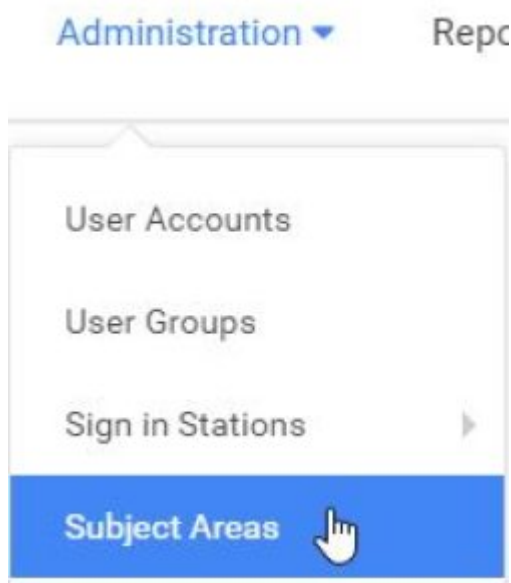




## Subject Areas

**Purpose:** Use this area to add, edit, and/or delete Subject Areas or Courses in to your Accudemia account.

**How to Access:** *Administrations* > *Subject Areas*



Accudemia lists your Subject Areas or Courses in the main section on this Subject Area screen. For tracking Center Attendance it is only necessary to define these Subject Areas. Through the use of Accudemia only tracking the Subject Areas for Center Attendance you do not have to specify the Class information when assigning Tutors that can help with these Subject Areas/Courses in your Center. If you are only tracking Center Services then these Subject Areas are not necessary for your Center to setup.

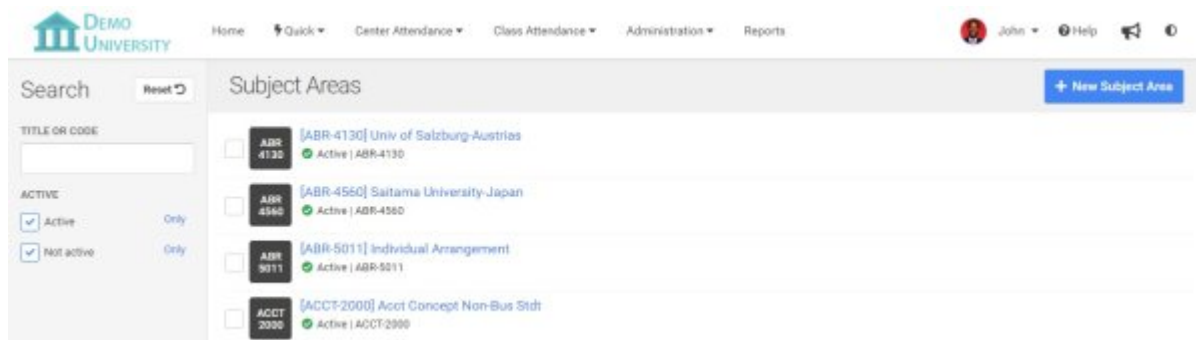
**Subject Areas** are used college-wide while **Services** are specific for each **Center** so be careful when modifying them if you have access to this section.

By enabling this option in the **Control Panel** > **Walk-ins** or **Control Panel** > **Appointments** you can report on the **Students'** needs for each **Subject Area** in your **Center**. It should be noted too that if enabled **Students** may be allowed to sign-in to multiple **Services** while they can only ever sign-in to one **Subject Area**. This means that reports on **Subject Areas** will not ever have hours that are duplicated in them.

### Searching for Subject Area

In the right hand side of the menu there should be a section titled **Search** to search for a specific **Subject Area**, by filtering the search you can find specific classes. Here are the filters available:

- **Title or Code:**
- **Active/ Not Active:**



## Subject Areas Toolbar

A user can access the **Subject Area Toolbar** by clicking on the checkbox next to the subject area's name, the following items are the ones located in the toolbar:

- **Drop/Undrop** - Use this button to **Drop/ Undrop** a Subject Area.
- **Session History** - Use this button to view the history of the session in the Subject Area.
- **Advanced Scheduler** - Use this button to **Create** a new **Subject Area**.
- **View Schedule** - Use this button to **Create** a new **Subject Area**.
- **Delete** - Use this button to **Delete** Subject Area.
- **+ New Subject Area** - Use this button to **Create** a new **Subject Area**.

To **Edit** a Subject Area you can just click on the name and a pop up menu will appear

### Drop/UnDrop

**Purpose:** Use this button to add or drop **Students' enrollment** from a particular **Class**.

Registered **Students** can be dropped. Dropped **Students** are unregistered from a **Class** and the drop date is marked in the **Accudemia** system.

