



Summary of edits to Adult Education system April 2014.

All Programmes

Referred From

The field “Referred from” has been included in the Add Learner screen.

New Meeting Types

We have added the Activity or Meeting types of Mentoring & Work Placement. This allows you to record details of a mentoring session with a student. You can enter the date, time, duration and notes of the mentoring session.

To report on Meeting types you click on Reporting and Meeting Analysis. You can then select the date range and the Meeting type to report for a period.

Enter the activity details and click "Enter"

Date: 02/04/14
Time:
Purpose:
Tutor:
Session:
Total Hours:
Comments:
Absences Noted
Action Completed
Action Needed
Advocacy
Assessment
BTEI Literacy
CPD
Documentation
FETAC Quality meeting
General
Made Active
Made Inactive
Mentoring
One to One Meeting
Other
PhoneCall
Work Placement

County: County Down Location: Ballybofey
Active: ☒ Travel:
Learner No.: 12B8629

Supports Education Course Requests Full Certificates RPAL
Number of Meetings: 0 Total time spent: 0 Hours
Tutor Session Total Notes
appointments scheduled for this Learner.
Meeting button to schedule an appointment.

Enter Add Meeting Delete Learner Add Learner Update

Age Calculation

The age of the learner is automatically calculated and displayed on the learner's screen beside their date of birth.

Birth Date Age:34 27/09/1979

Viewing Course History

There is the facility to see what courses a student has undertaken in other programmes. For example if a person had undertaken a course in VTOS & was now in BTEI, the administrator in BTEI could see what course they had done in VTOS. This facility is provided by reference to the learner's PPSN.

Number of Courses: 3

Course Name	Course Code	Module Name	Start	Completed	Date Completed	Cert Rec'd	Withdrawn	Results
Computer Network & Main	CCNMX	Digital Media	09/12/13	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Network & Main	CCNMX	Spreadsheets	09/12/13	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Network & Main	CCNMX	Word Processing	09/12/13	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Learner Timetable, Assign to Course / Module, **View Course History**, Delete Learner, Add Learner, Update

Course History for Brian Kelly

Programme	Course	Module	Start Date	Date Completed	Date Achieved Cert
BTEI	Childcare 2013 Duplicate	Advertising	09/12/14	25/12/14	
Community Education	Computers Basic Autumn 09	Child Development & Play	30/03/09	31/12/09	23/03/2009

We have now added in the field “Date Achieved Cert” in this report. This will show you if or when the student got their cert, rather than just showing that the person may have enrolled on the course.

To access this facility, you click on the learner’s Course tab and click on the “View History” button as shown above.

Youthreach Edits


Print Student Pictures

The Youthreach programme has the facility to store a picture of the student. We have included the picture of the student in the Learner Profile report. You can generate the Learner Profile by clicking the “Print Learner profile” at the top of the student screen.

Print

bb LEARNER PROFILE
02/04/2014

FIELDS	DETAILS
Learner Number:	12B8629
Active:	Yes
First Contact Date:	10/10/12
Birth Date:	01/01/1900
Gender:	Female



Passport Number

A new field “Passport Number” has been added to the Youthreach programme. This can be updated on the Add Learner screen and also on the Learner profile screen.

Texting parents and guardians of Youthreach students

We have developed a new facility to allow the texting to guardians / parents of students in Youthreach.

We have added two new fields – Guardian 1 mobile and Guardian 2 mobile. This can be updated when you are adding a learner or on the learners profile screen.

Guardian1 Name:	<input type="text"/>
Guardian1 Mobile:	<input type="text"/>
Guardian2 Name:	<input type="text"/>
Guardian2 Mobile:	<input type="text"/>
Referred From:	<input type="text"/> ▼

There is then the facility to send a text to either the student, the guardians/parents or both.

You look up any course and click on the D link to display all the students on a particular module. You can then tick or untick the people you want to text. You can tick them individually or you can bulk tick or untick all the students or guardians/parents.

