

LANGUAGE COLLEGE MANAGEMENT SYSTEM

USER MANUAL

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Login/Logout

To use the system, you need to login first.

Each user has own privilege/role and according to the privilege, the user's accessible menus are varied.

Administrator can change other users' privileges.

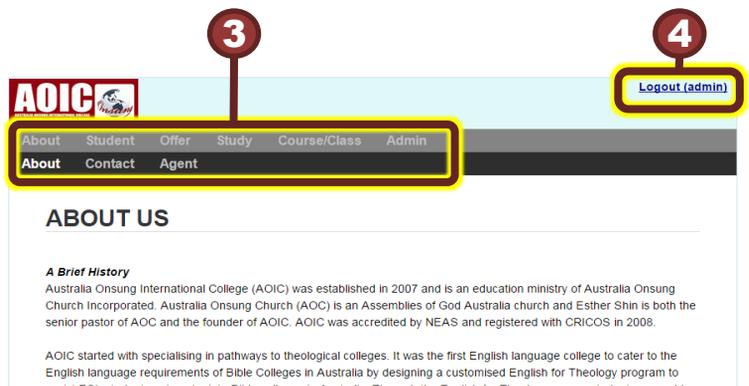
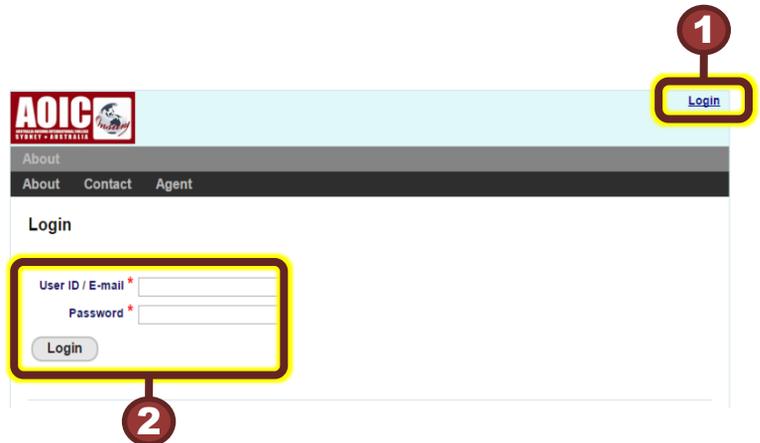
1 Click **Login** link on the top right corner

2 Enter user ID and password

3 Menu items are varied, according to the user's role/privilege

4 Logout link (user ID)

❖ When you leave your place, please logout the system not to be used by unauthorised person



❖ User Privilege

- ✓ Admin
- ✓ Manager
- ✓ Teacher
- ✓ Student

❖ If you want to change the accessibilities of user groups; Admin, Manager, Teacher, or Student, contact the system administrator

Student – List 1

You can search students by various conditions, create and update student information and you can go to offer, study, attendance and assessment menu directly.

1 Click **Student → Student – List** menu.

Student Search

2 **Search panel.** You can search students by **Name/ID/Mail, Course/Class** or **Student Status**.

If you want to reset the all the search conditions, click **Reset List** button.

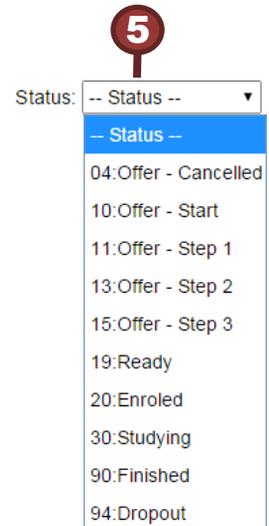
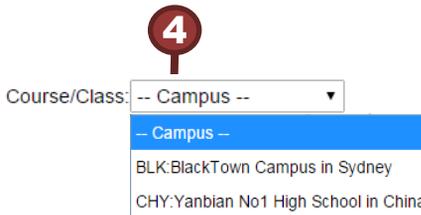
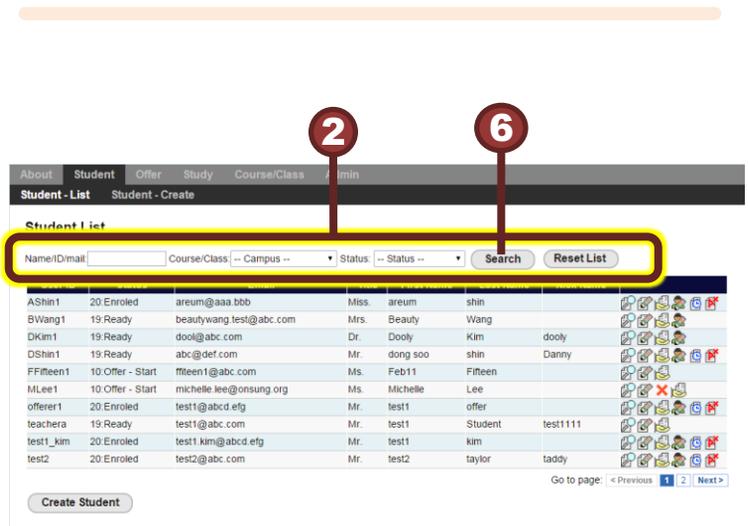
3 Key in part of Name, ID or Email

4 Select **Campus**
 “-- Campus --” : Select All
 [Code: #CD_CAMPUS]

5 Select **Student Status**
 “-- Status --” : Select All
 [Code: #CD_STATUS]

6 Enter or Click **Search** button

❖ [Code: #CD_CAMPUS] and [Code: #CD_STATUS] stand for **code lists**, You can find them at **Admin – Code** menu



Student – List 2

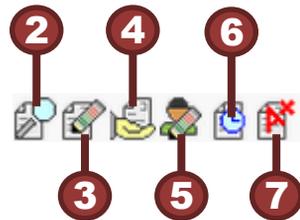
According to the student’s status and the logged in user’s authority, each student’s shortcut menus are different.

Shortcut Menus

- 1 Student’s shortcut menus
- 2 Go to Student View
- 3 Go to Student Edit
- 4 Go to the student’s Offer(s)
- 5 Go to the student’s Study/Enrol
- 6 Go to the student’s Attendance Report
- 7 Go to the student’s Assessment Report
- 8 To create a new student, click the Create Student button.

The screenshot shows the 'Student List' page with a table of student records. A yellow box highlights the shortcut menu for the first student, AShin1. A red circle with the number '1' points to this menu. Below the table is a 'Create Student' button with a red circle '8' pointing to it.

