

New School Year Setup Guide

For Secondaries, Secondary Specials
and All-throughs

(schools with KS3 or above pupils)

Version	Date	Updates
1	24/04/20	-
2	21/07/20	Added new option to copy over teaching groups and courses in step 6, and added more top tips
3	21/04/21	Updated for 2021 and new branding

Produced by Arbor Education Partners Ltd.
for use with Arbor School MIS.

Please check our Help Centre to ensure you are using the most up to date manual possible.

If your MIS is not behaving as expected and you can't find a solution in the Help Centre, please don't hesitate to contact myteam@arbor-education.com for help from our Support Team.

Contents

<u>Preparing for the Setup</u>	5
<u>How can I get started?</u>	5
<u>Step 1 - Create your Year</u>	7
<u>Add the intake season</u>	7
<u>Set up the Academic Calendar</u>	7
<u>Check you've set up your calendar correctly</u>	12
<u>Step 2 - Off-Roll Leavers</u>	13
<u>Generating CTFs for your leavers</u>	16
<u>Mark the step as complete</u>	18
<u>Step 3 - Year Groups & Registration Forms</u>	19
<u>Copy year groups and registration forms</u>	20
<u>Editing or adding year groups or registration forms</u>	20
<u>Assign tutors to year groups and registration forms</u>	22
<u>Promote year group students</u>	23
<u>Enrol Applicants</u>	24
<u>When should we enrol applicants?</u>	26
<u>Review and tweak year group enrolments</u>	26
<u>Promote registration form students</u>	26
<u>Review and tweak registration form enrolments</u>	27
<u>Resolving students without an enrolment</u>	28
<u>Enrolling attending students</u>	29
<u>Removing students who will not be attending</u>	29
<u>Make sure your students will be in the right year</u>	30
<u>Students added after completing step 3</u>	31

<u>Can't add students to a year group/registration form?</u>	<u>31</u>
<u>Step 4 - Custom Groups</u>	<u>32</u>
<u>Step 5 - Houses</u>	<u>34</u>
<u>Step 6 - Courses & Classes</u>	<u>36</u>
<u>Option 1 - Setup and promote Courses, Classes, Teaching Groups and Timetable</u>	<u>37</u>
<u>Step 1 - Copy Teaching Groups</u>	<u>37</u>
<u>Step 2 - Copy Courses</u>	<u>39</u>
<u>Step 3 - Import Timetable</u>	<u>41</u>
<u>Step 4 - Automatic Enrolments</u>	<u>42</u>
<u>Step 5 - Promote Teaching Group Enrolments</u>	<u>43</u>
<u>Step 6 - Manual Teaching Group Enrolments</u>	<u>46</u>
<u>Step 7 - Promote Course Enrolments</u>	<u>47</u>
<u>Step 8 - Manual Course Enrolments</u>	<u>48</u>
<u>Scheduling your lessons manually if you didn't import from TimeTabler</u>	<u>50</u>
<u>Option 2 - Import from TimeTabler, and manually enrol students</u>	<u>52</u>
<u>Step 1 - Importing your timetable</u>	<u>52</u>
<u>Step 2 - Enrolling your students</u>	<u>53</u>
<u>Option 3 - Schedule from Registration Forms, then add classes manually</u>	<u>55</u>
<u>Step 1 - Schedule your registration forms</u>	<u>55</u>
<u>Step 2 - Setup your courses and classes</u>	<u>56</u>
<u>Step 3 - Enrolling your students</u>	<u>62</u>
<u>Make sure you have registers for your first day back</u>	<u>63</u>
<u>Step 7 - Meals</u>	<u>65</u>
<u>Copy Meals and Meal Provisions</u>	<u>65</u>
<u>Copy Meal Sittings and Attendees</u>	<u>66</u>
<u>Copy Meal Prices</u>	<u>67</u>

<u>Copy Meal Choices</u>	<u>67</u>
<u>Check you'll have meal registers in September</u>	<u>68</u>
<u>Step 8 - Interventions</u>	<u>70</u>
<u>Review School Year Setup</u>	<u>72</u>
<u>Other things to prepare</u>	<u>74</u>
<u>Assessments</u>	<u>74</u>
<u>Baselines</u>	<u>74</u>
<u>Targets for flat model assessments</u>	<u>74</u>
<u>Timetable periods</u>	<u>74</u>
<u>Behaviour</u>	<u>75</u>
<u>Additional resources</u>	<u>75</u>

Preparing for the Setup

Each Summer Term a number of steps must be completed to successfully set up the next Academic Year on Arbor. To make this as simple and hassle-free as possible for you, we have created an easy-to-follow process to ensure you set up everything you need to, and in the right way.

We recommend doing this setup before you break up for the summer holidays. There's no need to wait until later in the summer, as the changes you make won't take effect until the new school year starts in September.

Before you start, gather the information you need using the **New School Year Setup Preparation Checklist**, available on the Help Centre [here](#).

Steps in bold are required for all schools. Other steps are optional depending on your Arbor package and requirements.

- **Enter all your school dates for the year**
- **Off-Roll any Leavers**
- **Promote your current Year Groups and Registration Forms**
- Copy over any Custom Groups you have set up that you may want to use again
- Copy over Houses and House Enrollments into the new academic year
- **Enter the times for your Courses & Classes to create your Timetable**
- Copy over meals, meal sittings and meal choices for students
- Copy over any Interventions you will continue to run
- Set up other things you'll need next year, like Assessments and Behaviour

Finally, review your New School Year Setup. You're now ready for next year!

How can I get started?

The area for setting up your new school year can be found by going to **School > School Structure > School Year Setup**. This area of Arbor is locked until the **1st May**.

School Year Setup

Steps to prepare for the new academic year are locked until the Academic Calendar is [filled in and marked as complete](#).

2021/2022	
1. Academic Calendar	Incomplete

Please Note: For now, only the basic details (start date, end date, name) of the 2021/2022 academic year can be set. The rest of the school year setup (like setting up the academic calendar, holidays, student groups etc.) will be accessible from **01 May 2021**, 4 months prior to the beginning of 2021/2022 academic year.

Once the 1st May has passed, the School Year Setup area will be open.

This Overview page lets you view your progress. You can jump in and out of the New School Year Setup so you don't need to do everything in one sitting! Your current step will be highlighted in red as 'Incomplete'.

Only when certain steps have been completed can the next steps be unlocked.

School Year Setup

Steps to prepare for the new academic year are locked until the Academic Calendar is [filled in and marked as complete](#).

2021/2022	
1. Academic Calendar	Incomplete
2. Off-Roll Leavers	Locked
3. Year Groups & Registration Forms	Locked
4. Custom Groups	Locked
5. Houses	Locked
6. Courses & Classes	Locked
7. Meals	Locked
8. Interventions	Locked
Review School Year Setup	

Step 1 - Create your Year

Go to **School > School Structure > School Year Setup**. Click on the first step to finalise your Academic Calendar for the next year.

Add the intake season


If you've already been using Arbor to [manage your applicants](#) for September's cohort, you can skip to the next step.

If you haven't been using Arbor to manage applicants, you'll need to add the next academic year and create an intake season. Do this by following [these instructions](#).

Create Academic Year

Academic year name*

Start date 01 Sep 2021

End date* 31st Aug 2020 

Set up the Academic Calendar

Once you have added a year, you will be able to see the rest of the New School Year Setup.

The next step is to set up your academic calendar (or check it has been set up correctly if it has already been created). Click the option for **1. Academic Calendar**.

1. Academic Calendar		Incomplete
2. Off-Roll Leavers		Locked
3. Year Groups & Registration Forms	1. Academic Calendar	Locked
4. Custom Groups	Academic Calendar setup is incomplete, click to resolve	Locked
5. Houses		Locked
6. Courses & Classes		Locked
7. Meals		Locked
8. Interventions		Locked
Review School Year Setup		

You can then complete the setup of your Academic calendar. This includes three sections to work on:

1. creating the academic year
2. setting up terms
3. setting up holidays

Make sure the academic year dates also cover the summer holidays, which are considered part of the academic year.

Academic Calendar

Academic Year 2021/2022	
Academic year name	2021/2022
Dates	01 Sep 2021 - 31 Aug 2022

Terms (2021/2022)	+ Add
No terms have been added for 2021/2022	

Holidays (2021/2022)	+ Add
Caution: No holidays have been added for 2021/2022	

Days Unaccounted For

Below is a list of days in the Academic Calendar which are currently unaccounted for. Add Terms and Holidays to ensure all days are accounted for. Once this is done, you'll be able to review and mark the Academic Calendar as complete.

01 Sep 2021 - 31 Aug 2022

In the Terms section, add all the dates you are scheduled to run courses and classes for. Click **+Add** to add a new term.



Top Tip: term dates should span the full term. Do not set up 6 half terms, because this will cause an error message when you try to add half-term holidays. Half Term holiday can be added within the Holidays section instead, shown below.

Add Term

Academic Year	2021/2022
Term Name*	Autumn
Short Term Name	
Start Date*	6th Sep 2021
End Date*	17th Dec 2021

Once you have added all your term dates, the left-hand side of the screen will highlight any gaps in data.

Academic Calendar

Academic Year 2021/2022	
Academic year name	2021/2022 ▶
Dates	01 Sep 2021 - 31 Aug 2022 ▶

Terms (2021/2022) + Add	
Autumn	06 Sep 2021 - 17 Dec 2021 ▶
Spring	04 Jan 2022 - 01 Apr 2022 ▶
Summer	19 Apr 2022 - 27 Jul 2022 ▶

Holidays (2021/2022) + Add	
Caution: No holidays have been added for 2021/2022	

Days Unaccounted For

Below is a list of days in the Academic Calendar which are currently unaccounted for. Add Terms and Holidays to ensure all days are accounted for. Once this is done, you'll be able to review and mark the Academic Calendar as complete.

01 Sep 2021 - 03 Sep 2021
 20 Dec 2021 - 24 Dec 2021
 27 Dec 2021 - 31 Dec 2021
 03 Jan 2022
 04 Apr 2022 - 08 Apr 2022

You can fill these gaps by adding in all your holidays (Half terms, Christmas and Easter break etc) in the **Holiday** section. **Ensure you include all of your holiday dates to ensure there are no attendance registers created on these dates.**

Add in all your half terms, vacation dates and public holidays. Holidays to be set up in the UK include Christmas, Easter, and summer breaks, mid-term holidays, any inset or training days, any public holidays or religious days.



Top Tip: You do not have to include weekends.

Click **+Add** to add a new holiday.

Add Academic Holiday

Holiday name	<input type="text" value="Early May Bank Holiday"/>
Holiday type*	<input type="text" value="Public Holiday"/> ✖ ▼
Start date* <small>📅</small>	<input type="text" value="2nd May 2022"/> 📅
End date* <small>📅</small>	<input type="text" value="2nd May 2022"/> 📅

You should only use the Holiday Type of **Half-Term** for the actual half-term breaks (October, February and May). This is to ensure you can use the **Half-Termly assessment period** for assessments, among other things.

Add Academic Holiday

Holiday name

Holiday type* ⊕ ▼

Start date* 📅

End date* 📅

Cancel
Add Academic Holiday

If you have a remaining gap at the start of the academic year (due to starting the calendar as advised on 1st September), you can fill this with a holiday type of Vacation, as it is the final part of the summer vacation.

Dates	01 Sep 2021 - 31 Aug 2022	▶
Terms (2021/2022) ⊕ Add		
Autumn	06 Sep 2021 - 17 Dec 2021	▶
Spring	04 Jan 2022 - 01 Apr 2022	▶
Summer	19 Apr 2022 - 27 Jul 2022	▶
Holidays (2021/2022) ⊕ Add		

Add Terms and Holidays to ensure all days are accounted for. Once this is done, you'll be able to review and mark the Academic Calendar as complete.

01 Sep 2021 - 03 Sep 2021

Now I have added all my relevant holidays, training days etc, I can see there are now no gaps in the dates, and all dates have been accounted for.

Don't worry if you haven't yet added in your inset days - you can return to this step at a later date once you know when these will be.

For now, click **Mark Academic Calendar as Complete**.

Academic Calendar

Academic Year 2021/2022		
Academic year name	2021/2022	▶
Dates	01 Sep 2021 - 31 Aug 2022	▶
Terms (2021/2022) + Add		
Autumn	06 Sep 2021 - 17 Dec 2021	▶
Spring	04 Jan 2022 - 01 Apr 2022	▶
Summer	19 Apr 2022 - 27 Jul 2022	▶
Holidays (2021/2022) + Add		
Summer	01 Sep 2021 - 03 Sep 2021	Vacation ▶
Autumn half term	25 Oct 2021 - 29 Oct 2021	Half-Term ▶
Christmas	20 Dec 2021 - 03 Jan 2022	Vacation ▶
Spring half term	21 Feb 2022 - 25 Feb 2022	Half-Term ▶
Easter	04 Apr 2022 - 18 Apr 2022	Vacation ▶
Early May Bank Holiday	02 May 2022	Public Holiday ▶
Summer half term	30 May 2022 - 03 Jun 2022	Half-Term ▶
Summer	28 Jul 2022 - 31 Aug 2022	Vacation ▶

Days Unaccounted For

All days have been accounted for.

Mark Calendar as Complete



Top Tip: To make any further changes to the academic calendar you must click the red **Return to incomplete** button, then make your edits.

Download Term Card

Download Student List

Academic Calendar setup was marked as complete on **16 Apr 2021, 11:37**.

Click below return Academic Calendar to incomplete and make changes.

Return to incomplete

You must then again click the **Mark calendar as Complete** button to save your changes and enable you to continue editing the next sections.

Mark Calendar as Complete

Check you've set up your calendar correctly

Go to **School > School Structure > School Year Setup > 1. Academic Calendar**. In the example below, you can see that the Autumn term is set to end on the 17th December, but because the Christmas break holiday is set to start on the 17th December, this overrides the term dates. There will be no registers on the 17th of December.

