

Course Manager

Introduction

Fully hosted web application that allows **multiple users** to access and **change student subject preferences and classes**.

The Course Manager app **imports data** directly from Timetabling Solutions Student Options and Timetable Development files. All changes to student preferences and courses made in the app can be exported directly to a Timetabling Solutions Student Options file.

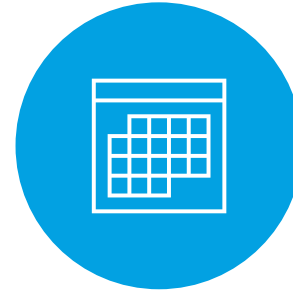
Course Manager

Who Benefits?

It is common throughout the year for students to want to change their elective preferences or subjects. Course Manager allows multiple users to manage this process.

In the past, the single user Student Option file meant a reliance on paper forms, emails and one person to manage the data entry.

Course Manager tracks changes to student preferences and allows changes to be made by multiple people in real time.



Timetabler

No longer needs to personally process all student course or subject changes in the single user Student Option file – workload can be shared.



Year Level Leaders & Students

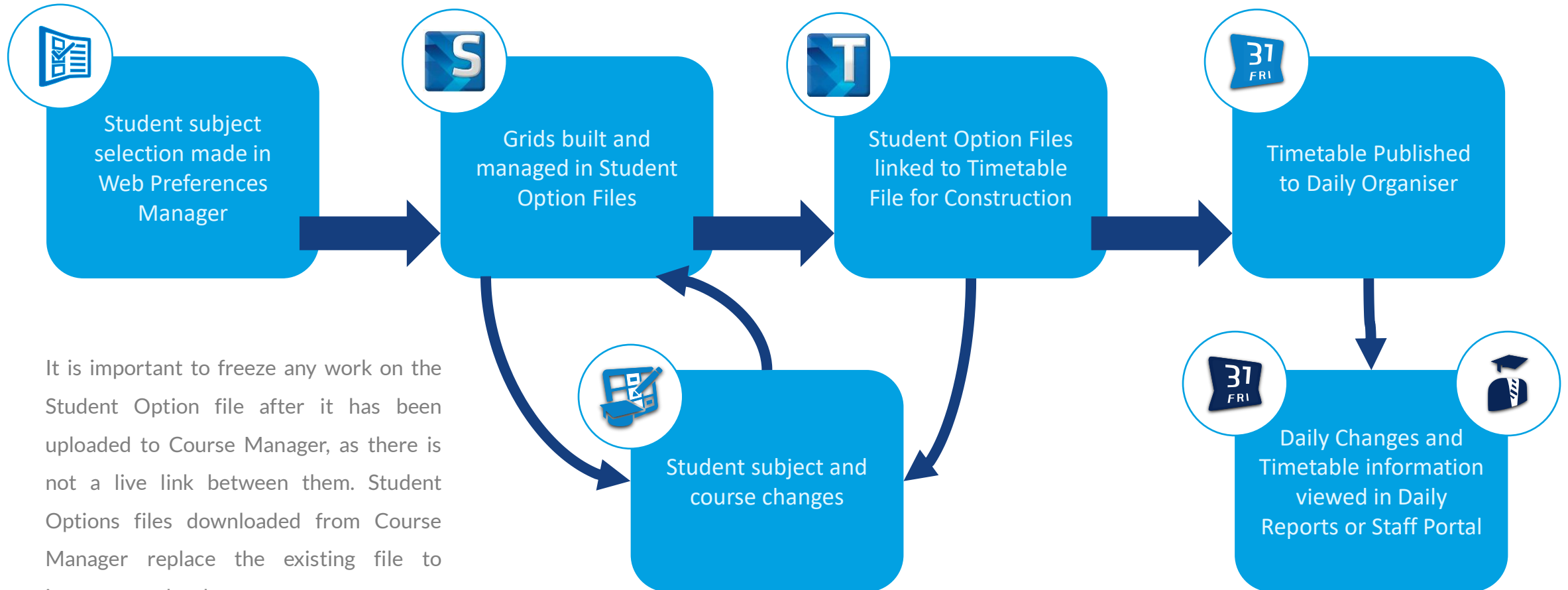
Changes can be made on the spot, with real time visibility on class sizes and capacity, grid lines, teachers and rooms once timetable has been constructed.



