

---

# ***High School Transition Management System***

**For Primary Schools (K-6)**

**Designed & Developed by Stuart Hasic**

**NOTE:** This database system is subject to the guidelines and conditions of the Privacy and Personal Information Protection Act 1998 and the Education Act 1990. It is intended for internal NSW DET use only. Individual school Principals, authorised users and the District Superintendent are responsible for maintaining the private nature of this data.

---

## ***Introduction:***

The High School Transition Management System (*HSTMS*) has been designed to provide individual schools, entire school districts and education departments with necessary information about students progressing from Primary school (*year 6*) to High school (*year 7*).

This single application is able to run in various modes:

### **Primary School Mode:**

- Allows for the easy data entry of relevant details of all year 6 students*
- Exports base student details from OASIS and imports into the HSTMS*
- Prints a single page data collection form for easy gathering of required data*
- Compresses and electronically transfers completed year 6 data to the District Office when required/necessary*

### **District Office Mode:**

- Receipt, decompression and import of all required year 6 data from all primary schools in the District*
- Sorting of all students into groups based on their nominated high school*
- Creation of separate databases of new year 7 students for each high school*
- Compresses and electronically transfers all required new year 7 data to each high school, respectively. (i.e. each high school only receives details about their new students)*
- Identifies year 6 students enrolling in schools in other districts and transfers their details to the respective district office*
- For statistical purposes, identifies all students enrolling in religious and other non-government high schools, as well as those moving interstate or overseas*
- Provides a range of inquiries and reports for management purposes*
- Export of data to MS Excel*

### **High School Mode:**

- Receipt, decompression and import of all required new year 7 data from various District Offices*
- Manual entry of students from other districts not using HSTMS*
- Searching, sorting and reporting of data and export of data to MS Excel*

## **What Data is Collected in the HSTMS?**

The HSTMS stores information about year 6/7 students only, including:

### **Student Profile:**

*Cultural background, year 6 teacher, special talents, attendance, date of birth, etc.*

### **Academic Profile:**

*Achievement in Maths and English, Year 5 BST Bands, ESL Phase, Behaviour/Attitude, etc.*

### **Support Profile:**

*Health issues, Diagnosed Disorders, Special Placements, Itinerant Support, Therapy, etc.*

### **Issues/Comments:**

*General comments that would be relevant to the high school, etc.*

### **Student Survey:**

*Six user definable questions to assist schools to gauge students' attitude to school.*

---

## ***HSTMS System Requirements:***

The HSTMS is only available for Windows computers including all of the following Windows platforms - 95/98/ME/NT/2000/XP. There are no plans to develop an Apple Macintosh version. It is recommended for Primary Schools that the program be installed on the local hard disk of a computer connected to the school network (*i.e. with DET Intranet access*). A Pentium II or better computer with 64MB RAM is recommended. Adobe Acrobat Reader should be available.

The HSTMS can be installed to a server and shared across the network with multiple simultaneous users. Separate details for installing the HSTMS to a Windows or Netware server are available on request.

## ***How to get the HSTMS:***

The HSTMS is available as a single file download via the Internet from the HSTMS website:

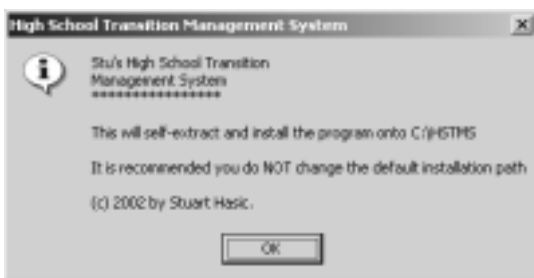
<http://www.stgeorged.det.nsw.edu.au/hstms>

The HSTMS is ***personalised to each District***. In other words, all schools in St George district, including the District Office can only use the St George district version of the HSTMS. Schools in other districts must obtain their own district's version before it can be used.

The single file download, HSTMSSETUP.EXE is a self-contained program that extracts and installs itself onto your computer.

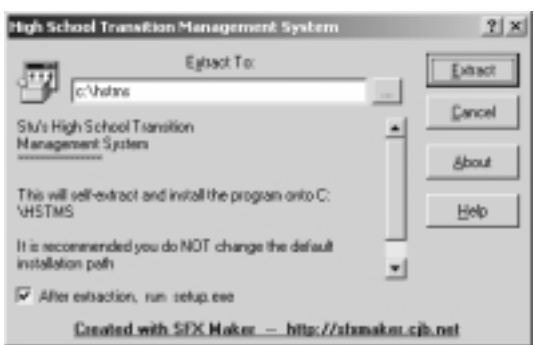
## ***Installing the HSTMS:***

Download the HSTMSSETUP.EXE file to your Desktop and then run it. The following screen will be displayed:



Read the screen then click the OK button to continue. The following screen will then be displayed. It is recommended that you leave the path to extract the HSTMS program to as C:\HSTMS (*although it can be changed if absolutely necessary*).

When ready, click the **Extract** button. Do not remove the tick from the "run setup.exe" prompt.

