

# End of Year Procedure Guide 2022/23 for Primary Schools



**Contents**

**Bromcom MIS End of Year Procedure..... 1**  
**Interval setting for the End-of-Year ..... 2**  
    1 *Creating a New Academic Year* .....4  
    2 *Promoting Year Groups* .....10  
    3 *Promoting Tutor Groups*.....12  
    4 *Behaviour* .....14  
    5 *Adding New Students* .....17  
    6 *Creating New MyChildAtSchool Accounts* .....20  
    7 *Data Archiving and DMS Storage*.....22

# Bromcom MIS End of Year Procedure

## Basic Guidelines

This procedure can be undertaken at any point in the current **Academic Year**, but it is best to wait until the information that you are entering is no longer subject to changes.

If your system is not Cloud-based, then it is your responsibility to ensure a backup has been made prior to undertaking the end of year procedure.

There is no **End of Year** application to be run as such. The **End of Year** procedure consists of creating and configuring the various **Curriculum** and **Calendar** components that make up the forthcoming **Academic School Year**. Follow all the steps appropriate for your system, in sequence.

## Preparing for the End-of-Year

It is recommended that you first **tidy up the current Academic Year**.

Check with your colleagues what they want to carry through from this last **Academic Year** to the next.

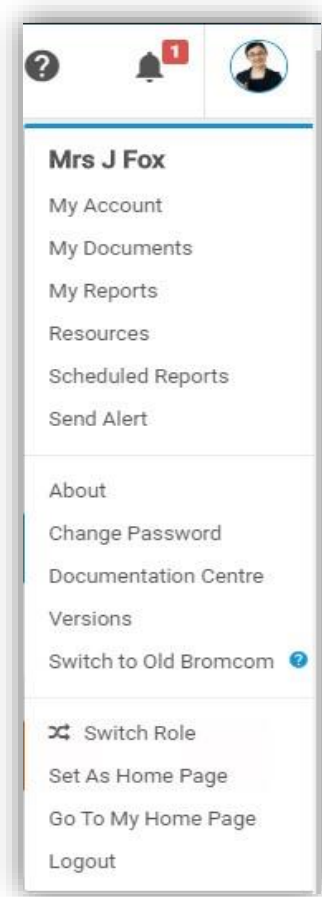
- Will the **Heads of Year** (or their equivalent) and other staff associated with the **Year**, be promoted with their **Year Group**?
- What will this year's **Tutor Groups** be called next year? Will they have the same **House, Staff** and/or **Room** associated with them?
- Have you checked the end dates of your current classes and tutor groups? They must end before the start of the next academic year. If you need to edit your end dates for your **Teaching Classes**, please read - [How to Bulk Edit Group End Dates](#).

**ATTENTION:** Please make sure that you're following the **End of Year** guidance in the **new Bromcom UI** as this document will contain routes and screenshots from the **new UI**.

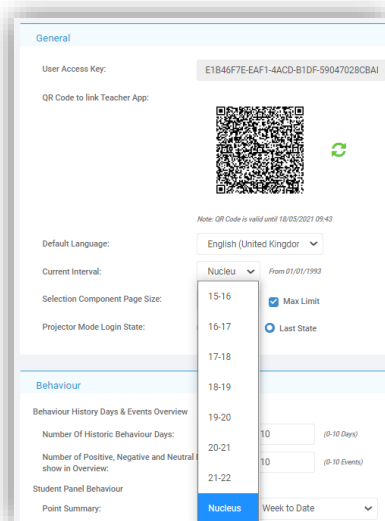
## Interval setting for the End-of-Year

Set your **Current Interval** on the **My Account** page to **Nucleus**, that way you will have access to all **Academic Years** including the new one when you create it.

To change this setting, click on your **Account Name/Profile Menu** and then click on **My Account** in the dropdown menu.



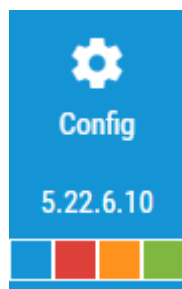
If you need to change your **Interval**, click on the down arrow, and select the **Nucleus interval**.



Make sure that you have **Access Rights** to all the relevant menu items. An **Administrator** will have access by default.

Before beginning your **End of Year Procedure**. Please ensure that you are running version **5.22.6.10** or **later**. The **Version Number** is displayed in the **bottom left of all pages** once logged into the MIS.

If you are using the Cloud System, then you will be running the latest version.



# 1 Creating a New Academic Year

Your current **Academic Year** will expire on or around the end of August or beginning of September. To ensure that the system continues to run smoothly as you enter the new **Academic Year**, it is important that you define the new **Academic Year**.

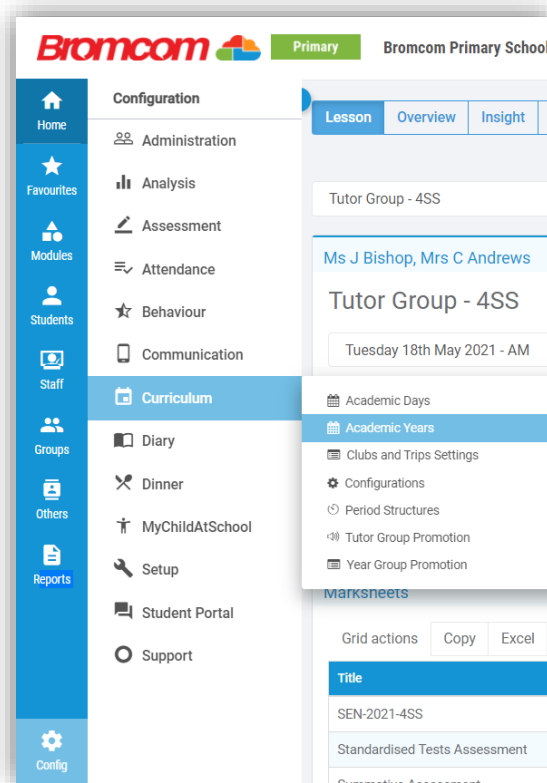
The system will automatically check for the end date on the current year and will automatically set the start date of the forthcoming year to **the day immediately following this date**. This is correct and do not worry if your first academic day is sometime after this as you will be able to set that later on.

The End Date of the current academic year may need changing. All Bromcom calendar weeks need to begin on a Sunday and end on a Saturday. This year, the last Saturday in August is the 27th.

**Note** - It takes a while to re-save the entire **Calendar** and then display the term dates for the last term of that year.

To change the forthcoming year's, **Start Date** you need to edit the **End Date** of the current Year.

Go to **Config>Curriculum>Academic Years**.



Ensure the current **Academic Year** is selected.

