



Student

ICT Database

User Guide

Standalone Version

Version 1901

Updated 21/01/2019

Copyright © by Mendip Data Systems

User Guide – Student ICT Database

Copyright © by Mendip Data Systems

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Contact Information:

Colin Riddington
Proprietor
Mendip Data Systems

Website: www.mendipdatasystems.co.uk
Email: sales@mendipdatasystems.co.uk
Mobile: +44 7446 977028

Contents

1. Introduction	4
2. Getting Started.....	5
3 Using the Student ICT Database	6
4. Admin Menu	10
5. Program Settings.....	11
4. Email Settings.....	12
5. Student Settings.....	13
6. View / Edit Data	15
7. Print.....	16
8. Admin Tools.....	16
9. Help Ribbon	21
Appendix A – Deploying the ICT Database for use by staff	22
Appendix B – Program Updates.....	23
Appendix C – Managing Different Versions of Microsoft Office	25

1. Introduction

1.1 Overview

The purpose of this database is to store student user names, passwords & school email addresses.

ICT teachers & other staff can use the database to view this information about their students.
Student data can only be edited by designated program administrators.

The **Student ICT Database** can be used in 2 different modes:

a) *Linked to the School Data Analyser application*

Each time the Student ICT database is used, student data is updated from **School Data Analyser**.
When **SDALink** runs, student ICT data is then transferred to **School Data Analyser**.

Both **School Data Analyser** and **SDA Link** must be setup before running the student ICT database.

b) *Standalone database*

This is mainly intended for use elsewhere on the network e.g. by ICT teachers.
Student data will not be updated (unless this is done manually).

It can also be used in standalone mode by schools not running **School Data Analyser**.
In this case, student data must be entered (or imported) manually and there is no data export.

If you have downloaded this from the **Example Databases** section of the **Mendip Data Systems** website, it is a **standalone version**.

1.2 Support

If you have any problems using the **Student ICT Database**, please e-mail customer support:
support@mendipdatasystems.co.uk

In the e-mail, try to give detailed information about your problem.

Wherever possible, please take screenshots when the problem occurs and attach the screenshot with your e-mail. If the screenshots are in .BMP format, try to compress them using a ZIP tool.

The following information may also be useful to assist solve any issues you may have:

- Windows version e.g. Windows 10 32-bit
- Access version e.g. Access 2010 SP2 32-bit
- Screen resolution e.g. 1620 x 1280 widescreen

1.3 About the Student ICT Database

Student ICT Database - version 1901
Copyright © by Mendip Data Systems

Mendip Data Systems:

e-mail: support@mendipdatasystems.co.uk
Mobile: +44 7446 977028

Programming & Documentation:
Colin Riddington

2. Getting Started

2.1 Install the Student ICT Database

The **Student ICT Database** is supplied and automatically installed with **SDA Link**.

A standalone version of the program is also available as an **ACCDE** file from the **Example Databases** area of the **MDS website**:

<http://www.mendipdatasystems.co.uk/student-ict-database/4594365456>

The standalone version can also be purchased for a small cost as an **ACCDB** file with **full source code**

The example database includes a complete set of data for a fictitious school **Mendip Heights**. If you want to use your own data, you can purchase the ACCDB version with full source code

The default folder used is **C:\Programs\MendipDataSystems\StudentICTDatabase**

The folder will include the following items:

- Program file: **StudentICTDatabase.accde**
- Configuration (backend) datafile: **StudentICTDatabase_BE.accdb**
This is used to store all student data together with a backup of program settings
- PDF Help files in the **Documentation** folder:
StudentICTDatabaseGuide.pdf, **EmailHelp.pdf** and **Password Formats.pdf**

Download and run the setup program **StudentICTDatabase-setup.exe** from the website

Some information will be saved to the registry including version info, licence key & school details. This will assist with setting up the program and with product updates.

These details are stored in the registry folder:

HKEY_CURRENT_USER\SOFTWARE\Mendip Data Systems\Student ICT Database

The setup program will also install a **Student ICT Database** shortcut on the desktop



2.2 Software requirements

The **Student ICT Database** is intended to be run on the school network so that the data is available to all staff who need to use the program.

The following software is required:

- **Microsoft Access 2010** or later for the front end / back end databases
The installation file includes separate versions of the database for 32-bit and 64-bit Access
The installation process will install the correct version for your workstation
- see [Appendix A](#) for more info
- **Microsoft Word 2010** or later for the password generation process and help file
- **Adobe Reader** for various documentation files which are in PDF format.
This is a free program available from the Adobe website:
www.adobe.com/products/acrobat/readstep2.html
However, it is likely that most computers will already have this program installed.

3 Using the Student ICT Database

Run the application from the **Student ICT Database** shortcut on the desktop



Alternatively, double click the **StudentICTDatabase32.accde** / **StudentICTDatabase64.accde** program file in the folder **C:\Programs\MendipDataSystems\StudentICTDatabase**

IMPORTANT

The backend data file **StudentICTDatabase_BE.accdb** is in the same folder and **MUST** not be deleted

When you run the application for the first time, there may be a short delay whilst various checks are completed. The program will then open at the **Main Menu** screen.

For **'standard' users**, all features are accessed from the **Main Menu** screen
ICT data can be viewed for individual students, tutor groups and ICT classes.

The main part of the form has 5 buttons

- **View Student Info**
- **Add New Student** (for use by **administrators** only)
- **Select Tutor Group**
- **Select ICT Class**
- **Missing ICT Data**

The **Add New Student** button is disabled for **standard users**

The **Missing ICT Data** button is disabled if there is no missing data

For the other 3 items, click the button then select the student, tutor group or class required

NOTE: The **Admin** button is only visible to **administrators**.

