

# Introduction to: SL Projections- Academic

April 2019



# SL Projections - Academics

- **Academic Student Projections**
  - Reviewing Key Terms
  - Academic Projection Pre-requisites
  - Entering New Student Projections
  - Entering Returning Student Projections
  - Editing Student Projections
    - Deleting New Student Projection
    - Deleting Returning Student Projection
    - Parallel editing of current and projected data
    - Correcting Academic Student Projections
  - **Projections Reporting & Enrollment Scenarios**



## SL Projections- Academic 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
- **Current Year** Active year- select for Returning Student Projections
- **Projected Year** New School year- select for New Student Projections



# SL Projections - Academics

## Projection 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
- Verify Projected Room Seating
- Activate Sync Seat Process
- Verify Seat Override Max Value
- Projection “holding” class & Instruction Course Offering Updates



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



Main Location	Main Location	
2009-2010 School Year	200910	2009-2010 School Year

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



# Enrollment Projections

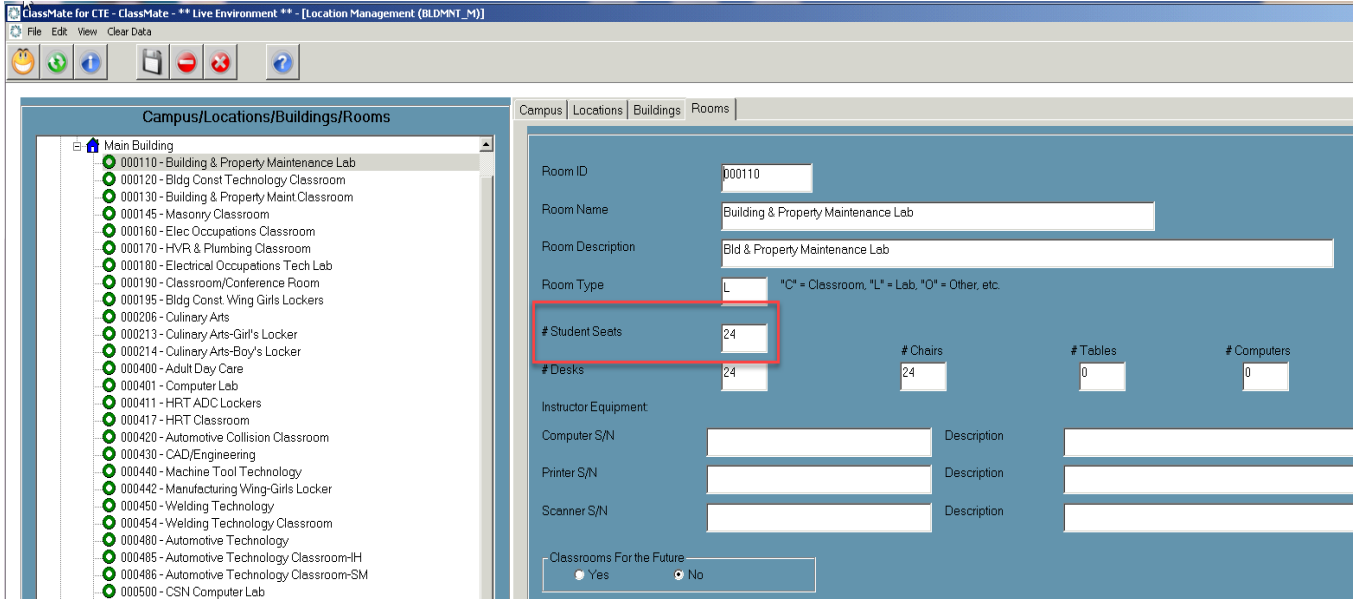
## Verify Room Seating

(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: \_\_\_\_\_

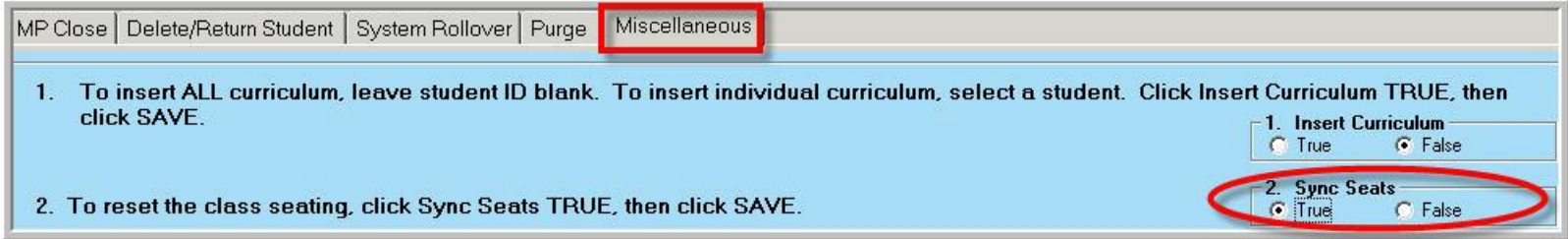
Scanner S/N: \_\_\_\_\_ Description: \_\_\_\_\_

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.

