

Future Indicative

A Careers Management Package for Schools



***Worsfold Software Ltd
January 2009***

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Conventions used in this manual

Most of the examples used in this manual are from a database of fictitious students. If and when examples are from actual centres and actual students a rectangle has been used to obscure names.

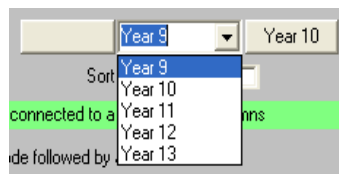
<Enter> means 'Press the Enter key'

'Ctrl' refers to the Control key, which probably has 'Ctrl' on your keyboard.

Alt' refers to the 'Alt' key on your keyboard.

Each chapter begins with an overview of the topics covered therein.

The pages of each chapter are numbered according to the chapter. If you find a topic in the contents or the index in which you are interested then you will find both the chapter number and the page number associated with the topic, e.g. 'The specification of courses 3.12' means that this topic is to be found on page 12 of chapter 3.



These are popup lists, even though they pull down.

Multiselecting

Frequently you will wish to make multiple selections from lists. The standard way to do this is to hold down the Control key ('Ctrl') while selecting from the list by left-clicking with your mouse.

Chapter 1

Overview and Installation

What is covered in this chapter?	Page
1.1 Overview	1.1
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1.1 Overview

This package has been written using Microsoft's Visual Basic 2008 (VB9) and employs a single Access database for holding all information concerning current students. This database is named fi.mdb. This database is not included in the installation package. This ensures that subsequent installations of the package will never overwrite the current database and that, as a result, your data is safe when installing updates.

In addition, a separate archive database (e.g. fiarchive2009.mdb) will be created for each year of operation to hold leavers information.

The package uses Microsoft's Dot Net (.net) systems, along with a few components from other suppliers. In the past this has required the separate installation of 'system files'. This process is now obsolete as the necessary system files are now installed, along with the package, in the operating directory – a much better system.

Its purpose is to make it possible for schools to manage their Careers information.

The basic processes include :

1. The management of careers information relating to students, from years 7 through to 13.
2. The maintenance of an appointment separate schedule for each user of the package. This includes an 'alarm' system alerting you to incomplete upcoming tasks.
3. A web links feature which enables you to provide students with links to relevant websites.
4. A configuration process which enables you to make various settings relevant to your school or to yourself.
5. A printing utility which provides a variety of lists / analyses etc
6. A utilities section which enable you to
 - a) Manage archive databases
 - b) Send block emails to students
7. A search utility which enables you to identify all students according to various criteria (e.g. all who expressed an interest in 'Nursing' in Years 11 and 12.
8. A student module is also included as a part of the package. This will allow students who have been provided with a logon and a password to view / edit their own data and to access the web site utility – all providing of course that you have given the necessary permission for them to do so. (Via Configuration).

1.2 Installation

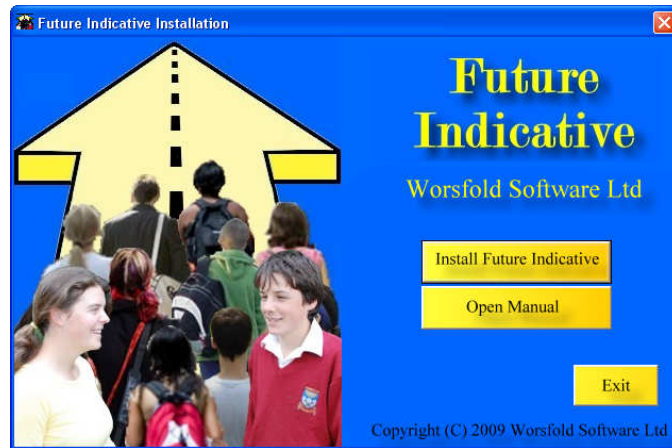
Future Indicative is supplied on a CD or can be downloaded from the Worsfold software website. A registration file will be emailed at the time of sending the CD.

If the CD does not autoboot (set up automatically after insertion into your CD drive) then use Windows Explorer to find the CD and run the program FIinstall.exe. One way or another, you'll arrive at the opening screen, shown below.

There are but three options on the screen of the installation CD, shown below.

The first enables you to proceed to the installation of the package.

The second opens the package manual (which can be found on the CD – named fi.pdf)



And the third allows you to exit.

1. The installation process

This process will install the package which consists of a program and several support files.

Networking

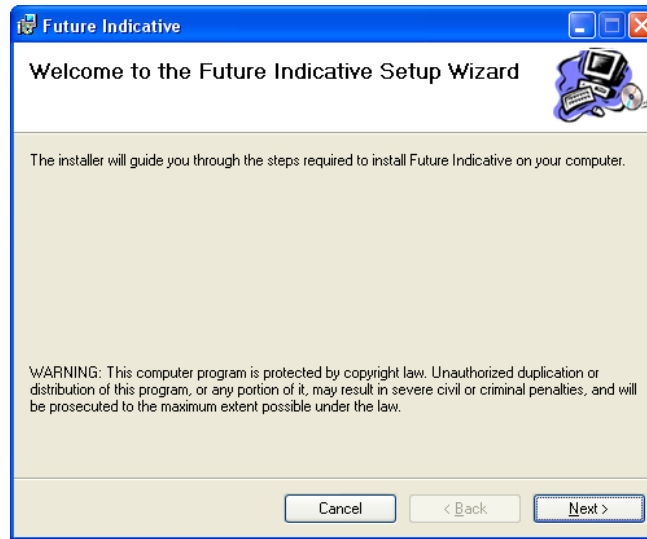
Should you wish to install the package on a network (for which it is ideally suited) then simply install the package on the file server, and create a shortcut to the program on each of the terminals wishing to access the package.

Installation

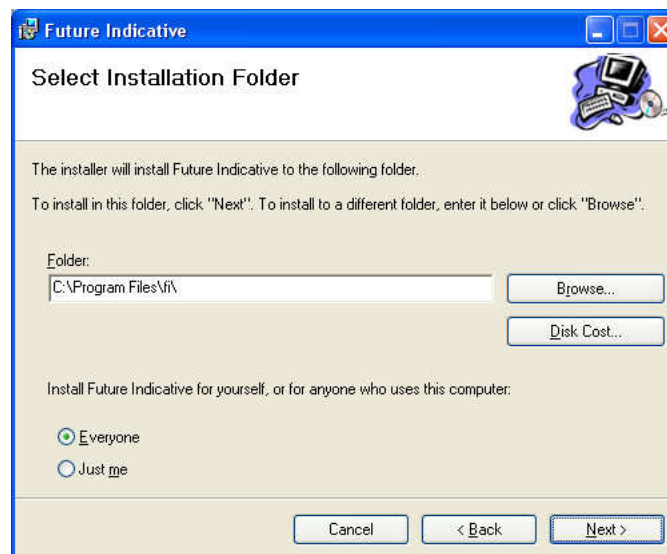
The first time you run the installation process you will be greeted with the screen shown below.

Subsequent installations (of updates) will begin with a slightly different screen. This process is described later.

If you have downloaded the package from the Worsfold Software web site (www.worsfoldsoftware.co.nz) then you will have a zip file from which two files (the package .msi file and setup.exe) can be extracted to a directory of your choice, from whence you can run the setup program. This will bring you in to the installation process at this point.



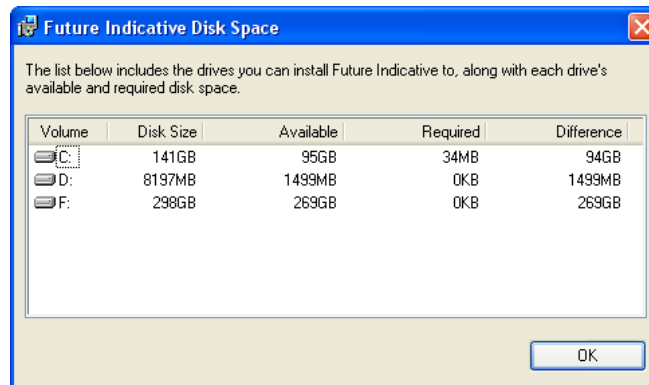
Click on the Next button and you will be asked to confirm the destination, where you wish to have the package installed.



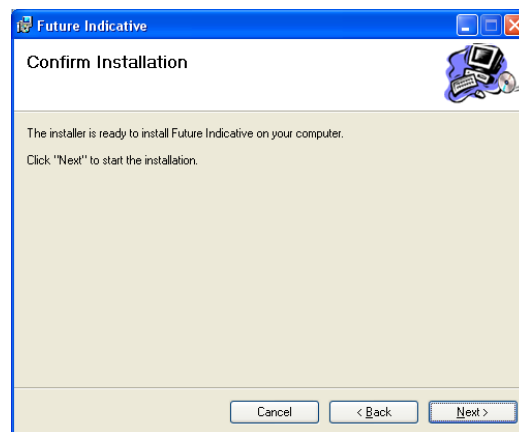
By default, the process will attempt to create a '\fi' subdirectory under 'Program Files' as shown above. You can browse to select a different location if you prefer.

There is a 'Disk Cost' button on this screen which reveals the following, or something similar...depending on your computer. You can use this to determine how much space the program will require. The screen below indicates that the package will require 34MB – and most of this is taken up by the included system files which get installed along with the program. Once your package is up and running you will also

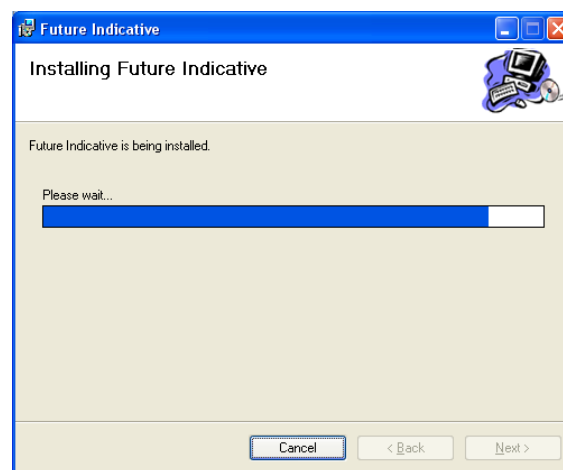
have a database or three, each of which will be several megabytes in size.



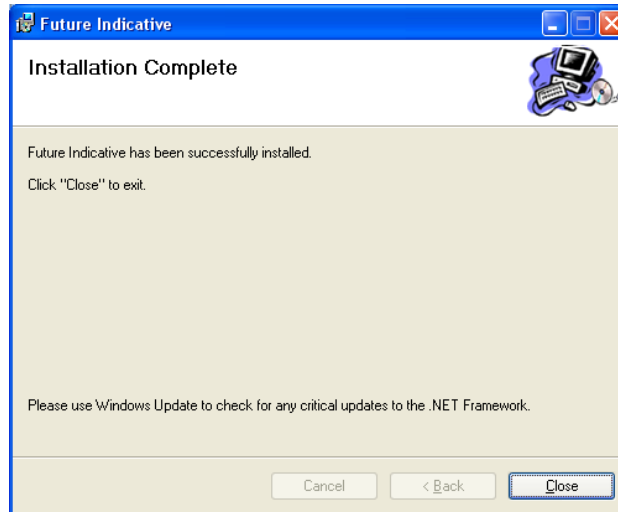
Next comes the confirmation screen, which really doesn't tell you too much :



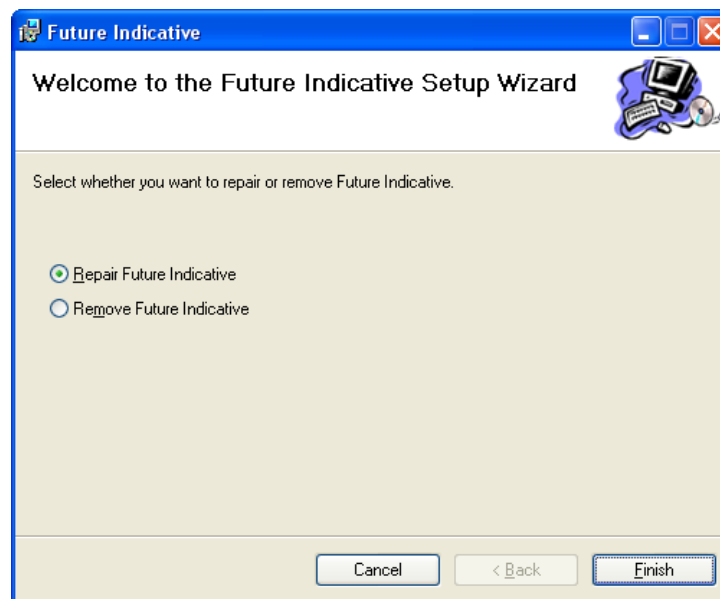
... followed by the 'Progress' screen ...



... arriving finally at the 'Process Complete' screen :



If you attempt to install the package a second time on to a computer which has already had the package installed then your welcome screen will appear as :



You will have the opportunity to either re-install the components (Repair) or to uninstall the package.

1.3 Networking FI

At the time of writing, networking Future Indicative is not the simple process which it had been anticipated that it would be. It was intended that you simply install the package on a file server and access it, as usual, from each terminal. The beauty of the .net framework is that system files need no longer be installed on each and every terminal.

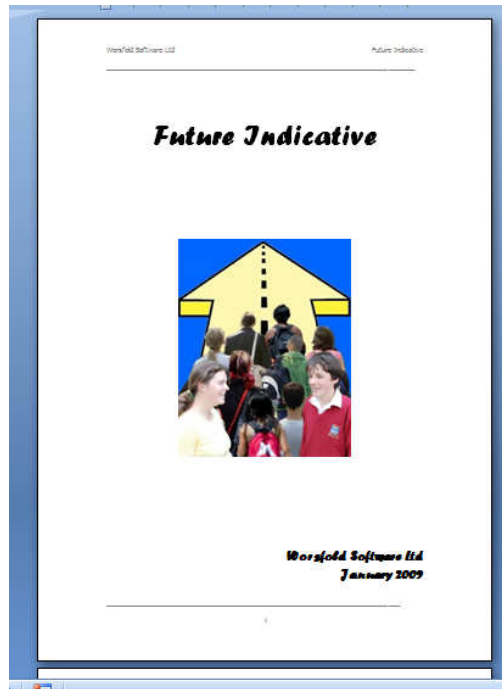
However, Microsoft, in their wisdom, have greatly increased the security required to access the fileserver from a terminal. Each program access must be given specific approval from the terminal. If this is not done then an 'Approval Refused' type of message is received. Microsoft have produced a program (CASPOL.exe – Code Access Security Tool) which can be used to provide the required approval – but we cannot get it to work with .Net Framework 3.5 even though Microsoft say that it does – aarrgghh!

The alternative is to install the package on to every terminal – and to have them point to a central directory on the file server (where the package is also installed) where the database resides – along with the registration file, Kamar export file etc.

This process works and, in the meantime, until we can get a version of caspol which we can get to work with 3.5 then this is what we must do. The matter is certainly under ongoing investigation from this end.

1.4 The Manual

The Future Indicative manual is included on the CD in the form of a .pdf file. Clicking on the third button will cause the manual to be displayed on the screen ...



... from whence you can view it or print it or save it to a destination of your own choice.

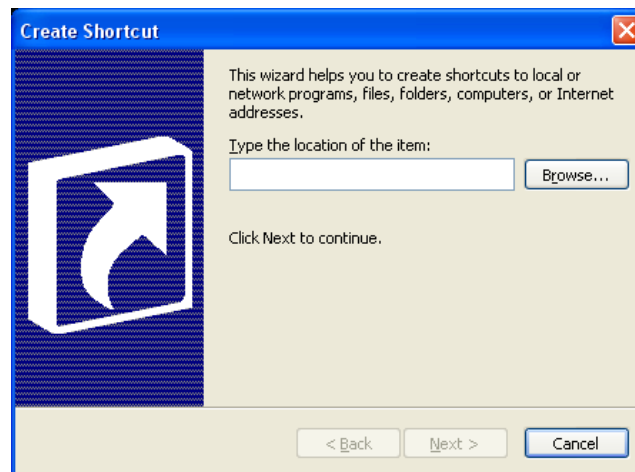
1.5 Running the Program

Future Indicative runs via an application file (or program) called fi.exe and this is found in your \fi directory.

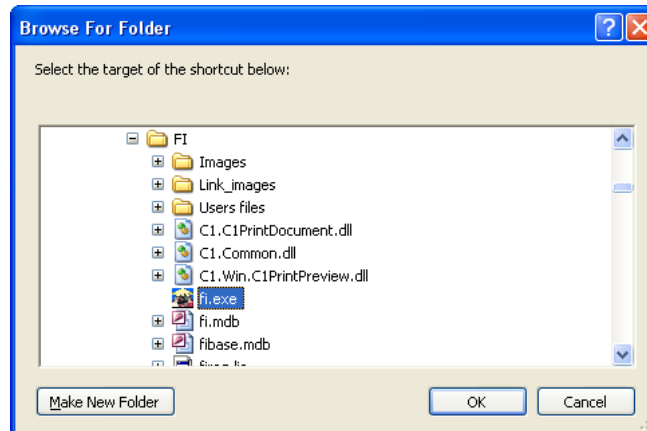
You will probably wish to create a shortcut to this program and to have this shortcut on your desktop. To do this, right click with your mouse on the desk top....