Terms (2021/2022)		+ Add
Autumn	06 Sep 2021 - 17 Dec 2021	▶
Spring	04 Jan 2022 - 01 Apr 2022	▶
Summer	19 Apr 2022 - 27 Jul 2022	▶

Holidays (2021/2022)		+ Add
Summer	01 Sep 2021 - 03 Sep 2021	Vacation ▶
Autumn half term	25 Oct 2021 - 29 Oct 2021	Half-Term ▶
Christmas	17 Dec 2021 - 03 Jan 2022	Vacation ▶

To fix this, make sure that your vacations do not overlap with your term dates.

To do this, click on the date you would like to amend. In the example, I need to change the start date for Christmas Break to reflect the first date there should be no registers for. The holiday should be scheduled to start on the 20th (Arbor automatically discounts weekends).

Edit Academic Holiday

Holiday name	<input type="text" value="Christmas"/>
Holiday type*	<input type="text" value="Vacation"/> ✕ ▼
Start date* 📅	<input type="text" value="20th Dec 2021"/> 📅
End date* 📅	<input type="text" value="3rd Jan 2022"/> 📅

Delete

Cancel

Save Changes

Step 2 - Off-Roll Leavers

When you return to the New School Year Overview, you can see that the **Academic Calendar** section has been marked as **Complete** and other sections have now become available. The next step is to choose when your cohort of leaving students will be unenrolled.

1. Academic Calendar		Complete
2. Off-Roll Leavers		Available
3. Year Groups & Register	2. Off-Roll Leavers	Available
4. Custom Groups		Available
5. Houses		Locked
6. Courses & Classes		Locked
7. Meals		Locked
8. Interventions		Available

Off-Roll Leavers setup is available and needs to be marked as complete

The ability to Off-Roll Leavers helps save you time as you don't need to end students who are moving on individually via their Student Profile.

On this page, you'll also see in the Review section any students who have already left or have been given an end date within the current summer term, for example, if a year 10 student emigrated halfway through the year.

Off-Roll Leavers

Off-Roll 2020/2021 Leavers

1. Off-Roll Leavers [Click here to off-roll leavers. You can review already off-rolled leavers below.](#)

Review 2020/2021 Leavers

This table shows students who left the school in the last term of 2020/2021.

Showing 4 results [Download](#)

	Student	Year	Leaving Date	Reason	Destination
<input type="checkbox"/>	Adams Justine	Year 10	23 Apr 2021	Emigration	

To Off-roll your leavers, click the **Off-Roll Leavers** field.

In the slide over, choose which year group to off-Roll leavers from (likely your Year 11). This will bring up a list of all students in the year (the list does not contain students who have already been marked as leavers).

You should confirm which students you would like to select (don't select any students who will be moving on to your sixth form) and add in their leaving date and their destination. **If you're not sure which leaving date or reason to put, please contact the DfE.**



Top Tip: This leaving information will be included in all students that have been selected. To add different leaving dates or reasons, unselect certain students and repeat the process, selecting only them.

Wright Helena

Leaving Details

Leaving Date*

Leaving Reason*

You can Off-Roll any other students in the same way. Just select the year group they are part of and untick every other student in that year group.

Off-Roll Year 7 (2020/2021) Leavers

Tick the students you wish to off-roll and enter the leaving date and the reason for leaving. Please note that the list does not contain students who have already been marked as leavers.

Year 7 (2020/2021) Students

- Anderson Dennis
- Bennett Leanne

If you have any students who are moving to one of your linked schools, tick the box next to their name and click the blue pencil icon to select **Set destination School**.

Review 2020/2021 Leavers					
This table shows students who left the school in the last term of 2020/2021.					
Showing 46 results					Download ▾
<input type="checkbox"/>  Student ▲	Year	Leaving Date	Reason	Destination	
<input type="checkbox"/> Set Destination School	Year 10	23 Apr 2021	Emigration		
<input checked="" type="checkbox"/> Brown Mary	Year 11	23 Jul 2021	End of phase transfer - FE / 6th f...		
<input type="checkbox"/> Carter Christian	Year 11	23 Jul 2021	End of phase transfer - FE / 6th f...		
<input checked="" type="checkbox"/> Clark Helen	Year 11	23 Jul 2021	End of phase transfer - FE / 6th f...		
<input checked="" type="checkbox"/> Collins Chloe	Year 11	23 Jul 2021	End of phase transfer - FE / 6th f...		
<input type="checkbox"/> Collins Stefan	Year 11	23 Jul 2021	End of phase transfer - FE / 6th f...		

Don't see the destination school you're looking for? You can add it to your [Linked Organisations](#).

« Back

Set Destination School

Students

The below students will have their destination school set to the school selected.

Wright Helena *Leaving Date: 27 Jul 2021*

Destination School*

Destination School Details **Arbor Example School**

Address: 320 Canalot Studios, 222 Kensal Road, London, W10 5BN

Email: examplearbor@arbor-mail.com

Telephone: None recorded

Expected Entry Date*

Cancel
Set Destination School

Generating CTFs for your leavers

Once you've set destination schools, you can generate a CTF with your leaver's information by scrolling down to the bottom of the page and clicking.

Leaver Destinations	
Arbor Example School (27 Jul 2021) 1 student	Create CTF for these students ▶

New Full CTF Export (step 1 of 2)

CTF Details

Destination*

[Cancel](#) [Next »](#)

[« Back](#)

CTF New Custom CTF Export (step 2 of 2)

CTF Details

CTF Type Full CTF file

Destination LA*

School*

Notes (output in CTF)


Student Philip Adams

[Cancel](#) [Create CTF](#)



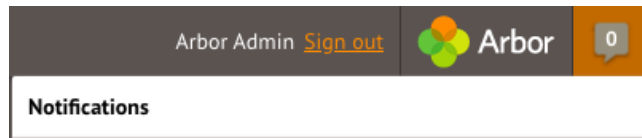
Top Tip: Don't see the school name in the School field above? Click Back then select Unknown Destination in England or Wales to generate a CTF that can be imported into any school!

You can edit any of the student's information by clicking on their name in the table and clicking Edit in the slide over. You can then amend the information if incorrect, or add a new enrolment if a student has returned to school after a period of absence.

Leaving Reason	Normal leaving age - Higher education institutions <input type="text"/>
Grounds for Removal 	<input type="text"/>
Note	<input type="text"/>

When the CTF is ready to download you'll get a notification in the top right of your Arbor site. Click the notification.

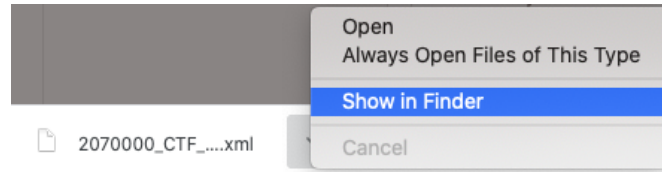
Don't see the notification? Click the refresh button in your browser.



In the slide over, click the download button.

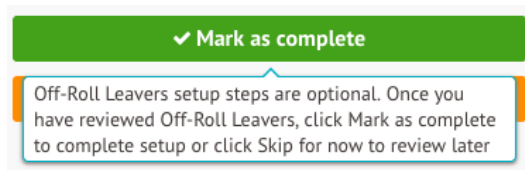
File name	2070000_CTF_3303335_001.xml
Exported on	16 Apr 2021, 12:08
Exported by	Arbor Admin
Students	Helena Wright

The CTF will then download to your computer into your default downloads file. You can then send the file to the destination outside of Arbor following your school's policy.



Mark the step as complete

When you are happy that this section is now complete, click the green **Mark as Complete** button. You can do this for all the subsequent sections.



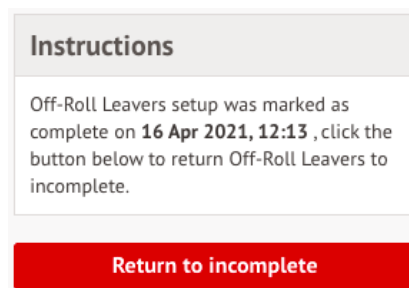
The Off-Roll Leavers section of the School Year Setup will then display as **Complete**.

School Year Setup

2021/2022	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups & Registration Forms	Available

If you wish to return to this step and make any changes, click the red **Return to incomplete** button.

When finished, you must then again click the **Mark as Complete** button.



Step 3 - Year Groups & Registration Forms

The next step is to set up your Year Groups and Registration forms for next year. You **must** complete this step.

Once you complete this step, Primary Guardians of your applicants will be able to log in to Parent Portal (if you have this module) to see and update details of their child once you send out their welcome email.

Year Groups & Registration Forms

Setup 2021/2022	
1. Copy year groups and registration forms	Incomplete ▶
2. Assign tutors to year groups and registration forms	Copy or add year groups and registration forms to assign tutors
3. Promote Year Group Students	No Year Groups exist for 2021/2022.
4. Enrol Applicants	There are no applicants for the new school year ▶
5. Review and tweak Year Group enrolments	Optional ▶
6. Promote Registration Form Students	No Registration Forms exist for 2021/2022.
7. Review and tweak registration form enrolments	Optional ▶

Review	
Year Groups (2021/2022)	+ Add
<i>No Year Groups exist for 2021/2022</i>	
Registration Forms (2021/2022)	+ Add
<i>No Registration Forms exist for 2021/2022</i>	

Copy year groups and registration forms

First, choose which year groups and registration forms to copy over to next year by clicking in the first field.

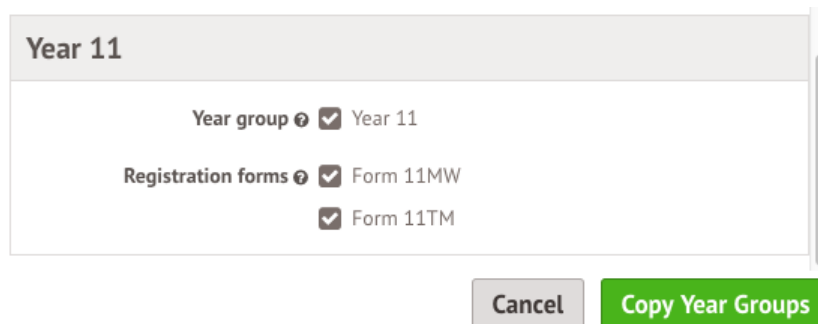
1. Copy year groups and registration forms Incomplete



Top Tip: Don't worry if your registration forms will have different names next year.

Just copy over the number of forms you will need, then change the names later - you can see how to do this here: [Change registration form and register name](#)

Untick any year groups and registration forms you don't want to copy over, then click **Copy Year Groups**. If you untick a year group but leave a registration form for the year group ticked, the registration form will still be copied, but it will not be linked to a year group.



Year 11

Year group Year 11

Registration forms Form 11MW
 Form 11TM

Cancel Copy Year Groups

Editing or adding year groups or registration forms

Click on a registration form to change or add teachers as Form Tutors.

Please note: If you do this after you've already completed Step 6 of New School Year Setup, you'll need to also add the tutor to the registers using these instructions: [Change teachers](#)

Form 7BG	Tutor: Alice Morgan	0 students ▶
Form 7GF	Tutor: Georgia Miller	0 students ▶
Form 8HV	Tutor: Abigail Knight	0 students ▶

Click on a year group to add a Head of Year.

Year 7	Head of Year: Georgia Miller	55 students ▶
Year 8	Head of Year: Barry Wilkinson	52 students ▶
Year 9	Head of Year: Christian Powell	52 students ▶

You can add additional Year Groups or Registration forms if needed by clicking **+Add**. You can also do this from **Students > Enrolment**.

Year Groups: 2021/2022

Academic Year: 2021/2022 ▼

Listing
Enrolments

Year Groups for 2021/2022
+ Add

Add New Year Group to 2021/2022

Academic Year 2021/2022

Year Group Name*

Short Name

Curriculum Grade*

Target Enrolment

Cancel
Save Changes

Assign tutors to year groups and registration forms

Click the **Assign Tutors** field to add this information.

Year Groups & Registration Forms

Setup 2021/2022	
1. Copy year groups and registration forms	15 out of 15 year groups copied, 28 out of 28 registration forms copied
2. Assign tutors to year groups and registration forms	Incomplete ▶
3. Promote Year Group Students	0 out of 15 promoted ▶

Choose the staff members you would like to assign as heads of year and registration forms. Arbor will pre-fill these fields based on your setup this year.

You can amend them if you wish by clicking the X button next to a name and adding a new name from the list (if you already have a [staff profile set up](#) for them).

When you have chosen your tutors, click the green **Assign Tutors** button.

If you know there will be staffing changes but don't know who will be teaching each class, you can assign the staff you know will be registration tutors and leave the forms with no tutor yet confirmed blank. You'll need to assign the tutors from the class page when you do know, [click here](#) to see how.

Year 13 (2021/2022)

Heads of Year	Andy Green ✕ ▼
Form 13HD (2021/2022) tutors	Hira Dyal ▶
Form 13IP (2021/2022) tutors	Isobel Price ▶

Cancel
Assign Tutors

If you've left a registration form with no tutor, you'll see a message telling you that some year groups and forms do not have tutors assigned.

Make a note that this will need to be entered when you do have the information. [Click here](#) to see how.

2. Assign tutors to year groups and registration forms **8 out of 8 year group tutors assigned, 14 out of 15 registration form tutors assigned** ▶

Promote year group students

The next step is to Promote Year group Students by clicking this next field.

Year Groups & Registration Forms

Setup 2021/2022	
1. Copy year groups and registration forms	15 out of 15 year groups copied, 28 out of 28 registration forms copied
2. Assign tutors to year groups and registration forms	12 out of 15 year group tutors assigned, 25 out of 28 registration form tutors assigned ▶
3. Promote Year Group Students	0 out of 15 promoted ▶
4. Enrol Applicants	There are no applicants for the new school year ▶

Choose which year groups to promote students into. For example, below you can see all Year 5 students will be moved into Year 6.

