



Course Aim

The aim of the Enrolment training course is to provide the attendees with a knowledge of how to use the Agresso Students system to record details of enrolments and produce letters and lists.

Pre-requisites

The course pre-requisite is that the delegate is involved in the College enrolment function and has attended a Desk Top Navigation course.

Suggested Attendees

This course is intended for those dealing with college enrolments.

Course Content

- Rapid Enrolment by Student/Student Details**
 Enrolments can be record on Agresso Students via "rapid enrolment" facility as well as by the "student details" facility which is used for entering an applicant's full biographical details. Delegates will be shown how details from the application module can flood into the enrolment module. All facilities within the enrolment module will be shown and hands on practical sessions will enforce the training.
- Rapid by Area of Study**
 Enrolments can be entered course by course if necessary and details are shown in here of all enrolment received and the various stages of the students.
- Student Deletion**
 The deletion of student details and the merging of duplicate students will be covered.
- Bulk Document Production**
 The production of class lists and letters will be explained to the users.
- Reports**
 The various standard reports that are available will be explained to the users.

Course Objectives

The attendee will have a fuller understanding of the admissions cycle and the production of letters and reports.

Methodology

The theoretical aspects of Enrolments 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.

