

Introduction to ASAP Beta

Presented by Eric Lam and
Susanna Kemp



Agenda

- Navigating between ASAP 3 and ASAP 4
- Navigating the ASAP 4 workflow
- How to search for your students and classes
- Updates to the menus and locations of tools
- Creating a class
- Enrolling a student into a class
- Taking attendance



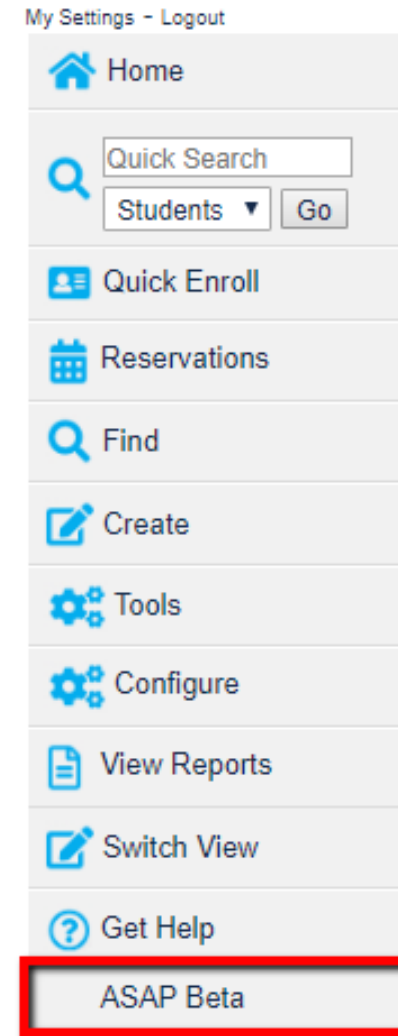
Access ASAP Beta

Explore + Connect

ASAP User
Conference

Launching ASAP Beta

- Left Navigation
- Under "Get Help"



Explore + Connect

ASAP User
Conference

User Access

- BETA Available for Admin Users if option is configured

Select User Type: Administrator ▼

Function Group	Function Name	
ASAP Beta	Allow access to ASAP Beta	<input checked="" type="checkbox"/>
Class/Event	Create/Modify Courses	<input type="checkbox"/>
Class/Event	Create/Modify Classes	<input type="checkbox"/>
Class/Event	Enroll Students	<input type="checkbox"/>
Class/Event	Drop	<input type="checkbox"/>
Class/Event	Transfer	<input type="checkbox"/>
Class/Event	Enroll From Waitlist	<input type="checkbox"/>
Class/Event	Roll Classes	<input type="checkbox"/>

