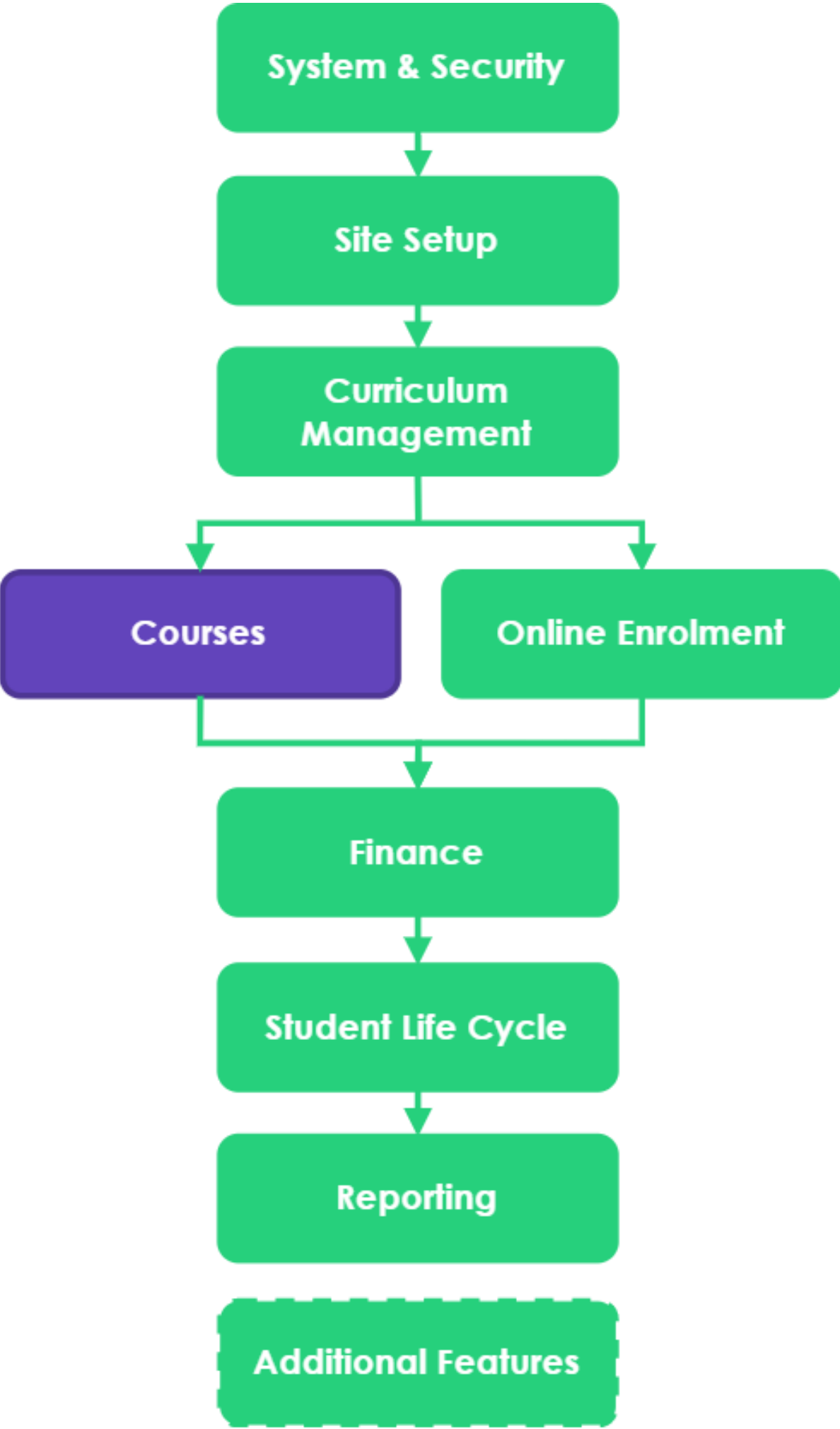


Topic 4 - Courses



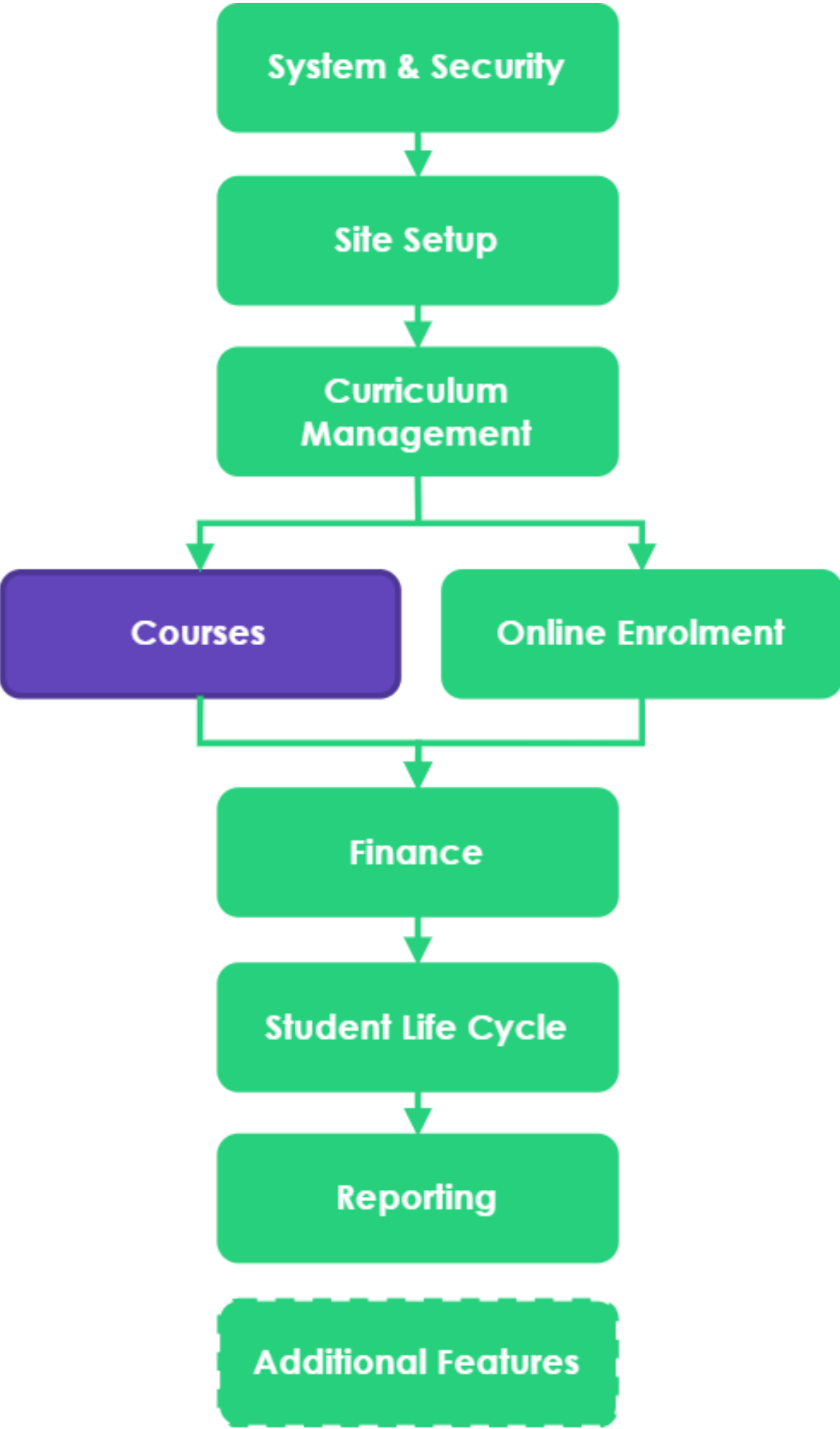
Agenda



Topics Covered

- | | |
|---|-----------------------------------|
| 1 | Course Creation |
| 2 | Viewing/Managing Existing Courses |
| 3 | Course Duplication |
| 4 | Events |
| 5 | Enrolment Demonstration (Manual) |

Agenda



Learning Objectives

- 1 To create a course
- 2 View and managing existing courses
- 3 Create an event
- 4 Create an event series



Courses

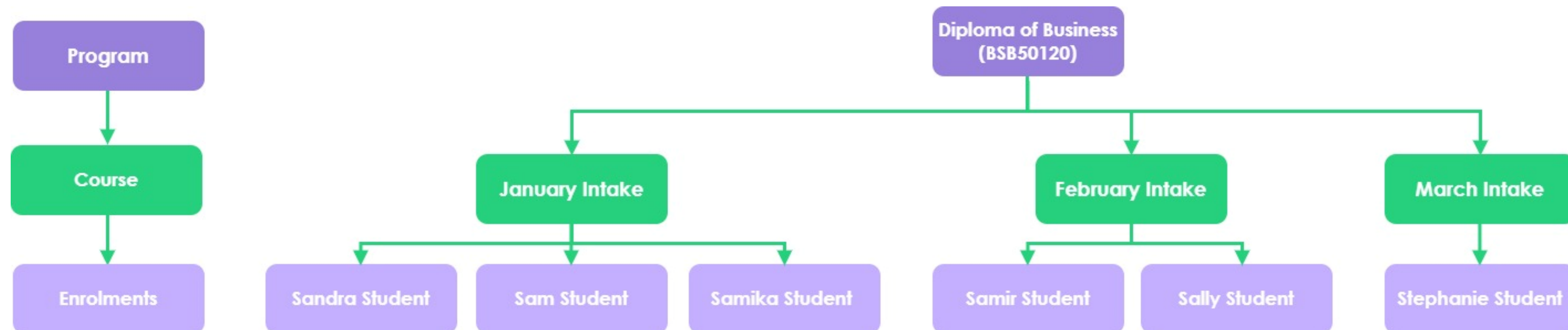
ReadyTech Education

Courses

Overview

Courses consist of:

- Curriculum: Drawn down from the program
- Enrolments: Students wishing to undertake that program at that particular intake



Courses


Course Creation

To create a new course, you must first select your Program


If your Program doesn't exist, you will need to create it first


Click Create


You will be able to review your Program details before you generate the Course



Search...





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Course

Timetable

Resource Manager

Course > Create > Select Basis

Search the course scope to build a course offer

Search

Select the Course Scope that you would like to create a Course Offer from:

	Name	Qualification Level	Code
