

HeadStart Guide - Isolated

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



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 Isolated mean?

Your subjects and classes will not be linked from headstart to 2022, once headstart has been completed the special Academic Year will be hidden and the year will start from the first day of Term One. Attendance, Learning Tasks and Resources for these classes will be hidden

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 Knowledgebase area of your portal.

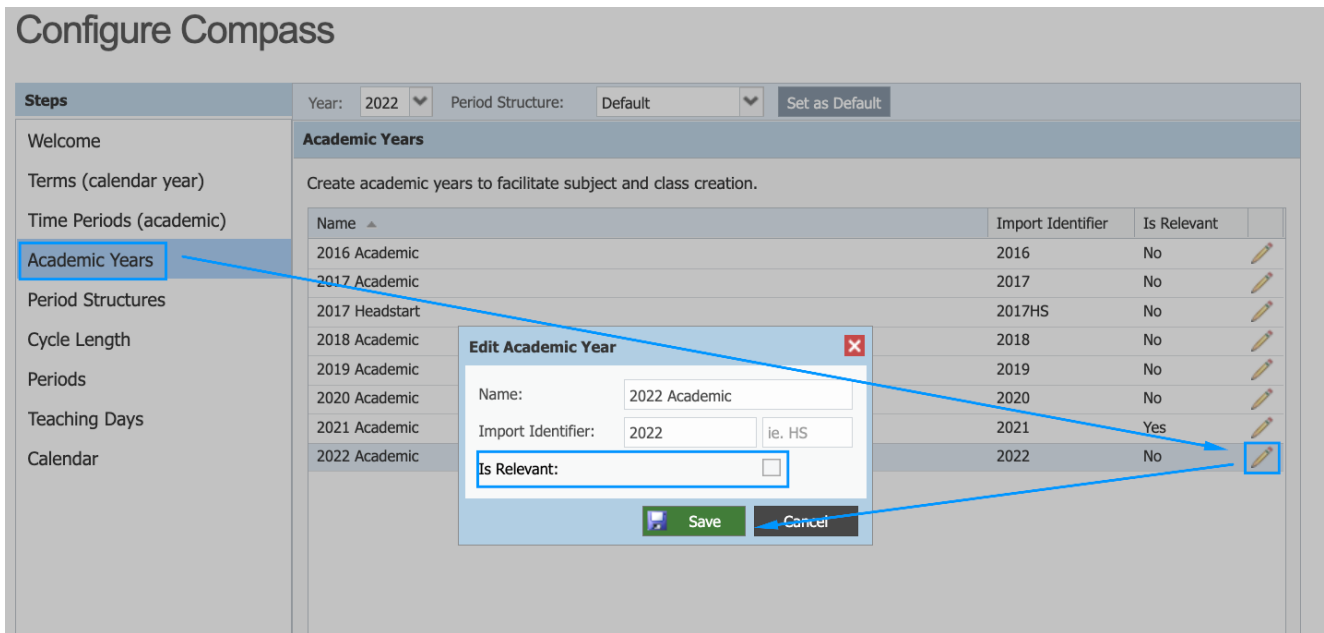
Please be aware that in our current health climate that phone wait times may be slightly extended.



Step 1: Configure Compass to your HeadStart Program

Navigate to Configure Schedules, found under:

The Cog Icon > Administration Tools > Configure Schedules



Configure Compass

Steps: Year: 2022 Period Structure: Default Set as Default

Academic Years

Create academic years to facilitate subject and class creation.

Name	Import Identifier	Is Relevant
2016 Academic	2016	No
2017 Academic	2017	No
2017 Headstart	2017HS	No
2018 Academic	2018	No
2019 Academic	2019	No
2020 Academic	2020	No
2021 Academic	2021	Yes
2022 Academic	2022	No

Edit Academic Year

Name: 2022 Academic

Import Identifier: 2022 ie. HS

Is Relevant:

Save Cancel

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

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

If your senior students require access to 2021 you can skip to Step 2.

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

Step 2: Configure the period times to be used

We now need to confirm if you are continuing with the same period times from 2021 or if you are going into a new structure in 2022.

