

Class Maintenance - Scholarship Classes



Awhi Epere

4 minutes ago Updated

Unfollow

The following includes sections for maintaining students and teachers in Scholarship classes:

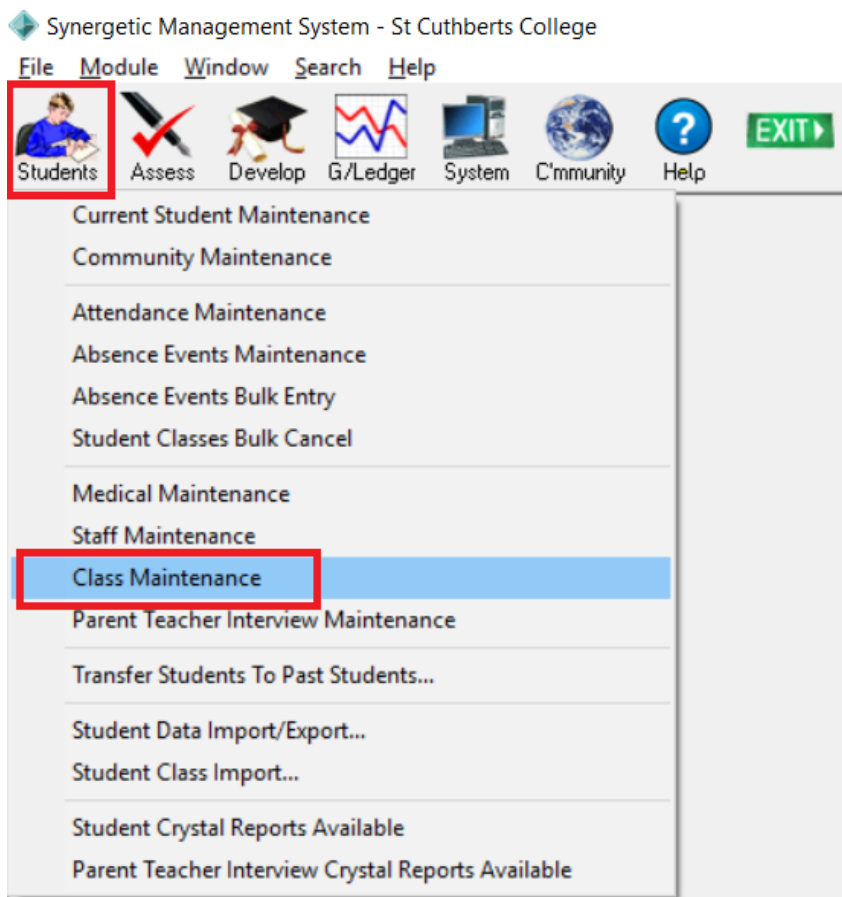
- I To view a Class List
- II To add a student
- III To remove a student
- IV To add a Staff member
- V *Notes about myCollege pages*

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I. To view a Class List:

With Synergetic open

1. Go to **Students > Class Maintenance**



2. In *Set Class Search Criteria*

- Select the **File Type** Other Academic
- Delete your **Staff Code**
- Click **OK**

The screenshot shows the 'Set Class Search Criteria' dialog box. The 'File Type' dropdown is set to 'Other Academic'. The 'Staff Code' dropdown is set to 'EPE'. The 'OK' button is highlighted with a red box.

3. The *Class Selector* window appears to the left the *Class Maintenance* window to the right.

- In *Class Selector*, click on your Scholarship class, then
- In *Class Maintenance*, click the **Students** tab

The screenshot shows two windows side-by-side. The 'Class Selector' window on the left has a table of classes. The 'Class Maintenance' window on the right has the 'Students' tab selected.

Class Code	Description	Staff
12KAPHK	Level 2 Kapa Haka	HAL
13ACCS	Scholarship Accounting	
13APAS	Scholarship Painting	
13APHS	Scholarship Photography	
13APRS	Scholarship Printmaking	
13ARHS	Scholarship Art History	
13BIOS	Scholarship Biology	
13CHES	Scholarship Chemistry	
13CHIS	Scholarship Chinese	
13CLAS	Scholarship Classical Studies	
13DESS	Scholarship Design	
13DRAS	Scholarship Drama	
13ECOS	Scholarship Economics	
13ENGS1	Scholarship English	LOO
13ENGS2	Scholarship English	ALI

II. To Add a Student

With **Class Maintenance** open

1. On the **Students** tab, click **Add Students...**

Class Selector

Criteria

Grid Search
Class:

Class Code	Description	Staff
12KAPHK	Level 2 Kapa Haka	HAL
13ACCS	Scholarship Accounting	
13APAS	Scholarship Painting	
13APHS	Scholarship Photography	
13APRS	Scholarship Printmaking	
13ARHS	Scholarship Art History	
13BIOS	Scholarship Biology	
13CHES	Scholarship Chemistry	
13CHIS	Scholarship Chinese	
13CLAS	Scholarship Classical Studies	
13DESS	Scholarship Design	
13DRAS	Scholarship Drama	
13ECOS	Scholarship Economics	
13ENGS1	Scholarship English	LLO

Class Maintenance [Scholarship Art History]: 2019 Semester 1 Other Academic

Scholarship Art History 13ARHS

Name	Class Status	Start	Stop	ID	PTI Request
Barrett, Amelia (12, TABHA, D)	Not Selected	18/02/2019		338098	Not Selected
Lakhdhir, Rhea (12, IAMCM, D)	Not Selected	18/02/2019		372571	Not Selected
McCallum, Rosalind (12, DEMCA, W)	Not Selected	18/02/2019		379219	Not Selected
Shao, Brijana (12, IAMIL, D)	Not Selected	18/02/2019		382147	Not Selected
Xu, Angela (13, KOSMH, D)	Not Selected	18/02/2019		372866	Not Selected

Buttons: Add Students..., Modify..., Bulk Set..., Delete, Delete All, Active Students Only

2. Click **Find...**

Bulk Add of Students to Classes

Year/Semester
Year: 2019 Semester: 1

Class To Add
 Build From Class Components
Campus:
Code: 13ARHS
Class Component: Start: Length:
 Create New Classes if Code does not Exist

Add to Student(s)
Campus: Year Level:
Form: Boarder:
Tutor Group:
House: ID: Tagged IDs
Gender:

INCLUDE Students doing the Following Class:
File Type: Campus: Code:

EXCLUDE Students doing the Following Class:
File Type: Campus: Code:

Buttons: Add Classes, Cancel

3. In *Student Search*

- Enter details such as the Surname and Preferred Name, then click **Refresh Grid**.

- Select the student in the grid below, then click **OK**

Student Search

Search Criteria

Campus: [Dropdown] ID: [Text]

Surname: Parker

Preferred: Ginny

Year Level: [Dropdown]

Sub School: [Dropdown]

Form: [Dropdown]

House: [Dropdown]

Tutor Group: [Dropdown]

Refresh Grid Clear

Student	ID
Parker, Guinevere (Ginny) (11, ENSMI, D)	386769

OK Cancel

4. Click **Add Classes**

Bulk Add of Students to Classes

Year/Semester
Year: 2019 Semester: 1

Class To Add

Build From Class Components

Campus: [Dropdown]

Code: 13ARHS

Class Component: [Dropdown] Start: [Spin] Length: [Spin]

Create New Classes if Code does not Exist

Add to Student(s)

Campus: [Dropdown] Year Level: [Dropdown]

Form: [Dropdown] Boarder: [Dropdown]

Tutor Group: [Dropdown]

House: [Dropdown] ID: 386769 Find... Tagged IDs

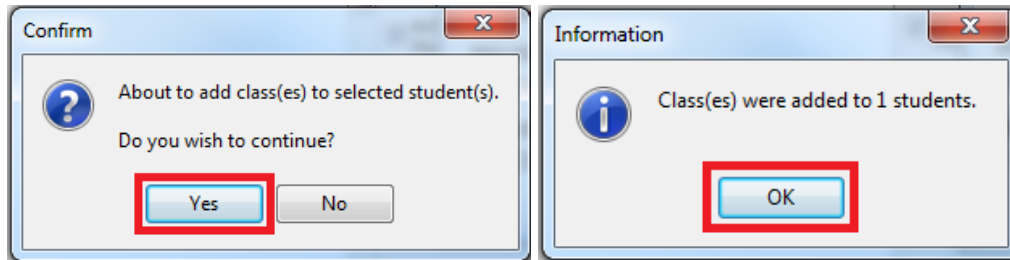
Gender: [Dropdown]

INCLUDE Students doing the Following Class:
File Type: [Dropdown] Campus: [Dropdown] Code: [Dropdown]

EXCLUDE Students doing the Following Class:
File Type: [Dropdown] Campus: [Dropdown] Code: [Dropdown]

