

**EDB Information System**

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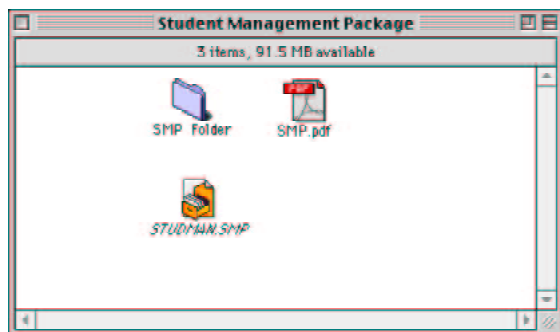
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## INSTALLING AND RUNNING THE STUDENT MANAGEMENT SOFTWARE AND TUTORIAL

### INSTALLING THE SMP DEMO ON TO YOUR COMPUTER.

- a. Download to the desktop SPP.exe. Double click on it then hit enter. A new folder appears called SPP
- b. Open up the SMP Folder and Double click on the studman icon



The demo lasts 60 days, you can download a new copy at

[www.home.aone.net.au/edb\\_info\\_sys](http://www.home.aone.net.au/edb_info_sys)

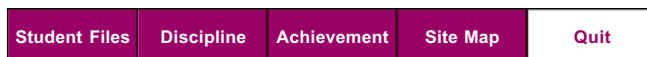
Take a look at it straight away, so that you have plenty of time to show it to others.

**This tutorial is by no means comprehensive. It merely illustrates some of the many features of the program.**

### STUDENT MANAGEMENT PACKAGE (SMP) – TUTORIAL

The demo version has been populated with data from a make believe school. The following guide introduces the basic functions of the SMP.

Upon opening, you should see the following toolbar. You can use this to access all parts of the database. Looking at the buttons from the left, we see the following

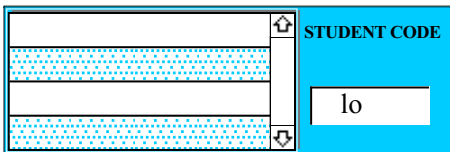


1. **Student Files** a students personal details and summaries of there indiscretions and achievements can be found here.
2. **Discipline** allows access to the student discipline files for record creation, editing, printing of letters to parents etc.
- 3.. **Achievement** allows access to student achievement files for record creation, edit, award certificates, letters to parents etc.
4. **Site Map** allows you to view how the database is arranged, it also provides easy navigation and help files for each part of the SMP package.

## STEP BY STEP TUTORIAL

Scenario – student Wally Lord has been fighting in the yard.

1. From the opening screen **click** on the **Discipline** button to go to the discipline files.
2. You need to create a new record so **click** on **New Record (You can also do this from the sitemap)**.

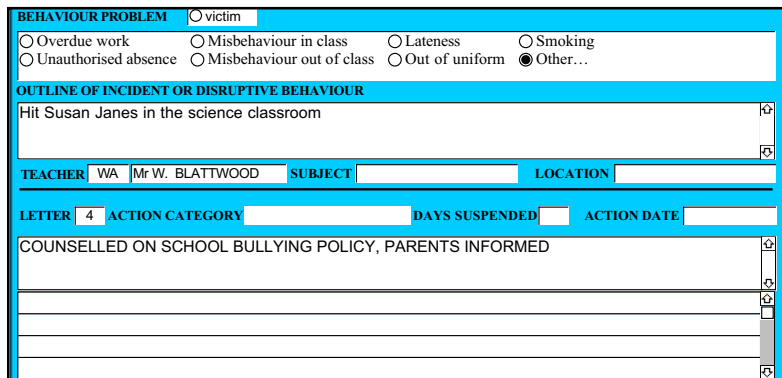


STUDENT CODE

lo

3. Normally all students details would be download from your central database (CASES). We have entered a few students from ‘Phelan High School’ for you to try. **Type** the letters **LO** in the **student code** box (to find Wally Lord, the alleged offender) and then **click** OUT of (or hit the tab key) the student code box . In the student locator box a list of the LO students in the school will appear. Click on Wally’s name.

4. Select the category ‘Fighting’ by **clicking** inside the appropriate **circle**. If you want to include further details type them in the brief outline box.



BEHAVIOUR PROBLEM ☐ victim

☐ Overdue work ☐ Misbehaviour in class ☐ Lateness ☐ Smoking

☐ Unauthorised absence ☐ Misbehaviour out of class ☐ Out of uniform ☒ Other...

OUTLINE OF INCIDENT OR DISRUPTIVE BEHAVIOUR

Hit Susan Janes in the science classroom

TEACHER WA Mr W. BLATTWOOD SUBJECT LOCATION

LETTER 4 ACTION CATEGORY DAYS SUSPENDED ACTION DATE

COUNSELLED ON SCHOOL BULLYING POLICY, PARENTS INFORMED

5. In the **referring teacher** box **type the teacher code WA**. This code (usually timetable initials) refers to the teacher Wally Blattwood, one of the many talented tutors at Phelan High School. When you **click or tab to the next box** Wally’s name should be added automatically.
6. **Enter** the subject if applicable.
7. **Action Comments** are stored in the utilities and can be viewed and edited there. You can customise them to suit your needs. **Select a comment from the choices provided** say “Counselled on school bullying policy, parents informed” . You can access **edit actions** from the Site Map.
8. If you wish to **send a letter** home to parents then simply **click “Print by Letter”**
9. The SMP will automatically compile a letter based on the action comment you have used, in this case a letter relating to smoking. Try it! **Note:** Letters are customisable, the demo prints a ‘generic’ unformatted letter.

