Staff and Student ID Photos

CASES21 Administration User Guide

Chapter 9 | January 2023 | V1_12 Compliant with CASES21 V67.0

© State of Victoria (Department of Education) 2023

This CASES21 Administration User Guide is provided under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Education), indicate if changes were made and comply with the other licence terms, see: Creative Commons Attribution 4.0 International

The licence does not apply to:

- an images, photographs, trademarks or branding, including the Victorian Government logo and the DE logo; and
- content supplied by third parties.

Copyright queries may be directed to copyright@education.vic.gov.au

VICTORIA State Government | Education and Training

Contents

Code of Conduct and Privacy **4**
Overview **5**
Extract Student Data **5**
Create a folder to store your saved worksheets and import files. 5
Data extraction process — students 8
Extract Staff Data **16**
Check staff details 16
Data extraction process — staff 17
Data extraction process — staff by home group 21
Confidentiality **24**
Password protect your Excel files 24
Send Student and Staff Data 25
Import Student or Staff Photographs **26**
Import student photographs 26
Import staff photographs 29
Add Individual Photographs **30**
Individual student photographs 30
Individual staff photographs 31

© State of Victoria (Department of Education) 2023

This CASES21 Administration User Guide is provided under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Education), indicate if changes were made and comply with the other licence terms, see: Creative Commons Attribution 4.0 International

The licence does not apply to:

- an images, photographs, trademarks or branding, including the Victorian Government logo and the DE logo; and
- content supplied by third parties.

Copyright queries may be directed to copyright@education.vic.gov.au

VICTORIA State Government | Education and Training

Code of Conduct and Privacy

The school CASES21 database contains personal and health information about students, family members and staff.

Database queries, data extractions and disclosures must only be carried out by authorised officers and must comply with the Department's Information Privacy Policy and ICT Security Policy, and the Code of Conduct for the Victorian Public Sector.

The relevant information privacy principles which need to be considered are:

- Collection
- Use and Disclosure
- Data Quality
- Data Security and Unique Identifiers
- Anonymity
- Transborder Data Flow.

For more information about these principles go to: School's Privacy Policy.

Overview

This Chapter provides a step-by-step process for extracting data from CASES21 to send to your school's photography company for ID photo and card production.

When sending this personal information, you should **secure all files** being sent, particularly if they could be accessed by **people not authorised** to view or use the information.

In addition, you will find out how to import student and staff photographs into your school's CASES21 database for use in student and staff records.

Extract Student Data

You need to use worksheets to run this process. If you would like more information on using worksheets see Chapter 14: Worksheets and Quicklists

Create a folder to store your saved worksheets and import files.

Schools should import their file from their P Drive

Before you begin, create a folder for storing the extracted data. This ensures that the worksheets you create are backed up regularly through your CASES21 backup process.

A folder must be created on the shared drive to store the CASES21 worksheet file/s.

By having the files on a shared drive, these files will be included on the normal automated backup performed overnight.

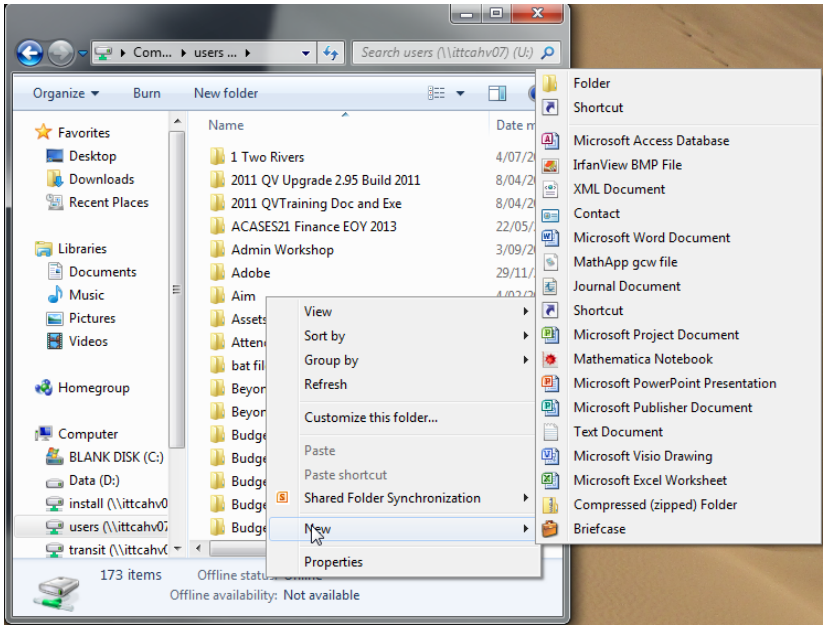
How to create a folder

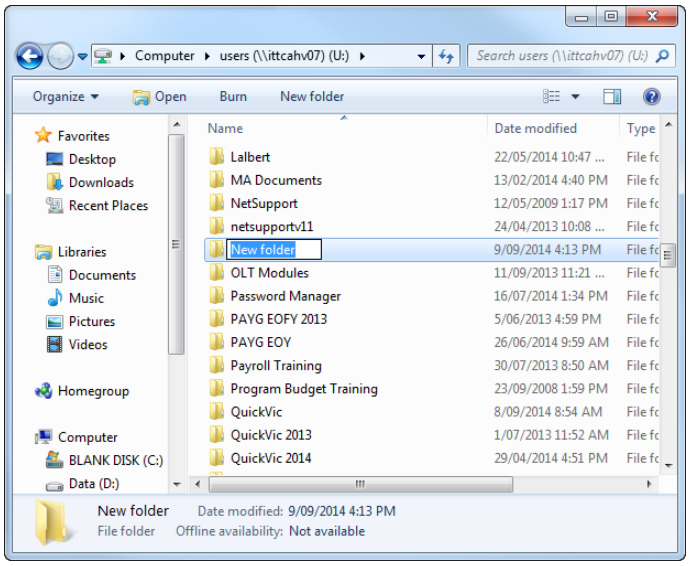
Navigate to your shared drive or P Drive.

Right mouse click on the shared drive as shown in the diagram below.

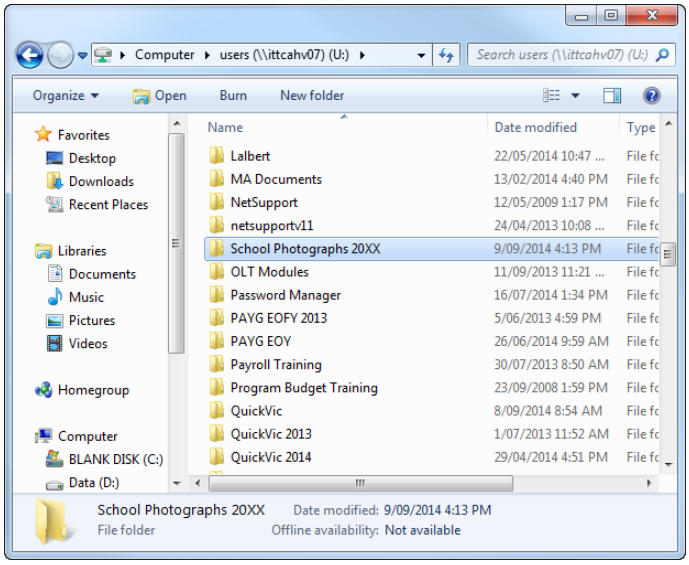
Select **New**, then **Folder**.

A New Folder will be created in the list of folders on the screen as shown below the shared drive.





Rename the New Folder to ‘School Photographs 20XX’. *Note:* You may need to RIGHT click on the New Folder icon and select Rename from the options available if the box is not available to type into.

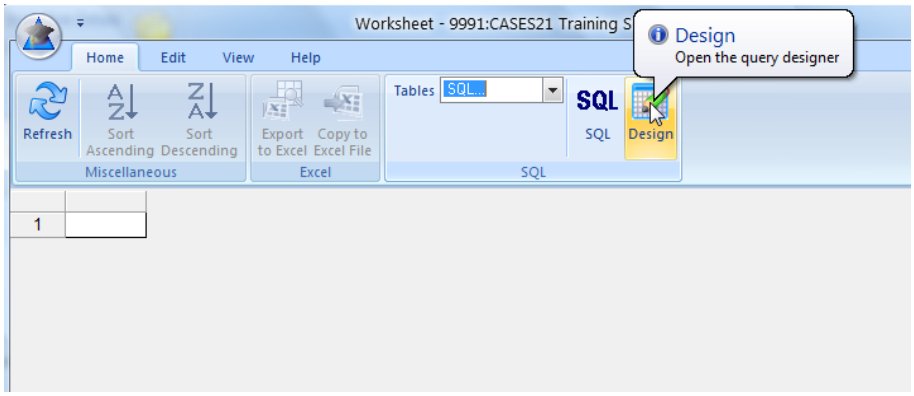


You have now successfully created a folder in your shared drive

Data extraction process — students

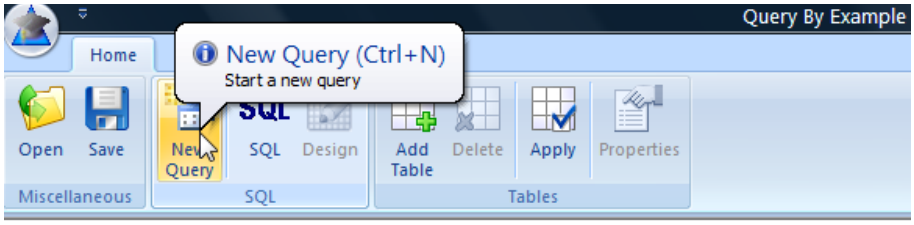
Open the Utilities | MAZE | View and Report Data | Worksheet – Display SQL Table format.

