



Maroon Outdoor Education Centre

STUDENT INFORMATION PROGRAM GUIDE 2025

Import Version

It is recommended that this database be used when a significant number of parents can complete student medical details forms using Adobe Acrobat and return them digitally (usually by email) to school as a *****.PDF** file.

The Maroon OEC **Student Information Program (SIP)** has been designed to efficiently collate all necessary information for your school's program at Maroon OEC. It has been built to enable:

- Importing of all of your students and personal details via a **.CSV** file generated by Adobe Acrobat Pro
- Production of camp management documents as printable and saveable **.PDF** forms for internal use, emailing to MOEC, or sharing via OneDrive.

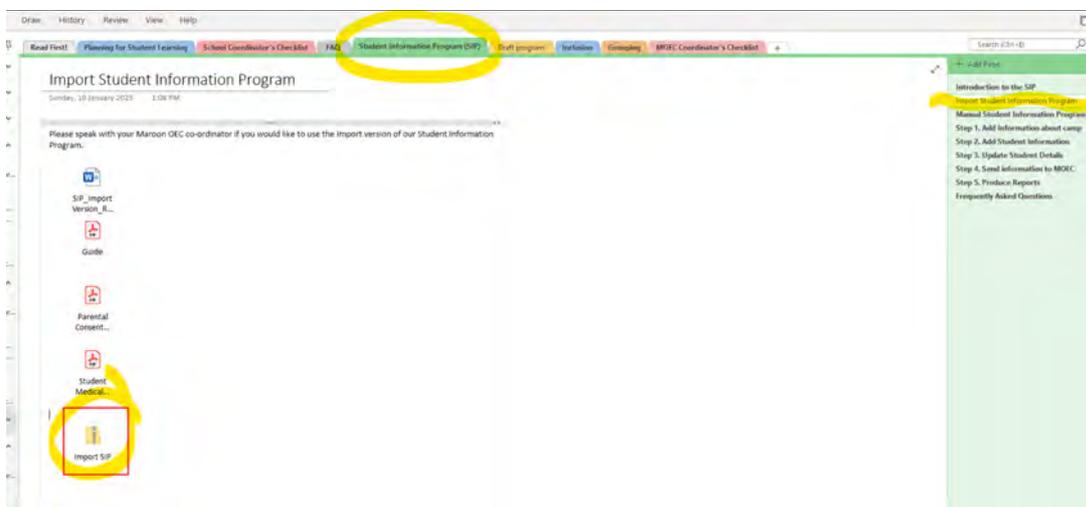
This Guide covers:

- Installing the Maroon OEC Student Information Program
- Enabling the program
- Generating student details.CSV file/s using Adobe Acrobat
- Importing student details into the SIP
- Producing reports
- Answering frequently asked questions

