

New School Year Checklist - Government Schools

1. Cases21

⚠ Your cases21 rollover process needs to have been completed.

Please see and follow the documentation provided by the department in relation to your cases21 requirements.

- Increment student year levels**
cases21 process to advance a students year level
- Create new students**
New school year enrolments
- Set up new home groups**
Students home group
- Set up new classes**
New school years classes

2. EduHub connector

i This process will update your schools uEducateUs system with the current cases21 data now that the rollover has occurred.

- Set initial run to false**
Press the **SET INITIAL RUN TO FALSE** button located in the **STATISTICS** section.
- Manually Import Cases21**
Press the **MANUALLY IMPORT CASES21** button located in the **FUNCTIONS** section.

uEducateUs will now be updated with the latest student, staff and school information.

3. uEducateUs

i Check and update the following areas of the uEducateUs system.

Failure to check and confirm the tasks below can result in no attendance rolls being generated for the new school year, incorrect class and student allocations and you run the risk of not being ready for the first day of term.

School Preferences

Management > Advanced > School Preferences

Check to ensure your new school years semester and term dates are correct

- Semester 1 Dates**
Term 1 & 2 Start Date - Term 1 & 2 End Date
- Semester 2 Dates**
Term 3 & 4 Start Date - Term 3 & 4 End Date

Public Holidays

Check that the public holidays your school will be taking are listed and enabled

- Public Holidays**
Management > Advanced > School Preferences > Public Holidays

School Details

Overviews > School Details

- School Details**

School setup

A quick review of the following is required to ensure your new school year setup is ready to go.

- Year Levels**
Management > School > Year Levels
- Subjects**
Management > School > Subjects
- Classes**
Setup your classes for the new year.
 - Enable **Record Attendance** for your classes that require it.
Management > School > Classes > Details
 - Check, allocate and set class **teachers**
Management > School > Classes > Teachers
 - Attach **subjects** to your classes
Management > School > Classes > Subjects
 - Tick all the **periods** requiring attendance rolls
Management > School > Classes > Timetable

Staff setup

- Teachers**
Management > People > Teachers
- Administrators**
Management > People > Teachers

 Failure to complete the above tasks can result in no attendance rolls being generated, incorrect class and student allocations and you run the risk of not being ready for the first day of term.