

15-2

**Technician:**

# **Review Class Enrollment**

## **Sections**

Enroll Students

Delete an Enrolled Student

Print Letters

Grant Certifications

# Review Class Enrollment

In the previous section, we reviewed the class registration process. Once this is completed, the technicians must be enrolled for specific available classes. This process will be discussed in this section.

The Enrollment module is available only to those users who possess adequate security rights. From this window, class instructors will select which registered students to enroll in the class, record test scores and grant/print certifications.

## Enroll Students

To enroll students in available classes, perform the following:

- Step 1:** Select **Functions** → **Technician** → **Review Class Enrollment**. The **Class Selection** window displays.
- Step 2:** Select the appropriate Course to perform the enrollment process. Click **Retrieve**. All classes currently generated for that course will display in the lower portion of the window as shown above.
- Step 3:** Select the appropriate Class and click **OK**. The **Review Class Enrollment** window displays. The *Course* name, *Start* and *End* dates of the course and the number of *Seats Available* will display in the header portion of the window.

The **Enrollment** tab will list all students who are currently registered for this class. Any tests required for successful completion of this class will be listed in the **Test** section of the **Enrollment** tab (populated from information entered when course set up in **Review Course Maintenance** module):

Review Class Enrollment (Class: Introduction to Asphalt Pav'ts)

Course: Introduction to Asphalt Pav'ts      Start: 09/23/2003      End: 09/23/2003

Seats Available: 50     

Enrollment Class

Name	Priority	Fee Received	Payment Method	Enrolled	Attended	Status	Job Title	Office Location
Garbee II, William C		00.00.0000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Registered in class	Quality Assurance Engineer	Field Section, Central
Phillips, Jonathan L		00.00.0000		<input type="checkbox"/>	<input type="checkbox"/>	Registered in class	Construction Technician	Resident Engineer - Sant

Enrolled: 0

Tests:

Test	Score	Date	Pass	Retest	Incomplete	Exempt
Introduction to Asphalt Pav't	.00	00.00.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

The **Enrollment** tab displays the following information to be completed while enrolling registered students:

- ◆ **Name** – name of student registered (or enrolled) in the class.
- ◆ **Priority** – indicates the enrollment priority (within location) the student has been designated when registered.
- ◆ **Fee Received** – date that fees received (if required) from student. If **Fee Received** date is entered, then **Payment Method** field is required.
- ◆ **Payment Method** – cash, check, or department transfer or money order (only required if a fee is required for the course being attended). If **Payment Method** field is entered, then **Fee Received** date is required.

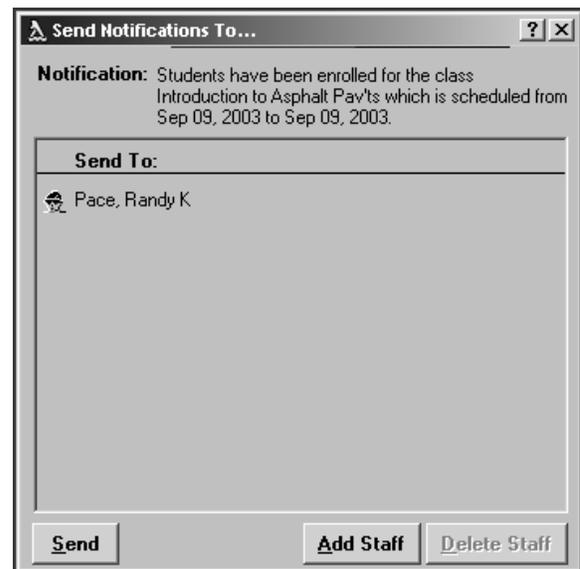
**Note:** *If incorrect payment method selected, it can be deleted (using Delete key on keyboard) and re-entered.*

- ◆ **Enrolled** indicator – marks the registered students who have been reserved a seat in the class.
- ◆ **Attended** indicator – shows the enrolled students who attended (but may not have *completed*) the class.
- ◆ **Status** – indicates whether student is registered or enrolled for the class, test results, fee and certificate information.
- ◆ **Job Title**

- ◆ **Office Location**
- ◆ **Registration Date** – date student registered for the class.