User ID	Status	Email	Title	First Name	Last Name	Nick Name
AShin1	20 Enroled	areum@aaa.bbb	Miss.	areum	shin	
BWang1	19 Ready	beautywang.test@abc.com	Mrs.	Beauty	Wang	
DKim1	19 Ready	dook@abc.com	Dr.	Dooly	Kim	dooly
DShin1	19 Ready	abc@def.com	Mr.	dong soo	shin	Danny
FFifteen1	10 Offer - Start	fifteen1@abc.com	Ms.	Feb11	Fifteen	
MLee1	10 Offer - Start	michelle.lee@onsung.org	Ms.	Michelle	Lee	
offerer1	20 Enroled	test1@abcd.efg	Mr.	test1	offer	
teachera	19 Ready	test1@abc.com	Mr.	test1	Student	test1111
test1_kim	20 Enroled	test1.kim@abcd.efg	Mr.	test1	kim	
test2	20 Enroled	test2@abc.com	Mr.	test2	taylor	taddy



Student – Create

To make an offer, you need to create a student first. The * marked fields are compulsory input fields.

1 Click **Student** → **Student – Create** menu or click **Create Student** button in the **Student – List**.

2 If you key in the student's first name and last name,

3 **User ID (Student ID)** is automatically generated.

For example, if the first name is 'Daniel' and last name is 'Shin', then the student ID would be 'DShin1'. If there is already same ID then the tail number increased.

4 The initial password for the student is the birthdate of the student. The format is 'dd/mm/yyyy', e.g.31/12/1995.

5 The user type is fixed to **student**.

❖ You can also create a student in **User – Create**

❖ In **Student – Create**, you cant select the user type. It is fixed to 'Student'.

6 Click **Create Student** button.

6

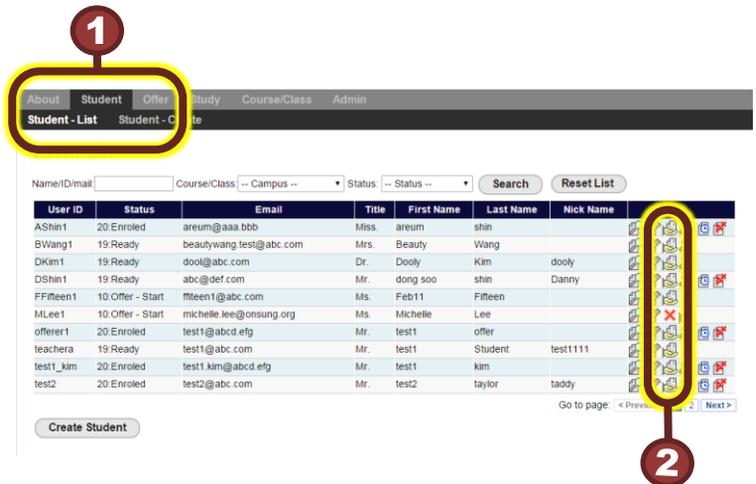
Offer – Create

A student can have several offers and an offer can be used for many studies/enrolments.

1 Click **Student** → **Student – List** menu

2 And then click the **offer icon**

❖ In this way, you can see the offer(s) of the student.



OR

1 Click **Offer / Offer - List** menu

2 Find the student whom you want to create offer for

3 Click the row of the student



3 Student ID is shown

4 Click the **Create a new Offer**

Offer – Student Information

Offer form has three tabs; 'Student Information' tab, 'Payment Detail' tab, and 'Payment Schedule & Instalment' tab.

You have to fill in and save each tabs one after another; accordingly, the offer status will be changed.

In Student Information, you can select course(s) for the student, up/download passport image/pdf file, up/download COE image/pdf file.

❖ Offer Status

- ✓ 10. Offer – Start : Start to make an offer
- ✓ 11. Offer – Step 1: Offer - Information Saved
- ✓ 13. Offer – Step 2: Offer - Payment Detail Saved
- ✓ 15. Offer – Step 3: Offer - Payment Schedule & Instalment Saved, Offer Letter available
- ✓ 19. Ready to Enroll: Can allocate a class
- ✓ 20. Enrolled: Ready to Study, You can't modify the offer, except 'schedule'.

1 Offer Number and Offer Status

2 Find the student whom you want to create offer for

3 'Student Information' is copied from the current student's information. So, even if the student's information is changed later, the student information in the offer will be remained.

Passport File Up/Download

4 To upload a passport image/pdf, click **Choose File** button, and select the file you want to upload. The file will be uploaded when the offer is saved.

5 You can download the passport file, by click **Download file** link.

Passport File [\[Download file\]](#) No file chosen

5

4

- ❖ **Uploaded passport file name is changed to "Student ID + _ + Offer# + _ Passport + file extension"**
e.g. DShin1_113_Passport.pdf

Offer – Select Course

In **Student Information**, When the offer status us **'11:Offer – Step 1'**, you can select a course(s) and then the selected course(s) will be shown in **Payment Detail** tab.

- 1 To select a course, click the check box in front of the course.
- 2 If you click the **Start Date** input box, a calendar will be popped up. Click the expecting start date of the course.
- 3 Adjust the study duration, default value is 12 weeks.
- 4 **Finish Date** is calculated by **Start Date** and **Weeks**.

1

Select Course	Course	Start Date	Weeks	Finish Date	Note
<input checked="" type="checkbox"/>	General English (CRICOS:070828J)	17/03/2015	12	08/06/2015	
<input type="checkbox"/>	General English Under 18 (CRICOS:070828J)		0		
<input type="checkbox"/>	English for Theology (CRICOS:070827K)		0		
<input checked="" type="checkbox"/>	English for Academic Purposes (CRICOS:068332G)	23/03/2015	10	31/05/2015	
<input type="checkbox"/>	ETS Preparation		0		
<input type="checkbox"/>	General English in Yanbian No1 High School		0		

Study Start ~ Finish Date: 17/03/2015 ~ 08/06/2015

3

Start Date	Weeks	Finish Date
17/03/2015	10	25/05/2015

2

4

Mar 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Special Condition, COE & Save Offer

- 5 Select & modify the **Special Conditions** that you want to show in the Offer Letter.
- 6 You can input the CoE number or up/download CoE file.
- 7 To save **'Student Information'**, click **Save Offer** button. After saving the offer, the offer status is changes to **'11:Offer - Step 1'**, and you can input **'Payment Detail'**, second tab.