Add Classes Cancel

5. Click **Yes** then **OK**

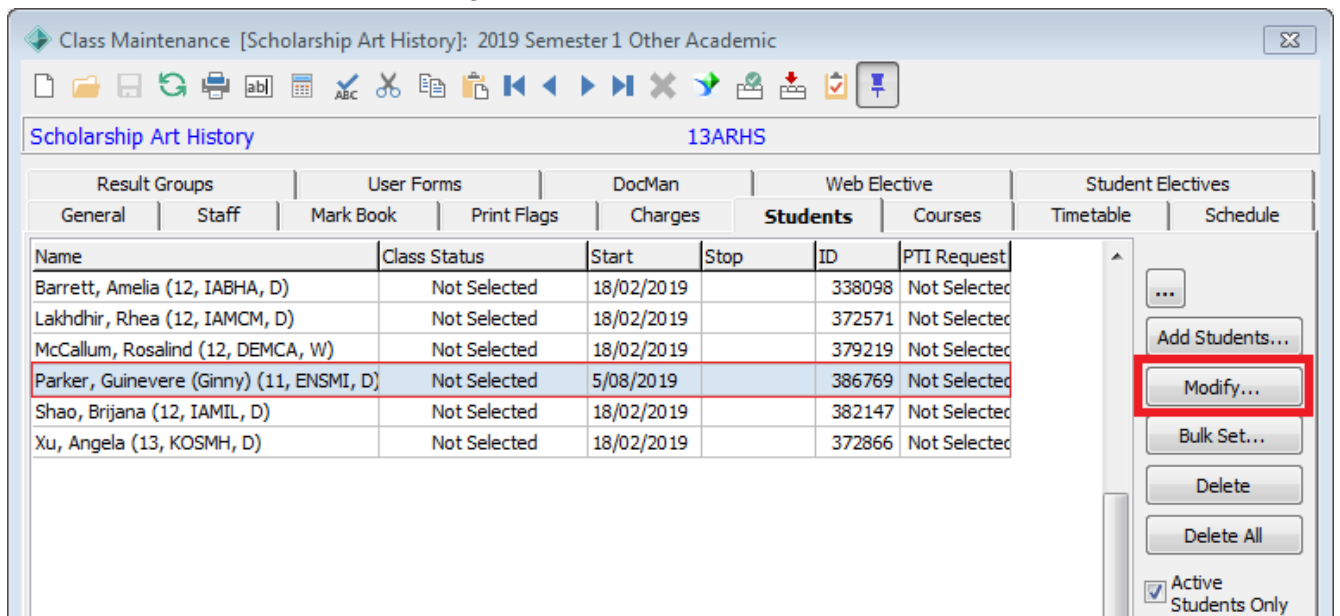


III. To Remove a Student

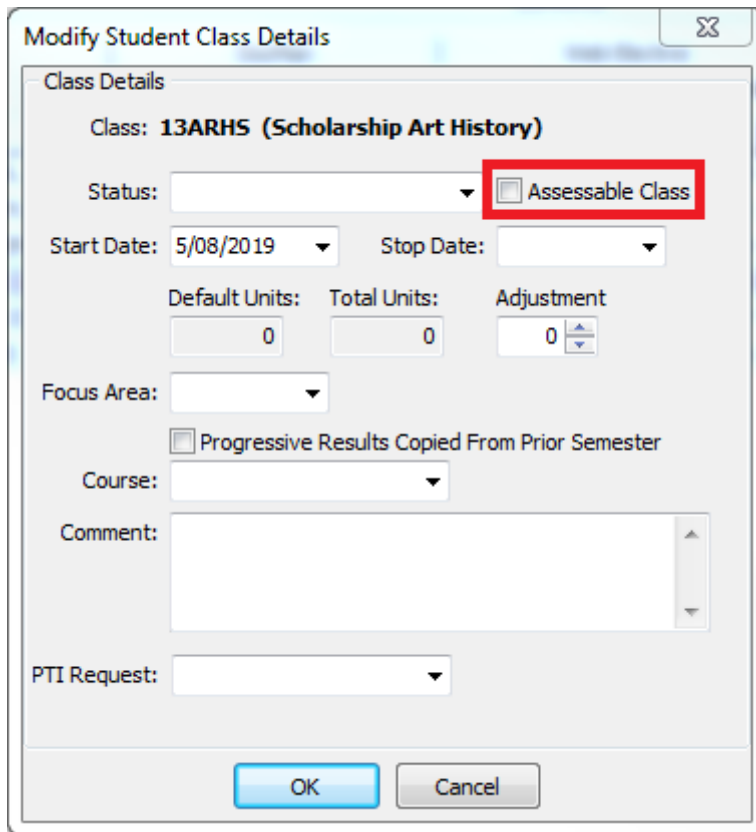
Do not delete students from Scholarship, remove them by setting a Stop Date.

