



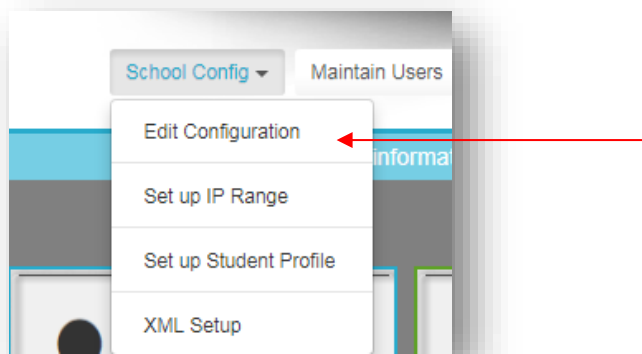
School Configuration

Editing School Details

On the Home page select **School Config**



Select **Edit Configuration**



This area contains basic information about your school.

Click on the **Edit** button in the lower right corner to change any details that are incorrect.

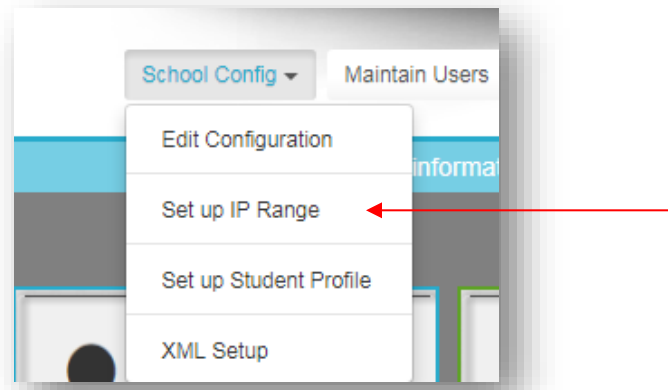
Principal's name can be edited or changed as required.

Make sure OTHER is selected in the Diocese field if you belong to the Melbourne Diocese. Otherwise, choose your diocese.

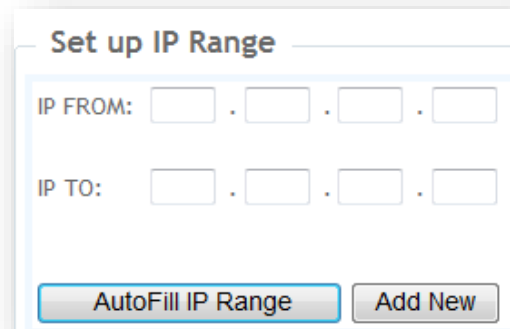
School Number	E1234
School Entity	01
School Name	Clarisse Primary School
Campus	1
Suburb	Melbourne
Principal	Mr. CEPL
School Type	CECV
Diocese	Other
School Arrangement	Primary / Secondary
Show Both VELs And AUSVELs Scores In Data Entry	True

Set up IP Range

Select **Set up IP Range**



Facility to restrict access to certain areas of nForma Web over the Internet.

A screenshot of the 'Set up IP Range' form. The form has a title 'Set up IP Range' and two rows of input fields. The first row is labeled 'IP FROM:' and the second row is labeled 'IP TO:'. Each row contains four input boxes separated by dots, representing the IP address format. At the bottom of the form, there are two buttons: 'AutoFill IP Range' and 'Add New'.

This must be set up if you want to display:

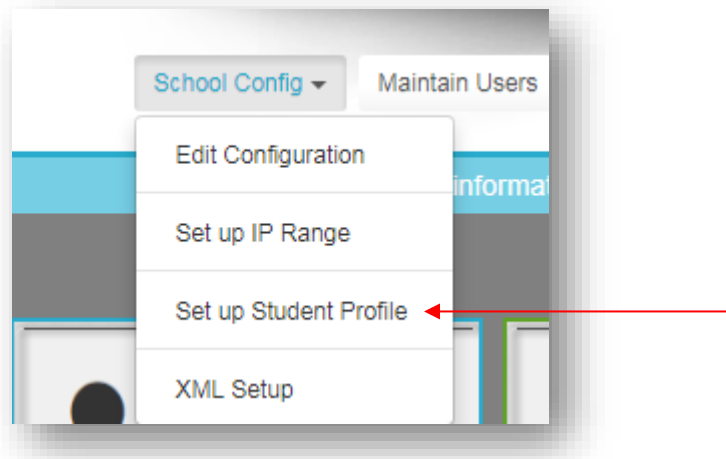
- Student photos on the reports
- Supplementary Documents in nWellbeing

NOTE: You can enter your Admin and Curriculum network IP ranges manually or click the **AutoFill IP Range** then **Add New** buttons, to automatically put in your IP ranges. You need to do this on **both** an Admin and a Curriculum computer.









Your IT technician will be able to assist with this setup.

Set up Student Profile

Select **Set up Student Profile**



On this page you can choose what is displayed in the Student Profile. Click on the small edit button to set the display order and the inclusions for your school.

Name	DisplayOrder	Include	Command
Student Information	1	<input checked="" type="checkbox"/>	
Grade History	2	<input checked="" type="checkbox"/>	
WellBeing Information	3	<input checked="" type="checkbox"/>	
Wellbeing Support Program	4	<input checked="" type="checkbox"/>	
WellBeing Notes	5	<input checked="" type="checkbox"/>	
WellBeing Document	6	<input checked="" type="checkbox"/>	
Absences	7	<input checked="" type="checkbox"/>	
Attendance Summary	8	<input checked="" type="checkbox"/>	
First Aid	9	<input checked="" type="checkbox"/>	
First Aid Type Summary	10	<input checked="" type="checkbox"/>	
Semester Report Scores	11	<input checked="" type="checkbox"/>	