You can also see that your highest year group is not automatically promoted. You can leave that field blank, then click **Promote**.

Year 10	<input style="width: 90%;" type="text" value="Year 11"/> ✕ ▼
Year 11	<input style="width: 90%;" type="text" value="Promote to..."/> ▼

Cancel
Promote

Enrol Applicants

In this step, you'll be able to enrol your Applicants into Registration Forms and year groups, as you've now set them up.

If you haven't yet added your applicants to Arbor and finished processing them, you won't be able to enrol them yet. When you click the **4. Enrol Applicants** option, you'll see the below message.

You can use one of our 3 easy methods (shown in [this article](#)) to add these students to your site, then make and accept offers for the applicants who you expect to start in September - take a look at [this article](#) for the process.

Enrol Applicants

You have 1 unprocessed application for which the applicants cannot yet be enrolled. To manage your applications please click 'Manage Applications' below. Note! Enrol applicants setup as part of School Year Setup will remain with a red 'Incomplete' status, until all unprocessed applications have been dealt with.

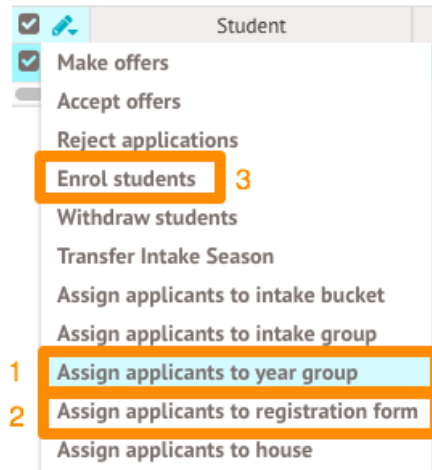
Cancel

Manage Applications »

Once you've completed steps 2-5 in the article linked above, you'll be able to enrol your Applicants to be in the correct year groups and registration forms.

In **All Students > Applicants > Select intake season > Applicants**, make sure all the students you want to enrol have the Status of **Offer Accepted**.

Then tick the students who have accepted their offers. Click the blue pencil icon to first select which year group they will be in, then select which registration form they will be in, then finally click **Enrol students**.



The students will then be enrolled in the Applicants section.

<input type="checkbox"/>	Student	Status
<input type="checkbox"/>	Allery Lazar	Enrolled
<input type="checkbox"/>	Badsey Brandon	Enrolled

In the New School Year Setup the **4. Enrol Applicants** section should also now be marked as complete.

If any remaining applicants have accepted a place but haven't yet been enrolled, click the **4. Enrol Applicants** option to enrol these applicants. Any applicants without a tick beside their name will not be enrolled.

However, please note that this will not automatically enrol them into a Year Group and Registration form. If you haven't done this for these students, you should first follow the instructions shown above.



When should we enrol applicants?

You'll be able to make changes to your applicants after you've added them, plus it's easy to remove enrolments for students who don't take up their place. Follow the instructions in [this article](#) to stop them from appearing in registers, communications and reports.

Don't worry, they won't be currently enrolled students until the start of the new academic year!

Review and tweak year group enrolments

The next step is to make any changes to the year group a student has been automatically promoted to if necessary. It is an optional step.

5. Review and tweak Year Group enrolments	Optional	▶
6. Promote Registration Form Students	0 out of 25 promoted	▶
7. Review and tweak registration form enrolments	Optional	▶

Click a student's name to edit the enrolment. Click the **Back** button to return to the **Year Groups & Registration Forms** page.

Remember: You can only edit a student's future enrolment from this page. If you need to change their current enrolment, use the Enrolment section on the Student Profile.

Student	Year 12 (2021/2022)
Allen Leah	Year 13 (2021/2022)
Bennett Vanessa	Year 13 (2021/2022)
Carter Elliott	Year 13 (2021/2022)
Chapman Francesca	Year 13 (2021/2022)

Promote registration form students

You can promote Registration Form students from this year's registration forms into their forms for next year. Don't worry if you at this point are not sure which students belong in which new registration forms - you move students around later.

6. Promote Registration Form Students	0 out of 25 promoted	▶
7. Review and tweak registration form enrolments	Optional	▶

A slide-over will appear listing all registration forms alongside Arbor’s suggestions for the year group they will be promoted to. Each current class will have a drop-down menu for you to select which class they will become the following academic year.

If you have a different number of classes for a year group next year, map them to the class most students will be in. You can move students in the next step.

Year 9 (2020/2021) to Year 10 (2021/2022)

Form 9SN (2020/2021)	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 👤 Form 10CU (2021/2022) ✖ ▼ </div>
Form 9WD (2020/2021)	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 👤 Form 10KV (2021/2022) ✖ ▼ </div>

Year 10 (2020/2021) to Year 11 (2021/2022)

Form 10CU (2020/2021)	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 👤 <div style="border: 1px solid #ccc; flex-grow: 1; min-height: 20px;"></div> ▼ </div>
Form 10KV (2020/2021)	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 👤 Form 11OX (2021/2022) ✖ </div> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; margin-top: 2px;"> 👤 Form 11VA (2021/2022) ✖ </div>

Cancel
Promote

Review and tweak registration form enrolments

The last step is to make any changes to the registration forms a student has been automatically promoted to if necessary. It is an optional step.

6. Promote Registration Form Students	23 out of 25 promoted	▶
7. Review and tweak registration form enrolments	Optional	▶

Click on the cell and a page will load for the first year group in your school. Select the year group you wish to make changes to by clicking on the top right-hand corner and selecting the year group from the drop-down.

Click on the cell containing the class information. A drop-down will appear offering the choices of classes for their year group. Select the class you wish to move them to.

Please note: You can only move students to registration forms in the same year from here. To move a student to a reg form in a different year, they'll need to be added to the year group.

« Back

Review Registration Forms

Year Group Year 10 (2021/2022) ▼

Review Registration Forms - Year 10 (2021/2022)

Please note that you can only edit these enrolments if they are future enrolments or if the student does not yet have an enrolment. To edit a student's current enrolment please use the individual student's enrolment page.

Student ▲	Registration Form
Behl Kim	Form 10KV (2021/2022)
Butler Jade	Form 10CU (2021/2022)
Campbell Peter	Form 10CU (2021/2022)
Carter Amanda	Form 10KV (2021/2022)
Carter Elliott	Form 10CU (2021/2022)

Resolving students without an enrolment

If you have any students who were not assigned a year group this academic year, they will not have been promoted to the next year group during **Step 2**. Instead, these students will appear in the **Review** section.

Review

Students without an Enrolment for 2021/2022 ▲

Showing 57 results Download ▼

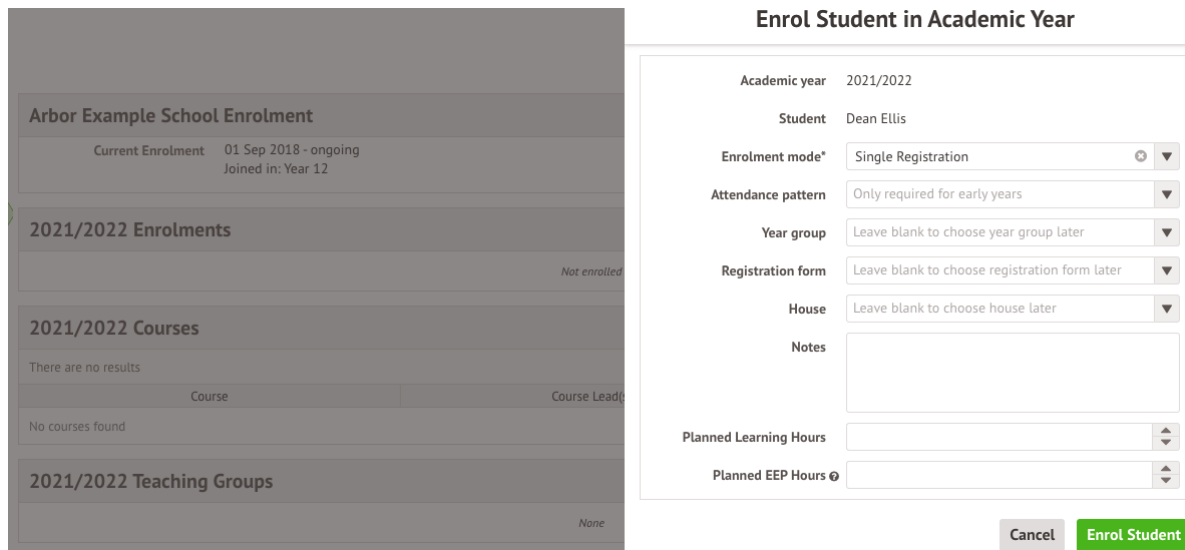
Student ▲	Current Year Group	Current Registration Form
Ellis Dean		

Enrolling attending students

If they will be attending your school next year, you will need to add them to a year group and registration form. Click the student's name to visit their profile and assign them to a year group and registration form.

First, change the academic year to next year.

In the 2020/2021 Enrolments section, click **+Add** to add their enrolment into the required year group etc.



The screenshot shows the 'Arbor Example School Enrolment' interface. On the left, there are sections for 'Current Enrolment' (01 Sep 2018 - ongoing, Joined in: Year 12), '2021/2022 Enrolments' (Not enrolled), '2021/2022 Courses' (There are no results), and '2021/2022 Teaching Groups' (None). On the right, the 'Enrol Student in Academic Year' form is open, showing the following details:

- Academic year: 2021/2022
- Student: Dean Ellis
- Enrolment mode*: Single Registration
- Attendance pattern: Only required for early years
- Year group: Leave blank to choose year group later
- Registration form: Leave blank to choose registration form later
- House: Leave blank to choose house later
- Notes: (Empty text area)
- Planned Learning Hours: (Empty input field)
- Planned EEP Hours: (Empty input field)

At the bottom right of the form, there are two buttons: 'Cancel' and 'Enrol Student'.

Removing students who will not be attending

To off-roll these leavers if they will not be attending your school next academic year, you will need to delete or end their enrollment. Click the student's name to visit their profile.

Click their enrolment in your school.



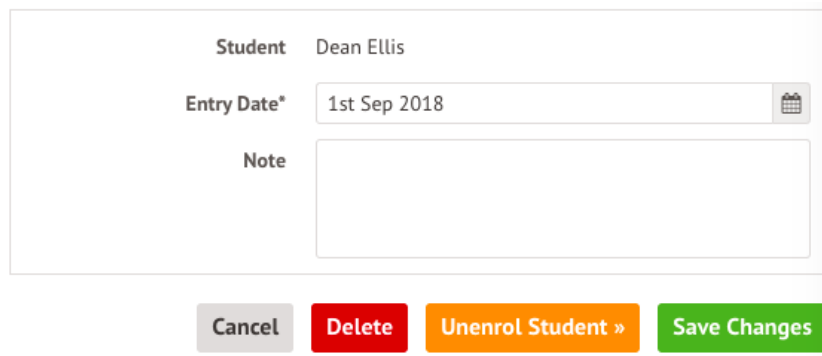
The screenshot shows the 'Arbor Example School Enrolment' interface. The 'Current Enrolment' section is highlighted in light blue and shows the following details:

- Current Enrolment: 01 Sep 2018 - ongoing
- Joined in: Year 12

A blue arrow icon is visible on the right side of the 'Current Enrolment' row, indicating a link to the student's profile.

In the slide over, click the orange **Edit** button. You can then:

- Unenrol the student if they no longer attend by clicking **Unenrol Student**.
- Delete their enrolment completely by clicking **Delete** if the student never attended your school



Student: Dean Ellis

Entry Date*: 1st Sep 2018

Note: [Empty text area]

Buttons: Cancel, Delete, Unenrol Student, Save Changes

Whichever method you choose to resolve your missed enrolments, the student should no longer appear in the **Review** section of your **New School Year Setup Step 3** page. You should aim to remove all the students listed in this section.

If you choose to delete the student's enrollment, if you added the student as an applicant, they will still be marked as Enrolled in the Applicants section.

<input type="checkbox"/>	Student	Status
<input type="checkbox"/>	Allery Lazar	Enrolled
<input type="checkbox"/>	Badsey Brandon	Enrolled



Top Tip: If you want to then delete the student from your system before the **data retention period** expires, take a look at [this article](#).

Make sure your students will be in the right year

To check that all your students have the correct year group for next year, go to **Students > Enrolment**. You will be taken to the **Year Groups** page. Change the academic year using the drop-down menu.

If you have not yet properly completed the setup for the next academic year, you will not see any year groups here. Complete the section above to promote your students into their year groups for next year.

Year Groups: 2021/2022

Academic Year: 2021/2022 ▼

Listing **Enrolments**

Year Groups for 2021/2022 + Add

No Year Groups for 2021/2022

If you completed this step, you can check your enrolments are correct. You can click on the **Enrolments** tab to directly edit student enrolments.

Please note that you can only edit these enrolments. To edit a student's current enrolment, click on the 'Enrolment' link in the 'Enrolments' section.	Year 8 (2021/2022)
	Year 9 (2021/2022)
	Year 10 (2021/2022)
	Year 11 (2021/2022)
	Year 12 (2021/2022)
	Year 13 (2021/2022)
	Year 13 (2021/2022)
Student	
Allen Leah	
Bennett Vanessa	Year 13 (2021/2022)
Carter Elliott	Year 13 (2021/2022)

Students added after completing step 3

If you've already promoted year groups and reg forms, any new students you add on to Arbor won't show up in the 'Tweaks' or Review sections.

Instead, you'll need to go to their Student Profile and add them to the year group and registration form from the Enrolments section. You can see how to do this in [this article](#).

Can't add students to a year group/registration form?

If you have registration forms with students in more than one year group, you might not be able to select students because you need to link the registration form to both year groups. You can see how to resolve this here: [Mixed year group registration forms](#)

Step 4 - Custom Groups

The next step is to copy over your Custom Groups for the next academic year.

