Training Manual
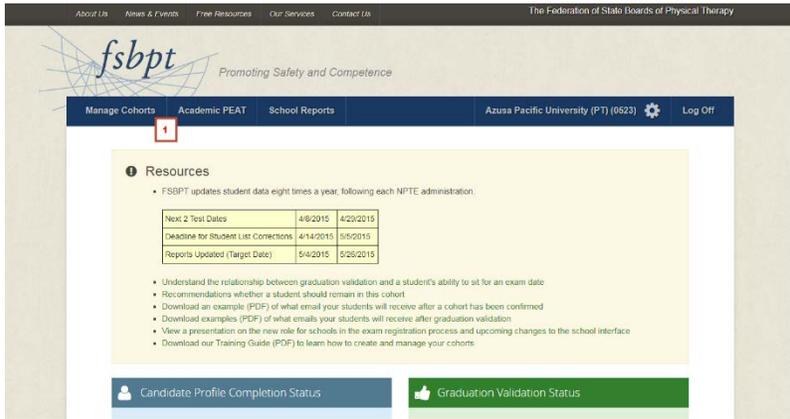School Interface Functionality
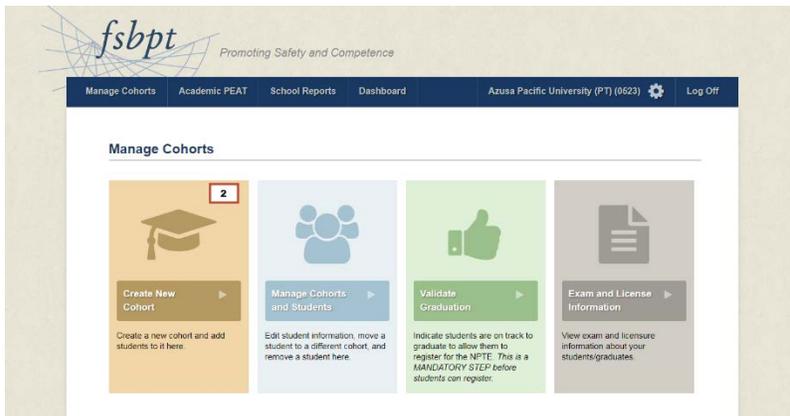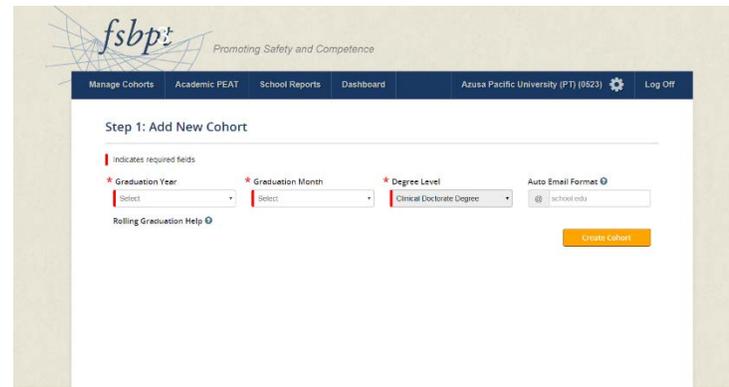
Create a New Cohort

(Must be done before end of first year)

Step 1

Click on the "Manage Cohorts" Section in the Main Navigation

Step 2

Click on the "Create New Cohort" button on the "Manage Cohorts" page

Step 3

Enter "Graduation Year", "Graduation Month", "Degree Level" and "Auto Email Format".

> **NOTES**
>
> » You can't create two cohorts with the same month and year combination.
>
> » The "Auto Email Format" will be prepopulated with the information provided with the last cohort created. If the standard email ending has changed, you can edit this information. Leave this field blank if you don't want to prepopulate the email extension.

Step 4

Once all form fields are entered, click on the "Create Cohort" button

Step 5

The system will process the information entered, and then take you to the "Manage Cohorts and Students" page, where you can add students to specific Cohorts.

