

THE TOP 20 TIPS EVERY ACEWEB USER SHOULD KNOW

GET THE FULL ACEWEB EXPERIENCE

- Student: Create an account, register for courses, make payments
- Staff: Enroll students
- Instructor: View rosters, enter grades & attendance, email students

USE YOUR RESOURCES!

- ACEweb customer resources: <https://www.aceware.com/customers/awresources.shtml>
- Online Help: <https://www.aceware.com/smhhelp>
- Webinar Archive: <https://www.aceware.com/events/webinararchive.shtml>
- Forum: <https://www.aceware.com/forum/>

PICK ONE PERSON TO BE THE ACEWEB ADMIN, AND THEN HAVE A BACKUP OR TWO

SECURITY, SECURITY, SECURITY!

- <https://www.aceware.com/smhhelp/#ACEweb/AWSecurity.htm>
- Lock down your admin page:
<https://www.aceware.com/smhhelp/#ACEweb/Admin/WebConnectRights.htm>

SET APPROPRIATE STAFF ADMIN ACCESS LEVELS IN STUDENT MANAGER

- https://www.aceware.com/smhhelp/#Set_Up/Users/AccessLevel.htm

GET TO KNOW YOUR INI SETTINGS

- Key settings: RequiredFields, ScheduleFields, HelpPhone, HelpEmail, OrgName, OrgHours
- Webinar: <https://vimeo.com/user40171441/review/129145506/f8a34c9a99>
- PowerPoint: <https://www.aceware.com/docs/ACEwebINI.pps>
- Complete listing: <https://www.aceware.com/smhhelp/#ACEweb/INISettings/INIbyAlpha.htm>

USE STAFF WEB ACCESS TO ENROLL STUDENTS THROUGH ACEWEB

- Great for onsite registrations
- Webinar: <https://youtu.be/XYZ7QqadGvI>
- PowerPoint: <https://www.aceware.com/docs/staffwebaccess.ppsx>
- <https://www.aceware.com/smhhelp/#ACEweb/Admin/StaffWebAccess.htm>

ALLOW STUDENTS TO PRINT CERTIFICATES AND TRANSCRIPTS

- PowerPoint: <https://www.aceware.com/docs/ACEwebSTORM.ppsx>
- Webinar: <https://youtu.be/CnhYTlhaGlc>

CREATE GROUPING CODES (THE PATH TO GREATNESS)

- Follow the rules: https://www.aceware.com/smhhelp/#Set_Up/Codes/Grouping.htm
- Set publish properties
- Add images & descriptions

DISPLAY RELATED COURSES

- Increase the likelihood of more registrations per student
- <https://www.aceware.com/smhhelp/#ACEweb/Options/Related.htm>

DISPLAY UNSCHEDULED COURSES

- Gather interest in past courses
- <https://www.aceware.com/smhhelp/#ACEweb/Options/Unscheduled.htm>

GRANT INSTRUCTOR ACCESS

- <https://www.aceware.com/smhhelp/#ACEweb/Instructor/InstructorAccess.htm>
- Must set the appropriate access levels on the instructor record
- View rosters
- Enter grades & attendance
- Email students

DISPLAY ICONS ON THE COURSE LISTING PAGE

- <https://www.aceware.com/smhhelp/#ACEweb/HTMLTemplates/GraphGroups.htm>
- Highlight new courses, or use to denote course categories

COLLECT USEFUL STUDENT DATA

- Virtually anything on the name record can be captured in ACEweb
- Information required on person.awp will be required for *everyone* who creates an account
- <https://www.aceware.com/smhhelp/#ACEweb/HTMLTemplates/PersonAWP.htm>

COLLECT SUPPLEMENTAL DATA

- Program-specific information: Age, t-shirt size, housing preference
- <https://www.aceware.com/smhhelp/#ACEweb/HTMLTemplates/DataCapturePage.htm>
- Webinar: <https://youtu.be/FAO1CTSd0BM>
- PowerPoint: <https://www.aceware.com/docs/SuppData.ppsx>

ALLOW PROXY REGISTRATIONS

- Someone else can register on behalf of the student—parents, companies, friends, etc.
- https://www.aceware.com/smhhelp/#ACEweb/Options/Proxy_Registration_Option.htm

PROVIDE THE OPTION TO PAY BALANCES AND INVOICES ONLINE

- The student or proxy can pay
- <https://www.aceware.com/smhhelp/#ACEweb/Options/paybalonline.htm>
- <https://www.aceware.com/smhhelp/#ACEweb/Options/PayInvoices.htm>

KEEP YOUR TEMPLATES UP TO DATE

- Online template manager
- Direct folder access
- Key templates to review: FAQs, Contact Us

BRAND YOUR WEBSITE

- User interface manager
- ACEweb makeover
- Alternate interface

CREATE EXPRESS REGISTRATION PAGES FOR ONE-OFF COURSES

- <https://www.aceware.com/smhhelp/#ACEweb/HTMLTemplates/ExpressReg.htm>
- Webinar: <https://vimeo.com/user40171441/review/129000517/cb29cabde7>
- PowerPoint: <https://www.aceware.com/docs/ExpressReg.ppsx>

BONUS: UPDATE ACEWEB!