

PCSchool 'Spider' Web – Controls

Following is a list of the current controls available in the PCSchool Spider and a description of their functions.
Many controls come as standard with the Spider Web App, those that do not are marked with (\$)

Updated November 2014

Spider Controls

Teacher Timetable	Teacher
<ul style="list-style-type: none"> • Presents teacher classes in a timetable grid – sensitive to logged on teacher. • Print timetable. • Quick links for each lesson to: <ul style="list-style-type: none"> ○ Attendance roll marking (with alerts and link to student behaviour). ○ Class list reports. ○ Student based reports. 	
Timetable Controls	Teacher / Care Giver / Student
<ul style="list-style-type: none"> • Room Timetable – to check if a room is free / available (teacher only). • Student Timetable – to view and print student timetable (student only). • Search Teacher Timetable – to find the location of a teacher. • Search Student Timetable – to find the location of a student. 	
Absence Entry – V2	Teacher
<ul style="list-style-type: none"> • Attendance roll marking (with alerts and link to student behaviour and absence review). • Teacher selects subject / period to mark. • Can be used by relief teachers to select another teacher's class. 	
Student Lates and Absences	Teacher / Care Giver
<ul style="list-style-type: none"> • Teachers can select any student / Care givers can select only their students and: <ul style="list-style-type: none"> ○ View the students absences and lates. ○ Print student based reports. 	
Absence Review	Teacher
<ul style="list-style-type: none"> • Teachers can review the attendance for students in each of their classes for a selected date range. • Deans can review the attendance for students in their dean group / year level for a date range. • Student attendance can be modified and changed. 	
My Classes	Teacher
<ul style="list-style-type: none"> • Lists form class and subjects taught by the teacher. • Class based options include: <ul style="list-style-type: none"> ○ Print class lists. ○ Export class to Excel. ○ Email based on class. ○ Class Documents (Document Manager) • Individual student based options include: <ul style="list-style-type: none"> ○ View student details. ○ View student subjects. ○ View student absences. ○ View student timetable. ○ View student based documents (Document Manager) ○ View / enter student behaviour. ○ Email based on student. 	

Spider Controls (continued)

Class Reports	Teacher
<ul style="list-style-type: none"> Teachers can print reports based on their form class or subject classes. Reports can include assessment reports, class lists with photos, emergency lists and more. 	
Student Information	Teacher / Care Giver
<ul style="list-style-type: none"> Teachers can select any student / Care givers can select only their students and view: <ul style="list-style-type: none"> Alert messages. Enrolment and emergency details with student photo. Care giver and address details. Absences and lates. Student medical conditions. Student ethnicities. Student special needs. Student subjects and timetable (with print timetable button). Student documents (Document Manager) Print student based reports. Teachers have quick links to: <ul style="list-style-type: none"> Student behaviour notes. Email based on student. Student Subject Selection link (if enabled) Parents have quick links to: <ul style="list-style-type: none"> Student Subject Selection link for their student/s (if enabled) Family Profile Update link for their student/s (if enabled) 	
Behaviour Notes	Teacher
<ul style="list-style-type: none"> Teachers can enter in: <ul style="list-style-type: none"> Negative and positive student behaviour. General notes and special notes (eg. notes on counselling sessions or parent interviews). Entries can be emailed to staff, parents or the student upon saving. Quick links to: <ul style="list-style-type: none"> View student subjects, absences and timetable. Email based on student. Print reports on Behaviours or Actions. Security can be set to: <ul style="list-style-type: none"> Allow or deny teachers access to each area within the behaviour - Discipline, Merits, Notes and Special Notes. Allow teachers to only see incidents they have entered or to see all entries by all staff. 	
Behaviour Workflows (\$)	Admin
<ul style="list-style-type: none"> Administrators use the Curriculum Generic Workflows control to create workflows which: <ul style="list-style-type: none"> Relate to Negative and Positive behaviours (Behaviour and Merit), General Notes and Special Notes. Define what fields are to be exposed and customise field names. Predefine demerit / merit points for each behaviour. Predefine which actions apply to each behaviour. Teachers use the Behaviour Notes – Custom control to enter in student behaviour records based on the workflows created through the Curriculum Generic Workflows control. 	
Behaviour Notes –Custom	Teacher
<ul style="list-style-type: none"> Requires Behaviour Workflows be purchased and setup accordingly Teachers use this control to enter in student behaviour records based on the workflows created through the Curriculum Generic Workflows control. 	

