

WeBSIS Office

Re-enrolling a Student

When re-enrolling a student you need to go to EzStart and then School Student Demographics. Search for the study by last name but make sure to change the Student Status to "Inactive" – you are searching for inactive students. When the student is displaying on the screen, check the box at the end of the line that has the correct student name. Then, click the "re-enroll" button. This will bring up the re-enroll screen and allow you to complete the re-enrollment process. You should have an opportunity to place them in the previous schedule if they have been scheduled during the current year

Lumen Software Student Course Enrollment Enhancement- Pick the Right View

There are different views of how students' courses should be presented in the Student Course Enrollment. Each school can define their own default view of how they wish to see a student's course enrollment information. You can interactively witch to any of three views instantly within the Student Course Enrollment application as well.

Establishing the Default for the School

To establish this setting for your school go to EzStart, School Setup, Student Course Enrollment Default View Parameter. Select the view that is best for your school.

-School Year, Building, Class Period, Marking Period – this is the traditional view. All courses are listed by class period.

-School Year, Building, Marking Period, Class Period (group to the highest marking period). This is Lumen Software's own unique view which many like.

- School Year, Building, Marking Period, Class Period. This is another Lumen Software unique view which many may like in the MS and Elementary levels.

Instructor Indication of Completing of Taking Attendance

When a user selects the green indicator to indicate they have taken their attendance, the system automatically saves their attendance information. Secretaries can view when teachers have taken attendance in Instructor Attendance View. Secretaries can IM teachers who have not taken attendance as a reminder.