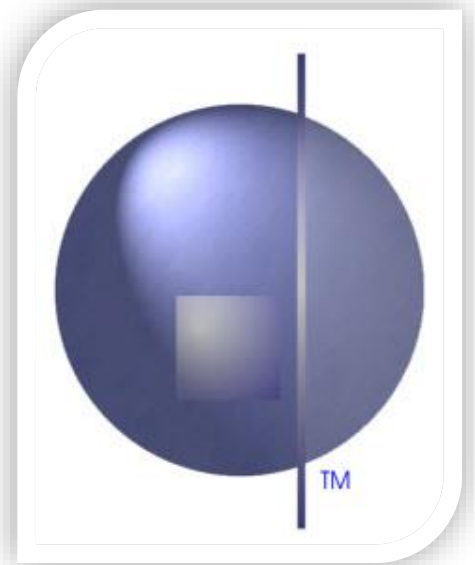


New Semester Setup - Quick Guide to Version 3



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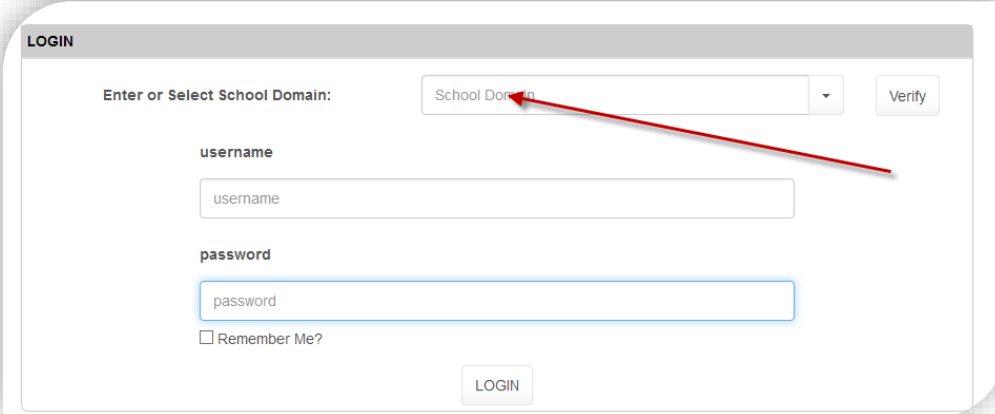
1 Login using Chrome (recommended browser)

Enter the following URL:

<https://www.nforma.ct.com.au/content/index.html#/nsystem/login>

The FIRST time you login to nFormaWeb:

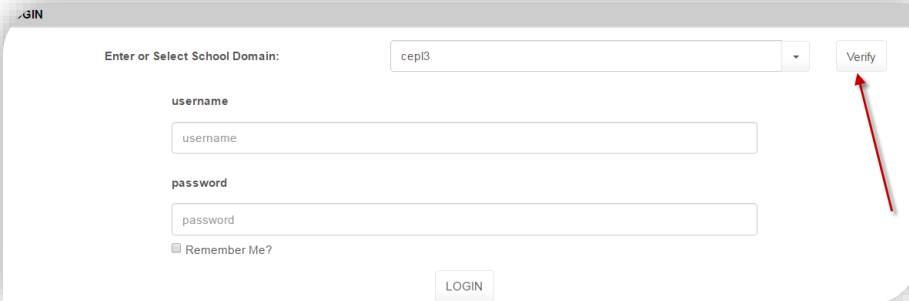
Type in your school domain in the field “Enter or Select School Domain”
DO NOT include the “catholic.edu.au” suffix.



