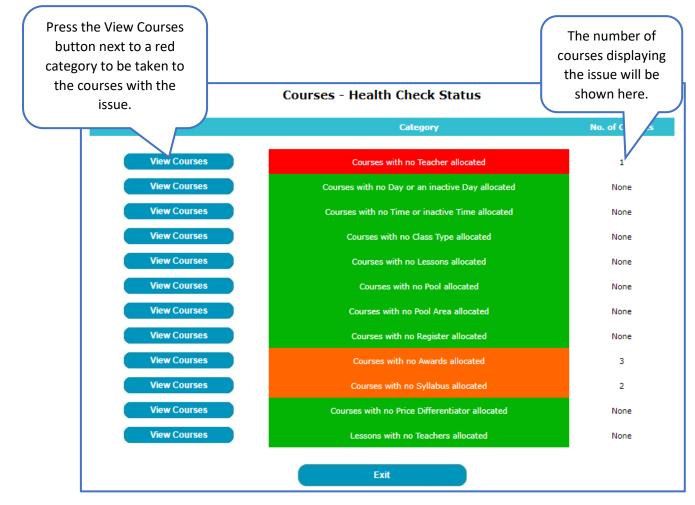MORSOLUTIONS
Course Management Software

Preparing for Re-enrolment

When it comes to re-enrolment, you need to make sure your data is in a good condition because you are going to be rolling your courses over and communicating with your clients.
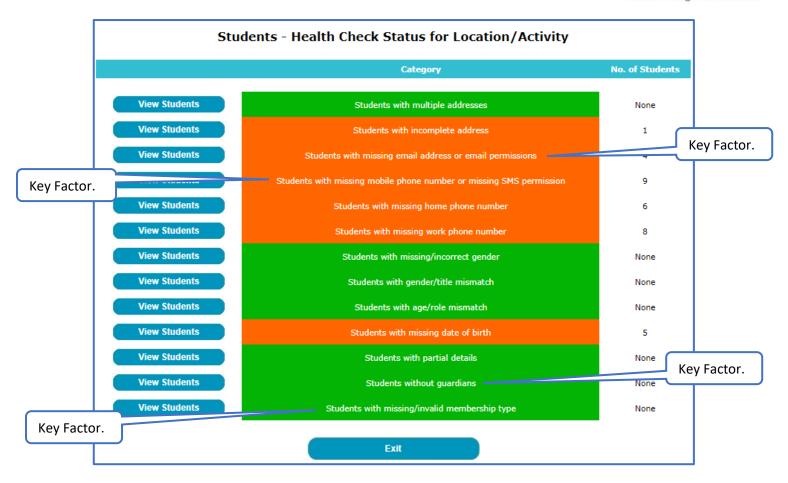
To make sure your courses are in a good condition, go to **Courses** on the Main Menu, and then press **Health Check** on the secondary menu. Here, you'll see several aspects that are being tested and checked. Anything you see in red will need to be corrected, or you will not be able to progress with re-enrolment.

Press the View Courses button next to a red category to be taken to the courses with the issue.

The number of courses displaying the issue will be shown here.

Courses - Health Check Status

	Category	No. of Courses
View Courses	Courses with no Teacher allocated	1
View Courses	Courses with no Day or an inactive Day allocated	None
View Courses	Courses with no Time or inactive Time allocated	None
View Courses	Courses with no Class Type allocated	None
View Courses	Courses with no Lessons allocated	None
View Courses	Courses with no Pool allocated	None
View Courses	Courses with no Pool Area allocated	None
View Courses	Courses with no Register allocated	None
View Courses	Courses with no Awards allocated	3
View Courses	Courses with no Syllabus allocated	2
View Courses	Courses with no Price Differentiator allocated	None
View Courses	Lessons with no Teachers allocated	None

Exit

Once you have pressed the **View Courses** button next to the red category, you will be taken to the list of courses affected. You will need to press the **Configure** button and resolve the flagged issue, in this example, simply add an instructor to the course via the **Instructors** tab. After making any changes to a course, ensure you press the **Update Course** button to save.

Once the **Course Health Check** has been completed, the next step is the **Student Health Check**. From the Main Menu, press **Students,** and then on the secondary menu, press **Health Check**.

Students - Health Check Status for Location/Activity

	Category	No. of Students
View Students	Students with multiple addresses	None
View Students	Students with incomplete address	1
View Students	Students with missing email address or email permissions	4
View Students	Students with missing mobile phone number or missing SMS permission	9
View Students	Students with missing home phone number	6
View Students	Students with missing work phone number	8
View Students	Students with missing/incorrect gender	None
View Students	Students with gender/title mismatch	None
View Students	Students with age/role mismatch	None
View Students	Students with missing date of birth	5
View Students	Students with partial details	None
View Students	Students without guardians	None
View Students	Students with missing/invalid membership type	None

Exit

Key Factor. (annotations pointing to several categories)

Categories marked in orange will not prevent you from performing a re-enrolment, however, they could cause issues in the future. The main categories we need to look at from the above example are 'Students with missing email address or email permissions' and 'Students with missing mobile phone number or missing SMS permission'.

If a student's record is missing an email address, or their email correspondence is incorrect, their guardians will not receive communications regarding the student's lessons. In this case, you will need to press the **View Students** button next to the category you wish to resolve. From here, you can access the student's **CDS** and add in any missing information or correct what is already there.

For more information on resolving each issue, press the **Help** button in the bottom right-hand corner of the page.

Once all the categories have turned green, or the key elements have been resolved, you are ready to move on to the next step.