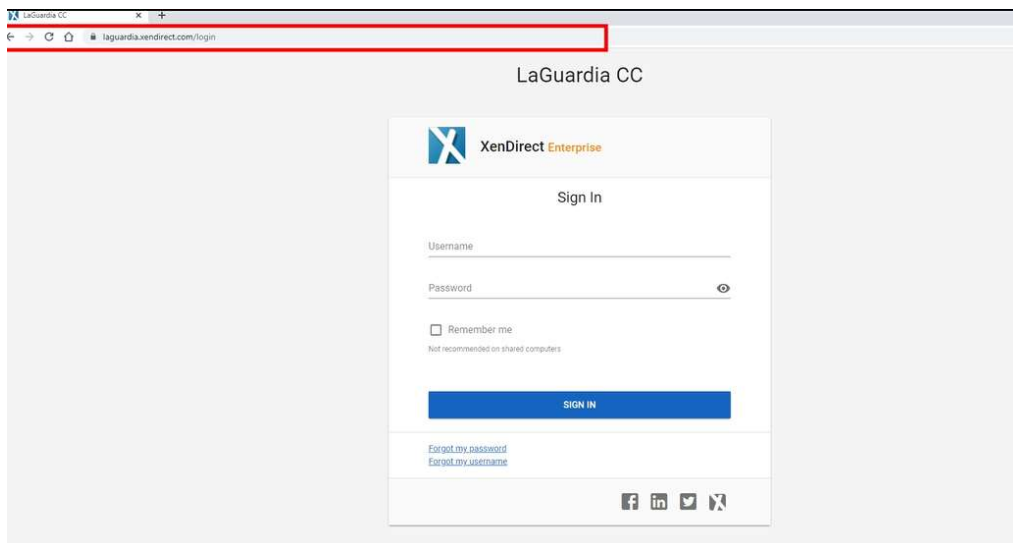




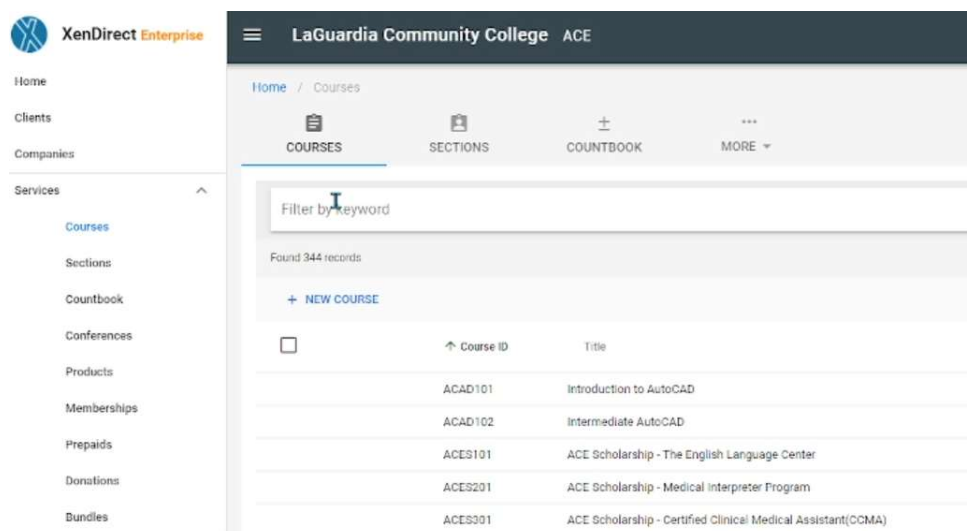
DARE TO DO MORE

How to Search for Courses and Sections

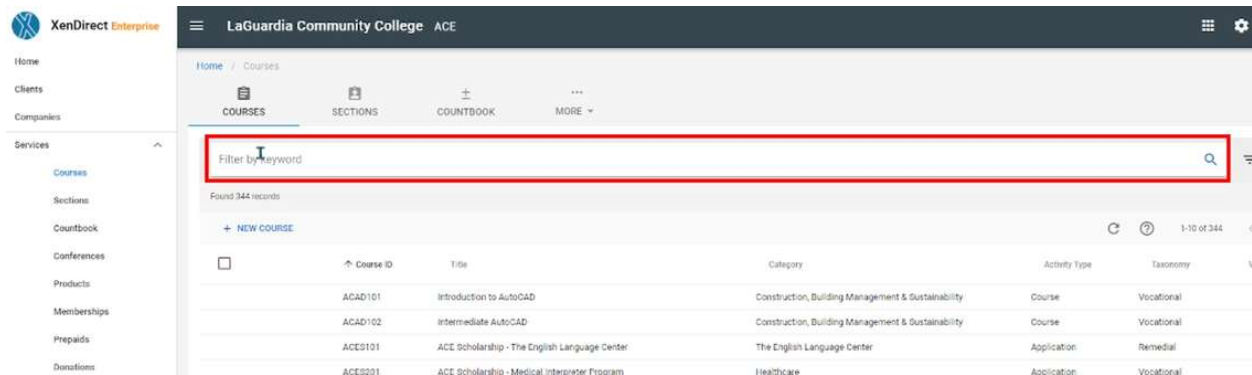
1. Please open your preferred web browser and go to the following URL:
<https://laguardia.xendirect.com/login>