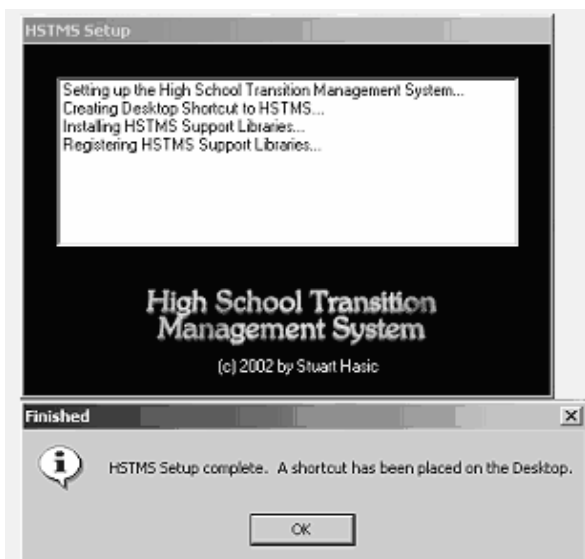


A folder called HSTMS will be created on your C: drive (*local hard disk*) with several programs and support files and sub-folders extracted to it. One extracted program, SETUP.EXE will automatically be run after the extraction process is complete.

SETUP.EXE is used to create a desktop shortcut to the HSTMS program, transfer support libraries to the Windows System folder and register the libraries for use by your computer.

When SETUP.EXE is being run, if your computer is using Windows 95 or 98 and does not have recent patches, you may have to install the latest version of the Windows Scripting Host. This will be determined automatically, and the installation will start automatically. If the Scripting Host is updated, you will be forced to reboot your computer to enable the changes. After rebooting, you will need to restart the SETUP.EXE program by opening My Computer, then

opening the C: drive hard disk, then opening the HSTMS folder and double-clicking the SETUP.EXE icon (*looks like a spanner*). The Setup program screen is displayed below:



A successful installation should result with both windows shown at left and a new shortcut icon for the HSTMS program on your desktop. The icon is shown at the right.

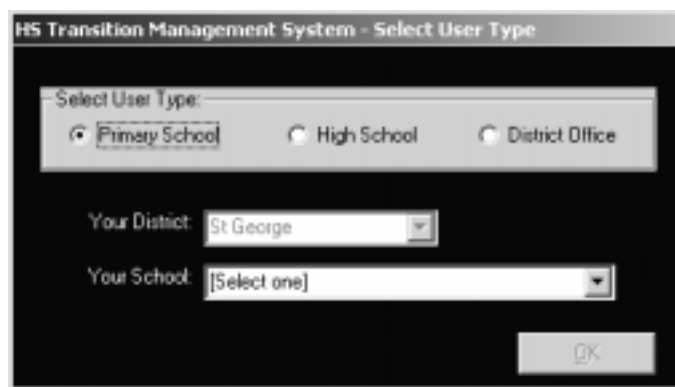
Click the OK button to close the SETUP program, and you are ready to run the HSTMS program for the first time.



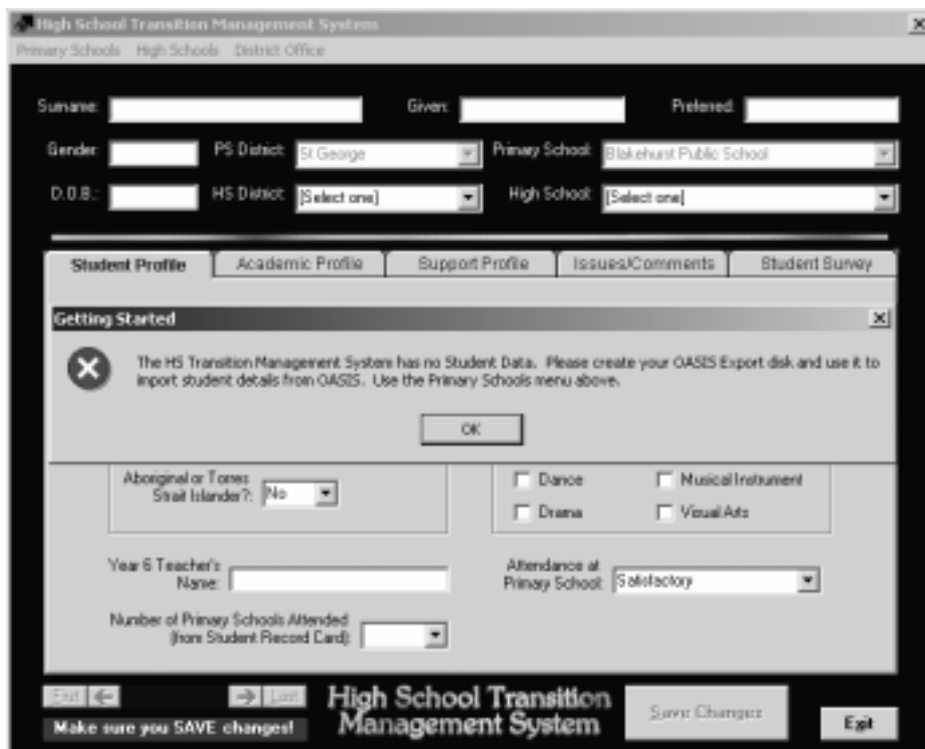
## Running the HSTMS for the First Time:

After successful installation, double-click the HSTMS shortcut on the desktop. The first time the HSTMS is run, it will ask for which mode it is to be set up.

The HSTMS can be set up separately for Primary schools, High schools and the District Office. The screen at right will be displayed. As this documentation refers to Primary School use of the HSTMS, select the Primary School option, then find and select your school from the pull-down list of school names. When ready, click the OK button to continue.



