STARS Modern Thinking For Education

HOW DO I? User Maintenance

This guide describes how to setup new classes on your STARS system and maintenance of existing classes.

Terms Used

Term Used	Description
Account	A generic term covering the login details for an individual user.
ACTION	This details the steps you must take when following this guide.
Archive Class	A class where pupils who have left the school are placed so that their results are preserved and can be compared against other pupils.
Extended Group	A mechanism that allows you to group pupils together outside of their classes. For example, pupils from Y1, Y3, Y4 and Y6 may be selected and placed in an Extended Group as they are all members of the School Council.
NC Year	The National Curriculum year-group. For example, Y1, Y2 etc.
Online Server	A STARS installation hosted by FourForm. Access to these systems is available from anywhere via an Internet connected computer.
Role	Functionality within STARS is granted by allocating each user to a role. Roles are READ ONLY, STANDARD and ADMIN. A fourth role exists for standalone servers called SUPER USER. This role gives access to server hardware administration functions. Depending upon your login role, menu options are displayed or hidden.
Standalone Server	A STARS installation where a server is installed on site. Access to these systems is only available from the site network and not via the Internet.
User/Username	This is a person who has access to STARS or the name that they use to log into STARS.

- STARS is a class-based system, the class a pupil is a member of will let STARS work out which National Curriculum year (NC year) the pupil is in.
- There are two types of classes that can be created, Archive and Standard. Archive classes are where pupils who have left the school are placed. Standard classes are used for pupils who are still at the school.
- Archive classes are used primarily at the end of the year during the year-end roll-up. See the Year-End HDI? guide for more information on the year-end process.

Overview

Every pupil in your school must be allocated to a class so that STARS knows the National Curriculum year (NC year) that the pupil is in. Classes are created with a few basic pieces of information and then pupils can be placed into the class. Recording results, graphs and reports are then easily produced by selecting a class of pupils. This is the simplest method of entering or viewing information for pupils.

- STANDARD, ADMIN and SUPER USER roles have access to Add New, Delete, Change and Show options.
- READ ONLY roles have access to Show option only.

Class Maintenance

All class maintenance tasks are performed from the "Class" menu option. If options are not displayed then your login does not have the required role assigned.

Classes need to be setup for each NC year of pupils that are in a physical class. For example, if a physical class of 30 pupils is split between 15 Y1 pupils and 15 Y2 pupils then two classes will need to be created. Both classes will most likely have the same teacher name assigned (as all of the pupils are physically in the same class) but the first class will be set as a Y1 class, the second as a Y2 class.

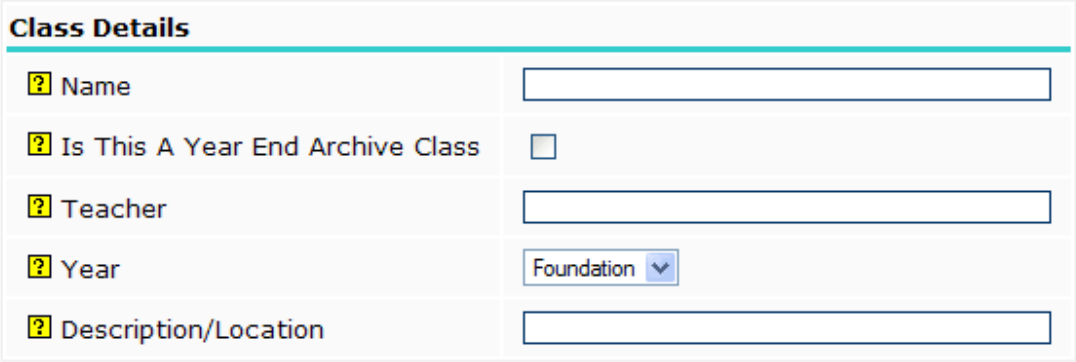
Most of the time your classes will stay the same and you will not need to create new ones or delete old ones. For changes in teachers and year-groups you can use the "Change" option to make updates.

Adding A New Class

When a new class of pupils is created or a class is split into different year-groups you will need to create a new class.

ACTION: Select "Class→Add New" from the menu bar.

Example Screen: New class details



Each of the items on the new class screen is explained below:

Item	Description
Name *	This is the name of your class and how you identify it in school. For split year-group classes, it's a good idea to append the NC year to the class name. For example, "CLASS 2 (YEAR 1)".
Is This A Year End Archive Class	Archive classes are created for use during the year-end process when pupils leave the school. See the Year-End HDI? guide for more information on year-end and archive classes.
Teacher *	This is a name or description for the class teacher. Any text may be entered here.
Year *	This is the NC year of the pupils in the class. Select from the drop-down list.

