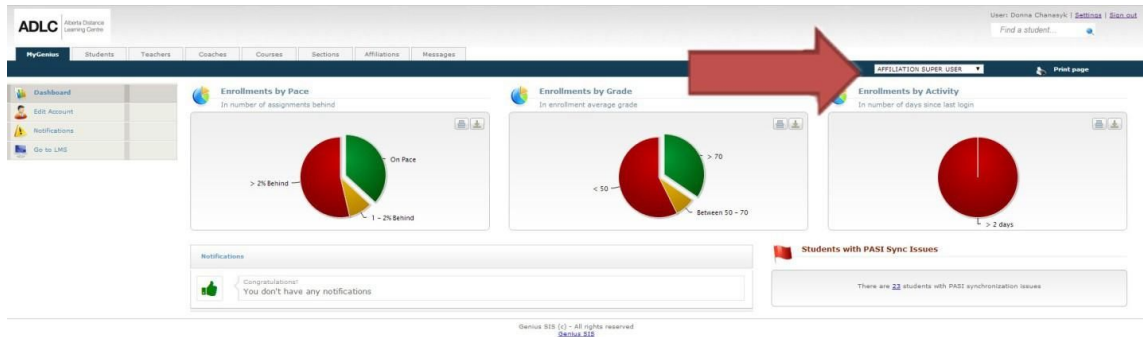


This document is intended to assist Affiliation Super Users with enrolling students in a section in ADLC's Student Information System (SIS).

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. Click on the **Students** tab and from the menu on the left-hand side, click **Active Students**. A list of all existing students will appear.



3. Click on the name of the student who you would like to enroll.
Note: If the student you want to enroll does not appear in the list, you will need to add them to the SIS first. (Students must be added in the SIS before they can be enrolled in a section.) Please see the instructions for "Student - Adding" for details.



4. From the menu on the left-hand side, under the **Actions** heading, click **Enroll in Section**.
5. Under **Select an Affiliation**, select the name of your school.
6. The **Term** should be **Ongoing**.
7. Select the **Delivery Method** from the drop-down menu.
Note: TS - Teacher Support.
8. Select the **Course Level** from the drop-down menu.
9. Select the **Course** name from the drop-down menu.
10. The **Section** will populate automatically if you have made a valid selection.
Note: If you selected TS for the delivery method, but the Section did not populate automatically, you need to ensure that you have created a TS Section prior to enrolling a student. Please see the instructions “Section - Adding” for details.
11. Enter the **Start Date**. (The End Date will automatically populate.)
12. Select the **Ship To** location.
13. Once the course is chosen, options for course material will appear if applicable. Check the **Select** box for all the material you need to order for the student.
14. Click **Enroll**.

ADLC Alberta Distance Learning Centre

User: Student Student | Settings | Sign out

MyGenius | Students | Enrollments | Teachers | Coaches | Courses | Sections | Affiliations | Messages

Enrollment Information

you are enrolling in an ADLC section

Select a School: Alberta Distance Learning Centre

Term: Ongoing

Course: Test_Genius

Section: Test_Genius - Ongoing - Any

Start Date: 6/6/2014

End Date: 6/4/2015

Shipping Notes:

Ship To: Select...

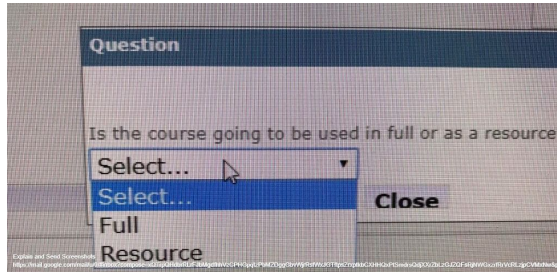
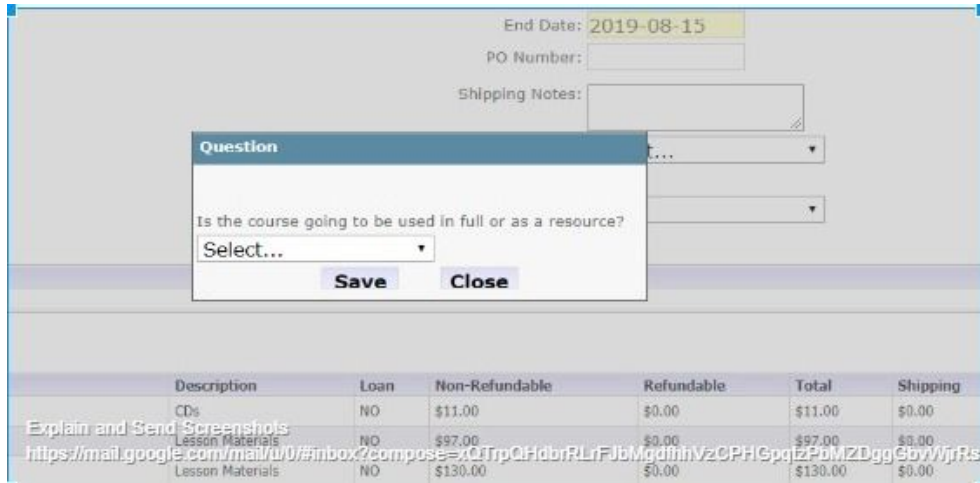
Use expedited shipping

Check All Required

Select	Asset Type	Description	Loan	Non-Refundable	Refundable	Shipping	Total	Required	Availability
<input type="checkbox"/>	Calculator	HP-485	NO	\$120.50	\$0.00	\$15.00	\$120.50	YES	04/01/2014
<input type="checkbox"/>	HP Laptop	HP 123	YES	\$105.00	\$900.00	\$150.00	\$1,005.00	YES	04/01/2014
<input type="checkbox"/>	Standard Stapler	Swingline M-106	NO	\$8.99	\$0.00	\$30.00	\$8.99	NO	04/01/2014

15. For TS courses, a window will pop-up, requesting in what capacity the student will be using the course/resources. Select how you are going to use the materias. Select either:

- **Full** (using the course in its entirety) or
- **Resource** (only using bits and pieces)



Questions?

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