This will be explained further in section 4

The program should have added you as an administrator when it is first run

The **View Student Info** form will look similar to this:

View Student Info
This form is **LOCKED** and changes can not be made

AdNo	11816		
Surname	ADAMS-BORDON		
Forename	Amy		
Gender	F	Active	<input checked="" type="checkbox"/>
Date of Birth	01/09/1999		
Year	11		
TGp	QN		
Reg	11QN		
User Name	11816		
Password	gSqZ6PA		
School Email Address	11816@mendipheights.sch.uk		
ICT Group	11NC/It		
ICT Teacher	VKB		
Date of Arrival	03/09/2011		
Leaving Date			
UPN	P802227511816		
Enrolment Status	Single Registration		

Find Student Print ICT Data Close

All items on this form are **READ ONLY** for *standard users*

Admin users can edit student ICT information from the **Student Info** screen:

Edit Student Info
View or edit details for this student. All items (except Adno) can be edited.
Required items are marked with a *

AdNo	12876		
Surname	ACKLAND		
Forename	Georgia		
Gender	F	Active	<input checked="" type="checkbox"/>
Date of Birth	24/01/2003		
Year	8		
TGp	MS		
Reg	8MS		
User Name	12876		
Password	WgTBpcz	Change Password	
School Email Address	12876@mendipheights.sch.uk		
ICT Group	08SE/It		
ICT Teacher	NIB		
Date of Arrival	01/09/2014		
Leaving Date			
UPN	D802311712876		
Enrolment Status	Single Registration		

Find Student Add New Student Print ICT Data Change Password Close

The admission number remains **READ ONLY**

Two types of report are available for printing student data:

- Summary report for selected tutor group or class

ICT User Names & Passwords : 8MN (AD)								
<i>AdNo</i>	<i>Surname</i>	<i>Forename</i>	<i>TGP</i>	<i>User Name</i>	<i>Password</i>	<i>Email</i>	<i>ICT Class</i>	<i>Teacher</i>
12871	AYDENK	Daniel	8MN	12871	ztKjn6C	12871@mendipheights.sch.uk	08ND/It	NIB
12860	BEBB	Reuben	8MN	12860	xGVr9sm	12860@mendipheights.sch.uk	08NB/It	JPS
13200	BROADFIELD	Callum	8MN	13200	HCvj9s8	13200@mendipheights.sch.uk	08ND/It	NIB
12837	BROWN	Neve	8MN	12837	jT8tDUd	12837@mendipheights.sch.uk	08NE/It	VKB
12833	BURNLEY	Kai	8MN	12833	Y9ULNjG	12833@mendipheights.sch.uk	08NC/It	EJS
12825	CHUDLEY	Kiera	8MN	12825	gUbNnpD	12825@mendipheights.sch.uk	08NA/It	NM
12819	CONWAY	Kieran	8MN	12819	MdmWwsQ	12819@mendipheights.sch.uk	08ND/It	NIB
12817	COOMBS	Phoebe	8MN	12817	8rT2PYe	12817@mendipheights.sch.uk	08NB/It	JPS
12815	COUNSELL	Laura	8MN	12815	KCKwryn6	12815@mendipheights.sch.uk	08NB/It	JPS
12811	CROSS	Emily	8MN	12811	MJFAbfv	12811@mendipheights.sch.uk	08NE/It	VKB
12807	DANDO	Sarah	8MN	12807	TrgK9bx	12807@mendipheights.sch.uk	08NC/It	EJS
12803	DAVIS	Cree	8MN	12803	reenV3Z	12803@mendipheights.sch.uk	08NB/It	JPS
12799	DIXON	Lottie	8MN	12799	Z6QbgYm	12799@mendipheights.sch.uk	08NC/It	EJS
12794	EVANS	Sydney	8MN	12794	zQBmn7e	12794@mendipheights.sch.uk	08NC/It	EJS
12791	FAIRHURST	Sam	8MN	12791	2pqN62m	12791@mendipheights.sch.uk	08NC/It	EJS
12786	FSH	Liam	8MN	12786	HseQdTf	12786@mendipheights.sch.uk	08NE/It	VKB
12781	FLYNN	Emily	8MN	12781	veeHex3	12781@mendipheights.sch.uk	08NE/It	VKB
12776	GARDNER	Jack	8MN	12776	LKK7raT	12776@mendipheights.sch.uk	08NE/It	VKB
12770	GRIFFIN	Daniel	8MN	12770	Qyxx6yl	12770@mendipheights.sch.uk	08NE/It	VKB
12750	HINKS	Abi	8MN	12750	AbV8t7V	12750@mendipheights.sch.uk	08ND/It	NIB
12744	HUDSON	Rhys	8MN	12744	cwXKE2V	12744@mendipheights.sch.uk	08NE/It	VKB
12738	JOHNSON	Thomas	8MN	12738	ycXv8zp	12738@mendipheights.sch.uk	08NE/It	VKB
12732	LAMBERT	Lauryn	8MN	12732	xcyRmxt	12732@mendipheights.sch.uk	08NC/It	EJS
12722	LOVEGROVE	Bethan	8MN	12722	wsCWcYq	12722@mendipheights.sch.uk	08NA/It	NM
12719	LUGTON	Taydra	8MN	12719	9k3rmp4	12719@mendipheights.sch.uk	08NA/It	NM
12698	MITCHELL	William	8MN	12698	YtRERmJ	12698@mendipheights.sch.uk	08ND/It	NIB
12680	PARK	Louis	8MN	12680	jaH9WzE	12680@mendipheights.sch.uk	08NB/It	JPS

- Report 'labels' for issue to new students (or those who have forgotten their login details):

ICT User Names & Passwords			Tutor Group: 8MN (AD)

Surname:	AYDENK	Forename:	Daniel
User Name	12871		
Password	ztKjn6C		
School Email	12871@mendipheights.sch.uk		

Surname:	BEBB	Forename:	Reuben
User Name	12860		
Password	xGVr9sm		
School Email	12860@mendipheights.sch.uk		

Surname:	BROADFIELD	Forename:	Callum
User Name	13200		
Password	HCvj9s8		
School Email	13200@mendipheights.sch.uk		

