Bromcom
No.1 Choice for Cloud MIS & Finance

End of Year Procedure Guide
2023/24 for Secondary Schools

Contents

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 change.

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 the current **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?
- Which of the current **Classes** will continue through into next year e.g., **Exam Classes** following a two-year course, Year 8 into Year 9, etc?
- Have you checked the end dates of your current classes and tutor groups? **IF the current Groups are ending, and you are not going to continue using the SAME groups as last year then they must end before the start of the next academic year.** If you need to edit your classes and group end dates, please read the following guide: How to Bulk Edit Group End Dates

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 **Profile Menu** by clicking on the photo on the top right of the screen and then click on **My Account** in the dropdown menu.
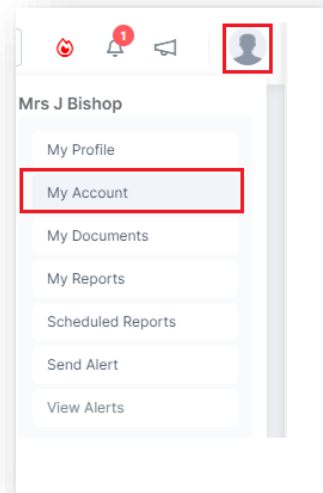
If you need to change your **Interval,** click on the down arrow for **Current Interval** and select **Nucleus.**
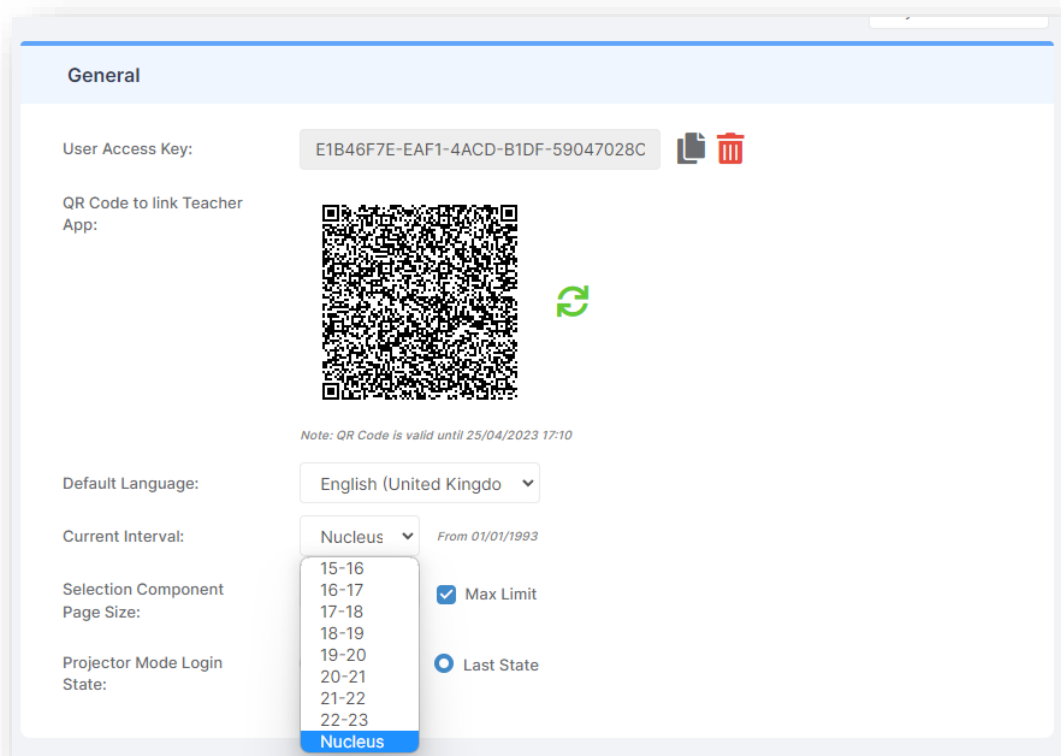
Make sure that you have the necessary permissions to all the relevant menu items. An **Administrator** will have access by default.

Creating a New Period Structure

You only need to complete this section if you plan to use a DIFFERENT **Period Structure** next year, for example if you are changing the shape of the school day or moving to a 2-week timetable, etc. Otherwise, you can **skip this step** and continue to **Section 2.**

⚠️ If you use detentions and you create a new period structure, you will need to set up the detention scheduling again for the new academic year.

Ensure that you are using a **user account** that has been given the relevant **Roles** & **Permissions.**

Go to **Config>Curriculum>Configurations**. Check these and if necessary, adjust them.
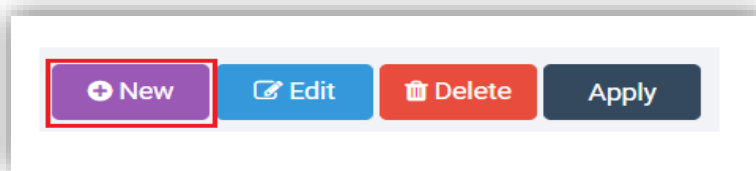

Set the global configurations for : **AM**, **PM,** and **Class Periods**.

Don't worry - Any changes made on this screen **will not** affect the current year's data.

The **Class Duration** refers to the length of the **Period** and the **Max Class Duration** refers to the maximum length a **Period** can be. For example, each **Period** of the day may have a duration of 40 minutes, but the last **Period** on Friday may be 60 minutes. Therefore, the **Class Duration** would be 40 and the **Max Class Duration** 60 allowing for a **Period** up to 60 minutes.

Click on **SAVE** to save any changes.

Go to **Config>Curriculum>Period Structures** and click on the **New** button.

This will open the **Create Period Structure** page.

Give your new structure a **Period Structure Name**, which must be unique, for example 1 Week 6 Period.

Set the start time of the **Morning Begins** and **Afternoon Begins** sessions; this will be the time the first session of the morning and afternoon begin. This will usually be the **AM** and **PM Registration** sessions.

Set the number of weeks that will exist in your **Timetable Cycle** for example, a 10-day timetable cycle that runs Monday-Friday is a 2-week cycle (Monday to Friday week 1, followed by Monday to Friday week 2).

Once you have selected the number of weeks, you should put a tick in the boxes of the days that are part of the cycle to mark them as **Academic Days**.

Enter the number of days in the **Timetable Cycle**

The **days in the timetable cycle** box should usually contain the number of **Academic Days** in your timetable cycle as defined above (e.g., **10** in the example above). It can sometimes be different so if you are unsure of what to put in this field then please contact the Helpdesk for advice.

Available Date: If you are performing your **End of Year** process before the start of your new **Academic Year** then just leave it as today's date (It will not affect the current **Academic Calendar**), as it will allow changes to be made. If a later date is used, you will not be able to see this model until the date entered. Click on the **Next** button.

Once you click on **Next**, this will open the **Timetable Day structure page** where you create the **Period Structure** of the day, including the AM position and duration, number of morning sessions, **PM** position and duration, **Lunches** and **Breaks** etc.
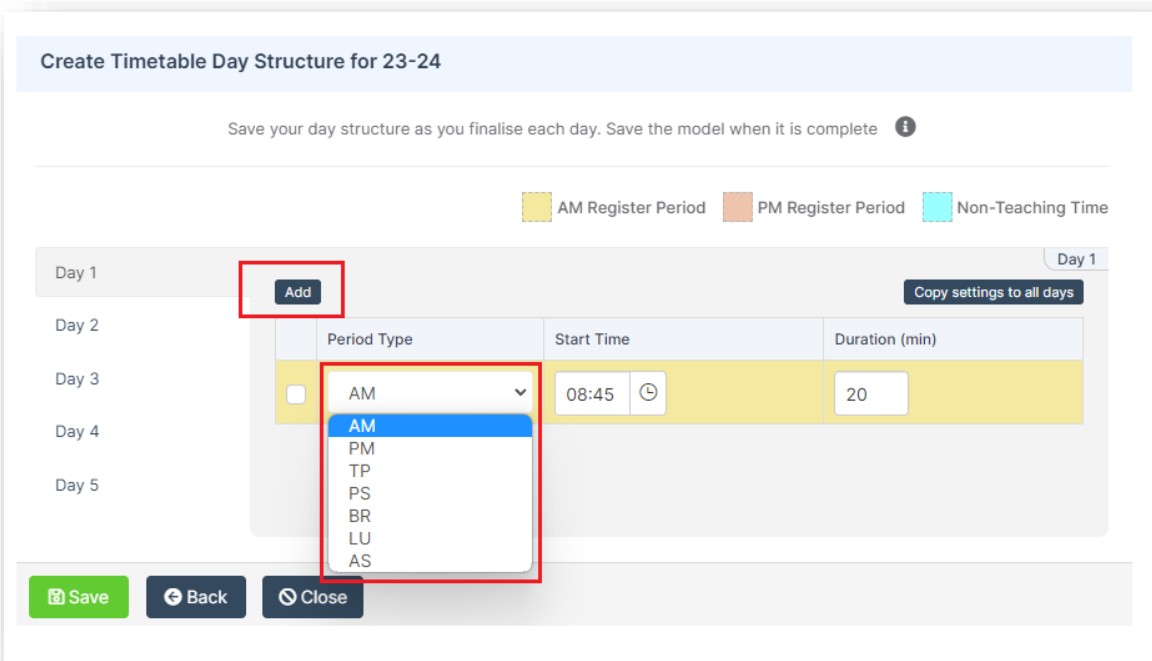
Click the **Add** button to increase the number of available **Periods** – and use the **Period Type** dropdown menu to select the type of **Period BR = Break LU= Lunch, AS = After School, PS = Pre School, AM**, **PM = Registration or TP = Teaching Period**

Note: new **Periods** added will default to **TP** (**Teaching Period**). You can edit the duration of each session and the times will adjust but please note that the **times must not overlap.**

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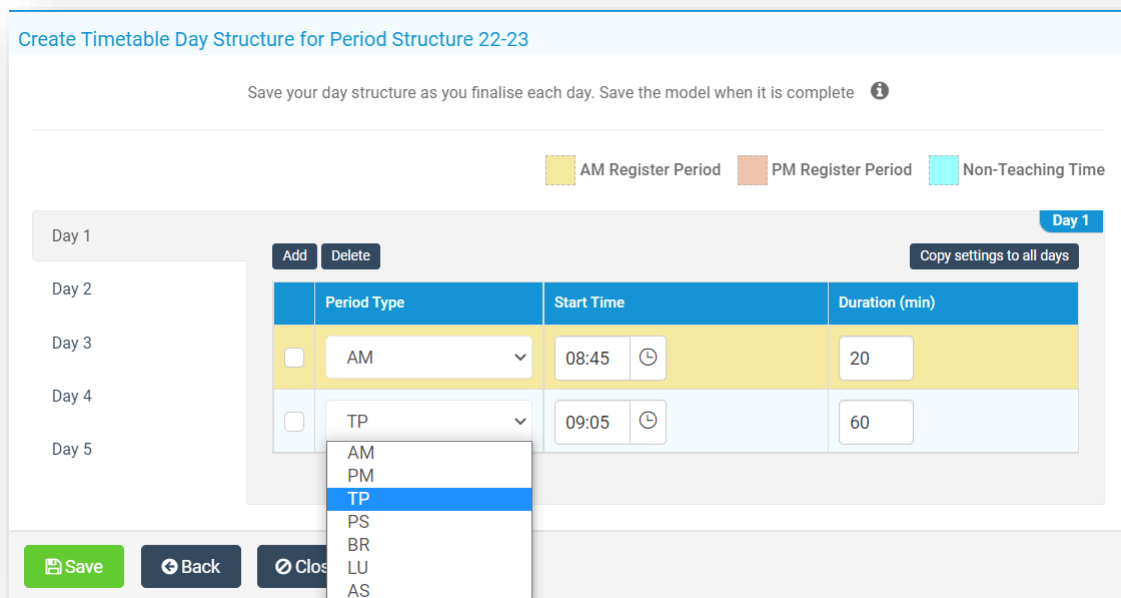
> **RECOMMENDED!**
>
> Please define your **Breaks (BR)**, **Lunch (LU), Pre-School (PS)** and **After School Sessions (AS)**. You will need them if you want to schedule detentions outside of normal teaching periods (e.g., after school) or you if want to timetable a teacher to do lunchtime duty.

