



TIPS FOR PERSONALISED PLANNING FOR STUDENTS WITH DISABILITY APPLICATION

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Access:

- It is vital that every staff member accessing the Personalised Plans has their own Netid account.
- Generic school accounts will be disabled during February 2015.
- Access to the Personalised Plans is not automatic. Your name must be on a list provided by the Principal of your school, or your Diocesan officer.

General:

- There are three levels of access. Your level of access appears at the top right hand side of your screen. If you believe you should have a different level of access please contact itissues.
- Functionality differs between the three levels of access, as per below
 - **Diocese** – able to edit, print, archive, view Diocesan and individual school reports and view and confirm student transitions (within same Diocese)
 - **Principal** – able to edit, print, archive, view school report , request student transition and view the school transition log
 - **Teacher** – able to edit, print, archive and view the school transition log
- Students are automatically moved up a year level prior to the commencement of Term 1
- Any student in Year 6 at a school which does not have a Year 7 level, is automatically registered on the Transition Log
- Automatic validation occurs after entry of compulsory fields in the Personal Details section. This prevents duplication of a student
- Save is automatic when you move from one field to another – there are no save buttons
- The only exception to auto save is if there is a green + on the row. If you wish to delete the data in the row (so you can amend it), click the red X, enter the data then click the green +
- You can now record achievements against goals
- You cannot remove goals that have been reached. Simply make a comment, record the date and then press the green + so that you can add a new goal
- Added Gross Motor Skills and Fine Motor Skills to selection (Curriculum)
- Student Details – now include under Disability section a “Student to be included in NCCSWD count” yes/no field. Existing students have been automatically categorised with Yes.
- Diocese and School reports are now available. Simply export them to excel (or other format) to print

Save:

- Saving is automatic when you move from one field to another except where there are green + or red X.
- If you wish to change the data where there is a red X at the end of the field, you must click the red X to archive the data currently in the field
- If you wish to add data to a field with a green +, you must click the green + after you have entered your data

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Print and/or Save:

- **Student Report:**
 - Click on the second icon "Student Report"
 - Click on the export icon
 - Scroll down to PDF
 - Open the document in PDF and print as normal
- **School Report or Diocese Report:**
 - Click on the Green Reports tab
 - Select the report you wish to print
 - Click on the export icon (see above)
 - Select Excel
 - Open the document and print



Transitions:

Principal – able to begin the transition process

1. On the Student Management page, click the hand to view the transition screen
2. Select the Diocese
3. Select the School
4. Select the Grade
5. Click Transition

Diocese – able to begin and/or complete the transition process within own Diocese

1. Can begin a transition as per Principal above
2. Can complete a transition within their own Diocese by entering transition log
 - a. Select student to be transferred
 - b. Confirm student is being transferred to the correct Diocese/Organisation
 - c. If correct, click on the hand
 - d. If incorrect, click on the X
3. If the transition is across Diocese or to/from a non-systemic school, the process will be completed by Gerry Gray/ITissues

Next Release

- Improved role component
- Improved NAPLAN data (curriculum) interface

Please contact ITissues@cecsw.catholic.edu.au if you have any queries, encounter any bugs or need any additional information about this application.

ITissues cannot assist with what data to enter where, student levels or any information specific to a student. We can however, readdress them to the appropriate person.