The screenshot shows the login page with the following elements:

- LOGIN** header
- Enter or Select School Domain:** A dropdown menu with 'School Domain' selected. A red arrow points to this dropdown.
- Verify** button
- username** field: A text input field containing 'username'.
- password** field: A text input field containing 'password'.
- Remember Me?
- LOGIN** button

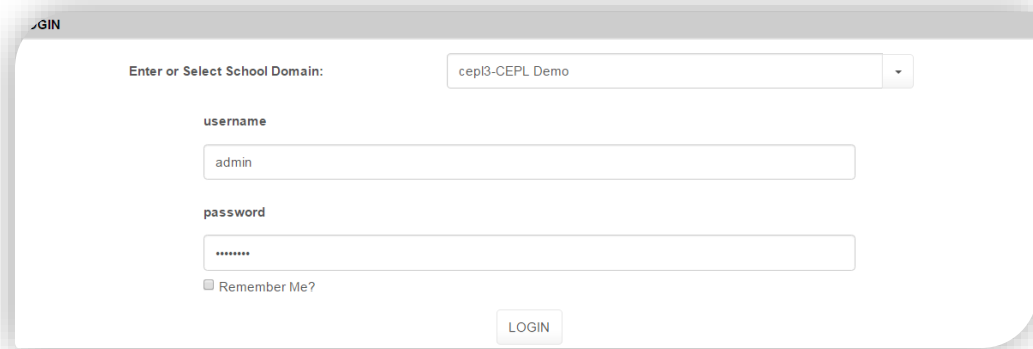
Click on “Verify” and the school domain field will update with the details of your school. You will also see your school logo appear in the top left corner of the screen.



The screenshot shows the login page after clicking 'Verify'. The elements are:

- LOGIN** header
- Enter or Select School Domain:** A dropdown menu with 'cep13' selected. A red arrow points to the 'Verify' button.
- Verify** button
- username** field: A text input field containing 'username'.
- password** field: A text input field containing 'password'.
- Remember Me?
- LOGIN** button

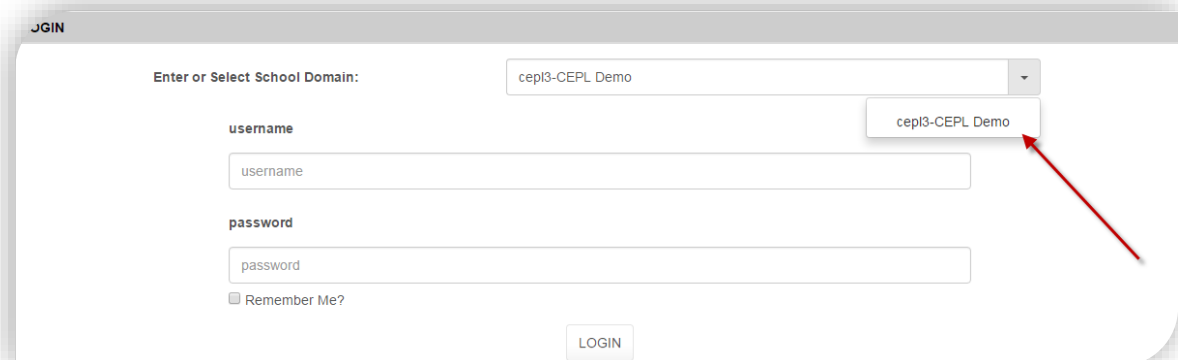
Enter your username and password and click LOGIN



The screenshot shows a login form titled "LOGIN". At the top, there is a label "Enter or Select School Domain:" followed by a dropdown menu containing "cepl3-CEPL Demo". Below this are two input fields: "username" with the text "admin" and "password" with masked characters "*****". There is a checkbox labeled "Remember Me?" and a "LOGIN" button at the bottom.