**NOTE:** It is not possible to change the District name displayed. Each HSTMS is personalised to a specific district. The following screen will be displayed:

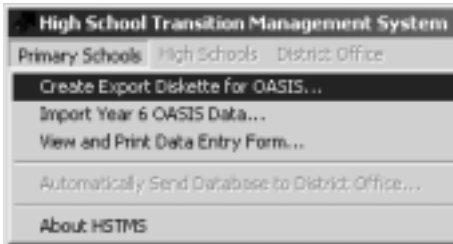


A "Getting Started" message box will alert you that there is no student data in your HSTMS.

Base student details for all your Yr 6 students is extracted from OASIS and imported into the HSTMS. The following section will detail this procedure.

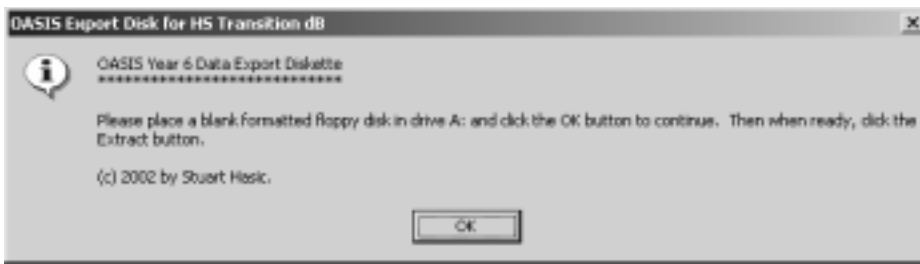
By exporting base information from OASIS, you ensure consistency of data and save an enormous amount of re-keying time for your staff.

## Exporting Data from OASIS for the HSTMS:



Before you can export data from OASIS for the HSTMS, you must first create an OASIS Export Diskette. The only effective way to export data out of OASIS is via floppy disk, and the HSTMS makes this process easier by including an export diskette creation utility.

Open the Primary Schools menu and choose the option "Create Export Diskette for OASIS". You will need a blank, formatted floppy diskette before continuing. Two windows will be displayed, one containing step-by-step instructions for the export procedure from OASIS, and one for the creation of the diskette itself.



Place the diskette in the drive, click the OK button, then click the **Extract** button on the subsequent screen. A message will be displayed when the process is complete.

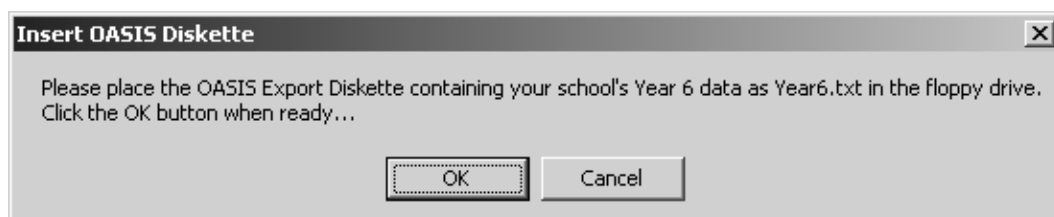
When ready, take the OASIS Export Diskette out of the floppy drive, label it, and then follow the steps below to export the year 6 student data from OASIS.

Follow these steps **EXACTLY** to run the OASIS report, and create the exported Year 6 datafile:

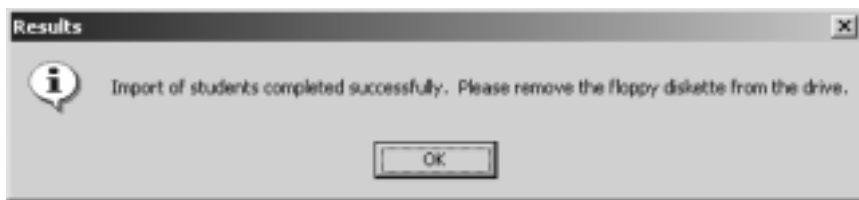
1. Start an OASIS workstation (not a diskless one) and log into OASIS Admin using your normal operator password
2. Select **F2 Run Reports** from the OASIS Menu
3. Place the diskette in the floppy drive
4. Type <S>ource
5. Select the floppy drive that the diskette is in (*A or B*)
6. Choose the report titled "Year 6 Student Data for Transition DB" and hit Enter
7. Select <C>onfirm Run
8. Select <L>abels
9. Select <P>rint Labels
10. From the destination window, select **FILE** then hit Enter
11. Choose the floppy drive that the diskette is in (*A or B*)
12. Type in the name **YEAR6** for the filename and press Enter. **NOTE:** The report may take some time. A file called *YEAR6.TXT* will be created on the diskette
13. When complete, hit the **F10** key twice to return to the front menu of OASIS
14. Remove the diskette from the diskette drive

This has now created your import file and you can now use it to import base student data for the High School Transition Management System.

Take the diskette back to the client workstation where the HSTMS program is installed, run the program and choose **Import Year 6 OASIS Data** from the *Primary Schools* menu. When this option is selected, the following message will be displayed:



Place the OASIS Export Diskette in the drive and click the OK button to continue. The HSTMS will read the diskette and import all of the student details exported from OASIS. You will see each student's surname flash through the Surname field on the form as they are processed. When complete, the following message will be shown:



Remove the floppy diskette then click the OK button. All Year 6 students have now been imported into the HSTMS.

