QRA: How to Utilize Non-Integrated Online Course Providers in Lumens

This Quick Reference Aid will guide you with instructions to set up non-integrated online course providers into your Lumens site. Prior to adding these classes, it is advised you review the steps and allow ample time to manually set them up to coincide with your intended registration window(s).

As part of this process, Augusoft invites you to explore other online class providers that offer high quality experiences for the student while yielding additional profit margins for your program.

The following steps will instruct you how to set up an online class manually for non-partnered OCP vendors:

Add Course

Expand All | Collapse All

* denotes required information.

Course Name*

Category Name*   Select Category

Delivery Type*   Select a Delivery Type

Schedule Type*   Select a Schedule Type

URL

Total Seats*

Add Course
Course Mgmt > Courses/Classes > Add
* denotes required information

- Delivery Type***** *select* Online
- Schedule Type***** *click* Open-Ended
- *enter* URL*****
- *enter* URL text***** converts to web link label, designed for information or access to online class.
- Total Seats***** enter 9999
- Complete entry of required fields
- *click* Submit

Add Class

Expand All | Collapse All

Class Information

*denotes required information.

Course Name/Number   Banking Fundamentals/240109
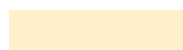Category/Subcategory   Profit/Business
Class name*   Banking Fundamentals
Catalog*   Select Catalog
Term*   Select Term
Duration*   ○ Self-Paced   ○ Time-Limited
Time Limit*   Quantity [   ]   Time Period [   ]
Lesson Release Times   None specified

Create Online Open-Ended Class
Designed to permit learning at the student's own pace.

- Duration*****
  - *click* **self-paced**
  - editable

  OR
  - *click* **time-limited**
  - quantity*****
  - time period*****

- **Special Notice:** we recommend indicating how students will receive login credentials.

Edit Class Description Learn the basic skills for building your own website...

Special notice | Your instructor, Carrie Bradshaw will
Comments | 1) You will receive an email with your

[Submit] [Cancel Setup]

- **Comments:** we recommend including class completion instructions for the student.

- After entering all class data *click* **Submit.**

Registration

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- Student or Staff will process registration like any other class displaying on the site

Banking Fundamentals Class ID: 9207 Tuition: $145.00 Materials Fee: $0.00 ☆☆☆☆☆
Contact Hours:0.00
Instructional Method: Schedule : ; ; Class Skip Dates :Complete within 6 month(s) Location :
Online Instructor : Ima Teacher Please read: Email will be sent with your username and
...More
Number of Registrations: 0 GoNumber: 0.00 **Edit**

[Add To Cart]

🛒 **Shopping Cart**

1 Item in Cart

Banking Fundamentals | $145.00

Subtotal = $145.00

[Clear Cart] [View Cart]

Transaction Receipt
Lumens Training

4050 Olson Memorial Highway, Suite 245, Golden Valley, MN 55422

Transaction Date 08/06/2015
Transaction ID 735

Registration ID
Course/Class Number
Student Name (ID) | **Class Name/Item/Schedule** | **Amount**

942
240109 /9207
Alexieff, Paul (39)

Banking Fundamentals
; ;
Class Skip Dates :Complete within 6 month(s) (New lessons are released None specified)
Hide Schedule Details

Schedule Information:
Skip dates:
Complete within 6 month(s)

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)

Class Cost | $145.00

Transaction Amount | $145.00

Payment Method Cash | $145.00

Transaction Receipt
- Class Start Date is the date student registers for this class.

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From: Lumens Training [mailto:thisisatest@augusoft.net]
Sent: Tuesday, February 8, 2013 9:48 AM
To: barbie.malbu@augusoft.net
Subject: Open Ended Online Class Registration Confirmation for Lumens Training

02/08/2013

Barbie Malibu

Session Registration Confirmation

Thank you for registering for Website Builder. The following information is everything you need to know in preparation for your session:

1) You will receive an email with your log-in credentials within 1 business day.
2) When you have finished Website Builder, please email sally.smith@augusoft.net indicating your **class completion date**.