With **Class Maintenance** open on the **Students** tab

1. Select the student then click **Modify...**



2. Un-check **Assessable Class**



Modify Student Class Details

Class Details

Class: **13ARHS (Scholarship Art History)**

Status: Assessable Class

Start Date: 5/08/2019 Stop Date:

Default Units: 0 Total Units: 0 Adjustment: 0

Focus Area:

Progressive Results Copied From Prior Semester

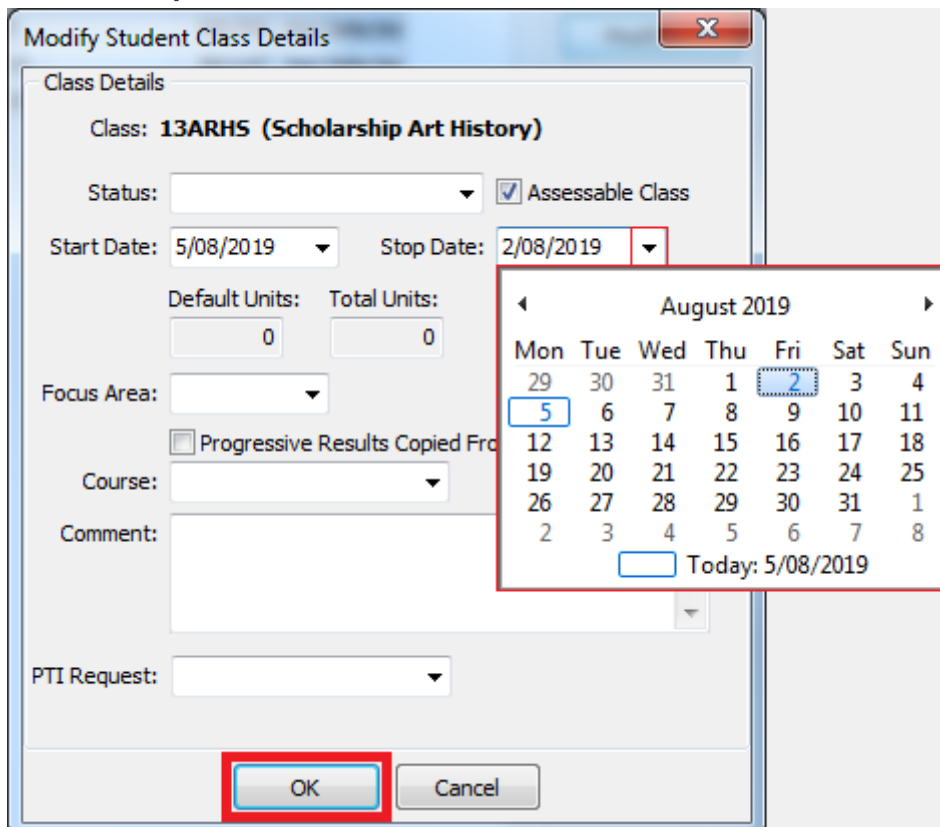
Course:

Comment:

PTI Request:

OK Cancel

3. Select a **Stop Date**, then click **OK**



Modify Student Class Details

Class Details

Class: **13ARHS (Scholarship Art History)**

Status: Assessable Class

Start Date: 5/08/2019 Stop Date: 2/08/2019

Default Units: 0 Total Units: 0

Focus Area:

Progressive Results Copied From Prior Semester

Course:

Comment:

PTI Request:

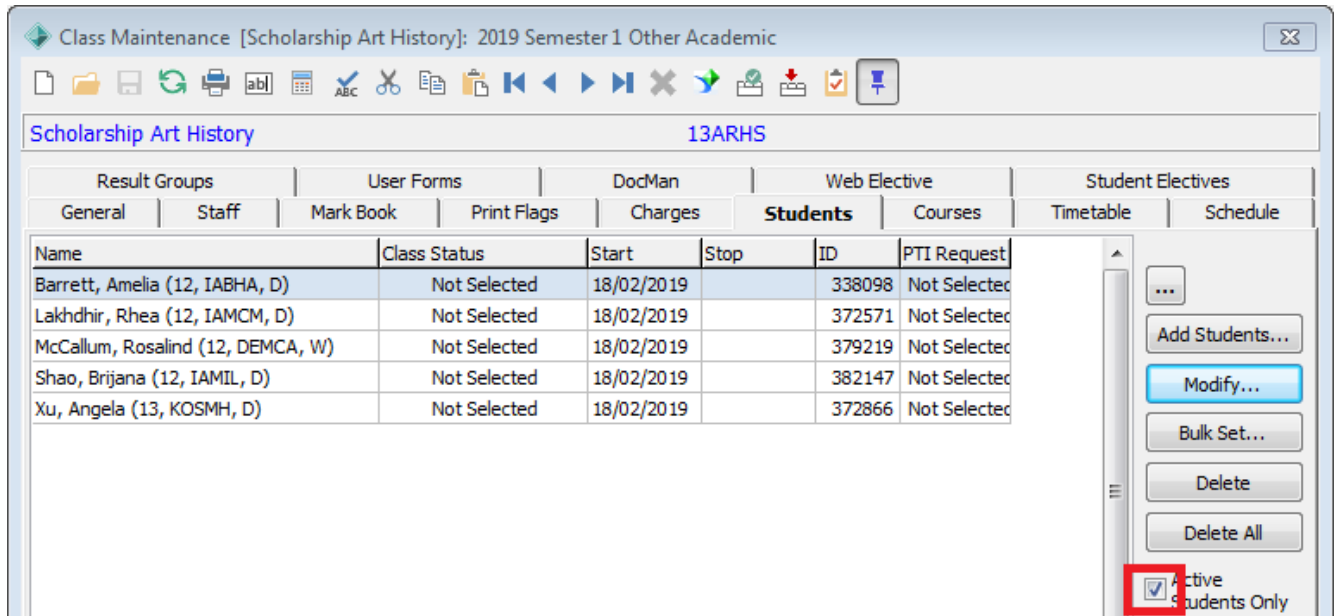
OK Cancel

August 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

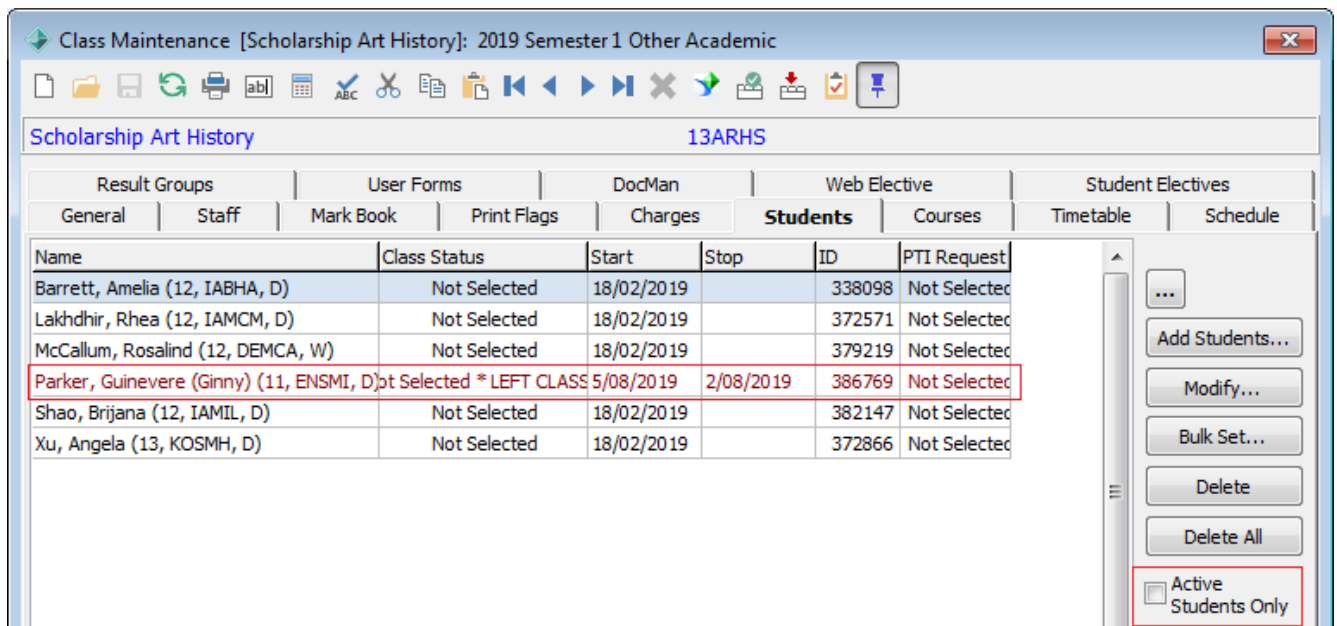
Today: 5/08/2019

4. To view students who are no longer active, remove the check in the **Active Students Only** option