Click on the **Design** icon on the toolbar.



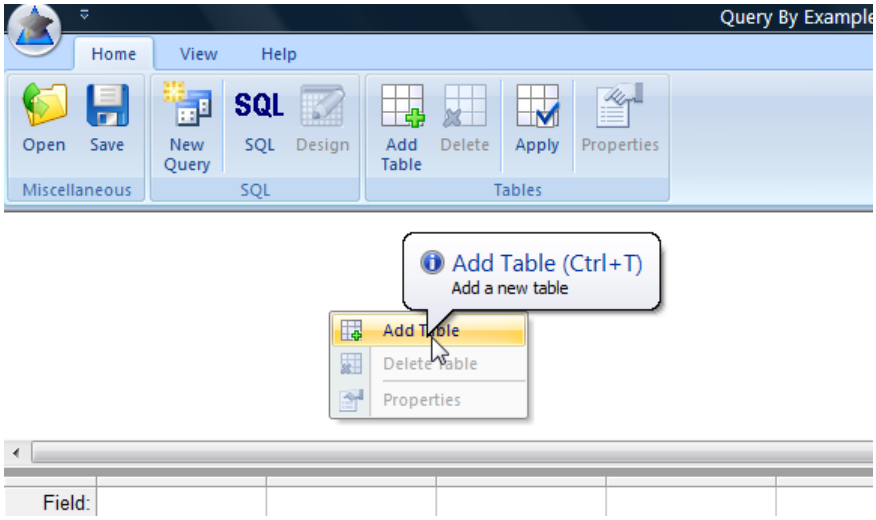
You will see the **Query By Example** screen showing the last query you worked on, or a blank query screen if you have not used worksheets previously.

Click on the **New Query** icon on the toolbar (or Ctrl + N) as indicated in the screen below:

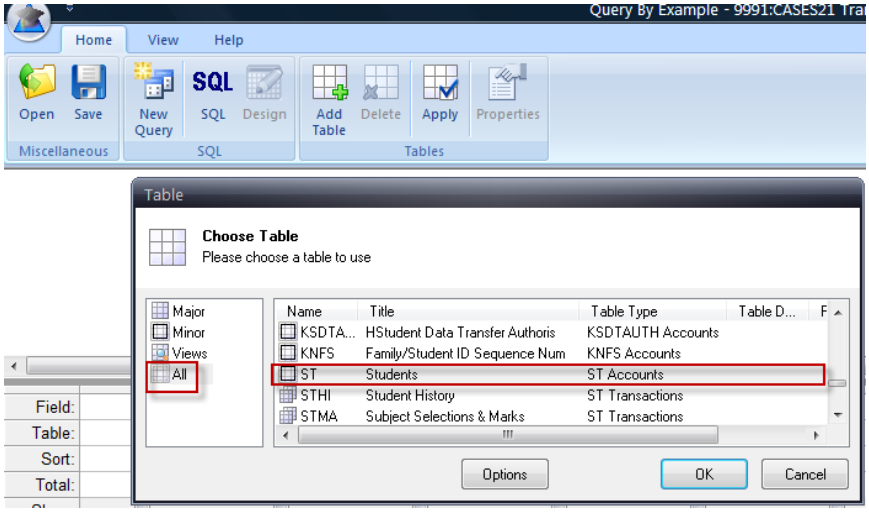


Click on the **Add Table** icon on the toolbar or right-click in the blank space in the top section of the screen and select **Add Table**.

VICTORIA State Government | Department of Education



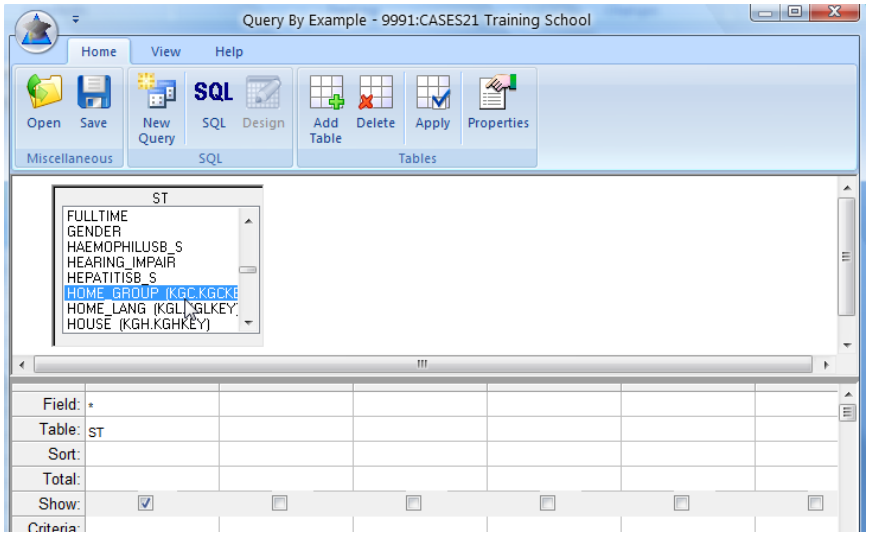
You will see the **Choose Table** screen.



Click on **All**, and then select the **ST** (Students) table. The easiest way to do this is to click on the heading of the first column (Name), then quickly type **ST.** This will automatically find and highlight the ST table.

Click **OK**.

You will see the following screen:



Select the fields listed below by double clicking on the field name within the ST table. These fields are the ones photographic companies usually request; however, if, for example, your photographer is also making up student ID cards, you may need to add additional fields such as birth date and gender.

HOME_GROUP

SURNAME

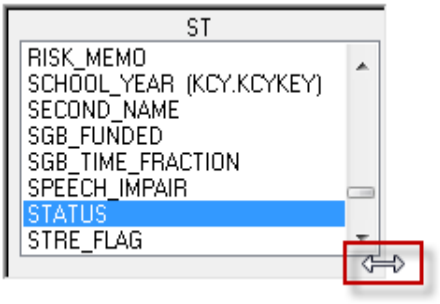
FIRST_NAME (or PREF_NAME)

STKEY

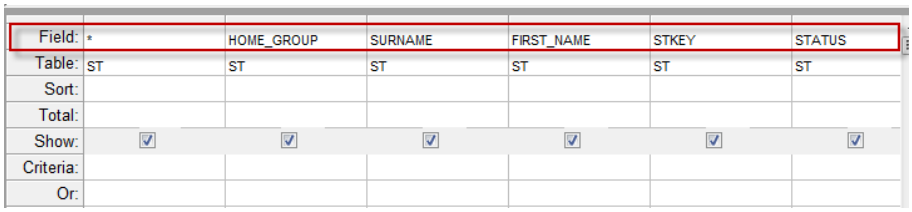
STATUS

Note: The **HOME_GROUP** and **STATUS** fields appear further down in the list. To easily access these fields, first click in the box and type the first letter of the field, for example 'H' for **HOME_GROUP**, and continue to type 'H' until home group is highlighted.

Note: You can make the table larger so you can see all the rows by left-clicking while dragging the bottom right corner of the table out.



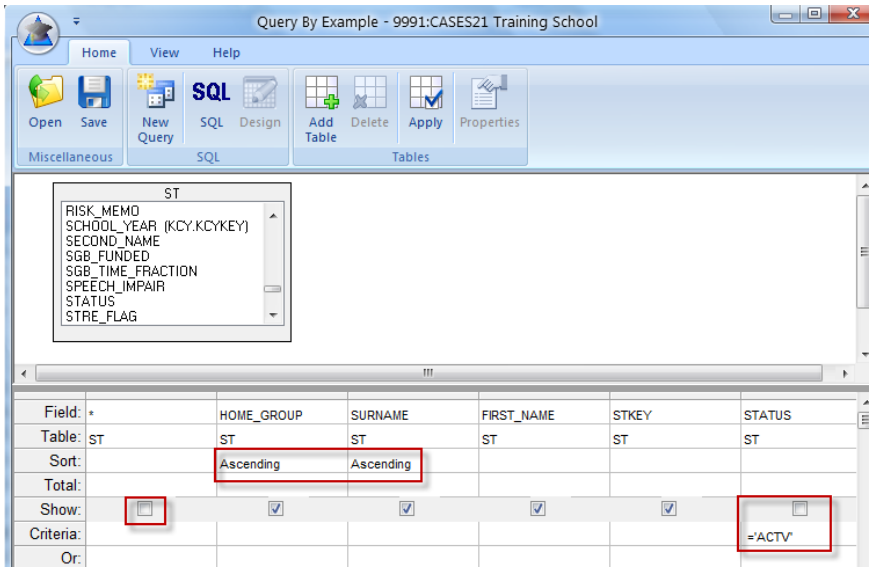
You will see the following table on your screen with the fields selected shown in the **Field** row:



Remove the tick from the **Show** row of the ***** and **STATUS** columns. This means the information won't be displayed in your final worksheet; these fields are purely so you can organise your data.

In the **Criteria** row of the **STATUS** column, type **='ACTV'** (ensure you use single quotation marks).

Select **Ascending** from the drop-down list in the **Sort** row of the **HOME_GROUP** and **SURNAME** columns. This sorts home groups and students within those groups in name order from A to Z.



