

Editing School Enrollments in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #4849610)

To update school enrollments:

Use this option when a group of students are coming in to (or leaving) your school. 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 "Personnel, Students, and Parents" on your 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 school and/or grade and/or enter the first name and/or last name. 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 in the list, 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 to "Unenroll from current school". If you know the new school, also check the box next to "Enroll in" and choose the new school from the drop-down list.
- 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 make a change for a single student.

- 1) Click "Personnel, Students, and Parents" on your Home page.
- 2) Click "View Students".
- 3) Search for the student you want to edit. You can enter the first name, last 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, check the box to Show Unenrolled Students and search again. School Users: If you are a school user, only students in your school will be found. If you are in the process of enrolling new students in

your school, check the box to Show Students in All Schools when searching.

- 4) Click [Select] next to the student whose information you want to edit.
- 5) School Users: Click [Enroll In School].
District Users: Click "Edit School Enrollment" on the View Student page.
- 6) District Users: Click "Unenroll" next to the school(s) the student will no longer be attending next year, and click "Enroll" next to the new school, then click [Save] to save your changes.