

ASAP 4 STUDENT SERVICES GUIDE

JUNE 2021

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System Access Information

System

Admin system	https://admin.asapconnected.com/account/login
Org ID	This is a 4-digit number
Your username	your work email address
Password	if you don't know your password, click the Forgot your login info link on the login page and a reset password link will be sent to you.
Public Site	YOURURL.asapconnected.com

ASAP Support Resources

Knowledge Base	https://asapconnected.zendesk.com/hc/en-us/categories/360003901594-Introducing-your-new-ASAP-experience-ASAP-4-
Support Email	support@asapconnected.com
Support Call	855-245-6946
Support Account	https://asapconnected.zendesk.com/hc/en-us Click Sign up or Get a Password to set up your Support account

×

Sign in to ASAP | Vanco

Sign in with Google

Sign in with Microsoft

Email

Password

Sign in

[I am an Agent](#)
[Forgot my password](#)

New to ASAP | Vanco? [Sign up](#)
 Have you emailed us? [Get a password](#)
 If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

If you find certain tools or functions are missing, talk to your System Administrator to have your User Access settings adjusted.

Public Site

Your public facing website will have an address like this one - sspa.asapconnected.com with your name where sspa is.

1. Students may search for your classes using filters on the Course pages and on View All
2. By clicking on REGISTER NOW, they will add a class to their Shop Cart and can proceed to pay and check out.

The screenshot shows the public site for Susanna's School for the Performing Arts. The header includes the school name, navigation links (Home, All Classes, Calendar, Contact Us, Faculty, Login), a shopping cart icon with 'My Cart: 0', and a language selection dropdown. The main content area is titled 'Classes / Soccer' and features a search bar and filter options (Locations, Days, Age). A red callout '1' points to the filter options. Below the filters, there is a 'Soccer' section with a soccer ball image and the text 'All things related to soccer'. The 'Soccer Defense' class is highlighted, with a description 'Developing situational defending' and a link to a 'Hand Out'. A table lists the class details, and a red callout '2' points to the 'REGISTER NOW' button.

SUSANNA'S SCHOOL FOR THE PERFORMING ARTS

Home | All Classes | Calendar | Contact Us | Faculty | Login | My Cart: 0 | Select Language

Powered by Google Translate

Home / Classes / Soccer

Search for classes

Filter by: Locations Days Age **1** Clear All

Soccer

All things related to soccer

Soccer Defense

Developing situational defending

[Hand Out](#)

SECTION	LOCATION	DATES	DAYS	TIMES	FEES	OPEN
Soc103	DC Campus, Performance Hall	1/1 - 12/31	Th Sa	01:46 PM - 01:46 PM	\$45.00	8

REGISTER NOW **2**

Students' Online Account

Students can:

1. Edit their **account details**, **change passwords**, **add new students** to their accounts
2. Update their **credit card information**, **see invoices**, **make payments**
3. See their **enrollments** (now and in the past)
4. Access and **share important documents and manage Waivers**

The screenshot shows the 'My Account' page for a student named Homer Simpson. At the top, there is a navigation bar with the school name 'SUSANNA'S SCHOOL FOR THE PERFORMING ARTS' and various menu items like Home, All Classes, Calendar, Contact Us, Faculty, Homer, and My Cart: 0. A language selection dropdown is also present. Below the navigation bar is a red header with the text '/ My Account'. On the left side, there is a vertical sidebar with four numbered red circular icons corresponding to the main content sections: 1. Account Info, 2. Billing Info, 3. My Activities, and 4. Documents. The main content area is titled 'Primary Account Holder' and includes an 'Edit' link and a note to 'Click here to complete your wellness check'. A prominent pink banner indicates an 'outstanding balance of \$1,374.00' with a 'Click here to pay' link. Below this is a 'BASIC INFORMATION' section with fields for Name (Homer Simpson, with a 'Change Primary' link), E-mail (homes@simpson.com), Address, City, State, Country, ZIP Code, Phone (1231231234), Student ID (8628669), and Login Info (masked with asterisks, with a 'Change' link). To the right of these fields is a profile picture placeholder labeled 'Account profile picture' with an 'UPDATE IMAGE' button. Below the basic information is a section for 'Additional Family Members' with a 'DETAILS' sub-header and a list item for 'Lisa Simpson (Student)' with an 'Edit' link.

Administration Site

Your admin portal - admin.asapconnected.com

The screenshot shows the 'Students' page in the ASAP admin portal. The page has a search bar at the top and a navigation menu on the left. The main content is a table of student records.

	NAME	ID	BIRTHDATE	PHONE NUMBER	EMAIL	ADDRESS	CREATED DATE ↓
	Sawye	9602717	2/28/18				6/22/21
	Kim Bl	9602716					6/22/21
	Sean h	9601239					6/21/21
	Suresh	9592535	1/1/90				6/16/21
	Daphn	9468936	6/6/75				5/20/21
	Test B.	9451952	4/6/03				5/7/21
	Kathry	9386511	10/9/58				4/28/21
	Maria I	9382825	1/2/97				4/27/21
	Susana	9350548					4/1/21
	Kevin I	9347962					3/30/21
	Frank	8950128	2/20/04				3/1/21

This portal allows you to:

1. create your courses and classes and copy your classes to the next time period
2. see and print the class roster
3. check out, email, and view a student's account including invoice(s) and enrollment(s)
4. transfer, withdraw and refund a student
5. see your teachers' schedules
6. run reports

Icon Tools



- reveals filters that allow you to search on whatever page you are on. Click this to quickly filter for the item(s) you need.

