

## Records -> Classes -> Enrollments

**Content:** The Class Enrollments lister maintains a list of students by class with their class status, start date and end date.

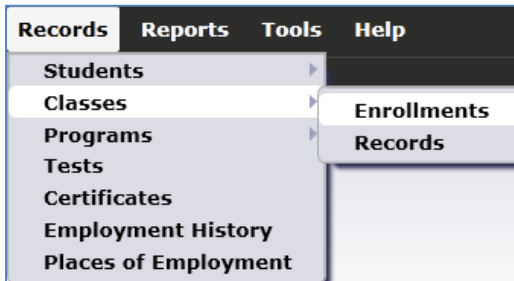
**Created:** The first time a student is associated with a Class ID. Students are duplicated.

**Tip:** Open any record and use the Instructional Hours field on the Navigator Panel to edit Instructional Hours for the student.

**Use to:** Find classes and associated students.

### Example(s) Using this Lister:

1. On the Records menu, point to Classes, and select Enrollments.



2. Click Refresh.
3. Click the sort button above the Name column to sort alphabetically by name.

The screenshot shows the 'Class Enrollments' lister interface. The table has the following columns: Site, Student ID, Name, Class ID, Class Name, Class status, Date Entered Class, and Date Exited Class. The table contains the following data:

Site	Student ID	Name	Class ID	Class Name	Class status	Date Entered Class	Date Exited Class
1 - North C...	452234543	Smythy Y Jimson	3	GED	Active	7/1/2012	10/4/2012
6 - Southwe...	34286756	Socorro Rivera	003	ESL - Intermediate High	Active	1/21/2013	3/17/2013
11 - North...	544443236	Sofia Fraticelli	112	Mixed ESL	Active	3/29/2013	5/25/2013
11 - North...	544443236	Sofia Fraticelli	110	Low Beginning	Active	3/20/2013	6/29/2013

4. Note that this list is duplicated, but that it displays only one record for each class in which the student is enrolled.
5. Open either record for student 54443236 – Sofia Fraticelli.
6. Double-click the link in the blue area (next to the orange arrow) to open Sofia’s Student Record.

The screenshot shows the 'Class Enrollment Information' form for student 544443236 - Sofia Fraticelli. The form has the following fields:

- Site: 11 - North City ESL
- Class Description: 112 - Mixed ESL
- Student: 544443236 / Sofia Fraticelli (with an orange arrow pointing to the name)
- Program Year: 7/1/2012 - 6/30/2013
- Class Start Date: 2/1/2013
- Class End Date:
- Date Entered Class: 3/29/2013
- Date Exited Class: 5/25/2013

Below the form, there is a 'Status in Class' section with the following fields:

- Class: 112 - Mixed ESL
- Date Entered Class: 3/29/2013
- Date Exited Class: 5/25/2013
- Class Status: Active

- On the Navigator bar, click Class Enrollments. The list of two records matches what you just reviewed in the Class Enrollments lister.

The screenshot shows a software interface with a 'Navigator' sidebar on the left and a main content area. The main area is titled 'Student Information' and displays details for a student: Agency/Site: 4908 / 11 - North City ESL, Student: 544443236 / Sofia Fraticelli, Birth Date: 1/19/1966, Gender: Female. Below this is the 'Class Enrollments' section, which includes a table with two records. The table has columns for Program Year, Class ID, Class Name, Class status, Date Entered Class, and Date Exited Class. The first record is for 'Mixed ESL' (Class ID 112) and the second is for 'Low Beginning' (Class ID 110). Both are active and started in 2013.

Program Year	Class ID	Class Name	Class status	Date Entered Class	Date Exited Class
7/1/2012 - 6/30/2013	112	Mixed ESL	Active	3/29/2013	5/25/2013
7/1/2012 - 6/30/2013	110	Low Beginning	Active	3/20/2013	6/29/2013

- Click Program Enrollments. Note there is only one record here. Also, the entered date in Program Enrollments matches the earlier record in Class Enrollments.
- This documents that Sofia is enrolled in two separate classes, both under instructional program ESL – that is, two records in Class Enrollments to match the two classes, and one in Program Enrollments to reflect the one program.