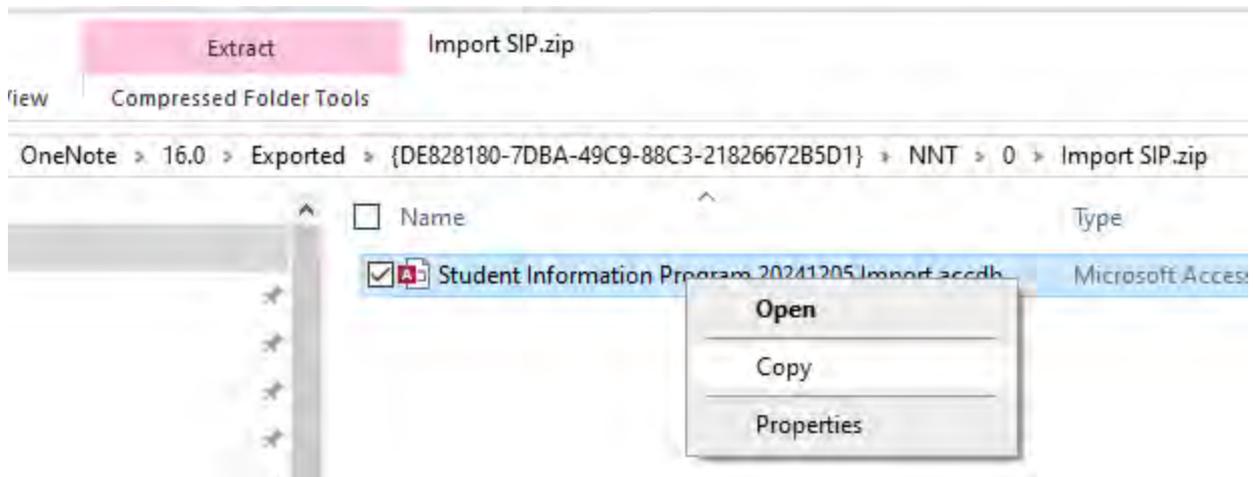
INSTALLING THE STUDENT INFORMATION PROGRAM

The program should only be installed on one teacher's laptop or **preferably onto a USB drive** if you want to be able to use the SIP across multiple laptops or computers. This is particularly useful if you have someone assisting with data entry.

1. Remove or uninstall any previous versions of this program from the hard drive and the USB drive.
2. Open your shared Coordination Notebook and navigate to the Student Information Program Tab
3. Open the 'Import Student Information Program' page
4. Click on the Import SIP folder highlighted with the red box and click OK on any warnings that may come up



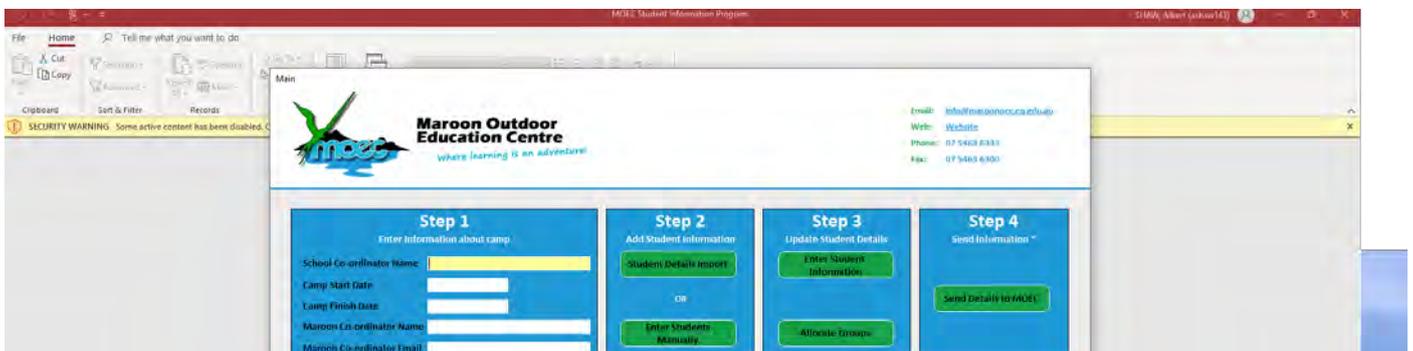
5. Copy the 'Student Information Program 20241205 Import.accdb' to the location you want to run the program from i.e., your desktop or a USB



6. Once the program has been pasted to the required destination you can open the file.

ENABLING THE PROGRAM

When you open the program for the first time, you should see the screen below, with a yellow security warning bar. This security warning is disabling the program from working. Different screen resolutions and sizes may make it harder to see this bar. The bar behind the main screen needs to be removed to make the database work.



1. To remove the yellow bar, you will need to **first click and drag** the Student Information Program (SIP) down below the yellow bar. Click near the top of the white box, so you can drag it down.
2. You will now be able to click the button in the middle of the yellow bar to 'enable content'. The SIP is now ready to use at any time.