5

Special Condition	
<input type="checkbox"/> Placement test is required prior to the commencement of studies.	<input type="checkbox"/> Student cannot change the accommodation without AOIC approval.
<input checked="" type="checkbox"/> OSHC starts on (dd/mm/yy) and finishes (dd/mm/yy) total duration of 12 months.	<input type="checkbox"/> Welfare arrangement has been arranged and CAAW has been issued.
<input type="checkbox"/> OVHC starts on (dd/mm/yy) total duration of 1 year and must renew it until the student turns 18 years old.	<input checked="" type="checkbox"/> Airport Pickup Service has been arranged.
<input checked="" type="checkbox"/> Must complete EAP course XXX level to enter XXX	<input type="checkbox"/> Homestay arrangement has been arranged.
<input type="checkbox"/> Participated in OPT	<input type="checkbox"/> Guardianship must be arranged until the student completes studies at AOIC.
<input type="checkbox"/> Enrolment Fee has been paid	<input checked="" type="checkbox"/> Other Condition TEST

6

CoE

12345ABC678 [Download file] Choose File No file chosen

7

Save Offer

❖ **Uploaded COE file name is changed to** "Student ID + _ + Offer# + _ Passport + file extension" e.g. DShin1_113_Passport.pdf

Offer – Payment Detail

After saving 'Student Information', when the offer status is '11:Offer – Step 1', you can modify 'Payment Details'.

The selected courses in 'Student Information' are fixed and you can't change them.

- 1 Click 'Payment Details' tab
- 2 Select all check box
- 3 Selected Courses in 'Student Information' tab, You can't deselect them here.
- 4 You can select special conditions, they are just used for payment calculation, not for the offer letter.
- 5 You can select 'Instalment interest' or 'Late fee interest', they are auto-calculated.
- 6 The unit costs of the courses come from the **Course table**, and the unit costs of special conditions costs come from **Code table**, [Code: #CD_UNIT_COST]
- 7 Frequency
- 8 Payment =
⑥Unit Cost X ⑦Frequency
- 9 Required Frequency
- A Required Payment = ⑥Unit Cost X ⑨Required Frequency
- B Total Payment =
Sum of ⑧Payment
- C Upfront Payment =
Sum of ⑨Required Payment
- D Instalment Amount =
⑧Total Payment – ⑨Upfront Payment
- E Click, If you want to clear the payment details.
- F Click, then the offer status becomes '13: Offer – Step 2' and you can select 'Payment Schedule & Instalment' tab.

Payment required to receive CoE/s	Unit Cost	Total Frequency	Payment	Required Frequency	Required Payment*
<input checked="" type="checkbox"/> GE Adult Fee	250.00	24	6000.00	12	3000.00
<input checked="" type="checkbox"/> EAP Course Fee	345.00	24	8280.00	12	4140.00
<input checked="" type="checkbox"/> Enrolment Fee	200.00	1	200.00	1	200.00
<input checked="" type="checkbox"/> Homestay Arrangement	200.00	1	200.00	1	200.00
<input checked="" type="checkbox"/> Airport Pickup Arrangement fee	150.00	1	150.00	1	150.00
<input checked="" type="checkbox"/> Guardianship Arrangement (CAAW)	300.00	1	300.00	1	300.00
<input checked="" type="checkbox"/> Guardianship Fee	50.00	24	1200.00	12	600.00
<input type="checkbox"/> Material Cost	6.00	1	6.00	0	0.00
<input type="checkbox"/> Outing/Excursion Fee	80.00	1	80.00	0	0.00
<input checked="" type="checkbox"/> OSHC - Allianz	3300.00	1	3300.00	1	3300.00
<input checked="" type="checkbox"/> OVHC - Allianz	1499.00	1	1499.00	1	1499.00
<input checked="" type="checkbox"/> Instalment interest - 5% from the course fee	357.00	1	357.00	1	357.00
<input checked="" type="checkbox"/> Late fee interest - 5% from the instalment amount	387.00	1	387.00	1	387.00
TOTAL			21873.00		14133.00

Memo:

Save Payment Reset Payment

❖ If you want to change the course(s), then click 'Reset Payment', it makes the offer status to '11: Offer - Step 1', and you can change the courses in 'Student Information' tab.

❖ After saving 'Payment Details', when the offer status is '13:Offer – Step 2', you can not change the courses in 'Student Information' tab, but the other fields you can change.

Offer – Payment Schedule & Instalment

After saving 'Payment Details', when the offer status is '13:Offer – Step 2', you can modify 'Payment Schedule & Instalment'.

You can create the instalment schedule, and download 'Offer Letter'.

- 1 Click 'Payment Schedule & Instalment' tab
- 2 **Total Payment**
= 3 Upfront Payment
+ 4 Instalment Amount

= 5 Total Paid Amount
+ 6 Outstanding Balance
- 3 **Upfront Payment**
- 4 **Instalment Amount**
- 5 **Total Paid Amount.**
- 6 **Outstanding Balance**
- 7 Input Upfront Payment date

The screenshot shows the 'Payment Schedule & Instalment' tab. It features a table with columns: Due Date, Amount, Paid Date, Paid, and Balance. Below the table are buttons for 'Save Schedule', 'Reset Schedule', 'Create Offer Letter', and 'Enrol Student'. A 'Create Instalment' form is also visible with fields for '1st Instalment Due Date', 'No# of Instalment', and 'Interval', along with a 'Create Instalment' button.

❖ If you input, 1st instalment due date: 15/04/2015, no# of instalment: 5 and interval : 2 week, then the instalment schedule is created as below.

- ✓ 1st : 15/04/2015
- ✓ 2nd : 29/04/2015
- ✓ 3rd : 13/05/2015
- ✓ 4th : 27/05/2015
- ✓ 5th : 10/06/2015

❖ Instalment amount = 7,740.00 / 5 = 1,548.00

Create Instalment

- 8 To create instalment, input the **first instalment due date**
- 9 Select the number of the instalment
- A Select the interval
- B And the interval type: month, week and day.
- C Click 'Create Instalment' button.
- D **Expected payment amount**
- E **Expected Outstanding Balances** show the balances which are expected when ② the amounts are paid.

	Due Date	Amount	Paid Date	Paid	Balance
Upfront Payment	01/04/2015	14133.00		0.00	7740.00
Instalment 1	15/04/2015	1548.00		0.00	6192.00
Instalment 2	29/04/2015	1548.00		0.00	4644.00
Instalment 3	13/05/2015	1548.00		0.00	3096.00
Instalment 4	27/05/2015	1548.00		0.00	1548.00
Instalment 5	10/06/2015	1548.00		0.00	0.00
TOTAL		21,873.00		0.00	21,873.00

Offer – Input Payment & Save Schedule

Input Payment

- 1 If you input the paid amount differently to the expected amount.
- 2 Then the outstanding balance is changed.
- 3 And the expected instalment amounts are recalculated.
- 4 Also, expected outstanding balances are changed.

