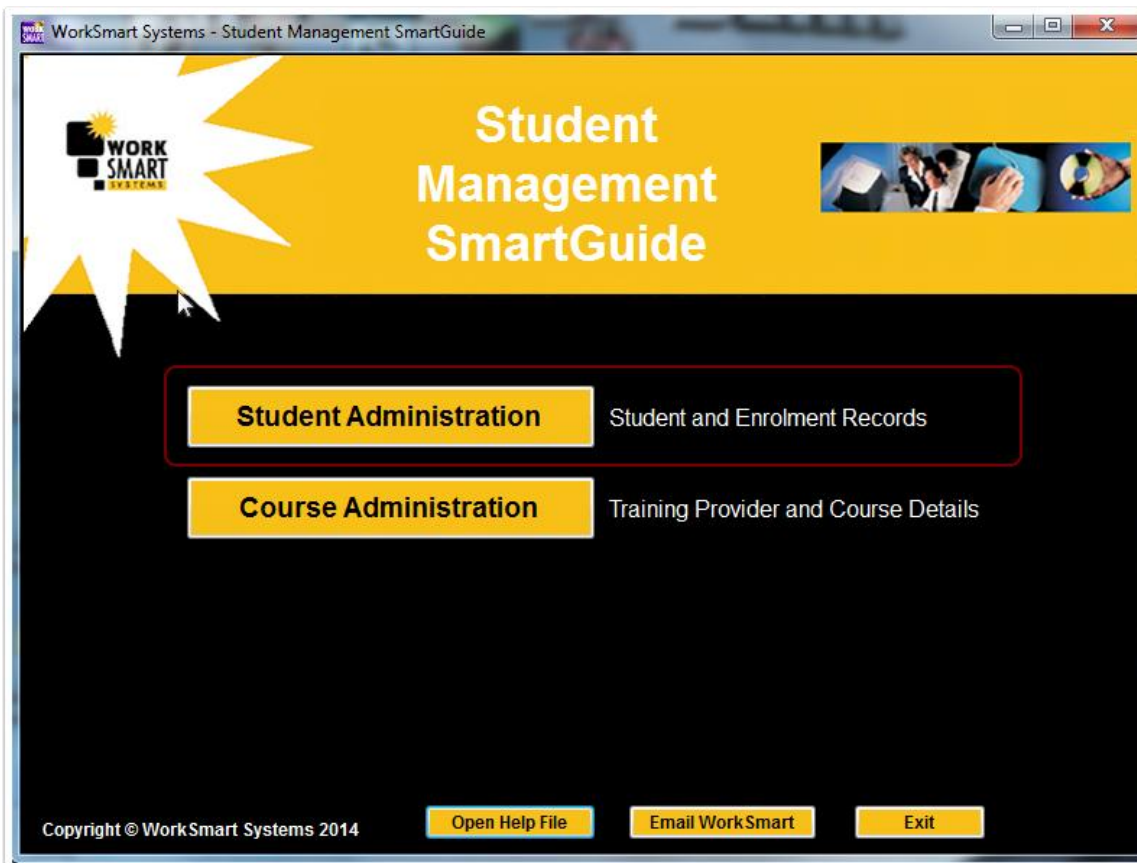


How to enrol a Student into units / course

How to enrol a student into a selection of units or all units from a course.

1. Click Student Administration button.



2. How to enter Student details.

Go to the Course Details tab. On this tab will be the Course codes and titles, and unit codes and titles entered previously in the Course Administration section.

1. First select the course the student is to be enrolled into, this screenshot shows only one course if you have entered more they will show here.
2. If the student is to be enrolled into all the units from the course simply click the Select Course button (2) and all units in the course will be added to the bottom table (5), the student is now enrolled in all units.
3. If the student is to be enrolled into a selection of units then go to the middle table and select one unit at a time and click the Select Unit button (4) and the unit will be added to the bottom table (5), the student is now enrolled in that unit.
4. If you make a mistake simply go to the bottom enrolment table, select the incorrect unit and click the red X symbol to delete the unit from the enrolment.
5. Finally for each unit select the drop down list (bottom table) and select the status of the unit.

Congratulations you have now enrolled your student into their course of study.

The screenshot displays the 'Student Tracker Form' interface. At the top, there are menu options: File, Main Menu, Help. Below this is a navigation bar with tabs: Student Details, Reports and Printing, Export AVETMISS Files, Database Table Data View. The main area is divided into several sections:

- Student Information:** First Name: Gordon, Last Name: Bennett, Student ID: 3. Buttons for 'Add new student' and 'Delete student' are visible.
- Course Selection:** A table titled 'Available Courses and Units' with columns 'Course Code' and 'Course Title'. One course is listed: DGRH10101, Certificate I in Donkey Care (example only). A 'Select Course' button (2) is next to it.
- Unit Selection:** A table titled 'List of Units' with columns 'Unit Code', 'Unit Title', 'Core Unit', and 'Elective Unit'. Five units are listed, with DGRH103A selected. A 'Select Unit' button (4) is next to it.
- Enrolment Table:** A table titled 'Units student is enrolled in' with columns 'Course Code', 'Unit Code', 'Unit Title', 'Core Unit', 'Elective Unit', 'Status', 'Print on SOA', and 'No Of Allowed Absences'. Four units are listed, corresponding to the selected course and units.
- Search:** A 'Quick Search Last Name' field on the right side.

Course Code	Course Title
DGRH10101	Certificate I in Donkey Care (example only)

Unit Code	Unit Title	Core Unit	Elective Unit
DGRH101A	Introduction to Occupational Health and Safety Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DGRH102A	Catch, groom and handle donkeys safely under supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DGRH103A	Prepare for work in the donkey industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DGRH104A	Perform basic stable duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DGRH105A	Perform basic riding tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Course Code	Unit Code	Unit Title	Core Unit	Elective Unit	Status	Print on SOA	No Of Allowed Absences
DGRH10101	DGRH101A	Introduction to Occupational Health and Safety P...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
DGRH10101	DGRH102A	Catch, groom and handle donkeys safely under s...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
DGRH10101	DGRH105A	Perform basic riding tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1
DGRH10101	DGRH103A	Prepare for work in the donkey industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2