

Class – Help Document



Automatic pre-Classing of students before they arrive

Students can be classed (into the future) directly from the booking entry.

What Courses?

Any course, although it has maximum benefit where the course automatically defines the class in which the student will be taught e.g. a course not requiring level testing.

Other options

- Even with General English or Cambridge courses, which may require level testing prior to classing, it may be helpful to pre class students into a “new Cambridge Class” or “new GE Class” class, so academics can clearly see the inflow of new students (and extensions) out into the future.

(From the automatic classing “move” screen (using the drag/drop option) the students can then be moved to the most appropriate class.

- With imagination more useful breakdowns may be achievable!

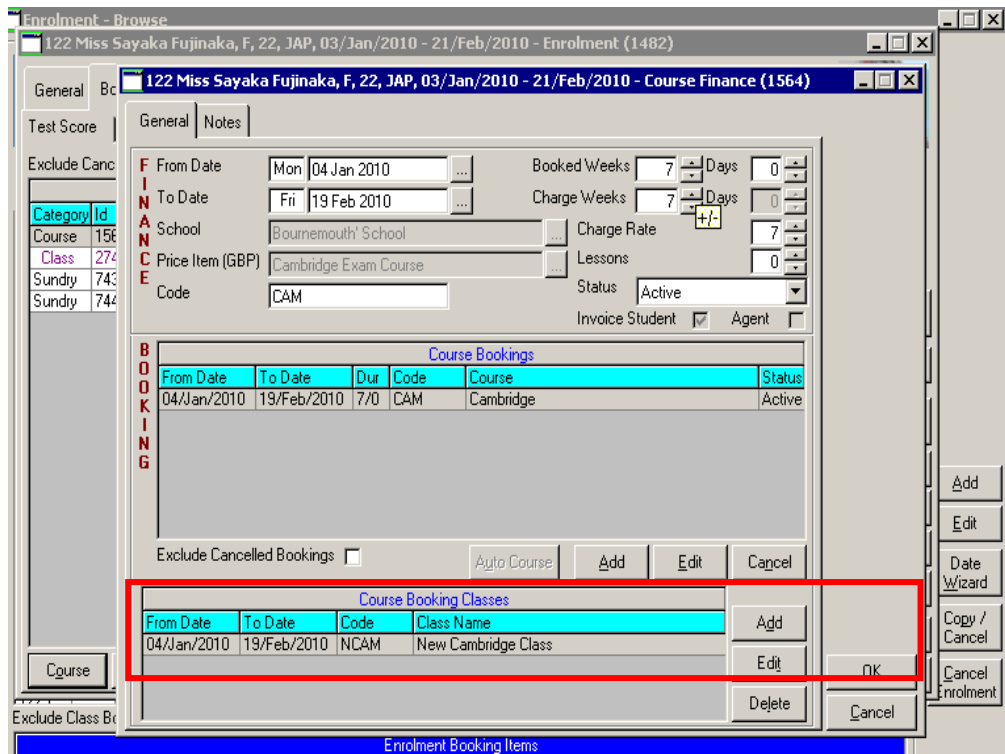
How?

In a course add a default class

The screenshot shows a software interface with a menu bar (File, Edit, View, Admissions, Agents, Accommodation, Academic, Accounting/Admin, Documents, Reports, Settings, Add Ins) and a toolbar. The main window is titled 'Course - Browse' and contains search filters for School (All Schools), Search Name, and Show First (250). Below this is the 'Cambridge - Course' window with tabs for General, Language Names, and Notes. The 'General' tab is active, showing fields for Code (CAM), Name (Cambridge), School (Bournemouth School), Course Group (Exam Course), and Assigned to Price Items (Cambridge Exam Course). The 'Course Days' section shows a list of days (Sunday to Saturday) and a 'Total Week Days' field set to 5. The 'Default Classes' tab is active, showing a table with columns for Code, Name, Active, and Academic. A row is highlighted with a red box, showing Code 'NCAM' and Name 'New Cambridge Class'.

Code	Name	Active	Academic
NCAM	New Cambridge Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When you add this course to an enrolment the Class will automatically be included.



Automatic Classing

The student(s) can be moved to their correct class through the drag & drop facility.