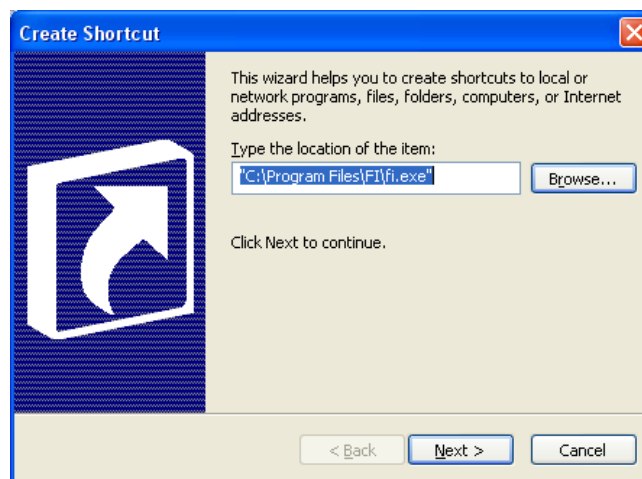
Select 'New' followed by 'Shortcut', as shown above. The following dialogue (or one like it, depending on the version of Windows which you are running) will appear. Either 'Browse' to identify the location of fi.exe or type it in if you know it. Then click 'Next'



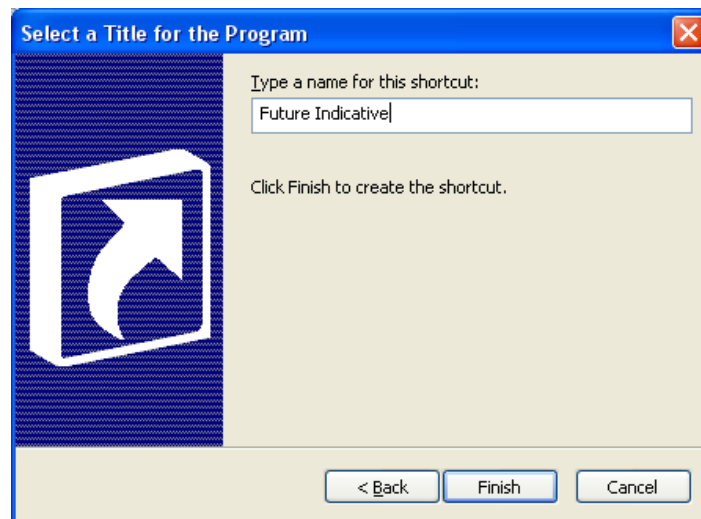
The second step will appear via which you can browse to indicate the location of fi.exe :



Click OK and you will return to the second screen ...



... with the program now identified. Click 'Next' to proceed to the 'Shortcut Name' screen, and replace the somewhat obscure 'fi.exe' with the words 'Future Indicative' as shown below.



Click 'Finish' to do so and your shortcut will appear :



Now, to access the program you simply have to double click on the shortcut.

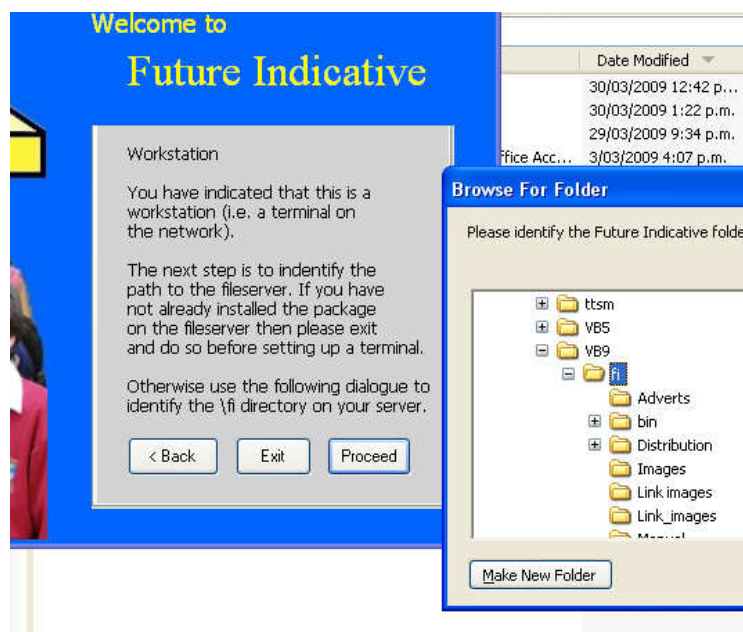
The first time you run either the main program, or the Student module (FISStudent.exe) on either the file server or a terminal or a standalone machine) you will be greeted with the following screen.



The package needs to know where the database is.

If you are on a file server or on a standalone machine then its right there in the same directory and clicking the first or third of the buttons will tell you so.

If however, you are on a terminal then click the second button and you will, by clicking 'Proceed' on the screen shown below, be asked to identify the path to the fileserver where FI is installed and where the database will live.

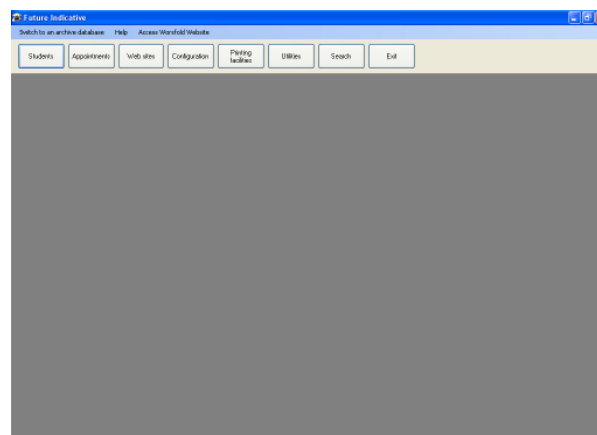


Once you've done that, you will proceed directly to the opening ('Splash') screen for the package.



Initially, you should enter using the entry code : **guest** and password : **worsfold**
Later on, you will set you own entry or entries up and may wish to change the password for 'guest' so that others cannot enter uninvited.

Once you have successfully logged on you will arrive at the main package screen, from whence all other processes occur.



Licensing

The program is licensed to a school and this is recognised by a small file named 'fireg.lic'. This is a registration file which contains your school name. It is emailed to you at the time when your order for the package is mailed to you.

If you have NOT copied your license file into your \fi directory then the program will run perfectly but you will be unable to send printouts to your printer. Your 'school name' will be 'Worsfold Demonstration'. Any data you enter will be held perfectly safely in the database and will NOT be lost when you DO put your license file into place.

The email which is sent out with the license file is reproduced below.

"Future Indicative order confirmation and registration

Greetings from Worsfold Software Ltd

You have recently ordered the Future Indicative package and this has been put in the post to you.

Please find attached a small registration file. This file is not intended to be opened. It is simply an encrypted registration file.

Once you have installed the package, copy this file to your new \fi directory. This will indicate to the program that the package has been registered for your school for 2009, or which ever year you have purchased the package.

If there is no file attached then please contact me, either by email at the above address, or by phone on 03 449 2094.

If you have any questions or comments or suggestions concerning the package please do not hesitate to contact me."

Please note that, as described in the email, the small file attachment is NOT intended to be 'opened', but simply copied or 'saved as' into your \fi directory. If, in spite of these instructions, you did attempt to open the file, and immediately emailed me to let me know that it would not open, then you are not alone!

Subsequent licensing

After your first year of use of the package, an invoice will be sent to you for the annual license fee (currently \$160.00 + GST for 2009). License invoices are not posted until April each year.

This concludes the installation process. If you have any questions please either :

call Worsfold Software PH 03 449 2094

or e-mail to randcbutler@paradise.net.nz

Chapter 2

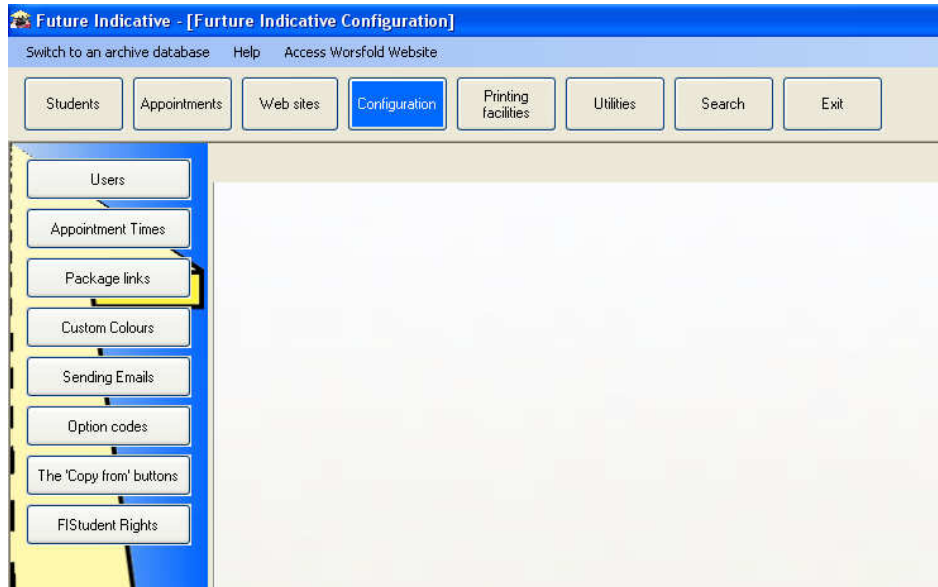
Configuration

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2.1 Overview

Before you can really begin to use the package you must let it know about several settings which affect the way in which it operates. Each of these is dealt with, in turn, below.

The main configuration screen, with its list of buttons is shown below.



2.2 Users

The first thing which you should do is to give yourself (and any others who will be using the package) an entry code and a password which they will use to access the package. You also need to provide a 'name' by which they will be referred to within the package.

Click on the first configuration button, labelled 'Users' and the following screen will appear.

The screenshot shows a web interface titled "People given rights to use this package". On the left, there is a scrollable list of users with the header "User name". The first user listed is "Guest". To the right of the list, there is a form for adding a new user with three input fields: "User name", "Entry code", and "Password". Below these fields are two checkboxes: "Can reveal students' passwords" and "Can access Sensitive Notes". At the bottom of the interface, there are two buttons: "Add a new user" and "Remove the selected user".

On the left hand side of the screen is a list of existing users (and there is only one initially).

To add a new user, click on the first button below the list and add the three essential pieces of information concerning them :

a) User Name

The user name is the name by which the user will be referred to within the program. This happens, for example, when session notes are automatically created or an email is sent to a student.

b) Entry Code

This is the code which they will type in to enter the package. It is frequently the family name of the person concerned.

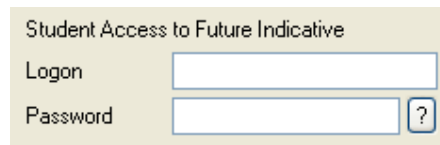
c) Password

This is the password which they will use to confirm that they are the user attempting to enter the package. The password may be up to ten characters long and should contain both characters and digits – to make guessing somewhat more difficult should someone else try to enter the package using your entry code.

Each user can have rights within the package and these are listed below, on the right hand side of the screen. The rights are:

- a) The ability to reveal student passwords.

Each student can have their own password to enter the student module of the package, via which they can see / edit their own data (depending on rights given). The student's password is entered on their personal details screen but will not be decipherable unless the '?' button next to the password is clicked.



Student Access to Future Indicative

Logon

Password ?

This button will only be visible to the user if he or she has been given the right to use it via the first rights setting above.

- b) Can access sensitive notes.

One of the student screens displays sensitive notes concerning the student. This screen will only be available if the user concerned has been given the right via the second setting above. Note that this right only gives a user the right to view/edit their OWN sensitive notes concerning a student. Other users with access to sensitive notes can also record information concerning a student but they will NOT be able to see sensitive notes entered by others.

2.3 Appointment Times

Each user of the package can access and manage their own schedule of appointments.

In order to do this the available appointment times should be entered on the screen, shown below. By default, times are set up for every fifteen minutes from 8am through to 4.45pm Monday to Friday. Please note that the SAME set of times apply to ALL users of the package, even though a particular user might use a restricted set of times.

In the example below Monday has been reduced to several morning sessions. This is, of course, rather silly, but was done for the purpose of testing the software.

Please include the am/pm indication as these are recorded during the saving of appointment information and used to identify the particular timeslot involved when

retrieving information.

Specify the daily appointment times.
Use right-click to insert or delete a blank entry.

Preferred initial schedule display Day ☒ Week ☐ Month ☐

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.30am	8.00am	8.00am	8.00am	8.00am		
8.45am	8.15am	8.15am	8.15am	8.15am		
9.00am	8.30am	8.30am	8.30am	8.30am		
9.15am	8.45am	8.45am	8.45am	8.45am		
9.30am	9.00am	9.00am	9.00am	9.00am		
9.45am	9.15am	9.15am	9.15am	9.15am		
10.00am	9.30am	9.30am	9.30am	9.30am		
10.15am	9.45am	9.45am	9.45am	9.45am		
10.30am	10.00am	10.00am	10.00am	10.00am		
	10.15am	10.15am	10.15am	10.15am		
	10.30am	10.30am	10.30am	10.30am		
	10.45am	10.45am	10.45am	10.45am		
	11.00am	11.00am	11.00am	11.00am		
	11.15am	11.15am	11.15am	11.15am		
	11.30am	11.30am	11.30am	11.30am		
	11.45am	11.45am	11.45am	11.45am		
	12.00pm	12.00pm	12.00pm	12.00pm		
	12.15pm	12.15pm	12.15pm	12.15pm		
	12.30pm	12.30pm	12.30pm	12.30pm		
	12.45pm	12.45pm	12.45pm	12.45pm		
	1.00pm	1.00pm	1.00pm	1.00pm		
	1.15pm	1.15pm	1.15pm	1.15pm		

The schedule screen has three sub-screens via each of which you can view a different display of appointments. The three appearances are :

- One day at a time
- One week at a time
- One month at a time

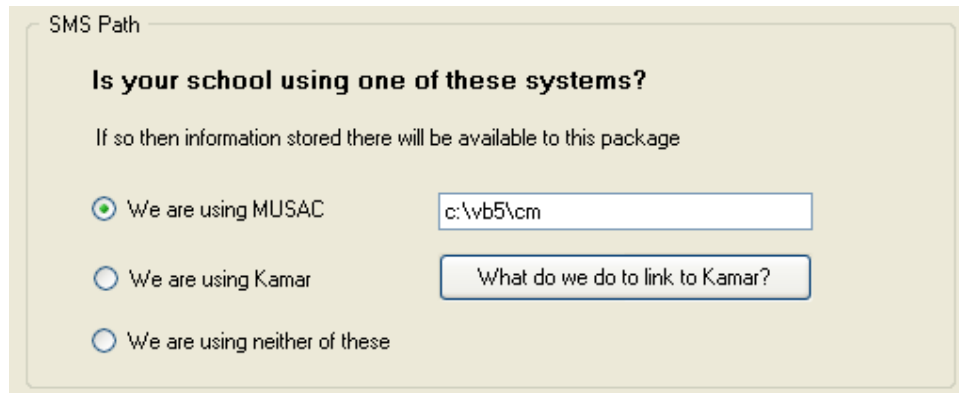
Using the three choices at the top of the screen you can select which of the three you wish to use as your default appearance each time you click on the 'schedule' button.

2.4 Package Links

This package is able to retrieve information from both MUSAC and Kamar School Management Systems. It also retrieves information from Worsfold Software's STAR and Gateway packages. In order to do so, you must inform the package of the connection information necessary to enable the information to be accessed.

The screen, shown below, is divided into three sections.

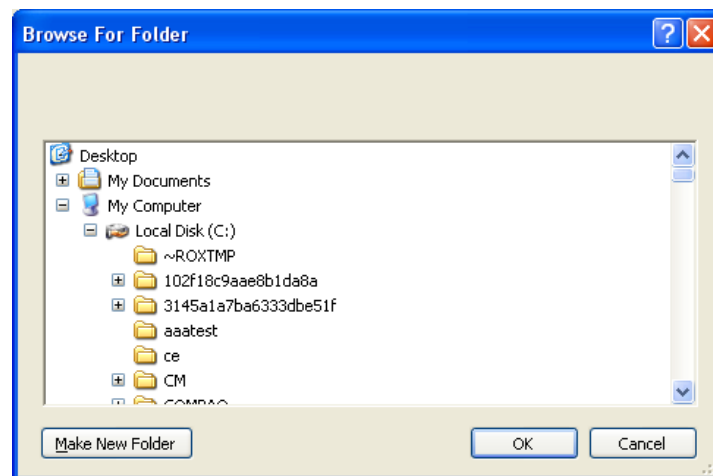
a) MUSAC / Kamar / Neither



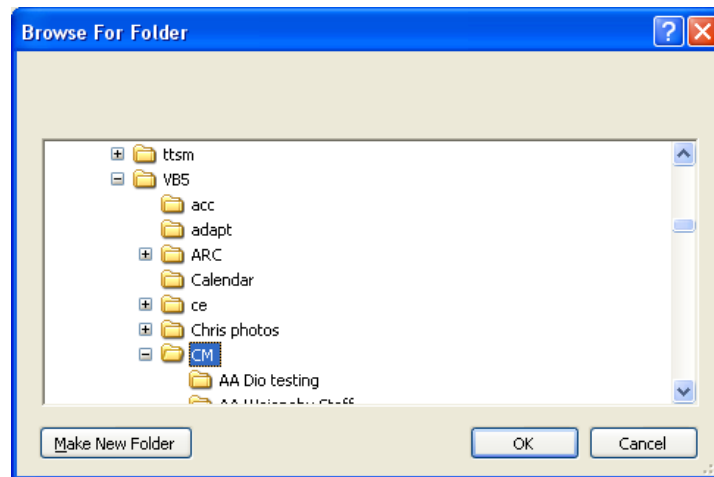
The dialog box is titled "SMS Path". It contains the question "Is your school using one of these systems?" followed by the instruction "If so then information stored there will be available to this package". There are three radio button options: "We are using MUSAC" (selected), "We are using Kamar", and "We are using neither of these". To the right of the "We are using MUSAC" option is a text box containing the path "c:\wb5\cm". To the right of the "We are using Kamar" option is a button labeled "What do we do to link to Kamar?".

If your school is using MUSAC's Classroom Manager (and probably Student Manager too) then you will not have to type in students' names as these will be retrieved from that package. Quite a lot of other student information is also retrieved directly from the MUSAC databases.

In this case click in the text box as if you were going to type in the path where the MUSAC databases are stored. A browse dialogue will appear...



... via which you can browse to identify the \cm directory used by MUSAC.



Once you have found it, click OK and you will be returned to the configuration screen with your path recorded.

