

Introduction to: Enrollment Projections

April 2019



Enrollment Projection

Agenda

- Enrollment Pre-Requisites
- Entering Returning Student Projections
- Entering New Student Projections
- Reporting Projected Enrollment
- Editing
 - Deleting New Student Projection
 - Deleting Returning Student Projection
 - Parallel editing of current and projected data



Overview:

Enrollment Projections Key Terms

Enrollment Projections Key Terms

- **Returning Student** Any student currently enrolled in the school.
- **New Students** Any student that is NOT currently enrolled in the school but plans to attend in the upcoming school year
- **New School Year** The upcoming school year beginning in August or September
- **Projected Enrollment** Estimated enrollment for the upcoming school year
- **Maximum Seats** Maximum number of students in a class
- **Rotations** A rotation is a specific period of time during which groups of students rotate through identified courses.
- **Current Year** Active year- select for Returning Student Projections
- **Projected Year** New School year- select for New Student Projections



Enrollment Projection Agenda

Enrollment Pre-Requisites

Enrollment Pre-Requisites

The purpose of this step is to prepare the ClassMate System to accurately receive student projection data

- Create a New School Calendar
- Enter New Student Registration Data
- Rotations (if applicable)
- Verify Projected Room Seating
- Activate Sync Seat Process
- Verify Seat Override Max Value



Enrollment Projections

Create a New School Year

Create a New School Year

(Mandatory Step)

Prior to projecting students, create a new school calendar for the upcoming school year into which you would like to project students.

Getting Help

Please visit:

www.classmate.net for an instructional guide on creating a new school year (Creating & Updating the School Calendar)



Main Location	
2009-2010 School Year	200910

My Modules > School Calendar Information > School Calendar Management > Day Management Tab



Enrollment Projections

New Student Registration

New Students Registration

All new students must be registered in ClassMate before you can begin to project them into the upcoming school year.

You may begin entering new students into registrations as soon as the applications begin to arrive.

Please ensure you complete the pre-requisite steps prior to beginning the new student registration process.

My Modules > Student Registration > Student Registration Information module OR SL Student Registration Information module

Getting Help

Please visit:

www.classmate.net for an instructional guide on creating a new school year (Student Registration w/Services)



Enrollment Projections

Creating rotations

Create New School Year Rotations

(Mandatory Step if using Rotations):

Prior to projecting students, create a new school calendar for the upcoming school year into which you would like to project students.

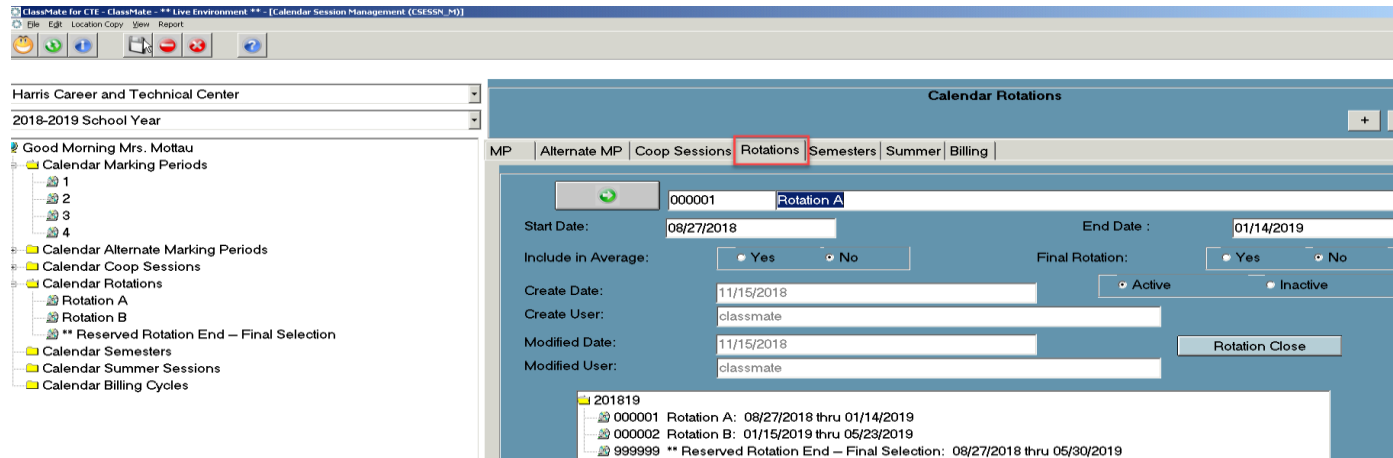
Getting Help

Please visit:

www.classmate.net for an instructional guide on creating Rotations (Creating & Updating the School Calendar)

My Modules > School Calendar Information > Calendar Session Management > Rotations Tab

- Click on the **Rotations Tab**
- Click the Green **Rotation ID Button** to Create New Rotation
- Enter the rotation **Name**
- Enter the **Start Date**
- Enter the **End Date**
- Click **Save**



The screenshot shows the 'Calendar Rotations' form in the ClassMate software. The form is titled 'Calendar Rotations' and has a tabbed interface with 'Rotations' selected. The form includes the following fields and options:

- MP:** 000001
- Rotation A:** Rotation A
- Start Date:** 08/27/2018
- End Date:** 01/14/2019
- Include in Average:** Yes (selected), No
- Final Rotation:** Yes (selected), No
- Create Date:** 11/15/2018
- Create User:** classmate
- Modified Date:** 11/15/2018
- Modified User:** classmate
- Buttons:** A green 'Save' button (highlighted in the original image) and a 'Rotation Close' button.

The left sidebar shows a tree view of the school calendar structure, including 'Calendar Rotations' with sub-items 'Rotation A' and 'Rotation B'. The bottom of the form shows a list of existing rotations:

- 201819
- 000001 Rotation A: 08/27/2018 thru 01/14/2019
- 000002 Rotation B: 01/15/2019 thru 05/23/2019
- 999999 ** Reserved Rotation End – Final Selection: 08/27/2018 thru 05/30/2019



Enrollment Projections

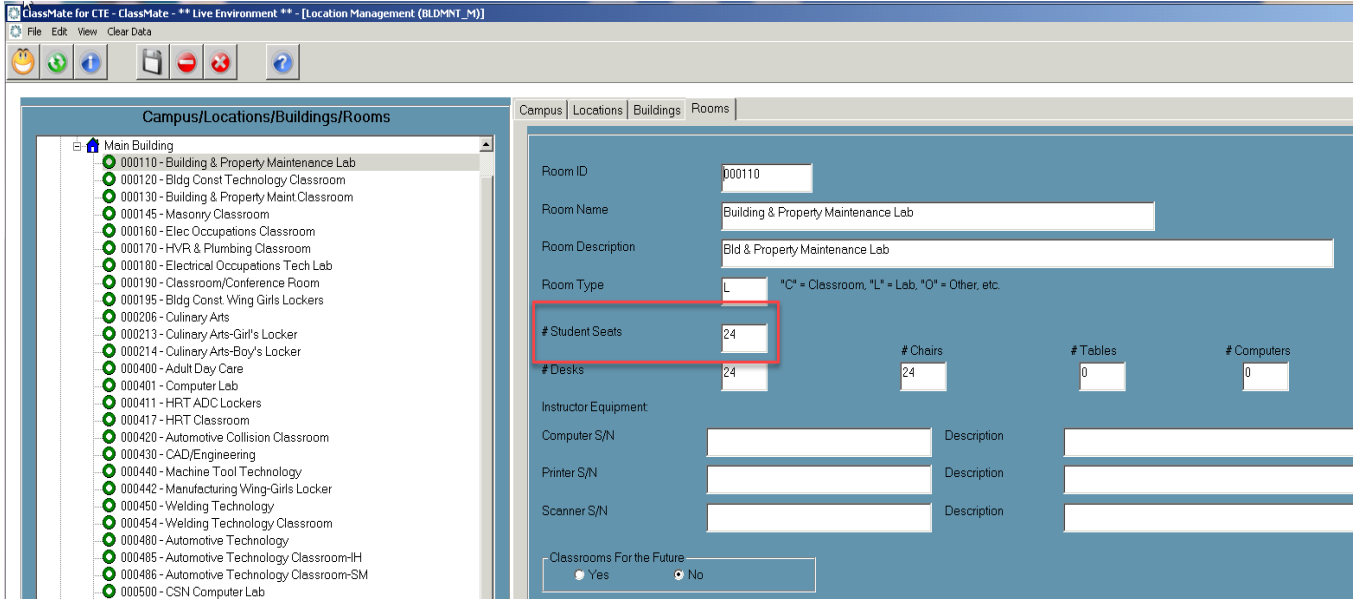
Verify Room Seating

(Mandatory Step)

Prior to projecting students, verify the number of student seats for EACH class in the upcoming school year.

Double click **My Modules** > Double Click **Base Data Information** > Click **Location/Building/ Room Management**

- Select the **Campus, Location, Building and Room** from the left hand view
- From the room level verify the # of student seats are accurate for the upcoming school year.
- Edit as needed > Click **Save**



ClassMate for CTE - ClassMate - ** Live Environment ** - [Location Management (BLDMNT_M0)]

File Edit View Clear Data

Campus | Locations | Buildings | Rooms

Campus/Locations/Buildings/Rooms

Main Building

- 000110 - Building & Property Maintenance Lab
- 000120 - Bldg Const Technology Classroom
- 000130 - Building & Property Maint Classroom
- 000145 - Masonry Classroom
- 000160 - Elec Occupations Classroom
- 000170 - HVR & Plumbing Classroom
- 000180 - Electrical Occupations Tech Lab
- 000190 - Classroom/Conference Room
- 000195 - Bldg Const Wing Girls Lockers
- 000206 - Culinary Arts
- 000213 - Culinary Arts-Girl's Locker
- 000214 - Culinary Arts-Boy's Locker
- 000400 - Adult Day Care
- 000401 - Computer Lab
- 000411 - HRT ADC Lockers
- 000417 - HRT Classroom
- 000420 - Automotive Collision Classroom
- 000430 - CAD/Engineering
- 000440 - Machine Tool Technology
- 000442 - Manufacturing Wing-Girls Locker
- 000450 - Welding Technology
- 000454 - Welding Technology Classroom
- 000480 - Automotive Technology
- 000485 - Automotive Technology Classroom-IH
- 000486 - Automotive Technology Classroom-SM
- 000500 - CSN Computer Lab

Room ID: 000110

Room Name: Building & Property Maintenance Lab

Room Description: Bld & Property Maintenance Lab

Room Type: L *C* = Classroom, *L* = Lab, *O* = Other, etc.