Create	Advanced Diploma of Building Design	Advanced Diploma/411	CPP60421
Create	Diploma of Accounting	Diploma/421	FNS50222
Create	Diploma of Business	Diploma/421	BSB50120
Create	Provide First Aid	Statement of Attainment/1000	HLTAID011

Courses > Add New Course

Courses

Course Creation - Accredited

The details screen will take you through detailed fields to generate your course

This article outline each of the fields [Add a New Course](#)

Course > Diploma of Business > Create > Edit Details

create cancel

Main

*Course number:

CSERE00023

Name:

Diploma of Business

AVETMISS Code:

B5B50120

Program:

Diploma of Business

Course Status:

Tags:

Location:

Launceston Office

Cost Centre:

*State/Region:

Victoria

*Start Date:

1/3/2023

*End Date:

1/3/2024

Enrolment Start:

Enrolment End:

*Max Enrolments:

0

*Min Enrolments:

0

Rating:

☆☆☆☆☆

Brand:

Resources

Coordinator:

Academic:

Assessor:

Other Academic:

Company Linked:

☐

Agent Linked:

☐

Settings

Report:

☒

*Delivery Mode:

Combination of all modes

IMPORTANT:

- End dates are important for reporting requirements, so be sure to set them up correctly
- If the enrolment end date or target end date doesn't overlap the AVETMISS generation year, the enrolment won't be included in the export (even if you have unit activity)

