

How to Search for Courses and Sections

1. Please open your preferred web browser and go to the following URL: <u>https://laguardia.xendirect.com/login</u>

LaGuardia CC	
XenDirect Enterprise	
Sign In	
Username	
Password	0
Remember me Not recommended on shared computers	
SIGN IN	
Forgot my, password Forgot my, username	
13	

- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.
- 2. On the left side menu select **Services** \rightarrow **Courses**

XenDirect Enterprise	≡ LaGuardia Co	mmunity College	ACE	
Home	Home / Courses			
Clients	Ê	ė	±	***
Companies	COURSES	SECTIONS	COUNTBOOK	MORE *
Services ^	Filter by Reyword			
Sections	Found 344 records			
Countbook	+ NEW COURSE			
Conferences		↑ Course ID	Title	
Products		ACAD101	Introduction to AutoCAD	
Memberships		ACAD102	Intermediate AutoCAD	
Prepaids		ACES101	ACE Scholarship - The En	iglish Language Center
Donations		ACES201	ACE Scholarship - Medica	al Interpreter Program
Bundles		ACES301	ACE Scholarshi <mark>p</mark> - Certifi	ed Clinical Medical Assistant(CCMA)

3. To find a course, type the Course name in the search bar or browse from the course list.

XenDirect Enterprise	≡ LaGuardia Co	mmunity Colleg	e ACE							=	٥
Home	Home / Courses										
Clients Companies	COURSES	E SECTIONS	± countbook	MORE +							
Services	Filter by Reyword									Q	Ŧ
Sections	Found 344 records										
Countbook	+ NEW COURSE							G	0	1-10 of 344	3
Conferences		↑ Course ID	Title		Category		Activity Type		Taxono	anay (v
Products		ACAD101	Introduction to AutoCAD		Construction, Build	ding Management & Sustainability	Course		Vocationa	al .	
Memberships		ACAD102	Intermediate AutoCAD		Construction, Build	ding Management & Gustainability	Course		Vocationa	bl.	
Prepaids		ACES101	ACE Scholarship - The English	Language Center	The English Langu	uage Center	Application		Remedial		
Donations		ACES201	ACE Scholarship - Medical Inte	erpreter Program	Healthcare		Application		Vocationa	al.	

4. All the courses matching the search description will display.

XenDirect Enterprise	≡ LaGuardia (Community College	ACE						٠
Home	Home / Courses								
Clients	COURSES	E	± COUNTBOOK	MORE -					
Companies									
Courses	teic100							3	Ŧ
Sections	Found 1 record (mate	hing "telo100" 🔘							
Countbook	+ NEW COURSE						C ()	1-1 of 1	¢
Conferences	0	↑ Course ID	Title		Category	Activity Type	Taxpeomy		Vendor
Products		TELC100	Intensive Englis	sh Program (in-Person)	The English Language Center	TELC MAIN	Remedial		
Memberships Prepaids							1-1 of 1 < 1	>	10 +
Donations									
Bundles									
Financial									

5. Select the course and on the left side click on the view details icon.

XenDirect Enterprise	≡ LaGuardia Co	mmunity College	ACE					
Home	Home / Courses							
Companies	COURSES	SECTIONS	Z COUNTBOOK	MORE +				
Services ^	telc100	"tel-100" @						
Countbook	+ NEW COURSE						C (0)	3
Products		↑ Course ID	Title		Category	Activity Type	Таколоту	
Memberships Prepaids		TELCIOC	Intensive En	glish Program (in-Person)	The English Language Center	TELC MAIN	Remedial	5
Donations Dundles								

6. The course description will display and each expandable menu on the right side will allow you to view more details about the course.

XenDirect Enterprise	😑 🛛 LaGuardia Comi	E LaGuardia Community College ACE							
lome	Home / Courses / Course	e (TELC100)							
lients ompanies	COURSES	E ± ···· SECTIONS COUNTBOOK MORE ~							
ervices ^	Course: TELC100 -	Intensive English Program (In-Person)			0	×			
Sections	COURSE SECTIONS D	DOCUMENTS							
Countbook	Course Information	✓ EDIT	Course Image		✓ EDIT	+			
Conferences Products	Conferences Course ID TE Products Title Int Memberships Description Im	TELC100 Intensive English Program (in-Person)	Cataloging		✓ EDIT	+			
Memberships		Improve your English for college or the workplace. You will take four classes (academic writing, reading, takening/speaking, and an exective) and study in one of 10	Alternative Codes		✓ EDIT	+			
Donations	h-	levels based on your proficiency. This program meets the requirements for international students on F-1 visas.	Requirements		✓ EDIT	+			
Dundies		If you have any questions, you can email english@tagcc.cuny.edu or leave a voice message at (718).162-5560	Certifications	0	✓ EDIT	+			
aff	d 🗸 🗸 Category	The English Language Center	Program Groups	0	∠ EDIT	+			
Sight	Taxonomy	Activity type TELC MANN Taxonomy Remedial	Prerequisites	0	✓ EDIT	+			
	Entered By: gschrein Last Modified By: gschrein	Entered By: geschweise - 10/06/2020 11:5526 AM Last Modified By: geschweise - 00/17/2022 21:25 PM							