Kamar also provides the ability to link to Future Indicative. Kamar provides an export facility which generates a file of student information. The title of this file is 'worsfold.csv' and you should generate it and copy to your \fi directory. If this file is found (and you have indicated on the screen above that you are linking to Kamar – by clicking in the second option button on the left) then, when you go to attach students then those found in the Kamar export file will be listed for you.

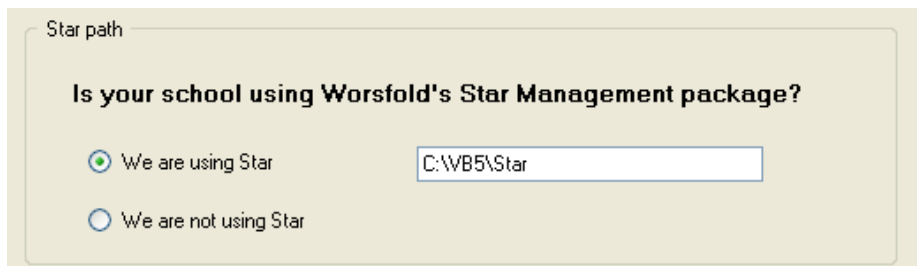
How do you create the worsfold.csv export in Kamar? The following instructions were received from Kamar :

- a) From the main menu in Kamar select 'Printing'.
- b) Select 'External programs'.
- c) Select 'Export to Worsfold'
- d) Select 'Search for Students'
- e) Select 'Find'
- f) Select 'Continue'
- g) Save the file to your \fi directory

This will create the file and you then have to copy it into the directory relating to the package(s) with which you wish to use it – in this case the \fi directory for Future Indicative. To signal that you have done this, click on the second link option 'We are using Kamar'.

If your school is using neither MUSAC nor Kamar then indicate this by clicking on the third option – ‘using neither’. You will, in this case, be able to enter student details manually.

b) The Star package



Star path

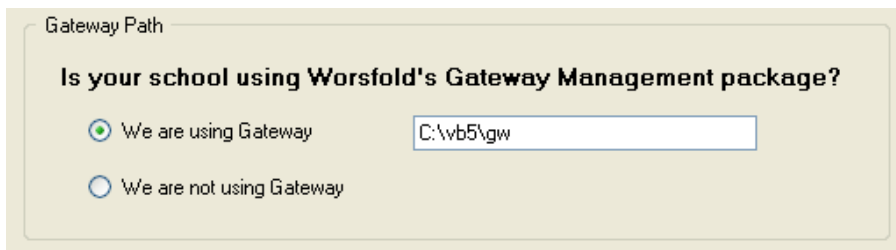
Is your school using Worsfold's Star Management package?

☒ We are using Star

☐ We are not using Star

Use the process described above for the MUSAC link to identify the link to Worsfold Software Ltd's Star package. If you do have this package then student's Star courses and their associated unit standards and other assessments will be able to be imported directly into Future Indicative.

c) The Gateway package



Gateway Path

Is your school using Worsfold's Gateway Management package?

☒ We are using Gateway

☐ We are not using Gateway

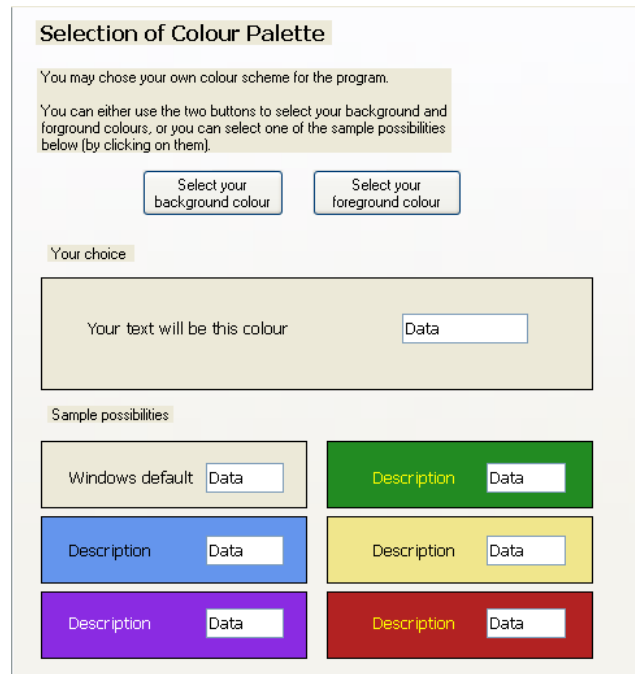
Use the process described above for the MUSAC link to identify the link to Worsfold Software Ltd's Gateway package. If you do have this package then student's Gateway placements and courses and their associated unit standards and other assessments will be able to be imported directly into Future Indicative.

2.5 Custom Colours

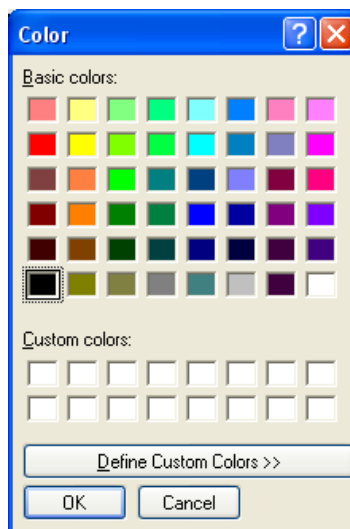
You can choose the colour settings of your own choice to brighten up your day. Several combinations have been suggested for you, but you can also, if you insist, produce your own puce on violet scheme.

The screen via which you can do this is shown below.

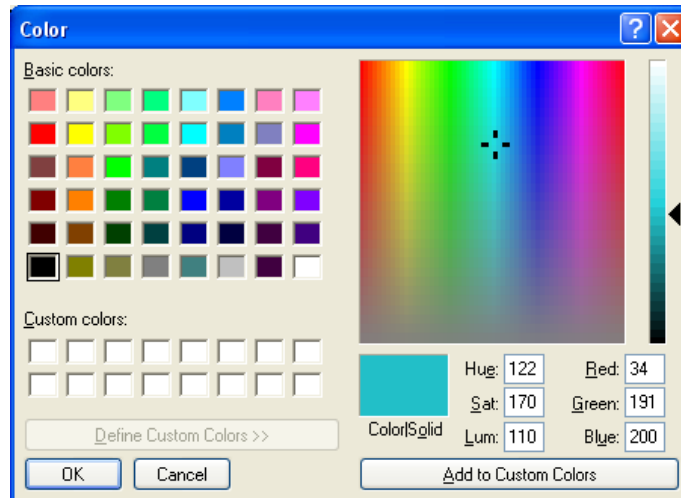
At the bottom of the screen are six selections from which you can choose. The first of these is 'Windows Default' which uses the standard Window colour settings.



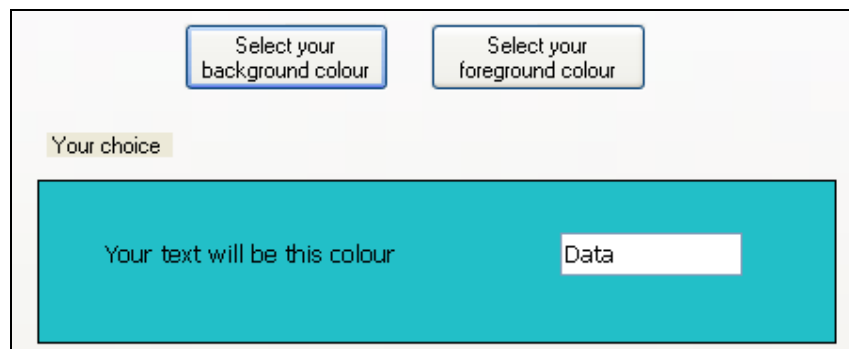
If you wish to create your own pair of colours (background colour and foreground colour then click on the two buttons near the top of the screen. These will reveal a colour selection dialogue as shown below.



The fun starts when you click on 'Define Custom Colors >>' (complete with American spelling) which reveals the following screen. Click somewhere nice in the colour panel on the right hand side, then select from the slide on the very right hand side.



If you like what you have selected then click 'Add to custom colours', and click 'OK' twice. The configuration screen will then reflect your choice.



Repeat the process to select your preferred foreground colour and you are done.

There are two consolations for you here.

1. Other users do not have to suffer the indignity of your choice. They can make their own mixture.

2. If you get fed up with your colours you can return and select 'Windows Default', and all will be forgotten.

2.6 Sending Emails

Future Indicative includes the ability to allow you to send individual or group emails directly to students from within the package. In some cases this will be done via your computer's email program (e.g. Outlook) and in other the email can be sent directly without going through your email program.

In order for the second process to occur you must specify two settings, as shown below. The necessary information is shown on the screen itself.

Sending Emails

Before you can send emails from within this program you must specify two pieces of information relating to your school's email system.

1. The email address FROM which you are sending the email
2. The server address of your email provider.
This is NOT an email address, but will appear as (for example) smtp.paradise.net.nz
Please consult with your IT person if you are not sure of this.

Finally, you can use the 'Global Email' utility to send the same email to several students at once. However, if you try to send too many via a single email then some addresses might well be discarded by your email program.

What is the maximum addresses which you wish to send per email.
(Perhaps 100 addresses per email is a sensible limit.)

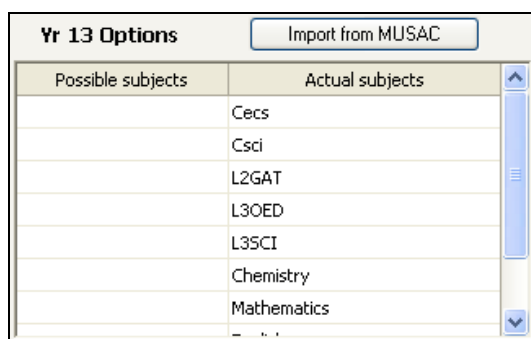
Maximum email addresses per email :

The screen above, in the lower third, also asks that you nominate a maximum number of email addresses per email. It might well be that you can send up to 250

emails per send. You will know otherwise when some are bounced back to you as being undeliverable because you had 'too many addresses'.

2.7 Option Codes

Future Indicative also allows you to import a student's current option subjects from both MUSAC and Kamar. This is done via the students 'Subjects' screen, where an import button will be shown against the current year's display.



Possible subjects	Actual subjects
	Cecs
	Csci
	L2GAT
	L3OED
	L3SCI
	Chemistry
	Mathematics

In the example above you can see that some of the subjects are presented nicely while others are still shown as option subject codes. In order for the replacement of codes by proper subject names to be managed, you must let this program know which codes used by your school relate to which subjects.

This is done via the screen below.

Option subjects and their codes

To enable students' options to be displayed as subjects after they have been imported from either MUSAC or Kamar, it is necessary for the program to know which codes refer to which subjects. e.g EC111 = Economic Studies
Use the grid below to enter all of the codes used for each subject.

For each subject in the left hand column enter the codes in the right hand column, separated by commas
e.g. Mathematics might use codes MAT, MAT111, MAT202, MAT3, LM1

Subject	Codes
Accounting	11AC,12AC,13AC,
Biology	BIO222,
Chemistry	CHE333,
Classical Studies	CLS222,CLS333,
Design Technology	DTE111,
Drama	DRA111,
Economics	CEO111,ECO222,ECO333,
English	ENG111,ENG222,ENG333,
Graphics and Design	GRA111,
History	HIS111,
Home Economics	HEC111,
Mathematics	MAG111,
Physical Education	PED111,PED222,PED333,
Science	SCI111,
Social Studies	SOS111,

This program lists all of the 'subjects taught in New Zealand Schools' (according to an official website). Your task is to enter, against each subject, the various codes used for each within your school.

You can also change the spelling and working of subjects, and add more of your own to the list if necessary.

2.8 The 'Copy from' buttons

Favourite Subjects

Copy from Yr 10

English
Mathematics

Each student has seven screens, one for each of the years from Year 7 through to

Year 13. On each of these screens you (or the student) can record information relating to his or her Interests, Skills, Favourite subjects, Best subjects, Qualities and Strengths, Values and their Ideas and Thoughts concerning future possible career choices.

In some cases it might be desirable to duplicate one year's entries for the following year. In other cases you might deem it less than desirable, expecting new entries to be recorded for each year. This is certainly the case for recording Goals and Achievements – for which there are no 'Copy from' buttons.

You can make the buttons visible or invisible according to your wishes via the choices below. In the example shown, the buttons for 'Values' have been turned off.

On each of the student's 'Years' screen, from year 8 to year 13, it is possible to copy the entries from the previous year. You may elect to NOT have these buttons available. In fact, for Goals, it is recommended that the buttons be hidden, obliging the student to consider new goals for each year.

- ☒ The buttons for 'Interests' are visible
- ☒ The buttons for 'Skills' are visible
- ☒ The buttons for 'Favourite subjects' are visible
- ☒ The buttons for 'Best subjects' are visible
- ☒ The buttons for 'Qualities and Strengths' are visible
- ☐ The buttons for 'Values' are visible
- ☒ The buttons for 'Ideas and Thoughts' are visible

2.9 FISTudent rights

The package has a second module, FISTudent.exe, via which students who have been allocated an access code and a password can view and perhaps edit their own data. They may also be given the right to use the Web Site utility.

The screen via which you allocate the global student rights is shown below.

The Student Access Module

Future Indicative includes a second module (FISStudent.exe) the purpose of which is to provide students with access to two of the features.

This screen allows you to determine which features and, in particular, which parts of the features students have access to.

Each student can be given an entry code and a password which will provide them with entry to FISStudent.

Students can :

☒ Access their own data
Once there they can :

Access their Personal details	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	
Access their Yearly data	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit All Years	<input type="radio"/> Edit only their current year
				They can add new choices * <input type="checkbox"/>
Access their Subjects history	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	They can use the auto-update buttons <input type="checkbox"/>
Access their Pathways information	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	They can use the auto-update buttons <input type="checkbox"/>
Access their NZQA Standards	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	
Access their Events history	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	They can add new events * <input type="checkbox"/>
Access their General notes	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	
Access their Caregiver details	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	
Access their Destination details	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	
Access their Logon / Password	<input type="radio"/> Neither	<input checked="" type="radio"/> View	<input type="radio"/> Edit	

☒ Access the web site utility
Once there they can access any of the web sites listed

N.B. Students will NOT be able to add new categories, sub-categories or web sites themselves

N.B. Students will NOT be able to
- view their sensitive information
- view other students' information
- use the 'Session notes' facility

* Any choices or events added by students will be recorded in the FISStudent Audit Trail which may be viewed via 'Utilities'

On the left hand side are the two main tick boxes which provide access to :

- Their own data
- The web site utility

The second has no subrights – either the student can do it all or cannot use the utility at all. N.B. Students using the web site utility will NOT be able to add new grouping, sub-groups, categories or web sites of their own. The features which enable you to do so will not be visible to the student. This should prevent a multitude of sins!

The first option, to view their own data, does, however, have a range of sub-rights, as can be seen on the screen above. There are ten areas within the student data area to which they may be given View only rights, editing rights or neither.

In addition, when it comes to their year screens, they may be given the right to edit all screens (up to and including their current year), or to only view those years prior to their current year and be able to edit just their current year.

On the year screens, several areas involve popup lists from which the students select their choices. You may or may not wish to allow students to add to these choices. If you DO so then any choices they add will be reported back to you, student by

student, via the audit trail which records student activity in the FISStudent module.

Similarly, both the Subjects and Pathways screen include buttons (provided that you are using either MUSAC or Kamar) which allow you to update their data directly from your SMS database. You may or may not wish to grant students the right to use these buttons. If you do NOT then the buttons involved will be hidden.

The Events screen allows for selection of events from a popup list. You may or may not wish to grant students the right to add new entries to the list in question.

Chapter 3

Students

What's in this chapter?	Page
3.1 Overview	3.1

3.1 Overview

This section of the package is the core component wherein information concerning individual students is entered and accessed.

A list of students is on a slide available at the left hand side of the screen and a column of buttons provides access to all of the individual screens relating to each student.

The main screen on first appearance is shown below. Initially all of the page buttons are inactive, as no student is currently being displayed.

If you are not using MUSAC or Kamar as your SMS (School management System) then there will be a button at the bottom of the screen labelled 'Add a new student'.

If you ARE using either MUSAC or Kamar then the button will not be visible as students may be automatically imported from your SMS.

For the first part of the description, let's add a new student. Click the button at the bottom of the screen and type in the student's details, as I've done below.

Family name	Gubbins
First names	Frederick Charles
Preferred name	Freedy
NSID	1234567890
Year	12
Class	12BT
Gender	Male
Date of Birth	19/12/1990
Ethnicity	New Zealand Maori
Address	4 John Street Clyde Central Otago 9330
Post code	9330
Phone number	03 123 4567
Cell phone	027 123 4567
Email	<input type="button" value="Send"/> freddy@hotmail.com
SMS Number	
Student Access to Future Indicative	
Logon	freddy
Password	xxxxxxx <input type="button" value="?"/>

You will notice that there is no 'Save changes' button. Provided that you enter the

student's 'Family name' as their first item of information then each item of information will be stored in the database as it is entered. (i.e. as the text entry box 'looses focus' – which happens when you click somewhere else on the screen.)

The final two items of information of each student warrant further description. This package also has a 'Student Module' (FISudent) which enables a student to enter a program which enables them to view (and edit, provided approval has been given) their own data screens (those to which they have been given access).

The 'Student Module' will also allow a student to access the 'Web sites' area of the package, via which he or she can access listed websites relating to their career planning process.

Now, turn your attention to the blur strip down the left hand side of the screen. Its label reads 'Students – click to select'. When you click on the blue strip a slide appears from the left hand side of the screen, listing all of your students and, sure enough, you first student will be visible at the top of the list.

The screenshot shows the FISudent interface. On the left, a blue vertical bar contains the text "Students - click to select". To the right of this bar is a list of students. The first student, Gubbins, is highlighted. The right side of the screen displays the profile form for the selected student, Gubbins. The form includes fields for Family name, First names, Preferred name, NSID, Year, Class, Gender, Date of Birth, Ethnicity, Address, Post code, Phone number, Cell phone, Email, SMS Number, Student Access to Future Indicative, Logon, and Password.

