
On-line Class Management

Sun City Anthem Computer Club

On-line Class Management

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1 Introduction

The Sun City Anthem Computer Club has added a class management 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.

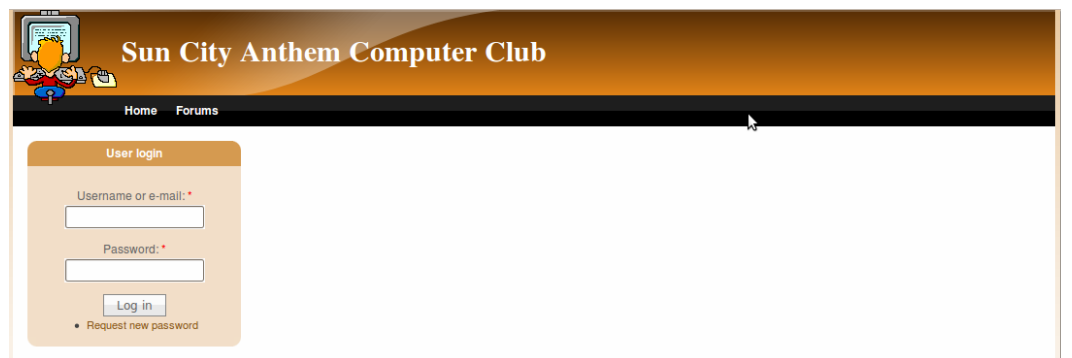
2 Basic Features

2.1 Login

The use of the on-line class management 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. 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 and a link for '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.

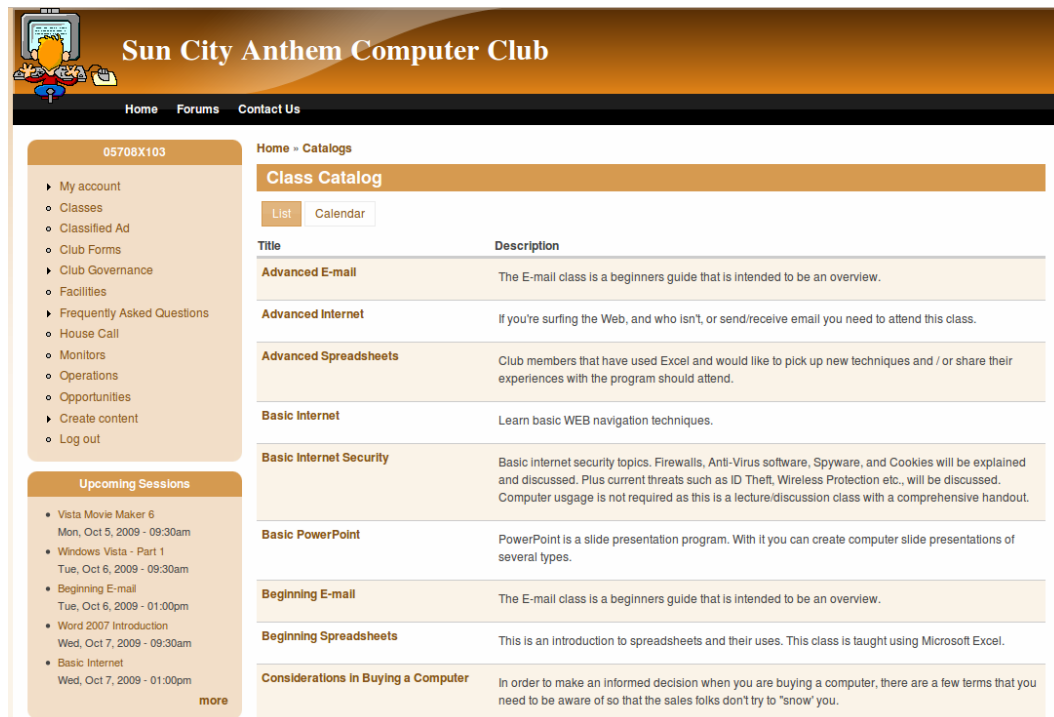


2.2 Class Listing

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

3 Advanced Features

3.1 Permissions

Permission is the authority to perform certain actions within the site. Permissions relevant to the Class Management system are as follows:

Permission	Description
create class content	The ability to create new class content
edit any class content	The ability to edit any class content
edit own class content	The ability to edit only one's own class content
delete any class content	The ability to delete any class content
delete own class content	The ability to delete one's own class content
access class sessions	The ability to view the class catalog and the session listing.
enroll class sessions	The ability to manage one's own session enrollment.
manage class sessions	The ability to manage any session enrollment.
administer class sessions	The ability to add, delete, modify and clone any session.