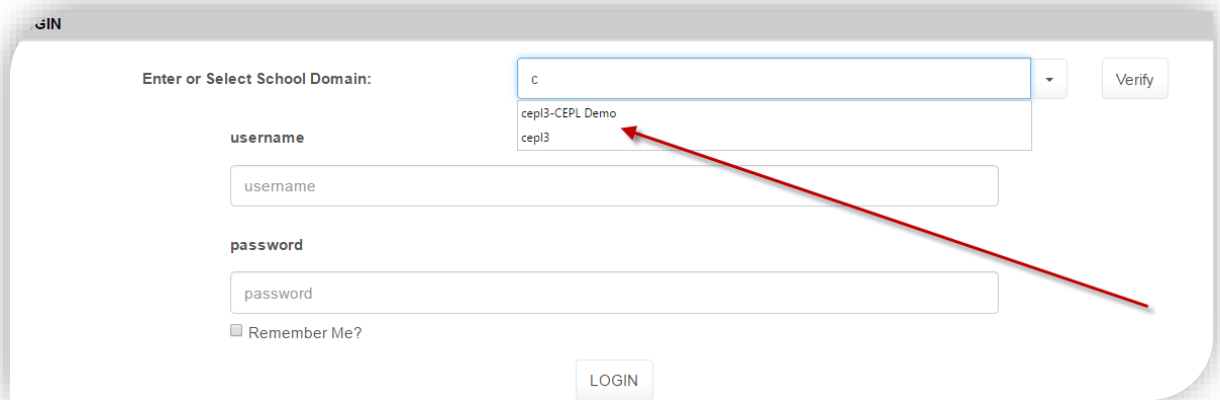
The next time you login to nFormaWeb on the same computer:

Select from the drop list your school domain. Check that the logo appears for your school.



The screenshot shows the same login form as above, but with the dropdown menu open. The dropdown list contains the text "cepl3-CEPL Demo". A red arrow points to this dropdown list. The "username" field now contains the text "username" and the "password" field contains "password". The "Remember Me?" checkbox and "LOGIN" button are still present.

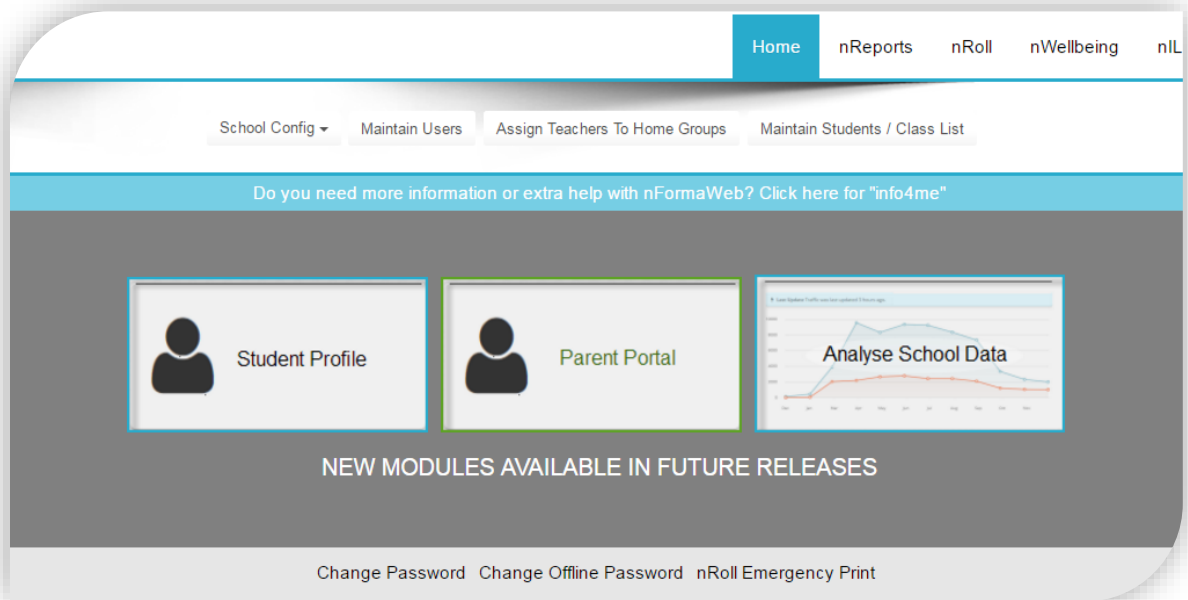
DO NOT SELECT YOUR SCHOOL DOMAIN FROM THE BROWSER'S "autofill" list. If you do select the "autofill" option, the school logo will not appear and the system will not log you in.



The screenshot shows the login interface with the following elements:

- Header:** LOGIN
- Form:** Enter or Select School Domain: [c] [Verify]
- Dropdown Menu:** cep13-CEPL Demo, cep13 (indicated by a red arrow)
- Fields:** username, password
- Checkbox:** Remember Me?
- Button:** LOGIN

At the main menu, use the menu bar to access other modules.



