

ClassMate *for* Adult Education

Instructional Course Offerings



STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

Instructional Course Offerings

Instructional Course Offerings

The instructional course offerings module is one of the most important modules in the entire ClassMate system. The ICO (Instructional Course Offerings) module allows users to setup programs, courses and classes so students can be enrolled and payments can be received

The data entered into this module is vital to ensuring the functionality in ClassMate works as expected. This module will be used to establish class start and end dates, associate fees to Courses/classes and allow proper attendance and clock hours be established. Additionally, state & federal reporting is dependent upon setup in ICO

What we'll Learn.....

Pre-Requisites

- Complete Base Data Setup
- School Calendar

Creating Programs

- CIP code
- Program Title
- Program Cluster
- Program Delivery
- State Approved

Creating Courses: Basic Information Tab

- Course ID
- Course Title
- Description
- Course Location
- Course Abbreviation
- Traditional
- Hours
- Pre-Requisites
- Full or Part-time
- Category
- Classification
- Fees :Course Level

Creating Courses Continued....

- Fees Assignment Level
- Duties
- Unit Grading
- Priority Course
- Portal Course

Creating Classes: Basic Information Tab

- Program CIP
- Course ID & Description
- Class ID & Description
- Copy Existing Class Functionality
- Room
- Total Seats
- Period
- Instructor
- Edit Instructor
- Type
- Rate
- Start Date
- End Date
- Calculate End Date



Instructional Course Offerings

Creating Classes: Basic Information Tab continued...

- Course Hours
- Class Hours
- Hold
- Notes
- Report Card Grade
- Onsite Class
- Evening Class
- Auto Certification

Financial Tab: Both Course and Class

- Fee Type
- Add
- Copy Course Fees (Class Level Only)
- Add Tax
- Fee Level Assignment

State & Federal Reporting Tab: Both Course and Class

- Report To
- Alt CIP
- Add
- Perkins Funded
- PIMS Class Hours Sum
- Copy from Course (Class Level Only)

Online Registration Information (Add on Option)

- Publish Class
- Overflow Seats
- Minimum Payment
- Self-Registration
- Self-Registration ends
- Featured
- Featured Start & End Dates
- Automatic Class Unpublish
- # of Days Past End

Certifications

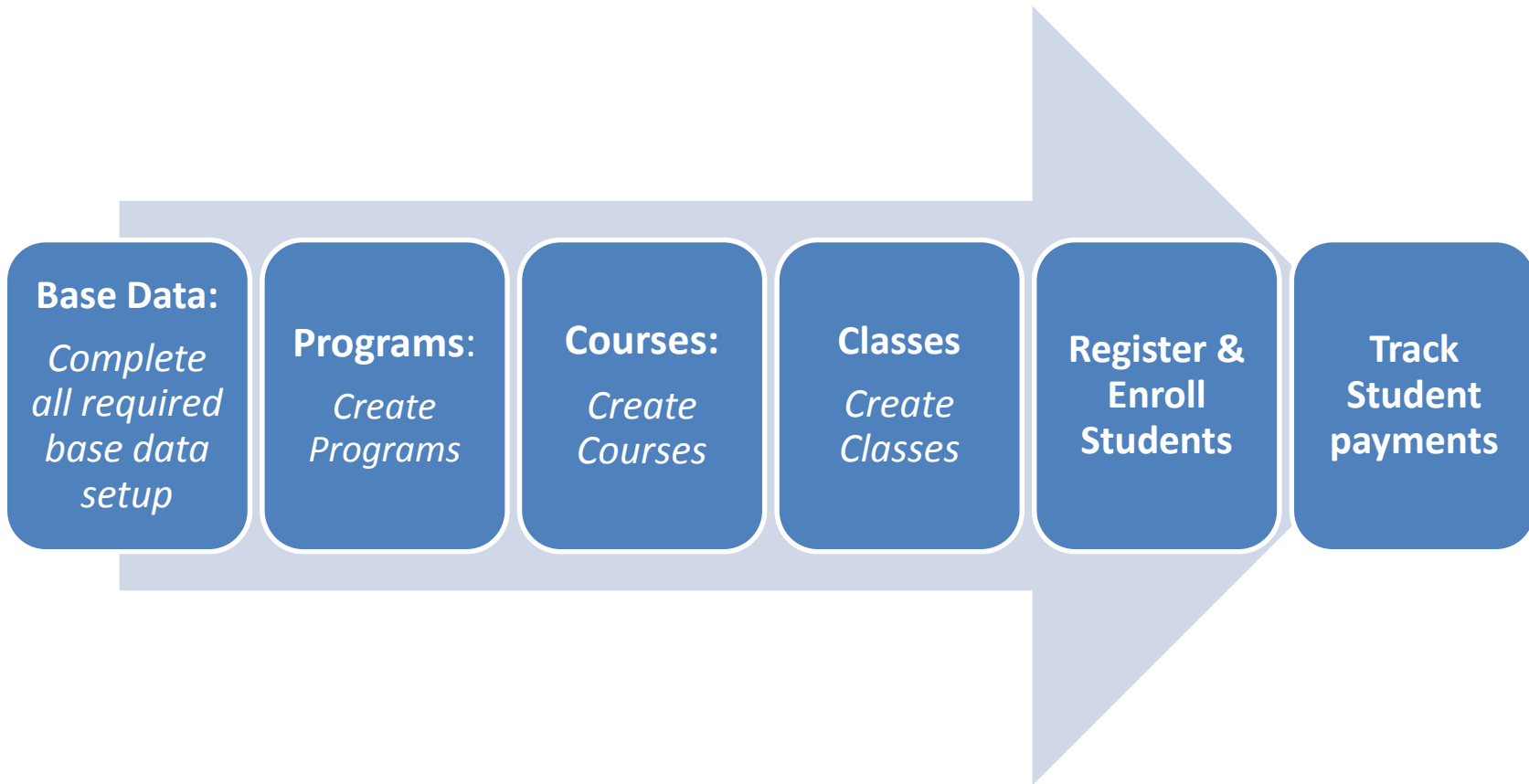
- View Selected
- View All

Modules & Report Assignment

- Module: Instructional Course Offerings
- Module: Base Data
- Module: School Calendar Management
- Module: Adjust Class Schedule.
- Curriculum Management Category Reports



Instructional Course Offerings



Instructional Course Offerings

Pre-Requisite: Base Data

Prior to creating Programs, Course and Classes in ClassMate, **ALL** base data setup/entry **MUST BE COMPLETE**. The base data entered will be used in drop down menus throughout the Instructional course offerings module. The Programs, courses and classes will function in the intended manner if you do not have the base data setup.

