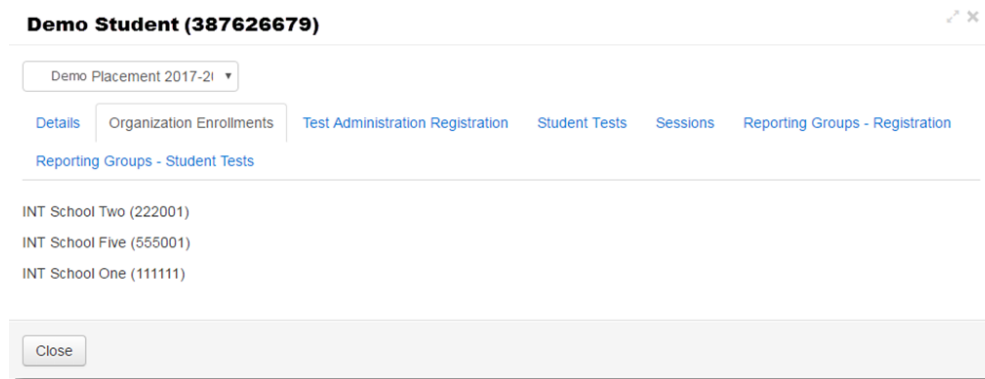


Manage Student Enrollments in an Organization

You can manage student enrollments to register a student in another organization(s) or to remove the student from an organization.

Most students belong to only one organization (generally the student's school); however, some students change schools, and for testing, belong to more than one organization.



To view enrollments, click the information icon next to the student's name. Then, click the **Organization Enrollments** tab to see the organizations in which the student is enrolled.

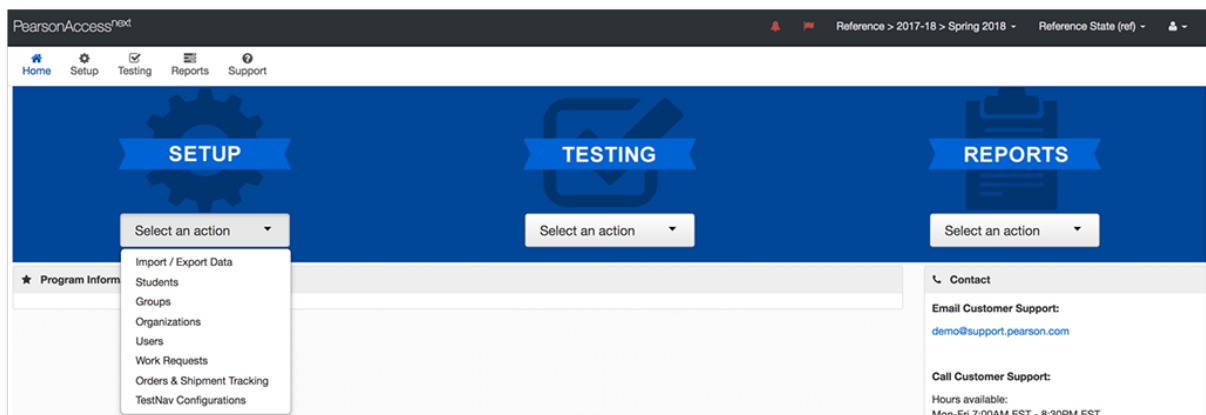
Prerequisites

A student's organization enrollment typically occurs during the student record creation process.

You can move a student to another organization by changing the student's enrollment.

Step-by-Step

1. From **Setup**, select **Students**.



2. Type a student name into the search field, and click **Search**. Click the checkbox next to the student you want to manage.

The screenshot shows the 'Students' interface. At the top, there are tabs for 'Tasks' (0 Selected) and 'Students' (1 Selected). Below the 'Students' tab, there is a search bar with the text 'ARGO' and a 'Search' button. To the left of the search bar, there are filters for 'Student Code' and 'Local Student Code'. Below the search bar, there is a table with one result:

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
ALANA		ARGO	Female	0088665533

3. Click **Select Tasks**, select **Manage Enrollments**, and click **Start**.

The screenshot shows the 'Students' interface with the 'Select Tasks' dropdown menu open. The menu contains the following options:

- Create / Edit Students
- Registration
- Register Students
- Manage Student Tests
- Manage Groups
- ☒ Manage Enrollments
- Move Student Tests (select exactly 2 students)
- Delete Students

4. Click in the **Organizations** search field to find organizations.

The screenshot shows the 'Tasks for Students' interface. At the top, there are tabs for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below the tabs, there is a 'Manage Enrollments' tab. Under the 'Manage Enrollments' tab, there is a search bar for 'Organizations' with the text 'DEMO SCHOOL 1 (010001)'. Below the search bar, there is a list of organizations:

- AZ SCHOOL 1 (990099)
- DEMO SCHOOL 2 (010002)
- VID ORG (123456)
- VID SCHOOL 1 (000000)
- VIDEO SCHOOL (234565)

5. Select the organization(s) to add or remove from the selected student.

The screenshot shows the 'Organizations' interface. At the top, there are tabs for 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. Below the tabs, there is a 'Manage Enrollments' tab. Under the 'Manage Enrollments' tab, there is a search bar for 'Organizations' with the text 'DEMO SCHOOL 1 (010001)'. Below the search bar, there is a list of organizations:

- AZ SCHOOL 1 (990099)
- DEMO SCHOOL 2 (010002)
- VID ORG (123456)
- VID SCHOOL 1 (000000)
- VIDEO SCHOOL (234565)

6. Click the checkbox to enroll or un-enroll a student from an organization.

Manage Enrollments

Organizations

×

 DEMO SCHOOL 1 (010001)

×

 DEMO SCHOOL 2 (010002)

Manage Enrollments

SaveReset

Student	☐ DEMO SCHOOL 1 (010001)	☒ DEMO SCHOOL 2 (010002)
ARGO, ALANA (0088665533) ⓘ	☒ ⓘ	☒

* Required

SaveReset

7. Click **Save**.