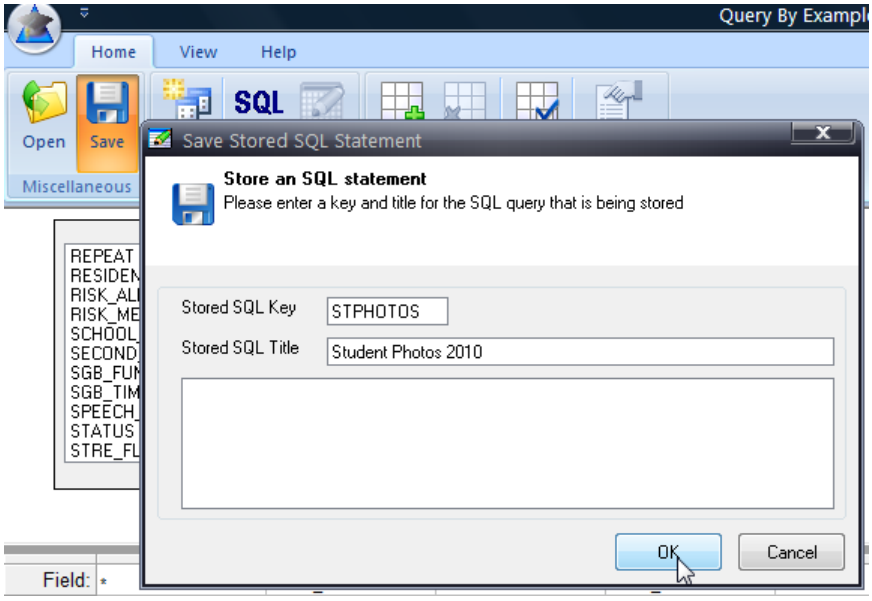
Save this query for future use by clicking on the Save icon (or Ctrl + S) in the top toolbar.

You will see the **Save Stored SQL Statement** screen.

Type a short abbreviation, for example STPHOTOS, into the **Stored SQL Key** field. This can be up to 10 characters long, with no spaces or extensions.

Type a more descriptive title into the **Stored SQL Title** field, as shown below. This description can be up to 30 characters long including spaces.

Click **OK**.

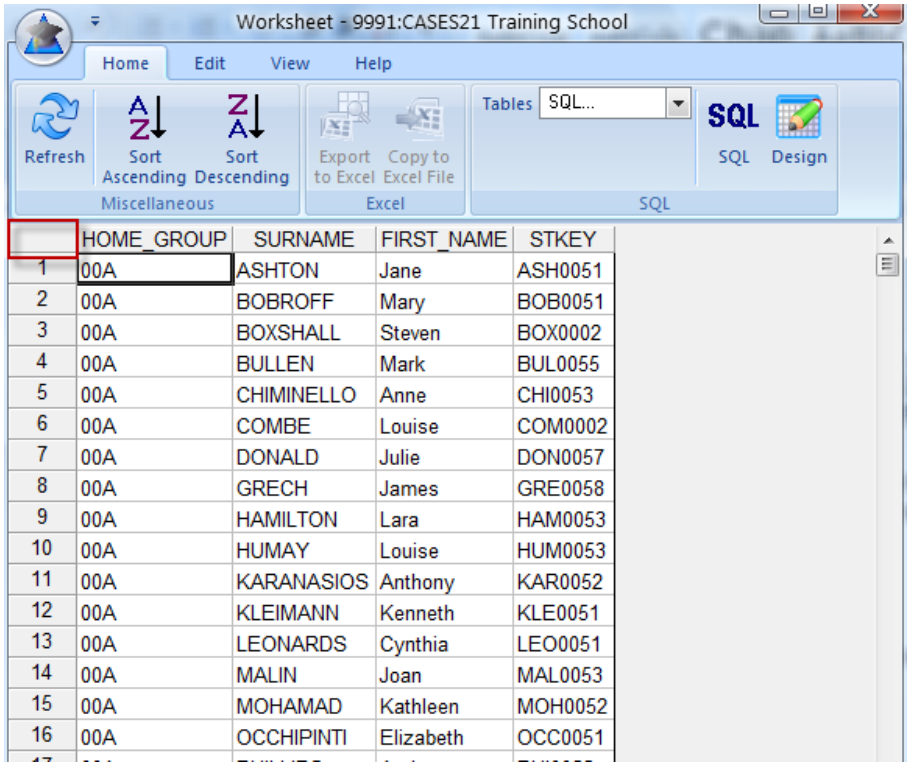


You will now be able to retrieve this SQL query for later use by simply opening the saved SQL query file. See *Chapter 14: Worksheets and Quicklists* for more information on this process.

You will again see the **Query By Example** screen.

Click the **Apply** icon on the toolbar.

You will see the following screen containing your query data in worksheet form:



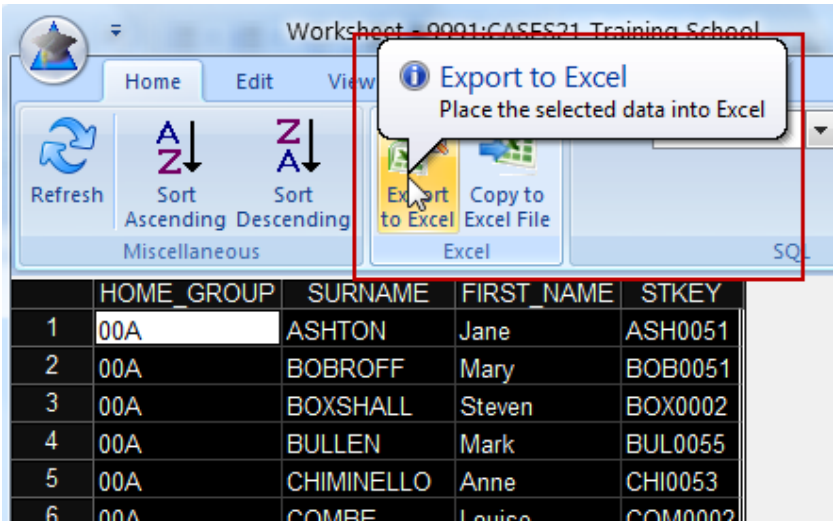
	HOME_GROUP	SURNAME	FIRST_NAME	STKEY
1	00A	ASHTON	Jane	ASH0051
2	00A	BOBROFF	Mary	BOB0051
3	00A	BOXSHALL	Steven	BOX0002
4	00A	BULLEN	Mark	BUL0055
5	00A	CHIMINELLO	Anne	CHI0053
6	00A	COMBE	Louise	COM0002
7	00A	DONALD	Julie	DON0057
8	00A	GRECH	James	GRE0058
9	00A	HAMILTON	Lara	HAM0053
10	00A	HUMAY	Louise	HUM0053
11	00A	KARANASIOS	Anthony	KAR0052
12	00A	KLEIMANN	Kenneth	KLE0051
13	00A	LEONARDS	Cynthia	LEO0051
14	00A	MALIN	Joan	MAL0053
15	00A	MOHAMAD	Kathleen	MOH0052
16	00A	OCCHIPINTI	Elizabeth	OCC0051

Check to make sure the data is correct. If you need to adjust your selection, return to the **Query By Example** screen by clicking on the **Design** icon on the toolbar.

Select all the cells within the **Worksheet** screen by clicking on the blank square to the left of **HOME_GROUP**, or click on **Edit,** then click on **Select All.**

Click on the **Export to Excel** icon

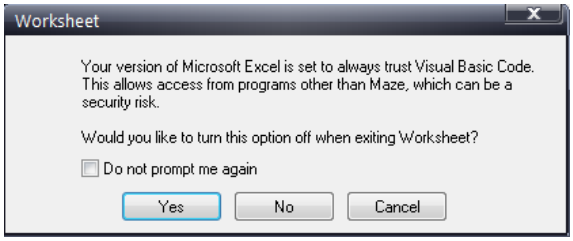
to open a spreadsheet called **Selected Items - CAZWorksheet – Microsoft Excel**



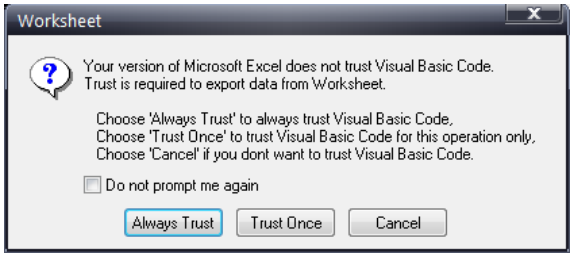
	HOME_GROUP	SURNAME	FIRST_NAME	STKEY
1	00A	ASHTON	Jane	ASH0051
2	00A	BOBROFF	Mary	BOB0051
3	00A	BOXSHALL	Steven	BOX0002
4	00A	BULLEN	Mark	BUL0055
5	00A	CHIMINELLO	Anne	CHI0053

VICTORIA State Government | Department of Education

The following notifications may occur:



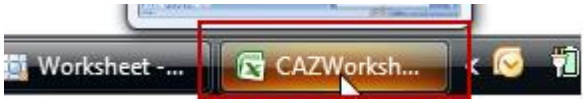
Select **No** to continue.



Select **Always Trust** to continue.

Note: If the spreadsheet does not appear, it may be sitting in the bottom toolbar.

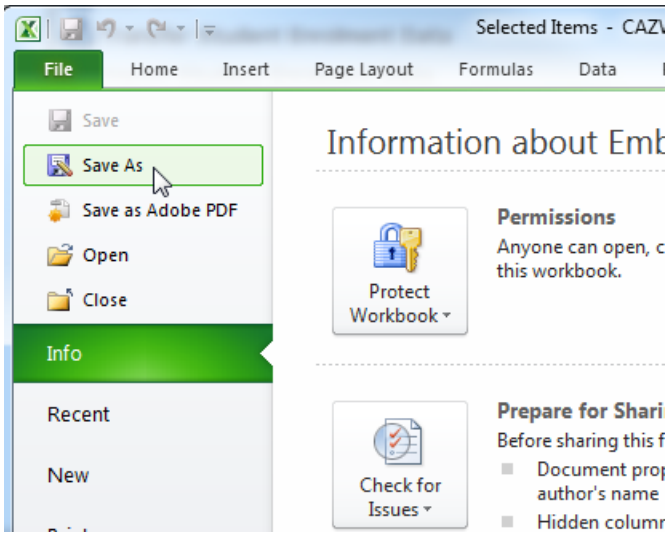
Click on the flashing CAZWorksheet button.



