

Enrolling Students Coming from Another School

(Addition to Renaissance Learning Knowledge Base article #10150563)

To update school enrollments for a group of students:

Use this option when students are coming in to your school from another school on the same site. For example, all fifth graders are leaving the elementary and moving on to the middle school, which uses the same Renaissance Place site.

- 1) Click the Users tile on the Home page.
- 2) Click "Edit Multiple School Enrollments".
- 3) Use the fields at the top of the page to search for the students you want to edit. You can select the grade and/or enter the first name and/or last name, or the school students are coming from. You may not need to enter all information to find the students. After entering the information, click [Search]. The search results will appear below and to the right.
- 4) Check the box next to each student whose school enrollment you want to change. If the list of search results is long, it may be split into more than one page. If so, click [Next>>] to see the next part of the page or [<<Previous] to go back. To select all students on the page, check the Student box at the top of the list but be sure to uncheck students that will remain at the school, perhaps because they have been held back.
- 5) To the left, check the box next to "Enroll in" and choose the new school from the drop-down list. District users may also choose "Unenroll from current school" when editing enrollment.
- 6) Click [Apply] to save the change.
- 7) The next page will show you the number of students affected. After reading this information, click [Done].

To edit school enrollments for individual students:

Use these steps if you need to enroll a single student.

- 1) Click the Users tile on the Home page.
- 2) Click "View Students".
- 3) Change the School drop-down to All Schools and the Class drop-down to All Students Regardless of Class Enrollment then search for the student you want to edit. You can enter the first name, last name, user name and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results. If the student cannot be found, change the School drop-down to Students Not Enrolled in a School and search again.

- 4) Click on the student's name whose information you want to edit.
- 5) If not currently selected, click on the School Enrollment tab.
- 6) Click "Enroll" next to the school that the student will be attending. District users may also have the option to click "unenroll" to remove the student from any schools that they will no longer be attending.
- 7) Click [Save] to save your changes.