5. The students removed from the class will now appear in burgundy/red text.

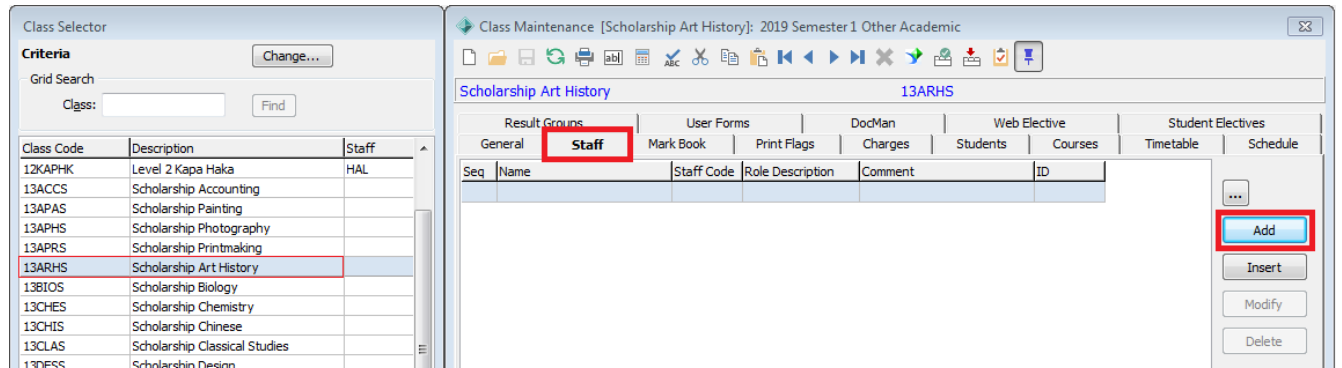
To re-enrol the student in your Scholarship class, click the **Modify...** button and delete the Stop Date



IV. To Add a Teacher

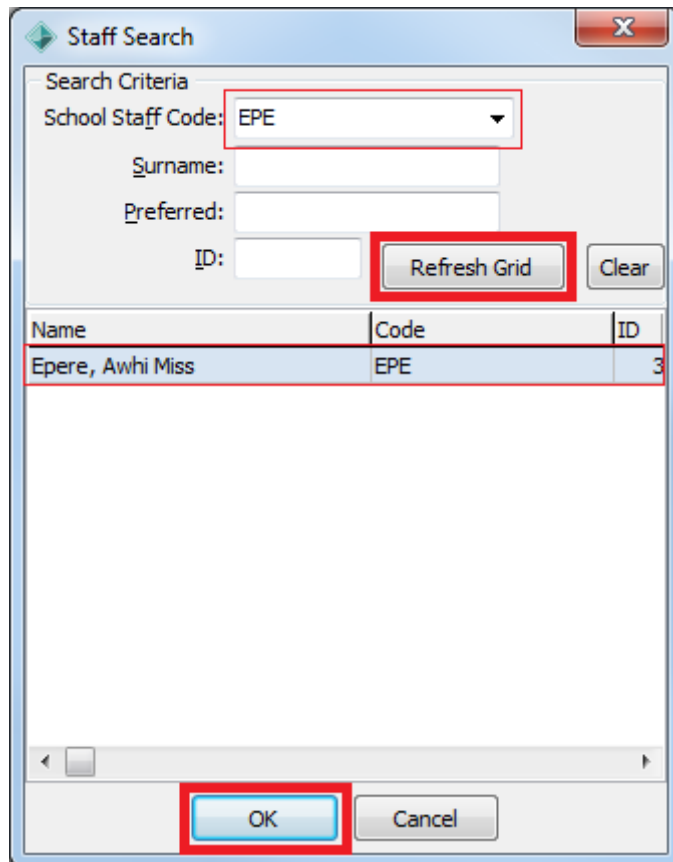
With **Class Maintenance** open on the **Staff** tab

