





actual percentage, projected

percentage etc.

## Compliance > Manage Orientation Search list of Students (by course start date or intake date) and filter by "Enrolled Status" Select multiple students Send email ( pre departure information kit) Enter Orientation comments -Confirm course started (change to 'current student' status Flag attended Orientation = True Orientation Reports -Use orientation reports to track student not attending orientation

## **Group Enrolment** Precondition Create Timetable for subject Set up Intake Group group can be any name and purpose is to define and add students to a **Assign Student to Group** Get all student list that are unassigned with course start dates between defined **Bulk Enrolment by Group** Select Group (brings all the students)- Select timetable (Semester, Term, Subject etc) -Bulk Enrol **Bulk Enrolment by Subject** (OPT) - search all the student studying particular subject in current semester - Select timetable (Semester, Term, Subject etc.) -Bulk Enrol

attendance

## **Attendance Management Academic Progress Bulk Update Results** Precondition Precondition Precondition Create timetable for subject Create timetable for subject Create timetable for subject -Student enrolled in class ( subject/ -Student enrolled in class ( subject/ -Student enrolled in class ( subject/ batch) batch) batch) Must not have Assessment linked Add class attendance daily/ Update Results by Subject Set up assessment task weekly -Enter assessment choices for the - Select Semester/Term - Select Subject or Class subject Get Student List Select Semester, term, day, class Bulk Update Result Task Entry (link assessment with Subject Class) auto created when timetable is created- Manual process to link Take daily attendance (will Assessment with the class using Task Update Results by Unit (OPT)automatically update student Entry- Select Subject/Class- Select Select Semester/Term- Select Unit weekly attendance as well Assessor, due dates etc and Add or Class- Get Student List- Bulk **Update Result** Flag **Add Assessment Group** Task Results Entry Attendance (OPT) - Select Subject Class to get all the this is intended for distance course student students or students that are not - Enter Assessments outcome Academic Reports-use attending face to face classes, but are - Update & Save or Lock- Approve academic reports to track enrolled in Subject Assessment Group Assessment student academic progress, Resit Resubmission failed units, subjects, monitor progress Add Work Placement Attendance **Transfer Result** (OPT)- this is intended for capturing - Select Subject/Class to get the calculated competency & Grade work placement attendance (must have this defined under Course - i.e. - Select Students & Transfer Results Course has work placement hours) **Transfer Result by Unit Attendance Reports** (Clustering Scenario) (OPT)use attendance reports to Bulk Weekly Attendance (OPT)-Select Subject/Class/Unit to get the track student not attending this is intended for entering bulk classes, show list based on calculated competency & Gradeweekly attendance instead of daily

Select Students & Transfer Results