The screenshot shows the 'Classes' page with various filter options. The filters are arranged in two rows:

- Row 1: Status (dropdown), All Active (dropdown), Capacities (dropdown), Course Group (dropdown), Days (text input)
- Row 2: Location (dropdown), Department (dropdown), All Billing (dropdown), Instructor (dropdown)



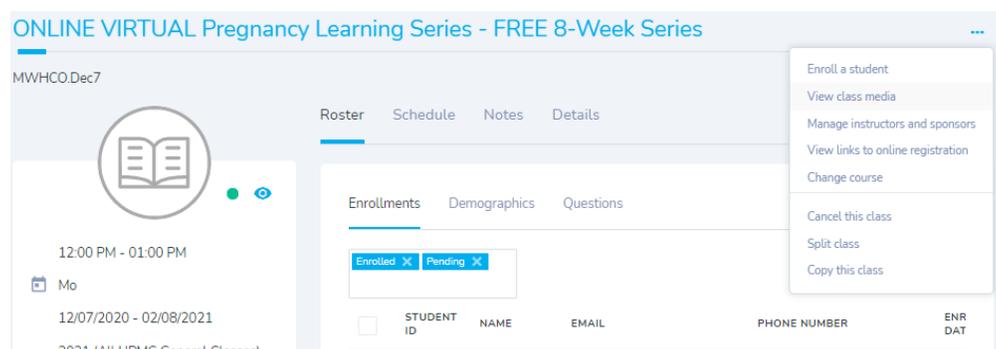
- automatically exports the contents of the page or tab you are on into an Excel spreadsheet.

 - this allows you to add an item and it is shown on all the main menu pages, student, Staff, Classes etc. Click this to Add or Create a new item on that page.

 - holds Actions and Tasks. It is always on the right of the page and sometimes, there are two or more. If the menu is next to an item, like a student in a class roster, that's where you'll find tasks related to students, like transfer and drop.

<input type="checkbox"/>	8628716				Enrolled	...
<input type="checkbox"/>	8678267				Enrolled	<ul style="list-style-type: none"> Edit Message Transfer Drop
<input type="checkbox"/>	8724529				Enrolled	
<input type="checkbox"/>	8692236				Enrolled	...

If the menu is in the top of the page, that's where you'll find tasks related to the page you're on, like class management tools on the class page.



 - the Edit icon will appear on the right corner of any table that you have editing rights to. Click it to reveal fields you can edit.

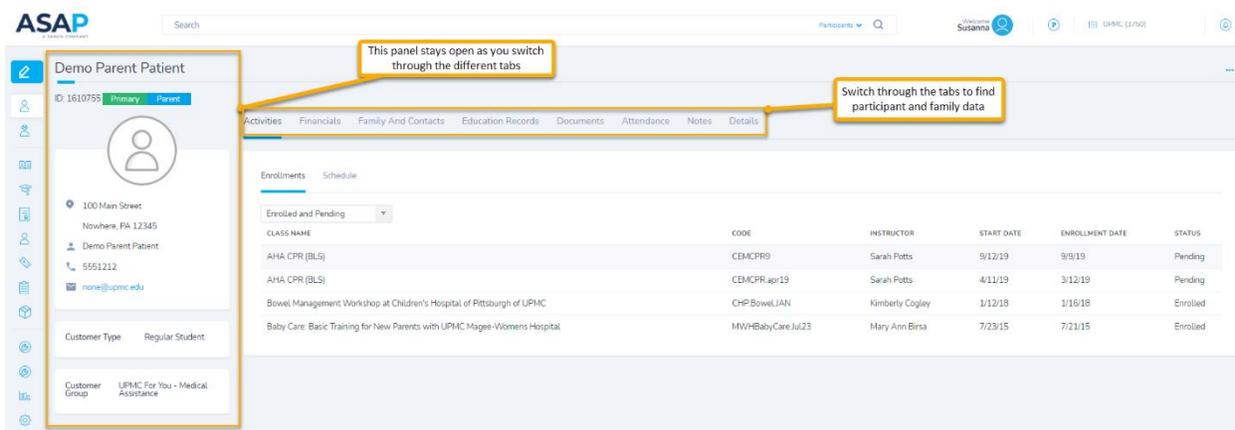
 - the Save icon is on every table you're editing. Click it to save your changes.

 - the Image icon allows you to attach an image wherever you see it.

Student Accounts

The student account details page is populated when the student logs in to your public site and creates an account. ASAP walks them through account creation using the registration form you configured. An ASAP administrator can also create a student account from the admin portal.

This page is organized so that the information you look for regularly is right there in the left panel and remains visible as you move through the account.

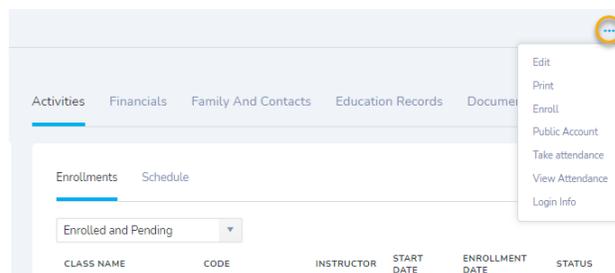


The main area of the student account details page contains several tabs that streamline and organize the account information. You can add or edit much of this information.

Information gathered on the Registration Form when the student creates their account is in the Details tab. See [Working with Classes](#) if you're looking for the answers to questions they see when they enroll in a class.

You can edit the account and enroll the student from the **...** menu.

Click the **Public Account** to go to the student's online account. This is a helpful tool if you're trying to help a student navigate their account tools.