> Please remember to adhere to the **AM/PM or AM and PM Period** durations as well as the morning and afternoon session start times.

> If you take Statutory AM/PM Attendance to return to the DfE (e.g., Census), then you MUST have both AM and PM. Even if you don't physically take them, they must be in the system to record Statutory Attendance. If you are unsure about this, please contact the Bromcom Helpdesk.

The checkbox to **Copy settings to all days** of the Timetable Cycle is to save you having to set this up for each day where it is the same as **Day 1**. Tick this box and click on **SAVE** and the completed day is then copied to all the days in your **Timetable Cycle**.

If one day of the cycle is different e.g., you finish early on a Friday for Staff Meetings, then amend the appropriate days (Day 5 and 10 in this case as we have a 2 Week Timetable).

If the settings are incorrect, the system will display a warning in red, make the appropriate amendments and click the **Save** button again to complete the creation of your new **Period Structure**.

You will then be automatically returned to the **Period Structures Page,** where you can then edit the new **Period Structure** to re-name the **Periods** if required**.**

If you have made changes to the period structure, then please check to ensure all the parameters under **Config>Attendance>Register Update Parameters** are still valid. For instance, it would be difficult to update the PM register from Period 5 if your structure has changed such that there is no longer a Period 5.

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 don't worry if your first academic day is sometime after this as you will be able to set that later.

> 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 26th August 2023
>
> **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 current Academic Year **End Date**

Go to **Config>Curriculum>Academic Years**.
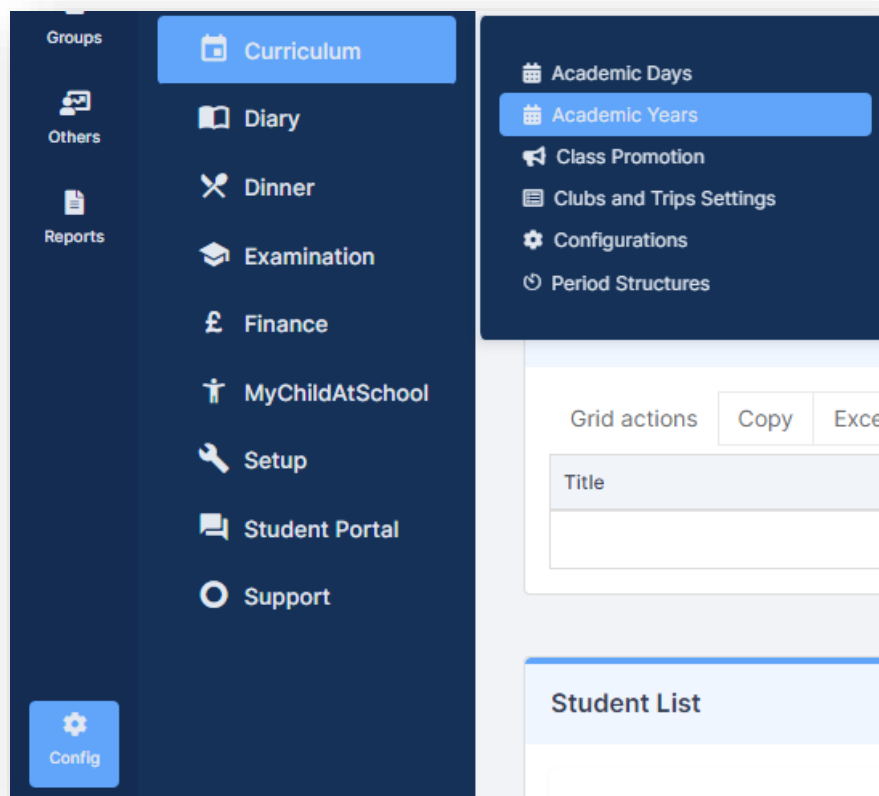
Ensure the <u>current **Academic Year**</u> is selected.
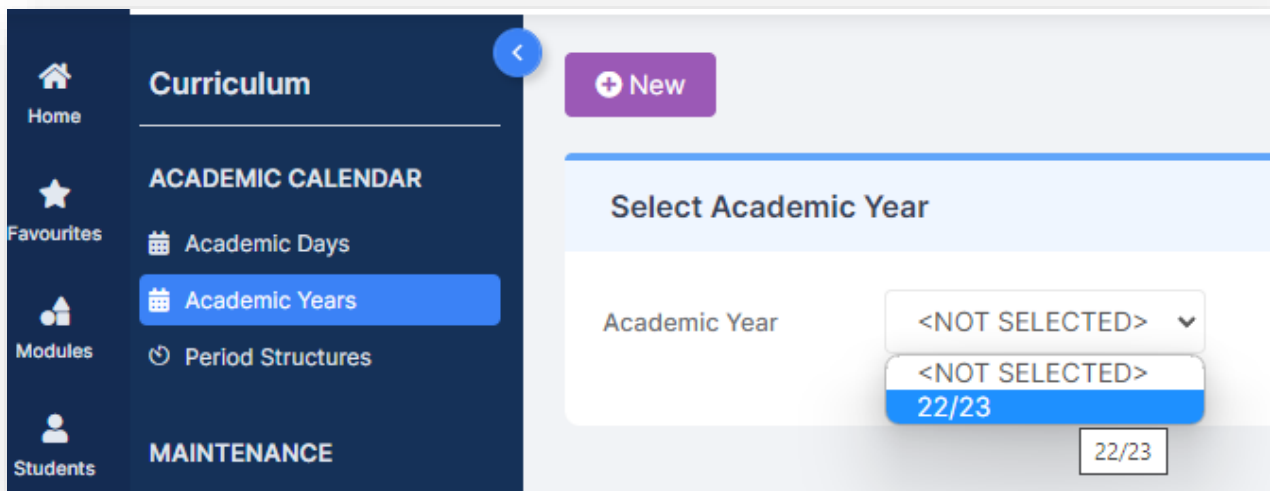
The **End Date** <u>must be a **Saturday**</u>.
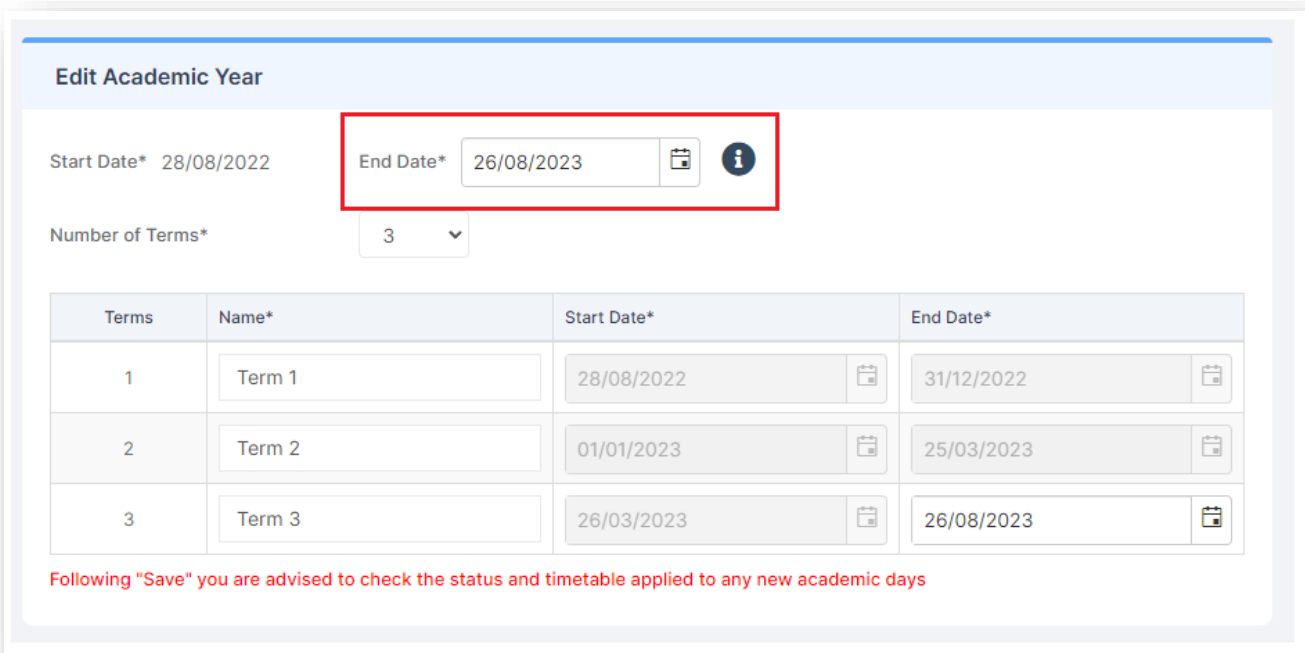
For example, if the <u>new academic year</u> starts on **Sunday 27th August 2023,** then the **End Date** of the previous year can be no later than **Saturday 26th August 2023.**

Click **Save**, please be patient as this may take some time.

