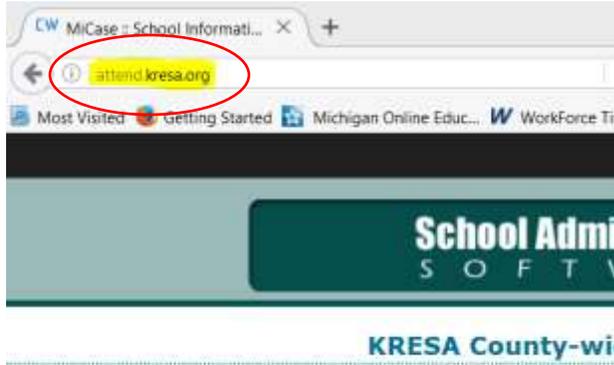




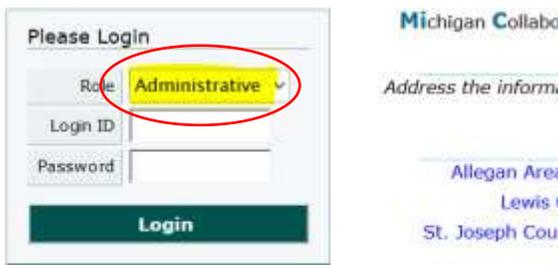
# Online Course Enrollment User Instructions



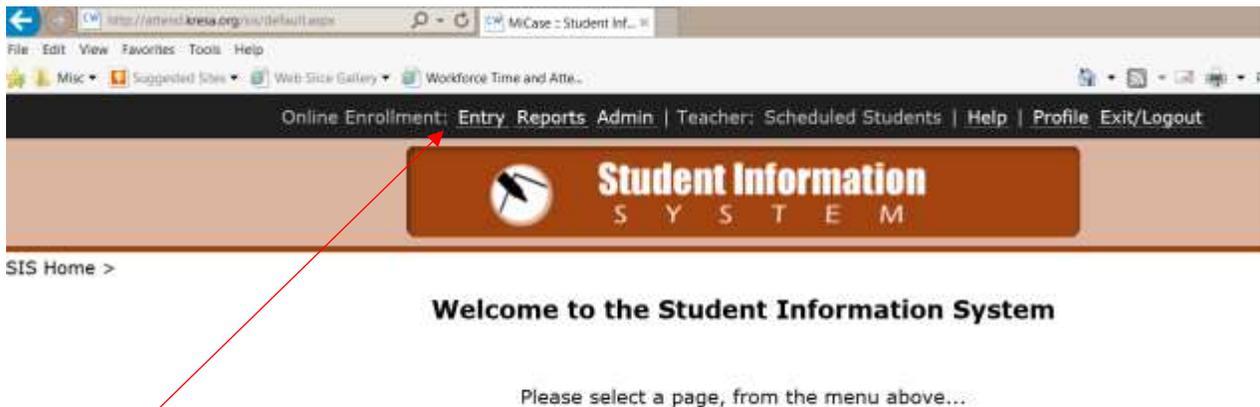
Navigate in your web browser to **Attend.kresa.org**



Choose the Administrative Role and enter your log-in information. *Contact EFE (250-9305) for help with log-in credentials.*