Family name	First names	Year
Gubbins	Frederick Charles	12

Family name: Gubbins
 First names: Frederick Charles
 Preferred name: Freedy
 NSID: 1234567890
 Year: 12
 Class: 12BT
 Gender: Male
 Date of Birth: 19/12/1990
 Ethnicity: New Zealand Maori
 Address: 4 John Street
 Clyde
 Central Otago 9330
 Post code: 9330
 Phone number: 03 123 4567
 Cell phone: 027 123 4567
 Email: freddy@hotmail.com
 SMS Number:
 Student Access to Future Indicative:
 Logon: freddy
 Password:

This is the process which you must follow if you are not using MUSAC or Kamar as your SMS.

If you ARE using either of these packages then the 'Add a new student' button will not be visible. Instead, click directly on the blue student selector strip and the slide will appear.

For the purpose of this manual, I'll go behind the scenes and delete Fred Gubbins and start again with an empty database. This time the slide will appear as :

The screenshot shows the Future Indicative software interface. On the left, a slide titled 'Students - click to select' is visible, containing a table with columns 'Family name', 'First names', and 'Year'. The table is currently empty. Below the table, there are checkboxes for years 7 through 13. At the top of the slide, there is a button labeled 'Update student list from' and a text input field. On the right, a form for adding a new student is displayed, with fields for Family name, First names, Preferred name, NSID, Year, Class, Gender (dropdown), Date of Birth, Ethnicity (dropdown), Address (multiple lines), Post code, Phone number, Cell phone, Email (with a 'Send' button), SMS Number, Student Access to Future Indicative (Logon and Password fields with a help icon), and a 'Send' button.

The important feature now is the button at the top of the slide labelled 'Update students from MUSAC' or 'Update students from Kamar'. Click on this button and...

If your SMS is MUSAC then, suddenly, all of your students will appear on the list. Each will then be updated as each student on the list is cross checked against the MUSAC database (actually, two databases : cm.mdb and sm.mdb) and their current details are recorded in the Future Indicate database.

Updating : Andrews, Samuel David

Ab	Jer	13
Ad	Ale	Rose 11
Ad	Ale	Rose 12
Ah	onaldsc	Kad es 11
Ah	onaldsc	Tai zanne 9
Air	Tor	13
Ait	Cha	ncy 13
Ait	Mo	heresa 13
Ak	Ior	11

Click to select

Once the process is complete a further check is performed to identify any students who were already in the Future Indicate database but who were NOT found in the MUSAC database. These students are, presumably, leavers.

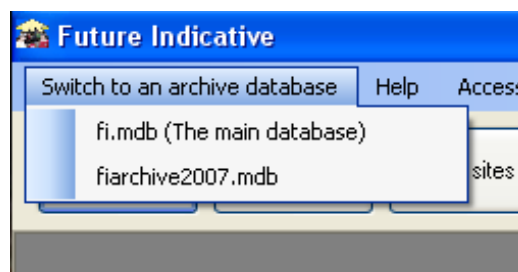
If your SMS is Kamar then the process is very similar, except that each student will be listed on the left as they are processed. Again, at the end of the process a check is made to identify students no longer found in the Kamar export file. These students are, presumably, leavers.

If such leavers are found then the program will pop up a small window telling you how many there were and asking you to select which archive database you wish to have them transferred into. (There is an automatically generated archive database (e.g. 'fiarchive2009.mdb') for each year of operation.)

You can move students backwards and forward between any two databases using the utility to do so – labelled 'Archive Management' under 'Utilities'.

You can repeat the update process as often as necessary to keep the students up to date. Each time you do so, any new students will be imported and any no longer in your SMS system will be identified so that you can, if you so wish, transfer them to an archive.

Should you wish to access one of the archive databases then you can do so by clicking on the top line menu item :



The package will automatically default back the main database each time you log in.

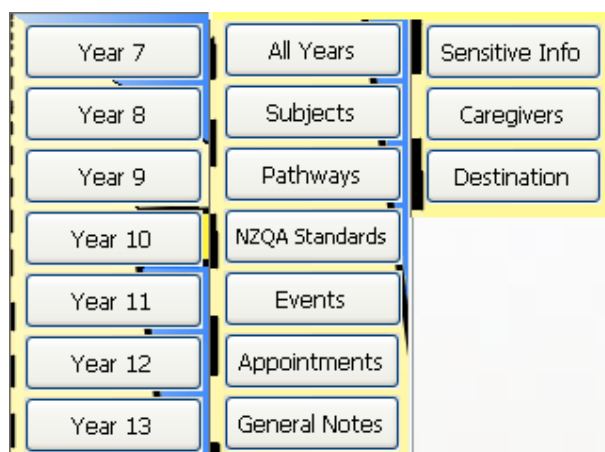
So, now you have all of your students on display on the left hand student selector.

Select a student and let's see what we can do on the rest of the screen.

First, there are two ways to find a particular student.

- a) Press Alt-S and a search window will pop up, whereupon you can type the first few letters of the student's family name. All matching students will be listed.
 - i) If there is only one listed, then press <Enter> to select them
 - ii) If there are several and there is a number to the left of the student's name then type that number and they will be selected.
 - iii) Finally, if neither of the above apply just click on the student you want and they will be selected
- b) Click on the blue selector slide and, at the top of the list, a small text box will 'have focus' (i.e. the cursor will be flashing there). Begin typing the family name of the requested student and the list will jump to the point where your choice is near the top of the list. Click on them to select them.

Once your student is displayed you can alter any of their details at any time. But lets turn our attention to the column of buttons, shown below, moved into three columns to save space.



The first seven relate to the student's information in each of their scholastic years 7 to 13. Each of these screens appears the same. We'll deal with these first, and then detail the others.

As you select a student and their details appear on the left hand side of the screen (the blue selector having slid away to the left) the default screen displayed on the right hand side will normally be that for their current year. If you have selected one of the other buttons then that screen will stay as you move from student to student.

So let's look at Graham Allan – a fictitious student. Graham is currently in year 13 so, as explained above, his year 13 screen will be that first displayed, as shown below.

There are seven areas on the screen where information can be recorded. These are :

Interests

Skills

Favourite subjects

Best subjects

Qualities and Strengths

Values

Ideas and Thoughts

Two of these ('Qualities and Strengths' and 'Ideas and Thoughts') are text entries. The others are all based on making a selection from lists of alternatives, a few of which have been supplied as examples as a part of the package and all of which you can modify to your own needs.

Let's look first at Interests. Click in the area and the following window will appear. You can see that a few categories have been already added to the list in the centre of the screen.

Selection of interests

Your choices

Select category from :

Select from :

To remove a selection click on it in the list above

To remove a selection from either of the lists on the right first select the item then right-click on the item to be removed

To add a new category to the list above type below then press <Enter>

To add a new entry to the list on the right type below then press <Enter>

Close

Select e.g. Art / Drama / Music and the various subcategories will appear on the right hand side. Select from this list those which apply to this student and they will be added to the student's list on the left of the screen. Our lad is heavily into Pop music.

Selection of interests

Your choices

Select category from :

Select from :

To remove a selection click on it in the list above

To remove a selection from either of the lists on the right first select the item then right-click on the item to be removed

To add a new category to the list above type below then press <Enter>

To add a new entry to the list on the right type below then press <Enter>

Close

When you click the 'Close' button the selection(s) are returned to the students screen:

The screenshot shows a window titled 'Interests'. Inside, there is a list box containing 'Pop Music'. To the right of the list box is a button labeled 'Copy from Yr 12'.

In this way you can select the student's interests for the current year. If they happen to be unchanged from or very similar to his or her selections from the previous year then these can be brought forward by clicking on the button labelled 'Copy from yr 12'.

Let's return though to the selection screen to tell you how you can modify the lists there.

The screenshot shows a window titled 'Selection of interests'. It contains three main sections:

- Your choices:** A list box containing 'Pop Music'. Below it, instructions state: 'To remove a selection click on it in the list above' and 'To remove a selection from either of the lists on the right first select the item then right-click on the item to be removed'.
- Select category from:** A list box containing 'Art / Drama / Music', 'Communications', 'Hobbies and crafts', and 'Sport and recreation'. Below it, instructions state: 'To add a new category to the list above type below then press <Enter>'. There is a text input box below the instructions.
- Select from:** A list box containing 'Acting', 'Classical music', 'Costumes', 'Oil painting', 'Performance Makeup', 'Photography', 'Pop Music', 'Sculpture', 'Stage Directing', 'Stage Management', and 'Water colours'. Below it, instructions state: 'To add a new entry to the list on the right type below then press <Enter>'. There is a text input box below the instructions.

A 'Close' button is located at the bottom right of the window.

There are three lists on this screen.

The one on the left shows those selections made for the student. To remove an item from this list right-click on it and you will be given the option to remove it.

To add a new category in the centre list type your new entry into the upper of the two text boxes on the screen and press the <Enter> after each new entry.

To remove a category, right-click on it and you will be given the option to remove it.

The same applies to the list of sub-categories on the right hand side of the screen. To add new entries, type them in to the lower of the two text boxes and press the <Enter> key after each one. To remove an item from this list, right-click on it and you will be given the option to remove it.

This process applies equally to Interests, Skills, Favourite Subjects, Best Subjects and Values.

The other two areas, 'Qualities and Strengths' and 'Ideas and Thoughts', are text boxes into which you can type the relevant information for each student.

Finally, you can, if you so wish, make the 'Copy from' buttons either visible or invisible, depending on your thoughts on the matter concerning whether or not students should be encouraged to think afresh each year.

Now this is only the first half or each of the 'Year' screens. At the top of each is a second tab which leads you to a second page, whereon their Achievements and their Goals Action Plan are recorded / displayed.

Year 13 information for Graham Allan Session notes

Interest, Skills, Subjects etc **Achievements and Goals Action Plan**

Year 11 Achievements

Date	Achievement Detail

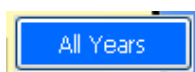
Year 11 Goals Action Plan

Date	Goal Detail	Date to be Completed	Date Completed	Comment

The top half of each page allows you to record the student achievements for the year in question, recording both the date and details of the achievement.

The second half of the page allow you to record their action plan, providing columns for :

- The date entered
- The Goal
- The date by which it is hoped to be achieved
- The date it was completed
- A comment.



The next button displays ALL of the information from the previous seven buttons – all of two screens. This enables you to quickly view a student's evolving information, and also see all of their achievements and action plan entries.

Topic	Year	Detail	Qualities		
Interests	7	Pop Music		7	Leader in Scouts
	8	Pop Music		8	Leader in Scouts
	9	Pop Music		9	Leader in Scouts
	10	Pop Music	Values	7	Integrity
	13	Pop Music		8	Honesty Integrity
Skills	7	Likes people	Ideas	7	Leader of a pop band
	8	Likes people		8	Leader of a pop band - still very keen
	9	Likes people Can kick penalties OK		9	Leader of a pop band - still keen but maybe thinking about Accountancy.
	10	Likes people Can kick penalties OK		10	pop band member - but thinking about Accountancy.
	11	Good with numbers Likes people		11	pop band member still but Accountancy looms large
Favourite subjects	7	Mathematics Science			
	8	Mathematics Science			
	9	Mathematics Science			
	10	Mathematics Science			

The illustration above, though fictitious, illustrates the screen which displays a student's changing thoughts over the years. The list is not complete, but there is enough there for you to 'get the gist of it.'

The second tab on this screen displays similarly cumulative displays of the student's achievements and goals action plans. The example below illustrates the screen.

All Years information for Graham Allan Session notes

Interests, Skills etc **Achievements and Goals**

Achievements

Year	Date	Achievement Detail
7	04/04/1984	Leader of local scout troupe
7	07/08/1984	St John First Aid Certificate
9	04/04/2005	Can swim 50m underwater
11	04/04/2006	Climbed Mt Cook with his uncle (an accountant)

Goals Action Plan

Year	Date	Goal Detail	Date to be Completed	Date Completed	Comment
9	06/07/2005	Wants to meet with his uncle who is an accountant.	12/12/2005	11/11/2005	Good meeting
11	05/05/2006	To attend an accounting seminar at the university	06/08/2006	06/08/2006	Very enthusiastic

Subjects

Subjects information for Graham Allan Session notes

Record details of option subjects which might be important for your career

Yr 8 Options

Possible subjects	Actual subjects

Yr 9 Options

Possible subjects	Actual subjects

Yr 10 Options

Possible subjects	Actual subjects

Yr 11 Options

Possible subjects	Actual subjects
English	English
Mathematics	Mathematics
Economic Studies	Economic Studies

Yr 12 Options

Possible subjects	Actual subjects
English	English
Accountancy	Accountancy
Mathematics	Mathematics
	Physics
	Economics

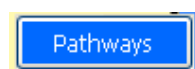
Yr 13 Options Import from MUSAC

Possible subjects	Actual subjects
English	English
Accountancy	Accountancy
Mathematics	Mathematics
Physics	Physics
Economics	Economics

The screen above illustrates the 'Subjects' – whereupon a student's possible and actual subjects are recorded, from year 8 through to year 13.

It is not essential to record ALL subjects of course – only those which might influence a career choice. Of course, too, a student can change pathways and find that subjects taken or not taken earlier may be of importance.

If you are using MUSAC or Kamar then a button will appear above the student's current year display, enabling you to quickly insert his or her actual subjects. These are retrieved from the relevant database, where they are stored as option codes, which will then be interpreted and displayed as full subject names, provided that you have entered the relevant code under 'Configuration' / 'Option codes'.



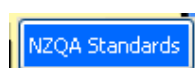
The next button displays the student's Pathways information which relates to

Work Experience gained by Graham Allan										Session notes
Star Courses Attended										Update from STAR
Calendar Year	Student Year	Course	Stndrds Taken	Stndrds Gained	Credits Taken	Credits Gained	Others Taken	Others Gained		
2008	12	COMPREHENSIVE FIRST AID - APRIL	3	0	4	0	0	0		
2008	12	CATERING LEVEL 3	5	0	24	0	0	0		
2008	12	BUSINESS L3	0	0	0	0	1	0		
2008	12	ADVENTURE OF LEADERSHIP	1	0	3	0	0	0		
2008	12	KIWIHOST	3	0	6	0	0	0		
Gateway Placements and Courses										Update from Gateway
Calendar Year	Student Year	Placement	Area	Stndrds Taken	Stndrds Gained	Credits Taken	Credits Gained			
2008	12	ENGINEERING	ENGINEERING	6	1	20	4			
Other Work Experiences										
Calendar Year	Student Year	Date From	Date To	Employer	Details					
2007	11	03/03/2007	06/04/2007	Fred Dagg Ltd	Worked with uncle's accounting firm in evenings					

Star courses taken, Gateway placements and courses taken and other Work Experience.

If your school is using Worsfold Software's Star Management package and/or the Gateway Management package then buttons will be available on the screen which will enable ALL relevant data from these two packages to be imported, stored and displayed... as shown above.

The fourth table allows you to record details relating to other work experience undertaken by the student.



This screen displays all of a student's NZQA standards taken and perhaps gained.

NZQA Standards

This screen provides a live link to the MUSAC Classroom Manager database
Users of other Student Management Systems may enter information manually

Update from MUSAC

Year	Code	Level	Credits	Result	Credits gained	Title
2007	10656 02	3	8	X		Demonstrate developed music compositional skills through t
2007	12331 03	?	?	N		Standard not found in database
2007	12332 03	?	?	A		Standard not found in database
2007	12823 02	2	2	X		Set up and disassemble small public address and recording s
2007	12825 02	3	2	X		Operate and maintain a public address system for a perform
2007	12905 02	2	4	X		Read an inclusive variety of written texts and record the re
2007	12905 03	2	4	A	4	Read an inclusive variety of written texts and record the re
2007	13271 02	2	2		2	Cook food by frying in a commercial kitchen
2007	13272 02	?	?			Standard not found in database
2007	13273 02	?	?			Standard not found in database
2007	13276 02	2	2	A	2	Cook food by grilling in a commercial kitchen
2007	13281 02	2	2	A	2	Prepare and present basic sandwiches for service in a comr
2007	13283 02	2	2	A	2	Prepare and present salads for service in a commercial kitch
2007	13285 02	2	2	A	2	Handle and maintain knives in a commercial kitchen
2006	14254 03	1	2	A	2	Demonstrate knowledge about conception and investigate i
2006	14255 03	1	2	A	2	Describe sexually transmitted infections and strategies to r
2007	14425 03	2	2	A	2	Prepare and serve hot and cold non-alcoholic drinks in a cor
2007	14434 03	2	3	A	3	Prepare and clear areas for table service in a commercial hc
2007	14436 03	2	4	A	4	Provide basic table service in a commercial hospitality enviro

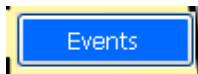
Level 1 Standards	Level 1 Credits Taken	Level 1 Credits Gained	Level 2 Standards	Level 2 Credits Taken	Level 2 Credits Gained	Level 3 Standards	Level 3 Credits Taken	Level 3 Credits Gained	Level 4 Standards	Level 4 Credits Taken
46	158	118	56	207	81	12	82	0		

If your school uses MUSAC then you will be able to extract the full list directly from

the MUSAC database.

In the example above several standards, recorded in a previous year, have been unable to be identified from the MUSAC standards database. This is almost certainly due to the fact that the databases on my machine are not from the same school. If such standards are found then the display (above) reports that fact.

At the bottom of the screen is a summary showing the number of standards and credits involved at each of the levels from 1 to 5.



The 'Events' button leads to a display of relevant events attended by the student.

The third column holds the name of the event and this is selected from a popup menu as shown below. As each new event arises you can add it to the popup list using the small button next to the title 'Event' in the heading of the table. Clicking this button will cause the standard 'add to a popup list' window to be displayed. Once you have entered a new event it may be selected for students by clicking in the column, pulling down the popup, and selecting the event required.

