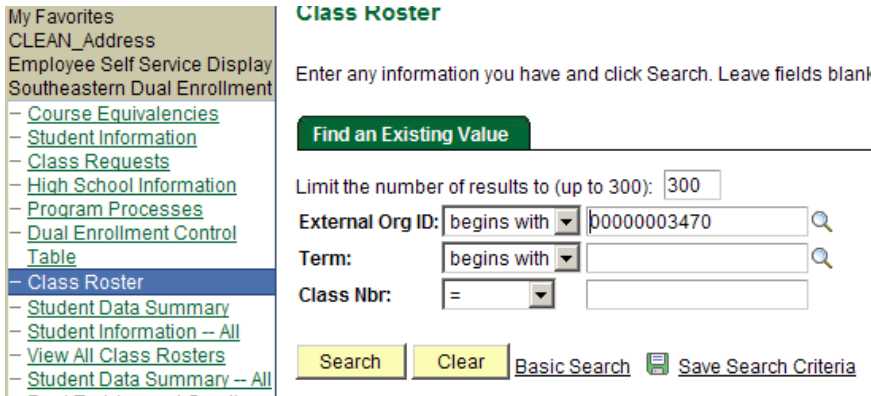


- ROSTER CONFIRMATION IS ONLY TO BE USED AT THE 14<sup>TH</sup> CLASS DAY. PRIOR TO THE 14<sup>TH</sup> CLASS DAY THE BUTTON IS DISABLED.**
- All Dual Enrollment rosters must be confirmed by the 14<sup>th</sup> Southeastern class day (see Dual Enrollment calendar [here](#)).
- Log into the Dual Enrollment registration system and follow this path: Southeastern Dual Enrollment→Class Roster.



**Class Roster**

Enter any information you have and click Search. Leave fields blank

**Find an Existing Value**

Limit the number of results to (up to 300):

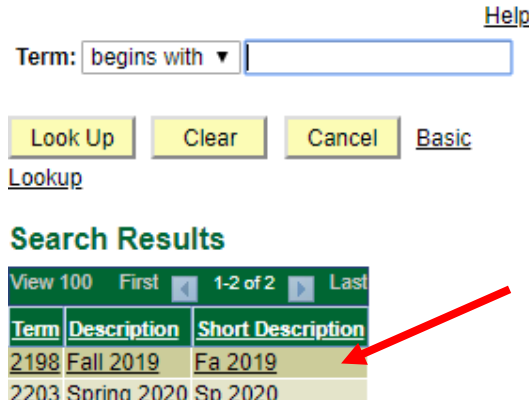
External Org ID: begins with

Term: begins with

Class Nbr: =

[Basic Search](#)

- Notice that the “External Org ID” is populated. This is based on you username. If you are the coordinator or facilitator for multiple campuses, please see the “Updating Student Information” document for the procedure to change “External Org ID”.
- Click the magnifying glass to the right of “Term”. The following menu will appear:



[Help](#)

Term: begins with

[Basic](#)

[Lookup](#)

**Search Results**

View 100 First 1-2 of 2 Last

| Term | Description | Short Description |
|------|-------------|-------------------|
| 2198 | Fall 2019   | Fa 2019           |
| 2203 | Spring 2020 | Sp 2020           |

- Select the appropriate term and you will return to the previous screen. Alternatively you can just click enter without choosing the magnifying glass. That will return every roster for your school in our system.

- The last piece of information needed is the “Class Nbr”. Click the “Search” button and a list of courses that **you** are facilitating at your school for the term selected will show up (all courses show up if you are the coordinator).

### Class Roster

Enter any information you have and click Search. Leave fields blank.

#### Find an Existing Value

Limit the number of results to (up to 300):

External Org ID:

Term:

Class Nbr:

[Basic Search](#)

### Search Results

View All First  1-5 of 5  Last

| ID                      | External Org ID | Term | Class Nbr | Description      |
|-------------------------|-----------------|------|-----------|------------------|
| <a href="#">0187945</a> | 00000003470     | 2123 | 103       | World History    |
| <a href="#">0187945</a> | 00000003470     | 2123 | 115       | American History |
| <a href="#">0187945</a> | 00000003470     | 2123 | 120       | Biology II       |
| <a href="#">0187945</a> | 00000003470     | 2123 | 149       | English IV       |
| <a href="#">0187945</a> | 00000003470     | 2123 | 168       | Fine Arts Survey |

- Click on “English IV” to get a list of students enrolled in the course along with their W numbers. Once you are 100% sure that the roster is correct, click the “Confirm Roster” button at the top of the screen. The rosters cannot be changed once you confirm so be sure everything is correct. **Students on this confirmed roster WILL be charged \$175 for the course!!**
- Click “Save” in the bottom left corner of the screen

### Class Roster

High School 00000003470 Ponchatoula High School

Term 2123 Spring 2012

Class Nbr 149 English IV

ENGL 101E

To download

Customize | Find |  First  1-79 of 79  Last

| Name                        | W Number |
|-----------------------------|----------|
| 1 Abels, Whitney Chantelle  | 0493149  |
| 2 Alford, Andrea Fallon     | 0493778  |
| 3 Allen, Faith Marie        | 0491667  |
| 4 Aveton, Kailey Ann        | 0462685  |
| 5 Bass, Brady Robinson      | 0473059  |
| 6 Berger, Michelle Lynn     | 0464225  |
| 7 Bergeron, Ashleigh Brooke | 0491672  |
| 8 Bergeron, Jennifer Blake  | 0464212  |

- To export the roster to an excel spreadsheet; simply click on the Red/White/Blue box at the top right corner of the roster. You will be asked to “Save” or “Open” the document. **PLEASE NOTE: ON THE DOWNLOADED SPREADSHEET THE 0 AT THE BEGINNING OF ALL W NUMBERS HAS BEEN DELETED. YOU MUST ADD THE 0 BACK TO THE NUMBER IN ORDER TO USE IT!**
- To confirm and/or print out another roster, simply click the “Return to Search” button at the bottom of the screen.