

Using Squadron “NoneSuch” (5999) for HQ800 Boating Course Registration, Enrollment and Report Training

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Introduction

First of all, some navigation conventions used in this process:

- The Eddept Home Page is referred to as “H”, and is found at www.usps.org/eddept .
- The Scheduling page (“S”) is reached by Eddept Home Page (H)->”Manage Public Programs”(M)->”Register Boating Courses (HQ800) (“R”)”. This means go to “H”, then select the “Manage Public Programs”(M) link or pull down, then select the link or pull down “Register Boating Courses(HQ800) (R)”.
- The SEO/DEO tools page (“T”) is reached by “H”->”EdDept Tools”->”SEO Home Page”->”SEO Tools”, or “H”->”EdDept Tools”->”DEO Home Page”->”DEO Tools”, or H + M + R and select SEO/DEO Tools at the bottom of the page.

Boating Course

To Register a Course

To register a 5999 course or locate an existing one:

- Go to “S” (H+M+R), click on “Clear Form”
- Click on “Boating Courses”
- In the squadron section enter “5999” for the Nonesuch Squadron Account number and click on “Find”. This will take you to the Boating Course List for the “NoneSuch Squadron” and will be referred to as the List Page “L”. There should be at least one default record on that page.
- Select an item from that page (by clicking on the “+” sign) which will display the Details of the course you selected or the one which you might want to modify; this will be referred to as page “D”.
- At this point you should know how to get to “H”, “S”, “L”, “M”, “R”, “D” and “T”. For convenience, you may want to Bookmark each of the page designations (all except “D”).

Any member of the USPS with a valid certificate number will be authorized to do course maintenance for the Nonesuch Squadron 5999. If you add or update a course, you will automatically be the course contact (and the course registration record should indicate to whom that should be) and will receive the DEO/BoatUS notification for the schedule modifications. Note: For the purpose of this exercise, no actual notice is sent to the “DEO” or BoatUS, just to you the individual listed as the course contact.

Testing Data Flow for a Boating Course

Register a Boating Course

- Register a new class by going to page “L” (H+M+R + Clear Form, enter 5999, then click on “+”.
- Set the Start date to a future date and fill in all the blank boxes or change the existing ones to be consistent with the new course information. If these changes constitute a new course (like if you are using an ‘old course’ listing as a template for a new course), click “Add”, and a new course listing will be generated. If changes are made to this page after a course has been registered, click on ‘Change’ when finished, i.e., ‘Change’ represents changing the information on an active course listing.
- Click the ‘List’ option and then on the “+” on the List option to verify that the new course information, conditions and features for the course are correct. This re-displays the “D” (details page) of the course listing.
- From the “D” page, (the page displayed after clicking on the “+” of the course listed on the “L” (list) page), click on “Enrollment Management Tools”.
- Click “Student Management”. The resulting page is the ‘Course Enrollment Management’ page which is referred to as page “E” for this training session. There is one of these pages for each boating course.
- On the ‘Course Enrollment Management’ page, enter data for each of the 2 students (you need name, address, phone #, sex, DOB, hair color, eye color, height; make up this information).
- When done, click “Save”. On the results page, click Re-Display then “Clear” to populate the student list at the bottom of the page to see if the data for the 2 students were entered correctly.

For the details of each enrolled student to be displayed, enter the student list # from the list at the bottom of the page, then click on “Show”; note the magenta status field before the ‘Grade’ field is **E** (for entered); the source field after the ‘Grade’ field is **O** (for online), and the data entry date is displayed.

Locate a Boating Course Near You and Online Registration

- To “Locate a Boating Course near you” page and find this course go to the SEO/DEO Tools page “T” (H+M+R+SEO/DEO Tools), or click on the ‘Go to the SEO/DEO Tools page’ at the top of the page.
- Click “View Public/Member Locate Course/Seminar/Courses Display” (Make sure the ‘Boating Course’ radio button at the top of the page is selected).

A digression: You will only see those “NoneSuch Boating” courses for which you are the Boating Course contact. For the purpose of this exercise, it should be the course you just registered. Since the one created was in Zip code xxxxx (the zip code for the area of the course contact using this system), in order to see it, the Zip code entered here should be some place near xxxxx; then click ‘Locate’.

- When you get to the course list display, find the “NoneSuch” Course list. Notice Status: “Accepting Registrations”. This indicates that online registrations are being accepted for this course. Click on the link “[here](#)” for ‘pre-registration’.
- If you are logged on as a USPS member, the registration page asks you if you want to register as yourself. In this case click “OK”. (If you want to register someone else, click “CANCEL”; the ‘someone else’ case [registering non-members] will be addressed below).
- Check the box that states ‘I am interested in registering for this boating course’. Notice that your name (as a member) is filled in at the bottom of the page, and then click “Submit” at the bottom of the page. Note: if you are registering yourself with a certificate number no other information is required.