4. Custom Groups	<div style="border: 1px solid gray; padding: 5px;"> <p>4. Custom Groups</p> <p>Custom Groups setup is available and needs to be marked as complete</p> </div>	Available
5. Houses		Available
6. Courses & Classes		Locked
7. Meals		Available
8. Interventions		Available

Custom Groups

Setup 2021/2022

1. Copy custom groups from 2020/2021 Optional ▶

Review

Custom Groups (2021/2022) + Add

No Custom Groups exist for 2021/2022

In the slide over, you can select which groups you would not like to copy over, which groups you would like to copy over with no student enrolments, and which groups you would like to copy over completely, including the students who are enrolled in the group.

Social worker*	Copy Group and Members ✕ ▼
Unable to provide wraparound care*	Do Not Copy ✕ ▼
Vulnerable*	Copy Group and Members ✕ ▼

Cancel
Copy Custom Groups

You can also set up entirely new custom groups as needed by clicking **+Add**.

Review

Custom Groups (2021/2022) [+ Add](#)

Create Custom Group

Group Details

Academic year 2021/2022

Group name*

Description

Contains Students*

Contains guardians*

Contains staff*

To enrol students, click into a custom group, then click **More**. You can also delete a group you've set up incorrectly from here.

[« Back](#) **Example custom group (2021/2022)**

Members | Setup | Actions

Current and Future Members [+ Add](#)

There are no results [Download](#)


<input type="checkbox"/>	Person	Start Date	End Date
No current members			

Former Members

There are no results [Download](#)

	Person	Start Date	End Date
No former members			

Attachments


Drag or click to upload

[Download Student List](#)

[Delete Group](#)

Step 5 - Houses

The next step is to set up your Houses for the next academic year. This step is optional, so if you do not use Houses just click on the green **Mark as Complete** button.

5. Houses		Available
6. Courses & Classes	5. Houses	Available
7. Meals		Available
8. Interventions	Houses setup is available and needs to be marked as complete	Available
Review School Year Setup		

You can copy your Houses over from the current academic year.

Houses

Setup 2021/2022

1. Copy houses and house enrolments 0 out of 4 houses copied ▶

Review

Houses (2021/2022)
+ Add

No Houses exist for 2021/2022

In the slide over, select which houses you would like to copy over. Students who are enrolled in a house for the current academic year will be enrolled in the same house in the next academic year. Current house tutors will remain assigned.

Copy Houses and House Enrolments

Below is a list of all houses in the current academic year. Tick the ones you would like to copy to the next academic year and untick the ones that should not be copied. Students who are enrolled in a house for the current academic year will be enrolled in the same house in the next academic year as part of copying the houses. Current house tutors will also be set as tutors of the new house.

Houses (2020/2021)

- Acklam** Copy House and Members
- Colville** Copy House and Members
- Ladbroke** Copy House and Members
- Westbourne** Copy House and Members

Cancel

Copy

You can also set up entirely new houses as needed by clicking **+Add**.

Create House - 2021/2022

Academic Year 2021/2022

House Name*

Short Name


Cancel

Save Changes

To edit the student enrolments in the House, or change the staff assigned, click into a House.

House Overview - Acklam (2021/2022)	
Name	Acklam ▶
Short name	Acklam ▶
Academic year	2021/2022 ▶
Students	177

Head of House
No results found


Drag or click to upload

Delete House

Browse Student Profiles

Step 6 - Courses & Classes

The next step is to manage Courses and Classes for the next academic year.

All schools must complete this step as this step schedules your registration periods when attendance for your registration forms are taken. If you do not complete this step, you will not have any registers in September.

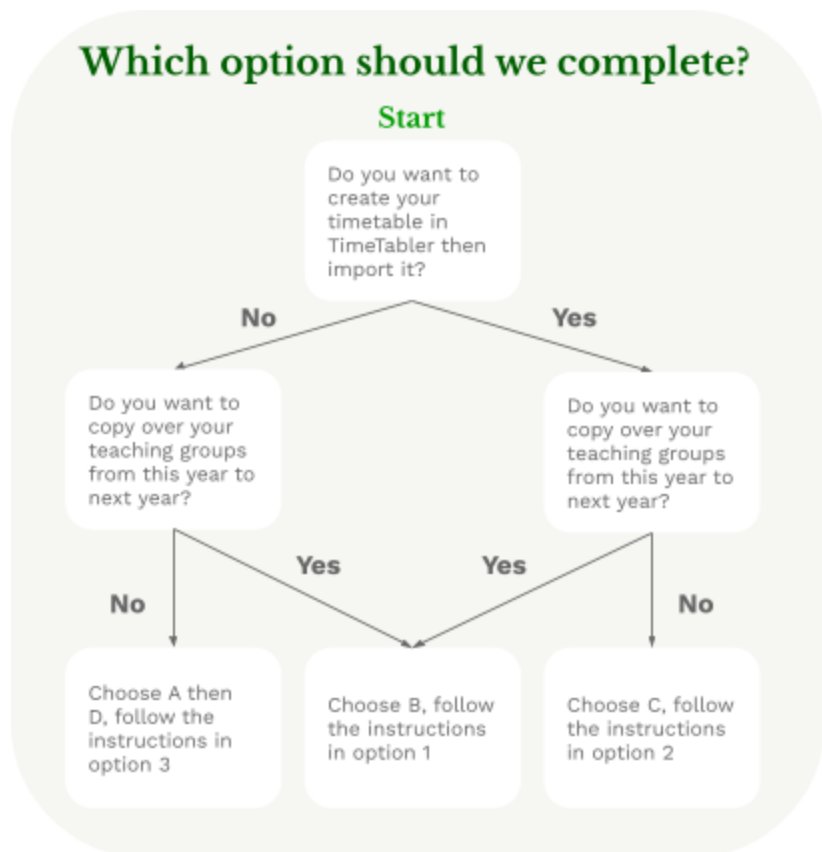
5. Houses		Complete
6. Courses & Classes		Available
7. Meals		Available
8. Interventions		Available
Review School Year Setup		

6. Courses & Classes

Courses & Classes setup is available and needs to be marked as complete

To set up your courses and classes for the next year you can choose between:

- A. Schedule sessions from Registration Forms
- B. Setup and promote Courses, Classes, Teaching Groups and Timetable
- C. Import Courses & Classes from TimeTabler, and manually enrol students
- D. Set up new Courses & Classes from scratch



Option 1 - Setup and promote Courses, Classes, Teaching Groups and Timetable

We recommend this option for schools that use teaching groups and have complex timetable requirements, large numbers of students or a large choice of courses. Click into option B.

Courses & Classes

Setup 2021/2022	
Please ensure you choose only one setup option for each class. Completing more than one option risks you duplicating courses or lessons.	
A. Schedule Sessions from Registration Forms	Optional ▶
B. Setup and promote Courses, Classes, Teaching Groups and Timetable	Optional ▶


You'll be taken to an 8-step workflow to copy classes over to next year.

Setup for Courses, Classes and Timetable	
Steps to complete	
1. Copy Teaching Groups	Available
2. Copy Courses	Available
3. Import Timetable	Locked
4. Automatic Enrolments	Locked
5. Promote Teaching Group Enrolments	Locked
6. Manual Teaching Group Enrolments	Locked
7. Promote Course Enrolments	Locked
8. Manual Course Enrolments	Locked

Step 1 - Copy Teaching Groups

This step allows you to copy just the group names and attributes (such as description and linked teachers) from this academic year into the next academic year. No students will be enrolled yet during this step - students will be promoted into your teaching groups in a later step.

Tick the box next to all the teaching groups you want to copy over to the next academic year, then click the blue pencil icon to select **Bulk copy Teaching Groups to next academic year**.

<input type="checkbox"/> 	Teaching Group 2020/2021 ▲	Group copied to 2021/2022
<input type="checkbox"/>	Bulk copy Teaching Groups to next academic year	✗
<input checked="" type="checkbox"/>	Bulk delete copied Teaching Groups from next academic year	✗
<input checked="" type="checkbox"/>	Y7Set2	✗

The teaching groups you've copied over will then have a tick next to them. This means the group and the academic lead assigned will be copied over.

<input type="checkbox"/> 	Teaching Group 2020/2021 ▲	Group copied to 2021/2022
<input type="checkbox"/>	Y10 Triple Science	✓
<input type="checkbox"/>	Y7Set1	✓

To delete any teaching groups from next year that you didn't want to copy over, tick the box next to all the teaching groups you want to not copy over to the next academic year, then click the blue pencil icon to select **Bulk delete copied Teaching Groups from next academic year**.

Please note, this will only work if you have not yet enrolled students into the teaching group. If you've already completed steps 5 or 6 to enrol students into the teaching group, you won't be able to delete the teaching group from here. You'd need to do this instead by clicking into the teaching group in step 6 and deleting it from there.

<input type="checkbox"/> 	Teaching Group 2020/2021 ▲	Group copied to 2021/2022
<input checked="" type="checkbox"/>	Bulk copy Teaching Groups to next academic year	✓
<input type="checkbox"/>	Bulk delete copied Teaching Groups from next academic year	✓

Once you have completed any bulk copying, mark this step as complete using the green button.

✓ Mark as complete

Copy Teaching Groups setup steps are optional. Once you have reviewed Copy Teaching Groups, click Mark as complete to complete setup or click Skip for now to review later

Once you have marked this step as complete, you can always make further changes to teaching groups by going to the teaching groups area or by marking the step as incomplete again.

Review


Make further changes to Teaching Groups ▶

Step 2 - Copy Courses

This step allows you to copy just the Courses and attributes (such as description and subject) from this academic year into the next academic year. No students will be enrolled yet during this step - students will be promoted into your courses in a later step.

In this example, we're going to look at copying over this Art and Design subject. Here you can see that KS3 Art is the top-level course, under that you have Year 7 and then within year 7, you have two modules.


Tick the box next to all the courses you want to copy over to the next academic year, then click the blue pencil icon to select **Bulk copy Courses to next academic year**.

<input type="checkbox"/> 	Course 2020/2021 ▲	Year Group	Subject	Group copied to 2021/2...
<input type="checkbox"/>	Bulk copy Courses to next academic year			✘
<input type="checkbox"/>	Bulk delete copied Courses from next academic year	Year 10		✘
<input type="checkbox"/>	Covid bubble class: Bubble group 2	Year 11		✘
<input checked="" type="checkbox"/>	KS3 Art		Art and Design / Art	✘
<input checked="" type="checkbox"/>	KS3 Art: Year 7	Year 7	Art and Design / Art	✘
<input checked="" type="checkbox"/>	KS3 Art: Year 7: 7Ar/1	Year 7	Art and Design / Art	✘
<input checked="" type="checkbox"/>	KS3 Art: Year 7: 7Ar/2	Year 7	Art and Design / Art	✘
<input checked="" type="checkbox"/>	KS3 Art: Year 8	Year 8	Art and Design / Art	✘
<input checked="" type="checkbox"/>	KS3 Art: Year 8: 8Ar/1	Year 8	Art and Design / Art	✘
<input checked="" type="checkbox"/>	KS3 Art: Year 8: 8Ar/2	Year 8	Art and Design / Art	✘

The courses you've copied over will then have a tick next to them. This means the group and the academic lead assigned will be copied over. Notice that copying over the bottom-level courses also copies the courses that these modules are a part of.

To delete any courses from next year that you didn't want to copy over, tick the box next to all the courses you want to not copy over to the next academic year, then click the blue pencil icon to select **Bulk delete copied Courses from next academic year**.

Please note, this will only work if you have not yet enrolled students in the course. If you've already completed steps 5 or 6 to enrol students into the teaching group, you won't be able to delete the teaching group from here.

<input type="checkbox"/> 	Course 2020/2021 ▲	Year Group	Subject	Group copied to 2021/2...
<input type="checkbox"/>	Bulk copy Courses to next academic year			✗
<input type="checkbox"/>	Bulk delete copied Courses from next academic year	Year 10		✗
<input type="checkbox"/>	Covid bubble class: Bubble group 2	Year 11		✗
<input type="checkbox"/>	KS3 Art		Art and Design / Art	✓
<input type="checkbox"/>	KS3 Art: Year 7	Year 7	Art and Design / Art	✓
<input checked="" type="checkbox"/>	KS3 Art: Year 7: 7Ar/1	Year 7	Art and Design / Art	✓

Notice that if you only delete the bottom-level courses, the parent courses will remain. Be sure to delete all the courses from the structure that you don't want to copy over.

<input type="checkbox"/> 	Course 2020/2021 ▲	Year Group	Subject	Group copied to 2021/2...
<input type="checkbox"/>	Covid bubble class			✗
<input type="checkbox"/>	Covid bubble class: Bubble group 1	Year 10		✗
<input type="checkbox"/>	Covid bubble class: Bubble group 2	Year 11		✗
<input type="checkbox"/>	KS3 Art		Art and Design / Art	✓
<input type="checkbox"/>	KS3 Art: Year 7	Year 7	Art and Design / Art	✓
<input type="checkbox"/>	KS3 Art: Year 7: 7Ar/1	Year 7	Art and Design / Art	✗
<input type="checkbox"/>	KS3 Art: Year 7: 7Ar/2	Year 7	Art and Design / Art	✓

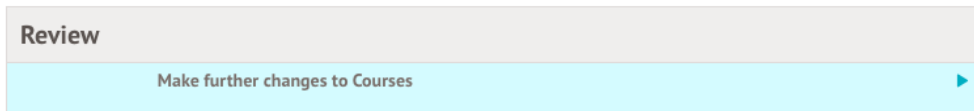
Once you have completed any bulk copying, mark this step as complete using the green button.

✓ Mark as complete

Copy Courses setup steps are optional. Once you have reviewed Copy Courses, click Mark as complete to complete setup or click Skip for now to review later

Once you have marked this step as complete, you can always make further changes by marking the step as incomplete again.

You can also add additional courses to next year by clicking on the review section.