NOTE: Items marked with a "*" must be entered or selected

ACTION: Enter the details for the new class to add to STARS

Example Screen: Class details entered

Class Details

Name	CLASS 2(YEAR 1)
Is This A Year End Archive Class	☐
Teacher	MARY JONES
Year	Y1
Description/Location	CLASSROOM 4B (NEW BLOCK)

ACTION: Click "Accept" to create the new class.

Once the class has been created you can add new pupils or move existing pupils into it via the "Pupil" menu options.

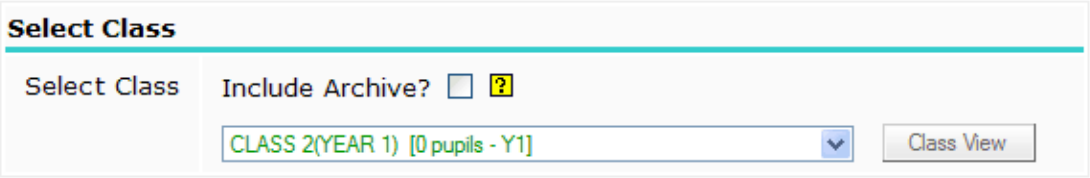
- For standard classes, leave the "Is This A Year End Archive Class" checkbox unticked.
- If you tick the checkbox, STARS will remove all fields except the Name and Year fields. The year field will default to "Archive" and cannot be changed.
- See the Year-End HDI? guide for more information on year-end classes.

Deleting A Class

When a class is no longer needed, you can delete it from STARS by using the Delete option. Care should be exercised when deleting classes as once removed they cannot be retrieved.

ACTION: Select "Class→Delete" from the menu bar.

Example Screen: Selecting a class to delete



STARS will show you a list of all classes set up on your system. The name, number of pupils in the class and the NC year are displayed for all classes. You can view the pupils in the selected class by clicking "Class View".

- Class selection is normally made via the drop-down as shown above.
- Classes always show the Name, number of pupils and the NC year.
- Classes are displayed in GREEN
- Archive classes are displayed in RED
- Extended Groups are displayed in BLUE
- To include archive classes in your class list, place a tick in the "Include Archive" checkbox.
- Where applicable, select the "Class" or "Extended Group" radio button for Classes or Extended Groups (Not shown in this drop-down).
- Where applicable within STARS, the "Class View" button will be displayed to allow you to view details for all of the pupils in the class.

ACTION: Click "Accept" to select the class displayed in the drop-down list.

Example Screen: Confirming the class details for delete

Class Details

Name	CLASS 2(YEAR 1)
Is This A Year End Archive Class	☐
Teacher	MARY JONES
Year	Y1
Description/Location	CLASSROOM 4B (NEW BLOCK)

STARS will display the information for the class you have selected to delete.

ACTION: Click "Confirm Delete" to delete the class.

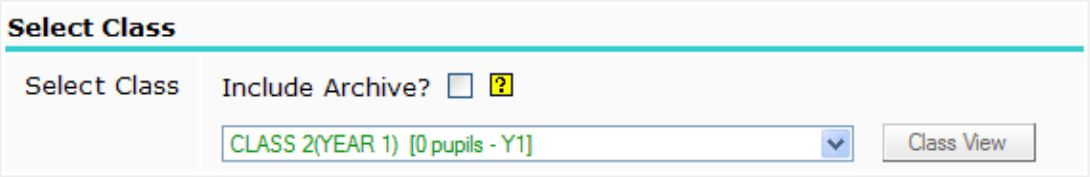
- Only empty classes can be deleted. If there are any pupils in the class you must move them to different classes prior to deleting this class.
- STARS will warn you if pupils are still in the class and will not let you delete it until all pupils are moved.
- Make sure you have selected the correct class to delete. Once you click "Confirm Delete" the class will be removed and cannot be retrieved.

Making Changes To Class Details

It may be necessary to alter class details when the Name, Teacher, Location or NC year have changed. Use the "Change" option to make changes to an existing class.

ACTION: Select "Class→Change" from the menu bar.

Example Screen: Selecting a class to change



STARS will show you a list of all classes set up on your system. The name, number of pupils in the class and the NC year are displayed for all classes. You can view the pupils in the selected class by clicking "Class View".

