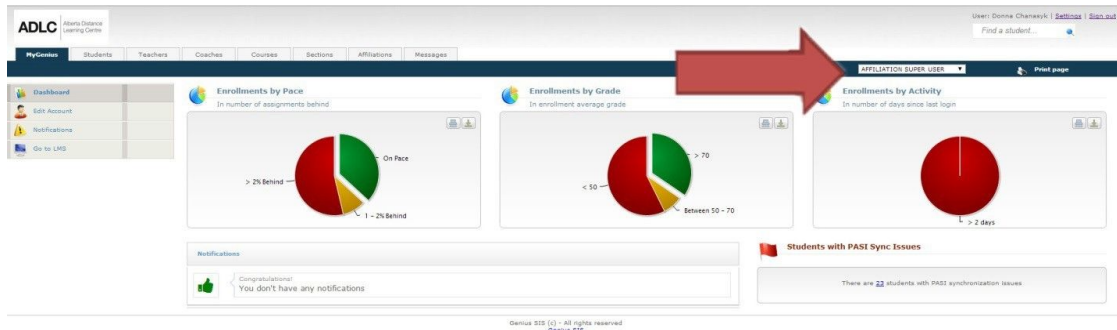


*This document is intended to assist Affiliation Super Users with viewing their Affiliation's enrollment history in ADLC's Student Information System (SIS).*

1. When you are logged into SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Affiliations** tab; from the menu on the left-hand side, click **Find Affiliation**; enter school's name (in part), and then, from the list, click on your school name; then click **Go**.
3. From the menu on the left-hand side, click **Enrollment History**. This will show you a list of all the students who have either completed or have been withdrawn.
4. You can sort the list by clicking on any column name.

Student	Section	Marker	Start	End	Exit	Status	Grade	Assignments	Weeks	Teacher	School	Semester	Delivery Method	Descriptors	Original Exp. Date	# Granted Extensions	Granted Ext. Type	Current Exp. Date

For example, if you click on the word **Status**, the data will sort alphabetically. You can click the work **Status** again to reverse the data sort.

**Note:** If you would like to export the results into Excel, you can click the button in the upper right hand corner that says **Export Results to Excel**.

### Questions?

Give us a call at 1-866-774-5333 or email [info@adlc.ca](mailto:info@adlc.ca)