



Aptify®

Education Class Description

Aptify Education Class Description

Duration Half Day (3-4 Hours)

Class begins promptly at 9:00 AM, with a morning break. Class is scheduled to end between 12:00 and 1:00 PM, but times vary based on student questions and discussions.

Hours Estimates

All hours listed in parenthesis are estimates—actual times will differ based on many variables such as:

- Student Ability
- Questions
- Side Discussions
- Labs & Exams

Overview

This course provides an overview of the Education add on module features of Aptify 6.0. The course is designed for individuals who will work within an organization's Education Department. This course builds on the material from the Aptify Fundamentals class; there will be a short review of Fundamentals to start the class.

Students will walk through the operation by partaking in real-time interactions and labs. The focus of the class is on learning the application by using the system.

Who Should Attend

Course is intended for:

- Users who specialize in the Education module

Course Prerequisites

Required

- Understanding of Fundamentals Course

Half Day

Introduction to Education (15 Minutes)

- Understanding the Education Module
- Education Management Services
- Education Class Scenario

Aptify Review (30 Minutes) Optional

- Introduction
- Adding Applications and Services
- Navigating Aptify
- Aptify Terminology and Hierarchy
- Creating Views

Creating a Course (1 Hour)

- Creating Course Categories
- Creating Course Records
- Adding Instructors
- Adding Schools
- Adding Enrollment Types and Materials
- Adding Prerequisites
- Adding Course Parts

Creating a Curriculum (15 Minutes)

- Creating a Curriculum Definition

Creating a Class (30 Minutes)

- Creating a Class Product
- Creating a Classes Record
- Adding Schedules and Agendas
- Adding Other Data to the Classes Record
- Creating Next Month's Class and Product

Registering Students for Classes (15 Minutes)

- Registering a Student for a Class
- Registering Multiples Students for a Class

Exams and Answer Sheets (30 Minutes)

- Creating an Exam
- Creating an Answer Sheet for a Student
- Printing Class Certificates
- Updating Class Registrations Based on Exam Results

Certifications (30 Minutes)

- Creating a Certification Record for a Student
- Adding a Student's Answer Sheet to a Certifications Record
- Tracking Certification

Accessing Education Information On-Line (30 Minutes)

- Enabling Course Content On-Line
- Managing Class Information as an Instructor
- Registering for a Class On-Line
- Viewing Certifications On