

Integrated National Education Information System (iNEIS™)

Activity for Manage Student Progression - Student Track Allocation/Streaming

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Introduction

This document contains step-by-step instructions to guide the user to do track allocation or stream Year 8 students to Year 9, and Year 11 SAP to SAP Diploma by the end of every final term of the year. Student Track Allocation/Stream process is only applicable to Year 8 and Year 11 SAP students.

The activities needed to be done are as follows:

1. Generate Student List for Track Eligibility.
2. Creating the .CSV File for the Track Allocation Process.
3. Run Student Track Allocation Process.
4. Manually Retain Students (If Required).
5. Verify Student Track Allocation/Streaming.

1. Student Track Allocation/Streaming

1.1. Generate Student List for Track Eligibility

Roles involved: **School Student Registrar**

Note: This process is only applicable for students who are streaming from **Year 8 to Year 9** and **Year 11 to Year 12**.

1. Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**
2. User will be directed to **Query Viewer page**.
3. Enter the **Query Name** in the specified fields.

Note:

Query Name for:

- **Secondary School:**
 - Year 8 to Year 9 = **MOE_PR_SECS**
 - Year 11 to Year 12 = **MOE_PR_SAPY11**
- **Sport School:**
 - Year 8 to Year 9 = **MOE_PR_SPRT**

4. Click on the **Search button** to search for the query.
5. Under the **Search Results**, Click on the **Excel** link to download the **list of students** who needs to be streamed.
6. User will be directed to the **Query page** where **Academic Institution**, **Campus** and **Term** needs to be entered.
7. Enter the **Academic Institution** and **Campus** respectively.
8. Enter the **Term**. Example: 1530, 1630 or 1730.

Note: The Term should be the **final term of the academic year**.

9. Click on the **View Results button**.
10. A pop-up box will appear for used to **save the file**. Click on **OK button**.

1.2. Create CSV (Comma delimited) File

Roles involved: **School Student Registrar**

1. Open the downloaded **Excel** file from the query to see the list of the students.
2. **Delete the row of students** who will be **retaining**.

Note:

- Take note of the **student ID** for **the retained student** to **update** their **Student Program/Plan**.

3. Within the file, Next to **Academic Career column**, Fill in the Students' **Academic Program** and **Academic Plan** for the respective students as shown below:

Student ID	Student Name	Academic Career	Academic Program	Academic Plan
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4. Once the Students' New Program Details have been filled, **Delete** the **Name Column**.
5. Click **File**, then **Save As** and select the drop down list for **Save as type** to **CSV(Comma delimited file)(*.csv)**.

Note: It is advisable for teachers to keep track of the files they saved as it will be needed when teachers upload the file to the system as well as when it is used for verification.

1.3. Run Student Track Allocation Process

Roles involved: **School Student Registrar**

1. Navigate to **Main Menu > Records and Enrollment > Term Processing > Student Track Allocation**
2. Click on **Add a New Value** tab.
3. Enter the **Run Control ID** (A unique identifier that you will need for future references).
Example 3002_2016_Y8, 3001_2017_Y11. (Format is as follows: **SchoolCode_Year_Level**).
4. Click on **Add** button.
5. User will be directed to the **Student Track Allocation** page.
6. Enter the **Academic Institution** and **Campus**.
7. Select the **Term** as the final term of the year.

Note: Student should only be progressed at the **final term of the year** i.e. term 1630 for progressing students from year 2016 to 2017.