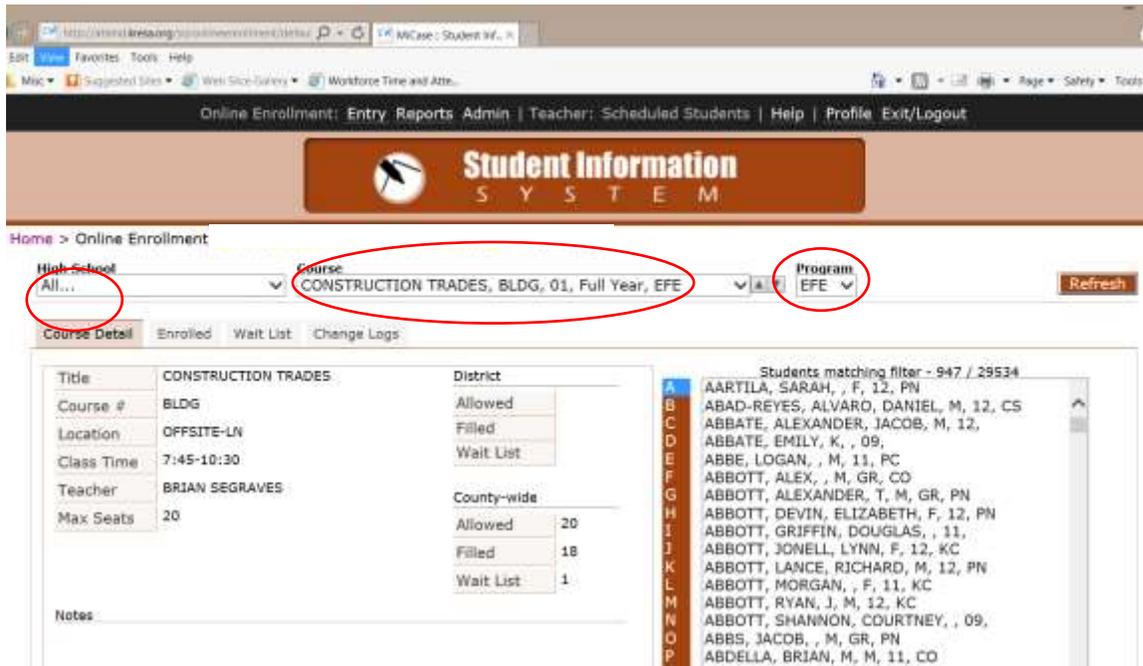
## Enrollment



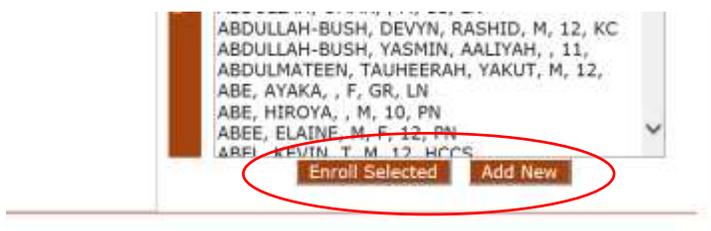
1. Select ENTRY from the menu bar.



# Online Course Enrollment User Instructions



1. Click on the Program drop down menu to filter for EFA, EFE, or EMC courses.
2. From the Course menu, choose the course you would like to enroll the student.
3. The course detail provides class time and notes specific to the class.
4. Filter the student list by first letter of the last name then select the student you wish to enroll.



5. Click the **Enroll Selected** button, and the student will be enrolled in the course shown or put on the wait list if all slots are taken.
  - a. Non-public, homeschooled, or newly enrolled students may need to be **Added New.**



# Online Course Enrollment User Instructions



Please REVIEW the student’s personal information before clicking the **CONTINUE** button. EFA, EFE, and EMC use this information for spring orientation invitations, back to school letters, etc.). Please help to ensure this information is as correct as possible during the enrollment process.

**Student Information SYSTEM**

Home > Online Enrollment

High School: All... Course: CONSTRUCTION TRADES, BLDG, 01, Full Year, EFE Program: EFE Refresh

**Please Review & Correct...** Bold field titles mark required fields...

**Student Information** Continue Cancel

First Name: LOGAN M.I. Last Name: Birthdate: 10/09/1995 Gender:  Female  Male  Unknown Ethnicity: Select... (primary) View Multi-Ethnicity

**Home Address** **School Info**

St. Number: 8845 Street: City: PORTAGE State: MI Zip Code: 49002 Phone: (a/c & number)

UIC: Grade: 11 (at time you create the student) High School: Portage Central e.g. School student attends.

\*Clicking the Continue button will enroll the student.

## VIEW AND MANAGE ENROLLED STUDENTS

High School: All... Course: CONSTRUCTION TRADES, BLDG, 01, Full Year, EFE Program: All... Refresh

Course Data: **Enrolled** Wait List Change Logs

Primary Sort:  Enrolled  Rank  Name

Name	Grade/HS	Enrolled	By	Rank
EVANS, :	12 / VX	1/28/2016 8:04:30 AM	VICKSBURG	0

Enrolled students displayed... 12/6/2016 1:09:54 PM  
Enrolled records found: 18

Wait List X



# Online Course Enrollment User Instructions



By clicking on the **Enrolled** tab you can view the list of enrolled students, drop or move students to the wait list, and view the number of slots available to your district.

## MONITOR ENROLLMENT WITH REPORTS

Online Enrollment: [Entry](#) [Reports](#) [Admin](#) | Teacher: [Scheduled Students](#) | [Help](#) | [Profile](#) [Exit/Logout](#)

**Student Information SYSTEM**

SIS Home > Online Enrollment Reports

High school:  Site:  Course Type:  Show zero:  No  Yes

Display Students:  No  Yes School:  My School  My School + non-publics  All

Ready... 12/6/2016 1:20:08 PM

County-wide Programs Enrollment Matrix

Tuesday, December 6, 2016 1:20 PM | Karen Robyn | High School: All... | Site: Any... | Show Zeros: No

Course	Site	Class Time	County-wide				CO			CS			GA			GL			KC			LN			PA			PC			PN			SC			VX		
			Max	Enr.	Open	Wt.	S	E	W	S	E	W	S	E	W	S	E	W	S	E	W	S	E	W	S	E	W	S	E	W	S	E	W						
VOOBE CREATIVE SUITE	KVCC CTR. NEW MEDIA	8:30AM-9:00 MON	25	1	24				25			25			25			25			25			25			25			25			25			25			
VOOBE PHOTOSHOP	KVCC CTR. NEW MEDIA	8:30AM-9:00 MON	25		25				25			25			25			25			25			25			25			25			25			25			
NDV DANCE COMPANY	WVU CULTURE CENTER	7:45-9:00	20	2	18	1														1																1			
NDV MULTIMEDIA ART	EPIC CENTER	12:15-1:45 PM-F	23	8	15				23			23			23	6		23			23			23			23	2		23			23			23			
NDV MUSIC STUDIO	EPIC STUDIO 38	6-7:45 PM WED	19	14	5				23			23	1		23	2		23	3		23	1		23	2		23	2		23	1		23			23	2		

From the Modules Menu, choose **Online Enrollment – Reports**

Here you can quickly see how many slots are available in each course, the number of wait list students, and view your students enrolled in each class. Filter this list to display students or not display students. You can also filter by choosing EFA, EFE, or EMC from the “Course Type” drop down menu.

Use this report during Open Enrollment\* to see where open slots remain, as well as the number of students on wait lists for all countywide programs.

As a reminder, Open Enrollment occurs for all classes after the deadline for using slots. At this time slots are no longer reserved and all open seats are open on a first come, first served basis.