GENERATING STUDENT DETAILS.CSV FILE/S USING ADOBE ACROBAT

1. As student medical information forms are returned by email, ensure they are all collected into one folder somewhere on your school's "G" drive, or similar shared location.
2. Now we need to produce a .CSV file ready for import. First, using Adobe Acrobat Pro, open a single 'student medical form.pdf', in this example we are using Jack Black's

3. Click on 'Prepare a form'

7 March 2023

Maroon OEC STUDENT INFORMATION

Name: Jack Black **Sex:** M **Year:** 11

PLEASE ENSURE THAT YOU COMPLETE THE MEDICAL INFORMATION FORMS ACCURATELY

MEDICAL CONDITIONS:

ASTHMA	<input type="radio"/> YES <input type="radio"/> NO	If YES, please complete an Asthma Management Form
ALLERGIES (other than food)	<input type="radio"/> YES <input type="radio"/> NO	If YES, please complete an Allergy Management Form
DIABETES	<input type="radio"/> YES <input type="radio"/> NO	If YES, please complete a Medical Management Form
EPILEPSY	<input type="radio"/> YES <input type="radio"/> NO	If YES, please complete a Medical Management Form
HEART/CIRCULATION ISSUES	<input type="radio"/> YES <input type="radio"/> NO	If YES, please complete a Medical Management Form

OTHER ISSUES TO BE CONSIDERED FOR YOUR CHILD:

<input type="checkbox"/> ADD / ADHD*	<input type="checkbox"/> ASD*	<input checked="" type="checkbox"/> Depression
<input checked="" type="checkbox"/> Anxiety*	<input type="checkbox"/> Physical Impairment*	<input type="checkbox"/> Sleep related conditions

4. Click on the **three dots** at the top of the page and then 'merge data files into spreadsheet'

All tools Edit Convert E-Sign

Prepare a form

Prepare form for e-signing

Track status of forms sent

Import data

Export data

Merge data files into spreadsheet...