3.2 Roles

A role is essentially a collection of permissions. Each user is assigned one or more roles. By default there are two roles: *anonymous* (a user who had not logged in) and *authenticated* (a user who has successfully logged in). The Class Management system added another role, namely *Education Director*.

The *authenticated* role is assigned the following permissions: *edit own class content*, *access class sessions*, and *enroll class sessions*. This means that any Club Member can view the list of classes and manage their own enrollment. In addition, they can edit any class description they authored.

The *Education Director* is assigned all of these permissions which grants anyone assigned to this role full authority over all class functions.

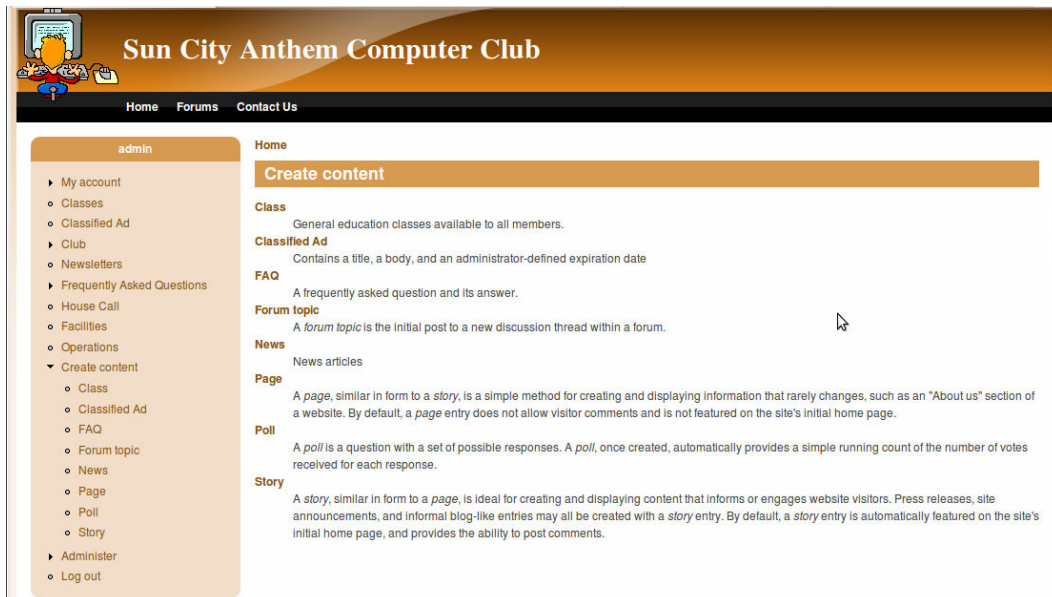
There is a special case for inheriting the *manage class sessions* and *administer class sessions* permissions. The author of a class will inherit the *administer class sessions* permission for the purpose of adding a new session. Within a given session, both permissions are inherited by anyone enrolled in the staff role as explained in Section 3-5.

3.3 Create a New Class

To create a new class you first navigate to the home page. In the navigation block you should find a menu item called **Create content**. Clicking on this menu item will display the create content page where you will find an entry called **Class** (see figure 3-1). If either of these menu items is not visible, then you are not authorized to create class content because you are not assigned to the *Education Director* role.

Figure 3-1:

Select Create content to define a new class.



Selecting the **Class** menu item will bring you to the create class page (see figure 3-2). Here you enter the class title and description. The description or body can be manually split into two sections using the **Split summary at cursor** button. The first section should be a brief class description and will be displayed on the catalog page (see figure 2-3). The second section is the full class description. If you do not manually split the description, then the brief summary will be the first so many words as determined by site settings.

