Maroon Outdoor Education Centre
STUDENT INFORMATION PROGRAM GUIDE 2024

The Maroon OEC Student Information Program has been developed to collate all of the necessary information for your school's program at Maroon OEC.   It has been built to enable:

- Import of all of your students from OneSchool via a "Dynamic Student List Report".
- Production of camp management documents as printable, saveable PDF forms, for your use and also emailing to MOEC or sharing via OneDrive.

The Program should be installed:
- using a teacher laptop
- on to a USB drive so that if needed,
- it can be used on another teacher laptop or computer.

Student details should be imported from OneSchool into this program to save time and eliminate errors.

This guide will:
1. Step you through installing the Maroon OEC Student Information Program
2. Step you through how to use the program
3. Detail the process for importing student details from OneSchool
4. Detail the process for completing student details from student information forms.
5. Producing reports.
6. Answer some frequently asked questions

## INSTALLING THE STUDENT INFORMATION PROGRAM

Remove other versions

a. Remove or uninstall any previous versions of this program from the hard drive and the USB drive.

Extract the file

a. Save the .zip file to your desktop.
b. Insert a USB drive into your laptop.
c. Find the .zip file on your desktop, right click on it and choose 'extract all' from the file options menu.
d. Select 'Browse' and choose the USB drive as the destination, then choose 'Extract'. (The program will automatically create a folder)

Open the program for the first time

When you open the program for the first time on any PC you will see this:
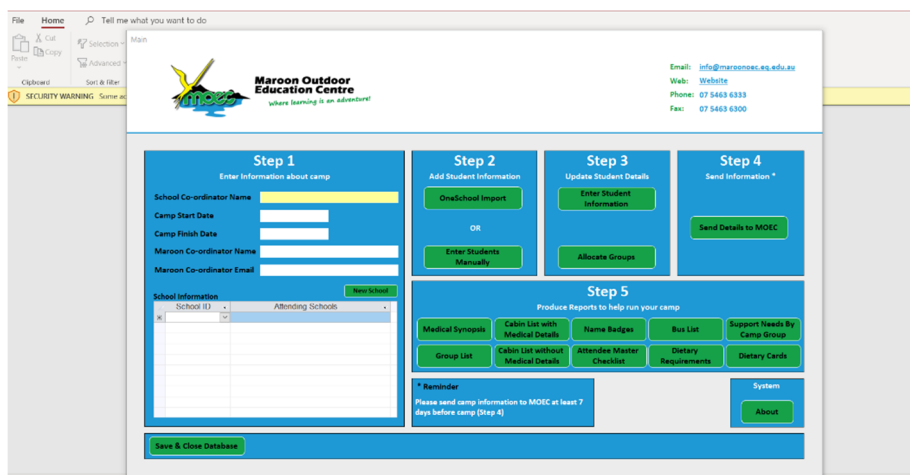
The orange bar behind the main form needs to be removed to make the database work.

- With a mouse, click and drag the main form down below the orange bar.
- On the orange bar, click the button in the middle of the bar to enable the content.

Your database is now ready to use at any time.

USING THE STUDENT INFORMATION PROGRAM

Step 1 – Enter information about camp

a. Open the MOEC Student Information Program from your USB.
b. Fill in every field on the Main Screen. Ensure that you complete the school code and name correctly.
c. Once the main page is filled in the program is ready for the input of student details.

Step 2 – Add student information from OneSchool

Student details (Name, EQ Id, Sex, Year) can either be added manually or imported from OneSchool data. The One School data import is an efficient method of entering student details and will save you time.
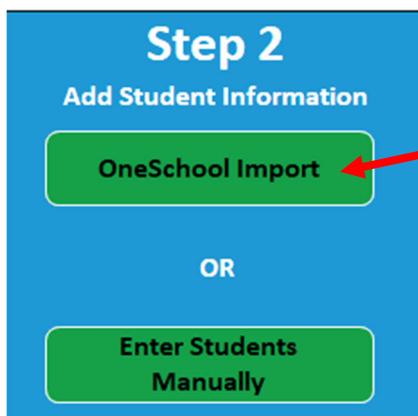
In OneSchool:
- Go to "Dynamic Student List Report"
- Enrolment Status – "Active"
- Year Level – Choose the attending year level
- Displayed Fields – Choose "Year Level" and "Sex" only. *("Name" and "EQ ID" should be added automatically.)*
- Uncheck any other fields. Only the four named above are needed.
- Report Render Type "Excel"
- Save the Excel File to your USB where the database is installed.

