

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.xlsx file based on individual school preference**
5. Go to Settings>>Data Management>>Imports. Click the "Import Data' button, and select the 'AutoNumber.xlsx' 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.xlsx' 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.xlsx file and then the AreaCode.xlsx 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

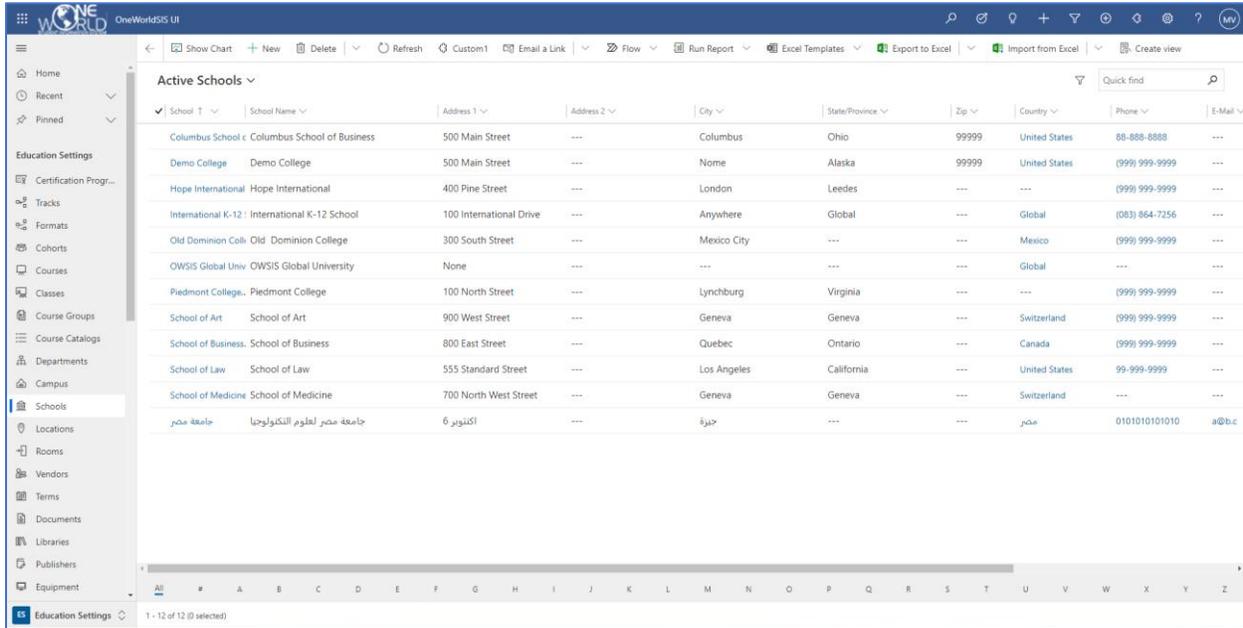


Figure 1: Select Schools from the Settings Menu

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.

The screenshot shows the 'New School' form in the OneWorldSIS UI. The form is titled 'New School' and has two tabs: 'School' and 'Notes'. The 'School' tab is active, and the form contains several input fields for school information. The fields are arranged in two columns. The left column includes 'School', 'Phone', 'Address 1', 'Address 2', and 'State/Province'. The right column includes 'School Name', 'Portal Default' (set to 'No'), 'Fax', 'E-Mail', 'City', 'Zip', and 'Country'. Each field has a dropdown arrow next to it, indicating that they are searchable or selectable.