Step 6

Once you've made the student selections, click the "Confirm" button. You will then be taken to a confirmation page.
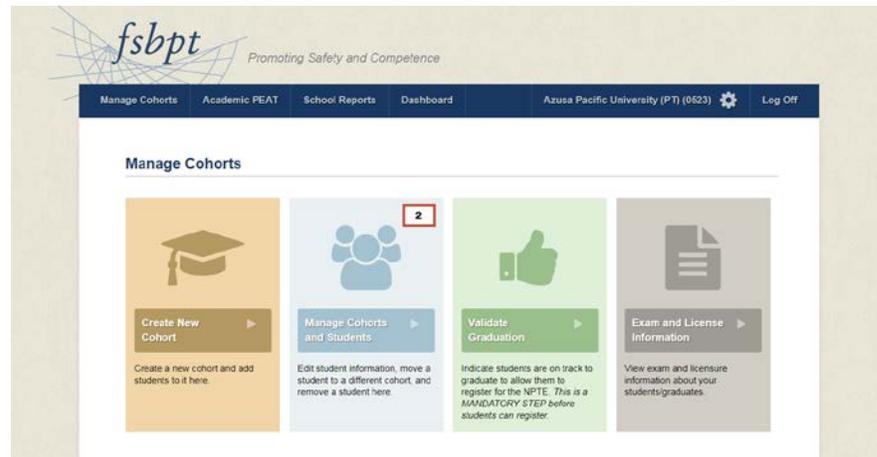
Adding Students
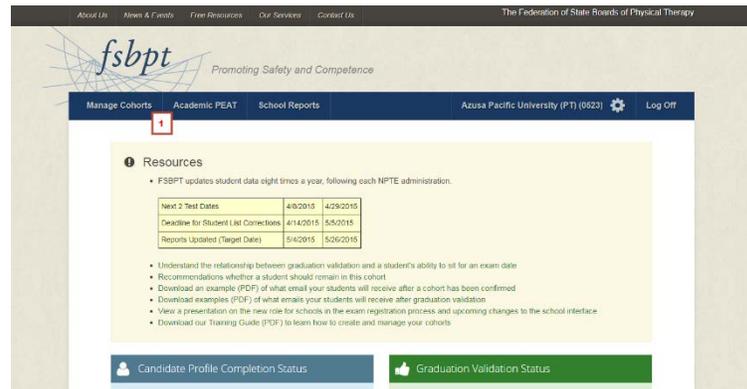
Step 1

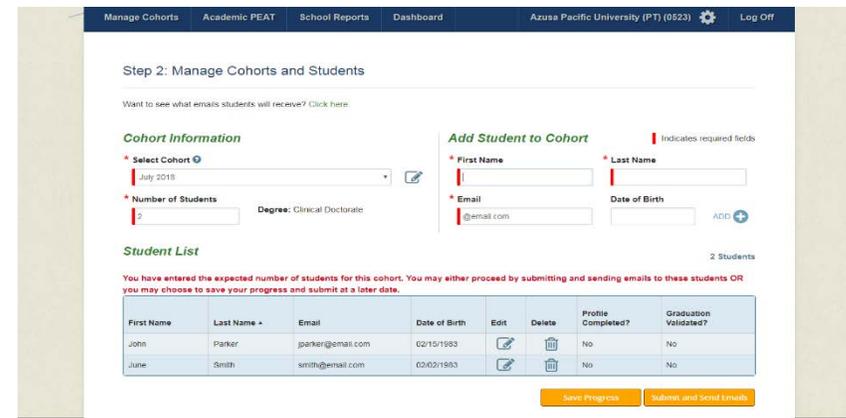Click on the "Manage Cohorts" Section in the Main Navigation

Step 2
Click on the "Manage Cohorts and Students" button on the "Manage Cohorts" page

Step 3
Enter the total number of students in the cohort in the Cohort Information section

Step 4

Enter "First Name", "Last Name", "Email" and "Date of Birth" in the "Add Student to Cohort" section of the "Manage Cohorts and Students" page. Entering Date of Birth is optional. When finished, click the "Add" button to save Student Information to the Selected Cohort.

Step 5
Review the Student List and click the checkbox in the Validate Graduation table column for each student for whom you want to validate graduation

Step 6
Once you've made the student selections, click the "Confirm" button. You will then be taken to a confirmation page.

Step 7

Review the student list and click "Validate Students" to finalize

System Notes

- You can download examples of the email your students will receive after you complete Step 6 using the link towards the top of the page.

- Must confirm the graduation date when validating the first student in the cohort.

- Graduation date can't be updated after the first student has been validated.

- Cohorts Graduation Date must be within 150 days of current date in order to validate the graduation date of students.