Step 3 - Import Timetable

This step is for importing your timetable from TimeTabler. If you don't use TimeTabler you'll need to timetable your sessions manually. You can mark this step as skipped, then take a look at how to do this in the [Scheduling your lessons manually if you didn't import from TimeTabler](#) section.

To import from TimeTabler, click **+Add** to upload your file. Follow the instructions in the **Importing your TimeTabler** file section of this article to import your timetable: [Importing a timetable from TimeTabler](#)



Top Tip: Want to make everything run as fast as possible? Wait until you've completed all the other steps and schedule your timetable slots as your last step.

Import Timetable 2021/2022

i Information

To import the timetable for your new academic year click the add button below.

After uploading your timetable file, you'll be taken to the timetable import steps, to match your groups in Arbor with your timetable file.

To get back to this page, navigate back via School > School Structure > School Year Setup

Import timetable process

1. Generate timetable file from TimeTabler
2. Upload file in to Arbor - click 'Add' on table below
3. Review the uploaded file, make changes and import to finalise your timetable

Please note: You cannot import the same file twice and importing multiple files at the same time can result in errors. After you have finished importing your file, you can click on the 'Updates' cell to view all changes that have occurred on Arbor as result of the imported file, and actions you may want to take. You can also click the 'Errors' cell to view errors that require your attention.

Upload timetable + Add

There are no results Download ▾

File	Started date	Completed date	Updates	Errors	Status
No rows to display.					

Instructions

Import Timetable setup steps are optional. Once you have reviewed Import Timetable, click Mark as complete to complete setup or click Skip for now to review later.


✓ Mark as complete

↪ Skip for now

Step 4 - Automatic Enrolments


This step allows you to copy over the automatic enrolments that you had for Teaching Groups this academic year into the next academic year. The table will give you suggestions of the teaching group, and a class it thinks you would like to create an automatic enrollment into, so any student added to the teaching group can be automatically enrolled in the class.

Tick the box next to all the automatic enrolments you want to set up, then click the blue pencil icon to select **Bulk copy Course and Teaching Group mappings to the next academic year**.

			+ Add
<input checked="" type="checkbox"/>	 Teaching Group 2021/2022	Suggested 2021/2022 Automatic Enrolment into Cou...	Mapping copied to 2021...
<input checked="" type="checkbox"/>	Bulk copy Course and Teaching Group mappings to next academic year	/2022)	✗
<input checked="" type="checkbox"/>	Bulk delete copied Course and Teaching Group mappings from next academic year	/2022)	✗
<input checked="" type="checkbox"/>	Y8Set2 (2021/2022)	KS3 Art: Year 8: 8Ar/2 (2021/2022)	✗
<input checked="" type="checkbox"/>	Y9Set1 (2021/2022)	KS3 Art: Year 9: 9Ar/1 (2021/2022)	✗
<input checked="" type="checkbox"/>	Y9Set2 (2021/2022)	KS3 Art: Year 9: 9Ar/2 (2021/2022)	✗



The automatic enrolments you've set up will then have a tick next to them.


To remove any automatic enrolments set up in error, tick the box next to all the teaching groups you want to not copy over to the next academic year, then click the blue pencil icon to select **Bulk delete copied Course and Teaching Group mappings from the next academic year**.



			+ Add
<input type="checkbox"/>	 Teaching Group 2021/2022	Suggested 2021/2022 Automatic Enrolment into Cou...	Mapping copied to 2021...
<input checked="" type="checkbox"/>	Bulk copy Course and Teaching Group mappings to next academic year	/2022)	✓
<input type="checkbox"/>	Bulk delete copied Course and Teaching Group mappings from next academic year	/2022)	✓
<input type="checkbox"/>	Y8Set2 (2021/2022)	KS3 Art: Year 8: 8Ar/2 (2021/2022)	✓

To add any more automatic enrolments for next year, just click **+Add**.

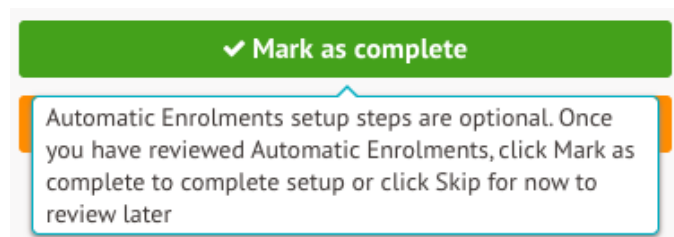
Add Automatic Enrolment into Courses

Students in.*  Y8Set1 (2021/2022)  ▼

.. with Attendance Pattern..  Optional - leave blank for no Attendance Pattern ▼

.. will automatically be enrolled into Courses.*  KS3 Art: Year 8: 8Ar/1 (2021/2022)  ▼

Once you have completed any bulk copying, mark this step as complete using the green button.



Step 5 - Promote Teaching Group Enrolments

In the middle column, you'll see the teaching group you've copied over to next year. In the left-hand column, pick the Teaching Group from this year that you want to move into the teaching group for next year. For example, moving students from a Year 7 teaching group into the Year 8 teaching group for next year.

If you don't see all the teaching groups you want to copy over, you can always return to one of the previous steps.

Promote Students into Teaching Group 2021/2022 ▲		Promoted to 2021/2022	
Y10 Triple Science	Y10 Triple Science (2021/2022)	✗	🗑️
Year 10 - English Set 1	Y7Set1 (2021/2022)	✗	🗑️
Year 10 English Set 2	Y7Set2 (2021/2022)	✗	🗑️
Year 11 English Set 1	Y8Set1 (2021/2022)	✗	🗑️
Year 11 English Set 2	Y8Set2 (2021/2022)	✗	🗑️
Year 11 Triple Science	Y9Set1 (2021/2022)	✗	🗑️
Y7Set2	Y9Set2 (2021/2022)	✗	🗑️
Y8Set1			

Save 2021/2022 Enrolments



Once you've chosen all the teaching groups, click the green **Save** button. **Be sure you are ready to save as you can't make any further changes to the groups you've copied over from here once you do.** Notice how I don't have teaching groups for year 7 - I'll need to set these up in the next step.

Promote Students From Teaching Group 2020/2021	Promote Students into Teaching Group 2021/2022 ▲	Promoted to 2021/2022	
Do not promote	Y10 Triple Science (2021/2022)	✗	🗑️
Do not promote	Y7Set1 (2021/2022)	✗	🗑️
Do not promote	Y7Set2 (2021/2022)	✗	🗑️
Y7Set1	Y8Set1 (2021/2022)	✗	🗑️
Y7Set2	Y8Set2 (2021/2022)	✗	🗑️
Y8Set1	Y9Set1 (2021/2022)	✗	🗑️
Y8Set2	Y9Set2 (2021/2022)	✗	🗑️

Save 2021/2022 Enrolments

Save 2020/2021 Enrolments

Promote Students From Teaching Group 2019/...	Promote Students into Teaching Group 2020/2...	Promoted to 2020/20...	
Y8Set2	Y9Set2 (2020/2021)	✗	🗑️
Y8Set1	Y9Set1 (2020/2021)	✗	🗑️
Y7Set2	Y8Set2 (2020/2021)	✗	🗑️
Y7Set1	Y8Set1 (2020/2021)	✗	🗑️
	Y7Set2 (2020/2021)	✗	🗑️
	Y7Set1 (2020/2021)	✗	🗑️
Y10Set2	Y11Set2 (2020/2021)	✗	🗑️
Y10Set1	Y11Set1 (2020/2021)	✗	🗑️
Y9Set2	Y10Set2 (2020/2021)	✗	🗑️
Y9Set1	Y10Set1 (2020/2021)	✗	🗑️

 This process will be run in the background, please check back later. 

Once the teaching group enrolments have copied over, the table will show ticks next to these teaching groups.

Promote Students From Teaching Group 2020/2021	Promote Students into Teaching Group 2021/2022	Promoted to 2021/2022	
	Y10 Triple Science (2021/2022)	✗	🗑️
	Y7Set1 (2021/2022)	✗	🗑️
	Y7Set2 (2021/2022)	✗	🗑️
Y7Set1	Y8Set1 (2021/2022)	✓	🗑️
Y7Set2	Y8Set2 (2021/2022)	✓	🗑️
Y8Set1	Y9Set1 (2021/2022)	✓	🗑️
Y8Set2	Y9Set2 (2021/2022)	✓	🗑️

You can then mark this step as complete using the green button.

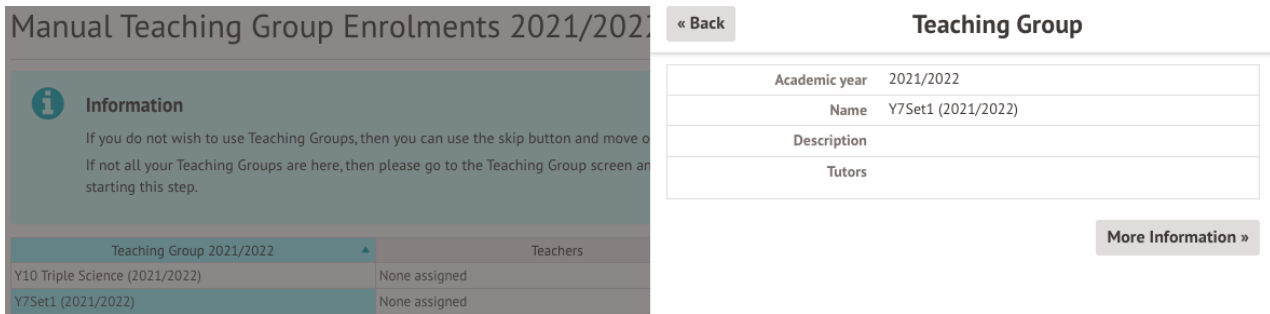
✓ Mark as complete

Promote Teaching Group Enrolments setup steps are optional. Once you have reviewed Promote Teaching Group Enrolments, click Mark as complete to complete setup or click Skip for now to review later

Step 6 - Manual Teaching Group Enrolments

If you want to manually enrol students into teaching groups you can use this step - it's perfect for adding your Year 7 students into their new teaching groups.

Just click the teaching group, then click the **More information** button.



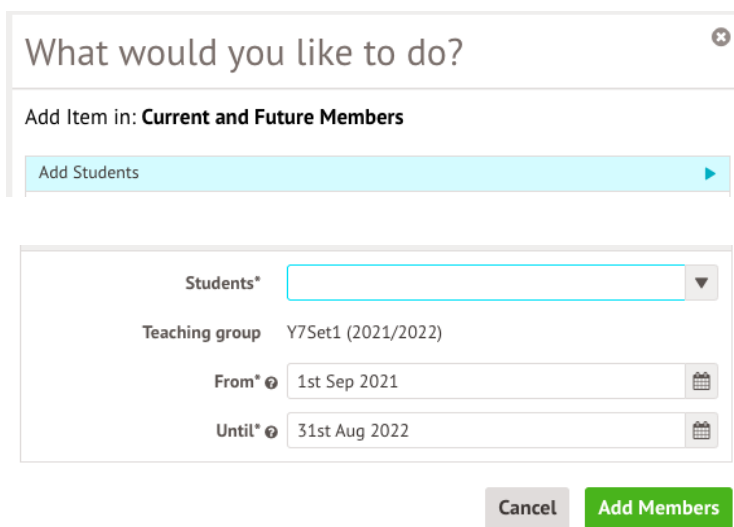
The screenshot shows the 'Manual Teaching Group Enrolments 2021/2022' page. On the left, there is an 'Information' box with a warning icon and text: 'If you do not wish to use Teaching Groups, then you can use the skip button and move on. If not all your Teaching Groups are here, then please go to the Teaching Group screen and start this step.' Below this is a table with columns 'Teaching Group 2021/2022' and 'Teachers'. The table lists 'Y10 Triple Science (2021/2022)' and 'Y7Set1 (2021/2022)', both with 'None assigned' in the Teachers column. On the right, there is a 'Teaching Group' overview card with a '« Back' button and a 'More Information »' button. The card displays: Academic year: 2021/2022, Name: Y7Set1 (2021/2022), Description, and Tutors.

In the teaching group overview, click **+Add** in the **Current and Future Members** section.



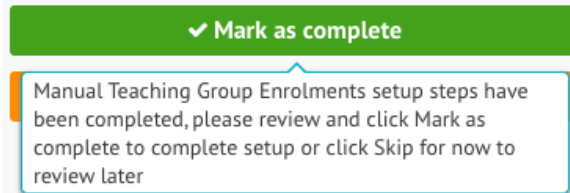
The screenshot shows the 'Current and Future Members' section. It features a '+ Add' button in the top right corner. Below the button, it says 'There are no results' and a 'Download' button. A table header is visible with columns: Student, Start Date, and End Date. The table content shows 'No current members'.

Choose to add students, select the students then add them as members.



The screenshot shows a dialog box titled 'What would you like to do?'. Under 'Add Item in: Current and Future Members', the 'Add Students' option is selected. Below this, there are input fields for: 'Students*' (empty), 'Teaching group' (Y7Set1 (2021/2022)), 'From*' (1st Sep 2021), and 'Until*' (31st Aug 2022). At the bottom, there are 'Cancel' and 'Add Members' buttons.

You can then return to **School > School Structure > School Year Setup > 6. Courses & Classes > B. Setup Courses, Classes & Timetable > 6. Manual Teaching Group Enrolments** to mark this step as complete using the green button.



Step 7 - Promote Course Enrolments

In the second column, you'll see the course you've copied over to next year. In the left-hand column, pick the bottom-level course from this year that you want to move into the course for next year. For example, moving students from a Year 7 maths class into the Year 8 maths class for next year.

If you don't see all the courses you want to copy over, you can always return to step 2 and copy them over there.

You may notice a link symbol in the middle column. This means there's been an automatic enrollment set up into that class, meaning you might not need to promote students.