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

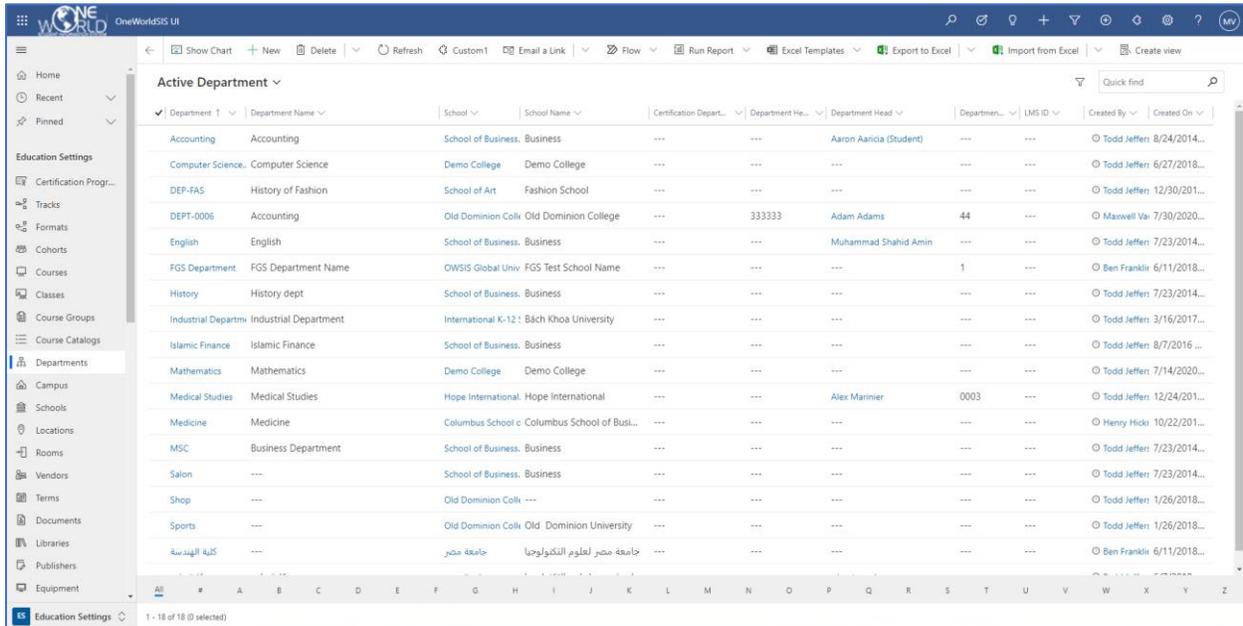


Figure 5: Select Departments from the Education Settings Menu

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



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

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

Figure 7: Complete the New Department Form

- 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.

- Choose Education Settings >> Grade Scales

Grade Scale	Description	Modifiable	Created By	Created On	Modified By	Modified On
2020/2021 Spring Term Grade Scale	2020/2021 Spring Term Grade Scale	No	Henry Hickman	8/30/2016 11:39 AM	Maxwell Vaughan	9/3/2020 1:36 PM
2020/21 Grade Scale	2020/21 Grade Scale	No	Henry Hickman	9/6/2016 10:20 AM	Maxwell Vaughan	9/3/2020 1:37 PM
50	درجة النجاح	Yes	Todd Jefferson	6/7/2018 7:18 AM	Todd Jefferson	6/7/2018 7:18 AM
Base Rubric OMS Spot	Rubric	No	Henry Hickman	12/8/2017 12:12 PM	Henry Hickman	12/8/2017 12:32 PM
FGS Grade Scale	---	No	Ben Franklin	6/11/2018 7:15 AM	Ben Franklin	6/11/2018 7:15 AM
Grade Scale 2020/2021	2020/2021	No	Henry Hickman	9/20/2016 7:23 AM	Maxwell Vaughan	9/3/2020 1:35 PM
Standard	Standard	No	Todd Jefferson	7/14/2020 2:44 PM	Todd Jefferson	7/14/2020 2:44 PM

Figure 9: Select Grade Scales from the Education Settings Menu

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



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

- Provide a name for the grade scale.

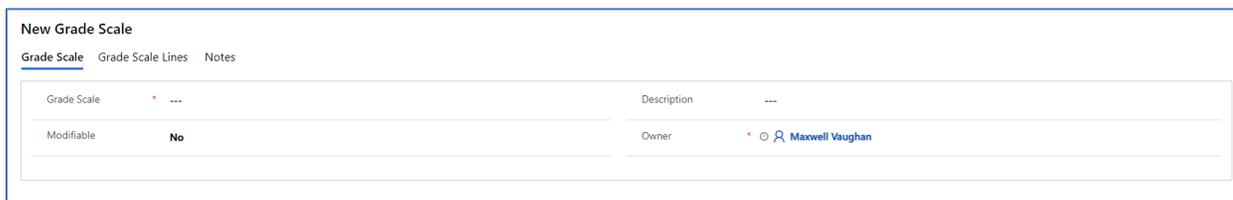


Figure 11: Provide a Name for the New Grade Scale

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



Figure 12: Click 'Save'

- 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

- Complete the form including all required fields.

