QRA: Lottery Registration – Staff View

Augusoft Lumens

The Lumens Lottery feature allows students/members to enter a class lottery as the sole means of registering in a class. Certain classes can be designated as a "lottery" class. This QRA defines the process of registering students and managing Lottery classes. *If you have a Lumens PRO or above license, please contact Augusoft's Customer Support to configure the Lottery Feature and Waiting List activation on your site. If you have a license below Lumens PRO, please contact your sales rep to upgrade your license so your site can be configured.*

To Request a Single Lottery Class
Students > Student Mgmt

Request one Lottery Class:
- Select a student or member
- Select 'Register'
- Select a lottery class
- Click 'Request Class' button *('Add to Cart' used for non-lottery classes)*

No further action required for 1 Lottery class.

Options are:
- **Volunteer Liaison:** Student/member wants to volunteer for the specific class they have requested
- **Continue Registering:** Student/member wants to register for more than one class
- **Cancel Request:** Student/member immediately wants to withdraw request

When only one Lottery class is requested, a ranking of '1' is automatically assigned in your 'Requested Classes' list.

To Request Multiple Lottery Classes
Students > Student Mgmt

Required additional step:
- **Prioritize:** Prioritize requested Lottery classes (only displays on pop-up when requesting multiple Lottery classes)

Request multiple classes:
- Click 'Continue Registering' button for each class desired
- Select a class
- Click 'Request Class' button
- When all desired classes are requested, click 'Prioritize' button

There may be lottery types in addition to classes from which to select (e.g. special events, seasonal events, etc…). Each lottery type is ranked and displays in separate tables on the 'Requested Classes' page.

To View Student's Requested Lottery Classes/Events
Students > Student Mgmt
- Select student/member
- Select 'Lottery Classes'

Rank all classes for better chance of winning lottery.

To Prioritize Requested Lottery Classes
To view lottery classes at any time:
- Select a student
- Select 'Lottery Classes'
- Assign rank to each class
- Click 'Confirm Priorities' button

When multiple Lottery classes are requested, classes **must** be prioritized (e.g. Assign rank of 1 to the most desired class, assign rank of 2 to the next…). *If no priority is set, the lowest priority will be assigned.*

To Remove Student from Requested Lottery Classes/Special Events
- Select student/member
- Select 'Lottery Class **Lottery Registration – Staff View** es' from Select drop down
- Select 'Remove'

When a class is removed, rank remaining classes accordingly.

To View Lottery Pool for a selected Lottery Class

Registration > Lottery > 'View Lottery Pool' for selected class
- o Edit Student
- o View Current Registration
- o Remove from Lottery Pool

Student Status - options:
- o Entered; Won, Not Enrolled; Wait List; Enrolled
- o

To Edit Lottery Classes or Access Lottery Pool

Registration > Lottery
- o Class Name
- o Lottery Run Date
- o Students Entered/Class Seats
- o Lottery Status
  - - Open: Prior to the 'Close' date
  - - Closed: Past the 'Close' date
  - - Completed: Past the 'Run' date

Depending on the 'Lottery Status', different actions can be performed. 'View Waiting List' will only display if there is a waiting list for that specific Lottery Class.

2 Lottery Reports

Reports > Class Mgmt > **Lottery Pool**
View by class which students entered into a Class Lottery were registered or allowed to complete the registration, or those assigned to a Class Waiting List.
- o Class Start Date on or After
- o Class Start Date on or Before
- o Includes Classes Starting On
- o Term
- o Class Name
- o Lottery Type
  - - Classes
  - - Special Events

View general class information, # of requests, close and run dates, priorities and volunteer liaisons.

View Lottery pool for Bird Watching - Lottery Test

Field	Value	Field	Value
Class Name (Course #/ Class ID):	Bird Watching - Lottery Test (9990001 /116)		
Lottery Status:	Open	Class Seats:	50
Lottery Close date :	03/30/2015	Requests :	1
Lottery Run Date:	03/30/2015	Priority 1-4 Qty/% :	1/100.00%
Public Registration Closes date:	05/10/2015	Priority 5+ Qty/% :	0/0.00%

Select	Student Name (ID) ▼	Date entered ▼	Priority	Volunteer Liaison ▼	Student Status ▼
Edit Student / View Current Registration / Remove from Lottery Pool	Joe Cartwright (10768)	01/23/2015	1		Entered

Lottery Classes

Use any part of the class name or the complete course number to search. For a complete course listing, clear the search field(s), then press search.

Class Name:		Course #	
Class ID:		Lottery Status	
Category	Select Category	Subcategory	Select SubCategory
Class Starts on or after	[mm/dd/yyyy]	Class Starts on or before	[mm/dd/yyyy]
Class starting on:		Term	
Course description keyword		Class type	

Search   Reset   Cancel

Showing records 1 through 10 of 45.