The screenshot shows the main menu with the following elements:

- Menu Bar:** Home, nReports, nRoll, nWellbeing, nIL
- Navigation:** School Config, Maintain Users, Assign Teachers To Home Groups, Maintain Students / Class List
- Info Bar:** Do you need more information or extra help with nFormaWeb? Click here for "info4me"
- Module Tiles:** Student Profile, Parent Portal, Analyse School Data
- Text:** NEW MODULES AVAILABLE IN FUTURE RELEASES
- Footer:** Change Password, Change Offline Password, nRoll Emergency Print

2 Home Menu

2.1 School Config

2.1.1 Edit Configuration

Change your school details if necessary

2.1.2 Xml Setup

The current students and home groups need to be imported for the new year. Create the xml file in your admin package and then import it into nForma (Refer to Appendix A for instructions)

2.2 Maintain Users

Adding New Users

All users should have individual logons.

Password conventions are:

- * Minimum 8 characters.
- * At least one non alpha-numeric character, e.g. password~12

Check the module permission list when adding new users and assigning them a role.

Administrators have access to all areas, while others will have restricted access according to the chart.

Teachers assessing students must be assigned the Teacher Role and must have a C Number entered.

Add New User

Create user account for new User

User Name:

User First Name:

User Last Name:

Teacher C Number:

Role: Teacher ▼

Password:

Confirm Password:

Same As Password

Offline Password:

Confirm Offline Password:

E-mail:

Roles	Modules							
	ADMIN Menu	nReports	nRoll	nI.P	nWellbeing	nAid	nIncident	nAssessment
Administrator	✓	✓	✓	✓	✓	✓	✓	✓
Teacher		✓	✓		✓			✓
Relief Teacher			✓			✓	✓	
Office Administrator	✓	✓	✓			✓	✓	
School Well Being Officer				✓	✓			
Teacher Aide						✓	✓	✓
First Aid Officer								
Assessment Coordinator						✓		✓ (not Admin)

User List

Click on the circles to change between active and inactive.

All users who will be assessing students or using any module at all need to be made active (green).

Any users who have left the school need to be made inactive (red).

Before creating new logons, check to see if the user is already on the inactive list. If so, just make that person active again.

Edit a user's details by clicking on the small blue edit button.

NOTE: If users forget their password or accidentally lock themselves out, any administrator user can reset their password by clicking on the **Reset** button under **Password**. This will reset the password back to the default.

User List

Display User : Active ▼ Paging Size: 10 ▼

<input type="checkbox"/>	UserName	First Name	Last Name	Teacher C_Number	Email	Role	Password	Change Email	Offline Password	Offline Reset Password	Command	Active
<input type="checkbox"/>	AW01	Amanda	White	C0001	awhite@cepl.com.au	Teacher	<input type="button" value="Reset"/>	<input type="button" value="Change"/>	<input type="button" value="Change"/>	<input type="button" value="Reset"/>	<input type="button" value="Edit"/>	●
<input type="checkbox"/>	JE01	Joseph	Evans	C0002	jevans@cepl.com.au	Teacher	<input type="button" value="Reset"/>	<input type="button" value="Change"/>	<input type="button" value="Change"/>	<input type="button" value="Reset"/>	<input type="button" value="Edit"/>	●
<input type="checkbox"/>	JK01	Jo	King	C0003	jking@cepl.com.au	Teacher	<input type="button" value="Reset"/>	<input type="button" value="Change"/>	<input type="button" value="Change"/>	<input type="button" value="Reset"/>	<input type="button" value="Edit"/>	●

2.3 Assign Teachers to Homegroups

All **classroom teachers** need to be assigned to their designated homegroups.

This will serve 2 functions:

- * The Attendance Roll will default to that teacher's homegroup.
- * The name/s of the homegroup teachers will be printed on the Front Cover of the report.

Note: Specialist teachers must **not** be assigned in this section.

Column 1

Select a teacher.

Column 2

Select the appropriate homegroup.