The only other option you should consider changing is the *Input format*, which by default is a very limited subset of HTML. You may change this to full HTML if you know what you are doing.

3.4 Edit an Existing Class

You must either be the author of the class or belong to the *Education Manager* role in order to edit an existing class. Assuming you have the proper permission, navigate to view the current class description (see Section 2.2) and locate the **Edit** tab. The edit menu is identical to the add menu (figure 3-2). You may preview your changes using the **Preview** button and save your masterpiece using the **Save** button. If you know what you are doing and want to use full HTML in the description, click on the **Input format** option and choose **Full HTML**.

Figure 3-2:

Fill in the Title and Body sections.

Home » Create content

Create Class

Title: *

Menu settings

Body:

Split summary at cursor

Switch to rich text editor

The ID for excluding or including this element is: edit-body - the path is: node/add/class

Input format

Notifications

☐ Do not send notifications for this update.

Revision information

Comment settings

Authoring information

Publishing options

Save Preview

3.5 Add a Session

To add a new session for a class, you must first view the session listing as described in Section 2.2. If you have the proper permission the **Add Session** menu option should be visible as shown in figure 3-3. There are three steps to adding a new session, namely defining the enrollment period, the class dates and the roles available for enrollment.

Figure 3-3:

A new session requires some dates for the enrollment period.

Home » Windows Vista - Part 3

View Edit Sessions Catalog

List Add Session

Add New Session

Settings

Setting	Value
Enrollment open	Month: Oct Day: 4 Year: 2009 Hour: 2 Minute: 30 pm
Enrollment closed	Month: Dec Day: 4 Year: 2009 Hour: 2 Minute: 30 pm

Next

The first step will define the registration dates. This is the time frame that a member can enroll in a class. Generally, the enrollment close date should be the same as the class start date and the enrollment open date would be 2 months prior to the close. Click on the **Next** button to proceed to the next step which will establish the class dates (see figure 3-4).

Figure 3-4:

Add session dates using the Add button.

Home » Windows Vista - Part 3

View Edit Sessions Catalog

List Add Session

Add New Session

Timeslots

Start date	End date
No timeslots defined	

Add timeslot

Setting	Value
Start date	Month: Dec Day: 4 Year: 2009 Hour: 2 Minute: 30 pm
End date	Month: Dec Day: 4 Year: 2009 Hour: 3 Minute: 30 pm

Add

Back Next

Notice that the default start date will be the enrollment close date. Change these date as appropriate for the class and click the **Add** button. A session may contain multiple start and end date pairs to accommodate a class spanning multiple dates. Click the **Next** button to proceed to the final step.

Adding the session roles (see figure 3-5) determines how users enroll in the session. There are three defined roles; **Student**, **Teacher** and **Class Aide**. The site administrator defines the role names. If you need to edit the options for a role you added, simply delete the role and add it again.

Figure 3-5:

Add roles as needed to the session using the Add button.

Home » Windows Vista - Part 3

View Edit Sessions Catalog

List Add Session

Add New Session

Capacity

Role	Capacity	Max Request	Primary	Wait List	Staff	History
No capacity defined						

Add capacity

Role	Capacity	Max Request	Primary	Wait List	Staff	History
Student	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add

Back Finish

Let's examine each option in detail. The **Capacity** defines how many people can enroll for the specific role. Entering a value of zero means that the capacity is unlimited. Choose wisely.

The **Max Request** entry defines the total number of seats that a single person can have for enrollment. Again, a value of zero implies an unlimited total enrollment per person. For our Club you should set this to one.

The **Primary** option determines the default enrollment role and there can be only one role so designated. This role is displayed first on the enroll menu (see figure 2-6). The **Student** role should have this option set.

If you want to have a waiting list for a given role, then check the **Wait List** box. When the enrollment in a role reaches capacity, then subsequent enroll requests are placed on a waiting list. When an active enrollment is dropped, then requests on the waiting list are promoted to active enrollment on a first come, first served basis. This is all automatic and the process sends email to the appropriate people.