Student Seats: 24

Desks: 24

Chairs: 24

Tables: 0

Computers: 0

Instructor Equipment

Computer S/N: Description

Printer S/N: Description

Scanner S/N: Description

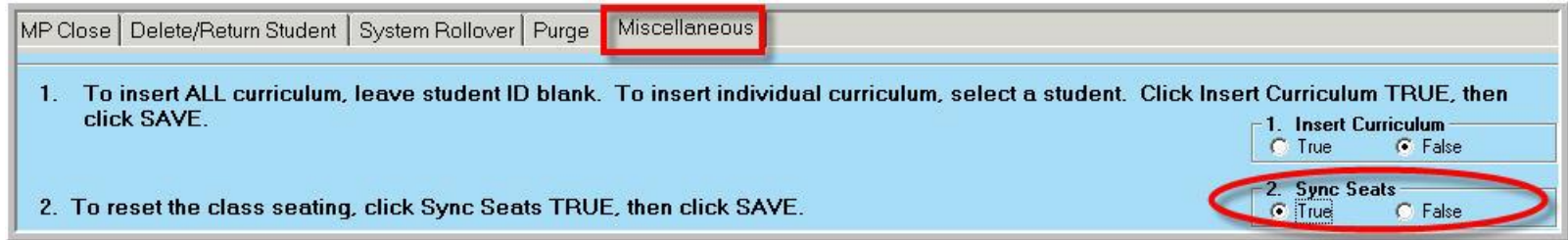
Classrooms For the Future

Yes No

Note: You may generate a Room Maintenance Report to view the number of student seats currently assigned.
Reports > Base Data Information > Room Report

Enrollment Projections

Sync Seats



MP Close | Delete/Return Student | System Rollover | Purge | **Miscellaneous**

1. To insert ALL curriculum, leave student ID blank. To insert individual curriculum, select a student. Click Insert Curriculum TRUE, then click SAVE.

1. Insert Curriculum
 True False

2. To reset the class seating, click Sync Seats TRUE, then click SAVE.

2. Sync Seats
 True False

Sync Seats

(Mandatory Step)

This process verifies the number of student seats available for each class in the projected year. This step may only be done **AFTER** the number of seats have been updated for the upcoming year.

Double click **My Modules** > Double Click **System Administrator** >

Click **ClassMate Master Control**

- Click **Misc Tab**
- Click **T (True)** in the 2. Sync Seats box in the right hand view
- Click **Save**



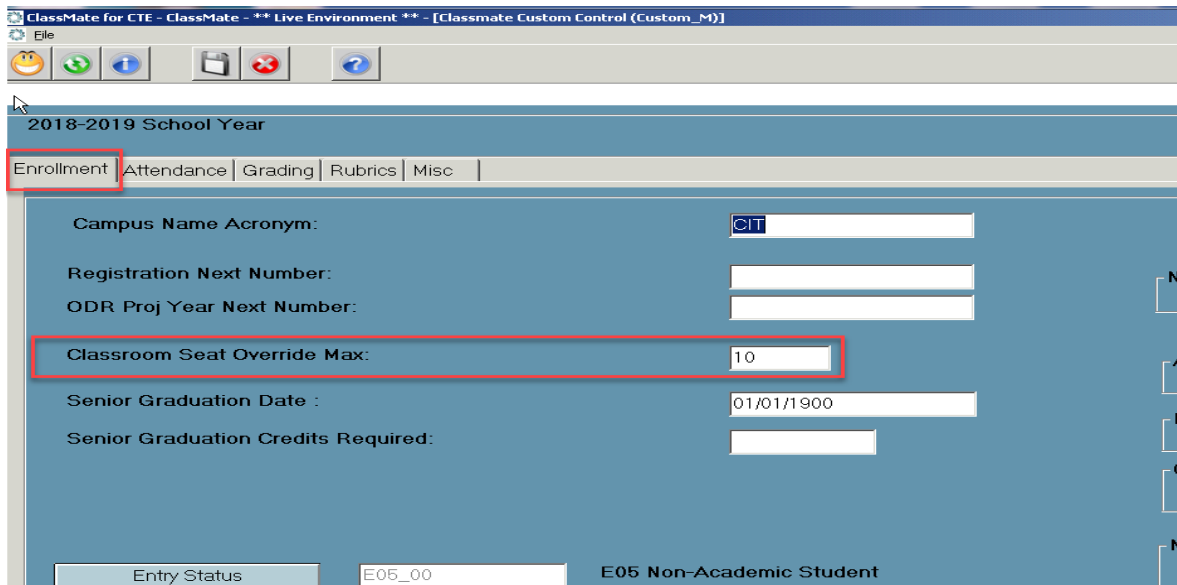
Enrollment Projections

Seat Override Value

This process establishes the incremental number of student seats available should you exceed the number students seats during projected enrollment. Should this occur an alert message will allow you the option to override the enrollment by the number of seats established in this step.

Double click **My Modules** > Double Click **System Administrator** > Click **Custom Control** > Click **Enrollment Tab**

•Classroom Seat Override Max > Enter the number seats when override is > Click Save



ClassMate for CTE - ClassMate - ** Live Environment ** - [Classmate Custom Control (Custom_M)]

File

2018-2019 School Year

Enrollment | Attendance | Grading | Rubrics | Misc

Campus Name Acronym: CIT

Registration Next Number:

ODR Proj Year Next Number:

Classroom Seat Override Max: 10

Senior Graduation Date : 01/01/1900

Senior Graduation Credits Required:

Entry Status: E05_00 E05 Non-Academic Student



Enrollment Projections



Projecting Students prior to completion of Master Schedule

All students must be projected into a minimum of 1 class prior to rollover.

If the student schedule is not yet known but must be projected, a student can be projected into a **Homeroom** or **Lunch** class. A generic placeholder course/ class can be created in Instructional Course Offerings for projections as well

Updating Course Offerings

If you will be offering new courses, you can add new courses and class to **Instructional Course Offerings (My Modules > Curriculum Management> Instructional Course Offerings)** prior to beginning projections.

However, you may not delete nor change a course/class to “Inactive” status until after system roll-over is complete



ClassMate Enrollment Projections

After system rollover all projected students will be officially enrolled. All seniors NOT projected will be archived

Rollover



New Student Registration

New Student Registration Information Is entered into ClassMate as the applications are received



Project Returning Students

Returning Students are projected into the upcoming school year. Seniors will be Archived .

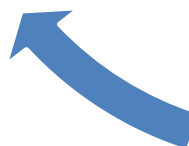


Analyze & Report enrollment projection data for the upcoming school year.

Report Projected Enrollment



Project New Students



Newly registered students are projected into the upcoming school year , AFTER returning students. Returning students have priority for course & class

Next on the Agenda

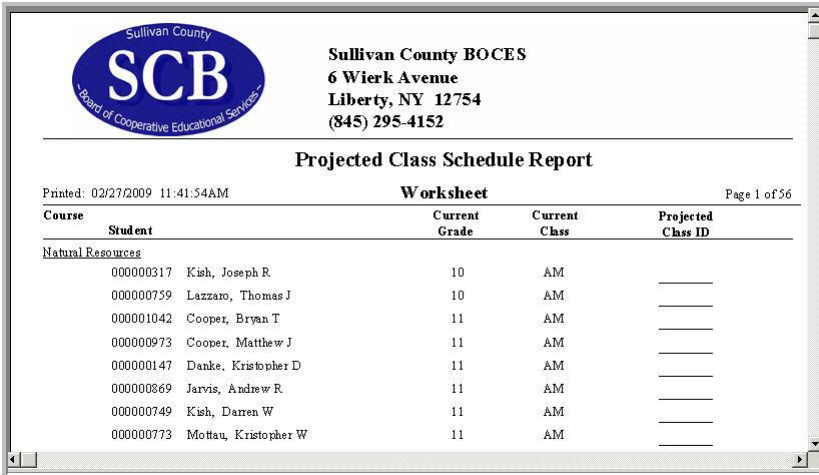
- Enrollment Pre-Requisites
- **Entering Returning Student Projections**
- Entering New Student Projections
- Reporting Projected Enrollment
- Editing
 - Deleting Student Projections
 - Deleting Returning Student Course Change Projections
 - Parallel editing of current and projected data




Enrollment Projections: Returning Students

Worksheet for Returning Students

The **Projected Class schedule report** is intended to facilitate the projections process by allowing the staff to identify any known student withdrawals, course changes or special conditions that may affect scheduling for the upcoming school year in a formalized manner.




