

How to Record Boat Handling Course/Seminar Attendance

To record attendance for a student for each of the 6 seminars that make up the new Boat Handling course, follow these steps:

1. Go into HQ800 and find the Boat Handling course.
2. Go into "Enrollment Management Tools"
3. Then "Enter Attendance"
4. The "Course Student Attendance Entry" screen below opens.
5. You can then mark attendance for each student by class session.

When the entire course is over and the student passes the Boat Handling exam, they will get credit for the Boat Handling course and for each of the individual seminar sessions for which their attendance was recorded.

The example below was a screen shot of a recent Boat Handling class taken after the 4th class. There is no extra charge to the members to also get the seminar credits.



Course Student Attendance Entry How to Use

CRSID: 59702107011830BH Boat Handling+owt Status: Exams Ordered
 Squadron: Tybee Light Sail & Power Squadron D-26
 Place: White Bluff Presbyterian Church, Education Bldg. Adr: 10710 White Bluff Road
 City: Savannah State: GA Zip: 31406 Date: 11 MAY 21 Time: 6:30 PM

There are 6 students and 0 have been reported as passed.

To receive seminar credit the student must pass the course and have attended the appropriate session

Certno	Name	BHRULES	BHDOCK	BHBOAT	BHANCH	BHEMER	BHKNOTS
E314387	J Brenard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E275353	K Brenard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E310218	R Denney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E289823	B Powers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E304458	G Wohlust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E314388	H Wright	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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