1. Click Add



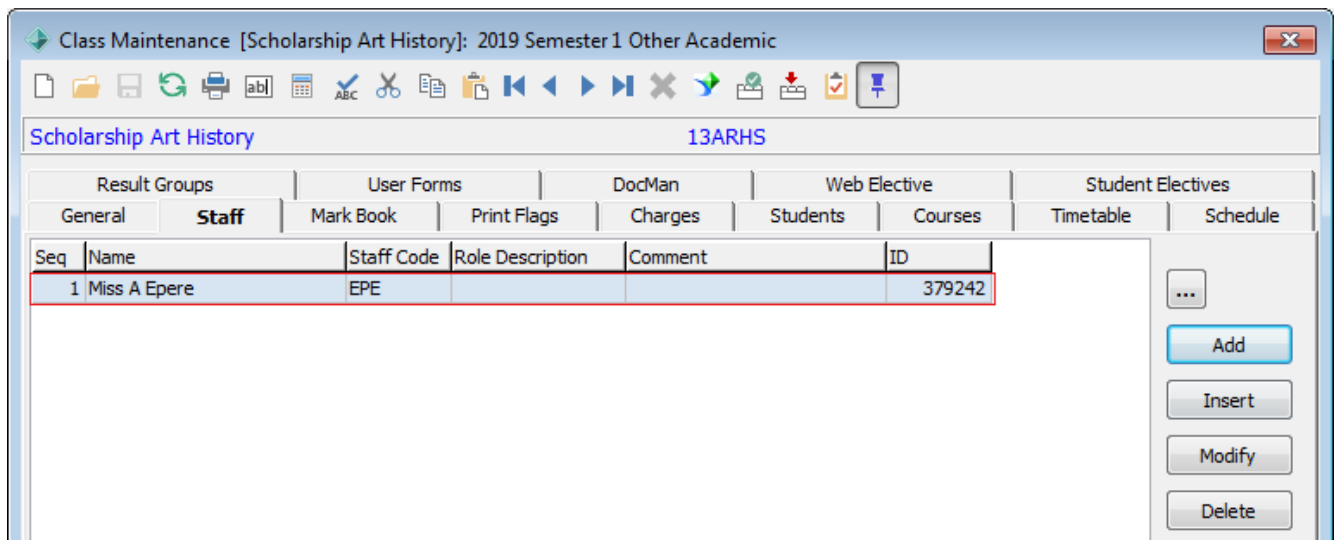
2. Enter your Staff Code then click the Refresh Grid button