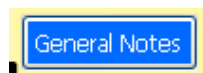
A fourth column allows you to record a comment on the event and the student's reaction to it.

Careers Events attended by Graham Allan				Session notes
Year	Date	Event		Comment
12	01/11/2008	Careers Expo 08		
		Three Forces Display 08		



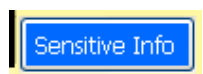
This button produces a summary of any appointments with the student. An example is shown below.

Appointments record for Graham Allan			Session notes
Date	Time	Details	
13/08/2008	10.15am	Has always wanted to be a pop star but thinks that being an accountant might pay the bills	
13/11/2008	8.45am	His uncle is an Accountant and has enthused Graham no end!	
28/01/2009	9.30am	Gave him information about a degree in Accountancy at Auckland Uni.	

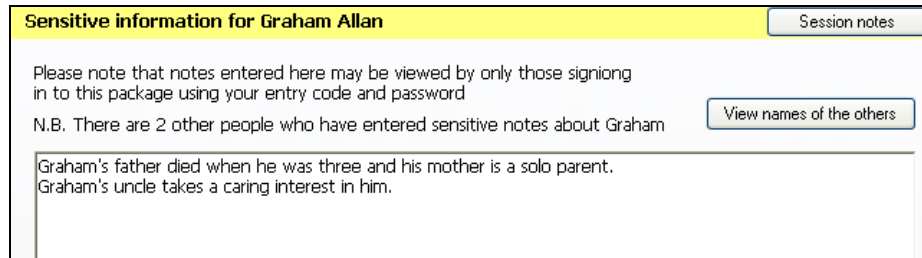


On the general notes screen you can record background information about the student which is of a non-sensitive nature.

General notes for Graham Allan	
	<div>Graham plays lead guitar in the 'Tortuous Rebels'</div> <div>His Uncle Jim is an Accountant and he and Graham are moth keen mounaineers.</div>



This screen is available for you to record information which will only be visible to you. Others may also record information about a particular student but you will be the only one able to see your sensitive notes. If others have indeed recorded their own notes then you will be alerted to that fact and will be able to see a list of those others.



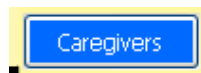
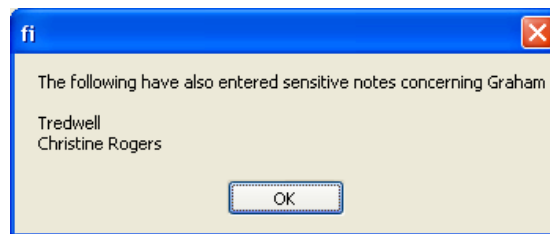
Sensitive information for Graham Allan Session notes

Please note that notes entered here may be viewed by only those signing in to this package using your entry code and password

N.B. There are 2 other people who have entered sensitive notes about Graham View names of the others

Graham's father died when he was three and his mother is a solo parent.
Graham's uncle takes a caring interest in him.

If others have indeed left notes of their own then clicking the 'View names of others' button (which will in this case be visible) will reveal their names. An example is shown below.



The caregivers screen provides a place where details of the student's first two caregivers can be recorded, along with any comments they may have made.

Caregiver Details for Graham Allan
Session notes

Caregiver salutation

Caregiver 1

Name

Address

Home Phone

Work Phone

Cell Phone

Email

Caregiver 2

Name

Address

Home Phone

Work Phone

Cell Phone

Email

Caregiver Comments

Date	Comment
02/04/2006	Uncle Jim is helping Graham to become an Accountant. Mum is very pleased "Better than a pop singer"

If your school uses MUSAC then any caregiver information stored in the MUSAC database will be imported during the student update process.

Destination

This button provides a place to record where the student has gone after leaving school. For the sake of an example, I've filled in information for Graham, even though he has not yet left.

The 'Immediate Destination' field is a popup list – to which you can add possibilities via the button to its right.

Destination Details for Graham Allan Session notes

Date left school

Immediate destination

Subsequent Achievements

Year	Source	Detail
2012	Canterbury University	B.Com.

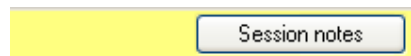
Subsequent Employment

Year	Employer	Detail
2013	Preen, Watercourse & Hooper Ltd	

Contact Details

Now living in Wellington. Cell 027 222 2222

That completes the major screen buttons, but there is one other which has appeared in almost all of the previous illustrations. In the top right hand corner of the screen is a button labelled 'Session notes'.



If you click on it then a slide drops down, as shown below.

Destination Details for Graham Allan Hide

General notes

28 Jan 2009

This provides a place where you can record notes of the current meeting and have them optionally :

Printed (via the 'Print' button at the bottom of the panel)

Saved to 'General Notes' (via the second suitably labelled button)

Emailed to the student (provided that he or she has an email address – via the third button labelled 'Email') This can be used, for example, to provide the student with a reminder of something to be done.

(Remember that, prior to sending such an email, you must have visited the 'Email' area under 'Configuration' and have specified two background emailing details).

Chapter 4

Appointments

What's in this chapter?	Page
4.1 Overview	4.2
4.2 One day at a time	4.3
4.3 One week at a time	4.7
4.4 One month at a time	4.8
4.5 Alarms	4.9

4.1 Overview

Future Indicative allows you to record details of appointments between students and the Careers Advisor. Each use of the package will have their own schedule of appointments.

The screen consists of four tabs, three of which offer different views of the schedule, as shown in the section headings above. The final tab reveals any alarms.

4.2 One day at a time

The first screen displays one day's appointments, as shown below.

The screenshot shows a web-based appointment scheduling interface. At the top, it says "Appointment Schedule for Christine Rogers". Below this are tabs for "Day", "Week", "Month", and "Alarms", with "Day" selected. A navigation bar includes a back arrow, the date "Mon 26 Jan 2009", a forward arrow, and the text "0 interviews listed". There are two buttons: "Display only appointments" and "How to use this screen".

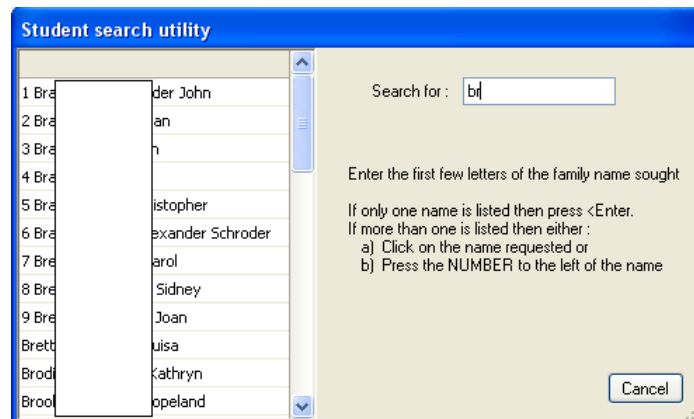
Time	Student	Purpose	Before	After
8.30am				
8.45am				
9.00am				
9.15am				
9.30am				
9.45am				
10.00am				
10.15am				
10.30am				

Below the table is a grey bar. At the bottom, there is a form for appointment details. It includes fields for "Appointment for:", "Date", "Time", and "Date made". There are dropdown menus for "Purpose" and "Notified", each with a "Complete" checkbox. A "Prior arrangements" section has a "Complete" checkbox. A "Follow up details" section has a "Complete" checkbox and a "Date due" field. There are buttons for "Delete", "Email", and "Print".

The top of the screen lists the appointments for the day – currently showing none – and the bottom of the screen lists the details of the current appointment.

To create an appointment, click on the time slot involved. (Remember that time slots are specified via 'Configuration' as detailed in Chapter 2.

When you click on a time slot the 'Appointment for:' text box below will become active and the cursor there will appear, waiting for you to type in the name of the student for whom the appointment is to be made. However, as you type the first letter of the student's family name, the Student Search window will appear, as shown below.



In the example above I have typed the letters 'br'. A reminder – a rectangle has been drawn over the student names intentionally to disguise them.

Type as many letters of the student name as you need to identify the student. Once their name is visible either click on them or type the number to the left of their name. You will be returned to the appointment screen with the name on the day list and in the appointment details below, ready for you to enter further details.

Future Indicative

Switch to an archive database Help Access Worsfold Website

Students My Appointments Web sites Configuration Printing facilities Utilities Search Exit

Appointment Schedule for Worsfold Software Ltd

Day Week Month

Mon 26 Jan 2009 0 interviews listed Display only appointments How to use this screen

Time	Student	Purpose	Before	After
8.30am				
8.45am				
9.00am				
9.15am	Booth, Charles Luke			
9.30am				
9.45am				
10.00am				
10.15am				
10.30am				

Appointment for : Date: Time: Date made:

Purpose: Appointment details: Follow up details: ☒ Complete

Notified: Date due: Delete

Prior arrangements: Email

☒ Complete Print

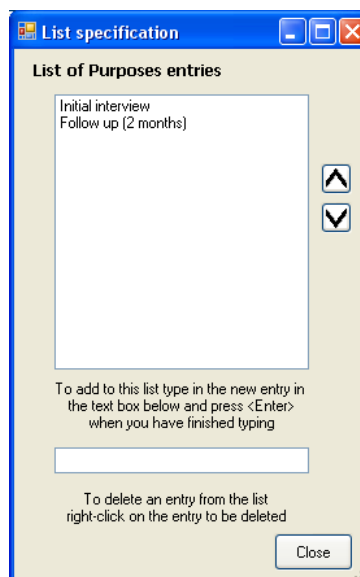
Now enter the rest of the appointment details in the spaces shown below. The details fall into four categories.



The screenshot shows a software interface for recording appointments. It includes fields for 'Appointment for:', 'Date', 'Time', and 'Date made', all containing the value '26/01/2009'. There are dropdown menus for 'Purpose' and 'Notified', and checkboxes for 'Complete' under 'Prior arrangements' and 'Follow up details'. A large text area for 'Appointment details' is also present.

- a) The first two details refer to the appointment and allow you to record
- i) Its purpose
 - ii) Whether or not the student has been notified on the appointment

The purpose is recorded by selecting from a popup list. You can add your own possibilities to the popup by clicking on the small button to its right. This will cause the 'Popup Configuration' screen to appear, via which you can enter the various possibilities which you require. An example of the screen is shown below.



Type the entries you require into the text box at the bottom of the screen and press <Enter> after each one.

You can move an entry up or down the list by highlighting it and using the two arrow keys to the right to adjust its position in the list.

You can delete an entry in the list by right-clicking on it.

Once you have completed the task of specifying your entries, click on the 'Close' button to return to the appointments screen.

Similarly, you can record the means by which the student was notified of the appointment.

- b) The next detail allows you to note anything which you wish to prepare in advance – e.g. getting some information, booklet etc for the student.

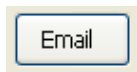
There is also a tickbox which you can use to indicate that you have completed the preparation for the appointment. The package has an 'alarm' system which can alert you to 'things you have not yet done'. Details of this are provided further on herein.

- c) The third area is where you can record details of the appointment itself – perhaps while it is in progress, or after it has been completed. These notes are also available via the student screen, as described in the previous chapter.
- d) Finally, you can record details of follow-up tasks which you or the student might have to perform. Again, there is a tick box which you can use to indicate that the task has been completed.

There are three buttons on the right hand side of the appointments details area. These are :



Use this button to delete an appointment.



Use this button to email notification of the appointment to the student.

When you click on the button a message such as the following will appear.

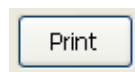
Email to be sent to Booth, Charles Luke

[This message is to remind you of an appointment with the Careers Advisor
Appointment date : 26/01/2009
Appointment time : 9.15am
Purpose : Initial interview
Please let me know if you have any difficulty in keeping this appointment.
Than you very much for that
Shona (06 567 8765)

Save all but first four lines Cancel Send

You can edit this message prior to sending it to make any alterations which you wish. The button at the bottom left of the screen allows you to record all but the first four lines, and these will be retrieved to be included in any future email which you might send. The first four lines of the message are fixed and will appear each time in the format shown above.

If the student concerned does not have an email address then you will be alerted to this fact.



Use this button to print a document listing the appointment details.

As tasks are yet to be performed, red alerts appear on the day's list warning you of these.

Purpose	Before	After
Initial interview		

Finally, at the top of the list of appointments are two sets of buttons.

The first pair, either side of the date, enable you to move backwards and forwards,

one day at a time. If you really wish to jump well away from the current date then click on the month tab, move to the desired month, and double-click on the desired day. (This is exactly equivalent to opening a small calendar and making a selection from it).

The second three buttons have different purposes.

The first provides a printout of the displayed day's appointments.

The second hides any unallocated time slots, allowing you to see just the appointments which you have for the day.

The third pops up a small screen giving you some hints about the way you can use this screen.

4.3 One week at a time

<div>Day Week Month</div> <div> ← Mon 26 Jan 2009 → </div> <div>22 appointments</div> <div><input checked="" type="checkbox"/> Hide the weekend</div> <div>How to use this screen</div> <div>Print week's appointments</div>									
Time	Mon 26 Jan	Time	Tue 27 Jan	Time	Wed 28 Jan	Time	Thu 29 Jan	Time	Fri 30 Jan
8.30am		8.00am		8.00am		8.00am		8.00am	
8.45am		8.15am		8.15am		8.15am		8.15am	
9.00am	Ke	8.30am	Gra	8.30am		8.30am		8.30am	
9.15am	Bo	8.45am		8.45am		8.45am		8.45am	Kil
9.30am		9.00am	Law	9.00am	Se	9.00am	Jo	9.00am	
9.45am	Fe	9.15am		9.15am	Yo	9.15am		9.15am	Ge
10.00am	La	9.30am		9.30am	Jo	9.30am		9.30am	
10.15am	TH	9.45am		9.45am		9.45am		9.45am	
10.30am		10.00am		10.00am		10.00am		10.00am	
		10.15am	Ray	10.15am		10.15am	Dr	10.15am	Ar
		10.30am		10.30am		10.30am		10.30am	
		10.45am		10.45am		10.45am		10.45am	
		11.00am		11.00am		11.00am		11.00am	

The second tab – 'Week' – displays either five or seven days at a time. An example is shown above. (Rectangles hide student names for this manual).

A tick box in the top row allows you to include or exclude the two weekend days.

Again, there are two pairs of two buttons at the top of the display.

The first pair, either side of the Monday date (which identifies the week) may be used to move backwards and forwards, one week at a time.

The first of the second two buttons provides hints on how best to use this screen. For example, if you click on a day at the top of the table (e.g. Tues 27 Jan) then the

display will jump over to the single day display, showing the day which you selected.

If you click on a student name in any one of the days then you will jump back to the single day display and the appointment you clicked will be displayed.

The second, and final, button enables you to print a document listing the week's appointments.

4.4 One month at a time

This display shows the current month with a (partial) list of appointments showing in each day. A separate area on the right hand side of the screen is used when you click on a particular day. The full list for the clicked day is displayed here, as shown in the second illustration below.

Day	Week	Month				
← January 2009 →		26 appointments		How to use this screen		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
8.30am Adams, Oliver						
12	13	14	15	16	17	18
	8.30am Allison, Lance 8.45am Adams, Oliver					
19	20	21	22	23	24	25
9.15am Abernethy, Leearna						
26	27	28	29	30	31	
9.00am Luke 9.45am Ferguson, Laura June 9.00am Kerr, Robert 10.15am Thomson, Daniel	9.00am Lawson, Daniel 10.15am Rayne, Joanna Catherine 10.45am Jones, Hazel	9.00am Secker, Marvin 9.30am Young, Daniel 10.15am Dryden, Andrew James	9.00am Jones, Kelsey 10.15am Dryden, Andrew James 10.45am Dryden, Andrew James	8.45am King, Lauren 9.15am Gerrard, Hannah Leigh 10.15am Amor, Jessica Lee		

Click on the 30th Jan and the day's list is displayed at the right hand side of the screen, as shown below.

30/01/2009	
8.45am King	
9.15am Ger	nah Leigh
10.15am An	eca Lee

Once again, at the top of the screen are two lots of buttons.

The first pair may be used to move backwards and forwards, one month at a time. Using these you can quickly move to any month required.

The other button, once again, reveals a window which provides hints on how best to use this screen.

If you double-click on a day of the month then you will be taken to the single day screen, showing the appointments for that day. (Remember : a single click on a day causes it to be displayed on the right hand side of the month screen).

If you click on a particular appointment in the right hand side list then you will also be taken to the single day view, with the selected appointment being displayed.

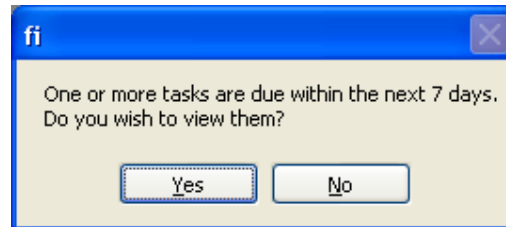
4.5 Alarms

This display shows any outstanding tasks due to be completed within the next seven days (or however many you change the setting at the top of the screen to).

Appointment Schedule for Worsfold Software Ltd				
<div>Day Week Month Alarms</div>				
<div>Things to be done in the next <input type="text" value="7"/> days Print table</div>				
Student	Appt Date	Due Date	Detail	
Fred John	09/02/2009	09/02/2009	Before : Get Policing brochure	
Mills	09/02/2009	09/02/2009	Before : Get nursing brochure	
Trevilly	10/02/2009	10/02/2009	Before : Check with polytech about Architectural course	

You may print the displayed table of tasks using the suitably labelled button.

Should any tasks be outstanding then a warning will be displayed as you click on the 'Appointments' button. An example of the warning is shown below.



Chapter 5

Web Sites

What's in this chapter?	Page
5.1 Overview	5.1
5.2 Career Services – Home page	5.3
5.3 Career Services – Scholarships, Grants and Awards	5.3
5.4 NZQA Providers	5.4
5.5 Industries sites	5.4
5.6 Providers sites	5.9
5.7 Subject Areas	5.10
5.8 Sending links to Worsfold Software	5.11
5.9 Importing links from Worsfold Software	5.11

5.1 Overview

There are many web sites which are very relevant to both students and their advisors when it comes to searching for information concerning career pathways.