Sullivan County BOCES
 6 Wierk Avenue
 Liberty, NY 12754
 (845) 295-4152

Projected Class Schedule Report

Printed: 02/27/2009 11:41:54AM Page 1 of 56

Course	Student	Current Grade	Current Class	Projected Class ID
<u>Natural Resources</u>				
	000000317 Kish, Joseph R.	10	AM	_____
	000000759 Lazzaro, Thomas J.	10	AM	_____
	000001042 Cooper, Bryan T.	11	AM	_____
	000000973 Cooper, Matthew J.	11	AM	_____
	000000147 Danke, Kristopher D.	11	AM	_____
	000000869 Jarvis, Andrew R.	11	AM	_____
	000000749 Kish, Darren W.	11	AM	_____
	000000773 Mottau, Kristopher W.	11	AM	_____

Getting Started

Double click > **My Reports** > Double Click **Student Projection** > Click **Projected Class Schedule by Grade**

- Generate Report
- Distribute to staff
- Collect completed worksheets
- Utilize worksheets throughout the projection process

Note: The report is meant to be used as a source document for staff when projecting students

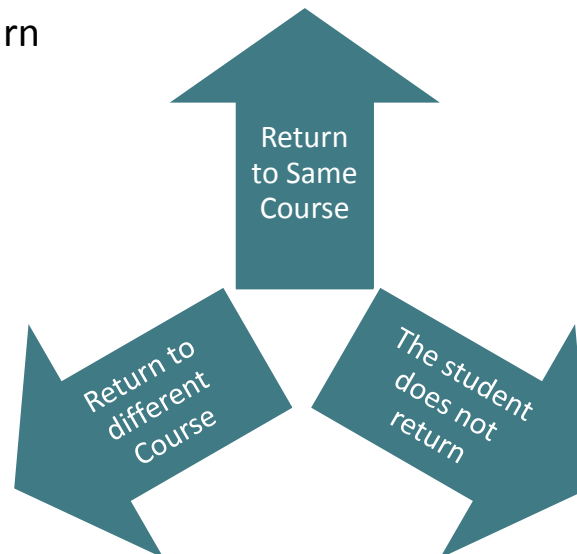


Enrollment Projections: **Returning** Students

Returning Students

When projecting returning students, there are three options to choose from:

- Return the student to the same course
- Return the student to a different course
- Student does not return



Enrollment Projections:

Returning Students **Same Course**

All returning students must be projected into a course and class. This is **MANDATORY**.

This step will be used for those students being projected into the **SAME** course in the upcoming school year.

Getting Started

Double click > **My Modules** > Double Click **Student Projection** > Click **Return Student Projection/Enrollment**

Select Location if Multi-Location site

The system will default to projected School year and Non-Rotation Students

Select the Course

- Click on the **Course Dropdown Selection** > Select a course from the dropdown menu > Click on the **Green checkmark** icon on the tool bar along the top of the page.

Select the Class

- Click on **Blue Class** button > Select the class by single clicking > Click on the **Green checkmark** icon on the tool bar along the top of the page

Status: Auto-Populates based on your site Custom Control setup (if student requires different Enrollment Status click button to select)

Begin Date: Auto-Populates First Student Day of NEXT School Year based on Calendar set up

Note: You must select **BOTH** course and class

You can also Sort by Alpha or Grade



Enrollment Projections: Returning Students **Same Course**

ClassMate for CTE - ClassMate - ** Live Environment ** - [Return Student Projection/Enrollment (FR53_MTB)]

File View Report

Harris Career and Technical Center


Projected School Year Current School Year
 Non-Rotation Students Rotation Students

Course: Automotive Collision & Refinishing Technology
 Class: AM AM
 Rotation:

Begin Date: 08/22/2019 Status: E05_00 E05 Non-Academic Student

End Date: 9 th 10 th 11 th 12 th All

Enrolled Student Sort: Alpha Grade


Photo not available



Enrollment Projections:

Returning Students Same Course

Projecting Returning Students into the Same Course

Select Students

Click on the name of the students you would like to project into this **Course** and **Class**

- Select the student by double clicking the name of the student from **Enrolled Student** list , located in the left hand view of the screen.
- The students name will appear in the right hand view of the screen in the selected students list after double clicking
- Click **“Save”**

If you need to REMOVE a student from the Selected Student list > click the student name and then click the REMOVE button

If you need to REMOVE ALL students from the Selected Student list > click the Clear button



Enrollment Projections:

Returning Students **Different Course**

All returning students must be projected into a course and class. This is **MANDATORY**.

This step will be used for those students being projected into the **DIFFERENT** course in the upcoming school year.

Getting Started

Double click > **My Modules** > Double Click **Student Projection** > Click **RETURN Student Course Changes**

Select Location if Multi-Location site

The system will default to Active Students and Projected School Year

Select the Current Course in which the student is enrolled.

- Click on the **Course Dropdown Selection** > Select a course from the dropdown menu > Click on the **Green checkmark** icon on the tool bar along the top of the page.

Select the Current Class in which the student is enrolled.

- Click on **Blue Class** button > Select the class by single clicking > Click on the **Green checkmark** icon on the tool bar along the top of the page

Program Status: Auto-Populates to Changed Program/Course but can be changed is appropriate

End Date: Auto-Populates Last Student Day of Current School Year based on Calendar set up

Note: You can also Sort by Alpha or Grade



Enrollment Projections:

Returning Students Different Course

Projecting Returning Students into a different course

Harris Career and Technical Center

Active Students
Withdrawn Students

Projected School Year
Current School Year

Course

Class

Program Status:

Withdrawal

End Date

9 th
 10 th
 11 th
 12 th
 All




Photo not available

Enrolled Student Sort

 Alpha Grade

Projection | District/School | Rotations

Course

Class

Begin Date

Entry Status

Enrolled Students							Selected Students					
* Class	Grade	Last	First	M	Suffix	Student	Last	First	M	Suffix	Grade	Student
AM	9	Banach	Raven	M		0000131						
AM	10	Banach	Blaze	D		0000128						
AM	10	Banach	David	J		0000130						
AM	10	Carroll	Dante	L		0000129						
AM	10	Dell	Cheyenne	M		0000130						
AM	10	Einstein	Garrett	C		0000129						



Enrollment Projections:

Returning Students Different Course

Projecting Returning Students into a different course

Ensure you are on working in the **Projection Tab** which reflects the **NEW COURSE & NEW CLASS**.

Select the New Course

- Click on the **Blue Course** button and select the course name reflecting the **NEW COURSE** the student will be projected into for the upcoming school year
- Select the Course by single clicking
- Click on the **Green Checkmark** on the tool bar along the top of the page

Select the New Class

- Click the **Blue Class** button and select the class reflecting the **NEW CLASS** the student will be projected into for the upcoming school year.
- Select the Class by single clicking
- Click on the **Green Checkmark** on the tool bar along the top of the page

Select Students

- Click the name of the students you would like to project into the **New Course and Class**
- Select student by double clicking the name of the student from **Currently Enrolled Student** list located in the left hand view of the screen.
- The students name will appear in the right hand view of the screen in the **Selected Students List**
- Click **“Save”**

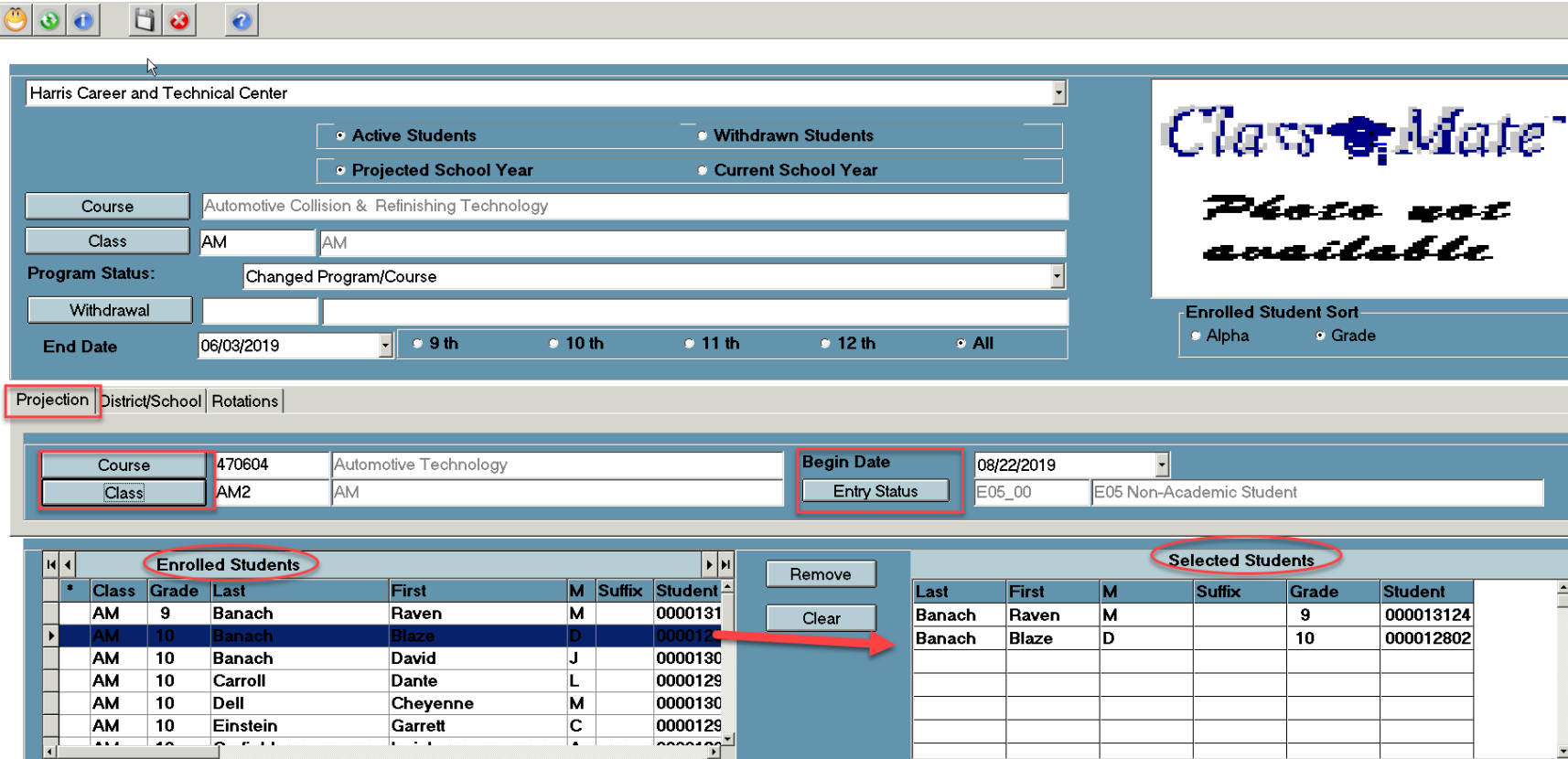
If you need to REMOVE a student from the Selected Student list > click the student name and then click the REMOVE button

