HeadStart Guide - Continuous

A step by step guide on moving to a continuous headstart program

The following document outlines:

- ✓ An Introduction to HeadStart in Compass
- ✓ Configuration of your Compass Portal
- ✓ Configuration of new Period Times (if required)
- ✓ Configuration of your Timetabling Package
- ✓ Verification of changes made
- ✓ Import HeadStart Timetable

Compass

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Getting Started

Thank you for getting in touch with our Support team, to get started with your Continuous HeadStart into the 2022 Academic Year!

What does Continuous mean?

With this HeadStart program, your students will begin their 2022 curriculum within the last weeks of 2021, essentially you'll just be beginning your 2022 Academic Year early! This type of HeadStart program allows classes, attendance data and learning tasks to continue into the 2022 calendar year.

How do we set this up?

The purpose of this guide is to provide you and your school with information on how to complete a continuous headstart, each step provides you with information on what to do.

Important Information

While completing this process please take note of the step you are on, should you have any questions regarding completion please contact Compass Support and provide the step number you are up to. Our Timetabling experts will be available via Email, Live Chat and Phone to assist.

If you have not used LiveChat before, it can be accessed from the Knowlegdebase area of your portal.

Please be aware that in our current health climate that phone wait times may be slightly extended.

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Step 1: Configure Compass to your 2022 Academic Year

Nagivate to Configure Schedules, found under:

The Cog Icon > Administration Tools > Configure Schedules

Here, you will set up your 2022 Academic Year, including your periods and teaching days.

Additional steps below outline important areas in this process, all sections will need to be completed.

Step 1a: Configure Schedules

Set your year in the top left drop down to 2022, and work down from the 'Welcome' section to configure all sections of the page.

Step 1b: Cycle Length

It's important to set your Cycle Length correctly (usually 5 or 10) to match your timetabling package, as this cannot be changed later.

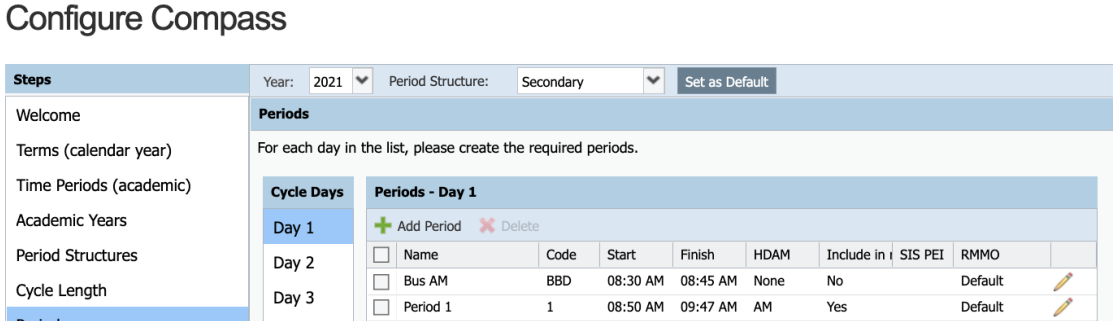
Your school's cycle length will be the number of timetabled days in one cycle. For example, a one week timetable contains 5 days, and a two week timetable contains 10 days.

Step 1c: Periods

Please note, the times set here will be the times for the whole year of 2022.

This can include your yard duty periods, please ensure these codes match with the set-up in your timetabling package.

To copy to other days you will need to delete the target day's entries before attempting to copy.



Step 1d: Teaching Days and Calendar

Within these sections, match up the days of the week and set curriculum days/public holidays to ensure classes get scheduled on the right days.

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Step 2: Configure your Timetabling package to import to Compass

The next step ensures that your external Timetable will import to the correct academic year, this is important in ensuring your 2021 and 2022 timetables are kept separate, with no data loss.

Proceed to Step 2a for Edval, Step 2b for Timetabler V9 and Step 2c for Data Sync Tool.

