

*A*chademix

Student Data Management

*A*chademix

Courses & Pathway Administration

CODELEVEL SERVICES LLC

Agenda

This session discusses administering courses and pathways.

1. Entering Course Records
2. Entering Pathway Records and Assigning Fees, Courses, Requisites & Instructors

Pathway

Courses

Schedules

Pricing

Required
Documents

Instructors

Enrollments

Courses

The course is the building block for all training activities.

- Identifies the core deliverable for state/federal and other accrediting agencies, as well as for transcripts
- Defines the topic of study covered in the curriculum
- Establishes the hours of instruction requirement
- Allows for default settings
- Provides public information

Title:	AC/DC Electrical Systems		
Description:	This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.		
DO NOT DELETE! Just change the Status			
Status:	Active	Clock Hours:	20.00
OCAS Code:		Course Code:	ACDC20
Credit Hours:	0.25	Grade Pt. Req:	0
Std. Gender:	Not Specific	General Ed. Course:	<input type="checkbox"/>
Maximum Seats:	25	Minimum Seats:	5
Publish to public form:	<input type="checkbox"/>	MIS Code:	4703
Version:		Category:	Trade, Technical and
CIP Code:	470101 - Electronics	Publish Type:	
SOC Code:			
Course Note:	Imported Data, Pre-AX		

Courses (continued)

There are a number of data fields associated with a course record, though many may actually be hidden if they are not required. Below is a discussion on some of the most common data elements.

Title: The Course Title is shown anywhere the course is referenced, thus is also the “public” title, therefore it is important to use the official verbiage.

Course Code: The Course Code is simply a reference to this course and used usually for internal purposes. It is important to note that a year (or any time related information) **NOT** be associated to the course.

Clock Hours: It is very **IMPORTANT** to enter the Clock Hours for any course that is to be part of a Career Major. This represents the hours that the student is awarded upon successful completion of this specific course.

Description: This is a brief, or otherwise, description of the course. This is used when publishing the course to the online registration system, thus only needs entered at that time.

Max & Min Seats: The seat count thresholds are used to help make decisions regarding whether a class will make or should be split into two sections. This helps with automatic “wait lists” for on-line enrollments.

Status: The status allows this course to be available for creating new classes (sections in which to offer the course). This will need to remain “Active” until it no longer will be offered (thus retired from the catalog). **NEVER DELETE** a course once it has been offered even one time.

Publish Online: This is a checkbox that, when selected, will allow this course and all of its available classes to be shown online.

Create a New Course

BASICS

1. Navigate to the Course Module
2. Search for the Course to ensure it doesn't already exist
3. In the Ribbon, click on "Add New Course"
4. In the Detail Panel, enter the necessary information to define this Course
5. Save

Choose Add New Course

Be sure to use clear course titles, as these will be available on student transcripts, as well as online.

Main Options Settings

Add New Course
Remove Course

Enter Course Code
Course Location

My Page
Students
Career Majors
Classes
Industry
Feeders
Funds
Services
Programs
Staff
Courses
My School

Title: AC/DC Electrical Systems

Description: This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on the identification of components, operation of test equipment, and the design and construction of simple DC/AC circuits.

Status: Active
Clock Hours: 20.00

OCAS Code:
Course Code: ACDC20

Credit Hours: 0.25
Grade Pt. Req: 0

Std. Gender: Not Specific
General Ed. Course:

Maximum Seats: 25
Minimum Seats: 5

Publish to public form:
MIS Code: 4703

Version:
Category: Trade, Technical and

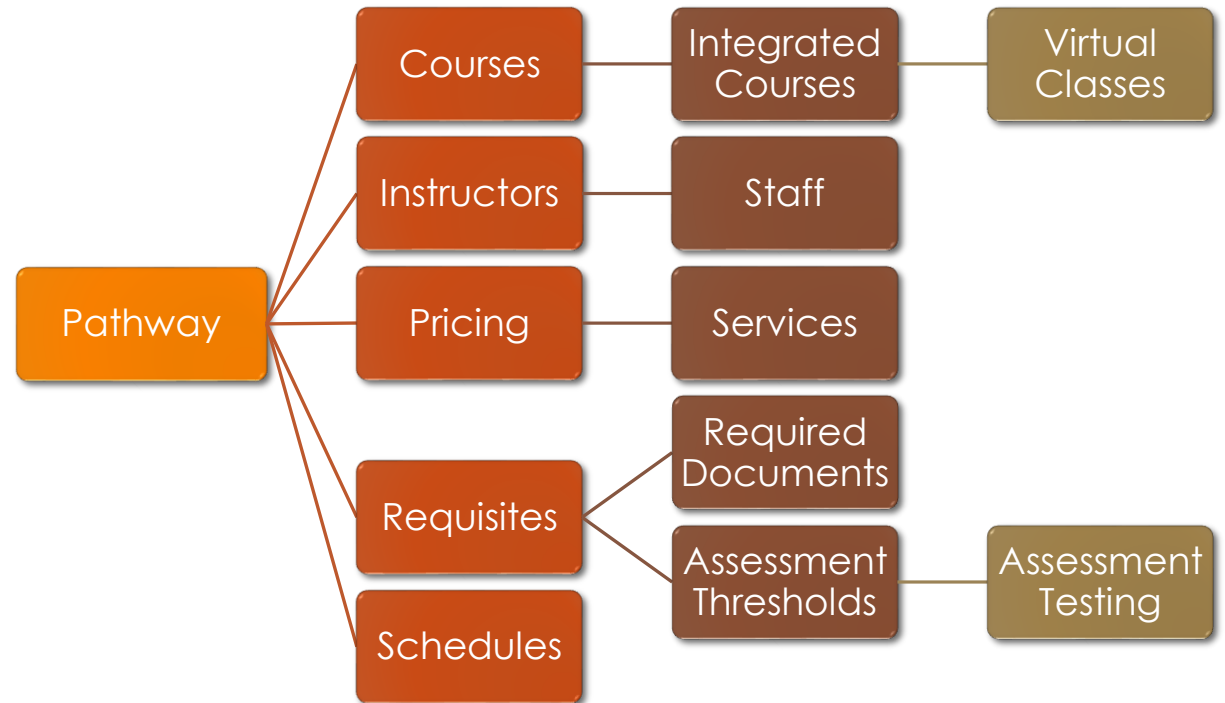
CIP Code: 470101 - Electronics
Publish Type:
SOC Code:
Course Note: Imported Data, Pre-AX

Save Cancel

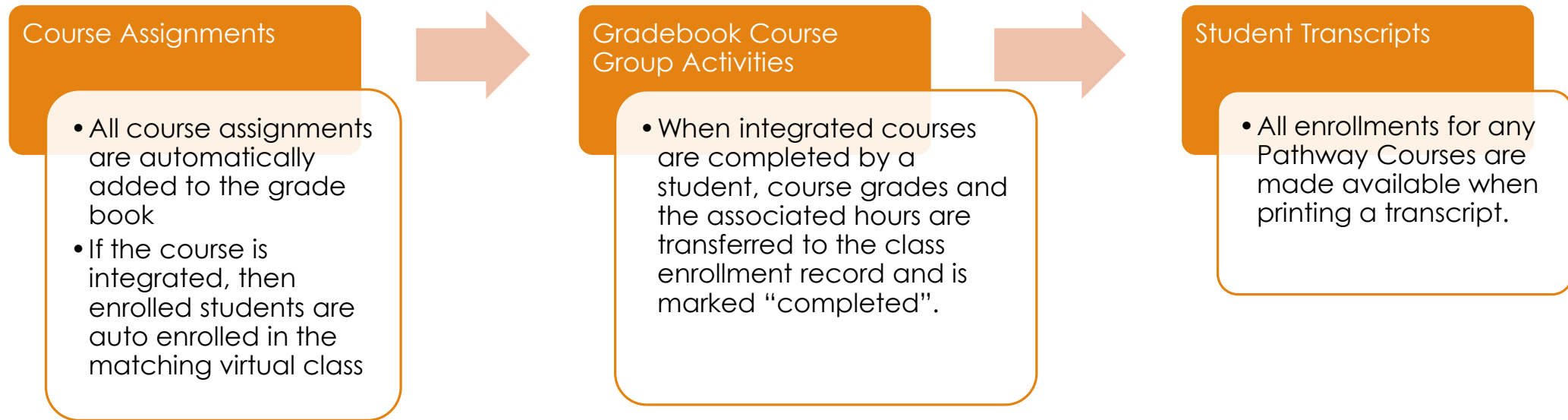
Programs & Pathways

The Pathway in Achademix is simply a collection of courses that a student must complete in order to obtain the program's outcome, such as a certificate.