Debugger

Debug

All javascripts

Document javascripts

Document actions

7 March 2023

Name: Jack Black

PLEASE ENSURE TH

MEDICAL CONDITION

ASTHMA

ALLERGIES (other than fc

DIABETES

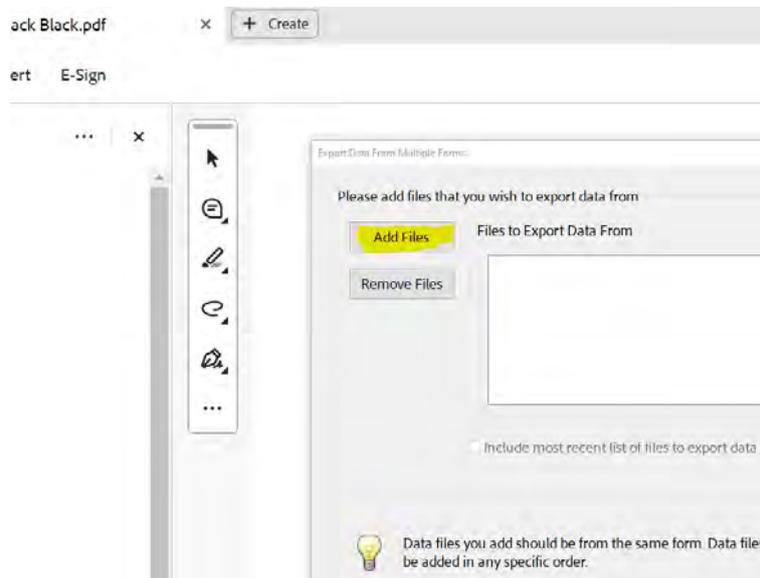
EPILEPSY

HEART/CIRCULATION I

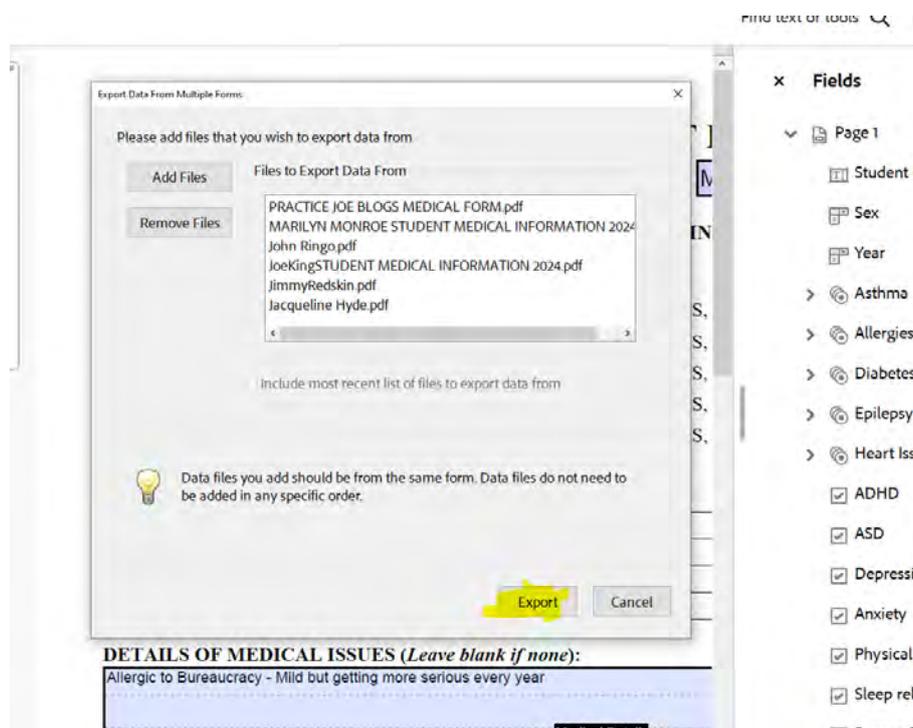
OTHER ISSUES TO BE

<input checked="" type="checkbox"/> ADD / ADHD*		
<input checked="" type="checkbox"/> Anxiety*		

5. Click on the 'Add Files' button



6. Navigate to where the rest of your student medical details files are stored and then select all the files (holding down CTRL) that you wish to export and click on **'Open'**
7. You should now see a list of files, ready to be exported as a **.csv**



8. Click on the **'Export'** button. A report.csv file will automatically be produced to the location where you originally saved the PDF files.
9. Click on **'save'** after you are happy with the location and name, you will need to *remember where it is for the next step.*

IMPORTING STUDENT DETAILS INTO THE SIP

Step 1 – Add information about camp

1. Open the MOEC Student Information Program - Import Version.
2. Fill in every field found in Step 1. Ensure that you complete the School ID and that your school's name is correct.
3. Once this main page is filled in, the program is ready for the input of student details.

Step 2 – Import student information files (report.csv) or add students manually

1. Student information can now be imported into the database. Click on the 'Student Details Import' button.

MOEC Maroon Outdoor Education Centre
Where learning is an adventure!

Email: info@maroonoec.eq.edu.au
Web: [Website](#)
Phone: 07 5463 6333
Fax: 07 5463 6300

Step 1
Enter information about camp

School Co-ordinator Name
Camp Start Date
Camp Finish Date
Maroon Co-ordinator Name
Maroon Co-ordinator Email

School Information

School ID: 1983 Attending Schools: Agnes Water State School

Step 2
Add Student Information

OR

Step 3
Update Student Details

Step 4
Send Information *

Step 5
Produce Reports to help run your camp

* Reminder
Please send camp information to MOEC at least 7 days before camp (Step 4)

Version: 3.9.5

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Import Student & Medical Details

Please select a school from the list, then click "Import Students" and navigate to the CSV file containing your data.