Spider Controls (continued)

Student Medical Entry	Teacher / School Nurse
<ul style="list-style-type: none"> • Can be used by Teachers or School Nurse / Sick Bay. • Review and update student medical information including: <ul style="list-style-type: none"> ○ Medical conditions. ○ Allergies & alerts. ○ Emergency contact including doctor and dentist information. ○ Vaccination history. • Review and add medical incidents (visits to sick bay, medication given, injuries etc). <ul style="list-style-type: none"> ○ Entries can be emailed to staff, parents of the student upon saving. 	

Document Manager	Teacher / Care Giver / Student
<ul style="list-style-type: none"> • Now accessed via 'Student Information' and 'My Classes' controls (Nov2013) • Security can be set to allow: <ul style="list-style-type: none"> ○ Access to various folders – Shared, General and Restricted. ○ Rights to add, edit or delete files in folders. • Can be used for storing assessment reports, fee statements and payslips, submitting assessment items and class work and sharing files such as video, photos and more. • Teachers can: <ul style="list-style-type: none"> ○ Access their individual staff folder. ○ Access and create folders for their classes or individual students in those classes. • Students can: <ul style="list-style-type: none"> ○ Access individual or subject / year folders. • Care Givers can: <ul style="list-style-type: none"> ○ Access individual student folders for their children. ○ Access family folder. <p><i>Requires Document Management module for Back Office be purchased and setup accordingly</i></p>	

Student Co-Curric Data Entry	Teacher
<ul style="list-style-type: none"> • Allocate sporting or co-curricular activities to students individually or in bulk via Tag Set. • View and edit individual student activities. • Print reports. <p><i>Requires Sport / Co-Curricular module for Back Office be purchased and setup accordingly</i></p>	

Student Personal Development	Teacher
<ul style="list-style-type: none"> • Allocate personal development items to students individually or in bulk via Tag Set. • View and edit individual student items. <p><i>Requires Personal & Professional Development module for Back Office be purchased and setup accordingly</i></p>	

Subject and Assessment Criteria	Teacher
<ul style="list-style-type: none"> • Drawn from curriculum plans in Back Office. • Displays the subjects for a plan period (Term1, Term 2, Semester 1 etc) • Deans and subject heads can enter: <ul style="list-style-type: none"> ○ Subject description for the period. ○ Description of subject areas of assessment for the period. ○ Choose to allocate the area of assessment to the Calendar with a date and attachment/s. • This information can be used by students when making their On-line Subject Selections or viewed when looking at Student Subjects in Student Information and by Teachers in My Classes and Result Entry. <p><i>Requires Subjects & Assessment module for Back Office be purchased and setup accordingly</i></p>	

Spider Controls (continued)

Result Entry Student Result Entry	Teacher Care Giver / Student
<ul style="list-style-type: none"> • Through Result Entry teachers enter student assessment results and comments for each class. • Result entry view is customised for each school using Formatting XMLs allowing: <ul style="list-style-type: none"> ○ Alpha and/or numeric free form fields. ○ Check boxes, radio buttons and validation drop down lists. ○ Comments from comment bank or freeform (spell checked by English dictionary). • Print and review the student reports as results and comments are added. • Through Student Result Entry care givers and students can: <ul style="list-style-type: none"> ○ Enter predictive results or comments on what they hope to achieve. ○ View results and comments entered by teachers and give feedback. <p><i>Requires Subjects & Assessment module for Back Office be purchased and setup accordingly</i></p>	

