

## Importance of "Carry-Over" of your 2020 classes to 2021.

The beginning of this year saw an exaggerated number of students in many schools. This is due to the concerned schools registering their existing students again in 2020 instead of "**carry over**" their 2020 classes into 2021.

Schools need to "**carry over**" their 2020 classes into 2021. Please be careful while doing the "**carry over**" of classes and do the "**carry over**" to year 2021 and not 2020.

The instructions below show the steps to be used to "**carry over**" your 2020 classes into 2021.

### Setup the classes at your school – To Carry Over a Class

Once you login to your school FEMIS account, you will be seeing the school information summary as displayed below. From your top menu select

#### School's Classes/Students

School - click on the menu item... show various information on this school

Basic	Details	Finance 1	Finance 2	Buildings	Equipmt	Supp Staff	P/T Staff	Res
Welcome! Show these dashboard indicators for: 2014						Funding	Allocation	Spent
A Good Place To Start is Here --> <a href="#">Set Up Your School</a>						Admin	\$22,930.08	\$19,071.66
You can download Instruction Manual from Help Menu or Download by Clicking <a href="#">HERE</a>						Buildings	\$38,216.80	\$24,276.93
See the latest FEMIS updates by clicking <a href="#">HERE</a>						Compute	\$34,395.12	\$15,457.16
Number of Students:	765	Missing Citizenship Data:	326	Library		\$34,395.12	\$3,700.00	
Missing Birth Cert (or passport) Numbers:	86	Bus Assistance Amount:	\$0.00	PE, music, arts		\$26,751.76	\$7,424.90	
Number of teachers:	21	All Student Financial Assistance:	\$0.00	Stationery		\$34,395.12	\$10,906.60	
Teacher Pupil Ratio:	36.43	Average Teacher Age:	38	<b>Totals:</b>		<b>\$191,084.00</b>	<b>\$80,837.25</b>	
Number of Classes:	18	Main student absent reason:	Unknown	<input type="checkbox"/> Show allocation taking into account cit				
Exams Registered for LANA:	0							

**School Primary Secondary District National**

Students:	765	137623	67210	53265	210163
Student Days Absent:	12745	1416133	780502	670206	2252387

You last logged on 13/11/2014 4:31:00 PM from computer address 192.168.100.19

**Step 1:** From the main menu select **School's Classes/Students** button to display the list of classes in the year 2020.

**Step 2:** Select this link: "**View Class/StudentInfo**" to open the class list of that Year/Class/Stream.

Add and view classes for this year-> 2014 You can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.

**Note: You can create new classes by "carrying over" an existing class. To carry over a class - select the YEAR you want to from, then the class then click the Carry Over button. You can change the year above to see classes in previous years.**

If you have any questions please call the District Office for assistance.

Class/Form: PreSchool Teacher: Pick a Teacher from this list... Create This N

Stream: 1 Assistant Teacher: OPTIONAL Assistant Teacher from this list...

Or, current classes this year are below.

Year	Class	Stream	Students	Teacher		
2014	1	1	44		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1
2014	1	2	45		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1
2014	1	3	48		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1
2014	1	4	44		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1
2014	1	5	47		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1
2014	1	6	44		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1
2014	2	1	46		VIEW Class/StudentInfo	DeleteTheClass ChangeStream/1

Class List for Year 2020

Please check that your current classes show the year 2020



Class Carry Over - Use this page to create a new class using the student list from an existing class.

If you are not comfortable with this process remember you can always practice in the FEMIS Training version. You are not required to assign the teacher(s) at this time.

Select the To This Class and To This Stream options from the lists.

Then click the Carry Over Class button to create the new class and carry over all the students in the "from" class to the To This Class class. If the To This Class class already exists, students will get added to the existing To This Class class.

**WARNING: If you accidentally create a class full of students you will have to remove the students one at a time before you can delete the class. Removing students from a class is time consuming. You can change the class and stream of a class at any time.**

Confirm You Want To Carry Over Students From: Year: 2019 Class: 4 Stream: 1 Class Type: Mainstream (normal) T2 audit  
 16/05/19 T3 audit 29/08/19  
 To This Year: 2020 To This Class: 5 To This Stream: 1 Class Type: Mainstream (normal)  
 Cancel Confirm

**Step 8:** Select "Confirm" button to confirm carry over the class and subject. The following message will be displayed to confirmed that you created a class.

Confirm You Want To Carry Over Students From: Year: 2014 Class: 1 Stream: 1  
 To This Year: 2015 To This Class: 2 To This Stream: 1  
 Tick here to also carry over subject for the students:

**Done!** To view the new class click School's Classes/Students from the menu above.  
**NOTE:** You may have to CHANGE THE YEAR at the top of the class list to see your new class.  
 Don't forget to add the teacher(s) and add/remove students as required.

**Step 9:** To check the class that you carry over is created or not. Go back to **School's Classes/Students** tab, select the year **2021**, you will notice the class that you carried over is listed. Now you will have to assign a Class Teacher. Select the link: "**ChangeStreamTeacher(s)**".

Classes - Set up the classes at your school. Select a class below to view the students in that class.

Add and view classes for this year > 2015 > you can change this year to add and view classes in a different year.

To add a new class, pick the Class/Form, the Stream and the Teacher below and click Create This NEW Class.

**Note:** You can create new classes by "carrying over" an existing class. To carry over a class - select the YEAR you want to carry over from, then the class then click the Carry Over button. You can change the year above to see classes in previous years.

If you have any questions please call the District Office for assistance.

Class/Form: PreSchool Teacher: Pick a Teacher from this list... Create This NEW Class  
 Stream: 1 Assistant Teacher: OPTIONAL Assistant Teacher from this list...

Or, current classes this year are below.

Year	Class	Stream	Students	Teacher			
2015	2	1	46	Unknown - Please Update Class Tch	VIEW Class/StudentInfo	DeleteTheClass	ChangeStream/Teacher(s)

**Step 10.** School Heads have to assign a Teacher to this class. Do not leave a class "unknown".

**Step 11.** Select "ChangeStream/Teachers" button to change the class teacher from the list.

**Step 12.** You will have to assign a Class to a Teacher. Select the link **ChangeStreamTeacher(s)**. This will display the page of “**Change the Teacher, Assistant Teacher, Class or Stream for this class**”.

**Step 15:** Repeat **steps 1-14** for the rest of the class/stream/teacher.

**Please Note:** For Primary Schools, DO NOT carry-over your Year 8, 2020. Please carry-over **classes/Years 1 to 7** from **year 2020** to **Classes Year 2021**.