The student completes the Pathway by enrolling in a **Pathway**, which can be further configured to meet specific occupational requirements.



Programs & Pathways (Courses & Transcripts)



It is **IMPORTANT** to make sure that all integrated course assignments have been completed before the cohort begins class (i.e. before the start date of the program). If they are added afterwards, the student will not be enrolled into the proper virtual class.

Create a New Pathway

BASICS

1. Navigate to the Pathway Module
2. Select "Add Pathway"
3. Choose the Program for which this Pathway should be assigned
4. In the Detail Panel, enter the Pathway's information and Save
5. Choose the Courses Session and add additional Courses not assigned at the Program level
6. Choose the Req/Docs Session and assign the proper Assessment thresholds and Required Documents to this Pathway
7. Choose the Instructor Session and assign the instructor(s) to this Pathway
8. Choose the Pricing Session and assign the proper fees (Services) to this Pathway

The screenshot displays the 'Medical Assistant' pathway configuration interface. The main form includes fields for Pathway Title, Description, Pathway Code, Hours Required, Billing Point, CIP, Status, Publish, Schedule Type, Note, Coordinator, and Authorization #. A callout box points to the 'Status' dropdown, which is set to 'Open for Enrollment', with the text: "Set to 'Open' when ready to accept enrollments".

Overlaid on the main form are two panels:

- Testing / Prerequisites / Required Documents:** A table showing prerequisites and documents. The 'WorkKeys- Applied Mathematics' prerequisite has an 'Enroll Status' of 'Pending' and a 'Min' value of '6'. The 'Required Documents' list includes items like 'BCI Background Check', 'Confidentiality Form', 'Drug Screen (Initial)', 'Enrollment Agreement', 'FBI Background Check', 'Hepatitis B Vaccination', 'High School Transcript/GED', 'Liability Insurance Form', 'MMR Vaccination', 'Professional Reference #1', 'Professional Reference #2', 'TB 2-Step Vaccination', 'Tetanus Booster (Tdap) Vaccination', and 'Varicella Vaccination'.
- Enrollment Status and Additional Settings:** A panel with various settings including 'Enrollment Status', 'Student Type', 'Requires Expiration Date', 'Initial Alert Level', 'Escalate Alert Level', 'Status Blocking', 'Attachment Type', 'Enable Student Notification', 'Disable Alert Notifications', 'Disable Tracking', and document validity settings.

At the bottom, a 'Course Selection' window is open, showing search results for 'cos'. The results table is as follows:

Course	Catalog #	Category	Attend Hrs.	Credit Hrs.
<input checked="" type="checkbox"/> COS100 Sanitation & Bacteriology		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS110 Scalp Care		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS120 Hair Techniques		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS130 Manicuring		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS140 Skin Care		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS150 Salon Operations and Communications		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS160 Cosmetology		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS200 Cosmetology		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS210 Cosmetology		Cosmetology	0	30.00
<input checked="" type="checkbox"/> COS220 Public Health		Cosmetology	0	30.00

Below the search results, a table shows the relationship between the selected course and the pathway's requirements:

Course	GP Required	Internal
COS100 Sanitation & Bacteriology	0	<input checked="" type="checkbox"/>
COS110 Scalp Care	0	<input checked="" type="checkbox"/>
COS120 Hair Techniques	0	<input checked="" type="checkbox"/>
COS130 Manicuring	0	<input checked="" type="checkbox"/>
COS140 Skin Care	0	<input checked="" type="checkbox"/>
COS150 Salon Operation and Communications	0	<input checked="" type="checkbox"/>

