Evolve
End of Year Process

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1. ADDING NEW STARTERS.

The Evolve 4 Team will add your September new starters onto your system for you.

You should have been sent a pupil import spreadsheet for you to fill out and send back, if you have not received this please contact us on help@evolve4.net and we will send you one.

For any new starters we DO NOT need a UPN so please leave that field blank.

If you are using the system for online ordering please let us know if you want us to produce the letters for parents for you, otherwise we will assume that you're doing this yourselves.

If you know what class the new starters will be going into please let us know, if you do not we will create a new starters class for you and they can be moved into their correct classes at a later date.

2. LEAVERS.

You may have noticed that a Leavers Class for the current year has already been created for you.

When the class moves are done all your leavers can be moved into here if you still need them on the system. If you do not need them in your system anymore you can go into this group and set each pupil as left, and they will be removed.

3. CLASS MOVES.

To move your classes ready for the beginning of September you need to go into the Classes screen in Set Up:

The screen will show you all your classes, with names and description; whether they are displaying on the whiteboard; how many pupils you have in the class; if any EOY (End of Year) Moves have been done; and if there are any pupils set to move in the future to another class.

Class Search - MCG Primary Test School

Add | Auto Hide | Search

20 Per Page   Order by : Sequence Number, Display Name ∨

	Name	Display As	Description	Display on Whiteboard	Member count		
					Current	EOY Moves	Future
Edit Delete	Nursery	Nursery	Nursery	✔	1		
Edit Delete	Staff	Stf	Staff	✔	10		
Edit Delete	Year 1	Year 1	year 1	✔	3	3	
Edit Delete	Year 1/2	Year 1/2	Year 1/2	✔	3		
Edit Delete	Year 2	Year 2	Year 2	✔	6		3
Edit Delete	Year 3	Year 3	Year 3	✔	2		
Edit Delete	Year 4	Year 4	Year 4	✔	3		
Edit Delete	Year 5	Year 5	Year 5	✔	8		
Edit Delete	Year 6	Year 6	Year 6	✔	13		
Edit Delete	Leavers 2022	Leavers 2022	End of Year Leavers (Class created automatically)		1		

To move a class click on Edit to the left of the class name.

The first page you will see will be the details about the class:

If there is nothing to change or add on this screen click on the Members tab:

In here you will see all the pupils currently in that class. If any of their details are wrong you can click on the Edit button next to their name and it will take you to their diner page.
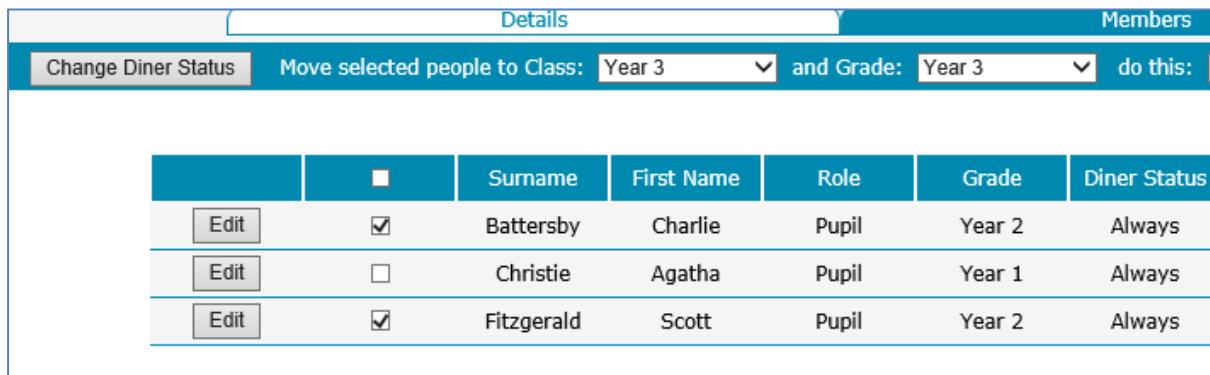
If all the pupils in the class are the same grade and are moving to the same class then all you need to do is:

1. Click into the select square at the top (to the left of Surname) so all pupils are selected
2. From the **Move Selected People to Class** drop down choose the class they are going to
3. From the **and Grade** drop down choose the new grade for them
4. The **Do This** drop down asks whether you want to do this now, or at the end of the Academic year (the Academic year is based on your finish date in your Holiday Calendar, so please make sure this is correct)
5. Click on **Move**, or **Clear** if you have made a mistake

Once you have done this you will see back on the main Class page that the number of pupils in the class will be in the Member Count EOY Moves Column, and the same number will be sitting in the Future column next to the class they are moving to.

If you are choosing to move pupils **Now**, then you **must start with your Year 6 leavers**, and work your way down the school, otherwise you will end up with multiple grades and classes in each class.

If you have multiple grades in each class then you will need to select the pupils for each grade, and only move them together, as seen in the image below:

			Surname	First Name	Role	Grade	Diner Status
Edit		☑	Battersby	Charlie	Pupil	Year 2	Always
Edit		☐	Christie	Agatha	Pupil	Year 1	Always
Edit		☑	Fitzgerald	Scott	Pupil	Year 2	Always

Change Diner Status — Move selected people to Class: Year 3 — and Grade: Year 3 — do this:

Again if you have pupils in the class that will not be moving class together, you will need to select them as above to do the move.

Year 6 leavers

Choose to move them to the Leavers 2023 Class and the Grade Year 7. They will automatically be set as a non-diner once you move them.