Getting Started

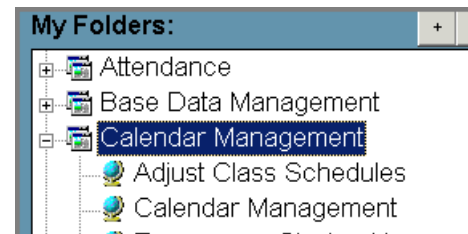
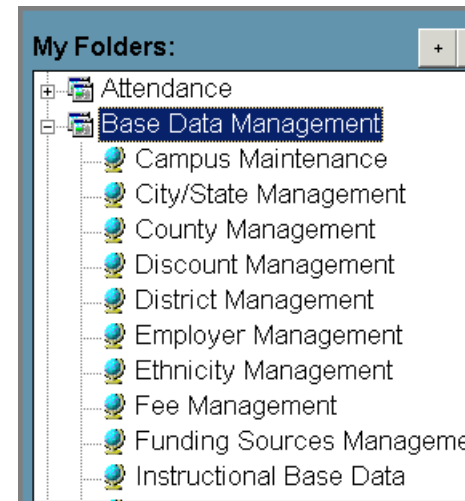
Double click > **Modules** > Double Click
Base Data Management > Click **Select Module**

Pre-Requisite: School Calendar Setup

Prior to creating Programs, course and Classes in ClassMate the School calendar must be established. Defining holidays and Non-school days will allow the system to calculate accurate end dates for classes.

Getting Started

Double click > **Modules** > Double Click
Calendar Management > Click **Calendar Management**



NOTE: To open Modules or Sub-Modules, click on the Module's Title or the plus sign (+) to the left of the Title.



Instructional Course Offerings

Creating Programs

Getting Started

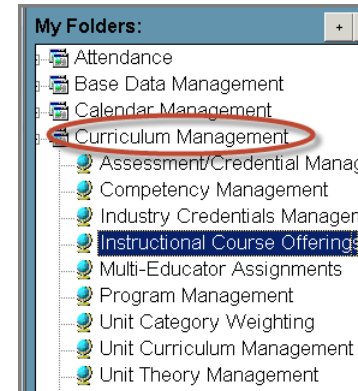
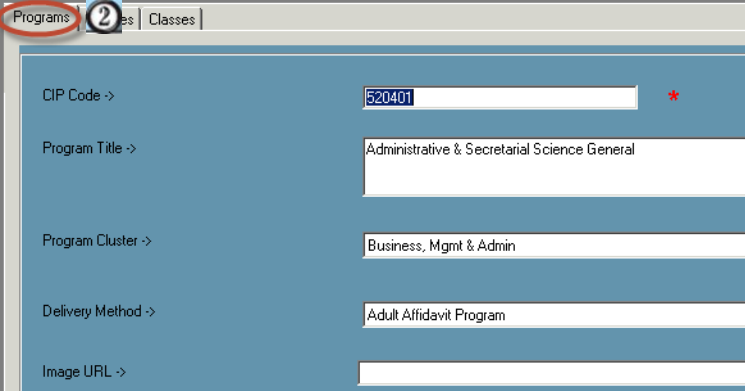
Double click > **Modules** > Double Click

Curriculum Management > Click **Instructional Course Offerings**

The module will default to **Active Classes** when opened. Select Either **Both** or **Inactive** radio buttons to adjust the view if needed.

① Select the plus sign (+) next to the **Cluster** where you want to create a new Program

② Select the **Programs Tab** and complete all fields with a **RED** asterisk (*). These fields are required to be completed in order for the new program to be saved.


Instructional Course Offerings

Creating Programs

3 **CIP Code:** Enter a CIP Code (Classification of Instructional Program) CIP is 6 digit code. A listing of CIP codes can be found by visiting:

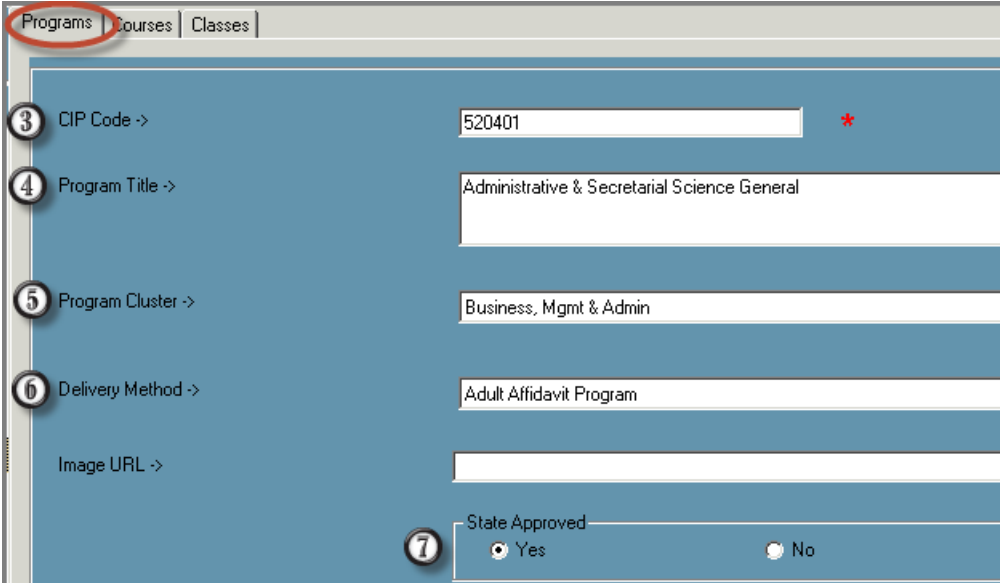
<http://www.onetonline.org/>

4 **Program Title:** Enter the **Program Title**

5 **Program Cluster:** Enter the **Program Cluster** from the drop down menu

6 **Delivery Method:** Select the **Delivery Method** from the drop down menu

7 **State Approved:** Identify if the Program is State Approved



Programs | Courses | Classes

3 CIP Code -> 520401 *

4 Program Title -> Administrative & Secretarial Science General

5 Program Cluster -> Business, Mgmt & Admin

6 Delivery Method -> Adult Affidavit Program

Image URL ->

7 State Approved -> Yes No



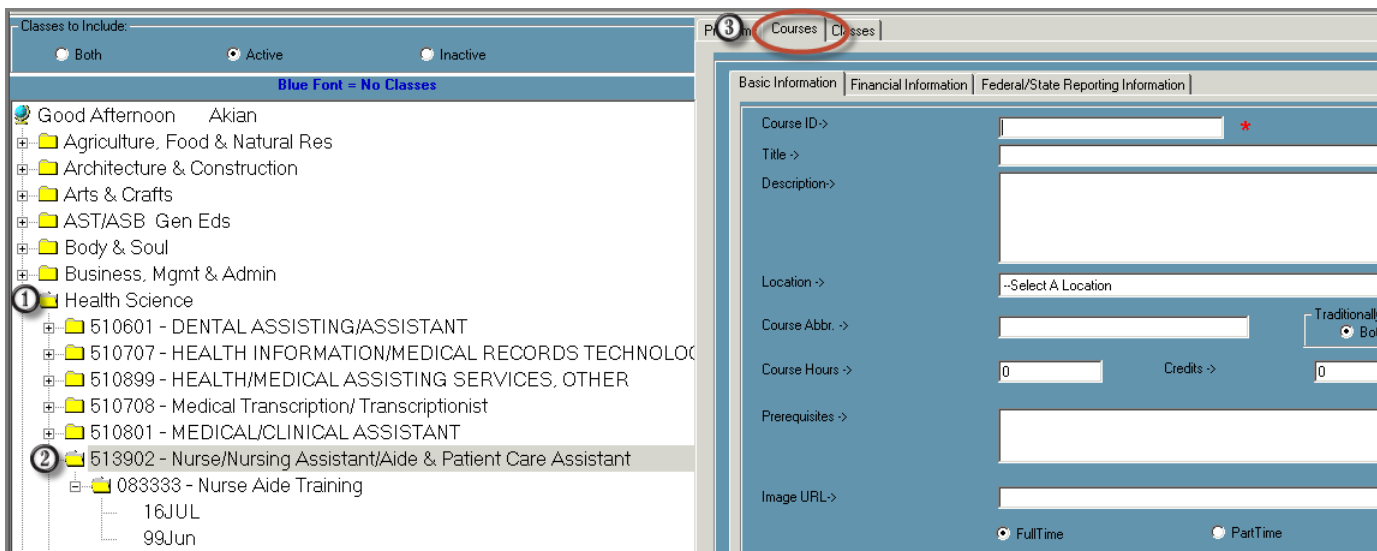
Instructional Course Offerings

Creating a Course

- 1 Select the plus sign (+) next to the **Cluster** where you want to create a New Course
- 2 Select the **Program** title to highlight (this is the program & CIP your course will fall under)
- 3 Select the **Course Tab**. The fields on the course tab will be empty.

The following fields are present on the Course Tab (* Indicate Mandatory field):

- ***Course ID:** 6 Character (Alpha Numeric) Field
- ***Course Title:** 80 Character field
- Description:** Often used to describe the course content as it would be displayed in a course catalog. Can be exported for use as such.
- ***Course Location:** Location the course is being taught. If a site has more than one location the course is being taught, additional courses much be created to reflect each location
- Course Abbreviation:** 8 Character field used to represent the course on reports, etc.



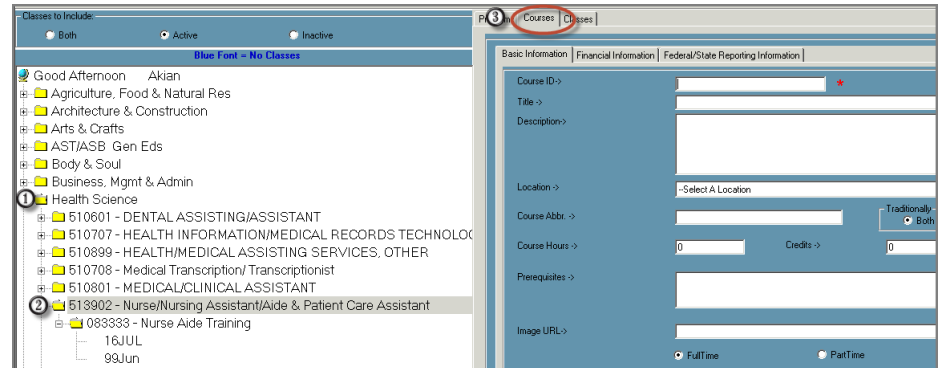
The screenshot shows the software interface for creating a course. On the left, a tree view titled 'Classes to Include' shows a hierarchy of clusters and programs. The 'Health Science' cluster is expanded, and the '513902 - Nurse/Nursing Assistant/Aide & Patient Care Assistant' program is selected. On the right, the 'Courses' tab is active, showing a form with fields for Course ID, Title, Description, Location, Course Abbr., Course Hours, Credits, Prerequisites, and Image URL. The 'Course ID' field is marked with a red asterisk, indicating it is a mandatory field. The 'Courses' tab is circled in red, and the 'Course ID' field is also circled in red.



Instructional Course Offerings

Creating a Course

- 1 Select the plus sign (+) next to the **Cluster** where you want to create a New Course
- 2 Select the **Program** title to highlight (this is the program & CIP your course will fall under)
- 3 Select the **Course Tab**. The fields on the course tab will be empty.



The following fields are present on the Course Tab
 (* Indicate Mandatory field):

Field Name	Description
Course ID*	REQUIRED. 6 Character (Alpha Numeric) Field
Course Title*	REQUIRED. 80 Character field
Course Description	Often used to describe the course content as it would be displayed in a course catalog. Can be exported for use as such.
Course Abbreviation	REQUIRED. Unique 6 Digit (Alpha Numeric) Field
Class Description*	8 Character field used to represent the course on reports, etc. Not required but HIGHLY recommended for use.



