How to create a Course Class

There are two ways to create a course class

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

STEP 1: List the existing course class in your school

- From ERN School Enrolment
- Click Place Management
- Go to the Student Group Offers tab
- Select CCL-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 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: Select the Course to create the Course Class

- Click magnifying glass icon in the Curriculum Offer section of the page.

- A popup Search Curriculum Offer screen is displayed

- Select the search criteria to search for the course(s)
- Click the Go button to get the matching course(s) to the selected criteria.

- Click on the course in Matching Curriculum Offer(s) section to select the course to create the course class.

- The course details are displayed on the Curriculum Offer screen, when the folder on the right hand side is selected. Click the folder again to minimise Curriculum Offer Details.

- The fields marked with * are mandatory.
  - Course: The long name of the course
STEP 4: Enter Details of the Course Class

- The fields marked with an * are mandatory.
  - Group name: Course class name shows in ERN
  - Expected size: Size of course class
  - From date: Date course class commence
  - To date: Date course class ending
  - Is a Reporting Group? To indicate if the group is a reporting group in RSAP

- OASIS Cross-reference info will only show up after you click the SAVE or SAVE and Exist button
- OASIS Class Name: Course class name shown in OASIS system. This field will be displayed when is selected.
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 the **Save** button on the bottom of the page.

- The following message is displayed when the input information is validated.

![Image](student_group_offer.png)

A new course class has been created without staff and students.

To add staff and students please see ‘QRG-How to Add/Remove Staff and Student’