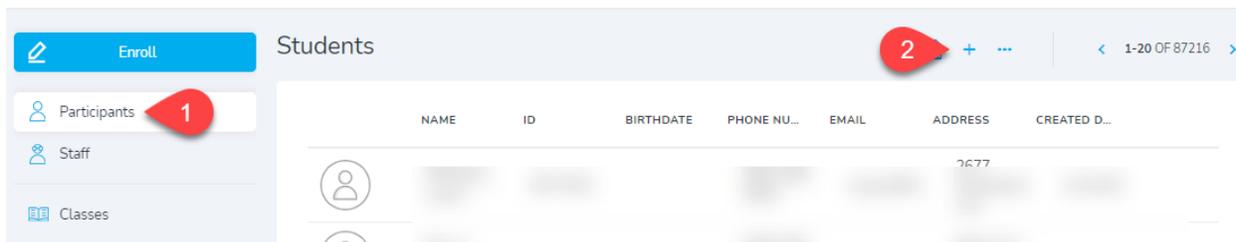


More info: [Student account page](#)

¹ ASAP's default term for an account holder is Student.

Creating Student Accounts

Go to **Students** > click the  to open the **New Student** page

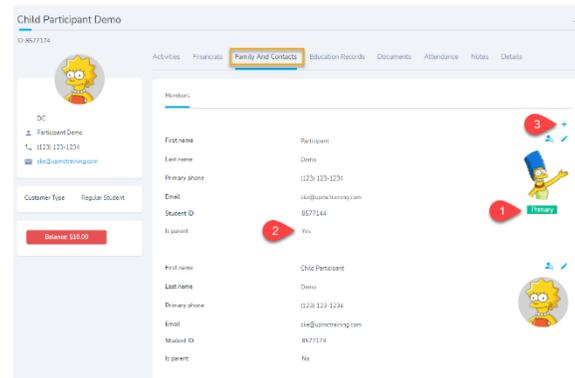


Select the Registration Form you wish to use

1. To create an individual student's account
 - a. Enter the student's information in the required fields. All fields with a * are required.
 - b. Click Next and complete any subsequent questions.
2. When you are finished, you will be directed to the newly created account.

Family and Contacts Panel

1. Primary contact is the default payer
2. You can add all accounts tagged with parent to emails and SMS in the Communications Center
3. You can add additional family/account members by clicking Family and Contacts tab and the  icon
 - a.  - Choose Add Existing Member if you wish to add an existing account to this family account.



More info: [Family account page](#)

Enrolling a Student in a Class

Now you're ready to start enrolling students 😊

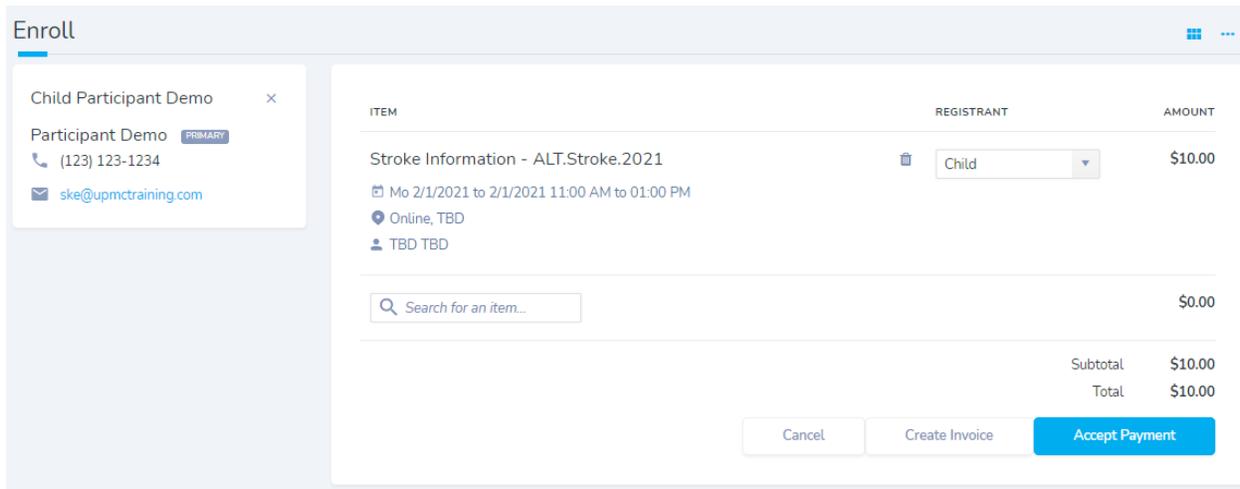
If the student doesn't yet have an account, create their account by going to **Student**  and completing the information requested.



1. Go to **Enroll**
 - a. Enter part or all of the student's name in the student search field
 - b. Click anywhere in the student box to select them to enroll

OR

1. Go to the Student's account and click Enroll from the  menu
2. Enter part or all of a Course name in the Item field
3. Select the class you want by clicking anywhere in the class box
4. Answer any questions
5. Click **Add Class** to complete the enrollment and go to the Invoice

A screenshot of the "Enroll" interface. On the left, there is a sidebar with a search bar and a list of items. The main area shows a table with columns for ITEM, REGISTRANT, and AMOUNT. The first row shows "Stroke Information - ALT.Stroke.2021" with a registrant of "Child" and an amount of "\$10.00". Below the table is a search bar and a summary section with "Subtotal \$10.00" and "Total \$10.00". At the bottom right, there are three buttons: "Cancel", "Create Invoice", and "Accept Payment".

ITEM	REGISTRANT	AMOUNT
Stroke Information - ALT.Stroke.2021 Mo 2/1/2021 to 2/1/2021 11:00 AM to 01:00 PM Online, TBD TBD TBD	Child	\$10.00
<input type="text" value="Search for an item..."/>		\$0.00
	Subtotal	\$10.00
	Total	\$10.00

6. If you're going to process a payment, you can click **Accept Payment**
7. If not, just click **Create Invoice**

If the student is enrolling in another class or making a purchase, repeat from Step #2 above.

