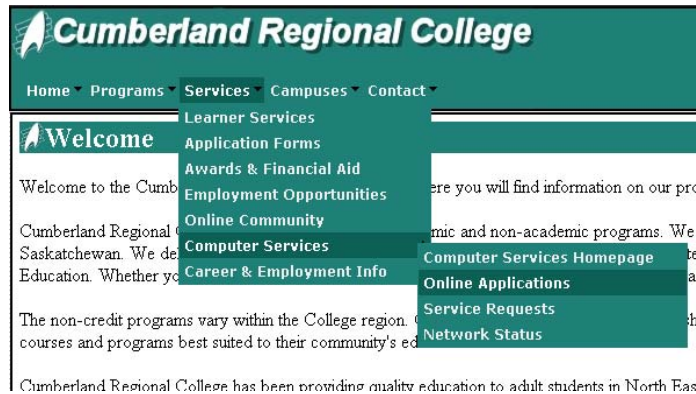


Users Guide to the  
Learning Center Worksheet Database

By Cory Teale

## **Logging In**

Go to the College website at <http://www.cumberlandcollege.sk.ca> then navigate the menu as in *figure 1* and click on **Online Applications**



**Figure 1 – Navigation Menu**

You will then be presented with the login screen as in *Figure 2*

The image shows a login form titled 'Database Login'. It contains the instruction 'Please enter your Username/Password in the fields below.' followed by two input fields: 'Username:' and 'Password:'. Below the fields is a 'Submit' button. At the bottom of the form, there is a warning: 'Do Not Attempt To Enter This Site Unless You Are An Authorized User.' and a link: 'Forgot your password? Email the Administrator [here](#)'. A 'Print This Page' link is also present at the bottom left.

**Figure 2 – Login Screen**

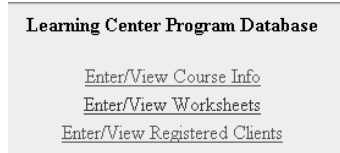
You can type in your username and password and click **submit**. A successful login will present you with a screen similar to *Figure 3*. Click on **Click Here To Continue**

The image shows the 'Database Login' screen after a successful login. It displays the following information: 'You are currently logged in as cteale', 'You last logged in 2003-06-09 01:31:50', and 'You have security level 1'. Below this information are two links: '[Click Here To Continue](#)' and '[Click Here To Logout](#)'. A 'Print This Page' link is located at the bottom left.

**Figure 3 - Logged In**

## Starting The Learning Center Worksheet Application

To start the worksheet application click on the **Enter/View Worksheets** link as in *Figure 4*



**Figure 4 - Main Menu**

## The Worksheet Application

The worksheet screen (*Figure 5*) will provide you with all the worksheets currently entered into the system.

The screenshot shows the "CUMBERLAND REGIONAL COLLEGE - COURSE WORKSHEET" application. It features a navigation bar with links like "<-Back", "Main Menu", "Class Descriptions", "Worksheets", "Instructors", "Registered Clients", "Category", and "Time". Below the navigation bar, it displays "Now Viewing Worksheets for: 2003/2004" and a table of worksheets. The table has columns for "NEW Worksheet - Click Here", "Viewing 2003/2004 Records", and "Click For 2002/2003 Records". Each row includes a worksheet title, instructor name, and record year, with "cteale" and "Delete" links for each record.

NEW Worksheet - Click Here	Viewing 2003/2004 Records	Click For 2002/2003 Records
<a href="#">Red Cross Standard First Aid/C.P.R. Combo</a>	Carrot River	2003/2004 cteale <a href="#">Delete</a>
<a href="#">Medical terminology ( MTER 180)</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">Bookkeeping 140 (BKPG 140)</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">This Ones On Us!</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">PST Workshop</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">GST Workshop</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">INTERNET BASICS(3HOURS)</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">GPS For Recreational Use</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">Conversational Spanish</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">Beginning on the Computer (Grade 10 B.E. students)</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">Automated Simulation, Bookkeeping 141</a>	Carrot River	2003/2004 cteale <a href="#">Delete</a>
<a href="#">Microsoft Office Suite</a>	Nipawin	2003/2004 cteale <a href="#">Delete</a>
<a href="#">This Ones On Us!</a>	Melfort	2003/2004 dzazelenchuk <a href="#">Delete</a>

**Figure 5 - Worksheet Application**

### **Screen Breakdown:**

**New Worksheet:** Click this to start a new worksheet

**2XXX/2XXX Record Links:** These links allow you to view historical worksheets by program year.

**Program Links:** Click on the links to view or edit the worksheet such as "This Ones On Us" at the bottom of the list.

**Delete:** This will delete the worksheet, all deletions are final, make sure you do not want to keep a historical record of this worksheet.

