# Topic 7 - Student Life Cycle
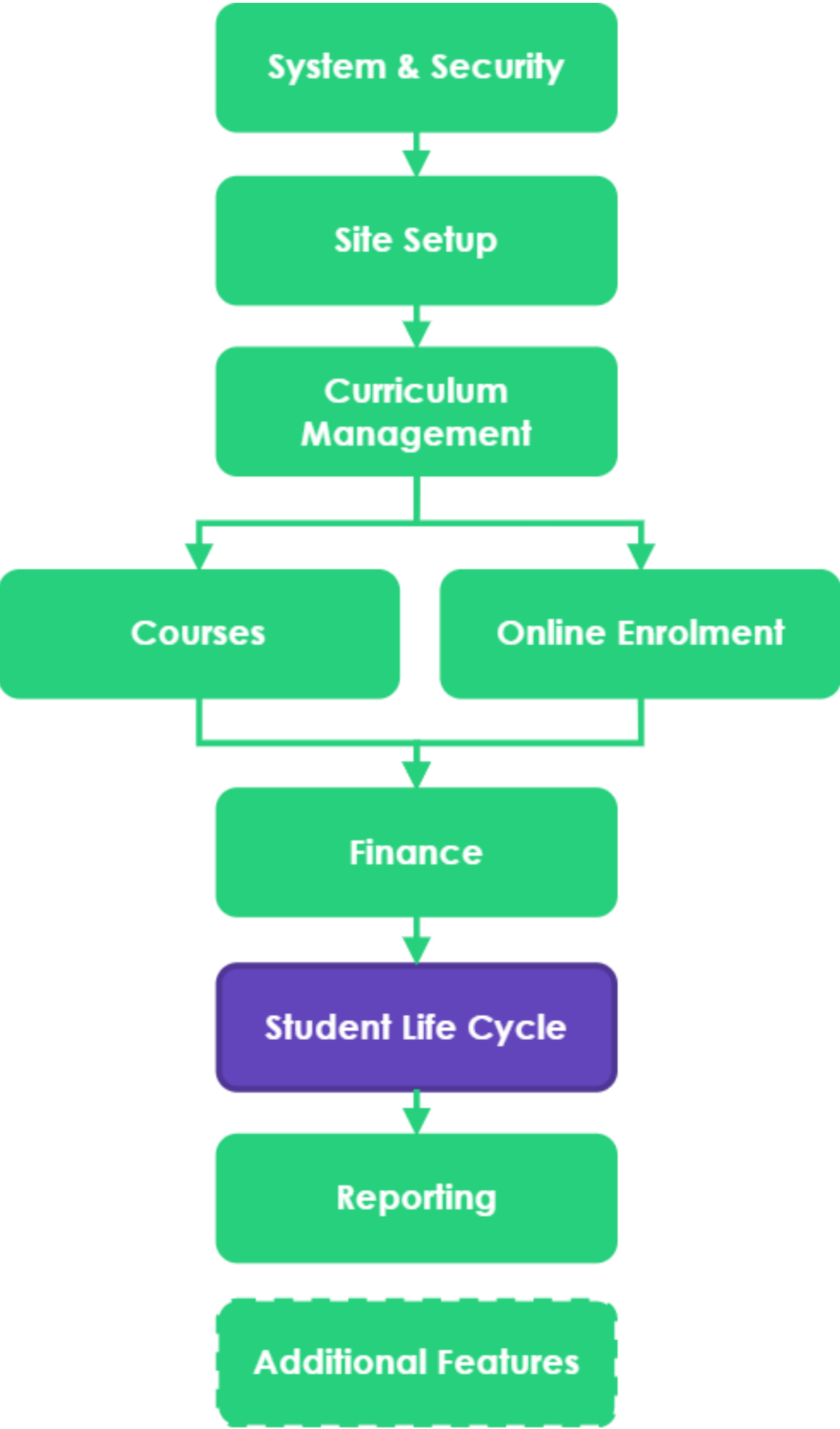