New

Select Academic Year

Academic Year <NOT SELECTED> ▼

- <NOT SELECTED>
- 21/22**

21/22

Save Cancel

Edit Academic Year

Start Date\* 29/08/2021      End Date\* 27/08/2022 📅 ℹ️

Number of Terms\* 3 ▼

Terms	Name*	Start Date*	End Date*
1	Term 1	29/08/2021 <span>📅</span>	25/12/2021 <span>📅</span>
2	Term 2	26/12/2021 <span>📅</span>	16/04/2022 <span>📅</span>
3	Term 3	17/04/2022 <span>📅</span>	27/08/2022 <span>📅</span>

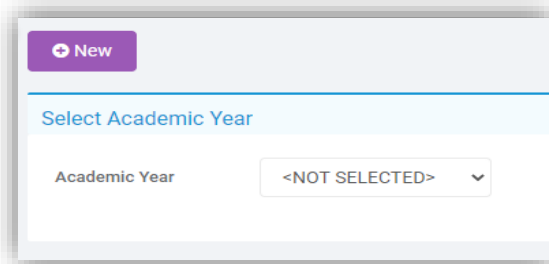
Following "Save" you are advised to check the status and timetable applied to any new academic days

The **End Date** must be a **Saturday**.

For example, if the new **Academic Year** starts on **Sunday 28<sup>th</sup> August 2022**, then the **End Date** of the previous year can be no later than **Saturday 27<sup>th</sup> August 2022**.

Click **Save**.

To set up the new Academic Year, go to **Config>Curriculum>Academic Years**.



Click on the **New** button.

You are now creating your new 2022/23 **Academic Calendar**. Now set the new **Academic Years'** end date to be the last Saturday of that **Academic Year**. For most customers, this would be **Saturday 26<sup>th</sup> August 2023**. Please see below for an example of how the 2022/23 year could look.

Terms	Name*	Start Date*	End Date*
1	Term 1	28/08/2022	End Date
2	Term 2	Start Date	End Date
3	Term 3	Start Date	End Date

We **highly** recommend that you include the different holidays in your terms and use the **Academic Days** page to mark those holidays as the relevant day status.

Select the number of **Terms** from the dropdown list.

For each **Term** fill in the **Term Name**, **Start date** and **End date**. These must follow the logic of: **Sunday = Start date** and **Saturday = End date**. The system will warn you if you have not adhered to this format.

Do not worry if your first Academic Day (the date the students start) or end of terms do not adhere to these dates completely, you will get the chance to add finer detail in the next stages.



If the option for **Timetable Day** is not available here, then move to the next step.

If the option for **Timetable Day** is available, if you have any values in the dropdown menu, always select **1** as this value determines what day in the week the **Day 1** will be, for example if **2** is selected here Tuesday will be **Day 1**.

Select the **Period Structure** that you will be using for this **Academic Year** (in most cases this will be something similar to **AM PM**).

Review your settings and then click on the **Save** button.

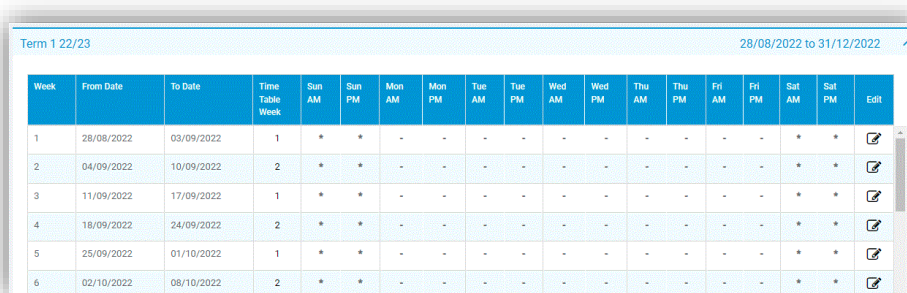
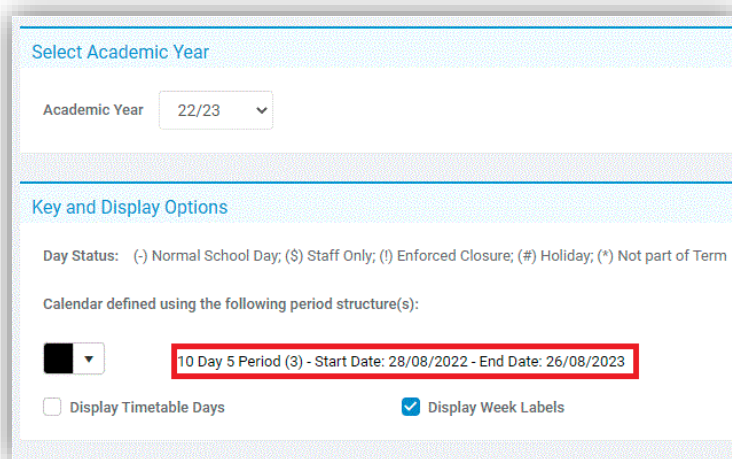
The **Save** process may take a few minutes to create all the calendar entries for the year.

You have now created the **New Academic Year**.

Next, go to **Configurations>Curriculum>Academic Days**.

All **Days** in these new **Terms** are currently set to **Academic Days** which now needs to be edited and the relevant weeks to put in for **Holidays** and **Staff Only** days. When the **Save** process from **Creating the Academic Year** completes you will need to go to **Configurations>Curriculum>Academic Days**.

The **Period Structure** you have chosen for **2022/23** will be displayed **here**.



Week	From Date	To Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Edit
1	28/08/2022	03/09/2022	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
2	04/09/2022	10/09/2022	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	11/09/2022	17/09/2022	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	18/09/2022	24/09/2022	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	25/09/2022	01/10/2022	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
6	02/10/2022	08/10/2022	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

Open each week, by clicking the **Week Number** on the **right of the screen** and set the individual day's details. This includes staff only days, school holidays and public holidays.

Day	Date	AM	PM	TT Day	Lock
Sun	28/08/2022	*	*	-	<input type="checkbox"/>
Mon	29/08/2022	-	-	1	<input type="checkbox"/>
Tue	30/08/2022	-	-	2	<input type="checkbox"/>
Wed	31/08/2022	-	-	3	<input type="checkbox"/>
Thu	01/09/2022	-	-	4	<input type="checkbox"/>
Fri	02/09/2022	-	-	5	<input type="checkbox"/>
Sat	03/09/2022	*	*	-	<input type="checkbox"/>

Cascade Timetable on Save

Cascade changes only within this term       Cascade changes in this term and all subsequent terms