Checking the **Staff** option enables anyone enrolled in the role to inherit the *manage class sessions* and *administer class sessions* permissions for this session only. The idea behind this option would be to allow teachers the capability to enroll or drop anyone on the roster as well as cancel the session.

When a session is over or closed, the **History** option is used to add the enrollment to the history file.

The choice to add the **Class Aide** role can be made by anyone enrolled in a role with the **Staff** permission since that role has the ability to manage all roles for the session. Having the **Class Aide** role defined does nothing more than allow someone to enroll in that role. Specifically, it does not send email advertising the need for teacher assistance.

3.6 Manage Enrollment

The ability to enroll or drop anyone's enrollment requires either the global Manage Class Sessions permission or the same permission inherited because of enrollment in a session's staff role. If you have the permission, then the various session menus will have additional options.

The Enroll menu has the addition of the User to enroll field whereby person to enroll must be entered (see figure 3-6). There is a drop-down box with the options **Userid** and **Last Name, First Name**. If **Userid** is selected, then the data entry field expects you to enter a person's Membership ID. As you enter information in the data entry field, a momentary pause will cause a search of the Member database for reasonable matches. This lookup is very effective if the **Last Name, First Name** option is selected. Just enter a few characters of the last name and reasonable matches will be returned.

Figure 3-6:

The privileged user must enter either a Userid or the person's name.

Home » Windows Vista - Part 3

Enroll in Session 19

Detail Roster **Enroll** Close Cancel Clone

User to enroll

05708X103

Userid

Choose Role	Request	Available	Capacity	Wait List
<input checked="" type="radio"/> Student	1	16	16	Empty
<input type="radio"/> Teacher	1	Full	1	Disabled
<input type="radio"/> Aide	1	2	2	Disabled

Enroll

Likewise, the Roster menu (see figure 3-7) will have active check-boxes for everyone enrolled so that you can drop anyone from the class.

Figure 3-7:

The authorized user can manage all enrollment.

Home » Windows Vista » Part 3

Session 19 Roster

Detail Roster Enroll Close Cancel Clone

Enrollment successful for **Warren Begas**.

▼ Student enrollment

<input type="checkbox"/> Name	Enrolled	Wait List	Wait Order
<input type="checkbox"/> Warren Begas	1	0	0

Available space: 15

▼ Teacher enrollment

<input type="checkbox"/> Name	Enrolled	Wait List	Wait Order
<input type="checkbox"/> Warren Begas	1	Disabled	n/a

Available space: Full

→ Aide enrollment

Drop

3.7 Cancel a Session

With the proper permission, a session can be canceled by selecting the **Cancel** menu option. This action will delete the session and notify everyone enrolled. A confirmation menu is presented asking you to confirm this action since it can not be reversed.

3.8 Close a Session

The action of closing a session means that the session is complete and should be removed from the system. A confirmation menu is presented asking you to confirm this action since it can not be reversed. The enrollment for any roles marked with the **History** option will be recorded in the history file and then the session is removed. As always, the **Close** menu is available only if you have permission.

It is important to close sessions soon after completion so that the enrollment history is updated and the session removed from the listings. To ensure this is done in a timely manner, the site will automatically close sessions 3 days after completion.

3.9 Clone a Session

Cloning a session gives you the ability to make an identical copy of an existing session with the exception of the enrollment and class dates. The *Clone Session* page (see figure 3-8) displays the class start date for the session you are cloning. You then enter the class start date for the new session. Let me emphasize that these dates are the class start dates and not the enrollment start dates. You can click in the *New start date* box to display a calendar popup to make selecting the new date easier. If you intend to change the class start times (notice I did not say dates), you will need to do that after the session is cloned. All session dates are adjusted according to the date difference between the old and new start dates.

Please be aware that you must clone sessions at least one month in advance because completed sessions are automatically removed and are no longer available for cloning.

Figure 3-8:

Create a new session using the settings from an existing session by cloning.