Instructional Course Offerings

Creating a Course: Basic Information Tab

Field Name	Description
Traditional	Flag to indentify non-traditional gender for the course
Hours*	Number of hours required for course completion
Credits	Informational field to identify equivalent credits for this course
Pre-Requisites	Information field to identify course pre-requisites. Text entered in this field will display on the student portal as informational only.
Category	Select an educational category from the drop down menu
Classification	Select an option from the drop down menu
Duties	Default Selection "True" . Flag any course that will track course Duties & Tasks (Competencies)
Unit Grading	Default Selection "False" . Flag any course that will be using the Unit Grading functionality
Priority Course	Default Selection "False" . Flag any course that is considered a priority course by your state.
Portal Course	Default Selection "False" . Flag any course that should be displayed on the portal even no classes are presently scheduled. (For us by Student Portal users only)



Instructional Course Offerings

Creating a Course: Basic Information Tab

Classes to Include:

Both Active Inactive

Blue Font = No Classes

- Good Afternoon Akian
- Agriculture, Food & Natural Res
- Architecture & Construction
- Arts & Crafts
- AST/ASB Gen Eds
- Body & Soul
- Business, Mgmt & Admin
- 1** Health Science
 - 510601 - DENTAL ASSISTING/ASSISTANT
 - 510707 - HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOG
 - 510899 - HEALTH/MEDICAL ASSISTING SERVICES, OTHER
 - 510708 - Medical Transcription/ Transcriptionist
 - 510801 - MEDICAL/CLINICAL ASSISTANT
 - 2** 513902 - Nurse/Nursing Assistant/Aide & Patient Care Assistant
 - 083333 - Nurse Aide Training
 - 16JUL
 - 99Jun

3 Courses | Classes

Basic Information | Financial Information | Federal/State Reporting Information

Course ID-> [] *

Title-> []

Description-> []

Location-> --Select A Location

Course Abbr. -> [] Traditionally-
 Both

Course Hours-> [0] Credits -> [0]

Prerequisites-> []

Image URL-> []

FullTime PartTime

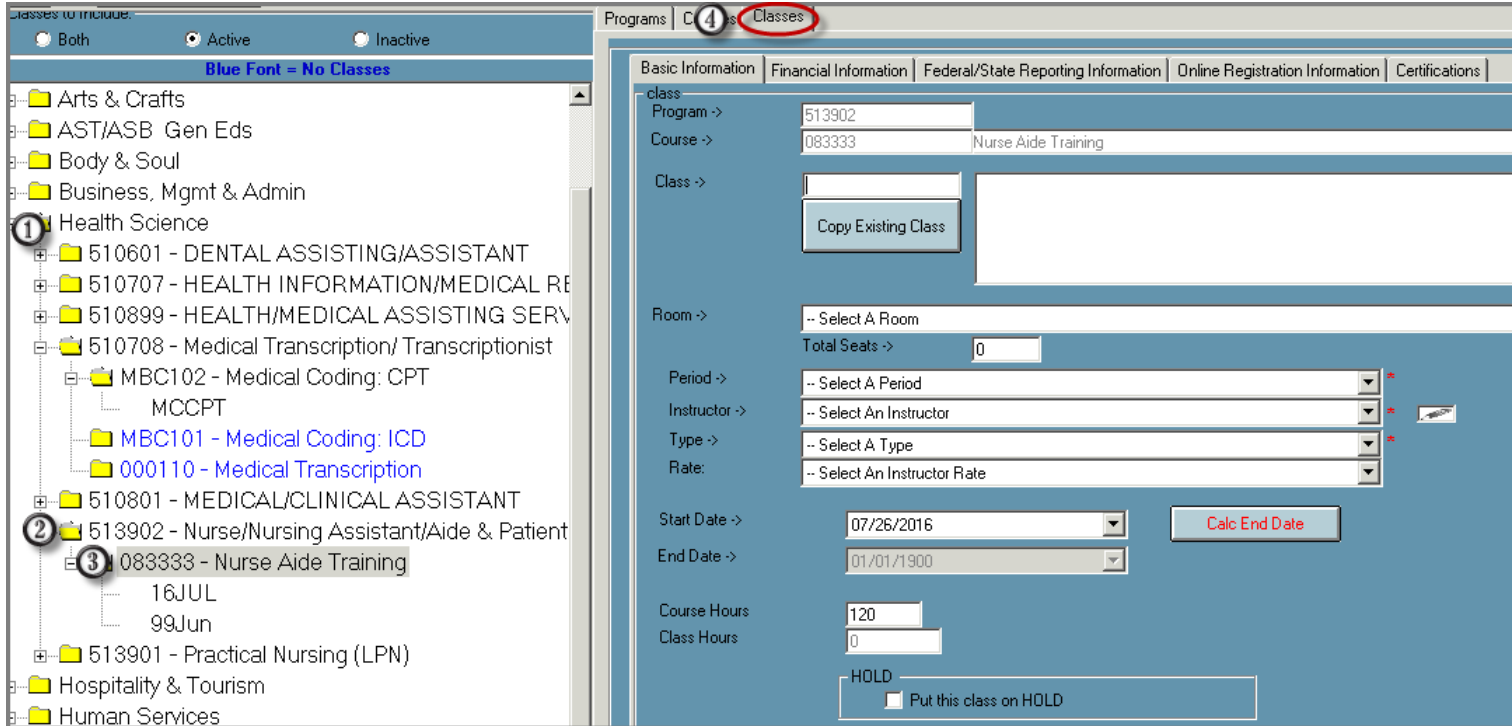


Instructional Course Offerings

Creating a Class: Basic Information Tab

- 1 Select the plus sign (+) next to the **Cluster** to view programs
- 2 Select the plus sign (+) next to the **Program** to view courses
- 3 Select the **Course** title to highlight
- 4 Select the **Class Tab**. The fields requiring data entry on the class tab will be empty.

The following fields are present on the Class Tab (* Indicate Mandatory field):

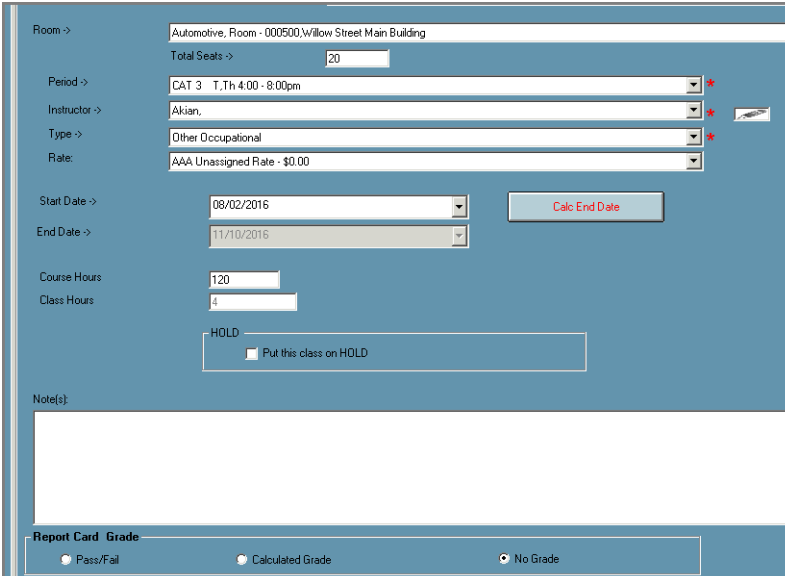


The screenshot displays the 'Classes' tab in the software interface. On the left, a tree view shows the following structure:

- Arts & Crafts
- AST/ASB Gen Eds
- Body & Soul
- Business, Mgmt & Admin
- Health Science
 - 510601 - DENTAL ASSISTING/ASSISTANT
 - 510707 - HEALTH INFORMATION/MEDICAL RE
 - 510899 - HEALTH/MEDICAL ASSISTING SERV
 - 510708 - Medical Transcription/ Transcriptionist
 - MBC102 - Medical Coding: CPT
 - MCCPT
 - MBC101 - Medical Coding: ICD
 - 000110 - Medical Transcription
 - 510801 - MEDICAL/CLINICAL ASSISTANT
 - 513902 - Nurse/Nursing Assistant/Aide & Patient
 - 083333 - Nurse Aide Training
 - 16JUL
 - 99Jun
 - 513901 - Practical Nursing (LPN)
- Hospitality & Tourism
- Human Services

Instructional Course Offerings

Creating a Class: Basic Information Tab



Room -> Automotive, Room - 000500, Willow Street Main Building

Total Seats -> 20

Period -> CAT 3 T,Th 4:00 - 8:00pm

Instructor -> Akian

Type -> Other Occupational

Rate: AAA Unassigned Rate - \$0.00

Start Date -> 08/02/2016 Calc End Date

End Date -> 11/10/2016

Course Hours 120

Class Hours 4

HOLD Put this class on HOLD

Note(s):

Report Card Grade Pass/Fail Calculated Grade No Grade

Field Name

Description

Program*	REQUIRED. Populated from Program Information (Read Only)
Course Title*	REQUIRED. Populated from Course Information (Read Only)
Course Description	REQUIRED. Populated from Course Information (Read Only)
Class ID*	REQUIRED. Unique 6 Digit (Alpha Numeric) Field
Class Description*	REQUIRED. Often Includes the Class Name, Days of the week, type (PT or FT) and possibly month and year offered.



Instructional Course Offerings

Creating a Class: Basic Information Tab

Field Name	Description
Room *	REQUIRED. Select a room from the drop down menu. The rooms available in the drop down will be related to the location selected on the course tab
Total Seats	Enter the number of seats available in the class (Maximum number of students)
Period*	REQUIRED. Select the period from the drop down menu (Days & times the class meets). This selection is vital to correctly calculating the end date for the class and attendance
Instructor *	REQUIRED. Select an instructor from the drop down menu
Instructor Edit	Allows users to edit the class if there is an instructor change
Type *	REQUIRED. Select a class type from the drop down menu. Please keep in mind any state reporting requirements that will guide this selection
Instructor Rate	Select the instructor rate from the drop down menu
Start Date *	REQUIRED. Enter the start date of the class. Ensure that start dates matches the day of the week selected in the period drop down. Ensure the start date is “school Day” day type on the school calendar.
End Date *	REQUIRED. Read Only field. End Date is an automated process using the total number of class hours required, # of Days the class meets, duration of each class and the school calendar to auto-calculate an end date



Instructional Course Offerings

Creating a Class: Basic Information Tab

Field Name	Description
Calc End Date *	REQUIRED. Depress the button to enable auto-calculation of end date
Course Hours *	REQUIRED. Populates from course information but can be edited
Class Hours *	REQUIRED. Populated for the selected period (Read Only)
Notes	Informational only field. Enter any notes pertaining to this class
Report Card	Indicate the type of grade the class will use to assess students. Options include: Pass/Fail, calculated grade & no grade
Hold	Hold functionality allows system users to place class on hold in the event it will not run. To place a class on “HOLD” check the “put this class on HOLD” box .
Onsite Class	Indicate if the class is held onsite for selected location. System will default to “Yes”
Evening Class	Indicate if the class is held in the evening. System will default to “Yes”. The system calendar will use this flag when in the event of emergency closings.
Auto Certification	Indicate if this class should have the auto certification functionality enabled



Instructional Course Offerings

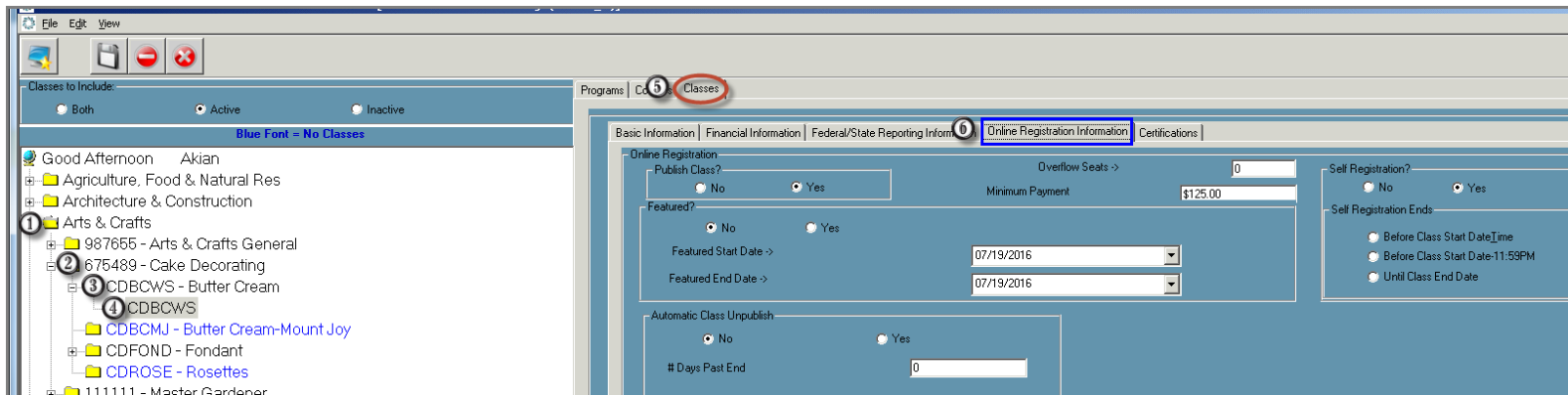
Creating a Class: Online Registration Tab

This is an add-on option. ClassMate customers that have purchased the Student Portal will have the Online Registration Tab display. Those that have not purchased this Add On option will NOT have this tab displaying. If you would like a demo of this functionality please contact us.

