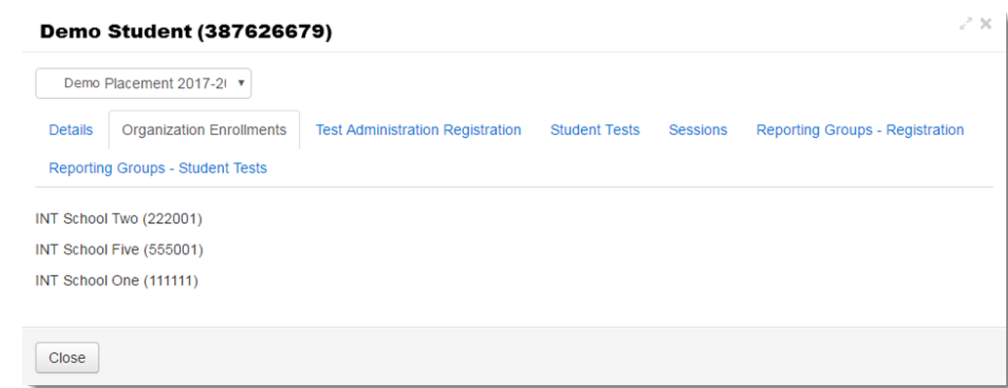


Manage Student Enrollments in an Organization

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.

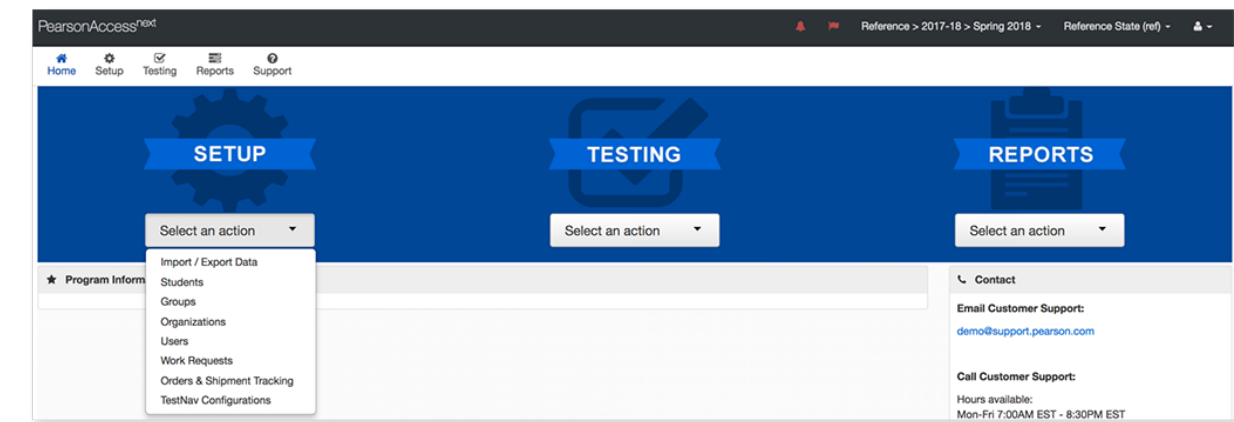
Prerequisites

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

Save Reset

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

* Required

Save Reset

7. Click **Save**.