More info: [The Enroll feature](#)

How to Transfer and Drop a student

If a student needs to transfer to a different class or withdraw (aka 'drop') you can handle this from the Class Details page.

You can find this in:

- Classes - using the Search bar and/or filters
- Student page - Activities > Enrollments
- Enrollments - using the Search bar and/or filters
- Invoices - using the Search bar and/or filters

If the student is transferring to a different class

1. Click the **...** beside the student's name and select **Transfer**
2. Select the new class from the class menu in the To: column
3. Complete any questions and verify that the fee transfer is correct.
4. Check the box if there are any discounts that should carry over
5. Check the transfer reason
6. Click **Commit Student Transfer**

Stroke Information

ALT Stroke 2021

11:00 AM - 01:00 PM

Mo

02/01/2021 - 02/01/2021

2021 Calendar Year

Online, TBD

undefined

Regular Student \$10.00

Course Group Central Aukland - Freemans Bay Community Center, Heart Health

Capacity 100, Min: 5

Enrolled 1

Roster Schedule Notes Details

Enrollments Demographics Questions Grades And Credits

Enrolled and P...

STUDENT ID	NAME	EMAIL	ENROLLMENT DATE	ASAP STATUS	
<input type="checkbox"/>	8577174	Child Participant Demo	ske@upmctraining.com	11/23/2020	Enrolled

More options

1

2

3

Edit

Message

Transfer

Drop

The invoice shows the original class and the new class, along with the any transferred payments, discounts or balances due.

If the student is withdrawing

When a student withdraws, they may be eligible for a full or partial refund, a credit, or nothing at all. Before starting this process, you need to know what you're going to do and how they paid.

1. Click the **...** beside the student's name and select **Drop**
2. Complete the Drop Reason and Dates fields
3. In **What Do You Wish To Do With Paid Amount**, select
 - a. Refund - you can only refund back to the original credit card. If CC is not offered as an option, they did not pay by credit card
 - b. Credit - to apply a credit to the account
 - c. No Change - if you wish to process the refund on the invoice or the participant is not due a refund

Drop student x

Drop Reason Financial ▼

Drop Date 6/22/2021 

What Do You Wish To Do With Paid Amount? Refund ▼

Invoice	Transaction	Actual Amount	Paid	Refund	Refund Method
10494013	11124902	\$200.00	\$200.00	200.00 ▼▲	CC ▼

Notify The Student

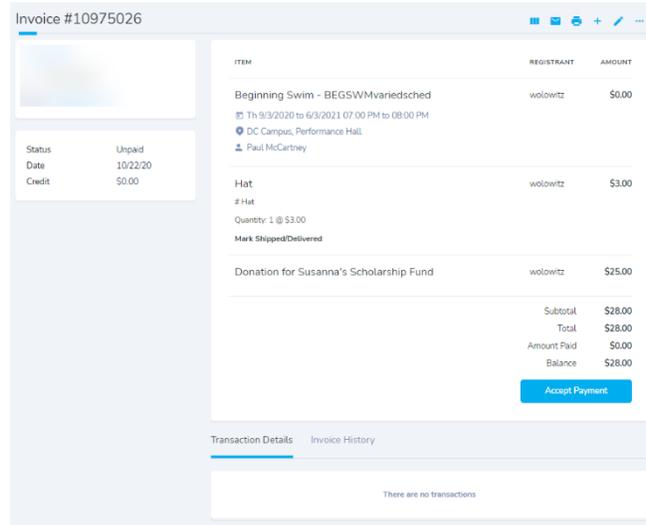
Notes

Close Drop Student

Working with Invoices

You can manage all aspects of payments on an invoice.

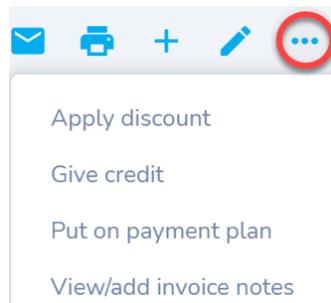
Just click **Accept Payment** and follow the prompts to manually process a payment.



From here you can:



1. Switch the View from Summary to Full
2. Email the invoice to the student
3. Print the invoice
4. Add another class, or another enrollment for a family member to the invoice
5. Edit the invoice (if you have access)
6. And more in the ellipsis menu (some users may not have access to these tools)
 - a. Apply discount
 - b. Give credit
 - c. Apply a payment plan
 - d. View invoice notes



More info: [Invoices](#)

How to make a Refund to Credit Card

You can find the invoice in:

- Invoices - using the Search bar enter the student's name and/or filters
- Student page - Financials > Invoices
- Enrollments - using the Search bar and/or filters (change Status filter if Dropped)

1. Click the **⋮** and select **Process Refund**
2. Select the transaction to refund, ensuring you have the correct card.
3. Enter the amount to refund
4. Click **Refund To Credit Card**
5. Enter Notes (these will appear on the invoice in the Transaction Details so visible to you and the student).
6. Click **Process Refund**

Refund x

Enter Amount

Select a transaction to refund \$250.00 - 05/27/2021 3:01 AM - CC - 1111 - 05/2021

ITEM NAME	REGISTRANT	ACTUAL			
Select a transaction					
\$250.00 - 05/27/2021 3:01 AM - CC - 1111 - 05/2021					
Membership:	MasterCase Rotg	\$250.00	\$250.00	\$250.00	200.00

