Student Group Offer – Offering Status

STEP 1: Identify Offering Status

- From ERN School Enrolment
- Click on Place Management
- Click on the Student Group Offers tab
- A screen similar to the following will be displayed

- The Offering Status is displayed in the form of a drop down list.
- The available selections are as follows;

  - **Available**: When a SGO is marked as Available it is currently active.
    - When a SGOs status is set to available it can only be changed to cancelled and vice-versa.

  - **Draft**: When a SGO is marked as Draft it means that the SGO has not been finalised.
    - All SGOs are created by default with "Draft" status (unless specifically set to Available by the user on create).
    - When a SGO is in Draft Status, it is not possible to add students, if this is attempted a screen similar to the following will be displayed;

- The offering status selected when creating a Student Group Offer (SGO) plays a vital part in the outcome. Listed below are summaries of each status and their impact.

**AVAILABLE**
- When a SGO is marked as Available it is currently active.
- When a SGOs status is set to available it can only be changed to cancelled and vice-versa.

**DRAFT**
- When a SGO is marked as Draft it means that the SGO has not been finalised.
- All SGOs are created by default with "Draft" status (unless specifically set to Available by the user on create).
- When a SGO is in Draft Status, it is not possible to add students, if this is attempted a screen similar to the following will be displayed;
- It is possible to modify the Curriculum Offer of a Course Class to Available or Cancelled when the status is set to Draft,

- Once the status of a SGO is changed from "Draft" to "Available", it will no longer be possible to revert back to "Draft".

**CANCELLED**

- When and SGO is marked as Cancelled it means it is inactive
- 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.

Screens as follows
• The only way to add students to a 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".

It is important to remember that Instead of trying to fix problems in an existing SGO one by one, it is strongly recommended to "Clone" a SGO then "Cancel" the original.