# Agenda
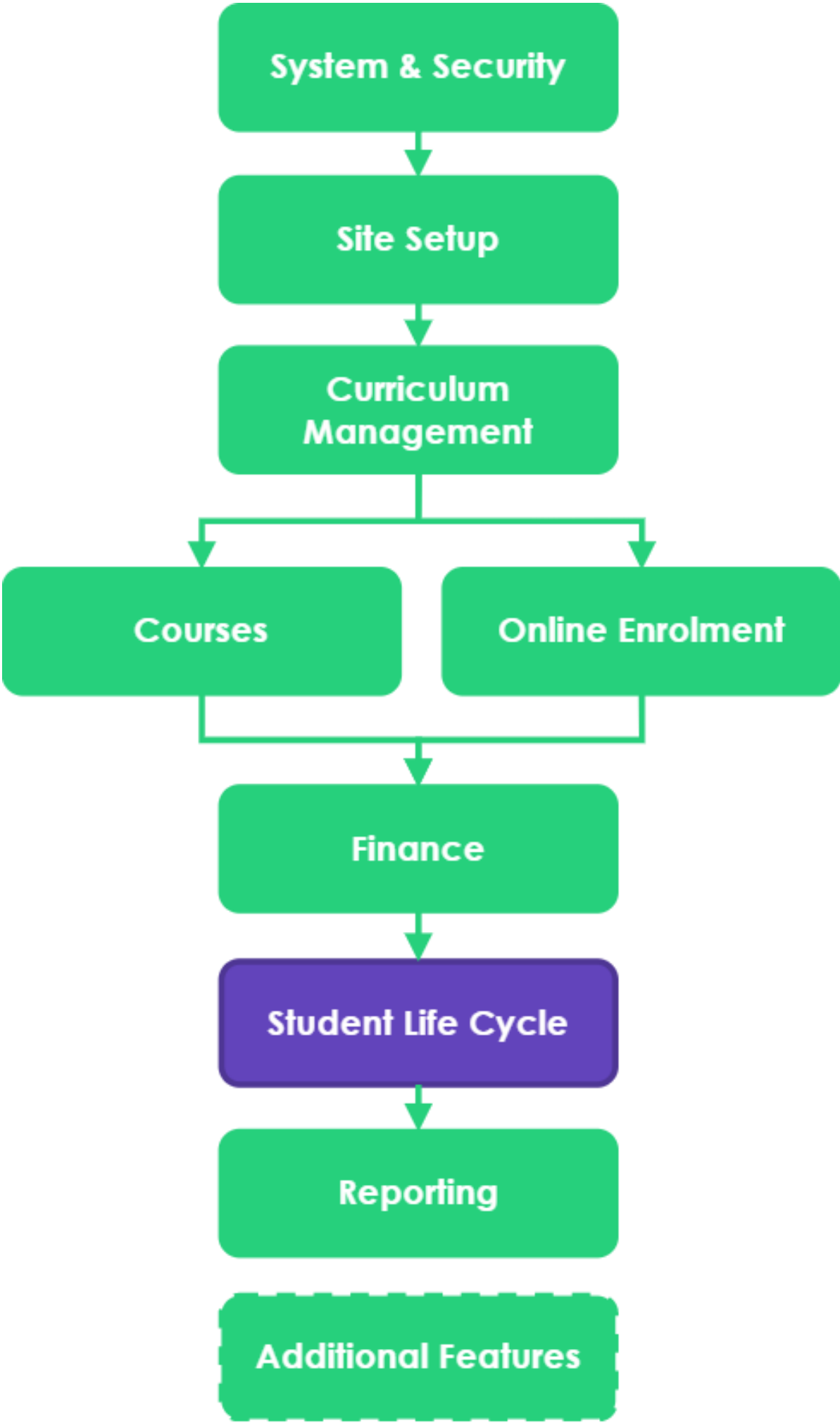