TOTAL: \$200.00

Refund To Credit Card

Notes

Working with Programs, Course Groups, Courses and Classes

All classes in ASAP are put into four distinct categories to make it easy to find and manage:

Class Hierarchy

1. **Program** - this is the highest level and is the broadest category of activities.
 - For example, All Programs contain Course Groups - *Recreation and Sports* holds *Soccer*
2. **Course Group** - this is the 2nd level and is more specific categorization.
 - For example, all Course Groups are associated with a Course or Courses - *Soccer* holds *Soccer Defense* and *Soccer Skills* and *Soccer Training*
3. **Courses** - this is the 3rd level. This is the name and description of your class (aka course). Courses are assigned at least one, and possibly more, Course Group.
 - For example, All Courses are associated with a Class or Classes – *Soccer Skills*
4. **Class** - this is the 4th level and contains the details of this specific class. This is what the student enrolls in.
 - For example, all classes have times, fees, dates and other class info - *7/22 - 7/29, Fr, 12:00 - 1:00, etc.*

The screenshot shows the ASAP interface with the following elements:

- Sidebar Menu:**
 - Classes
 - > View All
 - > Online Classes
 - > Music
 - > Recreation and Sports
 - > Student Courses
 - > This is a Program
 - > This is a Course Group
 - Private Lessons
 - Memberships
 - Products
 - Donate
 - Events
 - After School Programs
- Filter by:** Locations, Day, Age
- Clear All** button
- 1 - Program:** Points to the 'Recreation and Sports' category in the sidebar.
- 2 - Course Group:** Points to the 'This is a Course Group' category in the sidebar.
- 3 - Course:** Points to the 'This is a Course' section, which contains the text: "This is a course. This contains the name and description. Students don't enroll in this part. They enroll in the Class. You can see the class in the table below showing date, location, time, fee, etc.. You don't need to change the course once its set up. Just roll the class from one time period to the next to set it up in your coming semester."
- 4 - Class:** Points to the table below, which has the following data:

SECTION	LOCATION	DATES	DAYS	TIMES	FEES	OPEN
THISISAClass	Online, Cloud Classroom	6/10 - 8/26	Th	11:00 AM - 12:30 PM	\$0.00	12

Courses and Classes

ASAP breaks a 'class' into two elements.

1. **The Course** contains the title and description. In the course page, you can add any questions you need students to answer and add the fees.
2. **The Class** has no title or description. Instead, this holds all the meeting information of the course, including day, time, location, fee, etc.

Soccer Skill Stations Night

Skill Stations include dribbling, turning, crossing, tackling, passing, ball control & footwork drills.

This is the Course

SECTION	LOCATION	DATES	DAYS	TIMES	FEES	OPEN	
Soc102	DC Campus, Performance Hall	6/8 - 8/28	Tu Th Sa	01:00 PM - 04:00 PM	\$249.00	10	REGISTER NOW
Soc103	DC Campus, Performance Hall	6/8 - 8/28	Tu Th Sa	01:00 PM - 04:00 PM	\$249.00	0	CLASS IS FULL
Soc2dayscopy	DC Campus, Performance Hall	9/5 - 12/3	We Sa	01:00 PM - 04:00 PM	\$249.00	16	REGISTER NOW DROP-IN
Soc102	DC Campus, Performance Hall	9/6 - 12/4	Tu Th Sa	01:00 PM - 04:00 PM	\$249.00	10	REGISTER NOW DROP-IN
SocSatcopy	DC Campus, Performance Hall	9/11 - 11/20	Sa	01:00 PM - 04:00 PM	\$259.00	1	REGISTER NOW DROP-IN

These are the Classes

More Info

- [Managing and creating Classes](#)
- [Understanding Programs to Classes hierarchy](#)
- [Mass Update Class Status between Read only and Active](#)
- [Training Videos for ASAP Users](#)

Remember: A class does not have a title or description, only meeting details.

Preparing for Courses

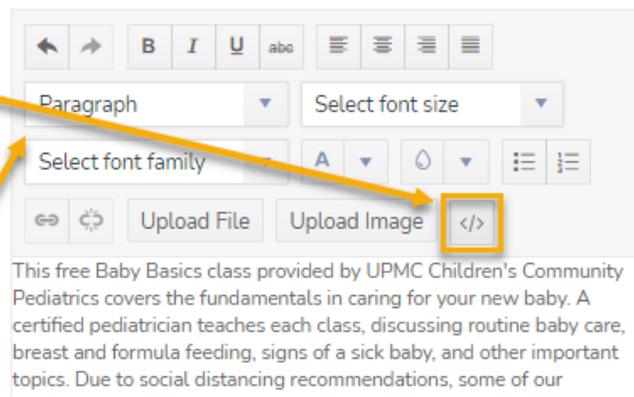
There's a few steps to consider before you start:

1. You may have a naming and coding convention in place to make it easy for everyone to read and set up new classes. Check with your administrators to know what Course and Class codes you should be using.
2. You will need to know what Course Group(s) the course should be in before you start.
3. You will need to know any questions the student must respond to when they're enrolling. You will enter those in the Custom Questions section.
4. You can copy and paste text into the Description and Additional Information boxes but if copying from Word, you will bring in a lot of junk code that will mess up your site formatting. Its best to prepare your text in a .txt document and then paste it in.

If you still have formatting issues, click the View Source icon to remove any stray or extra bits of code.

Click this View Source button and paste your text into this window.

Then use the tools here to format your text



Creating New Courses

Go to **Courses** > click the  to open the **New Course page**

Fields with a * are required.

