

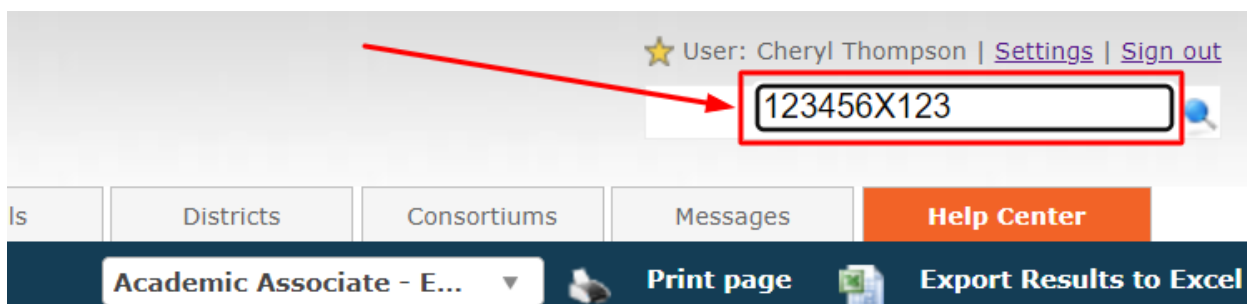
Enrolling a Student

LAUSD/Imagine Learning Job Aid

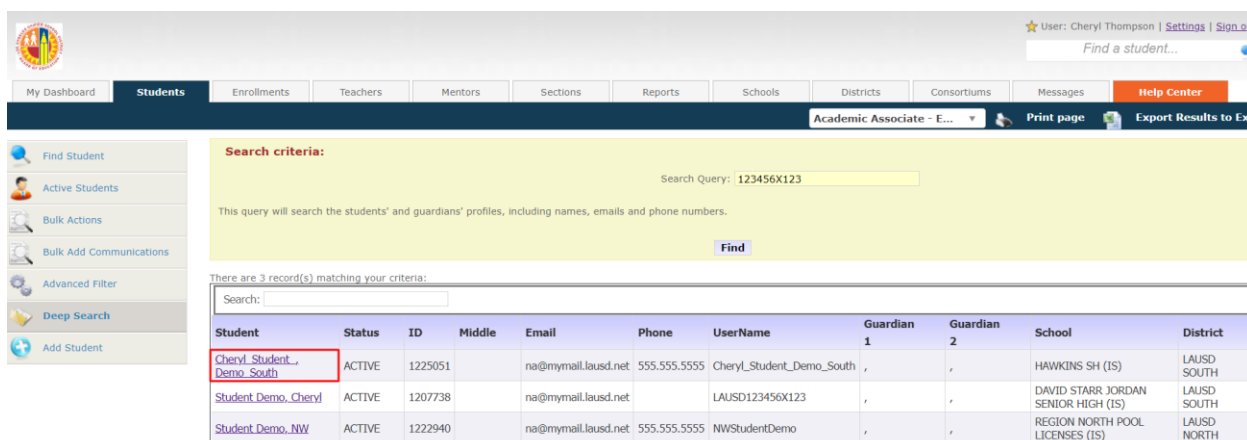
1. If the student is not under your Mentor Role yet – make sure you are in your Program Lead or Academic Associate Role:



2. In the Find a Student search – enter the student's ID Number

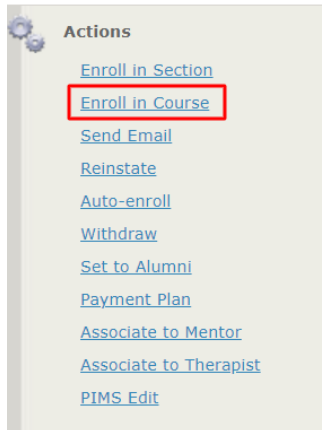


3. Click on the student's name – if there are more than one option, select the account that is Active:





4. In the left-hand menu under Actions click on Enroll in Course:



5. Select the correct Course, Start Date, End Date, and Activation Date. Then click Enroll:

A screenshot of the 'Enrollment Information' form. The form contains several fields: 'Select a District:' with a dropdown menu showing 'LAUSD SOUTH'; 'Term:' with a dropdown menu showing 'Ongoing - LAUSD SOUTH (IS)'; 'Course:' with a dropdown menu showing 'LAUSD-Algebra I A'; 'Start Date:' with a text input showing '10/31/2023'; 'End Date:' with a text input showing '12/15/2023'; and 'Activation Date:' with a text input showing '10/28/2023'. A red rectangular box highlights the 'Course:', 'Start Date:', 'End Date:', and 'Activation Date:' fields. Below these fields is an 'Enroll' button, which is also highlighted with a red rectangular box.

The student is now enrolled!

Please note the following:

Start Date – will automatically set for today's date – you can manually change this

End Date – will automatically set for the last date of the semester – you can manually set this to an earlier date

Activation Date – will automatically set to 3 days before the start date
(Prescriptive) courses – are the Credit Recovery Versions