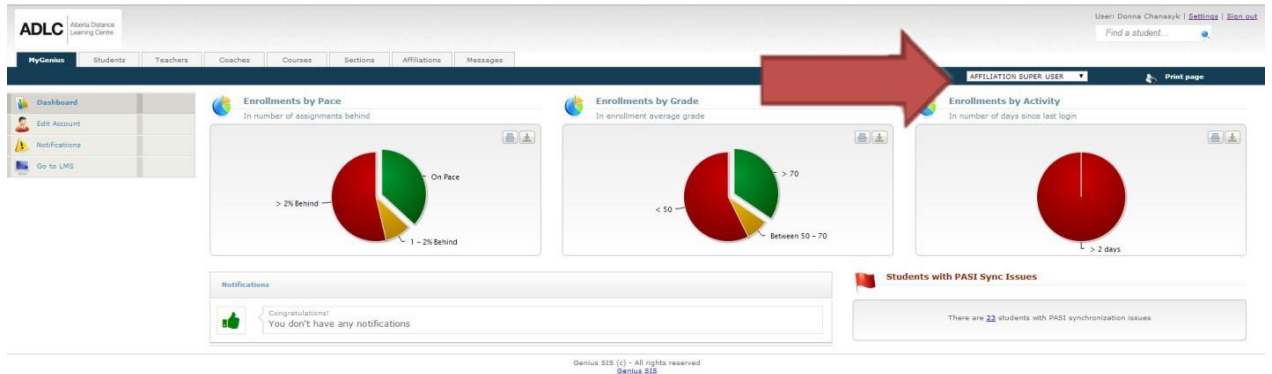


This document is intended to assist Affiliation Super Users with enrolling students in a section in ADLC's Student Information System (SIS).

Note: Students must be added in the SIS before they can be enrolled in a section. Please see instructions for **Adding a Student in ADLC's SIS** for detailed instructions.

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



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



3. Click on the name of the student who you would like to enroll.
4. From the menu on the left-hand side, under the **Actions** heading, click **Enroll in Section**.



5. Under **Select an Affiliation**, select the name of your school.
6. The **Term** should be **Ongoing**.
7. Select the **Delivery Method** from the drop-down menu. (Note: **TS** stands for Teacher Support).
8. Select the **Course Level** from the drop-down menu.
9. Select the **Course** name from the drop-down menu.
10. The **Section** will populate automatically if you have made a valid selection.
11. Enter the **Start Date**. (The **End Date** will automatically populate.)

Note: If you have selected a 30-Level Diploma course, you will be asked to enter the **Sitting Date** and **Sitting Location**. Please choose the projected date and location where the student will be writing. This will not register the student for the Diploma exam but it will 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 **Enroll**.

**ADLC** Alberta Distance Learning Centre

User: Student Student | Settings | Sign out  
Find a student

MyGenius Students Enrollments Teachers Coaches Courses Sections Affiliations Messages

Enrollment Information

you are enrolling in an ADLC section

Select a School: Alberta Distance Learning Centre  
 Term: Ongoing  
 Course: \_Test\_Genius  
 Section: \_Test\_Genius - Ongoing - Any  
 Start Date: 6/6/2014  
 End Date: 6/4/2015  
 Shipping Notes:  
 Ship To: Select...

Use expedited shipping

Check All Required

Select	Asset Type	Description	Loan	Non-Refundable	Refundable	Shipping	Total	Required	Availability
<input type="checkbox"/>	Calculator	HP-49G	NO	\$120.50	\$0.00	\$15.00	\$120.50	YES	04/01/2014
<input type="checkbox"/>	HP Laptop	HP 123	YES	\$105.00	\$900.00	\$150.00	\$1,005.00	YES	04/01/2014
<input type="checkbox"/>	Standard Stapler	Swingline M-106	NO	\$8.99	\$0.00	\$30.00	\$8.99	NO	04/01/2014

Enroll

## Contact

If at any time you have questions, please contact the Learning Network Help Desk.

### Learning Network Help Desk

1-866-774-5333, ext. 5378

[learningnetwork@adlc.ca](mailto:learningnetwork@adlc.ca)