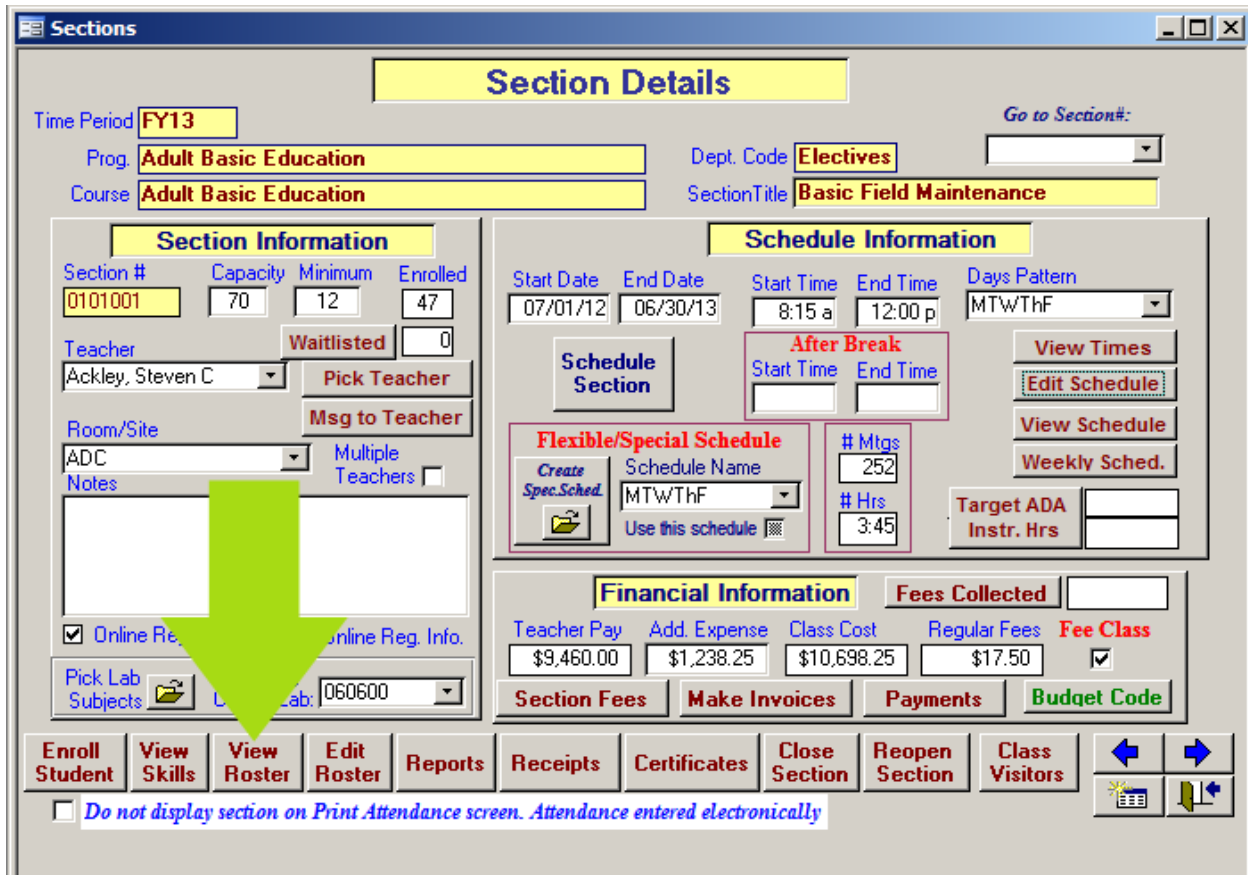


Section – View Roster

To view the class list with each student’s cumulative hours and number of meetings attended to date, from the Section screen, click on the “View Roster” button at the bottom of the screen.



Sections

Section Details

Time Period: **FY13** Go to Section#:

Prog: **Adult Basic Education** Dept. Code: **Electives**

Course: **Adult Basic Education** Section Title: **Basic Field Maintenance**

Section Information				Schedule Information				
Section #	Capacity	Minimum	Enrolled	Start Date	End Date	Start Time	End Time	Days Pattern
0101001	70	12	47	07/01/12	06/30/13	8:15 a	12:00 p	MTWThF

Teacher: Ackley, Steven C Waitlisted: 0

Room/Site: ADC Multiple Teachers:

Notes:

Online Reg. Online Reg. Info.

Pick Lab Subjects: Lab: 060600

Flexible/Special Schedule

Creates Spec. Sched.

After Break

Start Time: End Time:

Mtgs: # Hrs:

View Times

Target ADA Instr. Hrs:

Financial Information

Fees Collected:

Teacher Pay	Add. Expense	Class Cost	Regular Fees	Fee Class
\$9,460.00	\$1,238.25	\$10,698.25	\$17.50	<input checked="" type="checkbox"/>

Do not display section on Print Attendance screen. Attendance entered electronically



You cannot edit anything on this screen, except the screens accessed from the icons on the left of the ID numbers

StudentID	Name	ADAType	Enroll Date	Status	Hrs	Mtgs	Status Change Date	Midtrm Gr/Cr	Final Gr/Cr	Cert. OL	Refund Policy Agreed
000-00-1065	Acevedo, Vanessa Pau	WIA	07/02/12	Active	37:30	10	07/02/12				
000-00-1960	Babiera, Rommel Falsari	Regular Adul	07/02/12	Active	52:30	14	07/02/12				
000-00-2613	Borg, Sina	Regular Adul	07/02/12	Active	52:30	14	07/02/12				
000-00-2920	Caamano, Lucrecia	WIA	07/02/12	Completed	1:00	1	07/16/13				
000-00-3035	Calvi, Suzi	Regular Adul	07/02/12	Active	52:30	14	07/02/12				

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

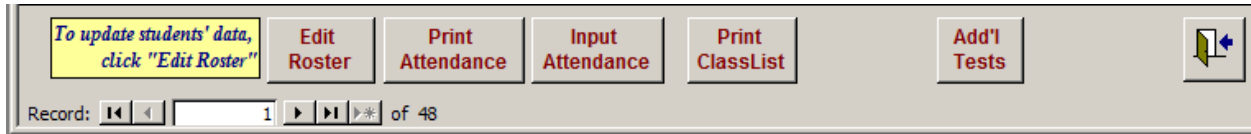
1. Student Demographics: to edit student’s information, click on “Demographic” icon next to student’s name.



2. Student Fees: To see a complete history of a student’s payments, click on the “Fee Info.” icon next to the student’s name. This screen is identical to the one accessed from the Student Demographic screen when clicking the “Fees” button at the bottom of the screen.
3. Student Attendance: View daily details of a student’s attendance by clicking on the “Attendance” icon next to the student’s name. The student’s attendance for each meeting for that section will show.



Buttons at the bottom of the “View Roster” screen:



1. Edit Roster: This button acts as a “toggle” between the View Roster and Edit Roster screens.
2. Print Attendance: print a report of your class attendance
3. Input Attendance: takes you directly to the screen in which you can manually input or edit a student’s attendance.
4. Print Class List: allows you to print a report with students’ names, ID numbers, ADA types, enrollment statuses and enrollment dates
5. Add'l Tests: access to “Student Additional Tests” screen.