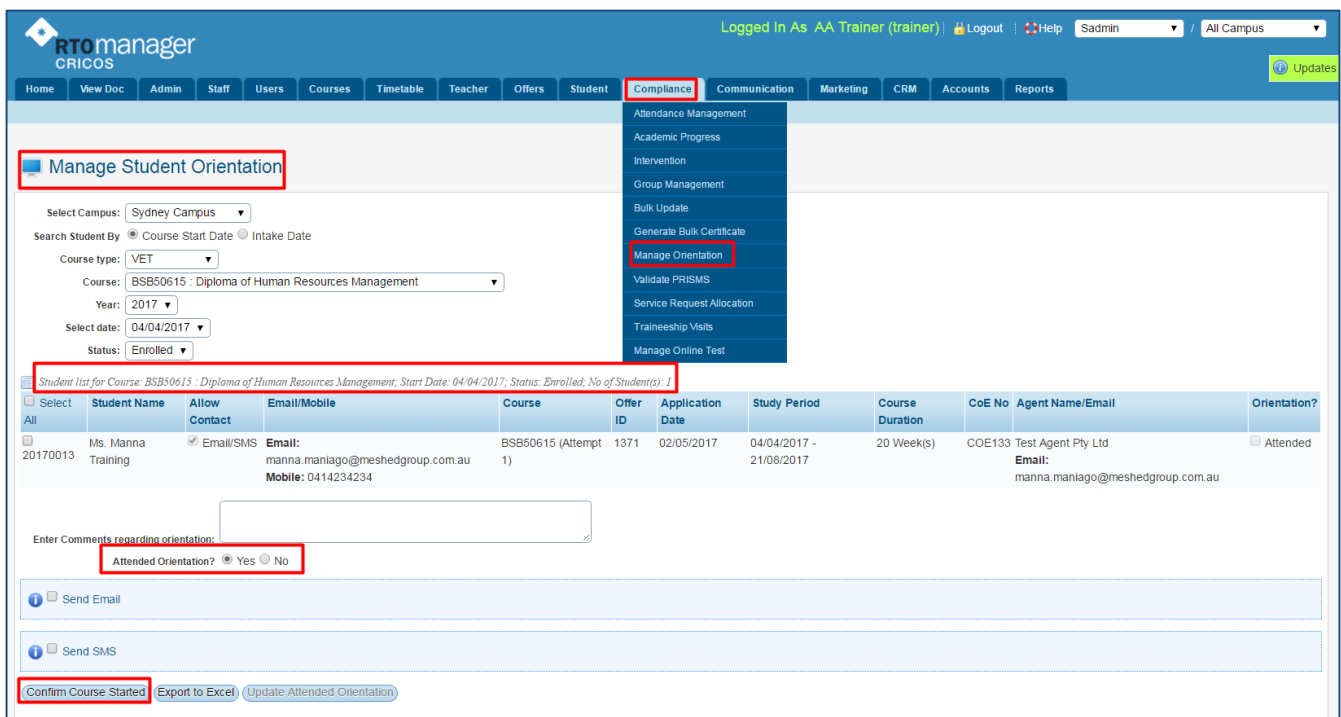


Orientation Process Guide

Manage Orientation

This menu allows you to manage Student orientation. These Orientation are usually used to provide students information about the college and for overseas students, orientation serves as an initial educational tool to orientate them in Australia, the Australian culture, lifestyle, weather and other valuable information to assist them during their first couple of months away from their home country. These information can be put together as Pre departure booklet. It may also include your College student handbook and other course information.

This function also allows you to convert the attended student from Enrolled status to Current Student status after they attend the orientation. This is to ensure that you can update their status as bulk and also can see any student who might not have come to orientation. You can also send either email or SMS to students to ensure that all the students have received information about orientation and the orientation pack. To use the feature, follow the instruction below:



The screenshot shows the RTO Manager CRICOS interface. The 'Compliance' menu is open, and 'Manage Orientation' is selected. The search filters are: Select Campus: Sydney Campus; Search Student By: Course Start Date; Course type: VET; Course: BSB50615 : Diploma of Human Resources Management; Year: 2017; Select date: 04/04/2017; Status: Enrolled. A table lists the following student:

Select	Student Name	Allow Contact	Email/Mobile	Course	Offer ID	Application Date	Study Period	Course Duration	CoE No	Agent Name/Email	Orientation?
<input type="checkbox"/>	Ms. Manna Training	<input checked="" type="checkbox"/>	Email/SMS Email: manna.maniago@meshedgroup.com.au Mobile: 0414234234	BSB50615 (Attempt 1)	1371	02/05/2017	04/04/2017 - 21/08/2017	20 Week(s)	COE133	Test Agent Pty Ltd Email: manna.maniago@meshedgroup.com.au	<input type="checkbox"/> Attended

At the bottom, the 'Attended Orientation?' radio buttons are set to 'Yes'. There are buttons for 'Send Email', 'Send SMS', 'Confirm Course Started', 'Export to Excel', and 'Update Attended Orientation'.

1. On your RTO Manager, Click **Compliance > Manage Orientation**.
2. To filter your search, click dropdown menu to **select Campus, Course Type, Course, year, Select date and Student status** e.g. current student/enrolled.
3. List of students for the course will appear on the page. Tick the box to **Select Students** scheduled for orientation.

4. Tick the box to record if student attended orientation – select **Yes or No**.

Note: You can send the orientation information via Email or SMS. Tick the box that applies.

5. Click **Update Attended Orientation** to Save.

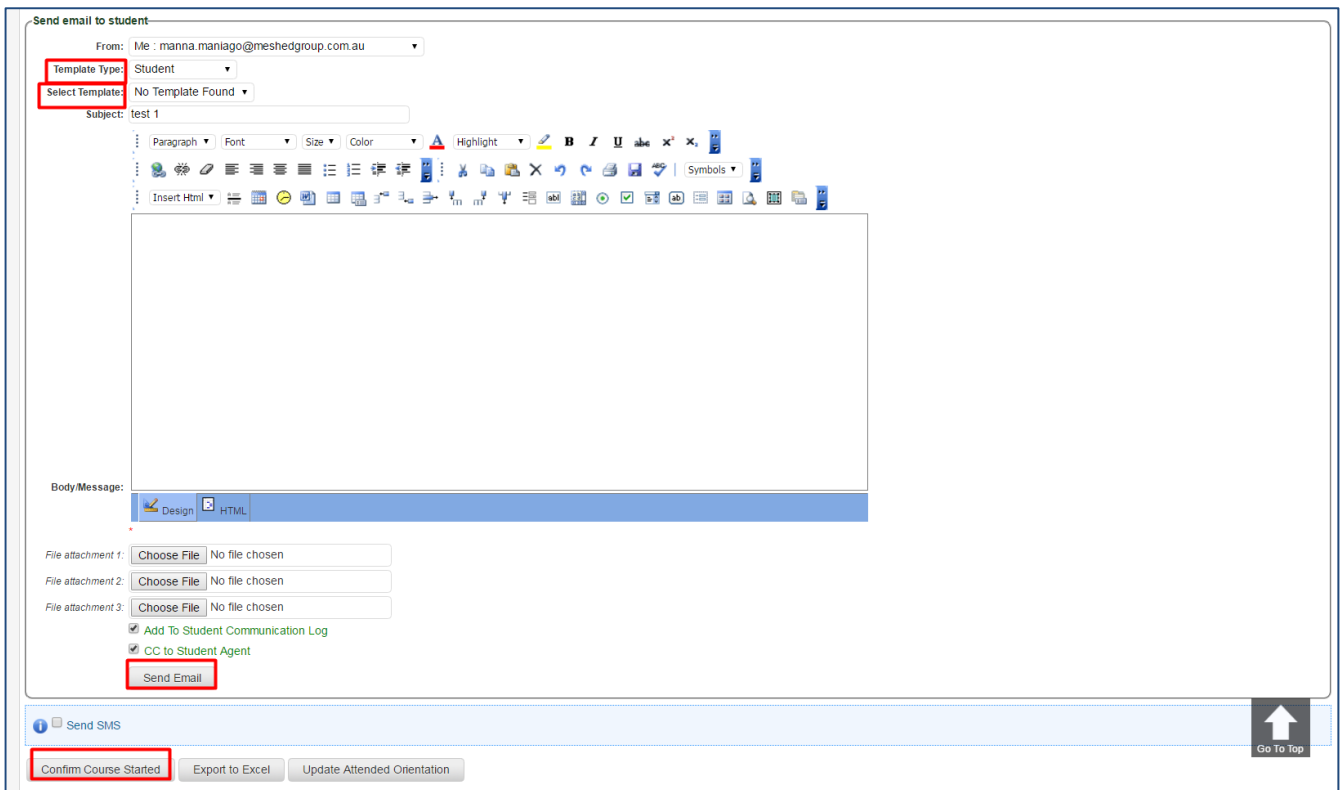
✔ Student:'test009': Attended orientation updated successfully

Note: A message will pop to confirm the update.