If you need to REMOVE ALL students from the Selected Student list > click the Clear button



Enrollment Projections

Returning Students **Different Course**



Harris Career and Technical Center

Active Students Withdrawn Students
 Projected School Year Current School Year

Course: Automotive Collision & Refinishing Technology

Class: AM AM

Program Status: Changed Program/Course

Withdrawal: [] []

End Date: 06/03/2019 9 th 10 th 11 th 12 th All

Enrolled Student Sort: Alpha Grade

Class of Mate™
Photo not available

Projection | District/School | Rotations

Course: 470604 Automotive Technology Begin Date: 08/22/2019

Class: AM2 AM Entry Status: E05_00 E05 Non-Academic Student

Enrolled Students						
* Class	Grade	Last	First	M	Suffix	Student
AM	9	Banach	Raven	M		0000131
AM	10	Banach	Blaze	D		0000129
AM	10	Banach	David	J		0000130
AM	10	Carroll	Dante	L		0000129
AM	10	Dell	Cheyenne	M		0000130
AM	10	Einstein	Garrett	C		0000129

Remove
Clear

Selected Students					
Last	First	M	Suffix	Grade	Student
Banach	Raven	M		9	000013124
Banach	Blaze	D		10	000012802

Note: After saving the Selected Students list will appear empty. The Enrolled Student list will still have the student's names but they will now appear in **BLUE**. This indicates the student has been projected.

The number of available of seats for the class can be viewed from any projection module.

Enrollment Projections

Returning Students Different Course

After editing, adding or deleting student data it is a ClassMate best practice to verify the accuracy of the data. The ClassMate Reporting mechanism is an easy and efficient tool to verify the quality of data being entered into the system. Projection reports should be run throughout the projections process .

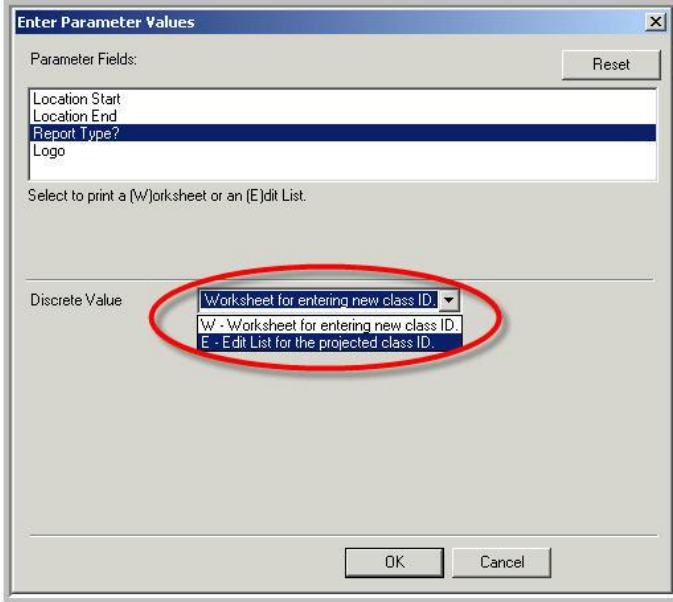
Report Sample:

Double click > My Reports > Double Click > Student Projections Folder > Click Projected Class Schedule by Grade report

In Report Parameters:

- Click **Report Type**
- In the **Discreet Value** drop down menu:

Click Edit List for Projected Class ID



Enter Parameter Values

Parameter Fields: Reset

Location Start
Location End
Report Type?
Logo

Select to print a (W)orksheet or an (E)dit List.

Discrete Value: **Worksheet for entering new class ID.**
W - Worksheet for entering new class ID.
E - Edit List for the projected class ID.

OK Cancel

Other Report examples:

Current Student Course Changes

Projected Roster by Program/Class



Next on the Agenda

- Enrollment Pre-Requisites
- Entering Returning Student Projections
- **Entering New Student Projections**
- Reporting Projected Enrollment
- Editing
 - Deleting New Student Projection
 - Deleting Returning Student Projection
 - Parallel editing of current and projected data



Enrollment Projections

New Student Projections

All new students should be registered in ClassMate prior to beginning this step.

**** ClassMate will default to the #1 Program Preference**** this can be changed depending on what Preference Program student is being projected into. Refer to your Registration guide to assist you with Program Preference.

Double click > **My Modules** > Double Click **Student Projection** > Click **New Student Projection/Enrollment**

Note: Defaults include: Preference #1, Non Rotating Students & Projected School Year

Select the Course

- Click on the Course Selection dropdown menu > Select the Course > Click on the **Green Checkmark** icon on the tool bar along the top of the page. The selected class will now be visible in the field

Select the Class

- Click on **Blue Class** button > Select the Class by single clicking > Click on the **Green Checkmark** icon on the tool bar along the top of the page. The selected class will now be visible in the field

Select Registered Students

- Select the student by double clicking the name of the student from **Registered Students list**, located in the left hand view of the screen.
- The students name will then appear in the right hand view of the screen in the **Selected Students list**
- Click **“Save”**

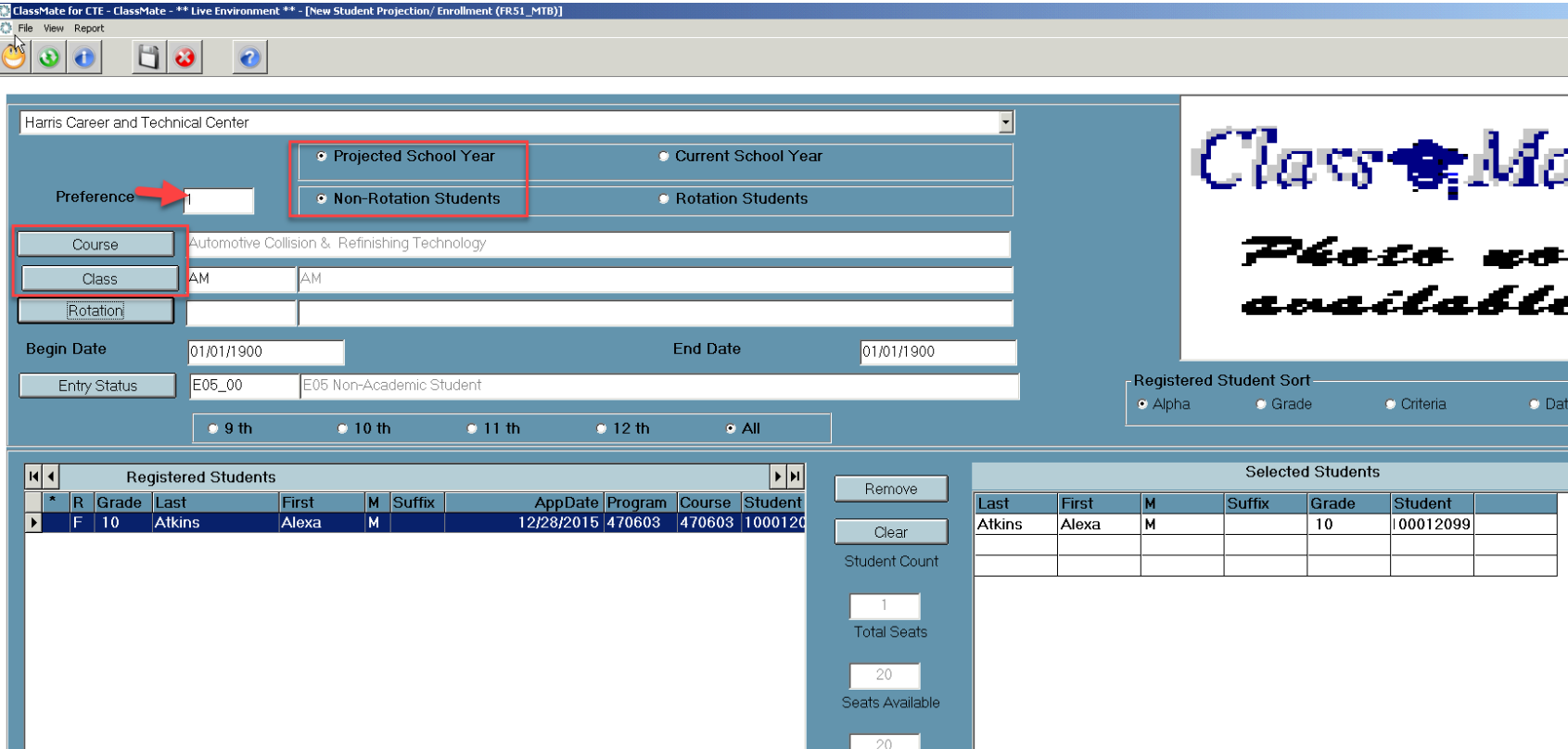
If you need to REMOVE a student from the Selected Student list > click the student name and then click the REMOVE button

If you need to REMOVE ALL students from the Selected Student list > click the Clear button



Enrollment Projections

New Student Projections



The screenshot shows the ClassMate software interface for enrollment projections. The window title is "ClassMate for CTE - ClassMate - ** Live Environment ** - [New Student Projection/ Enrollment (FRS1_MTB)]". The interface includes a menu bar (File, View, Report), a toolbar, and a main workspace. The workspace is divided into several sections:

- Header:** "Harris Career and Technical Center" (dropdown menu).
- Preference:** A red arrow points to a dropdown menu. Below it are radio buttons for "Projected School Year" (selected), "Current School Year", "Non-Rotation Students" (selected), and "Rotation Students".
- Course/Class/Rotation:** Three input fields. "Course" is "Automotive Collision & Refinishing Technology", "Class" is "AM", and "Rotation" is empty.
- Begin Date/End Date:** Both are set to "01/01/1900".
- Entry Status:** "E05_00" and "E05 Non-Academic Student".
- Registered Student Sort:** Radio buttons for "Alpha" (selected), "Grade", "Criteria", and "Date".
- Registered Students Table:** A table with columns: R, Grade, Last, First, M, Suffix, AppDate, Program, Course, Student. One row is visible: R=F, Grade=10, Last=Atkins, First=Alexa, M=M, AppDate=12/28/2015, Program=470603, Course=470603, Student=1000120.
- Selected Students Table:** A table with columns: Last, First, M, Suffix, Grade, Student. One row is visible: Last=Atkins, First=Alexa, M=M, Grade=10, Student=100012099.
- Buttons:** "Remove", "Clear", "Student Count" (input: 1), "Total Seats" (input: 20), "Seats Available" (input: 20).