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- Classes always show the Name, number of pupils and the NC year.
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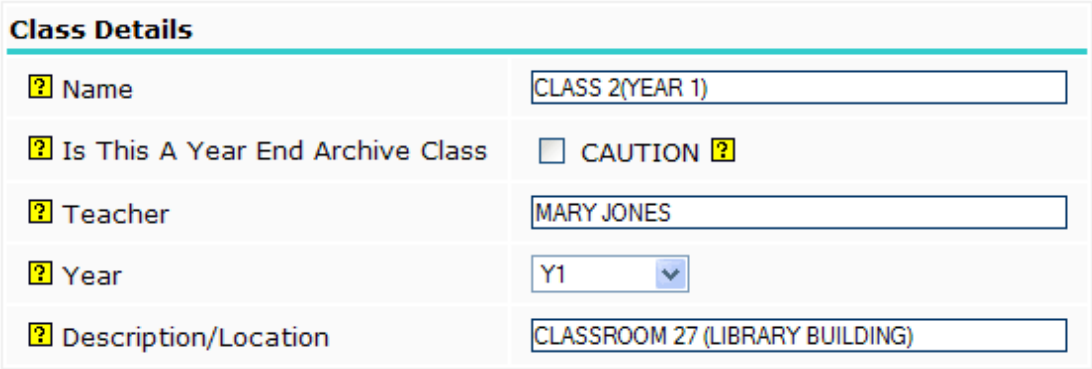
- To include archive classes in your class list, place a tick in the "Include Archive" checkbox.
- Where applicable, select the "Class" or "Extended Group" radio button for Classes or Extended Groups (Not shown in this drop-down)
- Where applicable within STARS, the "Class View" button will be displayed to allow you to view details for all of the pupils in the class.

ACTION: Click "Accept" to select the class displayed in the drop-down list.

Example Screen: Changes made to the class information



Make the changes to the class information as necessary.

ACTION: Click "Accept" to save the changes.

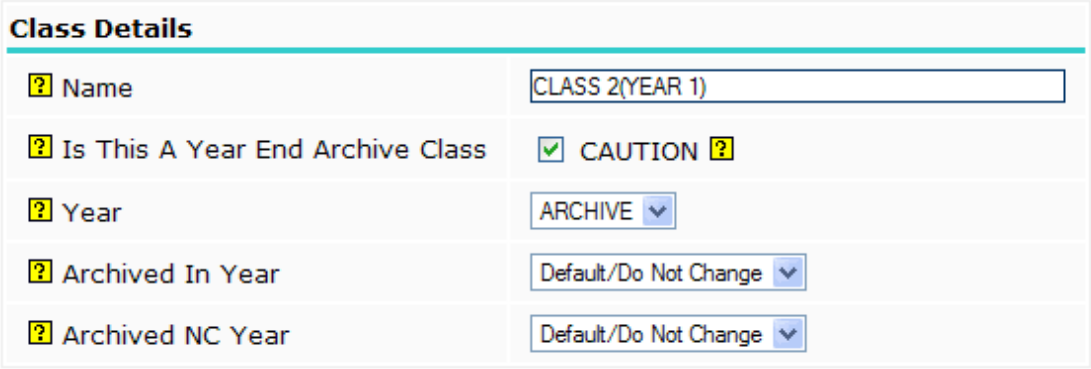
⚠	Changing the Year of the class will change the NC year for each pupil in the class. This option will normally be used on an empty class or as part of the year-end process when pupils will be moved to their next class.

Changing A Standard Class To An Archive Class

You can change a class from a standard class to an archive class by placing a tick in the archive class checkbox. Care should be exercised when making this change as pupil information is also updated to indicate that they have been archived and they should no longer be considered as current school pupils.

ACTION: Place a tick in the "Is This A Year End Archive Class" checkbox.

Example Screen: Changing a class to an archive class



The items on the screen will change and a new set of options will be displayed to allow you to enter the year the pupils were archived and the National Curriculum year the pupils were in at the time.

⚠	Changing a standard class to an archive class will update information on all of the pupils in the class. Be sure to read this section carefully before making this kind of change so you are familiar with the updates that STARS will make to the pupil archive information.

Each of the items on the class screen is explained below:

Item	Description
Name *	This is the name of your class and how you identify it in school.
Is This A Year End Archive Class *	Must be ticked to change a standard class to an archive class. The screen will be adjusted from the standard class display to remove some fields and display the additional fields for updating the pupil archive information.
Year *	This will default to "Archive" for archive classes.
Archived In Year *	This is the year (for example, 2009/2010) that pupils within the class were archived. Normally "Default/Do Not Change" will be selected but you can also select a year from the drop-down.
Archived NC Year *	This is the NC year (for example, Y6) that pupils were in when the class was archived. Normally "Default/Do Not Change" will be selected but you can also select a National Curriculum year from the drop-down.