In the example below, as my Year 8 Set 1 class for 2020/2021 is automatically enrolled into Art, and Year 7 Set 1 has been promoted into Year 8 Set 1 already, I won't need to choose to promote the Year 7 class into the Year 8 one.

KS3 Art

KS3 Art: Year 7

KS3 Art: Year 7: 7Ar/1

KS3 Art: Year 7: 7Ar/2

KS3 Art: Year 8

KS3 Art: Year 8: 8Ar/1

KS3 Art: Year 8: 8Ar/2

KS3 Art: Year 9

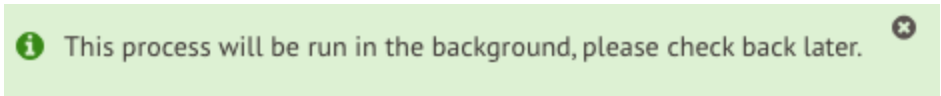
KS3 Art: Year 9: 9Ar/1

Successfully: the promotion of students into courses cannot be undone or changed in

Save 2021/2022 Enrolments

Course 2...	Year Group 20...	Start Date	End Date	Pro...	
					🗑️
022)	Year 7 (2021/2...				🗑️
	KS3 Art: Year 7: 7Ar/2 (2021/2022)	Year 7 (2021/2...	01/09/2021	31/08/2022	❌ 🗑️
	KS3 Art: Year 8 (2021/2022)	Year 8 (2021/2...			🗑️
	KS3 Art: Year 8: 8Ar/1 (2021/2022)	🔗 Year 8 (2021/2...	01/09/2021	31/08/2022	❌ 🗑️
	KS3 Art: Year 8: 8Ar/2 (2021/2022)	🔗 Year 8 (2021/2...	01/09/2021	31/08/2022	❌ 🗑️

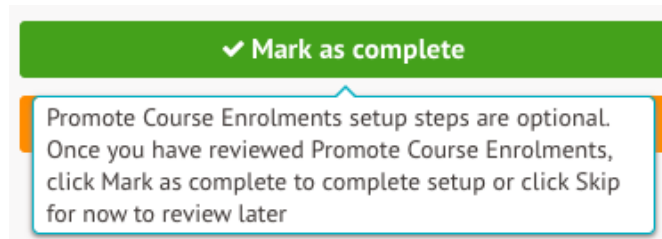
Once you've chosen all the classes, click the green **Save** button. **Be sure you are ready to save as you can't make any further changes to the groups you've copied over from here once you do.** Notice how I don't have classes for year 7 - I'll need to set these up in the next step.



Once the teaching group enrolments have copied over, the table will show ticks next to these teaching groups.

	KS3 Art: Year 8: 8Ar/1 (2021/2022)		Year 8 (2021/2...	01/09/2021	31/08/2022		
	KS3 Art: Year 8: 8Ar/2 (2021/2022)		Year 8 (2021/2...	01/09/2021	31/08/2022		
	KS3 Art: Year 9 (2021/2022)		Year 9 (2021/2...				
KS3 Art: Year 8: 8Ar/1	KS3 Art: Year 9: 9Ar/1 (2021/2022)		Year 9 (2021/2...	01/09/2021	31/08/2022		
KS3 Art: Year 8: 8Ar/2	KS3 Art: Year 9: 9Ar/2 (2021/2022)		Year 9 (2021/2...	01/09/2021	31/08/2022		

You can then mark this step as complete using the green button.



Step 8 - Manual Course Enrolments

If you haven't set up automatic enrolments during step 4 and want to enrol students into courses you can use this step. Just click the course, then click the **Enrol Students** button.

Manual Course Enrolments 2021/2022

Information

If you do not wish to use Courses, then you can use the skip button and move onto the next step.
If not all your Courses are here, then please go to the Course screen and add any missing courses.

Showing 12 results

<input type="checkbox"/>	Course	Year G...	Subject
<input type="checkbox"/>	KS3 Art		Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 7	Year 7	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 7: 7Ar/2	Year 7	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 8	Year 8	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 8: 8Ar/1	Year 8	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 8: 8Ar/2	Year 8	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 9	Year 9	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 9: 9Ar/1	Year 9	Art and Design / Art
<input type="checkbox"/>	KS3 Art: Year 9: 9Ar/2	Year 9	Art and Design / Art
<input type="checkbox"/>	Year 10	Year 10	
<input type="checkbox"/>	Year 10: Form 10CU		
<input type="checkbox"/>	Year 10: Form 10KV		

« Back

KS3 Art: Year 7: 7Ar/2 (2021/2022)

Details

Component of	KS3 Art	▶
Component of	Year 7	▶
Abbreviation	Not set	▶
Subject	Art and Design / Art	
Year Group	Year 7 (2021/2022)	▶
Academic Leads	None assigned	

0 Students

None

Schedule

Friday 09:00 - 10:00
Effective Dates: 01 Sep 2021 - 31 Aug 2022

Enrol Students »
More Information »

In the slide over, select the students then enrol them.

Course KS3 Art: Year 7: 7Ar/2 (2021/2022)

Students* ▼

Start date 📅

End date 📅

Cancel
Enrol Students

You can then mark this step as complete using the green button.

✔ Mark as complete

Manual Course Enrolments setup steps have been completed, please review and click Mark as complete to complete setup or click Skip for now to review later

All your steps on the overview page should now be marked as complete (or skipped if you haven't imported a timetable from TimeTabler).

Setup for Courses, Classes and Timetable

Steps to complete	
1. Copy Teaching Groups	Complete
2. Copy Courses	Complete
3. Import Timetable	Complete
4. Automatic Enrolments	Complete
5. Promote Teaching Group Enrolments	Complete
6. Manual Teaching Group Enrolments	Complete
7. Promote Course Enrolments	Complete
8. Manual Course Enrolments	Complete

Scheduling your lessons manually if you didn't import from TimeTabler

If you haven't completed step 3 and imported a timetable from TimeTabler, your courses will show that they don't have lessons within the main new school year setup.

Courses & Classes

Setup 2021/2022	
Please ensure you choose only one setup option for each class. Completing more than one option risks you duplicating courses or lessons.	
A. Schedule Sessions from Registration Forms	Optional ▶
B. Setup and promote Courses, Classes, Teaching Groups and Timetable	Optional ▶
C. Import Courses & Classes from TimeTabler, and manually enrol students	Optional ▶
D. Set up new Courses & Classes from scratch	Optional ▶

Review Courses & Classes (2021/2022) + Add	
– KS3 Art	▶
– Year 7	▶
7Ar/2 (No lessons scheduled)	▶

Instructions

Courses & Classes setup steps are optional. Once you have reviewed Courses & Classes, click Mark as complete to complete setup or click Skip for now to review later.

✔ Mark as complete

↪ Skip for now

You'll need to click into each course and schedule lessons in the Classes & Lessons section.

Classes & Lessons	+ Add
<i>No lessons scheduled</i>	

Schedule multiple lessons

Day of week (term time only)

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Lesson start time* 🕒
Lesson end time* 🕒
Effective date* 📅
End date* 📅
Location ▼
Staff member ▼

Cancel
Save Changes

Classes & Lessons	+ Add
Friday: 09:00 - 10:00 Effective Dates: 01 Sep 2021 - 31 Aug 2022	<i>Scheduling In Progress</i> ▶

Once you've added lesson slots for all your courses, they won't have any red text against them and you've finished this step.

Review Courses & Classes (2021/2022)	+ Add
– KS3 Art	▶
– Year 7	▶
7Ar/2	▶

Option 2 - Import from TimeTabler, and manually enrol students

We recommend this option for schools with complex timetable requirements, large numbers of students or a large choice of courses, but who don't want to copy over their teaching groups. To be able to use this option, you must first have generated a timetable file in [TimeTabler](#) to be imported into Arbor.

Step 1 - Importing your timetable

Click on option C to be taken to the Import Timetable page.

Courses & Classes

Setup 2021/2022		
Please ensure you choose only one setup option for each class. Completing more than one option risks you duplicating courses or lessons.		
A. Schedule Sessions from Registration Forms	Optional	▶
B. Setup and promote Courses, Classes, Teaching Groups and Timetable	Optional	▶
C. Import Courses & Classes from TimeTabler, and manually enrol students	Optional	▶
D. Set up new Courses & Classes from scratch	Optional	▶

Follow the instructions in the **Importing your TimeTabler** file section of this article to import your timetable: [Importing a timetable from TimeTabler](#)

Import Timetable

Import timetable process						
1. Generate timetable file from TimeTabler						
2. Upload file in to Arbor - click 'Add' on table below						
3. Review the uploaded file, make changes and import to finalise your timetable						
<p>Please note: You cannot import the same file twice and importing multiple files at the same time can result in errors. After you have finished importing your file, you can click on the 'Updates' cell to view all changes that have occurred on Arbor as result of the imported file, and actions you may want to take. You can also click the 'Errors' cell to view errors that require your attention.</p>						
Upload timetable						+ Add
There are no results						Download ▼
File	Started date	Completed date	Updates	Errors	Status	
No rows to display.						

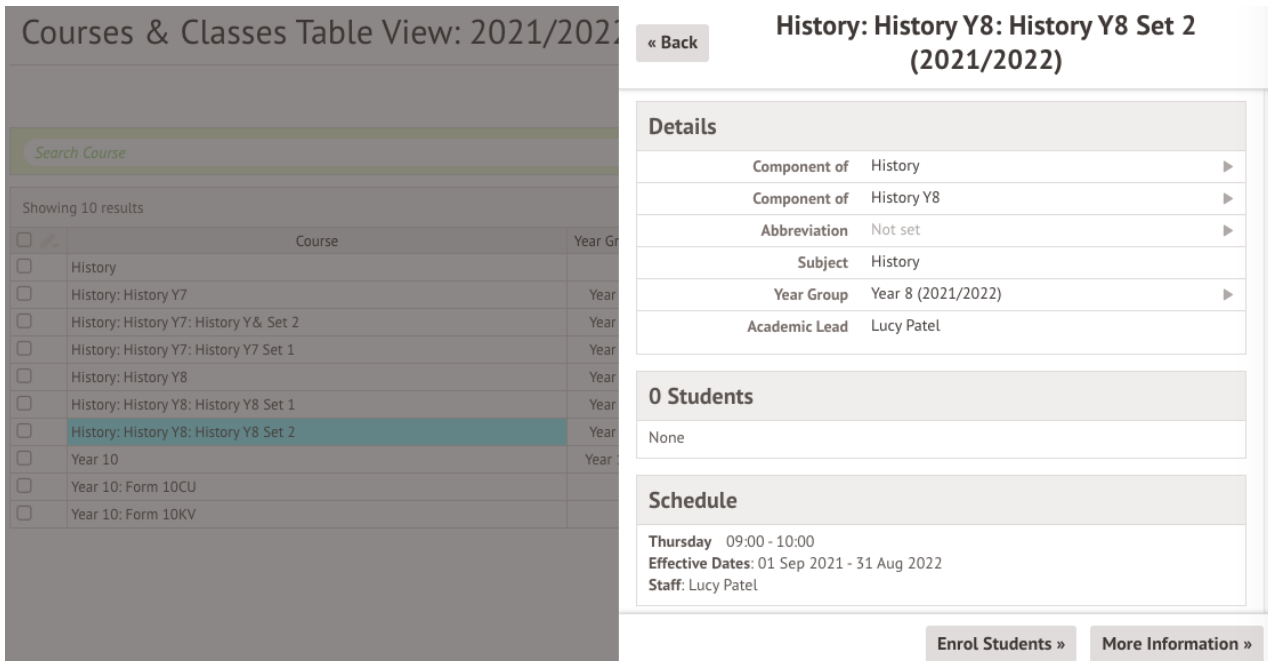
Step 2 - Enrolling your students

The next step is to enrol your students into this class, so they will appear on the registers.

There are multiple ways to do this:

- If you know a certain cohort of students will take all the same courses, you can automatically enrol them using Teaching Groups. [Click here](#) to see how.
- To add automatic enrolments from a particular course, so anyone enrolled in the original course will automatically be enrolled into the other course, [click here](#).
- If you'd like to bulk enrol students using an imported spreadsheet, [click here](#).

You can also enrol your students in bulk manually. To do this, go to **School > Programmes > Next Year Courses > Table View**. Click on the course, then click the **Enrol Students** button.



The screenshot shows the 'Courses & Classes Table View: 2021/2022' interface. On the left, a table lists various courses with checkboxes. The course 'History: History Y8: History Y8 Set 2' is selected. On the right, a detailed view for this course is shown, including a 'Details' section with fields for Component of, Abbreviation, Subject, Year Group, and Academic Lead. Below this is a '0 Students' section and a 'Schedule' section showing the course is on Thursdays from 09:00 to 10:00, effective from 01 Sep 2021 to 31 Aug 2022, with Lucy Patel as the staff member. At the bottom right, there are buttons for 'Enrol Students »' and 'More Information »'.

Course	Year Gr
<input type="checkbox"/> History	
<input type="checkbox"/> History: History Y7	Year
<input type="checkbox"/> History: History Y7: History Y& Set 2	Year
<input type="checkbox"/> History: History Y7: History Y7 Set 1	Year
<input type="checkbox"/> History: History Y8	Year
<input type="checkbox"/> History: History Y8: History Y8 Set 1	Year
<input checked="" type="checkbox"/> History: History Y8: History Y8 Set 2	Year
<input type="checkbox"/> Year 10	Year
<input type="checkbox"/> Year 10: Form 10CU	
<input type="checkbox"/> Year 10: Form 10KV	

« Back **History: History Y8: History Y8 Set 2 (2021/2022)**

Details

Component of	History	▶
Component of	History Y8	▶
Abbreviation	Not set	▶
Subject	History	
Year Group	Year 8 (2021/2022)	▶
Academic Lead	Lucy Patel	

0 Students

None

Schedule

Thursday 09:00 - 10:00
 Effective Dates: 01 Sep 2021 - 31 Aug 2022
 Staff: Lucy Patel

Enrol Students »
More Information »

You can then select the students to enrol. **Please note it will show their current enrolment next to their name, rather than the registration form they will be in next year.** So for a year 8 class, you will need to add current year 7 students.