Explore + Connect

ASAP User
Conference

Return to ASAP Classic

ASAP
A VANCO COMPANY

Search

Students ▾



Welcome
Kevin



Enroll

Dashboard



Companies



Staff



Students

ASAP BETA SUPPORT



Finding your way around the beta



Release notes



Contact Us

[Return to ASAP Classic](#) ➔

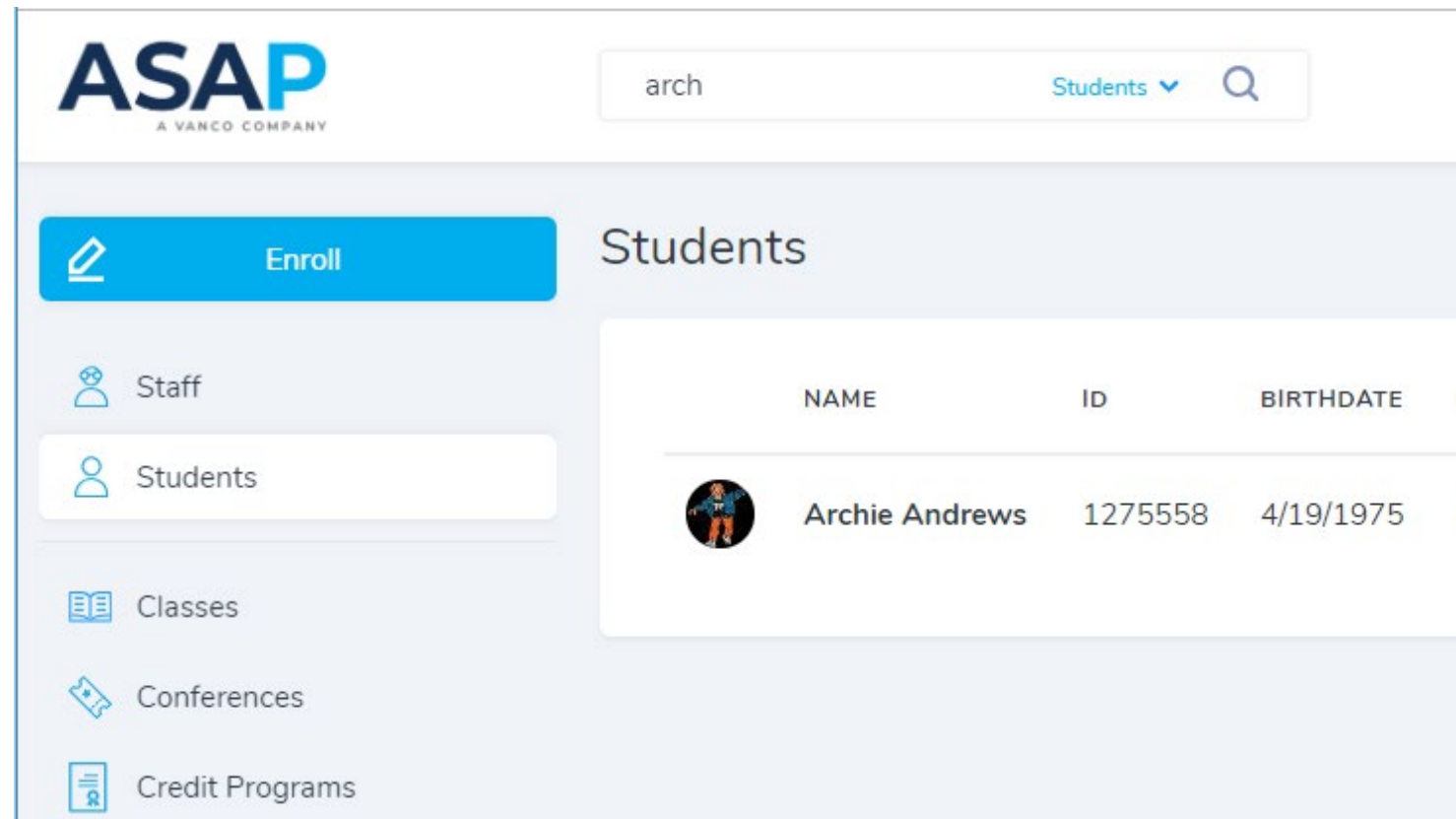
***Workflow Navigation &
Searching for Students
and Classes***

Explore + Connect


ASAP User
Conference

Search Functionality

- Dynamic Search



The screenshot displays the ASAP User Conference interface. At the top left is the ASAP logo with the tagline 'A VANCO COMPANY'. To the right is a search bar containing the text 'arch', a dropdown menu set to 'Students', and a magnifying glass icon. Below the logo, a sidebar contains several navigation options: 'Enroll' (with a pencil icon), 'Staff' (with a person icon), 'Students' (with a person icon and highlighted), 'Classes' (with a book icon), 'Conferences' (with a ticket icon), and 'Credit Programs' (with a document icon). The main content area is titled 'Students' and features a table with the following columns: NAME, ID, BIRTHDATE, and P. A single row is visible, showing a profile picture of Archie Andrews, his name, ID 1275558, birthdate 4/19/1975, and a partial 'P' column value.