Assign Courses to a Pathway

BASICS

1. Navigate to the Pathway Module
2. Search for and select the applicable Pathway
3. Click on the Courses Session
4. Click on "Add Courses" to locate the desired course records
5. Select the applicable Courses and set the proper "internal" flag, as well as the Grade Point required for successful completion
6. Save

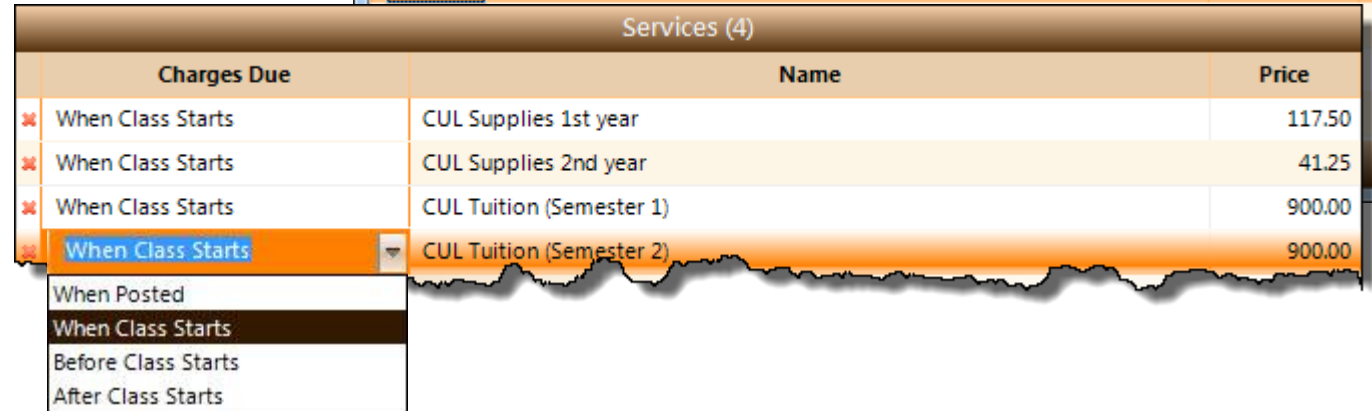
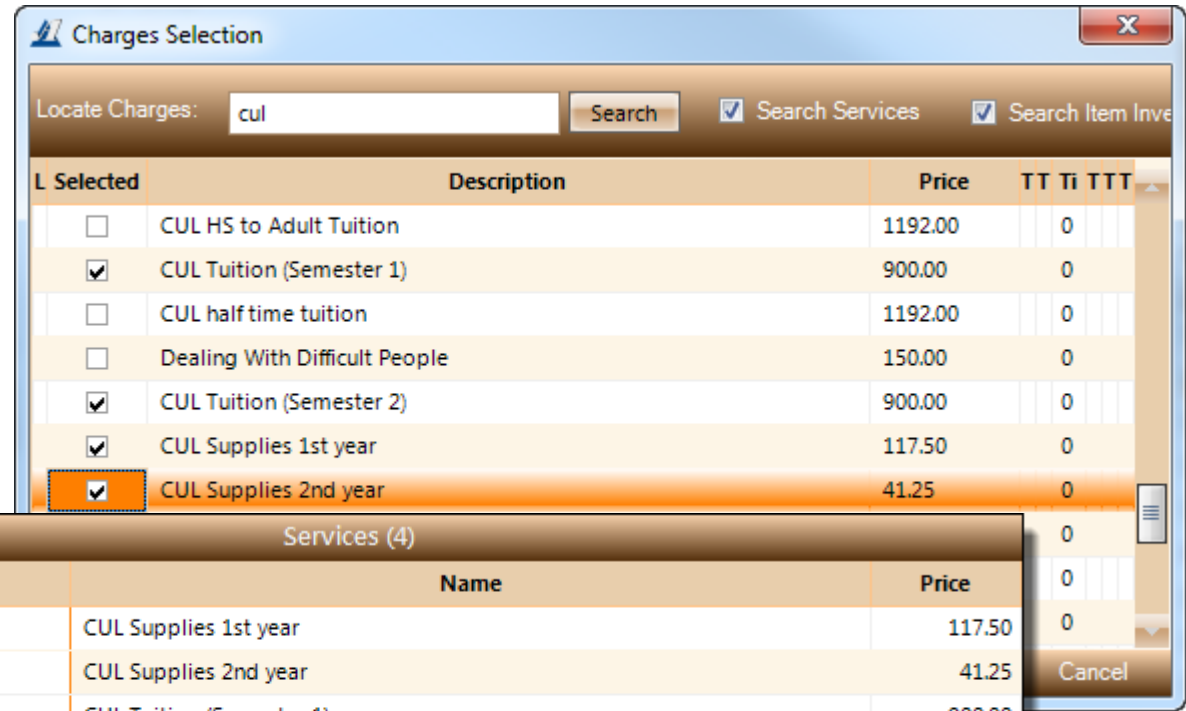
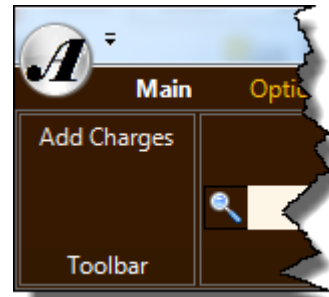
The screenshot shows a software interface for course selection. At the top left, there is a 'Main' menu with options 'Add Course' and 'Remove Course', and a 'Toolbar' with a magnifying glass icon. The main window is titled 'Course Selection' and has a search bar with 'BUS' entered and a 'Search' button. Below the search bar is a table of search results. A callout box points to the search bar with the text 'Search for courses and select the applicable records'. Below the search results is a larger table with columns for 'Course', 'GP Required', and 'Internal'. A callout box points to this table with the text 'Once associated to the Career Major, change these settings as appropriate'. The table lists various business courses with checkboxes for selection and internal flagging.

