

Course Packaging: The Total Package

Course Packaging is a lifesaver for us, as we run several series programs that we also allow persons to sign up for individually. Before we had course packaging, we had to run mass register constantly to keep track of registrations. But with course packaging, we can run series of classes easily. It even clones well year to year. Join me and we will learn the wonders of course packaging and we can see if it works for you too.

Course Packaging Module

- Allows you to group classes together as a series or “package” to allow for a deal or make it easier to register.
- Works both on the back-end and in AceWeb.
- Allows for money to be handled one of two different ways.
- Allows each “Child” course to also be available separately

Course Packaging Options

- Package course is the “Parent” and the group of classes are each a “Child”
- Package 1 – “Parent” holds the money
 - Best for most situations as it makes keeping track of money easier for those registered in full series.
 - No payments held in “Child” courses.
- Package 2 – “Child” holds the money
 - Best for collaborative series where funds need to be split across different departments.
 - Simpler for series with a limited number of courses.
 - “Parent” holds no registrations or money, harder to track package enrollments.

Example One: OLLI Met Opera Series – Package 1

- Screenshot of AceWeb page
- Screenshot of Student Manager page
- Screenshot of Packaged Course set-up screen
- Screenshot of Fees on Parent Course
- Screenshot of Fees on a Child course.
- Cloning example

Example Two: QENO Financial Accountability Series – Package 1

- Screenshot of AceWeb page
- Screenshot of Student Manager page
- Screenshot of Packaged Course set-up screen
- Screenshot of Fees on Parent Course
- Screenshot of Fees on a Child course.

Example Three: CHHS FuseCR Fast Track – Package 1

- Screenshot of AceWeb page

- Screenshot of Student Manager page
- Screenshot of Packaged Course set-up screen
- Screenshot of Fees on Parent Course
- Screenshot of Fees on a Child course.

Example Four: Chemistry and Forensics Camps – Package 2

- Why Package 2?
 - Limited overall space in each class session
 - Easier to track funds for each child program individually.
- Screenshot of AceWeb page
- Screenshot of Student Manager page
- Screenshot of Packaged Course set-up screen
- Screenshot of Fees on Parent Course
- Screenshot of Fees on a Child course.

Benefits

- Ease of registration for customer and registration staff.
- Increased enrollment across series of classes
- Customers can still enroll in child classes individually with no impact on parent course.

Limitations

- Unable to use multiple fees in parent course(Need for additional parent course)
- Package 2 does not track series enrollment
- Must pay attention to course codes when cloning for next series or there may be issues

Questions