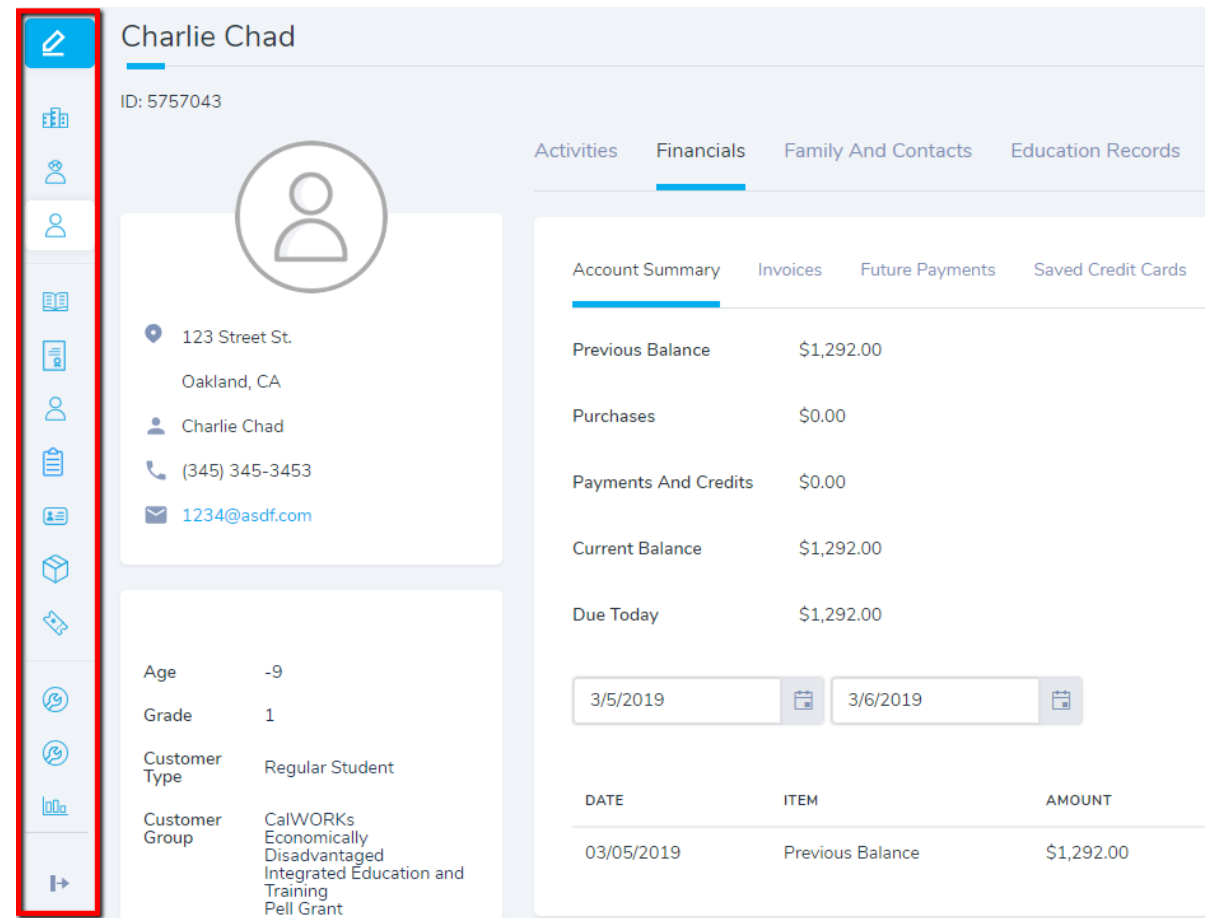
	NAME	ID	BIRTHDATE	P
	Archie Andrews	1275558	4/19/1975	(i

Explore + Connect

ASAP User
Conference

Collapse Sidebar

- Allows more visibility of other pages



Charlie Chad
ID: 5757043

Activities Financials Family And Contacts Education Records

Account Summary Invoices Future Payments Saved Credit Cards

Previous Balance	\$1,292.00
Purchases	\$0.00
Payments And Credits	\$0.00
Current Balance	\$1,292.00
Due Today	\$1,292.00

3/5/2019 3/6/2019

DATE	ITEM	AMOUNT
03/05/2019	Previous Balance	\$1,292.00

Age -9
Grade 1
Customer Type Regular Student
Customer Group CalWORKs Economically Disadvantaged Integrated Education and Training Pell Grant


Explore + Connect

ASAP User
Conference

Student Management

- Sort Filters
- Sort Columns
- Page Menu

Students

 + ... < 1-20 OF 1




Customer Group

Customer Type

Active

Zip Code

Grade

NAME	ID	BIRTHDATE	PHONE NUMBER	EMAIL	ADDRESS	CREATED DATE
	3519886	12/31/1900				1/30/2017
 Adam Adams	827885	6/11/1950	874-444	adams@adams.com	1310 Hollenbeck	1/3/2014
 Art Adams	827886	1/10/1996	054-5	cloogarcia@asapconnected.com	1310 Hollenbeck	1/3/2014

Student and Class Details


Explore + Connect


ASAP User
Conference

Student Detail


Lucy Loo

ID: 2921193






1310 Hollenbeck Avenue



(123) 456-7890



cloogarcia@asapconnected.com

Activities

Financials

Family And Contacts

Education Records

Documents

Attendance

Notes

Enrollment Status

CLASS	CODE	STATUS	1ST DATE OF ATTENDANCE	LAST DATE OF ATTENDANCE	TOTAL HOURS
History of Music	AHFS	Enrolled	9/6/2013	9/6/2013	3
Music Festival	ASF	Enrolled	10/16/2013	11/14/2013	10
Music Festival	ASF234	Dropped	7/1/2014	7/28/2014	47.5
ESL Advanced	SFEST15	Enrolled	7/4/2015	9/4/2015	36

