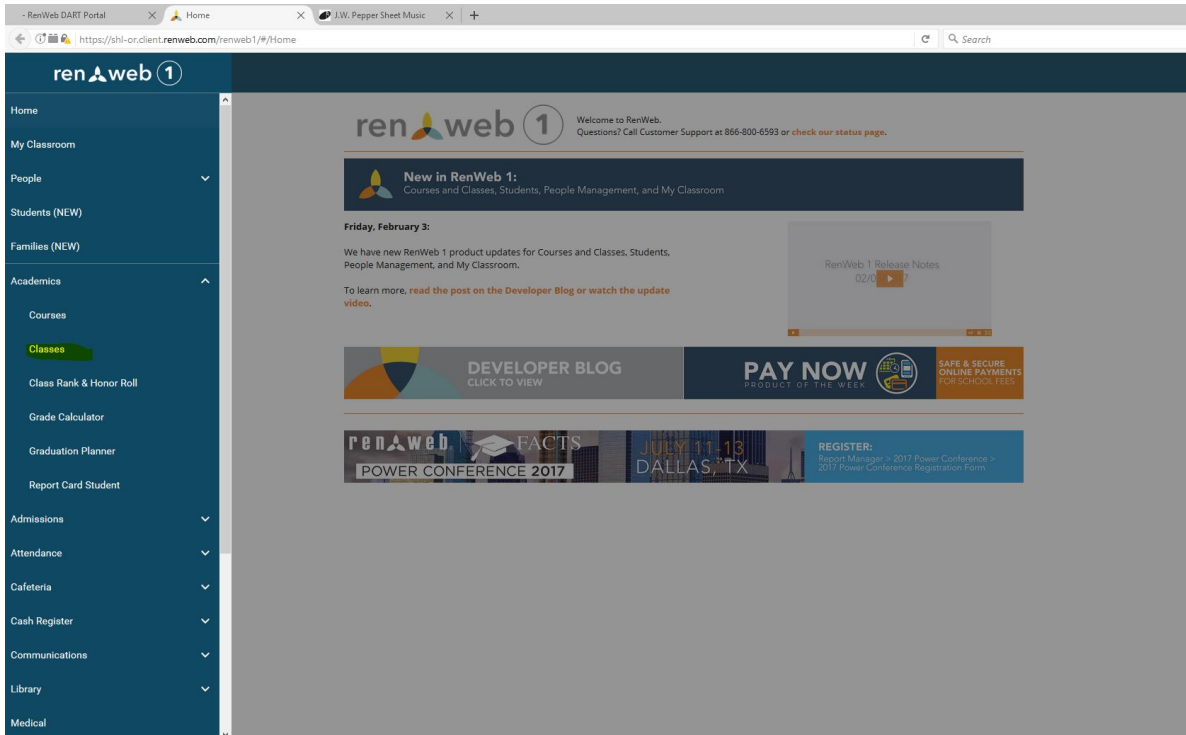


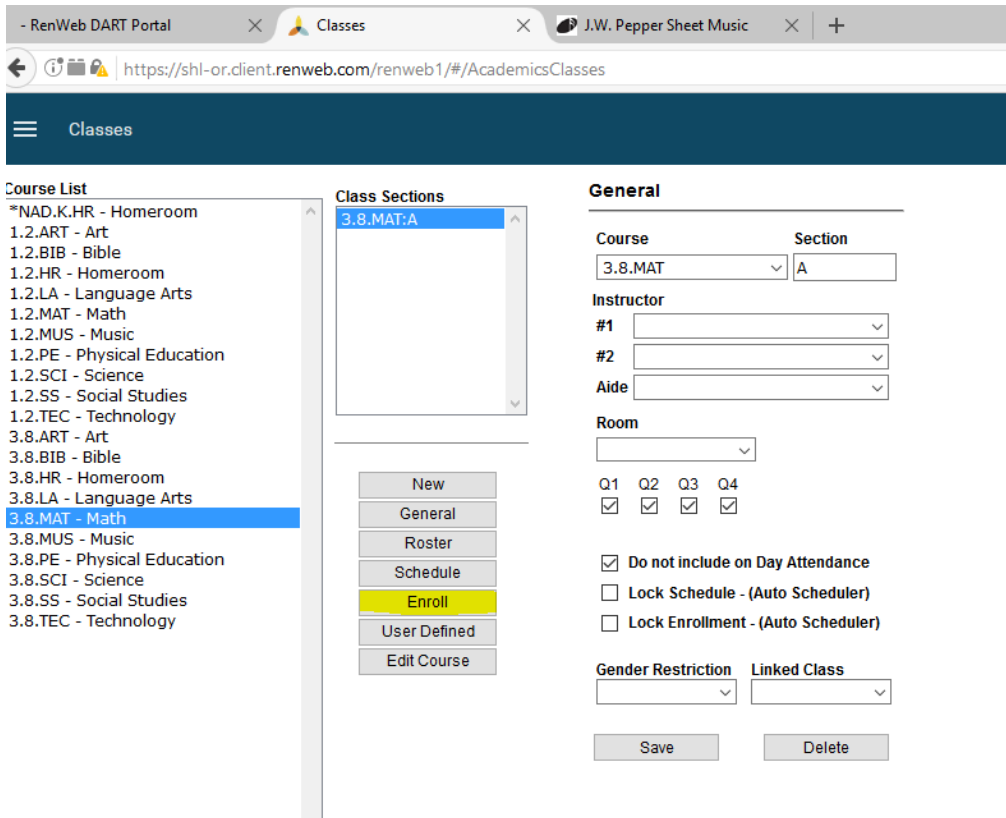
How to Enroll/Unenroll Student into classes

Do not unenroll if they are just going from one class to another. See How to Transfer Student to new class!

1. Log onto RenWeb 1
2. Academics then classes



3. Choose Course and Class
4. Select Enroll



5. To Enroll
 - a. Highlight Student name in Selection Section
 - b. Click Enroll(Selected)

6. To Unenroll Students (Do not do this if a student is just transferring classes, ie. from MAT. A. to MAT. B. See How to Transfer Student to New Class guide.
 - a. Select Student Name from Class Roster
 - b. Click Unenroll (Selected)

The screenshot shows a web application interface for managing classes. The interface is divided into three main sections:

- Course List:** A scrollable list of courses. The course '3.8.MAT - Math' is highlighted in blue.
- Class Sections:** A scrollable list of class sections. The section '3.8.MAT:A' is highlighted in blue. Below this list is a menu with buttons: 'New', 'General', 'Roster', 'Schedule', 'Enroll', 'User Defined', and 'Edit Course'.
- Enroll Class:** A section for filtering and enrolling students. It includes a 'Filter Type' dropdown menu with radio buttons for 'Status' (selected), 'Grade Level', 'Class', and 'Request'. Below the dropdown is a list of status options: 'Enrolled' (highlighted in blue), 'Pre-Enrolled', 'Withdrawn', and 'Graduate'. To the right of the dropdown are two columns: 'Selection' and 'Class Roster', both currently empty. At the bottom of these columns are buttons labeled 'Enroll (selected)' and 'Unenroll (selected)' respectively.

7. DONE!
8. Repeat this process with all your class.