

# 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.

The screenshot shows a web interface for managing a student's enrollments. At the top, the title is "Demo Student (387626679)". Below the title is a dropdown menu set to "Demo Placement 2017-2018". A horizontal tab bar contains several tabs: "Details", "Organization Enrollments" (which is selected), "Test Administration Registration", "Student Tests", "Sessions", and "Reporting Groups - Registration". Below the tabs, there is a list of organizations: "INT School Two (222001)", "INT School Five (555001)", and "INT School One (111111)". At the bottom left of the interface is a "Close" button.

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.

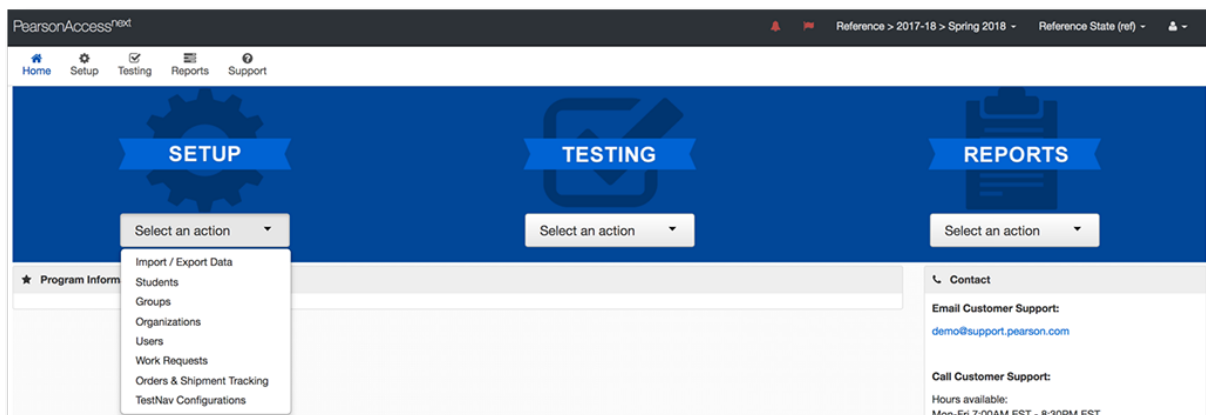
## Prerequisites

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 'Find Students' section, a search field contains 'ARGO' and a 'Search' button. A table displays the search results:

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 'Tasks' dropdown menu open. The 'Manage Enrollments' option is selected. The 'Start' button is visible next to the 'Select Tasks' dropdown.

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

The screenshot shows the 'Tasks for Students' interface. The 'Manage Enrollments' task is selected. Below the task name, there is a search field for 'Organizations' with a list of organizations:

- DEMO SCHOOL 1 (010001)
- 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' search field with 'DEMO SCHOOL 2 (010002)' selected. Below the search field, there is a table for 'Manage Enrollments' showing the student 'ARGO, ALANA (0088665533)' and the selected organization 'DEMO SCHOOL 2 (010002)'.

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	<input type="checkbox"/> DEMO SCHOOL 1 (010001)	<input checked="" type="checkbox"/> DEMO SCHOOL 2 (010002)
ARGO, ALANA (0088665533) ⓘ	<input checked="" type="checkbox"/> ⓘ	<input checked="" type="checkbox"/>

\* Required

SaveReset

7. Click **Save**.