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Courses

Course Creation – Non-Accredited

For non-accredited courses you need to uncheck 'reports'

Found under:

Settings – Reports

Settings

Report:

☐

i

Offer Type:

Unit of Study (Subjects):

☐

Unit of Study Outcome:

- Use Course Scope -

Unit Outcome:

- Use Course Scope -

Use Unit Scope Outcome:

☐

i

Element Grading:

☐

Assessment Grading:

☐

Assessment Method:

Hide Applications from Portals:

☐

VETiS:

☐

Restrict Applications to Region:

i

Course Information:

*Delivery Mode:

Study Reason:

Study Period:

Start Time:

AM

End Time:

AM

Invoice Template:

Automatic SmartFees:

☐

Close Course:

☐

Specialisation:


Courses

Viewing/Managing Courses


You can view Courses in your system


Courses > Course List

Selecting a Course from the list will allow you to view and edit details



Search...



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Courses

+ New

Search

Course Name, Code, Location

Filters

Saved Filters

Search

Save










Clear

Export

Search Results

1 - 3 of 3

1 Page

Course Number	Program Code	Name	Location, State	Start Date	End Date	Enrolments	Active Students	Enabled	
CSEREA00006	BSB30120	Certificate III in Business (2023 Cert III Business)	Melbourne CBD Office, VIC	16/1/2023	16/1/2024	2/30	2	<input checked="" type="checkbox"/>	  
CSEREA00009	CPP60421	Advanced Diploma of Building Design (2023 AdDip Building Design)	VIC	24/1/2023	18/6/2024	1/30	1	<input type="checkbox"/>	  
CSEREA00002	FBP30421	Certificate III in Bread Baking (S1 CIII Bread Baking)	Launceston Office, TAS	1/12/2022	1/12/2023	5/0	3	<input checked="" type="checkbox"/>	  

1 - 3 of 3

1 Page

Courses

Closed Courses

You can view closed Courses by using the filter option 'Include closed courses'

Courses > Course List

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Search...

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+ New

Search

Course Name, Code, Location

Filters

Saved Filters

Search

Save

Clear

Export

Search Results

Cost Centre

Course Status

End Date

Include closed courses

Location

Program Code

Start Date

Course Number	Program Code	Name	Location	Start Date	Date	Enrolments	Active Students	Academic	Enrolment Start	Enrolment End	Min Enrol	Max Enrol	Enabled	
CSEREA00006	BSB30120	Certificate III in Business (2023 Cert III Business)	Melbourne CBD Office, VIC	16/1/2023	16/1/2024	2/30	2	Tyler Trent	16/2/2023	16/12/2023	5	30	<input checked="" type="checkbox"/>	<div></div>
CSEREA00009	CPP60421	Advanced Diploma of Building Design (2023 AdDip Building Design)	VIC	24/1/2023	18/6/2024	1/30	1	Trainer TBA			5	30	<input type="checkbox"/>	<div></div>
CSEREA00002	FBP30421	Certificate III in Bread Baking (S1 CIII Bread Baking)	Launceston Office, TAS	1/12/2022	1/12/2023	5/0	3	Bridgette Trainer			0	0	<input checked="" type="checkbox"/>	<div></div>

1 - 3 of 3

1 Page

Courses

Course Duplication

If you have a Course you want to run repeatedly with only minor settings modifications (e.g. date changes), we can use the Course Duplication feature

Search...

Q

HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Courses

+ New

Search

Course Name, Code, Location

FiltersSaved Filters

Search

Save

Clear

Export

Search Results

1 - 3 of 31 Page

Course Number	Program Code	Name	Location, State	Start Date	End Date	Enrolments	Active Students	Enable	
CSEREA00006	BSB30120	Certificate III in Business (2023 Cert III Business)	Melbourne CBD Office, VIC	16/1/2023	16/1/2024	2/30	2	<input checked="" type="checkbox"/>	
CSEREA00009	CPP60421	Advanced Diploma of Building Design (2023 AdDip Building Design)	VIC	24/1/2023	18/6/2024	1/30	1	<input checked="" type="checkbox"/>	
CSEREA00002	FBP30421	Certificate III in Bread Baking (S1 CIII Bread Baking)	Launceston Office, TAS	1/12/2022	1/12/2023	5/0	3	<input checked="" type="checkbox"/>	

1 - 3 of 31 Page

Search...

Q

HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Course > Copy Course

Confirm Course to copy: Certificate III in Business (2023 Cert III Business)

AVETMISS Code: BSB30120

Course Description: Certificate III in Business

*New Start Date: 17/1/2023

*New End Date: 17/1/2024

Copy Default Enrolment Status: ☒

Copy Documents: ☒

Copy Event Series: ☒

Copy Events: ☒

Copy Include Course Forms: ☒

Copy Integration Settings: ☒

Copy Online Enrolment Settings: ☒

Copy Subject Settings: ☒

Copy Tags: ☒

Copy Task Templates: ☒

Copy Unit Settings: ☒

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ReadyTech Education 122

Lets go do it!

