

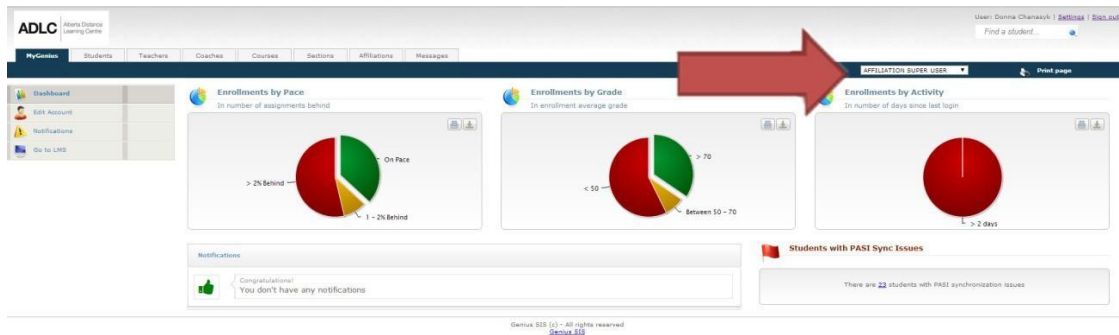
*This document is intended to assist Affiliation Super Users delete a course enrollment in ADLC's Student Information System (SIS).*

This feature is appropriate to use if BOTH of the following are true:

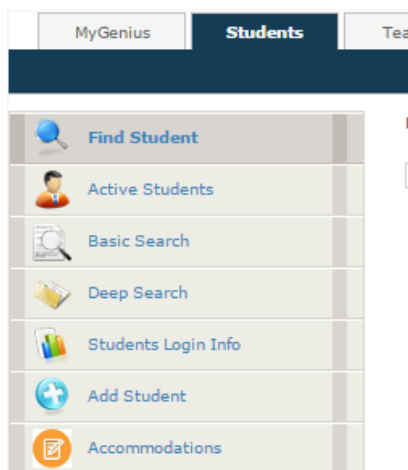
- A student was enrolled in an incorrect course or an incorrect student was enrolled in a course. (i.e., the enrollment was an accident/error.)
- The student has not completed any work in the course.

If one of the above is NOT true, SIS will not permit you to delete the enrollment, so you must drop the student from the course instead.

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



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



- From the menu on the left, click on **Active Students**. A list of all existing students will appear.

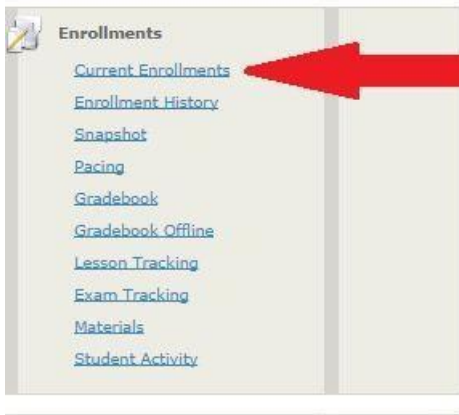


- Click on the name of the student you want to drop from a section. The student's file will appear.

The screenshot shows the ADLC (Alberta Distance Learning Centre) interface. The 'Active Students' section is active, displaying a table with 76 active students. The table has columns for Student, ASN, Grade level, Affiliation, City, Enrollments, and ID.

Student	ASN	Grade level	Affiliation	City	Enrollments	ID
<a href="#">Alicia, Alicia</a>	20000000	12	Swan Hills School		8	40000
<a href="#">Alicia, Alicia</a>	20000000	10	Swan Hills School		3	20000
<a href="#">Alicia, Alicia</a>	20000000	9	Swan Hills School		2	40000
<a href="#">Alicia, Alicia</a>	20000000	12	Swan Hills School		1	30000
<a href="#">Alicia, Alicia</a>	20000000	4	Swan Hills School		0	60000

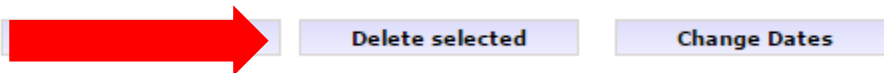
- On the left side of the screen, scroll to the "Enrolments" section, then click on **Current Enrollments**. A list of active sections will appear.



- Complete the following:
  - Locate the line for the **course** you wish to delete.
  - Confirm that this line lists "0 of 0" in the **Assignments** field.
  - Click the box in **Select** column to select this line.



- Click the **Delete selected** button.



## **Contact**

If at any time you have questions, please contact:

### **Learning Network Help Desk**

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