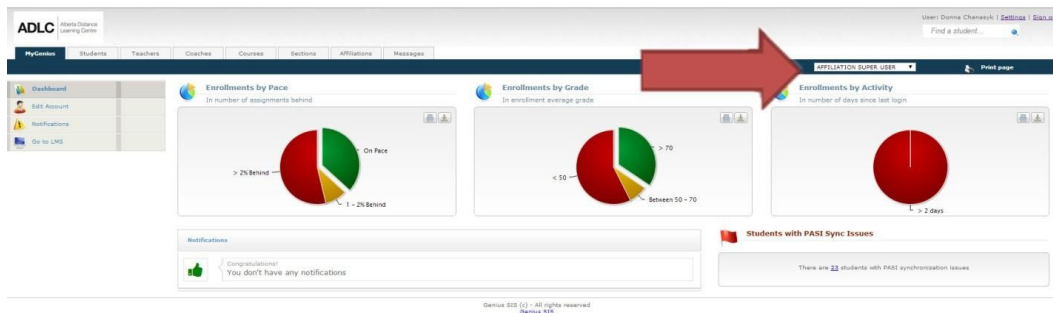


This document is intended to assist Affiliation Super Users with marking a student's Teacher Support (TS) enrollment as complete in ADLC's Student Information System (SIS). A student's TS enrollment should be marked as complete if they have finished the course and no longer require access to it.

1. When you are logged into the 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. Enter the student's last name, first name, the student's Alberta Student Number (ASN), or the student's SIS file number in the **Find a student...** field, then press **Enter** or click on the magnifying glass icon.

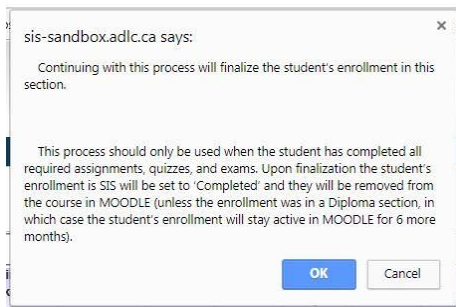


3. Click on the name link for the desired student.
4. From the menu on the left-hand side under **Enrollments**, click **Current Enrollments**.

5. Refer to the **Section** column and locate the section you would like to complete. In the **Actions/Flags** column beside the appropriate section, click the green check mark icon for the section that you would like to mark as complete.

Select	Actions/Flags	Section
<input type="checkbox"/>		Social Studies 20-4 [5 cr] - TS (2018) - Calvin Christian School (S.6496) - 157613 [157613]
<input type="checkbox"/>		Mathematics 20-4 [5 cr] - TS (2018) - Calvin Christian School (S.6496) - 157611 [157611]

6. You will get a pop-up box which indicates that continuing with this process will finalize the student's enrollment in this section. Click **OK** to continue.



7. The enrollment will no longer be visible on the **Current Enrollments** page. To view the enrollment, from the menu on the left-hand side under **Enrollments**, click **Enrollment History**. You will see that the status of the enrollment is listed as **COMPLETED**.

	Calvin Christian School	Social Studies 20-4 [5 cr] - TS (2018) - Calvin Christian School (S.6496) - 157613 [157613]	MOODLE	08/31/2017	08/15/2018	08/31/2017	01/16/2018	COMPLETED
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Questions?

Give us a call at 1-866-774-5333 or email info@adlc.ca