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

New

Select Academic Year
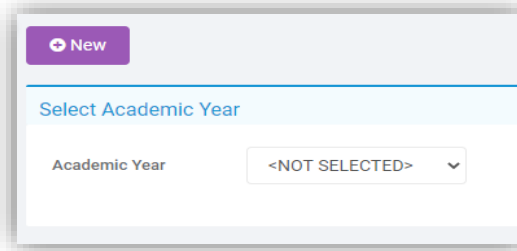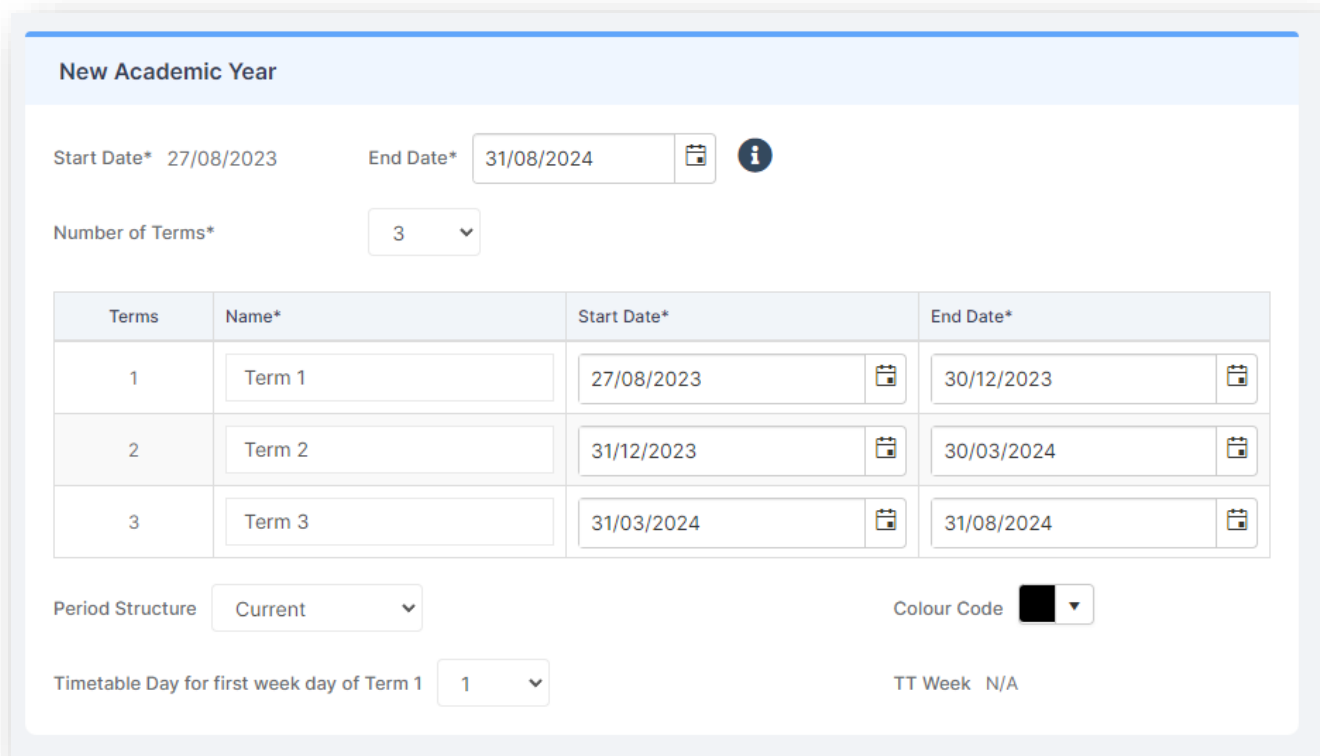
Academic Year   <NOT SELECTED> v

Click on the **New** button.

Now set the new **Academic Years'** end date to be the last Saturday of that **Academic Year**. For most customers, this would be **Saturday 31st August 2024.**

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

Please see below for an example of how the new 2023/24 Academic year could look.

New Academic Year

Start Date* 27/08/2023   End Date* 31/08/2024

Number of Terms*   3 v

Terms	Name*	Start Date*	End Date*
1	Term 1	27/08/2023	30/12/2023
2	Term 2	31/12/2023	30/03/2024
3	Term 3	31/03/2024	31/08/2024

Period Structure   Current v   Colour Code ▼

Timetable Day for first week day of Term 1   1 v   TT Week N/A

> 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.

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.

Now select the **Period Structure** that you are using from the dropdown list. If you have defined a new **Period Structure** in **Step 1** of the **End of Year process,** then select this as the new change to structure, otherwise you can choose the structure from the current year. In this example we have chosen the 'Current' **Period Structure**.

Period Structure	Current		Colour Code	▼
Timetable Day for first week day of Term 1	1		TT Week	N/A

You can (if you wish) change the colour associated with the **Academic Year**, which will change the text colour on the **Academic Days** screen, by selecting the **Colour Code** button.

Finally, when picking the **Timetable day for first weekday of Term 1** 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.**

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**.

Edit Academic Days

All **Days** in these new **Terms** are currently set to **Academic Days** which now need to be edited and the relevant weeks put in as **Holidays** and **Staff Only** days.

When the **Save** process from **Creating the Academic Year** completes you will need to go to **Config>Curriculum>Academic Days**.
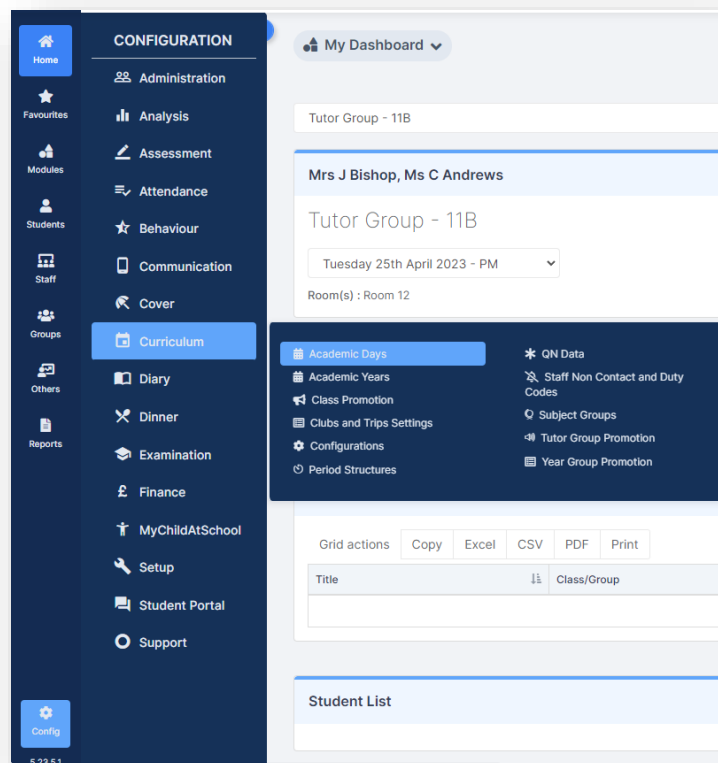
From the **Academic Year** drop down choose **23/24**
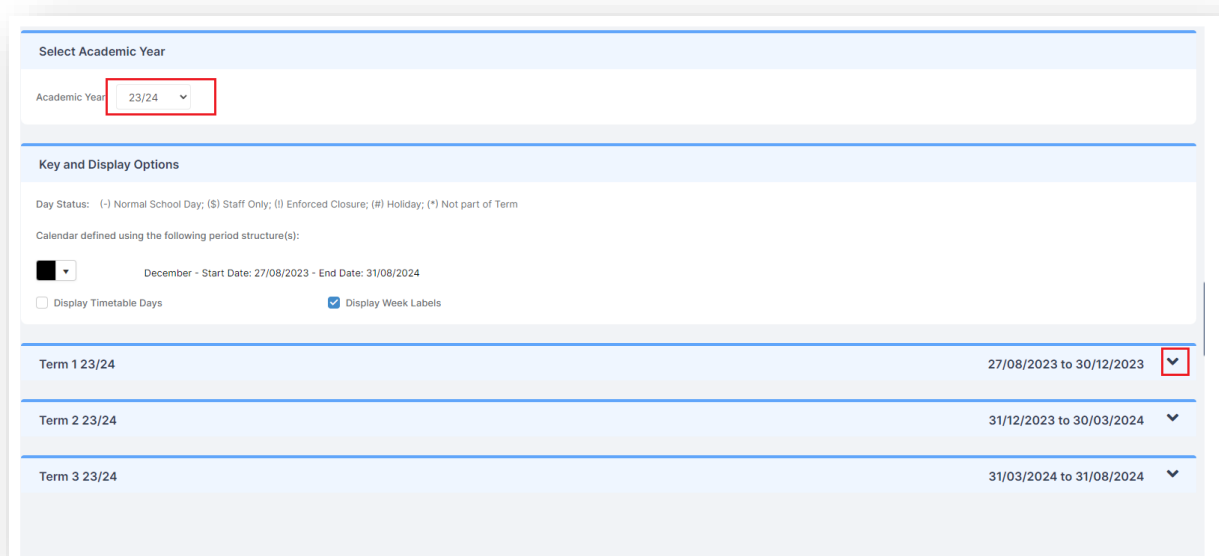
Click on the drop down **Arrow** in each Term to expand the individual weeks in that **Term** then click the **Edit** button on the **right of the screen** and set the individual day's details in the selected **Week**. This includes staff only days, school holidays and public holidays.

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Also set any deviation from the expected **Timetable Day Cycle**. Normally the cycle will be a logical numeric progression (1, 2, 3, 4, etc...) but there may be deviations from this that need to be accounted for. If they exist, then simply select the week containing the adjustment and change the value in the dropdown against that day (you can view **Timetable Days** by clicking the **Display Timetable Days** option).

Generally, Days 1-5 are Week 1, Days 6-10 are Week 2.

Tip: If you are amending your Academic Days or have used **Cascade Timetable on Save**, tick **Display Timetable Days** to view/ensure that your Academic Days are correct (Days 1-5 are in Week 1 and Days 6-10 are in Week 2).

If you have a multi-week timetable, it is **critical** to ensure that the **Timetable Week** numberings are correct. This is to ensure your timetable is consistent for the rest of the coming year. Check the timetable days are correct by clicking the appropriate week number after each half term/new term. Please see an example screenshot from last year showing the multi-week timetable;

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	*	*	-	-	-	-	-	-	-	-	-	-	*	*	✎

