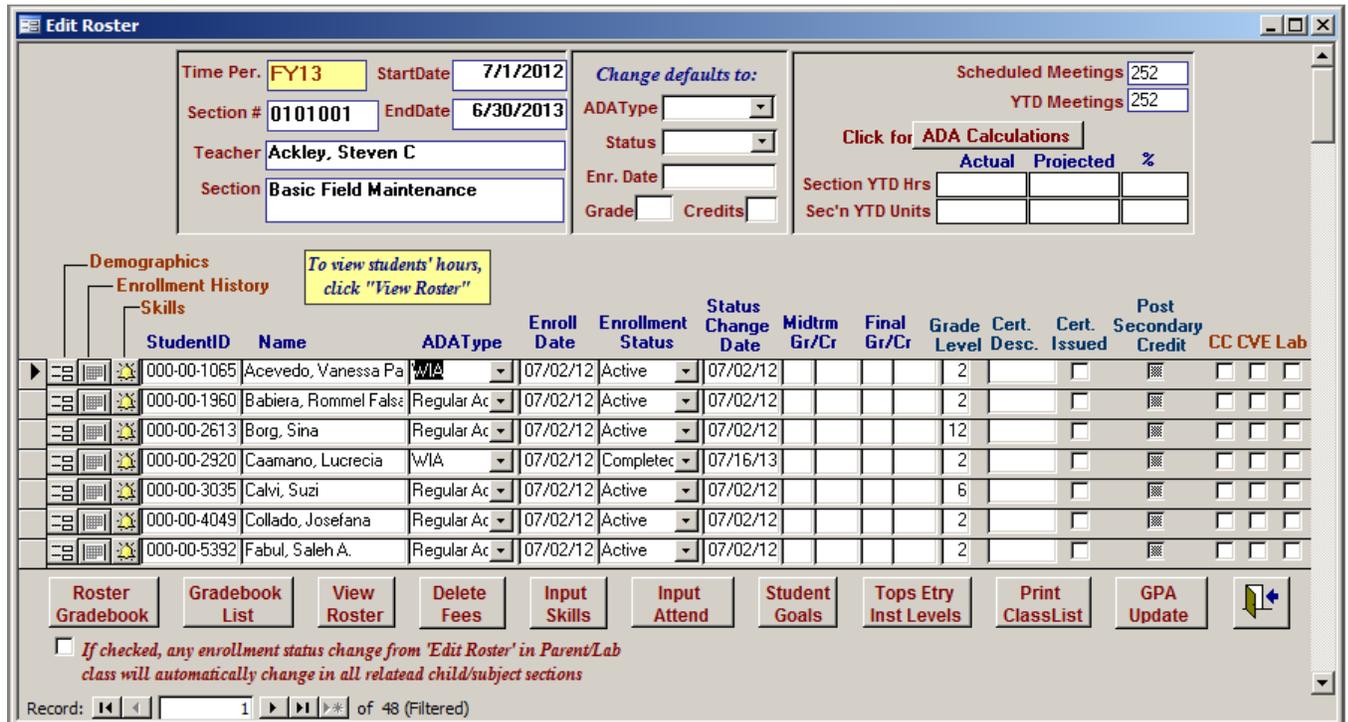


## Section – Edit Roster

The “Edit Roster” is similar to the View Roster, except that it does not show students’ cumulative hours and you can make changes to some of the fields.



**Edit Roster**

Time Per. **FY13** StartDate **7/1/2012** Change defaults to:  
 Section # **0101001** EndDate **6/30/2013** ADA Type   
 Teacher **Ackley, Steven C** Status   
 Section **Basic Field Maintenance** Enr. Date   
 Grade  Credits

Scheduled Meetings   
 YTD Meetings   
 Click for **ADA Calculations**

Section YTD Hrs	Actual	Projected	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sec'n YTD Units	Actual	Projected	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Demographics  
 Enrollment History  
 Skills

To view students' hours, click "View Roster"

StudentID	Name	ADA Type	Enroll Date	Enrollment Status	Status Change Date	Midtrm Gr/Cr	Final Gr/Cr	Grade Level	Cert. Desc.	Cert. Issued	Post Secondary Credit	CC	CVE	Lab
000-00-1065	Acevedo, Vanessa Pa	WIA	07/02/12	Active	07/02/12			2		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-1960	Babiera, Rommel Falsz	Regular Ac	07/02/12	Active	07/02/12			2		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-2613	Borg, Sina	Regular Ac	07/02/12	Active	07/02/12			12		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-2920	Caamano, Lucrecia	WIA	07/02/12	Completec	07/16/13			2		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-3035	Calvi, Suzi	Regular Ac	07/02/12	Active	07/02/12			6		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-4049	Collado, Josefana	Regular Ac	07/02/12	Active	07/02/12			2		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-5392	Fabul, Saleh A.	Regular Ac	07/02/12	Active	07/02/12			2		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roster Gradebook | Gradebook List | View Roster | Delete Fees | Input Skills | Input Attend | Student Goals | Tops Etry Inst Levels | Print ClassList | GPA Update

If checked, any enrollment status change from 'Edit Roster' in Parent/Lab class will automatically change in all related child/subject sections

Record: 1 of 48 (Filtered)

Use the Edit Roster to do the following:

1. Change a student’s ADA Type, either individually or for all the students, by entering the default ADA Type in the “ADA Type” field at the top of the screen.
2. Change the enrollment date by highlighting the existing date and entering the corrected one.
3. Change the enrollment status (either individually or for all the students in the class by entering the status in the “Status” field at the top of the screen).
4. Enter/edit grades and credits (mid-term and/or final).
5. Enter a check-mark (from the keyboard or scanner) if the student has earned a certificate.
6. For ROPs, enter a check-mark if the student is also enrolled in the CC, CVE or Lab portion of the class.