NOTE: Items marked with a "*" must be entered or selected

Archived In Year

If you leave this drop-down set at "Default/Do Not Change" then STARS will perform the updates on each pupil in the class automatically. Firstly, STARS will see if each pupil is already archived. For this to be the case you must have selected an archive class from the class drop-down when you began the "Class→Change" process. If a pupil is already archived then no changes will be made to their details, the original "Archived In Year" will be left unchanged. If the pupil was not already archived then STARS will set the "Archived In Year" information to be the current year (for example, 2009/2010).

If you change the selection and choose a specific year from the drop-down then all pupils in the class will be updated with this information.

Archived NC Year

This option is similar to the "Archived In Year" detailed above but will set the NC Year each pupil was archived. Choosing "Default/Do Not Change" will leave STARS to calculate the archive NC information automatically. If a pupil is already archived then no changes will be made to their details, the original "Archived NC Year" will be left unchanged. If the pupil was not already archived then STARS will set the "Archived NC Year" information to be the NC year that the pupil is currently in. This will be the NC year for the class prior to it being changed into an archive class. For example, if the class being changed was "Y1" then STARS will set the "Archived NC Year" information for the pupil to be Y1.

If you change the selection and choose a specific NC year from the drop-down then all pupils in the class will be updated with this NC year information.

ACTION: Click "Accept" to save the changes made to the class.

Change An Archive Class To A Standard Class

Archive classes can be changed to standard classes by removing the tick from the "Is This A Year End Archive Class" checkbox. Care should be exercised when making this change as pupil information is also updated to remove any archive information.

ACTION: Remove the tick from the "Is This A Year End Archive Class" checkbox.

	Changing an archive class to a standard class will update information on all of the pupils in the class. Be sure to read this section carefully before making this kind of change so you are familiar with the updates that STARS will make to the pupil archive information.

<u>Archived In Year</u>

STARS will remove "Archived In Year" information from all pupils in the class.

<u>Archived NC Year</u>

STARS will remove "Archived NC Year" information from all pupils in the class.

<u>General Information</u>

All of the pupils in the class will now show the NC year that is allocated to the class and will be shown as current pupils of the school.

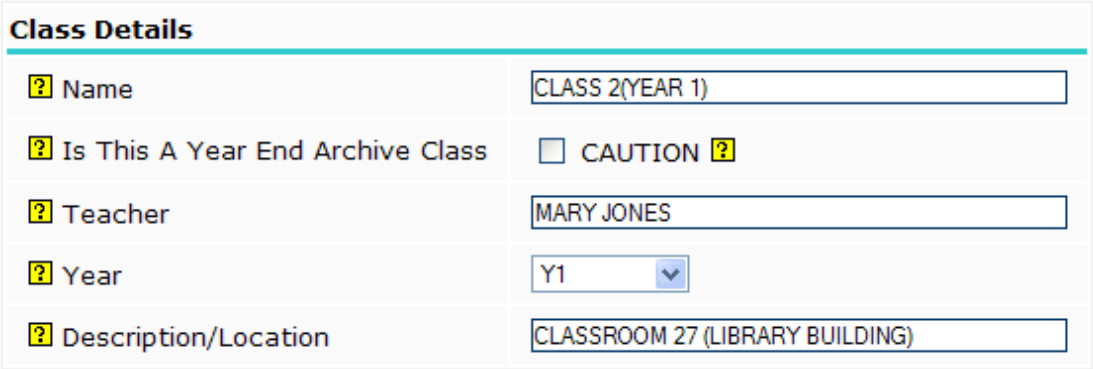
- Make sure you check pupil details in classes before making changes to be sure you are working with the correct group of pupils.
- Moving classes from archive to standard and standard to archive is normally undertaken on empty classes.
- Archive information for each pupil can be individually adjusted using the "Pupil→Change" option.
- More information can be found in on pupil archive information in the Pupil Maintenance HDI? guide.

Showing A Class

If you only wish to view the details for a class and not make any changes or delete it then choose the "Show" option.

ACTION: Select "Class→Show" from the menu bar.

Example Screen: Selecting a class to show details for



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- Where applicable within STARS, the "Class View" button will be displayed to allow you to view details for all of the pupils in the class.

ACTION: Click "Accept" to select the class displayed in the drop-down list.