

*Memo*

*Meta Office Limited*

*Education Management Information Systems*



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To: Licensed Access Edition *Take2* Users

From: Richard Hamilton-Williams  
Meta Office

Date: 15 May 2009

**Topic: *Version 10.1.1 Access Edition – Release Notice***

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***Please read these notes carefully before upgrading to version 10.1.1. The notes are important.***

***You will require a password from Meta Office to upgrade. The password will be sent to you in the email that accompanies this release notice. It can also be obtained from the Help Desk ([helpdesk@meta-office.com](mailto:helpdesk@meta-office.com)).***

***Warning: You cannot upgrade to version 10.1.1 if you if you have not yet upgraded to version 9.5.1 or higher. Contact Meta Office as soon as possible.***

## **INTRODUCTION**

Take2 version 10.1.1 is the first release in the version 10 series. It incorporates a number of enhancements that have been requested by our clients. You do not need to upgrade to version 10.1.1 in order to complete the SDR in 2009, however Meta Office will cease to support earlier versions of Take2 from 1 August 2009 so it is strongly recommended that you do upgrade.

## **INSTALLATION**

You will require a password from Meta Office to upgrade – please contact the Help Desk ([helpdesk@meta-office.com](mailto:helpdesk@meta-office.com)) by email to request the password if you have not already received it.

Once you have the password you can upgrade using the processes described in Tip Sheets 32 and 33 which are supplied with this release notice.

Please make sure that you open the Administration Module before opening the Main Module. You only need to display the Administration Module Main Menu – doing so updates the Take2 database structure to accommodate some new fields.

An updated Take2 User Manual is also available from the Take2 web site. The password for this download is the same as that required for version 10.1.1.

## FEATURES

### 1. Mass Deletion

There may be occasions when you have inadvertently enrolled a student into one or more course and/or components. If this has happened for just one student then it is simple to delete these enrolments from the *Enrolment Details* form.

However if many students were incorrectly enrolled – probably because you did a group enrolment – then a mass deletion is much quicker than dealing with each student individually.

A mass deletion allows you to select one or more courses and/or components, view the students enrolled in these curriculum elements, select those students for whom the elements should be removed, and then process the deletion but with the safeguards that apply elsewhere when enrolment records are deleted – i.e. you are warned if you are trying to delete curriculum elements for which an outcome has been recorded. The rules used by Take2 to control the deletion of enrolments have been more rigorously structured and made more explicit to the user – see item 2 below for more information.

*Mass deletion is described in section 8.4.4 of the User Manual.*

### 2. Enrolment Deletion Rules

The rules relating to the deletion of enrolments have been tightened and a new form helps guide you through the process.

When you initiate a deletion Take2 will ask you to confirm your intentions using the form shown below. The reason for this is that you may have recorded some type of outcome (a mark, a grade, and ERS outcome, etc.) or reported a Unit Standard completion to NZQA.

**Confirm Deletion**

Please confirm your intention to delete this qualification enrolment. Before this deletion can occur, all enrolment events and all courses, and if applicable, components comprising these events must also be deleted, subject to the rules below; If one or more enrolment records comprising this qualification enrolment cannot be deleted, the qualification enrolment will not be deleted either.

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Qualification Enrolment:

DELETE even when ERS status is set to 'Withdrawn' or 'Outcome Reported'.

DELETE even when ticked as Complete (This WILL affect your SDR).

If the qualification enrolment cannot be deleted:  Do nothing  Remove subordinate employment records

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Enrolment Event:  If all subordinate enrolment records can be removed, remove qualification enrolment

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Course Enrolments (and/or, if applicable, Component Enrolments):

DELETE enrolments even when a final outcome has been recorded. (This WILL affect your SDR).

DELETE enrolments even when ticked as complete and/or a mark or grade exists. (This may affect your academic records)

Unit Standard enrolments with status N (sent to NZQA) will never be deleted.

Outcomes can be changed in the single student outcomes screen.

So, for example, say you had recorded a grade for a course enrolment and you elected to delete the enrolment event to which the course enrolment is related,

Take2 will get you to confirm that you are sure you want to do this. In most instances you can confirm that you want to go ahead but, in the case of Unit Standard outcomes reported to NZQA, these cannot be deleted. Your only option – if you really, really want to delete these records – is to first change the Unit Standard outcome record so that it no longer shows that the outcome has been reported to NZQA.

Note also, when you delete an enrolment event or qualification enrolment, related attendance/absence records are also deleted.