Edval Schools please proceed to step **2a**.

TimeTabler V9 Schools please proceed to step **2b**.

Data Sync Tool Schools please proceed to step **2c**.

Step 2a: Configuring Edval for 2022 Timetable

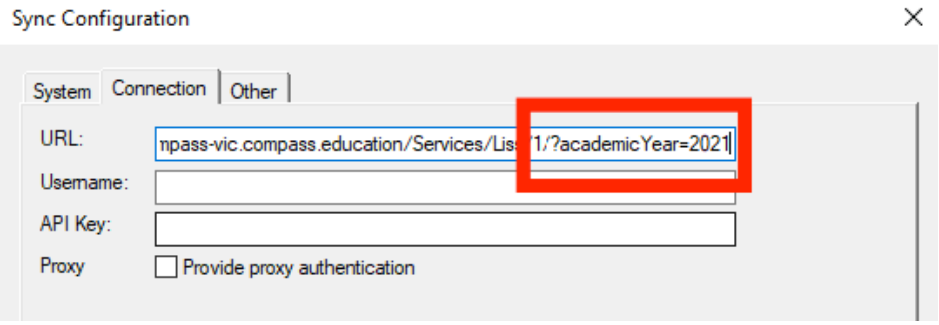
Instructions below are taken from Edval version 9, Version 10 should be mostly the same

Navigate to: File Menu > Sync with System/Synchronise > Configuration > Compass

Under the connection tab, modify the URL to the following:

https://your portal link.compass.eduation/Services/LISS/1?academicYear=2022

Once this is done please click the 'test connection' button and ensure 'the connection seems fine' is the response, if this is not the response please verify the URL has been entered correctly and you are currently connected to the internet.

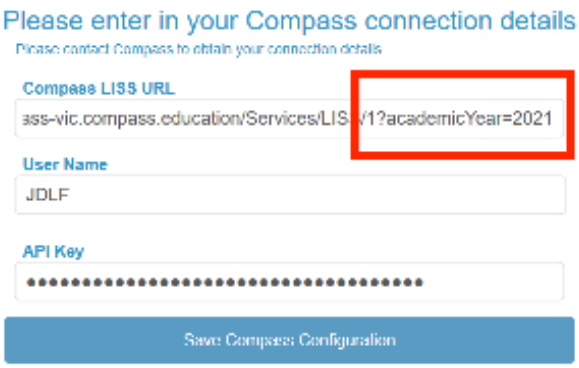


Step 2b: Configuring TTv9 for 2022 Timetable

Instructions below are time TimeTabler Version 9, for any other versions, please contact Timetabling Solutions Support for further instructions.

Click on: Quick Export. Once this page loads, under 'Connect File for Comparison' click on 'Connect to a different server' and update the URL as below:

https://yourportalhere-state.compass.eduation/Services/LISS/1?academicYear=2022



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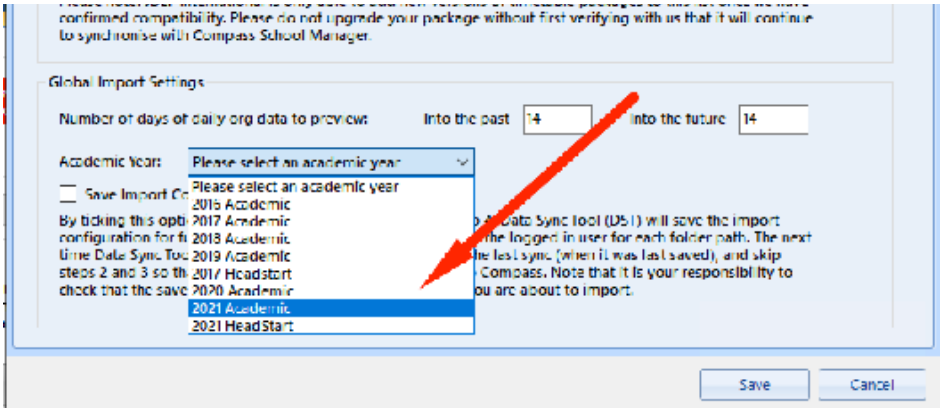
Step 2b: Configuring Data Sync Tool for 2022

Open the data sync tool and click on the 'Settings' button.