Surname:	BROWN	Forename:	Neve
User Name	12837		
Password	jT8tDUd		
School Email	12837@mendipheights.sch.uk		

Surname:	BURNLEY	Forename:	Kai
User Name	12833		
Password	Y9ULNjG		
School Email	12833@mendipheights.sch.uk		

The **Missing ICT Data** button will be enabled if any students have missing user names, passwords or school email addresses. Click the button to view a report with details for the affected students

Students With Missing ICT Data							
<i>The following students have not been given a user name, password or email address</i>							
AdNo	Surname	Forename	M/F	T.G.	User Name	Password	School email address
11520	WILSON	Daniel	M	11Q5	11520		
11518	WORGAN	Kelly	F	11E5			11518@mendipheights.sch.uk
11516	YOUNG	Harvey	M	11B5			11516@mendipheights.sch.uk

The missing information can then be entered by admin users from the individual **Student Info** screen. It can also be done as a bulk update from the Admin Menu screen (see section 8)

For **admin users**, all items are enabled on the main menu.

The extra item, **Add New Student**, can be used to enter details for a new student

Add New Student Info

Enter details for the new student. All items can be edited.
Required items are marked with a *

* AdNo (with no leading zero)

* Surname

* Forename

* Gender

Date of Birth

* Year

* TGp e.g. BN (not 7BN)

Reg e.g. 7BN

User Name

Password

School Email Address

ICT Group

ICT Teacher

Date of Arrival

Leaving Date

UPN

Enrolment Status

Q1001

☐ Active

Ser User Name

Set Password

Set Email

Print ICT Data

Close

The admission number (Adno) **MUST** be unique.

If this data isn't known, use the program to assign a temporary Adno starting with the letter Q.

Required items are marked with a red *.

If you click **Close** before completing all required items, the record will not be saved.

You can choose to return to complete the missing data (highlighted as shown below) or cancel without saving.

Add New Student Info
Enter details for the new student. All items can be edited.
Required items are marked with a *

* AdNo (with no leading zero)

* Surname

* Forename

* Gender Active ☒

Date of Birth

* Year

* TGp e.g. BN (not 7BN)

Reg e.g. 7BN

User Name

Password

School Email Address

ICT Group

ICT Teacher

Date of Arrival

Leaving Date

UPN

Enrolment Status

Cancel Close

Required data missing

You have not completed all the information required

Click 'OK' then enter the following:

- Surname
- Forename
- Gender
- Year
- TutorGroup

OR click 'Cancel' to close this form without saving the student details

OK Cancel

4. Admin Menu

If you are an admin user, click the **Admin** button at the bottom left of the main form to open the separate **Admin menu** with many additional features.

Student ICT Database - Mendip Heights

View / Edit Student Data
Enter / edit user names & passwords for new or existing students.
Enter details for a new student.

Student User Name & Password Reports
View Student Data (By Tutor Group)
View Student Data (By Teaching Group)
Students with missing user names, passwords or school email

Version: 1901 23/01/2019 Logged on: cridd

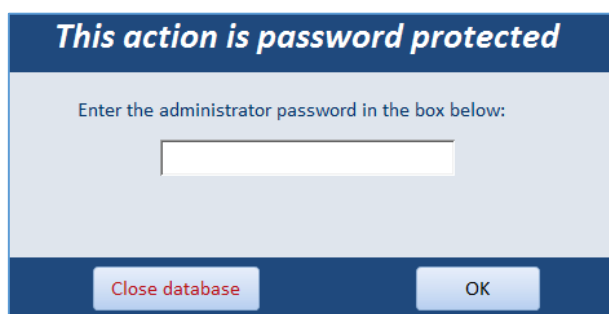
Standalone DB - NOT linked to School Data Analyser

NOTE: The **Admin** button will be hidden if you have not been designated as an Admin user.

However, the **Admin Menu** can also be accessed by **double clicking** the word 'ICT' in the header section of the **Main Menu** screen:

Student ICT Database - Mendip Heights

The following screen appears:



This action is password protected

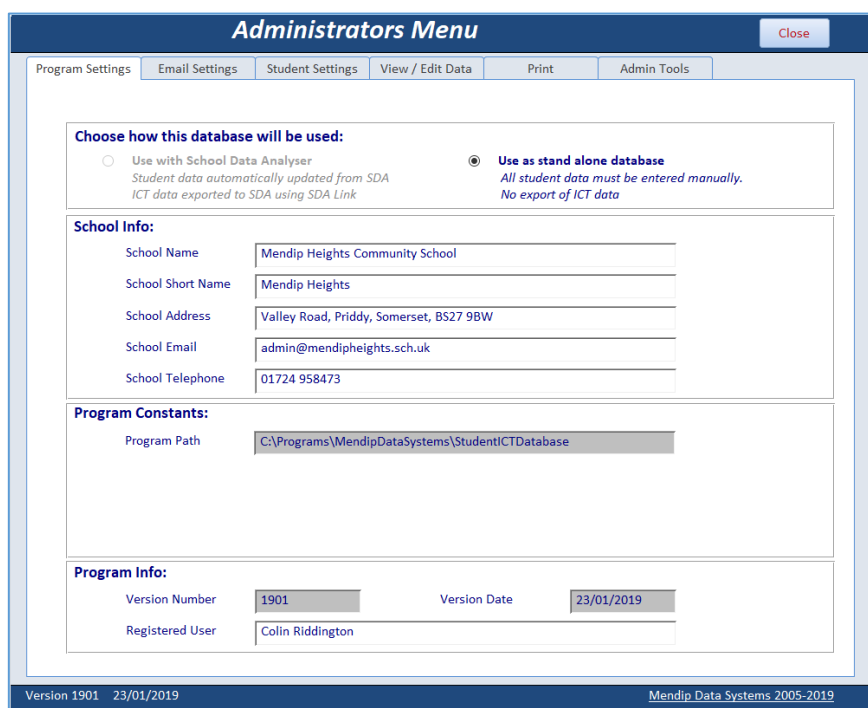
Enter the administrator password in the box below:

The **admin password** is: **dinsdale**

Enter the password to open the **Admin Menu**

5. Program Settings

The **Program Settings** screen the first tab on the **Admin Menu** screen



Administrators Menu

Program Settings | Email Settings | Student Settings | View / Edit Data | Print | Admin Tools

Choose how this database will be used:

☐ Use with School Data Analyser
Student data automatically updated from SDA
ICT data exported to SDA using SDA Link

☒ **Use as stand alone database**
All student data must be entered manually.
No export of ICT data

School Info:

School Name: Mendip Heights Community School

School Short Name: Mendip Heights

School Address: Valley Road, Priddy, Somerset, BS27 9BW

School Email: admin@mendipheights.sch.uk

School Telephone: 01724 958473

Program Constants:

Program Path: C:\Programs\MendipDataSystems\StudentICTDatabase

Program Info:

Version Number: 1901 Version Date: 23/01/2019

Registered User: Colin Riddington

Version 1901 23/01/2019 Mendip Data Systems 2005-2019

The program mode will be set to option 2 for the standalone version and cannot be altered

NOTE: Schools that have purchased the **School Data Analyser** application will have both options available and can change the mode at any time

The screen will include other information already provided. Please check all entries
All items on this screen must be completed.

**It is vital that correct information is entered for the program to run successfully.
Items with a dark grey background cannot be edited**

4. Email Settings

Click the **Email Settings** tab:

Settings used to send email
Use this page to edit & test settings for sending email

Use Outlook to send email?

Settings: *The items below are NOT required if Outlook is used to send email from the program*

Send Mail Using Method 1 = local; 2 = network

Port used to send email Usually 25

Email server e.g. "smtp.gmail.com"

SMTP Authenticate Usually 1

UserName Default user email address

Password Password for default user email

Timeout (seconds) e.g. 60

Use SSL True / False

Test email:
Fill in the details below then click the 'Send Email' button to try & send a test email message with an attached file.
Click the "Help" button for more information if an error message is shown.
Click the "Clear" button to remove personal data from this section.

Recipient email address

Attachment filename (optional)

This must be the full file path of the attachment

If you are using **School Data Analyser**, the email settings will be imported automatically & cannot be edited here. If email works in **School Data Analyser**, it will also work here.
You can choose to send email using **Outlook** or to send it directly from the **Student ICT Database**.

If used as a **standalone database**, all email settings on this tab will be blank when you open the application. Complete the email settings on this screen & then check the settings by sending a test email. If the email was sent successfully, click the **Save Settings** button.

If you cannot send the test email, click the **Help** button to view possible causes & solutions.

Alternatively, change the settings to use **Outlook** to send email.
If so, the email settings aren't needed and those controls are disabled.

Settings used to send email
Use this page to edit & test settings for sending email

Use Outlook to send email?

Settings: *The items below are NOT required if Outlook is used to send email from the program*

Send Mail Using Method 1 = local; 2 = network

Port used to send email Usually 25

Email server e.g. "smtp.gmail.com"

SMTP Authenticate Usually 1

UserName Default user email address

Password Password for default user email

Timeout (seconds) e.g. 60

Use SSL True / False

Test email:
Fill in the details below then click the 'Send Email' button to try & send a test email message with an attached file.
Click the "Help" button for more information if an error message is shown.
Click the "Clear" button to remove personal data from this section.

Recipient email address

Attachment filename (optional)

This must be the full file path of the attachment

5. Student Settings

Click the **Student Settings** tab:

Create student user names, email addresses & passwords
User names, email addresses and passwords will need to be updated when new students are added to the database. Each of these can be done for students where data is missing (or for all students)

Formats used to create user names & email addresses for new students

Student User Name Format: e.g. 11245

School EMail Stem: e.g. @schoolname.sch.uk

Student EMail Format: e.g. 11245@mendipheights.sch.uk

Format used to create random passwords for new students

Password Format: e.g. bubble382

Format: Number of characters including W = word ; U = upper case letters; L = lower case letters; N = numbers e.g. 6ULN / 7UL / 6W3N

View students with missing or duplicate user names, passwords or email addresses

You can edit the required formats for student user names, email and passwords using the drop down boxes. For example, the email formats available are:

Adno	e.g. 11245
Initial & Surname	e.g. astudent
Surname & Initial	e.g. studenta
Forename & Surname	e.g. annestudent
Surname & Forename	e.g. studentanne
IntakeYear & Left(Forename,3) & Left(Surname,3)	e.g. 12tomfry
IntakeYear & Surname & Initial	e.g. 12fryt
Surname & Initial & IntakeYear	e.g. smithb14
Initial & Surname & IntakeYear	e.g. bsmith14
User name	e.g. 11245
Other (specify)	

The password formats available are:

6U	e.g. DGRWQY
6UN	e.g. T3M8V7
7ULN	e.g. Ry67Fb3
8ULN	e.g. QBcXk4Wr
6UL	e.g. RtaWkX
6NL	e.g. 4tw6p2
6W3N	e.g. bubble382
2N5W	e.g. 25apple
Other (specify)	

If the formats used by your school are not listed, you can add these by clicking **Other (specify)**. You will then be asked to enter the required format and an example using this format. The new format (and example) will be added to the list

All student ICT data is stored in the table **tblStudents**. If any user names, email or password data are missing, you can add this information from the **Student Info** form.

Otherwise, use the **Student Settings** screen to create each item required.

You can do this just for students with missing data or for all students.