Course	GP Required	Internal
<input type="checkbox"/> AMET 2343 Business Communication I	45.00	45.00
<input checked="" type="checkbox"/> BBA1101 Building Business Acumen	6.00	6.00
<input checked="" type="checkbox"/> BBA1101 Building Business Acumen	1.00	1.00
<input type="checkbox"/> BFA1263 Business Math	60.00	1.25
<input checked="" type="checkbox"/> BUS1103 Computing Fundamentals	60.00	1.25
<input type="checkbox"/> BUS1113 Document Processing I	60.00	1.25
<input type="checkbox"/> BUS1123 Spreadsheet Applications	60.00	1.25
<input checked="" type="checkbox"/> BUS1133 Database Applications	60.00	1.25
<input checked="" type="checkbox"/> BUS1153 Business Communications	60.00	1.25
<input checked="" type="checkbox"/> BFA1263 Business Math	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1103 Computing Fundamentals	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1113 Document Processing I	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1123 Spreadsheet Applications	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1133 Database Applications	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1153 Business Communications	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1173 Entrepreneurship & Employment Skills	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1183 Advanced Spreadsheet Applications	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BUS1193 Internship I	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BFA1213 Accounting I	0	<input checked="" type="checkbox"/>

Assign Fees to a Pathway

BASICS

1. Navigate to the Pathway Module
2. Search for and select the applicable Pathway
3. Click on the Pricing Session
4. Click on "Add Charges" to locate the desired charges
5. Select the Services and change the Charges Due option to "When Class Starts" as applicable
6. Save



Charges Due: This allows you to set the due date on the charges to something other than the post date. This does not change when the charges are posted to the account.

- **When Posted:** just what it says!
- **When Class Starts:** Due date will be set to this students start date. *This is the one you want to use for Term 1 charges.*
- **Before & After Class Starts:** A preset number of days before or after the student start date.

Instructors

Instructors must be entered first as Staff records. Marking them as Instructors will make them available for assignment to Pathways and Classes.

Assigning them to their Pathways & Classes gives them the access rights needed to enter grades, take attendance, contact the students, and receive related class notifications.

The screenshot displays the 'Career Major List (30)' with a sidebar on the left containing folders for Information, Requisites, Courses, Teachers (selected), Pricing, Enrollments, Documents, and Financials. The main list shows several entries with checkboxes, including 'Heavy Equipment Operator CDL II A' which is selected. To the right, the 'Info: Name' panel shows details for 'Mike Brown', including enrollment statistics and scheduling information. Below this, a table lists assigned instructors.