| Topics Covered | |
|---|---|
| 1 | Student Profiles |
| 2 | USI Manager |
| 3 | Enrolling into Courses |
| 4 | Marking Attendance |
| 5 | Recording Outcomes |
| 6 | Issuing Certificates |
| 7 | Progress Centre |
| 8 | Enrolment Completion |

} Managing Enrolments

# Agenda

| | |
|---|---|
| System & Security | |
| Site Setup | |
| Curriculum Management | |
| Courses | Online Enrolment |
| Finance | |
| Student Life Cycle | |
| Reporting | |
| Additional Features | |

| Learning Objectives |
|---|
| 1          To understand where and how to verify a USI within the SMS |
| 2          To create a student enrolment |
| 3          To record attendance for events |
| 4          To record results for units |
| 5          To issue a certificate |

# Please Note

## Previous Sessions

Though this session focuses on the student life cycle, some aspects strongly relate to previous session

Where applicable, banners identify the session where additional information can be obtained regarding the related topic

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# Student Profiles

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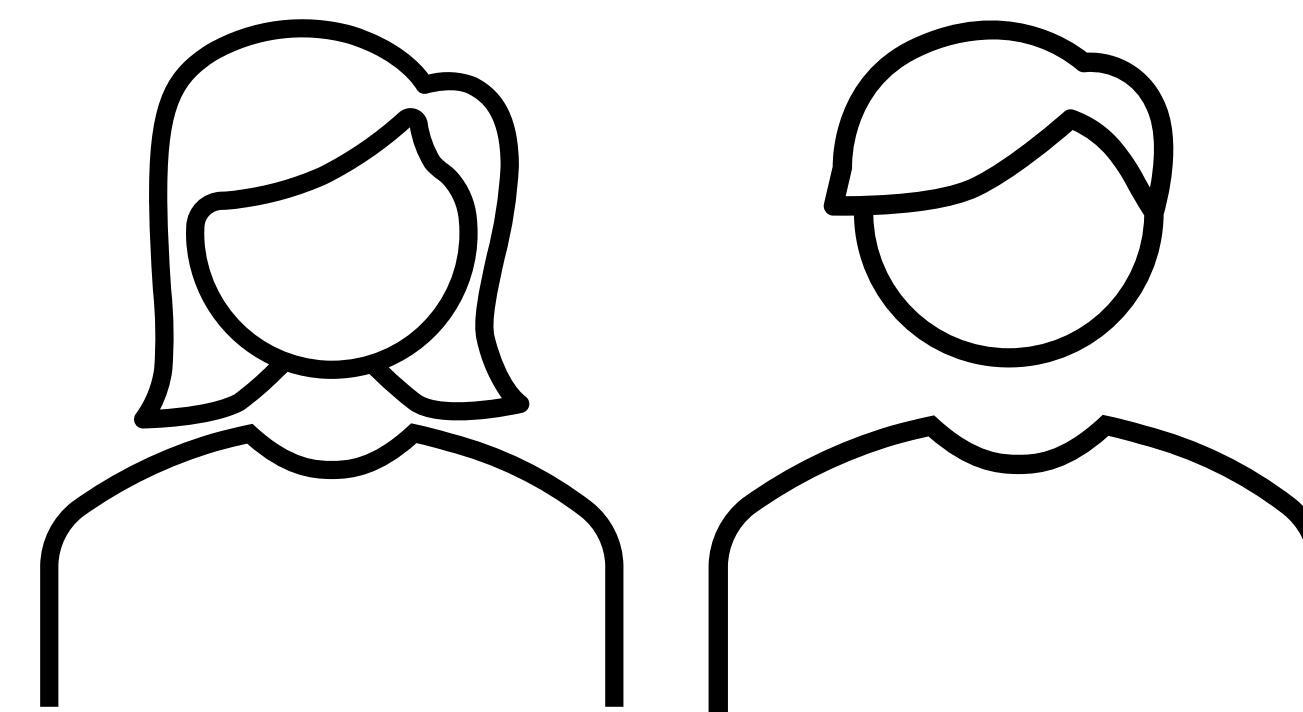
# Student Profiles

## Creating a party record

Party profiles can be created one of two ways:

1. Automatically through a course form

2. Manually through Community > Add New Party

When creating manually. AVETMISS details are managed within Community > List All > select party > Compliance > AVETMISS

# USI

## USI Verification

USI verification is done within a party record

This is visually displayed beside a party's details

Community > List All > select party
> Profile > Details

# USI

## USI Verification

Community > List All > select party >
Profile > Details > edit

USI field is at the bottom of the screen

You can enter or edit the USI, and select Verify

The pop-up box allows for verification

# USI

## USI Manager

The USI manager lets you overview USI information across the system

Enrolments > USI manager

# USI

## USI Manager

Enrolments > USI manager

Under these box's you will see three buttons, these buttons will let try and fix these parties who have missing or unverified USI

1. Auto Clean

2. Unverified USI

3. Manual Fix

# USI

## International Students

When dealing with international student USI format of "INTOFF" the system will display as "Verified" in our UI, if the student's postcode is set to "OSPC," as per the AVETMISS 8.0 standards

Therefore, international students who studied offshore will not appear as requiring remediation in the USI Manager