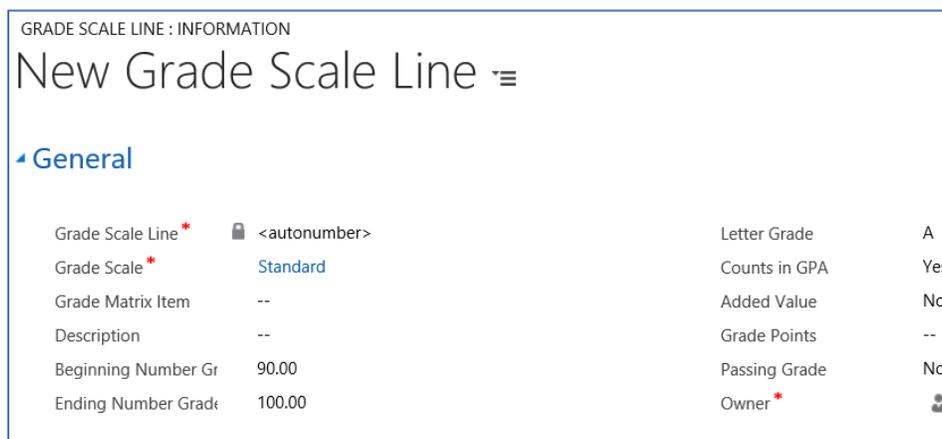


Figure 14: Complete the New Grade Scale Line Form

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

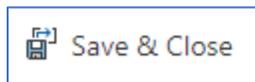


Figure 15: Click the Save & Close Button

- Add additional grade scale lines in order to complete the grade scale.

Grad...	Grade Matrix I...	Letter Grade	Description	Beginning Nu...	Ending Numb...	Counts in GPA...	Grade Points	Added Value
<auto...		A		90.00	100.00	Yes		No
<auto...		B		80.00	89.00	Yes		No
<auto...		C		70.00	79.00	Yes		No
<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

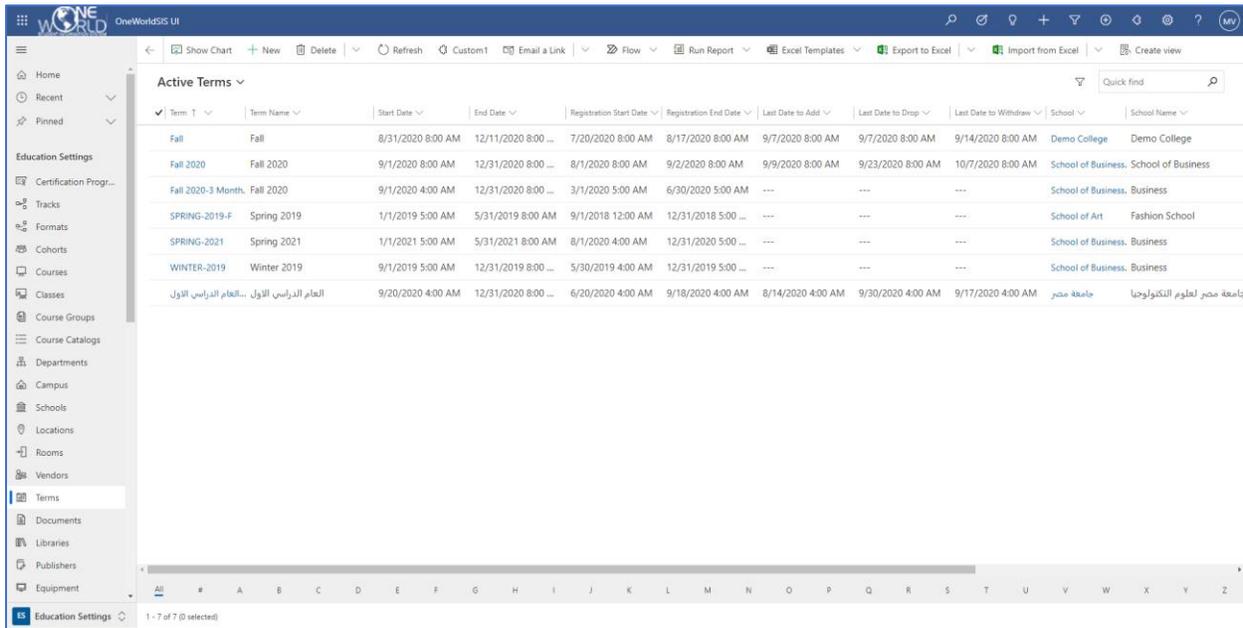


Figure 17: Select Terms from the Education Settings Menu

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.

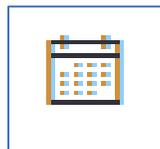


Figure 19: Click on the Calendar to Pick a Date

4. Complete the form including all required fields.

New Term

Term Notes

School	---	School Name	---
Term	---	Term Name	---
Institution Term ID	---	LMS ID	---
Display in Course Catalog?	No	Portal Options	No
Start Date	1/4/2021 8:00 AM	End Date	5/7/2021 8:00 AM
Period Start Date	---	Period End Date	---
Registration Start Date	---	Registration End Date	---
Last Date to Add	---	Last Date to Drop	---
Last Date to Withdraw	---		

Figure 20: Complete the New Term Form

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

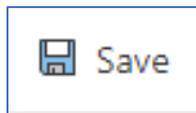


Figure 21: Click 'Save'

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.