The process will normally take less than a minute & a progress bar will be displayed

Create student user names, email addresses & passwords
 User names, email addresses and passwords will need to be updated when new students are added to the database.
 Each of these can be done for students where data is missing (or for all students)

Formats used to create user names & email addresses for new students

Student User Name Format: e.g. 11245
 School Email Stem: e.g. @schoolname.sch.uk
 Student Email Format: e.g. 11245@mendipheights.somerset.sch.uk

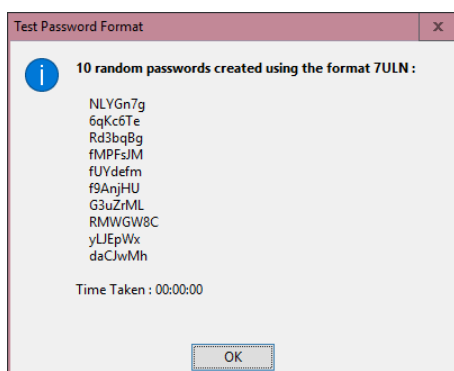
Format used to create random passwords for new students

Password Format: e.g. Ry67Fb3
 Format: Number of characters including W = word ; U = upper case letters; L = lower case letters; N = numbers e.g. 6ULN / 7UL / 6W3N

View students with missing or duplicate user names, passwords or email addresses

Updating student passwords . . . 39%

All passwords generated will be a random 'string' based on the format chosen
 You can click the **Test Format** button to generate 10 example passwords before confirming the format required.



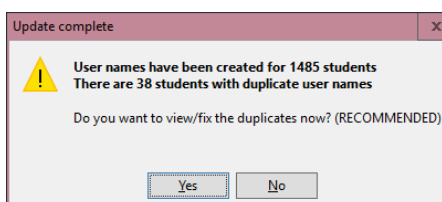
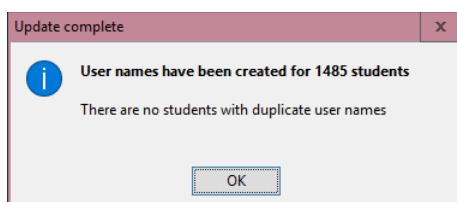
Click the **More Info** button for additional information about password formats

NOTE:

This process will take **MUCH** longer if you choose to use a word based password using a format such as 6W3N. This is because each password generated will be checked using the spellchecker in **Word**.
 You can if necessary pause/stop the process if it is taking too long.

You should check for any 'unsuitable words' that may be randomly generated for this type of format.

When the process is complete, a message similar to one of these will be shown:



It is **VERY** unlikely that duplicate passwords will be created as the program assigns random combinations of letters & numbers based on the selected format.

However, depending on the format used, duplicate records may occur for user names & email addresses. Click **Yes** on the message form to edit these manually

Students With Duplicate ICT Data				
There are 38 students with duplicate user names.. Select a duplicate record to edit it... then click Refresh				
Adno	Surname	Forename	Reg	User Name
12178	APPLEBY	George	10QS	applebyg12
12179	APPLEBY	Georgia	10MN	applebyg12
13171	BALL	Becky	7ES	ballb15
13172	BALL	Ben	7QS	ballb15
11799	BASTIN	Elizabeth	11ES	bastine11
11800	BASTIN	Ellis	11PS	bastine11
11795	BELL	Kayleigh	11BS	bellk11
11796	BELL	Kieran	11QS	bellk11
11758	CROSS	Daniel	11BN	crossd11
11760	CROSS	Daniel	11PS	crossd11
11753	DAVIS	Cameron	11QN	davisc11
11752	DAVIS	Chloe	11EN	davisc11
12103	DAY	Rhianna	10MS	dayr12
12104	DAY	Ryan	10MS	dayr12
11699	HILL	Eleanor	11QS	hille11
11697	HILL	Emma	11MS	hille11
12041	HUGHES	Bethan	10BN	hughesb12
12037	HUGHES	Bradley	10MS	hughesb12
12024	JOHNSON	Jack	10QS	johnsonj12
12025	JOHNSON	Jaimie	10PS	johnsonj12

Record: 1 of 38 | No Filter | Search

[Duplicate Email](#)
[Duplicate User Names](#)
[Duplicate Passwords](#)
[Refresh](#)
[Close](#)

6. View / Edit Data

This screen contains 5 items:

- Manage Duplicate Data - students with more than one record created by adding records manually
- View Student Leavers - students with details saved in the database but no longer on roll
- View ICT Class details
- View All Class details
- View Tutor Group details

Program Settings	Email Settings	Student Settings	View / Edit Data	Print	Admin Tools
------------------	----------------	------------------	------------------	-------	-------------

Manage Duplicate Student Data
Update ICT data for students with duplicate records e.g. guest pupils now on roll

[Manage Duplicates](#)

View / Delete Student Leavers
Students who have left the school can be viewed, restored or permanently deleted.

[View Leavers](#)

ICT Classes
View / edit details of ICT classes

[ICT Classes](#)

All Classes
View / edit details of all classes

[All Classes](#)

Tutor Groups
View / edit details of tutor groups

[Tutor Groups](#)

For **standalone** databases, all these items can be edited

For databases linked to **School Data Analyser**, the last 3 items are read only

7. Print

This screen contains 5 student reports:

- Student data for all tutor groups
- Student data for all ICT classes
- Student data for all classes
- Student data in alphabetical order
- Students with missing data

In addition, a report is available listing all the program constants (*disabled in the standalone version*)

The screenshot shows the 'Print' tab selected in the top navigation bar. Below the navigation bar, there are two main sections. The first section is titled 'Student User Name & Password Reports' and contains five rows, each with a description on the left and a button on the right: 'Student data for each Tutor Group' with 'All Tutor Groups', 'Student data for each ICT Class' with 'All ICT Classes', 'Student data for each teaching group' with 'All Classes', 'Data for all students (A-Z)' with 'All Students', and 'Students with missing user name, password or email' with 'Students with Missing Data'. The second section is titled 'Program Constants' and contains one row with the description 'View a list of constants used by the ICT database' and a button 'ICT Constants'.