Let's take a look at:

- Creating a Course
- Viewing the Course List
- Viewing a closed Course
- Duplicating a Course





Events

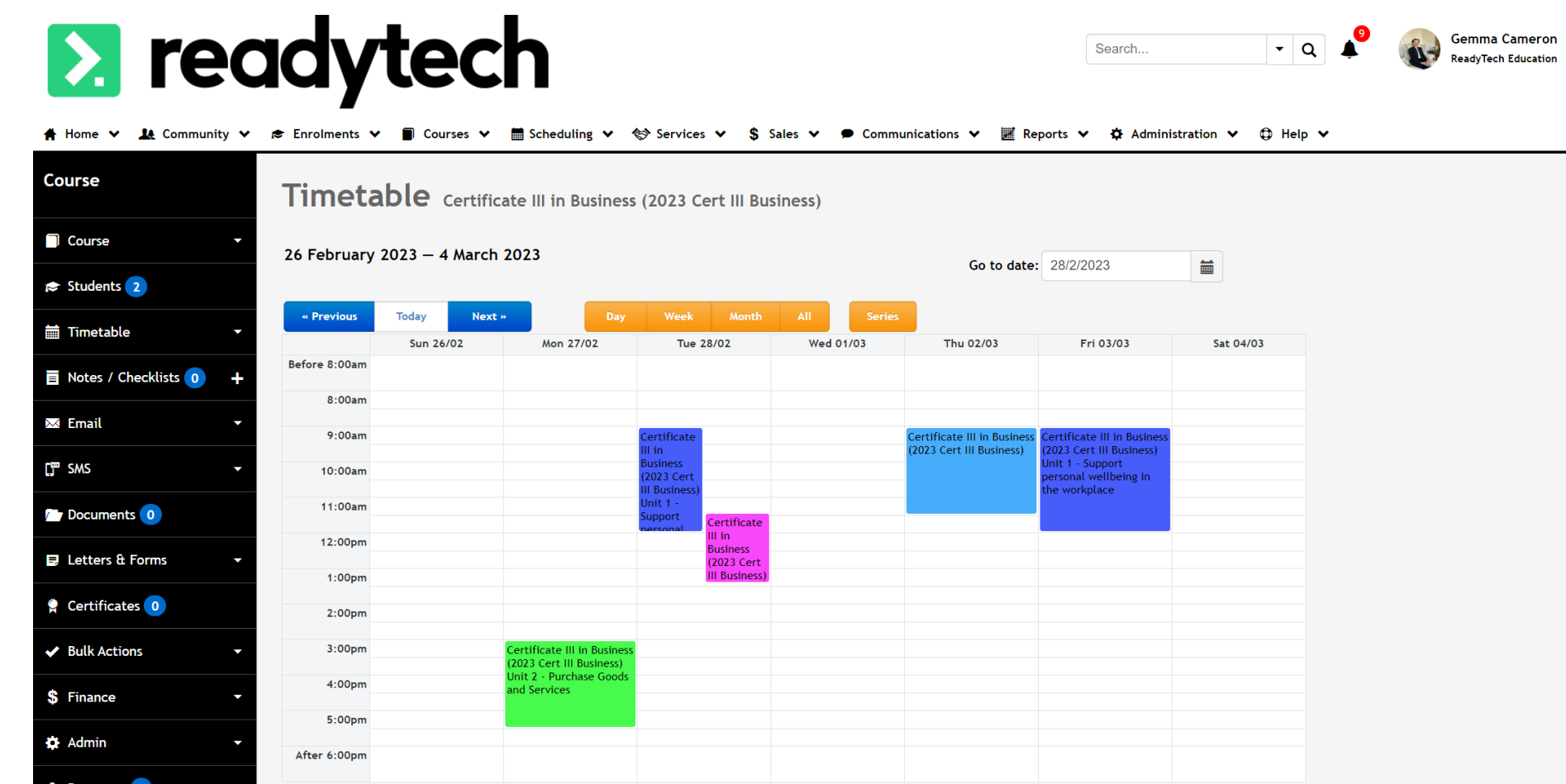
ReadyTech Education

Events

Event Types

Events can be created against different entities in the system

- Individual party
 - a catchup for a student with a trainer
- Course:
 - A single mandatory lecture for a Course, everyone in that Course is placed in this event
 - A series of lectures with two options, A or B, and every student in the Course must choose one option
- System:
 - Place students from multiple courses in one event
 - Place all students in the system in one event



Events

Individual Party Events

To create an event for an individual party:

Community > List All > search student > enter the record > Schedule > Calendar View

Go to the desired date and highlight the calendar where you want the event to appear

Fill in the details in the window

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Search...

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Compliance

Career/Employment

Enrolments 1 / 0

Certificates 0

Finance

Balance: \$0.00

Schedule

Calendar View

List View

Notes / Checklists 0 +

Email

Party > Smith, Spencer > Timetable

5 February 2023 – 11 February 2023

Go to date: 8/2/2023

Previous

Today

Next

Day

Week

Month

All

Series

	Sun 05/02	Mon 06/02	Tue 07/02	Wed 08/02	Thu 09/02	Fri 10/02	Sat 11/02
Before 8:00am							
8:00am							
9:00am			Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class	Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class	Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class		Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class
10:00am							
11:00am							
12:00pm				Diploma of Accounting (2023 Diploma of Accounting) Compulsory Class		Diploma of Accounting (2023 Diploma of Accounting) Compulsory Class	
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
After 6:00pm							

Event Details

CreateNew From SeriesCancel

Details

Title

Smith, Spencer

Type

Type (Internal)

Date

Time

All Day

Repeats

Location

Room

Conference Link

Staff

Attendees 1

Tom Thomas (00020022)

Show Availability

Tom Thomas 00020022

Melbourne CBD Office

850 COLLINS STREET DOCKLANDS Victoria 3008 Australia

Show on Google Maps »

M1 - Melbourne Room 1

Availability

08/02	09/02	10/02	11/02	12/02	13/02	14/02

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Events

Student Portal

readytech

Timetable

5 February 2023 — 11 February 2023

« Previous

Today

Next »

Day

Week

Month

All

Subscribe to your calendar

Go to date:

5/2/2023

	Sun 05/02	Mon 06/02	Tue 07/02	Wed 08/02	Thu 09/02	Fri 10/02	Sat 11/02
Before 8:00am							
8:00am							
9:00am			Diploma of Accounting (2023 Diploma of Accounting)	Smith, Spencer	Diploma of Accounting (2023 Diploma of Accounting)		Diploma of Accounting (2023 Diploma of Accounting)
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
After 6:00pm							

Spencer Smith

Admin

readytech

Party > Smith, Spencer > Timetable

5 February 2023 — 11 February 2023

« Previous

Today

Next »