- Choose Education Settings >> Certification Programs

Certification Program Name	School	School Name	Degree Type	Department	Total Credit...	Core Credit...	Certificate Program ...	Certificate ...	Total Credit...	Core Credit...
BA BS Business Administration Bachelor of Scie...	Hope International	Hope International	Graduate	Accounting	128.00	---	Online	---	128	80.00
BA in International Reli BA in International Relations	Hope International	Hope International	Undergra...	Computer Science	120.00	---	Classroom	---	120	80.00
Bachelor of BIT Bachelor of Business and Information Te...	Columbus School c	Columbus School of Busi...	Undergra...	Accounting	128.00	---	Classroom	---	128	80.00
BC Level II Banking Certificate Level II	Columbus School c	Columbus School of Busi...	Certificate	Accounting	128.00	---	---	---	60	80.00
DDS of Dental Surgery. DDS of Dental Surgery	School of Medicine	School of Medicine	Graduate	Medicine	128.00	---	Online	---	---	80.00
DS BS Digital Skills Bachelor of Science Degree	School of Business. Business		Undergra...	Computer Science	120.00	86	---	---	128	80.00
EMBA Executive MBA	Columbus School c	School of Business	Graduate	FGS Department	128.00	---	---	---	140	80.00
English BA English Bachelor of Art	School of Business. Business		Undergra...	English	120.00	112	---	---	128	80.00
FGS PD FGS Program Degree	OWSIS Glebal Univ	FGS Test School Name	Undergra...	FGS Department	128.00	---	---	---	68	80.00
History BA History Bachelor of Arts	School of Art	Fashion School	Undergra...	History	128.00	---	---	---	128	80.00
IS EE Industrial Systems Engineering Degree	International K-12 : Bäch Khoa University		Graduate	Industrial Department..	128.00	---	---	---	128	80.00
K-12 Teaching Certifica K-12 Teaching Certificate Program	International K-12 : International K-12 School		Diploma	---	24.00	---	Independent Lear...	---	0	---
Learning Path One Learning Path One	Columbus School c	Columbus School of Busi...	Certificate	---	24.00	---	---	---	8	24.00
Math Certificate Mathematics Certificate Level III	جامعة مصر	جامعة مصر للتكنولوجيا	Undergra...	FGS Department	120.00	---	---	---	16	100.00
Mathematics Mathematics	Demo College	Demo College	Undergra...	---	120.00	---	---	---	---	100.00

Figure 22: Select Certification Programs from the Education Settings Menu

- 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.

Field	Value	Field	Value
Program	Mathematics	Program Name	Mathematics
Program Description	---		
School	Columbus School of Business	Department	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.

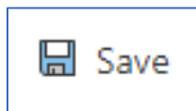


Figure 25: Click 'Save'

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

Course	Course Name	Campus	Campus Name	School	Department	Credits	Grade Scale	Description	Course Level	Student Rel.	Variable Cr.
ACCT01	Accounting 101	Hampton Universit	Hampton	Columbus Schv	Accounting	3.00	2020/21 Grade	---	Group Class	---	No
ACTWCB	ACT Prep Seminar	---	---	Columbus Schv	MSC	6.00	2020/21 Grade	---	Group Class	---	No
COU-00001001	Test	Main Campus	Main Campus	Old Dominion	DEPT-0006	---	---	---	---	---	No
COU-00001002	Lecture A	---	---	Hope Internati	Medical Studie	2.00	2020/21 Grade	---	Advanced	---	No
COU-00001003	Lab RES	Hope International	Hope International Campus	Hope Internati	Medical Studie	4.00	Grade Scale 20	---	Advanced	---	No
COU-00001004	SGW Mentorship	Hope International	Hope International Campus	Hope Internati	Medical Studie	4.00	Grade Scale 20	---	Advanced	---	No
COU-00001005	Lecture B	Hope International	Hope International Campus	Hope Internati	Medical Studie	3.00	Grade Scale 20	---	Advanced	---	No
COU-00001006	Lecture Ph	Hope International	Hope International Campus	Hope Internati	Medical Studie	3.00	Grade Scale 20	---	Advanced	---	No
COU-00001007	Lab H	Hope International	Hope International Campus	Hope Internati	Medical Studie	4.00	Grade Scale 20	---	Advanced	---	No
COU-00001008	Lab Pt	Hope International	Hope International Campus	Hope Internati	Medical Studie	4.00	Grade Scale 20	---	Advanced	---	No
ED485	Total Quality Management	---	---	School of Busin	MSC	4.50	2020/21 Grade	---	Non-Accr...	---	---
ENG 101	English Course 101	Fullerton California	Fullerton California	School of Busin	English	4.00	2020/2021 Spr	English 101 covers the ba...	Introducto...	---	No
ENG 102	English Course 102	Hampton Universit	Hampton	School of Busin	English	4.00	2020/21 Grade	English Core	Intermedi...	---	---
Entry Level English	Entry Level English 2nd Grade	---	---	International K	Industrial Depa	---	2020/21 Grade	---	Group Class	---	No
Entry Level Math 2	Entry Level Math Second Grade	---	---	International K	Industrial Depa	4.00	2020/21 Grade	---	Group Class	---	No
Entry Level Science	Entry Level Science 2nd Grade	---	---	International K	Industrial Depa	---	2020/21 Grade	---	Group Class	---	No
FAS-HIS	History of Fashion 101	---	---	School of Art	DEP-FAS	---	2020/21 Grade	Provides a history of how ...	Introducto...	---	---

