OneWorldSIS Core Setup Steps



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OneWorldSIS Documentation

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Notation

In this document, screenshots are used to demonstrate how to complete the setup steps. When completing fields on a Form, the fields might be notated with a red asterisk. Fields marked with a red asterisk are required to be completed before the data on the Form can be saved.

For faster completion of fields on a Form, the lookup function may be used. Type part of the data to be entered and then click on the magnifying glass icon on the right side of the field. For example, enter "Math" to quickly find the Mathematics Department in Department lookup.

Help

Additional information including a general overview and user interface information can be found under Help. Click on the Question Mark icon in the upper right area of the screen in order to access Help.

OneWorldSIS provides the ability for educational institutions to manage the complete student life by using the flexibility and strength of Microsoft Dynamics 365. Like other Student Management systems, core records need to be set up in OneWorldSIS in order to enable and use the core functionality. Standard setup records in OneWorldSIS include certificate programs, courses, classes, and related core data such as terms and grade scales. This document provides step-by-step instructions for adding the basic core records to register a student for a class.

OneWorldSIS Installation and Core Configuration Tables Web Client

One Zip file needs to be installed for the initial OneWorldSIS installation. Afterwards, four data files need to be imported.

To install OneWorldSIS, go into the CRM program, then go to Settings>>Solutions. Click on the 'Import' button (not 'Import Translations'). When asked, choose the button 'Activate any SDK Message Processing'.

- 1. In the browse window, select the 'OneWorldSIS' zip file. Go through steps to complete import.
- 2. After import, you need to hit Publish
- 3. At this point, you need to exit out of CRM, and then come back in. All OneWorldSIS menu choices will now be available. OWSIS adds 3 menu selections to the main CRM ribbon- 'Education', 'Health and Wellness', and 'Education Settings'. Most of the setup information will be entered under 'Education Settings'. Most of the daily work will be done under 'Education'.
- 4. Review the basis for auto numbering and update the AutoNumber.xslx file based on individual school preference
- 5. Go to Settings>>Data Management>>Imports. Click the "Import Data' button, and select the 'AutoNumber.xslx' file. Click 'Next'. Verify that 'No' is selected for the 'Allow Duplicates' option. The Owner information will be overwritten by what is contained in the file. Click 'Submit' to import the data. This will set up auto numbering for all the custom entities.
- 6. Go to Settings>>Data Management>>Imports. Click the "Import Data' button, and select the 'Language.xslx' file. Continue clicking 'Next' through the import wizard. Verify that 'No' is selected for the 'Allow Duplicates' option. The Owner information will be overwritten by what is contained in the file. Click 'Submit' to import the data. This will set up the languages in the system.
- 7. Repeat step 6 for the Country.xslx file and then the AreaCode.xslx file.

Core Setup Steps

Add a School

In order to set up other data, a school needs to be added first.

1. Choose Education Settings>>Schools

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L.	← 🖾 Show Chart	+ New 🗓 Delete 🗸 🖒 Refresh	🔇 Custom1 🛛 🕅 Email a L	ink 🗸 🛛 🔊 Flow 🗸	🗐 Run Report \vee 🛛 🕮 Ei	ccel Templates \vee 🛛 🕼 Export to	Excel 🗸 🖪	Import from Excel	 Create view 	
Home	Active Schools	· ~						Y	Quick find	,p
Pinned V	\checkmark School † \checkmark	School Name \sim	Address 1 🗸	Address 2 🗸	City 🗠	State/Province \sim	$_{\rm Zip}$ \sim	Country 🗸	Phone 🗸	E-Ma
	Columbus School	c Columbus School of Business	500 Main Street		Columbus	Ohio	99999	United States	88-888-8888	
lucation Settings	Demo College	Demo College	500 Main Street		Nome	Alaska	99999	United States	(999) 999-9999	
Certification Progr	Hope Internationa	Hope International	400 Pine Street	100000	London	Leedes			(999) 999-9999	1.52
Tracks	International K-12	International K-12 School	100 International Drive	(Anywhere	Global		Global	(083) 864-7256	
Coborts	Old Dominion Col	I Old Dominion College	300 South Street		Mexico City	1000	122	Mexico	(999) 999-9999	
Courses	OWSIS Global Uni	v OWSIS Global University	None	(eee)	jere .			Global	***	
Classes	Piedmont College	Piedmont College	100 North Street	(111)	Lynchburg	Virginia	222		(999) 999-9999	1000
Course Groups	School of Art	School of Art	900 West Street		Geneva	Geneva		Switzerland	(999) 999-9999	
Course Catalogs	School of Business	s. School of Business	800 East Street	(Quebec	Ontario		Canada	(999) 999-9999	
Departments	School of Law	School of Law	555 Standard Street		Los Angeles	California		United States	99-999-9999	111
Campus	School of Medicin	School of Medicine	700 North West Street	30000 S	Geneva	Geneva		Switzerland		
Locations	جامعة مصر	جامعة مصر لعلوم التكنولوجيا	اکنتوبر 6		جيزة			مصر	0101010101010	a@b
Rooms										
Vendors										
Terms										
Documents										
Libraries										
Publishers	1						_	-		
Equipment	All # A	L B C D E	F G H	і Ј К	L M N O	D P Q R	S T	U V	w x y	r z

Figure 1: Select Schools from the Settings Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 2: Click 'New' to Add a New School

3. Complete the form including all required fields.

New School School Notes	
School *	School Name *
	Portal Default No
Phone	Fax
Address 1	E-Mail
Address 2	City
State/Province	Zip
	Country

Figure 3: Complete the New School Form

4. Click 'Save' which is located on the upper left side of the screen.



Figure 4: Click 'Save'

Add a Department

In order to set up other data, a Department needs to be added next.