Day

Week

Month

All

Series

Go to date:

7/2/2023

	Sun 05/02	Mon 06/02	Tue 07/02	Wed 08/02	Thu 09/02	Fri 10/02	Sat 11/02
Before 8:00am							
8:00am							
9:00am				Smith, Spencer			
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
After 6:00pm							

9:00am - 10:30am - Wed 08/02

Smith, Spencer @ Melbourne CBD Office Melbourne Room 1 M1

Type: Interview

Location: Melbourne CBD Office

Staff: Prof Tom Thomas

Attendees: 1

1 of unlimited attendees, Unlimited available

Trainer

readytech

Party > Thomas, Tom > Timetable

5 February 2023 — 11 February 2023

« Previous

Today

Next »

Day

Week

Month

All

Series

Go to date:

7/2/2023

	Sun 05/02	Mon 06/02	Tue 07/02	Wed 08/02	Thu 09/02	Fri 10/02	Sat 11/02
Before 8:00am							
8:00am							
9:00am				Smith, Spencer			
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
After 6:00pm							

9:00am - 10:30am - Wed 08/02

Smith, Spencer @ Melbourne CBD Office Melbourne Room 1 M1

Type: Interview

Location: Melbourne CBD Office

Staff: Prof Tom Thomas

Attendees: 1

1 of unlimited attendees, Unlimited available

Events

Single Course Events

This might be for a one-off exam or a regular lecture

Courses > Course List > select the desired course > Timetable > Calendar View

Go to the desired date and highlight the calendar where you want the event to appear

Fill in the details in the window

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Search...

Q

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ReadyTech Education

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Course

Course

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SMS

Documents 0

Letters & Forms

Certificates 0

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Course Applications 5

Timetable

Advanced Diploma of Building Design (2023 AdDip Building Design)

8 October 2023 – 14 October 2023

Go to date: 14/10/2023

« Previous

Today

Next »

Day

Week

Month

All

Series

	Sun 08/10	Mon 09/10	Tue 10/10	Wed 11/10	Thu 12/10	Fri 13/10	Sat 14/10
Before 8:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm					Advanced Diploma of Building Design (2023 AdDip Building Design)		
3:00pm							
4:00pm							
5:00pm							
After 6:00pm							

2:00pm - 3:30pm - Thu 12/10

Advanced Diploma of Building Design (2023 AdDip Building Design) @ Melbourne CBD Office Melbourne Room 2 M2

Type: Exam

Location: Melbourne CBD Office

Staff: Trainer TBA

Attendees: 2

2 of unlimited attendees, Unlimited available

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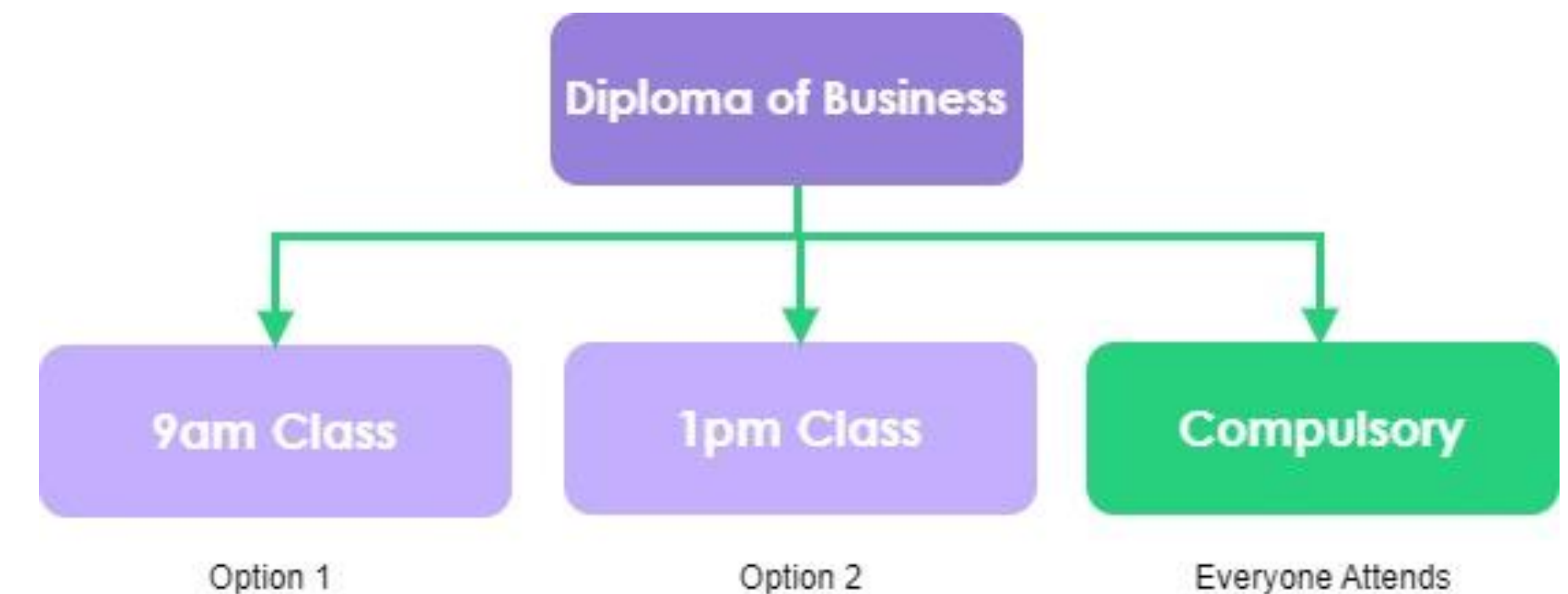
Events

Event Series for a Course

These allow you to have one Course with multiple timetables attached to it

e.g. you wish to run one Course, but offer a morning OR an afternoon class which students can choose from

Courses > Course List > select course> Timetable
> Event Series



Events

Event Series for a Course

For each option/stream you will add a new series

Fill in all the information in the event details window for each series

NOTE!:

- Select a different colour for each series
- Be careful with 'Include all students' box

The screenshot displays the ReadyTech Education web application. The top navigation bar includes the ReadyTech logo, a search bar, and user information for Gemma Cameron. The main menu on the left lists various sections: Course, Students, Timetable, Calendar View, Event Series (highlighted with a red box), Notes / Checklists, Email, and SMS. The 'Event Series' page for the '2023 Diploma of Accounting (CSERA00018)' is shown, featuring a 'New Series' button (highlighted with a red box) and a table of existing series. The table has columns for External ID, Name, Enrolment Start, Census Date, Events, and Enabled. The series listed are 'Option 1 - Morning Class', 'Option 2 - Afternoon Class', and 'Compulsory Class'. Below this, the 'Event Details' modal is open, showing fields for Title, Type, Date, Time, Repeats, Location, Room, Conference Link, Staff, Unit, and Series. The 'Attendees' section on the right shows a list of students, with the 'Include all Students' checkbox (highlighted with a red box) checked. The modal also includes a 'Show Availability' link.

External ID	Name	Enrolment Start	Census Date	Events	Enabled
	Option 1 - Morning Class			7/2/2023 - 7/3/2023 (15)	<input checked="" type="checkbox"/>
	Option 2 - Afternoon Class			7/2/2023 - 7/3/2023 (15)	<input checked="" type="checkbox"/>
	Compulsory Class			8/2/2023 - 10/2/2023 (2)	<input checked="" type="checkbox"/>

Details	Attendees
<p>Title: Diploma of Accounting (2023 Diploma of Accounting)</p> <p>Type: Class</p> <p>Type (Internal): Teaching</p> <p>Date: 7/2/2023</p> <p>Time: 9:00 AM - 11:00 AM</p> <p>Repeats: Daily every 2 day(s) until 7/3/2023</p> <p>Location: Melbourne CBD Office</p> <p>Room: Melbourne CBD Office Melbourne Room...</p> <p>Conference Link: </p> <p>Staff: Tully Trump (00020013)</p> <p>Unit: Start Typing...</p> <p>Series: Option 1 - Morning Class</p>	<p>Start Typing...</p> <p><input checked="" type="checkbox"/> Include all Staff <input checked="" type="checkbox"/> Include all Students <input type="checkbox"/> Show Availability</p> <p>Spencer Smith 00020006</p> <p>Tully Trump 00020013</p>

Events

Event Series for a Course

You can view and edit individual events within a series by selecting the series and scrolling down

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Search...

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HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Course

Course

Students1

Timetable

Notes / Checklists0

Email

SMS

Documents0

Letters & Forms

Certificates0

Bulk Actions

Finance

Admin

Prospects0

Course Applications1

Summary

Option 1 - Morning Class Series

EditDelete

Event Series

Name:Option 1 - Morning Class

Code:

External ID:

Series Type:

Colour:#5acff2

Enrolment Start:

Census Date:

Enabled:

Description:

Course:2023 Diploma of Accounting (CSERA00018)

Number of Events:15

First Event:7/2/2023

Last Event:7/3/2023

Room:

Created on:7/2/2023 02:45:44 PM

Created by:Gemma Cameron

Updated on:7/2/2023 02:45:44 PM

Updated by:Gemma Cameron

New Event

Title	Type	Date	Start Time	End Time	Staff	Room	Series	Attendees	Location	Created On	Updated On
Diploma of Accounting (2023 Diploma of Accounting)	Class	7/2/2023	09:00AM	11:00AM			Option 1 - Morning Class	1		7/2/2023 02:46:11 PM	7/2/2023 02:46:42 PM
Diploma of Accounting (2023 Diploma of Accounting)	Class	9/2/2023	09:00AM	11:00AM			Option 1 - Morning Class	1		7/2/2023 02:46:11 PM	7/2/2023 02:46:42 PM
Diploma of Accounting (2023 Diploma of Accounting)	Class	11/2/2023	09:00AM	11:00AM			Option 1 - Morning Class	1		7/2/2023 02:46:11 PM	7/2/2023 02:46:42 PM
Diploma of Accounting (2023 Diploma of Accounting)							Option 1 - Morning			7/2/2023 02:46:11 PM	7/2/2023 02:46:42 PM

Each series can then be viewed on the courses overall timetable, but an individual student enrolment will only select some of these options, depending on requirements

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Search...

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HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Course

Course

Students0

Timetable

Notes / Checklists0

Email

SMS

Documents0

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Admin

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Course Applications0

Timetable Diploma of Accounting (2023 Diploma of Accounting)

5 February 2023 — 11 February 2023

Go to date: 7/2/2023

PreviousTodayNext

DayWeekMonthAllSeries

Before 8:00am	Sun 05/02	Mon 06/02	Tue 07/02	Wed 08/02	Thu 09/02	Fri 10/02	Sat 11/02
8:00am							
9:00am							
10:00am			Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class	Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class		Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class	
11:00am							
12:00pm							
1:00pm				Diploma of Accounting (2023 Diploma of Accounting) Compulsory Class		Diploma of Accounting (2023 Diploma of Accounting) Compulsory Class	
2:00pm							
3:00pm			Diploma of Accounting (2023 Diploma of Accounting) Option 2 - Afternoon Class	Diploma of Accounting (2023 Diploma of Accounting) Option 2 - Afternoon Class		Diploma of Accounting (2023 Diploma of Accounting) Option 2 - Afternoon Class	
4:00pm							
5:00pm							
After 6:00pm							

Events

Event Series for a Course

Here is our Course timetable with:

- Option 1 – Blue
- Option 2 – Orange
- Compulsory - Pink

The enrolment wizard asks for selection during the scheduling window according to what we've set

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Search...