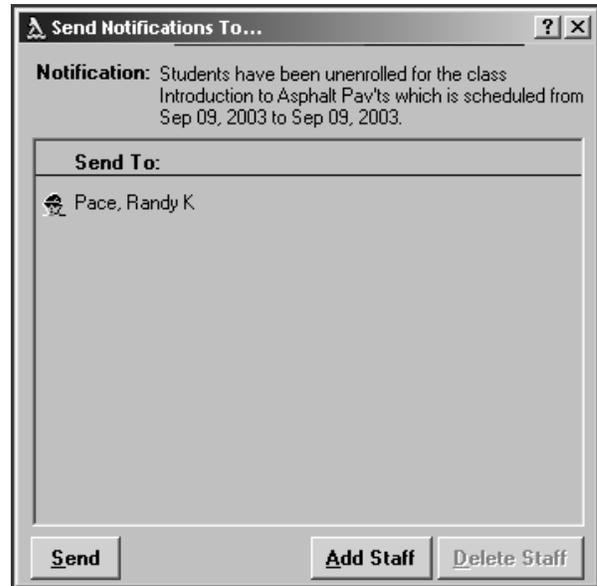
**Step 4:** Check the *Enrolled* checkbox to indicate those technicians to be enrolled in this class. The *Status* field will change from *Registered in Class* to *Enrolled in Class*. The enrolled column will display a counter to track the number of students enrolled.

**Step 5:** The **Send Notifications** window will display, listing the user name of the person who registered the technician for the class, the title and date of the class. This will allow the registrar to check their records to ensure appropriate technicians have been enrolled in the class, or to register technicians for a future class, if necessary:



**Note:** To send a notification to other staff (e.g. technician), click the *Add Staff* button.

Additionally, if the instructor then removes a student who was previously enrolled in a class, a notification is also sent to the registrar:



**Step 6:** Enter the *Fee Received* date.

**Note:** *If a fee is not required (set when the course was first set up), then fee information is not required. However, if a fee is required for the course, the fee information will not be required to save enrollment or test information, but this information must be entered prior to **granting** a certification.*

**Step 7:** Select the method in which the fee was paid in the *Payment Method* field.

**Step 8:** If the technician has already attended the class, check the *Attended* checkbox. The **Test** information is now enabled for completion. The **Test** section displays the following fields:

- ◆ Test – list of tests required for the course.
- ◆ Score – student’s score for each test.
- ◆ Date – date each test was taken.
- ◆ Passed – when a score is entered, indicates whether or not the technician passed the test.
- ◆ Retest – checked if this is a retest.
- ◆ Incomplete – checked if student did not complete test.

- ◆ Exempt – indicates that test completion is not necessary (override).

**Step 9:** Enter the student's test *Score*. If a passing score, the *Passed* checkbox will be populated.

**Step 10:** Enter the *Date* the test was taken.

**Step 11:** Enter Comments, if necessary.

**Step 12:** Click the **Save** icon on the toolbar.

**Note:** *Once any student's test score, incomplete or exempt indicator has been entered and saved, the Class information (Certification, Class Start/End dates) -will be protected, and can no longer be updated.*

### Delete an Enrolled Student

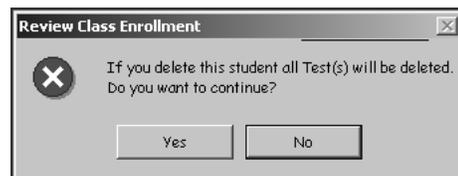
If a student has been registered or enrolled for a class and must be removed:

**Step 1:** From the **Review Class Enrollment** window, select the row containing the name of the student to be removed.

**Step 2:** Click the **Eraser** icon on the toolbar. You will receive a message to verify the deletion of this student from the class.

