Communications Management for CU
College Staff Training

Target Audience: The target audience for this class includes curriculum staff members who use or plan to use Communications Management.

Date: April 12 – 14, 2016

Register by Date: April 6, 2016

Location: Wayne Community College, Spruce 102
College Training Center Information

Time: 9:30 a.m. – 4:30 p.m.
Please be seated 15 minutes before class start time.

Facilitator(s): Sonya Bartley, SME – Curriculum Instruction/Student Records

Prerequisites: Ability to construct simple UniQuery sentences

Course Description: The Communications Management module, part of Ellucian’s Colleague solution, helps institutions organize a variety of communications into logical tracks. Flexible code definitions and processes throughout the Student System enable the module to automatically generate appropriate letters and notices (hard copy and electronic) to a wide range of recipients and track the receipt of requested items. This module provides an interface with multiple word processors for document design, merging, and printing controls, and the tools to update records automatically as documents are sent and received. This course will give an overview of the features within the Communications Management module.

Advanced Preparation: Prior to class:
- Print and bring the class documentation, if available, published via the NCLOR at http://exploretelor.org.
- Have access to the mnemonics for this class.
- Bring current correspondence procedures and criteria.
• Bring your login and password to your college account.
• An FTP user/password may need to be set up for the transfer of the merge data for Winteg.Word. Contact your System Administrator for details.

Course Objectives: After completing this session, participants will be able to:
• Create/define communication codes.
• Create document types to produce letters.
• Define and set up a correspondence request definition.
• Define and set up a correspondence track.
• Assign tracks individually and in groups.
• Record received correspondence.
• Assign and process correspondence individually or in batch.
• Implement and utilize the Communications Management module.

Course Evaluation: Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.