1. Choose Education Settings>>Departments

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ome *	Active Departm	nent ~		Linera Dirk · @ Fio	 ES Null Report 		rempiates · · · · · · · · · · · · · · · · · · ·	e	• Import nom Exce	V Quick find	iew ,
nned 🗸	\checkmark Department † \checkmark	Department Name \sim	\mid School \sim	School Name \checkmark	Certification Depart	\sim Department He	$\lor $ Department Head \lor	Departmen.	_ \sim LMS ID \sim	\mid Created By \sim \mid Created	ated On 🗸
	Accounting	Accounting	School of Busi	ness. Business			Aaron Aaricia (Student)	***		O Todd Jeffers 8/2	24/2014
ion Settings	Computer Science.	. Computer Science	Demo College	Demo College	1.11		· · · · ·	1111		O Todd Jeffen 6/2	27/2018
ertification Progr	DEP-FAS	History of Fashion	School of Art	Fashion School			5.000 A			O Todd Jeffen 12/	/30/201
acks	DEPT-0006	Accounting	Old Dominion	Colle Old Dominion College		333333	Adam Adams	44	100	O Maxwell Var 7/3	30/2020
ormats	English	English	School of Busi	ness. Business			Muhammad Shahid Amin			Todd Jeffen 7/2	23/2014
urses	FGS Department	FGS Department Name	OWSIS Global	Univ FGS Test School Name	1337	222		1		O Ben Franklir 6/1	11/2018
asses	History	History dept	School of Busi	ness. Business	1211				101	O Todd Jeffen 7/2	23/2014
urse Groups	Industrial Departm	Industrial Department	International 8	-12 ! Bách Khoa University						O Todd Jeffer: 3/1	16/2017
urse Catalogs	Islamic Finance	Islamic Finance	School of Busi	ness. Business						O Todd Jeffer: 8/7	7/2016
partments	Mathematics	Mathematics	Demo College	Demo College	1222	212	1		222	O Todd Jeffen: 7/1	14/2020
mpus	Medical Studies	Medical Studies	Hope Internat	onal. Hope International			Alex Marinier	0003		O Todd Jeffer: 12/	/24/201
nools	Medicíne	Medicine	Columbus Sch	col c Columbus School of Busi			(mm)			O Henry Hickr 10/	/22/201
ations	MSC	Business Department	School of Busi	ness. Business	122	222	1221	12227		O Todd Jeffers 7/2	23/2014
idors	Salon		School of Busi	ness. Business						O Todd Jeffen 7/2	23/2014
rms	Shop		Old Dominion	Colle	1000					O Todd Jeffert 1/2	26/2018
cuments	Sports		Old Dominion	Colle Old Dominion University			0.000			O Todd Jeffert 1/2	26/2018
raries	كلبة المندسة		nao deolo	بامعة مصر لعلوم التكنولوجيا						Ben Franklir 6/1	11/2018
blishers		1.1.14									
uipment	All # A	8 C D	E F G	н і Ј к	L M	N O	P Q R	S T	U V	w x	Y

Figure 5: Select Departments from the Education Settings Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 6: Click 'New' to Add a New Department

3. Complete the form including all required fields. The School Name can be typed in the field or selected using the search.

New Department Department Notes			
Department		Department Name	
Department Head		Department Head Id	
School *	Look for School	School Name	
Department Number	Schools Recent records Columbus School of Business Columbus School of Business Demo College Demo College Hope International Hope International & International K-12 School International K-12 School International K-12 School International K-12 School		

Figure 7: Complete the New Department Form

4. Click 'Save' which is located on the upper left side of the screen.



Figure 8: Click 'Save'

Add a Grade Scale

In order to make a Class available for registration, a Term needs to be added. A Term is defined by its start and end dates.

1. Choose Education Settings>>Grade Scales

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=	← 🖾 Show Chart + New 🗊 D	lelete \vee 🛛 Refresh 🛛 🗘 Custom1	DS Email a Link 🗸 🔊 Flow 🗸	🗐 Run Report \vee 🛛 🖷 Excel Template	s 🖂 🕼 Export to Excel	Import from Excel	Create view	
Courses	Active Grade Scales \sim					Ŷ	Quick find	P
Classes	$\checkmark $ Grade Scale † \vee	Description ~	Modifiable \vee	Created By \sim	Created On \sim	Modified By \sim	Modified On \vee	
E Course Catalogs	2020/2021 Spring Term Grade Scale	2020/2021 Spring Term Grade Scale	No	O Henry Hickman	8/30/2016 11:39 AM	O Maxwell Vaughan	9/3/2020 1:36 PM	
品 Departments	2020/21 Grade Scale	2020/21 Grade Scale	No	O Henry Hickman	9/6/2016 10:20 AM	O Maxwell Vaughan	9/3/2020 1:37 PM	
🙆 Campus	50	درجة النجاح	Yes	O Todd Jefferson	6/7/2018 7:18 AM	O Todd Jefferson	6/7/2018 7:18 AM	
盦 Schools	Base Rubric OMS Spot	Rubric	No	O Henry Hickman	12/8/2017 12:12 PM	O Henry Hickman	12/8/2017 12:32 PM	
Ø Locations	FGS Grade Scale		No	O Ben Franklin	6/11/2018 7:15 AM	O Ben Franklin	6/11/2018 7:15 AM	
+ Rooms	Grade Scale 2020/2021	2020/2021	No	O Henry Hickman	9/20/2016 7:23 AM	O Maxwell Vaughan	9/3/2020 1:35 PM	
dia Vendors	Standard	Standard	No	O Todd Jefferson	7/14/2020 2:44 PM	O Todd Jefferson	7/14/2020 2:44 PM	
Documents								
Libraries								
D Publishers								
Equipment								
TUpdate Notices								
Global Currencies								
S Area Codes								
Countries								
Grade Groups								
4 Grade Scales								
Q Languages								
1 Prerequisite Settin *	<u>All</u> # A B (C D E F G	H I J K L	M N O P	Q R S	T U V	w x y	Z
Education Settings 🗘	1 - 7 of 7 (0 selected)							

Figure 9: Select Grade Scales from the Education Settings Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 10: Click 'New' to Add a New Grade Scale

3. Provide a name for the grade scale.

Grade Scale Grade Scale Lines Notes	
Grade Scale * De	Description
Modifiable No On	Swner O A Maxwell Vaughan

Figure 11: Provide a Name for the New Grade Scale

4. Click 'Save' which is located on the upper left side of the screen.



Figure 12: Click 'Save'

5. Click the `+' located on the right side of the screen in order to add a grade scale line.



Figure 13: Click the '+' Button to Add a New Grade Scale Line

6. Complete the form including all required fields.

GRADE SCALE LINE : INFORMA	e Scale Line =		
 General 			
Grade Scale Line *	<autonumber></autonumber>	Letter Grade	A
Grade Scale *	Standard	Counts in GPA	Yes
Grade Matrix Item		Added Value	No
Description		Grade Points	
Beginning Number Gr	90.00	Passing Grade	No
Ending Number Grade	100.00	Owner *	•

Figure 14: Complete the New Grade Scale Line Form

7. Click 'Save & Close' which is located on the upper left side of the screen.



Figure 15: Click the Save & Close Button

8.Add additional grade scale lines in order to complete the grade scale.© 2022 All Rights ReservedCore Setup Steps

Grad Gra	ade Matrix I Letter Grade Descripti	ion Beginning Nu	Ending Numb Counts in (GPA Grade Points Added Val	lue
<auto< td=""><td>A</td><td>90.00</td><td>100.00 Yes</td><td>No</td><td></td></auto<>	A	90.00	100.00 Yes	No	
<auto< td=""><td>В</td><td>80.00</td><td>89.00 Yes</td><td>No</td><td></td></auto<>	В	80.00	89.00 Yes	No	
<auto< td=""><td>С</td><td>70.00</td><td>79.00 Yes</td><td>No</td><td></td></auto<>	С	70.00	79.00 Yes	No	
<auto< td=""><td>D</td><td>60.00</td><td>69.00 Yes</td><td>No</td><td></td></auto<>	D	60.00	69.00 Yes	No	

Figure 16: The List of Grade Scale Lines

Add a Term

In order to make a Class available for registration, a Term must first be added. A Term is defined by its start and end dates.