7. Under the course title select the **Sections** tab to open the available registrations.

	Home / Courses / Course (TELC100) / Sector	ns							
ts sanies	COURSES SECTIONS	± ···· COUNTBOOK MORE +							
Courses Sections	Course: TELC100 - Intensive Engl	ish Program (In-Person)						0	
Countbook Conferences	+ NEW SECTION					G	17 of	7 C	ż
Products	Section ID W21 T12 D1.00	Session Winter 2021	↑ Start Date	End Date 3/19/2021	Offered			Assign (Sount 95
Prepaids	\$21.712.01.00 1/21.712.01.00	Spring 2021 Summer 2021	4/5/2021 6/30/2021	6/14/2021 8/26/2021	Offered				104
Donations Dundles	F21 T12 01 00	Full 2021 Winter 2022	10/4/2021	12/3/2021	Offered				173
ial ~	822 712 01 00	Spring 2022	4/11/2022	6/10/2022	Offered				251
	022,112,01,00	Surrainer 2022	7/5/2022	8/29/2022	Offered				

a. The **Section ID** will contain the course code, status quarter, start and end dates.

XenDirect Enterprise	≡ LaGuardia Co	ommunity Colle	ge ACE						≡	•	N
Home	Home / Courses / Co	ourse (TELC100) 7 S	ections								
Clients Companies	COURSES	SECTIONS	± ··· COUNTBOOK MORE =								
Services A	Course: TELC10	00 - Intensive E	nglish Program (In-Person)							0	×
Countbook	+ NEW SECTION						C	0	1-7 of 7	ç	>
Products	A	Section ID	Session	↑ Start Date	End Date	Status				Assign Cos	unt
Memberships		W21.T12.01.00	Winfer 2021	1/13/2021	3/19/2021	Offenid					95
		S21.T12.01.00	Spring 2021	4/5/2021	6/14/2021	Offered				1	04
Preparos		U21.T12.D1.00	Summer 2021	6/30/2021	8/26/2021	Offered					94
Donations		F21.T12.01.00	Fall 2021	10/4/2021	12/3/2021	Offered				1	73
Bundles		W22 T12 01 00	Winter 2022	1/13/2022	3/16/2022	Offered				1	89
Financial		\$22.712.01.00	Spring 2022	4/11/2022	6/10/2022	Offered				2	51
Staff		U22.T12.01.00	Summer 2022	7/5/2022	8/29/2022	Offenid					0
InSight	_						17017	1	> 10	• pri p	page
Selects											

8. Select the section and on the left side click on the view details icon.

	Home / Courses / Course (TELC100) / Sections							
les	COURSES SECTIONS	± СОUNTBOOK MORE =						
^	Course: TELC100 - Intensive Englis	h Program (In-Person)						0
Courses	COURSE SECTIONS DOCUMENTS							
Countbook	+ NEW SECTION					CC	D 1.7 of 7	с.
Conferences	Section ID	Session	↑ Start Date	End Date	Status			Assign Cos
Products	W21.T12.01.00	Winter 2021	1/13/2021	3/19/2021	Offered			5
Memberships	\$21.712.01.00	Spring 2021	4/5/2021	6/14/2021	Offered			1
Prepaids	N21.T12.01.00	Summer 2021	6/30/2021	8/26/2021	Offered			
Donations	F21.712.01.00	Fall 2021	10/4/2021	12/3/2021	Offered			3
Bundles	W22 T12 01 00	Winter 2022	1/13/2022	3/16/2022	Offered			t
· · ·	S22.712.01.00	Spring 2022	4/11/2022	6/10/2022	Offered			2
	022/172/07/00	Summer 2022	175/2022	herninez	Canereo.		_	
						1.7 of 7 <	1 3 1	0 • prr

9. The section description will display and each expandable menu on the right side will allow you to view more details about the course.