This section of the program provides direct access to important sites and to ones which your school has deemed of particular use to your students.

Students will have access to the first six buttons on this site.

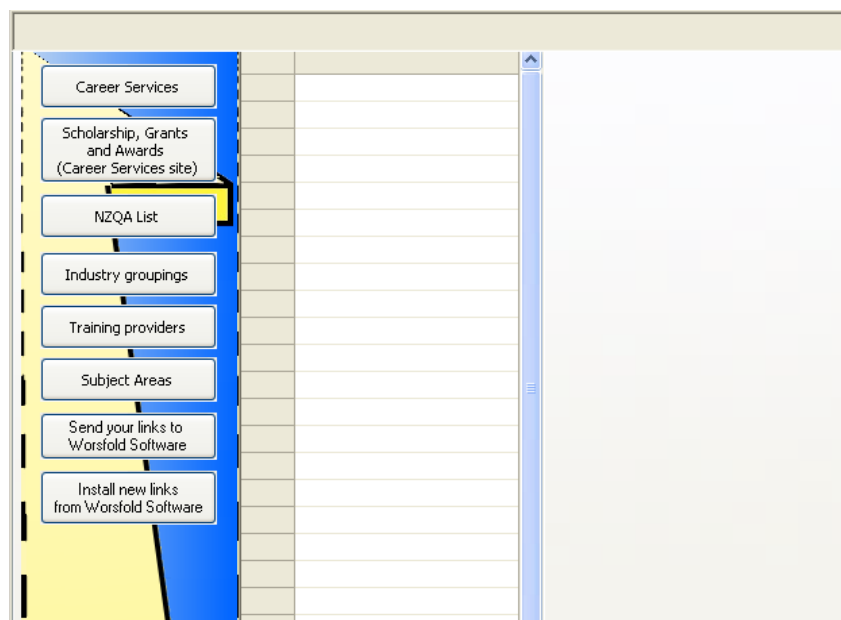
Please note that sites are hosted within an internal browser in this package and

students cannot access sites other than those listed herein - either those which have been set up as defaults in the distribution of the package or those which your school has added. The student module will NOT provide for the adding of websites. If it did then it would not take long for an enterprising young person to add e.g. google, or something even less seemly.

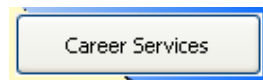
Because an internal browser is used there is no 'Back' button as there is in an ordinary web browser. Hence, should you be browsing a particular site then you must use the <-Backspace button as a 'back' button.

There is, however, a 'Close' button at the top left hand corner of the screen which shuts down the browsing process and returns you to the section menu.

The main screen for this section appears as shown below.



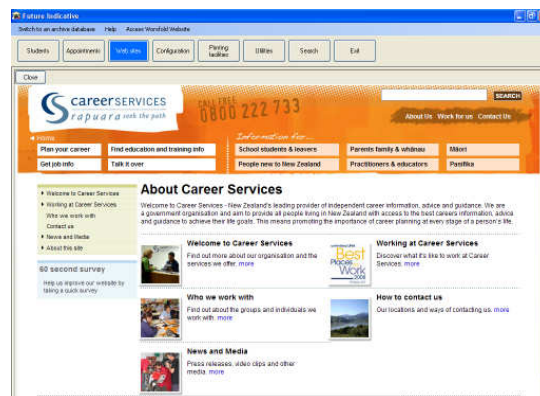
5.2 Career Services – Home page



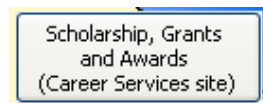
The most comprehensive and impressive website to do with careers is undoubtedly that of Career Services. Their website says it all : "New Zealand's leading provider of independent career information, advice and guidance. We are a government organisation and aim to provide all people living in New Zealand with access to the best careers information, advice and guidance to achieve their life goals. This means promoting the importance of career planning at every stage of a person's life."

This should be the main port of call for any advisor and student.

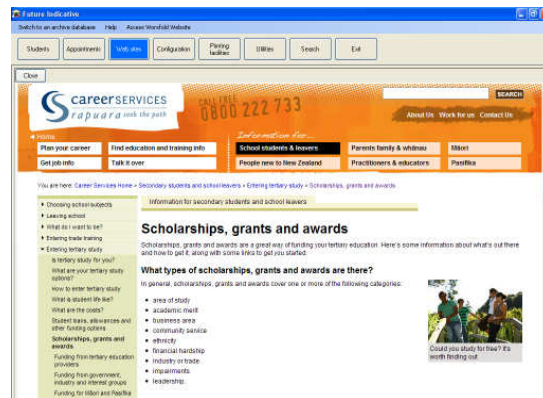
The first button provides a direct link to the site :



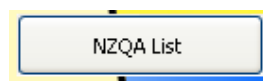
5.3 Career Services – Scholarships, Grants and Awards



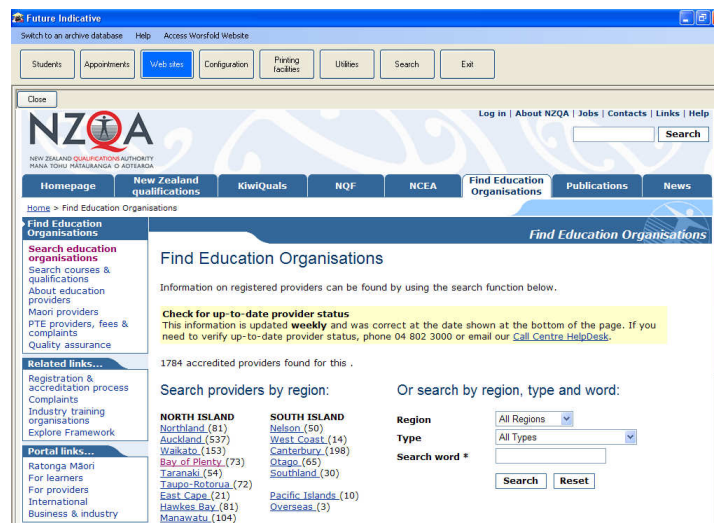
A particularly important part of the Career Services site is their section relating to Scholarships, Grants and Awards. The second button provides a direct link to that screen :



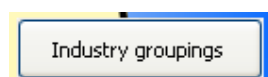
5.4 NZQA Providers



Another important site is that provided by the NZQA, which lists providers of qualifications. This button provides a direct link to that site.



5.5 Industries sites

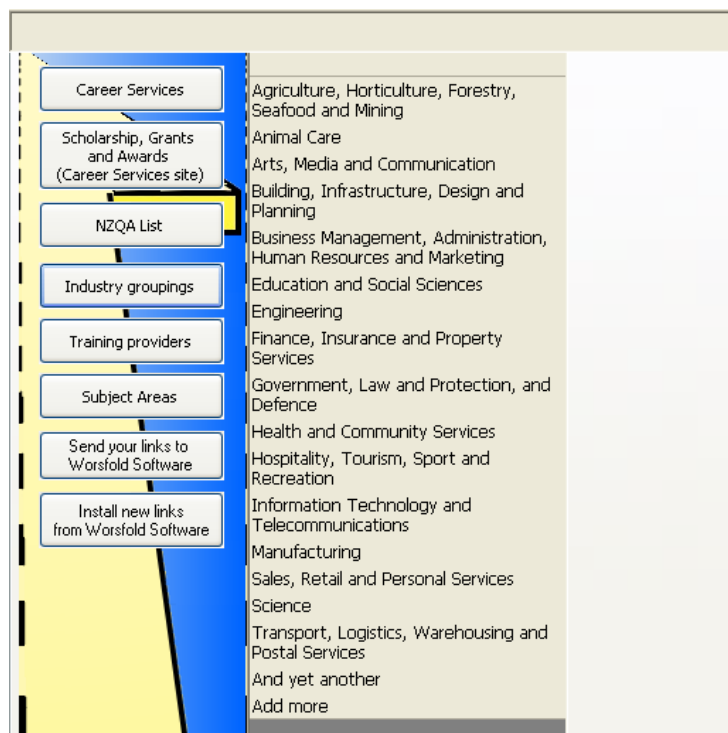


This section allows you to provide links to other sites which you have found particularly useful. Initially there are very few links provided, but more and more will

be distributed to schools as suggestions are received from schools using the package.

The final two buttons (below) allow you to send an email to Worsfold Software which contains those web links which you have set up via this part of the package. The second button of the pair allows you to import new files of links which will, from time to time, be distributed to you by Worsfold Software Ltd. This file will contain the 'latest batch' of those sent in by schools. It is expected that, via this process, a comprehensive range of sites will evolve.

Let's, however, look at the page itself. Initially, it appears as shown below.



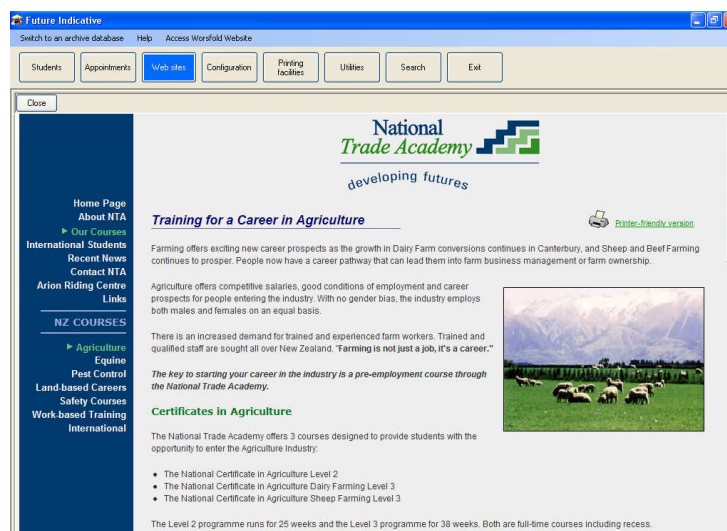
A list of industry groupings is displayed. (Please ignore the extraneous pair at the bottom of the list – which were added as part of the testing routine. They will be gone by the time you get the package!) If you click on any one of them the list will 'open up' to display the relevant subgroupings for your selection, e.g. clicking on 'Agriculture, Horticulture, Forestry, Seafood and Mining' ... will reveal.



Now click on the subgroup 'Agriculture' and any links in place will be displayed on the right hand side of the screen. In the example below there is only one such link.

	Description	Image	Link - click to access
Agriculture, Horticulture, Forestry, Seafood and Mining - Seafood and Aquaculture - Horticulture - Forestry - Equine - Agriculture - Mining and Quarrying Animal Care Arts, Media and Communication	National Training Academy		http://www.nta.co.nz/agriculture.html

Click on the description or the image or the link itself and you will go directly to the web link selected.



From here you can browse through the web site, using the Backspace key as a 'Back' button.

When you have finished click on the 'Close' button in the top left hand corner of the screen to return to the Industries Sites screen.

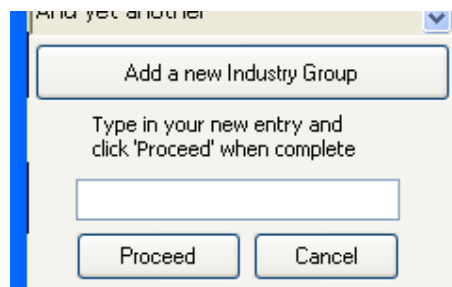
There are two buttons at the bottom of the screen which serve three purposes.

The first button serves two :

- a) The first allows you to add a new Industry Group. However, it's a little tricky here... You have to click on one of the existing groups then the button will change its label. Click it a second time and the group will close up, returning the button label to its original text : Add a new industry group'.

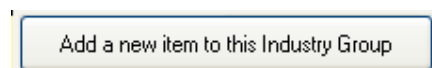


Click on this button and the bottom of this column will slide up to reveal :



Type in the name of your new grouping and click 'Proceed' and it will be added to the list.

- b) The second purpose arises if you have already clicked on an Industry Group, causing the subgroups to be displayed. In this case the button will become active and will be labelled "Add a new item to this industry group"

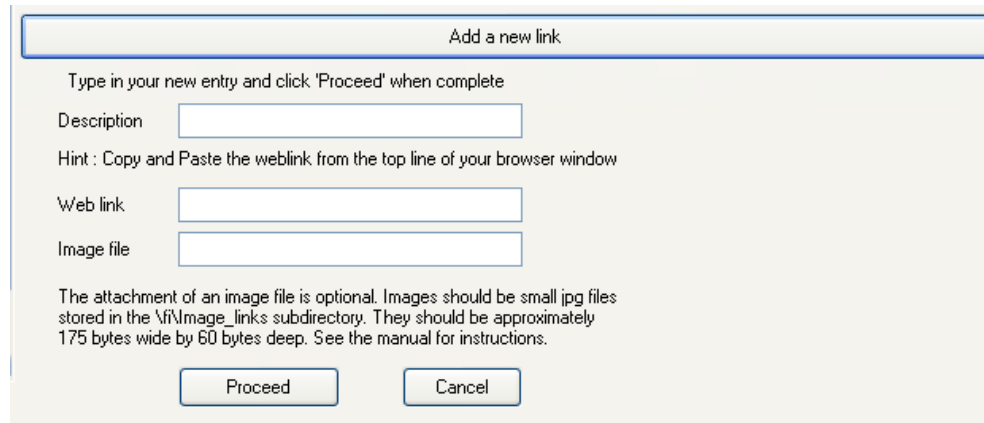


Click on the button and the same slide will appear, via which you can add a new subgroup to your chosen industry group. Again, click 'Proceed' when you have added your new entry and it will be added to the relevant group.

The second button appears at the bottom of the right hand side of the screen and becomes active when an industry sub-group has been selected, causing any attached web site links to be displayed. It's a large button!



Click this button and a bottom slide will appear :

A form titled "Add a new link" with a light beige background and a thin blue border. Inside the form, there is a title bar with the same text. Below the title bar, the text "Type in your new entry and click 'Proceed' when complete" is displayed. There are three text input fields: "Description", "Web link", and "Image file". A hint text "Hint : Copy and Paste the weblink from the top line of your browser window" is located above the "Web link" field. Below the "Image file" field, there is a paragraph of text: "The attachment of an image file is optional. Images should be small .jpg files stored in the \fi\Image_links subdirectory. They should be approximately 175 bytes wide by 60 bytes deep. See the manual for instructions." At the bottom of the form are two buttons: "Proceed" and "Cancel".

Assuming that you have found a web site to which you wish to add a link :

- a) Enter a brief description of the web site in the first text box above.
- b) The link itself goes into the second text box. However, due to the erring inaccuracy (as opposed to unerring accuracy) involved in typing in a web url without an error, it is MUCH safer to copy the link from the Address line of your browser (highlight it and press Ctrl-C) and then paste it into the second text box (Click in the text box and press Ctrl-V).
- c) Adding an image is optional. You can, if you have the necessary skills, also add an image to the link as well. You can capture an image by pressing the 'Print Scrn' button on your keyboard while visiting the web site. This captures the entire screen, but you only want a little piece of it. Use an image manipulating program (e.g. Photo Impact, Photoshop etc) to paste in the image, to select a suitable small portion of it, to resize the portion down to about 175 pixels long by 60 pixels deep, and saving the image as a .jpg image in the \fi\Image_links subdirectory – found under your \fi directory. Give the image a suitably pithy name and enter it in the third text box labelled 'Image file' above.

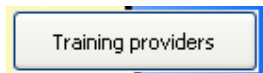
Now press 'Proceed' and your new link will be displayed.

You can remove a link by right-clicking on the 'Description'.

You can remove a sub-group or an entire group by right-clicking on the sub-group or group concerned.

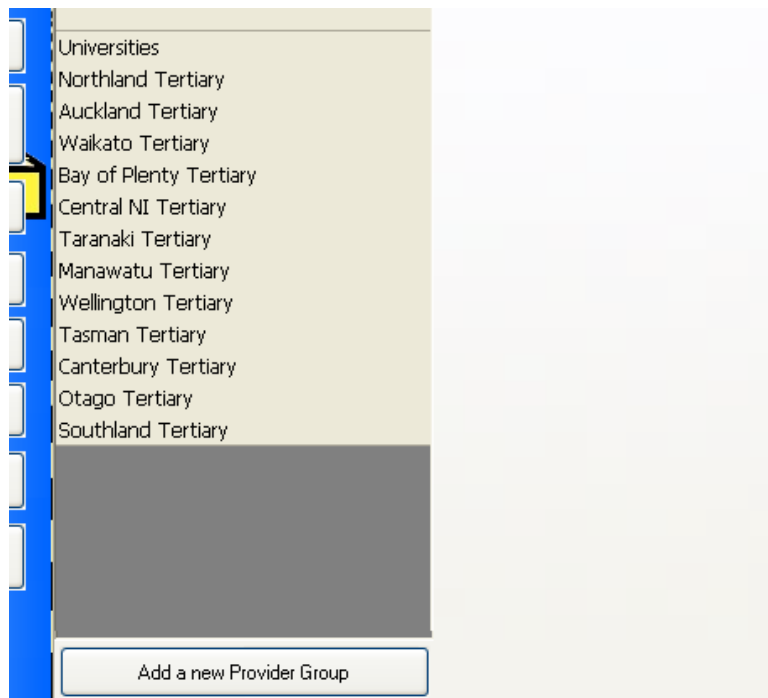
Remember, after completing your visit to a web site, click the 'Close' button in the top left hand corner of the screen to return to the package.

5.6 Providers sites



This screen is a little like the previous one, whereon you will find web links to the universities and several other tertiary providers (mainly polytechnics). Most of these have already been set up for you. My humble apologies if I have omitted one in your area. The last two buttons will solve the problem.