Accessing information with the icons on the left of the Edit Roster screen:



1. Student Demographics: to edit student's information, click on "Demographic" icon next to student's name.
2. Enrollment History: shows a complete history of all the dropped, completion and re enrollment dates for the student in this class. It also shows how the change was made (through the attendance scanner form, from the Edit Roster, etc.).

**Student Enrollment Details**

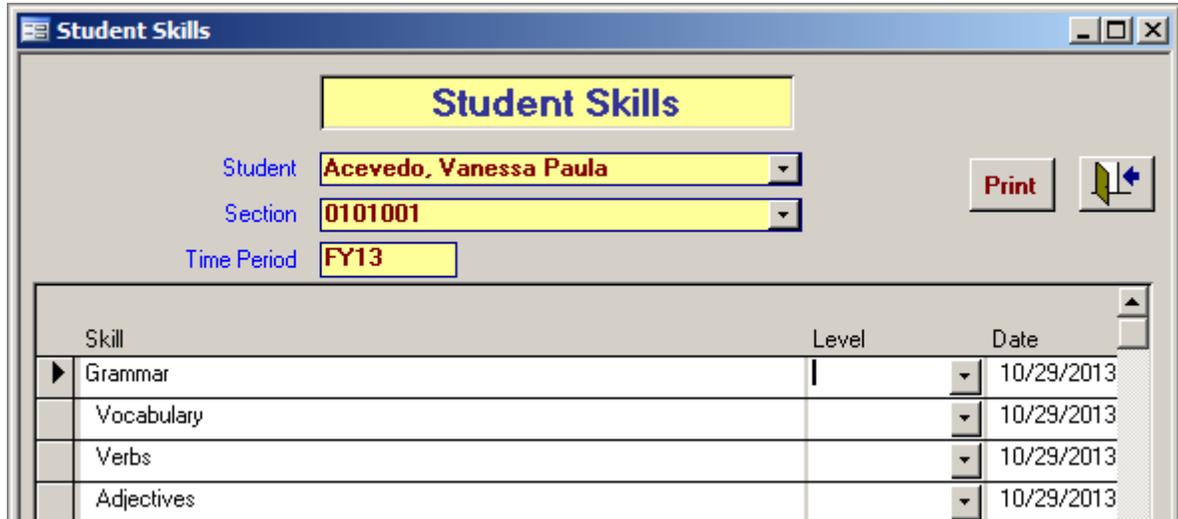
### Enrollment Status Change History

**Student Name** Caamano, Lucrecia      **Time Period** FY13  
**Student ID#** 000-00-2920      **Section #** 0101001  
**Teacher** Ackley, Steven C      **Section Title** Basic Field Maintenance

Enr. Status	ChangeDate	ADA Type	Who Made Change	How Change Made	Notes
Active	08/03/12	WIA	Last, First M	Web Attendance	
Newly Enrolled	07/02/12	WIA	Last, First M	Roll Sections with	
Completed	07/16/13	WIA	Last, First M	Edit Roster	

Record: 1 of 3 (Filtered)

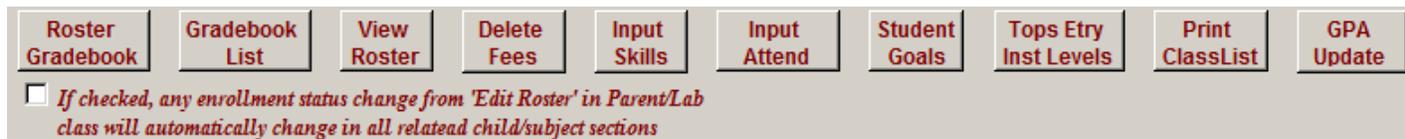
- Skills: Track students' performances through the skills screen. For skills to show up on the section screen, they must first be entered on the Course screen. Click on the "Skills" icon next to a student's name and enter a level of accomplishment for each skill on the list.



The screenshot shows the "Student Skills" window. At the top, there is a yellow header with the text "Student Skills". Below this, there are three dropdown menus: "Student" with the value "Acevedo, Vanessa Paula", "Section" with the value "0101001", and "Time Period" with the value "FY13". To the right of these dropdowns are a "Print" button and a navigation icon. Below the dropdowns is a table with the following columns: Skill, Level, and Date.

Skill	Level	Date
▶ Grammar		10/29/2013
Vocabulary		10/29/2013
Verbs		10/29/2013
Adjectives		10/29/2013

**Buttons at the bottom of the "Edit Roster" screen:**



The screenshot shows a row of buttons: "Roster Gradebook", "Gradebook List", "View Roster", "Delete Fees", "Input Skills", "Input Attend", "Student Goals", "Tops Etry Inst Levels", "Print ClassList", and "GPA Update". Below the buttons is a checkbox and a line of text: "If checked, any enrollment status change from 'Edit Roster' in Parent/Lab class will automatically change in all relatead child/subject sections".

- View Roster: go back to "View Roster" screen
- Delete Fees: handle the refund/credit /deletion associated with the fee.
- Input Skills: assign skill level for the entire class
- Input Attendance: input or edit a student's attendance.
- Student Goals: assign goals for the entire class
- Print Class List: print a report with students' names, ID numbers, ADA types, enrollment statuses and enrollment dates.
- GPA Update: after entering grades and/or credits, click on this button to update the GPAs for all students in the class.