1. Choose Education Settings>>Terms

	WORLD OneV	VorldSIS UI												୦ ୧	ه ۹	+ ⊽ ⊛	3 @	? 😡
≡		← 🖾 :	Show Chart	+ New	Delete	 O Refre 	ish 🗘 Cu	stom1 🖾 Email a L	ink 🗸 🖉 Flow	, ~ I	Run Report \sim	Excel Templates	Export to Exit Export to Exit Export to Exit E	cel ~	Import fr	rom Excel 🛛 🗸 🗸	🐘 Create view	
ŵ	Home	Activ	e Terms ~													𝕎 Qui	ck find	Q
0	Recent V	✔ Term	t ~	Term Name 🗸		Start Date	~	End Date \checkmark	Registration Start Da	ste 🗸 Registi	ration End Date \vee	Last Date to Add \sim	Last Date to Drop \sim	Last Date	e to Withdraw \sim	School V	School Name	~
~	raneu v	Fall		Fall		8/31/20	20 8:00 AM	12/11/2020 8:00	7/20/2020 8:00	AM 8/17/	2020 8:00 AM	9/7/2020 8:00 AM	9/7/2020 8:00 AM	9/14/2	020 8:00 AM	Demo College	Demo Colle	ge
Educ	ation Settings	Fall a	2020	Fall 2020		9/1/202	0 8:00 AM	12/31/2020 8:00	8/1/2020 8:00 A	M 9/2/2	020 8:00 AM	9/9/2020 8:00 AM	9/23/2020 8:00 AM	10/7/2	020 8:00 AM	School of Busine	ss. School of B	usiness
¥.	Certification Progr	Fall 2	2020-3 Month.	Fall 2020		9/1/202	0 4:00 AM	12/31/2020 8:00	3/1/2020 5:00 A	M 6/30/	2020 5:00 AM					School of Busine	ss. Business	
-	Tracks	SPRI	NG-2019-F	Spring 2019		1/1/201	9 5:00 AM	5/31/2019 8:00 AM	M 9/1/2018 12:00	AM 12/31	/2018 5:00					School of Art	Fashion Sch	ool
	Formats	SPRI	NG-2021	Spring 2021		1/1/202	1 5:00 AM	5/31/2021 8:00 AM	/ 8/1/2020 4:00 A	M 12/31	/2020 5:00	1220	122			School of Busine	ss. Business	
	Courses	WIN	TER-2019	Winter 2019		9/1/201	9 5:00 AM	12/31/2019 8:00	5/30/2019 4:00	AM 12/31	/2019 5:00		1000			School of Busine	ss. Business	
	Classes	الاول	العام الدراس	الدراسي الاول .	العام ا	9/20/20	20 4:00 AM	12/31/2020 8:00	6/20/2020 4:00	AM 9/18/	2020 4:00 AM	8/14/2020 4:00 AM	9/30/2020 4:00 AM	9/17/2	020 4:00 AM	جامعة مصر	م التكنولوجيا	نامعة مصر لعلو
	Course Groups																	
= •	Course Catalogs																	
Å I	Departments																	
0	Campus																	
1	Schools																	
1.1	Locations																	
0	Rooms																	
8. 1	Vendors																	
1	Terms																	
1	Documents																	
Ν	Libraries																	
5	Publishers	4																,
P	Equipment 🗸	All	# A	В	с	D E	F	G H	ι I κ	L	M N	O P	Q R	s	T U	v w	x	y z
ES	Education Settings 🗘	1 - 7 of 7 (0	selected)															

Figure 17: Select Terms from the Education Settings Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 18: Click 'New' to Add a New Term

3. The School Name can be typed in the field or selected using the search. Click on the calendar in order to use the date selector for entering dates.

Figure 19: Click on the Calendar to Pick a Date

4. Complete the form including all required fields.

New T Term	Term Notes							
Sch	hool				School Name			
Ten	rm s				Term Name			
Inst	stitution Term ID				LMS ID			
Dis Cat	Display in Course Catalog? No				Portal Options	No		
Sta	art Date	1/4/2021	📅 8:00 AM	Ŀ	End Date	5/7/2021	8:00 AM	G
Per	riod Start Date			Ŀ	Period End Date			٩
Reg Dat	gistration Start ate			٩	Registration End Date			Ŀ
Las	st Date to Add		·	٩	Last Date to Drop			Ŀ
Las Wit	st Date to ithdraw			٩				

Figure 20: Complete the New Term Form

5. Click 'Save' which is located on the upper left side of the screen.

🔚 Save

Figure 21: Click 'Save'

Add a Certification Program

Before adding a Course, a Certification Program may optionally be added. A Certification Program will then consist of mandatory and optional Courses. To graduate with the corresponding Certificate, all the mandatory Courses must be completed, and the balance of the required credits earned by taking Classes from the optional Course list.

1. Choose Education Settings>>Certification Programs

WORLD ***	WorldSIS UI							1	6	+ ¥	œ	3 0	? (M
=	← 🖾 Show Chart +	New 🗊 Delete 🗠 🖒 Refresh 🔇	Custom1 태 Em	ail a Link 📔 🗢 🔊 Flow 🗠	I Run Rep	ort 👻 🖷 Excel Templat	es 💛 🖪 Expo	rt to Exce	el 🛛 🗸 🚺 Im	port from Excel	~	Create view	N
Education Settings	Active Certificatio	n Programs 🗸								1	Qui	.ck find	Q
Certification Progr	✓ Certification Pro ↑ 〜	Certification Program Name \sim	School \sim	School Name 😒	Degree Type \sim	Department ∨ Tot	al Credit 🤍 Core (Gredit V	Certificate Program	a v Centica	de ∨ 1	Jotal Credit 🤍	Core Credit 🗸
⊶ ^g Tracks	BA BS	Business Administration Bachelor of Scie	Hope Internationa	Hope International	Graduate	Accounting	128.00		Online			128	80.00
e;g Formats	BA in International Rela	BA in International Relations	Hope Internationa	Hope International	Undergra	Computer Science	120.00		Classroom			120	80.00
嶅 Cohorts	Bachelor of BIT	Bachelor of Business and Information Te	Columbus School	Columbus School of Busi	Undergra	Accounting	128.00		Classroom			128	80.00
Courses	BC Level II	Banking Certificate Level II	Columbus School	Columbus School of Busi	Certificate	Accounting	128.00	-	5244		1000	60	80.00
Red Classes	DDS of Dental Surgery	DDS of Dental Surgery	School of Medicin	School of Medicine	Graduate	Medicine	128.00	1222	Online		- 222	2227	80.00
Course Groups	DS 85	Digital Skills Bachelor of Science Degree	School of Business	. Business	Undergra	Computer Science	120.00	86				128	80.00
品 Departments	EMBA	Executive MBA	Columbus School	School of Business	Graduate	FGS Department	128.00		1444			140	80.00
🛆 Campus	English BA	English Bachelor of Art	School of Business	. Business	Undergra	English	120.00	112				128	80.00
盦 Schools	FGS PD	FGS Program Degree	OWSIS Global Univ	FGS Test School Name	Undergra	FGS Department	128.00					68	80.00
O Locations	History BA	History Bachelor of Arts	School of Art	Fashion School	Undergra	History	128.00	2				128	80.00
+ Rooms	IS EE	Industrial Systems Engineering Degree	International K-12	Bách Khoa University	Graduate	Industrial Department	128.00					128	80.00
A Vendors	K-12 Teaching Certifica	K-12 Teaching Certificate Program	International K-12	International K-12 School	Diploma	(222)	24.00		Independent L	ear	-	0	-
Documents	Learning Path One	Learning Path One	Columbus School	Columbus School of Busi	Certificate		24.00					8	24.00
Libraries	Math Certificate	Mathematics Certificate Level III	جامعة مصر	جامعة مصر لعلوم التكنولوجيا	Undergra	FGS Department	120.00					16	100.00
Publishers	Mathematics	Mathematics	Demo College	Demo College	Undergra	(1997)	120.00		10			2227	100.00
Equipment													
Update Notices													
Global Currencies	<												
Area Codes	All # A	B C D E F	G H	I J K	L M	N O P	Q R		s T	U V	W	×	Y Z