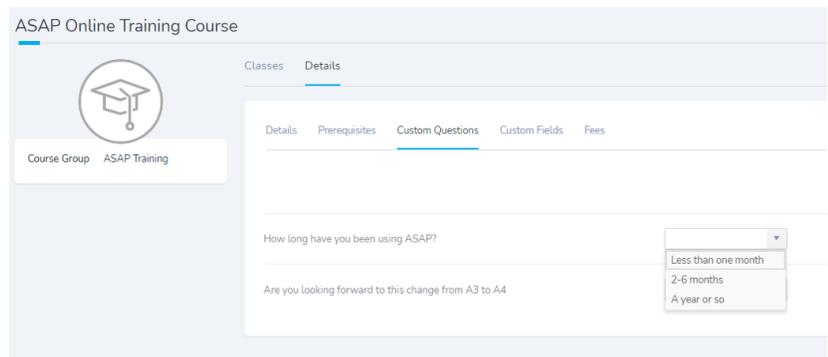
1. Enter course Name
 - a. The name is used for all classes offered under this course. Make it meaningful and broad as it will likely be used across different time periods, with different teachers, times, and locations.
2. Enter course Code
 - a. Follow any existing naming conventions. Enter a unique identifier for the course. For example, the first few letters of the course name, or an acronym
3. Select the Course Group(s)
4. Click the image icon  to add an image to appear online with the course
5. The Description is the same for all classes under this course.
6. Enter the Credit Value if you offer credits for completing the course.
7. If you allow the students to put a deposit down on the course, enter the Deposit Amount.
 - a. This is not a common set up and is *not* the same as requiring a deposit when using a Payment Plan.
8. Select the Minimum Grade and Maximum Grade options if needed
9. If the course materials could potentially include or address sensitive personal information, select This Course Infers Sensitive Personal Information.
10. Additional Information - *this can also be set up at the Class level*
 - a. This section is displayed online by default and on the emailed receipt and so is useful to provide instructions to students.
 - b. If those instructions should be only available to the enrolled student, you can check the Hide Additional Information Online box to hide this info (such as a Zoom link) from the public site and just include it on the student's receipt.
11. Fees - toggle to On - *these can also be set up at the Class level*
 - a. Customer Type - Select Regular Student
 - b. Fee Types - select your fee type (usually Tuition Fee)
 - c. Tuition - Enter the cost of the class
 - d. Select the GL Code
 - e. If you might offer a discount on the tuition, check the Disc? Box.
 - f. If this class is eligible to be applied to tax-deductible education activities, click Ded?
 - i. This is usually Afterschool and Summer camp programs only.
12. Click **Create Course**

More info: [Create a Course](#)

Working with Courses

Click the **Details** tab. Here you can review more details and set up any Custom Questions your students may need to answer as they enroll. Questions entered here will be added to all Classes created within this Course.

Click the pencil icon  to edit course details, questions, or fees.



Click the  menu to add Course Media, images, videos, and documents to the class. If these media are only for enrolled students, check the "Show to enrolled students in public account" box.

Creating New Classes

On the Course page, click the  and select **Create class**

Fields with a * are required.

1. Select the Course Group and Course if necessary
2. Complete the Details fields:
 - a. Status
 - i. Active – to allow enrollment
 - ii. Read only – to display and publicize only
 - b. Show Online - check this to have the class show on your Public site
 - c. Instructor - if you don't know the instructor, select TBD
 - d. Location - if you don't know the location(s), select TBD
 - e. Capacity - enter the Maximum number of students for this class
 - f. Class Code
 - i. Follow any existing naming conventions for this internal code identifying the class. It can be alpha-numeric and must be unique within the time period.
 - ii. As you can copy (aka roll) this class to another time period, avoid using codes that identify date, day or time as that will likely change from one time period to another.
3. Fill in any additional, non-required fields. For information about these fields, see [Non-required field descriptions](#).

4. Additional Information - *this can also be set up at the Class level*
 - a. This section is displayed online by default and on the emailed receipt and so is useful to provide instructions to students.
 - b. If those instructions should be only available to the enrolled student, you can check the Hide Additional Information Online box to hide this info (such as a Zoom link) from the public site and just include it on the student's receipt.
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 - a. Customer Type - Select Regular Student
 - b. Fee Types - select your fee type (usually Tuition Fee)
 - c. Tuition - Enter the cost of the class
 - d. Select the GL Code
 - e. If you might offer a discount on the tuition, check the Disc? Box.
 - f. If this class is eligible to be applied to tax-deductible education activities, click Ded?
 - i. This is usually Afterschool and Summer camp programs only.
 - g. If you have more than one fee, such as a Material Fee, click ADD CUSTOMER TYPE FEE and select a new Fee Type
6. Recurring Fees - toggle to On if you want to set up a payment schedule for this class only. Leave off if student's can pay using a Payment Plan
7. Schedule is TBD - toggle to On if you know the Schedule. If not you can leave this off and students may still enroll.
 - a. Select the first and last meeting dates of the class
 - b. Enter the start and end time of each class
 - c. Select the days
 - i. If you select two days, that show the class will meet on those two days every week i.e. twice a week
 - ii. If two days are selected but the class only meets once a week, check your first and last meeting dates are correct and on the same day