On the right side of the interface, there is a large graphic that says "ClassMate" in a stylized font, with "Plans not available" written below it in a cursive font. On the far right, there are four circular icons: a graduation cap, a fork and spoon, a grid of four squares, and an open book.

Note: After saving the selected New Students will be removed from the Registered Students list. The remaining students names will be those that have not been projected into the Course or Class.

The number of available of seats for the class can be viewed from any projection module.

Agenda

- Enrollment Pre-Requisites
- Entering Returning Student Projections
- Entering New Student Projections
- **Reporting Projected Enrollment**
- Editing
 - Deleting New Student Projection
 - Deleting Returning Student Projection
 - Parallel editing of current and projected data



Reporting Projected Enrollment

Reporting Projected Enrollment

Throughout the projection process ClassMate Reports can provide an up to date view of projection totals. The reports can be utilized by various staff at any time during the process.

For Example:

New Student Projected Enrollment Rosters allow advance enrollment totals of next year's class.

Counselors and other Administrative staff may use Projected Schedules worksheet as a resource for planning returning student schedules.

Getting Started

Double Click **My Reports** >
Double Click **Student Projection** >
Click report name to view

Commonly Used Projection Reports

Returning Students

- Current Student Course Changes
- Projected Alpha Returning Enrollment
- Projected Class Schedule by Grade
- Projected Schedule Letters Returning
- Return Student Projected Enrollment

New Students

- New Student Projected Enrollment Roster
- Projected Alpha New Student Roster
- Projected New Student Enrollment Roster
- Projected Schedule Letters New

All Students

Projected Class Schedule by Grade
Projected Enrollment by : Course or District
Projected Rosters by Program/Class
Projected Summary by Course or District



Agenda

- Enrollment Pre-Requisites
- Entering Returning Student Projections
- Entering New Student Projections
- Reporting Projected Enrollment
- **Editing**
 - **Deleting New & Returning Student Projections**
 - **Deleting Returning Student Projections (Course Change)**
 - **Parallel editing of current and projected data**



Enrollment Projections

Editing: Projections



Editing

During the enrollment projections process it will become necessary to make edits to the data entered into ClassMate. There are two main ways to approach the editing process:

New Students

- Deleting Course or Class in the upcoming school year.
- Deleting new students from the upcoming school year.
- Re-projecting new students into the upcoming school year.

Returning Students

- Editing of current and projected data
- Deleting Course or Class in the upcoming school year.
- Re-projecting returning students into the upcoming school year.
- Parallel Editing: Edit data in both the current & projected school years.



Enrollment Projections

Editing: **Deleting Student** Projections

This step should be utilized when deleting a **COURSE** or **CLASS** for a **NEW or RETURNING** student .

Double click > **My Modules** > Double Click **Student Projection** > Click **Projected Student Deletion**

- Click the **New Student or Return Student** radio button in the top left hand view as required
- Select the **Student Name** from the list in the left and view by single clicking
- On the Projection Tab, the **currently projected** class and course information will be displayed.

Delete Class Only Option 1

- Click the class session in the **Projected Class Schedules** list
- Right click the **Class name**
- Click the **Delete** button
- A grey confirmation message will appear
- Click “**Yes**” to delete the class

The class will no longer be listed. The student can now be reprojected into a different **class**.

Delete Class Only Option 2

- Click the Class session in the **Projected Class schedules** list
- Click the word **Edit** located along the top of the toolbar
- Click **Delete Class Schedule**
- A grey confirmation message will appear
- Click “**Yes**” to delete the class

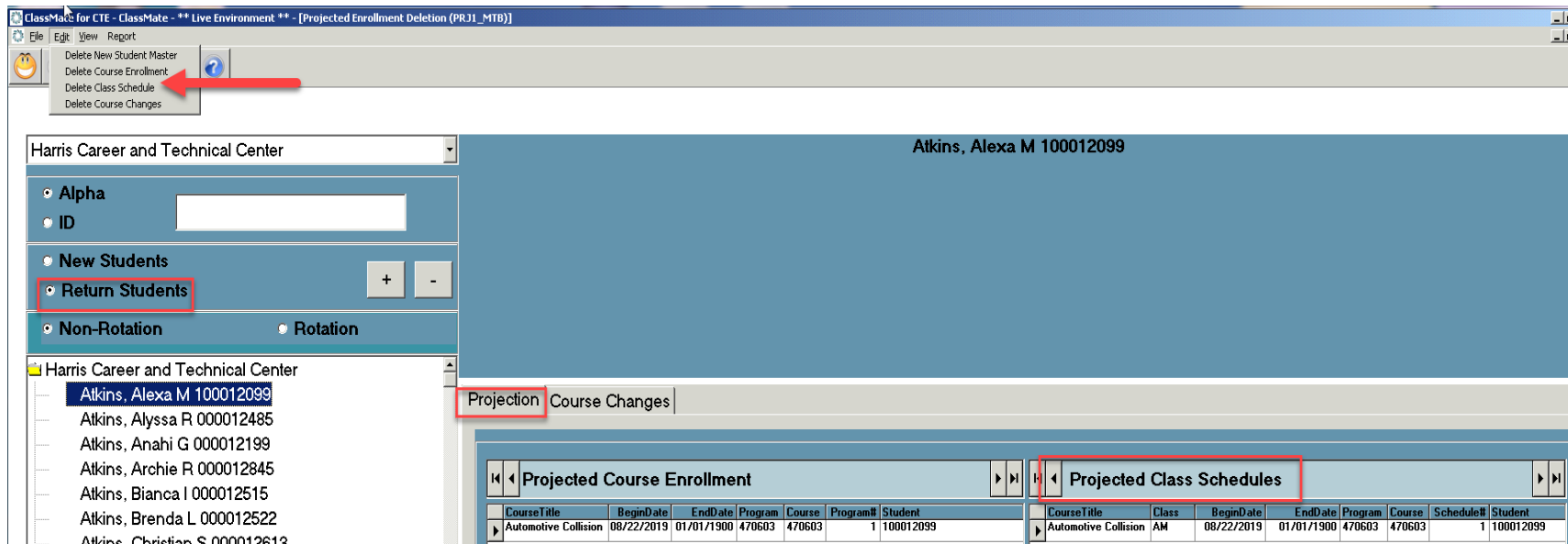
The class will no longer be listed. The student can now be reprojected into a different **class**.

Note: The above process is for **NEW STUDENT** Course Projection errors or changes. This is **NOT** to be used for **RETURNING STUDENTS**. Please use the returning student process



Enrollment Projections

Editing: **Deleting Student** Projections



The screenshot shows the ClassMate software interface. In the top menu, the 'Delete Class Schedule' option is highlighted with a red arrow. The main window displays the student 'Atkins, Alexa M 100012099' and the 'Projected Class Schedules' tab is selected. The 'Return Students' option in the left sidebar is also highlighted with a red box.

Course Title	BeginDate	EndDate	Program	Course	Program#	Student
Automotive Collision	08/22/2019	01/01/1900	470603	470603	1	100012099

Course Title	Class	BeginDate	EndDate	Program	Course	Schedule#	Student
Automotive Collision	AM	08/22/2019	01/01/1900	470603	470603	1	100012099



Note: For instructions to re-project the student after deletion refer back to **Entering New Student Projections**

Enrollment Projections

Editing: **Deleting New Student** Projections

Delete Course and Class Option 1

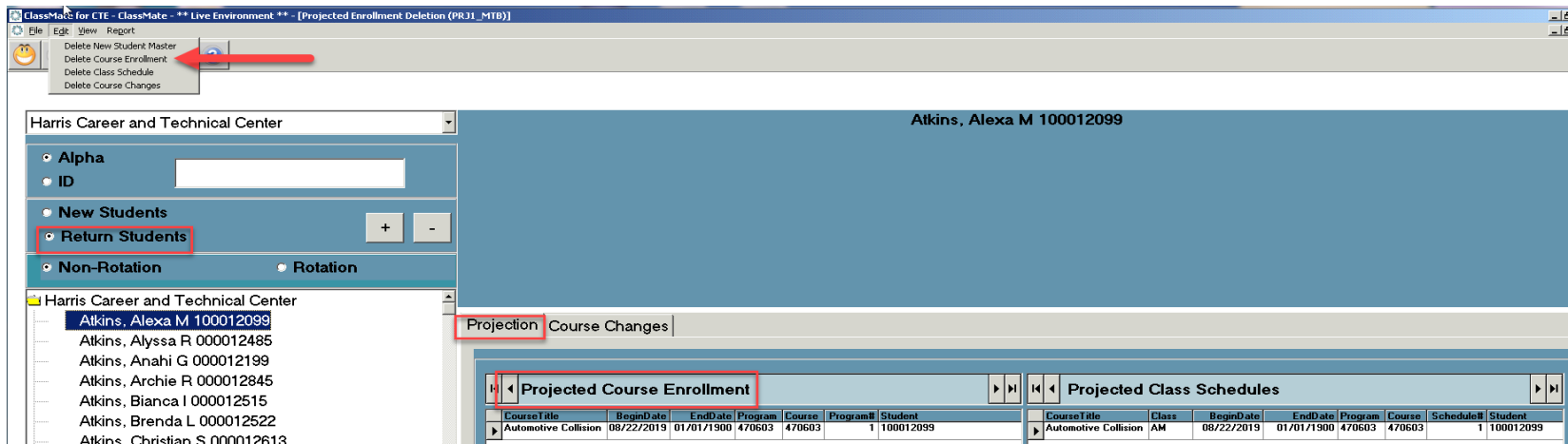
- Click the Course session in the **Projected Course Enrollment** list
- Right click the **Course** name
- Click the **Delete** button
- A grey confirmation message will appear
- Click “**Yes**” to delete the class

The Course & Class will no longer be listed. The student can now be reprojected into a different Course & Class.