Select your name in the grid below then click OK

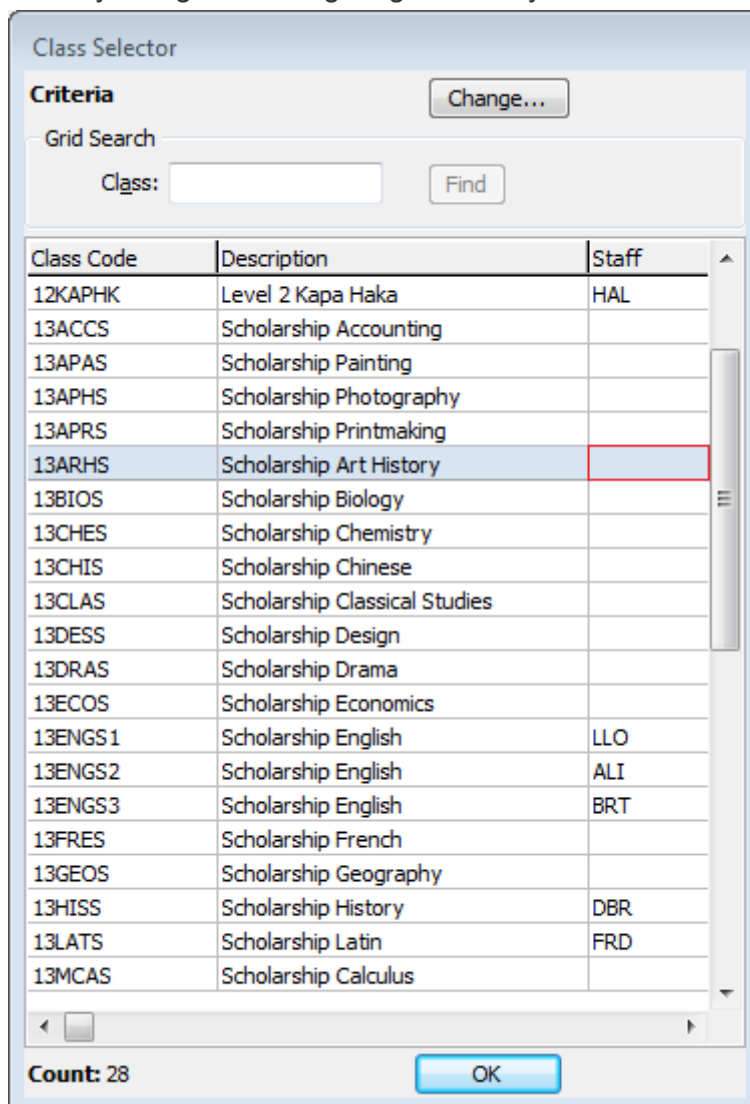


3. Your name will appear in the list of Staff.

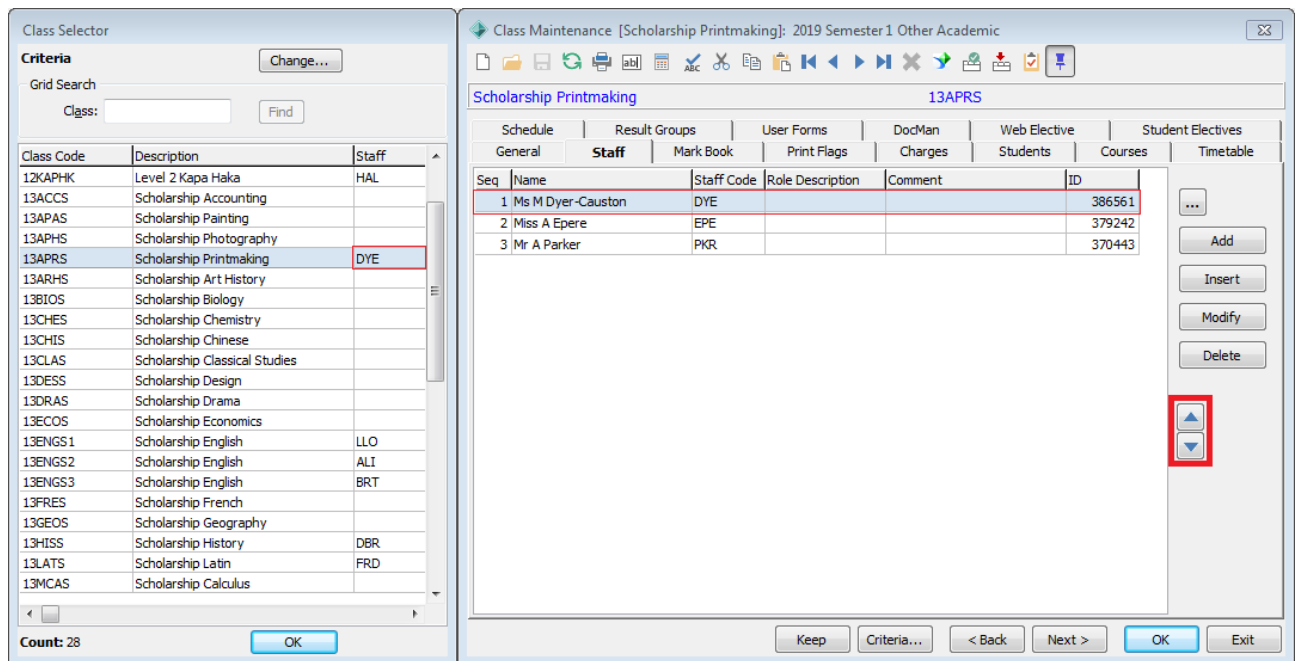
Note: you can add multiple teachers to a class



- Don't worry if your **Staff Code** does not appear immediately in the *Class Selector* window. When you logout and login again later, your Staff Code will appear then.



- The **Staff Code** that appears in the *Class Selector* window is for the staff member who is entered in *Seq 1 position*.
- If there are multiple teachers listed for a Scholarship Class, you can use the **up/down arrows** to re-position a teacher to the *Seq 1 position*.



V. Notes about myCollege pages

If the Scholarship class requires a page in myCollege, send a request to myCollege
 Help mycollege@stcuthberts.school.nz

1. Your Scholarship class page might already exist, but to view it
 - Add yourself as a Teacher to the Class in Synergetic (see Section IV above)
2. Teachers and Students of a Scholarship class in Synergetic, will have a link in myCollege in their left-hand side-bar navigation, under the heading *Other Academic*

Other Academic

Scholarship Art History


3. The Scholarship class page will look similar to any other Academic class page. If you have created a course for a Scholarship subject, you can import the Course Outline and Tiles for student navigation, course files, etc.
4. The differences to expect are that there is:
 - No Attendance marking

- No Timetable


Scholarship Art History (13ARHS)




Tiles

 Add a tile to create buttons or banners that link to other pages.


News

 Post a news article to share new information on this homepage.

Calendar

 Add an event or import events in bulk to show in this component and in group members' calendars.






Course Outline

 Import a course to your class page to make tasks, due work, quizzes, and projects available for your students to complete.

Class Teachers

 Miss Awhi Epere
Staff

Class List

 Ms Amelia Barrett Year 12	 Miss Rhea Lakhdir Year 12
 Miss Rosalind McCallum Year 12	 Miss Brijana Shao Year 12
 Miss Angela Xu Year 13	

EMAIL STUDENTS

EMAIL PARENTS