

## WTA – Enrollment Status

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**Take Attendance for Section: Landscaping 9 Students**

Section: 0105112 - Landscaping Enrollment Status: Active/Newly Enrolled

Section No: 0105112 Days: Charlie49er Students with attendance 11/11/2013: 0 Hrs: 00:00

Time Period: FY14 Program: Adult Basic Education Room: P5

Start Time: 8:00:00 AM

Class Date: 11/11/2013 - Mon

[Check All Time](#)

[Reset All Time](#)

[Save Changes](#)

Student ID	Student Name	Check/Reset	Time in Minutes						Hours/Day	Enrollment Status	Tardy	Left Early
			60	60	25	60	60	30				
000-00-1438	<a href="#">Markus, Firend</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-0000	<a href="#">Meyer, Joel</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-1388	<a href="#">Meyer, Kiljoy</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Completed	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-1390	<a href="#">Obama, Barack</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Dropped	<input type="checkbox"/>	<input type="checkbox"/>	
509-19-3406	<a href="#">Pabalate, Arneil</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Education	<input type="checkbox"/>	<input type="checkbox"/>	
550-67-6770	<a href="#">Poon, Paul</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		FailedToAttend	<input type="checkbox"/>	<input type="checkbox"/>	
557-62-7376	<a href="#">Reyes, Teresa V</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Graduated	<input type="checkbox"/>	<input type="checkbox"/>	
007-28-6520	<a href="#">Test, Joel</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Inactive	<input type="checkbox"/>	<input type="checkbox"/>	
002-09-8526	<a href="#">Z, Z Zeus</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Leaver	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Student count per hour</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		Left	<input type="checkbox"/>	<input type="checkbox"/>	
									Newly Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	
									No Show	<input type="checkbox"/>	<input type="checkbox"/>	
									Transferred	<input type="checkbox"/>	<input type="checkbox"/>	
									WaitListed	<input type="checkbox"/>	<input type="checkbox"/>	
									Work	<input type="checkbox"/>	<input type="checkbox"/>	

### Change Enrollment Status for an individual student:

Click on "Enrollment Status" dropdown and select the correct status for the student (you may see different types than displayed here—confirm with your administration which statuses are used for which purpose).

### Types of Enrollment Status to View:

Sometimes you have a roster of 20 students but only 10 come on a regular basis. It's easier to take attendance if you are only looking at the usual suspects instead of everyone on your list.

You can view Active/Newly Enrolled students or Show All (every other type of student.) Active students are students who have had attendance taken, Newly Enrolled students are students who are enrolled but haven't yet had attendance taken.

To view only those students who are Active or Newly Enrolled or to see All Students (Show All), select from the Enrollment Status dropdown.

### Change a Student's Enrollment Status from an Inactive Status back to Active/Newly Enrolled:

If you have made a student's Enrollment Status something other than Active/Newly Enrolled and you want to make that student Active/Newly Enrolled again, simply change the Enrollment Status that you are viewing to Show All, change the Enrollment Status for the student and click Save Changes.