Figure 22: Select Certification Programs from the Education Settings Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 23: Click 'New' to Add a New Certification Program

3. Complete the form including all required fields. The School Name can be typed in the field or selected using the search.

for less than one mi	Curriculum Draft (< 1 Min) Curriculum Review		Curriculum Peer Review Curriculum Final Approval
ification Program	Required Courses Certificate Course Groups Periods Campuses Notes Conflicts	s Tab	
Program	Mathematics	Program Name	Mathematics
Program Description			
School	· m Columbus School of Business	Department	希 Accounting
Degree Type	·	School Name	Columbus School of Business
Total Credits Required	120.00	Core Credits Required	
Minimum GPA	2.75	Maximum Transfer Credits	
Program Length in Units		Program Length Number	
Certificate Program Delivery Method		File Upload Set	
Vendor		Product	
Apply Fee Product	***	Program Cost	

Figure 24: Complete the New Certification Program

4. Click 'Save' which is located on the upper left side of the screen.



Figure 25: Click 'Save'

Add a Course

In order to make a Class available for registration, a Course needs to be added first. Note that a Course represents the material to be studied, and does not encompass a specific Term or an assigned lecturer (Faculty member). These two aspects are defined at the Class stage.

1. Choose Education Settings>>Courses

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=	← 🖾 Show Chart	+ New 📋 Delete 🗸 💍 Refresh	() Custom1 🕅	Email a Link \mid 🕤 🖉 Flow	👻 🖩 Run Report 🖂 📲 Excel	Templat	es \vee 🗱 Export to Excel 🗸 🔩 Impo	rt from Excel	~ ₿ c	reate view	
* Education Settings	Active Courses	v						∇	Quick find	l.	Q
Ex Certification Progr	\checkmark Course † \sim	Course Name 🗸	Campus \lor	Campus Name \lor	School \lor Department \lor Credits	Y	Grade Scale \sim Description \sim	Course Level \sim	Student Re-	∨ Variable C	$t_{-} \sim Ce^{+}$
⇔g Tracks	ACCT01	Accounting 101	Hampton Universit	t Hampton	Columbus Schr Accounting	3.00	2020/21 Grade	Group Class		No	IS
e¦e Formats	ACTWCB	ACT Prep Seminar			Columbus Schr MSC	6.00	2020/21 Grade	Group Class		No	
怨 Cohorts	COU-00001001	Test	Main Campus	Main Campus	Old Dominion DEPT-0006					No	-
Courses	COU-00001002	Lecture A	***)		Hope Internatic Medical Studie	2.00	2020/21 Grade	Advanced		No	
Classes	COU-00001003	Lab RES	Hope Internationa	Hope International Campus	Hope Internativ Medical Studie	4.00	Grade Scale 20	Advanced	·	No	
Course Groups	COU-00001004	SGW Mentorship	Hope Internationa	Hope International Campus	Hope Internatir Medical Studie	4.00	Grade Scale 20	Advanced		No	
希 Departments	COU-00001005	Lecture B	Hope Internationa	Hope International Campus	Hope Internatir Medical Studie	3.00	Grade Scale 20	Advanced		No	
🛆 Campus	COU-00001006	Lecture Ph	Hope Internationa	Hope International Campus	Hope Internatir Medical Studie	3.00	Grade Scale 20	Advanced		No	
Schools	COU-00001007	Lab H	Hope Internationa	Hope International Campus	Hope Internatii Medical Studie	4.00	Grade Scale 20	Advanced		No	-
O Locations	COU-00001008	Lab Pt	Hope Internationa	Hope International Campus	Hope Internatii Medical Studie	4.00	Grade Scale 20	Advanced		No	
+[] Rooms	ED485	Total Quality Management			School of Busir MSC	4.50	2020/21 Grade	Non-Accr			
Se Vendors	ENG 101	English Course 101	Fullerton California	Fullerton California	School of Busir English	4.00	2020/2021 Spr English 101 covers the ba	Introducto		No	Er
Terms Denuments	ENG 102	English Course 102	Hampton Universi	t Hampton	School of Busir English	4.00	2020/21 Grade English Core	Intermedi			
Libraries	Entry Level English	Entry Level English 2nd Grade			International K. Industrial Depa		2020/21 Grade	Group Class		No	
D Publishers	Entry Level Math 2i	Entry Level Math Second Grade			International K Industrial Depa	4.00	2020/21 Grade	Group Class		No	
Equipment	Entry Level Science	Entry Level Science 2nd Grade			International K Industrial Depa		2020/21 Grade	Group Class		No	-
Update Notices	FAS-HIS	History of Fashion 101			School of Art DEP-FAS		2020/21 Grade Provides a history of how	Introducto			
Global Currencies	4					-					
🗞 Area Codes 🗸	All # A	8 C D E	F G F	к	L M N O	P	Q R S T U	v	W	х	z
Education Settings 🗘	1 - 46 of 46 (0 selected)										

Figure 26: Select Education Settings from the Courses Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 27: Click 'New' to Add a New Course

3. The School Name and the Department can be typed in the fields or selected using the search.

New Course General Sections Tra-	cks Formats Prerequisites Campuses Faculty Competencies Classes Rooms	Supplies Scope Notes Conflicts Tab
≙ Course	<autonumber></autonumber>	Course Name
School	* <a> Meril Hope International	School Name Hope International
Campus		Campus Name
Department	Look for Department	Department Name
Grade Level	Departments	Grade Scale
Course Level	Medical Studies Vertical Studies	Eligible for Financial
Delivery Method	+ New Department Change View	Aud
Number of Class		Allowed? Credit Type
Credits		Maximum Resits
Resits Remaining		Allowed Institution Term ID
Institution		Institution Course ID
LMS ID		
Product		
Long Description		

Figure 28: Select the School Name and Department

4. Complete the form including all required fields. The Certification Program and Grade Scale which were added earlier can be associated with the Course by entering their names in their fields.