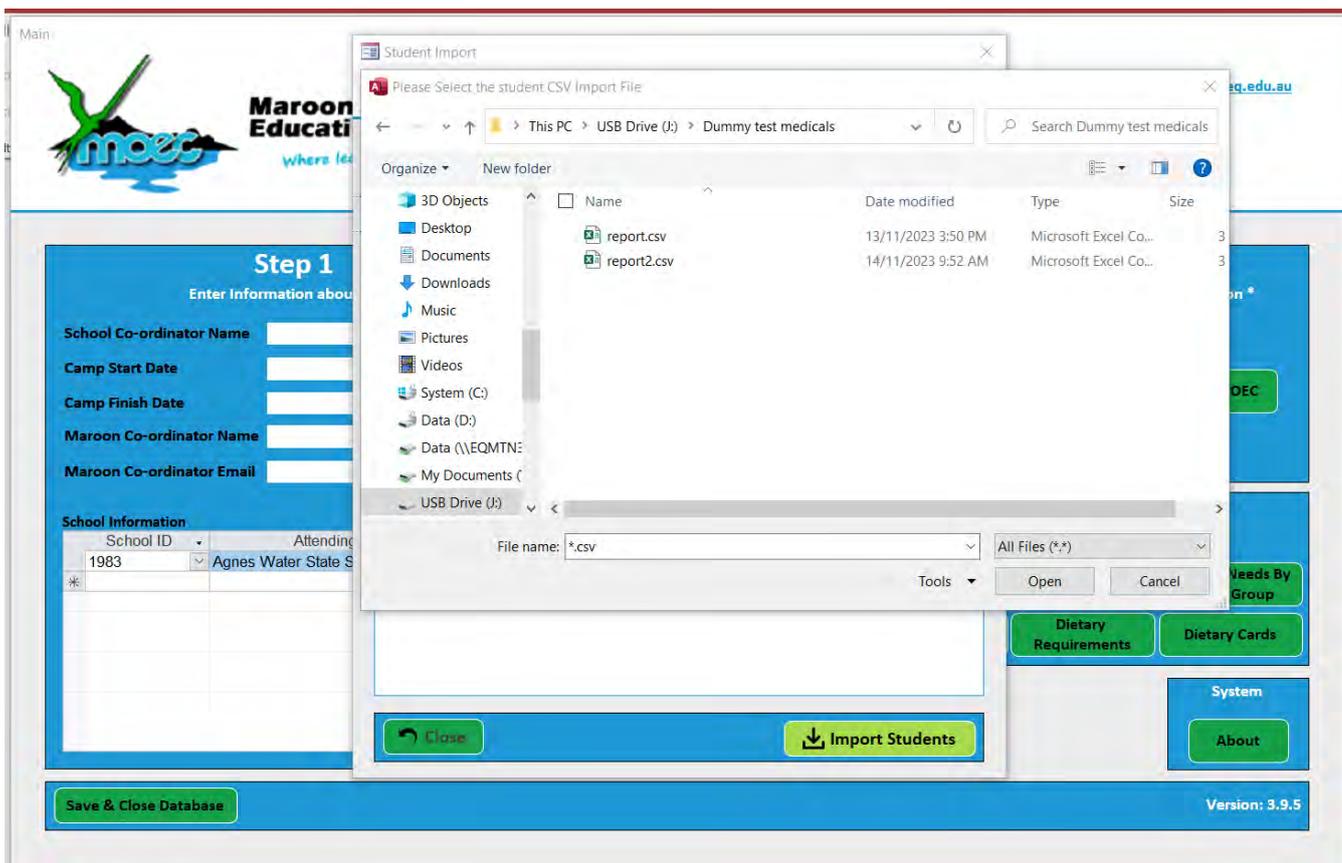
School: Agnes Water State School

Import Results

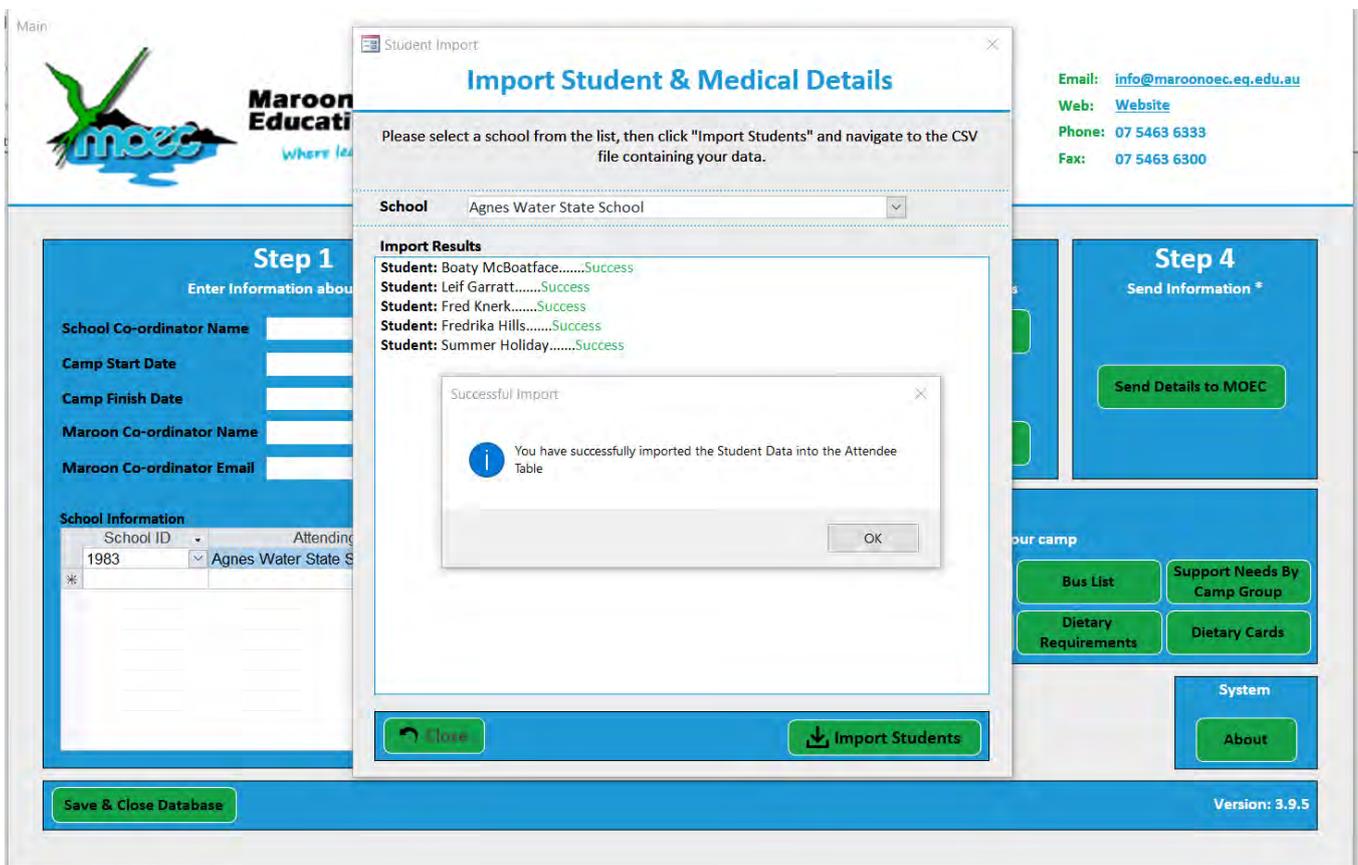
Version: 3.9.5

2. Click on 'Import Students' button

3. Choose the file and click the 'Open' button



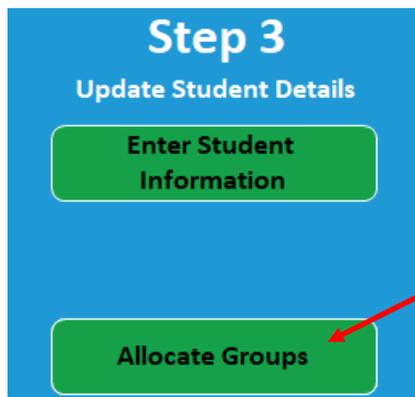
4. You should now see a similar screen with a list of the students that have been successfully imported.



