Instrumental Music

Adding Instrumental Music Students to OLA Class Groups

For the purposes of moving towards more efficient data collection and allocations for Instrumental Music, all schools are being asked to ensure all Instrumental Music students are added to OLA (Other Learning Area) class groups in One School Timetable.

This is best completed by timetabler (usually a deputy principal). We ask that this be completed for the year by week 5 term 1, and updated regularly throughout the year. Please note: staffing allocations from 2017 onwards will occur based on information derived from OneSchool reports of these class lists.

Instructions
There are detailed instructions on OneSchool.

- OneSchool > School Management > Timetable
- Click on Timetable (top right)
- If it asks what version of the timetable to open, go to your active timetable (click on blue name of active timetable)

Part A - If no OLAs are set up yet:
- Configuration > Subjects (on right side of screen)
- Choose year level
- Click on OLA tab
- Add new (if Instrumental Music is there already, skip this step and go to Part B)
- Click on the drop down for Subject, or start typing “Instrumental Music”
- Select INM
- Choose for it to be reportable. You may wish to also configure this as Multi-Age
- Suggestion – roll marking is not necessary
- Select the year levels you want this subject to be added to (primary: 3-6, secondary: 7-12)
## PART B - If you have the Subject “Instrumental Music”, but no classes set up underneath that:

1. Open the Timetable main screen
2. Make a Working Copy (bottom right). This will copy all that is in your active timetable and set it up as a new “future” version timetable for you to edit
3. The rest of this step should occur (and will only work) in that future version of your timetable
4. Go to OLA classes (down the bottom)

- Select Subject: Instrumental Music INM > Add New class
- **Suggestion**: set up a class for each teacher. You may choose what it’s called, according to your school’s context. You may choose to run them as mult-age, or set up a class group for each year level/each teacher. Some options provided, or choose your own combination →

- Once class groups are created, make your timetable active. This may be done either before or after PART C

## PART C: To add/edit/delete students from Instrumental Music class groups

1. Go to Timetable > OLA Classes > choose relevant year level > OLA Class Composition
2. Drag students into or out of the class groups, as you would do so for any other subjects
3. Continue to update class lists (repeat PART C) at regular intervals throughout the year

## PART D: Some troubleshooting ideas

- **Your timetable is still sitting in future**: Make timetable active (reports run on OneSchool will only capture what is in active)
- **You cannot find the IM teacher to allocate the class to**: Timetable > Configuration > Link Staff
- **You have gone into Reporting Admin to create the OLA class groups**: This only articulates with that one reporting period, and is not used for anything else. Please follow instructions from Part A above to create OLA class groups in Timetable
- **Issues in scheduling the OLA class to the timetable**: OLA classes do not have to be scheduled to a particular time/day. They just have to exist in the active timetable as OLA classes