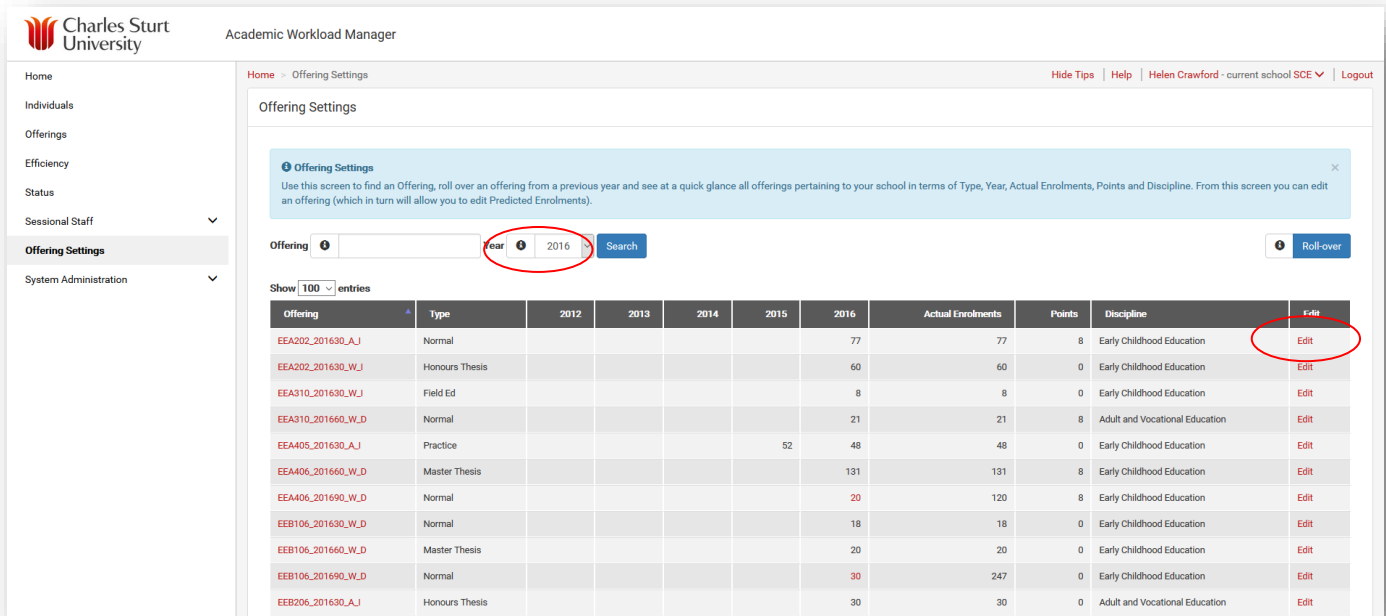


MAINTAIN OFFERING SETTINGS

Offering Settings



Offering Settings

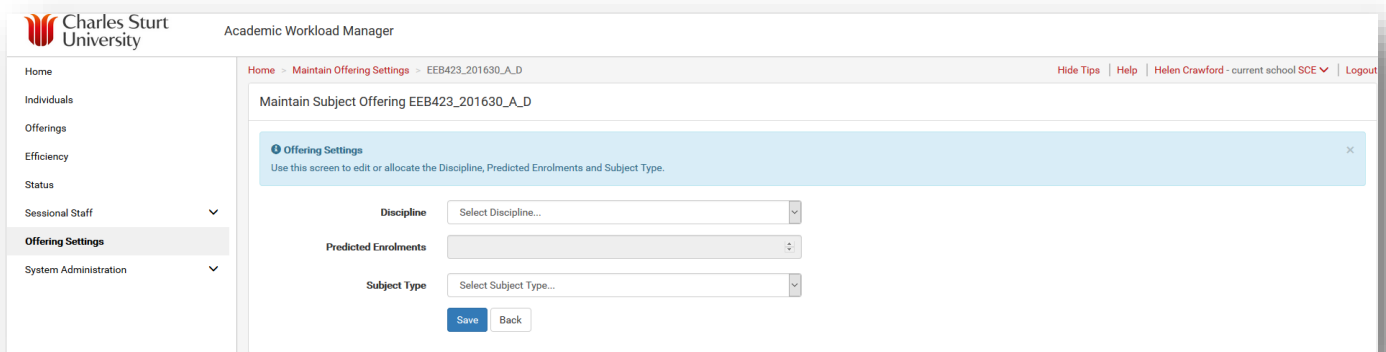
Use this screen to find an Offering, roll over an offering from a previous year and see at a quick glance all offerings pertaining to your school in terms of Type, Year, Actual Enrolments, Points and Discipline. From this screen you can edit an offering (which in turn will allow you to edit Predicted Enrolments).

Offering: Year: 2016 Search

Show 100 entries

Offering	Type	2012	2013	2014	2015	2016	Actual Enrolments	Points	Discipline	Edit
EEA202_201630_A_J	Normal					77	77	8	Early Childhood Education	Edit
EEA202_201630_W_J	Honours Thesis					60	60	0	Early Childhood Education	Edit
EEA310_201630_W_J	Field Ed					8	8	0	Early Childhood Education	Edit
EEA310_201660_W_D	Normal					21	21	8	Adult and Vocational Education	Edit
EEA405_201630_A_J	Practice				52	48	48	0	Early Childhood Education	Edit
EEA406_201660_W_D	Master Thesis					131	131	8	Early Childhood Education	Edit
EEA406_201690_W_D	Normal					20	120	8	Early Childhood Education	Edit
EEB106_201630_W_D	Normal					18	18	0	Early Childhood Education	Edit
EEB106_201660_W_D	Master Thesis					20	20	0	Early Childhood Education	Edit
EEB106_201690_W_D	Normal					30	247	0	Early Childhood Education	Edit
EEB206_201630_A_J	Honours Thesis					30	30	0	Adult and Vocational Education	Edit

- Only people with the correct permissions will be able to maintain Offerings.
- When initial set up takes place, ensure the chosen year is correct.
- All Offerings in AWM are brought across from the Subject Availability List.
- All Subject Offerings need to have a Discipline, Type and Predicted Enrolments allocated.
- To allocate a Discipline, Type and Predicted Enrolments, in the table click on the Edit that corresponds with your chosen Offering.



Maintain Subject Offering EEB423_201630_A_D

Offering Settings

Use this screen to edit or allocate the Discipline, Predicted Enrolments and Subject Type.

Discipline: Select Discipline...

Predicted Enrolments:

Subject Type: Select Subject Type...

Save Back

- At the time of maintaining, if the Offering is past (according to Banner) the Predicted Enrolments box will be grey and will not allow you to enter any information.
- The Predicted Enrolments figure assists with calculations for the Per Student option in Work Items.

- Choose the Discipline from the drop down menu
- If the box is not grey, enter the Predicted Enrolments figure.
- Choose a Subject Type from the drop down menu.
- Click Save.
- To return to the Offering Settings page you will need to hit the Back button.
- Once the initial offering set up has been done, should any changes need to be made you need to access the Maintain Subject Offering page. The fastest way to do that is to click the Edit in the table that corresponds with the offering that requires amendments.
- Another way to access the Maintain Subject Offerings page is: choose Offering Settings; choose the appropriate offering from the table; this takes you to the Offerings page; click on Edit Subject Offering (in red); and you will now be on the Maintain Subject Offering (offering code) page.