The Online Registration Tab allows users to setup online portal viewing preferences by Class. Allowing ClassMate users a wide variety of options when publishing a class on the portal.

To establish portal viewing preferences for each class...

- 1 Select the plus sign (+) next to the **Cluster** to view programs
- 2 Select the plus sign (+) next to the **Program** to view courses
- 3 Select the plus sign (+) next to the **Course** title to view the classes
- 4 Select the class to highlight
- 5 Ensure you are on the **Class Tab**
- 6 Select the **Online Registration Tab**



Helpful Hint: To view classes that are no longer active, select “Both” or “Inactive” radio button

Instructional Course Offerings

Creating a Class: Online Registration Tab

Field Name	Description
Publish Class	Select “Yes” to display the class on the student portal. This selection will display the Class Name, description, ID, Instructor Name, Start Date, End Date of the class, Days and Times the class meets and the number of available seats in the class. Additionally, any associated fees and payment requirements. If the class is set for self registration students can register otherwise “Call to Register” will display with the established phone number. Default selection is “No”
Featured	Select “Yes” to display the “Featured” class in a prominent location on the Home Page of the student portal. Default selection is “No”
Featured Start Date	Selecting a “Start Date” for the featured class will enable ClassMate automation that will place the class on the homepage based on the date entered
Featured End Date	Selecting an “End Date” for the featured class will enable ClassMate automation that will remove the class on the homepage based on the date entered
Automatic Class Unpublish	Select “Yes” to remove the class from the student portal via ClassMate automation. Default selection is “No”
# of Days Past End Date	Enter the number of days PAST the end date of the class you would like the ClassMate automation to remove the class from the portal



Instructional Course Offerings

Creating a Class: Online Registration Tab

Field Name	Description
Over Flow Seats	Enter the number of seats that can be registered above the established seat count for the class.
Minimum Payment	If a class requires a minimum payment, enter the dollar amount in the field. If no, minimum payment is entered the system will display “Payment if Full Required”.
Self Registration	Select “ Yes ” if student can register for the class on the portal. System default is “No”
Show Ungraded Activities	Select “ Yes ” if you would like the portal to display all unit grading activities, even those that are ungraded

Helpful Hints

Advertising Courses Offerings: Courses & Classes can be setup to display on the portal so perspective student can view class start/end dates, associated costs, days and times the class meets, etc. Students can send inquiries to the school for the display only classes.

Featured Classes: Setting up featured class automation in ClassMate is a great way to advertise seasonal classes, new classes or those that are ready to begin but may not be full

Minimum Payment: Setting up minimum payments for classes that are offered at a higher dollar amount will allow student to register and not pay the enter amount at registration. Students can also make additional full or partial payments online for classes after they are registered



Instructional Course Offerings

Creating a Class: Certifications Tab

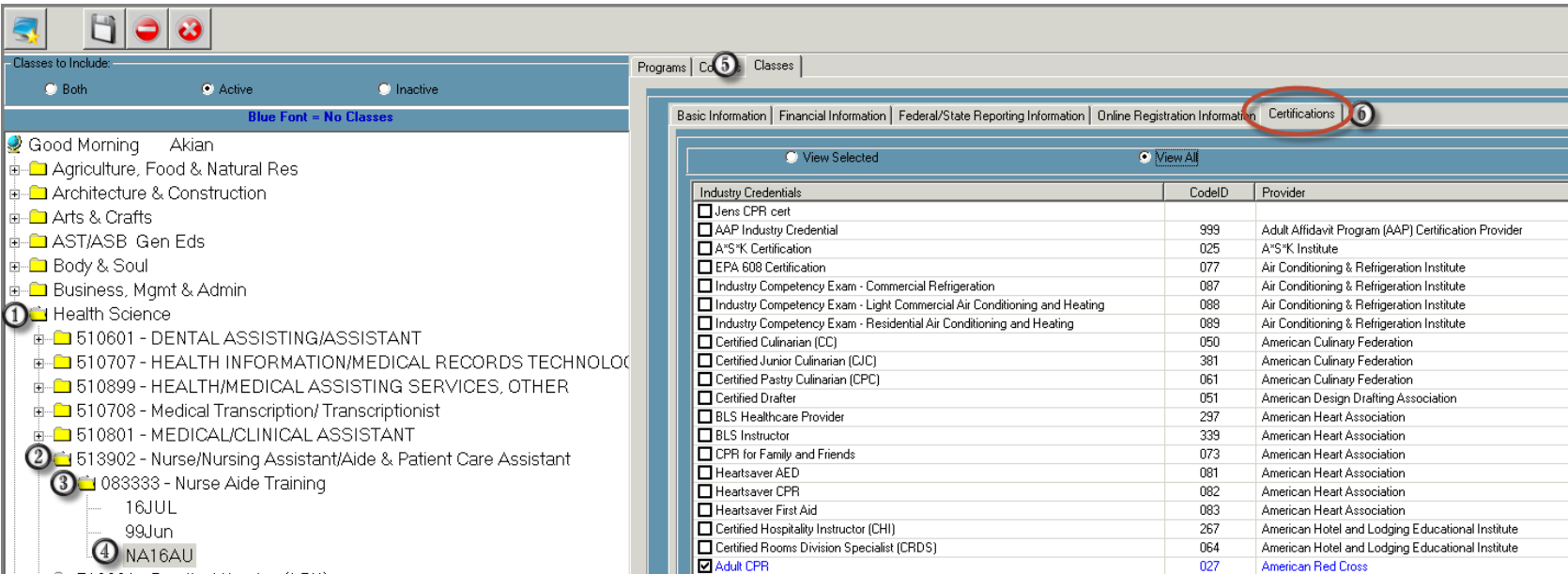
Within the Class structure users can identify and link Industry credentials have the opportunity to students can earn in the class. The Certifications tab, allows users to view credentials previously linked to the class or associate new credentials

View Established Industry Credentials:

Select the **“View Selected”** radio button. Credentials previously linked to the class will display in **BLUE** and have a check mark to the left of the name

View and Link Industry Credentials:

Select the **“View All”** radio button. All available industry credentials will display
 Select the desired credential by clicking in the box to left of the name. The credential will turn **BLUE** when selected



