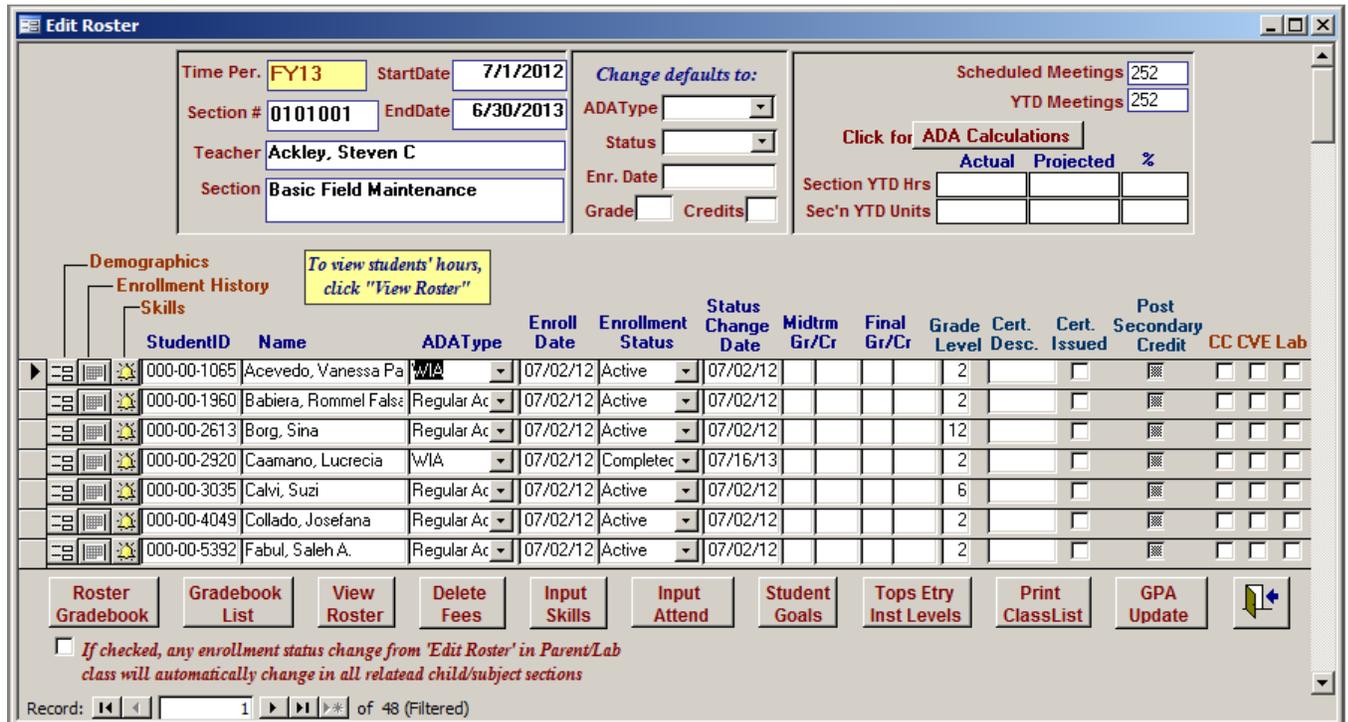# Section – Edit Roster

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.



**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.).
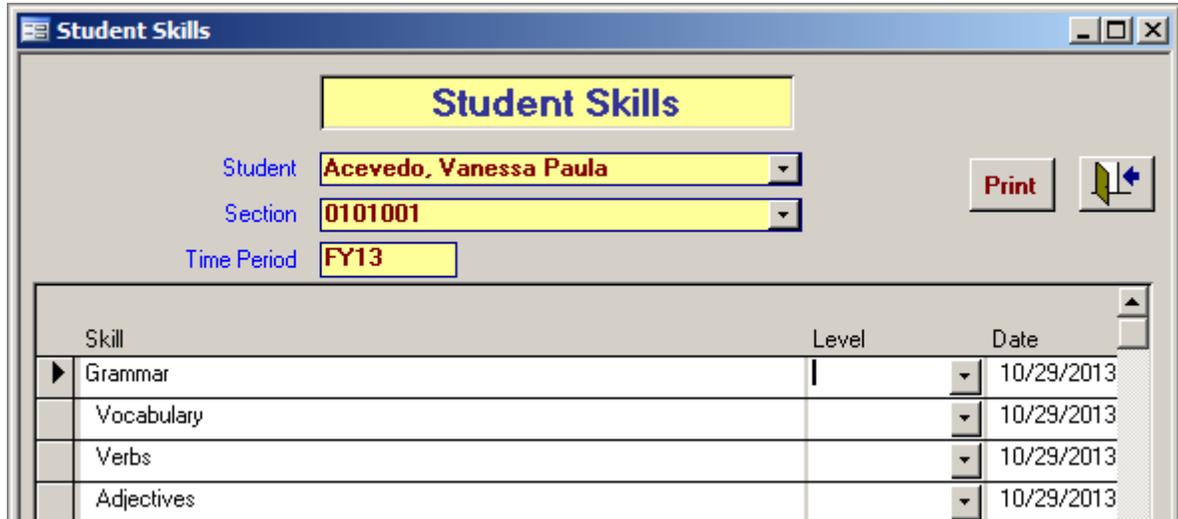


## Enrollment Status Change History

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

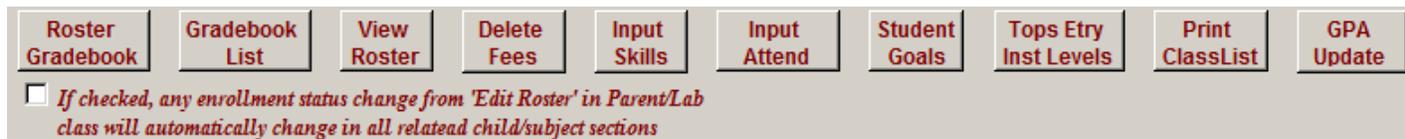| Enr.Status | ChangeDate | ADA Type | Who Made Change | How Change Made | Notes |
|---|---|---|---|---|---|
| Active | 08/03/12 | WIA | Last, First M | Web Attendance | |
| Newly Enrolled | 07/02/12 | WIA | Last, First M | Roll Sections with | |
| Completed | 07/16/13 | WIA | Last, First M | Edit Roster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

Record: 1 of 3 (Filtered)

3. 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.



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



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