Print

Enroll

Public Account


Login Info

View Attendance

Explore + Connect

ASAP User
Conference

Class Management



es

Classes

Enroll

Staff





Students

Classes

Conferences

Credit Programs

Classes

	NAME	CODE	DAYS	TIMES
	ESL Advanced	 0300.04	Mo Tu We Th	09:00 AM - 12:00 P
	ESL Advanced	 0300.01	Mo We	06:00 PM - 09:00 P

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Class Detail

ESL Advanced

0300.01

06:00 PM - 09:00 PM

Mo We

07/02/2018 - 06/26/2019

Full Year 2018-2019

ASA Adult Education, Main Hall

Aloha Aloha

Capacity

20, Min: 0

Roster

Schedule

Notes

Details

Enrollments

Questions

Grades And Credits

Enrolled and Pen...

STUDENT ID	NAME	EMAIL
827885	Adam Adams	adams@adams.com
827886	Art Adams	cloogarcia@asapconnect...
1275558	Archie Andrews	a@a.com
30818	Artsy Artist	artsy@a.com

Take attendance

Print attendance sheets

Print check-in sheets

Print attendance report

Print attendance detail report

Print full detail

Message Filtered

Take hourly attendance

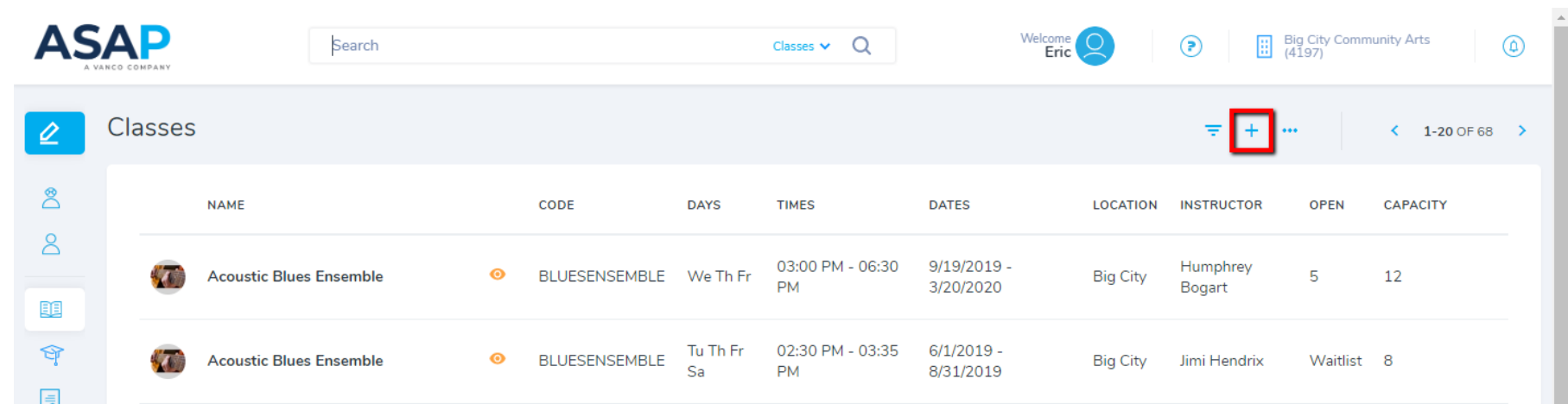
Creating a Class

Explore + Connect

ASAP User
Conference

Adding a Class

- Use + icon to go to the create class page



ASAP A VANCO COMPANY





Search

Classes

Welcome Eric

Big City Community Arts (4197)

Classes

NAME	CODE	DAYS	TIMES	DATES	LOCATION	INSTRUCTOR	OPEN	CAPACITY
 Acoustic Blues Ensemble	 BLUESENSEMBLE	We Th Fr	03:00 PM - 06:30 PM	9/19/2019 - 3/20/2020	Big City	Humphrey Bogart	5	12
 Acoustic Blues Ensemble	 BLUESENSEMBLE	Tu Th Fr Sa	02:30 PM - 03:35 PM	6/1/2019 - 8/31/2019	Big City	Jimi Hendrix	Waitlist	8

