

# School360 New School Year Transition arrangements

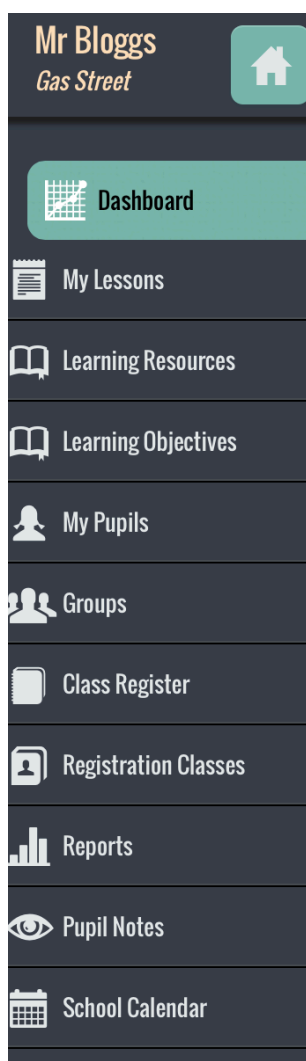
With the start of the new school year we need to move pupils up a year group, add new pupils that have come to the school and also remove the pupils that have left the school.

The bulk of this is done automatically through SIMs however one element must be done by schools themselves.

We need you to remove the classes that have left the school. Once this is done, SIM's can be run, that night, and the following day your School360 site should be fully up to date.

## What you need to do.

- 1) All schools should have a teacher whose account is set up to be teacher administrator of the site. If you are unsure, log into School 360, go to Admin and if your side menu looks like the menu on the left.

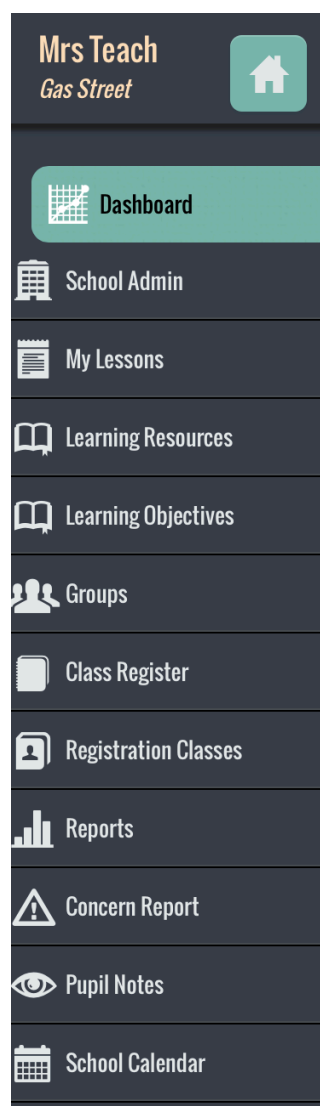


You are set up as a class teacher.

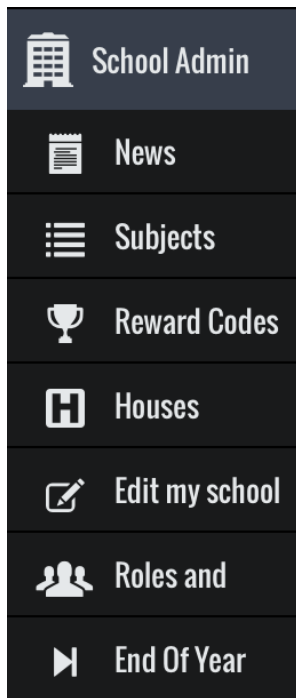
But if your side menu looks like the menu on the right.

You are set up as Teacher Admin –

NOTE the additional School Admin button at the top of the menu.