Click the **Save Selections** button.

Column 3 displays the list of assigned teachers.

If an incorrect assignment has been made, delete the selection in column 3 by clicking on the trash symbol.

Where a homegroup is shared between two or more teachers, the order of the names on the report can be changed by clicking on the edit symbol next to the trash.

View an individual teacher's assigned homegroups by clicking on the small magnifying symbol to the right of the teacher's name.

Preview all the selections made by clicking on the **Preview Selections** button.

The screenshot shows the 'Assign Teachers to Homegroups' interface. At the top right, there are two buttons: 'Save Selections' and 'Preview Selections'. The interface is divided into three main sections:

- Teachers:** A list of seven teachers with checkboxes and magnifying icons to the right of their names. The list includes Simon Bowring, Joseph Evans, Jo King, Kelly Lang, Peter Piper, Tanya Tanner, and Amanda White.
- Home Groups:** A list of seven homegroups with checkboxes to the left of their names. The list includes AW, JE, JK, KL, PP, SB, and TT.
- All Teacher Homegroups:** A table showing the assigned teachers and their homegroups. The table has four columns: Teacher, Report Order, Home Group, and Command. The data is as follows:

Teacher	Report Order	Home Group	Command
Simon Bowring	1	SB	[Edit] [Trash]
Joseph Evans	1	JE	[Edit] [Trash]
Jo King	1	JK	[Edit] [Trash]
Kelly Lang	1	KL	[Edit] [Trash]
Peter Piper	1	PP	[Edit] [Trash]
Tanya Tanner	1	TT	[Edit] [Trash]
Amanda White	1	AW	[Edit] [Trash]

2.4 Maintain Students

Student Lists

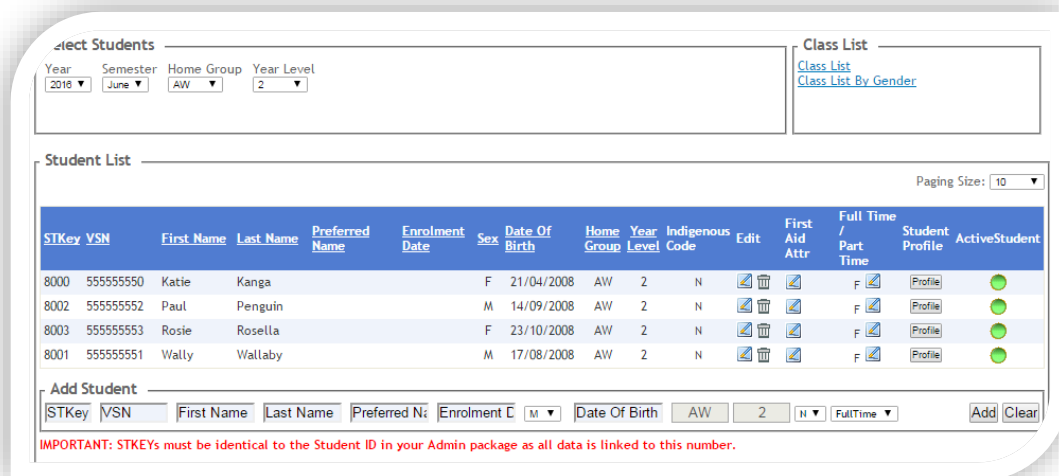
To view or print class lists for a homegroup:

Select the year level and click on **Class List** or **Class List by Gender**.

Select **List All** from the drop down box to view or print the whole class.

Add Students

New students can be added at any time using the **Add Student** section below the student list. Fill in all the relevant fields and click on Add Student to add the new student to the selected grade.



