



Updating or Canceling a Class In ADVANSYS

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ADVANSYS Workflows and Affected Information

ADVANSYS Workflows (ADVANSYS/Support/Downloads)

- How Do I: Copy a Class
- How Do I: Copy Students
 - Copying a student will leave the student in the original section.
 - Original class should not have grades to be able to copy the students.
 - Transferring students will remove students from the original section. You cannot transfer students if attendance has been recorded.

Section updates might affect the following:

- Dates (start and/or end)
- Meeting days
- Term
- Class Hours
- *Census
- *CEUs
- Students STAC record
- Payroll

*Census and CEUs are only applicable if **Type or Funding Acctng Method** if **Membership**.

Class Information Can Be Updated at Any Time Before Students Are Registered.

Update Without Rebuild

Update ***Make Up Days, Type, Format, Delivery Mode, and/or Start and End Date*** when students have been placed in the class; ***attendance has not been recorded nor approved*** and term is not affected.

A. ADVANSYS: Update any of the applicable information

- ***Make up dates***
 - Click on ***Enter Hours***, under the ***Class Management Module*** on the left-hand navigation menu -or- the Hours Icon in the ***Class List***,
 - Search for the class
 - Select the date range for hours to be entered.
 - Enter zero in the missed day in ADV and/or
 - Click on ***Add F2F Meeting*** or ***Add Direct Contract at a Distance Meeting*** if needing to make up (add) a day. The system will give you a blank day to override the day.
 - Click on ***Save Teacher/ClassHours*** icon.
- ***Type, Format, Delivery Mode*** if applicable.
 - Click on ***Class List*** under the ***Class Management Module***
 - Search for the class and select it
 - Update the Type, Format, or Delivery Mode if applicable.
 - Click on ***Save Class***
- ***Start or end dates*** if applicable.
 - Click on ***Class List*** under the ***Class Management Module***
 - Search for the class and select it
 - Update the Start and/or End Date if applicable.
 - Click on ***Save Class***

B. Colleague *If a **Contact Hours** Class:* go after integration runs and see how it came over to know if it is calculating correctly.

- Use the ADVANSYS ***Class Attendance Report*** to check.
 - Meeting Dates
 - Class hours (***SECT***)
 - Student ***STAC*** record if the following is affected.
 - Placement date
 - This date should reflect the students' placement date in ADVANSYS. If this needs to be updated in ADVANSYS, a ServiceNow ticket will need to be submitted.
 - ***Start and End Date*** if applicable.
 - Review Faculty/Payroll Hours (Faculty Section Assignment (FASC))
 - Follow your payroll process.

C. Colleague *If a **Membership Hours** Class:*

- If a **seated** class, go after integration runs and see how it came over to know if it is calculating correctly.
 - Start Date and/or End Date (**SECT**)
 - Class Hours (**SOFF**)
 - Census (Registration Date Ranges—**SRGD**)
 - Review/Update Students' **STAC** record in Colleague if applicable.
 - Placement date
 - This date should reflect the students' placement date in **ADVANSYS**. If this needs to be updated in **ADVANSYS**, a **ServiceNow** ticket will need to be submitted.
 - **Start** and **End Date** if applicable.
 - CEUs --**Only applicable if Type or Funding Acctng Method is Membership.**
 - Review/Update payroll accordingly in **Colleague**.
 - Record attendance as needed.
- If **Online, Hybrid, or Blended**, you will need to wait until the class is closed to adjust the class hours/CEUs/Census. Please, follow the **BSP Membership Courses Closeout Workflow**.

Cancel and Rebuild

Cancel and rebuild when significant changes to class information occur such as **Course Number, Term, Type, Format, Delivery Mode, schedule and/or hours** when students have been placed, **attendance has been recorded, and/or students graded**.

When class information is edited, the changes apply to all historical references to the class. Recorded and/or approved hours will need to be removed before the class information is updated because if this information is updated without removing the attendance, this will remove the hours from the class attendance report but will remain in the students' records.

Class term cannot be updated after student are registered even if attendance has not been recorded. Remember that the class will be reported for FTE based on the end date of the course.

- A. Print the original class **Attendance Roster** from ADVANSYS and **Section Roster (SROS)** from Colleague.
- B. Graded Classes (skip this step if not graded)
 1. Submit a **ServiceNow** ticket asking to reopen the class and grades removed.
 - Class Information
 - Student's name
 - ADVANSYS ID number
- C. Attendance
 1. Unapproved Attendance
 - Click on **Approvals Pending** tab under the **Program Management** menu,
 - Click on **Class Hours** tab
 - Search for the class
 - Recorded, but not approved.
 - Decline
 2. Approved Attendance
 - Submit a **ServiceNow** ticket asking to delete the attendance or to unlock it, so you can delete it.
 - Class Information
 - Student's name
 - ADVANSYS ID number
 - Date(s) of attendance
- D. **Copy the Class**
 1. Go to **Class Management** tab
 2. Go to **Class list**
 3. Search for the course
 4. Click on **Copy a Class**

- Make sure you get the below message

Class copied! Please make your changes and click save to create the new class.

5. Update the appropriate information, assign a new section number, add the term, start, and end date, and times if applicable.

Notes:

- If the class has already started, you will have to manually add the start and/or end date. The system will not allow you to use the calendar.
- The Type and Format fields can be updated in the new class only if attendance has been removed from the original class, or you will have to build it from scratch if there is still attendance in the original class.
- Section number must be unique by program year, term, state level course, so this can integrate into **Colleague**.

6. Click on **Save Class**

E. Transfer or Copy the Students

1. Search for the original course
2. Click on the Students icon
3. Click on **Transfer/Copy Students to a Different Class**
4. Check the box to Copy the appropriate student
5. Search for the class
6. Click on the new class
7. Add the Start Date for the specific student(s)
8. Select **Transfer or Copy All Students**

Note: The **transfer option** will remove the students (not attendance) from the original class. You cannot transfer students if attendance has been recorded. The **copy option** will leave the student in the original class and copy them to the new one.

9. Click on the new class
10. Check the box to either Transfer **or** Copy
11. Add the students' Start Date
12. Select **Transfer or Copy All Students**

F. **Cancel the Original Class: Class cannot be cancelled if attendance has been recorded.

1. Search for the original class under Class List (**Class Management** Tab)
2. Scroll down.
3. Click on **Cancel/Delete** the original class in **ADVANSYS**.
4. Cancel the class in **Colleague**.
 - Remove Grade from **RGCS** and **STAC** if class was graded. Once the grades are removed it will place the student back in **RGN** and allow you to delete them.
 - Remove Contact Hours from **FGRN**
 - AND/OR**
 - Cancel the class from **SECT**
 - An alert will display: **Do you want to immediately rebill?** Select **Y** (Yes)
5. Review/Update payroll accordingly (**Colleague**)

6. Record attendance as needed (new section).
7. Grade class as needed (new section).
 - The instructor will need to sign the new/final attendance report.
8. If membership and Online, Blended, or Hybrid, please follow the BSP **Membership Courses Closeout Workflow** after class is closed in **ADVANSYS**.

****Please follow your payroll process before canceling the class. If part of payroll or all has been processed in the original section print contracts and make a memo in the compliance files to note, "Section (#) cancelled on _____date because _____. New section (#) was built and students transferred."**