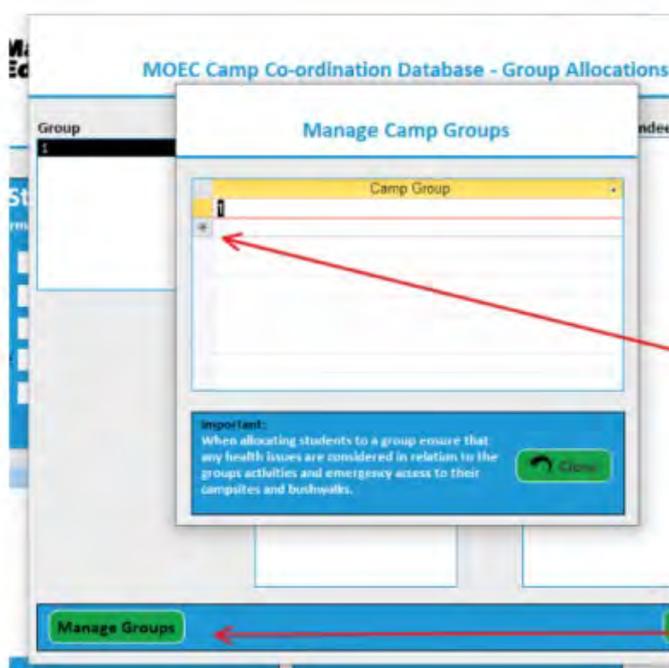
Please note, the SIP allows you complete this step multiple times. Also, students and teachers can be added manually via the 'Enter Students Manually' button at Step 2.

Step 3 – Update student details

You can now use the database to allocate students to a group, cabin, room, bus and enter other personal information. Students attending camp must firstly be allocated to a group before any other information can be added or reported.



Allocate groups first



Second, click here to add new group identifying numbers as per MOEC Coordinators advice

First, click here to 'Manage Camp Groups'

1. Allocate groups

- Please confirm with your MOEC Coordinator how your groups are to be identified during the week i.e., Group number 4, 5, 6
- Groups must not exceed 24 students unless by prior arrangement with MOEC Principal/Deputy Principal
- To create the groups that you need first select '**Allocate groups**' as shown above and then click '**manage groups**' to add your identifying group numbers
- 'Close' the screen when you are finished, to save the groups.
- Reopen the '**Allocate Groups**' screen.
- Assign each student a group by first clicking on the required group.
- Use the green left arrow to move students left into an identified group or use the green right arrow to move out of a group.
- Clicking on a group, will display all students in that group, with unallocated students on the right.
- Once groups are created, an individual student's group can also be changed on their details screen.

Note: if you wish to enter students personal/medical information, but are yet to confirm group allocations, you can simply add a group called 'all' (or another number/word that works for you) and allocate all students to

this group. Then once you've confirmed groupings, you can change the student's group allocation to the correct one. This is an easy way to keep track of whether students have been re-allocated to the right groups.

2. Enter Cabin and room information

- a. Click on the 'Enter student Information' button as above and use the 'General information' tab
- b. Place students in a cabin
- c. You can use the 'Room' dropdown to allocate rooms (cabins only have rooms 1-4, and teacher room)

Note: all students should be allocated to a cabin, and a room, before arrival at camp.

3. Summarise Medical, dietary and student supports/inclusion information

- a. Click the 'Enter Student Information' button as above and use the appropriate green tab
- b. Fill in the support/inclusion, medical and/or dietary details for each student coming on camp, as a summary.
- c. Choose any or all conditions by clicking a box or boxes e.g., 'Asthma' check box
- d. Then include as much information as possible **as a summary**, for example '*moderate, exercise induced*'
- e. Using the **medical** management form (must be returned) detail any medications i.e., '*daily preventer + Ventolin when necessary*'
- f. Using the **dietary** management form (must be returned) detail any food that can't be eaten and for what reason i.e., 'Raw egg allergy, severe reaction, cooked OK'
- g. Please **leave these sections blank** if there are no support/inclusion details, dietary and/or medical Information
- h. Use the appropriate boxes on a student's page to track the forms they have submitted.
- i. Save the information you are entering at any time before moving on to another student.
- j. Remember to add all teacher/staff information too.

HINT: Use the 'Display Options' box on the left-hand side to identify and sort the students you wish to display.

NOTE:

1. Any student taking medication must also return a medical management form.
2. Any student with a severe or anaphylactic dietary requirement must also return a dietary management form.

The information on these forms must be added to the student details before reporting to MOEC, or scanned and shared/mailed.

