

PCSchool 'Spider' - Staff Family Profile Update



Introduction

Through the PCSchool Web Application – 'Spider' – office staff can now enter new student profiles and update existing student profiles. This can be particularly useful for those schools who have several campuses where the office staff do not have access directly to PCSchool Back Office

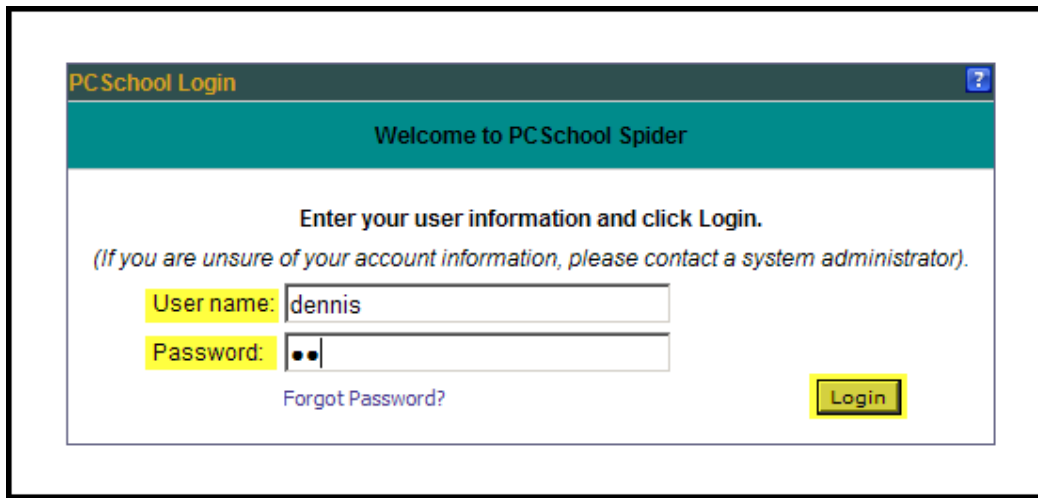
The school administrator has control over what information can be added / edited or viewed / hidden by setting the Default Authorisation in the Family Profile Update-Admin control. For information on how to do this refer to the '*PCSchool Spider – Family Profile Update-Admin*' Tech Tip.

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Spider Login

Administration / Office Staff are each issued with their own unique User Name and Password for logging on to PCSchool Spider:



PC School Login

Welcome to PCSchool Spider

Enter your user information and click Login.
(If you are unsure of your account information, please contact a system administrator).

