Course Registration – Overview

Speech	Cursor Actions
The Course Registration add-on keeps track of courses, sessions, registrations, attendance and marks.	Show title: Course Registration Overview
In Sumac, a *course* is a particular curriculum of learning. The course may be delivered many times. For example, perhaps the same course is offered once each quarter.	Slide: "Course = a particular curriculum of learning e.g. Science 101, Ballet for Beginners, Intro to Water colours"
A *session* is the delivery of a course at a particular time. For example, a session may deliver the course over a period of three months starting in September. You might offer another three month session later on, starting in January.	Slide: "Session = delivery of a course at a particular time. e.g. Spring Session of Science 101, Summer Session for Ballet for Beginners"
A *class* is a unit of teaching – for example, a two-hour lecture – that is part of a particular session. A class takes place at a specific time and place.	Slide: "Class = a unit of teaching e.g. two-hour lecture on Monday night at 6:00 p.m."
So there may be several sessions of any particular course,	Show slide with Course: Science 101 with several sub categories: Spring Session, Summer Session, Fall Session
and a session consists of several classes.	Show slide with Session: Fall Session of Science 101 with several sub categories: two-hour lecture on Monday night, two-hour lecture on Wednesday night, two-hour lecture on Friday night
The Course Registration add-on provides two ways of viewing course registration data.	Show Console Expand Course Registrations
The Course View presents day-to-day information about students, classes, and exams. It is ideal for focusing on one particular session.	Point to Course View
The Registrations view shows a list of registrations. It is best for looking at registrations across multiple sessions. For example, you can all examine registrations in a specific time period or for a particular student.	Point to Registration View
The Transaction Log list automatically tracks various interactions, like moving a student from one session to another, adding a student to a waiting list, or registering a wait list student into the course that student was waiting for.	Point to Transaction Log
Let's begin with the Course View window.	Point to Course View
	Title: "Course View Window"

At the top of the Course View window, there are three tools for selecting which information shows at the bottom of the window.	Show Course View Window
Courses lets you click to select the course whose registration information you want to see.	Click a Course
After selecting a course, the Sessions area shows all the sessions for the selected course. Click a session to see its information in the main scrolling list.	Click a Session
These four radio buttons enable you to specify which information should show in the main scrolling list: Registrations, Classes, Exams and Wait List.	Point to radio buttons. Click each radio button slowly as it is listed
	Title: "Registration View Window"
The Registration View provides a standard Sumac list window, with several ways to search and find desired registrations,	Show Registration View Window. Point to Search Panel
Or add new registrations.	Point to New button
It also provides several helpful reports for registrations.	Expand Analyze & Report.
You should now move on to more training videos to learn more about setting up and using Course Registrations in Sumac!	Slide: "Move on to other Course Registration how-to videos"