Select Students

Year: 2018 Semester: June Home Group: AW Year Level: 2

Class List
[Class List](#)
[Class List By Gender](#)

Student List

Paging Size: 10

STKey VSN	First Name	Last Name	Preferred Name	Enrolment Date	Sex	Date Of Birth	Home Group	Year Level	Indigenous Code	Edit	First Aid Attr	Full Time / Part Time	Student Profile	Active Student
8000	55555550	Katie	Kanga		F	21/04/2008	AW	2	N				Profile	
8002	55555552	Paul	Penguin		M	14/09/2008	AW	2	N				Profile	
8003	55555553	Rosie	Rosella		F	23/10/2008	AW	2	N				Profile	
8001	55555551	Wally	Wallaby		M	17/08/2008	AW	2	N				Profile	

Add Student

STKey VSN: First Name: Last Name: Preferred Name: Enrolment Date: Sex: Date Of Birth: Home Group: Year Level: Indigenous Code: Full Time: Add Clear

IMPORTANT: STKEYs must be identical to the Student ID in your Admin package as all data is linked to this number.

IMPORTANT:

- **NOTES:** Make sure the correct homegroup and year level are selected in the section at the top of the page before clicking the **Add Student** button.
- **Enrolment date is compulsory when adding a new student.**
- **Enrolment dates cannot be entered for students with history in previous years and/or semesters.**
- **Indigenous Students** (Required for **AGDoE** report in nRoll.)
 - AGDoE Indigenous Codes
 - N Neither Torres Strait Islander nor Aboriginal Origin

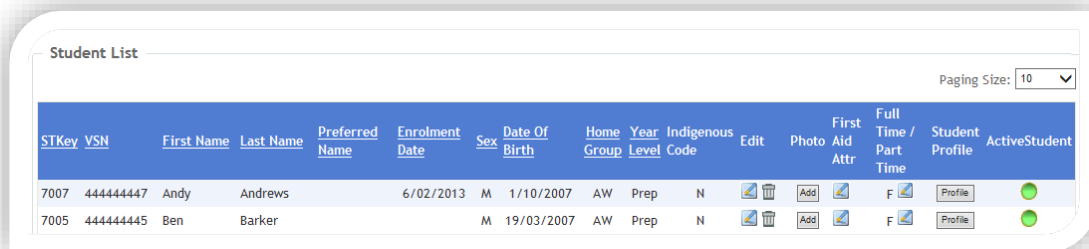
- K Aboriginal but not Torres Strait Islander Origin
- If the student is indigenous, make sure the correct Indigenous code is selected. See above.
- **Part Time Students** (Required for **AGDoE** report in nRoll.)
- Choose "Part Time" for students who do not attend on a full time basis. You will be prompted to enter a date for the **last** day the student was Full Time or Part Time.

Deactivate and edit students

Active students are represented by **green** circles in the **Active Student** column.


Click on the small blue edit button to edit students' details.

To deactivate a student, click on the **green** circle.



STKey	VSN	First Name	Last Name	Preferred Name	Enrolment Date	Sex	Date Of Birth	Home Group	Year Level	Indigenous Code	Edit	Photo	Aid Attr	First Time / Part Time	Student Profile	ActiveStudent
7007	444444447	Andy	Andrews		6/02/2013	M	1/10/2007	AW	Prep	N	[Edit]	[Add]	[Add]	F	[Profile]	●
7005	444444445	Ben	Barker			M	19/03/2007	AW	Prep	N	[Edit]	[Add]	[Add]	F	[Profile]	●

Enter the deactivation date in the pop-up box and **Save**. The **Active** status will now appear as a **red** circle.







Student will be made inactive from this date onwards:

[Calendar Icon]

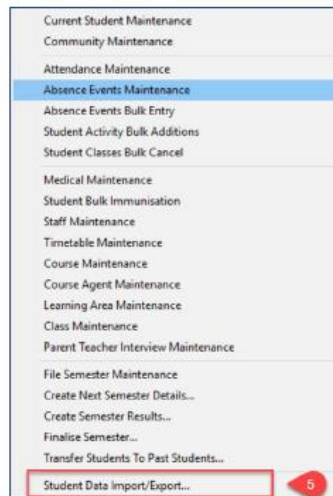
NOTE: Choose this date carefully as all roll reports will be affected. Student will not appear on the roll or the reports from this date onwards, inclusive of the date chosen. Existing data will not be affected.