The worksheet will open in excel.

Click on the Office button, then select **Save As** then **Excel Workbook** and save to the photographer's folder you have already created on your U: drive.

Note: For instructions on creating this file, see the Create a folder on your CASES21 fileserver section in this Chapter.



Name the spreadsheet, specify the format required in the Type field, then **Save**.

Secure the file before sending it to your school's photographic company. See the Confidentiality section in this Chapter for instructions.

> Note: You should secure all files that contain personal information, particularly if they could be accessible to people not authorised to view/use that data.

Extract Staff Data

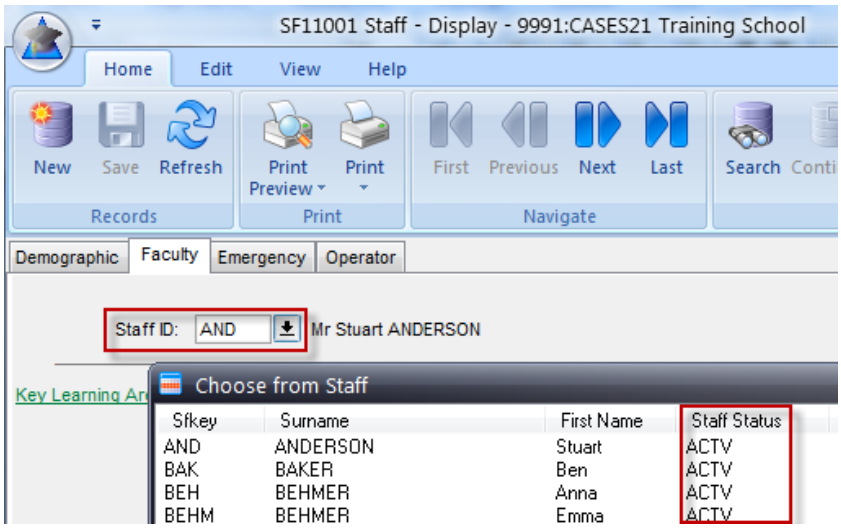
Prior to commencing the data export for your school staff members, you need to check staff details.

Check staff details

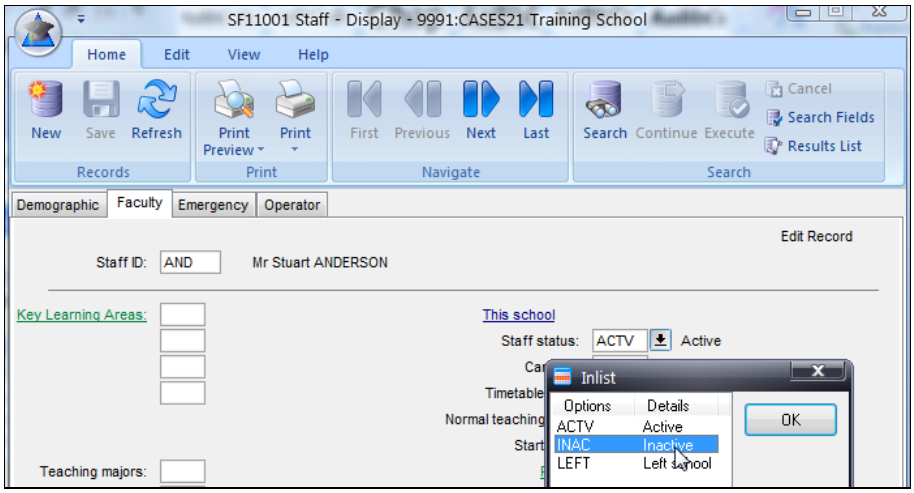
Open the Staff | Records | Personal | Add or Modify Staff Details [SF11001] format.

Click on the **Faculty** panel-tab.

Ensure all current staff members are marked as **ACTV** (Active) in the **Staff status** field. To do this, click on the **Staff ID** drop-down list and check the staff status column, as shown below:



All remaining staff should be marked as left or inactive. If you need to change a staff member's status, select their **Staff ID** and change the staff status field, as shown below:



VICTORIA State Government | Department of Education

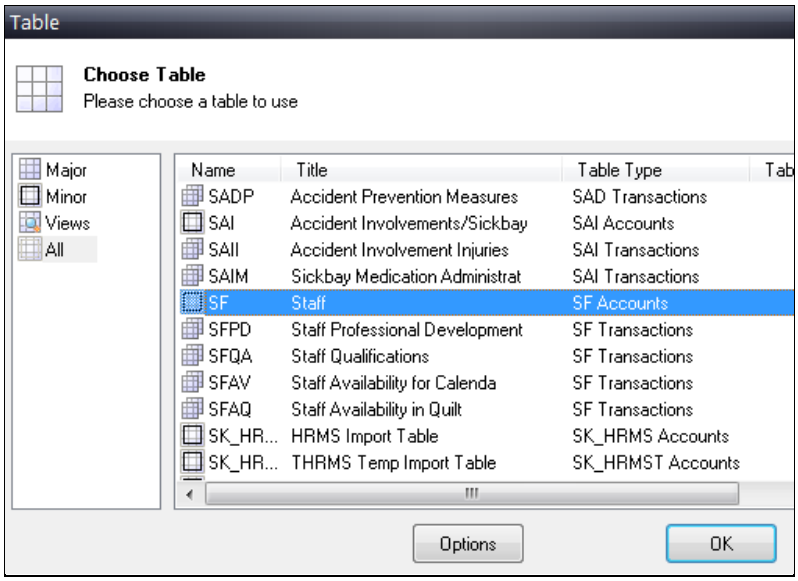
Data extraction process — staff

Open the Utilities | MAZE | View and Report Data | Worksheet – Display SQL Table format.

Follow the steps in the Data extraction process — students section of this Chapter (above). Select **Add Table** or right-click in the blank space in the top section of the screen and select **Add Table**.

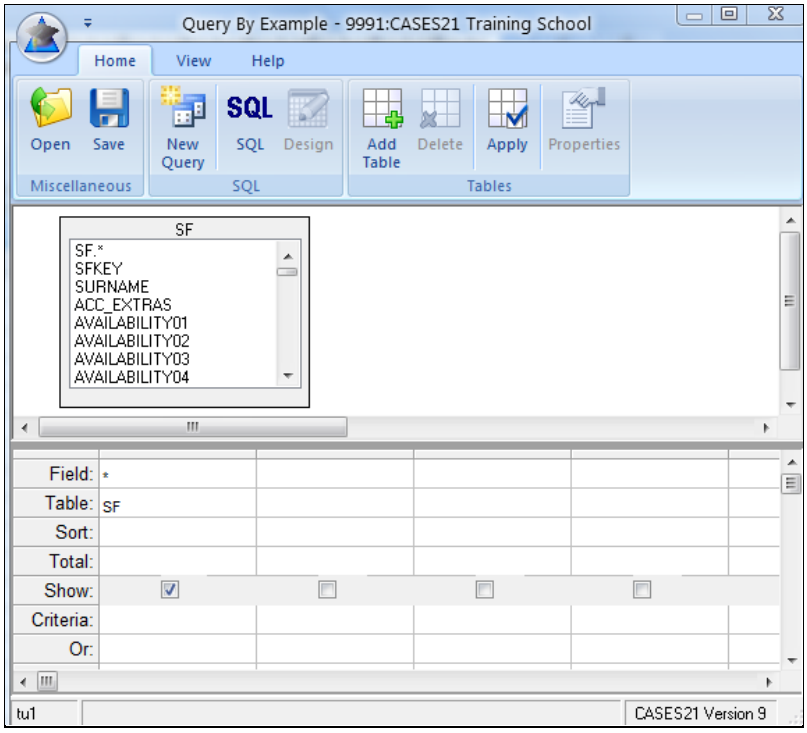
You will see the **Choose Table** screen.

When you open the **Choose Table** screen, select **All** then **SF.** The easiest way to do this is to click on the heading of the first column (Name), then quickly type **SF**, which highlights the staff table.



Click **OK**.

You will see the following **Query by Example** screen, with a list of all the fields available from the **SF** (Staff) table listed in the top section of the screen:



From the **SF** table list, select fields by double-clicking on them. The names of these fields will appear in the **Field** row of the table. The fields listed below are the ones photographic companies usually request. Select in the order below so you can sort your worksheet by staff members' surnames:

SURNAME

FIRST_NAME (or PREF_NAME)

SFKEY

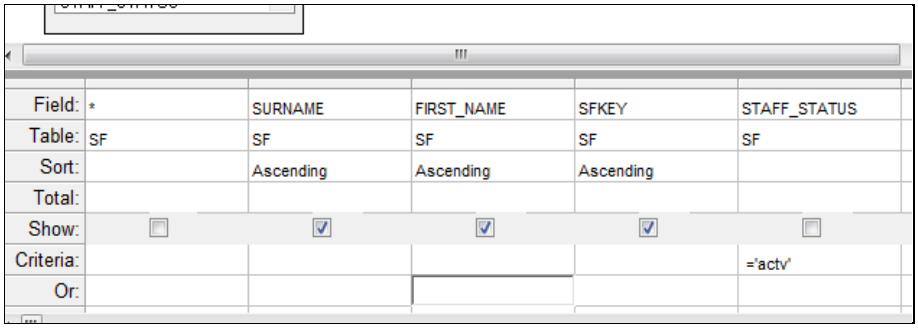
STAFF_STATUS

Note: The **STAFF_STATUS** field appears further down in the list. To easily access this field, continue to type the initial letter 'S' until the **STAFF_STATUS** field is highlighted.

