## Background and audience

This document aims to provide a list of items for SGA of each school to follow to set up Gateway for year start. The SGA should seek advice from ESFC appsupport when he/she is not sure the details of the task. In this document, we refer previous year to past year, new year to the new/coming academic year. For example, when you are reading this document on June 7 or July 14, 2014, previous year refers to 13/14 academic year, new year to 14/15.

## Preparation Stage

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task | Perform by | When |
| 1 | **Assign student new year roll group.**  Use “Student Transfer\Promote Current Students\Update next roll group of students” screen in MAZE to put new year roll group of the students to ST.NEXT\_ROLL\_GROUP field. | SGA or student data admin | Before item 3 |
| 2 | Assign subject academic year for each timetable grid in new year in MAZE. | SGA | Before item 3 |
| 3 | **Advance school year.**  Run “Advance student’s academic year” task in MAZE to update new year roll group, advance school year, change Y13 students to LEFT. | SGA | ESFC will coordinate DBA in early June |
| 4 | **Assign roll group teachers.**  Use “KGC11001 Update next roll group of students” screen Update it for each roll group, and remove previous year/unused roll groups. | SGA | Before school start |
| 5 | Finalize new year timetable in MAZE | SGA | Before school start |
| 6 | Double-confirm Gateway ARR combined-year subjects and copy to new year. | SGA | Before Gateway year start |
| 7 | Mark LEFT for left staff. | SGA |  |

## Gateway Year Start

ESFC appsupport will check with you whether you have finished the preparation tasks and start the Gateway new year for your school by late July. You may request to start it earlier if you understand the effects listed below.

* Leavers and their parents will not be able to logon to Gateway, especially viewing online ARR, anymore.
* Teachers will not be able to edit the ARR of the previous year anymore.

## Setup Stage

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description | Guide | Perform by | When |
| Subject class mapping/timetable/calendar | | | | |
| 1 | Setup timetable mapping | In Management->Timetable mapping, choose the correct timetable name. | SGA | Before school start |
| 2 | Setup timetable calendar mapping |  | SGA | Before school start |
| 3 | Setup subject-head mapping |  | SGA | Before school start |
| Attendance | | | | |
| 1 | Set begin and end date for the new school year | In Admin->Attendance->Settings->Default School Session Time, choose the correct school year and put school begin and end dates. | SGA | Before school start |
| 2 | Set additional non-school days such as CPD days | In Admin->Attendance->Settings->Non-school Days, put school specific non-school days. | SGA | Before school start |
| 3 | For Octopus or Smartcard schools, set school open, close time and special time if needed | In Admin->Attendance->Settings->Default School Session Time, choose the correct school year and put school open, start, end and close time. | SGA | Before school start |

The following items are reminder. The timing depends on when you use the modules.

|  |  |  |
| --- | --- | --- |
| Item | Description | Perform by |
| HE | | |
| 1 | Assign tutor for Y13 students | SGA |
| Activities |  |  |
| 1 | Assign CAS supervisors/advisors | SGA |
| 2 | Move CAS week/trip/MAD to new year. | SGA |
| 3 | Setup school activities | SGA |
| 4 | Assign commitment rules | SGA |
| Student Options | | |
| 1 | Copy form template from previous year | SGA |
| Room-booking | | |
| 1 | Sync MAZE Timetable | SGA |