Appendix A – Creating xml files

EXPORTING THE XML FROM ICON PORTAL- e-Admin (eSIS)

Step	Details
1. Login to ICON	
2. Click on Citrix	
3. Click on eSIS to open	
4. Select Students tile	

- Select Student Data Import/Export



- Select VELs tab

- Select Export from Admin System for Reporting System radio button

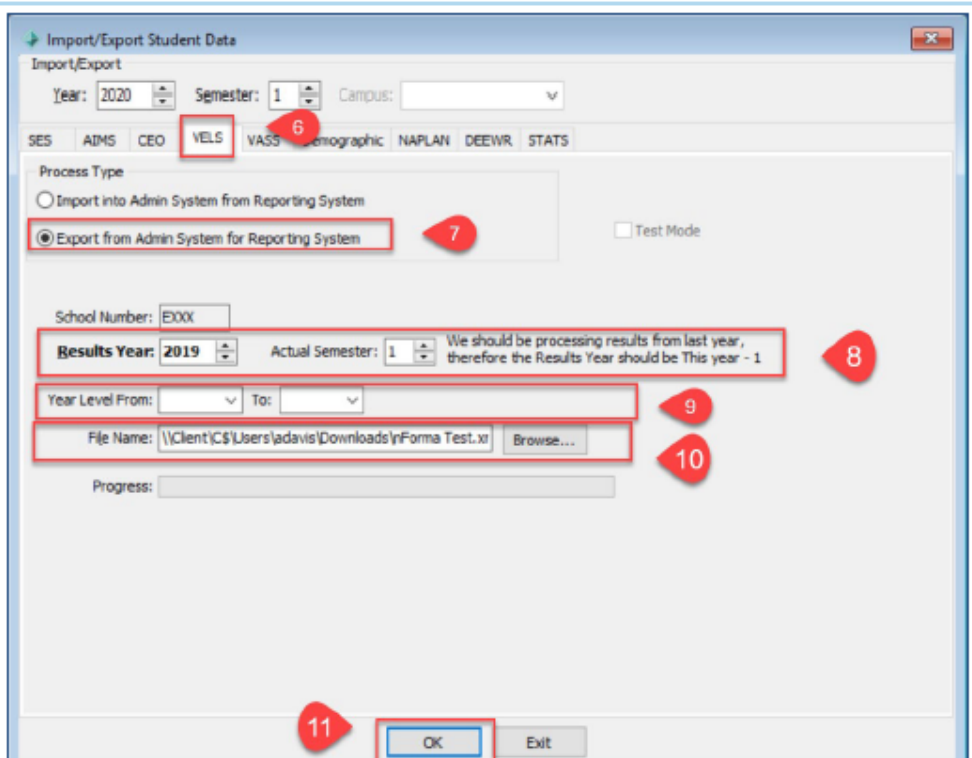
- Results Year and Actual Semester: Do not change results year, accept the values defaulted by the system.

- Year Level From and To: Leave the values empty, the system will pick up all students

- File Name: Click on Browse button to select the folder you want to save file to on your school network

- Click OK to proceed

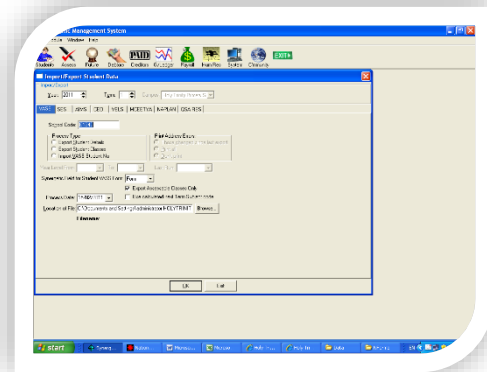
This will generate and XML student data file to import into nForma



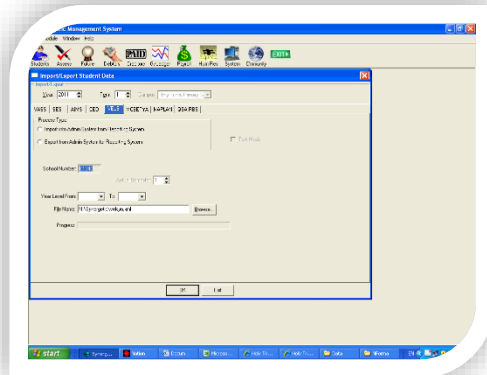
EXPORTING THE XML FILE FROM SYNERGETIC

Current Student.