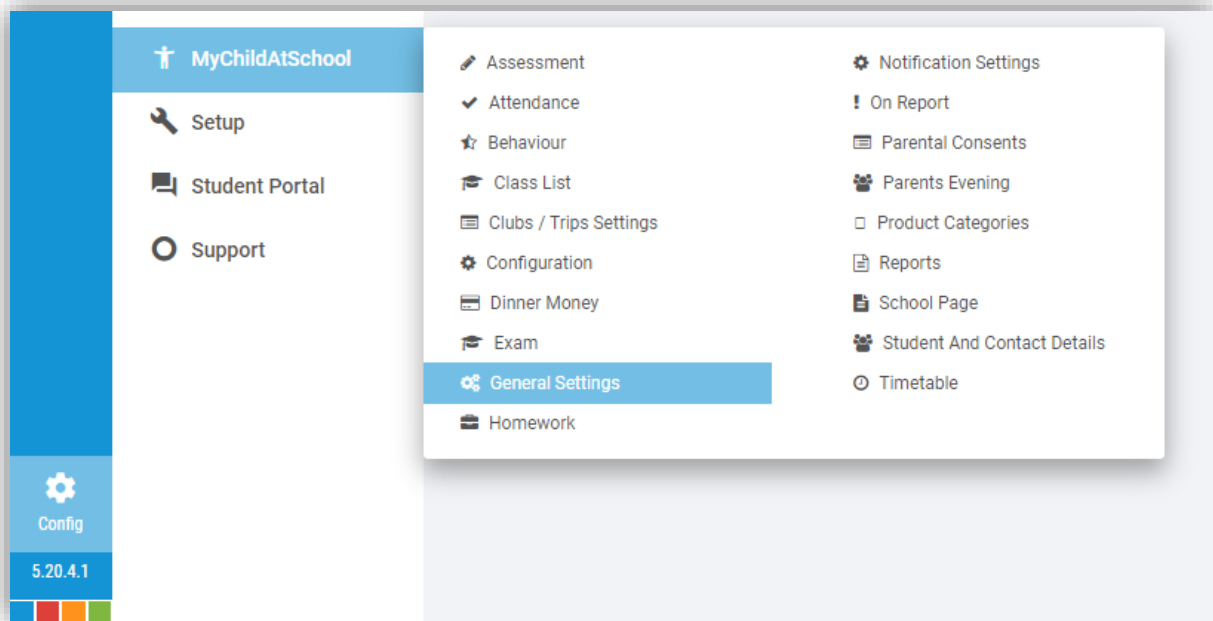
Treat designated Holidays, Staff Only Days etc as part of the timetable sequence

Skip Non-Academic Weeks

Once you have set the specific **Day** details for each term then you have completed the **Academic Year** setup.

In some Local Authorities, the attendance teams are no longer accepting \$ (our 'Staff Only' symbol) in Student Attendance Certificates. If you are unsure which code to use, consult with your Local Authority.

If you use **MyChildAtSchool**, go to **Config>MyChildAtSchool>General Settings**.



Once on this page, you need to ensure the new **Academic Year** will be visible to parents.

**Academic year data to display in MCAS**

Select which years you wish MCAS users to have access to (Default is set to ALL) If Academic Year has not been selected on User Defined section, system will automatically set ALL option

All  User Defined

12/13  13/14  14/15  15/16  16/17  17/18  18/19  19/20  20/21  21/22  22/23

Days of the week to display in MCAS (Attendance and Timetable)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

If you have **All** selected, then you do not need to do anything here.

If you have the **User Defined** option selected, then ensure the new **2022/23 Academic Year** and any previous **Academic Years** that are to be displayed are ticked.

You can then click on **Save**.

## 2 Promoting Year Groups

Before we do any form of **Promotion** for the **Year Groups**, we need to ensure that each **Year Group** has a **Next Year Group** linked to it. This can be done by going to **Groups>Group Type>Year Group>select your Year Groups>View>look in the Additional Group Details** section and make sure that **Next Year Group** has the correct **Year Group** selected. Once you have entered the next **Year Group** you will be able to press **Save** and then click on the **Next** button to take you to the next **Year Group**.

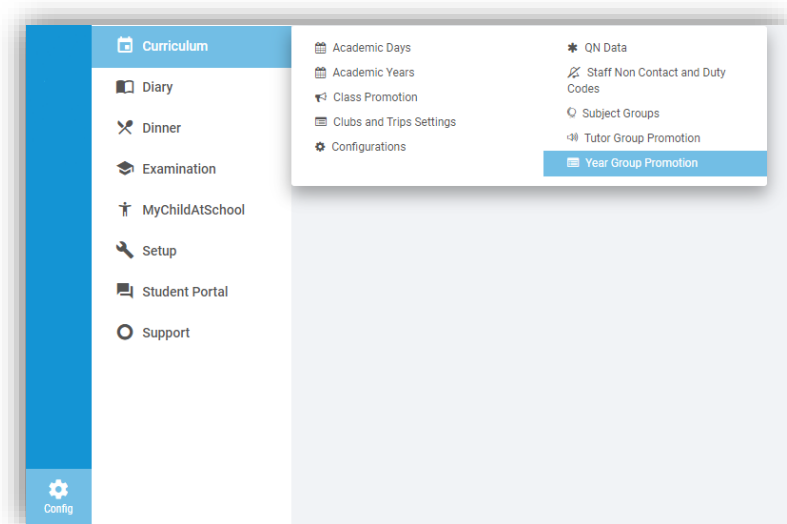
If your **Year Groups** already have the next **Year Group** entered, please skip this stage.

Year Groups continue so don't worry about the start and end dates. The start date will be when the system was first set up in your school and the **end date should always be left blank**.

Please see the table below for guidance on how to set your **Current** and **Next Year Groups**. If you have **Year Groups** outside of this list and are not sure what the **Next Year Group** should be, please contact the **Helpdesk**.

Current NC year	Current NC Year Name	Next Year Group
N1	Nursery First Year	N2
N2	Nursery Second Year	R
R	Reception	1
1	Year 1	2
2	Year 2	3 (Year 2 in Infant Schools)
3	Year 3	4
4	Year 4	5
5	Year 5	6
6	Year 6	6 (Y6 must have a Next Year Group in primary schools)
?	<NOT SELECTED>	?

When you are ready to **Promote** all your **Year Groups**, go to **Config>Curriculum>Year Group Promotion**.



The **Year Group Promotion** page will then be displayed.

A screenshot of the 'Year Group Promotion' configuration page. At the top left is a green 'OK' button. Below it is the title 'Year Group Promotion'. The main content area contains the following elements:

- A text prompt: 'Select the Academic year from which you want to promote the Year group memberships'
- A 'Promote from' dropdown menu with '21/22' selected.
- An 'Add to any existing membership:' dropdown menu.
- A text prompt: 'By Default this will promote all the students'
- Two checkboxes:
  - Create bands matching those in the current year, including memberships
  - Include staff memberships e.g. Head of Years
- An 'Active On' date selector with '20/05/2022' and a calendar icon.

Default year to **Promote from** is the current year or last year if you are doing this in September. There are **two options** on the following dropdown menu:

1. **Add to any existing Memberships** preserves any that may have been added to the next year's **Year Group** by another means for example a new student added to the system who is joining that year at the start of September.
2. **Overwrite all existing memberships** if you make a mistake and need to clear it.