The resulting page confirms that you are pre-registered. A notice is sent to the course contact (which in this case is you), and a student record is created. You are encouraged to participate in the USPS Public Survey at the bottom of the page; it is not necessary to complete that survey to complete the registration process.

Registering Non-Members

- Go to the Class Listing page (Page “L”) SEO/DEO Tools+”View Public....+ Locate (Boating Courses) and click on the registration link again but this time register someone who was not a member.
- When asked to use your certificate number to register, click “Cancel”.

- Check the box 'I am interested in registering for this boating course'.

Once you do that all the information in the form below must be entered manually. When you click on "Submit", you will receive a pre-registration message.

Enter registration data for 2 students for this exercise; you will have to complete the form and 'Submit' each registration record separately. Note that when the registration page is used by non-members they do not see the member price for this course.

For a non-member to register online for a seminar (or boating course, or a course), completely independent of the process outlined above.

- Go to the 'USPS Home Page'
- Click 'Education'
- Click 'Courses and Seminars'
- Click 'Locate a Course or Seminar near you'
- Enter your 'zip code'
- Click 'Locate'
- Click 'Registrations "Here"'
- Proceed to register as outlined above

Check Class Enrollment

To see what the enrollment looks like, so far:

- Go to the Details page ("D") for the course
- click on "Enrollment Management Tools"
- then on "Student Management"

A window opens and states that there are 4 of students registered for this course (this should correspond to the number of entries you made during the registration process of this exercise).

- Click 'Clear' to populate the enrollment list at the bottom of the page. Each student is listed in order, each with a line number. If you want to look at the details of any one student, insert his/her list number in the box provided and click 'Show'.

When you do this, you will see that the students who registered online have certificate numbers and a status of **E** (for Entered) and a source of **R** (for online registration) before and after the 'Grade' designated box. The others who registered online has a status of **R** (for preregistered) and a source of **R** (for online registration).

Note however that the individuals that have certificate numbers starting with a lower case letter ('z') indicate that they have been made a USPS University member ('z' and 'Z' are used in this exercise instead of 'e' and 'E'). All online registrants (boating course or seminar) without a certificate number are automatically made USPS University members. In this case it is a dummy certificate number because it starts with a "z" not an "e" (the lower case 'e' is used in actual cases involving 'real' online registrants). Note also that email addresses may have been validated (or not, depending on whether you enter real email addresses into the students registration records or dummy email addresses) since the students were added. This check is done in the background every 15 minutes.

Posting Grades

To post grades, the system does not let you post grades for an "Active" course which has not yet started. The system automatically changes status to "Closed" the morning after the class starts. In this case, we are going to Close the course manually

- Click the "Show Boating Course Record" link at the top of the page (first go to the Details page ("D"))
- Click 'Enrollment Management Tools'
- Click 'Student Management') and manually close the course by clicking on the "Close" button at the bottom of the page.

At this point the course is closed, but in order to demonstrate how to post the grades, it is necessary to reschedule the Start Date of the course to a date before the current day of this exercise or your practice day.

- Return to the Details page ("D"), change the date (to sometime before today), and click on the "Change" button.

There are two ways to post the grade for Boating Course students.

A. Enter individual grades into the students' record

- Go to this course's "E" page (Course Enrollment Management page)
- Click 'Details'
- Click 'Enrollment Management Tools'
- Click 'Student Management'
- Click 'Clear' to populate the enrollment list.

Enter passing grades for two of the registered students (1 with a 'z' certificate number and 1 without) by selecting the student list number, 'showing' the details (click on 'Show'), entering the grade and clicking on 'Update'.

(Note: you may be prompted for missing personal information if it was not provided earlier during the enrollment process, in order to complete the process).

- When done, click on "Save" and the resulting page message shows that two ED26s were generated (corresponding to the two grades just reported).
- Go back to the "E" page, 'Course Enrollment Management' page (populate the Student List to display the details for the student records).

Note: an ED26 date is displayed after the Start date and if the student had a certificate number, the status has changed to **C** (for closed). Note also that the "Update" and "Delete" buttons are disabled. This is because for non-training ED26 completions (such as using the Nonesuch Squadron for training purposes) the grade information will have been transmitted to HQ and a boating course passed record will have been created both on the HQ computer and the server.

Once this is done, updates or deletes to a student record that has previously been submitted are not allowed.

B. Enter grades as a group for the entire class

There is an easier way to post grades.