Validating Graduation

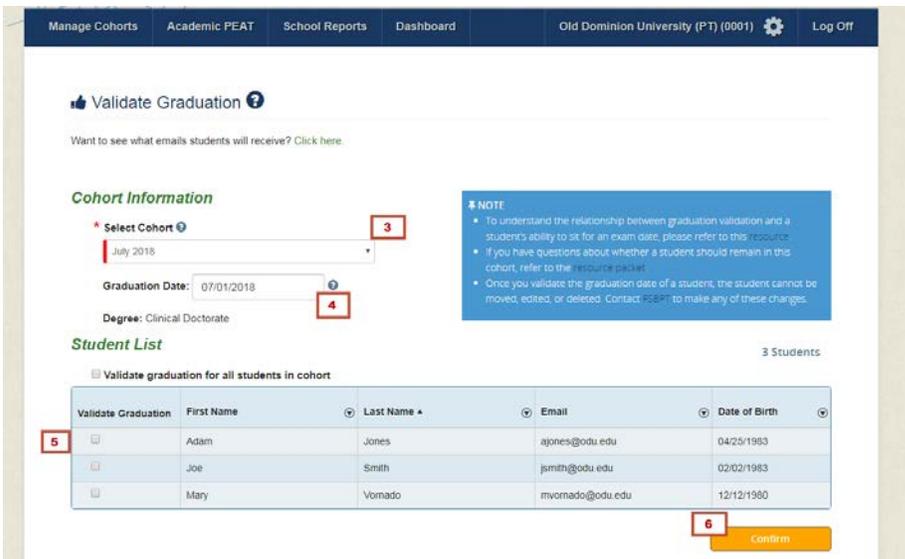## (Can be completed 150 days prior to the graduation date)
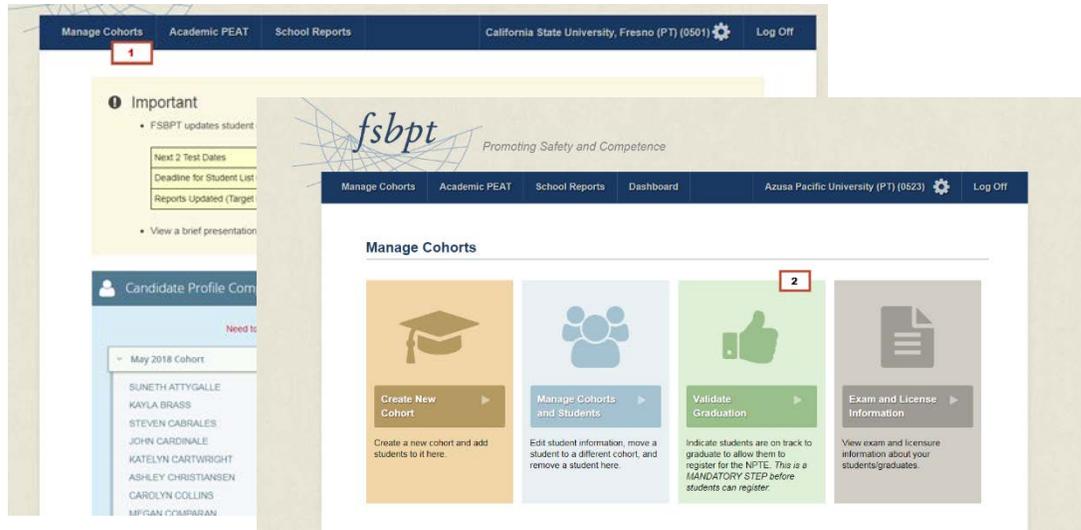
Step 1
Click on the "Manage Cohorts" Section in the Main Navigation

Step 2
Click on the "Validate Graduation" button on the "Manage Cohorts" page

Step 3
Select the cohort for which you are validating graduation

Step 4
Update Graduation Date

> **NOTE**
> Graduation date should be the specific date within the cohort graduation month that the majority of students complete the program.

Step 5
Review the Student List and click the checkbox in the Validate Graduation table column for each student for whom you want to validate graduation

> **NOTE**
> If validating ALL students in cohort, click the checkbox above the entire Student List table to select ALL students in the cohort

Step 6
Once you've made the student selections, click the "Confirm" button. You will then be taken to a confirmation page.

Step 7
Review the student list and click "Validate Students" to finalize

System Notes
» Cohort's graduation date must be within 150 days of current date in order to validate the graduation date of students
» Must confirm the graduation date when validating the first student in the cohort
» Graduation date can't be updated after the first student has been validated

Enhancements to School Interface

1. The school name was moved into the menu bar and from here the cog can be selected to update the school profile. We have also added functionality to allow you to add additional people to receive the system generated email notifications.

2. The "Candidate Profile Completion Status Widget" shows any cohort that has a student in it who has not completed their profile yet. Those areas can be expanded to show the name of the student that still needs to complete their profile along with a link to re-send the profile completion emails to any students shown on the list.

3. The "Graduation Validation Status Widget" shows cohorts that have students associated to them who have not had their graduation date validated. These expand in the same manner as the profile widget. This is helpful to the user as it's a quick at a glance area to see the remaining students left to validate (these students can't register for their exam until they're validated). In addition, you can click on the "Validate" link to complete the validation process for these students.

Enhancements to School Interface

4. Information indicating if the student completed their profile was added to the "Manage Cohorts and Students" page.

5. You can now see the cohort details for the past five years on the "Validate Graduation" page.