There are two additional checkboxes tick these to:

**Create Bands** matching those in the **Current Year**, including **Memberships**.

**Include Staff memberships e.g., Head of Years**, where **Head of Years** are moving up with the **Year Group**. Otherwise, their association with the **Year Group** ends at the end of the **Academic Year**.

Finally, the **Active On** selector allows you to pick the date from which **Year Group** memberships will be taken. In this case, it will take all students **Active On 20/05/2022** and **promote** them to the next **Year Group** up into the **Academic Year 2022/23**.

Clicking on the **OK** button will **Promote ALL** of your **Year Groups**.

### 3 Promoting Tutor Groups

**Note:** You do not need to promote **Mixed/Vertical Tutor Groups**, the Groups can remain unchanged without an End Date.

You would just need to amend the Student Memberships within the Groups by viewing the Tutor Group on the **Groups Page**, going to Memberships section and end dating the current 21/22 Student Memberships before using **Add Multiple** to add the new 22/23 Student Memberships.

To **Promote Tutor Groups**, go to **Config>Curriculum>Tutor Group Promotion** and select the **Tutor Groups** to be **Promoted** and click the **Go** button.

Tutor Group Linkages

You can use **Generate** button to get an assumption for the next collection name

**Generate** **Clear** <NOT SELECTED>

<input type="checkbox"/>	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input type="checkbox"/>	2		2FS	3FS	<NOT SELECTED>
<input type="checkbox"/>	3		3JP	4JP	<NOT SELECTED>

Click on the **Generate** button for the system to suggest a name for the **Next Tutor Group** alternatively type in the new name.

The changes can either be saved by clicking on the **Save** button and promoted later, allowing changes to be made first or move straight to the next step and click **Promote** to continue.

Tutor Group Promotion

Select the Academic year which you want to promote the Tutor Groups to and the date they should start

Promote To: 22/23

Start Date\*: 28/08/2022 End Date: 26/08/2023

The latest membership of each group will be promoted to the corresponding new group.  
This will transfer the current membership, where the group is still in use, or the membership as it stood on the group's end date, where the group is no longer active in the system

Add to any existing memberships  Overwrite all existing memberships

Student memberships are included by default, select others as required below:

Maintain House Memberships linked to former Tutor Group  
 Include Staff Memberships e.g. Main Teacher and any Assistants  
 Include Room(s)

	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input checked="" type="checkbox"/>	2		2FS	3FS	
<input checked="" type="checkbox"/>	3		3JP	4JP	

You can choose to exclude any of the **Groups** by deleting them from the list using the **Remove** button.

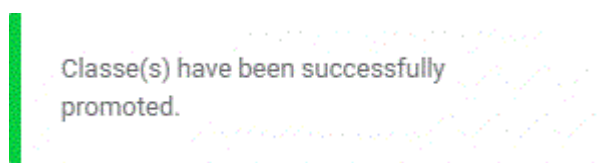
Select the **Academic Year** you will **Promote to** from the dropdown list and the appropriate **Start Date** and **End Date**.

As with **Year Groups** you can **add to existing memberships** (default for safety) or **overwrite** (if promoting to pre-existing **Tutor Groups** please be aware that the overwrite feature will remove all current memberships).

Other memberships can be passed on as well:

- **Houses** (ticked by default)
- **Staff** (not ticked by default)
- **Rooms** (not ticked by default)

Clicking on the **Go** button will create the new **Groups** based on the ones they were linked to and the old **Group Memberships** are ended for the end of the old **Academic Year** (if they do not already have an end date).



**Hint:** If you want to merge two Tutor Groups e.g., 1A1 and 1A2 become 2A you cannot promote both to the same new group name initially (for safety reasons duplicate names are not allowed in the same promotion round). Promote one group first and then add the other group to the same new Tutor Group name a second time around.

## 4 Behaviour

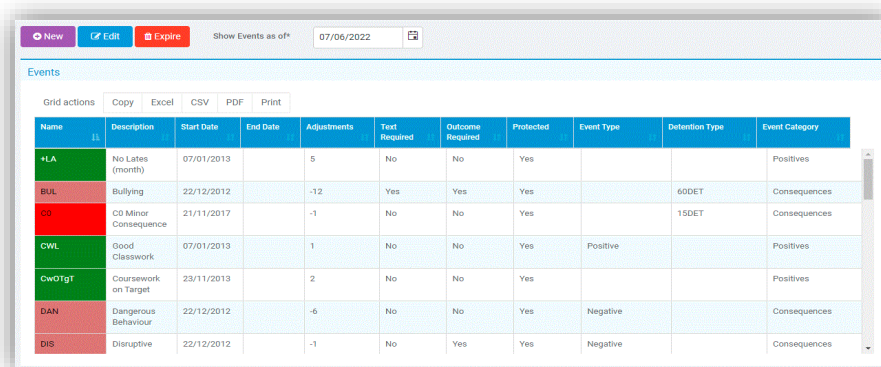
If your **Behaviour** setup requires changing for the forthcoming **Academic Year** or the **Student Point Totals** are to be reset before the start of the new term, then you will need to complete this section.

Reconfiguration of Behaviour is only required if you use Behaviour, and you **ARE** changing your Behaviour setup in the forthcoming year (this includes removing or adding new Events or Actions).

Any **Behaviour Events/Actions** that will not be used in the forthcoming **Academic Year** should be expired. This is done in the **Behaviour** module.

For **Behaviour Actions** go to **Config>Behaviour>Actions** and for **Events** go to **Config>Behaviour>Events**.

On each, select the **Actions** or **Events** that are no longer to be used and click the **Expire** button.



Name	Description	Start Date	End Date	Adjustments	Text Required	Outcome Required	Protected	Event Type	Detention Type	Event Category
+LA	No Lates (month)	07/01/2013		5	No	No	Yes			Positives
BUL	Bullying	22/12/2012		-12	Yes	Yes	Yes		60DET	Consequences
CO	OO Minor Consequence	21/11/2017		-1	No	No	Yes		15DET	Consequences
CWL	Good Classwork	07/01/2013		1	No	No	Yes	Positive		Positives
CWOTgT	Coursework on Target	23/11/2013		2	No	No	Yes			Positives
DAN	Dangerous Behaviour	22/12/2012		-6	No	No	Yes	Negative		Consequences
DIS	Disruptive	22/12/2012		-1	No	Yes	Yes	Negative		Consequences

Select the **Events** or **Actions** that you want to end and click the **Expire** button.

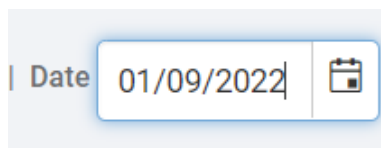
Expiring an **Event** or **Action** only removes it from the system from that date onwards. Historically it will still be available and prior instances where they were used will still be retained.

