
On-line Class Enrollment

Sun City Anthem Computer Club

On-line Class Enrollment

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1 Introduction

The Sun City Anthem Computer Club has added a class enrollment feature to its new web site. As a student you can view the full class descriptions and register for classes from any computer using your favorite web browser. The system will even send reminders the day before your registered classes. As a teacher you can manage your class descriptions, dates, registrations and even cancel a session if the enrollment is too low.

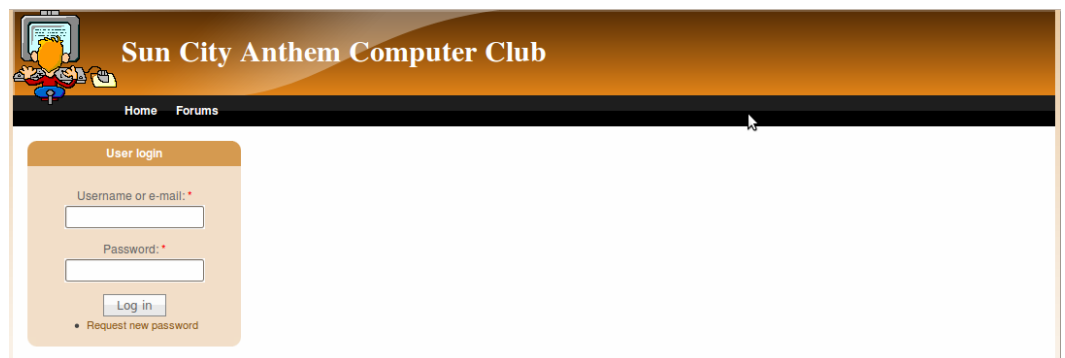
2 Basic Features

2.1 Login

The use of the on-line class enrollment requires you to be a member of the Sun City Anthem Computer Club. You will use your Sun City Anthem Membership ID as your username to login to the web site (see figure 2-1). Alternatively, you can use your email address in place of your member ID.

Figure 2-1:

The first page you encounter is the login screen. Much of the site's content is shown only to authenticated users.

The screenshot shows the login page of the Sun City Anthem Computer Club website. At the top, there is a header with the club's name and a navigation bar with links for 'Home' and 'Forums'. Below the navigation bar is a 'User login' section. This section contains two input fields: 'Username or e-mail: *' and 'Password: *'. Below these fields is a 'Log in' button. At the bottom of the login section, there is a link that says 'Request new password'.

After a successful login you will be presented with the main screen (see figure 2-2). Along the top you will find the **Home** and **Contact Us** quick links. The **Home** link will show this main page, so if you ever get lost within the site you can easily return to the main page.

On the left side of the screen there are several blocks which provide access to the site content. The first block is called the *Navigation* block and provides links to other areas of interest. Among other things please note the **My Account** and **Log Out** entries.

The second block is called the *Upcoming Sessions* block and displays information about upcoming classes, but more on that in section 2.3.

Figure 2-2:

This is the main page after login. The first block is called the *Navigation Block* and contains a menu which acts as a road map to the entire site.