Figure 26: Select Education Settings from the Courses Menu

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



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

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

New Course

General Sections Tracks Formats Prerequisites Campuses Faculty Competencies Classes Rooms Supplies Scope Notes Conflicts Tab

Course * <autonumber> Course Name ---

School * Hope International School Name Hope International

Campus --- Campus Name ---

Department * Look for Department Department Name ---

Grade Level Departments Grade Scale ---

Course Level Medical Studies Medical Studies Eligible for Financial Aid No

Delivery Method + New Department Change View 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 28: Select the School Name and Department

- 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.

New Course			
General Sections Tracks Formats Prerequisites Campuses Faculty Competencies Classes Rooms Supplies Scope Notes Conflicts Tab			
Course	* <autonumber>	Course Name	Biology
School	* Hope International	School Name	Hope International
Campus	Hope International Campus	Campus Name	Hope International Campus
Department	* Medical Studies	Department Name	Medical Studies
Grade Level	Senior	Grade Scale	2020/2021 Spring Term Grade Scale
Course Level	Major	Eligible for Financial Aid	No
Delivery Method	Classroom	Variable Credits Allowed?	<input type="checkbox"/>
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

- 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

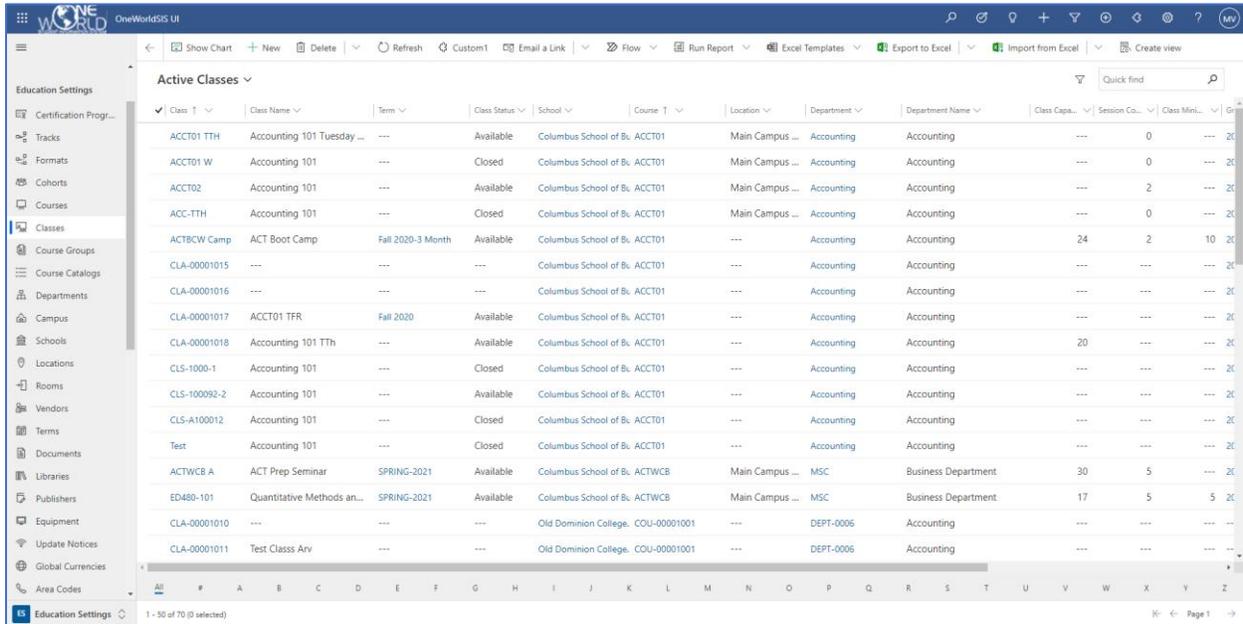


Figure 31: Select Classes from the Education Settings Menu

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.