If you have questions, please contact us at 866-289-7043

Learner Confirmation

- Class completion instructions viewable (class comments)

Template Edit: Online Class Confirmation - Generic Open-Ended Class

*denotes required information.

Send HTML Email*   ○ Yes   ● No

Description*   Email to a student when an Generic Online Open-Ended

Text
(Bad Weather Text)
(Book Fee Cost)
(Building Fee Cost)
(Certificate Category)

*to add dynamic text to your message please click the field above.

(Today's Date)

(Student Name)

Session Registration Confirmation

Thank you for registering for (Course Name). The following information is everything you need to know in preparation for your session:

(Class Comments)

If you have questions, please contact us at (Organization Phone).

Template Management
System Options > Template Mgmt > Email & Print Templates

- Online Class Confirmation-Generic Open-Ended Class

- Class comments typically included

- Make changes select Save

Class Roster for Website Builder
Print Roster

Student Name	Start Date	Time Limit Expiration Date	Completion Date
Barbie,Malibu Phone:788-788-8787 Email:barbie@augusoft.net	02/08/2013 [m/d/yyyy]		3/10/2013 [m/d/yyyy]
Chai,David Phone:651-273-5216 Email:lisa.olson@augusoft.net	02/21/2013 [m/d/yyyy]		3/21/2013 [m/d/yyyy]

Save

Class Information:
Course/Class Number: 220122/6751
Class Title: Website Builder
Self-Paced
Class fee: $250.00

Staff Registration begins: 08/14/2012

Manage Class Completion (2 Options)
*You must confirm with the OCP externally that the student completed the course/class, before recording completion (if documenting in Lumens)

- **OPTION 1:** Course Mgmt > Courses / Classes > *click* Roster > *enter* completion date

- Student's transcript displays completion date (class end date)
- Class End Date is the date staff records student's completion date.

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Record grades

Class Name (ID): Website Builder (6752)
Class Schedule: Complete within 12 week(s)
Instructor: Bradley Pitt
* - Quantity registration

Learner ID	Student name	Start Date	Completion Date	Time Limit Expiration Date	Grade	Recorded by
10147	Brown, Charlie	4/11/2013 [m/d/yyyy]	5/15/2013 [m/d/yyyy]	7/4/2013	90	Marshall, Ben
48	Flores, Rita	4/11/2013 [m/d/yyyy]	5/20/2013 [m/d/yyyy]	7/4/2013	92	Smith, Sam
20	Thompson, Bill	4/11/2013 [m/d/yyyy]	[m/d/yyyy]	7/4/2013	88	Marshall, Ben
10149	White, Betty	4/8/2013 [m/d/yyyy]	6/1/2013 [m/d/yyyy]	7/1/2013	85	Marshall, Ben
10101	Wilson, Brenda	4/9/2013 [m/d/yyyy]	[m/d/yyyy]	7/2/2013	90	Smith, Sam

[Submit] [Back]

- **OPTION 2:** Class Info > Class Grades > search for class > enter completion date and / or grade.

- Student's transcript displays completion date (class end date) and grade.

Add Class

*denotes required information.

Class Information
Course Name/Number Today's Keyboarding/230011
Category/Subcategory Business and Development/Computer
Class name* Today's Keyboarding
Term* Year 2013
Duration* ⦿ Self-Paced ○ Time-Limited
Time Limit* Quantity _____ Time Period _____
Edit Class Description In today's fast and crazy world, learn the latest techniques to improve
Special notice Class will meet on WED's and use online content for addtl instruction.
Comments You will receive your login credentials at your first class meeting.

Option to Create Online Blended Classes
Primarily online with some scheduled time for students to meet with the instructor or satisfy a physical requirement of the class
- Special Notice and / or Class Comments include:
  - Details on how class will run
  - Time & place to meet
  - Manage rooms through *Lumens External Reservations*

- EXAMPLES INCLUDE:
  - GED, ACT, LSAT tests
  - Lab classes
  - Workkeys prerequisites
  - Drug & background screening

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