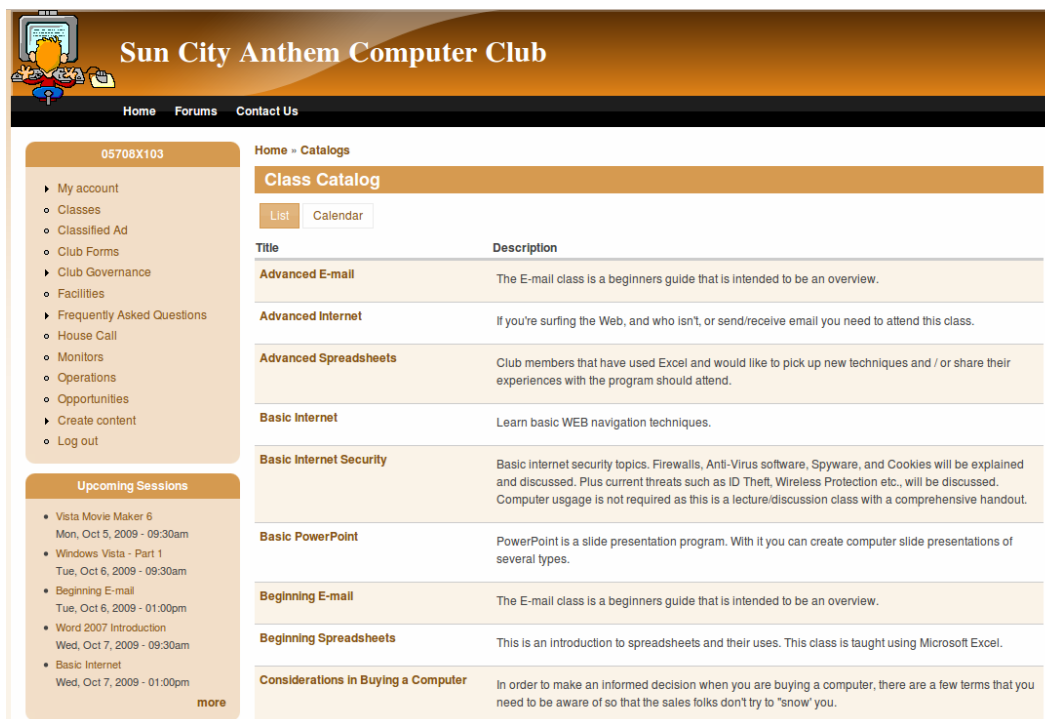


2.2 Class Listing

To view a listing of all the classes offered by the Club, select **Classes** from the *Navigation* block (see figure 2-3). The class title and a brief description is given for each class. The listing may span more than one page, so use the page controls after the list to select other pages.

Figure 2-3:

The class catalog is a listing of all classes offered by the Club.



To view the full class description click on the class title. This will display a session listing for the class (see figure 2-4).

Figure 2-4:

The sessions menu lists all the dates for a given class.

Home » Considerations in Buying a Computer

[View](#) [Sessions](#) [Catalog](#)

Session ID	Start date	End date	Enrollment	Capacity	Operations
14	Oct 12, 2009 09:30am	Oct 12, 2009 11:30am	Open	16	enroll , roster
34	Nov 10, 2009 09:30am	Nov 10, 2009 11:30am	Open	16	enroll , roster

From there, click on the **View** menu option (see figure 2-5).

Figure 2-5:

The View menu option displays the full description for the class.

Home

[View](#) [Edit](#) [Sessions](#) [Catalog](#)

Windows Vista - Part 3

Submitted by **Warren Begas** on Mon, 08/03/2009 - 10:28

Working with Files and Folders

This is the third in the Windows Vista sequence. In this class you will work extensively with folders.

Topics covered:

- Understanding Storage Devices, Folders, and Files
- Using Computer to See What's in Your Computer
- Opening a Folder
- Creating and Renaming a Folder
- Copying, Moving, and Deleting a Folder
- Opening, Renaming, and Deleting a File
- Copying and Moving a File
- Restoring a Deleted File and Emptying the Recycle Bin
- A Closer Look at Files and Folders
- Changing How Information is Displayed
- Selecting Multiple Files and Folders
- Finding a File Using the Search Companion
- Managing the Search Companion
- Using the Folders Pane (Windows Explorer)
- File Management Using the Folders Pane

Prerequisites:

1. Member in good standing of the Sun City Anthem Computer Club
2. Windows Vista: Part 1: An Introduction
3. Windows Vista: Part 2: Working with a Windows Program

2.3 Enroll in a Class

There are several methods you can use to enroll in a class. If you refer back to figure 2-3 you will notice a block located along the left edge of the screen called *Upcoming Sessions*. This block contains a list of the next five sequential classes and the class date. Clicking on the class title will bring you directly to the session enroll menu (see figure 2-6).

Figure 2-6:

The enroll menu lets you choose a role. Typically this would be Student.

Home » Considerations in Buying a Computer

Enroll in Session 14

[Detail](#) [Roster](#) [Enroll](#)

User to enroll

Enroll Warren Begas

Choose Role	Request	Available	Capacity	Wait List
<input checked="" type="radio"/> Student	1	16	16	Empty
<input type="radio"/> Teacher	1	Full	1	Disabled

[Enroll](#)

The second method allows you to view the class sessions for any given month in a calendar format. To view this calendar, select either the **More** option in the *Upcoming Sessions* block or select the **Calendar** option in the Class Catalog (see figure 2.7). Clicking on the class title in the calendar will present the enroll menu.