To save **Payment Schedule & Instalment**, click 'Save Schedule' button, then the offer status is changed to **15:Offer – Step 3** and you can download the **Offer Letter**.

Click 'Enrol Student', then the offer status is changed to **19:Ready**, then You can find this offer at **Study – Enrol** menu and you can register a class there.

❖ The instalment amounts will be changed according to the paid amount.

	Due Date	Amount	Paid Date	Paid	Balance
Upfront Payment	01/04/2015	14133.00		0.00	7740.00
Instalment 1	15/04/2015	1548.00		0.00	6192.00
Instalment 2	29/04/2015	1548.00		0.00	4644.00
Instalment 3	13/05/2015	1548.00		0.00	3096.00
Instalment 4	27/05/2015	1548.00		0.00	1548.00
Instalment 5	10/06/2015	1548.00		0.00	0.00
TOTAL		21,873.00		0.00	21,873.00

	Due Date	Amount	Paid Date	Paid	Balance
Upfront Payment	01/04/2015	14133.00		12000.00	9873.00
Instalment 1	15/04/2015	1974.60		0.00	7898.40
Instalment 2	29/04/2015	1974.60		0.00	5923.80
Instalment 3	13/05/2015	1974.60		0.00	3949.20
Instalment 4	27/05/2015	1974.60		0.00	1974.60
Instalment 5	10/06/2015	1974.60		0.00	0.00
TOTAL		21,873.00		12,000.00	9,873.00

Save Schedule

- 5 When you click the **Save Schedule** button, the offer state is become '15:Offer – Step 3'.
- 6 After saving **Payment Schedule & Instalment**, when the offer states is greater or equal to **15:Offer – Step 3**, you can download the offer letter
- 7 If you want the offer status to go back to **13:Offer – Step2**, click **Reset Schedule** button
- 8 If you want to enrol the student to a class, firstly you need to make the offer state '19:Ready' by clicking **Enrol Student** button

Student Information Payment Details **Payment Schedule & Instalment**

Payment Schedule

	Due Date	Amount	Paid Date	Paid	Balance
Upfront Payment	01/04/2015	14133.00	02/04/2015	12000.00	9873.00
Instalment 1	15/04/2015	1974.60		0.00	7898.40
Instalment 2	29/04/2015	1974.60		0.00	5923.80
Instalment 3	13/05/2015	1974.60		0.00	3949.20
Instalment 4	27/05/2015	1974.60		0.00	1974.60
Instalment 5	10/06/2015	1974.60		0.00	0.00
TOTAL		21,873.00		12,000.00	9,873.00

Create Instalment

1st Instalment Due Date: 15/04/2015
 No# of Instalment: 5
 Interval: 2
 Week:

- ❖ If the offer state becomes **15:Offer – Step 3**, you can't change the information of the Payment Details, **13:Offer – Step 2**.
- ❖ In this way, if the offer state becomes **19:Ready**, then you can't change the instalment schedule, but you can change, the due date, paid date, paid amount and notes.

Course

To create a class, you need to create a course first.

A course ID consists of a course abbreviation, a level code and a campus code.

A class will inherit information from a course: term length, weekly study hours, weekly tuition fee and assessment type.

Course List

1 Click **Course/Class** → **Course List** menu

2 Root courses, course abbreviations, don't have a campus code (000) and a level code (000).

❖ **GE, GE_U18, ET, EAP, IEP and GEY** are the **root courses**. All courses are created from the root courses.

3 If you want to modify the information of a course, click the **update icon**.

Course List

Course ID	Course	Abbr	Campus	Active	Campus	Level	Cricos	Assessment	Study/Wk	Tuition/Wk
GE-IN(CHY)	General English(CRICOS:070828J) - Intermediate (Yanbian No1 High School in China)	GE	CHY	Yes	CHY	IN	070828J	GE	20 Hrs	250.00 AUD
GE-PI(BLK)	General English - Pre Intermediate	GE	BLK	Yes	BLK	PI	070828J	GE	20 Hrs	250.00 AUD
GE-UI(BLK)	General English - Upper Intermediate	GE	BLK	Yes	BLK	UI	070828J	GE	20 Hrs	250.00 AUD
GEY-I(CHY)	General English in Yanbian No1 High	GEY	CHY	Yes	CHY	L1		GE	20 Hrs	330.00 AUD
GE	General English	GE	000	Yes	000	000	070828J	GE	20 Hrs	250.00 AUD
GE_U18	General English Under 18	GE	000	Yes	000	000	070828J	GE	20 Hrs	330.00 AUD
ET	English for Theology	ET	000	Yes	000	000	070827K	EAP/ET	20 Hrs	345.00 AUD
EAP	English for Academic Purposes	EAP	000	Yes	000	000	068332G	EAP/ET	20 Hrs	345.00 AUD
IEP	IELTS Preparation	IEP	000	Yes	000	000			20 Hrs	0.00 AUD
GEY	General English in Yanbian No1 High	GEY	000	Yes	000	000		GE	20 Hrs	330.00 AUD

Create Course

GE	General English	GE	000	Yes	000	000
GE_U18	General English Under 18	GE	000	Yes	000	000
ET	English for Theology	ET	000	Yes	000	000
EAP	English for Academic Purposes	EAP	000	Yes	000	000
IEP	IELTS Preparation	IEP	000	Yes	000	000
GEY	General English in Yanbian No1 High School	GEY	000	Yes	000	000

Create a Course

4 To create a course, click **Course/Class** → **Course – Create** menu or **Create Course** button

5 Select **Course Abbreviation**, the root course.

6 Select **Level** of the course. [Code: #CD Course Level]

7 Select a **Campus** of the course. [Code: #CD Campus]

8 When the **Course Abbreviation**, **Level** and **Campus** are select, **Course ID** is created..

9 If the course ID exists already, an error message will be shown.

A Select **Assessment Type**, there are two types of assessment: GE or EAP/ET Assessment

B To save the course, click **Create Course** button

Create Course

Class Information

Course Abbr * GE: General English(CRICOS:071

Level * IU:Intermediate & Upper Interme

Campus * BLK:BlackTown Campus in Sydne

Course ID * GE-IU(BLK)

Course Name General English IU:Intermediate & Upper Intermediate
BLK:BlackTown Campus in Sydney

Term Length 12 Weeks

Weekly Study 20 Hours

Tuition Fee 250.00 AUD\$ Per Week

Assessment Type GE Assessment

Cricos Code 070828J

Prerequisite

Create Course Course List

The page at localhost says:
ERROR: GE-IN(BLK) already exists !!!