	lew Course											
G	eneral Sections	Trac	is Fo	rmats	Prerequisites	Campuses	Faculty	Competencies	Classes	Rooms	Supplies Scope N	otes Conflicts Tab
	A Course	*	<auto< th=""><th>onumber</th><th>></th><th></th><th></th><th></th><th></th><th></th><th>Course Name</th><th>Biology</th></auto<>	onumber	>						Course Name	Biology
	School	*	<u>會</u> H	ope Inter	rnational						School Name	Hope International
	Campus		۵ H	ope Inter	mational Campus	s					Campus Name	Hope International Campus
	Department	*	# ₩	ledical St	udies						Department Name	Medical Studies
	Grade Level		Senio	r							Grade Scale	ଣ୍ଡି 2020/2021 Spring Term Grade Scale
	Course Level		Majo	r							Eligible for Financial Aid	No
	Delivery Method		Class	room							Variable Credits Allowed?	
	Number of Class Meetings										Credit Type	
	Credits										Maximum Resits Allowed	
	Resits Remaining										Institution Term ID	
	Institution Department ID										Institution Course ID	
	LMS ID											
	Product											
	Long Description											

Figure 29: Associate the Certification Program and Grade Scale to the New Course

5. Click 'Save' which is located on the upper left side of the screen.



Figure 30: Click 'Save'

Add a Class

A Class is created from a Course. A Class is an instance of a Course for a particular Term and with specific assigned lecturer (Faculty member).

1. Choose Education Settings>>Classes

	← 🖾 Show Chart	+ New 🗊 Delete 🗸	🖒 Refresh 🔇	3 Custom1 🖾 Emi	ail a Link 🛛 🗠 🔊 Flow 🖂 🗐	Run Report 🖂 🖷 Excel	Templates $~~$	🕼 Export to Excel 🛛 🗸 📢	Import from Excel	Create	view
* ation Settings	Active Classe	es ~							∇	Quick find	
Certification Progr	$oldsymbol{arphi}$ Class $\uparrow \lor$	Class Name 🗸	Term \checkmark	Class Status \lor	School \lor Course † \lor	Location \lor	Department \lor	Department Name 🗸	Class Capa 🗸	Session Co., \vee	Class Mini
racks	ACCT01 TTH	Accounting 101 Tuesday	1777	Available	Columbus School of Bu ACCT01	Main Campus	Accounting	Accounting	(277)	0	
ormats	ACCT01 W	Accounting 101	1944	Closed	Columbus School of Bu ACCT01	Main Campus	Accounting	Accounting		0	
phorts	ACCT02	Accounting 101	1222	Available	Columbus School of Bu ACCT01	Main Campus	Accounting	Accounting		2	
lurses	ACC-TTH	Accounting 101		Closed	Columbus School of Bu ACCT01	Main Campus	Accounting	Accounting		0	
isses	ACTBCW Camp	ACT Boot Camp	Fall 2020-3 Mon	th Available	Columbus School of Bu ACCT01	(1111)	Accounting	Accounting	24	2	
urse Groups	CLA-00001015				Columbus School of Bi ACCT01		Accounting	Accounting			
urse Catalogs	CLA-00001016		1000		Columbus School of Br. ACCT01		Accounting	Accounting			
partments	CLA-00001010	ACCTO1 100	5-8-2020	Augusta	Columbus School of BC ACCTOT		Accounting	Accounting			
mpus	CLA-00001017	ACCTOTIFR	Fall 2020	Available	Columbus School of BL AUC101		Accounting	Accounting			
noois	CLA-00001018	Accounting 101 11h	100	Available	Columbus School of Bu ACCT01	1997 (c	Accounting	Accounting	20		
ioms	CLS-1000-1	Accounting 101		Closed	Columbus School of Bu ACCT01		Accounting	Accounting			
ndors	CLS-100092-2	Accounting 101	1.22	Available	Columbus School of Bu ACCT01		Accounting	Accounting			
rms	CLS-A100012	Accounting 101		Closed	Columbus School of Bu ACCT01		Accounting	Accounting			
ocuments	Test	Accounting 101	5000	Closed	Columbus School of Bu ACCT01	5	Accounting	Accounting	-	***	
oraries	ACTWCB A	ACT Prep Seminar	SPRING-2021	Available	Columbus School of Bu ACTWCB	Main Campus	MSC	Business Department	30	5	
blishers	ED480-101	Quantitative Methods an	SPRING-2021	Available	Columbus School of Bu ACTWCB	Main Campus	MSC	Business Department	17	5	
uipment	CLA-00001010				Old Dominion College, COU-000010)1	DEPT-0006	Accounting			
date Notices	CLA-00001011	Test Classs Arv			Old Dominion College, COU-000010		DEPT-0006	Accounting			
obal Currencies	1							A 1944 1949 1947 1947 1947 1947 1947 1947			
ea Codes	All #	A B C D	E F	G H	I J K L	M N O	P (2 R S T	U V	w x	v

Figure 31: Select Classes from the Education Settings Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 32: Click 'New' to Add a New Class

3. Enter the Course by either typing its name or using the search.

New Class					
Class Schedule Sessions	Tests Class Dates Faculty Class Evaluations Compe	etencies Room Vendor	Required Supplies	Class Evaluation Records N	lotes Conflicts Tab
Course ID *	Look for Course	Q	Course Name		
🛆 Class ID	Courses	Recent records	Class Name		
School ID *	ACCT01 Accounting 101	\sim	School Name		
Campus	ACTWCB ACT Prep Seminar	~	Campus Name		
Department *	COU-00001001	~	Semester		
Grade Level	COU-00001002	~ -	Location		
Term	+ New Course	Change View	Department Number		
Grade Scale			Certificate Issued Date		

Figure 33: Select the Course

4. Complete the form including all required fields. The School, Department, and Term should be entered.

ew Class										
ss Schedule Sessi	ons Tests Class Dates	Faculty Class Evaluations	Competencies	Room	Vendor	Required Supplies	Class Evaluation Records	Notes	Conflicts Tab	
Course ID	* 🛄 ENG 101					Course Name	English Course 101			
È Class ID	<autonumber></autonumber>					Class Name				
School ID	* <u> </u>					School Name	Business			
Campus	Fullerton California					Campus Name	Fullerton California			
Department	* 🖁 English					Semester				
Grade Level						Location				
Term	Look for Term				Q	Department Number	English			
Grade Scale	Terms					Certificate Issued				ĥ
Section	Fall 2020 Fall 2020				~	Institution Term ID				
Institution Department ID	Fall 2020-3 Month Fall 2020				~	Institution Course ID				
Class Status	SPRING-2021 Spring 2021				~	Academic Year				
Institution Course ID	WINTER-2019 Winter 2019				× •	Institution Class ID				
Long Description	+ New Term		/	ତ Chang	je View					

Figure 34: Complete the New Class Form

5. Click 'Save' which is located on the upper left side of the screen.



Figure 35: Click 'Save'

Register a Student

In order to register a Student, the Student first needs to be added to OWSIS as a Contact.