Remove the tick from the **Show** row of the ***** and **STAFF_STATUS** columns. This means the information won't be displayed in your final worksheet; these fields are purely for organising your data.

In the **Criteria** row of the **STAFF_STATUS** column, type =**'ACTV'** (it is not case sensitive but ensure you use single quotation marks).

Select **Ascending** from the drop-down list in the **Sort** row of the **SURNAME**, **FIRST_NAME,** and **SFKEY** columns. This orders staff names by surname then first name.



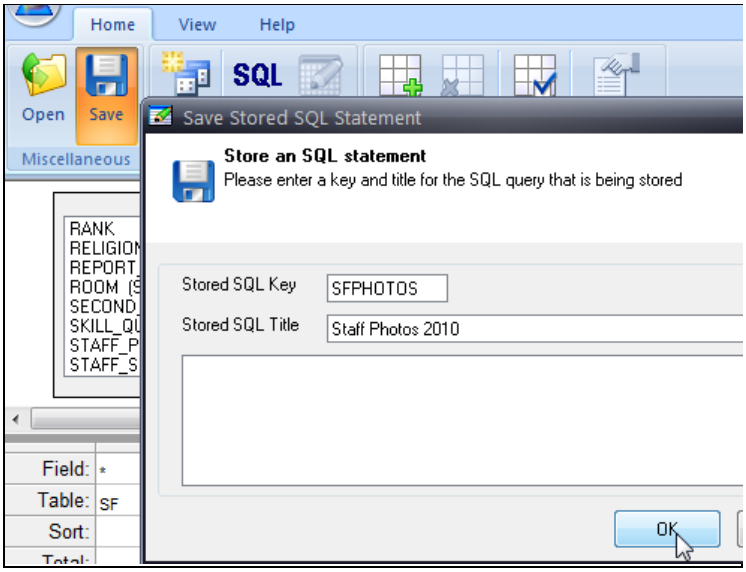
Save this query for future use by selecting the **Save** icon in the top toolbar.

You will see the **Save Stored SQL Statement** screen.

Type a short abbreviation, for example SFPHOTOS, into the **Stored SQL Key** field. This can be up to 10 characters long, with no spaces or extensions.

Type a more descriptive title into the **Stored SQL Title** field, as shown below. This description can be up to 30 characters long including spaces.

Click **OK**.



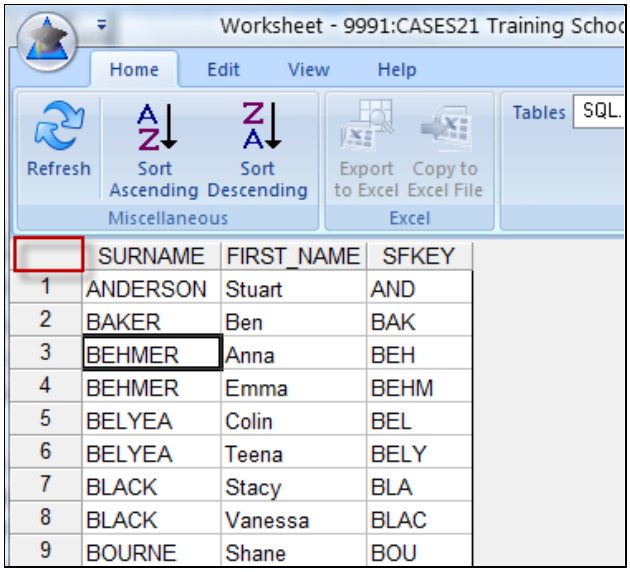
You will now be able to retrieve this SQL query for later use by simply opening the SQL query file. See ***Chapter 14: Worksheets and Quicklists*** for further instructions.

You will again see the **Query By Example** screen.

Click **Apply** on the toolbar.

You will see the following screen containing your query data in worksheet form:

VICTORIA State Government | Department of Education



	SURNAME	FIRST_NAME	SFKEY
1	ANDERSON	Stuart	AND
2	BAKER	Ben	BAK
3	BEHMER	Anna	BEH
4	BEHMER	Emma	BEHM
5	BELYEA	Colin	BEL
6	BELYEA	Teena	BELY
7	BLACK	Stacy	BLA
8	BLACK	Vanessa	BLAC
9	BOURNE	Shane	BOU

Check to make sure the data is correct. If you need to adjust your selection, return to the **Query By Example** screen by clicking on the **Design** icon on the toolbar.

Make any changes, and click **Apply** on the toolbar.

Select all the cells within the worksheet screen by clicking on the blank square to the left of the **SURNAME** cell, or click on **Select All** from the **Edit** menu.

Click on the **Export to Excel** icon to open a spreadsheet called **Selected Items - CAZWorksheet – Microsoft Excel**

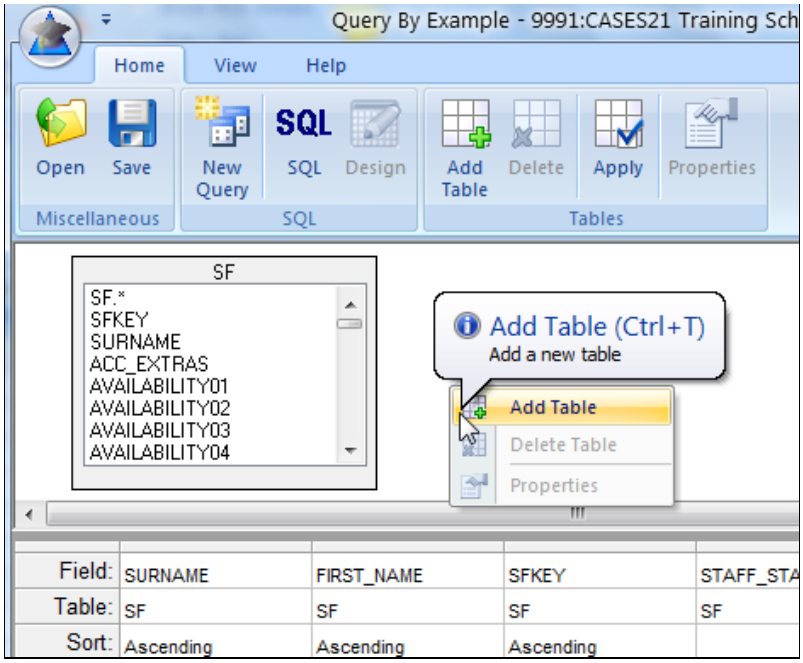
Save to the folder you have already created in your shared drive. See the Extract Student Data section of this Chapter (above) for further instructions.

Data extraction process — staff by home group

You can link staff photos to their assigned home groups, for example for class or group photos, using the following process:

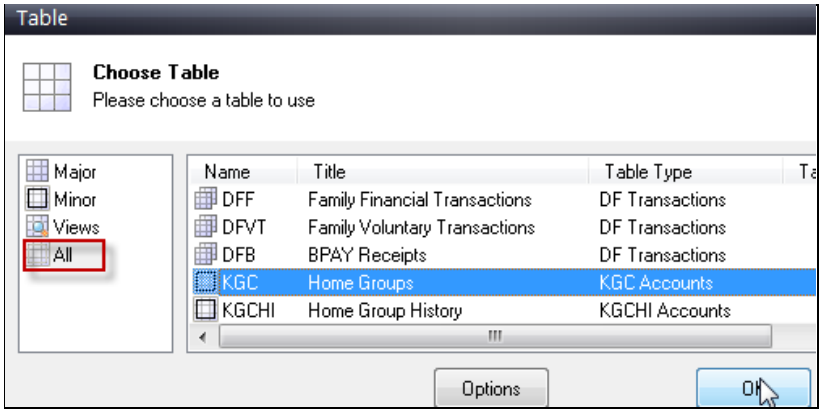
Follow the steps above in **Data extraction process – staff** until you have added all the staff fields to your query. Before you save the query you need to add another two fields from a separate table.

Right click in the blank space beside the **SF** table, select **Add Table** to add a second table.



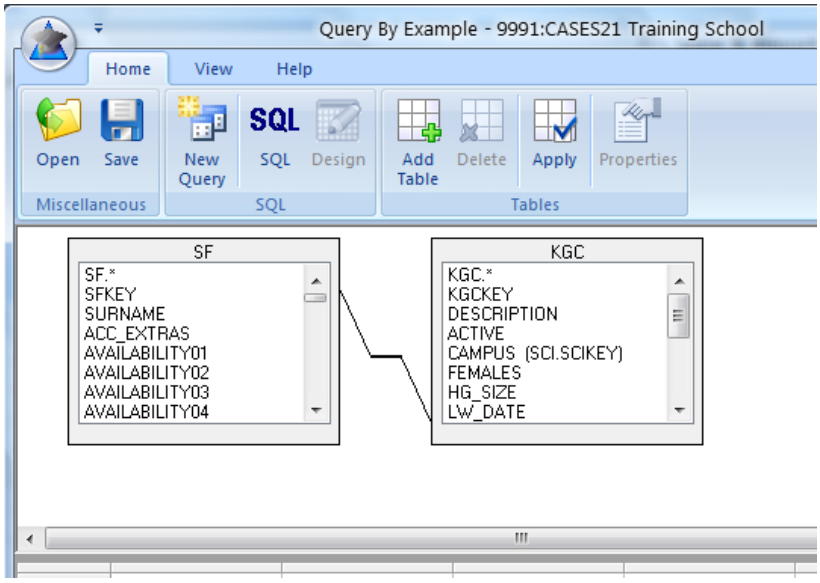
You will again see the **Choose Table** screen.

Click on **All,** and select the **KGC** (Home Groups) table on the right. The easiest way to do this is to click on the heading of the first column (Name), then quickly type **KGC**, which highlights the Home Groups table.



