

# UPDATES

11 January 2018

## HOW TO UPDATE BASIC LEARNER INFORMATION (K-10)

1. Login as School Admin.
  - a. School Head **CANNOT** create this request.
2. Go to **List of Classes**, and select the class where the learner is enrolled in; or select the **View Enrolment** button next to the class's name.
3. Navigate to the learner's name on the masterlist, and click **Profile** next to their name.
4. Select **Request Correction** when editing *basic information* (name, gender, and birthdate), or **Update other data** when editing *other details*.
5. If editing other data, edit learner's profile, and click **Save**.
6. If editing basic information, edit learner's profile and state the reason for the change, then click "Continue."
7. Review the changes made, and click "Submit Request."
8. Wait for your School Head to approve the request. (Editing other data is automatically applied.)

## HOW TO ASSIGN CLASS SHIFTS (K-10)

1. Login as School Admin or Head.
2. Go to **List of Classes**, and click the **View Enrolment** dropdown button next to the class's name.
3. Click **Class Settings** on the dropdown.
4. To start assigning shifts, select the **Shift** checkbox, and assign the class to a particular shift (1st, 2nd, or 3rd, regardless of time).
5. Click **Save** to apply your changes.
6. Keep in mind that you must assign classes to shifts in a consecutive order.

## HOW TO TAG LEARNER STATUSES (ADM, SPED, BMI) (K-10)

1. Login as School Admin or Head.
2. Go to **List of Classes**, and select the class where the learner is enrolled in; or select the **View Enrolment** button next to the class's name.
3. Click the **Select Item** dropdown on the upper left-hand side of the window, and select the specific tagging facility (ADM, Non-graded, SPED, and BMI).
4. Navigate to **Not Tagged ADM/SPED/BMI/Non-graded**, and select the pencil next to the learner's profile to tag the learner.
  - a. (ADM) Select the Alternative Delivery Mode program the learner is enrolled in, and click **Submit**.
    - i. Note that you can select only one ADM at a given time.
  - b. (SPED) Select the condition or disability of the learner, and click **Submit**.
    - i. You can select multiple options at the same time.
  - c. (BMI) Enter the height (in centimeters) and weight (in kilograms) of the learner, and click **Submit**.

- i. If the learner's statistics are in imperial measurements such as feet and pounds, you must convert them to their metric counterparts first.

## HOW TO MODIFY LEARNER STATUSES (ADM, SPED, BMI) (K-10)

1. Login as School Admin or Head.
2. Go to **List of Classes**, and select the class where the learner is enrolled in; or select the **View Enrolment** button next to the class's name.
3. Click the **Select Item** dropdown on the upper left-hand side of the window, and select the specific tagging facility (ADM, Non-graded, SPED, and BMI).
4. Navigate to **Not Tagged ADM/SPED/BMI/Non-graded**, and select the pencil next to the learner's profile to tag the learner.
  - a. (ADM) Modify the Alternative Delivery Mode program the learner is enrolled in, and click **Submit**.
    - i. Note that you can select only one ADM at a given time.
    - ii. If you want to remove the ADM tag, click **Not Applicable**.
  - b. (SPED) Modify the condition or disability of the learner, and click **Submit**.
    - i. You can select and deselect multiple options at the same time.
  - c. (BMI) Modify the height (in centimeters) and weight (in kilograms) of the learner, and click **Submit**.
    - i. You can no longer leave the text boxes blank.

## HOW TO TAG A LEARNER AS NO LONGER IN SCHOOL (NLS) (K-12)

1. Login as School Admin or Head.
2. Go to **List of Classes**, and select the class where the learner is enrolled in; or select the **View Enrolment** button next to the class's name.
3. Find the learner's profile, and click the pencil on the **Status** column.
4. Select the learner's status.
  - a. Selecting **No status** means the learner is still in school.
  - b. Selecting **No longer in school** will ask for the reason and the date of last attendance.
5. Once finished filling in fields, click **Update**.

## HOW TO REMOVE NLS TAGS (K-12)

1. Login as School Admin or Head.
2. Go to **List of Classes**, and select the class where the learner is enrolled in; or select the **View Enrolment** button next to the class's name.
3. Find the learner's profile, and click the pencil on the **Status** column.
4. Select the learner's status back to **No status**.
5. Once finished filling in fields, click **Update**.

## HOW TO UNENROLL LEARNERS (K-12)

1. As previously announced, **THE LIS UNENROLLMENT FACILITY IS NOT, AND WILL NOT BE, AVAILABLE UNDER ANY CIRCUMSTANCES.**

2. To correct erroneous enrollments (regardless of intent), the school head **MUST** submit a letter of justification addressed to their Schools Division Superintendent, with attention to the Division Planning Officer.
3. The Schools Division Office reserves the right to endorse the request to the Regional Office, who then escalates such request to the Central Office (through the Planning Service).
4. **SCHOOL PERSONNEL AND SDOs SHOULD NOT CONTACT THE CENTRAL OFFICE DIRECTLY FOR UNENROLLMENT REQUESTS.**