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

1. Insert Curriculum  
 True  False

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**





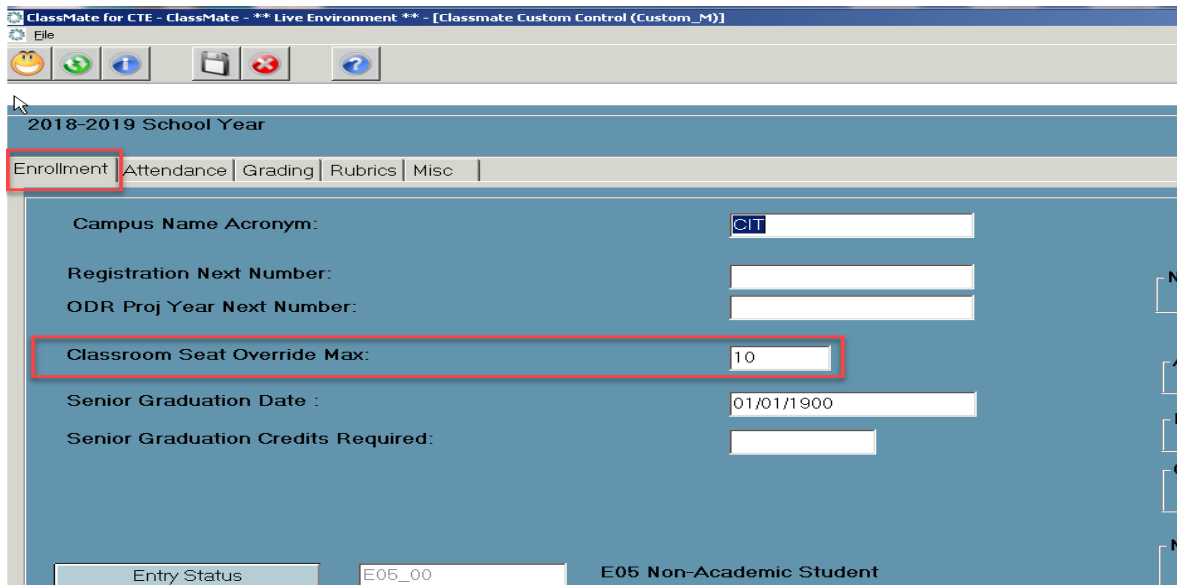
# Enrollment Projections

## 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



## 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.

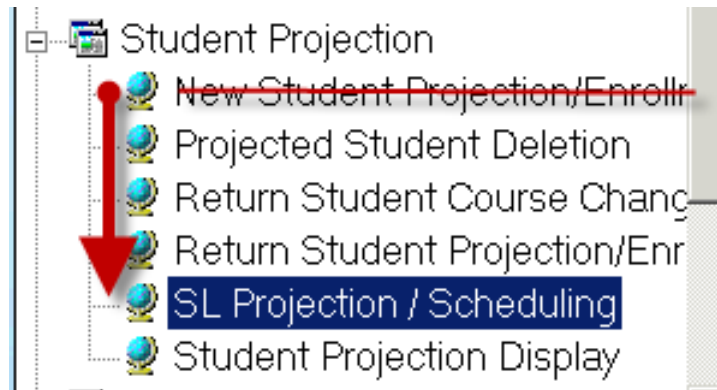
However, you may not delete nor change a course/class to “Inactive” status until after system roll-over is complete



# SL Projections - Academics

## Getting Started

Double click > My Modules > Double Click Student Projection > Click SL Projection /Scheduling



Note: For Shared Location Clients with Academic Courses, the SL Projection/Scheduling Module has replaced the New Student Projection/Enrollment Module which is typically used for CTE Course Projections.



# SL Projections - Academics

## Projecting Academic Students

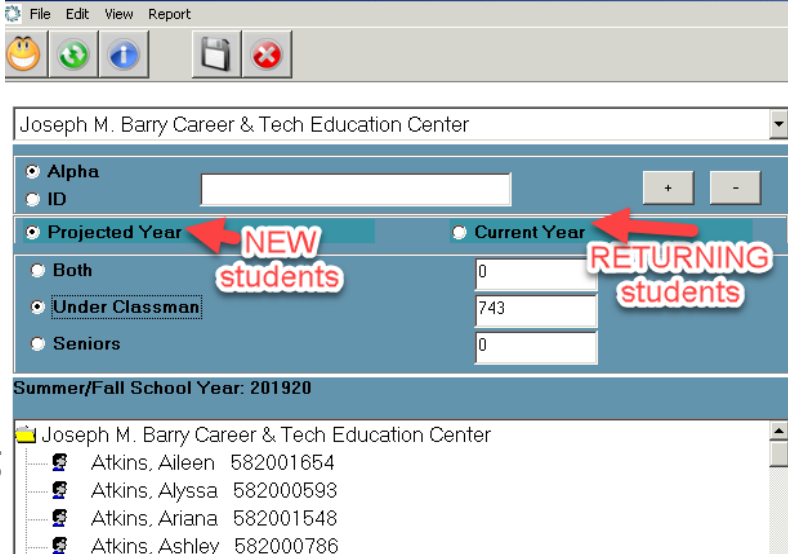
When projecting Academic students, **Returning** or **New**, the Shared Location (SL) Module is used.

It is **CRITICAL** to ensure the correct school year is Selected, either **Projected Year** or **Current Year**

## Getting Started

Double click > My Modules > Double Click Student Projection> Click SL Student Projection/Scheduling

1. Select Location using the drop down menu
2. Select Projected Year for **NEW** student Projections
3. Select Current School Year for **RETURNING** Student Projections



Joseph M. Barry Career & Tech Education Center

Alpha  + -

Projected Year **NEW students**  Current Year **RETURNING students**

Both 0

Under Classman 743

Seniors 0

Summer/Fall School Year: 201920

Joseph M. Barry Career & Tech Education Center

- Atkins, Aileen 582001654
- Atkins, Alyssa 582000593
- Atkins, Ariana 582001548
- Atkins, Ashley 582000786



# SL Projections - Academics

## Projecting Academic Students

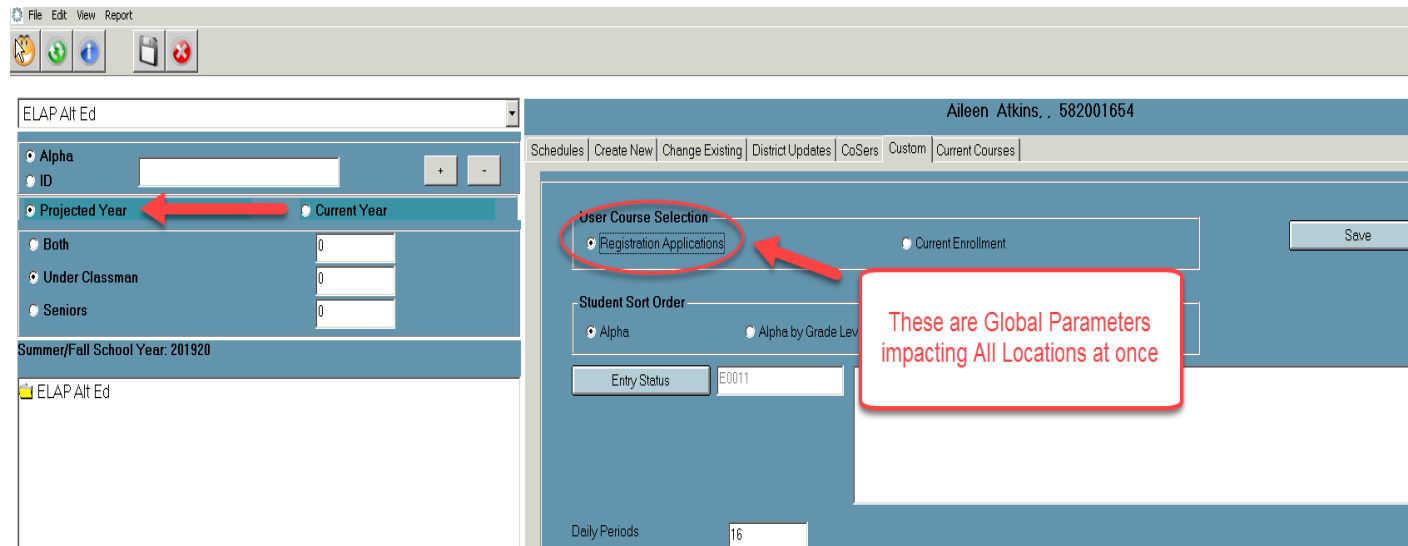
When projecting Academic students, **Returning** or **New**, the Shared Location (SL) Module is used. It is **CRITICAL** to ensure the correct **Course Selection** is made on the **Custom Tab**, **Registration Applications** or **Current Enrollment**

Select a course by clicking on the radio button:

- **Registrant Applications** is used for **NEW** Student Projections
- **Current Enrollment** is used for **RETURNING** Student Projections.

It is **CRITICAL** to verify if the **Correct school year** has been selected , **Projected Year** or **Current Year**

It is **CRITICAL** to verify if the correct **Course** has been selected , **Projected Year** or **Current Year**



The screenshot shows the software interface for projecting academic students. On the left sidebar, the 'Projected Year' radio button is highlighted with a red arrow. In the main content area, the 'User Course Selection' section has the 'Registration Applications' radio button circled in red, with another red arrow pointing to it from a text box that reads: "These are Global Parameters impacting All Locations at once". The interface also shows a 'Current Enrollment' radio button, a 'Save' button, and various other settings like 'Student Sort Order' and 'Entry Status'.