Class – List

In **Class – List**, you can go to **view, edit, create, Attendance Check, Attendance Report, and Assessment** menus of a class.

1 Click **Course/Class → Course - List** menu.

2 You can

- view the class,
- update the class,
- delete the class,
- go to the attendance check,
- go to the attendance report and
- go to the assessment report by clicking the icon.

3 When you click a class, you can see the timetable of the class.

4 To create a class, click **Class – Create** menu or click **Create Class** button

5 If the room id or the teacher id of a session is written by **red color and marked X**, that shows the room or the teacher is not available any more.
For example, in here 'Williams(X)' means that the teacher Williams is not a teacher or not active now.

The screenshot shows the 'Class List' menu in the top navigation bar, highlighted with a yellow box and labeled '1'. Below it is a table of class sessions. The table has columns for Class ID, Course, Active, Year, Term, Seats, Start, Finish, Period, and Study/Wk. Each row represents a class session, and the right side of each row contains a set of icons for actions like view, edit, delete, attendance check, attendance report, and assessment report. These icons are highlighted with a yellow box and labeled '2'. Below the table is a 'Create Class' button, highlighted with a yellow box and labeled '4'. Below that is a detailed timetable for a class, showing days of the week and time slots. The timetable is highlighted with a yellow box and labeled '3'. The timetable shows sessions for Monday, Tuesday, Wednesday, Thursday, and Friday. Some sessions are marked with 'Williams(X)' in red, indicating that the teacher is not available. These are labeled '5'. The timetable also shows room numbers and times for each session.

Class ID	Course	Active	Year	Term	Seats	Start	Finish	Period	Study/Wk
EAP-L1(BLK)15T2A	English for Academic Purposes - Level 1	Yes	2015	2	10	06/04/2015	28/06/2015	12 Wks	23.00
EAP-L1(BLK)15T1A	English for Academic Purposes - Level 1	No	2015	1	10	05/01/2015	29/03/2015	12 Wks	25.00
EAP-L1(BLK)14T4A	English for Academic Purposes - Level 1	No	2014	4	10	06/10/2014	28/12/2014	12 Wks	25.00
EAP-L1(BLK)14T3A	English for Academic Purposes - Level 1	No	2014	3	10	07/07/2014	28/09/2014	12 Wks	25.00
EAP-L1(BLK)14T2A	English for Academic Purposes - Level 1	No	2014	2	10	07/04/2014	29/06/2014	12 Wks	25.00
ET-L1(BLK)15T4A	English for Theology - Level 1	Yes	2015	4	10	05/10/2015	27/12/2015	12 Wks	20.00
ET-L1(BLK)15T3A	English for Theology - Level 1	Yes	2015	3	10	06/07/2015	27/09/2015	12 Wks	20.00
ET-L1(BLK)15T2A	English for Theology - Level 1	Yes	2015	2	10	06/04/2015	28/06/2015	12 Wks	20.00
ET-L1(BLK)14T1A	English for Theology - Level 1	No	2015	1	10	05/01/2015	29/03/2015	12 Wks	20.00
ET-L1(BLK)14T2A	English for Theology - Level 1	No	2014	2	10	07/04/2014	29/06/2014	12 Wks	25.00

23:00	MON (03:00)	TUE (05:00)	WED (05:00)	THU (05:00)	FRI (05:00)
08:00 AM	EAP-L1(BLK)15T2A BLK-R003 Williams(X)	EAP-L1(BLK)15T2A BLK-R003 Williams(X)	EAP-L1(BLK)15T2A BLK-R003 Williams(X)	EAP-L1(BLK)15T2A BLK-R003 Williams(X)	EAP-L1(BLK)15T2A BLK-R003 Williams(X)
09:00 AM					
10:00 AM	[08:20 AM-11:20 AM]	[08:20 AM-11:20 AM]	[08:20 AM-11:20 AM]	[09:00 AM-12:00 PM]	[09:00 AM-12:00 PM]
11:00 AM					
12:00 PM					
01:00 PM		EAP-L1(BLK)15T2A BLK-R003 Williams(X)	EAP-L1(BLK)15T2A BLK-R003 Williams(X)	EAP-L1(BLK)15T2A BLK-R003 (X)	EAP-L1(BLK)15T2A BLK-R003 Williams(X)
02:00 PM		[12:20 PM-02:20 PM]	[12:20 PM-02:20 PM]	[01:00 PM-03:00 PM]	[01:00 PM-03:00 PM]
03:00 PM					

❖ The icon menus are varied according to the class status.

: the class has not yet started, and you can delete it.

: the class has already finished, and you can see the attendance report and the assessment report, but you can't delete it

: the class had started, you can check attendance and see attendance or assessment report, but you can't delete it.

Class – Create

Create Class ID

- 1 Click **Course/Class** → **Class – Create** menu
- 2 Select **Course ID**
- 3 Select a **year** and a **term** for the class and then the **sequence** will be created automatically.
- 4 The **Class ID** will be created once you select the course ID, the year and the term of the class.
- 5 The default class status is **non-active**. You can't change the status value here, but you can make the status to **active** on the **update page**.
- 6 Input the maximum number of students in the class
- 7 The **weekly study hours**, the **study period** and the **assessment type** are inherited from the course. You can change them if you want.
- 8 Select the **start date** of the class. The default start date is determined by the start week number of each term in the code table [Code: #CD_TERM].
- 8 When you click **Create Class** button, the screen will change to **update class** page to create a timetable for the class.

To create a class, you need to create a class ID first, a class ID consists of a course ID, year, term and sequence. This means, classes should be created for each term.

To activate a class, you need to input timetable, set the status to '**active**' and save the class.

Create Class

Class Information

Class ID * EAP-L1(BLK)15T2B

Course ID * EAP-L1(BLK): English for Academ

Year/Term/Seq * 2015 Term 2: B

Active * Yes No

Capacity 10 Students

Weekly Study 20 Hours

Period 12 Weeks

Start Date * [15] 6 April 2015

Finish Date * [26] 28 June 2015

Assessment EAP/ET Assessment

Create Class Class List

- ❖ The default start week numbers of each term are
 - ✓ Term 1: start week# is **2**, 5 January 2015
 - ✓ Term 2: start week# is **15**, 6 April 2015
 - ✓ Term 3: start week# is **28**, 6 July 2015
 - ✓ Term 4: start week# is **41**, 5 October 2015
- ❖ You can change the default start week number of each term in the code table [Code: #CD_TERM]

Class – Timetable

To finish creating a class, you need to create a timetable for the class.