Tip: You can track the students who did not attend orientation by generating *Orientation Reports*.

6. You can send the orientation information via **Email** or **SMS**. **Tick the box that applies**. For email preference, tick the box and an email template will appear at the bottom of the page as shown below:

- Select **Template type** e.g. Student, Student course and template (*if applicable*). To set up template, click [here](#).
- Type in *Subject title, body of the letter* (free type), choose *file to attach* and click **Send Email**.



✔ Also, Send mail notice successfully. (Success recipient notice)

Each recipient mail sent status can be view in the grid below.

Also, Send mail notice successfully. (Success recipient notice)

Student list for Course: GE_AE - General English or Academic English; Start Date: 11/01/2017; Status: Current Student; No of Student(s): 2

Select All	Student Name	Allow Contact	Email/Mobile	Course	Offer ID	Application Date	Study Period	Course Duration	CoE No	Agent Name/Email	Orientation?	Mail Status
<input type="checkbox"/>	test009 @ test Carly	<input checked="" type="checkbox"/> Email/SMS	Email: test@tba123.com Mobile: 1300543512	GE_AE (Attempt 2)	19	02/02/2017	11/01/2017 - 28/05/2017	20 Week(s)		WebSutra Technology Email: raj.rayamajhi@hotmail.com	<input checked="" type="checkbox"/> Attended	
<input checked="" type="checkbox"/>	TestCRM001 @ testing testing	<input checked="" type="checkbox"/> Email/SMS	Email: testing@tba.com Mobile: 1300543512	GE_AE (Attempt 1)	17	14/12/2016	11/01/2017 - 02/07/2017	25 Week(s)	NO COE REQUIRED	WebSutra Technology Email: raj.rayamajhi@hotmail.com	<input type="checkbox"/> Attended	<input checked="" type="checkbox"/>

Enter Comments regarding orientation:

Attended Orientation? Yes No

Send Email

Manage Student Orientation

Select Campus: Sydney Campus

Search Student By Course Start Date Intake Date

Course type: VET

Course: BSB50615 - Diploma of Human Resources Management

Year: 2017

Select date: 04/04/2017

Status: Current Student

Successfully changed status for student :20170013

Student list for Course: BSB50615 - Diploma of Human Resources Management; Start Date: 04/04/2017; Status: Current Student; No of Student(s): 1

Select	Student Name	Allow Contact	Email/Mobile	Course	Offer ID	Application Date	Study Period	Course Duration	CoE No	Agent Name/Email	Orientation?
<input type="checkbox"/>	20170013 Ms. Manna Training	<input checked="" type="checkbox"/> Email/SMS	Email: manna.manlago@meshedgroup.com.au Mobile: 0414234234	BSB50615 (Attempt 1)	1371	02/05/2017	04/04/2017 - 21/08/2017	20 Week(s)	COE133	Test Agent Pty Ltd Email: manna.manlago@meshedgroup.com.au	<input checked="" type="checkbox"/> Attended

Enter Comments regarding orientation:

Attended Orientation? Yes No

Send Email

Send SMS

- To send message via Short messaging system (SMS/ text), tick **Send SMS** box.
- Select predefined template from the drop down menu (if any). To set up template, click [here](#).

Send SMS

SMS Notification Action

Select Template:

SMS text

Send SMS



- Type in SMS text message on the field provided. Field allows you to type up to 160 characters.
- Click **Send SMS** to send.
- Click **Update Attended Orientation** to save update. System will confirm changes as shown below:

✔ Student: '201701': Attended orientation updated successfully

Note: When students attend college orientation and the college admin has marked that they have attended, the system will automatically convert this student from ENROLLED student to CURRENT student.