How to Bulk Create Course Classes

Bulk Creating Course Classes for the same Curriculum Offer

Purpose

Usually, once the timetabling of classes has been completed, there are more than one class based on the same course for a given scholastic year in an academic period. This function will allow ERN users to create multiple classes based on one selected course. For example, using this function, you can create all your 2009 Year 7 English classes in one transaction. If there are classes that have customised information not possible to set using the Bulk Create function, you may still need to make the necessary changes to each class separately.

Preconditions

The pre-requisite is to have already created the courses (Curriculum Offers) in the relevant Academic Period. For example, all your 2009 Year 8 English courses must already exist (and be “Available”) before you can successfully bulk create all your 2009 year 8 English classes.

Success Condition

As in ERN the name of a Student Group Offer must be unique within a given Scholastic Year, the Bulk Create process will not allow the creation of two classes with the same name. Therefore, no other Student Group Offer must exist with the same name for the same scholastic year.

The process

List the existing course class in your school

- From ERN School Enrolment
- Click Place Management
- Go to the Student Group Offers tab
- Select from the Calendar year Drop-Down List Box (DDLB), select the calendar year where you would like to create the classes. From the Activity Type DDLB, select “Course Class” and click <Go>. The application will display the <Bulk Create Course Class> below the search results list (you may need to scroll down the page to see the button).
If you are certain that you will not need to modify the course of any of the classes you are about to create, then you might like to consider setting the status to “Available”. Select the Support student registration Enrolment Types and Scholastic Years. Search and select the Curriculum Offer (Course) of your choice. Once the course has been selected, the application will automatically create an entry for the first class to be created. The name of the class will be defaulted to the course name plus the number “1”. The default value for the Expected class Size is 30, and the default value of From/To dates will be set from the From/To dates of the course’s Academic Period.
Quick Reference Guide

You may change any of the default values and you can also select the main Delivery Teacher for the class or leave it blank if you do not know the name of all the teachers yet. Click on <Add> to add as many classes as you need. The application will automatically allocate a default value for all fields. You may change these default values at any time.

**Please note:** If you set the name of the main delivery teacher for the first class, it will be used as the default value for all the other ones. In ERN version 1.4.2, you will not be able to clear the allocated name. So, if you are not sure who the teachers are going to be, please do not select any teacher in this function.
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Click on "Add" to add an entry for each class you would like to create for the selected course.

The application will set a default value for the class name, the expected size, and the From/To dates. The class name will be defaulted to the course name + a sequential number starting from 1. Expected Size is defaulted to 30, and the From/To dates are defaulted to the From/To dates of the course's Academic Period.

You may change any of these default values.
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Once you are satisfied with the parameters you have set for all your classes, then click on <Save and Exit> to create your classes.

You should be able to see the list of classes you have created. To verify the details that are not visible on the search results list, click on the Student Group Offer of your choice and make the necessary changes.
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For assistance