Any new **Events, Actions** or **Outcomes** need to be created in the MIS via the **Behaviour** module before you can use them in **Behaviour Pathways**.



If you are setting up a **New Behaviour Model in Pathways** that is different to your current **Model** go to **Config>Behaviour>Pathways**.

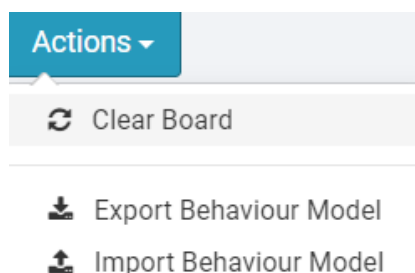
Select the required future **Date** for the new model on the **top of the screen**.



A screenshot of a date selection field. The text 'Date' is followed by a text input containing '01/09/2022' and a calendar icon to its right.

Then click **Save**.

If you are creating a **new Model**, use the **Actions** drop down and choose **Clear Board**.



A screenshot of a dropdown menu. The top button is 'Actions' with a downward arrow. Below it, the 'Clear Board' option is highlighted with a grey background. Other options visible are 'Export Behaviour Model' and 'Import Behaviour Model'.

You will need to do this for each **Category**.

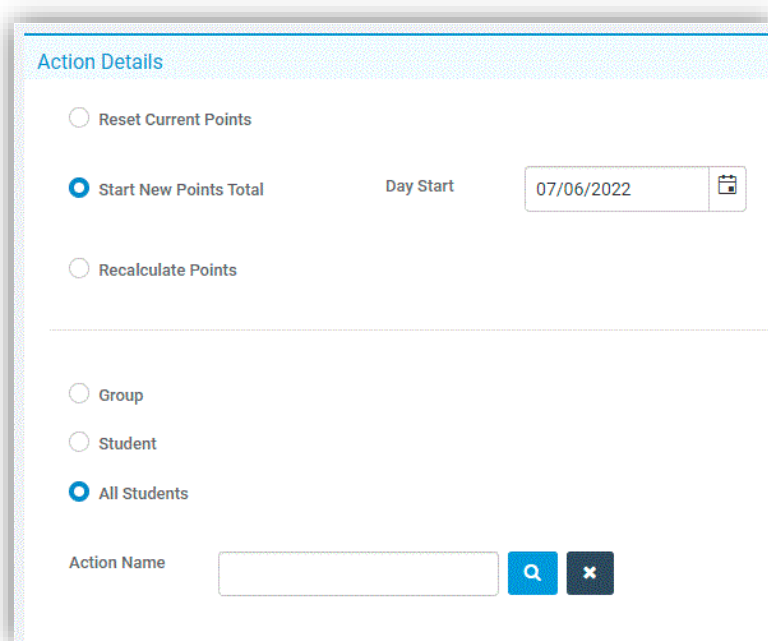
After this simply setup the new **Behaviour Pathways Model** following the normal instructions.

Click **Save** to Save the **new Model**.



Starting new points totals is extremely important; If not completed, then all of next year's points will simply be added to the current year's point's totals

To change the **Students Points Totals**, go to **Modules>Behaviour>Reset Student Actions**.



A screenshot of a form titled 'Action Details'. It has three radio button options: 'Reset Current Points', 'Start New Points Total' (which is selected), and 'Recalculate Points'. The 'Start New Points Total' option has a 'Day Start' field with the date '07/06/2022' and a calendar icon. Below these are three more radio button options: 'Group', 'Student', and 'All Students' (which is selected). At the bottom, there is an 'Action Name' text input field with a search icon and a close icon to its right.

Select **Start New Points Total** option.

Enter the **Day Start** date to start the new totals from (most likely the first Sunday of the new **Academic Year**).

If you want to apply **New Points Totals** to **all Students** and actions, select the **All-Students** option, and click on **Apply**.

If you **are not** resetting the **Points** Totals for **all Students** and **all Actions**, then do the following:

Select the **Students** you want to start new point totals for by selecting either **Student** or **Group** and select the Students or Groups you wish to **Start New Points Total** for.

Select the **Actions** you are starting new points totals for.

Check the **Selection List** is correct.

Apply Schedule Tasks

Action Details

Reset Current Points

Start New Points Total Day Start 28/08/2022

Recalculate Points

Group

Student

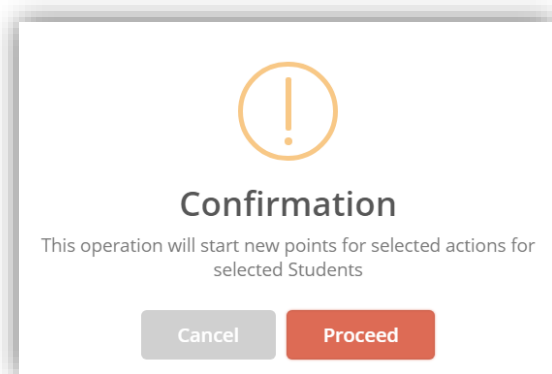
All Students

Selection List 2 action(s) selected

BRZ	×
SIL	×

Action Name

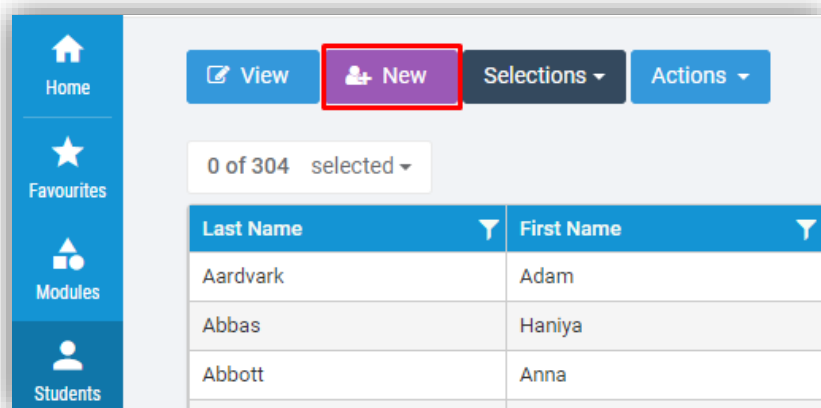
Click **Apply**. You will get a warning message prompt. Click the **Proceed** button to continue.



## 5 Adding New Students

These can be added by any or all the options below:

Go to **Students** and click on the **New** button.



This will open a form to enter in the new **Students** information page. **Note Entry Date** defaults to **today's date**, amend if required.

