

Accepting Students into Your Classes

Note:

- When a class is set to **Open**, students from your Board (Home Board, HB) are automatically accepted when they are registered. When a class is set to **Closed**, HB students are placed on the waitlist and will remain waitlisted until you manually accept them (or a System User from another Board offering the course during the same semester manually accepts them). Students from other Boards (Out-of-Board, OOB) must always be manually accepted from the waitlist... they are never automatically accepted.
- Once a class reaches its **Maximum Class Size**, it automatically becomes **Closed**. All students from your Board (Home Board, HB) who register for the course when it is **Closed** are added to the waitlist instead of being accepted automatically. Students from other Boards (Out-of-Board, OOB) are always added to the waitlist whether the class is **Open** or **Closed** and must be manually accepted.

The following is the **suggested** prioritized list to use when accepting students into your class:

#1. Students from Boards that appear in GREEN and are flagged with a green check mark in the **Traffic Column**

#2. Students flagged with a green check mark for priority acceptance in the **Priority Column**

#3. **Status date** (this date shows when the student originally registered for the course; this date controls the student's position on the waitlist)

#4. **Verification date** (this date shows when the student's registration was last verified by their GC; this date does not impact the student's position on the waitlist)

#5. Students flagged with a green check mark as graduating this year in the **Graduation column**

#6. **Reason column** - *Course Unavailable to Student in Home School* and *Extenuating Personal Circumstances* are typically assigned the highest priority



While Home Board (HB) students can be accepted into your classes at any time, **you must wait until the date to begin accepting Out-of-Board (OOB) students has been set and communicated by the OeLC Executive Director** (typically on or around May 20 of each year for the following academic year).

To accept students into a class, please:

Go to **Course Management – Manage Course Offerings**. Use the filters or search functions, if required, to locate the class.

Click the **Action**  button next to the class and select **View**.

Click the **Waitlist Students** tab.

Here you will see the following information:

Action	O18	O21	Position	Traffic	Priority	Graduation	Other Pupil	Reason	Legal Firstname	Lastname	SchoolBoard	School	Status Date	Verification Date
	No	No	1				No	Extenuating Personal Circumstances	Demo4	Student	Other	Demo School	Sep 25, 2019	Sep 30, 2019

Action – choose from [Add to Class](#) or [Remove from Waitlist](#)

O18 – flags students who are 18 yrs old or over

O21 – flags students who are 21 yrs old or over

Position – each student’s waitlist position based on their [Status Date](#) (i.e., the date on which they were added to the waitlist)

Traffic – flags students from Boards who have the highest positive [Traffic Balances](#), thereby prioritizing them for acceptance

Priority – flags students for whom Priority Acceptance has been granted, thereby prioritizing them for acceptance

Graduation – flags students who require the course for graduation, thereby prioritizing them for acceptance

Other Pupil – Flags students who are not *Pupils of the Board* but instead are *Other Pupils* (as defined by the MOE) and, as such, are subject to tuition fees (typically International Students)

Reason – the reason the student requires the course:

- Course Unavailable to Student in Home School
- Extenuating Personal Circumstances
- Would Like to Take via eLearning
- Upgrading Course or Repeating Failed Course
- Reach Ahead Credit
- Remote Learning Student

Status Date – the date on which the student was added to the waitlist

Verification Date – the most recent date on which the student’s GC verified that the student still required the course

Determine the student you wish to accept into the class, click

the **Action**  button next to the student and select **Add to Class**.

TIP: You can also bulk accept students by checking the boxes next to their names and clicking **ADD SELECTED TO CLASS**.

Stakeholders receive PRISM-generated removal messages as indicated here: http://bit.ly/PRISM_Emails.

Note: If a **Student Added to Class** message does not appear, it is for the one of the following reasons that can be corrected by editing the class (see separate instructions):

1. The class is **Closed**.
2. The class has reached its **Maximum Class Size**.
3. The class has reached its **Maximum Number of Out-Of-Board, OOB, Students**.