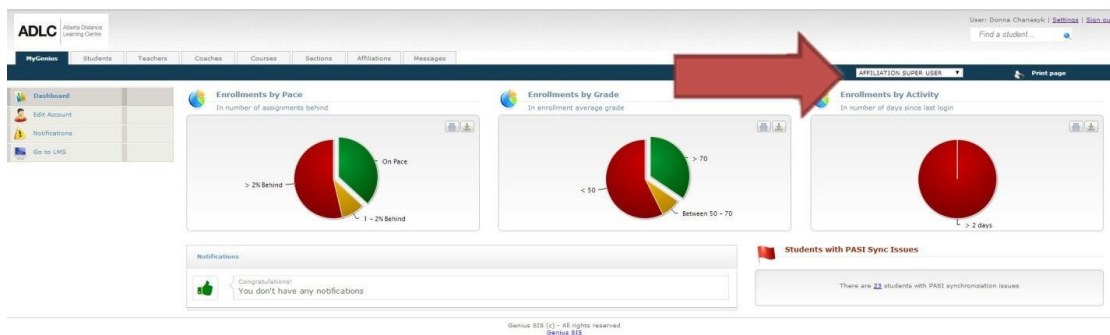


This document is intended to assist Teachers with using the Teacher View/Filter in ADLC's Student Information System (SIS).

Teachers are able to display a list of pre-determined class lists under the **Enrollments** tab without having to use the **Advanced Filter** options (i.e. **Future Enrollments** based on the Start date, which is later than the Original Enrollment date, **60 days non-starter**, **New Students** based on the Start date within the last 30 days, **30 days no work**, **30 days to expire**, and **One grade left**).

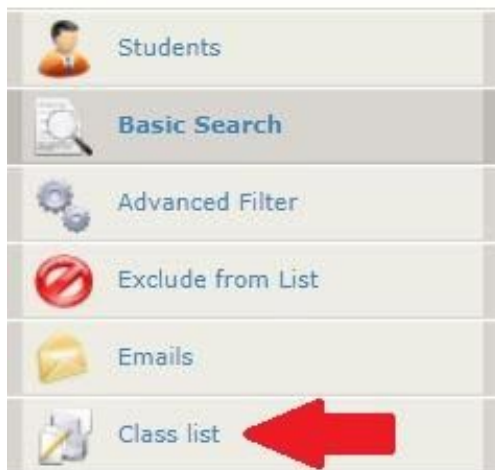
1. When you are logged into the SIS, make sure your **External Teacher** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click the **Enrollments** tab.



3. From the menu on the left-hand side, click **Class List**.



4. In the Search criteria section, select one of the options from the **Mode** drop down menu. The options are:
 - **Future Enrollments**
 - **60 Days non-starter**
 - **New students**
 - **30 days no work**
 - **30 days to expire**
 - **One grade left**
5. Once you have made your selection, click the **Get Data** button.



Questions?

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