Administration Staff & Management

Reduces the need for managing paper forms, while still providing a paper trail that tracks and timestamps changes.

How does it Work?



It is important to freeze any work on the Student Option file after it has been uploaded to Course Manager, as there is not a live link between them. Student Options files downloaded from Course Manager replace the existing file to incorporate the changes.

Course Manager

User Roles

To access Course Manager a user must be assigned either the Course Manager or Course Manager-Restricted role by your Global or User Administrator in the Management Console.



Course Manager - Restricted

People assigned the Course Manager-Restricted role can be assigned roles as Counsellors to access individual student groups.



File Management

We recommend minimizing the number of people assigned the Course Manager role to ensure consistency in file management.

Permission	Course Manager	Counsellor
Import and export Student Options Files	✓	✗
Import Timetable Development files	✓	✗
Make student course changes	✓	✓
Add, edit and delete student subject preferences	✓	✓
Create composite classes	✓	✗
Add Counsellors and assign to Student Groups	✓	✗
View Reports	✓	✓

Full Subject List + Insert Preference Remove Preference

Students

Filter Students...

Adamko, Anthea / ADAMA01
 Adamo, Michelle / ADAMM01
 Aguilera, Christina / AGUIC01
 Aleksandrowicz, Narelle / ALEKN01
Allen, Sandy / ALLES01
 Anderson, Anthea / ANDEA01
 Aniston, Jennifer / ANISJ01
 Barbetta, Catherine / BARBC01
 Barrymore, Drew / BARRD01
 Barton, Mischa / BARTM01
 Bawden, Kate / BAWDK01
 Beckham, Victoria / BECKV01
 Beggs, Juliette / BEGGJ01
 Bender, Jillian / BENDJ01
 Berriman, Harriet / BERRH02
 Bisinella, Sarah / BISIS01
 Britnell, Winston / BRITW01
 Bruno, Frank / BRUNF01
 Calafiore, John / CALAJ01
 Carey, Mariah / CAREM01

Preferences Interactive Assign

4	11ENG1	11ACC1	11ART1
8	11BIO1	11CHE1	11DRA1
	11ECO1	10 11ENS1	11 11GEO1
7	11GRA1	11INF1	11LST1
9	11ITA1	11MAE1	5 11MAA1
	11MAG1	11MAS1	11OED1
6	11PED1	11PHY1	11SYS1
	11TEX1	11MTE1	3 11REL1
1	11SPT1	2 11HRM1	11COU1
	11NPF1	11LEA1	

Current Preferences Only Class Numbers: Actual Remove Preference + Toggle Assignment Toggle Do Not Assign

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 Berriman, Harriet / BERRH02
 Bisinella, Sarah / BISIS01
 Britnell, Winston / BRITW01
 Bruno, Frank / BRUNF01
 Calafiore, John / CALAJ01
 Carey, Mariah / CAREM01
 Cashin, Sean / CASHS01
 Clarkson, Kelly / CLARK01
 Coleman, Ben / COLEB01
 Cruise, Tom / CRUIT01
 Di Cristoforo, Roberto / DICR01
 Di Pasquale, Peter / DIPP01
 Diaz, Cameron / DIAZC01