The 'Create New Student' form includes the following fields:

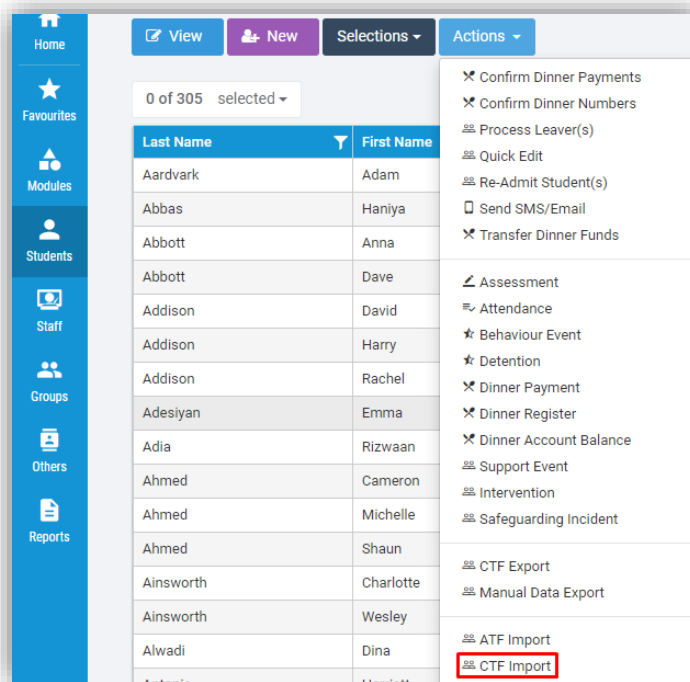
- Legal First Name\* (text input)
- Middle Name(s) (text input)
- Pref. First Name (text input)
- Gender\* (dropdown menu, currently '<NOT SELECTED>')
- Birth Certificate (checkbox, 'Seen')
- Student Type\* (radio buttons: 'On Roll' selected, 'Pre-Admission')
- Entry Date\* (calendar input, showing '07/06/2022')
- Enrolment Status\* (dropdown menu, showing 'Current(Single Registra...')
- Attend Mode\* (dropdown menu, showing 'All Day')
- Chronological YG (text input)
- Group Name (text input with search, back, and delete icons)
- House (dropdown menu, showing '<NOT SELECTED>')
- Legal Last Name\* (text input)
- Former Last Name (text input)
- Pref. Last Name (text input)
- Date Of Birth\* (calendar input)
- Age (text input)
- Admission No\* (text input, showing 'S0358A')
- Sessions per week\* (text input, showing '10')
- Curriculum Year Gp\* (dropdown menu, showing '<NOT SELECTED>')

At the bottom, there is a checkbox for 'Data processing consent has been granted' (checked) and three buttons: 'Save', 'Save & Add Siblings', and 'Cancel'.

Fill in the details and click on the **Save** button, this will now open the **Student Details** page on the **Basic Details** option where additional information can be added. All fields marked \* must be completed.

Remember that you can also specify the **Student's Tutor Group** and House for the **next Academic Year**.

Go to **Students** and click on the **CTF Import** button.

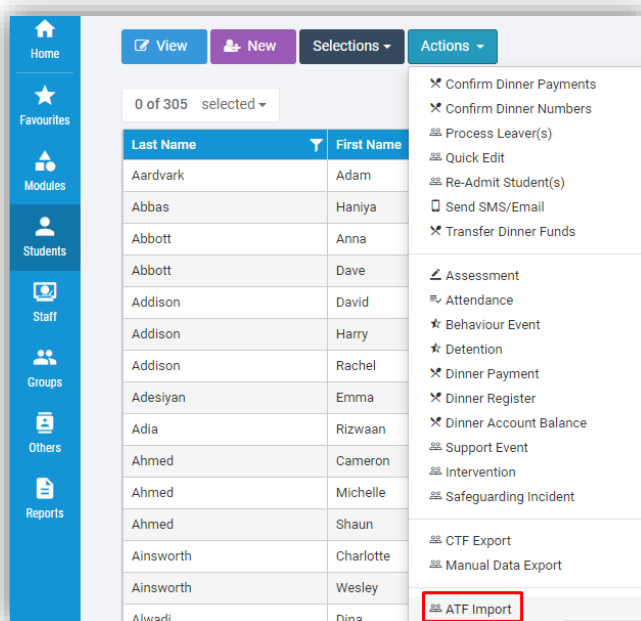


This will open the **CTF Import** page.

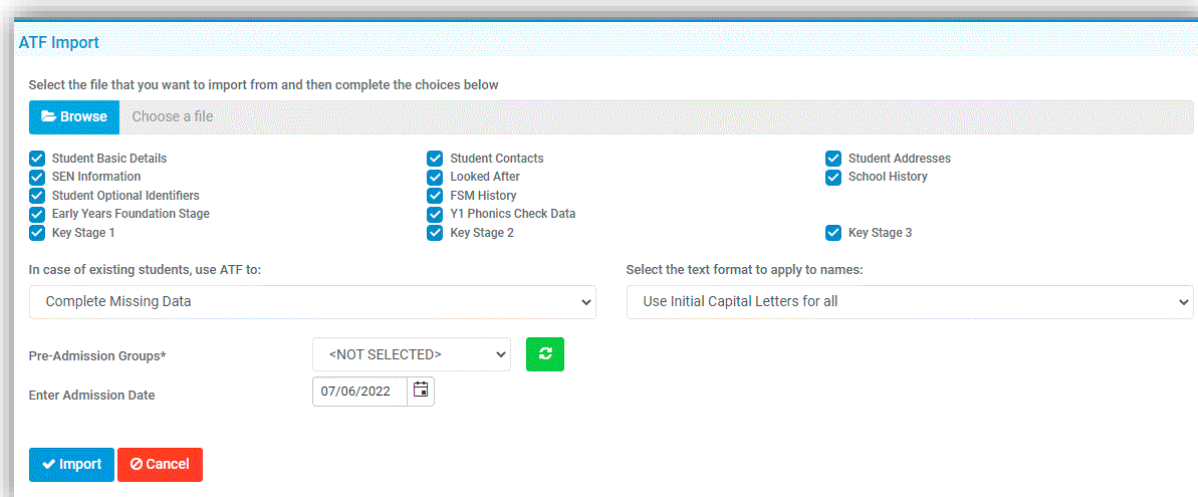
The screenshot shows the 'CTF Import' page. At the top, it says 'Select the file that you want to import from and then complete the choices below'. There is a 'Browse' button and a 'Choose a file' input field. Below this are three columns of checkboxes for data to import: Student Basic Details, SEN Information, Student Optional Identifiers, Assessment Data, Early Years Foundation Stage, Key Stage 1, Student Contacts, Looked After, FSM History, Y1 Phonics Check Data, Key Stage 2, Student Addresses, School History, and Key Stage 3. All checkboxes are checked. Below the checkboxes are two dropdown menus: 'In case of existing students, use CTF to:' (set to 'Complete Missing Data') and 'Select the text format to apply to names:' (set to 'Use Initial Capital Letters for all'). There is also a dropdown menu for 'If the file contains new students (i.e. any that are not already recorded in the database), should they be placed into:' (set to 'On Roll'). Below this is a date picker for 'Enter Admission Date' (set to 07/06/2022). There is also a dropdown menu for 'If the file contains LEAVER students (ie. any that are already in system with a date of leaving) should they be:' (set to 'Excluded from import'). At the bottom, there is a note: 'Data relating to existing students will automatically be applied as appropriate.' and two buttons: 'Next >' and 'Cancel'.