# SL Projections - Academics

- **Academic Student Projections**

- Academic Projection Pre-requisites
- **Entering Returning Student Projections**
- Entering New Student Projections
- **Editing Student Projections**
  - Deleting New Student Projection
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- **Projections Reporting & Enrollment Scenarios**



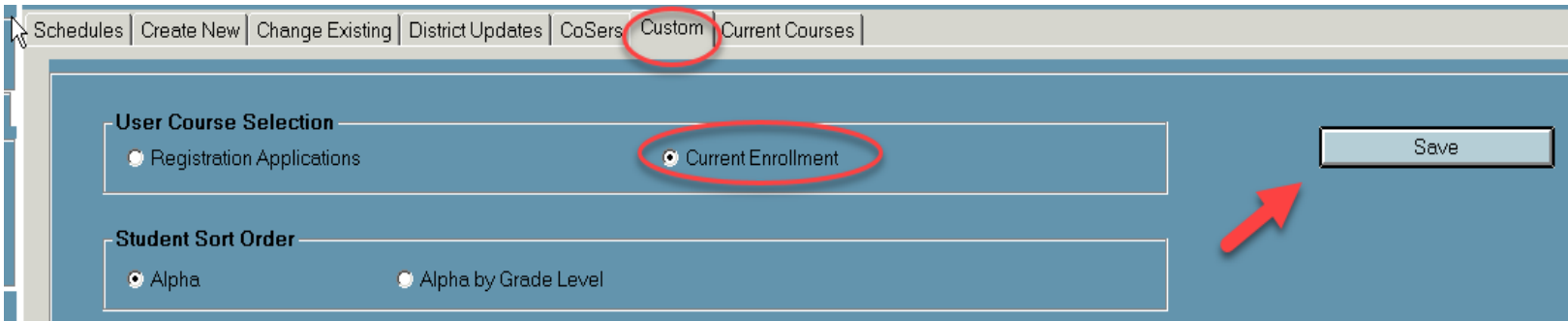
# SL Projections - Academics

## Projecting Returning Students into Academic Courses

### Project Return Students

- To project Returning students into academic classes the process is the same as for projecting New students. However, the Custom control must be set back to **Current Enrollment**
- SAVE changes and Refresh the Data.

**NOTE:** To project students the module must have **Projected Year** selected.



Schedules | Create New | Change Existing | District Updates | CoSers | **Custom** | Current Courses

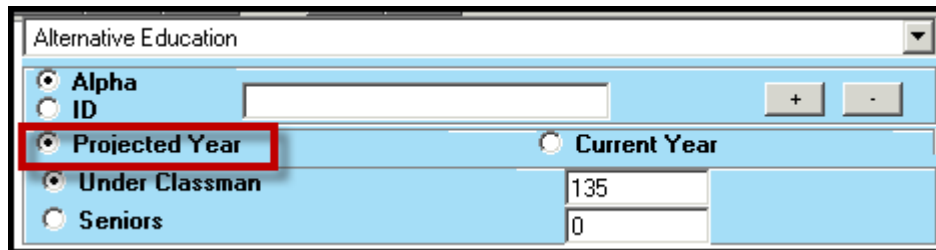
**User Course Selection**

Registration Applications  **Current Enrollment**

**Student Sort Order**

Alpha  Alpha by Grade Level

Save



Alternative Education

**Alpha**

ID

**Projected Year**  **Current Year**

**Under Classman**

**Seniors**

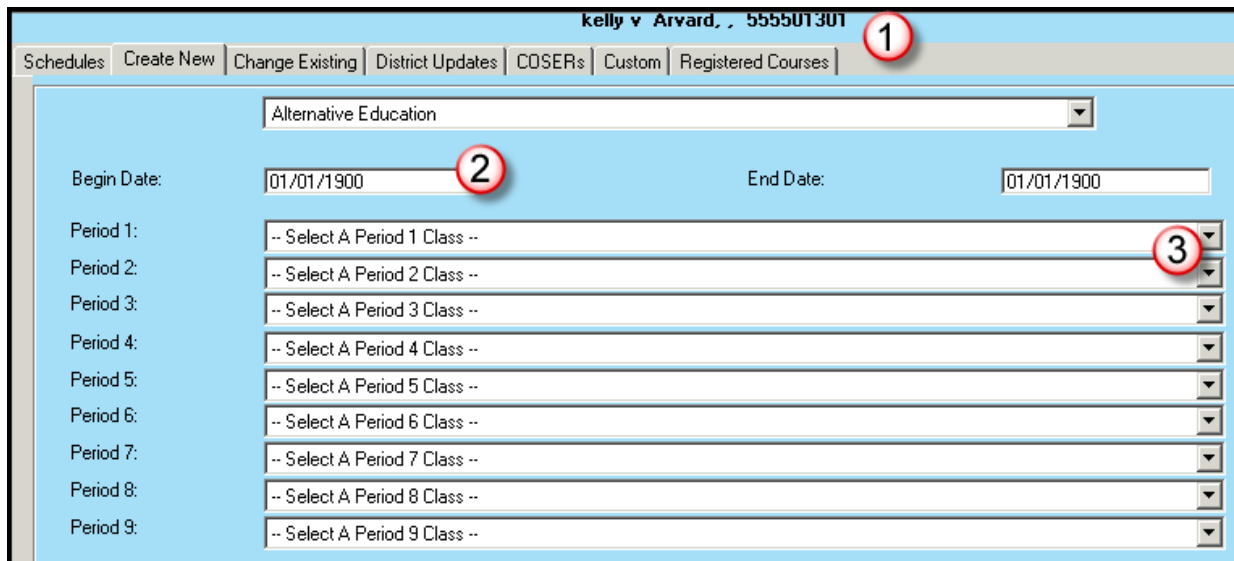


# SL Projections - Academics

## Projecting Returning Students into Academic Courses

### Select the Create New Tab

- 1 Confirm the Student selection
- 2 Enter the **Begin Date**
- 3 Click on the **Arrow** icon next to each period that applies and select course from the list as needed.  
Once Schedule is complete, all courses will be visible in the field, Select **SAVE**



The screenshot shows the 'Create New' tab in the SL Projections - Academics interface. At the top, there is a student selection dropdown menu labeled 'Alternative Education' with a red circle '1' next to it. Below this, there are two date fields: 'Begin Date' and 'End Date', both set to '01/01/1900'. A red circle '2' is next to the 'Begin Date' field. Below the date fields, there is a list of periods from 1 to 9. Each period has a dropdown arrow next to it, and a red circle '3' is next to the arrow for Period 1. The interface also shows a navigation bar with tabs: Schedules, Create New, Change Existing, District Updates, COSERs, Custom, and Registered Courses.

Note: The End Date should not be changed.