## OTHER FEATURES – BATCHING CREATING MULTIPLE RECORDS IN ONE GO.

20 students caught throwing stones.

In the above scenario you may have had, 20 students caught throwing stones. In this case you compile the first student's record (Wally Lord) and then select the button 'Batch'. It is then easy to retrieve the other 'stone throwers' personal details and the 'Batch' function will compile the incident details for all 20 students. If you desire you can "Print Letter" for all 20 students at once.

Scenario 2 – student Wally Lord has been in more than a bit of trouble this year. How can I check on his 'incidents' for the year?

1. From the opening screen **click** on the button **Student files**. This will take you to the discipline files.
2. You are now at the search page. We want the incidents for Wally Lord. Enter Wally's student code (LOR50) in the student code field. Make sure the year is set to 2001 and the period is set S1 (Semester 1) and S2 (Semester2)

Student Locator		Student Code	Surname	First Name
<input type="text"/>		LOR50	LORD	Wally
<input type="text"/>				
<input type="text"/>				

PERSONAL DETAILS		DISCIPLINE		ACHIEVEMENT		WELFARE	
Year	Current Period	Behaviour Category		Total Incidents			
2000	S1 S2			23			
1	16/11/2000	23/11/2000	MT	OVERDUE WORK			
2	15/11/2000	23/11/2000	JB	OVERDUE WORK			
3	8/11/2000	16/11/2000	TS	OVERDUE WORK			
4	8/11/2000	16/11/2000	MS	OVERDUE WORK			
5	8/11/2000	16/11/2000	TB	OVERDUE WORK			
6	2/11/2000	9/11/2000	MS	OVERDUE WORK			
7	18/10/2000	26/10/2000	SC	OVERDUE WORK			
8	18/10/2000	26/10/2000	MT	OVERDUE WORK			
9	8/9/2000	8/9/2000		OTHER			
10	19/7/2000	19/7/2000		OTHER			
11	6/6/2000	13/6/2000	MT	OVERDUE WORK			
12	6/6/2000	13/6/2000	SC	OVERDUE WORK			
13	18/5/2000	23/5/2000	MT	OVERDUE WORK			
14	12/5/2000	10/5/2000	E	MISBEHAVIOUR OUT OF CLASS		DETENTION	

	No.	No.	No.	Tot
Warning/Counsell	6	Detention	2	
		Suspension	1	1

3. You should now see Wally's indiscretions listed for the year 2001. A list of Wally's problems appears. you can scroll down the by clicking on the down arrow at the right. We see that Wally had 26 incidents and he was suspended once. The period can be changed. You could look for the last two months say M6 and M5 or the last 3 weeks W24, W23 and W22 or in fact any combination of the above.

Clicking on any of the incidents will bring up full details of that incident.

Click on 'Print Summary' to print a complete report on Wally's activities throughout 2001

Click on the achievement bar to see Wally's achievements.

The SMP has many other features. This tutorial is merely an introduction. EDB Information Systems offers professional development for staff intending to use the SMP.

## SETTING UP THE DATABASE TO SUIT YOUR NEEDS

### A - DECISIONS ON DISCIPLINE CATEGORIES

What categories do you want for recording discipline incidents?

These **incident categories** vary between schools depending on your school discipline policy, location and administration structure. Choose the categories you want from section 2 on the questionnaire. Alternatively make up some of your own. It is a good idea to limit the number of categories to 8. It is possible to have an infinite number but this makes recording more tedious. Most schools have 8 to 10 categories.

#### Secondary Schools (common categories used)

- |                               |                            |                 |
|-------------------------------|----------------------------|-----------------|
| • out of uniform              | • bullying                 | • rudeness      |
| • verbal harassment           | • disobeying teacher       | • out of bounds |
| • misbehavior in class        | • misbehavior out of class |                 |
| • smoking                     | • unauthorised absence     |                 |
| • offensive language/gestures |                            |                 |

### B - DECISIONS ON LOCATIONS

- It is useful to track WHERE incidents are occurring as well as the who, when, how etc.

#### Locations (common categories used)

- |               |                     |
|---------------|---------------------|
| • Oval        | • basketball courts |
| • classroom   | • corridor          |
| • hard courts | • excursion         |
| • yard        | • practical class   |

### C – DECISIONS ON FORM LETTERS

- The form letters generated by the program can be edited using Filemaker Pro 5 ®. Many schools already have this program.
- There are 4 default letters that you can use.
- You may prefer to set up your own letters. We often set up one general letter to school specifications. Any additional letters we can construct for \$35 per letter. See the enclosed example of a general letter.
- All letters include school logos and contact details.

### REPORTS AND STATISTICS

From the site map choose the 'Utilities' and then select 'Statistics'. Choose any category for an up to the minute report. All reports can be printed, used in annual reports and for formulating discipline policy.

Some other things to try, all of these functions can be accessed from the Site Map:

- Have a look at the AWARDS feature.
- Enter school details.
- Enter staff details.
- Generate statistics.
- Edit some actions (responses to disciplinary incidents).

### **IMPORTANT NOTES**

- ALL CATEGORIES FOR DISCIPLINARY INCIDENTS ARE EASILY CUSTOMISED AT ANY TIME e.g. some schools have different terms for incidents, you can easily incorporate your own terminology into the database.
- ALL 'ACTION COMMENTS' ARE EASILY CUSTOMISED
- ALL CATEGORIES FOR ACHIEVEMENT ARE EASILY CUSTOMISED
- STATISTICS ARE DESIGNED TO SUIT ANNUAL REPORTS AND TO AID POLICY DEVELOPMENT.
- COMPATIBLE WITH CASES
- There is an extensive list of reference schools (already using the software) for you to talk to, just ask us or see our web site.