## The HSTMS Database Form:

The Primary Schools menu contains some useful items

Fields filled in with gray text have come from OASIS

The district this student will go to in Year 7

The school this student will go to in Year 7

Each of these tabs contain information about this student

The tabs all contain simple check boxes, pull down pick-lists, option buttons or text fields for easy data entry

When you've finished, just click here to Exit the HSTMS

Simple controls move between each student in the database alphabetically

Or click here to find a student by surname

When you have completed filling in the tabs, one click makes sure everything you've entered for that student has been saved before moving on to the next student

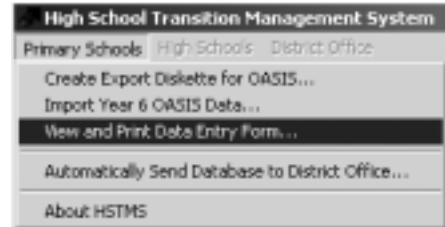
Once OASIS data has been imported into the HSTMS, it is ready for data entry. The entry procedure is simple. Each student has their own record consisting of five "tabs" of information covering: *Student Profile*, *Academic Profile*, *Support Profile*, *Issues/Comments* and *Student Survey*. Each student can be found in the database by scrolling through alphabetically, or you can search by surname. Each tab is completed for each student and the **Save Changes** button is clicked to store the details in the database. Click **Exit** to close the HSTMS.

---

## The Printed HSTMS Data Entry Form:

To make data collection quicker and simpler, the HSTMS can print out a single page data collection form that can be photocopied to provide one for each student's record. In order to view or print the data collection form, Adobe Acrobat Reader v4 or later must be installed on the same PC as the HSTMS.

To access the data collection form for viewing and/or printing, open the Primary Schools menu and select "View and Print Data Entry Form..." as shown in the diagram at right. If Acrobat Reader is installed on the PC, it will automatically start up and display the data collection form.



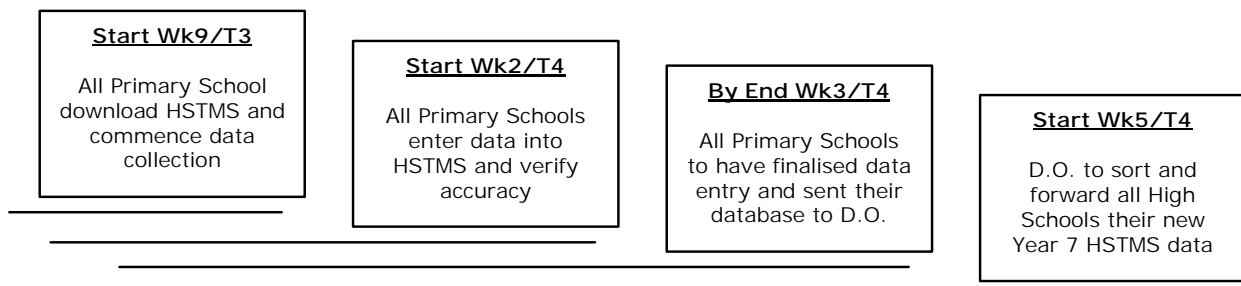
It is strongly recommended that you print to a laser printer if one is available, rather than an inkjet. Then use a photocopier to duplicate the form for supply to Year 6 teachers. A sample copy of the form can be found on the next page. Please do not photocopy the sample, as it is subject to change. The HSTMS software will always contain the latest version of the form.

The form is quite self-explanatory (*as you can see in the sample*), containing a series of tick boxes, options and text entry fields. You may find that the Year 6 teacher will fill some of the information on the form out, while other parts may need to be completed by others in the school such as the Principal, Counsellor and School Assistants. Ultimately, when a form is completed, the Principal should sign it off before the data entry into the HSTMS occurs. All paper copies of the data collection forms should be retained for future referral if required.

If, when completing the form, you are unsure of any aspect of the form, ask for assistance. Use Post-It notes to highlight areas of concern and make sure the issues are addressed before handing over the form for data entry. When filling out the "Issues/Comments" box, make sure what you enter is relevant to the high school. If there is something very sensitive in nature that needs to be discussed with the high school, make sure you tick the box that says, "Interview with Year 6 Teacher Recommended". That way, you place the responsibility on the high school to contact you to get the additional relevant information. The HSTMS is not intended to "label" students. The information included should assist high schools to provide the best education for all students.

**IMPORTANT NOTE:** This document is an important part of each student's transition to high school and should be treated as such. Similarly, when transposing the data from the form into the HSTMS itself using keyboard and mouse, it is vital that all care be taken to ensure the accuracy of data entry. Re-checking of data entered is also recommended.

## The HSTMS Timeline:



As you can see, the HSTMS is dependent on Primary Schools to make it work effectively. In order for High Schools to have their new year 7 data by mid-Term 4, it is imperative all Primary schools have finalised and forwarded their data by the end of Week 3 in Term 4.

# HIGH SCHOOL TRANSITION DATABASE

Surname: \_\_\_\_\_ Given Names : \_\_\_\_\_

High School : \_\_\_\_\_ Year 6 Teacher : \_\_\_\_\_

Attendance: **Satisfactory / Unsatisfactory / HSLO**      Number of Primary Schools Attended : \_\_\_\_  
*(circle one)*

### Special Talents *(tick all that apply)*

- Team Sports     Swimming     Athletics     PSSA Region/State     Leadership     Public Speaking  
 Computers     Music     Dance     Musical Instrument(s)     Drama     Visual Arts

