

Course Registration: Set-up – How to Define a Course

<i>Speech</i>	<i>Cursor Actions</i>
<p>Before watching this video, watch these:</p> <ul style="list-style-type: none"> • Course Registration – Overview • Course Registration – Preferences • How to Define Course Types 	Slide showing list of suggested how-to videos
In Sumac, a “Course” is a particular curriculum of learning. The course may be delivered many times, perhaps the same course is offered once each quarter.	
To add a new Course, click Utilities, Customize Database, and Lookup Lists.	Show console. Expand Utilities, Customize Database, Lookup List
Click the Area: Course Registrations,	Choose the Area: Course Registrations
then choose the Lookup List: Courses	Choose the Lookup List: Courses
Click New to begin defining a new Course.	Click New
Enter the name of the Course in the Course Name field.	Enter Course Name “Science 101”
If you use codes to identify courses, you can enter the course code here as well.	Enter Course Code “SCI 101”
You can add Notes here,	Point to Notes
or list required facilities.	Point to Facilities Required
Enter a Course Description here.	Enter Description “Entry level Science for beginners”
You can also list any prerequisites for this course, if necessary.	Point to Prerequisistes.
To enable Sumac to enforce a grade requirement, enter the grades that a student must be in to take this course.	Point to Grade field
You can enter a list of grades separated by commas.	Type “4, 5, 6”
Or you can enter ranges of grades separated by a dash.	Remove “4, 5, 6” and type “4-6”
Or you could to both.	1-4, 6-7
You can record how many credits or hours a student receives for successfully completing this course.	Point to Credits and Hours fields
You can mark a course to indicate it is a stream, which is a specialty or course of study. in certain other courses by specifying that registering for the course requires prior registration in a stream.	Point to “this is a stream”
If you are integrating Sumac's Course Registrations with your website, this check box tells Sumac not to display this course on your website.	Point to “Do not display on web”

<p>If this course is no longer being offered, you can mark the course as Inactive so that it does not appear when trying to register new students.</p>	<p>Point to Inactive</p>
<p>Course Types are defined in a separate Lookup List of types of courses. These types are used to group courses into broad areas. You can use these check boxes to specify the Course Types that apply to this particular course.</p>	<p>Point to Course Types. Choose “Sciences”</p>
<p>Click OK to save this Course.</p>	<p>Click OK</p>
<p><i>You should now move on to more training videos to learn more about setting up Course Registrations in Sumac!</i></p>	<p>Slide: “Move on to How to Define a Session”</p>