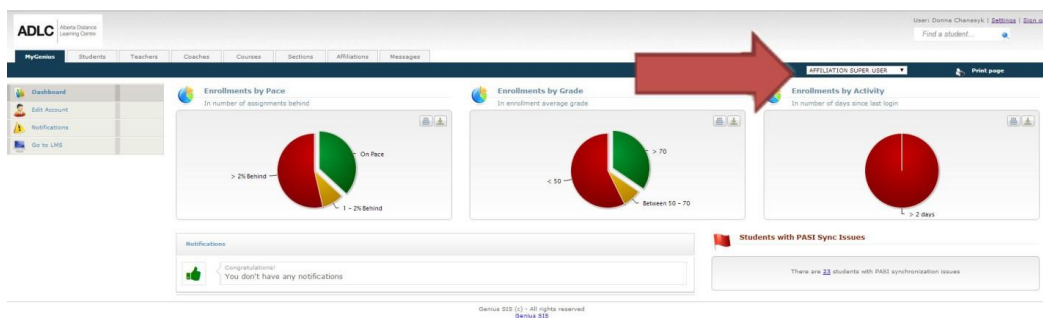


This document is intended to help Affiliation Super Users enrol students in a section in ADLC's Student Information System (SIS).

Note: Students must be added in SIS before they can be enrolled in a section. Please see instructions for "Adding a Student in ADLC's SIS" for detailed instructions on how to add a student in SIS.

1. Login to SIS, and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Students** tab.



3. From the menu on the left-hand side, click on **Active Students**. A list of all existing students will appear.
4. Click on the name of the student you'd like to enrol.
5. From the menu on the left-hand side, under the "Actions" heading, click on **Enroll in Section**.



6. Under "Select an Affiliation," select the name of your school.
7. Make sure "Term" is set to "Ongoing".
8. Select the preferred "Delivery Method" from the drop-down menu. **Note: "TS" stands for Teacher Support.**
9. Select the desired "Course Level" from the drop-down menu.
10. Select the appropriate "Course" name from the drop-down menu. If you've made a valid selection, the "Section" field will populate automatically.
11. Enter the appropriate "Start Date." The "End Date" will populate automatically.

Note: If you've selected a 30-Level Diploma course, you'll be asked to enter the "Sitting Date" and "Sitting Location." Please choose the projected date and location where the student plans on writing the exam. This won't register the student for the Diploma exam, but it'll let the ADLC teacher know where and when the student plans on writing.

12. Select the "Ship To" location.
13. Once the course is chosen, options for course material will appear if applicable. Check the "Select" box for all the material you need to order for the student.
14. Click on **Enroll**.

ADLC Alberta Distance Learning Centre

User: Student Student | Settings | Sign out

Find a student...

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

Print page

Enrollment Information

you are enrolling in an ADLC section

Select a School: Alberta Distance Learning Centre

Term: Ongoing

Course: Test_Genius

Section: Test_Genius - Ongoing - Any

Start Date: 6/6/2014

End Date: 6/4/2015

Shipping Notes:

Ship To: Select...

Use expedited shipping

Check All Required

Select	Asset Type	Description	Loan	Non-Refundable	Refundable	Shipping	Total	Required	Availability
<input type="checkbox"/>	Calculator	HP-48G	NO	\$120.50	\$0.00	\$15.00	\$120.50	YES	04/01/2014
<input type="checkbox"/>	HP Laptop	HP 123	YES	\$105.00	\$900.00	\$150.00	\$1,005.00	YES	04/01/2014
<input type="checkbox"/>	Standard Stapler	Swingline M-106	NO	\$6.99	\$0.00	\$30.00	\$6.99	NO	04/01/2014

Enroll

Contact

If at any time you have questions, please contact:

Registrations Department

1-866-774-5333 ext. 5360

registrations@adlc.ca