### Academic Profile

- |   |   |
|---|---|
| <p> <input type="checkbox"/> Progressing Toward Stage 4    <input type="checkbox"/><br/> <input type="checkbox"/> Achieved Stage 3    <input type="checkbox"/><br/> <b>English:</b> <input type="checkbox"/> Progressing Toward Stage 3    <input type="checkbox"/> : <b>Maths</b><br/> <i>(select one)</i> <input type="checkbox"/> Achieved Stage 2    <input type="checkbox"/> <i>(select one)</i><br/> <input type="checkbox"/> Progressing Toward Stage 2    <input type="checkbox"/><br/> <input type="checkbox"/> Individual Education Program    <input type="checkbox"/><br/>                 Independent Worker? : <b>YES / NO</b> </p> | <p>                 Year 5 BST Band for Literacy : ____<br/>                 Year 5 BST Band for Numeracy : ____<br/>                 ESL Phase: <input type="checkbox"/> NAP    <input type="checkbox"/> 1    <input type="checkbox"/> 2    <input type="checkbox"/> 3<br/>                 Classroom Behaviour :    <input type="checkbox"/> <i>Excellent</i><br/>                   <input type="checkbox"/> <i>Good</i>    <input type="checkbox"/> <i>Needs Supervision</i><br/>                 Playground Behaviour :    <input type="checkbox"/> <i>Excellent</i><br/>                   <input type="checkbox"/> <i>Good</i>    <input type="checkbox"/> <i>Needs Supervision</i> </p> |
|---|---|

#### Guidance:

- Guidance File  
 Guidance File Number:  
  
*(if available)*

#### Health Issues:

- Asthma  
 Diabetes  
 Severe Allergy(s)  
 Epilepsy  
 Haemophilia

#### Access Issues:

- Wheelchair/Walker

*Select all that apply*

#### Diagnosed Disorders:

- Attention Deficit  
 Attention Deficit/Hyperactivity  
 Autism/Aspergers  
 Mental Health  
 Mild Intellectual Disability  
 Moderate Intellectual Disability  
 Severe Intellectual Disability  
 Physical Disability  
 Vision Disability  
 Hearing Disability  
 Language Disability

#### Special Placements:

- Reading                     ED  
 Language                 Physical  
 IM                             Other

#### Itinerant Support:

- Hearing  
 Language  
 Vision  
 Behaviour  
 Integration
- Last Year of  
 Itinerant Support:

#### In-School Support:

- Funding Support  
 Support Teacher Learning Difficulties  
 School Counsellor

#### Therapy:

- Occupational Therapist  
 Speech Therapist  
 Physiotherapy  
 Other Agency

### Issues/Comments *(only information that would be relevant to the High School)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  Interview with Year 6 Teacher Recommended

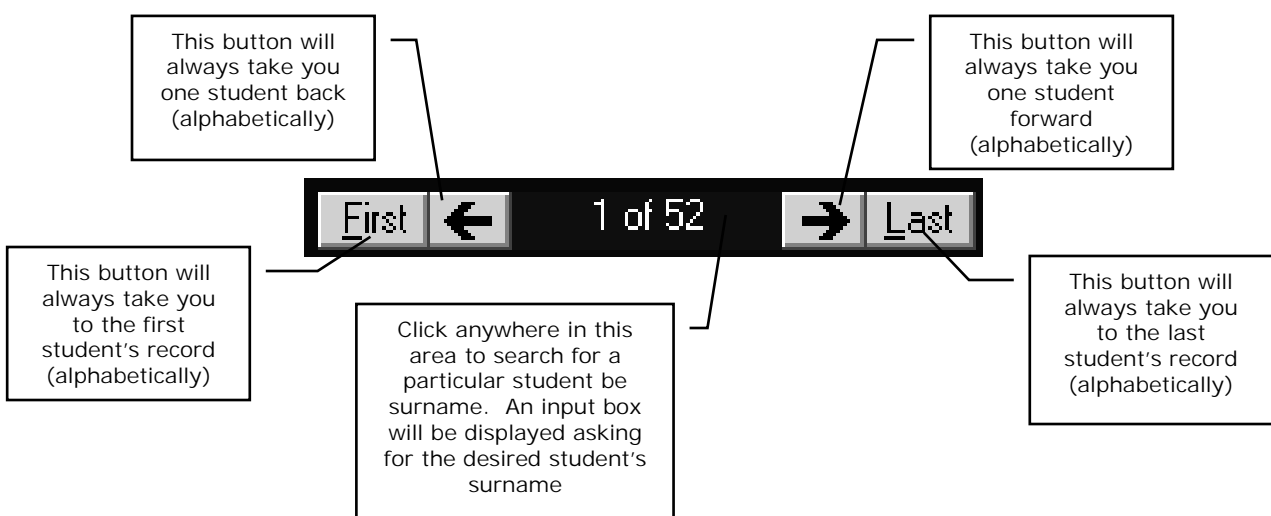
Verified by Principal: \_\_\_\_\_ Entered into Database by: \_\_\_\_\_

## Entering Data into the HSTMS:

Once student details from OASIS have been imported into the HSTMS, data entry against each student's record can occur. Data entry occurs one student at a time. It is not important what order the details are entered onto each student record, nor is it important what order students are entered. Ultimately, it is imperative that all students have their HSTMS record completed by the end date.

If you are entering data by transcribing from the printed data collection form, the first thing to do is find the particular student in question. All students in the HSTMS are entered alphabetically on surname. They are not sorted according to class group. When you start the HSTMS program, it will always display the first student in the database (*alphabetically*). To select another student, you have a number of choices using the navigation toolbar at the bottom-right corner of the screen:

### Selecting a Student:



Surname:	<input type="text" value="BAKER"/>	Given:	<input type="text" value="James Jeffrey"/>	Preferred:	<input type="text" value="James"/>
Gender:	<input type="text" value="Male"/>	PS District:	<input type="text" value="St George"/>	Primary School:	<input type="text" value="Ramsgate Public School"/>
D.O.B.:	<input type="text" value="22/08/90"/>	HS District:	<input type="text" value="St George"/>	High School:	<input type="text" value="[Select one]"/>

The area at the top of the form will change to display the student details of the selected record number. When you have selected the desired student, you are ready to enter the HSTMS data. As shown, by clicking on the record number area, you can request a search by student surname input as shown below.