# Lets go do it!

Let's take a look at:
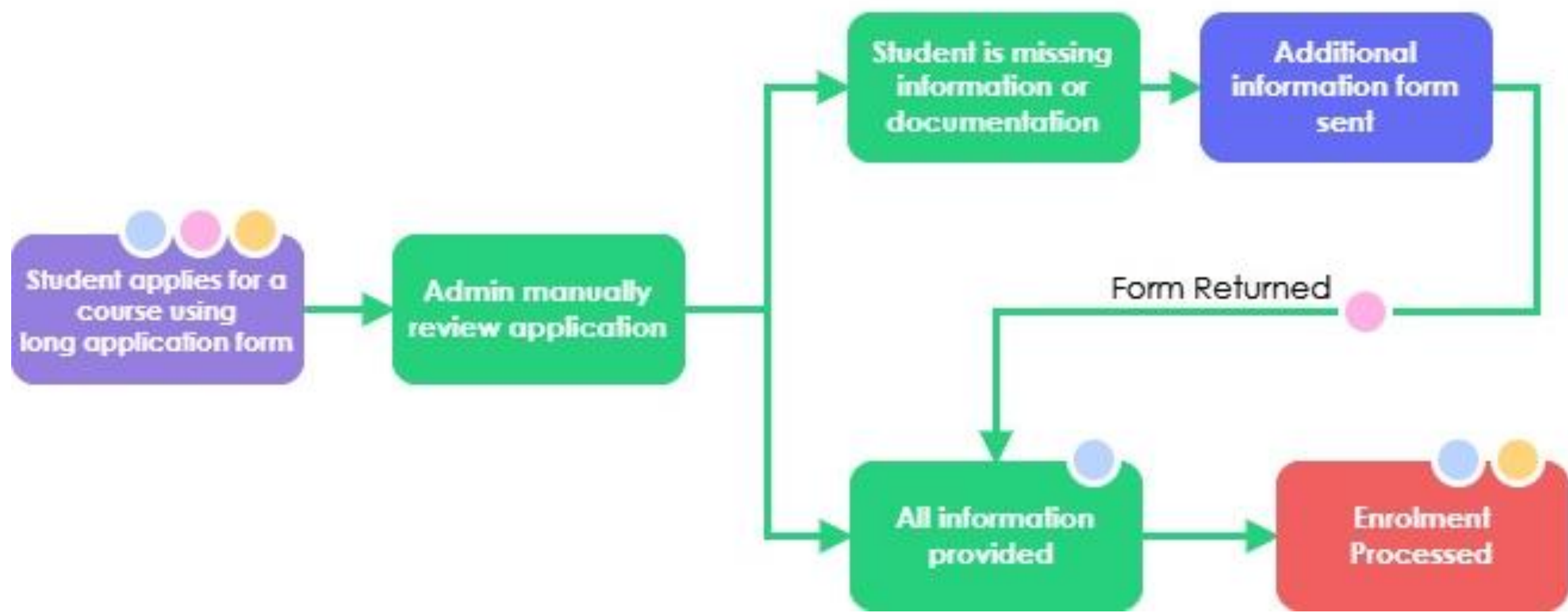
- Create party profile

- Edit AVETMISS details

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# Student Enrolments

# Enrolment

## Online Enrolment

When a course application has been completed, we can review and process this

This will depend on your application workflow

Course > Applications >

# Enrolment

## Online Enrolment

# Enrolment

## Single Student

Enrolments > Enrol Students

The enrolment wizard will take you through 11 steps

# Enrolment

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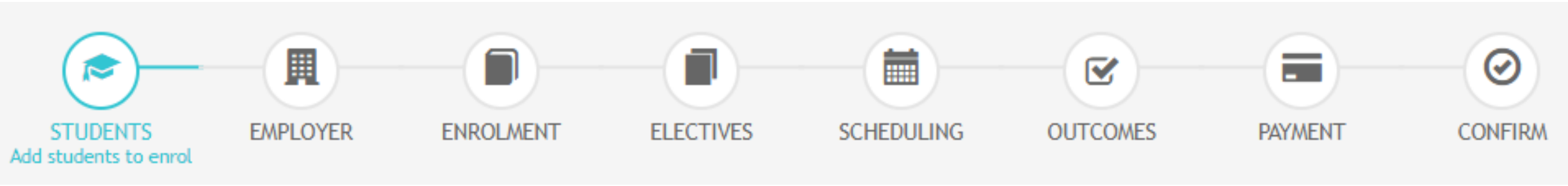EMPLOYER
ENROLMENT
ELECTIVES
SCHEDULING
OUTCOMES
PAYMENT
CONFIRM

## Bulk Enrolling

Bulk enrolment assists with larger intake courses

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

Note: The Student Profile step does not exist during bulk enrolment (therefore additional student details cannot be captured)

# Enrolment

## End Dates

Important for reporting requirements

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)

If an end date changes, update the individual student's enrolment end date

Enrolments > Enrolments List > select enrolment > edit

# Lets go do it!

Let's take a look at:

- Enrolment Wizard
  - Individual
  - Bulk

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# Recording Activity

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# Attendance

## Single Event

Course > List Course > select course > Timetable > Calendar View > select event > Attendance > Mark

You can record:

- Present (and when)

- Absent (and why)

- Message/note (add additional information)