You should create sessions of the class and input the sessions' information: day of week, start time, finish time, a teacher, and a classroom.

The sum of the sessions' study hour becomes the **weekly study hour** of the class.

Add Session

- 1 Select study day of a week.
- 2 Select start and finish time
- 3 Select a room
[Code: #CD_CAMPUS_ROOM]
- 4 Select a teacher, the list of teachers is made from the users information.
- 5 Click **Add Session** button, then the system check conflicts
- 6 If there are conflicts, then an error message comes up.

❖ Conflict occurs when the room or the teacher is already occupied by other class at that time.

- 7 The weekly study hour is re-calculated, whenever the sessions' information is changed.

Update Session

- 8 To delete a session, click **delete icon** next to the study time
- 9 To update a session, click a session cell first and then change ②times, ③the room and ④the teacher,
- A If you click **Update Session** button, then the system will do ⑥confliction check and ⑦study hour recalculation.

Copy Timetable

- B If the classes with the **same course** already exist, you can copy the timetable from one of them.
- C Click **Check Session** to check confliction.
- D To save the copied timetable, click **Copy Session** button.

Update Class EAP-L1(BLK)15T1A

Class Information

Class ID * EAP-L1(BLK)15T1A **Weekly Study 25.00 Hours**

Course ID * EAP-L1(BLK): English for Academ

Period 12 Weeks

Year/Term/Seq * 2015 Term 1: A

Start Date * [02] 5 January 2015

Active * Yes No

Finish Date * [13] 29 March 2015

Capacity 10 Students

Assessment EAP/ET Assessment

Update Class **Class** **1**

Class - Session

Study Day 2: Tuesday

Room R003 (seats:20)

Start - Finish Time 08:20 AM ~ 11:20 AM

Teacher teacher005: Mrs. teacher4 Davies

Add Session **Update Session** **Check Session** **Copy Session**

5 A B C D

6

The page at localhost says:

ERROR: Create session failed!
Conflict with other sessions

#ET-L1(BLK)15T2A (2015-04-06 ~ 2015-06-28)
Monday (09:00 ~ 12:00) BLK-R005 - DShin2

OK

25:00	MON (05:00)	TUE (05:00)	WED (05:00)	THU (05:00)	FRI (05:00)
08:00 AM					
09:00 AM	EAP-L1(BLK)15T1A BLK-R007	EAP-L1(BLK)15T1A BLK-R003 Williams(X)	EAP-L1(BLK)15T1A BLK-R003 Williams(X)	EAP-L1(BLK)15T1A BLK-R003	EAP-L1(BLK)15T1A BLK-R003
10:00 AM	teacher005	[08:20 AM-11:20 AM] *	[08:20 AM-11:20 AM] *	Williams(X)	Williams(X)
11:00 AM	[09:00 AM-12:00 PM] *			[09:00 AM-12:00 PM] *	[09:00 AM-12:00 PM] *
12:00 PM					
01:00 PM	EAP-L1(BLK)15T1A BLK-R007	EAP-L1(BLK)15T1A BLK-R003 Williams(X)	EAP-L1(BLK)15T1A BLK-R003 Williams(X)	EAP-L1(BLK)15T1A BLK-R003	EAP-L1(BLK)15T1A BLK-R003
02:00 PM	teacher005	[12:20 PM-02:20 PM] *	[12:20 PM-02:20 PM] *	(X)	Williams(X)
03:00 PM	[01:00 PM-03:00 PM] *			[01:00 PM-03:00 PM] *	[01:00 PM-03:00 PM] *

8 9

Study – Enrolment List

To enrol a student to a class, you need an offer, the status is '19:Ready', for the student.

When you click **Enrol Student** button in Offer - **Payment Schedule & Installment** tab, the status of the offer becomes '19:Ready', and you can see the offer in **Study – Enrol**.

Student - Class Registration

ID	Name	Class	Offer	Course	Active	Status	Study	Offer	Start	Finish	
TMan4	Mr. test man		122	EAP(BLK)	No	90:Finished	24wks	24wks	04/01/2016	(19/06/2016)	
TMan4	Mr. test man	EAP-L1(BLK)15T2A	122	EAP(BLK)	Yes	30:Studying	12wks		06/04/2015	28/06/2015	
TMan4	Mr. test man	EAP-L1(BLK)15T3A	122	EAP(BLK)	Yes	20:Enroled	12wks		06/07/2015	27/09/2015	
TMan4	Mr. test man		122	GE(BLK)	Yes	19:Ready		24wks	01/04/2015	(15/09/2015)	
TMan2	Mr. Test1 Man		114	GE(BLK)	No	90:Finished	12wks	12wks	11/02/2015	(17/07/2015)	
TMan2	Mr. Test1 Man	GE-IN(BLK)15T1A	114	GE(BLK)	No	90:Finished	12wks		05/01/2015	29/03/2015	
MLee1	Ms. Michelle Lee		110	GE(BLK)	No	90:Finished	12wks	12wks	02/02/2015	(28/02/2015)	
MLee1	Ms. Michelle Lee	GE-IN(BLK)15T1A	110	GE(BLK)	No	90:Finished	12wks		05/01/2015	29/03/2015	
BWang1	Mrs. Beauty Wang		108	ET(BLK)	Yes	19:Ready		24wks	01/07/2015	(31/12/2015)	
BWang1	Mrs. Beauty Wang		108	GE(BLK)	Yes	19:Ready		24wks	05/01/2015	(30/06/2015)	

6

2

3

8

7

4

5

- 1 Click **Study → Enrolment List** menu
- 2 When you click **Enrol Student** button in **Offer – Payment Schedule & Instalment** tab, then the status of the offer becomes '19:Ready', and the offer appears in the **Enrol** list.
- 3 There are two rows for the same offer because there are two courses in the offer.
- 4 It shows the study period of the course in the offer.
 - ❖ The rows of **bold dark blue** letters indicate that they are **offers** and they don't have **Class ID**
- 5 To enrol a class to the offer, click **Enrol Student** icon.
- 6 The **enrolled classes** of the offers have class IDs
- 7 The study period of the enrolled classes.