Primary	Instructor	Type
<input checked="" type="checkbox"/>	Mike Brown	Construction Trades Instructor
<input type="checkbox"/>	Tyrone Moore	



Instructors can only access information related to the classes in which they are assigned.

Assign Instructors to a Pathway

BASICS

1. While a Pathway record is selected, choose the Teachers Session
2. From the Ribbon, choose Add Instructor
3. From the list of Instructors, check the boxes next to each that should be associated to this Pathway
4. Choose OK
5. Set one Instructor as the "Primary"
6. Save

Choose Add Course Instructor to select from a list of available Instructors

Choose the instructor(s) that are eligible to teach this course

Choose the Teachers Session

Selected	Instructor	Type	Certifica
<input type="checkbox"/>	Mike Adel		
<input type="checkbox"/>	Tandy Banks		
<input checked="" type="checkbox"/>	Ed Bannon		
<input type="checkbox"/>	Mark Bradway	Regular/Standard	
<input type="checkbox"/>	Benjamin Brown	Regular/Standard	
<input type="checkbox"/>	Marco Chantres	Regular/Standard	
<input type="checkbox"/>	Craig Cooper	Regular/Standard	
<input type="checkbox"/>	Rusty Darnell	Regular/Standard	
<input type="checkbox"/>	Kirk Duggins	Regular/Standard	
<input type="checkbox"/>	Thomas Duggins	Regular/Standard	
<input type="checkbox"/>	Robert Gardine	Regular/Standard	
<input type="checkbox"/>	Greg Hawks	Regular/Standard	
<input type="checkbox"/>	Steve Hawks	Regular/Standard	
<input checked="" type="checkbox"/>	Thomas Hudson		
<input type="checkbox"/>	Mani Karupiah		
<input type="checkbox"/>	Nancy Kenney		
<input type="checkbox"/>	David Kimber		
<input type="checkbox"/>	Chris Koester		
<input type="checkbox"/>	William Lant	Regular/Standard	

Primary	Instructor	Type
<input checked="" type="checkbox"/>	Ed Bannon	Regular/Standard
<input type="checkbox"/>	Thomas Hudson	Regular/Standard

Set one of the selected Instructors as "Primary" (if only one, make them "Primary")

Required Documents

Should be used when a Pathway has specific documents, or other tasks, that the student is required to submit/complete in order to be registered/enrolled or otherwise.



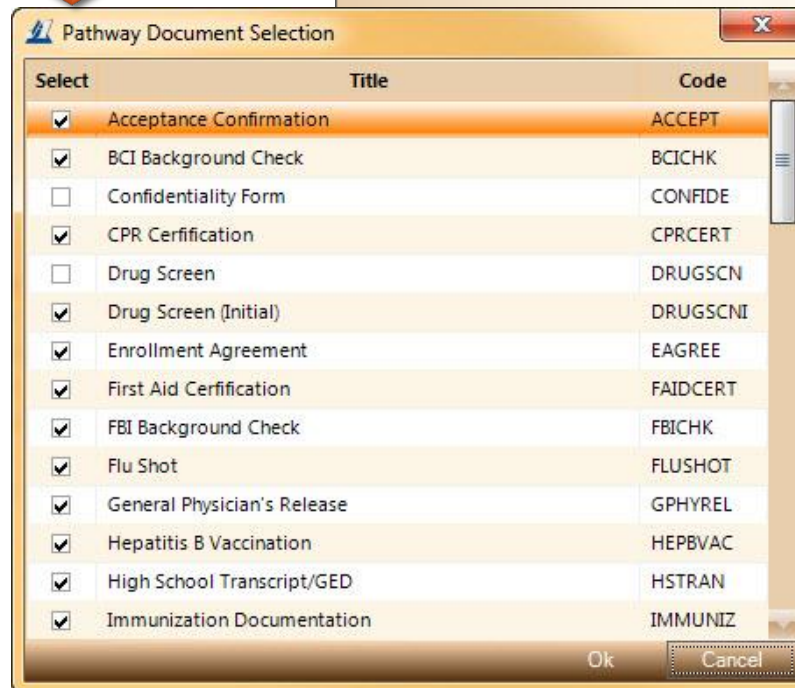
Users must select and setup the document requirements for each Pathway for which the requirement exists.