You now have a report as an Excel spreadsheet.
- Open the file.
- Resave the file as a CSV (MS DOS) .CSV file to the USB

The saved file "xxxxxxxxxxxxxxxxxxxx.csv" can now be imported into the database via the button at "Step 2".

Ensure you add your school.

Find your CSV file

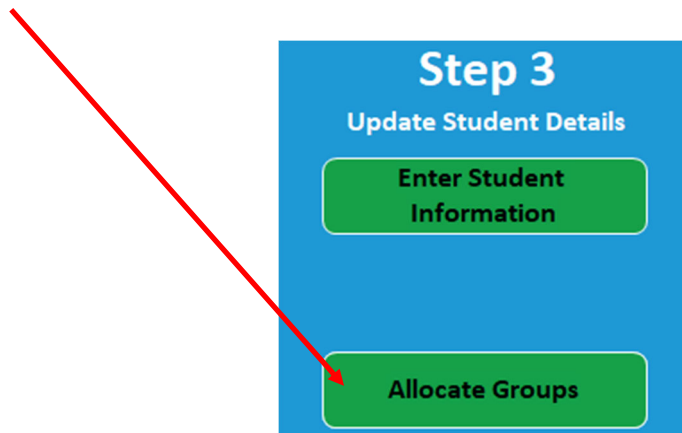**Click here**

Click "OK"

Success!

Click "OK"

Your Database now has student names and basic details.

Step 3 – Update student details

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

Allocating groups;

a. **Groups**
   i. Please consult with your MOEC Coordinator to confirm your group numbers.
   ii. To create the groups that you need, select the 'Allocate Groups' button.
   iii. Use the "Manage Groups" button on the next screen to create the groups that you need.
   iv. Close the screen when you are finished to save the groups
   v. Reopen the "Allocate Groups" screen.
   vi. Click on a group.
   vii. Use the green left arrow to move students left into an identified group.
   viii. Or use the green right arrow to move out of a group.
   ix. Clicking on a group, will display all students in that group, with unallocated students on the right.
   x. Once groups are created, an individual student's group can also be changed on their details screen.
b. **Cabins – click the "Enter Student Information" button as above.**
   i. Use the 'Manage attendees' form to allocate students to cabins and rooms.
   ii. Initially you may choose to place students in a cabin.
   iii. You can use the "Room" dropdown to allocate rooms (cabins only have rooms 1-4, and teacher)
c. **Medical, dietary and student supports/inclusion information – click the "Enter Student Information" button**
   i. Fill in the support/inclusion, medical and/or dietary details for each student coming on camp, as a summary.
   ii. Choose any or all conditions by clicking a box or boxes e.g. "Asthma" check box
   iii. Then include as much information as possible as a summary, for example 'moderate, exercise induced,
   iv. Then detail any medications e.g. daily preventer + Ventolin when necessary'
   v. Please leave these sections blank if there are no support/inclusion details, dietary and/or medical information
d. Use the appropriate boxes on a student's page to track the forms they have submitted.

You can save the information you are entering at any time before moving on to another student.

HINT; Use the display options to identify the students you wish to display.

NOTE:

1. Any student taking medication must also return a medical management form.
2. Any student with a dietary issue 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/emailed.

Step 4 – Send information to Maroon OEC

    a. The button in Step 4 will produce 4 reports that you will need to email to info@maroonoec.eq.edu.au and your coordinator. These need to be saved as PDF documents before being emailed.
    b. Follow the instructions on the screen.
    c. Send your camp information to the centre at least **one week** prior to your camp start date.
    d. All schools are required to email the Medicals, Dietary Requirements, Support Details and Dietary Cards reports to Maroon OEC.

Step 5 – Produce Reports

    a. The buttons found in Step 5 will produce a range of reports for your camp, including bus and cabin lists.

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.

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

What do I do if I have students in multiple year levels and want to use the OneSchool import function?
Create a.csv file for each year as per instructions and then import them separately into the program.

    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 not assigned a class.