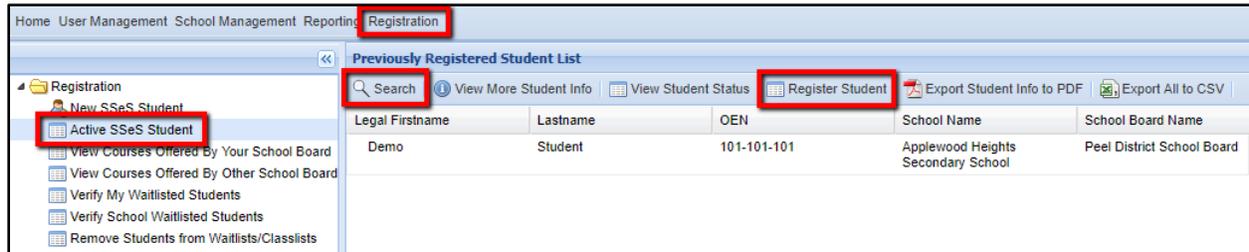


Registering a Student

Registration – Active SSeS Student – Search – [enter name] – Search – Register Student – [review and complete fields] – Next – [complete fields and checkboxes] – Next – Next – Close Window



Type *:	Regular
Semester *:	Semester 1 - Regular
Subject *:	Business Studies
Course *:	BAF3M: Introduction to Financial Accounting - Semester 1 - Regular
Reason For Taking Course *:	Course Unavailable to Student in Home School
Circumstance:	<input checked="" type="checkbox"/> Required this year (for graduation, post-secondary, or specialized program) <input type="checkbox"/> Course Not Offered in Home School
Note:	Students are unable to register for more than 4 courses in a semester. Please remove students from waitlists for courses that are no longer required.

Notes:

If unable to locate a student via Search, go to [New SSeS Student](#), enter the student's OEN, then click the [Check OEN](#) button.

- If the OEN is available for use, you will need to complete all of the fields to create the student record.
- If the OEN is in use, the student is in the database but is tied to another school or Board... You will need to contact your Board's eRegistrar or DeLC to have the student moved.

If the course is offered by your Board AND the course is open AND the course has space, the student will automatically be accepted. Otherwise, the student will be placed on the waitlist and will remain waitlisted until accepted by the eRegistrar or DeLC at a Board offering the course in the selected semester.

When waitlisted, an email is automatically generated and sent to the following:

- Home Board DeLC
- Home Board eRegistrar
- Home School SeLC
- Spec Ed Contact (when IEP is checked)
- Home School GC (Guidance Counsellor)
- Student
- Parent 1
- Parent 2
- Home School OU (Office User)

When accepted, an email is automatically generated and sent to the following:

- Home Board DeLC
- Host Board DeLC
- Home Board Registrar
- Host Board Registrar
- Home School SeLC
- Host School SeLC
- Spec Ed Contact (when IEP is checked)
- Teacher
- Home School GC (Guidance Counsellor)
- Student
- Parent 1
- Parent 2
- Home School OU (Office User)
- Host School OU (Office User)

Flagging a Student for Priority Acceptance

Sometimes, you will have a student who, due to pressing circumstances, MUST be accepted into a course for which they have been waitlisted. In such circumstances, you can contact your Board's eRegistrar or DeLC and request the student be flagged for [Priority Acceptance](#). Collectively, eRegistrars and DeLCs throughout the OeLC make a concerted effort to accept students for whom [Priority Acceptance](#) has been flagged.

Checking a Student's Status

Registration – Active SSeS Student – Search – [enter name] – Search – View Student Status

The screenshot shows the 'Registration' section of a web application. The 'Active SSeS Student' option is selected in the left-hand navigation menu. The main area displays a 'Previously Registered Student List' with a search bar and a 'View Student Status' button. Below the search bar, a table shows student information for 'Demo Student' with OEN 101-101-101, attending 'Applewood Heights Secondary School' under the 'Peel District School Board'. A 'Student Current Status' window is open, showing a waitlist for 'BAT4M' in 'Semester 1 - Regular' with a position of 22.

PA	Position	Course	Semester	School Board	Class
	22	BAT4M	Semester 1 - Regular		

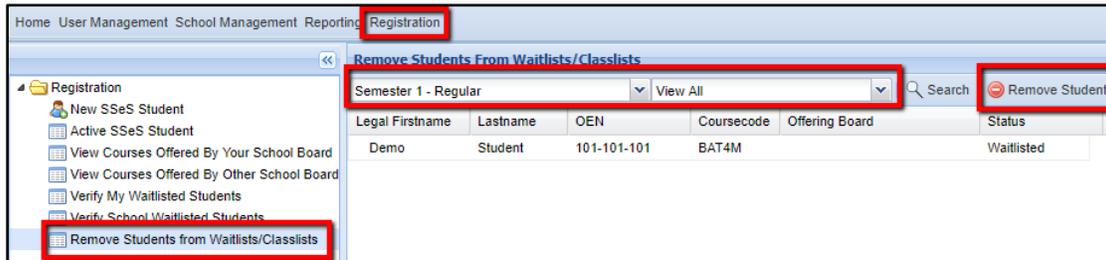
Notes:

The Current Status view shows all of the courses for which a student is waitlisted, accepted, or removed from for the current academic year.

The # is the student's place on the waitlist.