You must repeat this process for each class.

Top Tip: Select all students in a certain year by typing in the number, then clicking Cmd + A to select all the students.

[« Back](#)

Enrol Students

Information

Please note that it may take a moment for the enrolments to complete, so please be patient.
Student(s) will be automatically enrolled into the parent course History: History Y8 (2021/2022).

Course History: History Y8: History Y8 Set 2 (2021/2022)

Students*

Enrol in more History (2021/2022) modules?

- History: History Y7 (2021/2022)
- History: History Y7: History Y& Set 2 (2021/2022)
- History: History Y7: History Y7 Set 1 (2021/2022)
- History: History Y8 (2021/2022)
- History: History Y8: History Y8 Set 1 (2021/2022)

Start date

End date

[Cancel](#) [Enrol Students](#)

Option 3 - Schedule from Registration Forms, then add classes manually

We recommend this option for schools that don't use TimeTabler and don't want to copy over teaching groups, or who don't use teaching groups at all.

Step 1 - Schedule your registration forms

This will bring you to a list of all the registration forms you have.

Courses & Classes

Setup 2021/2022

Please ensure you choose only one setup option for each class. Completing more than one option risks you duplicating courses or lessons.

A. Schedule Sessions from Registration Forms Optional ▶

Tick the box next to the blue pencil icon to select all the registration forms, then click the blue pencil icon to select **Schedule Registration Forms**.

Academic Year 2021/2022

Registration Forms in 2021/2022

	Registration Form	Year Group(s)	Status
<input checked="" type="checkbox"/>	✎ Schedule Registration Forms	Year 10 (2021/2022)	Not Timetabled
<input checked="" type="checkbox"/>	Form 10KV (2021/2022)	Year 10 (2021/2022)	Not Timetabled

A slide-over will appear where you enter the start and end times for the Registration Forms you have selected. Make sure your registration times overlap your [Roll Call times](#).

« Back **Schedule Registration Forms**

Morning start time	08:00	🕒
Morning end time	08:30	🕒
Afternoon start time	12:45	🕒
Afternoon end time	13:15	🕒

Registration Forms to be scheduled

Form 10CU (2021/2022)
Form 10KV (2021/2022)

Cancel **Schedule Registration Forms**

Once the sessions have been timetabled, you can see these on the Setup Registration Forms page.

Registration Forms in 2021/2022			
<input type="checkbox"/>	Registration Form	Year Group(s)	Status
<input type="checkbox"/>	Form 10CU (2021/2022)	Year 10 (2021/2022)	Already Timetabled
<input type="checkbox"/>	Form 10KV (2021/2022)	Year 10 (2021/2022)	Already Timetabled

When you return to the **Courses & Classes** page you will now see a list of all the scheduled Registration Forms.

Review Courses & Classes (2021/2022)		+ Add
— Year 10		▶
Form 10CU		▶
Form 10KV		▶

Step 2 - Setup your courses and classes

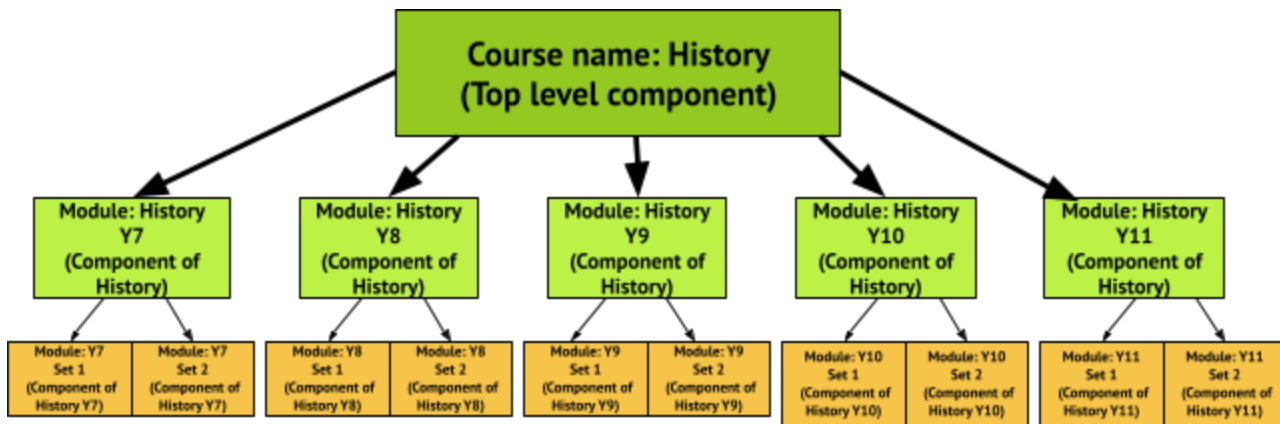
Once you've scheduled your registration sessions, you'll need to set up your other classes. Make sure you have these pieces of information ready:

- What you will call the class and the subject name
- What room the class will be in
- Which teachers will be assigned to the class

- When the classes take place

You will also need to have a plan for how you intend to structure your courses and classes. There are a variety of models that can be applied when setting up courses from scratch, the key is determining which one is suitable for your school structure before you start to add them.

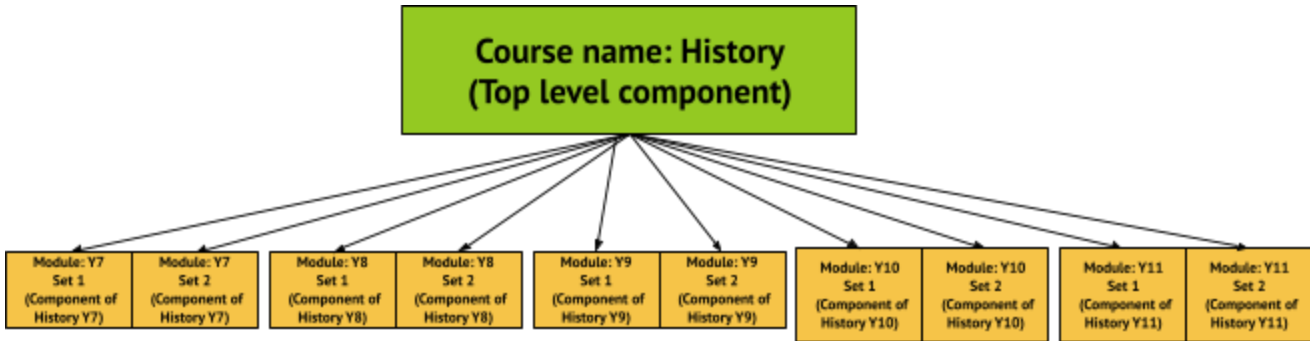
Model 1 (shown below), is popular for the majority of mainstream secondary schools.



This is how it would then look on the New School Year Setup page:

Courses & Classes + Add	
– History	▶
– History Y7	▶
HIS 7Set1	▶
HIS 7Set2	▶
– History Y8	▶
HIS 8Set1	▶
HIS 8Set2	▶

Model 2 (shown below) has the Subject as the top course component and the individual classes directly underneath. In this case, you would just skip the middle step of the setup outlined below, and label the sub-modules themselves with the correct year group.



This is how it would look in Arbor:

Courses & Classes		+ Add
– English		▶
ENG 7A		▶
ENG 7B		▶
ENG 8A		▶

Choose option **D. Setup Courses & Classes** from scratch. A slide-over will appear where you need to enter information about the course/class you are setting up.

You can only select one year group per course you create. Leave the **Year group** field blank to be able to create sub-modules assigned to different year groups.

When all the details are correct, click on the green **Add Course** button.

Add New Course to 2021/2022

Course name*	<input type="text" value="History"/>
Abbreviation	<input type="text"/>
Department	<input type="text" value=""/>
Academic lead	<input type="text" value=""/>
Subject	<input type="text" value="History"/>
Year group	<input type="text" value=""/>

This creates the course (the top-level component). The next step is to set up class groups if not all of your students will be in this lesson at the same time.

To do this, from the Course Overview, click **+Add** in the **Modules** section.

Modules			+ Add
No modules added			<i>Click</i> Add new module
Name	Students	Info	
No rows to display.			

In the slide over add the name of the module and fill in the other details. Select the year group then click the green **Add Module** button.

Add New Module

Module name*	<input type="text" value="History Y7"/>
Abbreviation	<input type="text"/>
Department	<input type="text"/> ▼
Academic Lead	<input type="text"/> ▼
Subject	<input type="text" value="History"/> ✖ ▼
Year group	<input type="text" value="Year 7 (2021/2022)"/> ✖ ▼

You will be taken to the module overview. You will then need to add a sub-module within this module by again clicking **+Add** in the **Modules** section.

In the slide over add the name of the module and fill in the other details. Then click the green **Add Module** button.

Add New Module

Module name*	<input type="text" value="History Y7 Set 1"/>
Abbreviation	<input type="text"/>
Department	<input type="text"/> ▼
Academic Lead	<input type="text" value="Bethany Edwards"/> ✖ ▼
Subject	<input type="text" value="History"/> ✖ ▼
Year group	<input type="text" value="Year 7 (2021/2022)"/> ✖ ▼

You will be taken to the module overview. To schedule lessons for this class, click **+Add** in the **Classes & Lessons** section.

Classes & Lessons + Add

No lessons scheduled

You can then choose to schedule multiple regular lessons.

What would you like to do?

Add Item in: **Classes & Lessons**

- Schedule single lesson ▶
- Schedule multiple lessons ▶

In the sideover, select the days the lessons will run on, the time, effective dates, location, and the teacher. This ensures this person sees this lesson in their calendar.

Schedule multiple lessons

Day of week (term time only)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Lesson start time* 🕒

Lesson end time* 🕒

Effective date* 📅

End date* 📅

Location ▼

Staff member ▼

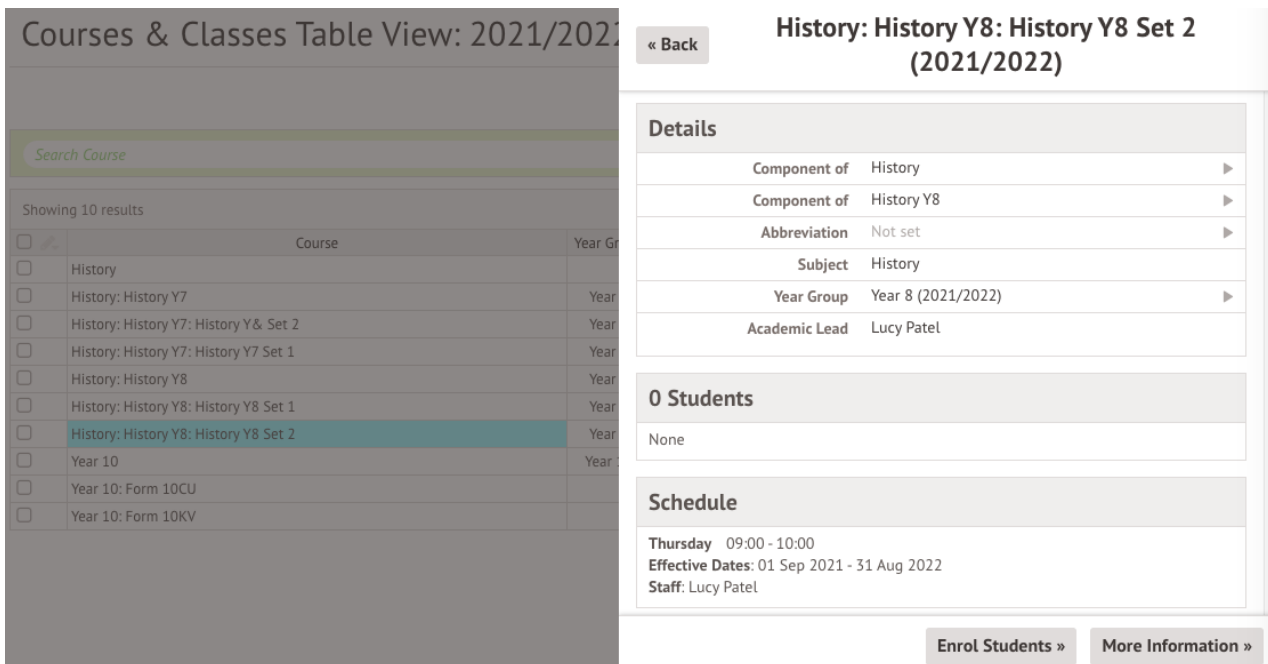
Cancel Save Changes

Step 3 - Enrolling your students

The next step is to enrol your students into this class, so they will appear on the registers. There are multiple ways to do this:

- If you know a certain cohort of students will take all the same courses, you can automatically enrol them using Teaching Groups. [Click here](#) to see how.
- To add automatic enrolments from a particular course, so anyone enrolled in the original course will automatically be enrolled into the other course, [click here](#).
- If you'd like to bulk enrol students using an imported spreadsheet, [click here](#).

You can also enrol your students in bulk manually. To do this, go to **School > Programmes > Next Year Courses > Table View**. Click on the course, then click the **Enrol Students** button.



The screenshot shows the 'Courses & Classes Table View: 2021/2022' interface. On the left, a table lists various courses, with 'History: History Y8: History Y8 Set 2' selected. On the right, a detailed view for this course is shown, including a 'Details' section with fields for Component of, Abbreviation, Subject, Year Group, and Academic Lead. Below this is a '0 Students' section and a 'Schedule' section showing the course is on Thursdays from 09:00 to 10:00, effective from 01 Sep 2021 to 31 Aug 2022, with Lucy Patel as the staff member. At the bottom right, there are buttons for 'Enrol Students »' and 'More Information »'.

You can then select the students to enrol. **Please note it will show their current enrolment next to their name, rather than the registration form they will be in next year.** So for a year 8 class, you will need to add current year 7 students.