**Students** can be unregistered without being dropped through the **Student Enrollment** tab when editing a **Student**, but no record remains of those actions and is as if the student never registered.

- **To drop a student:** Select the **Subject Area** and then the **Drop/Restore** button at the top of the page. Now select the **Student(s)** from the list and click the **Drop** button.
- **To restore a student:** Select the Subject Area and then the **Drop/Restore** button at the top of the page. Now select the **Student(s)** from the list and click the **Restore** button.

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Close

Drop

Restore

## Enrolled Students

<input type="checkbox"/>	USER ID	NAME	REGISTERED	DROPPED	STATUS
	Search...	Search...	> ▾	> ▾	(All) ▾
<input type="checkbox"/>	009-05-190	Adam, Brandon	2/27/2019 8:07 PM		
<input type="checkbox"/>	009-01-1881	Abel, Elise	2/27/2019 8:07 PM		
<input type="checkbox"/>	008-11-199	Ackerman, Jenny	2/27/2019 8:07 PM		
<input type="checkbox"/>	000-02-2123	Ackerman-Edelen, Frances	2/27/2019 8:07 PM		
<input type="checkbox"/>	009-00-881	Acheson, Maximilian	2/27/2019 8:07 PM		
<input type="checkbox"/>	009-05-631	Adams, Gabrielle	2/27/2019 8:07 PM		
<input type="checkbox"/>	009-08-9412	Adam, Damien	2/27/2019 8:07 PM		

Page Size 0 selected Showing 1-7 of 7 < Prev Next >

If the **Subject Area** has multiple **Classes** associated with it then you'll see a list of **Classes** that you can select in a pop-up window to pick the **Class** enrollment you want to modify.

Dropped **Students** will be listed in the **SI Class Attendance Reports**. The list shows the **Students' name, User ID, Email address, date of registration** and if the **Class** was dropped, the **date it**

**was dropped**. In this **Student Enrollment** screen the **Status** icon shows when the student is

active in the class, if dropped.

## Session History

Use this button to cancel or restore sessions. In this screen you will see a list of past sessions for the **Class** selected in the previous screen. You can use the filter option on the top to filter and search sessions for specific dates.

- **Canceling Sessions:** Select one or more given sessions (with the green icon under the Given column) from the list, then click the **Cancel Sessions** button on top.
- **Restoring Sessions:** Select one or more canceled sessions (with the red icon under the Given column) from the list, then click the **Restore Sessions** button on top.

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Close
Cancel Sessions
Restore Sessions

### Sessions

Filter Period Today ▾ Apply

<input type="checkbox"/>	DATE	STARTED	ENDED	GIVEN	CANCELED BY	ROOM
	> ▾	> ▾	> ▾		Search...	Search...
<input type="checkbox"/>	Friday, January 5, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, January 12, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, January 19, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, January 26, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, February 2, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, February 9, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, February 16, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, February 23, 2018	3:50 PM	4:50 PM	✓		A-101
<input type="checkbox"/>	Friday, March 2, 2018	3:50 PM	4:50 PM	✓		A-101

## Advanced Scheduler

Use this button to enter the normal schedule and any exceptions for a **Class**. This screen shows the Weekly Schedule and the Exceptions for a **Class** in separate tabs.

- **The Weekly Schedule:** To view the weekly schedule of your **Class** select the **Subject Area** and click the **Weekly Schedule** button. The **Weekly Schedule** tab is what loads by default and it defines the normal schedule for a **Class** that repeats every week as well as any of the **Exceptions** of that weekly schedule.
  - **Creating New Weekly Sessions:** Click the **Create New** button on top of the **Weekly Sessions** tab. A pop-up window will appear and prompt you to enter a **Classroom**, **Day of week**, **Time**, and **Duration**.  
*Note: that Past sessions are not modified when the weekly schedule is modified in this manner.*
  - **Deleting Weekly Sessions:** Click the **Delete** button on top of the **Weekly Sessions** tab.  
*Note: that Past sessions are not modified when the weekly schedule is modified in this manner.*

- **Updating Past Sessions:** If you modify the **Weekly Schedule** and wish past sessions to match this current **Weekly Schedule**, click the **Update Past Sessions** button. Now you will be able to create or delete past sessions. You may also delete only unattended past sessions by checking the corresponding option.
- **Exceptions:** To view the exceptions click the **Exceptions** tab. **Exceptions** are extra classes that are only offered once.
  - **Creating New Exceptions:** Click the **Create New** button on top of the **Exceptions** tab. A pop-up window will appear and prompt you to enter a **Classroom**, **Day of week**, **Time** and **Duration**.
  - **Deleting Exceptions:** Select an **Exception** from the **Exceptions** tab and then click the **Delete** button.