Markbooks	Teacher
<ul style="list-style-type: none"> • Teachers enter student assessment results and comments for each class. • Markbook view is based on a table like format and is created in bulk through Back Office. • Validation options can be set for each type of assessment; invalid entries are shown in red. • Bulk allocate the same result to all students for an assessment. • Student results can be saved directly to the database, or saved into the markbook only prior to review and saving by the subject head in Collating Markbooks. • Teachers can create and manage personal markbooks for their own record keeping for each class. • Print the markbook to PDF format or export to Excel. <p><i>Requires Subjects & Assessment module for Back Office be purchased and setup accordingly</i></p>	

Collating Markbooks	Teacher
<ul style="list-style-type: none"> • Deans and subject heads can review and edit student results for all students in a subject for a whole year level. • Contains all the same features as Markbooks but also includes ability to: <ul style="list-style-type: none"> ○ Edit, add, move and delete columns in the markbook. ○ Delete the markbook entirely. <p><i>Requires Subjects & Assessment module for Back Office be purchased and setup accordingly</i></p>	

On-Line Subject Selection (\$)	Admin / Care Giver / Student
<ul style="list-style-type: none"> • Set up of subjects is done in Back Office. • Subject selection options can be created based on: <ul style="list-style-type: none"> ○ Fixed / compulsory subjects. ○ Mutually exclusive subjects (eg. select one subject from a group). ○ Linked subjects (eg. Music and Music Theory must be studied together). ○ Grouped subjects (eg. select 3 from a group of 10 options). • Selections can be for Current Year or Next Year subject choices. • Administrators use the Optional Subjects – Administration control to: <ul style="list-style-type: none"> ○ Generate email to selected students / care givers with a unique link to subject choices. ○ Include subject description and assessment description information (as entered through Subject and Assessment Criteria control). • Students / care givers will receive an email with a unique link that will take them directly to the Subject Choice Selection screen. <ul style="list-style-type: none"> ○ Students / care givers are not required to have a Spider login/password to use this. • Subject choices can be made based on High, Medium and Low priority or Chosen and Not Chosen. • Reserve subjects can be selected (in case priority subjects are not available). • Subject choice screen can be revisited and changed until deactivated by administrator. • Link to the Subject Selection screen will show in Student Information (viewable by student, care giver and teacher) and Quicklinks (viewable by student and care giver) controls while active • Based on saved subject selections the timetable can be created within PCSchool Back Office. <p><i>Requires Subjects & Assessment module for Back Office be purchased and setup accordingly</i></p>	

Spider Controls (continued)

On-Line Co-Curriculum Selection (\$)	Admin / Care Giver / Student
<ul style="list-style-type: none"> • Set up of activities and groups is done in Back Office. • Administrators use the Student Activity Line Construction control to create selection options. • Activity selection options can be created based on: <ul style="list-style-type: none"> ○ Fixed / compulsory activities. ○ Mutually exclusive activities (eg. select one activity from a group). ○ Linked activities (eg. Gymnastics and Calisthenics must be taken together). ○ Individual activities (eg. select 3 from a group of 10 options). • Administrators use the Student Activity – Admin control to: <ul style="list-style-type: none"> ○ Generate email to selected students / care givers with a unique link to activity choices. • Students / care givers will receive an email with a unique link that will take them directly to the Activity Choice Selection screen. <ul style="list-style-type: none"> ○ Students / care givers are not required to have a Spider login/password to use this. • Activity choices can be made based on High, Medium and Low priority or Chosen and Not Chosen. • Reserve activities can be selected (in case priority activities are not available). • Activity choice screen can be revisited and changed until deactivated by administrator. <p><i>Requires Sports / Co-Curriculum module for Back Office be purchased and setup accordingly</i></p>	