Figure 2-7:

The calendar view shows the classes and dates for the month.



Finally, you can click on the class title in the Class Catalog listing (figure 2-3) to display a list of sessions for the class (figure 2-4). At the end of each session line is the option to enroll.

2.4 My Enrollment

Now that you have enrolled in some classes, how do you remember which ones? Remember the main menu (figure 2-2)? In the *Navigation* block you will find a menu item called **My Account**. Clicking on this link will present you with information about your account. Now click on the **Enrollment** menu option to view your current enrollment (see figure 2-8).

Figure 2-8:

The Enrollment option presents the list of your current enrollment.

Home » My account

Current enrollment

View Edit **Enrollment** My Classified Ad list Notifications Receipts

List History

▼ Show sessions where

Role

- All Roles - ▼

<input type="checkbox"/>	Title	Role	Enrolled	Start date	End date
<input type="checkbox"/>	Word 2007 Introduction	Teacher	1	Oct 7, 2009 09:30am	Oct 7, 2009 11:30am
<input type="checkbox"/>	Windows Vista - Part 3	Student	1	Oct 16, 2009 09:30am	Oct 16, 2009 11:30am
<input type="checkbox"/>	Windows Vista - Part 3	Teacher	1	Oct 16, 2009 09:30am	Oct 16, 2009 11:30am
<input type="checkbox"/>	Word 2007 Introduction	Teacher	1	Nov 4, 2009 09:30am	Nov 4, 2009 11:30am
<input type="checkbox"/>	Windows Vista - Part 3	Teacher	1	Nov 17, 2009 09:30am	Nov 17, 2009 11:30am

Drop

2.5 Drop Enrollment

If you were observant, the enrollment listing (figure 2-8) has a check-box next to each class and a button after the listing called **Drop**. Simply click the check-box next to each class you wish to drop and then select the **Drop** button. You will be asked to confirm your action since this can not be reversed. If you change your mind (again) and want to enroll in the class, you will have to go through the enroll process once more. But be warned, if the class fills to capacity before you enroll again, you will be added to the waiting list.

2.6 Reminders

Would you like to receive an email reminder 24 hours prior to your enrolled class? From the **My Account** page, select the **Notifications** menu item to display notification options (see figure 2-9).

Figure 2-9:

Notification options allow you to manage your subscriptions.

Home » My account

My account

View Edit Enrollment My Classified Ad list **Notifications** Receipts

Overview Subscriptions Add subscription

Current status:

- You have 3 active subscriptions.
- Your default sending method for new subscriptions is Email
- Your default sending interval for new subscriptions is Immediately

You can:

- Administer your subscriptions
- Edit your notifications settings
- Temporarily disable all your subscriptions
- Cancel all your subscriptions

or create a new subscription:

- User enrollment
- Session notices

You can list your current subscriptions by clicking on the **Subscriptions** sub-menu option (see figure 2-10). From here you have the ability to delete your subscriptions or temporarily suspend notifications.

Figure 2-10:

List your current subscriptions from this sub-menu item.

Home » My account

My account

View Enrollment My Classified Ad list Notifications Receipts

Overview Subscriptions Add subscription

► Filter

Update options

Activate Update

<input type="checkbox"/>	Type	Description	Send method	Send interval	Status	Operations
<input type="checkbox"/>	Monitor assignments	All	Email	Immediately	active	edit, drop
<input type="checkbox"/>	Session notices	Word 2007 Introduction	Email	Immediately	active	edit, drop
<input type="checkbox"/>	User enrollment	Class	Email	Immediately	active	edit, drop

Finally, you can add reminder notifications in several ways, click either the **User Enrollment** link on the *Overview* menu (figure 2-9) or click the **Add Subscription** sub-menu option (figure 2-10). The user enrollment notifications are sent when you enroll or drop a session. Notification is also sent if the administrator changes or cancels the session. The **Add Subscription** menu allows you to have email sent immediately or in batches at a specified interval (see figure 2-11).

Figure 2-11:

Select your desired notification options.

Home » My account

Add subscription

View Enrollment My Classified Ad list Notifications Receipts

Overview Subscriptions Add subscription

Create User enrollment subscription

Subscribe to all user enrollment.

Catalog: *

Class

Notifications

How often and by which channel do you want to get notifications for this subscription.

Send interval:

Immediately

Send method:

Email

Create subscription Cancel