The 'Find a Student' dialog box contains the following elements:

- Title: Find a Student
- Text: Student Surname (or just the first part):
- Input field: A text box for entering the student's surname.
- Buttons: OK and Cancel.

With the desired student name displayed on the form, you should first specify the student's nominated high school. By default, your same district will be displayed and all high schools in your district available in the pull-down window. If the student is going to a high school in another district, select that district from the HS District pull-down and then select the High School from the High School pull-down. If the student is leaving the NSW Public Schools system, then choose N/A in the HS District pull-down and select the appropriate option from the High School pull-down.

**The Student Profile Tab:**

<b>Student Profile</b>	Academic Profile	Support Profile	Issues/Comments	Student Survey
<b>Background:</b> Country of Birth: <input type="text" value="Australia"/> Language Spoken at Home: <input type="text" value="English"/> Interpreter Req'd: <input type="text" value="No"/> <i>Leave blank if unknown</i> Aboriginal or Torres Strait Islander?: <input type="text" value="No"/>		<b>Special Talents (select all that apply):</b> <input type="checkbox"/> Team Sports <input type="checkbox"/> Swimming <input checked="" type="checkbox"/> Athletics <input type="checkbox"/> PSSA Region/State <input type="checkbox"/> Leadership <input type="checkbox"/> Public Speaking <input type="checkbox"/> Computers <input checked="" type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Musical Instrument <input type="checkbox"/> Drama <input type="checkbox"/> Visual Arts		
Year 6 Teacher's Name: <input type="text" value="Mr Smith"/>		Attendance at Primary School: <input type="text" value="Satisfactory"/>		
Number of Primary Schools Attended (from Student Record Card): <input type="text" value="2"/>				

The fields with grey entries in them have been imported from OASIS and cannot be changed. Fill in the other fields to complete this tab. Special Talents will NOT apply to ALL students.

**The Academic Profile Tab:**

Student Profile	<b>Academic Profile</b>	Support Profile	Issues/Comments	Student Survey
<b>English:</b> Academic Achievement: <input type="text" value="Progressing Toward Stage 3"/> Year 5 Basic Skills Test Literacy Band: <input type="text" value="4"/>		<b>ESL Phase:</b> (if applicable) ESL Phase: <input type="text"/> NAP = New Arrivals Program		
<b>Mathematics:</b> Academic Achievement: <input type="text" value="Achieved Stage 3"/> Year 5 Basic Skills Test Numeracy Band: <input type="text" value="5"/>		<b>Behaviour/Attitude:</b> Classroom Behaviour: <input type="text" value="Good"/> Playground Behaviour: <input type="text" value="Excellent"/> Independent Worker? <input type="text" value="Yes"/>		
LOTE Studied in Primary School: <input type="text" value="Italian"/>				

This tab contains details of Academic Achievement in English and Maths as well as describing Behaviour and Attitude. Primary Schools that offer Languages other than English can list the LOTE studied and the ESL Phase can be selected for students from a Non-English Speaking Background.

The Support Profile Tab:

Student Profile	Academic Profile	Support Profile	Issues/Comments	Student Survey
<p><b>Guidance:</b></p> <p><input type="checkbox"/> Guidance File</p> <p>Guidance File Number:  <input type="text"/>  <i>(if available)</i></p>				
<p><b>Diagnosed Disorders:</b></p> <p><input type="checkbox"/> Attention Deficit  <input type="checkbox"/> Attention Deficit/Hyperactivity  <input type="checkbox"/> Autism/Aspergers  <input type="checkbox"/> Mental Health  <input type="checkbox"/> Mild Intellectual Disability  <input type="checkbox"/> Moderate Intellectual Disability  <input type="checkbox"/> Severe Intellectual Disability  <input type="checkbox"/> Physical Disability  <input type="checkbox"/> Vision Disability  <input type="checkbox"/> Hearing Disability  <input type="checkbox"/> Language Disability</p>				
<p><b>Itinerant Support:</b></p> <p><input type="checkbox"/> Hearing  <input type="checkbox"/> Language  <input type="checkbox"/> Vision  <input type="checkbox"/> Behaviour  <input type="checkbox"/> Integration</p> <p>Last Year of Itinerant Support:  <input type="text"/></p>				
<p><b>Health Issues:</b></p> <p><input checked="" type="checkbox"/> Asthma  <input type="checkbox"/> Diabetes  <input checked="" type="checkbox"/> Severe Allergy(s)  <input type="checkbox"/> Epilepsy  <input type="checkbox"/> Haemophilia</p>				
<p><b>Access Issues:</b></p> <p><input type="checkbox"/> Wheelchair/Walker</p> <p>Select all that apply</p>				
<p><b>Special Placements:</b></p> <p><input checked="" type="checkbox"/> Reading      <input type="checkbox"/> ED  <input type="checkbox"/> Language      <input type="checkbox"/> Physical  <input type="checkbox"/> IM      <input type="checkbox"/> Other</p>				
<p><b>In-School Support:</b></p> <p><input type="checkbox"/> Funding Support  <input type="checkbox"/> Support Teacher Learning Difficulties  <input checked="" type="checkbox"/> School Counsellor</p>				
<p><b>Therapy:</b></p> <p><input type="checkbox"/> Occupational Therapist  <input type="checkbox"/> Speech Therapist  <input type="checkbox"/> Physiotherapy  <input type="checkbox"/> Other Agency</p>				

This tab contains details of Support requirements and provisions for the student. For the vast majority of students, most of this form will be left blank. For other students, select all check boxes that apply. If it is known that the student has a Guidance file, but its number is unknown, simply tick the box, but leave the number field empty.