	Class Name (Course#/ClassID) ▼	Lottery Run Date ▼	Students Entered/ Class Seats	Lottery Status ▼
Edit Class / View Lottery Pool	Bird Watching - Lottery Test (9990001 /116)	03/30/2015	1/50	Open
o	Chess Club - Lottery Test (9990002 /117)	03/30/2015	1/20	Open
View Class / View Lottery Pool / View Roster / View Waiting List	Star Gazing - Lottery test (9990004 /118)	03/30/2015	2/90	Open
	"The World is About to End" - The Impact of this Apocalyptic Belief on	01/27/2015	0/85	Completed

Bird Watching - Lottery Test (86) Requests

Course Number : 9990001
Class Name : Bird Watching - Lottery Test
Class ID : 86
Lottery Status : Completed
Lottery Type : Classes
Class Seats : 50
Requests : 141
Lottery Close Date : 01/18/2015
Lottery Run Date : 01/18/2015
Public Registration Closes Date : 01/25/2015
Class Start Date : 01/24/2015
Priority 1-4 Qty : 99
Priority 1-4 % : 70.21 %
Priority 5+ Qty : 42
Priority 5+ % : 29.79 %

No.	Student Name	Student ID	Date Entered	Priority	Volunteer Liaison	Status
1	Andy1 Griffith1	10768	01/17/2015	4	No	Waiting List
2	Ar					
3	Ar					
4	Ar					

Report Filter: Lottery Classes

Course No	Class Name (ID)	Instructor Name	Lottery Status	Lottery Type	Lottery Run Date	Class Start Date	View (Select all)
9990001	Bird Watching - Lottery Test (86)	Smith,Sally	Completed	Classes	1/18/2015	1/24/2015	☑
9990002	Chess Club - Lottery Test (87)	Determined,Tobe	Completed	Classes	1/18/2015	1/27/2015	☐
9990005	Gardening - Lottery Test (88)	Determined,Tobe	Completed	Classes	1/18/2015	1/26/2015	☐

Report Filter: Student Lottery Activity

No Saved Filters

Search Filter

Student Lottery Activity Date On or After   [m/d/yyyy]

Student Lottery Activity Date On or Before   [m/d/yyyy]

Lottery Activity Types

Request a Lottery Class
Prioritize a Lottery Class
Pay for a Lottery Class

Lottery Type

Classes
Seasonal Events
Special Events

Lottery Win

Advanced Fil...

View Li...

Report Criteria	Value
Lottery Activity Types	Request a Lottery Class,Prioritize a Lottery Class,Pay for a Lottery Class
Lottery Win	Less Than 10 %

Joe Cartwright (10668) Activities

Student Name : Joe Cartwright
Student ID : 10668
Profile Type : Learner

Reports > Class Mgmt > **Student Lottery Activity**

Allows Staff to view Lottery activity by student.
- o Student Lottery Acitvity Date on or After
- o Student Lottery Activity Date on or Before
- o Lottery Activity Types
  - - Request a Lottery Class
  - - Prioritize a Lottery Class
  - - Pay for a Lottery Class
- o Lottery Type
- o Lottery Win
  - - < 1
  - - < 2
  - - < 10%
  - - < 20%
  - - > 80%

When student wins a Lottery…

Students > Student Mgmt
- Select student/member
- Select 'Lottery Classes' from Select drop down
- Select 'Pay Now' to be enrolled in class/event (if cost associated with class is greater than 0)
  - **OR**
- Select 'Pay Now for All Classes/Events' button when multiple lottery classes have been won

Student is required to pay for a class to be enrolled. When you win a lottery class with no cost associated, you are automatically enrolled in the class. An email is automatically sent to Student. 'Current Registrations' will display your enrolled classes.

To View Student's Enrolled Lottery Classes/Events

Students > Student Mgmt
- Select student/member
- Select 'Current Registration'

All registered classes will display under 'Enrolled Classes' as 'Current Registrations'.

View Registration Details for Joe Cartwright

| Current Registrations | Transcripts | Tran History | Transfer | Cancel | Waiting List |

Osher Lifelong Learning at George Mason University
4210 Roberts Rd , Fairfax, VA 22032

Student JOE CARTWRIGHT
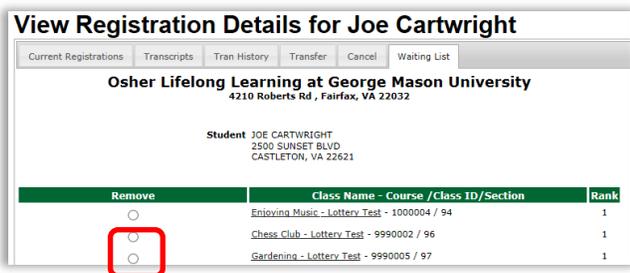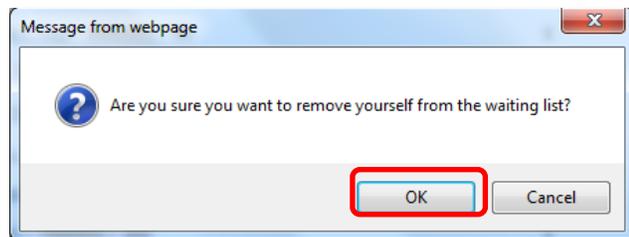2500 SUNSET BLVD
CASTLETON, VA 22621

Remove	Class Name - Course /Class ID/Section	Rank
○	Enjoying Music - Lottery Test - 1000004 / 94	1
○	Chess Club - Lottery Test - 9990002 / 96	1
○	Gardening - Lottery Test - 9990005 / 97	1

Message from webpage

Are you sure you want to remove yourself from the waiting list?

OK   Cancel

When student loses a Lottery…
Students > Student Mgmt
Student is placed on Waiting List for the class.
An email is automatically sent to Student.
To view the 'Waiting List':

- Select student/member
- Select 'Waiting List'

'Waiting List' is REQUIRED to use the Lottery Feature. Please contact Augusoft's Customer Support to configure 'Waiting List' on your site.

To remove Student/Member from Waiting List
Students > Student Mgmt

- Select student/member
- Select 'Waiting List'
- Click 'Remove' radio button for class to be removed