❖ Offer status

Offer	Class
GE(BLK) 24 Weeks 19:Ready	No Class Registered 24 Weeks remain
ET(BLK) 24 Weeks 20:Enrolled	ET-L1(BLK)15T1A 12 Weeks, 90:Finished 12 Weeks remain
EAP(BLK) 24 Weeks 90:Finished	EAP-L1(BLK)15T2A 12 Weeks 30:Studying EAP-L1(BLK)15T3A 12 Weeks, 20:Enrolled

- ❖ Class Status
- ✓ **90:Finished** – the class has finished
 - ✓ **30:Studying** – the student is studying in the class
 - ✓ **20:Enrolled** – the student has enrolled to the class but has not started to study

Study – Enrol Student

You can enrol a class to the offer that is not finished yet. You can select a class from the active classes which have the same course ID. After saving the class enrolment, you can do attendance check or make an assessment.

1 in **Study → Enrolment List**, click the **Enrol Student** icon , next to an offer which is the row of **bold dark blue** letters.

2 You can see the list of selectable active classes.

❖ If you click the icon  next to the class, you can't see the **class list** **2**

3 When you select a class from the list, the study period - **Study Weeks#**, the **start date** and the **finish date** are set equal to the selected class. You can change them if you need.

4 Shows **Study Weeks**, which is the sum of the weeks of enrolled classes with the same offer-course. and **Offer Weeks**, which is the period of the course in the offer.

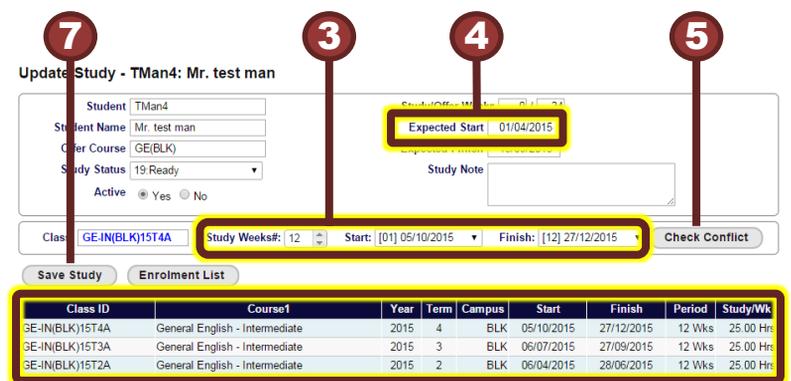
❖ The maximum number of weeks in **3 Study Week#** is **4 Offer Weeks – 4 Study Weeks**.

5 You should **check conflict** before you save the study/enrolment.

6 If there is a conflict, an error message will appear and show the student have other classes during the same period.

7 If there is no conflict, you can save the class enrolment.

❖ After saving the class enrolment, the status become '20:Enrolled' and then you can do attendance check or make an assessment.



Update Study - TMan4: Mr. test man

Student: TMan4
 Student Name: Mr. test man
 Offer Course: GE(BLK)
 Study Status: 19:Ready
 Active: Yes No

Expected Start: 01/04/2015

Class: GE-IN(BLK)15T4A Study Weeks#: 12 Start: [01] 05/10/2015 Finish: [12] 27/12/2015 Check Conflict

Class ID	Course1	Year	Term	Campus	Start	Finish	Period	Study/Wk
GE-IN(BLK)15T4A	General English - Intermediate	2015	4	BLK	05/10/2015	27/12/2015	12 Wks	25.00 Hrs
GE-IN(BLK)15T3A	General English - Intermediate	2015	3	BLK	06/07/2015	27/09/2015	12 Wks	25.00 Hrs
GE-IN(BLK)15T2A	General English - Intermediate	2015	2	BLK	06/04/2015	28/06/2015	12 Wks	25.00 Hrs

The page at localhost says:

ERROR: Conflict with other study

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Monday (09:00:00 ~ 12:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Tuesday (09:00:00 ~ 12:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Tuesday (13:00:00 ~ 15:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Wednesday (09:00:00 ~ 12:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Wednesday (13:00:00 ~ 15:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Thursday (09:00:00 ~ 12:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Thursday (13:00:00 ~ 15:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Friday (09:00:00 ~ 12:00:00)

#GE-IN(BLK)15T3A (2015-07-06 ~ 2015-09-27)
 Friday (13:00:00 ~ 15:00:00)

OK

Study – Attendance Check

After a student is enrolled in a class, you can check attendance, make an assessment, and download attendance and assessment reports.

You can also go to the **Attendance Check** menu from **Class – List**.

Active Class List

1 Click **Study → Attendance Check**

2 You can see the current active classes. If you click the Class ID then you can go to the class attendance check screen.

❖ In [EAP-L1\(BLK\)15T2A \(Week:1\)](#), “(Week:1)” means the current week is the first week of the class.

3 Shows the attendance summary of the current active classes.

❖ “2 / 3 (05:00)” means, two students were attended the class and the class time is five hours on that day.

Week:15 06/04/2015-10/04/2015	Mon 2015-04-06	Tue 2015-04-07	Wed 2015-04-08	Thu 2015-04-09	Fri 2015-04-10
EAP-L1(BLK)15T2A (Week:1)	3 / 3 (05:00)	3 / 3 (05:00)	3 / 3 (05:00)	2 / 3 (05:00)	
ET-L1(BLK)15T2A (Week:1)	2 / 2 (05:00)	2 / 2 (05:00)	2 / 2 (05:00)	2 / 2 (05:00)	
GE-IN(BLK)15T2A (Week:1)	2 / 2 (05:00)	2 / 2 (05:00)	2 / 2 (05:00)	2 / 2 (05:00)	

Attendance Check

4 Click a class in the attendance list 2, or in **Course/Class → Class – List**, click an **Attendance Check** icon, and then you can see **this week's** attendance status.

5 If you want to see other week's attendance, then select a day of the week and click **search** button

6 shows there is a note.

7 Check the checkbox, to do attendance check for that day

8 Uncheck the box, when the student was **absent**.

9 If a student is late, you can adjust the class attendance hours with the time control buttons.

A You can take a note by clicking the icon

EAP-L1(BLK)15T2A	Week:1 06/04/2015-09/04/2015	Mon (05:00) 06/04/2015	Tue (05:00) 07/04/2015	Wed (05:00) 08/04/2015	Thu (05:00) 09/04/2015	Total
MLee1	Ms. Michelle Lee	<input type="checkbox"/> 05:00	<input type="checkbox"/> 00:00	<input checked="" type="checkbox"/> 05:00	<input checked="" type="checkbox"/> 05:00	10:00 (20:00)
TMan1	Mr. test man	<input type="checkbox"/> 05:00	<input type="checkbox"/> 05:00	<input checked="" type="checkbox"/> Absent - Sick	<input checked="" type="checkbox"/> 05:00	20:00 (20:00)
TMan4	Mr. test man	<input type="checkbox"/> 05:00	<input type="checkbox"/> 05:00	<input checked="" type="checkbox"/> 05:00	<input checked="" type="checkbox"/> 05:00	20:00 (20:00)
Number of Student (Attended / All)		3 / 3	2 / 3	3 / 3	3 / 3	

❖ If you want to do attendance check for the non-active class, past class, you need to update the status of the class to be **active** in the class update page, click update icon of the class in **Course/Class → Class – List**.