8. Admin Tools

This screen contains 11 items for administering different aspects of the program
Several items are disabled in the *standalone version* of the program

The screenshot shows the 'Admin Tools' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Various tools to assist program administrators' with a red note: '(Not all items are available in the standalone version)'. Below this, there are 11 rows, each with a description on the left and a button on the right: 'View / edit the list of program administrators' with 'Program Administrators', 'Change the password used to open the Admin menu form' with 'Change Admin Password', 'View information about this computer' with 'Workstation Info', 'Use this to relink all tables after a version update' with 'Relink Tables', 'Database forms can occasionally become over-enlarged. Use this to restore the form to its normal size' with 'Form Resizer', 'Student data is automatically updated each day from SDA. If you want to update student data now, click this button' with 'Update Student Data From SDA', 'Copy the system tables to the configuration data file' with 'Backup System Tables', 'Restore system tables from the backend data file' with 'Restore System Tables', 'Create a backup copy of the backend data tables' with 'Backup All Data Tables', 'Create a backup copy of the Student ICT database (front-end)' with 'Copy Database', and 'Create a backup copy of the datafile and empty the data tables' with 'Create Empty Data File'.

- **Program Administrators**

Use the **Program Administrators** screen to enter user details for all staff who will be allowed to use the Admin menu features.

Staff ID	Surname	Forename	User Name	Active	Administrator
CR	RIDDINGTON	Colin	criddington	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*				<input type="checkbox"/>	<input type="checkbox"/>

The program will have already entered your details on this screen.

This is based on information from the registry, Windows login and / or active directory settings as available. Edit these details as necessary to ensure you can access the Admin menu in future.

Add details for other staff who will be program administrators

It is recommended that no more than 3 staff are designated as administrators.

NOTE:

All other staff not listed here will be treated as 'standard users'.

Those staff will NOT be able to open the Admin menu and all student data will be read only.

Close the **Program Administrators** form to return to the **Admin menu**

- **Change Admin Password**

Not available in the standalone version

- **Workstation Info**

This shows details about the workstation. It may be useful to include this information if you need to contact customer support regarding an issue with the software.

- **Relink Tables**

This opens the relink tables form

You should only need to use this if you:

- move the backend configuration file ***StudentICTDatabase_BE.accdb*** to a new folder
- are updating when a new version of the application is released

The standalone version only has one link type. **Double click** the link type to edit it if necessary

Carefully check all link types on this screen before proceeding.

You may wish to make a backup of the front end database before making any changes

Close the form then click **Relink All Tables**.

In the standalone version, there are 9 linked tables and this should take less than a minute.

When all tables have been linked a message like this will appear:

Next the configuration file ***StudentICTDatabase_BE.accdb*** will be updated with details of any changes to system tables

When you click OK, the relink tables form will close automatically

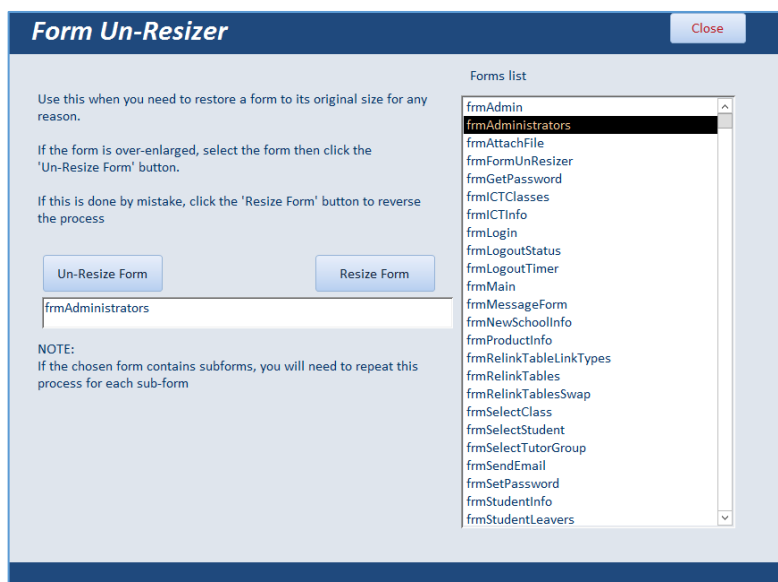
- **Form Resizer**

Not available with the free ACCDE standalone version of the program

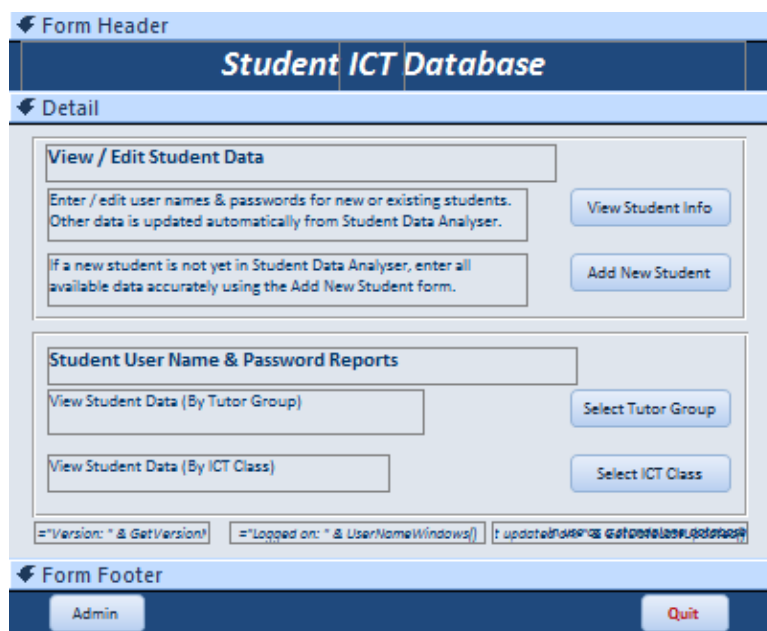
Forms used in this program are automatically resized to fit the screen resolution of the user's computer. Occasionally, a form can become over-enlarged when making program changes. This means it will no longer fit completely on the user's screen.

