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

Speech	*Cursor Actions*
Before watching this video, watch these: • Course Registration – Overview • Course Registration – Preferences	Slide showing list of suggested how-to videos
In Sumac, courses can be grouped into broader areas called "Course Types."	
If you are integrating Sumac's Course Registrations with your website, the web interface for Course Registration allows students to search courses based on Course Types.	
To add a new Course Type, click Utilities, Customize Database, and Lookup Lists.	Show console. Expand Utilities, Customize Database, Lookup List
Choose the Area: Course Registrations,	Choose the Area: Course Registrations
then choose the Lookup List: Course Types	Choose the Lookup List: Course Types
Click New to begin defining a new Course Types.	Click New
Enter the description of the Course Type you are adding.	Enter "General Arts Courses"
If you are integrating Sumac's Course Registrations with your website, this check box tells Sumac not to display this course type on your website. Turn on this check box if the course type is for internal use and probably not meaningful to students.	Point to "Do not display on web"
Click OK to save this Course Type.	Click OK
As you add courses to your database, you can group them by these Course Types. Note that each course can have more than one course type. For example, a course may be type "construction" and also may be type "house framing."	Point to list of Course Types
You should now move on to more training videos to learn more about setting up Course Registrations in Sumac!	Slide: "Move on to How to Define a Course"