Preferences Interactive Assign

Pref	Subject Name	Subject Code	1	2	3	4	5	6	7	8	9
1	Sport Yr11	11SPT1								26	
1	Sport Yr11 C2	11SPT1								26	
1	Sport Yr11 C3	11SPT1								26	
1	Sport Yr11 C4	11SPT1								25	
2	Homerom Yr11	11HRM1									26
2	Homerom Yr11 C2	11HRM1									26
2	Homerom Yr11 C3	11HRM1									26
2	Homerom Yr11 C4	11HRM1									25
3	Religion and Society Yr11	11REL1								26	
3	Religion and Society Yr11 C2	11REL1								26	
3	Religion and Society Yr11 C3	11REL1								26	
3	Religion and Society Yr11 C4	11REL1								25	
4	English Yr11	11ENG1		19	21	22	21	20			
5	Maths: Advanced Yr11	11MAA1	23								
6	Physical Education Yr11	11PED1		23				15			
7	Graphic Communication Yr11	11GRA1			18		17				
8	Biology Yr11	11BIO1						17			
9	Lote - Italian Yr11	11ITA1				5					
10	Environmental Studies Yr11	11ENS1	20					19			
11	Geography Yr11	11GEO1				9					

Course Manager Features

Make changes at any stage

Course Manager can be used to make changes to both student preferences and class allocations, both before and after gridlines have been constructed in the Student Option file.

Change the order, add and remove student preferences, or re-arrange their classes on the grid with full visibility of class numbers.

Timetable Development files may also be linked to give visibility of teachers and rooms if required.

Course Manager / Students Yr 11 Current Year / Course Allocations

Current Preferences Only | + Insert Preference | Remove Preference

Students

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- Britnell, Winston / BRITW01
- Bruno, Frank / BRUNF01
- Calafiore, John / CALAJ01
- Carey, Mariah / CAREM01
- Cashin, Sean / CASHS01
- Clarkson, Kelly / CLARK01
- Coleman, Ben / COLEB01
- Cruise, Tom / CRUIT01**
- Di Cristoforo, Roberto / DICR01
- Di Pasquale, Peter / DIPP01
- Diaz, Cameron / DIAZC01
- Donnar, Glenda / DONNG01
- Duff, Hilary / DUFFH01
- Edwards, Damian / EDWAD01
- Failla, Giuseppe / FAILG01
- Fraser, Daniel / FRASD01

Active Students: 103 (Total: 103)

1 Student Checked Out

All Students

Gender: M, Roll Class: 11, Year Level: 11, House: SWAN,

Preferences | Interactive Assign

- 4 11ENG1
- 9 11INF1
- 10 11TEX1**
- 2 11HRM1

Course Manager Features

Check-out Students

To ensure integrity of data between multiple users, students are checked out when being worked with to ensure that two people do not make conflicting changes to the same student record.

Students can either be checked in individually or as a group at the end of the session. Warnings are also given if student constraints have been broken while changing preferences or class allocations.

Preferences Interactive Assign

Pref	Subject Name	Subject Code	1	2	3	4	5
4	English Yr11	11ENG1		19	21	22	
	Accounting Yr11	11ACC1	19				
	Art Yr11	11ART1			20		
8	Biology Yr11	11BIO1					
	Chemistry Yr11	11CHE1				19	
	Drama Yr11	11DRA1				18	
	Economics Yr11	11ECO1			26		
10	Environmental Studies Yr11	11ENS1	20				
11	Geography Yr11	11GEO1				9	
7	Graphic Communication Yr11	11GRA1			18		
	Information Tech. Yr11	11INF1	22				
	Legal Studies Yr11	11LST1					
9	Lote - Italian Yr11	11ITA1					
	Maths: Extension Yr11	11MAE1					12
5	Maths: Advanced Yr11	11MAA1	23				
	Maths: General Yr11	11MAG1	19	24			23
	Maths in Society Yr11	11MAS1			18		
	Outdoor Education Yr11	11OED1				18	
6	Physical Education Yr11	11PED1		23			15
	Physics Yr11	11PHY1					19
	Systems Technology Yr11	11SYS1		19			
	Textiles Yr11	11TEX1				12	
	Wood Technology Yr11	11MTE1			18		
3	Religion and Society Yr11	11REL1					26
3	Religion and Society Yr11 C2	11REL1					26
3	Religion and Society Yr11 C3	11REL1					26
3	Religion and Society Yr11 C4	11REL1					25
1	Sport Yr11	11SPT1					26
1	Sport Yr11 C2	11SPT1					26
1	Sport Yr11 C3	11SPT1					26
1	Sport Yr11 C4	11SPT1					25
2	Homeroom Yr11	11HRM1					26
2	Homeroom Yr11 C2	11HRM1					26
2	Homeroom Yr11 C3	11HRM1					26
2	Homeroom Yr11 C4	11HRM1					25