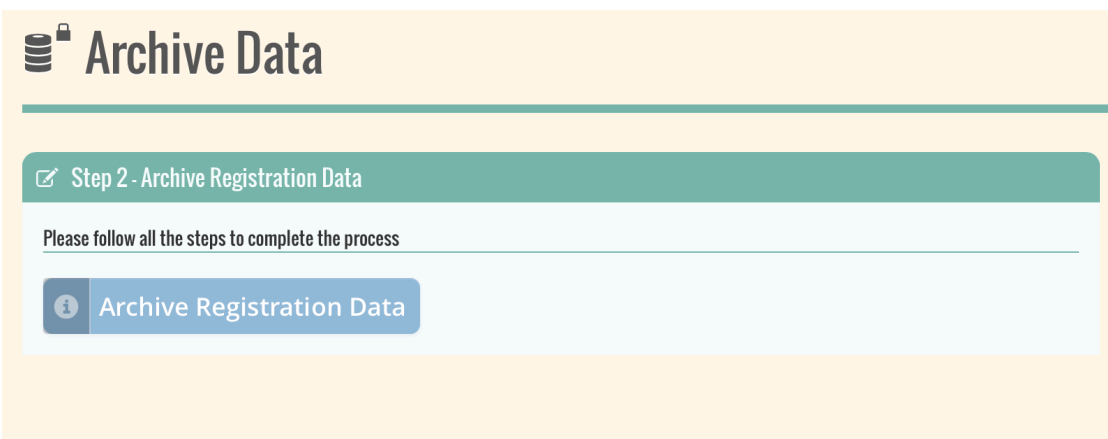
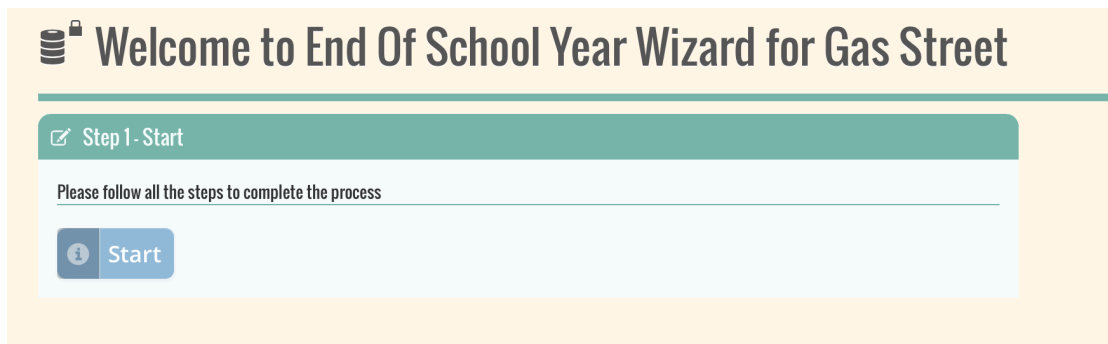
## Step 1



Click on the school admin button

It should expand and there should be at the bottom a new button "End Of Year"

Click on End of Year



Select Archive Registration Data – you may save a copy of your archive if you wish.

## Archive Data

Data has been archived successfully!



Continue to Step 3



Download file

## Remove Leavers

### Step 3 - Remove Leaving Students

Note: Leaving students are the final year students that are leaving your school

#### Important

- \* Please be aware that this tool will remove all data for selected students
- \* It is recommended only authorised users to use this tool.
- \* Use of this tool will be tracked and users will be responsible for the changes made

Select Final Year Class

Select Final Year Class... ▾

Select Leaving Students

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 Remove Selected Students

You now need to select the class/classes that have left your school.

After selecting the class, select the students that have left – this will normally be all, but in some rare instances a pupil may not be transferring.

After you have selected your class or classes an option will appear for SIMs or manual transition of pupils.

We recommend SIMs, which should synchronise the pupils that night. But you can manually move each class up a year if you wish.

If you are unsure who is set as your Teacher Admin, or require a teacher to be set up, please contact [Julie.keenlyside@northumberland.gov.uk](mailto:Julie.keenlyside@northumberland.gov.uk) or [sue.wild01@northumberland.gov.uk](mailto:sue.wild01@northumberland.gov.uk)