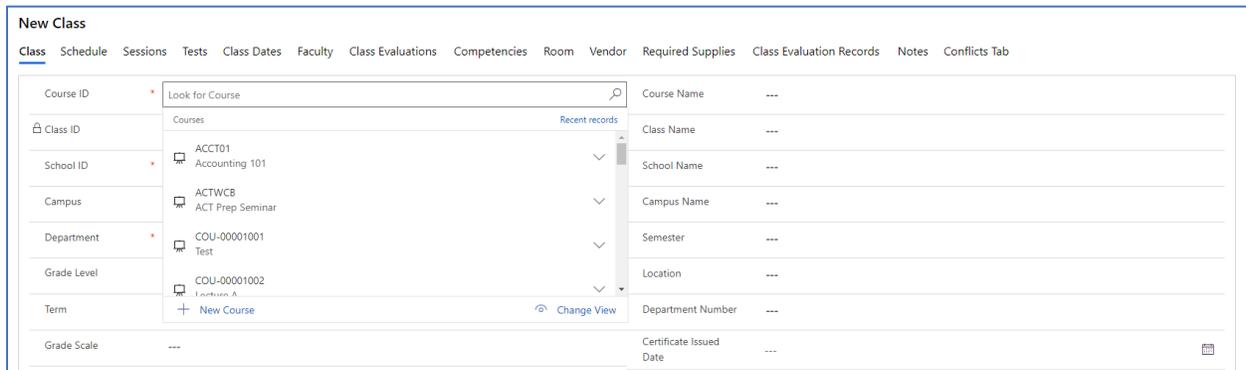


Figure 33: Select the Course

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

New Class

Class Schedule Sessions 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
Class ID	<autonumber>	Class Name	---
School ID	School of Business	School Name	Business
Campus	Fullerton California	Campus Name	Fullerton California
Department	English	Semester	---
Grade Level	---	Location	---
Term	Look for Term	Department Number	English
Grade Scale	Terms	Certificate Issued Date	---
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		

Figure 34: Complete the New Class Form

- 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

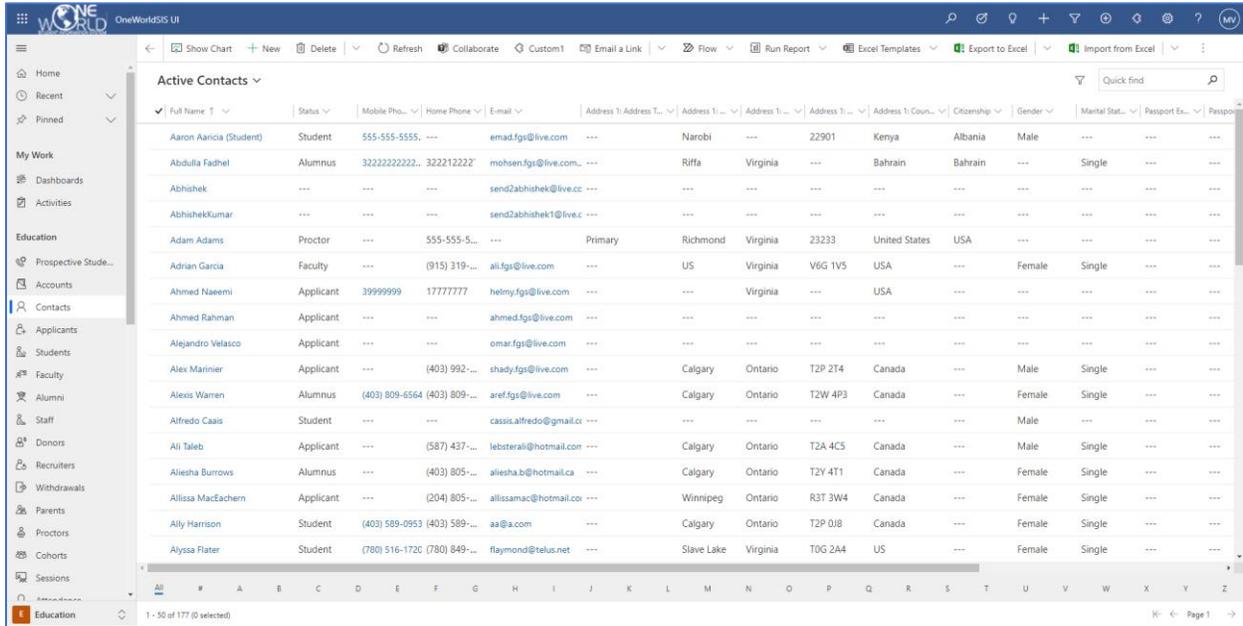


Figure 36: Select Contacts from the Education Menu

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.