Add a Required Document

BASICS

1. Navigate to the Class Module
2. Click on the Requisites Session
3. Click on “Required Documents tab” to expose current required doc properties.
4. Click on “Add Doc Requirement”
5. Check the documents that you want to be required. They will already be checked if they have already been included.
6. Click on “OK” and the new document will appear in the list.
7. Set the document requirement properties and Save.

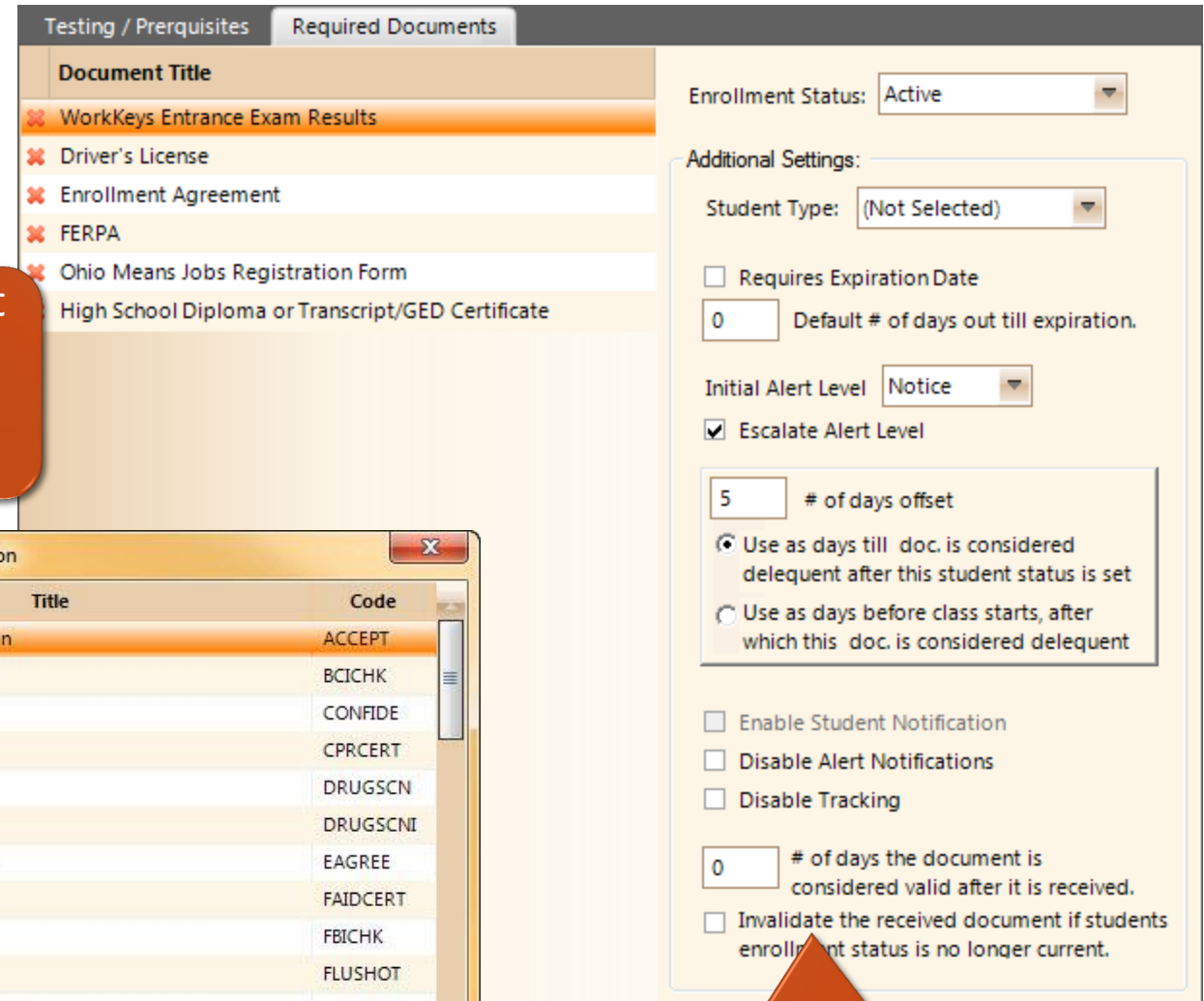
Select Document Types that are required by this Class