Term 1 22/23   28/08/2022 to 31/12/2022

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

MCAS General Settings

If you use **MyChildAtSchool**, go to **Config**>**MyChildAtSchool**>**General Settings**.
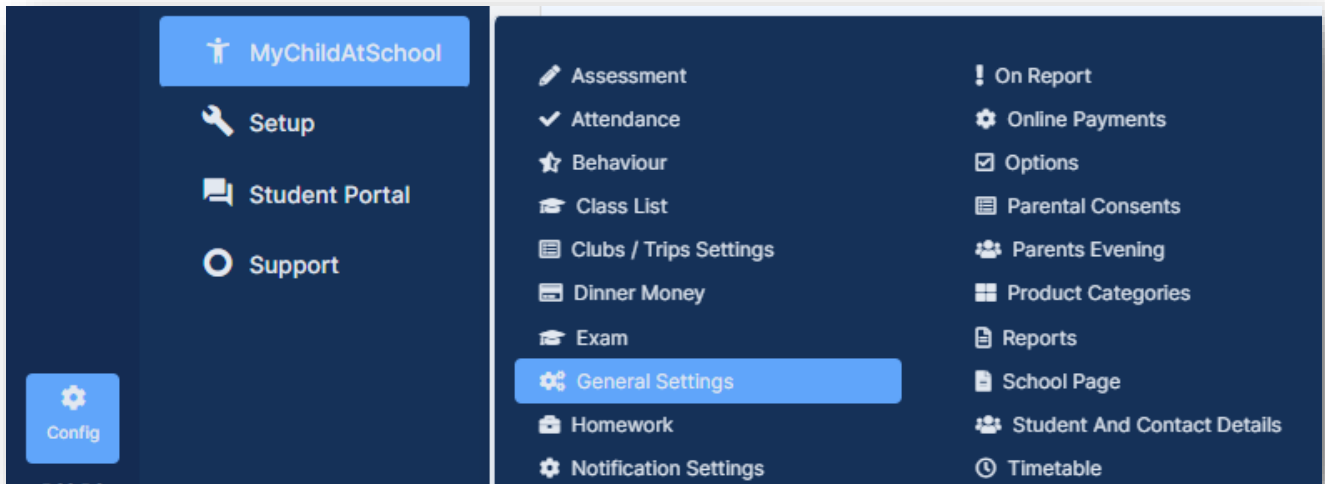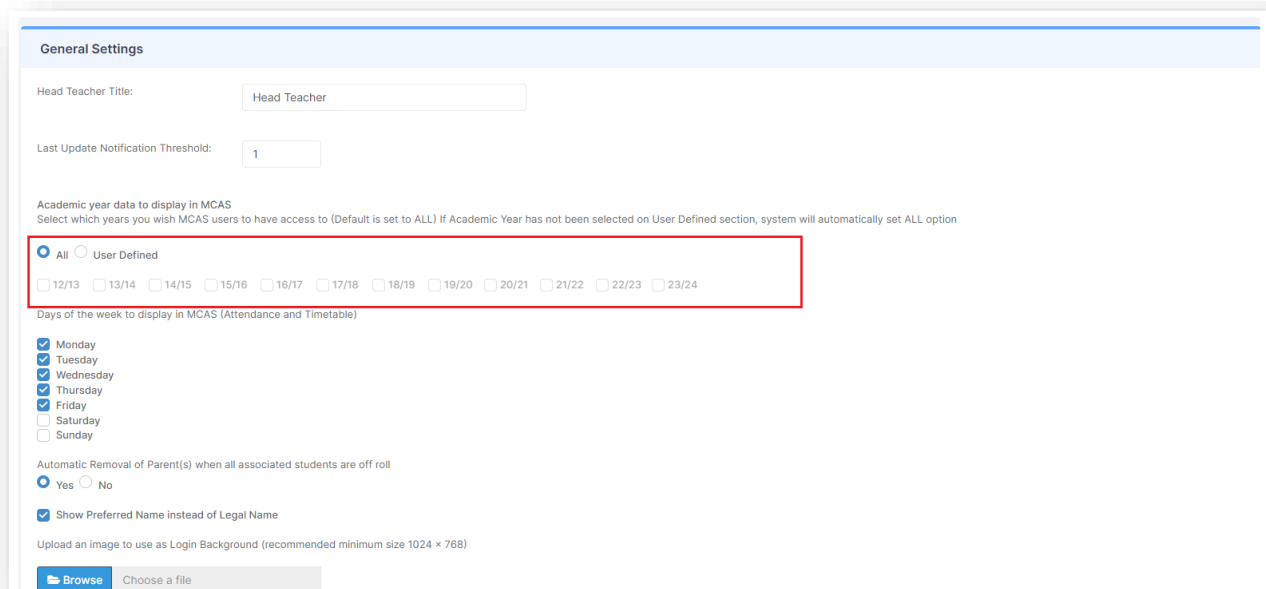
Once on this page, you need to ensure the new **Academic Year** will be visible to parents.

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 **2023/24 Academic Year** and any previous **Academic Years** that are to be displayed are ticked.

Click on **Save**

.

Altering Attendance Codes

To make any amendments or to create new **Attendance Codes**, go to **Config**>**Attendance**>**Attendance Codes** and set the **Academic Year** dropdown to **23/24**
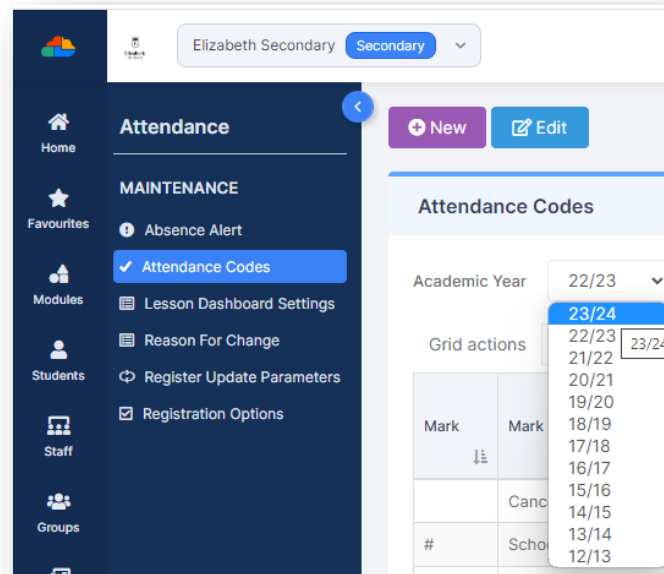
Select the **New** button if you want to create a fresh **Attendance Code**.

Otherwise click the **Edit** icon to make changes to an existing **Code**.

Setting Registration Update Parameters

> ⚠️ This step is required for all schools where students do not attend AM and/or PM registration and therefore need marks from teaching periods to write back into the AM/PM Sessions.
>
> If this step is not completed, none of the expected automatic updates of AM/PM attendance from other periods will occur. Therefore, it is imperative that it is finished in its entirety.

Go to **Config>Attendance>Register Update Parameters**.

Change the **Single Date** radio button to the **Multiple Dates** radio button.

Set your **Academic Start** to the first day the **Students** are in school and **Academic End** to the last date the **Students** are in school.

In this example a 2-week timetable is shown by the Week 1 and Week 2.

Select the relevant options for your **Register Update Parameters**. Below is an example of how this might look.

> If your forthcoming year's structure closely resembles the current year's structure, simply click on the **Last Available Settings** button at the top left of the screen and then click on **Save.**

If you are changing the **Period/Time Structure** for the new **Academic Year,** then this screen will require careful configuration. To this end it is recommended that you contact the Helpdesk to assist you in configuring these additional options. See How to use Register Update Parameters.

Please ignore the Warning: Inconsistent data found in database message. This will disappear once you have setup the parameters for the new **Academic Year** but if it does not, please contact the Helpdesk.

Once you are happy with any changes you have made, click on the **Save** button**.**

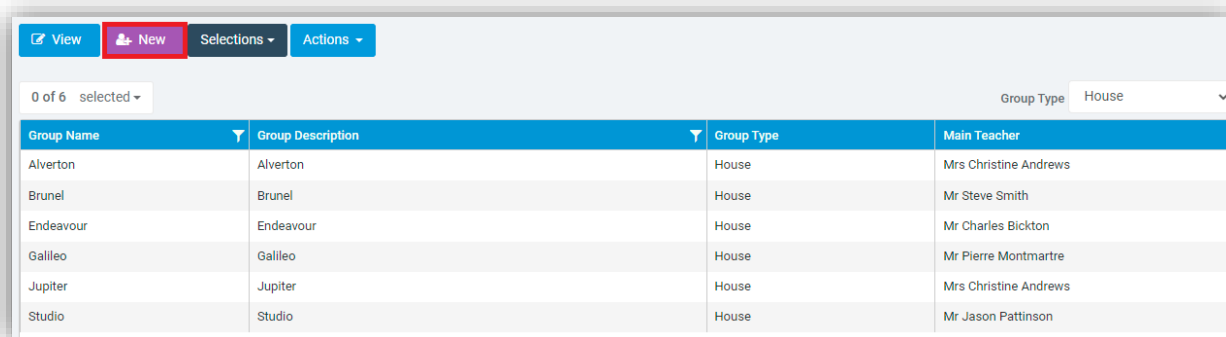**Please contact the Helpdesk if you are unsure of anything at this point.**

Maintenance of Curriculum Entities

This is where you would change any setups of your **Curriculum** information such as **Year Groups, Subjects, Departments, Faculties, Houses, Learning Aims** etc**.**

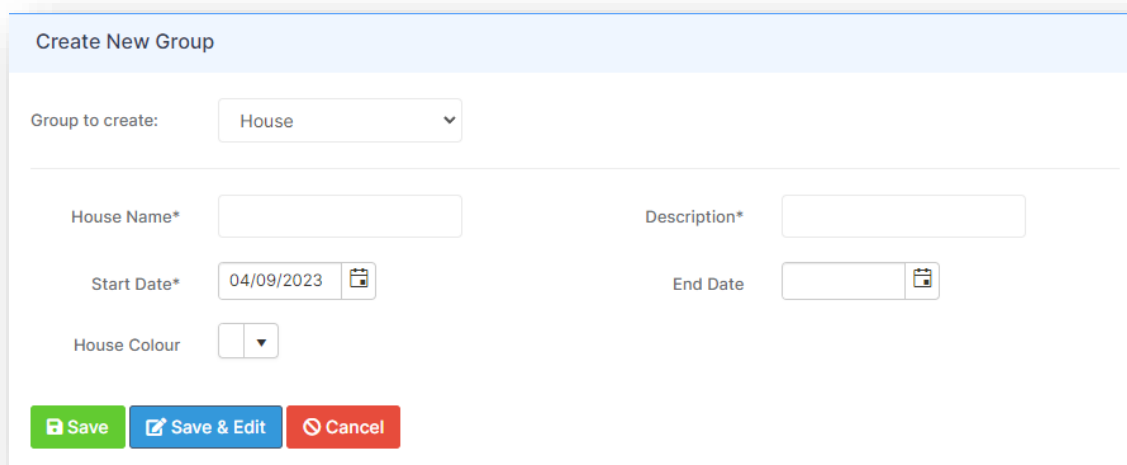**If you are not making changes to these settings then you can skip to the next section, otherwise please read on.**

Houses – if you are introducing a **House** system or changing the way it is organised, go to **Groups>Group Type>House.**

To create a new **House** with a start date of the beginning of the new **Academic Year** click on the **New** button.

Enter the new **House** details and click on the **Save** button.

To edit the existing **Houses**, select the **Houses** and click on the **View** button.

Subjects, Departments and Faculties will normally continue through from year to year.

If any are not in use for the next year, they can be edited by pressing **View** and entering an **End Date** within the **Basic Details** Panel. Memberships of **Staff** and **Subjects** to **Departments**, and **Departments** to **Faculties** can also be amended to reflect the situation for next year otherwise they continue through unchanged so long as there are no end dates applied e.g., if a member of staff leaves and this sets an end date to all their memberships.
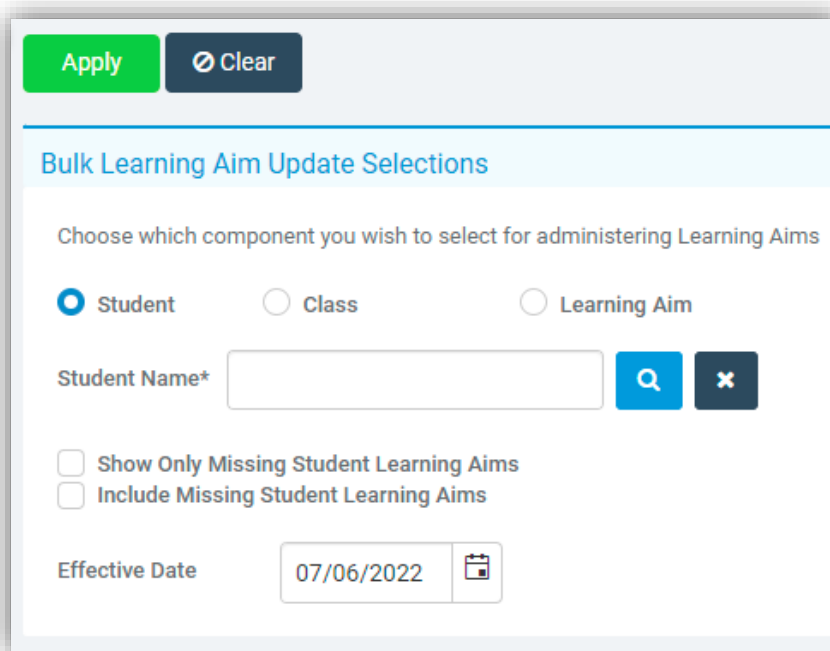
> **We advise that you do not DELETE any group, please end date them instead.**

Add any **New** items as required with a start date of the beginning of the new **Academic Year**.