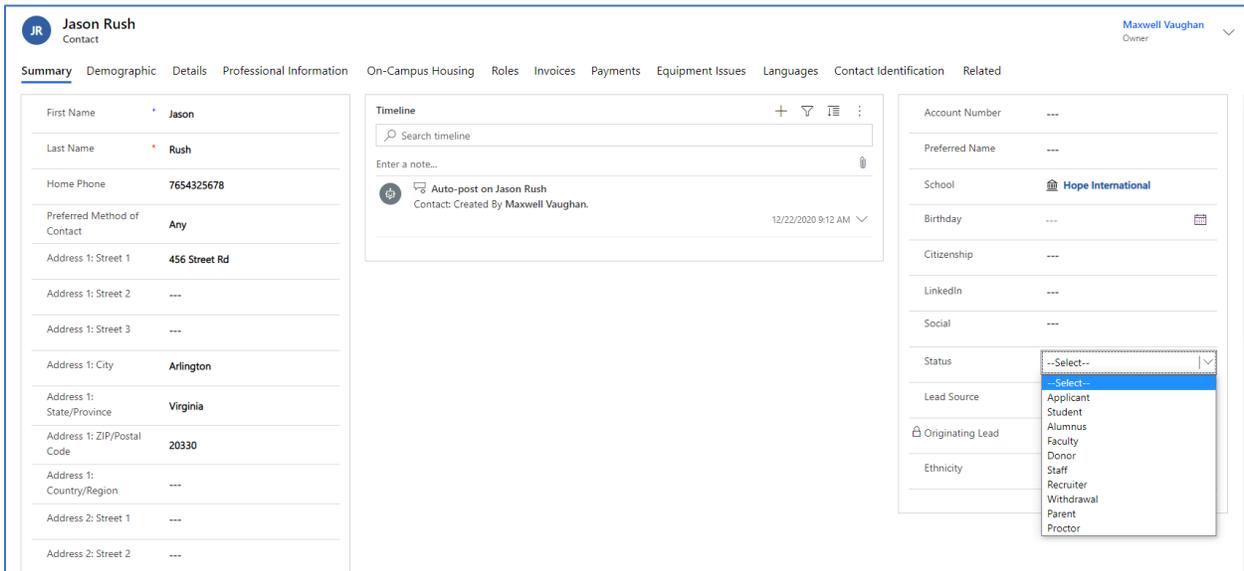


Figure 38: Add the General Information to the New Contact Form

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

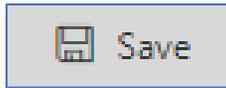


Figure 39: Click 'Save'

Designate the Contact as a Student

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

Role	Current Role	Create Role?
Applicant Info	Current Applicant	<input type="checkbox"/>
Student Info	Current Student	<input checked="" type="checkbox"/>
Alumnus Info	Current Alumnus	<input type="checkbox"/>
Faculty Info	Current Faculty	<input type="checkbox"/>
Staff Info	Current Staff	<input type="checkbox"/>
Donor Info	Current Donor	<input type="checkbox"/>
Recruiter Info	Current Recruiter	<input type="checkbox"/>
Withdrawal Info	Current Withdrawal	<input type="checkbox"/>
Parent	Current Parent	<input type="checkbox"/>
Proctor	Current Proctor	<input type="checkbox"/>

Figure 40: Select a Role for the Contact

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

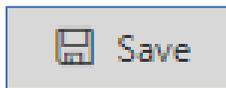


Figure 41: Click 'Save'