# SL Projections - Academics

- **Academic Student Projections**
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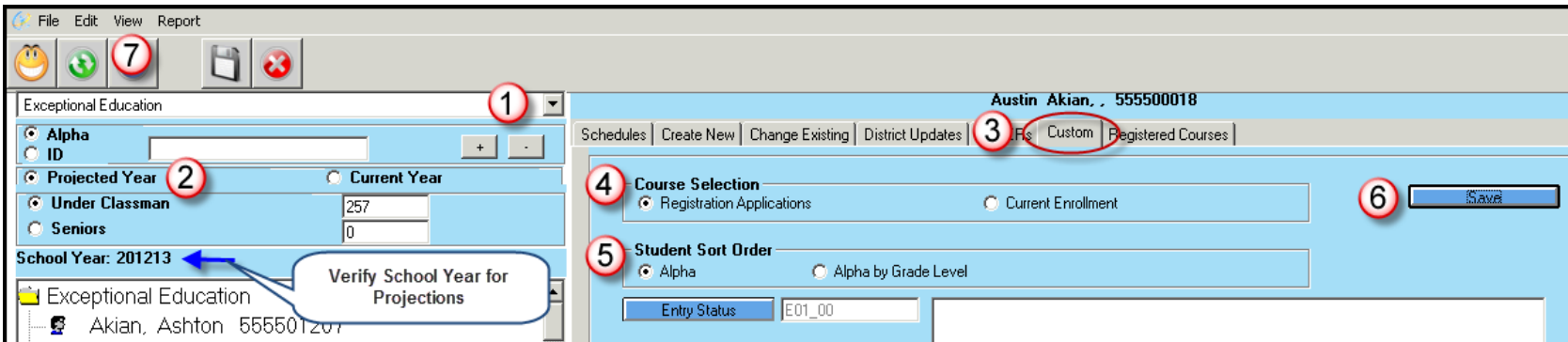


# SL Projections - Academics

## Projecting NEW Academic Students

When projecting **NEW** Academic students:

- 1 Confirm **Location**
- 2 Confirm Projection Year
- 3 Click **Custom Tab**
- 4 Under User Course Selection, Click **Registration Applications** radio button
- 5 Select which Sort Order you'd like to view the students in
- 6 Click the blue Save button
- 7 Click View > Refresh students to refresh the student listing



File Edit View Report

Exceptional Education

Alpha ID

Projected Year 257 Current Year

Under Classman 257 Seniors 0

School Year: 201213

Verify School Year for Projections

Austin Akian, . 555500018

Schedules Create New Change Existing District Updates Custom Registered Courses

Course Selection

Registration Applications Current Enrollment

Student Sort Order

Alpha Alpha by Grade Level

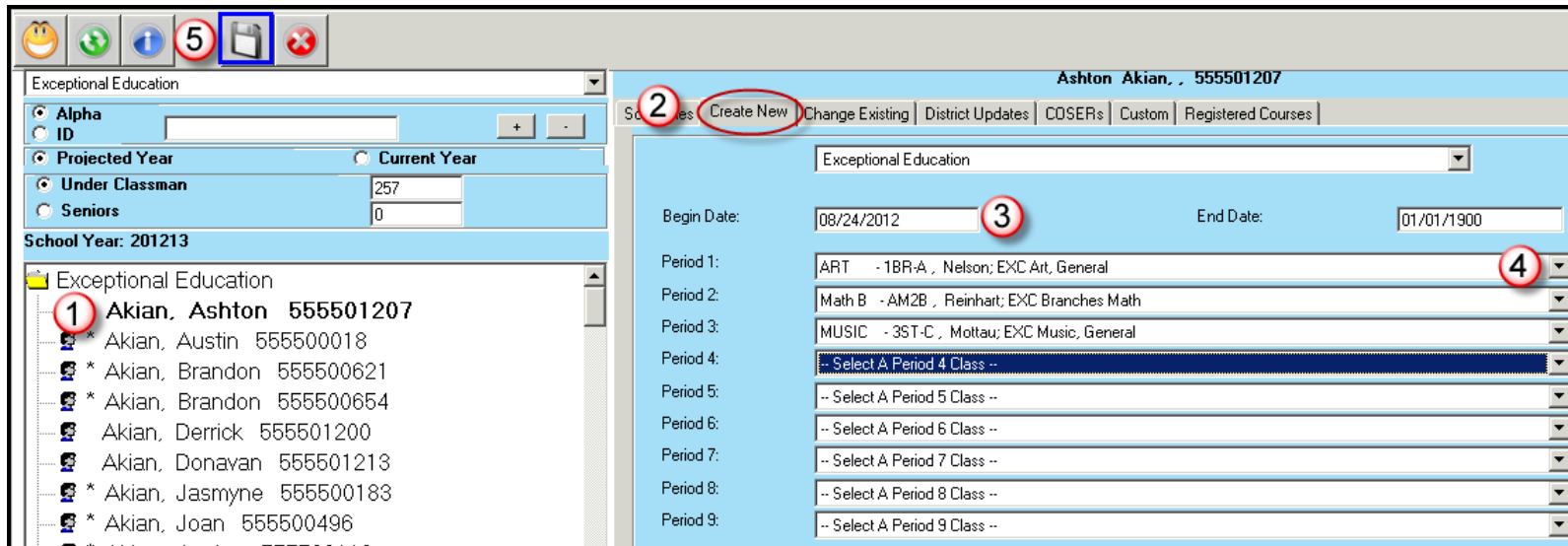
Entry Status E01\_00

Save

# SL Projections - Academics

## Projecting New Students into Academic Courses

- 1 Select Student
- 2 Click Create New Tab
- 3 Enter the Begin Date. End date can stay at 01/01/1900
- 4 Click on the Grey Arrow for each period dropdown and select all required classes
- 5 Click Save button on top toolbar when scheduling is complete. All selected courses will be visible on the Schedules tab
- 6 Verify all selected classes for accuracy.



The screenshot displays the software interface for projecting new students into academic courses. The student selected is Ashton Akian, ID 555501207. The interface shows the 'Create New' tab selected, with the 'Begin Date' set to 08/24/2012 and the 'End Date' set to 01/01/1900. The course selection is as follows:

Period	Class
Period 1:	ART - 1BR-A , Nelson; EXC Art, General
Period 2:	Math B - AM2B , Reinhart; EXC Branches Math
Period 3:	MUSIC - 3ST-C , Mottau; EXC Music, General
Period 4:	-- Select A Period 4 Class --
Period 5:	-- Select A Period 5 Class --
Period 6:	-- Select A Period 6 Class --
Period 7:	-- Select A Period 7 Class --
Period 8:	-- Select A Period 8 Class --
Period 9:	-- Select A Period 9 Class --

The 'Save' button (5) is highlighted in the top toolbar. The 'Create New' tab (2) is also highlighted. The 'Begin Date' (3) and 'End Date' fields are highlighted. The 'Period 4' dropdown (4) is highlighted.