The Issues/Comments Tab:

Student Profile	Academic Profile	Support Profile	Issues/Comments	Student Survey
<p><b>General Comments (optional):</b></p> <p><input type="text" value="Has a severe allergy to peanut butter."/></p> <p>(350 characters maximum - only information that would be relevant to the high school)</p> <p><input checked="" type="checkbox"/> Interview with Year 6 Teacher Recommended</p>				

This tab allows you to type in any additional information about this student, relevant to the high school - for example, details of allergies, sporting restrictions, student management issues and so on. If there is a need to discuss sensitive issues about this student, it is best to flag it by ticking the check box at the bottom.

There is a limitation of 350 characters in the large box, so abbreviations may be necessary.

**REMEMBER to SAVE** your data entry! Click the "Save Changes" button to save your work to the hard disk. It is not necessary to Save changes between tabs. The Save button records everything on all tabs. But you **MUST SAVE BEFORE** you change students.

---

## The Student Survey Tab:

Student Profile	Academic Profile	Support Profile	Issues/Comments	Student Survey			
				Strongly Agree	Agree	Disagree	Strongly Disagree
I really enjoy going to school				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am proud of the work I do				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I like learning new things				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My parents are interested in my school work				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I am looking forward to going to high school				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I prefer to work alone rather than in a group				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

This tab records the results of a student survey which is normally undertaken in conjunction with data collection for the HSTMS. The questions can be changed and in your version may be different from those shown here. Typically, the schools across the district together with the district office would determine and set the questions to be asked in the survey. All Primary schools would then ask the same questions of their students.

Because the student survey responses are to be entered into the HSTMS against each student, they cannot be answered anonymously. Therefore, it is important to ask questions that students will be happy to answer honestly, even if they are identifying themselves in the survey. Of course, responses can be wholly dependent on their mood on the day of the survey, but this tool is very useful to gauge attitude to school during the transition period.

The same questions could then be asked in a similar survey later in year 7 or in year 8 to provide comparison data and develop necessary strategies.

## ***Reviewing All Data Entered:***

When you think you have completed all data entry, it is important to verify each record by using the navigation toolbar to call up each student individually and check the contents of each tab. If changes are necessary, make those and click the Save Changes button. REMEMBER, "Save Changes" applies to one student record at a time.

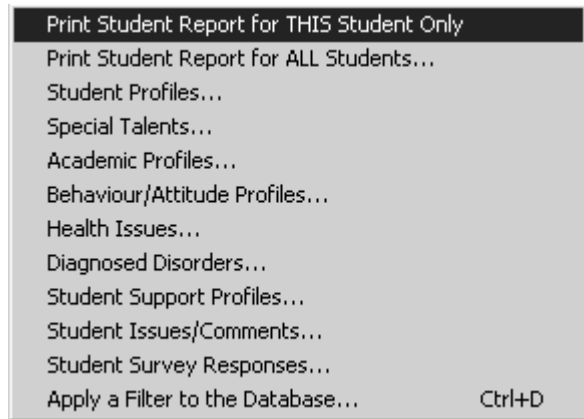
You may want to have two people perform the review, one checking the paper form while the other compares it to the on-screen form.

## ***Printing Student Records and Reports in the HSTMS:***

The Primary Schools menu contains several reporting options. In the Reports and Queries menu (*as shown on the next page*), you can print a single page report containing all information for the currently displayed student or prints a single page report containing all information for EVERY student in the HSTMS. All other reports open automatically in Microsoft Excel (*which must be installed separately on the PC*). With Microsoft Excel, it is possible to sort, summarise, apply formulae, produce charts and graphs to assist you with interpretation of the HSTMS data.

**NOTE:** It is strongly recommended you only print the reports to a laser printer.

As can be seen from the menu at right, the separate areas of the HSTMS data forms are separated in the reports, however all reports include base student information including gender, date of birth and chosen high school.



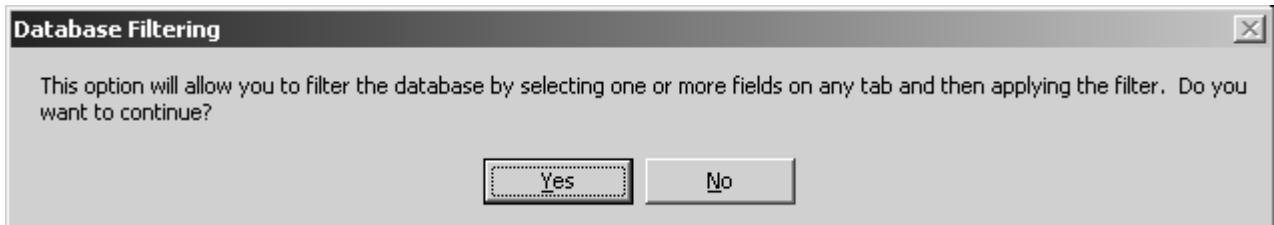
It is recommended that you try each of the reports to see what information is included. All students will be included in each report, unless a Filter has been applied. Filtered databases restrict the number of records shown, and as a result, all reports only use records that match the desired filter.

