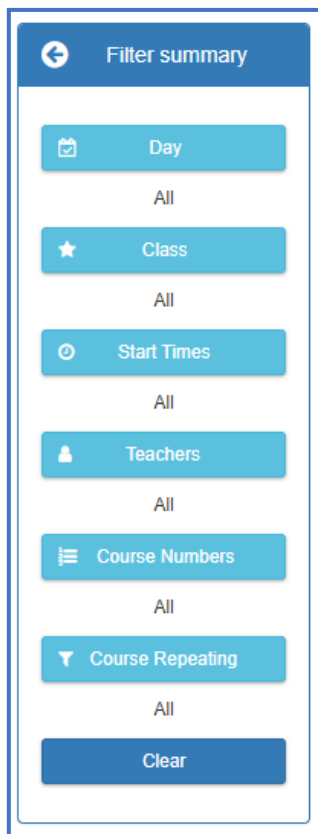


Course Repeating Status

Overview

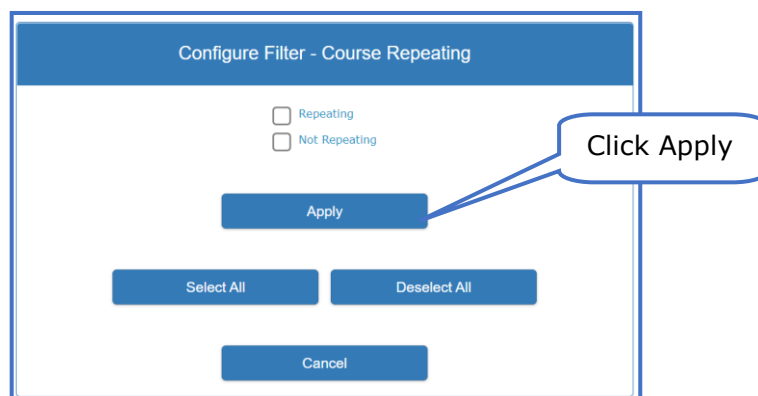
This guide will show you how to navigate around the **Course Repeating Status** screen. The course re-enrolling status defines if a course will be running next term and should be created during the re-enrolment process. Before running the re-enrolment process, you will need to check the course repeating status of each course. The below instructions will guide you on how to use this function.

Filtering your Search Criteria



You can search for courses using the filter section on the left-hand side of the screen. To make it easier to see if a course is repeating or not use the course repeating status filter, as shown in the image on the left.

If you select the course repeating filter the following option will appear, you can search for Not Repeating or Repeating. By selecting Not Repeating only the non-repeating courses will appear.



You will now see your list of non-repeating courses, as per below.

Configure	Class	No	Day	Time	Teacher	Repeating
	Beginners	577	Monday	09:00 AM	Richard MorrishH	No
	Beginners	575	Monday	10:15 AM	Bob Smart	No
	Beginners	576	Monday	02:30 PM	AAA AAA	No

Another quick way to search for Course Repeating Status is to use the sort by options on the main menu.

Configure	Class	No	Day	Time	Teacher	Repeating
	Beginners	577	Monday	09:00 AM	Richard MorrishH	No
	Beginners	578	Monday	10:00 AM	A Sample	Yes
	Beginners	575	Monday	10:15 AM	Bob Smart	No
	Beginners	576	Monday	02:30 PM	AAA AAA	No

Click on the Repeating header and this will sort the column ascending/descending

Change Repeating Status

If the course repeating status is marked as not repeating. You can simply change the status to yes by clicking on the yes or no buttons as per below.

Configure	Class	No	Day	Time	Teacher	Repeating
	Beginners	577	Monday	09:00 AM	Richard MorrishH	No
	Beginners	578	Monday	10:00 AM	A Sample	Yes
	Beginners	575	Monday	10:15 AM	Bob Smart	No
	Beginners	576	Monday	02:30 PM	AAA AAA	No

Click Yes or No to change the repeating status

Configure	Class	No	Day	Time	Teacher	Repeating
	Beginners	577	Monday	09:00 AM	Richard MorrishH	Yes
	Beginners	578	Monday	10:00 AM	A Sample	Yes
	Beginners	575	Monday	10:15 AM	Bob Smart	No
	Beginners	576	Monday	02:30 PM	AAA AAA	No

The course has now been marked as Yes to repeat

General Information

You can select the **Configure** course button from this section, however, please note you will be selecting courses in the current term.

Configure	Class	No	Day	Time	Teacher	Repeating
	Beginners	577	Monday	09:00 AM	Richard MorrishH	Yes
	Beginners	578	Monday	10:00 AM	A Sample	Yes
	Beginners	575	Monday	10:15 AM	Bob Smart	No
	Beginners	576	Monday	02:30 PM	AAA AAA	No

Search

Display the number of entries per page.

Type the activity and the list will start to filter as you type.

Configure	Class	No	Day	Time	Teacher	Repeating
	Beginners	577	Monday	09:00 AM	Richard MorrishH	Yes
	Beginners	578	Monday	10:00 AM	A Sample	Yes
	Beginners	575	Monday	10:15 AM	Bob Smart	No
	Beginners	576	Monday	02:30 PM	AAA AAA	No
	Beginners	574	Tuesday	10:45 AM	Sokrates Academy	Yes
	Beginners	571	Tuesday	11:30 AM	Sean Hampton	Yes
	Parent and Baby	572	Wednesday	12:00 PM	Alec Sandilands	Yes
	Intermediate	569	Wednesday	05:00 PM	Sokrates Academy	Yes
	Advanced	579	Thursday	02:10 PM	Richard MorrishH	Yes
	Advanced	570	Friday	02:10 PM	Richard MorrishH	Yes
	Beginners	573	Friday	03:00 PM	Aristotle Lyceum	Yes

Showing 1 to 11 of 11 entries



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Copy CSV Excel PDF Print

Select here to navigate through the pages.

Export

You can copy and export the list of activities onto any file.
The copy button will simply copy the list and you can paste this into a document.
CSV and Excel will export to an excel file.
PDF will export the list to PDF.
The print will allow you to print your list of activities.

	Advanced	570	Friday	02:10 PM	Richard MorrishH	<input type="checkbox"/>	Yes
	Beginners	573	Friday	03:00 PM	Aristotle Lyceum	<input type="checkbox"/>	Yes

Showing 1 to 11 of 11 entries

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If any aspect of this manual needs improvement, please email
support@morsolutions.co.uk with your suggestion(s).