



# Gateway Subject Class Mapping Module

User Guide

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August 2011

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## Introduction

### Purpose

- In schools where classes are not taken directly from Maze it is necessary to set up classes through subject class mapping. Roll group will still be taken from Maze.
- Steps to be carried out are:
  - Create subjects
  - Create classes
  - Assign students to classes
  - Assign teachers to classes
  - Assign teachers to be subject heads

### Managed by

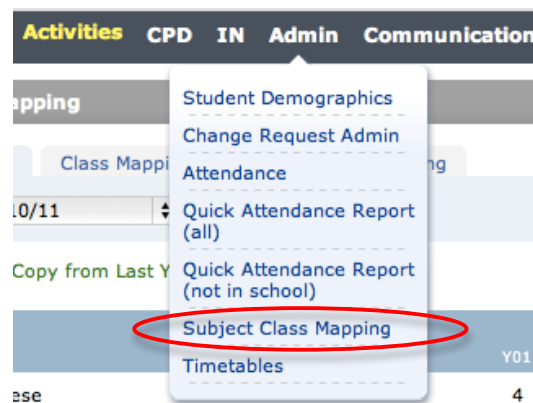
- SGA

### Access by

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### Access to module

- This module is available to all schools by default.
- From the Gateway **Admin** menu click on **Subject Class Mapping**.



## Subject mapping










### Create subject

- Make sure you have the **subject mapping** tab selected.
- You will see any subjects that have already been created.

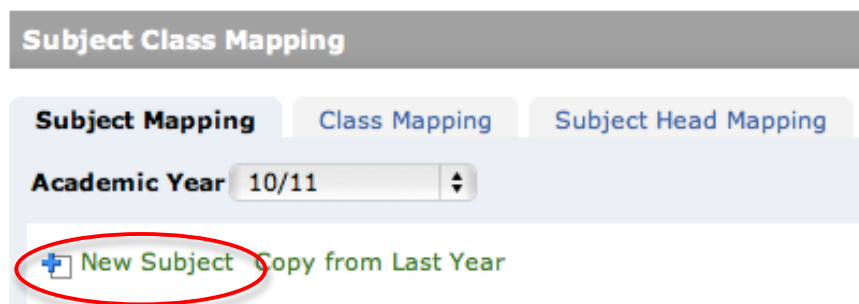
**Subject Mapping** | Class Mapping | Subject Head Mapping

Academic Year: 10/11

[+](#) New Subject [Copy from Last Year](#)

Subject Code	Subject Name		Year Group					
			Y01	Y02	Y03	Y04	Y05	Y06
CN	Chinese		4	4	4	4	4	4
		Mapped Class 	4	4	4	4	4	4
		 	4	4	4	4	4	4
CP	Cross Phase		0	0	0	0	0	4
		Mapped Class 	0	0	0	0	0	0
		 	0	0	0	0	0	0
LSC	LSC		0	0	0	1	1	1
		Mapped Class 	0	0	0	1	1	1
		 	0	0	0	1	1	1

- Click on **new subject**.



- You will need to enter a three character subject code. You can use any code you want as long as you have not used it already. A message will appear alongside the code to tell you if the code is acceptable or not.

**New Subject**

Subject Code  
*(cannot edit afterwards)*

MAT ok

Subject Name  
Mathematics

No. of class

Y01

Y02

Y03

Y04

Y05

Y06

- Enter a subject name.
- Enter the number of classes in each year.
- Click on **save** to finish.
- You will see the new subject appear in the list below, showing the number of classes you have set.

MAT	Mathematics		2	2	2	3	3	4	[ <a href="#">Edit</a>   <a href="#">Delete</a> ]
	Mapped Class		0	0	0	0	0	0	[ <a href="#">Map to rollgroup</a> ]
			0	0	0	0	0	0	

- Notice that there are two other rows of information.
  - Row 1: number of classes in year group
  - Row 2: number of classes with a teacher assigned
  - Row 3: number of classes with students assigned

### Edit subject

- If you wish to change anything, click on **edit** on the right hand side.

### Delete subject

- If you wish to remove a subject click on edit on the right hand side.