# SL Projections - Academics

- **Academic Student Projections**
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# SL Projections - Academics

## Editing Student Projections

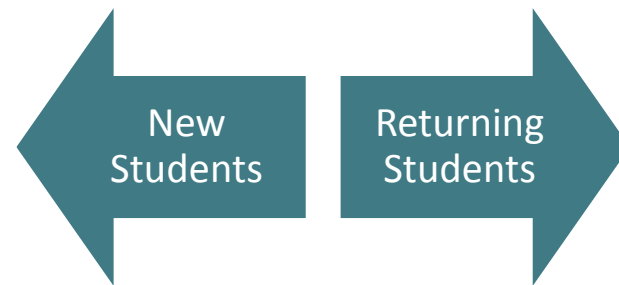
During the SL Projection- Academic process it may be necessary to edit data entered into ClassMate. There are ways to approach the editing process:

### 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

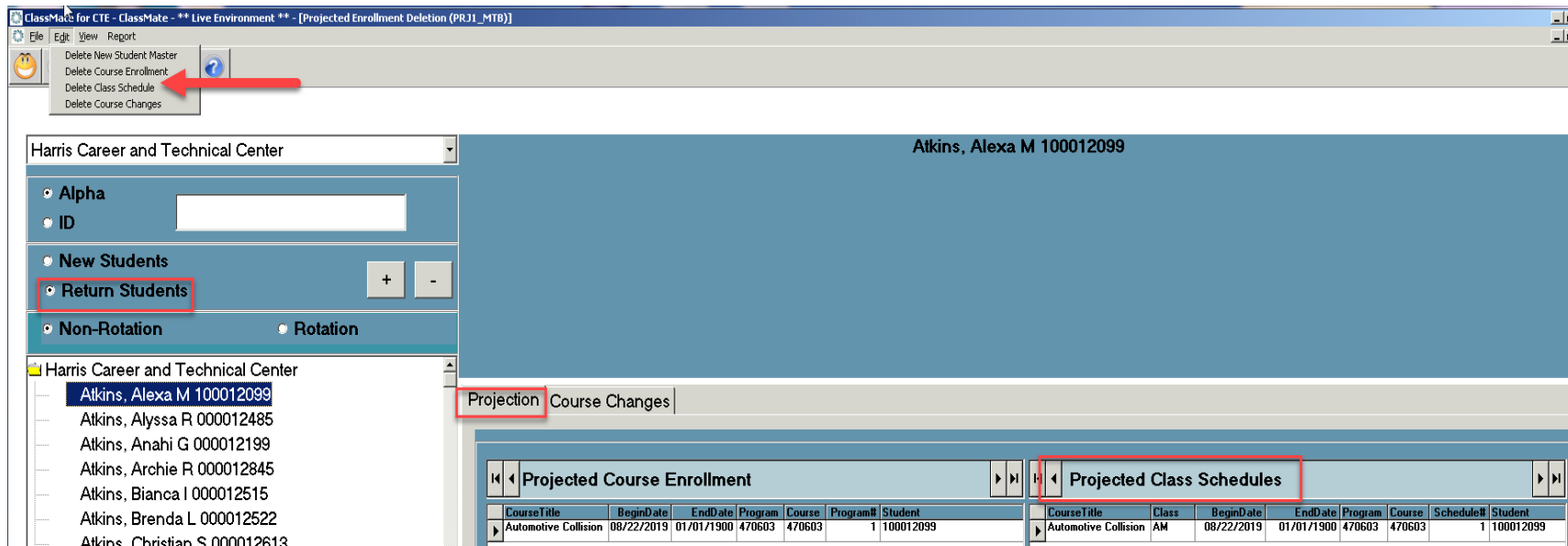
The class will no longer be listed. The student can now be reprojected into a different **class**.

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. A red arrow points to the 'Delete Class Schedule' option in the 'File' menu. The main window displays the student 'Atkins, Alexa M 100012099' and a table of 'Projected Class Schedules'.

Course Title	BeginDate	EndDate	Program	Course	Program#	Student
Automotive Collision	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

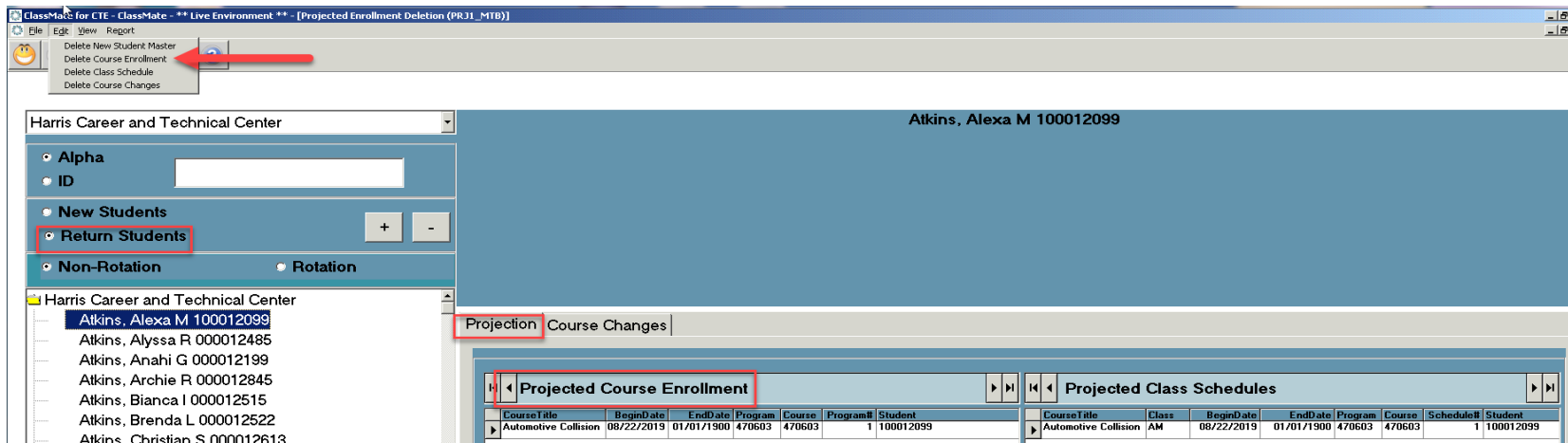
- Click the Course session in the **Projected Course Enrollment** list
- Right click the **Course** name
- Click the **Delete** button
- A grey confirmation message will appear
- Click “**Yes**” to delete the class

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. The title bar reads "ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Projected Enrollment Deletion (PR31\_MTB)]". The main window displays "Harris Career and Technical Center" and "Atkins, Alexa M 100012099". On the left, a sidebar shows a tree view with "Return Students" highlighted. The main area shows a "Projected Course Enrollment" table with one row: "Automotive Collision" starting on 08/22/2019 and ending on 01/01/1900. Below this is a "Projected Class Schedules" table with one row: "Automotive Collision" in the AM class starting on 08/22/2019 and ending on 01/01/1900. A toolbar at the top of the main area includes a "Delete" button (a trash can icon) which is highlighted with a red arrow. A red box highlights the "Return Students" button in the sidebar. Another red box highlights the "Projection" tab in the main area.