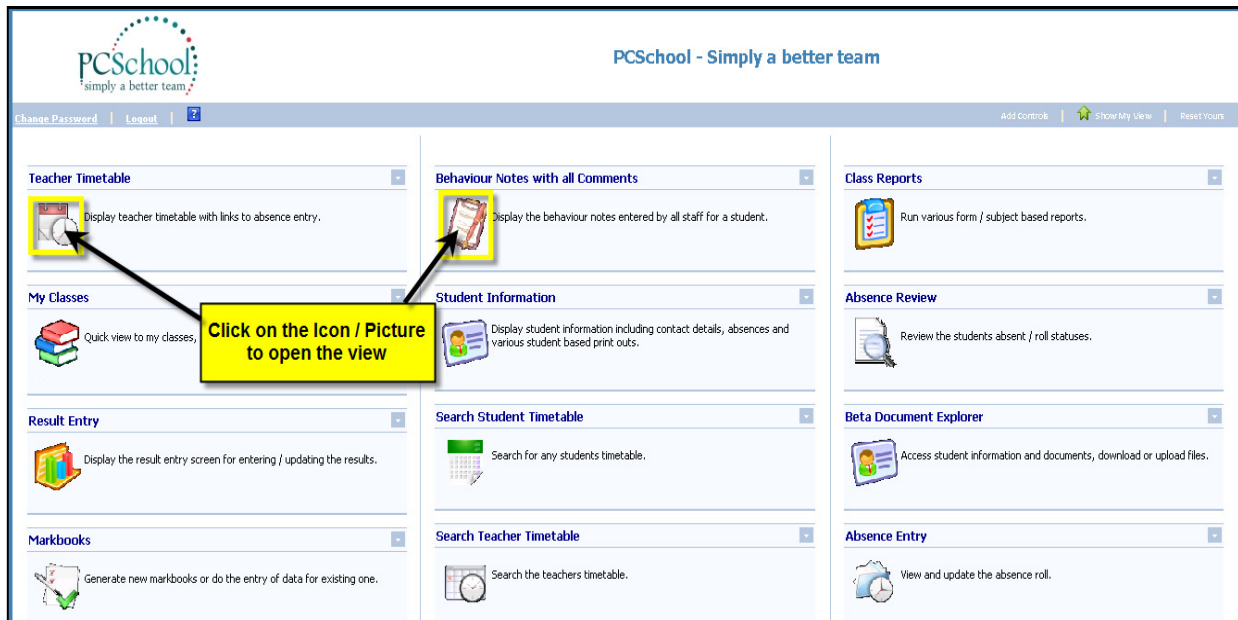
User name: dennis

Password: ●●

Forgot Password?

Login

Once logged into the PCSchool Spider you will see the various controls you have access to.



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Change Password | Logout | Add Controls | Show My View | Reset/Logout

Teacher Timetable
Display teacher timetable with links to absence entry.

Behaviour Notes with all Comments
Display the behaviour notes entered by all staff for a student.

Class Reports
Run various form / subject based reports.

My Classes
Quick view to my classes.

Student Information
Display student information including contact details, absences and various student based print outs.

Absence Review
Review the students absent / roll statuses.

Result Entry
Display the result entry screen for entering / updating the results.

Search Student Timetable
Search for any students timetable.

Beta Document Explorer
Access student information and documents, download or upload files.

Markbooks
Generate new markbooks or do the entry of data for existing one.

Search Teacher Timetable
Search the teachers timetable.

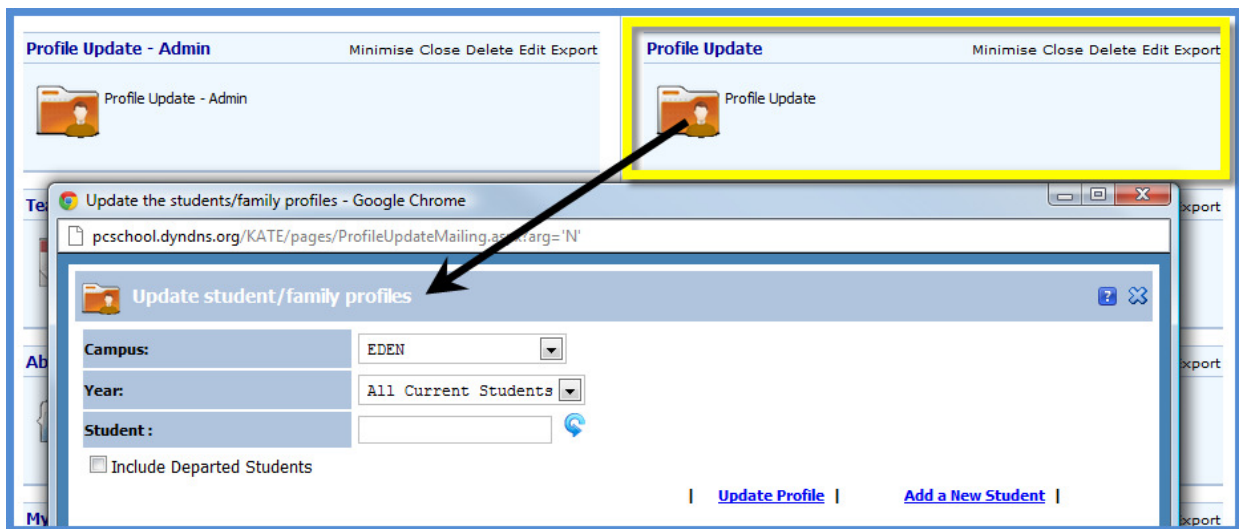
Absence Entry
View and update the absence roll.

