

Course Aim

The aim of the course is to introduce the delegates to the registers system and how it fits in with the curriculum set-up. The design of the register Id's and grouping is important to gain full potential from the register module.

Pre-requisites

The course pre-requisite is that the delegate is involved in the College Register & Attendance System and has attended a Desk Top Navigation course.

Suggested Attendees

This course is intended for Registers staff and those closely involved with the curriculum structure.

Course Content

- **Definitions**
The setting up of parameters, attendance marks, register profiles, group allocations and register maintenance.
- **Recording Attendance**
Student attendance entry, Attendance entry.
- **Student Enrolment**
Rapid Enrolment showing stage codes linking to registers.
- **Attendance Reports**
All the register analysis reports will be fully explained. A register design could be also be covered if needed.

Course Objectives

The attendee obtain the skills to successfully implement the se-up and record of attendance on Registers.

Methodology

The theoretical aspects of Registers and Attendance is discussed with "hands on" training provided by the course leader to reinforce all aspects of the training.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training
Centre or customer site

Cost

POA - dependant on location.