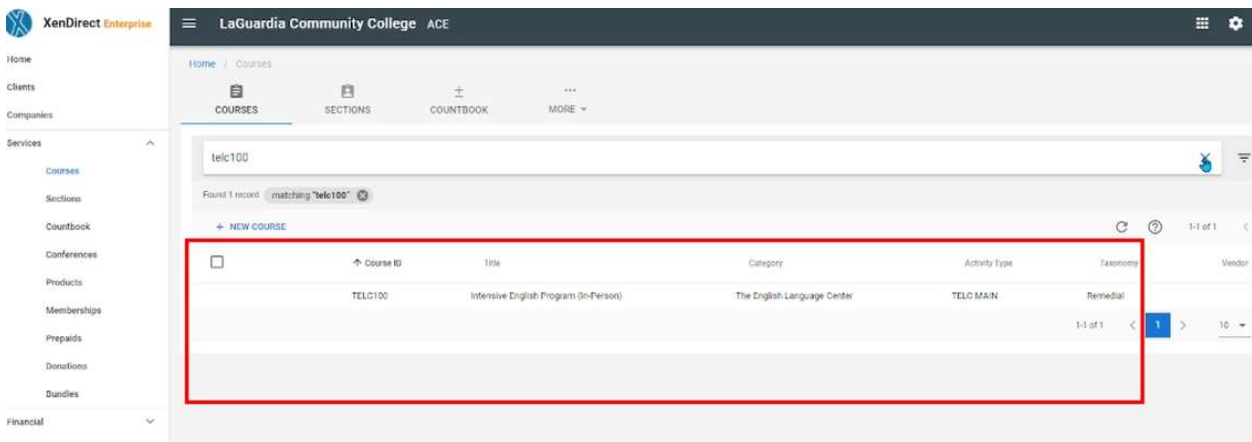
- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.
2. On the left side menu select **Services**→**Courses**



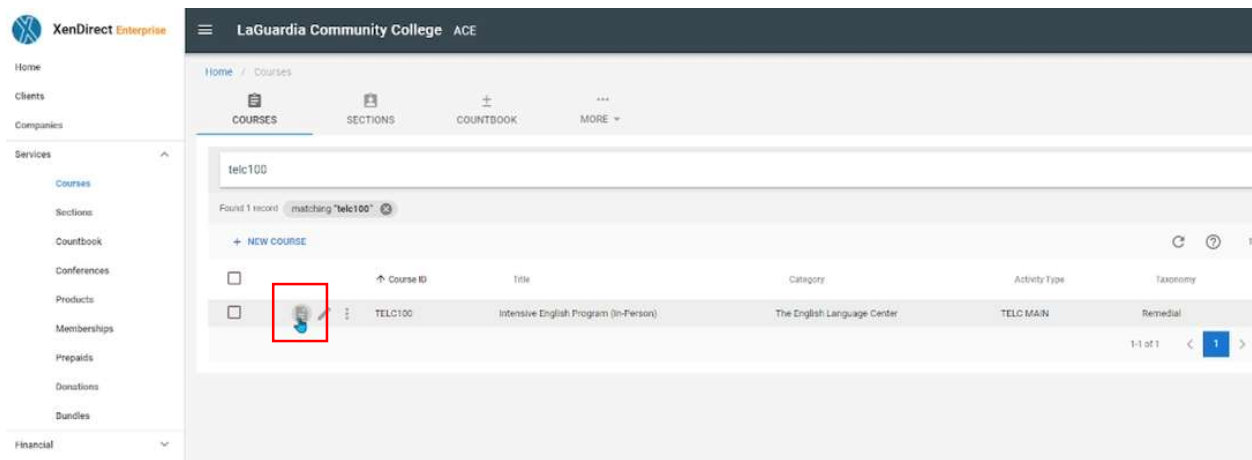
3. To find a course, type the Course name in the search bar or browse from the course list.



