

Reinstating Courses via Enrollment History

Imagine School Services Job Aid

1. First click on the Schools Tab then click on the School's Name:

Search criteria:

State: Select...
Main Contact Role: Select...
Main Contact: Select an Option
Account Manager: Select...
PD Specialist: Select...
SES Coordinator: Select...
Elementary Specialist: Select...
Success Coach: Select...
Regional IS Admin: Select...
Account Executive Sales: Select...

Get Data

There is 1 active schools in the system:

Check All

Search:

Select	ID	School	District	ContactName	ContactEmail	Status	City	State	Zip
<input type="checkbox"/>	1436	Region South Purchased Licenses (IS)	LAUSD_SOUTH	Rudy Rizo	noemail@edgenuity.com	ACTIVE		CA	

2. In the left-hand menu, click on Enrollment History:

Region South Purchas

- Main Information
 - [Main Page](#)
 - [Grading Scales](#)
 - [Metrics](#)
- Historic Data
 - [Enrollment History](#)**
- Academic
 - [Current Enrollments](#)

This will bring you to the list of Historic Enrollments. See end of guide for Column Customization Recommendations



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3. Click on the Edit Button next to the Enrollment:



4. Change the Status: to ACTIVE and click Save:

Edit Enrollment

Non-Numeric Current Grade:

-or-

Grade:

Assignments Completed:

Credits Earned:

Transcript Credits Attempted:

Show in Transcript:

Status:

Exit Date:

Transcript Term:

Transcript Department:

5. Then go to the Current Enrollments Page, check the course, and fill in the new End Date at the bottom of the page. Lastly, click [Change Dates]

Enrollments

- Current Enrollments**
- Snapshot
- Student Activity
- Requested Courses
- Enrollment History

Actions

- Send Email
- Reinstate
- Auto-enroll
- Withdraw
- Set to Alumni
- Payment Plan
- Associate to Mentor
- Associate to Therapist
- PIMS Edit

Select... Select... +

Get Data:

There is 1 active enrollments for this student:

Check All

Search:

Select	Edit	Attendance Alert	Section	School	Start	End	GradeValue	GradeOverallGraph
<input checked="" type="checkbox"/>			LAUSD-Chemistry in the Earth System B (Prescriptive) - Summer [36181061]	REGION NORTH POOL LICENSES (IS)	07/17/2023	08/31/2023	0.00	<input type="text" value="0"/>

Modify Status: Select Time Stamp

Start Date: End Date:



If this is your first time accessing a student's Enrollment History Page, I highly recommend customizing your columns as follows:



1. Student Last Name
 2. Student First Name
 3. Local ID
 4. Local School Name
 5. Section
 6. Overall Grade
 7. Actual Grade
 8. Percent Complete
 9. Total Attendance Minutes
 10. Assignments
 11. Course Status
 12. Start Date
 13. End Date
 14. Exit Date
 15. Teacher
- Change all other filled in options to **Select...**