Add a Contact

People are added to OWSIS as Contacts. After the person is added as a Contact, the person can then be designated as any one of a number of constituent types including Applicant, Student, Staff, Faculty, Proctor, Recruiter, Donor or Alumni.

The minimum information needed in order to add a Contact is Last Name, Gender, and Email Address. Any other required information needed to complete a Contact record including First Name, Date of Birth, and Citizenship should be determined by each individual school.

1. Choose Education>>Contacts

III WORLD Ones	WorldSIS UI										୦ ଏ	♀ +	⊽ ⊕ <	0	? (MV)
=	← 🖾 Show Chart + New	🗊 Delete 🛛 🖓	🖒 Refresh	🕫 Collabor	ate 🔇 Custom1 (🗊 Email a Link 📔 🗸	🔊 Flow 🗸	🔝 Run Repo	nt 💛 🕮 Ex	cel Templates 🖂	Export to I	Excel ~	Import from B	xcel ~	5
	Active Contacts ~												Quick fin	d	Q
S Recent S Pinned	✔ Full Name † 🗸	Status \vee	Mobile Pho V	Home Phone \sim	E-mail \backsim	Address 1: Address T \sim	Address 1:= \checkmark	Address 1: 🗸	Address 1: _ \checkmark	Address 1: Coun ~	Citizenship 🗸	Gender 🗸	Marital Stat V	Passport Ex	√ Passpoi [™]
	Aaron Aaricia (Student)	Student	555-555-5555.	***	emad.fgs@live.com	***	Narobi	***	22901	Kenya	Albania	Male			
My Work	Abdulla Fadhel	Alumnus	32222222222	322212222	mohsen.fgs@live.com.		Riffa	Virginia		Bahrain	Bahrain		Single		***
20 Dashboards	Abhishek				send2abhishek@live.cc		200						1000		
2 Activities	AbhishekKumar	***			send2abhishek1@live.c				***		***	***	(real		
Education	Adam Adams	Proctor		555-555-5	222	Primary	Richmond	Virginia	23233	United States	USA				
Prospective Stude	Adrian Garcia	Faculty		(915) 319	ali.fgs@live.com		US	Virginia	V6G 1V5	USA		Female	Single		
Accounts	Ahmed Naeemi	Applicant	39999999	17777777	helmy.fgs@live.com			Virginia		USA					
A Contacts	Ahmed Rahman	Applicant			ahmed.fgs@live.com										
දි+ Applicants	Aleiandro Velasco	Applicant			omar.fgs@live.com	***	***								
ស្វែ Students	Alex Marinier	Applicant		(403) 992-	shady fos@live.com		Calgary	Ontario	T2P 2T4	Canada		Male	Single		
A ^{ra} Faculty	Alexis Wassen	Alumpur	(403) 800 6564	(402) 800-	and for the com		Calcany	Ontario	T2W/ 4D2	Canada		Female	Single		
文 Alumni	Alexis Walter	Chudant	(403) 003-0304	(403) 803	arengsgerve.com		Calgary	Ontario	1249 415	Callaua		Perilaie	Single		
O≜ Staff	Alfredo Caais	Student		***	cassis.alfredo@gmail.co	Carrie C	***		***	***	***	Male			
e Donors	Ali Taleb	Applicant		(587) 437	lebsterali@hotmail.com	***	Calgary	Ontario	T2A 4C5	Canada	***	Male	Single		
C6 Recruiters	Aliesha Burrows	Alumnus		(403) 805	aliesha.b@hotmail.ca		Calgary	Ontario	T2Y 4T1	Canada		Female	Single	***	
Up withdrawais	Allissa MacEachern	Applicant		(204) 805	allissamac@hotmail.co		Winnipeg	Ontario	R3T 3W4	Canada		Female	Single		
28 Parents	Ally Harrison	Student	(403) 589-0953	(403) 589	aa@a.com		Calgary	Ontario	T2P 0J8	Canada		Female	Single		
6% Coborts	Alyssa Flater	Student	(780) 516-1720	(780) 849	flaymond@telus.net		Slave Lake	Virginia	TOG 2A4	US		Female	Single		
Sessions	4														•
O Amandanca *	All # A B	C I	e e	F G	H I	J K L	м	N 0	P (Q R	s T	U	/ W	X Y	Z
E Education	1 - 50 of 177 (0 selected)													← ← P	age 1 \rightarrow

Figure 36: Select Contacts from the Education Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 37: Click 'New' to Add a New Contact

3. Complete all of the general information including First Name, Last Name, and School.

Jason Rush Contact					Maxwell Vaughan Owner
Summary Demographic	Details Professional Information	On-Campus Housing Roles Invoices Payments Equipment	Issues Languages Contact Iden	tification Related	
First Name +	Jason	Timeline	+ 7 II :	Account Number	
Last Name *	Rush	Search timeline Enter a note		Preferred Name	
Home Phone	7654325678	Gate Control For Manager Waveshare		School	
Preferred Method of Contact	Any	- Contact: Created by Waxwell Vaughait.	12/22/2020 9:12 AM ∨	Birthday	
Address 1: Street 1	456 Street Rd			Citizenship	
Address 1: Street 2				LinkedIn	
Address 1: Street 3				Social	
Address 1: City	Arlington			Status	Select V
Address 1: State/Province	Virginia			Lead Source	Applicant Student
Address 1: ZIP/Postal Code	20330			A Originating Lead	Alumnus Faculty Donor
Address 1: Country/Region				Ethnicity	Staff Recruiter Withdrawal
Address 2: Street 1					Parent Proctor
Address 2: Street 2					

Figure 38: Add the General Information to the New Contact Form

4. Click the 'Save' located in the lower right corner of the screen.



Figure 39: Click 'Save'

Designate the Contact as a Student

1. Check the box next to 'Create Student'.

JR Jason Rush Contact								Maxwell Vaughan Owner
Summary Demographic	Details Professional Information	On-Campus Housing Roles I	nvoices Pay	ments Equipment Issues	Language	Contact Identification	Related	
Applicant Info		🔒 Current Applicant				Create Applicant?		
A Student Info		🛆 Current Student				Create Student?		
🛱 Alumnus Info		🔒 Current Alumnus				Create Alumnus?		
A Faculty Info		🔒 Current Faculty				Create Faculty?		
≙ Staff Info		🛱 Current Staff				Create Staff?		
🛱 Donor Info		🔒 Current Donor				Create Donor?		
A Recruiter Info		🛆 Current Recruiter				Create Recruiter?		
🛱 Withdrawal Info		🔒 Current Withdrawal				Create Withdrawal?	0	
🔒 Parent		🔒 Current Parent				Create Parent?	0	
A Proctor		🛆 Current Proctor				Create Proctor?	0	

Figure 40: Select a Role for the Contact

2. Click the 'Save' located in the lower right corner of the screen.



Figure 41: Click 'Save'

3. This action results in the Student entity being created for the Contact, and the "Current Student" checkbox will also be set to "Yes" in the Contact record. A unique Student ID is automatically assigned to the Student, and the Student is ready to be enrolled in a Class.