### Copy from last year

- If you have already used subject class mapping you can copy all the values from the previous year.
- Click on **copy from last year**.

**Subject Class Mapping**

**Subject Mapping**
Class Mapping
Subject Head Mapping

**Academic Year**

+ New Subject
**Copy from Last Year**

## Assign students to classes

### Map to roll group

- In most cases in primary schools classes will have the same students as roll groups. You can achieve this directly using *map to roll group*.

3	4	4	[ <a href="#">Edit</a>   <a href="#">Delete</a> ]
0	0	0	[ <a href="#">Map to rollgroup</a> ]
0	0	0	

- Click on **map to roll group** for the subject you wish to work on.

**Map To Roll Group**

	Map Roll Group	Teacher
Y01 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y02 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y03 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y04 <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y05 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Y06 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Check the box in the left hand column to assign students from roll groups to the subject's classes.
- Check the boxes in the right hand column to assign the class teacher to each class.
- Click on **save**.
- With the settings above you can see the changes. 4 classes have been assigned to years 4 and 5 but teachers have only been assigned to year 5.

4	4	4	[ <a href="#">Edit</a>   <a href="#">Delete</a> ]
0	4	0	[ <a href="#">Map to rollgroup</a> ]
4	4	0	

## Class mapping

- If you do not want to assign all roll groups to classes you can go to *class mapping*.
- Click on the **class mapping** tab.
- Select the year and subject from the drop down boxes.

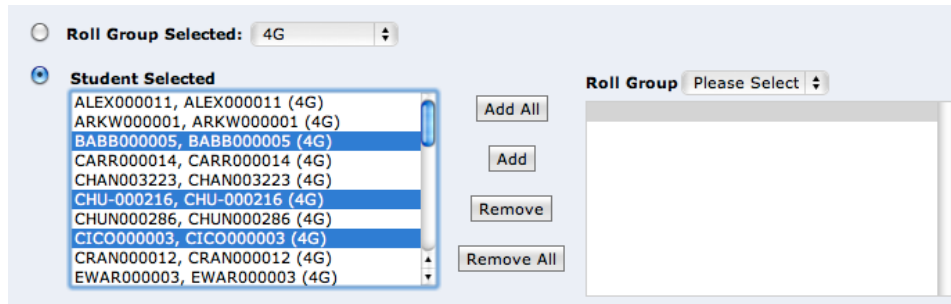
- Then choose a class.

- Select the class teacher(s)

- You will notice that the system has inserted a class title automatically. If you wish to change this you can. (Click on **save** at the bottom of the window if you make any changes)
- Below this you will see the list of students you have selected for the class in the box on the left.

## Remove students from class

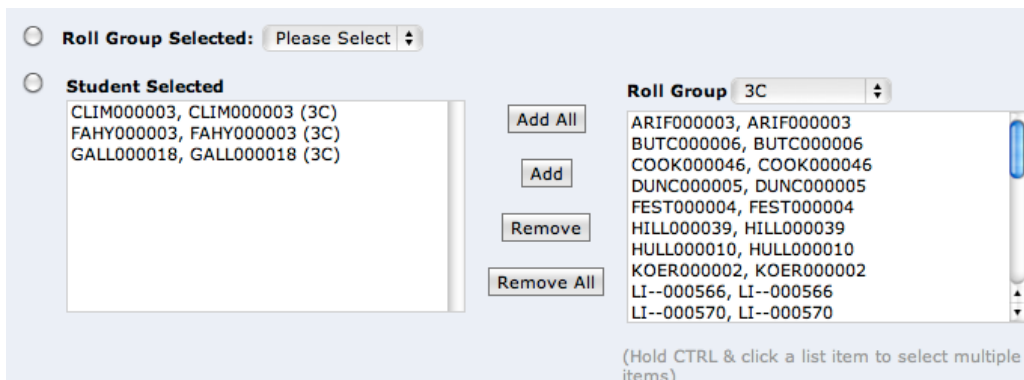
- If you wish to remove any students, check the **student selected** button.
- Click on the names of students you wish to remove from the class. (To select multiple students hold the **ctrl** key on a Windows computer or **command** if using a Mac)



- Click on **remove**. (Use **remove all** to remove all students from the class)
- Click on save at the bottom of the window.