❖ The status of the class will be non-active the next day by the daily job.

Study – Attendance Report

Attendance and assessment are saved for each class and student, you can look up the attendance report, as soon as the student's class attendance is saved.

- There are three ways to come to **Attendance Report**
 - Click **Study** → **Attendance Report**
 - In **Course/Class** → **Class List**, click **Attendance Report icon**
 - In **Student** → **Student – List**, click **Attendance Report icon**

- If you enter two or more characters,
- a list of class or student IDs will be shown below, which include the corresponding characters.

- If you select a **class** from the list, Then a list of the **students** who are in the class will be shown and vice-versa. The first student/class is selected automatically, or you can select other student/class.

- The attendance reports of the class – student or student – class is shown.

- If you want a PDF format attendance report, click **Download Attendance Report** button.

Attendance Report

Student: MLee1: Michelle Lee, michelle.lee@onsung.org

Class: EAP-L1(BLK)15T2A

AShin1: Miss. areum shin
 GE-IN(BLK)14T4A: General English - Intermediate, 2014 Term 4 (16/10/2014 ~ 28/12/2014)

Week (25:00)	MON (05:00)	TUE (05:00)	WED (05:00)	THU (05:00)	FRI (05:00)	Hours Missed	Comment
01: 05/10/2014 ~ 12/10/2014	05:00	05:00	05:00	05:00	05:00	00:00	
02: 13/10/2014 ~ 19/10/2014	05:00	05:00	05:00	05:00	05:00	00:00	
03: 20/10/2014 ~ 26/10/2014	05:00	05:00	05:00	05:00	05:00	00:00	
04: 27/10/2014 ~ 02/11/2014	05:00	03:00	05:00	05:00	05:00	02:00	[28/10/2014] See a doctor
05: 03/11/2014 ~ 09/11/2014	05:00	Holiday	05:00	05:00	05:00	00:00	[04/11/2014] Holi 2014-11-04
06: 10/11/2014 ~ 16/11/2014	Holiday	05:00	Holiday	05:00	05:00	00:00	[12/11/2014] Test1 Holiday, [10/11/2014] 2014-11-10 Holiday...
07: 17/11/2014 ~ 23/11/2014	05:00	05:00	05:00	05:00	05:00	00:00	
08: 24/11/2014 ~ 30/11/2014	05:00	05:00	05:00	04:40	05:00	00:20	
09: 01/12/2014 ~ 07/12/2014	05:00	05:00	05:00	05:00	05:00	00:00	
10: 08/12/2014 ~ 14/12/2014	00:00	05:00	05:00	05:00	05:00	05:00	
11: 15/12/2014 ~ 21/12/2014	05:00	03:00	05:00	05:00	05:00	02:00	
12: 22/12/2014 ~ 28/12/2014	05:00	05:00	05:00	Holiday	Holiday	00:00	[25/12/2014] Christmas, [26/12/2014] Boxing Day
Total Attendance						96.61%	

Download Attendance Report

Study – Assessment

There are two types of assessment reports, one is 'EAP/ET' type and the other is 'GE' type.

You can save and download an assessment.

- 1 There are three ways to come to **Assessment**
 - ✓ Click **Study** → **Assessment**
 - ✓ In **Course/Class** → **Class List**, click **Assessment icon**
 - ✓ In **Student** → **Student – List**, click **Assessment icon**

- 2 Select class id and student id, See ②,③ and ④ in **Study – Attendance Report page**.

- 3 Click **Save Assessment** button to save the assessment

- 4 If the class is not active, then the **Save Assessment button** becomes 'disabled'.

❖ If you want to do assessment for the non-active class, past class, you need to update the status of the class to be **active** in the class update page, click update icon of the class in **Course/Class** → **Class – List**.

❖ The status of the class will be non-active the next day by the daily job.

- 5 If you want a PDF format Assessment report, click **Download Assessment Report** button.

Assessment

Class: GE-IN(BLK)14T4A Student: AShin1: Areum Shin, are

AShin1: Miss. areum shin
GE-IN(BLK)14T4A: General English - Intermediate, 2014 Term 4 (06/10/2014 ~ 28/12/2014)

Units	Speaking	Listening	Reading	Writing	Date/Memo	Speaking	Listening	Reading	Writing	Date/Memo
1 & 2	88%	93%	90%	85%	memo1	15%	78%	80%	70%	resit1
3 & 4	65%	73%	99%	80%	memo2	%	%	%	%	resit2
5 & 6	%	%	%	%	memo3	%	%	%	%	resit3
7 & 8	%	%	%	%	memo4	%	%	%	%	resit4
9 & 10	%	%	%	%	memo5	%	%	%	%	resit5
11 & 12	%	%	%	%	memo6	%	%	%	%	resit6
TOTAL	88%	83%	94.5%	82.5%	memo7	15%	78%	80%	70%	resit7
OVERALL				87%	memo8				60.75%	resit8
Week6 Comment	Go for it... Keep going...				memo w6	resit w6 comment				
Week12 Comment	w12 comment				memo w12	Hello w12				

Save Assessment Download Assessment Report

Assessment

Class: EAP-L1(BLK)15T1A Student: TMan1: Test Man, testm

TMan1: Mr. test man
EAP-L1(BLK)15T1A: English for Academic Purposes - Level 1, 2015 Term 1 (05/01/2015 ~ 29/03/2015)

Assessments	Score	Submitted Date	1st Resubmit Score	1st Resubmit Date	2nd Resubmit Score	2nd Resubmit Date	Comments
1: Note making	75%	aaaa	90%	1st resubmit	%		
2: Group Discussion	70%		80%		%	222 2222	
3: Listening Summary	72%		85%		83%		comments . 2nd line 3rd line
4:Reading Summary	%		%		92%		
5: Essay 1	%		%		%		
6: Written Review	%		%		%		
7: Listening Note Taking	%		%		%		
8: Group Presentation	%		%		%		우하하하.. 공부열심히해...
9: Individual Presentation	%		%		%		
10: Essay 2	%		%		%		
TOTAL	72.33%		85%		87.5%		test

Save Assessment Download Assessment Report