Add Other Types of People

In order to add other people with different constituent's roles including Staff or Faculty, complete the same steps for adding a new Contact. The one difference in the process is that instead of creating a Student, select the check box to create a Staff, Faculty, or any other needed role. After clicking 'Save' for Staff or Faculty, their Constituent roles will be set to Active Status. In addition, a unique autonumbering ID for each child Constituent Role will be created.

Add a Session

A Session is defined as the joining of a Student with a Class. In other words, creating a Session enrolls the Student in the Class.

1. Choose Education>>Sessions

	- tel snow chaft + New II De	elete ~ (Refresh (3 Custon	11 Cl Email a Link	✓ 20 Flow	✓ III Run Report	rt 🗸 👊 Excel Templa	tes 🗸 🛄 Expo	ort to Excel ~ 🖪 Impor	t from Excel ~ 🔀	Create view	
Recruiters	Active Sessions ~									Quick :	ând	P
Withdrawals	$ $ Session \uparrow $ $ $ $ Student Status $ $	Course 🗸	Class 🛩	Class Name \sim	Section (CL., $$	Faculty Name 😒	\mid Location \lor	Student \backsim	Student Name 🗸	Term \checkmark	Academic Y.,	~ Cn
Proctors	00000000000000 Enrolled	ACTWC8	ACTWCB A	ACT Prep Seminar		TBD Faculty	Main Campus Ro	STU-00001641	Fred Thomas (Student)	SPRING-2021	2013	(
Cohorts	0000000000000 Enrolled	MA460	MA460-101	Corporate Finance	1000	Ben Franklin	Main Campus Ro	STU-00001641	Fred Thomas (Student)	SPRING-2021	2013	(
Sessions	00000000000000 Enrolled	MA470	MA470-101	Financial Accounti		TBD Faculty	Main Campus Ro	STU-00001642	Adrian Aarcia (Student)	Fall 2020-3 Month	2013	
Attendance	0000000000000 Completed	MAS20	MA520-101	Managing the SM		Jim Glynn	Main Campus Ro	STU-00001641	Fred Thomas (Student)	SPRING-2021	2013	
Attendance Rolls	0000000000000 Enrolled	HR455	HR455-101	Entrepreneurship	3 <u>111</u> 5	TBD Faculty	Second Floor	STU-00001641	Fred Thomas (Student)	SPRING-2021	2013	
Degree Plans	00000000000000 Dropped	F8560	F8560-101	Marketing in Fina		Jim Glynn	Main Campus Ro	STU-00001641	Fred Thomas (Student)	Fall 2020-3 Month	2013	
Pledges	00000000000000 Enrolled	HR400	HR400-101	Managing Human		Fred Thomas	Main Campus Ro	STU-00001641	Fred Thomas (Student)	Fall 2020	2018	
Internships	0000000000000 Completed	HR405	HR405-101	Organisational Be		Jim Glynn	Main Campus Ro	STU-00001641	Fred Thomas (Student)	Fall 2020-3 Month	2014	
Leaves of Absence	00000000000000 Enrolled	ENG 101	ENG 101 D T-Th	English 101 Works		Fred Thomas	First Floor Room B	STU-00001634	Maria Campbell	SPRING-2021	2012	
inancial Aid Requ	00000000000000 Enrolled	ENG 101	ENG 101 D T-Th	English 101 Works		Fred Thomas	First Floor Room B	STU-00001638	Susan Burk	SPRING-2021	2012	
ests	0000000000000 Enrolled	ENG 101	ENG 101 D T-Th	English 101 Works		Fred Thomas	First Floor Room B	STU-00001636	Paul Cannon	SPRING-2021	2012	
fest Scores	00000000000000 Enrolled	MA410	MA410-101	Introduction to M	***	Jim Glynn	Main Campus Ro	STU-00001642	Adrian Aarcia (Student)		2014	
oans	0000000000000 Enrolled	HR430	HR430-101	Negotiation Skills	0.1125	Jim Glynn	Second Floor	STU-00001641	Fred Thomas (Student)		2014	
Silling Schedules	00000000000000 Enrolled	ENG 102	ENG-102 B	English 102 B		Jim Glynn	Cabell Hall Room	STU-00001642	Adrian Aarcia (Student)		2012	
Misconduct	00000000000000 Enrolled	HR485	HR485-101	Ethics and Social		TBD Faculty	Main Campus Ro	STU-00001642	Adrian Aarcia (Student)		2014	
Petition for Certifi	00000000000000 Enrolled	HR485	HR485-101	Ethics and Social		TBD Faculty	Main Campus Ro	STU-00001642	Adrian Aarcia (Student)		2014	
Student Grades Re	00000000000000 Enrolled	HR485	HR485-101	Ethics and Social		TBD Faculty	Main Campus Ro	STU-00001642	Adrian Aarcia (Student)		2014	
Class Dates	• <u>Al</u> # A B C	D	E F G	н	J K	L M	N O P	Q F	I S T U	V W	x v	

Figure 42: Select Sessions from the Education Menu

2. Click 'New' which is located on the upper left side of the screen.



Figure 43: Click 'New' to Add a New Session

3. Complete the form including all required fields. The Student can be entered by typing or using the search.

New Session Session Test Scores	.ocation and Schedule Grades Internships Competency Session Records Notes		
🗄 Session	 <autonumber></autonumber> 	Certification Record	
Student	* Look for Student $ ho$	Student Name	
Course	Students Recent records	Class * 🐙 ENG-101 TW	
School	STU-00001622	School Name Business	
Campus	STU-00001630 V Aliesha Burrows	Campus Name Hope International Campus	
Course Group	STU-00001631	Department *	
Grade Level	STU-00001632	Class Name English Course 101	
Student Degree Plan	+ New Student © Change View	Grade Option Grade	
Enrollment Status	* Enrolled	Passing Grade No	
Academic Year		Student Grades Record	
Cancellation Reason		Last Date Attended	m
Perform Preliminary Grade Posting	No	Post Final Grades No	
Term		Withdrawal Date	
Prerequisite Override	No	Resits Remaining	

Figure 44: Complete the New Session Form

4. Set the Enrollment status to 'Enrolled'.

Enrollment Status *	Enrolled
Academic Year	Wait List Enrolled Completed
Cancellation Reason	Cancelled Incomplete
Perform Preliminary Grade Posting	Dropped Tentative Transfer
Term	

Figure 45: Set the Enrollment Status

5. Click 'Save' which is located on the upper left side of the screen.



Figure 46: Click 'Save'

Review Class Registration

The Student Registration can be reviewed by looking at the Class record.