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**

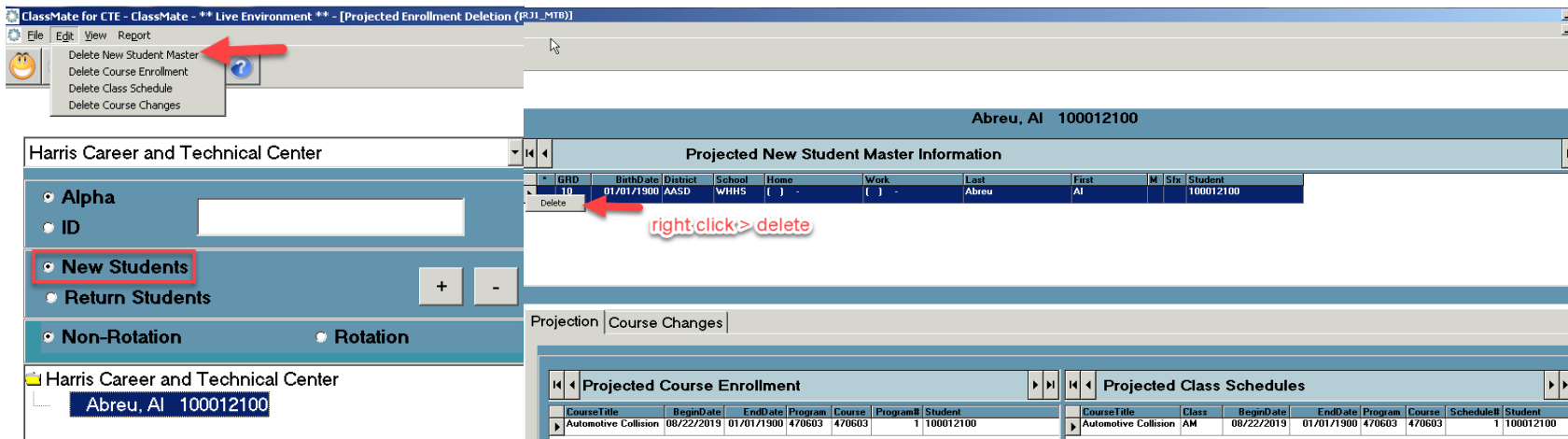
If a New student has been projected in the upcoming school year then decides to **NOT** attend, the student **MUST** be removed from the projected year.

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 lists the student's details, and a 'Delete' button is highlighted with a red arrow and the text 'right:click> delete'. Below this, there are sections for 'Projected Course Enrollment' and 'Projected Class Schedules'.

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

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**.

# 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.

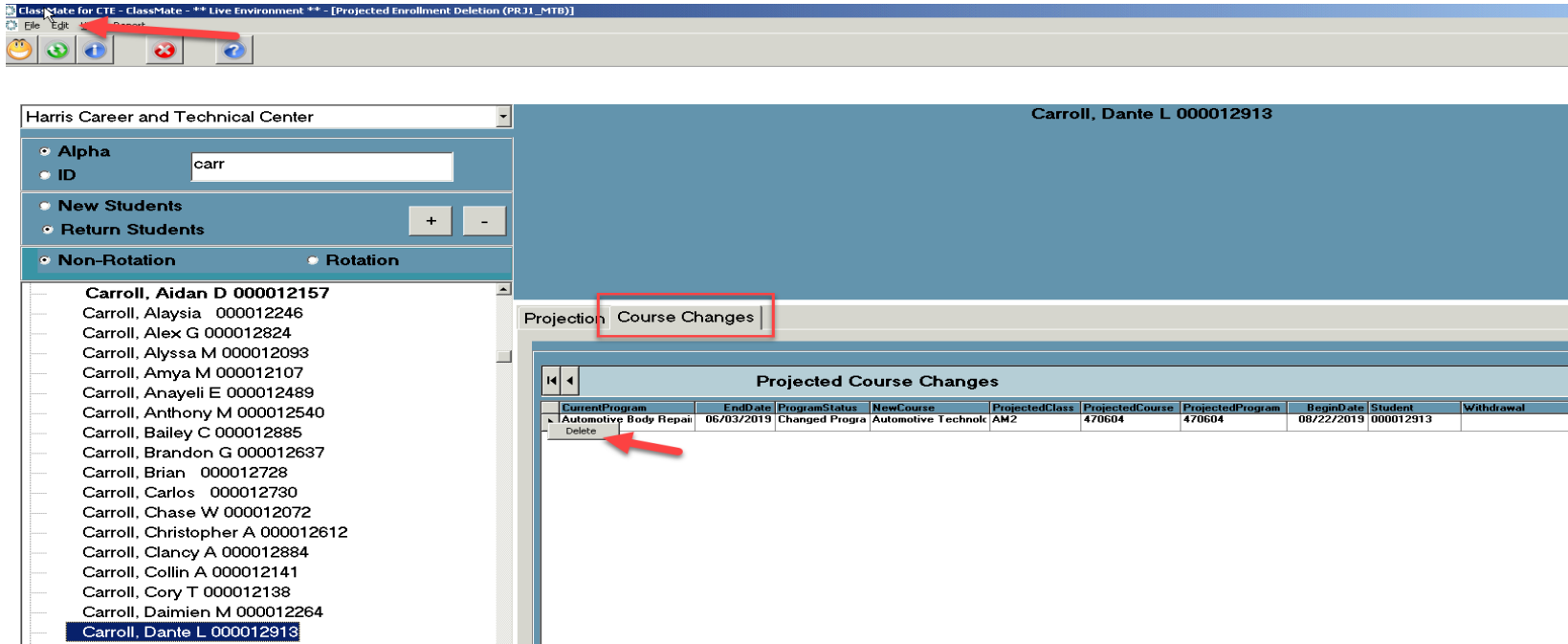


# Enrollment Projections

## 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

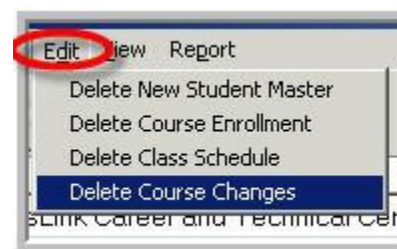
New Students  
 Return Students (+) (-)  
 Non-Rotation (selected) Rotation

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
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



# SL Projections - Academics

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

M Akian, 000000004	
New	Withdraw Student   District Updates   Non-Resident Upc
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.



# SL Projections - Academics



## Correcting Academic Student Schedules

When data entry errors in scheduling are made, editing maybe required to correct mistakes.

All corrections begin from the **Change Existing** TAB

There are 3 Scenarios using the District Updates Tab to make corrections.

1. Updating the Begin and/or End Date for courses
2. Changing a Class entry
3. Deleting a Course

Use to Save Change

Used for Deletions

Required to delete course enrollment, including entry on district Updates tab

Schedule #: 7 Course: ALT Algebra 1B

Class: 7ALG1B Jarvis, Algebra 1B

Rotation: -- Select A Rotation --

Coop: -- Select A Coop Session --

Begin Date: 09/07/2011 End Date: 01/01/1900 Calendar: 201112

Program Status: \*\* Currently Enrolled

Instruction Delivery: -- Select An Instruction Delivery --

Delete Enrollment and Schedule Full Time %: 025.00

#	BeginDate	EndDate	Course	Class
9	09/07/2011	01/01/1900	ALT GED	GED2PM
8	09/07/2011	01/01/1900	ALT English 12	8ENG12
7	09/07/2011	01/01/1900	ALT Algebra 1B	7ALG1B
6	09/07/2011	01/01/1900	ALT Lunch	6LUNCH
5	09/07/2011	01/01/1900	ALT PE	5PE2s1
4	09/07/2011	01/01/1900	ALT Environmental	4ENSCI
3	09/07/2011	01/01/1900	ALT Earth Science	3ESCI
2	09/07/2011	01/01/1900	ALT Academic Support	2SH2s1
1	09/07/2011	01/01/1900	ALT AM Homebase (Mon	1HBBB



# SL Projections - Academics

## Correcting Date Entries

### Select the Change Existing Tab

- 1 Select the scheduled class from the list
- 2 Update the **Begin Date** and/or **End Date**
- 3 **Save** change, repeat for any additional courses.