**Step 3:** Click **Yes**. A confirmation message will display.

**Note:** *Once a student has Attended the class, and deletion is attempted, you will receive a warning message:*



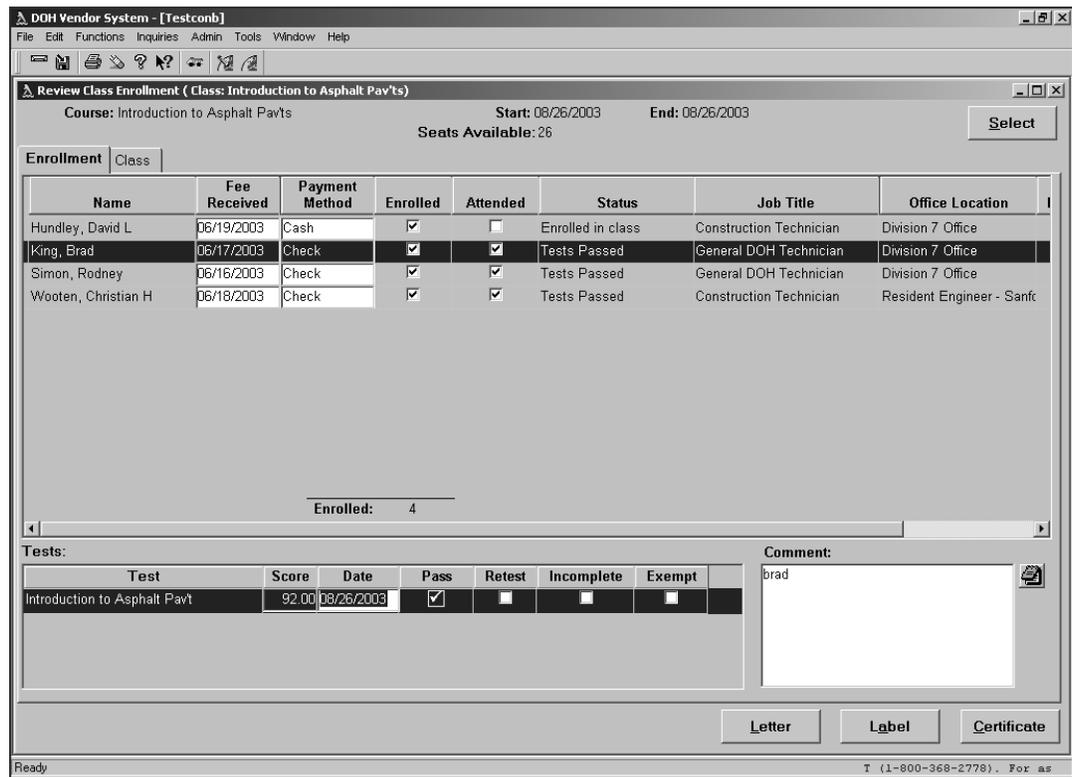
*Any existing test scores will be removed when "Yes" button is clicked.*

### Print Letters

When all tests (if applicable) have been completed and a score has been entered or have been marked “Incomplete” or “Exempt”, the letters can be printed. If any student’s record is incomplete (e.g., scores have not been entered), the **Letter** will not be available for printing. To print **Letters**, perform the following:

**Step 1:** Click **Functions** → **Technician** → **Review Class Enrollment**. The **Class Selection** window displays.

**Step 2:** Select the class recently completed and click **OK**. The **Review Class Enrollment** window displays with the list of students who enrolled in the class:



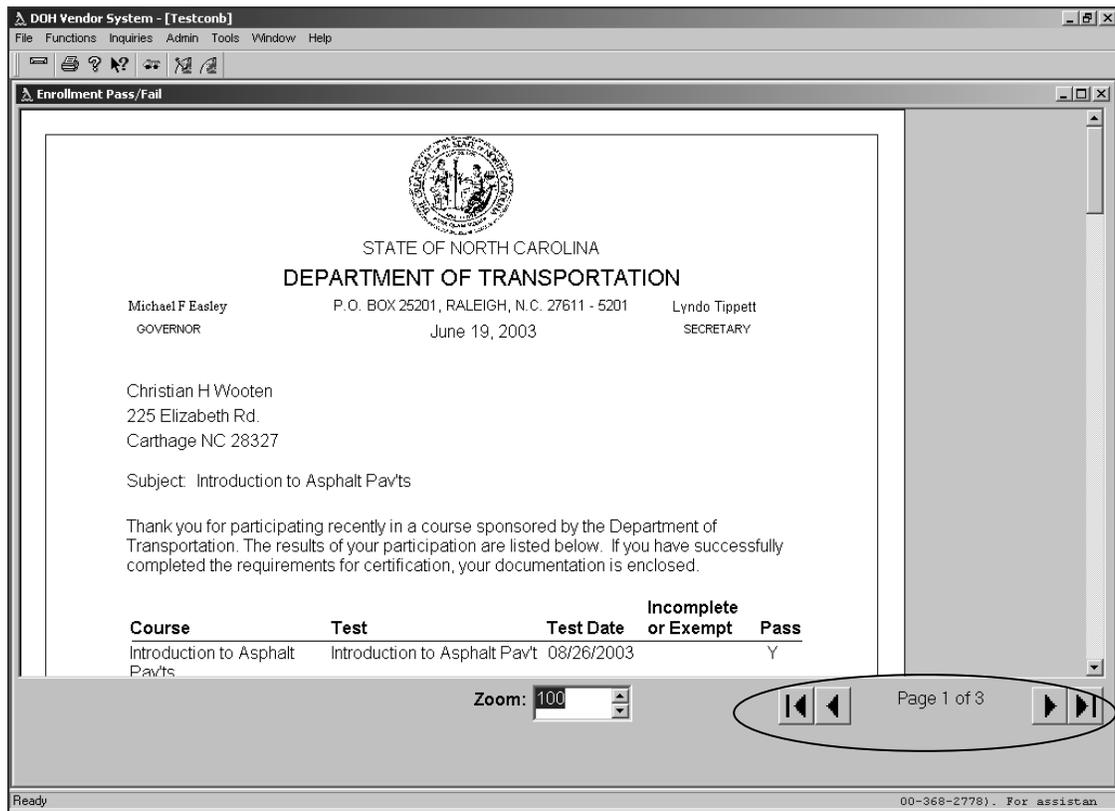
**Step 3:** Click the **Attended** checkbox for the first student in the list who attended the class.

**Note:** *In this example, there are four students enrolled in the class, but only three were indicated as attending the class (Attended checkbox not completed for “Hundley”).*

**Step 4:** Enter a test score in the **Tests** section of the window.

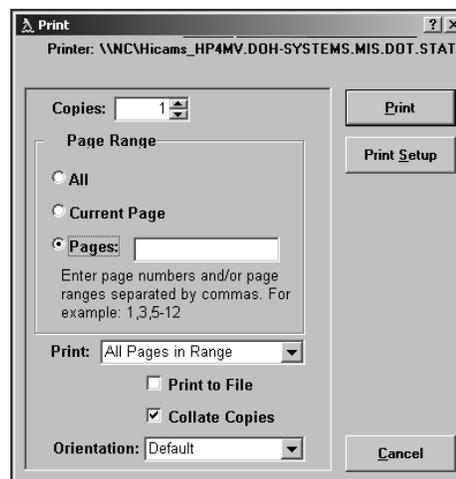
**Step 5:** Repeat for each student who attended.

**Step 6:** Click the **Letter** button. The **Enrollment Pass/Fail** window displays the first letter in the list of students:



**Step 7:** View the list of letters for using the scroll icons in the lower right hand corner of the window.

**Step 8:** When review is complete, click the **Print** icon on the toolbar to print the letters. The **Print** window displays:



**Note:** *Test scores are no longer printed on the letter. Only Pass or Fail is indicated.*

**Tip:** *To view more of the letter without scrolling, reduce the size of the letter image, by using the Zoom field.*

**Step 9:** To select specific letters to print click the Pages radio button and enter the page number to print. Otherwise, leave as is to print all letters displayed.

