


New Features in *Options 2011*


Students who have not made their Choices yet

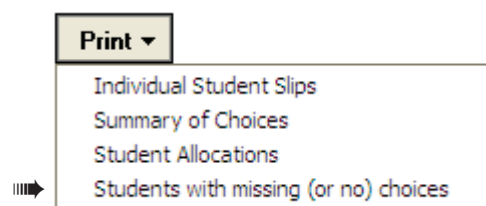
It is now quicker to find out which Students have not yet made their Choices and are holding you up.

There are 2 ways to see this report:

1. On the **Students & Choices Screen**, click on Print  Students with missing (or no) choices:

The resultant report shows all students who are missing at least one of their choices.

2. On the Print  Student Choices Preview Screen, tick 'Only show students with : Missing choices:.'
(See the bottom screen-shot on this page.)



Student Notes

To help you with your decisions later (for example, when you are using the Shuffle button to fine-tune the groups) you can now add a brief Note (max. 12 characters) to a Student. You do this on the Students & Choices Screen:

For example, you could put a Note of:


“May leave?”

by a student who is thinking of leaving.


And you could put:

“Form in late” or “5 days late”

by a student who needs chasing, and may be uncommitted.

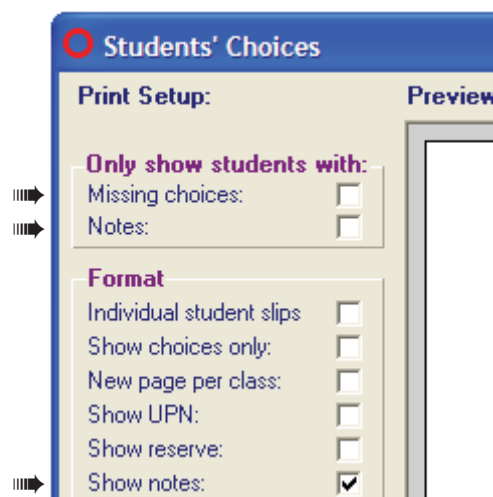
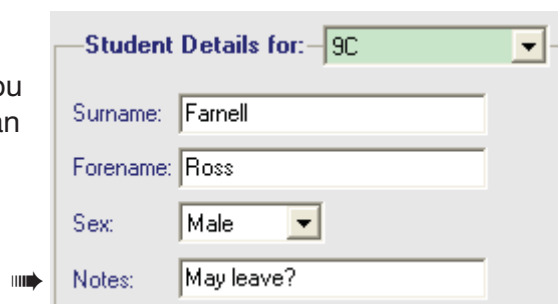
These notes appear on the key student-related reports, at: Print  Students' Choices if you tick 'Show notes:'

(They also appear at Print  Students' Allocation when you click on 'Show notes:')

In addition, if you are using the Notes field to denote potential problems, then you can go to the Print  Student Choices Preview Screen, as shown here:


and tick 'Only show students with : Notes:'

You will then see a list of (only) the Students with Notes.



Exports

The Export button on the Clash Table Screen now includes 2 new exports : to a Text file and to Word.

At Print  Students' Choice, when exporting to Excel (XLS) or Excel (CSV), the student forename and surname are now presented in separate columns in the file. This is to make it easier to manually sort those files in Excel, if you wish to.

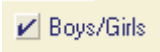
After exporting to HTML or Excel, etc, you are now offered a button 'Show me'. Click on this and you are taken straight to the folder where the file is stored, so it is quicker to open or copy the file.

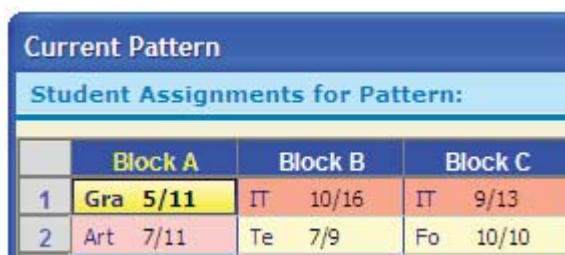
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Boy / Girl balance

It is now easier to view the Boy /Girl balance in your groups .

There are 3 places where this is shown to you:


1. The **Current Pattern Screen** now has a 'Boys/Girls' tick-box.  Tick this and the Current Pattern Screen shows the balance in each group:
eg. '5/11' means there are 5 boys and 11 girls in this group.
2. The **'Shuffle' Screen** now shows number of Boys / Girls in each group.
3. The **Clash Table** also has a 'Boys/Girls' tick-box, which works in a similar way.
eg. If the 'CD / Art' cell says '2/8' it means that 2 boys and 8 girls want both CD and Art.



Current Pattern			
Student Assignments for Pattern:			
	Block A	Block B	Block C
1	Gra 5/11	IT 10/16	IT 9/13
2	Art 7/11	Te 7/9	Fo 10/10



Clash Table					
Clash Table for Year 10					
	Art	CD	IT	Te	Fo
Art	15/21	2/8	1/3	0/1	13/13
CD	2/8	4/15	2/3	0/3	2/10

Note : This feature only becomes 'live' if you have chosen to record the students' gender via Customize  Recording Gender.

Default Subject list

On the Subjects Screen there is a new 'Defaults' button. If you click on this it will make these Subjects your 'Default Subject List' for any new populations that you may create in future.

This is useful if you have a set of Subjects that you want to keep re-using in different Populations.

It also makes it easier to maintain different default Subject lists for different Years.

For example, suppose you have two populations: 'Year 10' and 'Year 12', with different Subject lists. If you want to start a new Population and give it the present 'Year 10' Subjects, then:

- a) Load the current 'Year 10' Population.
- b) Go to the Subjects Screen and click 'Defaults'. This makes those 'Year 10' subjects the new defaults.
- c) Then start a new Population, and when you visit the Subjects Screen you will see that those default Subjects have been loaded into the new Population.

Other new features

The AutoCreate Screen has been improved in several small ways.

For example, the 'Satisfaction' progress-bars now show satisfaction to 1 decimal place; the screen is larger; the number of 'Satisfied students' is displayed; and any Rules applied are now listed explicitly.

When cloning a Population, you are now asked: "Do you want to clone the Choices made by your students?". If you click 'Yes' then all the students' Choices are copied into the new (cloned) population (as before). But if you say 'No' then the Students are copied but with **no** Choices.

This allows you to have a completely fresh start of entering your students' Choices. This is useful if you decide to revamp your options and ask your students to start again and make a new set of Choices.

If you visit HelpMenu  Backup info then you can now see when you last Backed-up your data.

There are more details on the HelpScreens and in the KnowledgeBase in the 24/7 Support Centre.