How to create a Composite Course Class

There are two ways to create a composite course class:

1. Create a new composite course class not based on an existing group (e.g. a Mathematic course class)
2. Create a course class based on an existing group (e.g. move year 7A Mathematics to year 7B Mathematics course class where the students in the group are the same) (Please see ‘QRG-How to Clone an Existing Composite Course Class’)

STEP 1: List the existing composite course class in your school

- From ERN School Enrolment
- Click Place Management
- Go to the Student Group Offers tab
- Select COM-Composite Course Class in Activity Type

- Select appropriate Calendar Year, Scholastic Year, Offering Status, Enrolment Type, Sub Enrolment Type (for SCAS), Activity Type or Staff. Click Go. It will list student groups as per selected criteria.

NOTES ON OFFERING STATUS - DRAFT

- All Student Group Offers (SGOs) are created by default with "Draft" status (unless specifically set to Available by the user on create).
- It is not possible to add students to an SGO with "Draft" status.
- It is possible to modify the Curriculum Offer of a Course Class when the status is set to Draft, but once the status is changed to "Available", it will no longer be possible to do so.
• Once the status of a SGO is changed from "Draft" to "Available", it will no longer be possible to revert it back to "Draft".

NOTES ON OFFERING STATUS - CANCELLED

• When the status of a SGO is changed to "Cancelled", the Current Membership status of all its students will be set to "No" (i.e. all the students are removed), this process cannot be reverted in any way, it is therefore extremely important to be careful when changing the status of the SGO to cancelled.

• The only way to add students to an SGO after it has been set to cancelled is by either adding them back one by one or re-transferring them from another group.

• When a SGO's offering status is set to "Cancelled", the only attribute that can be changed is the Offering Status, and that is back to "Available".

• Instead of trying to fix problems in an existing SGO one by one, it is recommended to "Clone" a SGO then "Cancel" the original.
STEP 2: Create a New Composite Course Class

- Click **Create** button at the bottom of the page
- **Student Group Offer** window will be displayed
- Select appropriate **Supported enrolment types criteria**. This can be done by specifying **All** or by specifying one or particular type, meaning only those students who are registered as the selected ‘type’ will be displayed. For example a group with only International Students ‘ticked’ will only allow Registrations of Enrolment Type ‘International’ to be added to the group. Multiple selections are permitted. If not sure, tick **All**. (Please be aware that enrolment types are different from school to school)
  - Mainstream Enrolment
  - Mainstream (Distance Education)
  - Mainstream (International Students)
  - Opportunity Class
  - Selective High School
  - Distance Education Centre
  - Support Class
  - Evening Classes
  - Intensive English Centre
  - Saturday Class

- Select appropriate **Supported scholastic years**. This can be done by specifying **All** or by specifying one or particular scholastic year, meaning only those students who are registered as the selected ‘scholastic year/s’ will be displayed. For example a group with only Year 1 and Year 2 ‘ticked’ will only allow students registered in Year 1 or 2 to be added. Multiple selections are permitted. If not sure, tick **All**. (scholastic years are different from school to school)
  - Pre-school
  - Kindergarten
  - Year
STEP 3: Enter Details of the Composite Course Class

- The fields marked with * are mandatory.
  - Group name: Composite course class name shows in ERN
  - Expected size: Size of composite course class
  - Calendar Year: Year class to be set up for
  - OASIS Class Name: Composite course class name shows in OASIS system

**NOTE 1:** OASIS Class Name field can only take up to 10 characters (space are counted).

**NOTE 2:** Expected size MUST be greater than 0

**NOTE 3:** From date and To date can be future time

**NOTE 4:** Is a Reporting Group? Need to set ‘Yes’ if this group is required to generate student report using RSAP (Report Student Achievements to Parent)

- Make sure your input information is accurate, click **Save** button on the bottom of the page.
- Message comes up when the input information is validated.

A new composite course class has been created without staff member/s or students.

To add staff and student please see ‘QRG-How to Add/Remove Staff and Student’
• Once the Save button has been selected the following will be displayed on the screen

![Subordinate Reporting Groups](image)

- Add customised Subgroup

• This can be used to create a custom subgroup