Import/Export Student Data tab

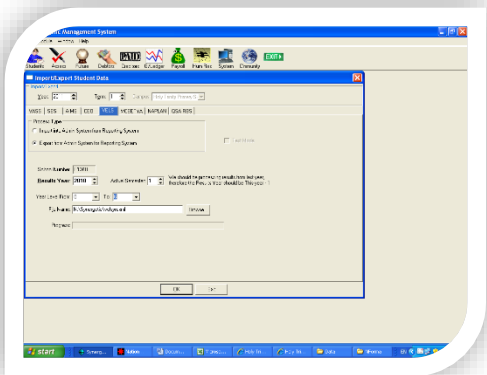


Choose VELS tab



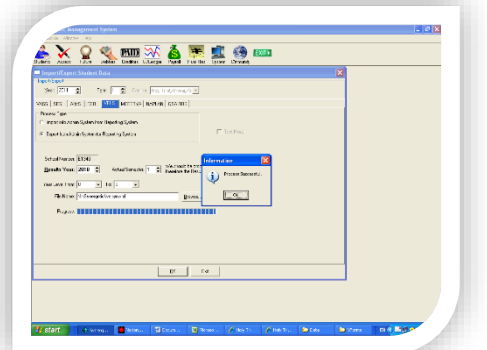
Highlight Export from Admin System for Reporting System.

Insert Year levels.



Click OK

Click OK to close



EXPORTING THE XML FILE FROM SAS

Please ensure that the Year 6 students from the previous year have been archived before following the steps below.

Menu Steps

1. Maintenance
2. Export
3. Students & prior VELs results

Year Check

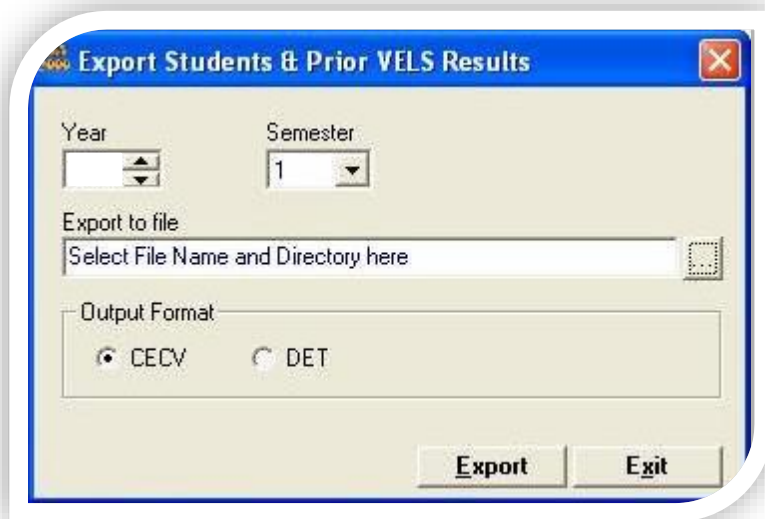
Make sure year is (**current year**) ←

New for 2017 after update from SAS. Make sure you enter the current year.

NOT current year minus 1, as it used to be.

Semester Check

Make sure semester is (*current semester*)



Choose a location to export the file.

Click Export to create the file.

(Please contact your Admin package helpdesk if this does not match your current version)

EXPORTING THE XML FILE FROM MAZE

1. Open Maze
2. CEO Data Transfer
3. Run Data Transfer Files
4. DOUBLE CLICK on PRS211 - Export History Academic Results 5
5. Save file to a location of your choice

Important note for MAZE schools only:

Note: Maze admin program – To allow the import of the file, open the XML file in NOTEPAD. Check that the first line “<?xml version="1.0" encoding="utf-8" ?>” is NOT indented. If it is, simply delete the blank spaces to make it aligned to the far left. Save the file and then import into nForma.