Creating Multiple New Classes from a Course

On the Course page, click the  and select **Create multiple class**

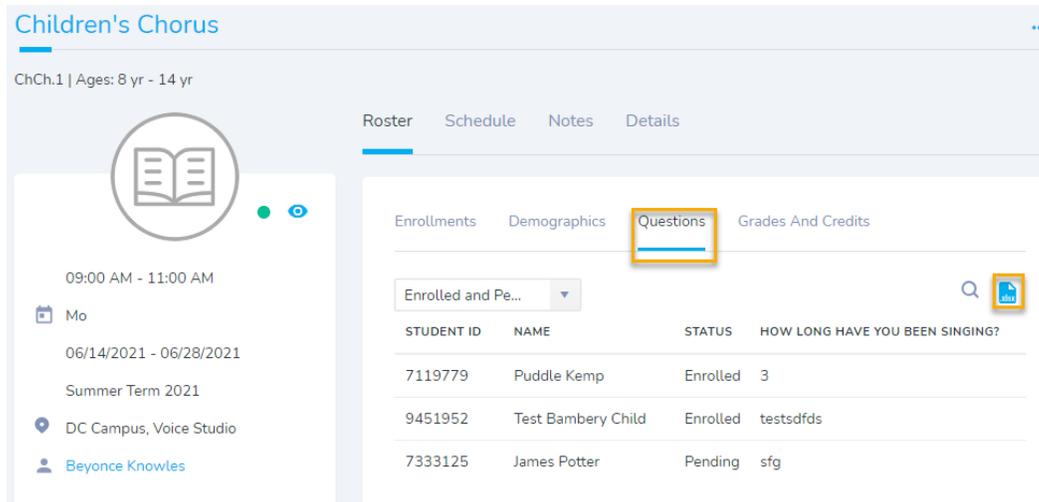
1. Select **Create New**
2. Select the Course
3. Enter fewer than 10
4. Fill Down as much data as possible, then scroll down and edit individual class details as necessary.
5. Review and edit all Class codes
6. Click Save. You may see many conflict messages, review and in most cases, you can click to "Ignore and commit" and you can address any actual conflicts afterward by editing appropriate classes.

More info: [Create a Class](#)

Working with Classes

Click **Roster > Demographics** and **Questions** tabs to see answers to data you gathered during enrollment.

Click the export icon  to automatically download an Excel Report of the data on the tab.



Children's Chorus
ChCh.1 | Ages: 8 yr - 14 yr

09:00 AM - 11:00 AM
Mo
06/14/2021 - 06/28/2021
Summer Term 2021
DC Campus, Voice Studio
Beyonce Knowles

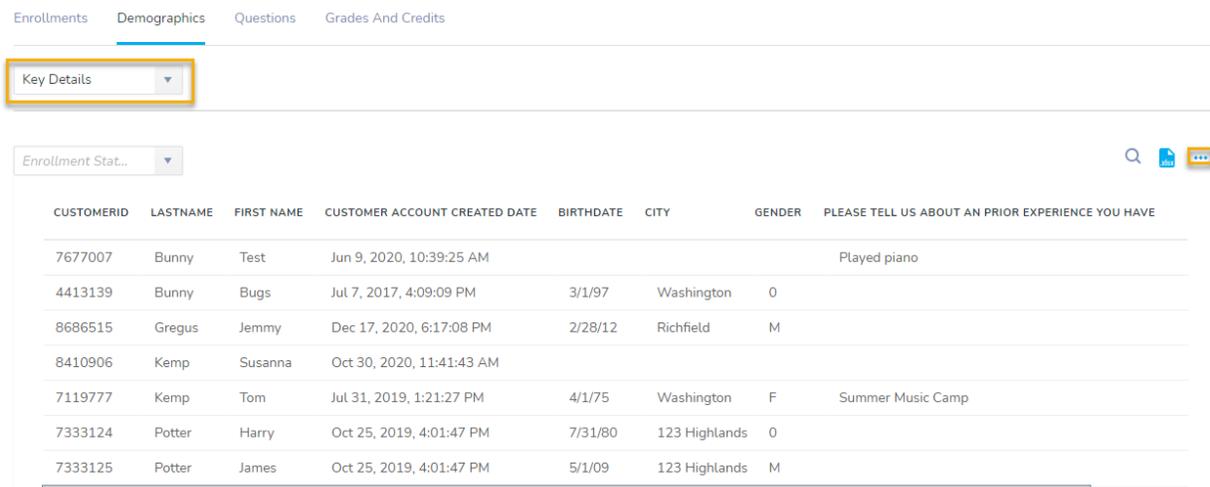
Roster | Schedule | Notes | Details

Enrollments | Demographics | **Questions** | Grades And Credits

Enrolled and Pe...  

STUDENT ID	NAME	STATUS	HOW LONG HAVE YOU BEEN SINGING?
7119779	Puddle Kemp	Enrolled	3
9451952	Test Bambery Child	Enrolled	testsdffs
7333125	James Potter	Pending	sfg

The **Demographics** tab contains different templates that allows you to gather different data sets. Just click the  menu to create a new template.



Enrollments | **Demographics** | Questions | Grades And Credits

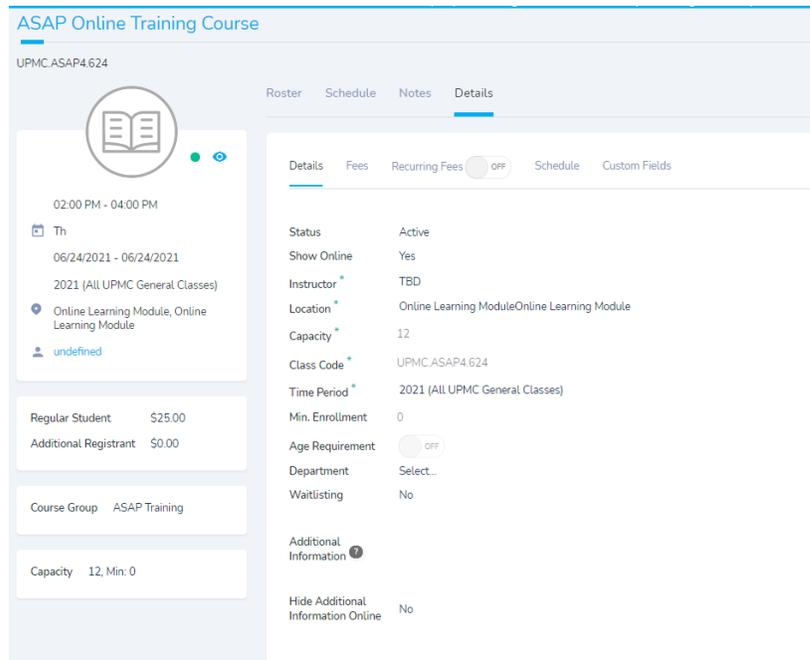
Key Details 

Enrollment Stat...   