Delete Course and Class Option 2

- Click the Course session in the **Projected Course Enrollment** list
- Click the word **Edit** located along the top of the toolbar
- Click **Delete Course Enrollment**
- A grey confirmation message will appear
- Click “**Yes**” to delete the class

The Course & Class will no longer be listed. The student can now be reprojected into a different Course & Class.



The screenshot shows the ClassMate software interface. On the left, a sidebar lists students under 'Return Students'. The main area displays 'Atkins, Alexa M 100012099'. Below this, there are two tabs: 'Projection' and 'Course Changes'. The 'Projection' tab is active, showing a table of 'Projected Course Enrollment'.

Course Title	BeginDate	EndDate	Program	Course	Program#	Student
Automotive Collision	08/22/2019	01/01/1900	470603	470603	1	100012099

Below the enrollment table, there is a section for 'Projected Class Schedules' with a similar table structure.

Note: The above process is for **NEW STUDENT** Course Projection errors or changes. This is **NOT** to be used for **RETURNING STUDENTS**. Please use the returning student process



Enrollment Projections

Editing: **Deleting New Students**

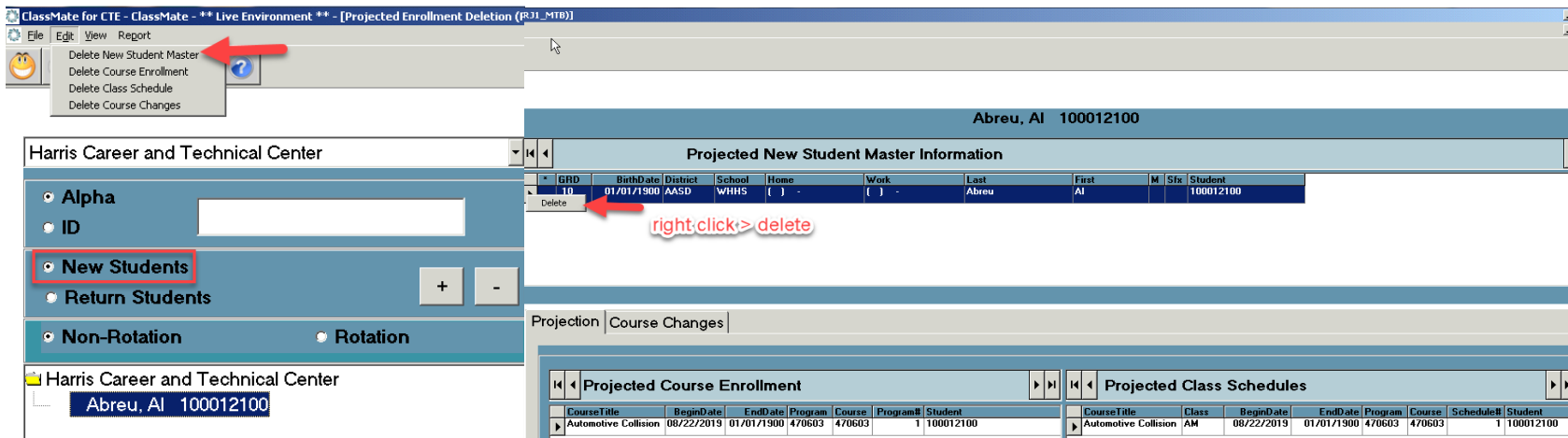
If a New student has been projected in the upcoming school year then decides to **NOT** attend, the student **MUST** be removed from the projected year.

This step **MUST** be utilized when deleting an entire **NEW** student record.

Double click > **My Modules** > Double Click **Student Projection** > Click **Projected Student Deletion**

- Click the **New Student** radio button in the top left hand view
- Select the **Student Name** from the list in the left and view by single clicking
- Click **Edit** on the toolbar located at the top of the screen
- Select **Delete New Student Master**
- A confirmation message will appear,
- Click **“Yes”**

Or you can **Right Click** > **Delete** by selecting the **Projected Student Master** at top right of module

The screenshot shows the 'ClassMate for CTE' interface. On the left, there is a navigation pane with 'New Students' selected. The main area displays 'Projected New Student Master Information' for student 'Abreu, AI 100012100'. A table below shows the student's details:

ID	BirthDate	District	School	Home	Work	Last	First	M	Sfx	Student
10	01/01/1900	AASD	WHHS	()	()	Abreu	AI			100012100

A red arrow points to the 'Delete' button in the table's action column. Another red arrow points to the 'Delete New Student Master' option in the top toolbar.

Note: If the student is not deleted entirely by performing this step, the student will be enrolled in upcoming school year without a **Course and Class**.

Agenda

- Enrollment Pre-Requisites
- Entering Returning Student Projections
- Entering New Student Projections
- Reporting Projected Enrollment
- **Editing**
- Deleting New & Returning Student Projections
 - Class Only
 - Course & Class
 - New Student Master
- **Deleting Returning Student Projection**
 - Course Change
- Parallel editing of current and projected data



Enrollment Projections

Editing: **Deleting Returning Student** Projections

Deleting Returning students Course and Class Projections

Option 1

Mandatory Step for Deleting a Course Change

Each time a **Returning Student** changes Program or Course, a record of the change is recorded. When using projection modules you must delete this record along with the **Course** and **Class**.

- Click the **Course Change Tab**
- Verify a Course Change Record Exists
- Right click the **Course Name**
- Click the **Delete** button
- A grey confirmation message will appear
- Click “**Yes**” to delete the **Course Change Record, Course and Class**

Option 2

Mandatory Step for Deleting a Course Change

- Click the **Course Change Tab**
- If a course change record exists, you must delete the record
- Click **Edit** located along the toolbar on the top of the screen
- Select **Delete Course Changes**
- Click “**Yes**” to delete the **Course Change record, Course and Class**

The returning student can now be reprojected into the correct course and class using the **Return Student Course Change** module and accompanying instructions.

Note: Deleting the Course Change Record will delete both Course and Class session as well. This can be verified on the Projections Tab. You may use either option.

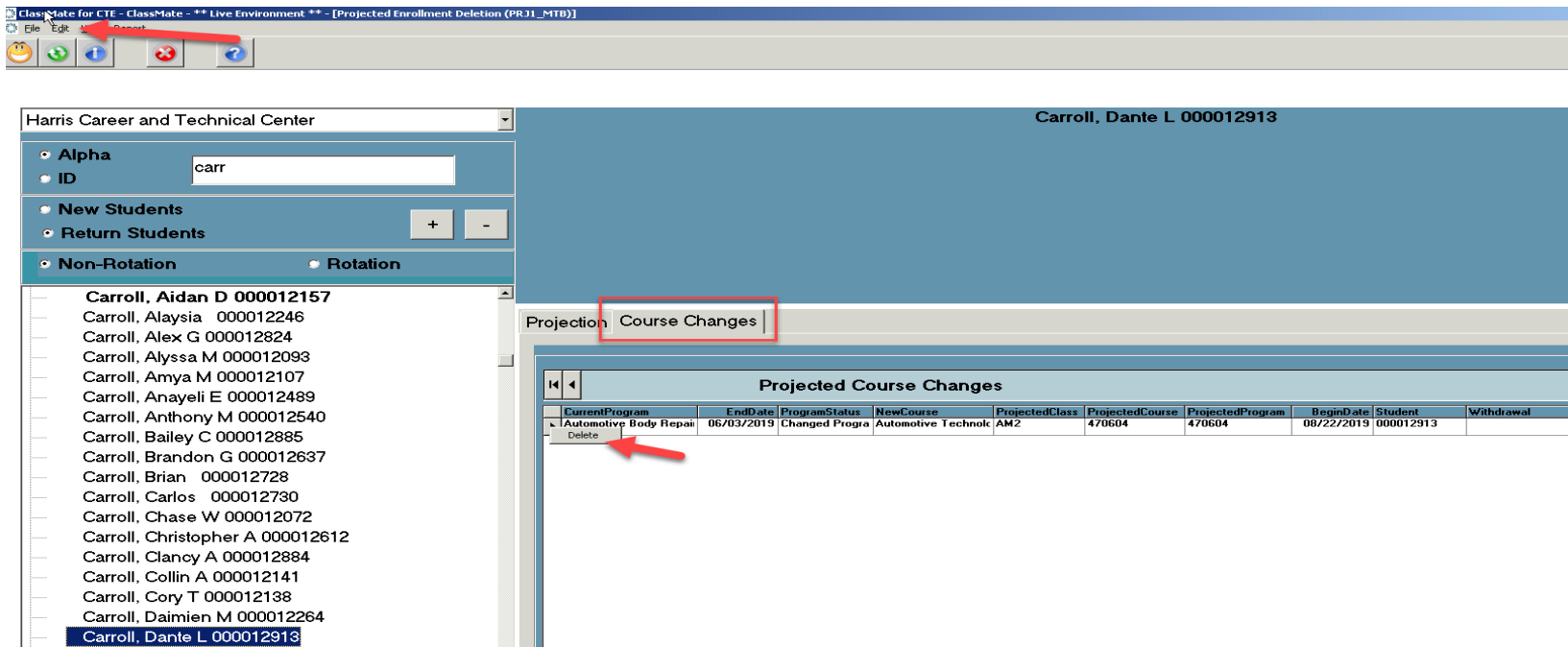


Enrollment Projections

Editing: **Deleting Returning Student** Projections

Deleting Returning students Course and Class Projections

Option 1



Harris Career and Technical Center Carroll, Dante L 000012913

Alpha
 ID: carr

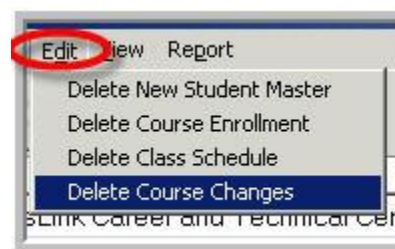
New Students
 Return Students (+) (-)
 Non-Rotation Rotation