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HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Course

Course

Students0

Timetable

Notes / Checklists0

Email

SMS

Documents0

Letters & Forms

Bulk Actions

Finance

Admin

Prospects0

Course Applications0

Timetable

Diploma of Accounting (2023 Diploma of Accounting)

5 February 2023 – 11 February 2023

Go to date: 7/2/2023

PreviousTodayNext

DayWeekMonthAllSeries

	Sun 05/02	Mon 06/02	Tue 07/02	Wed 08/02	Thu 09/02	Fri 10/02	Sat 11/02
Before 8:00am							
8:00am							
9:00am			Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class		Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class		Diploma of Accounting (2023 Diploma of Accounting) Option 1 - Morning Class
10:00am							
11:00am							
12:00pm				Diploma of Accounting (2023 Diploma of Accounting) Compulsory Class		Diploma of Accounting (2023 Diploma of Accounting) Compulsory Class	
1:00pm							
2:00pm			Diploma of Accounting (2023 Diploma of Accounting) Option 2 - Afternoon Class		Diploma of Accounting (2023 Diploma of Accounting) Option 2 - Afternoon Class		Diploma of Accounting (2023 Diploma of Accounting) Option 2 - Afternoon Class
3:00pm							
4:00pm							
5:00pm							
After 6:00pm							

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Search...

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New Enrolment

Spencer Smith (00020006) In 2023 Diploma of Accounting - CSEREA00018 (FNS50222) from 7/2/2023 to 31/12/2023

COURSE

STUDENT PROFILE

COMPANY

ENROLMENT

UNITS

SCHEDULING
Build a timetable of events

OUTCOMES

FEES

PAYMENTS

CONFIRM

BackCancel

NextConfirm Now

Enter Event Series Name or Code

Filters

SearchClear

Event Series

Select AllExpand All

☐ Option 1 - Morning Class (15)
7/2/2023 - 7/3/2023

☐ Option 2 - Afternoon Class (15)
7/2/2023 - 7/3/2023

☐ Compulsory Class (2)
8/2/2023 - 10/2/2023

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Lets go do it!

Let's take a look at:

- Creating an event for an individual party record
- Creating events on a course level
 - Event series
 - Calander view events

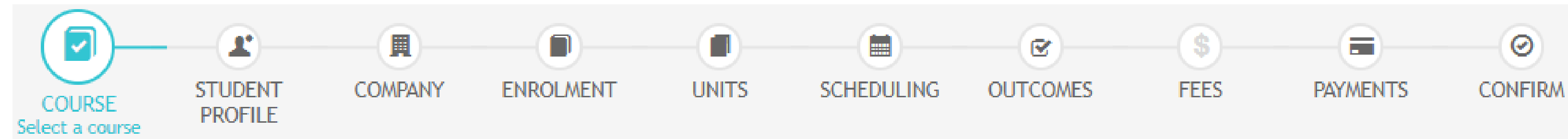




Manual Enrolment Demo

ReadyTech Education

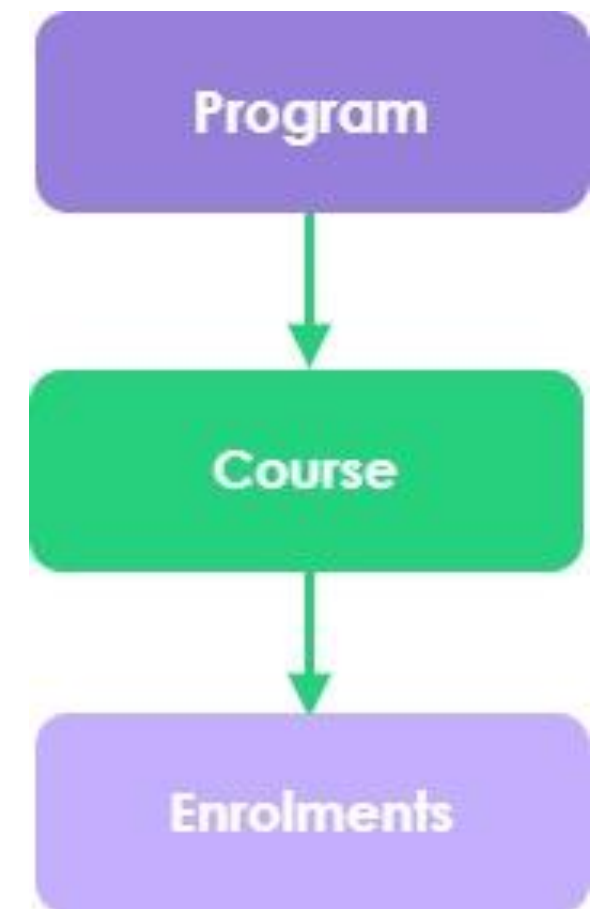
Manual Enrolment



3 Steps

1. Create a Course
2. Create a Party Record
3. Enrol Student

Enrolments > Enrol Students



New Enrolment

Spencer Smith (00020006) in Automatic Smart Fees - CSEREA00020 (FNS50222) from 1/5/2023 to 1/5/2024

```
graph LR; A[COURSE] --> B[STUDENT PROFILE]; B --> C[COMPANY]; C --> D[ENROLMENT  
Set specific details into this enrolment]; D --> E[UNITS]; E --> F[SCHEDULING]; F --> G[OUTCOMES]; G --> H[FEES]; H --> I[PAYMENTS]; I --> J[CONFIRM];
```

[Back](#) [Cancel](#) [Next](#) [Confirm Now](#)

Course:	CSEREA00020 / Automatic Smart Fees	*Start Date:	1/5/2023
Program:	FNS50222 / Diploma of Accounting	*Target End Date:	1/5/2024
*Enrolment Status:	Active	End Date:	
GPA:	0	Brand:	

Course Details Trainee/Apprentice **Claims/Funding** Finance Custom Details

Contract:

Victoria

[Claims & Funding](#) [Support](#)

Bulk Enrolling

Bulk enrolment assists with larger intake Courses

Course > Course List > select course > Bulk Actions > Enrolments

Note: The Student Profile step does not exist during bulk enrolment



Bulk Enrolment
2023 Cert III Business - CSEREA00006 (BSB30120) from 16/1/2023 to 16/1/2024

STUDENTS (Add students to enrol) | EMPLOYER | ENROLMENT | ELECTIVES | SCHEDULING | OUTCOMES | PAYMENT | CONFIRM

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Surname	First Name	Date of Birth	Employer
✕ Stark	Sam	1/9/1975	
✕ Spoon	Jillian		
✕ Smith	Spencer	22/9/1997	
✕ Scott	Sonny	10/6/1993	
✕ stephenson	stephanie	16/6/1998	

What would you like to do?