8. Click on the **Upload** button.
9. Click on the **Browse.. Button** to look for the **.csv (Comma Delimited)** file containing the students' streaming details.
10. Click on the **Upload** button to attach the **.csv (Comma Delimited)** file.
11. Click on the **Run** button to run the process for the Track Allocation.
12. Ensure the process name **MOE_PR_STA_I** in **Process Scheduler Request** page is checked, then click on the **OK Button**.
13. In the **Student Track Allocation** page, Take **note** of the **Process Instance Number** and click on the **Process Monitor** link.
14. User will be directed to the **Process List** page and should be able to see that **"Run Status: Queued"** and **"Distribution Status: N/A"** for the process name **MOE_PR_STA_I**.
15. At intervals times, click on the **Refresh** Button until User sees **"Run Status: Success"** and **"Distributions Status : Posted"**
16. Click on the **Details** link that is to the right of the process name **MOE_PR_STA_I**
17. In the **Process Detail** page, click on the **View Log/Trace** link.
18. In the **View Log/Trace** page, click on **.log** link.
19. User will be directed to the **log file** page where the **Total No. of Rows Processed, Total No. of Success Rows**, and **Total No. Error Rows** will be shown.

Note: If **Student's Academic Program/Plan** has been entered **wrongly**, **all students'** in the file will **not be successfully uploaded** into the system. Log file page will indicate the student with the wrong details.

1.4. Retain Student

Roles Involved: **School Student Registrar**

This process is divided into two scenarios:

- a. For student that retains and the Student Program/Plan is not updated.
- b. For student that has been progressed wrongly, School Student Registrar will need to update the retain Student Program/Plan by correcting the student's record in the system.

a. Steps to update Student Program/Plan for Retain Student

1. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Search for a particular student by entering the **ID** or **National ID** or **Birth Certificate ID**.
3. Tick the **Include History** check box.

4. Click on the **Search** button.
5. The **Search Results** will appear at the bottom of the Student Program/Plan Search page.
6. Select any one of the student's **Secondary Program** to view the student's **Program/Plan**.
7. User will be directed to **Student Program** page.
8. Click on '+' button to add new Student Program/Plan detail.
9. Set **Effective Date** as of **one day before the start of the new term**.
10. Set the **Program Action** as **DATA**.
11. Verify the student's **Academic Program**.
12. Select the **Student Plan** tab.
13. In the **Student Plan page**, verify the student's **Academic Plan**
14. Set the **Declare Date** the same as the **Effective Date**.
15. Select the **Student Details** tab.
16. Enter the new **Class Section** as of the new term (optional).
17. Click on the **Save** button.

b. Steps to correct Student Program/Plan for Student that has been progressed wrongly

1. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Search for a particular student by entering the **ID** or **National ID** or **Birth Certificate ID**.
3. Click on the "**Correct History**" check box.
4. Click on the **Search** button.
5. User will be directed to **Student Program** page.
6. Ensure the **Effective Date** is set as one day before the start of the term.
7. Change the **Program Action** from **PRGC** to **DATA**.
8. Change the **Academic Program** to the retaining program.
9. Set the **Admit Term** and **Requirement Term** as the term from the student's previous record.
10. Click on the **Student Plan** tab.
11. Change the **Academic Plan** back to the previous Academic Plan.
12. Ensure the **Declare Date** is the same as the **Effective Date**.
13. Ensure the **Requirement Term** is the same as the **Admit Term**.
14. Click on the **Student Details** tab.
15. Enter the new **Class Section** as of the new term (optional).
16. Click on the **Save** button to save the upload details.

2. Verify Student Track Allocation/Streaming

Roles Involved: **School Student Registrar**

1. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Search for a particular student by entering the **ID** or **National ID** or **Birth Certificate ID**.
3. Click on the **Search button**.
4. The **Search Results** will appear at the bottom of the Student Program/Plan Search page.
5. Select any one of the **Student's Secondary Program** to view the **Student's Program/Plan**.
6. User will be directed to the **Student Program page**.
7. Verify the **Student Program details**.

Note:

- **Effective Date** should be a day before the start of the term.
- **Program Action** should be **PRGC (for streaming student)**, and **DATA (for retained student)**.
- **Academic Program** should be the **new program**.
- **Admit Term** should be the **new term of the year**.

8. Click on the **Student Plan tab**.
9. Verify the **Student Plan details**.

Note:

- **Academic Plan** should be **Year 9 plan**.
- **Declare Date** should **follow** the **Effective Date**.
- **Requirement Term** should **follow** the **Admit Term**.