Click on the Icon / Picture to open the view

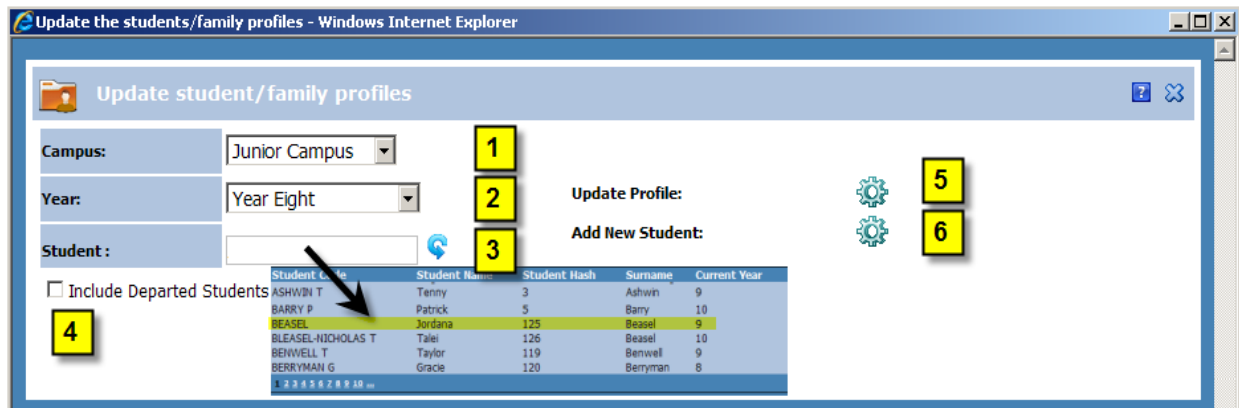
This document will cover the following controls:






- Profile Update

Using the Profile Update Control



Selection Criteria




1.	The Campus will default to that of the person logged on.
2.	Use the drop down arrow to select to restrict by a certain Year level at that campus or by All Current Students at the campus.
3.	If updating an existing student click inside the Student cell to bring up a list of available students for the Campus / Year level, click on the student in the list to select them. Use the  icon to clear the cell and select a different student.
4.	Tick this box to be able to view and update departed student profiles.
5.	To bring up the profile information for the selected student click on the  icon beside Update Profile .
6.	To add a new student profile (where a new student has started at the school) click on the  icon beside Add New Student . Note: if adding a new student options for Year  and Student  will be ignored

Updating an Existing Student / Family Profile

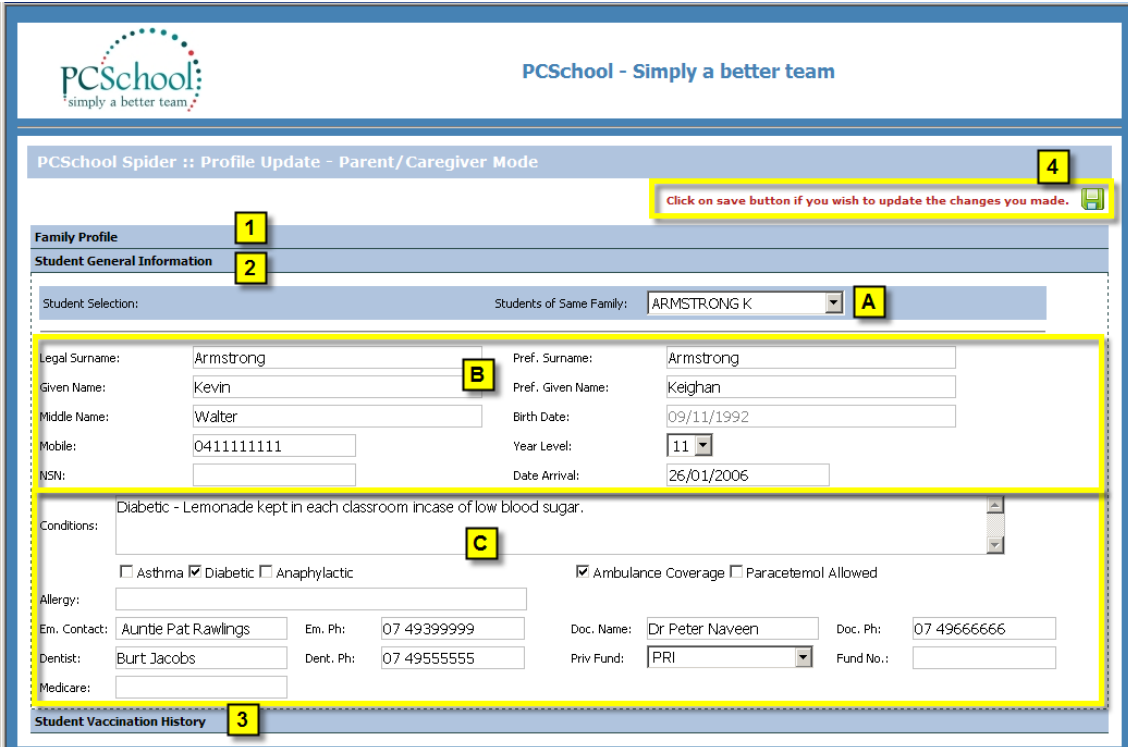
If you are updating a Student / Family Profile you can update information in the Family Profile tab relating to addresses and caregivers:

The screenshot displays the 'Family Profile' update page in PCSchool Spider. The page title is 'PCSchool - Simply a better team'. The breadcrumb trail is 'PCSchool Spider :: Profile Update - Parent/ Caregiver Mode'. A yellow box labeled '4' highlights a 'save' button with the text 'Click on save button if you wish to update the changes you made.' The 'Family Profile' tab (1) is selected. It contains several sections: 'Correspondence' (A) with 'Postal Details' and 'Residential Details' for both 'Correspondence' and 'Account'; 'Other' with 'Postal Details'; and 'Alternate Address 1' with 'Postal Details'. The 'Caregivers' section (B) shows details for two caregivers: Caregiver 1 (Greg Armstrong) and Caregiver 2 (Nicky Armstrong). At the bottom, there are tabs for 'Student General Information' (2) and 'Student Vaccination History' (3).

1.	The Family Profile 'tab' is first. Any changes made to this tab will affect all siblings related to this Family Key.
A	You can update address details for Correspondence, Account, Other and Alternate Address 1. Note: in the example above the details for Other and Alternate Address 1 are 'Hidden'.
B	You can update the caregiver details for Caregiver 1 (Father) Caregiver 2 (Mother). Note: it will only show those caregivers who are ticked as Domicile for that family.
2.	Click on the Student General Information 'tab' to update student information.
3.	Click on the Student Vaccination History 'tab' to update student vaccinations.

4. After any changes are made be sure to click on the  icon to save the changes.

If you are updating a Student / Family Profile you can also update information in the Student General Information tab relating to the students names, year, NSN, medical conditions etc:



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PCSchool Spider :: Profile Update - Parent/Caregiver Mode

Family Profile

Student General Information

Student Selection: Students of Same Family: ARMSTRONG K

Legal Surname: Armstrong Pref. Surname: Armstrong

Given Name: Kevin Pref. Given Name: Keighan

Middle Name: Walter Birth Date: 09/11/1992

Mobile: 0411111111 Year Level: 11

NSN: Date Arrival: 26/01/2006

Conditions: Diabetic - Lemonade kept in each classroom incase of low blood sugar.

Asthma Diabetic Anaphylactic Ambulance Coverage Paracetamol Allowed


Allergy:

Em. Contact: Auntie Pat Rawlings Em. Ph: 07 49399999 Doc. Name: Dr Peter Naveen Doc. Ph: 07 49666666


Dentist: Burt Jacobs Dent. Ph: 07 49555555 Priv Fund: PRI Fund No.:

Medicare:

Student Vaccination History

1.	The Family Profile 'tab' is first.
2.	The Student General Information 'tab' is second. Any changes made to this tab will affect the selected student only.
A	If there are siblings at the campus (other students in the same family at the same campus) they will show in the Student Selection dropdown list, siblings from other campuses will not be displayed.
B	The students details including names, birth date, mobile phone, year level, NSN and date of arrival can be updated. NOTE: some fields may be set to 'Read Only' and show as grey (such as Birth Date in the example above) this means that you can view the information, but you do not have the rights to edit the information.
C	You may also have the ability to enter in medical conditions and allergies as well as emergency and medical contacts.
3.	Click on the Student Vaccination History 'tab' to update student vaccinations.
4.	After any changes are made be sure to click on the  icon to save the changes.