## New Worksheet

Clicking on the **New Worksheet** link will present the Worksheet Form (*Figure 6*), also if you have clicked on one of the existing sessions you will get the same form but it will be populated with information already from that session at. At that point you will be able to make changes and save them.

July 29, 2003

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Session Information

Program Session:

SIS#  Course #  Status:  Program Year:

Location:  Facility:

Capacity - Min:  Max:  Dept #:  Session Length:

Start Time:  End Time:  Start Date:

End Date:  Days:  M  T  W  Th  F  S  Su

---

Instructor Information

Instructor:

Out-Scope:

---

Tuition Information

Suggested Tuition:	<input type="text"/>	Actual Tuition	<input type="text"/>
Projected Enrollment:	<input type="text"/>	Actual Enrollment	<input type="text"/>
Tuition GST (blank for none):	<input type="text"/> %	=	<input type="text"/>
Materials:	<input type="text"/>	Materials GST	<input type="text"/>
		Total Tuition:	<input type="text"/>

---

Financial Information

Instructor Wage:	<input type="text" value="1"/> hours	@ <input type="text"/> per hour	= <input type="text"/>
Payroll Benefits at:	<input type="text" value="0.0831"/> percent	of Instructor Wage	= <input type="text"/>
Travel (kms):	<input type="text"/> kms	@ <input type="text"/> per km.	= <input type="text"/>
Facility Rent:	<input type="text"/> sessions	@ <input type="text"/> per sess.	= <input type="text"/>
Materials:	<input type="text"/> items	@ <input type="text"/> per item	= <input type="text"/>
Equipment Rental:			= <input type="text"/>
Advertising:			= <input type="text"/>
Other Expenses #1:	Description: <input type="text"/>		= <input type="text"/>
Other Expenses #2:	Description: <input type="text"/>		= <input type="text"/>
Other Expenses #3:	Description: <input type="text"/>		= <input type="text"/>
Admin Fee:			= <input type="text"/>
Subsidy:			= <input type="text"/>
Other Income:			= <input type="text"/>

Subtotal=

Note:

**Figure 6 - New Worksheet**

### Screen Breakdown:

The worksheet is broken into 3 major sections: Course Information, Instructor Information and Tuition/Financial Information. Lets explore these further:

### Course Information

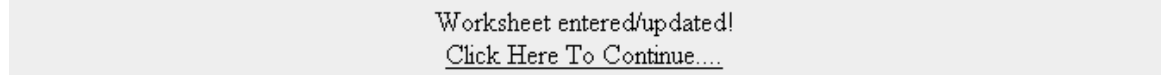
This is the section where you enter all the information regarding the physical setup of the class such as enrollment capacity, location and date/times information. Filling out this section should be straight forward. After you have completed the section you *MUST* click on the **Update Session** button to save your work before you can move onto the next section. You should be presented with a dialogue as in *Figure 7*. Click to continue.

### Instructor Information

This is the section where you will select the instructor you wish to use for the session. After you have completed the section you *MUST* click on the **Update Instructor** button to save your work before you can move onto the next section. You should be presented with a dialogue as in *Figure 7*. Click to continue.

### Tuition/Financial Information

This is the section where you enter all the information regarding the monetary aspects of the session. The financial section uses the information from the tuition section to calculate the *Other Income* box. The items in both sections should be straight forward. Miscellaneous items can be entered in to the 3 Other fields as required. TO update your totals at any time just click on the **Calculate** button. After you have completed the section you *MUST* click on the **Update Financial** button to save your work before you can move onto the next section. You should be presented with a dialogue as in *Figure 7*. Click to continue.



Worksheet entered/updated!  
[Click Here To Continue....](#)

**Figure 7 - Successful Update**

There is also a *Notes* area in case you need to add details that are not available in any of the fields, such as advertising dates, etc.

Once you have finished all three sections you can click **Submit Worksheet to the Database** button. You should be presented with a dialogue as in *Figure 7*. Click to continue.

If you require a worksheet hardcopy click on the **Print Worksheet** button and you will be presented with a nicely formatted pdf version of your worksheet ready for printing.

### Closing

As you can see the system is easy to use and extremely efficient. Undoubtedly the system is far from perfect but more features will be added as time goes on. If you have any ideas please feel free to contact me at [cteale@cumberlandcollege.sk.ca](mailto:cteale@cumberlandcollege.sk.ca)