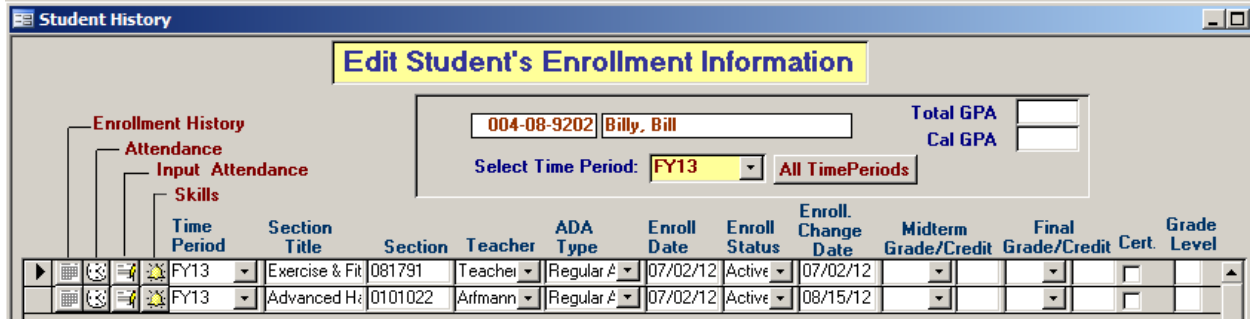


Student – Edit and View Classes

Edit Classes:




Time Period	Section Title	Section	Teacher	ADA Type	Enroll Date	Enroll Status	Enroll. Change Date	Midterm Grade/Credit	Final Grade/Credit	Cert.	Grade Level
FY13	Exercise & Fit	081791	Teacher	Regular A	07/02/12	Active	07/02/12			<input type="checkbox"/>	
FY13	Advanced H	0101022	Airmann	Regular A	07/02/12	Active	08/15/12			<input type="checkbox"/>	

You can look at sections in a particular time period or all time periods.

In this screen you can enter grades/credits, change the enrollment status/date and change the ADA Type.

Note: Changing an ADA Type at the enrollment level will not change the attendance retroactively; only from this date forward will attendance reflect the change. See below for changing ADA Type retroactively.

Student – Edit and View Classes

Click on the “clock” icon  next to the Time Period column to see attendance by meeting date.

The “**Attendance**” screen shows every meeting date in which the student had attendance, with the attendance hours.

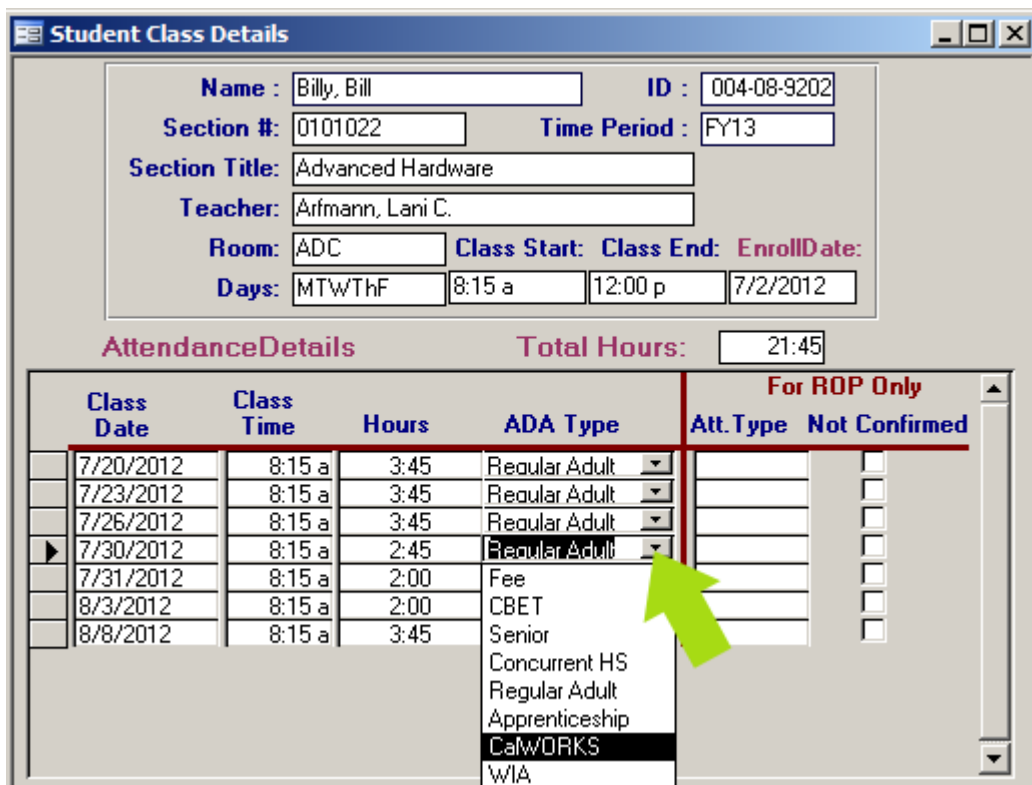
If a student’s ADA Type is not correct, or if it should be changed from a particular date forward, do the following:

- Click next to the ADA Type in line with the date from which you want to make the change.
- Select the new ADA Type. All attendance from this date forward will automatically be tagged with the new ADA Type.

If a student had dropped from the class and then re-enrolled, the **Enrollment History** screen will show the details.

Any archived history or transcript information will display at the bottom of the Edit screen.

Print a report card by Time Period from this screen.



Student Class Details

Name : Billy, Bill ID : 004-08-9202
 Section #: 0101022 Time Period : FY13
 Section Title: Advanced Hardware
 Teacher: Arfmann, Lani C.
 Room: ADC Class Start: Class End: EnrollDate:
 Days: MTWThF 8:15 a 12:00 p 7/2/2012

AttendanceDetails Total Hours: 21:45

Class Date	Class Time	Hours	ADA Type	For ROP Only	
				Att. Type	Not Confirmed
7/20/2012	8:15 a	3:45	Regular Adult		<input type="checkbox"/>
7/23/2012	8:15 a	3:45	Regular Adult		<input type="checkbox"/>
7/26/2012	8:15 a	3:45	Regular Adult		<input type="checkbox"/>
7/30/2012	8:15 a	2:45	Regular Adult		<input type="checkbox"/>
7/31/2012	8:15 a	2:00	Fee		<input type="checkbox"/>
8/3/2012	8:15 a	2:00	CBET		<input type="checkbox"/>
8/8/2012	8:15 a	3:45	Senior		<input type="checkbox"/>

ADA Type dropdown menu options: Concurrent HS, Regular Adult, Apprenticeship, CaWORKS, WIA



Student – Edit and View Classes

View Classes:

The View Class screen shows the same information as Edit Classes, plus the cumulative hours for each class. You cannot make changes in this screen, except for changing ADA Types by meeting date as described above.

Student History for All Time Periods													
View Student's Enrollment Information and Attendance													
		004-08-9202		Billy, Bill				GPA					
Click "Details" for attend.		Time Period	Section Title	Section No	Teacher	ADA Type	Enroll Date	Enroll Status	Hours	MidTerm Gr/Cred	FinalGr/ Cred	Cert OL	Refund Policy Agreed
▶	Details	FY13	Exercise & Fitness	081791	Teacher, Ima	Regular Ad	07/02/12	Active	2:30			<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY10	Exercise & Fitness	081791	Teacher, Ima	Regular Ad	07/13/09	Active	4:30			<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY10	Exercise & Fitness	081792	Teacher, Ima	Regular Ad	11/30/09	Newly Er				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY08	Exercise & Fitness	081791	Schatz, Gail	Regular Ad	02/01/08	Newly Er				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY14	Advanced Hardv	0101022	Arfmann, Lan	Regular Ad	06/28/13	Newly Er				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY14	Exercise & Fitness	081791	Teacher, Ima	Regular Ad	06/28/13	Newly Er				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY11	Basic Field Mainl	0101001	Ackley, Steve	Regular Ad	02/02/11	Transferr				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY11	Basic Field Mainl	0101022	Arfmann, Lan	Regular Ad	02/02/11	Newly Er				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY09	Exercise & Fitness	081791	Teacher, Ima	Regular Ad	07/14/08	Active	5:00			<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY08	Dental Backoffic	04789123	Lily, Joy	Regular Ad	02/01/08	Active	1:10			<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY11	Exercise & Fitness	081791	Teacher, Ima	Regular Ad	07/12/10	Active	14:40			<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY12	Basic Field Mainl	0101022	Arfmann, Lan	Regular Ad	07/25/11	Newly Er				<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY12	Exercise & Fitness	081791	Teacher, Ima	Regular Ad	07/25/11	Active	0:30			<input type="checkbox"/>	<input type="checkbox"/>
	Details	FY13	Advanced Hardv	0101022	Arfmann, Lan	Regular Ad	07/02/12	Active	21:45			<input type="checkbox"/>	<input type="checkbox"/>