Industry Credentials	CodeID	Provider
<input type="checkbox"/> Jens CPR cert		
<input type="checkbox"/> AAP Industry Credential	999	Adult Affidavit Program (AAP) Certification Provider
<input type="checkbox"/> A*S*K Certification	025	A*S*K Institute
<input type="checkbox"/> EPA 608 Certification	077	Air Conditioning & Refrigeration Institute
<input type="checkbox"/> Industry Competency Exam - Commercial Refrigeration	087	Air Conditioning & Refrigeration Institute
<input type="checkbox"/> Industry Competency Exam - Light Commercial Air Conditioning and Heating	088	Air Conditioning & Refrigeration Institute
<input type="checkbox"/> Industry Competency Exam - Residential Air Conditioning and Heating	089	Air Conditioning & Refrigeration Institute
<input type="checkbox"/> Certified Culinarian (CC)	050	American Culinary Federation
<input type="checkbox"/> Certified Junior Culinarian (CJC)	381	American Culinary Federation
<input type="checkbox"/> Certified Pastry Culinarian (CPC)	061	American Culinary Federation
<input type="checkbox"/> Certified Drafter	051	American Design Drafting Association
<input type="checkbox"/> BLS Healthcare Provider	297	American Heart Association
<input type="checkbox"/> BLS Instructor	339	American Heart Association
<input type="checkbox"/> CPR for Family and Friends	073	American Heart Association
<input type="checkbox"/> Heartsaver AED	081	American Heart Association
<input type="checkbox"/> Heartsaver CPR	082	American Heart Association
<input type="checkbox"/> Heartsaver First Aid	083	American Heart Association
<input type="checkbox"/> Certified Hospitality Instructor (CHI)	267	American Hotel and Lodging Educational Institute
<input type="checkbox"/> Certified Rooms Division Specialist (CRDS)	064	American Hotel and Lodging Educational Institute
<input checked="" type="checkbox"/> Adult CPR	027	American Red Cross

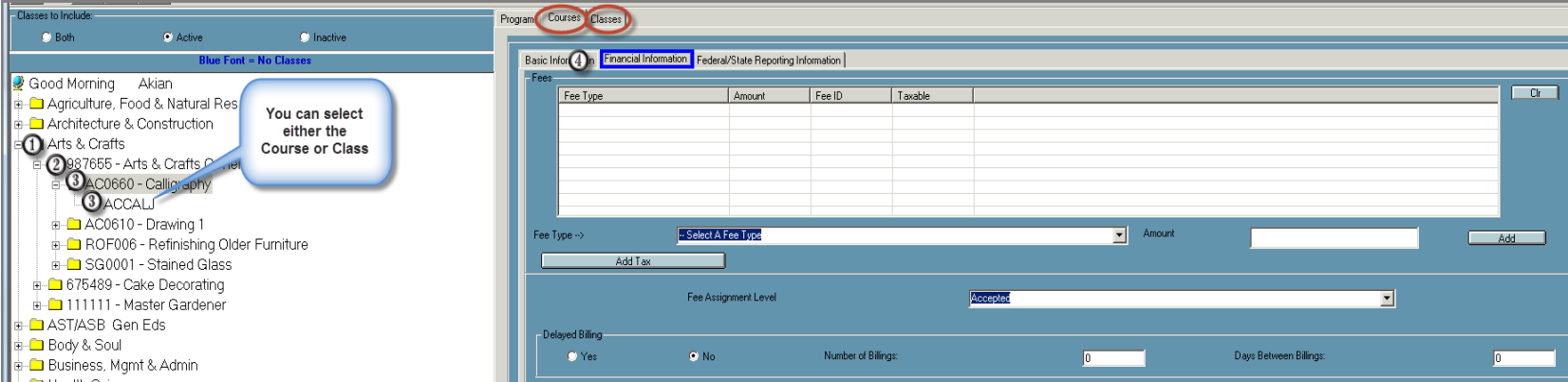
Instructional Course Offerings

Course & Class Tab Options: Financial Information & Federal State Reporting Information

The **Course** and **Class** Tabs both have functionality that allows users to establish fees and flag state and/or federal reporting agencies. Both the financial information and reporting flags can be easily copied from the course level to the class level. The steps outline below can be used for **BOTH** tabs unless otherwise stated.

- 1 Select the plus sign (+) next to the **Cluster** to view programs
- 2 Select the plus sign (+) next to the **Program** to view courses
- 3 Select the **Course or Class Tab**. title to highlight
- 4 Select the **Financial Information Tab**

Financial Information Tab



The screenshot displays the 'Financial Information' tab in the software. On the left, a tree view shows a hierarchy of classes. A callout box points to the 'Arts & Crafts' cluster, stating: "You can select either the Course or Class". The right pane shows the 'Financial Information' tab with a table for 'Fees' and various input fields for fee assignment and billing.

Fee Type	Amount	Fee ID	Taxable

Below the table, there are input fields for:

- Fee Type:
- Amount:
- Add Tax:
- Fee Assignment Level:
- Delayed Billing: Yes No
- Number of Billings:
- Days Between Billings:

Instructional Course Offerings

Creating a Course OR Class: Financial Information Tab

Field Name	Description
Fee Type	Select the fee type from the drop down list that is appropriate for the course or class. Only fees previously established in fee management will display in the list.
Add	After selecting the appropriate fee “Add” the fee to the course or class
Copy Course Fees	Class Level Only: Select the Copy Course Fees to transfer currently established course fees to the class level
Add Tax	Select the Add Sales Tax button to add a separate fee line with the established sale tax.
Fee Assignment Level	Select the registration
Delayed Billing	Course Level Only: Ability to have the fees divided into a set number of billings set to equal intervals
Clr	Clears the fee grid