CUSTOMERID	LASTNAME	FIRST NAME	CUSTOMER ACCOUNT CREATED DATE	BIRTHDATE	CITY	GENDER	PLEASE TELL US ABOUT AN PRIOR EXPERIENCE YOU HAVE
7677007	Bunny	Test	Jun 9, 2020, 10:39:25 AM				Played piano
4413139	Bunny	Bugs	Jul 7, 2017, 4:09:09 PM	3/1/97	Washington	0	
8686515	Gregus	Jemmy	Dec 17, 2020, 6:17:08 PM	2/28/12	Richfield	M	
8410906	Kemp	Susanna	Oct 30, 2020, 11:41:43 AM				
7119777	Kemp	Tom	Jul 31, 2019, 1:21:27 PM	4/1/75	Washington	F	Summer Music Camp
7333124	Potter	Harry	Oct 25, 2019, 4:01:47 PM	7/31/80	123 Highlands	0	
7333125	Potter	James	Oct 25, 2019, 4:01:47 PM	5/1/09	123 Highlands	M	

Click the **Details** tab. Here you can review the class details and keep quick track of enrollment numbers.

Click the pencil icon  to edit details, schedule or fees.



Taking Attendance

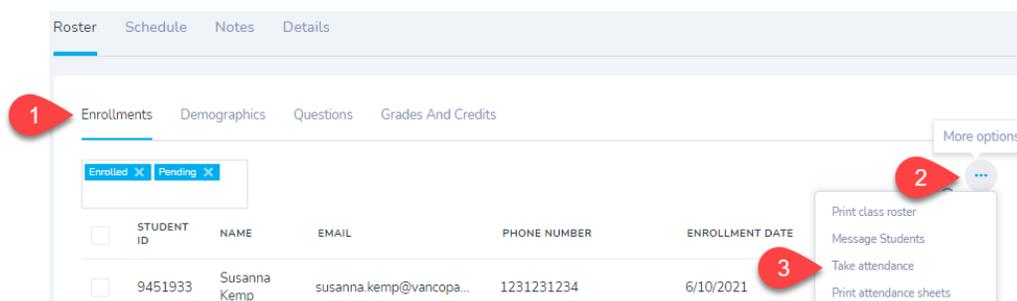
You can take attendance from the Class page or the Tools menu.

Tools > Attendance

- Change the date range search by clicking the calendar icon next to today's date.
- Use the filters to search
- Remember you cannot take attendance in advance 😊

Class

Click the  in the Roster panel and select **Take Attendance**



STUDENT ID	NAME	EMAIL	PHONE NUMBER	ENROLLMENT DATE
<input type="checkbox"/> 9451933	Susanna Kemp	susanna.kemp@vancopa...	1231231234	6/10/2021

Reports Reporting

Click the star next to any report to add it to your Favorites tab.

★	Class Notes	View class and lesson notes by time period and lo
★	Class Roster	Filter by Time Period, Course Group, Instructors, ar
★	Class Roster (grid)	Roster Report displayed in a grid, with payment ar
★	Class Summary	Class Summary.

Class and Lesson

[Class Roster](#) – One page per class, customizable. This report allows you to select different data and include the course questions. This is helpful to give to instructors who don't use ASAP.

[Class Summary Report](#) - list classes during a selected time Period including location, time, capacity and enrollment count by enrollment status.

[Course Catalog](#) – all your courses and classes by time period. Useful for copy editing.

[Class Instance Enrollment Count](#) - shows how many students are in each class meeting.

Student

[Enrollment Report](#) – All enrollments. The date range returns results on *when the student enrolled*, not when the class they enrolled in is running.

[Student Report](#) – This report allows you to access data collected during enrollment. From this report, you can jump straight to the Email tool so you can filter for a group of Students and then email them. Very handy!

Attendance

[Check In Sheets](#) - Sign in sheets for 1-5 days. Includes Instructor sign and date option

[Attendance Sheets](#) - Sign in sheets for up to 2 weeks.

[Single Student Attendance](#) - Print up to 12 months of student attendance by individual or Customer Group.

Everything Else

Miscellaneous - [EmailQueue Report](#) – See all emails that have gone out of the ASAP system (useful for checking when a student tells you they didn't get an email)

Schedule - [Master Schedule](#) – See where everything is happening. Just select your location.

Retention - [Progression at School Report](#) - See student retention from one time period to another.

Common Tasks

1. [Editing a class with a new fee or other changes](#)
2. [Dropping/Transferring students from a class](#)
3. [Refunding students](#)
4. [Applying a discount code to a class](#)
5. [Adding a Family Member](#)
6. [Pulling up rosters—sorting on staff, student, registration date](#)
7. [Printing Demographic and Custom Questions](#)
8. [Retrieving a report that details information asked on registration questions](#)
9. [Manually adding a student](#)
10. [Taking Attendance](#)

Remember - [ASAP's Knowledge Base](#) contains numerous guides, documents and videos to help you navigate. Please don't hesitate to come and visit any time.