

Course Repeating Status

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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 reenrolment process you will need to check the course repeating status of each course. The below instructions will guide you how to use this function.

Filtering your Search Criteria

The screenshot shows a 'Filter summary' section with several filter categories, each with a button and a selected value:

- Term** (orange button): July 2017 (Ando-Swim)
- Day** (teal button): All
- Class** (teal button): All
- Start Times** (teal button): All
- Teachers** (teal button): All
- Course Numbers** (teal button): All
- Course Repeating** (orange button): Yes
- Clear** (teal button)

You can search for courses using the filter section on the left handside of the screen. To make it easier to see if a course is repeating or not use the course repeating status filte, 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.

Configure Filter - Course Repeating

- Repeating
- Not Repeating

Click Apply

Apply

Select All

Deselect All

Cancel

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

	Class	No	Day	Time	Teacher	Repeating
Configure	Stage 3	26851	Monday	09:00	Anna Webb	No
Configure	Stage 3	26834	Monday	09:00	Sean Harris	No
Configure	1 2 1	26848	Monday	09:00	Luci Morish	No

Showing 1 to 3 of 3 entries

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

	Class	No	Day	Time	Teacher	Repeating
Configure	Stage 1	26844	Monday	09:00	Di Reed	Yes
Configure	Stage 3	26834	Monday	09:00	Sean Harris	No
Configure	Stage 3	26851	Monday	09:00	Anna Webb	No
Configure	1 2 1	26848	Monday	09:00	Luci Morish	No
Configure	Stage 1	26847	Monday	09:05	Luci Morish	Yes
Configure	Stage 1	26192	Monday	09:30	Anna Webb	Yes

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.

	Class	No	Day	Time	Teacher	Repeating
Configure	Stage 3	26834	Monday	09:00	Sean Harris	No
Configure	Stage 3	26851	Monday	09:00	Anna Webb	No
Configure	1 2 1	26848	Monday	09:00	Luzi Morrish	No
Configure	Stage 1	26844	Monday	09:00	Di Reed	Yes

Click yes or no to change the repeating status

	Class	No	Day	Time	Teacher	Repeating
Configure	Stage 3	26834	Monday	09:00	Sean Harris	No
Configure	Stage 3	26851	Monday	09:00	Anna Webb	Yes
Configure	1 2 1	26848	Monday	09:00	Luzi Morrish	No
Configure	Stage 1	26844	Monday	09:00	Di Reed	Yes

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.

	Class	No	Day	Time	Teacher	Repeating
Configure	Stage 1	20157	Monday	09:00	Di Reed	Yes
Configure	Stage 3	20147	Monday	09:00	Sean Harris	Yes
Configure	Stage 3	20164	Monday	09:00	Anna Webb	No

Search

Display the number of entries per page.

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

	Class	No	Day	Time	Teacher	Repeating
Configure	Stage 1	20157	Monday	09:00	Di Reed	Yes
Configure	Stage 3	20147	Monday	09:00	Sean Harris	Yes
Configure	Stage 3	20164	Monday	09:00	Anna Webb	No
Configure	1.2.1	20161	Monday	09:00	Luci Marsh	Yes
Configure	Stage 1	20160	Monday	09:05	Luci Marsh	No
Configure	1.2.1	20171	Monday	09:30	Di Reed	Yes
Configure	Stage 1	20148	Monday	10:00	A Sample Instructor	No
Configure	Stage 3	20153	Monday	10:00	Sean Harris	Yes
Configure	STA Beginners	20156	Monday	10:00	Diane Reed	Yes
Configure	STA Beginners	20164	Monday	10:00	Anna Webb	Yes

Showing 1 to 12 of 13 items

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
Print will allow you to print your list of activities.

5	Edit	Crash Courses	Delete
6	Edit	Aquability	Delete

Showing 1 to 6 of 6 entries [Previous](#) [1](#) [Next](#)

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

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