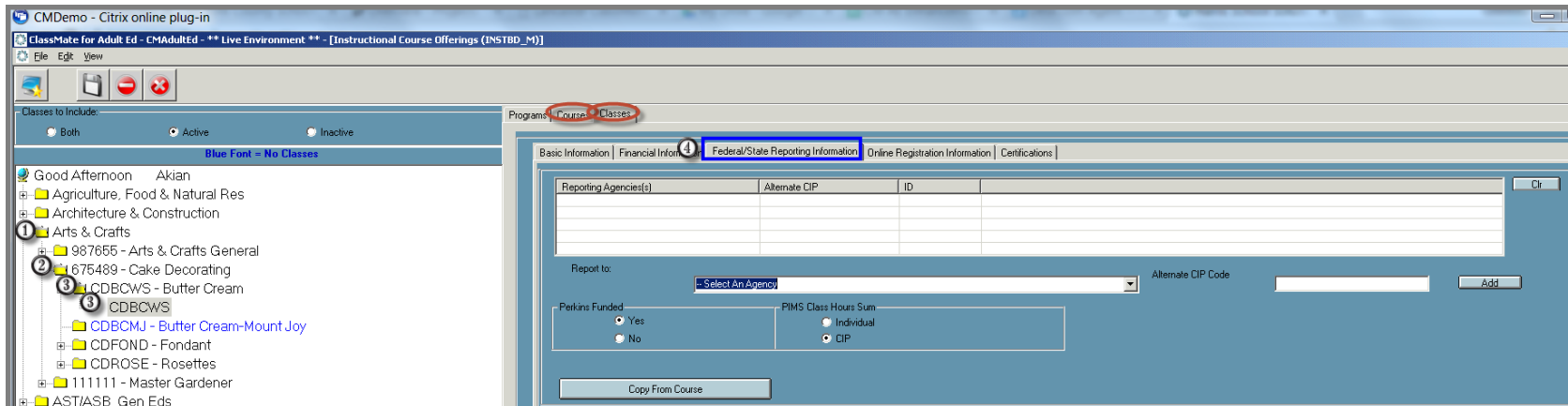
Instructional Course Offerings

Course & Class Tab Options: Financial Information & Federal State Reporting Information

The **Course** and **Class Tabs** both have functionality that allows users to establish fees and flag state and/or federal reporting agencies. Both the financial information and reporting flags can be easily copied from the course level to the class level. The steps outline below can be used for **BOTH** tabs unless otherwise stated.

- 1 Select the plus sign (+) next to the **Cluster** to view programs
- 2 Select the plus sign (+) next to the **Program** to view courses
- 3 Select the **Course or Class Tab**. title to highlight
- 4 Select the **State and Federal Information Tab**

State and Federal Information Tab




Instructional Course Offerings

Creating a Course OR Class: State And Federal Reporting Tab



Field Name	Description
Report To	Select the reporting agency from the drop down list that is appropriate for the course or class. Only previously established agencies in master codes will display in the list.
Add	After selecting the appropriate agency select "Add" the fee to the course or class
Alternate CIP*	*Ohio State Reporting Requirement. Enter the code by state .
Perkins Funded	Flag the class as Perkins Funded.
PIMS Class Hours SUM *	<p>*PA State Reporting Requirement. Identify how the class should be reported.</p> <p>Individual: Class hours are to be reported individually , completely based on the hours provided and should NOT be combined with any other class.</p> <p>CIP: Class Hours are to be combined with other classes under the CIP. Normally these are leveled courses. LPN with Level 1,2 & 3 and hours should be reported for all the levels for completion.</p>
Copy From Course	Class Level Only: Select the Copy Course reporting requirements from the Course level. This will replicate the previously selected course option on the class level.
Clr	Clears the reports to grid



Instructional Course Offerings

Helpful Hints

Active vs Inactive Radio Buttons:

ClassMate has automation built into the system that allows users to save time, reduce the occurrence of data entry errors and reduce the number of items viewed by default. In the Instructional Course Offering module programs, courses and classes have active and inactive radio buttons. These radio buttons are used in the automation process. Good things to know :

Programs: Users can choose to make an entire program **“Inactive”** if there are no active courses or classes. This will prevent the Program from displaying in the ICO module by default

Courses: Display in **BLUE** when there are no active classes

Classes: Classes are considered **“Active”** when the Start Date of the class is in the future. Classes by default will be marked **“Active”** by the system when the class is created

Classes are considered **“Inactive”** when End Date of the class has passed. Automation will change the class status to **“inactive”** unless select from Auto-Inactivation radio button has been selected

“Inactive” classes may not display in certain modules. To view these classes in the modules suppressing them, simply change the class to **“Active”** and save. Return the status to **“Inactive”** when activity is complete

Hold Function:

Classes: ClassMate users can suspend or put a class on **“Hold”** by checking the box . Classes are usually placed on hold if enrollment is low , a teacher can't be found to teach the class, etc. When the class is ready to be run again, simply uncheck the box, update the start/end dated, recalculate the end date, any other changes and **“Save”**



Instructional Course Offerings

Course & Class Reporting

ClassMate Curriculum reports can be found by:

Selecting the **Reports Folder >**

Double click **Curriculum Management Category**

Additionally, before registering students and publishing a class on the portal users should ensure the class has a fee attached.

ClassMate Fee Validation report can be found by:

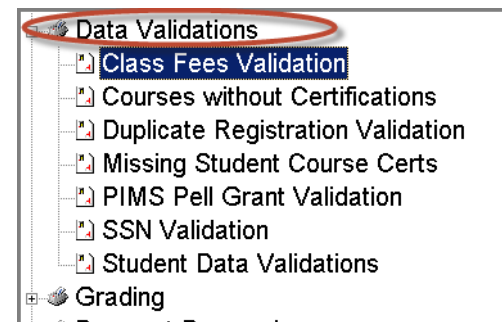
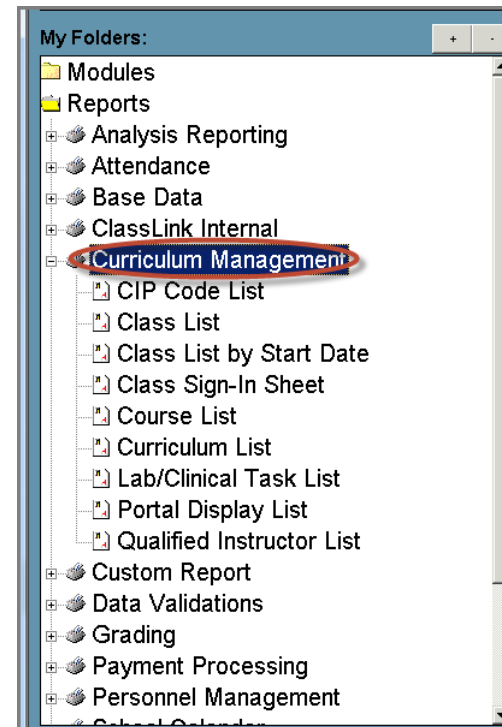
Selecting the **Reports Folder >**

Double click **Data Validations>**

Report **Class Fees Validation**

Based on the reports that were assigned to you, your Report assignments will display. If you are in need of a report and it does not appear in your listing, please contact your system administrator.

Take a few moments to run and familiarize yourself with the types of curriculum reports offered.



ClassMate *for* Adult Education

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Bethlehem, PA
18017

Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1

www.classmate.net
<http://harrisschoolsolutions.com/>

