Chapter 4: Enrolling Students In a Class

Welcome to Chapter 4 of the Attendance Manager Cloud Tutorial. In this very brief chapter, we are going to enroll students into a class. After creating your first class in the previous chapter, and certainly after entering at least a few students in Chapter 2, you can move on to enrolling students into your classes. You can get to the class screen straight from the initial Class Creation screen with the Create and Enroll Students button or go to the Class List screen and select the class you created, and you are now in that class screen.

The information at the top of the screen is the name you created. To enroll students, click on the Enroll Students and you will see in a pop-up screen the list of students in the system. These are students that you or someone has entered into Attendance Manager. There are two important items to know on this screen before you select students to add. They are:

1. The list of students you see here on the left side of this screen are the students not currently enrolled in this class.
2. Pay particular attention to the enrollment date in the upper left column. This is a common mistake by first time users. You will want your enrollment date to be the first date that any attendance data may exist for any student. For example, if you select today's date and school actually started 2 weeks ago, you will not be able to back-fill data into those prior 2 weeks because the students will be seen as starting today.

With the enrollment date set, the process of enrolling students is to move them from the left side of this screen, to the right. One method is to click on a student and click Add, click on another student and click Add, and so on. Or you can use a couple of shortcut keys to select multiple students. Holding down the CTRL key while you click on students lets you select multiple students at one time. Holding down the Shift key let's you select a block of students, by selecting the first name in the block and then the last name in the block. And ever you make a mistake by selecting a wrong name, the Remove button lets you move students from the right side to the left. In the end, the students on the right are the ones that will be added to your class. When finished with student selection, click the Save button and you will arrive back at the class screen with a list of students.   you can select students to add to this class using a few different methods. You can click on a student select a student by

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