Once you have made your selection you would click on the Send Text button and that will tell you how many mobiles you are sending text to.

Participants of the Module Work Experience W20008 in the Course General Learning L3										
Name	Mobile	PPSN	Guardian1	G1 Mobile	Include in texts	Guardian2	G2 Mobile	Include in texts	Attending	Filter
Mary Breen	086 9622365	11111111	Bill Crystal	087 6366987	<input checked="" type="checkbox"/>	Joan Crystal	085 3633214	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
John Brennan	0868502969	3569269W	Paddy Brenna	087 5633236	<input checked="" type="checkbox"/>	Tess Brennan	086 9633264	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Maise Byrne	085 9742365		Petra Byrne	087 5623412	<input checked="" type="checkbox"/>	Jimmy Byrne	086 8974521	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Josephine Carey	0868502969		Mary Carey	087 6333241	<input checked="" type="checkbox"/>	Billy Carey	087 5236987	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Celina Casey	087 2366969	3991103R	Betty Casey	089 6321452	<input checked="" type="checkbox"/>	John Casey	087 4144521	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
<div>Send Email Send Text Text History Print Labels Download Assign Learner Close</div>										

The above example will send texts to everyone apart from Joan Crystal.


In the example below the guardians/parents mobiles have all been unticked by clicking on the highlighted links. In this case only the students will receive texts.

Participants of the Module Work Experience W20008 in the Course General Learning L3										
Name	Mobile	PPSN	Guardian1	G1 Mobile	Include in texts	Guardian2	G2 Mobile	Include in texts	Attending	Filter
Mary Breen	086 9622365	11111111	Bill Crystal	087 6366987	<input type="checkbox"/>	Joan Crystal	085 3633214	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
John Brennan	0868502969	3569269W	Paddy Brenna	087 5633236	<input type="checkbox"/>	Tess Brennan	086 9633264	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Maise Byrne	085 9742365		Petra Byrne	087 5623412	<input type="checkbox"/>	Jimmy Byrne	086 8974521	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Josephine Carey	0868502969		Mary Carey	087 6333241	<input type="checkbox"/>	Billy Carey	087 5236987	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Celina Casey	087 2366969	3991103R	Betty Casey	089 6321452	<input type="checkbox"/>	John Casey	087 4144521	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

VTOS Edits

The Emergency Contact details have been included on the Add Learner screen.

The VTOS programme has the facility to store a picture of the student. We have included the picture of the student in the Learner Profile report. You can generate the Learner Profile by clicking the “Print Learner profile” at the top of the student screen.

bb LEARNER PROFILE		Print
02/04/2014		
FIELDS	DETAILS	
Learner Number:	12B8629	
Active:	Yes	
First Contact Date:	10/10/12	
Birth Date:	01/01/1900	
Gender:	Female	

BTEI Edits

The Course Activity Report has been updated to display on screen the Course name for the module or component.

We have set up a link from the course name to go straight to that course in the original window. This will allow you to click directly into each course from your Course Activity Report in order to check and update course details if you need to.

Print

Course Activity Report for BTEI

Location	Scheme	Course Code	Course Name	Subject Discipline For Group	Participant No.		Target Group	Cert. Body & Level	Module Name	Participant No.	Participant No.				Timing of Provision	Start-date of Module	Total Hours	Participant Contact Hours
					All	C2a				C2b	C3	C4						
Ballylinan	Further Education College		Childcare Course Sept 12		0	5	DW	Level 4	Computers Level 4	5	0	3	2	0	PM	12/10/12	12	60
Ballylinan	Further Education College		Childcare Course Sept 13		0	0	DW	Level 4	Computers Level 4	0	0	0	0	0	PM	01/09/13	0	0
Mountmellick	Further Education College		Childcare Course Sept 13		0	0	DW	Level 4	ECDL Theory	0	0	0	0	0	AM	01/09/13	0	0