Carroll, Aidan D 000012157
 Carroll, Alaysia 000012246
 Carroll, Alex G 000012824
 Carroll, Alyssa M 000012093
 Carroll, Amya M 000012107
 Carroll, Anayeli E 000012489
 Carroll, Anthony M 000012540
 Carroll, Bailey C 000012885
 Carroll, Brandon G 000012637
 Carroll, Brian 000012728
 Carroll, Carlos 000012730
 Carroll, Chase W 000012072
 Carroll, Christopher A 000012612
 Carroll, Clancy A 000012884
 Carroll, Collin A 000012141
 Carroll, Cory T 000012138
 Carroll, Daimien M 000012264
Carroll, Dante L 000012913

Projection **Course Changes**

CurrentProgram	EndDate	ProgramStatus	NewCourse	ProjectedClass	ProjectedCourse	ProjectedProgram	BeginDate	Student	Withdrawal
x Automotive Body Repair	06/03/2013	Changed Progra	Automotive Techno	AM2	470604	470604	08/22/2013	000012913	
Delete									

Option 2



Edit View Report

Delete New Student Master

Delete Course Enrollment

Delete Class Schedule

Delete Course Changes

SINK Career and Technical Center



Agenda

- Enrollment Pre-Requisites
- Entering Returning Student Projections
- Entering New Student Projections
- Reporting Projected Enrollment
- **Editing**
 - Deleting New Student Projection
 - Deleting Returning Student Projection
 - **Parallel editing of current and projected data**



ClassMate Enrollment Projections

Parallel Editing of Enrollment Projections

Parallel Editing: Changing Returning student data in the current and projected school year

M Akian, 000000004	
New	Withdraw Student District Updates Non-Resident Upd
Black Font = Inactive	
	: Global Studies Remediatio, E01
	: Schedule # 2 - RM4
	: Physical Education, E01
	: Auto Body Repair, E01
	: Schedule # 1 - PM
9/11/2007	: Auto Body Repair, E01
9/11/2007	: Auto Body Repair, E01
Current School Year	

During the projection and enrollment process it may become necessary to edit returning student data in both the **current school year AND the projected school year.**

This step will be used when a **Returning student** (that has been projected into the upcoming school year) **changes Course or Class in the Current School year.**



ClassMate Enrollment Projections

Parallel Editing of Enrollment Projections

Parallel Editing: Changing Returning student data in the current and projected school year

Parallel Editing Example:

1. John is **currently** enrolled in the Carpentry Program, in the AM class.
2. John has already been projected in the **same program** (Carpentry) and into the PM class for the **UPCOMING school year**.
3. John decides that he would like to **change programs before the end of the CURRENT school year**. John would like to change to Welding, AM.
4. Parallel editing would then be required to address this scenario.

Note: Verify the projections after making any edits. This may be done using the Projected Class Schedule by Grade report.

Parallel Editing Process:

Edit Returning Student Course or Class change in the **current school year**.

- For example: You would change John from Carpentry AM to Welding PM in the current year using the proper process in the **Student Scheduling module**

Then delete the Projection for the Upcoming school year using the **Returning Student Projection** instructions, Delete **BOTH** Course and Class.

- For example: You would delete John's projected Carpentry course and his PM class.

Then Re-project the student into the New Course and Class for the Upcoming school Year using Returning Student Projection instructions.



ClassMate Enrollment Projections

Enrollment Scenarios

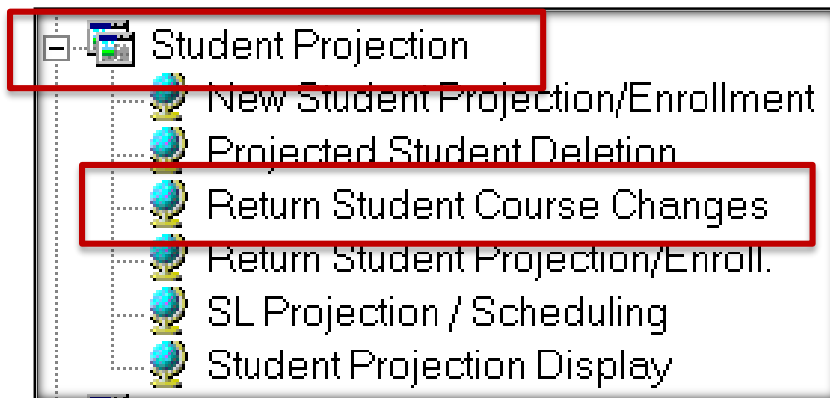
I am trying to project a student that was withdrawn in the current school year but is coming back in the Fall of next school year. What should I do?

Solution:

Double click > **My Modules** > Double Click **Student Projection** > Click **Return Student Course Changes**

Tip:

During this process of Projecting a Withdrawn student, you will need to re-enter the information on the Withdrawn student, such as Year End Status, Program Status, Withdraw Status and End date. It is a ClassMate Best Practice to review the **Student Scheduling** Module > **Withdraw** tab to find this information before moving forward.

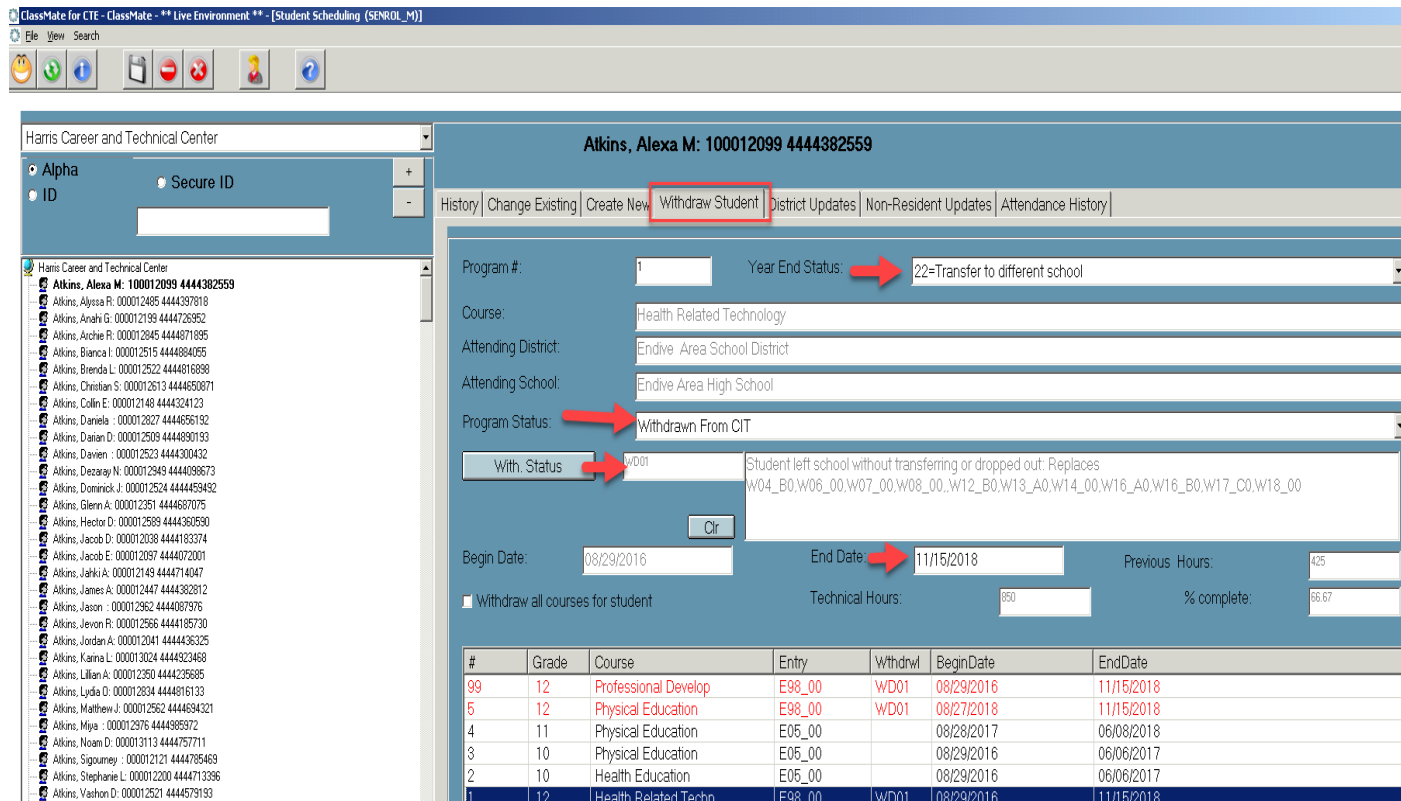


ClassMate Enrollment Projections

Enrollment Scenarios

I am trying to project a student that was withdrawn in the current school year but is coming back in the New upcoming school year. What should I do?