Profile Update Profile Update-Admin (\$)	Admin / Care Giver
<ul style="list-style-type: none"> • Administrators / Admin Staff use the Profile Update control to: <ul style="list-style-type: none"> ○ Create new student record. ○ Update existing student records. ○ Used by schools with multi campuses who do not have access to add / edit student data through Back Office (eg. PCSchool server is at another location). • Administrators use the Profile Update – Admin control to: <ul style="list-style-type: none"> ○ Add / Edit students as with Profile Update control but also used for emailing care givers link to update their own information. ○ Select the fields to be updated including: <ul style="list-style-type: none"> ▪ Care giver contact and address details ▪ Student general and medical information ○ Generate email to selected care givers with a unique link to their profile update page. ○ Modified data can be saved directly, or be flagged for review by staff prior to saving. • Care givers will receive and email with a unique link that will take them directly to the Profile Update screen to review and update their student and family data on-line. • Profile Update screen can be revisited and changed until deactivated by administrator. 	

On-Line Enrolment Portal (\$)	Admin / Care Giver
<ul style="list-style-type: none"> • Includes the Profile Update control. • Administrators use the Profile Update – Admin or Profile Update control to: <ul style="list-style-type: none"> ○ Create a basic student record and generate reference number to be given to care giver. • Care givers use the Enrolment Kiosk control (or link to it from email or school website) to: <ul style="list-style-type: none"> ○ Enter their student and family data on-line. • New student information is saved directly to the student database and can be edited as needed through Back Office or Profile Update controls.. 	

Tagsets	Admin / Teachers
<ul style="list-style-type: none"> • Create tag sets based on various criteria (Year Level, Class, User Defined, Co-Curric etc). • Saved tag sets can be used in various controls including, Student Personal Development, Student Co-Curric Data Entry or emails for Subject Selection or Profile Update. 	

Spider Controls (continued)

Parent/Teacher Interview Scheduler (\$)	Admin / Teacher / Care Giver
<ul style="list-style-type: none"> • Administrators use the Setup Interviews control to: <ul style="list-style-type: none"> ○ Quickly and easily create an interview based on: <ul style="list-style-type: none"> ▪ Date range, start and finish time, session length (in minutes) and subject period. ▪ Student subjects, form teacher and dean / year co-ordinator. ○ Generate emails to care givers with unique link to make bookings. <ul style="list-style-type: none"> ▪ Care givers are not required to have a Spider login/password to use this. ○ View care giver booking screen to make bookings on care givers behalf. ○ Print reports. • Teachers use the Manage My Booking Availability control to: <ul style="list-style-type: none"> ○ Indicate session times they will not be available for interviews (option to include reason). ○ Review bookings made by care givers and move them to another time or delete the booking. ○ Email notification can be sent to care giver when moving / deleting a booking. ○ Print a list of their interview bookings or view outstanding interview requests to care givers. • Care Givers use the Teacher Availability Slot control to: <ul style="list-style-type: none"> ○ Make or change bookings for their students. ○ Email a teacher. ○ Print a list of their interview bookings. 	

Calendar & Daily Notices (\$)	Admin / Teacher / Care Giver / Student
<ul style="list-style-type: none"> • Administrators use the Calendar Setup control to: <ul style="list-style-type: none"> ○ Add and propagate holiday and term start/finish dates to the calendar. ○ Set up Note Types. • Administrators (and teachers) use the Calendar Management control to: <ul style="list-style-type: none"> ○ Enter, edit or remove calendar events for specific Note Types. ○ Enter Daily Notices. • Teachers / care givers / students use the Calendar Preview control. • Calendar Preview is sensitive to logged on user and will show events based on: <ul style="list-style-type: none"> ○ Note Types allocated to the user through security settings. ○ Subjects and classes taught by the teacher. ○ Year Level and subjects studied by the student. ○ Entries relevant to the students in the family. ○ Interviews booked through the Parent Teacher Interview Scheduler will automatically show for the relevant care giver and teacher. ○ Personal entries added by the user (if allowed through security). • Print calendar. • Export calendar to MS Outlook and Google format. • Daily notices displays notices for students in teachers class. • Assessment items can be added in bulk from Curriculum Control in Back Office or individually by the subject co-ordinator / HOD via the Subject and Assessment Criteria control. 	

