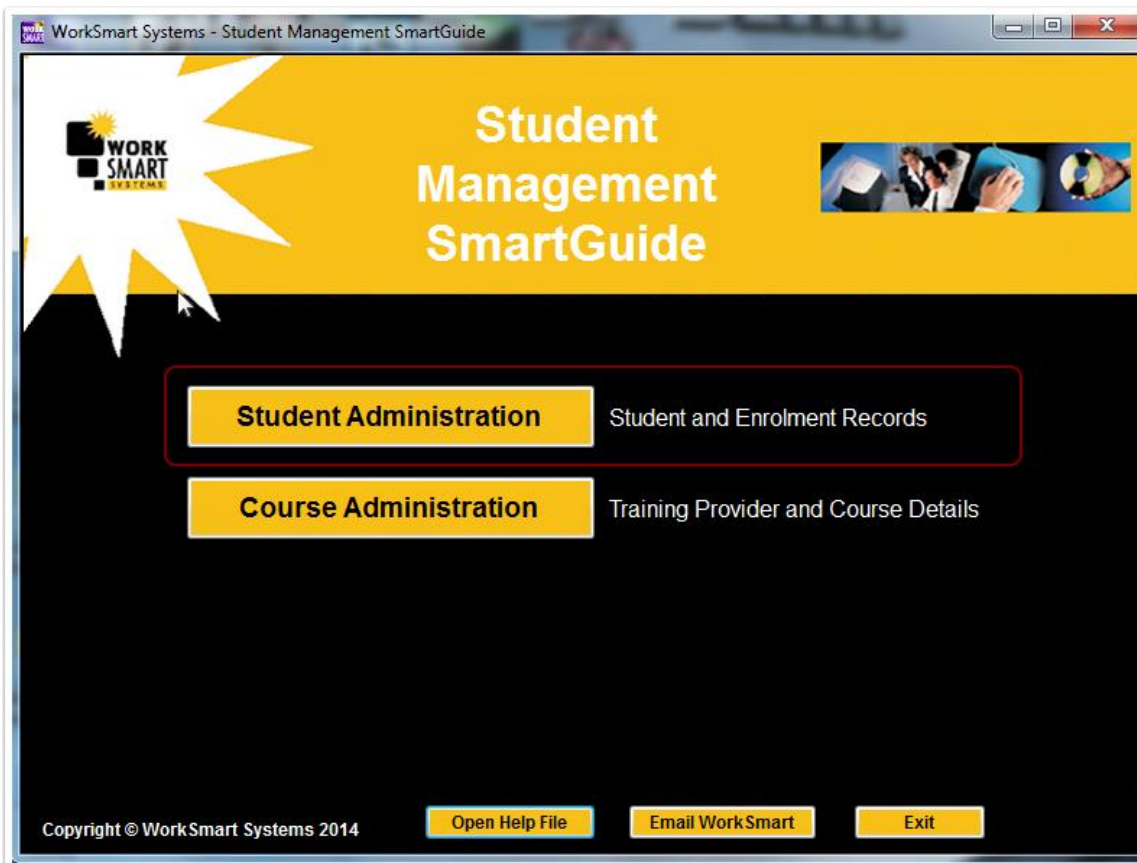


## How to enrol a Student into units / course

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, the 'Student Details' tab is active, showing fields for 'First Name' (Gordon), 'Last Name' (Bennett), and 'Student ID' (3). Below this, the 'Course Details' tab is selected, showing a table of 'Available Courses and Units'. The first course, 'DGR10101 Certificate I in Donkey Care (example only)', is highlighted with a circled '1'. A 'Select Course' button (2) is visible. Below the course table is a table of 'List of Units' with columns for 'Unit Code', 'Unit Title', 'Core Unit', and 'Elective Unit'. The unit 'DGRH103A Prepare for work in the donkey industry' is highlighted with a circled '3'. A 'Select Unit' button (4) is visible. At the bottom, the 'Units student is enrolled in' table shows the units that have been added to the student's enrolment, with a circled '5' highlighting the 'Status' column. The table includes columns for 'Course Code', 'Unit Code', 'Unit Title', 'Core Unit', 'Elective Unit', 'Status', 'Print on SOA', and 'No Of Allowed Absences'. A search bar on the right side of the interface is labeled 'Quick Search Last Name' and contains the text 'Bennett'.

Course Code	Course Title
DGR10101	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
DGR10101	DGRH101A	Introduction to Occupational Health and Safety P...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
DGR10101	DGRH102A	Catch, groom and handle donkeys safely under s...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
DGR10101	DGRH105A	Perform basic riding tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1
DGR10101	DGRH103A	Prepare for work in the donkey industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2