- Go to the Details ("D") page (H+M+R+enter 5999)
- Click Find
- Click on the "+" for this course
- (Note: there is a message that the course is closed and that 4 students are enrolled and that 2 have passed)
- Click on "Enrollment Management Tools"
- Click "Enter Grades".

You only need to enter grades in the boxes provided for those who took the examination, and then click on "Save". In this case, the grades 2 students have already been entered and the boxes are filled with their correct grade. Enter one passing (>79) and one non-passing (<80). Click 'Save'. For the student who failed the exam, there will be a box with his/her exam grade that can be changed later on a successful re-examination.

- Click 'Re-Display'
- Click 'OK'

- Click 'Clear' (to repopulate the student enrollment list).

For those passing, ED26s are generated. For those failing, nothing happens, other than posting a grade. Failing grades will be used as part of the ED27 information which is automatically generated the morning after grades are posted. For "NoneSuch" Squadron ED27s, no information is actually sent to HQ or added to the boating course reported database and the ED27 report is only sent to the boating course contact.

Free Trial Membership

- Go to the Details page ("D") and click on "Enrollment Management Tools..."
- Click "Trial Mbrs"
- On the page which comes up, students who passed the boating course but who are not members or are USPS University members are displayed. In this case the 3 students who passed will be displayed, 2 without 'z' numbers and one with a 'z' number.
- You have three options for every student shown.
 - Click "D" which 'Defers' the choice
 - Click "Y" which makes them a trial member
 - Click "N" which makes them a USPS University member if they are not already one.

For the purpose of this exercise,

- Click 'Y' for the 'z' student
- 'N' for one for the non-'z' students
- 'D' for the other non-'z'-student.

When you have made your selections, click on "Enroll".

Those who were deferred or who were or were designated as USPS University members will be available in the future for enrollment as trial members. A background process does the actual enrollment. Note that for the purpose of this training, those who are enrolled will be shown with a certificate number beginning with a "Z" and those enrolled as a USPS University member with a "z".

This can be seen by going to the 'Details' page,

- Click Enrollment Management Tools
- Click Student Enrollment
- Click “populate” the student list at the bottom of the page.

They are not actually enrolled. In a ‘real time’ scenario, those enrolled will have their certificate # beginning with ‘E’; those enrolled as USPS University members will have their certificate #s beginning with ‘e’.

Additional Enrollment Tools

At this point you may want to look at the other “Enrollment Management Tools” for this course: Certs/Cards, List/Mail, and Spread Sheet. The HQ800 PowerPoint tutorial is recommended for these operations.

History Management Tools

Normally boating course completions (ED26s) and boating course reports (ED27s) can be viewed using the history tools found at SEO/DEO Tools (“T”). However since “NoneSuch” ED26 and ED27 records have not been created during this exercise, these functions are unavailable for any records created above. It is suggested that those participating in training review these functions on their own using their own squadron’s account number. These tools allow for searching and reporting on historical ED26 and ED27 information. They also allow for the entry of ED26 and ED27 data which was never sent to HQ. Perhaps the single most useful function is the ability to locate a person who has passed the boating course and to print a replacement card or certificate.

Entering Missing ED26 and ED27 data with the History Management Tools

An overlooked feature of the History Management Tools is the ability to enter missing student completions and missing course information back to the beginning, should you chose, of USPS boating courses.

- If you go to ‘SEO/DEO Tools’
- Click “800-Boating Course./Seminar History Management Tools
- Click “Enter Missing Student Boating Course Completions”

A form very similar to the “Course Enrollment Page” (“E”) will be displayed. The primary difference is that instead of getting boating course information from a Boating Course 800 record, you enter manually the course information of the course

for which you are reporting missing student information at the top of the page. There are several options available at the top of the page.

- The first is “Minimal Input”. Since the information being entered is historical and access to the students is probably impossible, checking this box eliminates the need for most of the data entry edits. The only required fields will then be name, address, and sex.
- The next options is “ED27?” if you check this box, an ED27 will be created along with an ED26 for each passing missing student you enter.
- The final option is “Deferred Grade Entry” which is designed to allow the entry of all the students before entering grades. This may be handy if the registration information and grades are on different pieces of paper.

Notice that the button which was labeled “SAVE” on the Course Enrollment Page is labeled “Submit” on this form. This is to indicate that you will not be saving student data which you can later edit. Instead clicking on the button will cause an ED26 record to be created on the online history database for every passing student and for that information to be transmitted to HQ. If the “ED27?” option was checked, an ED27 record is added to the online history database and the ED27 information is transmitted to HQ. The bottom line is that by following this procedure, a Squadron can ‘get credit’ for students taught in the past, for which no ED26/ED27 (Student Registration/Course Completion/Grade Reporting) was ever reported.