Quick Link Maintenance	Admin
<ul style="list-style-type: none"> • Administrators use the Quick Link Maintenance control to: • Add hyperlinks to useful web pages or on-line resources including: <ul style="list-style-type: none"> ○ School website, newsletter or directories ○ Other related websites or downloads 	

Quick Links	Teacher / Care Giver / Student
<ul style="list-style-type: none"> • Links are added through the Quick Link Maintenance control. <ul style="list-style-type: none"> ○ Displays hyperlinks to useful web pages or on-line resources including school website, newsletter, directories and other related websites or downloads • A link to students on-line subject selection and family profile update page will automatically appear here if active (Care givers / Students only) • Link to view eForms 	

Spider Controls (continued)

International Students (\$)	Admin / Care Giver / Student
<p><i>As at November 2014 this control is not yet available.</i></p> <ul style="list-style-type: none"> • Administrators use International Homestay Admin control to: <ul style="list-style-type: none"> ○ Allocate homestay agent and care giver to students, view logs and print reports. • Students use International Homestay Students control to: <ul style="list-style-type: none"> ○ Give feedback and rate their homestay experience. • Admin, Agents, Care Giver and Staff use the International Homestay Log to: <ul style="list-style-type: none"> ○ Add and review notes added to the log for individual homestay agents and care givers. • Administrators use International Homestay Questionnaire Maintenance control to: <ul style="list-style-type: none"> ○ Construct questionnaires regarding the homestay. • Students, agents and care givers use the International Homestay Questionnaire control to: <ul style="list-style-type: none"> ○ Respond to the questionnaire. 	
eForms LITE (\$)	Admin / Teacher / Student
<ul style="list-style-type: none"> • Basic eForms with single administrator. • Create forms for staff / students to complete (eg Leave Applications, Excursion Approvals) 	
eForms PRO (\$)	Admin / Teacher / Student
<ul style="list-style-type: none"> • Includes eForms LITE with addition of Workflows and multi decision makers. • Create forms for staff / students to complete (eg. Leave Applications, Excursion Approvals). 	
Pay Student Fees (\$)	Care Giver
<ul style="list-style-type: none"> • Care givers submit secure payments on-line. • Information on outstanding fees are drawn from the Debtors and include: <ul style="list-style-type: none"> ○ Unpaid invoices and unused credits in Debtors Proper. ○ Unpaid invoices and unused credits in Sundry Debtors. ○ Additional / optional fees can also be applied to Held Deposits / Voluntary Donations / General Ledger Payments. • Current supported payment gateway is DPS. Fees apply for integration with an alternate provider. 	
Appeals and Funds (\$)	Care Giver / Outside Contributors
<ul style="list-style-type: none"> • Requires purchase of Pay Student Fees control with additional charge for customisation. • Donation contributors submit secure payments on-line. • Current supported payment gateway is DPS. Fees apply for integration with an alternate provider. 	
Sundry Reports	Care Giver
<ul style="list-style-type: none"> • Care givers view or print copies of their current school fee statements. 	
Resource Booking (\$)	Admin / Teacher
<ul style="list-style-type: none"> • Administrators use the Setup Resources control to: <ul style="list-style-type: none"> ○ Add rooms (from Timetable) and assets (from Asset Register) for booking. ○ Allocate hourly/daily rates for hiring and billing purposes. ○ Indicate days / times when certain resources are available. ○ Generate an email with a unique link to the booking screen to allow users (such as external organisations) to book resources such as the school oval or hall. • Teachers use the Resource Booking control to: <ul style="list-style-type: none"> ○ View availability and book resources (rooms or assets) ○ Create recurring bookings. 	