Click **OK**.

You will see the following screen:

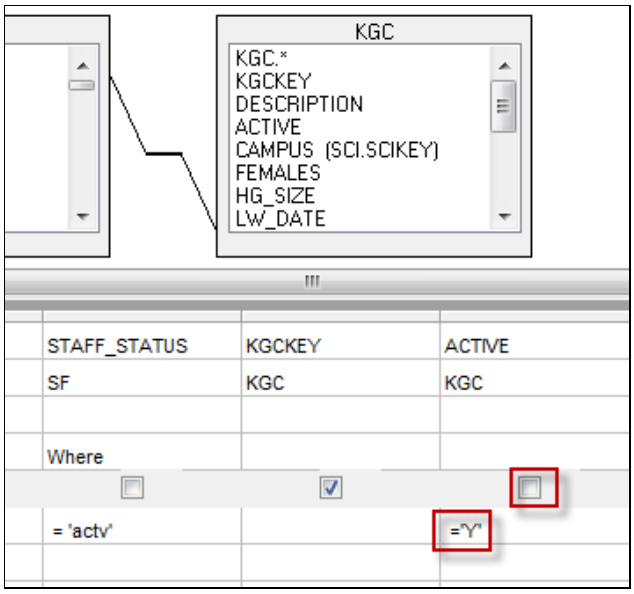


From the **KGC** table list, double-click on:

KGCKEY

ACTIVE

In the **Criteria** row of the **ACTIVE** column, type **='Y'** (ensure you use single quotation marks). This will select only the active home groups assigned to each staff member.



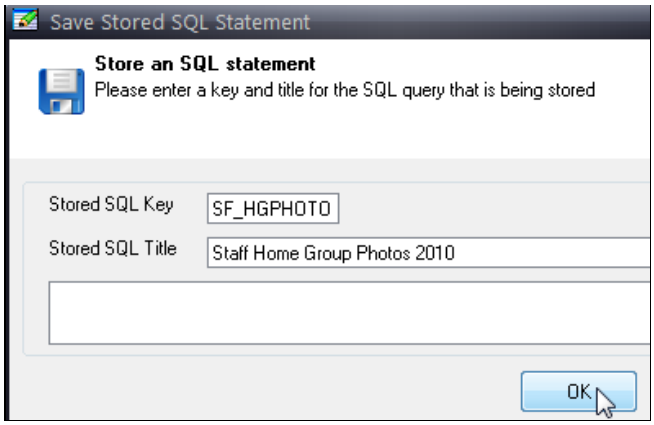
Remove the tick from the **Show** row of the **ACTIVE** column. This means the information won't be displayed in your final worksheet; these fields are purely for organising your data.

Save this query for future use by selecting **Save** from the top toolbar.

You will see the **Save Stored SQL Statement** screen.

Type a short abbreviation, for example SF_HGPHOTO, into the **Stored SQL Key** field. This can be up to 10 characters long, with no spaces or extensions.

Type a more descriptive title into the **Stored SQL Title** field, as shown below. This description can be up to 30 characters long including spaces.



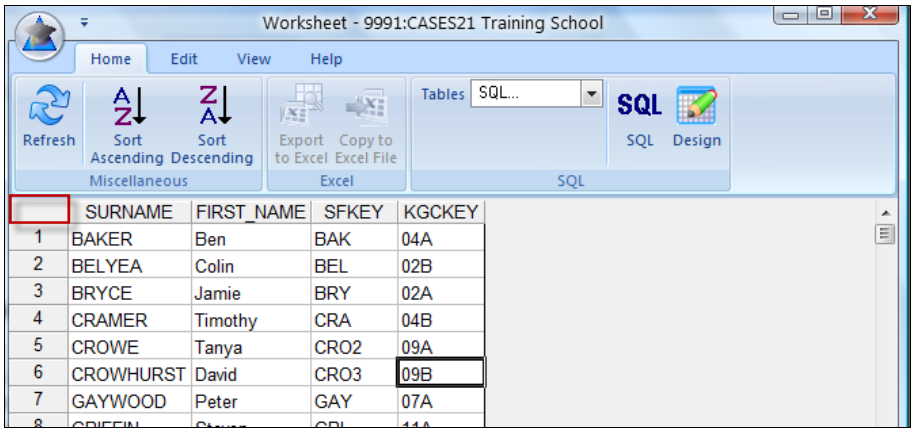
Click **OK**.

You will now be able to retrieve this SQL query for later use by simply opening the SQL query file. See ***Chapter 14: Worksheets and Quicklists*** for more information on this process.

You will again see the **Query By Example** screen.

Click **Apply** on the toolbar.

You will see the following screen containing your query data in worksheet form:



	SURNAME	FIRST_NAME	SFKEY	KGCKEY
1	BAKER	Ben	BAK	04A
2	BELYEA	Colin	BEL	02B
3	BRYCE	Jamie	BRY	02A
4	CRAMER	Timothy	CRA	04B
5	CROWE	Tanya	CRO2	09A
6	CROWHURST	David	CRO3	09B
7	GAYWOOD	Peter	GAY	07A

Check to make sure the data is correct. If you need to adjust your selection, return to the **Query By Example** screen by clicking on the **Design** icon on the toolbar.

Select all the cells within the worksheet screen by clicking on the blank square to the left of the **SURNAME** cell (indicated by the red square), or click **Select All** in the **Edit** menu.

Export your worksheet to Excel and save to the folder you have already created in your U: drive. See the Extract Student Data section in this Chapter (above) for instructions.

VICTORIA State Government | Department of Education

Confidentiality

After you have extracted the student and staff data you must ensure this information is protected and securely transferred to an authorised person or organisation.

Complete a **Confidentiality Deed** with the person or organisation receiving your school's data.

Protect your data file with a password and personally tell the appropriate person the password. Under no circumstances should the password be written down or sent by email.

If you are sending media containing your school's student or staff details via ordinary mail ensure it is registered.

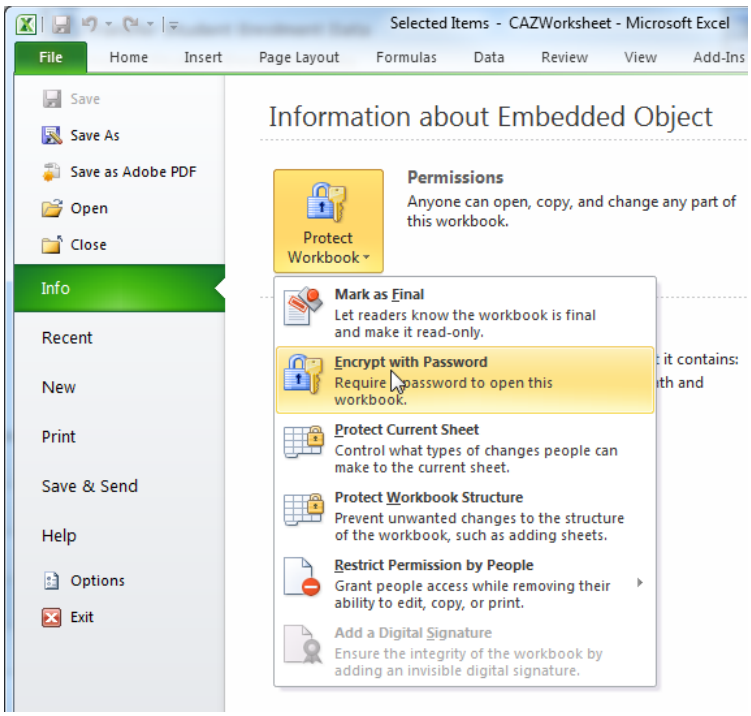
Password protect your Excel files

You can use passwords to prevent other people from opening or modifying your documents and excel workbooks. Passwords are case sensitive. Please keep in mind that **Microsoft cannot retrieve forgotten passwords** so use a password you can easily remember, or, if you write it down, ensure it is keep in a secure place.

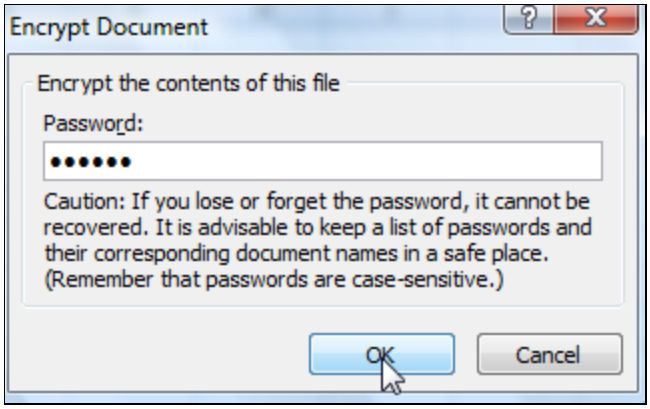
If you want the photographic company to enter a password before they open the file AND whenever they make changes, set up the password protection as follows.

Open each file containing the extracted student and staff data you previously saved to the school photographer's folder on your U: drive.

Click on **File**, then **Protect Workbook**, and then click on **Encrypt with Password**.



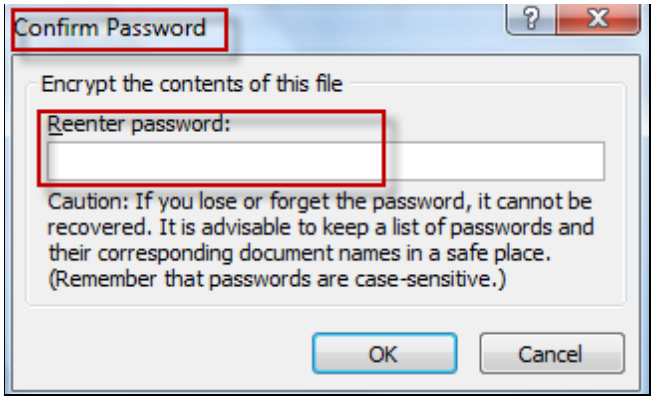
In the Encrypt Document dialog box, in the Password field, type a password, and then click OK.