In all instances, please remember to double check any entered **Start** or **End** dates to ensure that they correctly match the appropriate dates from either the **Current Year** (in the case of items being ended) or the forthcoming **Academic Year** (in the case of new items being added).

Student Learning Aims that are continuing from the **Current Academic Year** to the new **Academic Year** can be left alone as they will continue with the **Student** into the new **Academic Year**.

If a **Course** is ending, then the related **Student Learning Aims** also need to be ended. This can be done through **Modules>Curriculum>Bulk Learning Aim Update.**

You can select to update the **Learning Aims** by **Student, Class,** or **Learning Aim.** Once you have made your selection, simply click on the **Apply** button and this will take you to the next stage of the process.

On the next page you will see all the **Students** selected with **All** of their related **Learning Aims.**

Click on the **Save** button**.**

You will need to repeat this process for any **Learning Aims** that need to have a different **Status** or different **End Date** applied. If you have any problems with this process, please contact the Helpdesk.

If you use **Behaviour**, please continue to the next section. Otherwise, please proceed to **Promoting the Tutor Groups.**

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.**

Select the **Actions** or **Events** to that are no longer to be used 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**.
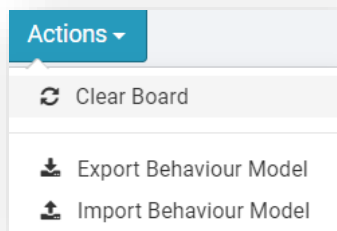
If you are setting up a **New Behaviour Model in Pathways** that is different to your current **Model** go to **Config>Behaviour>Pathways**.

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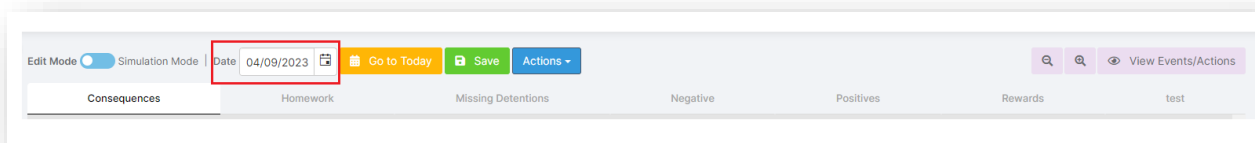
Then click **Save**

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

You will need to do this for each **Category** that requires amending.

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

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

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

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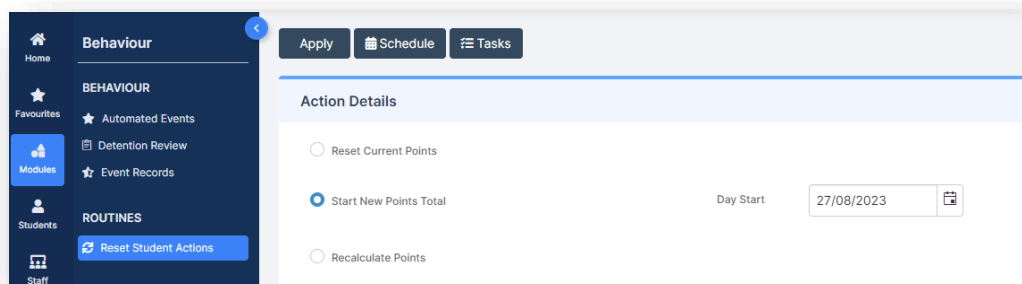
If you want to apply **New Points Totals** to all **Students** and **Actions**, select the **All-Students** option, and click on **Apply**.

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 from **Action Name** and check the **Selection** List is correct.

Click **Apply**. You will get a warning message prompt. Click the **Proceed** button to continue.
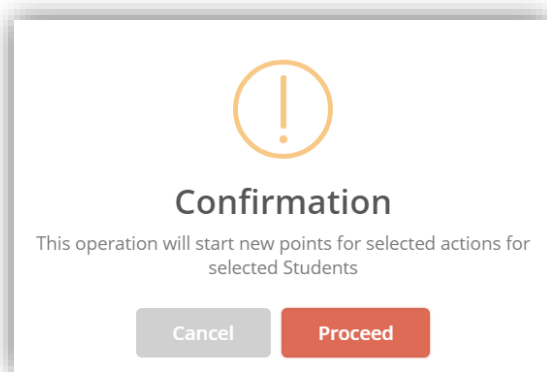
We recommend that you also review/update your **Detention Schedules** for each of your **Detention Types**, especially if you have changed your **Period Structure** for the new Academic Year.

Guidance on setting up **Detention Schedules** can be found from the following area of our Help Centre:

https://docs.bromcom.com/knowledge-base/how-to-create-a-new-detention-schedule/

Data Boundaries

If you have changed your Period Structure for next Academic Year, you will need to first setup a **Data Boundary** for 2023/24 exclusively via **Config>Setup>Data Boundaries.**

See How to Manage Data Boundaries
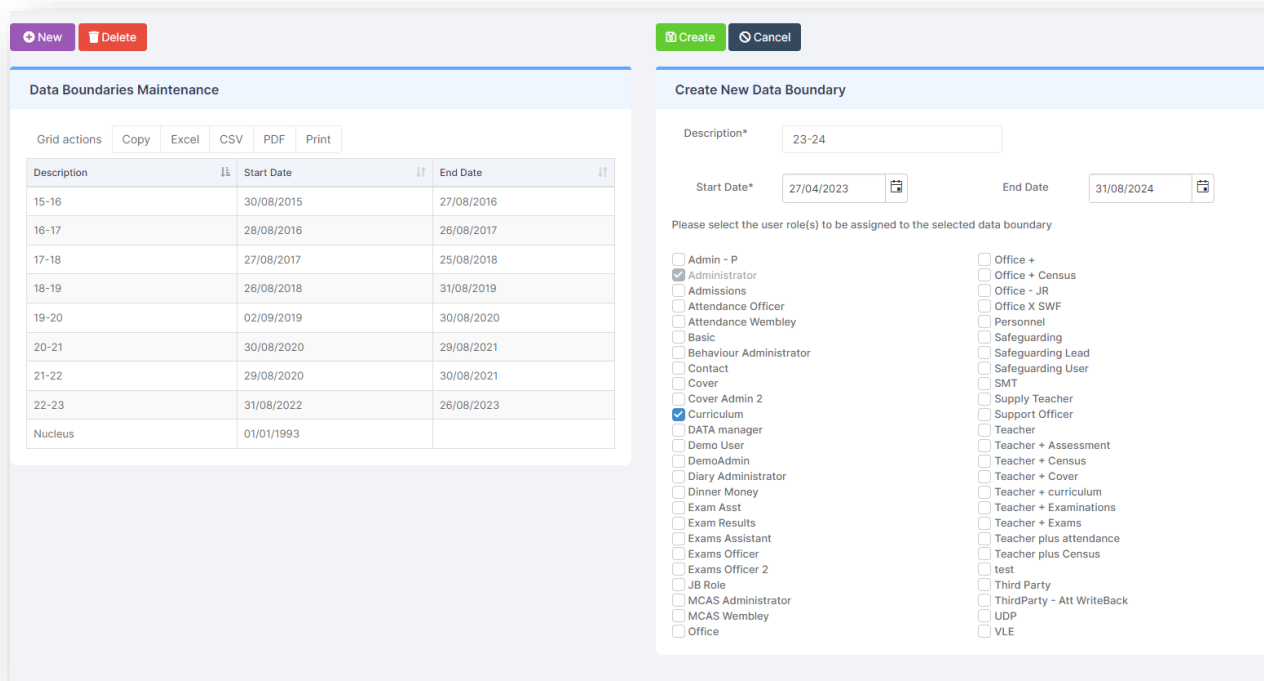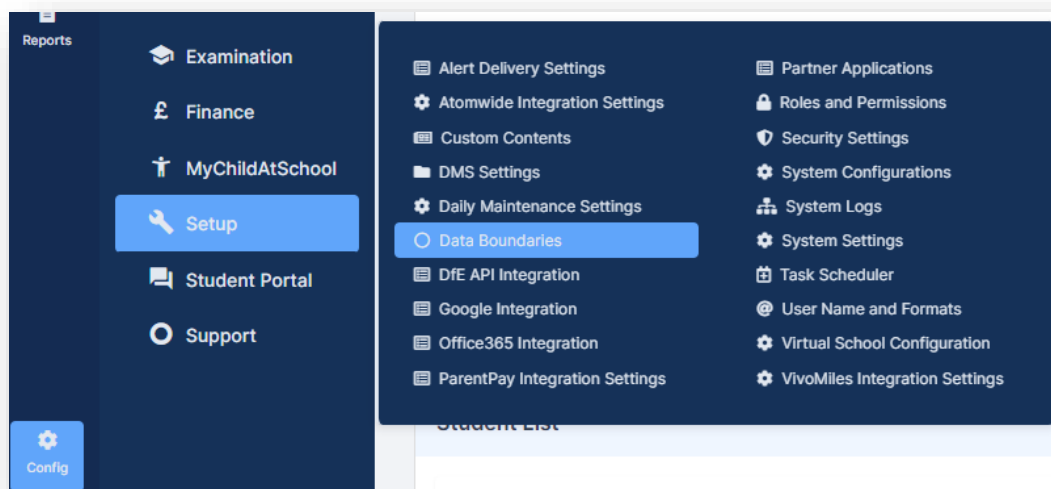
Once you have setup the **Data Boundary** for 2023/24, you must associate this to your **User account** via **My Account**>**General**>**Current Interval.**