[Create New Party](#)

OR

Search and select students to enrol

[Support](#)

Bulk Enrolment
2023 Cert III Business - CSEREA00006 (BSB30120) from 16/1/2023 to 16/1/2024

STUDENTS | EMPLOYER | ENROLMENT | ELECTIVES (Apply electives to all students) | SCHEDULING | OUTCOMES | PAYMENT | CONFIRM

[< Back](#) [Cancel](#) [Next >](#) [Confirm Now](#)

There were problems with the following fields:

- You must select at least 7 elective units

Elective Units

Required elective units: 7

Available Units (19)

- ☐ Select All
- ☐ Articulate, present and debate ideas (BSBCRT412)
- ☐ Collect and record data (BSBDAT201)
- ☐ Research and develop business plans (BSBESB401)
- ☐ Maintain financial records (BSREIN302)

Selected Units (0)

- ☒ Select All

[Support](#)

Lets go do it!

Let's take a look at:

- Manual enrolment



 readytech

Summary

What have we done today?

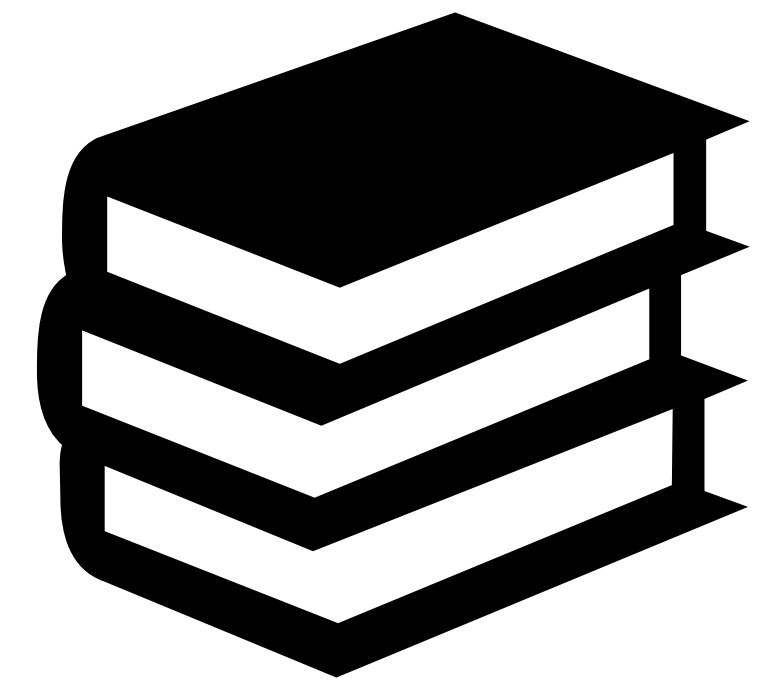
- How to create courses (accredited and non-accredited)
- Events
 - The variety of events in the system
 - The entities against which events can be made
 - How to create events
- The manual enrolment process



Action Items

What do I need to do after today's session?

- Add all the Courses you wish to run into your system
- Create an individual party an event
- Create the events associated with the Courses
 - Be mindful of whether you should create single or event series

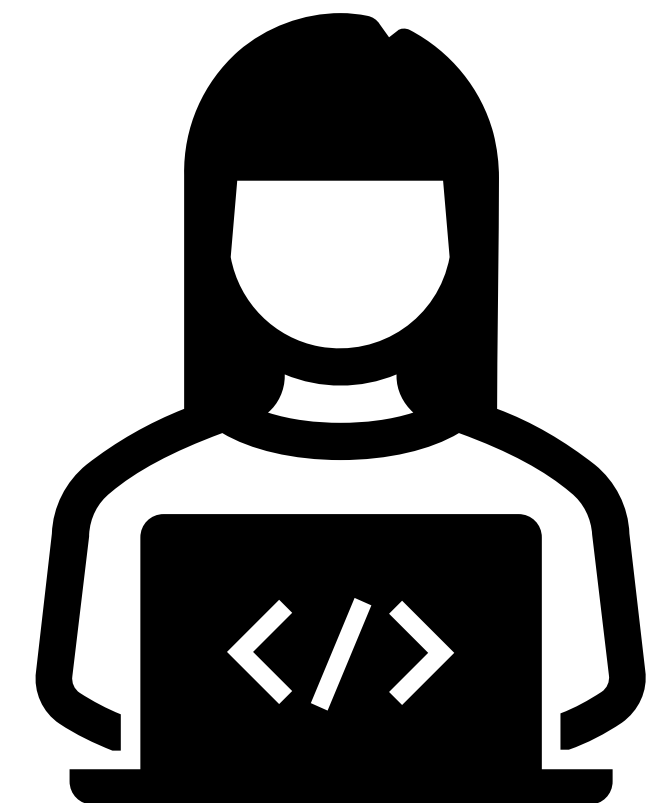


Enjoyed today's session?

[Please navigate to article here](#)

Here you will find all the information and resources for this series

- A copy of the PowerPoint slides
- Links for resources relevant to today's session
- Details on the materials required for upcoming sessions
- Booking links for upcoming sessions
- Recordings from today and previous sessions



Thank you

For more information please contact:

Support

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- P: 02 9018 5525

Onboarding

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