Note: Excel passwords can be up to 255 characters long (including letters, numbers, spaces, and symbols). Use a password that combines all these elements (for example **F10weR**) for added security.

In the Confirm Password field, in the Reenter password box, type the password again

Click OK.



Save the file.

Send Student and Staff Data

Once you have extracted and saved your data, and protected the files with passwords, you can copy the files to CD to post to the photographic company, or send as attachments via email.

Make sure you give the photographic company the file password(s) orally, either in person or over the phone. Do not write them down or send by email.

Import Student or Staff Photographs

This format allows you to import photographs into CASES21 from the file produced by the photography company, either via CD or hard drive.

Any new photos to be uploaded into CASES21 must be in JPG format with dimensions 170 X 220 at a resolution of 150dpi, and have a plain, preferably white, background. Photos need to be less than 50kb in size. Photos that have already been uploaded to CASES21 will be automatically resized to the correct size and resolution.

Important note: To import the files successfully the **photograph files must be named as the student code or staff ID**. You will have previously sent this information to the photographers using the processes outlined above for extracting and exporting data.

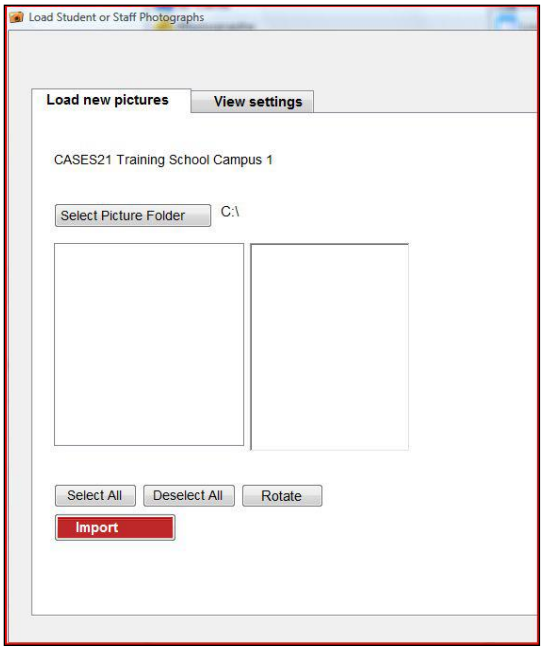
You can allocate photographs to all students who are **Active** (ACTV), **Inactive** (INAC), or **Leaving** (LVNG) by their year level or home group.

There is **no delete** function for student or staff picture files in **Load Student Photograph** format. To delete a photograph already loaded use the *SF11001* format for staff, and the *ST11001* format for students. However, a photograph can be replaced by simply rerunning the import process. This replaces the existing photograph on your school's CASES21 database with the most current photograph from the CD or hard drive file.

Import student photographs

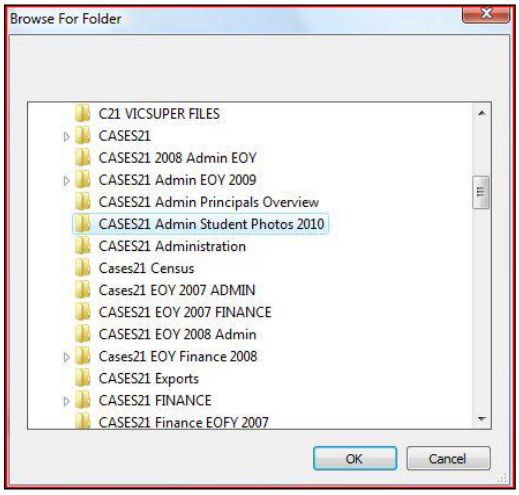
Open the Students | ID Cards & Photos | Photographs | Load Student Photographs task.

You will see the following **Load Student or Staff Photographs** screen:

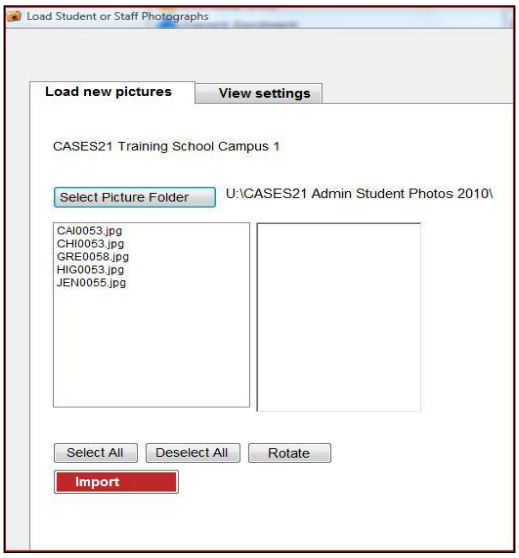


- Click on **Select Picture Folder** and browse to the location that contains the student photos.

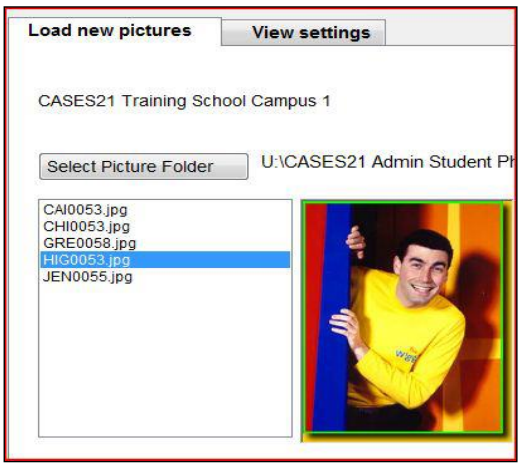
- Schools should import their file from their P Drive



Click OK. The photo files will appear on the left of the Student or Staff Photographs screen.



To select an individual student, click on their ID



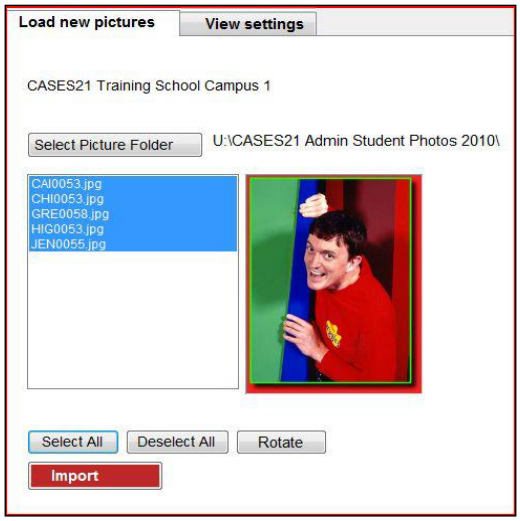
OR

VICTORIA State Government | Department of Education

To select a number of students, click on the first selected student's ID, hold down the Ctrl key and click on any additional students you wish to select.

OR

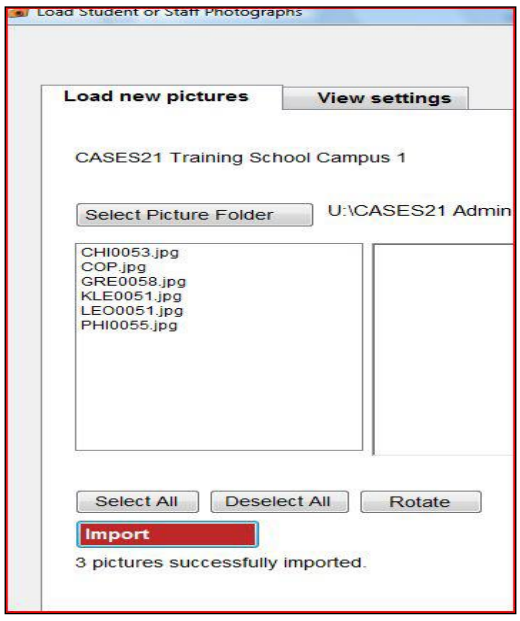
To select all students, click on the **Select All** button



By selecting one file at a time, you can ensure the photo is the right way up. If it isn't, simply click on the **Rotate** button

Click on the **Import** button to import the photos into CASES21. Wait while the selected photos are loaded.

A message will display underneath the **Import** button indicating the number of pictures that were successfully imported

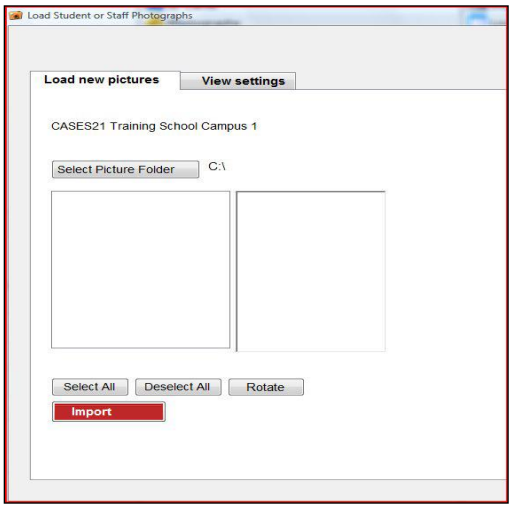


Close the **Load Student or Staff Photographs** window.

Import staff photographs

Open the Staff | Photographs | Photographs | Load Staff Photos format.

You will see the **Load Student or Staff Photographs** screen.



Schools should import their file from their P Drive

Select the staff members whose photos you want to load.