Create Class

Create Class

Select a course group

Select a course

Create Class

Details

Status

Active

Show Online

☒

Instructor

Select an Instructor

Location

Select a Site

Select a facility/room

Capacity

Class Code

BALLET-BEGcopy

Time Period

Select a Time Period

Min. Enrollment

Age Requirement

☐ OFF

Department

Select a Department

Instructional Setting

Select a Setting

Internet Available

Select availability

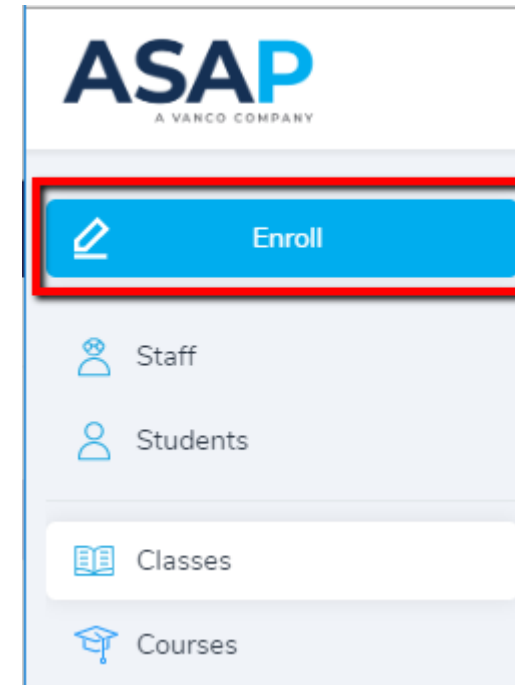
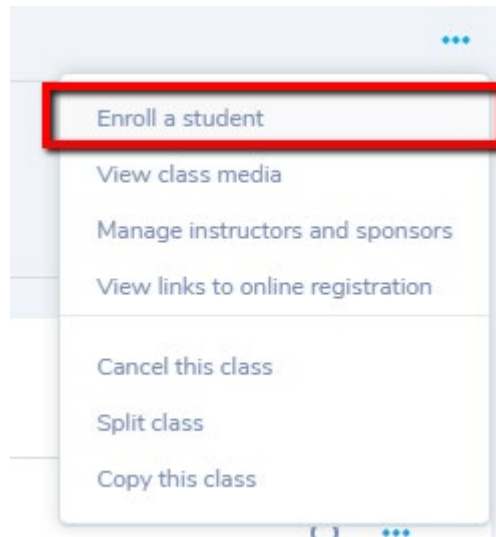
Enrolling a Student

Explore + Connect

ASAP User
Conference

Enrolling a Student

- You can enroll a student from:
 - Class Details
 - Student Details
 - Enroll in Navigation



Explore + Connect

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Conference




Enrolling a Student

Step 1: Search for Enrollment

- Dynamic Results

Enroll

Search: eric lam

	Eric Lam ID: 6971346 ericlammm@asapconnected.com 4124124124
	Eric Lam ID: 6781723 eric.lam@asapconnected.com
	Eric Lam ID: 6780996 ericlam@asapconnected.com

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Enrolling a Student

Step 2: Search for Items

- Dynamic Results

ITEM	REGISTRANT	AMOUNT
<input type="text" value="ballet"/>		\$0.00
Ballet - Advanced in classes		
Ballet - Advanced II in classes		
Ballet - Beginning in classes		
Ballet - Intermediate in classes		
	Subtotal	\$0.00
	Total	\$0.00
	<button>Cancel</button>	

Explore + Connect

ASAP User
Conference

Enrolling a Student

Step 3: Complete Enrollment

- Create Invoice
- Accept Payment

Enroll

Eric Lam

4124124124

ericlammm@asapconnected.com

Balance: \$300.00

ITEM	REGISTRANT	AMOUNT
Ballet - Beginning - BALLET-BEG.2 Tu Th 6/4/2019 to 8/29/2019 01:00 PM to 02:00 PM Big City, Ballet Studio Ginger Rogers	Eric	\$200.00
Registration fee	Eric Lam	\$25.00
<input type="text" value="Search for an item..."/>		\$0.00
Subtotal		\$225.00
Total		\$225.00

Cancel

Create Invoice

Accept Payment

Taking Attendance

Explore + Connect

ASAP User
Conference

Recording Hours

- From the Attendance tab, open up the menu
- Select the checkbox next to the name

Attendance

8/13/2019 - 8/13/2019

TODAY

Trumpet Lessons w/ Goldie Hawn - 8:00 AM

1 Students | 0 Present | 0 Absent

Goldie Hawn (2160396)

☒ ☐

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ASAP User
Conference

Marking Absent

- Select x to mark student as absent

Attendance

8/13/2019 - 8/13/2019

TODAY

Trumpet Lessons w/ Goldie Hawn - 8:00 AM

1 Students | 0 Present | 1 Absent

Goldie Hawn (2160396)

✓ ✗

Any Questions?