Use this tool to restore the original form size if necessary.

Select the form you need to 'un-resize' then click the **Un-Resize Form** button



The selected form will open in design view so that it can be resized. For example:



Save the resized form when changes are complete.

If the selected form contains subforms, you may need to resize each of these in the same way.

This cannot happen using the ACCDE version as design changes cannot be made. As a result, this item is not available with the free ACCDE version of the program

- **Update Student Data from SDA**

Not available in the standalone version

- **Backup System Tables**

This copies the school data in the 3 system tables to the backend configuration data file:
The system tables are tblICTConstants / tblTableLinks / tblLinkTypes

NOTE: This is done automatically when the program is closed

- **Restore System Tables**

This restores the 3 system tables from the configuration data file to the main program tables.
The tables are used during program updates to restore school data to the main program tables.

This process can also be used in an emergency to restore data if data loss occurs
e.g. due to a network failure

- **Backup All Data Tables**

The configuration data file **StudentICTDatabase_BE.accdb** is vital in ensuring the program runs without error. **It MUST NOT be deleted!**

The 'config' data file has several important roles:

- It contains all student data
- It is needed to update the program when a new version is released
- When the **Student ICT database** is closed, the 3 system tables containing program data are copied to the 'config' file. This provides a further safeguard against data loss

It is important to make backup copies of the program data at regular intervals

Use this to save a backup of the **Student ICT Database** in the **Backups** folder:

C:\Programs\MendipDataSystems\SDALink\ICTDatabase\Backups

The backup will be saved as e.g. **StudentICTDatabase_BE_201601311423.accdb**

The number string indicates the date & time of the backup

- **Copy database**

This makes a backup copy of the 'front-end' database and saves it in the **Backups** folder

The backup will be saved as e.g. **StudentICTDatabase_v1901.accdb** where the number indicates the program version

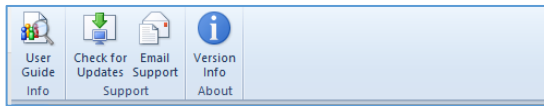
- **Create empty datafile**

Not available with the free ACCDE standalone version

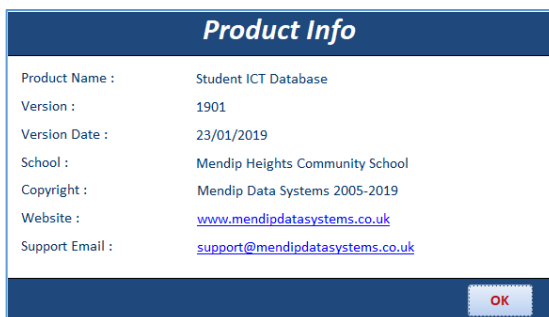
If you purchase the full source code, you will be provided with an ACCDB where this button is enabled. This will allow you to start again with a 'fresh' datafile for students in your school

9. Help Ribbon

The program help ribbon is only available to admin users. It contains 4 items:



- **User Guide** – opens this file
- **Check for Updates** – this checks whether a newer version is available on the website:
www.mendipdatasystems.co.uk
If a newer version is available, a link is provided so you can download the update
- **Email Support**
This creates an email to send to customer support: support@mendipdatasystems.co.uk
- **Version Info** – displays information about the program



Appendix A – Deploying the ICT Database for use by staff

It is intended that the database be made available to ICT teachers in read-only format. You can copy the **Student ICT database** to any other convenient location on the school network that is NOT accessible to students.

Choose how you want to run the copied version of the **Student ICT database** in another location:

Linked Database

Before this is done, the configuration datafile needs to be COPIED to a shared network location. Then update the table links in the relink tables form and then relink the tables to use the 'network' configuration file.

Copy these files to the same folder in the new workstation:

- StudentICTDatabase.accde and version.txt
 - Student ICT Database desktop shortcut
- Check the shortcut works & copy this to the desktop

IMPORTANT: Do NOT copy the configuration data file StudentICTDatabase_BE.accdb

When you open the program file, it will use the existing links to the 'network' configuration file.

Standalone Database

Copy these files to the same folder in the new location:

- StudentICTDatabase.accde, StudentICTDatabase_BE.accdb and version.txt
 - Student ICT Database desktop shortcut
- Update the shortcut to the new location & copy this to the desktop

If you use a different folder to the default **C:\Programs\MendipDataSystems\StudentICTDatabase**, you will need to update the table links and then relink the tables to use the 'local' configuration file.

As the stand-alone version will not be linked to **School Data Analyser**, changes to student data in the 'main datafile' will not be reflected in the new database.

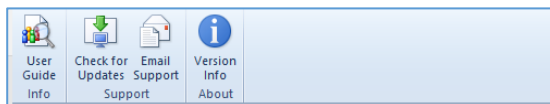
For example, details of new admissions, student leavers and class changes will not be updated.

However, there is a simple solution to this. Copy the 'linked' configuration data file from the default location to the new location at routine intervals so the data remains up to date.

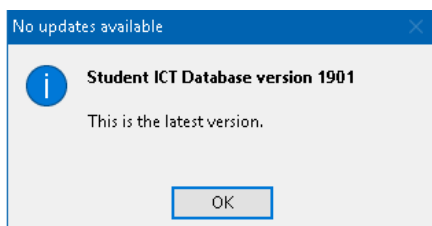
Appendix B – Program Updates

Periodically, new versions of the **Student ICT Database** program may be supplied with performance improvements and additional features. Upgrades will normally be very quick and easy to install.