*Enrolment deletion rules are explained in Appendix B of the User Manual.*

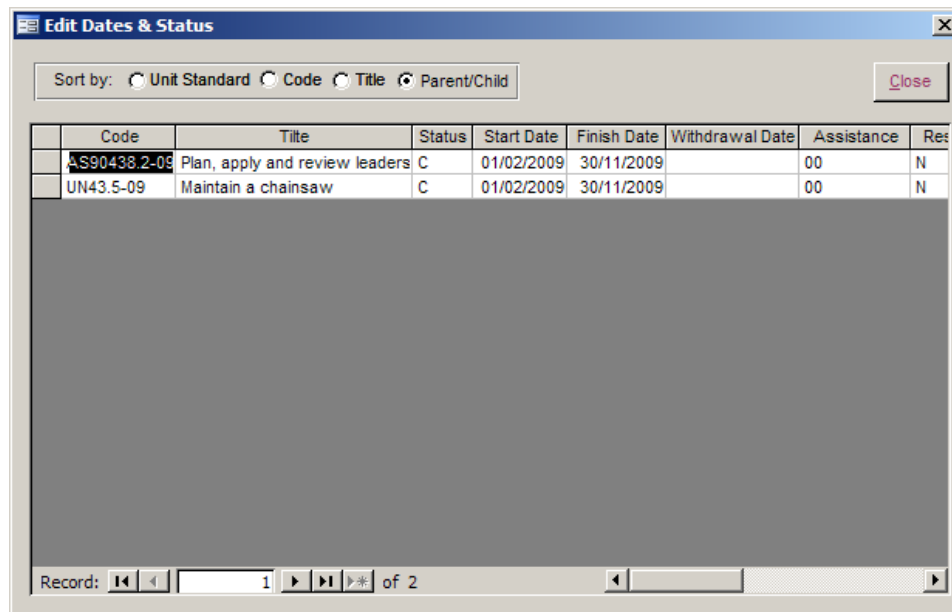
### 3. Achievement Standards

You can now import Achievement Standards, record outcomes for them, and report those outcomes to NZQA. Achievement Standard outcomes require you to record a grade value "N", "A", "M", or "E" and you will need to use the *Academic Result Options* tab on the *Curriculum* form to make this possible.

*Section 14.4 of the User Manual describes how to import Achievement Standards and section 13.2 explains how to report outcomes to NZQA.*

### 4. Datasheet Edit

The Datasheet edit form opened from the Enrolment Details form has been extended to include additional course enrolment fields.



*Datasheet edit is described in section 8.4.2 of the User Manual.*

### 5. EFTS Summarisation

Who knows where TEC's performance reporting is going but it may include a need to report EFTS by ethnicity and by qualification level. A new report does just that. Note – the report uses the Total Response methodology for determining ethnic group percentages.

#### EFTS Breakdown

Ethnicity	EFTS for Group	% Total
Asian	29,5699	8.86
European	277,4530	83.09
Maori	22,1616	6.64
Not Stated - Do Not Count		
Other	6,2071	1.86
Pacific	3,1632	0.95
<b>Total EFTS for Enrolments:</b>	<b>333.9320</b>	

TEC currently requires that ethnicity be summarised in accordance with the 'Total Response' methodology used by Statistics New Zealand. As a result a person who falls into multiple ethnic groups has their total EFTS counted in each distinct group. When expressing EFTS by group as a percentage the divisor used is the total EFTS for all counted enrolments. This can mean that the sum of the reported percentages is greater than 100. Students who have only "Not Stated" ethnicity values recorded are not counted.

#### EFTS By Level & Age Group

Level	Under 25	25 plus	Total
Bachelors, Graduate Diplom			
Diplomas	58.5802	88.3294	146.9096
Doctorate	168.6872	18.3352	187.0224
Doctorates			
Graduate Certificates			
Level 1 Certificates			
Level 2 Certificates			
Level 3 Certificates			
Level 4 Certificates			
Masters Degrees			
Postgraduate Diplomas and			
<b>Total EFTS for Enrolments:</b>			<b>333.9320</b>

The new report is described in section 12.4 of the User Manual.

## 6. New Enrolment Report

A new reporting option that provides a brief overview of a student's enrolments is available from the *Students* and *Enrolment Details* forms.

### Student Enrolment Brief Report

Aardvaark, Tracey Veroni  
88 Devilgate Drive  
St Albans  
Christchurch

Qualification: DipPer-09 Diploma of Persuasion  
Student Number: 17733 NSI: 10-227-4942  
Enrolment Period: 01 Feb 2009 to 30 Nov 2009

Course	Credits	EFTS
UN43.5-09 Maintain a chainsaw	20	0.5600
AS90438.2-09 Plan, apply and review leadership strategies in a group or team physical activity	3	0.0000
UN101.5-09 Develop and use keyboarding skills to enter text	3	0.0000
UN102.5-09 Consolidate keyboarding skills and produce accurate text	3	0.0000
UN10646-09 Apply initial barbering techniques	20	0.5600
<b>Totals</b>	<b>49</b>	<b>1.1200</b>

*The new report is described in section 6.3.5 of the User Manual.*

## 7. New Academic Record/Result Notice Type

A new type called "NZQA and Complete" has been added. It shows the NZQA credit value where a course has been completed, Grade, Level, and Date of Completion. A count of completed credits is displayed.

Tracey Veronica Aardvaark  
88 Devilgate Drive  
St Albans  
Christchurch

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Academic Record

14 May 2009

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**Tracey Veronica Aardvaark** ID: 17733

NZQA ID: 10-227-4942

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Awards Issued

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Qualification	Diploma of Persuasion	DipPer			
Complete:	Yes	Comment:			
<b>Course</b>					
Code	Title	Credit	Grade	Level	Date
AS90438.2	Plan, apply and review leadership strategies in a group or team physical activity	3	M	2	14/05/2009
UN101.5	Develop and use keyboarding skills to enter text			1	
UN102.5	Consolidate keyboarding skills and produce accurate text			1	
UN10646	Apply initial barbering techniques	20		2	14/05/2009
UN10646	Apply initial barbering techniques	20		2	14/05/2009
		<b><u>Total Completed Credits</u></b>		<b><u>43</u></b>	

*The new type is described in section 9.6 of the User Manual.*