Coop: -- Select A Coop Session --

Begin Date: 09/07/2011 **2** End Date: 01/01/1900

Program Status: \*\* Currently Enrolled

Instruction Delivery: -- Select An Instruction Delivery --

Delete Enrollment and Schedule Full Time %: 025.00

#	BeginDate	EndDate	Course
9	09/07/2011	01/01/1900	ALT GED
8	09/07/2011	01/01/1900	ALT English 12
7	09/07/2011	01/01/1900	ALT Algebra 1B
6	09/07/2011	01/01/1900	ALT Lunch
5	09/07/2011	01/01/1900	ALT PE
4	09/07/2011	01/01/1900	ALT Environmental
3	09/07/2011	01/01/1900	ALT Earth Science
2	09/07/2011	01/01/1900	ALT Academic Support
1	09/07/2011 <b>1</b>	01/01/1900	ALT AM Homebase (Mon)


Note: This Scenario requires the same correction to be made on the District Updates Tab.



# SL Projections - Academics

## Correcting Class Enrollment

### Select the Change Existing Tab

- 1 Select the scheduled class from the list
- 2 Select the correct **Class** from the drop-down
- 3 Save change 

Note: Class correction is easiest error to update. It does not require a correction on the District Update Tab.

Schedule #:  Course:

Class:

Rotation:  **2**

Coop:

Begin Date:  End Date:

Program Status:

Instruction Delivery:

Delete Enrollment and Schedule Full Time %:

#	BeginDate	EndDate	Course
9	09/07/2011	01/01/1900	ALT GED
8	09/07/2011	01/01/1900	ALT English 12
7	09/07/2011	01/01/1900	ALT Algebra 1B
6	09/07/2011	01/01/1900	ALT Lunch
5	09/07/2011	01/01/1900	ALT PE
4	09/07/2011	01/01/1900	ALT Environmental
3	09/07/2011	01/01/1900	ALT Earth Science
2	09/07/2011	01/01/1900	ALT Academic Support
1	09/07/2011	01/01/1900	ALT AM Homebase (Mon

**1**

Note: This correction Scenario is for entries where the correct COURSE was made but the wrong Class Period or Teacher was selected in error.





# SL Projections - Academics

## Deleting a Course/ Class Enrollment

### Select the Change Existing Tab

- 1 Select the scheduled class from the list
- 2 Check the “Delete Enrollment and Schedule”
- 3 Confirm the correct CLASS is displayed and **DELETE**



Note: Course Deletion correction will automatically update the District Update Tab if “Delete Enrollment and Schedule” is selected prior to deletion. If not selected, a manual update of the District Update tab will be required.

Note: Once the incorrect course is deleted, use the **Create New Tab** to add the correct Course if applicable.

Schedule #: 4 Course: ALT Environmental

Class: 4ENSCI Burson, Environmental Science

Rotation: -- Select A Rotation --

Coop: -- Select A Coop Session --

Begin Date: 09/07/2011 End Date: 01/01/1900

Program Status: \*\* Currently Enrolled

Instr. Delivery: -- Select An Instruction Delivery --

Delete Enrollment and Schedule Full Time %:


#	BeginDate	EndDate	Course
9	09/07/2011	01/01/1900	ALT GED
8	09/07/2011	01/01/1900	ALT English 12
7	09/07/2011	01/01/1900	ALT Algebra 1B
6	09/07/2011	01/01/1900	ALT Lunch
5	09/07/2011	01/01/1900	ALT PE
4	09/07/2011	01/01/1900	ALT Environmental
3	09/07/2011	01/01/1900	ALT Earth Science

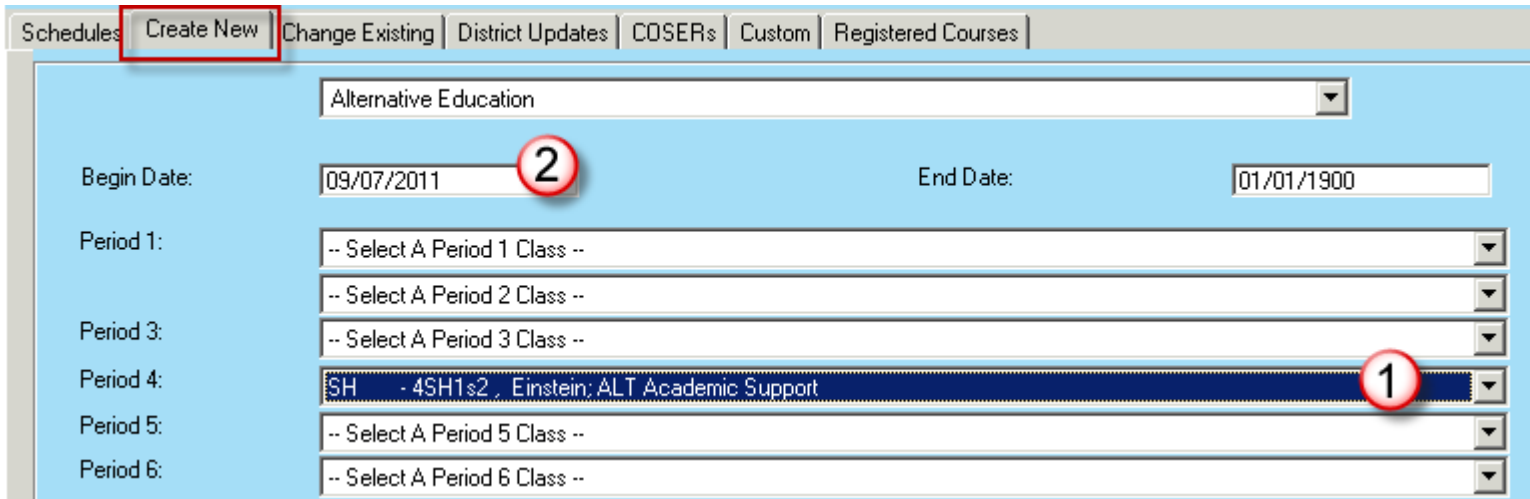


# SL Projections - Academics

## Correcting a Class & Adding a New Course/ Class

### Select the Create New Tab

- 1 Select the scheduled class from the list
- 2 Input the correct Begin Date
- 3 Save change 



The screenshot shows the 'Create New' tab selected in the top navigation bar. Below the navigation bar, there is a dropdown menu for 'Alternative Education'. The 'Begin Date' field is set to '09/07/2011' and the 'End Date' field is set to '01/01/1900'. There are six period selection fields. The 'Period 4' field is selected and contains the text 'SH - 4SH1s2, Einstein; ALT Academic Support'. A red circle with the number '1' is placed over the 'Period 4' field, and another red circle with the number '2' is placed over the 'Begin Date' field.

Note: You can use the module to enter a Single Course entry.  
It is not required to input data into all the period fields, only those that apply.