Home » Windows Vista - Part 3

Clone Session 19

[Detail](#)
[Roster](#)
[Enroll](#)
[Close](#)
[Cancel](#)
[Clone](#)

Clone sessions

Title	Start date	New start date	Clone enrollment
<input type="checkbox"/> Windows Vista - Part 3	Oct 16, 2009 09:30am	<input type="text" value="Nov 16, 2009"/> <small>Format: Oct 04, 2009</small>	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Aide

[Create Clone](#)

You can optionally clone the enrollment of the session you are cloning by checking the appropriate boxes next to the role names. This is most useful for cloning the Teacher enrollment. Once you have made your selections and checked the box in front of the title, click on the **Create Clone** button.

3.10 Clone Multiple Sessions

To clone multiple sessions at once, you must have the Administer Class Sessions global permission. Inheriting this permission does not qualify. If you have the proper permission, the Class Listing page will contain the additional **Clone Sessions** menu option (see figure 3-9).

Figure 3-9:

The privileged user can clone multiple sessions at once.

Home » Catalogs

Class Catalog

[List](#)
[Calendar](#)
[Clone Sessions](#)

Title	Description
Advanced E-mail	The E-mail class is a beginners guide that is intended to be an overview.
Advanced Internet	If you're surfing the Web, and who isn't, or send/receive email you need to attend this class.

Cloning multiple sessions is almost identical to cloning a single session with a few minor exceptions. First, you must select a range a class start dates (see figure 3-10) and then click the **View** button. Now select each session you want to clone, enter the appropriate new start date, check any enrollment to be cloned and then click the **Clone Sessions** button.

To clone sessions which are offered bi-monthly or quarterly, the process is identical except that the new date will more than one month from the start date.

Once again, please be aware that you must clone sessions at least one month in advance because completed sessions are automatically removed and are no longer available for cloning. This is even more critical for bi-monthly or quarterly sessions. You have been warned.

Figure 3-10:

Select each session to clone and enter the new session date.

[Home](#) » [Catalogs](#) » [Class](#)**Clone Sessions**[List](#) [Calendar](#) [Clone Sessions](#)

Select source dates

From:

Format: Oct 07, 2009

To:

Format: Oct 07, 2009

Clone sessions

Title	Start date	New start date	Clone enrollment
<input type="checkbox"/> Word 2007 Introduction	Oct 7, 2009 09:30am	<input type="text" value="Nov 07, 2009"/> Format: Oct 07, 2009	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Aide
<input type="checkbox"/> Vista Movie Maker 6	Oct 5, 2009 09:30am	<input type="text" value="Nov 05, 2009"/> Format: Oct 07, 2009	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Aide
<input type="checkbox"/> Windows Vista - Part 1	Oct 6, 2009 09:30am	<input type="text" value="Nov 06, 2009"/> Format: Oct 07, 2009	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Aide
<input type="checkbox"/> Beginning E-mail	Oct 6, 2009 01:00pm	<input type="text" value="Nov 06, 2009"/> Format: Oct 07, 2009	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Aide
<input type="checkbox"/> Basic Internet	Oct 7, 2009 01:00pm	<input type="text" value="Nov 07, 2009"/> Format: Oct 07, 2009	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Aide

4 Reports

The session attendance report is available under the **Club Management** option in the **Navigation** menu on the **Home** page. Select **Reports** to view the report selection menu (see figure 4-1).

Figure 4-1:

Several reports are available under the Club Management menu.

Home » Club Management

Reports

Lab Usage

Generate a report of the lab usage recorded by the sign in function

Session Attendance

Monthly report on class attendance

Selecting the **Session Attendance** report will result in a menu asking you to select a month for the report. After selecting the desired month, click the **Generate Report** button. The resulting report will be displayed as shown in figure 4-2.

Figure 4-2:

Sample session attendance report .

Home » Club Management » Reports

Session Attendance

September 2009 Attendance Report

Class Date	Class Name	# Attended
9/21/2009	Windows Vista - Part 4	2
9/25/2009	PhotoShop Elements SIG	1
9/28/2009	Windows Vista - Part 5	2
9/30/2009	Mouse and Keyboard	1
Total for the month		6