Spider Controls (continued)

Budget Dashboard	Teacher
<ul style="list-style-type: none"> • Department Heads use the Budget Dashboard control to: <ul style="list-style-type: none"> ○ View / Print department reports. ○ Check budget status. 	
Web Based Purchase Orders (\$)	Admin / Teacher
<ul style="list-style-type: none"> • Administrators use the Workflow Listing control to: <ul style="list-style-type: none"> ○ Create workflow procedures based on multiple conditions. ○ Set notification order for when workflow steps are completed. • Administrators then use the Project Workflow control to: <ul style="list-style-type: none"> ○ Set the users for the various workflows based on Ledger Project Codes. ○ These Project Codes are linked to budget amounts in the GL. • Teachers use the Order Entry control to: <ul style="list-style-type: none"> ○ Raise Purchase Orders using the Project Code to indicate the budget area to be used. ○ Schools can restrict orders being created / saved on the basis of sufficient funds in their budget. ○ Orders are then sent to the relevant persons for approval based on the Workflow. • Administrators use the Process Statistics control to monitor the status of web based orders to view: <ul style="list-style-type: none"> ○ If an order has been emailed. ○ If an order is still awaiting approval and by whom. 	
Administration	Admin
<ul style="list-style-type: none"> • Administrators use the Administration control to: <ul style="list-style-type: none"> ○ Reset Spider templates for different users when new controls have been added <ul style="list-style-type: none"> ▪ Customise individual Spider controls including, edit heading and text, add help text / links and enable security ○ View and edit settings in the Spider configuration file ○ Customise / edit email templates 	
User Account Management	Admin
<ul style="list-style-type: none"> • Administrators use the User Account Management control to send an 'invitation' emails to Teachers, Students or Care givers with link to logon to the Spider Portal. 	
Alumni Settings Alumni Portal	Administrator Alumni / Past Pupils
<ul style="list-style-type: none"> • Administrators use the Alumni Settings control to: <ul style="list-style-type: none"> ○ Set the minimum number of similarities between the alumni fields in the database and those entered in by the alumni user when creating an account (eg. Surname, Class of) for auto approval. ○ Set the email address of the person at the school that will manage / authenticate alumni information for the Spider. ○ Select which Newsletters to allow alumni to subscribe to. • Alumni / Past Pupils use the in the Alumni Portal to: <ul style="list-style-type: none"> ○ Register and receive a Username / Password. ○ View files saved to their 'Class of' folder in Document Management. ○ Update their profile, editing their address, contact, enrolment and career information. ○ Subscribe / unsubscribe to various newsletter mailings. 	

Other Modules (.Net Based)

Requires an SQL database, but can work without the PCSchool 'Spider' App.

Attendance Station (\$)	Student
<p>Used as an adjunct to very powerful Attendance suite the Late Station enables students to:</p> <ul style="list-style-type: none"> • Check in when late • Check out if leaving early • Check back in following a temporary absence from school • Self print Late Slips for presentation to Teacher or for Signature from Care Giver 	
Gate Keeper (\$)	Teacher / Student / Visitor
<p>Include functions as per Student Late Station above as well as:</p> <ul style="list-style-type: none"> • Staff Check in / out • Boarder Sign out / in • Visitor Sign in / out <p>Schools who currently own the Student Late Station can upgrade to the Gate Keeper for \$A 330 / \$NZ360.</p>	
Library Remote Circulation Kiosk (\$)	Teacher / Student
<p>Used as an adjunct to the Library Module. The Library OPAC search enables staff and students to:</p> <ul style="list-style-type: none"> • Perform online search of Library catalogue. • Search results are controlled by security. • Search on title, author, series or key word. • Use to borrow eResources. • Reserve items online • Self-checkout kiosk 	
Data Mining (\$)	Administrator / Office Staff
<p>Used to query data tables to find / extract information:</p> <ul style="list-style-type: none"> • Create links between files • Apply filters • Print or export results • Use direct SQL Query • Use the tool to create an SQL Query 	

Old / Obsolete Controls

Absence Entry

Behaviour Notes with All Comments

Check for Updates

Cross Tab Result Entry

Document Management

Team Viewer