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**. Year 13 will have a **Next Year Group** of 13.
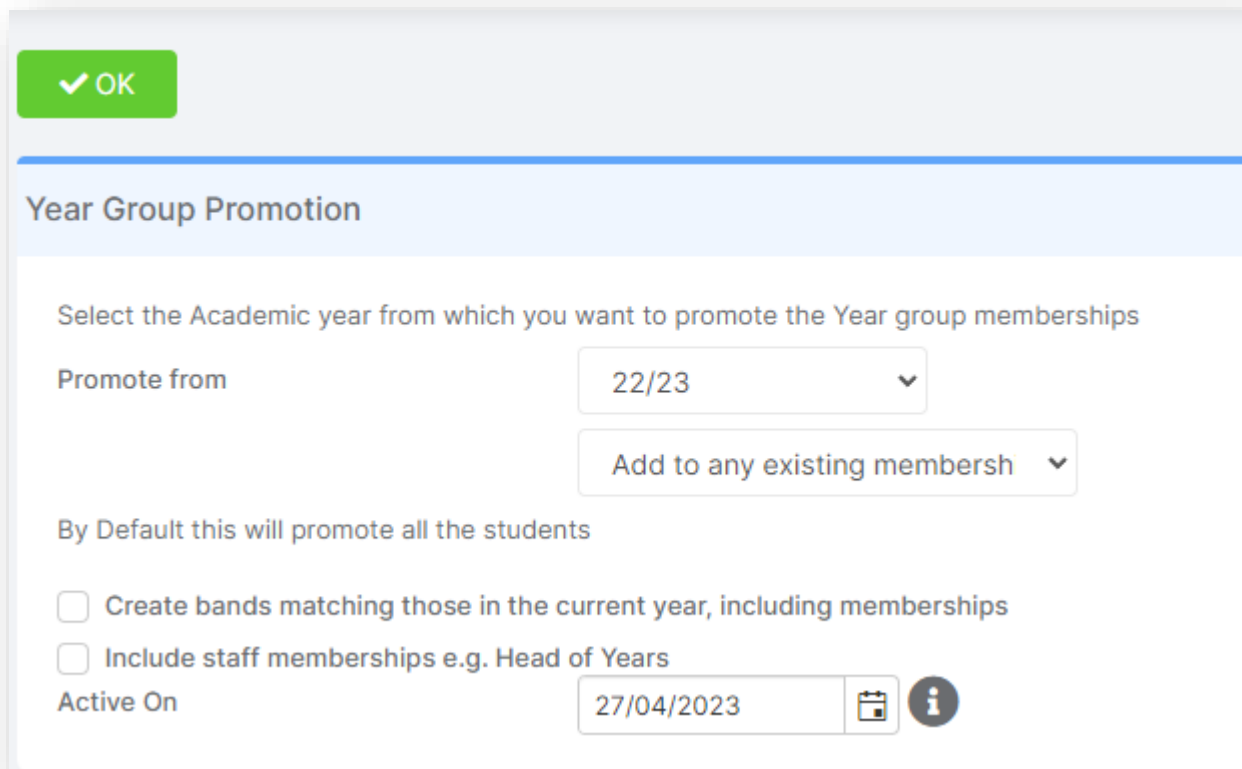
Current NC year	Current NC Year Name	Next Year Group
7	Year 7	8
8	Year 8	9
9	Year 9	10
10	Year 10	11
11	Year 11	12
12	Year 12	13
13	Year 13	13 (13 must have a Next Year Group in secondary schools)
?	<NOT SELECTED>	?

When you are ready to **Promote** all your **Year Groups**, go to **Config**>**Curriculum**>**Year Group Promotion.**
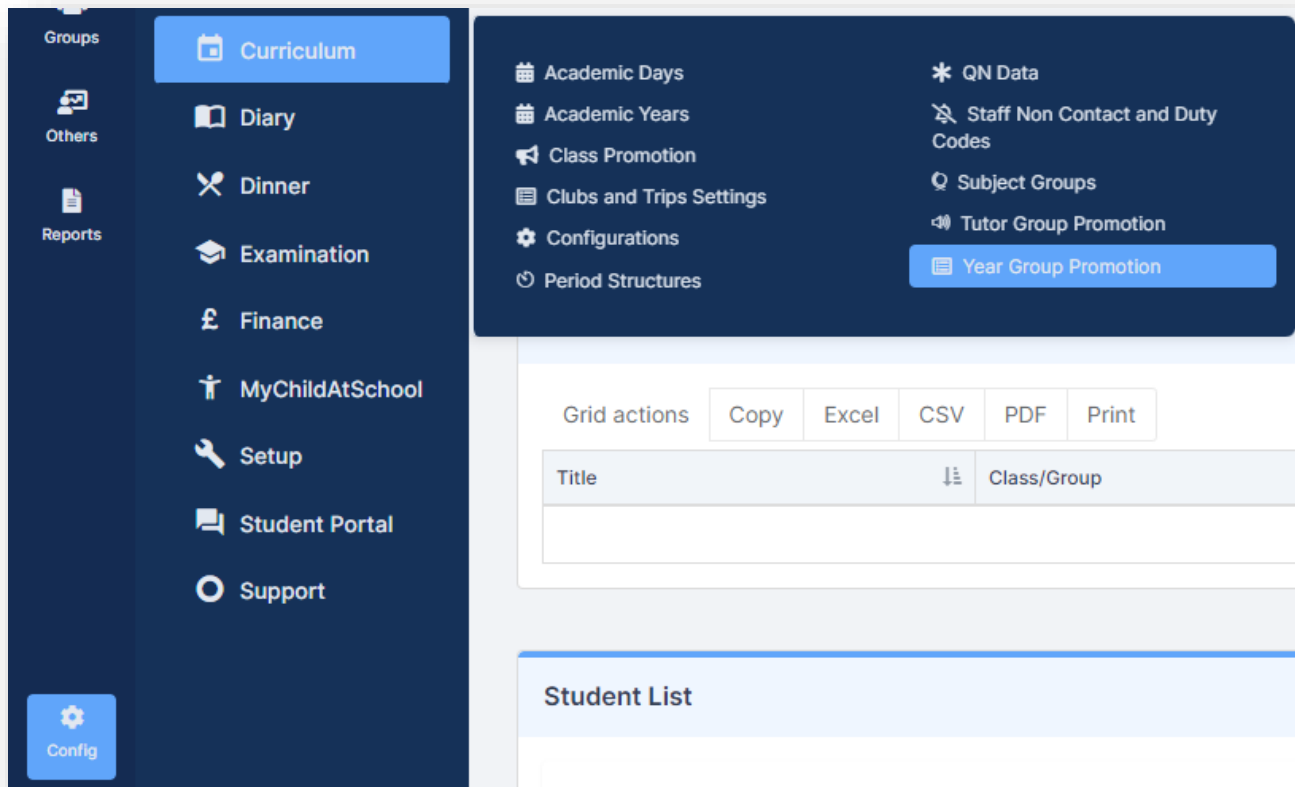
The **Year Group Promotion** page will then be displayed.

Promote from will be set to the current year by default, 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 that **Year Group** memberships will be taken and promoted from. **It is crucial that this is set to a Date in the CURRENT Academic Year before September,** when the Students are still in their **CURRENT Year Groups**. This allows the **Students** to be Promoted in to the correct/next **Year Groups** in the new **Academic Year**. **Promoting from a Date in the new Academic Year will not work**, the **Active On Date** must in the **22/23 Academic Year.**

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

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 22/23 Student Memberships before using **Add Multiple** to add the new 23/24 Student Memberships.

Also, **please ensure** that your current 22/23 **Tutor Group** have an **End Date** that is BEFORE the **Start Date** of the New **Academic Year** and that these Dates <u>do not overlap.</u> **This is only IF the Tutor Groups are ending, and you are not going to continue using the SAME group as last year.**

See the flowchart below for more information on **Promoting Tutor Groups**.
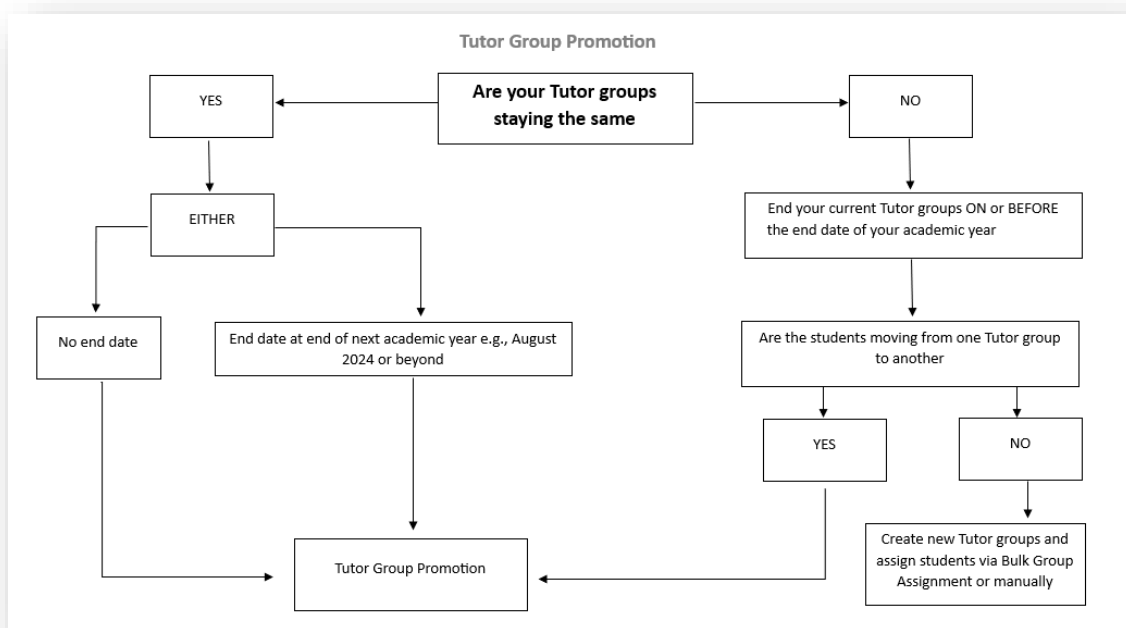
To **Promote Tutor Groups,** go to **Config**>**Curriculum**>**Tutor Group Promotion**
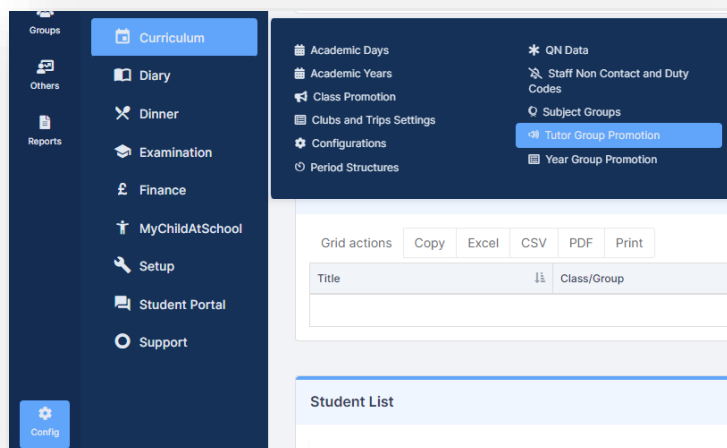
Select the **Tutor Groups** to be **Promoted** and click the **Go** button.

Then select the **Tutor Groups** you wish the system to **Generate** a suggested name for.

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.

You can choose to exclude any of the **Groups** by deleting them from the list using the **red** 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 current **Academic Year** (if they do not already have an end date).

> **Hint**: If you want to merge two Tutor Groups e.g., 11A1 and 11A2 become 12A in the Sixth Form, 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.