XenDirect Enterprise	≡ LaGuardia Community Co	llege ACE				= <	× 🔕
Home Clients Companies	Home / Courses / Course (TELC100) / COURSES SECTIONS	Sections / Section (TELC100522-T12.01.00)					
Services A	Course: TELC100 - Intensive course sections pocuments Section: TELC100S22.T12	English Program (In-Person) 01.00 - Intensive English Progra	m (in-Person)			0) × ×
Conferences Products	Section ENROLLMENT CALEND	AR COURSEWORK MORE -	2 FDIT	Schedule		2 FDIT	
Prepaids Donations	Course TELCI	10 - Intensive English Program (In-Person)	ACTIONS . PRINT .	Other		✓ EDIT	+
Dundles Financial V	Section ID \$22.11 Section Spring	2.01.00		WebReg Settings		✓ EDIT	+
Staff	Course Status Offerer Start Date 04/11/	1022		QuickTools Settings		✓ EDIT	+
inSight Selects	End Date 06/10/2022 Start Date Text		Progress		✓ EDIT	+	
	End Date Text Start Time 08:30 J	м		Program Groups	0	✓ EDIT	+

10. Under the section title select the **Enrollment** tab to open the student registrations to the course.

XenDirect Enterprise	≡ LaGuardia Community College	ACE								=	۰ N
Home	Home / Courses / Course (TELC100) / Section	Section (TELC	:100522.712.01.00)	/- Ericoliment							
Clients Companies	COURSES SECTIONS	± COUNTBOOK	MORE +								
Services A Courses Sections	Course: TELC100 - Intensive Englis	h Program (I	n-Person)								⊙ ×
Countbook Conferences	Section: TELC100S22.T12.01.00 SECTION ENROLLMENT CALENDAR CO	- Intensive E	nglish Program	n (In-Person)						C) ×
Memberships Prepaids	Enrolled/Active	ual to "Enrolled/Acti	× •								
Donations	+ ADD ASSIGNMENT Active: 246 / Ma	ximum: 258							C ()	1-10 of 246 <	>
Financial \checkmark	Client Name	Client ID	Company	Enrolment Status	00/	Status Code	Comp Code	↑ Registration Date/Time	Start Dat	End Date	0
Staff	Alvarellos, Ezequiel	CE112656		Enrolled/Active	1			2/19/2022 9:40 AM	4/11/202	6/10/2022	
InSight	Seo, Heejoo	CE111551		Enrolled/Active	1			2/20/2022 10:45 AM	4/11/202	6/10/2022	
Selects	Reyes, Alejandro	CE112693		Enrolled/Active	1			2/20/2022 7:53 PM	4/11/202	6/10/2022	
	Minchala, Sebastian	CE110650		Enrolled/Active	1			2/21/2022 11:26 PM	4/11/202	6/10/2022	
	Kornwaewwongcharoen, Natikitta	CE112751		Entolled/Active	1			2/22/2022 4:07 PM	4/11/202	6/10/2022	

Home	0	tome / Courses /	Course (TELC100) / Section	hs / Section (TELC100S22.T12.01.00	// Enrollment					
Clients		Ê	自	±							
Companies	_	COURSES	SECTIONS	COUNTBOOK	MORE *						
Services Courses Sections Countbook Conferences Products Memberships	^	Course: TELC COURSE SECTION Section: TEL SECTION ENRO Enrolled/Act	100 - Intensive Engli s DOCUMENTS C100S22.T12.01.00 LLMENT CALENDAR CO	sh Progran) - Intensiv oursework	n (In-Person) e English Progra Mos * Credits	m (In-Person)					
Prepaids Donations Dundles		Found 246 records	onnent Status is a convert status is a convert Active: 246 / M	qual lo "Enrolles Iaximum: 258	Equipment Evaluations						c
Financial	~		Client Name	Client I	Expenses	Enrolment Status	Qty	Status Code	Comp Code	↑ Registration Date/Time	
Staff			Alvarelios, Ezequiei	CE112656	Fees	Enroiled/Active	1			2/19/2022 9:40 AM	
InSight			Seo, Heejoo	CE111551		Enrolled/Active	1			2/20/2022 10;45 AM	
Selects			Reyes, Alejandro	CE112693	Funding	Enrolled/Active	t			2/20/2022 7:53 PM	
			Minchala, Sebastian	CE110650	Revenue	Enrolled/Active	1			2/21/2022 11:20 PM	
			Kornwaewwongcharoen, Natkitta	CE112751	Roster Log	Encolled/Active	1			2/22/2022 4:07 PM	
			Naranjo Ruiz, Leydi Tatiana	CE112684	Culle Desta	Enrolled/Active	t			2/22/2022 6:44 PM	
			Curieux Merida, Yennyfer	CE112763	SKES PTOHIO	Enrolled/Active	1			2/22/2022 6:54 PM	
			Palomino, Diana	CE112744	Textbooks	Enrolled/Active	1			2/23/2022 10:44 AM	
			Nadal, Larissa	CE109460		Enrolled/Active	1			2/23/2022 10:50 AM	

a. The add To view additional details about the section click on the **More** tab.

For further info, please visit the Xendirect Knowledge Base page:

https://xenegrade.kayako.com/article/116-sections