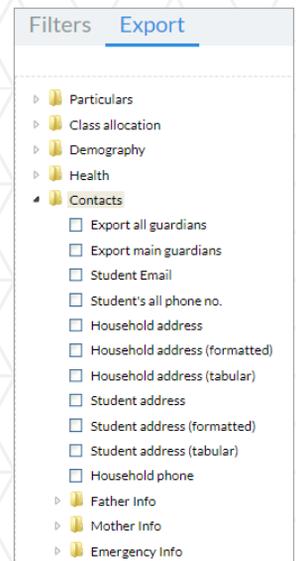
GOOD TO KNOW

- Quick reports is designed for out of the ordinary request for data reports.

- When filtering think of the target population that holds the data (i.e. Guardian contact data can be attached to the student population)

- You cannot edit from quick reports, use the mass edit tool for this

- When changing the filters, don't forget apply them to the onscreen data list.

- If fields are not completed then quick reports will return a blank entry on export

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

MySchool training

Data Reports > All

Administer > Communications

How to use the people picker

1. The People Picker is a tool used by many functions in MySchool

2. It will filter an audience or define a report population.

3. The filters shown are School level, Class level & Class.

4. Within these levels, users choose between students, Guardians, teachers, and staff.

5. If special groups are needed, then then create these in distribution groups.

6. Once you select the level, then select to which population you wish to send the information.

7. Once the population has been selected, then confirm or edit even further before applying them to the tool you are using.

Primary
  Classes
    PreKinder
    Kindergarten
    Grade 1
    Grade 2
      Grade 2 A
      Grade 2 B
    Grade 3

GOOD TO KNOW
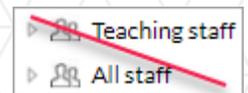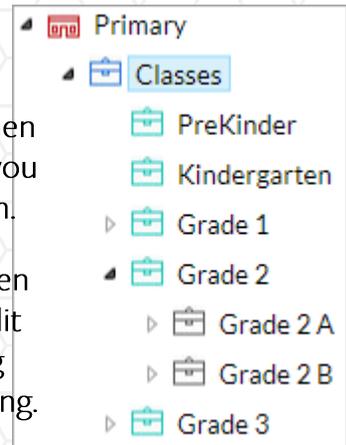
Teaching staff
All staff

- Use the empty search field above the levels to search for individual mails to users.

- Make sure your Guardian profiles are given the correct permissions. (*Main, Emergency*)

- Don't select from the Teaching Staff / All staff lists. These list staff attached to the school level. You can select individuals from these lists.

- If you are looking for a very specific group then why not try using Quick Reports

- You cannot send communications to users who do not have an account.

- Check and edit the selected population by using the pen icon.

Students of 'Grade 8'

edit group

☑ Name
☑ Alexander, Dana
☑ Armstrong, Anne
☑ Ballard, Robert
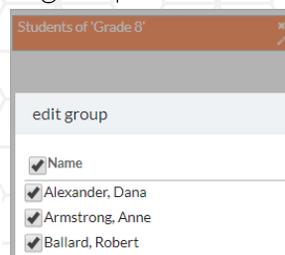
Links to People Picker knowledge base guides

- People Picker

- Announcements

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MySchool training

MySchool

assests

Quick reference guide

education.gov.mt*

Overview

My files

My schedule

⚙	Administer	>
📇	Assignments	>
✅	Attendance	>
⚖	Discipline	>
🔖	Grade report	>
📊	Data Reports	>
😀	Mentoring	>

Announcement

Assignment

Attendance

Class

Course

SMS

Staff/Guardian

Student

⚙	Administer
📇	Assignments
✅	Attendance
⚖	Discipline
🔖	Grade report
📊	Data Reports
😀	Mentoring

⚙	**Administer**	> Class/Student
📇	**Assignments**	>
✅	**Attendance**	>
⚖	**Discipline**	>
🔖	**Grade Reports**	>
📊	**Data Reports**	>
😀	**Mentoring**	>

Guardian
Student
Staff

Guardian
Staff

education.gov.mt*

Overview
My files
My schedule

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MySchool training