# Attendance

## Single Event

Bulk attendance will apply the set status to all students in the event

You can modify individual students as necessary

If you have attached units to an event you can also record results for these

# Attendance

## Multiple Events (in bulk)

Attendance can be taken for multiple events at once

Course > List course > select course > Bulk Actions > Attendance

Search for a particular date range

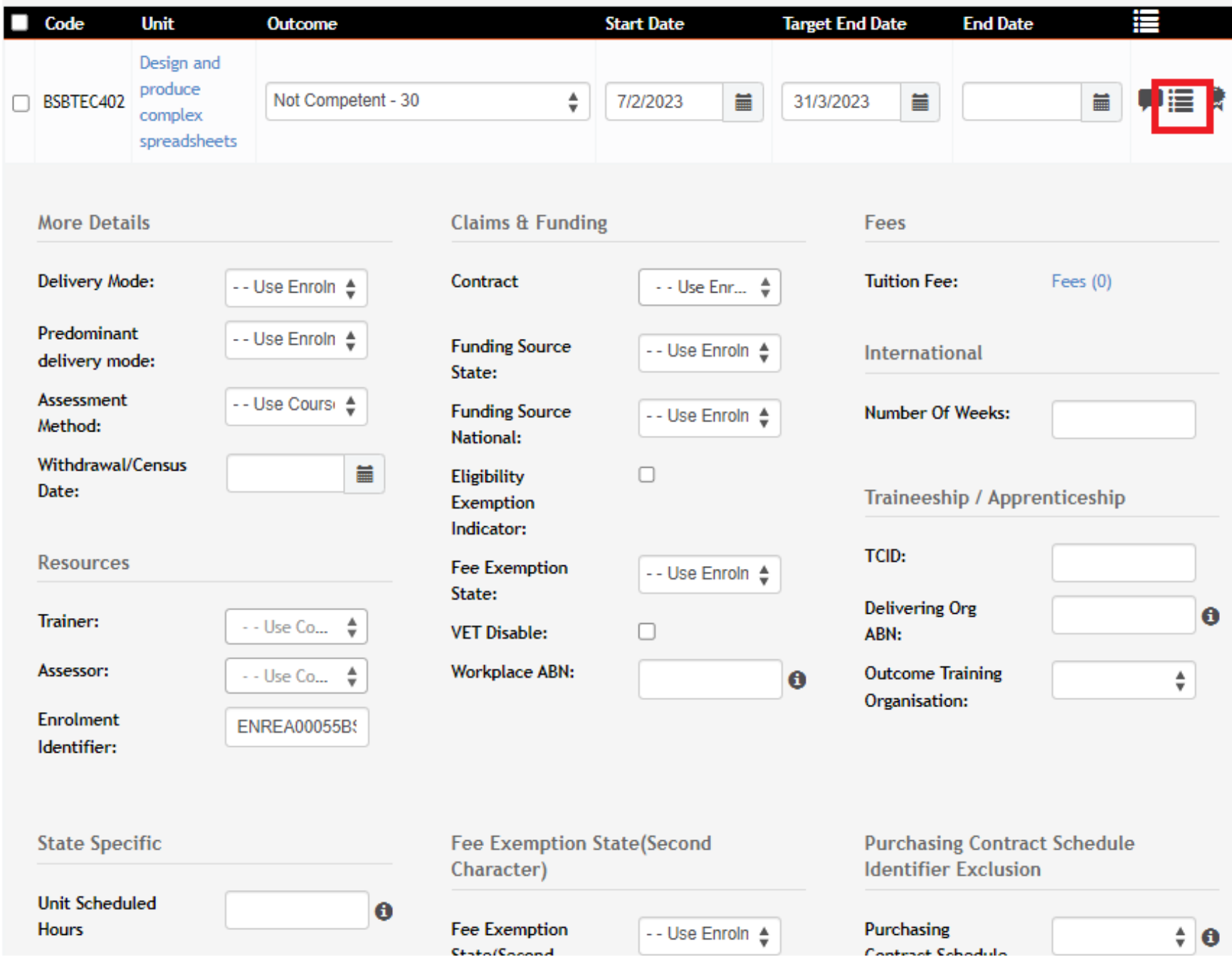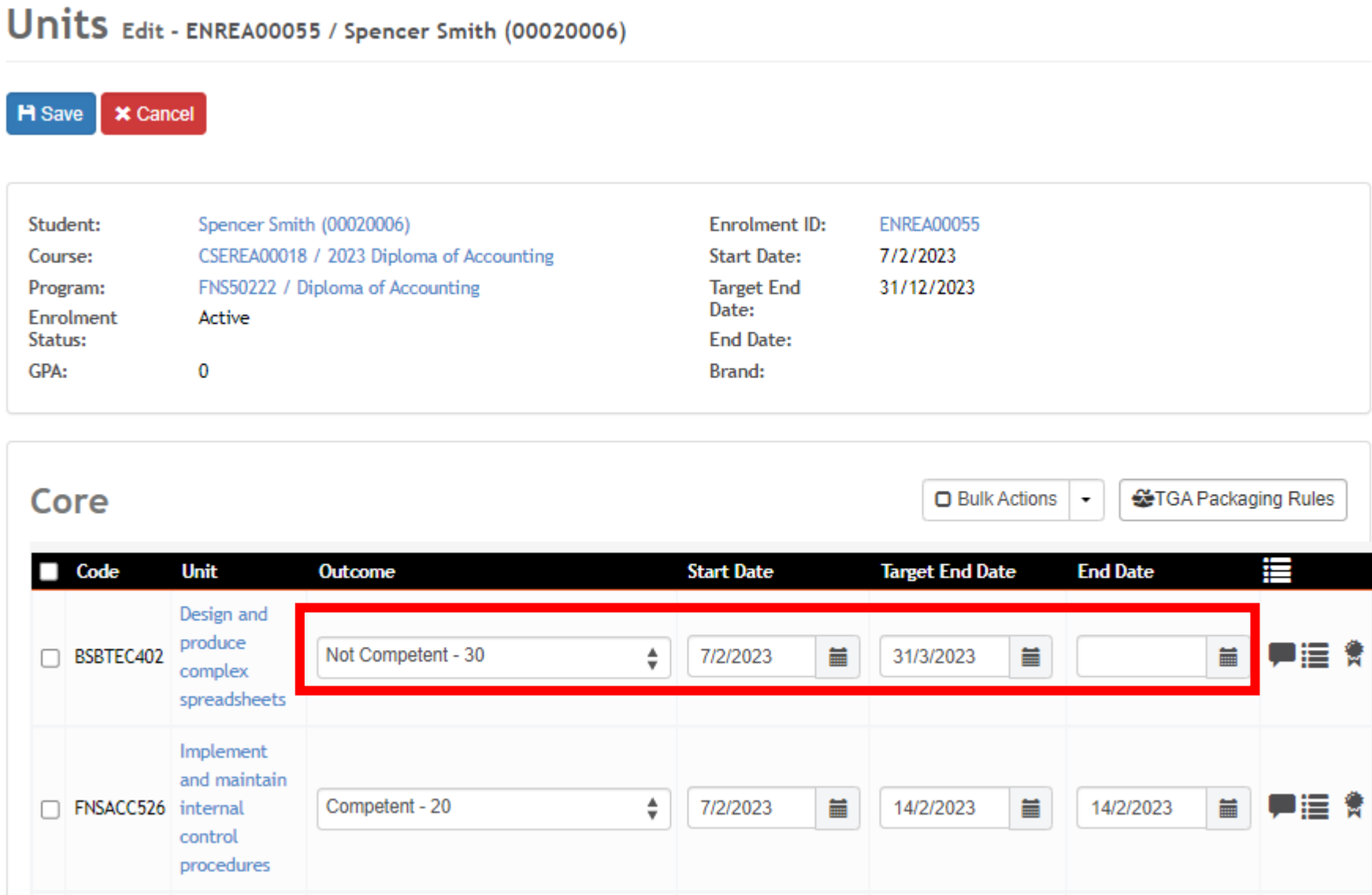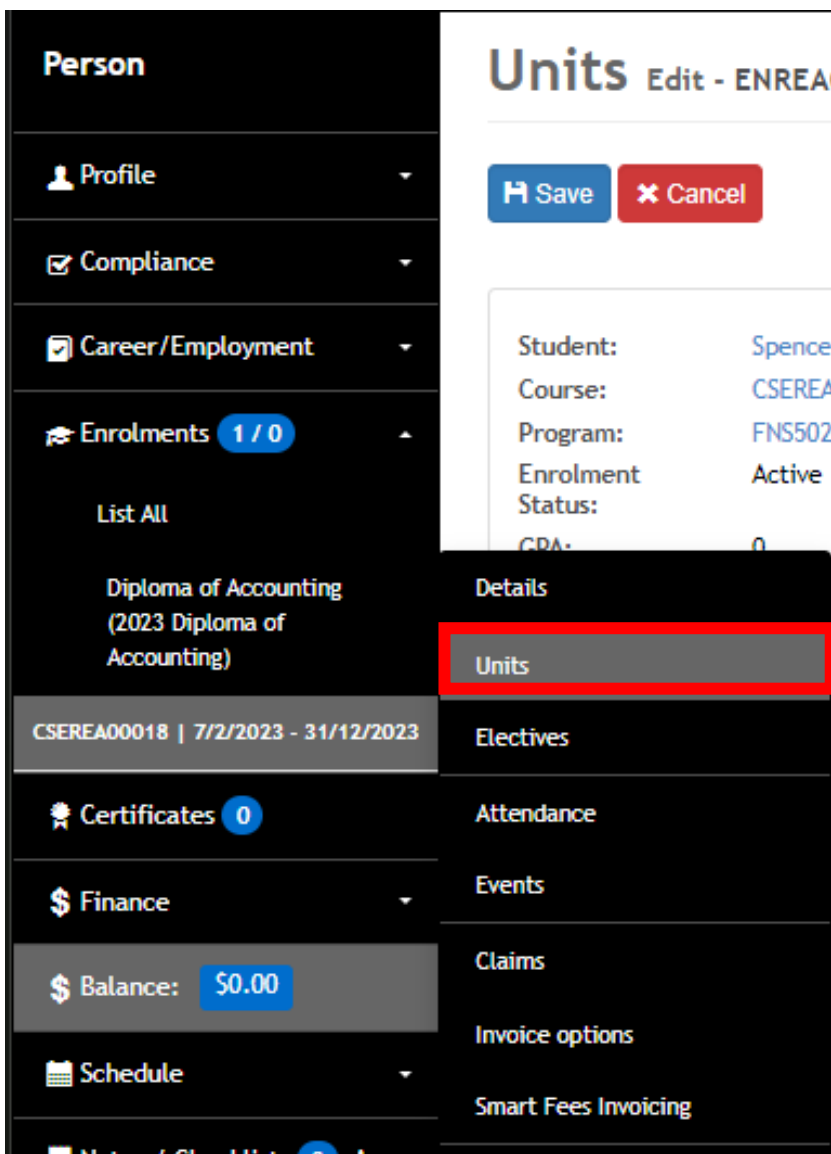Enter your attendance results for all students across all the events

