Training Guide

This scenario should ALWAYS be done in the training environment.

Place Management-Student Group Offers

Outcome:
This training guide is relevant to new and regular users of ERN. New features have been developed to assist and benefit all users in their day to day tasks while using ERN. Outcomes from this training guide include:

- Create a group
- Create a roll class
- Add/Remove Staff
- Add/Remove Student
- Clone an existing group

Please print the relevant QRGs

- **QRG- How to Create a New Group**
- **QRG- How to Create a Roll Class**
- **QRG- How to Add/Remove Staff and Student**
  - **QRG- How to Search Staff**
- **QRG- How to Clone an Existing Group**

Public School please use Year 3 as example
High School please use Year 9 as example

**Create a group for your school**
See ‘QRG- How to Create a New Group’

Create a new group called Zoo Trip
Offering Status: Available
Activity Type: Excursion
Supported enrolment Type: Support Class
Supported Scholastic Years: Year 4&5 (Year 7&8 for High School)
Expected size: 12
From date: 10/10/2007
To date: 30/12/2007

**Create a new roll class**
See ‘QRG- How to Create a Roll Class’

Create a new roll class called 3AB (9AB for High School)
Offering Status: Available
Activity Type: roll class
Supported enrolment Type: Mainstream Enrolment
Supported Scholastic Years: Year 3 (Year 9 for High School)
Expected size: 23
From date: 01/01/2008
To date: 12/12/2008

Add some staff and students
See ‘QRG- How to Add/Remove Staff and Student’

Add, Remove and transfer Students
- Add 4 students from your school student list to roll class 3AB (9AB for High School)
- Remove 2 students from your group student list
- Transfer 2 of students from your group student list to 4AB (10AB for High School)

Add/ Remove Staff
- Add a staff from you school staff list with role Supervisor Teacher
- Add a staff from you school staff list with role Delivery Teacher
- Remove Delivery Teacher
- Add a staff which is not from your school (See ‘QRG- How to Search Staff’)

Clone an Existing Group
See ‘QRG- How to Clone an Existing Group’

Clones roll class 3AB (9AB for High School) to 3CD (9CD for High School) with the same group information
Clone all the staff and students

Practice:
1. Cancel group called Zoo Trip
2. Change expected size of 3AB (9AB for High School) to 15
3. Make 3AB (9AB for High School) group available to 24/12/2010
4. Add a Assistant Teacher for 3AB (9AB for High School)
5. Remove Assistant Teacher from 3AB (9AB for High School)
6. Add 3 Students from your student list to 3CD (9CD for High School)
7. Remove 2 students from 3CD (9CD for High School)
8. Clone group 3CD (9CD for High School) to 3EF (9EF for High School) with the same detail, staff and students