To select an **individual staff** member, click on their ID.

OR

To select a number of staff, click on the first selected staff ID, hold down the Ctrl key and click on any additional staff you wish to select

OR

If you want to select **all staff** in the list, click on the **Select All** button.

A message will display underneath the **Import** button indicating the number of pictures that were successfully imported

Close the **Load Student or Staff Photographs** window.

VICTORIA State Government | Department of Education

Add Individual Photographs

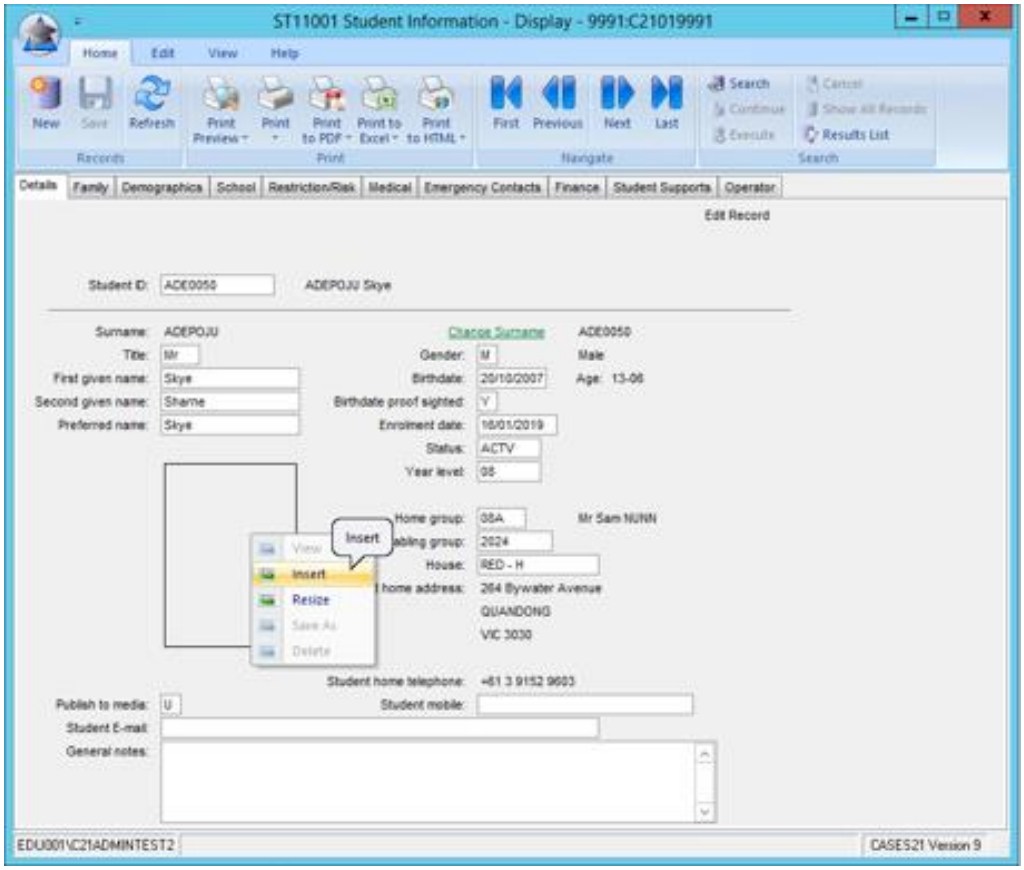
This process is an alternative to the import process above and allows you to update or add photos to individual student or staff files when necessary.

Individual student photographs

Open the Students | Enrolment/Transfer | Individual Enrol | Enter or Modify Student Enrolment Details [ST11001] format.

Select the student you want from the **Student ID** field.

Right-click in the blank square below the **Preferred name** field (or on the old photo, if you are updating a student's photo) and select **Insert**.



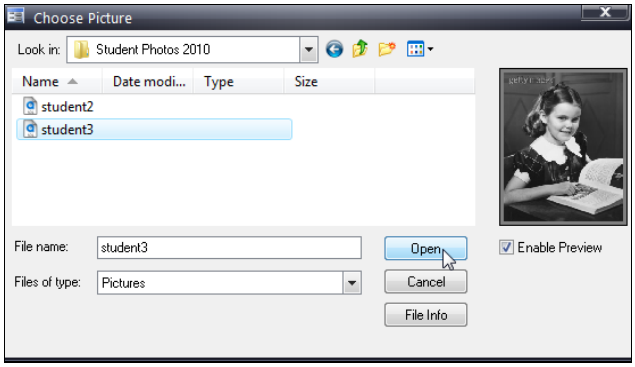
You will see the Choose Picture screen.

Select the drive and folder where the student photographs are located.

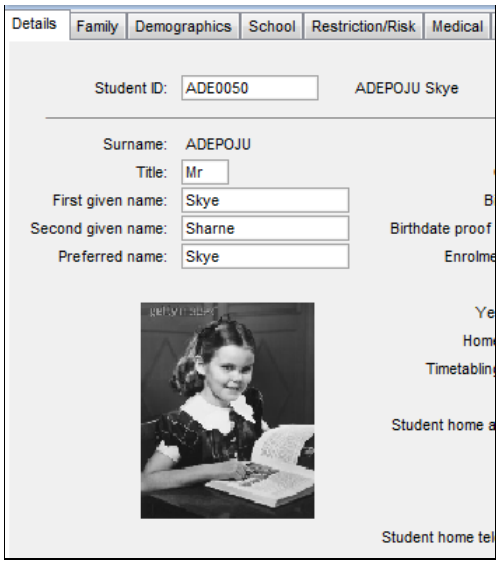
You will see a list of all the photographs in this folder.

Click once on the student's photograph you want to import.

The selected photograph appears in the grey square to the right of this screen, as shown below:



Click **Open** and the student's photo will appear in their record.



Save your changes.

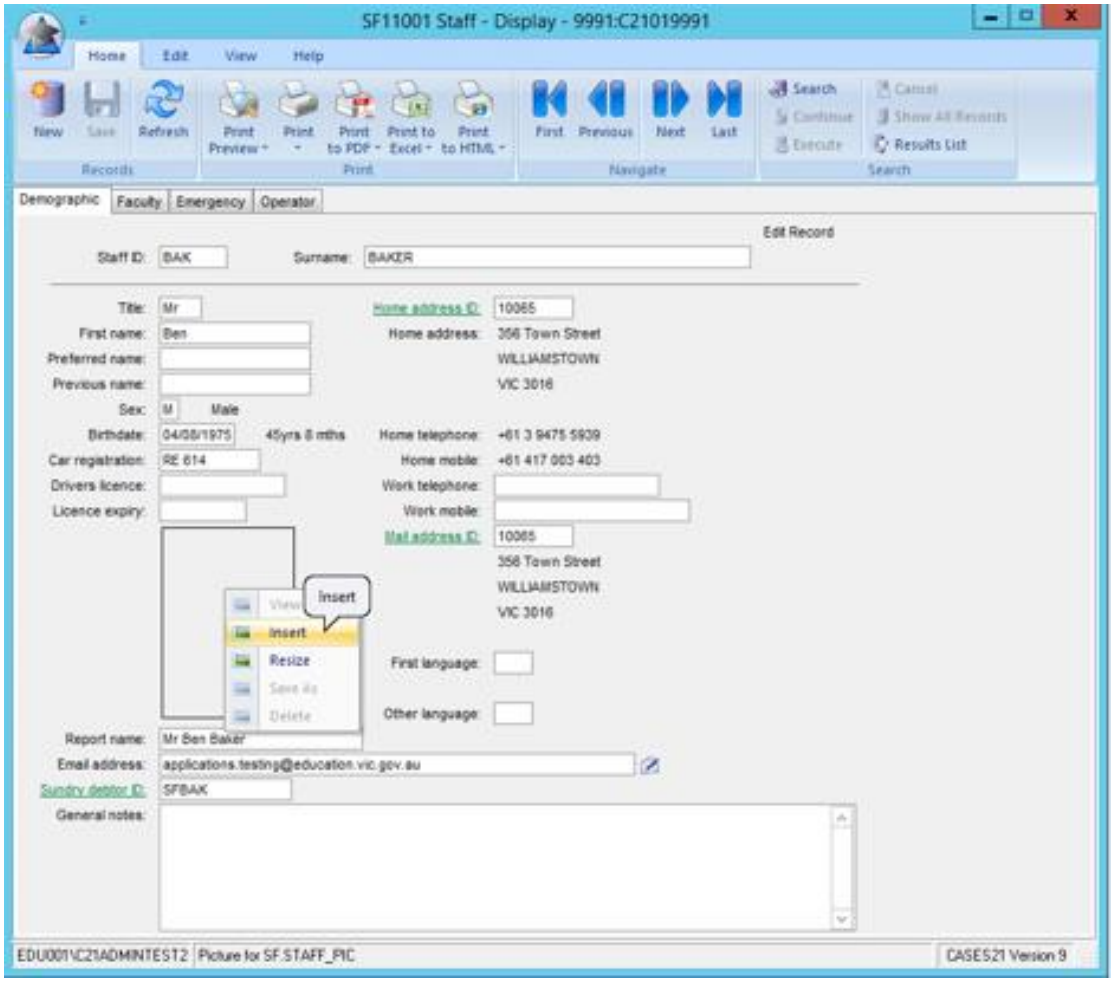
Individual staff photographs

Open the Staff | Records | Personal | Add or Modify Staff Details [SF11001] format.

Select the staff member you want from the **Staff ID** field.

Right click in the blank square below the **Car registration** field (or click on the old photo, if you are updating a staff member's picture) and select **Insert**.

VICTORIA State Government | Department of Education



To add individual staff photographs, follow the process outlined above for adding individual student photographs.