



Parent-Childing (Linking) Courses for Attendance (Post Build)

1. Click **Schedule** top tab and then **Master** side tab

2. Sort course by schedule term by clicking on the title ScheduleTerm > Code ▲ on the top tool bar to group courses together,

- determine the two (or more) course codes that you are going to link and make note of them
- click on the blue course code (MCJ--11-01 and MCJC-12-01) to confirm:

Four things must be true:

1. the teacher must be the same,
2. the term and schedule (block) must be the same,
3. the room number must be the same, and
4. they are not already linked in a Parent/Child relationship (an error will occur when you attempt to link them later)

If they are **not true**, you can change the details (teacher name, term, schedule, and room number) to make them the same.

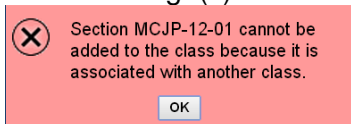
3. Click **Classes** sub-side tab

4. Click on **Options** select **add**

5. A new window will open

- In the **Identifier** field develop a name for the course that has meaning to you (ie. Scallon CJ11/12)
- In the **Name** field put a longer description of the course that you are linking (ie. Carpentry and Joinery 11/12)
- Click **Add** in the bottom right corner. A pop up window appears select the courses you will be linking (you can use ctrl F to search) and then click **OK**.
- In the **Maximum Enrollment** field change the number to reflect the combined class size number.
- Finally click **Save** at the bottom of the screen.

Error Message(s):



If this error message occurs, it means that the course is already linked. You need to find the parent child relationship and just **add** the courses you want to existing relationship and click **save**