If you are updating a Student / Family Profile you can also update information in the Student Vaccination History tab relating to the students immunisation:

1.	The Family Profile 'tab' is first.
2.	The Student General Information 'tab' is second.
3.	The Student Vaccination History 'tab' is third. Any changes made to this tab will affect the selected student only.
A	You can update vaccination information by placing a tick in the relevant box.
B	You can indicate if the students immunisation is current and when their last tetanus was.
C	Some vaccinations may not have any tick boxes indicating that they are hidden. This may be because they are not required to be filled in.
4.	After any changes are made be sure to click on the  icon to save the changes.

Saving updated Profile Information

1.	Upon saving you will receive a messaging stating 'Profile is Updated Successfully'.
2.	Ticks on each tab indicate if new information has been saved to these tabs.

Creating a New Student / Family Profile

There is also the option to CREATE new students. Students can be added to an existing family, or a new family can be created for the student to be added to.

PCSchool Spider :: New Student Profile

Family Profile 1

Family Selection: New Family Existing Family A Family List:

Correspondence

Postal Details

Title:
Address:
Town: B
City/Reg:
County: Post:

Residential Details

Privacy Request:
Address:
Town:
Res. Phone:
Post:

Account

Postal Details

Title:
Address:
Town:

Residential Details

Address:
Town:

Caregivers

Details - Caregiver 1

Given Name: Title: Surname: Home Phone:
Email: Bus Ph: Mobile:
Emerg: Emerg Ph: Fax:

Details - Caregiver 2

Given Name: Title: Surname: Home Phone:
Email: Bus Ph: Mobile:
Emerg: Ph: Fax: C

Details - Guardian - Home Stay

Given Name: Title: Surname: Home Phone:
Email: Bus Ph: Mobile:
Partner: Fax:

Details - Others


Given Name: Title: Surname: Home Phone:
Email: Bus Ph: Mobile:
Partner: Relation: Fax:

Student General Information 2


Student Vaccination History 3

4

1.	The Family Profile 'tab' is first. Any changes made to this tab will affect all siblings related to this Family Key.
A	Select to add a student to a new family or an existing family. <ul style="list-style-type: none"> If you select New Family the address and caregiver information will need to be entered in. If you select Existing Family and select the family from the list, the existing address and caregiver information will be displayed and can be updated if necessary. Use the icon to clear the family if wrong family is selected.
B	Enter or update the address and email option details. Room is provided for Correspondence, Account, Other, Alternate 1 and Alternate 2 addresses if required.
C	Enter or update the caregiver names and contact details.
2.	Click on the Student General Information 'tab' to enter the new student information.

3. Click on the Student Vaccination History 'tab' to enter the new student vaccinations.
4. Once the information is entered/updated be sure to click on the  icon to save the changes.

Once you have selected an existing family or entered in the details for a new family you can enter the Student General Information:

1. The Family Profile 'tab' is first.
2. The Student General Information 'tab' is second.
Any changes made to this tab will affect the selected student only.
- A The 'dot' will appear in the 'New Student' field when first entering in the new students details.
- B Enter in the student names, birth date, mobile phone, year level, NSN and date of arrival etc.
- C Enter in any medical conditions, allergies or medical contact details.
3. Click on the Student Vaccination History 'tab' to update student vaccinations, ticking the relevant boxes for the immunisations the student has received.
4. After any changes are made be sure to click on the  icon to save the new student.
5. Upon saving you will receive a message stating 'New Profile is Updated Successfully'. The student will also be allocated a Student Key made up of their surname and NSN.