You must repeat this process for each class.



Top Tip: Select all students in a certain year by typing in the number, then clicking **Cmd + A to select all the students.**

« Back **Enrol Students**

Information


Please note that it may take a moment for the enrolments to complete, so please be patient.
Student(s) will be automatically enrolled into the parent course History: History Y8 (2021/2022).


Course History: History Y8: History Y8 Set 2 (2021/2022)

Students*  Dennis Anderson (7BG)  Isaac Carter (7BG) ▼

Enrol in more History (2021/2022) modules?

- History: History Y7 (2021/2022)
- History: History Y7: History Y& Set 2 (2021/2022)
- History: History Y7: History Y7 Set 1 (2021/2022)
- History: History Y8 (2021/2022)
- History: History Y8: History Y8 Set 1 (2021/2022)

Start date  1st Sep 2021

End date  31st Aug 2022

Cancel **Enrol Students**

Make sure you have registers for your first day back

If you don't have registers set up, your teachers won't be able to take attendance on your first day back! To check they've been set up, first take a look at when your registers should start. Go to **School > School Structure > Academic Years**, then select the upcoming academic year.


Academic Years

Academic Years		+ Add
2021/2022	01 Sep 2021 - 31 Aug 2022	▶

In the example below, the first day of the term is the 1st. However, as I have put the 1st, 2nd and 3rd as inset days, the first day I need to take attendance is the 6th of September.

Holidays (2021/2022)		
Summer	01 Sep 2021 - 03 Sep 2021	Vacation
Autumn half term	25 Oct 2021 - 29 Oct 2021	Half-Term

Next, go to **Students > Attendance > Registers By Date**. Click the calendar icon, and select the first day your registers should exist for, then click **Change Date**.

 [Change Date](#)

If you've set up your registrations correctly, they should appear on this page! If they don't, and you're sure you haven't scheduled a holiday on this day, this means you haven't scheduled your timetable to start on the right date or you haven't enrolled students in your Courses and Classes.

Step 7 - Meals

Meals setup is another optional step. If you don't use Meals in Arbor do not enter any information into this section and click on the green **Mark as Complete** button.

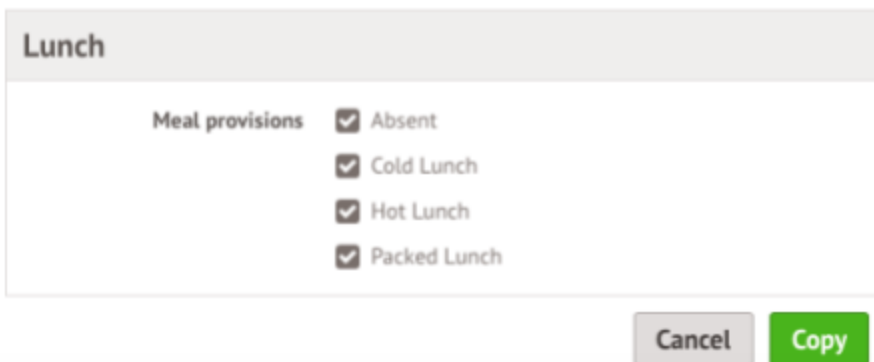
You will see there are 4 parts to setting your Meals up successfully.

1. Copy Meals and Meal Provisions	Incomplete	▶
2. Copy Meal Sitings and Attendees	Incomplete	
3. Copy Meal Prices	Incomplete	
4. Copy Meal Choices	Optional	

Copy Meals and Meal Provisions

Click on **Copy Meals and Meal Provisions**. A slide over will appear containing a list of the Meals and Meal Provisions for the next year. Tick the ones you would like to copy to next year, and untick the ones that should not be copied. **For any provision that is ticked, the meal it belongs to will automatically be copied over.**

When you are happy you have selected the meals you want to copy over click on the green **Copy** button at the bottom of the slide-over.



Lunch

Meal provisions

- Absent
- Cold Lunch
- Hot Lunch
- Packed Lunch


Cancel Copy

You can set up meals from this page, either by clicking into the **Make further changes to meals section** if you already have other meals or by clicking to create a meal if you have

not used Meals before. The process to set a meal up through New School Year Setup is similar to the standard process, shown here: [Setting Up Meals](#)

Need More Changes?

If you need to make more complex changes than can be achieved by copying the setup from 2020/2021, please click below. This will take you to the Meals module where you can make more changes manually.

Make further changes to Meals 

Meals

Setup 2021/2022

No meals exist for 2020/2021, click to create some for 2021/2022 

Copy Meal Sittings and Attendees

Click on step 2. Tick the meal sittings and attendees you would like to copy and untick the ones that should not be copied. **If you do not copy the sitting timetable or at least one sitting attendee group, the sitting itself will not be copied.**

We recommend copying over your attendees to make sure teachers can access the Meal Register for their classes.



Lunch Sitting

Sitting 1

Copy sitting timetable Mon: 13:00 - 13:45, Tue: 13:00 - 13:45, Wed: 13:00 - 13:45, Thu: 13:00 - 13:45 and Fri: 13:00 - 13:45

Copy sitting attendees Form 10BT

Form 10LW

Form 11IT

Form 11YA

Copy Meal Prices

Click on Step 3. Tick the prices you would like to keep and untick the ones you would like to discard. The current price is shown in brackets, but this can be changed later.

Prices for Provision: Absent

Absent (£0.00) All Students

Prices for Provision: Packed Lunch

Packed Lunch (£0.00) All Students

Prices for Provision: School Packed Lunch

FSM (£0.00) Free School Meal

Paid (£2.20) All Other Students

Copy Meal Choices

Step 4 is optional and will depend on whether you want meal registers to be pre-filled with student's regular meal choices. If you do, click **Copy Meal Choices**.

Copy Student Meal Choices

This page lets you copy the regular meal choices for all students from 2020/2021 to 2021/2022.

Even if you have already copied meal choices once, duplicates (i.e. meal choices with the exact same settings) will not be created.

Meal choices will only be copied for students enrolled in 2021/2022.

Check you'll have meal registers in September

You'll need to make sure you've set up meals correctly to ensure you'll be able to select student's meal choices in the Meal Registers. If you have not yet set your attendees for meals, your meal register will be blank.

To fix this, go to **School > Meals > Setup**. Select the next academic year from the drop-down menu.

Lunch	
Meal name: Lunch	✓
Provisions	✓
Prices	✓
Meal Sitings Scheduled	✓
Attendees	✗
Meal Choices & Dietary Requirements	✗

Click into **Attendees** and go to the **Automatic Group Attendees** tab. Click **+Add** to add students.

Meal Patterns	Automatic Group Attendees	Students Without Regular Meal Patterns
Sitting 1		+ Add
No automatic group attendees setup.		

Select all the registration forms to add to the meal, then click **Add Automatic Attendees**.

Add Automatic Attendees

Automatic Attendees*

Form 1IB

Form 1II

Form 2CR

Form 2OF

Form 3SX

Form 3XV

Form 4CW

Form 4QY

Form 5QX

Form 5SF

Form 6DM

Form 6LH

Cancel
Add Automatic Attendees



This will then generate your meal registers. You can add meal choices for your students from here.

Lunch

Meals: Registration: Year 2: Form 20F: Tue, 03 Sep

Showing 30 results Download ▾

<input type="checkbox"/>	Student	Meal Choice	Dietary Requirements
<input type="checkbox"/>	Baker Summer		
<input type="checkbox"/>	Banik Anusha		
<input type="checkbox"/>	Carter Karen		

If you want to set a regular meal choice that students will have every day, you can go to **School > Meals > Setup > Meal Choices & Dietary Requirements > Students without a Meal Choice**. You can then assign them a meal choice individually or in bulk.

All Meal Choices **Students Without Meal Choice**

Showing 351 results Download ▾

<input type="checkbox"/>	Student	Reg. Form
<input checked="" type="checkbox"/>	Add Meal Choice	Form 11B
<input checked="" type="checkbox"/>	Murray Jennifer	Form 11I

Step 8 - Interventions

If you are not using the Interventions module or will not be running the same interventions groups in the next academic year then just click on the green 'Mark as complete' button.

To copy over the interventions click on **1. Copy interventions.**

Interventions

Setup 2021/2022

1. Copy Interventions 0 out of 1 Interventions copied ▶

Review

Interventions (2021/2022)

No Interventions exist for 2021/2022

Tick the interventions you would like to copy over to next year, and then click **Copy Interventions.**

Copy Interventions

Below is a list of all Interventions in the current academic year. Tick the ones you would like to copy to the next academic year.

Interventions (2020/2021)

Intervention	<input checked="" type="checkbox"/>	Covid-19 contact
Intervention	<input checked="" type="checkbox"/>	Maths intervention

Click into an intervention to visit the overview.

Review	
Interventions (2021/2022)	
Covid-19 contact	▶
Maths intervention	▶

You'll need to then complete the intervention setup to create intervention groups, add students and schedule intervention sessions. You can see how to do this here: [Setting up a new intervention](#)

Maths intervention

[Print to PDF](#)

Overview	Timetable slots	Intervention Details	Students	Costs and Funding
Intervention details				
Category				
Participant Criteria	None set			
Effective dates	01 Sep 2021 - 31 Aug 2022			
Intervention Groups + Add				
Group Name		Enrolled Students	Timetable Slots	Lead Staff Member
No rows to display.				
Intervention Reviews + Add				
There are no results Download ▼				
Due date		Completed		
There are no results				

Review School Year Setup

Once you have marked the final section as complete, you will be taken back to the Setup overview, where you can see all stages should be marked as **Complete**.

1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups & Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Courses & Classes	Complete
7. Meals	Complete
8. Interventions	Complete
Review School Year Setup	

The last step of the workflow is to review your setup for the next academic year. Use our **New School Year Setup Checklist**, available on the Help Centre [here](#).

To see everything you have entered in the setup process, click the last step on the **Overview** page. You can click on any of the cells with an arrow beside them to review the information, such as the enrolments.

Review School Year Setup

2021/2022 New School Year Setup Review	
Review enrolments for next academic year	▶
Review attendance patterns for next academic year	▶
Setup timetable for the next academic year	▶

« Back

Review Enrolments

Review Enrolments (2021/2022)			
Student	Year Group	Registration Form	House
Fox Carlie	Year 13 (2021/2022)	Form 13IP (2021/2022)	Westbourne (2021/2022)
Jones Joanne	Year 13 (2021/2022)	Form 13IP (2021/2022)	Westbourne (2021/2022)
Lewis Joanne	Year 13 (2021/2022)		Westbourne (2021/2022)
Marshall Zach	Year 13 (2021/2022)	Form 9WD (2021/2022)	Westbourne (2021/2022)
Wilson Layla	Year 13 (2021/2022)	Form 10CU (2021/2022)	Westbourne (2021/2022)
Carter Elliott	Year 13 (2021/2022)	Form 10KV (2021/2022)	Ladbroke (2021/2022)
Chapman Francesca	Year 13 (2021/2022)		Ladbroke (2021/2022)

You can also review your Year Groups and Registration Forms.

Year 8 (2021/2022)	52 students, promoted from Year 7 Head of Year: Barry Wilkinson Registration Forms Form 8HV (2021/2022): 26 students, promoted from Form 7BG Tutor : Abigail Knight Form 8LR (2021/2022): 26 students, promoted from Form 7GF Tutor : Barry Wilkinson
---------------------------	---

If you need to add any new year groups or registration forms, just click **+Add**.

What would you like to do? ✕

Add Item in: **2021/2022 Year Groups and Registration Forms**

Add year group to 2021/2022	▶
Add registration form to 2021/2022	▶

Clicking on a Year Group will allow you to see all the students enrolled in it, or you can click **More Information** to view and edit the setup of your year group further.

[« Back](#) **Year Group Year 8 (2021/2022)**

Year Group Details

Name	Year 8 (2021/2022)
Head of Year	Barry Wilkinson

[More Information »](#)

Students (52)

Anderson Dennis
Bennett Leanne

For example, you can click on the registration form to access that page and edit it, such as if you want to edit the name.

Year group name	Year 8	▶
Short name	Year 8	▶
Academic year	2021/2022	▶
Curriculum grade	Year 8	▶
Target enrolment	Not specified	▶
Students	52	

Registration Forms

Form 8HV (2021/2022)	▶
Form 8LR (2021/2022)	▶

Other things to prepare

Assessments

If you use assessments in Arbor, you'll need to copy your assessments across to next year. They will not automatically copy over. To see how to do this, follow the instructions in [this article](#).

Baselines

For Summative and Progress 8 assessments, Arbor automatically sets baselines for the next academic year based on the final mark input in the same assessment in the current year. To make sure you have the right baselines next year, follow the instructions in the article linked above.

Targets for flat model assessments

Some of our schools use a flat progress model for their assessments. This means that students are expected to be working at the same level throughout the assessment. For example, you may want a student to be working at the 'At expected standard' grade throughout their whole Key Stage.

If you use a flat model for assessments, make sure targets populate through your assessments each year by ensuring this target has been set as the Final Target, not just the Year Target. You can then copy this target across to the Year Target on the Baselines and Targets page. Follow the instructions in the article linked above.

Timetable periods

Timetable periods can be used to help align your attendance marks into set groups. If you want to use this feature again next year you'll need to set them up for next year by following the instructions in [this article](#). Remember to change the academic year to next year from the drop-down menu.

Behaviour

When the new school year begins, you'll need to set up certain areas of behaviour.

Don't worry, you won't need to set everything up. To prepare for September, you'll just need to set up detentions and add your Internal exclusion types. You can see how to do this in this article: [Setting up Behaviour in Arbor](#)

Additional resources

For more support, including how to sign up for our upcoming webinars or book in a 15-minute session with our expert Support Team, check out our [Key resources for completing your New School Year Setup](#) help page.

We've also got articles and videos on our Help Centre. Click **Help Centre** in your Arbor site and search, or go to this link: [New School Year Setup](#)