Multi-Campus and MultiGrid schools please repeat the steps for all required period structures

If you are moving to a new structure in 2022 and would like to use this in your HeadStart please update the period times to what you intend to use in 2022 or the times you intend to use just for HeadStart

If you are keeping the same structure or would like to keep the same structure in headstart please setup the period times as per your current structure.

Step 2a: Updating the times

Please note: If you intend to use 2021 times in HeadStart, set the year drop down to 2021. If you intend to use 2022 times, set the year to 2022 you will then need to move through Terms, Time Periods and Cycle Length before you can setup period times.

If you are intending to use a new structure for HeadStart please add a new Period Structure and setup the times as required, you will need to configure a cycle length as well

First, the new period times will need to be configured within 2022. This is done by setting Compass to 2022 and selecting the period structure you intend to use (for most schools this is default).

Year: Period Structure:

Once this is selected, go to the Cycle Length area and enter the information required.

Please note this cannot be changed once this is entered, a new structure will need to be created for incorrect entries.

Go to the periods section and update as required. To copy to other days you will need to delete the target day's entries before attempting to copy.

Configure Compass

Year: Period Structure:

Steps

- Welcome
- Terms (calendar year)
- Time Periods (academic)
- Academic Years
- Period Structures
- Cycle Length
- Periods**
- Teaching Days
- Calendar

Periods

For each day in the list, please create the required periods.

Cycle Days	Periods - Day 1									
Day 1	<input type="button" value="+ Add Period"/> <input type="button" value="X Delete"/>									
Day 2	<input type="checkbox"/>	Name	Code	Start	Finish	HDAM	Include in	SIS PEI	RMMO	<input type="button" value="edit"/>
Day 3	<input type="checkbox"/>	Bus AM	BBD	08:30 AM	08:45 AM	None	No		Default	<input type="button" value="edit"/>
Day 4	<input type="checkbox"/>	Period 1	1	08:50 AM	09:47 AM	AM	Yes		Default	<input type="button" value="edit"/>
Day 5	<input type="checkbox"/>	Period 2	2	09:51 AM	10:48 AM	AM	Yes		Intelligent	<input type="button" value="edit"/>
	<input type="checkbox"/>	YD Recess	R	10:49 AM	11:10 AM	None	No		Default	<input type="button" value="edit"/>
	<input type="checkbox"/>	Period 3	3	11:12 AM	12:09 PM	AM	Yes		Intelligent	<input type="button" value="edit"/>
	<input type="checkbox"/>	Period 4	4	12:13 PM	01:10 PM	PM	Yes		Intelligent	<input type="button" value="edit"/>
	<input type="checkbox"/>	YD Lunch 1	L1	01:11 PM	01:32 PM	None	No		Default	<input type="button" value="edit"/>
	<input type="checkbox"/>	YD Lunch 2	L2	01:33 PM	01:53 PM	None	No		Default	<input type="button" value="edit"/>
	<input type="checkbox"/>	Period 5	5	01:58 PM	02:55 PM	PM	Yes		Intelligent	<input type="button" value="edit"/>
	<input type="checkbox"/>	Bus PM	ABD	03:05 PM	03:25 PM	None	No		Default	<input type="button" value="edit"/>
	<input type="checkbox"/>	Assembly	AB	03:30 PM	03:45 PM	None	Yes		No Roll / No...	<input type="button" value="edit"/>

Copy periods from another cycle day

Cycle Day:

Step 3: Ensuring your Timetabling package is ready for importing into Compass

The next step ensures that your external Timetable will import to the correct academic year, this is important in ensuring your 2021, HeadStart and 2022 timetable are kept separate.

Edval Schools please proceed to step **3a**.

TimeTabler V9 Schools please proceed to step **3b**.

Data Sync Tool Schools please proceed to step **3c**.