1. Review Withdrawn Information from Student Scheduling Module



Harris Career and Technical Center

Atkins, Alexa M: 100012099 4444382559

History | Change Existing | Create New | **Withdraw Student** | District Updates | Non-Resident Updates | Attendance History

Program #: 1 Year End Status: 22=Transfer to different school

Course: Health Related Technology

Attending District: Endive Area School District

Attending School: Endive Area High School

Program Status: Withdrawn From CIT

With Status: wD01 Student left school without transferring or dropped out. Replaces W04_B0.W06_00.W07_00.W08_00.W12_B0.W13_A0.W14_00.W16_A0.W16_B0.W17_C0.W18_00

Begin Date: 08/29/2016 End Date: 11/15/2018 Previous Hours: 425

Withdraw all courses for student Technical Hours: 950 % complete: 66.67

#	Grade	Course	Entry	Withdwl	BeginDate	EndDate
99	12	Professional Develop	E98_00	WD01	08/29/2016	11/15/2018
6	12	Physical Education	E98_00	WD01	08/27/2018	11/15/2018
4	11	Physical Education	E05_00		08/28/2017	06/08/2018
3	10	Physical Education	E05_00		08/29/2016	06/06/2017
2	10	Health Education	E05_00		08/29/2016	06/06/2017
1	12	Health Related Techn	E98_00	WD01	08/29/2016	11/15/2018

1. Year End Status
2. Program Status
3. Withdrawal Status
4. End Date



ClassMate Enrollment Projections

Enrollment Scenarios



I am trying to project a student that was withdrawn in the current school year but is coming back in the New upcoming school year. What should I do?

2. Open Return Student Course Changes module
3. Select the radio buttons for Projected School Year and Withdrawn Student
4. Fill in information as it related to Student Scheduling
 - a. Select the Course & Class the Withdrawn student was enrolled in
 - b. Select the Program Status that was used for this student
 - c. Select the Withdrawn Status that was used for this student
 - d. Enter the End Date that was used for this student
5. Select the Course that the student should be Projected into next year (even if the same course as this year)
6. Select the Class
7. Select the Student and move to the right “Selected Students” grid
8. Verify the Begin Date
9. Click Save



ClassMate Enrollment Projections

Enrollment Scenarios

I am trying to project a student that was withdrawn in the current school year but is coming back in the New upcoming school year. What should I do?

ClassMate for CTE - ClassMate - ** Live Environment ** - [Return Student Course Changes (FR55_MTB)]

Harris Career and Technical Center

Active Students
 Withdrawn Students

Projected School Year
 Current School Year

Course: Health Related Technology

Class: PM

Program Status: Changed Program/Course

Withdrawal: WD01 Student left school without transferring or dropped out: Replaces W04_B0,W06_00,W07_00,W08_00,W

End Date: 11/15/2018

Enrolled Student Sort: Alpha Grade

ClassMate
Photo not available

Projection | District/School | Rotations

Course: 000007 Health Education
 Class: HE1F1 Period 1 - Friday
 Begin Date: 08/22/2019
 Entry Status: E05_00 E05 Non-Academic Student

Enrolled Students								Selected Students					
* Class	Grade	Last	First	M	Suffix	Student	Last	First	M	Suffix	Grade	Student	
PM	11	Heard	Tamra	J		00001261	Atkins	Alexa	M		12	100012099	
PM	12	Atkins	Alexa	M		10001209							
PM	12	Kish	Kaitlin	A		00001217							
PM	12	Stern	Miracle	A		00001199							
PM	12	Viera	Kayla	M		00001224							

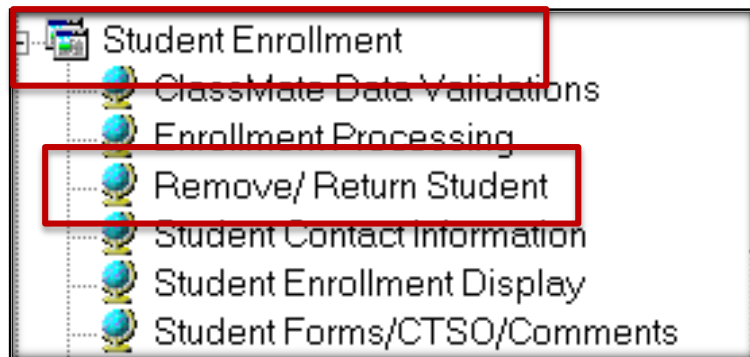
ClassMate Enrollment Projections

Enrollment Scenarios

I am trying to project a student that attended more than a year ago but is coming back in the Fall of next school year. What should I do?

Solution:

The student will need to be brought back from Archive before you can Project them.



Getting Started:

Double click > **My Modules** >
Double **Click Student Enrollment** > **Click Remove/Return Student**



ClassMate Enrollment Projections

Enrollment Scenarios



I am trying to project a student that attended more than a year ago but is coming back in the Fall of next school year. What should I do?

Refer to Student Deletion & Archive Student Return documentation on our website to Return Archive Student using option 2B Return Selected.

Once student returned, you can then return to Student Registration Information Module and locate the student. Update the student's Calendar and Program Preferences/choices on the Programs tab. And finally project the student using the New Student Projection/Enroll module.

Harris Career and Technical Center | Good Morning Mrs. Mottau

2018-2019 School Year | Date: 04/19/2019 11:23:19 AM

Archive Student | 000010253 | Austin | R | Atkins

Delete/Return Student

1. Delete Student removes student enrollment information ONLY. It DOES NOT remove Registration information, and it DOES NOT archive student information.

2. Return Archive Student Options:

Option 2A: To return ALL student enrollment data to the current school year, click Return All TRUE, and SAVE.

*** This option should be used during summer and/or fall for students who are returning and have not been projected or enrolled.

Option 2B: To return selected student registration data to the current school year, click Return Selected TRUE. Click to select all appropriate return student information from the grid, and SAVE.

*** This option should be used for withdrawn students who will be returning to the new school year in the fall. During projection, return registration information if necessary, then after the opening of the new school year, return other necessary information.

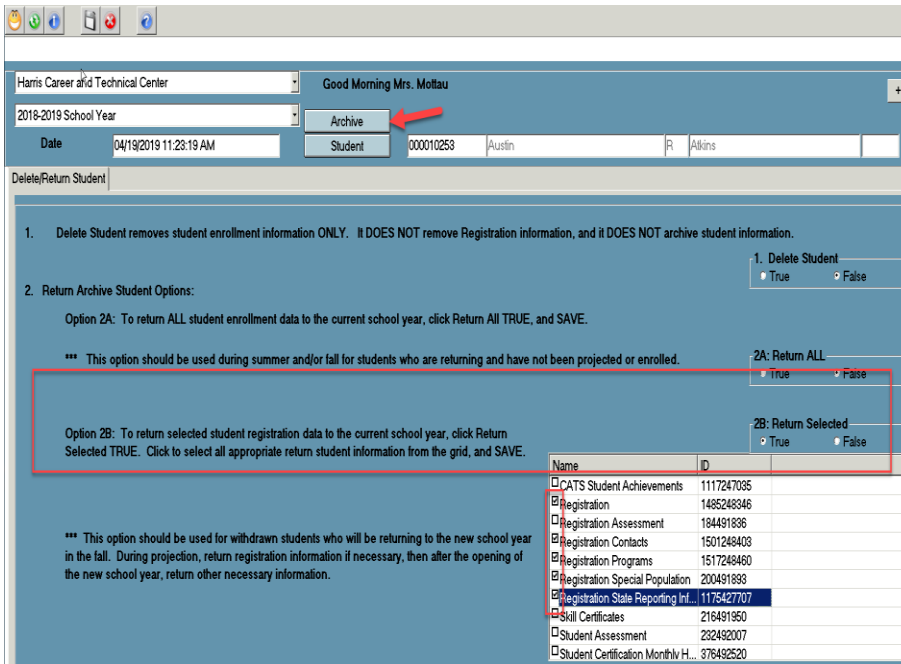
Name	ID
<input type="checkbox"/> CATS Student Achievements	1117247035
<input checked="" type="checkbox"/> Registration	1485248346
<input type="checkbox"/> Registration Assessment	184491836
<input checked="" type="checkbox"/> Registration Contacts	1501248403
<input checked="" type="checkbox"/> Registration Programs	1517248460
<input checked="" type="checkbox"/> Registration Special Population	200491893
<input checked="" type="checkbox"/> Registration State Reporting Inf...	1175427707
<input type="checkbox"/> Skill Certificates	216491950
<input type="checkbox"/> Student Assessment	232492007
<input type="checkbox"/> Student Certification Monthly H...	376492520



SL Projections - Academics

I am trying to register a new student and a duplicate record message appears. Why is this happening? What should I do?

Double click > **My Modules** > Double
Click Student Enrollment> **Click**
Remove/Return Student



Harris Career and Technical Center Good Morning Mrs. Mottau

2018-2019 School Year

Date 04/19/2019 11:23:19 AM

Student 000010263 Austin Alkins

Delete/Return Student

1. Delete Student removes student enrollment information ONLY. It DOES NOT remove Registration information, and it DOES NOT archive student information.

2. Return Archive Student Options:

Option 2A: To return ALL student enrollment data to the current school year, click Return All TRUE, and SAVE.

*** This option should be used during summer and/or fall for students who are returning and have not been projected or enrolled.

Option 2B: To return selected student registration data to the current school year, click Return Selected TRUE. Click to select all appropriate return student information from the grid, and SAVE.

*** This option should be used for withdrawn students who will be returning to the new school year in the fall. During projection, return registration information if necessary, then after the opening of the new school year, return other necessary information.

Name	ID
<input type="checkbox"/> CATS Student Achievements	1117247035
<input checked="" type="checkbox"/> Registration	1495249346
<input checked="" type="checkbox"/> Registration Assessment	184491836
<input checked="" type="checkbox"/> Registration Contacts	1501248403
<input checked="" type="checkbox"/> Registration Programs	1517248480
<input checked="" type="checkbox"/> Registration Special Population	200491893
<input checked="" type="checkbox"/> Registration State Reporting Inf...	1175427707
<input checked="" type="checkbox"/> Skill Certificates	216491950
<input checked="" type="checkbox"/> Student Assessment	232492007
<input checked="" type="checkbox"/> Student Certification Monthlv H...	378492520

The error message generated has two main causes:

1. The student you are trying to register exists in registration.
2. The student you are trying to register exists in archive data.

Solution:

Find the student in registration or

Return the student that exists in archive data.



ClassMate
1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

Questions?
Contact our Helpdesk!
support.classmate.net
Phone: 1-855-984-1228