Important: For a further in depth look at **Year Group Promotion** and **Tutor Group Promotion**, please refer to the following guide – How to approach Year Group and Tutor Group Promotion

Adding Tutors to Tutor Groups

In this section, you will be shown how to add **Tutors** to **Tutor Groups** as **Associated Staff** and then assign them to the **Tutor** Timetable in **Associated Timetable**. Once they are assigned in the **Associated Timetable** this will create the **Lessons Dashboard** view for the assigned **Tutor** and **Tutor Group.**

From the **left Menu** go to **Groups** in a **Primary School** this will default to **Tutor Group**, in a **Secondary School** this will default to **Teaching Class**

Next, select a **Tutor Group** so it is highlighted blue and then click on the **View** button, you can choose more than one **Tutor Group** and click **Next** to move through several groups**.**

If you are adding a **Tutor to a Tutor Group,** you need to **first** ensure that the required staff are visible in the **Associated Staff** panel.

To add a new member of staff click **Add New Record** in **Associated Staff.**

Once all the required **Staff** have been added, scroll down to find the **Associated Timetable panel.**

This panel shows which **Staff** are assigned on which dates for which sessions, this in effect creates the Lessons Dashboard for the staff.

To **Add a Member of Staff to Multiple Sessions** in the Associated Timetable Panel click **Add Multiple**, which allows you to add a staff member to multiple periods in one process.

Pressing **Add Multiple** opens the following pop out window.

Select the **Staff** and **Room** that you wish to add periods for, you can now either use the **table at the bottom of the screen** to add individual periods, or press **Add Multiple Periods**.

Note: Only **Staff** and **Rooms** that are already Associated with the **Tutor Group** will be available here.

Add Multiple Periods opens another pop out window where you can select all the periods you would like to add for the required **Start/End Date**.

Note: You need to press **shift** or **control** on your keyboard while you click on periods to select more than one. Pressing **Save** takes you back to the original pop out window.

You can now see all the chosen periods and if you are happy with them, press **Save**

Once you have added your Tutors to your Tutor Groups you can then generate the AM/PM Timetable . See How to use the Tutor Group Timetable Generator

Promoting Classes

Class Promotion isn't required if assigning your Students to Groups with **Bulk Group Assignment** see How to Use Bulk Group Assignment .

Class Promotion and **Bulk Group Assignment** are an **EITHER/OR** process

Choose from **ONE** of the following processes.

1. Import new Timetable with new groups for next year then use **Bulk Group Assignment** to assign the Students to the new Classes
2. Import your new Timetable with new groups for next year then use **Class Promotion**
3. Use **Class Promotion** then Import your new Timetable for next year MATCHING on the newly created groups.

Go to **Config>Curriculum>Class Promotion,** select the **Classes** to be **Promoted** and click on the **Go** button.

Select **the classes in the list** and click on the **Generate** button for the system to suggest a name for the next **Class** 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.

Important: If you have imported a timetable, it is crucial to **enter the new class names exactly as they appear in the timetable.** This ensures that the wizard promotes the students into the classes that have already been created by the timetable, rather than creating more classes and promoting students into them incorrectly.

There is no option to include **House** Membership this time, just **Staff** and **Rooms**.

Alternatively, it may be easier to create the **Classes** by going to **Groups**>**Group Type Teaching Class**>**New Group** and then use the usual **Bulk Group Assignment Tool** option to add **Students** to all their new **Classes** in one go. The choice is yours.

Please **contact the Helpdesk** if you need any assistance with this process.

Adding New Students

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

Go to **Students** and click on the **New** button**.**
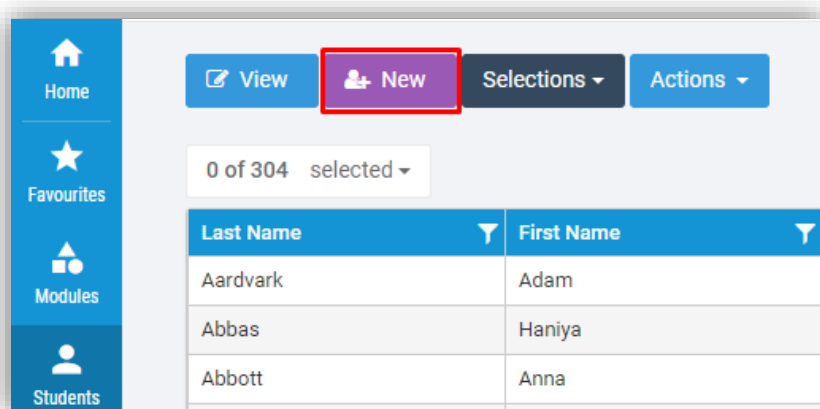
This will open a form to enter in the new **Students** information. **Note:** The **Entry Date** defaults to **todays date,** amend if required.
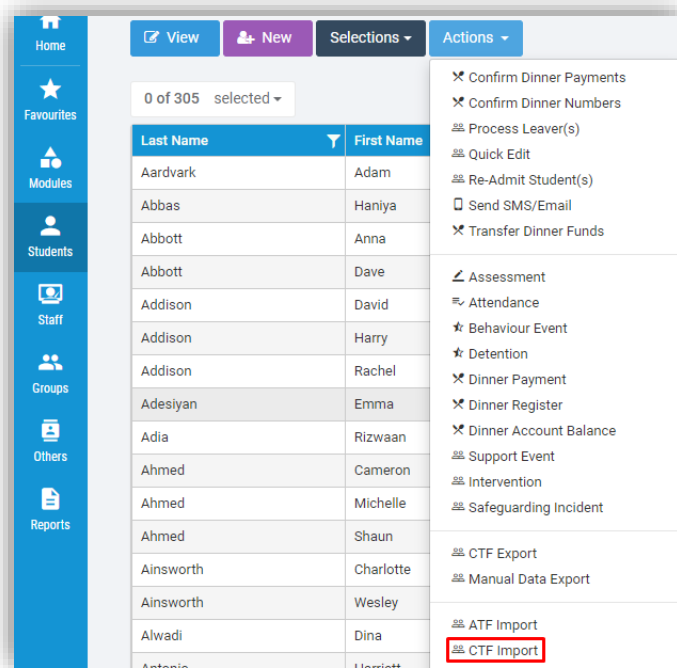

Fill in the details and click on the **Save** button, this will now open the **Student Details** page on the **Profile Tab** option where additional information can be added. All fields marked ***** must be completed.

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

Go to **Students List** page and from the **Actions** dropdown click on the **CTF Import** button**.**

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

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 List** page and from the **Actions** dropdown click on the **ATF Import** button**.**
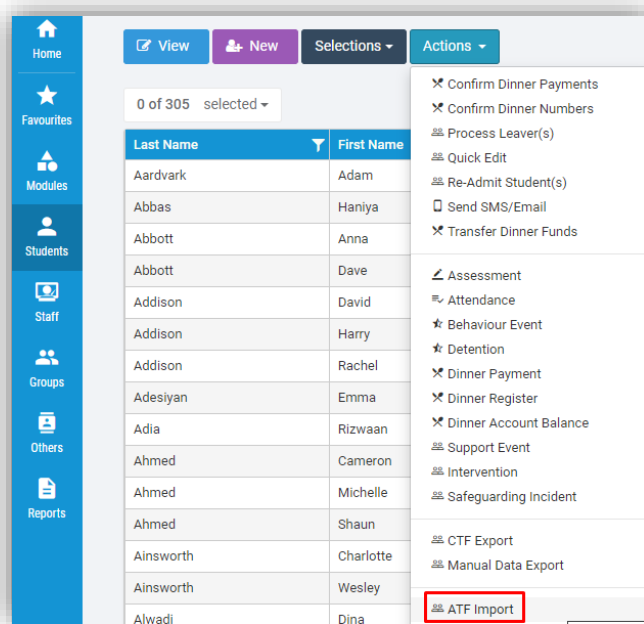
This will open the **ATF Import** page.

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** or **Student Portal**, proceed to the next section, otherwise move to **Data Archiving**.
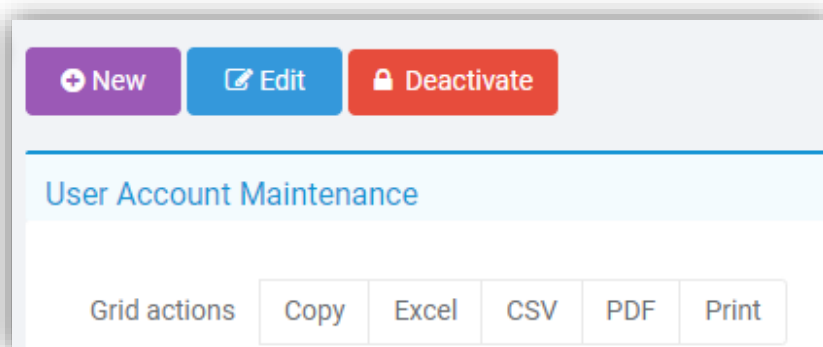
Creating New MyChildAtSchool and Student Portal Accounts