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



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



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

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College ACE. The main content area displays the course details for TELC100 - Intensive English Program (In-Person). The course information includes:

- Course ID: TELC100
- Title: Intensive English Program (In-Person)
- Description: Improve your English for college or the workplace. You will take four classes (academic writing, reading, listening/speaking, and an elective) and study in one of 10 levels based on your proficiency. The program meets the requirements for international students on F-1 visas. If you have any questions, you can email english@lagcc.cuny.edu or leave a voice message at (718) 462-5360.
- Category: The English Language Center
- Activity Type: TELC MAIN
- Taxonomy: Remedial

On the right side, there are several expandable menus for editing course details:

- Course Image
- Cataloging
- Alternative Codes
- Requirements
- Certifications
- Program Groups
- Prerequisites

The course was entered by gschreiner on 10/06/2020 at 11:55:26 AM and last modified by gschreiner on 03/17/2022 at 2:12:52 PM.

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

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College ACE. The main content area displays the sections for the course TELC100 - Intensive English Program (In-Person). The sections tab is selected, and a table of available registrations is displayed. The table has the following columns: Section ID, Session, Start Date, End Date, Status, and Assign Count.

Section ID	Session	Start Date	End Date	Status	Assign Count
W21.T12.01.00	Winter 2021	1/13/2021	3/19/2021	Offered	55
S21.T12.01.00	Spring 2021	4/5/2021	6/14/2021	Offered	104
U21.T12.01.00	Summer 2021	6/05/2021	8/26/2021	Offered	54
F21.T12.01.00	Fall 2021	10/4/2021	12/3/2021	Offered	173
W22.T12.01.00	Winter 2022	1/13/2022	3/16/2022	Offered	189
S22.T12.01.00	Spring 2022	4/11/2022	6/10/2022	Offered	251
U22.T12.01.00	Summer 2022	7/5/2022	8/29/2022	Offered	0

The table shows 17 of 7 sections, with 10 per page.

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

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College ACE. The main content area displays a table titled "Course: TELC100 - Intensive English Program (In-Person)". The table has columns for Section ID, Session, Start Date, End Date, Status, and Assign Count. A red box highlights the "Section ID" column, which contains values like W01.T12.01.00, S01.T12.01.00, U01.T12.01.00, F01.T12.01.00, W02.T12.01.00, S02.T12.01.00, and U02.T12.01.00.

Section ID	Session	Start Date	End Date	Status	Assign Count
W01.T12.01.00	Winter 2021	1/13/2021	3/19/2021	Offered	95
S01.T12.01.00	Spring 2021	4/5/2021	6/14/2021	Offered	104
U01.T12.01.00	Summer 2021	6/30/2021	8/26/2021	Offered	94
F01.T12.01.00	Fall 2021	10/4/2021	12/3/2021	Offered	173
W02.T12.01.00	Winter 2022	1/13/2022	3/16/2022	Offered	189
S02.T12.01.00	Spring 2022	4/11/2022	6/10/2022	Offered	251
U02.T12.01.00	Summer 2022	7/5/2022	8/29/2022	Offered	0

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

The screenshot shows the same XenDirect Enterprise interface. A red box highlights the row for "S02.T12.01.00" in the table. On the left sidebar, under the "Services" section, the "View Details" icon (a magnifying glass) is highlighted with a red box.