Under the 'Global Import Settings' please modify the 'Academic Year' to 2022. If any of your timetabling settings have additionally been modified they can be amended here as well, including pointing Data Sync Tool to new timetable database locations



Step 3: Move Compass into 2022

This step will move your Compass portal into 2022, once you have done this there will be additional steps required to access your 2021 classes If you have senior students that require access to 2021 please follow instructions for this below:

Navigate to Configure Schedules:

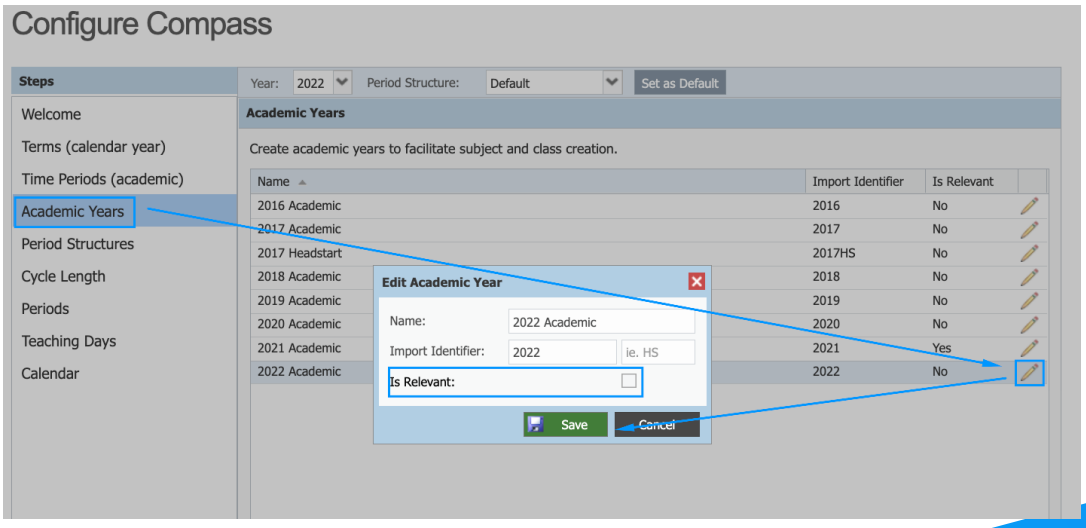
Cog Icon > Administration Tools > Configure Schedules

Change your view to 'Academic Years' and click on the pencil icon for 2022.

Tick the 'is relevent' checkmark to move your Compass portal to this new Academic Year.

If your senior students require access to 2021 you can proceed to Step 4.

If you are moving to 2022 only please select the pencil icon for the 2021 academic year and untick the 'is relevant' box.



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Step 4: Import your HeadStart Timetable into Compass

Before commencing this step, please review the following:

- ✓ Compass has been updated to 2022 period structure changes (including yard duties!) (Step 1c)
- ✓ Compass portal has been moved to 2022 (Step 3).
- ✓ Timetable has been completed for your HeadStart program, minimal amendments required. This is to ensure changes can be rolled out smoothly if required.
- ✓ Timetabling package is configured for HeadStart (Step 2).

Once this has been verified, please commence importing your Timetable!

After the initial import from your timetabling package please review the incoming data and verify any mistakes that may have been missed. Subsequent imports may require Compass support to unblock the imports for you, it is recommended that you contact us via LiveChat from your school's knowledge base as we will be able to unblock this for you much faster, as call wait times may be extended.

Congratulations on completing your Compass HeadStart setup!