**Step 10:** Click the **Print** button.

## Grant Certifications

Upon completion of the required training for a specific certification, a record of that certification must be added to the technician's record. The Grant Certification process can be performed from the Technician Maintenance or the Review Class Enrollment windows.

This section will provide instructions on granting certifications from the **Enrollment** window, which is subject to the requirements and pre-requisites as described below.

In some situations, (e.g. state DOT reciprocity agreements where technicians retain their certifications if relocating from another state) it is necessary to bypass the business rules and simply grant

a certification without taking a class. This process is described in the **Review Technician Maintenance** section (VI).

- Step 1:** Click **Functions** → **Technician** → **Review Class Enrollment**. The **Class Selection** window displays.
- Step 2:** Select the class recently completed and click **OK**. The **Review Class Enrollment** window displays with the list of students who attended the class displayed.
- Step 3:** Click the **Certificate** button. The **Grant/Print Certification** window displays **all** students who were registered in this class as default.

**Note:** *Not all students who attended may have passed the test. To display a list of only those students eligible for certification, use the Status Filter.*

The screenshot shows the 'Grant/Print Certification' window. At the top, it displays 'Course: Introduction to Asphalt Pavts' and 'Certificate: Introduction to Asphalt Pavements'. The start and end dates are both '08/26/2003'. A 'Filter' section contains a 'Status' dropdown menu set to '(All)'. Below this is a table with columns for Name, Division/Unit, Status, and Printed. The table lists seven students with their respective test results. At the bottom, there is a 'Granting Certificate' section with a 'Status' dropdown set to 'Active' and a 'Date' field set to '08/26/2003'. There are also 'Grant', 'Print', and 'Close' buttons at the bottom.

Name	Division/Unit	Status	Printed
Garbee II, William C	0	Tests Passed	<input type="checkbox"/>
Pace, Randy K	M & T	Tests Passed	<input type="checkbox"/>
Whittington, Todd W	M & T	Tests Failed or Incomplete	<input type="checkbox"/>
Fagnito, Jason	M & T	Tests Failed or Incomplete	<input type="checkbox"/>
Frederick, Samuel J	M & T	Tests Passed	<input type="checkbox"/>
Daniel, Abby H	0	Registered in class	<input type="checkbox"/>
Willis, Watasha V	0	Registered in class	<input type="checkbox"/>

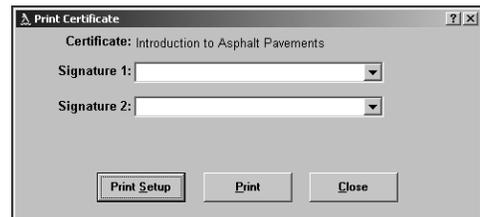
The list can be filtered by student status, as shown above. For example, you may list only those students who have been granted certifications.

**Step 4:** In the **Granting Certificate** section of the window, the *Status* field will be defaulted to “Active”. For those certificates that require an On the Job Training or Apprenticeship to be completed, the instructor may change the *Status* field to “Pending” before the certificate is granted and printed.

**Step 5:** Click the **Grant** button. All students who successfully completed the class and meet all other certification requirements will be displayed with the status of “Certificate Granted”.

The **Status** column will also indicate which students were not granted their certifications and provide an explanation.

**Step 6:** Click the **Print** button. The **Print Certificate** window will display:



**Step 7:** Select the *Signature(s)* to be printed on the certificate (at least one signature is required).

**Step 8:** If necessary, click the **Print Setup** button to select the printer the certificates will be printed on or to edit your printer options.

**Step 9:** Click **Print** button. The process will run with the **Print Certificate** window displayed.

**Step 10:** When printing complete, click the **Close** button. The **Printed** column will display check marks for those students whose certificates were printed.

Revised 12/7/2012 - renumbered because of addition of Project Closeout module.  
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