Unenrolling a Student (Removing a Student from a Waitlist or a Classlist)

Registration – Remove Students from Waitlists/Classlists – [select semester] – [optional: select status] – Remove Student



Notes:

When the **Remove Student** button is pressed for a waitlisted student, the student is automatically removed from the waitlist. An email is automatically generated and sent to the following:

- Home Board DeLC
- Home Board Registrar
- Home School SeLC
- Home School GC (Guidance Counsellor)
- Student
- Parent 1
- Parent 2
- Home School OU (Office User)

When the **Remove Student** button is pressed for an accepted student, a request removal email is automatically generated and sent to the following:

- Host Board DeLC
- Host Board Registrar
- Home School SeLC
- Spec Ed Contact (when IEP is checked)
- Home School GC (Guidance Counsellor)
- Student
- Parent 1
- Parent 2

The eRegistrar or DeLC of the Board hosting the course will then officially remove the student from the class. Once removed, an email is automatically generated and sent to the following:

- Home Board DeLC
- Host Board DeLC
- Home Board Registrar
- Host Board Registrar
- Home School SeLC
- Spec Ed Contact (when IEP is checked)
- Teacher
- Home School GC (Guidance Counsellor)
- Student
- Parent 1
- Parent 2
- Home School OU (Office User)
- Host School OU (Office User)

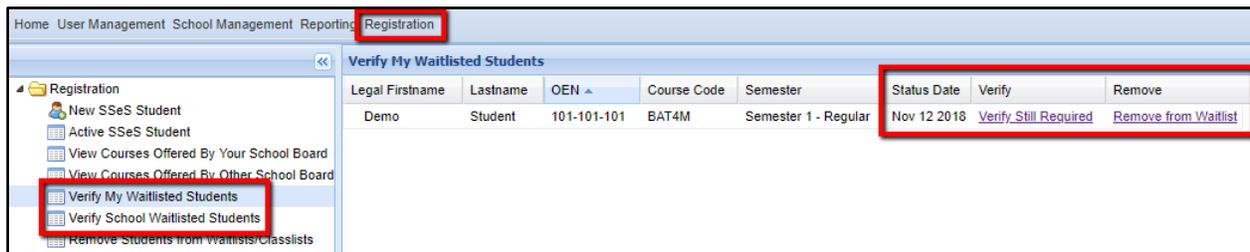
Verifying and Removing Waitlisted Students

Notes:

It is essential that classlists and waitlists be accurate... Otherwise, it is very frustrating for eTeachers and quite unfair to waitlisted students who truly require courses. Please follow the process below routinely to:

- verify your waitlisted students;
 - **Note:** Verifying waitlisted students updates their status date to the current date, potentially improving the probability of their acceptance.
- remove your students from waitlists for courses that are no longer required.

[Registration – Verify My/School Waitlisted Students – \[click on each student\] – Verify Still Required OR Remove from Waitlist](#)



Reports

The following are available under the [Reports](#) tab... Most are downloadable as CSV (for opening in Excel) and PDF:

[View All Classlists/Waitlists](#)

lists and provides information on all waitlisted, accepted, request removal, and removed students from your school (Home Board, HB) as well as students not from your Board (Out-of-Board, OB) enrolled in classes hosted by your school

[View List of All Accepted Students](#)

lists and provides information on all accepted students from your school (Home Board, HB) as well as students not from your school (Out-of-Board, OB) enrolled in classes hosted by your school

[View List of All Removed Students](#)

lists and provides information on all removed students from your school (Home Board, HB) as well as students not from your school (Out-of-Board, OB) removed from classes hosted by your school

[View List of All Waitlisted Students](#)

lists and provides information on all waitlisted students from your school (Home Board, HB)

[View Students Progress Page](#)

lists students from your school (Home Board, HB) enrolled in eLearning courses (as well as all accepted students in classes hosted by your school) and provides the following:

- attendance
- current progress
- midterm mark
- final mark (unofficial)
- may also include attachments for interim, midterm, and final reports

Notes:

Each time a teacher updates student progress and clicks the [Send Email](#) button, an email is automatically generated and sent to the following:

- Home Board DeLC
- Host Board DeLC
- Spec Ed Contact (when IEP is checked)
- VP (when attendance issue and/or credit alert is flagged)
- Teacher
- Home School GC
- Student
- Parent 1
- Parent 2

[Reasons Students Withdraw From Course: Displayable by School](#)

displays the reasons students from your school were removed from eLearning classlists as well as the percentages for all those students from your Board who were removed

[Reasons Students Withdraw From Waitlist: Displayable by School](#)

displays the reasons students from your school were removed from eLearning waitlists as well as the percentages for all those students from your Board who were removed

[Final Evaluations and Proctoring Information](#)

lists all of the students in your school (Home Board, HB) for whom you need to provide a proctor for the final evaluation; (export to CSV for full details)

[Success Rates](#)

provides a variety of success statistics including pass rate, median, average, percentage at each level: 0-49, 50-59, 60-69, 70-79, 80-89, 90-100; Broken down as follows:

- All Courses (aggregated) in the OeLC in a Semester
- All Courses offered by Your Board in a Semester
- All Students from Your Board in a Semester
- All Students from Your School in a Semester

[Student Report - 18 years or older](#)

lists all 18 yr + students from your school (Home Board, HB) taking eLearning courses as well as all students not from your school (Out-of-Board, OOB) taking eLearning courses hosted by your school

[Students Enrolled in Multiple Courses Report](#)

lists all students from your school (Home Board, HB) who are enrolled in more than one eLearning class during any one semester or all semesters

School Information, Contacts, and Email Recipients

PRISM draws contacts and email addresses from the School List grid so it is essential that this be kept current and accurate:

[School Management – View School List – \[select your school board\] – \[select your school\] – Edit School – \[update all information\] – Save](#)

To obtain contact information for eStaff at other Boards (useful when your students are taking out-of-board courses):

[School Management – SchoolBoard FAQ](#)

To obtain contact information for eTeachers (useful when your students are taking courses outside of your school):

[School Management – SchoolBoard Course Offering Summary](#)

PRISM Emails

For specifics regarding recipients for PRISM generated emails, please go to <http://bit.ly/prismemails>.