Step 3a: Configuring Edval to import to 2022HS

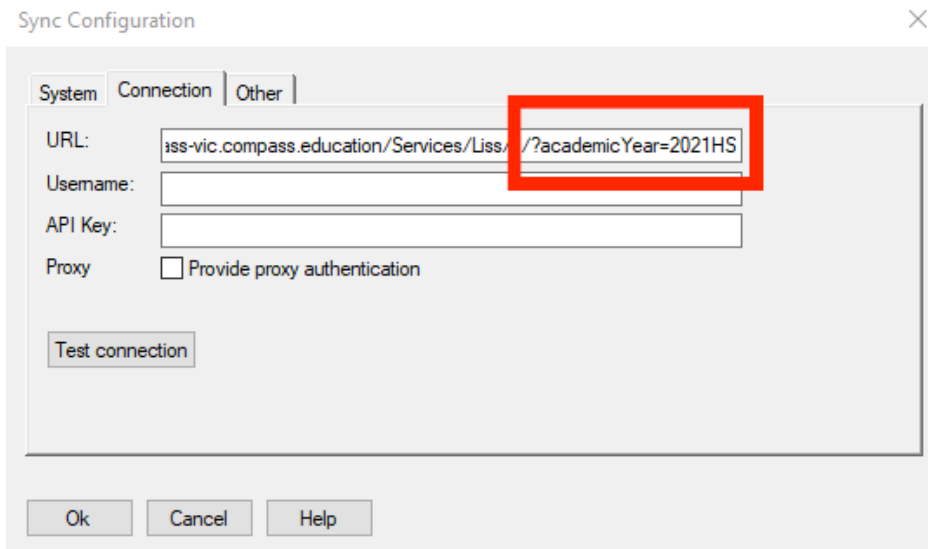
Instructions below are taken from Edval version 9, Version 10 should be mostly the same

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.education/Services/LISS/1?academicYear=2022HS>

Please change the state as required, 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.



The screenshot shows a 'Sync Configuration' dialog box with three tabs: 'System', 'Connection', and 'Other'. The 'Connection' tab is active. It contains the following fields and controls:

- URL:** A text input field containing the URL `iss-vic.compass.education/Services/Liss/1?academicYear=2021HS`. This field is highlighted with a red rectangular box.
- Username:** An empty text input field.
- API Key:** An empty text input field.
- Proxy:** A checkbox labeled 'Provide proxy authentication' which is currently unchecked.
- Test connection:** A button located below the input fields.
- Buttons:** At the bottom of the dialog are three buttons: 'Ok', 'Cancel', and 'Help'.

Step 3b: Configuring TimeTabler V9 to import to 2022HS

Instructions below are time TimeTabler Version 9

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://your portal link.compass.education/Services/LISS/1?academicYear=2022HS>

Please enter in your Compass connection details

Please contact Compass to obtain your connection details

Compass LISS URL

-vic.compass.education/Services/LISS/1?academicYear=2021HS

User Name

JDLF

API Key

.....

Save Compass Configuration

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Step 3c: Configuring Data Sync Tool to import to 2022 HeadStart

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

Under the 'Global Import Settings' please modify the 'Academic Year' to 2022 HeadStart, 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 (OneSchool/Integris - Continue with the same process after updating Academic year).

Global Import Settings

Number of days of daily org data to preview: Into the past Into the future

Academic Year: Please select an academic year

Please select an academic year

2016 Academic

2017 Academic

2018 Academic

2019 Academic

2017 Headstart

2020 Academic

2021 Academic

2021 HeadStart

Save Import Configuration

By ticking this option, the Data Sync Tool will save the import configuration for future use. When you run the next time Data Sync Tool, it will use the saved configuration. Please check that the save configuration is correct before running the next steps 2 and 3 so that the Data Sync Tool can import the data correctly.

Step 4, Data Sync Tool (DST) will save the import configuration for the logged in user for each folder path. The next time you run the Data Sync Tool, it will use the last sync (when it was last saved), and skip the previous sync. Please ensure you are aware of the Data Sync Tool. Compass. Note that it is your responsibility to ensure the data you are about to import.

Step 4: Import your HeadStart Timetable into Compass

Before commencing this step, please review the following:

- ✓ Compass portal has been updated to 2022HS and new period structures if required (Step 1).
- ✓ 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 3).

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!