The screen appears as shown :



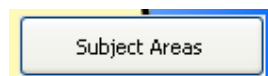
Select a category and the links which are attached will be displayed, e.g.:

	Description	Image	Link - click to access
Universities			
Northland Tertiary	Te Wananga o Aotearoa		http://www.twoa.ac.nz
Auckland Tertiary			
Waikato Tertiary			
Bay of Plenty Tertiary			
Central NI Tertiary	Wellington Education Cluster		http://www.wec.net.nz/
Taranaki Tertiary			
Manawatu Tertiary			
Wellington Tertiary	Whitireia Community Polytech		http://www.whitireia.ac.nz/
Tasman Tertiary			
Canterbury Tertiary			
Otago Tertiary	Open Polytechnic of NZ		http://www.openpolytechnic.ac.nz/
Southland Tertiary			

Visit the selected site by clicking on it.

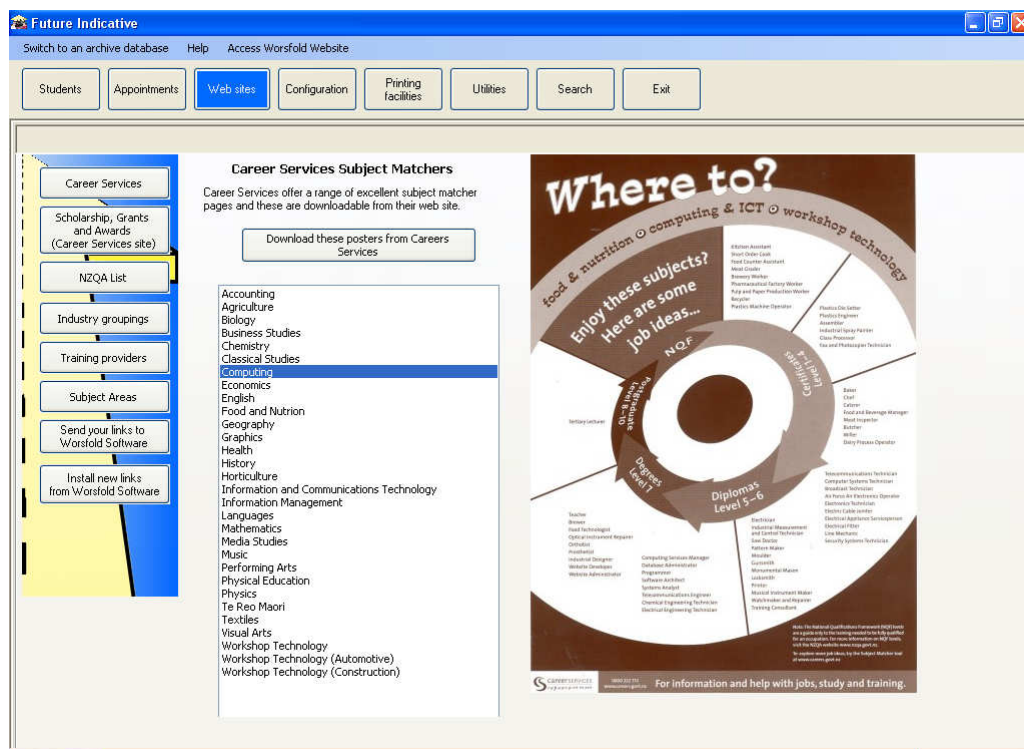
You can add further entries to either the list of provider categories or to the links for a particular category using the same process as that described above for industry Groups.

5.7 Subject areas



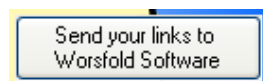
Career Services provide an EXCELLENT set of fifteen single page lists of suggested careers linked to the qualifications gained in particular subjects areas. The liberty of displaying them here has been taken. (They were provided by a person from Career Services and permission was sought and given to use their information herein)

However, at the time of writing they are displayed in reduced form only and cannot be printed. A link is provided on the screen to the careers Services web site page which allows you to download the 15 pamphlets. The screen appears as shown below :



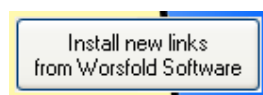
The text is too small to read on this screen but their presentation should encourage you to access them via Career Services using the link provided.

5.8 Sending links to Worsfold Software



At the time of writing this process is still under development but its intention is to enable you to simply send an email to Worsfold Software Ltd, containing the descriptions and links which you have added to the Industry Groups and Providers pages above.

5.9 Importing links from Worsfold Software



This is the reverse process to that above and it will import into your database further descriptions, links and (hopefully) images for those links sent in by others.

Chapter 6

Printing

What's in this chapter?

Page

This facility is still under development

Chapter 7

The Utilities

What's in this chapter?	Page
7.1 Overview	7.1
7.2 Archive management	7.1
7.3 Global Emails	7.3
7.4 View Student Audit Trail	7.6

7.1 Overview

Future Indicative includes utilities which, amongst other things, enable you to perform what are known as 'global' tasks – i.e. those which apply to ALL students at a time.

7.2 Archive Management

Each year students leave the school. To prevent the main database from becoming larger and larger as more and more students arrive over the years it has been designed so that those who have left can be moved to an archive database. This database will have exactly the same structure as the main database and you can work with it as if you were using the main database.

To prevent the archive database from becoming larger and larger, there will be a separate archive database for each year.

The main database is named fi.mdb, and an archive database is named e.g. fiarchive2009.mdb.

If your school is using MUSAC or Kamar as their SMS (School Management System) then, each time you update the main database from either MUSAC or Kamar a check is carried out to identify students who are no longer found in your SMS database. These students are, presumably, leavers and you are automatically given the opportunity to transfer them to an archive database.

However, some students are determined to cause problems by returning. This utility enables you to transfer one or more students between any two of the Future Indicative databases. The main screen is as shown below.

You can use this utility to transfer students between the main database and one of the archive databases, or between two of the archive databases

Database One

Students

Year

7

8

9

10

11

12

13

Select all displayed students

Database Two

Students

Year

7

8

9

10

11

12

13

Select all displayed students

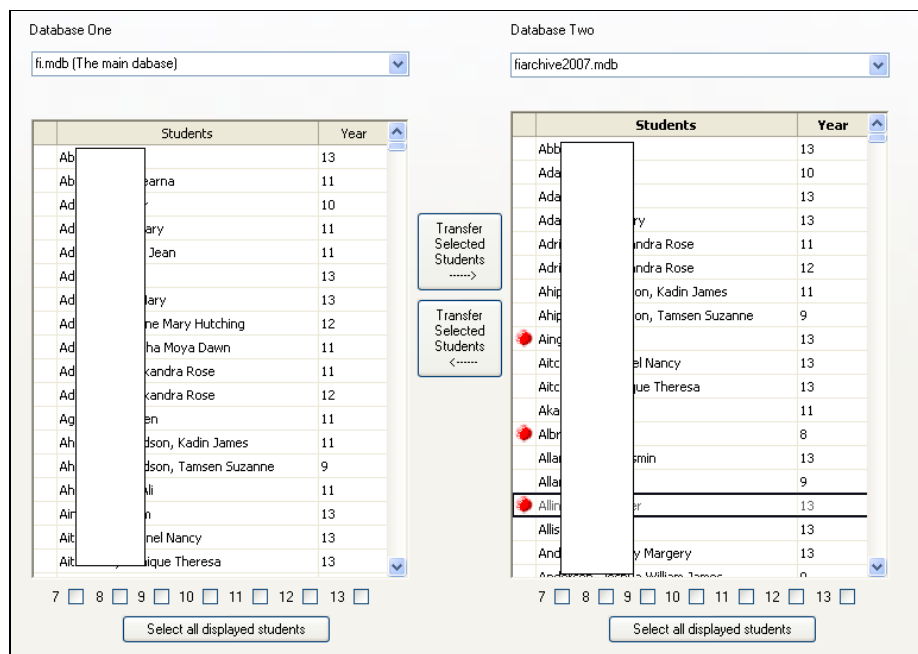
Transfer Selected Students
----->

Transfer Selected Students
<-----

To use the utility, select a database from each side of the screen, then select one or more students from one side of the screen. Then click on the relevant arrow button

in the middle of the screen to move the student(s) across. An example of students about to be transferred is shown below.

If you are extremely observant you will notice that, in the example, several students are in BOTH of the selected databases. That is because, in testing the program, a lot of chopping and changing and re-importing was done.



At the bottom of each side of the screen are two series of check boxes. These enable you to narrow your display to one or more years levels. E.g. If you click the '11' box then only year 11 students will be displayed.

7.3 Global Emails

It is possible to send an email to all students (who have email addresses).

The screen for this utility is shown below. All students having email addresses are displayed on the left hand side of the screen. Below the list are several check boxes which allow you to narrow the display to just one or more year levels. For example, should you wish to email just Year 12 students then you would tick the '12' box and

then click on the button below labelled 'Select all displayed students'.

Global Email Sender

The students listed are those with email addresses

Students	Yr
Aber	11
Adan	11
Adan	13
Aing	13
Akas	11
Alder	12
Allan	9
Bart	8
Boot	12
Brow	10
Bruc	9
Coop	11
Ellis,	11
Evisc	13
Foth	7
Gibb	8
Grah	12
Ham	13
Hunt	11
Kerr,	10
Le Pr	9

Please note that, in the case of a large number of email addresses, they will be sent to your email program in blocks. This prevents 'address overload' which can cause some addresses to be dropped from the email.

The number of addresses per block may be set via 'Configuration / Sending Emails'. The default setting is fifty.

Please also note that they will appear in the 'To' area of your email program. You MUST remove them from there by cutting and pasting the addresses into the 'BCC' area, otherwise the addresses will all be sent to each student - and this is NOT desirable.

Once you have done that, address each email (i.e. each block) to yourself, enter your message and send. You might like to have your message in a Notepad so that you can copy and paste it into each email.

Number of addresses selected : 0
 Number of addresses per block : 50
 Number of blocks of fifty (emails) : 0

☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐

On the right hand side of the screen an explanation of the 'rules of the game' is displayed. These 'rules' are reprinted below with further comment.

"Please note that, in the case of a large number of email addresses, they will be sent to your email program in blocks. This prevents 'address overload' which can cause some addresses to be dropped from the email.

The number of addresses per block may be set via 'Configuration / Sending Emails'. The default setting is fifty.

Please also note that they will appear in the 'To' area of your email program. You MUST remove them from there by cutting and pasting the addresses into the 'BCC' area, otherwise the addresses will all be sent to each student - and this is NOT

desirable.

Once you have done that, address each email (i.e. each block) to yourself, enter your message and send. You might like to have your message in a Notepad so that you can copy and paste it into each email."

The program has the ability to pass a list of email addresses to your email program (e.g. Outlook) but only to the 'To' address area. You should cut and paste the entire collection into the 'BCC' area instead, and enter your OWN address in the 'To' Area – should you wish to confirm the accurate sending by sending a copy to yourself. It is not essential to have an address in both the BCC and To areas.

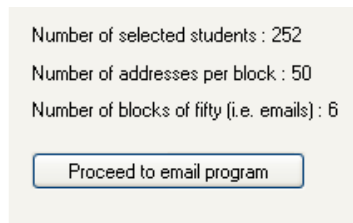
If you do not move the addresses across then each student who receives the email will also receive the email addresses of all of the other students and this is most definitely NOT a good thing. An email I received from a 'friend' last year told me that Bill Gates was going to send \$245 to each email address added to the email – and thousands had been stupid enough to add their own addresses and to forward the email to their friends. Every spam sending in the world would be absolutely delighted to receive such a large bunch of email addresses.

(BCC = Blind Carbon Copy – i.e. a copy of the email will be sent to all addresses but those receiving the email will NOT receive the addresses to which it was sent.)

Last year I sent an email to all users of Worsfold Software's Star Management package and, at that stage there were 265 schools using the package, so I had 265 email addresses in my BCC list. When I sent the email several were bounced as I had 'too many addresses'. Perhaps the limit per send is 255 – a well known number in computing circles.

To prevent this from happening to you the program will break your list of addresses into one or more blocks, each containing a nominated number of addresses. The

default number of addresses per block is fifty, but you can alter this via Configuration. The number of blocks will depend on the number of selected addresses and the number of addresses per block. This information is reported on the screen, an example of which is shown below.



Once you proceed you will arrive in your email program where you must

- a) Copy and paste the addresses to the BCC area
- b) Enter a subject
- c) Enter a message (Copy this to the clipboard by highlighting it and pressing Ctrl-C)
- d) Send each block

To repeat the same message for each email press Ctrl-V to paste the copied message into each subsequent email.

7.4 View Student Audit Trail

Each time a student logs on the FISTudent this fact is recorded in the audit trail. Each time a student adds a new entry to one of the popup lists this is also recorded in the audit trail, as small sample of which is shown below.

There is only one place in the main program where an entry is made to the audit trail and that is if someone details the entire audit trail. The trail is emptied and the first new entry indicates the action they have taken, as shown in the example below where you can see that the audit trail was cleared and then several students used FISTudent. (Yes, two 'Signed on' entries are missing – this is just an example).

Student Access Audit Trail			
The following entries and changes have been recorded via F1Student			
Date	Time	Student	Detail
06/02/2009	10:06 p.m.	Worsfold Software Ltd	Deleted entire audit trail
07/02/2009	8:01 a.m.	Billy Elliot	Added Violin to Interests
07/02/2009	8:04 a.m.	Christine Rogers	Added Skating to Interests
07/02/2009	8:07 a.m.	Helen Mirren	Signed on
07/02/2009	8:08 a.m.	Julia Roberts	Signed on
07/02/2009	8:11 a.m.	Harry Planck	Signed on
Clear Audit Trail			

Chapter 8

Search for Students

What's in this chapter?	Page
8.1 Overview	8.1
8.2 Searching for students	8.1

8.1 Overview

This process enables you to identify students whose records include certain phrases or words. If, for example, you wished to identify all of those students who are in years 11 or 12 and who are interested in either nursing or the police force then this is the process you use.

Once students have been found you can either print a list of them or you can send an email to them.

8.2 Searching for Students

The process uses the screen shown below.

In step 1 you nominate the current year or years in which the students you are looking for must be.

In Step 2 you indicate which year or years they might have been in when the data was recorded.

[illegible]

In Step 3 you indicate which area or areas you want searched for the information.

In Step 4 you indicate one or two items of information for which you are searching.

For example, if I am looking for all current year 13 students who in either year 11, year 12 or year 13 indicated that they were 'Interested' in either 'police' or 'traffic' then my requests would be :

Use this screen to find students who :

1. are currently in year(s)

☐ Yr7 ☐ Yr8 ☐ Yr9 ☐ Yr10 ☐ Yr11 ☐ Yr12 ☒ Yr13

2. who recorded in year(s)

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Year 13

3. in the selected area :

Interests
Skills
Favourite Subjects
Best Subjects
Qualities and Strengths
Values
Achievements
Goals
Ideas
Intended Destination

4. the following entry(s) :

☐ And ☒ Or

(You don't HAVE to specify a second entry to search for)

As a further example, if I am looking for all current year 12 or year 13 students who in either Year 11 indicated that their favourite subject was 'Mathematics' then my search would be :

Use this screen to find students who :

1. are currently in year(s)

☐ Yr7 ☐ Yr8 ☐ Yr9 ☐ Yr10 ☐ Yr11 ☒ Yr12 ☒ Yr13

2. who recorded in year(s)

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Year 13

3. in the selected area :

Interests
Skills
Favourite Subjects
Best Subjects
Qualities and Strengths
Values
Achievements
Goals
Ideas
Intended Destination

4. the following entry(s) :

☐ And ☒ Or

(You don't HAVE to specify a second entry to search for)

Once you have completed your search the students found matching your request will be listed on the right hand side of the screen, and you may print a list of them or send those of them who have an email address an email.

In the example below I've sought any students who, at any stage, expressed an interest in 'running'.

Student	Year	Detail Found	
Adams, Oliver	13	running in Yr12 Interests	randcbutler
Abbot, Jeremy	13	discus in Yr13 Interests	
Aitcheson, Monique Theresa	13	running in Yr13 Interests	
Allott, Kimberley Joy	13	discus in Yr13 Interests	

Four students were found, one of whom has an email address (which is partly shown on the right hand column of the display).

Chapter 9

Using the web site

What's in this chapter?	Page
9.1 Using the Worsfold Software web site	9.1
9.2 Accessing the web site from within the package	9.6
9.3 Installing a downloaded update	9.11

9.1 Using the Worsfold Software web site

Early in 2005 a web site was established to enable users of the Worsfold Software packages to stay up to date with both the latest enhancements and the latest version.

If, for some reason, you discover a fault in the software then please check the web site first. It may very well be that others have discovered it before you and it has already been rectified and a new version made available.

The name of the web site is : <http://www.worsfoldsoftware.co.nz>

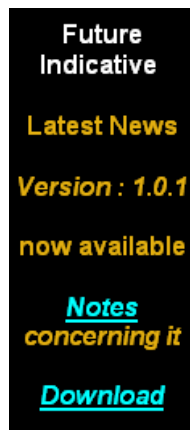
The site has a FAQ (Frequently Asked Questions) page and both background information and package specific information is frequently updated here.

This could well be your first port of call if you have a question concerning the package.

The 'Home' page is shown below.



Users of Future Indicative should keep an eye on the fourth column, where latest information is added to the top every time a change is made. Links here take you to two places of immediate interest.



At the top of the screen are some buttons....

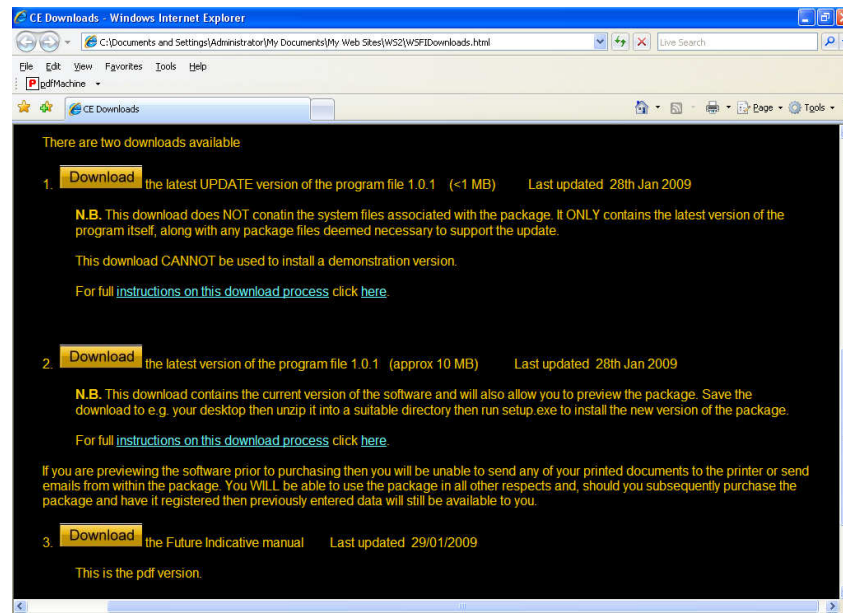


.. and, while you are welcome to browse them all, the one of most interest to Future Indicative users is the centre one : Future Indicative, which leads to the package's home page.