## Add students from roll group

- Select a roll group from the list on the right.
- Click on students to select them (ctrl click, or command click, to select multiple students)
- Click on add to transfer these students to the class.



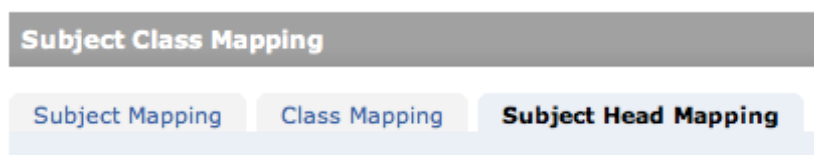
## New students

- If a new student joins the school and you have used class mapping you will have to add the student manually to each class.
- If you use the map to roll group method the student will automatically be added to all classes their roll group has been assigned to. (The student will appear in class lists the day after they have been added to the roll group)

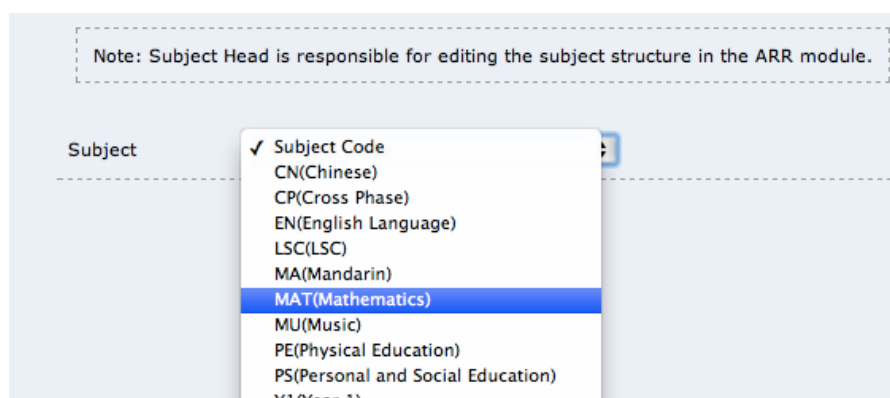


## Subject heads

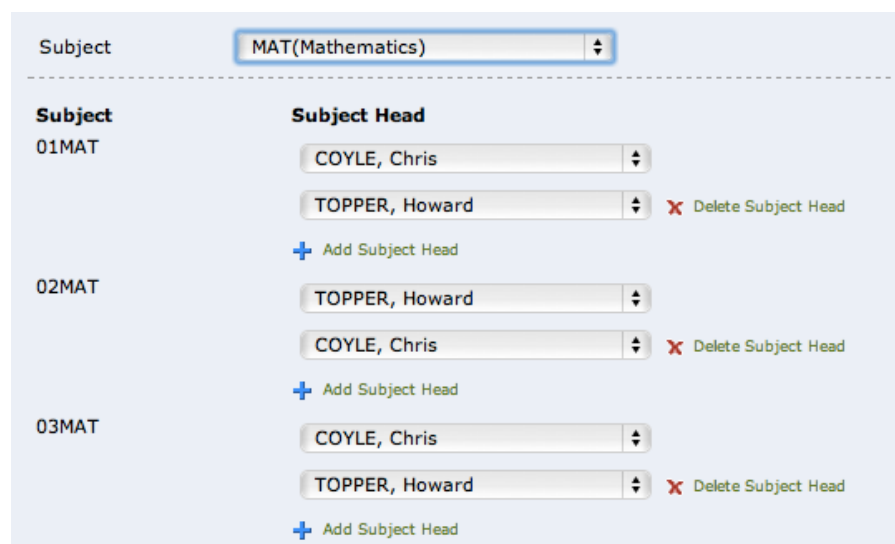
- People need to be assigned the rights to be able to setup subjects for assessment. Some schools may leave that task to the SGA/SGM but others may wish to assign this task to teachers in charge of subjects.
- To do this click on the **subject head mapping** tab.



- Select the subject from the drop down list.



- Select the teacher you want as subject head for each year group.



- You can assign as many subject heads as you wish.
- After making changes scroll to the bottom of the page and click on **save**.