Section ID	Session	Start Date	End Date	Status	Assign Count
W01.T12.01.00	Winter 2021	1/13/2021	3/19/2021	Offered	95
S01.T12.01.00	Spring 2021	4/5/2021	6/14/2021	Offered	104
U01.T12.01.00	Summer 2021	6/30/2021	8/26/2021	Offered	94
F01.T12.01.00	Fall 2021	10/4/2021	12/3/2021	Offered	173
W02.T12.01.00	Winter 2022	1/13/2022	3/16/2022	Offered	189
S02.T12.01.00	Spring 2022	4/11/2022	6/10/2022	Offered	251
U02.T12.01.00	Summer 2022	7/5/2022	8/29/2022	Offered	0

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

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College ACE. The main content area displays the details for the section 'Section: TELC100S22.T12.01.00 - Intensive English Program (In-Person)'. The page is divided into two main sections: 'Section Information' and 'Schedule'. The 'Section Information' section includes fields for Course, Section ID, Session, Course Status, Start Date, End Date, Start Date Text, End Date Text, and Start Time. The 'Schedule' section includes fields for Schedule, Other, WebReg Settings, QuickTools Settings, Progress, and Program Groups. Each field has an 'EDIT' button and a plus sign to expand the menu.

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

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College ACE. The main content area displays the enrollment details for the section 'Section: TELC100S22.T12.01.00 - Intensive English Program (In-Person)'. The 'ENROLLMENT' tab is selected, and the page displays a table of student registrations. The table has columns for Client Name, Client ID, Company, Enrollment Status, Qty, Status Code, Comp Code, Registration Date/Time, Start Date, and End Date. The 'Enrollment Status' column shows 'Enrolled/Active' for all students.

Client Name	Client ID	Company	Enrollment Status	Qty	Status Code	Comp Code	Registration Date/Time	Start Date	End Date	0
Alvarinos, Ezequiel	CE112656		Enrolled/Active	1			2/19/2022 9:40 AM	4/11/2022	6/10/2022	
Seo, Heejoo	CE111551		Enrolled/Active	1			2/20/2022 10:45 AM	4/11/2022	6/10/2022	
Reyes, Alejandro	CE112493		Enrolled/Active	1			2/20/2022 7:53 PM	4/11/2022	6/10/2022	
Minchala, Sebastian	CE110650		Enrolled/Active	1			2/21/2022 11:28 PM	4/11/2022	6/10/2022	
Kornasiewongcharoen, Natsita	CE112751		Enrolled/Active	1			2/22/2022 4:07 PM	4/11/2022	6/10/2022	

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

The screenshot displays the Xendirect interface for a specific section. The breadcrumb trail is: Home / Courses / Course (TELC100) / Sections / Section (TELC100S22.T12.01.00) / Enrollment. The main header shows 'Course: TELC100 - Intensive English Program (In-Person)' and 'Section: TELC100S22.T12.01.00 - Intensive English Program (In-Person)'. The 'ENROLLMENT' tab is active, showing a search filter for 'Enrollment Status is equal to "Enrolled/Active"' and a count of 'Active: 246 / Maximum: 258'. A table lists enrollment records with columns for Client Name, Client ID, Enrollment Status, Qty, Status Code, Comp Code, and Registration Date/Time. A red box highlights the 'MORE' dropdown menu, which contains the following items: Credits, Documents, Equipment, Evaluations, Expenses, Fees, Funding, Revenue, Roster Log, Skills Profile, and Textbooks.

Client Name	Client ID	Enrollment Status	Qty	Status Code	Comp Code	Registration Date/Time
Alvarelos, Ezequiel	CE112658	Enrolled/Active	1			2/19/2022 9:40 AM
Seo, Heejoo	CE11195	Enrolled/Active	1			2/20/2022 10:45 AM
Reyes, Alejandro	CE11269	Enrolled/Active	1			2/20/2022 7:53 PM
Minchala, Sebastian	CE110650	Enrolled/Active	1			2/21/2022 11:20 PM
Kornwaewongcharoen, Naditta	CE11275	Enrolled/Active	1			2/22/2022 4:07 PM
Naranjo Ruiz, Leydi Tatiana	CE11268	Enrolled/Active	1			2/22/2022 6:44 PM
Curieux Merida, Yennyfer	CE11276	Enrolled/Active	1			2/22/2022 6:54 PM
Palomino, Diana	CE11274	Enrolled/Active	1			2/23/2022 10:44 AM
Nadal, Larissa	CE109460	Enrolled/Active	1			2/23/2022 10:50 AM

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

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