If you wish to save reports opened in Excel, it is recommended you change the file type to save as to XLS format from the original CSV format. It is also recommended you save the file into a different folder. By default, Excel will open the report file in the Temporary Files folder.

## ***Applying a Filter to the Database:***

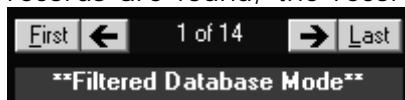
One of the more powerful features in the HSTMS program is the ability to apply filters to the database. Every field in the database can be used when filtering. It is therefore possible to find all students that match any selected set of criteria. For example, it may be interesting to know how many students have special talents in Computers, and what the breakdown is between males and females. This type of query can be performed by applying filters.

To apply a filter, choose the last option in the Reports and Queries menu, called "Apply a Filter to the Database", as shown above. You can also hold down the Ctrl key and press the letter D to start the filtering process. The following message will be displayed:



Click the Yes button, or press Enter. The form will be cleared and you can choose any combination of check boxes, option buttons or text settings to apply the filter. Any field that comprises text will match the text from left to right, and it is only necessary to type enough text to make the field unique. The *Date of Birth (D.O.B.)* field and the *Issues and Comments* field will search for the selected text anywhere within the data field. With these fields, it is possible to find all students with a birthday in May, by entering /05/ as the filter in the D.O.B field, or all students with the word "disruptive" in the Comments field.

When you have set all filter criteria, click the Apply Filter button. The HSTMS program will search through the database for all records that match the criteria. If there are no matching records, you will be notified and allowed to change your filtering and try again. If records are found, the record navigation tool will change to reflect the number of matches.



Clicking the arrow buttons will alphabetically scroll through those matching records. All of the reports in the Reports and Queries menu will reflect only those matching records. When finished with this filtered database, to return to the entire school HSTMS database, click the Cancel button once. Use Ctrl-D to apply a new filter.

---

## ***Backing Up the HSTMS:***

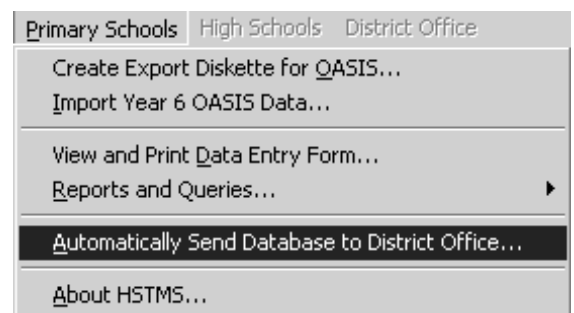
Like any database system, backing up the HSTMS is very important. The simplest way to do this is to copy the entire HSTMS folder from the local hard disk to a server or to another local hard disk in the school. If available, Zip disks, CD R/W or other external media can also be used. Backups must be kept in a secure location to maintain privacy.

Basically, you need to ensure that you are not forced to duplicate data entry because a computer has been stolen or the hard disk has become faulty.

## ***Sending the Finished HSTMS to District Office:***

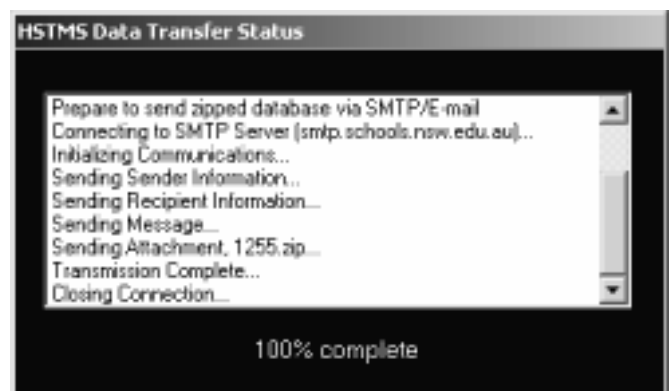
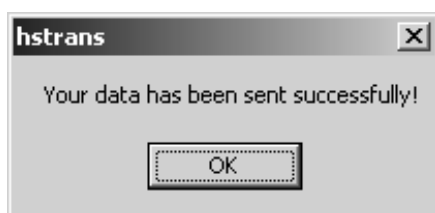
When you have finalised your data entry, you are ready to send the HSTMS database to the District Office. This very simple process requires the HSTMS to be installed on a computer on your school network, with access to the Internet.

From the Primary Schools menu, select the option "Automatically Send Database to District Office". When this option has been selected, you will be prompted for a Password. The school Principal has been informed of the password for access to this option.



Once the password has been successfully entered, the HSTMS program will automatically compress the school's HSTMS database to Zip format, then auto-generate an e-mail message to the District Office from the school and attach the zipped database before sending via SMTP over the Internet. Within seconds, the District Office will have your database.

During transmission, which is very quick, the following screen should be displayed, after which, a success message box should appear. At this point, the Primary school has completed its part of the HSTMS process.



If you have any queries regarding the HSTMS, please do not hesitate to contact Stuart Hasic via e-mail at [hasics@det.nsw.edu.au](mailto:hasics@det.nsw.edu.au) or via telephone at (02) 9582 2849.

**The HSTMS software and user documentation  
was designed and developed by Stuart Hasic.**

© 2002 by Stuart Hasic.