MyChildAtSchool Accounts need to be completed on the first **Academic Day** of your new 2023/24 **Academic Year**.
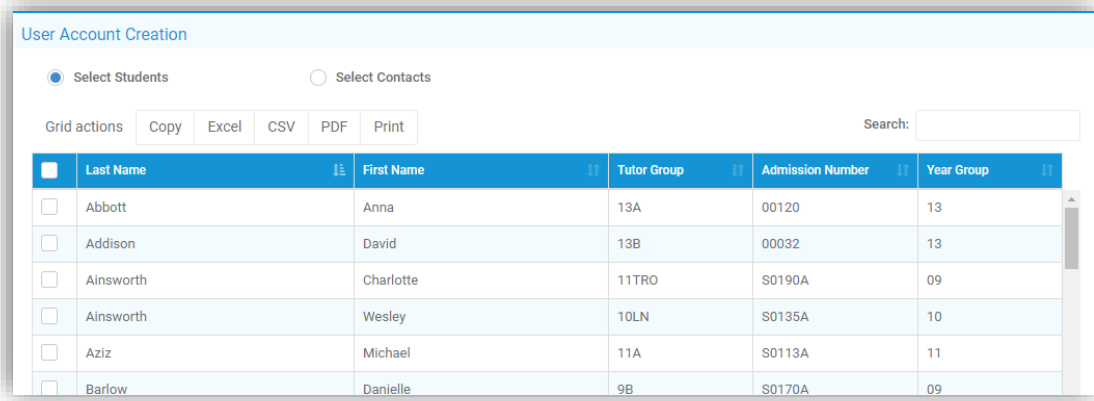
If you use **MyChildAtSchool**, go to **Modules**>**MyChildAtSchool**>**User Accounts**.
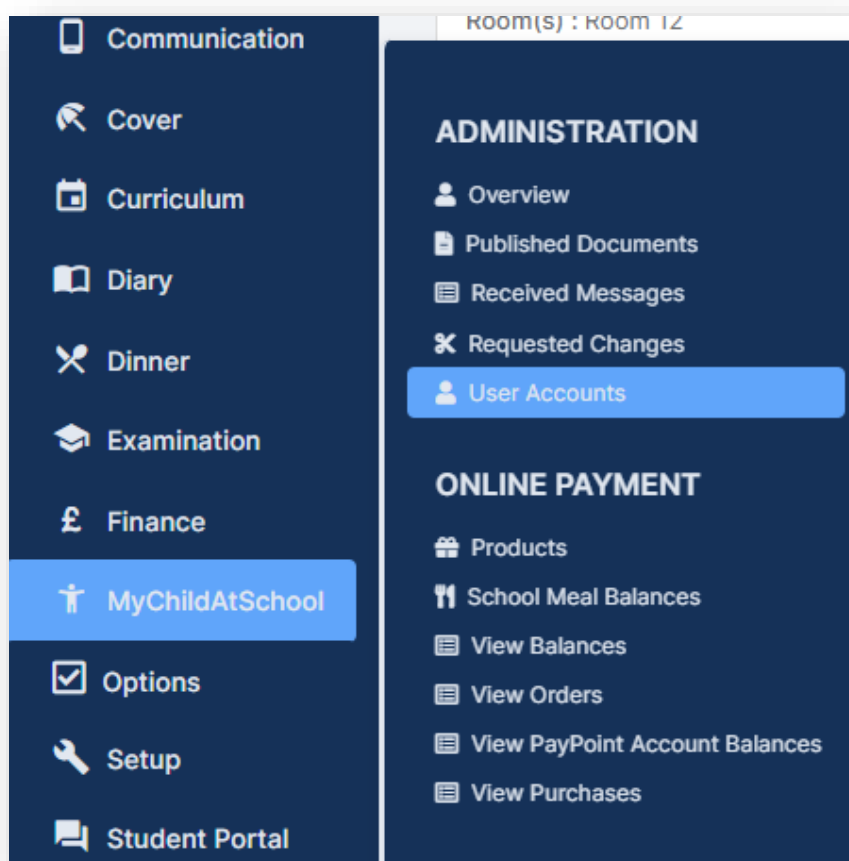
This will open the **User Account Maintenance** page, displaying all the **Students** with a current **MyChildAtSchool Account.**
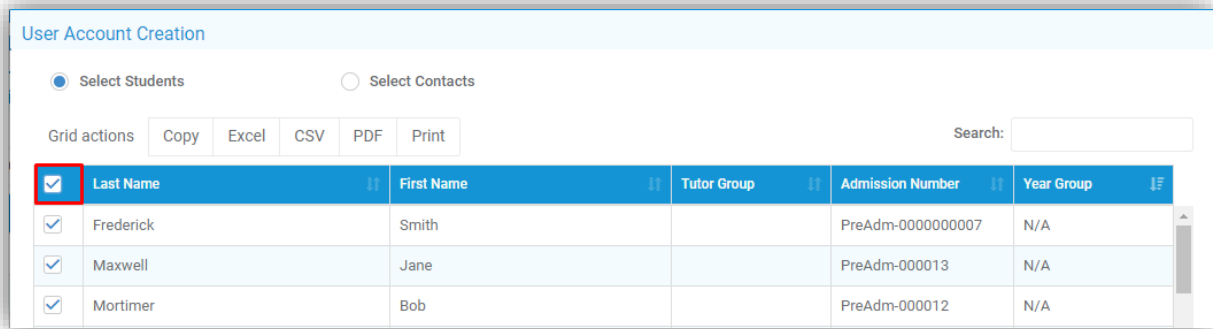

Click on the **New** button, this will display all **Students** who do not have a current **MyChildAtSchool Account.**

You can order the **Year Groups** for Year 7 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.**

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 following image will create **User Accounts** for all **Priority 1 Contacts** who have **Parental Responsibility**.
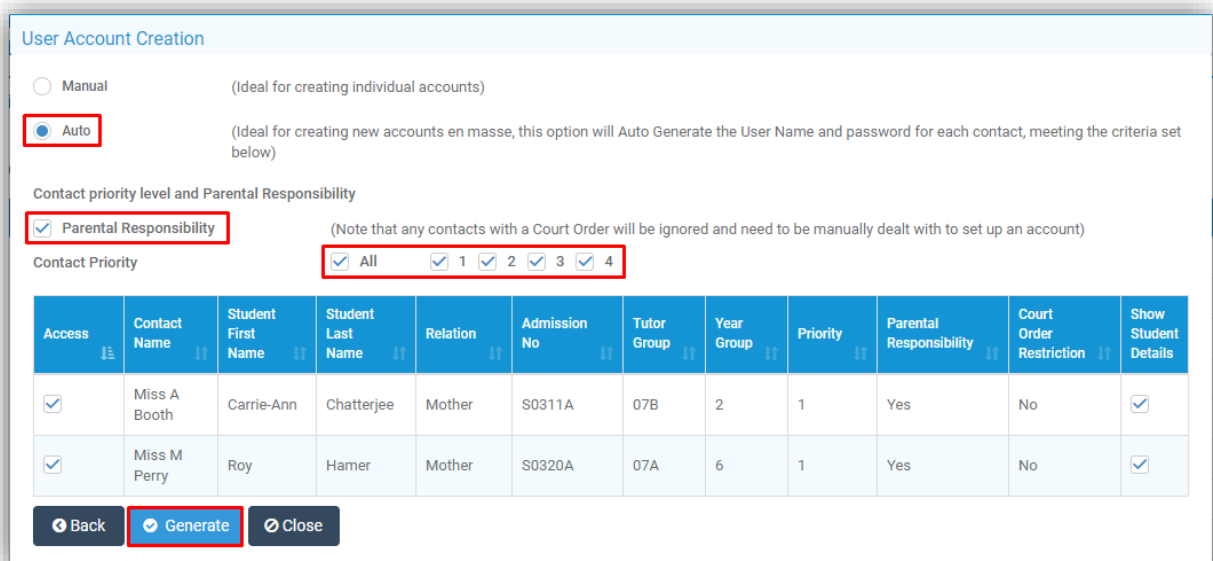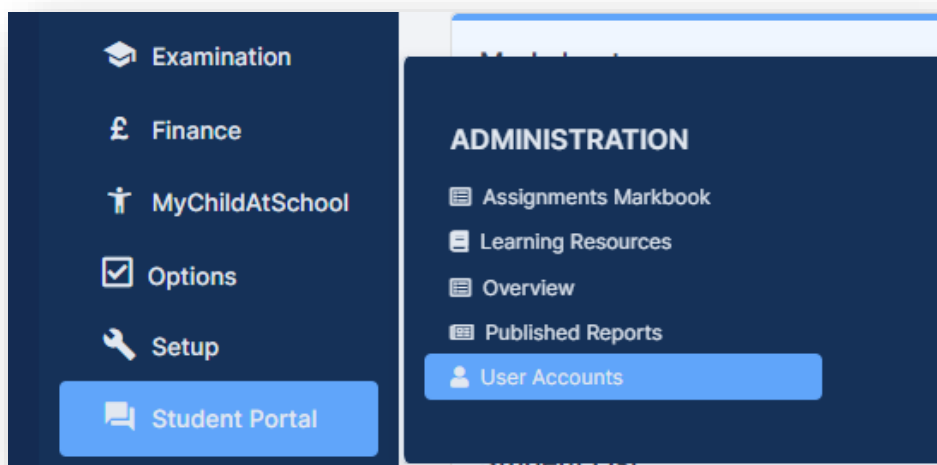
Click on the **Generate** button once you are ready to create the **New Accounts**, all the created **Login Names** and **Invitation Codes** will then be presented for every **Contact**.

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

If you use the **Student Portal**, please now go to **Modules>Student Portal>Administration>User Accounts**.

Then click on the **New** button.

You can order the **Year Groups** to Year 7 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.**

If you're creating accounts for the new intake you can click on the **Future** radio button and that will display all future **Students**.

On the next screen, you can choose to **Generate** the **Student Portal User Accounts Manually** or **Automatically**.

By selecting **Auto**, all the **User**names and **Invitation Codes** for each **Student** will be generated automatically.

If you select **Manual**, you can choose what **User**name and **Invitation Code** each account will use.

Click on the **Save** button to create the **User Accounts.**

Once you have done this, you will be given a list of all the **Login Names** and **Invitation Codes** created.

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.

Archived Years List

The list will show the years which have been archived.

| Grid actions | Copy | Excel | CSV | PDF | Print |

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.

Archive Oldest Academic Year

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 transfered 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!

[   ]

Archive Now

This information can be accessed and reported on via the **Ad-Hoc Reporting** module using the **Archived Data Report Domain.**
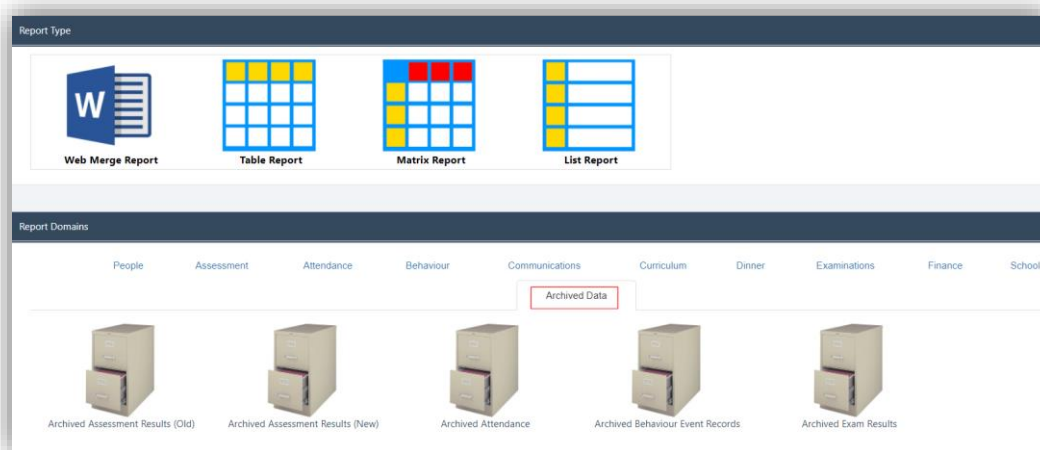
Once you have reviewed and are happy to proceed, you will need to enter your **MIS Account Password** before clicking on the **Archive Now** button**.**

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 was completed successfully and now you should see the **Academic Year** you have just **Archived** in the **Archive Years** list.
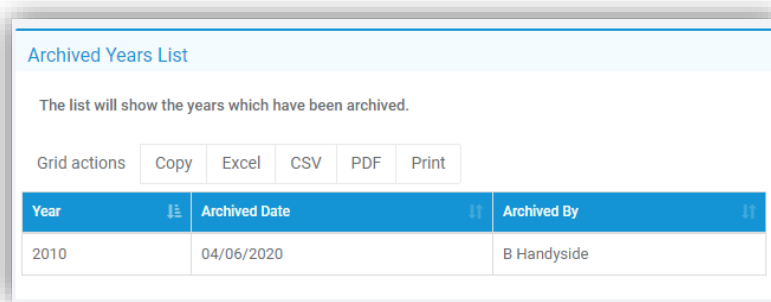
DMS Storage

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.

<div align="center">

This is the end of the **End of Year Guide for Secondary School 2023-2024**

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

</div>