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Close

View

Weekly Schedule

Exceptions

Weekly Sessions:

Create New

Delete

Update Past Sessions

<input checked="" type="checkbox"/>	DAY	START	END	ROOM
<input type="checkbox"/>	Friday	3:50 PM	4:50 PM	A-101

Cancellations:

Create New

Delete

<input checked="" type="checkbox"/>	DATE	EXCUSE
No sessions found.		

## View Schedule

Use this button to display the **Class Schedule** in a calendar format.

- **Edit:** It takes you to the **Advanced Scheduler** Screen for the **Class**.
- **Display Dates From:** Use the filter tool to select the dates that the **Classes** will be displayed on the screen.

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Close
Edit

Date

09/13/2019

Apply

Sep 8 – 14, 2019

week day list

	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Sat 9/14
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm						3:50 - A-101 (3:50 PM-...)	
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

## Delete Subject Area

Use this button to delete a **Subject Area**.

Once prompted **Classes associated with this subject area(s) will be automatically deleted.**  
**Are you sure you want to delete the selected subject area?** click on **Yes** and the subject area will be deleted.

Deleting a Subject Area will remove all associations with it so be careful using this feature and as a general rule only use this option once you have no need to pull reports on this information.

## Create a Subject Area

As you seen above when you click the **+ New Subject Area** button in the **Administration > Subject Area** section these are all to tabs and options you'll encounter. After going through this explanation, be sure to click the **Save Changes** button once you have completed filling in the required information on each tab in order to create the new **Subject Area** and/or **Classes**.

Subject Areas can also be uploaded as part of your **Imports**. To learn more [click here](#).

- *General Information Tab*
  - **General Information:**
    - **Code:** Subject Area Code. Type the Prefix at the first text box. Type Number at second box.
    - **Title:** This field is the name of the subject area.
    - **Description:** Type any description of the subject area This will be displayed at Subject Areas list.
  - **Options:**
    - **Has Scheduled Classes:** Check the checkbox “Has Scheduled Classes” to add **Classes**.
    - **Available in all centers:** Check this checkbox to make this **Subject Area** available for **Students** to select from in all your **Centers**. <note>The **Available in all centers** is typically used as a way to make this option always available for students to select for walk-ins and appointments.</note>
    - **Available to all students:** Check this checkbox to register this **Subject Area** to all your **Students** in Accudemia. <note>The **Available to all students** option will not show up in any **Registration Reports** since we are not explicitly registering **Students** to the **Subject Area**. This is typically used as a way to make this option always available for **Students** to select for walk-ins and appointments.</note>
    - **Active:** To set the status of the subject. It will not be displayed in any report.
- *Centers Tab*
  - Select the **Centers** where this **Subject Area** will be available. All **Center(s)** will be selected by default when creating a new **Subject Area** so remove the **Center(s)** that will not use this **Subject Area**.
- *Tutors Tab*
  - Select the **Tutors** that can help and will be tutoring this **Subject Area** for the selected **Term/Semester**. There is also a secondary list of Tutors that are assigned all **Subject Areas** in their **Tutor Assignments** when you edit their **User** account. <note>Registrations are for a specific **Term/Semester**. This registration must be selected for the Semester/Term and repeated each term. More information about this is available in the [User Management > Tutors](#) section of this reference manual.</note>
- *Professors Tab*
  - Select the **Professors** teaching this **Subject Area** for the selected **Term/Semester**.
- *Student Enrolled Tab*
  - Select the **Students Enrolled** and attending this **Subject Area** for the selected **Term/Semester**.

## Scheduled Classes tab

This tab only appears if the **Has Scheduled Classes** checkbox is checked on the [General](#) tab while editing the **Subject Area**.

### When the "Has Scheduled Classes" checkbox is not checked

- **Instructors:** Select all the **Instructors** who are associated with the **Subject Area**. It creates a “Default Class” after clicking the **Save Changes** button for the selected **Semester/Term**. All instructors will be associated with this one **Subject Area** for the selected **Semester/Term**.

- **Student Enrollment:** Select the **Student(s)** enrolled to this **Subject Area** for the selected **Semester/Term**.

## When the "Has Scheduled Classes" checkbox is checked

A new **Scheduled Classes** tab will be displayed when this option is enabled. This allows you to Create, Edit, and Delete specific **Classes**. The next 2 sections discuss this in greater detail.

### Scheduled Classes Tool bar

- **Create New** - To create a New Class related to the edited Subject.
- **Edit** - Allows modification to some of the options of the Class.
- **Delete** - Delete the selected class.

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