Information can be passed to the school from another school. Ensuring that you have the copy of the **CTF file**, you can then import it into the Bromcom system. Click on the **Browse** button for the **CTF Import file**, when found, select it, and click on the **Open** button. Then enter in the **Admission Date** for when the new **Students** will be starting. Normally this would be the first day of the first term of the new **Academic Year**. Once you are happy, click on the **Next** button, check the data, and then click on the **Import** button to import the **Students** into the system.

Go to **Students** and click on the **ATF Import** button.



This will open the **ATF Import** page.



Click on the **Browse** button for the **ATF Import** file, when found, select it and click on the **Open** button.

Next, select the **pre-admission group** you wish to import students in to.

Lastly, enter in the **Admission Date** for when the new **Students** will be starting with you. Normally this would be the first day of the first term of the new **Academic Year**.

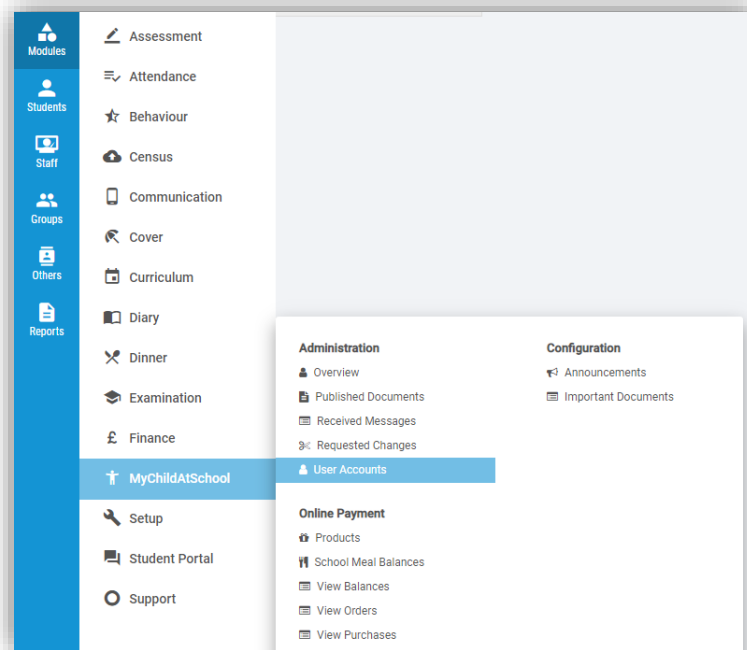
Once you are happy, click on the **Import** button to **Import** the **Students** into the system.

If you have any questions on making **Students Leavers**, please see the following **Guide: How to Process a Leaver**

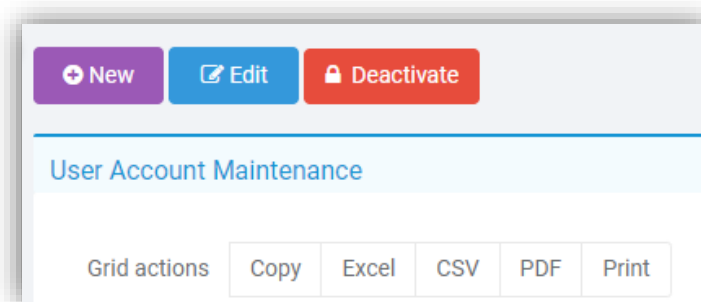
If you use **MyChildAtSchool**, proceed to the next section, otherwise move to **Section 7**.

## 6 Creating New MyChildAtSchool Accounts

**MyChildAtSchool Accounts** need to be completed on the first **Academic Day** of your 2022/23 **Academic Year**. If you use **MyChildAtSchool**, go to **Modules>MyChildAtSchool>User Accounts**.



This will open the **User Account Maintenance** page, displaying all the students with a current **MyChildAtSchool Account**.



Click on the **New** button this will display all **Students** who do not have a current **MyChildAtSchool Account**.

The screenshot shows the 'User Account Creation' page. It has two radio buttons: 'Select Students' (selected) and 'Select Contacts'. Below the buttons are 'Grid actions' (Copy, Excel, CSV, PDF, Print) and a search box. The main content is a table with the following data:

<input type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input type="checkbox"/>	Abbott	Anna	13A	00120	13
<input type="checkbox"/>	Addison	David	13B	00032	13
<input type="checkbox"/>	Ainsworth	Charlotte	11TRO	S0190A	09
<input type="checkbox"/>	Ainsworth	Wesley	10LN	S0135A	10
<input type="checkbox"/>	Aziz	Michael	11A	S0113A	11
<input type="checkbox"/>	Barlow	Danielle	9B	S0170A	09

You can order the **Year Groups** for Year 1 for example by simply clicking on the **Year Group** field. If you want to create accounts for all **Students**, click on the tick box to the left of the **Last Name** column, you can now click **Next**.

The screenshot shows the 'User Account Creation' screen with the 'Select Students' radio button selected. Below the radio buttons are 'Grid actions' (Copy, Excel, CSV, PDF, Print) and a search box. A table of students is displayed with columns: Last Name, First Name, Tutor Group, Admission Number, and Year Group. A tick box is checked in the 'Last Name' column header. The table contains three rows of student data.

<input checked="" type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input checked="" type="checkbox"/>	Frederick	Smith		PreAdm-0000000007	N/A
<input checked="" type="checkbox"/>	Maxwell	Jane		PreAdm-000013	N/A
<input checked="" type="checkbox"/>	Mortimer	Bob		PreAdm-000012	N/A

On the next screen, you can choose to create the **MyChildAtSchool User Accounts Manually** or **Automatically**. It is recommended that you use **Auto** and ensure you create the accounts to your requirements, for example the image below will create **User Accounts** for all **Priority 1 Contacts** who have **Parental Responsibility**.

The screenshot shows the 'User Account Creation' screen with the 'Auto' radio button selected. Below the radio buttons are descriptions for 'Manual' and 'Auto'. Under 'Contact priority level and Parental Responsibility', the 'Parental Responsibility' checkbox is checked, and under 'Contact Priority', checkboxes for 'All', '1', '2', '3', and '4' are checked. A table of contacts is displayed with columns: Access, Contact Name, Student First Name, Student Last Name, Relation, Admission No, Tutor Group, Year Group, Priority, Parental Responsibility, Court Order Restriction, and Show Student Details. The 'Generate' button is highlighted.