# Recording Outcomes

## Individual Student

Against the enrolment

Community > List All > select student > Enrolments > select enrolment > Units > Edit

Record for individual units or in bulk

# Recording Outcomes

## Multiple Students (in bulk)

Performed at a course level

Course > List Course > select course > Bulk
Actions > Unit Grading

Find the unit you wish to grade for

Record outcomes for all students in this course

# Lets go do it!

Let's take a look at:

- Individual recording
  - Attendance
  - Results

- Bulk recording
  - Attendance
  - Results

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# Awarding

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# Issuing Certificates

## Individual Party

After completion, certificates can be issued

Community > List All > select student > Certificate > +

Created based off a template

# Issuing Certificates

## Course Level

Issues to all parties in a Course

Course > List Course > select course > Certificate > +

Very similar to issuing individually

Two key differences:

1. Select students, not enrolments

2. You will be given options for all students on the completion screen

# Issuing Certificates

## Certificate Management

You can modify the rules for the templates to ensure they issue when you desire (e.g. when certain criteria are met)

Administration > Templates > List All

A popular rule for full certificate is "All units completed and USI verified"

# Progress Centre

## Feature

Progress center is a system feature

Gives an overview of units, subjects, attendance, certificates

Useful for bulk updates/issues across multiple courses

Enrolments > Progress Centre

# Lets go do it!

Let's take a look at:

- Issue a certificate to a student
- Issue Statement of Attainment to a course
- Progress Center

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# Enrolment Completion

# Enrolment Completion

## Individual

Update student enrolment to show completion

Community > List All > select student >
Enrolments > Select Enrolment > Edit

How can I tell if an enrolment is active or not?

Active enrolment



Inactive Enrolment



**NOTE!**
An Enrolment will only show as inactive after
the end date has passed
So end date = today it will not be inactive
until tomorrow

# Enrolment Completion

## Bulk

Update student enrolment to show completion – End Date + Enrolment Status

Courses > Course List > select course > Students > Bulk Actions – End Date

Courses > Course List > select course > Students > Bulk Actions – Enrolment Status

# Viewing Inactive Enrolments

## Party

If a party has inactive enrolment you will need to click on list all to view the inactive enrolments

Community > List All > select student > Enrolments > List all

# Viewing Inactive Enrolments

## Course

Viewing students within a course defaults to active students

To view inactive students (e.g. completed or withdrawn) select Advanced

Course > List Course > select course > Students > Advanced > Show Inactive Students