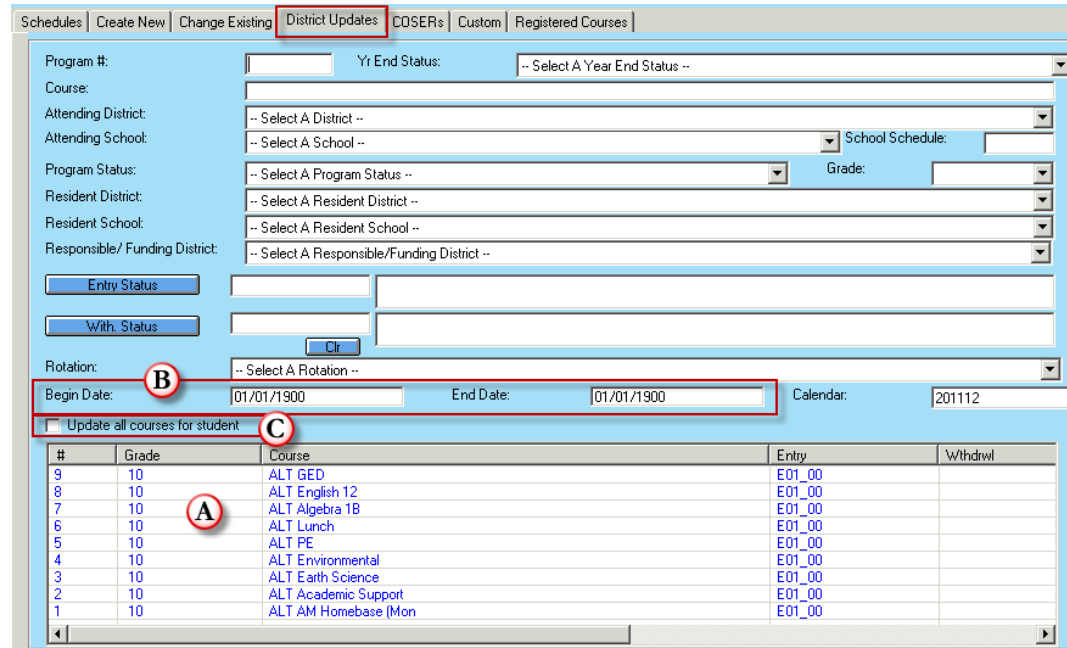
# SL Projections - Academics

## Academic Student Schedule Verification

It is critical to verify the information is accurately reflected on the District Updates tab. If the fields are not auto updated correctly, the data must be manually corrected.

There are 3 Scenarios that require the District Updates Tab to make corrections.

1. Updating the Begin and/or End Date for courses
2. Deleting Course Enrollment
3. Changing a District (not commonly edited during projections)



Program #: [ ] Yr End Status: -- Select A Year End Status --

Course: [ ]

Attending District: -- Select A District --

Attending School: -- Select A School -- School Schedule: [ ]

Program Status: -- Select A Program Status -- Grade: [ ]

Resident District: -- Select A Resident District --

Resident School: -- Select A Resident School --

Responsible/ Funding District: -- Select A Responsible/Funding District --

Entry Status: [ ]

With Status: [ ]

Rotation: -- Select A Rotation --

Begin Date: [01/01/1900] End Date: [01/01/1900] Calendar: 201112

Update all courses for student

#	Grade	Course	Entry	Withdwl
9	10	ALT GED	E01_00	
8	10	ALT English 12	E01_00	
7	10	ALT Algebra 1B	E01_00	
6	10	ALT Lunch	E01_00	
5	10	ALT PE	E01_00	
4	10	ALT Environmental	E01_00	
3	10	ALT Earth Science	E01_00	
2	10	ALT Academic Support	E01_00	
1	10	ALT AM Homebase (Mon)	E01_00	

Note: When a class correction is made, no modification is required on the District tab. The student will be re-enrolled in the same Course at a different time.

Note: Making a District change will require an “update” of all student Courses and Classes



# SL Projections - Academics

- **Academic Student Projections**
  - Academic Projection Pre-requisites
  - Entering Returning Student Projections
  - Entering New Student Projections
- **Editing Student Projections**
  - Deleting New Student Projection
  - Deleting Returning Student Projection
  - Parallel editing of current and projected data
  - Correcting Academic Student Projections
- **Projections Reporting & Enrollment Scenarios**



# 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



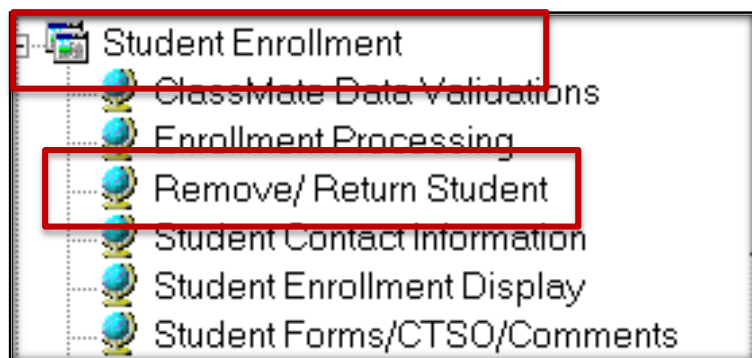
# ClassMate Enrollment Projections

## 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.

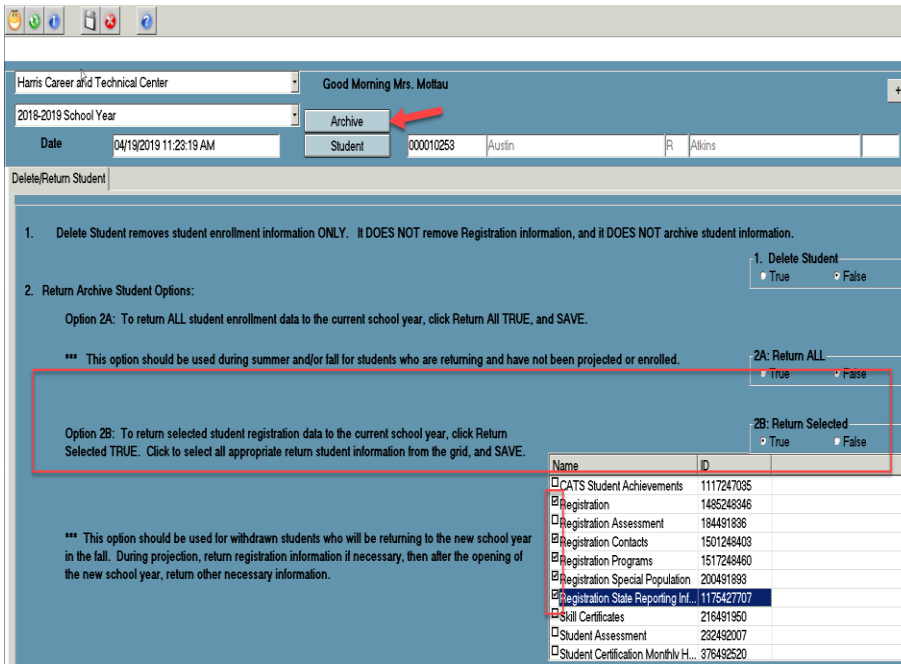
Name	ID
<input type="checkbox"/> CATS Student Achievements	1117247035
<input checked="" type="checkbox"/> Registration	1485248346
<input type="checkbox"/> Registration Assessment	184491836
<input checked="" type="checkbox"/> Registration Contacts	1501248403
<input checked="" type="checkbox"/> Registration 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 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	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.





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Questions?  
Contact our Helpdesk!  
[support.classmate.net](http://support.classmate.net)  
Phone: 1-855-984-1228