1. Choose Education Settings>>Classes

	eWorld	sis ui							୭ ୪	Q + V	· 🕣	3 @	? (MV
=	←	🕼 Show Chart	+ New 🗊 Delete 🗸	🖔 Refresh 🛛 🔇	Custom1 🖾 Ema	ail a Link 🏻 🗸 🔊 Flow 🗸	🗐 Run Report \vee 🖷	Excel Templates 🖂	😫 Export to Excel 🛛 🗸	Import from Excel	~	Create vier	w	
💮 Home	^	Active Classes	~							5	7 Q	uick find	Q	
🕒 Recent 🗸 🗸	Ι.	Class 1 V	Class Name 🗸	Term 🗸	Class Status 🗸	School V Course	1 V Location V	Department V	Department Name 🗸	Class Cana	V Sec	sion Co V Clas	ss Mini V	Gr
🖈 Pinned 🗸 🗸	H	ACCTO1 TTH	Accounting 101 Tuesday		Available	Columbur School of Br. ACCT	Main Campu	Accounting	Accounting			0		- 20
Education Settings		ACCTOLIN	Accounting 101 ruesday		Available	Columbus School of Be ACCTO	Main Campu	Accounting	Accounting			0		~
Certification Progr		ACCIOT W	Accounting 101		Closed	Columbus school of Bu ACCIO	Main Campu	is Accounting	Accounting			0		-
₩ ⁹ Tracks		ACCT02	Accounting 101		Available	Columbus School of Bu ACCTO	01 Main Campu	IS Accounting	Accounting			2		20
P-B Formats		ACC-TTH	Accounting 101		Closed	Columbus School of Bu ACCTO	01 Main Campu	IS Accounting	Accounting			0		20
88 Cohorts		ACTBCW Camp	ACT Boot Camp	Fall 2020-3 Month	Available	Columbus School of Bu ACCTO	01	Accounting	Accounting		24	2	10	20
Courses		CLA-00001015				Columbus School of Bu ACCTO	01	Accounting	Accounting					20
Classes		CLA-00001016				Columbus School of Bu ACCTO	01	Accounting	Accounting					20
Course Groups		CLA-00001017	ACCT01 TFR	Fall 2020	Available	Columbus School of Bu ACCTO	01	Accounting	Accounting					20
Ξ Course Catalogs		CLA-00001018	Accounting 101 TTh		Available	Columbus School of Bu ACCTO	01	Accounting	Accounting	:	20			20
n Departments		CLS-1000-1	Accounting 101		Closed	Columbus School of Bu ACCTO	01	Accounting	Accounting					20
Campus		CLS-100092-2	Accounting 101		Available	Columbus School of Bu ACCTO	01	Accounting	Accounting					20
Locations		CLS-A100012	Accounting 101		Closed	Columbus School of Bu ACCTO	01	Accounting	Accounting					20
+ Rooms		Test	Accounting 101		Closed	Columbus School of Bu ACCTO	01	Accounting	Accounting					20
😹 Vendors		ACTWCB A	ACT Prep Seminar	SPRING-2021	Available	Columbus School of Bu ACTW	CB Main Campu	is MSC	Business Department		30	5		20
證 Terms		ED480-101	Quantitative Methods an	SPRING-2021	Available	Columbus School of Bu ACTW	CB Main Campu	IS MSC	Business Department		17	5	5	20
Documents		CLA-00001010				Old Dominion College. COU-	00001001	DEPT-0006	Accounting					
Libraries		CLA-00001011	Test Classs Arv			Old Dominion College. COU-I	00001001	DEPT-0006	Accounting					1
D Publishers	4								-					+
Equipment	- 4	<u>All</u> # /	A B C D	E F	G H	т л к	L M N	0 P	Q R S T	U V	W	×	¥ 2	t
ES Education Settings 🗘	1.	50 of 70 (0 selected)										₩ ←	Page 1	\rightarrow

Figure 47: Select Classes from the Education Settings Menu

2. Click the Class Record.

ļ	Active Classes	~								V	Quick find	Q
~	Class \uparrow \checkmark	Class Name \vee	Term \lor	Class Status \lor	School \checkmark	Course \uparrow \checkmark	Location \checkmark	Department \checkmark	Department Name \checkmark	Class Capa 🚿	Session Co 🗸	Class Mini v Gr
	ED485 TTH	Total Quality Management		Closed	School of Business	ED485		MSC		50		20 20
	ED485 TTH	Total Quality Management		Available	School of Business	ED485		MSC				20
	ED485 TTH	Total Quality Management		Available	School of Business	ED485		MSC				20
	CLA-00001013				School of Business	ENG 101		English	English			20
	ENG 101 D T-Th	English 101 Workshop	SPRING-2021	Available	School of Business	ENG 101	First Floor Roo	English	English	100	5	10 20
	ENG 101A T/W	ENGLISH COURSE 101 T/W	SPRING-2021	Available	School of Business	ENG 101		English	English	20	0	14 20
	ENG TTH	English Course 101		Available	School of Business	ENG 101		English	English		1	20
	ENG-100 AA	English Course 101	Fall 2020-3 Month	Available	School of Business	ENG 101		English	English		2	20
	ENG-101 TW	English Course 101		Closed	School of Business	ENG 101		English	English			20
	ENG101A	English 101 Unit	SPRING-2021	Completed	School of Business	ENG 101		English	English	20	0	20
	English 101 A	English 101 A TTH	WINTER-2019	Available	School of Business	ENG 101		English	English	20	0	20
	English 101 A TW	English 101 A TW	SPRING-2021	Closed	School of Business	ENG 101		English	English	20	0	20
	ENG-TTH	English Course 101			School of Business	ENG 101		English	English			20
	FAS-100	Summer English	SPRING-2021	Available	School of Business	ENG 101		English	English	20	0	20
	ENG 102 TTh	English Course 102	Fall 2020	Available	School of Business	ENG 102	Basement Clas	English	English	25	2	10 20
	Eng 102B	English 102 Unit #1	SPRING-2021	Completed	School of Business	ENG 102		English	English	20	4	20
	ENG 102C	English 102 LiveSynch	SPRING-2021	Available	School of Business	ENG 102		English	English	20	2	2(
< A		авс р	E F	GН	1	K L M	N O	P Q	R S T	U V	w x	Y Z

Figure 48: Click the Class Record

3. Scroll down to the Sessions section of the Class Record in order to verify that the Student has been registered for the Class.

Eng Class	lish	101 A T	ſW																			
Clas	S	chedule	Sessio	ons T	ests	Class Dates	Faculty	Class Ev	valuations	Compete	ncies	Room	Vendor	Required	Supplies	Class Eva	luation Records	Notes	Conflicts Tab	Related		
																		+	New Session	🖒 Refresh	💷 Run Rep	ort 🗸 🗄
	~	Session ↑	\sim	Studen	t Name N	/	Student St	atus 🗸	Enrollment	∼ Academi	c Y ∨	Credit Type	✓ Crea	lits Tak $\lor $ C	redits Ear	✓ Cancellation	o… ∨ DegreeCou… `	∽ Grade O	pti $ee $ Exclude Fr	o $\lor $ Grade Veri	f \lor Passing Gr	a ∨ Prerequi
		000406		Sidne	y Higa							Institution	al						No	No	No	No
4																						•

Figure 49: Scroll to the Sessions Section of the Class Record