Pathway Document Selection

Select	Title	Code
<input checked="" type="checkbox"/>	Acceptance Confirmation	ACCEPT
<input checked="" type="checkbox"/>	BCI Background Check	BCICBK
<input type="checkbox"/>	Confidentiality Form	CONFIDE
<input checked="" type="checkbox"/>	CPR Certification	CPRCERT
<input type="checkbox"/>	Drug Screen	DRUGSCN
<input checked="" type="checkbox"/>	Drug Screen (Initial)	DRUGSCNI
<input checked="" type="checkbox"/>	Enrollment Agreement	EAGREE
<input checked="" type="checkbox"/>	First Aid Certification	FAIDCERT
<input checked="" type="checkbox"/>	FBI Background Check	FBICBK
<input checked="" type="checkbox"/>	Flu Shot	FLUSHOT
<input checked="" type="checkbox"/>	General Physician's Release	GPHYREL
<input checked="" type="checkbox"/>	Hepatitis B Vaccination	HEPBVAC
<input checked="" type="checkbox"/>	High School Transcript/GED	HSTRAN
<input checked="" type="checkbox"/>	Immunization Documentation	IMMUNIZ

Ok Cancel



Testing / Prerequisites Required Documents

Document Title

- WorkKeys Entrance Exam Results
- Driver's License
- Enrollment Agreement
- FERPA
- Ohio Means Jobs Registration Form
- High School Diploma or Transcript/GED Certificate

Enrollment Status: Active

Additional Settings:

Student Type: (Not Selected)

Requires Expiration Date

0 Default # of days out till expiration.

Initial Alert Level Notice

Escalate Alert Level

5 # of days offset

Use as days till doc. is considered dequent after this student status is set

Use as days before class starts, after which this doc. is considered dequent

Enable Student Notification

Disable Alert Notifications

Disable Tracking

0 # of days the document is considered valid after it is received.

Invalidate the received document if students enrollment status is no longer current.

Set Document requirement properties for each document

Required Documents (continued)

Enrollment Status is the most important property. This sets the primary trigger point as to when this document is expected to be “On File”.

30	# of days till doc. is considered delinquent after this student status is set
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Days till considered delinquent sets a grace period allowing more time to get the documents on file before Alert Notifications are triggered.

You want to make sure you set the appropriate trigger points and grace periods so that you are not overwhelmed with notifications. Review your process and allow acceptable time for the student to submit the documents/forms, as well as to allow the staff time to record their receipt.

The screenshot shows a window titled "Required Document Status for Megan Stover" with a table of documents. The table has columns for "Received", "Document", "Status", and "Mod".

Received	Document	Status	Mod
<input type="checkbox"/>	Application	2 Days Past Due	ST
<input type="checkbox"/>	KCCC Enrollment Agreement	153 Days Past Due	ST
		153 Days Past Due	ST
		153 Days Past Due	ST
		153 Days Past Due	ST
		On File	ST
		On File	PR
		On File	PR

Below the table is a "Notifications" window with the following content:

ALERTS: (6 Items)

Message

- Megan Stover is missing Application.
- Kristen Wright is missing FERPA Release.
- Zachary Taylor is missing FERPA Release.
- Zachary Taylor is missing Emergency Medical Release.
- Nikkia Shipman is missing High School Transcript/GED.
- 21 students found missing the (TB Annual Vaccination) required document .

Student Required Document Status

This concludes your training exercise.

Achademix: Course and Pathway Administration

This material presented here is brief look at some of the basic concepts and processes in dealing with the setup and administration of both courses and programs.

Please practice setting up your own courses and pathways and let us know if you have any questions.

Reference Documents

N/A

www.Achademix.net

All processes shown and presented are subject to change without notice.