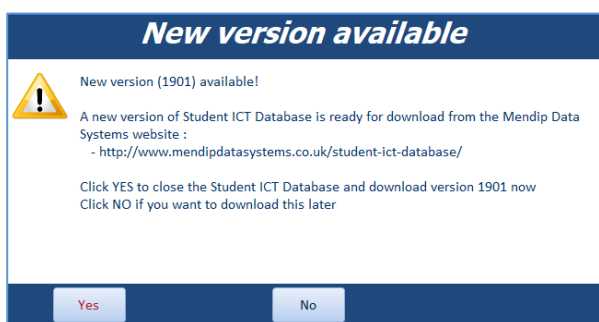
You can check whether a new version is available by clicking on **Check for Updates** on the **Help Ribbon**



If you are using the latest version, a message similar to this will be shown:



If a new version is available, a link will be provided to the program website so this can be downloaded:

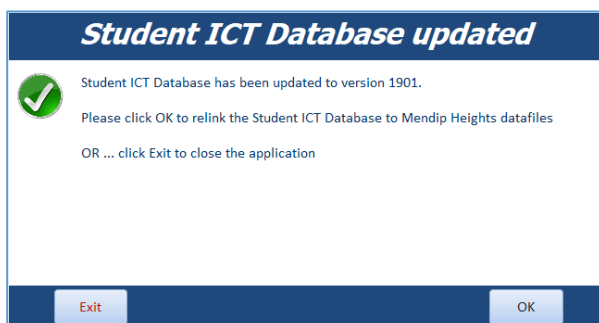


Click **Yes** to be taken to the website page containing the updated version and download it.

Detailed instructions will be supplied with each upgrade but the basic procedure is as follows:

- The program file, version text and other new files are copied to the **Student ICT Database** folder
- The new version of the program file is relinked to the backend tables in the configuration data file
- School settings are restored from the configuration file

When you open the updated version of the program you will see a message similar to this:



Click **OK**. The **Relink Tables** screen opens

The program will have recovered your school table links from the backup configuration file.

Description	Link Type	Server Path	Database	Password Used?	Link In Use?
ICT Data Mendip Heights	Access	C:\Programs\MendipDataSystems\SDALink\ICTDatabase\	StudentICTDatabase_BE.accdb	Yes	Yes

Click **Relink All Tables** to restore all links to program tables
When complete, close the **Relink Tables** screen

A message similar to this will be shown:

Program update completed

Student ICT database version 1901 has been relinked to Mendip Heights datafiles.
Click OK to restart the program and complete the update

OK

Click **OK** to complete the update and return to the **Main Menu** screen

The whole process is very straightforward and should only take a couple of minutes to complete

If you have any problems, please email support@mendipdatasystems.co.uk

Appendix C – Managing Different Versions of Microsoft Office

The **Student ICT Database** will run using any version of **Microsoft Access** from 2010 onwards.

If you are using the free ACCDE version, make sure you have installed the correct version (32-bit/64-bit) to match your version of Access.

Any version of **Windows** from XP onwards can be used – 32-bit and 64-bit Windows are both fine

From the **Admin Menu** screen, you can easily check what software is installed on your computer by clicking **Admin Tools** then **Workstation Info**



Ideally, the **same version** of **Microsoft Office** will be installed on all computers running the student ICT database as this will make installation and maintenance much easier.

However, if this is not the case, please bear in mind the following issues:

a) VBA References

Access databases such as the **Student ICT Database** use a number of **VBA Reference** libraries. These allow it to integrate effectively with other programs such as **Word / Excel**.

Currently the program is being developed in **Access 2010** as this version is most widely used in schools.

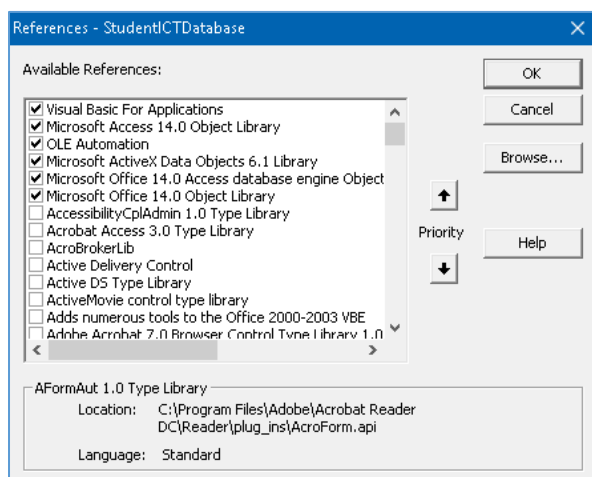
VBA references can cause issues when, for example, the person responsible for maintaining the ICT database uses Office 2013 whilst other staff are using Office 2010.

This is an issue with Microsoft Office & not with the ICT database itself!

If you have administrator status and have purchased the source code ACCDB version of this application, you can check the references by selecting **Tools ... Visual Basic**.

The **Visual Basic Editor (VBE)** will open. In the **VBE**, select **Tools ... References**

When running the **Student ICT Database** in Access 2010, these 6 references should be ticked.



NOTE:

The names of 3 VBA references include '14.0' - Office 14.0 is usually known as Office 2010
On a machine running Office 2013, the 4 references with 14.0 will instead say 15.0

The way Office works is that VBA references are automatically upgraded to the newest version but not downgraded to an older version such as Office 2010. Instead those references will be marked **MISSING** and users will experience various errors

Add the missing references and close the **Visual Basic Editor**
Close & reopen the program – it should now be error free

The problem is easily avoided by ensuring that the machine used to install / upgrade & distribute the student ICT database runs the 'oldest' version of Microsoft Office in use across the network

b) Office 32-bit / 64-bit

Office is also available in both 32-bit and 64-bit versions.

The majority of Office users currently have the 32-bit version though this is gradually changing.
From Feb 2019 onwards, the default version of Office 365 will be 64-bit.

Unlike Windows where the 64-bit version offers many performance benefits, there are very few advantages in using 64-bit Office. One exception is the ability to run very large files in Excel.

However, there are **MANY** disadvantages in using Office 64-bit.
For example, some older databases may fail with numerous VBA errors.

The student ICT database HAS been extensively used in 64-bit Office.
However, please let us know if you experience any issues using the application with 64-bit Office.