Access	Contact Name	Student First Name	Student Last Name	Relation	Admission No	Tutor Group	Year Group	Priority	Parental Responsibility	Court Order Restriction	Show Student Details
<input checked="" type="checkbox"/>	Miss A Booth	Carrie-Ann	Chatterjee	Mother	S0311A	07B	2	1	Yes	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Miss M Perry	Roy	Hamer	Mother	S0320A	07A	6	1	Yes	No	<input checked="" type="checkbox"/>

Click on the **Generate** button once you are ready to create the **New Accounts**, all the created **Login Names** and **Invitation Code** will then be presented for every **Contact**.

The screenshot shows the 'User Account Creation' screen displaying the results of the account generation. A table of created accounts is shown with columns: Contact Name, Login Name, Invitation Code, Is Active, and Students. The 'Close' button is visible at the bottom.

Contact Name	Login Name	Invitation Code	Is Active	Students
Miss Ashley Booth	Booth2938	D81EC2994A	Enabled	Chatterjee Carrie-Ann
Miss Michelle Perry	Perry2950	EBDECB564C	Enabled	Hamer Roy

You can **Export** or **Print** this information by clicking on the **CSV** icon in the top right of the table of created **Accounts**.

## 7 Data Archiving and DMS Storage

This section will assist you with archiving the oldest **Academic Year** in your MIS system and how to manage the **DMS Storage** linked to your MIS system.

### Data Archiving



Please note that this process is **IRREVERSIBLE** so ensure you have reviewed the process carefully before completing.

Please call the Helpdesk on 020 8290 7177 if you have any questions.

To see the previous **Academic Years** that have been archived on your system go to **Modules>Setup>Data Archiving**, it may show nothing if this is the first time you are performing this process.

Year	Archived Date	Archived By
No data available in table		

The **Archiving** process and which **Academic Year** will be processed will be displayed on the **Data Archive Configuration** page. From here you can also review exactly what will be archived and what will be **permanently deleted** from your MIS system.

This process will archive oldest academic year in the system: 2012

The following data will be transferred to archive tables and removed from the system:

- Attendances (AM/PM & Class)
- Assessment Results
- Behaviour Events
- Exam Results

The following data and their links will be deleted from system permanently for selected academic year:

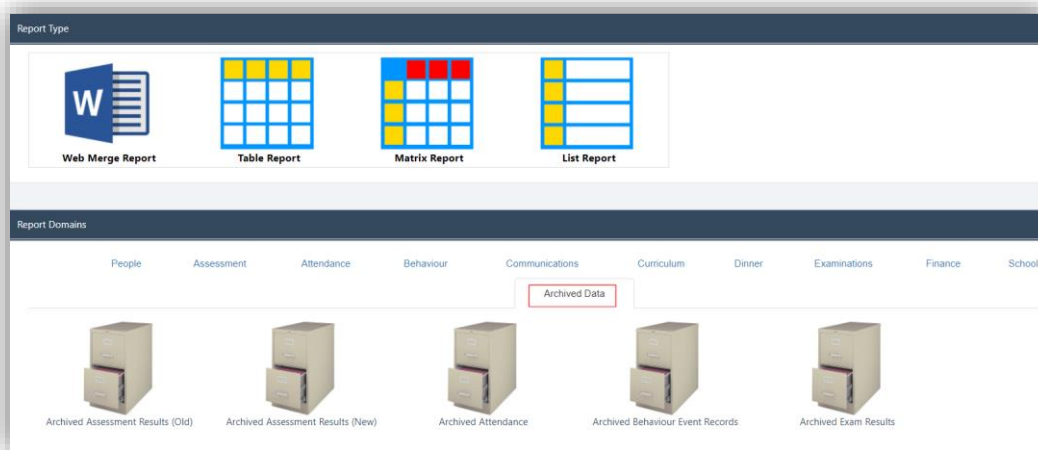
- Groups, Memberships and Timetables (inc. Classes & Tutor Groups)
- Cover Data
- Exams Data
- Detentions
- Academic Year Calendar
- Attendance Comments
- Student's Planning Learning Hours
- Support Timetables

Data transferred into archive tables can be accessed and reported via Reporting module's ARCHIVE section.

This process is IRREVERSIBLE! Please enter your password below and click the "Archive Now" button to start the archiving process!

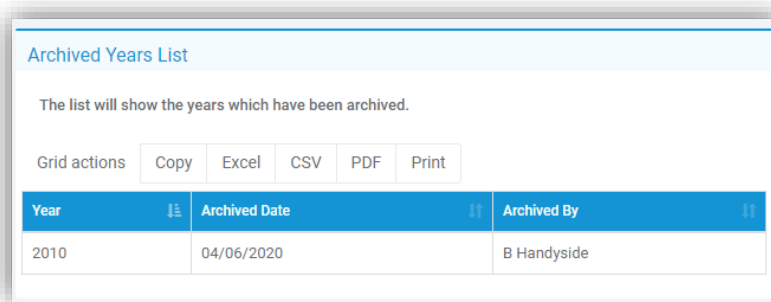


This information can be accessed and reported on via the **Ad-Hoc Reporting** module using the **Archive Report Domain**.



Once you have reviewed and are happy to proceed, you will need to enter your **MIS Account Password** before clicking on the **Archive Now** button.

The process will run and take you back to the previous screen with a confirmation message at the top of the page to indicate the process completed successfully and now you should see the **Academic Year** you have just archived in the **Archive Years** list.



### DMS Storage

You should also review your **DMS Storage** and remove any reports/documents that are no longer needed. Please refer to the **Managing the DMS** guide that is available in the **Documentation Centre: How the Manage the DMS**.

This is the end of the **End of Year Guide for Primaries 2022**

If you have any issues or queries, please do not hesitate in contacting the Helpdesk on **020 8290 7177**.

## **COPYRIGHT**

This document and the software described in it are copyrighted with all rights reserved. Under copyright laws, neither the documentation nor the software may be reproduced, copied, translated, or reduced to any electronic medium or machine-readable form, without prior written consent from Bromcom Computers Plc. Failure to comply with this condition may result in prosecution.

This computer program is the intellectual property of Bromcom Computers Plc. The program is protected under copyright law and is licensed for use only by the user who has subscribed as a customer of Bromcom Computers Plc. Sale, lease, hire rental or re-assignment to, or by, a third party without the prior and written permission of Bromcom Computers is prohibited.

Disclaimer: Bromcom's policy is one of constant development and improvement. We reserve the right to alter, modify, correct, and upgrade our software programs and publications without notice and without incurring liability.

### **Copyright:**

**Bromcom Computers Plc  
Rutland House,  
44 Masons Hill  
Bromley  
Kent  
BR2 9JG  
United Kingdom**

**Web:** [www.bromcom.com](http://www.bromcom.com) (Main Site)

<https://support.bromcom.com> (Users Site)

**Tel:** (Helpdesk) +44 (0) 20 8290 7177

**May 2022**