Composite Details

11ITA1A Composite Details

+ Add Composite

Composite

Max Class Size:

Actual: 9 Remaining: 18
Males: 3 Females: 6

Class: 12ITA1A ✕

Teacher:

Room:

Actual: 4 Remaining: 18
Males: 1 Females: 3

Same: Tag:

File: Students Yr 12 For CM

Class: 11ITA1A 1 <

Teacher:

Room:

Actual: 5 Remaining: 18
Males: 2 Females: 3

Same: Tag:

Course Manager Features

Composite Classes

Composite classes can be set up within one year group, or from multiple year groups to consolidate class numbers across multiple student files.

This ensures that maximum class numbers can be maintained without the need to swap between different classes or student data sets.

Student: Cashin, Sean / CASHS01

Gender: M
Year Level: 11
Home Group: 11A

Roll Class: 11
House: SWAN

Units Nominated: 10
Units Required: 9

Units Assigned: 9

Preference/Allocation 10 was changed

Allocation: 11PED1B on Line 6 Assigned

Preference List:

Preference 1: Sport Yr11 (1 Unit)
Preference 2: Homeroom Yr11 (1 Unit)
Preference 3: Religion and Society Yr11 (1 Unit)
Preference 4: English Yr11 (1 Unit)
Preference 5: Maths: General Yr11 (1 Unit)
Preference 6: Environmental Studies Yr11 (1 Unit)
Preference 7: Lote - Italian Yr11 (1 Unit)
Preference 8: Art Yr11 (1 Unit)
Preference 9: Graphic Communication Yr11 (1 Unit)
· Reserves ·
Reserve 10: Physical Education Yr11 (1 Unit)

Allocated Classes:

Sport Yr11 - 11SPT1A
Homeroom Yr11 - 11HRM1A
Religion and Society Yr11 - 11REL1A
English Yr11 - 11ENG1A
Maths: General Yr11 - 11MAG1C
Environmental Studies Yr11 - 11ENS1A
Lote - Italian Yr11 - 11ITA1A
Graphic Communication Yr11 - 11GRA1A
Physical Education Yr11 - 11PED1B

Receipt confirmation: Course Manager Kallie McDonough made changes to the subject/class allocations to the student Cashin, Sean CASHS01 20/05/2024, 2:12:55 pm.

Course Manager Features

Track Changes

Changes to student preferences and classes are tracked and timestamped with the relevant user. Reports can be generated on a per student basis, or all changes can be viewed in one report, organized by date.

Reports can be viewed by all users.

Course Manager

Pricing Plans

Pricing plans are based on number of students at your school with included users increasing with the number of students.

Free live demonstration of software can be arranged if required.

Visit [website](#) for more details.

- ✓ Assistance with first time setup
- ✓ Additional users can be purchased if required
- ✓ Comprehensive online help
- ✓ 60 minutes of 'How To' Support

Timetabling Solutions

Contact Us

If you have any questions or require more information about the Course Manager, feel free to contact us.



Location

Level 3, 49 Malop St
Geelong VIC 3220



Office Hours

Monday-Friday
08.30-17.30



Get In Touch

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More Information

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