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

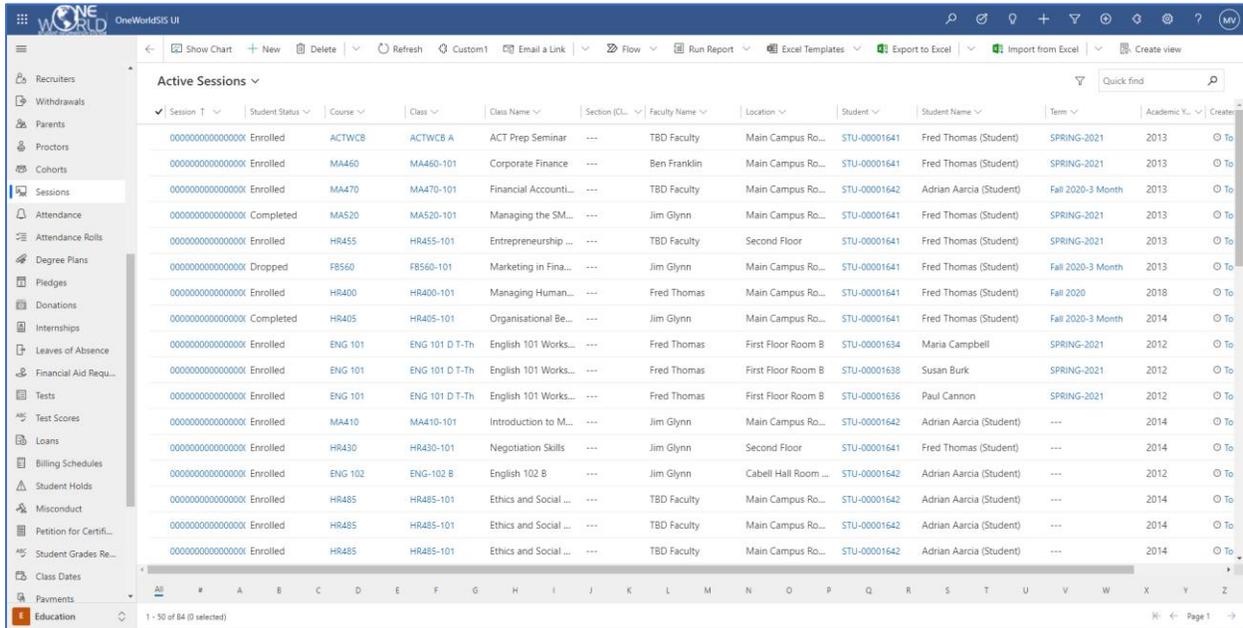


Figure 42: Select Sessions from the Education Menu

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.

Figure 44: Complete the New Session Form

- Set the Enrollment status to 'Enrolled'.

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

Figure 45: Set the Enrollment Status

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

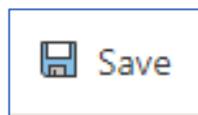


Figure 46: Click 'Save'

Review Class Registration

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

- Choose Education Settings >> Classes

Class	Class Name	Term	Class Status	School	Course	Location	Department	Department Name	Class Capa...	Session Co...	Class Mini...
ACCT01 TTH	Accounting 101 Tuesday ...	---	Available	Columbus School of Bu.	ACCT01	Main Campus ...	Accounting	Accounting	---	0	---
ACCT01 W	Accounting 101	---	Closed	Columbus School of Bu.	ACCT01	Main Campus ...	Accounting	Accounting	---	0	---
ACCT02	Accounting 101	---	Available	Columbus School of Bu.	ACCT01	Main Campus ...	Accounting	Accounting	---	2	---
ACC-TTH	Accounting 101	---	Closed	Columbus School of Bu.	ACCT01	Main Campus ...	Accounting	Accounting	---	0	---
ACTBCW Camp	ACT Boot Camp	Fall 2020-3 Month	Available	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	24	2	10
CLA-00001015	---	---	---	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
CLA-00001016	---	---	---	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
CLA-00001017	ACCT01 TFR	Fall 2020	Available	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
CLA-00001018	Accounting 101 TTH	---	Available	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	20	---	---
CLS-1000-1	Accounting 101	---	Closed	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
CLS-100092-2	Accounting 101	---	Available	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
CLS-A100012	Accounting 101	---	Closed	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
Test	Accounting 101	---	Closed	Columbus School of Bu.	ACCT01	---	Accounting	Accounting	---	---	---
ACTWCB A	ACT Prep Seminar	SPRING-2021	Available	Columbus School of Bu.	ACTWCB	Main Campus ...	MSC	Business Department	30	5	---
ED480-101	Quantitative Methods an...	SPRING-2021	Available	Columbus School of Bu.	ACTWCB	Main Campus ...	MSC	Business Department	17	5	5
CLA-00001010	---	---	---	Old Dominion College.	COU-00001001	---	DEPT-0006	Accounting	---	---	---
CLA-00001011	Test Class Arv	---	---	Old Dominion College.	COU-00001001	---	DEPT-0006	Accounting	---	---	---

Figure 47: Select Classes from the Education Settings Menu

2. Click the Class Record.

Class	Class Name	Term	Class Status	School	Course	Location	Department	Department Name	Class Capa...	Session Co...	Class Mini...	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	---	20

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.

Session	Student Name	Student Status	Enrollment ...	Academic Y...	Credit Type	Credits Tak...	Credits Ear...	Cancellatio...	DegreeCou...	Grade Opti...	Exclude Fro...	Grade Verif...	Passing Gra...	Prerequi
000406	Sidney Higa	---	---	---	Institutional	---	---	---	---	---	No	No	No	No

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