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 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.
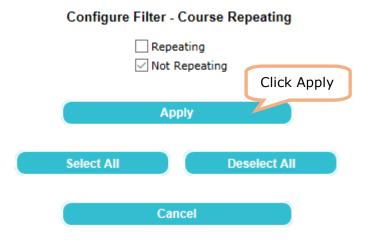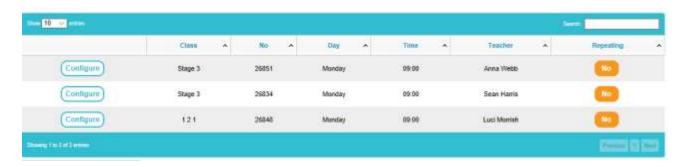
Filtering your Search Criteria

You can seach 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.

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

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

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.

Click yes or no to change the repeating status

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.

Search

Display the number of entries per page.

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

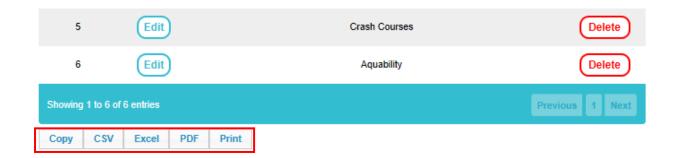Select here to navigate through the pages.

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).