This page has four buttons which take you to :

- a) Downloads - from whence you can access the latest version and the manual.



There are three possible downloads.

- 1) The first is the UPDATE process for those who have already installed the package. This is a small download which will provide you with a file : FIUpdate.msi. Download it to somewhere suitable and double-click on the downloaded file to run it as described in the first chapter of this manual), then delete the downloaded file.
- 2) The second update is a FULL installation which can be used to evaluate the software. You will be registered as a 'demonstration' version and, should you subsequently purchase the package, then any data you have entered while investigating the package will still be available.
- 3) The third download is a .pdf version of this manual.

In the centre of the illustration above you will see a link to 'Instructions on this download process'.

- b) Latest News – which details recent enhancements to the package.

Notes concerning Future Indicative

Worsfold Software's Careers package is now available

Version 1.0.1

Released 2nd February 2009

[Download](#)

the new version here

Latest changes to Worsfold Software's Future Indicative software

Version 1.0.1**Released 2nd February 2009**

This is the first release of Future Indicative. There are still a few basic features to add, e.g. the Student Module, and these will be released as updates very shortly.

- c) View Brochure – wherein you can learn more about the package
- d) Order form – where you can find information relating to ordering the package.

Future Indicative ordering information

The cost of the Future Indicative package is : 2009 : \$395.00 + G.S.T.

The cost of Annual licence / User Group support : \$160.00 per year (\$13.33 per month) + G.S.T.

There is also a standard charge of \$5.00 (incl GST) post and packaging per order.

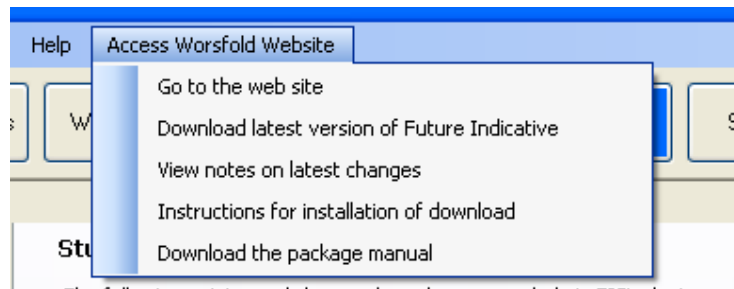
Orders for Future Indicative may be sent by :

Phone : to 03 449 2094

Email : to randcbutler@paradise.net.nz

9.2 Accessing the web site from within the package

At the top of the main screen there are several menu headings. One of these relates to the web site .



There are five options on the menu.

1. Go to the web site

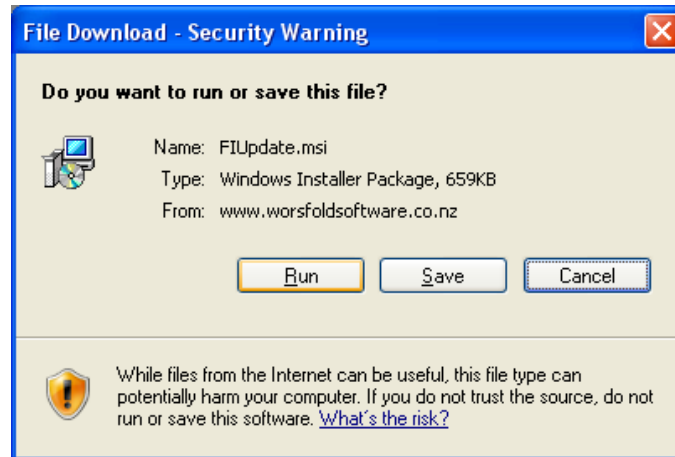
Provided that your computer is on-line (connected to the internet) then clicking this menu option will take you directly to the Worsfold Software Ltd web site.



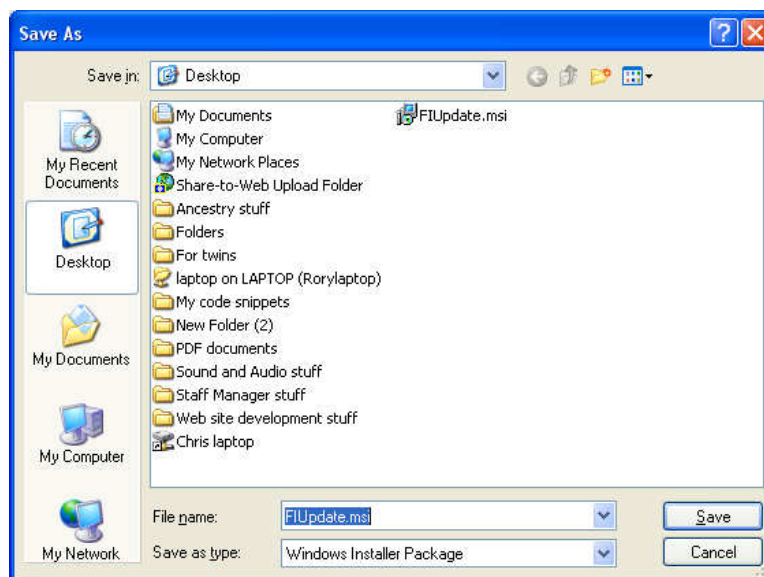
A button at the top of the screen closes the package browser. Remember that while using the package browser you must use the <-Backspace button as a 'back' button to return to a previous web page.

2. Download the latest version of Future Indicative.

This option will result in the appearance of the following window.



Click 'Save' to download the update to your computer....and a window such as that shown below will appear, asking where you wish to store the download.



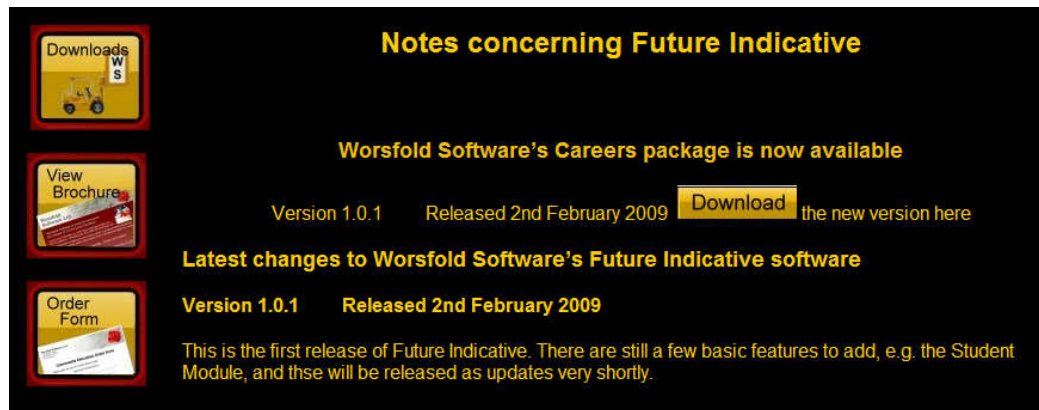
It is usual to save the download to your desktop, so click 'Desktop' on the left hand side of the window, then click 'Save'. As a result, the download file will arrive on your desktop....



See section 9.3 below for full instructions on how to download and install an update.

3. View notes on the latest changes

This option will display, in the package browser, the 'Latest news' web page from the Worsfold Software site – relating to Future Indicative.

A screenshot of a web page titled 'Notes concerning Future Indicative'. The page has a black background with yellow text. On the left side, there are three yellow buttons with red borders: 'Downloads WS', 'View Brochure', and 'Order Form'. The main content area contains the following text: 'Worsfold Software's Careers package is now available', 'Version 1.0.1 Released 2nd February 2009', a yellow 'Download' button, and 'the new version here'. Below this, it says 'Latest changes to Worsfold Software's Future Indicative software', 'Version 1.0.1 Released 2nd February 2009', and a paragraph: 'This is the first release of Future Indicative. There are still a few basic features to add, e.g. the Student Module, and these will be released as updates very shortly.'

4. Instructions for installation of download

These instructions are the same as those in item 2 above. They will be displayed on the package browser.

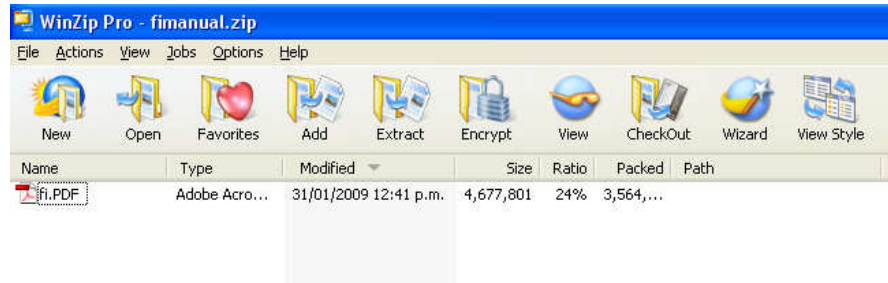
5. Download the manual

This option will deliver, to your desktop, a zip file containing a pdf version of this manual.

Save it to your desktop....



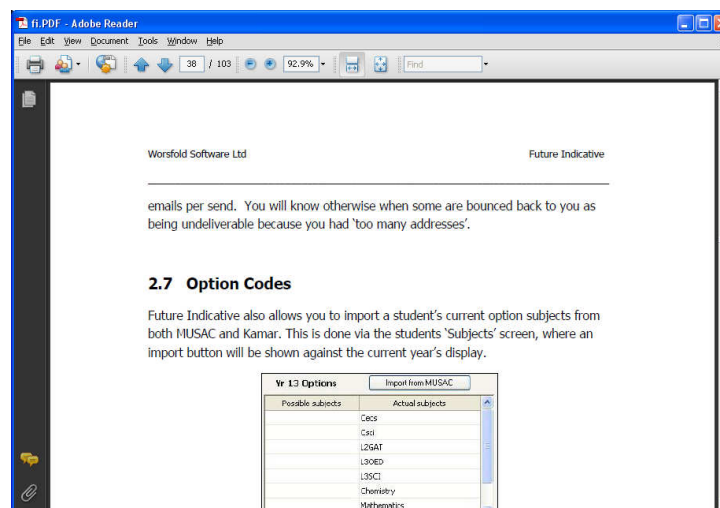
.... extract it to a suitable location



(e.g. your desktop)



... and open the .pdf file to view the manual.



You may, if you so wish, print the manual from this screen using the commands at the top of the display screen.

9.3 How to download and install an update

This is the process you must use to download an updated version of the program from the Worsfold Software Ltd web site and to install it on to your computer.

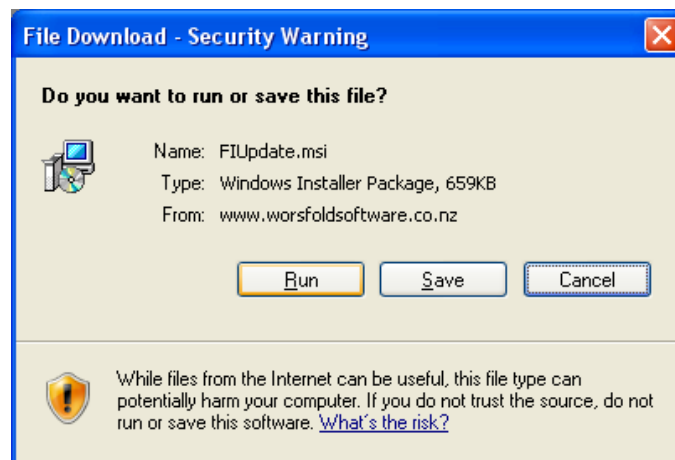
N.B. To install a new version you MUST NOT have the program running. Close the program (if it is running) before installing an update.

Downloading

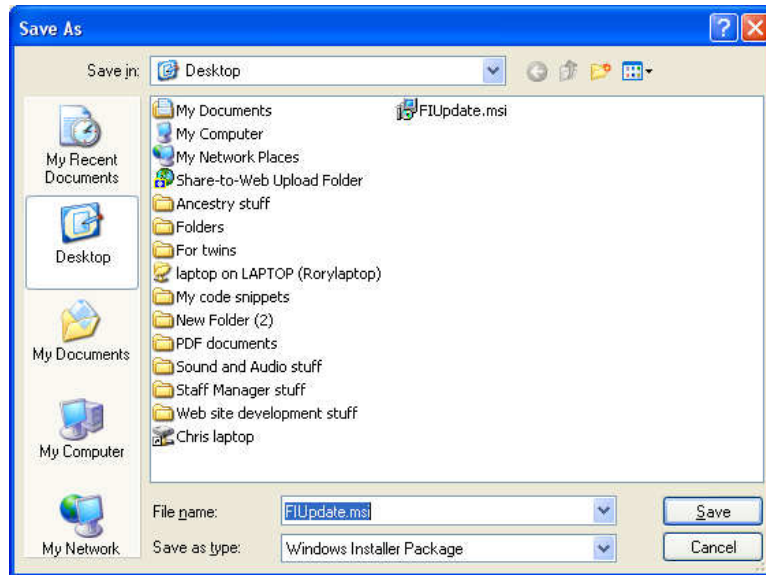
This process was detailed above and is repeated here.

Regardless of which way you access the download (via the package menu item or from the web site via your own browser) you will be given the option to 'Open' or 'Save' the download.

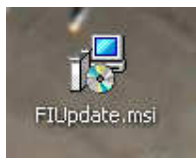
Select the 'Save' option and save it to your desktop.



Click 'Save' to download the update to your computer....and a window such as that shown below will appear, asking where you wish to store the download.



It is usual to save the download to your desktop, so click 'Desktop' on the left hand side of the window, then click 'Save'. As a result, the download file will arrive on your desktop....



The download will consist of the file : FIUpdate.msi

That's the first part of the process.

Installation

To get the new version of the program (and perhaps a new version of FISTudent and even a file of new web site links) double-click on the downloaded file, and the installation dialogue will appear as shown below.

Well, it is quite likely that you will see this screen first....

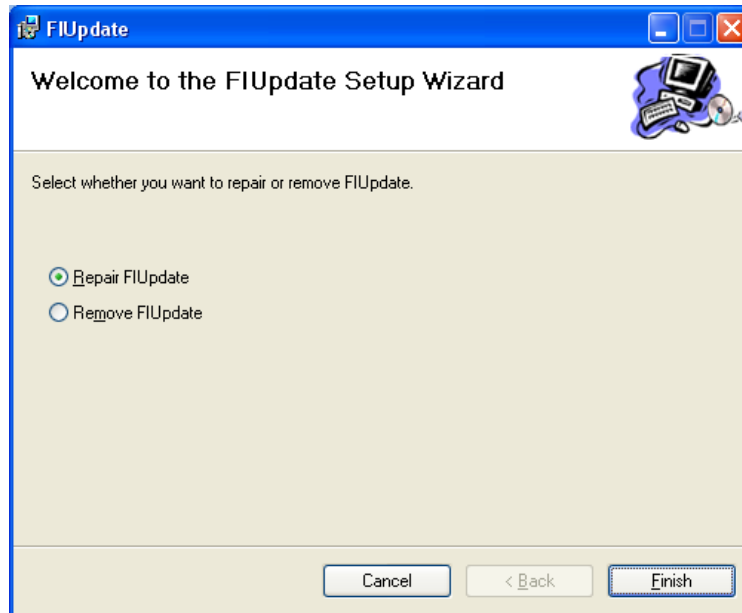


If so then

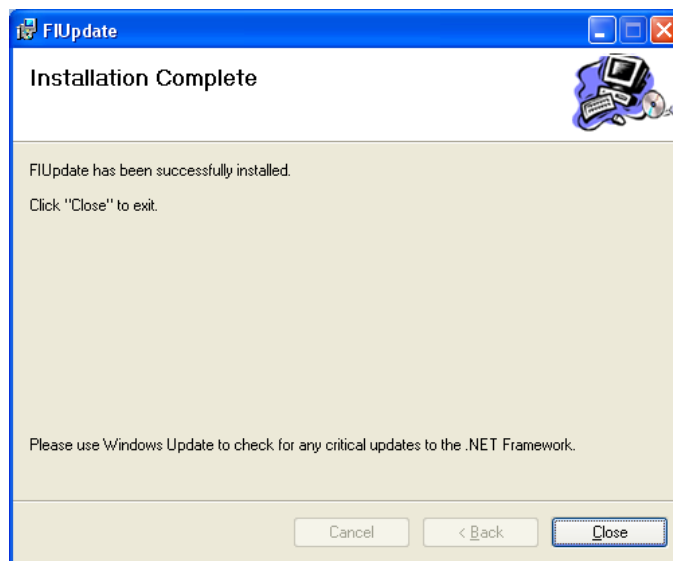
- a) Untick the 'Always ask before opening this file box
- b) Click 'Run'

Now the installation will get under way.

The screen below indicates that the process has found the package on your computer and allows you to 'Repair' it by installing the latest version.



Click 'Finish' to complete the installation process. A progress bar will appear, but very quickly you should arrive at the final screen :



Click 'Close' and you are ready to begin using the new version.

Chapter 10

FISStudent

What's in this chapter?

Page

This module is still under development and will be distributed to all users of the package very shortly.

This brings us to the end of the manual.

Please feel free to contact the author to suggest enhancements to the package and/or the manual.

Contact details :

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Email : randcbutler@paradise.net.nz

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