Step 4 – Send information to Maroon OEC

1. Email your camp information to the Centre **no later than 7 days prior to your** camp start date.
Note: For camps in the first week of a term, please ensure this information is submitted before the holiday break.
2. The button in Step 4 will produce 4 reports that you will need to email to both info@maroonoec.eq.edu.au and your MOEC coordinator.
3. Save the documents as PDFs before sending
4. Please follow all onscreen instructions (as shown in picture below)
5. All schools are required to email the Medical Synopsis, Dietary Requirements, Support Details and Dietary Cards reports to MOEC

6. If information changes or is received after you have completed these steps (e.g., your student groupings change, important medical information becomes available) you can repeat Steps 2 to 5.

Send Information to MOEC

Instructions - Please Read Carefully

To email the correct forms to MOEC you will need to do the following:

1. Click to open each of the below forms.
 - Medical Synopsis
 - Dietary Requirements
 - Support Needs
 - Dietary Cards
2. Save each of these by clicking the Print button in the top left corner and choose the printer named PDFCREATOR to save the file as a PDF on your computer.
3. You will then need to email ALL FOUR files to your MOEC co-ordinator and also to the below email address:

info@maroonoec.eq.edu.au

Important: For Catering and Logistical reasons MOEC requires this information no later than 7 days before the day you arrive at camp.

Medical Synopsis
Dietary Requirements
Support Needs
Dietary Cards

Close

Step 5 – Produce Reports

The green buttons found in Step 5 will produce a range of useful reports/lists for your camp including cabin lists.

With the exception of those in Step 4, you do not need to share these with MOEC, but you may want to use them with your teaching team, **keeping in mind the sensitive nature of the information shared.**

For example, name badges are particularly useful to give to students before departing your school, ensuring students arrive knowing what cabin and room, and activity group they are in. This saves valuable time at the Centre, as students can efficiently transition through the introductions and the program can begin!



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Where learning is an adventure!

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Phone: 07 5463 6333

Fax: 07 5463 6300

Step 1

Enter Information about camp

School Co-ordinator Name

Camp Start Date

Camp Finish Date

Maroon Co-ordinator Name

Maroon Co-ordinator Email

New School

School Information	Attending Schools
* 3550	Maroon Outdoor Education Centre

Step 2

Add Student Information

Student Details Import

OR

Enter Students Manually

Step 3

Update Student Details

Enter Student Information

Allocate Groups

Step 4

Send Information *

Send Details to MOEC

Step 5

Produce Reports to help run your camp

Medical Synopsis

Cabin List with Medical Details

Name Badges

Bus List

Support Needs By Camp Group

Group List

Cabin List without Medical Details

Attendee Master Checklist

Dietary Requirements

Dietary Cards

* Reminder: Please send camp information to MOEC at least 7 days before camp (Step 4)

System About

Save & Close Database
version: 3.9.5

FREQUENTLY ASKED QUESTIONS

What version of MS Access will the software run on?

The software has been tested using MS Access 2019 on MOE laptops.

Will it run on a mac?

No.

Can my MOEC coordinator access the SIP too?

Unfortunately, the SIP can only be accessed through the USB that you have installed the program on. This is why you need to email the forms through to the Centre and your MOEC coordinator.

Why do I need to save the SIP to a USB?

By installing the SIP onto a USB, it can be shared between people. This is particularly handy if you are fortunate enough to have a TA or admin assistant, who can assist you with data entry.

How do I know which SIP I've installed?

The Manual SIP has our traditional MOEC logo:



The Import SIP has a green Eagle and blue lettering:



Do I have to email the Medical information and the Dietary information to MOEC?

Yes, you will always need to email the 4 reports in Step 4, at least 7 days before camp.

Do I need to type in the parent/caregivers text verbatim on the student medical information form?

No. Please summarise this information. Any significant medical, dietary or support issue for any student must be clarified using one of the management forms found on the ["Planning your visit" webpage](#).

How do I add teachers?

- a. Each student must be assigned to a class.
- b. Each field box marked with a * needs to be filled in.
- c. Teachers are to be entered but **do not assign them a class**. This way, they will appear with a (T) next to their name, on the reports, which lets us know that they are the teacher with that group of students.