# Viewing Inactive Courses

Courses that have passed their end date will also default to unlisted

Course > List Course

Display inactive course display through the filter feature  making uses of the filter feature

Course > List Course > filter > Course > List Course > search

# Lets go do it!

Let's take a look at:

- Complete enrolment status
  - Individual
  - Bulk

- View inactive students

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# Summary

## What have we done today?

- Student profiles

- USI manager

- Managing enrolments

- Marking attendance

- Recording outcomes

- Issuing certificates

- Enrolment completion

- Progress centre

# Action Items

## What do I need to do after todays session?

- Create a party profile and edit their AVETMISS details

- Verify a student's USI

- Enrol a student in a course

- Enrol multiple students into a course (Bulk Enrolling)

- Record attendance for an event

- Record results for a party profile

- Make use of the bulk feature to record attendance and unit results

- Issue a certificate to a student who has completed all their units

- Update enrolment status to completed
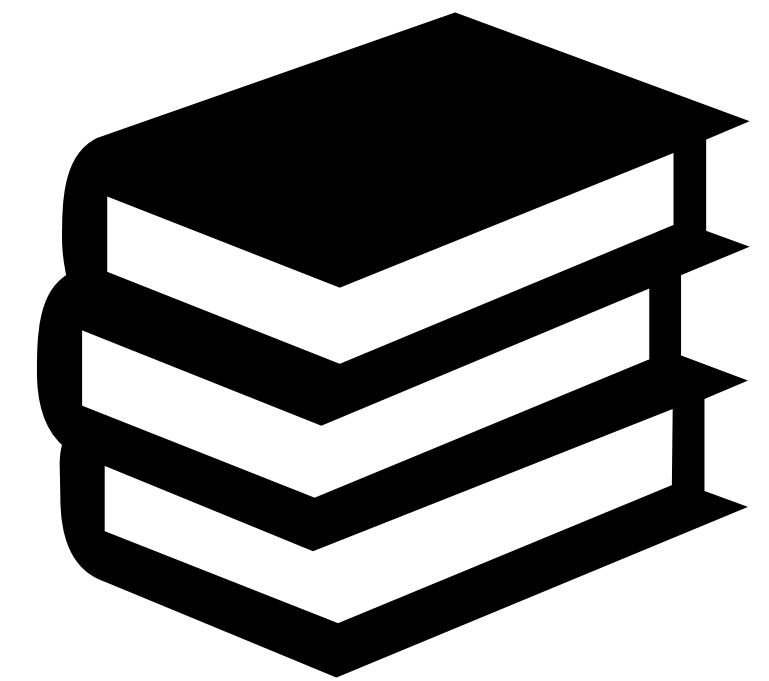
# Enjoyed today's session?

Please navigate to article here

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

• A copy of the PowerPoint slides
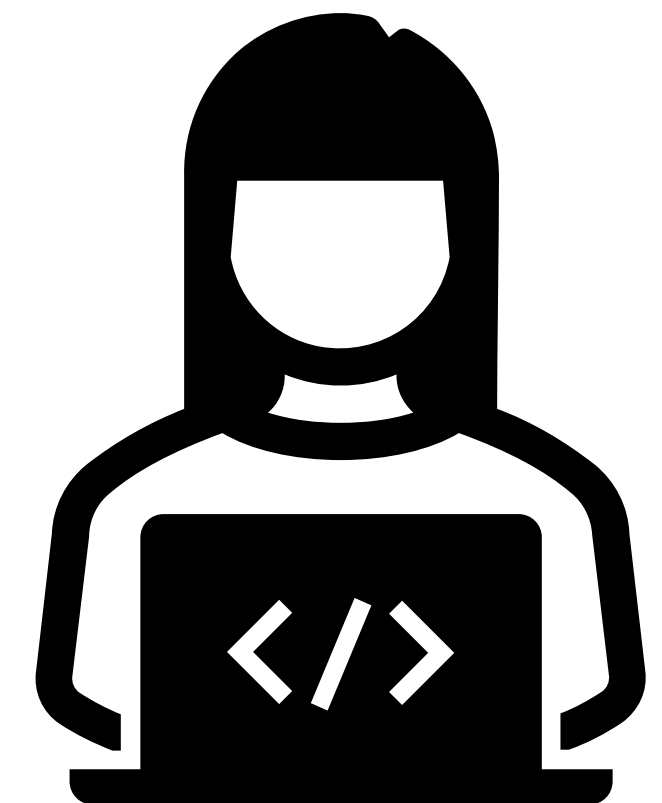
• Links for resources relevant to today's session

• 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:

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