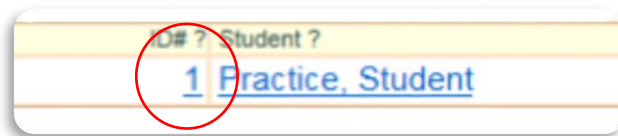


Module 3.5: Wrong Enrollment

(If needed) Step 4.5: If a student is enrolled in the wrong course or period, you will need to make the necessary changes to move their enrollment to the correct class period. *Note: Student's only have the option to select the courses and class periods created by their teacher.* (See additional note below)

Step A: Click the number to the left of the student's name. It will take you to their enrollment information.



Step B: You will see the student's enrollment form and you can correct the necessary information. In most instances, you will only make changes to the HS Class Period or Course Name.

2016-17 School Year	
High School*	Cal Prep Academy ▼
Teacher's Name*	Teacher, Practice ▼
Course Name*	AUTO 100 => Automotive Fundamentals; All Year ▼
H.S. Class Period*	Period 4 ▼
	[Clear All] [Submit]

Step C: CLICK SUBMIT when you are done.

Additional Note: When a student selects the high school, only teachers who created a class in CATEMA are listed for that school. Once a student selects a teacher, only the classes created by the teacher are listed under courses. Once a student selects a course, only the class periods created by the teacher are listed. The margin of error for a student not enrolled in any of your classes is nearly impossible. Therefore, the only corrections you would make are ones where one of your students selected the wrong course name or period.